CHAPTER 1: OVERVIEW AND FINANCIAL REPORTING

Objectives

The objectives are:

- Introduce business intelligence concepts and provide a course overview.
- Describe filtering and analysis pages related to the Chart of Accounts.
- Demonstrate setting up an account schedule and explain other processes relating to account schedules.

Introduction

Businesses running ERP systems capture a tremendous amount of data through daily activity. This data, which reflects such things as the organization's sales figures, purchases, operational expenses, employee salaries, and budgets, can become valuable information for decision makers when they know how to use it.

The aim of this training is to demonstrate a number of ways that the information workers—those responsible for making strategic decisions—can easily generate business intelligence out of their organization's Microsoft Dynamics® NAV database. Reports that identify and capture strategic data are a fundamental component of business intelligence.

In addition to providing an overview of business intelligence, this training describes how to generate reports out of the Chart of Accounts, from determining the data to include in the reports, to designing the layout.
Business Intelligence

Business Intelligence, or BI, is a term that refers to deciphering and extracting meaning from data to assist in making informed decisions. Many companies today are turning to BI software to fill the information gap, promote growth, and increase the bottom line.

Microsoft provides a number of Business Intelligence solutions that can work with Microsoft Dynamics NAV to provide insight into business data. The Microsoft® SQL Server® 2005/2008 Business Intelligence Design Studio is the most prominent of these. It is a suite that includes Microsoft SQL Server 2005/2008 Integration Services (SSIS), and Microsoft SQL Server 2005/2008 Reporting Services (SSRS) and Analysis Services to cover end-to-end BI needs from analysis to data modeling to reporting.

Business Intelligence Course Overview

The Business Intelligence course is designed to provide decision makers with the tools to efficiently access their business data without a lot of complex setup and staging. Therefore, the focus is on internal reporting and analysis functionality, as well as means for sharing data outside of the Microsoft Dynamics NAV environment, either through XBRL, a language for tagging financial data so it can be shared globally, or by exporting data to Microsoft® Office Excel®.

This course also provides an introduction to Business Analytics, a Microsoft Dynamics NAV decision support and analysis tool that provides users with a range of visibility—both detailed to aggregated—into different aspects of their business.

In addition to this course, the Business Intelligence for IT Pros in Microsoft Dynamics NAV 2009 will be provided, which covers technical setup and staging for reporting and analysis, including creating data warehouses and data cubes in SQL Server 2005/2008, designing reports with SQL Server Reporting Services, and working with Business Analytics Advanced.

Analyze the Chart of Accounts

Microsoft Dynamics NAV provides standard analyses accessible from the chart of accounts. This lesson explains applying filters to analyze G/L accounts and the five balance analysis pages available from the Chart of Accounts page.
Apply Filters in the Chart of Accounts

In the Chart of Accounts page, accounts and amounts can be filtered using field filters, table filters, and limit totals to filters. Field and table filters on any field in the G/L Account table can be used to filter the G/L accounts.

The amounts for each account are determined by summing the G/L entries for the account. The following table shows the calculated amount fields in the Chart of Accounts page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Change</td>
<td>The sum of the G/L entries for a date range determined by the Date Filter limit totals to filter.</td>
</tr>
<tr>
<td>Balance</td>
<td>The current balance of the account. This is the sum of all G/L entries for the account. The Date Filter is ignored.</td>
</tr>
<tr>
<td>Balance at Date</td>
<td>The balance of the account at the date entered in the Date Filter limit totals to filter. If a date range is entered in the Date Filter, only the ending date is used.</td>
</tr>
</tbody>
</table>
When users apply a limit totals to filter, the ledger entries that are summed for the G/L accounts can be determined. The limit totals to filters available for the chart of accounts are shown in the following table.

<table>
<thead>
<tr>
<th>Limit Totals To Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Filter</strong></td>
<td>Filters the amounts displayed for each account based on the <strong>Budget</strong> field of the G/L Budget Entries for the account.</td>
</tr>
<tr>
<td><strong>Business Unit Filter</strong></td>
<td>Filters the amounts displayed for each account based on the <strong>Business Unit Code</strong> field on the G/L Entries and G/L Budget Entries for the account.</td>
</tr>
<tr>
<td><strong>Date Filter</strong></td>
<td>Filters the amounts displayed for each account based on the <strong>Posting Date</strong> field on the G/L Entries and G/L Budget Entries for the account.</td>
</tr>
<tr>
<td><strong>Global Dimension 1 and Global Dimension 2 Filters (also called Department Filter and Project Filter)</strong></td>
<td>Filters the amounts displayed for each account based on the <strong>Global Dimension 1 Code</strong> field and <strong>Global Dimension 2 Code</strong> field on the G/L Entries and G/L Budget Entries for the account. In the demonstration company, these filters are the Department Filter and Project Filter.</td>
</tr>
</tbody>
</table>

**Balance Analysis in the Chart of Accounts**

To simplify the process of applying limit totals to filters to the chart of accounts, some standard analysis pages are available, including:

- G/L Account Balance
- G/L Balance
- G/L Balance by Dimension
- G/L Account Balance/Budget
- G/L Balance/Budget

Access these analysis pages in the **Chart of Accounts** page by clicking the **Related Information** menu and pointing to **Balance**.

**Procedure: Review G/L Account Balances**

The **G/L Account Balance** page contains the total G/L entries for a single account over several time periods. The account displayed is the one that the cursor was on in the Chart of Accounts when the page was opened.

For each period, users can view the Net Change, Debit Amount, and Credit Amount of the G/L entries posted to the account. Additionally, users can filter amounts by budget, business unit, date, and dimensions with the limit totals to filters.
To review the **G/L Account Balance** page for account 6110, follow these steps:

1. In the navigation pane, click the **Departments** button.
2. Click **Financial Management** and then click **General Ledger**.
3. On the **General Ledger** page, click **Chart of Accounts**.
4. On the Filter Pane, in the **Type to filter** field, type 6110 and then press ENTER to filter on the Sales, Retail - Dom. account.
5. On the **Related Information** menu, point to **Balance** and then click **G/L Account Balance**.
6. In the **View by** field, enter **Month** to view the entries by month.

