

A Quick Tour of F9

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A Quick Tour of F9

This is a short tutorial designed to familiarize you with the basic concepts of creating financial reports with F9. Every F9 financial report starts as a spreadsheet and uses the features of either Microsoft Excel 2007 or Excel 2010 and F9 Version 5.

For this reason you will also find Excel's online Help to be an invaluable aid when you create your financial reports. To find complete information about any F9 feature, refer to F9's on-line Help for more details.

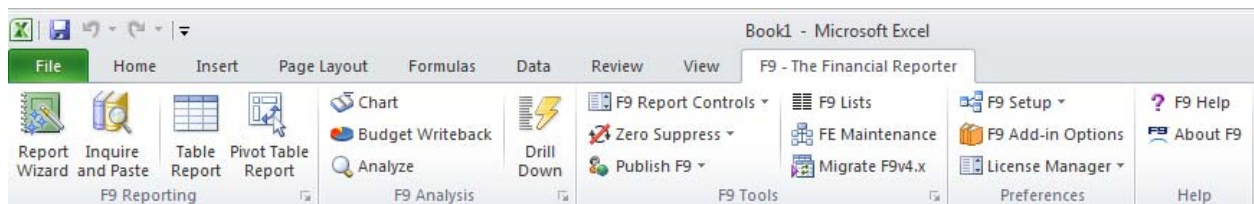
Where there are differences between Excel 2007 and 2010, separate instructions and screenshots will be listed.

Getting Started

1. Open Excel and ensure **F9 is attached**.

There should be an F9 tab to select within the Excel Ribbon:

Excel 2010:



Excel 2007:



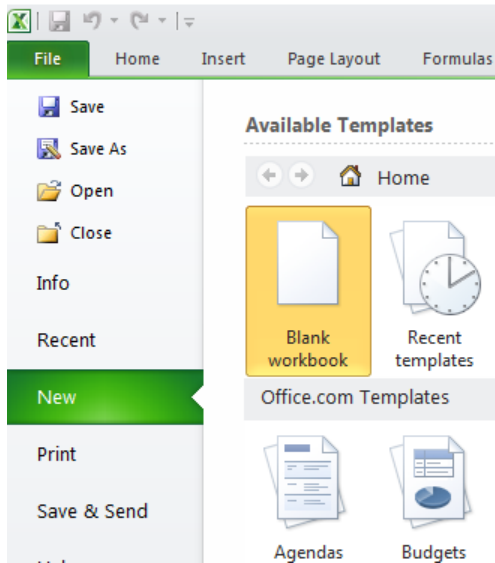
If the F9 Ribbon is not present, please refer to Installation and Setup instructions installed in the F9 folder called: **F9 Readme for (your product).PDF**.

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2. Ensure that you have a **blank workbook** open.

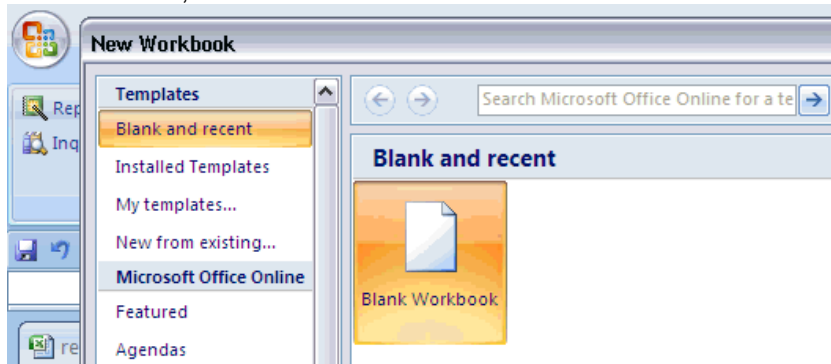
Excel 2010:

- To open a blank workbook, choose the **File Tab**  , **New**, **Blank Workbook**, and **Create**.



Excel 2007:

- To open a blank workbook, choose the Office Button  , **New Workbook**, **Blank Workbook**, and **Create**.

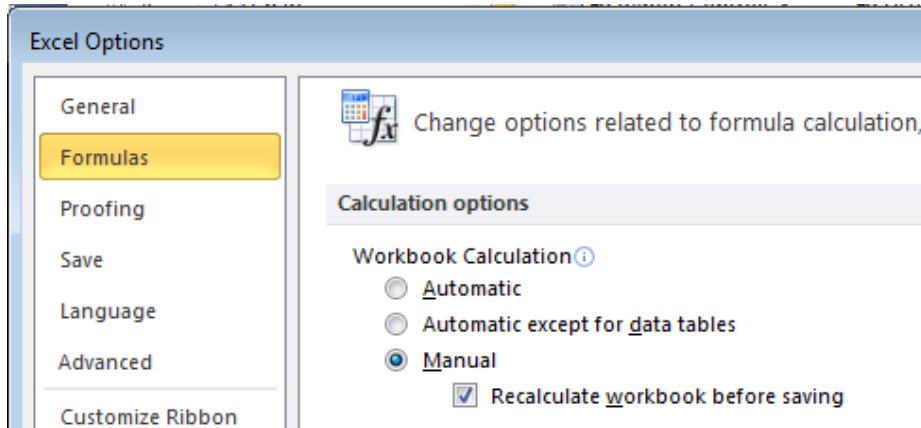


3. Ensure **Calculation** in Excel is set to **Manual**.

This allows users the most control on when F9 results will be refreshed.

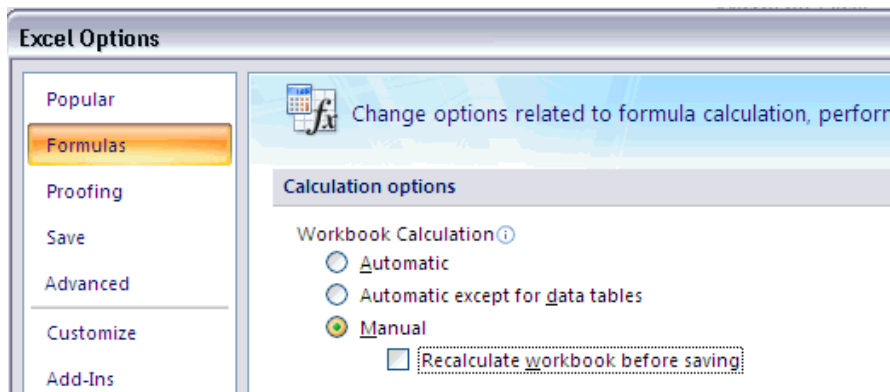
Excel 2010:

- Select the File Tab , **Options**, **Formulas** and click **Manual** as shown:



Excel 2007:

- Select the Office Button , **Excel Options**, **Formulas** and click **Manual** as shown:



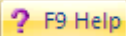
With Manual Calculation, you can calculate an entire workbook (or all open workbooks) by pressing the **F9** key. **Shift+F9** is used to calculate the active visible worksheet and **F2+Enter** calculates just the active cell. To save you time, all F9 reports should be created with Excel set to Manual Calculation so that the entire workbook does not recalculate every time you edit a cell.

