

12 Management Reporter Financial Reports

Learn how to create each of these 12 important reports in my second manual, *Creating Reports in Management Reporter II*. I'll walk you through, step by step, how to set these up.

In my first training manual, *Creating Reports in Management Reporter*, I cover a basic Balance Sheet, P&L and Trial Balance in addition to lots of foundational knowledge.

Find both guides at www.FRxBuzz.com. Cheers—Jan Harrigan CPA

Report 1—Profit & Loss Trend

FABRIKAM US Profit & Loss Trend For the Eleven Months Ending November 30, 2014

	Jan	Feb	Mar	Apr	May	Jun
Sales	\$1,677,972	\$110		\$16,779	\$8,008	
Cost of Goods Sold	579,282	50	(94,108)	7,428	3,976	
Gross Margin	1,098,690	60	94,108	9,351	4,032	
Operating Expenses						
Employee Related Expense	535,032	33,115	33,544	31,732	33,460	67,810
Facilities	98,049					
Depreciation & Amortization	21,428					
Office Administration	128,576					
Tax Expense	1,311				109	
Other Operating Expenses	39,492					
Total Operating Expenses	823,889	33,115	33,544	31,732	33,569	67,810
Operating Income	274,801	(33,056)	60,564	(22,381)	(29,537)	(67,810)
Other Income/(Expense)						
Other Income/(Expense)	(123)					
Total Other Income/(Expense)	(123)					
Net Income	\$274,678	(\$33,056)	\$60,564	(\$22,381)	(\$29,537)	(\$67,810)
% of Sales	16.37%	(30,064.17%)	0.00%	(133.39%)	(368.83%)	0.00%

(continued)

FABRIKAM US
Profit & Loss Trend
For the Eleven Months Ending November 30, 2014

	Jul	Aug	Sep	Oct	Nov	YTD
Sales						\$1,702,869
Cost of Goods Sold						496,628
Gross Margin						1,206,241
Operating Expenses						
Employee Related Expense	32,786	32,604	33,556	33,120	31,909	898,667
Facilities						98,049
Depreciation & Amortization						21,428
Office Administration						128,576
Tax Expense						1,421
Other Operating Expenses						39,492
Total Operating Expenses	32,786	32,604	33,556	33,120	31,909	1,187,632
Operating Income	(32,786)	(32,604)	(33,556)	(33,120)	(31,909)	18,608
Other Income/(Expense)						
Other Income/(Expense)						(123)
Total Other Income/(Expense)						(123)
Net Income	(\$32,786)	(\$32,604)	(\$33,556)	(\$33,120)	(\$31,909)	\$18,485
<i>% of Sales</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>1.09%</i>

This report is dynamic, so if you generate it for August, it shows January through August. And I show you how to use the new column page break.

Report 2—Profit & Loss Rolling 12

FABRIKAM US Profit & Loss Rolling 12 Months For the Eleven Months Ending November 30, 2014

	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Sales		\$1,677,972	\$110		\$16,779	\$8,008						
Cost of Goods Sold		579,282	50	(94,108)	7,428	3,976						
Gross Margin		1,098,690	60	94,108	9,351	4,032						
Operating Expens...												
Employee Relate...		535,032	33,115	33,544	31,732	33,460	67,810	32,786	32,604	33,556	33,120	31,909
Facilities		98,049										
Depreciation & A...		21,428										
Office Administrat...		128,576										
Tax Expense		1,311				109						
Other Operating...		39,492										
Total Operating E...		823,889	33,115	33,544	31,732	33,569	67,810	32,786	32,604	33,556	33,120	31,909
Operating Income		274,801	(33,056)	60,564	(22,381)	(29,537)	(67,810)	(32,786)	(32,604)	(33,556)	(33,120)	(31,909)
Other Income/(Ex...												
Other Income/(Ex...		(123)										
Total Other Inco...		(123)										
Net Income		\$274,678	(\$33,056)	\$60,564	(\$22,381)	(\$29,537)	(\$67,810)	(\$32,786)	(\$32,604)	(\$33,556)	(\$33,120)	(\$31,909)
% of Sales	0.00%	16.37%	(30,064...	0.00%	(133.39...	(368.83...	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

P&L for the last 12 periods, despite crossing the fiscal year.