![FIGURE 1.2 G/L ACCOUNT BALANCE](image)
On the **G/L Account Balance** page, the **Options** FastTab contains the fields shown in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing Entries</td>
<td>Determines whether to include or exclude closing entries in the amounts.</td>
</tr>
<tr>
<td>Debit &amp; Credit Totals</td>
<td>When this check box is selected, Microsoft Dynamics NAV separately displays the debit and credit amounts posted in the same period. If not selected, the net of all entries posted in that period are displayed as Debit Amount or Credit Amount.</td>
</tr>
<tr>
<td>View by</td>
<td>Determines the time period displayed for each line. The options are <strong>Day</strong>, <strong>Week</strong>, <strong>Month</strong>, <strong>Quarter</strong>, <strong>Year</strong>, and <strong>Accounting Period</strong>. The date in the <strong>Start Date</strong> field on each line will always be the starting date for each period.</td>
</tr>
<tr>
<td>View as</td>
<td>Determines what type of amount will be shown in the columns: <strong>Net Change</strong> or <strong>Balance at Date</strong>.</td>
</tr>
<tr>
<td></td>
<td>• Selecting <strong>Net Change</strong> displays the net change in the account balance for the period.</td>
</tr>
<tr>
<td></td>
<td>• Selecting <strong>Balance at Date</strong> displays the G/L account balance as of the last day in the period.</td>
</tr>
</tbody>
</table>

Together, time periods and amount types determine the following:

- If the **View by** field is greater than one day, and net change amounts are displayed, the date on a line represents the starting date of the time period.
- If the period is greater than one day, and balance amounts are displayed, the balance will be based on the ending date of the time period.

For example, if the **View as** option is set to **Balance at Date** and the **View by** option is set to **Month**, for the line with a **Period Start** of 01/01/10, the balance displayed will be the balance on January 31, 2010.

Using the limit totals to filters, amounts can also be filtered by:

- Budget
- Business Unit
- Date
- Global Dimension 1 and 2 Filters (called Department and Project Filters in the CRONUS International Ltd. demonstration company)
Procedure: Review G/L Balances

The G/L Balance page displays the total of G/L entries for all accounts for a specified time period.

To review the G/L Balance page, follow these steps:

1. On the General Ledger page, click Chart of Accounts.
2. On the Related Information menu, point to Balance and click G/L Balance.
3. In the View by field, enter Month to view the entries by month.

The G/L Balance page contains the same amounts and filters as the G/L Account Balance page. Additionally, the Action Pane contains the Previous Period and Next Period menu items. These menu items provide the ability to quickly display the same amounts from prior and future periods.

In addition to the time period menu items, users can set more complex date filters in the Filter Pane using the limit totals to feature. With this feature, users can combine selected entries from different periods.
Procedure: G/L Balances by Dimension

The G/L Balance by Dimension page provides dimensional analysis of actual or budgeted entries in a user-defined format. This page has the same format as the Analysis by Dimensions page, but is built on G/L Entries and G/L Budget Entries instead of Analysis View entries and Analysis View budget entries. As a result, only global dimension information can be viewed in this page.

To review the G/L Balance by Dimension page, follow these steps:

1. On the General Ledger page, click Chart of Accounts.
2. On the Related Information menu, point to Balance and click G/L Balance by Dimension.
3. Expand the Matrix Options FastTab.
4. In the View by field, enter Month to view the entries by month.
5. On the Action Pane, click Show Matrix.

FIGURE 1.4 G/L BALANCE BY DIM. MATRIX

Analysis by dimension is described in the "Financial Analysis" training in this courseware.

Procedure: Review G/L Account Balances and Budgets

The G/L Account Balance/Budget page compares actual and budgeted entry totals for a single account over several time periods.
To review the **G/L Account Balance/Budget** page, follow these steps:

1. On the **General Ledger** page, click **Chart of Accounts**.
2. On the Filter Pane, in the **Type to filter** field, type 6110 and then press ENTER to filter on the Sales, Retail - Dom. account.
3. On the **Related Information** menu, point to **Balance** and click **G/L Account Balance/Budget**.
4. In the **View by** field, enter **Month** to view the entries by month.

![FIGURE 1.5 G/L ACCOUNT BALANCE/BUDGET](image)

The **G/L Account Balance/Budget** page contains the same amounts as the **G/L Account Balance** page. However, in addition to actual amounts, the page also contains the budgeted debit amount, budgeted credit amount, and the net budgeted amount for the same periods. The comparison of the posted entries to the budget entries is calculated as an Index percentage in the **Balance/Budget (%)** field.

The filters are the same as the **G/L Account Balance** page except for two differences:

- There are **no Debit & Credit Totals** because budgeted debit and credit amounts are not recorded directly on the G/L Budget entries.
- There is an automatic **Budget Filter** limit totals to filter setting for filtering the budget information included in the page.
Procedure: Review G/L Balances and Budgets

The G/L Balance/Budget page compares actual and budgeted entries for all accounts for a specified time period.

To review the G/L Balance/Budget page, follow these steps:

1. On the General Ledger page, click Chart of Accounts.
2. On the Related Information menu, point to Balance and click G/L Balance/Budget.
3. In the View by field, enter Month to view the entries by month.

The amounts and the filters included in the analysis are the same as the G/L Account Balance/Budget page. Additionally, the Date Filter limit totals to filter, Previous Period, and Next Period menu items are available.
Account Schedules

Use account schedules to arrange accounts listed in the chart of accounts in ways that will provide information about those accounts. Users can set up various layouts to define the information they want to extract from the chart of accounts.

One of the main purposes of account schedules is to provide a place for calculations that cannot be made directly in the chart of accounts, such as creating subtotals for groups of accounts, which can be included in new totals and then can be used in other totals. For example, users can create account schedules to calculate profit margins on such dimensions as departments or customer groups. Furthermore, they can filter any G/L entries and G/L budget entries, for instance, by net change or debit amount.

Users can also compare two or more account schedules and column layouts by using formulas. This kind of comparison provides the ability to:

- Create customized financial reports without using the Report Designer.
- Create as many account schedules as needed, each with a unique name.
- Set up various report layouts and print the reports with the current figures.

Account Schedules Overview

An account schedule consists of:

- An account schedule name
- Several lines
- A column layout
Several account schedule names can be set up in the **Account Schedule Names** page. To access the **Account Schedule Names** page, open the **General Ledger** page, and under Analysis & Reporting, click **Account Schedules**.

![Edit - Account Schedule Names](image)

**FIGURE 1.7 ACCOUNT SCHEDULE NAMES**

Once a user names an account schedule, he or she can define the lines in the **Account Schedule** page, accessed from the **Account Schedule Names** page by clicking **Edit Account Schedule**.
Users provide information such as a description and which accounts to total, and set whether it will appear in reports or be set up for calculation purposes only.

