

Introduction to MS Dynamics NAV

(Accounting Schedule)

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Accounting Schedules

- Benefits
 - **User defined templates** used to get reports
 - Programming services necessary to create required specific reports are not used – **lower costs and faster access to important data**
 - You can use Account schedules to analyse figures in G/L accounts or to compare G/L entries with G/L budget entries
 - By employing **user-defined** rows and columns, you can decide exactly which figures you wish to compare and how !!
 - This means that you can create as many customized financial statements as you want **without using the Report Designer**.

Accounting Schedules-already created - [access from searching window](#)

Edit - Account Schedule Names

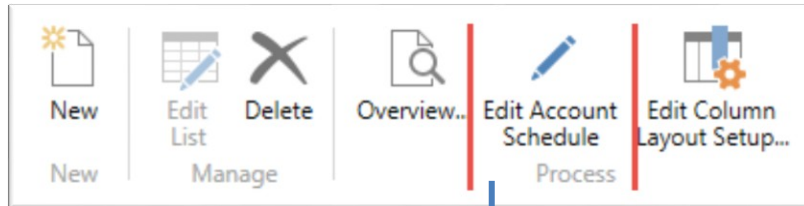
HOME CRONUS International Ltd.

New Edit List Delete Overview... Edit Account Schedule Edit Column Layout Setup... OneNote Refresh Notes Find Links Show Attached Page

Account Schedule Names Type to filter (F3) Name No filters applied

Name	Description	Default Column Layout	Analysis View Name
ANALYSIS	Capital Structure		
CAMPAIGN	Campaign Analysis	BUDGANALYS	CAMPAIGN
CA-PROF	Cost Acct. Summary Record DB per CC...		
CASHFLOW	Calculation Of Cash Flow	CASHFLOW	
CA-STAFF	Cost Acct. Personnel Costs		
CA-TRANS	Cost Acct. Transfer		
DEFAULT	Standard Schedule		
DEGREE	Calculation of Cash Flow Ratio	DEGREE	
I_CACYCLE	Data for Cash Cycle Chart	PERIODS	
I_CASHFLOW	Data for Cash Flow Chart	PERIODS	
I_INCEXP	Data for Income & Expense Chart	PERIODS	
I_MINTRIAL	Data for Reduced Trial Balance Info Part	PERIODS	

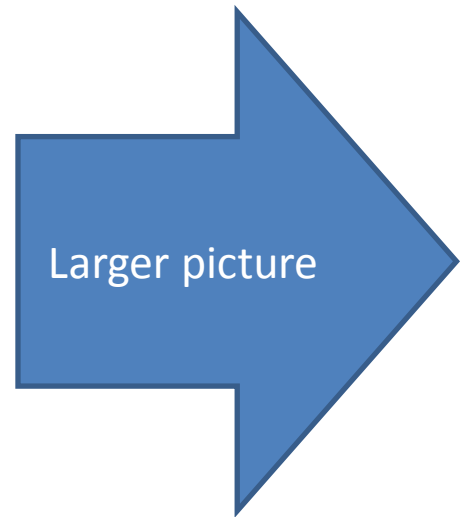
Accounting Schedules (AS) -already created - [access from searching window](#)



To see layout of the AS







The screenshot shows a software interface with a 'HOME' tab and an 'ACTIONS' menu. The 'ACTIONS' menu includes 'Delete', 'Print...', 'Insert G/L Accounts...', 'Insert CF Accounts...', 'Insert Cost Types...', and 'Edit Column Layout Setup...'. Below the menu is a search bar with 'ANALYSIS' entered. The main area displays a table of Accounting Schedules (AS) with columns for Row No., Description, Totaling Type, Totaling, Row Type, Amount Type, Show, and New Page.

Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show	New Page
	ANALYSIS	Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
		Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
	Current Assets	Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
101	Inventory	Total Accounts	2190	Net Change	Net Amount	Yes	<input type="checkbox"/>
102	Accounts Receivable	Total Accounts	2390	Net Change	Net Amount	Yes	<input type="checkbox"/>
103	Securities	Total Accounts	2890	Net Change	Net Amount	Yes	<input type="checkbox"/>
104	Liquid Assets	Total Accounts	2990	Net Change	Net Amount	Yes	<input type="checkbox"/>
105	Current Assets, Total	Formula	101..104	Net Change	Net Amount	Yes	<input type="checkbox"/>
		Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
	Short-term Liabilities	Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
111	Revolving Credit	Posting Accounts	5310	Net Change	Net Amount	Yes	<input type="checkbox"/>
112	Accounts Payable	Total Accounts	5490	Net Change	Net Amount	Yes	<input type="checkbox"/>
113	VAT	Total Accounts	5790	Net Change	Net Amount	Yes	<input type="checkbox"/>
114	Personnel-related Items	Total Accounts	5890	Net Change	Net Amount	Yes	<input type="checkbox"/>
115	Other Liabilities	Total Accounts	5990	Net Change	Net Amount	Yes	<input type="checkbox"/>
116	Short-term Liabilities, Total	Formula	111..115	Net Change	Net Amount	Yes	<input type="checkbox"/>
		Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
	Current Assets minus Short-term Liabilities	Formula	105 116	Net Change	Net Amount	Yes	<input type="checkbox"/>







Accounting Schedules (AS) -already created - [access from searching window](#)

HOME ACTIONS

 Delete |
  Print... |
  Insert G/L Accounts... |
  Insert CF Accounts... |
  Insert Cost Types... |
  Edit Column Layout Setup...

Manage | Process | Functions |

 Overview...
 Acc. Sched.

 |
  Refresh |
  Find

Name: ANALYSIS

Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show	New Page
	ANALYSIS	Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
		Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
	Current Assets	Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
101	Inventory	Total Accounts	2190	Net Change	Net Amount	Yes	<input type="checkbox"/>
102	Accounts Receivable	Total Accounts	2390	Net Change	Net Amount	Yes	<input type="checkbox"/>
103	Securities	Total Accounts	2890	Net Change	Net Amount	Yes	<input type="checkbox"/>
104	Liquid Assets	Total Accounts	2990	Net Change	Net Amount	Yes	<input type="checkbox"/>
105	Current Assets, Total	Formula	101..104	Net Change	Net Amount	Yes	<input type="checkbox"/>
		Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
	Short-term Liabilities	Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
111	Revolving Credit	Posting Accounts	5310	Net Change	Net Amount	Yes	<input type="checkbox"/>
112	Accounts Payable	Total Accounts	5490	Net Change	Net Amount	Yes	<input type="checkbox"/>
113	VAT	Total Accounts	5790	Net Change	Net Amount	Yes	<input type="checkbox"/>
114	Personnel-related Items	Total Accounts	5890	Net Change	Net Amount	Yes	<input type="checkbox"/>
115	Other Liabilities	Total Accounts	5990	Net Change	Net Amount	Yes	<input type="checkbox"/>
116	Short-term Liabilities, Total	Formula	111..115	Net Change	Net Amount	Yes	<input type="checkbox"/>
		Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
	Current Assets minus Short-term Liabilities	Formula	105 116	Net Change	Net Amount	Yes	<input type="checkbox"/>

AS - overview

Modify Date filter **From - To**

General

Account Schedule Name: ANALYSIS

Column Layout Name: DEFAULT

Show Amounts in Add. Reporting Currency:

View by: Day

Date Filter: 01.01.19..31.12.19

Row No.	Description	Net Change Debit	Net Change Credit	Balance at Date Debit	Balance at Date Credit
Current Assets					
101	Inventory			1 172 562,90	
102	Accounts Receivable		159 529,08	950 252,27	
103	Securities			11 860,69	
104	Liquid Assets	2 975,81		256 196,96	
105	Current Assets, Total		156 553,27	2 390 872,82	
Short-term Liabilities					
111	Revolving Credit		34 369,19		1 384 029,47
112	Accounts Payable	169 725,93			421 130,67
113	VAT		428,80		172 781,75
114	Personnel-related Items				138 520,65
115	Other Liabilities				34 572,80
116	Short-term Liabilities, Total	134 927,94			2 151 035,34
Current Assets minus Short-term Liabili...			21 625,33	239 837,48	

