

FINANCIALS

Financial Reporting and Consolidation

FRC

OneAdvanced
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2. Introduction

Overview

Preface – About This Guide

Welcome to the OneAdvanced Financial Reporting and Consolidations (FRC) User Guide!

This preface is an introduction to the guide, and outlines what you can expect from each chapter. It provides tips for finding the information you need, and instructions for accessing the FRC Online Help.




It also provides details for contacting OneAdvanced for technical support, upgrade information and training for FRC.

Document conventions

Throughout this guide, you may notice various formatting and graphical conventions (such as bold text and the use of icons and document hyperlinks). These conventions are there to help you find the information you need.

Icons

Another convention is the use of icons to draw attention to a specific type of information.

What it indicates	
	A footnote to the point being made.
	A reference to sections of the document that provide related information.
	Important warning information.

What's in this guide?

You do not have to read this guide cover-to-cover to learn about FRC. The **FRC User Guide** is designed so that you can read each chapter sequentially or simply look up the specific information you need.

For new users, the following chapters - that explain how to setup FRC, and introduce essential concepts, terminology and tasks - are especially recommended:

Chapter 1 – Introduction

This chapter includes a high-level introduction to the product and its features. It explains how FRC can help you to understand your business better and accurately report on business performance.

Chapter 2 - Getting Started

This chapter describes the environment required to run FRC.

Chapter 3 – Enterprise Set Up

This chapter explains the various features and settings that can be configured to provide the underlying options needed to report accurately, efficiently and securely, such as operating companies, currencies, ledgers and users.

Chapter 4 – Accounting Adjustments

This chapter describes how to enter and manage additional transactions that need to be added to underlying ERP data to comply with the sometimes-different reporting requirements of various audiences.

Chapter 5 – Reports

This chapter explains how to create and manage the various components included in a report as well as how to utilise the same component in different reports for maximum efficiency.

Index

This final section includes a detailed list of keywords, designed to help you find the information you need quickly.

Getting Help

The main window in FRC features a Help option, which provides direct access to the on-line FRC Help files.

Look for this option.  Once the Help file is open, you can access the table of contents or index as a means of linking to the precise topic that you wish to view.

Finding out more

For more information about OneAdvanced and FRC including additional products, upgrades, support, training courses and implementation services visit our website at:

<https://www.oneadvanced.com>

Alternatively, you can call us at 020 3918 6671 (from outside of the UK call +44 20 3918 6671).

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Chapter 1 – Introduction

Product Overview

FRC has been designed to provide finance managers with the tools needed to exert greater control over the financial reporting function within a business.

The suite complements the existing computerised accounting system by using the transaction and static data stored in that system as the basis for providing a dynamic, day-to-day business reporting tool.

This version of FRC includes applications that facilitate financial reporting for individual companies, groups of companies, companies that operate in different currencies, companies that have different chart of accounts structures, and companies that report locally using different financial reporting standards.

Product Benefits

The FRC applications place emphasis on accurately reporting the current financial position and providing management with the information from which to make informed business decisions.

Financial Reports

The user can utilise system generated or custom-built reports to provide financial reports in the layout and format required with data summarised at the appropriate level. Drill down on any reported balance allows any authorised report user to investigate the transactions that make up the reported amount.

Accounting Adjustments

While most data required for reporting is imported directly from the accounting system, occasionally final adjustments are required that are difficult to make in the main system. This includes things like multi-GAAP statutory adjustments, consolidation elimination entries, or group currency translation adjustments. FRC allows you to make these adjustments and include them only in the reports that matter.

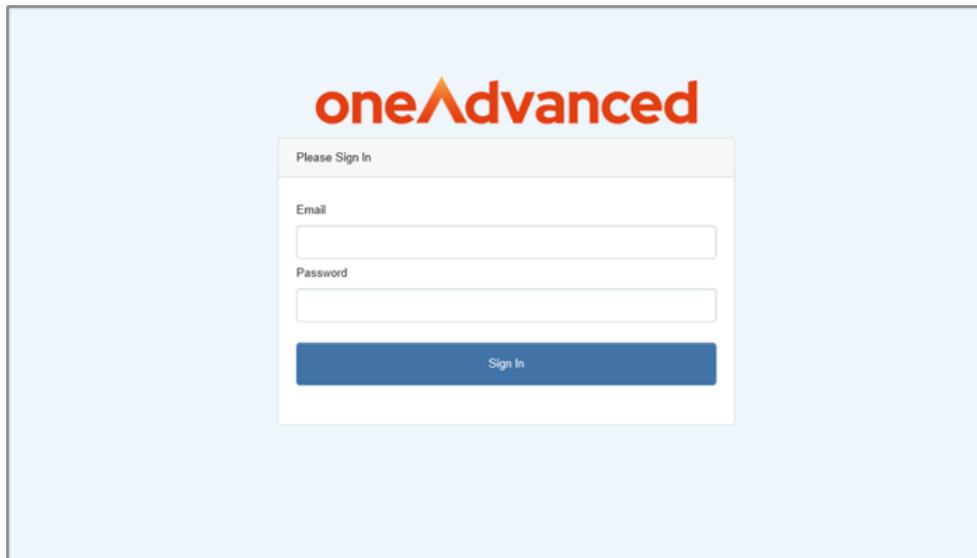
Data Normalization

All businesses are different. They may operate different charts of accounts, have accounting periods that are not the same length, have misaligned financial year-ends, operate in different currencies, and even have users operating in different languages. FRC offers a way to normalise data and store it so it can be reported consistently in a standardised manner using easy-to-create templates that can be used by any group company.

Chapter 2 – Getting Started

Logging In

To start using FRC, simply log in to your application using the URL, user and password credentials provided by OneAdvanced or your application Administrator.



The image shows a login form for OneAdvanced. At the top, the OneAdvanced logo is displayed in orange and black. Below the logo is a white box with a light gray header that says "Please Sign In". Inside this box, there are two input fields: one for "Email" and one for "Password". Below these fields is a blue button with the text "Sign In" in white.

Chapter 3 – Enterprise Set Up

Introduction

This component of the application allows users to maintain the settings for companies, ledgers, alternate charts of accounts, currencies and users. It also provides statistical views of transaction counts as well as audit records of imports and changes to the system.

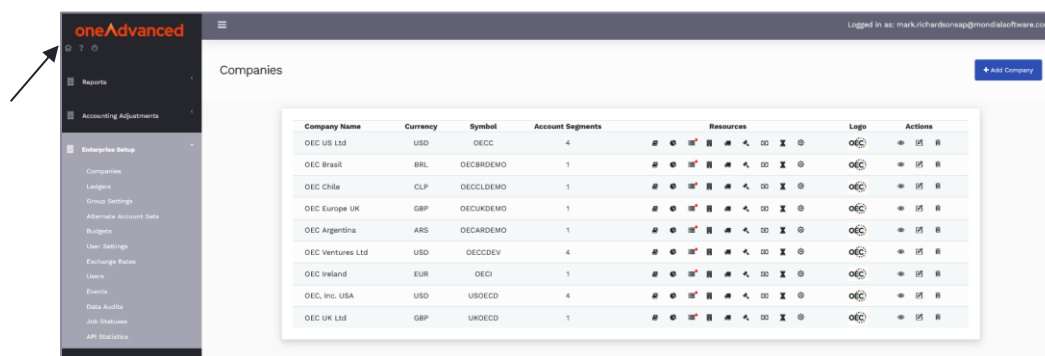
Because these settings are fundamental to security and auditability, only authorised users have access and many of the menu options may not be visible to some users.

Companies

Companies Overview

The Companies maintenance area is where individual companies within a group are created and customised. This is the area where most users start – particularly administrators – as it is imperative to set up the system effectively and thoroughly.

- To access the **Companies** functionality, **Click** on the Companies option in the Enterprise Setup menu.
- Alternatively, you can **Click** on the **Home** icon which opens the Companies screen from anywhere in the application.



On the main Companies menu there are various options for creating the main settings for each operation. In addition to creating new companies, the Resources icons each lead to a series of settings to control the way FRC behaves for each company. These are described below.

Add Company

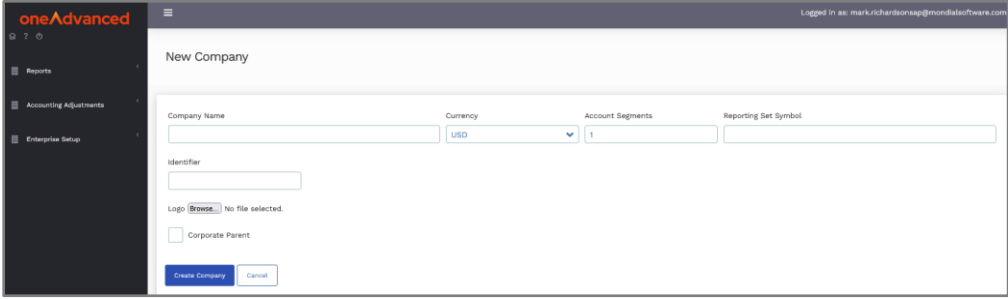
- To create a Company, **Click** on the **Add Company** button on the top right of the Companies page

- Complete the options for **Company Name**, **Reporting Currency**, the **number of Accounting Segments**, and the **Reporting Set Symbol**
- A **Logo** is uploaded by choosing a stored file
- Check the box if this company is the overall corporate parent
- To complete the process, **Click on Create Company** and the new company will be available in the Companies list

Once a company in a group has been set up as a corporate parent, this enables a group-wide reporting process to be performed. In some groups, corporate parents are associated with subsidiary companies that adhere to different accounting standards and/or use a different reporting currency from that of the parent.

When performing consolidations, adjustments are sometimes required in subsidiary companies such as the Cumulative Translation Adjustment (CTA) process which calculates gains/losses on translation at the correct exchange rate into the corporate parent's reporting currency.

Therefore, it is important to specify which company in the group is the corporate parent.



Natural Account Sets

Natural Account Sets describe the "core" account codes that form the basis for much of the reporting, revaluation and adjustments within a company. By default, a **Local** Natural Account set will exist in all companies set up in the FRC accounting hub and all transactions entered/loaded into FRC MUST balance at this level. They will align with the natural account sets established in an organisation's ERP general ledger.

Within FRC, **additional** natural account sets can also be created. In turn, these can be associated with Alternate Account Sets. An Alternate Account Set can be used to align an individual company's natural account set with either a regulatory account set or perhaps a group account set.

This process of linking the natural account set with alternate account sets allows an organisation to report company data using any of the natural account sets that have been established. In this way, reports can be built for local reporting requirements, regulatory reporting and parent company "group format" reporting.

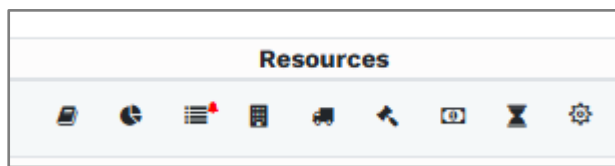
To summarize by way of an example:

A subsidiary company within a parent controlling group is required to report its data using a prescribed *group* chart format. The steps to affect this in FRC would be:

- Create an alternate account set from the Enterprise Set Up, Alternate Account Sets option. (details of how to do this can be found [here](#)).
- In the individual subsidiary, in Companies, Resources, add a new Natural account set and link it to the alternate account set. This process is described below.
- In Companies, Resources, Chart of Accounts, map the individual local account codes to the appropriate alternate account codes. This is described in detail in [this section](#).

The Natural Account Set up page is available under the resources segment of the company's segment.

Its specific icon is the first left as shown below:



Click on the icon to access the Natural Account Set page which is shown below. The page below contains some examples of pre - defined account sets.

OEC US Ltd: Natural Account Sets + Add Natural Account Set

#	Name	Name Validator	Field Validators			Alternate Account Set	Action
			Account Number Validator	Description Validator	Short Description Validator		
1	Local	Anything Goes	Anything Goes	Anything Goes	Anything Goes		
2	Group Chart	Anything Goes	Anything Goes	Anything Goes	Anything Goes	Group Chart	✎ B
3	French Statutory	Anything Goes	Anything Goes	Anything Goes	Anything Goes	French Statutory	✎ B
4	Canadian GIF	Anything Goes	Anything Goes	Anything Goes	Anything Goes	Canada Statutory	✎ B
5	Chinese Statutory	Anything Goes	Anything Goes	Anything Goes	Anything Goes	Chinese Statutory	✎ B

To add a new account set, click on the "Add Natural Account Set" text box on the top right part of the page. The following setup page will be presented:

New Natural Account Set for OEC US Ltd

Chart Version:

Name Field Validator:

Natural Account Field Validator:

Description Field Validator:

Short Description Field Validator:

Alternate Account Sets:

This is a data entry page that defines the version of the new account set. Therefore, the entry here would be the name of the statutory, regulatory or local chart version for example, Mexican GAAP, French Statutory Accounts and so forth.

The Name Field Validator, Natural Account Field Validator, Description Field Validator and Short Description Field Validator are dropdowns that will present the list of the field validators which are created within the company. The set-up process of Field Validators is shown in this [section](#).

The Alternate Accounts Set drop-down on the far-right part of the screen presents several alternate accounts sets that can be associated with the new Natural Account Set. The accounts which are available in the drop-down are set up in the Alternate Accounts Sets page as explained in this [section](#).

Once all the parameters have been defined, select "create natural account set" and the new natural account set will be created.

Reporting Segments

Reporting segments establish and identify any additional chart of account segments/dimensions used by an organisation beyond the natural account segment. The combination of the natural account and the reporting segments reflect the full general ledger chart of accounts structure existing with the underlying ERP for each company incorporated into the FRC accounting hub.

The reporting segment option is available from the Companies page, under the Resources options for a specific company.

To create a new reporting segment or edit an existing one, click on the Reporting Segments icon seen in the image below:



The reporting segment page lists the reporting segments which have already been created together with the following actions.

Edit: alter the parameters of the accounting segment.

Delete: remove an accounting segment that has been created.

Options: this defines the list of codes and accounting segments as well the specific code for the account and a short description. (A further explanation of the options page has been provided below). The reporting segment page appears as shown below for OEC US Ltd

Ordinal	Name	Field Validators	Actions
1	Natural Account		
2	Division	Alphanumeric	✎ ✖
3	Region	Alphanumeric	✎ ✖
4	Department	Alphanumeric	✎ ✖

[Download Table as CSV](#)

The reporting segments currently defined for the company will be presented here. To create a new accounting segment, click on the "Add New Account Segment" option.

Enter the relevant parameters on the page shown below:

Field	Nature	Description
Ordinal	Data entry	The ordinal number entered here designates the position of the new reporting segment. When creating a new ordinal, the ordinal number of the new reporting segment is by default entered as the next number relative to the preceding reporting segment; for example, when creating a new reporting segment for the company used in the instance above, the ordinal will be set to six by default.
Name	Data entry	Enter the name for the new reporting segment.
Field Validator	Dropdown	Define the valid character set which will be applied when entering the code for the new

		reporting segment. More information about the field validator is available in this section .
Enforce balancing	Check box	Check on this box to ensure that any accounting transactions that are entered/loaded incorporate this segment balance at this level of the chart of accounts.

Actions

When a new reporting segment has been created, there are several actions that can be performed as defined above - editing, reporting, and altering the options.

The **Options** action is the most relevant in this case. This is where the list of segment codes is stored and maintained. Typically, this data will be loaded from the source ERP via FRC's API. However existing codes can be edited or deleted, or new codes added directly into FRC.

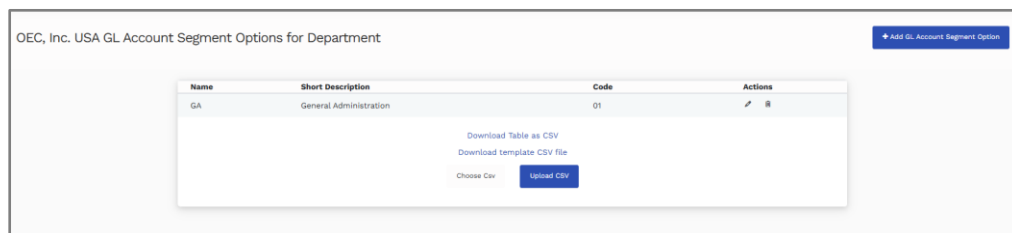
To get started, click on the options button that appears as the icon shown below:



The options page contains the segment codes and descriptions which make up a specific reporting segment.

In the example below, having selected the options button for the department segment in the company OEC US, we are presented with the list of all department codes and descriptions (in fact only one department exists in this company!)

To add a new segment code into a department, click on the "Add GL account segment option." This will redirect to a setup page shown below:

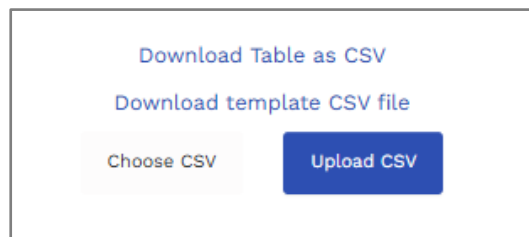


The options here are data entry fields. The "Name" and "Short Description" fields define the new account segment option while the "Code" option associates a specific code to the newly created account.

Select "Create GL account segment option" and a new account with the defined parameters will be created.

Uploading and Downloading Account Segment Option as CSV or MS Excel

There is additional functionality that allows you to download and upload the Reporting Segment Option for Department which appears as shown below.



Selecting 'Download template CSV file' will provide a generic template which a user can typically use as a basis for constructing a new reporting segment. It provides examples of the general structure of a Reporting Segment. The csv created will look like that presented below when opening in Excel.

Selecting 'Download Table as CSV' will create a csv which contains the details of the current active Reporting Segment.

In this instance a user could make changes in Excel (modify existing rows, add new rows etc.) and then save the csv file.

	A	B	C	D	E
1	Name	Short Desc	Code		
2	Engineering	Eng	100		
3	Design	Design	101		
4	Tester	Test	102		
5					

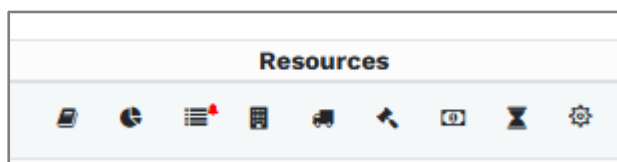
In turn, using the Choose csv option, selecting the amended csv file, and then selecting the Upload CSV button, the active Reporting Segment will be fully replaced with the new version.

Chart of Accounts

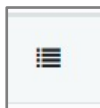
The Chart of Accounts is the listing of all the core account codes residing in the general ledger (GL).

In FRC, the Chart of Accounts segment is typically populated automatically through the connection of the software with the company's underlying source system. There are several additional actions that FRC allows the user to carry out such as adding a new GL account, mapping the natural account set to an alternate account set, and downloading the CSV of the Chart of accounts.

The Chart of Accounts page is accessed from the Companies resources segment:



The icon for the COA is:



Selecting the icon redirects to the Chart of Accounts page which contains a list of all the GL accounts from the files uploaded from the underlying ERP system. The sample company OEC UK Ltd Chart of Accounts appears as shown below:

Chart of Accounts - OEC UK Ltd + Add GL account

NATURAL ACCOUNT ASSIGNMENT Download Table as CSV
Download template CSV file

REVALUATION LEDGER ASSIGNMENT Choose CSV Upload CSV

Account Number	Name	Type	SubType	Currency	Delete	Edit
100000	Called Up Capital Not Paid	Asset		GBP	Delete	Edit
100010	Uncalled Share Capital	Asset		GBP	Delete	Edit
101000	Capitalised Formation Expenses	Asset		GBP	Delete	Edit
101010	Capitalised Business Expansion Costs	Asset		GBP	Delete	Edit
101500	Accumulated Deprec. - Capitalised F...	Asset		GBP	Delete	Edit
102010	Patents and Royalties	Asset		GBP	Delete	Edit
102020	Licences	Asset		GBP	Delete	Edit
102510	Accumulated Depreciation - Patents ...	Asset		GBP	Delete	Edit
102520	Accumulated Depreciation - Licences	Asset		GBP	Delete	Edit
103000	Goodwill	Asset		GBP	Delete	Edit
103500	Amortisation - Goodwill	Asset		GBP	Delete	Edit
110000	Freehold Land	Asset		GBP	Delete	Edit

The following actions can be performed on this page:

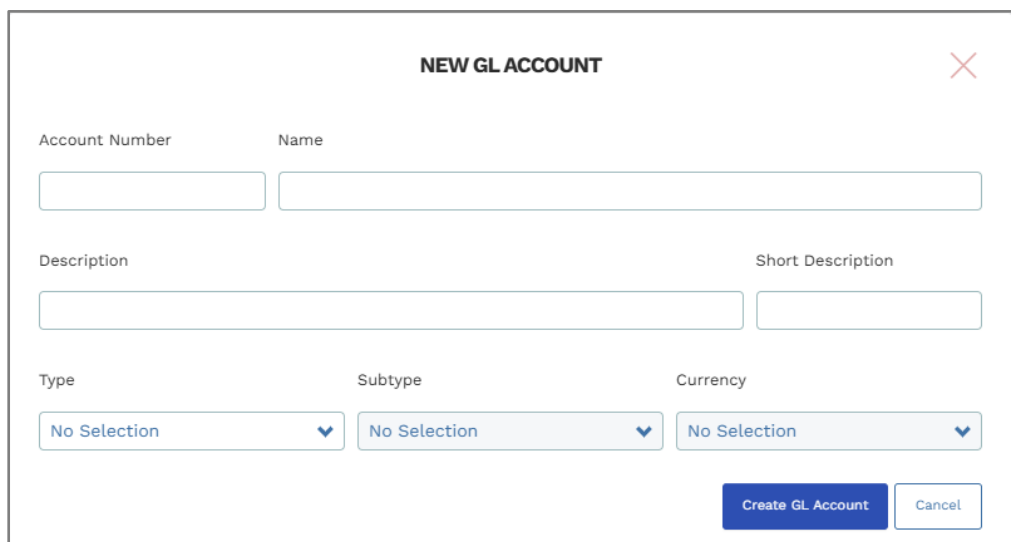
- Creating a new GL account.
- Mapping a natural account set to an alternate account set
- Add Currency Translation methods for each account to facilitate currency translation adjustments (CTA)
- Download the chart of accounts as a CSV file

Creating a New GL Account

Occasionally a company may need to add accounts that do not exist in the underlying core accounting system. This might be to record specific entries that need to reside outside of the core system - Cumulative Translation Adjustments, for example.

FRC allows you to create a new GL account into the COA without having to return to the source system - which would also mean that the COA would have to be re-uploaded.

To create a new GL account, select "Add GL Account." The field shown below will be displayed:



Enter the relevant information in the fields to define the new GL account. Once all the parameters have been set, select "create GL account" and a new account will be created.

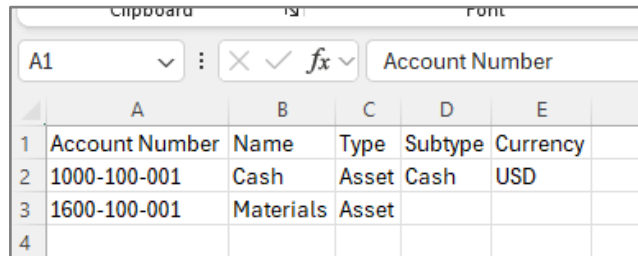
Providing there are no transactions associated with it an account can also be deleted. The option to delete is highlighted in blue against those accounts (on the right of the display) that meet the criteria.

Uploading and Downloading Chart of Accounts as CSV or MS Excel

There is additional functionality that allows you to download and upload the Chart of Accounts which appears as shown below.

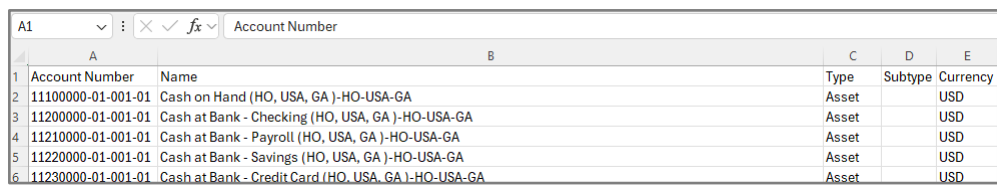


Selecting 'Download template CSV file' will provide a generic template which a user can typically use as a basis for constructing a new reporting segment. It provides examples of the general structure of the Chart of Accounts. The csv created will look like that presented below when opening in Excel.



	A	B	C	D	E	F
1	Account Number	Name	Type	Subtype	Currency	
2	1000-100-001	Cash	Asset	Cash	USD	
3	1600-100-001	Materials	Asset			
4						

Selecting 'Download Table as CSV' will create a csv which contains the details of the current active Chart of Accounts.



	A	B	C	D	E
1	Account Number	Name	Type	Subtype	Currency
2	11100000-01-001-01	Cash on Hand (HO, USA, GA)-HO-USA-GA	Asset		USD
3	11200000-01-001-01	Cash at Bank - Checking (HO, USA, GA)-HO-USA-GA	Asset		USD
4	11210000-01-001-01	Cash at Bank - Payroll (HO, USA, GA)-HO-USA-GA	Asset		USD
5	11220000-01-001-01	Cash at Bank - Savings (HO, USA, GA)-HO-USA-GA	Asset		USD
6	11230000-01-001-01	Cash at Bank - Credit Card (HO, USA, GA)-HO-USA-GA	Asset		USD

In this instance a user could make changes in Excel (modify existing rows, add new rows etc.) and then save the csv file.

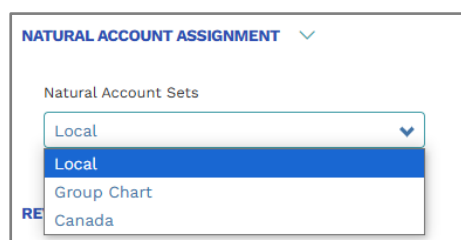
In turn, using the Choose csv option, selecting the amended csv file, and then selecting the Upload CSV button, the active Chart of Accounts will be fully replaced with the new version.

Mapping a Natural Account Set to an Alternate Account Set

The chart of accounts page shows the **local natural account** set by default.

If Alternate account sets have been created and associated with the company (see Alternate Accounts and Natural Account Sets), this chart of account main display can also be used to link the local natural account codes to their alternate 'parent' accounts.

For example the following options of natural accounts are available for the sample OEC UK Ltd company.



When mapping a local account set to an alternative account set, the assignable accounts that are available will depend on the alternate account chosen when setting up the **natural account set**. In this example, one of the Alternative Accounts set selected in the set up was *Group Chart*. This means a specific account in the local natural accounts can be assigned an account from the pre-defined alternative account codes available from the Group Chart.

To link natural accounts, based on the example above, first change the natural account set from Local to Group Chart.

A new column appears to the left in the display to show the Group Chart Table codes which have already been linked to the local natural account codes.

To add/change an alternate account association to a local account, first check the add/clear box to the left of the specific account (note: - multiple accounts can be selected).

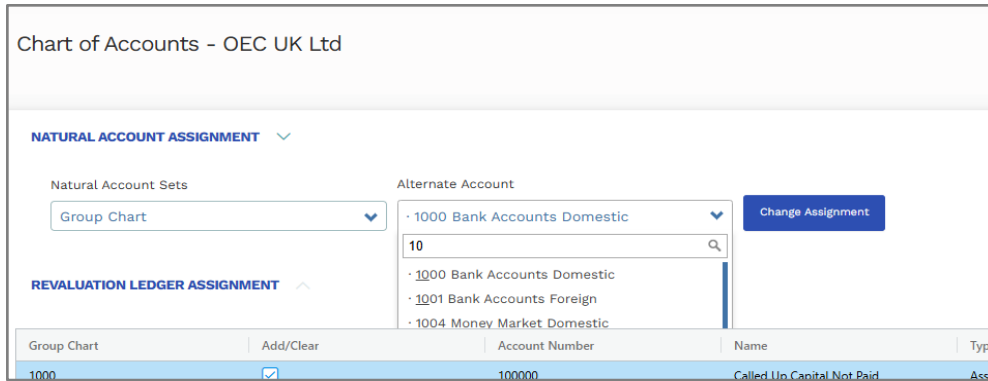
Group Chart	Add/Clear	Account Number	Name	Type	SubType	Currency
1000	<input type="checkbox"/>	100000	Called Up Capital Not Paid	Asset		GBP
1100	<input type="checkbox"/>	100010	Uncalled Share Capital	Asset		GBP
1100	<input type="checkbox"/>	101000	Capitalised Formation Expenses	Asset		GBP
1100	<input type="checkbox"/>	101010	Capitalised Business Expansion Costs	Asset		GBP
1100	<input type="checkbox"/>	101500	Accumulated Deprec - Capitalised F...	Asset		GBP
1100	<input type="checkbox"/>	102010	Patents and Royalties	Asset		GBP
1100	<input type="checkbox"/>	102020	Licences	Asset		GBP
1100	<input type="checkbox"/>	102510	Accumulated Depreciation - Patents ...	Asset		GBP
1100	<input type="checkbox"/>	102520	Accumulated Depreciation - Licences	Asset		GBP
1221	<input type="checkbox"/>	103000	Goodwill	Asset		GBP
1221	<input type="checkbox"/>	103500	Amortisation - Goodwill	Asset		GBP
1100	<input type="checkbox"/>	110000	Freehold Land	Asset		GBP

Second, use the drop-down selection list under the alternate account heading. This will display a list of all the alternate accounts - in this case, the list of available "Plan Comptable" French account codes.

