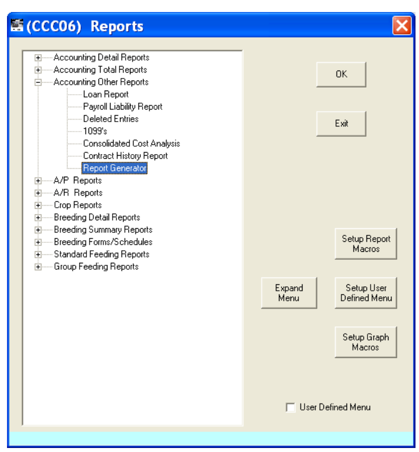
Report Generator

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

What this does:	This function allows you to have control of the setup and layout of the report. It gives you access to the report writer and fields that are available for reporting. It also lets you make calculations and totals on the different fields.
When to do this:	Use Report Generator when you want a specific report format or information. It is great for special combination reports, such as W2's, specialty ledger account or center combination reports.

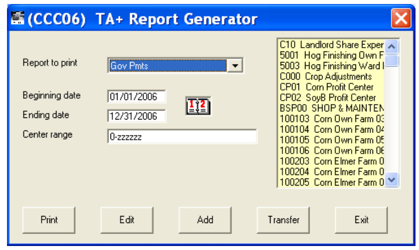
Working with an existing report

- 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.



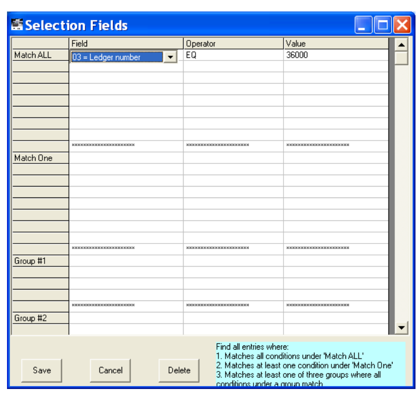
Working with an existing report (cont.)

- 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



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.



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 the Report:

- Report Generator is built from lines. Use the table below to identify what types of lines to use and how they are calculated.
  - 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 the Report: (cont.)

- After the type for a line is selected, click in the next field (usually row 1, column 1) to make the Define Report Field Screen appear.
  - Choose an Entry type from the drop-down choices:

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**: 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 the Report: (cont.)

- If you chose a Standard field, then you can enter 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:

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

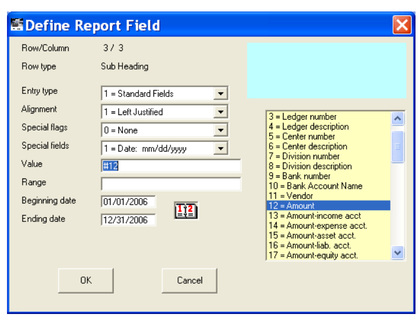
Defining the Report: (cont.)

- If you chose the Special field option, then you can choose one of the **special fields.**
  - The following are the choices for special fields you can set up on your report:

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 the 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.

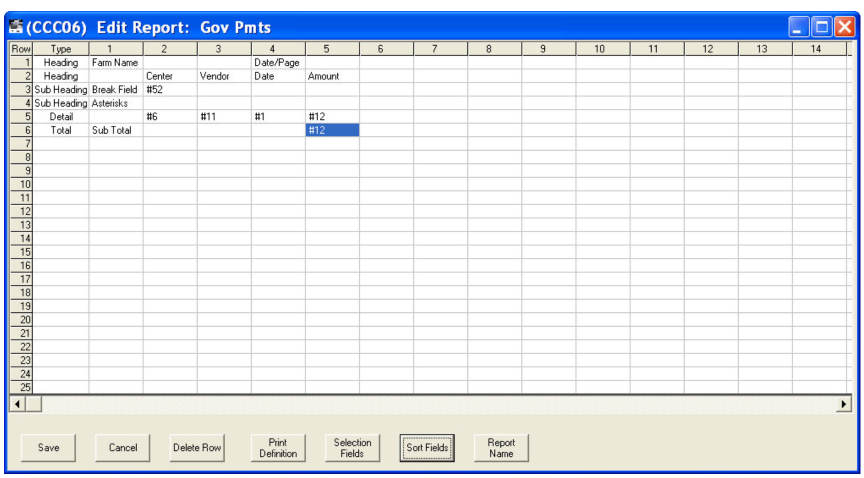


Defining the Report: (cont.)

- If you chose the Special Flag options with Ranges, then you also enter the desired range from the help list when you click 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

Defining the Report: (cont.)



TA + Field List

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

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**	