Dimension Filters

Department Filter:

Project Filter:

Dimension 3 Filter:

Dimension 4 Filter:

Cost Center Filter:

Cost Object Filter:

Cash Flow Filter:

G/L Budget Filter:

Cost Budget Filter:

OK

AS-different way of data display

- Use button Account Schedule Name = Revenue
- Use Column Layout Name = BudgAnalys

REVENUE	Revenues	BUDGANALYS	REVENUE
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Name: REVENUE

Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show	New Page
	REVENUE	Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
		Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
	Sales of Retail	Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
11	Sales, Retail - Dom.	Posting Accounts	6110	Net Change	Net Amount	Yes	<input type="checkbox"/>
12	Sales, Retail - EU	Posting Accounts	6120	Net Change	Net Amount	Yes	<input type="checkbox"/>
13	Sales, Retail - Export	Posting Accounts	6130	Net Change	Net Amount	Yes	<input type="checkbox"/>
14	Job Sales Adjmt, Retail	Posting Accounts	6190	Net Change	Net Amount	Yes	<input type="checkbox"/>
15	Sales of Retail, Total	Total Accounts	6195	Net Change	Net Amount	Yes	<input type="checkbox"/>
		Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
	Revenue Area 10..30, Total	Posting Accounts	6110..6195	Net Change	Net Amount	Yes	<input type="checkbox"/>
	Revenue Area 40..85, Total	Posting Accounts	6110..6195	Net Change	Net Amount	Yes	<input type="checkbox"/>
	Revenue, no Area code, Total	Posting Accounts	6110..6195	Net Change	Net Amount	Yes	<input type="checkbox"/>
	Revenue, Total	Posting Accounts	6110..6195	Net Change	Net Amount	Yes	<input type="checkbox"/>

Layout

AS-different way of data display - overview icon

HOME ACTIONS CRONUS International Ltd.

Manage Process Page

Delete Previous Column Next Column Next Period Previous Period Refresh Find

General

Account Schedule Name: REVENUE View by: Day
Column Layout Name: BUDGANALYS Date Filter: 01.01.19..31.12.19
Show Amounts in Add. Reporting Currency:

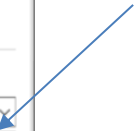
Row No.	Description	Net Change	Budget	Variance%
REVENUE				
Sales of Retail				
11	Sales, Retail - Dom.	-9 814,80	-9 410,00	4,30
12	Sales, Retail - EU	-43 878,57	-42 560,00	3,10
13	Sales, Retail - Export	-16 710,20	-16 040,00	4,18
14	Job Sales Adjmt, Retail			-100,00
15	Sales of Retail, Total	-70 403,57	-68 010,00	3,52
Revenue Area 10..30, Total		-44 101,07	-42 660,00	3,38
Revenue Area 40..85, Total		-18 313,10	-17 590,00	4,11
Revenue, no Area code, Total		-7 989,40	-7 760,00	2,96
Revenue, Total		-70 403,57	-68 010,00	3,52

Dimension Filters

Area Filter: Cost Object Filter:
Department Filter: Cash Flow Filter:
Project Filter: G/L Budget Filter:
Dimension 4 Filter: Cost Budget Filter:
Cost Center Filter:

OK

Modify Date filter **From - To**



Create a simple report - access from searching window

Analysis View List ▾ Existing Analysis views

Type to filter (F3) | Code ▾ →

No filters applied

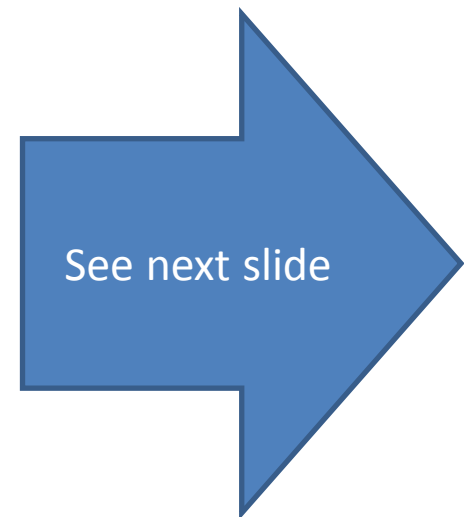
Code	Name	Account Source	Incl... Bud...	Last Date Updated	Dimension 1 Code	Dimension 2 Code	Dimension 3 Code	Dimension 4 Code
CAMPAIGN	Campaign Analysis (Retail)	G/L Account	<input type="checkbox"/>	31.03.2017	SALESCA...	AREA	BUSINESS...	SALESPERS...
CASHFLOW	Analysis of cash receipts	Cash Flow ...	<input type="checkbox"/>	31.03.2017	DEPARTME...	AREA		
CUSTOMER	Customer Group Analysis	G/L Account	<input type="checkbox"/>	31.03.2017	AREA	CUSTOME...		
DEPTEXP	Departmental Expenses	G/L Account	<input checked="" type="checkbox"/>	31.03.2017	DEPARTME...			
REVENUE	Sales Revenue	G/L Account	<input checked="" type="checkbox"/>	31.03.2017	AREA	DEPARTME...	PROJECT	

HOME ACTIONS

New Edit View Delete

Edit Analysis View Update

Email as Attachment Microsoft Excel Send To



Create a simple report

New - Analysis View Card - VAT · VAT Report

HOME CRONUS International Ltd. ?

View Edit New Delete Manage Update Enable Update on Posting Disable Update on Posting Update Filter OneNote Notes Links Show Attached Analysis

VAT · VAT Report

General

Code:	VAT	Last Date Updated:	
Name:	VAT Report	Last Entry No.:	0
Account Source:	G/L Account	Last Budget Entry No.:	0
Account Filter:	5610..5631	Update on Posting:	<input type="checkbox"/>
Date Compression:	Day	Include Budgets:	<input type="checkbox"/>
Starting Date:	01.01.2019	Blocked:	<input type="checkbox"/>

Dimensions

Dimension 1 Code:	AREA	Dimension 3 Code:	
Dimension 2 Code:	DEPARTMENT	Dimension 4 Code:	

OK

Create a simple report

Check Include Budgets and then use icon Update

New - Analysis View Card - VAT · VAT Report

HOME CRONUS International Ltd. ?

View Edit New Delete Update Enable Update on Posting Disable Update on Posting Filter OneNote Notes Links

Manage Update Analysis Show Attached

VAT · VAT Report

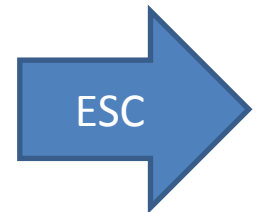
General

Code:	VAT	Last Date Updated:	09.11.2017
Name:	VAT Report	Last Entry No.:	2825
Account Source:	G/L Account	Last Budget Entry No.:	1025
Account Filter:	5610..5631	Update on Posting:	<input type="checkbox"/>
Date Compression:	Day	Include Budgets:	<input checked="" type="checkbox"/>
Starting Date:	01.01.2019	Blocked:	<input type="checkbox"/>

Dimensions

Dimension 1 Code:	AREA	Dimension 3 Code:	
Dimension 2 Code:	DEPARTMENT	Dimension 4 Code:	