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4. Next, ensure **F9** is **Setup** to access the Demo company data with name **Fabrikam Ltd** and ID -1 and continue with this quick tour.

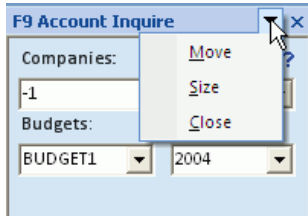
- Select from the F9 Ribbon **F9 Setup**.
- If you do not see Fabrikam in the Company dropdown, select **Change Server** and select server where your accounting data is installed.

The screenshot shows the 'F9 Setup [Microsoft Dynamics]' dialog box. The 'Server' field is set to 'DYNSERVER' with a 'Change Server' button next to it. The 'Driver' is set to 'SQL Server'. The 'Company' dropdown is set to '-1 Fabrikam, Ltd.' with a 'Company Profile' button. The 'Type' is 'BUDGET1' and 'Functional' is 'Z-US\$'. The 'Year' is '2004' and 'Period' is '1'. There are several checkboxes: 'Return Zero for Future Periods' (unchecked), 'Return Zero for Account Not Found' (checked), 'Include Allocation Accounts' (unchecked), and 'Include Inactive Accounts' (unchecked). Under 'Include Inactive Accounts', there is a sub-checkbox 'Return the word "Inactive" for Inactive Accounts' which is also unchecked. On the right, there are 'Rounding' and 'Scaling' dropdowns both set to 'None', and a 'Zero Label' field set to '0'. At the bottom, there are buttons for 'Financial Entities Setup >>', 'Help', 'OK', and 'Cancel'.

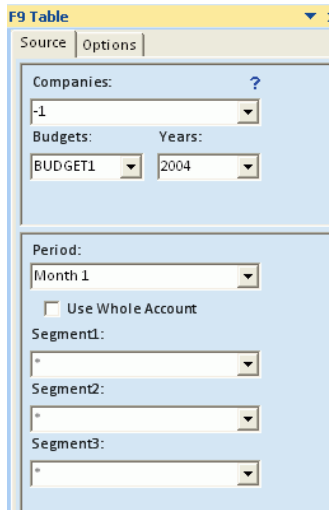
For more information on the data F9 accesses for your accounting system, refer to the Information section within F9's Help by selecting **F9 Help** from the F9 Ribbon: 

Quick Trial Balance

1. F9 can quickly output your Chart of Accounts and period values in a variety of ways. To begin, select from the F9 Ribbon, **F9 Table**. A F9 task pane will display to the right of the active worksheet. Hover the mouse on the task pane's left border to drag the display to the left or select the dropdown control at the top of the task pane and Size to control the display and docking.



2. Within the tab: **F9 Table**, set the F9 dropdowns to output the entire Chart of Accounts by typing an * in each account part; select Company **-1**, **BUDGET1**, **2004** and **Month 1**:



3. Next select tab: **Options**.
 - F9 Chart: select **Include Account Code**, **Description** and **Account Origin**
 - Output: select **F9 Classic Chart**, **Values**, **New Sheet**
 - Formatting: select **Add Total Row**
4. Click on the **Find** button at the bottom of the F9 Table task pane to see the results output in a new worksheet. The columns will be sized to display your information and should look similar to the following:

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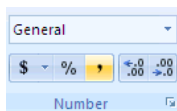
	A	B	C	D	E
1					
2	Company	-1			
3	Years	2004			
4	Budgets	BUDGET1			
5					
6	Accounts:	(*)(*)(*)			
7					
8		Account	Description	Origin	Month 1
9		'000-1101-00	Cash in Bank - Canada	Balance Sheet	8957.84
10		'000-1102-00	Cash in Bank - Australia	Balance Sheet	18302.17
11		'000-1103-00	Cash in Bank - New Zealand	Balance Sheet	6007.94
12		'000-1104-00	Cash in Bank - Germany	Balance Sheet	7909.8
13		'000-1105-00	Cash in Bank - United Kingdom	Balance Sheet	12697.77
14		'000-1106-00	Cash in Bank - South Africa	Balance Sheet	7501.9
15		'000-1107-00	Cash in Bank - Singapore	Balance Sheet	6963.24
16		'000-1110-00	Cash - Payroll	Balance Sheet	119050.74
17		'000-1140-00	Savings	Balance Sheet	16316.12
18		'000-1190-00	Cash Suspense	Balance Sheet	0
19		'000-1200-00	Accounts Receivable	Balance Sheet	1715030.25
20		'000-1205-00	Sales Discounts Available	Balance Sheet	3871.03
21		'000-1210-00	Allowance for Doubtful Accounts	Balance Sheet	-45963.3
22		'000-1220-00	Credit Card Receivable	Balance Sheet	0
23		'000-1220-01	Credit Card Receivable-AmericaCharge	Balance Sheet	22500
24		'000-1220-02	Credit Card Receivable-Retail	Balance Sheet	0
25		'000-1220-03	Credit Card Receivable-Gold	Balance Sheet	0

5. As a trial balance, we should ensure the total for the period totals zero. We set F9 Table to create the subtotal formula within the Options tab and we can scroll to the end of the report or a faster technique is to use the keyboard End key:
 - a. Click on any cell in **column E** with a value.
 - b. Click the **End keyboard key** and then the **down arrow** key.
 - c. Excel should bring you to the end of the report in column E.

