Synoptix Fundamentals

Participant Guide

Version 7.1.09
July 20, 2015

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Important Notices

Particularly important information is emphasized by the following notices.

Activity: Indicates class participation or interaction.

Alert: Indicates cautionary information.

Assessment: Indicates that there is a required assessment to complete.

Best Practices: Indicates best practices or recommended ideas for applying content.

Reference: Indicates additional reference material is available that is not part of the course materials.

Technical Tip: Indicates a technical tip or trick.

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Welcome

Welcome and thank you for registering for the **Synoptix Fundamentals** course. At the conclusion of this course, you will have the skills and knowledge to:

- **Describe at a high level the flow of data from Colleague Financials to Synoptix.**
- **Define key Synoptix terminology.**
- **Navigate the main menu and user interface.**
- **Create and edit basic financial reports.**
- **Create and edit packets.**
- **Describe and use security features available to reports designers.**
- **Import and export reports from and to Microsoft Excel.**

We expect students to participate actively throughout the class by asking questions, providing examples, and participating in class discussions.

Please print this Participant Guide. It will help direct you through the class. Be sure to have your printed copy with you during all facilitated sessions.

We look forward to working with you!

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Requirements for this course

Introduction

Synoptix is the reporting tool you use for financial statement reporting with Colleague Finance general ledger data.

Pre-requisite knowledge

Registrants of this course are expected to have familiarity with:

- basic general ledger chart of accounts and financial reporting and
- basic spreadsheet functionality, specifically:
    - manipulating and formatting columns, rows, and cells, and
    - basic cell functions and formulas.

Required preparation

Prior to attending this course, the Synoptix administrator must complete the following tasks.

- Install the training dataset (FDM) at your institution
- install Synoptix client software on the participant's desktop
- provide the participant with a valid Synoptix user account and permission to create and modify reports, and
- ensure the participant can connect to the training FDM from Synoptix.

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Module 1: Synoptix for Ellucian Overview

Overview

Introduction

In this module, we will review Synoptix for Ellucian features and functionality that will be important to your business processes.

Objectives

When you complete this module you will be able to:

- Discuss the use of Synoptix as it pertains to Colleague Finance.
- Describe the Colleague FRX module and its role in financial statement reporting.
- Explain the purpose of the Financial Data Mart in regards to financial statement reporting.
- Discuss the roles and responsibilities of people who will use Synoptix financial statement reports and begin filling those roles with people from your institution.
- Describe the high-level report creator process that will produce the financial statement reports required for your institution.

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Synoptix for Ellucian

Introduction

Synoptix is the reporting tool that addresses the challenges faced by financial offices at colleges and universities.

What is Synoptix?

Synoptix is CompuSoft Development's financial reporting tool with features that allow it to report from the Financial Data Mart (FDM) populated with Colleague Financial general ledger data. It is a reporting tool designed for creating financial statements required for the Business Office.

What can you do with Synoptix?

Use Synoptix to

- create a new financial report
- modify an existing financial report
- run an existing financial report, and
- publish the report in a variety of formats allowing people without Synoptix access to view the report.

Types of financial reports

The types of financial statement reports you can create with Synoptix using the FDM include:

- Budget to actuals
- Income statement
- Balance statement
- Multiple year comparative statements
- Department reports, and
- Specialized reports such as endowments, clubs, auxiliary, etc.

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Synoptix for Ellucian

Benefits of reporting with Synoptix

When you use Synoptix to build your financial statement reports, you realize the following benefits:

- Synoptix uses information from a snapshot of your Colleague Finance general ledger transaction data eliminating double entry of data and possible mistakes.
- You can easily build, modify, and deploy financial statement reports with little Information Technology (IT) assistance.
- As you build the Synoptix report, you work in a familiar spreadsheet-like format that utilizes some spreadsheet functionality, such as summing a column.
- You can manually update the Financial Data Mart when needed.
- You can schedule the Financial Data Mart to update periodically to meet your reporting needs.
- Your IT department does not need to write a data transfer. Colleague provides the software to load and update the Financial Data Mart.
- Reports provide drill-down into the financial transactional details.

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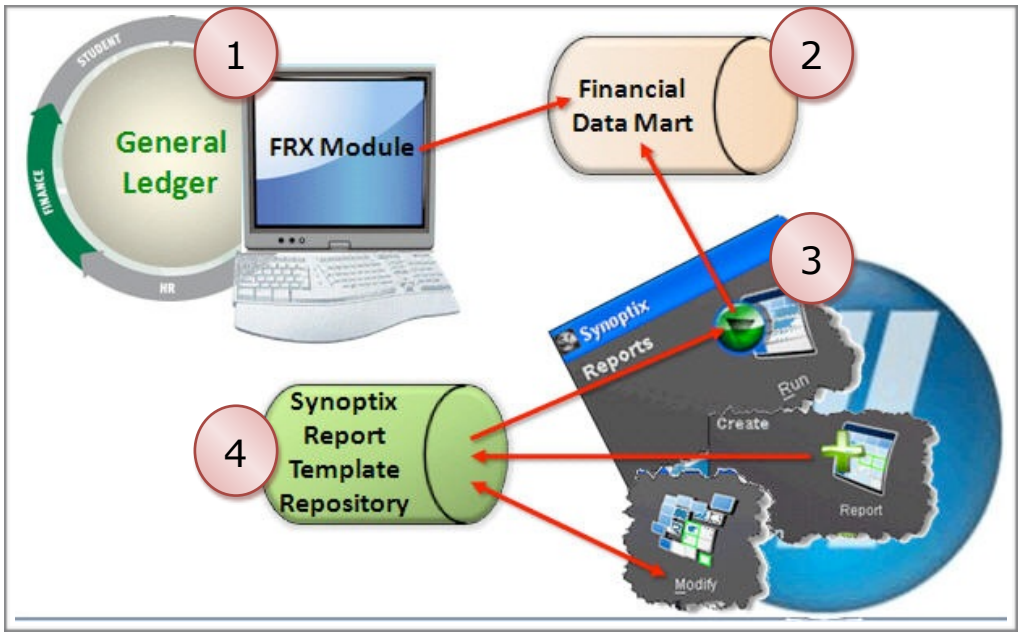
Colleague and Synoptix Interaction

Introduction

Synoptix uses information from the Financial Data Mart (FDM) that contains data extracted from Colleague Finance transactional records.

How does Colleague interact with Synoptix?

The diagram below depicts the interaction between the Colleague Finance FRX module and Synoptix for Ellucian.



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Colleague and Synoptix Interaction

Interface Components and Descriptions

This table describes the components of Colleague and Synoptix interactions.

Component Number	Component Name	Description
1	Colleague Finance FRX Module	Contains the procedures to set up and transfer Colleague Finance transactional data to the Financial Data Mart (FDM).
2	Financial Data Mart	Contains Colleague Finance transactional data in a format that Synoptix can read and use.
3	Synoptix for Ellucian	CompuSoft's Synoptix product that reads data from the FDM and displays that data on reports as needed.
4	Synoptix Report Template Repository	This component of Synoptix for Ellucian stores the saved financial statement templates created with Synoptix.

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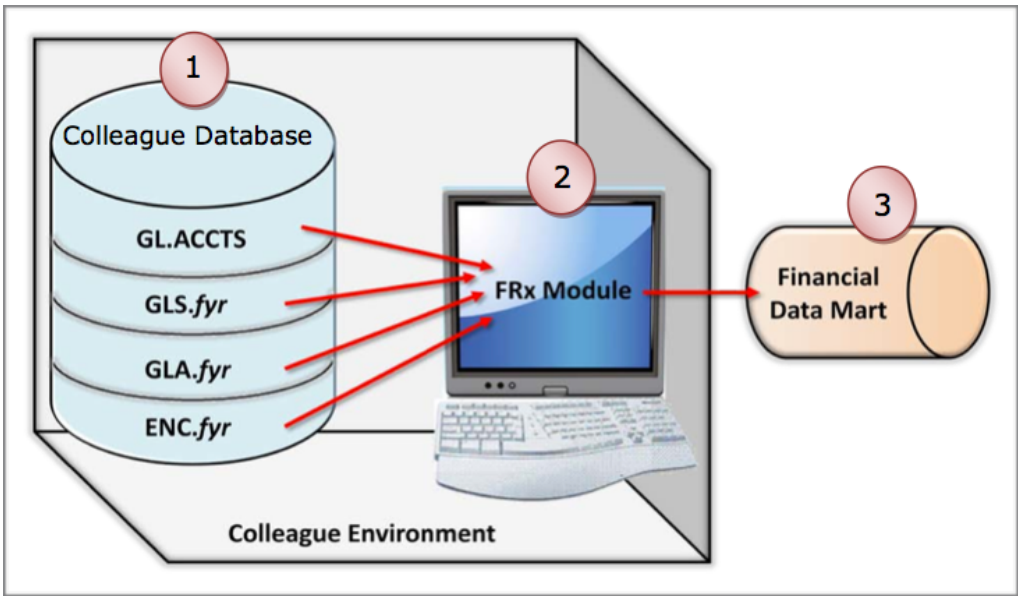
Colleague FRX Module

Introduction

The *FRX Module* contains procedures for setting up and using the Financial Reporting Export to extract, transform, and load Colleague financial data into a formalized Financial Data Mart (FDM) for use with Synoptix for Ellucian. It is important to understand that these procedures populate the FDM with Colleague finance transaction records and the Synoptix reports you will build use only the data stored in the FDM.

Colleague data populates FDM

The diagram below depicts populating the FDM with Colleague financial data.



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Colleague FRX Module

Colleague FRX items and descriptions

This table describes the items involved with the FRX module and populating the FDM.

Item Number	Item Name	Description
1	Colleague Database	Transactional records gathered and stored by the Colleague Finance application. • GL.ACCTS stores all General Ledger numbers for the institution. • GLA.*fyr* stores all actual budget and encumbrance detail activity for the fiscal year. • GLS.*fyr* stores all actual budget and encumbrance summary data for the fiscal year. • ENC.*fyr* stores requisition activity for the fiscal year.
2	Colleague Finance FRX Module	Optional Colleague software that populates the Financial Data Mart with Colleague finance transactional records.
3	Financial Data Mart	Report creators build reports using this database and Synoptix for Ellucian after the correct FRX Module procedure completes.

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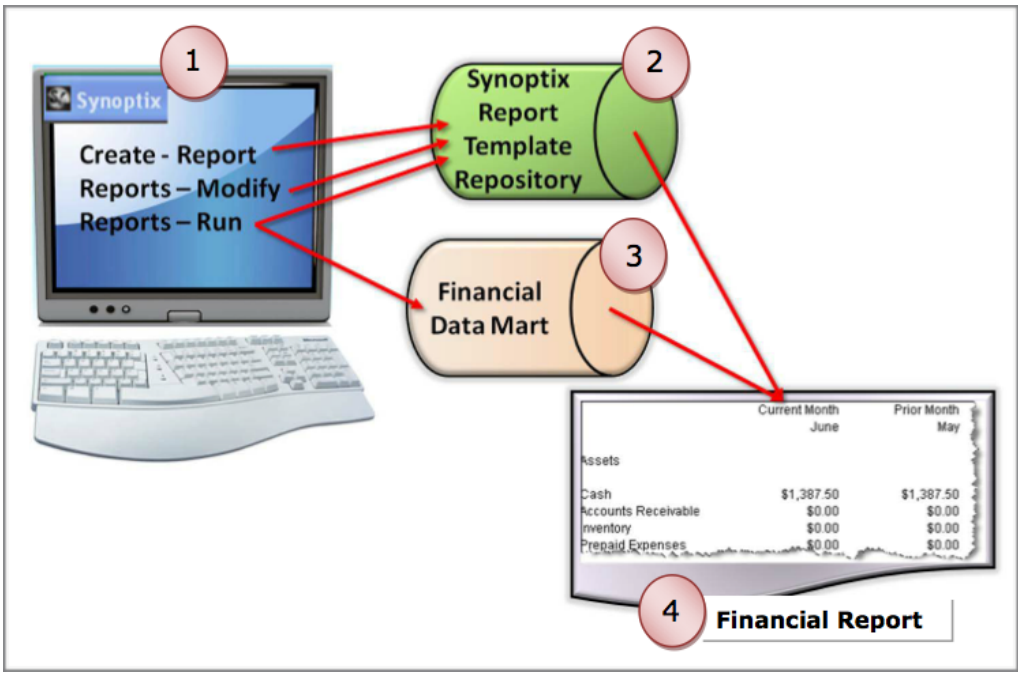
Financial Reporting with Synoptix

Introduction

While Synoptix creates reports that run with FDM information, the report templates you create are stored in a separate repository.

What components does Synoptix use for reporting?

The diagram below depicts the components Synoptix works with to create, execute, and publish reports.



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Financial Reporting with Synoptix

Synoptix components and descriptions

This table describes the items involved with creating financial statement reports using Synoptix.

Item Number	Item Name	Description
1	Synoptix for Ellucian	Report creators use Synoptix to create, change, execute, and publish financial reports.
2	Synoptix Report Template Repository	All report templates you plan to execute more than once will be saved in this repository.
3	Financial Data Mart	All Synoptix financial statement reports display and calculate amounts using data in this database.
4	Financial Report	Output is a financial statement report for your institution.

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Activity: Knowledge Check

Introduction

Match the items listed under Components to the Statements listed below. Complete the Components column with the answer letter that matches the description.

Components

A. Colleague Finance FRX Module
B. Financial Data Mart
C. Synoptix for Ellucian
D. Synoptix Report Template Repository
E. Colleague Finance transactional records

Statements

Number	Components	Description
1		This repository stores Synoptix financial statement report templates.
2		All information presented on Synoptix reports is retrieved from this database.
3		This is the software you will use to create and publish financial statement reports.
4		This information populates the Financial Data Mart.
5		You work in this software to execute the procedures that populate the Financial Data Mart.

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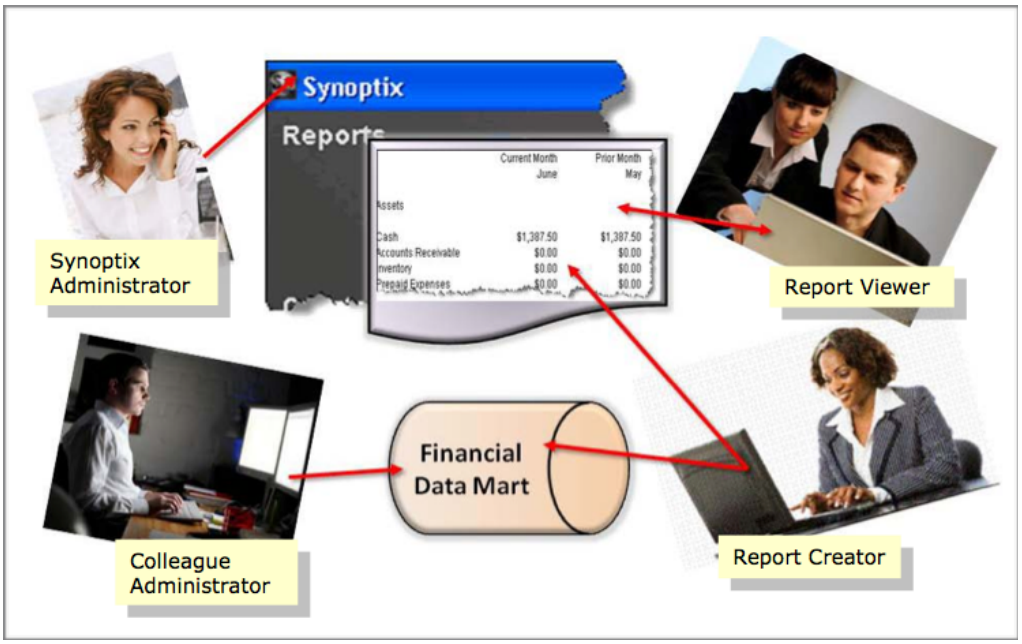
Synoptix for Ellucian Roles and Responsibilities

Introduction

Many people will interface with Synoptix for Ellucian in different roles with different responsibilities. These people may work in many different offices within the institution.

Roles interact with each other

This graphic depicts the different roles.



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Synoptix for Ellucian Roles and Responsibilities

Roles, responsibilities and personnel types

The following table outlines the roles and responsibilities of the people who work with and use the reports created with Synoptix as well as the types of personnel who may fulfill the roles.

Roles	Responsibilities	Personnel type
Report creator	• Create financial statement reports • Determine who can view the finished report • Publish the report results for others to view • May need to manually run the Colleague financial data export (FRX module)	Person within the Finance office
Report viewer	• Review the financial statement reports and act upon the information • Execute and review existing Synoptix reports	People on campus who need access to financial information to perform their jobs and make decisions.
Synoptix administrator	• Create Synoptix users and passwords for Report creators and Report viewers • Assign Synoptix Report creator and Report viewer access • Assign report permissions to end users.	• Person within the Finance office or • Person within IT
Colleague administrator	• Set up and schedule periodic Colleague financial data export to FDM	Person within IT

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Synoptix for Ellucian Roles and Responsibilities

Activity: Who can fill the roles at your institution?

Complete the boxes below with the titles of people who can fulfill each role at your institution.

Roles	**Institution Personnel**
Report creator	
Report viewer	
Synoptix administrator	
Colleague administrator	

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Module 2: Exploring the Synoptix Interface

Overview

Introduction

In this module, we will have our first look at the Synoptix menu and its options.

Objectives

When you complete this module you will be able to:

- Launch Synoptix for report creation and modification.
- Describe the Synoptix application menu options you will use to create and maintain financial statement reports.

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Launch Synoptix

Introduction

You access Synoptix as you access most desktop software programs.

Procedure for Launching Synoptix

The table below lists the steps for launching Synoptix.

Stage	Action
1	Locate the Synoptix icon on your desktop and double-click it.
2	Enter your username and password.
3	Click the Login button.

Activity: Launch Synoptix

Following the procedure described above, launch your Synoptix software. Your Synoptix administrator can provide you with your username and password.

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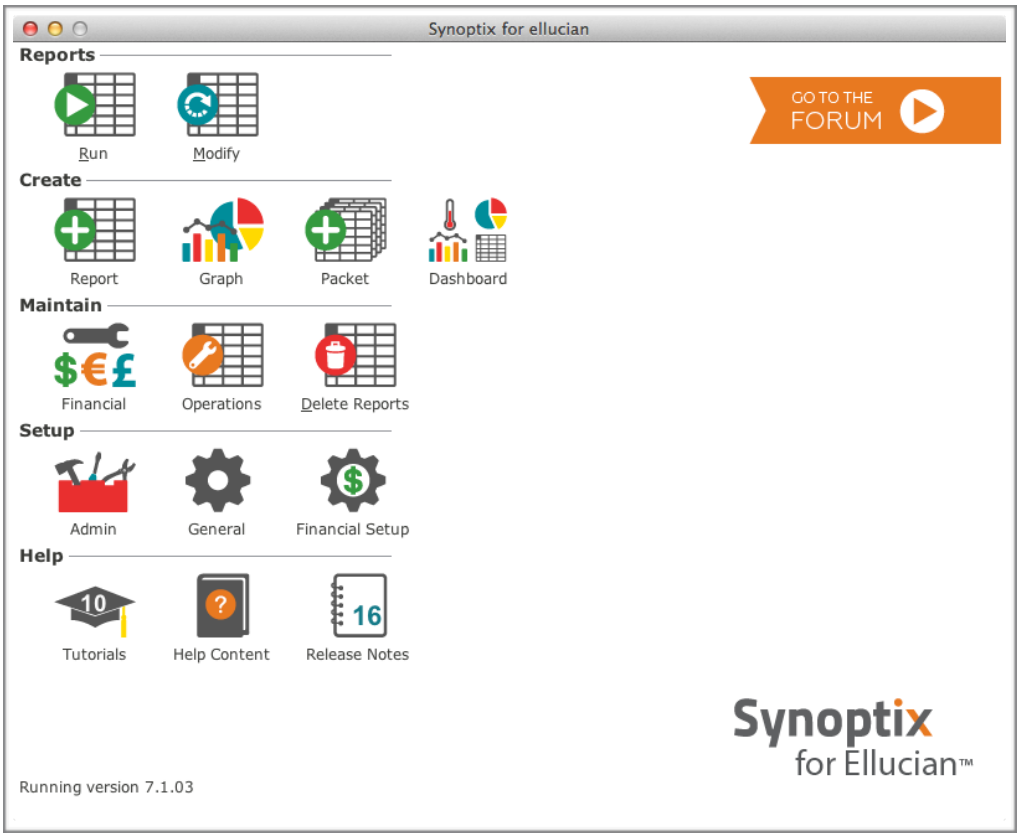
Synoptix Application Menu

Introduction

The main application menu allows you to navigate to all sections of the application with a few mouse clicks.

Synoptix menu

The Synoptix main application menu is organized so the most frequently accessed options are at the top of the menu.



NOTE: Your menu may appear differently based upon your access privileges.

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Synoptix Application Menu

Synoptix menu sections

The table below describes the Synoptix menu sections.

Section name	Description
Reports	This section allows you to execute or modify an existing report.
Create	This section allows you to create • financial statement reports • graphs • report packets, or • dashboards.
Maintain	This section allows you maintain various aspects of Synoptix pertaining to • amounts you want on reports • define a reporting calendar • operational possibilities such as importing and exporting reports, or • deleting reports.
Setup	This section allows anyone with administrative rights to change set up options that were defined during installation.
Help	This section provides you with information that assists you as you use Synoptix.

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Activity: Explore Synoptix Menu Options

Introduction

Explore Synoptix menu options using help resources and finding all the options requested for a scavenger hunt.

Help section

The Help section contains four options that assist the Report creator and Report viewer as they use Synoptix.

Help Section Option	Description
Tutorials	This option lists local and remote tutorials that explain Synoptix functionality. • The number that appears on the Tutorials icon (a monitor) coincides with the number of tutorials you have not downloaded. • With the release of a new tutorial, the number of tutorials will increase. You can click this icon to review or download the tutorial.
Help Content	This option provides access to screen and procedural help.
Release Notes	This option provides information about the software updates available and/or installed after your initial installation of Synoptix.

General Overview PDF Tutorial

Open the General Overview PDF Tutorial and use it as you work through the activity.

Task	Description
1	Click **Tutorials** in the Help section.
2	Click the **Download** button to the right of "General Overview PDF Tutorial." Once the tutorial has finished downloading, the **Download** button becomes an **Open** button. Click the **Open** button.

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Activity: Explore Synoptix Menu Options

Scavenger Hunt

Using the help information available to you, locate the menu options you will access to perform the actions listed below. Write the menu options in the Menu Option column.

Item	Action	Row	Icon	Submenu Option/ Document
1	Create a new Synoptix report			
2	Complete the Financial Tutorial			
3	Create a packet of Synoptix reports			
4	Change an existing Synoptix report			
5	Find information about changing the font for an individual cell			
6	Delete an existing Synoptix report			
7	Execute an existing Synoptix report			

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Module 3: Create a Basic Income Statement Report

Overview

Introduction

In this module, we will review a request for a custom financial statement report and begin creating that report.

Objectives

When you complete this module you will be able to:

- Describe the Income Statement report you plan to create in this module.
- Explain the General Ledger structure of the Financial Data Mart you will use for the basic Income Statement report.

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Custom Request: Basic Income Statement Report

Introduction

Your business office is requesting a new report; an income statement.

Basic Income Statement report mock up

Basic Income Statement
Report date: May 31, 2009 3:30 PM

	Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
Revenue				
Tuition and Fees	19,508,905.52	22,178,106.22	0.00	(2,669,200.70)
Other Revenue	154,292,701.31	122,693,221.01	0.00	31,599,480.30
Total Revenue	173,801,606.83	144,871,327.23	0.00	28,930,279.60
Expenses				
Salaries and Benefits	143,521,099.95	121,708,720.56	1,907.53	21,810,471.86
Supplies	5,491,360.61	2,990,024.01	497,369.75	2,003,966.85
Other Expenses	36,211,143.23	2,639,298.12	313,322.46	33,258,522.65
Total Expenses	185,223,603.79	127,338,042.69	812,599.74	57,072,961.36
Net Income	(11,421,996.96)	17,533,284.54	(812,599.74)	(28,142,681.76)

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Custom Request: Basic Income Statement Report

Basic Income Statement report requirements

Business office personnel want a report showing revenue expenses and net income. They want revenue and expenses broken into the following amounts:

- YTD budget
- YTD encumbrances
- YTD actual, and
- YTD remaining. YTD remaining must be calculated as YTD budget – (YTD encumbrances + YTD actual).

They want the total revenue and total expenses for each grouping listed above.

All the information on this report is from Fund 11.

The GL account numbers for the types of amounts are listed below.

- Tuition and Fees object codes begin with 4887, 4888 and 4889.
- Other Revenue object codes begin with 486, 4881, and 489.
- Salaries and Benefits object codes being with 51, 52 and 53.
- Supplies object codes begin with 54.
- Other Expenses object codes begin with 56 and 57.

Calculate the amount remaining for each revenue and expense type. Subtract Actual (YTD) and Encumbrances (YTD) from Budget (YTD) to obtain the amount remaining.

Calculate Net Income for each grouping also. Net Income calculation is total revenue – total expenses.

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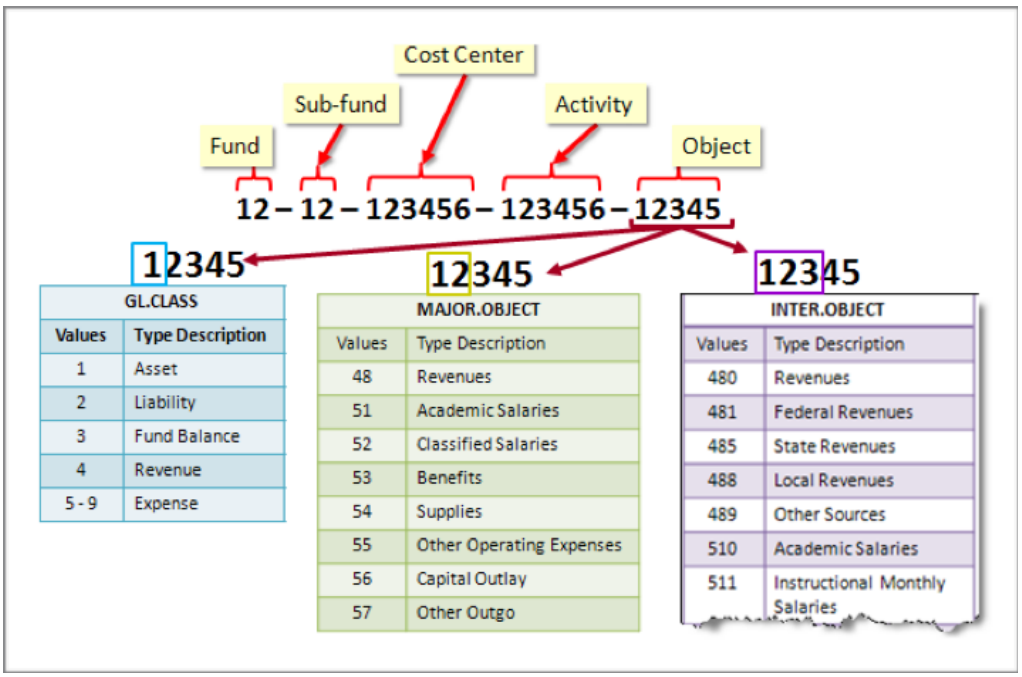
General Ledger Account Structure

Introduction

Each institution defines its own General Ledger (GL) account structure. It is important for you to be aware of the GL account structure in the training Financial Data Mart (FDM).

Training FDM
GL Account Numbers

The components of the General Ledger account structure you will use for this training are shown below.



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The Object portion of the GL Account number indicates additional groupings of the accounts when you review the components of the Object portion.

- The first digit of the Object portion is GL.CLASS. The GL.CLASS descriptions are listed above.
- The first two digits of the Object portion is MAJOR.OBJECT. The MAJOR.OBJECT descriptions are listed above.
- The first three digits of the Object portion is INTER.OBJECT. A sample of the INTER.OBJECT descriptions is above. A full list of descriptions follows.

INTER.OBJECT	
Values	**Type Description**
480	**Revenues**
481	Federal Revenues
485	State Revenues
488	Local Revenues
489	Other Sources
510	Academic Salaries
511	Instructional Monthly Salaries
512	Non-Instructional Salaries FT
513	Instructional Salaries PT
514	Non-Instructional Salaries PT
520	Classified Salaries
521	Non-Instructional Salaries FT
522	Instructional Aides FT
523	Non-Instructional Variable Sal
524	Instructional Aide Variable
525	Supervisor Variable Salaries
526	Other Aide Variable Salaries
527	Salary Abatement
528	Accrued Compensation Expense
530	Benefits
531	STRS
532	PERS
533	FICA

(continued)

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General Ledger Account Structure

INTER.OBJECT	
Values	**Type Description**
534	Health & Welfare
535	Unemployment Insurance
536	Workers Comp
537	Variable Benefits
538	Medicare
539	Other Benefits
540	Supplies
541	Supplies & Materials
542	Textbooks
543	Supplies & Materials
545	Stores
550	Other Operating Expenses
551	Consultants
552	Travel
553	Dues/Memberships
554	Insurance
555	Utilities
556	Contract Services
557	Legal/Elections/Audit
558	Other Services/Expenses
559	Other
560	Capital Outlay
561	Sites and Site Improvements

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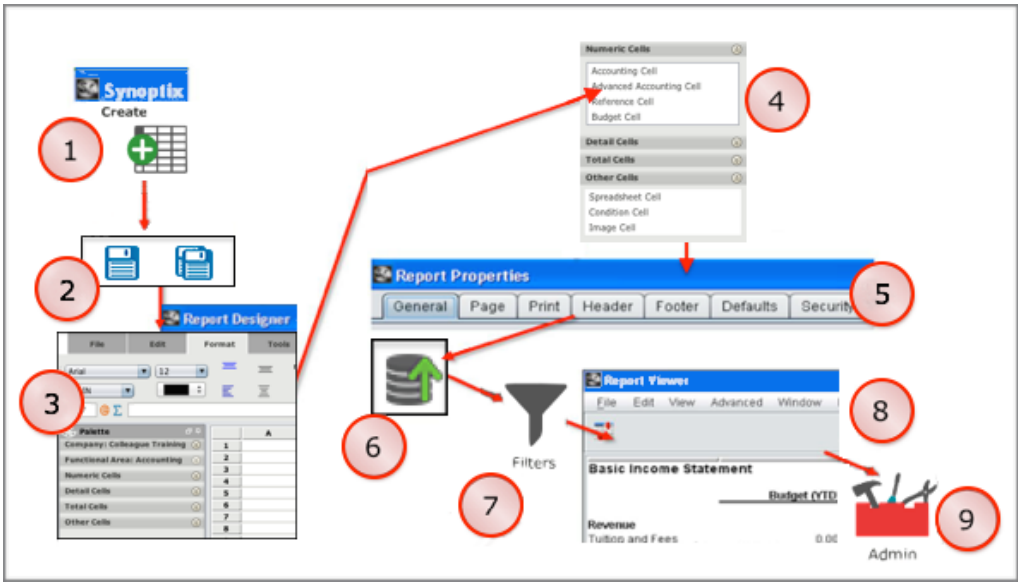
Define a New Financial Statement Report

Introduction

The custom request involves creating a basic Income Statement report.

Define a new report

The high-level steps for defining a new financial statement report from beginning to end.



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Define a New Financial Statement Report

Define a new report stages

The table below describes each “Define a New Financial Statement Report” stage shown above.

Stage	Description
1	Execute the new report creation option on the menu.
2	Name and save your new report.
3	Add cells and data to the Report Designer.
4	There are many cell types you can use for your report.
5	Define Report Properties.
6	Transfer your new report to the Synoptix Report Template Repository.
7	Apply Filters.
8	Execute your new financial statement report and view the results using the Report Viewer.
9	Assign access privileges for your new financial statement report and filters to the proper end users.

As you define all the components of a financial statement report, you will accomplish most of your work on the Report Designer and Report Viewer forms.

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Create a New Report

Introduction

The Synoptix application menu provides the option to create a new financial statement report.

How do you create a new report in Synoptix?

Click **Report** from the Create section of the Synoptix application menu.

Result: The Report Designer displays.

Activity: Create the Basic Income Statement

Following the instructions above in “How do you create a new report in Synoptix?”, create a new financial statement report to become the basic Income Statement.

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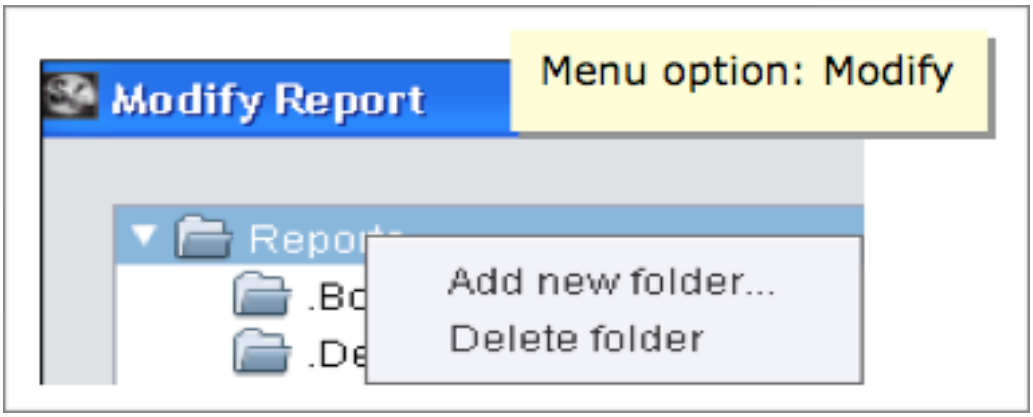
Where to Save Your Reports

Introduction

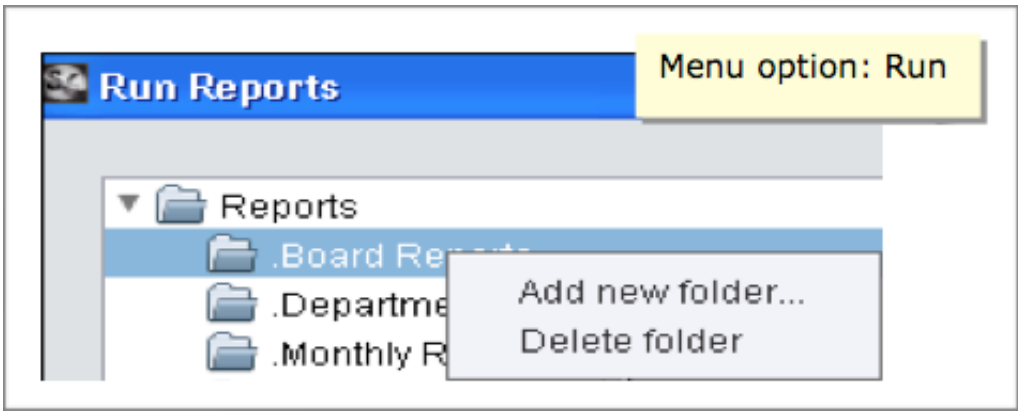
When you save your report, you can specify a particular folder in which to save report templates.

Use Folders to organize your reports

It is possible to create a folder structure in which to save and transfer your reports. You can create and delete folders from either the Run or Modify options on the Synoptix application menu.



- In example above, the default **Reports** folder is highlighted.



- In example above, the .**Board Reports** folder is highlighted.

The folder structure you create determines where Synoptix stores your report templates in the Synoptix Report Template Repository.

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Where to Save Your Reports

Procedure for Creating New Folders

Follow the steps outlined below to create a new folder.

Step	Action	
1	Click either the **Run** or **Modify** option from the Synoptix application menu. ***Result:*** Either the Run Reports or Modify Report forms display depending upon the option you click.	
2	Highlight the existing folder in which you want to place the new folder.	
3	Right-click on the highlighted folder. ***Result:*** The folder menu appears.	
4	Click **Add new folder**. ***Result:*** The **New folder name** dialogue box appears.	
5	Complete the New folder name dialogue box by entering the name of your new folder and clicking **OK**. ***Result:*** Your new folder is created under the folder you highlighted.	
	If you…	**Then…**
	created your new folder under the default of Reports…	you can scroll to the bottom of the folders box to see your new folder.
	created your new folder under any folder other than the default of Reports…	you will need to expand the folder under which you created the new folder to view it within the folder structure. **NOTE:** Click the right arrow to the left of the original folder name to expand the folder.
6	Click **OK** to save your new folder. **NOTE:** If you created your new folder under the default of Reports and want to view your new folder alphabetically, enter the menu option **Run** or **Modify** again.	