(Note - if a 'hierarchy' of alternate account codes exists, double-clicking the value will drop to the next level of detail in the hierarchy).

Group Chart	Add/Clear	Account Number	Name	Type	SubType	Currency
1000	<input checked="" type="checkbox"/>	100000	Called Up Capital Not Paid	Asset		GBP
1100	<input type="checkbox"/>	100010	Uncalled Share Capital	Asset		GBP
1100	<input type="checkbox"/>	101000	Capitalised Formation Expenses	Asset		GBP
1100	<input type="checkbox"/>	101010	Capitalised Business Expansion Costs	Asset		GBP

A search facility for a specific account can be performed by entering the account code in the search box.



Once the account has been selected, click "change assignment" to either add or change the association. The image below shows the new assignment.

To remove an assignment, select the check box for the account(s) to be unassigned, and then from the Alternate Account drop-down option, select "No Selection".

Uploading and Downloading Natural Account Assignments as CSV or MS Excel

There is additional functionality that allows you to download and upload the Natural Account Assignments which appears as shown below.



Selecting 'Download template CSV file' will provide a generic template which a user can typically use as a basis for constructing a new account assignment. It provides examples of the general structure of an Account Assignment file format. The csv created will look like that presented below when opening in Excel.

Clipboard			
	A	B	C
1	Group Chart	Account Number	
2	1000	11100000-01-001-01	
3			

Selecting 'Download Table as CSV' will create a csv which contains the details of the current active Natural Account Assignment.

	A	B	C	D	E	F
1	Group Chart	Account Number	Name	Type	Subtype	Currency
2	1000	11100000-01-001-01	Cash on Hand (HO, USA, GA)-HO-USA-GA	Asset		USD
3	1000	11200000-01-001-01	Cash at Bank - Checking (HO, USA, GA)-HO-USA-GA	Asset		USD
4	1000	11210000-01-001-01	Cash at Bank - Payroll (HO, USA, GA)-HO-USA-GA	Asset		USD
5	1000	11220000-01-001-01	Cash at Bank - Savings (HO, USA, GA)-HO-USA-GA	Asset		USD
6	1000	11230000-01-001-01	Cash at Bank - Credit Card (HO, USA, GA)-HO-USA-GA	Asset		USD
7	1000	11300000-01-001-01	Checking Account Clearing (HO, USA, GA)-HO-USA-GA	Asset		USD
8	1000	11300001-01-001-01	Checking Account Clearing - EUR (HO, USA, GA)-HO-USA-GA	Asset		USD
9	1000	11300002-01-001-01	Checking Account Clearing - CAN (HO, USA, GA)-HO-USA-GA	Asset		USD

In this instance a user could make changes in Excel (modify existing rows, add new rows etc.) and then save the csv file.

In turn, using the Choose csv option, selecting the amended csv file, and then selecting the Upload CSV button, the active Natural Account Assignment will be fully replaced with the new version.

Revaluation Ledger Assignment

Revaluation ledger assignment provides for the association of a translation/revaluation method to a specific account code on a ledger-by-ledger basis.

Revaluation Ledger Assignment is available as a drop-down on the Chart of Accounts page. Clicking on Revaluation Ledger Assignment will show the Ledgers which are associated with the company and the FX types which accounts can be mapped into.

REVALUATION LEDGER ASSIGNMENT ▼

Ledger: ▼

FX Type: ▼

The Ledger option is a drop-down that contains the ledgers which have been created for the company. [This Section](#) shows how ledgers can be created and other actions which can be done on the ledger.

In the current example, the ledger dropdown will reveal the ledgers available for the company:

REVALUATION LEDGER ASSIGNMENT ▼

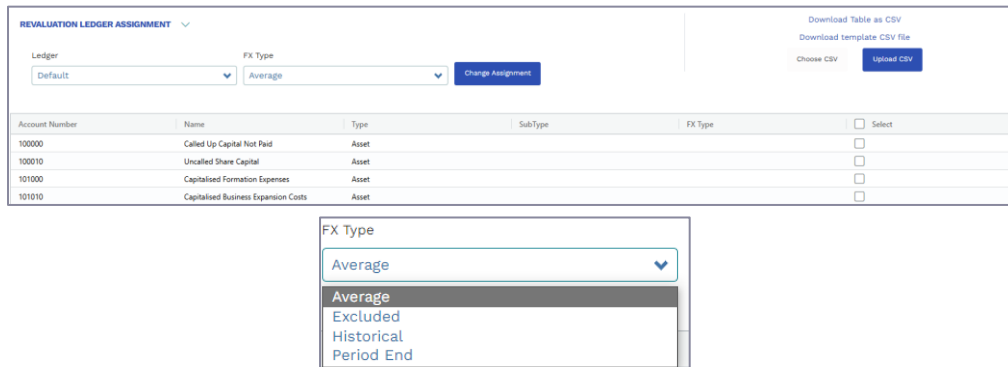
Ledger: ▼

- IFRS
- US-GAAP
- Consolidation
- Default
- Brazil GAAP
- China GAAP
- Japan GAAP

The FX types drop down in the example are shown below:

Two new columns; 'FX type' and 'Select' are processed into the ledger transactions.

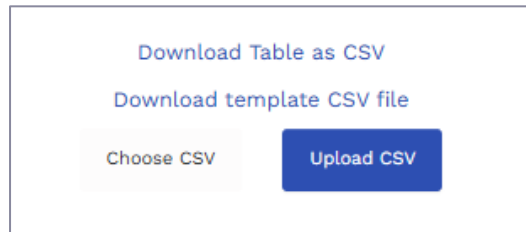
To associate a transaction with a certain FX type, select the preferred FX type from the drop-down and check the "select" box related to the transaction.



Click "Change Assignment" and the FX type will be mapped into the transaction.

Uploading and Downloading Revaluation Ledger Assignments as CSV or MS Excel

There is additional functionality that allows you to download and upload the Revaluation Ledger Assignments which appears as shown below.



Selecting 'Download template CSV file' will provide a generic template which a user can typically use as a basis for constructing a new Revaluation Ledger assignment. It provides examples of the general structure of a Revaluation Ledger file format. The csv created will look like that presented below when opening in Excel.

	A	B	C	D
1	Account N	FX Type	Ledger	
2	100000	Historical	Default, IFRS, US-GAAP, Brazil GAAP, China GAAP, Japan GAAP, Consolidation	
3	100010	Excluded	Default, IFRS, US-GAAP, Brazil GAAP, China GAAP, Japan GAAP, Consolidation	
4	101000	Period End	Default, IFRS, US-GAAP, Brazil GAAP, China GAAP, Japan GAAP, Consolidation	
5	101010	Average	Default, IFRS, US-GAAP, Brazil GAAP, China GAAP, Japan GAAP, Consolidation	

Selecting 'Download Table as CSV' will create a csv which contains the details of the current active Revaluation Ledger Assignment.

In this instance a user could make changes in Excel (modify existing rows, add new rows etc.) and then save the csv file.

In turn, using the Choose csv option, selecting the amended csv file, and then selecting the Upload CSV button, the active Revaluation Ledger Assignment will be fully replaced with the new version.

Audit-Checking

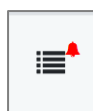
An audit checking process is available under the Chart of Accounts to ensure that all accounts imported from underlying accounting systems are mapped to alternate accounts established in FRC.

If any 'natural' accounts are not mapped to an alternate account set, a notification is displayed.

Audit checking is also included under the chart of accounts functionality to ensure that the ledgers established in FRC are associated with an FX type. If any accounts included within FRC ledgers are not mapped to an FX type, a notification will be displayed.

Note

Be on the lookout for a red bell icon on top of the Chart of Accounts icon.





This icon indicates that some of the natural accounts set have not been mapped to an alternate account and/or some of the ledgers are not associated with an FX type.

Customers and Vendors

Keeping tabs on the customers and vendors of your business is critical for forensic financial reporting. FRC has separate sections that store a repository of current and previous customers and vendors.

To access these resources, click on "Companies" from the Enterprise Setup" drop-down menu. Under "Companies," customers and vendors lists are linked using the following icons:

Customers	Vendors
	

All the information relevant to customers and vendors can be retrieved by downloading a CSV file. Changes made in the CSV to update customer and vendor information can be affected on FRC by uploading the modified CSV file.

Actions

Clicking on either icon will redirect you to a list of the company's customers or vendors.

This is a screenshot of what a "Customers" field on FRC appears.

Company Name	First Name	Last Name	Unique Identifier	External Reference ID	Number of Accounts	Main Customer Account	Delete
Maxi-Teq			C20000	C20000	0		
Parameter Technology			C23900	C23900	0		
OEC Demo UK			C24000	C24000	0		
Star Company			C25000	C25000	0		
River Inc			C26000	C26000	0		
Microchips			C30000	C30000	0		
Earthshaker Corporation			C40000	C40000	0		
Mashina Corporation			C42000	C42000	0		
ADA Technologies			C50000	C50000	0		
SG Electronics			C60000	C60000	0		
Aquent Systems			C70000	C70000	0		
Web Customer			C99998	C99998	0		
One Time Customer			C99999	C99999	0		

1 to 13 of 13 < < Page 1 of 1 > >

Download Table as CSV
 Download template CSV file
 Choose CSV Upload CSV

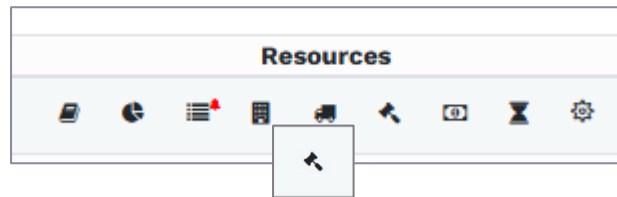
A similar screen appears if Vendors is selected. You can perform the following actions on either screen:

- Download table as CSV - this action downloads the list of the company's customers/vendors as-is.
- Download template CSV file - this is a file that can be used to build a new list of customers and vendors using a structure that corresponds with FRC's format.
- Choose file - this will redirect you to your computer's File Explorer where you can choose a CSV that you wish to upload to FRC.
- Upload CSV - this button is only actionable after you have chosen the file. The data in the file is presented to the application and presented as the new or updated list of customers or vendors.

Field Validators

In certain fields within FRC, there are controls over the format of the data that can be entered. **Field validation** ensures that data input into a specific field is entered using the correct character set - alphabetic, numeric and alphanumeric.

Field Validation is applied when defining different aspects of the Natural Accounts Sets, such as the account number, the account name and the account description.



The field validator creation and customisation page is available under the resources column shown above. Its icon for the field validator is shown below:

Click on the icon to be redirected to the field validator set-up and customisation page.

The field validator page contains the pre-defined field validators, with the option to edit and delete each field validator:

OEC US Ltd Field Validators + Add Field Validator

Name	Description	Regex		
Anything Goes	Anything. Really.	.*		
Alphanumeric	Any combination of letters and numbers.	[aA-zZ0-9]+		
3-Digit Number	i.e. 000, 210, 123	^[0-9]{3}\$		
5-Digit Number	i.e. 00000, 26000, 10001	^[0-9]{5}\$		
5-Digit Alphanumeric	i.e. Apple, Exp02, Fuel2	^[aA-zZ0-9]{5}\$		
4-Digit Capital Letters	i.e. ABCD, PUBL, MKTG	^[A-Z]{4}\$		

To add a new field validator, click on "Add Field Validator" and the following page will be presented:

Logged in as: mark.grayoa@mondialsoftware.com

New Field Validator for OEC US Ltd

Name

Description

Regex

Create Field Validator Cancel

The **Name** and **Description** fields identify and define the new field validator.

Regex is the short form for Regular Expressions; this is a relatively small programming language embedded in Java that is used for describing and parsing data. You can [add, remove, isolate, fold and mutilate data.](#)

In FRC, regex expressions are used in field validators to create the parameters of describing the natural accounts sets to either numeric, alphabetic or alphanumeric - depending on the code which is entered in the Regex field.

This [website](#) provides some examples of regex codes that can be entered to define the parameters of the field validator.

Reporting Currencies

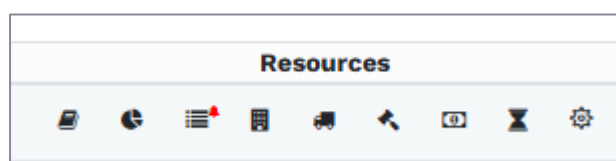
FRC incorporates a feature called Reporting Sets. Transactions loaded into FRC from an integrated ERP system are stored in the same currency as that of the ERP system. If the source transaction in the ERP system was originally supplied in another currency, then the details of the transaction amount in that original currency is also stored in FRC. This data is supplied by the ERP system.

Additionally, using reporting sets and **Reporting Currencies**, each transaction can also be stored in FRC in any other designated currency required. It can then be used for reporting and analysis in those additional currencies.

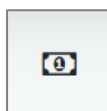
So, for example, an original Euro transaction into a GBP denominated account will be stored automatically with a transaction value (EUR) and a home amount value (GBP), but this same transaction can also be stored with values in say CAD, JPY and AUS.

As the transaction is loaded into FRC it will use the **Reporting Currencies** established to convert the transaction from its source currency to the reporting currencies. This is an important feature within FRC and is useful for a company operating within a group that needs to report in local currency for its own purposes but also report in alternate currencies for reporting to the parent, or to external regulatory bodies.

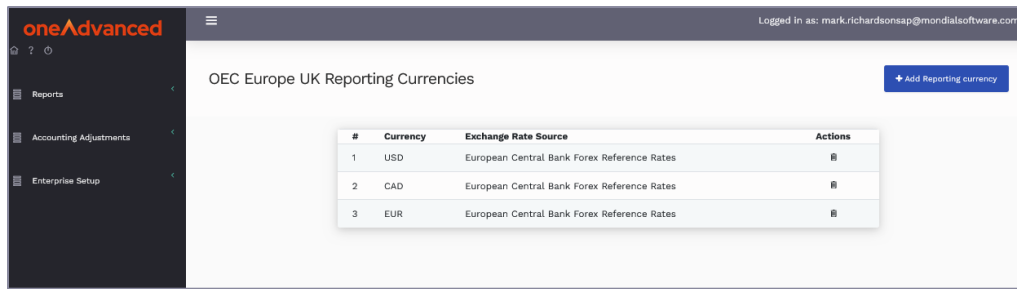
Establishing reporting currencies is available under the respective company resources, from the Companies Menu.



The icon for reporting currencies is:



Selecting the icon will redirect to the currencies which are available for use in the company.



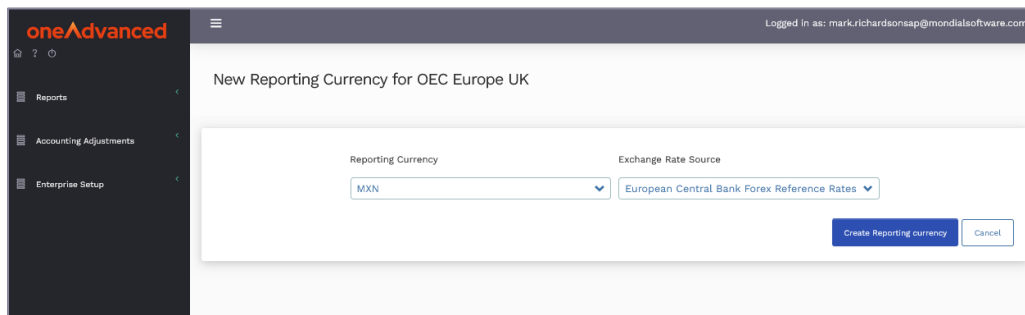
- The table shows the additional reporting currencies that have been created for this company together with the source of the exchange rates.

The exchange rate source is set up by OneAdvanced as a default. When selecting a currency, a daily history of exchange rates is imported from this source so the correct rate can be applied to each imported transaction. The rate table is updated daily so future transactions are also translated correctly.

It is possible to specify additional sources of exchange rates or to upload rates from a spreadsheet. These options should be discussed with your administrator.

To **add** a new Reporting Currency

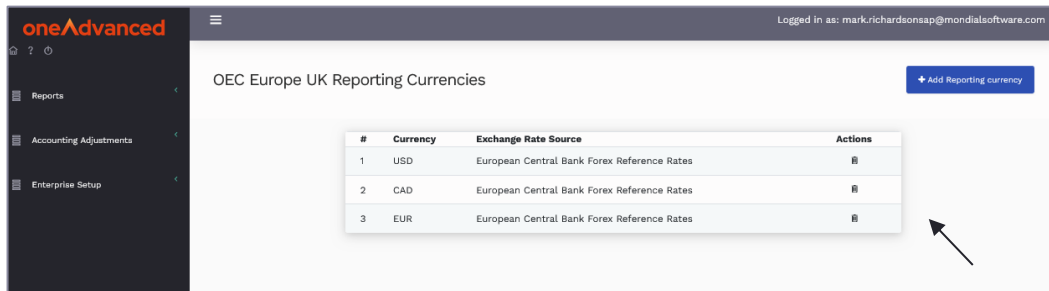
- Click on the icon in the top right of the screen
- Choose the **Reporting Currency** you require from the drop-down list
- Choose the **Exchange Rate Source** you need from the drop-down list
- Select the **Create Reporting Currency** button
- Return to the main list to view the new **Reporting Currency**




When you add a new Reporting Currency, by default FRC will add this currency to all historic transactions. Each transaction will be translated in FRC at its historically accurate exchange rate. This may take some time to

accomplish after the new Reporting Currency is first added.

To **delete** an existing Reporting Currency.



- Click the **Bin** icon to select the Reporting Currency to be deleted
- A message will appear asking you to **Confirm** your selection
- Return to the main list to view the remaining **Reporting Currencies**

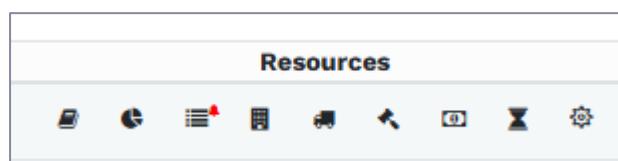
 When you delete a Reporting Currency, this does NOT delete the transactions with which that currency was associated. However, with the currency deleted you can no longer view transactions or run reports using that Reporting Currency.

Accounting Periods

Accounting Periods are the time frames in which businesses create their financial reports. The accounting periods of different companies are defined by company requirements and local, statutory and regulatory bodies. FRC customises the reporting periods to personal and regulatory preferences.

In FRC, Accounting Periods are defined on a company-by-company basis.

To customize and create accounting periods, access the "Accounting Period" icon from the company resources: option within the Companies menu. These are some of the company set-up resources.



The specific resource icon for **accounting periods** is shown below:



Selecting the icon above will redirect to the accounting periods page. There are two standard accounting periods herein:

- standard calendar periods
- 4-4-5 quarter fiscal periods

Both of these fields are dropdowns. To create an accounting period, enter the start date and select "Set Periods." The new accounting periods will be created and a screen like this will be displayed.

Listing accounting periods

STANDARD CALENDAR PERIODS

Start Date

Period Type	From	Through	Status
Fiscal Year ending 12/31/2006	2006-01-01	2006-12-31	
Fiscal Quarter ending 03/31/2006	2006-01-01	2006-03-31	
Fiscal Month ending 01/31/2006	2006-01-01	2006-01-31	
Fiscal Month ending 02/28/2006	2006-02-01	2006-02-28	
Fiscal Month ending 03/31/2006	2006-03-01	2006-03-31	
Fiscal Quarter ending 06/30/2006	2006-04-01	2006-06-30	
Fiscal Month ending 04/30/2006	2006-04-01	2006-04-30	
Fiscal Month ending 05/31/2006	2006-05-01	2006-05-31	
Fiscal Month ending 06/30/2006	2006-06-01	2006-06-30	
Fiscal Quarter ending 09/30/2006	2006-07-01	2006-09-30	

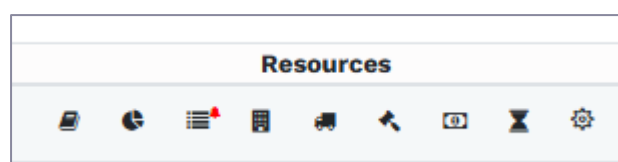
Note

1. Key in the date in accordance with the parameters defined in the group settings or customised in the user settings
2. The default number of accounting years that will be created through this action is 20 years.

Option Settings

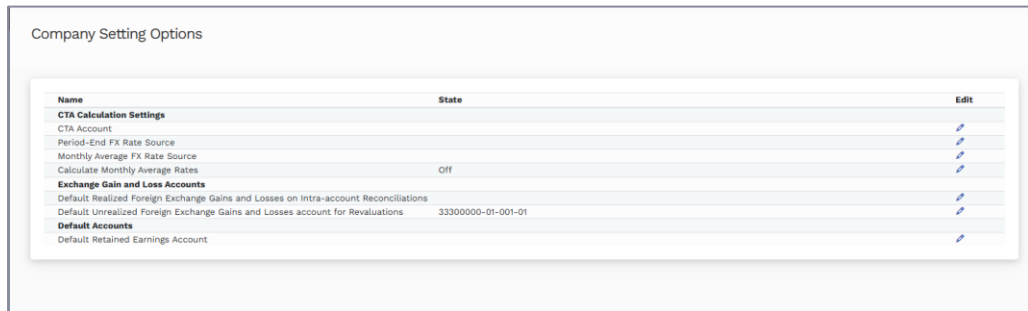
The Company Options Settings establishes the company's default account codes for accounting adjustments associated with realized and unrealised currency calculations, plus the cumulative translation (CTA) process.

To edit option settings, access the "option settings" icon from the company resources:



The specific resource icon for **option settings** is shown below:

Selecting this icon returns the following screen:



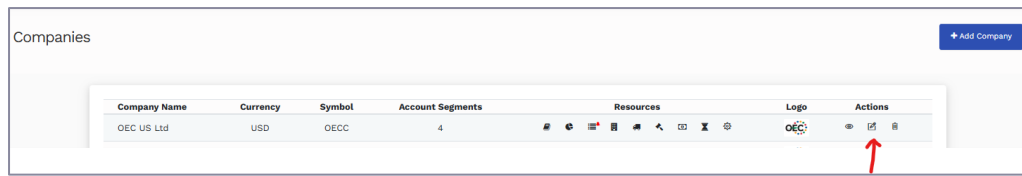
Company options have three main groups:

CTA Calculation Settings	CTA Account	This determines the posting account for all CTA posting generated by the FRC CTA posting process. Select the edit button to the far right of the screen to manage.
	Period end FX rate source	The rate source to be applied to for all local accounts within the chart of accounts designated with a FX type of "Period End". Select the edit button to the far right of the screen to manage. Refer to the Section "Chart of Account" in the document for more information on assigning FX types to accounts.

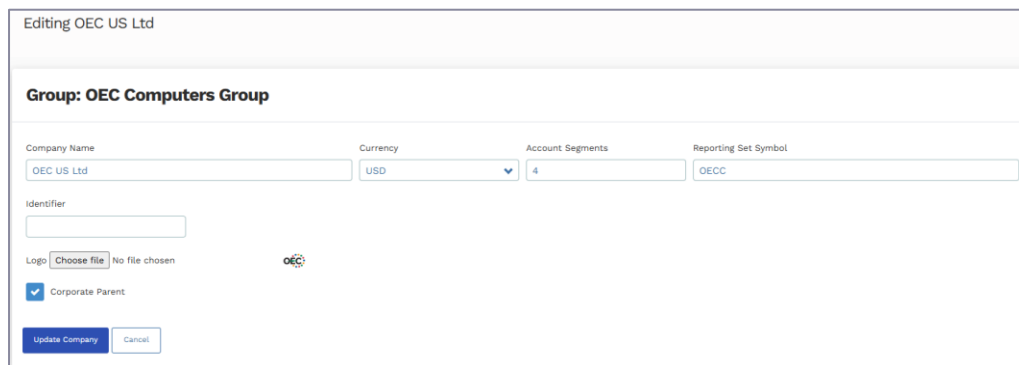
	Monthly average FX rate source.	The rate source to be applied to for all local accounts within the chart of accounts designated with a FX type of "Average". Select the edit button to the far right of the screen to manage. Refer to the Section "Chart of Account" in the document for more information on assigning FX types to accounts.
	Calculate Monthly Average Rates	Switch to ON if no source is provided for Monthly Average Rates.
Exchange Gain and Loss Accounts	Default Exchange Gain and Loss Accounts for Reporting Currency calculations	When two transactions match in the home currency – such as an invoice and payment – they may not match in a reporting currency due to exchange rate fluctuations. A utility is available to revalue the reporting currency amounts to be of equal value with the Gain or Loss going to these accounts as appropriate.
Default Accounts	Default Retained Earnings Account	This is reserved for future use and is to be used as a balance account for any Profit & Loss accounts from previous years which have not been written down to zero.

Edit Company

The properties of a company can be changed from the Companies page:



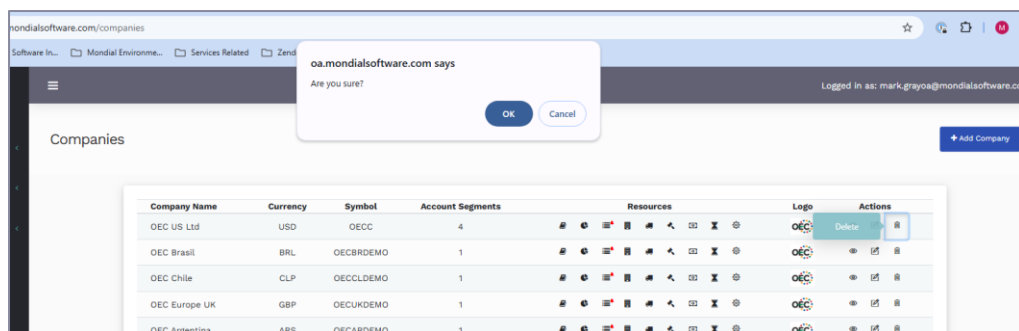
Selecting edit presents the following page:



*Note: A user should be **very** cautious to make key attribute changes to a company that has data already loaded into FRC. Whilst a name change is relatively insignificant from a data management perspective, changing Currency, Account segments and corporate parent can have a material impact and both historic data and future processing. We strongly advise discussing any prospective changes with OneAdvanced beforehand*

Delete Company

Selecting the delete company options will delete the company and all its associated data. A warning message is provided as part of the process.



Note: We strongly advise discussing any prospective deletions with OneAdvanced beforehand to ensure that the impact of the process is fully appreciated.

Ledgers

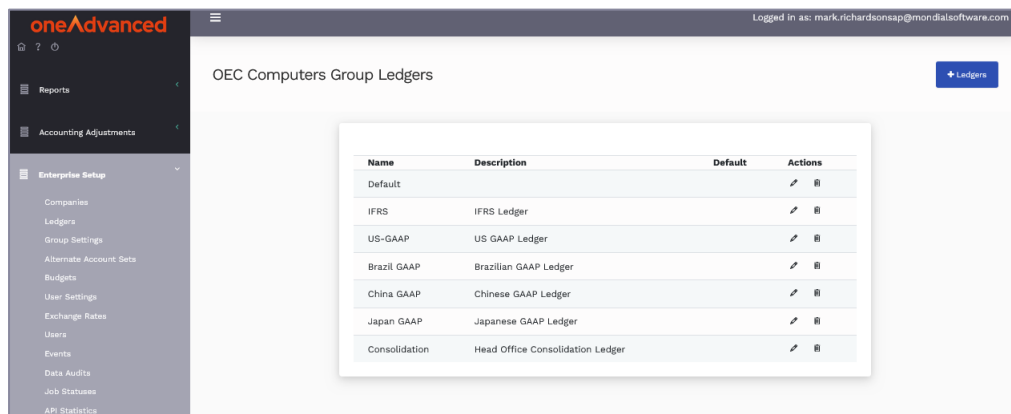
Ledger Overview

Companies may have to prepare financial reports to meet the needs of several different accounting standards - domestic or international, or even particular requirements dictated by corporate parent companies. In FRC, **Ledgers** can be created for each of these reporting cases.















A Ledger can be thought of as a 'container' for transactions that are required to bring a company's accounts into compliance with a particular standard such as when translating from US-GAAP to IFRS. A Ledger is available for selection as a filter when using both Templated reports and the FRC Report Writer.

From a reporting perspective, Ledgers can work closely with Alternate Accounts sets, so that not only is the correct set of data selected (using the Ledger), but a report is formatted in the required chart of account structure/grouping.

