

2<sup>ND</sup>  
EDITION

# Creating Reports in MANAGEMENT REPORTER II

Step by Step Instructions on



More Reports

by jan lenoir harrigan cpa

# Table of Contents

---

Table of Contents .....	2
<b>Getting Started</b> .....	<b>6</b>
First Things First .....	6
Using this Manual.....	7
The Account Structure and Chart of Accounts for These Exercises .....	9
<b>Chapter 1 Setup &amp; Review</b> .....	<b>17</b>
Lesson 2: How to Get Set Up for These Exercises.....	17
Use These 2 Row Definitions.....	22
Navigation Refresher .....	29
Understanding the Dimension Concept .....	35
<b>Chapter 2 Creating a Trend Profit &amp; Loss</b> .....	<b>38</b>
Lesson 1 Overview and 1st Glance .....	38
Lesson 2 How To Create a January through December Trend Column .....	41
Lesson 3 Report Definition Settings.....	46
Lesson 4 Workaround for a Bug in Rollup 4 .....	53
Lesson 5 The Finished P&L Trend.....	56
<b>Chapter 3 Creating a Rolling 12 Profit &amp; Loss</b> .....	<b>58</b>
Lesson 1 Overview and 1st Glance .....	58
Lesson 2 How To Create the Rolling 12 Column .....	59
Lesson 3 Report Definition Settings.....	62
Lesson 4 The Finished Rolling 12.....	68
<b>Chapter 4 Creating a Rolling Quarter Profit &amp; Loss</b> .....	<b>69</b>
Lesson 1 Overview and 1st Glance .....	69
Lesson 2 Create the Rolling Quarter Column .....	70
Lesson 3 Report Definition Settings.....	71
Lesson 4 The Finished Rolling Quarter.....	77
<b>Chapter 5 Creating a Baseline Trial Balance</b> .....	<b>78</b>
Lesson 1 Overview and 1st Glance .....	78
Lesson 2 Create a New Row Using a New Wildcard .....	79
Lesson 3 Create a New Column .....	80
Lesson 4 Report Definition Settings.....	81
Lesson 5 The Finished Baseline Trial Balance .....	87
<b>Chapter 6 Creating a Profit &amp; Loss with % of Sales Columns</b> .....	<b>88</b>
Lesson 1 Overview and 1st Glance .....	88
Lesson 2 How to Define the Sales Row for the Calculation.....	90
Lesson 3 The Calculation Required in the Column.....	91
Lesson 4 Report Definition Settings.....	93
Lesson 5 The Interim Percent of Sales Report .....	99

Lesson 6 Sometimes a Calculation is Too Much .....	100
Lesson 7 Fixing Over-the-Top Formatting .....	103
Lesson 8 The Finished P&L Percent of Sales.....	107
<b>Chapter 7 Creating a Budget Variance Profit &amp; Loss .....</b>	<b>108</b>
Lesson 1 Overview and 1st Glance .....	108
Lesson 2 Two of Three Tricks to the Variance Sign .....	109
Lesson 3 The Third Trick to the Variance Sign .....	112
Lesson 4 Report Definition Settings.....	113
Lesson 5 The Finished Budget Variance P&L .....	119
<b>Chapter 8 Creating a P&amp;L Forecast Using Budget and Actual.....</b>	<b>120</b>
Lesson 1 Overview and 1st Glance .....	120
Lesson 2 How to Use Conditional Actuals and Budgets .....	123
Lesson 3 Report Definition Settings.....	130
Lesson 4 The Finished P&L Forecast.....	136
<b>Chapter 9 Creating a P&amp;L with Departments Side by Side using Dimension Filters .....</b>	<b>137</b>
Lesson 1 Overview and 1st Glance .....	137
Lesson 2 Understanding Dimension Filters .....	138
Lesson 3 Report Definition Settings.....	143
Lesson 4 The Finished P&L by Department .....	149
<b>Chapter 10 Creating a P&amp;L with Departments Side by Side using Reporting Units .....</b>	<b>150</b>
Lesson 1 Overview and 1st Glance .....	150
Lesson 2 Creating a Departmental Reporting Tree .....	151
Lesson 3 How to Set Up the Column .....	153
Lesson 4 When to use Reporting Units instead of Dimension Filters .....	159
Lesson 5 Report Definition Settings.....	160
Lesson 6 The Finished P&L by Department using Reporting Units .....	166
Lesson 7 Option: You can have a YTD version of this too.....	167
<b>Chapter 11 Creating a Department List P&amp;L .....</b>	<b>168</b>
Lesson 1 Overview and 1st Glance .....	168
Lesson 2 How to Pull All Departments into a Row.....	169
Lesson 3 How to Restrict the Column to P&L Accounts .....	173
Lesson 4 Report Definition Settings.....	177
Lesson 5 Just One More Tweak .....	183
Lesson 6 The Finished P&L Department List.....	184
<b>Chapter 12 Creating a Consolidating Balance Sheet .....</b>	<b>185</b>
Lesson 1 Overview and 1st Glance .....	185
Lesson 2 Four Ways to Handle Eliminations .....	186
Lesson 3 Creating the Consolidating Reporting Tree .....	187
Lesson 4 How to Create the Consolidating Column .....	188