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Name and Save Your New Report

Introduction

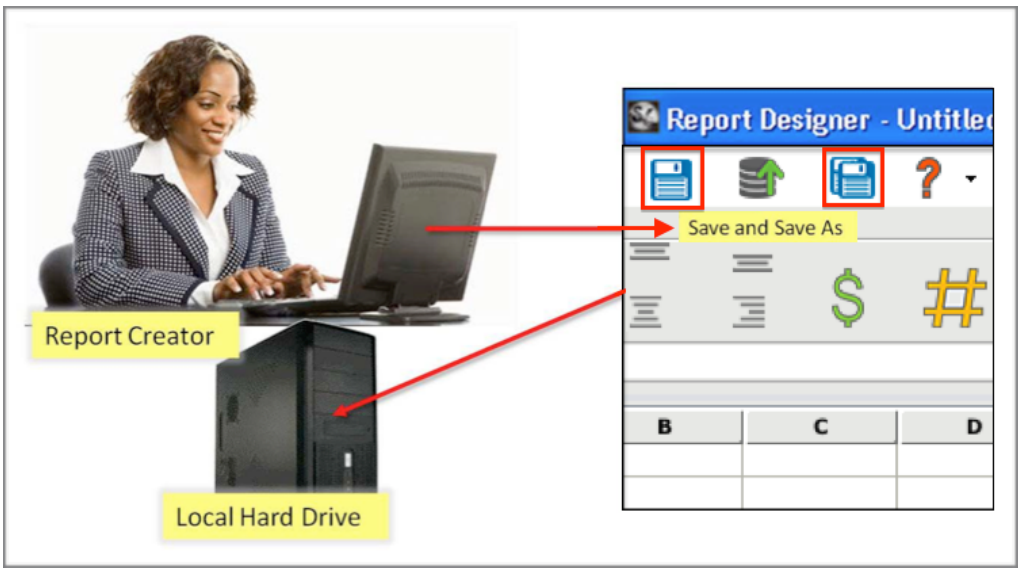
Identify your new report with a unique name and save it to your local hard drive.

How often should you save the report?

Periodically save your report as you define the cells to ensure only a small amount of your work is lost if you lose access to the report.

Where is the report saved?

The save function writes your report template to a temp folder on your local hard drive.



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Name and Save Your New Report

Procedure for saving your report

Complete the steps below to save your report.

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td rowspan="4">1</td><td colspan="3">The table below identifies your choices for your first action and states what your next action is depending upon your choice.</td></tr>
<tr><td colspan="2">If you ...</td><td>Then ...</td></tr>
<tr><td colspan="2">click the Save icon in the toolbar...</td><td>go directly to Step 2.</td></tr>
<tr><td colspan="2">click the Save As icon in the toolbar...</td><td>go directly to Step 2.</td></tr>
<tr><td colspan="2">press Ctrl and S at the same time...</td><td>go directly to Step 2.</td></tr>
<tr><td rowspan="8">2</td><td colspan="3">Complete the Save Report As dialogue box as specified in the table below.</td></tr>
<tr><td>Save Report As field</td><td colspan="2">Action</td></tr>
<tr><td>Current Report Names</td><td colspan="2">Review the names in this box to ensure you will not attempt to use an existing report name.</td></tr>
<tr><td>Report Name</td><td colspan="2">Enter the name you will use to identify your new report following your naming standards.</td></tr>
<tr><td rowspan="4">Where</td><td colspan="2">Using the decision table below, decide what you will do in this field.</td></tr>
<tr><td>If you ...</td><td>Then...</td></tr>
<tr><td>have a specific folder defined for your reports...</td><td>click the down arrow for Where and select the correct folder.</td></tr>
<tr><td>do not have a specific folder defined for your reports...</td><td>move directly to Step 3.</td></tr>
<tr><td>3</td><td colspan="3">Click Save.

Result: Your report template is now in a temp folder on your local hard drive and the name in the top bar of the Report Designer form now reflects your report name.</td></tr>
</table>

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Activity: Name and Save Your New Report

Introduction

In this activity, you will add a new folder in which to store the reports you create during this training. You will also give your new report a name and save your report.

Store reports in a Training folder

Using the following information, complete the "Procedure for Creating New Folders" described earlier in this module.

Task	Procedure for Creating New Folders Step Number(s)	Special instructions for this training
1	Complete step 1.	Use the **Modify** option.
2	Complete step 2.	Highlight **Reports**.
3	Complete steps 3 and 4.	
4	Complete step 5.	Name your new folder "<*yourinitials*> Training Reports."
5	Complete step 6.	
Verify Your New Folder Exists		
6	Access the **Modify** menu option and ensure your new folder is listed at the bottom of the **Reports** folder.	

Name and Save the Report

Complete the "Procedure for saving your report" described on an earlier page in this module using the following information for this training.

Task	Procedure for Saving Your Report	Special instructions for this training
1	Complete step 1.	Use the **Save As** option.
2	Complete step 2.	• Name your new report "<*yourinitials*> Basic Income Statement." • Save your report in the ***<yourinitials>* Training Reports** folder you just created.
3	Complete step 3.	
Verify Your Report is Named		
4	Check the top bar of the Report Designer. If the name you specified for your report appears there, you have successfully named your report.	

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Best Practice: Name Your Report

Introduction

The name you give your report can make it easy or hard for another person or even you to locate that report at a later date.

Naming Standard

It is best to create a naming standard for your institution and follow that standard for naming your financial statement reports. Every report should be named uniquely. Include the audience, author, or the reason you are running the report in the report name.

Possible Naming Standards

Examples of naming standards are listed below.

Possible Naming Standard	Example	Naming Type
Begin or end your report name with your initials or username	• xyz Budget to Actuals • username Budget to Actuals • Budget to Actuals xyz • Budget to Actuals username	Author
Begin or end your report name with the audience designation	• Board Budget to Actuals • Budget to Actuals Auditor	Audience
Begin or end your report name with the reason for running the report	• Monthly Budget to Actuals • Budget to Actuals for the Year	Reason you are running the report
Include the report creation date in the name	• Board Budget to Actuals (yyyymmdd) • Budget to Actuals mmddyyyy Auditor	Report creation date

NOTE: Use plain English for your report name. It will be easier for others to find and have a good idea of what the report does.

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Module 4: Design Your Report with the Report Designer

Overview

Introduction

In this module, we will begin building the report using the Report Designer.

Objectives

When you complete this module you will be able to:

- Discuss the differences and similarities of Synoptix and spreadsheets.
- Explain the structure of the Report Designer.
- Add Description Cells to the report.

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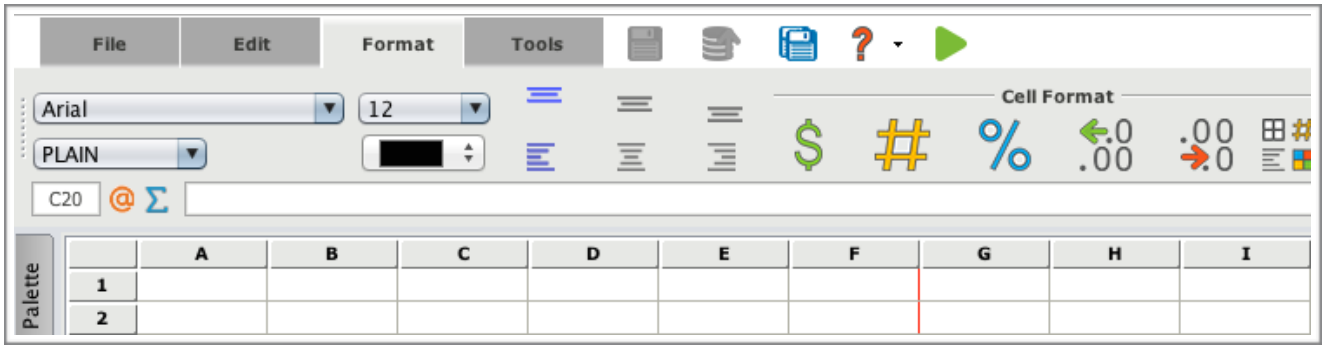
The Report Designer

Introduction

The Report Designer allows you to design new reports and modify existing reports.

Looks like a Spreadsheet, but isn't

The Report Designer form below looks like a spreadsheet.



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The Report Designer

Similarities of Synoptix and a spreadsheet

The list below details the similarities of Synoptix and a spreadsheet.

- Uses cells in a matrix format
- Uses cell designators such as B2 or H98
- Can enter text into a cell
- Uses formulas for calculations
- Has formatting capabilities
- Can hide rows and columns
- Can change sizes of rows and columns

Differences between Synoptix and a spreadsheet

The Report Designer acts much as a spreadsheet; however, it is a report writer by nature. The table below lists the differences.

Synoptix Report Writer...	**A Spreadsheet...**
stores information in a database format.	stores information in a file format
contains a subset of spreadsheet formulas that are used to build financial reports.	contains a large complement of formulas including those for specialized functions such as engineering, math and statistics.
provides three verification reports you can run to ensure your Synoptix financial statement report contains the specifications you intend. • Report spec sheet • Missing accounts report • Accounts Listing	
allows changing column width by dragging the right-hand column separator line to the size desired.	allows you to double-click in a column to automatically widen the column to the largest value contained in the columns' cells.

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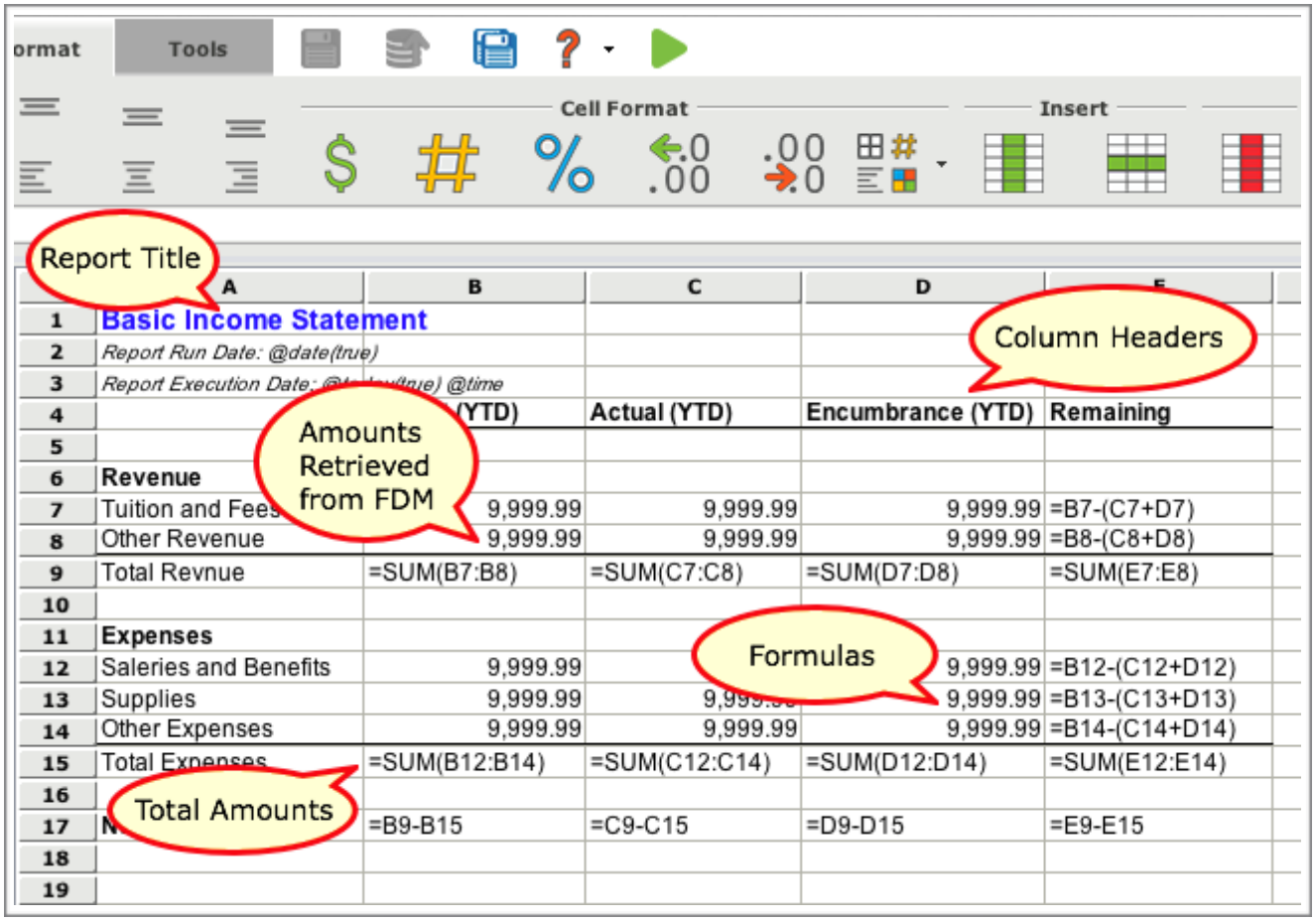
Report Designer Structure

Introduction

You add text and define cells on the Report Designer.

Report Designer example

This is an example of the Report Designer with a report defined.



When you hover over a cell, you can see what's happening behind the scenes without needing to drill into the cell.

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Report Designer Structure

Report Designer Cells

Graphic Cell	Reporting Cell Name	Description
Report title, Column headers	Description	The *Description Cell* contains literal data.
Amounts retrieved from FDM	Accounting	The *Accounting Cell* returns amounts from General Ledger accounts.
Formulas, Total amounts	Formula	The *Formula Cell* displays the result of a mathematical equation or calculation macro such as summing a column of amounts.

Additional information

Access **Help** for more information about the Report Designer.

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Enter Information into a Description Cell

Introduction

One of the reporting cells you can use in a report is the Description Cell.

Description Cells

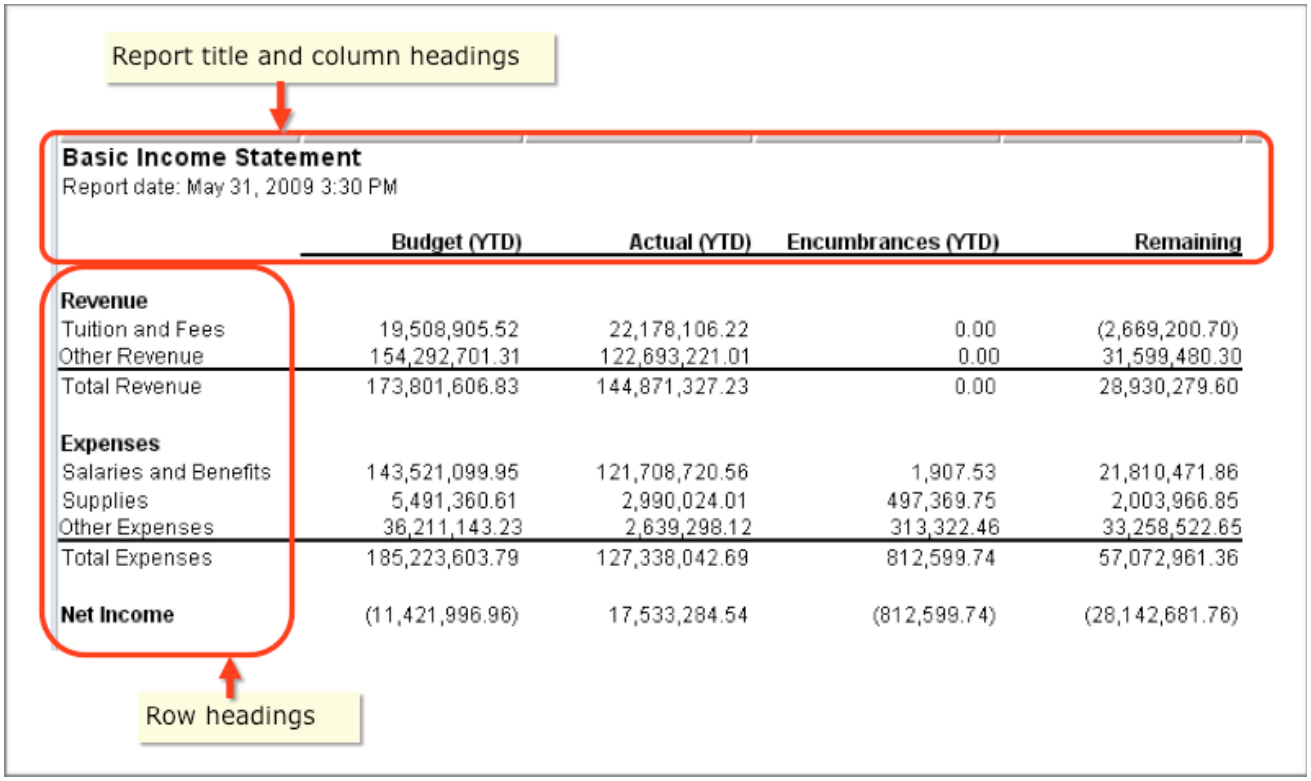
Any cell in which you directly enter data is called a Description Cell.

Procedure for entering information into a Description Cell

You enter literal information into a cell as you would enter data into a spreadsheet by clicking on the desired cell, typing in the information, and pressing enter.

Activity: Add report title, column headings and row headings

Add the report title, column headings and row headings to your report based upon the mock up below.



Basic Income Statement
Report date: May 31, 2009 3:30 PM

	Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
Revenue				
Tuition and Fees	19,508,905.52	22,178,106.22	0.00	(2,669,200.70)
Other Revenue	154,292,701.31	122,693,221.01	0.00	31,599,480.30
Total Revenue	173,801,606.83	144,871,327.23	0.00	28,930,279.60
Expenses				
Salaries and Benefits	143,521,099.95	121,708,720.56	1,907.53	21,810,471.86
Supplies	5,491,360.61	2,990,024.01	497,369.75	2,003,966.85
Other Expenses	36,211,143.23	2,639,298.12	313,322.46	33,258,522.65
Total Expenses	185,223,603.79	127,338,042.69	812,599.74	57,072,961.36
Net Income	(11,421,996.96)	17,533,284.54	(812,599.74)	(28,142,681.76)

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Enter Information into a Description Cell

Activity: Add report title, column headings and row headings

Complete the tasks listed below to add report title, column headings and row headings to your report.

Task	Action
1	Review the report mock up.
2	Add the report title, column headings and row headings into the Report Designer. Follow the "Procedure for entering information into a Description Cell" above. **NOTE:** For "Report Date:" enter the description of "Report Date:" only. Later you'll use a Lookup Function to return the date.
3	Save your work.
4	Click the green arrow in the toolbar to run your report. • For Report Date, enter the date supplied by your instructor.
5	Review your report on the Report Viewer. • Does the report title appear as expected? • Do the column headings appear as expected? • Do the row headings appear as expected?

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Enter Information into a Description Cell

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D	E
1	Basic Income Statement				
2	Report date:				
3					
4		Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
5					
6	Revenue				
7	Tuition and Fees				
8	Other Revenue				
9	Total Revenue				
10					
11	Expenses				
12	Salaries and Benefits				
13	Supplies				
14	Other Expenses				
15	Total Expenses				
16					
17	Net Income				

Report Viewer Results

When you run your report, your Report Viewer should look similar to the following.

Basic Income Statement				
Report date:				
	Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
Revenue				
Tuition and Fees				
Other Revenue				
Total Revenue				
Expenses				
Salaries and Benefits				
Supplies				
Other Expenses				
Total Expenses				
Net Income				

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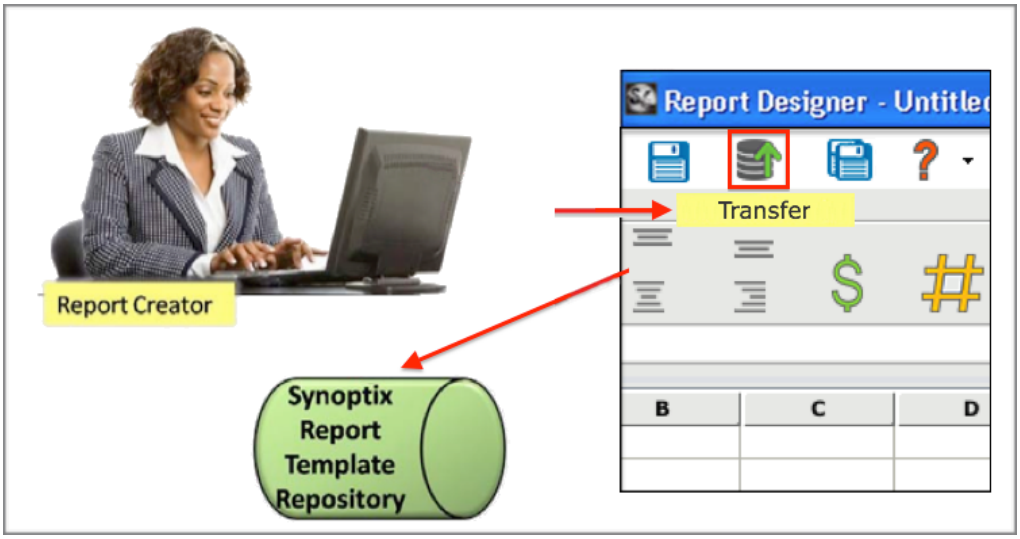
Transfer Your Report

Introduction

While Save writes your report specifications to your local hard drive, Transfer writes your report specifications to Synoptix Report Template Repository.

What happens during Transfer?

The picture below depicts what happens during Transfer.



Where is the report saved?

The transfer function saves your report on the Synoptix Report Template Repository.

What is the transfer icon?

The transfer icon is at the top of the toolbar:

When should you transfer the report?

Transfer your report when you are

- finished making changes
- want to make the report available to other Report creators to whom you grant access, or
- want to store the report on the server.

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Transfer Your Report

Are there any prerequisites for transferring a report?

You must save a report before you can transfer it.

Procedure for transferring your report

Complete the steps below to transfer your report.

Step	Action	
1	Save the report by clicking the Save icon. ***Result:*** The report template writes to your local drive and the Transfer icon becomes active.	
2	**If you...**	**Then...**
	click the Transfer icon ...	you have done everything you need to do to transfer report specifications.
	Results: The Synoptix Report Template Repository is storing the most current version of your report template.	

Activity: Transfer your report to the Synoptix Report Template Repository

Following the steps described above in the "Procedure for transferring your report" transfer your report to the Synoptix Report Template Repository.

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Module 5: Add Accounting Cells to the Report

Overview

Introduction

In this module, we will build the amount cells and specify the General Ledger accounts for the Basic Income Statement report.

Objectives

When you complete this module you will be able to:

- Open the left side Palette Panel and the right side Properties Panel.
- Add accounting cells to the report and complete the Accounting Cell properties.

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Accounting Cell

Introduction

An *accounting cell* retrieves balances from the Financial Data Mart (FDM) and automatically populates the report cells with those amounts.

What about Accounting Cells?

- An accounting cell displays a single balance.
- The source of the balance can be defined as the FDM or by referencing another cell on the report.
- The actual balance is retrieved and calculated when the report runs.
- The balance displayed can be that of a single account or the summed total of multiple accounts.
- You can verify the account lookup for an accounting cell to ensure the report will pull information from the correct accounts before you run the report.
- You can apply formatting to an accounting cell by using the formatting toolbar or the Cell Format panel, just as you would for other cells.

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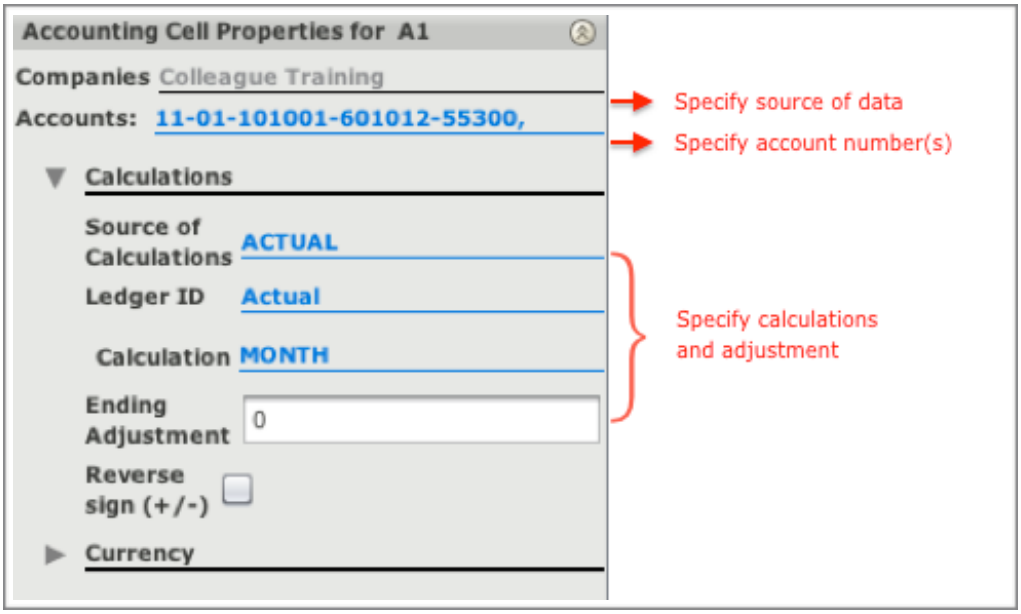
Accounting Cell

Accounting Cell Properties

Use the Properties Panel to define the balance that populates an accounting cell. Synoptix provides a variety of options that allow you to define the specific balance to populate an *accounting cell*. You select these options in the Properties Panel.



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Accounting Cell

Accounting Cell Properties Panel Sections

The graphic above divides the Accounting Cell Properties Panel into three sections.

Section	Description
Specify source of data	The FDM from which to retrieve account information.
Specify account numbers	Specify the account number(s) from which to retrieve balances. • **Direct Account Entry.** This allows you to directly enter the account numbers, apply wildcard characters and ranges, or select accounts from a list.
Specify calculations and adjustment	Specify the type of calculations and period for the calculations as well as whether you want current information or previous information. • **Source of Calculation, Ledger ID, and Calculation.** These three fields provide the method of specifying the range of dates to apply to the balance. For example, you may want to retrieve the balance for the current month. • **Adjustment.** Refine the Calculation range of dates. For example, you may want to retrieve last month's balance or the monthly balance from six months ago. • **Reverse sign (+/-).** This check box allows you to change the sign of amounts on the report, such as credits that are held as negative amounts in the database.

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Accounting Cell

Basic Procedure for Adding an Accounting Cell

Follow these steps to add an accounting cell to your report.

Step	Action
1	Click on the Toggle Palette Panel icon. ***Result:*** The Palette Panel opens on the left side of the Report Designer.
2	Select the FDM from which to retrieve the balances.
3	Drag an Accounting Cell from the Numeric Cells list box and drop it onto the desired location on your report. ***Result:*** **9999.99** appears as a placeholder where you dropped the Accounting Cell and the Account Numbers dialog box opens.
4	Select or enter the account(s) from which to retrieve the balances. Use information on the "Direct Account Entry" pages that follow to select or enter accounts.
5	From the Properties Panel, select the options for the calculation of account balances. Follow the "Procedure for Completing the Calculations" explained later in this module to specify the calculations.
6	Select the correct value for Adjustments. Adjustments are explained on the "Calculations Adjustment" page of Module 9: Create a Working Trial Balance.
7	Set the cell to your default number format by clicking the default number icon on the Format toolbar.

Additional Information about Accounting Cells

- After adding an accounting cell, a placeholder value of **9999.99** displays in Report Designer. This does not represent an actual balance from the General Ledger. It identifies the cell as an accounting cell. The actual balance displays when you run the report.
- You can edit an existing accounting cell by selecting a cell and using the right side Properties Panel to make changes.

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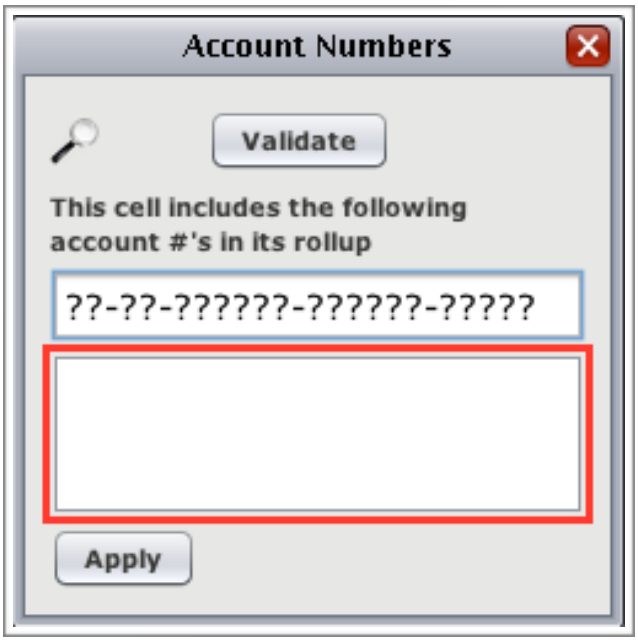
Direct Account Entry

Introduction

When defining an accounting cell, you must specify the GL account number(s) you want to include in the balance amount. Many options are available for selecting the accounts.

Account Numbers Dialog Box

Use the text area in the Account Numbers dialog box to specify the account number(s). When dropping an accounting cell onto the report, this dialog box opens automatically. To access the dialog box at a later time, mouse over the blue text to the right of **Accounts:** in the Properties Panel to open the dialog box.



Methods for Specifying Account Numbers

Account numbers can be specified in the text area by using a variety of options, as described in the table below.

Option	Description
Single Account	If you would like to just retrieve a balance from a single account, you can either type the account number or use the magnifying glass to look up the account number, select it and click **Apply**.

(continued)

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Direct Account Entry

Option	Description
Multiple Single Accounts	If you need to roll multiple balances together into a single balance, enter those accounts separated by commas. For example: **11-14-203800-601019-53600,** **11-14-203800-601010-53605,** **11-14-203800-601019-53800** Alternatively, you can use the magnifying glass to look up the accounts. Hold the CTRL or SHIFT keys down as you select desired accounts.
Account Ranges	To enter a range of accounts, type or select the first account number in the range, add a colon (:) and type or select the ending account number in the range. This will roll up all the accounts within the range into this single cell as if you had entered each account number individually. For example: **11-14-203800-601019-00000:11-14-203800-601019-99999** This returns the sum of the balances for the accounts between and including **11-14-203800-601019-00000** through **11-14-203800-601019-99999.**

(continued)

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Direct Account Entry

Option	Description
Wildcard Accounts	You can enter accounts using wildcards. Wildcards are question marks (?) that are placeholders for the actual number. When using wildcards, the total length of the account should be the same as if you were not using wildcards. For example, if your account numbers include 25 characters including segment separators and you are using wildcards, the following is valid: **11-14-203800-601019-?????** The following is not valid: **11-14-203800-601019-???** In the valid example above (**11-14-203800-601019-?????)**, the amount in the cell will contain a sum of the balances from all accounts that start with "11-14-203800-601019-" regardless of the ending five characters. Wildcards can be used at any point with the account number. All of the following examples are valid: **11-14-203800-601019-5360?** **1?-14-203800-601019-53600** **??-14-203800-601019-53600** **11-14-203800-6010??-53600** **11-14-20????-601019-5????** **11-14-203800-??????????**
Bounded Ranges	A bounded range allows you to specify ranges within segments of the account number. You may need a range of expense accounts, but only those within a certain cost center. To specify the bounds, enclose the segments within square brackets. For example, the following range retrieves the account numbers for all unemployment insurance premiums (object code 535??) for just the Chancellors Office/Board. The Chancellors Office/Board cost center and activities are 101001-000000 through 101001-999999. **11-01-101001-000000-[535??]:** **11-01-101003-999999-[535??]**

(continued)

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Direct Account Entry

Option	Description
Excluding Accounts	You can remove account from a range or wildcard account by including the account with a minus sign at the beginning. The following example retrieves balances for all accounts between **11-14-203800-601019-00000** and **11-14-203800-601019-99999** with the exception of **11-14-203800-601019-53500** and **11-14-203800-601019-53600.** **11-14-203800-601019-00000:11-14-203800-601019-99999, -11-14-203800-601019-53500, -11-14-203800-601019-53600**

When you enter the account number in the Account Numbers dialog box, you must include the delimiter (or mask) or include a placeholder for the delimiter using the question mark (?) wildcard regardless of the size of your GL account number. In Colleague, when your GL account number is larger than 15 digits, you do not enter the number with delimiters. In Synoptix, you will enter the GL account number with delimiters.

As you add wildcards to account numbers, you increase the amount of time it takes for the search query to run.

When you specify GL accounts with wildcards, you can apply filters to the report when you execute it. Filters will be discussed later in this training.

Validate Your Direct Account Entry Specifications

After you specify the account(s) for the accounting cell, click the **Validate** button to display a list of the accounts your specification includes. Validate all accounts or highlight particular accounts to validate just those accounts.

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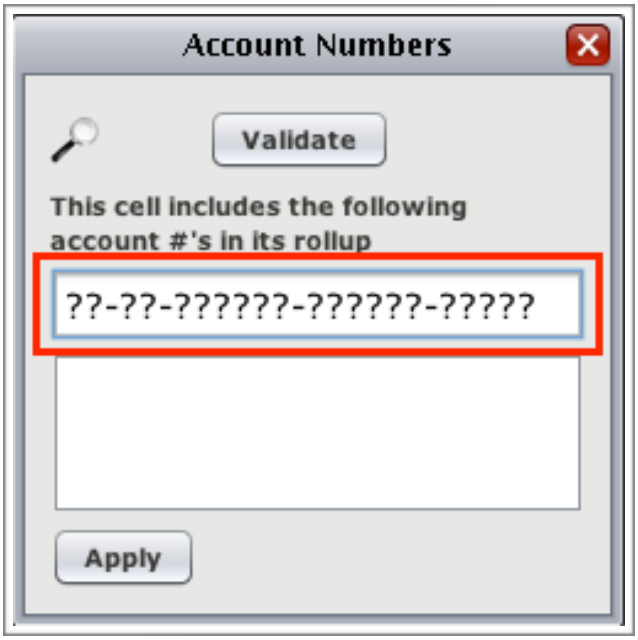
Account Entry by Mask

Introduction

Use the Account Entry by Mask field in the Account Numbers dialog box to specify account number(s) by mask. Entry can be significantly faster, using this approach, than entering each account manually.

Account Entry by Mask Field

Using the Account Entry by Mask field is optional, and can be bypassed by entering accounts manually into the text area below it.



Methods for Specifying Account Numbers by Mask

There are several options available to simplify account entry, as described in the table below.

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Account Entry by Mask

Option	Description
Single Account and Multiple Single Accounts	Clicking in the field places your cursor at the beginning of the mask. Typing over-writes wildcard characters, so there's no need to highlight or delete them before beginning to type. Pressing the Enter key moves what is currently in the field down into the text area. Pressing the Tab key moves the cursor through segments until reaching the end of the mask, in which case it moves the cursor down into the text area. Shift + tab moves the cursor backward through segments, until reaching the beginning of the mask, in which case it moves the cursor down into the text area.
Account Ranges	The period (.) key acts as a range key. Pressing it submits what is in the Account Entry by Mask field and creates a range. For example, assuming you want the following range in the Direct Account Entry field: **??-??-??????-??????-55300:??-??-??????-?????-55400** To accomplish this, you would do the following from the Account Entry by Mask field: 1. Move the cursor to the last segment 2. Type "55300" 3. Press the "." key 4. Move the cursor to the last segment 5. Type "55400" 6. Press the Enter key
Wildcard Accounts	Any wildcard (?) characters present in the field are automatically submitted to the text area when pressing Enter.
Bounded Ranges	To create a bounded range, double click in the text area to select a segment. Pressing the left bracket key after highlighting a section adds brackets to both sides of the selection to create a bounded range.
Excluding Accounts	Typing '-' takes the information currently in the Account Entry by Mask field, makes it a minus account and submits it to the text area.

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Activity: Direct Account Entry

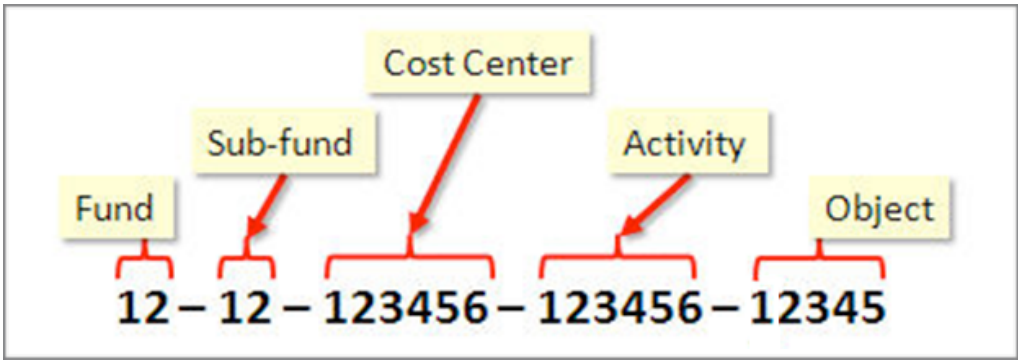
Introduction

During this activity, you will practice specifying General Ledger account numbers using many of the different selection options.

GL Account Structure

Refer to the General Ledger account structure for this activity and the object code components in the tables below when answering the questions in this activity.

