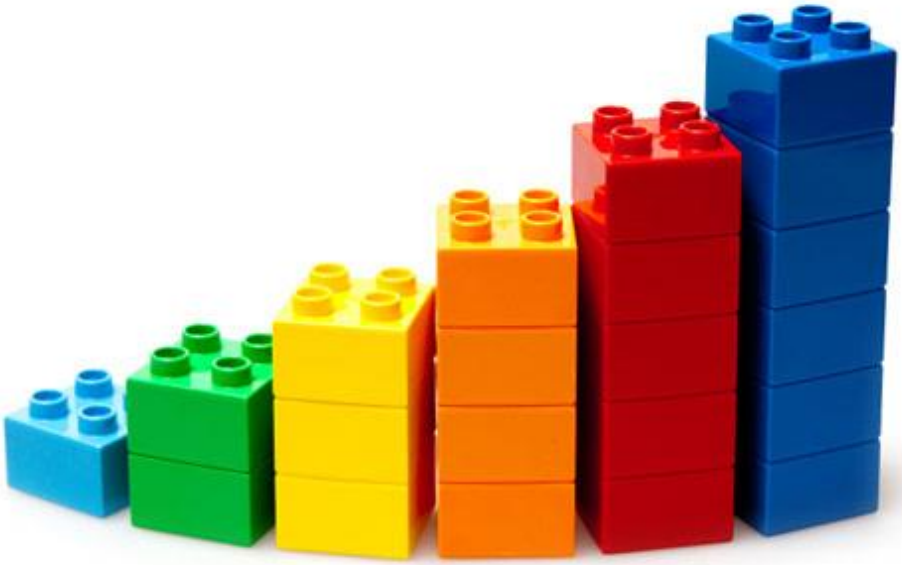
BUILDING FOR THE
FUTURE

giving your employees the tools to develop and grow



Report Generator Workshop

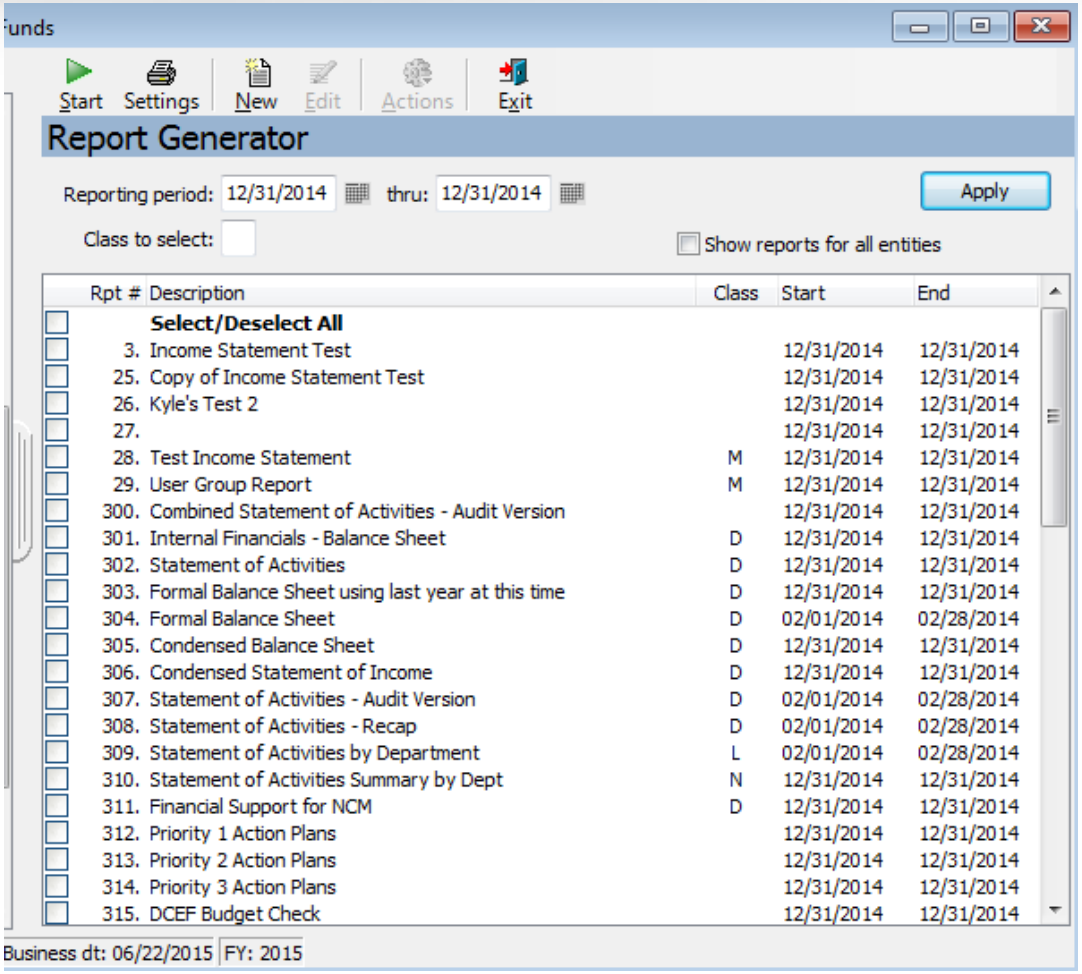
2016 DDI User Group Conference

Table of Contents