Lesson 5 Report Definition Settings.....	189
Lesson 6 Review the Report Queue Status.....	195
Lesson 7 The Finished Consolidating Balance Sheet.....	197
<b>Chapter 13 Creating a Transaction Detail Report—Drilldown on Steroids .....</b>	<b>198</b>
Lesson 1 Overview and 1st Glance .....	198
Lesson 2 Using Attributes in the Column .....	200
Lesson 3 Report Definition Settings.....	203
Lesson 4 The Finished Transaction Detail Report.....	209
<b>Chapter 14 Using Dimension Value Sets to Ease Maintenance .....</b>	<b>214</b>
Lesson 1 How to Create a Dimension Value Set in the Row Definition .....	214
Lesson 2 An Alternate Way to get to Manage Dimension Value Sets .....	224
Lesson 3 Creating a Dimension Value Set on the Department Dimension.....	225
Lesson 4 Using Dimension Value Sets in a Tree and Column .....	226
Lesson 5 What's the Difference in a Dimension Set and a Dimension Value Set?.....	229
<b>Chapter 15 Three Report Distribution Options .....</b>	<b>236</b>
Lesson 1 Overview.....	236
Lesson 2 Generate to the Report Library, then use the Report Viewer .....	239
Lesson 3 Generate a Link to a Network Share, then use Web Viewer .....	243
Lesson 4 Generate a Link to a SharePoint site, then use the Web Viewer .....	247
Lesson 6 Multiple Output Options .....	250
Lesson 7 Copying Distribution Scenarios .....	251
<b>Chapter 16 Using the Report Viewer.....</b>	<b>252</b>
Lesson 1 Introduction to the Report Viewer .....	252
Lesson 2 Report Viewer—Library .....	254
Lesson 3 Report Viewer—Report Data.....	255
<b>Chapter 17 Using the Web Viewer.....</b>	<b>266</b>
Lesson 1 Introduction to the Web Viewer .....	266
Lesson 2 Web Viewer—Drilldown.....	269
Lesson 3 Web Viewer—Reporting Tree.....	271
Lesson 4 Web Viewer—Comments .....	273
Lesson 5 Web Viewer—Go To.....	275
Lesson 6 Web Viewer—Show.....	277
Lesson 7 Web Viewer—Download.....	280
<b>Chapter 18 Top 22 Tips Tricks &amp; Techniques .....</b>	<b>281</b>
1 How to Generate Multiple Reports .....	281
2 Organizing with Folders .....	288
3 Report Library Show Versions .....	293
4 Favorite Main Menu Items.....	295
5 Row Modifiers: Accounts and Book Codes .....	300