NOTE: The tables below are samplings of the full code listings.



Object Code GL.CLASS	Description
4	Revenues
5	Expense

Object Code MAJOR.OBJECT	Description
48	Revenues
51	Academic Salaries
52	Classified Salaries
53	Benefits

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Activity: Direct Account Entry

GL Account Structure

Object Code INTER.OBJECT	Description
480	Revenues
481	Federal Revenues
486	State Revenues
488	Local Revenues
489	Other Sources
510	Academic Salaries
511	Instructional Monthly Salaries
512	Non-Instructional Salaries FT
513	Instructional Salaries PT
514	Non-Instructional Salaries PT
520	Classified Salaries
521	Non-Instructional Salaries FT
522	Instructional Aides FT
523	Non-Instructional Variable Sal.
524	Instructional Aide Variable
525	Supervisor Variable Salaries
526	Other Aide Variable Salaries
527	Salary Abatement
528	Accrued Compensation Expense

Object Code	Description
48110	Forest Revenue
48120	Higher Education Act Revenue
48150	Student Financial Aid Revenue
48155	Pell Revenue
55202	Candidate Travel-Out-Of-State
55203	Educational Fund - Reimbursement
55210	Conferences
55220	Food & Lodging
55230	Mileage
55400	Insurance Expense
55410	Premiums Expense
55420	Claims Expense

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Activity: Direct Account Entry

Instructions

Enter your answers in the Account Numbers dialog box and test your selection using the Validate button. If your answers appear to be correct, write them in the space below.

Direct Account Entry Selection

What will you enter in the Account Numbers dialog box in order to specify the following accounts?

1. All revenues from Fund 11.

2. All revenues from Fund 10 and Fund 11.

3. State revenues from Fund 11.

4. All Insurance Premiums expenses from any Fund.

5. All travel expenses (food, lodging, conferences and mileage) from any Fund. (Hint: Consider using a bounded range.)

6. All Academic Salaries expenses EXCEPT Non-Instructional Salaries PT, from any fund.

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Calculations

Introduction

Define the period and type of balance you want on the report using the *Calculations* options.

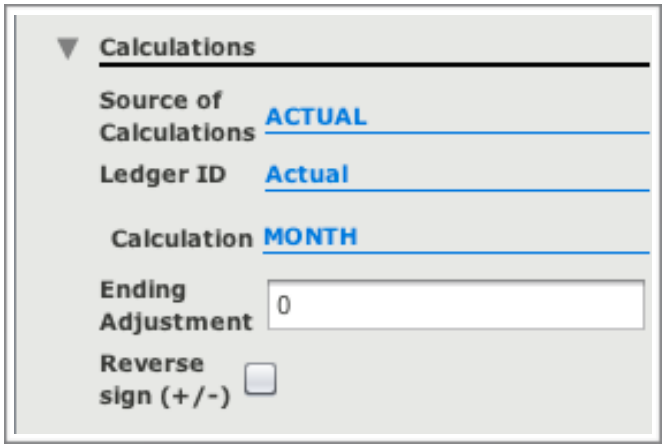
Examples

You may want the current month of information or you may want a year's worth of information.

You may want to display actual amounts or budget data.

Calculations Area

Use the *Calculations* area on the Properties Panel to specify calculation and adjustment options.



Source of Calculations

The Source of Calculations allows you to specify where the data is coming from.

Option	Description
ACTUAL	The *Actual* option retrieves GL balances from the FDM.
HOST BUDGET	The *Host Budget* option retrieves balances from the budgets in the FDM.
DATE DEPENDENT	The *Date Dependent* option is not available for the Colleague implementation.

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Calculations

Source of Calculations
ACTUAL Ledger ID Options

When you choose **ACTUAL** as your Source of Calculations, the following options are available to specify for the *Ledger ID*.

Option	**Description**
Actual	The Ledger ID of *Actual* includes revenues, expenditures, assets, liabilities or fund balances required for institution financial statements.
Committed	The Ledger ID of *Committed* is the sum of the actual, encumbrance and requisition balances.
Encumbrance	The Ledger ID of *Encumbrance* represents outstanding obligations to vendors or employees for the delivery of future goods or services for which the actual expense hasn't yet been recorded by the institution. This is represented in Colleague by purchase orders, blanket purchase orders, recurring vouchers or employee payroll encumbrances.
Requisition	The Ledger ID of *Requisition* is the encumbrance of funds prior to the creation of a purchase order with a vendor.

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Calculations

Source of Calculations
HOST BUDGET Budget ID Options

When you choose **HOST BUDGET** as your Source of Calculations, the following options are available for the *Budget ID*.

Option	Description
Budget - Original	*Budget - Original* is the amount of the original budget posted to the account at the beginning of the year by the Budget Management module or by direct manual entry. This is typically the board-adopted budget.
Budget - Adjustment	*Budget Adjustment* is the cumulative total of all adjustment transactions that modify the original budget amount during the fiscal year. This amount includes all adjustments posted-to-date that modify the original budget amount.
Budget - Contingency	*Budget – Contingency* is the total of contingency amounts that restrict the funds available for use at a particular point in time. These adjustments affect available funds, because only released funds are compared to actual expenses to determine whether funds are still available. Contingency amounts can be made available as the criteria for releasing the restrictions are met. For example, after enrollment goals are met, funds that could not be spent until a certain number of students were registered can now be utilized.
Budget - Allocated	*Budget – Allocated* is the amount that is currently available for use for a specific line item. The allocated budget is equal to the original approved budget amount plus any adjustments and contingent amounts.

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Calculations

Calculation

The *Calculation* dialog box allows you to select the range of dates for the balances. For example, you may want the current month of information or you may want one year's worth of information. Whichever calculation you choose works in direct relation to the Adjustment.

NOTE: Access the following pages titled “Calculation Definitions” for more information about selecting the *Calculation* for the accounting cell.

Adjustment

The discussion of *Adjustment* occurs in a later lesson.

Reverse sign (+/-)

Credit account amounts are held in a negative manner in Colleague and the FDM. When you Click the *Reverse Sign* box, revenue or credit account amounts are displayed as positive amounts.

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Calculation Definitions

Introduction

Choose from several *Calculation* options when you specify the time frame for the balance that you want in the cell.

Calculation Options

Mouse over the blue text to the right of *Calculation* to view the calculation options available to you.

Access **Content Help**, enter `Calculation Definition` in the Find box, under the Search tab, and review the Calculation Definitions provided.

What is the basis for the period options?

Calculation definitions are based upon a standard 12 month fiscal calendar as defined in Colleague and populated in the Financial Data Mart (FDM).

MONTH versus MTD and YEAR versus YTD

When you select **MONTH** rather than **MTD**, you receive balances for the entire month regardless of when you run the report.

- **MONTH** example: When you run a report on September 15th with the *Calculation* of **MONTH**, the balances on the report are for the entire month.
- **MTD** example: When you run a report on September 15th with the *Calculation* of **MTD**, the balances on the report are for September 1st through September 15th.

YEAR returns balances for the entire year in the same manner as **MONTH** does for the entire month.

YTD returns balances through the report run date as **MTD** does for the month.

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Complete the Calculations

Introduction

The options you select in the *Calculations* area determine the balances you'll see on the report.

Procedure for Completing the Calculations

Follow the steps outlined below to define the calculations for an accounting cell.

Step	Action
1	For Source of Calculations, mouse over the blue selection to open the list of options and select the source based upon the type of information you need for the report. Review the "Source of Calculations" section found earlier in this module or review *Help Content* for more information about which source option to choose.
2	For Ledger ID or Budget ID, mouse over the blue selection to open the list of options and select the option that will return the balances you need for the report. Review the "Source of Calculations ACTUAL Ledger ID Options" or "Source of Calculations HOST BUDGET Budget ID Options" sections found earlier in this module. You can also review *Help Content* for more information about which option to choose.
3	For Calculation, mouse over the blue selection to open the list of options and select the calculation based upon the type of information you need for the report. Review the "Calculation Definitions" page found earlier in this module or review *Help Content* for more information about which calculation option to choose.
4	For Adjustment, enter any adjustments you want to make.
5	Click the Reverse sign (+/-) box if you want to reverse the sign of the balance in the cell.

Fit the procedure above with the "Basic Procedure for Adding an Accounting Cell"

Complete the "Procedure for Completing the Calculations" steps when you are at Step 6 of the "Basic Procedure for Adding an Accounting Cell." The "Basic Procedure for Adding an Accounting Cell" is described earlier in this module.

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Copy/Paste a Cell

Introduction

There are instances when you may want to copy an existing accounting cell to create a new accounting cell.

Copy/Paste

The copy and paste function works basically the same as it does for a spreadsheet application.

Procedure for Copying and Pasting a Cell

Complete the following steps to copy and paste a cell on the report.

Step	Action	
1	The table below identifies your choices for initiating the cell copy.	
	If you ...	**Then ...**
	click the cell you want to copy…	click the copy icon in the Edit Toolbar and go to Step 2.
	right-click the cell you want to… copy	select **Copy** from the drop-down menu and go to Step 2.
	right-click the cell and press **Ctrl** and **C** at the same time…	go directly to Step 2.
2	The table below identifies your choices for pasting the copy into another cell on the report.	
	If you ...	**Then ...**
	click the cell where you want to paste the copy…	click the paste icon in the Edit Toolbar or press **Ctrl** and **V** at the same time.
	right-click the cell where you want to paste the copy…	select **Paste** from the drop-down menu.
	Result: The cell with all its specifications is copied to the cell you chose. The same placeholders that were in the original cell display on your report for the copied cell. The same Accounting Cell Properties are specified for the copied cell.	

What should you do next?

If you copied an Accounting Cell, edit the cell and change anything you need to in the Properties Panel.

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Edit Cell

Introduction

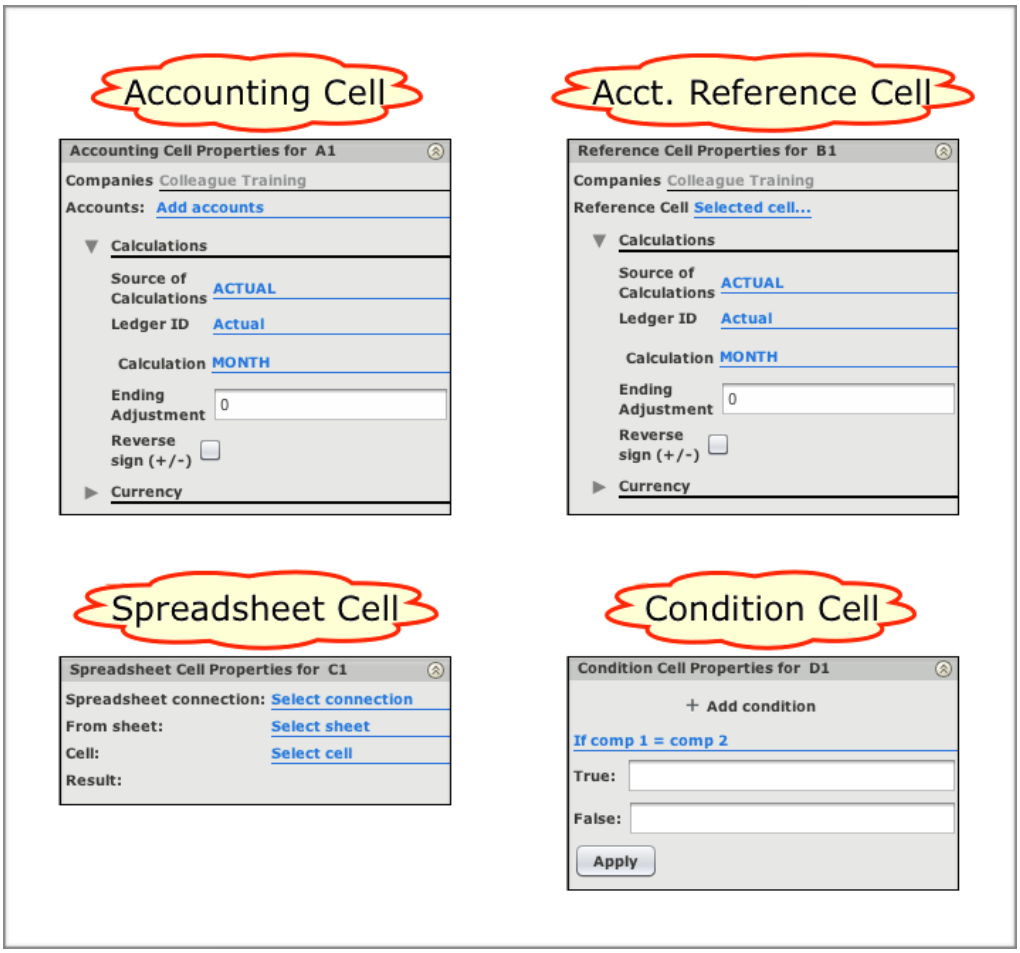
You may need to modify a cell after you add it to the report.

Which cells can you edit?

You can use the *Properties Panel* to modify any cell on your report.

Procedure for Editing a Cell

Edit a cell by selecting it and making the desired changes in the Properties Panel. The Properties Panel displays various properties according to the cell type selected.



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Edit Cell

You can change Description and Formula cells right on the Report Designer. When you do this, press enter after making your change.

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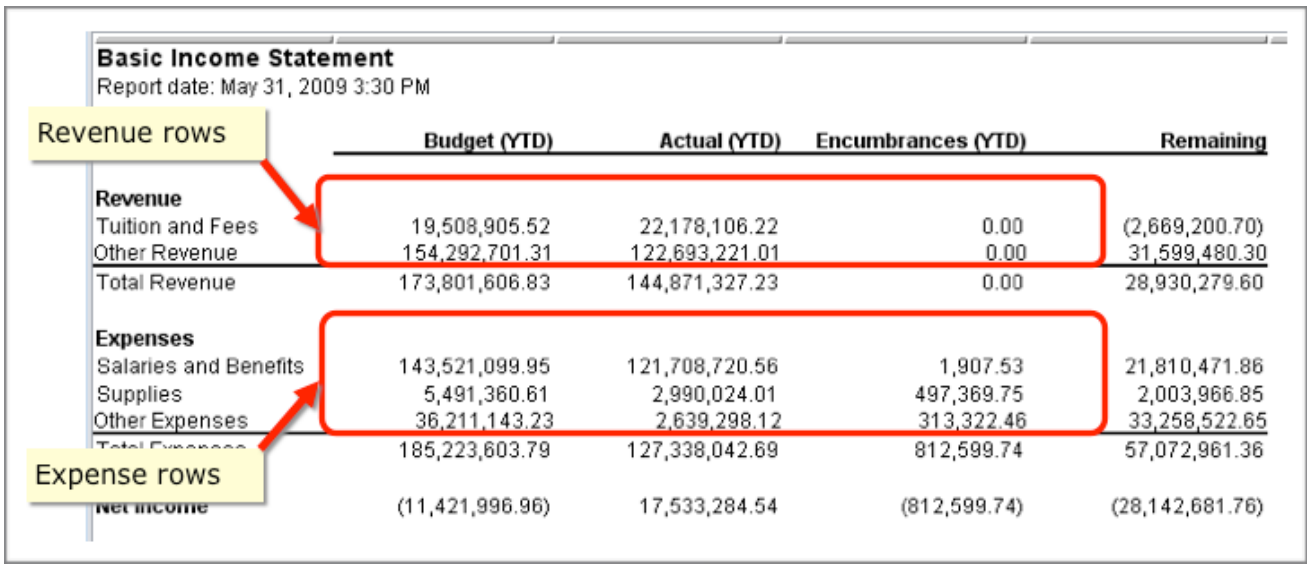
Activity: Add Accounting Cells to the Basic Income Statement

Objective

Add the accounting cells to the Basic Income Statement to display revenue and expenses.

Basic Income Statement Accounting Cells

The accounting cells for this report are Budget (YTD), Encumbrances (YTD), and Actual (YTD) for each of the revenue and expense rows.



Basic Income Statement
Report date: May 31, 2009 3:30 PM

	Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
Revenue				
Tuition and Fees	19,508,905.52	22,178,106.22	0.00	(2,669,200.70)
Other Revenue	154,292,701.31	122,693,221.01	0.00	31,599,480.30
Total Revenue	173,801,606.83	144,871,327.23	0.00	28,930,279.60
Expenses				
Salaries and Benefits	143,521,099.95	121,708,720.56	1,907.53	21,810,471.86
Supplies	5,491,360.61	2,990,024.01	497,369.75	2,003,966.85
Other Expenses	36,211,143.23	2,639,298.12	313,322.46	33,258,522.65
Total Expenses	185,223,603.79	127,338,042.69	812,599.74	57,072,961.36
Net Income	(11,421,996.96)	17,533,284.54	(812,599.74)	(28,142,681.76)

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Activity: Add Accounting Cells to the Basic Income Statement

Revenue Accounting Cells Information

Each row reports on the same General Ledger account numbers. The table below explains the account numbers for each revenue row.

Revenue Direct Account Entry Information	
Row Heading	**General Ledger Account Numbers**
Tuition and Fees	Fund 11; all object codes that begin with “4887”,”4888”, and “4889”.
Other Revenue	Fund 11; all object codes that begin with “486”, “4881”, and “489”.

Each column reports on different types of data. The table below explains the calculations required for the columns that contain revenue information.

Revenue Calculations Tab Information					
Column Heading	**Source of Calculations**	**Budget ID/ Ledger ID**	**Calcu-lation**	**Adjust-ment**	**Reverse sign**
Budget (YTD)	HOST BUDGET	Budget-Allocated	YTD	0	Yes
Actual (YTD)	ACTUAL	Actual	YTD	0	Yes
Encumbrances (YTD)	ACTUAL	Encumbrance	YTD	0	Yes

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Activity: Add Accounting Cells to the Basic Income Statement

Expense Accounting Cells Information

Each row reports on the same General Ledger account numbers. The table below explains the account numbers for each expense row.

Expense Direct Account Entry Information	
Row Heading	**General Ledger Account Numbers**
Salaries and Benefits	Fund 11; all object codes that begin with "51","52", and "53".
Supplies	Fund 11; all object codes that begin with "54".
Other Expenses	Fund 11; all object codes that begin with "56" and "57".

Each column reports on different types of data. The table below explains the calculations required for the columns that contain expense information.

Expense Calculations Tab Information					
Column Heading	**Source of Calculations**	**Budget ID/ Ledger ID**	**Calcu-lation**	**Adjust-ment**	**Reverse sign**
Budget (YTD)	HOST BUDGET	Budget-Allocated	YTD	0	No
Actual (YTD)	ACTUAL	Actual	YTD	0	No
Encumbrances (YTD)	ACTUAL	Encumbrance	YTD	0	No

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Activity: Add Accounting Cells to the Basic Income Statement

Activity Tasks

Task	Action
1	Familiarize yourself with the General Ledger (GL) account structure for this training. Refer to the GL account structure explained earlier in this course as you enter the account numbers required for the accounting cells in this report.
2	Add the revenue accounting cells to the report. • Use the "Basic Income Statement: Add Accounting Cells Job Aid" that follows and the "Revenue Accounting Cells Information" presented on the previous page along with your knowledge of the GL account structure to perform this task.
3	Add the expense accounting cells to the report. • Use the "Basic Income Statement: Add Accounting Cells Job Aid" that follows and the "Expense Accounting Cells Information" presented on the previous page along with your knowledge of the GL account structure to perform this task.
4	Run your report using the report date specified by your instructor and review it with the Report Viewer. • Do you have amounts in each of the accounting cells? If not, suggest why not.

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Activity: Add Accounting Cells to the Basic Income Statement

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D	E
1	Basic Income Statement				
2	Report date:				
3					
4		Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
5					
6	Revenue				
7	Tuition and Fees	9,999.99	9,999.99	9,999.99	
8	Other Revenue	9,999.99	9,999.99	9,999.99	
9	Total Revenue				
10					
11	Expenses				
12	Salaries and Benefits	9,999.99	9,999.99	9,999.99	
13	Supplies	9,999.99	9,999.99	9,999.99	
14	Other Expenses	9,999.99	9,999.99	9,999.99	
15	Total Expenses				
16					
17	Net Income				

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Basic Income Statement
Report date:

	Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
Revenue				
Tuition and Fees	19,508,905.52	22,178,106.22	0.00	
Other Revenue	154,292,701.31	122,693,221.01	0.00	
Total Revenue				
Expenses				
Salaries and Benefits	143,521,099.95	121,708,720.56	1,907.53	
Supplies	5,491,360.61	2,990,024.01	497,369.75	
Other Expenses	36,211,143.23	2,639,298.12	313,322.46	
Total Expenses				
Net Income				

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Basic Income Statement: Add Accounting Cells Job Aid

The following table lists all the steps for adding an accounting cell to a report.

Step	Action	
1	Click on the Toggle Palette Panel icon. ***Result:*** The Palette Panel opens on the left side of the Report Designer.	
2	Select the FDM from which to retrieve the balances.	
3	Drag an Accounting Cell from the Numeric Cells list box and drop it onto the desired location on your report. ***Result:*** **9999.99** appears as a placeholder where you dropped the Accounting Cell and the Account Numbers dialog box opens.	
4	Select or enter the account(s) from which to retrieve the balances. Populate the Account Numbers dialog box based upon the revenue and expense direct account entry tables.	
Complete the Calculations Section on the Properties Panel Using the Revenue and Expense Calculations Tab Information Tables Above		
5	For Source of Calculations, mouse over the blue selection to open the list of options and select the source.	
6	For Ledger ID/Budget ID, mouse over the blue selection to open the list of options and select the option that will return the balances you need for the report.	
7	For Calculation, mouse over the blue selection to open the list of options and select the calculation.	
8	For Adjustment, accept the default of **0** (zero).	
9	Click the Reverse sign (+/-) box if the table indicates you should.	
10	On the Report Designer, click the default number format icon.	
Add More Accounting Cells and Test Your Report		
11	Save your work.	
12	Determine your next step.	
	If you are…	**Then…**
	Adding more accounting cells that report from the same GL accounts…	Use your preferred method of copying and pasting the existing accounting cell to another location and return to Step 5.
	Adding more accounting cells that report from different GL accounts…	Return to Step 4.
	Not going to add any more accounting cells…	Go to Step 13.
13	Run your report using the report date specified by your instructor. • Do all the accounting cells contain numbers? (Some may contain zeroes.) ○ If not, review all your accounting cell specifications and make changes as necessary and rerun your report.	
14	Transfer your report to the Synoptix Report Template Repository.	

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Report Viewer

Introduction

The Report Viewer displays the report when you click the green arrow to execute the report.

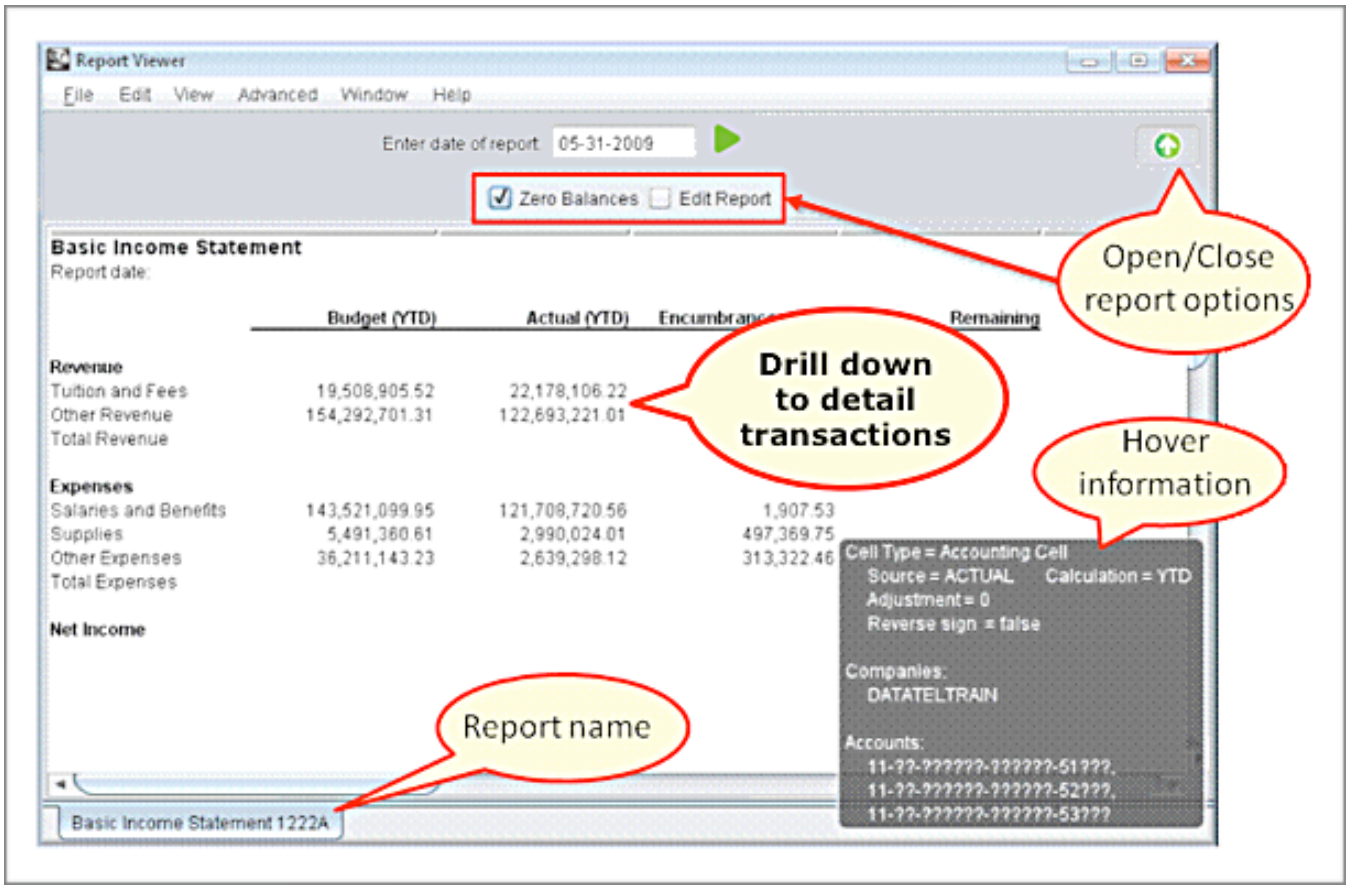
Available Report Viewer Functionality

When you view a report on the Report Viewer you can do the following.

- Hover over a cell and review what is happening to calculate the balances on the report.
- Click a total cell and the details cells that make up that total are outlined in green.
- Export the report to a text file or spreadsheet (File > Export).
- Print the report (File > Print Options).
- Specify whether zero balances will appear on the report.
- Drill down on an account cell to view the detail transactions.

Report Viewer

The Report Viewer form is below.



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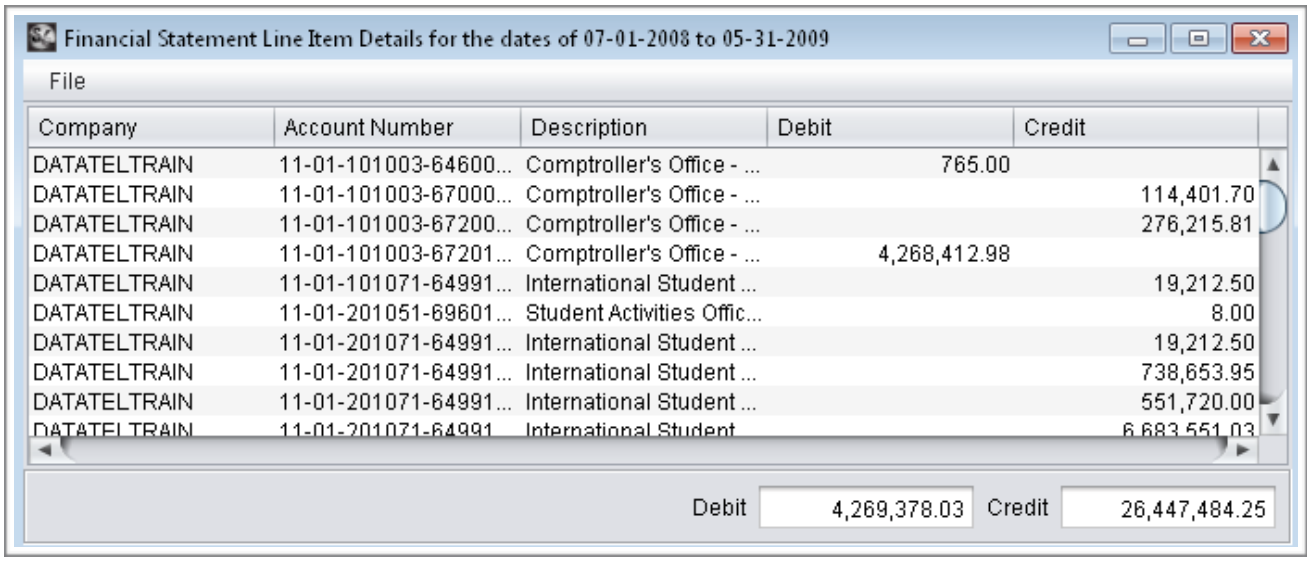
Report Viewer

Report Viewer Drill Down Window

Review the detail information that makes up an amount on the report by double-clicking an amount that is not a budget amount. The drill down window below is the result of double-clicking the Actual (YTD) Tuition and Fees amount on the Report Viewer.



Report Viewer Descriptions

Review information about the items called out on the Report Writer on the previous page.

Report Viewer Item	Description
Open/Close report options	Click the **open/close report options** button to make the **Zero Balances** and **Edit Report** check boxes active/inactive. • After you click the **Zero Balances** check box, rerun the report. • When you click the **Edit Report** checkbox, you will see grid and reference information as in the Designer view.
Hover information	"Behind the scenes" calculations display when you hover over a cell. The example on the previous page occurred when hovering over a total cell.
Report name	The tab in the lower left-hand corner displays the report name.
Drill down	Double-click an Accounting cell (actual not budget amounts) to open a drill down window and view transactional or detail information.

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Module 6: Formula Cells, Lookup Functions and Format Cells

Overview

Introduction

In this module, we will total the amounts, add run date and time, and format the cells.

Objectives

When you complete this module you will be able to:

- Define Formula Cells that total amounts for the report.
- Add execution information such as the date and time for which the report runs using Lookup Functions.
- Format data that displays on the report so it is understandable to Report viewers using both the Formatting Toolbar and the Format Cell option.

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Define Formula Cells

Introduction

Formula Cells are defined very similarly to the method you use to define them on a spreadsheet.

What's Different When Defining Formula Cells in the Report Designer?

The differences when defining *Formula Cells* in the Report Designer rather than a spreadsheet are listed below.

- All formulas in the Report Designer begin with the equal sign (=).
- Ranges in the Report Designer are always separated by a colon (:).
- The results of the calculations do not appear in the Report Designer because they will be erroneous. To view the results for the formulas, you must run the report and view them in the Report Viewer.
- Most spreadsheet functions work in Report Designer, but not all.

Examples of Report Designer Formula Cells

This formula sums the amounts in cells B7 and B8.

```
=SUM(B7:B8)
```

This formula calculates the result of the amount in cell B7 minus the amounts in cells C7 and D7.

```
=B7-C7-D7
```

Procedure for Defining Formula Cells

Complete the steps in the table below to define a *Formula Cell*.

Step	Action
1	Click in the Report Designer cell that is to hold the formula.
2	Begin the *Formula Cell* with an equal sign (=).
3	Type in the calculation you want for the cell.
4	Press **Enter**.

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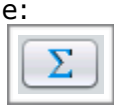
Define Formula Cells

Tips for Defining Formula Cells

Tips for defining *Formula Cells* include:

- You can use the shortcut icon  to total cells rather than entering "=SUM" in the cell. This icon is above the report cells in this group:

- You can use keyboard shortcuts (control+c, control+v) to copy and paste *Formula Cells* then change the formula in the new cells.

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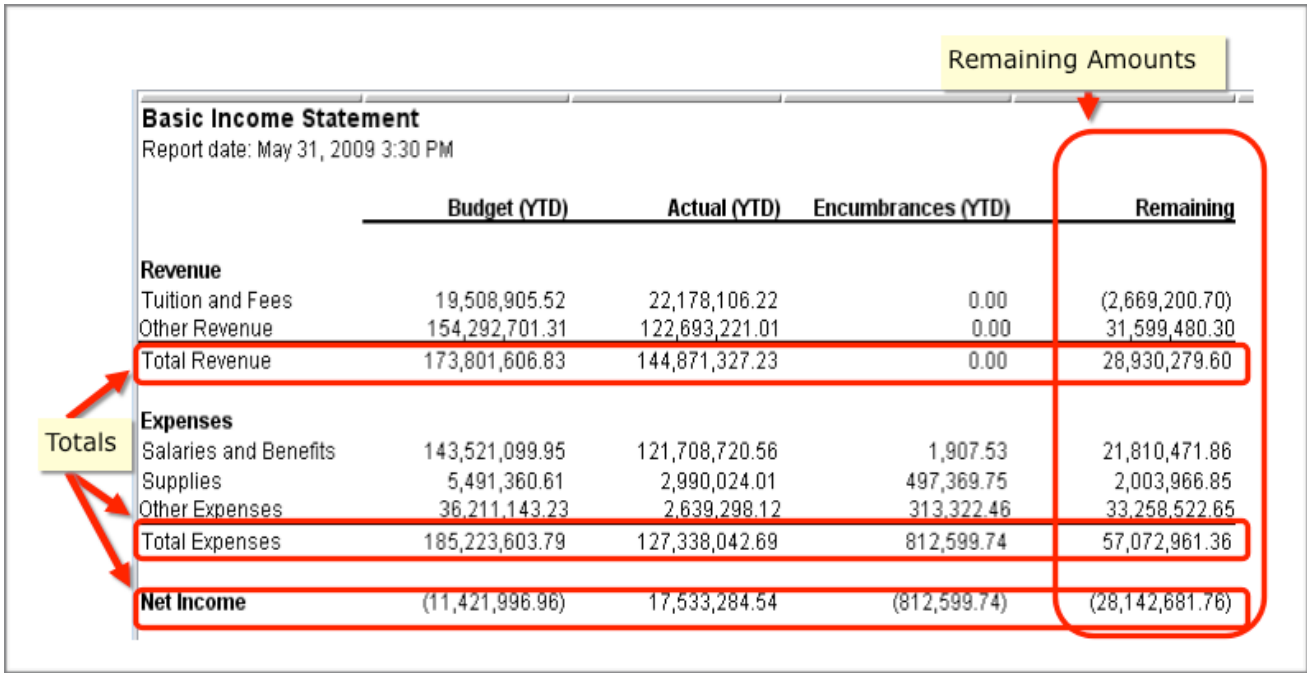
Activity: Add Totals to the Report

Objective

Add the remaining amount and totals cells to the Basic Income Statement.

Basic Income Statement Formula Cells

The formula cells for this report are those that display the remaining amounts for each row, the total amounts for each column and the Net Income.



Basic Income Statement
Report date: May 31, 2009 3:30 PM

	Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
Revenue				
Tuition and Fees	19,508,905.52	22,178,106.22	0.00	(2,669,200.70)
Other Revenue	154,292,701.31	122,693,221.01	0.00	31,599,480.30
Total Revenue	173,801,606.83	144,871,327.23	0.00	28,930,279.60
Expenses				
Salaries and Benefits	143,521,099.95	121,708,720.56	1,907.53	21,810,471.86
Supplies	5,491,360.61	2,990,024.01	497,369.75	2,003,966.85
Other Expenses	36,211,143.23	2,639,298.12	313,322.46	33,258,522.65
Total Expenses	185,223,603.79	127,338,042.69	812,599.74	57,072,961.36
Net Income	(11,421,996.96)	17,533,284.54	(812,599.74)	(28,142,681.76)

Remaining Amount Formula

The formula to calculate the remaining amount for each row is:

Budget (YTD) – Actual (YTD) – Encumbrances (YTD)

Total Revenue and Total Expenses Formulas

To calculate the total revenue and total expenses amounts sum the columns above the row that will contain the total.

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Activity: Add Totals to the Report

Net Income Formula

The formula to calculate the net income amount for each column is:
Total Revenue – Total Expenses

Activity Tasks

Perform the tasks described below as you define the formula cells for the report. Use the "Procedure for Defining Formula Cells" described earlier in this module as you perform tasks 1 through 6.

