Slide 1 - Slide 1

Slide notes

Whenever we work with the Report Layout and make any changes, we will then use the 'Find New Tags' function to update the internal Tag list.

Slide 2 - Slide 2

	Actual Current	Budget		Actual YTD	Budget YTD		Annual Budget	
|0001|								
Profit and Loss (Income Statement) for |0002|								
Revenue								
Stock Sales	|0014|	|0015|		|0016|	|0017|		|0018|	
Other	|0019|	|0020|		|0021|	|0022|		|0023|	
Total Revenue	|0024|	|0025|		|0026|	|0027|		|0028|	
Costs								
Rent and Utilities	|0029|	|0030|		|0031|	|0032|		|0033|	
Bad Debts	|0034|	|0035|		|0036|	|0037|		|0038|	
Staff Costs	|0039|	|0040|		|0041|	|0042|		|0043|	
Office Costs	|0044|	|0045|		|0046|	|0047|		|0048|	
Audit Fees	|0049|	|0050|		|0051|	|0052|		|0053|	
Computer Systems	|0054|	|0055|		|0056|	|0057|		|0058|	
Equipment Maintenance	|0059|	|0060|		|0061|	|0062|		|0063|	
Sundry Expenses	|0064|	|0065|		|0066|	|0067|		|0068|	
Total Cost of Sales	|0069|	|0070|		|0071|	|0072|		|0073|	
	0084									
|0085|Gross Profit	|0074|	|0075|		|0076|	|0077|		|0078|	|0086|
|0087|Gross Loss	|0079|	|0080|		|0081|	|0082|		|0083|	|0088|
	0097		0091		0092		0093		0094		0095		0096		0098									

Slide notes

Slide 3 - Slide 3

Slide notes

For example, wherever we insert 2 pipe symbols, a new Tag will be recognized and numbered.

Slide 4 - Slide 4

Slide notes

And wherever we delete a Tag from the Layout, it will also be dropped from the internal Tag list.

