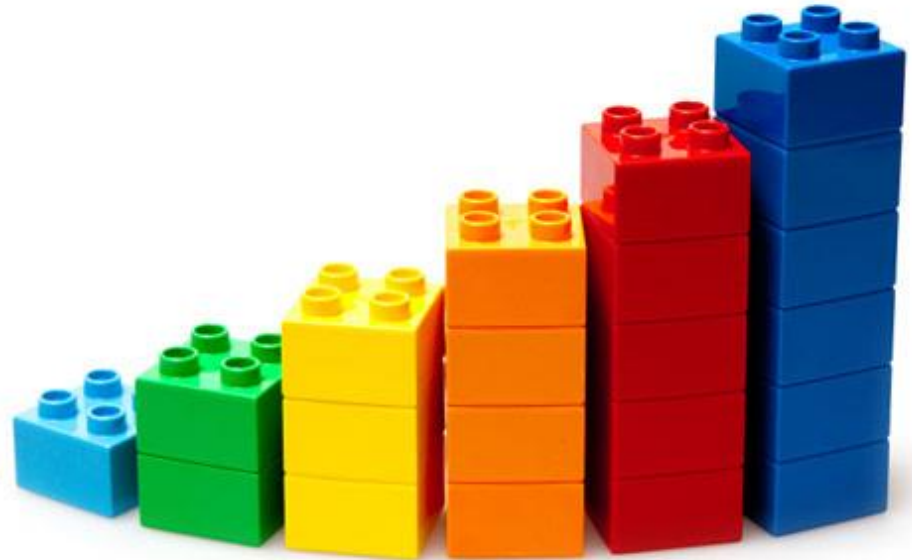


BUILDING FOR THE FUTURE

giving your employees the tools to develop and grow



Report Generator Workshop

2016 DDI User Group Conference



Table of Contents

- What can you do with this tool?
- Introduction/Quick Overview
- Hands On Training



Getting Started

- Report Class
- Entity Support
- Reporting Period



unds

Start Settings New Edit Actions Exit

Report Generator

Reporting period: 12/31/2014 thru: 12/31/2014

Class to select: Show reports for all entities

Rpt #	Description	Class	Start	End
<input type="checkbox"/>	Select/Deselect All			
<input type="checkbox"/>	3. Income Statement Test		12/31/2014	12/31/2014
<input type="checkbox"/>	25. Copy of Income Statement Test		12/31/2014	12/31/2014
<input type="checkbox"/>	26. Kyle's Test 2		12/31/2014	12/31/2014
<input type="checkbox"/>	27.		12/31/2014	12/31/2014
<input type="checkbox"/>	28. Test Income Statement	M	12/31/2014	12/31/2014
<input type="checkbox"/>	29. User Group Report	M	12/31/2014	12/31/2014
<input type="checkbox"/>	300. Combined Statement of Activities - Audit Version		12/31/2014	12/31/2014
<input type="checkbox"/>	301. Internal Financials - Balance Sheet	D	12/31/2014	12/31/2014
<input type="checkbox"/>	302. Statement of Activities	D	12/31/2014	12/31/2014
<input type="checkbox"/>	303. Formal Balance Sheet using last year at this time	D	12/31/2014	12/31/2014
<input type="checkbox"/>	304. Formal Balance Sheet	D	02/01/2014	02/28/2014
<input type="checkbox"/>	305. Condensed Balance Sheet	D	12/31/2014	12/31/2014
<input type="checkbox"/>	306. Condensed Statement of Income	D	12/31/2014	12/31/2014
<input type="checkbox"/>	307. Statement of Activities - Audit Version	D	02/01/2014	02/28/2014
<input type="checkbox"/>	308. Statement of Activities - Recap	D	02/01/2014	02/28/2014
<input type="checkbox"/>	309. Statement of Activities by Department	L	02/01/2014	02/28/2014
<input type="checkbox"/>	310. Statement of Activities Summary by Dept	N	12/31/2014	12/31/2014
<input type="checkbox"/>	311. Financial Support for NCM	D	12/31/2014	12/31/2014
<input type="checkbox"/>	312. Priority 1 Action Plans		12/31/2014	12/31/2014
<input type="checkbox"/>	313. Priority 2 Action Plans		12/31/2014	12/31/2014
<input type="checkbox"/>	314. Priority 3 Action Plans		12/31/2014	12/31/2014
<input type="checkbox"/>	315. DCEF Budget Check		12/31/2014	12/31/2014

