

# A GUIDE TO MANAGEMENT REPORTER



The MS Dynamics GP Management Reporter programs are stand-alone programs that assist with building, generating, printing and storing Financial Reports.

This manual may be used for all versions of Management Reporter from MR2012 thru RU15. Any version differences are noted. Screen-shots are from version MR2012

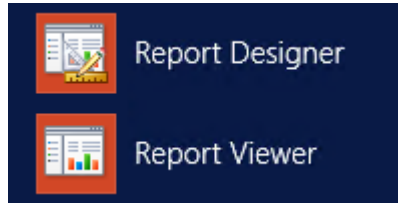
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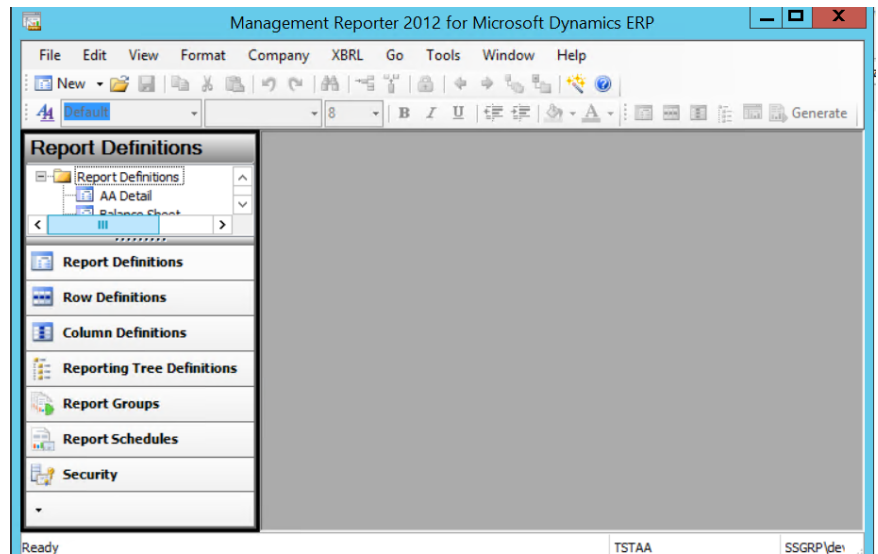
## Management Reports Programs

Management Reporter (or MR) consists of two programs for the general user: Report Designer and Report Viewer. These are listed under Microsoft Dynamics in the programs.



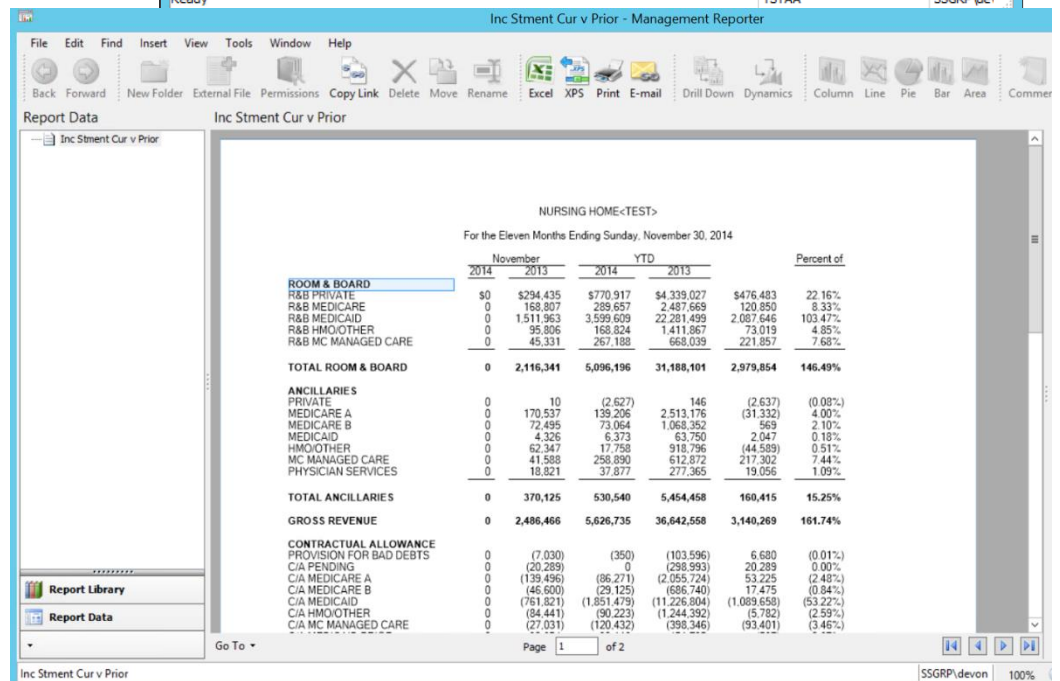
### Report Designer

- Build Reports
- Change existing reports
- Run / generate reports each month with new data
- Add users & security



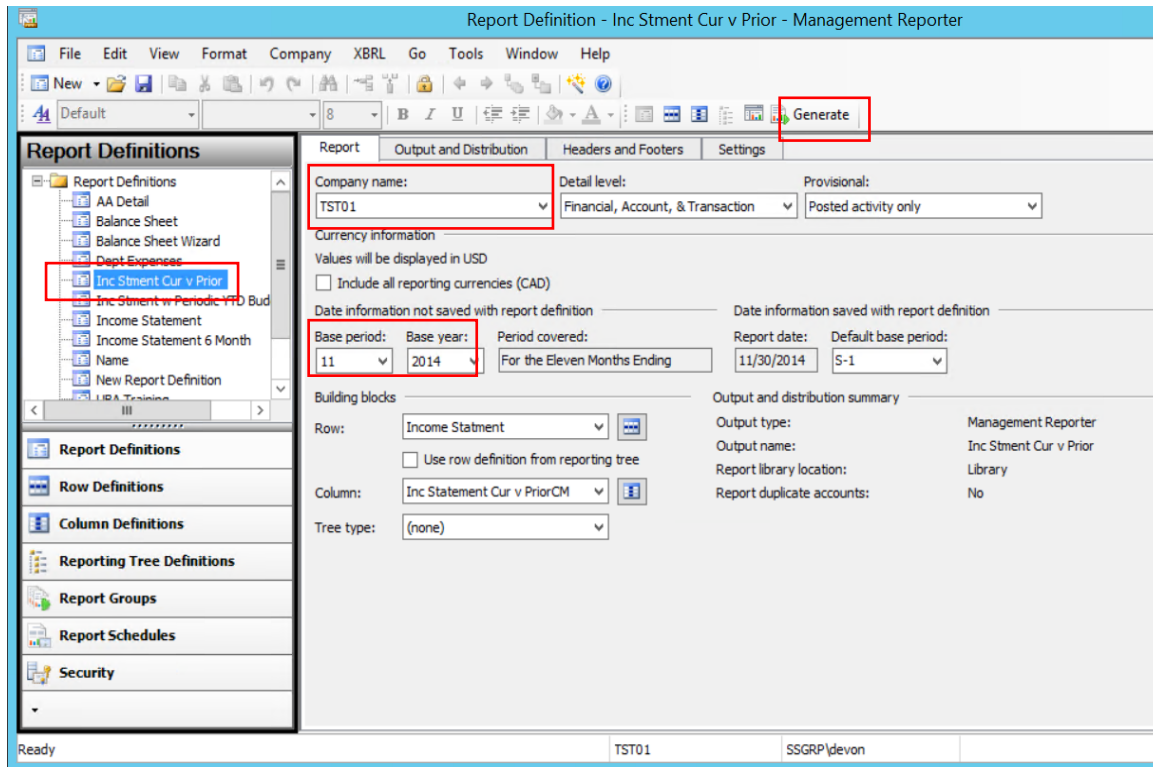
### Report Viewer

- Opens the Report Library (reports already generated)

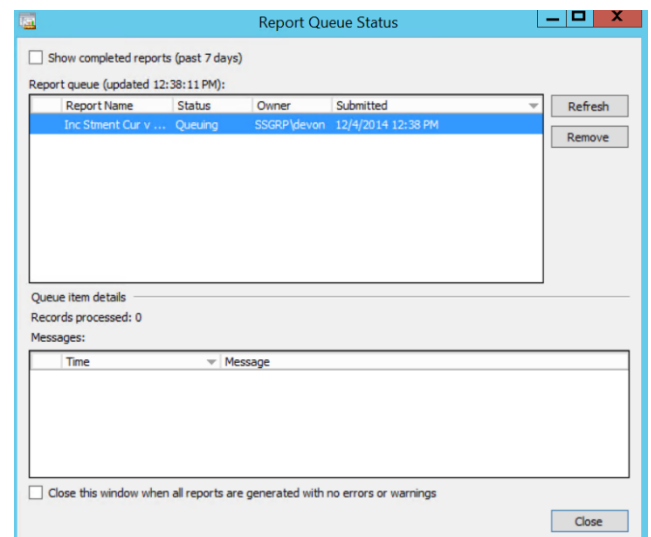


## How to Run a MR Report

- Open the Report Designer
  - If it asks for a log on (then they are on Legacy); use your GP logon and password
- Find the desired report on the top left and click on it. It should load into the main window:



- Check the Period and change as needed
- Change the company if needed on top middle
- Press the Generate button on top menu middle / right
- Report Queue Status window will open
- Report will launch in either Internet Explorer or the Report Viewer





# MS Dynamics GP Management Reporter



Report in Internet Explorer:

	November		YTD		Percent of	
	2014	2013	2014	2013		
<b>ROOM &amp; BOARD</b>						
R&B PRIVATE	\$0	\$294,435	\$770,917	\$4,339,027	\$476,483	22.16%
R&B MEDICARE	0	168,807	289,657	2,487,669	120,850	8.33%
R&B MEDICAID	0	1,511,963	3,599,609	22,281,499	2,087,646	103.47%
R&B HMO/OTHER	0	95,806	168,824	1,411,867	73,019	4.85%
R&B MC MANAGED CARE	0	45,331	267,188	668,039	221,857	7.68%
<b>TOTAL ROOM &amp; BOARD</b>	<b>0</b>	<b>2,116,341</b>	<b>5,096,196</b>	<b>31,188,101</b>	<b>2,979,854</b>	<b>146.49%</b>
<b>ANCILLARIES</b>						
PRIVATE	0	10	(2,627)	146	(2,637)	(0.08%)
MEDICARE A	0	170,537	139,206	2,513,176	(31,332)	4.00%
MEDICARE B	0	72,495	73,064	1,068,352	569	2.10%
MEDICAID	0	4,326	6,373	63,750	2,047	0.18%
HMO/OTHER	0	62,347	17,758	918,796	(44,589)	0.51%
MC MANAGED CARE	0	41,588	258,890	612,872	217,302	7.44%
PHYSICIAN SERVICES	0	18,821	37,877	277,365	19,056	1.09%
<b>TOTAL ANCILLARIES</b>	<b>0</b>	<b>370,125</b>	<b>530,540</b>	<b>5,454,458</b>	<b>160,415</b>	<b>15.25%</b>

