

# Chapter 5: Managing Your Accounts

In the SSR Collection, accounts hold data like values and formulas. When we think of accounts, general ledger accounts usually come to mind, but there are several other types of accounts in SSR. This chapter explains the different types of accounts and describes how to set up and manage them.

## Understanding Accounts

In the SSR Collection, numerical information (both raw numbers and formulas involving them) is stored in accounts. Accounts can be displayed on reports, and are viewed and edited on sheets.

Accounts are organized in a hierarchy called the account tree, where child accounts roll up to their parent accounts. Figure 25 shows an example account tree with all of the child accounts hidden.

Name	Code	Type
+ 1000 Assets	1000_Assets	Asset
+ 2000 Liabilities and 3000 Equities	2000_Liabilities_3000_Equities	Liability and Equity
3900 Net Income	3900_Net_Income	Net Income
+ 4000 Revenue	4000_Revenue	Income
+ 5100 Non-Operating Inc/(Exp)	5100_Non_Operating_Income	Non-Operating Income
+ 5500 Cost of Goods Sold	5500_Cost_Of_Goods_Sold	Cost of Goods Sold
+ 6000 Expenses and 7000 Allocations	6000_Expenses_7000_Alloca...	Expense
8000 Non-Operating Expenses	8000_Non_Operating_Expens...	Non-Operating Expense

Figure 25: A sample account tree.

When **1000 Assets** is expanded, its child accounts (and, in some cases, the child accounts' child accounts) come into view, as shown in Figure 26.

Name	Code	Type
1000 Assets	1000_Assets	Asset
1100 Current Assets	1100_Current_Assets	Current Asset
1110 Petty Cash	1110_CA_PettyCash	Current Asset
1120 Cash	1120_CA_Cash	Current Asset
1130 Accounts Receivable	1130_CA_AR	Current Asset
1140 Allowance for Doubtful Accounts	1140_CA_AllowanceDoubtful...	Current Asset
1150 Inventory	1150_CA_Inventory	Current Asset
1160 Prepaids	1160_CA_Prepaids	Current Asset
1500 Fixed Assets	1500_Fixed_Assets	Fixed Asset
1550 Property, Plant & Equipment	1550_FA_PPE	Fixed Asset
PPE - General	1150_FA_PPE_General	Fixed Asset
PPE - 2012 purchases	1150_FA_PPW_2012	Fixed Asset
1560 Accumulated Depreciation	1560_FA_AccDep	Fixed Asset
1600 Long Term Assets	1600_LongTerm_Assets	Long Term Asset
1700 Other Assets	1700_Other_Assets	Other Asset
2000 Liabilities and 3000 Equities	2000_Liabilities_3000_Equities	Liability and Equity
3900 Net Income	3900_Net_Income	Net Income
4000 Revenue	4000_Revenue	Income
5100 Non-Operating Inc/(Exp)	5100_Non_Operating_Income	Non-Operating Income

**Figure 26:** A sample account tree with its top parent account expanded.

**1000 Assets** is the parent account for **1100 Current Assets**, **1500 Fixed Assets**, **1600 Long Term Assets**, and **1700 Other Assets**. This means that each of the child accounts roll up to **1000 Assets**. As a result, **1000 Assets** contains the rolled up, or totalled, values of all of the child accounts.

## Classifying Accounts

There are six account types in SSR: General ledger accounts, custom accounts, metric accounts, modeled accounts, cube accounts, and assumptions.



**Note:** Cube accounts can only be managed by editing their corresponding cube sheet. Similarly, modeled accounts are typically managed by editing their corresponding modeled sheet. You can only change minor account details in the **Manage Your Modeled Accounts** screen. If you want to create new modeled accounts or change the formula logic of an existing modeled account you must edit the corresponding modeled sheet.

- **General Ledger Accounts** (GL accounts) include all profit-and-loss and balance sheet accounts, and are used to hold entered or calculated plan values and imported values from a GL or similar system. If you used a GL account system before your SSR model was set up, your account tree in SSR probably mirrors the one you had before.

- **Custom Accounts** can hold any kind of formulas or numerical data; for example, square footage for a facilities allocation. They also gather information from other accounts, for example, total R&D expense or total full-time headcount. These accounts are then available for display on statements or reports, or to drive other accounts. With custom accounts, the values and formulas can vary from level to level and from version to version.
- **Metric Accounts** calculate financial ratios and non-financial metrics. Metric accounts hold formulas which pull data from elsewhere. An example would be Gross Margin %, which divides gross margin by revenue.

The way that metric accounts perform calculations is slightly different from other accounts. GL and custom accounts perform the calculations at the current level and then roll up the resulting values across the organization structure. For example, if gross margin percentage were set up as a formula in a custom account, the system would take revenue-cost of goods sold divided by revenue for each level, and then roll these results up to arrive at the result at a parent level.

