

2ND
EDITION

Creating Reports in **MANAGEMENT REPORTER II**

Step by Step Instructions on



More Reports

by jan lenoir harrigan cpa

Table of Contents

Table of Contents	2
Getting Started.....	6
First Things First	6
Using this Manual.....	7
The Account Structure and Chart of Accounts for These Exercises	9
Chapter 1 Setup & Review	17
Lesson 2: How to Get Set Up for These Exercises.....	17
Use These 2 Row Definitions.....	22
Navigation Refresher	29
Understanding the Dimension Concept	35
Chapter 2 Creating a Trend Profit & Loss	38
Lesson 1 Overview and 1st Glance	38
Lesson 2 How To Create a January through December Trend Column	41
Lesson 3 Report Definition Settings.....	46
Lesson 4 Workaround for a Bug in Rollup 4	53
Lesson 5 The Finished P&L Trend.....	56
Chapter 3 Creating a Rolling 12 Profit & Loss	58
Lesson 1 Overview and 1st Glance	58
Lesson 2 How To Create the Rolling 12 Column	59
Lesson 3 Report Definition Settings.....	62
Lesson 4 The Finished Rolling 12.....	68
Chapter 4 Creating a Rolling Quarter Profit & Loss	69
Lesson 1 Overview and 1st Glance	69
Lesson 2 Create the Rolling Quarter Column	70
Lesson 3 Report Definition Settings.....	71
Lesson 4 The Finished Rolling Quarter.....	77
Chapter 5 Creating a Baseline Trial Balance	78
Lesson 1 Overview and 1st Glance	78
Lesson 2 Create a New Row Using a New Wildcard	79
Lesson 3 Create a New Column	80
Lesson 4 Report Definition Settings.....	81
Lesson 5 The Finished Baseline Trial Balance	87
Chapter 6 Creating a Profit & Loss with % of Sales Columns.....	88
Lesson 1 Overview and 1st Glance	88
Lesson 2 How to Define the Sales Row for the Calculation.....	90
Lesson 3 The Calculation Required in the Column.....	91
Lesson 4 Report Definition Settings.....	93
Lesson 5 The Interim Percent of Sales Report	99

Lesson 6 Sometimes a Calculation is Too Much	100
Lesson 7 Fixing Over-the-Top Formatting	103
Lesson 8 The Finished P&L Percent of Sales.....	107
Chapter 7 Creating a Budget Variance Profit & Loss.....	108
Lesson 1 Overview and 1st Glance	108
Lesson 2 Two of Three Tricks to the Variance Sign	109
Lesson 3 The Third Trick to the Variance Sign	112
Lesson 4 Report Definition Settings.....	113
Lesson 5 The Finished Budget Variance P&L	119
Chapter 8 Creating a P&L Forecast Using Budget and Actual.....	120
Lesson 1 Overview and 1st Glance	120
Lesson 2 How to Use Conditional Actuals and Budgets	123
Lesson 3 Report Definition Settings.....	130
Lesson 4 The Finished P&L Forecast.....	136
Chapter 9 Creating a P&L with Departments Side by Side using Dimension Filters	137
Lesson 1 Overview and 1st Glance	137
Lesson 2 Understanding Dimension Filters	138
Lesson 3 Report Definition Settings.....	143
Lesson 4 The Finished P&L by Department	149
Chapter 10 Creating a P&L with Departments Side by Side using Reporting Units	150
Lesson 1 Overview and 1st Glance	150
Lesson 2 Creating a Departmental Reporting Tree	151
Lesson 3 How to Set Up the Column	153
Lesson 4 When to use Reporting Units instead of Dimension Filters	159
Lesson 5 Report Definition Settings.....	160
Lesson 6 The Finished P&L by Department using Reporting Units	166
Lesson 7 Option: You can have a YTD version of this too.....	167
Chapter 11 Creating a Department List P&L	168
Lesson 1 Overview and 1st Glance	168
Lesson 2 How to Pull All Departments into a Row.....	169
Lesson 3 How to Restrict the Column to P&L Accounts	173
Lesson 4 Report Definition Settings.....	177
Lesson 5 Just One More Tweak	183
Lesson 6 The Finished P&L Department List.....	184
Chapter 12 Creating a Consolidating Balance Sheet	185
Lesson 1 Overview and 1st Glance	185
Lesson 2 Four Ways to Handle Eliminations	186
Lesson 3 Creating the Consolidating Reporting Tree	187
Lesson 4 How to Create the Consolidating Column	188

Lesson 5 Report Definition Settings	189
Lesson 6 Review the Report Queue Status	195
Lesson 7 The Finished Consolidating Balance Sheet.....	197
Chapter 13 Creating a Transaction Detail Report—Drilldown on Steroids	198
Lesson 1 Overview and 1st Glance	198
Lesson 2 Using Attributes in the Column	200
Lesson 3 Report Definition Settings	203
Lesson 4 The Finished Transaction Detail Report	209
Chapter 14 Using Dimension Value Sets to Ease Maintenance	214
Lesson 1 How to Create a Dimension Value Set in the Row Definition	214
Lesson 2 An Alternate Way to get to Manage Dimension Value Sets	224
Lesson 3 Creating a Dimension Value Set on the Department Dimension.....	225
Lesson 4 Using Dimension Value Sets in a Tree and Column	226
Lesson 5 What's the Difference in a Dimension Set and a Dimension Value Set?.....	229
Chapter 15 Three Report Distribution Options	236
Lesson 1 Overview.....	236
Lesson 2 Generate to the Report Library, then use the Report Viewer	239
Lesson 3 Generate a Link to a Network Share, then use Web Viewer	243
Lesson 4 Generate a Link to a SharePoint site, then use the Web Viewer	247
Lesson 6 Multiple Output Options	250
Lesson 7 Copying Distribution Scenarios	251
Chapter 16 Using the Report Viewer.....	252
Lesson 1 Introduction to the Report Viewer	252
Lesson 2 Report Viewer—Library	254
Lesson 3 Report Viewer—Report Data.....	255
Chapter 17 Using the Web Viewer.....	266
Lesson 1 Introduction to the Web Viewer	266
Lesson 2 Web Viewer—Drilldown	269
Lesson 3 Web Viewer—Reporting Tree.....	271
Lesson 4 Web Viewer—Comments	273
Lesson 5 Web Viewer—Go To.....	275
Lesson 6 Web Viewer—Show.....	277
Lesson 7 Web Viewer—Download.....	280
Chapter 18 Top 22 Tips Tricks & Techniques	281
1 How to Generate Multiple Reports	281
2 Organizing with Folders	288
3 Report Library Show Versions	293
4 Favorite Main Menu Items.....	295
5 Row Modifiers: Accounts and Book Codes	300

6 Row Modifiers: Attributes	303
7 Backup or Export a Group of Reports	307
8 Get Rid of the Day of the Week in Report Headers	310
9 Create at Least One Test Report	311
10 When a Report Gets 'Stuck' and Won't Generate	312
11 Calculate an Average with New Periods Function	314
12 Using AutoFit for Column Widths	316
13 Including Posted or Unposted Transactions	317
14 Three Ways to Control the AutoBuild of Reporting Trees	318
15 Restricting a Column to Specific Dates	322
16 Control Printing with Column Restrictions	324
17 Changing the Default Font	325
18 Using If/Then/Else Statements	327
19 Cosmetics: Using LNE Format Code	330
20 Exporting to Excel	331
21 Sort by Natural Account	335
22 Scheduling Reports	338
Final Cleanup	339
About the Author	340