



Report Writer

User Guide

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Report Writer

Report Writer is an add-on module of the School Accounting System and is used to create custom reports for your school district. Reports can be easily created for a detailed or summary format and can include the data from any module of the School Accounting System. With the Report Writer module, the user can define how the information is sorted and what records (items) to include on the report. Standard reports can also be copied within the Report Writer module and then modified to fit the needs of the district.

Available Help

Help File

The School Accounting System (including the Report Writer module) features a Help File that includes a table of contents, a topical index, a search option, and context-sensitive help. To open the Help File, select the **Help** menu from any screen and then select **School Accounting System Help**. To then access the table of contents, click the **Contents** tab located in the upper left-hand corner of the screen; to use the topical index, click the **Index** tab; or to complete a search for specific information, click the **Search** tab.

The context-sensitive help provides help text related to a specific field in the data entry and maintenance screens of the School Accounting System and its add-on modules. To access the context-sensitive help, place the cursor on the desired field and then press the **F1** key (or right-click in a field and select **What's This?**).

To print a specific topic in the Help File, bring up the desired topic and then click the **Print** button located at the top of this screen.

Web Page

Access Software Unlimited, Inc.'s web site at www.su-inc.com, and to view the Knowledge Base containing Frequently Asked Questions (FAQs) and Training Tidbits, click the **Knowledge Base** link under the Help & Support section on any of the main screens in the School Accounting System.

Customer Support Help Line

The Customer Support Help Line is a toll-free number available to our customers from 8 a.m. to 5 p.m. Central Time, Monday through Friday. The annual maintenance fee for the software includes help line assistance for questions related to the School Accounting System and the add-on modules your organization has licensed. **To reach our Customer Support Help Line, call 800.756.0035, Ext. 2**, or utilize the Create a Support Request feature in the software. If calling, be ready to give the receptionist your Name, School District, Customer ID, and a brief message regarding the problem. After calling or creating a support request, one of our Certified Customer Support Representatives will call you back to assist with problem resolution.

Create a Support Request

The Create a Support Request feature allows a user to request assistance from Customer Support for help with a question or issue. Once a request has been submitted, a Customer Support Representative will contact you for assistance.

Creating a Support Request:

1. From the main School Accounting System screen or a module's main screen, click the **Request Support** icon (see **Diagram A**) in the lower right-hand corner of the screen, or click the **Create a Support Request** link under the Help & Support section.

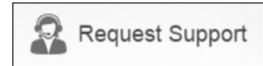


Diagram A

2. At the Create a Support Request screen, the customer ID number assigned to your organization by Software Unlimited, Inc. displays in the Customer Number field and cannot be changed.
3. In the Name field, enter the name of the user at your organization that should be contacted for assistance, or click the **down-arrow** button to select the correct one.

Note: Only the users we have listed in our records for your organization are able to be entered into the Name field; if your name is not listed, click the **Cancel** button and contact Customer Support.

4. Enter your question or a description of the issue in the Comment/Question field. The question or description can be up to **8,000** characters long.
5. If desired, to attach a file to submit with the support request, enter the path (drive and folders) and file name of the file to attach in the Attach File field, or click the **Attach File** button to browse to and select the file.

Note: Only one file can be attached, and the file size cannot be greater than 50MB.

6. Click the **Execute** button.
7. A prompt will appear stating the request has been submitted; click **OK**.

Program Suggestions

The Program Suggestions feature allows a user to submit a suggestion for a future change or enhancement to the School Accounting System or one of the add-on modules.

Submitting a Program Suggestion:

1. From the main School Accounting System screen or a module's main screen, click the **Program Suggestions** link under the Information section.
2. At the Program Suggestions screen (see **Diagram B**), the customer ID number assigned to your organization by Software Unlimited, Inc. displays in the Customer Number field and cannot be changed.
3. In the Name field, enter the name of the user at your organization that should be contacted for any additional information regarding the suggestion, or click the **down-arrow** button to select the correct one.
4. Enter a description of the suggestion and an explanation of the benefits for the enhancement in the applicable fields. The description and explanation can each be up to **8,000** characters long.
5. Complete the next three fields by clicking the **down-arrow** button and selecting the appropriate response.
6. If desired, to attach a file to submit with the program suggestion, enter the path (drive and folders) and file name of the file to attach in the Attach File field, or click the **Attach File** button to browse to and select the file.

A screenshot of a web browser window titled "sas Program Suggestions". The window has a menu bar with "File" and "Help". Below the menu bar, there are several input fields: "Customer Number" with the value "9997", "Name" with a dropdown menu showing "Carolyn Smith", and a large text area for "Describe your idea for a program enhancement in as much detail as possible.". Below this is a section titled "Why would this enhancement be beneficial?" with a text area. Further down are three dropdown menus: "The program, in its current state, is not meeting this need because (choose one):", "How much time do you spend working around this each time you encounter it?", and "How often would you use this program enhancement?". At the bottom, there is an "Attach File" field with a file icon button. A callout box with a white background and a thin grey border is overlaid on the form, containing the text: "Enter the information into the appropriate fields and then click the **Execute** button to submit a program suggestion." Two arrows point from the callout box to the "Describe your idea" text area and the "Attach File" button.

Diagram B

- Note:** Only one file can be attached, and the file size cannot be greater than 50MB.
7. Click the **Execute** button to submit the suggestion.
8. A prompt will appear stating the suggestion has been submitted; click **OK**.

Backups

The backup database function, which is accessed by clicking the **Backup** icon on the main screen of the School Accounting System or the Backup option listed under the Check Cycle menus in Accounts Payable and Payroll, makes an encrypted backup file of the database at a specific point in time. Since all the data in the School Accounting System resides in one database, the backup database function backs up all modules including Accounts Payable, General Ledger, Payroll, Fixed Asset Inventory, Human Resources, Negotiations, Report Writer, and Accounts Receivable.

When making a backup in the School Accounting System, the backup file of the database is created in the backup folder in the SQL Server instance and can be copied to a different location, such as to a flash drive or a location on the user's local hard drive, if desired. The backup files in the backup folder in the SQL Server instance are retained based on the values entered in the Number of Days to Keep Backups field and the Minimum Number of Backups to Keep field in the System File, while the additional backup copies can be stored for longer periods of time as desired.

Tips:

- Be sure to make a backup prior to updating files in the School Accounting System (for example, make a backup prior to updating a check cycle).
- **For organizations using the School Accounting System-Online version**, a nightly backup is automatically made and the nightly backups are retained for three weeks. If needed, the previous night's backup file is readily available to be restored by contacting Customer Support for assistance to access it; if a nightly backup other than the prior night's backup is needed, there may be a fee to access it (as that nightly backup file is stored offsite).
- **For organizations with the School Accounting System installed locally**, be sure to make regular backups of your database in the School Accounting System (such as a weekly or a daily backup), in addition to making backups prior to updating files; and develop a schedule for all users for when to make backups and establish a procedure for storing the backups in a safe place away from the office in case of a fire or other natural disaster.

Note: For organizations with the School Accounting System installed locally, the School Accounting System can be set up to complete daily backups of the database, if desired. To set up the system to make a daily backup, complete the fields on the Backup Options screen in the System File (refer to Steps 1, 4, and 5 of the Completing the System File topic in the Help File). When making a daily backup, the backup file is only created in the backup folder in the SQL Server instance (an external copy is not made).

Backing Up:

Note: The steps below are for completing the backup database function at a specific point in time in the School Accounting System.

1. From the School Accounting System screen, click the **Backup** icon.
Note: The Backup option can also be accessed by selecting the **Check Cycle** menu and then **Backup** from the Accounts Payable or Payroll screen if backing up prior to updating a batch of checks for Accounts Payable or Payroll. If making a backup as part of completing the Change Account Structure, Crosswalk Account Numbers, Purge Data, or Upload Database to SUI option, or installing an update, skip this step.
2. At the Backup Database screen (see **Diagram A**), enter a description to explain the reason for making the backup in the Comment field. The description can be up to **1,000** characters long. For example, if making a backup prior to updating a batch of checks in Accounts Payable, enter **Accounts Payable Checks Backup October YYYY** in the Comment field. If applicable (such as when making a backup as part of completing an option or installing an update), leave this field blank to use a default description assigned by the system.
3. Select the Make an Additional Copy field to copy the backup from the backup folder (on the SQL Server instance) to a different location, such as to a flash drive or a location on the user's local hard drive, in order to retain the backup for a longer period of time (than what is stipulated on the Backup Options screen in the System File) or store the backup away from the office. A checkmark will appear in the box if the field is selected.
4. If the Make an Additional Copy field is selected, the Path for Additional Copy field will be enabled. Enter the destination location for where to make the additional backup copy in the Path for Additional Copy field, or click the **Directory** button to browse to the desired path and then click the

OK button. The path last specified when an additional backup was made on your computer appears as the default, but can be changed.

5. Click the **Execute** button to backup the database.

Tip: The name of the backup file will include the date and time the backup was made, using the following format: **XX_####_OrganizationName_yyyy-mm-dd_hhmmss**, with **XX** being the appropriate state abbreviation and **####** being the customer ID number for the organization. The backup file created in the backup folder will have a file extension of **.bak**, while the additional backup file copied to the specified location (if applicable) will have a file extension of **.gz**.

6. Once the backup file (**.bak** file) has been created, the Backup Database screen will close. If an additional copy was selected to be made, the system will start creating the additional backup file (**.gz** file) after the screen closes and will continue working in the background. (**Tip:** If the additional backup file is being made on a removable drive (i.e. a flash drive), keep the removable drive connected until the additional copy has been completed.)

Note: The Backup Database screen will remain open until the additional copy (if applicable) was created if making a backup while installing an update to the School Accounting System or completing the Upload Database to SUI Support option.

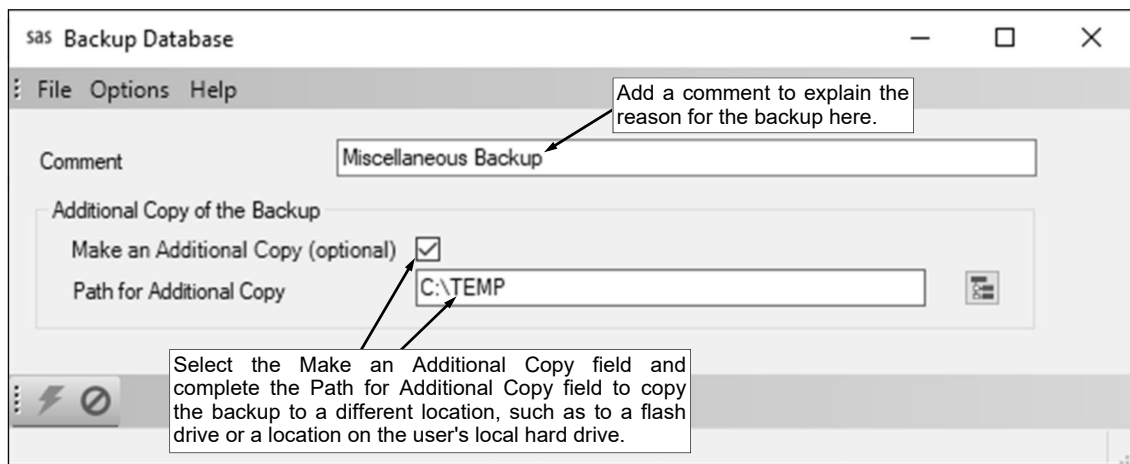


Diagram A

Printing Reports from within Report Writer

Printing a Report from within Report Writer:

Note: If printing a report from the Edit Report screen, skip to Step 2.

1. From the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report to print and then click on the name of the report in the Reports List (or click the **Find** button instead to search for the desired report). See **Diagram A**.
2. Click the **Execute** button located at the top of the screen.
3. If printing mailing labels, when prompted, select the label setup for which to use by double-clicking on the desired format.
4. Complete the required report printing options, if applicable.
5. If desired, click the **Save Settings** button at this time to save the specified report printing options in order to run the report with these exact settings in the future by utilizing the **Retrieve Settings** button. If you do not click the **Save Settings** button at this time, the settings must be re-entered the next time the report is generated.

Tip: A report can also be set as a favorite report (for the user) at this time by clicking the **Favorite Reports** button, or the report can be added to the user's report list accessed under the Reports menu on a module's main screen by clicking the **Report List** button.

6. Click the appropriate button for the desired output:
 - a. To preview the report on the screen, click the **To Screen** button.
 - b. To print the report directly to the printer (as designated in the Printer Setup option), click the **To Printer** button.
 - c. To export the report to a file, click the **Export** button and then complete the Export Options as desired.

Tip: A report previewed on the screen can also be exported to a file by clicking the **Export** button on the preview screen.

- d. To email the report, click the **Email** button. Refer to the Emailing a Report topic for requirements to email a report

Tip: A report previewed on the screen can also be emailed by clicking the **Email** button on the preview screen.

- e. For organizations with the K12Docs module licensed and users with the applicable rights, click the **Upload to K12Docs** button to upload the report to K12Docs.

Tip: A report previewed on the screen can also be uploaded by clicking the **Upload to K12Docs** button on the preview screen.

7. After the report is printed, click the **X** in the upper right-hand corner to close the reporting printing options screen, if applicable.

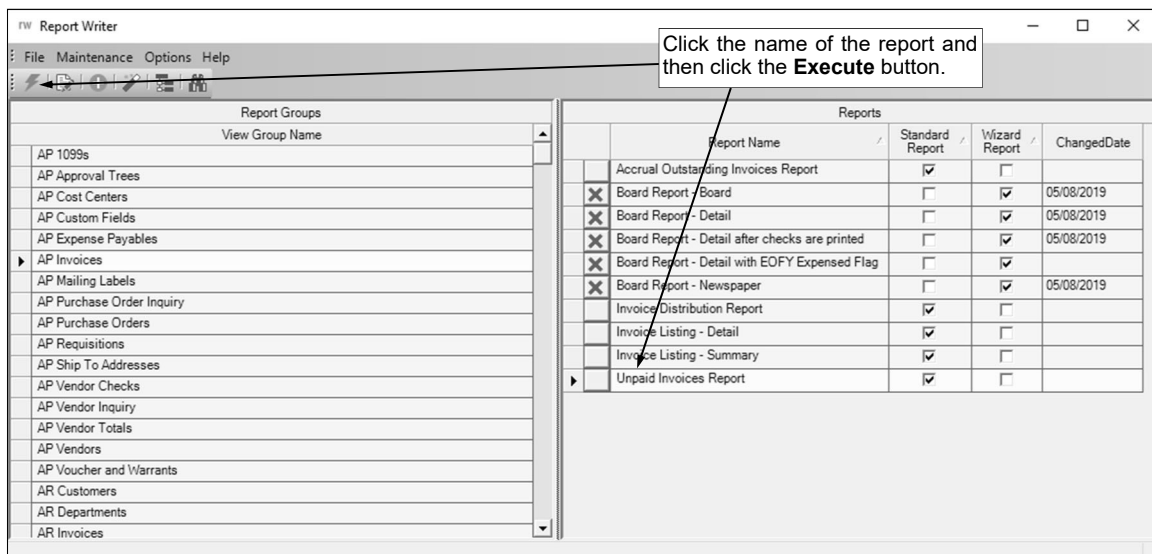


Diagram A

Report Writer Defaults

The Report Writer Defaults option in Report Writer is used to define the default settings and formats used for custom reports created in the School Accounting System (for all users), including board reports, flexible financial reports, and the reports designed in Report Writer. The setting and formatting options that can be defined within the Report Writer Defaults option include the paper source, margins, orientation, fonts, field formats, and grid settings, to name a few.

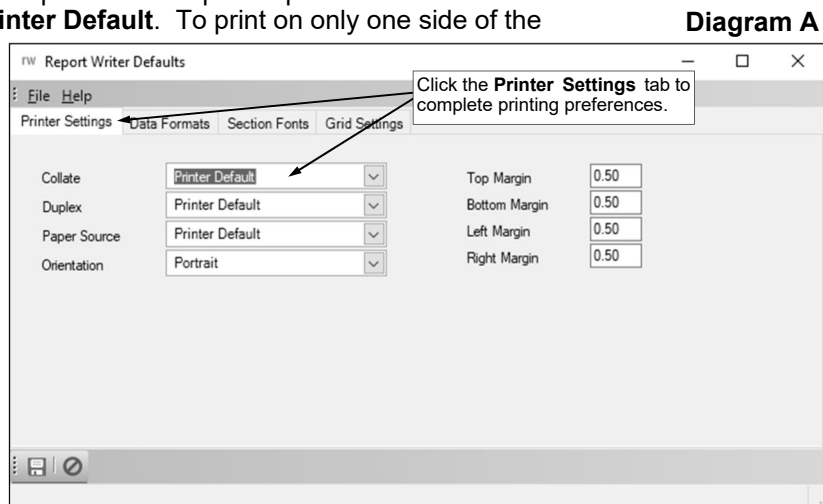
Completing the Report Writer Defaults:

Note: The settings and formats defined within the Report Writer Defaults option will be utilized when creating new custom reports and when making applicable changes to existing custom reports (for example, when adding a new field to an existing report, the system will use the defaults for the appropriate field type).

