Creating Reports in MANAGEMENT REPORTER I

How to Create

Foundation Reports

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Chapter 2 Creating a Trial Balance

Lesson 1: Overview and 1st Glance

This is the finished Trial Balance that I'm creating in this chapter. It's a "natural sign" trial balance, one where debit balances are positive and credit balances are negative. So it should foot to zero.

Overview

- Creating the trial balance row definition
- Creating the trial balance column definition
- Creating the trial balance report definition
- Generating the report to the report viewer
- Focus on the report viewer
- Improving the look of the default report—7 important tweaks
- View the finished trial balance

The Finished Trial Balance

FABRIKAM US
Trial Balance Detail
For the One Month Ending January 31, 2014

		January	Year to Date
1100	Cash - Operating Account	$241,957.41	$580,519.66
1101	Cash in Bank - Canada	(1,552.45)	8,957.84
1102	Cash in Bank - Australia	11,728.61	18,302.17
1103	Cash in Bank - New Zealand	(2,417.85)	6,007.94
1105	Cash in Bank - United Kingdom	3,810.04	12,697.77
1106	Cash in Bank - South Africa	2,399.35	7,501.90
1107	Cash in Bank - Singapore	3,190.37	6,963.24
1110	Cash - Payroll	118,125.30	119,050.74
1120	Cash - Flex Benefits Program		345.32
1130	Petty Cash	144.54	319.54
6750	Licenses & Fees	10,500.00	10,500.00
6760	Recruiting & Moving Expense	759.87	759.87
6770	Company Meetings	350.00	350.00
6780	Miscellaneous Expense	161.20	161.20
6790	Warranty Expense	2,750.00	2,750.00
7010	Finance Charge Income	(25.00)	(25.00)
7020	Interest Income	(909.16)	(909.16)
7040	Miscellaneous Income	(977.08)	(977.08)
8020	Interest Expense	2,034.57	2,034.57

Let's get started.

Lesson 2: Creating the Row Definition

The first step in creating the trial balance is to create a row definition. In this lesson, I'll create the row definition for the trial balance. The row definition is where you specify what GL accounts you want to see on a report, and where the underscores, totals, and calculations are.

From the main "Management Reporter 2012 for Microsoft Dynamics ERP" screen
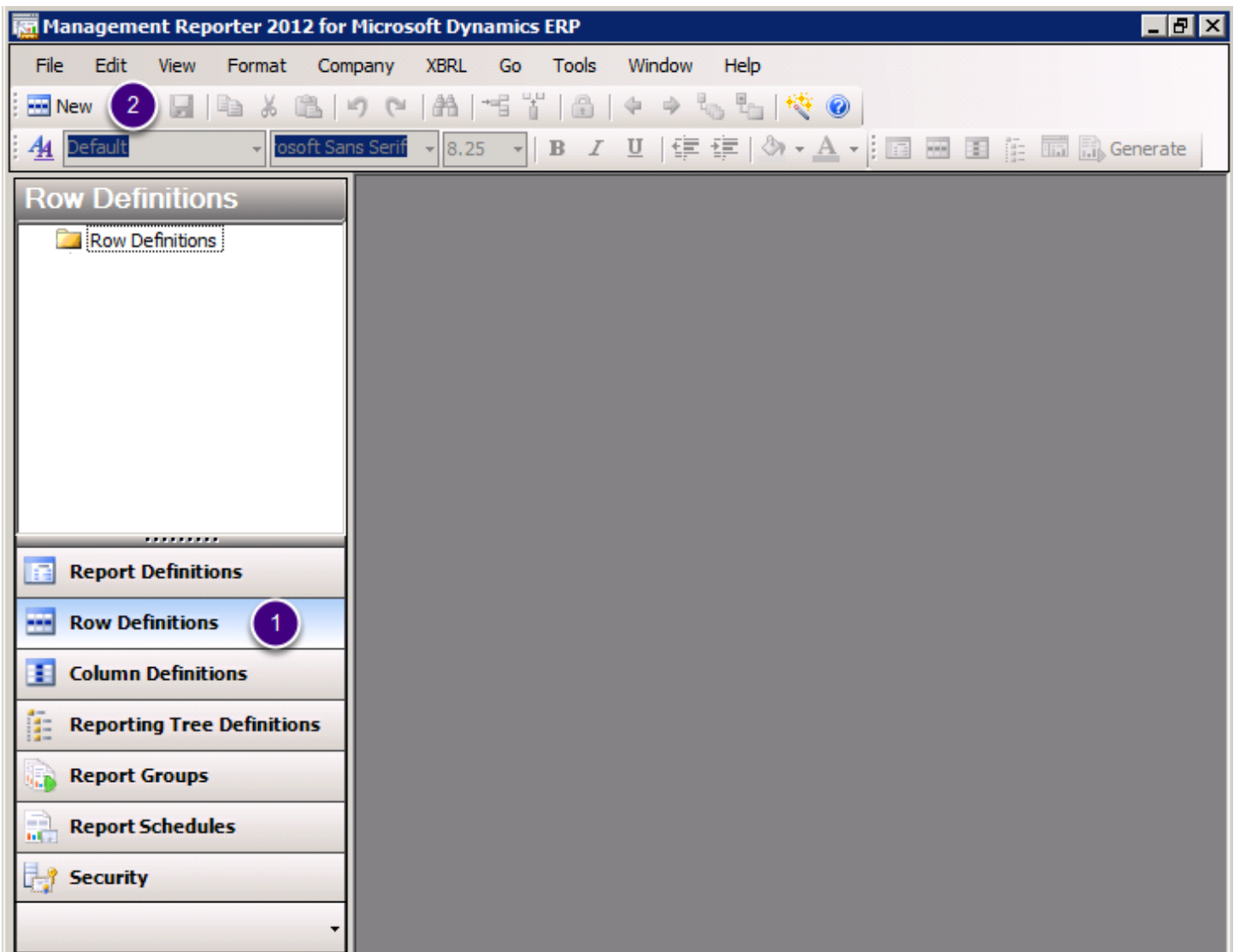
1. Click **Row Definitions**
2. Click **New**