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

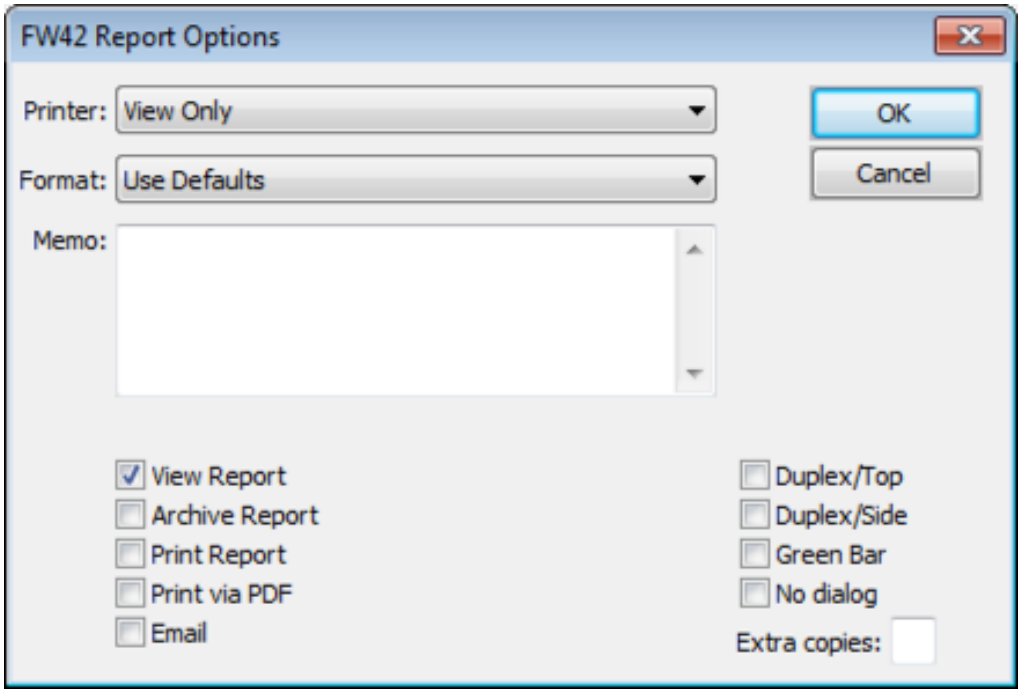
Getting Started

- Report Class
- Entity Support
- Reporting Period

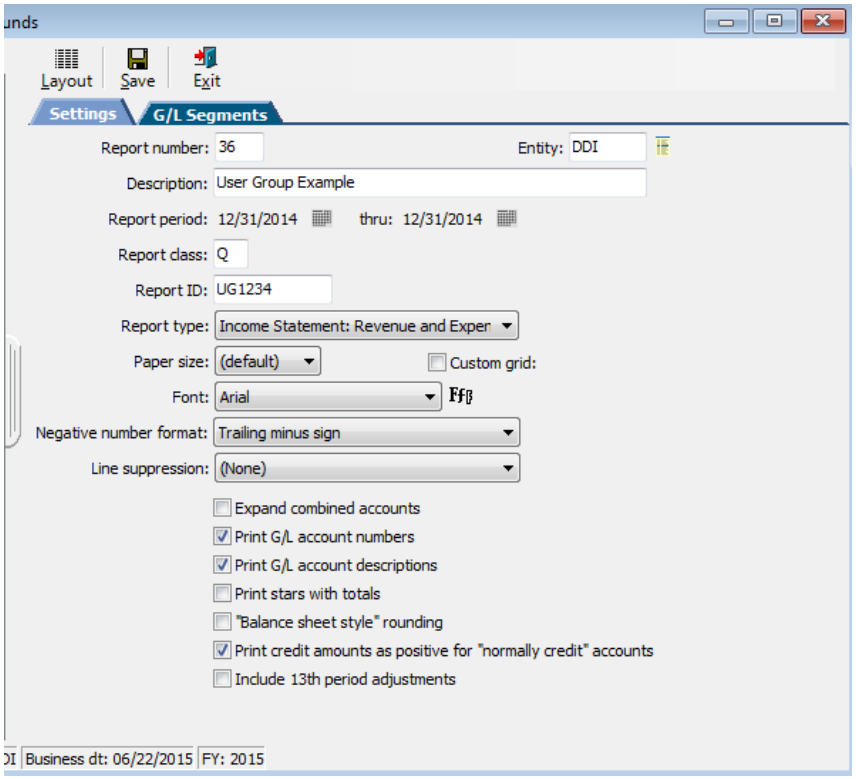


The Basics

- Settings
  - Archiving