1. From the Report Writer screen, select the **Maintenance** menu and then **Report Writer Defaults**.
2. At the Report Writer Defaults screen, click the **Printer Settings** tab and complete the following:
 - a. Enter the option (**Collate**, **Don't Collate**, or **Printer Default**) to use as the default for collating reports in the Collate field, or click the **down-arrow** button to select the correct one. To print in sets (page number order) if multiple copies are printed and a report is multiple pages long, enter **Collate**. To print all the copies of each page together (not collated), enter **Don't Collate**. To print using the default setting for whether or not to collate from the printer preferences for the applicable printer, enter **Printer Default**. See **Diagram A**.
 - b. Enter the option (**Horizontal**, **Printer Default**, **Simplex**, or **Vertical**) to use as the default for duplexing reports in the Duplex field, or click the **down-arrow** button to select the correct one. To print on both sides of the paper using a horizontal page turn, enter **Horizontal**. To print using the default setting for duplex from the printer preferences for the applicable printer, enter **Printer Default**. To print on only one side of the

paper (not duplexed), enter **Simplex**. To print on both sides of the paper using a vertical page turn, enter **Vertical**.

- c. In the Paper Source field, enter the name of the paper source to use as the default for which the reports will print (for example, the paper tray from which the printer gets the paper to print the reports), or click the **down-arrow** button to select the correct one. The selections available for the paper source are based on the paper sources defined for the default printer.



- d. Enter the desired page orientation (**Portrait** or **Landscape**) to use as the default for reports in the Orientation field, or click the **down-arrow** button to select the correct one. To print the reports with the long edge of the paper down the side, enter **Portrait**. To print the reports with the long edge of the paper on the top and bottom, enter **Landscape**.
- e. Enter the distance *in inches* to use as the default from the top edge of the paper to where the information should start printing on the reports in the Top Margin field. The margin cannot be *greater than 10* inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.
- f. Enter the distance *in inches* to use as the default from the bottom edge of the paper to where the information should stop printing on the report in the Bottom Margin field. The margin cannot be *greater than 10* inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.
- g. Enter the distance *in inches* to use as the default from the left edge of the paper to where the information should start printing on the report in the Left Margin field. The margin cannot be *greater than 10* inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

- h. Enter the distance *in inches* to use as the default from the right edge of the paper to where the information should stop printing on the report in the Right Margin field. The margin cannot be *greater than 10* inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.
3. Click the **Save** button.
 4. Click the **Data Formats** tab and complete the following:
 - a. To select the desired true/false style to use as the default for boolean (true/false) fields included on reports, click the **Search** button in the Format field (column) to the right of Boolean. On the Boolean Format screen, select the true/false style to use as the default by clicking once on the desired format. Select **X/** to print 'X' on the report for the field if it is true, or print nothing if it is false. Select **True/False**, to print 'True' on the report for the field if it is true, or print 'False' if it is false. Select **Yes/No**, to print 'Yes' on the report for the field if it is true, or print 'No' if it is false. Select **T/F**, to print 'T' on the report for the field if it is true, or print 'F' if it is false. Select **Y/N**, to print 'Y' on the report for the field if it is true, or print 'N' if it is false. Select ***/**, to print an asterisk (*) on the report for the field if it is true, or print nothing if it is false. Once the desired true/false style is selected, click the **Save** button. See **Diagram B**.
 - b. To select the desired date format to use as the default for date fields included on reports, click the **Search** button in the Format field (column) to the right of Date. On the Date Format screen, select the date format to use as the default by clicking once on the desired format. Once the desired date format is selected, click the **Save** button.
 - c. To select the desired negative style, number of decimal places, comma style, and currency style to use as the default for decimal fields included on reports, click the **Search** button in the Format field (column) to the right of Decimal. On the Decimal Format screen, complete the following:
 - In the Formats List (on the left side of the screen), select the desired negative style format (and currency style) to use as the default for decimal fields with negative values by clicking once on the desired format. The negative styles include printing a minus sign in front of the negative value, printing parenthesis around the negative value, or printing the negative value as a positive number.

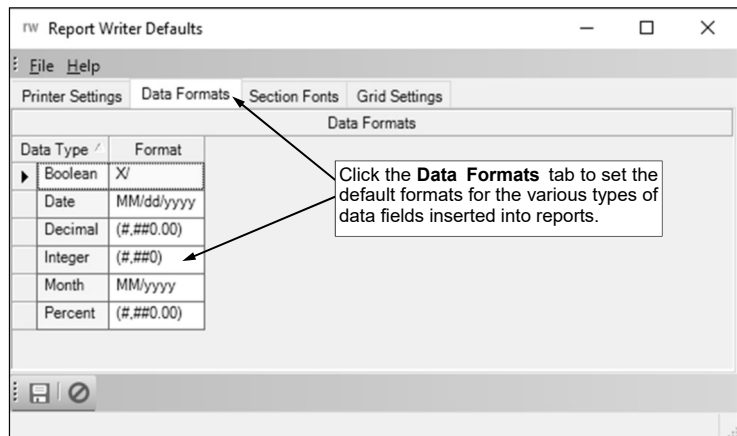


Diagram B

- Enter the number of decimal places (**0** to **4**) to use as the default in the Decimal Places field. Leave the field blank to default to **0**.
 - Select the Display Comma field to print commas in the values for decimal fields, if applicable. A checkmark will appear in the box if the field is selected.
 - Select the Display Dollar Sign field to print dollar signs with the values for decimal fields. A checkmark will appear in the box if the field is selected.
 - Click the **Save** button.
- d. To select the desired negative style and comma style to use as the default for integer fields included on reports, click the **Search** button in the Format field (column) to the right of Integer. On the Integer Format screen, complete the following:
 - In the Formats List (on the left side of the screen), select the desired negative style format to use as the default for integer fields with negative values by clicking once on the desired format. The negative styles include printing a minus sign in front of the negative value, printing parenthesis around the negative value, or printing the negative value as a positive number.
 - Select the Display Comma field to print commas in the values for integer fields, if applicable. A checkmark will appear in the box if the field is selected.
 - Click the **Save** button.
 - e. To select the desired month (date) format to use as the default for month fields included on reports, click the **Search** button in the Format field (column) to the right of Month. On the Month

Format screen, select the month (date) format to use as the default by clicking once on the desired format. Once the desired format is selected, click the **Save** button.

- f. To select the desired negative style, number of decimal places, and comma style to use as the default for percent fields included on reports, click the **Search** button in the Format field (column) to the right of Percent. On the Percent Format screen, complete the following:
 - In the Formats List (on the left side of the screen), select the desired negative style format to use as the default for percent fields with negative values by clicking once on the desired format. The negative styles include printing a minus sign in front of the negative value, printing parenthesis around the negative value, or printing the negative value as a positive number.
 - Enter the number of decimal places (**0 to 4**) to use as the default in the Decimal Places field. Leave the field blank to default to **0**.
 - Select the Display Comma field to print commas in the values for percent fields, if applicable. A checkmark will appear in the box if the field is selected.
 - Click the **Save** button.

5. Click the **Save** button.

6. Click the **Section Fonts** tab and complete the following:

- a. To select the font, font style, color, and size to use as the default for fields included in the Report Header section on reports, click the **Search** button in the Section Name field (column) to the right of Report Header. On the Font screen, select the desired font, font style, color, and size, and then click the **OK** button. See **Diagram C**.

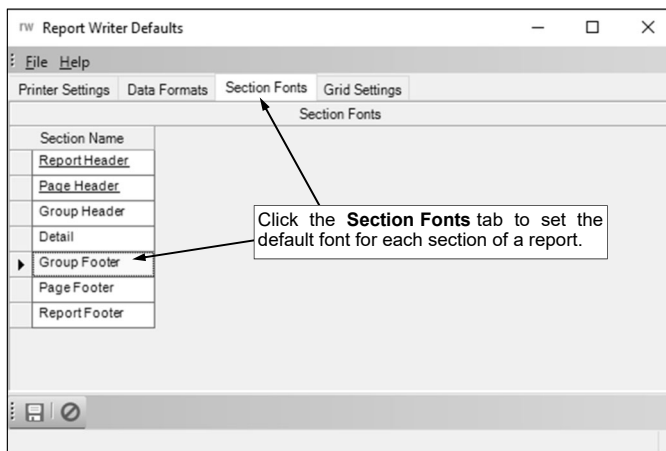


Diagram C

- b. To select the font, font style, color, and size to use as the default for fields included in the Page Header section on reports, click the **Search** button in the Section Name field (column) to the right of Page Header. On the Font screen, select the desired font, font style, color, and size, and then click the **OK** button.
- c. To select the font, font style, color, and size to use as the default for fields included in the Group Header section on reports, click the **Search** button in the Section Name field (column) to the right of Group Header. On the Font screen, select the desired font, font style, color, and size, and then click the **OK** button.
- d. To select the font, font style, color, and size to use as the default for fields included in the Detail section on reports, click the **Search** button in the Section Name field (column) to the right of Detail. On the Font screen, select the desired font, font style, color, and size, and then click the **OK** button.
- e. To select the font, font style, color, and size to use as the default for fields included in the Group Footer section on reports, click the **Search** button in the Section Name field (column) to the right of Group Footer. On the Font screen, select the desired font, font style, color, and size, and then click the **OK** button.
- f. To select the font, font style, color, and size to use as the default for fields included in the Page Footer section on reports, click the **Search** button in the Section Name field (column) to the right of Page Footer. On the Font screen, select the desired font, font style, color, and size, and then click the **OK** button.
- g. To select the font, font style, color, and size to use as the default for fields included in the Report Footer section on reports, click the **Search** button in the Section Name field (column) to the right of Report Footer. On the Font screen, select the desired font, font style, color, and size, and then click the **OK** button.

7. Click the **Save** button.

8. Click the **Grid Settings** tab and complete the following:

- a. Select the Display Grid field to have grid lines (dots) appear on the screen when editing a report in Report Writer to aid in aligning fields on reports. A checkmark will appear in the box if the field is selected. See **Diagram D**.

- b. Enter the option (**Align to Grid**, **Display Alignment Lines**, or **None**) for aligning (moving) objects on reports in the Grid Control Alignment field, or click the **down-arrow** button to select the correct one. To align objects on reports to the grid lines (dots) when moving, enter **Align to Grid**. To move objects on reports freely and display horizontal and vertical layout guidelines when an object is aligned with another object (in the same section or another section), enter **Display Alignment Lines**. To move objects on reports freely without displaying any layout guidelines, enter **None**.
 - c. Enter the number of lines (dots) to include per inch on the columns of the grid in the Grid Columns field. The number can be from **2** to **99**.
 - d. Enter the number of lines (dots) to include per inch on the rows in the grid in the Grid Rows field. The number can be from **2** to **99**.
 - e. Select the Auto Insert Heading field to have the system automatically insert column headings in the Page Header section of a report when fields are added to the Detail section. A checkmark will appear in the box if the field is selected.
 - f. Select the Auto Insert Subtotals field to have the system automatically insert subtotals in the Report Footer and Group Footer sections of a report when decimal fields are added to the Detail section. A checkmark will appear in the box if the field is selected.
9. Click the **Save** button.
 10. Click the **X** in the upper right-hand corner to close the Report Writer Defaults screen.

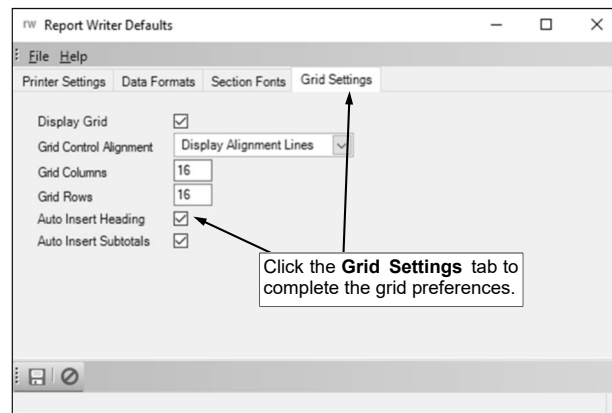


Diagram D

Report Categories

Report Categories are used in Report Writer to define the groupings of reports listed under the Reports menu on each module's main screen. The report categories are used as shortcuts to locate a report related to a particular category or grouping.

Note: The report categories of Pre-Check Reports (AP), Post-Check Reports (AP), Pre-Check Reports (PR), and Post-Check Reports (PR) are used to define the reports that are listed under those categories under the Check Cycle menu rather than the Reports menu.

Adding a Report Category:

1. From the Report Writer screen, select the **Maintenance** menu and then **Report Categories**.
2. At the Report Categories screen, click the **New Record** button.

Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Enter a unique description for the report category in the Category Description field. The description can be up to **40** characters long. See **Diagram A**.

Note: The description cannot end with the word "favorites".

4. To have the report category display under the Reports menu on the main screen for only one module, enter the ID of the desired module in the Module ID field, or click the **down-arrow** button to select the correct one. Otherwise, to have the report category display under the Reports menu on the main screen for the applicable modules, leave the Module ID field **blank**.

Tip: If the Module ID field is completed for a report category, the category will only appear in the one module and will list all the selected reports under that category, even if the report contains information for a different module; for example, if a report category was created with **GL** specified in the Module ID field and the Balance Sheet and Vendor Inquiry reports selected, the report category would only appear under the Reports menu in General Ledger and show both the Balance Sheet and Vendor Inquiry reports. If the Module ID field is left **blank** for a report category, the category will appear under the Reports menu in all the applicable modules for which there are selected reports; for example, if a report category was created with the Module ID field left **blank** and the Balance Sheet and Vendor Inquiry reports selected, the report category would appear under the Reports menu in General Ledger showing the Balance Sheet report and in Accounts Payable showing the Vendor Inquiry report.

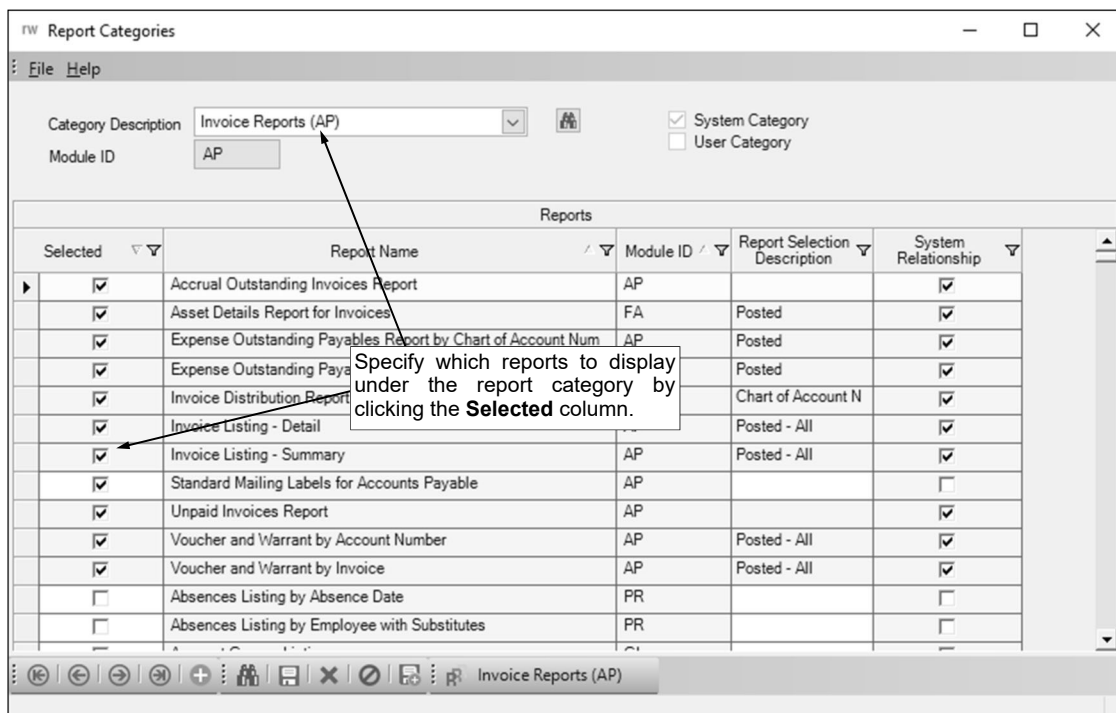


Diagram A

Note: Only the modules for which the organization has licensed are available to be entered or selected in this field.

5. The System Category field is disabled and cannot be changed. A checkmark will only appear in the box if the report category is a standard one created by Software Unlimited, Inc.
6. The User Category field is disabled and cannot be changed. A checkmark will appear in the box if the report category is one created from within the User Options option or User Security option for defining "favorite" reports for a user.
7. In the Reports List, specify which reports to display under the report category by clicking the box for the Selected column to the left of each desired report. A checkmark will appear in the box if the report is selected. Only the reports in the modules for which the organization has licensed appear in the Reports List.

Note: If a report has report selections, the default report selection can be set for the report in the Report Selection Description field (column) by clicking the **down-arrow** button and selecting the desired one.

Tip: The System Relationship field (column) will display a checkmark in the box if a standard report was defined with the report category selected.