**FIGURE 1.8 ACCOUNT SCHEDULE**

The **Account Schedule** page contains the fields shown in the following table for setting up row layout.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Row No.</strong></td>
<td>A number for the account schedule line. Row numbers are optional, and the same number can be used on more than one line. The rows with the same number are then treated as a group. For example, if the row number is included in a formula in the <strong>Totaling</strong> field, it will represent the sum of all the lines that have that row number. If the Insert Accounts function is used, this field is automatically copied from the <strong>No.</strong> field in the chart of accounts.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Text that will appear on the account schedule line. If the Insert Accounts function is used, this field is automatically copied from the <strong>Name</strong> field in the G/L account list.</td>
</tr>
</tbody>
</table>
### Field | Description
--- | ---
**Totaling Type** | Determines which accounts within the totaling interval, specified in the Totaling field, will be totaled. The options are:
- Posting Accounts: The total is calculated from amounts in posting accounts in the chart of accounts. This is the default value.
- Total Accounts: The total is calculated from amounts in total and end-total accounts in the chart of accounts.
- Formula: The total is calculated from amounts in other rows in the account schedule. The formula is entered in the Totaling field.
- Set Base For Percent: Used to insert a column that displays the percentage of a total. The formula in the Totaling field on this line is used to calculate the total on which the percentage is based. This line will not appear on Account Schedule reports.
If the Insert Accounts function is used, accounts that have an Account Type of Total or End-Total on the chart of accounts will be assigned the totaling type Total Accounts. All other lines will automatically be assigned the totaling type Posting Accounts.

**Totaling** | Indicates which accounts are totaled on this line. This field is filled in based on the contents in the **Totaling Type** field.
- If the Formula totaling type is assigned to the account schedule line, enter a formula that includes row numbers (or totaling intervals) from the account schedule.
- If the totaling type is Posting Accounts or Total Accounts, enter an account number (or totaling interval) from the chart of accounts.

When creating formulas, use the following symbols:
- addition: +
- subtraction: -
- multiplication: *
- division: /
- exponentiation: ^
- parentheses: ()
- percentage: %
If the Insert Accounts function is used, this field is automatically copied from the No. field in the G/L account list.

**NOTE:** To include a number in the formula, that number must not be used as a row number in the account schedule.
<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Row Type</strong></td>
<td>Determines how the amounts in the row are calculated for the period defined in the <strong>Date Filter</strong> field on the report or page. The options are:</td>
</tr>
<tr>
<td></td>
<td>• Net Change: The total is calculated using the total changes from the start to the end of the specified date range.</td>
</tr>
<tr>
<td></td>
<td>• Balance at Date: The total is calculated using the total of all entries from the initial transaction in Microsoft Dynamics NAV through the date at the end of the specified date range.</td>
</tr>
<tr>
<td></td>
<td>• Beginning Balance: The total is calculated using the total of all entries from the initial transaction in Microsoft Dynamics NAV to the last entry before the start of the specified date range.</td>
</tr>
<tr>
<td><strong>Amount Type</strong></td>
<td>Determines the type of entries that are included in the amounts in the account schedule row. The options are:</td>
</tr>
<tr>
<td></td>
<td>• Net Amount: The calculated amount includes debit and credit entries.</td>
</tr>
<tr>
<td></td>
<td>• Debit Amount: The calculated amount includes only debit entries.</td>
</tr>
<tr>
<td></td>
<td>• Credit Amount: The calculated amount includes only credit entries.</td>
</tr>
<tr>
<td><strong>Show</strong></td>
<td>Determines whether the account schedule line is printed on the report. The options are:</td>
</tr>
<tr>
<td></td>
<td>• Yes: The row is printed.</td>
</tr>
<tr>
<td></td>
<td>• No: The row is not printed.</td>
</tr>
<tr>
<td></td>
<td>• If Any Column Not Zero: The row is printed unless all amounts on the row are equal to zero.</td>
</tr>
<tr>
<td></td>
<td>• When Positive Balance: The row is only printed if the balance of the amounts on the row is positive.</td>
</tr>
<tr>
<td></td>
<td>• When Negative Balance: The row is only printed if the balance of the amounts on the row is negative.</td>
</tr>
<tr>
<td><strong>New Page</strong></td>
<td>If selected, there will be a page break after the current account when the account schedule is printed.</td>
</tr>
</tbody>
</table>
Optional Account Schedule Fields

The following table shows the additional columns that users can add to the Account Schedule page using the Choose Columns function.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Dimension Totaling Filters    | Dimension values or dimension value ranges that will be used to filter the amounts shown in the row.  
                              | These filters are described in more detail in the "Filter Account Schedules using Dimensions" procedure.                                  |
| Bold, Italic, and Underline   | If selected, the row contents are bolded, italicized, or underlined.  
                              | Only bold formatting is displayed in the Acc. Schedule Overview page, while the printed Account Schedule report and exported data in Microsoft Excelworksheets display all three formats. |
| Show Opposite Sign            | If selected, debits in this row are displayed in reports as negative amounts (that is, with a minus sign) and credits are displayed as positive amounts. |

Access an Overview of Account Schedules

The Acc. Schedule Overview Matrix page enables users to view account schedules in the various layouts they have set up, as well as those layouts available in the Dimensions - Total Report.
To view the Acc. Schedule Overview Matrix page from the Account Schedule page, click Overview on the Action Pane, set filters in the Acc. Schedule Overview page, and then click Show Matrix.

FIGURE 1.9 ACC. SCHEDULE OVERVIEW MATRIX

Demonstration: Set Up an Account Schedule

Scenario: Phyllis, the accounting manager at CRONUS, needs to design a report to analyze the discounts granted to customers and received from vendors. She sets up the account schedule to meet the following criteria:

- Discounts granted to customers and discounts received from vendors are displayed in separate rows.
- A row displays the net discounts granted or received.
- The actual and budgeted discount amounts for the current month and the variance between them can be viewed.
- The change in the actual discount amounts from the last month to the current month can be compared.

Setting up an account schedule involves three steps:

1. Create the row layout.
2. Create the column layout.
3. Combine the rows and columns.
Set Up an Account Schedule Step 1: Create the Row Layout

To create a new account schedule, follow these steps:

1. On the General Ledger page, and under Analysis & Reporting, click Account Schedules.
2. On the Action Pane, click New to insert a new account schedule name.
3. In the Name field, type Discounts.
4. In the Description field, type Discount Analysis.
5. Leave the Default Column Layout and Analysis View Name fields blank.

The Account Schedule page opens. This is the page where the rows for the report are designed; it currently only contains blank lines.

To create the report heading for the discount analysis, follow these steps:

1. On the menu bar, click the Customize button, and then click Choose Columns.
2. Add the Bold column and click OK to close the Customize Account Schedule page.
3. On the first line, in the Description field, type Discount Analysis. This is the report heading.
4. Select the Bold check box.