Result: a new empty row definition

By the way, the area on the far left is called the **Navigation Pane**. I'm going to toggle it off in the next step in order to have more room to work.

How to get more room on the screen
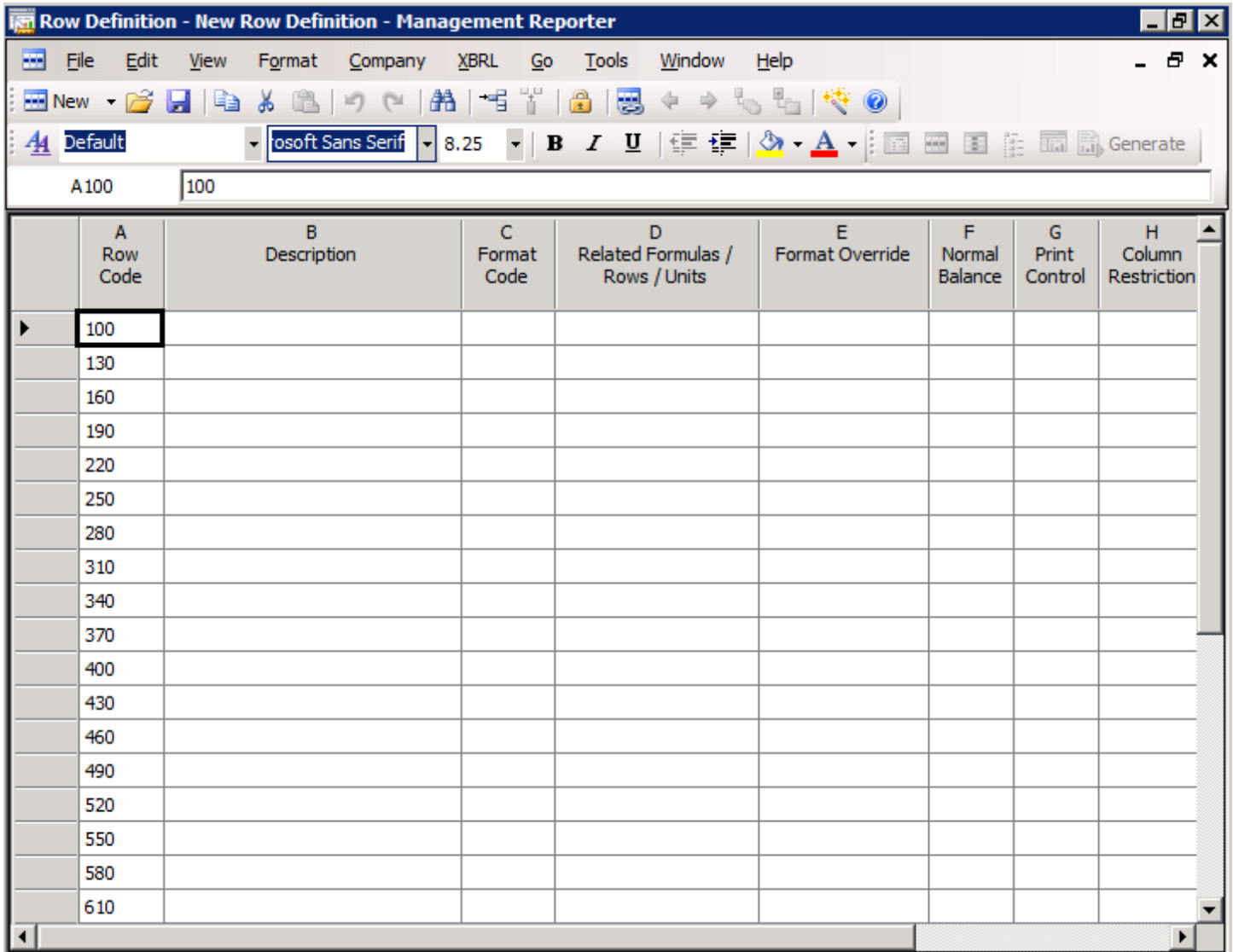
I just toggled the Navigation Pane off with **Alt+F1**. You can also get there from **View>Navigation Pane**.