Report 3—Profit & Loss Rolling 3

FABRIKAM US Profit & Loss Rolling 3 Months For the Period Ending June 30, 2014

	April	May	June	Total	YTD
Sales	\$16,779	\$8,008		\$24,787	\$1,702,869
Cost of Goods Sold	7,428	3,976		11,404	496,628
Gross Margin	9,351	4,032		13,383	1,206,241
Operating Expenses					
Employee Related Expense	31,732	33,460	67,810	133,001	734,692
Facilities					98,049
Depreciation & Amortization					21,428
Office Administration					128,576
Tax Expense		109		109	1,421
Other Operating Expenses					39,492
Total Operating Expenses	31,732	33,569	67,810	133,110	1,023,658
Operating Income	(22,381)	(29,537)	(67,810)	(119,727)	182,583
Other Income/(Expense)					
Other Income/(Expense)					(123)
Total Other Income/(Expens...					(123)
Net Income	(\$22,381)	(\$29,537)	(\$67,810)	(\$119,727)	\$182,460
% of Sales	(133.39%)	(368.83%)	0.00%	(483.02%)	10.71%

P&L for the last 3 months can be used as a Quarter End report.

Report 4—Baseline Trial Balance

FABRIKAM US Trial Balance Baseline Summary For the Two Months Ending February 28, 2014

	February	YTD
Assets	(\$22,398.23)	\$4,082,905.99
Liabilities	(10,657.32)	(2,433,637.02)
Equities		(1,407,646.64)
Revenues	(59.70)	(1,098,749.51)
Expenses	33,115.25	857,127.18

This summary baseline Trial Balance is great for overview, tieouts, and especially drilldown.

Report 5—Profit & Loss with Percent of Sales columns

FABRIKAM US Profit & Loss Percent of Sales For the Two Months Ending February 28, 2014

	February	% of Sales	YTD	% of Sales
Sales	\$110	100.00%	\$1,678,082	100.00%
Cost of Goods Sold	50	45.70%	579,332	34.52%
Gross Margin	60	54.30%	1,098,750	65.48%
Operating Expenses				
Employee Related Expense	33,115	30,118.46%	568,148	33.86%
Facilities			98,049	5.84%
Depreciation & Amortization			21,428	1.28%
Office Administration			128,576	7.66%
Tax Expense			1,311	0.08%
Other Operating Expenses			39,492	2.35%
Total Operating Expenses	33,115	30,118.46%	857,004	51.07%
Operating Income	(33,056)	(30,064.17%)	241,746	14.41%
Other Income/(Expense)				
Other Income/(Expense)			(123)	(0.01%)
Total Other Income/(Expens...			(123)	(0.01%)
Net Income	(\$33,056)	(30,064.17%)	\$241,622	14.40%

P&L with Percent of Sales columns, and I'll also show you how to have multiple calculations in the same report. Like for instance, how to calculate off Total Operating Expenses for that section, then switch back to Sales for the remaining rows.

Report 6—Budget Variance report with Favorable and <Unfavorable> Variances

FABRIKAM US Profit & Loss Budget Variance For the Two Months Ending February 28, 2014

	February Activity			Year to Date		
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
Sales	\$110	\$1,691,000	(\$1,690,890)	\$1,678,082	\$3,382,000	(\$1,703,918)
Cost of Goods Sold	50	660,600	660,550	579,332	1,321,200	741,868
Gross Margin	60	1,030,400	(1,030,340)	1,098,750	2,060,800	(962,050)
Operating Expenses						
Employee Related Expense	33,115	550,165	517,050	568,148	1,100,330	532,182
Facilities		95,094	95,094	98,049	193,338	95,289
Depreciation & Amortization		21,641	21,641	21,428	43,073	21,645
Office Administration		113,865	113,865	128,576	232,730	104,154
Tax Expense		1,435	1,435	1,311	2,870	1,559
Other Operating Expenses		37,816	37,816	39,492	76,932	37,440
Total Operating Expenses	33,115	820,016	786,900	857,004	1,649,273	792,269
Operating Income	(33,056)	210,384	(243,440)	241,746	411,527	(169,782)
Other Income/(Expense)						
Other Income/(Expense)		50	(50)	(123)	100	(223)
Total Other Income/(Expense)		50	(50)	(123)	100	(223)
Net Income	(\$33,056)	\$210,434	(\$243,490)	\$241,622	\$411,627	(\$170,005)