The last cell should contain an Excel =SUM(...) formula similar to: `=SUM($E10:$E975)` and its value

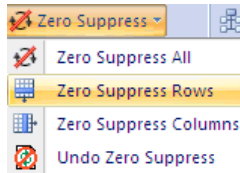
as:

6. To improve the format of this cell, select the Excel **Home** tab and within the group **Number** the **comma** option:





The value in the trial balance total should now display as: To return to the top of the report, click at the same time: **Ctrl + Home** from the keyboard.

7. Notice the current report contains accounts with zero amounts. One way to not display these rows is to use the F9 Zero Suppress command. First, select the range of information to suppress – one way is to **highlight the entire column E**. Click the **F9** Ribbon tab and within group **F9 Tools**, select **Zero Suppress** and then **Zero Suppress Rows** from the dropdown.



The F9 report should now display just rows with amounts. Notice the rows with zeros have been hidden in Excel. To redisplay the rows at any time, simply highlight the area and select **Undo Zero Suppress**.


8. Rename the worksheet containing the F9 trial balance report to: **Trial Balance 1**.
9. Save the workbook as **F9 Tour.xlsx** by selecting the **Excel 2010 File Tab**  (or **Excel 2007 button** ) , **Save As, Excel Workbook**.

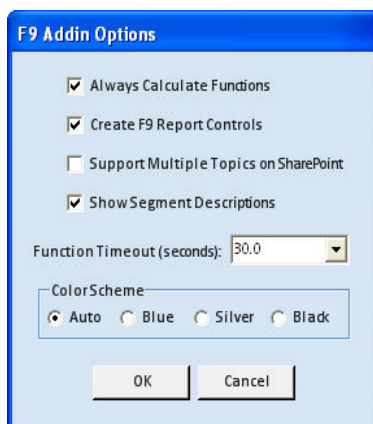
Notice the default extension in Excel is now **.xlsx**; this means the file is stored in **XML** format which will be approximately 60 per cent smaller in size from the same report saved as an **.xls** file, which is Excel's previous binary output.

There are many other benefits to saving Excel files to the new XML format such as improved stability of files with less chance of corruption issues; in addition, Excel's XML can be extended by other applications programmatically and is the industry standard for web-based communications.

A More Dynamic Trial Balance

In the first example, F9 Table output the most basic report with just values in the rows and one subtotal at the end. Next, we will generate the same report with dynamic report controls and F9 formulas to return descriptions and values across all account rows.

1. First, we will ensure F9 is setup to create report dropdown controls. From the F9 tab, group Options, select F9 Add-in Options  . Ensure **Create F9 Report Controls** is selected and hit OK. We will see how this works with a new report created by F9 Table.



2. Back to the **F9 Table task pane**, we will make just one change within the **Options** tab:

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- a. Output: select **F9 Classic Chart**, **GL Formulas**, **New Sheet**
3. Click on the **Find** button at the bottom of the F9 Table task pane to see the results output in a new worksheet.

	A	B	C	D	E
1					
2	Company	-1			
3	Year	2004			
4	Budgets	BUDGET1			
5					
6	Accounts:	(*)(*)(*)			
7					
8		Periods			Month 1
9					
10	Account	Description	Origin		Amount Month 1
11	'000-1101-00	Cash in Bank - Canada	Balance Sheet		8,957.84
12	'000-1102-00	Cash in Bank - Australia	Balance Sheet		18,302.17
13	'000-1103-00	Cash in Bank - New Zealand	Balance Sheet		6,007.94
14	'000-1104-00	Cash in Bank - Germany	Balance Sheet		7,909.80
15	'000-1105-00	Cash in Bank - United Kingdom	Balance Sheet		12,697.77
16	'000-1106-00	Cash in Bank - South Africa	Balance Sheet		7,501.90
17	'000-1107-00	Cash in Bank - Singapore	Balance Sheet		6,963.24
18	'000-1110-00	Cash - Payroll	Balance Sheet		119,050.74
19	'000-1140-00	Savings	Balance Sheet		16,316.12
20	'000-1190-00	Cash Suspense	Balance Sheet		0.00
21	'000-1200-00	Accounts Receivable	Balance Sheet		1,715,030.25
22	'000-1205-00	Sales Discounts Available	Balance Sheet		3,871.03
23	'000-1210-00	Allowance for Doubtful Accounts	Balance Sheet		-45,963.30
24	'000-1220-00	Credit Card Receivable	Balance Sheet		0.00
25	'000-1220-01	Credit Card Receivable-AmericaCharge	Balance Sheet		22,500.00

4. There are two differences in this report. First, **F9 report dropdown controls** are created for easy selection.
 - a. Change the **year** to **2005** and click **Shift-F9** to recalculate the trial balance; values for all account rows update automatically. How this is done is with F9 formulas that are based on a number of different filters and parameters.
 - b. Change the **period** in column E to **Month 2** and recalculate again. F9 recognizes accounting like phrases to retrieve period balances.

The second and most significant change is that F9 formulas have been written to control the results returned for all rows with accounts. This makes the report dynamic; change a reporting filter such as Type and values change with recalculation; post transactions to the GL and recalculate an F9 report to see new values automatically. No recreation of your report required.

- a) Edit the account specifier in cell **B11**; change it from: 000-1101-00 to: ***-11*-***. Click Shift-F9 to see the new period total for the account grouping. This is one example of how to combine multiple criteria within F9 formulas.
- b) Delete the rows of accounts we just combined. Highlight the 3 entire rows below the new account and right-click to Delete. Your trial balance total should once again be zero as expected.
- c) Save this worksheet tab as: **Trial Balance 2** and save your entire workbook also.

Now that we have created a more dynamic Trial Balance report that can recalculate with different results when a report filter such as the Period changes, we will want to start learning the how F9 formulas work to create flexible reports of any nature.

The Fundamental F9 Formula

The GL Function is the fundamental F9 formula as it links any cell in your spreadsheet to any balance in your general ledger. This is accomplished with a set of parameters that tell F9 what balance you would like returned. The syntax of the GL formula is:

=GL(Account, Period, Company, Year, Type, Currency)

Where:

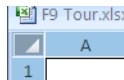
Account is the GL account(s) specifier
Period is the fiscal period(s)
Company is one or more company specifiers
Year is the specific fiscal year
Type is the actual or budget type
Currency is the currency type (if supported in your accounting system)

Write this formula down; in fact write it down twice, as it is the core of all F9 Reports. The GL formula does not require all 6 parameters, so if your accounting system does not support currencies, you do not need to enter this specifier.

