

Understanding Report Generator



**CREATE REPORTS WITH
CUSTOMIZED
LAYOUT AND CONTENT**

Report Generator



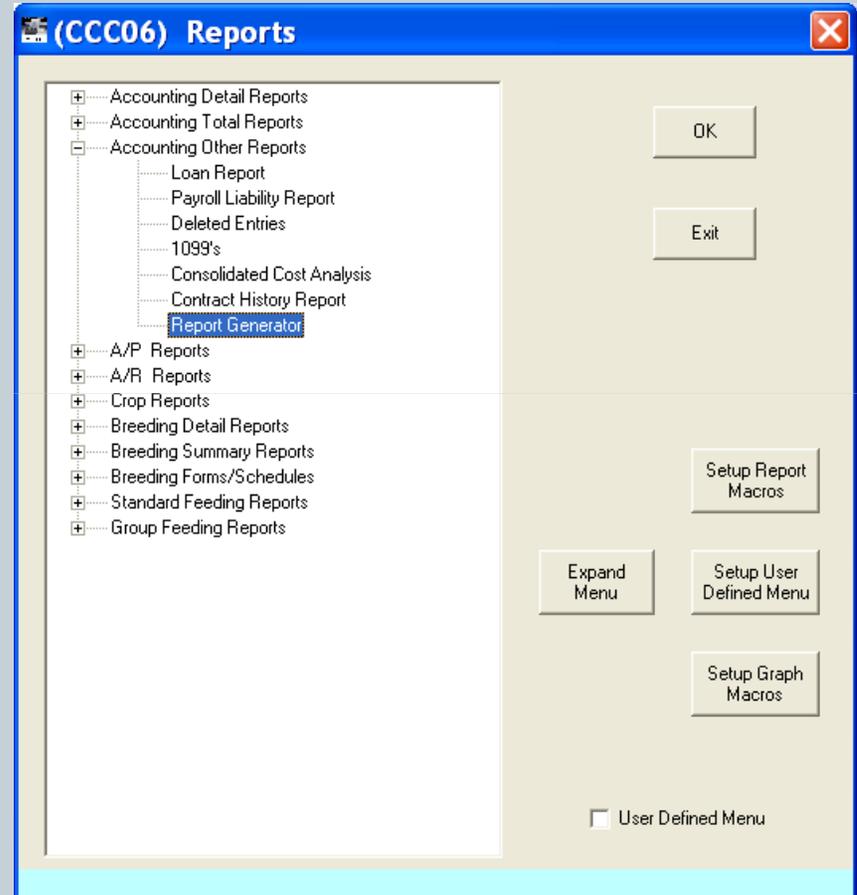
- **Summary**

- Use the Report Generator to design the setup, layout and content of custom reports.

What this does:	Allows you to: <ul style="list-style-type: none">• choose from available data fields,• do calculations and totals on them, and• arrange their position on the report.
When to do this:	Use Report Generator when you want a specific report format or information. For example, you can prepare special combination reports, such as W2's, specialty ledger account or center combination reports.

Working with an existing report

- At the FBS Home Screen, choose **Reports** Menu.
- At the Reports menu expand the **Accounting Other Reports** tree list. Then choose **Report Generator** and click the **OK** button.



Working with an existing report (cont.)

- The program will ask for the Report to Print. Use the drop down list menu to select your report.
 - The program will ask for a **range of dates** to consider.
 - ✦ Enter the earliest date you want to consider on the top line.
 - ✦ Type the most recent date you want to consider on the bottom line.
 - Enter the **Centers** to include in the report. Click to select the desired center numbers from the help list

(CCC06) TA+ Report Generator

Report to print: Gov Prnts

Beginning date: 01/01/2006

Ending date: 12/31/2006

Center range: 0-zzzzzz

Report Centers List:

- C10 Landlord Share Exper
- 5001 Hog Finishing Own F
- 5003 Hog Finishing Ward I
- C000 Crop Adjustments
- CP01 Corn Profit Center
- CP02 SoyB Profit Center
- BSP00 SHOP & MAINTEN
- 100103 Corn Own Farm 03
- 100104 Corn Own Farm 04
- 100105 Corn Own Farm 05
- 100106 Corn Own Farm 06
- 100203 Corn Elmer Farm 0
- 100204 Corn Elmer Farm 0
- 100205 Corn Elmer Farm 0

Buttons: Print, Edit, Add, Transfer, Exit

Working with an existing report (cont.)