If the same formula is in a metric account, the system first rolls up revenue for at a parent level, and then rolls up the Cost of Goods Sold level, then performs the calculation specified in the formula at the levels in the organization structure. This method of calculating gross margin percentage is more appropriate. Because of this, metric accounts are particularly useful when the account's calculation includes division that is to be performed at the top level or any parent level.
- **Modeled Accounts** are created by administrators or implementers as part of configuring modeled sheets. Modeled sheets (for example, personnel or capital sheets) are created to accept data entry from planners. Behind the scenes, this data is used to automatically calculate related values (for example, payroll and related expenses, depreciation, or bookings). These calculations are placed in modeled accounts like `ACCT.Personnel.Salary`.
- **Cube Accounts** are created by administrators or implementers as part of configuring cube sheets. Cube accounts can be set up as standard accounts, where users can enter values or formulas directly into the sheet; calculation accounts, where the administrator can establish a global formula; assumptions, where the value can only be modified at the top level; or as metric accounts, each term of the formula is evaluated at the rollup level, then the calculated terms are computed within the formula. For more information on cube accounts, see Chapter 12: Creating or Editing a Cube Sheet on page 163
- **Assumptions** are global planning assumptions that apply to all levels within an organization structure. These values and formulas can only be specified by users with administrative or top level permission, but they are available to planners to use in sheet calculations at any level.

## Navigating the Manage Accounts Screen



**Note:** The Manage Accounts screen for General Ledger (GL) accounts has been updated to the new, applet-free user interface. For details on using that interface, please see the GL Account Admin QuickSheet, available [here](#).

The **Manage Your Accounts** screen, shown in Figure 27, displays one type of account at a time, but its navigation is the same for each account type. To get to the **Manage Your Accounts** screen, go to the Administration screen and look for the collection of links with names like **Manage your Custom Accounts**. Select the link for the type of account you want to work with first.

**Manage Your Accounts**

Manage: Metric Accounts

Search:

Name	Code
<b>Metric</b>	
Gross Margin %	PL_GM_Pct
EBITDA %	EBITDA_Pct
Net Income %	Net_Income_Pct
Sales Growth %	Sales_Growth_Pct
Margin %	Margin_Pct_for_Target
Financial KPIs	
Other KPIs	
Total Expense Var %	Total_Exp_Var_Pct
Per Employee Metrics	
Total FTE	Total_FTE
Total Headcount	Total_Headcount
ASP- Average Sales Price	ASP
Contribution Margin %	ContributionMrgPct
EBIT %	EBIT_Pct
Earnings per Share of Common Stock	
Balance Check	BS_check
IC Revenue as a % of Total Revenue	IC_Rev_Pct_TotalRev
check	CF_check

New Metric New Group Delete Move Up Move Down

Done Printable View

**Account Details**

\* Required information

\* Name: Metric

Short name:

Rolls up to: None

Start expanded: ☒ Yes ☐ No

GAAP P&L:

IFRS P&L:

Third Attribute:

Description: Metric

Save Cancel

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**Figure 27:** The Manage Your Accounts screen.

The **Manage Your Accounts** screen is divided into two main areas. On the left is the account tree, which you can filter using the **Type** drop-down menu or search using the **Search** field. You can also change the type of accounts you are managing using the **Manage** drop-down menu.

On the right is the **Account Details** area. The fields available in this area change depending on the account selected in the account tree. For a full list of possible fields, see “Defining Account Details” on page 75.

## Creating a New Account

When a model is implemented, its account structure is often imported all at once. After that, accounts are added manually or with an append import.

### Adding an Account Manually

To add an account manually, do the following:

1. On the **Administration** page, click the appropriate **Manage your [General Ledger/Custom/Metric/Assumptions] Accounts** for the type of account you want to add.
2. In the list of accounts, click the parent account or group to which the new account will roll up.



**Note:** If the new account is the first child of its parent, all data in the parent are moved to the new account upon its creation. Parent accounts cannot contain data of their own.

3. Click **New Account**.
4. Fill in the **Account Details** for your new account.  
For information on the **Account Details** fields, see “Defining Account Details” on page 75.
5. Click **Save**.

The new account appears in the accounts list as the last item under its parent account or group. If you want to reorder the account under its parent, you can drag and drop it or click it and then use **Move Up** and **Move Down**.

### Using Append Import

If several accounts need to be added, append import lets you do so all at once rather than one at a time.



**Note:** You must have the Structure Import permission to perform this task. If you do not have it, the necessary link does not appear for you.

To use append import, do the following:


1. From the **Administration** screen, click the appropriate **Manage Your ... Accounts** for the type of accounts you are importing.
2. In the upper right of the page, click **Import ... Account Structure**.  
A small pop-up appears.
3. Download the template and fill it in with the details of the accounts you want to import.
4. Save the file somewhere easy to find.  
Be sure to only include new accounts to be appended in the import file.
5. Check that **Append** is selected for **Import Operation**.



