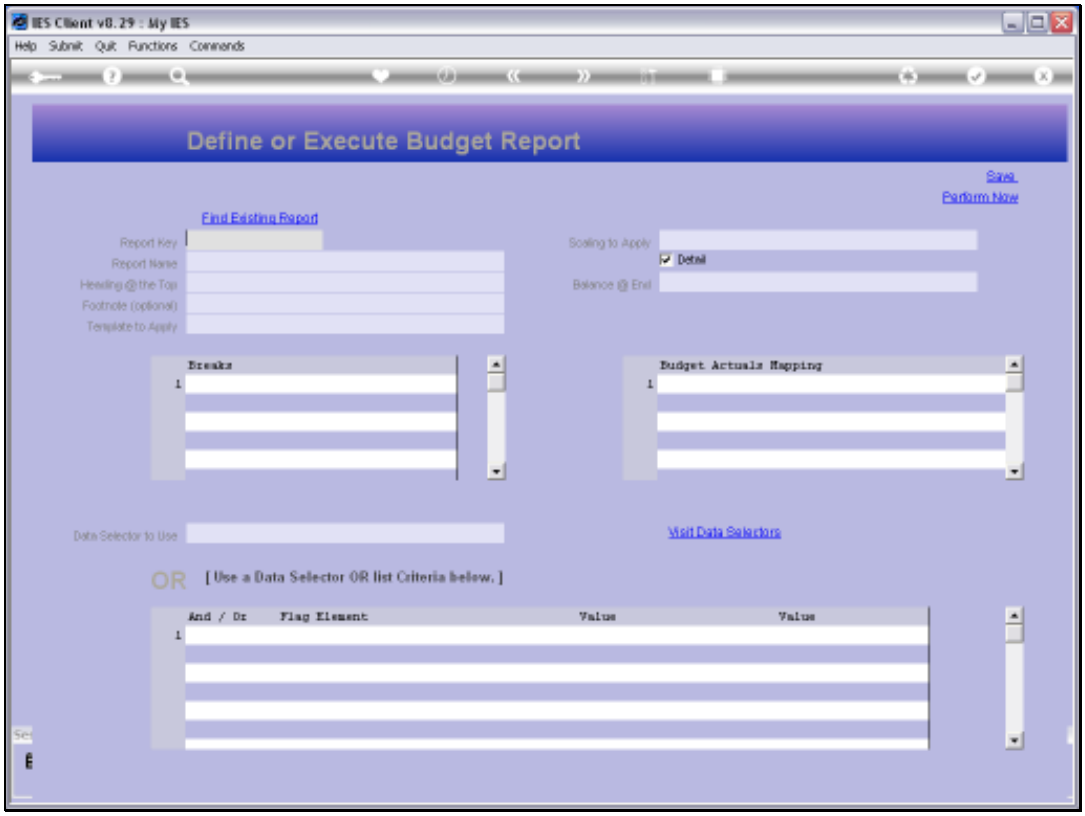
Slide 1

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.

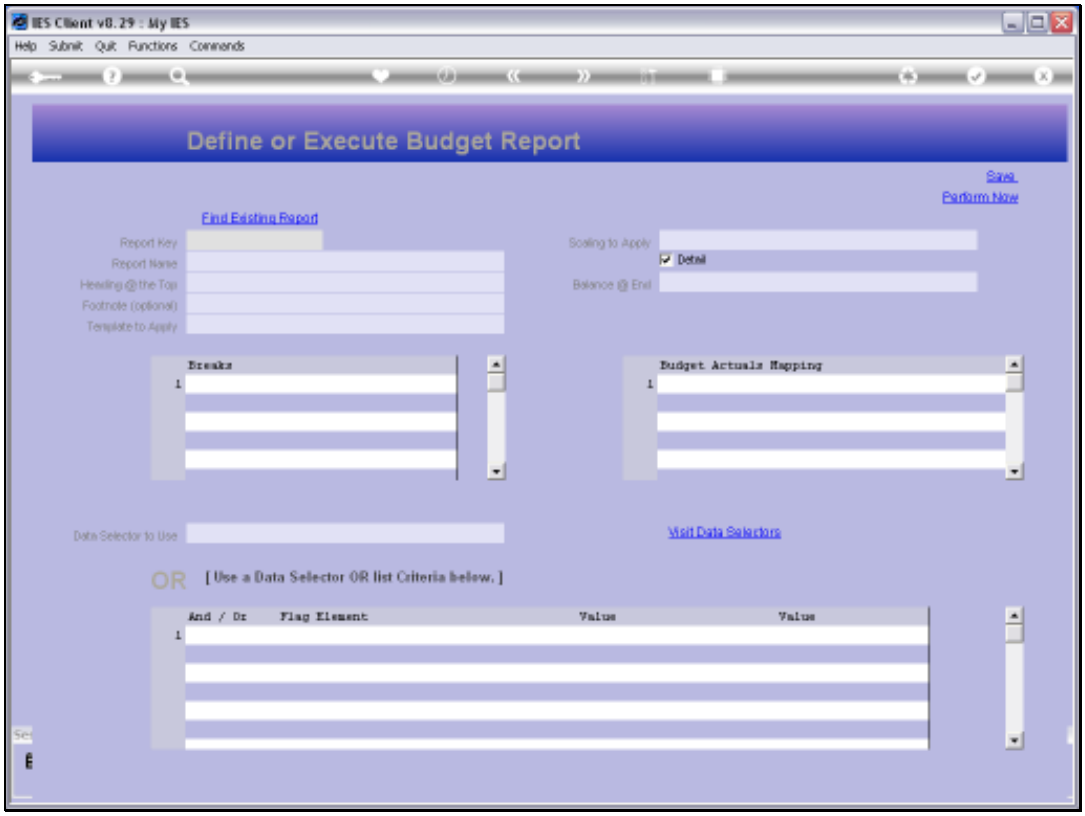
Slide 2

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

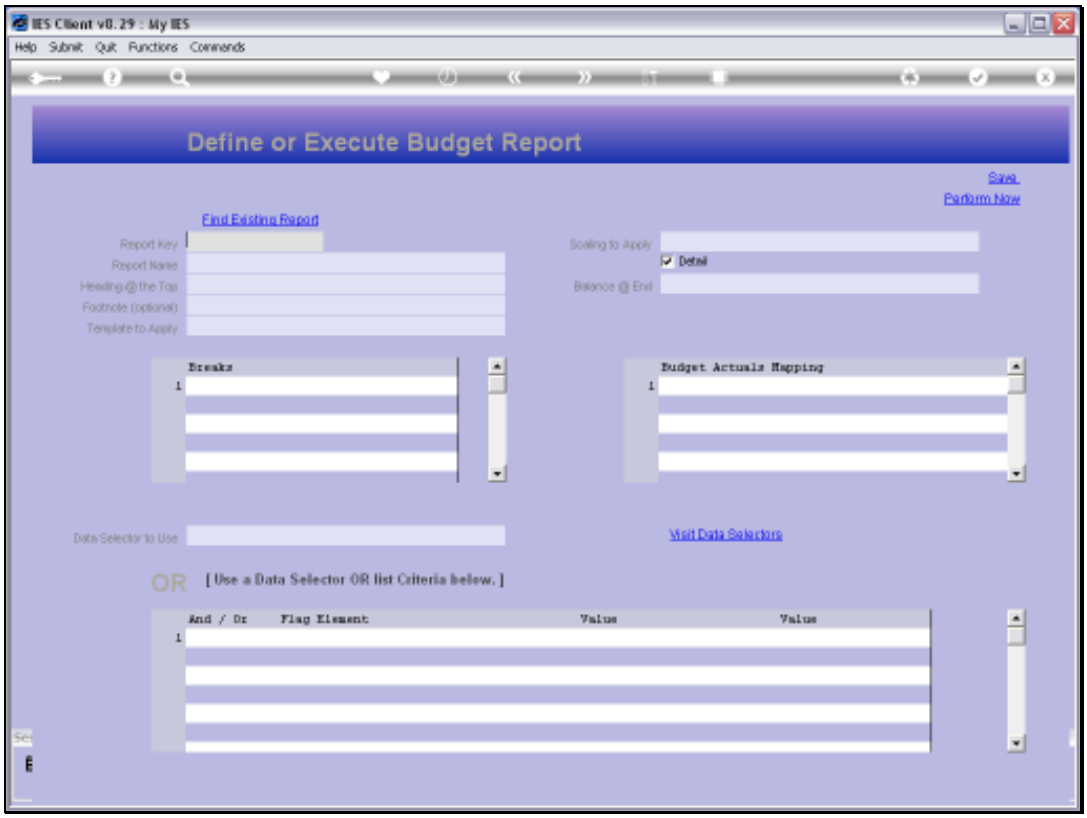


Slide 3

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



Slide 4
Slide notes:



Slide 5

Slide notes: Select the Application Menu.

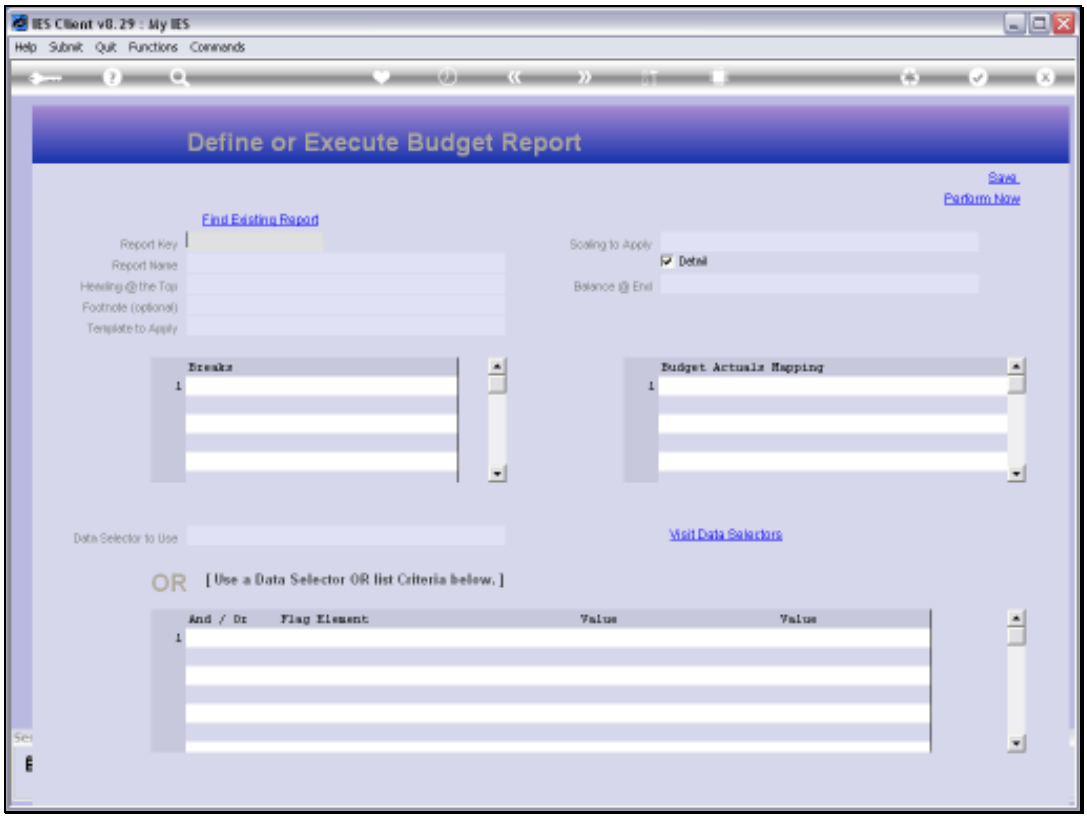
Slide 6
Slide notes:

Slide 7

Slide notes: Select the Budget Module.

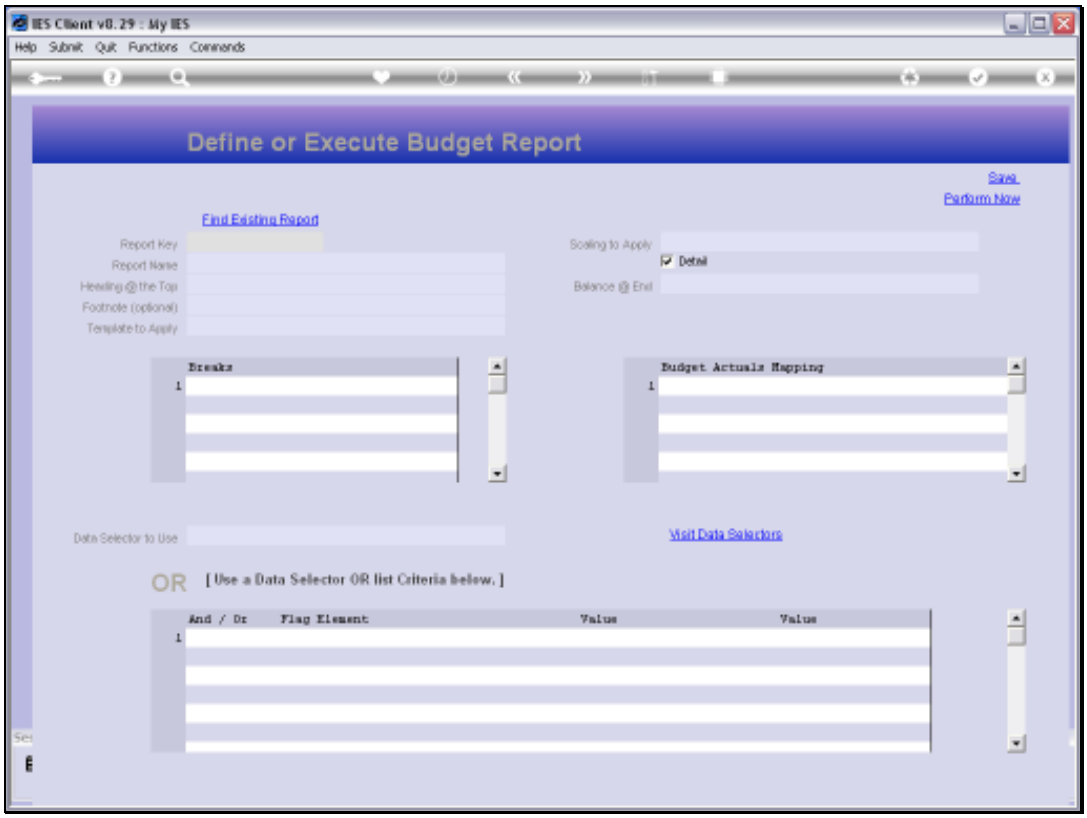
Slide 8

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



Slide 9

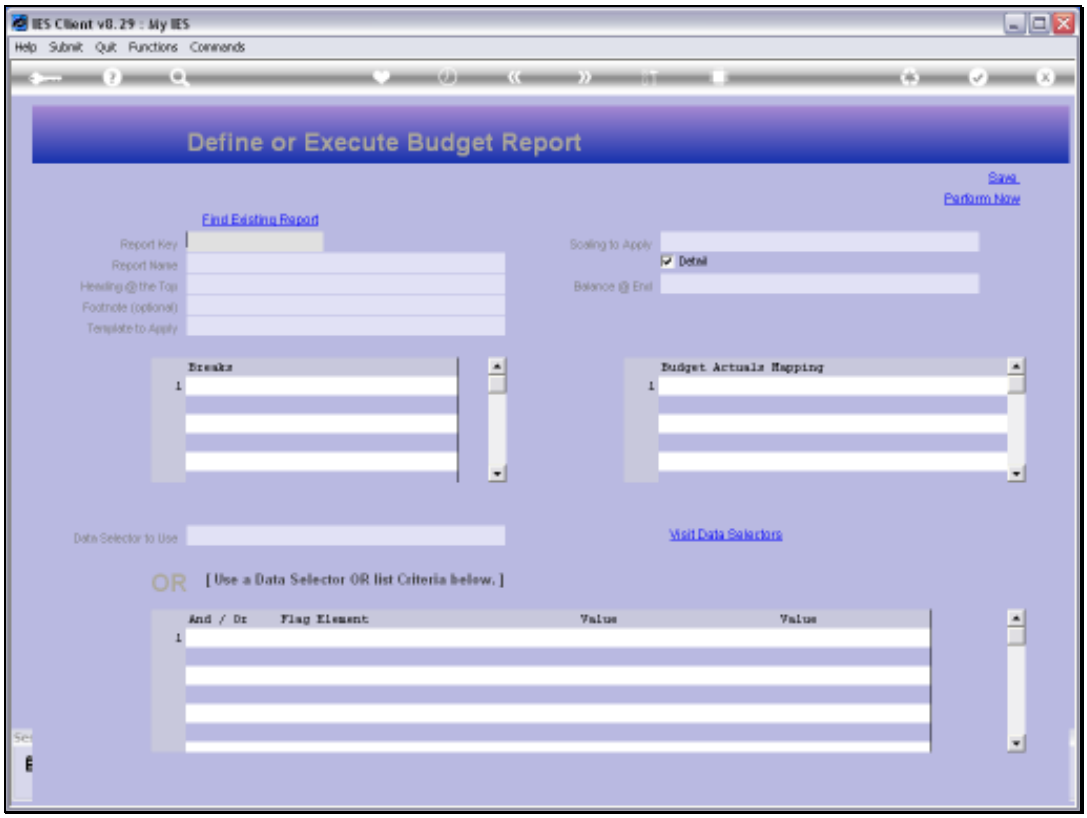
Slide notes: And here we have the Budget Report Writer again. Now that we have seen that, we will back out of this option and continue with the original option that we entered from the Report Warehouse. While we will not show it now, we may note that in fact, the Budget Writer is also available in the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



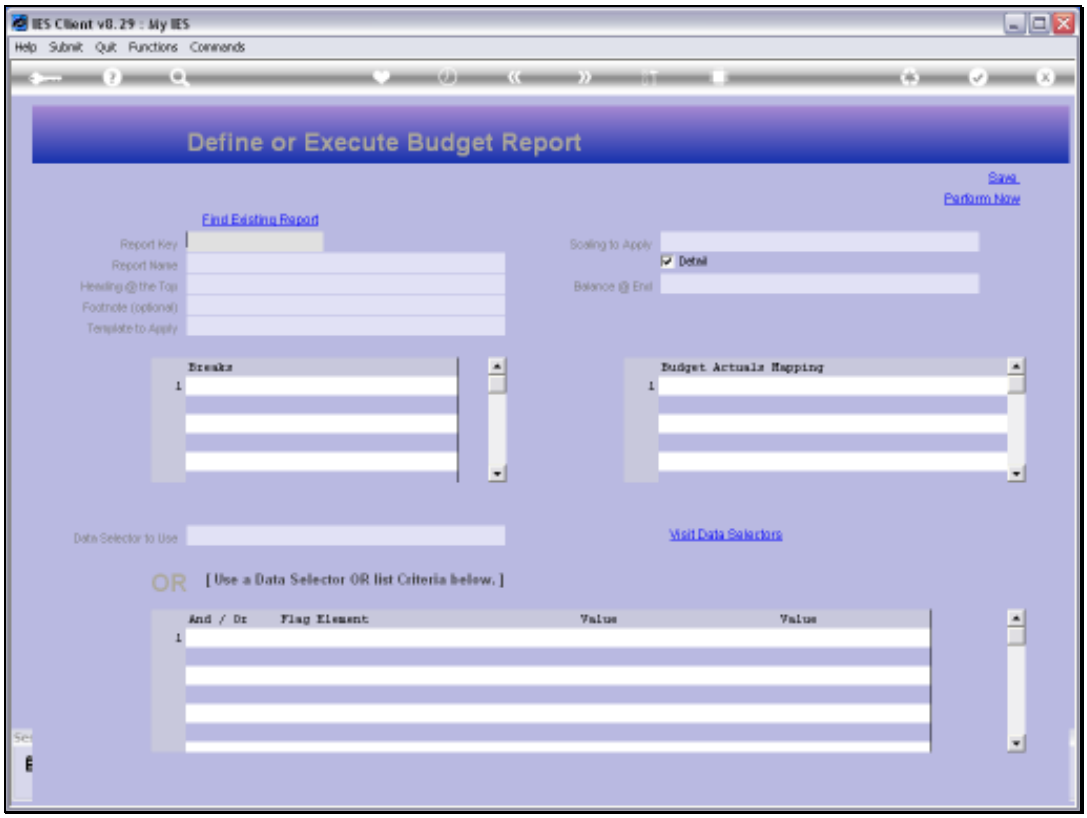
Slide 10
Slide notes:

Slide 11
Slide notes:

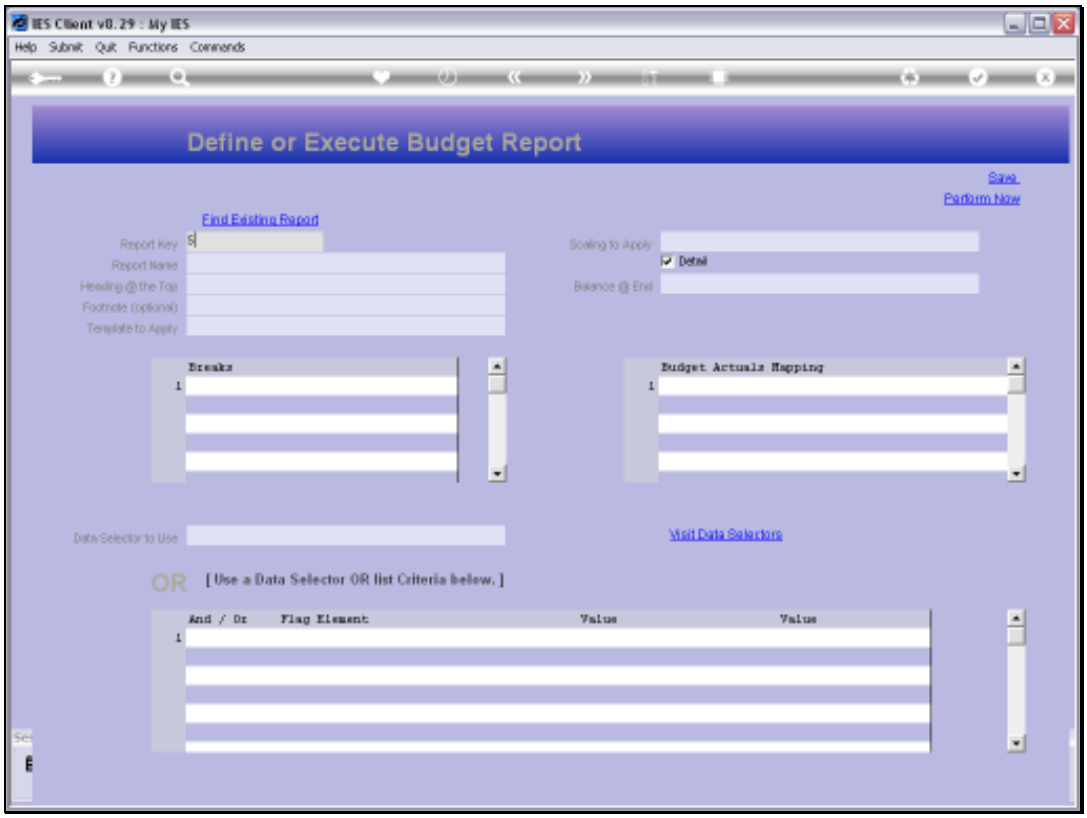
Slide 12
Slide notes:



Slide 13
Slide notes:

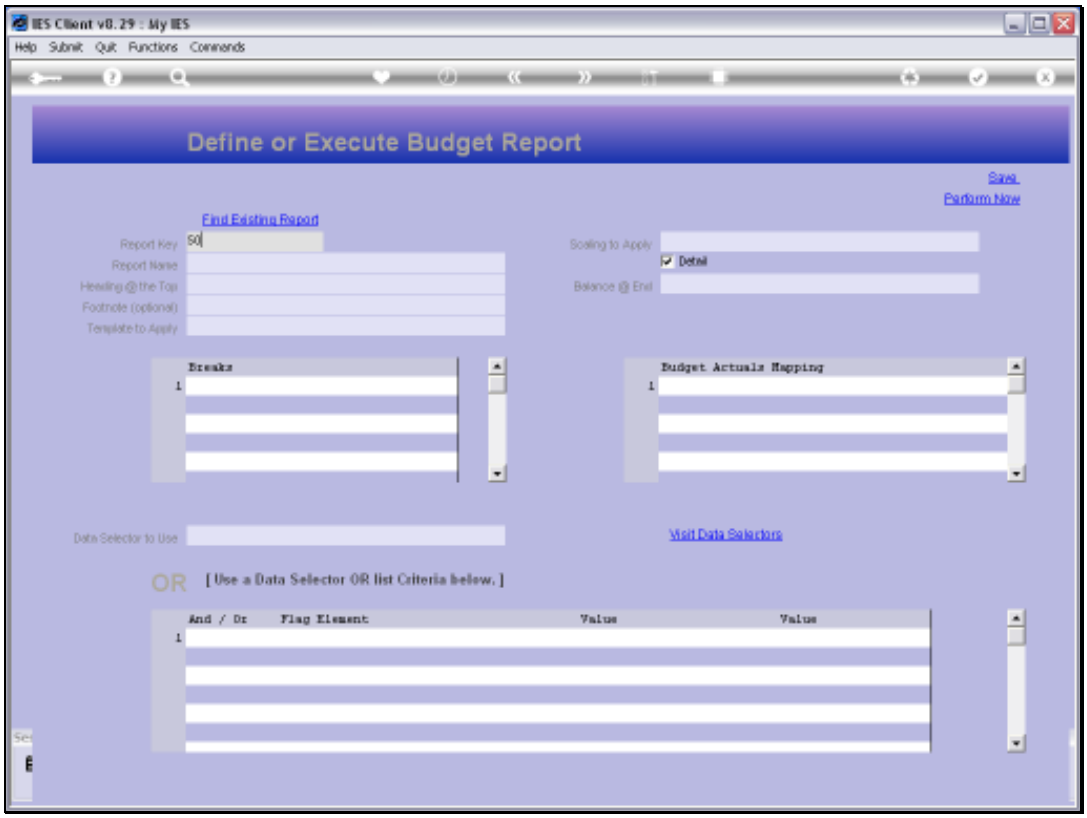


Slide 14
Slide notes:

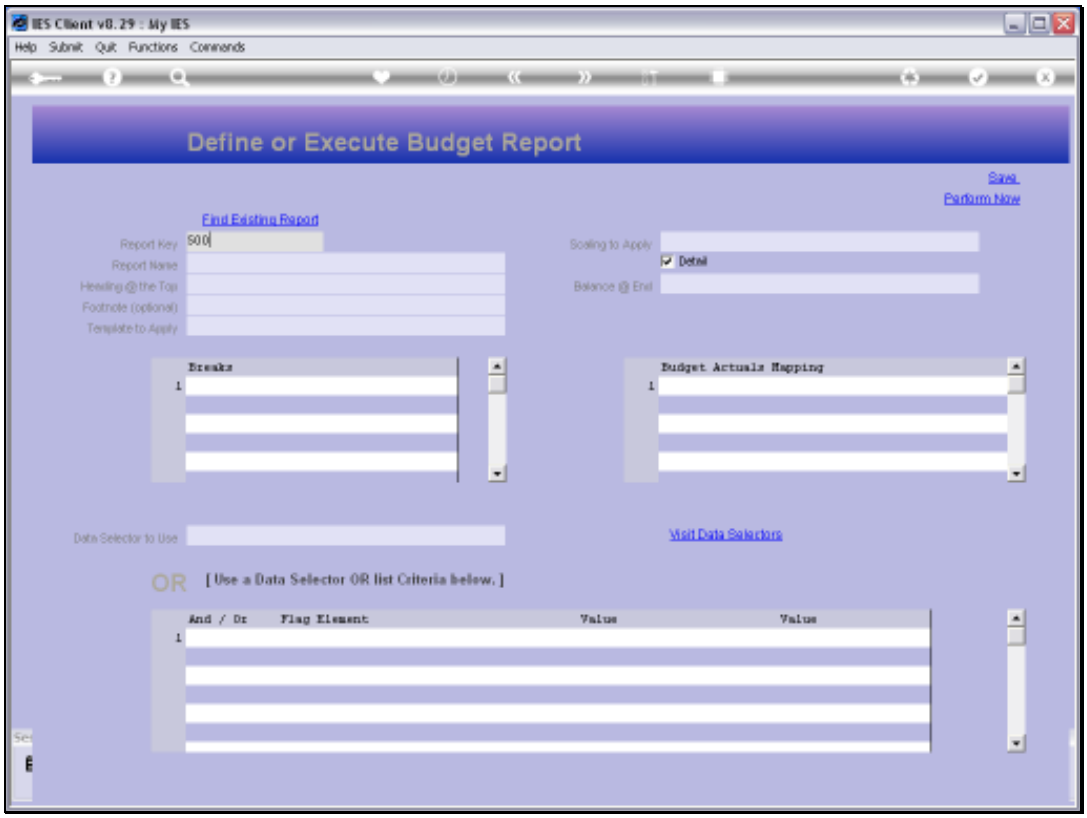


Slide 15

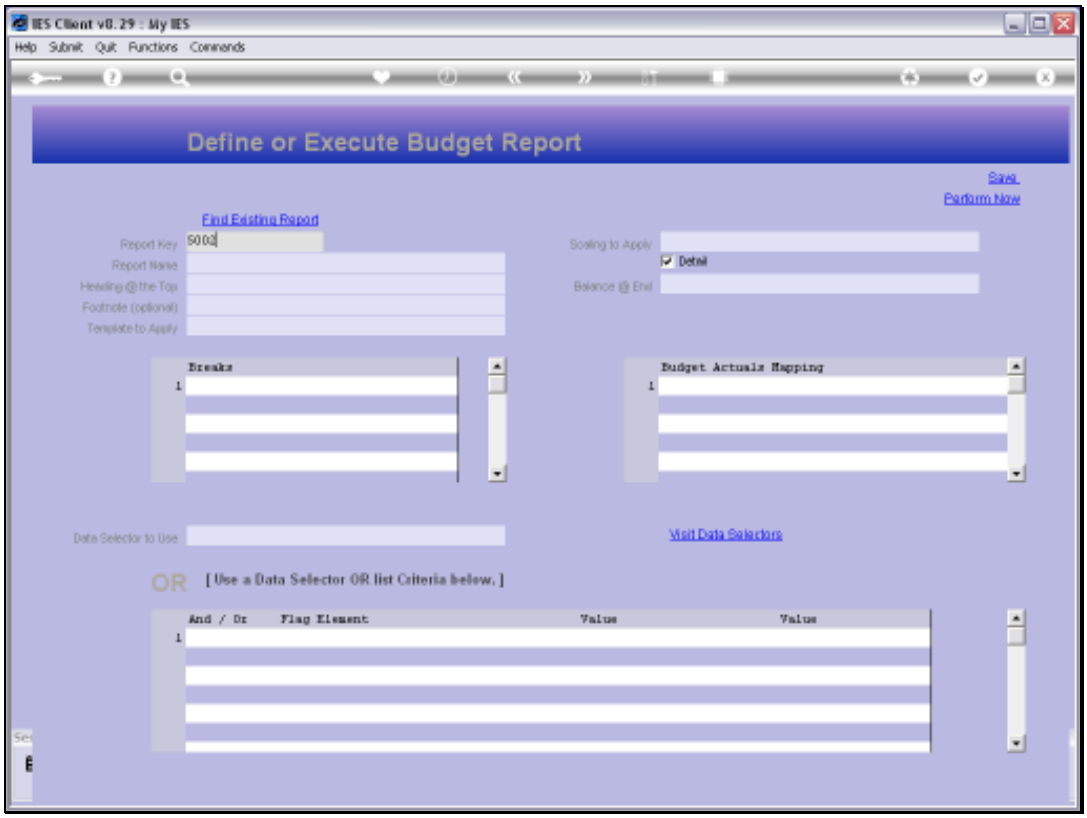
Slide notes: The Budget Report Writer works with 4-digit Keys, and to do a new Report we just use a new Key that is not yet in this Report Library. A lookup will reveal the current Keys.



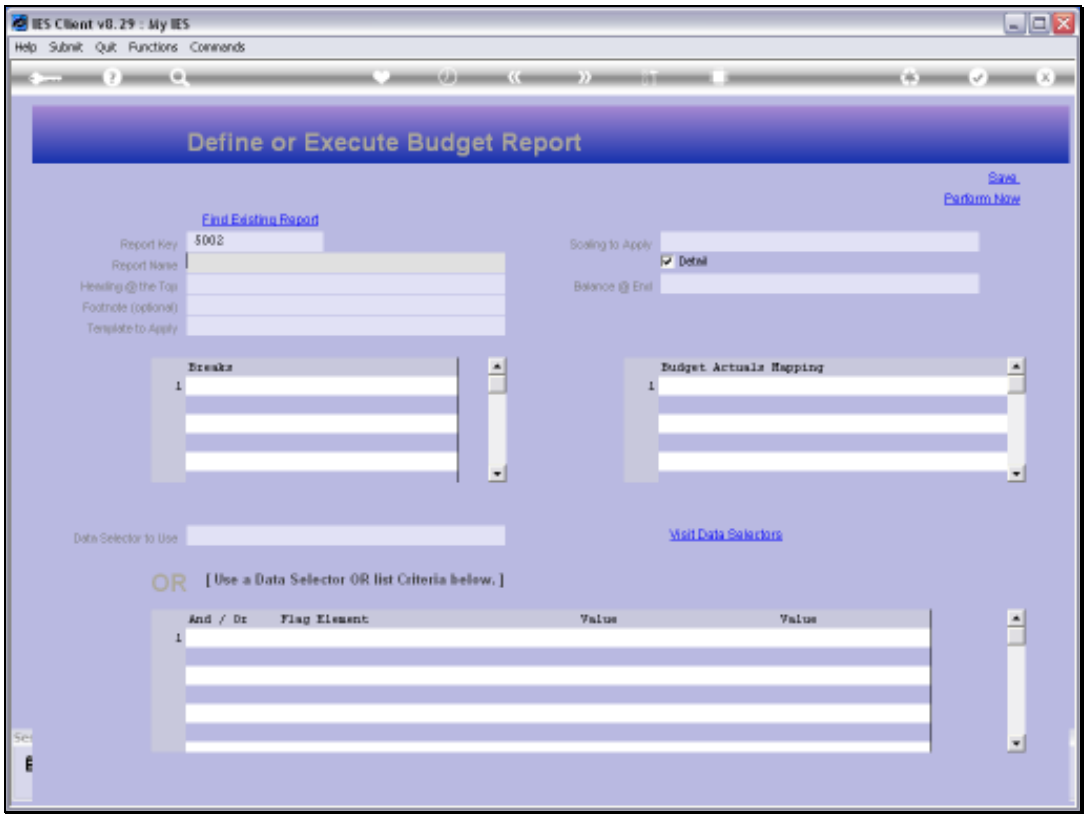
Slide 16
Slide notes:



Slide 17
Slide notes:

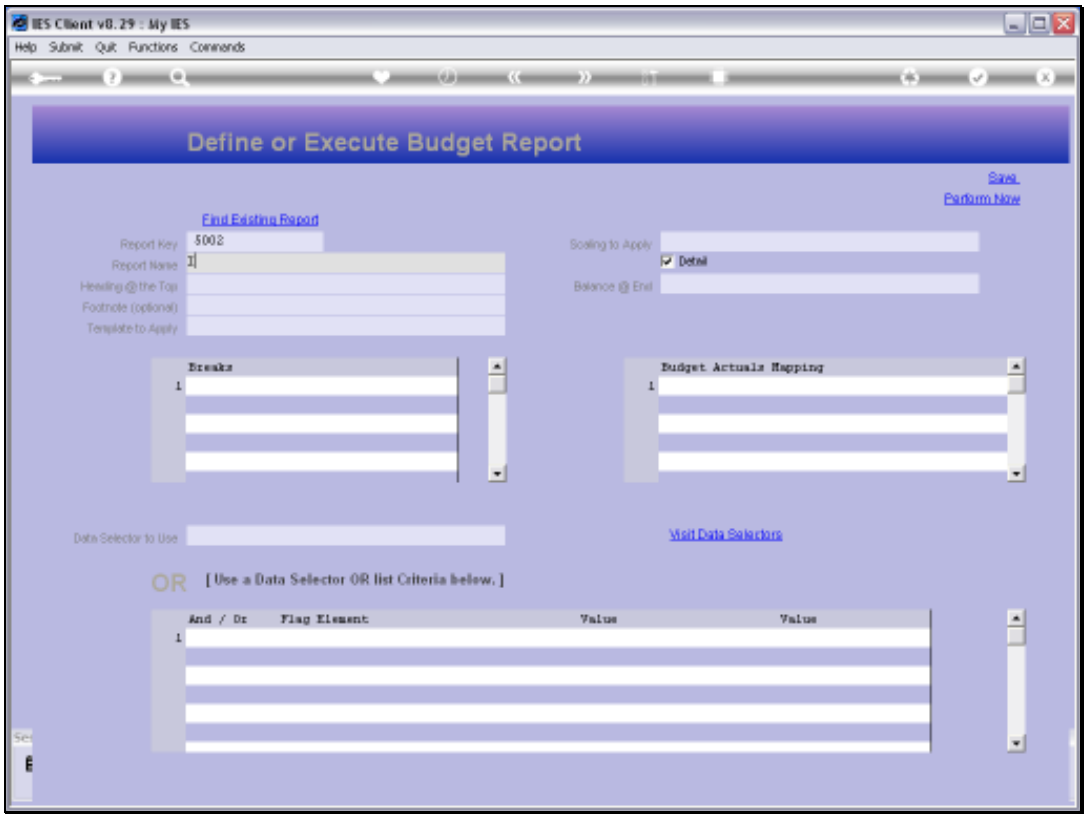


Slide 18
Slide notes:

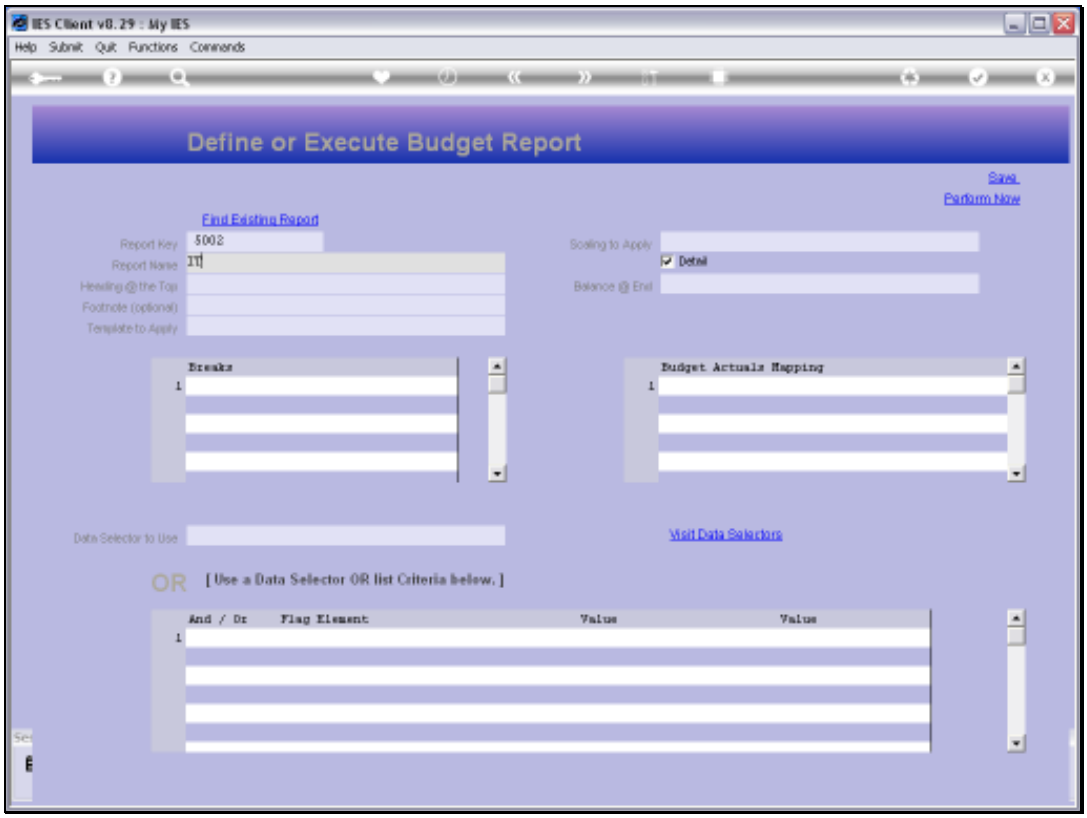


Slide 19

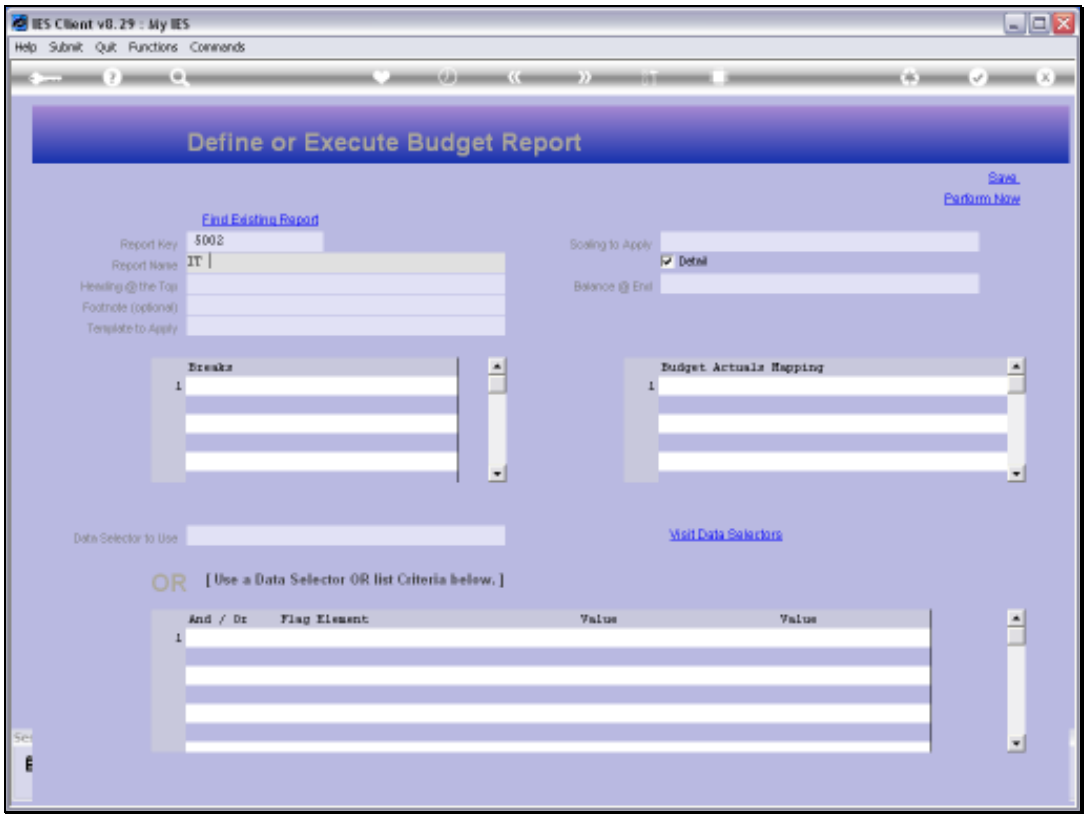
Slide notes: The fact that nothing comes up after entering this Key means it is a new Key, and a new Report that we are writing. In fact, we want to show a quick example of how easy it is to do a new Report with this Budget Report Writer.



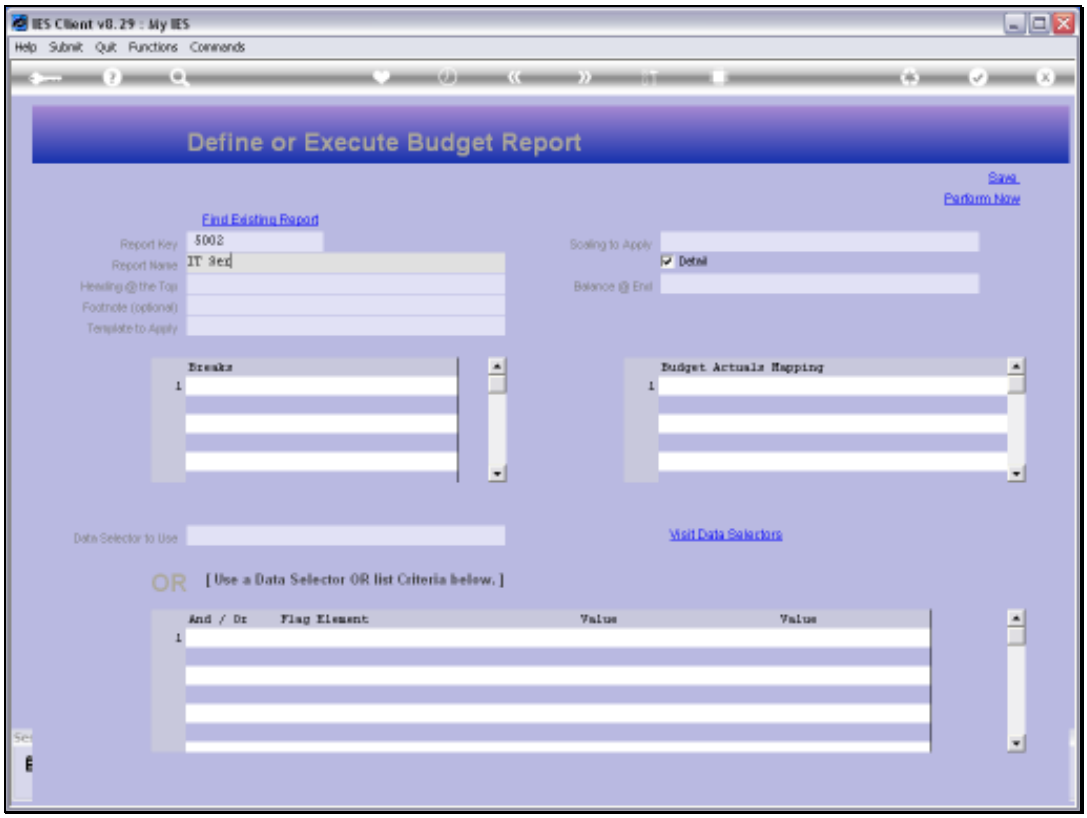
Slide 20
Slide notes:



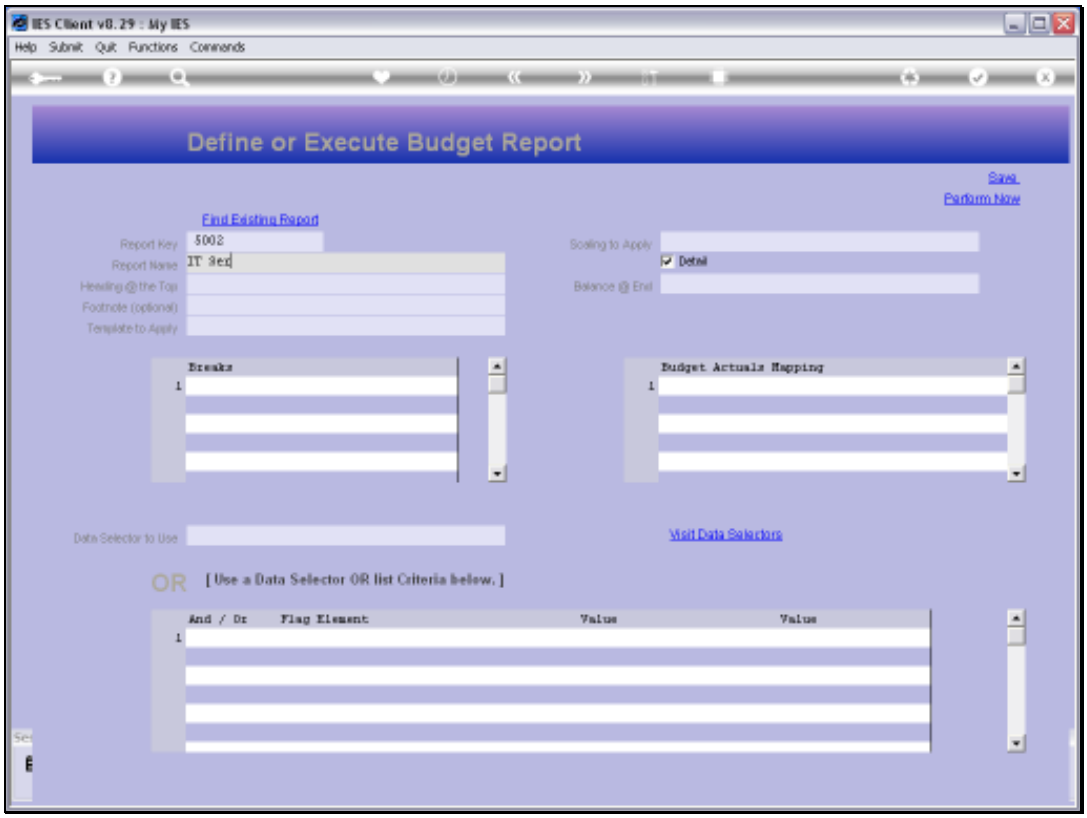
Slide 21
Slide notes:



Slide 22
Slide notes:

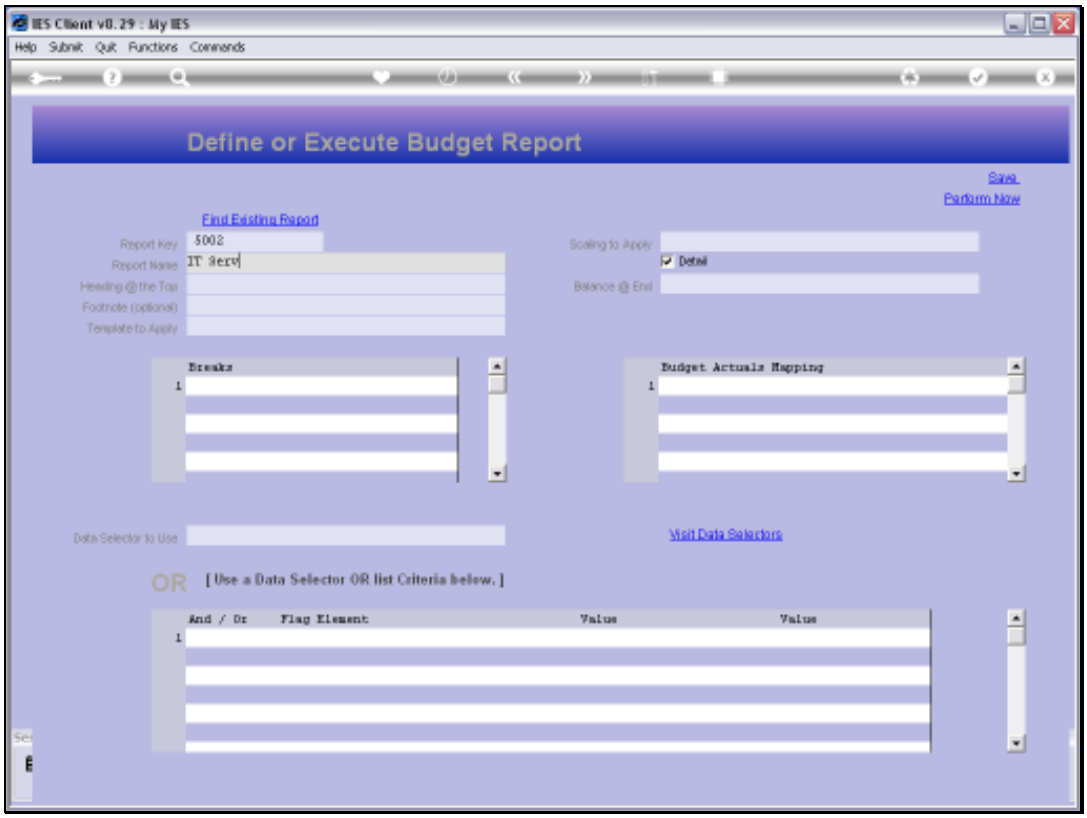


Slide 23
Slide notes:

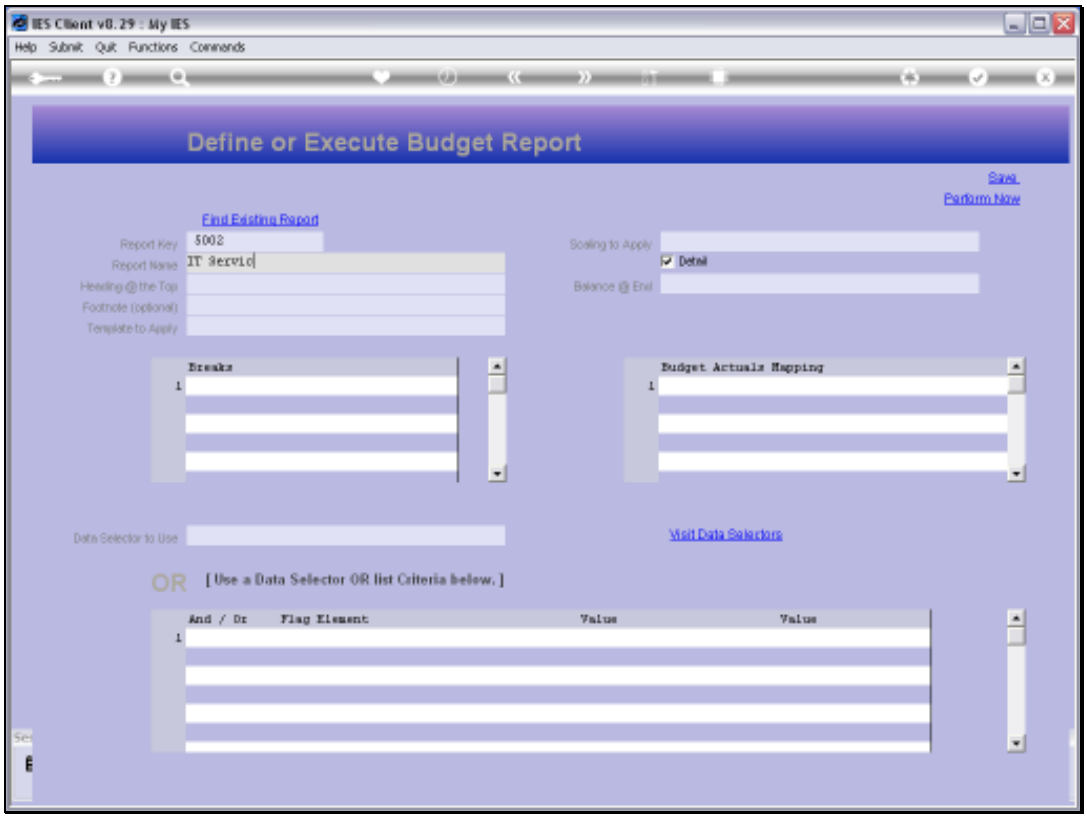


Slide 24

Slide notes:

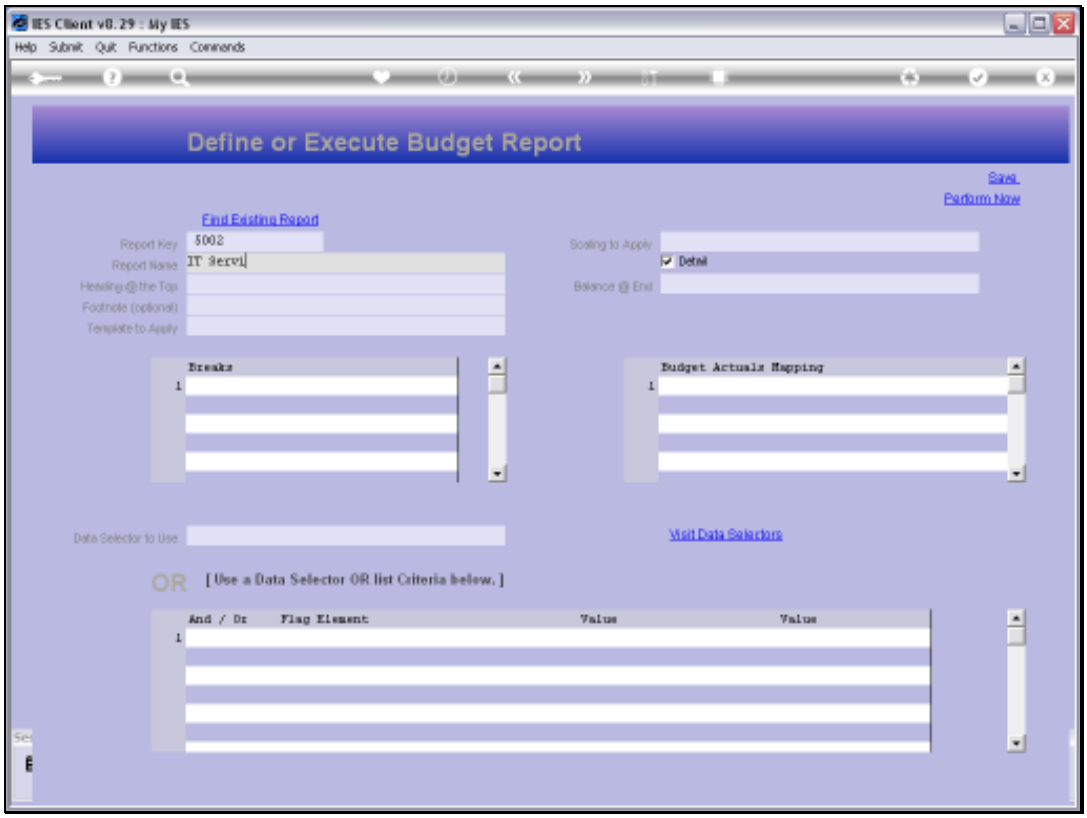


Slide 25
Slide notes:

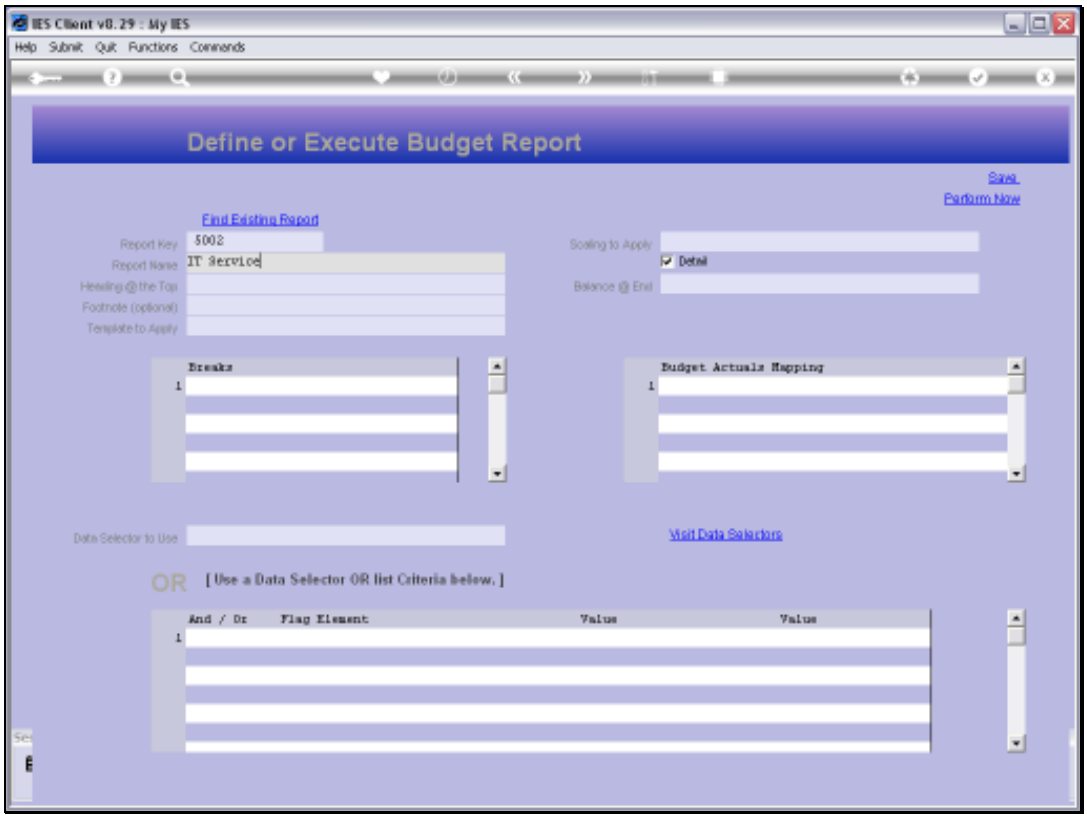


Slide 26

Slide notes:

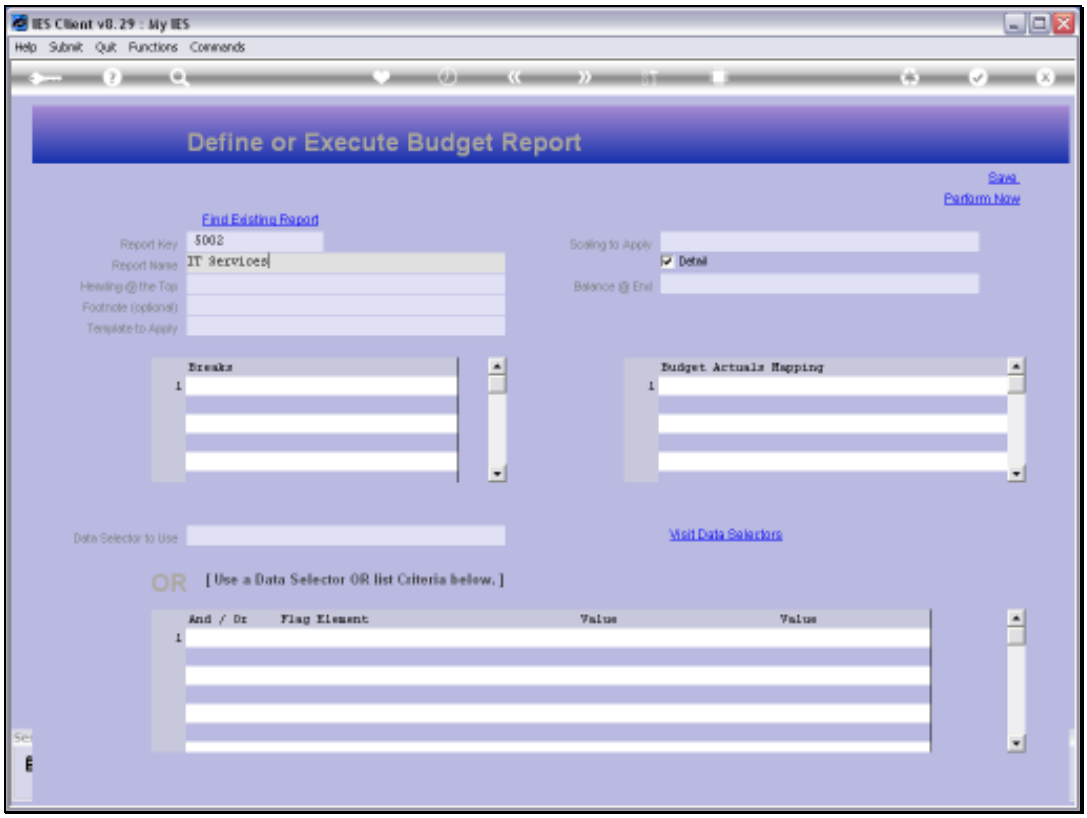


Slide 27
Slide notes:



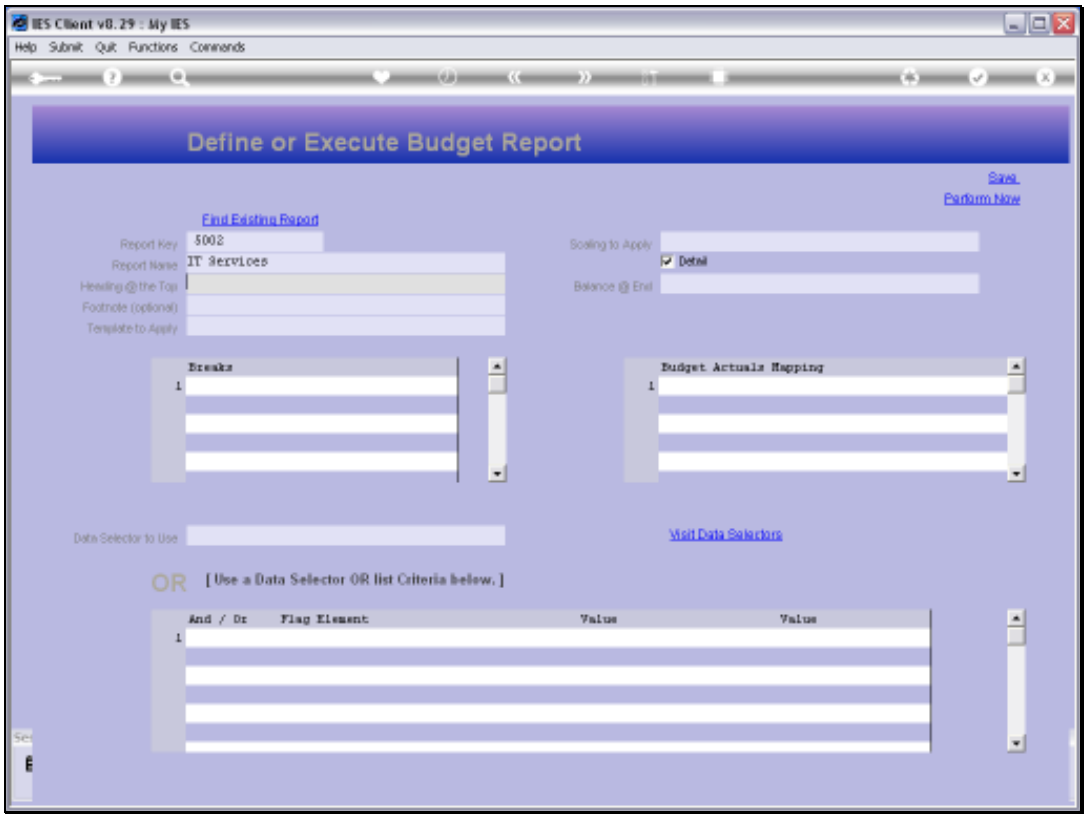
Slide 28

Slide notes:



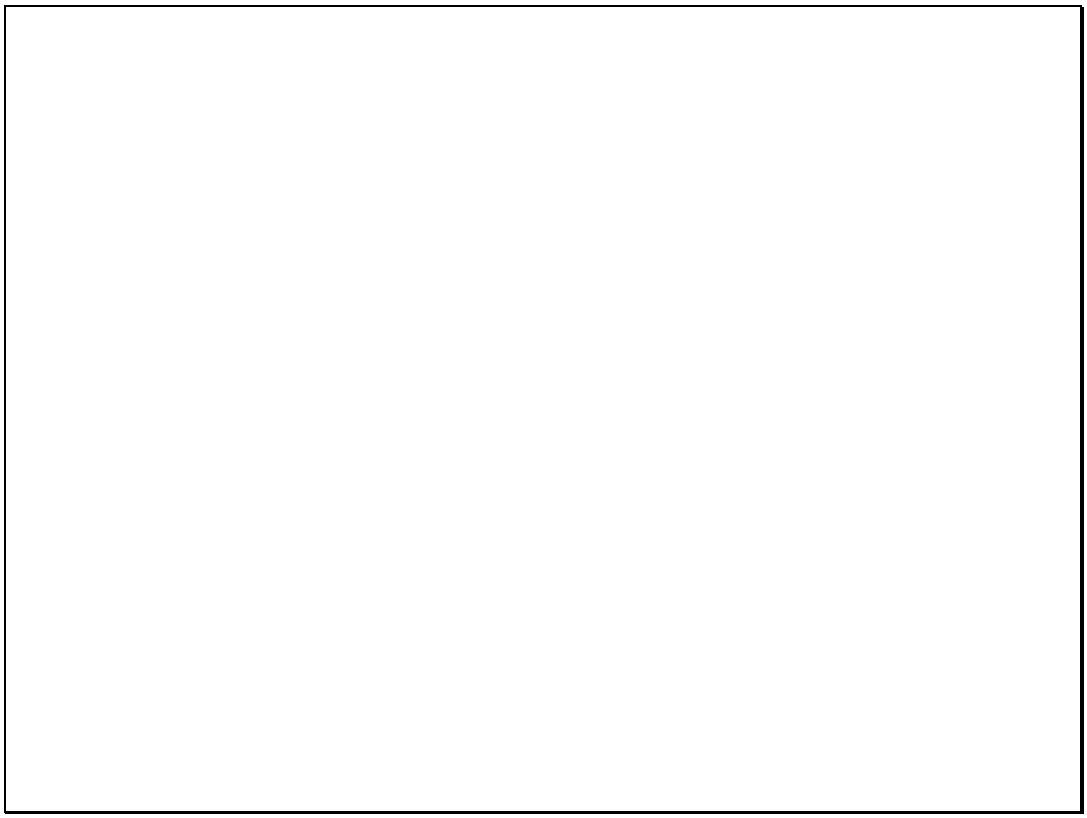
Slide 29

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.

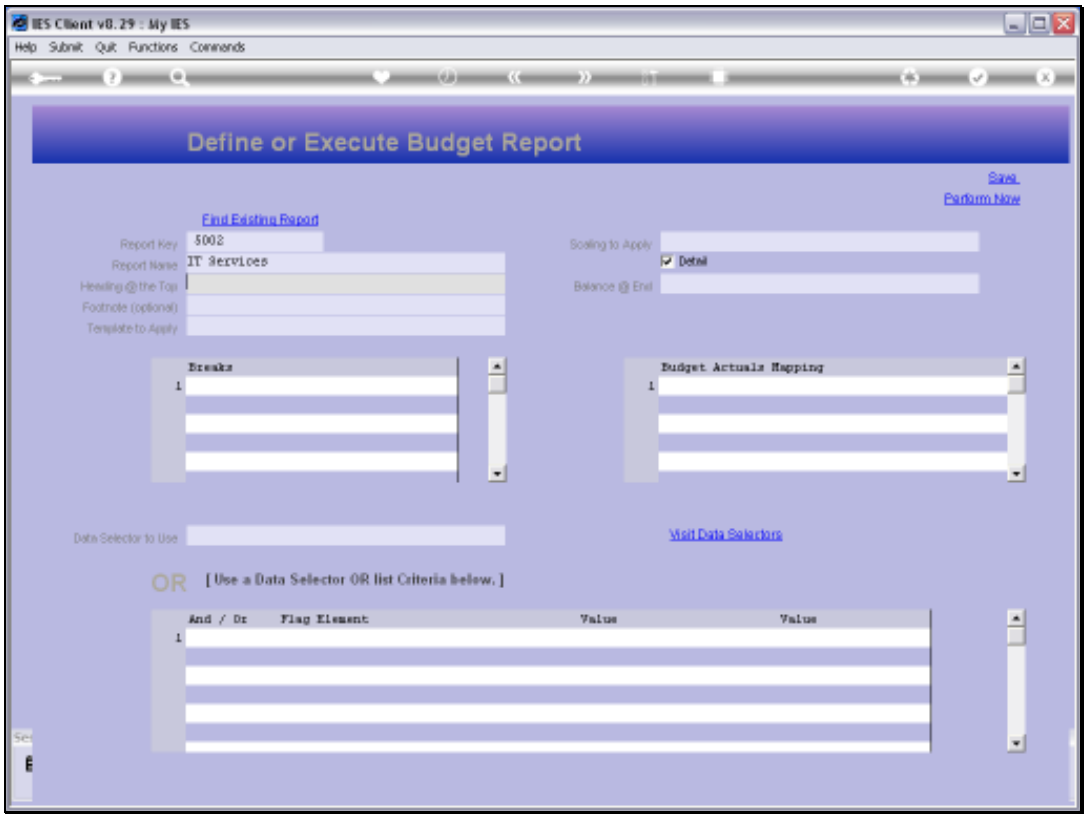


Slide 30

Slide notes:

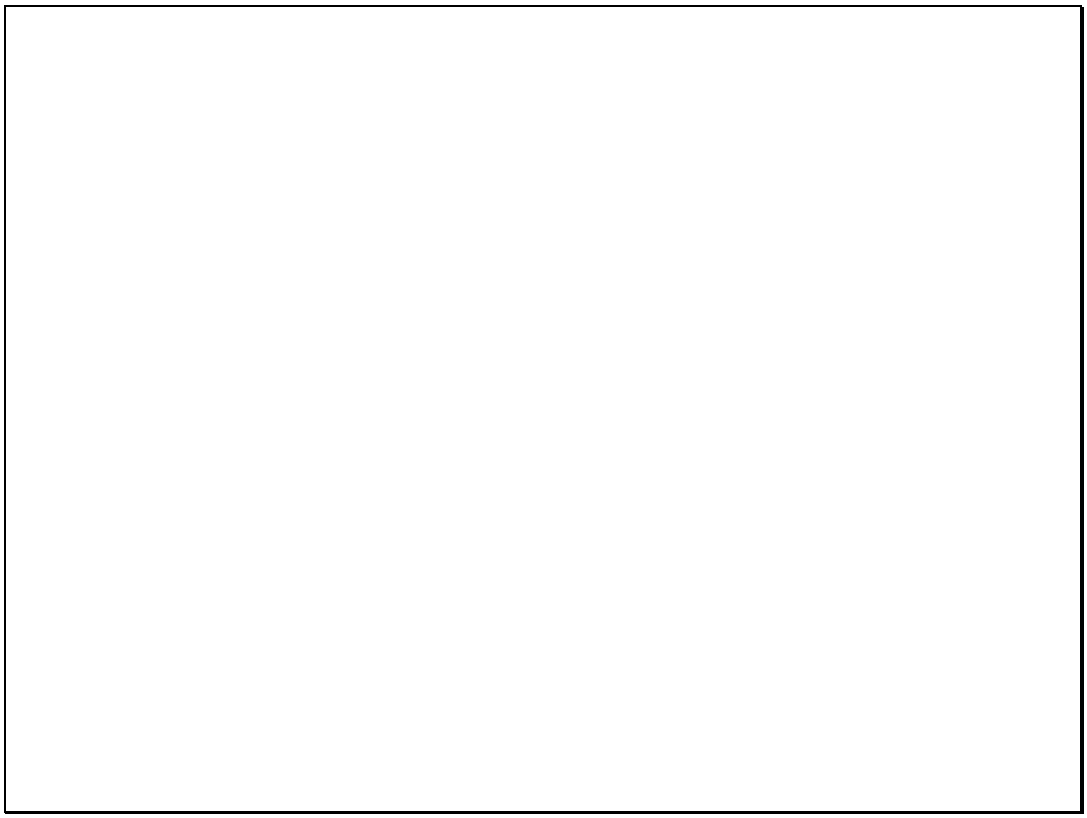


Slide 31
Slide notes:

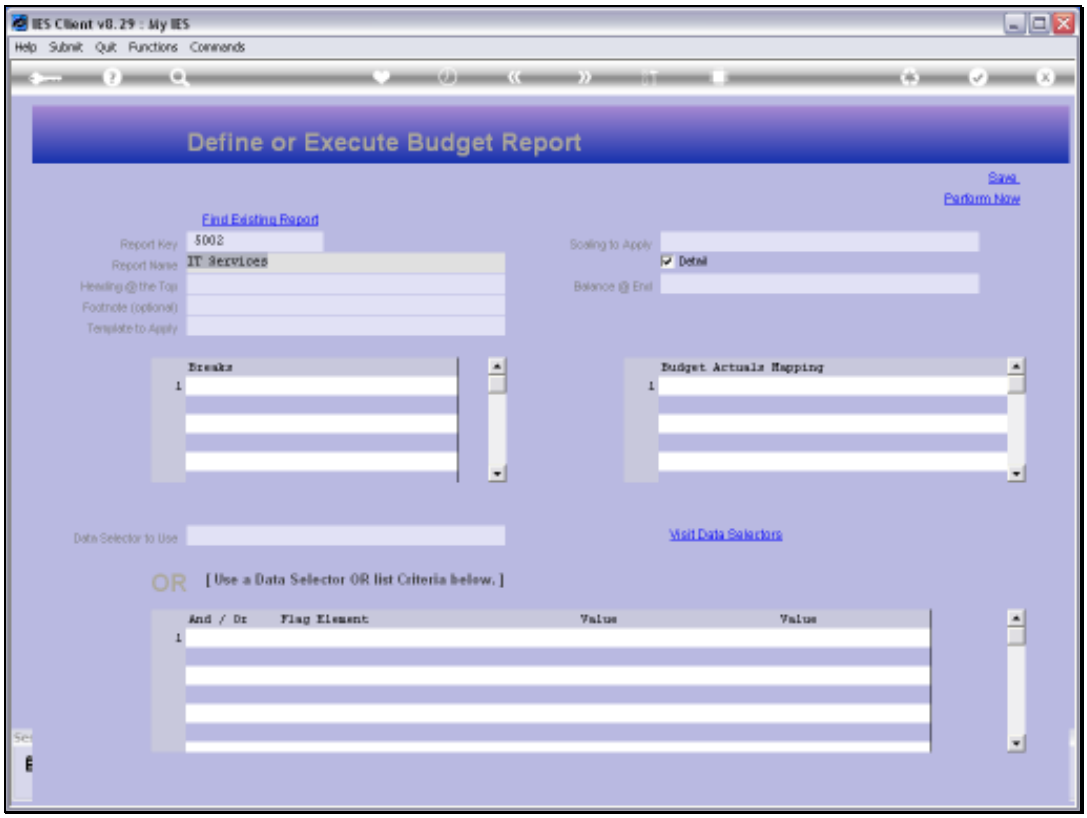


Slide 32

Slide notes:

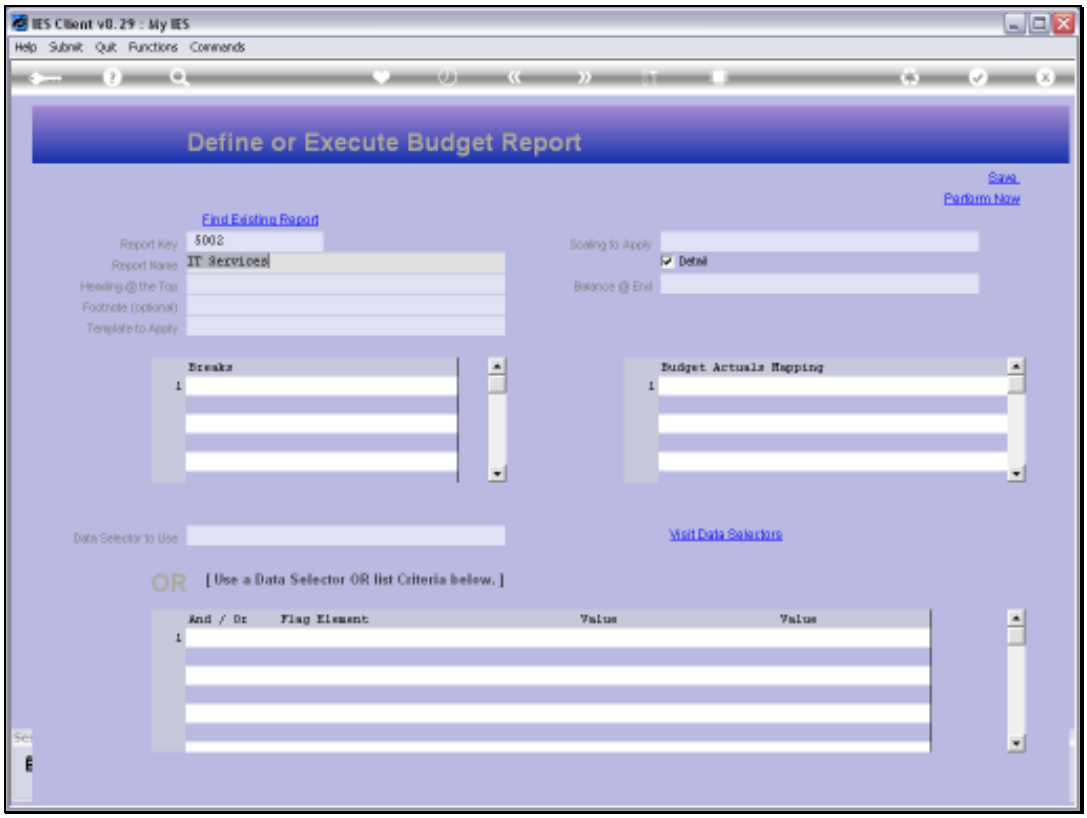


Slide 33
Slide notes:

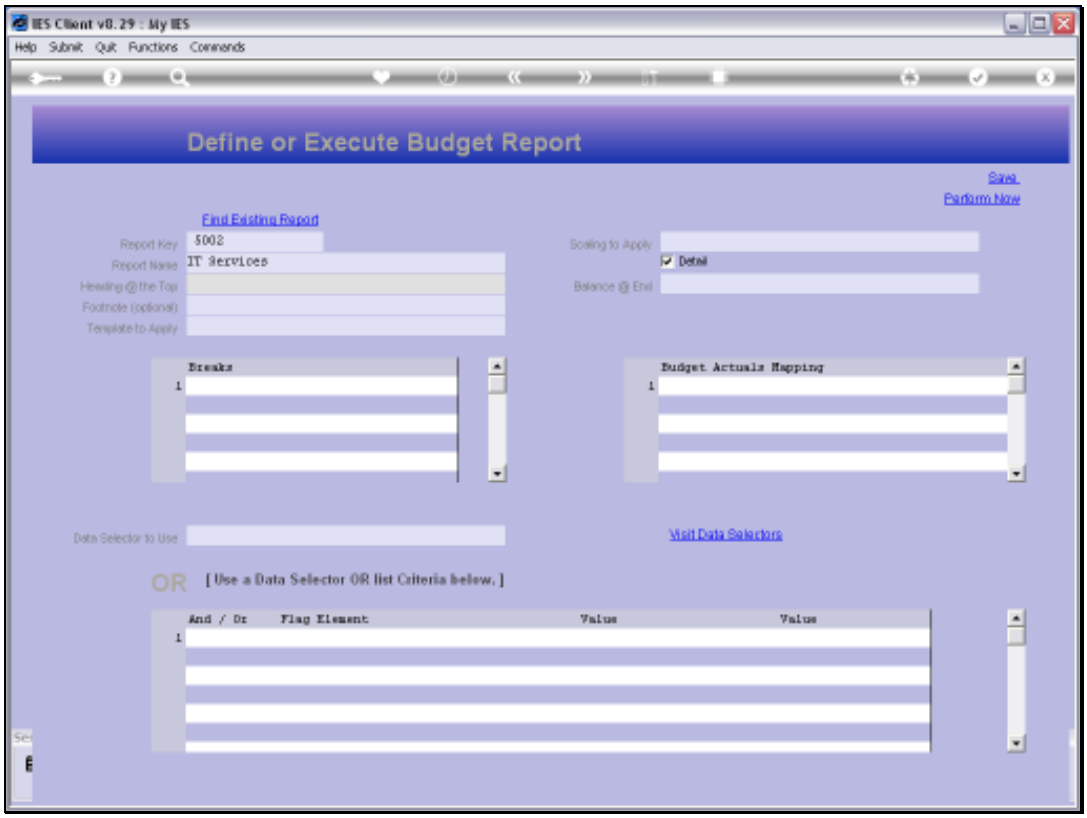


Slide 34

Slide notes:

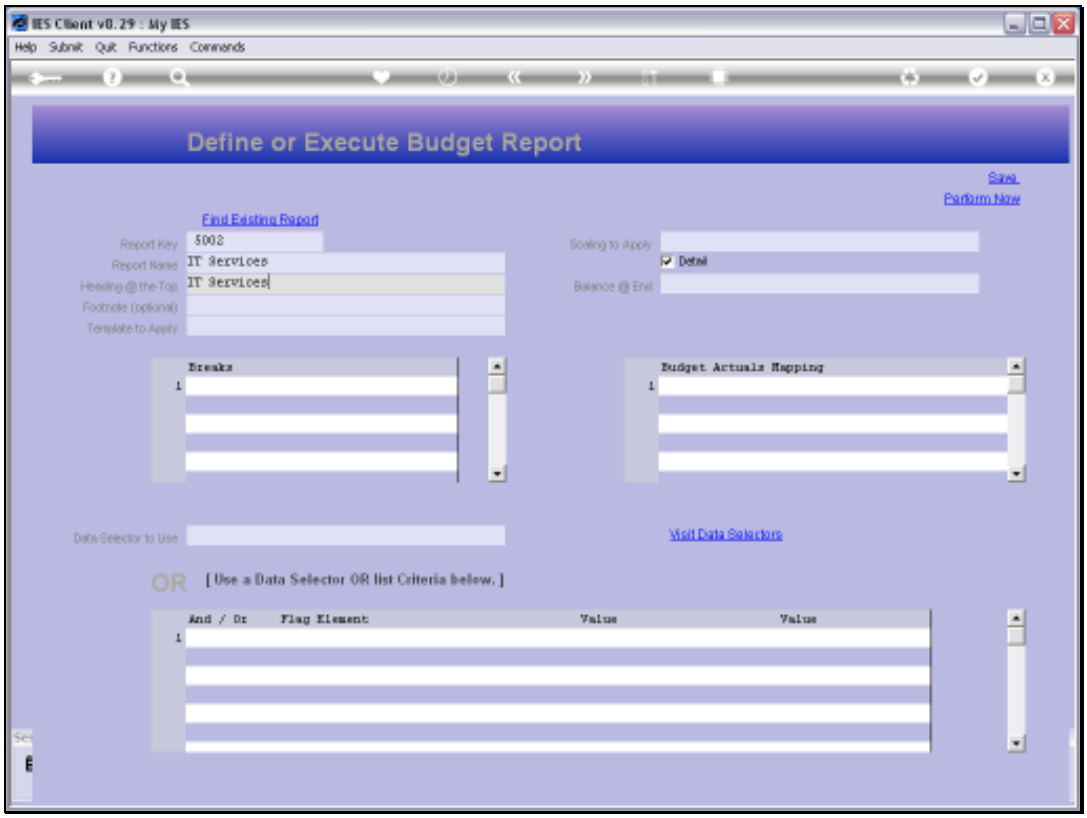


Slide 35
Slide notes:



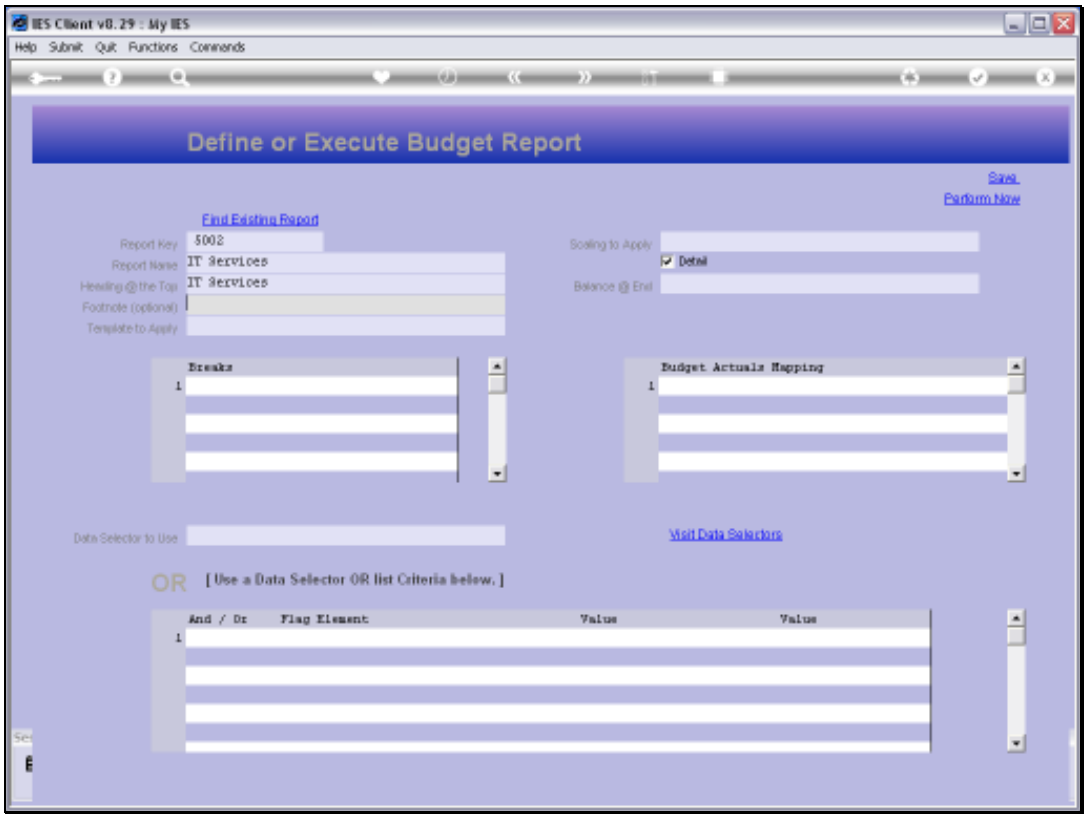
Slide 36

Slide notes:



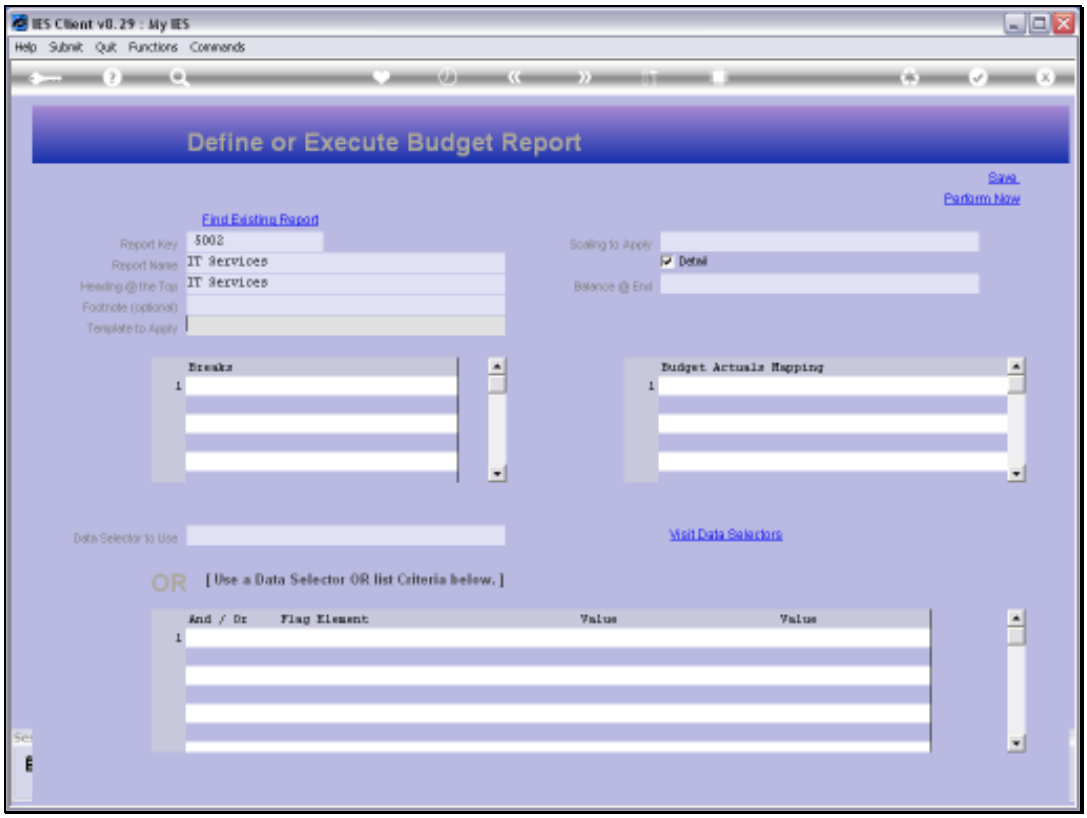
Slide 37

Slide notes:



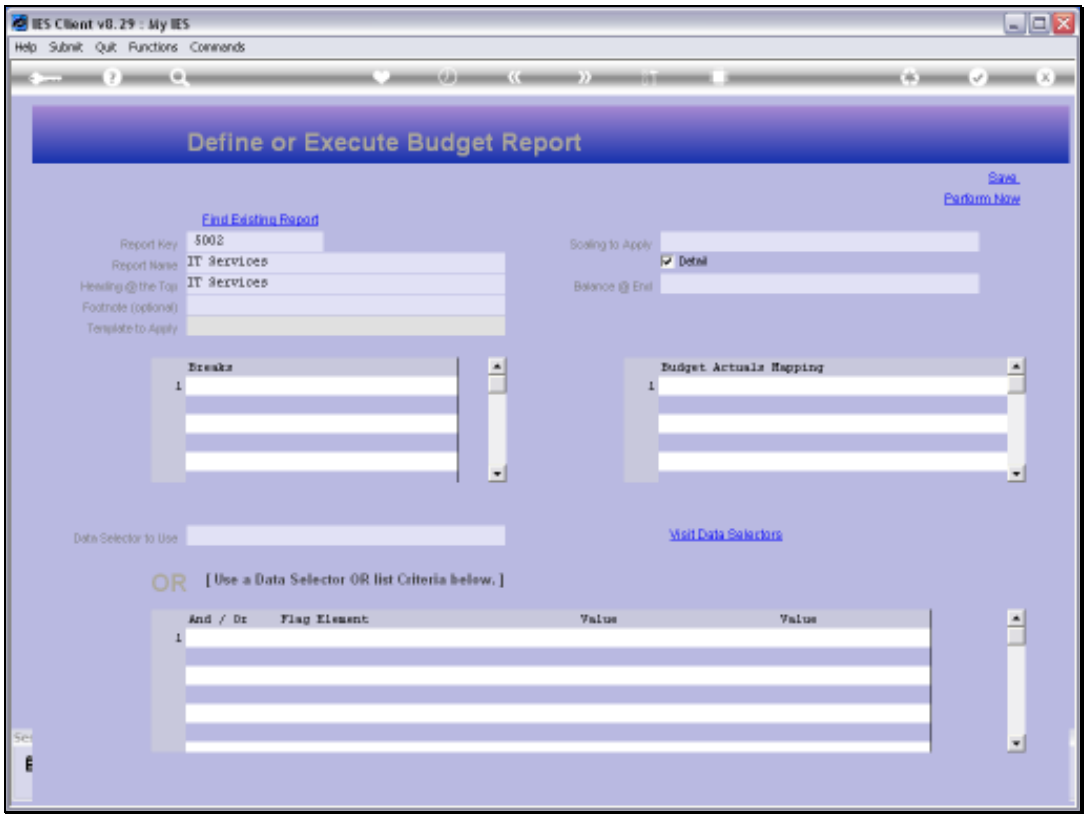
Slide 38

Slide notes: Footer is optional and in this case we will skip it.

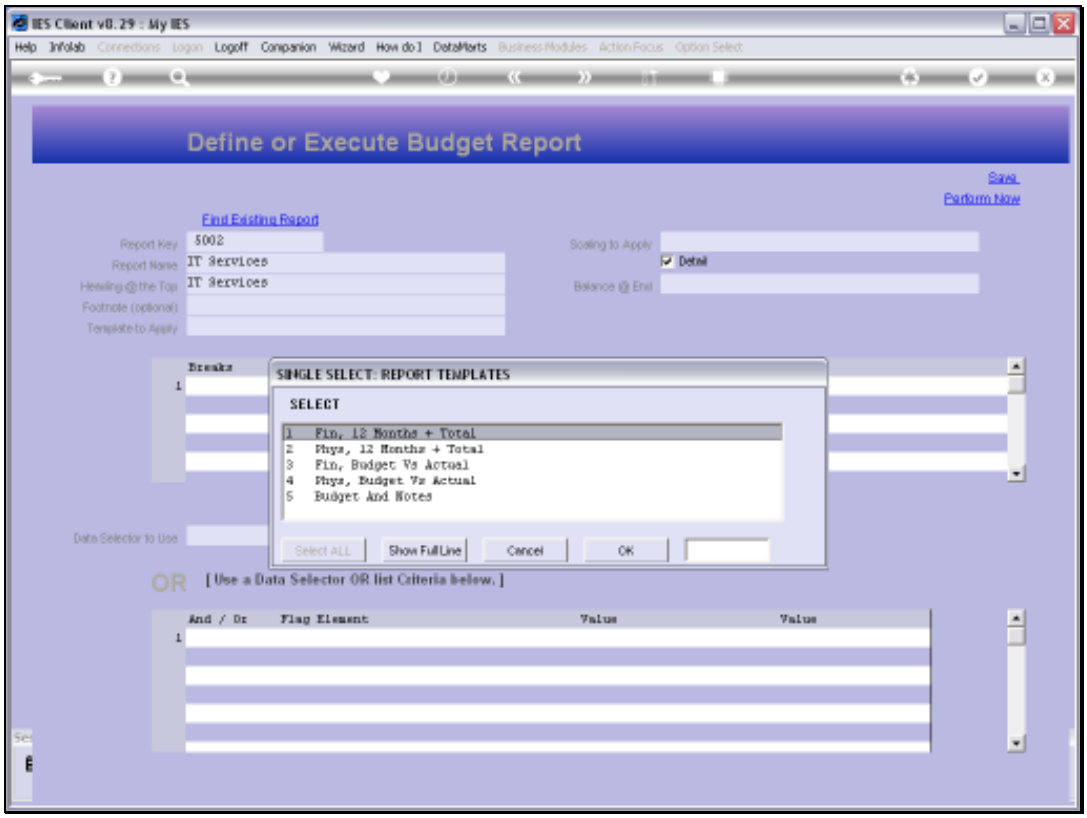


Slide 39

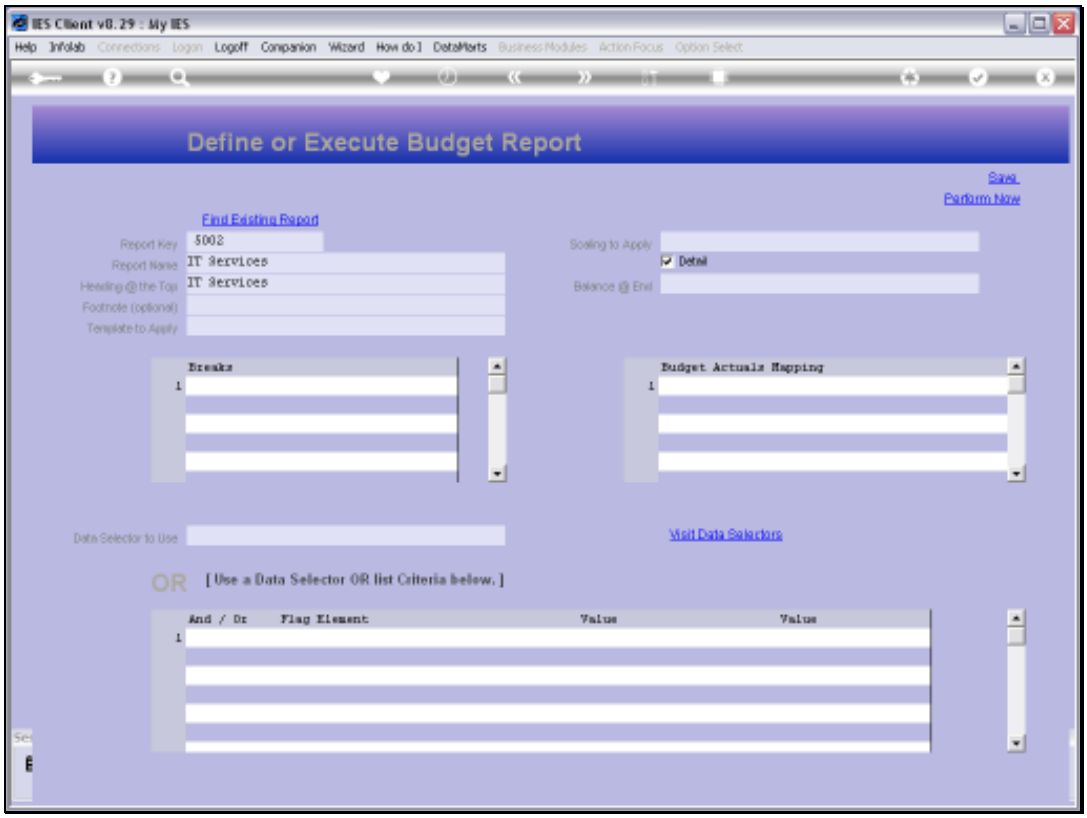
Slide notes: We need to use one of the available templates, which will determine the layout and format of the Report.



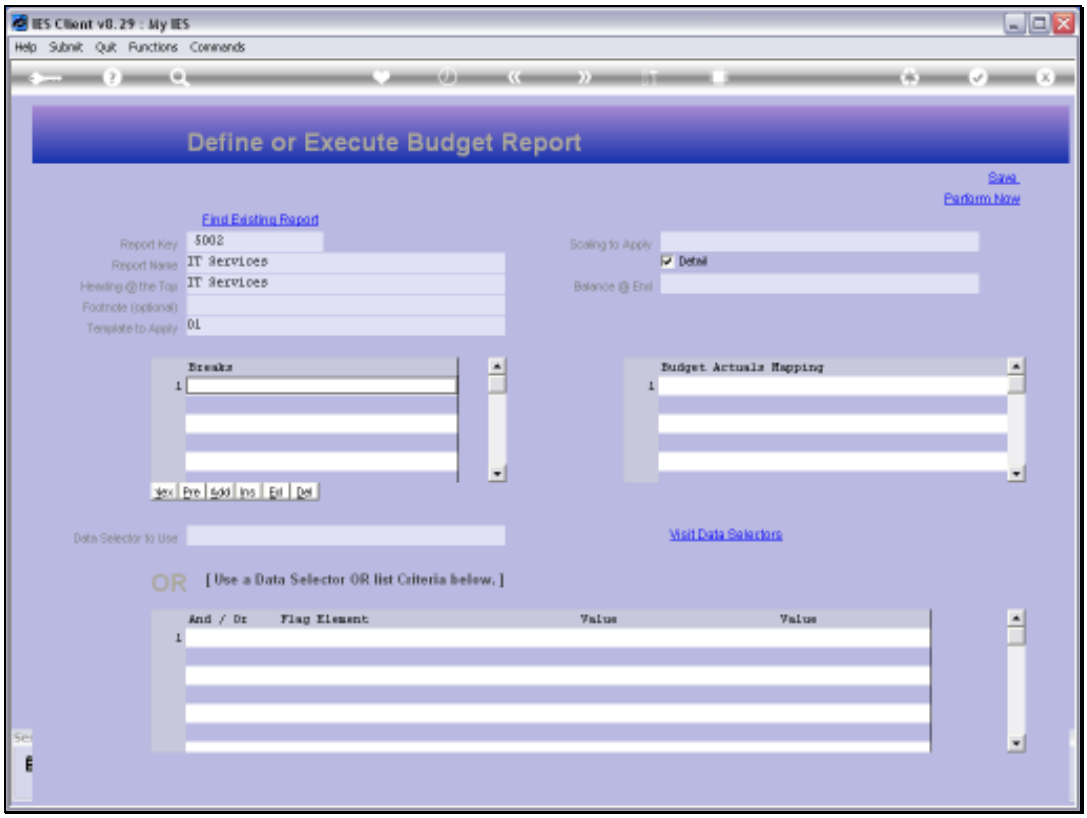
Slide 40
Slide notes:



Slide 41
Slide notes:

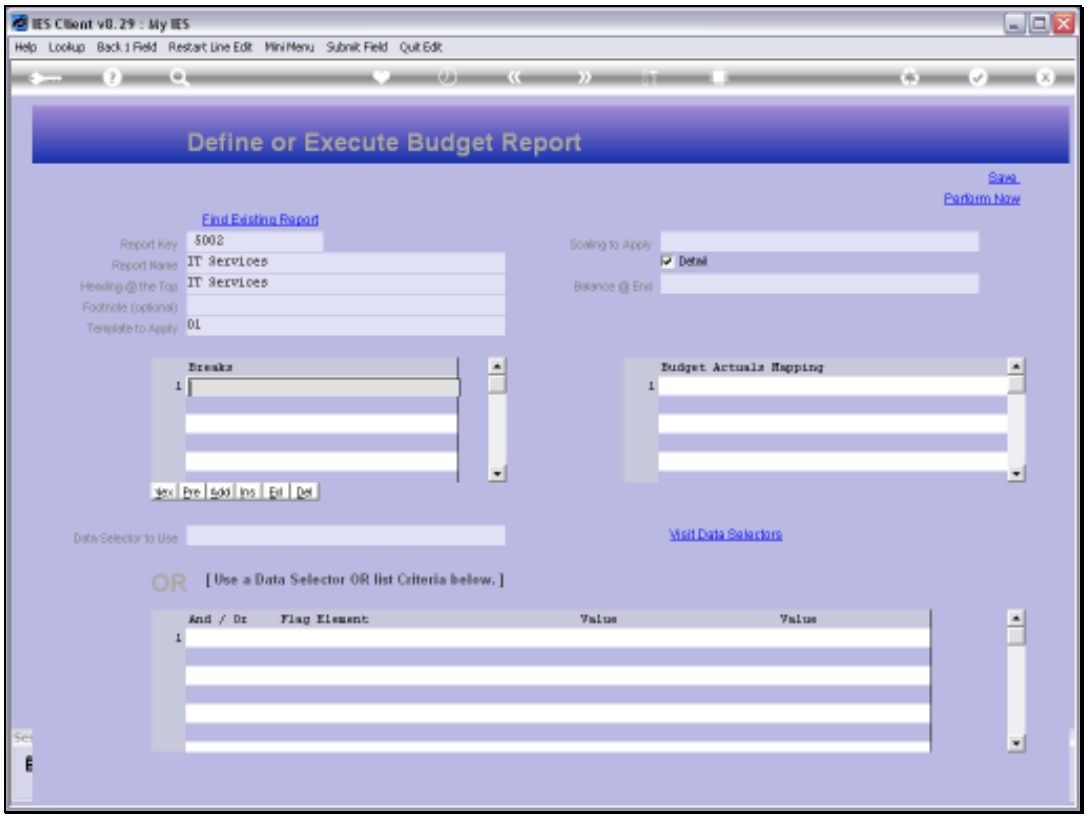


Slide 42
Slide notes:

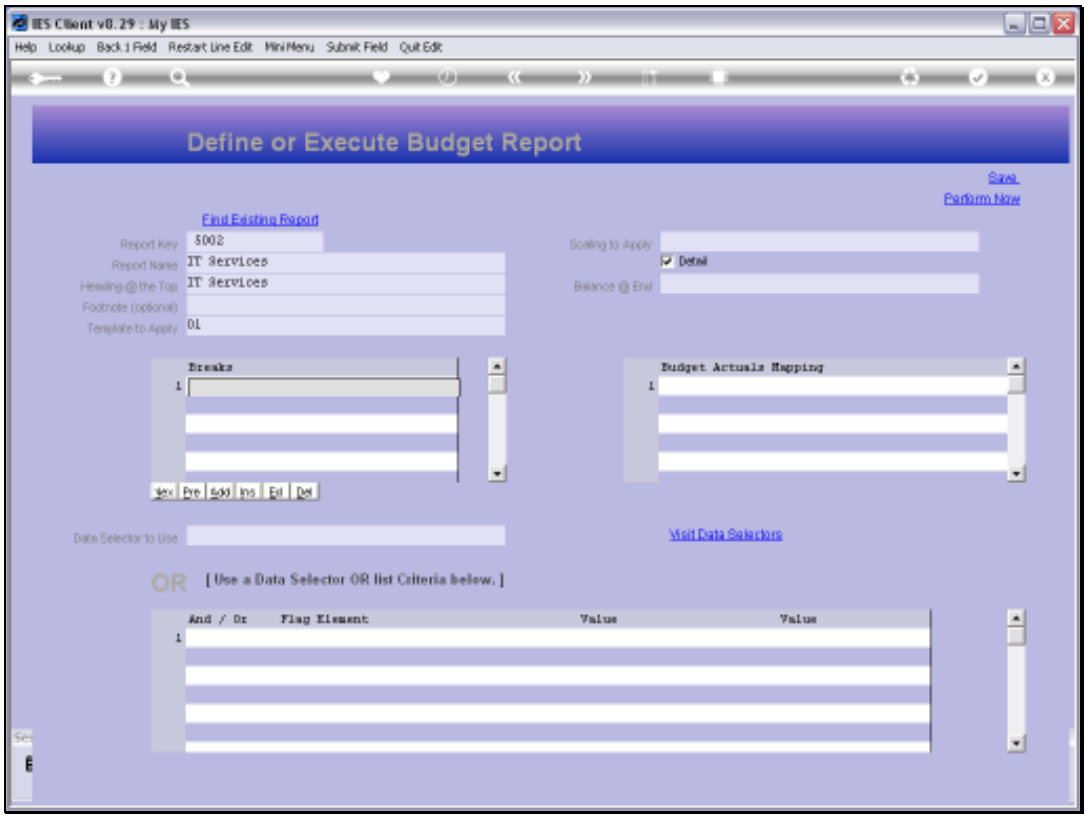


Slide 43

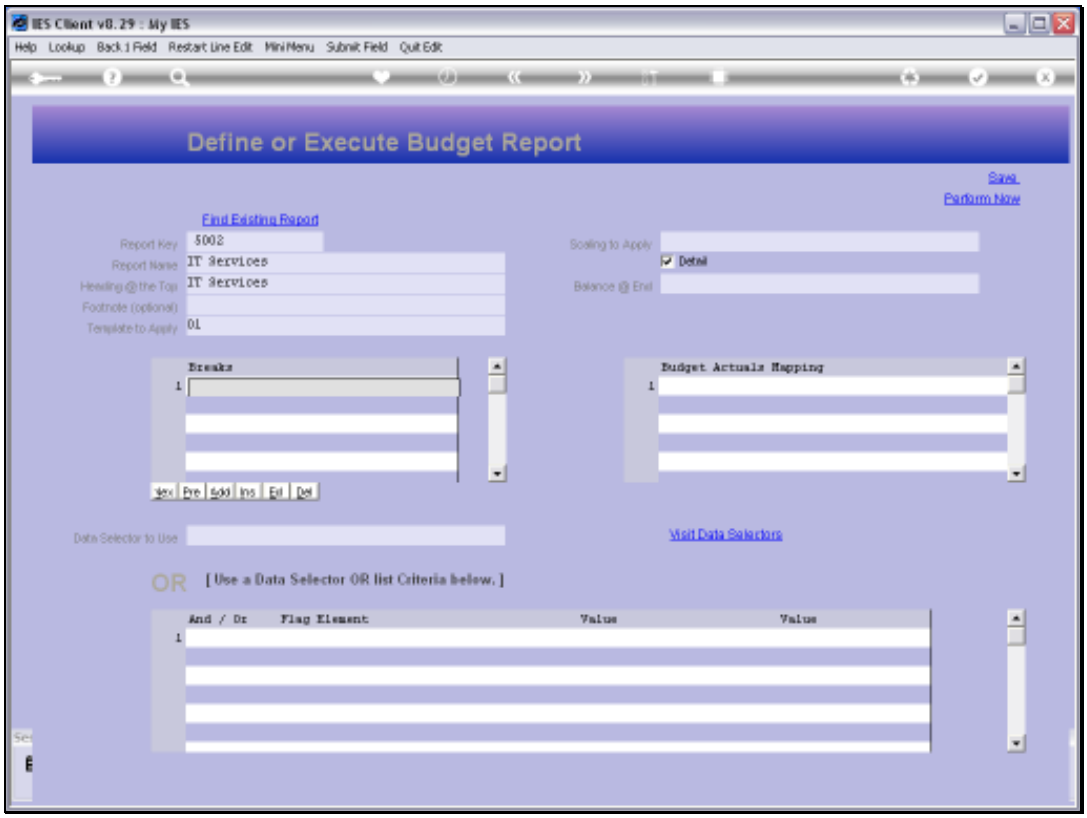
Slide notes: Breaks are optional, and we can use up to 3 Breaks on 1 Report, from the GL Report Flags. This makes for powerful Management style options for the Report results.



