



# Process Documentation

*Department:*

Customer Support

*Last Updated:*

5/23/2025 10:38 AM

## NAME OF PROCESS

## Generating an Income Statement Report [Roleplay]

## Use Case / Objectives

This guide will walk you through how to generate an income statement in the RolePlay environment. The income statement shows revenue, expenses, and profit or loss for a selected period, and helps users understand their financial position.

## Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

**Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.**

Menu options to access:

General Ledger => Print Reports from Formats

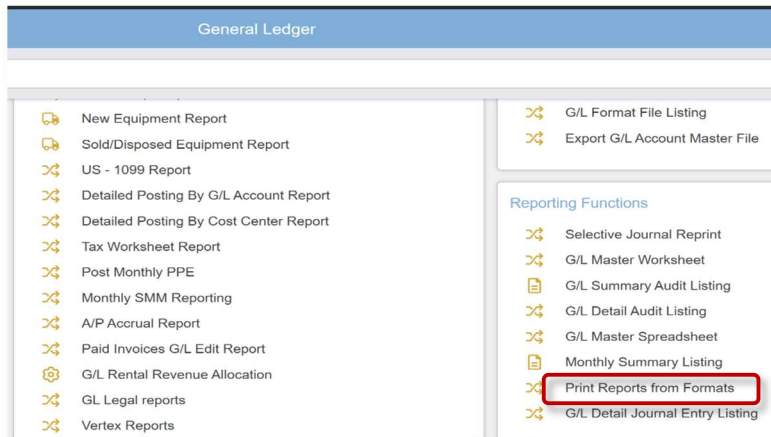
## Reporting

Print Reports from Formats

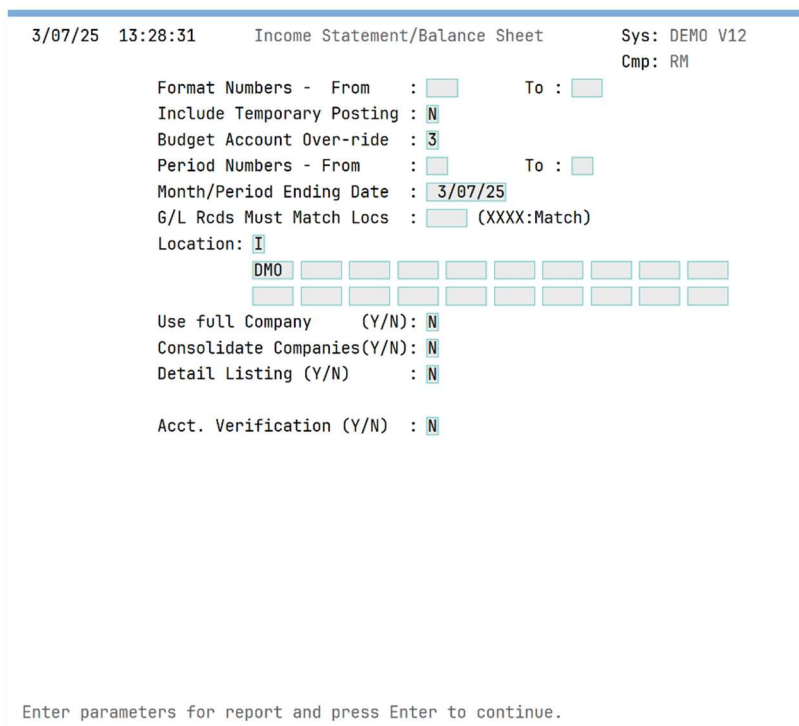
# Generating an Income Statement Report

## Process Steps

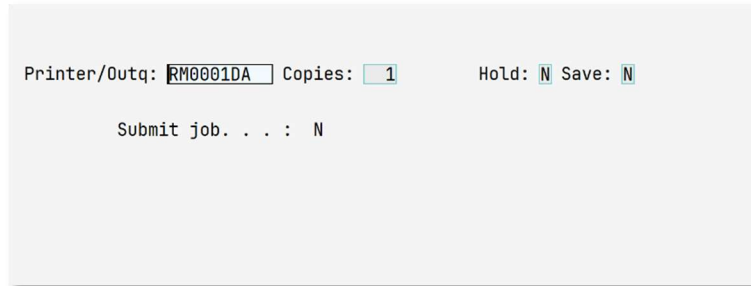
1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **General Ledger** screen does not appear automatically, select **General Ledger** from the left toolbar.
3. In the **Reporting Functions** section, click on the **Print Reports from Formats** option.



