

SedonaOffice

The #1 Financial Software for Security Companies

2010 Users Conference

Financial Reporting

Training & Setup Guide

Last Updated: January 2010

SedonaOffice Financial Reporting Training & Setup Guide

About this Guide

This SedonaOffice Financial Reporting Training Guide is for use by SedonaOffice customers only. This guide is to be used in conjunction with an approved training class provided by SedonaOffice, and is not meant to serve as an operating or setup manual.

This training and setup guide is for experienced SedonaOffice users who have knowledge of the general ledger setup. While this guide will review some of the basic setup necessary, this guide is not intended to teach financial reporting basics and assumes the user has knowledge of financial reports and of the SedonaOffice application.

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Financial Reporting Overview

Creating financial statements vary company by company. This guide is intended to teach you how to create any type of financial report using the general ledger data from SedonaOffice.

Most companies will create a variety of financial reports. Financial statements can be used for many different purposes both internally and externally for an organization. While this guide will review a variety of different formats, it is impractical to detail each and every type of report that can be created.

Reporting Periods

The reports created using these tools are period end reports. Reports can be run for a complete year, year-to-date, quarterly or monthly periods. This reporting tool is not meant for mid-month, weekly or daily financial reports.

Microsoft Excel

All the reports as reviewed within this guide are created using Microsoft Excel. For purposes of this guide Microsoft Excel 2007 has been used. Our recommendation is to use Excel 2007 as it has expanded capabilities to handle over one million rows of data, although most other recent versions of Excel should work fine.

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SedonaOffice General Ledger Structure

Before we begin, let's review the SedonaOffice General Ledger Structure. Understanding of this and how transactions are created in SedonaOffice is essential to create useful financial reports.

Let's start off by looking at the creation of a general ledger transaction. Remember there are many different ways a general ledger transaction is created in SedonaOffice, but each has the same characteristics upon completion.

Invoice Example

This is a simple miscellaneous invoice.

Customer ID: 10007
Category: Installation/Sales
A/R Account: 11000
Tax Group: Michigan

Invoice # 1099
Invoice Date: 12/30/2007
Aging Date: 12/30/2007
Branch: Ohio
Warehouse: Main MI
Invoice Type: Miscellaneous
Salesperson: [blank]

Flintstone, Fred
55 Bedrock Dr
Chagrin Falls, OH 44022

Site Address:
Flintstone, Fred
547 East Washington St.
Bainbridge Township
Chagrin Falls, OH 44022

Items \$1,500.00 | Parts \$0.00

Item	Description	Qty	Rate	Amount	Memo
Install	Installation of Security System	1.00	1500	1,500.00	

Below is the journal information for the invoice created.

Branch: Ohio
Date: 12/30/2007
Primary Account: 11000
Reference: 1099
Accounts Receivable

Show Job Costing Show Branches

General Ledger						
Account	Description	Debit	Credit	Memo	Branch	Category
11000	Accounts	1,590.00		Installation	Ohio	
40010	Revenue,		1,500.00		Ohio	Installation/Sales
24030	State Tax		90.00		Ohio	

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General Ledger Account Code

The first segment of each transaction is the GL Account. These are known as the Chart of Accounts with SedonaOffice.

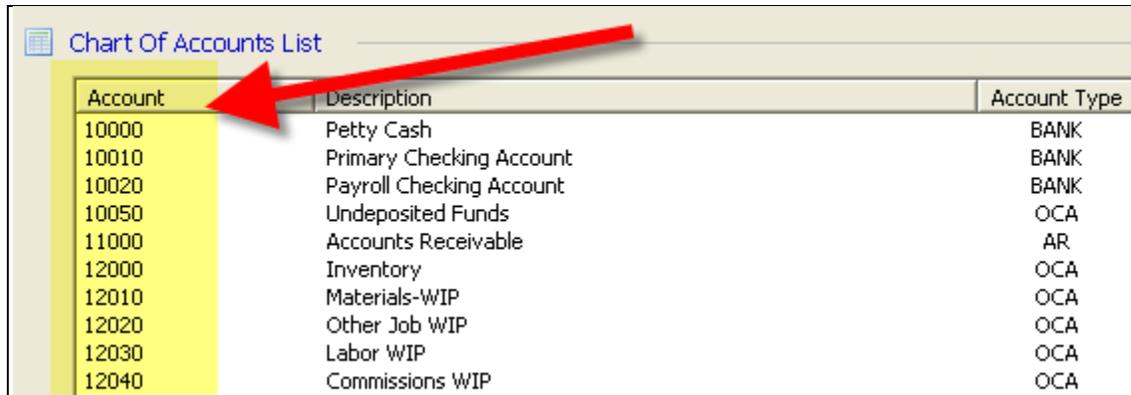


Chart Of Accounts List

Account	Description	Account Type
10000	Petty Cash	BANK
10010	Primary Checking Account	BANK
10020	Payroll Checking Account	BANK
10050	Undeposited Funds	OCA
11000	Accounts Receivable	AR
12000	Inventory	OCA
12010	Materials-WIP	OCA
12020	Other Job WIP	OCA
12030	Labor WIP	OCA
12040	Commissions WIP	OCA

Branch Code

The next segment to a transaction is the Branch GL Code. This code is setup in the Branch setup in SedonaOffice. Each Branch requires a unique GL Code (including any inactive Branches).

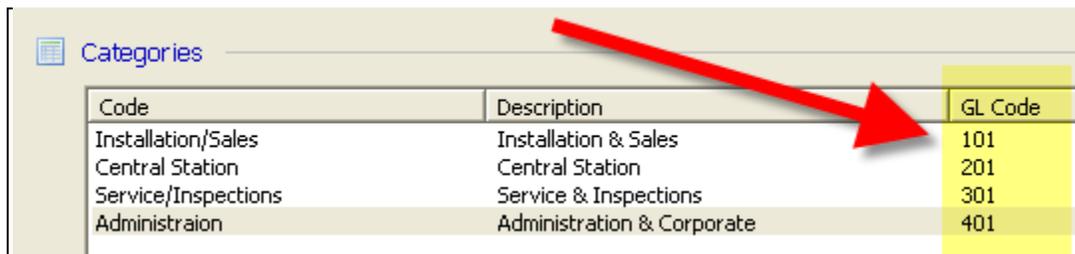


Branches

Branch	Description	Alternate Address	GL Code
Michigan	Michigan	Sandbox Alarm Co. 5349 Maple St Northville, MI 4...	10
Ohio	Ohio	Sandbox Alarm Co. 555 Washington Ave Chagrin ...	20

Category Code

The third segment is the Category GL Code. This code is setup in the Category setup in SedonaOffice. Each Category requires a unique GL Code (including any inactive Branches).



Categories

Code	Description	GL Code
Installation/Sales	Installation & Sales	101
Central Station	Central Station	201
Service/Inspections	Service & Inspections	301
Administraion	Administration & Corporate	401

Fiscal Year

The fourth element of each transaction is the fiscal year. This is automatically set based on the posting period for the entry.

Monthly Period

The last element of the general ledger transaction is the monthly period. This is automatically set based on the posting period for the entry.

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GL Data Summarized – “GL Mask”

In the example previous example we have three lines of GL Data. Following is the complete GL Code for each line of data.

- | | |
|----------------------------------|----------------------|
| 1) Debit to Accounts Receivable | 11000-20-000-2007-12 |
| 2) Credit to Income | 40010-20-101-2007-12 |
| 3) Credit to Sales Tax Liability | 24030-20-000-2007-12 |

NOTE: The Category GL Code for balance sheet accounts is always all zeros. In this case it is '000'.

GL Mask

The GL Mask is the complete set of GL Data. The GL Mask is made up of 5 parts:

GL Code – Branch – Category – Fiscal Year – Period

The separator used by SedonaOffice is a '-' (dash). Therefore it is highly recommended you do not use a dash in any of your GL Codes. (More on this later when we build the financial reports)

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Extracting the GL Data from SedonaOffice to Excel

Using this reporting tool you will need to extract the SedonaOffice GL Data into Excel. But don't worry; we have made this a very easy process.