6 Row Modifiers: Attributes .....	303
7 Backup or Export a Group of Reports .....	307
8 Get Rid of the Day of the Week in Report Headers .....	310
9 Create at Least One Test Report .....	311
10 When a Report Gets 'Stuck' and Won't Generate .....	312
11 Calculate an Average with New Periods Function .....	314
12 Using AutoFit for Column Widths .....	316
13 Including Posted or Unposted Transactions .....	317
14 Three Ways to Control the AutoBuild of Reporting Trees .....	318
15 Restricting a Column to Specific Dates .....	322
16 Control Printing with Column Restrictions .....	324
17 Changing the Default Font .....	325
18 Using If/Then/Else Statements.....	327
19 Cosmetics: Using LNE Format Code .....	330
20 Exporting to Excel .....	331
21 Sort by Natural Account .....	335
22 Scheduling Reports.....	338
Final Cleanup .....	339
<b>About the Author .....</b>	<b>340</b>

**Lesson 5 The Interim Percent of Sales Report**

**The Interim Percent of Sales Report**

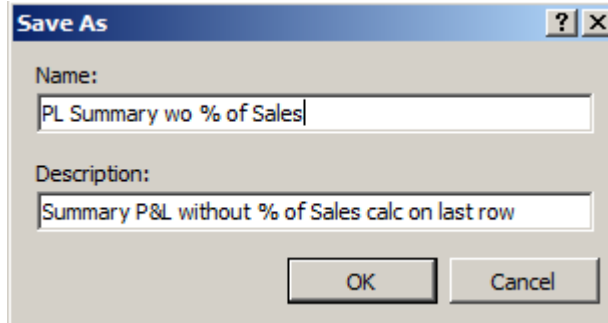
**FABRIKAM US**  
**Profit & Loss Percent of Sales**  
**For the Two Months Ending February 28, 2014**

	February	% of Sales	YTD	% of Sales
<b>Sales</b>	\$110	100.00%	\$1,678,082	100.00%
<b>Cost of Goods Sold</b>	50	45.70%	579,332	34.52%
<b>Gross Margin</b>	60	54.30%	1,098,750	65.48%
<b>Operating Expenses</b>				
Employee Related Expense	33,115	30118.46%	568,148	33.86%
Facilities		0.00%	98,049	5.84%
Depreciation & Amortization		0.00%	21,428	1.28%
Office Administration		0.00%	128,576	7.66%
Tax Expense		0.00%	1,311	0.08%
Other Operating Expenses		0.00%	39,492	2.35%
<b>Total Operating Expenses</b>	<u>33,115</u>	<u>30118.46%</u>	<u>857,004</u>	<u>51.07%</u>
<b>Operating Income</b>	(33,056)	(30064.17%)	241,746	14.41%
<b>Other Income/(Expense)</b>				
Other Income/(Expense)		0.00%	(123)	(0.01%)
<b>Total Other Income/(Expens...</b>		<u>0.00%</u>	<u>(123)</u>	<u>(0.01%)</u>
<b>Net Income</b>	<u>(\$33,056)</u>	<u>(30064.17%)</u>	<u>\$241,622</u>	<u>14.40%</u>
<i>% of Sales</i>	(30,064.17%)	(273.43%)	14.40%	0.00%

There are a few things I don't like about this report, but the biggest one is the very last line "% of Sales". It's redundant and it's meaningless where it intersects with the % of Sales column. Next I'll tweak this report.

**Lesson 6 Sometimes a Calculation is Too Much**

**Tweak the row**



Open the **PL Summary** row and this time do a **File>Save As** and save it as shown above.

I'm making a copy of the PL Summary because when I make a change to it, it directly impacts every report that it's used in. Because I want to leave my other reports intact, I'll make a copy of this row definition.

