TRANSPORT PRO

Custom Accounting Reports: Enterprise

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Adding a Report

Transport Pro allows you to create custom accounting reports so that you can view accounting reports based on specific criteria and a preferred layout. To create a custom accounting report, follow the path in the menu Accounting>Accounting Reports>Custom Accounting Reports. Follow the steps below.

1. Click “[Add New]”
2. Enter Any/All Desired Fields:
    - **Report Title**: The name of the report
    - **Report Comments**: A description of what the report is. This is not used anywhere on the report, but rather for internal clarification of what the report does.
    - **Report Layout**: This specifies how the node structure will be displayed.
        - **Tree**: In this layout, each sub-node will be indented from the parent node.
        - **Straight**: In this layout, all items will be left aligned.
    - **Date Type**: This field determines what date options are available for the end user at run time.
        - **Date Range**: The user will be asked to specify a begin and an end date to show all activity during this range.
        - **As Of Date**: The user will be asked to specify an “as of date” to show all activity leading up to the “As Of Date.”
    - **Reviewed**: This allows you to include/exclude GL transactions that have been reviewed (*Accounting → General Ledger → GL Review*).

      NOTE: This can also be specified on a node-by-node basis, however, this option will override node settings if selected. Options Include:
        - All (Ignores Node Settings)
        - Reviewed (Ignores Node Settings)
        - Not Reviewed (Ignores Node Settings)
        - Use Node Settings
    - **Negative Number Designator**: This specifies how to show negative numbers (e.g. *(300)* or *-300*)
    - **Zero Number Designator**: This specifies how to show a zero value (common options are '0' and '-')
    - **Percent Decimal Spaces**: This specifies how many decimal spaces will appear after the decimal for percentages.
    - **Dollar Decimal Spaces**: This specifies how many decimal spaces will appear after the decimal for dollar output.

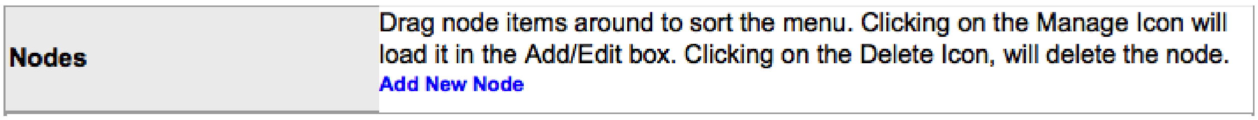
- **Use Existing Nodes From**: This drop down will be a list of all current reports. By selecting an existing report, the node structure will be copied from an existing report.

  NOTE: This option is only available when adding a new report.

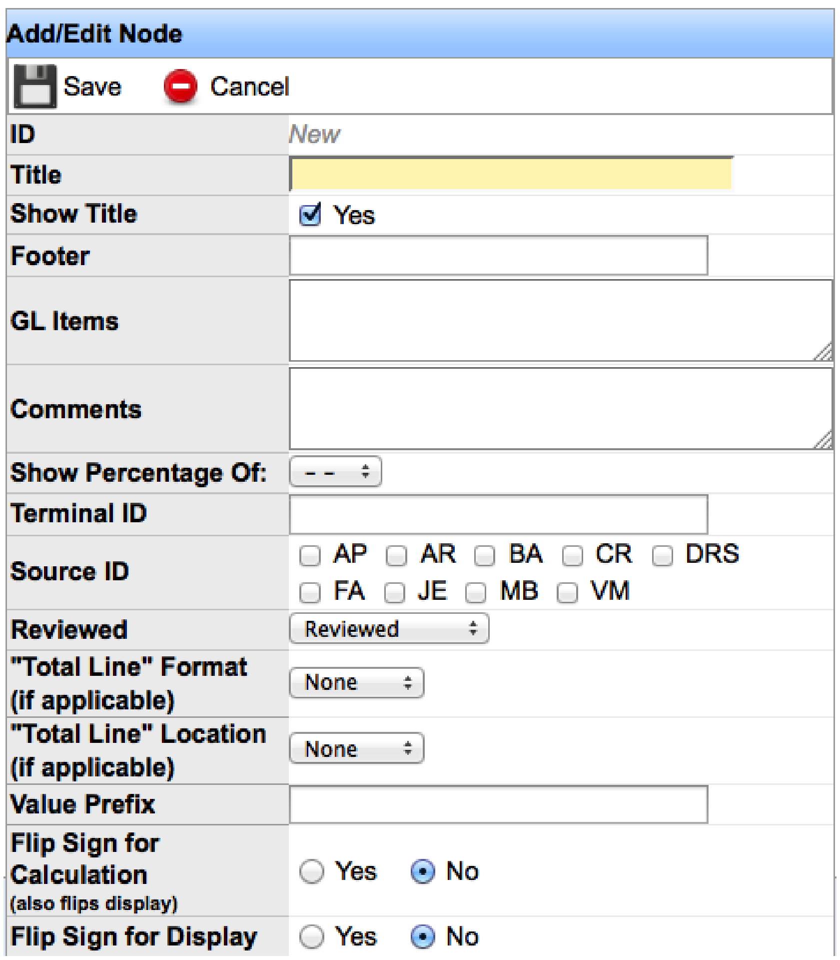
3. Click Save.