In many instances you will want your balances to be returned as negative values. To do this, simply use the **=NGL(...)** function in place of the GL function. The parameters of the NGL function are identical to the GL function.

The GL Formula

1. Open the F9 Tour workbook, and select the **Trial Balance 1** worksheet tab.
2. Unhide the zero suppressed rows to work with all accounts. Select the entire worksheet by clicking on the upper left corner:



Next, from the F9 tab, select **Zero Suppress** and **Undo Zero Suppress**.

3. Cell **E10** should contain your first period amount. Click on cell **E10** and you will see that although there is a value in this cell, there is no formula. The true strength of F9 is rooted in F9 formulas and the ability of all spreadsheets to use absolute and relative cell references so that they can turn on a single cell.
4. In cell **E10** type the GL formula, substituting the appropriate cell reference for each parameter of the GL formula. In the example below, as in your sheet, the GL Formula will be:

=GL(B10,E8,B2,B3,B4,B5)

Where:

B10 is the Account number
E8 is the Period
B2 is the Company
B3 is the Year
B4 is the Type
B5 is the Currency

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	A	B	C	D	E	F
1						
2						
3	Company	-1				
4	Years	2004				
5	Budgets	BUDGET1				
6						
7	Accounts:	(*)(*)(*)				
8						
9		Account	Description	Origin	Month 1	
10		'000-1101-00	Cash in Bank - Canada	Balance Sheet	=GL(B10,E9,B3,B4,B5)	
11		'000-1102-00	Cash in Bank - Australia	Balance Sheet	18302.17	

ENSURE THAT YOUR CELL REFERENCES ARE CORRECT and press **F2+Enter** to calculate the cell. If the formula is correct, the cell will return the same value, but it will now be based on an F9 formula.

As you will notice, none of the other values below cell **E10** have changed. This is because they are not formula based. Don't worry, though; you do not have to type the GL formula again if you use the correct Absolute and Relative cell references and Auto-Fill.

Absolute and Relative Cell Referencing

By default, a formula you create in Excel uses Relative cell references. This means that if you copy a formula, Excel will automatically adjust the cell references in the copied formula to refer to different cells, relative to the position of the original formula. So, if we copy this formula from cell **E10** to cell **E11**, all row references will change by one row. This formula would then be: **=GL(B11,E10,B3,B4,B5,B6)**.

In the new formula, the Account specifier (B11) is correct, but the Period specifier is now cell (E10), which is obviously not correct. In fact, the Company (B3), and Year (B4) are also incorrect now. To copy this formula correctly, we will have to ensure that Excel does not adjust the cell references when we copy the formula. This is called an Absolute reference and is accomplished by placing a dollar sign (\$) before the parts of the reference that should not change.

1. Click on cell **E10**, and in the formula bar (located at the top of the spreadsheet, above the column names) move your cursor to the beginning of the Account reference (B10).

=GL(B10,E9,B2,B3,B4,B5)

2. **Press F4**. Each time you press F4, Excel toggles through the combinations: absolute column and absolute row (**\$B\$10**), relative column and absolute row (**B\$10**), absolute column and relative row (**\$B10**), and relative column and relative row (B10). We will want the Account reference to change as we copy down rows (relative, no \$), but not across columns (absolute, \$). Press **F4** until the Account reference is **\$B10**. You can also add the \$ symbol with the keyboard.
3. We will not want the Period reference to change as we copy it down rows, but we will across columns (relative column and absolute row). Make the Period reference **E\$9**.
4. The Company, Year, Type and Currency cell references should not change when we copy the formula down or across the report, so make both the column and row references absolute as: **\$B\$2, \$B\$3, \$B\$4, and \$B\$5**.
5. Press **Enter** to complete formula edit.

The formula should now be: **=GL(\$B10,E\$9,\$B\$2,\$B\$3,\$B\$4,\$B\$5)** and is ready to be copied down all of the account numbers.

Auto-Fill

1. Before we copy the new F9 formula to all the rows below, go to the last row and insert a blank row between the Total and the last account. We will see why this is required once the Excel Auto-Fill completes. Select Ctrl-Home to return to the top of the report.
2. Click on the cell with our first GL formula, (**E10**). You will see a fill handle which is located at the bottom right of the cell when it is selected. Move your mouse over the fill handle, and your pointer will become a crosshair.



3. Double click the fill handle. The formula will now copy down all rows that have an adjacent value in Column **D**. If there is no value in Column **D**, or if your version of Excel does not support this feature, simply drag the formula down by clicking and holding the left mouse button over the fill handle and dragging the formula until the last row with an account number is selected.
4. Click on any cell in your spreadsheet. You will notice that all of the cells have the same value as cell **E10**. This is because the sheet is set for manual calculation. Press **F9** to calculate the workbook, and the values from your GL will populate the report.

Description Formulas

We will now want to make the descriptions in this report formula-based so that when you edit an account number it will return the appropriate description.

In F9 there are two formulas for returning account descriptions, these are the **=DESC** Function and **=SDESC** Function. **DESC** returns the account description for the full account code. If the **DESC** function is used on a range or list of accounts, it returns the description for the first account found in the range or list. **SDESC** produces the descriptions associated with the individual segments of the account code. In short, the **DESC** is used to return the Natural Account description and **SDESC** is used to return the Sub-Account description.

The DESC Function

The syntax of this formula is the similar to the GL function with less specifiers:

=DESC(Account, Company)

Where:

Account is the GL account(s) specifier
Company is the specific company

The SDESC Function

The syntax of this formula is:

=SDESC(Segment, Segment Number, Company)

Where:

Segment	<i>is the GL segment specifier</i>
Segment No	<i>is the segment position</i>
Company	<i>is the specific company</i>

Segment Number always contains the number of the segment you wish a description for. The first segment is "1."

Make the descriptions in this report formula based

1. Make cell **C10** active and ensure its format in Excel is General. Right-click and select Format Cells... Click on category General and hit Ok.
2. In **C10**, enter the =DESC formula, referencing the appropriate cells for each parameter [=DESC(Account, Company)]. Press *Enter* and recalculate this cell (*F2 + Enter*). If the description is not returned ensure that your formula is correct i.e. **=DESC(B10, B2)**.
3. Give the parameters in this formula the correct absolute and relative cell referencing. The DESC function should now be defined as: **=DESC(\$B10, \$B\$2)**.
4. Copy the formula down using Auto-Fill so that it covers all accounts. Ensure that you entered the correct absolute and relative cell referencing and recalculate the current sheet (**Shift +F9**).
5. Save the workbook file.