- a. The **Income Statement/Balance Sheet** screen opens.



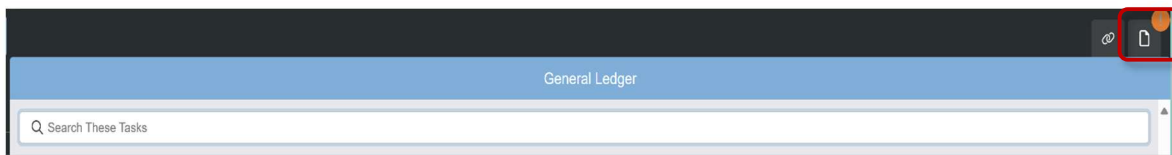
4. Enter parameters for the report and press Enter.
  - a. The **Submit Job** pop-up window opens.



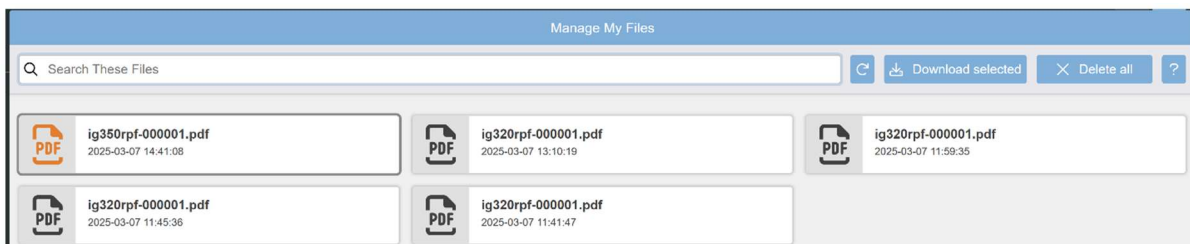
Printer/Outq: RM0001DA Copies: 1 Hold: N Save: N

Submit job. . . : N

5. Press Enter.
  - a. You are returned to the **General Ledger** screen and the report generates.  
**NOTE:** The report is complete when the orange indicator displays by the **Manage My Files** icon.



6. Click the **Manage My Files** icon.
  - a. The **Manage My Files** screen opens displaying your files.  
**NOTE:** The files will be named after the control record of the screen it pulled from.



7. Click the **Open** icon next to the desired file.



- a. The **Balance Sheet/Income Statement** report opens, displaying data for the criteria entered. **NOTE:** When this report generates, it contains both **Income Statement** and **Balance Sheet** data for the criteria entered.

