

# Creating Reports in Management Reporter

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For FRxBuzz.com

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# Sample Pages

## 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.*

#### 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
- Improving the look of the default report—7 important tweaks
- View the finished trial balance

#### The Finished Trial Balance

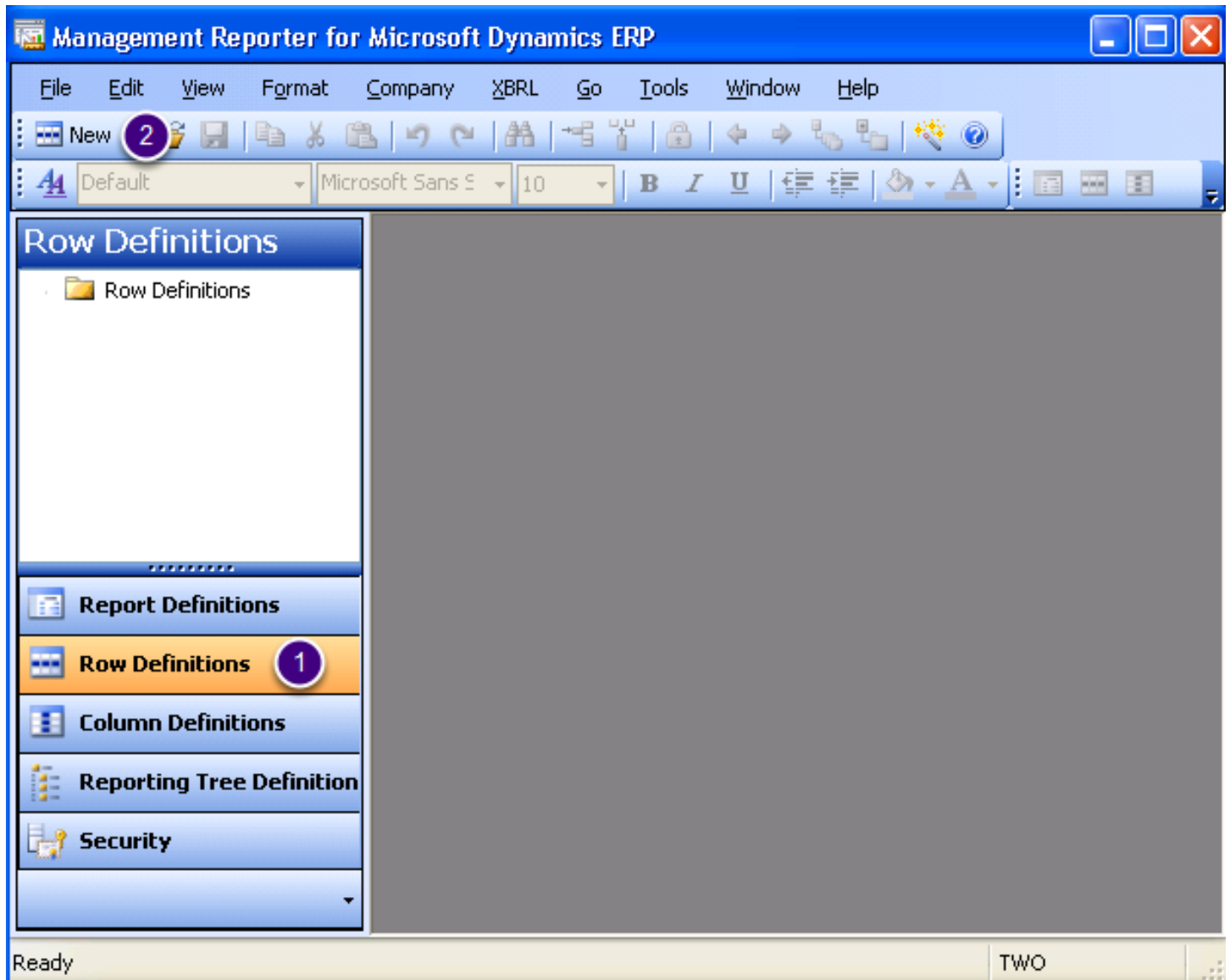
**THE WORLD ONLINE, INC.**  
**Trial Balance Detail**  
**For the One Month Ending January 31, 2014**

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

## Lesson 2: Creating the Row Definition, and Learn 2 Big Improvements over FRx

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, and I'll also highlight several differences from FRx. 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 for Microsoft Dynamics ERP" screen



