Hierarchies

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Agenda

Basics Understand
- What is a Hierarchy?
  - Grid Hierarchy
    - Examples of use
    - Custom or Import (Static or Dynamic)
  - Filter Hierarchy

Advanced Concepts
- Tips & Ticks when working with Hierarchies
  - Display Options
  - Formatting a Hierarchy
  - Reusing a Hierarchy on multiple reports (Best Practices)
  - Additional Features & Functions in working with Hierarchies
  - Hierarchies for Audit Reporting - How to verify all accounts are being pulled into the Hierarchy?
What is a Hierarchy?
Understanding the types of Hierarchies

Grid Hierarchy:
• The ability to define and customize the row structure of the inquiry/report.
  • Group data into multiple row-levels, creating a parent/child structure.
  • Create from scratch or import from an ERP system.

Filter Hierarchy:
• The ability to narrow down the data being returned on the report.
  • By default all hierarchies are created as a grid hierarchy, this will need to be changed in order to use it as a filter hierarchy.
### What is a Hierarchy?

#### Defining the hierarchy:
(for training purposes only)

#### Label Entry

<table>
<thead>
<tr>
<th>Hierarchy</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Statement</td>
<td></td>
</tr>
<tr>
<td>Net Income</td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td></td>
</tr>
<tr>
<td>Revenue/Accounts</td>
<td></td>
</tr>
<tr>
<td>Liabilities and Equity</td>
<td></td>
</tr>
<tr>
<td>Total Revenue = (4000:4995)</td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td></td>
</tr>
<tr>
<td>5000:8399</td>
<td></td>
</tr>
</tbody>
</table>

#### Normal Entry

- **Revenue**
  - 4100 - Accounts Payable
  - 4110 - Accounts Payable Trade
  - 4111 - Received Not Voucherized
  - 4130 - Notes Payable
  - 4132 - Other Accrued Payables
  - 4140 - Retainages Payable
  - 4160 - Customer Deposit
  - 4190 - Accounts Payable-Other
  - 4200 - Accrued Payroll Liabilities
  - 4205 - Accrued Payroll
  - 4211 - Federal payroll Tax Withheld
  - 4212 - FICA Payroll Tax Payable
  - 4213 - Medicare Tax Payable
  - 4214 - Federal Unemployment Tax Pay
  - 4221 - State Payroll Taxes Withheld
  - 4222 - State Unemployment Tax

- **Total Revenue**
  - 39,447,938.31
  - 186,827,564.25

#### Calculation Entry

- **Expenses**
  - 5001 - Specific Revenue
  - 5010 - Store Sales
  - 5015 - Wholesale Sales
  - 5020 - Direct Ship Sales
  - 5030 - Contract Sales
  - 5040 - Deferred Revenue
  - 5050 - Other Income/Loss
How do I create a Hierarchy?

Step 1

Step 2
How do I create a new/custom Hierarchy?

**Element Definition**
- Description Override
- Display
- Reverse Signs
- Roll values up into this one
- Expansion settings
- Parent
  (retrieve descendants - EBS Only)
Tips & Tricks

Search Capabilities

- Search for all instances of an item in the hierarchy, automatically expands the hierarchy and highlights the match.
Tips & Tricks

Export to Excel

- Easily print out the structure and properties of every node down to the calculation expressions of a calculated node.
Tips & Tricks

Formatting

- Can be set at the row level or the individual hierarchy level.

- Values Only – applies border to the top or bottom of the value columns.