Budget Variance reports that use positive numbers for Favorable variances and negative numbers for Unfavorable variances are so much easier for everyone, not just department managers, to understand at a glance. There are 3 steps to getting the sign correct on the Favorable/ <Unfavorable> Variance column.

Report 7—Profit & Loss Forecast

FABRIKAM US Profit & Loss Forecast Actuals For the Four Months Ending April 30, 2014

	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget
	January	February	March	April	May	June	July	August
Sales	\$1,677,972	\$110		\$16,779	\$1,694,000	\$1,804,000	\$2,256,500	\$2,467,200
Cost of Goods Sold	579,282	50	(94,108)	7,428	663,700	720,600	932,050	1,039,100
Gross Margin	1,098,690	60	94,108	9,351	1,030,300	1,083,400	1,324,450	1,428,100
Operating Expenses								
Employee Related Expense	535,032	33,115	33,544	31,732	550,165	555,365	575,950	584,850
Facilities	98,049				100,744	93,994	94,094	94,844
Depreciation & Amortization	21,428				22,193	22,193	22,669	22,813
Office Administration	128,576				133,590	134,240	134,065	134,065
Tax Expense	1,311				1,435	1,665	1,665	1,665
Other Operating Expenses	39,492				38,687	38,687	39,987	38,687
Total Operating Expenses	823,889	33,115	33,544	31,732	846,814	846,144	868,430	876,924
Operating Income	274,801	(33,056)	60,564	(22,381)	183,486	237,256	456,020	551,176
Other Income/(Expense)								
Other Income/(Expense)	(123)				50	50	50	50
Total Other Income/(Expense)	(123)				50	50	50	50
Net Income	\$274,678	(\$33,056)	\$60,564	(\$22,381)	\$183,536	\$237,306	\$456,070	\$551,226

Budget	Budget	Budget	Budget	Total Year Forecast
September	October	November	December	
\$1,950,500	\$1,949,900	\$2,054,000	\$2,647,400	\$18,518,361
775,800	775,500	881,300	1,157,450	7,438,152
1,174,700	1,174,400	1,172,700	1,489,950	11,080,208
562,250	562,200	571,550	594,050	5,189,803
93,958	99,605	99,555	99,555	874,398
22,813	22,813	22,813	22,813	202,549
126,515	126,515	129,715	140,815	1,188,096
1,700	1,700	1,900	1,970	15,011
38,687	37,976	37,676	39,109	348,988
845,923	850,809	863,209	898,312	7,818,845
328,777	323,591	309,491	591,638	3,261,364
50	50	50	50	277
50	50	50	50	277
\$328,827	\$323,641	\$309,541	\$591,688	\$3,261,640

This Forecast shows Actuals through the current period and Budget for future periods. Quite popular.

Report 8—Profit & Loss with Departments (using Dimension Filters)

FABRIKAM US Profit & Loss by Department For the One Month Ending January 31, 2014

	000 Default	100 Admin	200 Accounting	300 Sales	400 Svc/Install	500 Consult/Train	600 Purch/Rec	Total
Sales	\$1,677,972							\$1,677,972
Cost of Goods Sold	579,282							579,282
Gross Margin	1,098,690							1,098,690
Operating Expenses								
Employee Related Exp...	85,985	4,238	5,211	50,837	338,551	50,210		535,032
Facilities		5,932	6,104	28,020	22,058	19,776	16,159	98,049
Depreciation & Amortiz...	21,428							21,428
Office Administration	4,925	4,631	2,383	26,709	22,543	20,021	47,364	128,576
Tax Expense	1,311							1,311
Other Operating Expe...	39,492							39,492
Total Operating Expen...	153,142	14,801	13,697	105,566	383,152	90,007	63,524	823,889
Operating Income	945,548	(14,801)	(13,697)	(105,566)	(383,152)	(90,007)	(63,524)	274,801
Other Income/(Expense)								
Other Income/(Expense...	(123)							(123)
Total Other Income/(E...	(123)							(123)
Net Income	\$945,424	(\$14,801)	(\$13,697)	(\$105,566)	(\$383,152)	(\$90,007)	(\$63,524)	\$274,678
% of Sales	56.34%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	16.37%

This is a P&L with departments side by side using dimension filters.