8. Click the **Save** button.

Changing a Report Category:

1. From the Report Writer screen, select the **Maintenance** menu and then **Report Categories**.
2. At the Report Categories screen, enter the description of the report category to change in the Category Description field. If the exact description is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the report category.
 - a. To add a report so that it displays under the report category, click the box for the Selected column to the left of the desired report. A checkmark will appear in the box if the report is selected.
 - b. To remove a report so that it no longer displays under the report category, click the box for the Selected column to the left of the desired report to remove the checkmark.

Note: If a report category is defined with the System Category field selected, the only changes that can be made include selecting additional reports to display under the report category and removing reports that do not have the System Relationship field selected.

4. After all the changes have been made, click the **Save** button.
5. If the description for the report category was changed, a prompt will appear verifying whether or not to change the report category or add a new one. To change the description for the report category, click the **Change** button. To not change the description and revert to use the original description, click the **Revert to Original** button. To add a new report category with the specified description that is a duplicate of the current report category, click the **Create New** button.

Deleting a Report Category:

Note: If a report category is defined with the System Category field selected, the system will not allow it to be deleted.

1. From the Report Writer screen, select the **Maintenance** menu and then **Report Categories**.
2. At the Report Categories screen, enter the description of the report category to delete in the Category Description field. If the exact description is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Once the report category to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

REPORT EDITING

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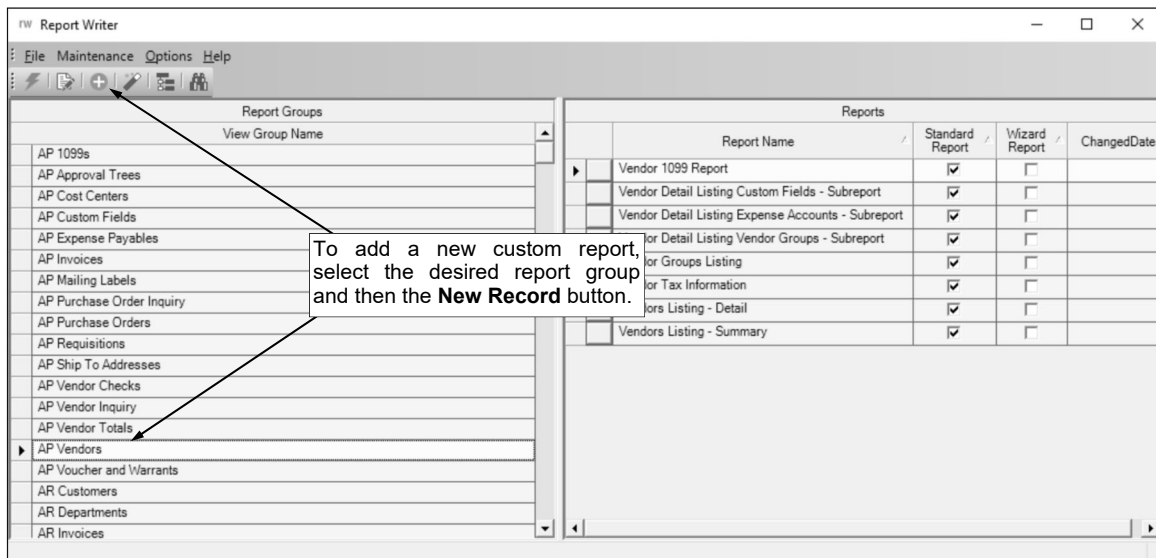
Custom Reports

Custom reports are reports created by a user within the Report Writer module or a report setup option in the School Accounting System, such as the Board Report Setup option in Accounts Payable. When creating a custom report, a user can add the desired fields of information to include on the report, and specify how to sort the information. The creation of custom reports allows a user to tailor the reports to meet the organization's informational reporting needs.

Adding a Report:

1. From the Report Writer screen, select the report group (query or view group) for which to add the new custom report by clicking on the name of the view group in the Report Groups List.

Tip: If desired, click the **Directory** button after clicking on a report group to view a list of the files from which fields can be included on a report in the particular report group.
2. Click the **New Record** button located at the top of the screen to create a new report in the selected report group. See **Diagram A**.
3. Complete the report settings for the new report. See **Page 9-a** for further details.
4. Define the categories/screens for the new report. See **Page 10-a** for further details.



5. The Edit Report screen will appear for the report, showing the Page Header, Detail, and Page Footer sections. **Diagram A**
6. At the Edit Report screen, enter the information to be printed in the Page Header section, or suppress the Page Header section so that it does not print, if desired. Insert special fields, database fields, labels, lines, shapes, or images into the Page Header section, as desired, and then resize, format, move, and align the items (objects) as needed.

Note: When creating a new report, the system automatically includes six standard header fields in the Page Header section, but the fields can be changed or deleted, if desired. The six standard header fields include the system field from the database for the organization name and the special fields of Report Name, Page Number, Print Date, Sub Heading, and User ID.

Tip: If the standard header fields are not centered within the Page Header section, click the **Adjust Header Fields** button to align the standard header fields correctly within the Page Header section. If the Page Header section is not needed, suppress the section so that it does not print by first clicking the title bar for the section and then selecting **False** in the Visible field under the Behavior section in the Properties List.

7. Enter the information to be printed in the Detail section, or suppress the Detail section so that it does not print, if desired. Insert special fields, database fields, formulas, labels, lines, shapes, images, subreports, or barcodes into the Detail section, as desired, and then resize, format, move, and align the items (objects) as needed.

Tip: If the Detail section is not needed, suppress the section so that it does not print by first clicking the title bar for the section and then selecting **False** in the Visible field under the Behavior section in the Properties List.

8. Enter the information to be printed in the Page Footer section, or suppress the Page Footer section so that it does not print, if desired. Insert database fields, formulas, labels, lines, shapes, images, subreports, or barcodes into the Page Footer section, as desired, and then resize, format, move, and align the items (objects) as needed.
Note: Initially, the height for the Page Footer section will be set to zero (0), and the section will need to be resized prior to inserting any objects into the section.
Tip: If the Page Footer section is not needed, leave the height set to zero (0) if there are no objects in the section, or else suppress the section so that it does not print by first clicking the title bar for the section and then selecting **False** in the Visible field under the Behavior section in the Properties List.
9. If desired, add the Report Header and Report Footer sections to the report, and then enter the information to be printed in the sections. To add the Report Header and Report Footer sections, select the **Insert** menu and then **Report Header/Footer**. The Report Header and Report Footer sections will be included on the report. If one of the sections is not needed, suppress the section so that it does not print. Insert database fields, formulas, labels, lines, shapes, images, subreports, or barcodes into the Report Header and Report Footer sections, as desired, and then resize, format, move, and align the items (objects) as needed.
Tip: If the Report Header or Report Footer section is not needed, suppress the section so that it does not print by first clicking the title bar for the desired section and then selecting **False** in the Visible field under the Behavior section in the Properties List.
10. If desired, add groups to the report, and then enter the information to be printed in the Group Header and Group Footer sections. Insert database fields, formulas, labels, lines, shapes, images, subreports, or barcodes into the Group Header and Group Footer sections, as desired, and then resize, format, move, and align the items (objects) as needed. Also, utilize the Properties List (located in the lower right corner of the screen) to change the defined properties for the Group Header and Group Footer sections, if desired. See **Page 11-a** for further details on adding a group.
Tip: If the Group Header or Group Footer section is not needed, suppress the section so that it does not print by first clicking the title bar for the desired section and then selecting **False** in the Visible field under the Behavior section in the Properties List.
11. If desired, add report parameters to the report. See **Page 14-a** for further details.
12. If desired, add a filter records formula to the report. See **Page 12-a** for further details.
13. If desired, add report selections to the report.
14. Click the **Save** button.

Editing a Report:

Note: Below are the steps to edit a custom report in Report Writer. If desired, standard reports can be copied and modified to fit the needs of the district.

1. From the Edit Report screen for the selected report, make the desired changes to the report.
Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report to edit and click on the name of the report in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.
2. To edit the name of the report, or the margins, orientation, and paper size, change the report settings. See **Page 9-b** for further details.
3. To edit the report categories and screens within the School Accounting System where the report is listed (can be accessed), change the categories/screens. See **Page 10-a** for further details.
Note: The categories/screens can be changed for standard reports, if desired.
4. Edit the information to be printed in the Page Header section, or suppress the Page Header section so that it does not print, if desired. Insert special fields, database fields, labels, lines, shapes, or images into the Page Header section, as desired, and then resize, format, move, and align the items (objects) as needed.
Note: When creating a new report, the system automatically includes six standard header fields in the Page Header section, but the fields can be changed or deleted, if desired. The six standard header fields include the system field from the database for the organization name and the special fields of Report Name, Page Number, Print Date, Sub Heading, and User ID.
Tip: If the standard header fields are not centered within the Page Header section, click the Adjust Header Fields button to align the standard header fields correctly within the Page Header section. If the Page Header section is not needed, suppress the section so that it does not print by first clicking

the title bar for the section and then selecting **False** in the Visible field under the Behavior section in the Properties List.

5. Edit the information to be printed in the Detail section, or suppress the Detail section so that it does not print, if desired. Insert special fields, database fields, formulas, labels, lines, shapes, images, subreports, or barcodes into the Detail section, as desired, and then resize, format, move, and align the items (objects) as needed.

Tip: If the Detail section is not needed, suppress the section so that it does not print by first clicking the title bar for the section and then selecting **False** in the Visible field under the Behavior section in the Properties List.

6. Edit the information to be printed in the Page Footer section, or suppress the Page Footer section so that it does not print, if desired. Insert database fields, formulas, labels, lines, shapes, images, subreports, or barcodes into the Page Footer section, as desired, and then resize, format, move, and align the items (objects) as needed.

Note: Initially, the height for the Page Footer section will be set to zero (**0**), and the section will need to be resized prior to inserting any objects into the section.

Tip: If the Page Footer section is not needed, leave the height set to zero (**0**) if there are no objects in the section, or else suppress the section so that it does not print by first clicking the title bar for the section and then selecting **False** in the Visible field under the Behavior section in the Properties List.

7. If desired, add the Report Header and Report Footer sections to the report, and/or edit the information to be printed in the sections. To add the Report Header and Report Footer sections, select the **Insert** menu and then **Report Header/Footer**. The Report Header and Report Footer sections will be included on the report. If one of the sections is not needed, suppress the section so that it does not print. Insert database fields, formulas, labels, lines, shapes, images, subreports, or barcodes into the Report Header and Report Footer sections, as desired, and then resize, format, move, and align the items (objects) as needed.

Tip: If the Report Header or Report Footer section is not needed, suppress the section so that it does not print by first clicking the title bar for the desired section and then selecting **False** in the Visible field under the Behavior section in the Properties List.

8. If desired, add groups to the report, remove groups, and/or edit the information to be printed in the Group Header and Group Footer sections. Insert database fields, formulas, labels, lines, shapes, images, subreports, or barcodes into the Group Header and Group Footer sections, as desired, and then resize, format, move, and align the items (objects) as needed. Also, utilize the Properties List (located in the lower right corner of the screen) to change the defined properties for the Group Header and Group Footer sections, if desired. See **Page 11-a** for further details on adding a group.

Tip: If the Group Header or Group Footer section is not needed, suppress the section so that it does not print by first clicking the title bar for the desired section and then selecting **False** in the Visible field under the Behavior section in the Properties List.

9. If needed, add report parameters to the report, or change or delete report parameters. See **Page 14-a** for further details.
10. If needed, add a filter records formula to the report, or change the filter records formula. See **Page 12-a** for further details.
11. If needed, add report selections to the report, or change or delete report selections.
12. After all the changes have been made, click the **Save** button.

Deleting a Report:

Note: Below are the steps to delete a custom report in Report Writer. Standard reports cannot be deleted.

1. From the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report to delete, or click the **Find** button instead to search for the desired report.
2. In the Reports List, click the **Delete** button to the left of the name of the report to delete.
3. When prompted to delete the report, click **Yes**.

Inserting a Database Field or Formula on a Report:

Note: The instructions below are for inserting a database field or existing formula on a custom report.

1. In the Fields List located in the upper right corner on the Edit Report screen, click the applicable tab for the field or formula to insert into the report. Click the **Fields** tab to insert a typical database field. Click the **Formulas** tab to insert an existing formula created within the specified report group (query or view group). Click the **Variable Fields** tab to insert a variable field, which is a field that

requires data to be selected in order to generate the report, such as the Processing Month field. Click the **System Fields** tab to insert a field from one of the System Files in the School Accounting System, such as the main System File or the Payroll System File.

Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to add a field or formula and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.

2. On the selected tab in the Fields List, select the file that contains the field to insert by clicking once on the box (plus sign) in front of the file name or double-clicking on the file name, and then click on the desired field or formula name.
3. With the field or formula selected, click, drag, and drop the field or formula to the desired section and location on the report.
4. The field or formula will appear in the designated location. A text field or formula will appear as an object filled with **Xs**, a numeric field or formula will appear as an object with **#s** and **0s**, a date field or formula will appear as an object using the default date format (for example, **mm/dd/yyyy**), and a boolean (true/false) field or formula will appear as an object using the default true/false format (for example, **X/**).
5. Resize, format, move, and align the field or formula as needed.

Tip: The following buttons (and corresponding options under the **Format** menu) are available to format a database field or formula: **Bold** button, **Italic** button, **Underline** button, **Font Settings** button, **Align** button, **Back Color** button, **Fore Color** button, and **Border** button. Additional properties can be set for a database field or formula using the following fields within the Properties List: Vertical Alignment (**Top**, **Middle**, or **Bottom**), Can Grow (**True** or **False**), Can Shrink (**True** or **False**), Optional (**True** or **False**), Output Format (to select the date format for date fields or formulas; to select the true/false style for boolean (true/false) fields or formulas; or to select the negative style format, number of decimal places, and whether to display a comma or dollar sign for numeric fields or formulas), Hide If Zero (**True** or **False**; only applicable for numeric fields or formulas), and Summary Func (**Sum**, **Avg**, **Count**, **Min**, **Max**, **DCount**, or **None**; only applicable for numeric fields or formulas).

6. Click the **Save** button.

Inserting a Label on a Report:

Note: The instructions below are for inserting a label on a custom report.

1. On the Edit Report screen, click the **Label** button, or select the **Insert** menu and then **Label**.

Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to add a label and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.

2. Click at the location within the desired section on the report for where to add the label, and drag and drop to the desired size of the label.
3. The label will appear in the designated section and appear as an object with the text of **Label1**.
4. To enter or change the text for the label, either double-click on the label and key the new text over the existing text, or else:

- Click the object (label).

Tip: After an object is selected, handles (boxes) will appear around the outside edges of the selected object. To select multiple objects for which to enter or change the label text at the same time, press and hold the **Shift** or **Ctrl** key and then select (click) all the desired items, or else click, drag, and drop a box (using your mouse) over all the desired objects. To select all objects within a section, click the title bar for the section and then press the **Ctrl+A** keys.

- With the label selected, click in the Text field under the Data section in the Properties List (located in the lower right corner of the screen) and either key the new text over the existing text, or else click the button (in the Text field) and then at the Text screen, key the desired text and click the **Save** button.

5. Resize, format, move, and align the label as needed.

Tip: The following buttons (and corresponding options under the **Format** menu) are available to format a label: **Bold** button, **Italic** button, **Underline** button, **Font Settings** button, **Align**

button, **Back Color** button, **Fore Color** button, and **Border** button. Additional properties can be set for a label using the following fields within the Properties List: Vertical Alignment (**Top**, **Middle**, or **Bottom**), Can Grow (**True** or **False**), Can Shrink (**True** or **False**), and Optional (**True** or **False**).

6. Click the **Save** button.

Resizing Objects on a Report:

Note: The instructions below are for resizing an object (field, formula, label, line, shape, image, barcode, or subreport) already inserted into a custom report.

1. Click the object (field, formula, label, line, shape, image, barcode, or subreport) for which to resize.

Tip: After an object is selected, handles (boxes) will appear around the outside edges of the selected object. To select multiple objects to resize at the same time, press and hold the **Shift** or **Ctrl** key and then select (click) all the desired items to resize, or else click, drag, and drop a box (using your mouse) over all the desired objects. To select all objects within a section, click the title bar for the section and then press the **Ctrl+A** keys.

Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to resize an object and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.

2. To resize the selected object using your mouse:

- Place the cursor (pointer) on a resizing handle (box) on the outside edge of the object. The pointer will change to a two-headed arrow when over a resizing handle.
- Then click the sizing handle with the two-headed arrow and drag and drop to the desired size.

Tip: To resize the height and width of an object at the same time, click and drag a sizing handle in the corner of the object.

3. To resize the selected object using the keyboard:

- Hold the **Shift** key and then press the **right-arrow**, **left-arrow**, **up-arrow**, or **down-arrow** key. Depending on the option specified in the Grid Control Alignment field within the Report Writer Defaults option, the object will be resized as follows:

<u>Option</u>	<u>Object Action</u>
Align to Grid	Resized by one line (dot) on the grid
Display Alignment Lines	Resized to the nearest edge of the next closest object
None	Resized by one space

Note: If desired, hold the **Ctrl+Shift** keys and then press the **right-arrow**, **left-arrow**, **up-arrow**, or **down-arrow** key to resize the object by one space (applicable for all Grid Control Alignment options).

