



Using UDFs – August 3, 2017

Enhancing Financial Reports Using UDFs

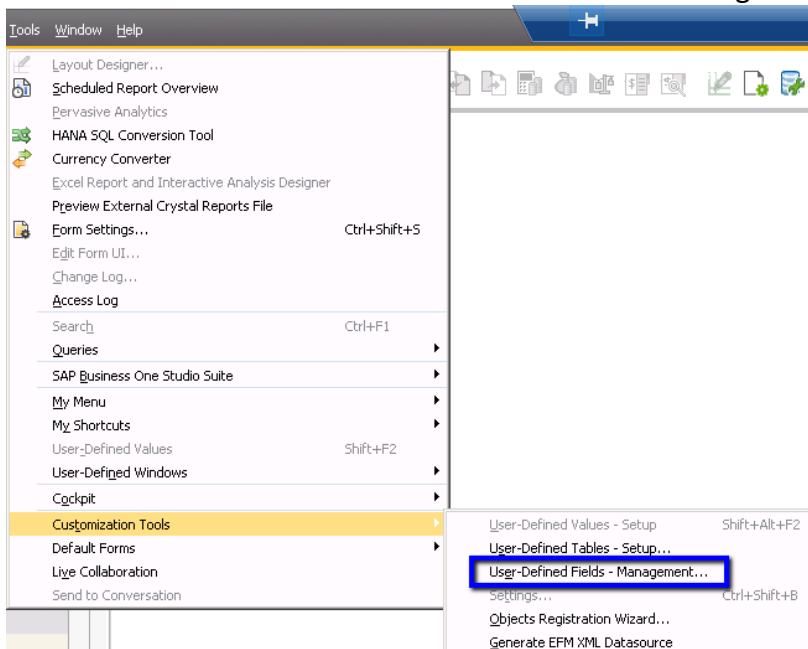
Available starting SAP Business One 8.81

Background

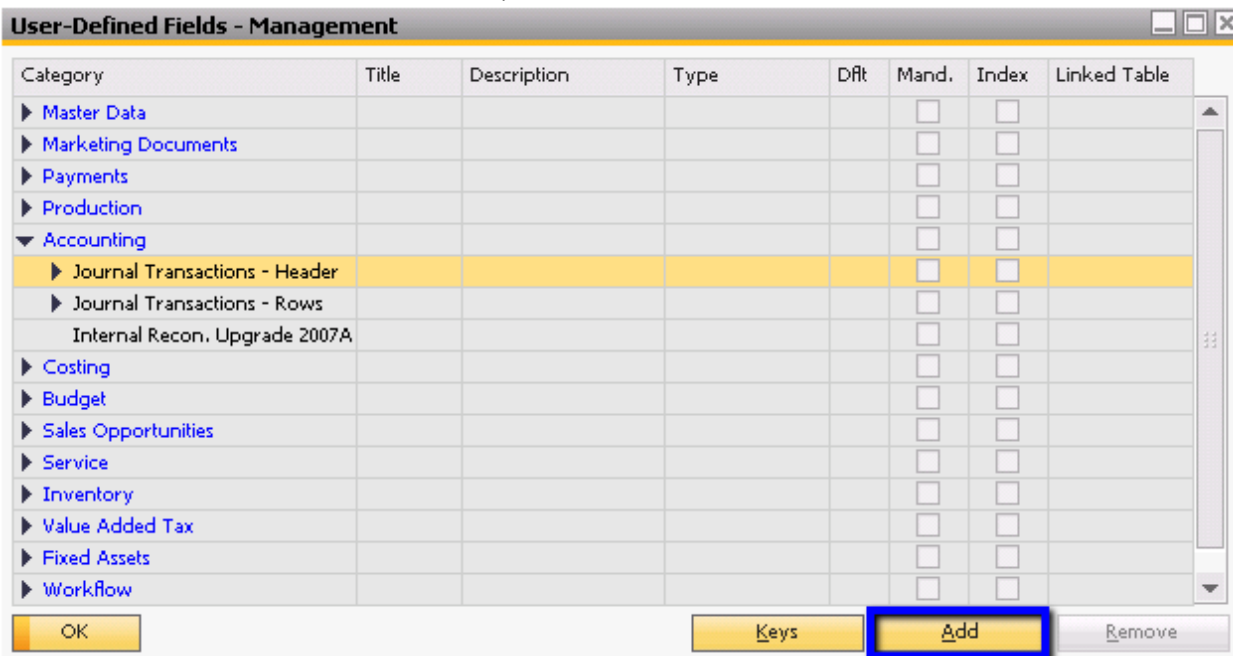
When running financial reports, you may want to focus on several aspects of your business. SAP Business One provides multiple selection criteria, such as transaction codes, account segments, and product lines. However, these may not be enough, as you may want to filter your reports according to custom criteria. For this reason, SAP Business One provides you the option of considering user-defined fields in the selection criteria of your financial reports. In the following example, we will filter the financial statements (the Profit and Loss Statement in particular) according to the store location.