  - Printing
  - E-mailing

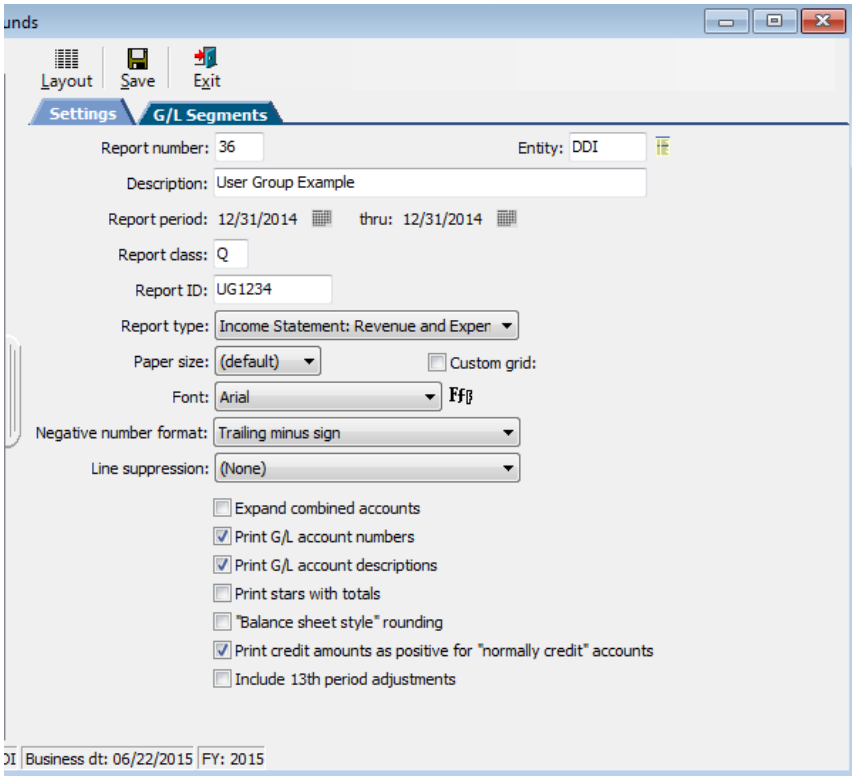


Starting A New Report



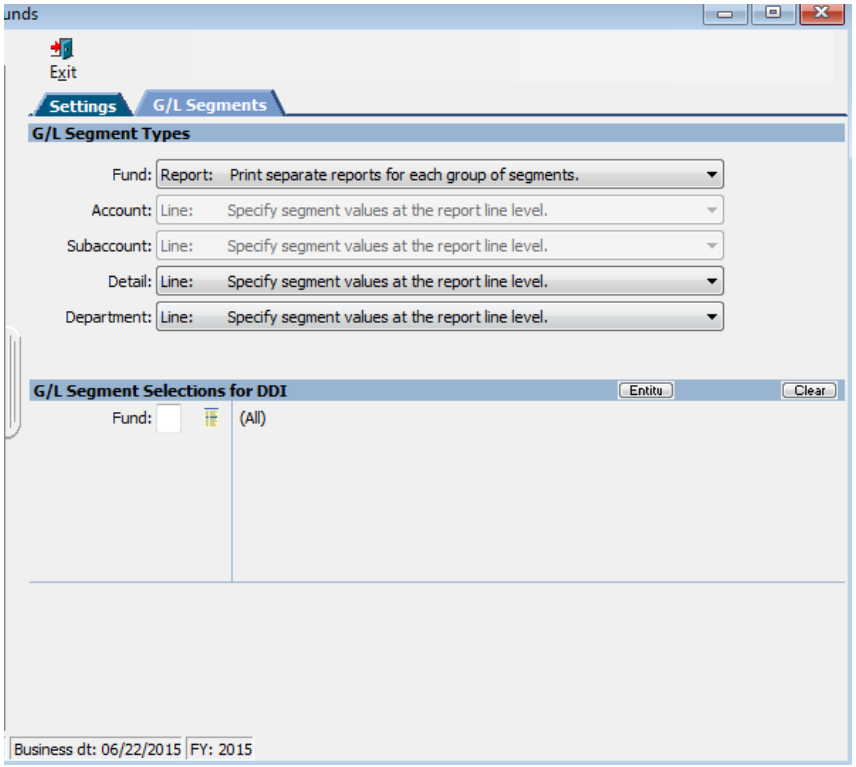
- Report Number
- Report ID
- Report Type
  - Balance Sheet
  - Income Statement
  - Trial Balance
  - User Defined

Starting A New Report



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

Starting A New Report



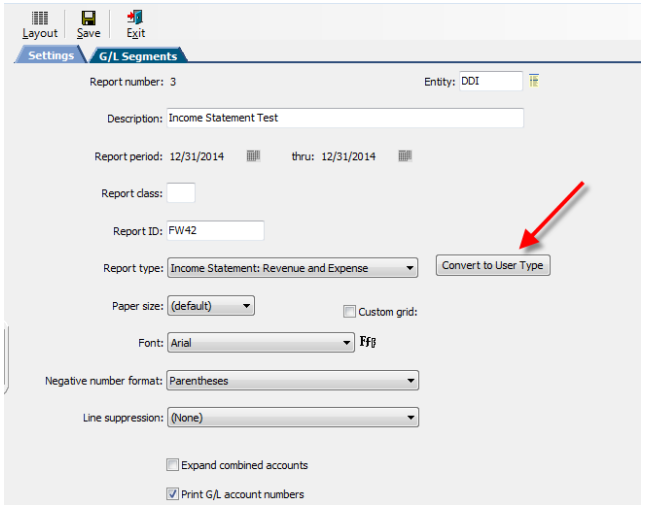
- G/L Segments
  - This tab is used for using “page break” functionality by G/L Segment

