



## **PULSE Dashboard Financial Report Setup**

Using the Pulse Dashboard reports designed to review financial information based on G/L Accounts requires an additional Setup step. This is due to all companies having a different Chart of Accounts. Macola has the ability to create Main Accounts, Departments/Cost Centers and Profit Centers/Cost Units and to define the length of each of these account segments. Macola also allows the User to define which of these segments are used for the company.

The account structure of each company may also be different for each Macola company using Pulse Dashboard as one company may use (ex.) "3000" series accounts for Sales Accounts while another company may use the "4000" series of accounts for Sales Accounts. The accounts used on the financial reports may be tailored for each company and each report.

The reports in Pulse Dashboard that use G/L Accounts are:

Executive Module

- Current Balances
- G/L Control

Financial

- Actual vs Budget Comparison
- Financial Control Report
- Cash Flow Forecast

To define the accounts used on a financial oriented report the User must first have access to the accounts in Pulse Dashboard. This is part of the initial setup of the User when granting access to the Pulse Dashboard Software, the different modules and the reports within each module.

Note: The Pulse Dashboard Administrator will normally do this in the User Control screen.

On each report use the Setup (red wrench) icon on the top right side of the report header to designate the Account(s), Cost Center(s) and Cost Unit(s) to be used on the report. In addition to other Setup options on the report (each report type will have different options) the User may select the Account(s) used to display information on the report.

To add or change Accounts/Departments/Profit Centers or other settings on this portion of the report use the small "+" or "-" in the lower left corner of the Account Ranges box to add or delete lines where accounts may be selected for the report.

Select the values in each column as needed for the report. If there is not a specific value for a column select [ALL] for the column.

The Invert Value checkbox allows the User to change the sign on information displayed on the report. As accounts that typically have a negative balance are usually shown as a negative number, you may change the negative signs to a positive value on the report and the opposite for debit balance accounts if the value should be shown as negative.

The Unprocessed checkbox refers to transactions for that account that are pending and have not been posted yet.

Examples:

**Current Balances**

Box Caption: Current Balances

**Balances**

Caption

> Inventory Accessories

Custom Tab 1 of 1

**Account Ranges**

Invert Value?	Unprocessed	Description	Acct# Start	Acct# End	Cost Center Start	Cost Center End	Cost Unit Start	Cost Unit End	Project
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inventory Accessories	1100	1300	[ALL]	[ALL]	[ALL]	[ALL]	[ALL]

Value 1 of 1

OK Cancel Save and Share...

**GL Control**

Box Caption: GL Control

Date Range Selection (1/1/2014 - 6/20/2014)

Fixed Range  Dynamic Range  Relative Range  Trailing Range

Period: Current Year Dynamic Range: YTD

**Account Ranges**

Invert Values

Unprocessed	Acct# Start	Acct# End	Cost Center Start	Cost Center End	Cost Unit Start	Cost Unit End	Project	Vendor #	Customer #
<input checked="" type="checkbox"/>	1005	1021	[ALL]	[ALL]	[ALL]	[ALL]	[ALL]	[ALL]	[ALL]
<input checked="" type="checkbox"/>	1031	1040	[ALL]	[ALL]	[ALL]	[ALL]	[ALL]	[ALL]	[ALL]

Value 1 of 2

OK Cancel Save and Share...

Please call our PULSE support desk us with questions and comments at  
(513) 723-8095 or Support@PULSEDashboard.com

We encourage phone calls with suggestions for making our software function better for your organization. We also offer custom modifications, and if your suggestion is applicable to other users, it may be made at no charge.

Visit [www.PULSEDashboard.com](http://www.PULSEDashboard.com)

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Developer of Pulse Dashboard software