Task	Action
1	Define the Remaining amount for the Tuition and Fees row using "Remaining Amount Formula" information described on the previous page.
2	Define the Remaining amounts for the Other Revenue, Salaries and Benefits, Supplies and Other Expenses rows. • Copy and paste the Tuition Fees Remaining amount cell. • Change your new Remaining cell to use the correct cells for the formula.
3	Define the Total amount for the Revenue Budget (YTD) column using "Total Revenue and Expenses Formulas" information described on the previous page.
4	Define the Total amounts for the rest of the Revenue and Expenses columns. • Copy and paste the Revenue Budget (YTD) column total amount cell. • Change your new total amount cell to use the correct cells for the formula.
5	Define the Net Income amount for the Revenue Budget (YTD) column using "Net Income Formula" information described above.
6	Define the Net Income amounts for the rest of the Revenue and Expenses columns. • Copy and paste the Revenue Budget (YTD) column net income amount cell. • Change your new net income amount cell to use the correct cells for the formula.
7	Save your work on the report.
8	Run your report with the date specified by your instructor and review it with the Report Viewer. • Do the total amounts appear on the report? • Are the total amounts correct? • If the amounts do not appear or are not correct, return to the Report Designer, review your formula cells, make necessary changes and run your report until the formula cells are correct.
9	Transfer your report to the Synoptix Report Template Repository.

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Activity: Add Totals to the Report

Report Designer Results

When you complete this activity, your report designer should be similar to the following.

	A	B	C	D	E
1	Basic Income Statement				
2	Report date:				
3					
4		Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
5					
6	Revenue				
7	Tuition and Fees	9,999.99	9,999.99	9,999.99	=B7-C7-D7
8	Other Revenue	9,999.99	9,999.99	9,999.99	=B8-C8-D8
9	Total Revenue	=SUM(B7:B8)	=SUM(C7:C8)	=SUM(D7:D8)	=SUM(E7:E8)
10					
11	Expenses				
12	Salaries and Benefits	9,999.99	9,999.99	9,999.99	=B12-C12-D12
13	Supplies	9,999.99	9,999.99	9,999.99	=B13-C13-D13
14	Other Expenses	9,999.99	9,999.99	9,999.99	=B14-C14-D14
15	Total Expenses	=SUM(B12:B14)	=SUM(C12:C14)	=SUM(D12:D14)	=SUM(E12:E14)
16					
17	Net Income	=B9-B15	=C9-C15	=D9-D15	=E9-E15

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Basic Income Statement
Report date: May 31, 2009 10:13 AM

	Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
Revenue				
Tuition and Fees	19,508,905.52	22,178,106.22	0.00	(2,669,200.70)
Other Revenue	154,292,701.31	122,693,221.01	0.00	31,599,480.30
Total Revenue	173,801,606.83	144,871,327.23	0.00	28,930,279.60
Expenses				
Salaries and Benefits	143,521,099.95	121,708,720.56	1,907.53	21,810,471.86
Supplies	5,491,360.61	2,990,024.01	497,369.75	2,003,966.85
Other Expenses	36,211,143.23	2,639,298.12	313,322.46	33,258,522.65
Total Expenses	185,223,603.79	127,338,042.69	812,599.74	57,072,961.36
Net Income	(11,421,996.96)	17,533,284.54	(812,599.74)	(28,142,681.76)

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Add Report Execution Information with Lookup Functions

Introduction

With most reports, you want information on the report that changes each time the report is run. This information might include the date and/or time the report was run or the username of the person who ran the report.

Synoptix Lookup Functions for Execution Information

Synoptix provides a special set of functions called *Lookup functions* you include in a report as text and will be replaced with the correct information when anyone runs the report.

Procedure for Adding Lookup Functions

Follow the steps listed below to add a Lookup Function to a report.

Step	Action
1	Click the cell in which you want to display the execution information.
2	Click the red question mark Help button on the Synoptix toolbar and review a list of the available Lookup Functions. ***Result:*** The Formula Help dialogue box displays.
3	Select **Lookup** from the drop-down box under the Calculation/ Lookup Functions area. ***Result:*** All Lookup Functions appear in the box on the left.
4	Click on a Lookup Function you want to use to review its description in the Usage area.
5	Double-click on a Lookup Function to add that it to the cell you selected previously on your report. ***Note:*** You can only double-click to add a Lookup Function if the selected cell is empty. If the cell already contains text, add the Function manually by typing directly in the cell before or after the existing text.
6	Click **OK** after you add the Lookup Function to the report.
7	Enter any text you want to appear with the execution information in the cell.

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Activity: Knowledge Check

Introduction

Practice using the correct Lookup function by completing this knowledge check.

Instructions

Match the items listed under Lookup Functions to the Results listed below. Complete the Lookup Function column with the answer letter that matches the description.

- Review Lookup Functions and their associated help information as you complete this knowledge check.
- The current date for this activity is November 30, 2010. Heather Sanchez ran the report at 2:13 in the afternoon.

Lookup Functions

A. @DATE()
B. @TODAY(TRUE)
C. @USER()
D. @TIME()
E. @YEAR(-1)

Results

Number	Lookup Function	Result
1		hsanchez
2		2010-11-30
3		2009
4		November 30, 2010
5		2:13 PM

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Activity: Add Run Date and Time to the Report

Introduction

In this activity, you will add the run date and time to the top of your report in the in the Description Cell that contains “Report date:”.

Add Date and Time to the Report

Complete the tasks described below to add the execution date and time to your report.

Task	Description
1	Using Lookup Functions, add the report execution date to the top of your report in the left-most column that contains “Report date:”. • Follow the “Procedure for Adding Lookup Functions” explained earlier in this module.
2	Add the run time to your report. Continue working in the same cell in which you added the date. • Double-click the cell in which the date will print and add a space after the date. • Follow the “Procedure for Adding Lookup Functions” explained earlier in this module.
3	Save your modified report.
4	Test your modified report using the report date specified by your instructor.
5	If your modified report works as expected, transfer it to the Synoptix Report Template Repository.

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Activity: Add Run Date and Time to the Report

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D	E
1	Basic Income Statement				
2	Report date: @DATE(TRUE) @TIME()				
3					
4		Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
5					
6	Revenue				
7	Tuition and Fees	9,999.99	9,999.99	9,999.99	=B7-C7-D7
8	Other Revenue	9,999.99	9,999.99	9,999.99	=B8-C8-D8
9	Total Revenue	=SUM(B7:B8)	=SUM(C7:C8)	=SUM(D7:D8)	=SUM(E7:E8)
10					
11	Expenses				
12	Salaries and Benefits	9,999.99	9,999.99	9,999.99	=B12-C12-D12
13	Supplies	9,999.99	9,999.99	9,999.99	=B13-C13-D13
14	Other Expenses	9,999.99	9,999.99	9,999.99	=B14-C14-D14
15	Total Expenses	=SUM(B12:B14)	=SUM(C12:C14)	=SUM(D12:D14)	=SUM(E12:E14)
16					
17	Net Income	=B9-B15	=C9-C15	=D9-D15	=E9-E15

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Basic Income Statement
Report date: May 31, 2009 10:13 AM

	Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
Revenue				
Tuition and Fees	19,508,905.52	22,178,106.22	0.00	(2,669,200.70)
Other Revenue	154,292,701.31	122,693,221.01	0.00	31,599,480.30
Total Revenue	173,801,606.83	144,871,327.23	0.00	28,930,279.60
Expenses				
Salaries and Benefits	143,521,099.95	121,708,720.56	1,907.53	21,810,471.86
Supplies	5,491,360.61	2,990,024.01	497,369.75	2,003,966.85
Other Expenses	36,211,143.23	2,639,298.12	313,322.46	33,258,522.65
Total Expenses	185,223,603.79	127,338,042.69	812,599.74	57,072,961.36
Net Income	(11,421,996.96)	17,533,284.54	(812,599.74)	(28,142,681.76)

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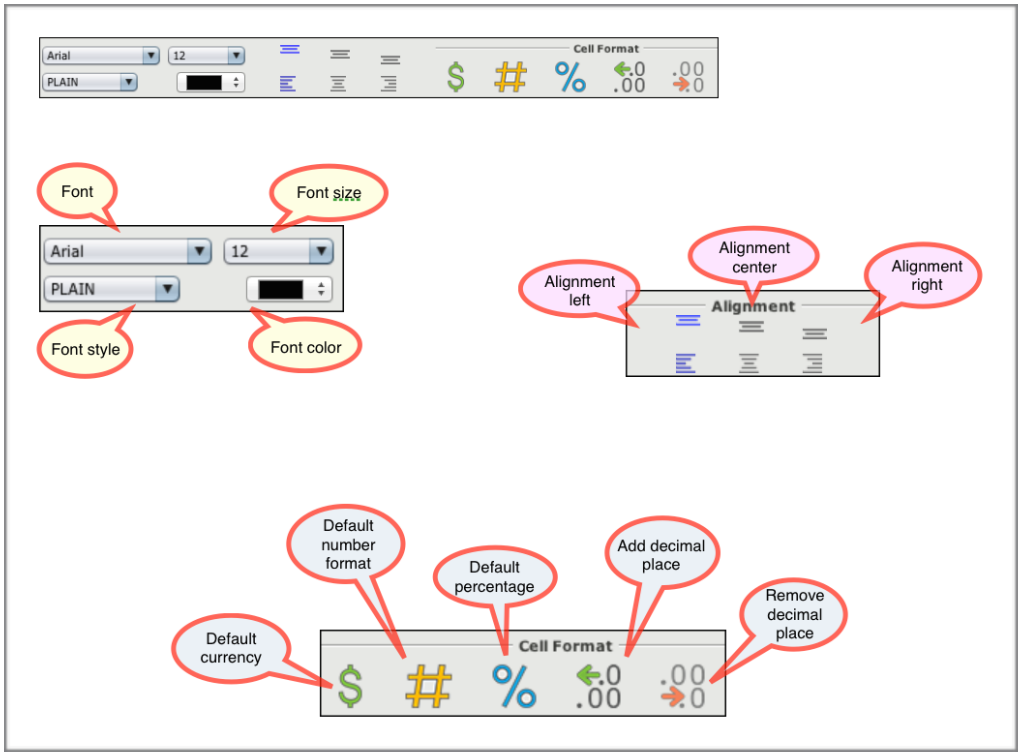
Formatting Cells

Introduction

The Report Designer gives you the ability to enter text and format individual cells so you can style your report as needed.

Formatting Toolbar

The Formatting Toolbar provides access to many basic formatting options.



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Formatting Cells

Procedure for Using the Formatting Toolbar

Complete the steps described in this table below to format a cell using the options in the *Formatting Toolbar*.

Step	Action
1	On the Report Designer, click the cell you want to format.
2	When you want to change the font, font size, font style and/or font color, click the appropriate down arrow to display the drop-down box and make the appropriate selection.
3	When you want to change the alignment of the information within the cell, click the appropriate alignment graphic. You can select left alignment, right alignment, or center alignment.
4	When you want to change the decimals displaying in a cell, click the appropriate decimal icon. Your options are to remove decimals or add decimals
5	To change the format of numbers in a cell, click the appropriate icon. Your options are to display the numbers with your default number format, default currency format, or as a percentage. **NOTE:** The default masks for numbers, currency, and percentages are defined on the General Preferences tab of the General menu option.
6	Save your work.

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Activity: Bold Report Cells with Formatting Toolbar Options

Introduction

Change cell specifications to bold the report title, column headings and row headings of "Revenue," "Expenses" and "Net Income." Use the Formatting Toolbar Font style drop-down to select the option of bold.

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D	E
1	**Basic Income Statement**				
2	Report date: @DATE(TRUE) @TIME()				
3					
4		**Budget (YTD)**	**Actual (YTD)**	**Encumbrances (YTD)**	**Remaining**
5					
6	**Revenue**				
7	Tuition and Fees	9,999.99	9,999.99	9,999.99	=B7-C7-D7
8	Other Revenue	9,999.99	9,999.99	9,999.99	=B8-C8-D8
9	Total Revenue	=SUM(B7:B8)	=SUM(C7:C8)	=SUM(D7:D8)	=SUM(E7:E8)
10					
11	**Expenses**				
12	Salaries and Benefits	9,999.99	9,999.99	9,999.99	=B12-C12-D12
13	Supplies	9,999.99	9,999.99	9,999.99	=B13-C13-D13
14	Other Expenses	9,999.99	9,999.99	9,999.99	=B14-C14-D14
15	Total Expenses	=SUM(B12:B14)	=SUM(C12:C14)	=SUM(D12:D14)	=SUM(E12:E14)
16					
17	**Net Income**	=B9-B15	=C9-C15	=D9-D15	=E9-E15

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Basic Income Statement
Report date: May 31, 2009 10:25 AM

	Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
Revenue				
Tuition and Fees	19,508,905.52	22,178,106.22	0.00	(2,669,200.70)
Other Revenue	154,292,701.31	122,693,221.01	0.00	31,599,480.30
Total Revenue	173,801,606.83	144,871,327.23	0.00	28,930,279.60
Expenses				
Salaries and Benefits	143,521,099.95	121,708,720.56	1,907.53	21,810,471.86
Supplies	5,491,360.61	2,990,024.01	497,369.75	2,003,966.85
Other Expenses	36,211,143.23	2,639,298.12	313,322.46	33,258,522.65
Total Expenses	185,223,603.79	127,338,042.69	812,599.74	57,072,961.36
Net Income	(11,421,996.96)	17,533,284.54	(812,599.74)	(28,142,681.76)

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Cell Format

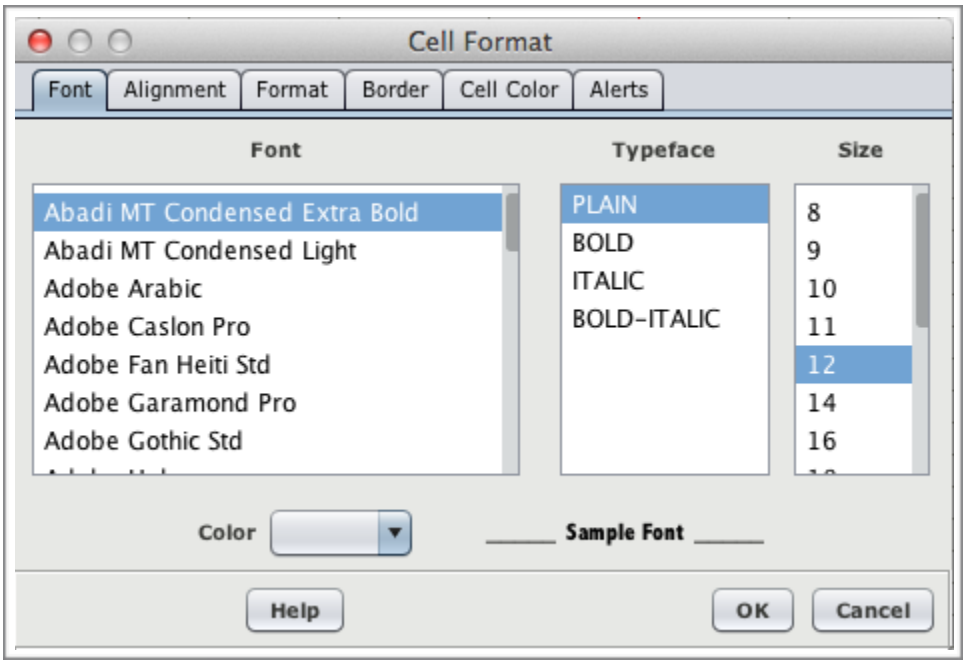
Introduction

The Cell Format option displays the Cell Format panel to further change the display of cell contents.

The Cell Format icon on the Formatting Toolbar will open the Cell Format panel.

Cell Format Panel

The full spectrum of cell formatting features is available in the **Cell Format** panel.



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Cell Format

Cell Format Panel Options

The formatting options available when you access the Cell Format panel are listed below.

Option	Description
Font	The *Font* option allows you to change font, font style (typeface), font size, and font color just as the Formatting Toolbar allows. For more information concerning this option, review **Cell Format Font** help.
Alignment	The *Alignment* option allows you to change the alignment of the data within the cell just as the Formatting Toolbar allows. For more information concerning this option, review **Cell Format Alignment** help.
Format	The *Format* option allows you to select the format type and actual format for numbers, dates, time, phone numbers, and zip codes. For more information concerning this option, review **Cell Format Format** help.
Border	The *Border* option allows you to indicate which border a cell should display, the line style for the border, and the color of the border. For more information concerning this option, review **Cell Format Border** help.
Cell Color	The *Cell Color* allows you to select the background color of the cell. For more information concerning this option, review **Cell Format Color** help.
Alerts	The *Alerts* tab allows you to have the report draw attention to a cell when the value of the cell is an exception. For more information concerning this option, review help for **Alerts**.

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Activity: Format the Report

Introduction

Add formatting to the report cells and make them look similar to the formatting on the mock up.

Basic Income Statement
Report date: May 31, 2009 3:30 PM

	Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
Revenue				
Tuition and Fees	19,508,905.52	22,178,106.22	0.00	(2,669,200.70)
Other Revenue	154,292,701.31	122,693,221.01	0.00	31,599,480.30
Total Revenue	173,801,606.83	144,871,327.23	0.00	28,930,279.60
Expenses				
Salaries and Benefits	143,521,099.95	121,708,720.56	1,907.53	21,810,471.86
Supplies	5,491,360.61	2,990,024.01	497,369.75	2,003,966.85
Other Expenses	36,211,143.23	2,639,298.12	313,322.46	33,258,522.65
Total Expenses	185,223,603.79	127,338,042.69	812,599.74	57,072,961.36
Net Income	(11,421,996.96)	17,533,284.54	(812,599.74)	(28,142,681.76)

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Activity: Format the Report

Format Your Report to be Similar to the Mock Up

Complete the tasks listed below to format your Basic Income Statement.

Task	Description	
1	Access **Content Help** and search for **Cell Format Border**.	
2	Following the information in help, add the following borders.	
	Cells	**Border Type**
	Column headings	Bottom
	All Total Revenue cells	Top
	All Total Expense cells	Top
3	Save your work.	
4	Test your report using the report date specified by your instructor.	
5	Review your report on the Report Viewer.	
	If your report…	**Then…**
	contains the borders as shown in the mock up…	continue with Task 6.
	does not contain the borders as shown in the mock up…	return to Task 1 and ensure your borders are defined correctly.
6	Transfer your report to the Synoptix Report Template Repository.	
7	Review another Cell Format option in Content Help and choose a cell to try out that option. Share your experience with class members when prompted.	

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Activity: Format the Report

Report Designer Results

When you complete this activity, Report Designer should be similar to the following.

	A	B	C	D	E
1	**Basic Income Statement**				
2	Report date: @DATE(TRUE) @TIME()				
3					
4		**Budget (YTD)**	**Actual (YTD)**	**Encumbrances (YTD)**	**Remaining**
5					
6	**Revenue**				
7	Tuition and Fees	9,999.99	9,999.99	9,999.99	=B7-C7-D7
8	Other Revenue	9,999.99	9,999.99	9,999.99	=B8-C8-D8
9	Total Revenue	=SUM(B7:B8)	=SUM(C7:C8)	=SUM(D7:D8)	=SUM(E7:E8)
10					
11	**Expenses**				
12	Salaries and Benefits	9,999.99	9,999.99	9,999.99	=B12-C12-D12
13	Supplies	9,999.99	9,999.99	9,999.99	=B13-C13-D13
14	Other Expenses	9,999.99	9,999.99	9,999.99	=B14-C14-D14
15	Total Expenses	=SUM(B12:B14)	=SUM(C12:C14)	=SUM(D12:D14)	=SUM(E12:E14)
16					
17	**Net Income**	=B9-B15	=C9-C15	=D9-D15	=E9-E15

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Basic Income Statement
Report date: May 31, 2009 3:30 PM

	Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
Revenue				
Tuition and Fees	19,508,905.52	22,178,106.22	0.00	(2,669,200.70)
Other Revenue	154,292,701.31	122,693,221.01	0.00	31,599,480.30
Total Revenue	173,801,606.83	144,871,327.23	0.00	28,930,279.60
Expenses				
Salaries and Benefits	143,521,099.95	121,708,720.56	1,907.53	21,810,471.86
Supplies	5,491,360.61	2,990,024.01	497,369.75	2,003,966.85
Other Expenses	36,211,143.23	2,639,298.12	313,322.46	33,258,522.65
Total Expenses	185,223,603.79	127,338,042.69	812,599.74	57,072,961.36
Net Income	(11,421,996.96)	17,533,284.54	(812,599.74)	(28,142,681.76)

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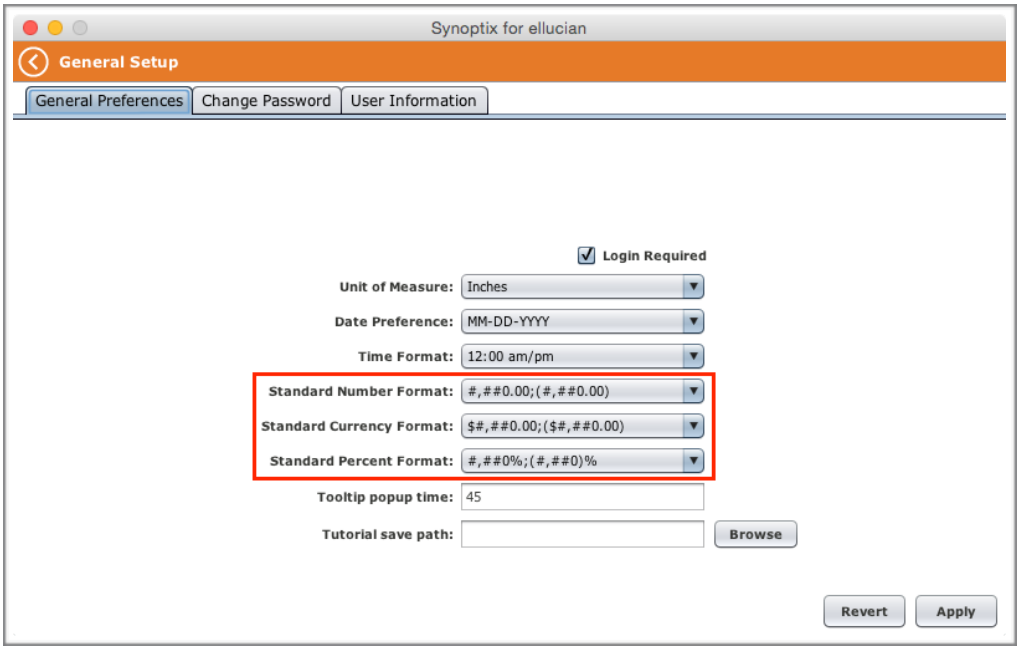
General Preferences

Introduction

The General Preferences tab is an option on the General Setup form.

Standard Formats

You can define several defaults on the General Preferences tab. The default masks for Standard Number Format, Standard Currency Format and Standard Percent Format are in the middle of the options list.



Access General Preferences tab

To access the General Preferences tab, click **General** on the Setup section of the Synoptix application menu and click the **General Preferences** tab.

Modify Number, Currency and Percent Formats

Click the down arrow for each of the formats and select the desired format for each format; **Standard Number Format**, **Standard Currency Format** and/or **Standard Percent Format**. Click **Apply** when you have the formats they way you want them.

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Module 7: Modify the Income Statement

Overview

Introduction

In this module, we will learn when and how to use Accounting Reference Cells.

Objectives

When you complete this module you will be able to:

- Use Paste Special or the Cell Palette to create Accounting Reference Cells.
- Explain when you will use Accounting Reference Cells rather than Accounting Cells.

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Accounting Reference Cell using Paste Special

Introduction

An Accounting Reference Cell uses a GL definition from another Accounting Cell; Paste Special is one way to create an Accounting Reference Cell.

Difference Between Paste and Paste Special

When you copy an Accounting Cell and use *Paste* to paste it into another cell, you create a duplicate of the copied Accounting Cell. When you copy an Accounting Cell and use *Paste Special* to paste it into another cell, you create an Accounting Reference Cell.

Procedure for Using Paste Special

The table below outlines the steps for using *Paste Special*.

Step	Action
1	Access your report on the **Report Designer**.
2	Using one of the methods explained earlier this course, copy an existing Accounting Cell.
3	Right-click the cell in which you want to place the copy of the existing cell. ***Result:*** A menu displays.
4	Select **Paste Special** from the menu. ***Result:*** The new Accounting Reference Cell contains 1111.11 to indicate it is an Accounting Reference Cell.
5	Edit the Accounting Reference Cell using the Properties Panel as required to display the correct data.

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Accounting Reference Cell using Drag and Drop

Introduction

An Accounting Reference Cell uses a GL definition from another Accounting Cell; drag and drop is one way to create an Accounting Reference Cell.

Procedure for Dragging and Dropping an Accounting Reference Cell

The table below outlines the steps for dragging and dropping a Reference Cell.

Step	Action
1	Access your report on the **Report Designer**.
2	Ensure that there is at least one Accounting Cell on the report.
3	From the Cell Types menu in the left side Palette Panel click on Reference Cell to select it.
4	Drag and drop a Reference Cell to the desired location on the report. ***Result:*** The new Accounting Reference Cell contains 1111.11 to indicate it is an Accounting Reference Cell.
5	In the right side Properties Panel edit the cell properties as required to display the correct data.

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Accounting Reference Cell Properties

Introduction

An *Accounting Reference Cell* is a type of Accounting Cell.

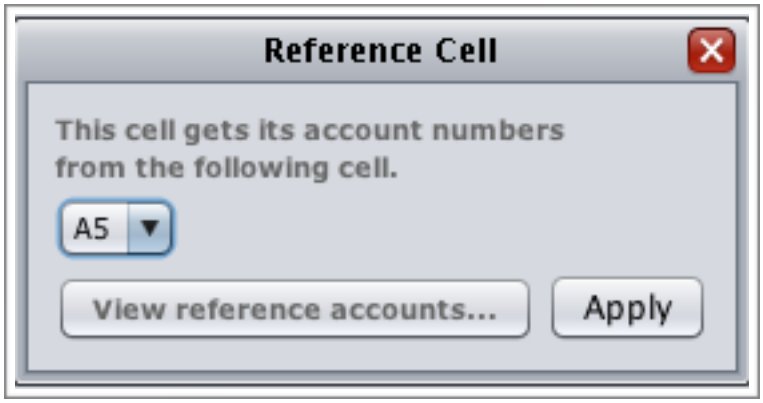
What is an Accounting Reference Cell?

An *Accounting Reference Cell* is just like the Accounting Cells you have created in this course except that it references another cell for its account number(s). When you edit an *Accounting Reference Cell*, you do not immediately see the account number(s) defined for the cell.

To see the account number(s), go to Cell Properties on the Properties Panel. Hovering your mouse pointer over the blue text next to Reference Cell will open the Reference Cell dialog box. You click the **View Reference Accounts...** button to open a preview of the GL definition. You can change the reference by selecting another in the drop down menu.

Accounting Reference Cell Properties

After copying the Accounting Cell, use Paste Special, then review and make any necessary changes by editing the cell.



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Accounting Reference Cell Benefits

Benefit of an Accounting Reference Cell

If you need to change the GL account numbers for Accounting Cells and you defined the GL accounts in one Accounting Cell that Accounting Reference Cells reference, you only need to change the GL account numbers in the Accounting Cell that contains the GL account numbers.

For example, in the report mock up below, the Revenue Tuition and Fees Budget (YTD) Accounting Cell (B7) lists all the GL account numbers. The Revenue Tuition and Fees Actual (YTD) Accounting Reference Cell (B8) references B7 for the GL account numbers. If you change the GL account numbers listed for B7, B8 will pull balances for the GL account numbers defined B7.

Modified Income Statement
Report date: May 31, 2009 10:55 AM B7 B8

	Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
Revenue				
Tuition and Fees	19,508,905.52	22,178,106.22	0.00	(2,669,200.70)
Other Revenue	154,292,701.31	122,693,221.01	0.00	31,599,480.30
Total Revenue	173,801,606.83	144,871,327.23	0.00	28,930,279.60
Expenses				
Salaries and Benefits	143,521,099.95	121,708,720.56	1,907.53	21,810,471.86
Supplies	5,491,360.61	2,990,024.01	497,369.75	2,003,966.85
Other Expenses	36,211,143.23	2,639,298.12	313,322.46	33,258,522.65
Total Expenses	185,223,603.79	127,338,042.69	812,599.74	57,072,961.36
Net Income	(11,421,996.96)	17,533,284.54	(812,599.74)	(28,142,681.76)

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Activity: Modify a Copy of the Income Statement

Objective

Create a new version of the Income statement and change Accounting Cells that pull balances from the same GL account numbers to be Accounting Reference Cells using Paste Special.

Report Mock Up

The Income Statement report mock up below shows the Actual (YTD) and Encumbrances (YTD) cells for each row will reference the Budget (YTD) cell for the same row.

Modified Income Statement
Report date: May 31, 2009 10:55 AM

	Budget (YTD)	Actual (YTD)	Encumbrances (YTD)	Remaining
Revenue				
Tuition and Fees	19,508,905.52	22,178,106.22	0.00	(2,669,200.70)
Other Revenue	154,292,701.31	122,693,221.01	0.00	31,599,480.30
Total Revenue	173,801,606.83	144,871,327.23	0.00	28,930,279.60
Expenses				
Salaries and Benefits	143,521,099.95	121,708,720.56	1,907.53	21,810,471.86
Supplies	5,491,360.61	2,990,024.01	497,369.75	2,003,966.85
Other Expenses	36,211,143.23	2,639,298.12	313,322.46	33,258,522.65
Total Expenses	185,223,603.79	127,338,042.69	812,599.74	57,072,961.36
Net Income	(11,421,996.96)	17,533,284.54	(812,599.74)	(28,142,681.76)

Information for the Revenue Accounting Reference Cells

The table below contains information you'll need when you edit the Revenue Accounting Reference Cells you will define for this report.

Revenue Calculations Tab Information					
Column Heading	**Source of Calculations**	**Budget ID/ Ledger ID**	**Calcu-lation**	**Adjust-ment**	**Reverse sign**
Actual (YTD)	ACTUAL	Actual	YTD	0	Yes
Encumbrances (YTD)	ACTUAL	Encumbrance	YTD	0	Yes

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Activity: Modify a Copy of the Income Statement

Information for the Expense Accounting Reference Cells

The table below contains information you'll need when you edit the Expense Accounting Reference Cells you will define for this report.

Expense Calculations Tab Information					
Column Heading	**Source of Calculations**	**Budget ID/ Ledger ID**	**Calcu-lation**	**Adjust-ment**	**Reverse sign**
Actual (YTD)	ACTUAL	Actual	YTD	0	No
Encumbrances (YTD)	ACTUAL	Encumbrance	YTD	0	No

Create a copy of the Income Statement

Complete the tasks described in the table below create a new version of the Income Statement report.

Task	Description
1	Access the Income Statement you created previously on the **Report Designer**.
2	Click **Save As**. ***Result:*** The Save Report As dialog box displays.
3	For Report Name, enter the name of your new report "<*yourinitials*> Income Statement 2."
4	For Where place your new report in your ***<yourinitials>*** **Training Reports** folder.
5	Click **Save**.
6	Transfer your new report to the Synoptix Report Template Repository.

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Activity: Modify a Copy of the Income Statement

Modify the New Income Statement

Complete the tasks described in the table below to change the Actual (YTD) and Encumbrances (YTD) Accounting Cells to Accounting Reference Cells.

Task	Description
1	Delete the Revenue Tuition and Fees Actual (YTD) accounting cell by selecting the cell and clicking the Clear Selection icon from the Standard Toolbar.
2	Copy the Revenue Tuition and Fees Budget (YTD) accounting cell and Paste Special that cell into the location for Tuition and Fees Actual (YTD) balance. If needed, review the "Procedure for Using Paste Special" as you complete this task.
3	On the Properties Panel, change the Calculations section of the Accounting Properties Cell dialog box to match the "Revenue Calculations Tab Information" presented on the previous pages.
4	Complete tasks 2 through 4 above for Actual (YTD) and Encumbrance (YTD) Accounting Cells. • Refer to the "Information for the Revenue Accounting Reference Cells" and Information for the Expense Accounting Reference Cells" sections in the previous pages of this activity for revenue and expense calculation information.
5	Save your work.
6	Test your report using the report date specified by your instructor. The amounts that display should be the same as those that are displays on your original Income Statement.
7	When your report executes successfully, transfer it to the Synoptix Report Template Repository.

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Activity: Modify a Copy of the Income Statement

Report Designer Results

When you complete your work on the Report Designer, the Report Designer should be similar to the following.

	A	B	C	D	E
1	***Basic Income Statement***				
2	As of @date(true)				
3	Run on @today(true) at @time()				
4					
5		Budget (YTD)	Actual (YTD)	Encumbrance (YT...	Remaining
6	**Revenue**				
7	Tuition and Fees	9,999.99	1,111.11	1,111.11	=B7-C7-D7
8	Other Revenue	9,999.99	1,111.11	1,111.11	=B8-C8-D8
9	**Total Revenue**	**=SUM(B7:B8)**	**=SUM(C7:C8)**	**=SUM(D7:D8)**	**=SUM(E7:E8)**
10					
11	**Expenses**				
12	Salaries and Benefits	9,999.99	1,111.11	1,111.11	=B12-C12-D12
13	Supplies	9,999.99	1,111.11	1,111.11	=B13-C13-D13
14	Other Expenses	9,999.99	1,111.11	1,111.11	=B14-C14-D14
15	**Total Expenses**	**=SUM(B12:B14)**	**=SUM(C12:C14)**	**=SUM(D12:D14)**	**=SUM(E12:E14)**
16					
17	**Net Income**	**=B9-B15**	**=C9-C15**	**=D9-D15**	**=E9-E15**

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Basic Income Statement

As of May 31, 2009

Run on August 21, 2014 at 4:32 PM

	Budget (YTD)	Actual (YTD)	Encumbrance (YT...	Remaining
Revenue				
Tuition and Fees	19,508,905.52	22,178,106.22	0.00	(2,669,201)
Other Revenue	154,292,701.31	122,693,221.01	0.00	31,599,480
Total Revenue	**$173,801,606.83**	**$144,871,327.23**	**$0.00**	**$28,930,279.60**
Expenses				
Salaries and Benefits	143,521,099.95	121,708,720.56	1,907.53	21,810,472
Supplies	5,491,360.61	2,990,024.01	497,369.75	2,003,967
Other Expenses	36,211,143.23	2,639,298.12	313,322.46	33,258,523
Total Expenses	**$185,223,603.79**	**$127,338,042.69**	**$812,599.74**	**$57,072,961.36**
Net Income	**($11,421,996.96)**	**$17,533,284.54**	**($812,599.74)**	**($28,142,681.76)**

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Module 8: Create a Balance Sheet

Overview

Introduction

In this module, we will create a Balance Sheet report by importing a spreadsheet.

Objectives

When you complete this module you will be able to:

- Import a spreadsheet from which to build a financial statement report and change the imported spreadsheet cells to make it a Synoptix report.

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Custom Request: Balance Sheet

Introduction

Your Business Office wants to use their Balance Sheet spreadsheet to create a Synoptix Balance Sheet report.

Balance Statement Spreadsheet

The spreadsheet the Business Office currently uses follows.

	A	B	C
1	**Balance Sheet**		
2	**As of May 31, 2009**		
3			
4		**2009**	**2008**
5	**Assets**		
6			
7	Cash	$15,943,424.70	$18,594,029.80
8	Accounts Receivable	9,889,806.18	7,353,426.84
9	Investments	15,246,084.60	3,116,362.50
10	Inventories and Pre-Paid	1,439.44	1,908.49
11	Other Assets	944,025.12	563,353.18
12	**Total Assets**	**$42,024,780.04**	**$29,629,080.81**
13			
14	**Liabilities**		
15			
16	Accounts Payable	(881,898.13)	(140,249.89)
17	Other Liabilities	9,871,450.64	8,017,457.00
18	**Total Liabilities**	**8,989,552.51**	**7,877,207.11**
19			
20	**Fund Balance**		
21			
22	Beginning Fund Balance	27,421,273.35	20,615,231.07
23	YTD Income (Loss)	5,613,954.18	1,136,642.63
24	**Ending Fund Balance**	**33,035,227.53**	**21,751,873.70**
25			
26	**Total Liabilities and Fund Balance**	**$42,024,780.04**	**$29,629,080.81**
27			
28	Run date: January 5, 2011 9:34 AM		

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Custom Request: Balance Sheet

Additional Information about the Report

The Business Office provided additional information about the Balance Sheet.

- Ending Fund Balance is the total of Beginning Fund Balance and YTD Income (YTD).
- Total Liabilities and Fund Balance is the sum of Total Liabilities and Ending Fund Balance.
- Column headings “2009” and “2008” must indicate the fiscal years dynamically based upon the report run date. For example, if the report run date is 5/31/2009, the current fiscal year column heading will be “2009” and the previous fiscal year column heading will be “2008.”

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Import a Spreadsheet

Introduction

You may have spreadsheets that currently capture information for your financial statement reports and you want Synoptix reports that create the same reports.

Import Spreadsheet

The Import Spreadsheet dialog box allows you to browse for a spreadsheet and select the worksheet to import.

Procedure for Importing a Spreadsheet

Complete the steps below to import a spreadsheet.

