

**REPORT WRITERS LAB**

Case Study

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Chart of Account Structure: FUND ( 1)  
PROGRAM ( 4)  
SUB- PROGRAM ( 3)  
OBJECT ( 4)  
LOCATI ON ( 2)

The Trustees require a report to show Current Expenditure sub-totaled by Type for Salaries and Supplies). Each of these are a range of objects, namely:

SALARIES 3000-3999  
SUPPLIES 7000-7999

They further require the report to be summarized by Program:  
REGULAR INSTRUCTION ( 1000-1999)  
OPERATIONS ( 8000-8999)

The columns of information that are required:  
CURRENT BUDGET ( BEGINNING BUDGET + YTD ADJUSTMENTS)  
YEAR TO DATE EXPENDITURE ( ACTUAL)  
YEAR TO DATE COMMITTED  
BALANCE REMAINING

OPTI ON #1 - USI NG REPORT WRIT ER:

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The Report Writer would not be a good selection for this type of request because you can't select two sets of ranges in one report

OPTI ON #2 - USI NG REPORT AND LI NE REPORT WRIT ER:

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Using this Report Writer consists of two activities, namely:

- a) Define the layout and lines of the report. Each line of the report can either be:
  - Text (Text Only Line)
  - Regular (Includes Accounts)
  - SubTotal (from the last sub-total or total)
  - Total (Will total from the last total)
- b) Determine what account numbers belong to which lines of the report

Note: User has NO control of what columns of information will appear. There are two pre-made report formats:

- 1. Modified Budget Status - Budget, Actual, Committed, Balance
- 2. Budget Status - Last month activity + Modified Budget Rep

1) CREATE BODY OF REPORT (GLB. 698)

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\*\* Note: Replace the "XX" with your initials.

REPORT	LI NE	T	TI TLE
=====	=====	=	=====
XX1	001	N	EXPENDI TURE REPORT - BY OBJECT
XX1	002	N	=====
XX1	003	N	.
XX1	004	N	.
XX1	005	N	SALARI ES
XX1	006	N	-----
XX1	007	N	.
XX1	008	R	REGULAR I NSTRUCTI ON
XX1	009	R	OPERATI ONS
XX1	010	N	.
XX1	011	S	SUB- TOTAL:
XX1	012	N	.
XX1	013	N	.
XX1	014	N	SUPPLI ES
XX1	015	N	-----
XX1	016	N	.
XX1	017	R	REGULAR I NSTRUCTI ON
XX1	018	R	OPERATI ONS
XX1	019	N	.
XX1	020	S	SUB- TOTAL:
XX1	021	N	.
XX1	022	N	.
XX1	023	T	GRAND TOTAL:



### OPTION #3 - USING FREE-FORM REPORT WRITER

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\*\* Free-Form Report Writer can include both closed and unclosed information !!

Using the Free Form Report Writer consists of two activities, namely:

- a) Use Full screen editing to create headings, titles, line descriptions, etc. The user is in complete control of how the report will appear.
- b) Setup the "calculations" and indicate where they are to appear in the report.

NOTE: Once a calculation has been defined it may be used in any report.

DEFN A calculation is a predefined set of instructions where the user determines what range of accounts to include and what values to include (budget, closed/unclosed activity) for the value that will appear. Calculations may also be added/divided, etc. with each other.

The use of calculations should allow the user the flexibility to create virtually ANY request!!

\*\* It is important to draw the report on paper first. Take special attention in noting where and what calculations need to be made.

\*\* The report calculations DO NOT calculate results from the journals. They use the summary figures from PGNL601. To ensure the validity of the reports, administration should run the "Update Chart of Accounts with Closed and Unclosed Journals" options faithfully.

\*\* Because the calculations work ONLY from PGNL601, the results are fast and non-system intensive.

#### Review of Line Commands

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CT	-	Use to Centre text	
D	-	Delete Line	
I	-	Insert Line	(FE) => Field Exit
C	-	Copy Line (CC CC, B)	
M	-	Move Line (MM MM, B)	
Rx	(FE)	- Move text right "x" spaces	
Lx	(FE)	- Move text left "x" spaces	
Wx	(FE)	- Move the Screen to position "x"	
P	-	Page Break	
T	-	Title (Similar to Horizontal Title in Lotus)	
Vx	-	View Calculations	

1) CREATE HEADING

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0001.00 \*NAME EXPENDITURE REPORT - BY OBJECT \*DATE  
 0002.00 =====  
 0003.00 Report: \*REPORT Page \*PG

- \*NAME - Prints your District's Name as defined in GNL.100
- \*DATE - Prints current Date
- \*RDATE - Print Report Date as specified in Print Prompt
- \*PG - Print Page Number

(Use "E") on any line to Exit Heading  
 (Use "W45" Field Exit) to Window over to input page, date fields  
 Choose "Y" to Update

2) DESIGN THE FORMAT FOR THE REPORT

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Type headings exactly where you wish to see them on the page.  
 Keep in mind that columns should be far enough apart to "fit"  
 the largest number possible (minimum 16 characters).