**Warning:** Be sure that **Append** is selected for the **Import Operation**! Selecting **Reload entire structure** replaces the entire account structure with whatever is in the imported file!

6. Click **Browse** and select the file holding your data.
7. Click **Upload**.

## Creating a New System Account

System accounts are accounts whose contents are controlled entirely by the system. They cannot be edited using sheets or other methods. System accounts are identified in the account tree with this icon .

Creating a new system account is very similar to creating a new account of any other type. System accounts are often created automatically, but sometimes it is necessary to create one or more manually. For example, to use allocations, you must create allocate-in and allocate-out accounts.

To create a new system account, do the following:

1. From the **Administration** screen, click **Manage Your... Accounts**, selecting the link for the type of system account you want to create.
2. Highlight the parent account for the new account in the account tree.
3. Click **New System Account**.
4. Fill out the fields in the **Account Details** area for the new system account. For information on the details fields, see “Defining Account Details” on page 75.
5. Click **Save**.

## Editing an Existing Account

After accounts have been set up, you can change their details and re-parent them if necessary.

## Changing Account Details

To edit an account's details, do the following:

1. From the **Administration** screen, click the appropriate **Manage Your ...Accounts** link.
2. Highlight the account you want to update.  
The **Account Details** section of the screen populates with that account's informa-

tion, as shown in Figure 28. For more information on account details, see “Defining Account Details” on page 75.

The screenshot shows the 'Manage Your Accounts' interface. On the left, there is a list of metrics under the 'Metric' category. The 'Gross Margin %' metric is selected, showing its code 'PL\_GM\_Pct'. On the right, the 'Account Details' form is displayed for this metric. The form includes fields for Code, Name, Short name, Rolls up to, Display as, Decimal places, Formula, Data privacy, Suppress on sheets, GAAP P&L, IFRS P&L, Third Attribute, and Description. The 'Formula' field contains the formula 'div (ACCT.PL\_GM, ACCT.PL\_Revenue)'. The 'Data privacy' section has radio buttons for 'Value of account is private' (selected), 'Value of account is public at top level only', and 'Value of account is public at all levels'. The 'Suppress on sheets' section has radio buttons for 'Account may be suppressed when zero or blank' (selected) and 'Account will not be suppressed even when zero or blank'. At the bottom of the form are 'Save' and 'Cancel' buttons. Below the list of metrics are buttons for 'New Metric', 'New Group', 'Delete', 'Move Up', and 'Move Down'. At the bottom of the interface are 'Done' and 'Printable View' buttons.

Name	Code
Gross Margin %	PL_GM_Pct
EBITDA %	EBITDA_Pct
Net Income %	Net_Income_Pct
Sales Growth %	Sales_Growth_Pct
Margin %	Margin_Pct_for_Target
Financial KPIs	
Other KPIs	
Total Expense Var %	Total_Exp_Var_Pct
Per Employee Metrics	
Total FTE	Total_FTE
Total Headcount	Total_Headcount
ASP- Average Sales Price	ASP
Contribution Margin %	ContributionMrgPct
EBIT %	EBIT_Pct
Earnings per Share of Common Stock	
Balance Check	BS_check
IC Revenue as a % of Total Revenue	IC_Rev_Pct_TotaRev
check	CF_check

**Account Details**

\* Required information

\* Code: PL\_GM\_Pct

\* Name: Gross Margin %

Short name:

Rolls up to: Metric

Display as: Percent

Decimal places: 1

\* Formula: div (ACCT.PL\_GM, ACCT.PL\_Revenue)

[Formula Assistant](#)

Data privacy: ☒ Value of account is private  
☐ Value of account is public at top level only  
☐ Value of account is public at all levels

Suppress on sheets: ☒ Account may be suppressed when zero or blank  
☐ Account will not be suppressed even when zero or blank

GAAP P&L:

IFRS P&L:

Third Attribute:

Description:

Save Cancel

Done Printable View

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**Figure 28:** A selected account and its account details.

3. Make any desired changes.
4. Click **Save**.

## Re-Parenting Accounts

To change the parent account or group an account rolls up to, do the following:

1. From the Administration screen, click the appropriate **Manage Your...Accounts** link.
2. If the account or group you want to use as the new parent does not currently have at least one child account, add a new account as a child of that account or group. This is necessary because the first child created for a parent account has its data overwritten with the parent account's data, even if the parent account is empty. To

- prevent the account you are reparenting from having its data deleted, creating a child account for the new parent must be done first.
3. Highlight the account you want to reparent.
  4. In the **Account Details** section of the screen, select the new parent account or group from the **Rolls Up To** drop-down.
  5. Click **Save**.
  6. If you created a new account in Step 2, be sure to delete it.