This gives me lots more room to work, and it allows me to show you more of the row (since I'm having to use a very small window in order to fit these screen shots). It also just seems cleaner.

Automatically add all your natural accounts (aka main accounts, object codes) to the new row definition
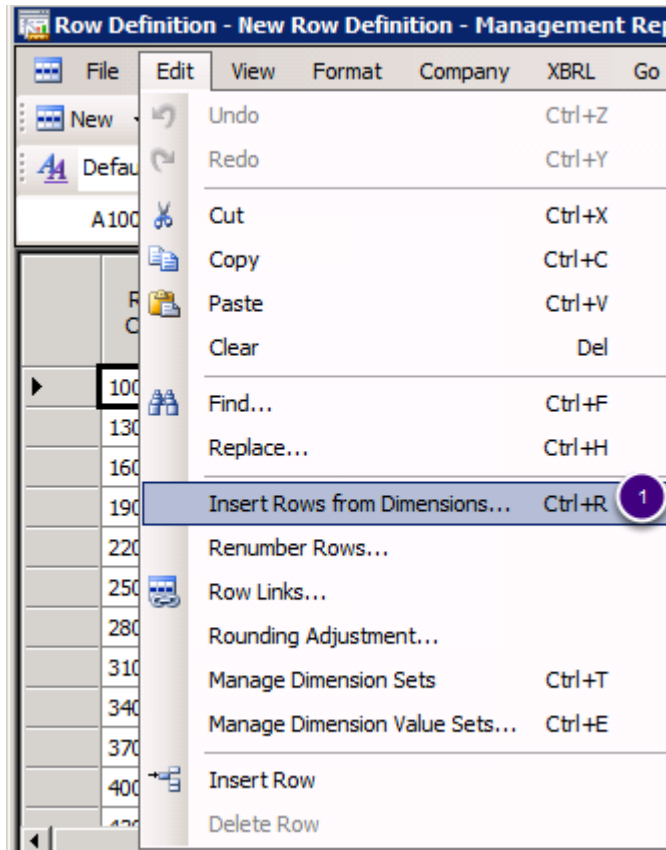
1. From the **Edit** menu, choose **Insert Rows from Dimensions**.