Create A New Ledger



The screenshot shows the 'OEC Computers Group Ledgers' page in the oneAdvanced software. The page features a table of existing ledgers and a sidebar menu. The table has the following data:

Name	Description	Default	Actions
Default			 
IFRS	IFRS Ledger		 
US-GAAP	US GAAP Ledger		 
Brazil GAAP	Brazilian GAAP Ledger		 
China GAAP	Chinese GAAP Ledger		 
Japan GAAP	Japanese GAAP Ledger		 
Consolidation	Head Office Consolidation Ledger		 

- Select **Ledgers** from the Enterprise Setup drop down

- **Select + Ledgers** using the button in the top right of the screen

- Supply a **Name and Description** for the new Ledger
- Check the **Default** box if this is the Ledger you will normally use in most reports. This ensures that when generating reports, the selected Ledger will appear by default in the report selection criteria
- Select the appropriate **Check Box** for each of the transaction types which you need to associate with this ledger. If a transaction type is not selected, journal entries of this type may not be posted to this Ledger
- Click **Create Ledger** to save and exit to the list of available Ledgers

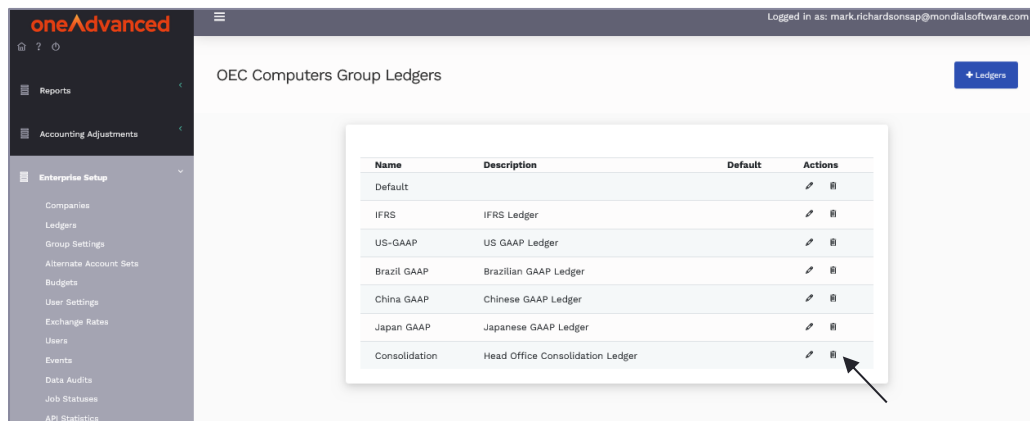
Edit An Existing Ledger

Name	Description	Default	Actions
Default			✎ ☰
IFRS	IFRS Ledger		✎ ☰
US-GAAP	US GAAP Ledger		✎ ☰
Brazil GAAP	Brazilian GAAP Ledger		✎ ☰
China GAAP	Chinese GAAP Ledger		✎ ☰
Japan GAAP	Japanese GAAP Ledger		✎ ☰
Consolidation	Head Office Consolidation Ledger		✎ ☰

- Select **Ledgers** from the Enterprise Setup drop down

- Click on the **Pen** icon alongside the **Ledger** you wish to edit
- The same screen appears as when you are adding a new Ledger. Make the necessary changes
- Select the appropriate Check Box for each of the transaction types which you need to associate with this ledger. If a transaction type is not selected, journal entries of this type may not be posted to this Ledger
- Click **Update Ledger** to save the new settings

Delete An Existing Ledger



- Select **Ledgers** from the Enterprise Setup drop down
- **Click on the Bin** icon alongside the Ledger you wish to remove.
- A message will appear asking you to confirm your selection.
- Click **OK** to progress with the action or **Cancel** to stop deleting
- A pop-up should appear confirming the Ledger has been deleted
- The list of available Ledgers should also be updated

Group Settings

Group Settings is used to set the default language and date formats for all companies within FRC. The function also manages whether two factor authentication is to be deployed for all users of the application. Only a user associated with an appropriate role can affect any of the Group Settings.

Once the preferred options have been selected, they will be applied as the default to all the companies within the group. Individual users can change their own personal settings options by making use of User Settings to override the defaults created in Group Settings.

To edit Group Settings:

Name	State	Edit
Locale and Language Support		
Language	English - US	
Date Format and Language	US (MM/DD/YYYY)	
TFA Support		
TFA Status	Off	

EMAIL AND PASSWORD

Email
mark.richardson@mondialsoftware.com

Reset TFA

- Click on the **Group Settings** option in the **Enterprise Setup** main menu
- To edit the default group language, **Click** on the **Pen** icon, **select** the **Language** from the drop-down option, and then **Click** on the **Update** button
- To edit the default date format for the group, **Click** on the **Pen** icon, **select** the **Date Format** from the drop-down option, and then **Click** on the **Update** button
- To change the status of Two Factor Authentication (TFA) Click on the Pen icon, select the required **TFA Status** from the drop-down option, and then Click on the Update button
- To update or change the email password **Enter** the required password in the **Password** and **Password Reconfirmation** fields
- When required changes have been completed **Click** on the **Update User** button to save the changes



If your system is being administered via a Single Sign-On capability, then the email and password fields remain non-amendable and the password entry fields will not be visible.

Alternate Account Sets

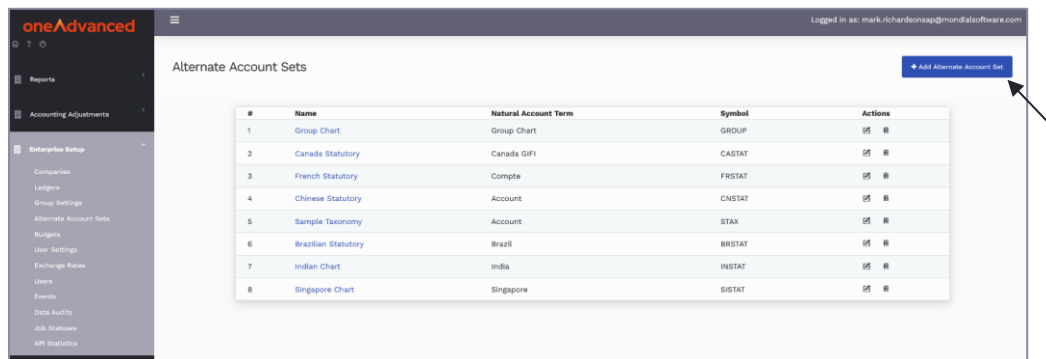
Alternate Accounts Sets Overview

Alternate Accounts Sets are additional charts of accounts created in FRC and used to provide the basis for reporting in formats difficult to achieve using a company's underlying local chart. They are normally used in two main circumstances:

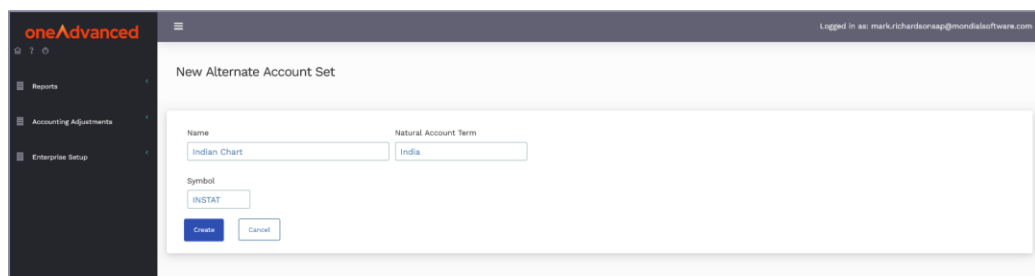
- As a central chart of accounts for group consolidations where the underlying charts of accounts make it difficult to line up similar accounts on a financial report
- To provide a statutory chart of accounts format for use in submissions to regulatory authorities in different countries where a specific chart format is mandatory and differs from the company's operating chart

Once created, each Alternate Account Set can be mapped from each company's underlying chart of accounts, providing a means by which data in disparate systems can be reported using the same format.

Add Alternate Account Set

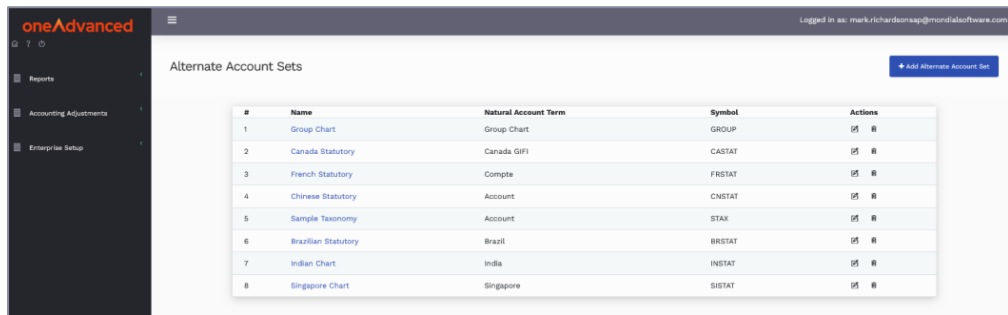


- Select **Alternate Account Sets** from the Enterprise Setup drop down
- Click the **Add Alternate Account Set** button



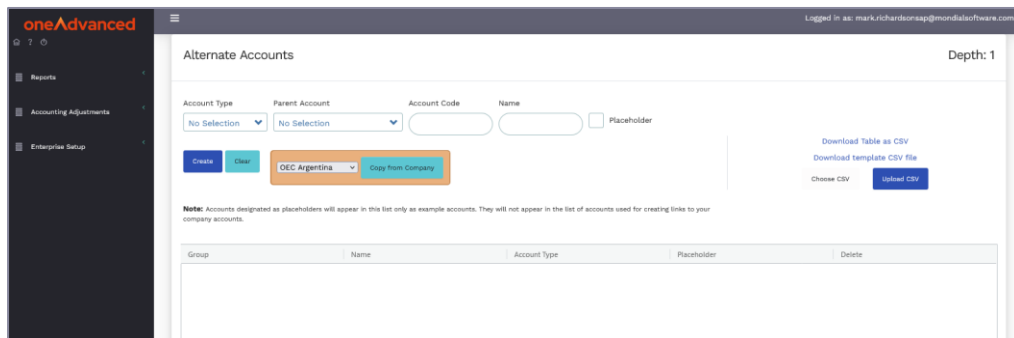
- Enter a Name, Natural Account Term and Symbol for the New Alternate Account Set
- Click the **Create** button create the new set or **Cancel** to return to the previous screen

Once the Alternate Account Set has been created, the final step is to create the actual accounts to be used within the set.



#	Name	Natural Account Term	Symbol	Actions
1	Group Chart	Group Chart	GROUP	✖ 📄
2	Canada Statutory	Canada GIFI	CASTAT	✖ 📄
3	French Statutory	Compte	FRSTAT	✖ 📄
4	Chinese Statutory	Account	CNSTAT	✖ 📄
5	Sample Taxonomy	Account	STAX	✖ 📄
6	Brazilian Statutory	Brazil	BRSTAT	✖ 📄
7	Indian Chart	India	INSTAT	✖ 📄
8	Singapore Chart	Singapore	SISTAT	✖ 📄

- On the main **Alternate Account Sets** screen click on the account set that needs accounts assigning.



Depth: 1

Account Type: No Selection | Parent Account: No Selection | Account Code: | Name: | Placeholder:

Buttons: Create, Clear, OEC Argentina, Copy from Company

Options: Download table as CSV, Download template CSV file, Choose CSV, Upload CSV

Note: Accounts designated as placeholders will appear in this list only as example accounts. They will not appear in the list of accounts used for creating links to your company accounts.

Group	Name	Account Type	Placeholder	Delete

There are multiple different ways to create the initial list of accounts for this Alternate Account Set. These include:

- Entering each account manually and individually (not recommended)
- Copying the accounts from the chart of accounts of an existing company
- Uploading a complete set of accounts via a CSV file

To Enter Accounts Manually

To enter each account manually use the following steps.

- Select an **Account Type** from the drop-down list
- Choose a **Parent Account** for this new account (if creating a multi-hierarchical chart)
- Enter an **Account Code** and a **Name** for this account

- Select the **Placeholder** flag for accounts that are used as examples and will not appear in the chart used for mapping and linking accounts (rarely used)
- Click **Create** to confirm the new account or **Clear** to void the selections
- The created account will appear in the main table.

To Copy Another Alternate Accounts Set

To generate a complete account set from one already created use the following steps.

- Choose the appropriate **Company** from the drop-down list
- Select the **Copy from Company** button
- The created accounts will appear in the main table

To Upload from a CSV File

To generate a complete account set from a CSV file use the following steps.

- First and optionally, **download** a template CSV file from the link on the screen and save it in a location of your choosing
- **Edit** the template CSV file to include all the accounts you wish to include, ensuring you specify the Account Code, the Name (account description), the Account Type and (optionally) the Parent Code
- **Save** the template
- In FRC, **click** Choose CSV and select the updated CSV file
- **Click** the Upload CSV button to import the completed chart



If you are uploading from a CSV file and are using Parent accounts, then those Parent accounts must be set up first, either manually or through a preliminary upload. A new account can only be uploaded and validated if it uses a Parent account, and the Parent account has already been setup and validated.

Edit Alternate Account Set

To edit the information about the Alternate Account Set.

#	Name	Natural Account Term	Symbol	Actions
1	Group Chart	Group Chart	GROUP	✎
2	Canada Statutory	Canada GIFI	CASTAT	✎
3	French Statutory	Compte	FRSTAT	✎
4	Chinese Statutory	Account	CNSTAT	✎
5	Sample Taxonomy	Account	STAX	✎
6	Brazilian Statutory	Brazil	BRSTAT	✎
7	Indian Chart	India	INSTAT	✎
8	Singapore Chart	Singapore	SIGSTAT	✎

- Click on the **Edit** icon on the main menu

- Edit the **Name**, **Natural Account Term** or **Symbol** as required
- Click the **Update** button or the **Cancel** button to return to the previous menu

Delete Alternate Account Set

To delete an Alternate Account Set.

#	Name	Natural Account Term	Symbol	Actions
1	Group Chart	Group Chart	GROUP	✖ 📄
2	Canada Statutory	Canada GIFI	CASTAT	✖ 📄
3	French Statutory	Compte	FRSTAT	✖ 📄
4	Chinese Statutory	Account	CNSTAT	✖ 📄
5	Sample Taxonomy	Account	STAX	✖ 📄
6	Brazilian Statutory	Brazil	BRSTAT	✖ 📄
7	Indian Chart	India	INSTAT	✖ 📄
8	Singapore Chart	Singapore	SISTAT	✖ 📄

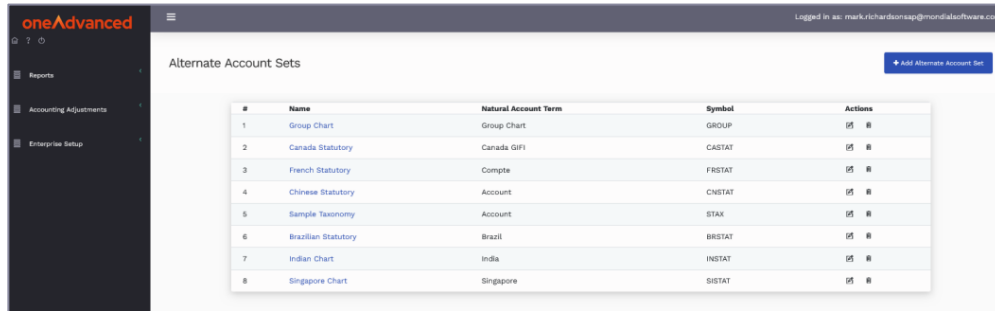
- Click on the **Bin** icon on the main menu
- A warning message will ask if you are sure. Click **OK** or **Cancel** as appropriate



Deleting an Alternate Account Set cannot be undone. Be absolutely sure that the Alternate Account Set has not been mapped to a chart of accounts and is not in use in existing reports.

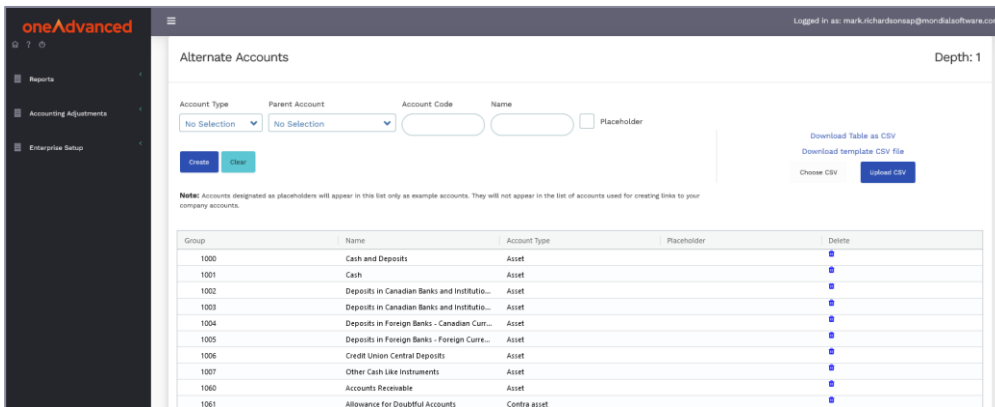
Delete Alternate Account Details

To delete individual account details with an Alternate Account Set.



#	Name	Natural Account Term	Symbol	Actions
1	Group Chart	Group Chart	GROUP	✖
2	Canada Statutory	Canada GIFI	CASSTAT	✖
3	French Statutory	Compte	FRSTAT	✖
4	Chinese Statutory	Account	CNSTAT	✖
5	Sample Taxonomy	Account	STAX	✖
6	Brazilian Statutory	Brazil	BRSTAT	✖
7	Indian Chart	India	INSTAT	✖
8	Singapore Chart	Singapore	SISTAT	✖

- Click on the **Name** of the Alternate Account Set on the main menu



Group	Name	Account Type	Placeholder	Delete
1000	Cash and Deposits	Asset		✖
1001	Cash	Asset		✖
1002	Deposits in Canadian Banks and Institutio...	Asset		✖
1003	Deposits in Canadian Banks and Institutio...	Asset		✖
1004	Deposits in Foreign Banks - Canadian Curr...	Asset		✖
1005	Deposits in Foreign Banks - Foreign Curre...	Asset		✖
1006	Credit Union Central Deposits	Asset		✖
1007	Other Cash Like Instruments	Asset		✖
1060	Accounts Receivable	Asset		✖
1061	Allowance for Doubtful Accounts	Contra asset		✖

- Click on the **Bin** icon on the account you wish to delete



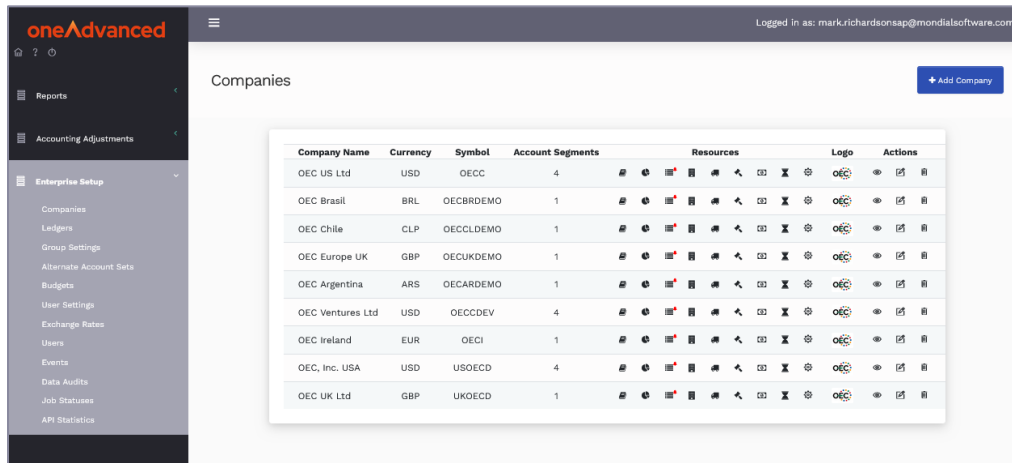
Deleting an Alternate Account cannot be undone. Be sure that the Alternate Account has not been mapped to an account in the chart of accounts and is not in use in existing reports.

If an account is accidentally deleted it must be re-added using the manual account entry feature or must be re-uploaded using the CSV upload feature. It must be then re-mapped to the underlying chart of accounts.

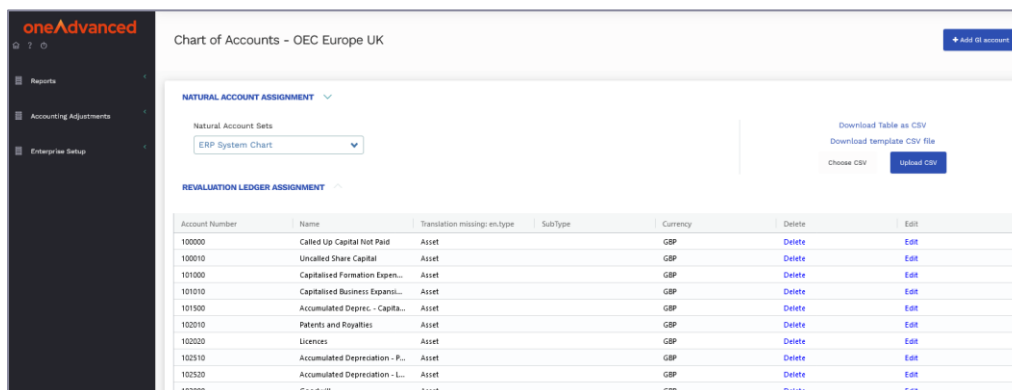
Alternate Account Set Mapping

Once an Alternate Account Set has been created it can be mapped to the underlying chart of accounts for one or more group companies. The result is a relationship between individual accounts and the ability to use the accounts in the Alternate Account Set as a basis from which to build financial reports.

To undertake the mapping process:

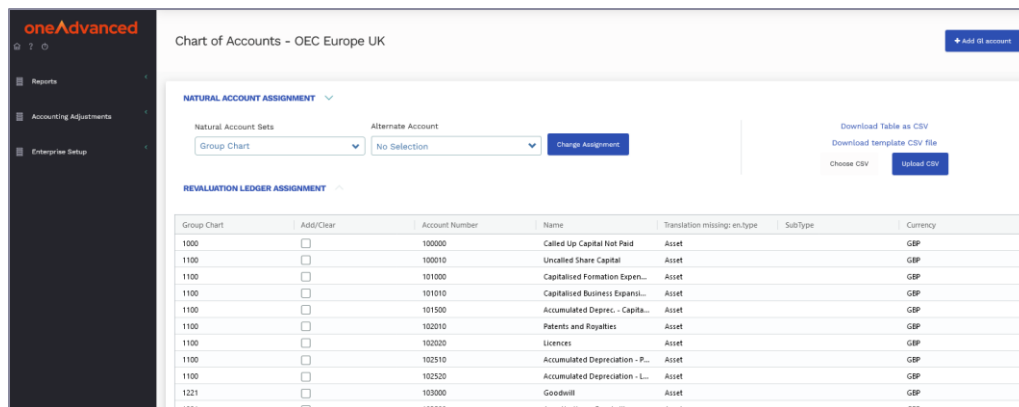


- Select **Companies** from the Enterprise Setup drop-down menu
- For the selected company **click** on the **Chart of Accounts** icon



On the Chart of Accounts screen.

- **Expand** the **Natural Account Assignment** option
- From the **Natural Account Sets** drop down list select the **Alternate Accounts Set** to be mapped



There are two different ways to map accounts between the underlying chart of accounts and the selected Alternate Account Set. These are:

- Entering each mapping manually and individually (not recommended)
- Uploading a complete set of mapped accounts via a CSV file

To Map Accounts Manually

To map each account manually use the following steps.

- Select a **Natural Account Set** to map from the drop-down list
- Choose an individual **Alternate Account** from within the Account Set
- Check the **Add/Clear** button for each account in the **Account Number** column that the **Alternate Account** is to be mapped to
- Click the **Change Assignment** button to confirm the mapping
- The mapped **Alternate Account** will appear in the first column which is labelled with the name of the selected Natural Account Set

To Upload from a CSV File

To map a complete account set from a CSV file use the following steps.

- First and optionally, **download** a template CSV file from the link on the screen and save it in a location of your choosing
- **Edit** the template CSV file to include all of the accounts you wish to include, ensuring you specify the Alternate Account Code, and the Account Number
- **Save** the template
- In FRC, **click** Choose CSV and select the updated CSV file
- **Click** the Upload CSV button to import the completed mapping



When you download the CSV file, you must do so only after you have specified the appropriate Natural Account Set from the drop-down list. This is because the CSV file will incorporate the name of the chart that is to be mapped in the template header row, as this is required for a successful upload.

Editing a Previously Mapped Account Number

If you wish to change the mapping on an account that has been previously mapped, you can do so either manually or via upload. In both cases you would repeat the steps above and, in each case, the existing account number will be over-written by the new selection.

Budgets

The 'Budgets' option provides the opportunity to create, import, and store an organisation's general ledger budget data within a FRC application. Uploaded budget data can subsequently be incorporated into a report writer specification and called upon for analysis alongside your actual data.

Multiple budgets can be created and report data. Note that the term budgets in this case also covers other types of "non-actual" data such as forecasts and plans. In addition, multiple "versions" of data can be held for each budget. In this way, iterations that take place within the typical planning process can be catered for, monitored, and reported on through the report writer portal.

Furthermore, a budget (and a version within it), is independent of accounting years. For example, it is not necessary to create a budget/version for the accounting year 2023 and then create a subsequent budget or version for 2024. You can simply create a budget, and data within that budget can then be related to multiple years, much in the same way that actual data is stored. In this way report writer maintenance and time-based comparative reporting become straightforward.

Budgets can also be set by reporting set, natural account set, and currency, which allows for even greater flexibility from a reporting perspective.

By way of example, imagine a scenario where budgets are created and stored as follows:

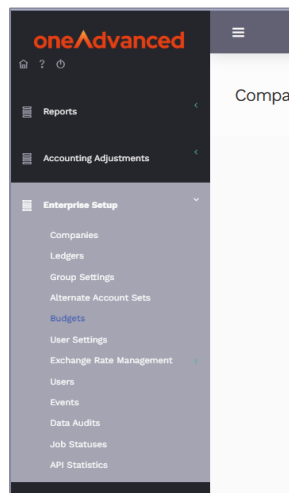
Budget Name	Version	Natural Account set	Currency	Description	Accounting Years

Main Budget	Pass 1	Local chart of accounts	Operating currency of the company	First working pass in budget process detail account level	Year 1, Year 2, Year 3, etc.
Main Budget	Pass 2	Local chart of accounts	Operating currency of the company	First working pass in budget process detail account level	Year 1, Year 2, Year 3, etc.
Main Budget	Final	Local chart of accounts	Operating currency of the company	First working pass in budget process detail account level	Year 1, Year 2, Year 3, etc.
Forecast	Q1	Local chart of accounts	Operating currency of the company	First-quarter full-year forecast at a detailed account level	Year 1, Year 2, Year 3, etc.
Forecast	Q2	Local chart of accounts	Operating currency of the company	Second-quarter full-year forecast at a detailed account level	Year 1, Year 2, Year 3, etc.
Forecast	Q3	Local chart of accounts	Operating currency of the company	Third-quarter full-year forecast for the year at a detailed account level	Year 1, Year 2, Year 3, etc.
Forecast	Q4	Local chart of accounts	Operating currency	Fourth-quarter full-year forecast	Year 1, Year 2, Year 3, etc.

			of the company	at a detailed account level	
Strategic Plan	V1	Group Chart	Group Currency	Higher-level planning analysis at a common "parent" account level	Year 1, Year 2, Year 3, etc.

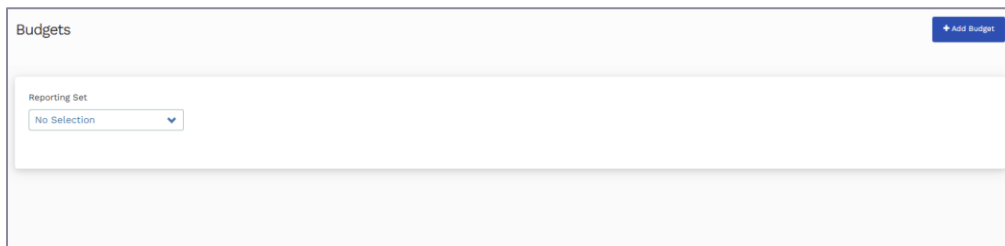
All of these versions of data, across multiple time periods, would then be available to the report writer (alongside actual data), for comparative reporting and analysis.

To work with the budget module of FRC, click on 'Budgets' in the 'Enterprise Set Up' drop-down:



This will redirect you to the 'Budgets' page which allows you to:

1. Create new budgets.
2. Make changes and updates to existing budgets.

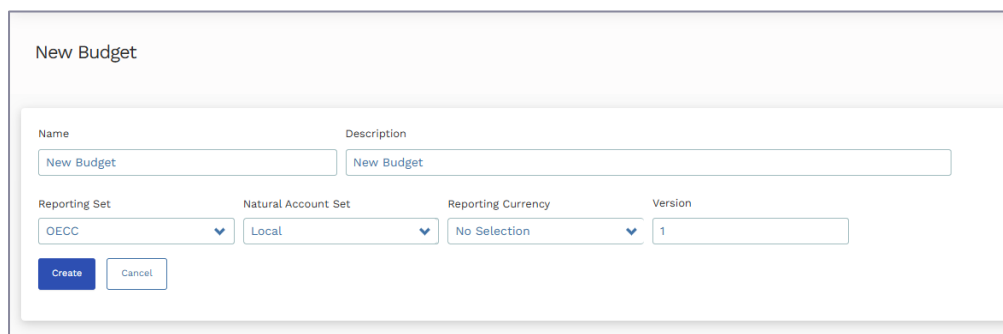


Creating a New Budget.