OK



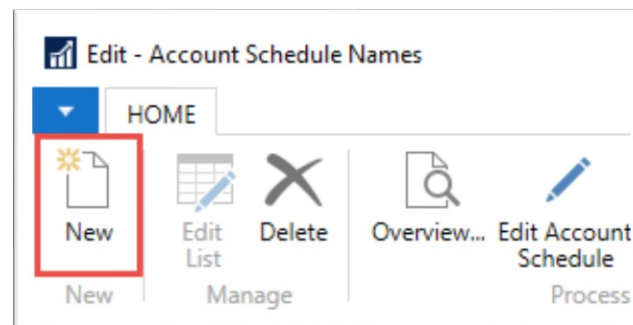
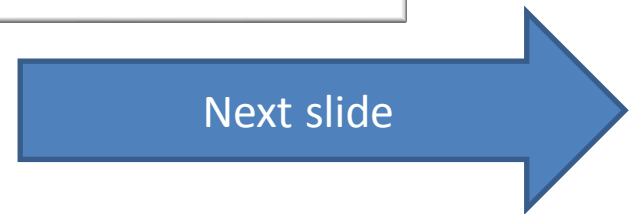
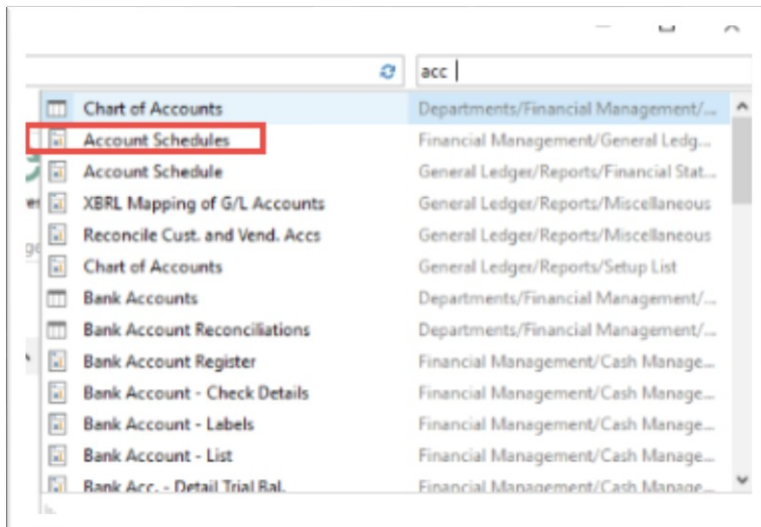
Create a simple report

Analysis View List

Type to filter (F3) | Code

No filters applied

Code	Name	Account Source	Incl... Bud...	Last Date Updated	Dimension 1 Code	Dimension 2 Code	Dimension 3 Code	Dimension 4 Code
CAMPAIGN	Campaign Analysis (Retail)	G/L Account	<input type="checkbox"/>	31.03.2017	SALESCA...	AREA	BUSINESS...	SALESPERS...
CASHFLOW	Analysis of cash receipts	Cash Flow ...	<input type="checkbox"/>	31.03.2017	DEPARTME...	AREA		
CUSTOMER	Customer Group Analysis	G/L Account	<input type="checkbox"/>	31.03.2017	AREA	CUSTOME...		
DEPTEXP	Departmental Expenses	G/L Account	<input checked="" type="checkbox"/>	31.03.2017	DEPARTME...			
REVENUE	Sales Revenue	G/L Account	<input checked="" type="checkbox"/>	31.03.2017	AREA	DEPARTME...	PROJECT	
VAT	VAT Report	G/L Account	<input checked="" type="checkbox"/>	09.11.2017	AREA	DEPARTME...		



