Sage 300 ERP

Sage 300 ERP 2012

Financial Link Professional Template Creation Guide

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TEMPLATE CREATION
in
FINANCIAL LINK PROFESSIONAL

for
Advanced Users

Overview

Templates are used in Financial Link Professional to quickly produce financial statements. It is possible to create your own templates by following the steps below; however, the templates included with Financial Link Professional should be used and understood completely before attempting to create your own.

The template creation process uses report sets that are set up especially for the template export procedure. The exported template files work in conjunction with the template configuration file.

Note: *Be sure to back up the* ***template.cfg*** *file in the Financial Link Professional program directory before modifying it.*

To create templates:

1. Modify the **fnwin.cfg** file in the Financial Link Professional program directory to add a line under the [General] section that reads
   Templates=1.

2. Open Financial Link Professional and create a new report set:
   - using any database you want. The database information is not saved with the templates and therefore the resulting templates can be used with any database.
   - with formats and columns for every possible combination that will be in the template.
     For example, if your template is to offer budgets, current year and prior year, your report set must contain columns for each of these selections.
   - with multiple statements if desired.

3. Save the report set if you have not already done so.

4. Prepare a bitmap of a finished statement that shows the style of your template. It must be 140 by 180 pixels and correspond with the naming convention in the template.cfg file. Add the bitmap file to the Financial Link Professional program directory (\3rdparty\fnwin).

5. Add your template information to the template.cfg file. Instructions are included in the file with explanations for each of the required sections.

6. If necessary, open your report set. From the Financial Reports window, highlight the statement to be exported as a template.

7. Select **Data | Export templates** from the main menu toolbar.

8. When prompted, select the directory where your Financial Link Professional program resides. Your templates must be in the program directory for them to work.

9. In the File name field , enter ***n-n*.tpl** where the first *n* is from the list of [data names] and the second *n* is from the list of [format names] in the template.cfg file.

   Using the Balance Sheet in Accountant's Annuals as an example:

   the [data name] for a Balance Sheet is '1'
   and the [format name] for Accountant's Annuals is '4'
   so the resulting template file is exported as 1-4.tpl

10. Press Enter to save the template.

11. Repeat this procedure for every statement you wish to export to a template from your report set.

To use your templates:

1. In Financial Link Professional, open a new or existing report set.

2. From the **File** menu, select **New Statement** and then **From Template**. The first Template window that opens should list your template style and display your bitmap when selected. Your new templates should be available in the ensuing windows of the templates process.