To create a new budget, click on the 'Add Budget' button on the top right-hand side of the screen.

This will redirect you to the New Budget page where the following parameters need to be completed:

1. Name
2. Description
3. Reporting Set
4. Natural Account Set
5. Reporting Currency
6. Version



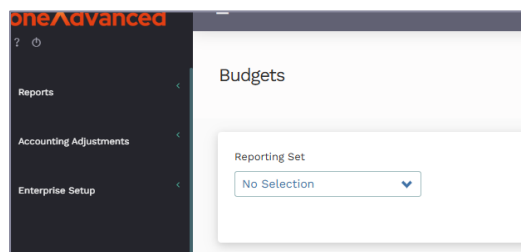
The screenshot shows a 'New Budget' form with the following fields and values:

Field	Value
Name	New Budget
Description	New Budget
Reporting Set	DECC
Natural Account Set	Local
Reporting Currency	No Selection
Version	1

After defining these, click 'Create'. The application will present a message box informing you that the new budget has been successfully logged into the system.

Editing a Budget

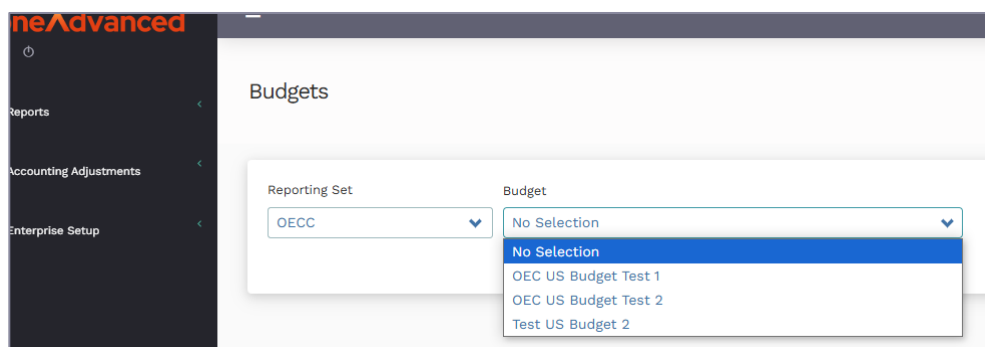
Once a new budget has been created, you can edit it on the Budgets page. To begin editing a budget, select the reporting set associated with it in the set-up process.



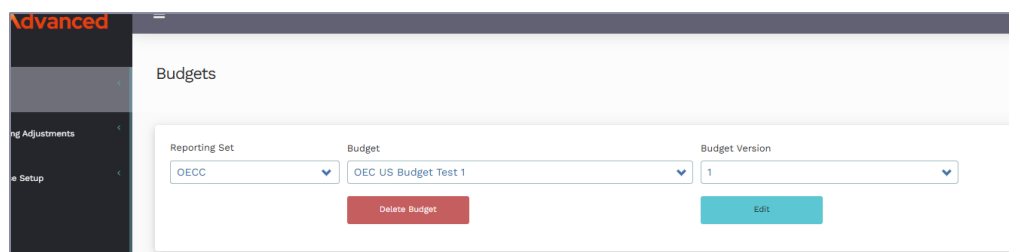
After selecting the Reporting Set, a new drop-down containing the budgets associated with the reporting set will be presented. Click on the drop-down to select the preferred budget.

After selecting the budget, a new field listing the Versions associated with the budget will be presented.

Two actions can be performed:



1. Deleting a budget.
2. Editing a budget.



Note: A new budget will typically contain one version which would have been created during the Budget setup process. Additional versions can be created during the editing process.

Delete Budget

Deleting a budget will delete both the budget and all versions associated with it, plus all previously imported data.

Editing a Budget Version

Three actions can be performed in this section:

1. You can change the name of the budget.
2. You can change the reporting currency used in the budget

- You can change the version reference of the version selected.

Budget Items

There are several actions that can be performed within this section:

- Download Table as CSV** – this action will download as a CSV file the budget/version in a specified format, with appropriate fields headings and ALL DATA previously imported into FRC for this budget version
Note: In the case of a new budget, the downloaded file will not be populated with data - it will simply contain the appropriate field headings.
- Download Template CSV file** – download an example file that can be used as a template for adding new data.
Note: The data populating the template CSV is only provided by example as a building block to create a more detailed budget specific and relevant to the company for which the budget is being created.

Here is an example of the structure of the template file:

Account Number	Name	Period Type	Period End Date	Amount
40000-00-000-000000	Revenue	fiscal month	01/31/2015	1000
40700-00-000-000000	Discounts Granted	fiscal month	02/28/2015	1000
50850-00-000-000000	Discounts Taken	fiscal month	03/31/2015	1000
12000-00-000-000000	Accounts Receivable	fiscal month	04/30/2015	1000

- **Budget Upload** - To import (upload) a new or amended set of budget data, first decide if this upload will overwrite an existing version for the selected budget, or whether the upload should be written to a new version.

Budget Items

Download Table as CSV Download template CSV file

Overwrite Version New Version Number

1

Choose CSV Upload CSV

To overwrite an existing version:

- select the budget version from the drop-down list
- select the CSV file that contains the data.
- Select upload. All data in the selected version will be replaced by data contained in the selected file.

To create a new version:

- follow the 'Edit Budget' steps listed above up to the Budget Items screen.
- On the budget items field, change the selection of the Overwrite Version from a selection of a version (in the case of the Version used in this example from Ver One) to 'No Selection'.
- The New Version number field will be open for edit.
- Enter the new version number
- Select the local file of the new budget version.
- Select upload.

Budget Items

Download Table as CSV Download template CSV file

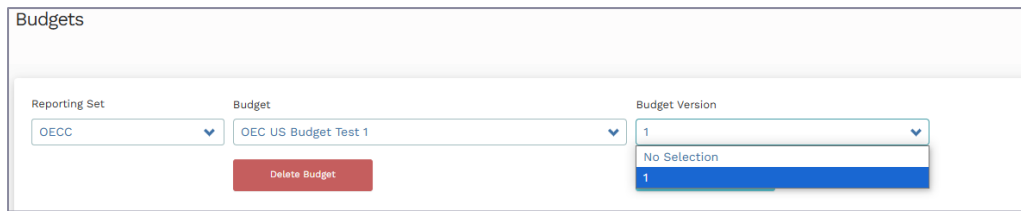
Overwrite Version New Version Number

No Selection

Ver 2

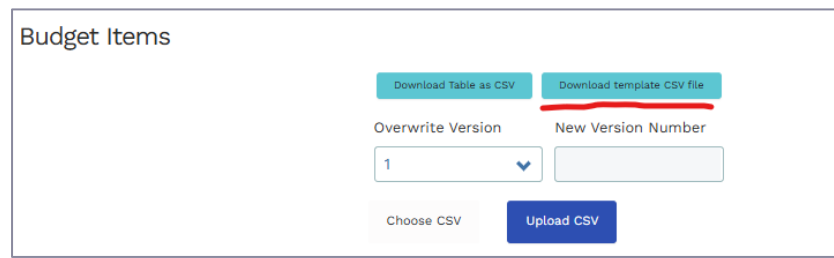
Choose CSV Ver 2 Budget.csv Upload CSV

Using this process, you can create as many versions of a budget as needed. These new versions will be associated with the core budget name. Changes and updates can then be made on individual versions.



Uploading Budgets from Workbooks

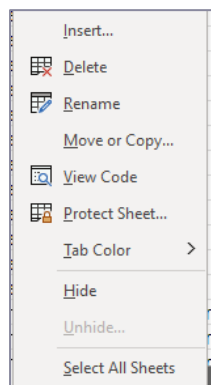
When uploading budget data, the system can only read one worksheet. The data in the uploaded file should be in the format shown in the template table above. You can download a system-generated sample by clicking on “Download Template CSV file” under budget items on the “Budgets” page.



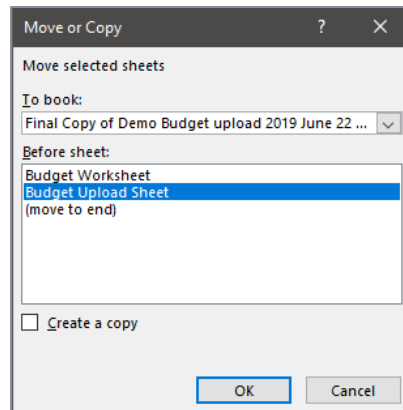
It’s recommended to upload budget data into the software using a .csv file. If your file is in a different format, you should save a new copy in .csv format.

In case you have used several worksheets to create budget data, you should extract the specific worksheet with budget data from the workbook using standard MS Excel techniques as follows:

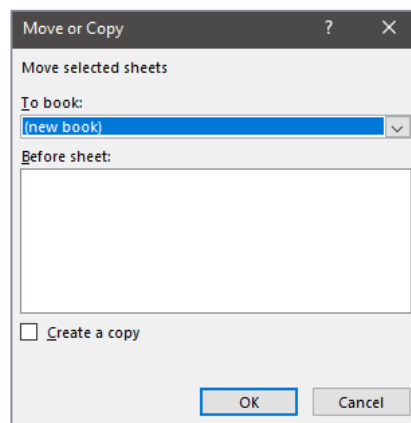
Hover on the worksheet with the budget data and right-click on it then select “Move or copy”.



The following screen will be presented:



Click on the “To book” drop-down and select “New Book.”



Click on “Okay” and a new file with the budget data will be created.

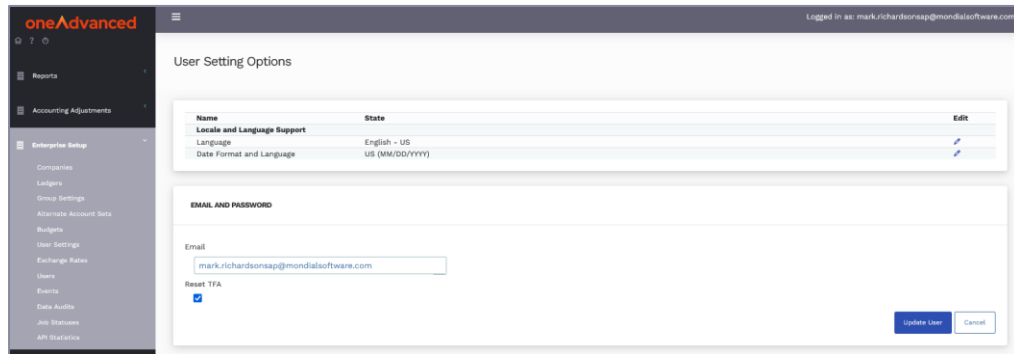
Note: You can check the ‘Create a Copy’ box to create a new copy of the budget data worksheet without extracting it completely from the workbook. Once extracted into a new book, save the workbook in a csv format. The name of the file can be of your choosing.

You can read more technical support documentation from Microsoft on how to save a single worksheet from a workbook [here](#) and how to save a file with a different format as a .csv file [here](#).

User Settings

User Settings provide options for individual user tailoring of the default format and language settings established in Group Settings. Users have additional flexibility to modify the date format to suit the requirements of companies that compile reports from different localities which use different languages and/or date formats for localised company reporting.

To edit User Settings:



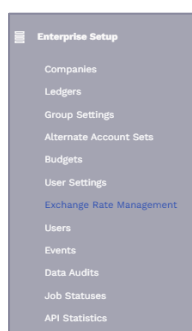
- Click on the **User Settings** option in the **Enterprise Setup** main menu
- To edit the individual user language, **Click** on the **Pen** icon, **select** the **Language** from the drop-down option, and then **Click** on the **Update** button
- To edit the date format for the individual user, **Click** on the **Pen** icon, **select** the **Date Format** from the drop-down option, and then **Click** on the **Update** button
- To update or change the password **Enter** the required password in the **Password** and **Password Reconfirmation** fields
- When required changes have been completed **Click** on the **Update User** button to save the changes

Exchange Rate Management

Within FRC, in addition to accounting data being stored in both transaction and 'account' currencies, additional reporting currencies can be associated with each transaction in the FRC data repository. As a result, this allows users the option to report in multiple currencies at the exchange rates ruling on the date of each transaction. Reports can then be compiled and presented in different currencies as well as converted into a single currency for final consolidated reporting.

The exchange rates which are used to derive the converted data can be managed through this option.

To manage Exchange Rates, click on the "Enterprise Setup " dropdown on the left side of the FRC homepage.



Two options are available as sub menus.



Exchange Rates sources

Two exchange rate sources are provided with FRC by default and are updated automatically daily. These are:

- European Central Bank Forex Reference Rates (most currency pairs)
- Banco de Mexico SF60653 (USD to MXN only)

These two sources will be used to translate transactions into specified reporting currencies as the transactions are imported into FRC.

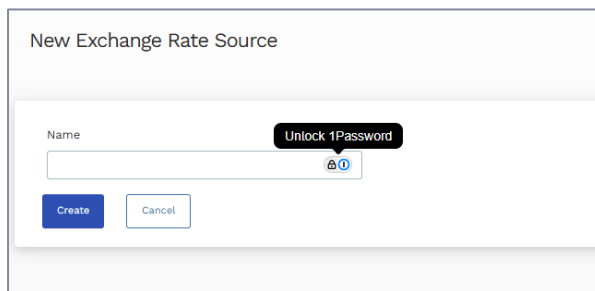
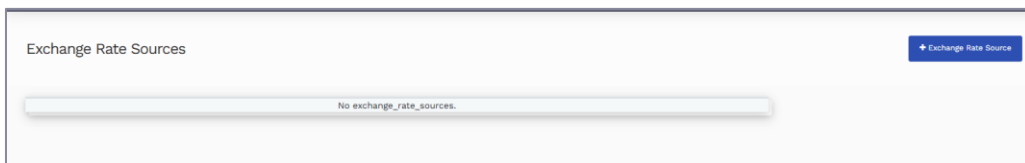
However, for group consolidation and CTA processing purposes, a set of exchange rates other than the defaults may be required. FRC therefore provides for the creation of further exchange rate sources to be created and populated.

To create an exchange rate source, select the menu option Exchange Rate Sources.



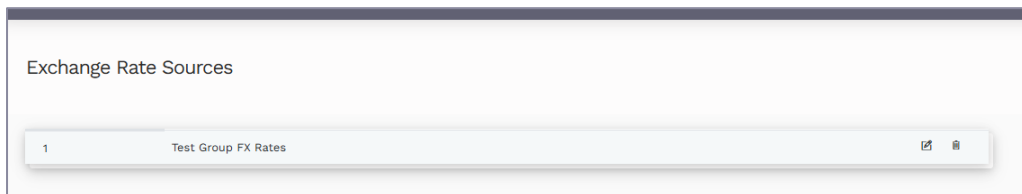
The user is presented with the following screen:

Select Add Exchange Rate Source.

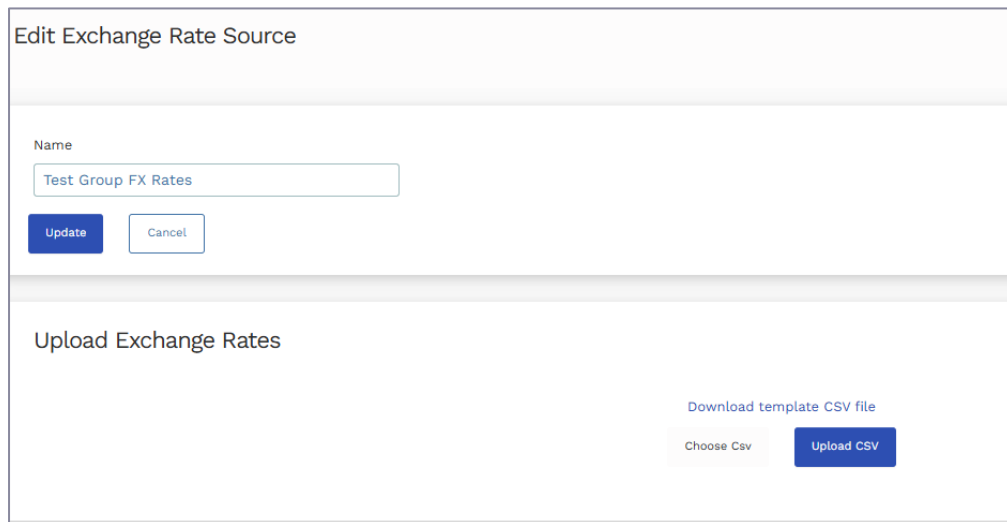


Provide a name for the source and select Create and the following page will display.

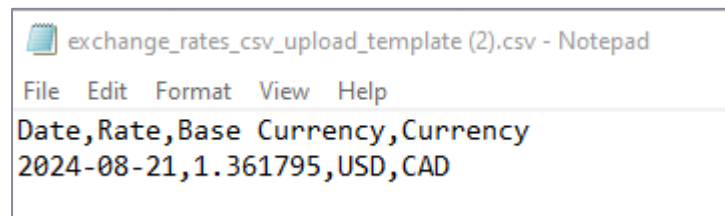
Note that at this point the source can be edited or deleted.



Editing the source allows for the name of the source to be changed, but, importantly, also provided options for the rates for the source to be uploaded into FRC from a csv file:



A template for the format of the csv file can be downloaded. An example is shown below:



```
exchange_rates_csv_upload_template (2).csv - Notepad
File Edit Format View Help
Date,Rate,Base Currency,Currency
2024-08-21,1.361795,USD,CAD
```

This template can be modified and expanded to provide the actual rate pairs required, and using the choose csv and upload csv options, the rates can be imported into FRC.

Exchange Rates

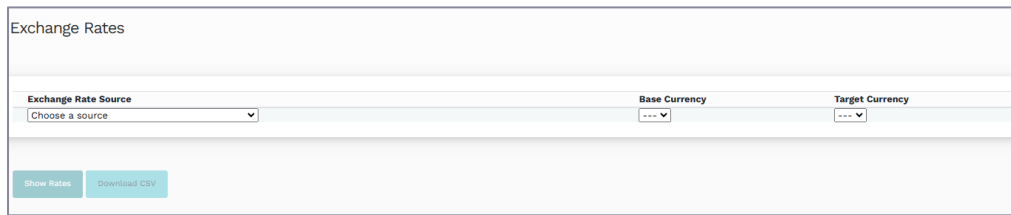
The user can use the Exchange rates option to identify all the FX rates that have been loaded into the application.

When using this feature, the user chooses the source for their exchange rates before defining their base currency (the currency being used currently) and the target currency (the currency which they want to use).

To access this option, click on the "Exchange Rates sub menu from Exchange Rate Management" dropdown on the left side of the FRC homepage.

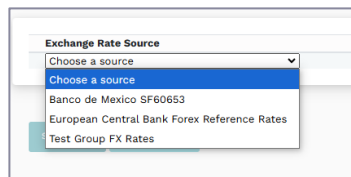


The user is presented with the following page:

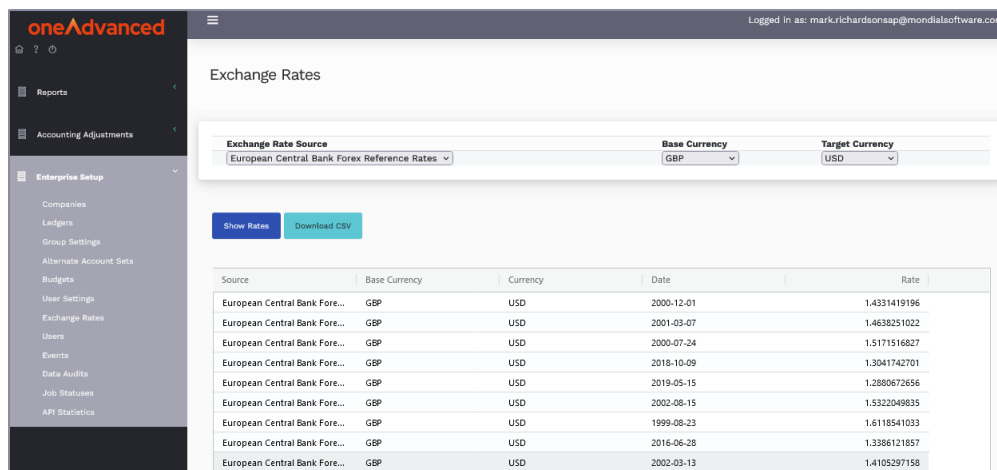


- Select the **Exchange Rate Source**, **Base Currency** and **Target Currency** values you need to view

Note: in the exchange rate source drop down, the two default sources are available plus any additional sources as defined in Exchange Rate Sources.



- Click the Show Rates button
- A list appears of all the imported exchange rates for the selected combination
- To download the list of rates for analysis or other purposes click on the **Download CSV** button and save the file as required

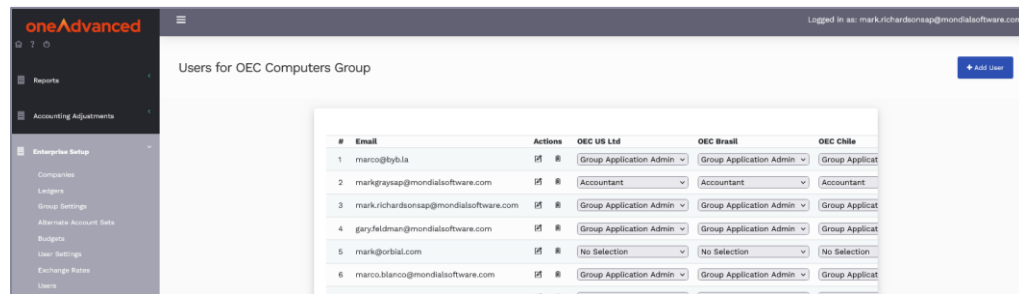


Users

Users who can access and use FRC are set up and administered in the Users menu option. Only users who have designated rights can access the Users maintenance features.

Several actions, such as determining what features are available to each user are performed in the section.

To access the users maintenance feature:



- Click on the **Users** option in the **Enterprise Setup** main menu

Add or Edit a User

To add a user:

- **Click** on the **Add User** button in the top right of the screen
- On the New User screen **Enter** a valid email address and **Click** the **Create User** button. The email address is case insensitive.
- The new user will be added to the list of system users
- To **Edit** the email address of the user, **Click** on the Edit icon next to each user email address

Set User Permissions

To set user permissions, for each company listed:

- **Select** a role from the drop-down list
- The **No Selection** option prevents a user from accessing that company
- Use the scroll bar to move from left-to-right until settings for each company have been completed

Delete a User

To delete a user:

- **Click** on the **Bin** icon for the selected user
- **Confirm** that the user record is to be deleted
- **Click OK** to delete the user
- Note that deleting the user removes permissions related to all companies

User Roles

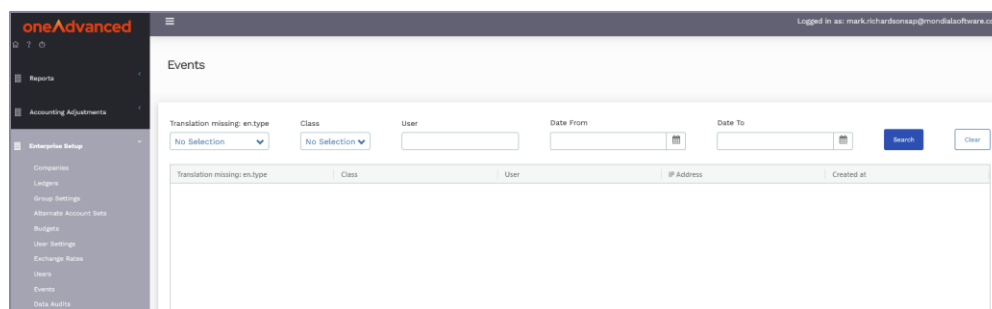
Roles are pre-defined by OneAdvanced. Users do not have the ability to create, update or delete these pre-defined roles.

Roles	Description
Site Admin	Creates and manages Groups and controls Exchange Rate Sources. (FRC Use Only).
Group Application Admin	Full access to all features and data within the application. (Excluding Site Admin Functionality).
Client IT Admin	Manages the Users and has no access to operational features of the application or data.
Group Controller	Has access to all operational features of the application excluding management of users or the ability to create and manage companies.
Accountant	Similar functionality to a controller but is unable to run CTA functionality
Developer	Has access to reporting options and can create and edit report writer reports
Consumer	Read-only access to all reporting options

Events

The Events function provides a way to monitor and keep track of significant actions and operations performed by users. It is a form of audit trail that can be used to investigate anomalous actions and to confirm process used in arriving at data within the system.

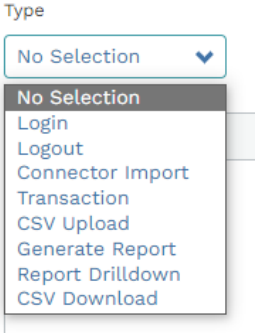
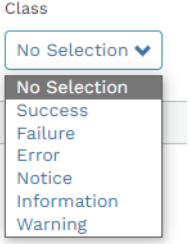
To access the **Events** feature:



- Click on the **Events** option in the **Enterprise Setup** main menu
- Select from the following filters to access the Event information required

- Event Type
- Event Class
- User
- Date From
- Date To

- The table below explains the purpose of each filter

Filter	Definition
<p>Type</p>	<p>This filter classifies events in accordance with action or operation. For example, you can filter the event log to show attempted operations such as: Log in, log out, CSV download or upload, etc.</p> 
<p>Class</p>	<p>This selection allows you to filter events in accordance with the result of an attempted operation. For example, you can filter the events log to view the operations that were successful or those which were not.</p> 

User	Entering a user's login email on this field will filter events based on the user who logs an action.
Date From	Filter events starting from the date entered in this field.
Date To.	Aggregate events ending on the date entered in this field.

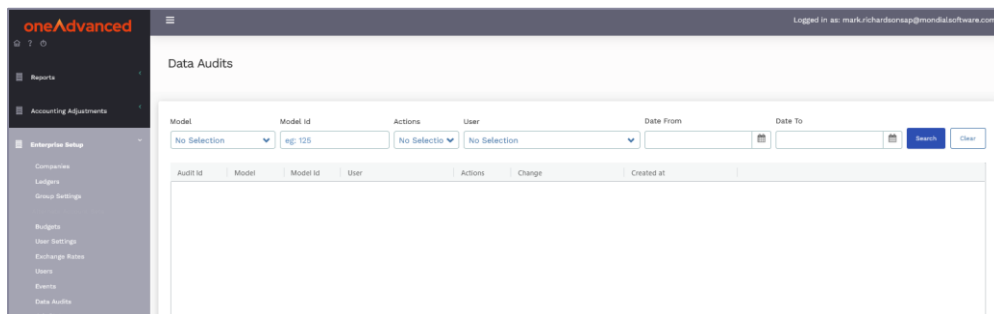
- After applying the required filters, **Click** on the **Search** button and the events logged in the system will be presented on the screen.
- To apply a new set of filters, **Select** the **Clear** button to remove the filters applied in a previous search and re-enter the preferred filters for the new search.

Data Audits

Data Audits allow you to track changes, updates, and deletes that have been made to Report Writer elements such as Row Formats and Column Layouts. Like Events, it is a form of audit trail that can be used to investigate changes to the system and who performed them.

General Audits

To access the main **Data Audits** feature:



- Click on the **Data Audits** option in the **Enterprise Setup** main menu
- Select from the following filters to access the Event information required

- Model
 - Model ID
 - Actions
 - User
 - Date From
 - Date To
- The table below explains the purpose of each filter

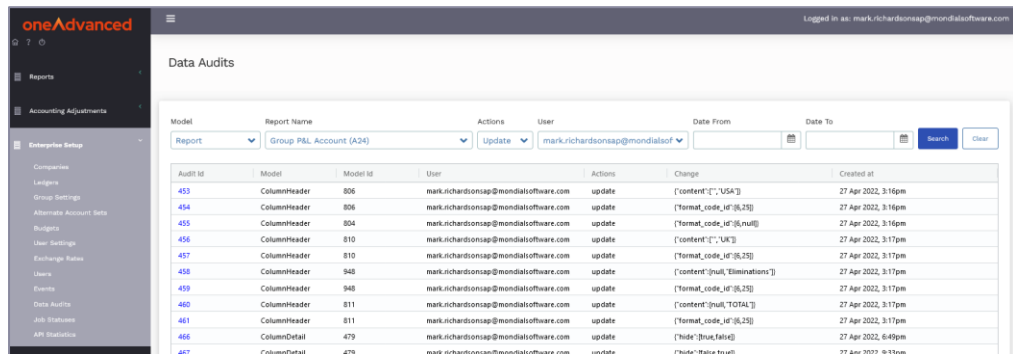
Field	Function
Model	These are the specific Report Writer elements that can be updated by a user. Applying the filter limits the search to a particular element that has been updated or changed
Model Id	If known, a user can apply a specific Model Id (the internal reference for a row format, column layout etc) to filter more thoroughly
Actions	The limits search results to specific changes that users have made. Changes can include Updating, Creating and Destroying Report Writer Elements
User	This limits the search results to data from changes made by a specific user
Date From and Date To	Filters applied to define the span of days from which a data audit should be retrieved

- After applying the required filters, **Click** on the **Search** button and the changes logged in the system will be presented on the screen.
- To apply a new set of filters, **Select** the **Clear** button to remove the filters applied in a previous search and re-enter the preferred filters for the new search.