Business dt: 06/22/2015 | FY: 2015

The Basics

- Settings
 - Archiving
 - Printing
 - E-mailing

A screenshot of the "FW42 Report Options" dialog box. The dialog has a title bar with a close button (X). It contains several controls: a "Printer:" dropdown menu set to "View Only", a "Format:" dropdown menu set to "Use Defaults", and a "Memo:" text area. On the right side, there are "OK" and "Cancel" buttons. At the bottom, there are several checkboxes: "View Report" (checked), "Archive Report", "Print Report", "Print via PDF", "Email", "Duplex/Top", "Duplex/Side", "Green Bar", "No dialog", and "Extra copies:" with a small input field.

Starting A New Report

The screenshot shows a software window titled "unds" with a menu bar containing "Layout", "Save", and "Exit". Below the menu bar are two tabs: "Settings" and "G/L Segments". The "Settings" tab is active, displaying various configuration options for a report:

- Report number: 36
- Entity: DDI
- Description: User Group Example
- Report period: 12/31/2014 thru: 12/31/2014
- Report class: Q
- Report ID: UG1234
- Report type: Income Statement: Revenue and Exper
- Paper size: (default)
- Font: Arial
- Negative number format: Trailing minus sign
- Line suppression: (None)
- Expand combined accounts:
- Print G/L account numbers:
- Print G/L account descriptions:
- Print stars with totals:
- "Balance sheet style" rounding:
- Print credit amounts as positive for "normally credit" accounts:
- Include 13th period adjustments:

At the bottom left of the window, the text "Business dt: 06/22/2015 FY: 2015" is visible.

- Report Number
- Report ID
- Report Type
 - Balance Sheet
 - Income Statement
 - Trial Balance
 - User Defined

Starting A New Report

unds

Layout Save Exit

Settings G/L Segments

Report number: 36 Entity: DDI

Description: User Group Example

Report period: 12/31/2014 thru: 12/31/2014

Report class: Q

Report ID: UG1234

Report type: Income Statement: Revenue and Exper

Paper size: (default) Custom grid:

Font: Arial Ffß

Negative number format: Trailing minus sign

Line suppression: (None)

Expand combined accounts

Print G/L account numbers

Print G/L account descriptions

Print stars with totals

"Balance sheet style" rounding

Print credit amounts as positive for "normally credit" accounts

Include 13th period adjustments

DI Business dt: 06/22/2015 FY: 2015

- Paper Size
- Font
- Negative Numbers
- Line Suppression
 - When to use and not use

Starting A New Report

The screenshot shows a software window titled "unds" with a standard Windows-style title bar. Inside the window, there are two tabs: "Settings" and "G/L Segments", with "G/L Segments" being the active tab. Below the tabs, there is a section titled "G/L Segment Types" containing five dropdown menus:

- Fund: Report: Print separate reports for each group of segments.
- Account: Line: Specify segment values at the report line level.
- Subaccount: Line: Specify segment values at the report line level.
- Detail: Line: Specify segment values at the report line level.
- Department: Line: Specify segment values at the report line level.

Below this section is another section titled "G/L Segment Selections for DDI" with two buttons: "Entitu" and "Clear". Underneath, there is a label "Fund:" followed by a small icon and the text "(All)".

At the bottom left of the window, the text "Business dt: 06/22/2015 | FY: 2015" is displayed.

- G/L Segments
 - This tab is used for using “page break” functionality by G/L Segment

Building a Foundation

- Select a type
 - Balance Sheet
 - Income Statement
 - Trial Balance
 - User Defined



Building a Foundation

- The first 3 types can be used as a foundation
 - Selecting one of the type 3 offers little customizations

A screenshot of a software window titled 'G/L Segments'. The window has a menu bar with 'Layout', 'Save', and 'Exit'. Below the menu bar, there are several fields and controls: 'Report number: 3', 'Entity: DDI', 'Description: Income Statement Test', 'Report period: 12/31/2014 thru: 12/31/2014', 'Report class:', 'Report ID: FW42', 'Report type: Income Statement: Revenue and Expense', 'Paper size: (default)', 'Font: Arial', 'Negative number format: Parentheses', 'Line suppression: (None)', 'Expand combined accounts' (unchecked), and 'Print G/L account numbers' (checked). A red arrow points to a button labeled 'Convert to User Type'.

