

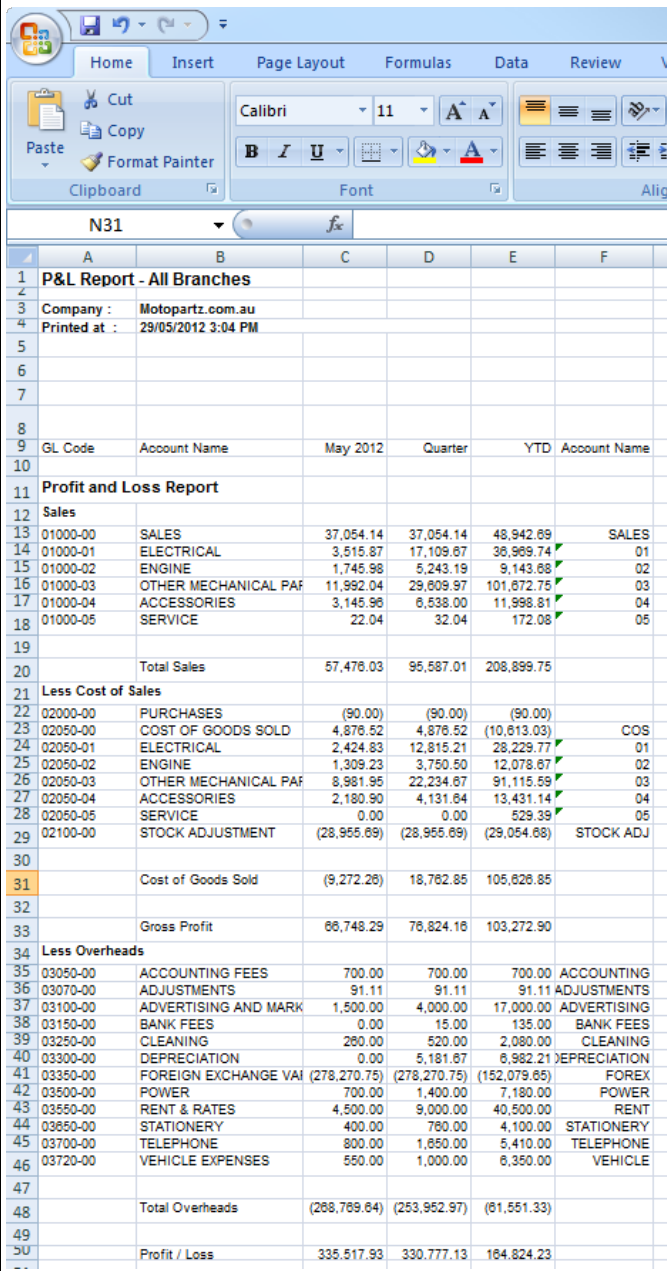
## How to Create Excel-Friendly GL Report

### Overview

Standard GL Reports do not export to Excel nicely. This procedure provides a work-around, creating a new report that has an Excel-friendly layout but is not designed for on-screen display.