- To select new criteria choose one of the following:
 - To find information that matches ALL selection fields, set the criteria up under the **Matches All** section.
 - To find information that matches at least one of the selection fields, set up the criteria under **Matches One**.
 - To find information that matches at least one group where all information under the group are met, set the criteria up under the Group 1, 2, and 3.
- Click the **Save** button to save the new criteria selection and run the report.
 - To delete the criteria and start over, click the **Delete** button
 - To cancel from this screen and return to the last screen, click the **Cancel** button

Working with an existing report (cont.)

- The program will display your information based on the report setup and the selection and sort criteria you defined.
- If you do not like the way you have defined the report, simply go back to the Report Generator menu and make any necessary changes to the report layout and re-run the report.

Defining a New Report

- Enter the desired **dates** and **Centers** in the first Report Generator window.
- Click the **Add** button to start designing the new report.
- Enter a **name** for the new report.

(CCC06) TA+ Report Generator

Report to print: Gov Prnts

Beginning date: 01/01/2006

Ending date: 12/31/2006

Center range: 0-zzzzzz

Report items list:

- C10 Landlord Share Exper
- 5001 Hog Finishing Own F
- 5003 Hog Finishing Ward I
- C000 Crop Adjustments
- CP01 Corn Profit Center
- CP02 Soy8 Profit Center
- BSP00 SHOP & MAINTEN
- 100103 Corn Own Farm 03
- 100104 Corn Own Farm 04
- 100105 Corn Own Farm 05
- 100106 Corn Own Farm 06
- 100203 Corn Elmer Farm 0
- 100204 Corn Elmer Farm 0
- 100205 Corn Elmer Farm 0

Buttons: Print, Edit, Add, Transfer, Exit

Enter new report name:

All Centers 1

Buttons: OK, Cancel

Defining a New Report (cont.)

- Each line or row is made up of multiple columns.
- The first column uses a drop-down list to define the **Type** for that row.

- Click in the Type field and choose one of the following options:

Source	Description	Definition
1	Heading	For heading; does not generate subtotals.
2	Sub Heading	For headings under the main heading.
3	Detail	For the body of the report. Use this line to define all report criteria.
4	Total	For a summation of information from Transaction Plus
5	Grand Total	For totaling all columns.

Defining a New Report (cont.)

- After the Type for a line is selected, clicking in the cells to the right in that line opens the Define Report Field window for each selected column's cell.

The screenshot shows a software interface for defining a report. The background is a grid with columns labeled 1, 2, 12, 13, 14 and rows numbered 1 to 25. Row 1, Column 1 is highlighted in blue. Overlaid on this is a dialog box titled 'Define Report Field'. The dialog box contains the following fields:

- Row/Column: 1 / 2
- Row type: Heading
- Entry type: 1 = Standard Fields (dropdown menu)
- Alignment: 1 = Left Justified (dropdown menu)
- Special flags: 0 = None (dropdown menu)
- Special fields: 1 = Date: mm/dd/yyyy (dropdown menu)
- Value: (text input field)
- Range: (text input field)
- Beginning date: 01/01/2006 (date input field)
- Ending date: 12/31/2006 (date input field)

At the bottom of the dialog box are 'OK' and 'Cancel' buttons. Below the grid, there is a toolbar with buttons for 'Save', 'Cancel', 'Delete Row', 'Print Definition', 'Selection Fields', 'Sort Fields', and 'Report Name'.

Defining a New Report (cont.)

- Choose an **Entry** type from the drop-down choices:

Source	Description	Definition
1	Standard Fields:	Use this option for all the detail report criteria.
2	Special Fields:	Use this option to setup the formatting option of the report.
3	Text:	Use this option with the Heading type choice, to enter your heading text directly on the report.
4	Standard Fields (nnn,nnn):	Use this option to control the number of decimal places (0 to 4) for standard numeric fields.

Defining the Report: (cont.)



- Choose the alignment for that line from one of the 3 choices:

1. Left justified, lines the information up along the left of the cell.
2. Right justified, lines the information up along the right of the cell.
3. Centered, lines the information up in the center of the cell.

Defining a New Report (cont.)

- If you chose a Standard field, then you can also choose one of the special flags .
- **Special flags** enable you to perform special functions on the information you gather, like showing the maximum or minimum value, or taking an average of a number.

- The following are the choices for the special flags:

Source	Definition
0	None
1	Max Value
2	Min Value
3	Average
4	Average (Integer)
5	Zero Suppress
6	Center Range
7	Ledger Range
8	Division Range
9	Date Range

Defining a New Report (cont.)