1. Click **Row Definitions**
2. Click **New**

Result: a new empty row definition

Row Definition - New Row Definition - Management Reporter

File Edit View Format Company XBRL Go Tools Window Help

New

Default Microsoft Sans E 10 B I U

A100 100

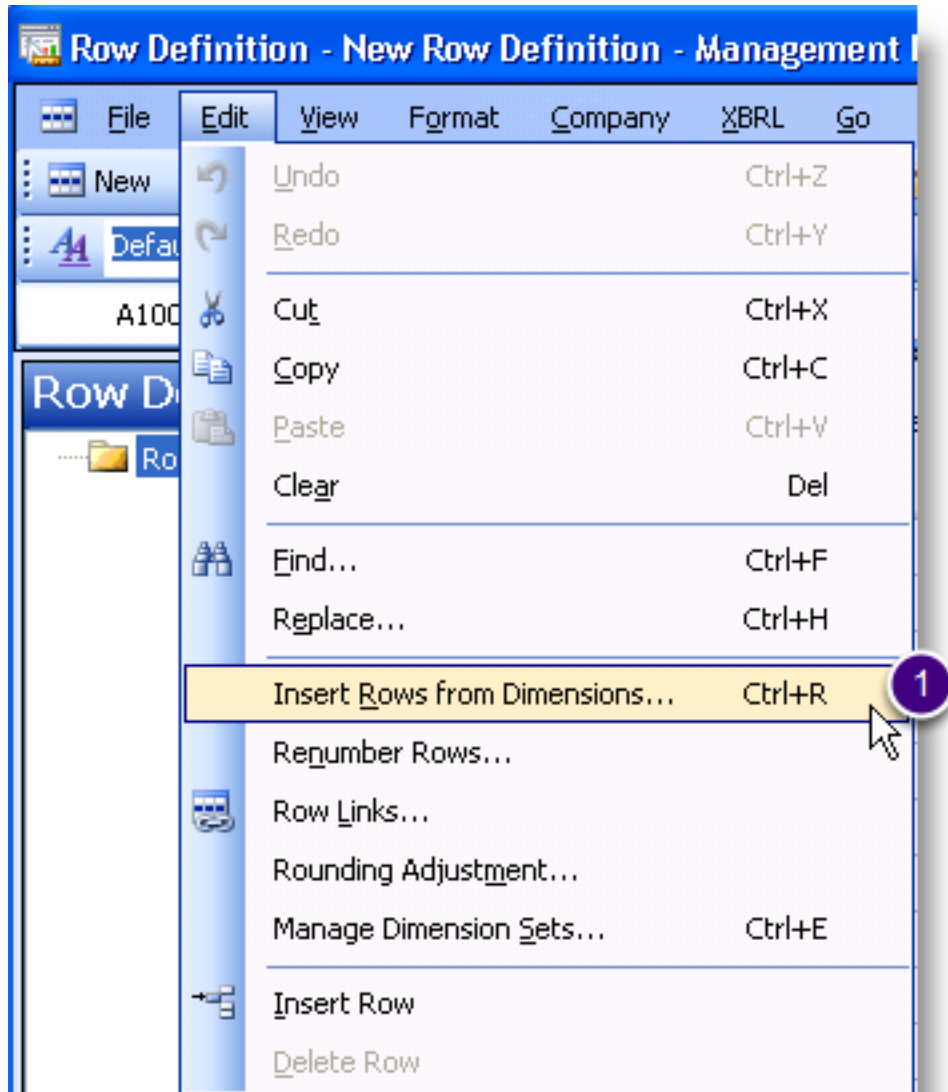
### Row Definitions

- Row Definitions
- Report Definitions
- Row Definitions**
- Column Definitions
- Reporting Tree Definition
- Security

A Row Code	B Description	C Format Code	D Related Formula: Rows / Units
▶ 100			
130			
160			
190			
220			
250			
280			
310			
340			
370			
400			
430			
...			

Ready TWO

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**.

Leave the default, and when you click OK, you will pull in every natural account

Insert Rows from Dimensions

Dimension overview

	Department	Account	Division
▶ 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: 100

Increment each row by: 30

All &&& All ###

OK Cancel

**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**.

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

The row definition looks a lot like FRx, but 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
1810	Contra Accounts for Costs				C
1840	Accounts Payable				C
1870	Accounts Payable-MC Trx				C
1900	Purchases Discounts Av...				C
1930	Accrued Expenses				C
1960	Accrued Purchases				C
1990	Unearned Income				C
2020	Commissions Payable				C

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**.

**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
9820	Employee Count-Admini...								+Account = [9020]
9850	Fixed Assets-Computer ...								+Account = [9030]
9880	Number of Telephone In...								+Account = [9040]
9910	Transfer Suspense Acc...								+Account = [9999]
9940		---							
9970	Total GL	TOT	100:9940						
10000									

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 pulling every single row into this formula.

A **colon** replaces the 'to' that FRx uses to indicate a range of accounts.

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

**Review the accounts to see if there are any statistical accounts**

9790	Square Footage-Administration								+Account = [9010]
9820	Employee Count-Administration								+Account = [9020]
9850	Fixed Assets-Computer Cabinets								+Account = [9030]
9880	Number of Telephone Installations								+Account = [9040]

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.