**Delete Row 1030 "% of Sales"**

A Row Code	B Description	C Format Code	D Related Formulas / Rows / Units	E Form Error	F Form Language	G Print Control	H Lur ric	I Row Modifier	J Link to Fina Dimension
760	<b>Other Income/(Expense)</b>	DES	880						
790	Other Income/(Expense)				C				+Segment2 = [7
820	Income Taxes				C				+Segment2 = [8
850		---	880						
880	<b>Total Other Income/(Expen...</b>	TOT	760:850		C				
910		---							
940									
970	<b>Net Income</b>	TOT	700+880		C	CS			
1000		===							
1030	<i>% of Sales</i>	CAL	@970/@100	#..	C				
1060									
1090	Check Total: Net Income per GL				C	NP			+Segment2 = [4
1120	<b>Out of Balance</b>	TOT	970-1090		C				
1150									
1180									

Right click and **Delete Row**.

The edited row definition

A Row Code	B Description	C Format Code	D Related Formulas / Rows / Units	E err	F lan	G ontr	H lur ric	I Row modifier	J Link to Fina Dimension
730									
760	<b>Other Income/(Expense)</b>	DES	880						
790	Other Income/(Expense)				C				+Segment2 = [7
820	Income Taxes				C				+Segment2 = [8
850		---	880						
880	Total Other Income/(Expen...	TOT	760:850		C				
910		---							
940									
970	<b>Net Income</b>	TOT	700+880		C	CS			
1000		===							
1060									
1090	Check Total: Net Income per GL				C	NP			+Segment2 = [4
1120	<b>Out of Balance</b>	TOT	970-1090		C				
1150									
1180									

Be sure to **Save**.

This is a good time to point out that when you make a change to a row, column or tree, you must save the change in order to see it in the report. The same does *not* hold true for changes to the report definition itself.



**Switch the row**

The screenshot shows the 'Settings' tab of a report definition interface. It is divided into several sections:

- Company name:** FW
- Detail level:** Financial & Account
- Provisional:** Posted activity only
- Date information not saved with report definition:**
  - Base period: 2
  - Base year: 2014
  - Period covered: For the Two Months Ending
- Date information saved with report definition:**
  - Report date: 2/28/2014
  - Default base period: C+1
- Building blocks:**
  - Row:** PL Summary wo % of Sales (selected)
  - Use row definition from reporting tree
  - Column:** Per YTD with %
  - Tree type:** (none)
- Output and distribution summary:**
  - Output type: Management Reporter
  - Output name: PL Summary %
  - Report library location: Library
  - Exception reporting: No

Tip—You should be able to use the **Open Report Definition** icon to quickly switch back to the open report definition.

Once you're there, switch the row to the new one and generate the report again.

**Lesson 7 Fixing Over-the-Top Formatting**

There are a couple of things to fix

**FABRIKAM US**  
**Profit & Loss Percent of Sales**  
**For the Two Months Ending February 28, 2014**

	February	% of Sales	YTD	% of Sales
Sales	\$110	100.00%	\$1,678,082	100.00%
Cost of Goods Sold	50	45.70%	579,332	34.52%
Gross Margin	60	54.30%	1,098,750	65.48%
<b>Operating Expenses</b>				
Employee Related Expense	33,115	30118.46%	568,148	33.86%
Facilities		0.00%	98,049	5.84%
Depreciation & Amortization		0.00%	21,428	1.28%
Office Administration		0.00%	128,576	7.66%
Tax Expense		0.00%	1,311	0.08%
Other Operating Expenses		0.00%	39,492	2.35%
Total Operating Expenses	33,115	30118.46%	857,004	51.07%
Operating Income	(33,056)	(30064.17%)	241,746	14.41%
<b>Other Income/(Expense)</b>				
Other Income/(Expense)		0.00%	(123)	(0.01%)
Total Other Income/(Expens...		0.00%	(123)	(0.01%)
Net Income	(\$33,056)	(30064.17%)	\$241,622	14.40%

This looks better, but there are still a couple things I don't like:

1. I wish the zeros in the % of Sales column would go away.
2. The larger percentages are printing without commas.

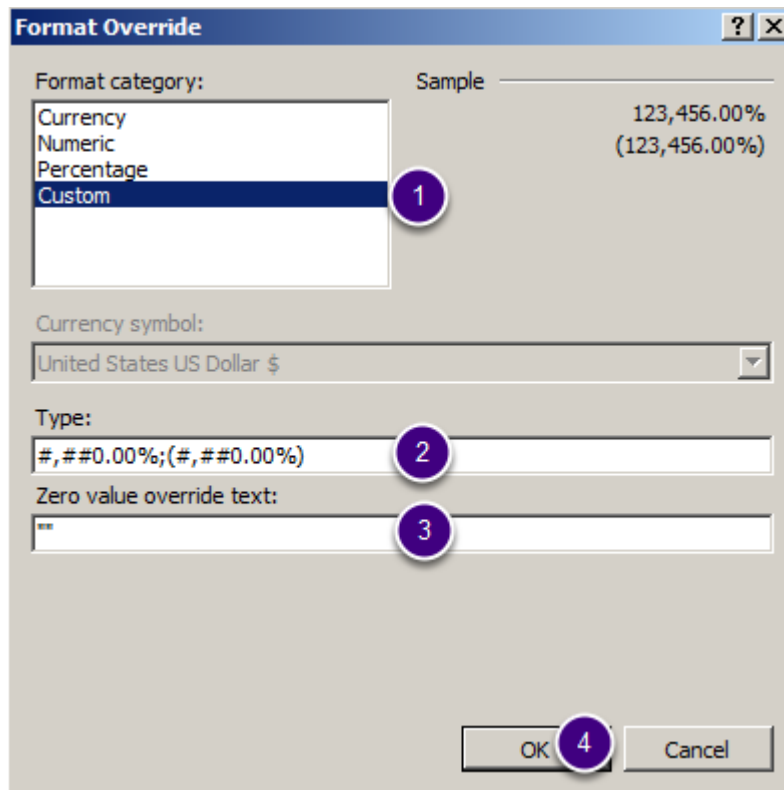
Open the column definition to fix these two items.

**Tweak the column**

	A	B	C	D	E
Header 1			<b>% of</b>		<b>% of</b>
Header 2		<b>@CaIM...</b>	<b>Sales</b>	<b>YTD</b>	<b>Sales</b>
Header 3					
Column Type	DESC	FD	CALC	FD	CALC
Book Code / Attribute Category		Actual		Actual	
Fiscal Year		BASE		BASE	
Period		BASE		BASE	
Periods Covered		PERIODIC		YTD	
Formula			B/BASEROW		D/BASEROW
Column Width	30	14	14	14	10
Extra Spaces Before Column				3	
Format / Currency Override			###0.00...	<b>1</b>	###0.00...
Print Control					
Column Restrictions					
Reporting Unit					

1. Open the **Format Override** dialog box

## Format Override closeup



1. When you open the **Format Override** dialog box, it defaults to **Custom**
2. Add a comma to both the positive and the negative formats (they are separated by a semi-colon)
3. The **Zero value override text** should be 2 double quotes without a space: ""
4. **OK**

Don't forget that there's also a format in the YTD percent column. Shortcut—copy the tweaked format from column C, paste into column E % of Sales.

After edit, the column looks like this

The screenshot shows the 'Column Definition' window for a column named 'Per YTD with %'. The window title is 'Column Definition - Per YTD with % - Management Reporter'. The menu bar includes File, Edit, View, Format, Company, XBRL, Go, Tools, Window, and Help. The toolbar contains various icons for file operations and formatting. The grid below the toolbar has columns labeled A through F. The grid content is as follows:

	A	B	C	D	E	F
Header 1			% of		% of	
Header 2		@CaIM...	Sales	YTD	Sales	
Header 3						
Column Type	DESC	FD	CALC	FD	CALC	
Book Code / Attribute Category		ACTUAL		ACTUAL		
Fiscal Year		BASE		BASE		
Period		BASE		BASE		
Periods Covered		PERIOD	C	YTD		
Formula			B/BASEROW		D/BASEROW	
Column Width	30	14	14	14	10	
Extra Spaces Before Column				3		
Format / Currency Override			#,##0.00...		#,##0.00...	
Print Control						
Column Restrictions						
Reporting Unit						

The formula bar at the top of the grid contains the text: `#,##0.00%;(#,##0.00%);''`. A blue arrow points from this formula bar to cell C12 in the grid. The cell C12 in the grid contains the text: `#,##0.00...`.