Prerequisite: Adding UDF in Journal Entry Document

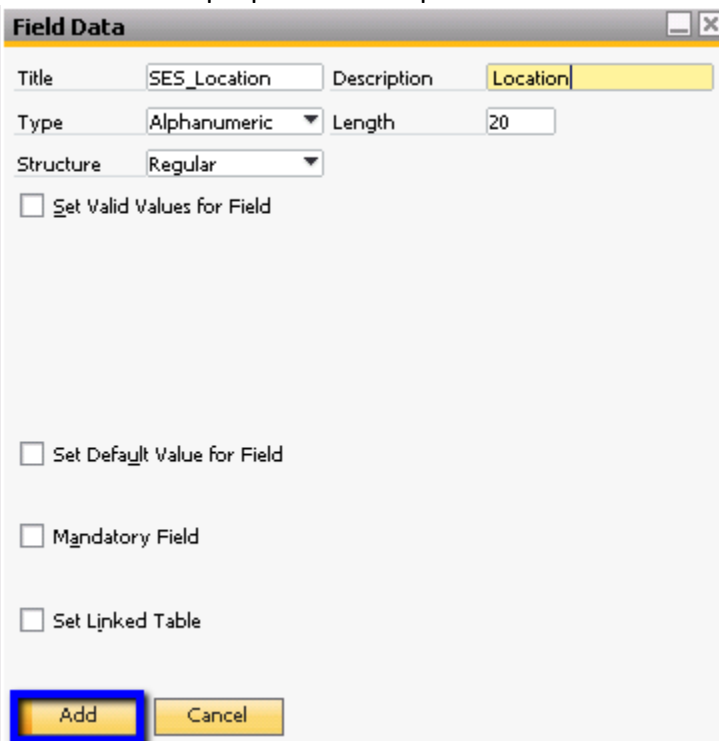
In order to filter the financial statements by UDFs, you must add the UDF in the journal entry document. You can add this UDF in either the header or the rows. To add or manage UDFs go to Tools > Customization Tools > User-Defined Fields Management.



After opening the window, navigate to the Accounting section. Select either Journal Transaction – Headers or Journal Transaction – Rows, and click Add.

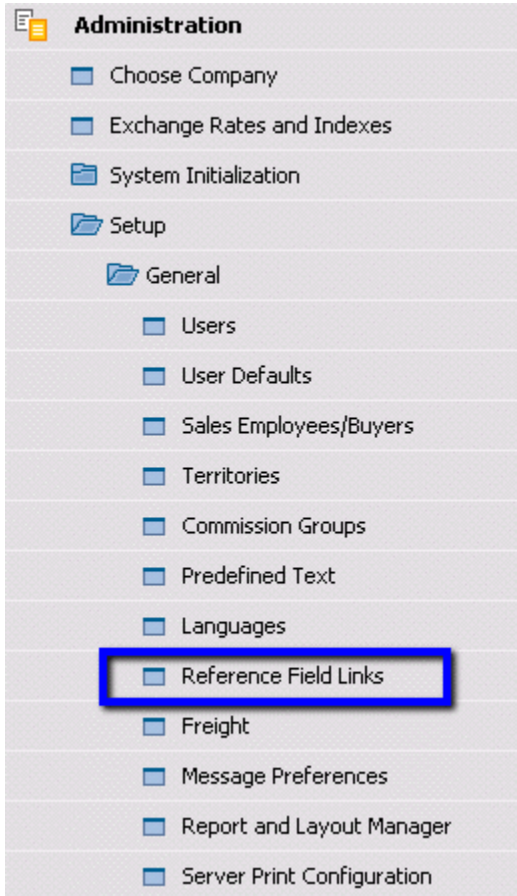


Define the field properties as required and click Add.