**NOTE**: You may have to close the Account Schedule page after using the Choose Columns function to make the changes appear.

To create the first discount account that relates to discounts granted to customers, follow these steps:

1. Leave a blank line to separate the heading from the report lines.
2. On the third line, in the Row No. field, type R11.
3. In the Description field, type Discount Granted.
4. In the Totaling field, type 6910. Alternatively, you can click the drop-down arrow in the Totaling field to locate the Discount Granted account.

**NOTE**: To quickly add a number of accounts contained in the chart of accounts, click the Actions menu, point to Functions, click Insert Accounts, and select the accounts from the G/L Account List. Microsoft Dynamics NAV inserts a new row for each account, with all the account information in the Row No., Description, Totaling Type, and Totaling fields. Update the Row No. as necessary.
To create the remaining rows for granted discounts, follow these steps:

1. Click the next line.
2. In the **Row No.** field, type R21.
3. In the **Description** field, type Payment Discount Granted.
4. In the **Totaling** field, type 9250..9255.
5. Leave a blank line.
6. Click the next line.
7. In the **Row No.** field, type R1.
8. In the **Description** field, type Total Discounts Granted.
9. In the **Totaling Type** field, enter *Formula*.
10. In the **Totaling** field, type R11+R21.

To create the received discount rows, follow these steps:

1. Leave a blank line.
2. Click the next line.
3. In the **Row No.** field, type R12.
4. In the **Description** field, type Discount Received - Retail.
5. In the **Totaling** field, type 7140.
6. Click the next line.
7. In the **Row No.** field, type R22.
8. In the **Description** field, type Discount Received - Raw Materials.
9. In the **Totaling** field, type 7240.
10. Click the next line.
11. In the **Row No.** field, type R32.
12. In the **Description** field, type Payment Discounts Received.
13. In the **Totaling** field, type 9130..9135.
14. Leave a blank line.
15. Click the next line.
16. In the **Row No.** field, type R2.
17. In the **Description** field, type Total Discounts Received.
18. In the **Totaling Type** field, enter *Formula*.
19. In the **Totaling** field, type R12+R22+R32.

To create the final totaling row, follow these steps:

1. Leave a blank line.
2. Click the next line.
3. In the **Row No.** field, type R3.
4. In the **Description** field, type Net Discounts Granted/(Received).
5. In the **Totaling Type** field, enter **Formula**.
6. In the **Totaling** field, type R1+R2.
7. Select the **Bold** check box.

### Column Layout Overview

The Account Schedule column layout contains the numerical information. Each column layout is defined by both the visible columns that will appear in the reports and the intermediary columns that are used for calculation only.

![Column Layout](image)

**FIGURE 1.10 COLUMN LAYOUT**

Once a user creates a column layout, he or she can assign it as a default to any existing Account Schedule in the **Account Schedule Names** page.

The **Column Layout** page contains the fields shown in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Column No.</strong></td>
<td>Used to identify the line for the column. The column numbers are optional and the same column number can be used on more than one line. The columns with the same number are then treated as a group. For example, if the column number is included in a formula, it will represent the sum of all the lines that share the column number.</td>
</tr>
<tr>
<td><strong>Column Header</strong></td>
<td>The text in this field will be printed on reports that include the column.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Column Type</strong></td>
<td>Determines how the amounts in the column are calculated. The amounts are calculated for the period defined in the <strong>Date Filter</strong> field on the report or page as follows:</td>
</tr>
<tr>
<td></td>
<td>- Formula: The column displays amounts calculated from amounts in other columns in the account schedule. Enter the formula in the <strong>Formula</strong> field.</td>
</tr>
<tr>
<td></td>
<td>- Net Change: The column displays the net change in the account balances during the period.</td>
</tr>
<tr>
<td></td>
<td>- Balance at Date: The column displays the account balances at the end of the period.</td>
</tr>
<tr>
<td></td>
<td>- Beginning Balance: The column displays the account balances at the beginning of the period.</td>
</tr>
<tr>
<td></td>
<td>- Year to Date: The column displays the net change in the account balances from the start of the fiscal year to the end of the period.</td>
</tr>
<tr>
<td></td>
<td>- Rest of Fiscal Year: The column displays the net change in the account balances from the end of the period to the end of the fiscal year in which the period ends.</td>
</tr>
<tr>
<td></td>
<td>- Entire Fiscal Year: The column displays the net change in the account balances for the fiscal year in which the period ends.</td>
</tr>
<tr>
<td><strong>Ledger Entry Type</strong></td>
<td>Determines the type of ledger entries that are included in the amounts in the account schedule column. The options are:</td>
</tr>
<tr>
<td></td>
<td>- G/L Entries: The total is calculated from general ledger entries.</td>
</tr>
<tr>
<td></td>
<td>- G/L Budget Entries: The total is calculated from general ledger budget entries.</td>
</tr>
<tr>
<td><strong>Amount Type</strong></td>
<td>Determines the type of entries that are included in the amounts in the account schedule column. The options are:</td>
</tr>
<tr>
<td></td>
<td>- Net Amount: The amount includes both credit and debit entries.</td>
</tr>
<tr>
<td></td>
<td>- Debit Amount: The amount includes debit entries only.</td>
</tr>
<tr>
<td></td>
<td>- Credit Amount: The amount includes credit entries only.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Formula</strong></td>
<td>If <strong>Formula</strong> is selected as the <strong>Column Type</strong>, enter a formula for the line. The result of the formula is displayed in the column when the account schedule is printed. Use this field to perform calculations on other columns. Other columns are referenced through their column number. The calculation symbols are the same as those used in the row formulas. For example, to calculate the difference in percentage of the G/L entries and the budget entries, enter the following formula: 100*(Column No. of the G/L entry column/ Column No. of the G/L Budget entry column -1)</td>
</tr>
<tr>
<td><strong>Show Opposite Sign</strong></td>
<td>If selected, debits in this column are shown in reports as negative amounts (that is, with a minus sign) and credits are shown as positive amounts.</td>
</tr>
<tr>
<td><strong>Comparison Date Formula</strong></td>
<td>Date formula that specifies which dates must be used to calculate the amount in this column. Microsoft Dynamics NAV uses this formula to calculate the amount from the comparison period in relation to the period represented by the date filter on the report request. Use the standard time periods of W(eek), Month, Y(ear), or Q(uarter) to create the formulas. For example, -1Y is the same period one year earlier.</td>
</tr>
<tr>
<td><strong>Show</strong></td>
<td>If selected, the amounts in the column are shown in reports. Note that a maximum of five columns in an account schedule layout can be shown in the printed report. The options are:</td>
</tr>
<tr>
<td></td>
<td>• Always: All amounts in the column are always shown. This is the default value.</td>
</tr>
<tr>
<td></td>
<td>• Never: The column does not appear on reports. It is used only for calculation purposes.</td>
</tr>
<tr>
<td></td>
<td>• When Positive: Only positive amounts (amounts that are positive before <strong>Show Opposite Sign</strong> is applied) are shown in the column.</td>
</tr>
<tr>
<td></td>
<td>• When Negative: Only negative amounts (amounts that are negative before <strong>Show Opposite Sign</strong> is applied) are shown in the column.</td>
</tr>
<tr>
<td><strong>Rounding Factor</strong></td>
<td>Rounding factor for amounts in the column. The default value is None, no rounding. Note that amounts on printed reports will be rounded. For example, if 1000 is selected, all amounts are shown in thousands. Note that amounts in the <strong>Acc. Schedule Overview Matrix</strong> page are not rounded.</td>
</tr>
</tbody>
</table>
Column Layout Options