## Deleting an Account

If you no longer need an account or any of its data (both historical and current), then you can delete it from your model.



**Note:** If the account you delete is the last child account under a parent account, the child account's data are moved to the parent account as part of the deletion process.



**Warning:** If you delete an account, all data associated with it in all versions will be deleted! If you want to keep historical data for one or more versions, do not delete the account. Also, if you delete a parent account, both it **and** any child accounts that exist under it will be deleted.

To delete an account:

1. From the **Administration** screen, click the appropriate **Manage Your...Accounts** link for the kind of account you want to delete.
2. On the **Manage Your Accounts** screen, click the account you want to delete.
3. Click **Delete**.

## Using Account Groups

Metric accounts, custom accounts, and assumptions can be put into administrator-defined groups. A group is essentially a rollup account that does not sum the values of its components. It is a way to gather accounts together without summing them.

### Creating a New Group

On the Manage Your Accounts page, you'll see **New Group** if you are managing one of these three account types (it does not appear on the general ledger or modeled accounts pages). To create a new group, click **New Group**.

For example, if your model has many assumptions, you may want to organize them in groups so they are easier to find from within the Formula Assistant.

To set up one of the groups in this example scenario, do the following:

1. On the **Administration** page, click **Manage your Assumptions**.



2. Click the word **Assumptions** at the top of the list to activate **New Group** at the bottom of the screen.
3. Click **New Group**.  
The **Account Details** area activates and displays the fields for creating a new group.
4. Name the group **Personnel Assumptions**.
5. Click **Save**.
6. In the account tree, click an assumption to include in the group.
7. In the **Account Details** area, click the **Rolls up to** drop-down menu and select the **Personnel Assumptions** group.  
You could also, after clicking the assumption to select it, drag it and drop it in the new **Personnel Assumptions** group.
8. Repeat for all assumptions that should go in the **Personnel Assumptions** group.  
A completed group is shown in Figure 29.

Manage: **Assumptions** ▼

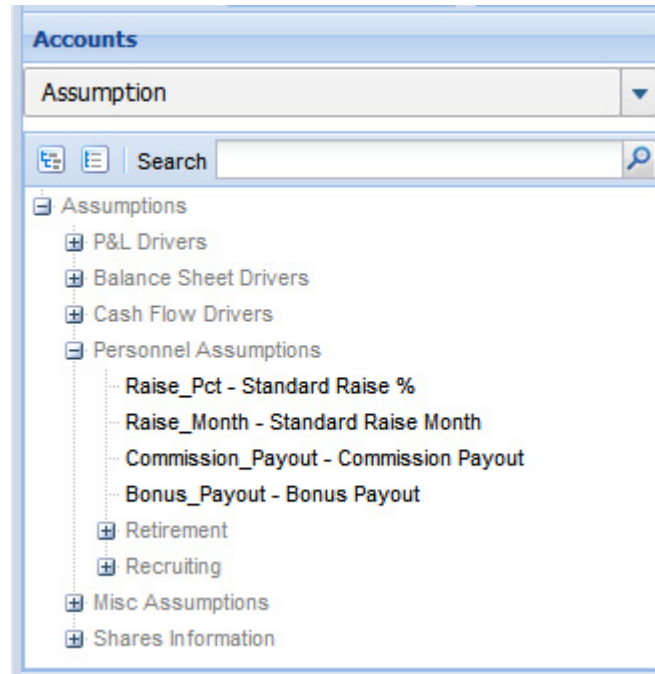
Search:  🔍

Name	Code
[-] Assumptions	
[-] P&L Drivers	
[-] Balance Sheet Drivers	
[-] Cash Flow Drivers	
<b>[-] Personnel Assumptions</b>	
Standard Raise %	Raise_Pct
Standard Raise Month	Raise_Month
Commission Payout	Commission_Payout
Bonus Payout	Bonus_Payout
[-] Retirement	
Pension %	Pension_Rate
401K Match %	401k_Match
401K Participation	401K_Participation
[-] Recruiting	
Avg Recruiting Fee %	Avg_Recruiting_fee_pct
[-] Misc Assumptions	
[-] Shares Information	

**Figure 29:** The Personnel Assumptions account group.

## Using the New Group

When the steps above are completed, the grouped assumptions are easier to find in the Formula Assistant because they are grouped together, as shown in Figure 30.



**Figure 30:** The Accounts area of the Formula Assistant, displaying the Personnel Assumptions account group.

Wherever accounts are listed by type, for example, in report and sheet editors, this new group is displayed under **Assumptions**.

A few things to keep in mind about account groups:

- Group names cannot be selected for inclusion in a formula. They are only an organization tool.
- Remember that a group is a way to gather accounts together. The accounts are not summed. If accounts need to be summed, create a rollup account rather than a group.
- A group can be added to a sheet or report in the Select Accounts step.

