

Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

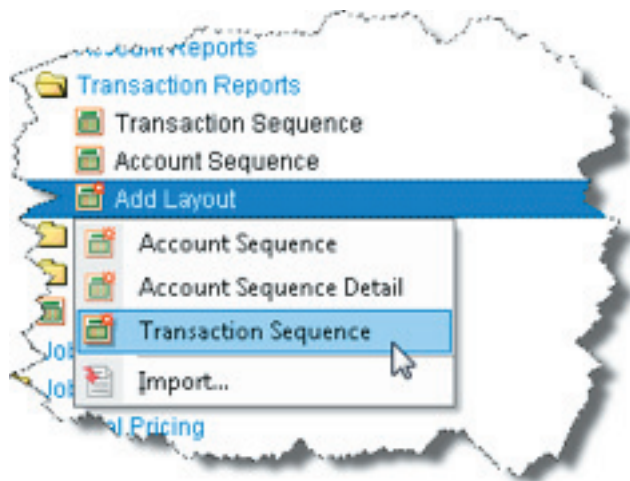
Summarise Report Layouts

We have added a 'Totals Only' selection to Report Preferences on Report Layouts, so you can report just the totals for grouped fields. If no grouped fields are specified, then just a grand total will report.

I will demonstrate how to use this feature to print the totals per GL Account for GL Batches.

First add the layout.

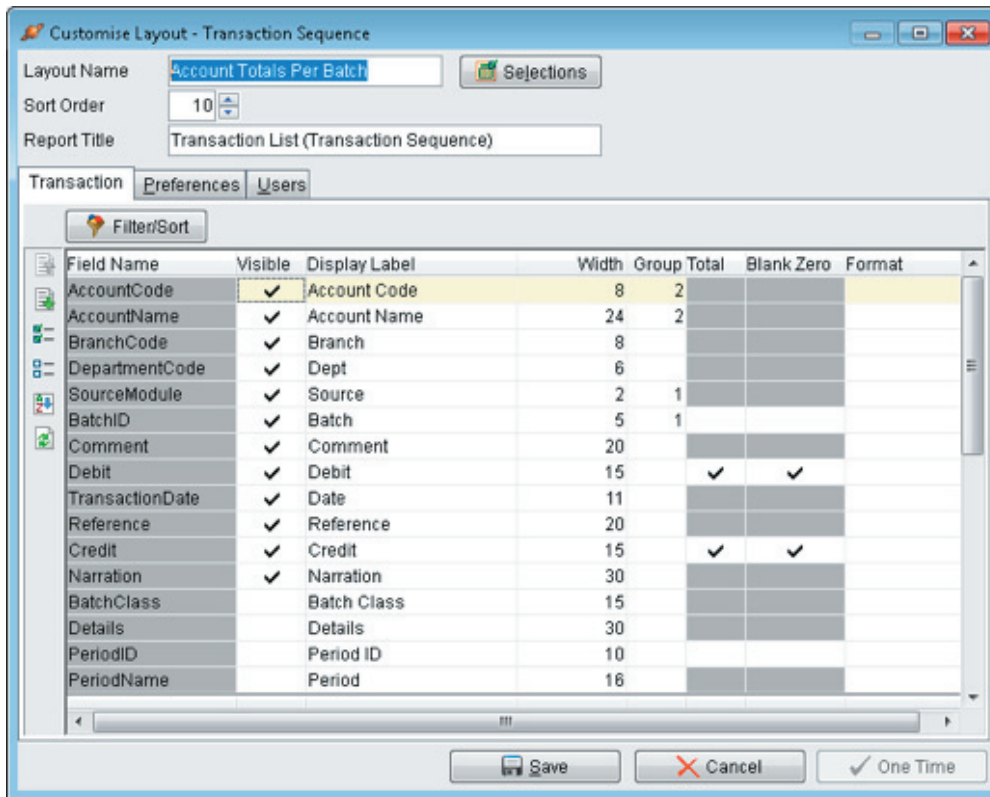
Reports > General Ledger > Transaction Reports > Add Layout > Transaction Sequence



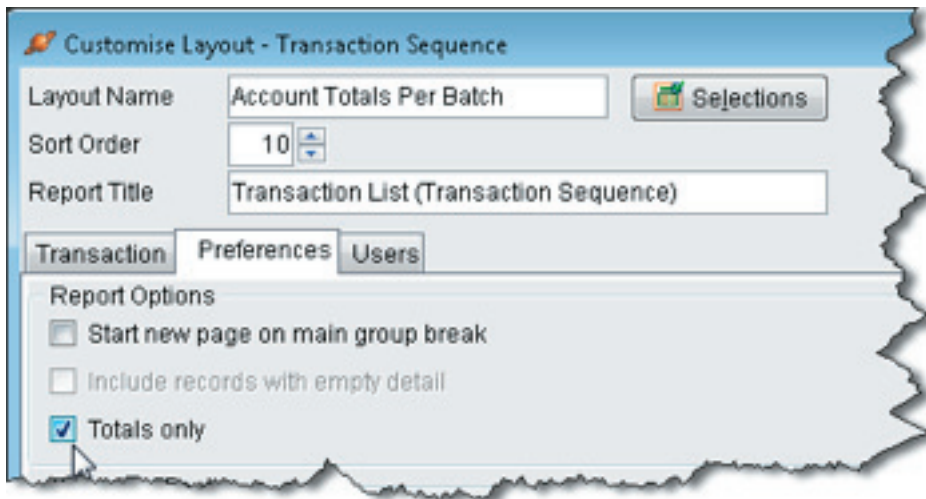
Then change the layout name, add the Grouping and tell it print Totals Only.

