Preview and Print Reports (for MAS Users)

This document includes a copy of the concepts and procedures that form the basis of this self-paced online learning module.

As you work your way through this self-paced online learning module, you might like to **print** this document so that you can:

- Make your own notes to record procedural steps and additional information provided by your instructor
- Keep a printed record of procedures and key points

Participant Profile

This module is suitable for General Users.

Learning Outcomes

In this module, you will learn how to:

- Navigate within the Report Generator
- Preview reports
- Drill down within a Preview to check the underlying data
- Update and refresh data in a report
- Print or Export a Report
- Adjust the data and the presentation of a Report
- Consolidate multiple ledgers into a single Report

Preview and print Reports

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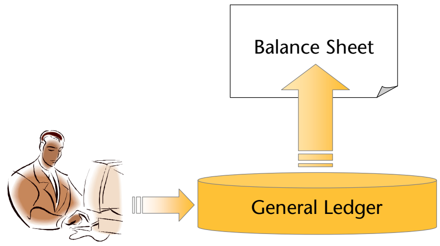
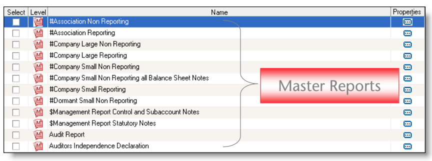
Overview of Reporter

Reporter includes

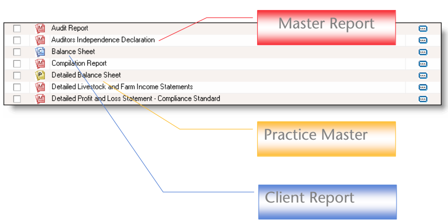
- Pre designed compliance **Reports**
- Pre designed management **Reports** designed to meet a range of business needs
- A range of Column **Templates** that allow you to vary the presentation and content of your report



Introduction to Reporter



The Report types



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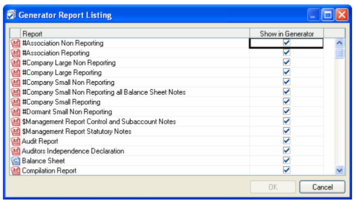
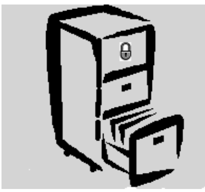


The Reporter hierarchy



Masters exist at the top level

Practice Masters represent the middle level

Client Reports are the lowest level in the hierarchy

The Reporter icons

- Master - the top level in the Reporter hierarchy 

- Practice Master - the middle level in the Reporter hierarchy 

- Client level - the lowest level in the Reporter hierarchy 

Launch Reporter

How to launch Reporter

1. From the **Start ▸ Programs** command, select **MYOB Accountants Enterprise**
2. Open **System Services**
3. From your list of client ledgers, open a ledger
4. From the ledger, select **Reports ▸ Reporter ▸ Generate reports…**

Key points: Launch Reporter

- Reporter is always launched from within a client ledger
- To preview or print reports, use the **Generate reports…** menu option

Navigate in Reporter

You can jump between views:

- Reports
- Favourites
- Non transaction data, and
- Column Template Editor

You can also change various report settings for that session of Reporter.

How to navigate in Reporter

Click on an icon in the toolbar to switch to that option, or select from the View menu

and

You can click on the Toggle View button to remove or display the Task Pane

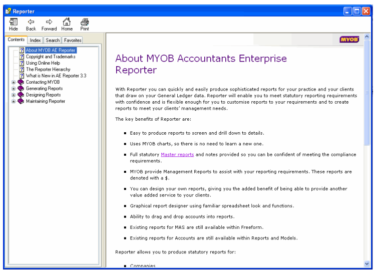
and

You can show or hide each element within the Task Pane by clicking on the double arrows for that element

Key points: Navigate in Reporter

- You can switch between the various views by selecting that option from the **View** menu or on the toolbar
- You can display or hide the **Task Pane**
- You can display or hide each element in the **Task Pane**
- You can change various report settings within the **Task Pane** to change the appearance and contents of your reports

Use Help in Reporter



How to use Help in Reporter

Click on the Help menu and select Contents... or Index...

and/or

From within a Reporter window, press [F1]