Let this default, and when you click OK, you will pull in every natural account
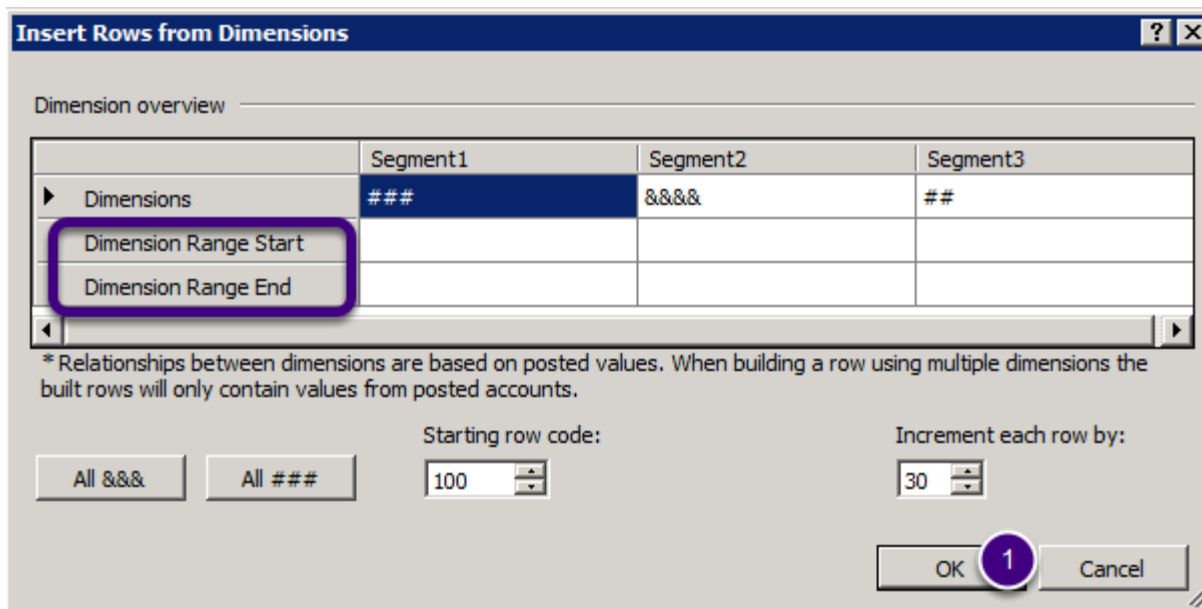
Management Reporter reads your account structure, presumes you want to pull in only your natural accounts (without any other dimensions), and sets up so that all you have to do is click OK.

In this database, the Account dimension is the middle segment, and the ampersands (aka "hooks") show that Management Reporter is set to pull Segment 2. The pound signs specify that the other dimensions are not pulled into this row.

Dimension Range Start and **End** is most often used to restrict the Account segment to just balance sheet accounts. Or just P&L accounts.

1. Click **OK**.

Warning—when you open this screen on your system, if the ampersands appear in a segment other than your natural account, STOP. That means your ERP is not set up correctly and that it thinks that some other dimension is the natural account. This isn't common but I've seen it more than once on GP systems.

The newly populated row definition

	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	Cash - Operating Account								+Segment2 = [1100]
	130	Cash in Bank - Canada								+Segment2 = [1101]
	160	Cash in Bank - Australia								+Segment2 = [1102]
	190	Cash in Bank - New Ze...								+Segment2 = [1103]
	220	Cash in Bank - Germany								+Segment2 = [1104]
	250	Cash in Bank - United K...								+Segment2 = [1105]
	280	Cash in Bank - South Af...								+Segment2 = [1106]
	310	Cash in Bank - Singapore								+Segment2 = [1107]
	340	Cash - Payroll								+Segment2 = [1110]
	370	Cash - Flex Benefits Pro...								+Segment2 = [1120]
	400	Petty Cash								+Segment2 = [1130]

I'll cover most of these columns as the lessons proceed, but suffice to say that Management Reporter pulls in your accounts and their descriptions from your ERP.

FRx Users—here's what's different:

1. A separate column for **Format Override**. It will allow you to format a single row as a percentage or other override.
2. A separate column for **Row Modifier**. This is where you can specify a different book code or period for a single row.
3. **Link to Financial Dimensions** has a different title and a different look. This is where the GL Account number is populated.

