

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:

- 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.

Example

 (AAA16) Print: Daily bank transactions

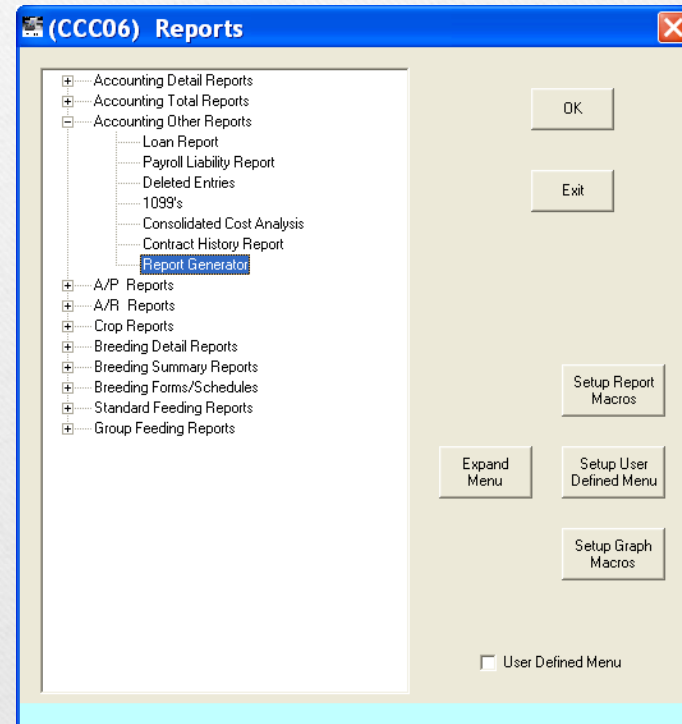
Date of Entry	Amount	
08/19/2016	-6,000.00	Bank Description
08/19/2016	5,000.00	Bank Description
08/19/2016	250.00	Bank Description
08/19/2016	575.00	Bank Description
08/19/2016	1,025.00	Bank Description

 (AAA16) Edit Report: Daily bank transactions

Row	Type	1	2	3	4	5	6
1	Heading	Date of Entr	Amount	Bank Accou			
2	Detail	#48	#12	#10			
3							
4							
5							
6							
7							
8							

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

- The program will ask for the Report to Print. Use the drop down list menu to select your report. (cont.)

- 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 Pmts

Beginning date: 01/01/2006

Ending date: 12/31/2006

Center range: 0-zzzzzz

Print Edit Add Transfer Exit

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

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.

[illegible]

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

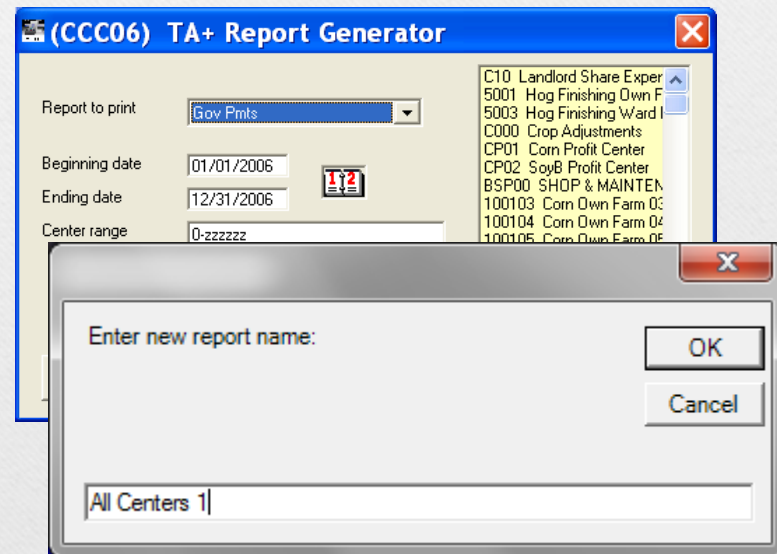
Working with an existing report (cont.)

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.



Defining a New Report (cont.)

(CCC06) Edit Report: All Centers 1

Row	Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
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16															
17															
18															
19															
20															
21															
22															
23															
24															
25															

Save Cancel Delete Row Print Definition Selection Fields Sort Fields Report Name

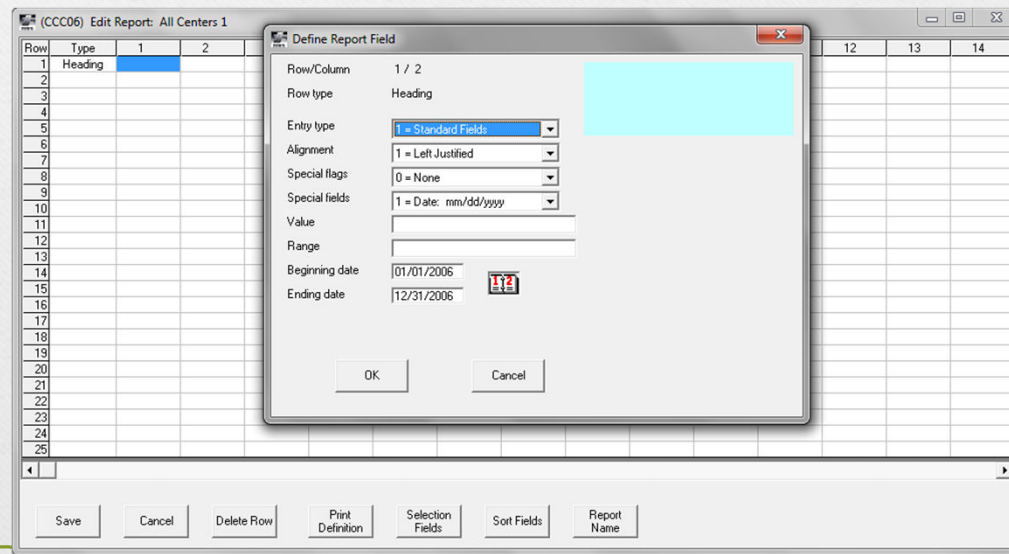
Defining a New Report (cont.)

- 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.



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.

The screenshot shows the 'Define Report Field' dialog box with the following settings:

- 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: (empty)
- Beginning date: 01/01/2006
- Ending date: 12/31/2006

On the right, a list of fields is shown:

- 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.

Buttons at the bottom: 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															
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25															

Save Cancel Delete Row Print Definition Selection Fields Sort Fields Report Name

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