The F9 report now recalculates dynamically and contains formulas to return period balances and account descriptions. If you look at tab: **Trial Balance 2**, you can compare the formulas F9 created automatically from **F9 Table** with **Output as Formulas** – they should look identical.

Report Creation with GL Paste

F9 can generate a properly formatted GL function easily for you via the **Inquire and GL Paste** command. GL Paste is useful if you need to create reports with specific segment filters or groupings such as by Segment1 as well as a good first step to creating your own formatted report with the most flexibility.

GL Paste creates the first GL formula in a new worksheet along with all required parameters properly referenced with the correct absolute and relative cell referencing.

1. Click on the Sheet 1 Tab and rename this sheet to: GL Paste.
2. If the F9 Table task pane is displayed, close this first.
3. From the F9 ribbon, choose Inquire and GL Paste. This will open the F9 Inquire task pane.
4. For settings, set to:

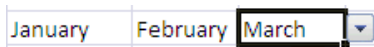
Company:	-1
Type:	BUDGET1
Year:	2004
Segment1:	type *
Segment2:	type 2*
Segment3:	type *

- Next, select **Get Balance** to review the total for accounts *-2*-*:

- Next, we will paste F9 formulas to the active worksheet. Set the active cell to A1 as GL Paste will start at the current active cell.
- From the F9 Inquire tab, click the **GL Paste** button. You will see the beginnings of a new report with F9 report dropdown controls, a GL formula properly parameterized and also a DESC formula written to return account descriptions.

	A	B	C	D	E	F
1						
2	Segment1:	*				
3	Segment3:	*				
4						
5	Companies:	-1				
6	Years:	2004				
7	Budgets:	BUDGET1				
8					January	
9						
10	2*			Contra Accounts for Costs	-2,424,869.76	
11						
12						

- Place your cell pointer on the period January. Notice it is also a F9 dropdown control and contains many of the typical period specifiers F9 recognizes. Drag this control across to 2 more columns –the month automatically changes for you and the dropdown control is also retained.



- Select the cell with the account description and notice a **=DESC()** was written.
- Select the cell with the GL amount. Change the name of the F9 formula to **=NGL** to have F9 return the amount as a positive amount. Notice this GL formula contains one additional enhancement, the F9 **BSPEC()** function which stands for **Build Specifier**.

