

# 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.

<b>What this does:</b>	<b>Allows you to:</b> <ul style="list-style-type: none"><li>• choose from available data fields,</li><li>• do calculations and totals on them, and</li><li>• arrange their position on the report.</li></ul>
<b>When to do this:</b>	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.

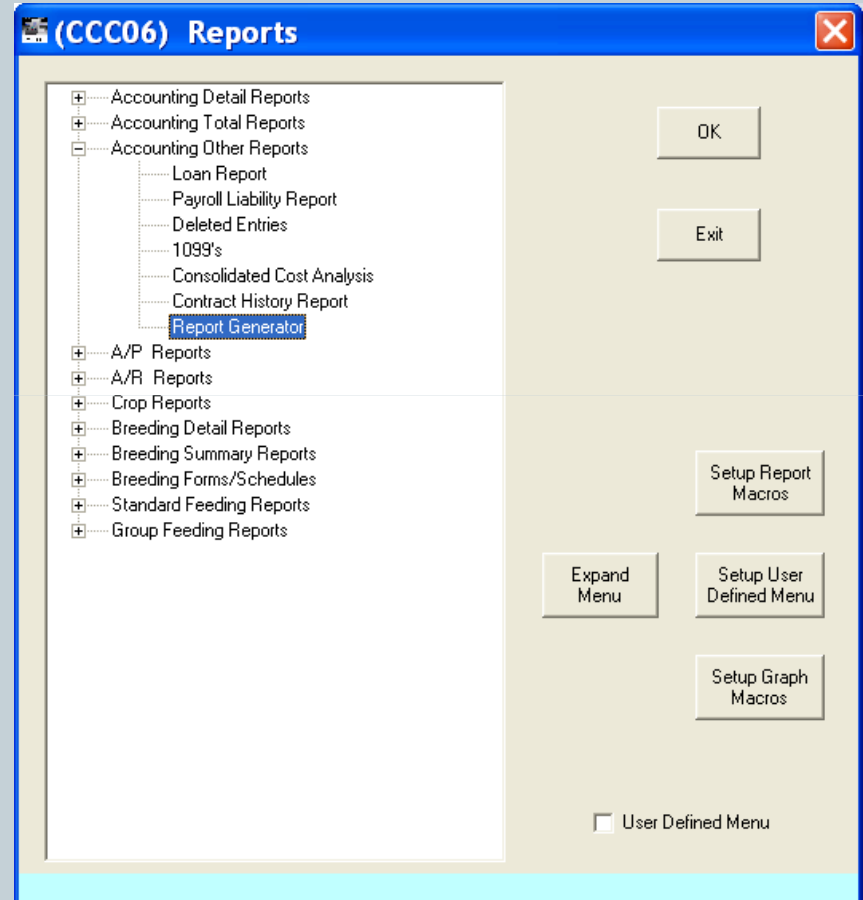
# Example



Carl and Clara Cyclone (1) Center	Vendor	Date	Page 1 Amount	Carl and Clara Cyclone (1) Center	Vendor	Date	Page 1 Amount	Carl and Clara Cyclone (1) Center	Vendor	Date	Page 1 Amount
Com Profit Center				Com Profit Center	FSA	02/15/2005	1,584	Com Profit Center	FSA	01/03/2006	1,992
Com Profit Center	FSA	01/02/2004	2,844	Com Profit Center	FSA	02/15/2005	1,229	Com Profit Center	FSA	01/03/2006	1,992
Com Profit Center	FSA	01/02/2004	1,849	Com Profit Center	FSA	02/15/2005	329	Com Profit Center	FSA	01/03/2006	1,584
Com Profit Center	FSA	01/02/2004	1,849	Com Profit Center	NCC	05/20/2005	585	Com Profit Center	FSA	01/03/2006	1,229
Com Profit Center	FSA	01/02/2004	1,397	Com Profit Center	FSA	10/08/2005	143	Com Profit Center	FSA	01/03/2006	601
Com Profit Center	FSA	01/02/2004	816	Com Profit Center	FSA	10/08/2005	113	Com Profit Center	FSA	01/10/2006	314
Com Profit Center	FSA	01/02/2004	437	Com Profit Center	FSA	10/06/2005	88	Com Profit Center	FSA	02/16/2006	1,992
Com Profit Center	FSA	10/07/2004	1,992	Com Profit Center	FSA	10/08/2005	81	Com Profit Center	FSA	02/18/2006	1,128
Com Profit Center	FSA	10/07/2004	1,584	Com Profit Center	FSA	10/06/2005	44	Com Profit Center	FSA	02/18/2006	908
Com Profit Center	FSA	10/07/2004	1,229	Com Profit Center	FSA	10/05/2005	23	Com Profit Center	FSA	02/16/2006	1,584
Com Profit Center	FSA	10/07/2004	1,007	Com Profit Center	FSA	10/11/2005	1,992	Com Profit Center	FSA	02/18/2006	1,229
Com Profit Center	FSA	10/07/2004	600	Com Profit Center	FSA	10/11/2005	1,229	Com Profit Center	FSA	02/18/2006	329
Com Profit Center	FSA	10/07/2004	314	Com Profit Center	FSA	10/11/2005	1,007	Com Profit Center	FSA	02/18/2006	1,229
Com Profit Center	FSA	10/17/2004	3,007	Com Profit Center	FSA	10/11/2005	600	Com Profit Center	FSA	02/18/2006	1,229
Com Profit Center	FSA	10/25/2004	1,992	Com Profit Center	FSA	10/11/2005	314	Com Profit Center	FSA	02/18/2006	329
Com Profit Center	FSA	10/25/2004	1,584	Com Profit Center	FSA	10/11/2005	1,992	Com Profit Center	FSA	02/18/2006	1,229
Com Profit Center	FSA	10/25/2004	1,229	Com Profit Center	FSA	10/11/2005	1,584	Com Profit Center	FSA	02/18/2006	329