Report in Viewer:

Report Data

Inc Stment Cur v Prior

NURSING HOME<TEST>  
For the Eleven Months Ending Sunday, November 30, 2014

	November		YTD		Percent of	
	2014	2013	2014	2013		
<b>ROOM &amp; BOARD</b>						
R&B PRIVATE	\$0	\$294,435	\$770,917	\$4,339,027	\$476,483	22.16%
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<b>GROSS REVENUE</b>	<b>0</b>	<b>2,486,466</b>	<b>5,626,735</b>	<b>36,642,558</b>	<b>3,140,269</b>	<b>161.74%</b>
<b>CONTRACTUAL ALLOWANCE</b>						
PROVISION FOR BAD DEBTS	0	(7,030)	(350)	(103,596)	6,680	(0.01%)
C/A PENDING	0	(20,289)	0	(298,993)	20,289	0.00%
C/A MEDICARE A	0	(139,496)	(86,271)	(2,055,724)	53,225	(2.48%)
C/A MEDICARE B	0	(46,600)	(29,125)	(686,740)	17,475	(0.84%)
C/A MEDICAID	0	(761,821)	(1,851,479)	(11,226,804)	(1,089,658)	(53.22%)
C/A HMO/OTHER	0	(84,441)	(90,223)	(1,244,392)	(5,782)	(2.59%)
C/A MC MANAGED CARE	0	(27,031)	(120,432)	(398,346)	(93,401)	(3.46%)

Options

User

User preferences

At startup:  
Show empty environment

☐ Display confirmation before exiting Management Reporter

☒ Automatically apply cell underline in column headers

☒ Use Management Reporter Report Viewer as default viewer

Default settings

This default setting is stored in User Options (Tools > Options)

## Basic Parts of a MR Report

Report Definitions: is where you will run your Financial Statements

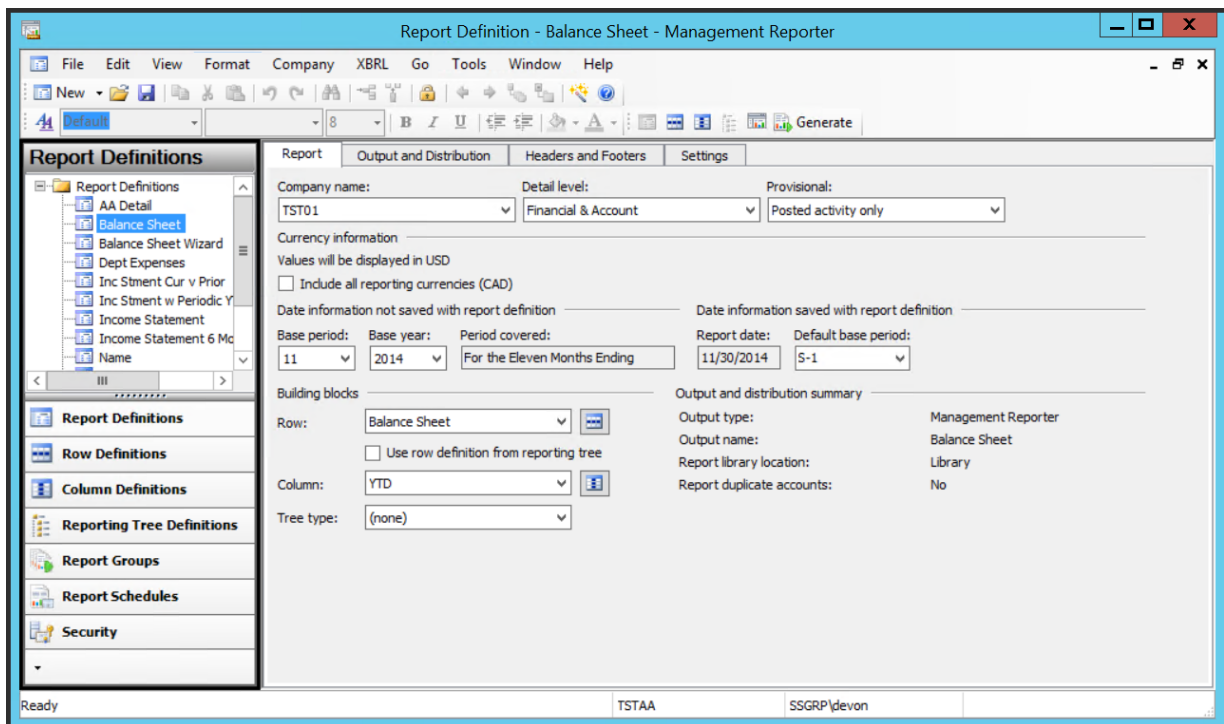
Each Report is made up of:

- A row definition – the specific rows on the report.
  - For example:
    - A detailed P&L might have a row for each Revenue GL account
    - A summary P&L might just have one row for all Revenue accounts
  - Row definition is where you specify:
    - what GL accounts are on the report and how they are grouped
    - section headers and ---- lines
    - where to subtotal and total
    - text formatting for the rows (For example: totals in bold)
- A column definition – the columns on the report
  - For example:
    - Description; Current month; YTD
    - Account; Description; Current month; budget; Variance; %
  - Column definition is where you specify:
    - What data you want in each column
      - Actual vs Budget
      - Current vs YTD
      - Formulas for Variance or Percentage columns
    - Column headers
    - Specific column formats (Percentage; shaded)
    - Advanced - Column restrictions (for example – different department for each column)
- Optionally, a catalog could have a Reporting Tree definition. A Reporting Tree allows you to either:
  - add a filter to a report on a segment (or range of segments) – for example, particular department
  - OR
  - makes separate reports for each value of a specific segment (or range of segments) – a report for EACH department, for example

## Report Definition

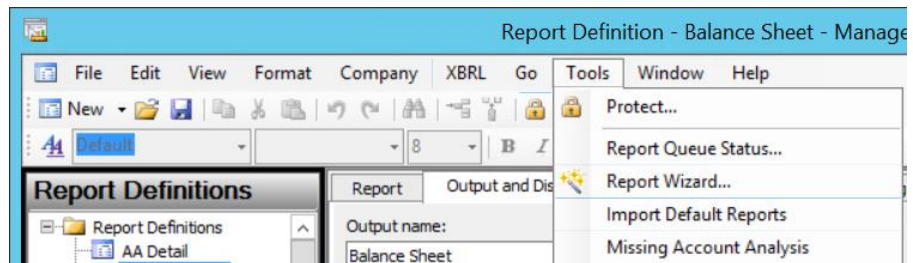
After selecting a specific Report under the Report Definitions, the Report properties window is displayed. Here you can:

- Change the report name and detail level
- Change the Building blocks
- Change the Output (Library location)
- Change the Page Setup and Headers/Footers
- Set other Report Options such as rounding, general number formatting, etc.
- Generate the Report



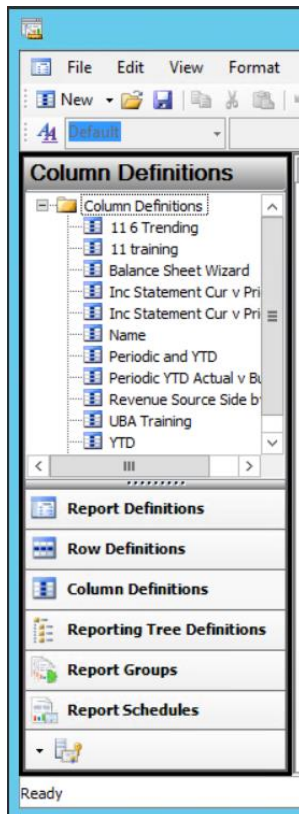
## Missing Accounts

In MR, you will find the Missing Account Analysis under Tools:





## Building Block – Column Definitions

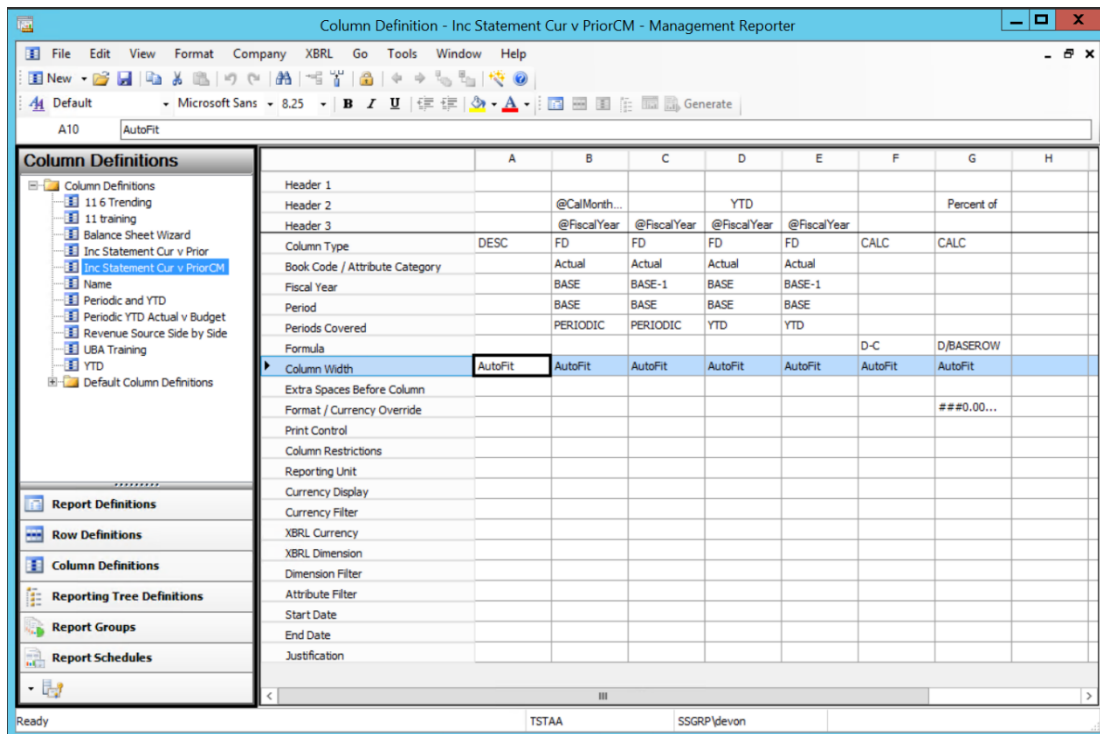
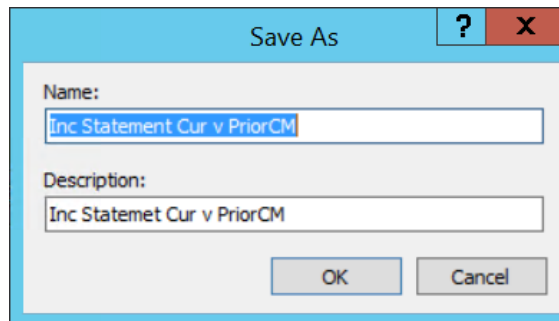


Click on Column Definitions on the bottom left to display the existing Columns on the upper left of the navigation pane.