Tip: If the **Shift** key is not pressed, the object will move instead of being resized. Also, if the **Ctrl** key is pressed, clicking, dragging, and dropping the object will make a copy of the object.

4. The selected object can also be resized using the following fields in the Properties List (located in the lower right corner of the screen):

- **Height** - located under the Layout section and used to set the exact height of the object using inches.
- **Width** - located under the Layout section and used to set the exact width of the object using inches.

5. Click the **Save** button.

Formatting Objects on a Report:

Note: The instructions below are for formatting an object (field, formula, label, line, shape, image, barcode, or subreport) already inserted into a custom report.

1. Click the object (field, formula, label, line, shape, image, barcode, or subreport) for which to format.

Tip: After an object is selected, handles (boxes) will appear around the outside edges of the selected object. To select multiple objects to format at the same time, press and hold the **Shift** or **Ctrl** key and then select (click) all the desired items to format, or else click, drag, and drop a box (using your mouse) over all the desired objects. To select all objects within a section, click the title bar for the section and then press the **Ctrl+A** keys.

Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for

which to format an object and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.

2. Click the applicable button, or select the **Format** menu and then the desired formatting option:
 - **Bold** - to print the text for a field, formula, label, or barcode in boldface.
 - **Italic** - to print the text for a field, formula, label, or barcode in italics.
 - **Underline** - to print the text in a field, formula, label, or barcode with a single underline.
 - **Font Settings** - to set the font, font style, size, and effects of the text for a field, formula, label, or barcode.
 - **Align** - to set the horizontal alignment of the text within a field, formula, label, or barcode; must select **Left**, **Center**, **Right**, or **Justify**.
 - **Back Color** - to set the background (fill) color of the field, formula, label, shape, image, or barcode.
 - **Fore Color** - to set the foreground (text) color of the field, formula, label, or barcode.
 - **Line Color** - to set the color of the line.
 - **Line Style** - to set the style of the line; must select **Transparent**, **Solid**, **Dash**, **Dot**, **Dash Dot**, or **Dash Dot Dot**.
 - **Border** - to print a border around a field, formula, label, shape, image, barcode, or subreport.
3. Additional formatting options are available in the Properties List (located in the lower right corner of the screen) using the following fields:
 - **Auto Size** - located under the Behavior section and used to specify to automatically size a barcode to fit the width of the object; must select **True** or **False**.
 - **Can Grow** - located under the Behavior section and used to set a field, formula, label, or subreport so that the height of the object expands in order to print all the text, if applicable; must select **True** or **False**. For example, if the text is too long to print in one line (for the height and width of the field) and **True** is specified in the Can Grow field, the height of the object will increase for that one record and the data will wrap to additional lines in order to print all the text for the field; if the Can Grow field is set to **False**, the text would just be cut off for the field (would not wrap).

Note: If **True** is specified in the Can Grow field for a field, formula, label, or subreport, the section in which the object is included must also have **True** in the Can Grow field for the section properties.
 - **Can Shrink** - located under the Behavior section and used to set a field, formula, label, or subreport so that the height of the object decreases to omit blank space from printing, if applicable; must select **True** or **False**. For example, if the text only fills up one line of the width of the field and the height is set for three lines, and **True** is specified in the Can Shrink field, the height of the object will decrease for that one record to be just one line high; if the Can Shrink field is set to **False**, the one line of text will print followed by two blank lines in the field.

Note: If **True** is specified in the Can Shrink field for a field, formula, label, or subreport, the section in which the object is included must also have **True** in the Can Shrink field for the section properties.
 - **Caption Position** - located under the Behavior section and used to set the location of the caption for a barcode (the caption is the data for the field tied to the barcode); must select **None**, **Above**, or **Below**.
 - **Check Sum Enabled** - located under the Behavior section and used to have the system verify the computation of a barcode; must select **True** or **False**.
 - **Hide if Zero** - located under the Data section and used to suppress (not print) the field if the value is zero (**0**) for a numeric field or formula; must select **True** or **False**.
 - **Line Weight** - located under the Appearance section and used to set the weight (thickness) of a line for a line, shape, or image using pixels.

Note: The line color and line style for a shape or image can also be changed, if desired, by using the Line Color and Line Style fields also located under the Appearance section (the **Line Color** button and **Line Style** button (and the corresponding options under the **Format** menu) are only enabled for lines, not shapes or images).

- Optional - located under the Behavior section and used to set a field, formula, label, line, shape, image, barcode, or subreport as optional in order for the user to select whether or not to include (print) the object when generating the report; must select **True** or **False**.
 - Output Format - located under the Data section and used for different purposes depending on the type of the field or formula:
 - For date and month fields or formulas - click in the field and click the button to specify the desired date or month format; then click the **Save** button.
 - For numeric fields or formulas - click in the field and click the button to specify the desired negative style format, number of decimal places, and whether to display a comma or dollar sign for the numeric field or formula; then click the **Save** button.

Note: Additional decimal formats can be keyed directly into the Output Format field in order to print only a certain number of decimal places, unless a record includes a value containing additional decimal places (then it will print those additional decimal places for just that record). For example, enter **0.0##** in the Output Format field to print only one decimal place, unless a record contains more, then have it print up to three decimal places. The additional format using **#s** for decimal places is not available to select but can be keyed into the field, if desired.
 - For boolean (true/false) fields or formulas - click in the field and click the button to specify the desired true/false style; then click the **Save** button.
 - Picture Alignment - located under the Appearance section and used to set the position of the image within the designated area of the object (image); must select **TopLeft**, **TopRight**, **Center**, **BottomLeft**, or **BottomRight**.
 - Rotation - located under the Appearance section and used to set the rotation (direction) of the lines for a barcode; must select **None** (for top to bottom), **Rotate180Degrees** (for bottom to top), **Rotate90Degrees** (for right to left), or **Rotate270Degrees** (for left to right).
 - Rounding Radius - located under the Appearance section and used to set the roundness of the corners if the shape type is set to **RoundRect**.
 - Size Mode - located under the Appearance section and used to set the size of the image within the designated area of the object (image); must select **Clip**, **Stretch**, or **Zoom**. To use the actual size of the image, select **Clip**. To have the image stretch to fill the designated area of the object (image), select **Stretch**. To have the image zoom in to be the height of the designated area of the object (image), select **Zoom**.
 - Style - located under the Appearance section and used to set the shape type for a shape (**Rectangle**, **Ellipse**, or **RoundRect**) or to set the code type for a barcode.
 - Summary Func - located under the Data section and used to select the desired summary function or subtotal type for a numeric field or formula; must select **Sum**, **Avg**, **Count**, **Min**, **Max**, **DCount**, or **None**. Typically, this field is only changed for a numeric field or formula located in a Footer section.
 - Vertical Alignment - located under the Appearance section; click in the field and click the **down-arrow** button to set the vertical alignment of the text within a field, formula, or label; must select **Top**, **Middle**, or **Bottom**.
4. The object will appear with the specified formatting; for example, the object will appear in boldface.
 5. Click the **Save** button.

Moving Objects on a Report:

Note: The instructions below are for moving an object (field, formula, label, line, shape, image, barcode, or subreport) already inserted into a custom report.

1. Click the object (field, formula, label, line, shape, image, barcode, or subreport) for which to move.

Tip: After an object is selected, handles (boxes) will appear around the outside edges of the selected object. To select multiple objects to move at the same time, press and hold the **Shift** or **Ctrl** key and then select (click) all the desired items to move, or else click, drag, and drop a box (using your mouse) over all the desired objects. To select all objects within a section, click the title bar for the section and then press the **Ctrl+A** keys.

Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to move an object and click on the name of the report to edit in the Reports List (or click the

Find button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.

2. To move the selected object using your mouse:
 - Place the cursor (pointer) on the object. The pointer will change to a four-headed arrow when over the object.
 - Then click the object with the four-headed arrow and drag to the desired location.
3. To move the selected object using the keyboard:
 - Press the **right-arrow**, **left-arrow**, **up-arrow**, or **down-arrow** key. Depending on the option specified in the Grid Control Alignment field within the Report Writer Defaults option, the object will move as follows:

<u>Option</u>	<u>Object Action</u>
Align to Grid	Moves by one line (dot) on the grid
Display Alignment Lines	Moves to the nearest edge of the next closest object
None	Moves by one space

Note: If desired, hold the **Ctrl** key and then press the **right-arrow**, **left-arrow**, **up-arrow**, or **down-arrow** key to move the object by one space (applicable for all Grid Control Alignment options).

Tip: If the **Shift** key is pressed while pressing the **arrow** keys, the object will be resized instead of being moved. Also, if the **Ctrl** key is pressed, clicking, dragging, and dropping the object will make a copy of the object.

4. The selected object can also be moved using the following fields in the Properties List (located in the lower right corner of the screen):
 - X - located under the Layout section and used to set the exact position of the left edge of the object within the section using inches.
 - Y - located under the Layout section and used to set the exact position of the top edge of the object within the section using inches.
5. Click the **Save** button.

Aligning Objects on a Report:

Note: The instructions below are for aligning an object (field, formula, label, line, shape, image, barcode, or subreport) already inserted into a custom report (and the Group Footer/Header sections, if applicable).

1. Click the object (field, formula, label, line, shape, image, barcode, or subreport) for which to align.

Tip: After an object is selected, handles (boxes) will appear around the outside edges of the selected object. To select multiple objects to align at the same time, press and hold the **Shift** or **Ctrl** key and then select (click) all the desired items to align, or else click, drag, and drop a box (using your mouse) over all the desired objects. To select all objects within a section, click the title bar for the section and then press the **Ctrl+A** keys.

Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to align an object and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.
2. Click the applicable button, or select the **Alignment** menu and then the desired formatting option:
 - **Align to Grid** - to move an object to the nearest grid lines (dots) on a report.
 - **Align Fields** - to align multiple objects vertically and/or horizontally in relation to the first object selected. After clicking the **Align Fields** button, select **Lefts**, **Centers**, **Rights**, **Tops**, **Middles**, or **Bottoms** to specify the desired alignment.
 - **Make Same Size** - to make the width and/or height of multiple objects the same as the first object selected. After clicking the **Make Same Size** button, select **Width**, **Height**, or **Both** to specify which dimensions to change.
 - **Horizontal Spacing** - to adjust the horizontal spacing between multiple objects. After clicking the **Horizontal Spacing** button, select **Equal**, **Increase**, **Decrease**, or **Remove**.
 - **Vertical Spacing** - to adjust the vertical spacing between multiple objects. After clicking the **Vertical Spacing** button, select **Equal**, **Increase**, **Decrease**, or **Remove**.

- **Align in Section** - to align an object (or multiple objects) within the section. After clicking the **Align in Section** button, select **Left, Center, Right, Top, Middle, or Bottom**.
 - **Bring to Front** - to move an object to the front of the stacking order with other objects.
 - **Send to Back** - to move an object to the bottom of the stacking order with other objects.
 - **Move Group Up** - to move the order of the selected Group Header or Group Footer section for a group up one position (with other groups) on the Edit Report screen.
 - **Move Group Down** - to move the order of the selected Group Header or Group Footer section for a group down one position (with other groups) on the Edit Report screen.
 - **Fit To Page** - to align all the objects on the report to fit on the page.
 - **Adjust Header Fields** - to align the standard header fields correctly within the Page Header section of the report.
 - **Lock Controls** - to lock all the objects on the Edit Report screen so they cannot be moved or resized. Once the objects have been locked, the **Lock Controls** button displays as selected. The objects will remain locked until the report is closed and reopened, or the **Lock Controls** button is clicked again.
3. The object will move or change according to the particular aligning selections made.
 4. Click the **Save** button.

Report Settings

The Report Settings option in the Report Writer module is used to define the overall settings for a custom report, such as the name of the report, margins, orientation, paper size, etc.

Completing Report Settings:

Note: Below are the steps to complete the report settings screen while creating a new custom report in the Report Writer module.

1. Enter a unique name for the report in the Report Name field. The name can be alphanumeric and up to **255** characters long. See **Diagram A**.
2. Enter the appropriate type (**Crosstab**, **Group By**, or **Select**) for the report in the Report Type field, or click the **down-arrow** button to select the correct one. To create a report in a grid format, enter **Crosstab**. To create a report that will include a parameter on a formula which will determine what records to select (include on the report) after all other parameters are already completed, enter **Group By**. To create a report for all other types of reports, enter **Select**. The default of **Select** will appear, but can be changed if needed. Typically, most reports are defined with a type of **Select**.
3. In the Paper Size field, enter the desired size of the paper on which the report will print, or click the **down-arrow** button to select the correct one. The default of **Letter** will appear, but can be changed. The selections available for the paper size are based on the paper sizes defined for the default printer.

4. The measurements (in inches) for the selected paper size will display in the Width and Height fields. If Custom is specified in the Paper Size field (only applicable with certain printers), the Width and Height fields are enabled and can be changed to set a custom paper size for the report.

5. Enter the option (**Collate**, **Don't Collate**, or **Printer Default**) for collating the report in the Collate field, or click the **down-arrow** button to select the correct one. To have the report printed in

rw Report Settings

File Help

Report Name: Vendor Report

Report Type: Select

Paper Size: Letter

Width: 8.50

Height: 11.00

Collate: Printer Default

Duplex: Printer Default

Paper Source: Printer Default

Orientation: Portrait

Standard Report:

Top Margin: 0.50

Bottom Margin: 0.50

Left Margin: 0.50

Right Margin: 0.50

Suppress Duplicate Detail Lines:

Federal Form:

Typically, most reports are defined with a type of **Select**.

In most cases, leave the Federal Form field unselected.

Diagram A

- sets (page number order) if multiple copies are printed and the report is multiple pages long, enter **Collate**. To have the report printed will all the copies of each page together (**not** collated), enter **Don't Collate**. To have the report printed using the default setting for whether or **not** to collate from the printer preferences for the applicable printer, enter **Printer Default**. The default of **Printer Default** (or other selection as designated in the Report Writer Defaults option) will appear, but can be changed.
6. Enter the option (**Horizontal**, **Printer Default**, **Simplex**, or **Vertical**) for duplexing the report in the Duplex field, or click the **down-arrow** button to select the correct one. To have the report printed on both sides of the paper using a horizontal page turn, enter **Horizontal**. To have the report printed using the default setting for duplex from the printer preferences for the applicable printer, enter **Printer Default**. To have the report printed on only one side of the paper (**not** duplexed), enter **Simplex**. To have the report printed on both sides of the paper using a vertical page turn, enter **Vertical**. The default of **Printer Default** (or other selection as designated in the Report Writer Defaults option) will appear, but can be changed.
7. In the Paper Source field, enter the name of the paper source for which the report will print (for example, the paper tray from which the printer gets the paper to print the report), or click the **down-arrow** button to select the correct one. The default of **Printer Default** (or other selection as designated in the Report Writer Defaults option) will appear, but can be changed. The selections available for the paper source are based on the paper sources defined for the default printer.
8. Enter the desired page orientation (**Portrait** or **Landscape**) for the report in the Orientation field, or click the **down-arrow** button to select the correct one. To print the report with the long edge of the

paper down the side, enter **Portrait**. To print the report with the long edge of the paper on the top and bottom, enter **Landscape**. The default of **Portrait** will appear (unless **Landscape** is set as the default in the Report Writer Defaults option), but can be changed.

9. In most cases, leave the Suppress Duplicate Detail Lines field unselected. A checkmark will not appear in the box if the field is unselected.

Note: The Suppress Duplicate Detail Lines field should only be selected in special circumstances (when instructed by Customer Support) to suppress duplicate detail records on the report.

10. In most cases, leave the Federal Form field unselected. A checkmark will not appear in the box if the field is unselected.

Note: The Federal Form field should only be selected in special circumstances (when instructed by Customer Support).

11. The Standard Report field will be disabled. A checkmark will appear in the box if the report is a standard report.
12. Enter the distance *in inches* from the top edge of the paper to where the information should start printing on the report in the Top Margin field. The margin cannot be *greater than 10* inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option) will appear, but can be changed.
13. Enter the distance *in inches* from the bottom edge of the paper to where the information should stop printing on the report in the Bottom Margin field. The margin cannot be *greater than 10* inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option) will appear, but can be changed.
14. Enter the distance *in inches* from the left edge of the paper to where the information should start printing on the report in the Left Margin field. The margin cannot be *greater than 10* inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option) will appear, but can be changed.
15. Enter the distance *in inches* from the right edge of the paper to where the information should stop printing on the report in the Right Margin field. The margin cannot be *greater than 10* inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option) will appear, but can be changed.
16. Click the **Save** button.

Changing Report Settings:

1. From the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to change the report settings and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.
2. On the Edit Report screen for the selected report, select the **File** menu and then **Report Settings**.
3. Make the desired changes to the report settings.

Note: If a report was initially defined with a Report Type of **Crosstab**, the Report Type field will be disabled and cannot be changed. If a report was initially defined with a Report Type of **Group By** or **Select**, the report cannot be changed to **Crosstab** as the Report Type.
4. After all the changes have been made, click the **Save** button.

Categories/Screens

The Categories/Screens option in Report Writer is used to define the report categories and screens within the School Accounting System where a report is listed (can be accessed).