Create a simple report

Red marked enter manually, blue ones by use of F4 or mouse

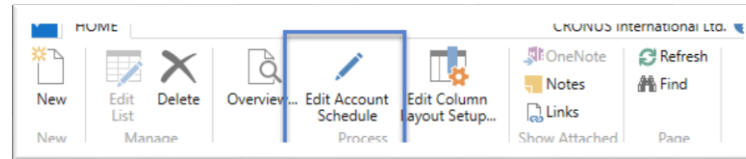
Account Schedule Names ▾

Type to filter (F3) | Name ▾ → ▾

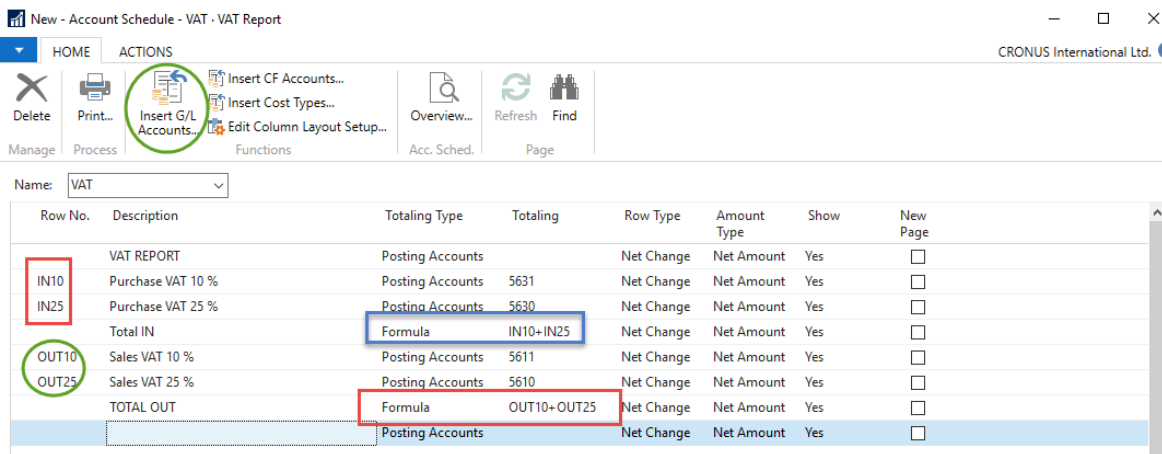
No filters applied

Name ▲	Description	Default Column Layout	Analysis View Name
ANALYSIS	Capital Structure		
CAMPAIGN	Campaign Analysis	BUDGANALYS	CAMPAIGN
CA-PROF	Cost Acct. Summary Record DB per CC...		
CASHFLOW	Calculation Of Cash Flow	CASHFLOW	
CA-STAFF	Cost Acct. Personnel Costs		
CA-TRANS	Cost Acct. Transfer		
DEFAULT	Standard Schedule		
DEGREE	Calculation of Cash Flow Ratio	DEGREE	
I_CACYCLE	Data for Cash Cycle Chart	PERIODS	
I_CASHFLOW	Data for Cash Flow Chart	PERIODS	
I_INCEXP	Data for Income & Expense Chart	PERIODS	
I_MINTRIAL	Data for Reduced Trial Balance Info Part	PERIODS	
VAT	VAT Report	DEFAULT	VAT
REVENUE	Revenues	BUDGANALYS	REVENUE

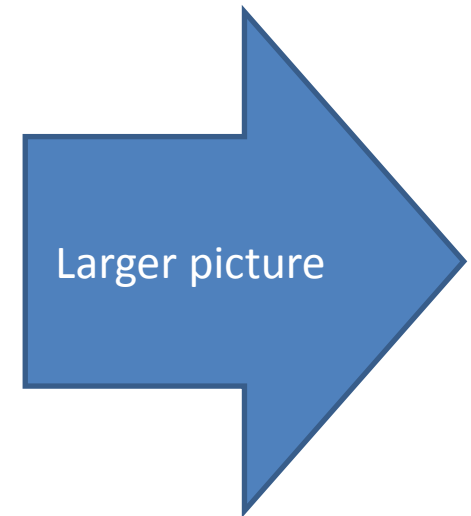
Create a simple report



Enter Accounts by use of Function from Chart of accounts and rewrite account . In the row columns enter your own variables (e.g. IN10 and IN25 for VAT10% and VAT 25% and so on). Add line formula to calculate total for purchase and sales VAT accounts.



Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show	New Page
	VAT REPORT	Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
IN10	Purchase VAT 10 %	Posting Accounts	5631	Net Change	Net Amount	Yes	<input type="checkbox"/>
IN25	Purchase VAT 25 %	Posting Accounts	5630	Net Change	Net Amount	Yes	<input type="checkbox"/>
	Total IN	Formula	IN10+IN25	Net Change	Net Amount	Yes	<input type="checkbox"/>
OUT10	Sales VAT 10 %	Posting Accounts	5611	Net Change	Net Amount	Yes	<input type="checkbox"/>
OUT25	Sales VAT 25 %	Posting Accounts	5610	Net Change	Net Amount	Yes	<input type="checkbox"/>
	TOTAL OUT	Formula	OUT10+OUT25	Net Change	Net Amount	Yes	<input type="checkbox"/>
		Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>



Create a simple report

Edit - Acc. Schedule Overview - VAT - DEFAULT

HOME ACTIONS

CRONUS International Ltd. ?

Delete Previous Column Next Column Next Period Previous Period Refresh Find

Manage Process Page

General

Account Schedule Name: VAT View by: Day

Column Layout Name: DEFAULT Date Filter: 01.01.19..31.12.19

Show Amounts in Add. Reporting Currency:

Row No.	Description	Net Change Debit	Net Change Credit	Balance at Date Debit	Balance at Date Credit
VAT REPORT					
IN10	Purchase VAT 10 %	11,05		555,91	
IN25	Purchase VAT 25 %	10 984,10		245 558,61	
	Total IN	10 995,15		246 114,52	
OUT10	Sales VAT 10 %		1 923,05		6 846,06
OUT25	Sales VAT 25 %		3 077,88		404 190,39
	TOTAL OUT		5 000,93		411 036,45

Use of dimensions

General

Account Schedule Name: View by:

Column Layout Name: Date Filter:

Show Amounts in Add. Reporting Currency:

Row No.	Description	Net Change Debit	Net Change Credit	Balance at Date Debit	Balance at Date Credit
VAT REPORT					
IN10	Purchase VAT 10 %				
IN25	Purchase VAT 25 %			837 372,13	
	Total IN			837 372,13	
OUT10	Sales VAT 10 %		1 923,05		1 923,05
OUT25	Sales VAT 25 %		3 077,88		1 303 159,87
	TOTAL OUT		5 000,93		1 305 082,92

Dimension Filters

Area Filter:

Department Filter:

Dimension 3 Filter:

Dimension 4 Filter:

Cost Center Filter:

Cost Object Filter:

Cash Flow Filter:

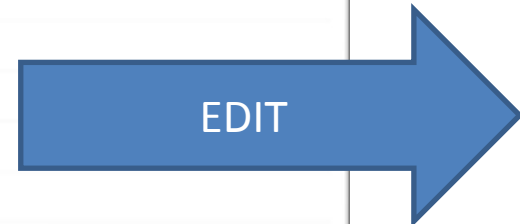
G/L Budget Filter:

Cost Budget Filter:

Another Account schedule

Access from searching window ...

Account Schedule Names			
Type to filter (F3)		Name	
No filters applied			
Name	Description	Default Column Layout	Analysis View Name
ANALYSIS	Capital Structure		
CAMPAIGN	Campaign Analysis	BUDGANALYS	CAMPAIGN
CA-PROF	Cost Acct. Summary Record DB per CC...		
CASHFLOW	Calculation Of Cash Flow	CASHFLOW	
CA-STAFF	Cost Acct. Personnel Costs		
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DEFAULT	Standard Schedule		
DEGREE	Calculation of Cash Flow Ratio	DEGREE	
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I_CASHFLOW	Data for Cash Flow Chart	PERIODS	
I_INCEXP	Data for Income & Expense Chart	PERIODS	
I_MINTRIAL	Data for Reduced Trial Balance Info Part	PERIODS	
REVENUE	Revenues	BUDGANALYS	REVENUE
VAT	VAT Report	DEFAULT	VAT



