A GUIDE TO MANAGEMENT REPORTER

Microsoft Dynamics GP

Innovative CLOUD SOLUTIONS

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

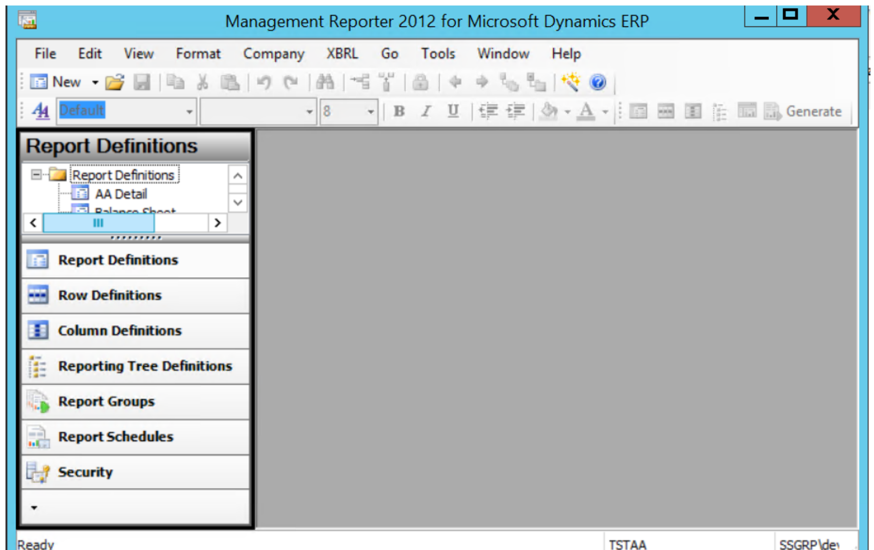
Table of Contents

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.

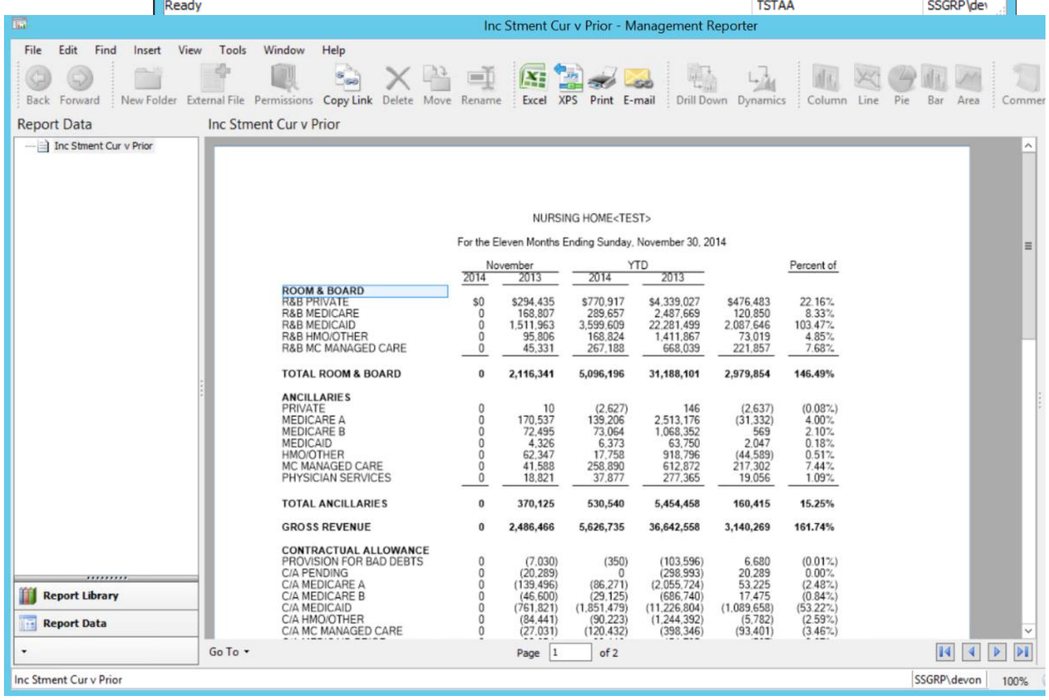
Report Designer

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



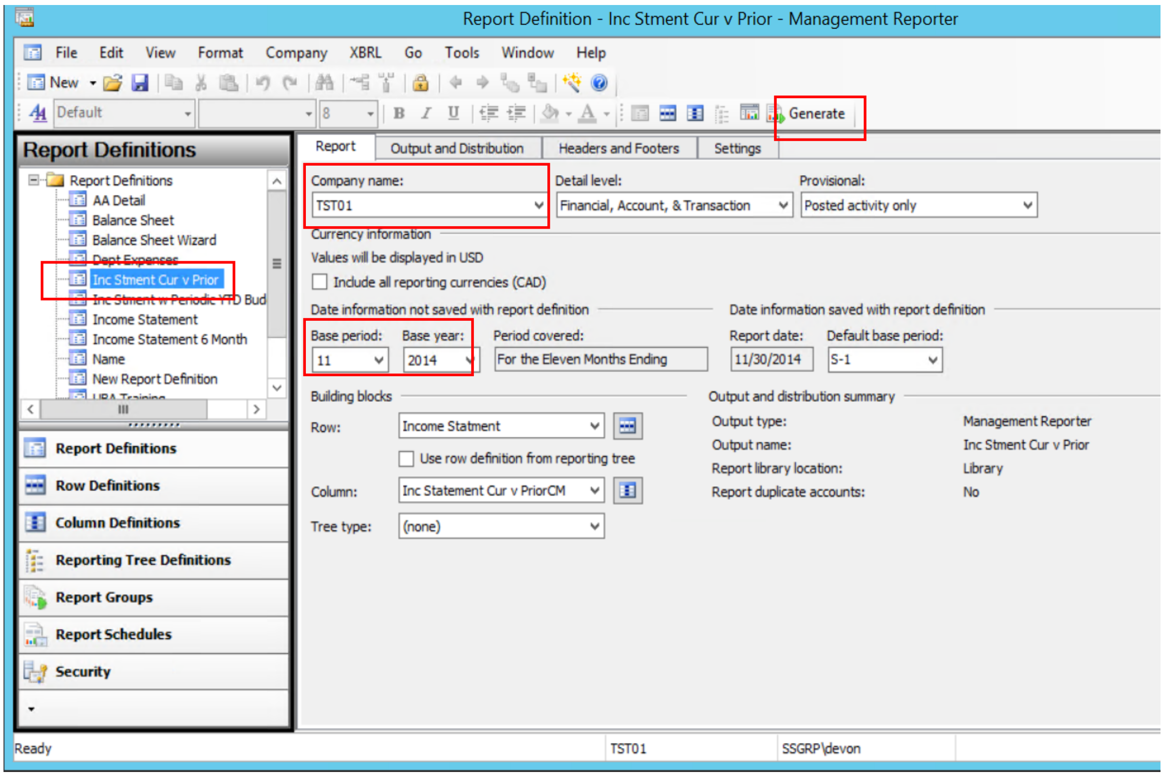
Report Viewer

- Opens the Report Library (reports already generated)