Defining Categories/Screens:

Note: Below are the steps to complete the categories/screens screen while creating a new custom report in the Report Writer module.

1. In the Categories List, specify under which report categories to display the report by clicking the box for the Selected column to the left of each desired report category. A checkmark will appear in the box if the report category is selected. Only the report categories for the modules which the organization has licensed appear. By default, the report categories applicable to the report group (query or view group) in which the report is built are automatically selected. If desired, change the filters to modify the report categories displayed here. The Categories List will be disabled if the report is created within one of the "PR State" report groups (for example, the "PR State IA Retirement" report group). See **Diagram A**.

Note: If the Module ID field (column) is completed for a report category, the report will appear under the report category in that particular module; however, if the Module ID field is blank for a report category, the report will appear under the report category in the applicable module.

Tip: If a report has report selections, the default report selection can be set for the report category in the Report Selection field (column) by clicking the **down-arrow** button and selecting the desired one. The System Relationship field (column) will display a checkmark in the box if a standard report was defined with the report category selected. The User Category field (column) will display a checkmark in the box if the report category is one created from within the User Options option or User Security option for defining "favorite" reports for a user.

2. In the Screens List, specify the screens within the School Accounting System for where to display the report by clicking the box for the Selected column to the left of each desired form (screen) description. A checkmark will appear in the box if the screen is selected. Only the screens within the modules which the organization has licensed appear. By default, the screens applicable to the report group in which the report is built are automatically selected. If desired, change the filters to modify the screens displayed here.

Tip: If a report has report selections, the default report selection can be set for the screen in the Report Selection field (column) by clicking the **down-arrow** button and selecting the desired one. The System Relationship field (column) will display a checkmark in the box if a standard report was defined with the screen selected.

3. Click the **Save** button.

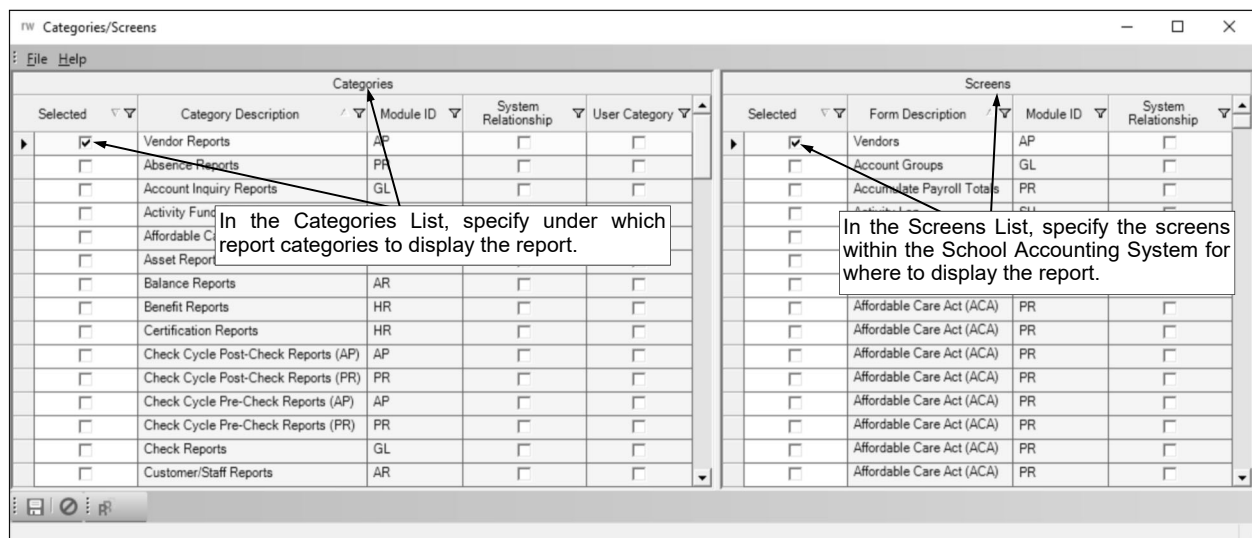


Diagram A

Changing Categories/Screens for a Report:

1. From the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to change the categories/screens and click on the name of the report to

edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.

2. On the Edit Report screen for the selected report, click the **Categories/Screens** button or select the **Maintenance** menu and then **Categories/Screens**.
3. Make the desired changes to the categories/screens.
 - a. To add the report to a report category or screen, click the box for the Selected column to the left of the desired report category or form name. A checkmark will appear in the box if the item is selected.
 - b. If the report has report selections, the default report selection can be set for each report category and/or screen in the Report Selection Description field (column) by clicking the **down-arrow** button and selecting the desired one.
 - c. To remove a report so that it no longer displays under the report category or screen, click the box for the Selected column to the left of the desired report category or form name to remove the checkmark.

Note: If a standard report was defined with the report category and/or screen selected, the System Relationship field (column) will display a checkmark in the box and the report category and/or screen cannot be unselected.
4. After all the changes have been made, click the **Save** button.

Groups

Groups are used to define how to sort the information printed on the report. A group can be added to a report for a specific database field or formula. For example, a group can be added to a report for an ID field in order to sort the data by IDs, or a group can be added for a description field in order to sort the data alphabetically by the description. Multiple groups can be added to a report to have it sort the data different ways. For example, multiple groups can be added to first sort by description and then sort by IDs.

When adding a group to a report, the particular database field or formula on which to add the group is selected and then the Group Header and Group Footer sections are automatically included on the report for the specified field or formula. As groups are added to a report, the sections appear on the screen as GroupHeader_##_ and GroupFooter_##_ (with ## reflecting the number of the group), followed by the name of the field or formula for which the group is defined. For example, the first group will appear as GroupHeader_01_ and GroupFooter_01_, the second group will appear as GroupHeader_02_ and GroupFooter_02_, the third group as GroupHeader_03_ and GroupFooter_03_, etc. The order the groups are listed with the assigned numbers is the order the groups will print (sort) the information on the actual report.

Adding a Group:

1. On the Edit Report screen for the selected report, select the **Insert** menu and then **Group Header/ Footer**.

Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to add a group and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.

2. If the group will not be tied to a report selection, at the View Group Fields screen (see **Diagram A**), select the field for which to add the group. To select a field, click the **Fields** tab, select the file that contains the field to insert by clicking once on the box (plus sign) in front of the file name or double-clicking on the file name, and then double-click on the field name of the desired field. To add a group on a formula instead, click the **Formulas** tab and then double-click on the formula name of the desired formula.

Note: The Group field (located at the top of the screen directly under the **File** menu) will default to **New Group**, and the Option field (located just to the right of the Group field) will default to **No Option**; in most cases, the defaults will be used for these fields when adding a group that is not tied to a report selection.

3. If the group will be tied to a report selection, complete the following:
 - In the Group field (located at the top of the screen directly under the **File** menu), enter the appropriate group number to assign to the group, or click the **down-arrow** button to select the correct one. If the group should use a *new* group number that does not yet exist, enter **New Group** in the Group field; otherwise, enter the applicable group number (such as **Group 1** or **Group 2**, etc.).
 - In the Option field (located just to the right of the Group field), enter the description of the desired report selection for which to add the group, or click the **down-arrow** button to select the correct one. If the group is applicable to all the report selections (should not be tied to a specific report selection), enter **No Option** in the Option field.

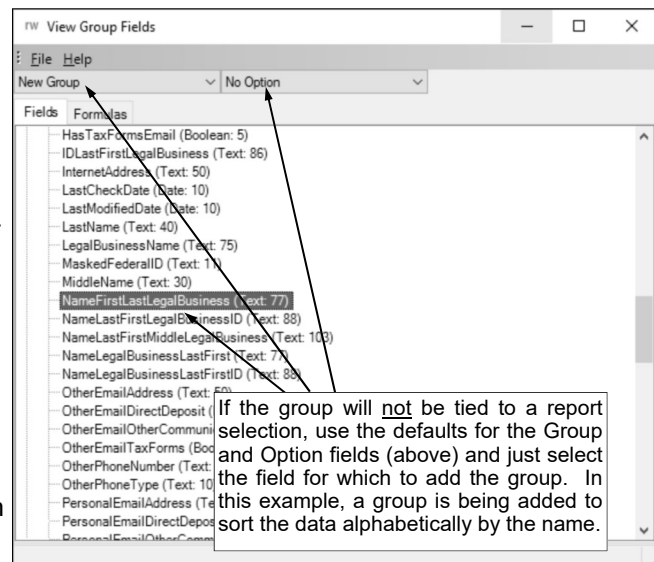


Diagram A

Note: If a group is tied to a report selection, the group is only used for sorting the data on the report if the report selection it is tied to is selected when generating the report. If a group is not

tied to a report selection, the group will always be used for sorting no matter what report selection is selected when generating the report.

Tip: A group can have the same group number as another group but be tied to different report selection in the Option field. For example, a group can be added for Group 3 that is tied to a report selection of Posted, while another group can also have a Group 3 tied to a report selection of Unposted. On the Edit Report screen, the group that is tied to the first report selection would appear as GroupHeader_03_01_ and GroupFooter_03_01_, while the group that is tied to the second report selection would appear as GroupHeader_03_02_ and GroupFooter_03_02_. Keep in mind, the number of a report selection is defined when the report selection is set up.

- Select the field for which to add the group. To select a field, click the **Fields** tab, select the file that contains the field to insert by clicking once on the box (plus sign) in front of the file name or double-clicking on the file name, and then double-click on the field name of the desired field. To add a group on a formula instead, click the **Formulas** tab and then double-click on the formula name of the desired formula.
4. The Group Header and Group Footer sections are automatically included on the report for the specified field or formula. See **Diagram B**. Edit the sections as desired by inserting database fields, formulas, labels, lines, shapes, images, subreports, or barcodes into the Group Header and Group Footer sections, and then format and align the items (objects) as needed. Also, utilize the Properties List (located in the lower right corner of the screen) to change the defined properties for the Group Header and Group Footer sections, if desired.

Note: By default, the group will be added to sort the data in ascending order for the specified field or formula, but the order can be changed to descending. To change the sort order for the group, first click the title bar for the Group Header section and then select the desired option (**Ascending** or **Descending**) in the Sort field under the Data section in the Properties List.

Tip: If a group is added just to sort the data alphabetically or numerically, be sure to suppress the Group Header and Group Footer sections. To suppress the Group Header or Group Footer section, first click the title bar for the desired section and then select **False** in the Visible field under the Behavior section in the Properties List.
 5. Click the **Save** button to save the report with the newly added group.

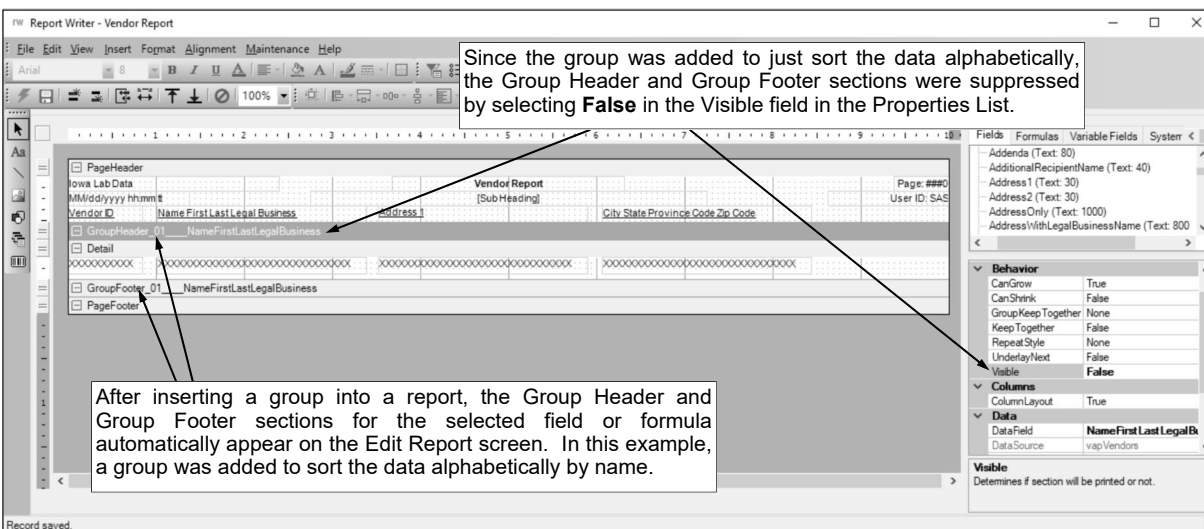


Diagram B

Changing a Group:

1. On the Edit Report screen for the selected report, select the Group Header or Group Footer for the group to edit by clicking the title bar for the section.

Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to edit the group and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.
2. Using the Properties List located in the lower right corner of the Edit Report screen, make the desired changes for the group.

- To suppress a section so that it does not print, click the title bar for the desired section and then select **False** in the Visible field under the Behavior section in the Properties List.
 - To change the sort order for the group, click the title bar for the Group Header section and then select the desired option (**Ascending** or **Descending**) in the Sort field under the Data section in the Properties List.
 - To have a new page inserted before and/or after the section, click the title bar for the desired section and then select the desired option (**None**, **Before**, **After**, or **BeforeAfter**) in the New Page field under the Data section in the Properties List.
 - To change the field (or formula) used for the group, click the title bar for the Group Header section and then click the **down-arrow** button in the Data Field field under the Data section in the Properties List to select the desired field for which to have the data grouped (sorted).
3. After all the changes have been made, click the **Save** button.

Deleting a Group:

1. On the Edit Report screen for the selected report, select the Group Header for the group to delete by clicking the title bar for the section.
Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to edit the group and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.
2. With the mouse pointer on the section title bar, right-click and select **Delete**.
3. When prompted to delete both the header and the footer for the selected group, click **Yes**.
4. Click the **Save** button to save the changes to the report.

Filter Records

The Filter Records option in Report Writer (and the Flexible Financial Report Setup option in General Ledger) is used to add a custom filter (selection formula) to a report in order to print only certain records. The record must match the criteria in the filter records formula in order to be included on the report. If the filter records formula is blank, *all* records will print on the report.

Adding a Filter Record:

1. Click the **Filter Records** button.

Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to add a filter records formula and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen. If adding a filter records formula to a flexible financial report, select the **Maintenance** menu from the General Ledger screen and then **Flexible Financial Report Setup**; then bring up the desired report for which to add the filter records formula.

2. Create the filter records formula by including fields, values, operators, and text in the filter (formula). See **Diagram A**.

3. To include a field (from your database) in the filter records formula, click the **Fields** tab in the upper-left corner of the screen, select the file that contains the field to insert by clicking once on the box (plus sign) in front of the file name or double-clicking on the file name, and then double-click on the field name of the desired field.

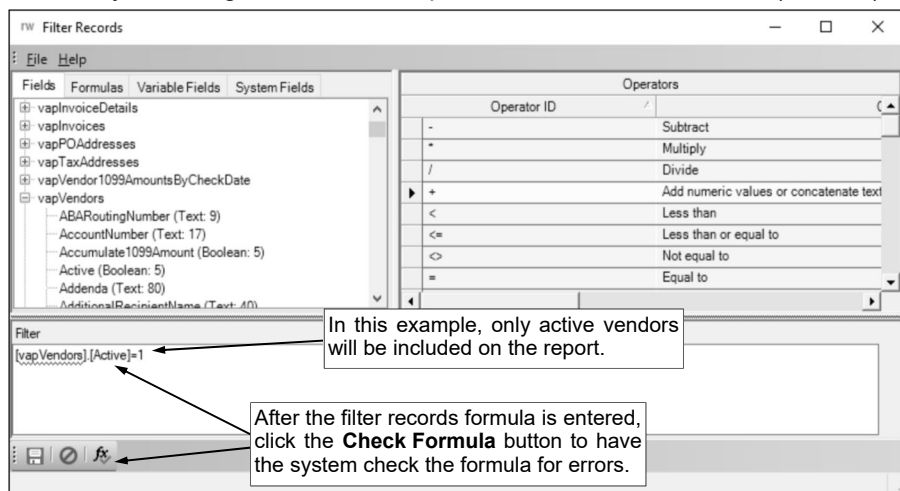


Diagram A

4. To use an operator in the filter records formula, either key the operator or select the operator from the Operators List by double-clicking on the desired operator.
5. To include a value in the filter records formula, simply key the value.
6. To include text in the filter records formula, key the text and then be sure to enclose the text in apostrophes (').
7. After the filter records formula is entered, click the **Check Formula** button to have the system check the formula for errors.
8. A message will appear in the status bar stating if there are any errors in the formula or if the formula was validated.

Note: If there is an error, be sure to correct the error before continuing.

9. Click the **Save** button to save the filter records formula.

Changing a Filter Record:

1. Click the **Filter Records** button.

Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to change the filter records formula and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen. If changing a filter records formula for a flexible financial report, select the **Maintenance** menu from the General Ledger screen and then **Flexible Financial Report Setup**; then bring up the desired report for which to change the filter records formula.

2. Make the desired changes to the filter records formula.
3. Click the **Check Formula** button to have the system check the formula for errors.

4. A message will appear in the status bar stating if there are any errors in the formula or if the formula was validated.
Note: If there is an error, be sure to correct the error before continuing.
5. Click the **Save** button to save the changes to the filter records formula.