You can press New button on the top left toolbar or

Change/view an existing Column Definition by clicking on the list on the top left.

Press the File – Save (or Save As) to save your work, make sure you use a generic description for your column layout:



## Column Detail – Required Fields by Type

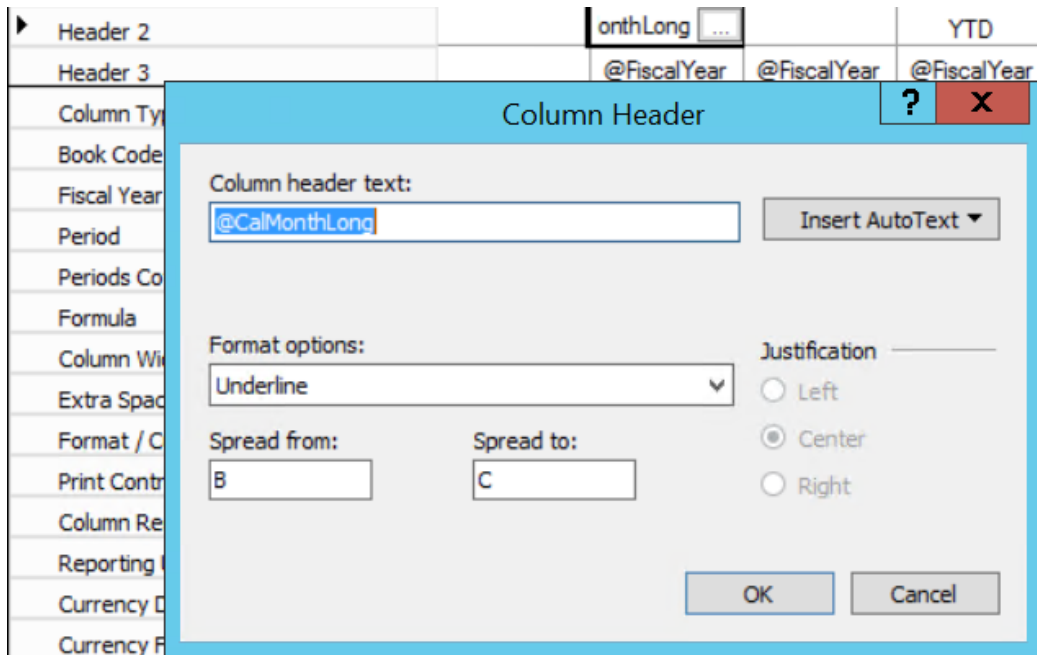
- DESC – Row Description from Row Format – No additional fields are needed
- ACCT – GL Account Codes from Row Format – No additional fields are needed
- FD – Amounts from General Ledger / Financial Dimension
  - Book Code:
    - ACTUAL – activity or balances from GP
    - OR
    - Select a specific Budget ID from GP (use dropdown in field)
  - Fiscal Year and Period Code:
    - BASE is the period /year the report is run for at time of generation
    - BASE-1 is the prior period (or year)
    - Can also put in specific period numbers (eg: 4 for April) or a range (1 to 3)
  - Periods Covered
    - PERIODIC – Current Period Activity
    - YTD – Year to Date Amounts
    - PERIODIC /BB – Beginning of Period Balance
    - YTD/BB – Beginning of Year Balance
- CALC – Calculated Column
  - Calc Formula – enter a formula using the Column Letters
    - Add, Subtract
      - **A+B** or **A-B+C**
      - **A TO D**
    - Multiple, Divide
      - **B\*D** or **A/D**
      - Also by a specific cell using the column letter and the row number from the row layout: **B/B100**. Note – it may be better to use the “Base Row” function so that this column layout can be used with other row formats. See row format for details.
      - **C/BASE**
      - Don’t forget to use the Special Format Mask on percentage columns (Use field dropdown to select)
    - Complex Calculations
      - Average **((A+B)/2)**
      - etc.
    - If statements:
      - **IF B>100 THEN B ELSE C\*1.25**

## Column Detail – Other common fields:

- Column Width – Each type of field has default width but if you desire to tighten up or spread a report you may specify Column Widths for one or more columns
- Extra Spaces Before Column
- Special Format Mask – percentages, \$, () for negative, etc.

## Column Headers

Click on the field and the ...Insert AutoText button:



Column Header

Column header text:  
@CalMonthLong

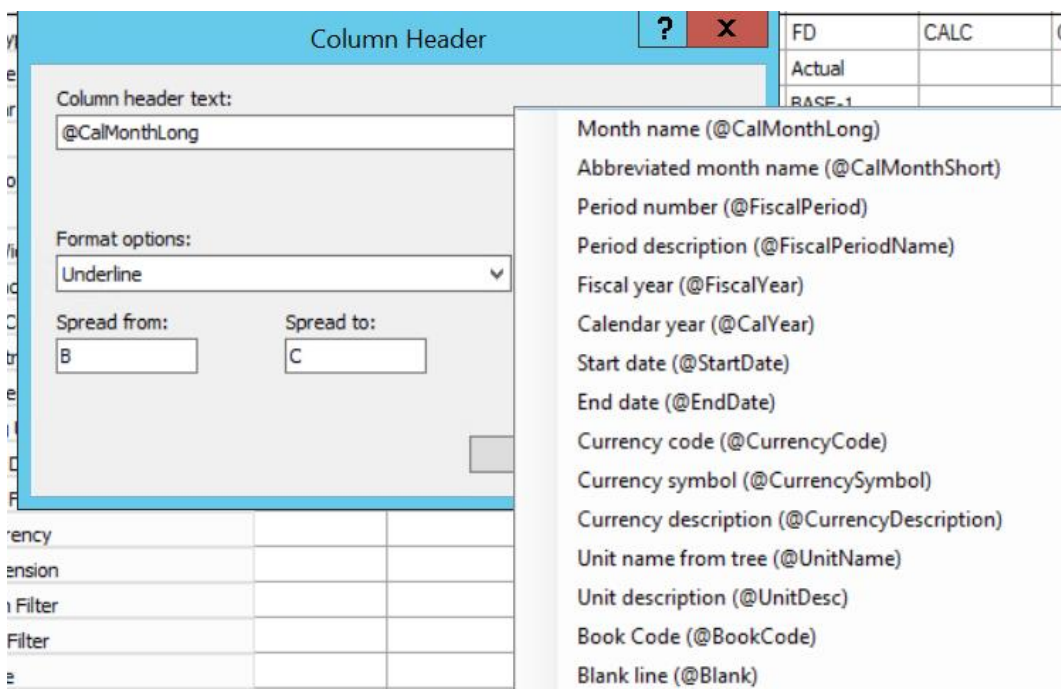
Format options:  
Underline

Spread from: B Spread to: C

Justification:  
☒ Center

Insert AutoText

OK Cancel



Column Header

Column header text:  
@CalMonthLong

Format options:  
Underline

Spread from: B Spread to: C

AutoText list:

- Month name (@CalMonthLong)
- Abbreviated month name (@CalMonthShort)
- Period number (@FiscalPeriod)
- Period description (@FiscalPeriodName)
- Fiscal year (@FiscalYear)
- Calendar year (@CalYear)
- Start date (@StartDate)
- End date (@EndDate)
- Currency code (@CurrencyCode)
- Currency symbol (@CurrencySymbol)
- Currency description (@CurrencyDescription)
- Unit name from tree (@UnitName)
- Unit description (@UnitDesc)
- Book Code (@BookCode)
- Blank line (@Blank)

Also notice the Spread from, Spread to options to have a header over several columns.

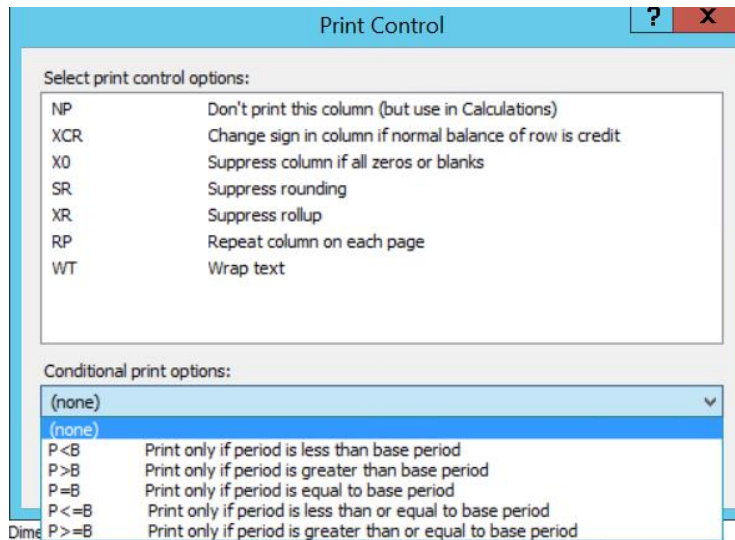


## Column Detail – Advanced Options

- Print Control  
Non-printing column

Variance columns – try the XCR (negative is always BAD then)

Conditional – to make a report that has Actual if period is  $\leq$  base, budget if  $>$  base