Com Profit Center	FSA	10/25/2004	610	Com Profit Center	FSA	10/11/2005	1,229	Com Profit Center	FSA	02/18/2006	1,229
Com Profit Center	FSA	10/25/2004	328	Com Profit Center	FSA	10/11/2005	1,128	Com Profit Center	FSA	02/18/2006	329
Com Profit Center	FSA	10/25/2004	1,128	Com Profit Center	FSA	10/11/2005	610	Com Profit Center	FSA	02/18/2006	1,229
Com Profit Center	FSA	11/16/2004	1,620	Com Profit Center	FSA	10/11/2005	328	Com Profit Center	FSA	02/18/2006	1,229
Com Profit Center	FSA	12/02/2004	644	Com Profit Center	FSA	10/11/2005	28,268	Com Profit Center	FSA	02/18/2006	1,229
Sub Total			27,643	Sub Total			28,268	Sub Total			12,588
SoyB Profit Center				SoyB Profit Center				SoyB Profit Center			
SoyB Profit Center	FSA	10/07/2004	652	SoyB Profit Center	FSA	01/03/2005	652	SoyB Profit Center	FSA	01/03/2006	652
SoyB Profit Center	FSA	10/07/2004	282	SoyB Profit Center	FSA	01/03/2005	282	SoyB Profit Center	FSA	01/03/2006	282
SoyB Profit Center	FSA	10/07/2004	418	SoyB Profit Center	FSA	01/03/2005	417	SoyB Profit Center	FSA	01/03/2006	417
SoyB Profit Center	FSA	10/07/2004	380	SoyB Profit Center	FSA	01/03/2005	380	SoyB Profit Center	FSA	01/03/2006	211
SoyB Profit Center	FSA	10/07/2004	214	SoyB Profit Center	FSA	01/03/2005	215	SoyB Profit Center	FSA	01/10/2006	123
SoyB Profit Center	FSA	10/07/2004	124	SoyB Profit Center	FSA	01/03/2005	123	SoyB Profit Center	FSA	01/10/2006	1,665
SoyB Profit Center	FSA	10/07/2004	310	SoyB Profit Center	FSA	02/15/2005	289				
SoyB Profit Center	FSA	10/25/2004	270	SoyB Profit Center	FSA	02/15/2005	187				
SoyB Profit Center	FSA	10/25/2004	198	SoyB Profit Center	FSA	02/15/2005	107				
SoyB Profit Center	FSA	10/25/2004	173	SoyB Profit Center	FSA	02/15/2005	109				
SoyB Profit Center	FSA	10/25/2004	106	SoyB Profit Center	FSA	02/15/2005	172				
SoyB Profit Center	FSA	10/25/2004	80	SoyB Profit Center	FSA	02/15/2005	61				
SoyB Profit Center	FSA	10/25/2004	188	SoyB Profit Center	FSA	10/08/2005	-143				
SoyB Profit Center	FSA	10/25/2004	3,285	SoyB Profit Center	FSA	10/08/2005	-113				
Sub Total			3,285	SoyB Profit Center	FSA	10/06/2005	-88				
Com Market				SoyB Profit Center	FSA	10/06/2005	-81				
Com Market	FSA	02/18/2005	552	SoyB Profit Center	FSA	10/08/2005	-44				
Com Market	FSA	02/22/2005	192	SoyB Profit Center	FSA	10/08/2005	-19				
Com Market	FSA	05/09/2005	1,538	SoyB Profit Center	FSA	10/08/2005	-4				
Com Market	FSA	05/24/2005	300	SoyB Profit Center	FSA	10/11/2005	652				
Com Market	FSA	06/01/2005	125	SoyB Profit Center	FSA	10/11/2005	282				
Com Market	FSA	10/11/2005	13,342	SoyB Profit Center	FSA	10/11/2005	418				