Put a '1' in the Group column beside Batch and Source and a '2' in the Group column beside Account Code and Account Name as shown below.

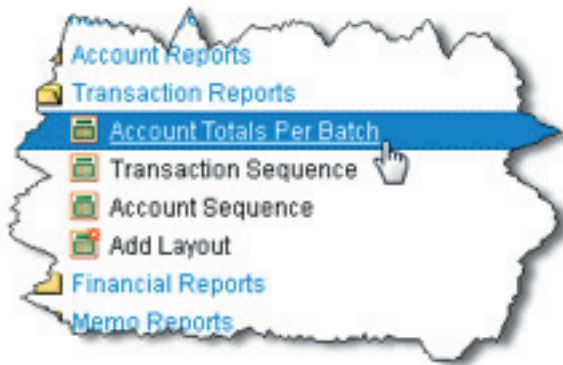
I have changed Layout Name to 'Account Totals per Batch'. →



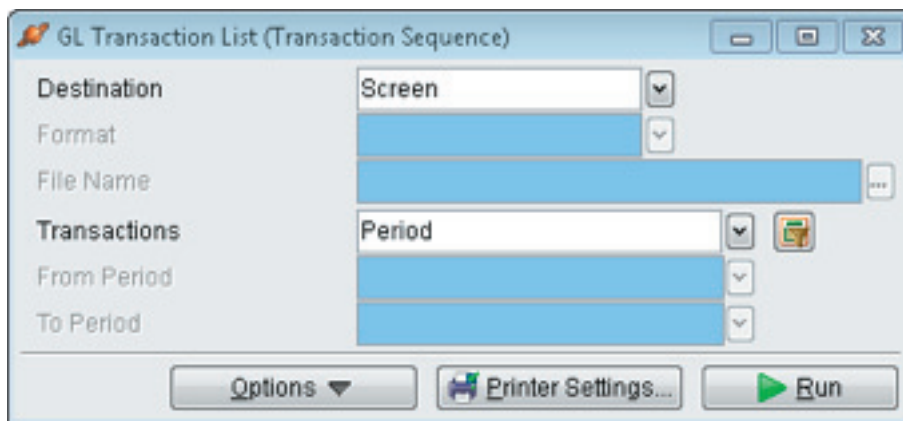
Click the Preferences Tab and tick 'Totals Only'.



Save the layout, then it will appear on the Navigator. Click the report to Run it. →



Make your period selections and then click Run.



→

General Ledger - Transaction List (Transaction Sequence)
 ABC Holdings Limited - 08 June 2010
 Transactions: Period Aug 2010

<u>Account Code</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
Source AP Batch 80			
2200.000	Purchases	\$26,293.60	
2210.000	Less Purchase Discounts		\$24.02
3110.000	Advertising	\$2,275.56	
3120.000	Freight	\$3,794.21	
3130.000	Motor Vehicle Expenses	\$700.90	
3140.000	Travelling & Accommodation	\$595.10	
3320.000	Commission	\$6,665.88	
3340.000	PAYE	\$2,410.63	
3510.000	Accounting	\$384.00	
3540.000	Insurance	\$263.48	
3570.000	Light And Power	\$229.24	
3580.000	Postage	\$193.16	
3590.000	Printing And Stationery	\$243.38	
3610.000	Sundry Expenses	\$221.47	
3620.000	Telephone And Tolls	\$457.17	
8050.000	GST Inputs	\$5,452.77	
9270.000	Plant & Machinery	\$1,550.00	
9520.000	Sundry Creditors	\$63,498.97	\$51,730.55
9920.000	Creditors Clearing Account		\$63,474.95
		<u>\$115,229.52</u>	<u>\$115,229.52</u>
Source AR Batch 36			
1100.000	Sales - Product A		\$12,204.41
1200.000	Sales - Product B		\$101,987.41
1300.000	Freight		\$165.95
3610.000	Sundry Expenses	\$0.32	\$0.16
8020.000	GST Outputs		\$14,289.16
9130.000	Sundry Debtors	\$128,646.77	\$113,475.06
9910.000	Debtors Clearing Account	\$113,475.06	
		<u>\$242,122.15</u>	<u>\$242,122.15</u>

Your report should look something like this. ■