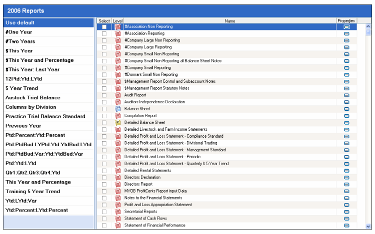
Key points: Use Help in Reporter

- From the **Help** menu you can access the **Contents**, or **Index**
- Within Help you can use the **Contents**, **Index**, **Search or Favourites** tabs to locate information
- You can press [**F1**] on the keyboard to access help at any time

You should now know how to:

- ☑ Launch Reporter from the Generate reports… menu option
- ☑ Navigate within Reporter
- ☑ Use Help within Reporter

Introduction - Preview a Report



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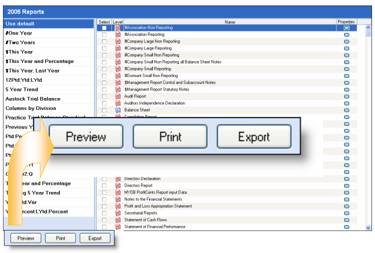
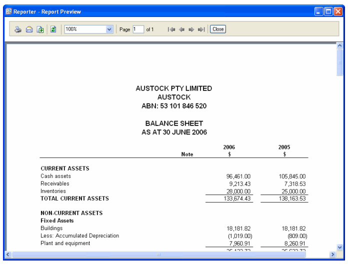


Preview Reports



AUSTOCK PTY LIMITED
AUSTOCK
ABN: 53 101 846 520

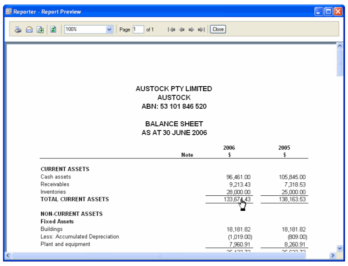
BALANCE SHEET
AS AT 30 JUNE 2006

	Note	2006 $	2005 $
CURRENT ASSETS			
Cash assets		96,461.00	105,845.00
Receivables		9,213.43	7,318.53
Inventories		28,000.00	25,000.00
TOTAL CURRENT ASSETS		133,674.43	138,163.53
NON-CURRENT ASSETS			
Fixed Assets			
Buildings		18,181.82	18,181.82
Less: Accumulated Depreciation		(1,019.00)	(809.00)
Plant and equipment		7,960.91	8,260.91

How to Preview a Report

1. Select the report
2. Click on the **Preview** button

Drill Down in a Report Preview



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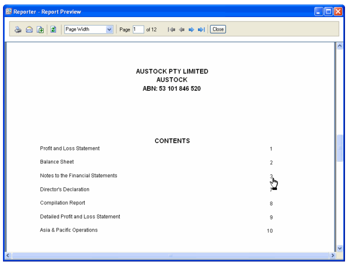
How to Drill Down in a Report Preview

1. From within the **Report Preview**, hover the mouse till the cursor displays as a hand
2. Click on the item to display the **Drill Down** window for that item

Make use of the **Contents** Page



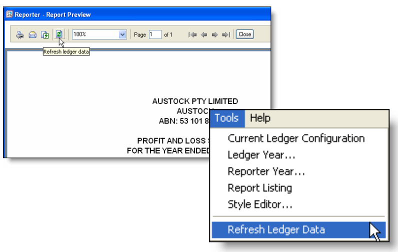
How to Locate Sections within a Report using the **Contents** Page

1. From within the **Report Preview**, locate the **Contents** page
2. From within the **Contents** page, hover the mouse till the cursor displays as a hand
3. Click on the item to go directly to that page of the preview

Key Points: Preview Reports

- You can preview one or more reports from the **Reports** view
- The **Report Preview** is a WYSIWYG view of a report… What You See is What You Get
- You can drill down within a **Report Preview** to view the component account balances that make up an item in the Preview
- When the **Contents** page is included in a report, you can click on any line item to jump directly to that section of the **Report Preview**