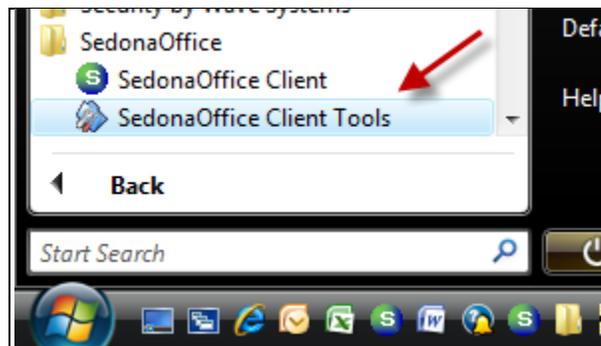
We have created special SQL database Views for reporting on the GL Data. These Views are already on your database.

Updating the GL Summary Table

Each time you want to update the GL Data in SedonaOffice you will need to update the GL Summary Table. Based on the size of your database and the speed of your server this process can take up to 20 minutes, but should be much less for properly configured servers.

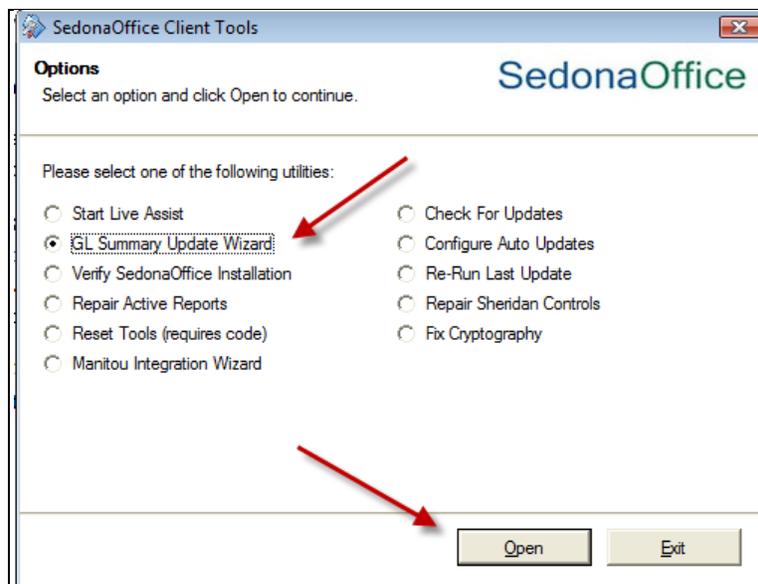
SedonaOffice Client Tools

Select the SedonaOffice Client Tools to begin the process of updating the GL Data.



Choose the Option "GL Summary Update Wizard"

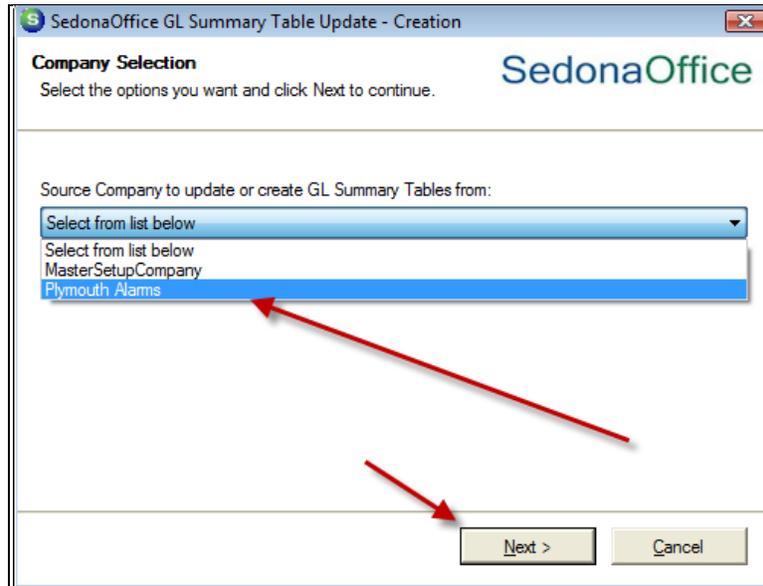
Select the GL Summary Update Wizard option then press Open.



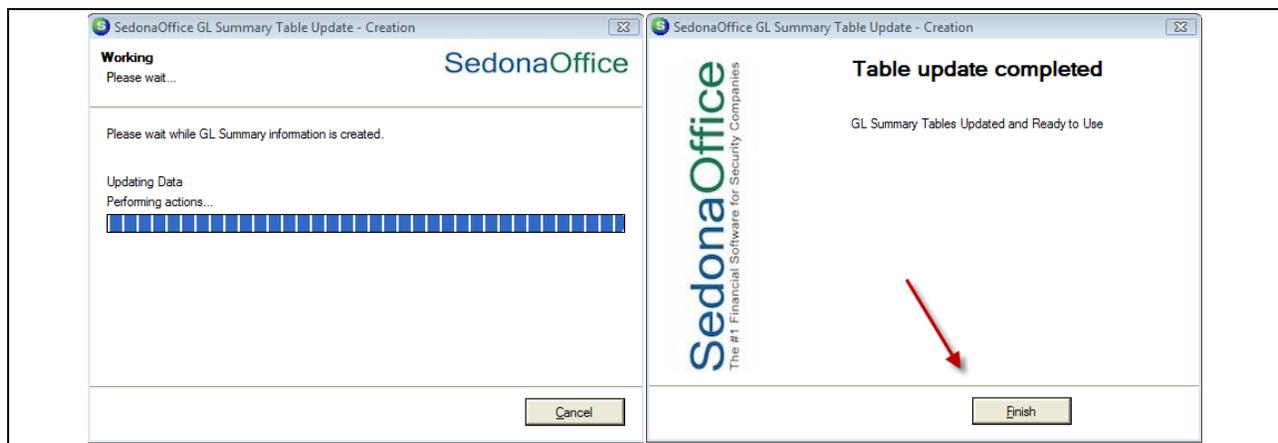
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Select the Database to Process

Choose the SedonaOffice database to update then press Next.



Wait for the process to finish; it can take up to 20 minutes based on the size of your database. Then press Finish.

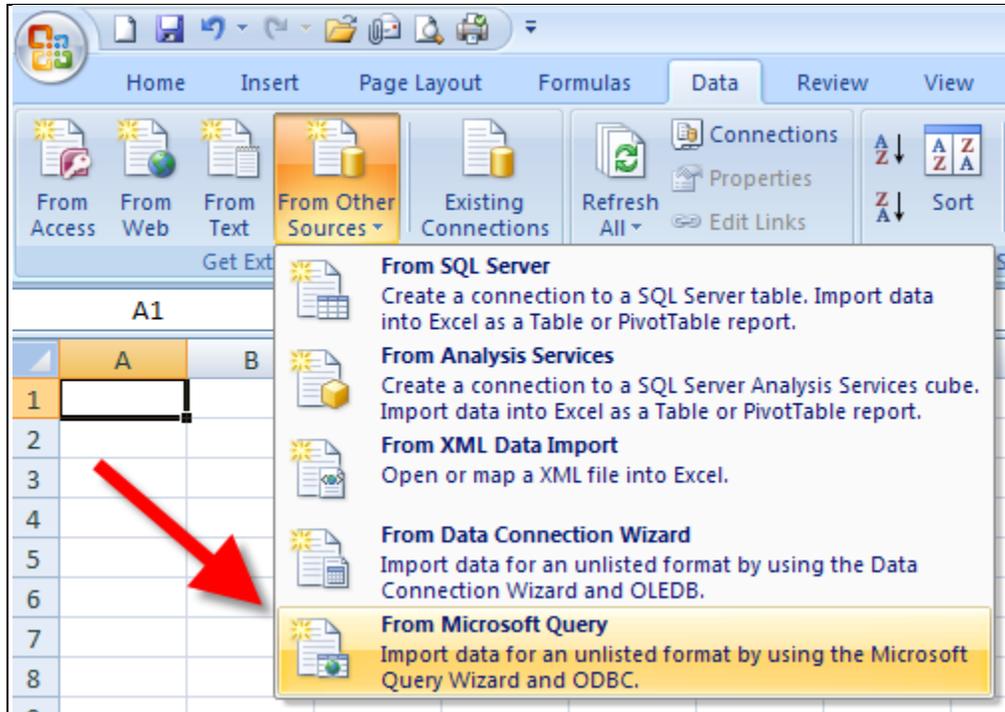


NOTE: This process must be run each time you modify the GL Data in SedonaOffice, so it is best to run this script once you have closed your accounting period and are ready to run your financial statements. If you make any changes to your accounting data, you will need to re-run this process.

