

TECH TALKS

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Your Topics

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Today's Topic: iStatement Add-Ins and basic statement setup.

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iStatement Add-Ins and basic statement setup.

Once iStatements has been installed now what!

Need to transfer the data to iStatement

- Go to MEMENU
- Select option 901

```
MEMENU                                Month End Close Menu

Select one of the following:

      * Edit *
10.  AP Distribution      MAP001CE
12.  AP Purchase Price Var MAP002CE
20.  AR Close            MAR001CE
30.  Inventory Close     MIC001CE
40.  Labor Close         MLB001CE
50.  Customer Order Close MSA001CE
60.  Manufacturing Close MW0001CE
62.  Manufacturing Scrap  MW0002CE
70.  Fiscal Period Reset  MAF001CE

      * Update *
310. AP Distribution
312. AP Purchase Price Var
320. AR Close
330. Inventory Close
340. Labor Close
350. Customer Order Close
360. Manufacturing Close
362. Manufacturing Scrap
370. Fiscal Period Reset

      * File Maintenance *
901. Summarized G/L File  GLJ901C

      * System Functions *
900. System Functions Menu
OFF. Sign Off

Selection or command
```

iStatement Add- Ins and basic statement setup.

After posting your GL journals
run option 901 on MEMENU

```
ECS040C                                SUBMIT SUMMARIZE JOURNAL                                3/24/20
                                                                                   07:42:03

Use this screen to indicate the company(s) or the division(s)
and the fiscal period(s) to be processed.

      Company                                02
      + for more values                      -

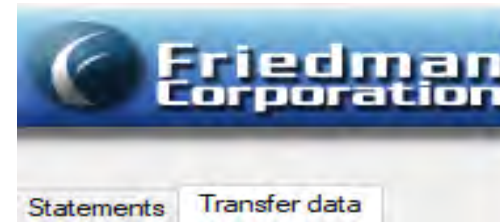
or      Division                             -
      + for more values                      -

      Fiscal period from 2001 (YYMM)
                        to 2012 (YYMM)

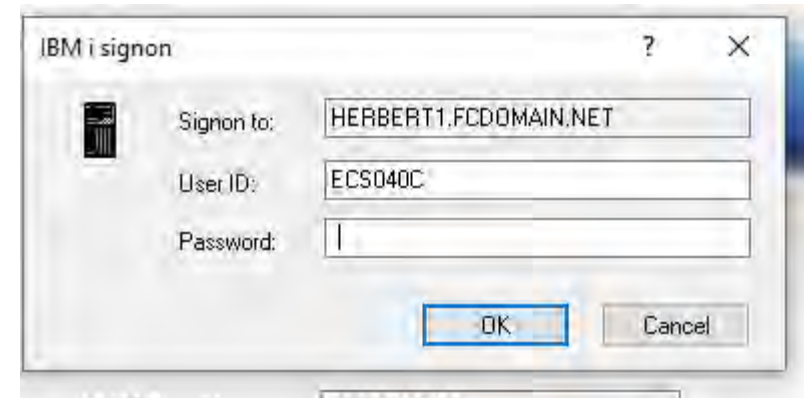
GL10
F3=Submit and exit  F12=Cancel
```

iStatement Add-Ins and basic statement setup.

Once option 901 is run then you need to open your iStatement icon to transfer the data to your PC so iStatements can use it.



Retrieve Fiscal Years



Select Fiscal Years

2013
2014
2015
2016
2017
2018
2019
2020

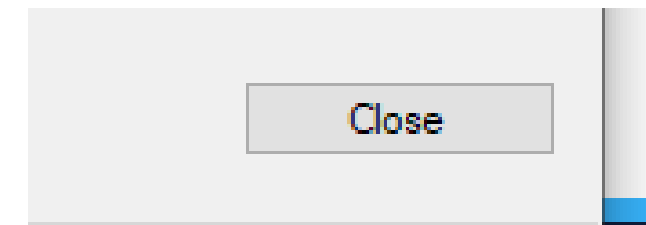
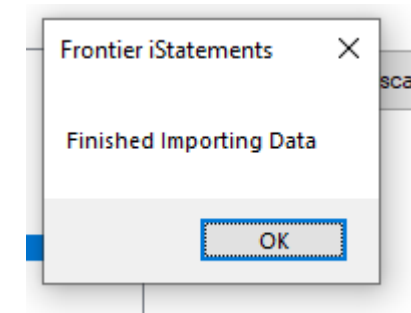
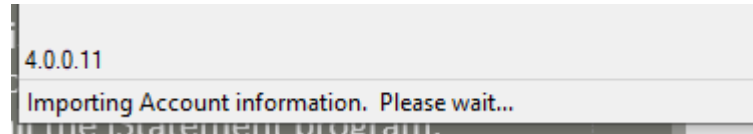
Transfer Data from AS400

iStatement Add-Ins and basic statement setup.

Once you hit transfer of data it will take a few moments and you should see information in the bottom left hand corner of the screen saying "Importing Account information. Please wait..."

Once the transfer has been completed you will get a popup stating iStatements has finished importing your data. Click ok.

At this point you can go to the Statements tab and select either Create a New Statement or Edit an Existing Statement or you can Close the program. You do not need the iStatement icon open to work on a statement.

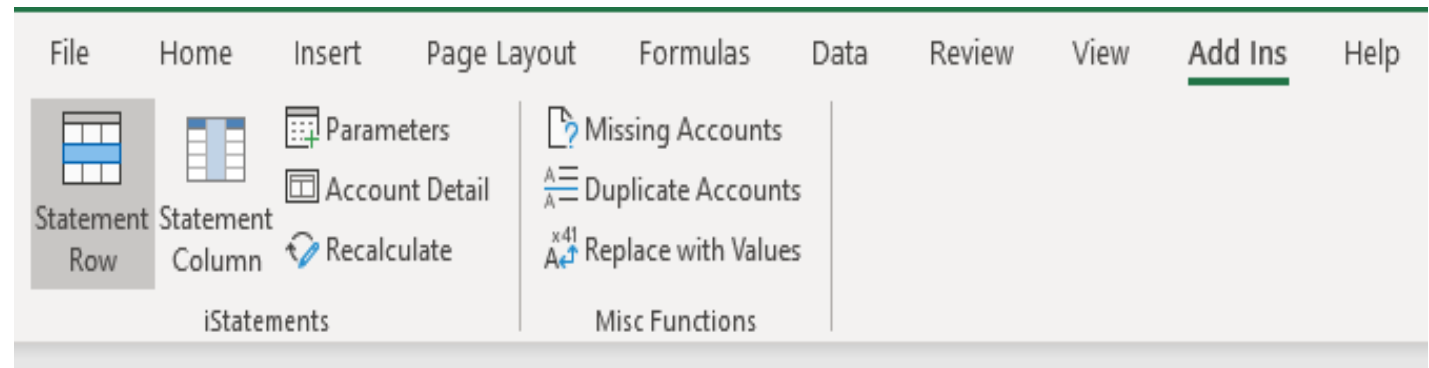
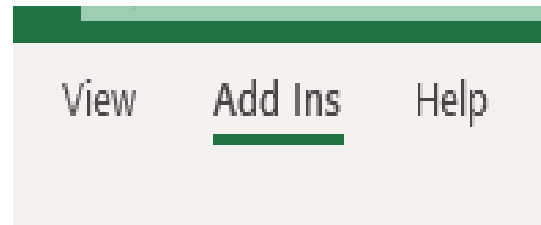


iStatement Add-Ins and basic statement setup.

After closing the iStatement program you can just open an existing statement or open Excel and start a new statement.

On the tool bar in Excel there is now an Add Ins option click on this to get started.

Let's get started in setting up a new Statement. Click on Add Ins and this will bring up the iStatement options.

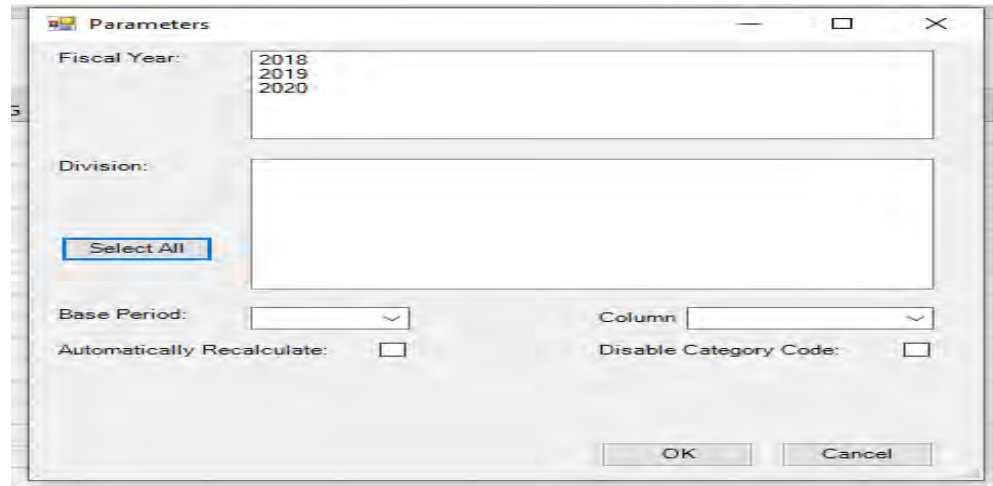


iStatement Add-Ins and basic statement setup.

Click on Parameters. This will bring up a popup screen .

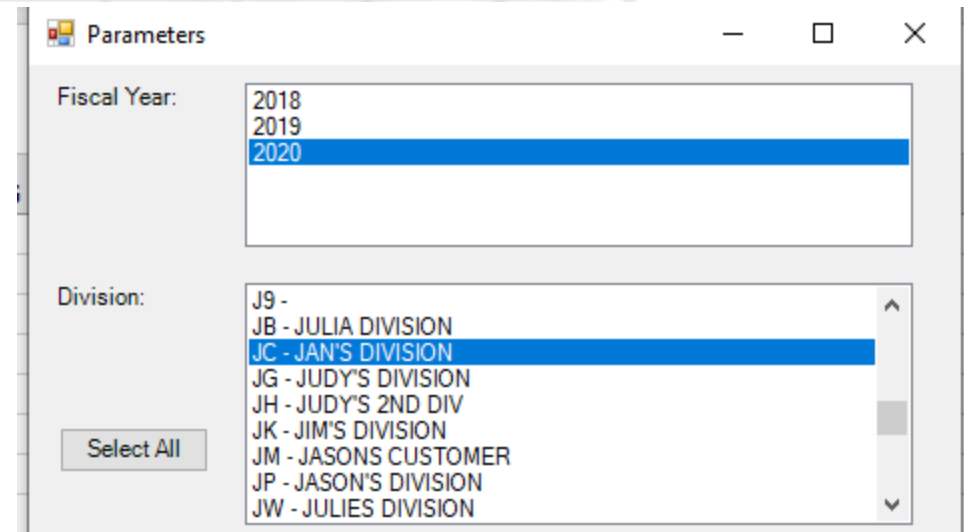
Click on the year you want to use for this statement. iStatements will then populate the Division box.

Click on the division you want to use for this statement.



The Parameters dialog box is shown. It has a title bar with a standard Windows icon and window controls. The main area contains the following fields:

- Fiscal Year:** A list box containing the years 2018, 2019, and 2020.
- Division:** An empty text box.
- Select All:** A button located below the Division box.
- Base Period:** A dropdown menu.
- Column:** A dropdown menu.
- Automatically Recalculate:** A checkbox.
- Disable Category Code:** A checkbox.
- OK** and **Cancel** buttons at the bottom right.



The Parameters dialog box is shown again, but now with selections made in the Fiscal Year and Division list boxes.

- Fiscal Year:** The list box contains 2018, 2019, and 2020. The year 2020 is highlighted with a blue background.
- Division:** The list box contains the following items: J9 - , JB - JULIA DIVISION, JC - JAN'S DIVISION, JG - JUDY'S DIVISION, JH - JUDY'S 2ND DIV, JK - JIM'S DIVISION, JM - JASONS CUSTOMER, JP - JASON'S DIVISION, and JW - JULIES DIVISION. The item JC - JAN'S DIVISION is highlighted with a blue background.
- Select All:** A button is located to the left of the Division list box.

Next select which Column you want your account number to be assigned to on your statement.

Base Period: 202012

Automatically Recalculate: ☐

Column: B

Disable: C, D, E, F

iStatement Add-Ins and basic statement setup.

There are two other check boxes on the parameter screen:

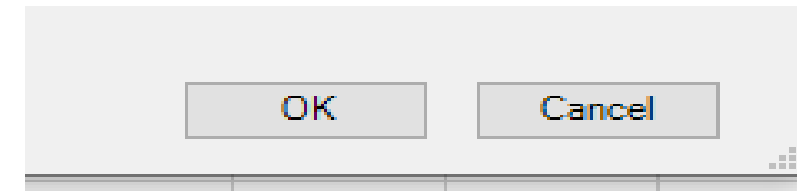
Automatically Recalculate-This means this statement will automatically recalculate upon opening. I do not recommend this if your statement is large as it will take longer for the statement to open.

Disable Category Code-This means this statement will not require you to use a category code when adding your accounts to the statement. Category code allows you to save a set of account #s in a category which you can use to add to other statements without having to recreate it each time. Only if you are on iStatements 4.0.0.11 or higher.

After all selections have been made click OK.



Automatically Recalculate: ☐ Disable Category Code: ☐



OK Cancel

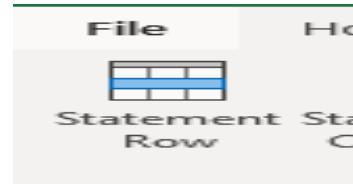
iStatement Add-Ins and basic statement setup.

Now it is time to add your account #s to your statement.

You can select how you want your accounts appear in the selection screen: either by account # or by account description.

You can also select how you want your accounts to display on the statement: either by description, number or both.

You can also either enter a Row title that you already know you have or click the Browse button to select already existing category codes or row titles.



Statement Row

Select Account by
☒ Account Number ☐ Account Description

Display Account
☒ Description ☐ Number ☐ Both

Search Criteria

Row Title

Browse

Category Row

Category Code Row Description

Rename Category

Account	Account Description
99-01-001	APACT
99-01-002	AP DISCOUNT ACCT
99-01-003	APIN FOR JC
99-01-004	APOUT FOR JC
99-01-005	AP PURCHASE PRICE VARIANCE
99-01-006	INVENTORY
99-01-007	WIP
99-01-008	LABOR ACCT
99-01-009	CLOSE OUT VARIANCE
99-01-010	AR ACCT
99-01-011	AP ACCOUNT

Close Copy Rename Delete

iStatement Add-Ins and basic statement setup.

The search criteria section is where you search for the accounts you want to add to your statement.

Enter an account in the From and To fields and click Search.

This will add your accounts to the Search Results part of the screen.

You then decide to add only the accounts you want one at a time by selecting the account and clicking add or you can all by clicking Add All

Search Criteria

From To

Search Results

Accounts Selected for Row

Search Criteria

From To

Accounts Selected for Row

Search Results

Account Code	Account Description
44.55.678	TEST
99.01.111	TEST
99.02.111	APR TEST
99.88.111	TEST FOR APR
99.88.8888	TEST
99-01-001	APACT

Accounts Selected for Row

Account Code	Account Description
--------------	---------------------

iStatement Add-Ins and basic statement setup.

This will add the account or accounts to the Accounts Selected for Row section.

Select if you want to Summarize the accounts on one row or create a row for each account number in the list.

If you have not entered a Row title yet it will asked you to Enter a Row title.

Search Results

Add
Add All
Remove
Remove All

Accounts Selected for Row

Account Code	Account Description
44.55.678	TEST
99.01.111	TEST
99.02.111	APR TEST
99.88.111	TEST FOR APR
99.88.8888	TEST
99-01-001	APACT

Create a row for each account selected

Summarize accounts on one row

Frontier iStatements

i

Enter a Row Title when entering a Summary Row.

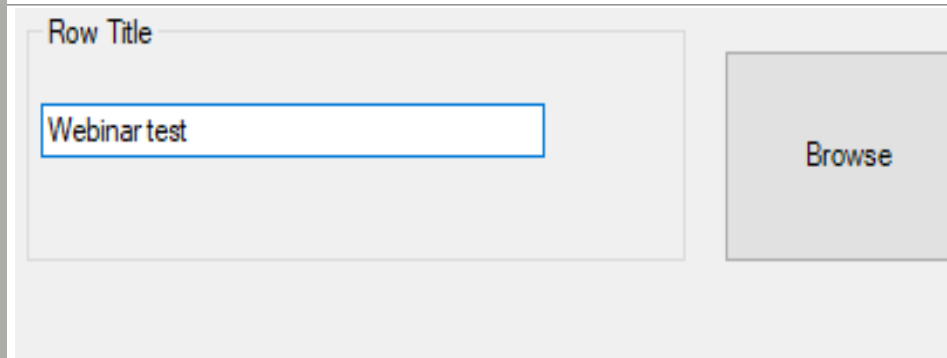
OK

iStatement Add-Ins and basic statement setup.

Enter your row title

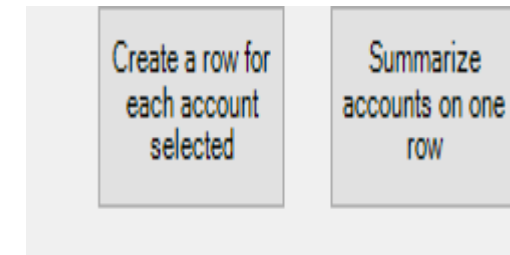
Click on your selection again either
Create a row for each account or
summarize on one row.

If you did not Disable the Category
Code on the Parameters screen it will
ask you enter a Category code



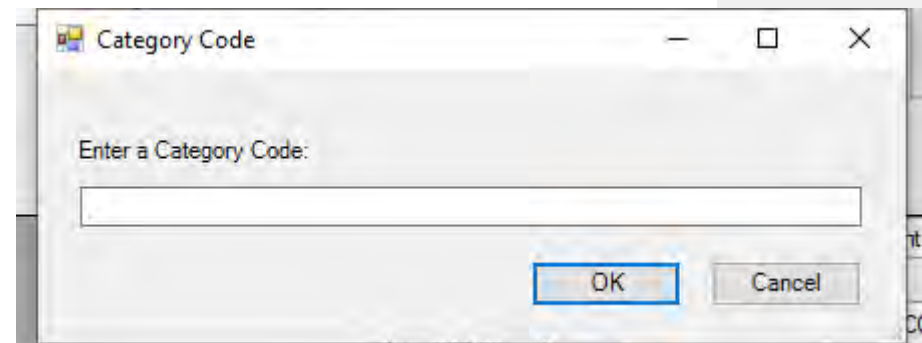
Row Title

Browse



Create a row for
each account
selected

Summarize
accounts on one
row



Category Code

Enter a Category Code:

OK Cancel

iStatement Add-Ins and basic statement setup.

If you hit cancel it will add your accounts to the spreadsheet.

If you enter a category code name and click ok it will bring up the Category Row window.

Select your Row Description which will show the account # and then click Copy. This will add this category code/accounts to your spreadsheet.

	B
2	Webinar test
3	

Category Row

Category Code

Webinar test 2

Row Description

Test2

Rename Category

	Account	Account Description
▶	99-01-001	PPV
	99-01-002	AP DISCOUNT ACCT
	99-01-003	APIN FOR JC
	99-01-004	APOUT FOR JC
	99-01-005	AP PURCHASE PRICE VARIANCE
	99-01-006	INVENTORY

Close

Copy

Rename

Delete

iStatement Add-Ins and basic statement setup.

After adding all your accounts you now need to select what data you want to appear in each column of the statement.

Click in the column and cell you want to start with and then on Statement Column.

You can select a different period for each column or cell on your spreadsheet by changing the Selected period here.

Statement Column

Selected Period

202012

Selected Division

JC

Reserse Sign on Amounts

☐ Yes
 ☒ No

Masking Segments

	Name	Description
▶	ACYCPD	Current Year Current Period
	ACYCPA	Current Year Current Period Alternate
	ACYQTD	Current Year QTD
	ACYQTA	Current Year QTD Alternate
	ACYYTD	Current Year YTD

iStatement Add- Ins and basic statement setup.

You can also use Masking here. If you have accounts set up where the dept is a certain part of the account you can tell it to only us that in the masking to get your results

Select the formula for the data you want in this column/row by clicking on it, in this case I clicked on ACYCPD and then click ok.

This will add the formula to your column/row

Do this for each column/row you want on your statement

Statement Column

Selected Period: 202001

Selected Division: JC

Masking Segments

Reverse Sign on Amounts: ☐ Yes ☒ No

Masking Segment 1: XX

Masking Segment 2: 01

Masking Segment 3: XXX

	Name	Description
▶	ACYCPD	Current Year Current Period
	ACYCPA	Current Year Current Period Alternate
	ACYQTD	Current Year QTD
	ACYQTA	Current Year QTD Alternate
	ACYYTD	Current Year YTD

The screenshot shows the Excel interface with the formula bar displaying the formula `=@sumacct("ACYCPD","202001","JC","N","XX-01-XXX")`. The spreadsheet grid shows column headers B through K, and row headers 2 and 3. Cell B2 contains "Webinar test" and cell C2 contains "0". Red arrows point from the formula bar to cell C2, indicating the result of the formula.

iStatement Add-Ins and basic statement setup.

Once you have finished setting up your statement rows and statement columns you can then click on Missing Accounts in the Add Ins to see what account numbers are not on this statement.

You can also click on Duplicate Accounts in Add Ins to see if you have put the same account number on the statement more than one and what row they are on.

Missing Accounts

134534	TEST
11.22.333	TEST
12-23-456-7879	TEST
12-23-456-78790	TEST
241000	LALOMA ACCT
31-09-100	CANYON CREEK TEST
41.0030.5060.00	CONESTOGA NV001 TEST
99-01-017	RESTOCK CHARGE
99-01-018	PST TAX ACCOUNT
99-01-019	TRAVEL-MARKETING
99-01-020	REBATES

Close

Duplicate Accounts

Duplicate Accounts

99-01-001	2
99-01-001	4
99-01-002	2
99-01-002	4
99-01-003	2
99-01-003	4
99-01-004	2
99-01-004	4
99-01-005	2
99-01-005	4

Find Duplicates

Close

NOTE: The duplicate account entries listed above should be checked for accuracy. Some duplicates may cause incorrect calculations. However, it may also be valid to have an account show more than once for different calculations.

Click on the cell that has your dollars listed and click on Account Details to see the summary for what is making up this number.

The screenshot shows the 'Frontier - Summary' window. At the top, it displays 'Balance 1500.00' next to a text box containing 'JC'. Below this is a table with the following data:

	Account	Description	Amount	Category	Period	Budget/Plan
▶	99-01-006	INVENTORY	\$1500.00	ACYCPD	202001	

Double click on the number here or click on the number and click OK and this will bring up your UI General Ledger detail screen if you are signed onto your UI.

General Ledger Journal Entry Detail

[Revise Search](#) | [Show Display Options](#)

Display Options

Detail for journal entry #1783

Entry Information

Company:	02
Division:	JC
Chart of Accounts:	JLC1
Fiscal Period Name:	JLC1

Entries

1 entry found.

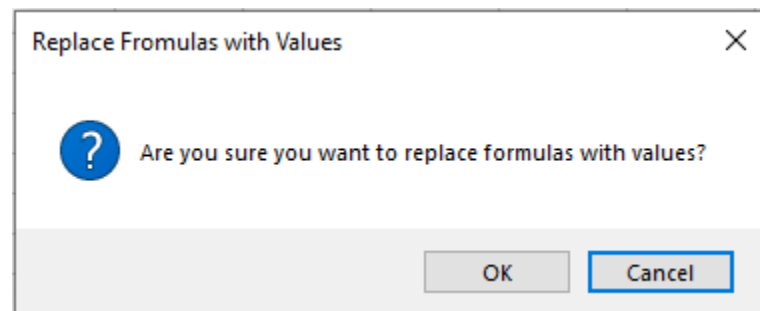
ID#	Account	Alpha Code	Journal Source	Journal	Vendor	Name	Invoice Date	Invoice	Transaction	Booking	Booking Initials	Transaction Amount
1783	99-01-006	INV	PRCH	AP001	999999		1/6/20	6538	Date: 1/6/20 Period: 2001	Date: 1/6/20 Period: 2001	ECS040C	\$ 1,000.00
Running Total:											\$ 1,000.00	

iStatement Add-Ins and basic statement setup.

The last add in selection is Replace with Values. This is used if you are sending a statement to someone who does not have iStatements.

Highly recommend you save your statement under a New Name to do this so you will have two copies of the statement.

When you click replace with values it will popup a confirmation screen asking if you want to replace all your formulas on this statement with a value. If you click OK there is no going back, it will remove all your formulas and put the dollar value in each field.



iStatement Add- Ins and basic statement setup.

Statement Row Ranges

Click on Ranges

Select your From and To account, must
be sequential.

Click OK.

To

RangesForm

	From	To
	99-01-001	99-01-029
...	99-02-020	99-02-500
*		

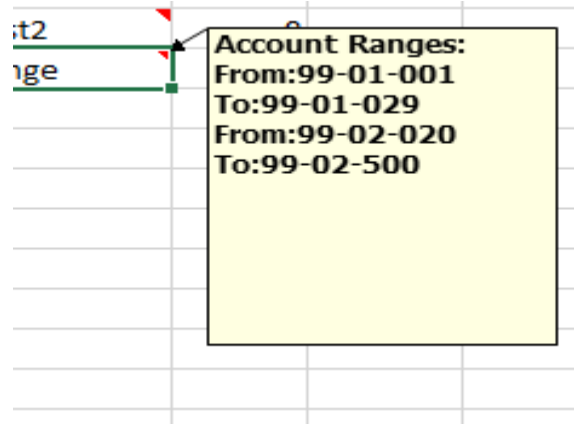
To

Accounts Selected for Row

	Account Code	Account Description
▶	99-01-001	APACT
	99-01-002	AP DISCOUNT ACCT
	99-01-003	APIN FOR JC
	99-01-004	APOUT FOR JC
	99-01-005	AP PURCHASE PRICE VARIAN...
	99-01-006	INVENTORY

iStatement Add- Ins and basic statement setup

Hover over the right triangle on the
Account row and it will show you the
account ranges for that row



The screenshot shows a table with a tooltip. The tooltip is a yellow box with a black border that appears when hovering over a red triangle on the right side of a table row. The table has two visible columns: 'Account' and 'Range'. The tooltip contains the following text:

Account Ranges:	
From:	99-01-001
To:	99-01-029
From:	99-02-020
To:	99-02-500

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QUESTIONS?

QUESTIONS