Slide 5 - Slide 5

Slide notes

Slide 6 - Slide 6

Slide notes

Slide 7 - Slide 7

Slide notes

Slide 8 - Slide 8

Slide notes

Slide 9 - Slide 9
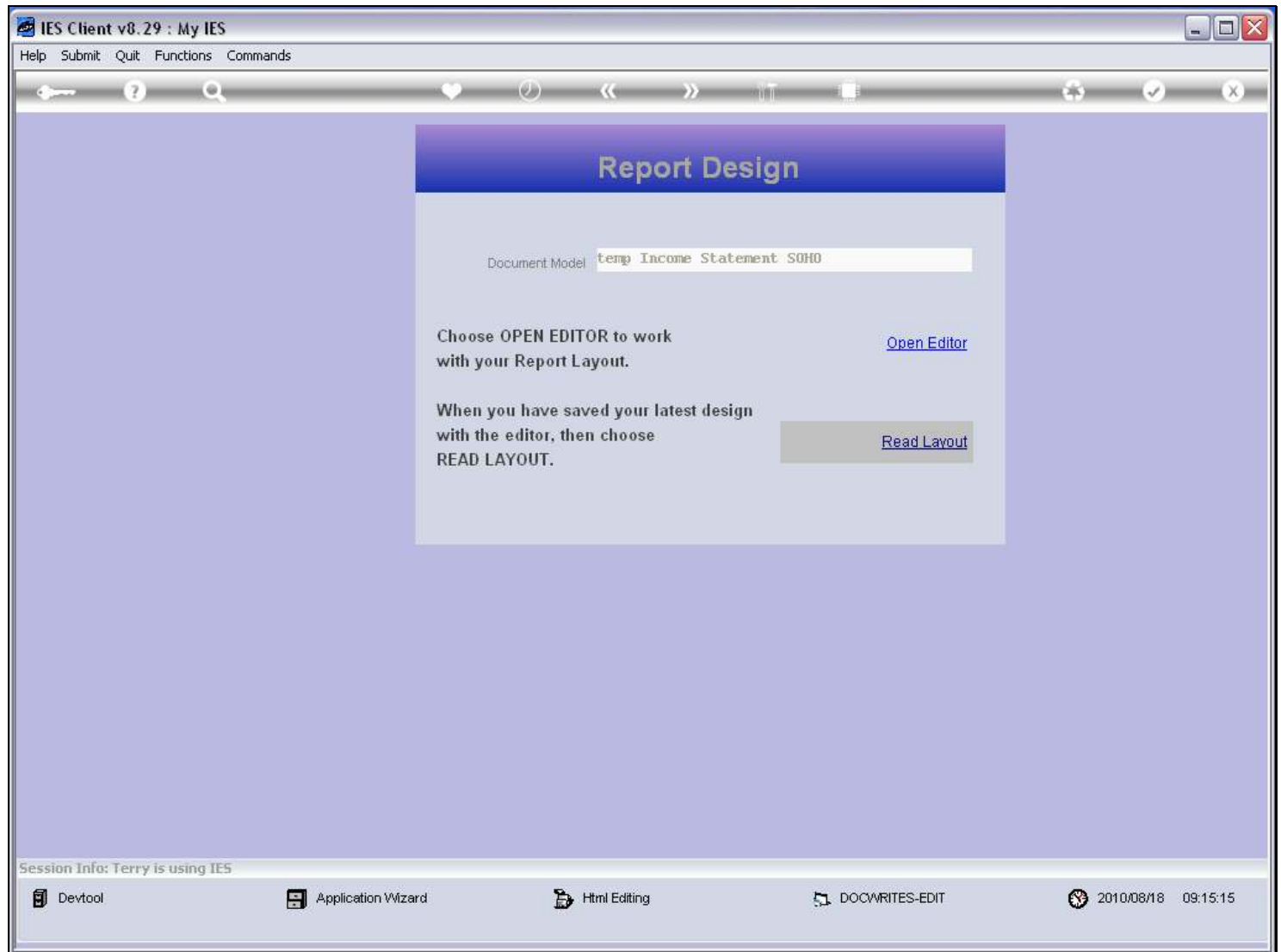
Slide notes

Slide 10 - Slide 10