Report 26 - Kyle's Test 2

File Line Column

View: Report Title

Line 1 05/06/2016 8:50 AM Page 1234

2 FW42 Kyle's Test 2

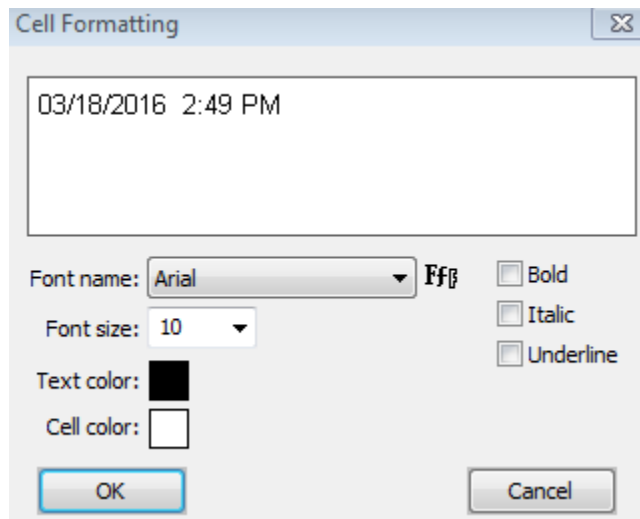
3 12/31/2014 thru 12/31/2014

4 _=

G/L Account or Text	Col 1: AC Current Period	Col 2: PT04 Ratio	Col 3: AY Year to Date	Col 4: PT04 Ratio
LIT ASSETS				
LIT CASH & CASH EQUIVALENTS				
LIT CASH				
ACCT 01-100-10-01 Cash on hand	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-10-10 Regular Checking Account	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-10-11 Interest Checking Account	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-10-12 Payroll Checking Account	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-10-13 5/3 Checking Account	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-10-14 HOPE Standard Checking Account	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-10-15 IRA Checking Account	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-10-16 CEFMR Standard Checking Account	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-10-20 Regions Regular Account	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-10-21 Regions Interest Account	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-10-22 Regions IRA Account	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-10-25 Regions CEFMR Regular Account	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-10-30 Regions HOPE Regular Account	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
T03 TOTAL CASH	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
BL				
LIT CASH EQUIVALENTS				
ACCT 01-100-11-01 Cash Equivalents - Custodial Funds	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-11-10 Cash Equivalents - CD's	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-11-11 Cash Equivalents - CD's Canadian	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-11-12 Cash Equivalents - CD's NBD	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-11-13 Cash Equivalents - CD's Banc One	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-11-14 Cash Equivalents - CD's Bank of Nova Scotia	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-11-15 Cash Equivalents - CD's Bank of Montreal	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%
ACCT 01-100-11-16 Cash Equivalents - CD's Royal Bank of Canada	999,999,999,999.99-	-999.99%	999,999,999,999.99-	-999.99%

Basic Edits

- See Handout for list of options
- Header Options



Basic Edits

- Custom lines



ACCT	G/L Account(s)
LIT	Literal text
UL	Underline
PAT	Print accumulated total
TOT	Total level 1-20
GTOT	Grand total
BL	Blank line
BLM	Blank line (multiple)
PG	Page break
HL	Horizontal line
TEXT	Block of text
BS	Balance sheet calculations
ACLS	Print all accounts in a class
ATYP	Print all accounts in class/type
SB	Segment break
ST	Segment total
CTOT	Clear total level

Adding G/I Accounts

Report 26 - Kyle's Test 2

File Line Column

View: Report Title

Line 1 05/06/2016 8:56 AM Page 1234
 2 FW42 Kyle's Test 2
 3 12/21/2014 thru 12/21/2014
 4 =