Specific Reports

The data audit feature allows you to analyse the changes made on parts of specific reports. A data audit for a report provides a detailed report of all the actions done on all the components of the reports (i.e. the report header, report row, etc.).

When you select **Report** from the model drop-down, the **Model Id** filter selection field changes to **Report Name**. Select a **Report Name** and apply other relevant filters and search to get a report of all actions done on the selected report's components.



The screenshot shows the 'Data Audits' page in the oneAdvanced application. The interface includes a sidebar with navigation options like 'Reports', 'Accounting Adjustments', and 'Enterprise Setup'. The main content area displays a table of audit actions with the following columns: Audit Id, Model, Model Id, User, Actions, Change, and Created at. The filters are set to Model: Report, Report Name: Group P&L Account (A24), Actions: Update, and User: mark.richardsonsp@mondialsoft.com.

Audit Id	Model	Model Id	User	Actions	Change	Created at
453	ColumnHeader	806	mark.richardsonsp@mondialsoftware.com	update	["content":", "USA"]	27 Apr 2022, 3:16pm
454	ColumnHeader	806	mark.richardsonsp@mondialsoftware.com	update	["format_code_id":\$,25]	27 Apr 2022, 3:16pm
455	ColumnHeader	804	mark.richardsonsp@mondialsoftware.com	update	["format_code_id":\$,null]	27 Apr 2022, 3:17pm
456	ColumnHeader	810	mark.richardsonsp@mondialsoftware.com	update	["content":", "UK"]	27 Apr 2022, 3:17pm
457	ColumnHeader	810	mark.richardsonsp@mondialsoftware.com	update	["format_code_id":\$,25]	27 Apr 2022, 3:17pm
458	ColumnHeader	948	mark.richardsonsp@mondialsoftware.com	update	["content":\$, "Eliminations"]	27 Apr 2022, 3:17pm
459	ColumnHeader	948	mark.richardsonsp@mondialsoftware.com	update	["format_code_id":\$,25]	27 Apr 2022, 3:17pm
460	ColumnHeader	811	mark.richardsonsp@mondialsoftware.com	update	["content":\$, "TOTAL"]	27 Apr 2022, 3:17pm
461	ColumnHeader	811	mark.richardsonsp@mondialsoftware.com	update	["format_code_id":\$,25]	27 Apr 2022, 3:17pm
466	ColumnDetail	479	mark.richardsonsp@mondialsoftware.com	update	["hide":\$, true, false]	27 Apr 2022, 6:49pm
467	ColumnDetail	479	mark.richardsonsp@mondialsoftware.com	update	["hide":\$, true, true]	27 Apr 2022, 8:33pm

Drill Down

A Data Audit report run to screen presents a list of actions that have been performed on the models defined in the filter. Every action is associated with an Audit Id that acts as a unique identifier of the specific action.

You can drill-down on the individual Audit Id down to present in-depth information regarding an action done on the feature defined in the filters. The drill-down provides further information including:

- Audit Id
- Model
- Model ID
- User
- Action
- Change
- Date of change



The screenshot shows the 'Data audit details for id: 456' page. It provides a detailed view of a specific audit action with the following information:

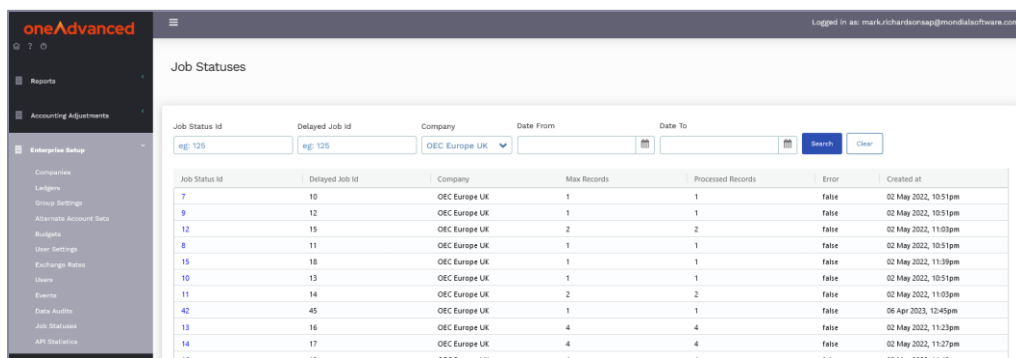
Audit Id:	456
Model:	ColumnHeader
Model Id:	810
User:	mark.richardsonsp@mondialsoftware.com
Actions:	update
Change:	["content":", "UK"]
Created at:	2022-04-27 18:17:04 UTC

Job Statuses

Job Status reports provide you with information related to external information being imported in the FRC database through the API. Primarily the facility allows to track the status of any job and provides a facility to filter to minimize the data returned.

Job Status Filtering

To access the main **Job Statuses** feature:



- Click on the **Job Statuses** option in the **Enterprise Setup** main menu
- Select from the following filters to access the Event information required
 - Job Status Id
 - Delayed Job Id
 - Company
 - Date From
 - Date To
- The table below explains the purpose of each filter

Field	Function
Job Status Id	Applying the filter limits the search to a particular Job Id that needs to be investigated
Delayed Job Id	Applying the filter limits the search to a particular Delayed Job Id that needs to be investigated
Company	This limits the search results to data from jobs undertaken by an individual company
Date From and Date To	Filters applied to define the span of days from which a job status should be retrieved

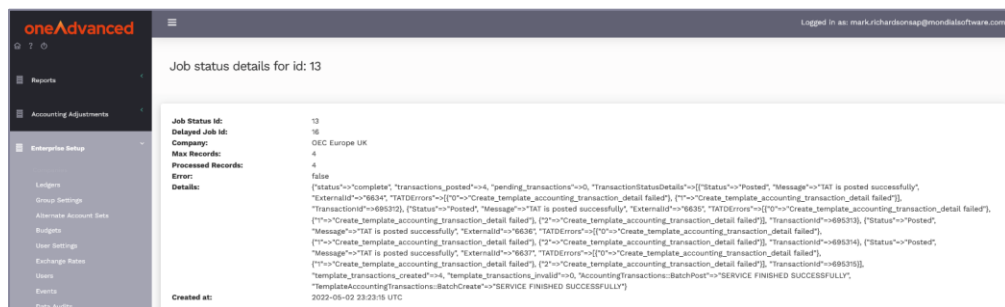
- After applying the required filters, **Click** on the **Search** button and the jobs logged in the system will be presented on the screen.

- To apply a new set of filters, **Select** the **Clear** button to remove the filters applied in a previous search and re-enter the preferred filters for the new search.

Drill Down

When a Job Status search returns results, you can drill-down on an individual Job Id down to present in-depth information regarding that job. The drill-down provides further information including:

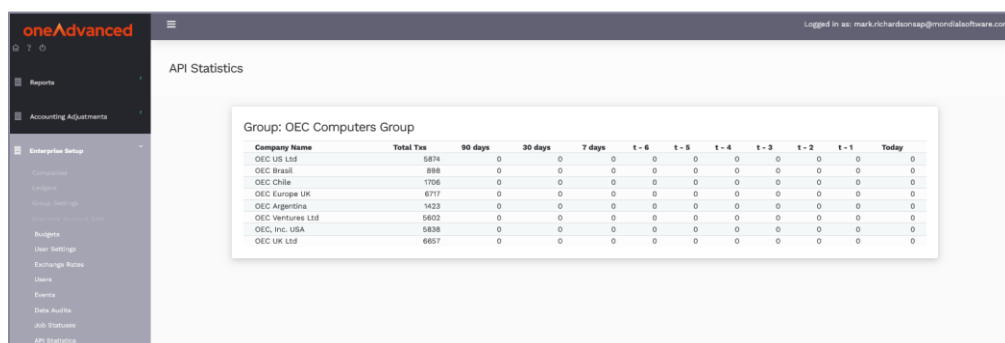
- Job Status ID
- Delayed Job Id
- Company
- Max Records
- Processed Records
- Error Status
- Job ID Details
- Created Time and Date



API Statistics

The API Statistics function provides a straightforward way to monitor and keep track of the number of transactions imported into each operating company in the recent past. It is a form of audit trail that can be used to ensure data continues to flow in an uninterrupted fashion from the underlying ERP systems into FRC.

To access the **API Statistics** feature:



- Click on the **API Statistics** option in the **Enterprise Setup** main menu
- For each company in the operating group you can review the number of transactions imported over recent time periods.

Chapter 4 – Accounting Adjustments

Introduction

Accounting adjustments in FRC provide a mechanism to input additional data into the application which is not provided by the source ERP. This data is added in the form of an accounting adjustment, or journal. Two groups of adjustments are available:

- Management Adjustments
- Translation Adjustments

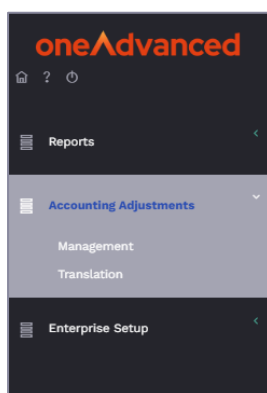
Management Adjustments

This option can be used to handle statutory and regulatory adjustments, intercompany adjustments, group adjustments and any other miscellaneous adjustment that need to be made to the FRC data. In addition, this option allows for the entry of statistical data as required (Headcount information, sales volumes etc).

Adjustments can be made to both the core natural account currency data and any associated reporting currency data as required.

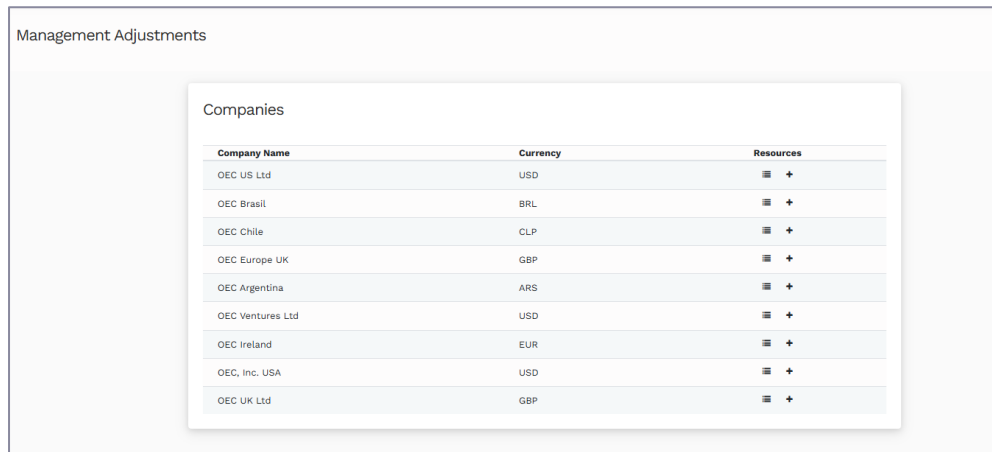
As adjustments are entered, they can be set to apply as standard, "permanent" adjustments or be scheduled to reverse at a future date.

To create a new management translation, from the home page select Management under the Accounting Adjustments drop-down:



Selecting this will redirect you to a list of the companies within the group as shown below:

Under "Resources," there are the two options: draft transactions and new draft transactions.



New Management Adjustment

To create a new accounting adjustment, click the button shown below under the resources from the companies list:



Selecting this option will open a new tab on the browser from where the relevant information for the new management adjustment can be made. In this example, a new management adjustment is being made for OEC US Ltd from the list of companies shown in the screenshot above.

New Template Transaction for OEC US Ltd

Posted Date

Transaction Date

Auto Reversal Date

Transaction Type

Description

Statistical

Retain After Posting

Default

IFRS

US-GAAP

Brazil GAAP

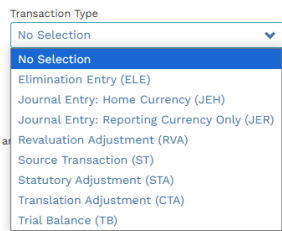
China GAAP

Japan GAAP

Consolidation

The table below shows the parameters which need to be submitted to create a new management adjustment:


Entry	Description
--------------	--------------------

Posted Date	The date the transaction is processed
Transaction Date and Reversal Date	The transaction date is the date the entry will be applied in FRC and will respect the accounting periods set up in the FRC accounting calendar for the company. An <i>optional</i> reversal date can also be added, at which point a contra entry will be created and applied to the system.
Transaction Type	<p>This is a drop-down that allows you to define the type of adjustment the posting will be. The following transactions screenshot shows the entry options which are available as below;</p> 
Description	This is a short description of the transaction which also subsequently appears as the name of the adjustment in the list of management adjustments.
Statistical	Determines whether the transaction is of a "statistical" nature (e.g. Sales volume).
Retain after posting	Once a management adjustment is made and posted, the adjustment or journal "template" is removed. Checking this box ensures that the template is saved and (rather than having it as a one-off journal entry) it becomes a draft transaction that can be edited and reposted in subsequent accounting periods.
Ledgers	Adjustments can be applied to one or more Ledgers defined in FRC. Checking a ledger from the options presented here means that the adjustment posting will be reflected in the selected ledger(s).

After the parameters in the table above are entered, click on create and the new management adjustment will be created. In addition, this action will present a new subform where the transaction line level details are entered:

The table below offers a further description of the entries which need to be made:

Entry	Description
Alternate Chart view	If an alternate chart (available subject to set up – refer to Alternate Chart of Accounts) is available, selecting this will also display the relevant alternate account associated with each detail line of the journal.
DR/CR	This defines whether the line in the adjustment is a debit or a credit transaction. Once a new debit transaction is entered, a corresponding credit transaction should be entered to balance the adjustment. Without this balancing set of transactions, an adjustment cannot be posted.

Account	<p>This field allows you to select the local account which the transaction will be posted to. To select an account, enter the account number herein. Entering the small section of the account number activates a drop-down in relation to the number entered. In the example below, entering 611 activated a drop-down which revealed accounts starting with 611. Users can also start to type the <i>description</i> of an account, and the list will display all accounts meeting the criteria as entered.</p> 
Amount	Enter the debit or credit amount for the transaction.
Currency	Choose the currency in which the transaction will be posted.
FX Rate	<p>The FX rate will change depending on the company's default currency. In the current example, the default currency is USD. As such, the FX rate will be 1.0000 when the currency stays as USD. A change of currencies will change the FX rate and return a (from FRC's FX rates table) an appropriate value for the transaction date for the selected currency.</p>
Journal Override	<p>When you check the Journal Override flag, the reporting currency values associated with the line item will appear and you are able to edit them to reflect a different exchange rate from the one automatically calculated by FRC. Subsequently, the same adjustments on each of the lines should be made to balance the reporting currency values and enable the journal override to post.</p>

Once the relevant information has been entered, click 'Create Line" and the new transaction will appear at the bottom of the page.

Template Transaction Detail

DR/CR: Credit | Account: | Amount: 100.0 | Currency: USD | FX Rate: 1.00000 | Journal Override

Branch: No Selection | Department Headcount: No Selection | Geography: No Selection | Product Line: No Selection | Project Code: No Selection

Download template CSV file
Choose CSV

Line	Account	DR	CR	FX Rate	Actions	Currency
1	61100000-01-001-01 : Travel Expense - Accomodation (HO, USA, GA)	100.00		1.000000	🗑️ 🔄	USD +

In instances where a debit entry has been made, a corresponding credit entry needs to be entered, and vice versa (excepting the use of a non-balancing entry associated with a statistical account) – see below.

Template Transaction Detail

DR/CR: Debit | Account: | Amount: 0.0 | Currency: USD | FX Rate: 1.00000 | Journal Override

Branch: No Selection | Department Headcount: No Selection | Geography: No Selection | Product Line: No Selection | Project Code: No Selection

Download template CSV file
Choose CSV

Line	Account	DR	CR	FX Rate	Actions	Currency
1	61100000-01-001-01 : Travel Expense - Accomodation (HO, USA, GA)	100.00		1.000000	🗑️ 🔄	USD +
2	61120000-01-001-01 : Travel Expense - Entertainment (HO, USA, GA)		100.00	1.000000	🗑️ 🔄	USD +

Note: If an alternate chart (for example "Group Chart" had been selected as part of the Template transaction Detail, the this would appear as memo information against each line of the journal.

Group Chart French Statutory Canadian GIFi Chinese Statutory

Template Transaction Detail

DR/CR: Debit | Account: | Alternate Account: | Amount: 0.0 | Currency: USD | FX Rate: 1.00000 | Journal Override

Branch: No Selection | Department Headcount: No Selection | Geography: No Selection | Product Line: No Selection | Project Code: No Selection

Download template CSV file
Choose CSV

Line	Account	DR	CR	FX Rate	Actions	Currency
1	6203 : Hotels Local : 61100000-01-001-01 : Travel Expense - Accomodation (HO, USA, GA)	100.00		1.000000	🗑️ 🔄	USD +
2	6205 : Entertaining Local : 61120000-01-001-01 : Travel Expense - Entertainment (HO, USA, GA)		100.00	1.000000	🗑️ 🔄	USD +

If the adjustment is in balance (excepting the use of a non-balancing entry associated with a statistical account), then a button will appear as below, to post the adjustment.

Note also that if the option to retain after posting has been selected then the adjustment will be both posted **AND** saved as a Draft Transaction and available for future selection and editing as necessary from the Draft Transaction List (see below)

Draft Transactions

This option redirects you to some of the management transactions which have been created previously. To access some of the management adjustments previously created for a specific company, click on the button shown below under the resources option:



Clicking on the button will redirect to a new page with a list of transactions already created (for OEC US Ltd) as shown below:

OEC US Ltd: Template Transactions Add Template accounting transaction

Manual Journal Entries						
#	Posted Date	Transaction Date	Type	Description	Actions	
1	01/02/2025	01/02/2025	JEH	Test Journal	✎	🗑
2	12/31/2021	06/28/2023	JEH	GF Test	✎	🗑
3	12/31/2019	12/31/2019	ELE	US --> UK Intercompany Elimination	✎	🗑
4	12/31/2019	12/31/2019	STA	US-GAAP to IFRS Adjustment	✎	🗑
5	12/31/2019	12/31/2019	STA	Chinese GAAP Statutory Adjustments	✎	🗑
6	12/31/2013	12/31/2013	ELE	US to UK Interco Elimination	✎	🗑
7	03/31/2021	03/31/2021	ELE	Intercompany Elimination Entries	✎	🗑
8	03/31/2021	03/31/2021	JEH	Period-End Central Cost Reallocations	✎	🗑

The following actions can be performed:

1. Editing a previously created management adjustment transaction - done by selecting the icon related to a transaction under actions:



2. Deleting a created transaction - select the icon shown below:



- Adding a new transaction - create a new transaction by clicking on the following field. This will redirect to the "New Management Transaction" option which was described above.

Uploading an Adjustment from a CSV file

In addition to entering data directly into the FRC UI as explained above, an adjustment can also be added by uploading the detail lines of a journal from a csv file.

Note: this can be used as a means of uploading a company Trial Balance, should that company does not use the OA ERP application. Alternatively, it may be used as an efficiency tool – for example if the detail lines are incorporated in an MS excel workbook, then using this source to create a csv file of the detail lines may prove a quicker way of uploading the journal than “manually” via the FRC UI.

To use the upload option:

- Add a new Management Adjustment as described above.

New Template Transaction for OEC US Ltd

Posted Date 01/02/2025	Transaction Date 01/02/2025	Auto Reversal Date MM/DD/YYYY	Transaction Type Journal Entry: Home Currency (JEH)
---------------------------	--------------------------------	----------------------------------	--

Description
Example CSV Upload

Statistical
 Retain After Posting

Default
 IFRS
 US-GAAP
 Brazil GAAP
 China GAAP
 Japan GAAP
 Consolidation

2. Select Create.

3. Instead of entering the individual line details, select the choose csv option as highlighted.
4. Using file explorer, identify the csv file containing the transaction detail lines and select this.
5. The file will appear as selected on the page

6. Choose upload
7. The file will be processed and on completion the detail lines will appear as below. If the journal balances, then the "post" button will be available and can be selected to complete the posting of the adjustment.

Line	Account	DR	CR	FX Rate	Actions	Currency
1	1100000-01-001-01 : Cash on Hand (HO, USA, GA)	2,000.00		1.000000	☒ ☒	USD +
2	1120000-01-001-01 : Cash at Bank - Checking (HO, USA, GA)		2,000.00	1.000000	☒ ☒	USD +
3	1121000-01-001-01 : Cash at Bank - Payroll (HO, USA, GA)	3,000.00		1.000000	☒ ☒	USD +
4	1122000-01-001-01 : Cash at Bank - Savings (HO, USA, GA)		3,000.00	1.000000	☒ ☒	USD +
5	1123000-01-001-01 : Cash at Bank - Credit Card (HO, USA, GA)	4,000.00		1.000000	☒ ☒	USD +
6	1130000-01-001-01 : Checking Account Clearing (HO, USA, GA)		4,000.00	1.000000	☒ ☒	USD +
7	1130001-01-001-01 : Checking Account Clearing - EUR (HO, USA, GA)	5,000.00		1.000000	☒ ☒	USD +
8	1130002-01-001-01 : Checking Account Clearing - CAN (HO, USA, GA)		5,000.00	1.000000	☒ ☒	USD +
9	1140000-01-001-01 : Credit Card Clearing (HO, USA, GA)	6,000.00		1.000000	☒ ☒	USD +
10	1150000-01-001-01 : Short Term Investments (HO, USA, GA)		6,000.00	1.000000	☒ ☒	USD +

Note: the format of the csv file is important. It must contain two columns for the account code and the value. An example of the format can be obtained by selecting the download template csv option as shown below.

Template Transaction Header

Posted Date 01/02/2025	Transaction Date 01/02/2025	Auto Reversal Date MM/DD/YYYY	Transaction Type Journal Entry: Home Currency (JEH)
---------------------------	--------------------------------	----------------------------------	--

Description
Example CSV Upload Statistical Retain After Posting

Default
 IFRS
 US-GAAP
 Brazil GAAP
 China GAAP
 Japan GAAP
 Consolidation

Group Chart French Statutory Canadian GIFI Chinese Statutory

Template Transaction Detail

DR/CR Debit	Account	Amount 0	Currency USD	FX Rate 1.00
Branch No Selection	Department Headcount No Selection	Geography No Selection	Product Line No Selection	

Download template CSV file ←

Choose CSV

Here is an example of the format using notepad. Note the specific heading required.

```

File Edit Format View Help
Account Number,Balance
1110000-01-001-01,2000
1120000-01-001-01,-2000
1121000-01-001-01,3000
1122000-01-001-01,-3000
1123000-01-001-01,4000
1130000-01-001-01,-4000
1130001-01-001-01,5000
1130002-01-001-01,-5000
1140000-01-001-01,6000
1150000-01-001-01,-6000
    
```

Translation Adjustments

Typically, if a business has operations in different countries, it will use the currencies of the respective countries where they are located. Companies with such an international presence must translate the value of their transactions and business activities from home currencies into the parent's company functional currency for consolidation and group reporting purposes.

FRC includes comprehensive Cumulative Translation Adjustment (CTA) functionality. It is calculated and processed through the **Accounting Adjustment** option within the accounting hub (Management, and Translation Adjustments).

Setting up CTA

To establish the foundations of CTA, there are 4 steps to complete. Step 1 is a 'group-wide' setting to establish the common corporate currency for the consolidation. Steps 2-4 only need to be completed for those companies whose functional currency is different from the group target currency (i.e. for those companies where a translation calculation is required.)

1. Setting up the parent company

This step is key to the process because it determines the target functional currency for the CTA process. Companies with multi-national businesses operate using different functional currencies but need to deploy a single common currency for their final reports. *The currency that the parent company uses will become the functional currency for the group and the CTA process would be applied to translate all local functional currencies into this target currency.*

[This article](#) provides a guide to the process of setting up a company as the corporate parent.

2. Setting up the CTA account and FX Rate sources

In this step, users associate a single, preferred CTA account to which all adjustments from cumulative adjustments are gathered and posted. This account needs to exist in the local chart of accounts for each company.

Users also associate the sources from which FX Rates will be obtained in order to perform the CTA calculation.

Both set up operations are performed in the **Company Setting Options** page. For more guidance on this step, [follow this link](#).

3. Set up Ledgers

The process of creating a ledger in FRC has been [outlined here](#). Typically, a specific ledger will be created (perhaps called "Consolidation") to identify and store the results of the CTA process. This Ledger can then be called upon during reporting to display the results of each company, and the total, in common, translated currency.

4. Assign FX types to accounts using the revaluation section of COA

To assign an appropriate translation method to each account within an individual company's chart of accounts, users must associate an FX Type to each account in the local chart. This is achieved using revaluation accounts under the chart of accounts. FX types can be associated with accounts on a Ledger-by-Ledger basis. Read more on FX type assignment [here](#).

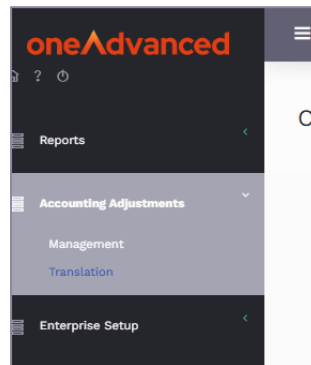
Once all the setup steps have been finalised, the translation adjustment feature within the Accounting Adjustments menu allows the user to process CTA by ledger, accounting period, and company.

The process of setting and running translation adjustments is described below:

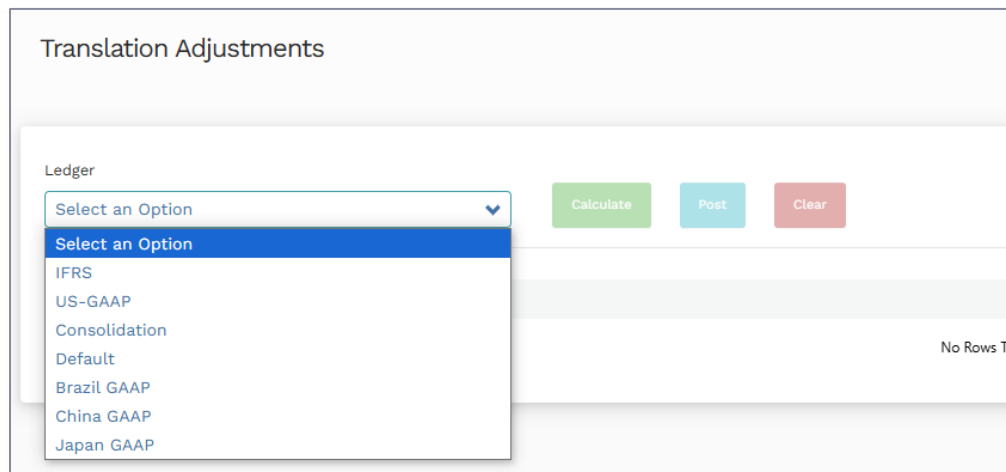
Processing CTA via Translation Adjustments

Within Translation Adjustments, the user can select the ledger, accounting period, and the company (or companies) to which CTA will be calculated and applied. Only companies that have been fully set up for processing are available within this option.

Translation adjustments are available under the Accounting Adjustment option on the FRC accounting hub.



Clicking Translation from the drop-down will redirect to a setup page where a new translation adjustment can be performed.



From the Ledger drop down select the ledger on which CTA processing will be performed. The following processing "grid" will be displayed.

Company	2018-08	2018-09	2018-10	2018-11	2018-12	2019-01	2019-02	2019-03	2019-04	2019-05	2019-06	2019-07
OEC Ireland												
OEC US Ltd												
OEC Europe UK						POSTED	POSTED	POSTED	POSTED	POSTED		
OEC Inc. USA												
OEC UK Ltd												
OEC Brasil												
OEC Ventures Ltd												

A list of companies appears on the left of the grid. Only those companies that have their CTA set up definitions fully completed will be available for processing. The remainder are greyed out. Notice in the screen shot above that periods 2019-01 to 2019-06 have been processed and CTA posting already made.

