

## SETTING UP A 12 MONTH ROLLING STATEMENT

A rolling statement is designed to show twelve months of balances ending with your current month. To create this statement you will first need to set up column codes, then you will set up the definition.

### 1) Setting up the column codes.

You will need to set up a column code for each month and a column code for the total.

To do this go to Data Plus, General Ledger, Statements, File Maintenance, Column. For a Database that has a current month of June 2003, column one in the rolling statement will be July 2002. In Column, hit F5 for insert mode and set up as follows:

The screenshot shows a window titled "General Ledger - (Release 6.5) - Support SP 6.3 Database" with a menu bar (File, Edit, Help) and a title bar "Statement Column Detail". The window contains the following fields:

- Code: R0100
- Description: Month 1
- Heading 1): [moyr]
- Heading 2):
- Start Period: 07 2002 Update:
- End Period: 07 2002 Update:

At the bottom of the window, it says "added: 08/08/2003 leg" and "changed: 08/08/2003 leg". A legend at the very bottom reads: "m=monthly, q=quarterly, a=annually, n=no update".

**Code:** This is a code that you will reference in the definition. This can be any code, alpha or numeric that has not yet been used. One suggestion is to use R0100 through R1200 for the months and R2000 for the total. The R signifies "rolling statement"

**Description:** This is a description for your own reference

**Heading:** This is what will appear at the top of the column in your statements. In this case a code is used [moyr] which will be translated at the time your statements are printed to display the end period month and year. In this example the statement heading will show 07/02.

**Start month** is the beginning of the period for the balances to be displayed in this column.

End month is the end of the period for the balances to be displayed in this column.

Update m means that these periods will be updated when you close your month.

After you set up a column code for each of the twelve months, you will set up a column code for the total.

This will look something like the following example:

General Ledger - [Release 6.5] - Support SP 6.3 Database

File Edit Help

Insert Statement Column Detail

Code R2000

Description Total

Heading 1) Total

2)

Start Period 07 2002 Update m

End Period 06 2003 Update m

added: 08/08/2003 leg changed: 08/08/2003 leg

m=monthly, q=quarterly, a=annually, n=no update

## 2) Setting up the definition.

Go to statements, file maintenance, definition to set up the definition.

Press the F5 key for insert mode. Begin setting up your definition as in the following example:

General Ledger - (Release 6.5) - Support SP 6.3 Database

File Edit Help

Statement Row/Column

Definition Code  Description

Build Order  Print Order

Row Code  CONSOLIDATED P&L

Statement Text  Rows  Chars/  
Row

Entity Code

Property ID

Print  Export  No Columns  [Date] Col

Export Directory

File Name  Extension

If your "Reverse Print" in Row Type Detail is set to "yes", then  
disable reverse printing for Variance columns in this statement?

Page Numbers

added: 08/08/2003leg changed: 08/08/2003leg

Enter the column number to used for [date/day] extraction

You will need a new definition code which can be any code which suits your needs. Also fill in the description. You will need to fill in the build order and print order according to your particular system. Then fill in the number of columns as 14 and the date column as 13.

Press F2 to continue

On the next page fill in the title for this statement as you would like it to appear on the statement.

Press F2 to continue.

For the first column fill in type "d" for description. Press F2.

Leave the column code on this page blank. Press F2. Leave the format as it fills in automatically. Fill in the start position as 1. (Depending on your formats you may find later that you want your statement to move right on the page. You can do this by using a number larger than 1) Press F2

Now you are on column 2. The type for this column is "\$" for balance. Press F2.

You will use column codes for the rest of this statement. For column 2 the code is R0100 because this is your first month. Type in R0100 or use control-I to look-up. Press F2. You will need to fill in the format and the rounding. The format must allow for the largest total that will display in this column. Rounding will be 1 for rounding to the nearest whole number. Below is an example:

Update		Statement Row/Column	
Definition Code	R1000	Description	Rolling Profit and Loss
Build Order	20	Print Order	15
Row Code	1000	CONSOLIDATED P&L	
Statement Text		Rows 0	Chars/ 0
Statement Columns			
Budget Type			
Column Code	R0100	Month 1	
Heading 1	[moyr]	Start Period	07 2002
2		End Period	07 2002
Column Property			
Format	>>>, >>9-	Start Position	32 End 40
Rounding	1	Currency Symbol	
Calc Type		Col 1	0 Col 2 0
Print as %	no		
added: 08/08/2003 leg		changed: 08/08/2003 leg	
Enter the format to use for displaying this column			

Continue setting up the rest of your columns in a similar manner. If you copy the format you will be able to paste it into the remaining columns instead of typing it in each time. Column 14 will be your last column. You will put your total in column 14. The type is still “\$” for balance, although you may want to use a larger format because the numbers in this column will be larger than the other columns.

