

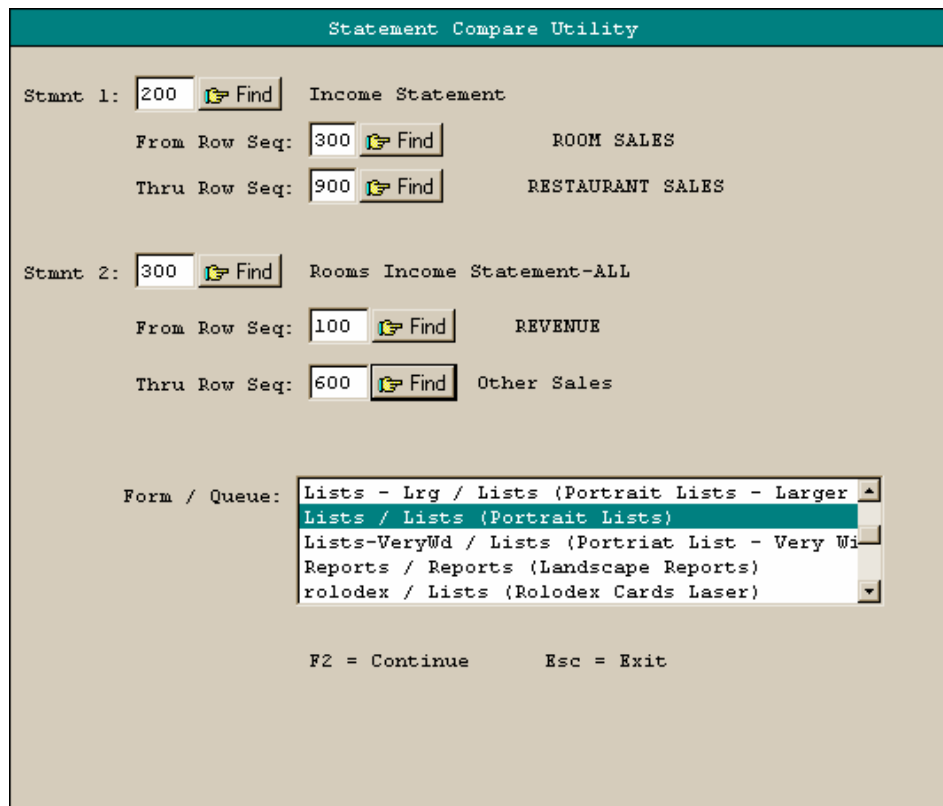
## Compare Statement Accounts Utility (Stmnt-Acct-Compare.p)

The Compare Statement Accounts Utility allows a user to compare the accounts in a range of rows for two different statements. For example, if you have one statement that should be pulling in the same amount as another statement, but the amounts between the two statements differ, you can run this utility to compare a range of rows in each statement. The utility will display to the screen a list of the accounts that are different between the two statements. You also have the option of printing this list out.

1) Access from the main *General Ledger screen* > *Statements* > *Utilities* >

*Analysis* > and select the  button.

2) The *Statement Compare Utility* screen will appear. You will be required to enter in the *Statements* and the rows in each that you would like to compare.



Statement Compare Utility

Stmnt 1: 200 Find Income Statement

From Row Seq: 300 Find ROOM SALES

Thru Row Seq: 900 Find RESTAURANT SALES

Stmnt 2: 300 Find Rooms Income Statement-ALL

From Row Seq: 100 Find REVENUE


Thru Row Seq: 600 Find Other Sales

Form / Queue: Lists - Lrg / Lists (Portrait Lists - Larger  
Lists / Lists (Portrait Lists)  
Lists-VeryWd / Lists (Portrait List - Very Wi  
Reports / Reports (Landscape Reports)  
rolodex / Lists (Rolodex Cards Laser)

F2 = Continue Esc = Exit

Outlined below is an explanation of each field. Use these to guide you through the entry screen above.

*Stmnt 1:*

Click on  and select the Row Code for the Statement you wish to compare.


*From Row Seq:*

Click on  and select the first Row Sequence in the range that you wish to compare.


*Thru Row Seq:*

Click on  and select the last Row Sequence in the range that you wish to compare.

*Stmt 2:*

Click on  and select the Row Code for the statement you wish to compare to the first statement you selected above.

*From Row Seq:*

Click on  and select the first Row Sequence in the range that you wish to compare.

*Thru Row Seq:*

Click on  and select the last Row Sequence in the range that you wish to compare.

*Form/Queue*

The system will automatically default to Lists / Lists, and the report will print Portrait. However, if you wish the report to print Landscape, you may select a different Form / Queue.

*Once you have made your selections, press F2 to continue.*

***4) The utility will generate a report that lists the Accounts in Statement 1, but not in Statement 2 AND Accounts in Statement 2, but not in Statement. You may view the report on the screen and/or print it to your printer.***

Sample Report

```
tle                                     6.3 Test - Multi Property DB
12/12/02   1:45:18 PM                 Statement Comparison Report                               1
Statement 1: 200   Income Statement
  From Row: 300   ROOM SALES
  Thru Row: 900   RESTAURANT SALES
Statement 2: 300   Rooms Income Statement-ALL
  From Row: 100   REVENUE
  Thru Row: 600   Other Sales
```

```
-----
Accounts In Stmt 1 but Not in Stmt 2      Accounts In Stmt 2 but Not in Stmt 1
-----
8010-0-01      Restaurant Sales
4000-0-21      Room Sales
4000-0-27      Room Sales
4000-0-28      Room Sales
4080-0-01      Food Sales
4080-0-27      Food Sales
4080-0-28      Food Sales
4510-0-21      Rental Income
4510-0-27      Rental Income
4510-0-28      Rental Income
4610-0-21      Fence Mat'l Sales
4610-0-27      Fence Mat'l Sales
4610-0-28      Fence Mat'l Sales
4640-0-21      Fence Labor Sales
4640-0-27      Fence Labor Sales
4640-0-28      Fence Labor Sales
4720-0-21      Alarm Sales
4720-0-27      Alarm Sales
4720-0-28      Alarm Sales
-----
End of Report
-----
```