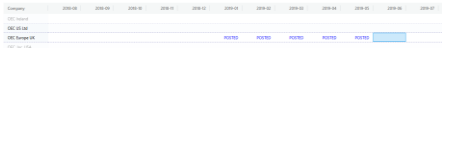

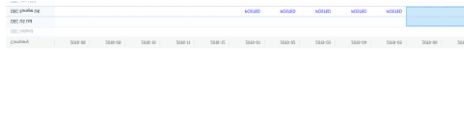
Accounting periods available for processing are shown across the top of the grid. A user can scroll using the blue bar at the bottom of the grid to the outer limits of the grid. To select a new range of accounting periods beyond the limit of the displayed grid, the user can highlight one of the accounting periods and right click, where they will have the option to show periods before or after the selected accounting period.

Company	2018-08	2018-09	2018-10	2018-11	2018-12	2019-01	2019-02	2019-03	2019-04	2019-05	2019-06	2019-07	2019-08
OEC Ireland													
OEC US Ltd													
OEC Europe UK						POSTED	POSTED	POSTED	POSTED	POSTED			
OEC Inc. USA													
OEC UK Ltd													
OEC Brasil													
OEC Ventures Ltd													
OEC Chile													
OEC Argentina													

Selecting 'before' or 'after' will realign the grid to the period selected.

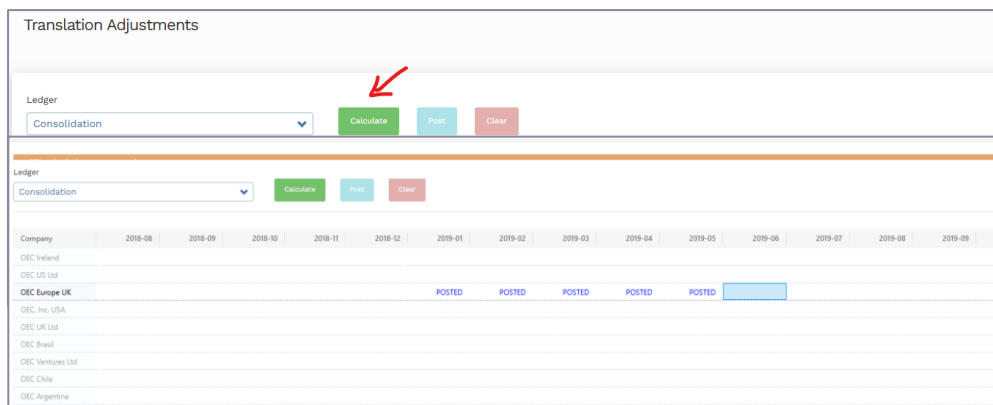
To **post** CTA transactions, the user must first **calculate** the CTA amounts. Once this has been done the user has the options to review the calculation, re-calculate as necessary and finally post. If required, periods already posted can be re-calculated and reposted (the original postings will be replaced by newly calculated values).

To select periods and companies for CTA calculation, prior to posting, the following navigational tools are available:

<p>Single Mouse click on an accounting period</p>		<p>This calculates the single period/company selection.</p>
<p>Shift(Ctrl)/select on a single company</p>		<p>This calculates a range of periods for a single company.</p>
<p>Shift(Ctrl)/select on a multiple companies</p>		<p>This calculates a range of periods for multiple companies.</p>

Note: When choosing a range of accounting periods, a contiguous selection must be made.

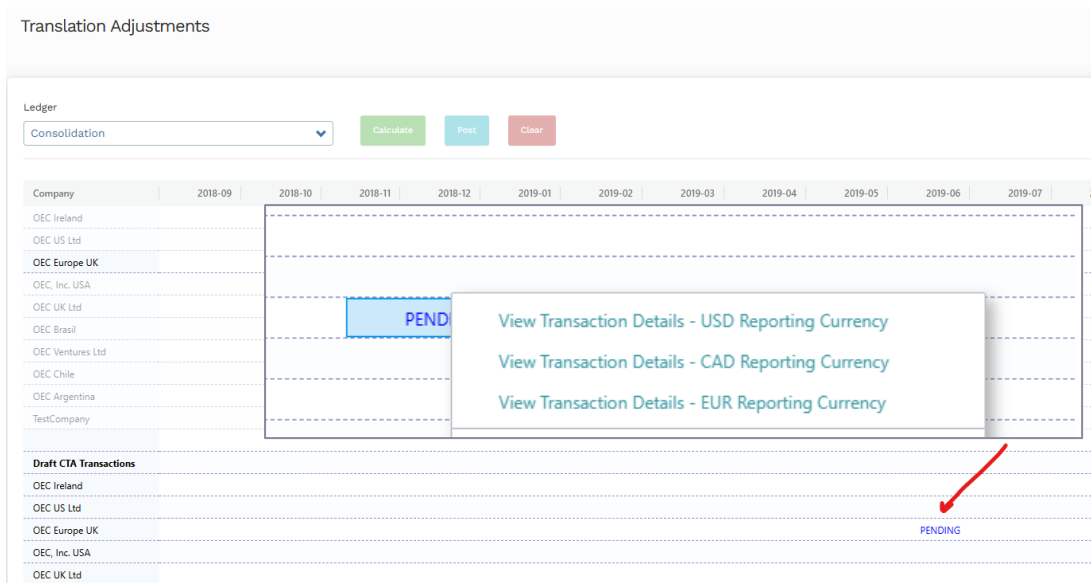
Once the accounting periods and companies have been chosen, select calculate.in the screen shot below the user is calculating period 2019-06 for OEC Europe UK.



The screen informs the user that the CTA processing has been queued and is being performed as a background task.

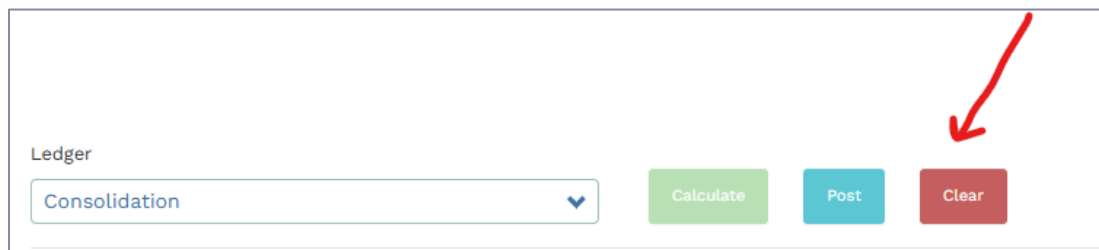
The process may take some time to complete depending on the volumes of transactions that need to be processed. Use the browser page refresh option to check on progress (note you may have to reselect the ledger being processed once the page refresh is complete).

Following successful calculation, the Translation adjustments screen will expand to include a second section, to show the 'pending transactions' - those that have been calculated but not yet posted to the application.



By selecting the pending cell(s) and mouse right clicking, the user can optionally view the details of the pending transactions, in any of the reporting currencies that have been associated with the company.

If the user decides that they wish to clear the pending transactions prior to posting, select the Clear button at the top of the page.



Finally, to Post the Translation Adjustments to the application, select Post.

The screenshot shows the 'Translation Adjustments' interface. At the top, there is a 'Ledger' section with a dropdown menu set to 'Consolidation' and three buttons: 'Calculate' (green), 'Post' (blue), and 'Clear' (red). Below this is a table with columns for months from 2018-09 to 2019-07. The table lists several companies: OEC Ireland, OEC US Ltd, OEC Europe UK, OEC, Inc. USA, OEC UK Ltd, OEC Brasil, OEC Ventures Ltd, OEC Chile, OEC Argentina, and TestCompany. The 'OEC Europe UK' row shows 'POSTED' for 2019-01 through 2019-05, and 'PROCESSING' for 2019-06. Below the main table is a section for 'Draft CTA Transactions' listing OEC Ireland, OEC US Ltd, OEC Europe UK, and OEC, Inc. USA. The 'OEC Europe UK' row in this section has a 'PENDING' button.

The screen will indicate that the transaction is being processed. On completion, the screen will update, with the Pending section disappearing and the posted section updated with the latest set of postings.

This screenshot shows the same 'Translation Adjustments' interface as above. The 'OEC Europe UK' row in the main table now shows 'POSTED' for 2019-06, with a red arrow pointing to this cell. The 'Draft CTA Transactions' section is no longer visible, indicating the 'PENDING' status has been resolved.

Chapter 5 – Reports

FRC incorporates two styles of reporting:

- Templated reports - focus on a more detailed level of analysis to validate, verify and support the period end close process.
- Report Writer reports - more typically aimed at 'C-Suite' recipients.

Templated Reports

Templated reports are a series of pre-configured report formats which can be run by simply choosing options from a selection of 'run time' parameters. There are several templated reports available.

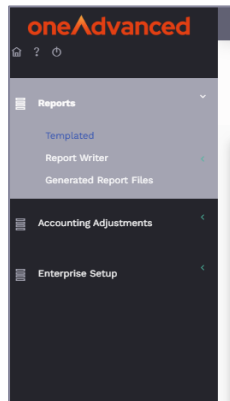
- Trial Balance
- Current Period Trial Balance
- Detailed Trial Balance
- Invoice Listing (A/R and A/P)
- Transaction History

Report Name	Additional Notes
Trial Balance	<p>This report offers the Trial Balance report in the format expected by most users.</p> <p>The General Ledger accounts on this version of the Trial Balance display the following information:</p> <ul style="list-style-type: none"> • The Opening Balance brought forward at the beginning of the reporting period. • The net debit or credit change during the period • The Closing Balance at the end of the reporting period. <p>Further, Profit & Loss accounts include information from the beginning of the current financial year to the reporting period date, meaning that the Closing Balance figure represents the year-to-date balance on each Profit and Loss account as expected by most users, not just the period total.</p> <p>Note:</p> <p>By default, the columns in the report include only Source System data, and this is indicated by the Source System flag being checked. If the user wishes to include FRC -generated transactions in the report they may do so by checking the appropriate boxes for the required additional transactions.</p> <p>When the report is regenerated, the Opening Balance, Debits, Credits, and Closing Balance columns are updated to include the additional transaction types as required. Deselecting the fields and regenerating the report removes these transactions from the reported balances</p>

Current Period Trial Balance	<p>In earlier versions of FRC, this report was known as the Trial Balance. However, the report is not the Trial Balance report as expected by most users.</p> <p>The Profit and Loss accounts on this version of the Trial Balance display only the change in the balance for the selected period, and not the year-to-date balance for each account. This limits the usefulness of the report.</p> <p>FRC considered withdrawing this report from circulation but decided instead to rename it and replace it with a Trial Balance (see below) that provides the user with more relevant information, and to keep this version available in case some users continue to find value in the information as it is presented.</p>
Detailed Trial Balance	<p>This report offers the user the ability to view the Trial Balance in more detail using individual columns to display changes by transaction type.</p> <p>The General Ledger accounts on this version of the Trial Balance display the following information:</p> <ul style="list-style-type: none"> ● The Opening Balance brought forward at the beginning of the reporting period for all transaction types selected. ● The net change during the period with the changes for each transaction type selected displayed in separate columns. ● The Closing Balance at the end of the reporting period for all transaction types selected. <p>Note:</p> <ul style="list-style-type: none"> ● As with the Trial Balance, Profit & Loss accounts include information from the beginning of the current financial year to the reporting period date, meaning that the Closing Balance figure represents the year-to-date balance on each Profit and Loss account as expected by most users, not just the period total. ● The updated report now includes the information presented as follows: ● Opening Balance – all transactions for all selected transaction types up until the start of the reporting period

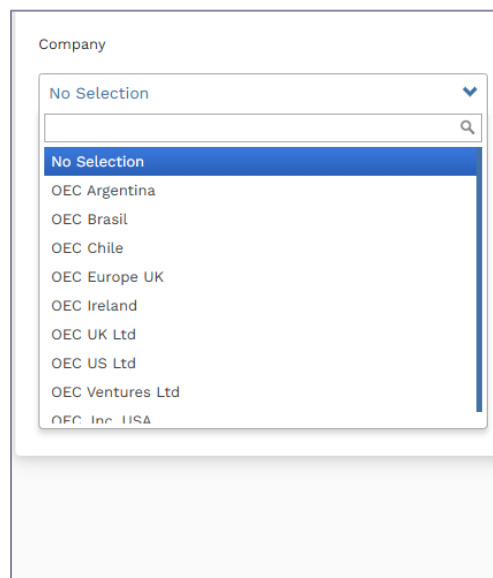
	<ul style="list-style-type: none"> • Adjustments – all transactions for the current reporting period displayed in separate columns for each transaction type selected. • Closing Balance – a single, combined figure for all transaction types selected • This report uses identical information to the newly renamed Trial balance but sorts period data changes by selected transaction types.
Transaction History	<p>This report offers the user the ability to view each posted transaction in more detail using individual columns to display changes by transaction type.</p>

To access the templated reports available for your company, select "Templated" from the Reports dropdown.



The Templated Reports page contains two dropdown fields: Company and Report. Select the company whose report you wish to run from the Company drop-down and the type of report to run from the Report field dropdown.

The company drop-down contains all the companies in the group as shown in the sample below:



The reports which are available for selection in are shown below:

The following fields must be defined in every report: Accounting Period, Natural Account Set, Ledger, and Output Type. There are other parameters that need to be defined depending on the report the user chooses. A custom accounting period can also be created by entering the relevant start date and end date.

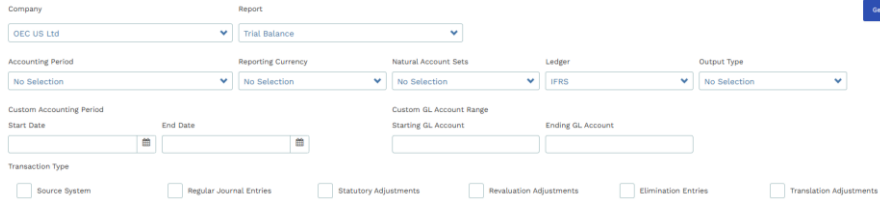
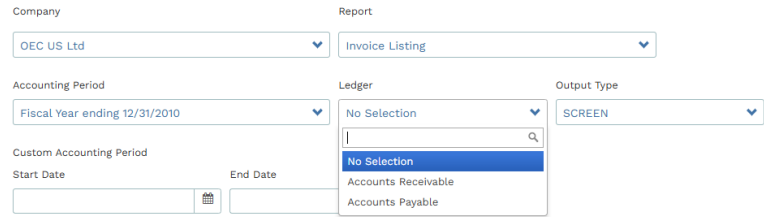
For example, the Transaction History templated report contains fields that need to be defined in every other report as seen here:

Different reports, depending on their nature and focus, will require additional parameters for them to run conclusively.

In the accounting period drop-down the user can either select from the list provided or start typing to narrow the search - entering 2021 for example will narrow the search to a period in the year 2021 only.

The table below shows some of the additional fields that need to be defined in relation to the report being run:

Report	Additional Parameters
--------	-----------------------

<ul style="list-style-type: none"> • Trial Balance • Current Period Trial Balance • Detailed Trial Balance 	<p>Reporting Currency: Select a currency from the reporting currencies available for the company</p> <p>Column selection: Choose a column by checking one of the boxes from the following: Regular Journal Entries, Statutory Adjustments, Revaluation Adjustments, or Elimination Entries</p> 
<ul style="list-style-type: none"> • Invoice Listing 	<p>Ledger: Choose the ledger to run from - either Accounts Receivable or Accounts Payable</p> <p>Templated Report</p> 

After the parameters for the relevant report have been set, click Generate. The report will be displayed in the selected output format. In this case the Trial Balance has been generated for OUS US Ltd.

Templated Report

Company: OEC US Ltd | Report: Trial Balance | Generate

Accounting Period: Fiscal Year ending 12/31/2019 | Reporting Currency: USD | Natural Account Sets: Local | Ledger: Default | Output Type: SCREEN

Custom Accounting Period: Start Date: | End Date: | Custom GL Account Range: Starting GL Account: | Ending GL Account:

Transaction Type: Source System | Regular Journal Entries | Statutory Adjustments | Revaluation Adjustments | Elimination Entries | Translation Adjustments

Dimensions: Branch: No Selection | Department Headcount: No Selection | Geography: No Selection | Product Line: No Selection | Project Code: No Selection

Trial Balance

Account Number	Name	Opening Balance	Debits	Credits	Closing Balance
11100000-01-001-01	Cash on Hand (HO, USA, GA)-HO-USA-GA	-2616719.63	0.00	0.00	-2616719.63
11200000-01-001-01	Cash at Bank - Checking (HO, USA, GA)-HO-	1088823.57	266487.11	2780835.47	8374475.21
11210000-01-001-01	Cash at Bank - Payroll (HO, USA, GA)-HO-U-	994763.00	2000200.00	1779059.32	1155903.68

If web output is chosen, users will also be able to **drill down** to further levels of detailed data. The drill down option is available on all fields with a hyperlink option associated with it. Typically, any data with an associated drill down is highlighted in blue.

From the trial balance above for example, a user can drill down into any value in the debits, credits or balance column and display the associated transactions. For example, drilling down on the balance of the account highlighted will display the following:

Balance Details: 11200000-01-001-01 Cash at Bank - Checking (HO, USA, GA)

Download CSV | Fit Columns | View: All | Reconciliation View

Tx ID	Ext. Tx ID	Ext. Tx. Detail ID	Date	Type	Tx Currency	Tx DR	Tx CR	Rpt Currency	DR	CR	Balance
694656	5660		01/01/2019	AI	USD	0.00	2,000,000.00	USD	0.00	2,000,000.00	8,888,823.57
694658	5662		01/31/2019	AI	USD	0.00	38,447.00	USD	0.00	38,447.00	8,850,376.57
695476	5788		01/31/2019	AI	USD	0.00	250.00	USD	0.00	250.00	8,850,126.57

Further drill down is available at this level on the FRC transaction ID to display the full detail of the individual transaction.

Showing Accounting Transaction

Group Chart
 French Statutory
 Canadian GIFI
 Chinese Statutory

Company Tx ID	External Tx ID	Type	Posted Date	Transaction Date	Description	External ID
694656	5660	AI	01/01/2019	01/01/2019	Cash Transfer for 2019 Payroll	

Details

#	Account	DR	CR	Cur	Rate	Home Amount		Rate	DR	CR
						USD	CAD			
1	11210000-01-001-01 Cash at Bank - Payroll (HO, USA, GA) Cash at Bank - Payroll (HO, USA, GA)	2,000,000.00		USD	1.0000000000	2,000,000.00		1.3628820961	2,725,764.19	0.87
0*Cash Transfer for 2019 Payroll										
2	11200000-01-001-01 Cash at Bank - Checking (HO, USA, GA) Cash at Bank - Checking (HO, USA, GA)		2,000,000.00	USD	1.0000000000		2,000,000.00	1.3628820961		2,725,764.19 0.87
1*Cash Transfer for 2019 Payroll										

Notice that the drill down at this level not only shows the transaction and account values but any reporting currency values that may have been established for the company during set up.


Showing Accounting Transaction

Group Chart
 French Statutory
 Canadian GIFI
 Chinese Statutory

Company Tx ID	External Tx ID	Type	Posted Date	Transaction Date	Description	External ID
694656	5660	AI	01/01/2019	01/01/2019	Cash Transfer for 2019 Payroll	

Details

#	Account	DR	CR	Cur	Rate	Home Amount		Rate	DR	CR
						USD	CAD			
1	11210000-01-001-01 Cash at Bank - Payroll (HO, USA, GA) Cash at Bank - Payroll (HO, USA, GA)	2,000,000.00		USD	1.0000000000	2,000,000.00		1.3628820961	2,725,764.19	0.87
0*Cash Transfer for 2019 Payroll										
2	11200000-01-001-01 Cash at Bank - Checking (HO, USA, GA) Cash at Bank - Checking (HO, USA, GA)		2,000,000.00	USD	1.0000000000		2,000,000.00	1.3628820961		2,725,764.19 0.87
1*Cash Transfer for 2019 Payroll										



Report Writer

Introduction

FRC includes an easy to use yet comprehensive report writing capability. Reports can be written by end users quickly and easily to meet the specific GL reporting requirements of your business, providing insight into data which has been processed and enhanced using FRC functionality.

Users can decide:

- Which company, or range of companies to include in a report.
- Which chart of accounts to base a report on. This could be an individual company's local chart, using the *alternate chart of accounts feature of FRC* a group defined chart, or a perhaps even a statutory format as determined by the company's domesticity (French "Plan Comptable" for example).
- By taking advantage of FRC multi-currency functionality, which currency to report in.
- Which data to include. All actual data held within FRC can be included. Users can also decide whether to include source data, adjusted data, or both. If budget data has been loaded into the application, this is also available for reporting.
- Which accounting period to report. This could be as straightforward as the local accounting period or a 'custom' period which may more readily reflect a regulatory or group requirement.
- The output of the report - HTML, PDF, or Excel

An FRC report writer report consists of five key components:

- Format Codes
- Row Headers
- Row Footers
- Column Layouts
- Row Formats

These components are individually created. However, combining the individual components will create a report template that can be seeded with report run-time parameters.

Furthermore, the ability to 'mix and match' allows the user to create different styles of a report from the same core definitions. The sections below describe how each of the five components are constructed.

Format Codes

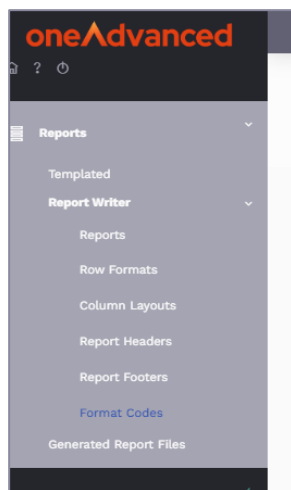
Within FRC, users can define Format Codes that work in conjunction with Row Formats, Column Layouts and both Report Headers and Footers.

A Format Code is simply an expression of the way in which an individual row within a row format will be displayed when a report is run. A Format Code can affect:

- Font Size
- Font Colour
- Background Colour
- Line Colour
- Bold or standard display
- Underlining type
- Line through

A Format code is given a name and any of the attributes above can then be applied to the code.

From the Report Writer menu on the FRC home screen select Format Codes.



Selecting this option will provide a list of defined Format Codes. To add a new Format Code, select the add button at the top right of the screen.

To display/edit an existing code, select the edit symbol in the Action column to the left of the relevant code.

Format Codes + Add Format Code

#	Actions	Name	Sample
1	🗑️ 📄	Header 1	Total Current Assets 987,654.32
2	🗑️ 📄	Header 2	Total Current Assets 987,654.32
3	🗑️ 📄	Header 3	Total Current Assets 987,654.32
4	🗑️ 📄	Header 4	Total Current Assets 987,654.32
5	🗑️ 📄	Detail 1	Total Current Assets 987,654.32

For the purposes of this guide, the screen below displays the attributes for the code "Detail 1".

Editing Format Code

Choose Format Code
 Update Cancel

Name

Font Size

Font Emphasis

Apply to Description

Bold

Italic

Underline

Double Underline

Overline

Double Overline

Line Through

Currency Symbol

Indent Size

Apply to Number

Bold

Italic

Underline

Double Underline

Overline

Double Overline

Line Through

Font Colour

Foreground

Background

Line

Guidelines for Entry

Options are available to control the format of both **descriptive and numeric** columns. Multiple selections can be made. Colour controls apply to both descriptive and numeric columns.

Option	Action	Description
Name	Data Entry	The description for the Code
Bold	Check Box	Check for true
Italic	Check Box	Check for true
Underline	Check Box	Check for true
Double Underline	Check Box	Check for true
Overline	Check Box	Check for true
Double Overline	Check Box	Check for true
Line Through	Check Box	Check for true

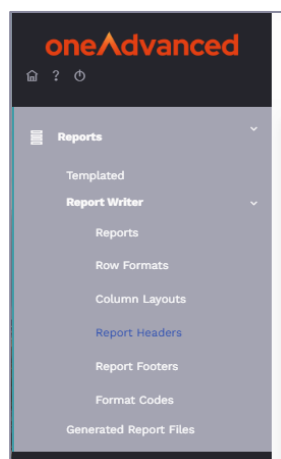
Currency Symbol	Check Box	Check to include \$
Indent Size	Entry Box	Enter the number of characters that will be indented when the user selects this format code. Note: this applies to descriptive fields only.
Font Colour foreground	Select	Select from Palette
Font Colour background	Select	Select from Palette
Line Colour	Select	Select from Palette

A created Format Code will be available for use in the **Format Code** dropdown in the **Row Format** set up screen.

Report Headers

This section describes how to create and edit the header definitions for a report.

On the FRC Home screen, select **Reports**. Select **Report Writer** on the drop-down. Select **Report Headers** on the subsequent drop-down.



A list of the existing Report Headers will be displayed and on the top right section of the screen, an option to add a new header will be presented.

Once **Add Report Header** is selected, the following screen will be displayed.

Add a name for the header and a description to explain the header in more detail. Click on **Create** to create a new header and the following screen will be presented which provides a 'middle' pane with several drop downs and data entry columns.

Guidelines for Entry:

A series of separate definitions can be created and associated with for each individual row contained within a header.

Field	Nature/Action	Description
-------	---------------	-------------

Ordinal	Data Entry field	<p>This defines the uniqueness of a row within a header. A numbering sequence is used to ensure that data required is presented in the order desired. A sequence of the multiples of ten such as 10, 20, 30, etc is suggested.</p> <p>This allows for the entry of additional rows in the header later as required.</p>
Element left, centre, and right	Dropdown selections	<p>If the user requires the header row to return information dynamically at run time from the FRC application (for example a date or period reference) an “element” can be selected from a drop-down list as shown:</p> <div data-bbox="667 909 1050 1339" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Element Left</p> <div style="border: 1px solid #ccc; padding: 2px;"> No Selection </div> <ul style="list-style-type: none"> <li style="background-color: #0070c0; color: white; padding: 2px;">No Selection <li style="padding: 2px;">COMPANY_LOGO <li style="padding: 2px;">COMPANY_NAME <li style="padding: 2px;">CURRENT_DATE <li style="padding: 2px;">GENERATED_BY <li style="padding: 2px;">LEDGER_DESCRIPTION <li style="padding: 2px;">LEDGER_NAME <li style="padding: 2px;">PAGE_OF_TOTAL_PAGES <li style="padding: 2px;">REPORT_CURRENCY_CODE <li style="padding: 2px;">REPORT_CURRENCY_NAME <li style="padding: 2px;">REPORT_NAME <li style="padding: 2px;">REPORT_PERIOD <li style="padding: 2px;">UTC_DATETIMESTAMP <li style="padding: 2px;">UTC_TIMESTAMP </div> <p>(The company name or logo will be retrieved from the entries created during the Enterprise Set-Up stage of the FRC application).</p> <p><i>Note: an element can be included in any and all of the placement areas of the header row – left, centre, right</i></p>
Text Left, Centre, or Right	Data Entry Field	<p>Add a piece of user-defined text as required. Text can be included in any and all of the placement areas of the header row – left, centre, right.</p>
Format code Left, Centre or Right	Dropdown Selections	<p>You can select the format code that will be applied to the text on the left, centre, and right of the report. Format codes were described in the previous section of this document</p>

Note: Elements and text cannot be mixed using the same ordinal **in the same placement position**. For example, you cannot have both an element and text in the left placement position in the same ordinal. They **MUST** be separated using a new ordinal. So, for example, the text could be placed in the left placement position on ordinal row 10 and element in the left placement position on ordinal row 20.

However, to be clear, it is possible to have an element in one placement area and an element in another placement area with the same row ordinal.

When row the information has been added, select the **Create Report Header Row** button. The newly created row will appear in the bottom section of the Report Header Screen as below.

Ordinal	Element Left	Text Left	Format Code Left	Element Center	Text Center	Format Code Center	Element Right	Text Right	Format Code Right	Delete
10				Income Statement	Title 1		REPORT_PERIOD		Header2 Blue	<input type="checkbox"/>

In this case the first row of the header has been designed to include the text “Income Statement” in the centre of the header, with a format code style of “Title 1”, and to the right of the header an element “Report Period” with a format style “Header2 Blue” will be used to dynamically return the run time period for a report that includes this header definition.

Note the option on the right to delete the row if necessary.

In this header set up process you could, for example, now continue to add a second row with ordinal 20 selecting Elements (Company_Name and Current_Date) for the Centre and Right entry field.

When element information for the header has been provided, select the **Create Report Header Row** button.

The newly created row will appear in the bottom section of the Report Header Screen below where a text ordinal is created followed by an element.

Ordinal	Element Left	Text Left	Format Code Left	Element Center	Text Center	Format Code Center	Element Right	Text Right	Format Code Right	Delete
10				Income Statement	Title 1		REPORT_PERIOD		Header2 Blue	<input type="checkbox"/>
20				COMPANY_NAME	Title 2		CURRENT_DATE		Header2 Blue	<input type="checkbox"/>

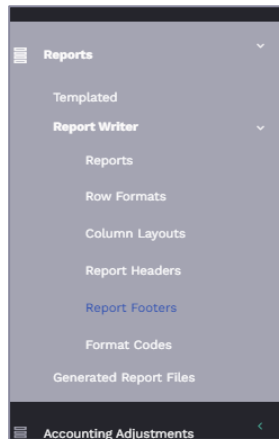
When the new Header Row is created, you can return to the Report Headers home screen and the new definition will have been added to the list and will be available for later use.