Step	Action
1	Create a new report. ***Result:*** An empty, untitled Report Designer form appears.
2	Click **File.** ***Result:*** The File Toolbar appears.
3	Click the **Import Spreadsheet** button. ***Result:*** The Import Spreadsheet dialog box appears.
4	Complete the two fields on the Import Spreadsheet dialog box. • For Spreadsheet Path, click the magnifying glass and select the spreadsheet to import. • For Sheet to use, click the down arrow and select the worksheet to import.
5	Click **OK**. ***Result:*** The spreadsheet and its cells are now in the Report Designer.
6	Save your new report.
7	Transfer your new report to the Synoptix Report Template Repository.

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Import a Spreadsheet

Special Considerations for Importing a Spreadsheet

You must modify the imported spreadsheet on the Report Designer.

- All new numeric values appear in a basic format that display in exponential notation. Set numeric values to either the default number or default currency format.
- Font colors do not convert and will need to be formatted.
- Column widths may need to be extended for the data.

The Report Properties General tab maximum rows and columns must be set at values that allow importing the entire spreadsheet.

Report Properties are discussed in “Module 14 – Report Properties.”

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Activity: Import a Spreadsheet-Create the Balance Sheet

Objective

Create the Balance Sheet by importing the existing spreadsheet and making changes.

Balance Statement mock up

The existing Balance Sheet spreadsheet follows.

	A	B	C
1	**Balance Sheet**		
2	**As of May 31, 2009**		
3			
4		**2009**	**2008**
5	**Assets**		
6			
7	Cash	$15,943,424.70	$18,594,029.80
8	Accounts Receivable	9,889,806.18	7,353,426.84
9	Investments	15,246,084.60	3,116,362.50
10	Inventories and Pre-Paid	1,439.44	1,908.49
11	Other Assets	944,025.12	563,353.18
12	**Total Assets**	**$42,024,780.04**	**$29,629,080.81**
13			
14	**Liabilities**		
15			
16	Accounts Payable	(881,898.13)	(140,249.89)
17	Other Liabilities	9,871,450.64	8,017,457.00
18	**Total Liabilities**	**8,989,552.51**	**7,877,207.11**
19			
20	**Fund Balance**		
21			
22	Beginning Fund Balance	27,421,273.35	20,615,231.07
23	YTD Income (Loss)	5,613,954.18	1,136,642.63
24	**Ending Fund Balance**	**33,035,227.53**	**21,751,873.70**
25			
26	**Total Liabilities and Fund Balance**	**$42,024,780.04**	**$29,629,080.81**
27			
28	Run date: January 5, 2011 9:34 AM		

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Activity: Import a Spreadsheet-Create the Balance Sheet

Import the Spreadsheet and Make Changes on Report Designer

Complete the tasks listed below.

Task	Description
Import a Spreadsheet to Create the Report	
1	Create the Balance Sheet report.
2	Import **Synoptix Fundamentals Balance Sheet.xls (Sheet1)** following the "Procedure for Importing a Spreadsheet" presented earlier in this module.
3	Save, name and transfer your new report. • Name your report "<*yourinitials*> Balance Sheet." • Place your new report in the <*yourinitials*> Training Reports folder.
Modify Cells	
4	Expand column widths to display the data correctly.
5	Format all numeric cells so they display with the default number format. Notice that some amounts include the dollar sign.
6	Using information in cells B2 and B28 of the spreadsheet, display the correct dates.
7	Using information on the spreadsheet in row 3, change the hard-coded column headings to use Lookup functions and show the current year in value in B4 and the previous year value in C4.
8	Using information on the spreadsheet in column E, define the Accounting Cells in for the current year (column B). • All Assets • All Liabilities • All Fund Balances **NOTE:** Spreadsheet cell A3 provides information about the fund.
9	Copy the current year Accounting Cells to create the previous year's Accounting Cells. The previous year's Accounting Cells should reference the current year's Accounting Cells for the GL account numbers. • Be sure to use the Adjustment field to specify that you want the previous year's amounts.
10	Add the Formula Cells to calculate Total Assets, Total Liabilities, Ending Fund Balance, and Total Liabilities and Fund Balance. • Change the sign if you want credit accounts to display as positive amounts.
11	Add the Grand Total amounts.
Save and Test Your Balance Statement	
12	Save your work.
13	Test your work using the same run date as the original spreadsheet. Make changes to the report specifications if it does not work correctly.
14	When your report executes successfully, transfer it to the Synoptix Report Template Repository.

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Activity: Import a Spreadsheet-Create the Balance Sheet

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C
1	**Balance Sheet**		
2	*As of @date(true)*		
3		Current Year	Prior Year
4		**@year(fiscal)**	**@year(fiscal,-1)**
5	**Assets**		
6			
7	Cash	9,999.99	1,111.11
8	Accounts Receivable	9,999.99	1,111.11
9	Investments	9,999.99	1,111.11
10	Inventories and Pre-Paid	9,999.99	1,111.11
11	Other Assets	9,999.99	1,111.11
12	**Total Assets**	**=SUM(B7:B11)**	**=SUM(C7:C11)**
13			
14	**Liabilities**		
15			
16	Accounts Payable	9,999.99	1,111.11
17	Other Liabilities	9,999.99	1,111.11
18	**Total Liabilities**	**=SUM(B16:B17)**	**=SUM(C16:C17)**
19			
20	**Fund Balance**		
21			
22	Beginning Fund Balance	9,999.99	1,111.11
23	YTD Income (Loss)	9,999.99	1,111.11
24	**Ending Fund Balance**	**=SUM(B22:B23)**	**=SUM(C22:C23)**
25			
26	**Total Liabilities and Fund Balance**	**=B18+B24**	**=C18+C24**

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Activity: Import a Spreadsheet-Create the Balance Sheet

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Balance Sheet

As of May 31, 2009

	Current Year 2009	Prior Year 2008
Assets		
Cash	15,943,424.70	18,594,029.80
Accounts Receivable	9,889,806.18	7,353,426.84
Investments	15,246,084.60	3,116,362.50
Inventories and Pre-Paid	1,439.44	1,908.49
Other Assets	944,025.12	563,353.18
Total Assets	**42,024,780.04**	**29,629,080.81**
Liabilities		
Accounts Payable	(881,898.13)	(140,249.89)
Other Liabilities	9,871,450.64	8,017,457.00
Total Liabilities	**8,989,552.51**	**7,877,207.11**
Fund Balance		
Beginning Fund Balance	27,421,273.35	20,615,231.07
YTD Income (Loss)	5,613,954.18	1,136,642.63
Ending Fund Balance	**33,035,227.53**	**21,751,873.70**
Total Liabilities and Fund Balance	**42,024,780.04**	**29,629,080.81**

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Module 9: Create a Working Trial Balance

Overview

Introduction

In this module, we will create a Working Trial Balance report.

Objectives

When you complete this module you will be able to:

- Define Accounting Detail Areas with Detail Accounting Cells and Accounting Reference Cells to display account detail transactions on the report.
- Add data required for report conditions or calculations and hide that column.
- Define Condition Cells that determine the value to display on the report.
- Specify the correct Adjustment on the Accounting Reference Cell properties Calculations Tab to display previous balances on the report.
- Sum Accounting Reference Cells balances to display totals on the report.

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Custom Request: Working Trial Balance Report

Introduction

Your business office is requesting a new report; a Working Trial Balance.

Working Trial Balance Report mock up

The business office mock up of a Working Trial Balance follows.

Working Trial Balance Report
Report date: May 31, 2009

	Description	Begin Bal	Positive	Negative	YTD Bal	Prior Year End Bal
Assets						
71-01-101003-670000-19170	Comptroller's Office - Due From Other Funds	10,944.07	0.00	0.00	10,944.07	10,944.07
71-01-101003-672000-19011	Comptroller's Office - Claim on Cash	0.00	18,468.78	0.00	18,468.78	0.00
71-01-101003-672000-19067	Comptroller's Office - Claim on Cash	0.00	0.00	92.90	(92.90)	0.00
71-01-101003-672000-19073	Comptroller's Office - Claim on Cash	0.00	0.00	307.20	(307.20)	0.00
71-01-101003-672000-19079	Comptroller's Office - Claim on Cash	0.00	1,240.55	0.00	1,240.55	0.00
71-01-202050-670000-19170	Comptroller's Office - Due From Other Funds	28,319.18	0.00	28,319.18	0.00	28,319.18
71-01-202050-672000-19110	Comptroller's Office - Cash	358,459.44	0.00	173,265.83	185,193.61	358,459.44
71-01-202050-672000-19125	Comptroller's Office - Cash Held in Trust	0.00	177,308.88	0.00	177,308.88	0.00
71-01-302050-672000-19110	Comptroller's Office - Cash	35,457.55	0.00	38,054.07	(2,596.52)	35,457.55
71-01-702050-672000-19110	Comptroller's Office - Cash	61,344.20	0.00	4,094.86	57,249.34	61,344.20
71-92-201051-696000-19130	Student Activities Office - Revolving Cash	500.00	0.00	0.00	500.00	500.00
Total Assets		495024.44	197018.21	244134.04	447908.61	495024.44
Liabilities						
71-01-101003-670000-29520	Comptroller's Office - Due Other Funds	(12,450.20)	0.00	468.01	(12,918.21)	(12,450.20)
71-92-201051-696000-29520	Student Activities Office - Due Other Funds	(263.55)	0.00	0.00	(263.55)	(263.55)
71-92-701051-696000-29510	Student Life - Accounts Payable	(221.00)	0.00	0.00	(221.00)	(221.00)
71-92-701051-696000-29520	Student Life - Due Other Funds	(114.00)	0.00	0.00	(114.00)	(114.00)
Total Liabilities		-13048.75	0.0	468.01	-13516.76	-13048.75
Fund Balance						
71-01-000000-000000-39790	Masking filler - Fund Balance-Unrestricted	3,884.62	0.00	0.00	3,884.62	3,884.62
71-01-101003-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	3,285.39	0.00	0.00	3,285.39	3,285.39
71-01-201051-696002-39790	Student Activities Office - Fund Balance-Unrestricted	709.79	0.00	0.00	709.79	709.79
71-01-202050-672000-39790	Comptroller's Office - Fund Balance-Unrestricted	20.00	0.00	0.00	20.00	20.00
71-01-301051-777200-39790	Student Activities Center - Fund Balance-Unrestricted	(5.42)	0.00	0.00	(5.42)	(5.42)
71-91-101003-670000-39741	Comptroller's Office - Reserved/Legal Restrictions	(287,150.00)	0.00	0.00	(287,150.00)	(287,150.00)
71-91-101003-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	281,658.00	0.00	0.00	281,658.00	281,658.00
71-91-101003-670000-39793	Comptroller's Office - Audit Adjustments	0.16	0.00	0.00	0.16	0.16
71-91-201051-696018-39790	Student Activities Office - Fund Balance-Unrestricted	1,050.61	0.00	0.00	1,050.61	1,059.29
71-91-201051-770103-39790	Student Activities Office - Fund Balance-Unrestricted	(1,664.86)	0.00	0.00	(1,664.86)	(1,664.86)
71-91-201051-770136-39790	Student Activities Office - Fund Balance-Unrestricted	(612.37)	0.00	0.00	(612.37)	(1,399.90)
71-91-201051-770140-39790	Student Activities Office - Fund Balance-Unrestricted	(75.00)	0.00	0.00	(75.00)	(75.00)
71-91-201051-770147-39790	Student Activities Office - Fund Balance-Unrestricted	44.44	0.00	0.00	44.44	44.44

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Custom Request: Working Trial Balance Report

Working Trial Balance report requirements

Business office personnel want a report showing a complete working trial balance. The categories for grouping the balances follow. Totals should print for each category. They want to see the detail account balances in each category.

Category	Select GL Account Numbers with Object Codes that begin with...
Assets	1
Liabilities	2
Fund Balance	3
Revenue	4
Expense	5

For each category, the business office wants to see the following balances.

Balance	Description
Beginning Balance	This is the account balance at the beginning of the year.
Positive	If year-to-date activity through month without the beginning balance is greater than or equal to 0, display the year-to-date activity through month without the beginning balance amount in the Debits column.
Negative	If year-to-date activity through month without the beginning balance is less than 0, display the year-to-date activity through month without the beginning balance amount in the Credits column.
Ending Balance	This is the year-to-date balance.
Prior Year Ending Balance	This is the previous year's year-to-date balance.

All the data for this report is from Fund 71.

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Activity: Create the Report and Add Headings

Objective

Create the Working Trial Balance report and begin building it on the Report Designer.

Start the Working Trial Balance

Complete the tasks listed below.

Task	Description
1	Create the Working Trial Balance report.
2	Save and name your new report. • Name your report "<*yourinitials*> Working Trial Balance." • Save your report in the <yourinitials> Training Reports folder.
3	Add the following headings and data to the report. • Report title. • Report date including the Lookup function to output the current date. • Column headings. • Row headings.
4	Format the headings as shown in the mock up.
5	Save your work.
6	Transfer your report to the Synoptix Report Template Repository.

Report Designer

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D	E	F	G
1	**Working Trial Balance Report**						
2	Report date: @DATE(TRUE)						
3							
4		**Description**	**Begin Bal**	**Positive**	**Negative**	**YTD Bal**	**Prior Year End Bal**
5	**Assets**						
6							
7	**Total Assets**						
8							
9	**Liabilities**						
10							
11	**Total Liabilities**						
12							
13	**Fund Balance**						
14							
15	**Total Fund Balance**						
16							
17	**Revenue**						
18							
19	**Total Revenue**						
20							
21	**Expense**						
22							
23	**Total Expense**						

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Detail Accounting Area

Introduction

You often want to include all the individual accounts, their descriptions and amounts on a financial statement report. Yet, you don't want to manually add each account on a separate line of the report.

What is a Detail Accounting Area?

A *Detail Accounting Area* allows you to automatically include individual account numbers and/or descriptions on the report based upon your chart of accounts. The *Detail Accounting Area* provides a dynamic list of accounts with their values. When you define a *Detail Accounting Area*, the report acts more like a database report than a spreadsheet.

Detail Accounting Area Benefits

The benefits of using a Detail Accounting Area on your report are listed below.

- Multiple accounts list on the report without you manually adding each account to the report.
- You provide the account filtering in the Detail Accounting Area and all the accounts that meet the filtering criteria list on your report.
- When you add new accounts that meet the criteria for the Detail Accounting Area's account filtering, those new accounts display on the report.
- Any Accounting Reference Cells you define for the Detail Accounting Area automatically work with the accounts defined for the Detail Accounting Area.

Note Regarding Detail Accounting Areas

When you create a Detail Accounting Area, you create the Area and Detail Accounting Cells only. To include information on the report, you must place an Accounting Reference Cell in the Detail Accounting Area.

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Define a Detail Accounting Area

Introduction

You must perform the correct procedure to add a Detail Accounting Area to the report.

Procedure for Defining a Detail Accounting Area

Complete the following steps to define a Detail Accounting Area for your report.

Step	Action
1	In the Cell Palette, click the arrow icon to the right of *Detail Cells*. ***Result:*** The Detail Cells list box displays.
2	From the list box, drag Account Code and Description from the list box to the first and second cells, respectively, on the desired row in the Designer. ***Result:*** Your Detail Accounting Area is now a row in your report and is identified by a green row indicator.
3	From the Properties Panel, under the Area Properties section, click the green plus sign to the right of *Filters*. ***Result:*** A list of Available Area Filters is displayed.
4	Select and apply Account Code from the list of Available Filters. ***Result:*** Account Code is now listed as a Filter.
5	Click on the blue text that reads "Select Criteria..." next to *Criteria* to open the Filter: Account Code dialog box.
6	Define the accounts you want to include in the Detail Accounting Area by completing the appropriate fields in the Filter: Account Code dialog box. Click Apply when done.

Filter: Account Code field	Action
Accounts included in Detail Accounting Area	Enter the accounts you want included in the area. This field has the same capabilities for selecting accounts, defining a range of accounts, removing accounts, etc as an accounting
Accounts Search	Click this icon (magnifying glass) to review the accounts that will be included in Detail Accounting
Accounts Validate	Click the Validate button to verify the entire account definition, or if part of the definition is selected just that portion of the definition will be validated.

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Detail Accounting Area Properties

Introduction

The Properties Panel contains additional Area Properties used when working with a Detail Accounting Area.

Description of Area Properties

The table below describes the Area Properties section of the Properties Panel.

Property	Description
Company	Select the company from which to access the chart of accounts.
Filters	Used to view and apply available Area Filters. Filtering by Account Code allows accounts to be rolled up by account segment. Filtering by Description allows accounts to be set as Variable or Excluded.
Sort	Can be specified as to whether you want the accounts displayed in ascending or descending order, or whether to sort on other criteria.

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Activity: Add Detail Accounting Areas to the Report

Objective

Perform the procedure to add Detail Accounting Areas for Assets, Liabilities, Fund Balances, Revenue, and Expenses.

Account Information for Each Detail Accounting Area

The table below explains the accounts that must be selected for each Detail Accounting Area.

Detail Accounting Area	Fund	Account Selection Criteria
Assets	71	Object codes that begin with 1.
Liabilities	71	Object codes that begin with 2.
Fund Balance	71	Object codes that begin with 3.
Revenue	71	Object codes that begin with 4.
Expense	71	Object codes that begin with 5.

Add Detail Accounting Areas

Complete the tasks listed below to add the five Detail Accounting Areas.

Task	Description
1	Add the **Assets** Detail Accounting Area.
2	In the Cell Palette, click the arrow icon to the right of *Detail Cells*. ***Result:*** The Detail Cells list box displays.
3	From the list box, drag Account Code and Description from the list box to the first and second cells, respectively, on the desired row in the Designer. ***Result:*** Your Detail Accounting Area is now a row in your report and is identified by a green row indicator.
4	From the Properties Panel, under the Area Properties section, click the green plus sign to the right of *Filters*. ***Result:*** A list of Available Area Filters is displayed.
5	Select and apply Account Code from the list of Available Filters. ***Result:*** Account Code is now listed as a Filter.
6	Click on the blue text that reads "Select Criteria..." next to *Criteria* to open the Filter: Account Code dialog box.

(continued)

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Activity: Add Detail Accounting Areas to the Report

Add Detail Accounting Areas

Task	Description	
7	Define the accounts you want to include in the Detail Accounting Area by completing the appropriate fields in the Filter: Account Code dialog box.	
	Filter: Account Code field	**Action**
	Accounts included in area	Enter the accounts you want to include in the Detail Accounting Area using the information in the "Account Information for Each Detail Accounting Area" on the previous page.
	Accounts Search	Click this icon (magnifying glass) to review the accounts that will be included in Detail Accounting Area.
	Accounts Validate	Click the Validate button to verify the entire account definition, or if part of the definition is selected just that portion of the definition will be validated.
8	Apply	Click Apply to save your changes.
9	Determine which Detail Accounting Area to define next.	
	If you just added the Detail Accounting Area for...	**Then...**
	assets...	return to Task 3 and add the Detail Accounting Area for liabilities.
	liabilities...	return to Task 3 and add the Detail Accounting Area for fund balance.
	fund balance...	return to Task 3 and add the Detail Accounting Area for revenue.
	revenue...	return to Task 3 and add the Detail Accounting Area for expenses.
	expense...	save your work.
10	Save your work.	
11	Test your report using the report date specified by your instructor. • Does the account description print on the report?	
12	Transfer your report to the Synoptix Report Template Repository.	

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Activity: Add Detail Accounting Areas to the Report

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D	E	F	G
1	**Working Trial Balance Report**						
2	Report date: @DATE(TRUE)						
3							
4		**Description**	**Begin Bal**	**Positive**	**Negative**	**YTD Bal**	**Prior Year End Bal**
5	**Assets**						
6	[Account Code]	[Description]					
7	**Total Assets**						
8							
9	**Liabilities**						
10	[Account Code]	[Description]					
11	**Total Liabilities**						
12							
13	**Fund Balance**						
14	[Account Code]	[Description]					
15	**Total Fund Balance**						
16							
17	**Revenue**						
18	[Account Code]	[Description]					
19	**Total Revenue**						
20							
21	**Expense**						
22	[Account Code]	[Description]					
23	**Total Expense**						

The row numbers for rows 6, 10, 14, 18 and 22 are shaded in green to indicate they are Detail Accounting Areas.

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Working Trial Balance Report
Report date: May 31, 2009

	Description	Beginning Balance
Assets		
71-01-101003-67000...	Comptroller's Office - Due From Other Funds	
71-01-101003-67200...	Comptroller's Office - Claim on Cash	
71-01-101003-67200...	Comptroller's Office - Claim on Cash	
71-01-101003-67200...	Comptroller's Office - Claim on Cash	
71-01-101003-67200...	Comptroller's Office - Claim on Cash	
71-01-101003-67200...	Comptroller's Office - Cash	
71-01-202050-67000...	Comptroller's Office - Due From Other Funds	
71-01-202050-67200...	Comptroller's Office - Cash	
71-01-202050-67200...	Comptroller's Office - Cash Held in Trust	
71-01-302050-67200...	Comptroller's Office - Cash	
71-01-702050-67200...	Comptroller's Office - Cash	
71-92-201051-69600...	Student Activities Office - Revolving Cash	
Total Assets		
Liabilities		
71-01-101003-67000...	Comptroller's Office - Due Other Funds	
71-92-201051-69600...	Student Activities Office - Due Other Funds	

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Accounting Reference Cells within a Detail Accounting Area

Introduction

You normally want to include at least one Accounting Reference Cell within a Detail Accounting Area to include balances on your report.

What about Accounting Reference Cells in a Detail Accounting Area

Adding an Accounting Reference Cell to a Detail Accounting Area is very similar to the procedure for Adding an Accounting Cell. Follow the procedure outlined in "Add an Accounting Cell" described earlier in this participant guide.

Differences: Accounting Reference Cells within Detail Accounting Areas

The following table explains the differences you see in the Accounting Reference Cell Properties section of the Properties Panel.

Properties field	**Accounting Cell**	**Accounting Reference Cell within a Detail Accounting Area**
Accounts/ Replacement Account	Hovering over the blue text next to *Accounts:* displays the Account Numbers dialog box.	*Accounts:* is replaced with *Replacement Account:* text entry field.
Account Entry	Select or define accounts for the cell	Automatically retrieves accounts for the cell from the Detail Accounting Area definition
Test Account Lookup	Able to test the account lookup	• Cannot test the account lookup from the cell • Can return to the Detail Accounting Area Properties and click Account Lookup to review the accounts

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Accounting Reference Cells within a Detail Accounting Area

Similarities: Accounting Reference Cells and Detail Accounting Areas

The similarities you'll find in the Cell Properties section of the Properties Panel for Accounting Cells and Accounting Reference Cells within Detail Accounting Areas are:

- Companies included in calculations
- Calculations
- Currency

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Activity: Add Accounting Reference Cells

Objective

Add accounting reference cells to the report to display the beginning balance, and year-to-date balance.

Information for the Accounting Reference Cells

The table below contains the information for each balance.

Column Letter	Balance (Report Column)	Source of Calculations	Ledger ID	Calculation	Adjust-ment
C	Beginning Balance	ACTUAL	Actual	YEAR BEGINNING BALANCE	0
F	YTD Balance	ACTUAL	Actual	YTD	0

Add Accounting Reference Cells

Complete the tasks listed below to add the two Accounting Reference Cells.

Task	Description
1	For each of the categories, add the Beginning Balance, and YTD Balance. Add these Accounting Reference Cells as you added Accounting Cells to the previous reports. • Notice that you do not have access to the *Accounts:* property. The accounts for these Accounting Reference Cells were defined in the Detail Accounting Area's properties. **NOTE:** After you add the Asset Accounting Reference Cells, use copy and paste to define the remaining Accounting Reference Cells.
2	Save your work.
3	Test your report using the date specified by your instructor.

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Activity: Add Accounting Reference Cells

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D	E	F	G
1	**Working Trial Balance Report**						
2	Report date: @DATE(TRUE)						
3							
4		**Description**	**Begin Bal**	**Positive**	**Negative**	**YTD Bal**	**Prior Year End Bal**
5	**Assets**						
6	[Account Code]	[Description]	1,111.11			1,111.11	
7	**Total Assets**						
8							
9	**Liabilities**						
10	[Account Code]	[Description]	1,111.11			1,111.11	
11	**Total Liabilities**						
12							
13	**Fund Balance**						
14	[Account Code]	[Description]	1,111.11			1,111.11	
15	**Total Fund Balance**						
16							
17	**Revenue**						
18	[Account Code]	[Description]	1,111.11			1,111.11	
19	**Total Revenue**						
20							
21	**Expense**						
22	[Account Code]	[Description]	1,111.11			1,111.11	
23	**Total Expense**						

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Working Trial Balance Report
Report date: May 31, 2009

	Description	Begin Bal	Positive	Negative	YTD Bal	Prior Year End Bal
Assets						
71-01-101003-670...	Comptroller'...	10,944.07			10,944.07	
71-01-101003-672...	Comptroller'...	0.00			18,468.78	
71-01-101003-672...	Comptroller'...	0.00			(92.90)	
71-01-101003-672...	Comptroller'...	0.00			(307.20)	
71-01-101003-672...	Comptroller'...	0.00			1,240.55	
71-01-202050-670...	Comptroller'...	28,319.18			0.00	
71-01-202050-672...	Comptroller'...	358,459.44			185,193.61	
71-01-202050-672...	Comptroller'...	0.00			177,308.88	
71-01-302050-672...	Comptroller'...	35,457.55			(2,596.52)	
71-01-702050-672...	Comptroller'...	61,344.20			57,249.34	
71-92-201051-696...	Student Acti...	500.00			500.00	
Total Assets						
Liabilities						
71-01-101003-670...	Comptroller'...	(12,450.20)			(12,918.21)	
71-92-201051-696...	Student Acti...	(263.55)			(263.55)	
71-92-701051-696...	Student Life...	(221.00)			(221.00)	
71-92-701051-696...	Student Life...	(114.00)			(114.00)	
Total Liabilities						
Fund Balance						
71-01-000000-000...	Masking fille...	3,884.62			3,884.62	
71-01-101003-670...	Comptroller'...	3,285.39			3,285.39	

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Accounting Reference Cells Properties Calculations Adjustment

Introduction

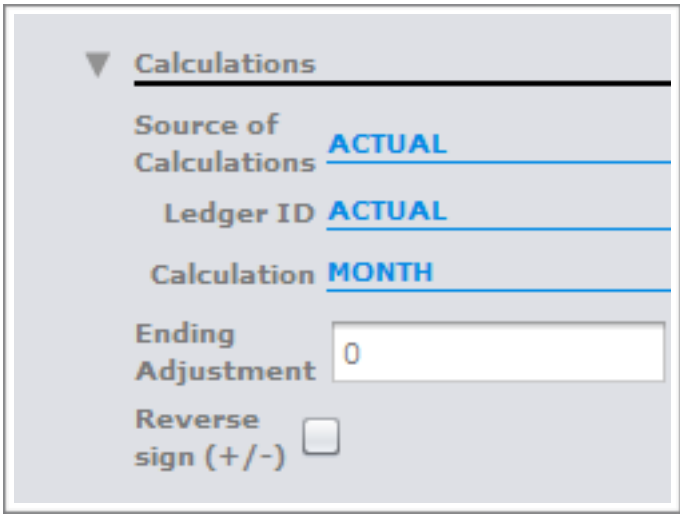
An option on the Accounting Reference Cells Properties Calculations is Adjustment.

Definitions

Adjustment values refine the Calculation range of dates. For example, you may want to retrieve last month's balance or the monthly balance from six months ago.

Adjustment works with Calculation

Adjustment works in relation to the Calculation you selected. Adjustment adjusts Calculation up or down by the number entered for Adjustment.



Adjustment Examples

If you want balances for the current period, set Adjustment to 0. If you want balances for the prior period, set Adjustment to -1. The table below illustrates the use of Adjustment in relation to Calculation.

Balance Desired	Calculation	Adjustment
Current Month	MONTH	0
Previous Month	MONTH	-1
Current Year	YEAR	0
Two Years Ago	YEAR	-2

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Activity: Add Accounting Reference Cells Properties Calculations Adjustment

Objective

Add accounting reference cells with properties calculations adjustment to the report to display the prior year ending balance.

Information for the Accounting Reference Cells

The table below contains the information for the prior year ending balance.

Column Letter	Balance (Report Column)	Source of Calculations	Ledger ID	Calculation	Adjust-ment
G	Prior Year Ending Balance	ACTUAL	Actual	YEAR	-1

Add Accounting Reference Cells

Complete the tasks listed below to add the Prior Year Ending Balance Accounting Reference Cells.

Task	Description
1	For each of the categories, add the Prior Year Ending Balance Accounting Reference Cells. Add these Accounting Reference Cells as you added Accounting Cells to the previous reports. • Notice that you do not have access to the *Accounts:* property. The accounts for these Accounting Reference Cells were defined in the Detail Accounting Area. **NOTE:** After you add the Asset Accounting Reference Cell, use copy and paste to define the remaining Accounting Reference Cells.
2	Save your work.
3	Test your report using the date specified by your instructor.

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Activity: Add Accounting Reference Cells Properties Calculations Adjustment

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D	E	F	G
1	**Working Trial Balance Report**						
2	Report date: @DATE(TRUE)						
3							
4		**Description**	**Begin Bal**	**Positive**	**Negative**	**YTD Bal**	**Prior Year End Bal**
5	**Assets**						
6	[Account Code]	[Description]	1,111.11			1,111.11	1,111.11
7	**Total Assets**						
8							
9	**Liabilities**						
10	[Account Code]	[Description]	1,111.11			1,111.11	1,111.11
11	**Total Liabilities**						
12							
13	**Fund Balance**						
14	[Account Code]	[Description]	1,111.11			1,111.11	1,111.11
15	**Total Fund Balance**						
16							
17	**Revenue**						
18	[Account Code]	[Description]	1,111.11			1,111.11	1,111.11
19	**Total Revenue**						
20							
21	**Expense**						
22	[Account Code]	[Description]	1,111.11			1,111.11	1,111.11
23	**Total Expense**						

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Working Trial Balance Report
Report date: May 31, 2009

	Description	**Begin Bal**	**Positive**	**Negative**	**YTD Bal**	**Prior Year End Bal**
Assets						
71-01-101003-670000-19170	Comptroller's Office - Due From Other Funds	10,944.07			10,944.07	10,944.07
71-01-101003-672000-19011	Comptroller's Office - Claim on Cash	0.00			18,468.78	0.00
71-01-101003-672000-19067	Comptroller's Office - Claim on Cash	0.00			(92.90)	0.00
71-01-101003-672000-19073	Comptroller's Office - Claim on Cash	0.00			(307.20)	0.00
71-01-101003-672000-19079	Comptroller's Office - Claim on Cash	0.00			1,240.55	0.00
71-01-202050-670000-19170	Comptroller's Office - Due From Other Funds	28,319.18			0.00	28,319.18
71-01-202050-672000-19110	Comptroller's Office - Cash	358,459.44			185,193.61	358,459.44
71-01-202050-672000-19125	Comptroller's Office - Cash Held in Trust	0.00			177,308.88	0.00
71-01-302050-672000-19110	Comptroller's Office - Cash	35,457.55			(2,596.52)	35,457.55
71-01-702050-672000-19110	Comptroller's Office - Cash	61,344.20			57,249.34	61,344.20
71-92-201051-696000-19130	Student Activities Office - Revolving Cash	500.00			500.00	500.00
Total Assets						
Liabilities						
71-01-101003-670000-29520	Comptroller's Office - Due Other Funds	(12,450.20)			(12,918.21)	(12,450.20)
71-92-201051-696000-29520	Student Activities Office - Due Other Funds	(263.55)			(263.55)	(263.55)
71-92-701051-696000-29510	Student Life - Accounts Payable	(221.00)			(221.00)	(221.00)
71-92-701051-696000-29520	Student Life - Due Other Funds	(114.00)			(114.00)	(114.00)
Total Liabilities						

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Activity: Insert a Column

Objective

Insert a column in the report to contain the year-to-date activity through the reporting month without beginning balance.

Information for the Accounting Reference Cells

The table below contains the information for the new column amounts.

Column Letter	Balance (Report Column)	Source of Calculations	Ledger ID	Calculation	Adjust-ment
D	Year-to-date activity though reporting month without beginning balance	ACTUAL	Actual	YTD ACTIVITY THROUGH MONTH	0

Add Accounting Reference Cells

Complete the tasks listed below to add the five Accounting Reference Cells.

Task	Description
1	Insert a column between Beginning Balance and Positive. • Click anywhere in Column D. • Click the Insert New Column icon .
2	Title the new column "YTD Activity."
3	For each of the categories, add the Year-to-Date Activity through the Month. Add these Accounting Reference Cells as you added Accounting Cells to the previous reports. • Notice that you do not have access to the *Accounts:* property. The accounts for these Accounting Cells were defined in the Detail Accounting Area. **NOTE:** After you add the Asset Accounting Reference Cells, use copy and paste to define the remaining Accounting Reference Cells.
4	Save your work.
5	Test your report using the date specified by your instructor.

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Activity: Insert a Column

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D	E	F	G	H
1	**Working Trial Balance Report**							
2	Report date: @DATE(TRUE)							
3								
4		**Description**	**Begin Bal**	YTD Activity	**Positive**	**Negative**	**YTD Bal**	**Prior Year End Bal**
5	**Assets**							
6	[Account Code]	[Description]	1,111.11	1,111.11			1,111.11	1,111.11
7	**Total Assets**							
8								
9	**Liabilities**							
10	[Account Code]	[Description]	1,111.11	1,111.11			1,111.11	1,111.11
11	**Total Liabilities**							
12								
13	**Fund Balance**							
14	[Account Code]	[Description]	1,111.11	1,111.11			1,111.11	1,111.11
15	**Total Fund Balance**							
16								
17	**Revenue**							
18	[Account Code]	[Description]	1,111.11	1,111.11			1,111.11	1,111.11
19	**Total Revenue**							
20								
21	**Expense**							
22	[Account Code]	[Description]	1,111.11	1,111.11			1,111.11	1,111.11
23	**Total Expense**							

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Working Trial Balance Report
Report date: May 31, 2009

	Description	**Begin Bal**	YTD Activity	**Positive**	**Negative**	**YTD Bal**	**Prior Year End Bal**
Assets							
71-01-101003-670000-19170	Comptroller's Office - Due From Other Funds	10,944.07	0.00			10,944.07	10,944.07
71-01-101003-672000-19011	Comptroller's Office - Claim on Cash	0.00	18,468.78			18,468.78	0.00
71-01-101003-672000-19067	Comptroller's Office - Claim on Cash	0.00	(92.90)			(92.90)	0.00
71-01-101003-672000-19073	Comptroller's Office - Claim on Cash	0.00	(307.20)			(307.20)	0.00
71-01-101003-672000-19079	Comptroller's Office - Claim on Cash	0.00	1,240.55			1,240.55	0.00
71-01-202050-670000-19170	Comptroller's Office - Due From Other Funds	28,319.18	(28,319.18)			0.00	28,319.18
71-01-202050-672000-19110	Comptroller's Office - Cash	358,459.44	(173,265.83)			185,193.61	358,459.44
71-01-202050-672000-19125	Comptroller's Office - Cash Held in Trust	0.00	177,308.88			177,308.88	0.00
71-01-302050-672000-19110	Comptroller's Office - Cash	35,457.55	(38,054.07)			(2,596.52)	35,457.55
71-01-702050-672000-19110	Comptroller's Office - Cash	61,344.20	(4,094.86)			57,249.34	61,344.20
71-92-201051-696000-19130	Student Activities Office - Revolving Cash	500.00	0.00			500.00	500.00
Total Assets							
Liabilities							
71-01-101003-670000-29520	Comptroller's Office - Due Other Funds	(12,450.20)	(468.01)			(12,918.21)	(12,450.20)
71-92-201051-696000-29520	Student Activities Office - Due Other Funds	(263.55)	0.00			(263.55)	(263.55)
71-92-701051-696000-29510	Student Life - Accounts Payable	(221.00)	0.00			(221.00)	(221.00)
71-92-701051-696000-29520	Student Life - Due Other Funds	(114.00)	0.00			(114.00)	(114.00)
Total Liabilities							

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Condition Cells

Introduction

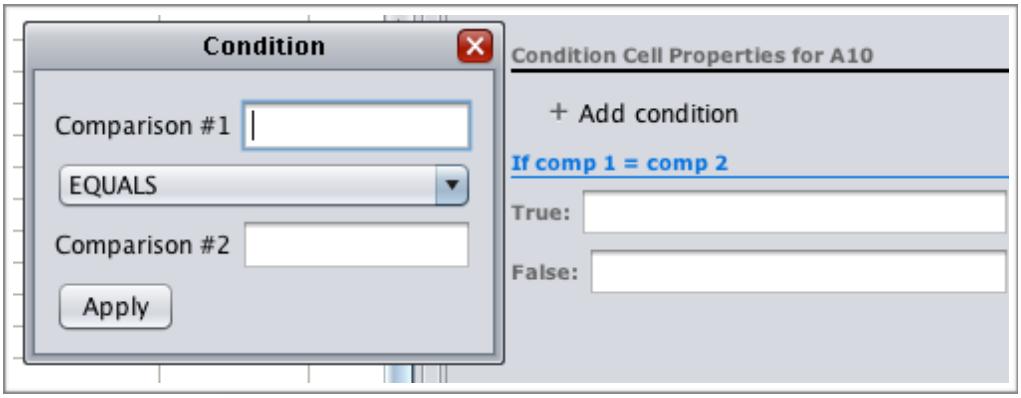
Another type of cell you can define on the Report Designer is the *Condition Cell*.