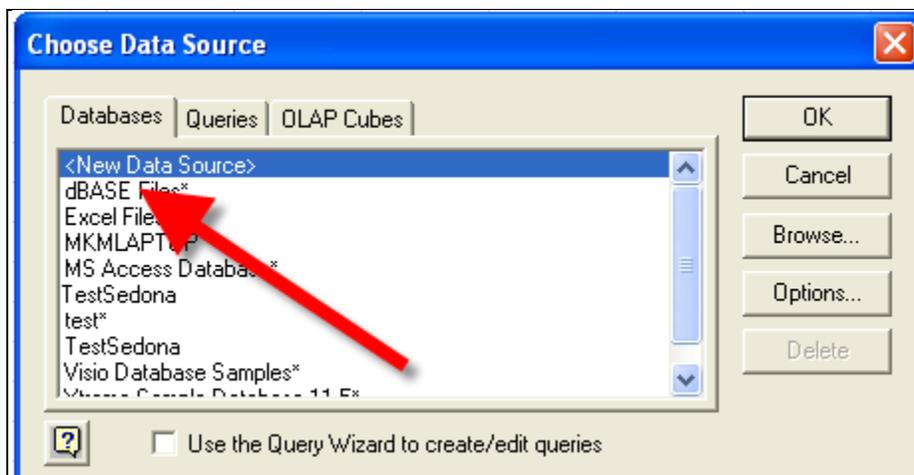
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Importing the SedonaOffice GL Data into Excel

Let's now review how to import the GL Data into Microsoft Excel. In this example we are going to use the feature in Excel to Query an External Data Source using Microsoft Query. This feature is available in most recent versions of Excel.



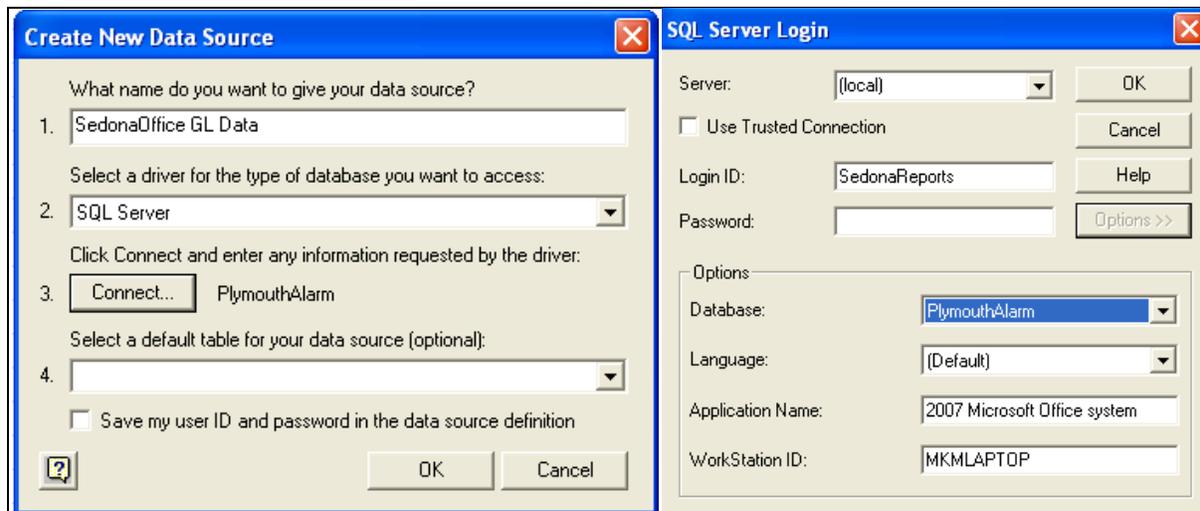
If you have not already done so, you will need to create a Data Source connection to your SedonaOffice database.



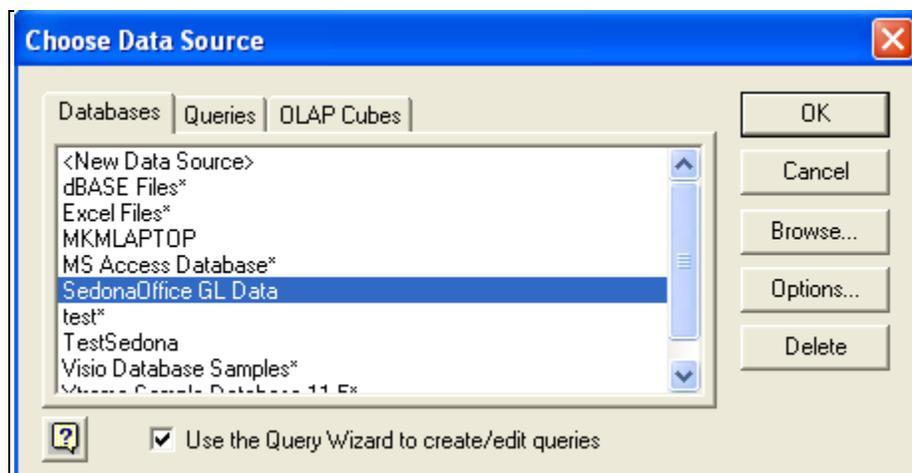
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To create the new Data Source:

- 1) Name the data source appropriately
- 2) Select 'SQL Server' as the driver to connect to the database
- 3) Press the Connect button
 - a. On the SQL Server Login Screen select the name of the SQL Server for SedonaOffice
 - b. Use "SedonaReports" as the Login ID, no password is needed
 - c. Select the Options tab and select the name of your production SedonaOffice database
- 4) Press OK

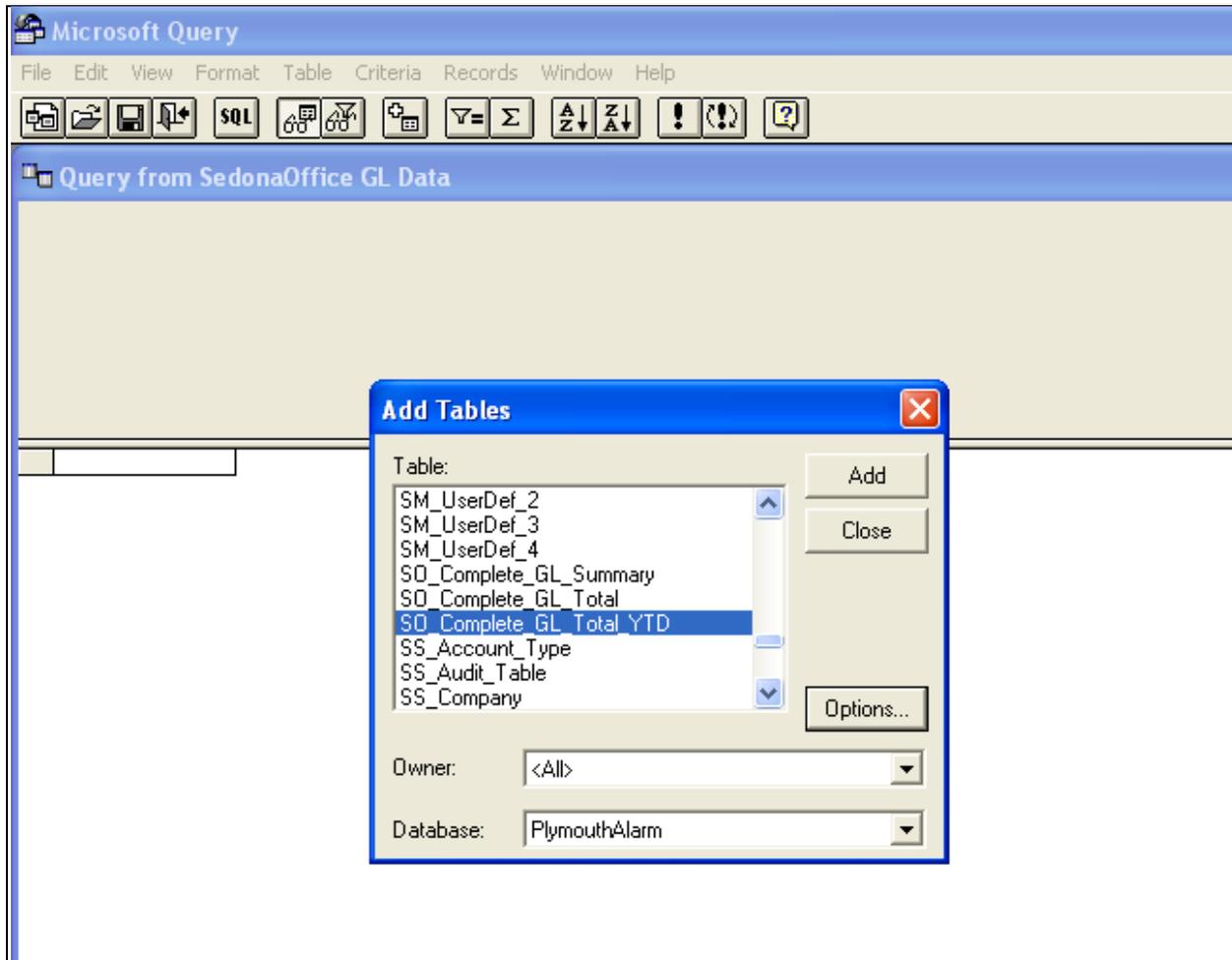


Select the data source you just created to create the Query. Uncheck the 'Use the Query Wizard...' this will take you directly to Microsoft Query to create the Query.