Update Data in Reporter



How to update data in Reporter

1. With Reporter open, post an additional transaction in the ledger

2. From a Reporter window, select **Tools**> **Refresh Ledger Data**

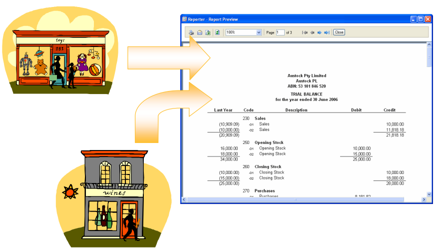
or

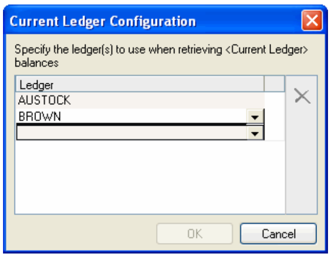
2. From within a **Report Preview** click on the **Refresh ledger data** icon

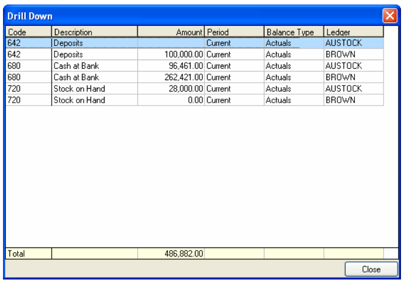
Key Points: How to update data in Reporter

- You can access the ledger, update a transaction and then refresh via the **Tools** menu in Reporter
- You can access the ledger, update a transaction and then refresh your **Report Preview**
- You can access **Non transaction data**, update it and then refresh your **Report Preview**

Report Across Multiple Ledgers






Drill Down

Code	Description	Amount	Period	Balance Type	Ledger
642	Deposits		Current	Actuals	AUSTOCK
642	Deposits	100,000.00	Current	Actuals	BROWN
680	Cash at Bank	96,461.00	Current	Actuals	AUSTOCK
680	Cash at Bank	262,421.00	Current	Actuals	BROWN
720	Stock on Hand	28,000.00	Current	Actuals	AUSTOCK
720	Stock on Hand	0.00	Current	Actuals	BROWN
Total		486,882.00			

Close

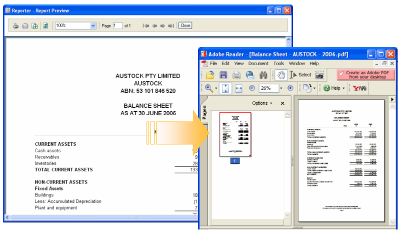
How to Report Across Multiple Ledgers

1. From within a client ledger, select **Tools ▸ Current Ledger Configuration**
2. In the **Current Ledger Configuration** window, click on the **Ledger** drop down list to display available ledgers
3. Highlight a ledger to select it and click on the **OK** button
4. Select a **Report** and click on the **Preview**, **Print** or **Export** buttons

Key Points: Report across Multiple Ledgers

- You can use the **Current Ledger Configuration** option on the **Tools** menu to select multiple ledgers for a consolidated **Report**
- A consolidated **Report** will display the entity details of the ledger the **Report** is run from
- You can use the drill down feature to see the separate account balances for each entity
- You can also consolidate ledgers in a **Report** such that columns display for each entity; this is covered in the **Column Templates** module

Export a Report



The key benefits of the export functionality are that

- You are able to use your report data to produce other documents, such as a business plan for a client, or graphs and charts to include with a report
- You can email draft reports to others for review

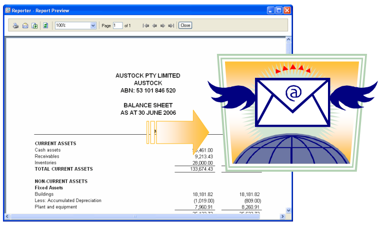
How to Export a Report

1. From the Reports window, click on the **Export** button

or

1. From a **Report Preview**, click on the **Export report** icon
2. Choose a **Save in** location
3. Accept the default **File name** or specify a **File name**
4. Choose a **Save as type**
5. Click on the **Save** button
6. Locate the exported file and open it

How to Email a Report



How to Email a Report

1. From a **Report Preview**, click on the **Email report** icon
2. Accept the default **File name** or specify a **File name**
3. Specify **File type**
4. Specify **Options**
5. Click on the **Email** button
6. Complete the email and send

Key Points: Export or mail a Report

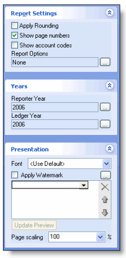
- You can export from the **Reports** window or from the **Reports Preview** window
- Reporter allows export as a pdf or to Word or Excel 2000
- By default, the export file name uses the report name, ledger code and year
- You can email from the **Reports Preview** window
- When you email a report it launches your default mail client
- By default, the email file name uses the report name and ledger code