The following table shows the additional columns that users can add to the Column Layout page using the Choose Columns function.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Comparison Period Formula** | Specifies which accounting periods to use when users are calculating the amount in this column. An accounting period does not have to match the calendar, but each fiscal year must have the same number of accounting periods, even though each period can be different in length.  
Microsoft Dynamics NAV uses the period formula to calculate the amount from the comparison period in relation to the period represented by the date filter on the report request.  
The abbreviations for period specifications are:  
• P = Period  
• LP = Last period of a fiscal year, half-year, or quarter  
• CP = Current period of a fiscal year, half-year, or quarter  
• FY = Fiscal year  
For examples of formulas, press F1 to access online help for this field. |
| **Business Unit, Global Dimensions, and Dimensions 3 and 4** | Totaling fields used to create column layouts that show global dimension information across columns.  
• When the column layout is not linked to an analysis view, the global dimensions are available in the Column Layout page.  
• When the column layout is linked to an analysis view, the dimensions specified in the analysis view are displayed in the Column Layout page.  
Analysis views are linked to column layouts in the Column Layout Names page, in the Analysis View Name field. |

Set Up an Account Schedule Step 2: Create the Column Layout

To create a basic column layout to be used with the new Discount Analysis account schedule, follow these steps:

1. Open the Account Schedule - DISCOUNTS page.
2. On the Actions menu, point to Functions, and then click Set up Column Layouts.
3. In the Name field, click the drop-down arrow to open the Column Layout Names page.
4. On the Action Pane, click New to insert a new column name.
5. In the Name field, type Basic.
6. In the **Description** field, type Basic Column Layout.
7. With the Basic Column Layout selected, click **OK**. The **Column Layout Names** page closes, and the cursor is in the **Name** field with **BASIC** displayed as the name.
8. Press TAB or ENTER.

The **Basic Column Layout** page opens, with blank lines. Define the columns by creating a line for each column.

---

**NOTE:** The **Column Layout** page can also be accessed from the **Administration** page by clicking **Application Setup**, clicking **General** under **Financial Management**, and then clicking **Column Layouts**.

---

**NOTE:** All columns in this demonstration are set as follows:

* **Amount Type** is **Net Amount**.
* **Show Opposite Sign** check box is unselected.
* **Show** is set to **Always**.
* **Rounding Factor** is **None**.

To enter the actual, budget, and variance total columns for the Discount Analysis report, follow these steps:

1. On the first line, in the **Column No.** field, type C10.
2. In the **Column Header** field, type Actual.
3. Ensure that the **Column Type** is set to **Net Change**.
4. Ensure that the **Ledger Entry Type** is set to **G/L Entries**. Do not change the settings in the remaining fields.
5. Click the next line.
6. In the **Column No.** field, type C11.
7. In the **Column Header** field, type Budget.
8. Ensure that the **Column Type** is set to **Net Change**.
9. In the **Ledger Entry Type** field, enter **G/L Budget Entries**.
10. Click the next line.
11. In the **Column No.** field, type C12.
12. In the **Column Header** field, type Variance.
13. In the **Column Type** field, enter **Formula**.
14. Ensure that the **Ledger Entry Type** is set to **G/L Entries**.
15. In the **Formula** field, type C10-C11.
To enter the comparison columns, follow these steps:

1. Click the next line.
2. In the Column No. field, type C13.
3. In the Column Header field, type Actual Last Month.
4. Ensure that the Column Type is set to Net Change.
5. Ensure that the Ledger Entry Type is set to G/L Entries.
6. In the Comparison Date Formula field, type -1M.
7. Click the next line.
8. In the Column No. field, type C14.
9. In the Column Header field, type Change from Last Month.
10. In the Column Type field, enter Formula.
11. Ensure that the Ledger Entry Type is set to G/L Entries.
12. In the Formula field, type C10-C13.
13. Click OK to close the Column Layout page.

**Set Up an Account Schedule Step 3: Combine Rows and Columns**

The final step in setting up the account schedule is to combine the row and column layouts:

1. Click OK on the Account Schedule page to go back to the Account Schedule Names page.
2. On the Discount Analysis account schedule line, in the Default Column Layout field, enter Basic.
3. Click OK to close the Account Schedule Names page.

The Discount Analysis account schedule setup is complete. Next, review the account schedule in the Acc. Schedule Overview Matrix page.

**Acc. Schedule Overview Features**

The Acc. Schedule Overview Matrix is used to view an account schedule without having to print it.

The following table shows the fields in the Acc. Schedule Overview page, on the General FastTab.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Schedule Name</td>
<td>To view a different row layout, select the required account schedule in this field.</td>
</tr>
<tr>
<td>Column Layout Name</td>
<td>To view a different column layout, select the required column layout in this field.</td>
</tr>
</tbody>
</table>
The following table shows the fields in the **Options** FastTab.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Show Error</strong></td>
<td>Contains the selected option of which errors are displayed in the page in case of division by zero or period errors. The options are:</td>
</tr>
<tr>
<td></td>
<td>• None: Errors are not displayed.</td>
</tr>
<tr>
<td></td>
<td>• Division by Zero: If a formula in the account schedule results in division by zero, Microsoft Dynamics NAV displays <em>ERROR</em> in place of the amount.</td>
</tr>
<tr>
<td></td>
<td>• Period Error: If there is a difference in the length of the periods, Microsoft Dynamics NAV displays Not Available in place of the amount.</td>
</tr>
<tr>
<td></td>
<td>• Both: Microsoft Dynamics NAV checks for both division by zero and period errors.</td>
</tr>
<tr>
<td><strong>Show Amounts in Add. Reporting Currency</strong></td>
<td>If selected, report amounts are shown in the Additional Reporting Currency. Normally, the amounts are shown in the company's local currency (LCY).</td>
</tr>
</tbody>
</table>