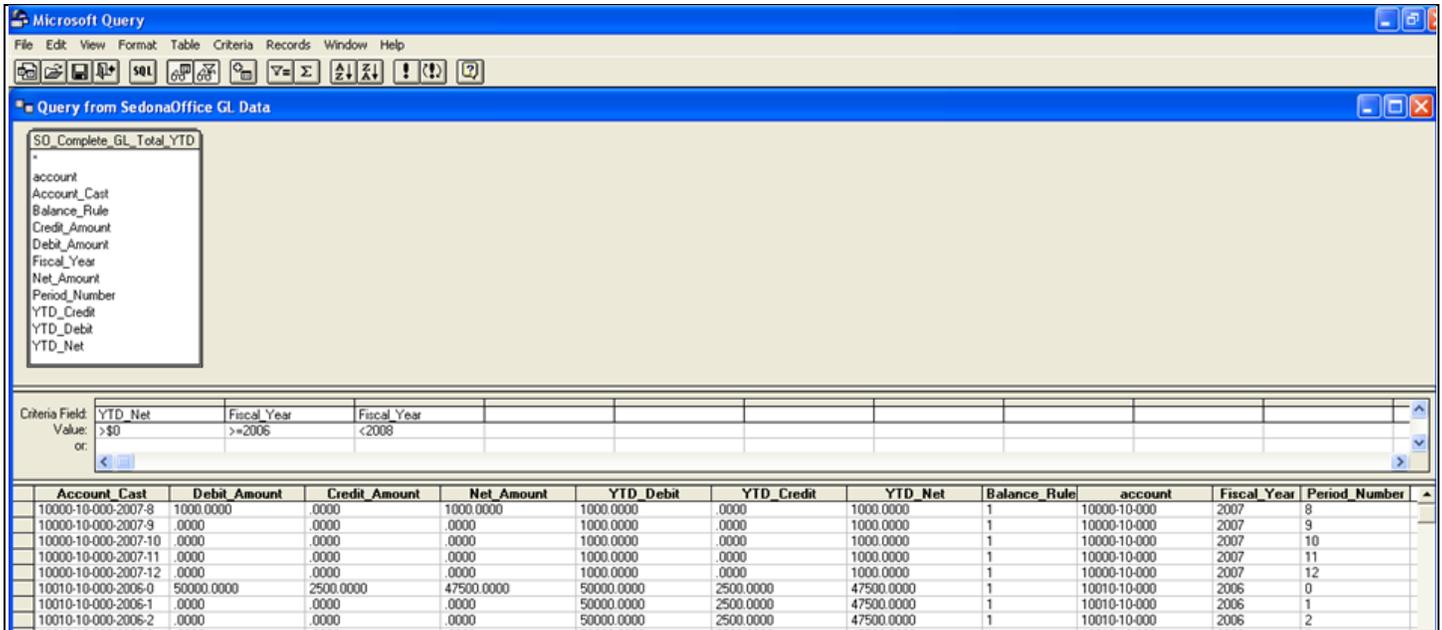
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To begin with you need to select the Table file to use in the Query. Select the "SO_Complete_GL_Total_YTD" table. Then click Close.



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The next step is to select the data fields and criteria for the data to be returned. Select all the data elements in the Table. While it doesn't really matter what order to display the data fields, using the order as shown below will be more logical when viewed with Excel.



Since this table can contain thousands (hundreds of thousands of records) it is best to use some criteria to limit the data that returns.

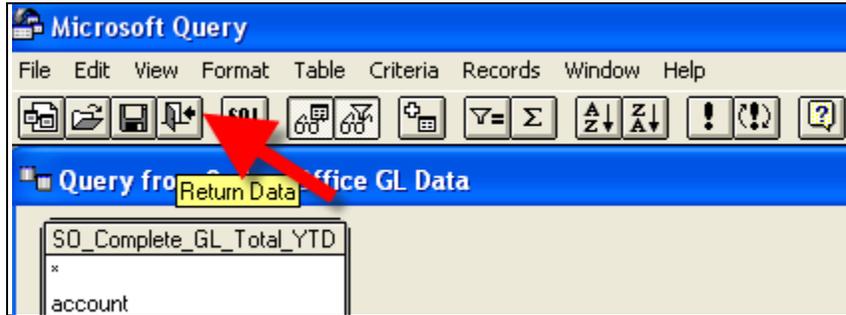
Criteria Selections:

- 1) YTD_Net <> \$0 – By selecting this option only data with values will be returned.
- 2) Fiscal Year >= 2006 – In this case only years 2006 and 2007 are needed so limit the data to only these fiscal years.
- 3) Fiscal Year < 2008 – In this case since 2008 has been created we can remove these entries since were still reporting on 2007.
- 4) Net_Amount <> \$0 – This is included as an 'OR' selection. This is necessary to return the Retained Earnings account (more on this later).

Criteria Field:	YTD_Net	Fiscal_Year	Net_Amount
Value:	<>\$0	>=2006	
or:	\$0	>=2006	<>\$0

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Now that we have completed the Query, click the Return Data icon, and the GL Data will be returned to Excel.



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Understanding the GL Data

Now that the GL Data has been retrieved let's take a close look at what we have.

	A	B	C	D	E	F	G	H	I	J	K
1	Account_Cast	Debit_Amount	Credit_Amount	Net_Amount	YTD_Debit	YTD_Credit	YTD_Net	Balance_Rule	account	Fiscal_Year	Period_Number
29	10010-10-000-2007-9	0	19744	-19744	50100	22364	27736	1	10010-10-000	2007	9
30	10010-10-000-2007-10	0	0	0	50100	22364	27736	1	10010-10-000	2007	10
31	10010-10-000-2007-11	0	0	0	50100	22364	27736	1	10010-10-000	2007	11
32	10010-10-000-2007-12	750000	0	750000	800100	22364	777736	1	10010-10-000	2007	12
33	10010-20-000-2007-9	750000	980	749020	752425	5325	747100	1	10010-20-000	2007	9
34	10010-20-000-2007-10	0	0	0	752425	5325	747100	1	10010-20-000	2007	10

Account_Cast

The Account_Cast is the complete GL Mask that makes up the GL Code, Branch, Category, Fiscal Year and Period. There is one unique Account_Cast for each accounting period of the unique combination of GL Code, Branch and Category.

Debit_Amount

The Debit_Amount is the current period debit total for all transactions with this Account_Cast.

Credit_Amount

The Credit_Amount is the current period credit total for all transactions with this Account_Cast.

Net_Amount

The Net_Amount is the current period net balance based on the Balance_Rule for the GL Account.

YTD_Debit

The YTD_Debit is the running balance of the YTD Debits for the Account_Cast.

YTD_Credit

The YTD_Credit is the running balance of the YTD Credits for the Account_Cast.

YTD_Net

The YTD_Net is the running YTD total for the GL Account based on the Balance_Rule.

Balance_Rule

The Balance_Rule specifies if the GL Account is a debit or credit balance account.

- 1 = Debit Balance – The Net amounts are calculated as Debit – Credit
- 2 = Credit Balance – The Net amounts are calculated as Credit – Debit

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The Zero (0) Period – Balance Sheet Accounts Only

Balance sheet accounts will contain a 0 (zero) period which is the YTD carry forward from the previous fiscal year.