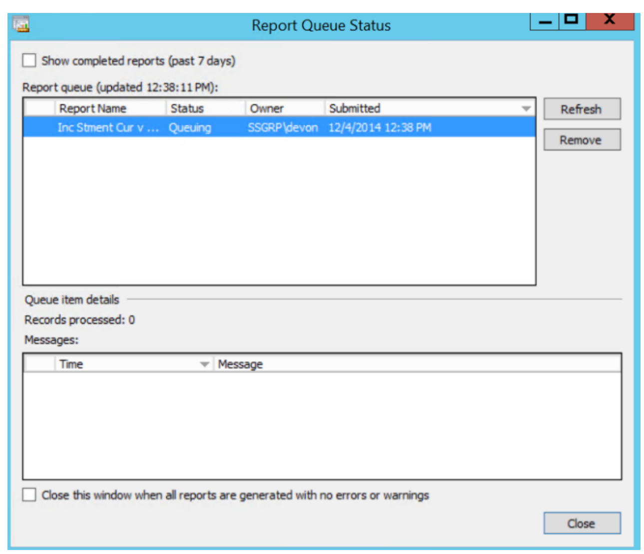


How to Run a MR Report

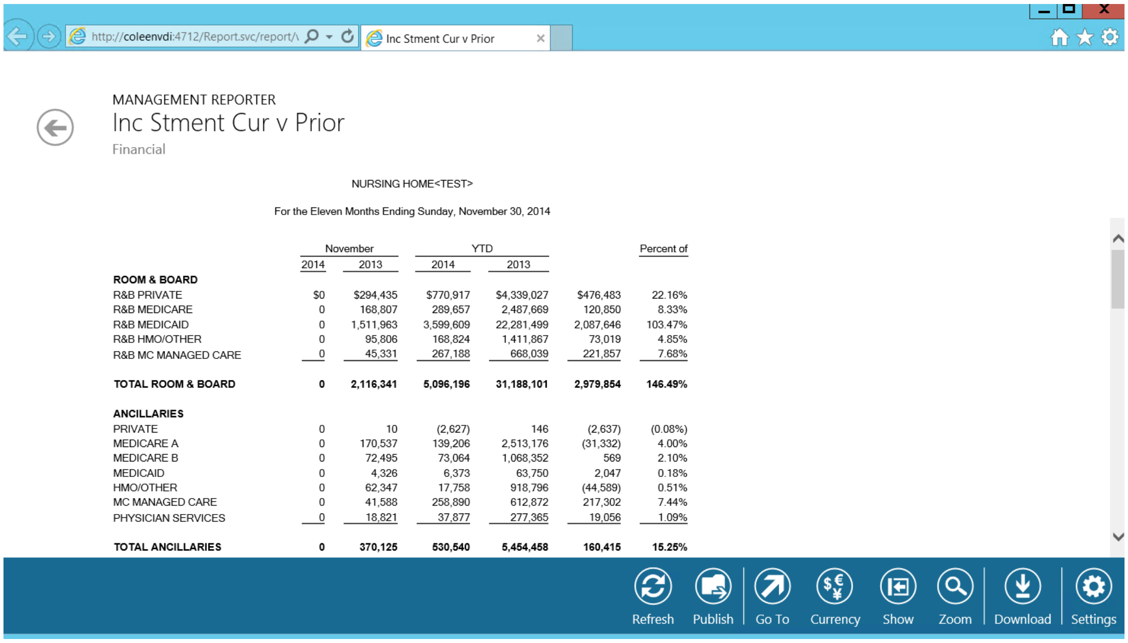
- Open the Report Designer
    - If it asks for a log on (then they are on Legacy); use your GP logon and password
- Find the desired report on the top left and click on it. It should load into the main window:



- 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



Report in Internet Explorer:

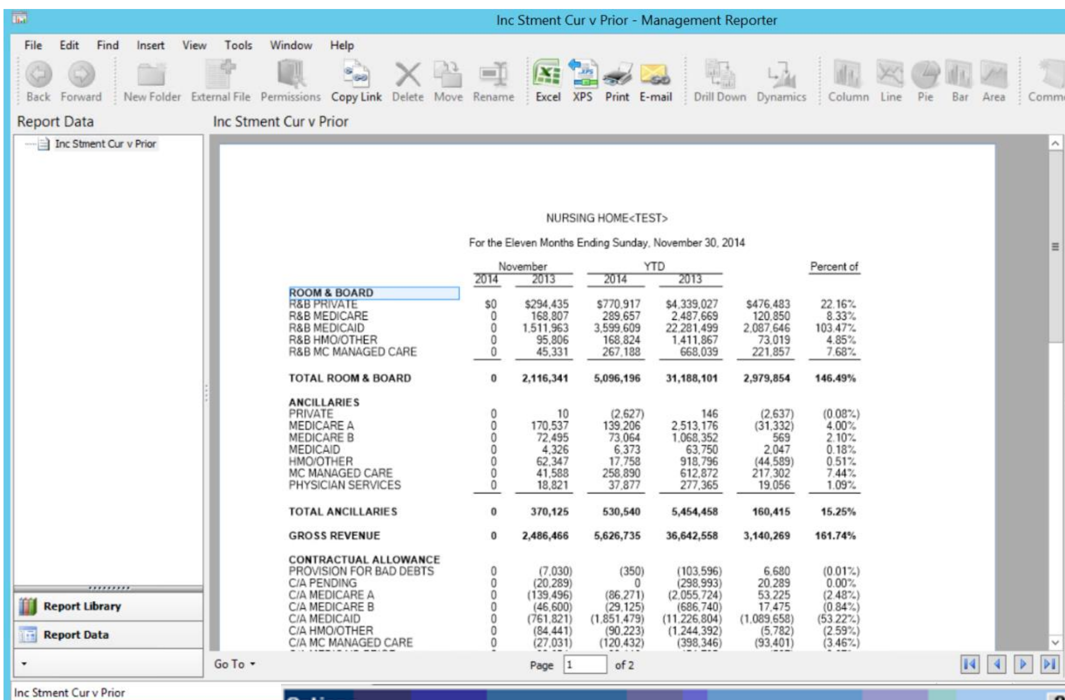


NURSING HOME<TEST>

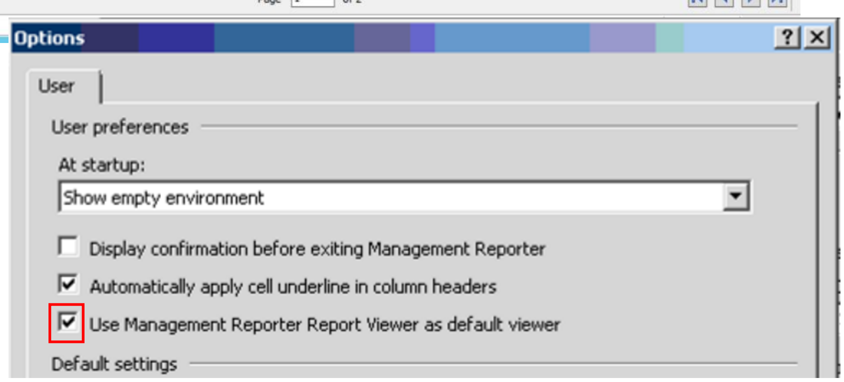
For the Eleven Months Ending Sunday, November 30, 2014

	November 2014	November 2013	YTD 2014	YTD 2013		Percent of
ROOM & BOARD						
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%
TOTAL ROOM & BOARD	**0**	**2,116,341**	**5,096,196**	**31,188,101**	**2,979,854**	**146.49%**
ANCILLARIES						
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%
TOTAL ANCILLARIES	**0**	**370,125**	**530,540**	**5,454,458**	**160,415**	**15.25%**

Report in Viewer:



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

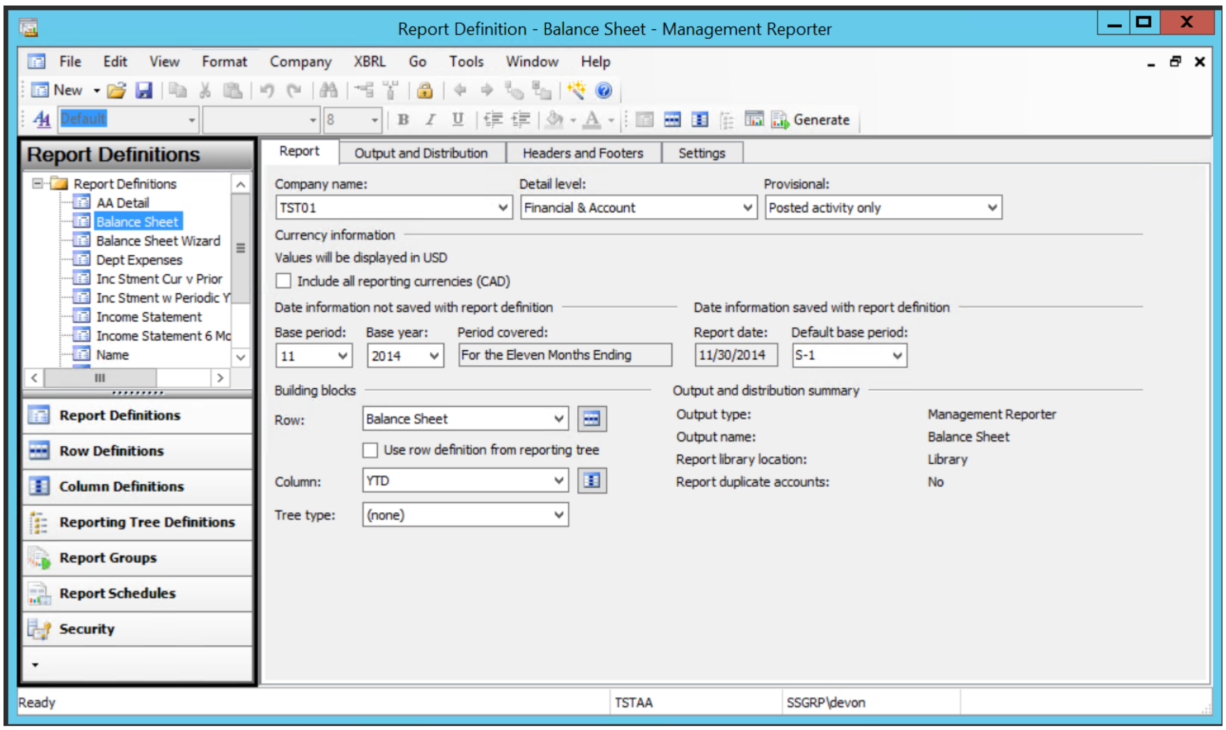
Each Report is made up of:

- 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

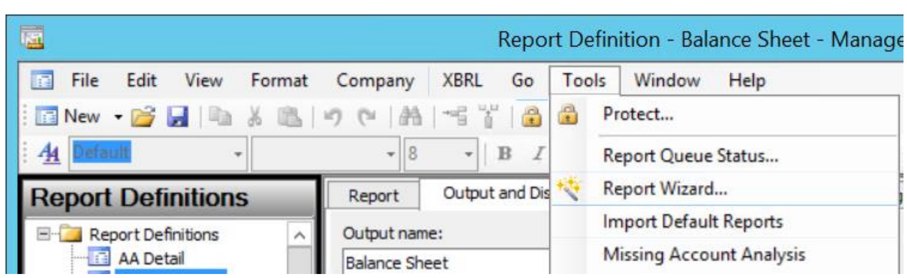
After selecting a specific Report under the Report Definitions, the Report properties window is displayed. Here you can:

- 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

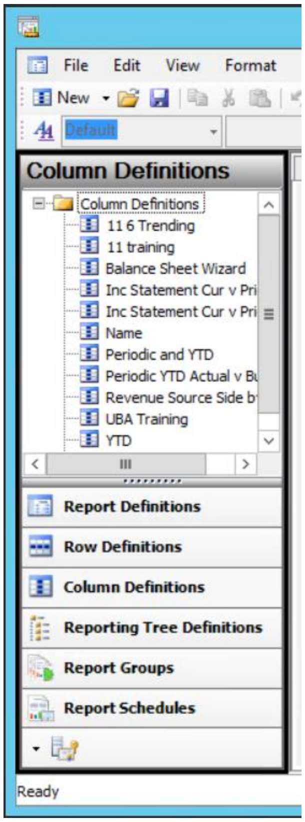


Missing Accounts

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



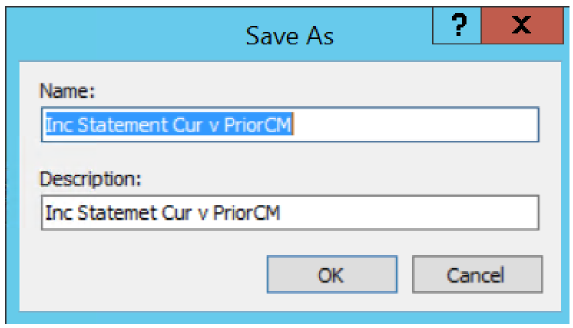
Building Block – Column Definitions

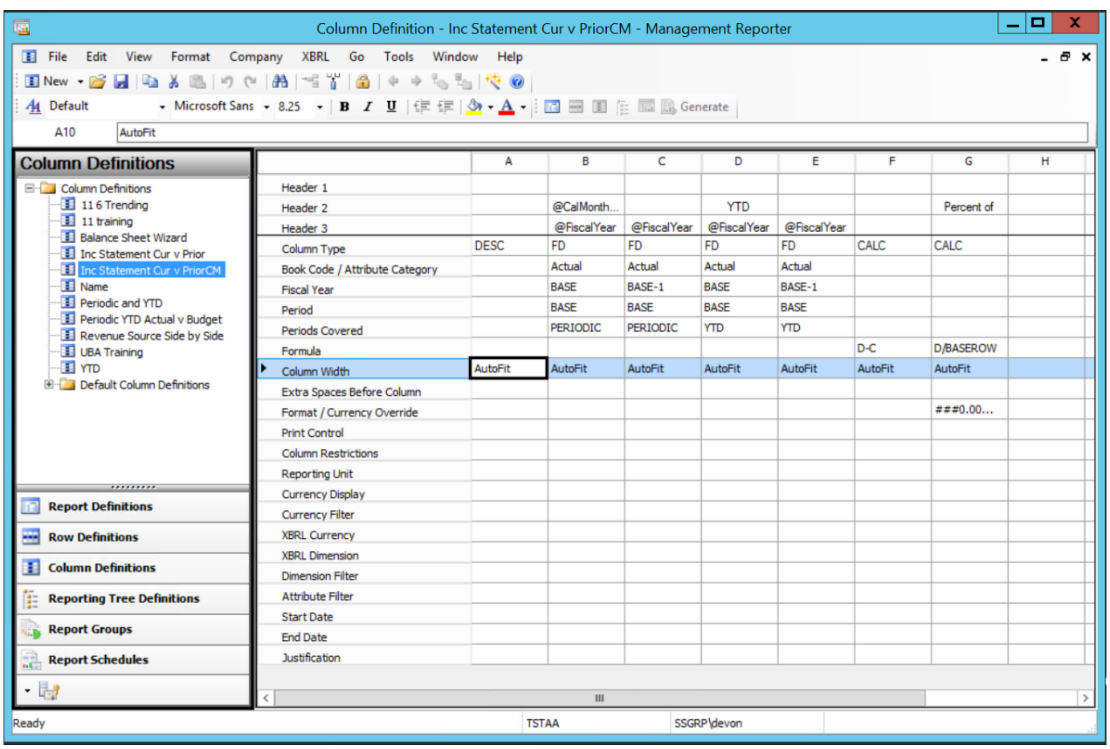


Click on Column Definitions on the bottom left to display the existing Columns on the upper left of the navigation pane.

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

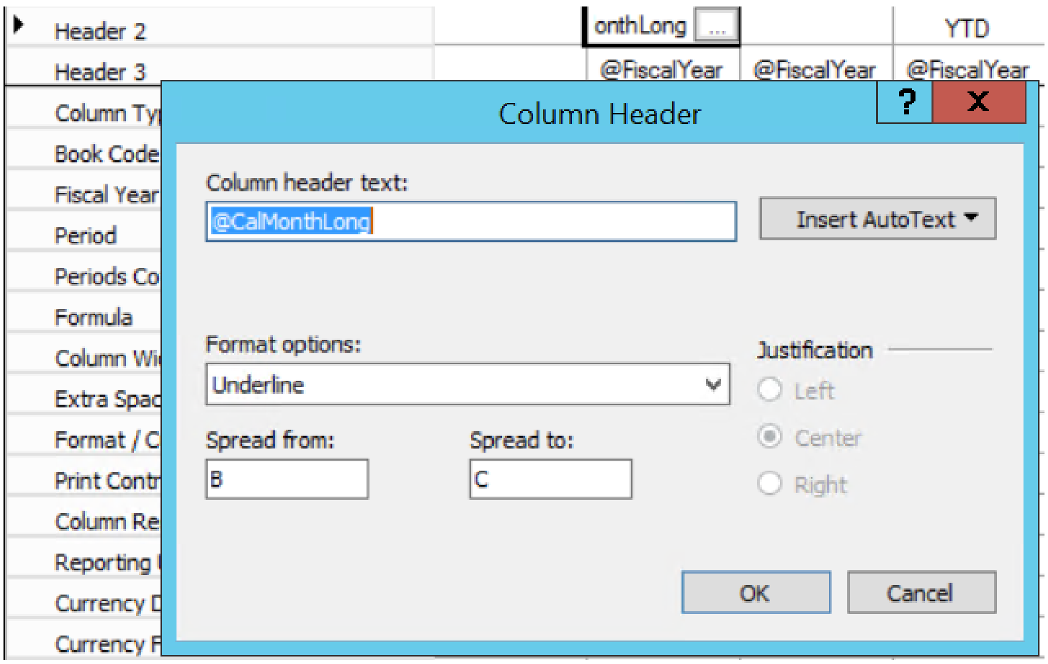
- ACCT – GL Account Codes from Row Format – No additional fields are needed

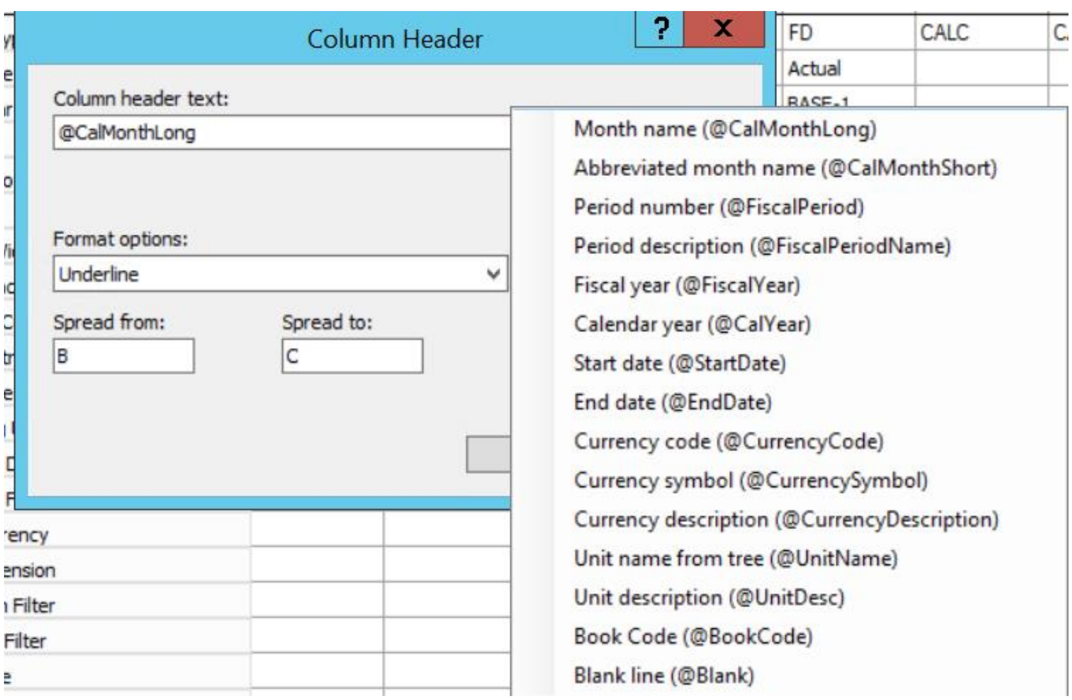
- FD – Amounts from General Ledger / Financial Dimension
  - Book Code:
    - ACTUAL – activity or balances from GP
      OR
    - Select a specific Budget ID from GP (use dropdown in field)
  - Fiscal Year and Period Code:
    - BASE is the period /year the report is run for at time of generation
    - 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:





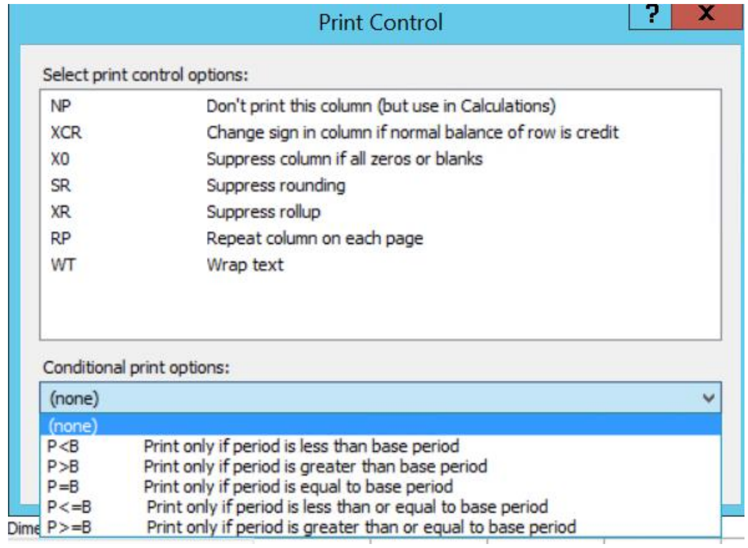
Also notice the Spread from, Spread to options to have a header over several columns.

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 <=base, budget if > base



- 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.

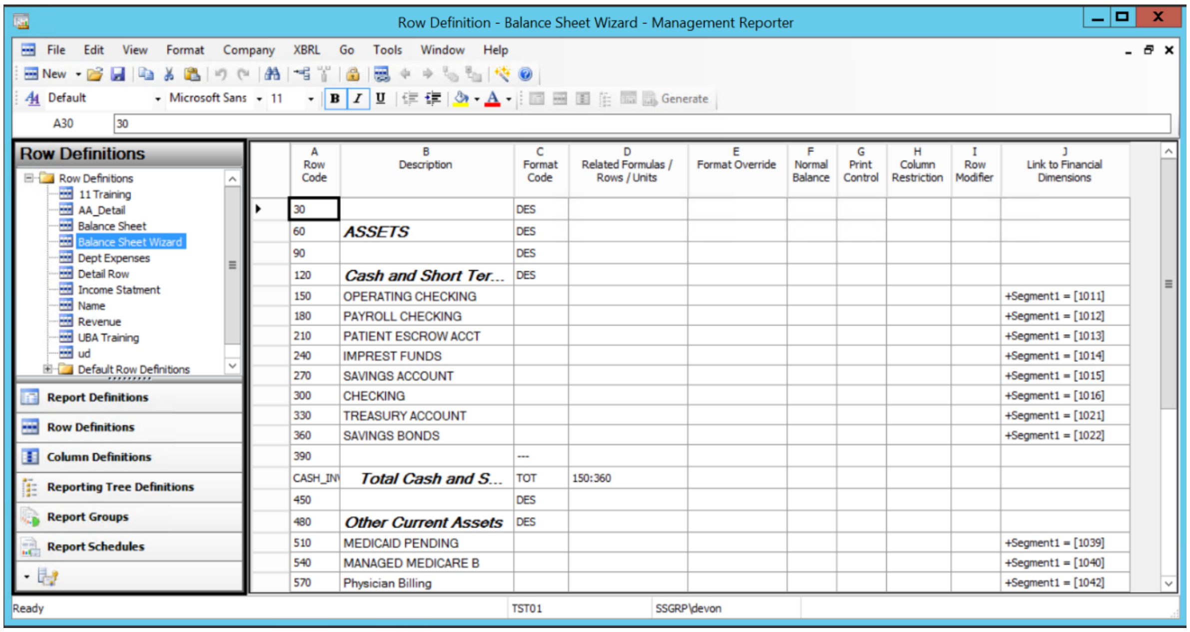
- Restricting Columns to Specific Dates – The **Start Date** and **End Date** cells restrict data in **GL** columns to specific dates. This technique is useful for daily or weekly sales reporting, cash analysis needs, and other date-sensitive reports. You can type a date using the day of the month or 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.

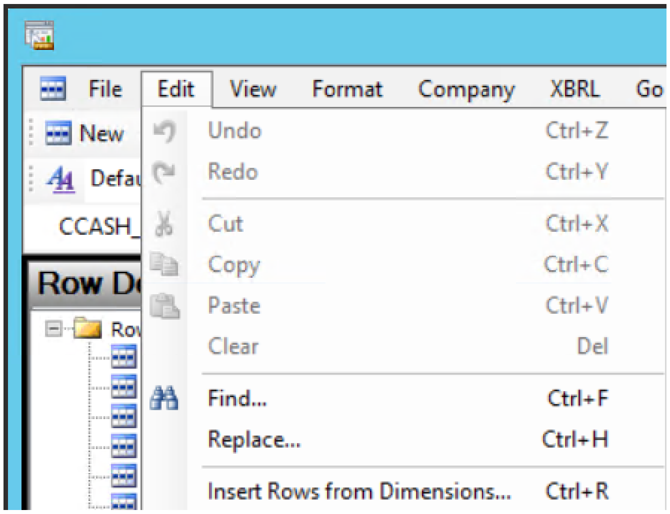
You can press New button on the top left toolbar
or
Change/view an existing Row Definition by click on the list on the top left.



Format Code (C):

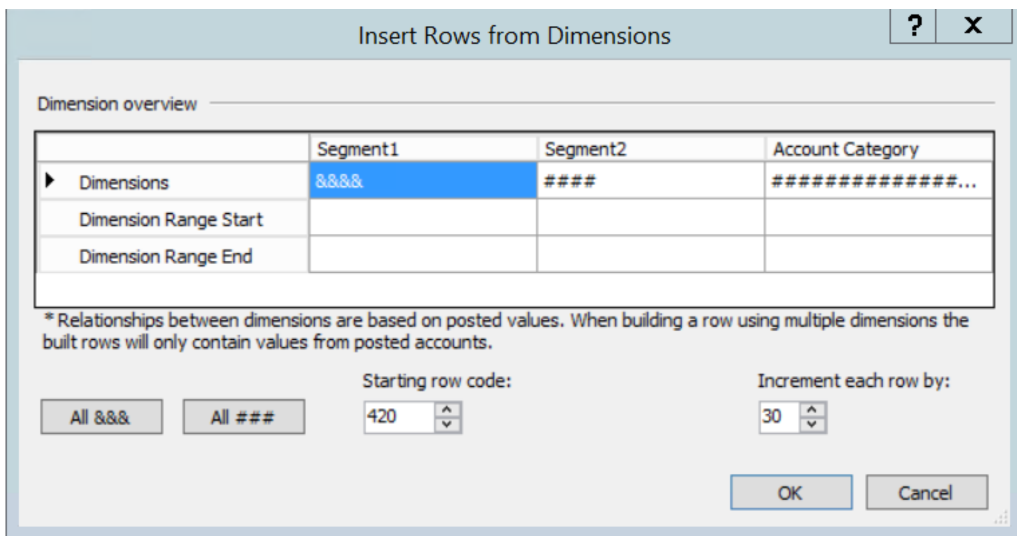
- Blank – GL account rows
    - Specify account(s) in J
    - On Liabilities and Revenue accounts specify "C" on Norm Bal (F) to reverse the sign and show as positive (instead of negative)
- DES – Description or blank line
    - Specify description in B
- **--- or ===** underscore or double-underscore 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)