Mind your own business. Smarter

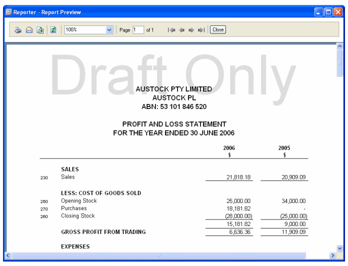
You now know how to:

- Preview a Report
- Drill down to view data within a **Report Preview**
- Refresh data from within a Reports window
- Refresh a **Report Preview** after a data update
- **Export** a Report
- **Email** a Report

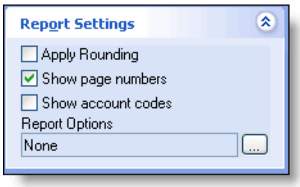
Introduction – The Task Pane



Introduction – The Task Pane



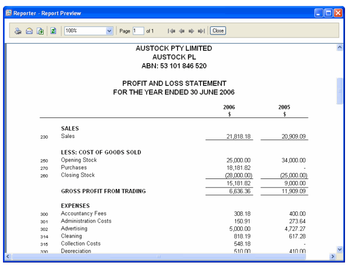
Use Report Settings



How to Apply Rounding to a Report

1. Run the rounding routine in the underlying ledger
2. Launch Reporter via **Reports ▸ Reporter ▸ Generate reports...**
3. Check **Apply Rounding** in the Task Pane
4. Select and preview your report

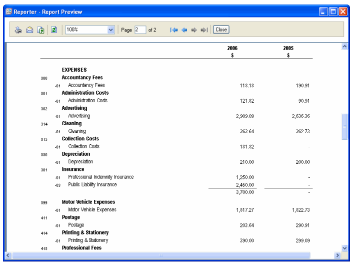
Display Account Codes in a Report



How to Display Account Codes in a Report

1. From within the Reports window check **Show account codes**
2. Select a Report that includes account codes in its design
3. Preview or print the Report

Set Report Options for Reports



How to Set Report Options for Reports

1. From within the Reports window click on the **Ellipsis** button adjacent to **Report Options**
2. In the LHS of the Report Options window, specify the **Control account codes** to display sub accounts, or type **all**.

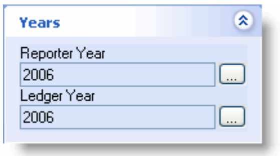
and /or

2. In the RHS of the Report Options window, enter the division code to specify the divisions to be included in a report
3. Preview or print the Report

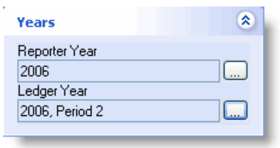
Key Points: Use Report Settings

- Reports can display rounded data... the process is dependant on the underlying GL.
- You can include or remove page numbers from a report
- You can display account codes in a column to the left of the account descriptions, if the report's design provides for account codes to be included
- You can choose to display sub account balances when running reports.
- You can choose to include one or more divisions when running reports.
- Sub codes are only included if the underlying design does not prevent them from displaying.

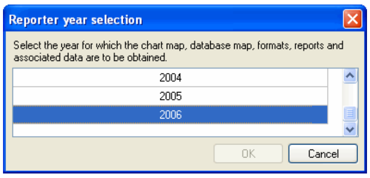
Change the Year or Period



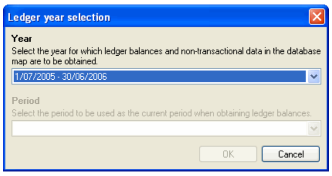
Change the Year or Period



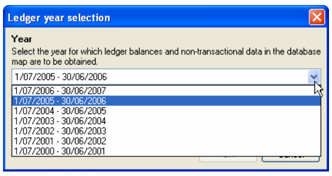
The Reporter Year



The Ledger Year



The Ledger Year



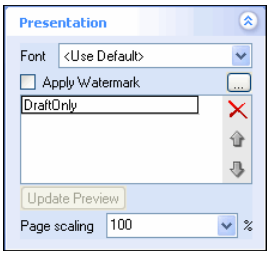
How to change the Reporter year and the Ledger year for a Report