Account Line

G/L Account Formatting Font/Color

Text: Indent: 0

G/L Segment Selections for DDI Entity G/L Account Clear

Fund: (All)

Segment Pattern Matching

Segment Patterns

Account: *100 OK

Subaccount: * Cancel

Detail: *

Example: 100,400-500,6*,7.5,8[1-4]0

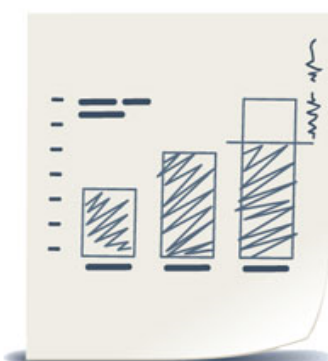
[xyz] matches x, y, or z
 [a-z] matches a, b, c, ... z
 * matches multiple characters
 [lpq] matches all except p, q

Accumulate without printing
 Subtract without printing

Alternate calculation: (None)

OK Cancel

Line	Description	Col 1: AC	Col 2: Period
LIT	INCOME		
LIT	INVESTM		
ACCT	01-190-60	999.99-	-99
UL			
T02	TOTAL IN	999.99-	-99
BL			
LIT	INCOME		
LIT	INCOME		
ACCT	01-400-10	999.99-	-99
ACCT	01-400-10		
UL			
T01	TOTAL IN	999.99-	-99
UL			
T02	TOTAL IN	999.99-	-99
BL			
LIT	INCOME		
LIT	CASH EQ		
ACCT	01-410-20	999.99-	-99
UL			
T01	TOTAL CA	999.99-	-99
BL			
LIT	SHORT TERM INVESTMENTS		
ACCT	01-410-21-20-02 Short Term Inv - Interest on CD's	999,999,999.99-	-99
UL			
T01	TOTAL SHORT TERM INVESTMENTS	999,999,999.99-	-99
RI			



Tips And Tricks

- Import
- Exporting
- Copying



Report Generator

Reporting period: 12/31/2014

Class to select:

- Copy report
- Change report number
- Delete report
- Export report layout to XML
- Import report layout from XML

Rpt #	Description	Class	Start	End
<input type="checkbox"/>	Select/Deselect All			
<input type="checkbox"/>	1. Internal Financials - Balance Sheet	M	12/31/2014	12/31/2014
<input type="checkbox"/>	2. Statement of Activities	M	12/31/2014	12/31/2014
<input type="checkbox"/>	3. Income Statement Test		12/31/2014	12/31/2014
<input type="checkbox"/>	4. Formal Balance Sheet	M	12/31/2014	12/31/2014
<input type="checkbox"/>	5. Condensed Balance Sheet	M	12/31/2014	12/31/2014
<input type="checkbox"/>	6. Condensed Statement of Income	M	12/31/2014	12/31/2014
<input type="checkbox"/>	7. Statement of Activities - Audit Version	M		
<input type="checkbox"/>	8. Statement of Activities - Recap	M	12/31/2014	12/31/2014
<input type="checkbox"/>	9. Statement of Activities by Department	L	12/31/2014	12/31/2014
<input type="checkbox"/>	10. Statement of Activities Summary by Dept	N	12/31/2014	12/31/2014
<input type="checkbox"/>	11. Financial Support for NCM	M	12/31/2014	12/31/2014
<input type="checkbox"/>	12. Priority 1 Action Plans		12/31/2014	12/31/2014
<input type="checkbox"/>	13. Priority 2 Action Plans		12/31/2014	12/31/2014
<input type="checkbox"/>	14. Priority 3 Action Plans		12/31/2014	12/31/2014
<input type="checkbox"/>	15. Budget Check		12/31/2014	12/31/2014
<input type="checkbox"/>	16. Income & Expense by Department - Budget		12/31/2014	12/31/2014
<input type="checkbox"/>	17. Priority 4 Action Plans		12/31/2014	12/31/2014
<input type="checkbox"/>	18. Priority 5 Action Plans		12/31/2014	12/31/2014

Workshop

- Basic Edits
- Income Statement
- Cash Flow Statement



Discussion, Questions, Comments

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