CCH iFirm
PRACTICE MADE PERFECT

Client Accounting
Report Writer
Training Manual

Wolters Kluwer
When you have to be right

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Learn about the report writer

This is an add-on feature that you can request from our support team. It requires additional training to ensure you can achieve your desired reports.

All **Client Accounting** users can **customise report layouts** in many ways including your logo, font, colour and layout preferences. However, if you need to do something significantly different, **Client Accounting** has a report writer at your disposal.

The report writer gives you greater control over the appearance and layout of your reports. You can **copy an existing CCH report** and edit it to suit your firm's requirements. Alternatively, you can **create a new blank report** from scratch. Either way, you have the power to **edit the report options**, along with the format of the report's **header**, **body** and **footer**.

Aiden Hodgson Gemco Pty Ltd
Trading Statement
For the Year ended 30 June 2014

← Report header

	2014 $	2013 $
Income		
Income	87,971	1,178,998
Less Cost Of Sales		
Purchases	848	55,304
	848	55,304
Less Direct Expenses		
Direct Wages	-	365,947
Light & Power	-	3,106
Motor vehicle expenses	-	47,000
Rent - Office	-	71,818
	-	487,871
Gross Profit	87,123	635,823
Gross Profit Margin	99.0%	53.9%

← Report body

The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.

← Report footer

Once you have added your own firm reports, you can add them to a report list, which you can then apply to a client ledger.
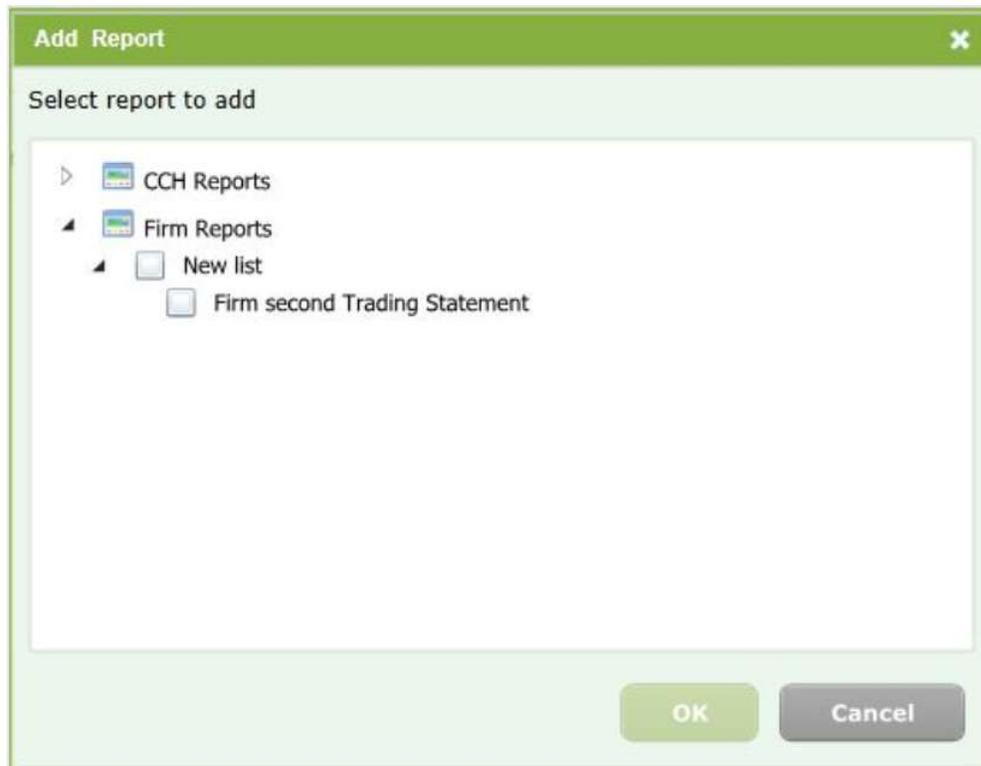
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Essential elements of period reporting

User Interface

- Period selector From and To dates.

Ledger transaction and historic balances

- Period balances of the ledger (current year and prior year).

Report Writer

- Account line balance-type as defined in the report (opening, movement or closing).
- **Report column** Source (Full Year, Year to Date or Current Period).
- The correct use of **Substitution Type** expressions in text:
  - Use **PeriodStart** rather than **YearStart**
  - Use **PeriodEnd** rather than **YearEnd**
  - Use **PeriodName** rather than typing the word 'year'

Will I need to period-enable custom reports?

Yes, you may either create new reports or period-enable your existing annual reports by applying the Report Writer requirements as follows.

Understand account line balance types and apply appropriate changes

Your existing custom reports, especially if created from an older copy of our CCH master reports will typically have mostly used Closing Balance, with some use of Opening Balance and no use of Movement Balance. With period reporting a number of account lines will now need to be changed from Closing Balance to Movement Balance.

Create a fresh copy of some CCH reports and examine the balance types we have set on various account lines.

How the various types of period balances calculated, stored and adjusted:

Balance type	Year	Period	Details
Opening balance	Current year	First month	This is a stored balance, created at rollover. It can be edited via the **historic balances**.
		Other months	These are calculated balances (the closing balance of the prior month). They cannot be edited directly but they do automatically adjust when transactions are saved to any prior months and/or when the opening balance of the first month is adjusted.
	Prior year	All months	These are stored balances that can be edited via the **historic balances**. However, doing so will not automatically adjust the stored opening or closing balances of any subsequent months. These balances need to be manually edited via the **historic balances**.
Closing balance	Current year	All months	These are calculated balances (the opening balance of the month plus the sum of the transactions for the month). They cannot be edited directly but they do automatically adjust when current or prior month transactions are saved and/or when the opening balance of the first month is adjusted.
	Prior year	All months	These are stored balances that can be edited via the **historic balances**. However doing so will not automatically adjust any stored opening or closing balances of any subsequent months. These balances need to be manually edited via the **historic balances**.

Balance type	Year	Period	Details
Movement	Current year	All months	These are calculated balances (the sum of the transactions for the month). They cannot be directly viewed but they directly affect the closing balance for the month plus all subsequent opening and closing balances.
	Prior year	All months	These are calculated balances (the difference between the stored closing and opening balances). They cannot be viewed or edited directly. Altering a prior year movement balance for a month can only be achieved by editing that month's stored opening and/or closing balance via the **historic balances**.

Here is a guide here to the account types usage typically required in the various categories of reports on account lines:

Type of report	Opening balance	Closing balance	Movement
Balance sheet	Never	All	Never
Changes in equity	Some	Some	Some
Notes	Generally not	Most	Generally not
P&L	Never	Opening and closing stock	Yes
Trading	* If using periodic stock method	* Opening & closing stock (unless using periodic stock method, in which case opening stock uses Opening Balance and closing stock uses Closing Balance	Most

Understand the use of the column 'Source' (Full Year, Year to Date or Current Period)

Type of report	Current year source	Prior year source
Balance sheet	Year to Date	Full year (typically)
Changes in equity	Year to Date (typically)	Full year (typically)
Notes	Year to Date (typically)	Full year (typically)
P&L, Trading reports	Current period	Full year (or current period)

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Set up security roles for Report Writer

When **Report Writer** is activated in your iFirm site, you must **assign security roles** to users before they can start using the **Report Writer** feature.

Only set up security roles for colleagues who will be creating new firm reports.

For colleagues to use any firm reports, they will require either the **Ledgers - Edit, View & delete ledgers** or **Ledgers - View & Edit ledgers** security roles.

For Report Writer access, the minimum security roles are:

- **Ledgers - Reports Maintenance** - create/edit/view firm financial reports.
- **Ledgers - Notes Maintenance** - create/edit/view firm notes.

Other security roles useful for **Report Writer** (assuming relevant features have been activated) are:

- **Ledgers - Report Values Maintenance** - view CCH report values and/or create/edit/view firm report values.
- **Ledgers - View CCH Reports** - view CCH reports without having to copy them (read-only access).
- **Ledgers - View CCH Notes** - view CCH notes without having to copy them (read-only access).
- **Ledgers - Add, Edit & View Ledgers**

The following roles will be useful for firms using their own charts:

- **Ledgers - Charts Maintenance** - create/edit/view firm charts.
- **Ledgers - View Firm Chart** - view firm charts (read-only access).

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Add a firm report list

In in addition to the standard CCH report lists, you can also create your own firm report lists. This enables you to set up report lists that contain only the reports that your firm uses. By defining a report list for each entity, you will have more control over the specific reports that are added to client ledgers.

1. Click **Client Accounting** > **Financial Reports**.
2. Click the **Firm Reports/Lists** tab.
3. Click **Add list** - a new tab called **New Report List** appears.

4. Click the **New Report List** tab.
5. Rename the new report list and click **Save**.

6. Click **Options**, then:
    1. Select an **Entity Type**.
    2. Select the **Region**.
    3. Type some **Industry Codes** - these are not required.
    4. Check the default **Code/Subcode Length** - this should be 3/2 for most users.
    5. Select the **Use Quantities** check box when creating a farming report list.

6. Select the **Published** check box - this will make the list available for all relevant ledgers.
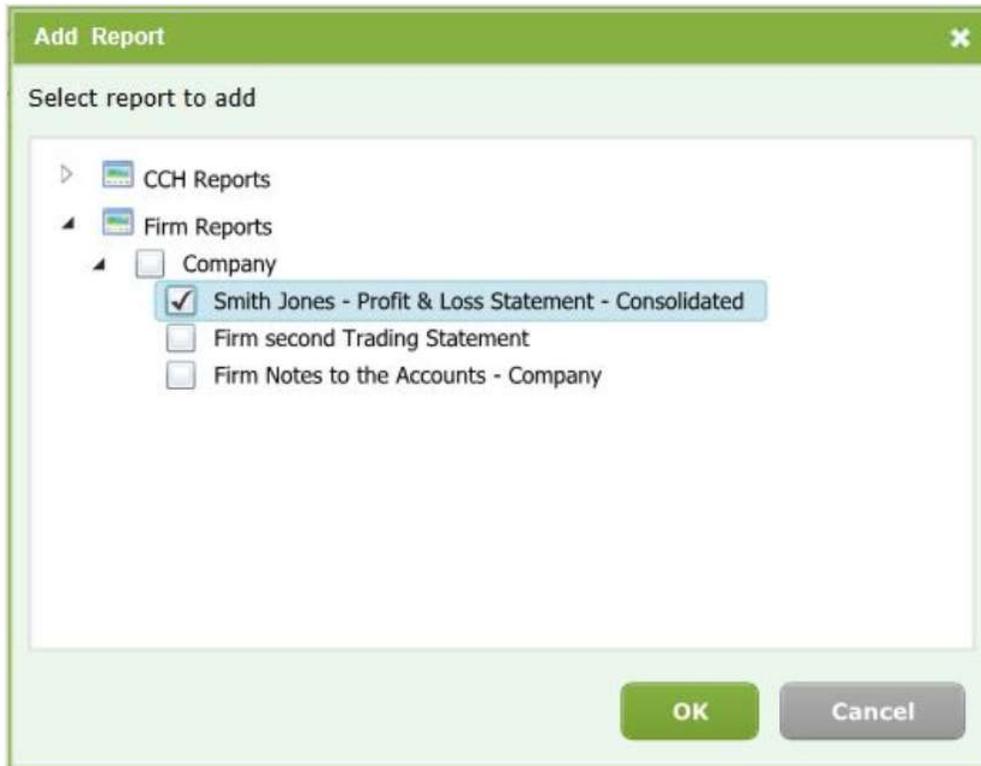
7. Click **Save**.

7. Add reports to your new list:

   1. Click **Add Report**.

   2. Select the reports you want to add to the list.

   3. Click **OK**.

Your selected reports appear in your new firm list.

This list will now be available to all relevant ledgers when **adding a report**.

Add a firm report

This feature is only available for users who have the **Report Writer feature** enabled.

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- **Learn about adding reports**
- **Copy an existing report**
- **Create a new blank report**

Learn about adding reports

When you add a new firm report you have the option to copy an existing CCH report or firm report, or create a new report from scratch. We recommend that you copy an existing report and then edit it to suit your needs, for example change the account code ranges. This is a much quicker and easier process than creating a new report from scratch.

Editing the report settings can get complicated, so we recommend that you plan in advance (on paper or using a PDF editor) how you would like your report to look. A good place to start is to print out a report similar to what you want to create. You can do this in iFirm or source a report from another accounting system. You can then manually write notes on the report, for example:

- Jot down the account code ranges you want to apply to the report and identify where they belong (sections).
- Decide whether or not you want elements, such as account code ranges and calculation lines, to appear in the printed report. Maybe you only want the totals to be printed in the report.
- Consider the wording of headers and other text.
- Consider the number and type of columns you will need.

Once you have a fair idea of how you want your report to look, you can proceed to add your firm report using either of the two methods.
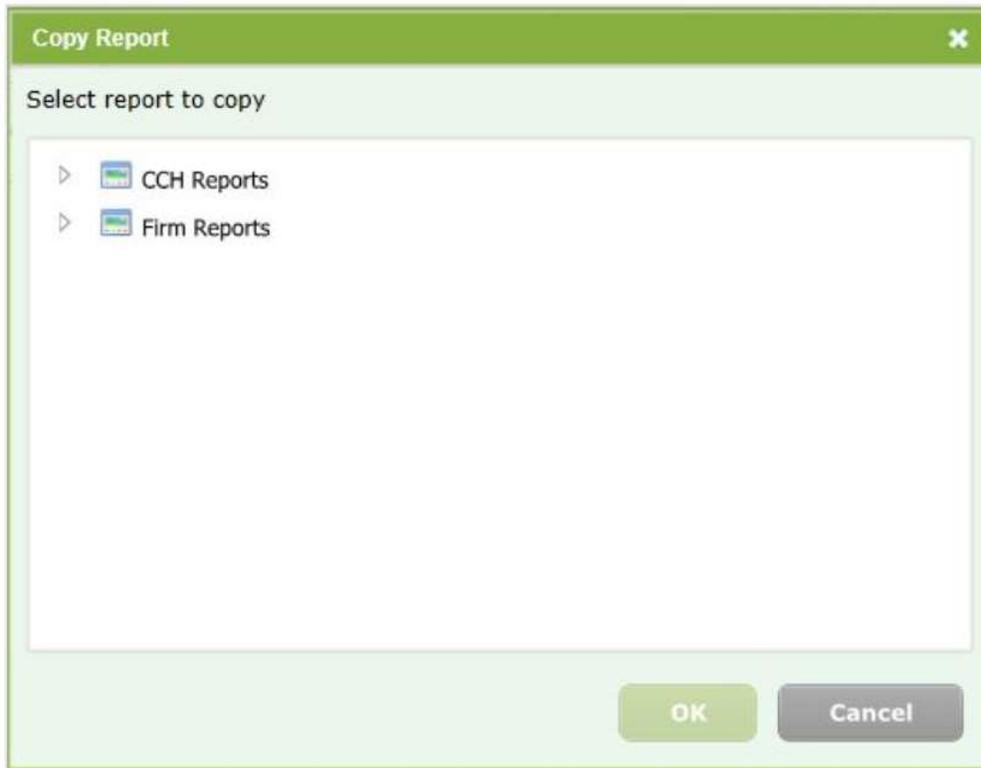
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Copy an existing report

Ledger - Reports Maintenance

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

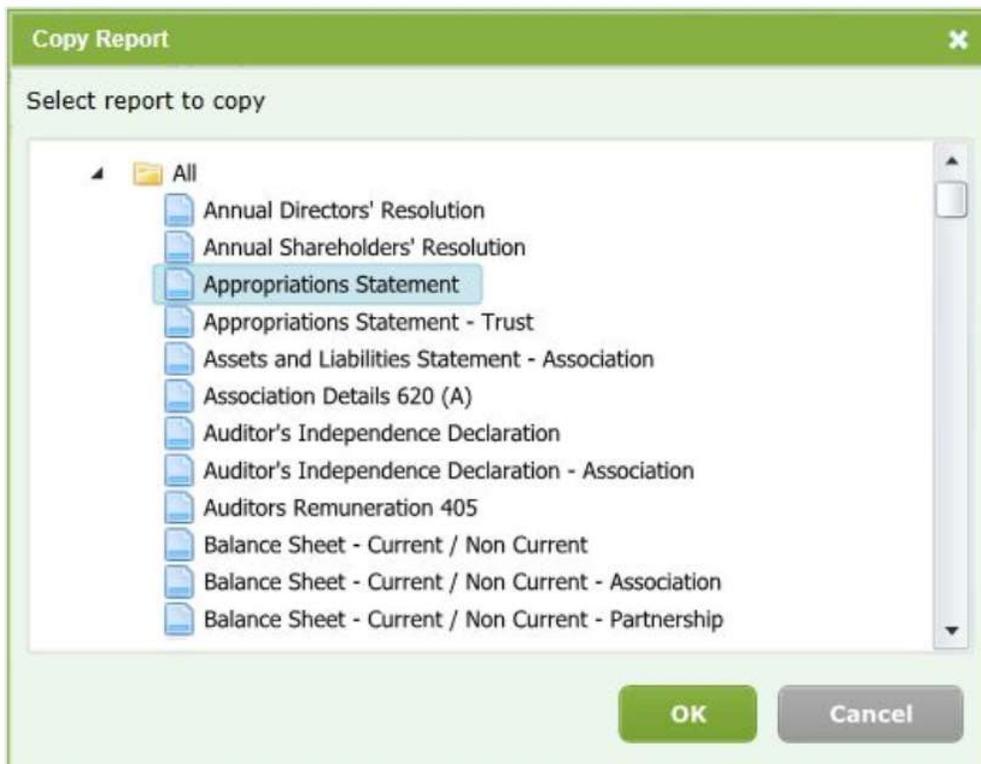3. Click **New Report** > **Copy Report**.