0001.00		CURRENT	ACTUAL	COMMITTED	BALANCE
0002.00	DESCRIPTION	BUDGET	YTD	YTD	REMAINING
0003.00	-----	-----	-----	-----	-----
0004.00					
0005.00	SALARIES				
0006.00	=====				
0007.00					
0008.00	REGULAR INSTR				
0009.00	OPERATIONS				
0010.00					
0011.00	**SUB-TOTAL**				
0012.00					

3) Develop the first setup of calculations (SALARIES)

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 \*\* NOTE: It is important to make your calculation names short and descriptive!!

\*\* NOTE: Where you see "XX" replace with your initials !!

0001.00		CURRENT	ACTUAL	COMMITTED	BALANCE
0002.00	DESCRIPTION	BUDGET	YTD	YTD	REMAINING
0003.00	-----	-----	-----	-----	-----
0004.00					
0005.00	SALARIES				
0006.00	=====				
0007.00					
0008.00	H	\ XXSR1 BUD	\ XXSR1 ACT	\ XXSR1 COM	
0009.00	H	\ XXSR2 BUD	\ XXSR2 ACT	\ XXSR2 COM	
0010.00	REGULAR INSTR	\ XXSR1 BUD	\ XXSR1 ACT	\ XXSR1 COM	\ XXSR1 BAL
0011.00					
0012.00	H	\ XXS01 BUD	\ XXS01 ACT	\ XXS01 COM	
0013.00	H	\ XXS02 BUD	\ XXS02 ACT	\ XXS02 COM	
0014.00	OPERATIONS	\ XXSOPBUD	\ XXSOPACT	\ XXSOPCOM	\ XXSOPBAL
0015.00					
0016.00	**SUB-TOTAL**	\ XXSALBUD	\ XXSALACT	\ XXSALCOM	\ XXSALBAL
0017.00					
0018.00	TOTALS				
0019.00	=====				

(Input a "I" on the Regular Instruction Line to insert a Line)  
 (Input an "H" Field Exit at the empty line to make the field hidden)

4) Create the Salary Calculations

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Identifier:   SR1BUD
Format:   XX, XXX, XXX, XX-
Amount:   -----
or
Math:     -----
or
Type:     P
Beg Date: *BDATE
End Date:
Account Element   From   To
FUND              9     9
PROGRAM           1000  1999
OBJECT            3000  3999
-----
  
```

- indicates largest number is 99 million dollars, omit cents.

P - Budget  
 A - Actual  
 C - Combined Actual + Encumb  
 B - Balance (Current / Budget)

CALC	FORMAT	MATH	TP	BEGIN	END	ELEMENT	FR	TO	EXPLAIN
SR1 BUD	\$XX,XXX,XXX		P	*BDATE		FUND PROGRAM OBJECT	9 1000 3000	9 1999 3999	BEGINNING BUDGET VALUE
SR1 ACT	\$XX,XXX,XXX		B	*BDATE		FUND PROGRAM OBJECT	9 1000 3000	9 1999 3999	BEGINNING TRANSACTION VALUE
SR1 COM	\$XX,XXX,XXX		E	*BDATE		FUND PROGRAM OBJECT	9 1000 3000	9 1999 3999	BEGINNING ENCUMBRANCE VALUE
SR2 BUD	\$XX,XXX,XXX		P	*BDATE	*DATE	FUND PROGRAM OBJECT	9 1000 3000	9 1999 3999	YTD BUDGET ACTIVITY
SR2 ACT	\$XX,XXX,XXX		A	*BDATE	*DATE	FUND PROGRAM OBJECT	9 1000 3000	9 1999 3999	YTD TRANSACTION ACTIVITY
SR2 COM	\$XX,XXX,XXX		E	*BDATE	*DATE	FUND PROGRAM OBJECT	9 1000 3000	9 1999 3999	YTD ENCUMBRANCE ACTIVITY
SRI BUD	X,XXX,XXX.XX	SR1 BUD+SR2 BUD							BEGIN+ YTD
SRI ACT	X,XXX,XXX.XX	SR1 ACT+SR2 ACT							BEGIN+ YTD
SRI COM	X,XXX,XXX.XX	SR1 COM+SR2 COM							BEGIN+ YTD
SRI BAL	X,XXX,XXX.XX	SRI BUD- SRI ACT- SRI COM							YTD BALANCE
SALBUD	X,XXX,XXX.XX	SRI BUD+SOPBUD							TOTAL BUDG.