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```
=GL(BSPEC($B$2,$A10,$B$3),E$8,$B$5,$B$6,$B$7)
```

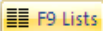
11. **BSPEC** is used to separate the full account into separate segments to be filtered in your F9 reports. For example, you may need to return balances for a list of Segments as opposed to just one or all. **BSPEC** makes combining segment groupings and filters easy. An example will illustrate this further:
 - a) Go to cell **B2** and select **Segment1 000**. Hit F9 to recalculate and note a new amount returned.
 - b) Go to cell **B3** and instead of selecting from the dropdown, type for its value: **'00,01**. Ignore the warning by Excel by clicking Ok. Hit F9 to recalculate again.
 - c) Set the active cell to the period amount returned and select **Drilldown** from the F9 Ribbon. Select different **Drill By** criteria and hit the **Drill button** to view the different results. Click on any cell in Excel to return to the report.

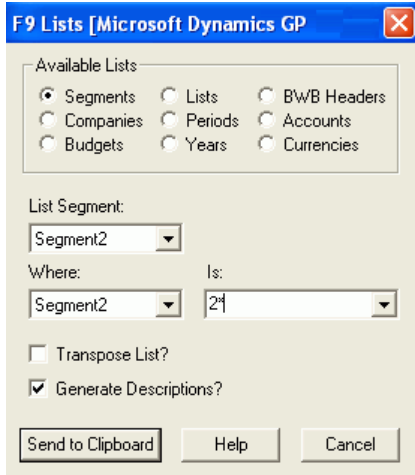
12. Next, we will expand the report created by GL Paste by adding more rows.

Lists

The primary role of the Lists feature is to save time manually entering data that already exists in your GL. The List feature typically allows you to enumerate:

- Segments (*used most often*)
- Companies
- Budgets
- Lists
- Periods
- Years

1. From the F9 Ribbon, click on Lists: 
2. Select **Segments** under Available Lists.
 - In the List Segment drop-down, select Account
 - In the Where drop-down, select Account
 - In the Is field, type 2*
3. Ensure Generate Descriptions is unchecked
4. Click *Send To Clipboard*, press *OK* to the List was Sent To Clipboard message, and *Quit* the Lists window.



Next, we will want to paste this into the sheet and finish the report.

1. Select the cell that contains your first account number (Cell **A10**) and select Paste (*Edit | Paste*). This will paste in all Accounts within the range.
2. Click on the GL formula in **E10** and drag it to the other columns **F10** and **G10**.
3. Next click on the cell with the description, **D10** and **highlight** cells: **D10 to G10**.
4. Using your mouse, drag the selection down rows with accounts.
5. Hit F9 to recalculate the new results.
6. Auto-Fit the description column if necessary to expand its width for display and save the report.

	A	B	C	D	E	F	G
1							
2	Segment1:	000					
3	Segment3:	00,01					
4							
5	Companies:	-1					
6	Years:	2004					
7	Budgets:	BUDGET1					
8					January	February	March
9							
10	'2014			Contra Accounts for Costs	0.00	0.00	0.00
11	'2100			Accounts Payable	-1,666,406.25	-1,666,406.25	-1,666,406.25
12	'2101			Accounts Payable-MC Trx	-1,124.67	-1,124.67	-1,124.67
13	'2105			Purchases Discounts Availa	-5,374.07	-5,374.07	-5,374.07
14	'2110			Accrued Expenses	-24,500.00	-24,500.00	-24,500.00
15	'2111			Accrued Purchases	0.00	0.00	0.00
16	'2115			Unearned Income	0.00	0.00	0.00
17	'2120			Commissions Payable	-96,543.14	-96,546.44	-96,546.44
18	'2130			Bonuses Payable	0.00	0.00	0.00
19	'2140			Accrued Vacation Payable	-18,806.70	-18,806.70	-18,806.70
20	'2150			Taxable Benefits Payable	-4,019.85	-5,439.17	-6,859.00
21	'2161			IL State Withholding Payab	-3,044.33	-3,811.67	-4,591.42
22	'2162			NE State Withholding Payab	0.00	0.00	0.00
23	'2163			IN State Withholding Payabl	0.00	0.00	0.00
24	'2164			MN State Withholding Pay.	-102.63	-102.63	-102.63
25	'2165			MO State Withholding Pay.	0.00	0.00	0.00


You can use the features of Excel and F9 to make this report exactly how you wish. Add sum formulas, change single account specifiers to ranges, add a variance column to compare the current year versus the past year, make graphs and charts. These are all benefits of creating your financial reports with F9 directly within a spreadsheet application as powerful as Excel.

F9 Report Wizard

Report Wizard is available to step users through defining report dimensions such as: rows, columns, and the control area, and writes a fully completed F9 report with dropdown controls and F9 formulas for you.

Select or change any of the dropdown controls to calculate new results easily. The initial report can be expanded upon since F9 formulas are written with the correct cell referencing for all parameters.

Create an Actual versus Budget Report:

1. Select **Sheet 2** as the active worksheet and close the Inquire task pane, if open.
2. From the F9 Ribbon, select Report Wizard: 
3. Resize the Report Wizard task pane to increase its display by dragging its border on the left towards the active worksheet.
4. Pick **-1** for Company and hit next.
5. For the Row axis, select **Account** in the upper window. Next, highlight all accounts that start with **411** and hit the >> button to move to the selected window.
6. Select Total and >>. Hit Next.
7. For the Column axis: select Periods in the upper window. Select Description and >> to move to the selected window. For Periods, select This Month and >> and then This Month Budget and >>. Select Variance and >>. Hit Next.
8. For the remaining axis, select Year **2004**, Type **BUDGET1** and type in value * for both the Segment1 and Segment3. Hit Next.
9. Under Format, enter a title such as: **Actual vs. Budget Report**.
10. Select checkbox to reverse the sign,
11. Choose the conditional formatting output and Finish.
12. Use Auto-fit to resize the columns.

Actual vs Budget Report			
	This Month	This Month Budget	Variance
4110	\$1,076,612.82	\$709,580.14	367032.68
4111	\$45,208.55	\$0.00	45208.55
4112	\$103,227.22	\$0.00	103227.22
4114	\$5,114.74	\$0.00	5114.74
4115	\$7,436.24	\$0.00	7436.24
4116	\$5,034.33	\$0.00	5034.33
4117	\$3,386.64	\$0.00	3386.64
Total	\$1,246,020.54	\$709,580.14	

Rename the tab to: **Report Wizard** and save the report.

F9 Sales Report with Filtering

The next example will create a F9 report in the form of a dynamic Excel Table with filtering. Tables in Excel 2007 and 2010 offer many new advantages including dynamic formatting, formulas, filtering of one or more columns to collapse and expand information, as well conditional formatting and KPIs.

F9 Table creates financial table reports for enhanced analysis and business intelligence.

1. From the **F9 Table Report** task pane, select the **F9 Table tab**.
 - a. For the Account, type: **41*** and other segments: *****.
 - b. For Period select: **January**, Type **BUDGET1**, Year **2004**
2. Select the **Options tab** and change:
 - a. F9 Chart: **Include Account segments**, check **Segments in Separate Column**
 - b. Output: **unselect Classic Chart**, Paste as **GL Formulas**
 - c. Formatting: **Add Data Bar**, Table style: **Light 11 (green)**
3. Click on the **Find** button at the bottom of the F9 Table task pane to see the results output in a new worksheet.

