



Article # 1055

Technical Note: Financial Report Drill Down Features in General Ledger

Difficulty Level: Beginner Level AccountMate User

Version(s) Affected: AccountMate 6 for SQL and AccountMate 6 for MSDE

Module(s) Affected: General Ledger

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SOLUTION

Financial Report Drill Down facilitates the reconciliation of financial statement information against the balances in the **Accounts Receivable**, **Accounts Payable** and **Inventory Control** modules by giving you the ability to drill down on the balances shown in specific GL reports into other reports showing the details of the transactions that gave rise to those entries. This feature provides three levels of drill-down information:

- Level 1 => Drill down on the amounts shown in the **Income Statement** and/or **Balance Sheet** to the **General Ledger Listing** which displays the composition of these balances;
- Level 2 => Drill down on the entries shown in the **General Ledger Listing** to display a report showing the journal entries from a particular source batch, and;
- Level 3 => Drill down on a specific line in the source batch journal entry report to show details about the transactions that gave rise to such entries.

The following reports are used to provide you with details on the account balances:

1. Balance Sheet/Income Statement

Financial Statement Drill Down fields in the Balance Sheet/Income Statement are shown in colored font. Click on an amount in colored font for the system to display the **GL Listing** report. Click on the GL Account ID to drill into the **Account Profile** report. For more information on the specific report criteria that support drill down on the Balance Sheet and/or Income Statement reports, refer to the AccountMate 6.0 Addendum.

2. General Ledger Listing

Generally, this report shows the detailed debit and credit transaction amounts that were posted to specific **General Ledger** accounts for the range of dates defined by the user in the GL Listing report criteria section. However, when accessed from the

Financial Statement Drill Down, it will only show the debit and credit entries (including beginning balances) that make up the amount drilled on from the Balance Sheet or Income Statement.

When accessed by drilling down on an amount in the **Balance Sheet**, the GL Listing will show the beginning balance, the debit entries and the credit entries from the first day of a given fiscal year to the last day of the period defined in the Balance Sheet report criteria section. For example, when drilling down on the Accounts Receivable balance from the Balance Sheet for the period March 2003, the GL Listing will show the beginning balance as of January 2003 and all debits and credits posted to the account from January to March 2003.

When accessed by drilling down on an amount in the **Income Statement**, the GL Listing will behave differently depending upon whether the Income Statement was set to show Period-To-Date (PTD) balances or Year-To-Date (YTD) balances.

When drilling down on the Income Statement generated to show **PTD balances**, the GL Listing will include only the entries posted to the account for the period defined in the Income Statement report criteria section. Take for example an Income Statement generated to show PTD balances for March 2003. Drilling down on any account balance will generate a GL Listing showing the amounts posted to the account for March 2003 alone.

When drilling on the Income Statement generated to show **YTD balances**, the GL Listing will include the entries posted to the account from the first day of a given fiscal year to the last day of the period defined in the Income Statement report criteria section. Thus, when drilling on a balance on an Income Statement generated to show YTD balances for March 2003 (Fiscal year is from January to December), the resulting GL Listing report will show entries posted to the account from January to March 2003.

3. Journal Entry Report/Posted Journal Entry Report

The **Journal Entry Report** and the **Posted Journal Entry Report** show, by batch, the details of journal entries that have been posted to GL from the subsidiary modules and from journal entries created and posted in the GL module. When the Journal Entry Report/Posted Journal Entry Report is accessed from the **General Ledger Listing**, only the batch that contains details about the amount in GL Listing from which the drill down was initiated will be displayed. This allows you to see the complete set of entries posted for a particular transaction instead of just the single entry posted for a given account ID.

While the basic layout and purpose for the Journal Entry and the Posted Journal Entry reports are similar, they do have a few differences:

- The **Journal Entry Report** shows details of entries posted from subsidiary modules. The **Posted Journal Entry Report** shows entries from batches created and posted in GL.
- The **Journal Entry Report** is accessed only by drilling on the amounts shown in the GL Listing. The **Posted Journal Entry Report** can be accessed either through the GL Listing or as a separate report function in the GL module.
- The **Journal Entry Report** allows you to drill further into the source transaction information for each of the journal entries included in the batch.

There is, however, no further drill down for the entries shown on the **Posted Journal Entry Report**.

4. Source Transaction Report

Level three of the Financial Statement Drill Down allows you to drill from the entries in the **Journal Entry Report** to a report showing the details of the transaction that gave rise to such entries. These reports are collectively referred to as source transaction reports.

The source transaction report that will be displayed on the screen depends on the type of information that was drilled down on the **Transaction Description** field in the **Journal Entry Report**. For a complete list of the Transaction Description type and the source transaction report that corresponds to it, please refer to the table below:

Transaction Type	Transaction Description	Source Transaction Report
1. AR Invoices	Sale, COGS, Invt, Frgt	Invoice Line Item Report
2. AR Payment or Application of Payment	PYMT, APCR, DPST, PDIS, PADJ	Cash Receipts Report / Payment Distribution Report
3. AP Invoices	Invoice, Reverse Accrue	AP Invoice Summary Report
4. AP Check Issuance	Check#	Check Register Report
5. SO Shipments w/o Invoice	Invt: Ship, COGS: Ship	Shipment Report
6. IC Build Standard Kit	BKIT	Kit Item Transaction Report
7. PO Accrued Received Goods	Accrue Goods	Accrued Received Goods Report

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