Sample Filter Records Formulas:

Below is a list of examples that you can use when adding a new filter records formula.

Formula 1: [vfaBuildings].[BuildingID] = 'HS'

Result: All assets with a Building ID of HS

Formula 2: [vapInvoiceDetails].[Vendor1099Amount] >= 600

Result: All vendors with a YTD 1099 amount of \$600 or greater

Formula 3: [vprEmployees].[SalaryType] = 'U' AND [vprEmployeeWages].[PayRate] > 7.25

Result: All employees with a Salary Type of Unit and a Pay Rate greater than \$7.25

Formula 4: [vfaBuildings].[BuildingID] = 'ELEM' OR [vfaBuildings].[BuildingID] = 'MS'

Result: All assets with a Building ID of ELEM or MS

Formula 5: [vapVendors].[VendorDescription] LIKE 'Text%'

Result: All vendors with a description that starts with *Text*

Formula 6: [vprPayees].[DirectDeposit] = 'True'

Or Formula 6: [vprPayees].[DirectDeposit] = 1

Result: All payees whose payments are made through direct deposit

Formula 7: [vglAccountTypes].[AccountTypeCode] = '8'

Result: All account numbers with an Account Type of 8 for revenues

Formula 8: [vfaAssets].[TotalCost] >= 750

Result: All assets with a Total Cost of \$750 or greater

Formula 9: [vprEmployeeWages].[Step] = 2 AND [vprEmployeeWages].[Lane] = 3

Result: All employees with pay codes where the step is equal to 2 and the lane is equal to 3

Formula 10: [vprEmployees].[HireRehireDateLatest] >= '01/01/2011'

Result: All employees with a Hire/Rehire Date (or most recent Hire/Rehire Date if multiple hire/rehire dates are entered) of January 1, 2011 and later

Formula 11: [vapVendors].[LastCheckDate] = '11/15/2010'

Result: All vendors with a Last Check Date equal to November 15, 2010

Formula 12: [vglChartOfAccounts].[AccountTypeID] IN ('8', '9')

Result: All account numbers with an Account Type of 8 or 9 for revenues and expenditures

Formula 13: [vglChartOfAccounts].[AccountTypeID] NOT IN ('8', '9')

Result: All balance sheet account numbers (those with an Account Type excluding 8 and 9)

Formula 14: [vfaAssets].[TotalCost] BETWEEN 750 AND 2000

Result: All assets with a Total Cost equal to and between \$750 and \$2000

Formula 15: [vglChartOfAccountParts].[FunctionNumber] BETWEEN '2000' AND '2999'

Result: All account numbers with a function in the 2000s

Formula 16: [vfaAssets].[PurchaseDate] BETWEEN '07/01/2011' AND '06/30/2012'

Result: All assets with a Purchase Date on or after 07/01/2011 but on or before 06/30/2012

Formula 17: [vglChartOfAccountParts].[FunctionNumber] NOT BETWEEN '2000' AND '2999'

Result: All account numbers with a function below and above the 2000s

Formula 18: [vfaAssets].[PurchaseDate] NOT BETWEEN '07/01/2011' AND '06/30/2012'

Result: All assets with a Purchase Date before 07/01/2011 and after 06/30/2012

Formulas

The Formulas option in Report Writer is used to create formulas to include on reports, and change or delete formulas. Within the Formulas option, formulas can be created to do a number of functions, including the following: 1) add, subtract, multiply, and divide fields (for example, multiply the quantity field by the unit price field to determine the total cost of an item); 2) combine two or more fields into one (for example, combine the first and last name fields into one for the full name); 3) compare an expression in order to determine the result (for example, if a certain field is true for a record then print one phrase or else if it is false print a different phrase); and 4) change the format of field (for example, change the text in a field to all uppercase). Formulas can be as simple or as complex as needed.

Once a formula is created for one report, the same formula can be accessed and included on other applicable reports (those built in view groups containing the fields included in the formula).

Adding a Formula:

1. On the Edit Report screen for the selected report, click the **Formulas** button or select the **Maintenance** menu and then **Formulas**.
Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to add a formula and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.
2. At the Formulas screen, click the **New Record** button.
3. Enter a unique name for the formula in the Formula Name field. The name can be alphanumeric and up to **50** characters long (no spaces). See **Diagram A**.
4. If desired, enter a longer description for the formula in the Formula Heading field. The description can be up to **100** characters long.
5. If desired, enter a comment for the formula in the Formula Description field. The comment can be up to **1,000** characters long.
6. Enter the appropriate field type (**Boolean, Date, Decimal, Integer, Month, Percent, or Text**) for the result of the formula in the Data Type field, or click the **down-arrow** button to select the correct one. If the result of the formula will be a true/false field, enter **Boolean**. If the result of the formula will be a date field, enter **Date**. If the result of the formula will be a decimal field (numeric field with decimals), enter **Decimal**. If the result of the formula will be an integer field (numeric field with no decimals), enter **Integer**. If the result of the formula will be a month field, enter **Month**. If the result

Select the appropriate field type (**Boolean, Date, Decimal, Integer, Month, Percent, or Text**) for the result of the formula.

After the formula is entered, click the **Check Formula** button to have the system check the formula for errors.

Formula Name: VoidVendor
Formula Heading: Void Vendor
Formula Description:
Data Type: Text
Formula Length: 30
System Formula:

Fields: Variable Fields, System Fields
vap1099Adjustments
vapCheckBatches
vapInvoiceDetails
vapInvoices
vapPOAddresses
vapTaxAddresses
vapVendor1099AmountsByCheckDate
vapVendors
vapVendorsChartOfAccounts

Operators: Operator ID, Subtract, Multiply, Divide, Add numeric values or conce, Less than, Less than or equal to

Formula Code
CASE WHEN [vglChecks].[VoidDate] IS NOT NULL THEN 'Void' ELSE CASE WHEN [vapVendors].[LegalBusinessName] IS NULL THEN [vapVendors].[LastName] ELSE [vapVendors].[LegalBusinessName] END END

Read Only

Diagram A

of the formula will be a percent field, enter **Percent**. If the result of the formula will be a text field, enter **Text**.

7. In the Formula Width field, enter the number of characters to use as the default width for the formula (field) when added to a new report. The number for the width can be up to **3** digits long. The default number as based on the selected Data Type will appear, but can be changed.
8. The System Formula field is disabled and cannot be changed. A checkmark will only appear in the box if the formula is a standard one created by Software Unlimited, Inc.
9. Create the formula by including fields, values, operators, and text in the formula.
10. To include a field (from your database) in the formula, click the **Fields** tab in the middle left side of the screen, select the file that contains the field to insert by clicking once on the box (plus sign) in front of the file name or double-clicking on the file name, and then double-click on the field name of the desired field.
11. To use an operator in the formula, either key the operator or select the operator from the Operators List by double-clicking on the desired operator.
12. To include a value in the formula, simply key the value.
13. To include text in the formula, key the text and then be sure to enclose the text in apostrophes (').
14. After the formula is entered, click the **Check Formula** button to have the system check the formula for errors.
15. A message will appear in the status bar stating if there are any errors in the formula or if the formula was validated.
Note: If there is an error, be sure to correct the error before continuing.
16. Click the **Save** button to save the formula.
17. When finished adding all desired formulas, click the **X** in the upper right-hand corner to return to the Edit Report screen.

Changing a Formula:

Note: Standard formulas (those with the System Formula field selected) cannot be changed.

1. On the Edit Report screen for the selected report, click the **Formulas** button or select the **Maintenance** menu and then **Formulas**.
Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report with the formula to change and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.
2. At the Formulas screen, enter the name of the formula to change in the Formula Name field. If the name is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the formula.
4. Click the **Check Formula** button to have the system check the formula for errors.
5. A message will appear in the status bar stating if there are any errors in the formula or if the formula was validated.
Note: If there is an error, be sure to correct the error before continuing.
6. Click the **Save** button to save the changes to the formula.
7. If the Formula Name was changed, a prompt will appear verifying whether or not to change the name of the formula or add a new formula. To change the name of the formula, click the **Change** button. To not change the name and revert to use the original name, click the **Revert to Original** button. To add a new formula with the specified name that is a duplicate of the current formula, click the **Create New** button.
8. Click the **X** in the upper right-hand corner to return to the Edit Report screen.

Deleting a Formula:

Note: Standard formulas (those with the System Formula field selected) cannot be deleted. Also, a formula can only be deleted if the formula is not currently used in a report.

1. On the Edit Report screen for the selected report, delete the formula from the report, if needed, and save the report by clicking the **Save** button.
Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report with

the formula to delete and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.

2. Then click the **Formulas** button or select the **Maintenance** menu and then **Formulas**.
3. At the Formulas screen, enter the name of the formula to delete in the Formula Name field. If the name is not known, click the **down-arrow** button or the **Find** button to select the correct one.
4. Once the formula to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.
5. Click the **X** in the upper right-hand corner to return to the Edit Report screen.

Sample Formulas:

Below is a list of examples that you can use when adding a new formula.

Formula 1: [vprEmployees].[FirstName] + ' ' + [vprEmployees].[LastName]

Result: One field displaying the employee's first name, a space, and then the employee's last name

Formula 2: [vfaAssets].[UnitCost] * [vfaAssets].[Quantity]

Result: Unit cost multiplied by quantity to calculate total cost (asset value)

Formula 3: ([vfaAssets].[TotalCost] - [vfaAssets].[SalvageValue]) / [vfaAssets].[UsefulLife]

Result: Total cost less the salvage value divided by the number of years of useful life to calculate the depreciated amount per year for an asset

Formula 4: LEFT([vprEmployees].[MiddleName], 1)

Result: An employee's middle initial (first character from the left part of the field)

Formula 5: RIGHT([vprEmployees].[LastName], 4)

Result: Last four characters of an employee's last name (last four characters from the right part of the field)

Formula 6: SUBSTRING([vprEmployees].[LastName], 4, 3)

Result: Three characters of an employee's last name starting with the fourth character

Formula 7: UPPER([vprEmployees].[LastName])

Result: An employee's last name in all uppercase even though it may have been keyed in upper- and lowercase letters

Formula 8: LOWER([vprEmployees].[LastName])

Result: An employee's last name in all lowercase even though it may have been keyed in upper- and lowercase letters

Formula 9: LEN([vprEmployees].[LastName])

Result: Number of characters of an employee's last name

Formula 10: YEAR([vfaAssets].[PurchaseDate])

Result: Year when an asset was purchased

Formula 11: MONTH([vfaAssets].[PurchaseDate])

Result: Month when an asset was purchased

Formula 12: DAY([vfaAssets].[PurchaseDate])

Result: Day when an asset was purchased

Formula 13: FORMAT([vapVendors].[LastCheckDate], 'MMMM')

Result: Month (in words) of the last check date for a vendor

Formula 14: CASE WHEN [vprEmployees].[EmployeeStatus] = 'Terminated' THEN [vprEmployees].[TerminationDateLatest] ELSE NULL END

Result: If an employee has an Employee Status of terminated, the latest termination date will print; otherwise, will be blank

Tip: This formula would be defined with **Date** as the Data Type.

Formula 15: CASE WHEN [vprEmployees].[EmployeeStatus] = 'Terminated' THEN CONVERT (VARCHAR, [vprEmployees].[TerminationDateLatest], 101) ELSE 'N/A' END

Result: If an employee has an Employee Status of terminated, the latest termination date will print (using the format of **mm/dd/yyyy**); otherwise, N/A will print

Tip: This formula would be defined with **Text** as the Data Type.

Formula 16: CASE [vprEmployees].[EmployeeStatus] WHEN 'Terminated' THEN 'Terminated On '+CONVERT(VARCHAR, [vprEmployees].[TerminationDateLatest], 101) WHEN 'Retired' Then 'Retired On '+CONVERT(VARCHAR, [vprEmployees].[TerminationDateLatest], 101) ELSE 'Not Applicable' END

Result: If an employee has an Employee Status of terminated, Terminated On followed by the latest termination date will print (using the format of **mm/dd/yyyy**); or if an employee has an Employee Status of retired, Retired On followed by the latest termination date will print (using the format of **mm/dd/yyyy**); otherwise, Not Applicable will print

Tip: This formula would be defined with **Text** as the Data Type.

Formula 17: DATEDIFF(YEAR, [vfaAssets].[PurchaseDate], CONVERT(DATE,'07/01/2001'))

Result: Number of years the district has had the asset as of July 1, 2001

Formula 18: DATEDIFF(YEAR, [vfaAssets].[PurchaseDate], GETDATE())

Result: Number of years the district has had the asset as of the *current* date (based on the current date set on the computer)

Formula 19: DATEDIFF(MONTH, [vfaAssets].[PurchaseDate], CONVERT(DATE,'07/01/2001'))

Result: Number of months the district has had the asset as of July 1, 2001

Formula 20: (DATEDIFF(MONTH, [vfaAssets].[PurchaseDate], CONVERT(DATE,'07/01/2001')))/12.00

Result: Number of years and months the district has had the asset as of July 1, 2001

Formula 21: DATEDIFF(DAY, [vfaAssets].[PurchaseDate], CONVERT(DATE,'07/01/2001'))

Result: Number of days the district has had the asset as of July 1, 2001

Formula 22: DATEADD(YEAR, 2, [vfaAssets].[PurchaseDate])

Result: A date equaling the purchase date of an asset plus two years

Formula 23: DATEADD(MONTH, 6, [vfaAssets].[PurchaseDate])

Result: A date equaling the purchase date of an asset plus six months

Formula 24: DATEADD(DAY, 20, [vfaAssets].[PurchaseDate])

Result: A date equaling the purchase date of an asset plus 20 days

Formula 25: DATEADD(YEAR, 1, GETDATE())

Result: A date equaling one year from the *current* date (based on the current date set on the computer)

Report Parameters

The Report Parameters option in Report Writer is used to add parameters to a report; parameters are then used to select the records that print on a report at the time the report is printed. For example, a report may include a parameter for Months, and then at the time the report is printed, a user can select the desired months to include on the report

Adding a Report Parameter:

1. On the Edit Report screen for the selected report, click the **Report Parameters** button or select the **Maintenance** menu and then **Report Parameters**.

Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to add a report parameter and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.

2. At the Report Parameters screen, click the **New Record** button.
3. Enter the field or formula for which to add the parameter in the Field Name field, or click the **Directory** button to select the desired one. See **Diagram A**.

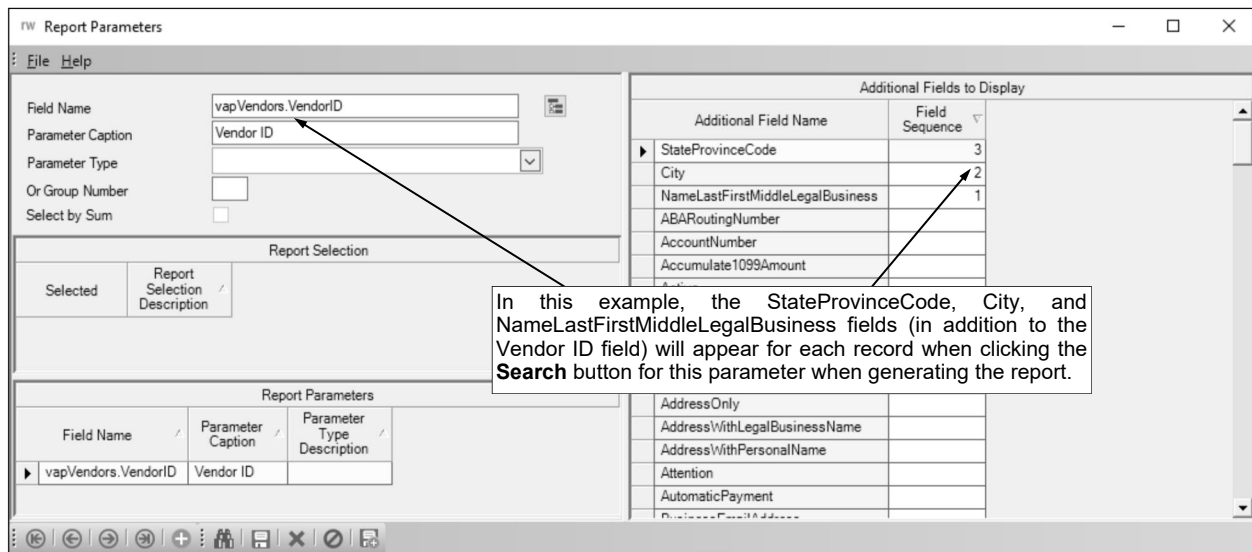


Diagram A

4. In the Parameter Caption field, enter the description to use as the parameter label on the Report Printing Options screen. The description can be up to **100** characters long.
5. If desired, enter the same field for which the parameter is being added in the Parameter Type field (or click the **down-arrow** button to select the desired field) to have a selection automatically passed in for the parameter when generating the report. The parameter will only be passed in if the report is generated from within the applicable option, and the record or batch currently displayed will be what is selected for the parameter. For example, if a parameter is being added to a report for the Employee ID field, enter **Employee ID** as the Parameter Type; then when the report is generated from within the Employee File (or other applicable option), the employee currently displayed on the screen will be selected automatically. Leave the field blank to not automatically select a record for the parameter.