- If you chose the **Special field** option, then you can choose one of the following:

- The following are the choices for the special fields:

Source	Definition
0	Date
1	Page 999
2	Company Name
3	Date/Page
4	Solid Line
5	Asterisks
6	Break Field
7	Number of Entries
8	% of Total Entries
9	Date

Defining a New Report (cont.)

- If you chose a **Standard** field, or a **Text** field then you can enter a **Value** for either one.
 - For Standard fields, choose from the help list that appears when you click in the Value box.
 - ✦ You can also calculate values in this box. For example, Amount * Quantity (#12*#19).
 - For Text, simply type the desired text. For example, a column header name in a Heading line.

Define Report Field

Row/Column 3 / 3

Row type Sub Heading

Entry type 1 = Standard Fields

Alignment 1 = Left Justified

Special flags 0 = None

Special fields 1 = Date: mm/dd/yyyy

Value #12

Range

Beginning date 01/01/2006

Ending date 12/31/2006

3 = Ledger number
4 = Ledger description
5 = Center number
6 = Center description
7 = Division number
8 = Division description
9 = Bank number
10 = Bank Account Name
11 = Vendor
12 = Amount
13 = Amount-income acct
14 = Amount-expense acct.
15 = Amount-asset acct.
16 = Amount-liab. acct.
17 = Amount-equity acct.

OK Cancel

Defining a New Report (cont.)

- If you chose the Special Flag options with **Ranges**, you also need to enter the desired range from the help list when you click in the Range box.
 - If it was a Date range, use, the Calendar controls for beginning and ending dates.

6	Center Range
7	Ledger Range
8	Division Range
9	Date Range

Example of a Report Definition:



(CCC06) Edit Report: Gov Pmts

Row	Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Heading	Farm Name			Date/Page										
2	Heading		Center	Vendor	Date	Amount									
3	Sub Heading	Break Field	#52												
4	Sub Heading	Asterisks													
5	Detail		#6	#11	#1	#12									
6	Total	Sub Total				#12									
7															
8															
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10															
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Save Cancel Delete Row Print Definition Selection Fields **Sort Fields** Report Name

TA + Field List



1 = Transaction date	21 = Due date	41 = Vendor state
2 = Transaction number	22 = Pay date	42 = Vendor zip
3 = Ledger number	23 = Interest rate	43 = Vendor SSN
4 = Ledger description	24 = Gross pay	44 = Vendor phone
5 = Center number	25 = FICA	45 = Vendor report flag
6 = Center description	26 = FED	46 = Date cleared
7 = Division number	27 = State	47 = Center AS NUMBER
8 = Division description	28 = Medicare	48 = Date entered
9 = Bank number	29 = Other deductions	49 = Entry user ID
10 = Bank Account Name	30 = Life	50 = Edit user ID
11 = Vendor	31 = New (Y/N)	51 = Year/Month (yyyy/mm)
12 = Amount	32 = % moisture	52 = Year (yyyy)
13 = Amount-income acct	33 = Wet quantity	53 = Weight * Quantity
14 = Amount-expense acct.	34 = Dry quantity	54 = Vendor 1099 switch
15 = Amount-asset acct.	35 = Ledger account type	55 = Date changed
16 = Amount-liab. acct.	36 = Ledger acct. class	
17 = Amount-equity acct.	37 = Transaction type	
18 = Description	38 = Vendor address 1	
19 = Quantity	39 = Vendor address 2	
20 = Weight	40 = Vendor city	

CA + Field List



1 = Entry type	17 = Acres	33 = Entry user ID
2 = Type description	18 = Ent/Field acres	34 = Edit user ID
3 = Entry date	19 = Application quantity	35 = Reentry Hours
4 = Center number	20 = Dry quantity	36 = Time Finished
5 = Center description	21 = Wet quantity	37 = Reentry Time
6 = Commodity number	22 = Total amount	38 = Active Ingredient #1
7 = Commodity desc.	23 = SCF number	39 = Active Ingredient #2
8 = Field number	24 = SCF description	
9 = Field description	25 = Bin number	
10 = Field FSA number	26 = Bin description	
11 = Field remark #1	27 = Center AS NUMBER	
12 = Field remark #2	28 = Comment	
13 = Field remark #3	29 = Date Entered/Changed	
14 = Field remark #4	30 = Macro key	
15 = Field remark #5	31 = Project Id	
16 = Field legal desc.	32 = Project description	