## Child Accounts

Accounts with child accounts are different from accounts without them. Accounts with child accounts are rollup accounts, and cannot store values of their own.

When a child account is added to an account, the original account can no longer hold values of its own. Any formulas in the original account are moved to the new child account. Likewise, if there is only one child account of a parent account, if the child account is deleted, the formulas or values from the child account are transferred to the former parent

account. If there are multiple child accounts, deleting one of them does not change the formulas in the other child accounts.

An example:

The Training account has no sub-accounts. It contains only this formula:

`ACCT.Total_Headcount*ASSUM.Training_per_hd`

A sub-account named On-Site Training is added. The formula is moved to the sub-account. If On-Site Training is then deleted, the formula is moved back to the original Training account.



**Note:** In order for an account to appear in the **Rolls up to** field, it must first have a sub-account underneath it. The first sub-account can be deleted after others are added if it is not needed, but be sure it does not contain any important data from the original account before deleting.

## Printing the Account Tree

The **Printable View** button at the bottom of the **Manage Your Accounts** screen lets the entire table of accounts be viewed and printed from Excel, as shown in Figure 31.

	A	B	C	D	E	F	G	H
1								
2	Margaret Carter at SSR, LLC							
3								
4	Name	Short Name	Code	Type	Balance Type	Rolls Up To	Planned By	Start Expan
5	1000 Assets		1000_Assets	Asset (cumulative)	Debit	None	Monthly delta	
6	1100 Current Assets		1100_Current_Assets	Current Asset (cumulative)	Debit	1000 Assets	Balance	
7	1110 Petty Cash		1110_CA_PettyCash	Current Asset (cumulative)	Debit	1100 Current Assets	Balance	
8	1120 Cash		1120_CA_Cash	Current Asset (cumulative)	Debit	1100 Current Assets	Balance	
9	1130 Accounts Receivable		1130_CA_AR	Current Asset (cumulative)	Debit	1100 Current Assets	Balance	
10	Accounts Receivable		1130_CA_AcctsRec	Current Asset (cumulative)	Debit	1130 Accounts Receivable	Balance	
11	Intercompany AR		IC_AR	Current Asset (cumulative)	Debit	1130 Accounts Receivable	Balance	
12	IC AR Canada - Due from US		IC_AR_CAN_US	Current Asset (cumulative)	Debit	Intercompany AR	Balance	
13	IC AR US South - Due from US North		IC_AR_South_North	Current Asset (cumulative)	Debit	Intercompany AR	Balance	
14	IC AR UK - Due from US		IC_AR_US_UK	Current Asset (cumulative)	Debit	Intercompany AR	Balance	
15	IC AR Co.B - Due from Co.A		IC_AR_CoB_CoA	Current Asset (cumulative)	Debit	Intercompany AR	Balance	
16	IC AR Balance		IC_Variance_AR	Current Asset (cumulative)	Debit	Intercompany AR	Balance	
17	Allowance for Doubtful Accounts		1140_CA_AllowanceDoubtfulAccts	Current Asset (cumulative)	Debit	1100 Current Assets	Balance	
18	1150 Inventory		1150_CA_Inventory	Current Asset (cumulative)	Debit	1100 Current Assets	Balance	
19	Inventory		1150_CA_Inv	Current Asset (cumulative)	Debit	1150 Inventory	Balance	
20	Intercompany Inventory		IC_Inventory	Current Asset (cumulative)	Debit	1150 Inventory	Balance	
21	IC Inventory Co.A - Due from Co.B		IC_Inv_CoA_CoB	Current Asset (cumulative)	Debit	Intercompany Inventory	Balance	
22	IC Inventory Co.B - Due to Co.A		IC_Inv_CoB_CoA	Current Asset (cumulative)	Debit	Intercompany Inventory	Balance	
23	IC Inventory Balance		IC_Inv_Variance	Current Asset (cumulative)	Debit	Intercompany Inventory	Balance	
24	1160 Prepays		1160_CA_Prepays	Current Asset (cumulative)	Debit	1100 Current Assets	Balance	
25	1500 Fixed Assets		1500_Fixed_Assets	Fixed Asset (cumulative)	Debit	1000 Assets	Monthly delta	
26	1550 Property, Plant & Equipment		1550_FA_PPE	Fixed Asset (cumulative)	Debit	1500 Fixed Assets	Monthly delta	
27	PPE - General		1150_FA_PPE_General	Fixed Asset (cumulative)	Debit	Property, Plant & Equipment	Monthly delta	
28	PPE - 2012 purchases		1150_FA_PPW_2012	Fixed Asset (cumulative)	Debit	Property, Plant & Equipment	Monthly delta	
29	1560 Accumulated Depreciation		1560_FA_AccDep	Fixed Asset (cumulative)	Debit	1500 Fixed Assets	Monthly delta	
30	1600 Long Term Assets		1600_LongTerm_Assets	Long Term Asset (cumulative)	Debit	1000 Assets	Monthly delta	
31	1700 Other Assets		1700_Other_Assets	Other Asset (cumulative)	Debit	1000 Assets	Monthly delta	
32	2000 Liabilities and 3000 Equities		2000_Liabilities_3000_Equities	Liability and Equity (cumulative)	Credit	None	Monthly delta	

Figure 31: A printable view spreadsheet of accounts.