Note: The Parameter Type field is only available for certain fields; to view the list of fields available for use with the Parameter Type field, click the **down-arrow** button (or press the **Ctrl+F** keys) and change the filter for the Data Type field (column) to show **All**.

6. If the parameter should be grouped (combined) with another parameter when generating the report using an 'or' operator (instead of the typical 'and' operator), enter the appropriate **1-digit** group number to use for the parameter in the Or Group Number field. For example, if there is a set of parameters that should be grouped together using the 'or' operator, enter **1** in this field for the applicable parameters; or if there are two sets of parameters that should be grouped together, enter **1** in this field for the applicable parameters in the first set and **2** for the parameters in the second set. **In most cases, this field will be left blank to use the 'and' operator in conjunction with other parameters.**

Tip: When parameters have this field completed, a record only has to meet the criteria for one of the parameters in the specified group in order to be included on the report; whereas normally, a record would have to meet the criteria selected for all the parameters in order to be printed on the report.

7. If applicable, select the Select by Sum field to omit the **Search** button from displaying for the parameter when generating the report. A checkmark will appear in the box if the field is selected.
Note: This field is only enabled if the Report Type for the report is **Group By** (as defined within the report settings) and the field for which the parameter is being added is a numeric field.
8. If applicable, all the report selections defined for the report appear in the Report Selection List (under the Select by Sum field). To tie the parameter to one or more of the existing report selections, click the box for the Selected column to the left of each desired report selection description. A checkmark will appear in the box if the report selection is selected. If a parameter is tied to a report selection, the parameter will appear on the Report Printing Options screen when generating the report for the particular report selection. By default, all report selections will be selected, but can be changed if needed.
9. To have additional fields of information appear for each record when clicking the **Search** button for this parameter (when printing the report), enter the number for the order in which to display the desired fields in the Field Sequence field (column) in the Additional Fields to Display List. For example, if a parameter is being added to the report for the Employee ID field and the first and last names for the employees should also display with the IDs when clicking the **Search** button for the Employee ID parameter, enter **1** under the Field Sequence field (column) for First Name and enter **2** for Last Name.
10. Click the **Save** button.
11. When finished adding all desired parameters, click the **X** in the upper right-hand corner to return to the Edit Report screen.

Changing a Report Parameter:

1. On the Edit Report screen for the selected report, click the **Report Parameters** button or select the **Maintenance** menu and then **Report Parameters**.
Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to edit the report parameter and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.
2. At the Report Parameters screen, double-click on the desired parameter to edit in the Report Parameters List, or click the **Find** button to select the correct one.
3. Make the desired changes to the parameter.
4. After all the changes have been made, click the **Save** button.

Deleting a Report Parameter:

1. On the Edit Report screen for the selected report, click the **Report Parameters** button or select the **Maintenance** menu and then **Report Parameters**.
Note: If the report to edit is not yet open, first complete the following: from the Report Writer screen, click on the name of the view group in the Report Groups List that contains the report for which to delete the report parameter and click on the name of the report to edit in the Reports List (or click the **Find** button instead to search for the desired report); then click the **Edit Record** button located at the top of the screen.
2. At the Report Parameters screen, double-click on the desired parameter to delete in the Report Parameters List, or click the **Find** button to select the correct one.
3. Once the parameter to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

MISCELLANEOUS

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Report Wizard

The Report Wizard option is available in Report Writer to create a custom report using a simpler method rather than the normal Edit Report screen. The screens used with the Report Wizard option are similar to those found in the Flexible Financial Report Setup option and Board Report Setup option.

With the Report Wizard option, reports can only be created from scratch; the Report Wizard option cannot be used to edit existing custom reports. When creating a report with the Report Wizard option, the report is created with **Select** as the Report Type (reports with a Report Type of **Crosstab** or **Group By** must be created using the normal method, not the Report Wizard).

Adding a Custom Report Using Report Wizard:

1. From the Report Writer screen, select the report group (query or view group) for which to add the new custom report by clicking on the name of the view group in the Report Groups List.

Tip: If desired, click the **Directory** button after clicking on a report group to view a list of the files from which fields can be included on a report in the particular report group.

2. Click the **Report Wizard** button located at the top of the screen to create a new report in the selected report group using the report wizard. See **Diagram A**.

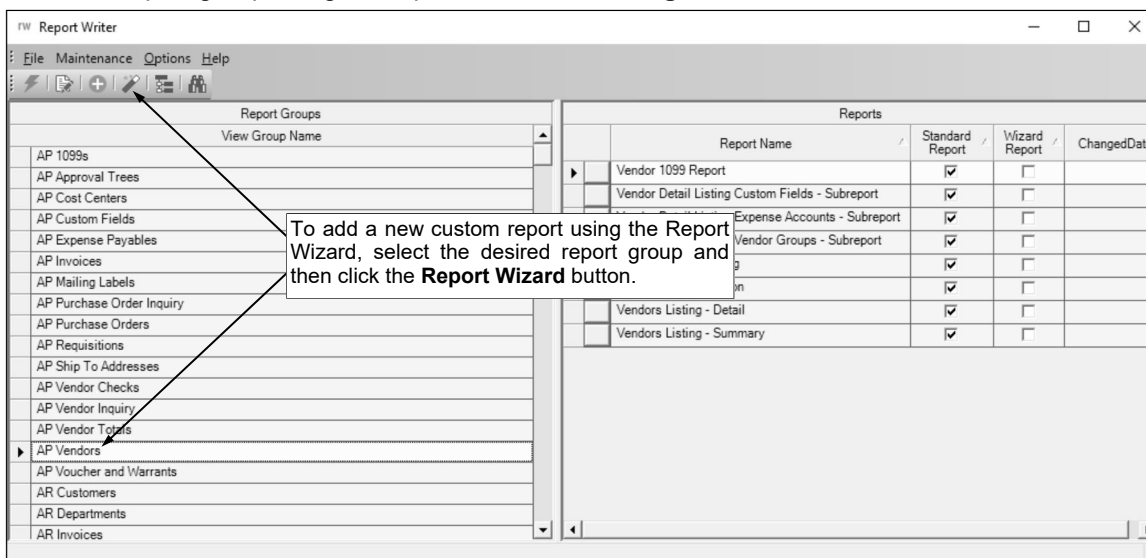


Diagram A

3. On the Report Wizard screen, click the **General** tab to complete the general information and settings for the new report. See **Diagram B**.
 - Enter a unique name for the report in the Report Name field. The name can be alphanumeric and up to **255** characters long.
 - Complete the Page Settings section for the report:
 - Enter the desired page orientation (**Portrait** or **Landscape**) for the new report in the Orientation field, or click the **down-arrow** button to select the correct one. To print the report with the long edge of the paper down the side, enter **Portrait**. To print the report with the long edge of the paper on the top and bottom, enter **Landscape**. The default of **Portrait** will appear (unless **Landscape** is set as the default in the Report Writer Defaults option if the district has the Report Writer module), but can be changed.
 - Enter the distance *in inches* from the top edge of the paper to where the information should start printing on the report in the Top Margin field. The margin cannot be *greater than 2* inches, but can be up to **4** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.
 - Enter the distance *in inches* from the bottom edge of the paper to where the information should stop printing on the report in the Bottom Margin field. The margin cannot be *greater than 2* inches, but can be up to **4** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch

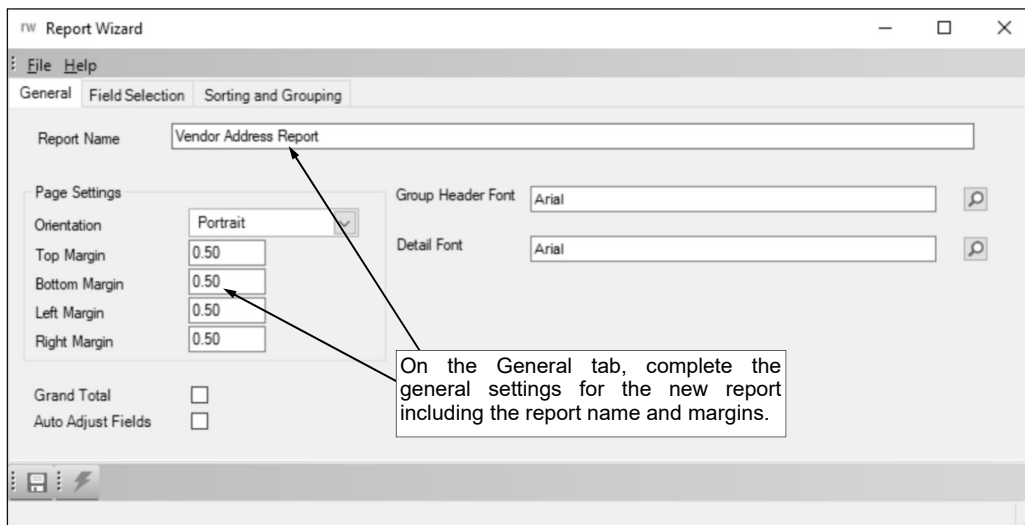


Diagram B

(or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

- Enter the distance *in inches* from the left edge of the paper to where the information should start printing on the report in the Left Margin field. The margin **cannot** be *greater than 2* inches, but can be up to 4 digits long (including the decimal point) and will be rounded to 2 decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.
 - Enter the distance *in inches* from the right edge of the paper to where the information should stop printing on the report in the Right Margin field. The margin **cannot** be *greater than 2* inches, but can be up to 4 digits long (including the decimal point) and will be rounded to 2 decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.
 - Select the Grand Total field to have grand totals print on the last page for the numeric fields included on the report. A checkmark will appear in the box if the field is selected.
 - If the total of all the field widths included on the report is greater than the actual length available for one line (row) on the report, select the Auto Adjust Fields field to have the system automatically resize (decrease) all the field widths when the report is generated so that all fields will print on one line (otherwise, if **not** selected, fields will print on multiple lines). A checkmark will appear in the box if the field is selected.
- Note:** If this field is selected for the report and the data in a particular field is longer than the resized field width, the information in the field will be wrapped to multiple lines when the report is printed.
- Select the font, font style, and font size to use for the information printed in the Group Header section(s) on the report by clicking the **Search** button for the Group Header Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial, Regular**, font size **8** (or other specified font as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.
 - Select the font, font style, and font size to use for the information printed in the Detail, Group Footer, and Page Footer sections on the report (and the column headings printed in the Page Header section, if applicable) by clicking the **Search** button for the Detail Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial, Regular**, font size **8** (or other specified font as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.
4. Click the **Field Selection** tab to select the fields of information to include in the Detail section on the report. See **Diagram C**.

Note: To add fields of information to a Group section, refer to Step 5 below.

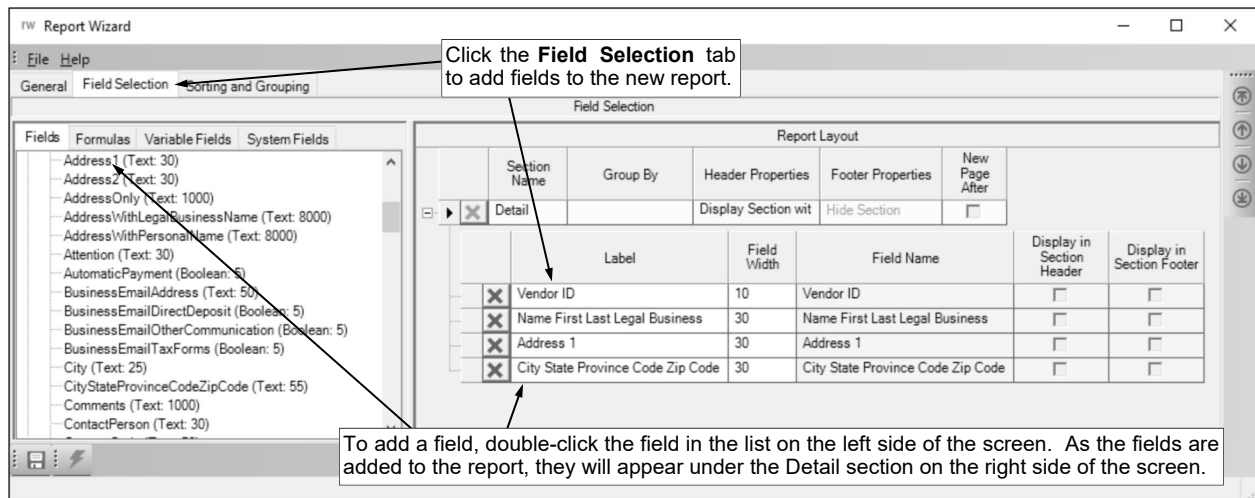


Diagram C

- Select the fields (columns) of information to include in the Detail section on the report by double-clicking on the desired fields in the list on the left side of the screen. As the fields are added to the report, the fields will appear under the Detail section in the Report Layout List on the right side of the screen.
 - Note:** To remove a field from the report, click the **Delete** button located to the left of the desired field; when prompted to delete the line, click **Yes**.
- The order the fields are listed on the screen under the Detail section in the Report Layout List is the order the fields (columns) will print on the actual report. If desired, to change the order of the fields, click once on the field to move and then click the **Top**, **Up**, **Down**, or **Bottom** button until the field is in the desired position.
- Define the settings for each field included in the Detail section on the report as follows:
 - Enter the heading description to print for the field (column) on the report in the Label field, or leave the field blank to omit the heading, if desired. The description can be alphanumeric and up to **128** characters long. A default heading description for the field will appear, but can be changed.
 - Enter the number of characters for how wide to print the field (column) on the report in the Field Width field. The number for the width can be up to **3** digits long. A default width for the field will appear, but can be changed.
 - The name of the field (column) to print on the report appears in the Field Name field and cannot be changed.
 - The Display in Section Header and Display in Section Footer fields appear but are disabled as they are not applicable for fields in the Detail section.
- Define the settings for the Detail section as follows:
 - Detail appears in the Section Name field and cannot be changed.
 - The Group By field appears but is disabled as it is not applicable for the Detail section.
 - Enter the desired option for printing the Detail section (**Hide Section**, **Display Section with No Labels**, **Display Section with Page Labels**, or **Display Section with Section Labels**) in the Header Properties field, or click the **down-arrow** button to select the correct one. To not print the Detail section (or any of the fields in the Detail section), enter **Hide Section**. To print the fields in the Detail section without printing any headings (labels) for the fields, enter **Display Section with No Labels**. To print the fields in the Detail section and the headings (labels) for the fields in the Page Header section as column headings, enter **Display Section with Page Labels**. To print the fields and headings (labels) for the fields in the Detail section in order to have the heading (label) print right before (to the left of) the field, enter **Display Section with Section Labels**. The default of **Display Section with Page Labels** will appear, but can be changed.
 - The Footer Properties field appears but is disabled as it is not applicable for the Detail section.
 - The New Page After field appears but is disabled as it is not applicable for the Detail section.

5. Click the **Sorting and Grouping** tab to define how to sort the information on the report. See **Diagram D**.
 - To add groups to the report, select the fields by which to sort the information on the report by double-clicking on the desired fields in the list on the left side of the screen. As the groups are added to the report, the groups will appear in the Report Layout List on the right side of the screen as Group_##, with ## reflecting the number of the group. For example, the first group will be called Group_01, the second group will be called Group_02, the third group will be Group_03, etc.

Note: To remove a group from the report, click the **Delete** button located to the left of the desired group (Group_##); when prompted to delete the line, click **Yes**.