Select print control options:	
NP	Don't print this column (but use in Calculations)
XCR	Change sign in column if normal balance of row is credit
XO	Suppress column if all zeros or blanks
SR	Suppress rounding
XR	Suppress rollup
RP	Repeat column on each page
WT	Wrap text

Conditional print options:	
(none)	
P<B	Print only if period is less than base period
P>B	Print only if period is greater than base period
P=B	Print only if period is equal to base period
P<=B	Print only if period is less than or equal to base period
P>=B	Print only if period is greater than or equal to base period

- Reporting Unit – specific reporting unit on a Tree you will use when running this report – often used with multi-company report
- Dimension Filters or Attribute Filters -- For columns whose **TYPE** is **FD**, the Dimension Filters or Attribute Filters cells can restrict a column to specific general ledger accounts.
- Restricting Columns to Specific Dates – The **Start Date** and **End Date** cells restrict data in **GL** columns to specific dates. This technique is useful for daily or weekly sales reporting, cash analysis needs, and other date-sensitive reports. You can type a date using the day of the month or a full date.
- Justification – for Description Column (Left, Center or Right)

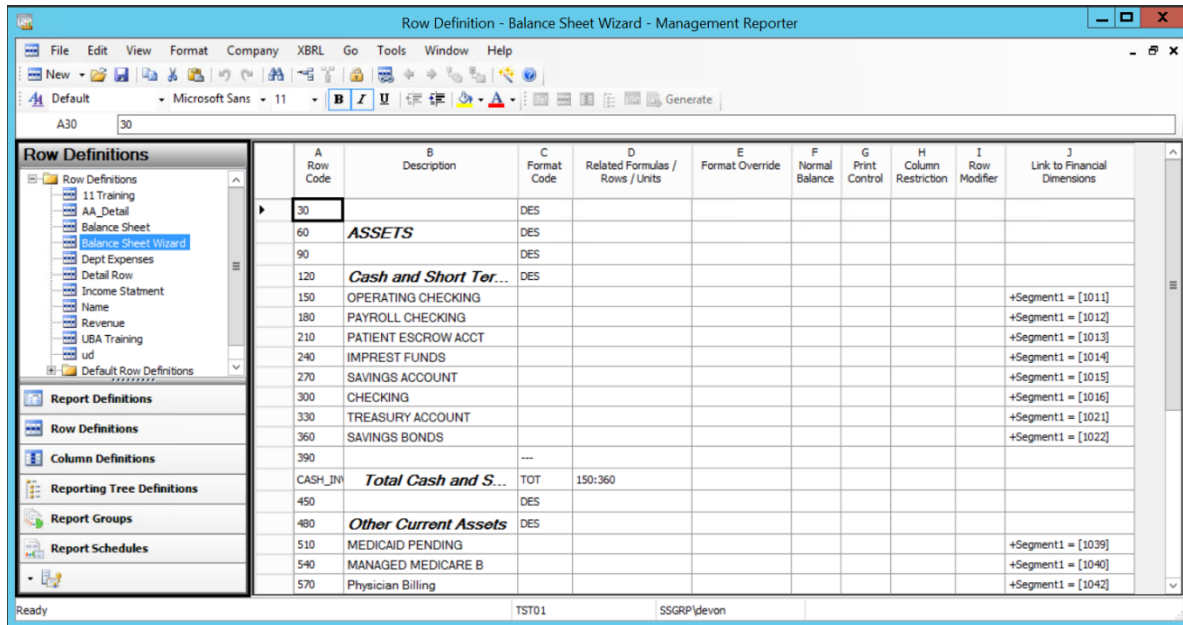
## Building Block - Row Definitions

Click on Row Definitions on the bottom left to display the existing Row on the upper left of the navigation pane.

You can press New button on the top left toolbar

or

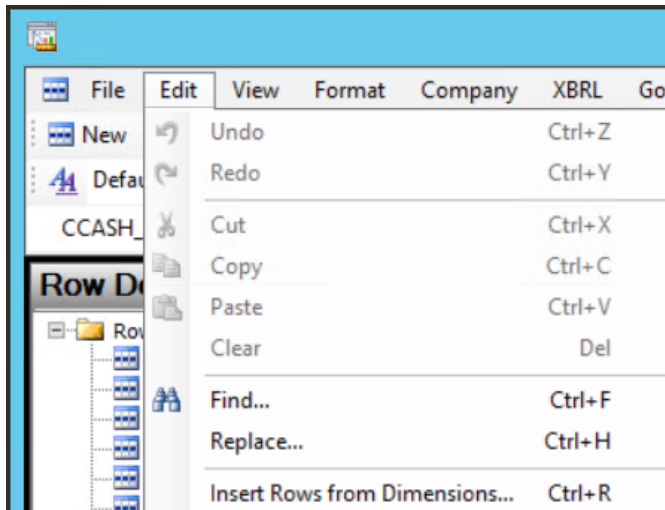
Change/view an existing Row Definition by click on the list on the top left.



### Format Code (C):

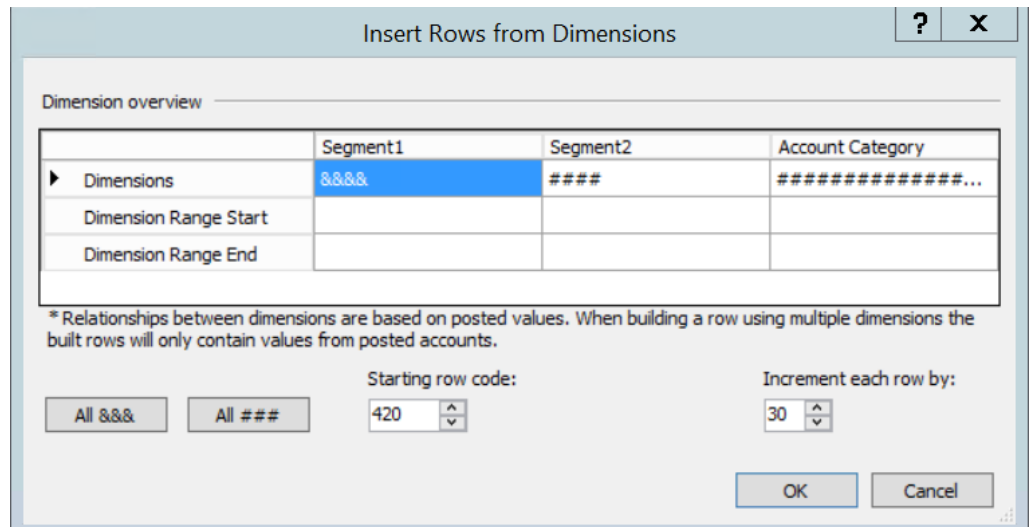
- Blank – GL account rows
  - Specify account(s) in J
  - On Liabilities and Revenue accounts specify “C” on Norm Bal (F) to reverse the sign and show as positive (instead of negative)
- DES – Description or blank line
  - Specify description in B
- --- or === underscore or double-underscore line
- TOT – Total
  - Specify range or formula in D using the row codes (numbers)
    - 50:138
    - +145 +880
- CAL – more complex calculation
  - Specify calculation in D
- CBR – Change Base Row for % Alloc
  - Specify row code (number) in D
  - This should be first row on layout, can be repeated if you want another section to use a different row for calculations. Use “BASE” in calculation on column layout

## To add rows from the GP Chart of Accounts:



It will insert any values for  
Segments with &&&.  
(### will be ignored)

The Description will  
come from the Segment  
Description in GP (MS  
Dynamics > Setup >  
Financial > Segment)



	Segment1	Segment2	Account Category
Dimensions	&&&&	####	#####...
Dimension Range Start			
Dimension Range End			

\* Relationships between dimensions are based on posted values. When building a row using multiple dimensions the built rows will only contain values from posted accounts.

Starting row code: 420      Increment each row by: 30

All &&&      All ###      OK      Cancel

## Fonts – upper left.

There are some pre-defined font styles in MR. You can also add your own. Format > Styles & Formatting

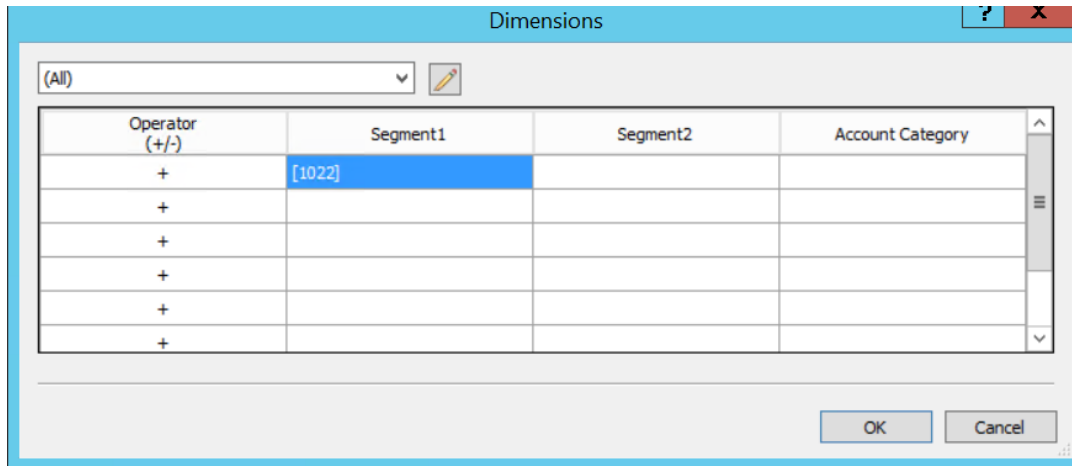
## Navigation:

- Edit > Delete Row, Edit > Insert Row
- Right mouse click for menus  
OR
- Ctrl-C to copy, Ctrl-V to paste

**Edit > Renumber Rows** - if you run out of row numbers, will change total references

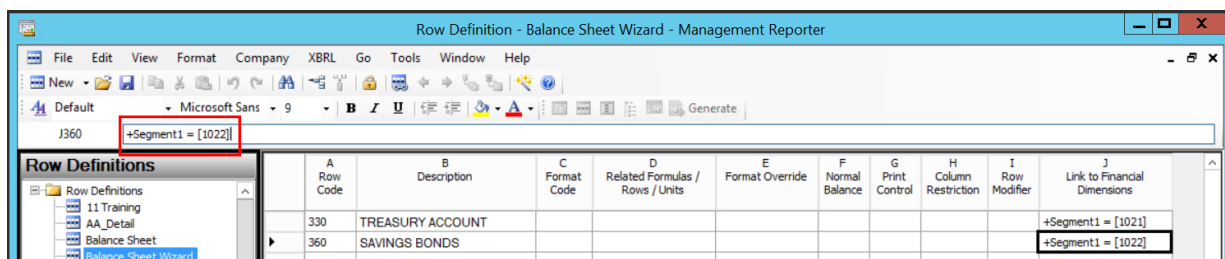


Link to Financial Dimensions is where you specify the accounts you want to be included in the amount on that row. Press the ... to open the wizard window:



Operator (+/-)	Segment1	Segment2	Account Category
+	[1022]		
+			
+			
+			
+			
+			

You can also add accounts (using the correct format) on the top formula bar (like in excel):

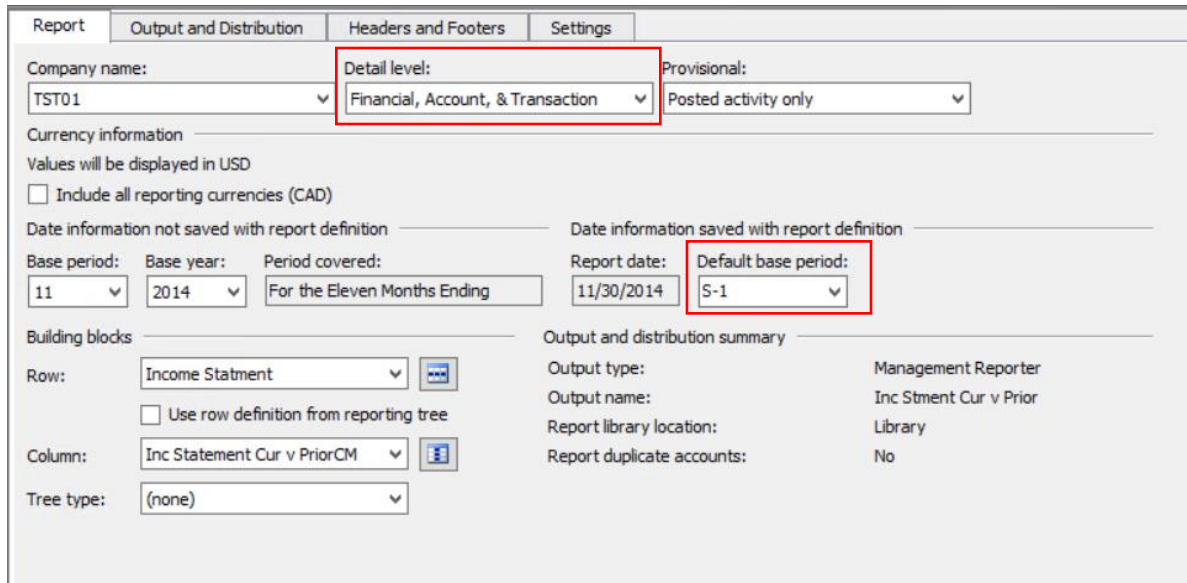


A Row Code	B Description	C Format Code	D Related Formulas / Rows / Units	E Format Override	F Normal Balance	G Print Control	H Column Restriction	I Row Modifier	J Link to Financial Dimensions
330	TREASURY ACCOUNT								+Segment1 = [1021]
360	SAVINGS BONDS								+Segment1 = [1022]

Remember that you should only specify the segments required to define your accounts and should NOT specify segments to be used on the Tree or Column reporting units.

Category or AA dimensions will be listed in addition to any GL account segments.

## Report Options



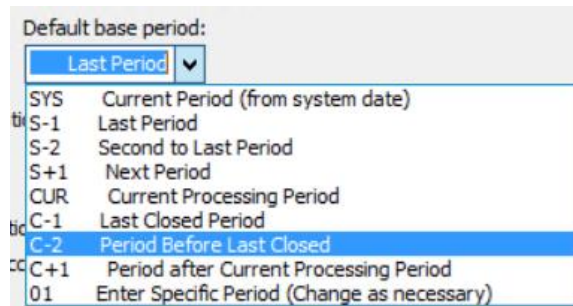
Report Options dialog box showing the following settings:

- Company name: TST01
- Detail level: Financial, Account, & Transaction
- Provisional: Posted activity only
- Currency information: Values will be displayed in USD
- Include all reporting currencies (CAD): ☐
- Date information not saved with report definition:
  - Base period: 11
  - Base year: 2014
  - Period covered: For the Eleven Months Ending
- Date information saved with report definition:
  - Report date: 11/30/2014
  - Default base period: S-1
- Building blocks:
  - Row: Income Statement
  - Use row definition from reporting tree: ☐
  - Column: Inc Statement Cur v PriorCM
  - Tree type: (none)
- Output and distribution summary:
  - Output type: Management Reporter
  - Output name: Inc Stment Cur v Prior
  - Report library location: Library
  - Report duplicate accounts: No

### Detail Level: (for drilldown)

- Financial – just the financial statement
- Financial & Account – Financial statement and full accounts for each line
- Financial, Account & Transactions – above plus additional detail to each GL transaction (Only if there is a current column – so not on Balance Sheets)

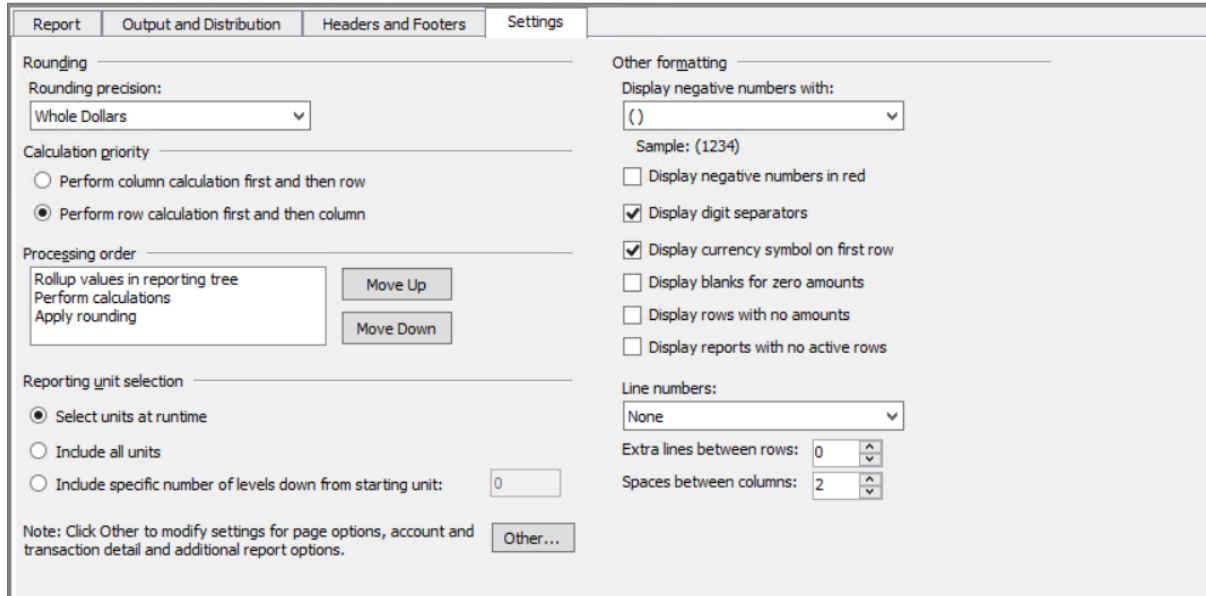
### Report Date - Default base period:



Default base period dropdown menu options:

- Last Period (Selected)
- SYS Current Period (from system date)
- S-1 Last Period
- S-2 Second to Last Period
- S+1 Next Period
- CUR Current Processing Period
- C-1 Last Closed Period
- C-2 Period Before Last Closed
- C+1 Period after Current Processing Period
- 01 Enter Specific Period (Change as necessary)

## Settings:

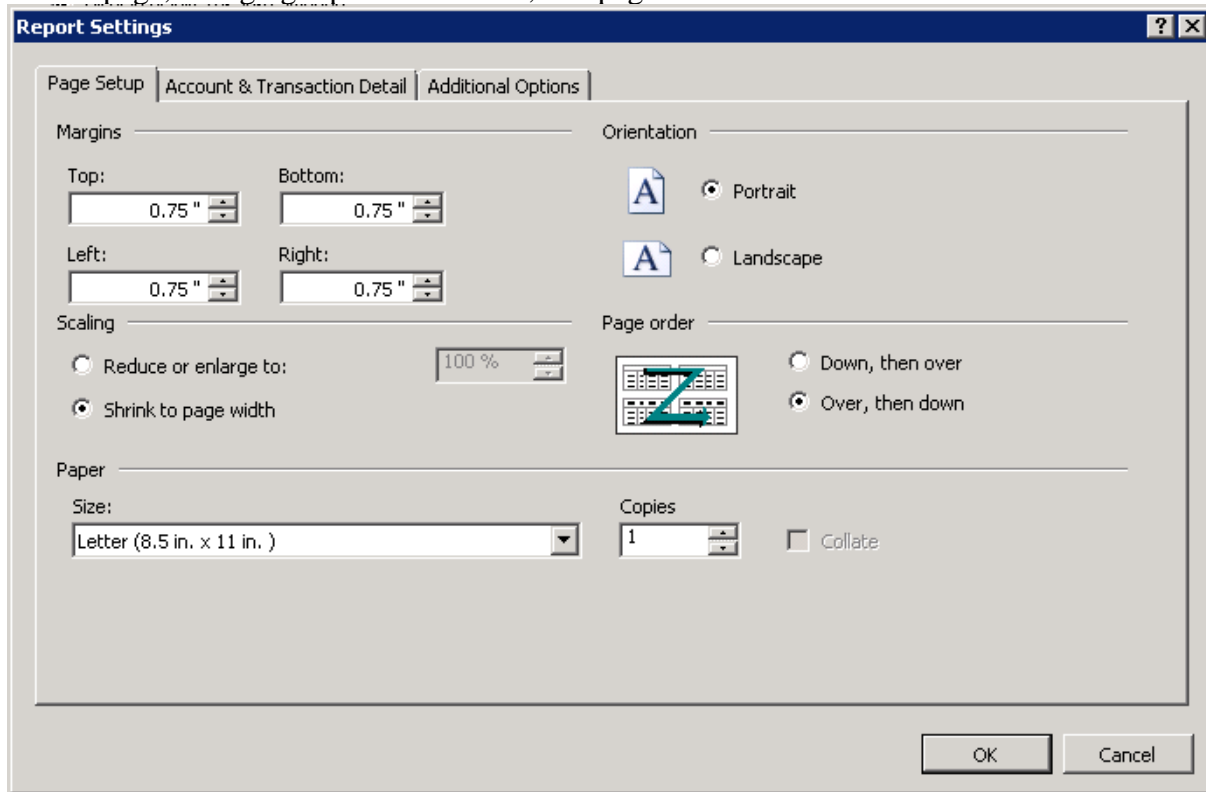


The screenshot shows the 'Settings' tab of the MS Dynamics GP Management Reporter interface. It contains several sections for configuring report output:

- Rounding:** A dropdown menu set to 'Whole Dollars'.
- Calculation priority:** Two radio buttons. The second option, 'Perform row calculation first and then column', is selected.
- Processing order:** A list box containing 'Rollup values in reporting tree', 'Perform calculations', and 'Apply rounding'. 'Move Up' and 'Move Down' buttons are next to it.
- Reporting unit selection:** Three radio buttons. The first, 'Select units at runtime', is selected. Below it is a text box with the value '0'.
- Other formatting:** A section with various checkboxes and dropdowns:
  - 'Display negative numbers with:' dropdown set to '()'.
  - 'Sample: (1234)'.
  - Checkboxes for 'Display negative numbers in red' (unchecked), 'Display digit separators' (checked), 'Display currency symbol on first row' (checked), 'Display blanks for zero amounts' (unchecked), 'Display rows with no amounts' (unchecked), and 'Display reports with no active rows' (unchecked).
  - 'Line numbers:' dropdown set to 'None'.
  - 'Extra lines between rows:' spinner box set to '0'.
  - 'Spaces between columns:' spinner box set to '2'.
- Note:** A text box at the bottom left stating: 'Click Other to modify settings for page options, account and transaction detail and additional report options.' Next to it is an 'Other...' button.

## Report Page Settings

- Click the 'Other' button on the Settings tab to open the Report Settings screen
- The other settings allow you to control common page settings such as the size of the page, changing report orientation, and page order



The screenshot shows the 'Report Settings' dialog box with the 'Page Setup' tab selected. It contains the following sections:

- Margins:** Four spinner boxes for Top, Bottom, Left, and Right margins, all set to '0.75"'.
  - Top: 0.75"
  - Bottom: 0.75"
  - Left: 0.75"
  - Right: 0.75"
- Orientation:** Two radio buttons. 'Portrait' is selected. There is also a 'Landscape' option.
- Scaling:** Two radio buttons. 'Shrink to page width' is selected. A '100 %' spinner box is also present.
- Page order:** A diagram showing a grid of pages with a green 'Z' path indicating the order. Two radio buttons are present: 'Down, then over' (unchecked) and 'Over, then down' (checked).
- Paper:** A 'Size:' dropdown menu set to 'Letter (8.5 in. x 11 in. )'.
- Copies:** A 'Copies' spinner box set to '1' and a 'Collate' checkbox (unchecked).

At the bottom right are 'OK' and 'Cancel' buttons.



## Headers & Footers:

Report   Output and Distribution   **Headers and Footers**   Settings

Insert AutoText   Images...   Capitalization format of AutoText will apply to the header or footer content. For example, @CompName displays Company Name; @COMPNAME displays COMPANY NAME

**Headers**

First section:

Second section:

Third section:

**Footers**

First section:

Second section:

Third section:

Start page numbering at: 1

Insert AutoText   Images...   Capitalization format of AutoText will apply to the header or footer content. For example, @CompName displays Company Name; @COMPNAME displays COMPANY NAME

Header from

Date and time

Page number

Text fields from Reporting Tree

Other

Company Description (@CompDesc)

Company name (@CompName)

Unit name in Reporting Tree (@CompName:@UnitName)

Title in Reporting Tree (@UnitDesc)

Unit name (@UnitName)

Report definition name (@ReportName)

Report definition description (@ReportDesc)

Row definition name (@RowName)

Row definition description (@RowDesc)

Column definition name (@ColName)

Column definition description (@ColDesc)

Reporting Tree definition name (@TreeName)

Reporting Tree definition description (@TreeDesc)

Report currency code (@CurrencyCode)

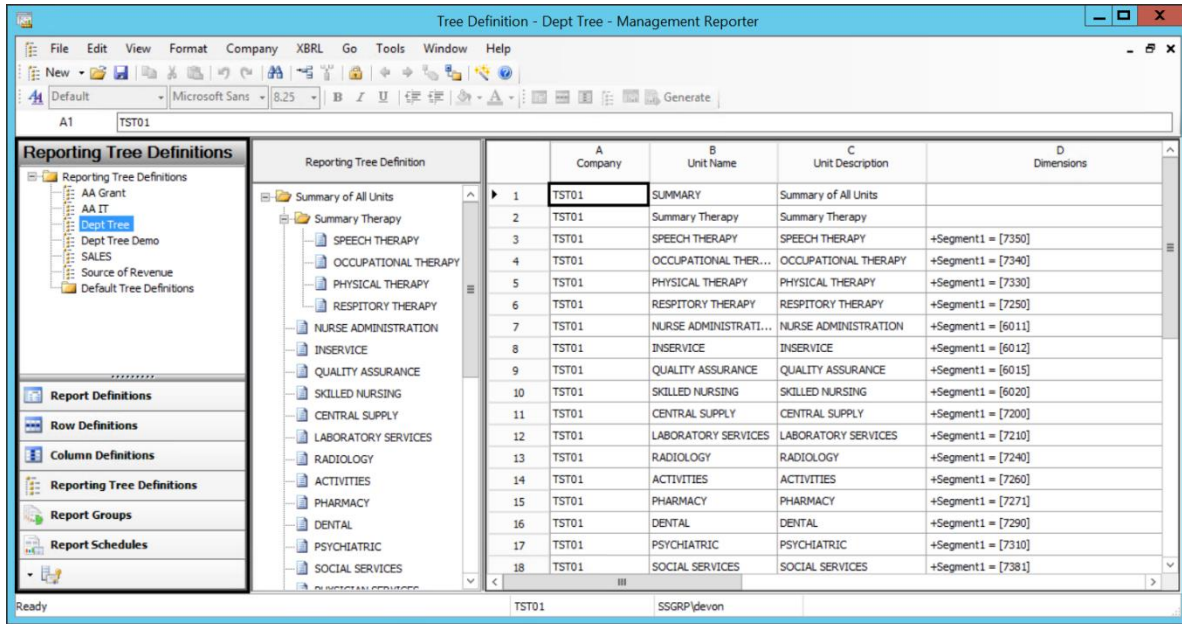
Report currency symbol (@CurrencySymbol)

Report currency description (@CurrencyDescription)

**Footers**

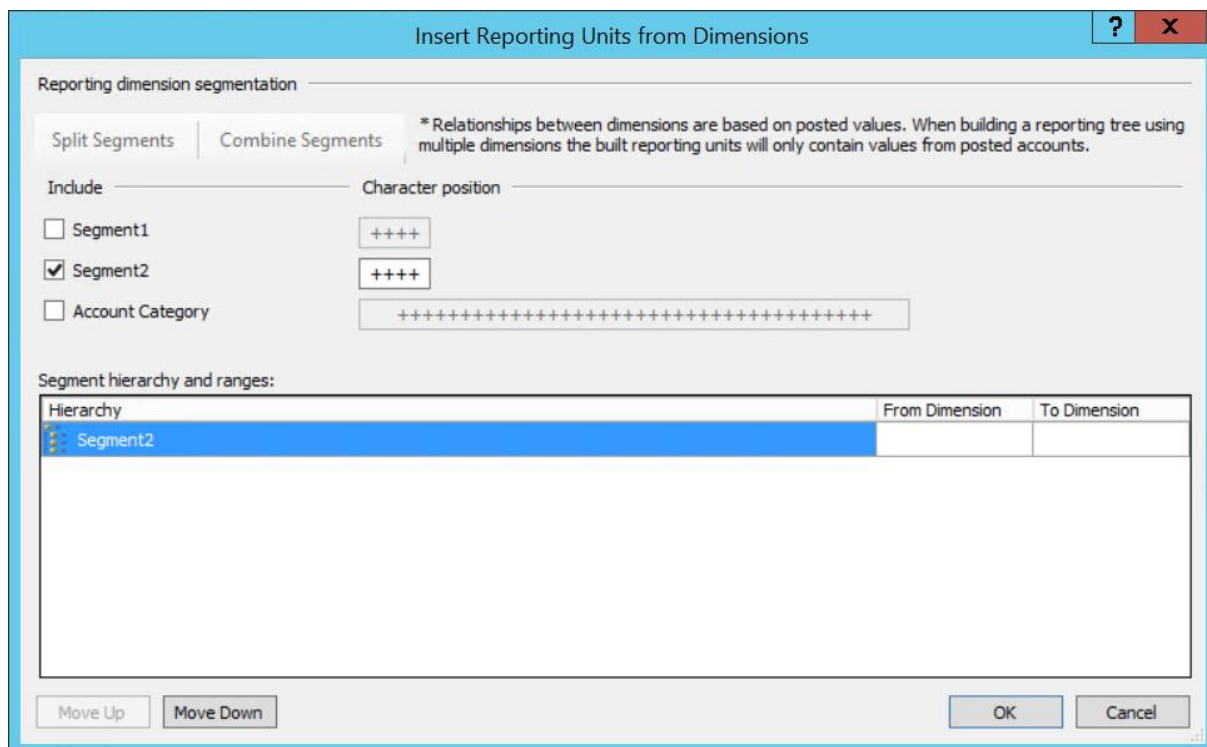
First section:

## Building Block – Reporting Tree



	A Company	B Unit Name	C Unit Description	D Dimensions
1	TST01	SUMMARY	Summary of All Units	
2	TST01	Summary Therapy	Summary Therapy	
3	TST01	SPEECH THERAPY	SPEECH THERAPY	+Segment1 = [7350]
4	TST01	OCCUPATIONAL THER...	OCCUPATIONAL THERAPY	+Segment1 = [7340]
5	TST01	PHYSICAL THERAPY	PHYSICAL THERAPY	+Segment1 = [7330]
6	TST01	RESPIRATORY THERAPY	RESPIRATORY THERAPY	+Segment1 = [7250]
7	TST01	NURSE ADMINISTRATI...	NURSE ADMINISTRATION	+Segment1 = [6011]
8	TST01	INSERVICE	INSERVICE	+Segment1 = [6012]
9	TST01	QUALITY ASSURANCE	QUALITY ASSURANCE	+Segment1 = [6015]
10	TST01	SKILLED NURSING	SKILLED NURSING	+Segment1 = [6020]
11	TST01	CENTRAL SUPPLY	CENTRAL SUPPLY	+Segment1 = [7200]
12	TST01	LABORATORY SERVICES	LABORATORY SERVICES	+Segment1 = [7210]
13	TST01	RADIOLOGY	RADIOLOGY	+Segment1 = [7240]
14	TST01	ACTIVITIES	ACTIVITIES	+Segment1 = [7260]
15	TST01	PHARMACY	PHARMACY	+Segment1 = [7271]
16	TST01	DENTAL	DENTAL	+Segment1 = [7290]
17	TST01	PSYCHIATRIC	PSYCHIATRIC	+Segment1 = [7310]
18	TST01	SOCIAL SERVICES	SOCIAL SERVICES	+Segment1 = [7381]

Edit > Insert Reporting Units from Dimensions



Reporting dimension segmentation

Split Segments | Combine Segments

\* Relationships between dimensions are based on posted values. When building a reporting tree using multiple dimensions the built reporting units will only contain values from posted accounts.