Get rid of the sign flips in the Normal Balance column

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
1810	Contra Accounts for Costs				C				+Segment2 = [2014]
1840	Accounts Payable				C				+Segment2 = [2100]
1870	Accounts Payable-MC Trx				C				+Segment2 = [2101]
1900	Purchases Discounts A...				C				+Segment2 = [2105]
1930	Accrued Expenses				C				+Segment2 = [2110]
1960	Accrued Purchases				C				+Segment2 = [2111]
1990	Unearned Income				C				+Segment2 = [2115]
2020	Commissions Payable				C				+Segment2 = [2120]
2050	Bonuses Payable				C				+Segment2 = [2130]
2080	Accrued Vacation Paya...				C				+Segment2 = [2140]
2110	Taxable Benefits Payable				C				+Segment2 = [2150]

Management Reporter reads your chart of accounts and automatically flips the signs on the normal credit balance accounts like liabilities and equities and revenue. Because I'm creating a natural sign trial balance, I don't want any sign flips, so I'll get rid of everything in this column.

1. Highlight and delete everything in **column F Normal Balance.**

Aside—I wish you could just click the column header to highlight the whole column. But you can't. So you can use a mouse. I'm more of a keyboard shortcut person, though, so I use a combination of **Shift+Ctrl+End** plus **Shift+Left Arrow**. If you're a keyboard person, these are standard Windows shortcuts that are often used in Excel.

Add an underscore and a total row

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
9700	Earnings in Excess of Bi...								+Segment2 = [8510]
9730	Project Deferred Reven...								+Segment2 = [8610]
9760	Retentions Account Re...								+Segment2 = [8710]
9790	Square Footage-Admini...								+Segment2 = [9010]
9820	Employee Count-Admini...								+Segment2 = [9020]
9850	Fixed Assets-Computer ...								+Segment2 = [9030]
9880	Number of Telephone I...								+Segment2 = [9040]
9910	Transfer Suspense Acc...								+Segment2 = [9999]
9940		--- ①							
9970	Total GL ②	TOT	100:9940 ③						
10000									
10030									

At the end of this long list of accounts:

1. Add an **underscore** and a **TOT** in column C. Both the underscore and the TOT are listed in the dropdown box for column C.
2. Add **Total GL** as the description in column B.
3. Add a formula in column D. Formulas use the **Row Codes** in column A. This row definition begins at row 100, so the formula should be **100:9940**. I'm including every single row in this formula.

FRx Users—A **colon** replaces the **to** that FRx uses to indicate a range of accounts, so now it's **100:9940** instead of **100 to 9940**.

Finally, it's a good practice to include the underscore in row 9940 in your formula. Why? Because if you insert an account just above the underscore (not uncommon), then you don't have to remember to change the formula.

Review the accounts to see if there are any statistical accounts

	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
	9790	Square Footage-Administration							
	9820	Employee Count-Administration							
	9850	Fixed Assets-Computer Cabinets							
▶	9880	Number of Telephone Installations							
	9910	Transfer Suspense Account							
	9940		---						
	9970	Total GL	TOT	100:9940					

Square Footage? Number of Telephone Installations? Ah...I don't think so.

Review the new row definition for any statistical accounts that your financial ledger might use. They're the best way to screw up a balanced trial balance.

To delete a row, highlight the entire row, right-click and Delete Row

	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 Modifie	J Link to Financial Dimensions
	9790	Square Footage-Administration								+Segment2 = [9010]
	9820	Employee Count-Adminis	✂ Cut Ctrl+X							+Segment2 = [9020]
	9850	Fixed Assets-Computer (	Copy Ctrl+C							+Segment2 = [9030]
▶	9880	Number of Telephone Ir	Paste Ctrl+V							+Segment2 = [9040]
	9910	Transfer Suspense Acc	Clear Contents Del							+Segment2 = [9999]
	9940		Find... Ctrl+F							
	9970	Total GL	Replace... Ctrl+H							
	10000		Manage Dimension Value Sets... Ctrl+E							
	10030		Insert Row							
	10060		✕ Delete Row ①							
	10090		Column Width...							
	10120		Hide							
	10150		Unhide							
	10180									
	10210									
	10240									

1.   Highlight the 4 statistics accounts, **right-click** and **delete** them.