Tip: For each field added as a group on the report, a report parameter will also automatically be added for that same field (this is only applicable for reports created using the Report Wizard option).
 - The order the groups are listed on the screen in the Report Layout List is the order the groups will print (sort) the information on the actual report. If desired, to change the order of the groups, click once on the group to move and then click the **Top**, **Up**, **Down**, or **Bottom** button until the group is in the desired position.
 - Define the settings for each Group section as follows:
 - The Group_## appears in the Section Name field and cannot be changed.
 - The field for which the group is defined appears in the Group By field and cannot be changed.
 - Enter the desired option for printing the Group Header section (**Hide Section**, **Display Section with No Labels**, **Display Section with Page Labels**, or **Display Section with Section Labels**) for the particular group in the Header Properties field, or click the **down-arrow** button to select the correct one. To not print the Group Header section for the particular group, enter **Hide Section**. To print the fields in the Group Header section without printing any headings (labels) for the fields, enter **Display Section with No Labels**. To print the fields in the Group Header section and the headings (labels) for the fields in the Page Header section as column headings, enter **Display Section with Page Labels**. To print the fields and headings (labels) for the fields in the Group Header section in order to have the heading (label) print right before (to the left of) the field, enter **Display Section with Section Labels**. The default of **Display Section with Section Labels** will appear, but can be changed.
 - Enter the desired option for printing the Group Footer section (**Hide Section**, **Display Section with No Labels**, **Display Section with Page Labels**, or **Display Section with Section Labels**) for the particular group in the Footer Properties field, or click the **down-arrow** button to select the correct one. To not print the Group Footer section for the particular group, enter **Hide Section**. To print the fields in the Group Footer section without printing any headings (labels) for the fields, enter **Display Section with No Labels**. To print the fields in the Group Footer section and the headings (labels) for the fields in the Page Header section as column headings, enter **Display Section with Page Labels**. To

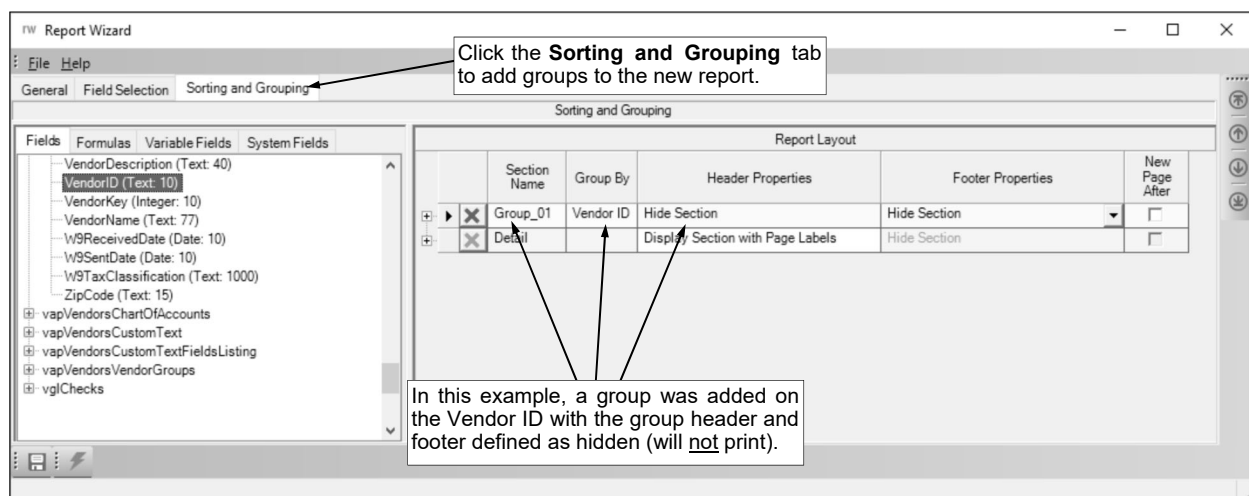


Diagram D

print the fields and headings (labels) for the fields in the Group Footer section in order to have the heading (label) print right before (to the left of) the field, enter **Display Section with Section Labels**. The default of **Display Section with Section Labels** will appear, but can be changed.

- Select the New Page After field to insert a page break (start a new page) after the Group Footer section for the particular group when printing the report. A checkmark will appear in the box if the field is selected.
- If desired, click the plus sign (+) in the box in front of the group (Group_##) to expand the record and view the fields included in the section. By default, the field for which the group is defined is included in the section. For example, if a group was added for Fund Number, the Fund Number field (and Fund Description field) will appear in the Group section.
- To add fields to the group, click the **Field Selection** tab, click once on the group (Group_##) for which to add the fields, and then select the fields of information to include in the Group section by double-clicking on the desired fields in the list on the left side of the screen. As the fields are added, the fields will appear under the Group section in the Report Layout List on the right side of the screen.

Note: To remove a field, click the **Delete** button located to the left of the desired field; when prompted to delete the line, click **Yes**.

- Define the settings for each field included in the Group section as follows:
 - Enter the heading description to print for the field in the Label field, or leave the field blank to omit the heading, if desired. The description can be alphanumeric and up to **128** characters long. A default heading description for the field will appear, but can be changed.
 - Enter the number of characters for how wide to print the field in the Field Width field. The number for the width can be up to **3** digits long. A default width for the field will appear, but can be changed.
 - The name of the field to print in the Group section appears in the Field Name field and cannot be changed.
 - Select the Display in Section Header field to include the field in the Group Header section for the particular group when printing the report. A checkmark will appear in the box if the field is selected.
 - Select the Display in Section Footer field to include the field in the Group Footer section for the particular group when printing the report. A checkmark will appear in the box if the field is selected.
6. Click the **Save** button.
 7. If desired, click the **Execute** button to generate the report at this time.

Crosstab Reports

Crosstab reports are reports that print in a grid format. For example, the Balance Sheet - Combined report is a crosstab report, as the balance sheet accounts print in rows and the funds print in columns, with the ending balance printing as the detail information.

In order to set up a custom report in Report Writer as a crosstab report, when first creating the report, the Report Type must be specified as **Crosstab** (an existing report cannot be changed to a crosstab report).

Adding a Report:

1. From the Report Writer screen, select the report group (query or view group) for which to add the new custom report by clicking on the name of the view group in the Report Groups List.
Tip: If desired, click the **Directory** button after clicking on a report group to view a list of the files from which fields can be included on a report in the particular report group.
2. Click the **New Record** button located at the top of the screen to create a new report in the selected report group.
3. Complete the report settings for the new report, being sure to select **Crosstab** as the Report Type. See **Page 9-a** for further details.
4. Define the categories/screens for the new report. See **Page 10-a** for further details.
5. The Edit Report screen will appear for the report, showing the Page Header, Detail, and Page Footer sections. See **Diagram A**.
6. At the Edit Report screen, enter the information to be printed in the Page Header section, or suppress the Page Header section so that it does not print, if desired. Insert special fields, database fields, labels, lines, shapes, or images into the Page Header section, as desired, and then resize, format, move, and align the items (objects) as needed.

Note: When creating a new report, the system automatically includes six standard header fields in the Page Header section, but the fields can be changed or deleted, if desired. The six standard header fields include the system field from the database for the organization name and the special fields of Report Name, Page Number, Print Date, Sub Heading, and User ID.

Tip: If the standard header fields are not centered within the Page Header section, click the **Adjust Header Fields** button to align the standard header fields correctly within the Page Header section. If the Page Header section is not needed, suppress the section so that it does not print by first

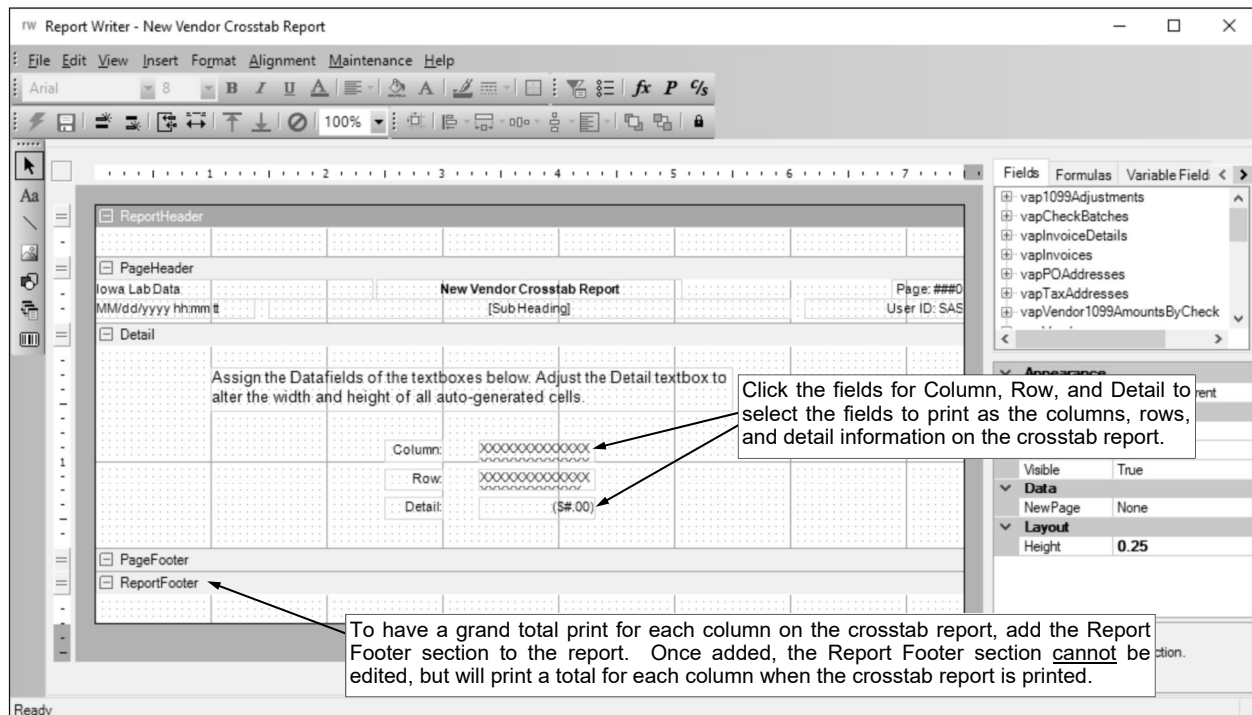


Diagram A

clicking the title bar for the section and then selecting **False** in the Visible field under the Behavior section in the Properties List.

7. In the Detail section, specify the database fields to print in the columns, rows, and as the detail information, by completing the following:
 - Click on the field (not the label) for Column in the Detail section; then in the Properties List (located in the lower right corner of the screen), click in the Data Field field under the Data section and click the **down-arrow** button to select the field to print as the columns.
 - Click on the field (not the label) for Row in the Detail section; then click in the Data Field field under the Data section in the Properties List and click the **down-arrow** button to select the field to print as the rows.
 - Click on the field (not the label) for Detail in the Detail section; then click in the Data Field field under the Data section in the Properties List and click the **down-arrow** button to select the field to print as the detail information (or values for the cells (the columns/rows)).

Note: The field selected for Detail (to print as the detail information on the report) must be a numeric field.

8. Enter the information to be printed in the Page Footer section, or suppress the Page Footer section so that it does not print, if desired. Insert database fields, formulas, labels, lines, shapes, images, subreports, or barcodes into the Page Footer section, as desired, and then resize, format, move, and align the items (objects) as needed.

Note: Initially, the height for the Page Footer section will be set to zero (**0**), and the section will need to be resized prior to inserting any objects into the section.

Tip: If the Page Footer section is not needed, leave the height set to zero (**0**) if there are no objects in the section, or else suppress the section so that it does not print by first clicking the title bar for the section and then selecting **False** in the Visible field under the Behavior section in the Properties List.

9. To have a grand total print for each column, add the Report Footer section to the crosstab report. To add the Report Footer, select the **Insert** menu and then **Report Header/Footer**. The Report Header and Report Footer sections will be included on the report. The Report Footer section cannot be edited when working with a crosstab report, and nothing further has to be done to include the grand totals, as it will automatically include the grand total for each column when the crosstab report is printed.

Tip: If the Report Header section is not needed, suppress the section so that it does not print by first clicking the title bar for the section and then selecting **False** in the Visible field under the Behavior section in the Properties List.

Note: A total for each row will automatically print on the crosstab report (does not require any additional steps to be completed in order to have the row totals print on the crosstab report).

10. If desired, add groups to the crosstab report, and then enter the information to be printed in the Group Header and Group Footer sections. Insert database fields, formulas, labels, lines, shapes, images, subreports, or barcodes into the Group Header and Group Footer sections, as desired, and then resize, format, move, and align the items (objects) as needed. Also, utilize the Properties List (located in the lower right corner of the screen) to change the defined properties for the Group Header and Group Footer sections, if desired. See **Page 11-a** for further details on adding a group.

Tip: If the Group Header or Group Footer section is not needed, suppress the section so that it does not print by first clicking the title bar for the desired section and then selecting **False** in the Visible field under the Behavior section in the Properties List.

Note: A subtotal for each group will automatically print on the crosstab report in the Group Footer section (does not require any additional steps to be completed in order to have the group subtotals print on the crosstab report).

11. If desired, add report parameters to the report. See **Page 14-a** for further details.
12. If desired, add a filter records formula to the report. See **Page 12-a** for further details.
13. If desired, add report selections to the report.
14. Click the **Save** button.

Export Reports and Import Reports

The Export Reports option is used to copy the setup of a custom report created in the Report Writer module to a file. The Import Reports option is used to copy the setup of a custom report (saved to a file) into the Report Writer module. The Export and Import Reports options allow organizations who have licensed the Report Writer module to share reports with other organizations who also have licensed the Report Writer module.

Exporting Reports:

1. From the Report Writer screen, select the **Options** menu and then **Export Reports**.
2. At the Export Reports screen (see **Diagram A**), select the reports to export by clicking the box under the Selected column to the left of the report name. A checkmark will appear in the box if the report is selected.
3. Click the **Execute** button.
4. At the Save As screen, specify the correct path (drive and folders) for the destination location and click the **Save** button.
Note: The name of the file will default to **Transfer.xml**; for easy retrieval when importing, do not change the name of this file.
5. A message will appear in the status bar after the export is complete.
6. Click the **X** in the upper right-hand corner of the screen to close the Export Reports screen.

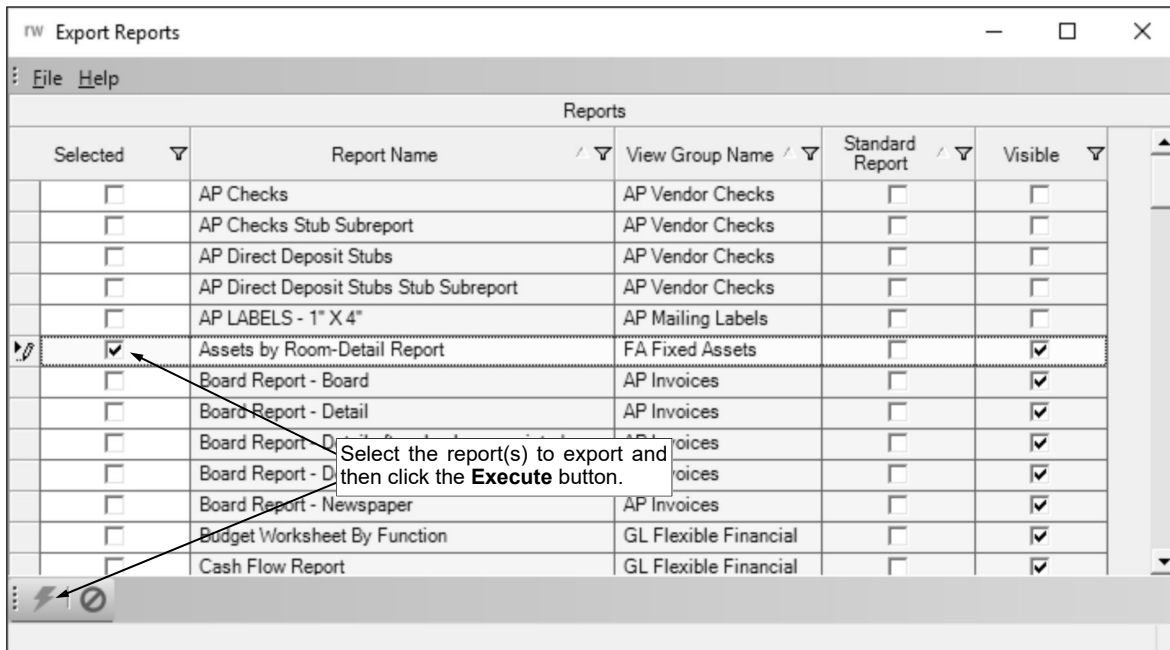


Diagram A

Importing Reports:

1. From the Report Writer screen, select the **Options** menu and then **Import Reports**.
2. At the Open screen, enter the correct path (drive and folders) and file name for the file containing the reports to import in the File Name field, and click the **Open** button.
Note: Typically, the name of the file will be **Transfer.xml**.
3. At the Import Reports screen (see **Diagram B**), select the reports to import by clicking the box under the Selected column to the left of the report name. A checkmark will appear in the box if the report is selected.
4. Click the **Execute** button.
5. When prompted, click **Yes** to continuing the import.
6. If a report with the same name of the one being imported already exists, the system will prompt asking whether to replace, rename, or keep the report. Click **Replace** to replace the existing report with the one being imported, click **Rename** to import the report using a new report name, or click **Leave** to keep the existing report (and not import the report with the same name).

7. A message will appear in the status bar after the import is complete.
8. Click the **X** in the upper right-hand corner of the screen to close the Import Reports screen.

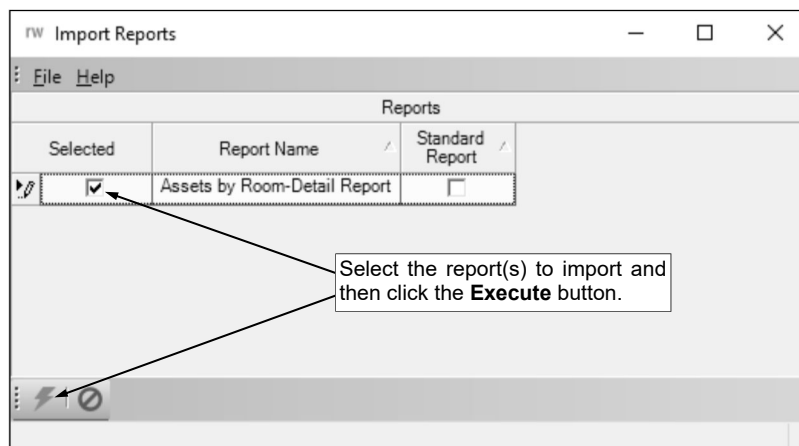


Diagram B