Include

☐ Segment1

☒ Segment2

☐ Account Category

Character position

++++

++++

+++++

Segment hierarchy and ranges:

Hierarchy	From Dimension	To Dimension
Segment2		

Move Up | Move Down | OK | Cancel

## Administration

### How to add a user to MR

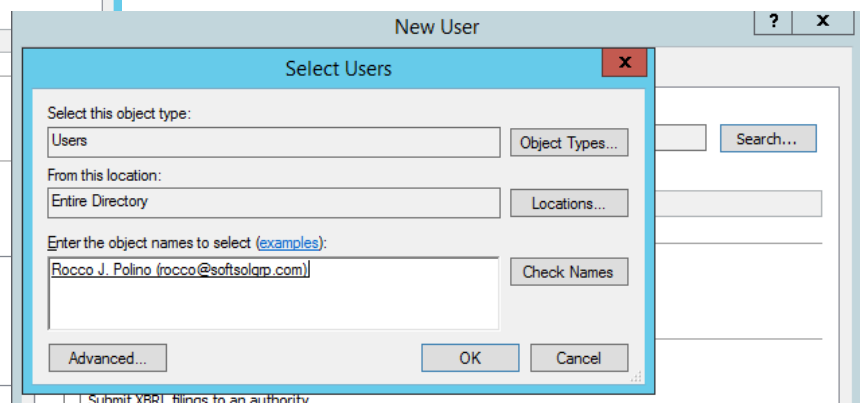
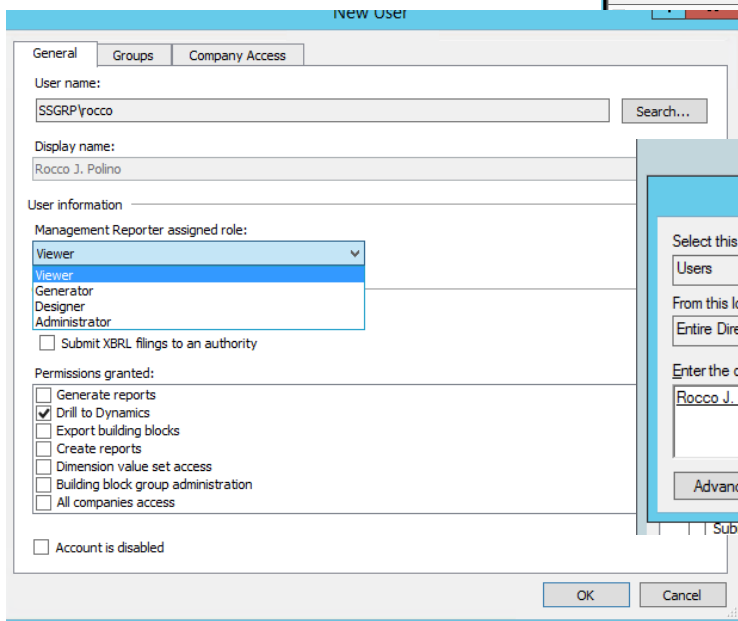
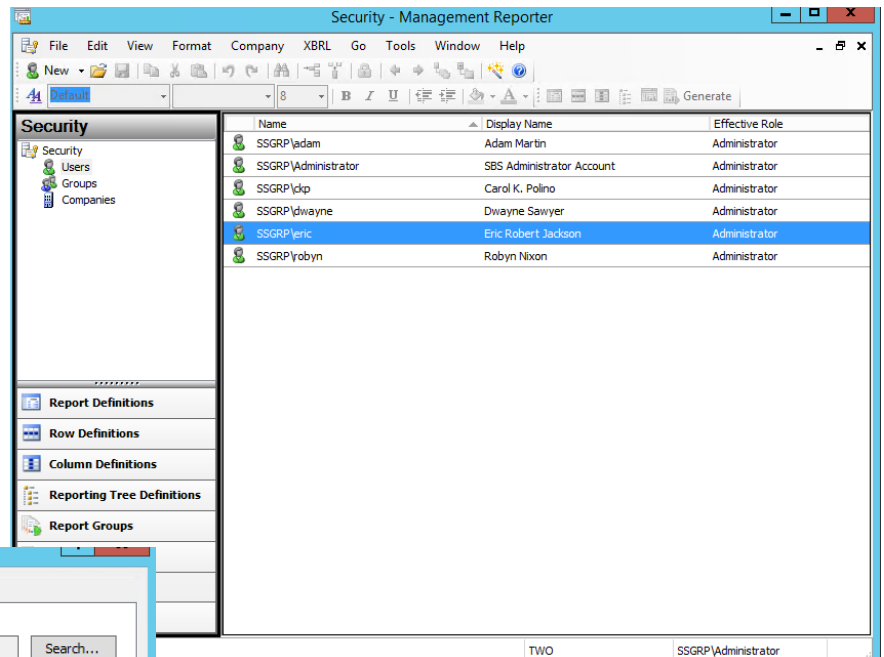
Open the Report Designer as a user that currently has Administrative privileges in MR.

**Legacy** will make a user sign into MR with their GP user for each company in MR.

The Windows user who installed MR on the Process Server will be an Administrator by default, but some people will change this if they have a limited number of Administrators in MR.

In the lower left corner of Report Designer, click on Security. You can see who currently has access, and their Effective Role

To Add a user, **right click** anywhere in the white space, or click **new** in the upper left  
Users are added through Active Directory, not as SQL users.  
Click the Search button in the upper right



Find your user in the list by entering part of their name and clicking Check Names.  
The user's name should resolve

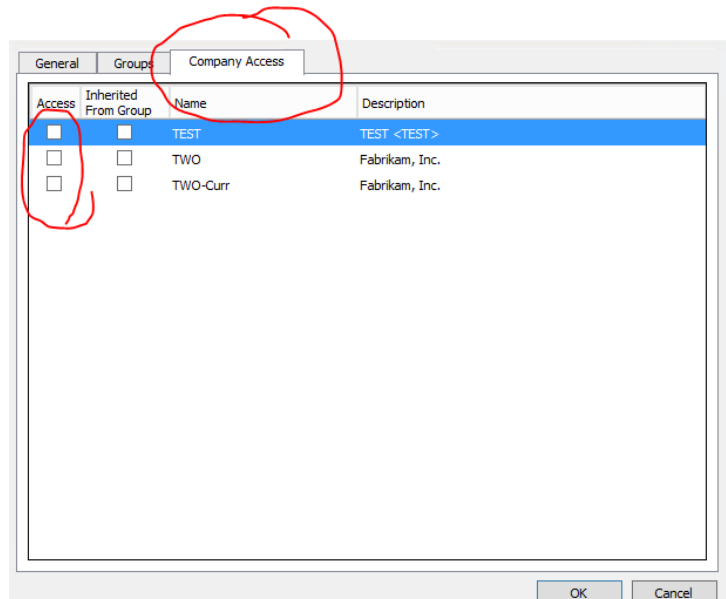
Click OK to configure

New users are always given the least amount of security, Viewer. You can change from there.

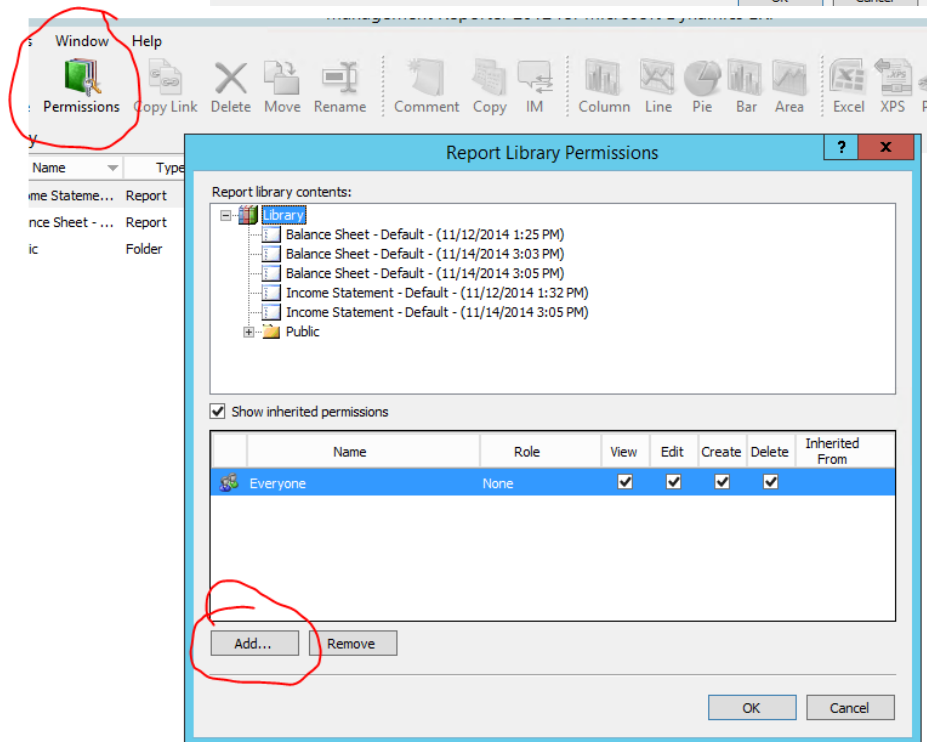
# MS Dynamics GP Management Reporter

Remember! Any user who is NOT an Administrator will need to be given Company Access on that tab.