## Defining Account Details

This section describes each of the **Account Details** fields in the Account Details area of the Manage Your Accounts screen, shown in Figure 32. What fields appear at any given time varies depending on the type of account you are creating or editing, and on whether it is a child or parent account.

The screenshot shows the 'Manage Your Accounts' interface. On the left, a list of metrics is displayed under the 'Metric Accounts' section. The 'Account Details' panel on the right is active, showing fields for Code, Name, Short name, Rolls up to, Display as, Decimal places, Formula, Data privacy, Suppress on sheets, GAAP P&L, IFRS P&L, Third Attribute, and Description.

Name	Code
Gross Margin %	PL_GM_Pct
EBITDA %	EBITDA_Pct
Net Income %	Net_Income_Pct
Sales Growth %	Sales_Growth_Pct
Margin %	Margin_Pct_for_Target
Financial KPIs	
Other KPIs	
Total Expense Var %	Total_Exp_Var_Pct
Per Employee Metrics	
Total FTE	Total_FTE
Total Headcount	Total_Headcount
ASP- Average Sales Price	ASP
Contribution Margin %	ContributionMrgPct
EBIT %	EBIT_Pct
Earnings per Share of Common Stock	
Balance Check	BS_check
IC Revenue as a % of Total Revenue	IC_Rev_Pct_TotalRev
check	CF_check

**Account Details**

\* Code: PL\_GM\_Pct

\* Name: Gross Margin %

Short name:

Rolls up to: Metric

Display as: Percent

Decimal places: 1

\* Formula: `div (ACCT.PL_GM, ACCT.PL_Revenue)`

Formula Assistant

Data privacy: ☒ Value of account is private  
☐ Value of account is public at top level only  
☐ Value of account is public at all levels

Suppress on sheets: ☒ Account may be suppressed when zero or blank  
☐ Account will not be suppressed even when zero or blank

GAAP P&L:

IFRS P&L:

Third Attribute:

Description:

Save Cancel

Done Printable View

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Figure 32: The Manage Your Accounts screen with the account details area active.

## Code

The account code is used to refer to the account in formulas. Account codes must:

- **Be unique.** For example, a GL account cannot have the same code as a custom account in the same model.
- **Contain no spaces or special characters.**

This field is required when manually adding a new account, but optional when adding an account using structure import. If no code is entered, the system automatically generates one.

Sample Account Code: 1200\_Accounts\_Rec

Reference to this account in a formula: ACCT.1200\_Accounts\_Rec

## Account Name

The account name is used to identify the account on sheets and in reports, and does not need to be unique. It can also contain spaces and special characters.

### Sample Account Names:

- 1200
- Accounts Receivable
- 1200 - Accounts Receivable

## Dependencies

Accounts can be referenced in a broad range of ways, and as a result, changes to any existing accounts can have far-reaching consequences. To find out how a particular account is referenced in your model, click **Account Dependencies**. This brings up a dialog which details all of the calculated accounts, shared formulas, cube entries, rules, journal entries, and other places in your model that reference this account.

## Type

An account's type sets how the account's value is calculated.

Most non-metric accounts (general ledger, modeled, cube, and custom) are either periodic or cumulative in type. General ledger accounts, custom accounts, and assumptions can also be link accounts.

- **Periodic Accounts:** If an account is periodic, its value in a given month equals the net activity for the month. Revenue and expense accounts are periodic.
- **Cumulative Accounts:** If an account is cumulative, its value equals the ending balance for a given month. This is the prior month's value plus or minus any activity in the given month. A value shown in a cumulative account represents the accumulated balance in that account at the end of the month. Balance sheet accounts are cumulative. Cumulative accounts can be planned by balance or by monthly delta.
  - **Balance:** If a cumulative account is planned by balance, the value entered into the account or calculated by a formula represents its balance at month end. For example, if the value of \$100 is entered into the Cash account in January, this means that the Cash account has a value of \$100 at the end of January. Entering \$120 in February implies a \$20 increase.
  - **Monthly Delta:** If a cumulative account is planned by monthly delta, you can enter the increase amount into the formula bar. This increase is automatically

reflected in all future time periods. This lets you plan by the incremental change, as opposed to the ending balance.

Please note that the increment must be entered into the formula bar on the sheet, not directly into the cell. The formula bar in monthly delta accounts is preceded by a **Previous Plus** as a reminder that whatever is entered in this field is added to the balance in the previous month.