#### Example:

**Report Exported to Excel with widening columns all that is required!**



**Profit and Loss Report**

GL Code	Account Name	May 2012	Quarter	YTD	Account Name
<b>Sales</b>					
01000-00	SALES	37,054.14	37,054.14	48,942.69	SALES
01000-01	ELECTRICAL	3,515.87	17,109.87	38,989.74	01
01000-02	ENGINE	1,745.98	5,243.19	9,143.68	02
01000-03	OTHER MECHANICAL PAF	11,992.04	29,609.97	101,672.75	03
01000-04	ACCESSORIES	3,145.96	6,538.00	11,998.81	04
01000-05	SERVICE	22.04	32.04	172.08	05
<b>Total Sales</b>		<b>57,478.03</b>	<b>95,587.01</b>	<b>208,899.75</b>	
<b>Less Cost of Sales</b>					
02000-00	PURCHASES	(90.00)	(90.00)	(90.00)	
02050-00	COST OF GOODS SOLD	4,878.52	4,878.52	(10,813.03)	COS
02050-01	ELECTRICAL	2,424.83	12,815.21	28,229.77	01
02050-02	ENGINE	1,309.23	3,750.50	12,078.67	02
02050-03	OTHER MECHANICAL PAF	8,981.95	22,234.67	91,115.59	03
02050-04	ACCESSORIES	2,180.90	4,131.64	13,431.14	04
02050-05	SERVICE	0.00	0.00	529.39	05
02100-00	STOCK ADJUSTMENT	(28,956.69)	(28,956.69)	(29,054.68)	STOCK ADJ
<b>Cost of Goods Sold</b>		<b>(9,272.26)</b>	<b>18,782.85</b>	<b>105,626.85</b>	
<b>Gross Profit</b>		<b>68,748.29</b>	<b>76,824.16</b>	<b>103,272.90</b>	
<b>Less Overheads</b>					
03050-00	ACCOUNTING FEES	700.00	700.00	700.00	ACCOUNTING
03070-00	ADJUSTMENTS	91.11	91.11	91.11	ADJUSTMENTS
03100-00	ADVERTISING AND MARK	1,500.00	4,000.00	17,000.00	ADVERTISING
03150-00	BANK FEES	0.00	15.00	135.00	BANK FEES
03250-00	CLEANING	260.00	520.00	2,080.00	CLEANING
03300-00	DEPRECIATION	0.00	5,181.67	6,982.21	DEPRECIATION
03350-00	FOREIGN EXCHANGE VAI	(278,270.75)	(278,270.75)	(152,079.65)	FOREX
03500-00	POWER	700.00	1,400.00	7,180.00	POWER
03550-00	RENT & RATES	4,500.00	9,000.00	40,500.00	RENT
03650-00	STATIONERY	400.00	780.00	4,100.00	STATIONERY
03700-00	TELEPHONE	800.00	1,650.00	5,410.00	TELEPHONE
03720-00	VEHICLE EXPENSES	550.00	1,000.00	6,350.00	VEHICLE
<b>Total Overheads</b>		<b>(268,789.64)</b>	<b>(253,952.97)</b>	<b>(61,551.33)</b>	
<b>Profit / Loss</b>		<b>335,517.93</b>	<b>330,777.13</b>	<b>164,824.23</b>	

**Clarity default view of this report, not designed for on-screen display.**

**P&L Rej**

Company : Motopar  
Printed at : 29.05.2012 3:40:38 PM

GL Code Account I May 2012 Quarter YTD int Name

**Profit an**

**Sales**

01000-00	SALES	37,054.14	37,054.14	48,942.69	SALES
01000-01	ELECTR	3,515.87	17,109.87	38,989.74	01
01000-02	ENGINE	1,745.98	5,243.19	9,143.68	02
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01000-04	ACCESS	3,145.96	6,538.00	11,998.81	04
01000-05	SERVIC	22.04	32.04	172.08	05
<b>Total Sal</b>		<b>57,478.03</b>	<b>95,587.01</b>	<b>208,899.75</b>	

**Less Cost**

02000-00	PURCH	(90.00)	(90.00)	(90.00)	
02050-00	COST O	4,878.52	4,878.52	(10,813.03)	COS
02050-01	ELECTR	2,424.83	12,815.21	28,229.77	01
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02050-04	ACCESS	2,180.90	4,131.64	13,431.14	04
02050-05	SERVIC	0.00	0.00	529.39	05
02100-00	STOCK /	8,955.69	8,955.69	(29,054.68)	STOCK ADJ
<b>Cost of G</b>		<b>9,272.26</b>	<b>18,782.85</b>	<b>105,626.85</b>	
<b>Gross Pr</b>		<b>56,748.29</b>	<b>76,824.16</b>	<b>103,272.90</b>	