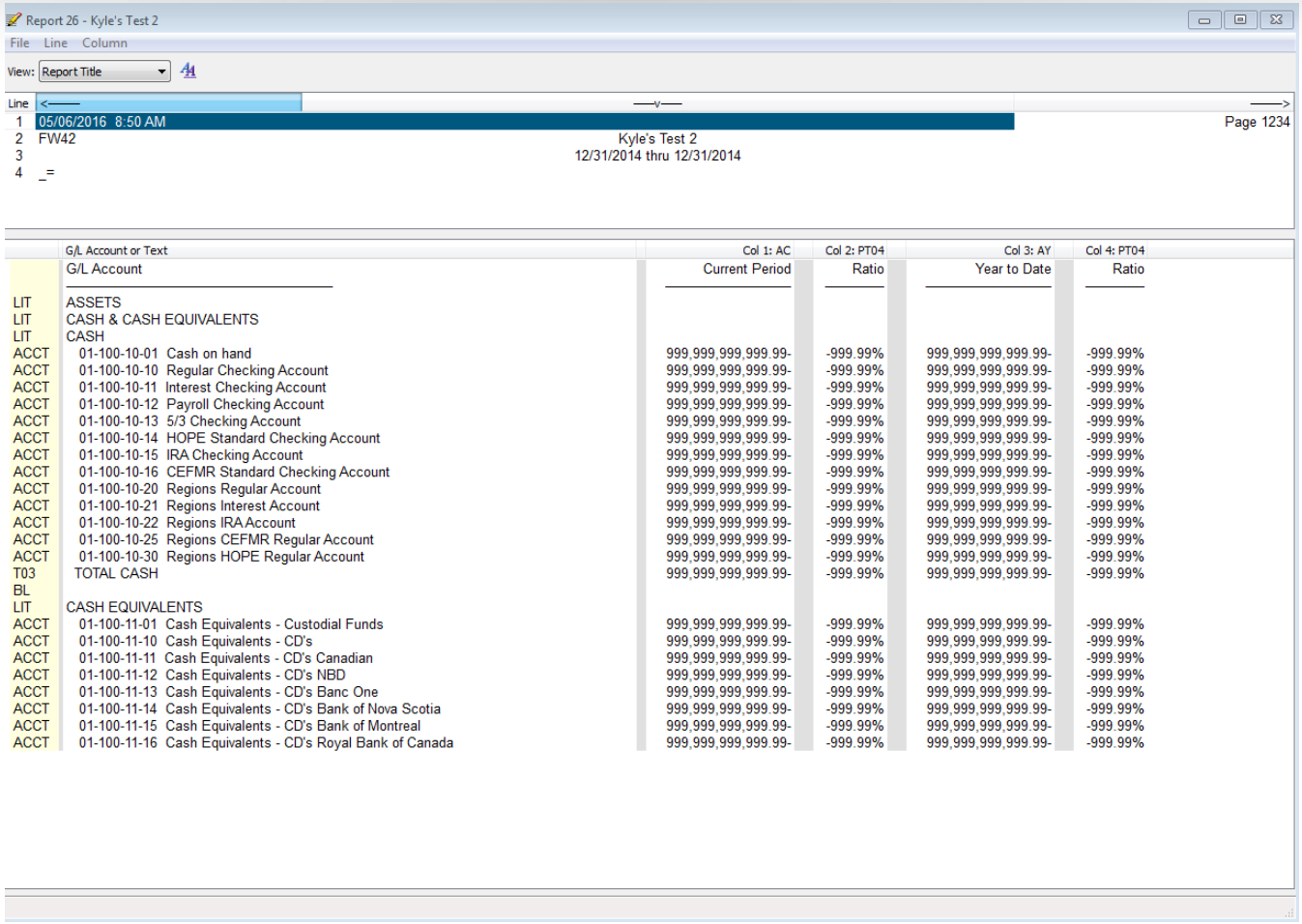
Building a Foundation

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

Building a Foundation

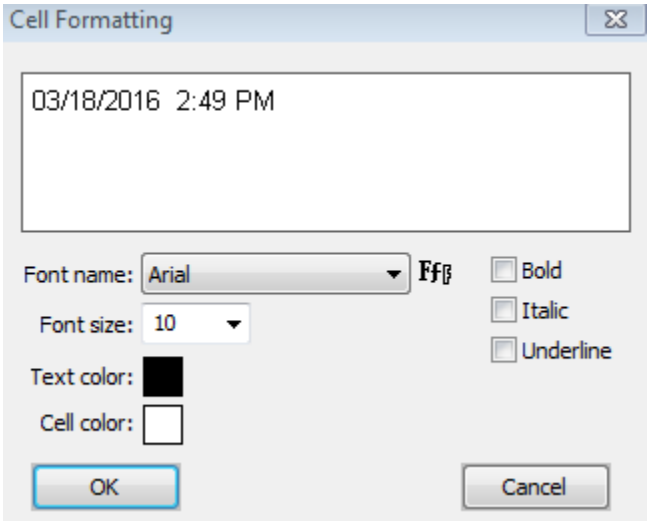
- The first 3 types can be used as a foundation
  - Selecting one of the type 3 offers little customizations




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
Col 2: PT04
Col 3: AY
Col 4: PT04
G/L Account
Current Period
Ratio
Year to Date
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