Condition Cell

A *Condition Cell* allows you to compare two or more items and display something different if it is true or false. A *Condition Cell* is similar to an IF statement.

Condition Cell Properties

Define the comparison and its results using the Condition Cell properties on the Properties Panel.



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Condition Cells

Procedure for Adding Condition Cells

The table below outlines the steps for adding a Condition Cell to your report.

Step	Action
1	Drag the *Condition Cell* from the *Other Cells* list box on the Cell Palette onto the Report Designer where you want to display data based upon a particular condition. ***Result:*** Your Condition Cell displays on your Report Designer with the value of 7777.77 and the Condition Cell Properties display on the Properties Panel.
2	Hover your mouse pointer over the blue text: "If comp 1 = comp 2". ***Result:*** Condition dialog box displays.
3	In Comparison #1, enter the cell designation or information to compare. For example, enter the =**C3** to use the value in cell C3.
4	In the next field, select the type of comparison you want to make, such as **EQUALS**. To review all the types of comparison click the down arrow.
5	In Comparison #2, enter the cell designation or information to compare. For example, another cell or a value such as 0 (zero). Click Apply.
6	In True, enter the value to show if the comparison evaluates to true.
7	In False, enter the value to show if the comparison evaluates to false.
8	Click Apply to save your changes.

Additional Conditions for the Same Cell

If you need to create more than one condition for the cell, add the conditions by clicking the green plus sign at the top left of the dialog box and selecting **And** or **Or** to indicate how to combine the conditions.

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Activity: Add Condition Cells

Information for the Condition Cells

The table below contains the information for the two Condition Cells.

Column Name	Comparison #1	Comparison Type	Comparison #2	True	False
Positives	=D<*row number*>	GREATER THAN OR EQUAL TO	0	=D<*row number*>	0
Negatives	=D<*row number*>	LESS THAN	0	=-D<*row number*>	0

Add Condition Cells

Complete the tasks listed below to add the Condition Cells.

Task	Description
1	For each of the categories, add the Positives and Negatives Condition Cells. • Follow the "Procedure for Adding Condition Cells" defined earlier in this module. • Use the information in the table above ("Information for the Condition Cells"). **NOTE:** After you add the Asset Condition Cells, you use copy and paste to define the remaining Condition Cells.
2	Save your work.
3	Test your report using the report date specified by your instructor. • Do the Positives and Negatives cells contain data from the Year-to-date activity though reporting month without beginning balance cell? • Does this data appear to be correct? • If your answer to either question is No, review each Condition Cell, make changes and test your report again.
4	If your report is correct, transfer it to the Synoptix Report Template Repository.

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Activity: Add Condition Cells

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D	E	F	G	H
1	**Working Trial Balance Report**							
2	Report date: @DATE(TRUE)							
3								
4		**Description**	**Begin Bal**	YTD Activity	**Positive**	**Negative**	**YTD Bal**	**Prior Year End Bal**
5	**Assets**							
6	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
7	**Total Assets**							
8								
9	**Liabilities**							
10	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
11	**Total Liabilities**							
12								
13	**Fund Balance**							
14	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
15	**Total Fund Balance**							
16								
17	**Revenue**							
18	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
19	**Total Revenue**							
20								
21	**Expense**							
22	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
23	**Total Expense**							

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Working Trial Balance Report
Report date: May 31, 2009

	Description	**Begin Bal**	YTD Activity	**Positive**	**Negative**	**YTD Bal**	**Prior Year End Bal**
Assets							
71-01-101003-670000-19170	Comptroller's Office - Due From Other Funds	10,944.07	0.00	0.00	0.00	10,944.07	10,944.07
71-01-101003-672000-19011	Comptroller's Office - Claim on Cash	0.00	18,468.78	18,468.78	0.00	18,468.78	0.00
71-01-101003-672000-19067	Comptroller's Office - Claim on Cash	0.00	(92.90)	0.00	92.90	(92.90)	0.00
71-01-101003-672000-19073	Comptroller's Office - Claim on Cash	0.00	(307.20)	0.00	307.20	(307.20)	0.00
71-01-101003-672000-19079	Comptroller's Office - Claim on Cash	0.00	1,240.55	1,240.55	0.00	1,240.55	0.00
71-01-202050-670000-19170	Comptroller's Office - Due From Other Funds	28,319.18	(28,319.18)	0.00	28,319.18	0.00	28,319.18
71-01-202050-672000-19110	Comptroller's Office - Cash	358,459.44	(173,265.83)	0.00	173,265.83	185,193.61	358,459.44
71-01-202050-672000-19125	Comptroller's Office - Cash Held in Trust	0.00	177,308.88	177,308.88	0.00	177,308.88	0.00
71-01-302050-672000-19110	Comptroller's Office - Cash	35,457.55	(38,054.07)	0.00	38,054.07	(2,596.52)	35,457.55
71-01-702050-672000-19110	Comptroller's Office - Cash	61,344.20	(4,094.86)	0.00	4,094.86	57,249.34	61,344.20
71-92-201051-696000-19130	Student Activities Office - Revolving Cash	500.00	0.00	0.00	0.00	500.00	500.00
Total Assets							
Liabilities							
71-01-101003-670000-29520	Comptroller's Office - Due Other Funds	(12,450.20)	(468.01)	0.00	468.01	(12,918.21)	(12,450.20)
71-92-201051-696000-29520	Student Activities Office - Due Other Funds	(263.55)	0.00	0.00	0.00	(263.55)	(263.55)
71-92-701051-696000-29510	Student Life - Accounts Payable	(221.00)	0.00	0.00	0.00	(221.00)	(221.00)
71-92-701051-696000-29520	Student Life - Due Other Funds	(114.00)	0.00	0.00	0.00	(114.00)	(114.00)
Total Liabilities							

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Hidden Columns and Rows

Introduction

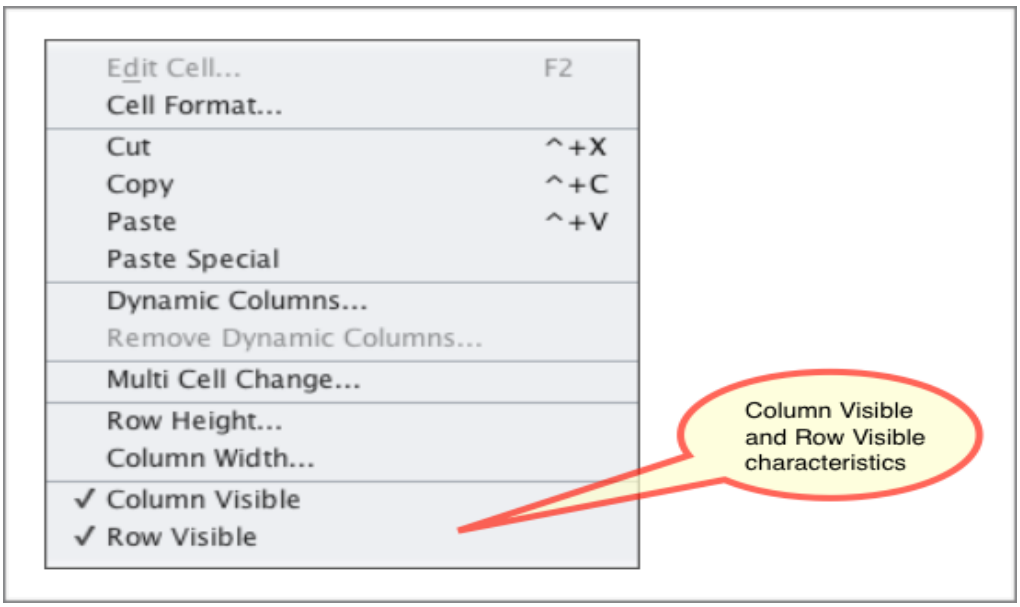
It is possible to hide columns and rows of information within a Synoptix report.

Why Might You Hide Information?

You may need data to perform a calculation or condition yet you don't need to display that data on the report. In fact, it may be confusing to show that data on the report.

Hide Columns and Rows Drop-Down Menu

When you want to hide a column or row, you will do so via this right-click menu.



Procedure for Hiding a Column

The steps below explain how to hide a column within a report.

Step	Action
1	Access the report on Report Designer.
2	Right-click any cell in the column you want to hide. ***Result:*** The hide columns and rows drop-down menu displays.
3	Click **Column Visible** to uncheck that characteristic.
4	A red X displays to the left of the column designator on the Report Designer.

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Hidden Columns and Rows

Procedure for Hiding a Row

The steps below explain how to hide a row within a report.

Step	Action
1	Access the report on Report Designer.
2	Right-click any cell in the row you want to hide. ***Result:*** The hide columns and rows drop-down menu displays.
3	Click **Row Visible** to uncheck that characteristic.
4	A red X displays to the left of the column designator on the Report Designer.

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Activity: Hide a Column

Hide the YTD Activity Column

Complete the steps below to hide the YTD Activity column.

1. Following the "Procedure for Hiding a Column," hide the YTD Activity column.

2. Test your report. If the report displays without the YTD Activity column and with the correct amounts in Debits and Credits, transfer it to the Synoptix Report Template Repository.

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Activity: Hide a Column

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D	E	F	G	H
1	***Working Trial Balance***							
2	*As of @date(true)*							
3	*Run on @today(true) @time()*							
4		**Description**	**Beg Bal**	YTD Activity	**Positive**	**Negative**	**YTD Balance**	**Prior Yr End Bal**
5	**Assets**							
6	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
7	***Total Assets***							
8								
9	**Liabilities**							
10	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
11	***Total Liabilities***							
12								
13	**Fund Balance**							
14	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
15	***Total Fund Balances***							
16								
17	**Revenues**							
18	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
19	***Total Revenues***							
20								
21	**Expenses**							
22	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
23	***Total Expenses***							

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Working Trial Balance Report
Report date: May 31, 2009

	Description	Begin Bal	Positive	Negative	YTD Bal	Prior Year End Bal
Assets						
71-01-101003-670000-19170	Comptroller's Office - Due From Other Funds	10,944.07	0.00	0.00	10,944.07	10,944.07
71-01-101003-672000-19011	Comptroller's Office - Claim on Cash	0.00	18,468.78	0.00	18,468.78	0.00
71-01-101003-672000-19067	Comptroller's Office - Claim on Cash	0.00	0.00	92.90	(92.90)	0.00
71-01-101003-672000-19073	Comptroller's Office - Claim on Cash	0.00	0.00	307.20	(307.20)	0.00
71-01-101003-672000-19079	Comptroller's Office - Claim on Cash	0.00	1,240.55	0.00	1,240.55	0.00
71-01-202050-670000-19170	Comptroller's Office - Due From Other Funds	28,319.18	0.00	28,319.18	0.00	28,319.18
71-01-202050-672000-19110	Comptroller's Office - Cash	358,459.44	0.00	173,265.83	185,193.61	358,459.44
71-01-202050-672000-19125	Comptroller's Office - Cash Held in Trust	0.00	177,308.88	0.00	177,308.88	0.00
71-01-302050-672000-19110	Comptroller's Office - Cash	35,457.55	0.00	38,054.07	(2,596.52)	35,457.55
71-01-702050-672000-19110	Comptroller's Office - Cash	61,344.20	0.00	4,094.86	57,249.34	61,344.20
71-92-201051-696000-19130	Student Activities Office - Revolving Cash	500.00	0.00	0.00	500.00	500.00
Total Assets						
Liabilities						
71-01-101003-670000-29520	Comptroller's Office - Due Other Funds	(12,450.20)	0.00	468.01	(12,918.21)	(12,450.20)
71-92-201051-696000-29520	Student Activities Office - Due Other Funds	(263.55)	0.00	0.00	(263.55)	(263.55)
71-92-701051-696000-29510	Student Life - Accounts Payable	(221.00)	0.00	0.00	(221.00)	(221.00)
71-92-701051-696000-29520	Student Life - Due Other Funds	(114.00)	0.00	0.00	(114.00)	(114.00)
Total Liabilities						

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Total the Amounts in a Detail Accounting Area

Introduction

The Detail Accounting Area displays all the individual account amounts. It may be helpful to total those individual amounts for your report.

Expanding Sum (ESUM)

The ESUM function totals the individual account amounts displayed in a Detail Accounting Area. This function expands its contents as the Detail Accounting Area expands.

Procedure for Totaling Detail Accounting Area Amounts

Complete the steps outlined below to define a Calculation Cell that totals individual amounts within a Detail Accounting Area.

Step	Action	
1	Find the column in the Detail Accounting Area that contains the amount you want to total.	
2	Click in an empty cell below that amount.	
3	type **=ESUM(*<cell designator>*)** in that cell.	
	When you total ...	**Code ESUM Function As...**
	A single cell, such as an accounting reference cell within a Detail Accounting Area...	**=ESUM(*<cell designator>*)**
	Both a Detail Accounting Area Accounting Reference Cell and a regular Accounting Cell...	**=ESUM(*<begin cell designator>*:*<end cell designator>*)**
4	Press Enter.	

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Total the Amounts in a Detail Accounting Area

Detail Accounting Area Totals

This section contains examples of the two methods of coding ESUM.

ESUM Method
Total a single Detail Accounting Area Accounting Reference Cell.

Example

3	Description	Allocated Budget
4		
5	[Description]	1111.11
6		
7	**Totals**	**=ESUM(B5)**

ESUM Method
Total a Detail Accounting Area Accounting Reference Cell and a regular Accounting Cell.

Example
In this example, the amounts in rows 20 and 22 are regular Accounting Cells and the amount in row 21 is a Detail Accounting Area Accounting Reference Cell.

13	**Expenses**	
14	Selling Payroll	9999.99
15	[Description]	1111.11
16	G&A Payroll	9999.99
17		
18	**Expenses To...**	**=SUM(B14:B16)**

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Activity: Add the Totals to the Report

Objective

Total the amounts for each Accounting Detail Area on the report.

Add the Totals

Complete the tasks listed below to add totals for the five categories and all the balances in those categories.

Task	Description
1	Review the report mock up for the totals you need to define.
2	For each total, click the cell in which you need to define a total.
3	For each total, • Enter **=ESUM(*<cell designation>*)** • Press Enter.
4	Save your work after you have added all the totals as shown in the mock up.
5	Test your report using the report date specified by your instructor. • Do the totals appear as the mock up shows? • Are the total amounts correct? • If you answered No to either question, review the incorrect totals using the **Properties Panel**, make any necessary changes and test your report again.
6	When you report executes successfully, transfer your report to the Synoptix Report Template Repository.

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Activity: Add the Totals to the Report

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D	E	F	G	H
1	**Working Trial Balance Report**							
2	Report date: @DATE(TRUE)							
3								
4		**Description**	**Begin Bal**	YTD Activity	**Positive**	**Negative**	**YTD Bal**	**Prior Year End Bal**
5	**Assets**							
6	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
7	**Total Assets**		=ESUM(C6)		=ESUM(E6)	=ESUM(F6)	=ESUM(G6)	=ESUM(H6)
8								
9	**Liabilities**							
10	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
11	**Total Liabilities**		=ESUM(C10)		=ESUM(E10)	=ESUM(F10)	=ESUM(G10)	=ESUM(H10)
12								
13	**Fund Balance**							
14	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
15	**Total Fund Balance**		=ESUM(C14)		=ESUM(E14)	=ESUM(F14)	=ESUM(G14)	=ESUM(H14)
16								
17	**Revenue**							
18	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
19	**Total Revenue**		=ESUM(C18)		=ESUM(E18)	=ESUM(F18)	=ESUM(G18)	=ESUM(H18)
20								
21	**Expense**							
22	[Account Code]	[Description]	1,111.11	1,111.11	7,777.77	7,777.77	1,111.11	1,111.11
23	**Total Expense**		=ESUM(C22)		=ESUM(E22)	=ESUM(F22)	=ESUM(G22)	=ESUM(H22)

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Working Trial Balance Report
Report date: May 31, 2009

	Description	Begin Bal	Positive	Negative	YTD Bal	Prior Year End Bal
Assets						
71-01-101003-670000-19170	Comptroller's Office - Due From Other Funds	10,944.07	0.00	0.00	10,944.07	10,944.07
71-01-101003-672000-19011	Comptroller's Office - Claim on Cash	0.00	18,468.78	0.00	18,468.78	0.00
71-01-101003-672000-19067	Comptroller's Office - Claim on Cash	0.00	0.00	92.90	(92.90)	0.00
71-01-101003-672000-19073	Comptroller's Office - Claim on Cash	0.00	0.00	307.20	(307.20)	0.00
71-01-101003-672000-19079	Comptroller's Office - Claim on Cash	0.00	1,240.55	0.00	1,240.55	0.00
71-01-101003-672000-19110	Comptroller's Office - Cash	0.00	0.00	0.00	0.00	0.00
71-01-202050-670000-19170	Comptroller's Office - Due From Other Funds	28,319.18	0.00	28,319.18	0.00	28,319.18
71-01-202050-672000-19110	Comptroller's Office - Cash	358,459.44	0.00	173,265.83	185,193.61	358,459.44
71-01-202050-672000-19125	Comptroller's Office - Cash Held in Trust	0.00	177,308.88	0.00	177,308.88	0.00
71-01-302050-672000-19110	Comptroller's Office - Cash	35,457.55	0.00	38,054.07	(2,596.52)	35,457.55
71-01-702050-672000-19110	Comptroller's Office - Cash	61,344.20	0.00	4,094.86	57,249.34	61,344.20
71-92-201051-696000-19130	Student Activities Office - Revolving Cash	500.00	0.00	0.00	500.00	500.00
Total Assets		495,024.44	197,018.21	244,134.04	447,908.61	495,024.44
Liabilities						
71-01-101003-670000-29520	Comptroller's Office - Due Other Funds	(12,450.20)	0.00	468.01	(12,918.21)	(12,450.20)
71-92-201051-696000-29520	Student Activities Office - Due Other Funds	(263.55)	0.00	0.00	(263.55)	(263.55)
71-92-701051-696000-29510	Student Life - Accounts Payable	(221.00)	0.00	0.00	(221.00)	(221.00)
71-92-701051-696000-29520	Student Life - Due Other Funds	(114.00)	0.00	0.00	(114.00)	(114.00)

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Module 10: Using Filters

Overview

Introduction

In this module, we will use Filters to limit the selection of GL accounts for a report.

Objectives

When you complete this module you will be able to:

- Describe the filters that auto-populate for the FDM.
- Apply a Filter to a report to affect the results that display on the report.
- Explain when you might apply a filter to a report.

Filters Example Report Mock Up

Below is a mock up of the report you will create.

Fund Balance by SubFund Report
As of May 31, 2009
Run on August 16, 2013 11:57 AM

	Description	FY 2009 Budget	FY 2009 YTD Actual	FY 2008 YTD Actual	Variance
Assets					
11-01-101003-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	18,944,811	23,414,454	16,072,429	146%
11-01-101003-790000-39790	Comptroller's Office - Fund Balance-Unrestricted	0	(26,975)	0	
11-02-202050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	299,258	299,258	189,862	158%
11-02-302050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	559	559	3,774	15%
11-02-702050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	29,243	29,243	45,188	65%
11-03-202050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	83,684	83,684	4,329	1,933%
11-03-302050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	77,911	77,911	92,639	84%
11-03-702050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	(22,513)	(22,513)	55,793	(40)%
11-04-202050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	138,230	138,230	216,050	64%
11-04-302050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	30,402	30,402	26,898	113%
11-04-702050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	112,914	112,914	93,731	120%
11-05-101003-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	0	0	7,755	0%
11-05-201002-679911-39790	Business Services - Fund Balance-Unrestricted	0	0	3,616	0%
11-05-301001-679911-39790	President's Office - Fund Balance-Unrestricted	0	0	27,620	0%
11-05-701040-679911-39790	Classified Senate - Fund Balance-Unrestricted	0	0	(902)	0%
11-06-101020-660009-39790	Human Resources - Fund Balance-Unrestricted	43,991	43,991	1,132	3,885%
11-06-101020-679908-39790	Human Resources - Fund Balance-Unrestricted	9,481	9,481	133,974	7%
11-06-201002-679908-39790	Business Services - Fund Balance-Unrestricted	15,874	15,874	0	
11-06-301002-679908-39790	Business Services Office - Fund Balance-Unrestricted	8,066	8,066	0	

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Filters that Auto-Populate

Introduction

When you populate the Financial Data Mart (FDM), filters are built to aid with reporting.

What filters are built?

Based upon the major components defined on the Account Structure Maintenance (GLAS) form and the GL Account Descriptions (GLDM) form a filter is built for each major component and component description

Filter Examples

The following table illustrates the concept of financial filters.

Making a Report Template Filterable	
??-01-101001-601013-5100	Accounting Cell Definition
11-??-??????-??????-?????	Filter Account Definition
11-01-101001-601013-5100	Resulting Accounting Cell Definition once Filter has been applied at runtime

The following table provides a few examples for auto-populated filters.

Major Component	Component Code and Description	Filter selects GL accounts with…
Fund	71 – Student Organization Fund	fund equal to “71”
Sub-fund	01 - Operating Sub-fund	Sub-fund equal to “01”
Fund	11 - General Fund - Unrestricted	fund equal to “11”

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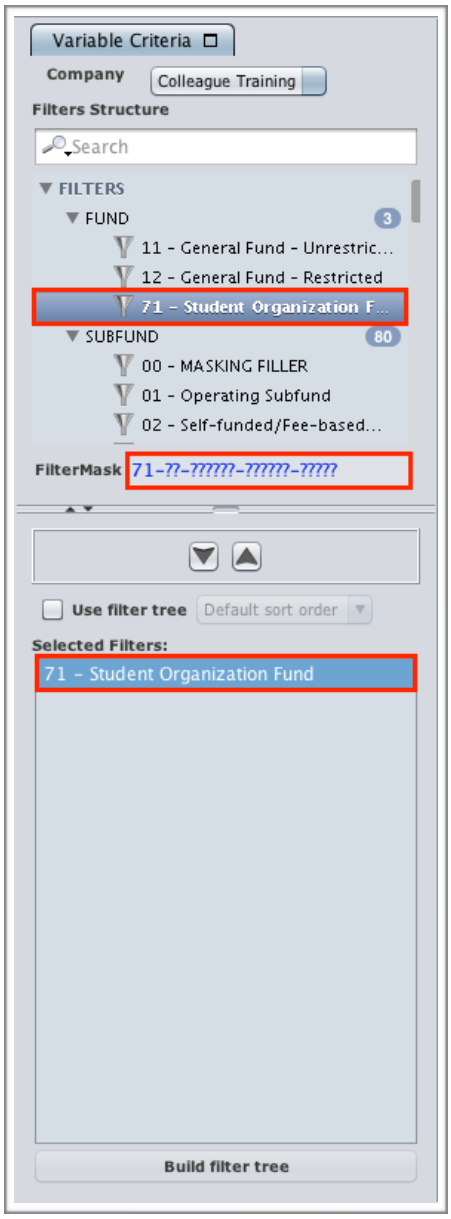
Variable Criteria Window for Filters

Introduction

The Variable Criteria window depicts the auto-populated financial filters.

- Clicking once on a desired filter selects it in the upper Filters Structure pane and displays its Filter Mask immediately below.
- Double-clicking on the desired filter moves it to the lower Selected Filters pane, indicating the filter will be used when executing the report.
- Filters can also be moved between the upper and lower panes by selecting and then using the Up/Down arrow icons in the center panel.



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Apply Filters to a Report

Introduction

To further limit the FDM records for a report, apply a filter when you execute the report.

When Can You Use a Filter?

In order to apply a filter to a report at execution time, the following must be true.

- The report must have at least one accounting cell with a wildcard.
- You must have access to the filters. Contact your Synoptix Administrator if you do not have access to the required filters.

Procedure for Applying a Filter to a Report

The table below outlines the steps you take to create a filter.

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td>1</td><td colspan="2">Run the report.

Result: The Report Viewer form appears with a panel on the left side that allows you to select the appropriate filter.</td></tr>
<tr><td rowspan="4">2</td><td colspan="2">You have three options when executing a report with a filter.</td></tr>
<tr><td>Option</td><td>Result</td></tr>
<tr><td>Do not select any filters</td><td>The report executes and displays all the accounts and their information as designed.</td></tr>
<tr><td>Apply one filter</td><td>The filter updates the accounts to select and executes the report with those accounts.</td></tr>
<tr><td>Apply multiple filters by either holding down the <Shift> or <Ctrl> key to select the filters, or select the folder in which the filters reside.</td><td>All selected filters update the accounts selected and the report executes with those accounts.</td></tr>
<tr><td>3</td><td colspan="2">Complete any variables required for the report.</td></tr>
<tr><td>4</td><td colspan="2">Click the arrow in the green circle to execute the report.</td></tr>
</table>

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Activity: Apply Filters to a Report

Objective

Create an example report and use it to demonstrate the effect using filters has on the report when executed.

Report Designer Results

When you complete this report, your Report Designer should be similar to the following.

	A	B	C	D	E	F	G
1	***Fund Balance by SubFund Report***						
2	As of @date(true)						
3	Run on @today(true) @time()		**FY @year(0,fiscal,true)**	**FY @year(0,fiscal,true)**	**FY @year(-1,fiscal,true)**		
4		**Description**	**Budget**	**YTD Actual**	**YTD Actual**	**Variance**	
5	**Assets**						
6	[Account Code]	[Description]	1,111	1,111	1,111	777,777%	
7	***Total Assets***		=ESUM(C6)	=ESUM(D6)	=ESUM(E6)		
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							

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Activity: Apply Filters to a Report

Create the Report

Complete the steps below to create an example report you will then apply filters to, just prior to executing it.

Task	Description
1	Create the filters example report.
2	Save, name and transfer your new report. • Name your report "<*yourinitials*> Filters Example."
3	Add the hard-coded text and date lookup function to the report and format the text as shown in the report mock up. • Report title • Report date • Row and column headings (Note the use of lookup functions in headings for columns C, D, and E. See *Report Designer Results* shown earlier in this activity for more detail.)
4	Add the Detail Accounting Area to the report. Filter the Area by Account Code with criteria of "??-??-??????-??????-3????".
5	Add the various Cells for the Budget, Actual and Variance columns to the report as described below.

(continued)

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Activity: Apply Filters to a Report

6	Add the Accounting Reference Cell for the *FY 2009 Budget* column using the information shown at right. **NOTE:** You can copy and paste the first Accounting Reference Cell to create the other accounting reference cells and modify each copied cell as required.	Source of Calculations: HOST BUDGET Budget ID: Budget - Allocated Calculation: YEAR Ending Adjustment: 0 Reverse sign (+/-): ☑
	Add the Accounting Reference Cell for the *FY 2009 YTD Actual* column using the information shown at right.	Source of Calculations: ACTUAL Ledger ID: Actual Calculation: YTD THROUGH MONTH Adjustment to Year: 0 Adjustment to Month: 0 Reverse sign (+/-): ☑
	Add the Accounting Reference Cell for the *FY 2008 YTD Actual* column using the information shown at right.	Source of Calculations: ACTUAL Ledger ID: Actual Calculation: YTD THROUGH MONTH Adjustment to Year: -1 Adjustment to Month: 0 Reverse sign (+/-): ☑
	Add the Condition Cell for the *Variance* column using the information shown below and at right. •Comparison 1: =D6/E6 •EQUALS INFINITY OR NAN •True: leave blank •False: =D6/E6	+ Add condition If =d6/e6 EQUALS INFINITY OR NAN True: False: =d6/e6
7	Add Totals to the report by dragging Total Cells from the list box to columns C, D, and E.	

(continued)

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Activity: Apply Filters to a Report

8	Save your work.
9	Test your report using the report date specified by your instructor. Make changes to the report specifications and retest if it does not work correctly. Note that the report returns data for all three Funds (11, 12 and 71), and all relevant Sub-funds within those Funds.
10	When your report executes successfully, transfer it to the Synoptix Report Template Repository, then proceed to *Applying Financial Filters to the Report* on the next page.

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Activity: Apply Filters to a Report

Apply Financial Filters to the Report

Complete the steps below to apply filters to the report using the *"Procedure for Applying a Filter to a Report"* described earlier in this module.

Task	Description
1	Filter by Fund 71 Student Organization Fund.
2	Click the Run button on the Report Viewer and check your results visually against the *"Report Viewer Results"* on the following pages. Results should be limited to Fund 71 and relevant Sub-funds only.
3	Filter by Fund 71 and SubFund 01 Operating.
4	Click the Run button on the Report Viewer and check your results visually against the *"Report Viewer Results"* on the following pages. Results should be limited to Sub-fund 01 within Fund 71 only.
5	Filter by Fund 71 and SubFund 01 Operating and Fund 11.
6	Click the Run button on the Report Viewer and check your results visually against the *"Report Viewer Results"* on the following pages. Results should be limited to Sub-fund 01 within Fund 11 and 71 only.

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Activity: Apply Filters to a Report

Report Viewer Results - Unfiltered

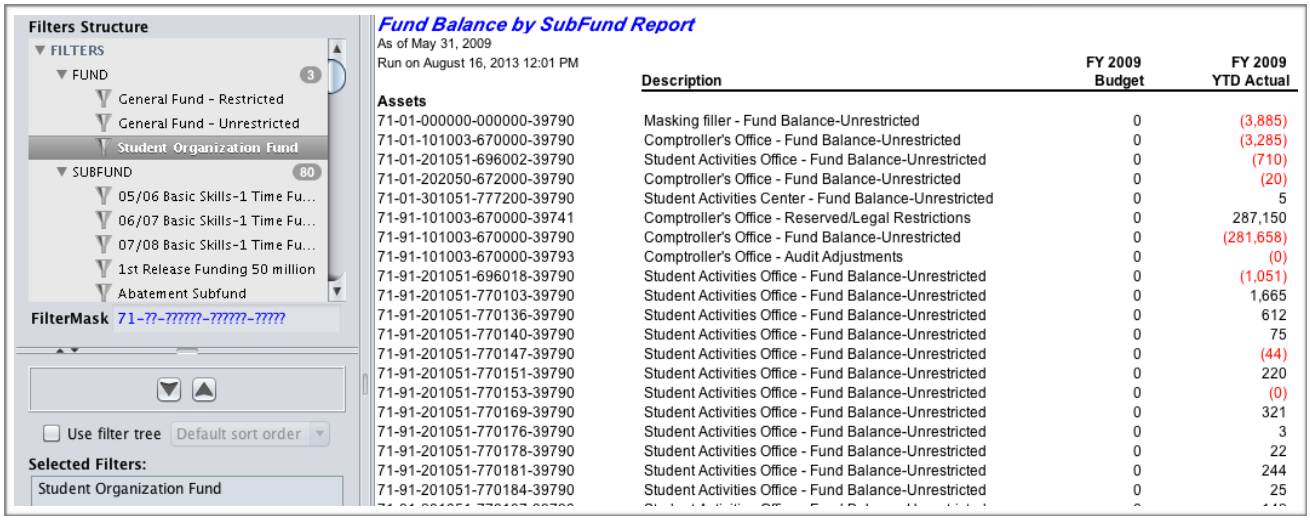
When you run your report unfiltered, Report Viewer should look similar to the following.

Fund Balance by SubFund Report
As of May 31, 2009
Run on August 16, 2013 11:57 AM

	Description	FY 2009 Budget	FY 2009 YTD Actual	FY 2008 YTD Actual	Variance
Assets					
11-01-101003-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	18,944,811	23,414,454	16,072,429	146%
11-01-101003-790000-39790	Comptroller's Office - Fund Balance-Unrestricted	0	(26,975)	0	
11-02-202050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	299,258	299,258	189,862	158%
11-02-302050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	559	559	3,774	15%
11-02-702050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	29,243	29,243	45,188	65%
11-03-202050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	83,684	83,684	4,329	1,933%
11-03-302050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	77,911	77,911	92,639	84%
11-03-702050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	(22,513)	(22,513)	55,793	(40)%
11-04-202050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	138,230	138,230	216,050	64%
11-04-302050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	30,402	30,402	26,898	113%
11-04-702050-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	112,914	112,914	93,731	120%
11-05-101003-670000-39790	Comptroller's Office - Fund Balance-Unrestricted	0	0	7,755	0%
11-05-201002-679911-39790	Business Services - Fund Balance-Unrestricted	0	0	3,616	0%
11-05-301001-679911-39790	President's Office - Fund Balance-Unrestricted	0	0	27,620	0%
11-05-701040-679911-39790	Classified Senate - Fund Balance-Unrestricted	0	0	(902)	0%
11-06-101020-660009-39790	Human Resources - Fund Balance-Unrestricted	43,991	43,991	1,132	3,885%
11-06-101020-679908-39790	Human Resources - Fund Balance-Unrestricted	9,481	9,481	133,974	7%
11-06-201002-679908-39790	Business Services - Fund Balance-Unrestricted	15,874	15,874	0	
11-06-301002-679908-39790	Business Services Office - Fund Balance-Unrestricted	8,066	8,066	0	

Report Viewer Results - Filtered

When you run your report filtered by Fund 71 *Student Organization Fund*, Report Viewer should look similar to the following.



(continued)

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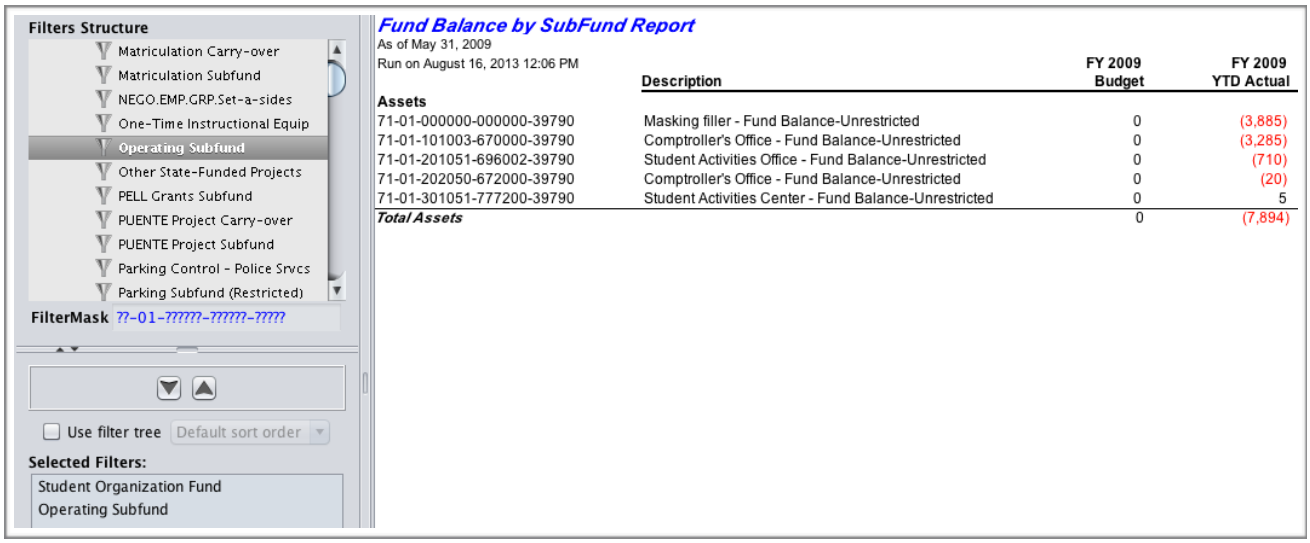
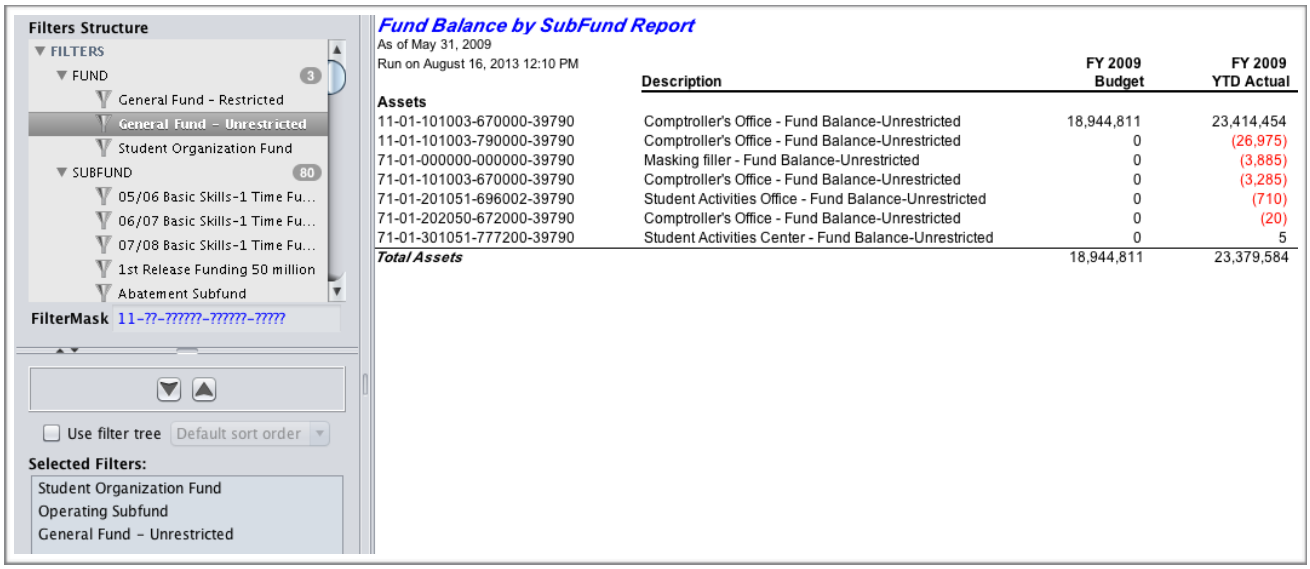
Activity: Apply Filters to a Report

When you run your report filtered by Fund 71 *Student Organization Fund* and Sub-fund 01 *Operating Sub-fund*, Report Viewer should look similar to the following.