Note: The newly created Report Header can be edited further or deleted. To do this, use the Actions on the left of the description.

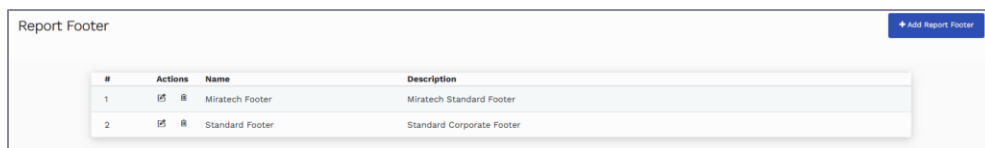
Report Footers

This section describes how to create and edit the Footer definitions for a report.

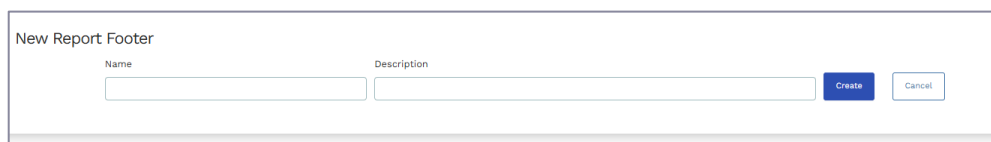
On the FRC Home screen, select **Reports**. Select **Report Writer** on the drop-down. Select **Report Footers** on the subsequent drop-down.



A list of the existing Report Footers will be displayed and on the top right section of the screen, an option to add a new Footer will be presented.



Once **Add Report Footer** is selected, the following screen will be displayed.



Add a name for the Footer and a description to explain the footer in more detail. Click on **Create** to create a new Footer and the following screen will be presented which provides a 'middle' pane with several drop downs and data entry columns.

Edit Report Footer

Name

Description

Report Footer Row

Ordinal	Element Left	Element Center	Element Right
<input type="text"/>	<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>
	Text Left	Text Center	Text Right
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Format Code Left	Format Code Center	Format Code Right
	<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>

Guidelines for Entry:

A series of separate definitions can be created and associated with for each individual row contained within a Footer.

Field	Nature/Action	Description
Ordinal	Data Entry field	<p>This defines the uniqueness of a row within a Footer. A numbering sequence is used to ensure that data required is presented in the order desired. A sequence of the multiples of ten such as 10, 20, 30, etc is suggested.</p> <p>This allows for the entry of additional rows in the Footer later as required.</p>
Element left, centre, and right	Dropdown selections	<p>If the user requires the Footer row to return information dynamically at run time from the FRC application (for example a date or period reference) an “element” can be selected from a drop-down list as shown:</p>

		<div data-bbox="667 324 1050 750"> <p>Element Left</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>No Selection ▼</p> <p>No Selection</p> <p>COMPANY_LOGO</p> <p>COMPANY_NAME</p> <p>CURRENT_DATE</p> <p>GENERATED_BY</p> <p>LEDGER_DESCRIPTION</p> <p>LEDGER_NAME</p> <p>PAGE_OF_TOTAL_PAGES</p> <p>REPORT_CURRENCY_CODE</p> <p>REPORT_CURRENCY_NAME</p> <p>REPORT_NAME</p> <p>REPORT_PERIOD</p> <p>UTC_DATETIMESTAMP</p> <p>UTC_TIMESTAMP</p> </div> </div> <p>(The company name or logo will be retrieved from the entries created during the Enterprise Set-Up stage of the FRC application).</p> <p><i>Note: an element can be included in any and all of the placement areas of the Footer row – left, centre, right</i></p>
Text Left, Centre, or Right	Data Entry Field	Add a piece of user-defined text as required. Text can be included in any and all of the placement areas of the Footer row – left, centre, right.
Format code Left, Centre or Right	Dropdown Selections	You can select the format code that will be applied to the text on the left, centre, and right of the report. Format codes were described in a previous section of this document

Note: Elements and text cannot be mixed using the same ordinal **in the same placement position**. For example, you cannot have both an element and text in the left placement position in the same ordinal. They **MUST** be separated using a new ordinal. So, for example, the text could be placed in the left placement position on ordinal row 10 and element in the left placement position on ordinal row 20.

However, to be clear, it is possible to have an element in one placement area and an element in another placement area with the same row ordinal.

When row the information has been added, select the **Create Report Footer Row** button. The newly created row will appear in the bottom section of the Report Footer Screen as below.

Ordinal	Element Left	Text Left	Format Code Left	Element Center	Text Center	Format Code Center	Element Right	Text Right	Format Code Right	Delete
10							PAGE_OF_TOTAL_		Detail 2	<input type="checkbox"/>

In this case the first row of the Footer has been designed to include, to the right of the Footer, an element "Pages Of Total" with a format style "Detail2" which will be used to dynamically return the page count for a report that includes this Footer definition.

Note the option on the right to delete the row if necessary.

In this Footer set up process you could, for example, now continue to add a second row with ordinal 20 selecting Text "Company Confidential" for the Left entry field.

When element information for the Footer has been provided, select the **Create Report Footer Row** button.

The newly created row will appear in the bottom section of the Report Footer Screen below where a text ordinal is created followed by an element.

Ordinal	Element Left	Text Left	Format Code Left	Element Center	Text Center	Format Code Center	Element Right	Text Right	Format Code Right	Delete
10							PAGE_OF_TOTAL_...		Detail 2	<input type="checkbox"/>
20	Company Confid...		Detail Blue							<input type="checkbox"/>

When the new Footer Row is created, you can return to the Report Footers home screen and the new definition will have been added to the list and will be available for later use.

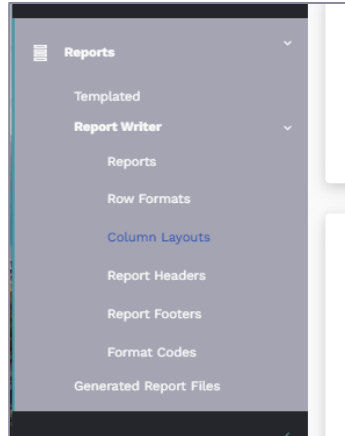
Note: The newly created Report Footer can be edited further or deleted. To do this, use the Actions on the left of the description.

Column Layouts

In FRC, **Column Layouts** are defined to establish what type of data a column will contain and in what position the column will appear. The definition of the layout will include:

- A header description to be displayed for columns
- Whether the column contains actual or budget data
- Whether or not the data in the column is calculated via a formula
- Whether the column is hidden
- The periodicity of the data in the column (this month, last month, last year etc.)
- Whether the column is company-specific or not
- Whether the data is more specifically filtered
 - Data from the source systems
 - Data from the source plus appended data from FRC processing
- The column layout option is also used to determine the format of the output such as:
 - Column justification
 - Column width
- Data display (suppress zeros, number of decimal places, etc)

From the home screen, select Reports, Report Writer, Column Layouts.



A list of previously defined column layouts will appear plus the option in the top right of the screen to add a new Column Layout as shown below:

Column Layouts + Add Column Layout

#	Actions	Name	Description
1	🔍 🔄 📄	Act vs Bud - Single Period	Actual vs Budget Comparison - Single Column
2	🔍 🔄 📄	Act vs Bud - Month & YTD	Actual vs Budget Comparison - Month and Year To Date
3	🔍 🔄 📄	This Yr v Last Yr - Month & YTD	This Year v Last Year Comparison - Month and Year To Date
4	🔍 🔄 📄	Monthly Consolidation	Monthly Consolidation by Company
5	🔍 🔄 📄	Group Cash Flow Change	Cash Flow Month-to-Month - Group

Select Add Column Layout on the top right and you will be presented with the following screen asking for a column layout name and a column layout description. Enter the relevant information herein.

New Column Layout

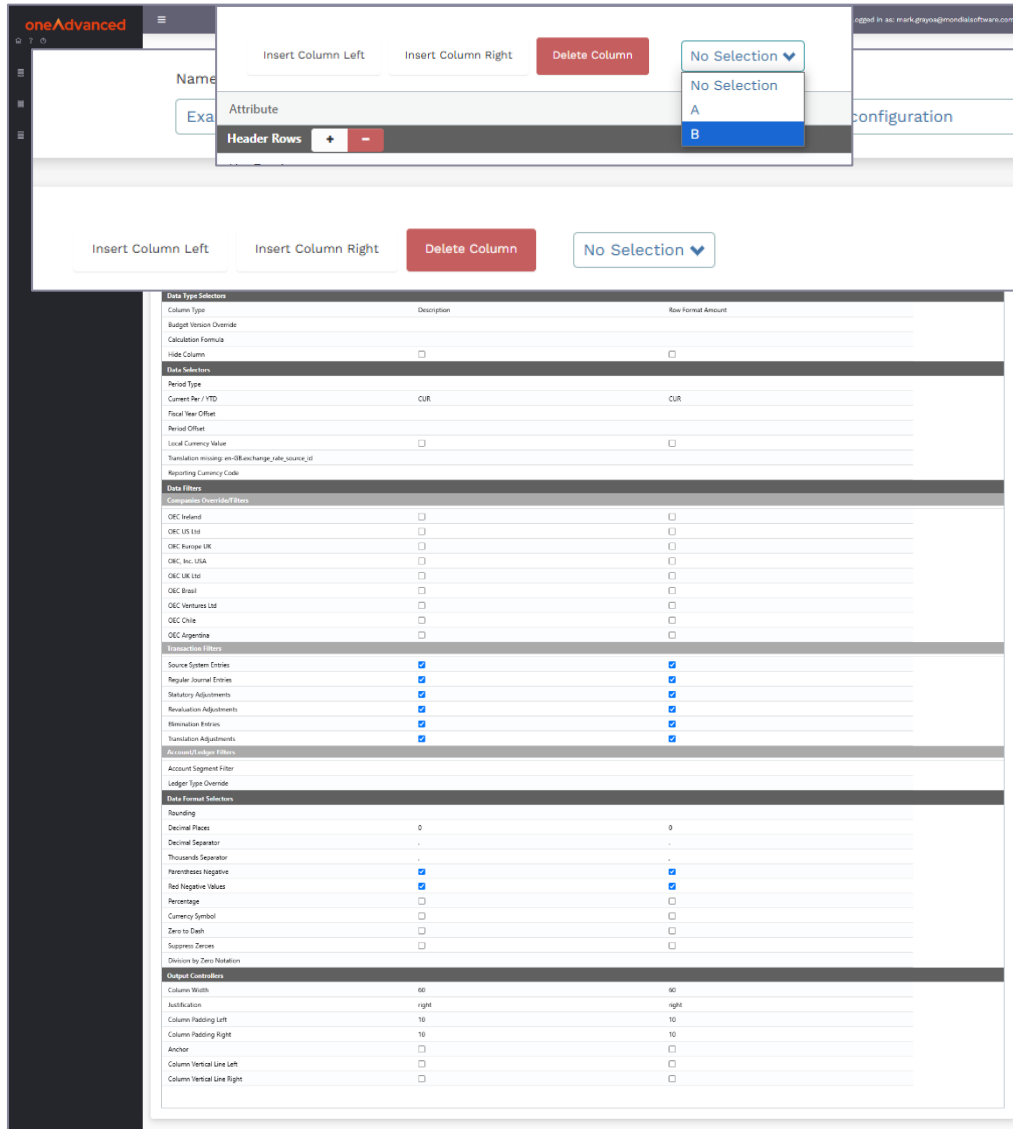
Name:

Description:

Select create and the following screen is presented.

Two 'columns' are automatically created by default since a report must logically show at least the description of the rows contained in the report in addition to financial data.

To ADD new columns or DELETE existing ones, use the selectors just below the name and description fields:



To Add a column, use the selection drop down to select a column:

Choosing "Insert Column Left, will add the column between A and B. Choose Insert Column Right to insert after column B. To Delete a column (in this case B, since this has been selected), Choose "Delete Column"

For each column, a list of attributes can be selected or edited. Some of the attributes are mandatory, many optional. The attributes are described to the left of the screen and are broken down into sections as follows:

- Header Rows
- Data Type Selectors
- Data Selectors

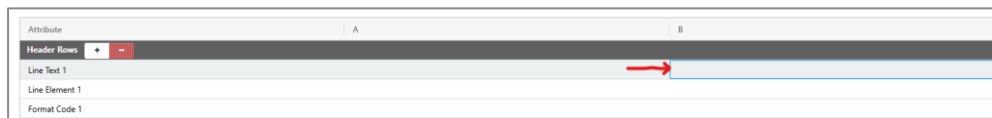
- Data Filters
 - Companies Override/Filters
 - Transaction Filters
 - Account/Ledger Filters
- Data Format Selectors
- Output Controllers

For each attribute section:

Header Rows

Data in column Headers, can contain either simple text or reference to an “element”. An element dynamically returns data from the FRC application based on report run time parameters.

Select the ‘field’ at the intersection of Column B with the Line text 1.



This is simply a line of text so type ‘This Period Actual’.

Alternatively, to optionally add information based on a data element double click at B, Line element 1. A drop-down section will reveal some of the options which can be selected herein:



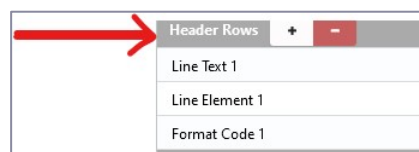
The options which are available here can be defined as:

Option	Description	Output
CURRENCY_CODE	Display the currency code selected for the report run time.	\$
RELATIVE_DATE	Display the description of the column as the date	31 March 2018

RELATIVE_DATE_SHORT	The short version of the declared relative date.	31/03/2018
RELATIVE_MONTH	Display the description of the column as the month	March 2018
RELATIVE_MONTH_SHORT	Declared as the short version of the description above.	Mar-18
RELATIVE_PERIOD	Display the description of the period as already declared in Enterprise settings in FRC	Period 3 2018
RELATIVE_PERIOD_SHORT	Per above but with the declared short name for the period	Per-3 2018

NOTE: Any single header row can contain EITHER a text line OR an Element line, but not both.

To include both in a column use the Add header row option (+,-) next to the header row and declare one row for text and one row for an element.



Data Type Selectors

This section of attributes determines what type of data will appear in each column:

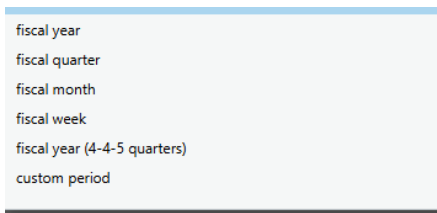
Data Type Selectors		
Column Type	Description	Row Format Amount
Budget Version Override		
Calculation Formula		
Hide Column	<input type="checkbox"/>	<input type="checkbox"/>

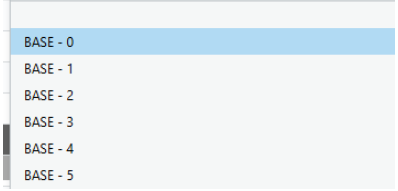
Note: In column A and B, the column types are pre-loaded with options (Description and Row Format Amount) since, typically, a report will display account descriptions to the left and some form of actual data. However, both can be edited at this point as necessary.

Attribute	Option	Description
Column Type	Budget Amount	The budget amount (if loaded into FRC) for the relative run-time period.
	Budget or Actual Amount	Data presented here will either be the budget amount or the actual row format amount in relation to what is available in the relevant run-time period.
	Column Calculation	A calculation-based column (which will be affected by the column calculation as defined in the column detail section)
	Description	A description column. In the example, the description is already set in column A, but we could choose to have this in another column if required – perhaps for a report showing the period date on the left and YTD data on the right separated by a description in the centre of the report
	Period Base Calculation	This column defines a column using a calculation based on a period base on YTD, current year, or any other user-defined period.
	Row Format Amount	The default for Actual Data
	Separator	In effect a blank column, the width for which would be determined in the column detail section
Budget Version Override		If a column type of budget is selected in the section above, then the version of the budget that is selected will be

		determined at report run time, unless Budget Version Override is selected here. This selection effectively 'hard wires' a specific budget into the specific column. In practice this means that it is possible to include more than one version of a budget in any given report
Calculation Formula		This will be used in conjunction with a column declared in the column type (see notes above) as a <i>calculation</i> column. As an example, a calculation stated here as B-C would subtract data in column C from data in Column B.
Hide Column		This simply determines whether the column should be visible or not when the report is run. (For example, the column may be required to affect a resultant calculation column, but, in itself, it may not be required to be visible on the report).

Data Selectors

Attribute	Description
Period type	<p>This option determines the granularity of the data required in the column. Options are:</p> 
Current year/YTD	<p>Allow for a column to display current period amounts (CUR) or year-to-date (YTD) amounts. The default option is CUR.</p>

Fiscal year offset	<p>Double click and a list will appear</p>  <p>These are relative year addresses (relative to the year selected at run time). For example, declaring Base - 0 for this column will be the selected run time year - 0</p>
Period Offset	<p>This represents the relative period address (relative to the PERIOD selected at run time) Similar to the Fiscal year, declaring Base - 0 for this column, for example, will select data from the run-time PERIOD - 0</p>
Local Currency Value	
Exchange Rate Source	
Reporting Currency Code	

Data Filters

Attribute	Option	Description
Companies Override/Filters		<p>At report run time, a selection parameter will be offered to choose a company for the report. However, there may be instances where a column in a report should override this and return data for a specific company or group of companies. If this is required simply select the companies that should be 'hard wired' into the column. Otherwise leave blank.</p>

Transaction Filters		By default, all transaction types are selected. However, if a column should only contain a specific type of transaction, then select only those required.
Account/Ledger filters	Account Segment Filters	Allows reporting in a column to be filtered by a range (<i>double click the cell to activate</i>). Data is limited by using a combination of wild cards (using the "?" sign) and specific account codes to specify the full account code. This is useful for a location or department reporting as the example below shows where the third segment (the location segment in this example) will be filtered to only show the 10000 location. The other two segments will come from the Row Format. <i>Example Segment filter: ??????-????-10000</i>
	Ledger Type Override	Selecting a Ledger at Column level (<i>double click the cell to activate</i>) will override the selection made at report run time for this column only. For example, a user chooses US GAAP when running the report, but if a specific column has been set to IFRS, this will override US GAAP and return IFRS data for this column only.

Data Format Selectors

Attribute	Description
Rounding	Adjust the return data into either a thousand intervals (1,000) or million intervals (1,000,000). Default is blank (no rounding)
Decimal places	Level of decimal accuracy required. <i>Overtyp</i> e the default entry as necessary.
Decimals separator	<i>Overtyp</i> e default entry as necessary
Thousands separator	<i>Overtyp</i> e default entry as necessary

Paranthesis negative	(<i>Double click</i> and select the check box for true).
Red Negative values	(<i>Double click</i> and select the check box for true).
Percentage	This is a formatting function only. Checking the box in this instance will add a "%" sign after each data value is returned on a row for that column.
Currency symbol	Display the current symbol in front of the data (<i>Double click</i> and select the check box for true).
Zero to Dash	This checkbox allows on a column-by-column basis, any zero value to be replaced with a dash (-)
Suppress zeros	Do not show zero values. (<i>Double click</i> and select the check box for true).
Division by Zero	This setting allows a user to handle divide by zero/blank scenarios by replacing the system generated outputs (NaN, Div#) with a character or value of their own choosing

Output Controllers

Option	Description
Column Width	The width required for the column. <i>Overtyp</i> e default entry as necessary.
Justification	Right left or centre justification. (<i>Double click</i> field for options).
Column Padding Left	This is an additional setting providing (in addition to column width) a different, more subtle mechanism, to control the display of each column in a report. The value represents a "point" shift for the left-hand side of a column.
Column Padding Right	This is an additional setting providing (in addition to column width) a further, more subtle mechanism, to control the display of each column in a report. The value represents a "point" shift for the right-hand side of a column.
Anchor	This setting is used to centre a specific column for the report as a whole. Checking the box in this instance will dictate that a specific column is the centre point for the report and all other columns will be "anchored" around it. NB. Only chose ONE column as an anchor column.
Column Vertical Line Left	Inserts a vertical line to the left of the selected column.
Column Vertical Line Right	Inserts a vertical line to the right of the selected column.

Drag and Drop Columns

The drag and drop feature embedded in 'Column Layouts' enables an easy and seamless arrangement of column layouts. To drag a column, right-click and hold the 'Attribute' pane of the specific Column you wish to move then drag it to the target position.

Note: *Once the column has been moved, it will be renamed to fit the new position that it lands on.*

For example, if 'column A' is moved to a new position between D and E, it will be renamed to Column D and the preceding columns will be rearranged and renamed to fit the alphabetic order. AS A CONSEQUENCE, YOU SHOULD RECHECK THE VALIDITY OF ANY CALCULATIONS COLUMNS WHERE THE FORMULA FOR THE CALCULATION WOULD HAVE BEEN BASED ON THE COLUMN SEQUENCE PRIOR TO ANY MOVEMENT.

Row Formats

Building a row format is the final building block in the FRC report writing process. Once this has been completed users will be able to use a combination of Headers, Footers, Columns, and Rows to generate an actual report.

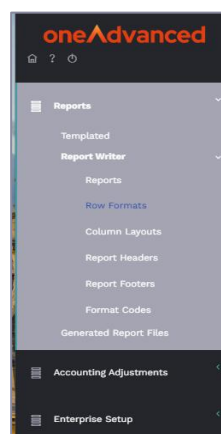
Row formats are defined to establish the type of data a row will contain, including:

- A description for a row
- Whether a row will be
 - A header
 - A details row containing data
 - A row containing a calculation
 - A blank row
- Which Chart of accounts a Row Format should utilise
- Whether additional attributes should be applied to the row, for example, whether the natural accounting DR or CR balance for rows should be reversed.

The process of adding a new row format is explained below.

Building a Row Format and adding Calculation Details

To start building a Row Format, chose Row Format from Report Writer on the main menu.



Select **Row Format** to display a list of all previously defined Row Formats and create a new row format definition by clicking on the Add Row Format button at the top left of the screen.

Note

This example will assume that the user wishes to build a relatively high-level Row format based on the **Group** chart of accounts which has been already created in the **Enterprise Set-Up** section of FRC. (Of course, additional, more detailed Row Formats may also be created, which may be more relevant to local company reporting and would use the company's local chart of accounts).

Row Formats + Add Row Format

#	Actions	Name	Description
1	  	BS Single Detail	Balance Sheet Detail Single Company Format
2	  	P+L Single Detail	Single Company Detail P+L Row Format
3	  	Cash Flow - Summary	Cash Flow Statement - Summary Information
4	  	P+L Group Summary	Profit + Loss Format - Summary Group Format
5	  	BS Group Detail	Balance Sheet Detail Group Format

Select Add Row Format and the following screen layout will be presented.

New Row Format

Name Description

Include PE Clearing Tx

Company Ledger

The Row Format Requires a name and a description.

New Row Format

Name Description

Include PE Clearing Tx

Company Ledger

Click Create and the following screen will be presented. (Note, the Company and Ledger fields are not required at this stage – see below).

This screen shows the following elements.

Edit Row Format.	This is the header information as created. It can be amended and updated, if necessary, on this screen
Report Row	This section is used to add individual rows to the row format and define the specific content and attributes of the row
Calculation Details	Click on the calculation details text and a drop-down will reveal the Reporting Set plus the parameters that will be used to calculate checksum data for each of the rows created in the next stage of the Row Format build process.
Display section	This panel will build a list of each row once it is created in the report row section

Add Report Rows

The next step in defining the Row Format is to start adding individual report rows. Information that needs to be added to the panel is as follows:

Option	Nature	Description
Ordinal	Data Entry	Enter a number that will determine where the row appears in the list of rows to be added. A typical ordinal sequence would be 10, 20, 30, etc. This provides scope to insert new rows between rows already created (e.g. an additional ordinal 15 would be naturally inserted on creation between existing ordinal 10- and 20)
Row Code	Data entry	Enter a unique Id for the row. The row code is used as a reference code for any row calculations that may be added later in the list of rows. A suggested option is a letter concatenated with the ordinal – so A10, A20, etc.
Description	Data Entry	A narrative for the line (e.g. Sales). This description will be displayed in the column defined as a description column in the Column Layout on report creation.
Format Code	Drop down.	This governs the appearance of the row when the run is a report. The options available will already have been determined under the Format Code setup. Please see relevant articles for further details.
Calculation	Data Entry	This option is deployed where a calculated row is required. For example, to calculate Gross Profit by deducting a defined Cost of Sales row from a defined Sales row
Account range	Data Entry	This field is used to specify the account codes that will be used to retrieve data for the columns as defined in the column layout to the report. Note that the code used will need to be sensitive to the Natural Account Set selected earlier in the row format definition. In our example “Group Template” was chosen, so the account or range of accounts added here will need to be valid <u>Group</u> account codes.

		Valid types of entry to this field are: <ul style="list-style-type: none"> • Individual account: e.g. 1234 • Range of accounts: e.g. 1000:4999
Blank	Check Box	This is used as a separator between rows. Selecting blank will simply add a blank line (so all that is required is an ordinal and a row code)
Base Row	Check Box	
Change sign	Check Box	Selecting this option will reverse the display format for a line. For example, if it is required to show sales as positive values (as opposed to their natural credit or minus), then this should be checked.
Hide	Check Box	Simply a way of hiding a line. An example may be where data is required in the row format so it can be used as part of a calculation but should not be displayed when a report is run.

In our example, our first row will be set to retrieve data from the application, as below.

Note that we have set the 'change sign' attribute to true (so that sales show as positive numbers on the report).

Report Row

Ordinal	Row Code	Description	Format Code	Calculation	Account Range
<input type="text" value="10"/>	<input type="text" value="A10"/>	<input type="text" value="Sales"/>	<input type="text" value="Detail 1"/>	<input type="text"/>	<input type="text" value="4000:4999"/>

Blank
 Base Row
 Change Sign
 Hide Column
 [Create Report Row](#)

Before clicking on the **Create Report Row** icon, enter the **calculation details** for the row. This section can be used to return a data value for each data row with the overall row format and can be used to test the validity and accuracy of the parameters entered for the row.

Note that is not necessary to do this to continue build the row format, but simply acts as a useful aid as the row format is built up row by row.

To do this, click on the **Calculation Details** text (or the up Arrow next to the text) and a drop down will be revealed. Enter the relevant information depending on the reporting requirements.

CALCULATION DETAILS ▾

Company OEC, Inc. USA ▾	Ledger Consolidation ▾	Reporting Set GROUP ▾	Reporting Currency USD ▾
Accounting Period Fiscal Year ending 31/12/2019 ▾	Start Date <input type="text"/>	End Date <input type="text"/>	<input type="button" value="Recalculate"/> <input type="checkbox"/> Auto-Recalc

Guidelines for selection parameters

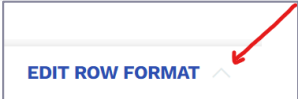
Field	Nature/Action	Description
Company	Drop Down	Select a company for which to return sample data
Ledger	Drop Down	Select an appropriate Ledger
Reporting Set	Drop Down	Select the account set to be used for reporting. These will have been created as Alternate Account Sets during the enterprise setup phase. <i>Examples might be: Local, French Statutory Accounts, Canadian GIFI, and Group or Consolidation account sets.</i>
Reporting Currency	Drop Down	Select the reporting currency. FRC supports multiple currencies which are established during the application's enterprise set phase. <i>Examples might be USD, CAD, EUR, GBP, and MXN.</i>
Accounting period	Drop Down	Select from one of the pre-defined reporting periods which are established during the application's enterprise set phase.
Start Date and End Date	Data Entry	A user can customize the reporting period by defining the start and end date for reporting.

Once all parameters are set, click on the icon highlighted below; **Create Report Row** to generate a new report row.

Notice that, based on our selection in the calculation details panel, the **period value** has been updated automatically so the user can check that their row selection criteria are an accurate reflection of what they require in the row.

In the running example, this is what the newly created row looks like.

Ordinal	Row Code	Description	Format Code	Blank	Calculation	Base Row	Change Sign	Account Range	Period Value	Hide Column	Del
10	A10	Sales	Detail 1	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	4000-4999	8,349,993.68	<input type="checkbox"/>	<input type="checkbox"/>



To add rows after this first row, use the up Arrow next to the Edit Row Format Header to expose the Detail Row Format section of the page

The following is then displayed.

EDIT ROW FORMAT ⌵

Name: Description: Include PE Clearing Txns Update Cancel

Download Table as CSV
Download template CSV file
Choose CSV

Report Row

Ordinal: Row Code: Description: Format Code: Calculation: Account Range:

Blank Base Row Change Sign Hide Column

From this point you can add addition rows to the overall Row Format

These may be 'data' rows, as in row 10, but you can also add **calculation rows** and **blank rows**. To add a blank row, simply check the Blank Row box. To add a Calculation row, double click on the intersection of the Ordinal Row with the Calculation Column and key in the relevant calculation formula.

Add additional rows with ordinal 20, 30, and 40 with attributes as shown below.