Income Statement GL Accounts do not have a 0 (zero) period as each new fiscal year these accounts begin accumulated from zero.

Retained Earnings Account

The Retained Earnings account's GL Data is carried forward in the 0 (zero) period record only, and the carry forward retained earnings is in the Net_Amount bucket. You'll need to remember this when you put together your balance sheet.

Account Cast	Debit Amount	Credit Amount	Net Amount	YTD Debit	YTD Credit	YTD Net
30900-10-000-2007-0	5000	2856	-2144	0	0	0
30900-10-000-2008-0	24997.18	809747	784749.82	0	0	0
30900-20-000-2008-0	6589.41	241246.08	234656.67	0	0	0

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GL Account, Branch and Category Codes

Before we begin creating the financial statements, let's discuss the things you need to consider when building your GL Codes.

When creating your codes you will want to use a numbering sequence that is logical to the way you want to present your financial reports. Let's review a few examples.

Let's say you have 3 different bank accounts; the checking account, the payroll account and a savings account. When you prepare your balance sheet you may want to display each account on the report or you may want to consolidate the three accounts into one.

For our example we want to consolidate them. So we'll give them the following GL Account Codes:

- 10010 – Checking Account
- 10020 – Payroll Account
- 10030 – Savings Account

With this numbering scheme each of the bank accounts begins with a '100'. This will allow us to select all the bank accounts by selecting a mask of '100*' when selecting the bank accounts. (We'll review this further when we build the reports)

You can use this same numbering scheme for all the different GL Codes as well as for Branches and Categories.

NOTE: Setting up the proper GL Codes is essential to creating your financial statements.

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Excel Commands

Here are the Excel commands needed to build the financial reports.

Concatenate

The Concatenate command is necessary to build the GL Mask for the selection of data to report on. The purpose of the Concatenate command is to join several text strings into one text string.

Syntax

CONCATENATE (text1,text2,...)

Text1, text2, ... are 2 to 255 text items to be joined into a single text item. The text items can be text strings, numbers, or single-cell references.

Remarks

You can also use the ampersand (&) calculation operator instead of the CONCATENATE function to join text items. For example, =A1&B1 returns the same value as =CONCATENATE(A1,B1).

Sumif

The Sumif command is used to bring back the data based on the results of the Concatenate value created. The Sumif command is used to add (sum) cells based on a given condition.

Syntax

SUMIF(range,criteria,sum_range)

Range is the range of cells that you want evaluated by criteria. Cells in each range must be numbers or names, arrays, or references that contain numbers. Blank and text values are ignored.

Criteria is the criteria in the form of a number, expression, or text that defines which cells will be added. For example, criteria can be expressed as 32, "32", ">32", or "apples".

Sum_range are the actual cells to add if their corresponding cells in range match criteria. If sum_range is omitted, the cells in range are both evaluated by criteria and added if they match criteria.

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Setting up your “Template” Excel Spreadsheet

Once you build the financial statement spreadsheet one time, you will be able to modify just a few variables, refresh the GL Data and you will be able to produce your monthly financial reports. So we call the first spreadsheet the “Template”. Simply copy the Template spreadsheet to a new spreadsheet, name it appropriately, and refresh the data.

The Variables Tab

In the sample below are a set of Variables that will be used for the financial statements. Some of these variables are fixed while others will need to be updated each month. As we build the financial statements you will see how the data is used.

	A	B	C	D	E	F	G	H
1								
2								
3			Financial Statement Variables					
5			Company Name			Sandbox Alarm Company		
6			Current Fiscal Year			2007		
7			Previous Fiscal Year			2006		
8			Current Accounting Period			12		
9			Current Month Name			December		
10								
11								
12			Branches					
14			All Branches			*		
15			Ohio Branch			20		
16			Michigan Branch			10		
17								
18								
19			Categories					
21			All Categories			*		
22			Administration			401		
23			Installation/Sales			101		
24			Service/Inspections			301		
25			Central Station			201		
26								

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Creating a Simple Income Statement

Let's start out by creating a very simple income statement.

	A	B	C	D	E	F	G	H	I	J	
1											
2											
3					Sandbox Alarm Company						
4					INCOME STATEMENT						
5					<i>For the period ending: December, 2007</i>						
6											
7		GL MASK								DATA SELECTION	
8					Revenues:						
10		400*			Installation Sales			959,462.69		400*-*-2007-12	

Report Header

For the header we start off with the company name. In this case we use the following command. This command returns the value from the Variables tab that contains the company name.

`=Variables!G5`

For the title of the income statement, we typed in "INCOME STATEMENT"

For the period ending line, we use the following command, with brings in the month and year from the Variables tab.

`="For the period ending: "&Variables!G9&", "&Variables!G6`

Report Data

In this example we are going to break our income into 5 different lines. For this example we are going to mask the lines of data using a GL Mask.

GL Mask

Let's review how we retrieve and format a row of data. The first row of data is the installation revenue. In this example all the installation revenue GL Codes have been mapped to being with "400", therefore to return all the GL Data with these values we select a GL Mask of "400*"

Data Selection

The next key element to return the correct GL Data is the Data Selection. The Data Selection is a mapping of the "GL Code – Branch – Category – Fiscal Year – Period". In the example for the first row of GL Data to create a Data Selection to return the installation sales we build the data using this command.

`=B10&"-"&Variables!G14&"-"&Variables!G21&"-"&Variables!G6&"-"&Variables!G8`

In this example:

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The GL Code is returned from the cell "B10", which contains the installation revenue GL Mask. "400*"

The Branch returns the "All Branches" variable from the Variables tab. "*"

The Category returns the "All Categories" variable from the Variables tab. "*"

The Fiscal Year returns the Current Fiscal Year variable from the Variables tab. "2007"

The Period returns the Current Accounting Period variable from the Variables tab. "12"

Between each variable a "-" is used in the command to separate each element.

The end result of the command is: **400*-*-2007-12**

GL Data

The last command we need to know is the SUMIF, which will be used to bring back the results from our Data Selection.

For the first line of data for the installation sales we use the following SUMIF command:

```
=SUMIF('GL Data'!A:A,J10,'GL Data'!D:D)
```

Here's how this command brings back the installation sales.

The first variable is the data to look for in the GL Data tab, here we have selected the entire Column A.

The next variable is the data to compare on, for this transaction we are using the GL Data we mapped for the installation sales.

The last variable is the data to SUM when a match is found. Since this is a monthly report, we will select the Monthly Net_Amount which is contained in Column D.

The subset of data below from the GL Data tab represents the data that matched the criteria for the installation sales. All the amounts in Column D were summed to return the total installation sales for the month.

	A	B	C	D	E	F	G
1	Account Cast	Debit Amount	Credit Amount	Net Amount	YTD Debit	YTD Credit	YTD Net
747	40000-10-101-2007-12	0	181058	181058	0	181058	181058
752	40000-20-101-2007-12	25	41523.22	41498.22	25	403839.22	403814.22
759	40010-10-101-2007-12	0	698554	698554	0	733999	733999
763	40010-10-301-2007-12	0	0	0	0	100	100
768	40010-20-101-2007-12	0	37794.25	37794.25	435	1442982.28	1442547.28
769	40030-10-201-2005-12	0	204	204	0	204	204
774	40030-10-201-2007-12	0	324	324	0	738	738
779	40030-20-201-2007-12	0	234.22	234.22	0	465.89	465.89

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Copy and Paste Additional Rows

Creating all the additional rows are very easy. Simply fill in the GL Mask and Description for each row, then Copy and Paste the Data Selection and GL Data formulas (you can also use the Copy Down “CTRL-D” command).

Summing Data and Format

To add a SUM of all the SUM command to add all the revenue lines.

959,462.69
730,823.09
981,526.82
1,401.22
145,255.74
=SUM(H10:H14)

Use the borders feature in Excel to create separation and formatting for the financial statement.

Here is how the top section of our income statement looks with all the Revenue lines.

	A	B	C	D	E	F	G	H	I	J
1										
2										
3					Sandbox Alarm Company					
4										
5					INCOME STATEMENT					
6					<i>For the period ending: December, 2007</i>					
7		GL MASK								DATA SELECTION
8					Revenues:					
10		400*			Installation Sales			959,462.69		400*- *- *-2007-12
11		421*			Service & Inspections Sales			730,823.09		421*- *- *-2007-12
12		431*			Monitoring Sales			981,526.82		431*- *- *-2007-12
13		490*			Miscellaneous Sales			1,401.22		490*- *- *-2007-12
14		47*			Interest Income			145,255.74		47*- *- *-2007-12
15								2,818,469.56		

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Here's the completed income statement.