G/L FORMAT #: 13		INCOME STATEMENT										Date Run: 03/07/25		
Re OI: 03/07/25		(Variance and % of Total)										Time Run: 14:40:29		
		----- CURRENT -----					----- Year-To-Date -----							
	Month	% of Total	PY Month	% of Total	Variance	Y-T-D	% of Total	PY Y-T-D	% of Total	Variance				
<b>OPERATING INCOME:</b>														
Rental Revenue	18,500.00	76.76	16,500.00	85.94	2,000.00	18,500.00	76.76	16,500.00	85.94	2,000.00				
Merchandise Sales	1,500.00	6.22	1,250.00	6.51	250.00	1,500.00	6.22	1,250.00	6.51	250.00				
Equipment Sales	3,000.00	12.45	.00	.00	3,000.00	3,000.00	12.45	.00	.00	3,000.00				
Delivery/Pickup	200.00	.83	600.00	3.13	400.00-	200.00	.83	600.00	3.13	400.00-				
Parts Sales	900.00	3.73	850.00	4.43	50.00	900.00	3.73	850.00	4.43	50.00				
<b>TOTAL OPERATING INCOME:</b>	<b>24,100.00</b>		<b>19,200.00</b>		<b>4,900.00</b>	<b>24,100.00</b>		<b>19,200.00</b>		<b>4,900.00</b>				
<b>Less Cost Of Goods Sold:</b>														
Rental(cogs)	2,500.00	65.79	1,700.00	66.67	800.00-	2,500.00	65.79	1,700.00	66.67	800.00-				
Merchandise(cogs)	800.00	21.05	400.00	15.69	400.00-	800.00	21.05	400.00	15.69	400.00-				
Parts(cogs)	500.00	13.16	450.00	17.65	50.00-	500.00	13.16	450.00	17.65	50.00-				
<b>TOTAL COGS:</b>	<b>3,800.00-</b>		<b>2,550.00-</b>		<b>1,250.00-</b>	<b>3,800.00-</b>		<b>2,550.00-</b>		<b>1,250.00-</b>				
<b>GROSS OPERATING PROFIT</b>	<b>20,300.00</b>		<b>16,650.00</b>		<b>3,650.00</b>	<b>20,300.00</b>		<b>16,650.00</b>		<b>3,650.00</b>				
<b>OPERATING EXPENSES:</b>														
Salaries & Wages	10,000.00	70.55	2,100.00	38.18	7,900.00-	10,000.00	70.55	2,100.00	38.18	7,900.00-				
Benefits	1,500.00	10.58	1,200.00	21.82	300.00-	1,500.00	10.58	1,200.00	21.82	300.00-				
Office Supplies	200.00	1.41	150.00	2.73	50.00-	200.00	1.41	150.00	2.73	50.00-				
Repair/Maint Equipment	1,500.00	10.58	1,600.00	29.09	100.00	1,500.00	10.58	1,600.00	29.09	100.00				
Shop Supplies	150.00	1.06	200.00	3.64	50.00	150.00	1.06	200.00	3.64	50.00				
Advertising	125.00	.88	100.00	1.82	25.00-	125.00	.88	100.00	1.82	25.00-				