**Less Overh**

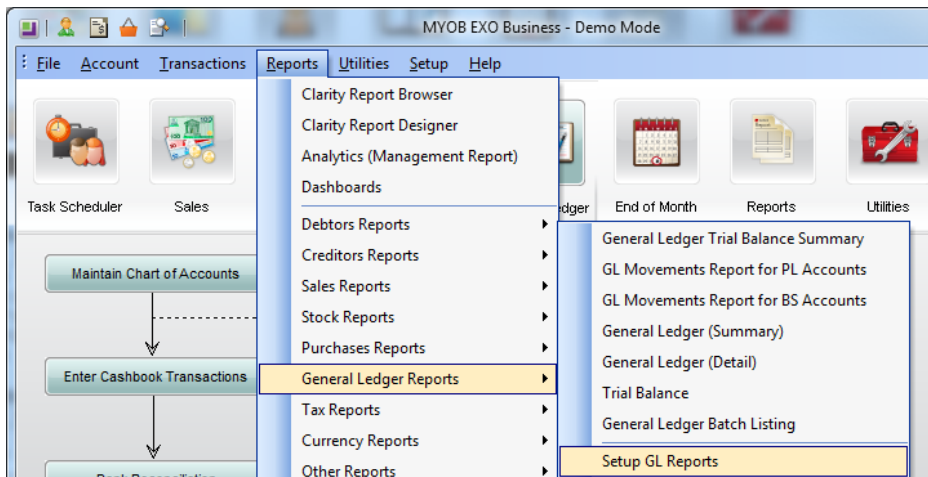
03050-00	ACCOU	700.00	700.00	700.00	UNTING
03070-00	ADJUST	91.11	91.11	91.11	ADJUSTMENTS
03100-00	ADVERT	1,500.00	4,000.00	17,000.00	ADVERTISING
03150-00	BANK FE	0.00	15.00	135.00	BANK FEES
03250-00	CLEANI	260.00	520.00	2,080.00	CLEANING
03300-00	DEPRE	0.00	5,181.67	6,982.21	DEPRECIATION
03350-00	FOREIG	8,270.75	8,270.75	(2,079.65)	FOREX
03500-00	POWER	700.00	1,400.00	7,180.00	POWER
03550-00	RENT &	4,500.00	9,000.00	40,500.00	RENT
03650-00	STATIO	400.00	760.00	4,100.00	STATIONERY
03700-00	TELEPH	800.00	1,650.00	5,410.00	TELEPHONE
03720-00	VEHICL	550.00	1,000.00	6,350.00	VEHICLE
<b>Total Ove</b>		<b>8,769.64</b>	<b>3,952.97</b>	<b>(1,551.33)</b>	
<b>Profit / Lc</b>		<b>35,517.93</b>	<b>30,777.13</b>	<b>164,824.23</b>	

The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.

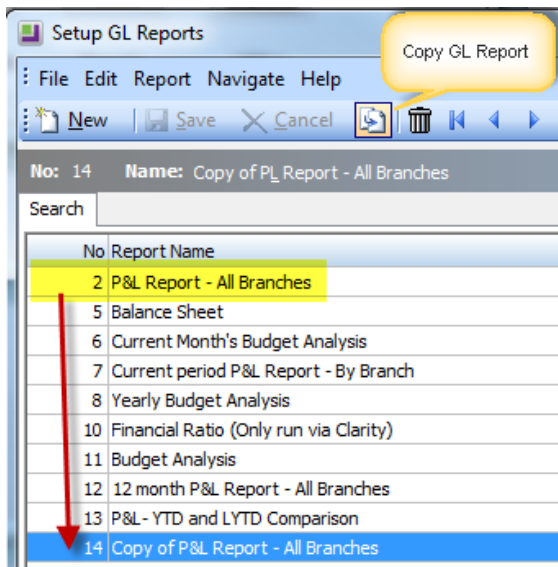
# Take your business to the *next level*

## Step 1 – Copy an Existing EXO GL Report

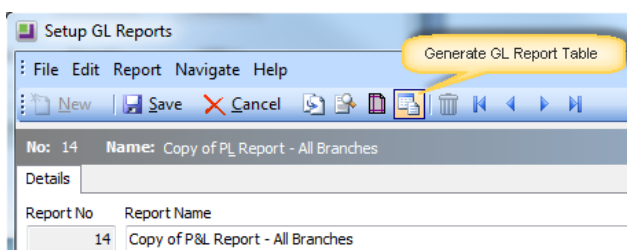
1. Open EXO -> Reports -> General Ledger Reports -> Setup GL Reports



