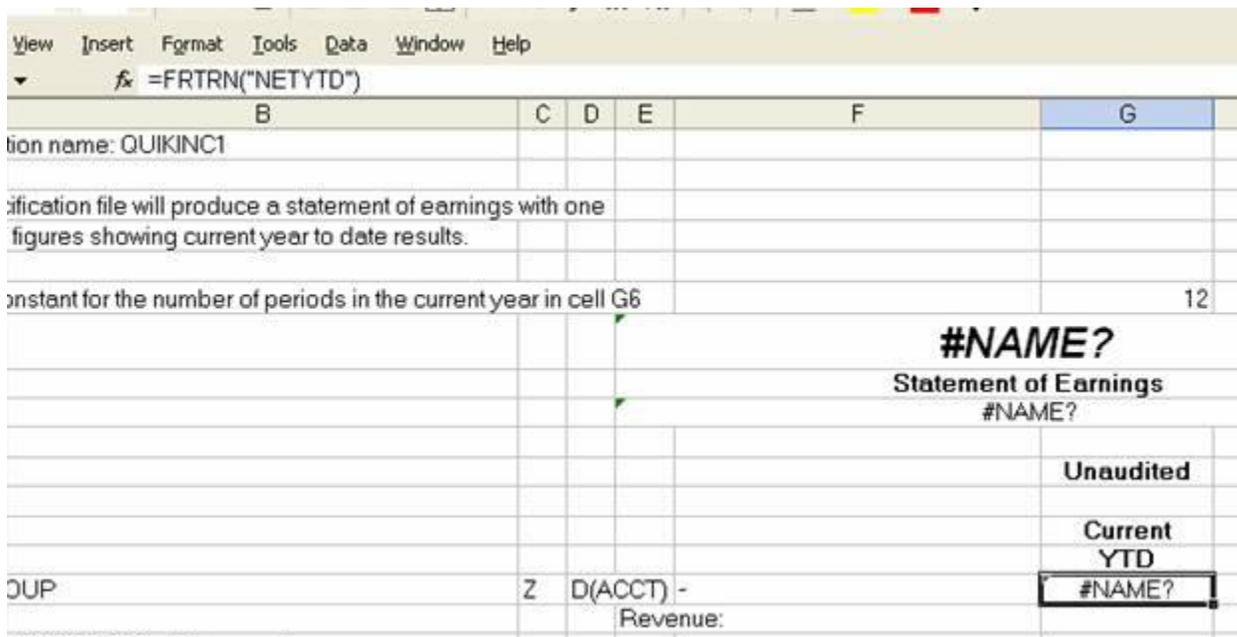


## Financial reporter and drilldown feature

With Sage Accpac ERP version 5.3B and later you can create financial statements where you can drill down to see the detailed transactions making up the balance.

This is done using the FRTRN and FRTRNA functions in the spec area of the statement - as per the figure below.



Once you have defined the column with the new function run the statement using FR View. Cells with the red mark on the upper right hand corner can be used for drilldown.

Accpac Tips and Tricks

Prepared by: Jeruzalski Computer Services Ltd.

C	D	E	F	G	H	I	J
For The 6 Periods Ending June 30, 2010							
<b>Unaudited</b>							
<b>Current YTD</b>							
	Revenue:						
	Sales			(7,693,935.85)			
	Sales accessories			(214,302.42)			
	Sales chairs			(424,127.13)			
	Sales desks			(1,360,296.47)			
	Sales cabinets			(1,064,736.95)			
	Sales dividers			(1,841,264.43)			
	Sales samples			(342,265.13)			

Right-click on a results cell, then choose FR Drilldown from the ensuing drop-down menu. The original transaction details will appear in a separate window.