	A	B	C	D	E	F	G	H	I	J
4										
5					INCOME STATEMENT					
6					<i>For the period ending: December, 2007</i>					
7	GL MASK									DATA SELECTION
8					Revenues:					
10	400*				Installation Sales			959,462.69		400*-*-2007-12
11	421*				Service & Inspections Sales			730,823.09		421*-*-2007-12
12	431*				Monitoring Sales			981,526.82		431*-*-2007-12
13	490*				Miscellaneous Sales			1,401.22		490*-*-2007-12
14	47*				Interest Income			145,255.74		47*-*-2007-12
15								2,818,469.56		
17					Cost of Goods Sold:					
19	500*				Installation Materials			278,811.60		500*-*-2007-12
20	510*				Installation Labor			169,876.58		510*-*-2007-12
21	521*				Service Materials			154,752.33		521*-*-2007-12
22	520*				Service Labor			112,337.55		520*-*-2007-12
23								715,778.06		
25					Gross Profit			2,102,691.50		
27					Expenses					
29	60100				Salaries			940,085.35		60100-*-2007-12
30	60125				Commissions			7,862.22		60125-*-2007-12
31	60010				Advertising			92,924.33		60010-*-2007-12
32	609*				Postage & Delivery			219.35		609*-*-2007-12
33	61*				Vehicles			85,523.99		61*-*-2007-12
34	62*				Bank Fees			750.00		62*-*-2007-12
35	65*				Employee Benefits			63,684.00		65*-*-2007-12
36	71*				Office Expenses			6,688.00		71*-*-2007-12
37	78*				Phone & Internet			5,700.00		78*-*-2007-12
38								1,203,437.24		
40					Net Ordinary Income			899,254.26		
42	80*				Allowance for Income Taxes			36,000.00		80*-*-2007-12
44					Net Profit			863,254.26		
45										

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Setting the Print Area

Set a Print Area in the Excel spreadsheet to not include the GL Mask and Data Selection and you end up with a very nice looking income statement.

Sandbox Alarm Company	
INCOME STATEMENT	
<i>For the period ending: December, 2007</i>	
Revenues:	
Installation Sales	959,462.69
Service & Inspections Sales	730,823.09
Monitoring Sales	981,526.82
Miscellaneous Sales	1,401.22
Interest Income	145,255.74
	<u>2,818,469.56</u>
Cost of Goods Sold:	
Installation Materials	278,811.60
Installation Labor	169,876.58
Service Materials	154,752.33
Service Labor	112,337.55
	<u>715,778.06</u>
Gross Profit	<u>2,102,691.50</u>
Expenses	
Salaries	940,085.35
Commissions	7,862.22
Advertising	92,924.33
Postage & Delivery	219.35
Vehicles	85,523.99
Bank Fees	750.00
Employee Benefits	63,684.00
Office Expenses	6,688.00
Phone & Internet	5,700.00
	<u>1,203,437.24</u>
Net Ordinary Income	<u>899,254.26</u>
Allowance for Income Taxes	36,000.00
Net Profit	<u>863,254.26</u>

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Adding a Year-to-Date column to the Income Statement

In this example we add a new column called YTD.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3					Sandbox Alarm Company							
4												
5					INCOME STATEMENT							
6					<i>For the period ending: December, 2007</i>							
7	GL MASK											DATA SELECTION
8					Revenues:			December 07'		YTD		
10	400*				Installation Sales			959,462.69		2,762,722.39		400*.*.-2007-12
11	421*				Service & Inspections Sales			730,823.09		2,097,938.09		421*.*.-2007-12
12	431*				Monitoring Sales			981,526.82		2,779,213.56		431*.*.-2007-12
13	490*				Miscellaneous Sales			1,401.22		1,406.22		490*.*.-2007-12
14	47*				Interest Income			145,255.74		395,243.74		47*.*.-2007-12
15								2,818,469.56		8,036,524.00		

The SUMIF for YTD

All we have to do is modify the SUMIF command to return the data from the YTD_Net column based on using the same Data Selection as used in the monthly financial statement.

=SUMIF('GL Data'!A:A,L10,'GL Data'!G:G)

	A	B	C	D	E	F	G
1	Account Cast	Debit Amount	Credit Amount	Net Amount	YTD Debit	YTD Credit	YTD Net
800	40000-10-101-2007-12	0	181058	181058	0	181058	181058
805	40000-20-101-2007-12	25	41523.22	41498.22	25	403839.22	403814.22
810	40010-10-101-2007-12	0	698554	698554	0	733999	733999
814	40010-10-301-2007-12	0	0	0	0	100	100
819	40010-20-101-2007-12	0	37794.25	37794.25	435	1442982.28	1442547.28
824	40030-10-201-2007-12	0	324	324	0	738	738
829	40030-20-201-2007-12	0	234.22	234.22	0	465.89	465.89

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Here's the completed Year to Date income statement.

	A	B	C	D	E	F	G	H	I	J	K	L	
3					Sandbox Alarm Company								
4													
5					INCOME STATEMENT								
6					<i>For the period ending: December, 2007</i>								
7	GL MASK											DATA SELECTION	
8					Revenues:			December 07'		YTD			
10	400*				Installation Sales			959,462.69		2,762,722.39		400*-**-2007-12	
11	421*				Service & Inspections Sales			730,823.09		2,097,938.09		421*-**-2007-12	
12	431*				Monitoring Sales			981,526.82		2,779,213.56		431*-**-2007-12	
13	490*				Miscellaneous Sales			1,401.22		1,406.22		490*-**-2007-12	
14	47*				Interest Income			145,255.74		395,243.74		47*-**-2007-12	
15								2,818,469.56		8,036,524.00			
17					Cost of Goods Sold:								
19	500*				Installation Materials			278,811.60		1,078,601.60		500*-**-2007-12	
20	510*				Installation Labor			169,876.58		494,878.58		510*-**-2007-12	
21	521*				Service Materials			154,752.33		453,062.51		521*-**-2007-12	
22	520*				Service Labor			112,337.55		315,673.55		520*-**-2007-12	
23								715,778.06		2,342,216.24			
25					Gross Profit			2,102,691.50		5,694,307.76			
27					Expenses								
29	601*				Salaries			947,947.57		3,714,017.27		601*-**-2007-12	
30	600*				Advertising			92,924.33		272,260.36		600*-**-2007-12	
31	607*				Conferences			-		55.00		607*-**-2007-12	
32	608*				Security Services			-		50.00		608*-**-2007-12	
33	609*				Postage & Delivery			219.35		289.35		609*-**-2007-12	
34	61*				Vehicles			85,523.99		246,687.99		61*-**-2007-12	
35	62*				Bank Fees			750.00		750.00		62*-**-2007-12	
36	65*				Employee Benefits			63,684.00		176,952.00		65*-**-2007-12	
37	66*				Insurance			-		1,030.30		66*-**-2007-12	
38	70*				Travel & Entertainment			-		60.00		70*-**-2007-12	
39	71*				Office Expenses			6,688.00		18,064.00		71*-**-2007-12	
40	78*				Phone & Internet			5,700.00		5,824.00		78*-**-2007-12	
41	64*				Depreciation Expenses			-		149.00		64*-**-2007-12	
42	73150				Discounts Taken			-		(20.00)		73150*-**-2007-12	
43								1,203,437.24		4,436,169.27			
45					Net Ordinary Income			899,254.26		1,258,138.49			
47	80*				Allowance for Income Taxes			36,000.00		80,000.00		80*-**-2007-12	
49					Net Profit			863,254.26		1,178,138.49			
50													

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Creating a Balance Sheet

In this example we'll create a simple balance sheet. The same rules will apply using the GL Mask, the Data Selection and the SUMIF command.