If an account has both actuals and planning data enabled, you will have the option to choose between balance and monthly delta for both.



**Note:** You can still enter ending balances directly in monthly delta accounts.

Any value entered directly into the cell, as opposed to the formula bar, represents the ending balance. If an ending balance is entered directly into a cell, the formula calculates automatically and displays the difference in the formula bar.

- **Link:** A link account lets users explicitly set the value for a general ledger account, custom account, or assumption to be the value of a cube or modeled account without having to write formulas in the Cell Value Box. The link is valid across all versions, levels, and time periods.

When you select the **Link** option, the following fields appear:

- **Links To:** In this field, select the sheet (cube or modeled) that contains the account you want to link. Once you have selected the sheet, all accounts associated with the selected sheet appear in a list below your selection. From this list, select the account you want to link to your account.



**Note:** Only accounts with the same rollup type can be linked. This means that the target account must have the same time rollup and level/dimension rollup type as the linked account.

- **Link Filters:** This field lets you filter the value of a linked account by a dimension associated with the account's model.

## Time Rollup

The **Time Rollup** field is a drop-down menu that enables you to specify how the account behaves when rolled up over a time period. This includes the display of quarters and fiscal years on both sheets and reports, time range references in formulas (for example, `[time=This-12:This-1]`), and custom time filters in matrix reports. If a user places a custom time filter on a report, for example, Jan 2011 and Feb 2011 in the filter area, and selects an account with an average time rollup, the report displays the average of the account for Jan 2011 and Feb 2011.

The choices in the drop-down vary depending on whether the account is set to periodic or cumulative. This field is not editable when the account type **Link** is selected. (A linked account has a time rollup type determined by the rollup type of the parent, if a parent exists. If there is no parent account, the rollup is determined by the rollup specified in the linked target account.)

The possible options for the **Time Rollup** drop-down are:

- **Sum of rolled-up values:** Selecting this option shows the sum of the values of the account in all the time periods included in the rollup. This option is only available for periodic accounts.



- **Average of rolled-up values:** Selecting this option shows the average of the values of the account in all the time periods included in the rollup. This option is available for both periodic and cumulative accounts.
- **Weighted average of rolled-up values:** Selecting this option shows the weighted average of the values of this account in all the time periods included in the rollup, weighted by the values in another account. When you select this option, a **Weighted by** field appears where you can select the account by which you want to weight the account.
- **Value in last month:** Selecting this option shows the value of the account in the last month included in this rollup. This option is only available for cumulative accounts.

## Level/Dimension Rollup

In this field, you can specify how the account rolls up along levels and dimensions. This includes the rollups on sheets, reports, and formulas.

The options are:

- **Sum of rolled-up values:** Selecting this option shows the sum of the values of the account at all the levels or dimensions included in the rollup.
- **Non-blank average of rolled-up values:** Selecting this option shows the average of the values of the account at all the levels or dimensions included in the rollup, ignoring blank cells.



**Note:** If a cell contains a zero, it is not considered blank.

- **Weighted average of rolled-up values:** Selecting this option shows the weighted average of the values of the account in all the children included in the rollup, weighted by the values in some other account. If you select this option, a **Weighted by** field appears so you can select the account by which you want to weight the account being rolled up.
- **Text:** For accounts that do not roll up, selecting this option shows a blank cell or a text string in a gray un-editable cell when viewing a rollup cell (no values are calculated). When you select this option, a **Display text** field will appear where you can specify the text to appear in all rollups for this account (for example, "None" or "-").

## Rolls up To

This field sets the parent account, or the next higher account in the hierarchy. Only parent accounts and groups appear in this list. If you want to add a new parent account to this list, you must create a "dummy" account under the new parent account so that the system recognizes it as a parent account. You can re-parent accounts by selecting a new parent from this drop-down list or by dragging and dropping.

## Start Expanded

This account setting only appears for parent accounts. This determines whether the account and its children appear expanded on a sheet when the sheet first loads.



**Note:** Although an Administrator can specify whether accounts are displayed expanded on sheets, user preferences can override this setting.

## Display As

This field sets how the data in the account are displayed. General Ledger Accounts are always displayed as currency and subject to currency conversion. Custom, modeled, and cube accounts can be set to display as currency, number, or percentage, and assumptions and metric accounts can be displayed as either number or percentage.

In custom accounts, this setting cannot be changed for accounts which have a parent account. Currency accounts are automatically converted to other currencies as needed, if multiple currencies are in use.

## Decimal Places

You can choose to display anywhere from zero to nine decimal places for all account types. If the **Display As** field is set to **Currency**, an option to set the decimal display to the precision specified for the currency, **Currency's precision**, appears.

When **Currency's precision** is selected from the drop-down list, a **View precision** link will appear underneath. Clicking this link opens a small pop-up window listing all currencies and a display of their decimal level of precision.