The **Matrix Options** FastTab contains the fields shown in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View by</strong></td>
<td>Determines the time period displayed for each line. The options are <strong>Day</strong>, <strong>Week</strong>, <strong>Month</strong>, <strong>Quarter</strong>, <strong>Year</strong>, and <strong>Accounting Period</strong>. The date in the <strong>Start Date</strong> field on each line will always be the starting date for each period.</td>
</tr>
<tr>
<td><strong>Column Set</strong></td>
<td>Non-editable field that displays the column headings range.</td>
</tr>
</tbody>
</table>

**Set Up an Account Schedule Step 4: Review the Account in the Acc. Schedule Overview**

To review the **Discount Analysis** account schedule for January 2010, follow these steps:

1. Open the **Account Schedule Names** page.
2. Click the Discount Analysis line, and then click **Edit Account Schedule**.
3. On the Action Pane, click **Overview**.
4. In the **View by** field, enter **Month** to view the entries by month.

5. On the Action Pane, click **Show Matrix**.

![FIGURE 1.11 ACC. SCHEDULE OVERVIEW MATRIX FOR DISCOUNT ANALYSIS](image)

The information displayed in this matrix can be changed by setting filters (business units, budgets, dates, and so on) or changing the rows or columns shown in the report.

In the **Acc. Schedule Overview Matrix** page, when you click an amount field that is calculated based on a formula, the formula calculation used to calculate the amount displays.

Follow these steps to view a formula:

1. Click the **Actual** column for row R1. The following message appears: Row formula: R11+R21.
2. Click **OK** to close the message page.

In addition, if you click an amount field that is based on G/L Entries or G/L Budget entries, the **Chart of Accounts (G/L)** page opens. The **Chart of Accounts (G/L)** page summarizes information from the G/L Budget Entries and the G/L Entries into one page.
Follow these steps to view the G/L summaries:

1. Click the **Actual** column for row R11.
   The **Chart of Accounts (G/L)** page opens, displaying the values used to calculate the amount in the selected field.
2. Close the **Chart of Accounts (G/L)** page.

The Discount Analysis account schedule for January 2010 shows that:

- More discounts were granted to customers than were received from vendors.
- There was a large decrease in the discounts granted from December 2009 to January 2010.

In summary, the account schedule has provided valuable information about how much money the company is spending or making on discounts, and how the net change fluctuates from month to month.

There is no need to create or print the account schedule again to view the same report for a different period; simply change the date in the **Date Filter** or select a different time period in the **View by** field on the **Acc. Schedule Overview** page.

Furthermore, you can create additional discount reports by combining another column layout with the Discount Analysis account schedule rows. You can also use the Basic Column Layout with other account schedule rows to make the same comparisons with other financial information, such as administrative expenses or sales income.

**Demonstration: Print Account Schedule Reports**

The account schedule can be printed from the **Acc. Schedule Overview**, **Acc. Schedule Overview Matrix**, or under **Reports** on the **General Ledger** page.

The report contains the same options and filters as the **Acc. Schedule Overview** page; however, the report is limited to printing the first five columns of the account schedule. The **Acc. Schedule Overview Matrix** page can show all columns.

**Scenario**: Processing for January 2010 is complete and Phyllis, the accounting manager at CRONUS, needs to print the revenue account schedule. Phyllis uses the Default column layout and does not include budget or dimension filters, neither does she show errors or how the account schedule was set up. Prior to printing, she previews the report.
To print the Revenue Account Schedule from Reports on the General Ledger page, follow these steps:


2. In the Acc. Schedule Name field, enter Revenue.
3. Press TAB or ENTER. The cursor moves to the Column Layout Name field, where a column layout is automatically entered.
4. Enter Default to use the Standard Column Layout.
5. Click OK to close the Column Layout Names page.
6. In the Date Filter field, type 01/01/10..01/31/10.
7. Click Preview to review the Revenue Account Schedule. The Revenue Account Schedule report opens, and revenue description, net change, and balance at date information are displayed in print format.
8. Close the Print Preview page.

To print from the Acc. Schedule Overview page, follow these steps:

1. Open the Account Schedule Names page.
2. Click the Revenue line, and on the Action Pane, click Edit Account Schedule.
3. On the Action Pane, click Print.
When you print from this page, the default layout information is automatically copied to the *Account Schedule* report request form.

4. Close the *Account Schedule* report request form.

To print from the *Acc. Schedule Overview Matrix* page, follow these steps:

1. On the *Account Schedule* page, click *Overview*.
2. Set filters and click *Show Matrix*.
3. On the *Related Information* menu, point to *Reports* and then click *Print*.

When you print from this page, the layout, date filter, dimension filters, and budget filters are automatically copied to the *Account Schedule* report request form.

**Procedure: Export Account Schedules to Excel**

Account Schedules can be exported to Excel from the *Acc. Schedule Overview Matrix* page. Exporting to Excel enables you to manipulate your data using Excel pivot tables, and share data with others working outside the Microsoft Dynamics NAV environment.

To export an account schedule, follow these steps:

1. In the *Acc. Schedule Overview* page for the Revenue account schedule, enter *Month* in the *View by* field.
2. On the Action Pane, click *Show Matrix*.
3. On the *Actions* menu, point to *Functions*, and then click *Export to Excel*.
4. The *Option* field defaults to *Create Workbook* to create a new workbook. If you have an existing Excel spreadsheet, you can also click the drop-down arrow, select *Update Workbook*, and then enter the *Excel Workbook File Name* and *Worksheet Name*.
5. Click *OK*.
6. In the information dialog page, click the proper server access to Microsoft Office Excel Application option, and click *OK*.

Microsoft Dynamics NAV opens Excel and exports the data and the filter information from the selected account schedule. The worksheet name is Revenue, the same as the account schedule name.

**NOTE:** Amounts that were totals in the *Acc. Schedule Overview Matrix* page are not exported as formulas in Excel. The value of the total will simply be copied to a cell in the Excel worksheet. In addition, rounding factors are not applied in the amounts exported to Excel.
Procedure: Filter Account Schedules Using Dimensions

The entries used to calculate amounts in account schedules can also be filtered using dimensions. Dimension filtering can be applied by row; dimension filtering on a row applies to all amounts in all columns in that row. Column layouts can also be set up with dimension filters.

Filters set on rows and filters set on columns can potentially interact. When an amount is to be printed in a particular cell in the account schedule, it must pass through both the row and the column filters.