When you run your report filtered by Fund 71 *Student Organization Fund*, Fund 11 *General Fund - Unrestricted*, and Sub-fund 01 *Operating Sub-fund*, Report Viewer should look similar to the following.



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Synoptix Filter Types

Review: Types of Filters Used in Synoptix

There are three types of filters used in Synoptix, which have all been discussed by this point.

- Cell Filters were introduced in Module 5.
- Area Filters were introduced in Module 9.
- Financial Filters were introduced in Module 10.

As a reminder, the table below discusses when each filter type is applied and what it affects.

Synoptix Filters

Filter Type	When Applied	What is Affected
Cell Filter	In the Report Designer during report creation.	The individual cell to which the filter is applied.
Area Filter	In the Report Designer during report creation.	All cells contained within the Detail Accounting Area.
Financial Filter	In the Report Viewer at runtime.	All cells contained within the entire report.

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Module 11: Create the Unrestricted/Restricted Income Statement

Overview

Introduction

In this module, we will create the Income Statement – Unrestricted vs Restricted report.

Objectives

When you complete this module you will be able to:

- Exclude GL accounts for an Accounting Cell in Direct Account Entry.

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Custom Request: Income Statement – Unrestricted vs Restricted

Introduction

The business office requested a different type of Income Statement; an Income statement that shows Unrestricted amounts and Restricted amounts.

Income Statement – Unrestricted vs Restricted Report Mock Up

The business office provided a mock up of the report they need.

Income Statement - Unrestricted vs Restricted
Report date: May 31, 2009

	Unrestricted Actual (YTD)	Restricted Actual (YTD)	Total
Revenue			
Tuition and Fees	22,178,106.22	2,918,829.08	25,096,935.30
Other Revenue	123,907,964.21	15,761,158.66	139,669,122.87
Total Revenue	146,086,070.43	18,679,987.74	164,766,058.17
Expenses			
Educational and general:			
Instruction	63,592,358.53	11,473,591.38	75,065,949.91
Research	3,583,079.35	7,953,987.24	11,537,066.59
Academic Support	7,709,330.05	41,875.64	7,751,205.69
Student Services	673,579.32	0.00	673,579.32
Institutional Support	39,423,003.27	253,560.58	39,676,563.85
Total Education and general expenses	114,981,350.52	19,723,014.84	134,704,365.36
Net Income	31,104,719.91	(1,043,027.10)	30,061,692.81

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Custom Request: Income Statement – Unrestricted vs Restricted

Income Statement – Unrestricted Row Information

The following table lists the account numbers you must select for each unrestricted cell on the report.

Row heading	**Select all Fund "11" accounts with…**
Tuition and Fees	object codes that begin with "4887", "4888" and "4889".
Other Revenue	object codes that begin with "4" and do **not** begin with "4887", "4888" and "4889".
Instruction	activities that begin with "6" and object codes that begin with "5".
Research	activities that begin with "7" and object codes that begin with "5".
Academic Support	activities that begin with "2" and object codes that begin with "5".
Student Services	activities that begin with "3" and object codes that begin with "5".
Institutional Support	activities that begin with "1" and object codes that begin with "5".

Income Statement – Restricted Row Information

The following table lists the account numbers you must select for each restricted cell on the report.

Row heading	**Select all Fund "12" accounts with…**
Tuition and Fees	object codes that begin with "4887", "4888" and "4889".
Other Revenue	object codes that begin with "4" and do **not** begin with "4887", "4888" and "4889".
Instruction	activities that begin with "6" and object codes that begin with "5".
Research	activities that begin with "7" and object codes that begin with "5".
Academic Support	activities that begin with "2" and object codes that begin with "5".
Student Services	activities that begin with "3" and object codes that begin with "5".
Institutional Support	activities that begin with "1" and object codes that begin with "5".

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Custom Request: Income Statement – Unrestricted vs Restricted

Additional Information for this report

The business office provided additional information for this report.

- All non-total cells must display YTD actual balances.
- The totals for each row must sum the amounts in the unrestricted and restricted columns for that row.
- Calculate Net Income for the unrestricted and restricted columns as Total Revenue – Total Education and general expenses.

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Exclude Accounts

Introduction

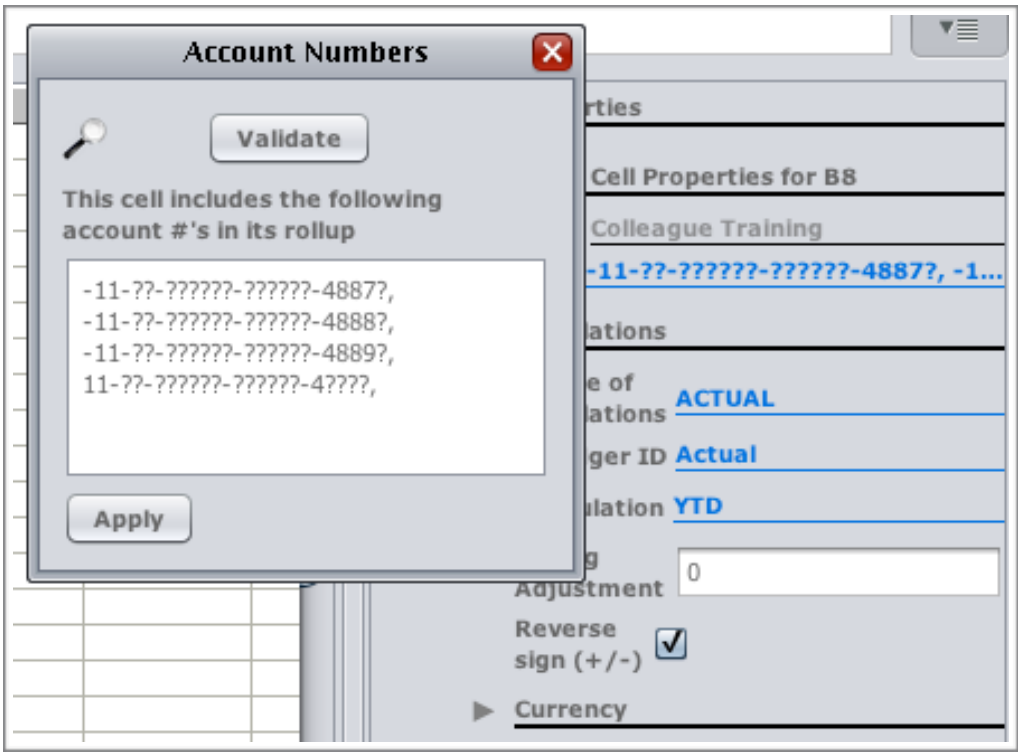
There are times you want to specify which GL accounts you do not want included in an Accounting Cell's balance.

Exclude Accounts with a Minus Sign

You specify the GL accounts you want to exclude from an Accounting Cell by preceding it with a minus sign (-).

Example of Excluding Accounts

The Account Numbers dialog box in the Cell Properties section of the Properties Panel below displays how to exclude GL accounts.



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Activity: Unrestricted vs Restricted Income Statement

Objective

Create the Income Statement – Unrestricted vs Restricted report using the information supplied in the custom request and by excluding GL accounts for the correct cells.

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Activity: Unrestricted vs Restricted Income Statement

Road Map for Creating the Report

Complete the tasks listed below.

Task	Description
1	Create the Income Statement – Unrestricted vs Restricted report.
2	Save, name and transfer your new report. • Name your report "<*yourinitials*> Income Statement – Unrestricted vs Restricted."
3	Add the hard-coded text and date lookup function to the report and format the text as shown in the report mock up. • Report title • Report date • Row and column headings
4	Add the Accounting Cells for the Unrestricted Actual (YTD) column using the" Income Statement – Unrestricted Row Information" table described earlier in this lesson. • Tuition and Fees • Other Revenue • Instruction • Research • Academic Support • Student Services • Institutional Support **NOTE:** You can copy and paste the first Accounting Cell to create the other accounting cells and modify the Direct Account Entry portion of each copied Accounting Cell.
5	Add the Accounting Cells for the Restricted Actual (YTD) column using the "Income Statement – Unrestricted Actual (YTD)" table described in the custom request earlier in this lesson. **NOTE:** If you copy the unrestricted cell for the same row, you can change the fund and the adjustment for the new cell after you paste it.
6	Add the Formula Cells to calculate Total Revenue, Total Education and general expenses, Total column cells and Net Income.
7	Save your work.
8	Test your report using the report date specified by your instructor. Make changes to the report specifications and retest if it does not work correctly.
9	When your report executes successfully, transfer it to the Synoptix Report Template Repository.

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Activity: Unrestricted vs Restricted Income Statement

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D
1	**Income Statement - Unrestricted vs Restricted**			
2	Report date: @DATE(TRUE)			
3				
4		**Unrestricted Actual (YTD)**	**Restricted Actual (YTD)**	**Total**
5				
6	**Revenue**			
7	Tuition and Fees	9,999.99	9,999.99	=SUM(B7:C7)
8	Other Revenue	9,999.99	9,999.99	=SUM(B8:C8)
9	Total Revenue	=SUM(B7:B8)	=SUM(C7:C8)	=SUM(B9:C9)
10				
11	**Expenses**			
12	**Educational and general:**			
13	Instruction	9,999.99	9,999.99	=SUM(B13:C13)
14	Research	9,999.99	9,999.99	=SUM(B14:C14)
15	Academic Support	9,999.99	9,999.99	=SUM(B15:C15)
16	Student Services	9,999.99	9,999.99	=SUM(B16:C16)
17	Institutional Support	9,999.99	9,999.99	=SUM(B17:C17)
18	Total Education and general expenses	=SUM(B13:B17)	=SUM(C13:C17)	=SUM(B18:C18)
19				
20	**Net Income**	=B9-B18	=C9-C18	=SUM(B20:C20)

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Income Statement - Unrestricted vs Restricted
Report date: May 31, 2009

	Unrestricted Actual (YTD)	**Restricted Actual (YTD)**	**Total**
Revenue			
Tuition and Fees	22,178,106.22	2,918,829.08	25,096,935.30
Other Revenue	123,907,964.21	15,761,158.66	139,669,122.87
Total Revenue	146,086,070.43	18,679,987.74	164,766,058.17
Expenses			
Educational and general:			
Instruction	63,592,358.53	11,473,591.38	75,065,949.91
Research	3,583,079.35	7,953,987.24	11,537,066.59
Academic Support	7,709,330.05	41,875.64	7,751,205.69
Student Services	673,579.32	0.00	673,579.32
Institutional Support	39,423,003.27	253,560.58	39,676,563.85
Total Education and general expenses	114,981,350.52	19,723,014.84	134,704,365.36
Net Income	31,104,719.91	(1,043,027.10)	30,061,692.81

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Module 12: Create a Cross Tab Report

Overview

Introduction

In this module, you will create a Cross Tab report for Club Information based upon the custom request.

Objectives

When you complete this module you will be able to:

- Review the custom request for the Club Cross Tab Report.
- Devise your plan for creating the report.
- Create and test the report using Description Cells, Accounting Cells and Formula Cells with minimal instructor demonstration.

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Custom Request: Club Cross Tab Report

Introduction

Your business office is requesting a new report; a cross tab report of club financial information.

Club Cross Tab report mock up

The report mock up is below.

Cross Tab Report
Report date: May 31, 2009

Club Number	Club Name	Beginning Fund Balance	Current Year Revenue	Current Year Expenses	Available Funds
770136	Drama Club	612.37	883.90	0.00	1,496.27
770800	Student Nursing Association	3,670.57	0.00	542.67	3,127.90
775300	Horticulture Club	28,921.25	249.80	989.22	28,181.83
776300	Music Association	6,610.01	56.00	6,783.21	(117.20)
777200	Student Cluster Representative	(11,468.66)	1,993.97	30,150.60	(39,625.29)
	Grand Total	28,345.54	3,183.67	38,465.70	(6,936.49)

Clubs to include for the report

The following table contains the clubs to include and the GL account number segments you need to use to select the correct GL accounts for the report.

Club Number	Club Name	Fund	Activity
770136	Drama Club	71	770136
770800	Student Nursing Association	71	770800
775300	Horticulture Club	71	775300
776300	Music Association	71	776300
777200	Student Cluster Representative	71	777200

Balances to Display for the Columns

The following table contains GL account information about each column and accounts to select for the balance amount to display in each column.

Balance Amount (Report Column)	GL Account Object Code begins with...
Beginning Fund Balance	3
Current Year Revenue	4
Current Year Expenses	5

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Custom Request: Club Cross Tab Report

Additional Information about the Report

The Business Office also provides the following information for the report:

- The current year revenue and expenses amounts are year-to-date amounts.
- Revenue amounts are stored as credits but should not be displayed on the report as credits.
- Calculate Available Funds as Beginning Balance plus Current Year Revenue minus Current Year Expenses.
- Total each column for a Grand Total at the bottom of the report.

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Activity: Plan to Create the Club Cross Tab Report

List the steps you plan to take to create the new report

Use this page to plan your steps for creating the Club Cross Tab report.

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Activity: Create the Club Cross Tab Report

Objective

Create the Club Cross Tab report from beginning to testing the report using the information supplied in the Custom Request and your plan.

Road Map for Creating the Report

Complete the tasks listed below.

Task	Description
Create and Name the Report	
1	Create the Club Cross Tab report.
2	Save, name and transfer your new report. • Name your report "<*yourinitials*> Club Cross Tab." • Place your new report in the <*yourinitials*> Training Reports folder.
Define the Report Cells	
3	Add the hard-coded text and date lookup function to the report and format the text as shown in the report mock up. • Report title • Report date • Row and column headings • Club number and names
4	Add the Accounting Cells for the Drama Club row. • Beginning Balance • Current Year Revenue • Current Year Expenses
5	Copy and paste the Drama Club Accounting Cells to define the columns for the other clubs. Make changes to the copied cells to retrieve the correct balances.
6	Add the Formula Cells to calculate the Drama Club Available Funds.
7	Copy the Drama Club Available Funds Formula Cell to define the other clubs' Available Funds. Modify the copied cells as necessary for the report.
8	Add the Grand Total amounts.
Save and Test the Report	
9	Save your work.
10	Test your work using the report date specified by your instructor. Make changes to the report specifications if it does not work correctly and retest it.
11	When your report executes successfully, transfer it to the Synoptix Report Template Repository.

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Activity: Create the Club Cross Tab Report

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D	E	F
1	**Cross Tab Report**					
2	Report date: @DATE(TRUE)					
3						
4	**Club Number**	**Club Name**	**Beginning Fund Balance**	**Current Year Revenue**	**Current Year Expenses**	**Available Funds**
5	770136	Drama Club	9,999.99	9,999.99	9,999.99	=C5+D5-E5
6	770800	Student Nursing Association	9,999.99	9,999.99	9,999.99	=C6+D6-E6
7	775300	Horticulture Club	9,999.99	9,999.99	9,999.99	=C7+D7-E7
8	776300	Music Association	9,999.99	9,999.99	9,999.99	=C8+D8-E8
9	777200	Student Cluster Representative	9,999.99	9,999.99	9,999.99	=C9+D9-E9
10						
11		**Grand Total**	=SUM(C5:C9)	=SUM(D5:D9)	=SUM(E5:E9)	=SUM(F5:F9)

Report Viewer Results

When you run your report, Report Viewer should look similar to the following.

Cross Tab Report
Report date: May 31, 2009

Club Number	Club Name	Beginning Fund Balance	Current Year Revenue	Current Year Expenses	Available Funds
770136	Drama Club	612.37	883.90	0.00	1,496.27
770800	Student Nursing Association	3,670.57	0.00	542.67	3,127.90
775300	Horticulture Club	28,921.25	249.80	989.22	28,181.83
776300	Music Association	6,610.01	56.00	6,783.21	(117.20)
777200	Student Cluster Representative	(11,468.66)	1,993.97	30,150.60	(39,625.29)
	Grand Total	28,345.54	3,183.67	38,465.70	(6,936.49)

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Module 13: Add Data to the Club Cross Tab Report

Overview

Introduction

In this module, we will add membership and revenue per member to the Club Cross Tab Report.

Objectives

When you complete this module you will be able to:

- Add a spreadsheet cell to an existing report.
- Discuss creating a spreadsheet connection using the Connection Wizard.

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Custom Request: Modify the Club Cross Tab Report

Lenore and Santos meet in the hallway

Lenore, a Business Office employee, and Santos, the Synoptix Report Writer, meet in the building hallway.

Lenore: Good morning, Santos.

Santos: Good morning, Lenore. Isn't this a great day?

Lenore: The sunshine is wonderful! And that club report is wonderful too.

Santos: So it's working for you?

Lenore: Almost. It would be perfect if you could add club membership and calculate the revenue amount per member for each club.

Santos: Do you track club memberships?

Lenore: Yes, we do. We store that information in an Excel spreadsheet.

Santos: I'll have to look into pulling data from a spreadsheet. If it is possible, how would you calculate revenue per club member?

Lenore: Divide current year revenue by the membership count.

Santos: I'll get back to you about accessing a spreadsheet from the report. Could you email the spreadsheet to me?

Lenore: Sure. I'll do that as soon as I get back to my desk. Could you let me know by tomorrow?

Santos: If I push back your balance sheet request.

Lenore: I guess I can live with that getting done a couple of days later. I'll send you a mock up showing where I want the new information on the report.

Santos: Thanks.

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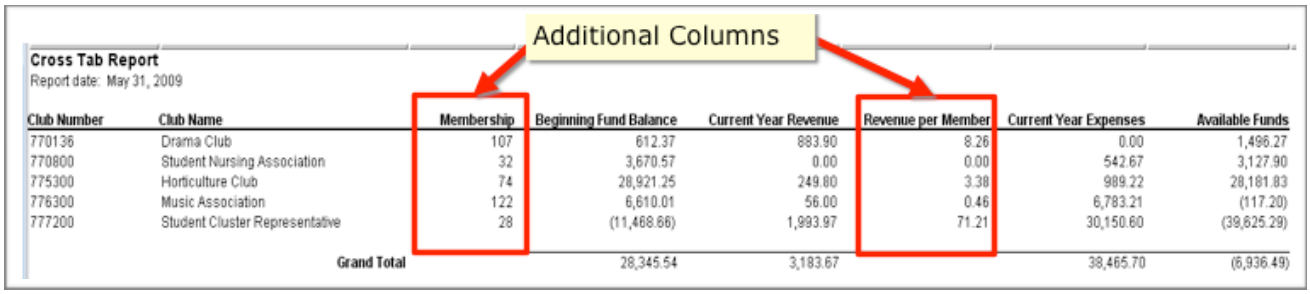
Custom Request: Modify the Club Cross Tab Report

Activity: What will you do first?

In the space below, record your reactions and next steps. Be prepared to share them with the class.

Lenore's Report Mock Up



Cross Tab Report
Report date: May 31, 2009

Club Number	Club Name	Membership	Beginning Fund Balance	Current Year Revenue	Revenue per Member	Current Year Expenses	Available Funds
770136	Drama Club	107	612.37	883.90	8.26	0.00	1,496.27
770800	Student Nursing Association	32	3,670.57	0.00	0.00	542.67	3,127.90
775300	Horticulture Club	74	28,921.25	249.80	3.38	989.22	28,181.83
776300	Music Association	122	6,610.01	56.00	0.46	6,783.21	(117.20)
777200	Student Cluster Representative	28	(11,468.66)	1,993.97	71.21	30,150.60	(39,625.29)
	Grand Total		28,345.54	3,183.67		38,465.70	(6,936.49)

Additional Information provided by Lenore

The following table contains the location of each club's membership count in the spreadsheet.

Club Name	Membership Count Cell in the Spreadsheet
Drama Club	D4
Student Nursing Association	D5
Horticulture Club	D6
Music Association	D7
Student Cluster Representatives	D8

To calculate the Revenue per member amount, divide Current Year Revenue by Membership.

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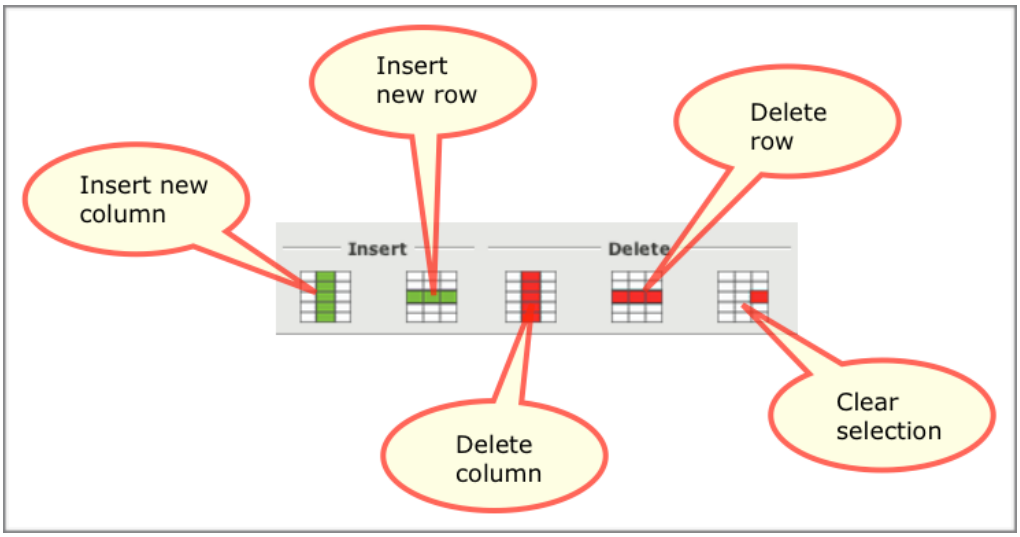
Insert or Delete a Column or a Row

Introduction

The mock up shows the Membership column is between the Club Name and Beginning Balance columns and the Revenue per Member column is between the Current Year Revenue and Current Year Expense columns. This involves inserting columns in the Club Cross Tab Report.

The Standard Toolbar Allows Column Inserts

The Format and Edit Toolbars both contain buttons to insert a row, insert a column, delete a row and delete a column.



Clear selection removes all specifications connected with the cell include formatting and database functionality. This is the best option for deleting cell contents.

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Insert or Delete a Column or a Row

Procedure for Inserting Columns

The steps for inserting a new column between existing columns are described in the table below.

Step	Action
1	Access the report on the **Report Designer**.
2	Determine where to locate the new column.
3	Click a cell in the column to the right of where you must locate the new column. ***Result:*** The cell is highlighted.
4	Click the **Insert new column** button. ***Result:*** The new column appears on the Report Designer.

Procedure for Inserting Rows

The steps for inserting a new row between existing rows are described in the table below.

Step	Action
1	Access the report on the **Report Designer**.
2	Determine where to locate the new row.
3	Click a cell in the row below where you must located the new row. ***Result:*** The cell is highlighted.
4	Click the **Insert new row** button. ***Result:*** The new row appears on the Report Designer.

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Add Spreadsheet Information to the Report

Introduction

You need to include information from Lenore's Membership spreadsheet.

What is a Spreadsheet Cell?

A *Spreadsheet Cell* allows you to pull data from a single external spreadsheet cell.

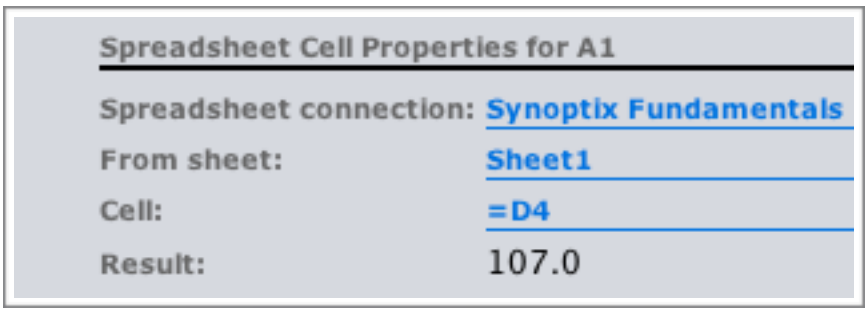
Prerequisites for Defining a Spreadsheet Cell

To define a spreadsheet cell, the following must be true.

- The external spreadsheet must exist on a shared drive that all Report Writers can access and
- a spreadsheet connection definition for the external spreadsheet must exist in Synoptix.

Spreadsheet Cell Properties

The Spreadsheet Cell properties in the Properties Panel allow you select the spreadsheet, the worksheet within the spreadsheet, and the spreadsheet cell.



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Add Spreadsheet Information to the Report

Spreadsheet Cell Properties

In the Cell box the value entered is **=D4**. You can use the magnifying preview and double-click the desired spreadsheet cell to populate the report cell field or you can type the desired spreadsheet cell reference preceded by an equal sign in the report cell field.

Procedure for Defining a Spreadsheet Cell

The table below describes the steps you will complete to add a spreadsheet cell to a report.

Step	Action
1	Drag a Spreadsheet Cell from the Basic Cells list box and drop it onto the desired location on your report. ***Result:*** **8888.88** appears as a placeholder where you dropped the Spreadsheet Cell and the Spreadsheet Cell Properties display in the Properties Panel.
2	In the Properties Panel, for Spreadsheet Connection, mouse over the blue selection to open the list of options and select the correct spreadsheet connection from the list presented. ***Result:*** All worksheet titles from the spreadsheet connection populate the From sheet property.
3	For From sheet, mouse over the blue selection to open the list of options and select the correct worksheet. ***Result:*** You have designated the spreadsheet and worksheet for the cell designation.
4	For Cell, mouse over the blue selection to open the list of options and enter the cell identifier preceded by the equal sign (=) or click the magnifying glass, browse the spreadsheet and double-click the cell you want for your report. If you manually enter the cell identifier an example of the entry is `=D10`.
5	Click Apply.
6	The value in the spreadsheet cell appears on your report when you execute it. In the Report Designer, the spreadsheet cell contains the value of **8888.88**.

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Activity: Access a Spreadsheet Cell

Objective

Add two columns to a cross tab report and set up one of those columns to display information from a Microsoft Excel spreadsheet cell. Also, calculate the revenue per member amount and display it in the other new column.

Club Membership Spreadsheet

The graphic below displays the **Synoptix Fundamentals** spreadsheet from which you want to pull information for your report. The membership count is in the Membership column.

	A	B	C	D
1	Synoptix Fundamentals: Club Membership Statistics			
2				
3		**Club Number**	**Club Name**	**Membership**
4		770136	Drama Club	107
5		770800	Student Nursing Association	32
6		775300	Horticulture Club	74
7		776300	Music Association	122
8		777200	Student Cluster Representative	28

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Activity: Access a Spreadsheet Cell

Add the Spreadsheet Cell and Calculate Revenue per Member

Complete the tasks listed below.

Task	Description
1	Access your Club Cross Tab Report by selecting **Modify** from the Synoptix application menu.
2	Insert the two new columns. • Insert one column between the Club Name and Beginning Balance columns. The heading for the new column is **Membership**. • Insert the other column between the Current Year Revenue and Current Year Expenses columns. The heading for the new column is **Revenue per Member**.
Add Spreadsheet Cells	
3	Add the spreadsheet column for the Drama Club following the "Procedure for Defining a Spreadsheet Cell." • The Spreadsheet Connection is named **Synoptix Fundamentals**. • The From sheet is named **Sheet1**. • Determine the correct cell based upon the spreadsheet in the "Club Membership Spreadsheet" block on the previous page or by browsing the spreadsheet and double-clicking the correct cell.
4	Copy and paste the Drama Club Membership cell to create remaining membership cells for each club.
5	Edit each new cell and compare the From cell in the Spreadsheet Cell Properties to the "Spreadsheet Cell Information" table above. • Are the From cell designations correct? If so, why? • If the From cell designations are not correct, explain why.
Add Formula Cells	
6	Add the Formula Cell to calculate Revenue per Member for the Drama Club. Divide Current Year Revenue by Membership.
7	Copy and paste the Drama Club Formula Cell to create the Formula Cells for the remaining clubs. Ensure each cell calculates Revenue per Member correctly.
Save and Test Your Report	
8	Save your work.
9	Test your report using the report date specified by your instructor. Make changes to the report specifications if it does not work correctly.
10	When your report executes successfully, transfer it to the Synoptix Report Template Repository.

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Activity: Access a Spreadsheet Cell

Report Designer Results

When you complete this activity, your Report Designer should be similar to the following.

	A	B	C	D	E	F	G	H
1	**Cross Tab Report**							
2	Report date: @DATE(TRUE)							
3								
4	**Club Number**	**Club Name**	**Membership**	**Beginning Fund Balance**	**Current Year Revenue**	**Revenue per Member**	**Current Year Expenses**	**Available Funds**
5	770136	Drama Club	8888.88	9,999.99	9,999.99	=E5/C5	9,999.99	=D5+E5-G5
6	770800	Student Nursing Association	8888.88	9,999.99	9,999.99	=E6/C6	9,999.99	=D6+E6-G6
7	775300	Horticulture Club	8888.88	9,999.99	9,999.99	=E7/C7	9,999.99	=D7+E7-G7
8	776300	Music Association	8888.88	9,999.99	9,999.99	=E8/C8	9,999.99	=D8+E8-G8
9	777200	Student Cluster Representative	8888.88	9,999.99	9,999.99	=E9/C9	9,999.99	=D9+E9-G9
10								
11		**Grand Total**		=SUM(D5:D9)	=SUM(E5:E9)		=SUM(G5:G9)	=SUM(H5:H9)

Report Viewer Results

When you complete this activity, your report should be similar to the following.

Cross Tab Report
Report date: May 31, 2009

Club Number	Club Name	Membership	Beginning Fund Balance	Current Year Revenue	Revenue per Member	Current Year Expenses	Available Funds
770136	Drama Club	107	612.37	883.90	8.26	0.00	1,496.27
770800	Student Nursing Association	32	3,670.57	0.00	0.00	542.67	3,127.90
775300	Horticulture Club	74	28,921.25	249.80	3.38	989.22	28,181.83
776300	Music Association	122	6,610.01	56.00	0.46	6,783.21	(117.20)
777200	Student Cluster Representative	28	(11,468.66)	1,993.97	71.21	30,150.60	(39,625.29)
	Grand Total		28,345.54	3,183.67		38,465.70	(6,936.49)

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Microsoft Excel Connection

Introduction

You can create a connection to a Microsoft Excel Spreadsheet.

How is the Connection Built?

The Connection Builder Wizard allows you to define a connection to a Microsoft Excel Spreadsheet.

Who can define a Spreadsheet Connection?

You must have **Admin** rights to create a new spreadsheet connection.

Who can use the Spreadsheet Connection?

Any Report Writer with read permissions to the spreadsheet can pull data from the spreadsheet and display it in a Synoptix report.

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Microsoft Excel Connection

Procedure for Creating a Microsoft Excel Connection

Complete the steps below to create a Microsoft Excel connection.

Step	Action
1	Click **Admin** on the Synoptix application menu. ***Result:*** The **Admin Setup** menu displays.
2	Click **Connection Setup**. ***Result:*** The **Company and Database Connection Maintenance** form displays.
3	Click the **Add** button at the bottom right-hand portion of the form. ***Result:*** The Connection Builder Wizard Connection Name and Type Setup form displays.
4	Complete the Connection Name and Type Setup form fields, then click **Next**. • For Company/Connection Name, enter a name for the spreadsheet. This name should indicate the data stored in the spreadsheet or the purpose of the spreadsheet. • For Host Package, select **MS Excel**. ***Result:*** The Host Connection Setup form displays.
5	Complete the Host Connection Setup form fields, then click **Next**. • For Spread sheet path, enter the full path to the spreadsheet or click the magnifying glass and browse for the location. Include the spreadsheet file name. • For Default Sheet, click the down arrow and select the correct worksheet in the spreadsheet. ***Result:*** The Host Specifics Setup form displays.
6	Click **Finish** on the Host Specifics Setup form. ***Result:*** Synoptix creates the connection and you can use it to define a Spreadsheet Cell in your report. You are also returned to the Admin Setup form.
7	Click the Home icon on the Admin Setup menu to return to the Synoptix application menu.

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Module 14: Report Properties

Overview

Introduction

In this module, we will explore Report Properties options.

Objectives

When you complete this module you will be able to:

- Use the Report Properties options to further format the information on your report.

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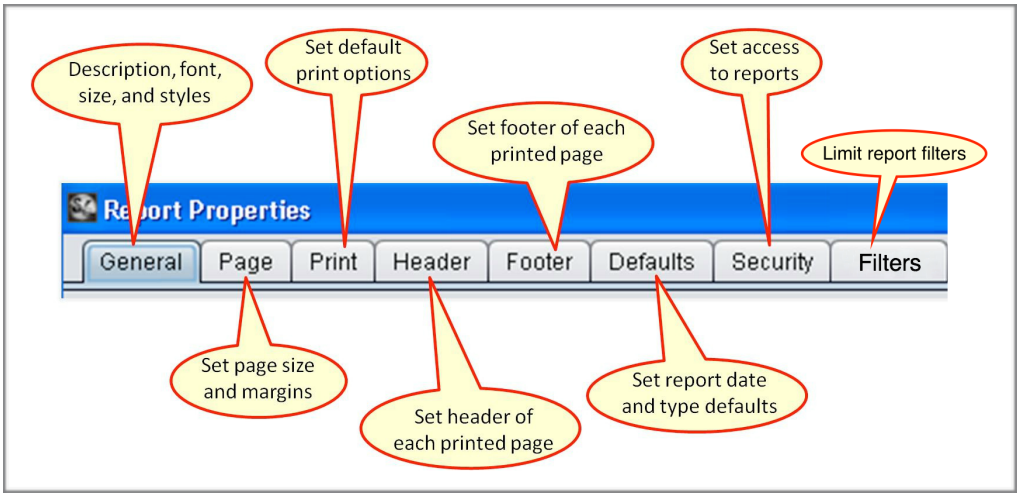
Report Properties Overview

Introduction

The Report Properties form allows you to set many different properties of a financial report.

What are Report Properties?

This graphic provides your first look at Report Properties and what you can do with them.



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Report Properties Overview

Report Properties Options

The table below describes each Report Properties option available to use with Synoptix reports.

Report Properties Tab	Description	Additional Information
General	The General tab allows you to maintain four distinct properties pertaining to the report.	The four distinct properties are: • report description • font • maximum number of rows and columns, and • the method of how to display values.
Page	The Page tab allows you to maintain the report page dimensions.	Page dimenions are: • expected size of the paper • page orientation, and • margins. When your page format is user, you can define your own page dimensions.
Print	The Print tab allows you to maintain the print options.	The four Print options are: • print the report exactly as it is created by Synoptix, • fit the report to the page width defined on the Page tab • fit the report to the page length defined on the Page tab, and • print the report on one page only based on the page width and length defined on the Page tab.

(continued)

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Report Properties Overview

Report Properties Tab	Description	Additional Information
Header	The Header tab allows you to maintain the information you want to display at the top of each printed page of the report and for column headers.	You can describe heading information for the report and column headings for the cells. • Describe the following page header information on the Page tab: o size of the header section o font information, and o header text. • Select a certain area of the spreadsheet for column headings to print on each page.
		You can use Lookup functions for the header.
		To print "Page x of n", enter the following exactly as it is entered here: `Page [Page] of [Pages]`
		You must click the • **Use Page Header** checkbox and define **Header height** for your header information to print on the report. • **Use Column Header** checkbox for your column headers to print on the report.
Footer	The Footer tab allows you to maintain the information you want to display at the bottom of each printed page of the report.	You can describe footer information for the report. • Describe the page footer information on the Page tab. • You can use Lookup functions for the footer. • You must click the **Use Page Footer** checkbox and define **Footer height** for your footer information to print on the report.
		You can use Lookup functions for the footer.
		To print "Page x of n", enter the following exactly as it is entered here: `Page [Page] of [Pages]`
		You must click the • **Use Page Footer** checkbox and define **Footer height** for your footer information to print on the report.