Adding Nodes

After you have saved your report settings for the first time, a new section will take the place of the "Use Existing Nodes From" option. This section will allow you to add new nodes.



1. Click "Add New Node"



2. Enter the desired fields:

- **Title**: The title of the node
- **Show Title**: If this is checked, the title will show at the top of the list. If not, it will not display. This is used when you want a total of all sub-nodes to appear at the

bottom of the list, but don't necessarily want it to display as a section.

- **Footer**: By default the footer will display as "Total <Title Field>." If you want different text to display, enter it here.
- **GL Items**: Add the GL accounts you want to use in this box.
    - **Wild card character**: If you want to include everything from a specific set of accounts, use the * symbol (e.g. for all accounts in the 22-1-xx-xx account, you would enter 22-1-*)
    - **Exclude character**: If you want to exclude any specific account, use the ! Symbol (e.g. to exclude 22-1-100-111, you would enter !22-1-100-111)
    - Enter multiple accounts on separate lines.

      Note: You can mix wild cards and exclude characters (e.g. to exclude everything from 22-1-xx-xx, you would enter !22-1-*). These are used for internal clarification only and will not appear on the report.
- **Show Percentage Of**: This field will add a percentage next to the number based on a particular node as selected in the drop down.

  NOTE: You may want to set this up once all of your nodes have been created.
- **Terminal ID**: Enter the numeric ID of the terminal(s) desired.

  NOTE: if multiple terminal Ids are entered, separate them with a comma (e.g. 1000, 1001, 1005)
- **Source ID**: This allows you to specify the source of the GL transactions to be included in the report.
- **Reviewed**: This allows you to include/exclude GL transactions that have been reviewed (*Accounting → General Ledger → GL Review*).

  NOTE: If the Reviewed option is set on the report to anything other than "Use Node Settings," this option will not be used.
- **"Total Line" Format (if applicable)**: This will allow you to add a single or a double line to the Total row at the bottom of a node.
- **"Total Line" Location (if applicable)**: This will allow you to determine where the "Total Line" will appear in relation to the "Total Row"
- **Value Prefix**: This will allow you to add a character(s) before the value for the line.

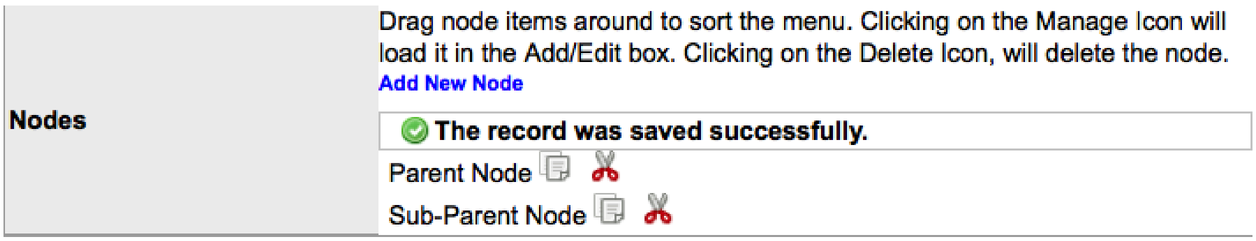
  NOTE: The most common use for this field is to add a dollar sign ($) in front of a numeric value.
- **Flip Sign for Calculation (also flips display)**: It is common in accounting to have negative numbers act as positive numbers (and vice versa). This option will allow you to switch the number.
- **Flip Sign for Display**: It is common for many accounting reports for numbers to act as negative numbers but appear as positive (e.g. the liabilities section of a balance sheet). If you want the display to be switched, set this option to Yes.

3. Click Save.

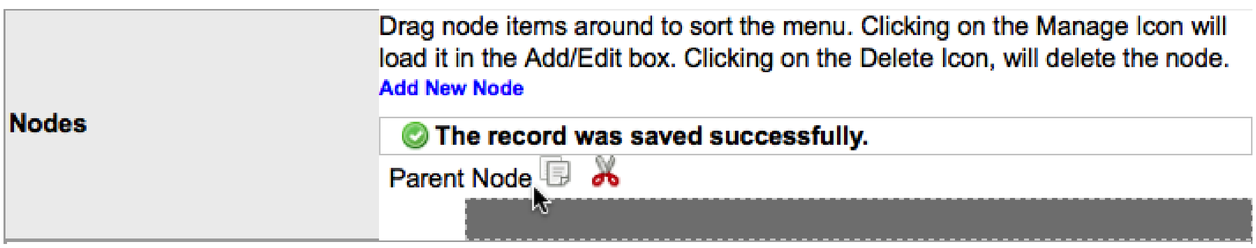
Moving/Nesting Nodes

Once you have multiple nodes in the “Nodes” list, you can now start creating the structure of the report.