If you do not select an analysis view, the first two dimension totaling fields will always be the two global dimensions. If you assign an analysis view to the account schedule, the dimensions included in the analysis view determine the Dimension Totaling fields.

To review an account schedule using dimensions with analysis views, follow these steps:

1. Open the Account Schedule Names page.
2. On the Campaign Analysis line, notice that the Analysis View Name field is set to CAMPAIGN.
3. In the Analysis View Name field, click the drop-down arrow.
4. With the Campaign Analysis (Retail) line selected, click Advanced.
5. Review the values in the Dimension 1 Code through Dimension 4 Code fields for Campaign Analysis. Note that the values are:
   - SALESCAMPAIGN
   - AREA
   - BUSINESSGROUP
   - SALESPERSON
6. Close the Analysis View List page.
7. With the Campaign Analysis line selected, click Edit Account Schedule.
8. On the menu bar, click the Customize button and then click Choose Columns.
10. Click OK to close the Customize Account Schedule page.

Notice that the dimension totaling fields contain the dimensions specified in the analysis view.

NOTE: You may have to close the Account Schedule page after using the Choose Columns function to make the changes appear.
To review an account schedule that does not use dimensions with analysis views, follow these steps:

1. In the Account Schedule Names page, notice that the Capital Structure line does not have an analysis view assigned to it.
2. Select the Capital Structure line and click Edit Account Schedule.
3. Notice that the first two dimension totaling fields contain the department and project global dimensions. The remaining two dimension totaling fields are not used.
4. In the Project Code Totaling field on any line, click the drop-down arrow; the dimension values are listed.
5. Close the Dimension Value List page.
6. Click a field in either of the unused dimension totaling fields and then click the drop-down arrow; an empty Dimension Value List page appears.
7. Close the Dimension Value List page.

NOTE: For more information about analysis views, refer to the "Financial Analysis" training in this courseware.
Lab 1.1 - Create a Detailed Account Schedule

The purpose of this lab is to reinforce your understanding of the process required to create a detailed account schedule.

Scenario

You are required to create a small management analysis report that will be two pages in length. Give the account schedule a code of MGTRPT and its own column layout with a code of MANAGEMENT.

The first page in the report must contain the following information:

- The report heading is Goods and Materials Profit Analysis, and is bolded and underlined.
- The first section must show the Sales, the sales discounts, and a line showing the total sales reduced by the sales discounts. Use row numbers R10-R30 and provide a bolded heading of "Sales - Goods and Materials".
- The second section must show the costs of goods and materials sold before purchase discounts, the purchase discounts, and a line showing the total cost of goods sold reduced by the purchase discounts. Use row numbers R40-R60 and provide a bolded heading of "Cost of Goods Sold - Goods and Materials."
- The third section must show the Gross Loss / (Profit) on Goods and Materials, and the line must be bolded. Use row number R70.
- Enter a blank line between the sections.

The second page must contain the following information:

- An analysis that breaks down the Gross Loss / (Profit) on Goods and Materials by Department, using row numbers R80-R110 and including the following departments:
  - Administration
  - Production
  - Sales
- The heading line must be bolded and underlined.
- The final row—containing the Total Gross Profit/(Loss)—is bolded and uses row number R120.

The columns in the report must contain the following information:

- Column 1: the Net Change G/L entries from the current fiscal year. All entries are to be shown with the opposite sign.
• Column 2: the Net Change G/L entries from the previous fiscal year. All entries are to be shown with the opposite sign.
• Column 3: a formula to calculate the difference between current and fiscal year results in percentage terms.

Review the row and column layouts in the Acc. Schedule Overview Matrix page and then preview the printed report. The final step is to export the results to a new workbook in Excel.

Challenge Yourself!

1. Create Account Schedule rows and Account Schedule columns as stated in the scenario.
2. Review the account schedule in the Acc. Schedule Overview Matrix page.
3. Export the results to Excel.

Need a Little Help?

1. Open the Account Schedule Names page and create the MGTRPT account schedule.
2. In the Account Schedule page, show any columns needed to create the rows.
3. Create the first page lines as specified in the scenario.
4. Create the second page lines as specified in the scenario.
5. Open the Column Layout Names page and create the MANAGEMENT column layout.
6. Create the column layout as specified in the scenario.
7. Assign the column layout to the account schedule.
8. Open the Acc. Schedule Overview Matrix page.
9. Export the account schedule to Excel.

Step by Step

To create the account schedule name and first page, follow these steps:

1. In the navigation pane, click the Departments button.
2. Click Financial Management and then click General Ledger.
4. Click New.
5. In the Name field, type MGTRPT.
6. In the Description field, type Management Analysis Report.
7. With the Management Analysis Report account schedule selected, click **Edit Account Schedule**.

8. On the menu bar, click the **Customize** button and then click **Choose Columns**.

9. Add the **Department Code Totaling**, **Bold**, and **Underline** columns.

10. Click **OK** to close the **Choose Columns** page.

11. Enter the first page lines as shown in the following table.

<table>
<thead>
<tr>
<th>Row No.</th>
<th>Description</th>
<th>Totaling Type</th>
<th>Totaling Type</th>
<th>Totaling</th>
<th>Bold</th>
<th>Underline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Goods and Materials Profit Analysis</strong></td>
<td></td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Sales - Goods and Materials</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R10</td>
<td><strong>Sales</strong></td>
<td>Total Accounts</td>
<td></td>
<td>6195</td>
<td>6295</td>
<td>Yes</td>
</tr>
<tr>
<td>R20</td>
<td><strong>Sales Discounts</strong></td>
<td>Posting Accounts</td>
<td></td>
<td>6910</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R30</td>
<td><strong>Net Sales</strong></td>
<td>Formula</td>
<td></td>
<td>R10+R20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Cost of Goods Sold - Goods and Materials</strong></td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R40</td>
<td><strong>COGS before Purchase Discounts</strong></td>
<td>Formula</td>
<td></td>
<td>R60-R50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R50</td>
<td><strong>Purchase Discounts</strong></td>
<td>Posting Accounts</td>
<td></td>
<td>7140</td>
<td>7240</td>
<td></td>
</tr>
<tr>
<td>R60</td>
<td><strong>Net COGS</strong></td>
<td>Total Accounts</td>
<td></td>
<td>7195</td>
<td>7295</td>
<td></td>
</tr>
<tr>
<td>R70</td>
<td><strong>Gross Profit/(Loss) on Goods and Materials</strong></td>
<td>Formula</td>
<td></td>
<td>R30+R60</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
To insert a new page, follow these steps:

1. Click the next line.
2. Click the New Page check box.

Enter the second page as shown in the following table.