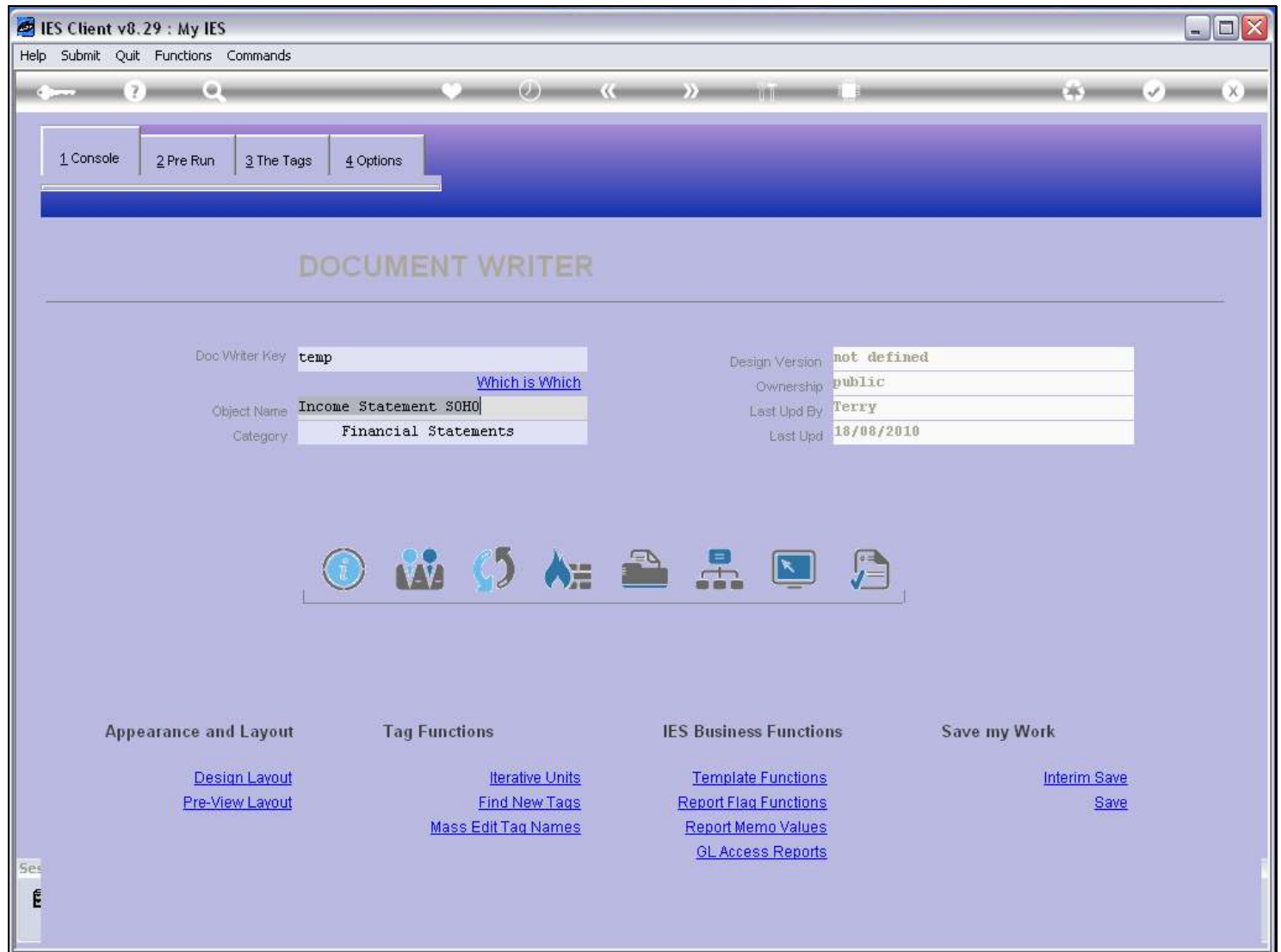
Slide notes

Slide 11 - Slide 11

Slide notes

Even though we have read the latest Layout, the Tag list is still in its former state. We can see that Tag 29, which was deleted in the Layout, is