Creating Reports in MANAGEMENT REPORTER I

How to Create

Foundation Reports

by Jan Lenoir Harrigan CPA
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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

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

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**.
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.
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.
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

<table>
<thead>
<tr>
<th>A Row Code</th>
<th>B Description</th>
<th>C Format Code</th>
<th>D Related Formulas / Rows / Units</th>
<th>E Format Override</th>
<th>F Normal Balance</th>
<th>G Print Control</th>
<th>H Column Restriction</th>
<th>I Row Modifier</th>
<th>J Link to Financial Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>9700</td>
<td>Earnings in Excess of Bi...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9730</td>
<td>Project Deferred Revenue...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9760</td>
<td>Retentions Account Receivables</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9790</td>
<td>Square Footage Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9820</td>
<td>Employee Count Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9850</td>
<td>Fixed Assets - Computers and Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9880</td>
<td>Number of Telephone Lines</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9910</td>
<td>Transfer Suspense Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9940</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9970</td>
<td>Total GL</td>
<td>TOT</td>
<td>100:9940</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10030</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- 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

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