## Reference Glossary

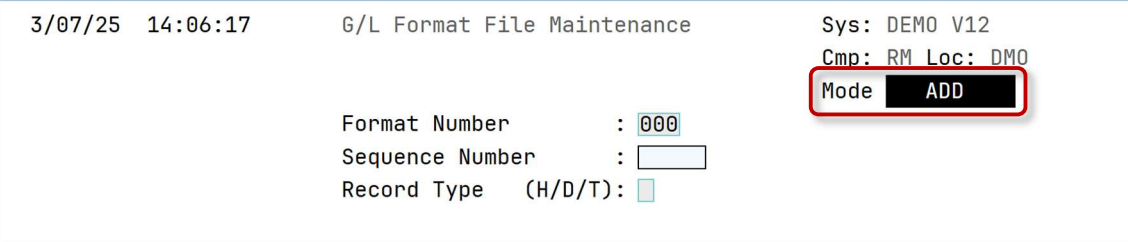
### Field Definitions for Tasks

#### Income Statement/Balance Sheet

- *Format Numbers - From* - Enter the beginning number of the format you want to maintain.
- *Format Numbers - To* - Enter the ending number of the format you want to maintain.
- *Include Temporary Posting*- Indicate whether to include (*Y*) or omit (*N*) any postings in a temporary status.
- *Budget Account Over-ride* - The valid range for this field is 3-9.
- *Period Numbers - From* - Enter the beginning month/period of the transactions to display on the report.
- *Period Numbers - To* - Enter the ending month/period of the transactions the to display on the report.
- *Month/Period Ending Date* - Enter the ending date of the transactions to display on the report.
- *G/L Records Must Match Locations* - This value is used to direct the report generating program to only include general ledger account numbers for specific locations when running the requested report. By keying "XXX" (your location code) in this field, when the report format being run uses account number ranges instead of sequence groups, the report writer only includes accounts which have a location number (the 5th through the 7th digits of the account number) equal to the general ledger location number in the system location file. The *Use full Company* field must be *Y*. **NOTE:** The location must be a valid location within the company. **NOTE 2:** If you want the report to contain all locations, this field should be left BLANK.
- *Location* - Indicate whether to include (*I*) or omit (*O*) the location codes entered in the *Location* field on the report.
- *Use full Company* - To print for all locations, enter *Y*.
- *Consolidate Companies* - Leave as *Y* to request the report based on the consolidation of companies within the company code in the upper right corner of the screen; change to *N* print the data for the company on the screen only. The report would include the locations listed in the control record **CONSL1**.
- *Detail Listing* - To generate a G/L format detail listing, enter a *Y*. The G/L detail format listing reports the function of each format line, and how calculations are made. A detail listing is necessary **ONLY** for debugging within the format. The default is *N*.
- *Account Verification* - To run an audit listing with all account numbers not on the format(s) entered, key in a *Y*; otherwise, leave the *N* default.

## G/L Format File Maintenance

- **Format Number** - Enter the number of the format you want to add or maintain. You can create up to 999 report formats per company. **NOTE:** To add a new report format, press F10 to add. **NOTE 2:** This will change the **Mode** to **ADD**. **NOTE 3:** Press F11 to return to **Change** mode.



3/07/25 14:06:17      G/L Format File Maintenance      Sys: DEMO V12  
Cmp: RM Loc: DMO  
Mode **ADD**

Format Number      : 000  
Sequence Number    :  
Record Type (H/D/T):

- **Sequence Number** - Enter the number of the report's sequence that you want to add or maintain. This sequence number is the line sequence on a financial report and is not the same thing as the Sequence Number field in the G/L account master record. When first creating a report, enter sequence numbers in increments greater than 1 to allow you to insert sequences at a future time, as necessary. You can create up to 99,999 sequences for a report. To add a new sequence to an existing report format, press F10 add first. All the information from adjacent sequence numbers will print on the same line on the report until you enter a number greater than 0 (zero) in the Space After field on one of the three screens used to create the report format (Header, Detail/Total, or Variance). For example, if you want the information from sequences 20, 25, 30, and 35 to all print on the same line (assuming you have not created sequences for the numbers in between these sequence numbers), leave the Space After field blank or enter 0 for sequences 20, 25, and 30. If sequence 35 is the last sequence you want to print on the same line, enter the number of spaces/lines in the Space After field that you want to leave blank before printing information from the next set of sequences.
- **Record Type** - Enter the code that represents the type of record for the sequence on the report. **Valid codes** are:
  - **H** - Header - The line prints at the top of the report. The maximum number of header lines is 5.
  - **D** - Detail - A detail line prints with a description and total for the line.
  - **T** - Total - A Total line prints.
  - **V** - Variance - A percentage or monetary variance between two totals prints.
- **Format Reorganization** - Indicate if you want the system to re-sequence the sequences in an existing format in increments of 20 (or whatever you have set in control record **IG120T**). This allows you to add new sequences as needed.
- **Format Copy** - Indicate if you want to copy an existing format to another company or format. If you enter **Y**, you must complete the next four fields.

- *From Company* - If you entered *Y* in the Format Copy field, enter the company whose report format you want to copy.
- *Format Number* - If you entered *Y* in the Format Copy field, enter the report format you want to copy.
- *To Company* - If you entered *Y* in the Format Copy field, enter the company to which you want to copy a report format. This can be the same company as the From Company.
- *Format Number* - If you entered *Y* in the Format Copy field, enter the number of the report format you want to copy to. You can enter the same number as the From Format Number if it does not already exist in the To Company. You can also enter a new number that does not exist in the To Company.
- *Format Delete* - Indicate whether you want to delete a report format. If you enter *Y*, you must complete the next two fields.
- *Format Company* - If you entered *Y* in the Format Delete field, enter the company from which you are deleting a report format.
- *Format Number* - If you entered *Y* in the Format Delete field, enter the number of the format you are deleting.