You will need to check Permissions in the Report Viewer as well.  
Open the Report Viewer  
Click on Permissions  
Click Add to add the user you just added to MR in Report Designer  
In my example, I added Everyone already, which covers all new and existing users. In this case, nothing would need to be done here.



If you add a User, that user will need to have permissions set at a folder level and what you want them to be able to do, for example here, this user would not be able to delete reports.

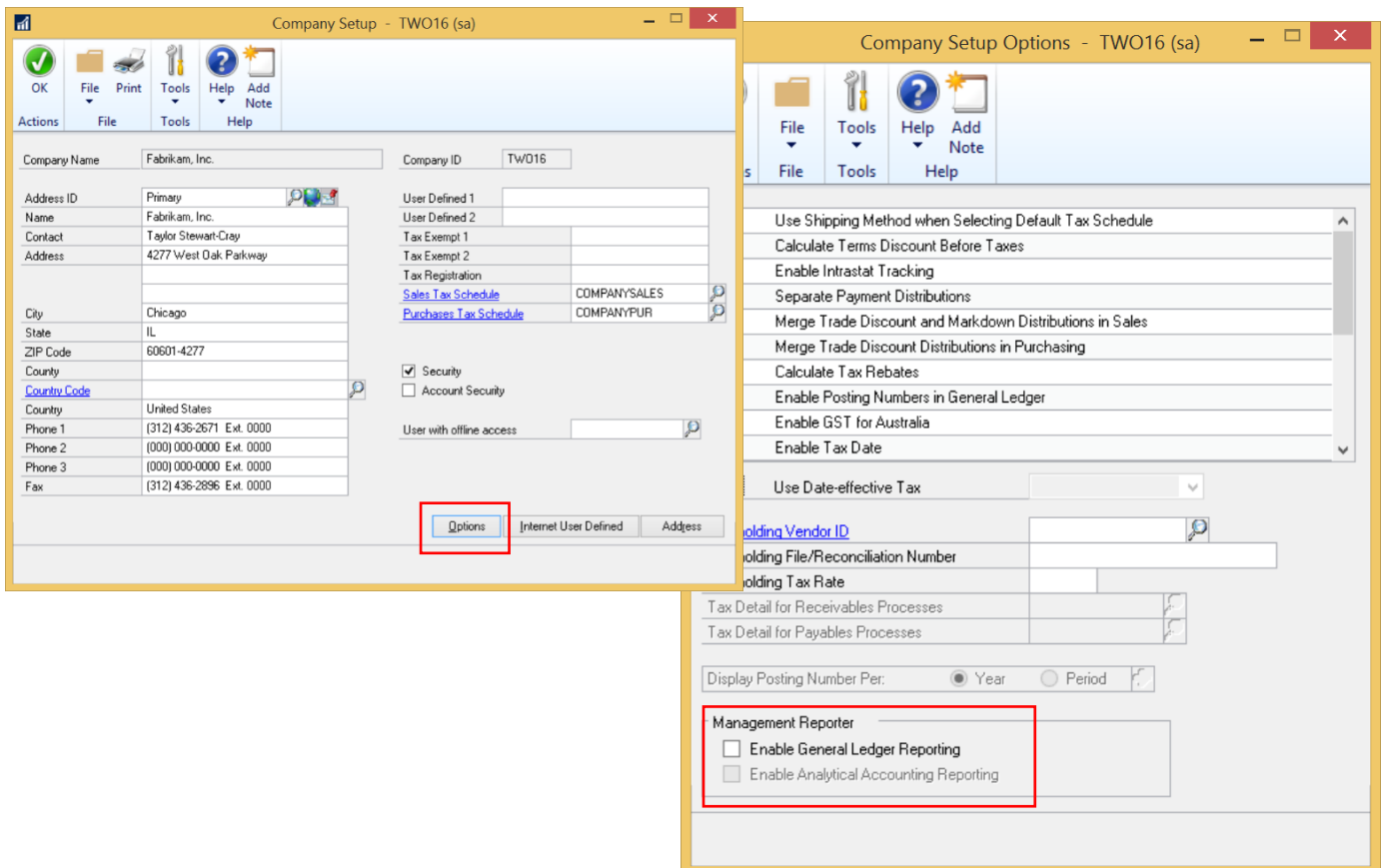


	Name	Role	View	Edit	Create	Delete	Inherited From
	SSGRP\ckp	Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	SSGRP\eric	Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



## Adding or Removing Companies from MR (GP2015 or later)

- Log into GP into company you wish to add/remove from MR as the 'sa' user – it must be 'sa', you can't do this as any other user.
- Open Company Setup: Administration (Or MS Dynamics GP > Tools > Setup) > Company > Company
- Click Options Button
- At the bottom of the Options page there's an MR section, check the box to Enable General Ledger Reporting
- Wait about 15 minutes for MR to populate.
- Note – you may need to rebuild the Datamart after making these changes, especially if you removed a company.



**Company Setup - TWO16 (sa)**

Company Name: Fabrikam, Inc. Company ID: TWO16

Address ID: Primary

Name: Fabrikam, Inc.

Contact: Taylor Stewart-Cray

Address: 4277 West Oak Parkway

City: Chicago

State: IL

ZIP Code: 60601-4277

County:

Country Code:

Country: United States

Phone 1: (312) 436-2671 Ext. 0000

Phone 2: (000) 000-0000 Ext. 0000

Phone 3: (000) 000-0000 Ext. 0000

Fax: (312) 436-2696 Ext. 0000

User Defined 1:

User Defined 2:

Tax Exempt 1:

Tax Exempt 2:

Tax Registration:

Sales Tax Schedule: COMPANYSALES

Purchases Tax Schedule: COMPANYPUR

☒ Security

☐ Account Security

User with offline access:

**Options** Internet User Defined Address

**Company Setup Options - TWO16 (sa)**

Use Shipping Method when Selecting Default Tax Schedule

Calculate Terms Discount Before Taxes

Enable Intrastat Tracking

Separate Payment Distributions

Merge Trade Discount and Markdown Distributions in Sales

Merge Trade Discount Distributions in Purchasing

Calculate Tax Rebates

Enable Posting Numbers in General Ledger

Enable GST for Australia

Enable Tax Date

Use Date-effective Tax:

holding Vendor ID:

holding File/Reconciliation Number:

holding Tax Rate:

Tax Detail for Receivables Processes:

Tax Detail for Payables Processes:

Display Posting Number Per: ☒ Year ☐ Period

**Management Reporter**

☐ Enable General Ledger Reporting

☐ Enable Analytical Accounting Reporting

## Tips for Common Financial Statements

### Net Income on Balance Sheet

For some chart of accounts the profit and loss accounts might not be in a contiguous range. This is especially true if using account categories to define your financial dimension in the row definition.

Use this shortcut to retrieve the net income on your balance sheet in the MR row definition:

- Enter the following formula into the 'Link to Financial Dimensions' column to select all accounts (\* is a wildcard)
  - +Main = [\*]
- Enter the following formula into the 'Row Modifier' column to restrict to only profit and loss accounts
  - +Attribute=Account Type=[Profit and Loss]

A Row Code	B Description	C Format Code	D Related Formulas / Rows / Units	E Format Override	F Normal Balance	G Print Control	H Column Restriction	I Row Modifier	J Link to Financial Dimensions
100									
130	Net Income				C			+Attribute=Account Type=[Profit and Loss]	+Main = [*]

### Cash Flow Statement Beginning Cash Balance

Displaying the beginning cash balance on a cash flow statement with MTD and YTD values requires a couple of steps in report designer.

In the row definition, create two rows for the beginning cash balance. The first will be non-printing

- In the non-printing row enter:
  - Financial Dimension to link to cash
  - Account Modifier = [/BB] in the Row Modifier
  - NP in the Print Control
- In the second row enter:
  - CAL in the Format Code
  - Related rows should correspond to the columns in your column definition to pull the beginning balance from (Example: B=B.130, D=C.130)

A Row Code	B Description	C Format Code	D Related Formulas / Rows / Units	E Format Override	F Normal Balance	G Print Control	H Column Restriction	I Row Modifier	J Link to Financial Dimensions
100									
130	Cash at Beginning of Period					NP		Account Modifier=[/BB]	+Account Category = [Cash]
160	Cash at Beginning of Period	CAL	B=B.130, E=C.130						

- In the column definition, the period beginning balance column should correspond with the first column letter used in the formula previously covered in the row definition.
- A column for YTD beginning balance is required. Enter YTD/BB in the Periods Covered (See column C below)
- A column for YTD is required (See column D below)
- A column to calculate the YTD cash flow needs to subtract the YTD Beginning Balance column from the YTD column (See column E)

Header 1					
Header 2		@CalMonthLong	Period 1 Balance	YTD	YTD
Header 3					
Column Type	DESC	FD	FD	FD	CALC
Book Code / Attribute Category		Actual	Actual	Actual	
Fiscal Year		BASE	BASE	BASE	
Period		BASE	BASE	BASE	
Periods Covered		PERIODIC	YTD/BB	YTD	
Formula					D-C
Column Width	AutoFit	AutoFit	AutoFit	AutoFit	AutoFit
Extra Spaces Before Column					
Format / Currency Override					
Print Control			NP	NP	

- On the Report Definition, the calculation priority must be set to columns and then rows (Report Definition > Settings > Calculation Priority)

Report

Output and Distribution

Headers and Footers

Settings

Rounding

Rounding precision:

Whole Dollars

Calculation priority

☒ Perform column calculation first and then row

☐ Perform row calculation first and then column

Processing order

Rollup values in reporting tree

Perform calculations

Apply rounding

Move Up

Move Down

Reporting unit selection

☐ Select units at runtime

☒ Include all units

☐ Include specific number of levels down from starting unit: 0

Note: Click Other to modify settings for page options, account and transaction detail and additional report options.

Other...

Other formatting

Display negative numbers with:

()

Sample: (1234)

☐ Display negative numbers in red

☒ Display digit separators

☐ Display currency symbol on first row

☐ Display blanks for zero amounts

☒ Display rows with no amounts

☐ Display reports with no active rows

☐ Display reports in grid view

Zero value override text:

Line numbers:

None

Extra lines between rows:

0

Spaces between columns:

2