Report 9—Profit & Loss with Departments (using Reporting Units)

FABRIKAM US Profit & Loss by Department For the One Month Ending January 31, 2014

	000 Default	100 Admin	200 Accounting	300 Sales	400 Svc/Install	500 Consult/Train	600 Purch/Rec	Total
Sales	\$1,677,972							\$1,677,972
Cost of Goods Sold	579,282							579,282
Gross Margin	1,098,690							1,098,690
Operating Expenses								
Employee Related Exp...	85,985	4,238	5,211	50,837	338,551	50,210		535,032
Facilities		5,932	6,104	28,020	22,058	19,776	16,159	98,049
Depreciation & Amortiz...	21,428							21,428
Office Administration	4,925	4,631	2,383	26,709	22,543	20,021	47,364	128,576
Tax Expense	1,311							1,311
Other Operating Expe...	39,492							39,492
Total Operating Expen...	153,142	14,801	13,697	105,566	383,152	90,007	63,524	823,889
Operating Income	945,548	(14,801)	(13,697)	(105,566)	(383,152)	(90,007)	(63,524)	274,801
Other Income/(Expense)								
Other Income/(Expense...	(123)							(123)
Total Other Income/(E...	(123)							(123)
Net Income	\$945,424	(\$14,801)	(\$13,697)	(\$105,566)	(\$383,152)	(\$90,007)	(\$63,524)	\$274,678
% of Sales	56.34%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	16.37%

This is the same P&L with departments side by side, only this one uses reporting units. I'll tell you when to use reporting units instead of dimension filters.

Report 10—Vertical List of Departments

FABRIKAM US
Profit & Loss Department List
For the Two Months Ending February 28, 2014

Department	February	YTD
Default	(\$29,450)	\$915,974
Administration	(1,833)	(16,634)
Accounting	(1,769)	(15,466)
Sales	(3)	(105,569)
Service/Installation		(383,152)
Consulting/Training		(90,007)
Purchasing/Receiving		(63,524)
Net Income	(33,056)	241,622

Create this vertical list of departments using MR's dimension concept.

Report 11—Consolidating Balance Sheet

Fabrikam Consolidating Balance Sheet As of January 31, 2014

	US	Canada	Total	Eliminations	Total
ASSETS					
Current Assets					
Cash & Equivalents	\$776,982.24		\$776,982.24		\$776,982.24
Accounts Receivable	1,760,239.54		1,760,239.54		1,760,239.54
Inventory	291,028.69		291,028.69		291,028.69
Prepays	31,486.59		31,486.59		31,486.59
Total Current Assets	2,859,737.06		2,859,737.06		2,859,737.06
Fixed Assets					
Fixed Assets	2,141,975.50		2,141,975.50		2,141,975.50
Accumulated Depreciation	(927,506.89)		(927,506.89)		(927,506.89)
Net Fixed Assets	1,214,468.61		1,214,468.61		1,214,468.61
Other Assets					
Intangibles	31,098.55		31,098.55		31,098.55
Net Other Assets	31,098.55		31,098.55		31,098.55
Total Assets	\$4,105,304.22		\$4,105,304.22		\$4,105,304.22

Unfortunately my demo database doesn't have any transactions for Canada! But I can still show you exactly how to create this. And I discuss 3 ways to handle eliminations.