2. Copy EXO GL Report



3. Double click on 'Copy' of report to open it for edit
4. Generate new GL Report Table for new 'Copy' GL Report
5. Rename the report (good idea is to place '- Excel' at end of report name for easy finding)

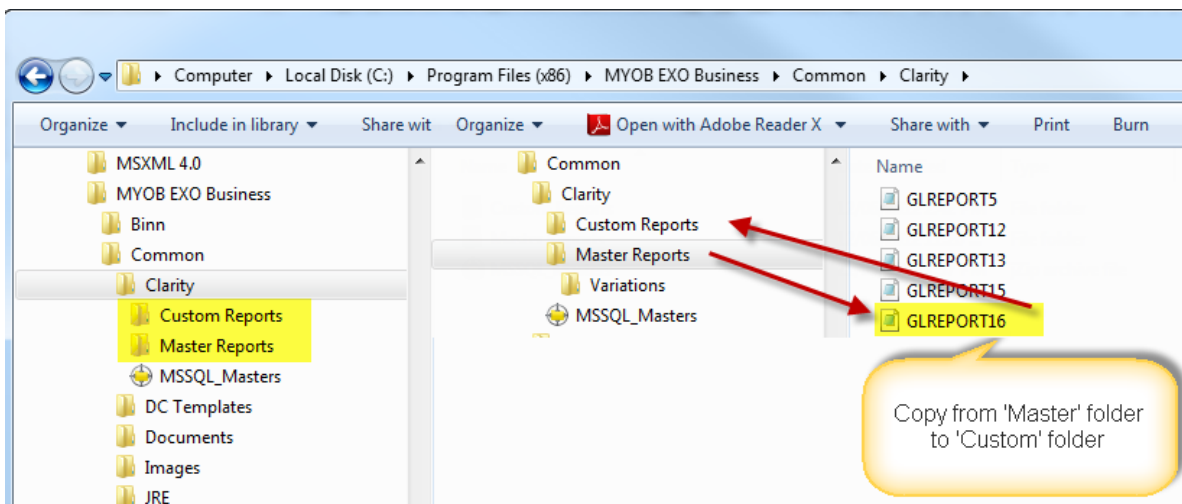


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# Take your business to the *next level*

## Step 2 – Copy Clarity Report from ‘Master’ to ‘Custom’ Folder

1. In Windows Explorer Go to EXO -> Common- >Clarity ->‘Master Reports’ and find report with same name as new report and table generated (e.g. GLReport16)
2. Copy report (e.g. GLReport17) into Clarity Custom Reports folder