(continued)

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Report Properties Overview

Report Properties Tab	Description	Additional Information
Defaults	The Defaults tab allows you to set report date defaults and report type defaults.	You can define if the user will enter the report date at run time or if you will define the date here.
		You often use the different options to: • hard-code a date for budget reports, • define export options when exporting a report with Accounting Detail Areas to include the drill down information, and/or • enter the report version number.
		Special considerations for this report property are: • Report Type Defaults do not apply to the Colleague Colleague implementation. • Synoptix automatically updates Last transfer.
Security	The Security tab allows you to define and review the users and groups that have permissions to the report.	You can specify permission to a report for individual end users or groups. Only the Synoptix Administrator and report owner can set permissions for a report.
Filters	The Filters tab allows you to limit which filters can be used with the report.	When the report is run, only Allowed Filters are visible and available for use. If there are no Allowed Filters set, all filters are available.

Review **Help Content** titled "Report Properties: <tab name>" for more information about applying Report Properties to your report.

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Report Properties Overview

Procedure for Accessing and Implementing Report Properties

To access and implement report properties follow the steps described in the table below.

Step	Action
1	Open a report in Report Designer by clicking **Modify** and selecting a report.
2	Click **File** in the toolbar and the **Properties** button displays.
3	Click the **Properties** button and the Report Properties form with its different tabs displays. The different tabs provide the forms to define properties for the report.
4	Save and transfer the report to put your Report Properties into effect.

Additional Report Properties Hints

Report Properties will not affect a report until the report is saved and transferred to the Synoptix Report Template Repository.

Activity: Modify Report Properties for the Club Cross Tab Report

Modify Report Properties for the Club Cross Tab report following the "Procedure for Accessing and Implementing Report Properties" explained above.

- Change the amounts to display in 1,000's.
- Change the report to print landscape rather than portrait.
- Print "Page x of n" in the footer.
- Experiment with Print options.

Test the Club Cross Tab report after changing it.

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Module 15: Publish the Report

Overview

Introduction

In this module, we will explore the Reports Scheduler.

Objectives

When you complete this module you will be able to:

- Schedule reports or packets to run periodically or now using the Reports Scheduler.

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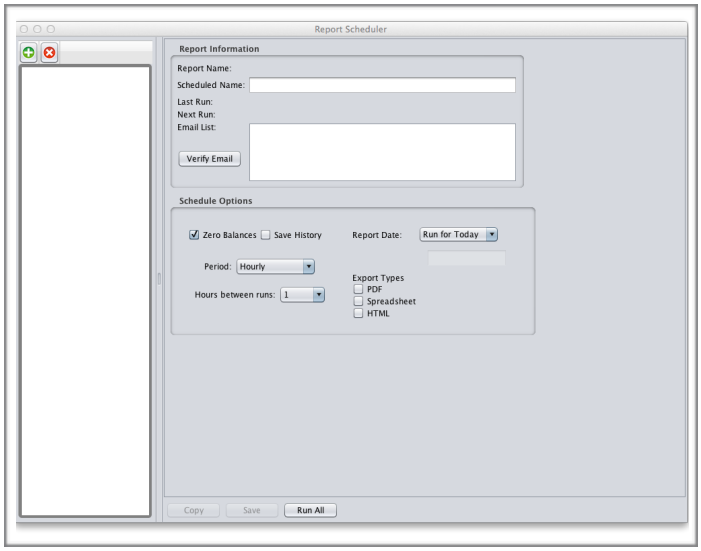
Reports Scheduler

Introduction

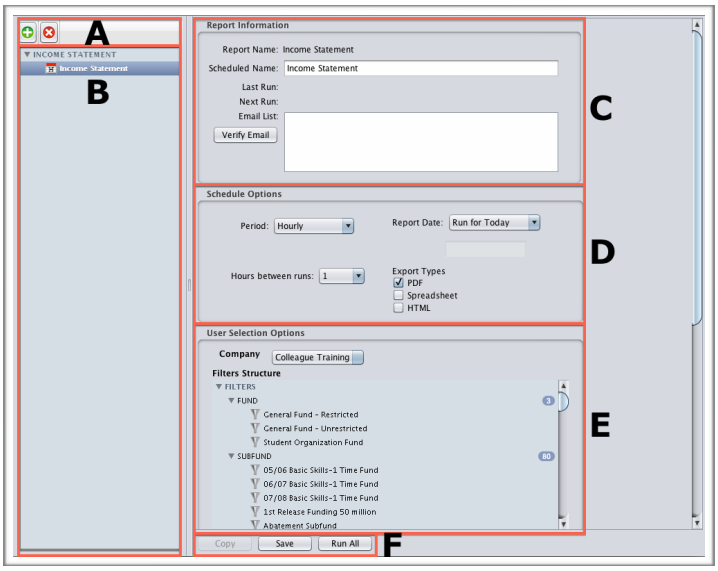
The Report Scheduler contains many sections, fields and options.

Reports Scheduler Form

The initial form will look as follows, if no reports have been scheduled.



After at least one report has been scheduled, the list of scheduled reports on the left is populated. Areas outlined in red are for reference in this manual and do not appear on the actual form. Each Reports Scheduler section is shown and discussed below.



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The Reports Scheduler

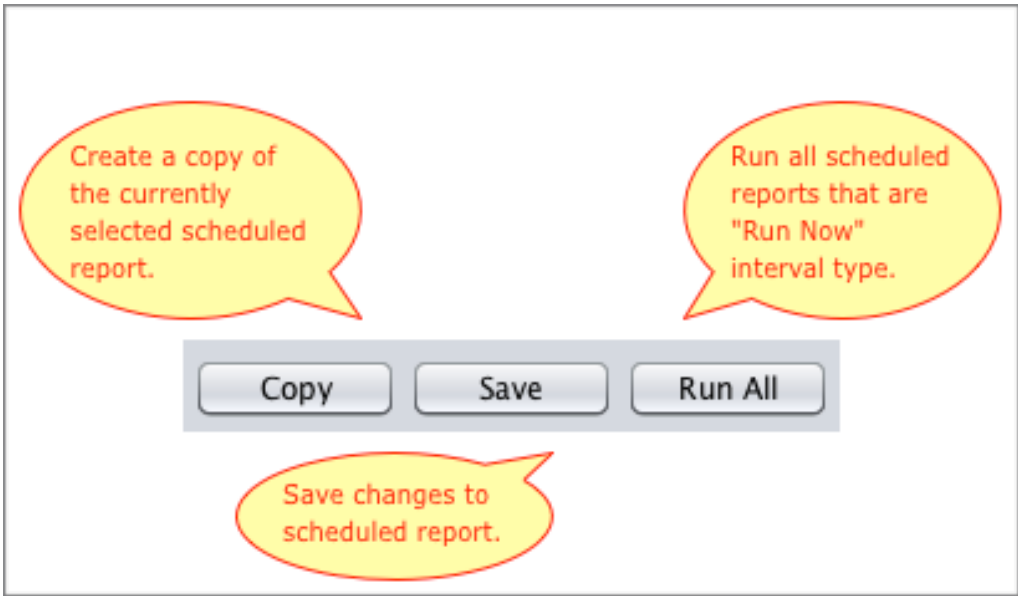
Reports Scheduler Sections

The table below describes each section identified in the form above.

Item	Description
A	The icons at the top of the List of Scheduled Reports section allow you to add or delete scheduled reports.
B	The list of scheduled reports display in this section.
C	The Report Information section provides details regarding the currently selected report, as well as the option to add e-mail recipients for the scheduled report.
D	The Schedule Options section allows you to enter information about the timing of the report and and format types will be generated.
E	The User Selection Options section allows you to choose the filter(s) for the scheduled report.
F	The maintenance section provides you with the options for copying, saving, and running reports.

Maintenance Section

The Report Scheduler maintenance section components are described below.



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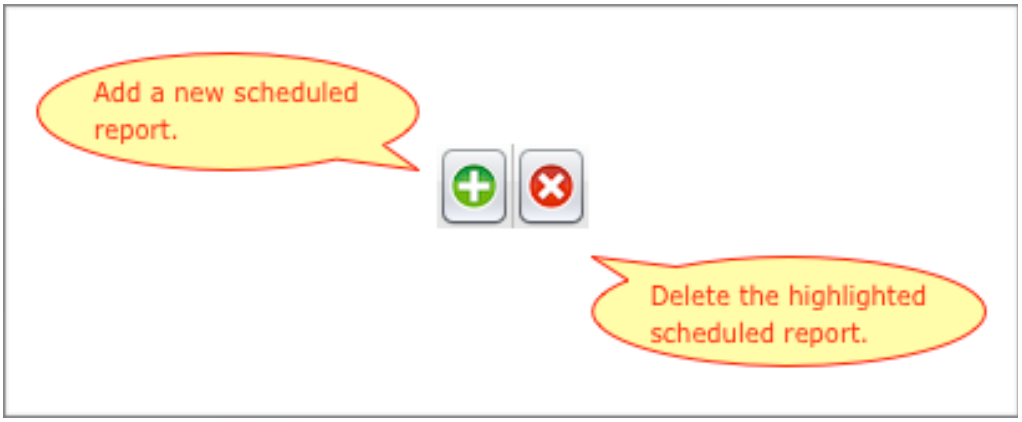
The Reports Scheduler

List of Scheduled Reports Section

The icons at the top of the List of Scheduled Reports section allow you to add or delete scheduled reports.



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Schedule the Report

Introduction

Use the Reports Scheduler when you want to automate the execution of a report. You can select options and specify where to publish the report.

What must be active to execute scheduled reports?

The Reports Server must be actively running before any of the scheduled reports will execute automatically.

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Schedule the Report

Procedure for Scheduling a Report

Complete the following steps to schedule periodic execution and publishing of a report.

Step	Action
1	From the Synoptix application menu, click **Operations** then click **Schedule Report**. ***Result:*** The Reports Scheduler form displays. ***Note:*** You can also access the Report Scheduler from the Report Viewer by clicking on the File menu and choosing **Schedule Current Report**.
2	Click the green plus button in the upper left of the form. ***Result:*** The Schedule Reports dialogue box appears listing all the reports you can select for scheduling.
3	The Schedule Reports dialogue box contains all the existing financial statement reports and packets available to you. Scroll through the box, highlight the report you want to schedule and click **Schedule**. ***Results:*** The report you selected appears in the Report Name and Scheduled Name fields in the Report Information section of the form.
4	Complete the Report Information section following the "Report Information Procedure" described on the next page.
5	Complete the Schedule Options section following the "Schedule Options Procedure" described on the pages after the "Report Information Procedure".
6	Complete the User Selection Options following the "User Selection Options Procedure" described on pages after the "Schedule Options Procedure."
7	Review your specifications and Save them by clicking the Save icon. ***Result:*** Your scheduled report appears in the list of scheduled reports section.

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Reports Scheduler: Report Information

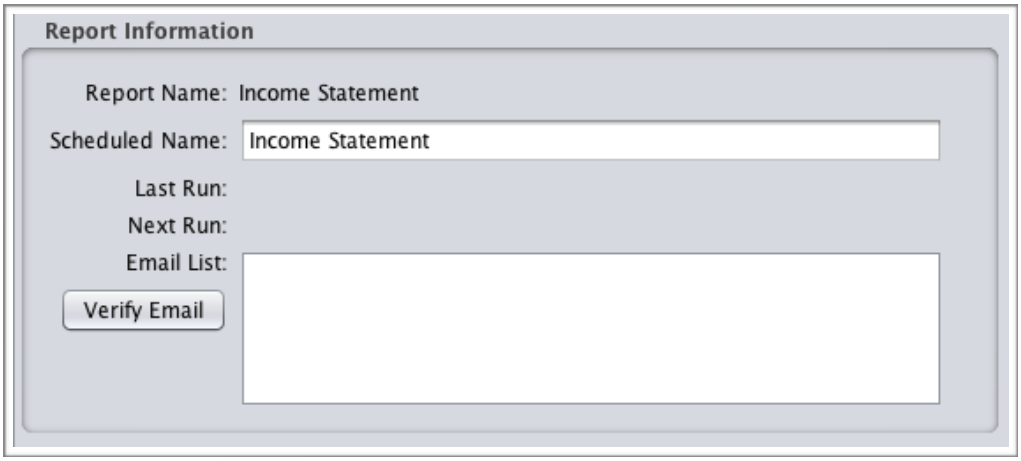
Introduction

One of the areas within the Reports Scheduler is called Report Information.

What is the Report Information area?

The Report Information area is the section of the Reports Scheduler where you complete the following information:

- Name the schedule for this report
- List email addresses of those to receive the report



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Reports Scheduler: Report Information

Report Information Procedure

Complete the following steps to define the report information for the selected report.

Step	Action
1	In Scheduled Name, name your scheduled report. This name should include the actual report name. When you save the scheduled report, the period you specified is appended to this name. For example, when you want the income statement run monthly, you can name the scheduled report "Income Statement" and it will appear in the List of Scheduled Reports as "Income Statement – MONTHLY." **NOTE:** The name you enter in Scheduled Name is how Reports Scheduler identifies the scheduled report.
2	In Email List, add the email addresses of all people to receive the scheduled report (optional). **NOTE:** Separate multiple email addresses with commas. **Result:** Those people will receive the report via email whenever the scheduler runs it. **NOTE:** Regardless, the report is always sent to the Report Scheduler's default folder on the network.
3	Return to "Procedure for Scheduling a Report" and continue with the next step in the procedure.

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Reports Scheduler: Schedule Options

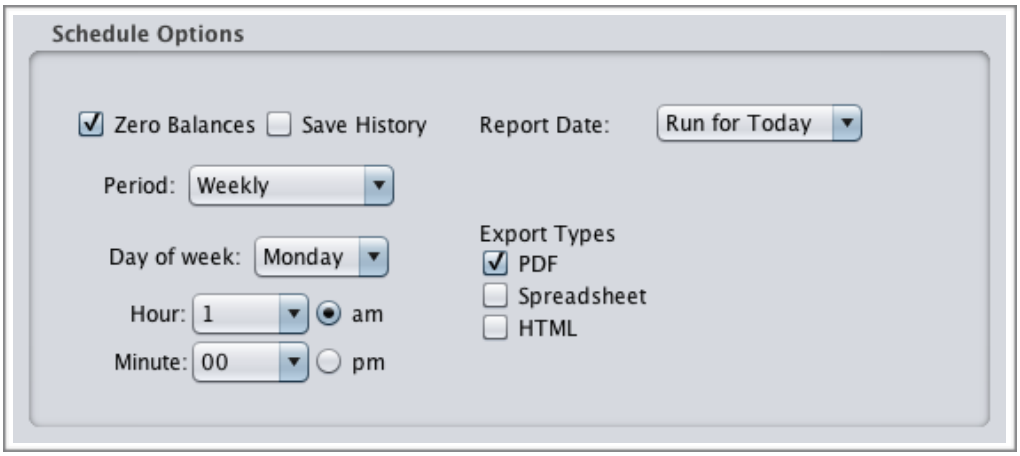
Introduction

One of the areas within the Reports Scheduler is called Schedule Options.

What is the Schedule Options area?

The Schedule Options area is the section of the Reports Scheduler where you complete the following information:

- select the date for which data is retrieved when the report is run
- determine report export types
- select how often you'd like the report to run



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Reports Scheduler: Schedule Options

Schedule Options Procedure

Complete the following steps to define the schedule specifications for the selected report.

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td rowspan="4">1</td><td colspan="2">Select the date option you want for the report when it executes.</td></tr>
<tr><td>If you select...</td><td>then...</td></tr>
<tr><td>Run for Today…</td><td>the date the report executes is the date the report will use.</td></tr>
<tr><td>End of Last Month</td><td>the last date of the previous month is the date the report will use. For example, if the report executes June 1, the date the report will use is May 31.</td></tr>
<tr><td></td><td>Hard Coded Date</td><td>Enter the desired date in the field just to the right of the options and the report will use that date.</td></tr>
<tr><td>2</td><td colspan="2">Click the check boxes for Export Types and the report will be published in the format(s) you select.

NOTE: You can click more than one export type.

Results: The report will be published in the formats you choose and will be stored in the area specified by the Synoptix Administrator when the Reports Server was installed. Contact your Synoptix Administrator for this location.</td></tr>
</table>

(continued)

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Reports Scheduler: Schedule Options

Schedule Options Procedure

Step	Action	
3	In Period, select one of the periods and complete the additional information required for the selected option.	
	If you select...	**then...**
	Hourly…	complete the Hours between runs field to specify how much time should pass before executing the report again.
	Daily…	complete the hour and minute fields to specify the time of day the report must run.
	Weekly…	select the day of the week and complete the hour and minute fields to specify when the report must run.
	Monthly…	select the day of the month and complete the hour and minute fields to specify when the report must run.
	Run Now…	click the **Run** button to execute the report.
4	Return to “Procedure for Scheduling a Report” and continue with the next step in the procedure.	

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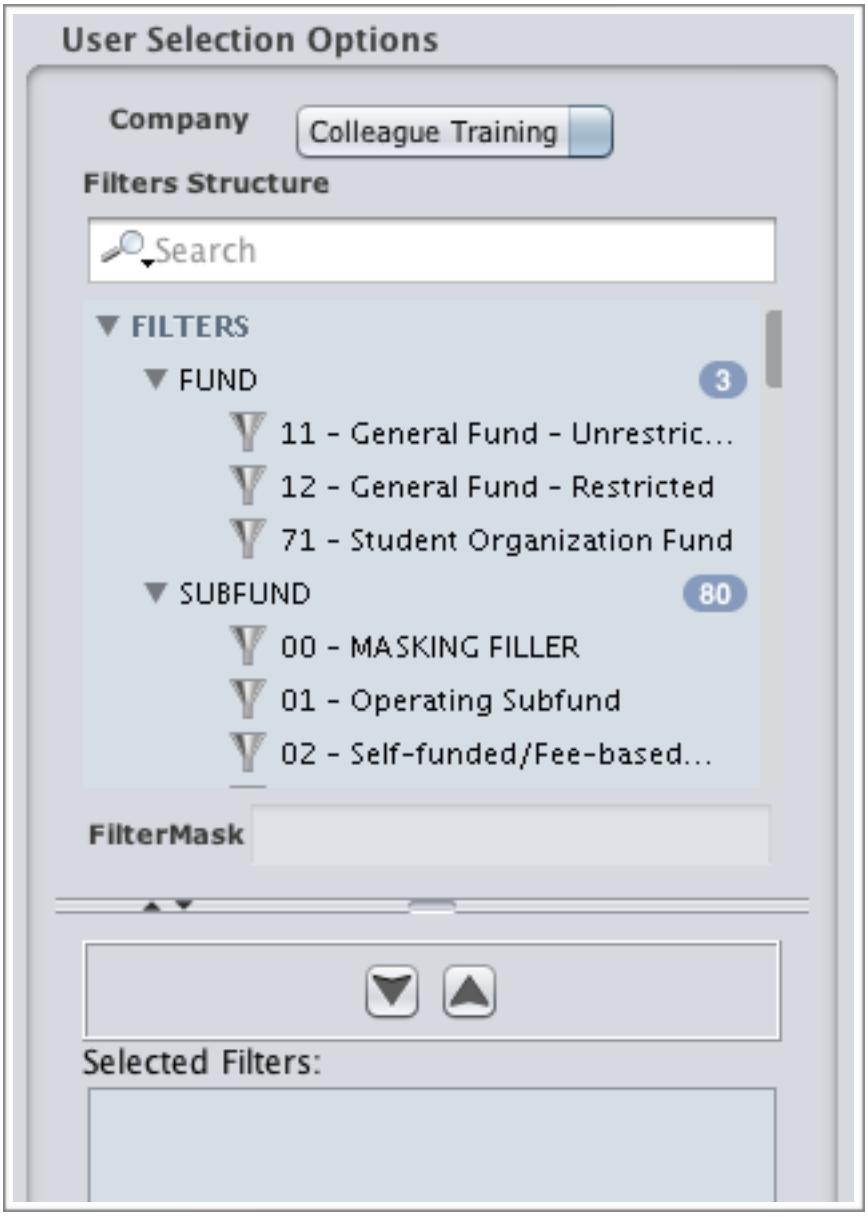
Reports Scheduler: User Selection Options

Introduction

One of the areas within the Reports Scheduler is called User Selection Options.

What is the User Selection Options section?

This is the section in which you specify the FDM to use for the report and filters you want to apply to the scheduled report



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Reports Scheduler: User Selection Options

User Selection Options Procedure

Complete the following steps to select the FDM and filters for the selected report.

Step	Action
1	For Company, select the FDM from the drop-down list. ***Result:*** The data stored in the selected FDM will be output on the report.
2	Under Filters Structure, expand the Filters group, if necessary to view all the available filters. ***Result:*** All available filters will display.
3	Select a filter by highlighting it and clicking the down arrow. **NOTE:** You can apply more than one filter to a scheduled report. ***Result:*** The filter appears in the Selected Filters portion of the form. **NOTE:** To delete a filter from the Selected Filters portion, highlight the filter and click the up arrow. ***Result:*** The filter is removed from the Selected Filters list.
4	Return to “Procedure for Scheduling a Report” and continue with the next step in the procedure.

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Activity: Schedule a Report

Objective

Schedule one of the Income Statement reports so it executes immediately.

Schedule an Income Statement

Complete the following steps to schedule a report.

Step	Action
1	Click **Operations** on the Synoptix application menu. ***Result:*** The General Maintenance menu displays.
2	Click **Schedule Report** on the General Maintenance menu. ***Result:*** The **Reports Scheduler** form displays.
3	Select one of your Income Statement reports from <*yourinitials*> Training Reports folder. ***Result:*** The selected report name displays in the Report Information section of the Reports Scheduler form.
4	For Email List, enter your email address.
5	Click the down arrow for the **Report Date** box and select **Hard Coded Date**. ***Result:*** The grayed out box below opens for entry.
6	In the box, enter the report date supplied by your instructor.
7	For Period, select **RUN NOW**.
8	Click the **Run** button.
9	Check your email inbox for the report. **NOTE:** If you have not received your e-mail within approximately five minutes, let the instructor know, as there may have been an issue with your e-mail setup.

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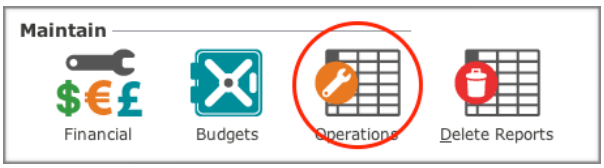
Scheduled Reports Listing

Introduction

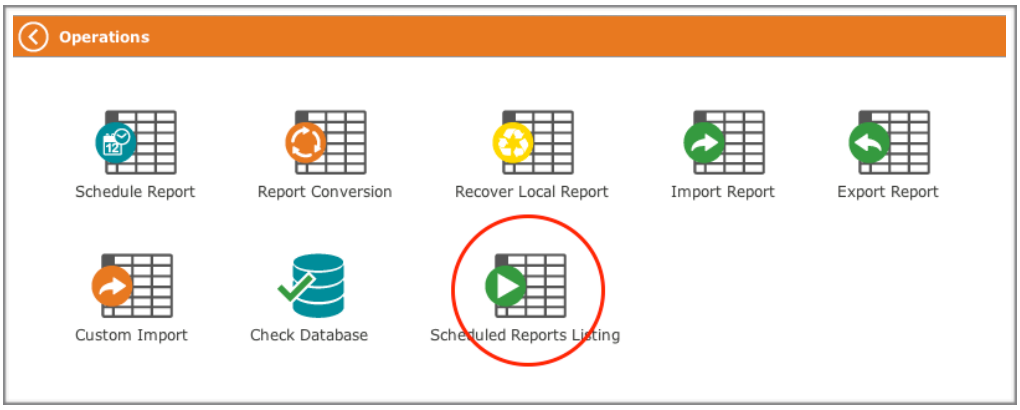
A list with information about each currently scheduled report is available.

What is the Scheduled Reports Listing?

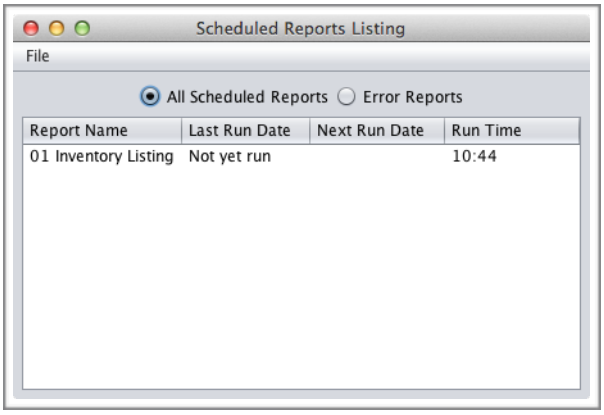
The Scheduled Reports Listing is accessed by clicking Operations in the Maintain section of the Synoptix main application menu:



On the Operations menu, click Scheduled Reports Listing:



The list displays currently scheduled reports, the date and time each was last run, as well as their next scheduled run date. You can view all reports, or only those which have not run due to errors.



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Module 16: Additional Synoptix Features

Overview

Introduction

In this module, we will explore additional Synoptix features you may want to use when working with Synoptix reports.

Objectives

When you complete this module you will be able to:

- Use the drill down function to view detail transactions for a specific balance on a report.
- Export a report from the Report Viewer to a spreadsheet.
- Create a packet of reports to facilitate running multiple reports at the same time.

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Drill Down to View Detail Transactions

Introduction

When viewing a financial statement report, you can drill down to see the detail transactions that make up the balance on the report.

Procedure for Drilling Down to Detail Transactions

The table below explains the steps you take to review the detail transactions.

Step	Action
1	On the Report Viewer, double-click a balance. ***Result:*** A drill-down window titled Financial Statement Line Item Details displays the detail information.
2	When the Financial Statement Line Item Details window opens, you can double-click on an individual line and the GL Transactions Details window displays more information about that transaction. ***Result:*** You can review the transactions as they appear in the Financial Statement Line Item Details window or drill into a specific line item for additional information about the line item. The additional information displays in the GL Transaction Details window.
3	Click **OK**.

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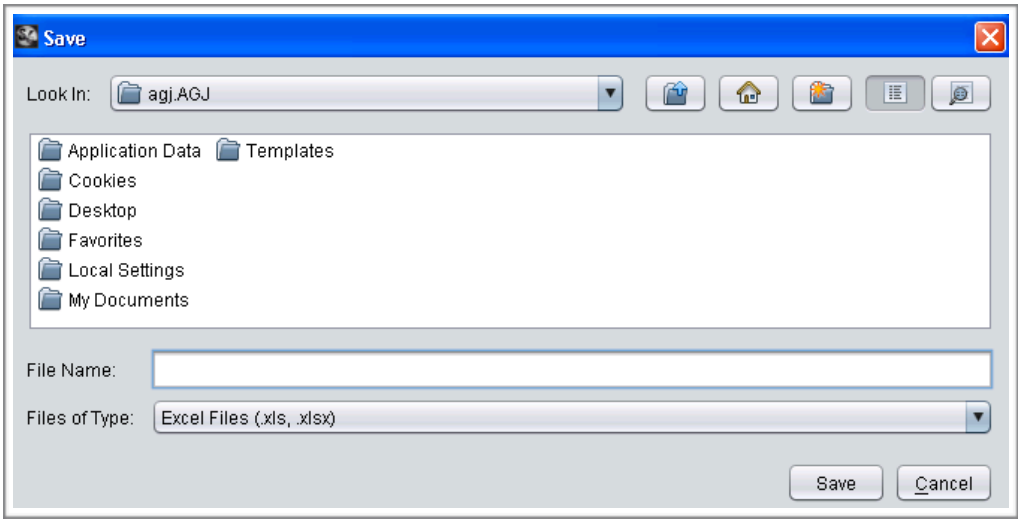
Export the Report to a Spreadsheet

Introduction

One of the export options in Report Viewer is “Export to spreadsheet...”.

Export to a Spreadsheet Save Dialog Box

When you export a report to a spreadsheet, you specify where you want to save the spreadsheet and what you want to name it using the **Save** dialog box.



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Export the Report to a Spreadsheet

Procedure for Exporting a Report to a Spreadsheet

The table below lists the steps for exporting a report to a spreadsheet.

Step	Action
1	Execute the report and view it with the Report Viewer.
2	Click **File**. ***Result:*** The File drop-down menu displays.
3	Hover over **Export** on the File menu, then click **Export to spreadsheet...**. ***Result:*** The **Save** dialog box displays.
4	For Look In, click the down arrow and select the folder in which to which to export the file to. You can also double-click the folder in the box just below Look in.
5	For File Name, name your spreadsheet file something descriptive that tells what report you are exporting.
6	For Files of Type, accept the default of **Excel Files (xls, xlsx)**.
7	Click **Save**. ***Result:*** Your report exports to the folder you specified, with the name you specified, as an Excel spreadsheet.

When you export a packet of reports, each report will export as a separate worksheet within a single workbook.

Activity: Export a Report to a Spreadsheet

Export one of the Income Statement reports you created for this class to a drive you can access. Follow the procedure described above and name your report with your initials.

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Create a Packet

Introduction

If you have a set of Synoptix reports that you execute together, look into creating a packet.

What is a packet?

A *packet* is a group of reports that run all at once.

Procedure for creating a packet

The table below explains the steps you take to create a packet of reports.

Step	Action
1	Select **Packet** from the Create menu section of the Synoptix application menu. ***Result:*** Report Packet Setup dialogue box appears.
2	Select the reports you want in the packet from All Possible Reports and click **Add**. ***Result:*** The selected reports appear under Reports in this Packet box.
3	Click **Save As...**.
4	For Report Packet Name, enter a unique name for your packet.
5	Click **Save**.

Review **Help** for more information concerning report packet set up.

How do you execute a packet?

Follow the same steps you use to execute a Synoptix report and select the packet name rather than a report name.

All reports in the packet run simultaneously.

How do you distinguish a packet from a report?

Packets are listed with a packet icon: rather than a report icon: .

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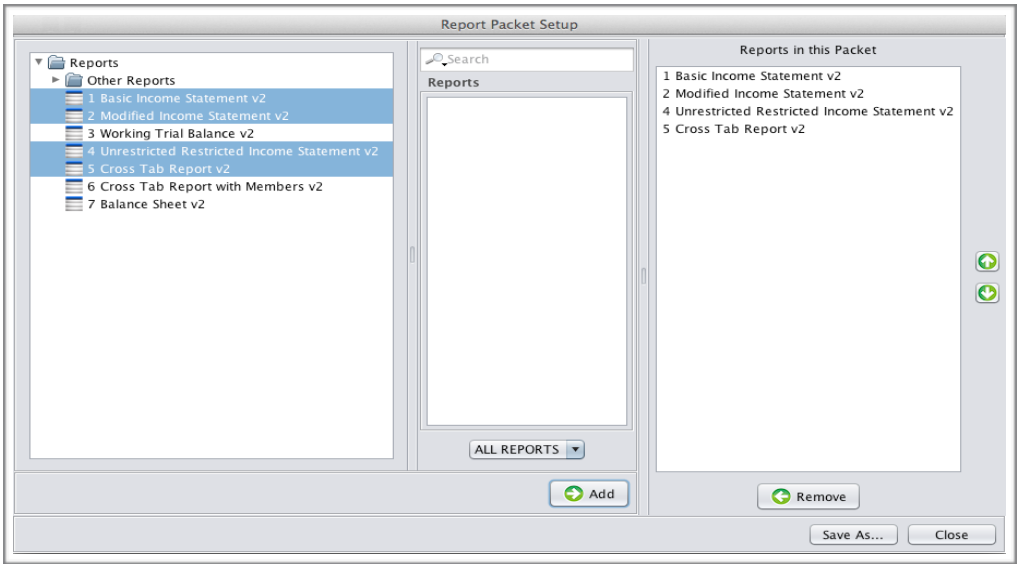
Create a Packet

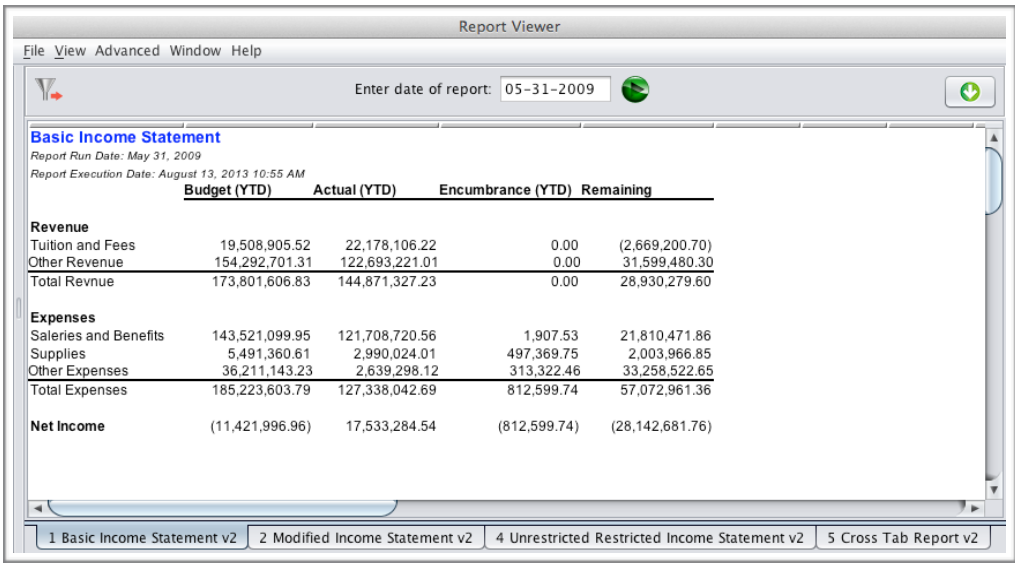
Example of Creating a Packet

The sequence of the reports is determined by the order of the reports in the **Reports in this Packet** box. Use the green up and down arrows on the right to place the reports in the correct sequence.



Result of Executing a Packet

The sequence of the reports in the Report Packet Setup **Reports in this Packet** box determines the order of the report tabs in the Report Viewer.



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Activity: Create a Packet

Create a packet consisting of two reports you wrote for this training class.

- Name your packet "<yourinitials> Packet".
- Execute your packet.

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Module 17: Appendices

Overview

Introduction

The pages following contain additional information about Synoptix.

List of Appendices

The appendices that follow are listed below.

- Appendix A: Update Synoptix
- Appendix B: Cell Indicator Types

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Appendix A: Update Synoptix

Introduction

Synoptix, as most software products, is upgraded periodically to implement new features or fix bugs.

Who can update the version of Synoptix?

The Synoptix administrator and any report creator and report viewer granted permissions by the Synoptix administrator. If you do not have permissions to update the version of Synoptix, you will not need to execute the “Procedure for updating the version of Synoptix” presented on the next page.

When should you update the version of Synoptix?

You are automatically prompted to update Synoptix when a new version of the software is released.

Special considerations for updating the version of Synoptix

Contact your Synoptix administrator before updating your version of Synoptix. If you receive this message and proceed, you could update the Synoptix repository and prevent other Synoptix users from running reports. Some organizations remove this option from Synoptix users and only allow the Synoptix administrator the update decision.

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Appendix A: Update Synoptix

Procedure for updating the version of Synoptix

The following table lists the steps you will take when you update your version of Synoptix.

Step	Action	
1	Launch Synoptix. ***Result:*** You will receive the Synoptix Updates dialogue box.	
2	The Synoptix Update dialogue box allows you to review new features, software fixes, and the approximate download time. Based upon your institution's Synoptix version update policies, click the appropriate button.	
	If you...	**then...**
	have permissions to update your version of Synoptix…	contact our System Administrator before proceeding to Step 3.
	you are unsure about updating your version of Synoptix…	click the **Ask Me Later** button and go to Step 5.
3	Click **Accept Updates** at the bottom of the Synoptix Updates dialogue box. ***Result:*** After the update completes, Synoptix will close.	
4	Relaunch Synoptix.	
5	Use Synoptix features to perform your job tasks.	

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Appendix B: Cell Indicator Types

Introduction

Different types of cells on a Synoptix report display with specific indicators.

Cell Indicator Types

The table below describes the Synoptix Report Designer cell indicator types.

Cell Indicator Type	Cell Indicator
Accounting Reference Cell	1111.11
Accounting Cell	9999.99
Condition Cell	7777.77
Spreadsheet Cell	8888.88
Formula Cell	Actual calculation
Description Cell	Actual text

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Document Version History

Date	Version	Revision History	Author/Revisor
7/20/2015	7.1.09	• Made corrections to General Preferences section on p 104	Dan Mosier
5/8/2015	7.1.08	• Updated screen shots to reflect minor changes to UI • Added information on Report Properties Filters tab	Dan Mosier
11/19/2014	7.1.04	• Added Account Entry by Mask to Module 5	Dan Mosier
10/24/2014	7.1.03	• Removed references to Auto Dashboard • Added reference to Accounts Listing • Added section on Scheduled Reports Listing • Updated screen shots to reflect new color scheme	Dan Mosier

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