Prerequisite: Linking Journal Entry UDF to Transaction Documents

Once the UDF has been added in the Journal Entry document, you must link the UDF to the link in the appropriate document. You create these linkages by going to Administration > Setup > General > Reference Field Links



This window shows the documents that can be linked to the journal entry references.

Document	Subdocument	Ref. Links Status
A/R Invoices		Original
A/R Credit Memos		Original
Deliveries		Original
Returns		Original
A/P Invoices		Original
A/P Credit Memos		Original
Goods Receipt PO		Original
Goods Return		Original
Incoming Payments		Original
Outgoing Payments		Original
Goods Receipt		Original
Goods Issue		Original
Inventory Transfers		Original
Landed Costs		Original
Inventory Revaluation		Original

OK Cancel

Double click on the appropriate document type to display the Reference Field Links Definition.

#	Field Name	Field Value	Default Value
1	Reference 1 - Header	Document Number	Document Number
2	Reference 2 - Header	Customer Ref. No.	Customer Ref. No.
3	Reference 3 - Header	Not Defined	Not Defined
4	Reference 1 - BP Row	Document Number	Document Number
5	Reference 1 - Row	Document Number	Document Number
6	Reference 2 - BP Row	Customer Ref. No.	Customer Ref. No.
7	Reference 2 - Row	Customer Ref. No.	Customer Ref. No.
8	Reference 3 - BP Row	Installment Number	Installment Number
9	Reference 3 - Row	Not Defined	Not Defined
10	111 - Header	Not Defined	Not Defined
11	Location - Header	Store Location - UDF	Not Defined
12	test - BP Row	Not Defined	Not Defined
13	test - Row	Not Defined	Not Defined

Update Cancel

In the above example, we have chosen the A/R Invoice document. The Field Name column denotes the field in the Journal Entry document, while the Field Value column indicates the field in the A/R Invoice. This means that the value of the field Store Location in the A/R Invoice will populate the store location in the corresponding journal entry when the A/R invoice is added.

A/R Invoice

Customer: C30000
 Name: Microchips
 Contact Person: Judy Brown
 Customer Ref. No.:
 BP Currency: \$

No. Primary: 442
 Status: Open
 Posting Date: 07/28/2017
 Due Date: 08/28/2017
 Document Date: 07/28/2017

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Pr...
1	A00002	J.B. Officeprint 1111	1	400.00 \$	0.000	
2					0.000	

Journal Entry

Series: Primary
 Number: 2977
 Posting Date: 07/28/2017
 Due Date: 08/28/2017
 Doc. Date: 07/28/2017
 Remarks: A/R Invoices - C30000

Origin: IN
 Origin No.: 443
 Trans. No.: 2977

Trans. Code: 443

Blanket Agreement:

G/L Acct/BP Code	G/L Acct/BP Name	Ref. 1	Ref. 2	Ref. 3
C30000	Microchips	443		1

Debit (FC)	Credit (FC)	Debit	Credit	Debit (SC)
		433.00 \$		43

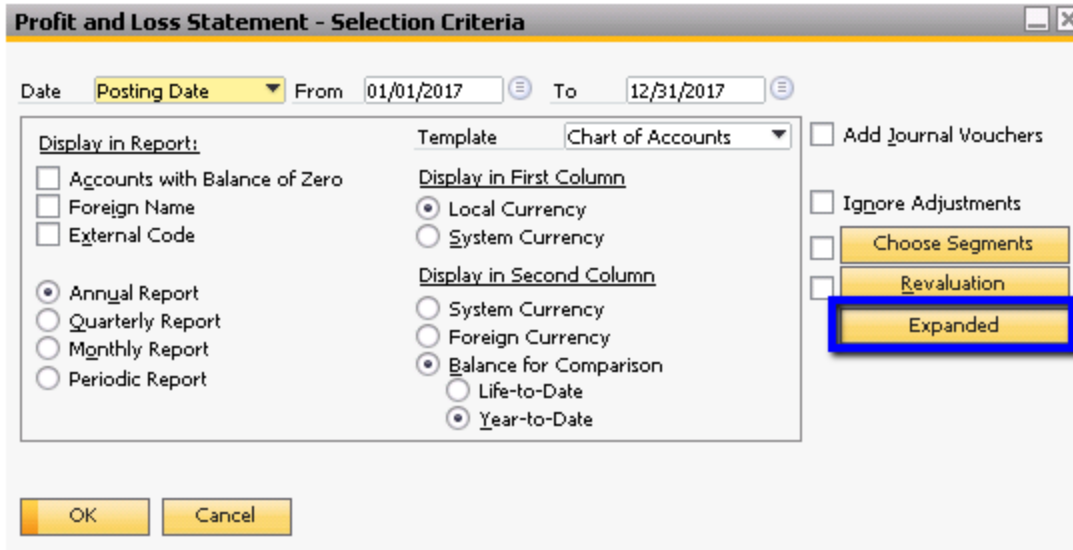
Posting Date: 07/28/2017
 Due Date: 08/28/2017
 Doc. Date: 07/28/2017

#	G/L Acct/BP Code	G/L Acct/BP Name	Debit	Credit
1	C30000	Microchips	433.00 \$	
2	22200000-01-001-01	Sales Tax Accrual (HO, USA, GA)		17.00 \$

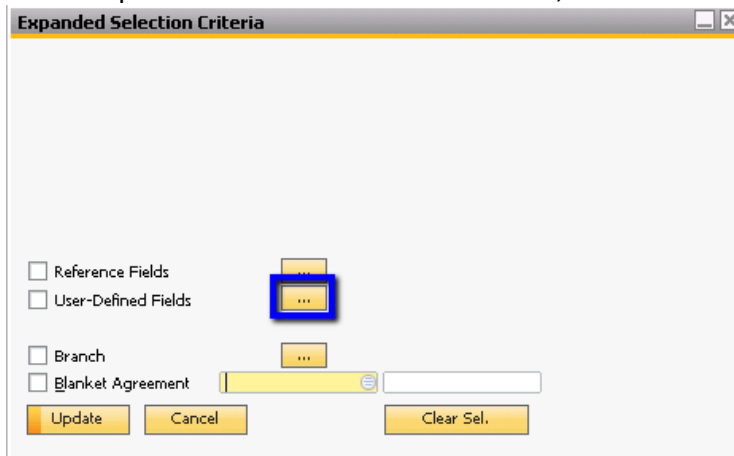
Filtering Financial Statements Using UDFs

You have added a UDF in the journal entries. This means you can filter the certain financial statements to only display data corresponding the UDF value you selected. This option is available in the Balance Sheet, Trial Balance, Profit and Loss Statement, General Ledger, and Document Journal. We will use the Profit and Loss Statement in our example.