<table>
<thead>
<tr>
<th>Row No.</th>
<th>Description</th>
<th>Totaling Type</th>
<th>Totaling</th>
<th>Department Code Totaling</th>
<th>Bold</th>
<th>Underline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gross Profit/(Loss) by Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R80</td>
<td>Administration Department</td>
<td>Posting Accounts</td>
<td>6110..6290</td>
<td>6910</td>
<td>7110..7193</td>
<td>7210..7293</td>
</tr>
<tr>
<td>R90</td>
<td>Production Department</td>
<td>Posting Accounts</td>
<td>6110..6290</td>
<td>6910</td>
<td>7110..7193</td>
<td>7210..7293</td>
</tr>
<tr>
<td>R100</td>
<td>Sales Department</td>
<td>Posting Accounts</td>
<td>6110..6290</td>
<td>6910</td>
<td>7110..7193</td>
<td>7210..7293</td>
</tr>
<tr>
<td>R110</td>
<td>Not Allocated to a Department</td>
<td>Formula</td>
<td>R70-R80-R90-R100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R120</td>
<td>Total Gross Profit/(Loss)</td>
<td>Formula</td>
<td>R80+R90+R100+R110</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

To create the column layout, follow these steps:

1. On the Actions menu, point to Functions, and then click Set up Column Layouts.
2. In the Name field, click the drop-down arrow.
3. Click New.
4. In the Name field, type Management.
5. In the Description field, type Management Report Column Layout.
6. With the Management Report Column Layout selected, click **OK**.
7. Press **TAB** or **ENTER**.
8. Enter the layout as indicated in the following table.

<table>
<thead>
<tr>
<th>Column No.</th>
<th>Column Header</th>
<th>Column Type</th>
<th>Ledger Entry Type</th>
<th>Formula</th>
<th>Show Opposite Sign</th>
<th>Comparison Date Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Current Fiscal Year</td>
<td>Net Change</td>
<td>G/L Entries</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>Prior Fiscal Year</td>
<td>Net Change</td>
<td>G/L Entries</td>
<td></td>
<td>Yes -1Y</td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td>Variance %</td>
<td>Formula</td>
<td>G/L Entries</td>
<td>100*(C1/C2-1)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To assign the column header to the account schedule, follow these steps:

1. Click **OK** to close the **Column Layout** page.
2. Escape back to the **Account Schedule Names** page.
3. On the line for Management Analysis Report, in the **Default Column Layout** field, enter **Management**.
4. Press **TAB** or **ENTER**.

To view the rows and column layouts for January 2010, follow these steps:

1. With the Management Analysis Report line selected, click **Edit Account Schedule**.
2. On the Action Pane, click **Overview**.
3. On the **Matrix Options** FastTab, enter **Month** in the **View by** field.
4. On the Action Pane, click **Show Matrix**.

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**FIGURE 1.13 ACCOUNT SCHEDULE - MANAGEMENT ANALYSIS REPORT**

To print preview the report from the **Acc. Schedule Overview Matrix** page, follow these steps:

1. On the **Related Information** menu, point to **Reports** and then click **Print**.
2. Click **Preview**.
3. Review and close the **Print Preview** page.
To export the account schedule to Excel from the **Acc. Schedule Overview Matrix** page, follow these steps:

1. On the **Actions** menu, point to **Functions** and then click **Export to Excel**.
2. Ensure that the **Option** field is set to Create Workbook.
3. Click **OK**.
4. In the information dialog page, click the **proper server access to Excel** option and click **OK**.
5. Review and then close Excel.

**Summary**

Microsoft Dynamics NAV contains a wealth of business data that is ready to be turned into business intelligence. Through Microsoft Dynamics NAV's internal reporting and analysis tools—such as the Chart of Accounts, Account Schedules, Business Analytics, and Excel—users can identify, organize, and share information necessary for making strategic business decisions.
Test Your Knowledge

Test your knowledge with the following questions.

1. Which of the following are the steps to create an Account Schedule?
   - Create a Name, create Rows (lines), and select the Overview
   - Create Rows (lines), create Columns, and select the Overview
   - Create a Name, create Columns, and select the Overview
   - Create a Name, create Rows (lines), and create Columns

2. When you are defining an Account Schedule, the Row Type field in the row definition and the Column Type field in the Column Layout must be compatible. Which of the following is an example of an incompatible selection?
   - A Row Type of Net Change and a Column Type of Net Change
   - A Row Type of Balance at Date and a Column Type of Beginning Balance
   - A Row Type of Beginning Balance and a Column Type of Net Change
   - A Row Type of Balance at Date and a Column Type of Balance at Date

3. Which of the following formatting options are available when you are creating rows for Account Schedules? (Select all that apply)
   - Bold
   - Italic
   - Double Underline
   - Underline

4. After you have created an Account Schedule, the results may be previewed in the Acc. Schedule Overview Matrix. Which of the following are benefits and functionality available from the Acc. Schedule Overview Matrix page? (Select all that apply)
   - The ability to set filters by dimensions to preview results.
   - The ability to drill down on the amount fields to review formulas or transactions used to calculate the balance.
   - The ability to export the data to Microsoft Excel.
   - The ability to quickly change the time selected to preview results for different periods.
Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter

1.

2.

3.
Solutions

Test Your Knowledge

1. Which of the following are the steps to create an Account Schedule?
   ( ) Create a Name, create Rows (lines), and select the Overview
   ( ) Create Rows (lines), create Columns, and select the Overview
   ( ) Create a Name, create Columns, and select the Overview
   (•) Create a Name, create Rows (lines), and create Columns

2. When you are defining an Account Schedule, the Row Type field in the row definition and the Column Type field in the Column Layout must be compatible. Which of the following is an example of an incompatible selection?
   ( ) A Row Type of Net Change and a Column Type of Net Change
   ( ) A Row Type of Balance at Date and a Column Type of Beginning Balance
   (•) A Row Type of Beginning Balance and a Column Type of Net Change
   ( ) A Row Type of Balance at Date and a Column Type of Balance at Date

3. Which of the following formatting options are available when you are creating rows for Account Schedules? (Select all that apply)
   (√) Bold
   (√) Italic
   ( ) Double Underline
   (√) Underline

4. After you have created an Account Schedule, the results may be previewed in the Acc. Schedule Overview Matrix. Which of the following are benefits and functionality available from the Acc. Schedule Overview Matrix page? (Select all that apply)
   (√) The ability to set filters by dimensions to preview results.
   (√) The ability to drill down on the amount fields to review formulas or transactions used to calculate the balance.
   (√) The ability to export the data to Microsoft Excel.
   (√) The ability to quickly change the time selected to preview results for different periods.