## Step 3 – Update Format of New Clarity to be Excel-friendly

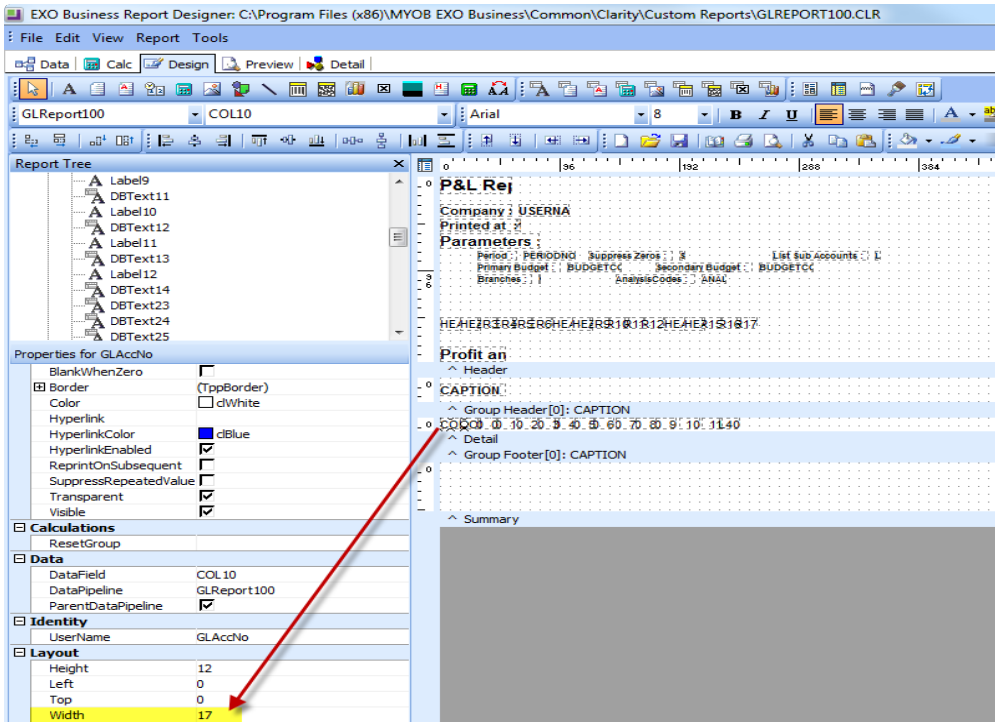
Format New General Ledger Clarity Report for Excel-friendly format

1. Open EXO Clarity
2. Open newly created General Ledger Clarity Custom report
3. Hide columns you don't want to appear in Excel
4. Edit width of fields in 'Detail' section to be **maximum width of 17**
5. Make all fields **'Transparent'**
6. Keep all field **'Font Size' maximum of 12**
7. Save changes

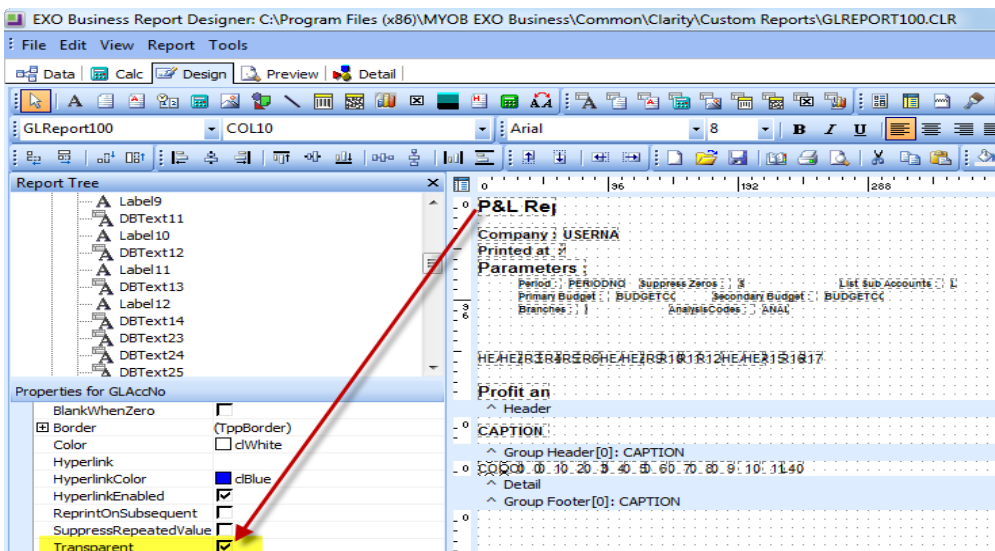
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## EXAMPLES:

### Maximum Width (17)



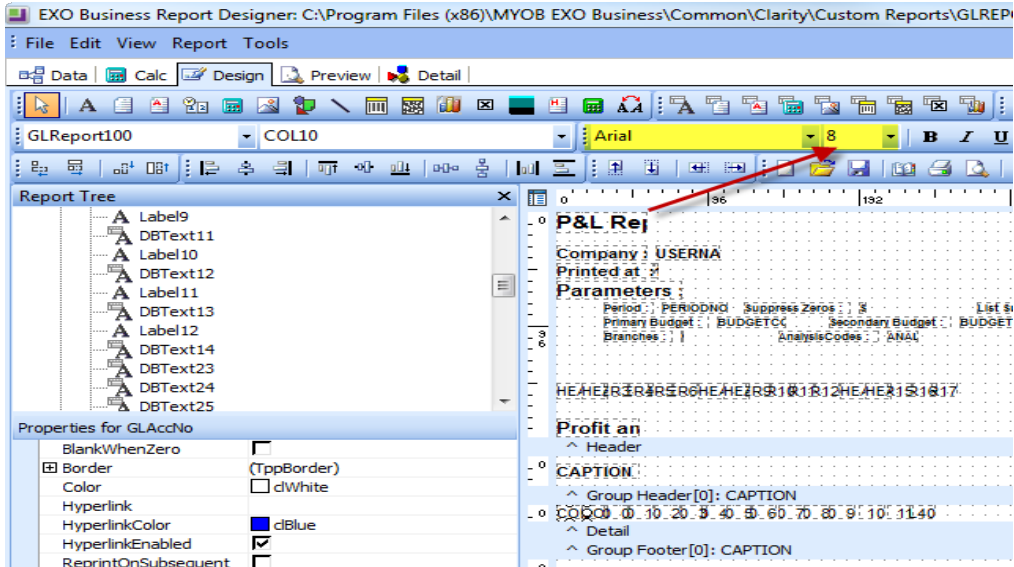
### Transparent



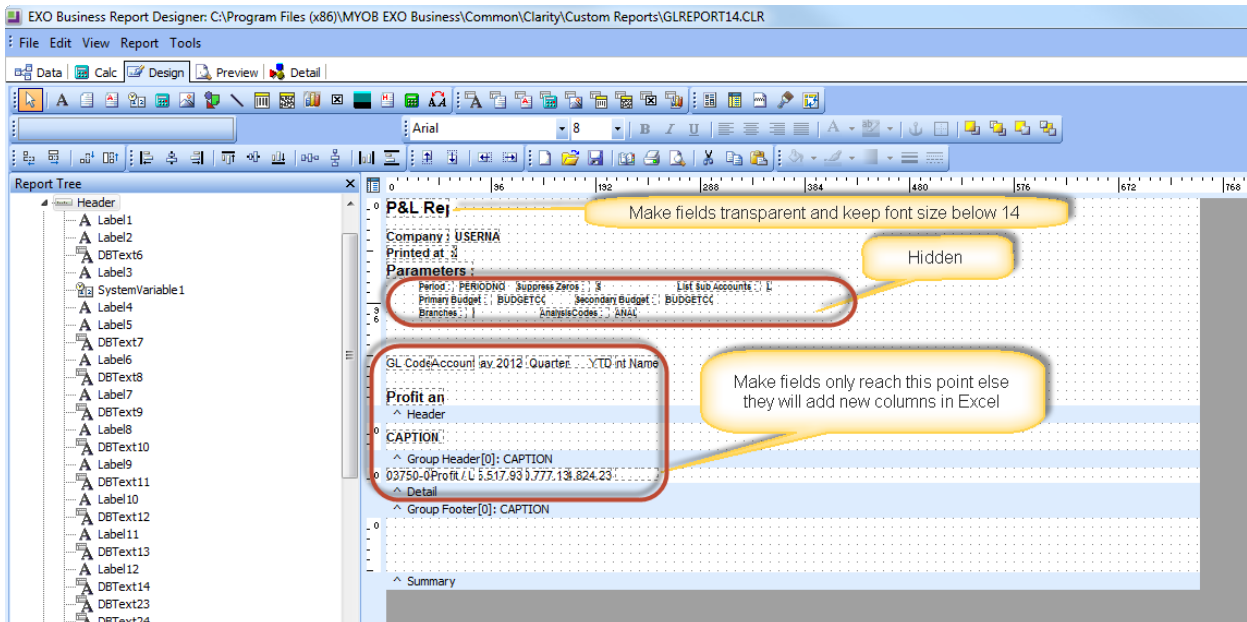
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# Take your business to the *next level*

## Font Size (Maximum 12)



## Tips:



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