Once **Currency's precision** is selected, the values for this account are shown in the precision of the currency that corresponds with each level. For example, a user might plan in Mexican Pesos, so this account would be displayed with the precision of Mexican Pesos. Then, the user's manager might plan in U.S. Dollars. In this case, the same account would be displayed with the precision of U.S. Dollars.

## Decimal Precision Display in Sheets

Numbers entered into the grid on a sheet display the format and decimal setting established for that account in account administration. For example, if a user enters 5 into a cell for which the account is formatted to two decimal places, the grid displays **5.00**.

If an account is formatted to display a percentage, the data for that account are displayed (both in the sheet grid and on reports) as a percent. The system takes the number as entered, and adds a % sign at the end. For example, if a user enters 5 into a cell for which the account is formatted to be a percentage, the grid displays **5%**. It also displays the number of decimal places assigned to the account. If an account is set to display a percentage and 2 decimal places, and a user types **23.456** in a cell of this account on a sheet, the number is displayed as **23.46%**.



## Decimal Precision and Percentages in Reports

Reports display data to the precision specified for the account being displayed. Reports also respect the percentage account type, and display those values as percent, unless the decimal precision has been otherwise specified in the report's number format. Reports can also override display precision on a line-by-line basis.

## Formula

This is a required field for metric accounts. You can type a formula into this box, copy and paste a formula, or use the Formula Assistant to create a formula in this box. The formula you enter in this field applies to all levels and all versions.

For general ledger and custom accounts, a **Set Default Values and Formulas** link appears instead of the text box. It is a shortcut to the **Formulas** screen. The **Formulas** screen provides administrators with an interface to easily create and maintain formulas for accounts across multiple levels.

For more on formulas, see Chapter 6: Using Formulas.

## Exchange Rate

This field only applies to general ledger and custom accounts (where the **Display As** field is set to **Currency**.) Depending on the type of account, you must choose among **Average** or **End of Month** exchange rates, as well as any custom exchange rates configured in the system.

## Data Privacy

Each account, with the exception of assumptions, has a **Data privacy** setting. The options are:

- **Value of account is private** (this is the default)
- **Value of account is public at top level only**
- **Value of account is public at all levels**

This data privacy feature lets an administrator configure specific account values so that users on other levels can reference the account when writing formulas.

## Private Accounts

In private accounts, a user on one level cannot write a formula to refer to the value of the account on another level, unless the other level is a child of the current level.

## Public Accounts

In accounts which are public at all levels, formulas in any level, including a rollup level, can refer to the value of the public account in any other level, regardless of whether the level containing the formula is above, below, or related in any way to the level being referenced.

In this example, a user with access to the Marketing department can write a formula to refer to data in a public-on-all-levels account in the Ops department, or any other department in the organization structure.

In accounts that are public at top level only, formulas on any level can refer to the value of that account at the top rollup level, but cannot refer to its value on any other level except, as with private accounts, for levels beneath the current level.

In this example, a user with access to the Finance department can write a formula to refer to data in a public-at-top-level-only account in the top level department, or to any department which rolls up to Finance, but not to any other department in the organization structure.



**Note:** Changing the privacy setting on an existing account may result in a formerly valid formula becoming invalid (or vice versa). In this case, the cell becomes red and hovering your mouse over the cell reveals the tooltip message, “This formula refers to a level which cannot be referenced from this level.”

## Privacy of Parent and Child Accounts

Any account can be marked public, including rollup accounts (for example, Expenses). It is possible for a parent account to be public while its children are private. It is also possible for a parent account to be private and one or more of its children to be public.

So, if a rollup account is marked public, then only its value is public: none of the values of its child accounts may be individually referenced (unless they too are marked public).

## Effect on Reporting

An account’s privacy setting has no effect on reporting. A user who does not have permission to view a particular level is not be able to include that level in a report, but even private accounts can be included in a report on a level to which the user has access.

The public/private setting only affects formulas by granting formula access to an account on a level that would not normally have access.

## Actuals

Actuals data can be imported into most SSR models. If your model handles actuals data, these options are available:

- **Enable actuals:** This option permits the importing of actual data into the account. If the account is driven by a formula, click **Set Default Values and Formulas**. This takes you to the Formulas screen, where you can select which values and formulas to use for the account in actuals.

- **No actuals for account (show plan data):** This option means that the account only uses data from planning version(s), and is not available for actuals import.

## Attributes

Any account attributes defined on the **Define Account Attributes** page appear here with drop-down menus for each attribute's values. Attributes are highly customizable, and give administrators the ability to tag accounts with qualities in much the same way levels can be tagged with dimensions.

For more on attributes, see Chapter 3: Defining Attributes on page 41.

## Description

This is an optional field. If your SSR model includes SSR Discovery, the information entered here appears in the Visual Designer and in some dials.

Account descriptions are also included in the exportAcc API.