4. Click the arrow ▷ icon beside the **CCH Reports** folder or **Firm Reports** folder (if there are already any firm

reports) to expand the folder.

5. Click the report you want to copy to select it, then click **OK**.

6. Edit the report **options**, **header**, **body**, and **footer** as required (you can do this later).
7. Click **Copy Report**.

Create a new blank report

Ledger - Reports Maintenance

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. Click **New Report** > **Create New Blank Report**.

4. Set the report **options**, in particular type a meaningful report title, then click **Save**.

The supported code structures (**Code/Subcode length**) for new blank reports are: 3/0, 3/1, 3/2, 3/3, 4/0, 4/1, 4/2, and 4/3.

5. Click the **Headers** tab, click **Add Header** to add a **header** to your report, then click **Save**.

6. Click the **Body** tab**,** add elements to the **body** of your report, then click **Save**.

7. Click the **Footer** tab**,** type or insert the text you want to appear in the **footer** of your report, then click **Save**.

8. Click **Copy Report**.

Import a firm report

Only master sites can upload, edit and save an external report.

You can upload multiple external reports into a ledger's list of reports so that you can print them with and/or as an accompaniment to the Financial Statements. This enables you to print all the reports related to an annual or management accounting job from within the ledger. You can also print multiple reports from multiple ledgers from one place in iFirm, for a group of related entities.

Examples of external reports that you can import into iFirm:

- Cover letter
- iFirm invoice
- iFirm tax return
- iFirm benchmarking, analysis & forecasting reports

1. Click **Client Accounting** > **Financial Reports**.
2. Click the **Firm Reports/Lists** tab.
3. Click **New Report** > **New External Report????? OR Click Upload Document????**
4. Click **Upload PDF**.
5. Select the file(s).
6. Select the **Print Page Numbers** check box, if required.
7. The appropriate page number is printed on the report, just like with other financial reports and is included in the Table of Contents.
8. Select the **Include in Table of Contents** check box, if required.

- The Table of Contents report lists the document in the order it appears in the Financial Reports page.
- If this check box is not selected, the document will not appear in the Table of Contents report.

9. Type the **Table of Contents Text**, if required.

- The Table of Contents report uses this text as the report name.
- If the text is blank, the actual document name (minus the file extension) is used instead.

10. Click **Ok**.

The uploaded report is added to the bottom of the list of reports. You can then re-positioned it, as with other financial reports (using the mouse and the **Shift** key). You can edit the settings of the uploaded report or deleted it as required.

Learn about editing reports

Once a firm report has been added, it can be edited. The report contains four tabs, which are the four parts of the report. It is important to check them and then edit them, if required.

- **Options tab** - the options settings determines which entity type and report region the report will be for and how the report will generally look when it is printed.
- **Headers tab** - you can edit the default header settings, add a new header or delete one of the default headers to suit your firm's needs.
- **Body tab** - the body of a report is made up of one or more elements which you can edit to suit your firm's needs.
- **Footer tab** - you can insert new footer text and format it to your firms requirements.

Edit the options of a report

The options settings determine how the report will generally look when it is printed.

Aaron Moroney Highland Appliance Pty Ltd
Statement of Financial Position Horizontal line is drawn before column headers
As at 30 June 2014

Column headers are visible → Note | 2014 $

Current Assets	
Cash and Cash Equivalents	65,688
Trade and Other Receivables	209
Total Current Assets	**65,897**

Prints in portrait format

Non-current Assets	
Trade and Other Receivables	2,733
Property, Plant and Equipment	(10,666)
Total Non-current Assets	**(7,933)**

The layout is determined by the margin and additional spacing settings

Brackets are used to identify negative amounts →

| **Total Assets** | **57,964** |
| **Net Assets** | **57,964** |

Equity	
Retained Profits	57,965
Total Equity	**57,965**

The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.

- 1 - ← Page number is visible

1. Click **Client Accounting** > **Financial Reports**.
2. Click the **Firm Reports/Lists** tab.
3. **Add a report** to the list, if required.
4. Click the **Edit** ✎ icon beside the report you want to edit - it will open on the **Options** tab.
5. Edit the options settings as required, see **below** for information.
6. Click **Save**.
7. Click **Copy Report**, if applicable.

Options settings

Settings item	Function
Report Title	Type the name of the report as you want it to appear in report lists and print lists (this is essentially an internal name). We recommend you include some text to identify this as a firm report, to distinguish it from CCH reports with the same name. Make each report name unique.
Table of Contents Text	Type the name for the report that will appear in the Table of Contents. If this is left blank, the Table of Contents will use the Report Title. You can add **Table of Contents Alternates**. Click the drop down arrow, type the required text and use **Substitute types** via the Insert button. Ensure you also select the **Include in Table of Contents** check box below.
Entity Type	Select which entity type the report relates to. If *All Entity Types* is selected, the report can be used by ledgers of any entity type. Any other selections will limit the report to the entity type selected.
Report Region	If this option is visible, select your country.
Landscape	Select this check box, if you want the report to print in landscape format. If this check box is unselected, the report will print in portrait format.
Print page Numbers	Select this check box to print the page number at the foot of each page of the report.
Use Quantities	Select this check box, if the report uses quantity columns. This will also limit the report to ledgers that have quantities enabled.
Include in Table of Contents	Select this check box to include the report in the Table of Contents.
Hide Column headers	Select this check box, if you do not want any column headers to print.
Published	Decide if you want the report to be published. Reports are only available to ledgers if they are published and have been added to a published report list. If a published report (or report list) is unpublished, it becomes unavailable to any ledger that it has not been added to (but will remain active for any ledgers that have previously had it added).

Settings item	Function
Horizontal Line Before Column Headers	Select this check box to print a line across the page above the Column Headers. CCH master reports have this option selected.
Horizontal Line After Column Headers	Select this check box to print a line across the page after the Column Headers. CCH master reports do NOT have this option selected.
Horizontal Line After Header	Select the check box to print a line across the page after the report Header. CCH master reports do NOT have this option selected.
Negative Pattern	Select the *Bracket* option to print negative values (in amount/quantity columns) inside brackets. This option is selected by default, as it is the most common method for displaying negative amounts, for example (200). Select the *Hyphen* option to print a hyphen in front instead, for example -200.
Margin	Define the left, top, right and bottom margins for the report (millimetres). CCH Master Reports use: 25 mm for left and right margins, 10 mm for the bottom margin and the top margin varies depending on the number of headers (reports with 1 header use 40 mm, reports with 2 use 28 mm and reports with 3 use 25).
Code/Subcode Length	Reports are only available to ledgers with the same structure (CCH master reports are 3/2).
Additional Spacing between lines	Define the additional spacing (in millimetres) applied to every printed line on the report. CCH master reports use 0.25.

Add and edit the headers of a report

You can edit the default header settings, add a new header or delete one of the default headers, to suit your firm's needs. For example, you may want to change the date format that is applied to the header of a report. If you are editing a Title report, you may want to edit the margin settings of the report headers for printing and binding reasons.

Example of a report header which consists of three separate headers:

Header 1	**Aaron Moroney Highland Appliance Pty Ltd**
Header 2	**Statement of Financial Position**
Header 3	**As at 30 June 2014**

Contents
- **Add a header**
- **Edit a header**
- **Move a header**
- **Delete a header**

Add a header

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** ✎ icon beside the report you want to edit - it will open on the **Options** tab.

5. Click the **Headers** tab.

6. Click **Add Header**.

7. Edit the header:

    a. Either type in required header name or click **Insert** and select a **Substitute Type** and click **OK**.

    b. Select the required **formatting**.

8. Repeat steps 6 and 7 for all required headers.

9. Click **Save**.

Edit a header

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** ✎ icon beside the report you want to edit - it will open on the **Options** tab.

5. Click the **Headers** tab.

6. Click on a header in the list on the left of the screen and edit the settings as required.

   a. Either type in required header name or click **Insert** and select a **Substitute Type** and click **OK**.

   b. Select the required **formatting**.

7. Repeat the above step for the other headers in the list, as required.

8. Click the **Move** ⬆⬇ icon beside a header in the list on the left to move the header above or below the other header.

9. Click the **Delete** ☒ icon beside a header in the list on the left to remove it from the report.

10. Click **Save**.

Move a header

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. Click the **Edit** ✎ icon beside the report you want to edit - it will open on the **Options** tab.

4. Click the **Headers** tab.

5. Click the **Move** ⬍ icon beside a header in the list on the left to move the header above or below the other header.

6. Click **Save**.

Delete a header

1. Click **Client Accounting** > **Financial Reports**.
2. Click the **Firm Reports/Lists** tab.
3. Click the **Edit** 🖉 icon beside the report you want to edit - it will open on the **Options** tab.
4. Click the **Headers** tab.
5. Click the **Delete** ⊠ icon beside a header in the list on the left to remove it from the report.
6. Click **Save**.

Firm Reports and Report Lists

| Options | **Headers** | Body | Footer |

➕ **Add Header**

[LedgerName]

Statement of Financial…

As at [PeriodEnd]

Header Formatting settings

Settings item	Function
Font	Select the required font style. You can select more than one. The CCH Master Reports font is *Bold*.
Font Size	Choose the required font size.
Color	Select the font colour. The CCH Master Reports default is *Blue*.
Margins	Define the left, top, right and bottom margins for the report header (millimetres).
Horizontal Alignment	Select the required header horizontal alignment.

Edit the footer of a report

You can insert new footer text and format it to your firms requirements.

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** ✎ icon beside the report you want to edit - it will open on the **Options** tab.

5. Click the **Footers** tab.

6. Edit the settings as required, see **below** for information.

7. Click **Save**.

8. Click **Copy Report**, if applicable.

Footer Text settings

Settings item	Function
Footer Text	Type or edit the required text. Use the **Substitute Types** for automation of certain text in the footer. Click **Insert** and select a **Substitute Type** and click **OK**. **Substitute type** — **Specific customisation option** *LedgerName* — the name of the ledger *YearStart* — the start date of the current financial year *YearEnd* — the end date of the current financial year *DateToday* — todays date *PeriodStart* — the start date of the period of the report *PeriodEnd* — the end date of the period of the report *PeriodMonths* — the number of months in the ledger period *PeriodName* — the name of the ledger period *ReportValue* — a value from the report. Report values can be viewed and modified in **report options** *AccountInformation* — NOT recommended *Expression* — inserts a mathematical expression (NOT recommended)

Footer Formatting settings

Settings item	Function
Font	Select the required font style.You can select more than one. The CCH Master Reports default is *Italics*.
Font Size	Choose the required font size.
Horizontal Alignment	Select the required header horizontal alignment.
Footer Color	Select the font colour. The default colour in CCH Master Reports is *Blue*.
Footer First Page Only	Select this check box, if the footer is to only appear on the first page of the report.

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Learn about the report body and access its settings

> **Contents**
> - **Learn about the report body**
> - **Access the Body tab and become familiar with its layout**
> - **Access the settings of the individual report elements**

Learn about the report body

The body of a report is made up of one or more of the following elements. Using the Report Writer feature, you have the ability to edit all of the individual elements of a report to suit your firm's needs.

Element	Description	Symbol
Section	Can contain a heading, some information and a total. Sections can also contain sub-sections, in other words, you can have one section inside another main section. Learn how to **add a section** to a report or **edit a section** in a report.	
Text line	Independent element, not part of a section. Learn how to **add a text line** to a report or **edit a text line** in a report.	
Account line	Used to specify the account code ranges that are applicable to the report. Will calculate values based on the account range and increment parameters plus the other combination of settings. The scope of an account line includes: • Calculating and printing values for one or more accounts. • Calculating and suppressing both printing and values (they do NOT get included in parent section). • Calculating and suppressing printing but not values are included in parent section. In regards to codes and subcodes, this is the order that codes would be processed (in an example range from 200 to 209/99): 200, 200/00, 200/01, 200/02, ... 200/99, then 201, 201/00, 201/01, 201/02, ... 201/99, and so on, then 209, 209/00, 209/01, 209/02, ... 209/99. Learn how to **add an account line** to a report or **edit an account line** in a report.	$
Calculation line	Learn how to **add a calculation line** to a report or **edit a calculation line** in a report.	
Sub-report line	A report that is added to a main report. In other words, you can insert a report inside another report. Using sub-reports saves you time because the content of that sub-report is managed in one place but can be added to many different reports. When you update the sub-report content, the changes feed through to the other reports. The most frequently used sub-report is that of the Directors' Signatures report. When you add a sub-report to a report, only the body of that sub-report is added. Learn how to **add or edit a sub-report line**.	
Column	Can be in the form of a description column, note column, value column, multi-period column. Learn about the **types of columns** and their settings, then learn how to **add or edit a column**.	Columns are not visible in overview

For example, in the Trading Account report below, there is one main section and three subsections. The Gross Surplus is the main section. It has no heading but does have a total line (Gross Surplus From Trading). In the Direct Costs subsection you can see the heading (Direct Costs), four account lines (Motor Vehicle Expenses, Overhead Expenses, Rent and Wages) and the total line (Total Direct Costs). In the Revenue section you can see a heading and one account line but no total line. This report consists of three columns; a description column and two amount columns.

Access the Body tab and become familiar with its layout in the Overview

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** ✎ icon beside the report you want to edit.

5. Click the **Body** tab.

- The **Body** tab will open in **Overview**.
- Each report will look slightly different and contain various different elements.

Learn about the Overview

To put the following information into context, an example of a Trading Account report is used. The **Overview** gives you an impression of how the report will look. You can see the hierarchy of elements the report contains, identified by icons:

You cannot see the report columns in the Overview.

Initially, you can see the main section of the report (Gross Profit/(Loss)). The other sections are hidden (collapsed). You can also see a calculation line (Gross Surplus Margin), which is separate to the main section of the report.

Click the **Expand All** ⤢ icon to view all the other sections and elements of the report, such as Revenue, Raw Materials

Used, and so on. You can also see account lines. Note that when all elements are expanded, the arrow icon changes from a white arrow ▷ to a black arrow ◢ .

Click on an element, for example Revenue, to view its details on the right side of the screen.

Access the settings of the individual report elements

The **Edit View** of the **Body** tab is a lot more detailed. This is where you can access and edit the settings of the individual report elements. Click **Edit View** on the **Body** tab - the details grid will display.

Double click on the first section to view the other sections of the report. Alternatively, you could click the **Expand All** ⛶ icon or the **Expand** ▷ icon.

Hover over a section to see the elements it contains, identified in blue.

Click the **Collapse Grid** ⚏ icon to hide the grid and access the settings area.

Click a column or a row to display their individual settings.

You can then use the **Expand/Collapse All** ⤢ icon to view all the settings, you will need to use the scroll bar to view them all. Alternatively, you can click the individual **Expand Down** ⌄ icons to view a certain group of settings, one at a time.

Add a section to a report

We recommend that you read the **Learn about the report body** page before you begin. You can also read the **Edit a section** page for more detailed information on the section settings.

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** ✎ icon beside the report you want to edit - it will open on the **Options** tab.

5. Click the **Body** tab.

6. Click **Edit View**.

7. Add the section:

- If there already is a section in the report that is similar to the one you want to add, click it to select it, then click **Copy Current Section/Line** to copy it - this will save you editing time.
- Alternatively, click **Add Section** to manually add a new section.
- The new section appears at the bottom of the list.

8. Click the new section to select it, then click the **Collapse left** icon to access its settings.

9. Edit the section settings, as required (you can find detailed information on the settings **here**).

10. Click **Save**.

11. **Move the section** to a new location in the list (report), if required, then click **Save**.

12. Click **Copy Report**, if applicable.

Firm Reports and Report Lists

Options   Headers   **Body**   Footer

[+] **Add Section**   [+] **Add Line** ▾   [+] **Add Column** ▾   **Overview**   **Copy Current Section/Line**   ⛶ ⛶

Description   Amount   Amount

⛶

> Section. ID: 119.   Gr

Calculation Line.   Gr

New Section

⌄ Options

⌄ Section Suppression

⌃ Heading

☐ No Print   ☐ Force full width

Insert   Style   (None)   ▾

⌄ Heading Alternates

Back to top

Edit a section in a report

We recommend that you read the **Learn about the report body** page before you begin. You can also **add a section** to a report, if required.

Some of these settings can be overridden by the settings in the **Firm Report Layout**.

Contents
- **Edit a section**
- **Learn about the section settings**

Edit a section

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** ✐ icon beside the report you want to edit - it will open on the **Options** tab.