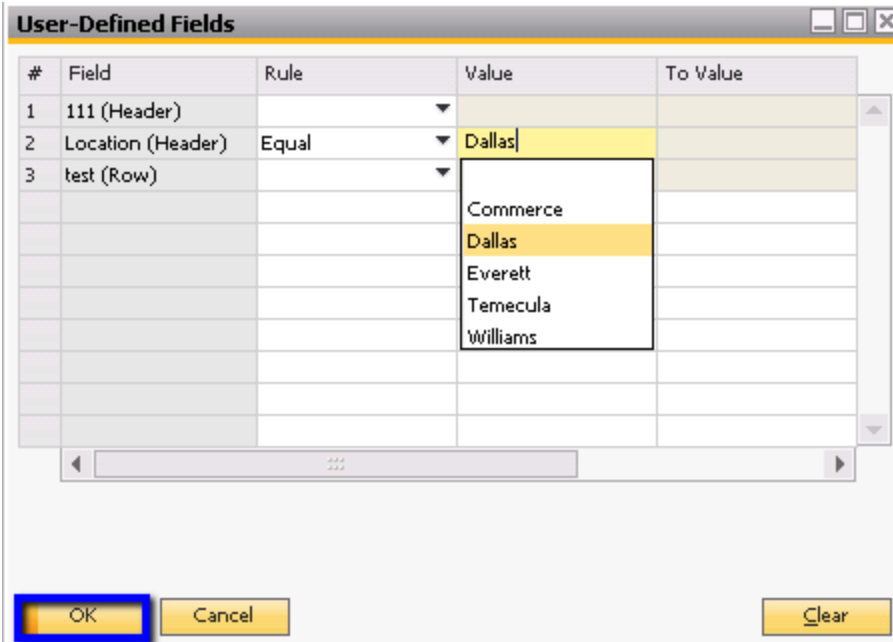
In the Profit and Loss Statement – Selection Criteria window, click the Expanded button.



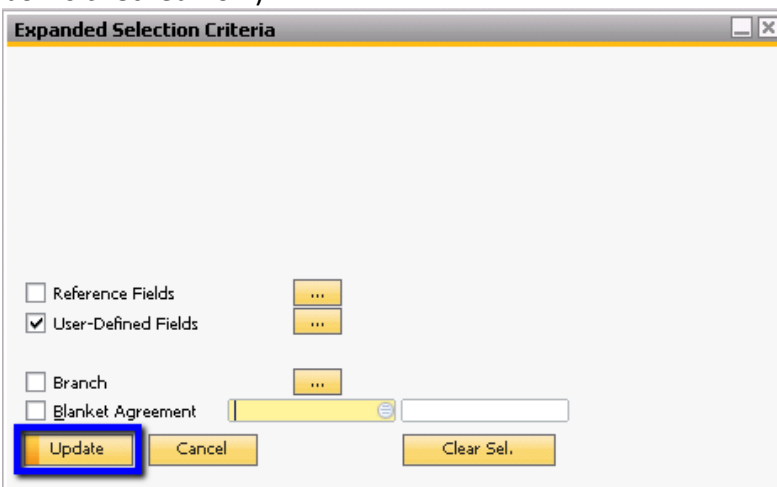
In the Expanded Selection Criteria window, click the button associated with User-Defined Fields.



In the User-Defined Fields window, select the criteria as required and click OK.



Click Update in the Expanded Selection Criteria window (you may notice that the User-Defined Fields box is checked now).



Click OK in the Profit and Loss Statement – Selection Criteria window to run the report. The Profit and Loss Statement will now show totals pertaining to the Dallas store location.

Profit and Loss Statement			
Date From	01/01/2017	To	12/31/2017
	<input type="checkbox"/> Display Subtotals	Level	4
	<input type="checkbox"/> Hide Titles		
Account Name	Balance	Year-to-Date	
Revenues			
Income - Income			
Sales Revenue - Sales Revenue			
41100000-01-001-01 - Sales Revenues - Domestic (HO, USA, GA)	400.00 \$	400.00 \$	
Total Sales Revenue - Sales Revenue	400.00 \$	400.00 \$	
Total Income - Income	400.00 \$	400.00 \$	
Total Revenues	400.00 \$	400.00 \$	
Cost of Sales			
Cost of Goods - Cost of Goods Sold			
COGS - Cost of Goods Sold			
51100000-01-001-01 - COGS - Domestic (HO, USA, GA)	(147.79) \$	(147.79) \$	
Total COGS - Cost of Goods Sold	(147.79) \$	(147.79) \$	

Conclusion

In this example, you linked the store location UDF in the marketing documents with the location UDF in the journal entry document. This allows you to view financial statements per location even if you have not assigned branches to your users or if you have not modified your Chart of Accounts to include divisions or segmentations. The ability to filter financial statement by UDFs allows you to view the sum or your transactions and balances on a more granular level.

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