Com Market	FSA	10/11/2005	1,600	SoyB Profit Center	FSA	10/11/2005	-86				
Com Market	FSA	10/25/2005	7,945	SoyB Profit Center	FSA	10/11/2005	-375				
Sub Total			25,592	SoyB Profit Center	FSA	10/11/2005	-217				
Com Profit Center				SoyB Profit Center	FSA	10/11/2005	-121				
Com Profit Center	FSA	01/03/2005	1,992	SoyB Profit Center	FSA	10/11/2005	-450				
Com Profit Center	FSA	01/03/2005	1,584	SoyB Profit Center	FSA	10/11/2005	-89				
Com Profit Center	FSA	01/03/2005	1,007	SoyB Profit Center	FSA	10/11/2005	380				
Com Profit Center	FSA	01/03/2005	601	SoyB Profit Center	FSA	10/11/2005	214				
Com Profit Center	FSA	01/03/2005	314	SoyB Profit Center	FSA	10/11/2005	124				
Com Profit Center	FSA	02/15/2005	1,992	SoyB Profit Center	FSA	10/11/2005	3,194				
Com Profit Center	FSA	02/15/2005	1,128	Sub Total				Soybean Market	FSA	02/08/2005	81
Com Profit Center	FSA	02/15/2005	609	Sub Total				Com Market			81
Sub Total			27,643	Com Market							

# 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 print the report, click on the **Print** button. The Selection Fields screen will appear.
  - To accept the default selection field criteria defined with the report, click the **Save** button and the report screen will appear.

	Field	Operator	Value
Match ALL	03 = Ledger number	EQ	36000
*****			
Match One			
*****			
Group #1			
*****			
Group #2			

Find all entries where:

1. Matches all conditions under 'Match ALL'
2. Matches at least one condition under 'Match One'
3. Matches at least one of three groups where all conditions under a group match

Save    Cancel    Delete

# 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

Print Edit Add Transfer Exit

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

Enter new report name:

All Centers 1

OK Cancel

# Defining a New Report (cont.)



- Report Generator reports are defined line by line on a spreadsheet-like form.

The screenshot shows a window titled "(CCC06) Edit Report: All Centers 1". The main area is a spreadsheet with 25 rows and 14 columns. The columns are labeled "Row", "Type", "1", "2", "3", "4", "5", "6", "7", "8", "9", "10", "11", "12", "13", and "14". The "Type" column is highlighted in blue. Below the spreadsheet, there are several buttons: "Save", "Cancel", "Delete Row", "Print Definition", "Selection Fields", "Sort Fields", and "Report Name".

## 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															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															

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	