Ordinal	Row Code	Description	Format Code	Blank	Calculation	Base Row	Change Sign	Account Range	Period Value	Hide Column	Del
10	A10	Sales	Detail 1	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	4000-4999		<input type="checkbox"/>	<input type="checkbox"/>
20	A20	Cost Of Sales	Detail 1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	5000-5999		<input type="checkbox"/>	<input type="checkbox"/>
30	A30	Blank Row		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
40	A40	Gross Margin	Subtotal Blue	<input type="checkbox"/>	A10-A20	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Notice that ordinal row 30 is designated a blank row and ordinal row 40 is a calculation row. On both rows, there are different format codes applied and on row 40, a calculation formula, which generates a Gross Profit figure based on Sales - Costs.

Should you wish to see test data values for the latest set of rows added, clicking on the Up Arrow to the right of the Calculation Details section will re-open this pane:



Notice the data originally entered for the row 10 test remains. Also notice the Recalculate button.

CALCULATION DETAILS ▼

Company OEC, Inc. USA	Ledger Consolidation	Reporting Set GROUP	Reporting Currency USD
Accounting Period Fiscal Year ending 31/12/2019	Start Date	End Date	<input type="button" value="Recalculate"/> <input type="checkbox"/> Auto-Recalc

Click re-calculate and the sample data will be returned to the detail panel.

Ordinal	Row Code	Description	Format Code	Blank	Calculation	Base Row	Change Sign	Account Range	Period Value	Hide Column	Del
10	A10	Sales	Detail 1	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	4000-4999	8,349,993.68	<input type="checkbox"/>	<input type="button" value="x"/>
20	A20	Cost Of Sales	Detail 1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	5000-5999	5,949,178.32	<input type="checkbox"/>	<input type="button" value="x"/>
30	A30	Blank Row	Blank Row	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="button" value="x"/>
40	A40	Gross Margin	Subtotal Blue	<input type="checkbox"/>	A10-A20	<input type="checkbox"/>	<input type="checkbox"/>		2,400,815.36	<input type="checkbox"/>	<input type="button" value="x"/>

This completes the addition of the first Row Format.

Return to the Row Format home screen and the new format will be visible in the list.

IS	✎	🔄	🗑️	Sales Detail	Detail Row Format For Demonstrating Dimensions
20	✎	🔄	🗑️	P+L Group Detail 2	Detail P+L Row Format For Consolidations
21	✎	🔄	🗑️	OA Example Row Format	Example Row format incorporating the Group Chart of Accounts

Additional Row Format features

Editing detail rows directly in the Detail Section

A Detail Row can be edited directly in the details pane of the page. For instance, if we decided to change the format code of row 40 in our example Row Format, a user could open the Row format using the Edit button on the main Row Formats page.

Ordinal	Row Code	Description	Format Code
20		P+L Group Detail 2	Detail P+L Row Format For Consolidations
21		OA Example Row Format	Example Row format incorporating the Group Chart of Accounts

This displays the Row Format as previously created.

EDIT ROW FORMAT

Name: OA Example Row Format | Description: Example Row format incorporating the Group Chart of Accounts | Include PE Clearing Tax: | Update | Cancel

Download Table as CSV | Download template CSV file | Choose CSV | Upload CSV

Ordinal	Row Code	Description	Format Code	Blank	Calculation	Base Row	Change Sign
10	A10	Sales	Detail 1	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	A20	Cost Of Sales	Detail 1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
30	A30		Blank Row	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
40	A40	Gross Margin	Subtotal Blue				

From this page, double clicking the Format Code "cell" on row 40 displays the following:

All the format codes created in the Format Codes section are displayed and the user can select an alternative to the original selection. Similar changes can be made to any of the other fields on the detail row (Description, Blank, Calculation etc.).

Calculations Details - AutoRecalc on/off

Within the calculations details section of the page there is an option to select Auto-Recalc.

CALCULATION DETAILS

Company: OEC, Inc. USA | Ledger: Consolidation | Reporting Set: GROUP | Reporting Currency: USD

Accounting Period: Fiscal Year ending 31/12/2019 | Start Date: | End Date: | Recalculate | Auto-Recalc

Switching this on forces the application to recalculate the Period values every time a new detail row is added to the Row Format, or a change is made to an existing one. Whilst this is useful for sense checking from a data perspective, you may find that the page takes longer to refresh to

refresh following a change, since queries are being run against the underlying data to perform the calculation. So, it is suggested that you optionally use this feature depending on the number of detail rows that the Row format contains and the subsequent refresh rate.

Include PE Clearing Transactions

Within the Edit Row Format section of the page, there is a checkbox 'Include PE Clearing Transactions'.

The screenshot shows a form titled "EDIT ROW FORMAT" with a dropdown arrow. It contains two input fields: "Name" with the value "OA Example Row Format" and "Description" with the value "Example Row format incorporating the Group Chart of Accounts". To the right of the description field is a checkbox labeled "Include PE Clearing Txns" which is currently unchecked. Further right are two buttons: "Update" (in blue) and "Cancel" (in white with a blue border).

This feature relates to the operations of ERP systems in general, not just OneAdvanced. Some ERPs generate year end 'clearing' transactions as part of their year-end processing routines, and this option determines whether these transactions should be included in the data returned.

It is advised that the user speak to the OneAdvanced support team to clarify whether this checkbox should be utilised or not.

Download/upload to and from Excel

Row Format definitions can be downloaded/uploaded to and from Excel. This feature can be useful where a Row Format contains many rows, and a user would prefer to maintain the format in an environment where typical MS Windows features such as copy/ paste are readily available. This can speed up the Row Format creation process. This feature is available in the top right section of the edit Row Format.

This screenshot is similar to the previous one but includes additional options on the right side. Below the "Update" and "Cancel" buttons, there is a link "Download Table as CSV" and a link "Download template CSV file". Below these links are two buttons: "Choose CSV" (in white with a blue border) and "Upload CSV" (in blue). At the bottom left of the form, there is a label "Report Row" with a small icon to its left.

Selecting 'Download template CSV file' will provide a generic template which a user can typically use a basis for constructing a New Row format. It provides examples of the general structure of a Row Format. The csv created will look like that presented below when opening in Excel.

Ordinal	Row Code	Descriptive	Format	Cc	Blank	Calculatic	Base Row	Change Si	Account R	Hide
		Blank Row			TRUE		TRUE	TRUE		TRUE
		Detail 1			FALSE		FALSE	FALSE		FALSE
		Detail 2								
		Header 1								
		Header 2								
		Header 3								
Example 1										
Ordinal	Row Code	Descriptive	Format	Cc	Blank	Calculatic	Base Row	Change Si	Account R	Hide
10	A10	Assets	Detail 1		TRUE		FALSE	FALSE	15000:199	FALSE
20	B20	Liabilities	Detail 1		FALSE		FALSE	FALSE	20000:299	FALSE
30	C30	Equity anc	Detail 1		FALSE		FALSE	FALSE	30000:399	FALSE
35	C35	Prior Year	Detail 1		FALSE	RETPTS	FALSE	FALSE		FALSE
40	D40	Revenues	Detail 1		FALSE		FALSE	FALSE	40000:499	FALSE
50	E50	Expenses	Detail 1		FALSE		FALSE	FALSE	50000:999	FALSE
60	F60	TOTAL	Header 1		FALSE	A10+B20+	FALSE	FALSE		FALSE
Example 2										
Ordinal	Row Code	Descriptive	Format	Cc	Blank	Calculatic	Base Row	Change Si	Account R	Hide
100	A100	Blank Row			FALSE		FALSE	FALSE		FALSE
110	NetSales	Net Sales	Header 2		FALSE	TotalSales	TRUE	FALSE		FALSE
120	A120	Sales - Ou	Detail 1		FALSE		FALSE	TRUE	#####	FALSE
130	A130	Sales - Int	Detail 1		FALSE		FALSE	TRUE	#####	FALSE
140	TotalSales	Total Sale	Header 2		FALSE	A120+A13	FALSE	FALSE		FALSE
200	A200	Blank Row			FALSE		FALSE	FALSE		FALSE
210	A210	Sales Retu.	Detail 1		FALSE		FALSE	TRUE	#####	FALSE
Example 3										
Ordinal	Row Code	Descriptive	Format	Cc	Blank	Calculatic	Base Row	Change Si	Account R	Hide
10	A10	ASSETS	Header 1		FALSE		FALSE	FALSE		FALSE
20	A20	Blank Row			FALSE		FALSE	FALSE		FALSE
100	A100	Current As	Detail 1		FALSE		FALSE	FALSE	00001:149	FALSE
200	A200	Fixed Ass	Detail 1		FALSE		FALSE	FALSE	15000:164	FALSE

Selecting 'Download Table as CSV' will create a csv which contains the details of the current active Row Format "OA Example Row Format":

Ordinal	Row Code	Descriptive	Format	Cc	Blank	Calculatic	Base Row	Change Si	Account R	Period Val	Hide Colu	Delete
10	A10	Sales	Detail 1		FALSE		FALSE	TRUE	4000:4999		FALSE	
20	A20	Cost Of Sa	Detail 1		FALSE		FALSE	FALSE	5000:5999		FALSE	
30	A30	Blank Row			TRUE		FALSE	FALSE			FALSE	
40	A40	Gross Mar	Subtotal B		FALSE	A10-A20	FALSE	FALSE			FALSE	

In this instance a user could make changes in Excel (modify existing rows, add new rows etc.) and then save the csv file.

In turn, using the Choose csv option, selecting the amended csv file, and then selecting the Upload CSV button, the active Row Format will be fully replaced with the new version.



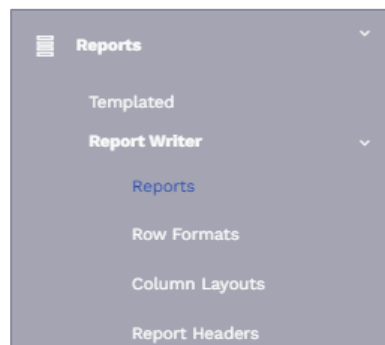
Reports

The final step in the report creation process is to combine the Row Headers, Row Footers, Column Layouts and Row Formats together to create a unique report template which can be seeded with report run-time parameters.

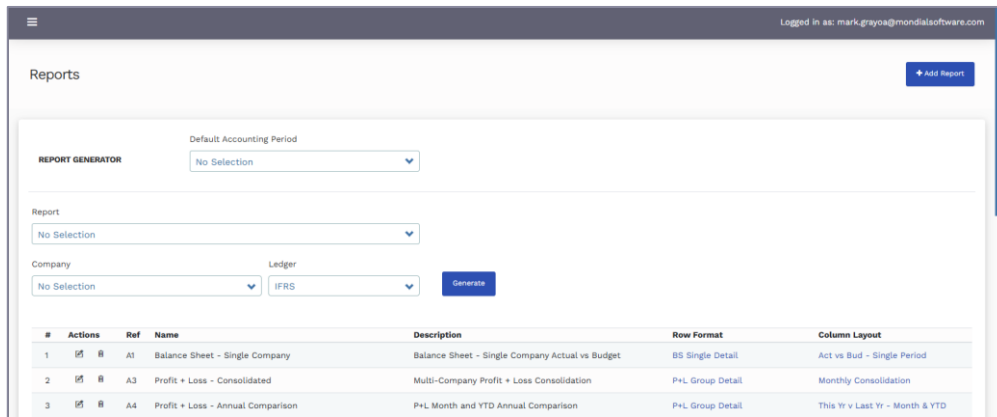
Furthermore, the ability to 'mix and match' allows the user to create different styles of a report from the same core definitions.

Building a report template

From the FRC Home Screen, choose report Writer, Reports.

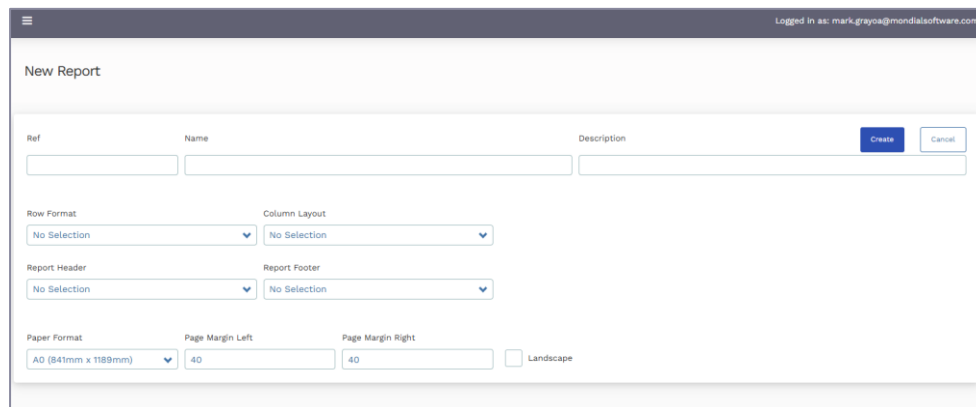


Selecting this option will display a list of all previously built report templates, with an option to add a new template at the top right of the screen.



Note: Existing reports can be edited (or deleted) from the action bar to the left of each report template.

Click “Add Report” and the following screen appears.



This is where the core report specifications that have been described and built-in earlier sections of this document are combined. The following options are available.

Option	Action	Description
Ref	<i>Data Entry</i>	This is the unique identification code of the report being built.
Name	<i>Data Entry</i>	Enter the name for the Report template

Description	<i>Data entry</i>	Enter an extended description for the report template
Row Format	<i>Drop Down</i>	Select the row format that is required for this report template
Column Layout	<i>Drop Down</i>	Select the row format that is required for this report template
Report Header	<i>Drop Down</i>	Select the row format that is required for this report template
Report Footer	<i>Drop Down</i>	Select the row format that is required for this report template

Using the FOUR core definitions that have been described in the guide a report template can be created as follows:

The screenshot shows a 'New Report' form with the following fields and options:

- Ref:** OA Example Report
- Name:** An example report.
- Description:** A more detailed description of the report!
- Row Format:** OA Example Row Format
- Column Layout:** Act vs Bud - Month & YTD
- Report Header:** Example OA Header
- Report Footer:** Example OA Footer
- Paper Format:** A0 (841mm x 1189mm)
- Page Margin Left:** 40
- Page Margin Right:** 40
- Landscape:**

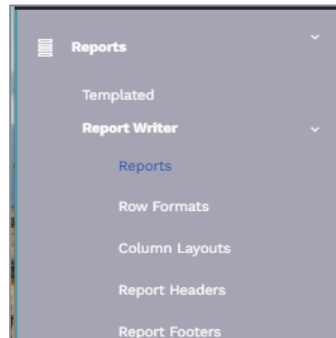
Click the 'Create' button and the new Report will be built; it will appear in the report listing.

40			A40	Miratech P&L By Project	Miratech P&L By Project	Sales Detail	Project Dimension
41			A41	Sales - Actual vs Budget	Sales - Actual vs Budget	Sales Detail	Act vs Bud - Single Period
42			OA Example Report	An example report.	A more detailed description of the report!	OA Example Row Format	Act vs Bud - Month & YTD

The newly created report definition is now available for use to generate reports. Note that using the actions selectors to the left of this page the user can either edit or delete an existing report.

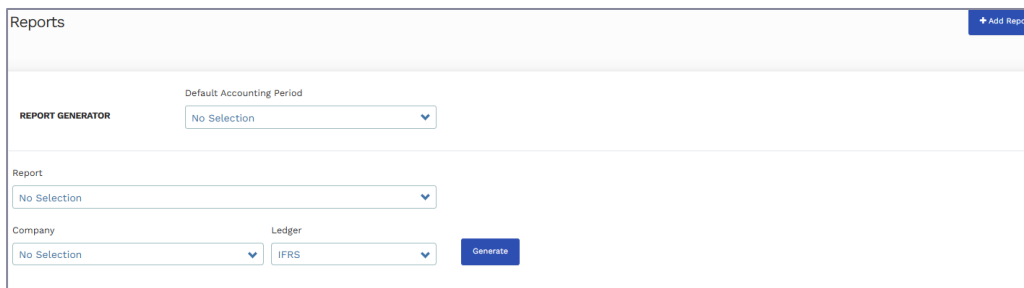
Running a Report

To run a new report, click on the "Reports" option in the "Report Writer" dropdown.



The 'Reports' screen allows you to do the following:

- Create a new report (building a new report has been explained further in the previous section)
- Choose the default accounting period for the imminent report and generate (run) the report itself. The 'Reports' page will look like shown below:



To generate a report from the template created in the preceding articles, simply select the name of the report and define the company from the dropdowns. For the current example, select "An example report (OA Example report)" and select the company "OEC, Inc USA" in the Company drop-down.

After defining the report and company, the following elements will appear by default: - reporting set, ledger, reporting currency, accounting period, and the report output type.

You can choose the file format of the generated report by selecting the preferred output type drop down (the following output formats are available; Screen, PDF and Excel).

Enter the following relevant information as shown in the screen below:

The screenshot shows the 'REPORT GENERATOR' interface with the following fields and values:

- Default Accounting Period: No Selection
- Report: An example report. (OA Example Report)
- Company: OEC, Inc. USA
- Ledger: Consolidation
- Reporting Set: GROUP
- Reporting Currency: USD
- Accounting Period: Fiscal Year ending 31/12/2019
- Start Date: (empty)
- End Date: (empty)
- Output Type: SCREEN
- Generate button: (blue)

Once all the selections have been made, click "Generate" and the output will be presented in a new browser window.

Generated Report : An example report. Launch AI Tool

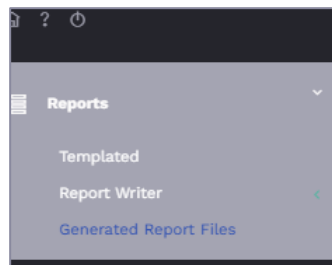
Income Statement				Fiscal Year ending 12/31/2019			
OEC, Inc. USA				Generated: 07 January, 2025			
Month Actual	Month Budget	% Variance	Account	YTD Actual	YTD Budget	% Variance	
391,486	652,502	(40.00%)	Sales	8,349,994	7,958,508	4.92%	
510,208	484,429	5.32%	Cost Of Sales	5,949,178	5,438,971	9.38%	
(118,722)	168,073	(170.64%)	<u>Gross Margin</u>	2,400,815	2,519,537	(4.71%)	

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Alternative output would appear as follows:

1. PDF Output

If the user selects PDF output, the report generation occurs as a background task. A message will appear to indicate that, on completion, the PDF will be available in the Generated Report Files option from within the main reports menu.



Select Generated Report Files and the user is presented with a screen similar to below.

Note: the format and layout of the PDF output will be affected by the settings associated with the report definition. In this case the credentials are shown as set at the bottom section of the Page.

Company Name	Report Name	Format	Period Start Date	Period End Date	User	Created at	File
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-05-08	3
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-05-08	4
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-05-08	5
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-05-08	6
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-05-08	7
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-05-13	8
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-05-13	9
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-05-21	10
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-05-21	11
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-05-23	12
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-05-23	13
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-06-07	14
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-06-07	15
OEC Argentina	PDF20200101	PDF	2020-01-01	2020-03-31	mark.richardsonsap@mon...	2024-07-12	17
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-07-26	18
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	dipan.shah@mondialsoft...	2024-09-05	19
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	mark.richardsonsap@mon...	2024-09-18	20
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	mark.richardsonsap@mon...	2024-09-18	21
OEC US Ltd	PDF20190101	PDF	2019-01-01	2019-04-30	kberenc04071930@outloo...	2024-12-10	22
OEC Europe UK	FEC20190101	FEC	2019-01-01	2019-01-31	mark.richardsonsap@mon...	2025-01-06	24
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	mark.richardsonsap@mon...	2025-01-07	25
OEC Europe UK	PDF20190101	PDF	2019-01-01	2019-12-31	mark.richardsonsap@mon...	2025-01-08	28

2. Excel Output

Output will look similar to below:

	A	B	C	D	E	F	G
1			Income Statement				Fiscal Year ending 12/31/2019
2			OEC, Inc. USA				Generated: 07 January, 2025
3							
4							
5		Month Actual	Month Budget	% Variance	Account	YTD Actual	YTD Budget
6		391,486	652,502	(40.00%)	Sales	8,349,994	7,958,508
7		510,208	484,429	5.32%	Cost Of Sales	5,949,178	5,438,971
8		(118,722)	168,073	(170.64%)	Gross Margin	2,400,815	2,519,537
9							
10							
11							1 of 1
12	Company Confidential						
13							
14							

Additional features

Reports with Budgets

When running a report which has been associated with budgets, a new dropdown box, **Budgets**, is presented for selection. You can choose the relevant budget to run your report with from this dropdown.

The screenshot shows the 'REPORT GENERATOR' interface. At the top, there is a 'Default Accounting Period' dropdown menu with 'No Selection' selected. Below this, there are several rows of dropdown menus: 'Report' (Profit & Loss Statement - STL), 'Company' (Industrial Battery Products), 'Ledger' (Default), 'Reporting Set' (IBP001), 'Reporting Currency' (USD), and 'Budget' (IBP FY2022). The 'Budget' dropdown is currently open, showing 'No Selection' and 'IBP FY2022' as options. Below these are 'Accounting Period' (No Selection), 'Start Date' and 'End Date' (calendar icons), and 'Output Type' (SCREEN). A 'Generate' button is located at the bottom right.

(Note however if the report contains a column layout which includes a specific budget version that is 'hard-wired' to a column, data from the budget will always be displayed regardless of the budget selected at run time).

Reports with other specific attributes in the column layout definition

Note that if a report contains a column layout where specific attributes have been 'hard-wired' into the column layout, then those attributes will always be shown regardless of the selected run time parameters.

This includes company selections, ledger selections, reporting currency selections etc.

Advanced Report Formatting: Report Overlay

Overview

Report overlay works in conjunction with the Mondial report writer by providing spreadsheet-like "cell by cell" controls over the way data in a report is formatted and presented. Whilst existing data values and descriptions returned by the report writer cannot be overwritten, the format of each piece (or cell) of information can be amended - "overlaid" - beyond what has been initially specified during the report row and column creation steps.

In addition, any 'blank' rows or columns that have been introduced during the report building stage can have values added on a cell-by-cell basis, using either absolute values or formulas which reference data points in the report. For example, within a report with two data columns (A and B) and a blank row (row 3), report overlay provides the ability to create a "new" value in cell A3 by using a formula (such as "=A1/A2"). In turn, cell B3 could either remain blank, include an absolute value, a similar formula to A3, or a completely different formula.

with Report Overlay

Report Overlay is accessed from the Edit Reports page of a specific report. From the reports page select edit a report.

Select Report Overlay.

The user is presented with the following page - a "template" of the report as it would appear if it were generated.

Report Overlay for: An example report.

Recalculate

Income Statement				Fiscal Year ending 12/31/2019			
OEC, Inc. USA				Generated: 08 January, 2025			
A	B	C	D	E	F	G	
Month Actual	Month Budget	% Variance	Account	YTD Actual	YTD Budget	% Variance	
1	391,486	652,502	Sales	8,349,994	7,958,508	4.92%	
2	510,208	484,429	Cost Of Sales	5,949,178	5,438,971	9.35%	
4	(118,722)	168,073	Gross Margin	2,400,815	2,519,537	(4.71%)	

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Report Overlay can be applied in two ways:

- for cells that already include information returned by the report writer - both data values and descriptions - **only formatting changes are permitted.**
- for 'blank' cells - those that have been introduced by including blank rows or columns in the report specification stage - **both formatting changes and new values can be added.**

Each scenario is described in turn below:

Overlaying an existing data cell.

Selecting cell B1 above invokes formatting selection options in the top third of the page as follows:

Report Overlay for: An example report.

Selected Cells: B1 Choose Format Code: No selection Decimal Places: No selecti

Percentage Currency Symbol Clear Cell Clear All Recalculate

Income Statement					Fiscal Year ending 12/31/2019		
OEC, Inc. USA					Generated: 08 January, 2025		
A	B	C	D	E	F	G	
Month Actual	Month Budget	% Variance	Account	YTD Actual	YTD Budget	% Variance	
1	391,486	652,502	(40.00%)	Sales	8,349,994	7,958,508	4.92%
2	\$10,208	484,429	5.32%	Cost Of Sales	5,949,178	5,438,971	9.38%
3							
4	(118,722)	168,073	(170.64%)	Gross Margin	2,400,815	2,519,537	(4.71%)

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The user can choose:

- a format code from the drop down. These are format codes previously been created during format codes specification (Format Codes)

Report Overlay for: An example report.

Selected Cells: B1 Choose Format Code: No selection Decimal Places: No selecti

Percentage Currency Symbol

- No selection
- Detail 1
- Blank Row
- Header 2
- Header1 Blue
- Header 1
- Header 3
- Detail Blue
- Header2 Blue
- Subtotal2
- Subtotal Blue
- Detail 2
- Detail 2 - White
- Header1 Green
- Header 4
- Title 1
- Title 2

- to override the decimal places defined during column layout specification (Column Layouts)
- to add a "%" sign to the value presented in the cell
- to add a currency symbol (\$) to the value presented in the cell

Selected Cells: B1 Choose Format Code: No selection Decimal Places: No selecti

Percentage Currency Symbol

Income Statement				
OEC, Inc. USA				
A	B	C	D	
Month Actual	Month Budget	% Variance	Account	
1	391,486	652,502	(40.00%)	Sales

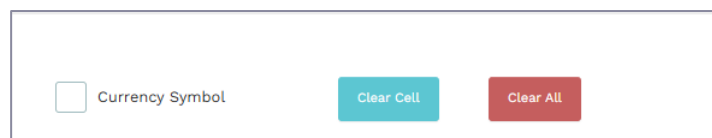
Any changes made will be automatically presented to the user for review. In the example below, the format code for cell B1 has been changed to "Header1 Green" and the effect is immediately displayed.

Income Statement				
OEC, Inc. USA				
	A	B	C	D
	Month Actual	Month Budget	% Variance	Account
1	391,486	652501.75	(40.00%)	Sales
2	510,208	484,429	5.32%	Cost Of Sales
3				
4	(118,722)	168,073	(170.64%)	Gross Margin

Re-select the cell to highlight the changes. Notice also:

- Cells that have been affected by the report overlay are highlighted with a magenta border. This allows a user to keep track of what has been changed thus far for this report.
- Double clicking the cell has no impact. This means the data in the cell itself is not editable. This is because this is a data point that has been returned by virtue of the row format and column specifications and cannot be altered. Only the formatting can be affected.

At this point the user could continue to edit the formatting or decide to revert the format back to its original state. This is achieved by selecting the "Clear Cell" button in the formatting section of the page.



If a user needs to apply the same format to **multiple** cells, the following options are available:

- (Mouse) click and hold and drag down/across to select a contiguous range of cells to be formatted. Then select the format options to be applied as described above
- Use CTRL and CLICK to select a non-contiguous range of cells. Then format as above.
- Formatting can be cleared on multiple cells by deploying the same cell select actions and then selecting the clear cell button.

After several formatting iterations, if the user decides to clear ALL formatting for the report, they can do so by selecting the "Clear All" button. **Note this will clear all formatting for the entire report, not just currently selected cells and is non-reversible!**

Overlaying an Empty Cell

In addition to all the formatting options described above for a data value, a cell that is 'empty' can have data added. This can be extremely useful for adding "cell by cell" calculations to a report, where for example a calculation may be relevant in one column of data but not another.

For a cell to be suitable for this type of overlay action, either include a row that has no specific accounts associated with it (but is **NOT** defined as a blank row), or a column separator column needs to have been included during the definition of a row format or a column layout. Please see Row Formats or Column Layouts for further information.

In the example below the user has added an empty row, row 5, to the row format associated with the report.

Ordinal	Row Code	Description	Format Code	Blank	Calculation	Base Row	Change Sign	Account Range	Period Value	Hide Column	Delete
10	A10	Sales	Detail 1	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	4000-4999		<input type="checkbox"/>	<input type="checkbox"/>
20	A20	Cost Of Sales	Detail 1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	5000-5999		<input type="checkbox"/>	<input type="checkbox"/>
30	A30		Blank Row	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
40	A40	Gross Margin	Subtotal Blue	<input type="checkbox"/>	A10-A20	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
50	A50	QA Test Blank R.	Detail 1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Note that row ordinal 50 is not set to return any account data from the application, but, importantly, is NOT set to 'Blank'.

Additional data can be overlaid in any cell along row ordinal 50 either by entering an absolute value, or by entering a formula which refers, in whole or in part, to other cells in the report.

In row 5 above, a user could, for example, enter the following in cell A5:

- an absolute value - e.g. 1234
- a formula which refers to other cells in the report - eg. =A2/A1
- a formula which also includes an absolute value = e.g. =A2/A1(*100). (Note: this formula might also be further overlaid with formatting to include the % sign)

For example, to enter a formula, double click in cell A5. This will open the cell for editing. Type in the formula. In the case of the screenshot below, =A4/A1(*100) is used.

	A	B
	Month Actual	Month Budget
1	391,486	652,502
2	510,208	484,429
3		
4	(118,722)	168,073
5	=A4/A1(*100)	

Selecting recalculate at the top right of the overlay screen will calculate the formula entered.

Once the overlay exercise is complete, the user can exit from the overlay page. The overlay is automatically saved and associated with the report that has been edited.

Document Version Control

Version History

Date	Version	Issued by	Changes

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