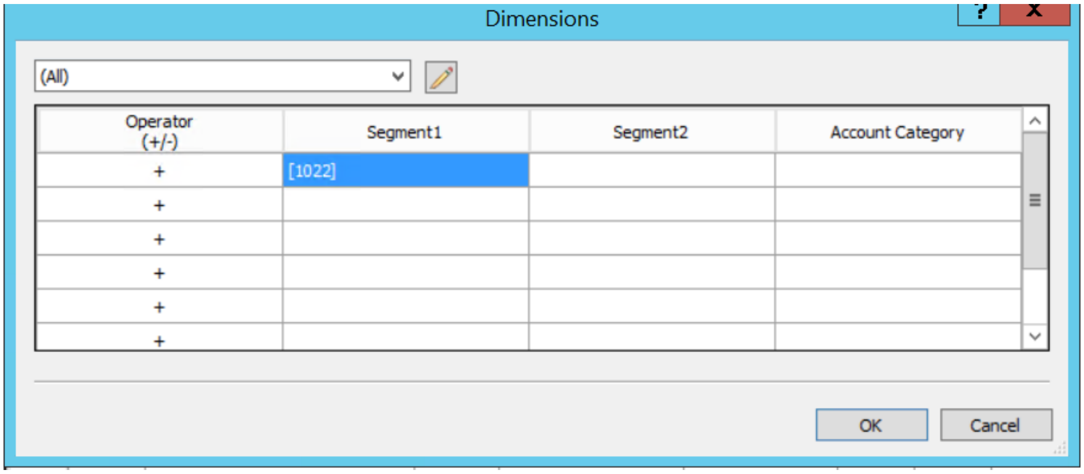
Fonts – upper left.
There are some pre-defined font styles in MR. You can also add your own. Format > Styles & Formatting

Navigation:

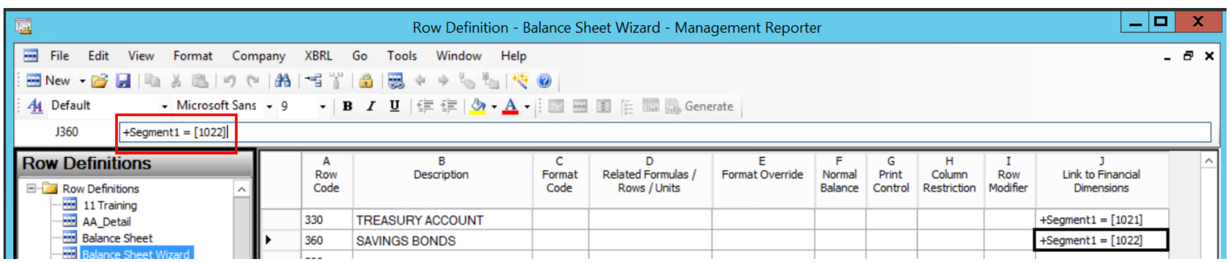
- Edit > Delete Row, Edit > Insert Row
- Right mouse click for menus
  OR
- Ctrl-C to copy, Ctrl-V to paste

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:



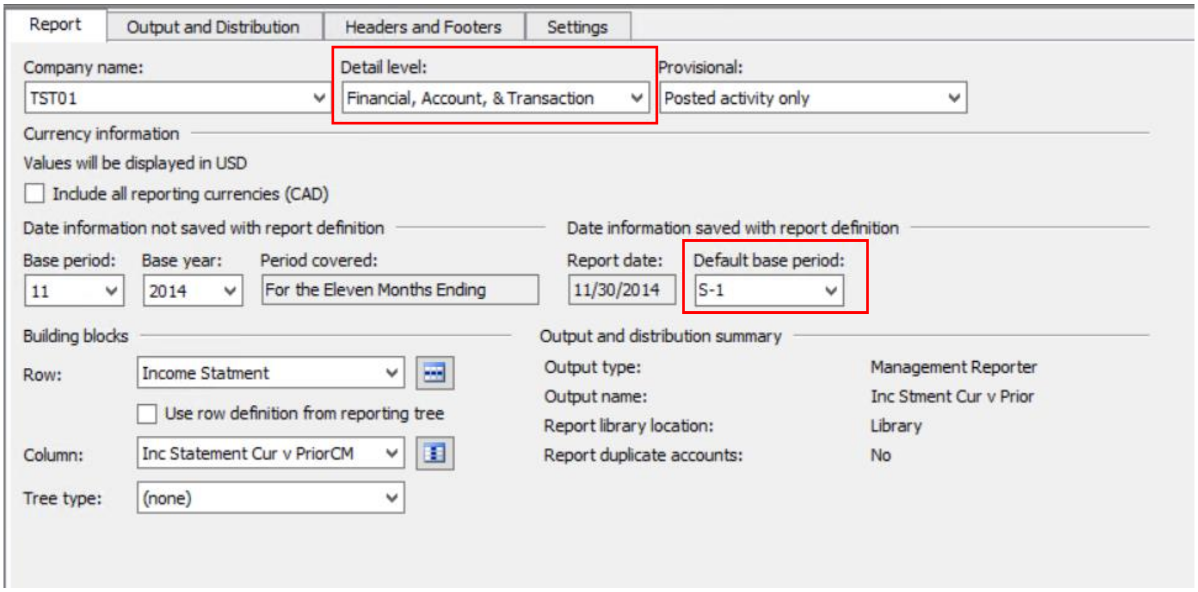
You can also add accounts (using the correct format) on the top formula bar (like in excel):



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.

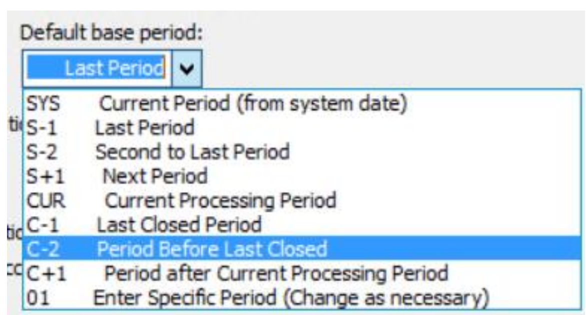
Report Options



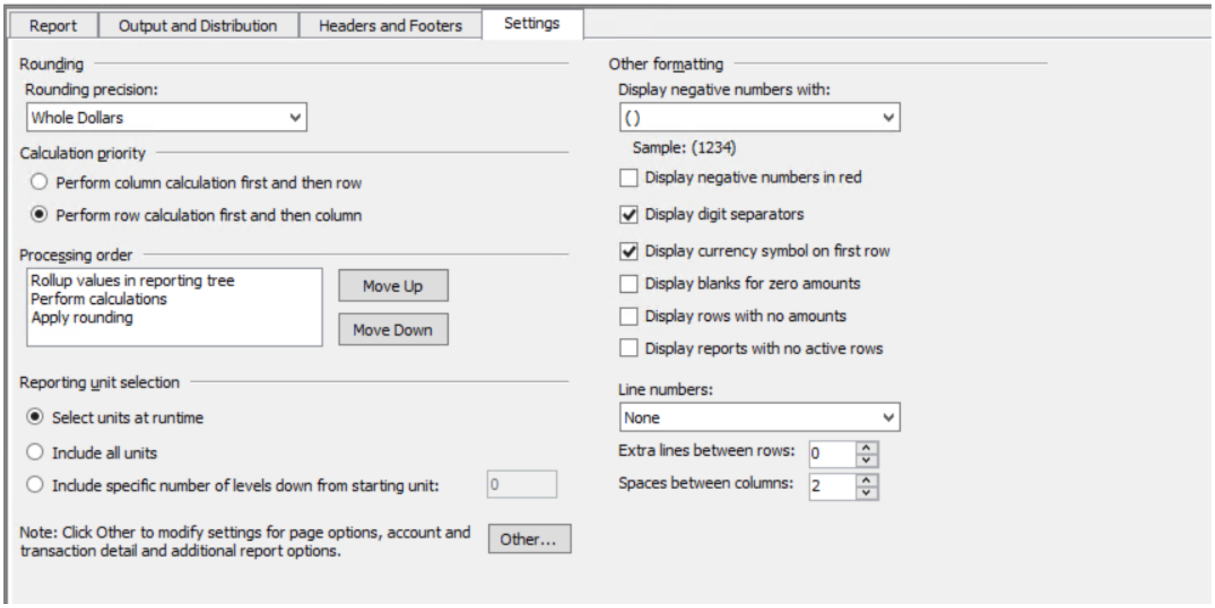
Detail Level: (for drilldown)

- 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:

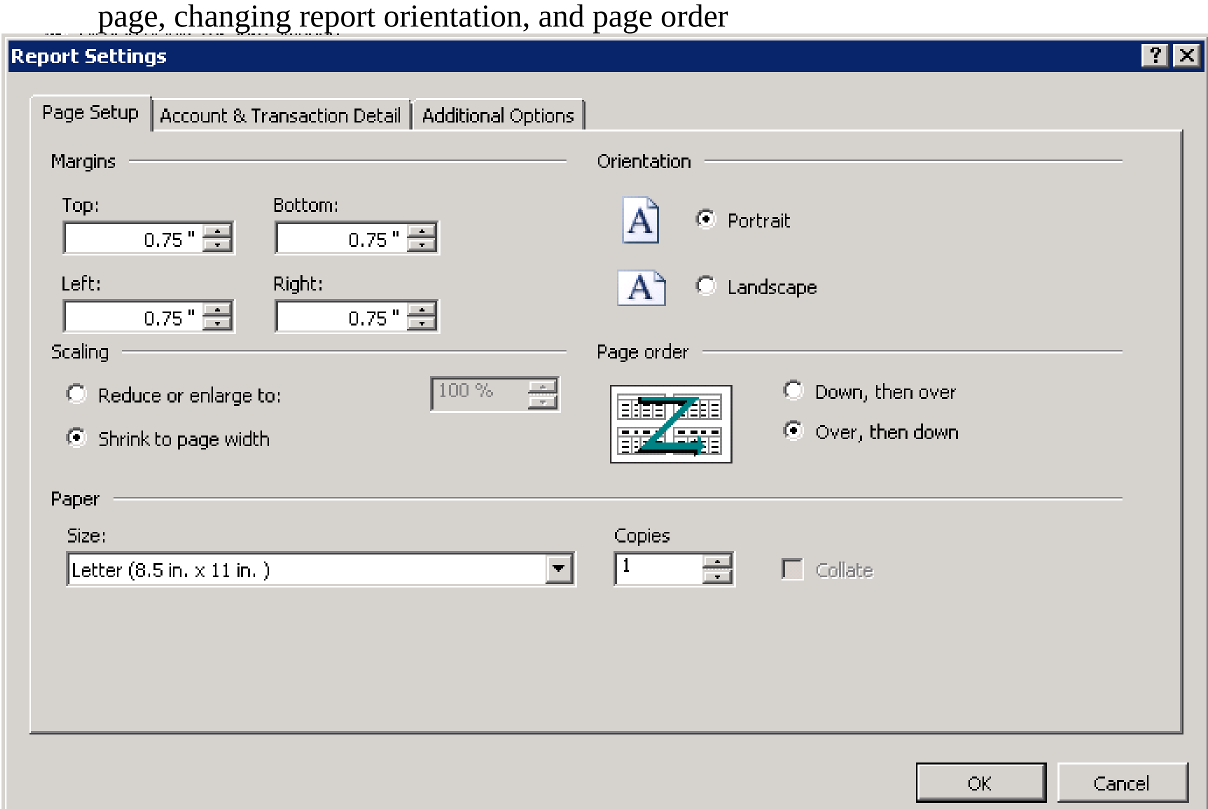


Settings:

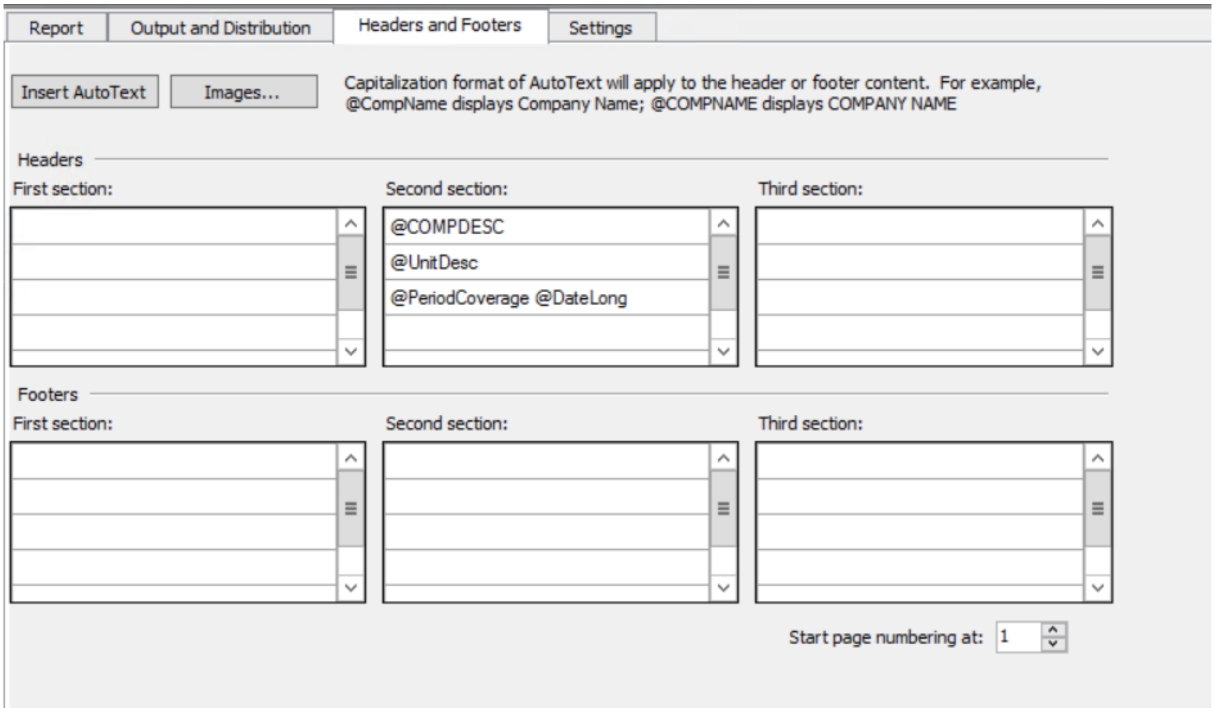


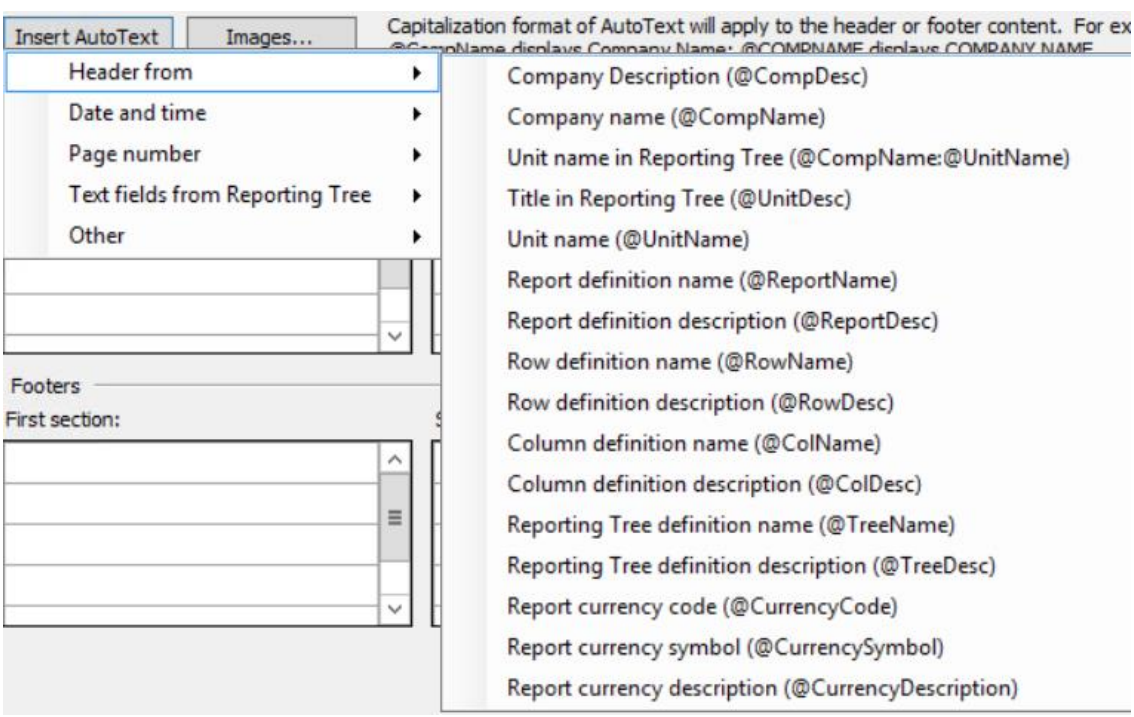
Report Page Settings

- 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

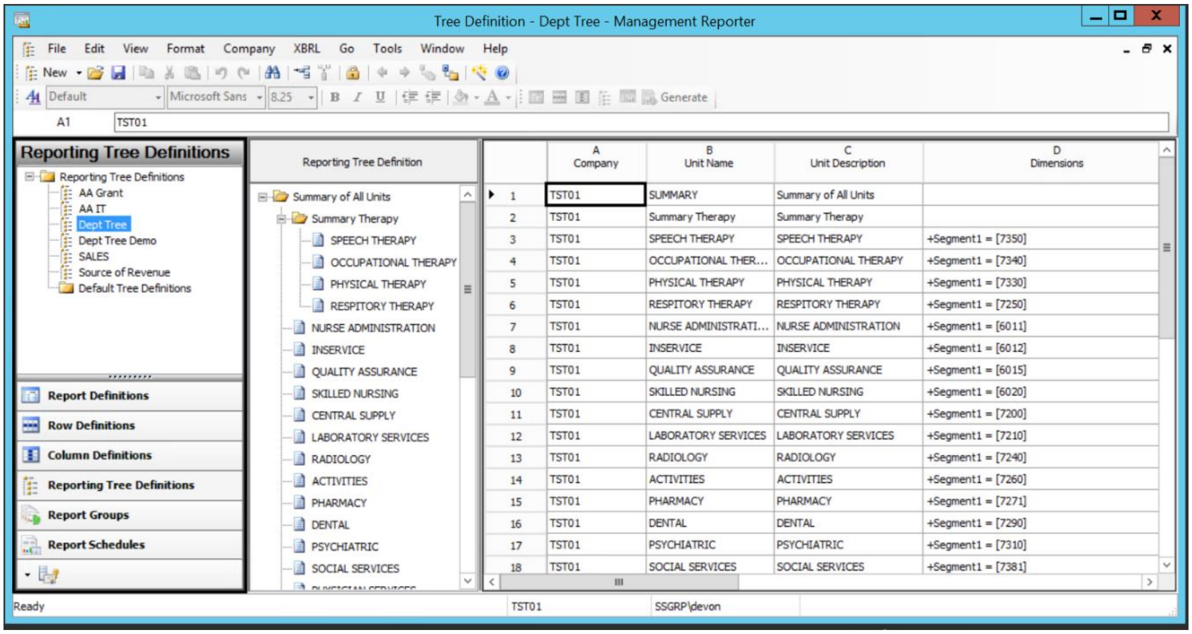


Headers & Footers:

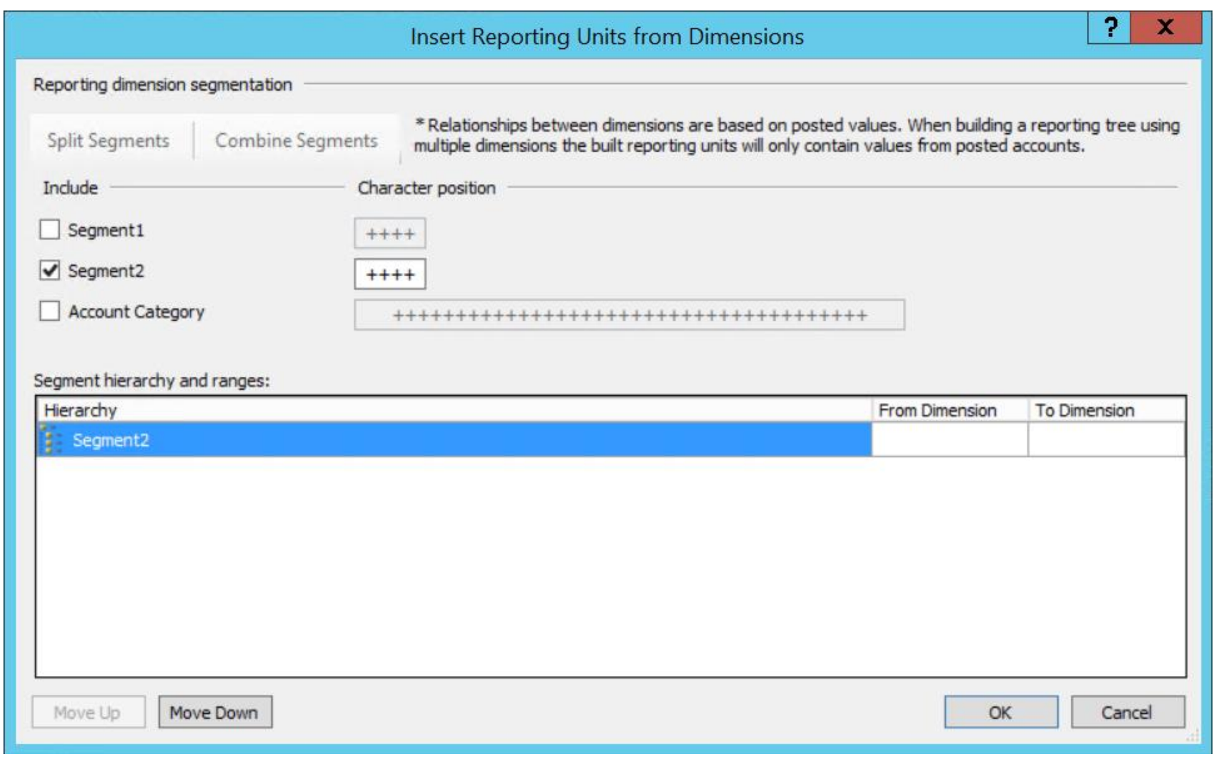




Building Block – Reporting Tree



Edit > Insert Reporting Units from Dimensions



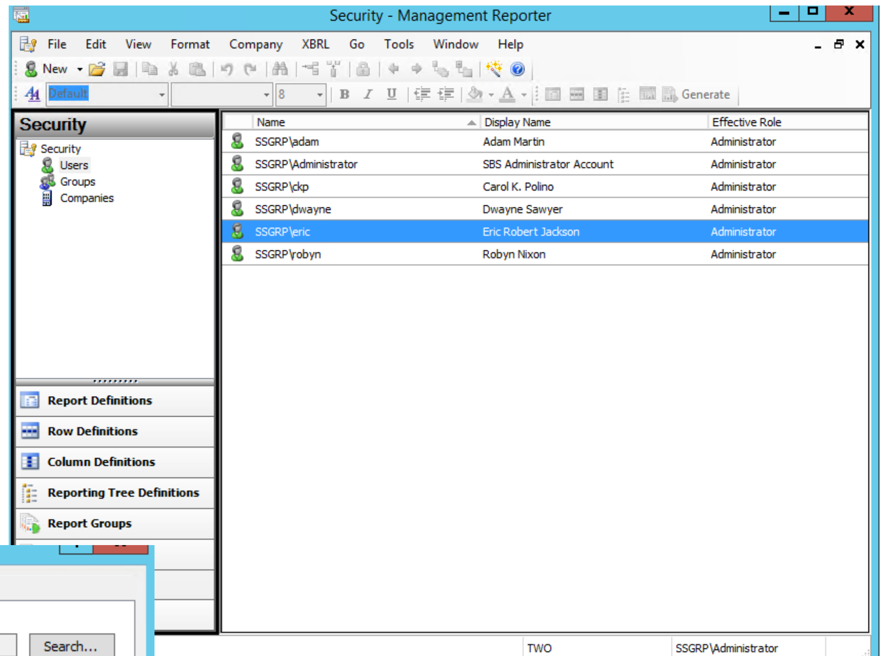
Administration

How to add a user to MR

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

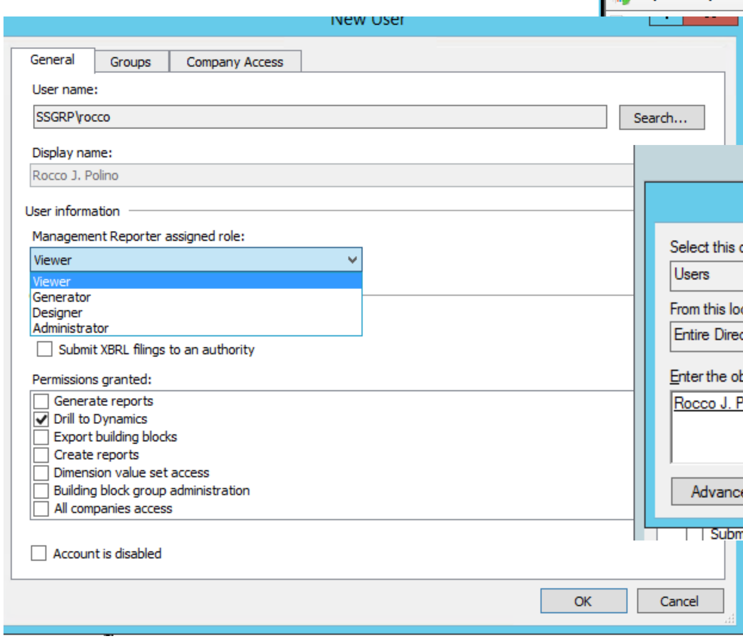
Legacy will make a user sign into MR with their GP user for each company in MR.

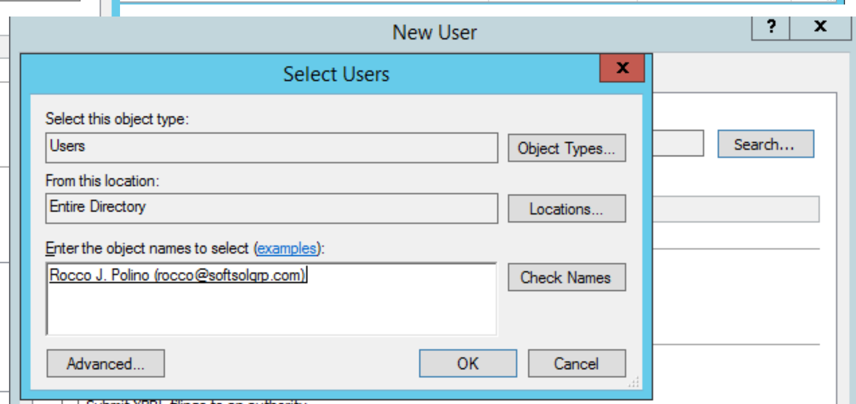
The Windows user who installed MR on the Process Server will be an Administrator by default, but some people will change this if they have a limited number of Administrators in MR.