	A	B	C	D	E	F	G
1							
2	Company	-1					
3	Years	2004					
4	Budgets	BUDGET1					
5							
6	Accounts:	(*)(41*)(*)					
7							
8		Periods				January	
9							
10		Segment1	Segment2	Segment3	Description	Origin	Amount January
11		'000	'4100	'00	Sales	P&L	0.00
12		'000	'4110	'01	US Sales - Retail/Parts	P&L	-1,020,187.08
13		'000	'4110	'02	US Sales - Finished Goods	P&L	-56,425.74
14		'000	'4111	'01	Canadian Sales - Retail/Parts	P&L	-45,208.55
15		'000	'4111	'02	Canadian Sales - Finished Goods	P&L	0.00
16		'000	'4112	'01	AustralAsian Sales - Retail/Parts	P&L	-96,936.57
17		'000	'4112	'02	AustralAsian Sales - Finished Goods	P&L	-6,290.65
18		'000	'4114	'01	Germany Sales - Retail/Parts	P&L	-5,114.74
19		'000	'4114	'02	Germany Sales - Finished Goods	P&L	0.00
20		'000	'4115	'01	United Kingdom Sales - Retail/Parts	P&L	-894.12
21		'000	'4115	'02	United Kingdom Sales - Finished Goods	P&L	-6,542.12
22		'000	'4116	'01	South Africa - Retail/Parts	P&L	-5,034.33
23		'000	'4116	'02	South Africa Sales - Finished Goods	P&L	0.00
24		'000	'4117	'01	Singapore Sales - Retail/Parts	P&L	-1,693.32
25		'000	'4117	'02	Singapore Sales - Finished Goods	P&L	-1,693.32

Notice the amounts are negative – this can be quickly changed by going to the first cell with an amount and editing the formula.

1. Go to cell **F11**.
2. Hit the F2 key to edit the formula.
3. Change =GL to =NGL and hit **Enter**.

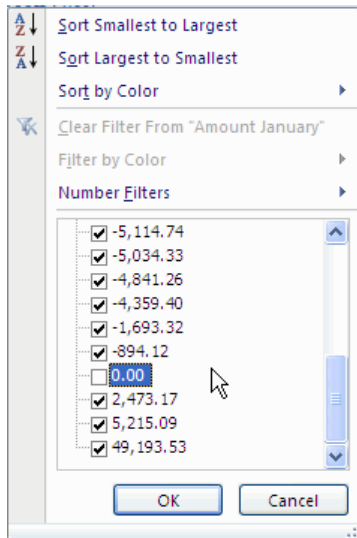
All formulas below the first in the F9 table are automatically changed. This is one of the advantages of Tables in that Excel provides extra intelligence to manage its own content.

Filtering:

Notice there are a number of rows with all zeros. Within Tables, one can filter on different criteria over one or more columns very easily.

1. In column **F**, select the **down arrow** at the cell that displays its heading, **January**.
2. **Uncheck** the last item for zero values (**0**)

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Note a filter icon displays to the right of January to indicate a filter is active for this column.

	A	B	C	D	E	F	G	H	
1									
2	Company	-1							
3	Years	2004							
4	Budgets	BUDGET1							
5									
6	Accounts:	(*)(41*)(*)							
7									
8		Periods						January	
9									
10		Segment1	Segment2	Segment3	Description	Origin	Amount January		
12		'000	'4110	'01	US Sales - Retail/Parts	P&L	1,020,187.08		
13		'000	'4111	'02	US Sales - Finished Goods	P&L	56,425.74		
14		'000	'4111	'01	Canadian Sales - Retail/Parts	P&L	45,208.55		
16		'000	'4112	'01	AustralAsian Sales - Retail/Parts	P&L	96,936.57		
17		'000	'4112	'02	AustralAsian Sales - Finished Goods	P&L	6,290.65		
18		'000	'4114	'01	Germany Sales - Retail/Parts	P&L	5,114.74		
20		'000	'4115	'01	United Kingdom Sales - Retail/Parts	P&L	894.12		

Another filter might be to display certain Segments. Click on the dropdown for Segment3 and select just Segment 01. The report will now display the subset requested.

	A	B	C	D	E	F	G	
1								
2	Company	-1						
3	Years	2004						
4	Budgets	BUDGET1						
5								
6	Accounts:	(*)(41*)(*)						
7								
8		Periods						January
9								
10		Segment1	Segment2	Segment3	Description	Origin	Amount January	
12		'000	'4110	'01	US Sales - Retail/Parts	P&L	1,020,187.08	
14		'000	'4111	'01	Canadian Sales - Retail/Parts	P&L	45,208.55	
16		'000	'4112	'01	AustralAsian Sales - Retail/Parts	P&L	96,936.57	
18		'000	'4114	'01	Germany Sales - Retail/Parts	P&L	5,114.74	
20		'000	'4115	'01	United Kingdom Sales - Retail/Parts	P&L	894.12	
22		'000	'4116	'01	South Africa - Retail/Parts	P&L	5,034.33	
24		'000	'4117	'01	Singapore Sales - Retail/Parts	P&L	1,693.32	
60		Total						-1,683,086.51
61								
62								

Rename the tab to **Sales Report** and save the workbook.

Because the contents of the table report contains F9 formulas, the financial information returned is dynamic and you can select or change the F9 control area and recalculate for new reports. In addition, it is possible to expand on the table with new columns for additional periods, for example.

Custom filters can be created to track values or results for a specific business need. Experiment with F9 Table to view different types of results and explore more into the new functionality for Excel 2010 and/or Excel 2007 Tables.

F9 Pivot Table Report

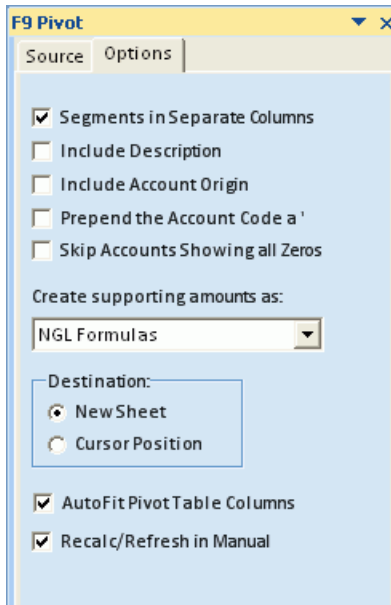
The next example will create an F9 report in the form of a dynamic Excel pivot table. Pivot Tables in Excel 2007 and 2010 offer many new advantages including dynamic formatting, formulas, filtering of one or more columns to collapse and expand information, as well conditional formatting and KPIs.

F9 Pivot Table Report creates financial pivot table reports for enhanced analysis and business intelligence.

1. From the **F9 Pivot** task pane, select the **Source** tab – this tab basically describes what data to populate the Pivot table with.
 - a. For Years check both **2004** and **2005**.
 - b. For the Account, type: **4***, and other segments: *****.
 - c. For Period select: **January**

The screenshot shows the 'F9 Pivot' dialog box with the 'Source' tab selected. The 'Companies' section has a checked box for '-1' and an unchecked box for '3'. The 'Budgets' section has a checked box for 'BUDGET1', and 'BUDGET2' and 'BUDGET3' are unchecked. The 'Years' section has checked boxes for '2004' and '2005', and an unchecked box for '2006'. The 'Period' dropdown is set to 'January'. There is an unchecked checkbox for 'Use Whole Account'. The 'Segment1' dropdown is set to '*', 'Segment2' is set to '4*', and 'Segment3' is set to '*'.

2. Select the **Options** tab – this is used to provide more detail on how the Pivot table content will be managed:
 - a. Check **Segments in Separate Columns**
 - b. In the **Create supporting amounts as:** dropdown select **NGL Formulas**
 - c. Check: **AutoFit Pivot Table Columns**
 - d. Check: **Recalc/Refresh in Manual**



3. Click on the **Create Pivot Table** button at the bottom of the F9 Pivot task pane to have an initial Pivot Table report generated.
4. To calculate values, click anywhere inside the Pivot report and then right-mouse click and select **Refresh**.
5. The results should look similar to:

Sum of Amount	Years	Period	2004	2004 Total	2005	2005 Total
	Segment2	January				
'4100			0.00	0.00	0.00	0.00
'4110			1,076,612.82	1,076,612.82	2,300.00	2,300.00
'4111			45,208.55	45,208.55	0.00	0.00
'4112			103,227.22	103,227.22	0.00	0.00
'4114			5,114.74	5,114.74	0.00	0.00
'4115			7,436.24	7,436.24	0.00	0.00
'4116			5,034.33	5,034.33	0.00	0.00
'4117			3,386.64	3,386.64	0.00	0.00
'4120			166,894.54	166,894.54	1,647.27	1,647.27
'4121			0.00	0.00	0.00	0.00
'4122			12,500.00	12,500.00	0.00	0.00
'4124			0.00	0.00	0.00	0.00