Report 12—Transaction Drilldown

FABRIKAM US Trial Balance Baseline Summary with Transaction Drilldown For the Two Months Ending February 28, 2014

	Currency ID	Distribution	Exchange Rate	JE	Audit Trail Code	Doc Number	Vendor/Cust ID	Vendor/Cust Name
Z-US\$			0.000000	1582	UPRCC00000004	10082	BUCH0001	Buchanan, Nancy
Z-US\$			0.000000	1592	UPRCC00000004	10092	KAHN0001	Kahn, Wendy B.
Z-US\$			0.000000	1583	UPRCC00000004	10083	CHEN0001	Chen, John Y.
Z-US\$			0.000000	1598	UPRCC00000004	10098	MUGH0001	Mughal, Salmon
Z-US\$			0.000000	1595	UPRCC00000004	10095	LYON0001	Lyon, Robert
Z-US\$			0.000000	1596	UPRCC00000004	10096	LYSA0001	Lysaker, Jenny
Z-US\$			0.000000	1585	UPRCC00000004	10085	DELA0001	Delaney, Aidan
Z-US\$			0.000000	1599	UPRCC00000004	10099	NAGA0001	Nagata, Suanne
Z-US\$			0.000000	1578	UPRCC00000004	DD000000000000000004	ACKE0001	Ackeman, Pilar
Z-US\$			0.000000	1605	UPRCC00000004	10105	YOUN0001	Young, Rob
Z-US\$			0.000000	1587	UPRCC00000004	10087	DOYL0001	Doyle, Jenny
Z-US\$			0.000000	1589	UPRCC00000004	10089	FLOO0001	Flood, Kathie
Z-US\$			0.000000	1603	UPRCC00000004	10103	TIBB0001	Tibbott, Diane
Z-US\$			0.000000	1588	UPRCC00000004	10088	ERIC0001	Erickson, Gregory J.
Z-US\$			0.000000	1597	UPRCC00000004	10097	MART0001	Martinez, Sandra I.
Z-US\$			0.000000	1604	UPRCC00000004	10104	WEST0001	West, Paul
Z-US\$			0.000000	1593	UPRCC00000004	10093	KENN0001	Kennedy, Kevin
Z-US\$			0.000000	1600	UPRCC00000004	10100	REEV0001	Reeves, Randy
Z-US\$			0.000000	1602	UPRCC00000004	10102	TIAN0001	Tiano, Mike
Z-US\$			0.000000	1581	UPRCC00000004	DD000000000000000005	BONI0001	Bonifaz, Luis
Z-US\$			0.000000	1594	UPRCC00000004	10094	LEVY0001	Levy, Steven B.
Z-US\$			0.000000	1579	UPRCC00000004	DD000000000000000005	BARB0001	Barbariol, Angela
Z-US\$			0.000000	1584	UPRCC00000004	10084	CLAY0001	Clayton, Jane
Z-US\$			0.000000	1591	UPRCC00000004	10091	JAMI0001	Jamison, Jay
Z-US\$			0.000000	1590	UPRCC00000004	10090	HARU0001	Harui, Roger
Z-US\$			0.000000	1580	UPRCC00000004	10081	BARR0001	Barr, Adam
Z-US\$			0.000000	1586	UPRCC00000004	10086	DIAZ0001	Diaz, Brenda
Z-US\$			0.000000	1601	UPRCC00000004	10101	STEW0001	Stewart, Jim

Drilldown to the transaction level can give you lots of information if the report is set up correctly. This is the information I include on this report:

1. Audit Trail Code
2. Batch ID
3. Currency ID
4. Distribution Reference
5. Exchange Rate
6. Journal Entry
7. Audit Trail Code
8. Document Number
9. Vendor/Customer ID
10. Vendor/Customer Name
11. Transaction Type
12. Reference
13. Reporting Ledger
14. Series
15. Source Document
16. Transaction Apply Date
17. Transaction Description
18. Transaction Date
19. Voided

About the Author

In a nutshell, I'm a CPA and I specialize in financial reportwriting with FRx and its replacement Management Reporter. I've been consulting with FRx since early 1995 and with Management Reporter since its initial release.

I've been specializing in reportwriting since 2002. Before that I was an SL (fka Solomon) implementation consultant, which is how I started working with FRx in the first place. FRx then leads to Management Reporter.

I help companies either get started with Management Reporter or simplify their existing reports.

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