still here, and the new Tag that was inserted is not yet present. And it's because we have not yet performed 'Find New Tags'.
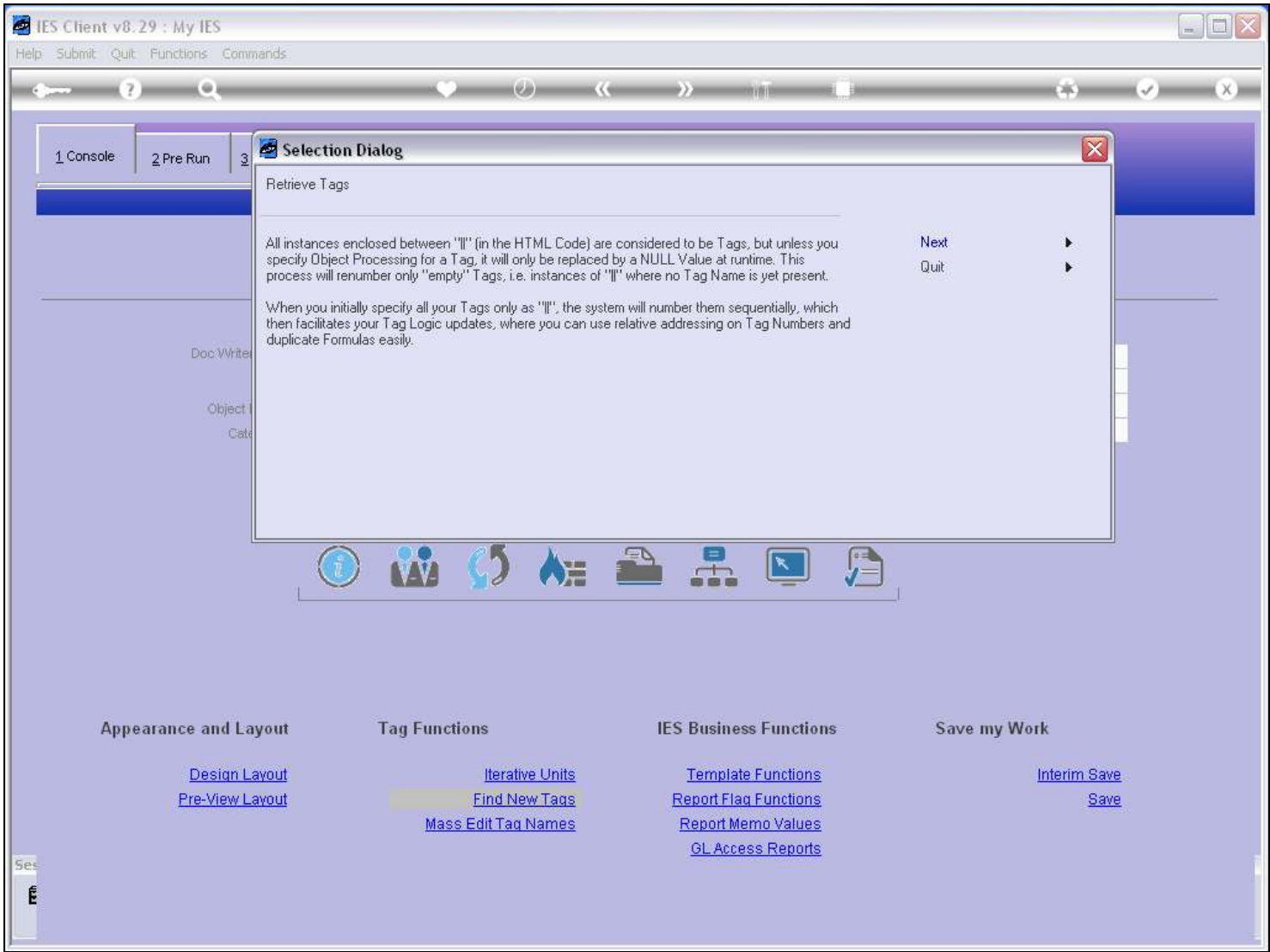
Slide 12 - Slide 12
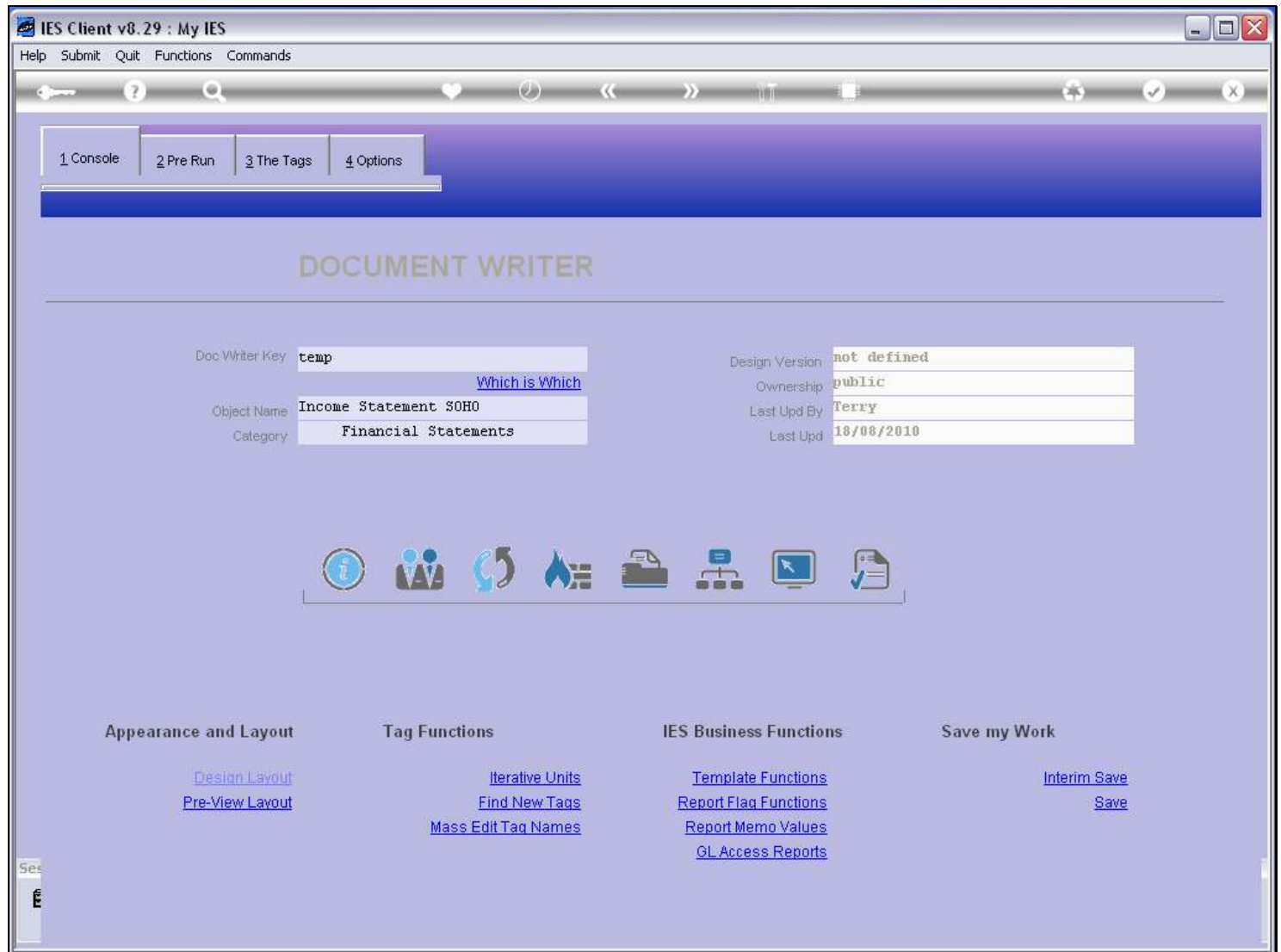