5. Click the **Body** tab.
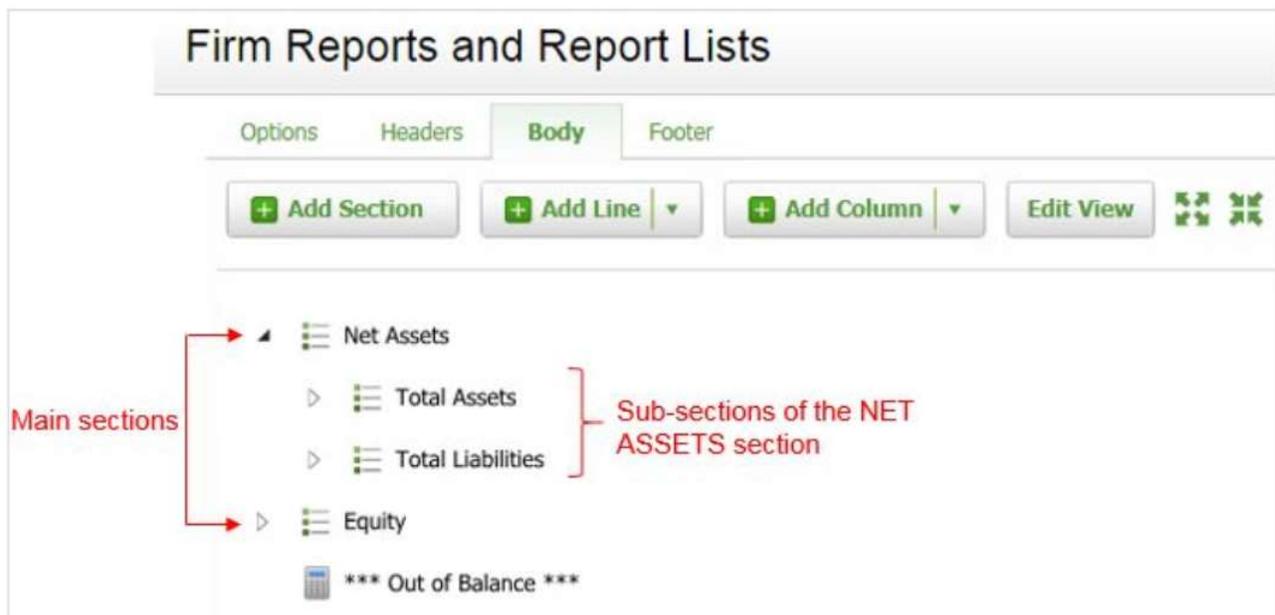
6. Click **Edit View**.

7. Click the **Collapse Grid**   icon to hide the grid and access the settings area.

8. Click the required section and edit the settings as required.

- **Options**
- **Section Suppression**
- **Heading**
- **Heading Alternates**
- **Heading Formatting**
- **Heading Options**

- **Heading Suppression**
- **Total**
- **Total Alternates**
- **Total Formatting**
- **Total Options**
- **Total Suppression**

8. Click **Save**.

Learn about the section settings

Options settings

Settings item	Function
Repeating, **Increment Account Code by**, **Increment Sub Code by** (settings are used together)	These three settings enable you to use the repeating section feature, which enables you to repeat one section multiple times, instead of creating multiple individual sections. For example, it is useful to use this feature in the Partners' Capital accounts. See table below: If you do not use a repeating section, you have to create a large number of sections, one for each possible partner. With a repeating section you only need to create a sub-section for the first partner and then set the repeating section to step through the required maximum number of repeats, incrementing by the appropriate amount (in this case by setting **Increment Account Code by** to 1). You can set a maximum number of partners (20 in this example). 1. Create a repeating section: Repeating 20 times Increment Account Code by 1 Increment Sub Code by 0 3. Create a child section for the first partner: See table below: The report will loop through 20 times, incrementing by a whole account code each time. In the repeating section, ensure the **Don't print if no values print** check box is selected, so that only child sections with a value are printed. For example, if there are only 2 partners, this ensures you do not get an additional 18 Partners' Capital accounts with no values printing.
Auto line numbering	Select the format from the drop down list if auto line numbering is required.
Force Column Headers	Select this check box to override the report **Options** setting of **Hide Column Headers**.
Don't split section across pages	Select this check box to stop the section being split across two pages. This ensures the section does not start to appear on a page if it is too long to all fit on that page. In this case the whole section will start on the next page.
Suppress bottom margin last text line	Select this check box to suppress the bottom margin if there are a lot of text text lines, e.g. notes to company directory.
Order by Description column	This check box allows you to choose to order using the description of the account line instead by numerical order.

The repeating section example table:

Partner 1	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6	Etc…
501/00 Balance at beginning of year	502/00 Balance at beginning of year	503/00 Balance at beginning of year	504/00 Balance at beginning of year	505/00 Balance at beginning of year	506/00 Balance at beginning of year	
501/20 Payment to Partner	502/20 Payment to Partner	503/20 Payment to Partner	504/20 Payment to Partner	505/20 Payment to Partner	506/20 Payment to Partner	
501/xx Drawing	502/xx Drawing	503/xx Drawing	504/xx Drawing	505/xx Drawing	506/xx Drawing	

The child section table:

Section Header	**Partner 1 Name (501 - account description)**
Account Line	**From** 501/00 **To** 501/00 **Increment** 0/1
Account Line	**From** 501/20 **To** 501/99 **Increment** 0/1
Section Total	**Partner's closing balance**

Section Suppression settings

Section Suppression

Expression

☑ Don't print if no Values print

Settings item	Function
Expression	If the expression condition is TRUE, nothing prints and everything is suppressed.
Don't print if no values print	If no values within the section print, the section does not print.

Heading settings

Settings item	Function
No Print	If you select this check box, the heading does not print in the report. If this check box is NOT selected, the heading prints, unless the Section Suppression Expression is TRUE.
Text box (not labelled)	Type the heading text you want to print.
Insert	Click this button to select and insert a **Substitute Type** (substitute expression) into the text box. It can be inserted between typed text. You must click **OK** after selecting the **Substitute Type**. If inserting into typed text, type the text first and then insert.
Style	Only use if you have the Report Styles (advanced) feature. Select the required style from the drop down list.

Heading Alternates settings

- Click **Add Alternative** to see the text box.

Settings item	Function
Text box (not labelled)	Type the alternate heading text you want to print.
Insert	Click this button to select and insert a **Substitute Type** (substitute expression) into the text box. It can be inserted between typed text. You must click **OK** after selecting the **Substitute Type**. If inserting into typed text, type the text first and then insert.
Expression	See **Total Suppression settings** below for more information.

Heading Formatting settings

Use these settings to define how the heading or alternate headings print in the report.

Settings item	Function
Font	Select *Bold*, *Italic*, *Underline* or any combination.
Heading Note Reference/td>	Select a Note from the drop down list, to display the Note number in the Note column.
Margins	Specify left, top, right or bottom margins in millimetres.
Page Breaks	You can insert a page break *Before* or *After* the section heading. You can select both options.

Heading Options settings

Settings item	Function
Ignore Ledger Report Layout case	Select this check box to ensure the **Force Section header text to** option in the **Firm Report Layout** has no effect.
Ignore Ledger Report Layout style	Select this check box to ensure the **Force Section header style to** option in the **Firm Report Layout** has no effect.

Heading Suppression settings

Settings item	Function
Expression	If the expression condition is TRUE then heading will be treated as **No Print** and will not print.

Total settings

Settings item	Function
No Print	If you select this check box, the total does not print in the report but it is NOT suppressed. This means it is still included in any parent section total. If this check box is NOT selected, the Total prints, unless: • Section Suppression Expression is TRUE or • Total Suppression Expression is TRUE or • Total is zero or • Zero if opposite sign is TRUE (and value of total matches sign of total).
Text box (not labelled)	Type the total text you want to print in the report.
Insert	Click this button to select and insert a **Substitute Type** (substitute expression) into the text box. It can be inserted between typed text. You must click **OK** after selecting the **Substitute Type**. If inserting into typed text, type the text first and then insert.
Style	Only use if you have the Report Styles (advanced) feature. Select the required style from the drop down list.
Sign Type	This determines whether the total prints as a positive or negative. If set to *Credit*, a debit value will print as negative, and vice versa.
Sub-column	This is used to define which **sub-column** amount will appear in the report. CCH master Reports do not use sub-columns.

Total Alternates settings

Settings item	Function
Text box (not labelled)	Type the alternate total text you want to print in the report.
Insert	Click this button to select and insert a **Substitute Type** (substitute expression) into the text box. It can be inserted between typed text. You must click **OK** after selecting the **Substitute Type**. If inserting into typed text, type the text first and then insert.
Expression	See **Total Suppression settings** below for more information.

Total Formatting settings

Settings item	Function
Font	Select *Bold*, *Italic*, *Underline* or any combination.
Line Drawing	You can select **Line Drawing Before**, **Line Drawing After** or both. This will print lines before and/or after every total in the section that prints in the report.
Total Note Reference	Select a Note from the drop down list, to display the Note number in the Note column
Show $ sign	Select this check box to print the dollar $ sign beside the amounts in the report.
Don't print amounts for columns	Select this check box if you want to exclude any column amounts from appearing in the report. Type the relevant column ID number, for example 58, into the box. If you want to specify more than one column ID, you must use a comma to separate them (no spaces).
Zero if not printed	This check box relates to suppressing the values of columns listed in **Don't Print Amounts for Columns** box.
Margins	Specify left, top, right or bottom margins in millimetres.
Page Break	You can insert a page break *Before* or *After* the section total. You can select both options.

Total Options settings

Settings item	Function
Ignore Ledger Report Layout case	Select this check box to ensure the **Force Section header text to** option in the **Firm Report Layout** has no effect.
Ignore Ledger Report Layout style	Select this check box to ensure the **Force Section header style to** option in the **Firm Report Layout** has no effect.
In ledger report layout treat as	Select *Normal* or *Header*. In a section it is important to treat the total as a header.

Total Suppression settings

Settings item	Function
No Print Expression	The total does not print in the report but it is NOT suppressed. It is still included in any parent section total. This feature allows for alternate Total descriptions to print when an expression condition is met. Section Headings and Calculation Line Descriptions have the same feature. **Expressions with Section Totals - example:** • Section ID is 123 • Total Text is Net Profit • This Year Column ID is 20 (Last Year is 21) • Use && when joining expressions • Use ReportTotal to reference a Section Total

Printed text if true	Alternate Expression	Logic
Net Loss	ReportTotal(123,20)>0 && ReportTotal(123,21)>=0	Print the words 'Net Loss' if the total of section 123 for This Year (column 20) is a debit (loss) AND Last Year (column 21) is either a debit (loss) or zero (when either profit is nil or there is no transactions for last year) Note: • Spaces must be used to either side of && • iFirm treats debits as positive numbers and credits as negative • A profit is a credit (negative), a loss is a debit (positive)
Net Profit/(Loss)	ReportTotal(123,20)0	Print the words 'Net Profit/(Loss)' if the total of section 123 for This Year (column 20) is a credit (profit) AND Last Year (column 21) is a debit (loss)
Net (Loss)/Profit	ReportTotal(123,20)>0 && ReportTotal(123,21)	Print the words '(Loss)/Net Profit' if the total of section 123 for This Year (column 20) is a debit (loss) AND Last Year (column 21) is a credit (profit)

Expressions with Report Values

All report values are actually stored as strings (text), despite how they appear in the user interface. This means that string (free text), key value (list) and boolean (true/false check box) must be referenced using this syntax:

ReportValue('reportvaluekey')

Use this syntax when referencing a numeric report value:

strtoint(ReportValue('reportvaluekey'))

An expression that references a report value is not complete until it contains a condition. Here are some examples:

Expression	Logic
ReportValue('ENTITY')=='C'	Print if ENTITY is C (company)
ReportValue('ENTITY')!='C'	Print if ENTITY is not C
strtoint(ReportValue('DIRNUM'))>1	Print if DIRNUM is greater than 1
ReportValue('LONG')=='Y'	Print if LONG check box is selected

Expressions may contain multiple conditions. In the following example two report values (LONG and ENTITY) are referenced:
• Use && if both conditions must be true
• Use || if either condition must be true

Expression	Logic
ReportValue('ENTITY')=='C' && ReportValue('LONG')=='Y'	This will print if ENTITY is C AND LONG check box is selected
ReportValue('ENTITY')=='C' || ReportValue('LONG')=='Y'	This will print if either ENTITY is C OR LONG check box is selected
ReportValue('ENTITY')!='C' && ReportValue('LONG')=='Y'	This will print if BOTH ENTITY is not C and LONG check box is selected
ReportValue('ENTITY')!='C' || ReportValue('LONG')=='Y'	This will print if either ENTITY is not C OR LONG check box is selected

Settings item	Function
Zero if opposite sign	The total is suppressed if the value of the total matches the sign of the total (if the total is a debit, it will be suppressed. Similarly, if the sign of the total is credit and vice versa)
Always Print	The total prints regardless of the value, unless: • Section Suppression Expression is TRUE or • Total Suppression Expression is TRUE.
Exclude from parent total	Select this check box to always exclude the total from the parent total.

Add a text line to a report

We recommend that you read the **Learn about the report body** page before you begin. You can also read the **Edit a text line** page for more detailed information on the text line settings.

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** 🖉 icon beside the report you want to edit - it will open on the **Options** tab.

5. Click the **Body** tab.

6. Click **Edit View**.

7. Add the account line:

- If there already is a text line in the report, click it to select it, then click **Copy Current Section/Line** to copy it - this will save you editing time.
- Alternatively, click **Add Line** > **Text Line** to manually add a new text line.
- The new line appears at the bottom of the list.

8. Click **Save**.

9. Click the new line to select it, then click the **Collapse left** icon to access its settings.
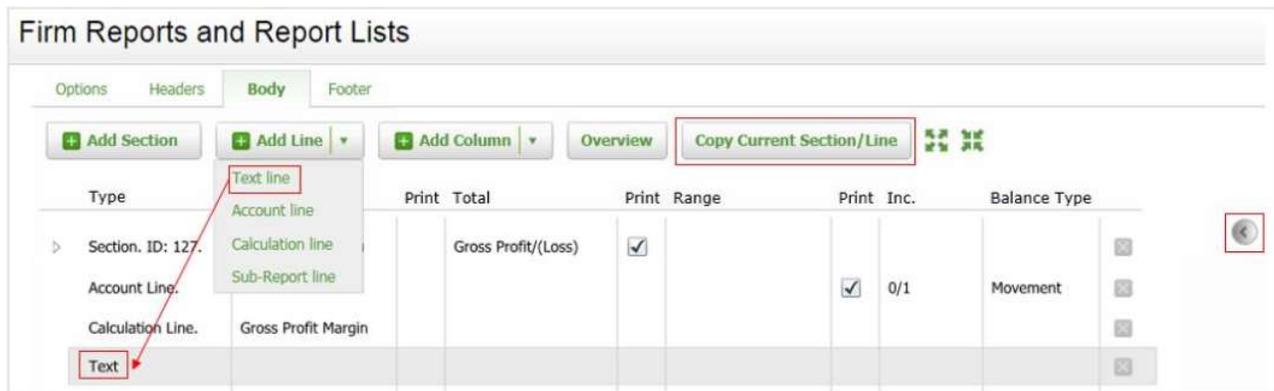
9. Edit the line settings, as required (you can find detailed information on the settings **here**).

10. **Move the line** to a new location in the list (report), if required.

11. Click **Save**.

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Edit a text line in a report

We recommend that you read the **Learn about the report body** page before you begin. You can also **add a text line** to a report, if required.

> Some of these settings can be overridden by the settings in the **Firm Report Layout**.

Contents
- **Edit a text line**
- **Learn about the text line settings**

Edit a text line

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** 🖉 icon beside the report you want to edit - it will open on the **Options** tab.

5. Click the **Body** tab.
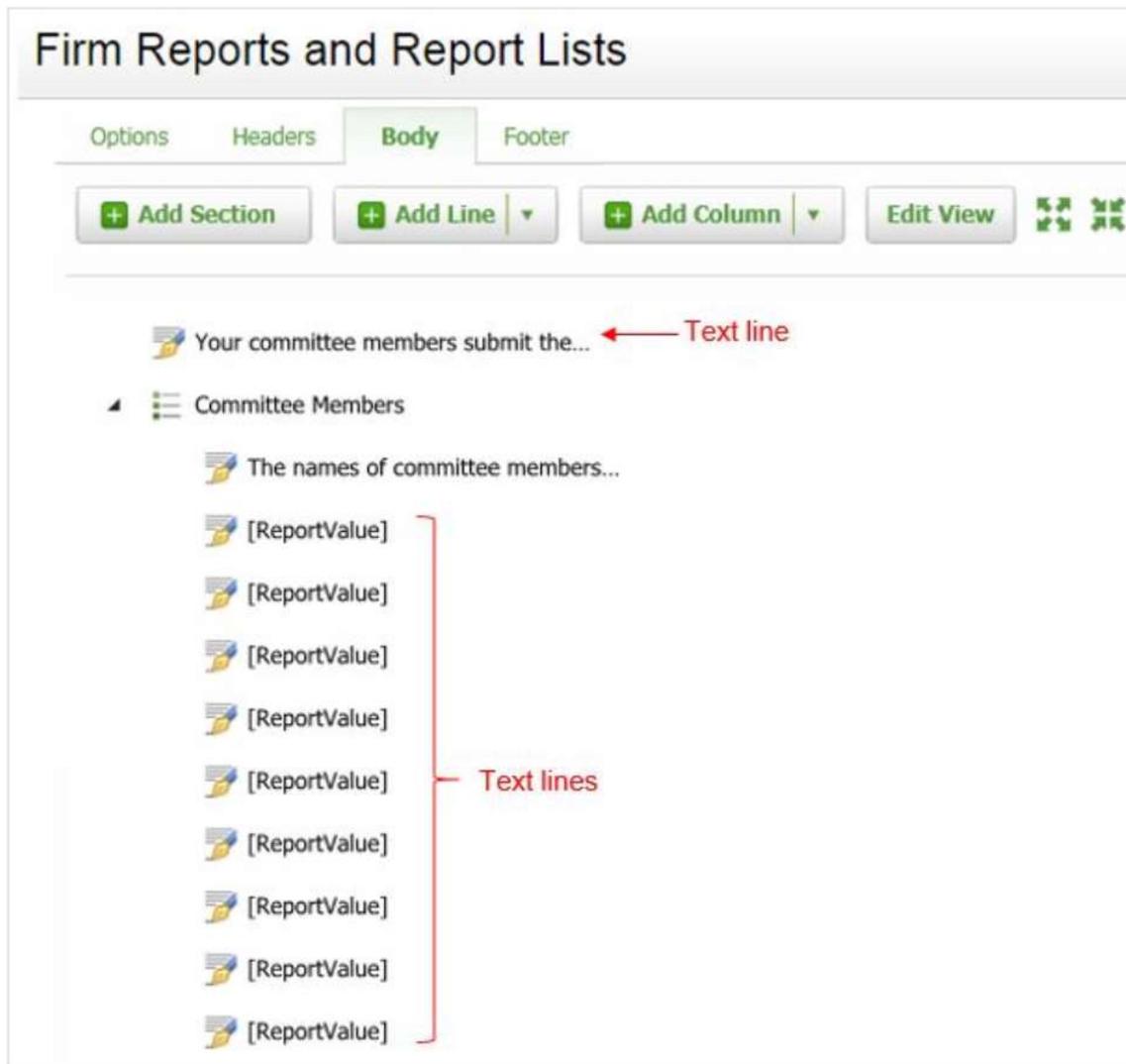
6. Click **Edit View**.

7. Click the **Collapse Grid** icon to hide the grid and access the settings area.

8. Click the required text line and edit the settings as required:

- **Text Line and Report Line Content**
- **Formatting**
- **Suppression**
- **Options**

9. Click **Save**.

10. Click **Copy Report**, if applicable.

Learn about the text line settings

Text Line and Report Line Content settings

Text Line

☐ Don't split text across pages

Report line content

[Insert]

Your committee members submit the financial report of the **LedgerName** ⊠, for the year ended **YearEnd** ⊠.

Settings item	Function
Don't split text across pages	Select this check box to prevent the text being spilt over different pages.
Text box (not labelled)	Type the text you want to appear in the report into the box.
Insert	Click this button to select and insert a **Substitute Type** (substitute expression) into the text box, such as the *LedgerName*, from the drop down list. It can be inserted between typed text. You must click **OK** after selecting the **Substitute Type**.If inserting into typed text, type the text first and then insert.

Formatting

Formatting

Style (None)   Margins (mm)   2 ⬍

Font   ☑ Bold   0 ⬍   0 ⬍
              ☐ Italic
              ☐ Underline   0 ⬍

Horizontal alignment   ⦿ Left   Page break   ☐ Before
                              ○ Center   ☐ After
                              ○ Right
                              ☐ Justify Text

Settings item	Function
Style	Only use if you have the Report Styles (advanced) feature. Select the required style from the drop down list.
Font	Select *Bold*, *Italic*, *Underline* or any combination.
Horizontal alignment	Select the required alignment.
Margins	Specify left, top, right or bottom margins in millimetres.
Page Breaks	You can insert a page break *Before* or *After* the section heading. You can select both options.

Suppression

Suppression

Expression   ReportValue("SiINGLEDIRECTOR")=="Y"||ReportValue("REPORTINGENTITY")=="Y"

☐ Zero if opposite sign

Settings item	Function
Expression	If the expression condition is TRUE, nothing prints and everything is suppressed.

Settings item	Function
Zero if opposite sign	Use zero if using opposite sign

Options

Settings item	Function
Force full width	Select this to force the text to print across the full width of the report. Depending on length, the text may print across multiple columns which may result in the background of the text being different colours. If this is not acceptable,then do not select this check box. If not selected, the text wraps and prints in the Description column only.

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Add an account line to a report

We recommend that you read the **Learn about the report body** page before you begin. You can also read the **Edit an account line** page for more detailed information on the account line settings.

Contents

- **Add an account line to a report**
- **View example**

Add an account line to a report

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** ✏ icon beside the report you want to edit - it will open on the **Options** tab.

5. Click the **Body** tab.

6. Click **Edit View**.

7. Add the account line:

- If there already is an account line in the report, click it to select it, then click **Copy Current Section/Line** to copy it - this will save you editing time.
- Alternatively, click **Add Line** > **Account Line** to manually add a new account line.
- The new line appears at the bottom of the list.

8. Click the new line to select it, then click the **Collapse left** icon to access its settings.

9. Edit the line settings, as required (you can find detailed information on the settings **here**).

10. Click **Save**.

11. **Move the line** to a new location in the list (report), if required, then click **Save**.

12. Click **Copy Report**, if applicable.

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View example

In this example, an additional account line (account ranges) is added to the expenses section of a Trading, Profit & Loss Statement report.

1. **Copy** the CCH Statement of Financial Performance report.

2. Edit the report **Options**, **Headers**, and **Footer**, if required (you can do this later).

3. Customise the account ranges:

   a. Click the **Body** tab.

   b. Expand the sections of the report by clicking the ▷ arrows or clicking the **Expand All** ⛶ icon to identify where the required account ranges are.

   - In this example, we are looking for where the expenses are located. In the **Overview** you can easily see the Less Expenses section is in the Net Surplus section, which in turn is in the NET SURPLUS BEFORE TAX section. This process makes it easier to find that section when in the **Edit View**.

   c. Click **Edit View** and again, expand the sections to locate the required section (Less Direct Expenses).

   d. Click the account line below the section (Less Expenses) to select it (it turns grey).

   e. Click **Copy Current Section/Line**.

f. Click the **Collapse All** ⚙ icon to collapse the open sections and view the new account line that appears at the bottom of the list.

g. Click the new account line to select it (it turns grey), then click the **Expand/Collapse Grid** icon to open its settings.

h. Edit the **Account Range** and any other settings, as required.

i. Click **Save**.

j. Repeat steps d to i to add more account lines and edit them to suit your needs.

k. Edit the original account line, if required.

l. Click **Save**.

4. Move the new account lines to the correct location in the report:

a. Click the **Expand/Collapse Grid** ◐ icon to close the settings and view the grid.

b. Move the first account line from the bottom of the list to where it belongs (Less Expenses section) - click here to learn more about reordering report elements.

c. Repeat the above steps to move any other account lines.

5. Check the details of your new account lines for accuracy, in either the **Overview** or **Edit View**.

6. Click **Save**.

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Edit an account line in a report

We recommend that you read the **Learn about the report body** page before you begin. You can also **add an account line** to a report, if required.

> Except for Balance Sheet reports, account lines should normally have a balance type of *Movement* rather than Closing Balance.

Contents

- **Edit an account line**
- **Learn about the account line settings**

Edit an account line

1. Click **Client Accounting** > **Financial Reports**.
2. Click the **Firm Reports/Lists** tab.
3. **Add a report** to the list, if required.
4. Click the **Edit** ✏ icon beside the report you want to edit - it will open on the **Options** tab.
5. Click the **Body** tab.

6. Open the required account line in edit view.
7. Edit the settings as required:

- **Account Line**

- **Description**
- **Formatting**
- **Suppression**

8. Click **Save**.

ABC Pharmacy Pty Ltd
Trading, Profit and Loss Statement
For the Year ended 30 June 2014
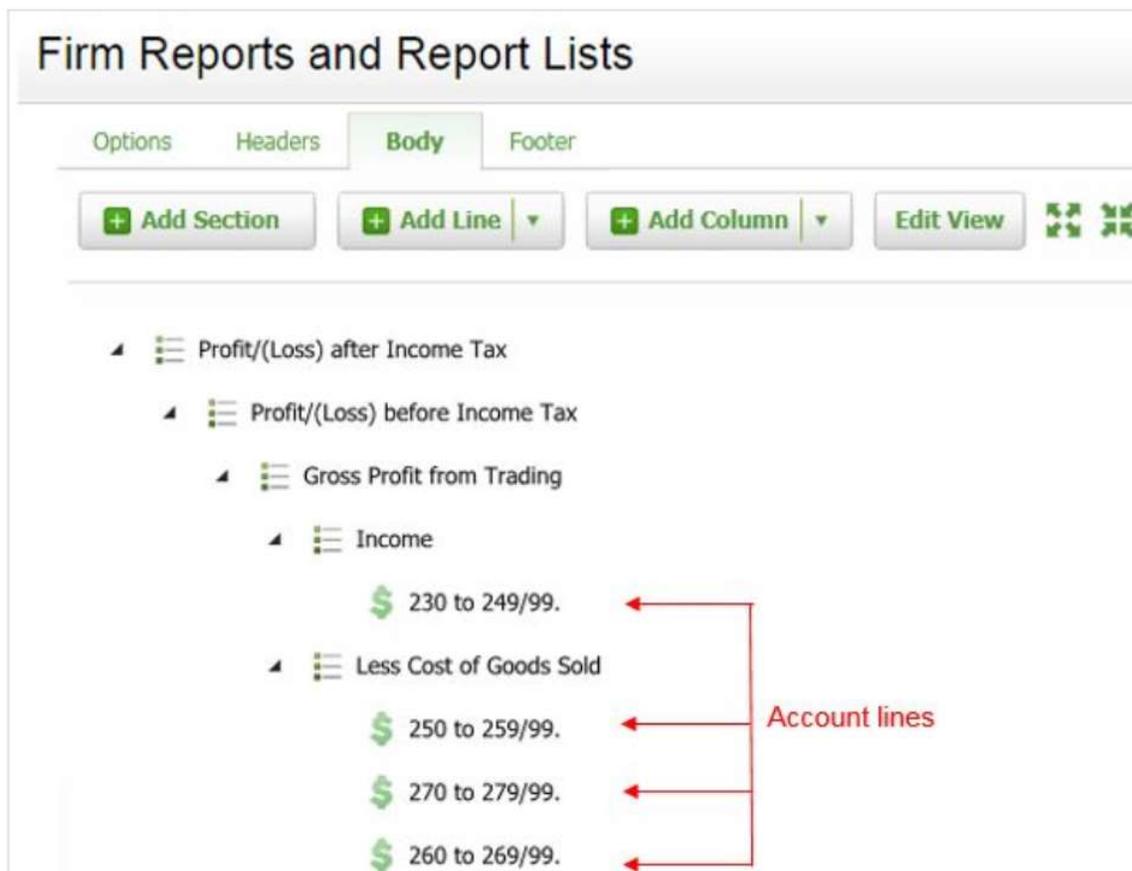
	2014 $	2013 $
Income		
Sales	87,971	175,943
Less Cost Of Goods Sold		
Purchases	848	1,696
	848	1,696
Gross Profit From Trading	87,123	174,247
Less Expenditure		
Accountancy Fees	1,484	2,969
Advertising	4,699	9,400
Cleaning & Laundry	341	682
General expenses	3,185	6,370
Entertainment	116	231
Insurance	-	500
Overhead Expense	250	-
Motor Vehicles	11,691	23,382
Telephone	91	182
Travel	476	951
Total Expenditure	(22,333)	(44,667)
Profit	64,790	129,580

One account line printing all the expense accounts that have debit closing balances.
Subcodes have been consoldidated.
Any zero amounts have been suppressed.

Learn about the account line settings

Account line settings

Account Line

- No Print

Order by Description Column

Account Range From 280 / ____ To 299 / 99 Increment ____ ☑ Increment SubCode

Balance Type [Movement ▼]   Note Reference   [+ Select Note]

Sign Type [Debit ▼]   Sub-Column [2 ⇅]

Settings item	Function
No Print	If you select the check box, the account line will not be printed. In other words, you will not see it in the report. However, values are still calculated. This setting overrides any other settings that determine what is printed in the report. It does not matter what the **Sign Type** is or if the **Suppress Zero Amounts** check box is selected, this account line will not appear in the report. If this check box is NOT selected, the account line may appear in the report, depending on any other set criteria. For example, if you set the **Sign Type** to *Debit* and the value is a debit, it will appear in your report as a positive figure, for example $200. If the value is a credit, it will appear in your report as a negative figure, for example -$200 or ($200), depending on your report option settings. However, if you select **Zero if opposite sign** and the **Suppress Zero Amounts** check boxes, and the value is a credit, it will NOT appear in the report.
Order by Description Column	This check box allows you to choose between printing accounts in an account line in either account column numeric order or description column alpha-numeric order. Select the check box to sort account line items based on the first (left-most) description column in the report (to allow for reports with multiple description columns).
Account Range	This defines the range of accounts to be processed (**From** / **To**) and which accounts within that range are to be processed (**Increment**). Account range syntax (from/to): • 200 needs to be entered as 200 • 200/00 needs to be entered as 200/0 • 200/01 needs to be entered as 200/1 • 200/10 needs to be entered as 200/10 • 200/99 needs to be entered as 200/99 As there is no option to exclude a particular account code or range of codes, you may need to add multiple account lines to ensure only specified codes are included in the report. For example, if you want a report section to include all the account codes in the range 2 to 8/99 EXCEPT account code 7, you need to have one account line for the account code range 2 to 6/99 and then a second account line for 8 to 8/99.
From	This is the first possible number in the range. This is usually an un-sub-coded number (a range starting at 200/0 will not include 200).
To	This is the last possible number in the range (often sub-code 99).
Increment	By default, the **Increment Subcode** check box is selected. This will print an account line for all applicable codes and subcodes (200, 200/00, 200/01, 200/02 … 209/99). To change the increment settings clear the check box, then type a value into the **Increment** box. • A value of /1 will include every code/sub-code. • A value of /2 will only include every second code/sub-code. • Values of 1/ will increment by a whole code. Examples: • From 200 to 209/99, increment /1. This will include all codes and sub-codes starting at 200 and ending at 209/99. • From 200/0 to 209/99, increment /1. This will include all codes and sub-codes starting at 200/0 and ending at 209/99 (will not include 200 but will include 201, 202, 203, … , 209). • From 200 to 209/99, increment /2. This will include 200, 200/1, 200/3, 200/5 and so on. • From 200/0 to 209/99 Increment /2. This will include 200/0, 200/2, 200/4, 200/6 and so on. • From 200 to 209/99 Increment 1/. This will include codes 200, 201, 202, …, 209 but will NOT include any sub-codes in this range. • From 200/1 to 209/1 Increment 1/. This will include codes 200/01, 201/01, 202/01, … , 209/01 but will NOT include 201, 202 and so on, or any sub-codes other than 01.
Balance Type	Select the ledger balance type: • *ClosingBalance* - this should usually only be used for account lines in Balance Sheets . • *Movement* - this is the difference between the opening and closing balance and should normally be used for all account lines in all reports except Balance Sheets (which should use *ClosingBlance*) where an Opening balance is specifically required (e..g for the Opening Equity in a Statement of Movement in Equity type report). • *OpeningBalance* - this is used when only the opening balance is required.
Sign Type	This determines whether values print as positive or negative values. If set to *Credit*, the debit values will print as negative numbers (and vice versa).

Settings item	Function
Note Reference	This may be used if a report has a Note column. Select the note that this line relates to. It will print the reference number associated with the note.
Sub-Column	This is used to define which sub-column amount will show in the report. CCH master reports do NOT use sub-columns.

Description settings

Settings item	Function
Type	Select the source of the description: • *Account Description* - prints the Account Description. • *Text* - prints the contents of the text box. • *Alternate Report Description* - prints the Account Alternate Description (if that is blank, the Account Description is printed instead).
Text Box (not labelled)	The contents of this box will print in the report, if the **Type** is set to *Text*. If **Type** is NOT set to *Text*, a comment may be typed in the box. This comment will NOT be printed in the report. However, it may be useful to add a description for the account line that you can see in the Report Writer grid. For example, if you have a lot of account lines and you want to identify them easily for editing.
Insert	Click this button to select and insert a **Substitute Type** (substitute expression) into the text box. It can be inserted between typed text. You must click **OK** after selecting the **Substitute Type**. If inserting into typed text, type the text first and then insert.

Formatting settings

We recommend that you copy the formatting settings used in other account lines to ensure consistency and professional layout in your reports.

Settings item	Function
Style	Only use if you have the Report Styles (advanced) feature. Select the required style from the drop down list.
Font	Select *Bold*, *Italic*, *Underline* or any combination.

Settings item	Function
Margins	Margins are used to separate elements from each other. For example, using margins ensures the contents of two columns do not touch. Specify left, top, right or bottom margins in millimetres.
Line Drawing	You can select **Line Drawing Before**, **Line Drawing After** or both. This will print lines before and/or after every code in the account range that prints in the report. However, line drawing is NOT generally used on account Lines.
Page Break	You can insert a page break *Before* or *After* the account line. You can select both options. This is NOT generally used on account Lines.
Don't Print Amounts for Columns	Do not print amounts in any column ID listed. Type the relevant column ID number, for example 58, into the box. If you want to specify more than one column ID, you must use a comma to separate them (no spaces).
Zero if not printed	This check box relates to suppressing the values of columns listed in **Don't Print Amounts for Columns** box.

Suppression settings

Settings item	Function
Expression	This expression does not print in the report. If is generally NOT used on account lines.
Suppress Zero Amounts	If you select this check box codes with a value of zero are not printed in the report. This check box should generally be selected to stop codes with zero amounts printing on reports.
Consolidate Subcodes	If this check box is selected the individual subcodes are grouped together (consolidated) into one amount per code, and the total is printed. This action is carried out BEFORE any other action. For example, the subcodes are consolidated first, then iFirm makes a decision as to whether it is a zero amount. Examples: • If the account range is 200 to 201/99 (and the **No Print** check box is NOT selected), only two lines print (unless the value is zero and **Suppress Zero Amounts** check box is NOT selected): ◦ 200 (consolidates 200 to 200/99) ◦ 201 (consolidates 201 to 201/99) • Combination - **Consolidate Subcodes** and **Zero if opposite sign** check boxes are selected. The individual code/subcode values are firstly consolidated, then the **Zero if opposite sign** logic is applied. If the account range is 501 to 501/99, increment is /1, and sign type is debit:

Actual balances		
501/01	Cr $1,000	
501/05	Cr $5,000	consolidated into 501 balance Cr $3,000
501/50	Dr $3,000	
502/01	Cr $2,000	
502/05	Cr $5,000	consolidated into 502 balance Dr $1,000
502/50	Dr $8,000	
Consolidated balances		
501	Cr $3,000	Excluded because Sign Type is not Dr
502	Dr $1,000	Included because Sign Type is Dr

Settings item	Function
Zero if opposite sign	If this check box is selected the individual code/subcode values are suppressed (treated as zero) when they do not match **Sign Type**. This settings is normally used in conjunction with **Suppress Zero Amounts** to ensure zero values do not print in the report. Therefore, if the value is a debit balance and account line sign type is credit, it is suppressed and vice versa. Example: the account range is 501 to 501/99, increment is /1, and sign type is debit:
Exclude from parent total	Always exclude from parent total (not generally used on account lines)

Within the "Zero if opposite sign" description, the embedded table:

Actual balances		
501/01	Cr $1,000	Excluded because sign type is not Dr
501/05	Cr $5,000	Excluded because sign type is not Dr
501/50	Dr $3,000	Included because sign type is Dr
502/01	Cr $2,000	Excluded because sign type is not Dr
502/05	Cr $5,000	Excluded because sign type is not Dr
502/50	Dr $8,000	Included because sign type is Dr

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Add a calculation line to a report

We recommend that you read the **Learn about the report body** page before you begin. You can also read the **Edit a calculation line** page for more detailed information on the calculation line settings.