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

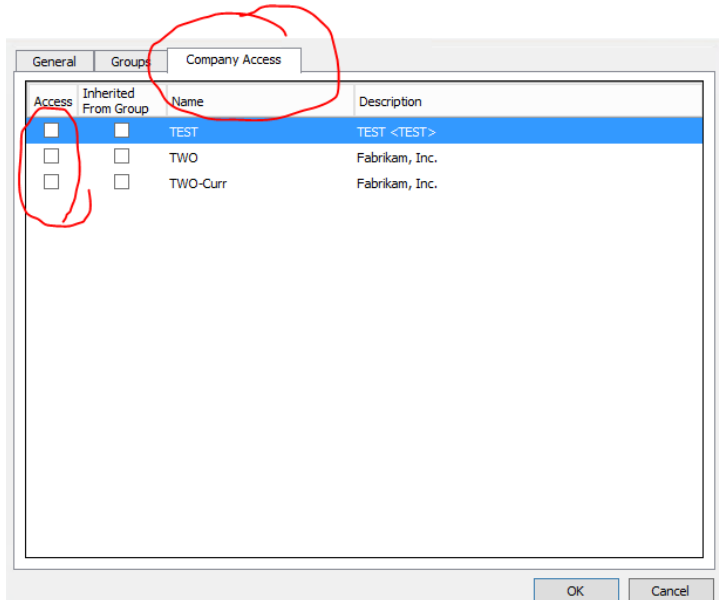




Find your user in the list by entering part of their name and clicking Check Names.
The user's name should resolve

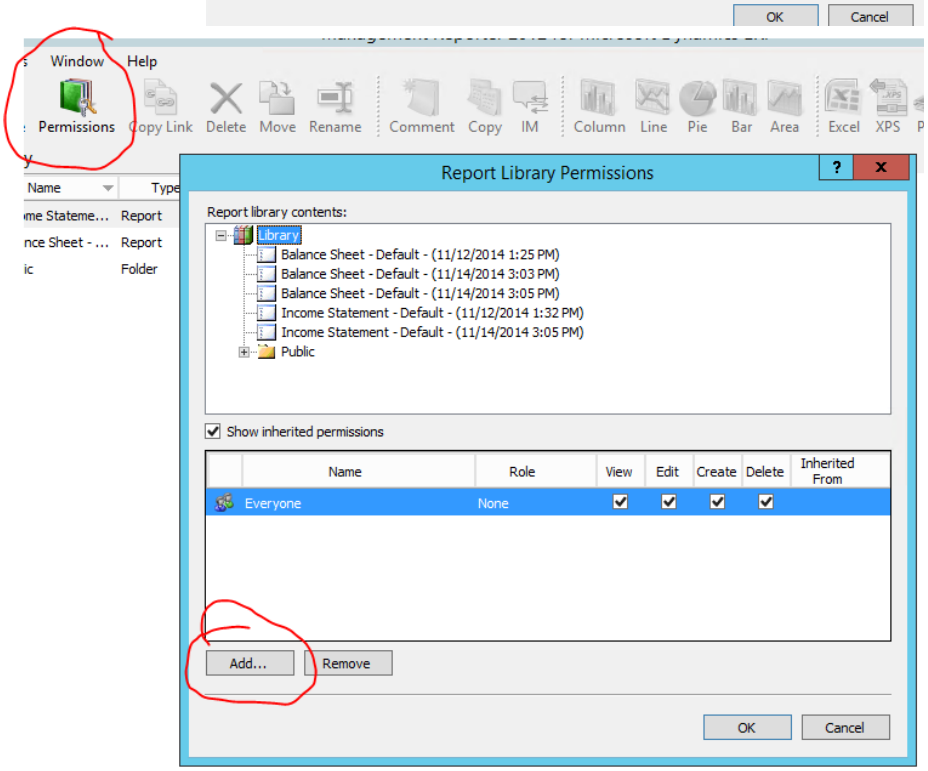
Click OK to configure
New users are always given the least amount of security, Viewer. You can change from there.

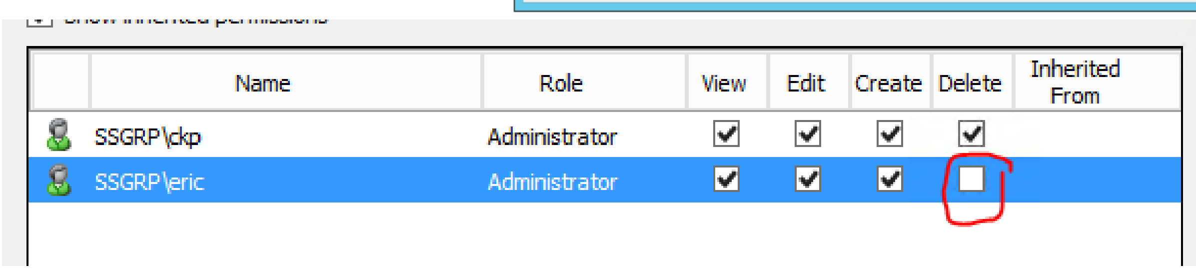
Remember! Any user who is NOT an Administrator will need to be given Company Access on that tab.



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.

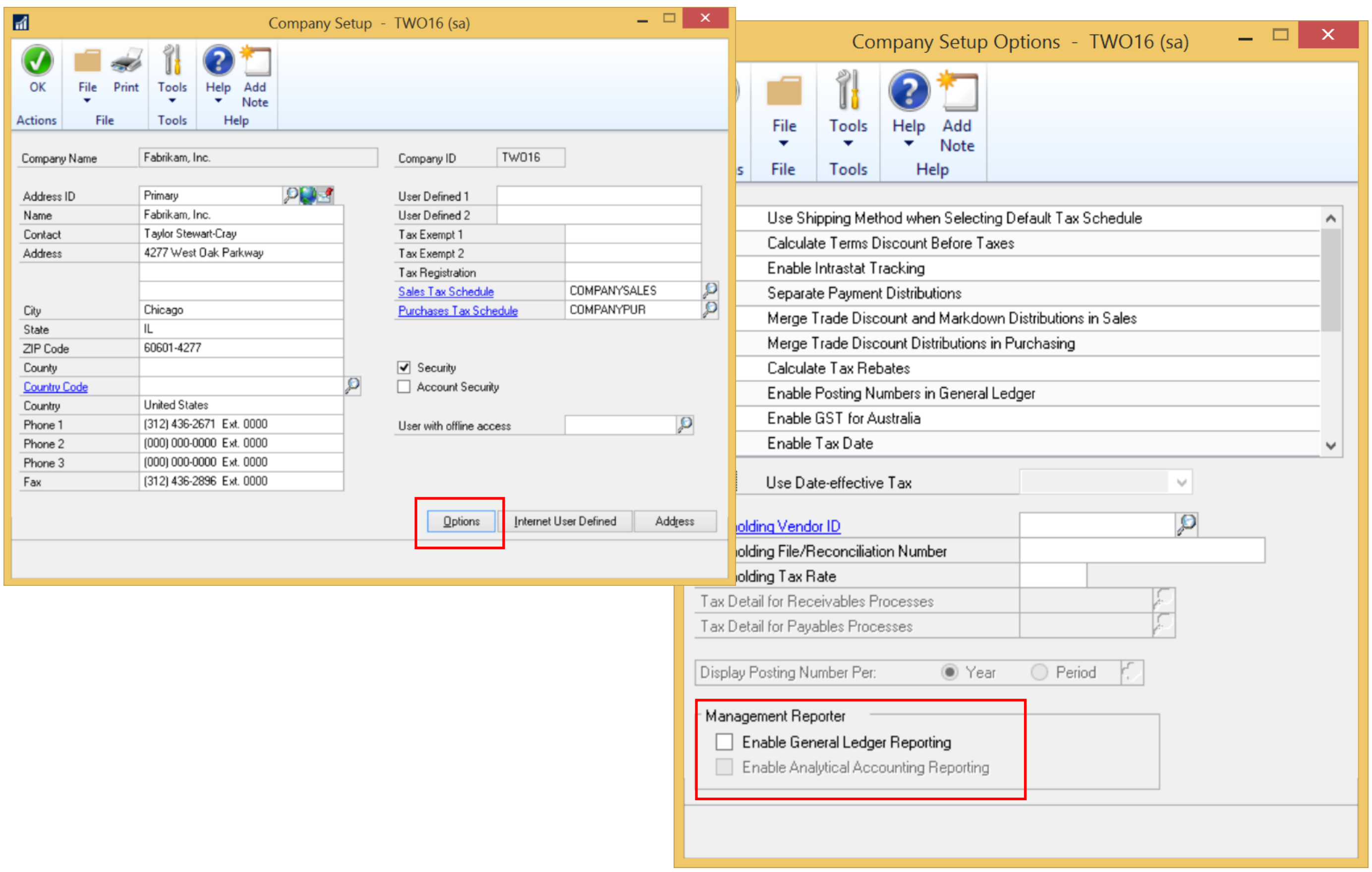
If you add a User, that user will need to have permissions set at a folder level and what you want them to be able to do, for example here, this user would not be able to delete reports.





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.



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 estrictio	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)