'4125			0.00	0.00	0.00	0.00
'4126			0.00	0.00	0.00	0.00
'4127			0.00	0.00	0.00	0.00
'4130			211,747.78	211,747.78	0.00	0.00
'4131			0.00	0.00	0.00	0.00
'4132			11,154.59	11,154.59	0.00	0.00
'4134			0.00	0.00	0.00	0.00

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- Note amounts are shown broken down by Year. To showcase some of the capabilities of the pivot table, move filters to different areas using the provided PivotTable Field List task pane. For example, drag Years to Report Filter, Segment1 to Row Labels and Segment3 to the Columns area:

Drag fields between areas below:

Report Filter **Column Labels**

Years **▼** Period **▼**

Segment1 **▼**

Row Labels **Values**

Segment2 **▼** Sum of Amount **▼**

Segment3 **▼**

Defer Layout Update Update

- The report will display as:

	A	B	C	D	E
1					
2	Years	(All) ▼			
3					
4	Sum of Amount		Period ▼	Segment1 ▼	
5			January	January Total	
6	Segment2 ▼	Segment3 ▼	000		
7	4100	00	0.00	0.00	
8	4100 Total		0.00	0.00	
9	4110	01	-1,022,487.08	-1,022,487.08	
10		02	-56,425.74	-56,425.74	
11	4110 Total		-1,078,912.82	-1,078,912.82	
12	4111	01	-45,208.55	-45,208.55	
13		02	0.00	0.00	
14	4111 Total		-45,208.55	-45,208.55	
15	4112	01	-96,936.57	-96,936.57	
16		02	-6,290.65	-6,290.65	
17	4112 Total		-103,227.22	-103,227.22	
18	4114	01	-5,114.74	-5,114.74	
19		02	0.00	0.00	
20	4114 Total		-5,114.74	-5,114.74	
21	4115	01	-894.12	-894.12	
22		02	-6,542.12	-6,542.12	
23	4115 Total		-7,436.24	-7,436.24	
24	4116	01	-5,034.33	-5,034.33	
25		02	0.00	0.00	

- Select different Years and refresh the table for results to change. Note that you also have filters available to you on both the rows and columns to display totals, for example, for certain Segments.
- Another feature with Pivot tables is drill. Select a cell with an amount and either double-click or right-mouse and select **Show Details**. The details that total this amount are shown in a newly created tab.

	A	B	C	D	E	F	G	H	I
1	Companies ▾	Budgets ▾	Years ▾	Segment1 ▾	Segment2 ▾	Segment3 ▾	Period ▾	Amount ▾	
2	-1	BUDGET1	2005 '000	'4110	'01	January	2300		
3	-1	BUDGET1	2004 '000	'4110	'01	January	1020187.1		
4									

Experiment with F9 Pivot Table to view different types of results and explore more into the new functionality for Excel pivot tables.

Congratulations - this completes the F9 Quick Tour!

Appendix A: F9 Parameters and Syntax

Period Specifiers

In F9, the Period specifier is used to identify the period or periods for which you are requesting account balances and uses logical, plain-English terms.

Period Specifier Examples	Description
Month 1	The first period of the fiscal year
This Month, Month	The current (usually open) period
This Month Last Year	The current period in the previous year
Last Month	The period before the current period
Year to Date, YTD	Total for the year including the current period (applies only to P/L accounts as BS accounts are returned as a cumulative balance by default)
Change Month 2	Period 2 activity (applies only to BS as P/L accounts are returned as transactional values by default)
September	The balance for September
Quarter 1, QTR 1	Total for the first quarter

You may notice that your Balance Sheet accounts have the same value for a consecutive number of periods (current period and all future periods). F9, following the principles of accounting, returns Balance Sheet accounts as a cumulative balance. P/L accounts are returned as a monthly change value.

Account Ranges

In most financial reports you will want to return values for a range or series of accounts in one cell.

For example, to return a value for all of your cash accounts (a Natural Account code of 1000 through 1090), you would specify a range of accounts that includes all cash accounts. Let's assume that you have a three-segment account code where the first segment of your account code is the Department, the second is the Natural Account and the third is the Sub-Account. In this example, the Account specifier would be *-1000..1090-*. This would return the value for all accounts between 1000 and 1090 for all Departments and all Sub-Accounts. As you can see Wildcards (the asterisk) can be used in specifying ranges of accounts with F9.

Account Specifier	Description	Example	Result
*	Matches any character, or set of characters regardless of length.	*_*_* 000-*-00 4*-5131-00	Returns all accounts, all Segments. Returns the 000 Segment1 for all Segment2 in the 00 Segment3. Returns all accounts that start with a 4 for Segment2 5131 and Segment3 00.

?	Matches a single character in the exact position.	4?0-5131-00	Returns all accounts that have a first character of 4 and third character of 0 for Segment2 5131 and Segment3 00.
..	Indicates a range of account segment values	400..500-*-*	Returns all accounts from 400 up to and including 500 for all Segment2 and all Segment3.
,	Creates a list of account specifiers or account segments.	400-5100-00,500-*-*	Returns a balance for the sum of account 400-5100-00 and 500 with all Segment2 and all Segment3.

**Please note that for most ranges of accounts to work, you must have Return Zero For Account Match Not Found selected in F9 Setup.

Although these Account specifiers may seem to be able to accommodate every aspect of your reporting needs, imagine if you wanted to create a departmentalized report for each department. Using the above Account ranges will accomplish this, but you will have to recreate the report for each department, reentering the appropriate account ranges, each time specifying a different department.

A very important feature of F9 is allowing you to cell reference each segment of your account code individually, so that you can make your report turn on any segment of your account code. This is accomplished with the **BSPEC** Function.

BSPEC

The BSPEC function expands the functionality of the Account specifier by **B**uilding the Account **S**PECifiers from cell references. The BSPEC is really just the Account parameter in any F9 formula that uses an Account parameter. The Syntax of the BSPEC is:

=BSPEC(Segment 1, Segment 2, Segment 3)

Where:

Segment 1 is a cell reference to the first segment of your account

Segment 2 is a cell reference to the second segment of your account

Segment 3 is a cell reference to the third segment of your account

There can be as many Segments as your account contains.

The GL formula with the BSPEC function will look as follows:

=GL(BSPEC(Segment 1, Segment 2, Segment 3), Period, Company, Year, Type)

In any F9 formula that references an account number, the BSPEC can also be a cell reference. The easiest way to learn the BSPEC function is to see it in use. Refer to the steps under **GL Paste** within this Quick Tour as a good example.