

Slide notes: At The Management Reports section in the Warehouse, we have a Budget Report Writer that is designed for quick and easy Report Writing of Budget Reports that work hand-in-hand with the GL.

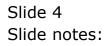
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Slide notes: With access to this Report Writer, we can choose 'Write Budget Reports'.

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Slide notes: The Report Writer is also available in the Budget Module. Let us have a look at that before we continue here.

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Slide notes: Select the Application Menu.



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## Slide 7 Slide notes: Select the Budget Module.



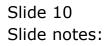
Slide notes: Here the entry is called 'GL Bud ManReps: Define' but it is an entry to the same Budget Report Writer.

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Slide notes: And here we have the Budget Report Writer again. Now that we have seen that, we will back out of this option and continue with the original option that we entered from the Report Warehouse. While we will not show it now, we may note that in fact, the Budget Writer is also available in the System Business Objects, at the Report Writer options.



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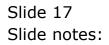
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Slide notes: The Budget Report Writer works with 4-digit Keys, and to do a new Report we just use a new Key that is not yet in this Report Library. A lookup will reveal the current Keys.

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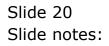
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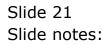
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Slide notes: The fact that nothing comes up after entering this Key means it is a new Key, and a new Report that we are writing. In fact, we want to show a quick example of how easy it is to do a new Report with this Budget Report Writer.

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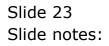
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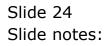
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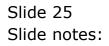
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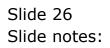
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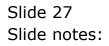
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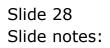
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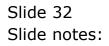
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Slide notes: Of course our Report needs a name to recognize it by, and if we want to use the same name as the Report Heading, then we can just copy and paste it there, but we can also use a different Report Header if we want.

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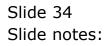
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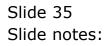


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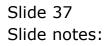
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Slide notes: We need to use one of the available templates, which will determine the layout and format of the Report.

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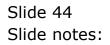
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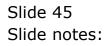
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Slide notes: Breaks are optional, and we can use up to 3 Breaks on 1 Report, from the GL Report Flags. This makes for powerful Management style options for the Report results.

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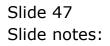
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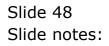
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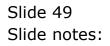
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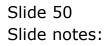
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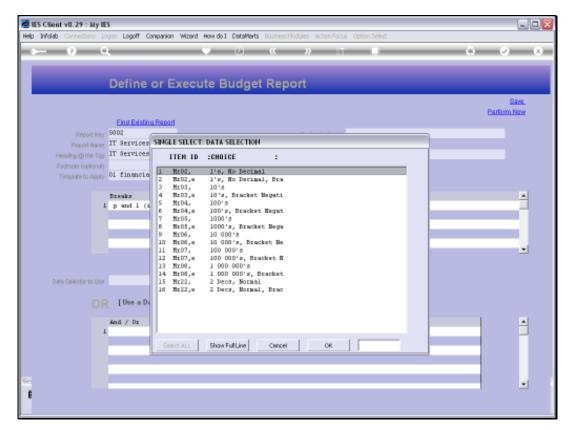
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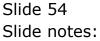
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Slide notes: And the only remaining requirement is to either use a Data Selector that will select the Accounts to include for this Report, or even better, to list our selection criteria on the fly.



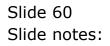
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Slide notes: The 1st line of criteria never includes "and" or "or", but all subsequent lines do. In this case, we just want all Accounts from the IT Services Department, and therefore we can just state the Department as the basis for selection.

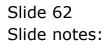
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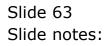
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## Slide 68 Slide notes:



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### Slide 69 Slide notes:

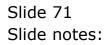


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## Slide 70 Slide notes:



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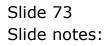


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### Slide 72 Slide notes:

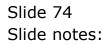


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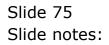


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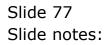


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Slide notes: We do not need any more lines of criteria in this case, so we just press ESCAPE.

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Slide notes: After defining the Report for the 1st time, it is a good idea to SAVE it.

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Slide 80 Slide notes:

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Slide 82 Slide notes:

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Slide notes: Now we can recall the Report and perform it.

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Slide 84 Slide notes:

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Slide 85 Slide notes:

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Slide 86 Slide notes:

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						60	HHY HOOPS IN	IC.	
							IT Services		
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	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010	Aug 2010	Sep 1
II-00-00-5001 Salaries	a	a	a	a	a	a	a	a	
I1-00-00-5002 Overtime	0	0	0	a	a	0	0	a	
I1-00-00-5002 Pension	29,750	29,750	29,750	29,750	29,750	29,750	29,750	29,750	29,
11-00-00-5004 Hedical	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,
11-00-00-5005 Travel	a	a	a	a	a	a	a	a	
IL-00-00-5006 Denefits	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	29,
I1-00-00-5007 Staff Canteen	17,250	17,250	17,250	17,250	17,250	17,250	17,250	17,250	17,
I1-00-21-5001 Salaries	\$2,709	52,709	\$2,709	\$2,709	52,709	\$2,709	\$2,709	\$2,709	52,
I1-00-21-5002 Overtime	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,
11-00-21-5005 Travel	- 0	- 0	- 0	- 0	- a	- 0	- 0	- 0	-
I1-00-32-5001 Salaries	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115.
I1-00-22-5002 Overtime								0	
11-00-22-5005 Travel	40.250	40.250	40,250	40,250	40,250	40.250	40,250	40,250	40.
II-00-23-5001 Salaries	67,083	67,083	67,083	67,083	67,083	67,083	67,083	67,083	62.1
I1-00-23-5002 Overtime	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,
IL-00-23-5005 Travel	0	0	0	0	0	0	0	0	,
II-00-24-5001 Salaries	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	£7.
IL-00-24-5002 Overtime	0	0	0	0	0		0	0	
11-00-24-5005 Travel	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46.
	**,***		**/***		**,***	******	**/***	**,***	
S01 Personnel	\$10,792	\$10,792	\$10,792	\$10,792	\$10,792	\$10,792	\$10,792	\$10,792	\$10,
*** 19 ****									
11-00-00-5101 Internet	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,450	a,
II-0D-00-5102 Telephone	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	÷.,
502 Communications	10,350	10,990	10,950	10,950	10,950	10,950	10,950	10,950	10,
									а.
I1-00-00-5201 Stationery	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,450	
IL-00-00-5202 Office Rental	19,900	19,900	13,900	19,900	19,900	19,900	13,900	19,900	19,
II-00-00-5202 Electricity	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,0
SQ2 Office	51.070		51 O.CO		51 070	21.070	11.070	11 0.00	£1.7
502 DITLOS	21,950	21,950	21,950	21,950	21,950	21,950	21,950	21,950	EL,
II-00-00-5410 Computers	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	19,
II-00-00-5411 Software	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,
II-0D-D0-5411 Software II-0D-00-5412 Licenses		5,750	5,750	5,750	5,750	5,750	5,750	5,750	11. 5.
AL-OD-DO-3412 LIDEREDS	5,750	5,750							····
504 Information Technology	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,
*** 13 **** 11-00-00-5521 Support Subsidy	-184,000	-194,000	-194,000	-194,000	-194,000	-194,000	-194,000	-194,000	-194.

Slide notes: Well, that was really quick and easy to write a Budget Management Report! In the other tutorials for this Report Writer, we look at some other aspects and the available alternatives to write the Reports we want.

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II-00-00-5001 Salaries	a	0	a	0	a	a	a	a	
11-00-00-5002 Overtime	0	0	0	0	0	0	0	0	
I1-00-00-5002 Pension	29,750	29,750	29,750	29,750	29,750	29,750	29,750	29,750	29.
IL-00-00-5004 Hedical	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40.
IL-0D-DO-5005 Travel	40,220	40,220	40,220	40,220	40,220	40,220	40,220	40,220	
IL-00-00-5006 Renefits	23.000	23.000	23.000	23.000	23,000	23,000	23.000	23,000	29.
IL-0D-DO-5007 Staff Canteen	17,250	17,250	17,250	17,250	17,250	17,250	17,250	17,250	17.
II-00-21-5001 Salaries									
	52,709	52,709	\$2,709	\$2,709	52,709	52,709	52,709	52,709	52,
11-00-21-5002 Overtime	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,
11-00-21-5002 Travel	0	a	0	a	0	0	0	a	
11-00-22-5001 Salaries	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,
11-00-22-5002 Overtime	a	a	0	a	a	a	0	a	
IL-00-22-5005 Travel	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,
11-00-23-5001 Salaries	67,083	67,083	67,083	67,083	67,083	67,083	67,083	67,083	62,
I1-00-23-5002 Overtime	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,
11-00-23-5005 Travel	0	0	0	0	0	0	0	0	
11-00-24-5001 Salaries	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	87.
11-00-24-5002 Overtime	0	0	0	0		0			
11-00-24-5005 Travel	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46.
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501 Personnel	\$10,792	\$10,792	\$10,792	\$10,792	\$10,792	\$10,792	\$10,792	\$10,792	510,
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IL-00-00-5101 Internet	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,450	а.
II-00-00-5102 Telephone	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	»,
SO2 Communications	10,950	10,950	10,950	10,950	10,950	10,950	10,950	10,950	10,
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II-00-00-5201 Stationery	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,450	а,
IL-00-00-5202 Office Restal	13,900	13,900	13,900	13,900	13,900	13,900	13,900	13,900	19,
IL-00-00-5202 Electricity	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,
502 Office	21,950	21,950	21,950	21,950	21,950	21,950	21,950	21,950	EL,
*** 13 ****									
II-00-00-5410 Computers	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	29,
I1-00-00-5411 Software	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500	- 11,
II-00-00-5412 Licenses	5,750	5,750	5,750	5,750	5,750	5,750	5,750	5,750	5,
504 Information Technology	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40
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II-00-00-5521 Support Subsidy	-194,000	-194,000	-194,000	-194,000	-194,000	-104,000	-194,000	-194,000	-194

Slide 88 Slide notes: