TECH TALKS With Frontier Customer Support

Your Topics | For Your Success

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

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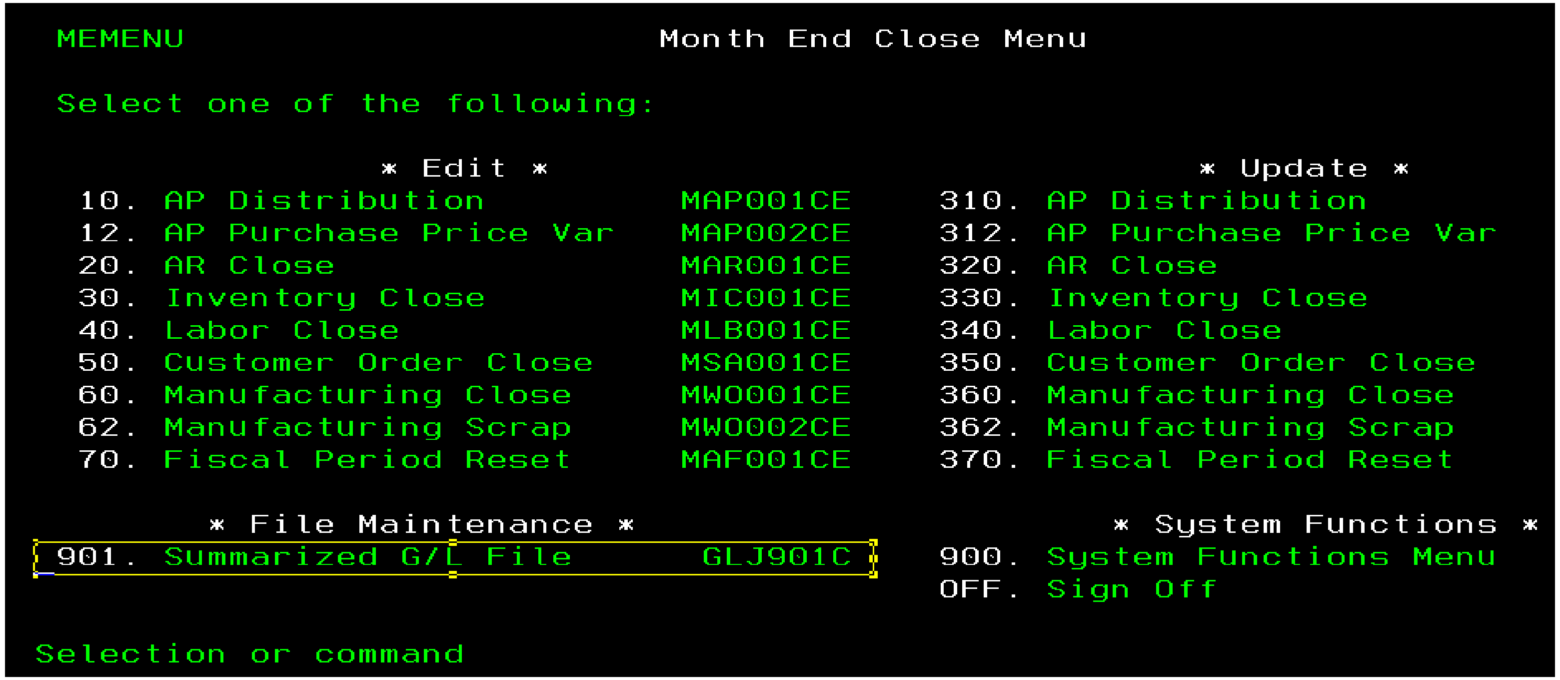
Friedman Corporation

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



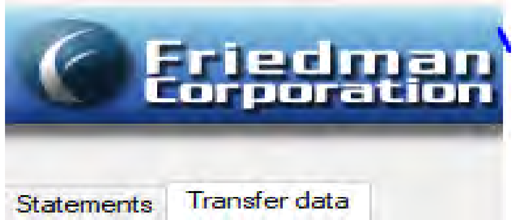
iStatement Add-Ins and basic statement setup.

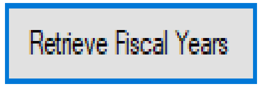
After posting your GL journals run option 901 on MEMENU

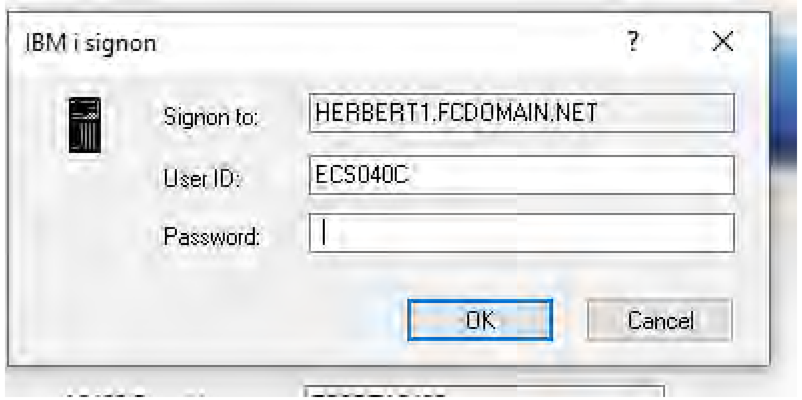
```
ECS040C                 SUBMIT SUMMARIZE JOURNAL                  3/24/20
                                                                 07:42:03

     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
```

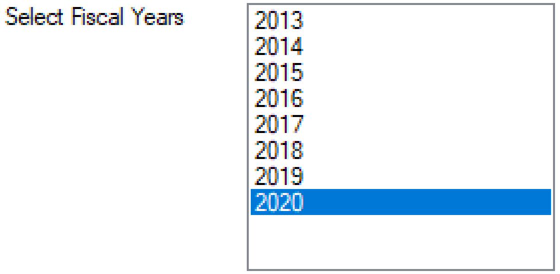
iStatement Add-Ins and basic statement setup.

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.







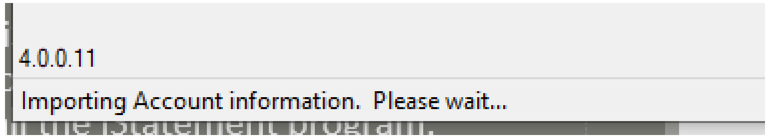


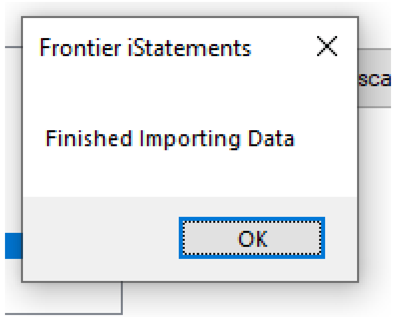
iStatement Add-Ins and basic statement setup.

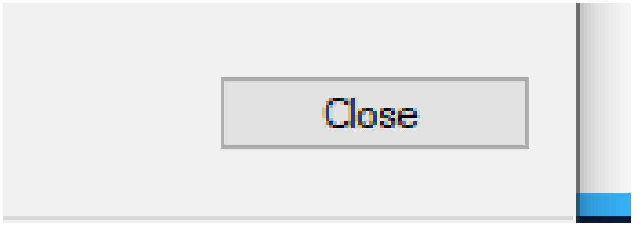
Once you hit transfer of data it will take a few moments and you should see information in the bottom left hand corner of the screen saying “Importing Account information. Please wait…”

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.





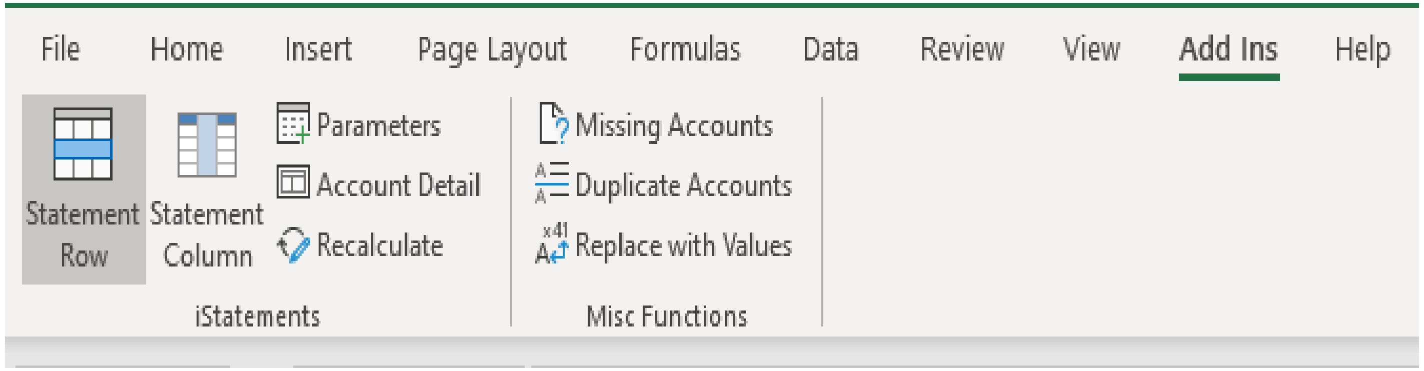


iStatement Add-Ins and basic statement setup.

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.

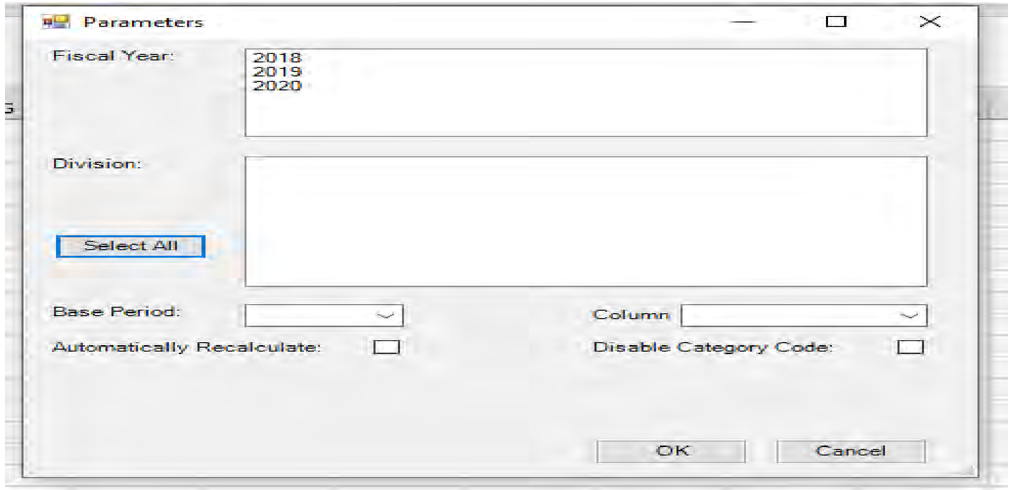


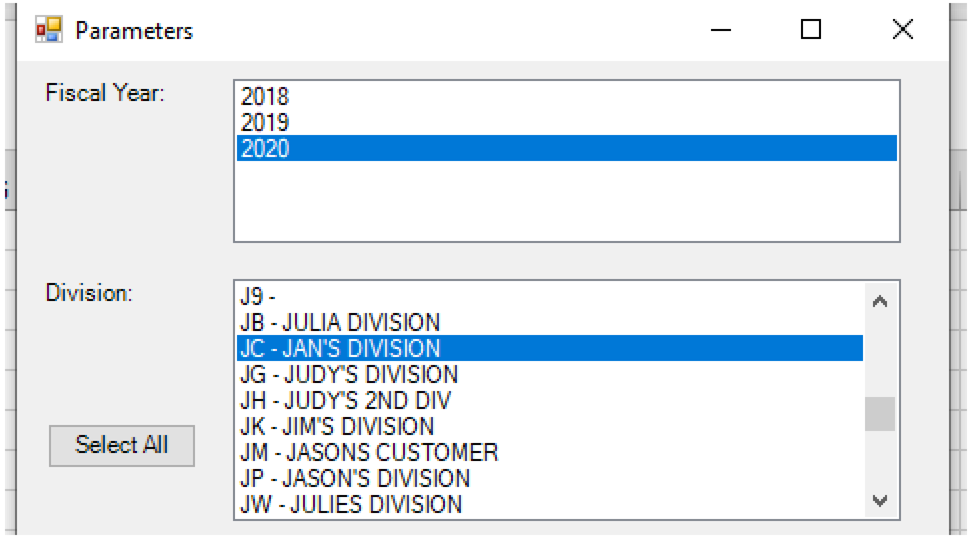
iStatement Add-Ins and basic statement setup.

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.

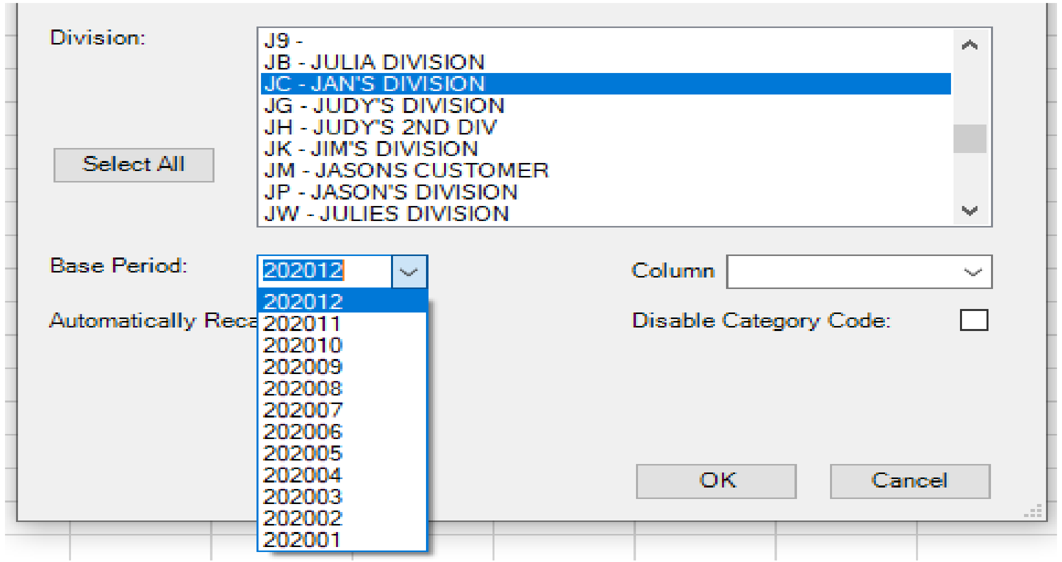


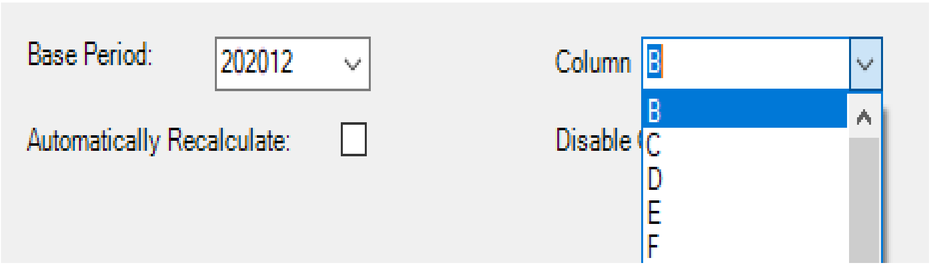


iStatement Add-Ins and basic statement setup.

Now click the drop-down arrow next to Base Period and select the period you want for your statement.

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





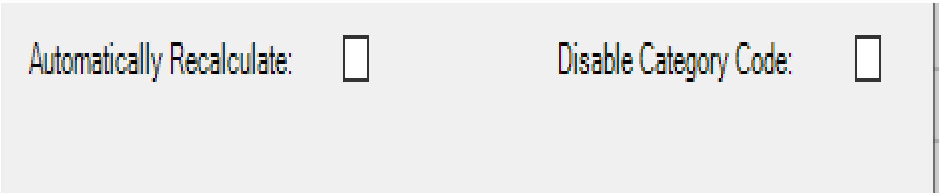
iStatement Add-Ins and basic statement setup.

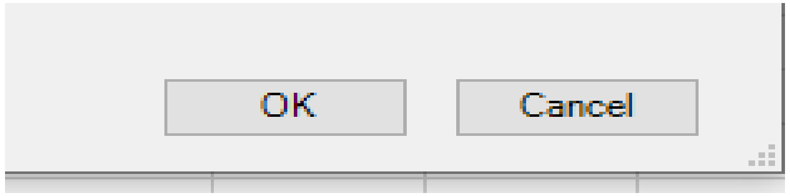
There are two other check boxes on the parameter screen:

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.





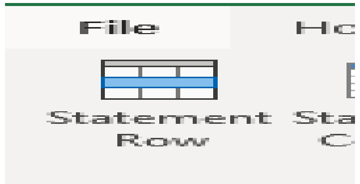
iStatement Add-Ins and basic statement setup.

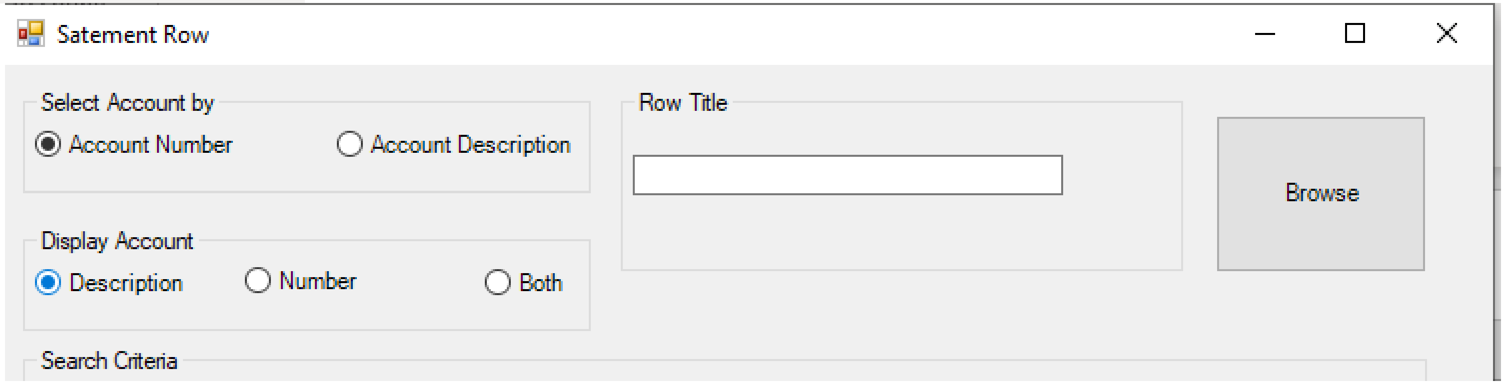
Now it is time to add your account #s to your statement.

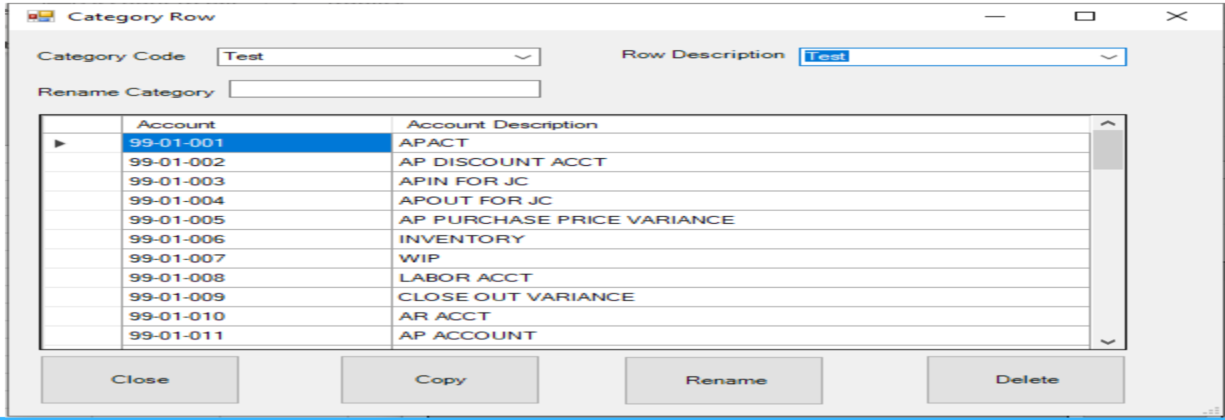
You can select how you want your accounts appear in the selection screen: either by account # or by account description.

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.







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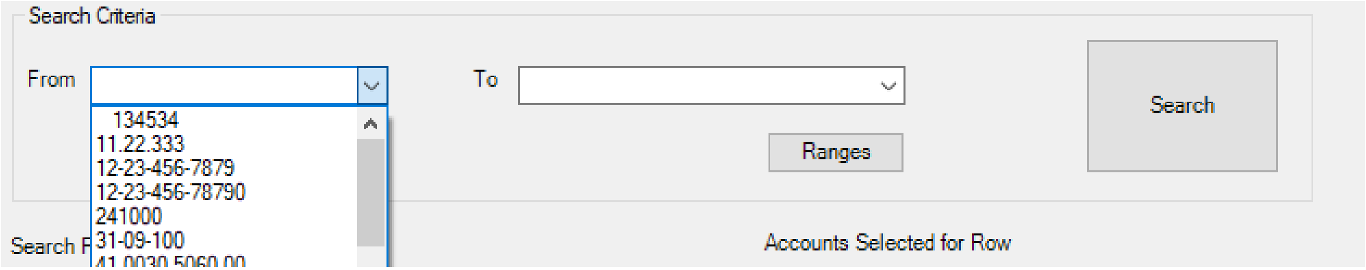
iStatement Add-Ins and basic statement setup.

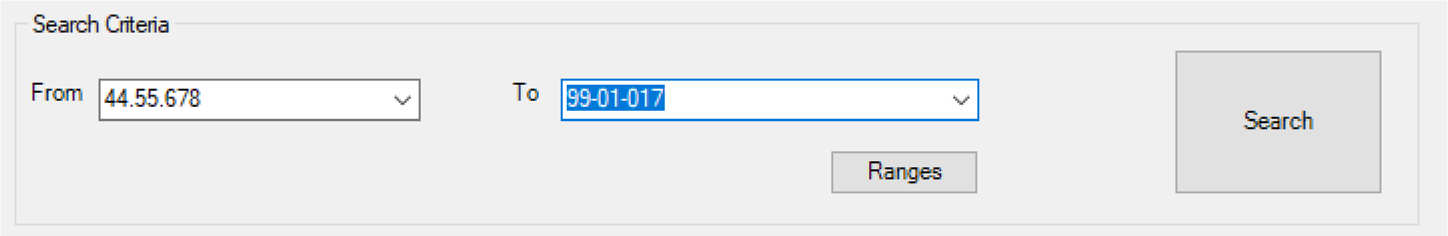
The search criteria section is where you search for the accounts you want to add to your statement.

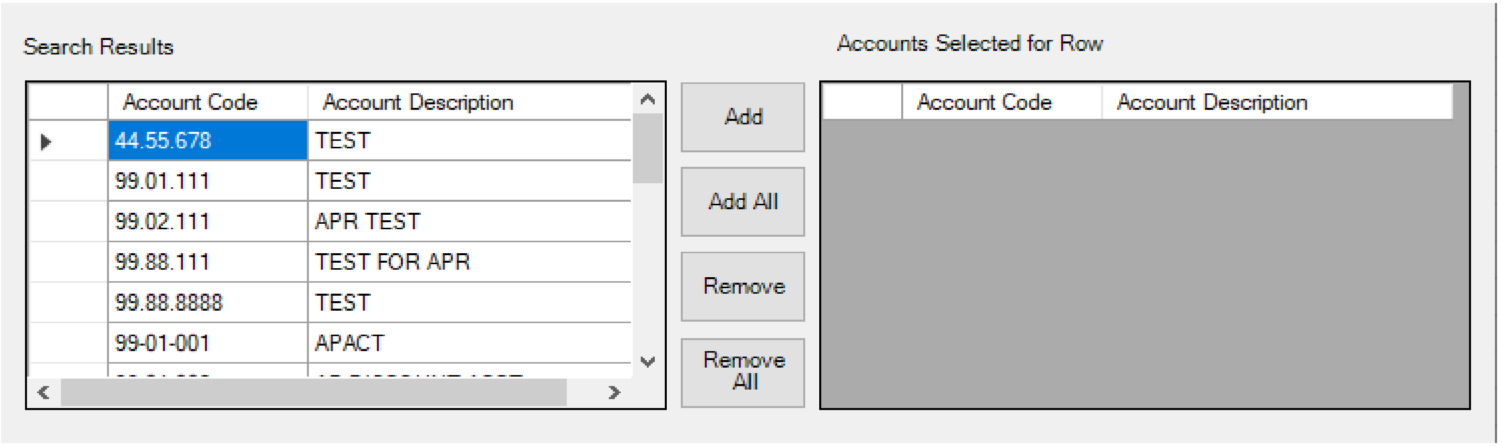
Enter an account in the From and To fields and click Search.

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





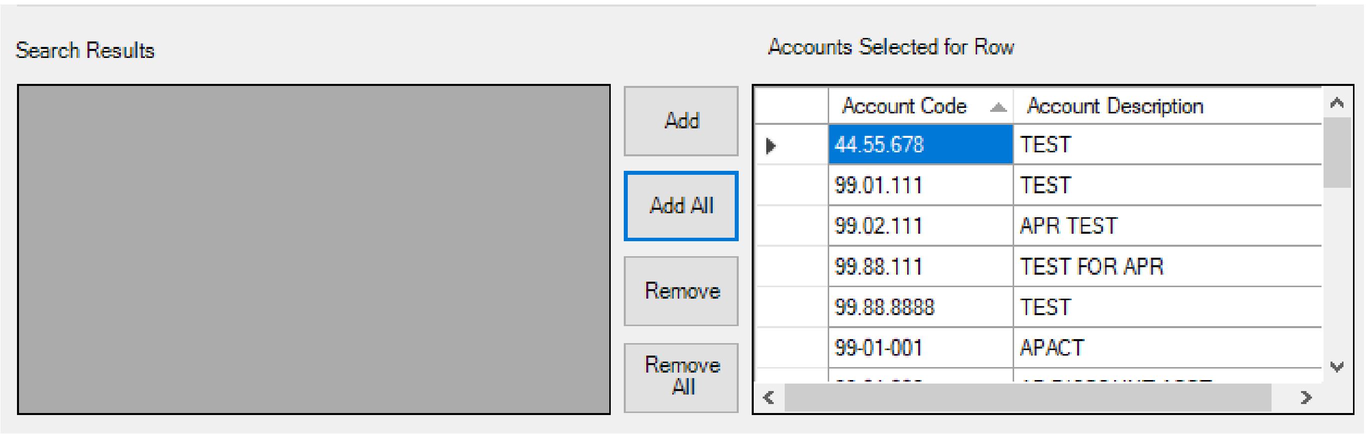


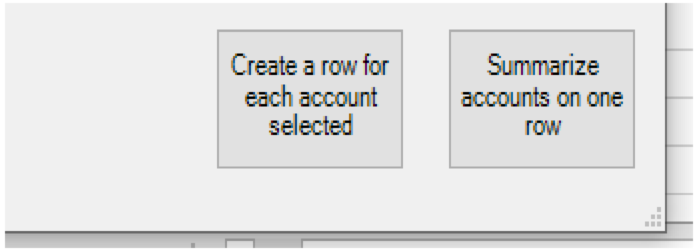
iStatement Add-Ins and basic statement setup.

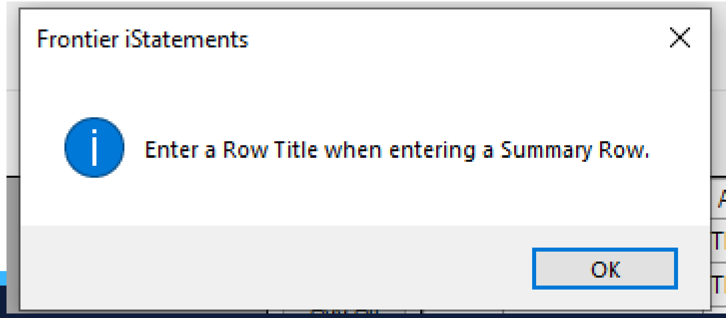
This will add the account or accounts to the Accounts Selected for Row section.

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.





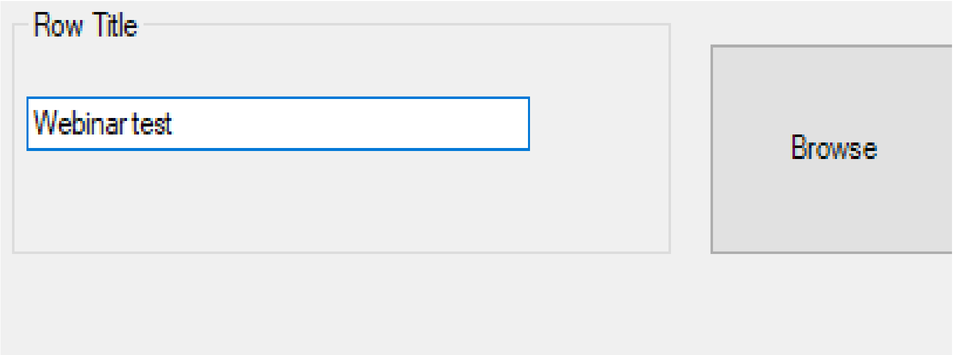


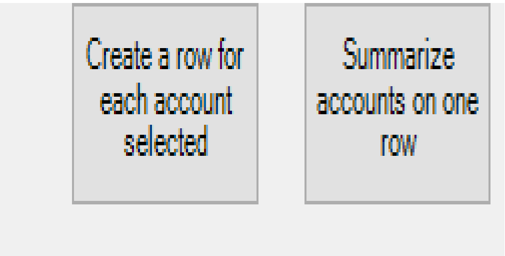
iStatement Add-Ins and basic statement setup.

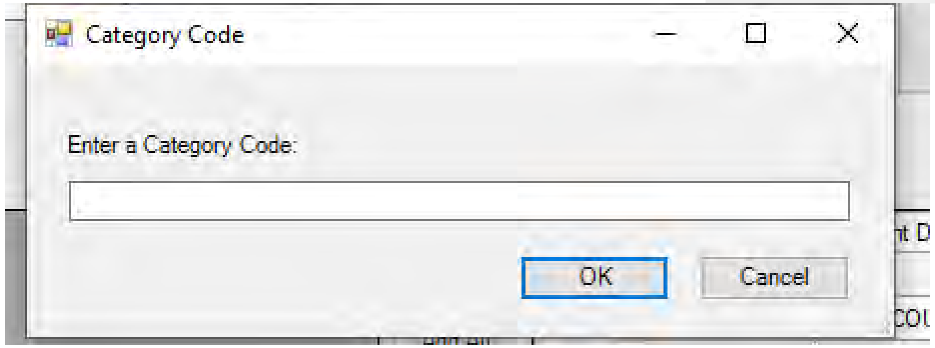
Enter your row title

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





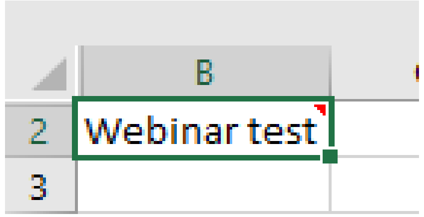


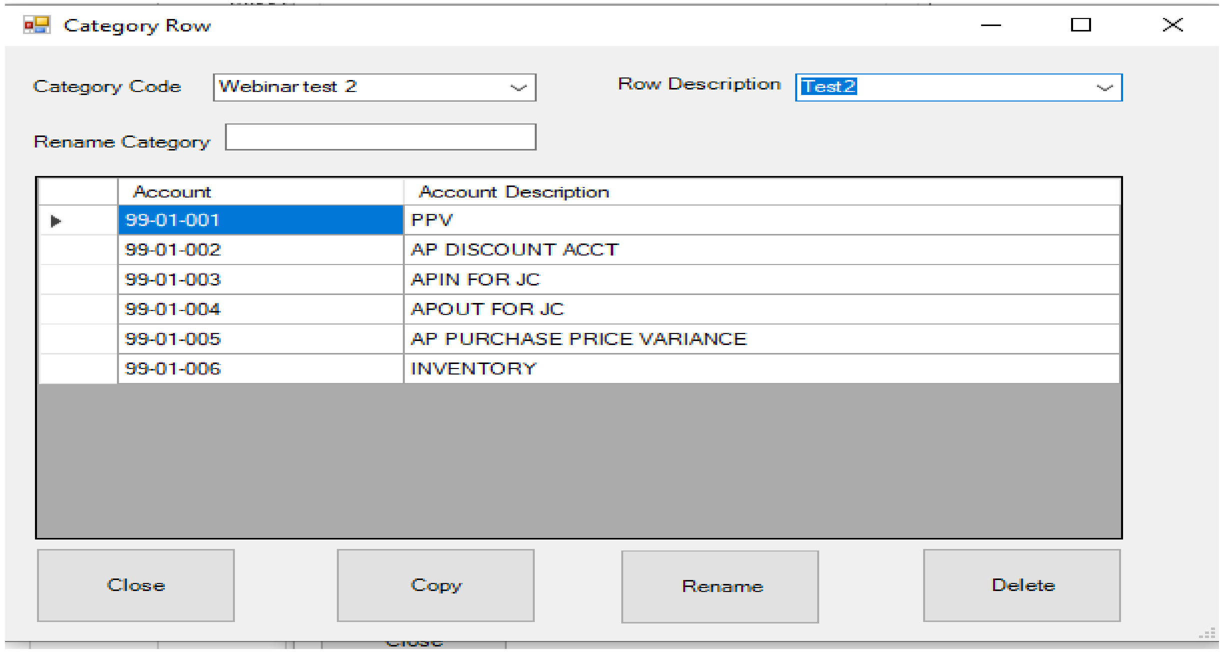
iStatement Add-Ins and basic statement setup.

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.



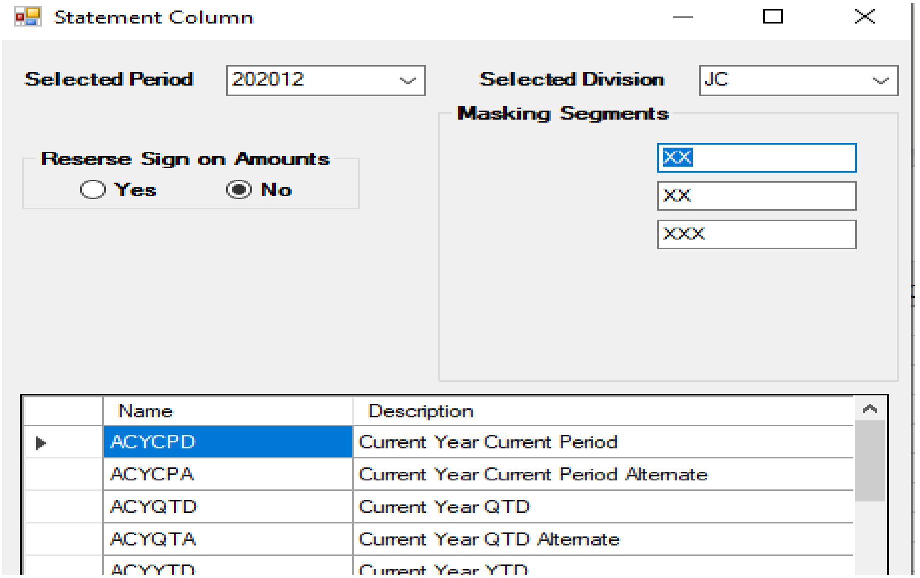


iStatement Add-Ins and basic statement setup.

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.



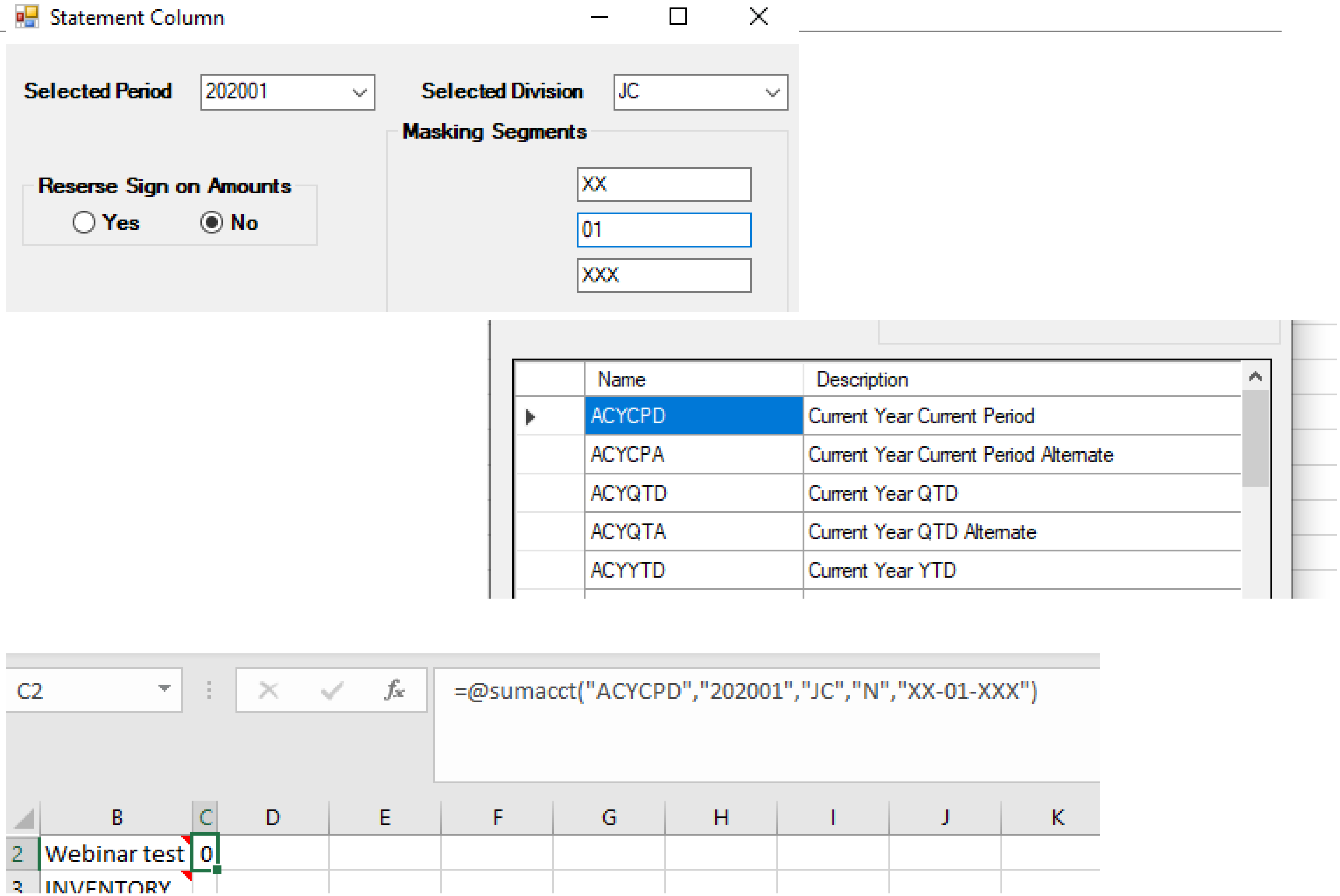
iStatement Add-Ins and basic statement setup.

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

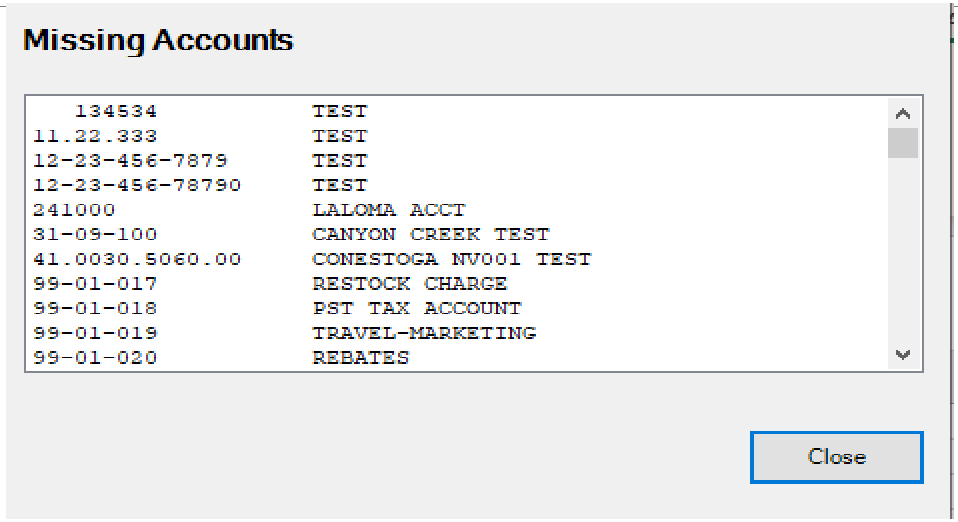
Do this for each column/row you want on your statement

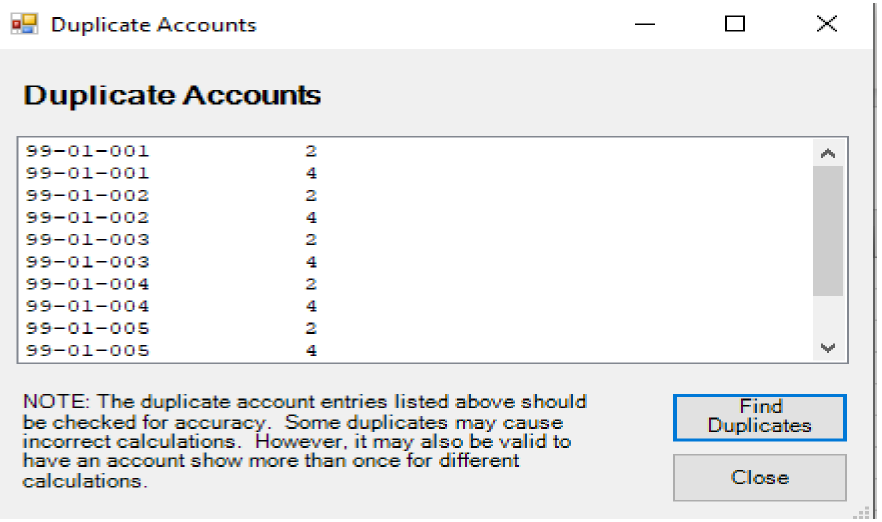


iStatement Add-Ins and basic statement setup.

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.

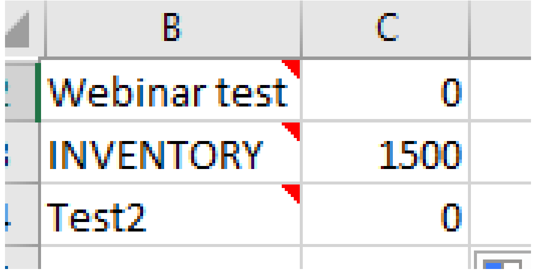


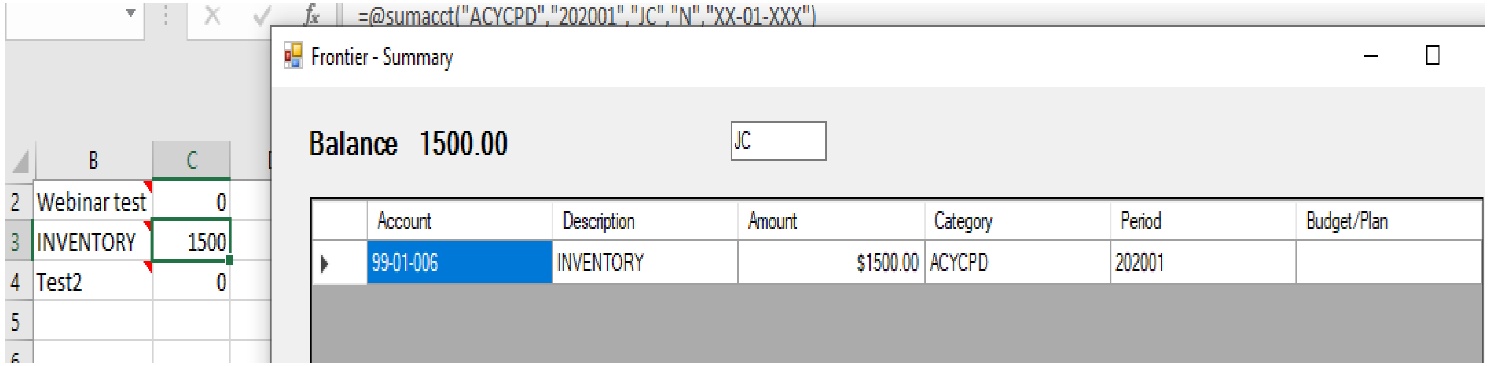


iStatement Add-Ins and basic statement setup.

After adding all your accounts and formulas hit Recalculate to get you numbers.

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.

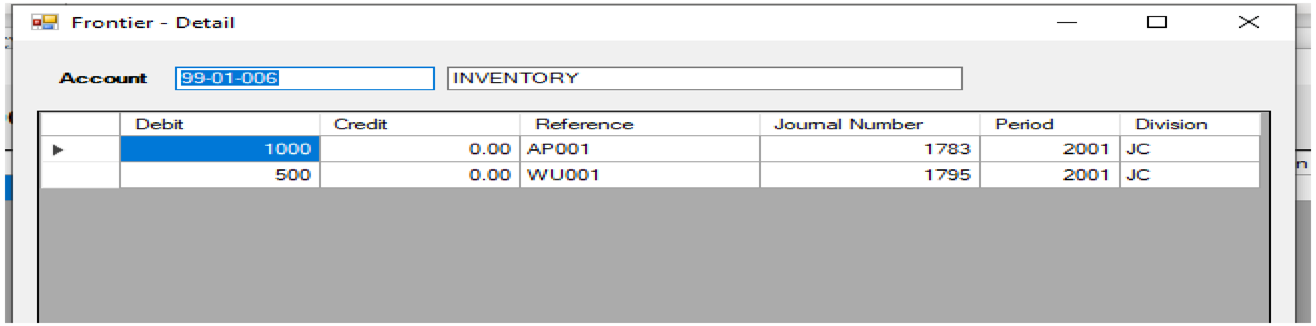




iStatement Add-Ins and basic statement setup.

Double click on the account number or click on the account number and click OK and this will bring up the detail screen which will reference the journal # the data is coming from, the period and whether it is a debit or credit.

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.

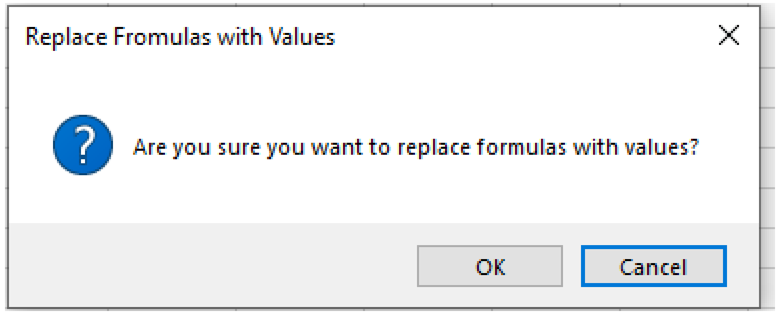


iStatement Add-Ins and basic statement setup.

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.



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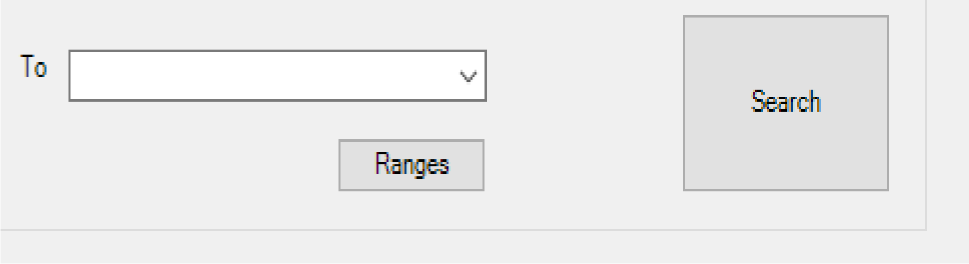
iStatement Add-Ins and basic statement setup.

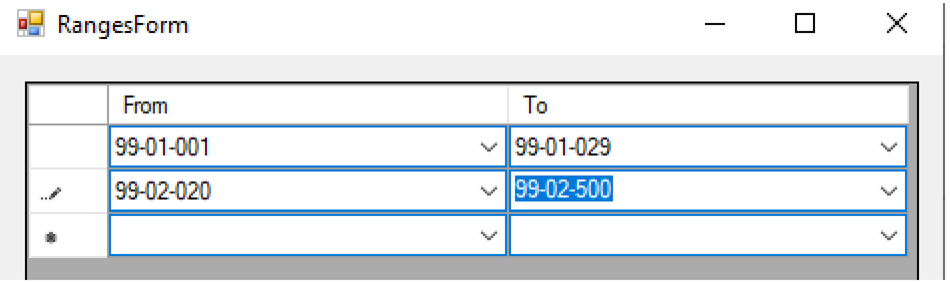
Statement Row Ranges

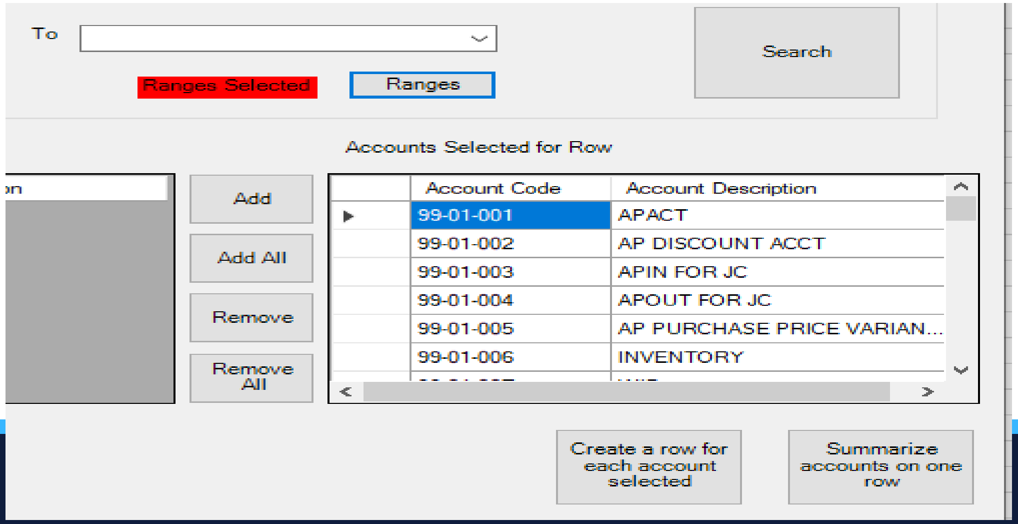
Click on Ranges

Select your From and To account, must be sequential.

Click OK.

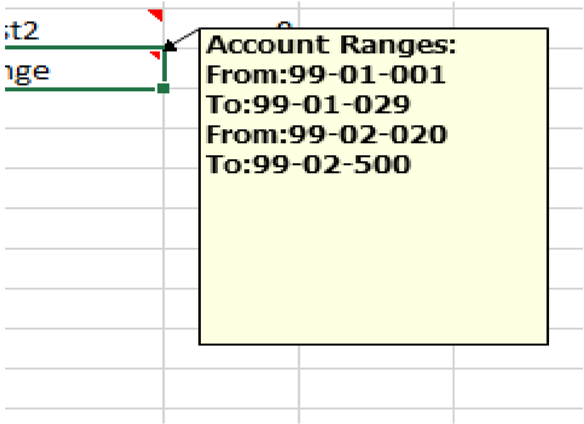






iStatement Add-Ins and basic statement setup

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



QUESTIONS?