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** ✎ icon beside the report you want to edit - it will open on the **Options** tab.

5. Click the **Body** tab.

6. Click **Edit View**.

7. Add the account line:

- If there already is a calculation line in the report, click it to select it, then click **Copy Current Section/Line** to copy it - this will save you editing time.
- Alternatively, click **Add Line** > **Calculation Line** to manually add a new account line.
- The new line appears at the bottom of the list.

8. Click **Save**.

9. Click the new line to select it, then click the **Collapse left** ◁ icon to access its settings.
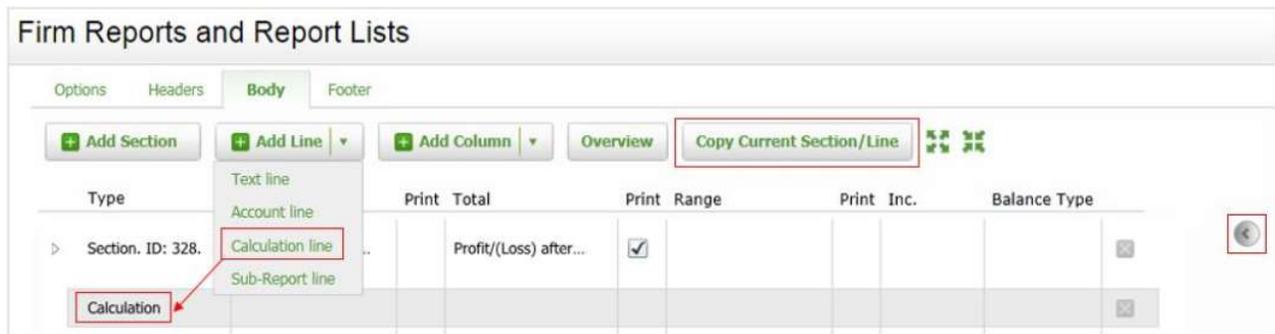
10. Edit the line settings, as required (you can find detailed information on the settings **here**).

11. Click **Save**.

12. **Move the line** to a new location in the list (report), if required.

13. Click **Save**.

Firm Reports and Report Lists

Options   Headers   **Body**   Footer

[+] Add Section   [+] Add Line ▾   [+] Add Column ▾   Overview   Copy Current Section/Line

Description   Amount   Amount

Section. ID: 326. Cl	**Calculation Line**
Account Line. Closing stock on hand	☐ Print
Calculation Line. Cl	**Description**
Section. ID: 341. Le	Insert
Account Line.	Closing Stock - **AccountInformation** ☒
Section. ID: 335. Le	
Account Line. Sv	
Section. ID: 336. Ex	**Options**
Section. ID: 331. [A	Expression ReportTotal(326)*-1
Account Line.	Sign Type Debit ▾ In ledger Report Layout treat line as Normal ▾
Section. ID: 339. Pl	Value format override Sub-Column 0 ⏶⏷
	Note Reference [+] Select Note

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Edit a calculation line in a report

We recommend that you read the **Learn about the report body** page before you begin. You can also **add a calculation line** to a report, if required.

Some of these settings can be overridden by the settings in the **Firm Report Layout**.

For a PDF document of settings, please click **here**.

> **Contents**
> - **Edit a calculation line**
> - **Learn about the calculation line settings**

Edit a calculation line

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** icon beside the report you want to edit - it will open on the **Options** tab.

5. Click the **Body** tab.

6. Open the required calculation line in edit view.

7. Edit the settings as required:

- **Calculation Line**
- **Description**
- **Options**
- **Alternates**
- **Formatting**
- **Suppression**

8. Click **Save**.

Learn about the calculation line settings

Calculation line settings

Settings item	Function
No Print	If you select the check box, the calculation line will not be printed. In other words, you will not see it in the report. However, values are still calculated. This setting overrides any other settings that determine what is printed in the report.

Description settings

Settings item	Function
Text box (not labelled)	Type the text you want to print.
Insert	Click this button to select and insert a **Substitute Type** (substitute expression) into the text box. It can be inserted between typed text. You must click **OK** after selecting the **Substitute Type**. If inserting into typed text, type the text first and then insert.

Options settings

Settings item	Function
Expression	Any combination of the following arithmetic operations are supported using most of the standard BEDMAS operational order and .net syntax:

Grouping (brackets)	()
Division & Multiplication (left to right)	/ *
Addition & Subtraction (left to right)	+ -

The following syntax may be used:

Section totals	ReportTotal(xxx)
Division & Multiplication (left to right)	/ *
Addition & Subtraction (left to right)	+ -
Converting a negative to a positive	*-1
Specifying a value from a specific column	ReportTotal(xxx,yyy)

Note:
• xxx is the Section ID and yyy is the Column ID.
• ReportTotal may be typed as Title Case, lower case or UPPER CASE.
More examples:

Combining 2 section totals	ReportTotal(xxx)+ReportTotal(xxx)
Dividing 1 section total by another section total	ReportTotal(xxx)/ReportTotal(xxx)
Dividing 1 section total by another section total; always show as a positive number	ReportTotal(xxx)/ReportTotal(xxx)*-1

Settings item	Function
Sign type	This determines whether values print as positive or negative values. If set to *Credit*, the debit values will print as negative numbers (and vice versa).
In ledger report layout treat as	Select Normal (default) header or total
Value format override	This option is not relevant if the **No Print** check box is selected. It allows the column formats to be overridden. The calculation line **Sign Type** influences the result.
Sub-Column	This is used to define which sub-column amount will appear in the report.CCH Master Reports do not use sub-columns.
Note reference	This may be used if a report has a Note column. Select the note that this line relates to. It will print the reference number associated with the note. However, this not generally used on calculation lines.

Value Format	If Sign Type is	If value is	Printed Output
#.00%;(#.00)%;-	Cr	Cr 5.70	5.75%
	Cr	Dr 5.70	(5.75)%
	Cr	Zero	-
#.##%;(#.##)%;	Cr	Cr 5.70	5.7%
	Cr	Dr 5.70	(5.7)%
	Cr	Zero	
#.00%;#.00%;-	Cr	Cr 5.70	5.70%
	Cr	Dr 5.70	5.70%
#.##%;#.##;-	Cr	Cr 5.70	5.7
	Cr	Dr 5.70	5.7

Alternates settings

Alternates

+ Add Alternate

Text ☒

Insert

Expression

Settings item	Function		
Text box (not labelled), Insert, Expression	This feature allows for alternate descriptions to print when an expression condition is met. Section Headings and Total have the same feature. Example: • Calculation Line Expression is ReportTotal(123)+ ReportTotal(124) • Calculation Description is Net Profit • This Year Column ID is 20 (Last Year is 21)		
	Text to print if description is true	**Alternate Expression**	**Logic**
	Net Loss	ReportTotal(123,20)+ReportTotal(124,20)>0 && ReportTotal(123,21)+ReportTotal(124,21)>=0	Print the words 'Net Loss' if the combined totals of section 123 and 124 for This Year (column 20) are a debit (loss) AND if the combined totals of section 123 and 124 for Last Year (column 21) are either a debit (loss) or zero (when either profit is nil or there is no transactions for last year). Note: • Spaces must be used to either side of && • iFirm treats debits as positive numbers and credits as negative • A profit is a credit (negative), a loss is a debit (positive)
	Net Profit/(Loss)	ReportTotal(123,20)+ReportTotal(124,20)0	Print the words 'Net Profit/(Loss)' if the combined totals of section 123 and 124 for This Year (column 20) are a credit (profit) AND if the combined totals of section 123 and 124 for Last Year (column 21) are a debit (loss)
	Net (Loss)/Profit	ReportTotal(123,20)+ReportTotal(124,20)>0 && ReportTotal(123,21)+ReportTotal(124,21)	Print the words 'Net (Loss)/Profit' if the combined totals of section 123 and 124 for This Year (column 20) are a debit (loss) AND if the combined totals of section 123 and 124 for Last Year (column 21) are a credit (profit)

Formatting settings

Settings item	Function
Style	Only use if you have the Report Styles (advanced) feature. Select the required style from the drop down list.
Font	Select *Bold*, *Italic*, *Underline* or any combination.
Line Drawing	You can select **Line Drawing Before**, **Line Drawing After** or both. This will print lines before and/or after every code in the account range that prints in the report.
Don't print amounts for columns	Select this check box if you want to exclude any column amounts from appearing in the report. Type the relevant column ID number, for example 58, into the box. If you want to specify more than one column ID, you must use a comma to separate them (no spaces).
Zero if not printed	This check box relates to suppressing the values of columns listed in **Don't Print Amounts for Columns** box.
Margins	Specify left, top, right or bottom margins in millimetres.
Page Break	You can insert a page break *Before* or *After* the calculation line. You can select both options.

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Suppression settings

Settings item	Function
Expression	If the expression condition is TRUE then nothing prints in the report.
Suppress Zero amounts	If you select this check box amounts with a value of zero are not printed in the report.
Zero if opposite sign	Values are treated as zero when they do not match Sign Type specified in the Options section above. Therefore, if a value is a debit balance and the account line Sign Type is credit, it becomes zero and vice versa. This is normally used in conjunction with **Suppress Zero amounts** to ensure nothing prints.
Exclude from parent total	Always exclude from parent total.

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Add and edit a sub-report line in a report

We recommend that you read the **Learn about the report body** page before you begin. You can add a sub-report into a report so it is included in that report.

Contents
- **Add a sub-report line to a report**
- **Edit the sub-report line settings**

Add a sub-report line to a report

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** ✎ icon beside the report you want to edit - it will open on the **Options** tab.

5. Click the **Body** tab.

6. Click **Edit View**.

7. Add the sub-report line:

- If there already is a sub-report line in the report, click it to select it, then click **Copy Current Section/Line** to copy it - this will save you editing time.
- Alternatively, click **Add Line** > **Sub-Report Line** to manually add a new sub-report line.
- The new line appears at the bottom of the list.

8. Click **Save**.

9. Click the new line to select it, then click the **Collapse left** ⬤ icon to access its settings.
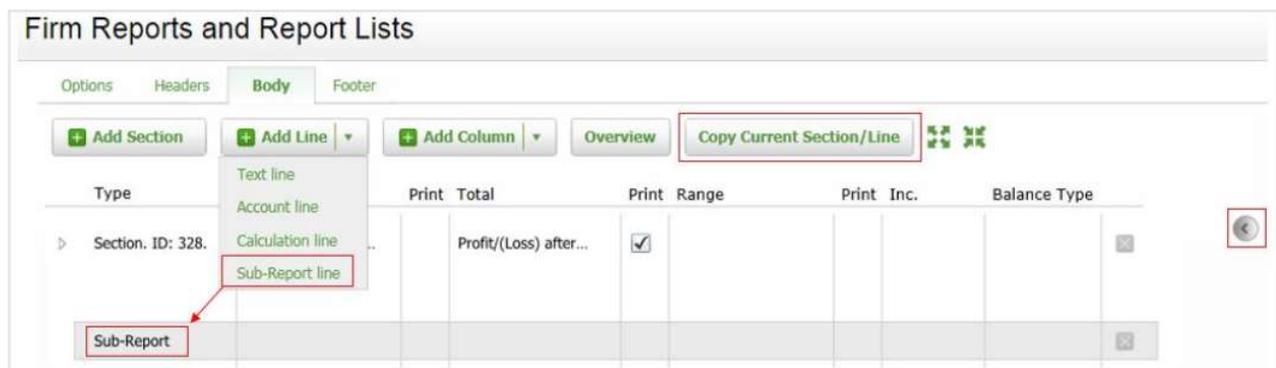
9. Click **Select Report**, expand **CCH Reports**, locate and select the required report.

10. Select the **Page break Before** or **Page break After** check box as required.

11. Click **Save**.

12. **Move the line** to a new location in the list (report), if required.

13. Click **Save**.

Edit the sub-report line settings

Some of these settings can be overridden by the settings in the Firm Report Layout.

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** 🖉 icon beside the report you want to edit - it will open on the **Options** tab.

5. Click the **Body** tab and take note of the sub-report location.

6. Open the sub-report text line in edit view.

7. Edit the settings:

   1. Select a different report from the **Select Reports**.

   2. Edit the page break selection, if required.

8. Click **Save**.

Learn about the types of columns and their settings

We recommend that you read the **Learn about the report body** page before you learn about the various report columns and their settings.

To see what columns are in a report, open the **Body** tab of the required report in **Edit View**, then click

the **Expand/Collapse Grid** ⊘ icon to collapse the grid. The columns appear in a horizontal list. When you click on a column name, it is highlighted in green and you can view its settings.
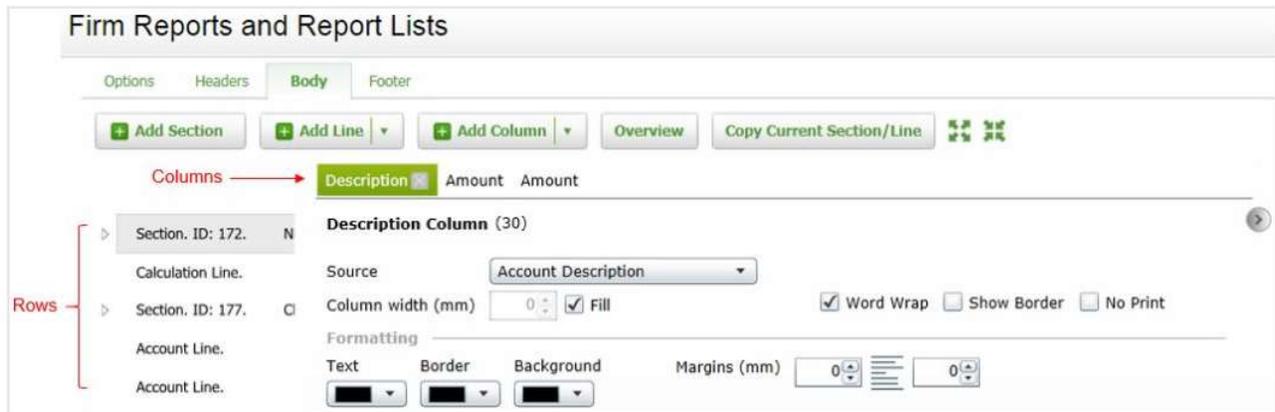
You can edit the default column settings to suit your needs and **add** additional columns to a report. When editing the settings of columns of the same type, we recommend that you use the same settings for each of those columns, so that your report looks consistent and professional. For example, if you have two Amount columns side by side, it is best that the are of equal width and format.

Some of these settings can be overridden by the settings in the **Firm Report Layout**.

Contents

- **Description column**
- **Note column**
- **Value column**
- **Calculation column**
- **Multi-period column**

Description column

The description column is used to print heading text and total text in sections, descriptions and alternate account descriptions in account lines, descriptions and alternate descriptions in calculation lines, and the report line content in text lines.

Settings item	Function
Source	This should be set to Account Description, if you are using the standard CCH chart of accounts.
Column Width	You can increase or decrease the width of the column in millimetres. Select the **Fill** check box to auto adjust the column width to the size of its contents, only when the following conditions are true: • The **Description** column selected is the only description column (at the time of writing, additional description columns have no practical use); and • No other columns have the Fill option selected (although Fill may be valid, if selected on Amount columns with a **Layout Mode** of *Split*). Otherwise, if you select this option, it may result in misalignment in the report.
Word Wrap	This is normally selected and will result in any descriptions too long to fit on one line wrapping to the next line.
Show Border	Select this check box to show a border around the column.
No Print	Select this check box to suppress the printing of the column (amounts will still calculate).
Formatting	
Text, Border, Background	Select the colours you want to appear in the report.
Margins	Select the required margins
Suppression	If the expression condition is TRUE, nothing prints and everything is suppressed.
Headings	
Add header	Click **Add Header** to add a column header. You may want to add more than one header, for example one that contains a description and another that contains a currency sign.
Header Text	Type your own header text into the box. Alternatively, you can automatically insert some preset text - click **Insert**, then select the required Substitute Type, such as the *YearEnd*, from the drop down list. You will need to add some further information, depending on the option you choose. For example, if you select *ReportValue*, you need to type the required report value into the **Key** box. Similarly, if you select AccountInformation, you need to type the required account code
Formatting	Format the header to suit your needs. We recommend that you use the same header format settings for all your columns. • Split Mode: Unknown, Left, Right, Repeated, Center • Font:Choose one or all check boxes for Bold, Italics and Underline. • Horizontal Alignment:Select the required alignment.

