



## Enhancing Financial Reports Using UDFs

Published on October 9, 2016



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We all want our financial reports to reflect accurately the business activity. For that reason, some of the financial and accounting reports are provided with multiple built-in selection criteria options however, sometimes this is not enough. For such cases, when additional level of flexibility and customization is required, SAP Business One provides you with the option to consider user-defined fields in the selection criteria of the reports. For example:

The screenshot shows the 'Expanded Selection Criteria' dialog box. On the left, under 'Original Journal', there is a list of selection criteria with checkboxes, including 'Original Journal', 'Returns', 'A/R Down Payment', 'Delivery', 'A/R Invoice', 'A/R Credit Memo', 'Goods Receipt PO', 'Goods Return', 'A/P Down Payment', 'A/P Invoice', 'A/P Credit Memo', 'Landed Costs', 'Incoming Payment', 'Deposit', 'Vendor Payment', 'Checks for Payment', 'Postdated Deposit', 'Opening Balance', 'Closing Balance', 'Internal Reconciliation', 'Data Archive', 'Journal Entry', and 'Inventory List'. The 'Original Journal' option is selected. On the right, under 'Parameters', there are several fields with checkboxes and input boxes. The 'User-Defined Fields' checkbox is highlighted with a purple box. Other parameters include 'Trans. No.', 'Reference Fields', 'Indicator', 'Trans. Code', 'Project', 'Distr. Rule', 'Amount (LC)', 'Amount (SC)', 'Amount (FC)', 'Details Contain', and 'Blanket Agreement'. The 'From' and 'To' columns are visible for several parameters. At the bottom, there are 'OK', 'Cancel', and 'Clear Sel.' buttons.

By adding the relevant UDFs to the report selection criteria you can fine-tune the report results and display additional valuable information in the report itself.

To do so, choose the “Expanded” button in the Selection Criteria window of the relevant report, and then choose the User-Defined Fields browsing button.




This option is available in Balance Sheet, Trial Balance, and Profit and Loss Statement, as well as in General Ledger and Document Journal.

Available in SAP Business One, version for SAP HANA and SAP Business One.


This tip and all the other tips are available on the [Tip of the week SCN page](#).

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