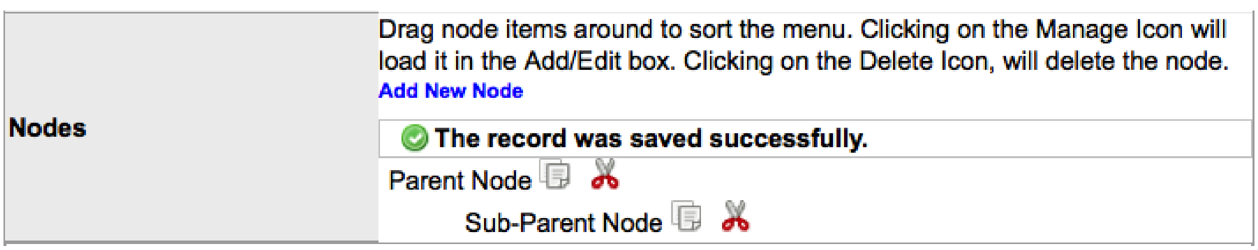
Example:



To move “Sub-Parent Node” as a child node click on the node and drag it to the right:



The end result

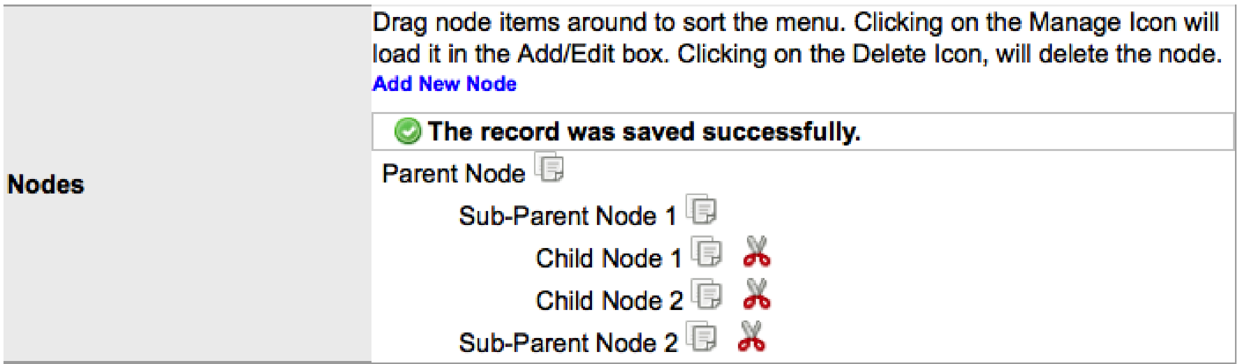


Adding Nodes: Tips & Tricks

1. Add all top level nodes first
2. The “Total Row” for any node will be the total of all child nodes nested under it.

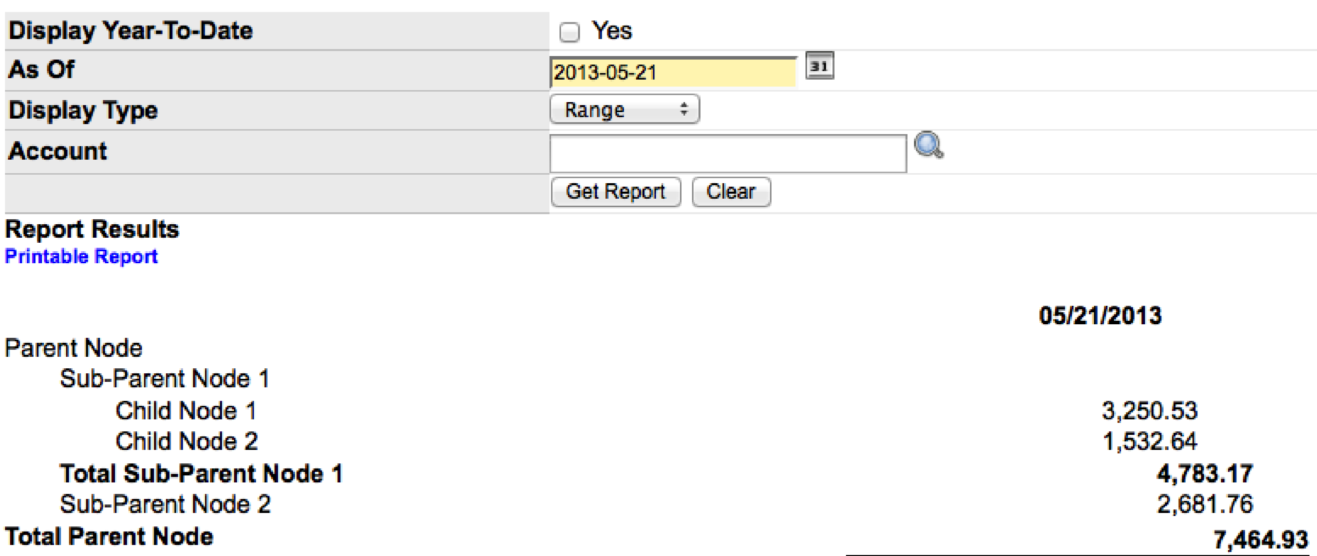
Examples

Example 1



The nodes are set up with basic values and select accounts, all other fields are set to defaults.

This will output:



Explanation: Each Node that has children under it has a Total Row added below it ("Parent Node" and "Sub-Parent 1")