Account	Account Description	Year/Period	Date	Source Code	Reference	Descrip
4000	Sales	2010-01	1/12/10	AR-AD	1210-ACME Plumbing	IN0000
4000	Sales	2010-01	1/31/10	GLJE	January 2010 entries	To recd
4000	Sales	2010-01	1/31/10	GLJE	January 2010 entries	To recd
4000	Sales	2010-01	1/31/10	GLJE	January 2010 entries	To recd
4000	Sales	2010-02	2/28/10	GLJE	February 2010 entries	To recd
4000	Sales	2010-02	2/28/10	GLJE	February 2010 entries	To recd
4000	Sales	2010-02	2/28/10	GLJE	February 2010 entries	To recd
4000	Sales	2010-03	3/31/10	GLJE	March 2010 entries	To recd
4000	Sales	2010-03	3/31/10	GLJE	March 2010 entries	To recd
4000	Sales	2010-03	3/31/10	GLJE	March 2010 entries	To recd
4000	Sales	2010-04	4/30/10	GLJE	April 2010 entries	To recd
4000	Sales	2010-04	4/30/10	GLJE	April 2010 entries	To recd
4000	Sales	2010-04	4/30/10	GLJE	April 2010 entries	To recd

Double click on the transaction you want to drill down on and a new window will open showing the GL transaction that created this entry.

## Accpac Tips and Tricks

Prepared by: Jeruzalski Computer Services Ltd.

**SAMINC - G/L Journal Entry**

File Settings Help

Batch Number: 000078  
 Batch Description: SAMINC AR - 1/26/2010

Entry Number: 00001  
 Entry Description: Received Dec 2009

Date: 01/04/10 Year/Period: 2010 - 01

Source Code: AR-IN A/R Invoices

Entry Mode: Normal Quick Add Reverse

Lin.	Reference	Description	Q	Account	Account Description	Debit
1	1200-Mr. Ronald	Invoice-IN000000		1115	Accounts receivable, trade	1,534.75
2	1200-Mr. Ronald	Invoice-IN000000		2400	State sales tax payable	0.00
3	1200-Mr. Ronald	Invoice-IN000000		2410	County sales tax payable	0.00
4	1200-Mr. Ronald	Invoice-IN000000		4010-100-40	Sales, accessories	0.00
5	1200-Mr. Ronald	Invoice-IN000000		5010-100-40	COGS, accessories	557.44
6	1200-Mr. Ronald	Invoice-IN000000		1310	Shipment Clearing	0.00
7	1200-Mr. Ronald	Invoice-IN000000		4010-100-10	Sales, accessories	0.00
8	1200-Mr. Ronald	Invoice-IN000000		5010-100-10	COGS, accessories	102.00

Debits: 2,194.19 Credits: 2,194.19 Out of Balance By: 0.00

Digital... Done

Summary: Entries: 4, Debits: 10,762.04, Credits: 10,762.04, Quantity: 0, Type: Subledger, Status: Posted

For transactions originating in the subledgers you can further use the drill down icon (located at the right of the entry number) to see the original entry (AR Invoice, AP Invoice etc).

The screenshot shows the 'SAMINC - A/R Invoice Entry' window. At the top, there are fields for 'Batch Number' (O/E invoices/credit notes), 'Batch Date' (01/08/10), and 'Default Detail Type' (Summary). Below these are tabs for 'Document', 'Taxes', 'Terms', 'Optional Fields', 'Sales Split', and 'Totals'. The 'Document' tab is active, showing 'Entry Number' (1), 'Customer Number' (1200), 'Ship-To Location' (Mr. Ronald Black), 'Document Type' (Invoice), 'Document Date' (01/04/10), 'Year/Period' (2010-01), and 'Order Number' (ORD0000000000032). A table of line items is visible at the bottom, with columns for 'Lin.', 'Dist. Code', 'Description', 'Revenue Account', 'Account Description', and 'Amount'.

Lin.	Dist. Code	Description	Revenue Account	Account Description	Amount
1		Sales, accessories	4010-100-40	Sales, accessories	425.50
2		COGS, accessories	5010-100-40	COGS, accessories	-557.44
3		Shipment Clearing	1310	Shipment Clearing	655.44
4		Sales, accessories	4010-100-10	Sales, accessories	44.73
5		COGS, accessories	5010-100-10	COGS, accessories	-102.00
6		Sales, accessories	4010-100-10	Sales, accessories	151.05
7		Sales, accessories	4010-100-40	Sales, accessories	531.00
8		Sales, accessories	4010-100-40	Sales, accessories	265.50

For more information about Sage Accpac ERP contact us at (416) 490-1339