**Chosen Account
schedule template**

Another Account schedule

Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show	New Page
10	Total Revenue (Credit)	Total Accounts	6995	Net Change	Net Amount	Yes	<input type="checkbox"/>
11	Total Revenue	Formula	-10	Net Change	Net Amount	Yes	<input type="checkbox"/>
20	Total Goods Sold	Total Accounts	7995	Net Change	Net Amount	Yes	<input type="checkbox"/>
30	Total External Costs	Total Accounts	8695	Net Change	Net Amount	Yes	<input type="checkbox"/>
40	Total Personnel Costs	Total Accounts	8790	Net Change	Net Amount	Yes	<input type="checkbox"/>
50	Total Depr. on Fixed Assets	Total Accounts	8890	Net Change	Net Amount	Yes	<input type="checkbox"/>
60	Other Expenses	Posting Accounts	8910	Net Change	Net Amount	Yes	<input type="checkbox"/>
70	Total Expenditure	Formula	-20..60	Net Change	Net Amount	Yes	<input type="checkbox"/>
80	Earnings Before Interest	Formula	11+70	Net Change	Net Amount	Yes	<input type="checkbox"/>

Layout

EDIT ACCOUNT SCHEDULE TEMPLATES








HOME CRONUS International Ltd.

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I_CASHFLOW	Data for Cash Flow Chart	PERIODS	
I_INCEXP	Data for Income & Expense Chart	PERIODS	
I_MINTRIAL	Data for Reduced Trial Balance Info Part	PERIODS	
REVENUE	Revenues	BUDGANALYS	REVENUE
VAT	VAT Report	DEFAULT	VAT

Chosen Account schedule template

 Delete
 Previous Column
 Next Column
 Previous Period
 Next Period
 Refresh
 Find

Manage Process Page

General

Account Schedule Name: View by:

Column Layout Name: Date Filter:

Show Amounts in Add. Reporting Currency:

Row No.	Description	CURRENT PERIOD	CURRENT PERIOD - 1	CURRENT PERIOD - 2
10	Total Revenue (Credit)	-101 407,72	-781 937,31	-765 815,25
11	Total Revenue	101 407,72	781 937,31	765 815,25
20	Total Goods Sold	120 728,96	417 113,49	286 332,53
30	Total External Costs	1 043,76	48 148,18	48 796,52
40	Total Personnel Costs	1 000,27	130 781,55	161 492,71
50	Total Depr. on Fixed Assets		290 140,13	1 740,00
60	Other Expenses	112,33	90,66	152,74
70	Total Expenditure	-122 885,32	-886 274,01	-498 514,50
80	Earnings Before Interest	-21 477,60	-104 336,70	267 300,75

Change of column layout name

Edit - Acc. Schedule Overview - I_INCEXP - ACT/BUD

HOME ACTIONS CRONUS International Ltd. ?

Delete Previous Column Next Column Next Period Previous Period Refresh Find

Manage Process Page

General

Account Schedule Name: I_INCEXP View by: Day

Column Layout Name: ACT/BUD Date Filter: 01.01.19..31.12.19

Show Amounts in Add. Reporting Currency:

Row No.	Description	Net Change	Budget	Variance	A-B
10	Total Revenue (Credit)	-101 407,72	-80 770,00	-20 637,72	125,55
11	Total Revenue	101 407,72	80 770,00	20 637,72	125,55
20	Total Goods Sold	120 728,96	121 740,00	-1 011,04	99,17
30	Total External Costs	1 043,76	1 010,00	33,76	103,34
40	Total Personnel Costs	1 000,27	970,00	30,27	103,12
50	Total Depr. on Fixed Assets				
60	Other Expenses	112,33	110,00	2,33	102,12
70	Total Expenditure	-122 885,32	-123 830,00	944,68	99,24
80	Earnings Before Interest	-21 477,60	-43 060,00	21 582,40	49,88

End of the section

(Accounting schedules)