	A	B	C	D	E	F	G	H	I	J	
3					Sandbox Alarm Company						
4											
5					Balance Sheet						
6					<i>For the period ending: December, 2007</i>						
7											
8					Assets						
9		GL MASK								DATA SELECTION	
10					Current Assets						
12		100*			Cash on Hand			2,131,660.65		100*-*-2007-12	
13		11000			Accounts Receivable			54,990.00		11000*-*-2007-12	
14		12000			Inventory			24,648.84		12000*-*-2007-12	
15		12010			Materials WIP			38,450.64		12010*-*-2007-12	
16		12030			Labor WIP			27,104.78		12030*-*-2007-12	
17		12040			Commissions WIP			300.00		12040*-*-2007-12	
18		14010			Employee Advances			2,500.00		14010*-*-2007-12	
19		14030			Prepaid Expenses			7,730.00		14030*-*-2007-12	
20								2,287,384.91			
22					Fixed & Other Assets						
24		15000			Furniture & Fixtures			325,888.00		15000*-*-2007-12	
25		15020			Vehicles			86,550.00		15020*-*-2007-12	
26		15030			Computers & Software			161,588.00		15030*-*-2007-12	
27								574,026.00			
29					Total Assets						
								2,861,410.91			

Retained Earnings Balance

As discussed earlier the Retained Earnings is always stored in the zero accounting period. For this one Data Selection you'll need to change the accounting period to zero. Remember the Retained Earnings amount is stored in the Net_Amount column, so you'll need to adjust the SUMIF command accordingly.

1	Account Cast	Debit Amount	Credit Amount	Net Amount	YTD Debit	YTD Credit	YTD Net
756	30900-10-000-2007-0	0	2856	2856	0	0	0

Net Income (Loss) for the Current Fiscal Year

The net income (or loss) for the current fiscal year is not stored in a GL Account, so the easiest way to pick up this value is from the YTD Income Statement created earlier.

='Income Statement YTD'!J49

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	A	B	C	D	E	F	G	H	I	J
30										
31					Liabilities & Equity					
32										
33					Current Liabilities					
35		2000*			Accounts Payable			7,880.00		2000*-*-*-2007-12
36		201*			Unapplied Cash/Credits			1,111.81		201*-*-*-2007-12
37		230*			Sales Tax Payable			29,878.00		230*-*-*-2007-12
38		231*			Accrued Wages			38,464.00		231*-*-*-2007-12
39		240*			Corporate Taxes			2,879.46		240*-*-*-2007-12
40		242*			Current Portion of Notes Payable			85,250.00		242*-*-*-2007-12
41		25*			Deferred Revenues			1,284.15		25*-*-*-2007-12
42								166,747.42		
44					Long Term Liabilities					
45		270*			Notes Payable			1,258,669.00		270*-*-*-2007-12
46								1,258,669.00		
48					Total Liabilities					
49								1,425,416.42		
50					Equity					
52		301*			Paid in Capital			250,000.00		301*-*-*-2007-12
53		30900			Retained Earnings			2,856.00		30900-*-*-2007-0
54					Net Income Current Fiscal Year			1,183,138.49		
55								1,435,994.49		
57					Total Liabilities & Equity					
58								2,861,410.91		

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Here's the final Balance Sheet.

Sandbox Alarm Company	
Balance Sheet	
<i>For the period ending: December, 2007</i>	
Assets	
Current Assets	
Cash on Hand	2,131,660.65
Accounts Receivable	54,990.00
Inventory	24,648.84
Materials WIP	38,450.64
Labor WIP	27,104.78
Commissions WIP	300.00
Employee Advances	2,500.00
Prepaid Expenses	7,730.00
	<u>2,287,384.91</u>
Fixed & Other Assets	
Furniture & Fixtures	325,888.00
Vehicles	86,550.00
Computers & Software	161,588.00
	<u>574,026.00</u>
Total Assets	<u><u>2,861,410.91</u></u>
Liabilities & Equity	
Current Liabilities	
Accounts Payable	7,880.00
Unapplied Cash/Credits	1,111.81
Sales Tax Payable	29,878.00
Accrued Wages	38,464.00
Corporate Taxes	2,879.46
Current Portion of Notes Payable	85,250.00
Deferred Revenues	1,284.15
	<u>166,747.42</u>
Long Term Liabilities	
Notes Payable	1,258,669.00
	<u>1,258,669.00</u>
Total Liabilities	<u>1,425,416.42</u>
Equity	
Paid in Capital	250,000.00
Retained Earnings	2,856.00
Net Income Current Fiscal Year	1,183,138.49
	<u>1,435,994.49</u>
Total Liabilities & Equity	<u><u>2,861,410.91</u></u>

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Creating a Budget

When you create a budget you want to use the same format as your Income Statement layout. This is necessary as there should be a direct one-to-one relationship for each line of data on the income statement with a line on the budget.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
5				Budget														
6				<i>For the period ending: December, 2007</i>														
7																		
8				Revenues:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	
10				Installation Sales	210000	225000	224666	210000	210000	210000	210000	210000	210000	210000	210000	210000	245000	2584666
11				Service & Inspections Sales	185000	185000	185000	185000	185000	185000	185000	185000	185000	185000	185000	185000	185000	2220000
12				Monitoring Sales	240000	240000	240000	240000	240000	240000	240000	240000	240000	240000	240000	240000	240000	2880000
13				Miscellaneous Sales	100	100	100	100	100	100	100	100	100	100	100	100	100	1200
14				Interest Income	35000	35000	35000	35000	35000	35000	35000	35000	35000	35000	35000	35000	35000	420000
15					670,100.00	685,100.00	684,766.00	670,100.00	705,100.00	8,105,866.00								
17				Cost of Goods Sold:														
19				Installation Materials	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	1080000
20				Installation Labor	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	540000
21				Service Materials	40000	40000	40000	40000	40000	40000	40000	40000	40000	40000	40000	40000	480000	
22				Service Labor	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	300000	
23					200,000.00	2,400,000.00												
25				Gross Profit	470,100.00	485,100.00	484,766.00	470,100.00	505,100.00	5,705,866.00								
27				Expenses														
29				Salaries	275000	275000	275000	275000	275000	275000	275000	275000	275000	275000	275000	275000	3300000	
30				Advertising	22500	22500	22500	22500	22500	22500	22500	22500	22500	22500	22500	22500	270000	
31				Conferences	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	24000	
32				Security Services	100	100	100	100	100	100	100	100	100	100	100	100	1200	
33				Postage & Delivery	50	50	50	50	50	50	50	50	50	50	50	50	600	
34				Vehicles	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	300000	
35				Bank Fees	50	50	50	50	50	50	50	50	50	50	50	50	600	
36				Employee Benefits	17500	17500	17500	17500	17500	17500	17500	17500	17500	17500	17500	17500	210000	
37				Insurance	100	100	100	100	100	100	100	100	100	100	100	100	1200	
38				Travel & Entertainment	10	10	10	10	10	10	10	10	10	10	10	10	120	
39				Office Expenses	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	14400	
40				Phone & Internet	500	500	500	500	500	500	500	500	500	500	500	500	6000	
41				Depreciation Expenses	100	100	100	100	100	100	100	100	100	100	100	100	1200	
42				Discounts Taken	0	0	0	0	0	0	0	0	0	0	0	0	0	
43					344,110.00	4,129,320.00												
45				Net Ordinary Income	125,990.00	140,990.00	140,656.00	125,990.00	160,990.00	1,576,546.00								
47				Allowance for Income Taxes	6500	6500	6500	6500	6500	6500	6500	6500	6500	6500	6500	6500	78000	
49				Net Profit	119,490.00	134,490.00	134,156.00	119,490.00	154,490.00	1,498,546.00								

In the Budget we have created some hidden columns which contain the rolling YTD totals by period. We'll need these totals when we create Actual to Budget YTD financials.