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Note column

This is the note reference column. It prints the note number, if a note is selected in any of the following:

- Heading Note Reference (section)
- Total Note Reference (section)
- Note Reference (account and calculation lines)

Settings item	Function
Column Width	You can increase or decrease the width of the column in millimetres. Select the **Fill** check box to auto adjust the column width to the size of its contents, only when the following conditions are true: • The **Description** column selected is the only description column (at the time of writing, additional description columns have no practical use); and • No other columns have the Fill option selected (although Fill may be valid, if selected on Amount columns with a **Layout Mode** of Split). Otherwise, if you select this option, it may result in misalignment in the report.
Word Wrap	This does not need to be selected for a Note column
Show Border	Select this check box to show a border around the column.
No Print	Select this check box to suppress the printing of the column (amounts will still calculate).
Formatting	
Text, Border, Background	Select the colours you want to appear in the report.
Margins	Select the required margins for the column.
Suppression	If the expression condition is TRUE, nothing prints and everything is suppressed,
Headings	
Add header	Click **Add Header** to add a column header. You may want to add more than one header, for example one that contains a description and another that contains a currency sign.

Settings item	Function
Header Text	Type your own header text into the box. Alternatively, you can automatically insert some preset text - click **Insert**, then select the required **Substitute Type**, such as the *YearEnd,* from the drop down list. You will need to add some further information, depending on the option you choose. For example, if you select *ReportValue*, you need to type the required report value into the **Key** box. Similarly, if you select AccountInformation, you need to type the required account code
Formatting	Format the header to suit your needs. We recommend that you use the same header format settings for all your columns. • Split Mode: Unknown, Left, Right, Repeated, Center • Font:Choose one or all check boxes for Bold, Italics and Underline. • Horizontal Alignment:Select the required alignment.

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Value column settings (Amount and Quantity)

Value columns are used to print total dollar amounts (or quantities) in sections, account lines, and calculation lines.

Settings item	Function
Column Width	You can increase or decrease the width of the column in millimetres. Select the **Fill** check box to auto adjust the column width to the size of its contents, only when the following conditions are true: • The **Description** column selected is the only description column (at the time of writing, additional description columns have no practical use); and • No other columns have the Fill option selected (although Fill may be valid, if selected on Amount columns with a **Layout Mode** of *Split*). Otherwise, if you select this option, it may result in misalignment in the report.
Rounding	Set how many decimal places (dp) you want to round the figures in the report to.
Show Border	Select this check box to show a border around the column.
No Print	Select this check box to suppress the printing of the column (amounts will still calculate).

Settings item	Function
Source	
Source Type	Select one of the options, amount, quantity, account description, account text 1, account text 2, alternative report description.
Source Period	Select one of the options: full year, year to date, current period.
Source Period Modifier Type	Select either year or month.
Source Period Modifier	This determines which period the amounts refer to. For example, 0 implies the amounts are for the current financial year, -1 implies the amounts are for the last financial year, and so on.
Formatting	
Format	This works using symbols to dictate what the format of the numbering will be. For example: ##,#.;(##,#.);- - which means that when the number is in thousands a comma is included.
Text, Border, Background	Select the colours you want to appear in the report.
Layout Mode	You can choose between *Single* (default) or *Split*. Select *Split* if you want to create **sub-columns** in the report.
Margins	Define left and/or right margin in millimetres (amount/quantity columns should normally have a left margin of at least 2 mm)
Suppression	Select **Suppress if no values** check box, or add an expression to suppress printing.
Headings	
Add header	Click **Add Header** to add a column header. You may want to add more than one header, for example one that contains a description and another that contains a currency sign.
Header Text	Type your own header text into the box. Alternatively, you can automatically insert some preset text - click **Insert**, then select the required **Substitute Type**, such as the *YearEnd,* from the drop down list. You will need to add some further information, depending on the option you choose. For example, if you select *ReportValue*, you need to type the required report value into the **Key** box. Similarly, if you select *AccountInformation*, you need to type the required account code
Formatting	Format the header to suit your needs. We recommend that you use the same header format settings for all your columns. • Split Mode: Unknown, Left, Right, Repeated, Center • Font: Choose one or all check boxes for Bold, Italics and Underline. • Horizontal Alignment: Select the required alignment.

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Calculation column

Calculation columns are used to print calculated amounts based by applying arithmetic calculations to data in value columns (dollar amount and/or quantities). Click **here** to download a PDF document of the calculation column settings and rules.

Settings item	Function
Expression	This is the formula used to make the calculation.
Column Width	You can increase or decrease the width of the column in millimetres. Select the **Fill** check box to auto adjust the column width to the size of its contents, only when the following conditions are true: • The **Description** column selected is the only description column (at the time of writing, additional description columns have no practical use); and • No other columns have the Fill option selected (although Fill may be valid, if selected on Amount columns with a **Layout Mode** of *Split*). Otherwise, if you select this option, it may result in misalignment in the report.
Rounding	Set how many decimal places (dp) you want to round the figures in the report to.
Show Border	Select this check box to show a border around the column.
No Print	Select this check box to suppress the printing of the column (amounts will still calculate).
Formatting	
Format	This works using symbols to dictate what the format of the numbering will be. For example: ##,#.;(##,#.);- - which means that when the number is in thousands a comma is included.
Text, Border, Background	Select the colours you want to appear in the report.
Margins	Define left and/or right margin in millimetres (amount/quantity columns should normally have a left margin of at least 2 mm)
Suppression	Select **Suppress if no values** check box, or add an expression to suppress printing.
Headings	
Add header	Click **Add Header** to add a column header. You may want to add more than one header, for example one that contains a description and another that contains a currency sign.
Header Text	Type your own header text into the box. Alternatively, you can automatically insert some preset text - click **Insert**, then select the required **Substitute Type**, such as the *YearEnd,* from the drop down list. You will need to add some further information, depending on the option you choose. For example, if you select *ReportValue*, you need to type the required report value into the **Key** box. Similarly, if you select *AccountInformation*, you need to type the required account code

Settings item	Function
Formatting	Format the header to suit your needs. We recommend that you use the same header format settings for all your columns. • Split mode: Unknown, Left Right, Repeated, Center • Font: Choose one or all check boxes for Bold, Italics and Underline. • Horizontal Alignment: Select the required alignment.

Multi-period column

Multi-period columns are used to produce period reports in a monthly ledger. These columns allow you to produce reports that have automatic period sub-columns for each month that print across page, in addition to a **Grand Total** sub-column.

These columns are used by accountants to produce various iterations of management reports, including:

- 1 period per column: up to 12 monthly columns across a page (with a total column).
- 2 periods per column: up to 6 bi-monthly columns across a page (with a total column).
- 3 periods per column: up to 4 quarterly columns across a page (with a total column).
- 6 periods per column: up to 2 half-year columns across a page (with a total column).

Features of multi-period columns include:

- Automatic selection of page orientation (portrait/landscape).
- Automatic inclusion or exclusion of the total column.
- Automatic sizing of amount columns and font size.
- The ability to select multiple iterations. For example, users can print a monthly report and a quarterly report in the same print run.

Multi-period columns are controlled via a special sub-grid in the **Financial Reports** page (activated by selecting the name of the report in the report list). The sub-grid includes these features:

- Select multiple iterations.
- Override the page orientation for any iteration.
- Force the printing or suppression of the total column.

Settings item	Function
Source	
Source Type	Select one of the options, amount, quantity, account description, account text 1, account text 2, alternative report description.
Source Period	Select one of the options: full year, year to date, current period.
Source Period Modifier Type	Select either year or month.
Source Period Modifier	This determines which period the amounts refer to. For example, 0 implies the amounts are for the current financial year, -1 implies the amounts are for the last financial year, and so on.

Settings item	Function
Formatting	
Format	This works using symbols to dictate what the format of the numbering will be. For example: ##,#.;(##,#.);- - which means that when the number is in thousands a comma is included.
Text, Border, Background	Select the colours you want to appear in the report.
Margins	Define left and/or right margin in millimetres (amount/quantity columns should normally have a left margin of at least 2 mm)
Suppression	Select **Suppress if no values** check box, or add an expression to suppress printing.

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Add a column to a report and edit the column settings

We recommend that you **Learn about the report body** and **Learn about the types of columns and their settings** before you begin adding columns to a report.

Some of the column settings can be overridden by the settings in the **Firm Report Layout**.

Contents
- **Edit the column settings of a report**
- **Add a column to a report**
- **Use sub-columns**
- **View example: add a variance column to a report**

Edit the column settings of a report

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** ✎ icon beside the report you want to edit - it will open on the **Options** tab.

5. Click the **Body** tab.

6. Click **Edit View**, then click the **Collapse Left** ⬉ icon.

7. Click the required column to open its settings, and edit them as required:

- **Description column**
- Note column
- **Value column** (Amount and Quantity).
- **Calculation column** (see also this **example** for more information).
- Multi-period

8. Click **Save**.

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Add a column to a report

You cannot copy an existing column, you need to manually add a new one.

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Add a report** to the list, if required.

4. Click the **Edit** ✎ icon beside the report you want to edit - it will open on the **Options** tab.

5. Click the **Body** tab.

6. Click **Edit View**.

7. Click the **Expand/Collapse Grid** ⬉ icon to view the columns already in the report.

8. Click **Add Column**, then click the required column type, for example *Calculation column*.

- The new column appears on the right side the other columns, highlighted in green.
- The column ID is a negative 9,000 number (-9998). This is just a temporary ID. It will change to a permanent, positive number once you click **Save**.
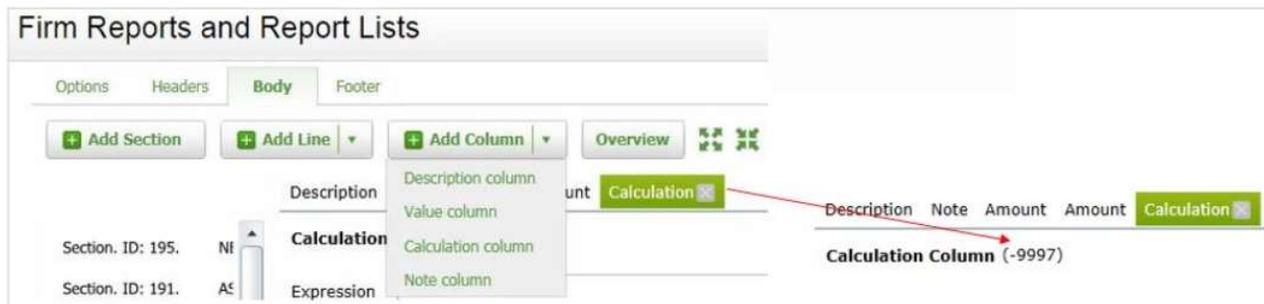
9. Edit the new **column settings**, as required.

10. Click **Save**.

View example: add a variance column to a report

If a report has two **Amount** columns, one for the current financial year and one for the last financial year, you may want to add another column to show the variance in amounts between the two years.

1. Open the **Body** tab of the required report in **Edit View**.

2. Click the **Expand/Collapse Grid** icon.

3. Click **Add Column** > **Calculation Column**.

- The new column appears on the right side the other columns, highlighted in green.
- Note that the column ID is a negative 9,000 number (-9998). This is just a temporary ID. It will change to a permanent, positive number once you click **Save**.

4. Type this formula into the **Expression** box: ReportColumn(*1st Amount Column ID*)-ReportColumn(*1st Amount Column ID*)

- To find the ID of the **Amount** columns, click on each one. The ID is displayed in brackets after the text **Value Column**. In this example, you would type ReportColumn(7)-ReportColumn(8)

- This formula is telling iFirm to subtract the amount in column 36, which is the last financial year (**Source Period Modifier** = -1), from the amount in column 35, which is the current financial year (**Source Period Modifier** = 0).

5. Edit the **Column width (mm)** and other formatting options to match those in the other **Amount** columns (for consistency purposes).

6. Select the **Suppress if no values** check box, if required.

- This ensures that if there are no balances for either year, this column will not appear in the report.
- This may only apply in your first year of business.

7. Click **Add Header** and type *Variance* into the box.

8. Click **Add Header** again, then type the dollar sign *$* into the box.

9. Click **Save**.

Use sub-columns

To enable sub-columns to appear in a report you must select the *Split* as the **Layout Mode** in the **Value Column** > **Formatting** settings.

You should then change the **Column Width** in the **Value Column** settings to account for the extra space needed. For example, if your columns are 25 mm wide and you want to use two sub-columns, double the width to 50 mm. Similarly, if you want to use three sub-columns, triple the width to 75 mm.

Edit the rows in the report to account for the sub-columns. For example, in an account line you can set which column you want the information to appear in. Note that sub-columns are not fixed, they are relative. For example, if you have two columns you could name the first one 2 and the second one 3, or name them 1 and 2. Our recommendations:

- If you want to use two sub-columns, label the first column 2 and the second column 3
- If you want to use three sub-columns, label the first column 1, the second column 2 and the third column 3.

Section total setting:

Account line setting:

Calculation line setting:

Move or delete report elements and columns

> **Contents**
> - **Move a report element to a new position in a report**
> - **Move a report column to a new position in a report**
> - **Delete a report element from a report**
> - **Delete a report column from a report**

Move a report element to a new position in a report

Once you have added an element, such as a new section or account line, to a report, it will automatically appear at the bottom of the report. You can then drag and drop it to another location within the report. You can only move one element at a time.

1. Ensure the **Body** tab of the required report is open in **Edit View**, and the grid is displayed.

2. Expand the grid to display the area you want to move the element to.

3. Click the element you want to move and hold down the **Shift** key, then drag the element to the required position:

- A grey horizontal line indicates the element will be positioned between the elements above and below the line.
- A grey outlined box indicates the element will be positioned within that element, for example it will become part of a section.
- If you hover too long over a section you will notice that section automatically expands, if it is not already expanded.

4. Release the mouse button and **Shift** key to drop the element into place.

5. Click **Save** (or click **Cancel** to undo the reordering).

Examples

Example 1: the account line is moved to sit between section 332 and 333.

Example 2: the account line is moved to sit inside section 327.

Move a report column to a new position in a report

Once you have added column such as a note column to a report, it will automatically appear at the right hand side of the columns of the report. You can then drag and drop it to another location of the columns.. You can only move one column at a time.

1. Ensure the **Body** tab of the required report is open in **Edit View**, and the grid is displayed.

2. Click ⊙ to view the columns.

3. Click the column you want to move and hold down the **Shift** key, then drag the column to the required position:

   • A grey transparent box appears around the column that will move to the right, allowing space for the column you are moving.

4. Release the mouse button and **Shift** key to drop the column into place.

5. Click **Save** (or click **Cancel** to undo the reordering).

Delete a report element from a report

1. Ensure the **Body** tab of the required report is open in **Edit View**, and the grid is displayed.

2. Click the **Delete** ⊠ icon at the end of the row of the report element you want to delete.

> Take care when you delete a section, as this will automatically delete all elements within that section, such as account and calculation lines. You will also delete any subsections.

3. Click **OK** (or click **Cancel** if you change your mind).

Delete a report column from a report

1. Ensure the **Body** tab of the required report is open in **Edit View**, and the grid is displayed.

2. Click ⊙ to view the columns.

3. Click the **Delete** ⊠ icon against the column to be deleted.

4. Click **OK** (or click **Cancel** if you change your mind).

Learn about substitute types

Substitute type	Specific customisation option
LedgerName	The name of the ledger
YearStart	The start date of the current financial year
YearEnd	The end date of the current financial year
DateToday	Today's date
PeriodStart	The start date of the period of the report
PeriodEnd	The end date of the period of the report
PeriodMonths	The number of months in the ledger period
PeriodName	The name of the ledger period
ReportValue	A report value from the report. Report values can be viewed and modified in **report values**.
AccountInformation	An account code with the required description
Expression	This inserts a mathematical expression

Learn about suppression

Suppression is used throughout the **Report Writer** to ensure the correct information is shown when a condition has been met. Some suppression is created using **expressions** and others are created using check boxes against a condition.

Section suppression

For more detailed information, please see the **Section Suppression rules** document.

Don't print if no Values print - if this check box is selected, the section will NOT be printed if there are no values.

Section heading text suppression

No print - if this check box is selected, the header will NOT print.

Section total text suppression

No Print - if this check box is selected, the total text does NOT print.

Always Print - if this check box is selected the total will always print, even if there total is zero.

Zero if opposite sign - if this check box is selected, individual codes/subcode values are suppressed (treated as zero) when they do not match the sign type, for example *Credit*.

Exclude from parent total - if this check box is selected, the total for the lines are excluded from the parent total.

Account line suppression

Suppress zero amounts - if this is check box is selected, any line with a zero value will NOT print in the report.

Consolidate subcodes - if this is check box is selected, individual account codes/subcodes are consolidated into one amount per code.

Zero if opposite sign - if this is check box is selected, individual codes/subcode values are suppressed (treated as zero) when they do not match the sign type, for example *Credit*.

Exclude from parent total - if this is check box is selected, the total for the lines are excluded from the parent total.

Calculation line suppression

Suppress zero amounts - if this is check box is selected, any line with a zero value will NOT print in the report.

Zero if opposite sign - if this is check box is selected, individual codes/subcode values are suppressed (treated as zero) when they do not match the sign type, for example *Credit*.

Exclude from parent total - if this is check box is selected, the total for the lines are excluded from the parent total.

Calculation column suppression

Suppress if no values - if this is check box is selected, the column will NOT print if there are zero values.

Value column suppression

Suppress if no values - if this is check box is selected, the column will NOT print if there are zero values.

Another way of creating a suppression is to use an expression. An expression can make the suppression conditions a lot more sophisticated to cover many possible scenarios. For more information see the **Learn about Expression** page.

Learn about expressions

Expressions are used frequently in reports to control content and report appearance. In the iFirm Report Writer, expressions are used to suppress a report item, define a calculation, define conditions to print alternate text and to define the value to be inserted into various report components. There are five types of expressions:

Type of expression	Purpose	Report item
Suppression expression	To define the conditions that will suppress the report item	Sections: • Section Suppression (entire section) • Section Heading Suppression • Section Total Suppression Lines: • Account Line Suppression • Calculation Line Suppression • Text Line Suppression • Sub-report Line Suppression
Calculation line expression	To define the calculation	Calculation lines
Calculation column expression	To define the calculation	Calculation columns
Alternate expression	To define the conditions that trigger the Alternate Text to print	Sections: • Alternate Section Heading Text • Alternate Section Total Text Lines: • Alternate Calculation Text
Substitution expression	To define the value to be inserted in various report components such as text lines	Notes

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Suppression expressions

Suppression expressions are used to define the conditions that will suppress a report items. The condition needs to specify both the report item and the condition in order for the suppression to occur.

For a PDF document of suppression expressions, please click **here**.

Contents

- **Report items**
- **Conditions**
- **Examples of suppression expressions**

Report item

A report item will be either a Section Total or a Report Value:

Report item	Syntax
Section Total	ReportTotal(Section ID,Column ID)
Report Value	ReportValue('NAME OF REPORT VALUE')

ReportTotal

- ReportTotal is written as one word (with no spaces in between).
- You must include the Section ID (number) and a specific Column ID (number) (do not use spaces).
- You can apply basic arithmetic operations to multiple ReportTotals:

Operation	Symbol
Addition	+
Subtraction	-
Multiplication	*
Division	/

- In iFirm **Client Accounting**, debits are stored as positive values, and credits are stored as negative values.

Examples of using ReportTotal

Using as an example, Section ID = 28, This Year Column = 33, Last Year Column = 34:

- **ReportTotal(28,33)** will reference section 28, This Year value
- **ReportTotal(28,34)** will reference section 28, Last Year value
- **ReportTotal(28,33)+ ReportTotal(28,34)** will reference the combined totals of both years

ReportValue

- ReportValue is written as one word (with no spaces in between).
- The name of the report value (the report value key) must be enclosed in quotes.
- The name of the report value (the report value key) must also be written in UPPERCASE (as CCH report values are created in UPPER CASE). We recommend that any firm report values are also created in UPPER CASE for consistency.

Examples of using ReportValues

- ReportValue('ENTITY')
- ReportValue('LONG')
- Click **here** for more information on report values.

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Conditions

The condition will vary depending on the report item:

ReportTotal conditions

- The value being referenced is always a number (debits are positive, credits are negative).
- The condition may include the following condition operators:

Condition operator	Symbol	Example
Greater than	>value	ReportTotal(28,33)>0
Less than		ReportTotal(28,33)
Equal to	==value	ReportTotal(28,33)==0
Not equal to	!=value	ReportTotal(28,33)!=0
Greater than or equal to	>=value	ReportTotal(28,33)>=0
Less than or equal to		ReportTotal(28,33)

ReportValue conditions

- The value being referenced is always stored as text in the iFirm database.
- A report values with a check box that is selected is stored as Y and a check box that is cleared (unselected) is stored as N.
- A report value with a drop down list is usually stored as the first 1, 2 or 3 letters of the word:

Report Value Key	Region	Pick List Item	Use
ENTITY	NZ	Company	C
		Partnership	P
		Sole Trader	S
		Trust	T
		Club or Society	A
		Limited Partnership	L
		Not Set (if nothing selected)	X
ENTITY	AUS	Company - Small	CS
		Company - Small	CL
		Partnership	P
		Sole Trader	ST
		Trust	TR
		Incorporated Association	A
		Not Set (if nothing selected)	X
LASSET	NZ	Plant & Equipment and Land & Buildings	B
		Plant & Equipment	P
		Land & Buildings	L
LTC	NZ	Look Through Company (LTC)	Y
		Qualifying Company (QC)	Q
		Private Company	P
		N/A	N

Report Value Key	Region	Pick List Item	Use
STATE	AUS	NSW	NSW
		TAS	TAS
		WA	WA
		QLD	QLD
		NT	NT
		SA	SA
		VIC	VIC
		ACT	ACT
		Not Specified	*
REPENT	NZ	Exempt Reporting	E
		Differential Reporting	D
		Special Reporting	S
		Full Reporting	R
		Not Set	*

- Numeric report values require special syntax to convert the number into a string.
  - For example: strtoint(ReportVale('RELATED')). The report value RELATED is numeric (the string) and needs to be converted to an integer in order for iFirm to be able to apply the condition.

Examples of conditions used in suppression based on report values:

Condition requirement	Symbol	Example
Matches a text value	==value	ReportValue('ENTITY')=='P'
Does not match a text value	!=value	ReportValue('ENTITY')!='P'
Is empty	==""	ReportValue('AUDDAT')==""
Is not empty	!=""	ReportValue('AUDDAT')!=""

Joining expressions together

There are two symbols that you can use to join expressions:

Symbol	When placed between two expressions
&&	And (means both conditions must be true)
||	Or (means either condition can be true)

Spaces must be used on either side of the && and ||

Examples of joining expressions:

Using as an example, Section ID = 1, This Year Column = 2, Last Year Column = 3:

Joining expression	What it means
(ReportTotal(1,2)!=0 || ReportTotal(1,3)!=0)	Suppress if section 1 total for this year OR last year does not equal zero.
(ReportTotal(1,2)==0 && ReportTotal(1,3)==0)	Suppress if section 1 total AND last year does equal zero

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Examples of suppression expressions

Here are some further examples of suppression expressions that will help in interpreting expressions against report writer elements.

Suppression Expression	Translated as
ReportTotal(28,33)>0 && ReportTotal(28,34)>0	Suppress if Section 28 total for This Year (column 33) is a debit (greater than zero) AND Section 28 total for Last Year (column 34) is also a debit (greater than zero). The && symbol means both conditions must be true.
ReportTotal(28,33)>0 && ReportTotal(28,34)>0 && ReportValue('ENTITY')=='P'	Suppress if Section 28 total for This Year (column 33) is a debit (greater than zero) AND Section 28 total for Last Year (column 34) is also a debit (greater than zero) AND ledger is a Partnership. The && symbols mean all three conditions must be true.
ReportTotal(28,33)>0 && ReportTotal(28,34)>0 || ReportValue('ENTITY')=='P'	Suppress if Section 28 total for This Year (column 34) is a debit (greater than zero) AND Section 28 total for Last Year (column 34) is also a debit (greater than zero) OR Ledger is a Partnership. This combination of the && symbol and the || symbol means that either both the first two conditions must be true. The || symbol means that if last condition is true, the section will be suppressed, regardless of whether the first two conditions are true or not.
ReportValue('ENTITY')=='P' || ReportValue('AUDDAT')!='' || ReportValue('ENTITY')=='A'	Suppress if any of the three conditions are true.
ReportValue('ENTITY')!='P' && ReportValue('AUDDAT')!='' && ReportValue('ENTITY')!='A'	Suppress if all conditions are true.
ReportValue('ENTITY')!='P' && (ReportValue('AUDDAT')!='' || ReportValue('ENTITY')!='A')	Suppress if the first condition is true and either of the second and third conditions are true.
ReportValue('ENTITY')!='P' || (ReportValue('AUDDAT')!='' && ReportValue('ENTITY')!='A')	Suppress if either first condition is true or both the second and third conditions are true.

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Calculation line expression

These expressions are used in the **Options** part of the settings of a calculation line and are used to determine what calculation is required. The expression uses a ReportTotal and SectionID to create the calculation, and in some cases a ColumnID as well.

Suppression	
Expression	ReportTotal(1)+ReportTotal(3)+ReportTotal(4)

> For a PDF document of Calculation line settings and rules, please click **here**.

ReportTotal

- ReportTotal is written as one word (with no spaces in between).
- Any combination of the following arithmetic operations are supported using most of the standard BEDMAS operational order and .net syntax:

BEDMAS	Symbol
Grouping	()
Division & Multiplication (left to right)	/ *
Addition & Subtraction (left to right)	+ -

- Other syntax that can be used are:

Required expression	Example
Section totals	ReportTotal(SectionID)
Converting a negative value to a positive	*-1
Specify a value from a specific column in a section	ReportTotal(SectionID,ColumnID)

- In iFirm **Client Accounting**, debits are stored as positive values, and credits are stored as negative values.

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Examples of calculation line expressions

Calculation line expression	Translated as
ReportTotal(xxx)+ReportTotal(xxx)	Adding the two section totals
ReportTotal(xxx)/ReportTotal(xxx)	Divide one section total by another section total
ReportTotal(xxx)/ReportTotal(xxx)*-1	Divide one section total by another section total, always show a positive number

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Calculation column expression

These expressions are used in the **Expression** part of the settings of a calculation column and are used to determine what calculation is required. The expression uses ReportColumns and ReportTotals to create the calculation.

Description	Quantity	Calculation ✕	Amount	Quantity	Amount

Calculation Column (50)

Expression	ReportColumn(51)/ReportColumn(49)

For a PDF document of Calculation column settings and rules, please click **here**.

ReportColumns

- ReportColumns is written as one word (with no spaces in between).
- Any combination of the following arithmetic operations are supported using most of the standard BEDMAS operational order and .net syntax:

BEDMAS	Symbol
Grouping	()
Division & Multiplication (left to right)	/ *
Addition & Subtraction (left to right)	+ -

- Other syntax that can be used are:

Required expression	Example
Converting a negative value to a positive	*-1
Specify a value from a specific column in a section	ReportTotal(SectionID,ColumnID)
Multiple value by 100,converting to a positive value is required	*-100

- In iFirm **Client Accounting**, debits are stored as positive values, and credits are stored as negative values.

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Examples of calculation column expressions

Calculation line expression	Translated as
ReportColumn(Amount)/ReportColumn(Quantity)	Divide one column with another column. For example: divide the amount column by the quantity column to provide an average
(ReportColumn(Amount)/ReportTotal(22,AmountCol))*-100	Divide the amount column by the section ID22 amount total and multiple by 100 to get a percentage

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Alternate expression

This feature allows for alternate descriptions to print when an expression condition is met. These can be see in calculation line descriptions, section headings and totals.These expressions use ReportTotals and ReportValues with conditions and many alternate expressions can be added to cover all potential scenarios. They can be added in any order.

Contents
- **Report item**
- **Report Conditions**
- **Examples of alternate expressions**

Firm Reports and Report Lists

| Options | Headers | **Body** | Footer |

Add Section   Add Line ▾   Add Column ▾

Description   Quantity   Calculation

Section. ID: 326.   Tr

Section. ID: 325.   S/

Account Line.

Section. ID: 331.   PL

Account Line.

Section. ID: 332.   ST

Account Line.   O

Account Line.   S

Account Line.   D

Account Line.   Pu

Section. ID: 339.   N

Account Line.   O

Account Line.   S

- Options
- Section Suppression
- Heading
- Heading Alternates
  - **Add Alternate**
  - No alternates found.
- Heading Formatting
- Heading Options
- Heading Suppression
- Total
- Total Alternates
  - **Add Alternate**
  - No alternates found.

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Report item

A report item will be either a Section Total or a Report Value:

Report item	Syntax
Section Total	ReportTotal(Section ID,Column ID)
Report Value	ReportValue('NAME OF REPORT VALUE')

ReportTotal

- ReportTotal is written as one word (with no spaces in between).
- You must include the Section ID (number) and a specific Column ID (number) (do not use spaces).
- You can apply basic arithmetic operations to multiple ReportTotals:

Operation	Symbol
Addition	+
Subtraction	-
Multiplication	*
Division	/

- In iFirm **Client Accounting**, debits are stored as positive values, and credits are stored as negative values.

Examples of using ReportTotal

Using as an example, Section ID = 28, This Year Column = 33, Last Year Column = 34:

- **ReportTotal(28,33)** will reference section 28, This Year value
- **ReportTotal(28,34)** will reference section 28, Last Year value
- **ReportTotal(28,33)+ ReportTotal(28,34)** will reference the combined totals of both years

ReportValue

- ReportValue is written as one word (with no spaces in between).
- The name of the report value (the report value key) must be enclosed in quotes.
- The name of the report value (the report value key) must also be written in UPPERCASE (as CCH report values are created in UPPER CASE). We recommend that any firm report values are also created in UPPER CASE for consistency.

Examples of using ReportValues

- ReportValue('ENTITY')
- ReportValue('LONG')
- Click **here** for more information on report values.

Conditions

The condition will vary depending on the report item:

ReportTotal conditions

- The value being referenced is always a number (debits are positive, credits are negative).
- The condition may include the following condition operators:

Condition operator	Symbol	Example
Greater than	>value	ReportTotal(28,33)>0
Less than		ReportTotal(28,33)
Equal to	==value	ReportTotal(28,33)==0
Not equal to	!=value	ReportTotal(28,33)!=0

Condition operator	Symbol	Example
Greater than or equal to	>=value	ReportTotal(28,33)>=0
Less than or equal to		ReportTotal(28,33)

ReportValue conditions

- The value being referenced is always stored as text in the iFirm database.
- A report values with a check box that is selected is stored as Y and a check box that is cleared (unselected) is stored as N.
- A report value with a drop down list is usually stored as the first 1, 2 or 3 letters of the word:

Report Value Key	Region	Pick List Item	Use
ENTITY	NZ	Company	C
		Partnership	P
		Sole Trader	S
		Trust	T
		Club or Society	A
		Limited Partnership	L
		Not Set (if nothing selected)	X
ENTITY	AUS	Company - Small	CS
		Company - Small	CL
		Partnership	P
		Sole Trader	ST
		Trust	TR
		Incorporated Association	A
		Not Set (if nothing selected)	X
LASSET	NZ	Plant & Equipment and Land & Buildings	B
		Plant & Equipment	P
		Land & Buildings	L
LTC	NZ	Look Through Company (LTC)	Y
		Qualifying Company (QC)	Q
		Private Company	P
		N/A	N
STATE	AUS	NSW	NSW
		TAS	TAS
		WA	WA
		QLD	QLD
		NT	NT
		SA	SA
		VIC	VIC
		ACT	ACT
		Not Specified	*
REPENT	NZ	Exempt Reporting	E
		Differential Reporting	D
		Special Reporting	S
		Full Reporting	R
		Not Set	*

- Numeric report values require special syntax to convert the number into a string.
  - For example: strtoint(ReportVale('RELATED')). The report value RELATED is numeric (the string) and needs to be converted to an integer in order for iFirm to be able to apply the condition.

Examples of conditions used in suppression based on report values:

Condition requirement	Symbol	Example
Matches a text value	==value	ReportValue('ENTITY')=='P'
Does not match a text value	!=value	ReportValue('ENTITY')!='P'
Is empty	==""	ReportValue('AUDDAT')==""
Is not empty	!=""	ReportValue('AUDDAT')!=""

Joining expressions together

There are two symbols that you can use to join expressions:

Symbol	When placed between two expressions
&&	And (means both conditions must be true)
||	Or (means either condition can be true)

Spaces must be used on either side of the && and ||

Examples of joining expressions:

Using as an example, Section ID = 1, This Year Column = 2, Last Year Column = 3:

Joining expression	What it means
(ReportTotal(1,2)!=0 || ReportTotal(1,3)!=0)	Suppress if section 1 total for this year OR last year does not equal zero.
(ReportTotal(1,2)==0 && ReportTotal(1,3)==0)	Suppress if section 1 total AND last year does equal zero

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Examples of alternate expressions

Calculation line description example

- Calculation Line Expression is ReportTotal(123)+ ReportTotal(124).
- Calculation Description is Net Profit/(Loss).
- This Year Column ID is 20 (Last Year is 21).

Example 1

Text to print if description is true	Alternate Expression
Net Profit	(ReportTotal(123,20)+ReportTotal(124,20)

Logic: Print the words 'Net Profit' if either:

1. The value of sections 123 and 124 for This Year (column 20) is a credit (profit) AND the value of section 123 and 124 for Last Year (column 21) is either a credit (profit) or zero.

2. The value of section 123 and 124 for This Year (column 20) is a credit (profit) or zero AND the value of section 123 and 124 for Last Year (column 21) is a credit (profit).

Example 2

Text to print if description is true	Alternate Expression
Net Loss	(ReportTotal(123,20)+ReportTotal(124,20)>0 && ReportTotal(123,21)+ReportTotal(124,21)>=0) || (ReportTotal(123,20)+ReportTotal(124,20)>= && ReportTotal(123,21)+ReportTotal(124,21)>0)

Logic: Print the words 'Net Loss' if either:

1. The value of sections 123 and 124 for This Year (column 20) is a debit (loss) AND the value of section 123 and 124 for Last Year (column 21) is either a debit (loss) or zero.

2. The value of section 123 and 124 for This Year (column 20) is a debit (loss) or zero AND the value of section 123 and 124 for Last Year (column 21) is a debit (loss).

Example 3

Text to print if description is true	Alternate Expression
Net Profit/(Loss)	ReportTotal(123,20)+ReportTotal(124,20)0

Logic: Print the words 'Net Profit/(Loss)' if:

- The combined totals of section 123 and 124 for This Year (column 20) are a credit (profit) AND if the combined totals of section 123 and 124 for Last Year (column 21) are a debit (loss).

Example 4

Text to print if description is true	Alternate Expression
Net (loss)/Profit	ReportTotal(123,20)+ReportTotal(124,20)>0 && ReportTotal(123,21)+ReportTotal(124,21)

Logic: Print the words 'Net (Loss)/Profit' if:

- The combined totals of section 123 and 124 for This Year (column 20) are a debit (loss) AND if the combined totals of section 123 and 124 for Last Year (column 21) are a credit (profit).

Section Total example

- Section total text for the trading account report.
- Section ID is 2.
- This Year Column ID is 2 (Last Year is 3).

Example 1

Text to print if description is true	Alternate Expression
Gross deficit from trading	(ReportTotal(2,2)>0 && ReportTotal(2,3)>=0) || (ReportTotal(2,2)>=0 && ReportTotal(2,3)>0)

Logic: Print the words 'Gross deficit from trading' if either:

1. The value of section 2 for This Year (column 2) is a debit (loss) AND the value of section 2 for last year (Column 3) is either a debit (loss) or zero.

2. The value of section 2 for This Year (column 2) is a debit (loss) or zero AND the value of section 2 for Last Year (column 3) is a debit (loss).

Example 2

Text to print if description is true	Alternate Expression
Gross surplus from trading	(ReportTotal(2,2)

Logic: Print the words 'Gross surplus from trading' if either:

1. The value of section 2 for This Year (column 2) is a credit (profit) AND the value of section 2 for last year (Column 3) is either a credit (profit) or zero.

2. The value of section 2 for This Year (column 2) is a credit (profit) or zero AND the value of section 2 for Last Year (column 3) is a credit (profit).

Example 3

Text to print if description is true	Alternate Expression
Gross surplus/(deficit) from trading	(ReportTotal(2,2)0

Logic: Print the words 'Gross surplus/(deficit) from trading' if either:

• The value of section 2 for this year is a credit (profit) AND the value of section 2 for last year is a debit (loss).

Example 4

Text to print if description is true	Alternate Expression
Gross (deficit)/surplus from trading	ReportTotal(2,2)>0 && ReportTotal(2,3)

Logic: Print the words 'Gross (deficit)/surplus from trading' if either:

• The value of section 2 for this year is a debit (loss) AND the value of section 2 for last year is a credit(profit).

Substitution expression

These expressions are mostly used in the notes to define a value that is to be inserted into various report components such as text lines. They are inserted via the **Insert** button and using the **substitute type Expression**.

Report line content

Insert

The financial statements cover **LedgerName** ☒ as an individual entity. **LedgerName** ☒ is an association incorporated in **ReportValue** ☒ under the Associations Incorporation Act 1981.

ReportTotal

- ReportTotal is written as one word (with no spaces in between).
- Any combination of the following arithmetic operations are supported using most of the standard BEDMAS operational order and .net syntax:

BEDMAS	Symbol
Grouping	()
Division & Multiplication (left to right)	/ *
Addition & Subtraction (left to right)	+ -

- Other syntax that can be used are:

Required expression	Example
Section totals	ReportTotal(SectionID)
Converting a negative value to a positive	*-1
Specify a value from a specific column in a section	ReportTotal(SectionID,ColumnID)

- In iFirm **Client Accounting**, debits are stored as positive values, and credits are stored as negative values.

ReportValue

- ReportValue is written as one word (with no spaces in between).
- The name of the report value (the report value key) must be enclosed in quotes.
- The name of the report value (the report value key) must also be written in UPPERCASE (as CCH report values are created in UPPER CASE). We recommend that any firm report values are also created in UPPER CASE for consistency.

Required expression	Example
Convert a string value to an integer for iFirm to use	StrToInt('ReportValue')

Formatting of expressions

When a ReportTotal or ReportValue is used in a substitution expression, a format is required. Typical formats are:

Format	Translated as
'$'##,#.;'$'(##,#.);'$'0	• Value will show with a dollar sign. • Thousands will have a comma. • Negative values will be shown in brackets
##,#.;(##,#.);	• Thousands will have a comma. • Negative values will be shown in brackets

Examples of substitution expressions

Expression	Format	Translated as
ReportTotal(10,11)	'$'##,#.;'$'(##,#.);'$'0	Show the total value for section 10 for last year. Value showed with a dollar sign, thousands have a comma, and negative values are in brackets
ReportTotal(10,10)*-1	'$'##,#.;'$'(##,#.);'$'0	Show the total value for section 10 for this year. Convert a negative value to a positive, value will have a dollar sign, and thousands will have a comma.
StrToInt(ReportValue('SHARES'))	##,#.;(##,#.);	Show the value against report value SHARES, converting it to an integer for it to show in the note. Value in thousands have a comma and negative values are in brackets.

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View and edit the body of the Notes to the Accounts report

Each entity has its own type of Notes to the Accounts report (also called Notes to the Financial Statements), which is created and edited in the **Firm Reports/Lists** tab of the **Financial Reports** area. The Notes to the Accounts report is made up of a number of individual notes, which are called Note reports, and they act as sub-reports.There are two types of notes: policy notes and detail notes. Detail notes can include sub-reports that contain sections and columns, for example tax calculations.

1. Click **Client Accounting** > **Financial Reports**.

2. Click the **Firm Reports/Lists** tab.

3. **Copy** the required Notes to the Accounts report.

4. Click the **Edit** ✎ icon beside the report.

5. Click the **Options**, **Headers** or **Footer** tabs and make changes as required.

6. Click the **Body** tab.

- You will see a list on the left of the screen of all the individual notes that may appear in the Notes to the Accounts report. There is logic built in to iFirm (see **Learn about suppression** and **expression**) that stipulates which notes appear in the report and which do not.
- The order of this list determines the order the notes appear in the Notes to the Accounts report.

6. Click on a note to display its settings on the right of the screen.

7. **Edit** the settings to suit your needs.

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Learn about the note settings

Note Line settings

Settings item	Function
No Print	Select if you do not want the note to appear in the Notes to the Accounts report.
Don't split section across pages	Select to ensure the note does not start to appear on a page if it is too long to all fit on that page. In this case the whole note will start on the next page. If not selected, the note will be split and will appear across two pages.
Show title	This is used to make the title of the note appear in the Notes to the Accounts report. This option is usually used in the case of policy notes but not often used for detail notes.
Note Title	This is the title of note as it appears in the report. Whether or not this title is printed in the report depends on the **Show title** check box.
Insert	Click this button to select and insert a **Substitute Type** (substitute expression) into the text box. It can be inserted between typed text. You must click **OK** after selecting the **Substitute Type**. If inserting into typed text, type the text first and then insert.
Note Description	This is an internal name and is what you see in the list on the left of the screen.
Note Unique ID	Shows the Note number which are unique throughout the financial reports.
Select Note	Select this and locate a different note linked with this note.

Settings item	Function
Note Level	This determines what level of numbering applies to the note in the Notes to the Accounts report. Most notes are set at level 0, which is the highest level. To make a note appear as a sub-note of another note, set the level to 1. For example, in the Notes to the Accounts report below, notes **1 Statement of Accounting Policies** and **2 Audit** are set at note level 0. The sub-notes of note 1, **(a) Goods and Services Tax**, **(b) Taxation** and so on, are set at note level 1.
Hide Note Number	Select this if you do not want the note to have a number in the report. For example, see the **Changes in Accounting Policies** note in the report above.

Formatting

Settings item	Function
Font	Select *Bold*, *Italic*, *Underline* or any combination.
Page Break	You can insert a page break *Before* or *After* the note. You can select both options.
Margins	Specify left, top, right or bottom margins in millimetres.
Horizontal Alignment	Select the required alignment.

Suppression

Settings item	Function
Suppression	If the expression condition is TRUE, nothing prints and everything is suppressed. The formula in the **Expression** box may include report values and determines what is printed in the note. That in turn determines whether the note automatically appears in the Notes to the Accounts report. iFirm will automatically suppress (not print) any notes that are not relevant to a particular entity. Similarly, for example, if there is no provision for income tax, iFirm will automatically print the related policy note: *(c)* **Taxation** *No provision for Income Tax has been made as there is no current or deferred tax payable.*
Zero if opposite sign	This can be ignored as it has no functionality.

Add a note report

Learn about note reports

- A single note is called a note report. The plural is note reports.
- Note reports are used to create the **Notes to the Accounts report**. In other words, the note reports are sub reports of the Notes to the Accounts report.

- You can add and edit note reports to suit your firm's needs via the **Firm Notes** tab of the Financial Reporting area.
- When you add a note report you have the option to copy an existing CCH note or an existing firm note, or create a blank note report from scratch. We recommend that you copy an existing note report and then edit it to suit your needs. This is a much quicker and easier process than creating a new Note report from scratch.

Copy an existing note report

Ledger - Notes Maintenance

1. Click **Client Accounting** > **Financial Reports**.
2. Click the **Firm Notes** tab.
3. Click **Copy Note Report.**
4. Select a note from the list – by expanding and choosing from CCH Notes and Firm Notes. Master sites will not see CCH Notes as the Firm Notes are the CCH Notes.
5. Click **OK**.
6. **Edit** the note and **Save**.

The note can not be deleted.

Create a new blank note report

1. Click **Client Accounting** > **Financial Reports**.
2. Click the **Firm Notes** tab.
3. Click **New Note Report** - a new note will be added with the default properties set.
4. **Edit** the note and **Save**.

The note can not be deleted.

Edit a note report

Once you have copied or added a new note report, you can then edit to to suit your requirements.

The note contains an Options tab and a Body tab. These have the same attributes as the reports.

- **Options tab**
- Body tab
  - **Add** and **edit** a section
  - **Add** and **edit** an account line
  - **Add** and **edit** a calculation line
  - **Add** and **edit** a text line
  - **Add a sub-report line**
  - **Add and edit a column**
  - **Using sub-columns**
  - **Moving and/or deleting report elements and columns**
  - Using **suppression** and **expressions**

Area	Item	Calculation Line Comment / Effect
Calculation Line	**Usage**	One or more Report Totals from within a report can be retrieved. Arithmetic calculations can be applied to either calculate and print a value (or calculate but not print).
	No Print	Nothing prints but values are still calculated
Description		Enter the text to be printed in the description column
	Insert	Use this to select and insert a Substitute Expression into the text box (can be inserted between typed texts). Must click on Ok after selecting Substitute Type. Tip: if inserting into typed text, type in text first and then insert.
	Style	Only use if you have implemented report styles
Options	**Expression (Arithmetic Operations & Syntax)**	Any combination of the following arithmetic operations are supported using most of the standard BEDMAS operational order and .net syntax:

Grouping (brackets)	()
Division & Multiplication (left to right)	/ *
Addition & Subtraction (left to right)	+ -

The following syntax may be used:

Section totals	ReportTotal(xxx)
Division & Multiplication (left to right)	/ *
Addition & Subtraction (left to right)	+ -
Converting a negative to a positive	*-1
Specifying a value from a specific column	ReportTotal(xxx,yyy)

Key: xxx is the Section ID and yyy is the Column ID

ReportTotal may be typed as Title Case, lower case or UPPER CASE

	Sign Type	This determines whether value prints as a positive or negative. If set to Credit then a debit value will print as negative (and vice versa)
	Examples	

Combining 2 section totals	ReportTotal(xxx)+ReportTotal(xxx)
Dividing 1 section total by another section total	ReportTotal(xxx)/ReportTotal(xxx)
Dividing 1 section total by another section total; always show as a positive number	ReportTotal(xxx)/ReportTotal(xxx)*-1

	Value format override	Not relevant if No Print. Allows the column formats to be overridden. The calculation line Sign Type influences the result.

Value Format	If Sign Type is	If value is	Printed Output
#.00%;(#.00)%;-	Cr	Cr 5.70	5.75%
	Cr	Dr 5.70	(5.75)%
	Cr	Zero	-
#.##%;(#.##)%;	Cr	Cr 5.70	5.7%
	Cr	Dr 5.70	(5.7)%
	Cr	Zero	
#.00%;#.00%;-	Cr	Cr 5.70	5.70%
	Cr	Dr 5.70	5.70%
#.##%;#.##;-	Cr	Cr 5.70	5.7
	Cr	Dr 5.70	5.7

	Note Reference	Will print the note relevant number (not generally used on calculation lines).
	In ledger report Layout treat line as	Allows a calculation line to be treated as a Header or Total in the firm's Report Layout. The default is Normal.

	Alternates	This feature allows for alternate descriptions to print when an Expression condition is met. Section Headings and Total have the same feature.

Example:
- Calculation Line Expression is ReportTotal(123)+ ReportTotal(124)
- Calculation Description is Net Profit/(Loss)
- This Year Column ID is 20 (Last Year is 21)

1. Text to print if description is true	Alternate Expression
Net Profit	(ReportTotal(123,20)+ReportTotal(124,20)<0 && ReportTotal(123,21)+ReportTotal(124,21)<=0) || (ReportTotal(123,20)+ReportTotal(124,20)<= && ReportTotal(123,21)+ReportTotal(124,21)<0)

Logic: Print the words 'Net Profit' if either:
(a) the value of sections 123 and 124 for This Year (column 20) is a credit (profit) AND the value of section 123 and 124 for Last Year (column 21) is either a credit (profit) or zero
(b) the value of section 123 and 124 for This Year (column 20) is a credit (profit) or zero AND the value of section 123 and 124 for Last Year (column 21) is a credit (profit)
- Spaces must be used to either side of && and \|\| symbols
- iFirm treats debits as positive numbers and credits as negative
- A profit is a credit (negative), a loss is a debit (positive)

2. Text to print if description is true	Alternate Expression
Net Loss	(ReportTotal(123,20)+ReportTotal(124,20)>0 && ReportTotal(123,21)+ReportTotal(124,21)>=0) || (ReportTotal(123,20)+ReportTotal(124,20)>= && ReportTotal(123,21)+ReportTotal(124,21)>0)

Logic: Print the words 'Net Loss' if either:
(a) the value of sections 123 and 124 for This Year (column 20) is a debit (loss) AND the value of section 123 and 124 for Last Year (column 21) is either a debit (loss) or zero
(b) the value of section 123 and 124 for This Year (column 20) is a debit (loss) or zero AND the value of section 123 and 124 for Last Year (column 21) is a debit (loss)

3. Text to print if description is true	Alternate Expression
Net Profit/(Loss)	ReportTotal(123,20)+ReportTotal(124,20)<0 && ReportTotal(123,21)+ReportTotal(124,21)>0

Logic: Print the words 'Net Profit/(Loss)' if the combined totals of section 123 and 124 for This Year (column 20) are a credit (profit) AND if the combined totals of section 123 and 124 for Last Year (column 21) are a debit (loss)

4. Text to print if description is true	Alternate Expression
Net (Loss)/Profit	ReportTotal(123,20)+ReportTotal(124,20)>0 && ReportTotal(123,21)+ReportTotal(124,21)<0

Logic: Print the words 'Net (Loss)/Profit' if the combined totals of section 123 and 124 for This Year (column 20) are a debit (loss) AND if the combined totals of section 123 and 124 for Last Year (column 21) are a credit (profit)

| Formatting | Font, Margins, Line Drawing, Page Breaks | Define how the description or alternate description prints:
- Select any combination (Bold, Italic, Underline) if desired
- Specify left, top, right or bottom margins in millimetres
- Select line drawing before and/or after values if desired |

		• Select page break before and/or after calculation line if desired
	Don't print Amounts for Columns	Don't print amounts in any column listed Column ID's must be separated by a comma (no spaces)
	Zero if not printed	Strictly relates to suppressing the values of columns listed in 'Don't print Amounts for columns'
Suppression	**Expression**	If the expression condition is TRUE then nothing prints
	Suppress Zero amounts	Don't print anything if value is zero
	Zero if opposite sign	Values are treated as zero when they do not match Sign Type. Therefore if value is a debit balance and account line Sign Type is credit then it becomes zero and vice versa. Normally used in conjunction with Suppress Zero amounts to ensure nothing prints.
	Exclude from parent total	Always exclude from parent total

Item	Comment / Effect / Syntax
Arithmetic Operations & Syntax	Any combination of the following arithmetic operations are supported using most of the standard BEDMAS operational order and .net syntax:

Grouping (brackets)	()
Division & Multiplication (left to right)	/ *
Addition & Subtraction (left to right)	+ -

The following syntax may be used:

Division & Multiplication (left to right)	/ *
Addition & Subtraction (left to right)	+ -
Converting a negative to a positive	*-1
Specifying a value from a specific column	ReportTotal(xxx,yyy)

Key: xxx is the Section ID and yyy is the Column ID
ReportTotal may be typed as Title Case, lower case or UPPER CASE

Item	
Alternates	This feature allows for alternate descriptions to print when an Expression condition is met. Section Headings and Total have the same feature.

Example:

- Calculation Line Expression is ReportTotal(123)+ ReportTotal(124)
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Logic: Print the words 'Net Profit' if either:
(a) the value of sections 123 and 124 for This Year (column 20) is a credit (profit) AND the value of section 123 and 124 for Last Year (column 21) is either a credit (profit) or zero
(b) the value of section 123 and 124 for This Year (column 20) is a credit (profit) or zero AND the value of section 123 and 124 for Last Year (column 21) is a credit (profit)

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Logic: Print the words 'Net Loss' if either:
(a) the value of sections 123 and 124 for This Year (column 20) is a debit (loss) AND the value of section 123 and 124 for Last Year (column 21) is either a debit (loss) or zero
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3. Text to print if description is true	Alternate Expression
Net Profit/(Loss)	ReportTotal(123,20)+ReportTotal(124,20)<0 && ReportTotal(123,21)+ReportTotal(124,21)>0

Logic: Print the words 'Net Profit/(Loss)' if the combined totals of section 123 and 124 for This Year (column 20) are a credit (profit) AND if the combined totals of section 123 and 124 for Last Year (column 21) are a debit (loss)

4. Text to print if description is true	Alternate Expression
Net (Loss)/Profit	ReportTotal(123,20)+ReportTotal(124,20)>0 && ReportTotal(123,21)+ReportTotal(124,21)<0

Logic: Print the words 'Net (Loss)/Profit' if the combined totals of section 123 and 124 for This Year (column 20) are a debit (loss) AND if the combined totals of section 123 and 124 for Last Year (column 21) are a credit (profit)