Notice that you can see the full format in the formula bar.

**Lesson 8 The Finished P&L Percent of Sales**

**The Finished P&L Percent of Sales**

**FABRIKAM US**  
**Profit & Loss Percent of Sales**  
**For the Two Months Ending February 28, 2014**

	February	% of Sales	YTD	% of Sales
Sales	\$110	100.00%	\$1,678,082	100.00%
Cost of Goods Sold	50	45.70%	579,332	34.52%
Gross Margin	60	54.30%	1,098,750	65.48%
<b>Operating Expenses</b>				
Employee Related Expense	33,115	30,118.46%	568,148	33.86%
Facilities			98,049	5.84%
Depreciation & Amortization			21,428	1.28%
Office Administration			128,576	7.66%
Tax Expense			1,311	0.08%
Other Operating Expenses			39,492	2.35%
Total Operating Expenses	<u>33,115</u>	<u>30,118.46%</u>	<u>857,004</u>	<u>51.07%</u>
Operating Income	(33,056)	(30,064.17%)	241,746	14.41%
<b>Other Income/(Expense)</b>				
Other Income/(Expense)			(123)	(0.01%)
Total Other Income/(Expens...			<u>(123)</u>	<u>(0.01%)</u>
Net Income	<u>(\$33,056)</u>	<u>(30,064.17%)</u>	<u>\$241,622</u>	<u>14.40%</u>

## Chapter 7 Creating a Budget Variance Profit & Loss

### Lesson 1 Overview and 1st Glance

*Budget Variance reports that use positive numbers for Favorable variances and negative numbers for Unfavorable variances are so much easier for everyone, not just department managers, to understand at a glance. There are 3 steps to getting the sign correct on the Favorable/<Unfavorable> Variance column.*

### Overview

- Create the column using 2 steps to getting the sign correct
- Edit the row (if needed) to ensure the Normal Balance column is correct
- Save As to create the new report definition
- Generate the finished report

### The Finished Budget Variance P&L

**FABRIKAM US**  
**Profit & Loss Budget Variance**  
**For the Two Months Ending February 28, 2014**

	February Activity			Year to Date		
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
Sales	\$110	\$1,691,000	(\$1,690,890)	\$1,678,082	\$3,382,000	(\$1,703,918)
Cost of Goods Sold	50	660,600	660,550	579,332	1,321,200	741,868
Gross Margin	60	1,030,400	(1,030,340)	1,098,750	2,060,800	(962,050)
<b>Operating Expenses</b>						
Employee Related Expense	33,115	550,165	517,050	568,148	1,100,330	532,182
Facilities		95,094	95,094	98,049	193,338	95,289
Depreciation & Amortization		21,641	21,641	21,428	43,073	21,645
Office Administration		113,865	113,865	128,576	232,730	104,154
Tax Expense		1,435	1,435	1,311	2,870	1,559
Other Operating Expenses		37,816	37,816	39,492	76,932	37,440
Total Operating Expenses	33,115	820,016	786,900	857,004	1,649,273	792,269
Operating Income	(33,056)	210,384	(243,440)	241,746	411,527	(169,782)
<b>Other Income/(Expense)</b>						
Other Income/(Expense)		50	(50)	(123)	100	(223)
Total Other Income/(Expens...		50	(50)	(123)	100	(223)
Net Income	(\$33,056)	\$210,434	(\$243,490)	\$241,622	\$411,627	(\$170,005)