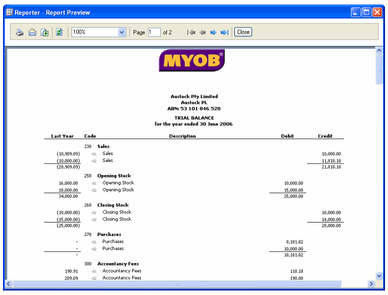
1. In the **Years** element, click on the ellipsis adjacent to **Reporter Year**
2. Click on a year to highlight it
3. Click on the **OK** button
4. In the **Years** element, click on the ellipsis adjacent to **Ledger Year**
5. From the **Year** drop down list, click on a year to select it
6. Click on the **OK** button

Key Points: Change the Year or Period

- The year you select as the **Reporter Year** determines which **Master Reports**, **Practice Master** and **Client** reports are used to generate your reports.
- The year or period you select as the **Ledger Year** will appear in your report as the **Current** year or period
- The **Ledger Year** or period drop down lists the years or periods that are set up in the underlying ledger
- When entering non-transaction data be sure to check the **Ledger Year**

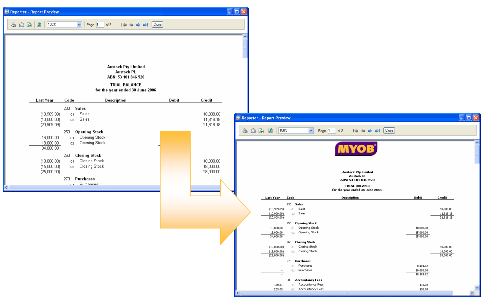
Change the Presentation





How to create a Watermark

1. In the **Presentation** element, open the **Watermark Editor** window
2. On the **Type** tab, click on the **New Watermark** icon
3. Name the **Watermark**, specify **Type** and other specifications
4. On the **Location** tab, specify the location on the page
5. On the **Page Range** tab, specify the pages
6. Click on the **Apply** button and **Close** the **Watermark Editor** window



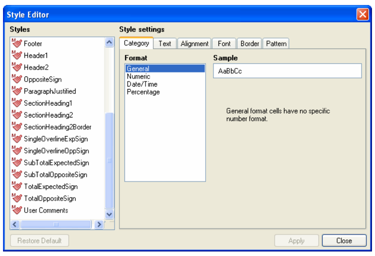
How to change the Presentation of a Report

1. In the **Presentation** element, click on the drop down list adjacent to the **Font** field to select a font
2. Click in the **Apply Watermark** checkbox
3. Click in the **Watermark** drop down list and select a **Watermark**
4. In the **Page scaling** field, click on the drop down list and choose a scaling %

Key Points: Change the Presentation

- Changes in the **Presentation** Element are for that ledger only
- When changing the watermark for a previewed Report, you must click on the **Update Preview** button
- Watermarks can also be created at the **Practice** level; this would be appropriate for a watermark that is used right across all of your clients
- If you find that the last column or the last row of a report is forced to another page, scaling might provide a better presentation

Make Use of Styles



How to make use of Styles

1. From the **Tools** menu, select **Style editor…**
2. In the **Style Editor** window, click on a **Style** to highlight it
3. Click on any of the **Tabs** to make changes to the **Style settings**
4. Click on the **Apply** button to save the customised **Style** and click on the **Close** button to close the **Style Editor** window
5. Click on a **Report** to **Select** it and then **Preview** the **Report**

Key Points: Make use of Styles

- **Style** changes made within the **Generate Reports** window are only available for the current session of Reporter
- **Styles** exist for all the separate elements within a Report; you may need advice from your Practice Designer to determine which styles are used for which Report elements
- Style changes are tagged as **Master**, **Practice Master** or **Client** styles.

You should now know how to:

- ☑ Apply and remove rounding, page numbers and account codes in a Report
- ☑ Display sub account balances in a Report
- ☑ Limit Reports to include only divisions or branches of an entity
- ☑ Change years and periods that are used to generate data within a Report
- ☑ Change the 'look and feel' of a Report

In completing this module, you have learnt how to:

- ☑ Navigate within the Report Generator
- ☑ Preview reports
- ☑ Drill down within a Preview to check the underlying data
- ☑ Update and refresh data in a report
- ☑ Print or Export a Report
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