	A	B	C	D	E	F	G	H	I	J	K	L
2												
3				Sandbox Alarm Company								
4												
5				Budget								
6				<i>For the period ending: December, 2007</i>								
7						1	2	3	4			
8				Revenues:	Jan	Feb	Mar	Apr				
10				Installation Sales	215000	215000	235000	450000	224000	674000	250000	924000
11				Service & Inspections Sales	185000	185000	185000	370000	186000	556000	185000	741000
12				Monitoring Sales	240000	240000	240000	480000	240000	720000	240000	960000
13				Miscellaneous Sales	100	100	100	200	100	300	100	400
14				Interest Income	35000	35000	35000	70000	35000	105000	35000	140000
15					675,100.00	675100	695,100.00	1370200	685,100.00	2055300	710,100.00	2765400
17				Cost of Goods Sold:		0		0		0		0
19				Installation Materials	90000	90000	90000	180000	90000	270000	90000	360000
20				Installation Labor	45000	45000	45000	90000	45000	135000	45000	180000
21				Service Materials	40000	40000	40000	80000	40000	120000	40000	160000
22				Service Labor	25000	25000	25000	50000	25000	75000	25000	100000
23					200,000.00	200000	200,000.00	400000	200,000.00	600000	200,000.00	800000
25				Gross Profit	475,100.00	475100	495,100.00	970200	485,100.00	1455300	510,100.00	1965400
27				Expenses		0		0		0		0
29				Salaries	275000	275000	275000	550000	275000	825000	275000	1100000
30				Advertising	22500	22500	22500	45000	22500	67500	22500	90000
31				Conferences	2000	2000	2000	4000	2000	6000	2000	8000
32				Security Services	100	100	100	200	100	300	100	400
33				Postage & Delivery	50	50	50	100	50	150	50	200
34				Vehicles	25000	25000	25000	50000	25000	75000	25000	100000

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Actual to Budget – Income Statement

In this example we can copy the YTD Income Statement to a new worksheet, and then add the Budget and Variance columns.

Month to Date Budget

To get the results for the month-to-date budget use the OFFSET command.

```
=OFFSET(Budget!D10,0,Variables!$G$8)
```

The OFFSET command will return a value from the offset of a base cell location. In this case we offset the value based on the month number setup in the Variables tab.

Yearly Budget

For the Yearly Budget just return the value from the Year to Date totals on the Budget. In this case we've used the SUMIFS command.

```
=SUMIFS(Budget!F10:AB10,Budget!$F$7:$AB$7,Variables!$G$8)
```

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
3																			
4																			
5																			
6																			
7		GL MASK																	DATA SELECTION
8																			
9																			
10	400*																		
11	421*																		
12	431*																		
13	490*																		
14	47*																		
15																			
16																			
17																			
18	500*																		
19	510*																		
20	521*																		
21	520*																		
22																			
23																			
24																			
25																			
26																			
27																			
28	601*																		
29	600*																		
30	607*																		
31	608*																		
32	609*																		
33	61*																		
34	62*																		
35	65*																		
36	66*																		
37	70*																		
38	71*																		
39	78*																		
40	64*																		
41	73150																		
42																			
43																			
44																			
45																			
46	80*																		
47																			
48																			

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Branch Level Income Statements Reporting

Here's an example of introducing the Branch level into our financial reporting. In this example we've broken down the income statement at the Branch level, creating a Monthly and YTD income statement for our two Branches.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
4																			
5					INCOME STATEMENT														
6					<i>For the period ending: December, 2007</i>														
7		GL MASK						Ohio			Michigan					OH	MI		
8								December 07'	YTD		December 07'	YTD				DATA SELECTION	DATA SELECTION		
9					Revenues:														
10	400*			Installation Sales				79,526.69	1,846,827.39		884,936.00	920,895.00				400*-20*-2007-12	400*-10*-2007-12		
11	421*			Service & Inspections Sales				48,510.09	1,414,754.09		682,313.00	683,184.00				421*-20*-2007-12	421*-10*-2007-12		
12	431*			Monitoring Sales				82,595.82	1,879,982.56		898,931.00	899,231.00				431*-20*-2007-12	431*-10*-2007-12		
13	490*			Miscellaneous Sales				1,401.22	1,401.22		-	5.00				490*-20*-2007-12	490*-10*-2007-12		
14	47*			Interest Income				20,255.74	270,255.74		125,000.00	124,988.00				47*-20*-2007-12	47*-10*-2007-12		
15								232,289.56	5,413,221.00		2,591,180.00	2,628,303.00							
16					Cost of Goods Sold:														
17																			
18																			
19	500*			Installation Materials				34,266.60	833,818.60		244,545.00	244,783.00				500*-20*-2007-12	500*-10*-2007-12		
20	510*			Installation Labor				12,133.58	332,186.58		157,743.00	162,692.00				510*-20*-2007-12	510*-10*-2007-12		
21	521*			Service Materials				5,874.33	304,155.33		148,878.00	148,907.18				521*-20*-2007-12	521*-10*-2007-12		
22	520*			Service Labor				13,669.55	211,005.55		98,668.00	104,668.00				520*-20*-2007-12	520*-10*-2007-12		
23								65,944.06	1,681,166.06		649,834.00	661,050.18							
24																			
25				Gross Profit				166,345.50	3,732,054.94		1,941,346.00	1,967,252.82							

NOTE: In this example we need to create two DATA SELECTION statements, one for each Branch.

SedonaOffice Financial Reporting Training & Setup Guide

Category Level Income Statement

In this example we've created an Income Statement by Department (Category).

In the Data Selection we added the Category to select the financial data.

GL MASK	Installations	Service	Central Station	Corporate	Totals	Installations DATA SELECTION	Service DATA SELECTION	Central Station DATA SELECTION	Corporate DATA SELECTION
4*	965,305.69	718,233.87	994,674.26	145,255.74	2,823,469.56	4**101-2007-12	4**301-2007-12	4**201-2007-12	4**401-2007-12
5*	448,363.80	267,089.88	144.38	180.00	715,778.06	5**101-2007-12	5**301-2007-12	5**201-2007-12	5**401-2007-12
516,941.89	451,143.99	994,529.88	145,075.74	2,107,691.50					
60100	187,888.00	174,888.00	313,165.00	264,144.35	940,085.35	60100**101-2007-12	60100**301-2007-12	60100**201-2007-12	60100**401-2007-12
60125	7,862.22	-	-	-	7,862.22	60125**101-2007-12	60125**301-2007-12	60125**201-2007-12	60125**401-2007-12
60010	92,924.33	-	-	-	92,924.33	60010**101-2007-12	60010**301-2007-12	60010**201-2007-12	60010**401-2007-12
609*	-	-	-	219.35	219.35	609**101-2007-12	609**301-2007-12	609**201-2007-12	609**401-2007-12
61*	27,548.33	57,975.66	-	-	85,523.99	61**101-2007-12	61**301-2007-12	61**201-2007-12	61**401-2007-12
62*	-	-	-	750.00	750.00	62**101-2007-12	62**301-2007-12	62**201-2007-12	62**401-2007-12
65*	9,400.00	16,338.00	17,369.00	20,577.00	63,684.00	65**101-2007-12	65**301-2007-12	65**201-2007-12	65**401-2007-12
71*	-	-	-	6,688.00	6,688.00	71**101-2007-12	71**301-2007-12	71**201-2007-12	71**401-2007-12
78*	-	-	4,500.00	1,200.00	5,700.00	78**101-2007-12	78**301-2007-12	78**201-2007-12	78**401-2007-12
325,622.88	249,201.66	335,034.00	293,578.70	1,203,437.24					
191,319.01	201,942.33	659,495.88	(148,502.96)	904,254.26					
80*	-	-	14,000.00	22,000.00	36,000.00	80**101-2007-12	80**301-2007-12	80**201-2007-12	80**401-2007-12
191,319.01	201,942.33	645,495.88	(170,502.96)	868,254.26					

Sandbox Alarm Company

INCOME STATEMENT

For the period ending: December, 2007

	Installations	Service	Central Station	Corporate	Totals
Revenues:	965,305.69	718,233.87	994,674.26	145,255.74	2,823,469.56
Cost of Goods Sold:	448,363.80	267,089.88	144.38	180.00	715,778.06
Gross Profit	516,941.89	451,143.99	994,529.88	145,075.74	2,107,691.50
Expenses					
Salaries	187,888.00	174,888.00	313,165.00	264,144.35	940,085.35
Commissions	7,862.22	-	-	-	7,862.22
Advertising	92,924.33	-	-	-	92,924.33
Postage & Delivery	-	-	-	219.35	219.35
Vehicles	27,548.33	57,975.66	-	-	85,523.99
Bank Fees	-	-	-	750.00	750.00
Employee Benefits	9,400.00	16,338.00	17,369.00	20,577.00	63,684.00
Office Expenses	-	-	-	6,688.00	6,688.00
Phone & Internet	-	-	4,500.00	1,200.00	5,700.00
	325,622.88	249,201.66	335,034.00	293,578.70	1,203,437.24
Net Ordinary Income	191,319.01	201,942.33	659,495.88	(148,502.96)	904,254.26
Allowance for Income Taxes	-	-	14,000.00	22,000.00	36,000.00
Net Profit	191,319.01	201,942.33	645,495.88	(170,502.96)	868,254.26