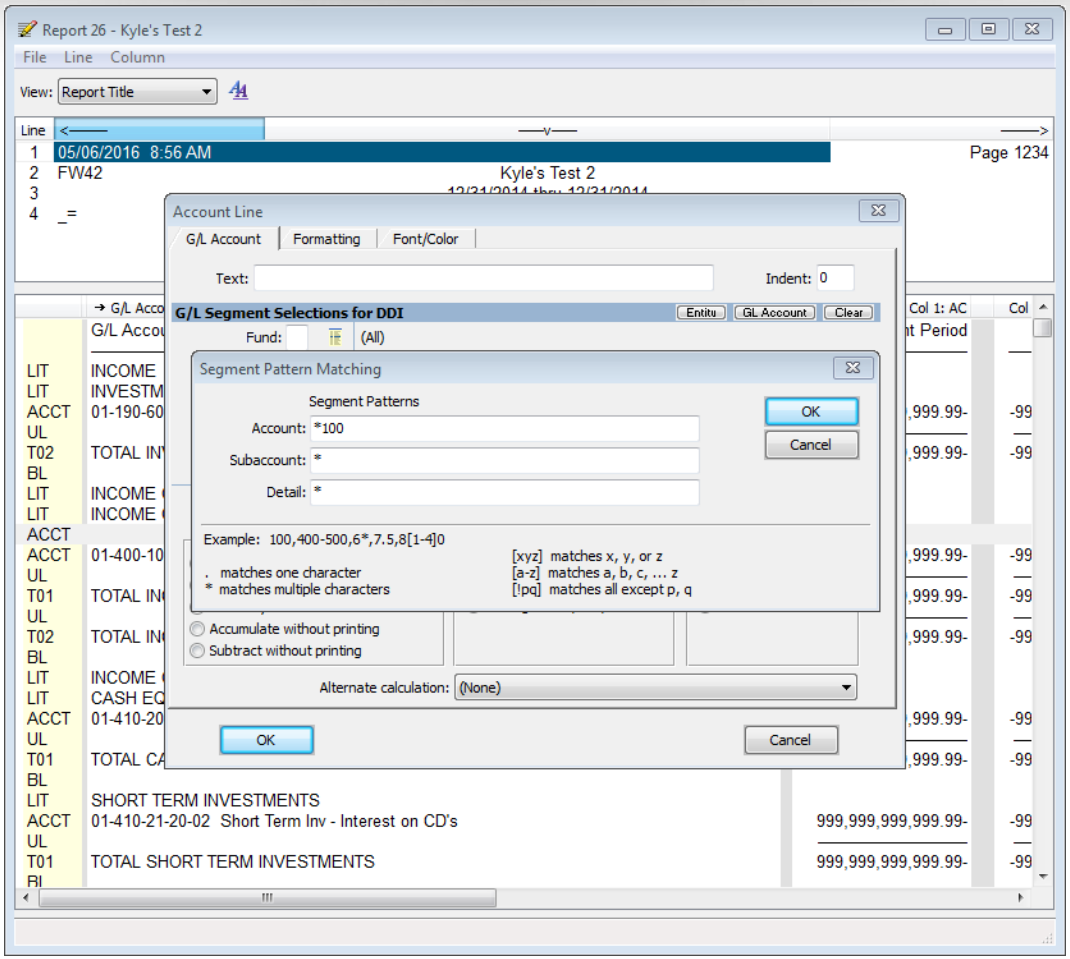


Basic Edits

- Custom lines

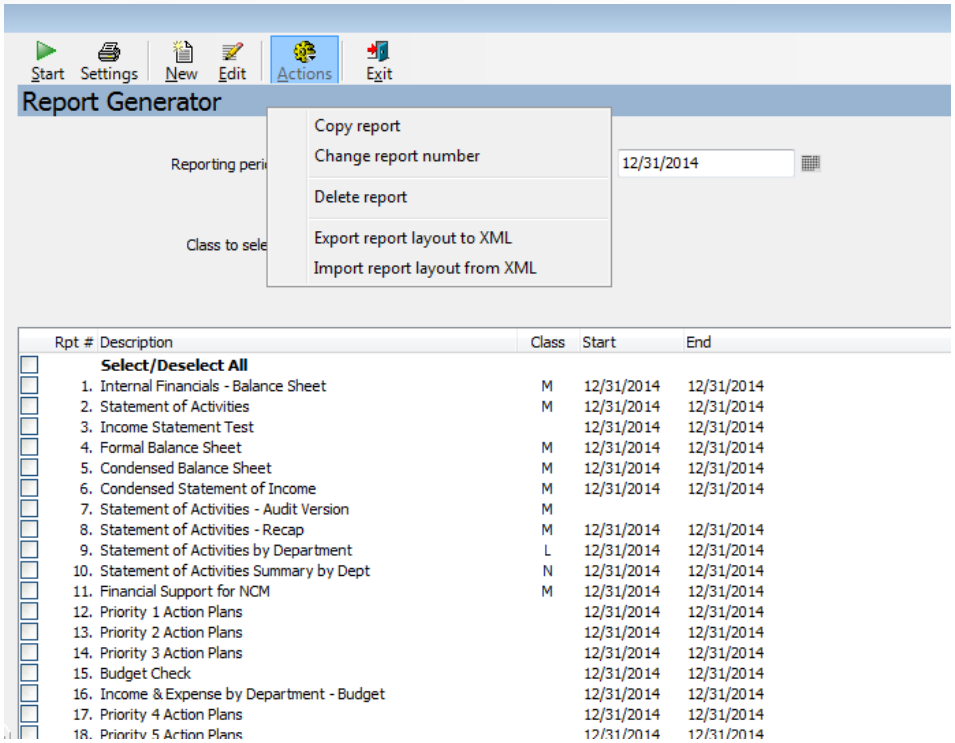
ACCT	G/L Account(s)
LIT	Literal text
UL	Underline
PAT	Print accumulated total
TOT	Total level 1-20
GTOT	Grand total
BL	Blank line
BLM	Blank line (multiple)
PG	Page break
HL	Horizontal line
TEXT	Block of text
BS	Balance sheet calculations
ACLS	Print all accounts in a class
ATYP	Print all accounts in class/type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

Adding G/l Accounts



Tips And Tricks

- Import
- Exporting
- Copying



Workshop

- Basic Edits
- Income Statement
- Cash Flow Statement

Discussion, Questions, Comments

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