Slide notes
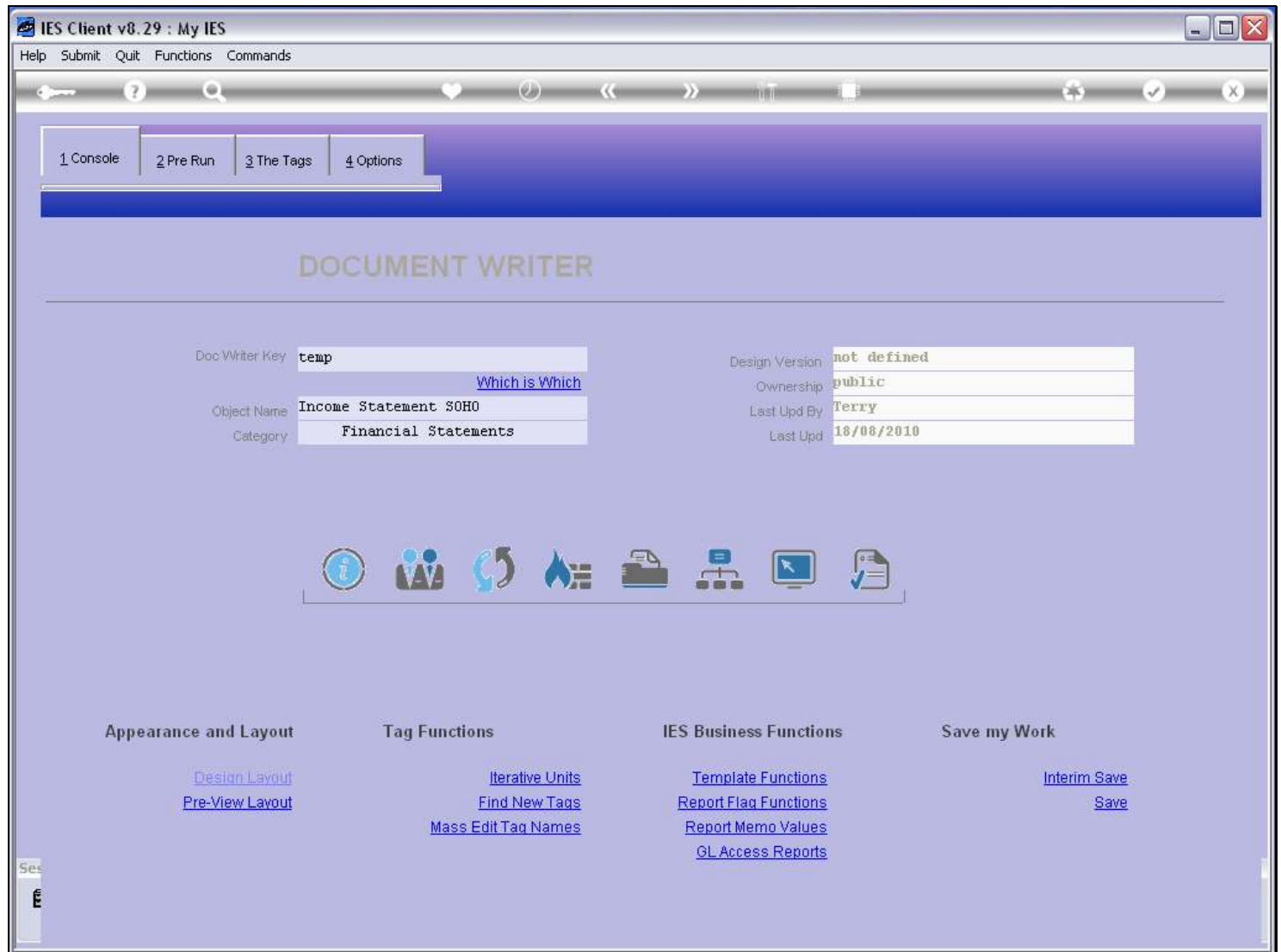
Slide 13 - Slide 13
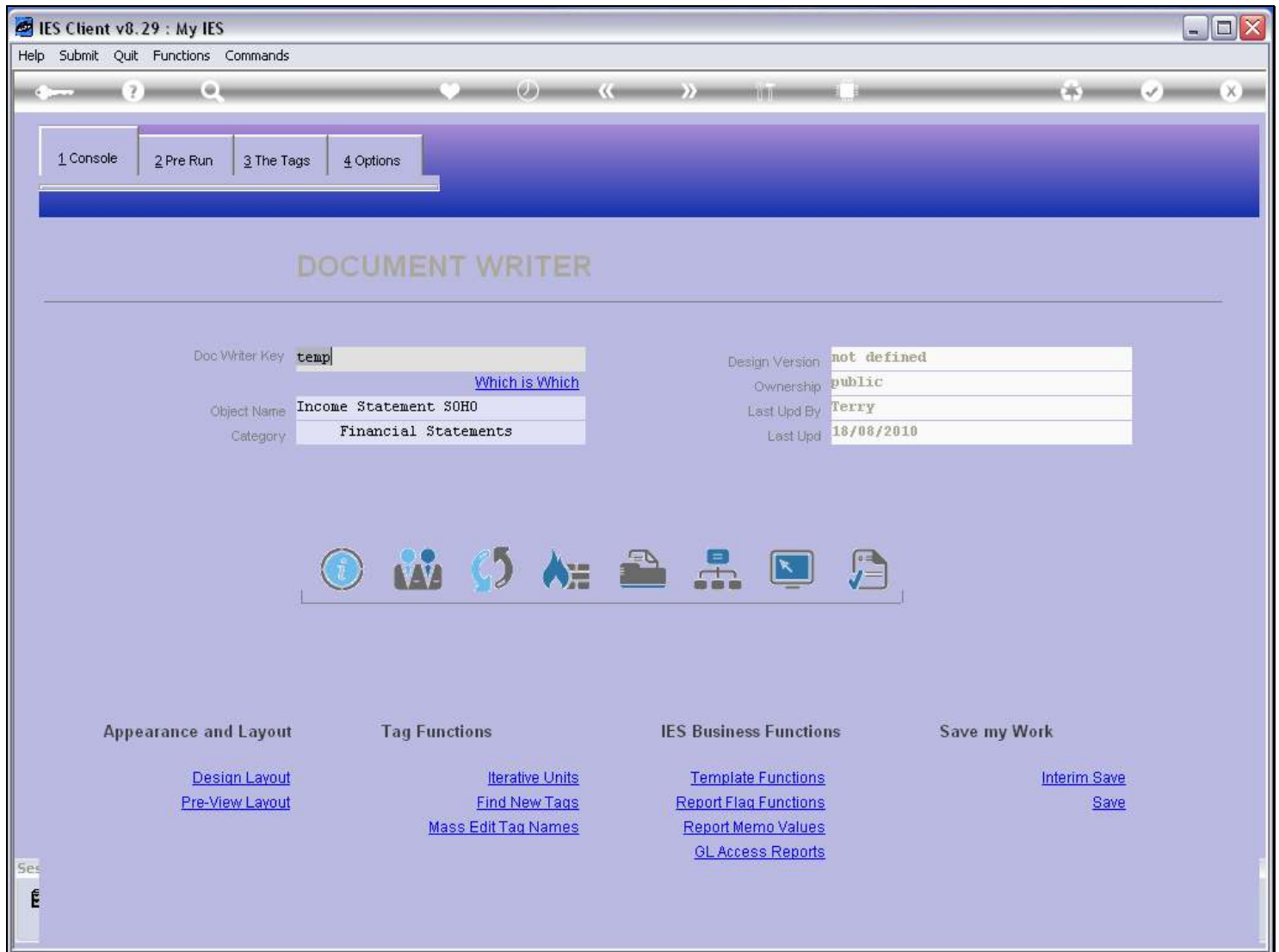
Slide notes

We will always use 'Find New Tags' if we have made any changes to the Layout that affect Tags.

Slide 14 - Slide 14

Slide notes

Slide 15 - Slide 15

Slide notes

Slide 16 - Slide 16

Slide notes

Slide 17 - Slide 17

Slide notes

Now, if we look at the Tag list again, we can see the new Tag 3 that has been inserted, and does not have a Name yet, and we can also see that Tag 29 has been dropped.

Slide 18 - Slide 18

Slide notes