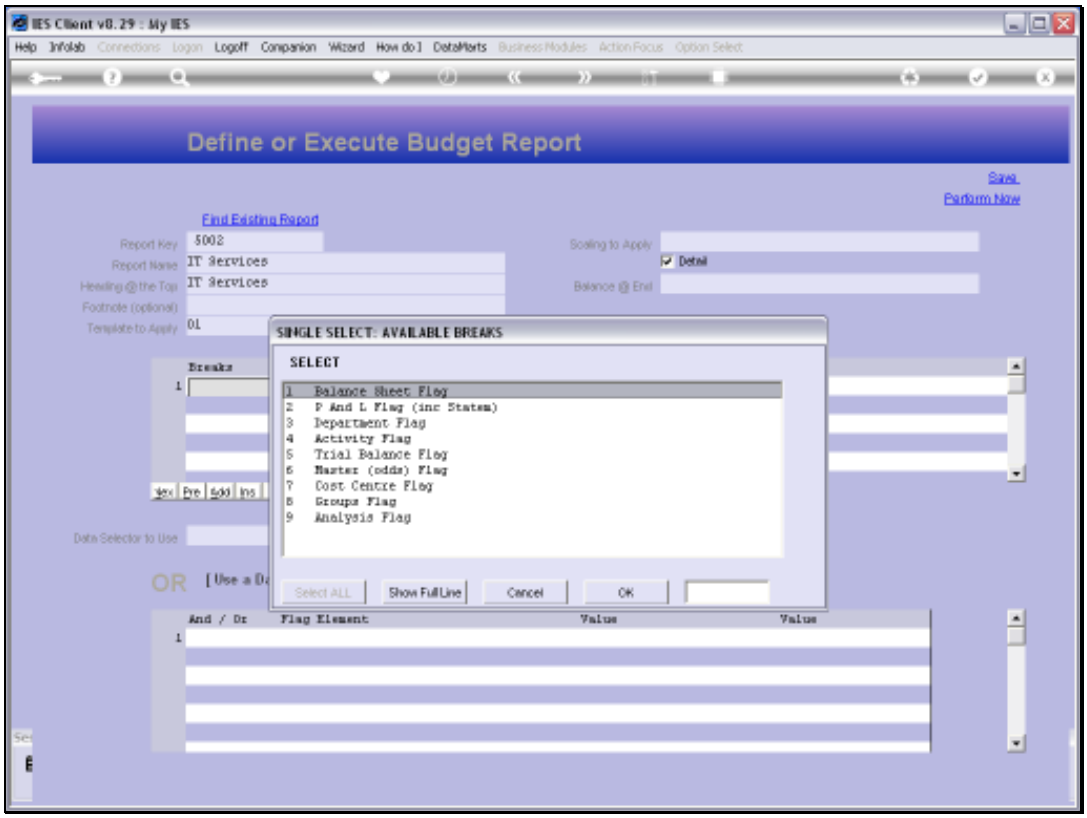
Slide 44
Slide notes:



Slide 45
Slide notes:

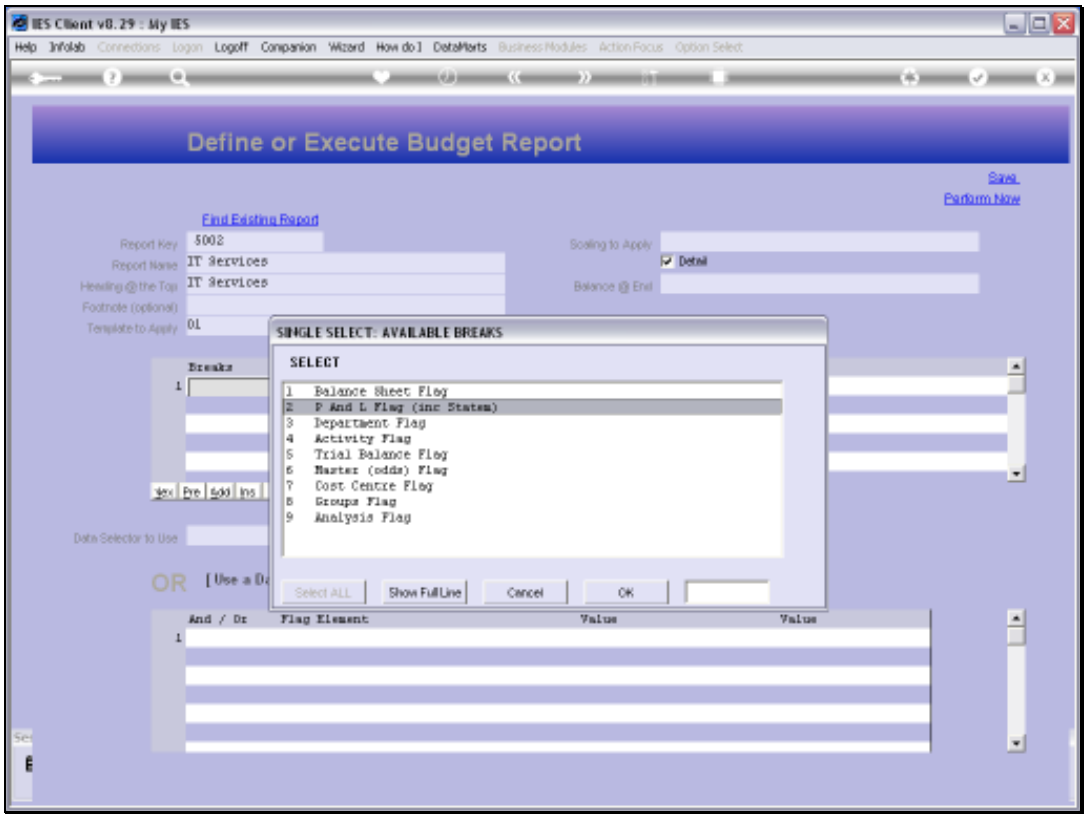


Slide 46
Slide notes:



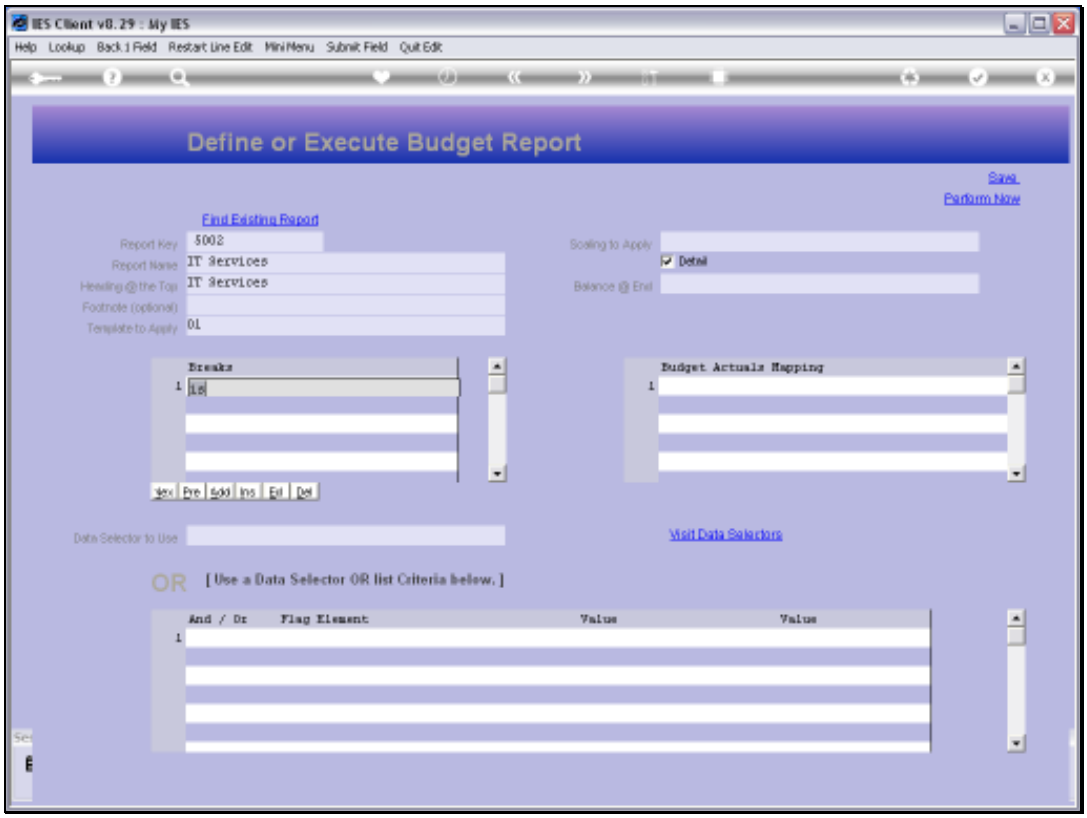
Slide 47

Slide notes:

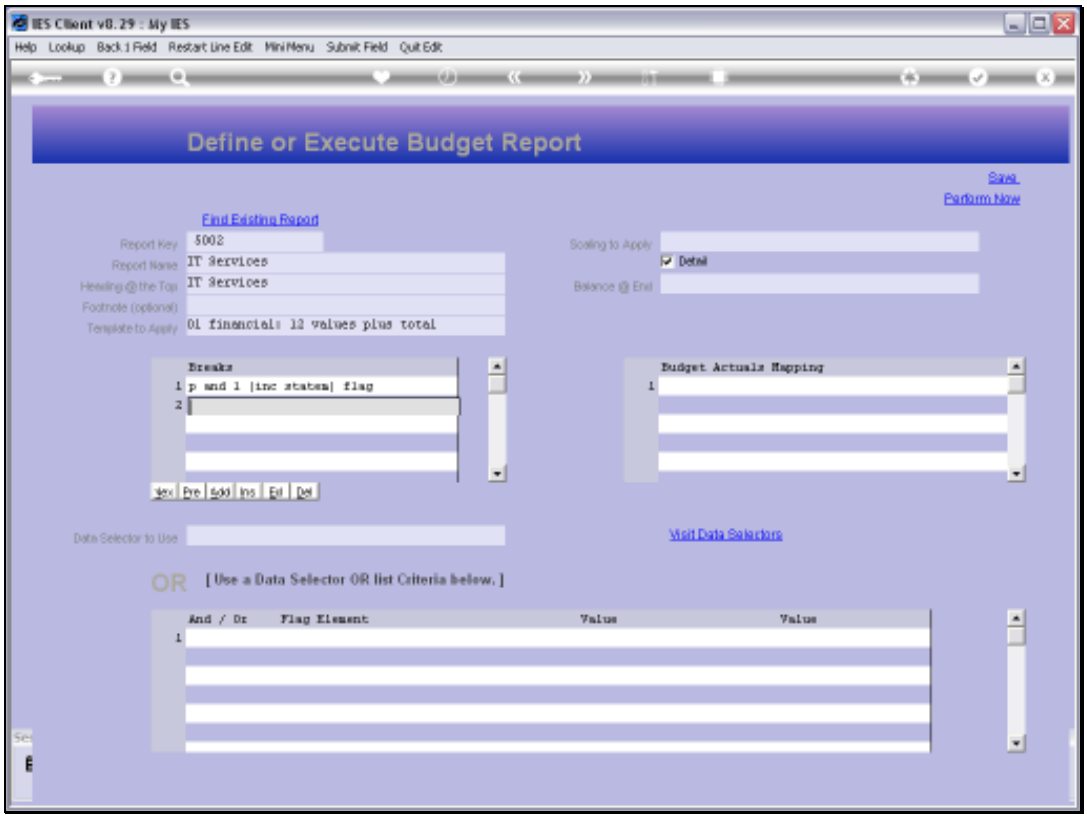


Slide 48

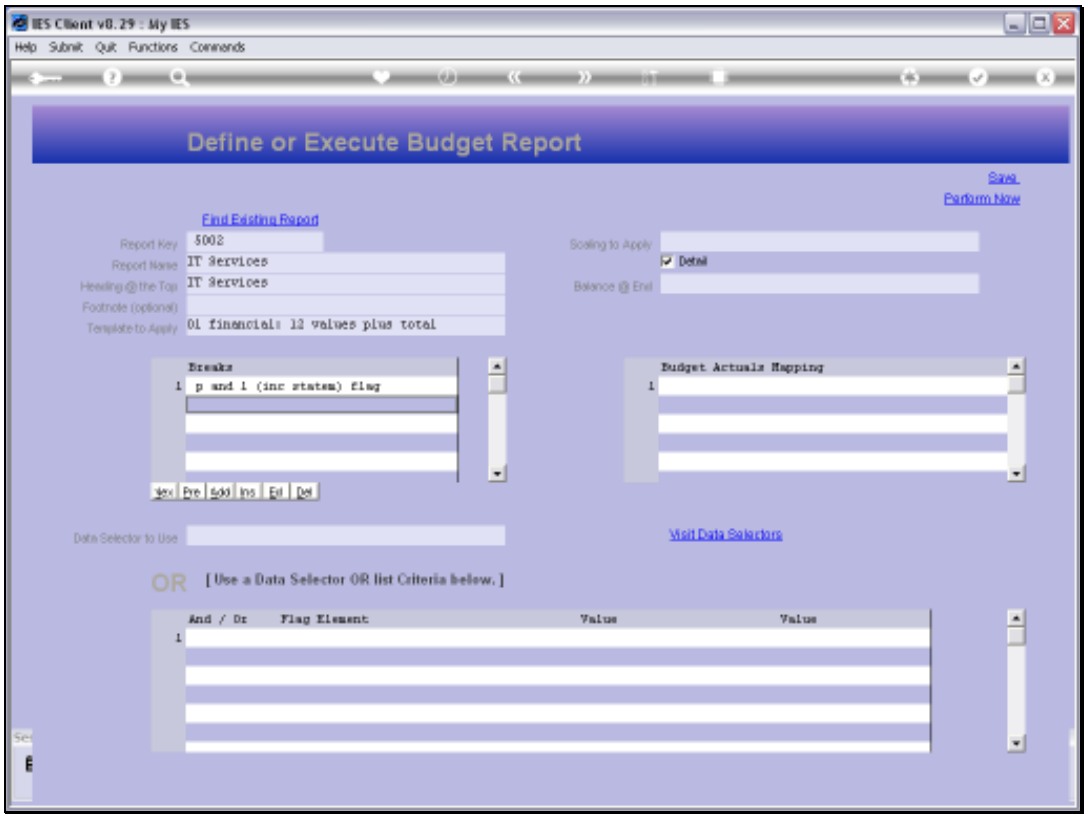
Slide notes:



Slide 49
Slide notes:

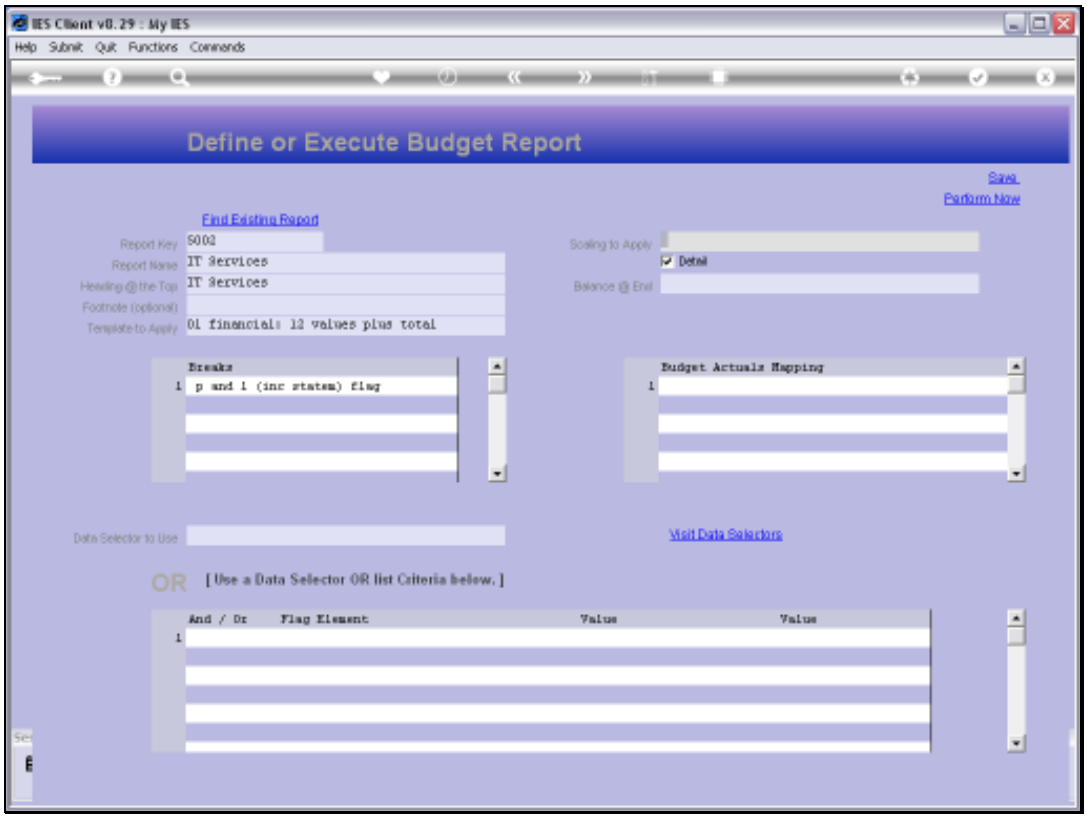


Slide 50
Slide notes:



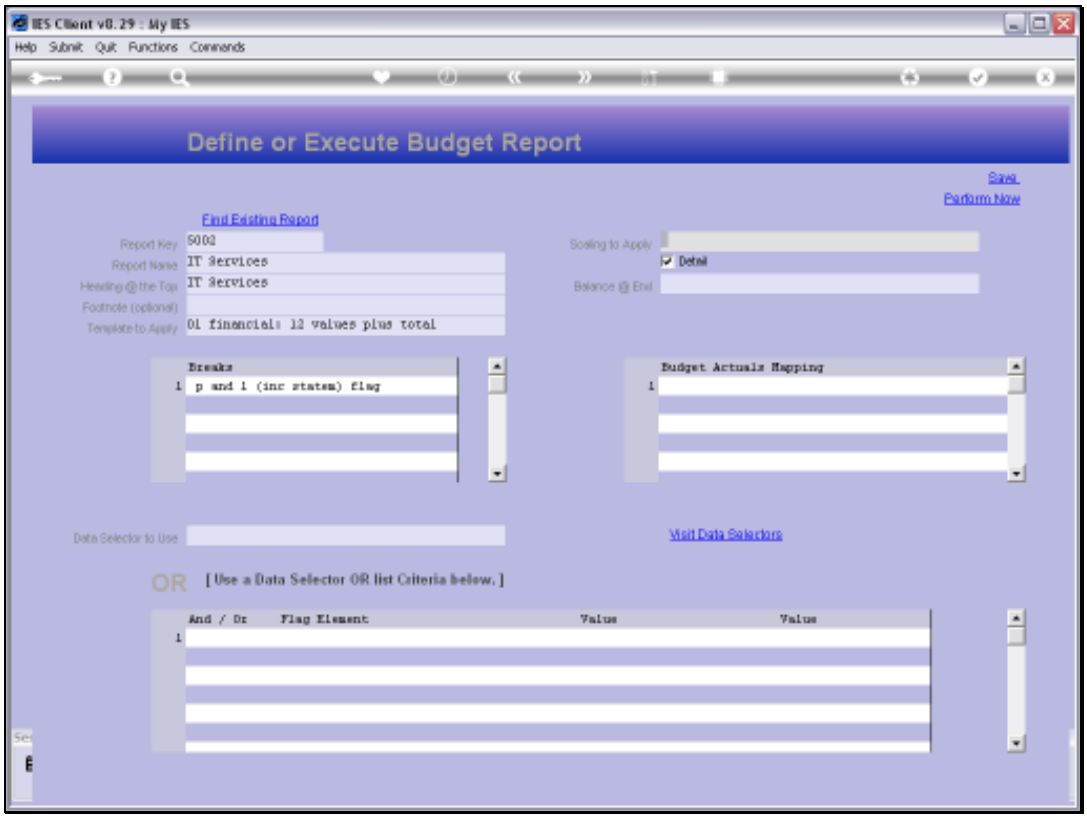
Slide 51

Slide notes: We choose our scaling, i.e. how to display the numbers.

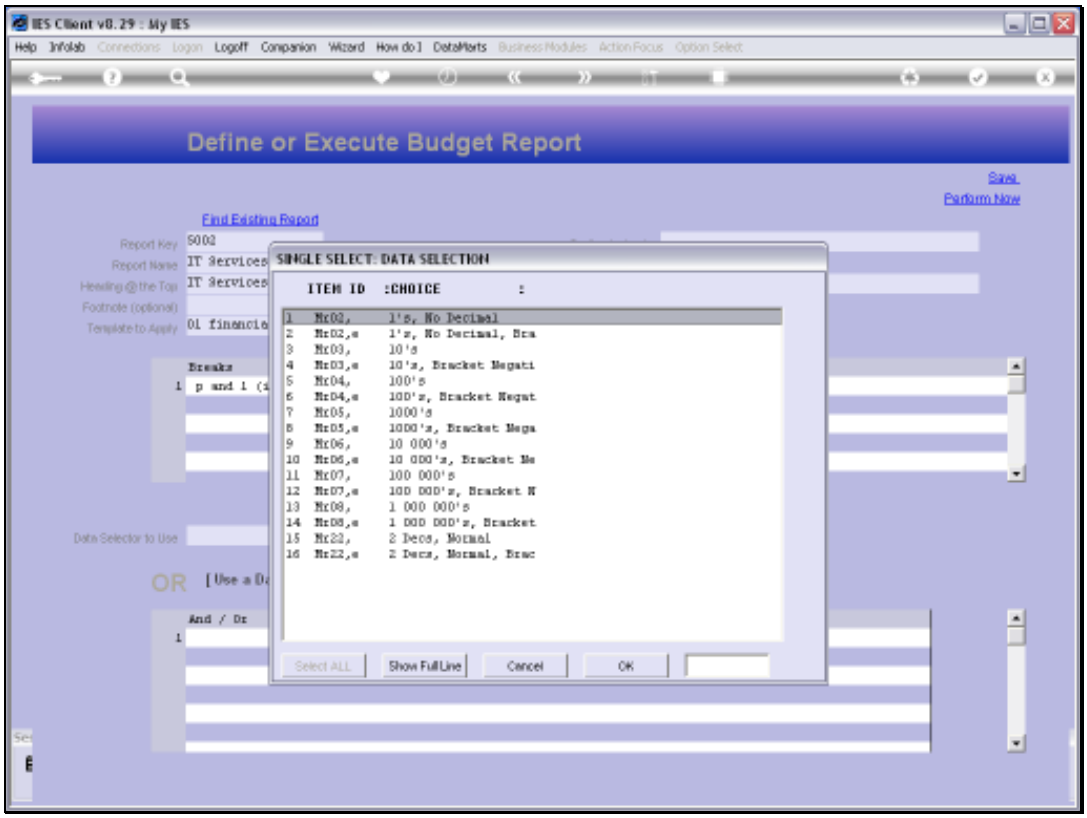


Slide 52

Slide notes:

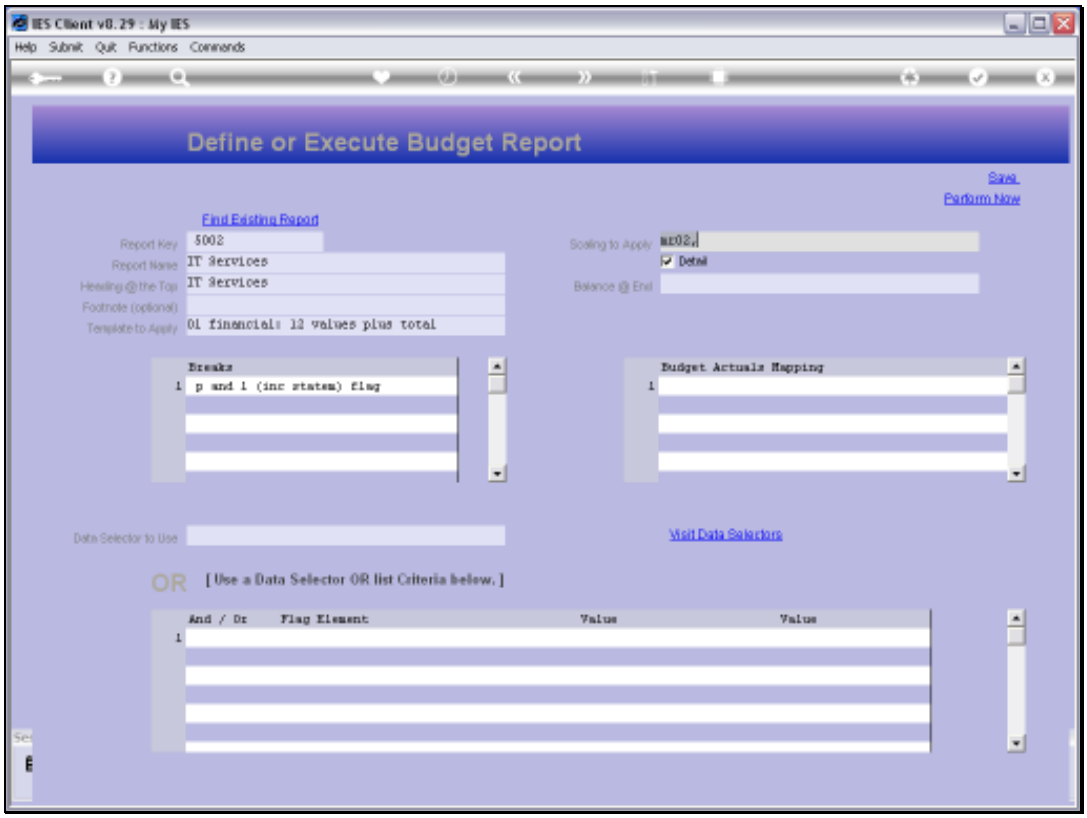


Slide 53
Slide notes:

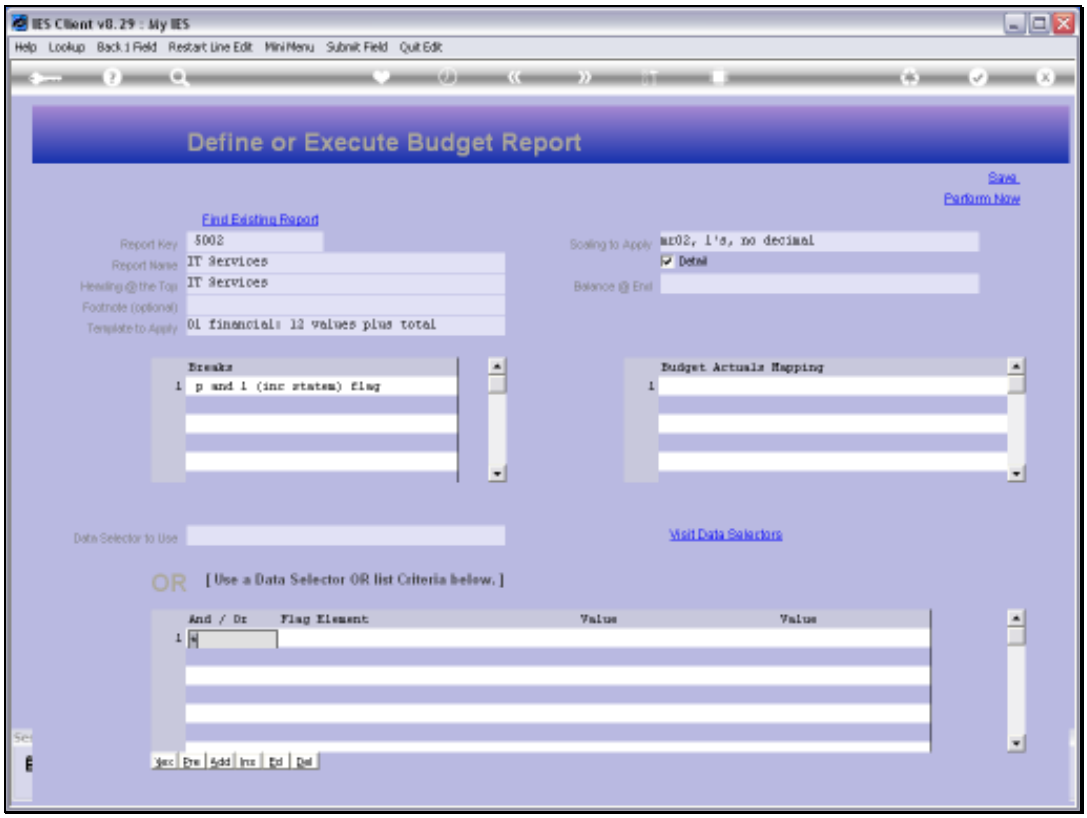


Slide 54

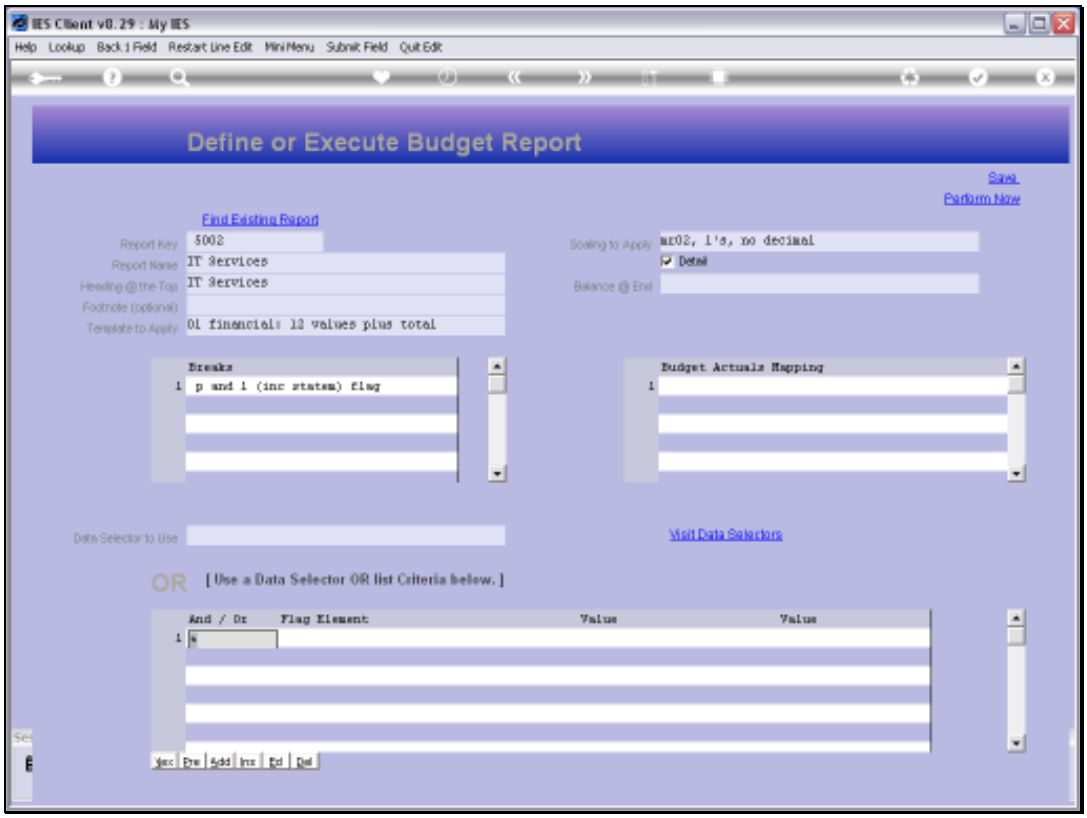
Slide notes:



Slide 55
Slide notes:

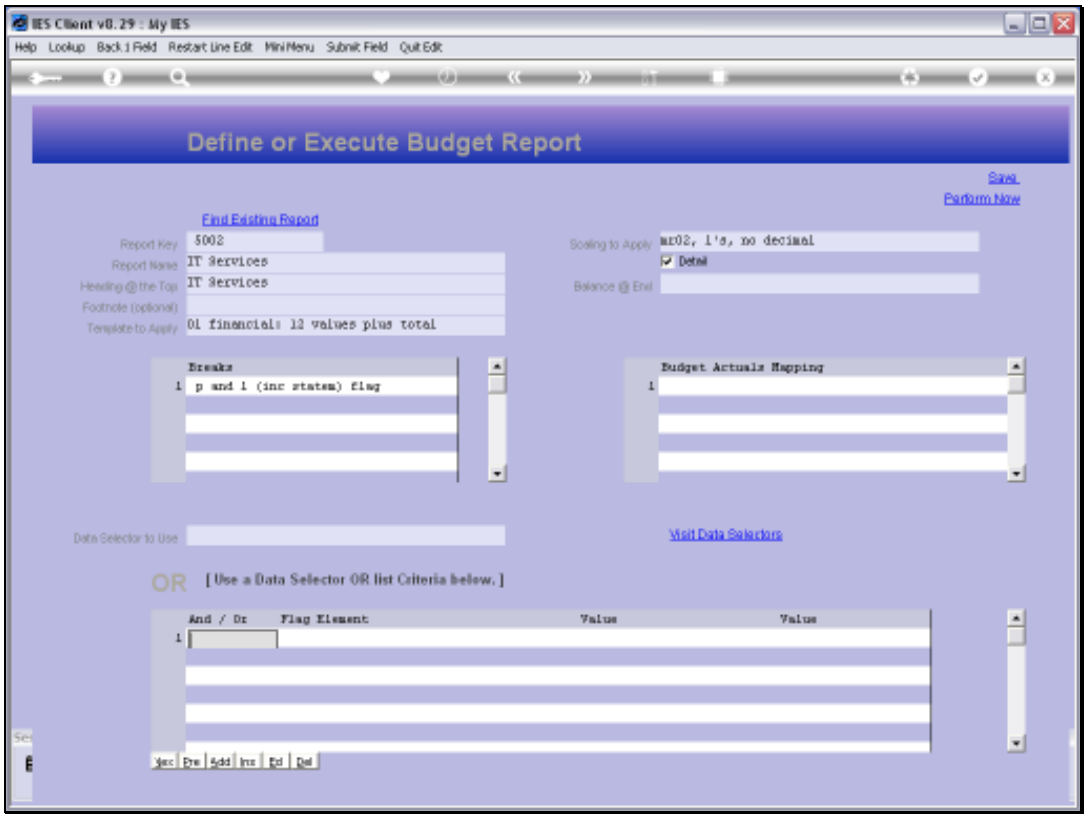


Slide 56
Slide notes:

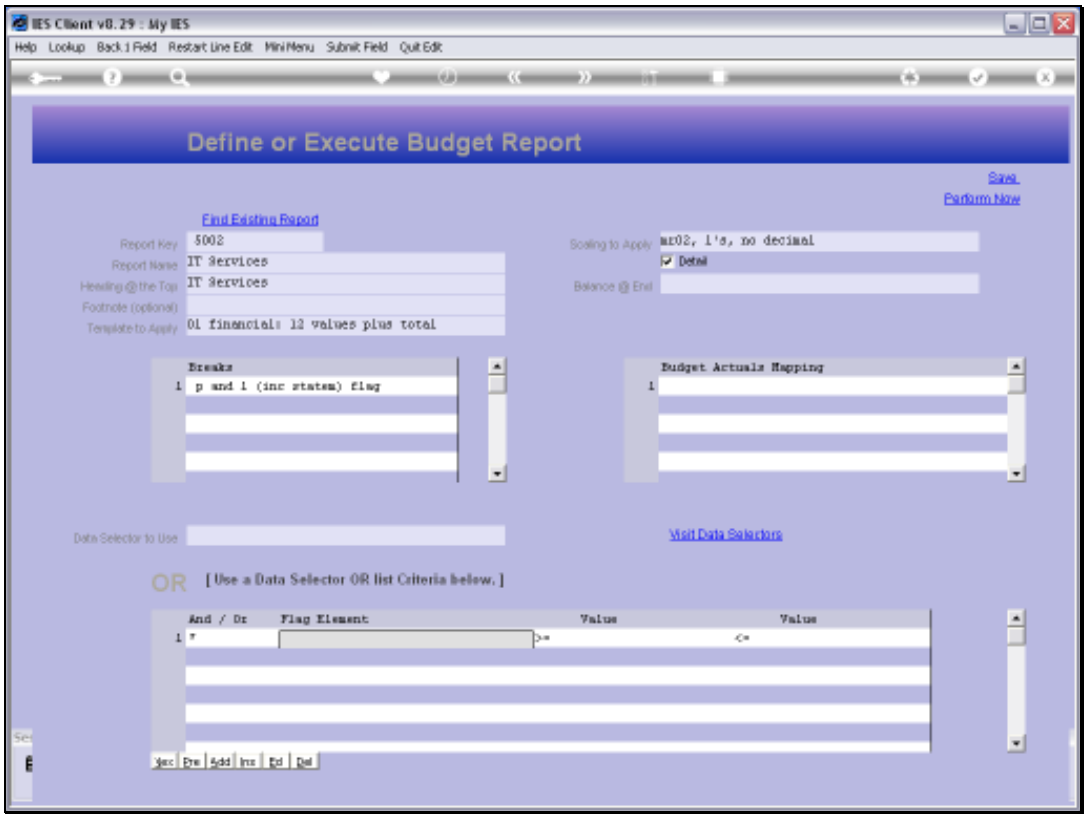


Slide 57

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.

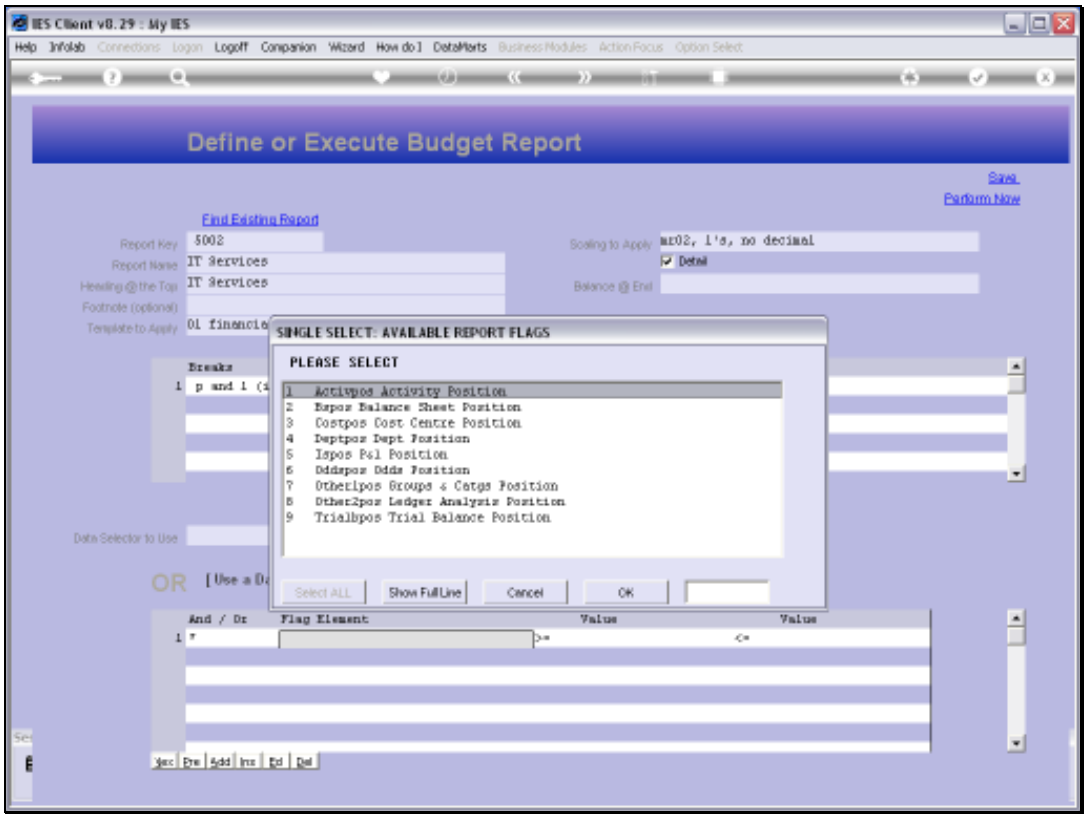


Slide 58
Slide notes:



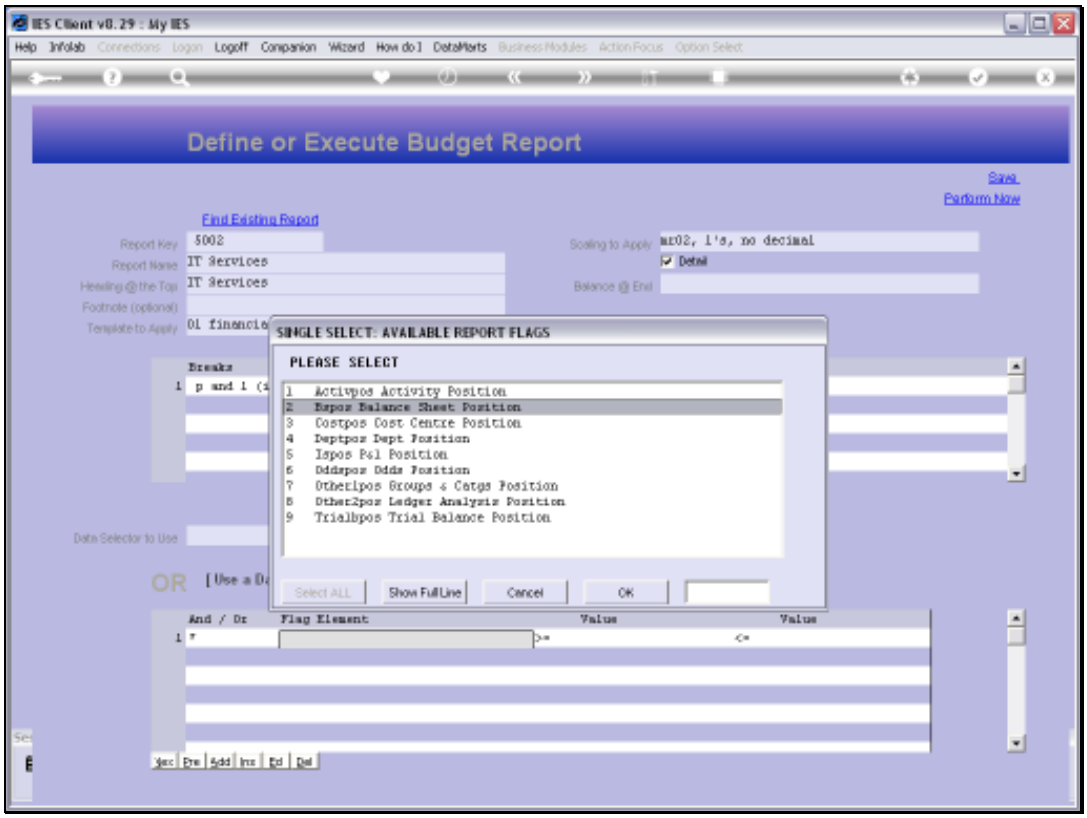
Slide 59

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.



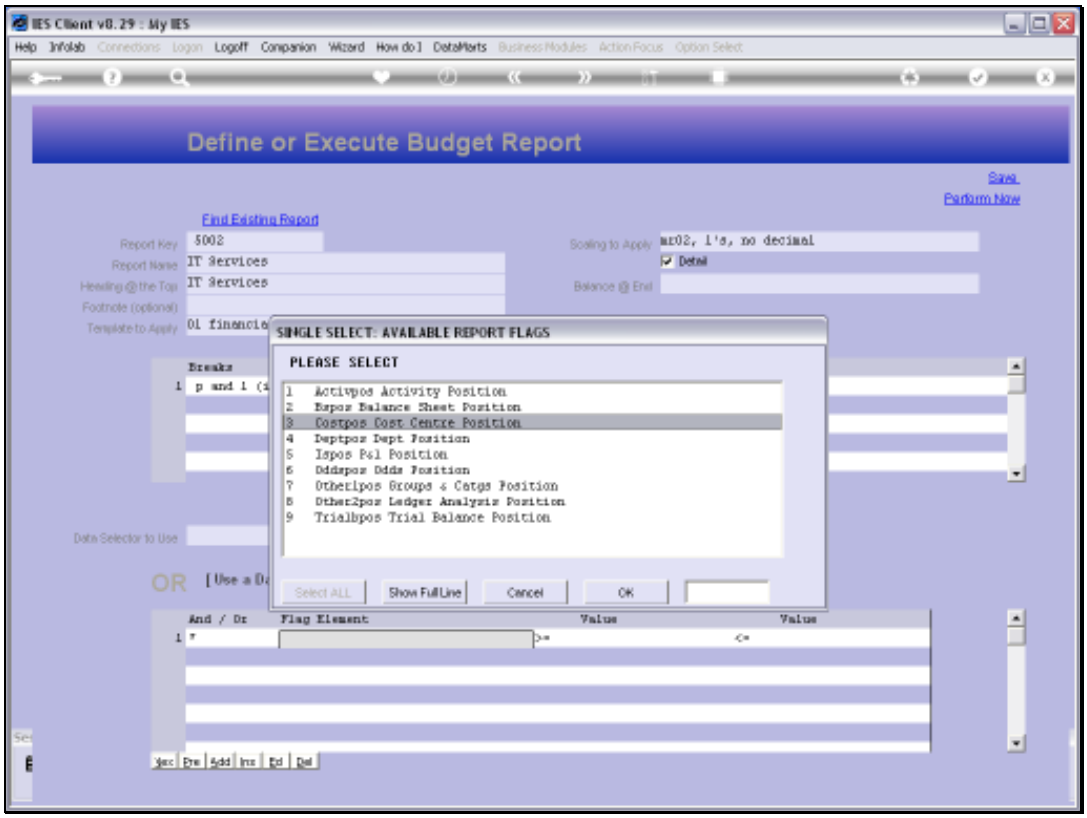
Slide 60

Slide notes:



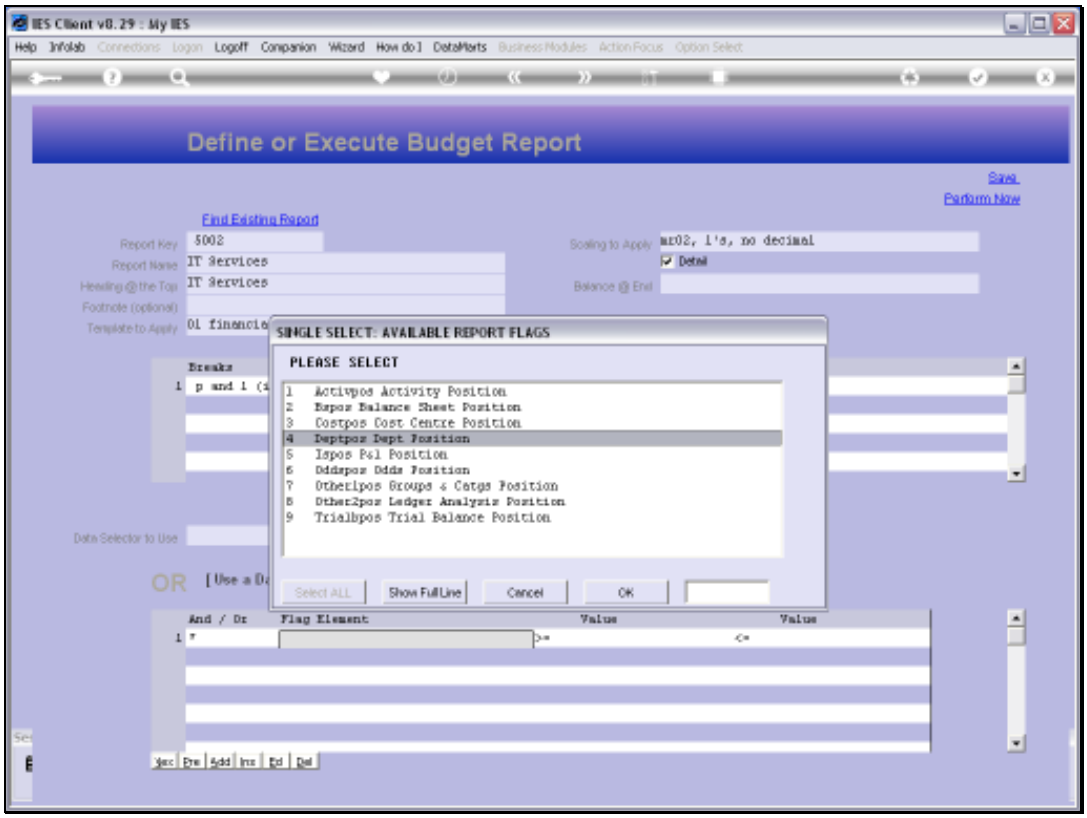
Slide 61

Slide notes:

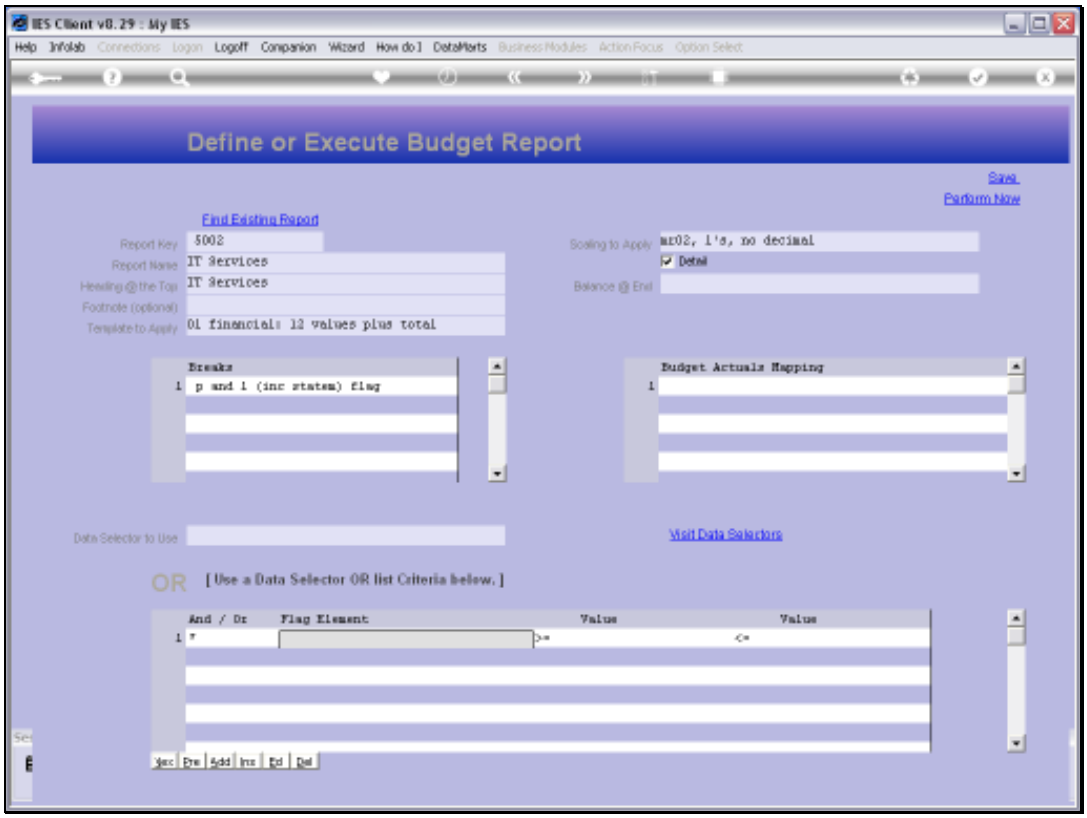


Slide 62

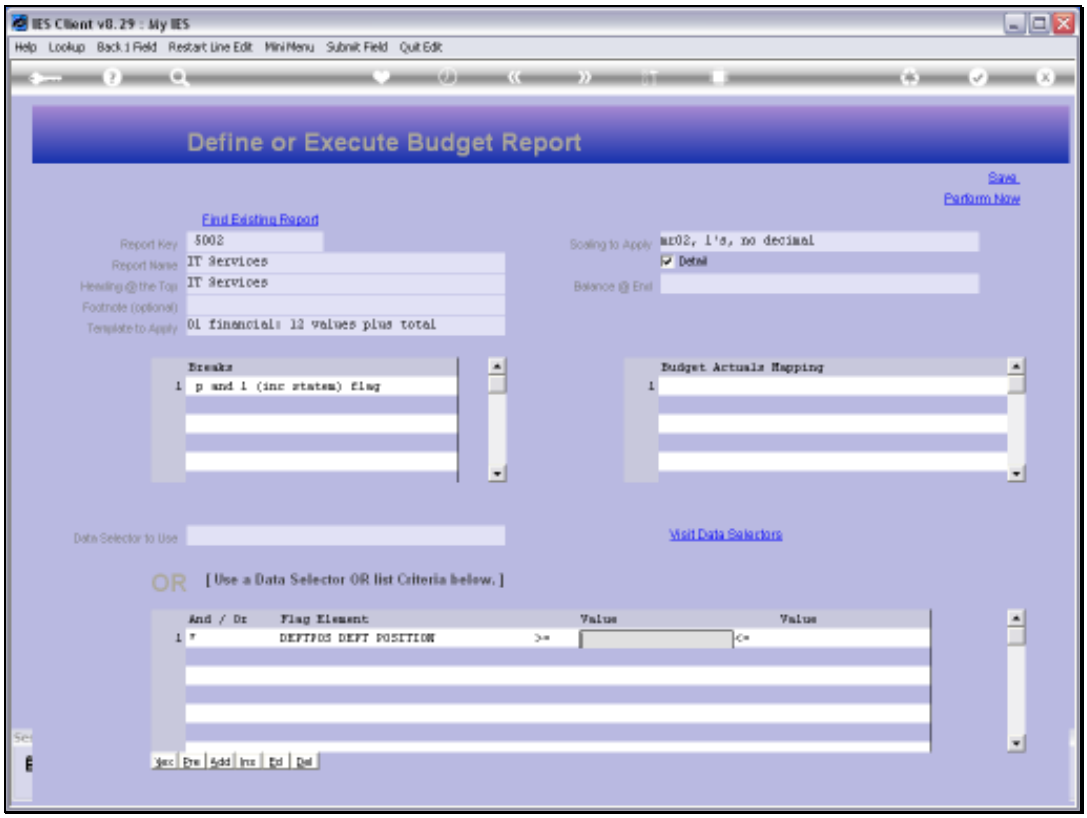
Slide notes:



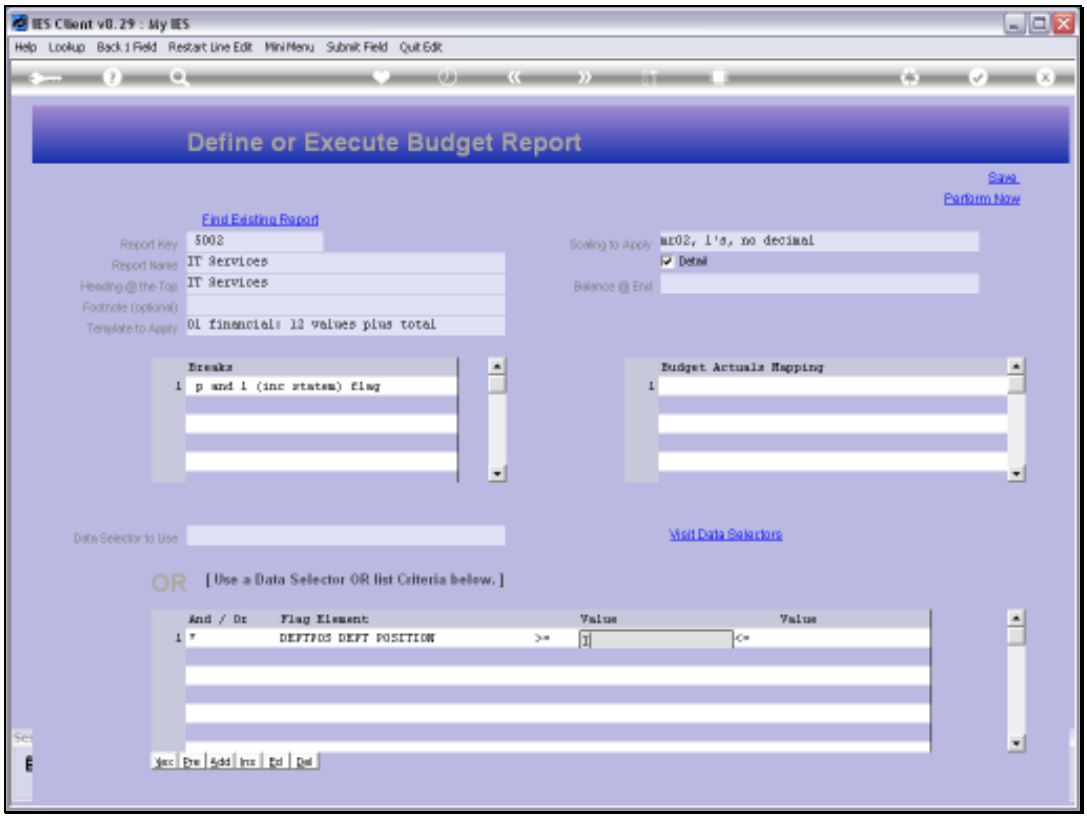
Slide 63
Slide notes:



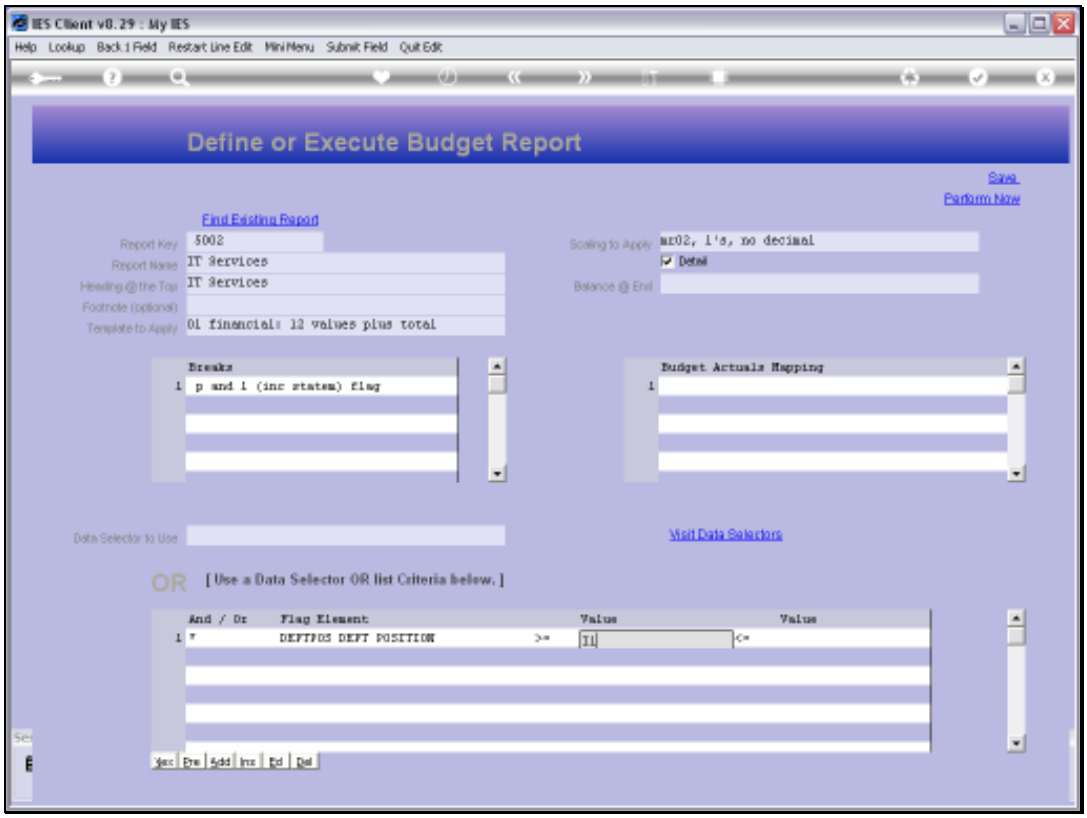
Slide 64
Slide notes:



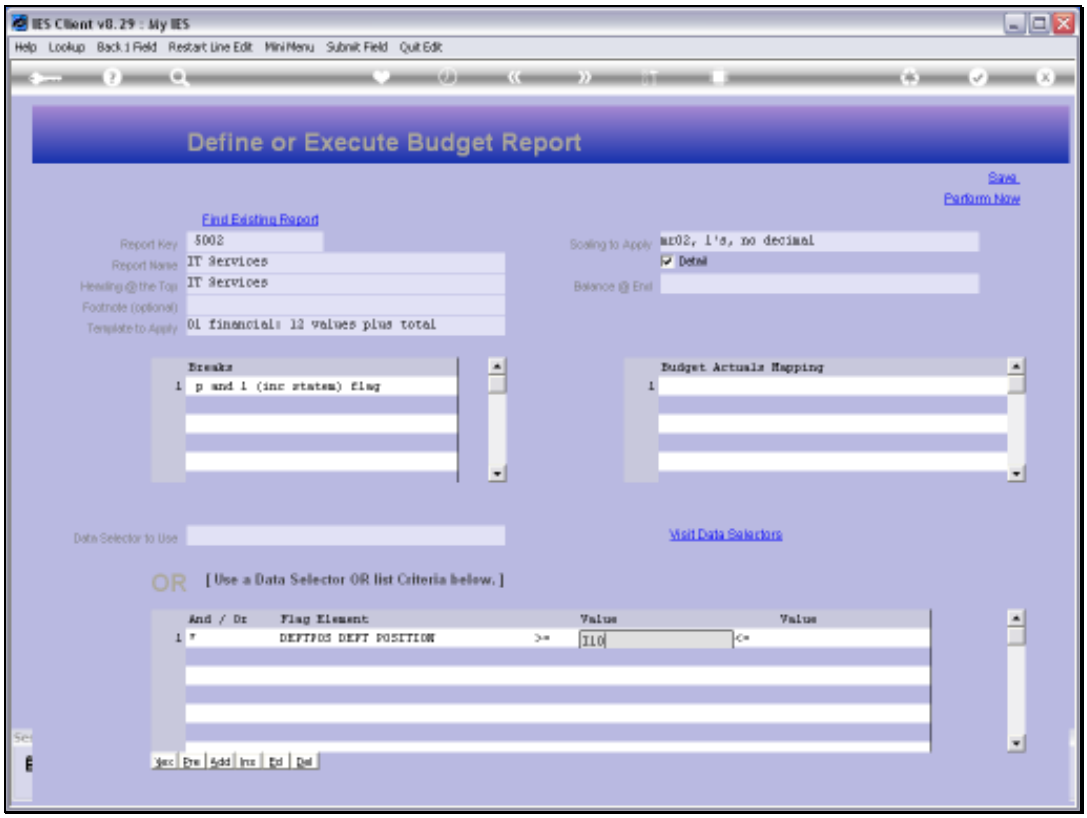
Slide 65
Slide notes:



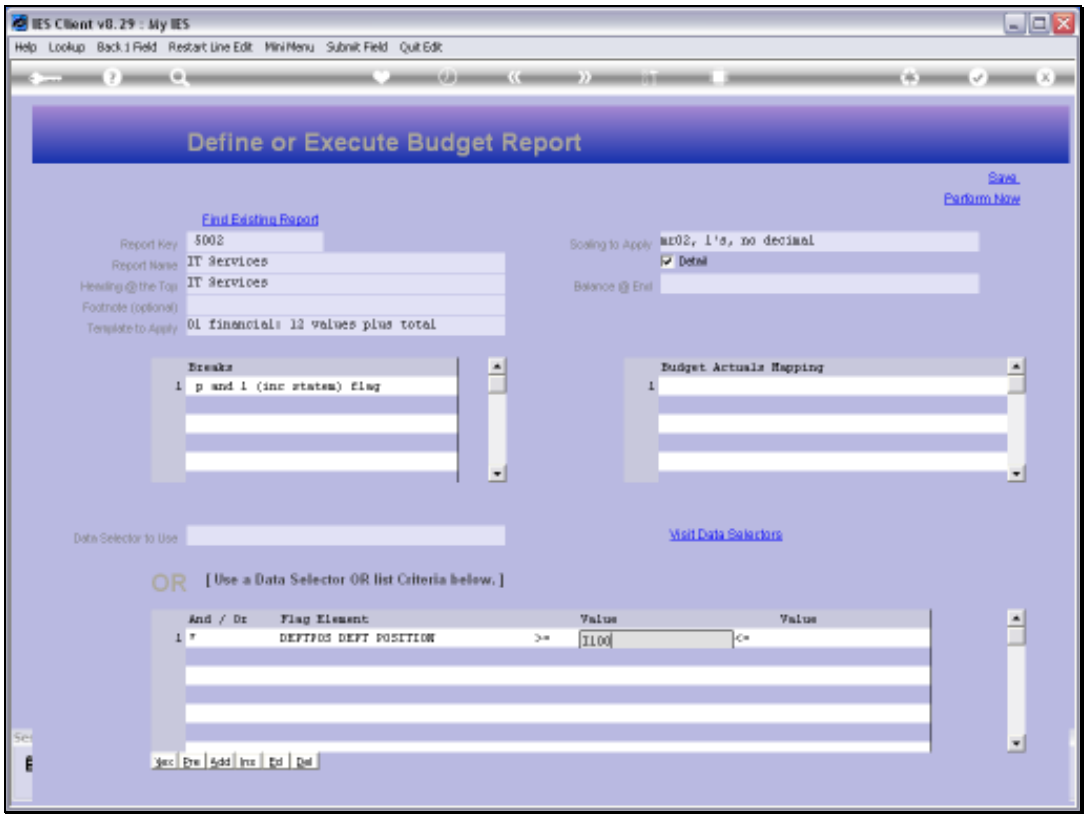
Slide 66
Slide notes:



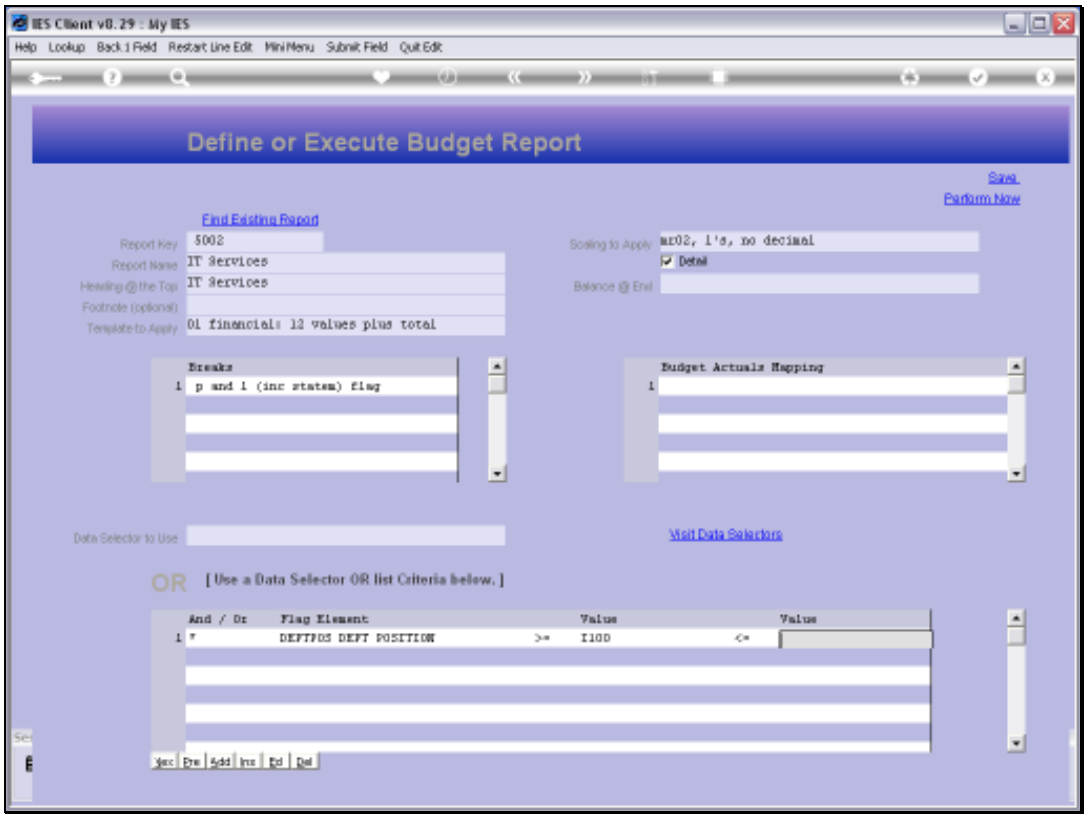
Slide 67
Slide notes:



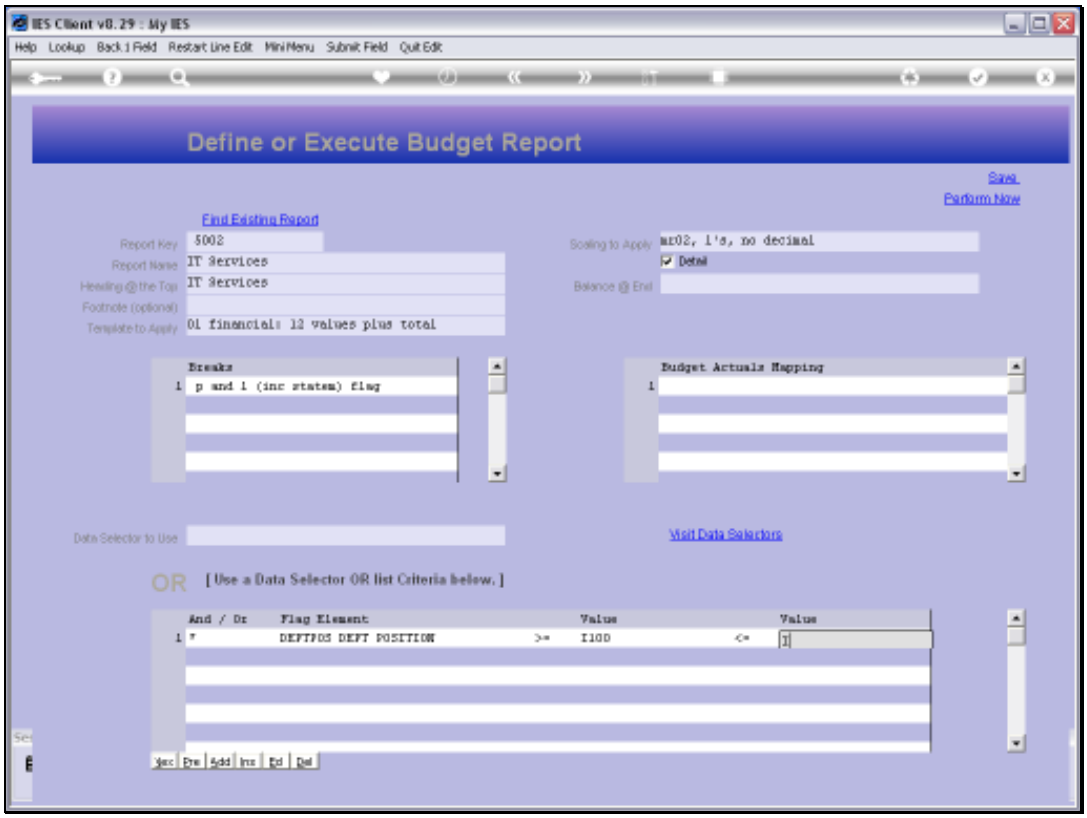
Slide 68
Slide notes:



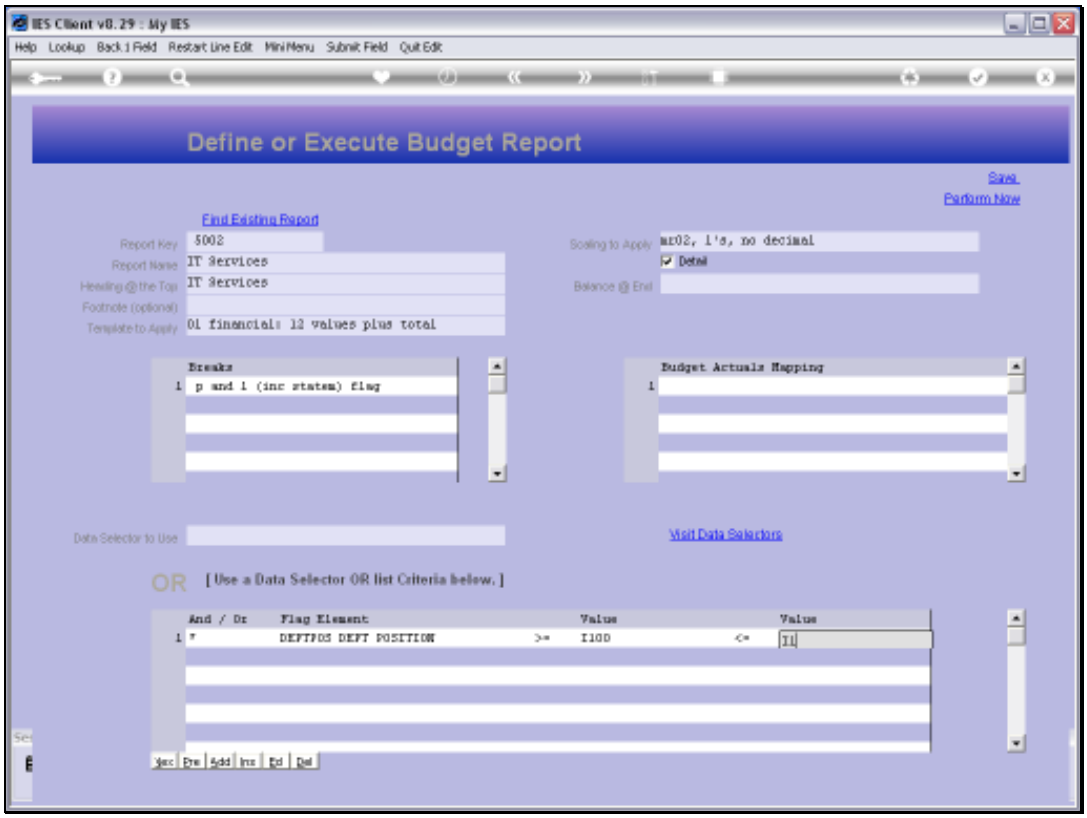
Slide 69
Slide notes:



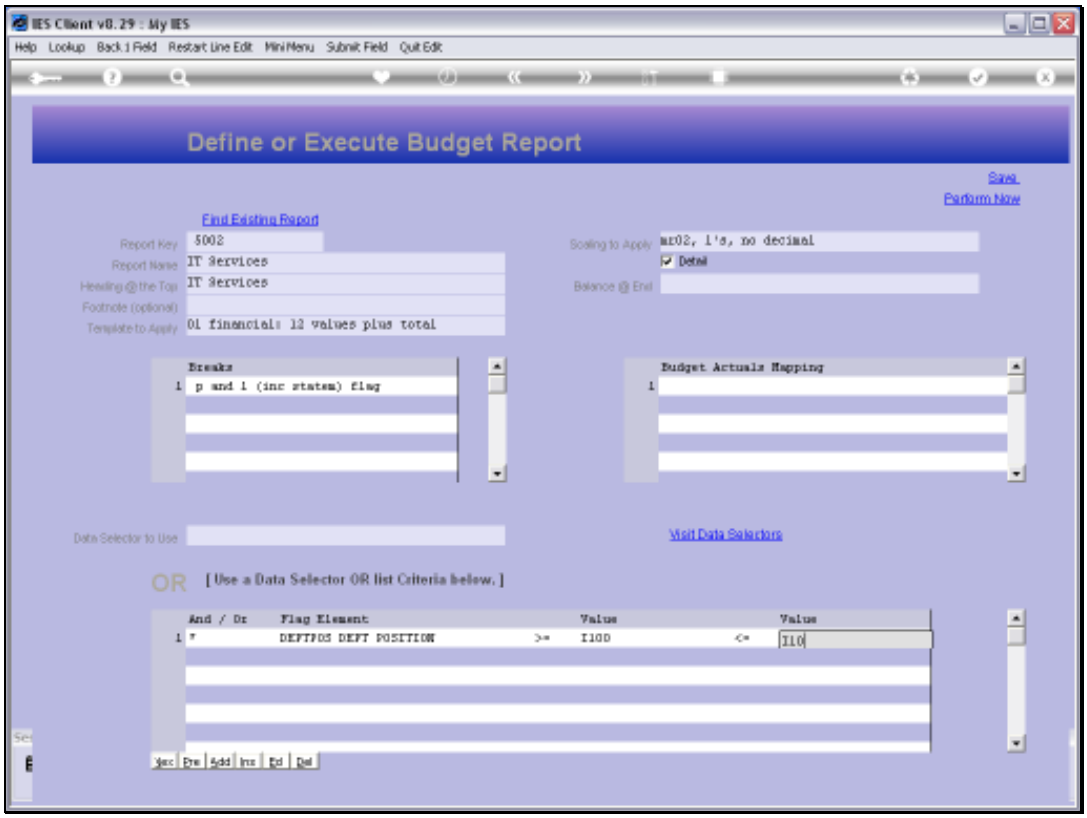
Slide 70
Slide notes:



Slide 71
Slide notes:

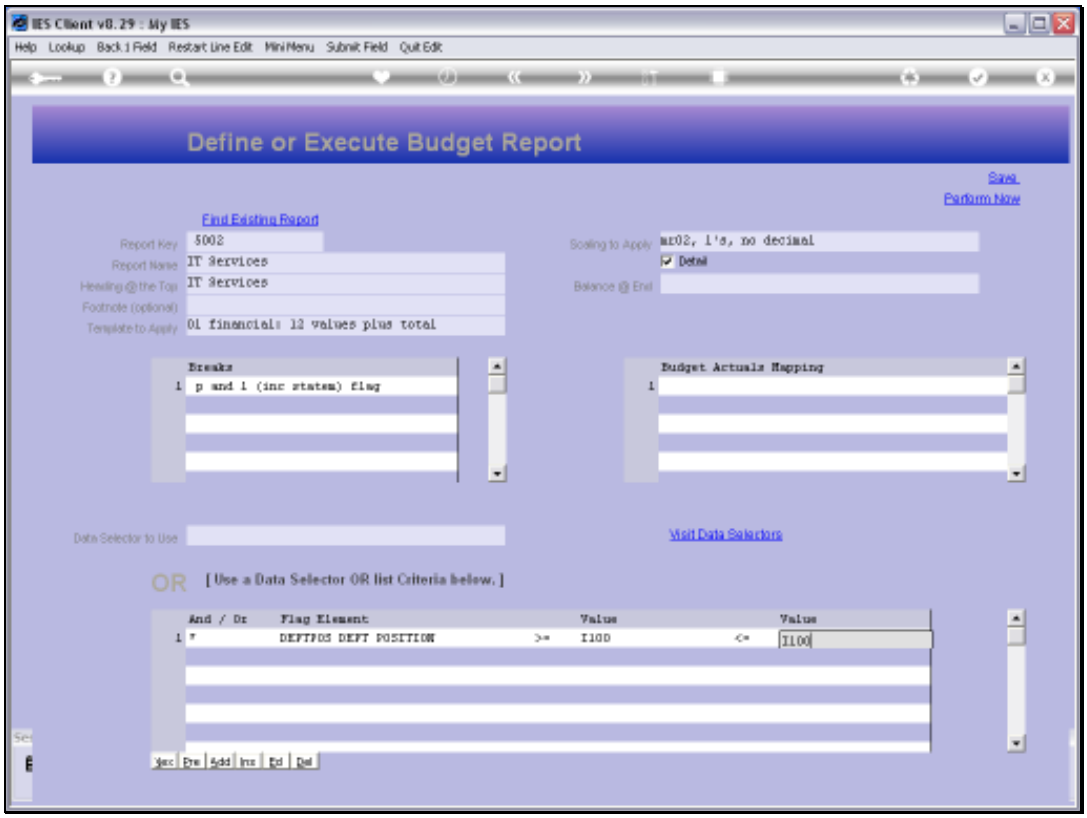


Slide 72
Slide notes:

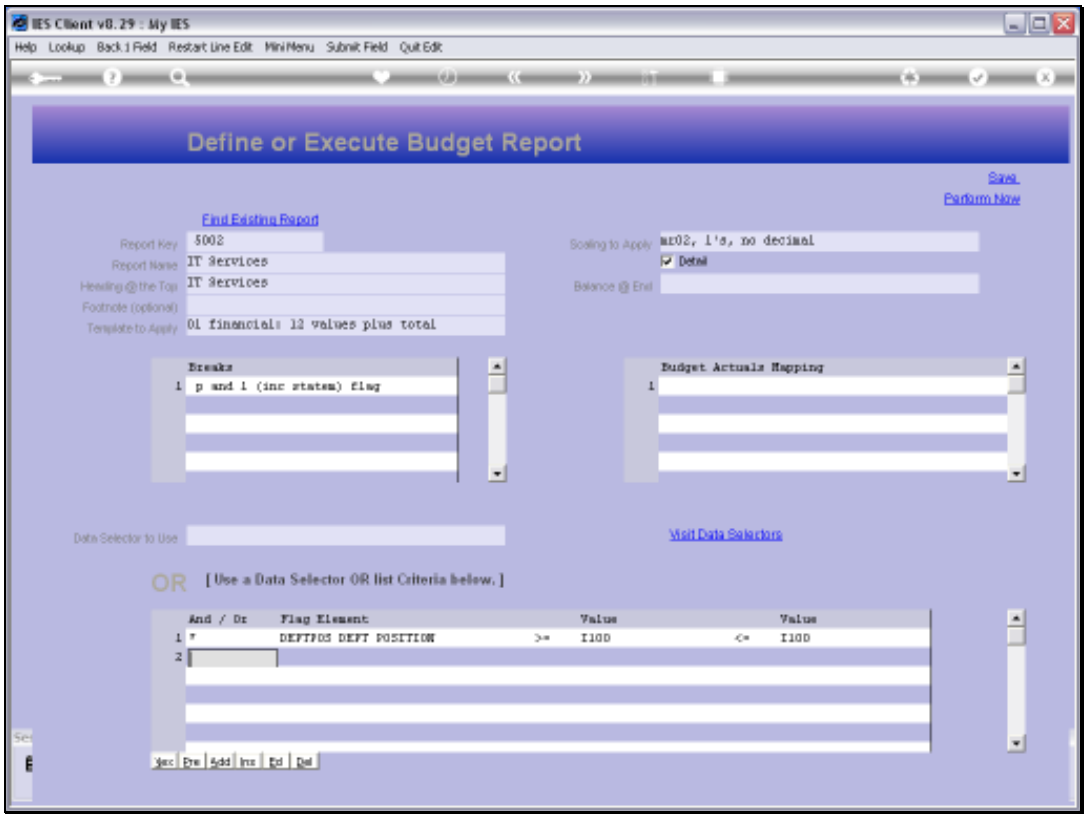


Slide 73

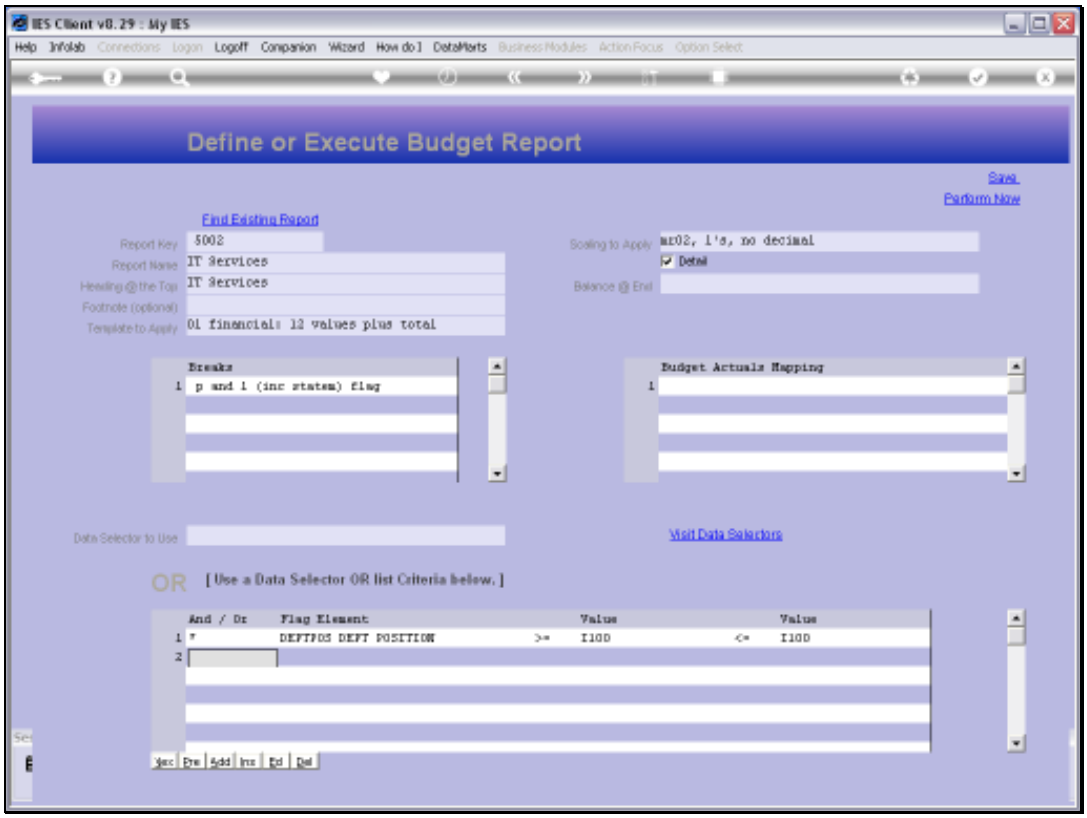
Slide notes:



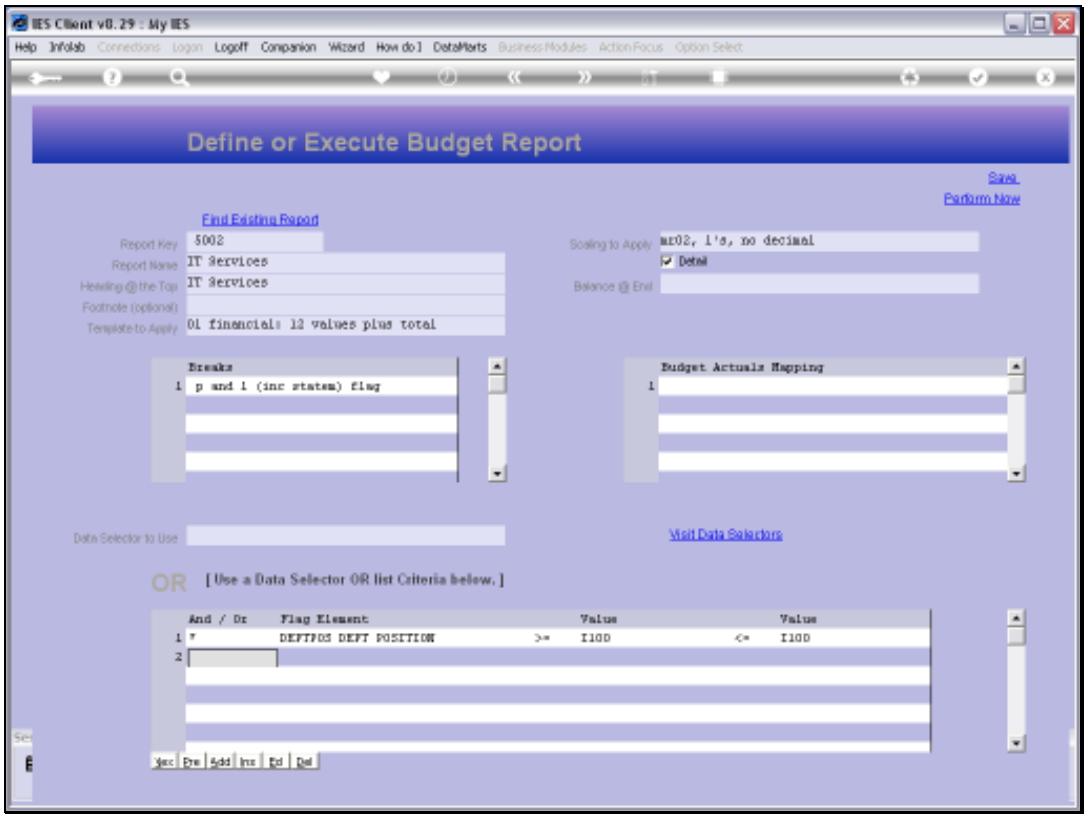
Slide 74
Slide notes:



Slide 75
Slide notes:

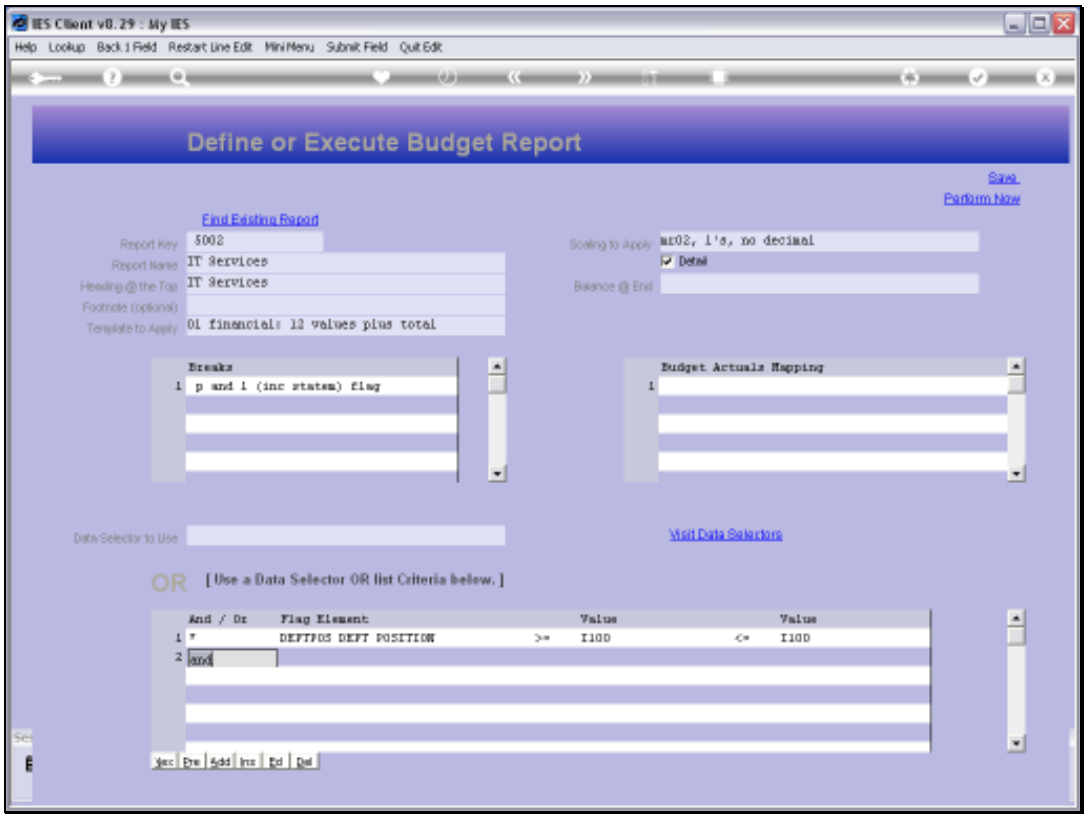


Slide 76
Slide notes:



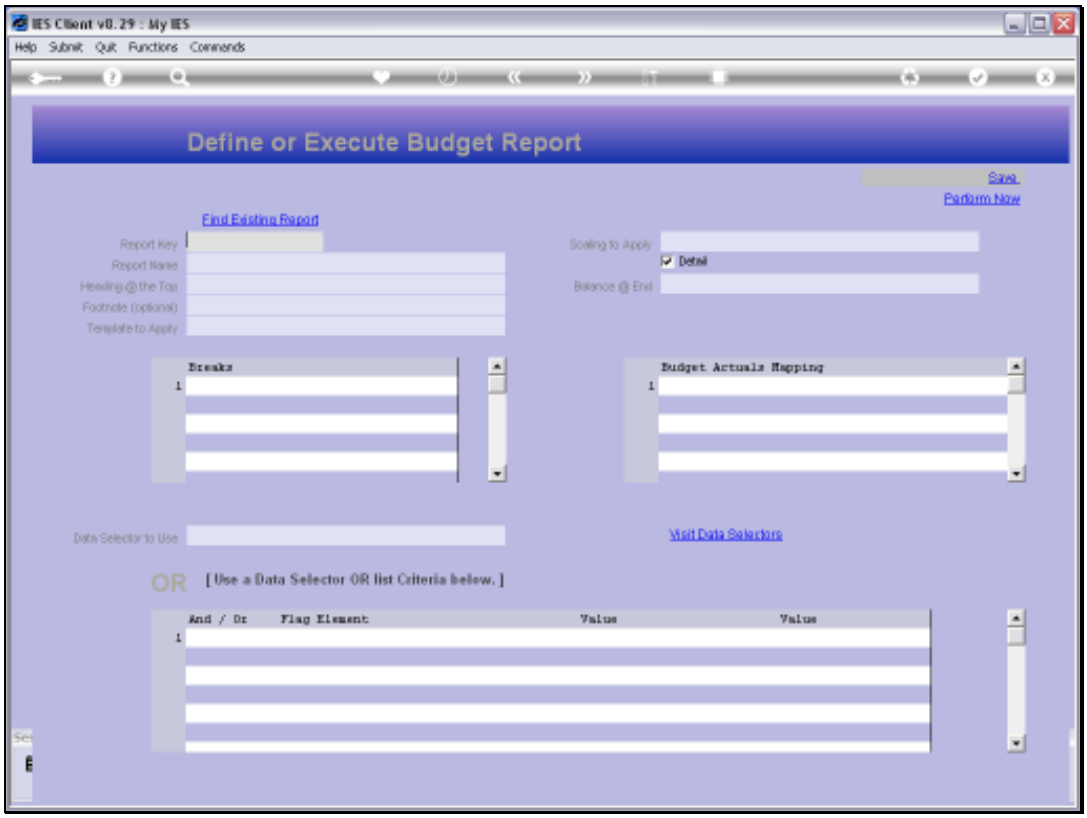
Slide 77

Slide notes:



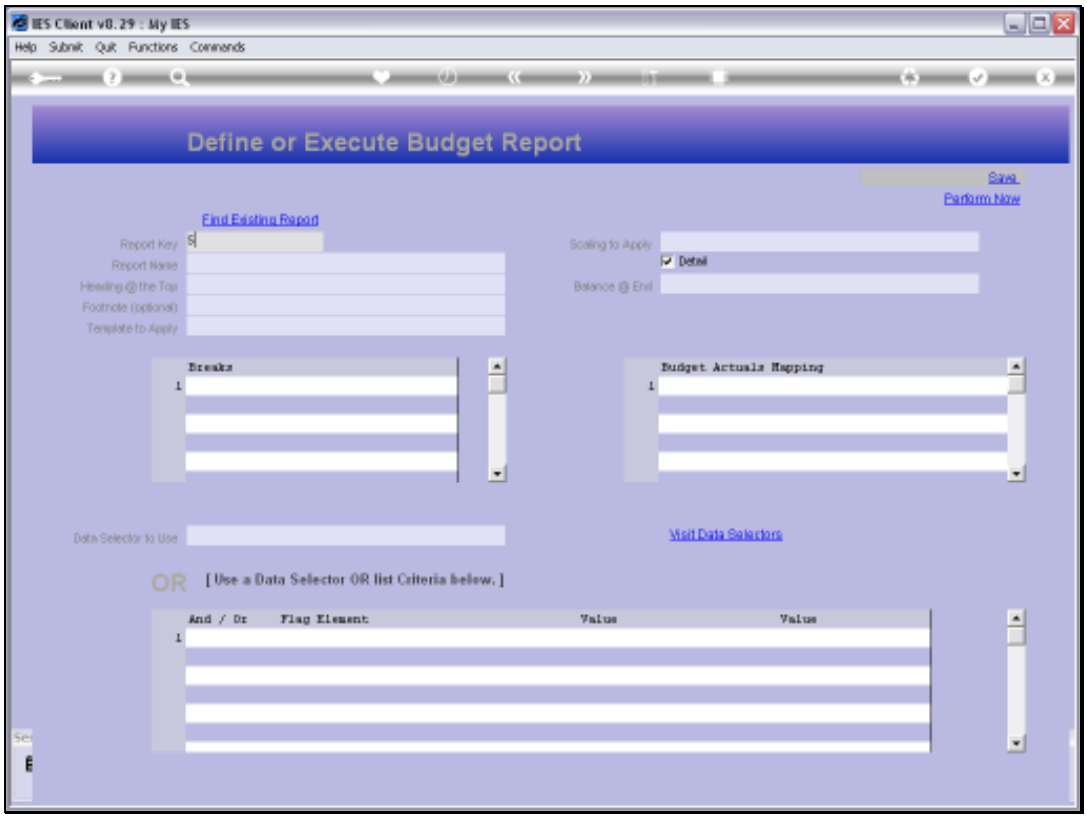
Slide 78

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

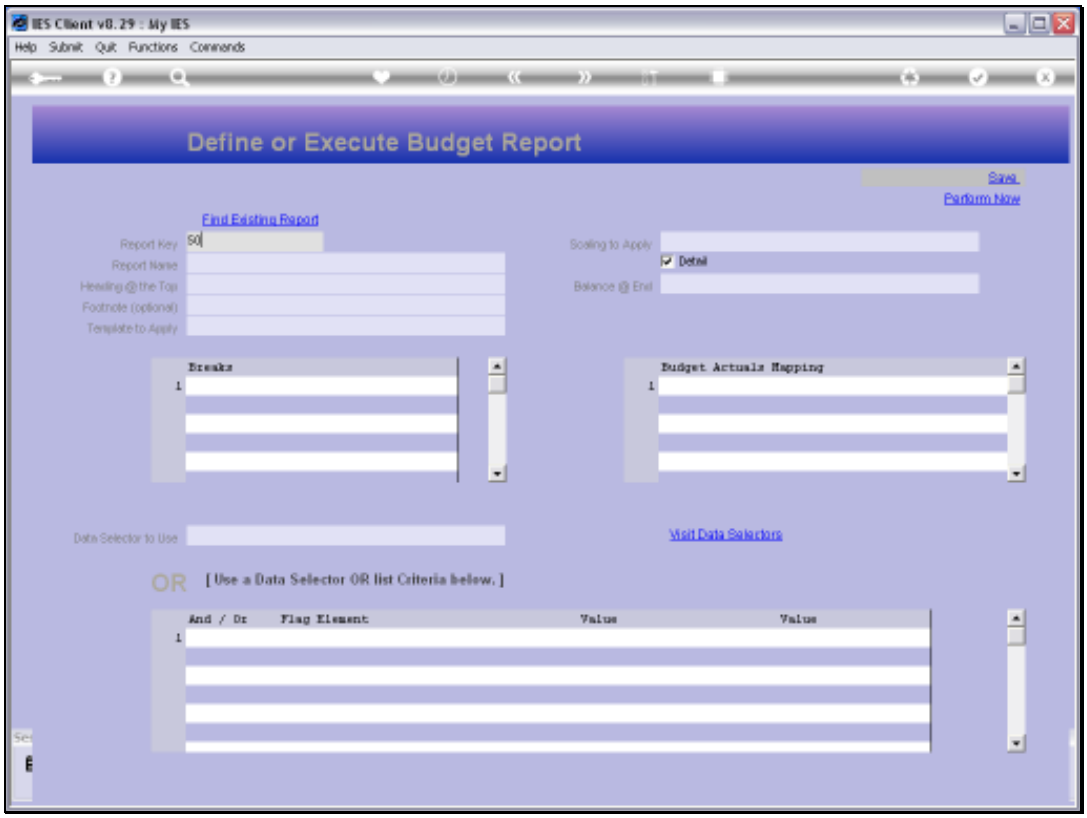


Slide 79

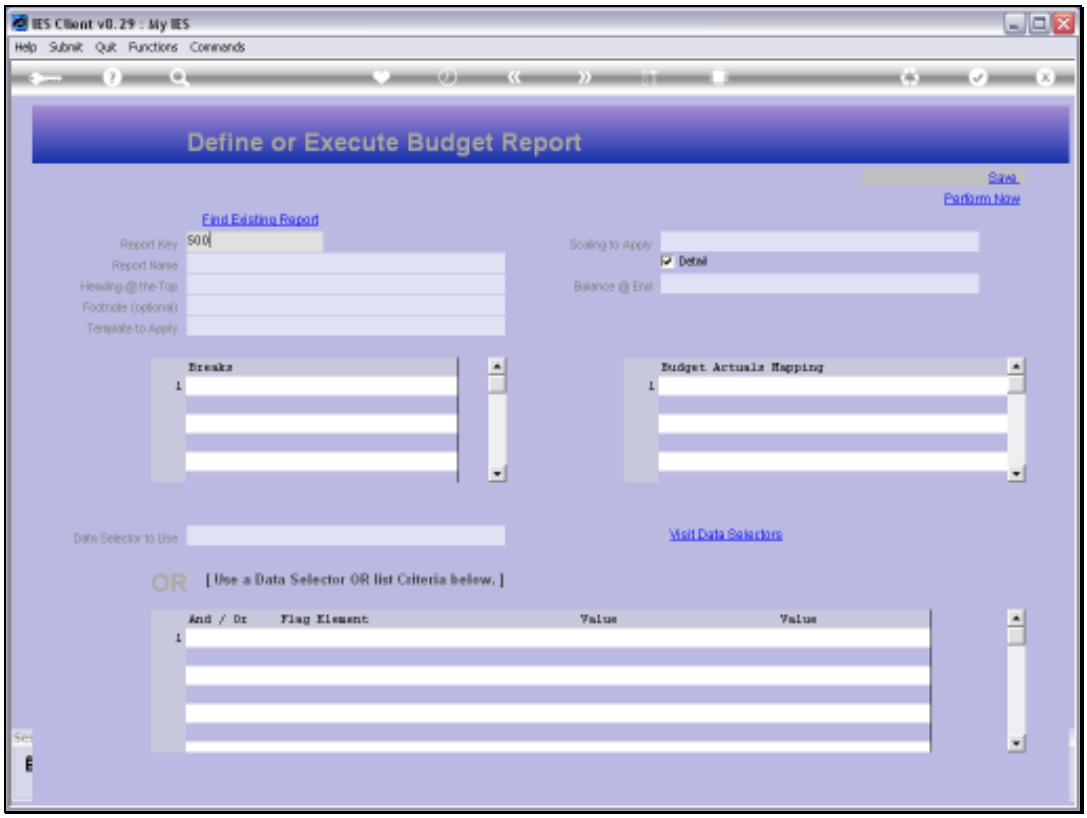
Slide notes: After defining the Report for the 1st time, it is a good idea to SAVE it.



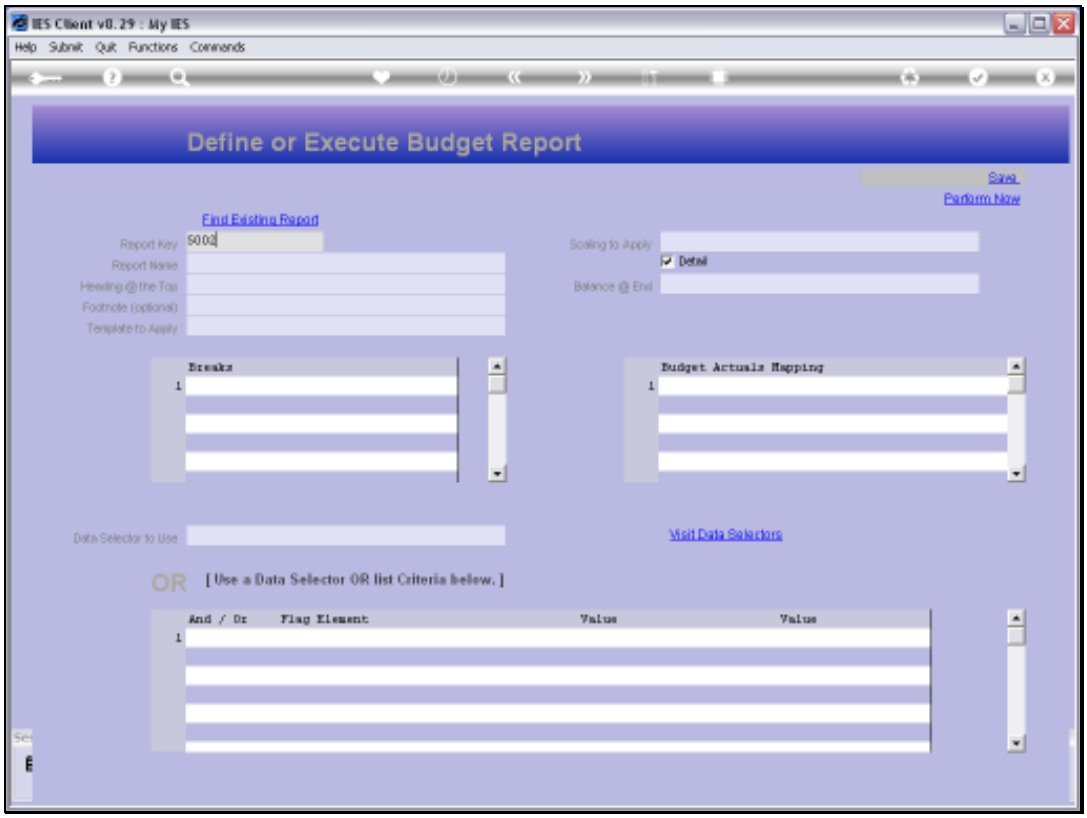
Slide 80
Slide notes:



Slide 81
Slide notes:

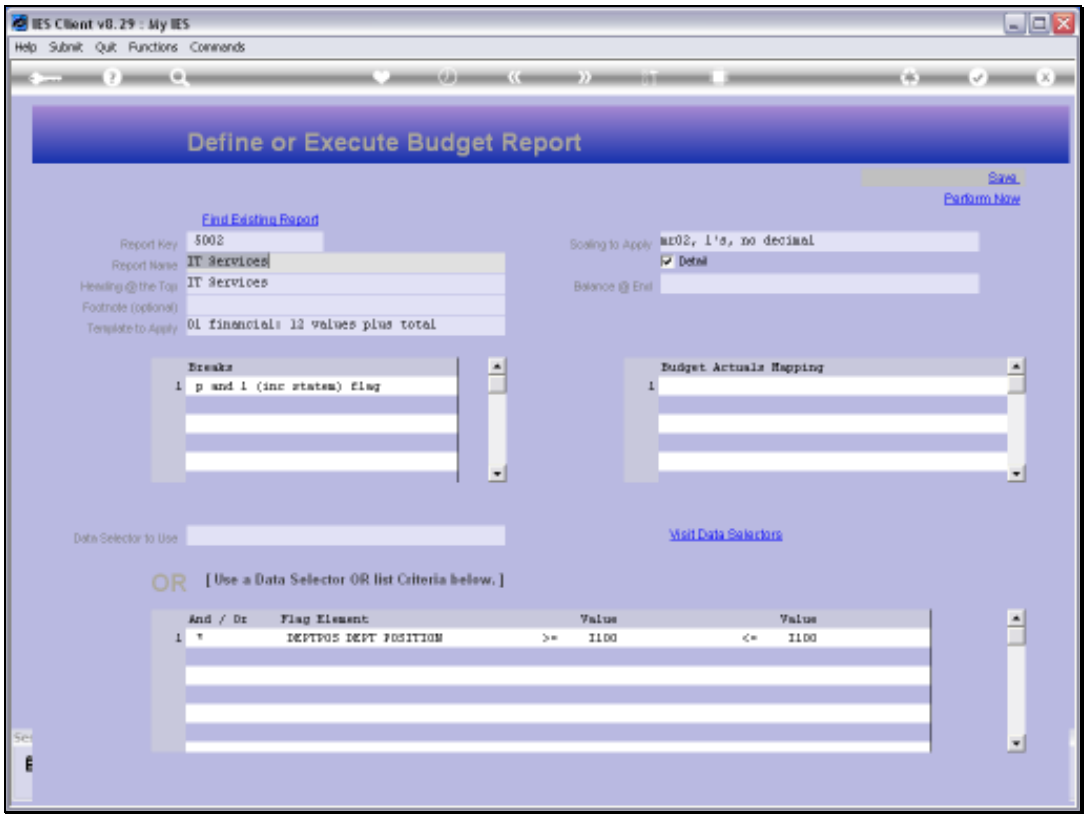


Slide 82
Slide notes:

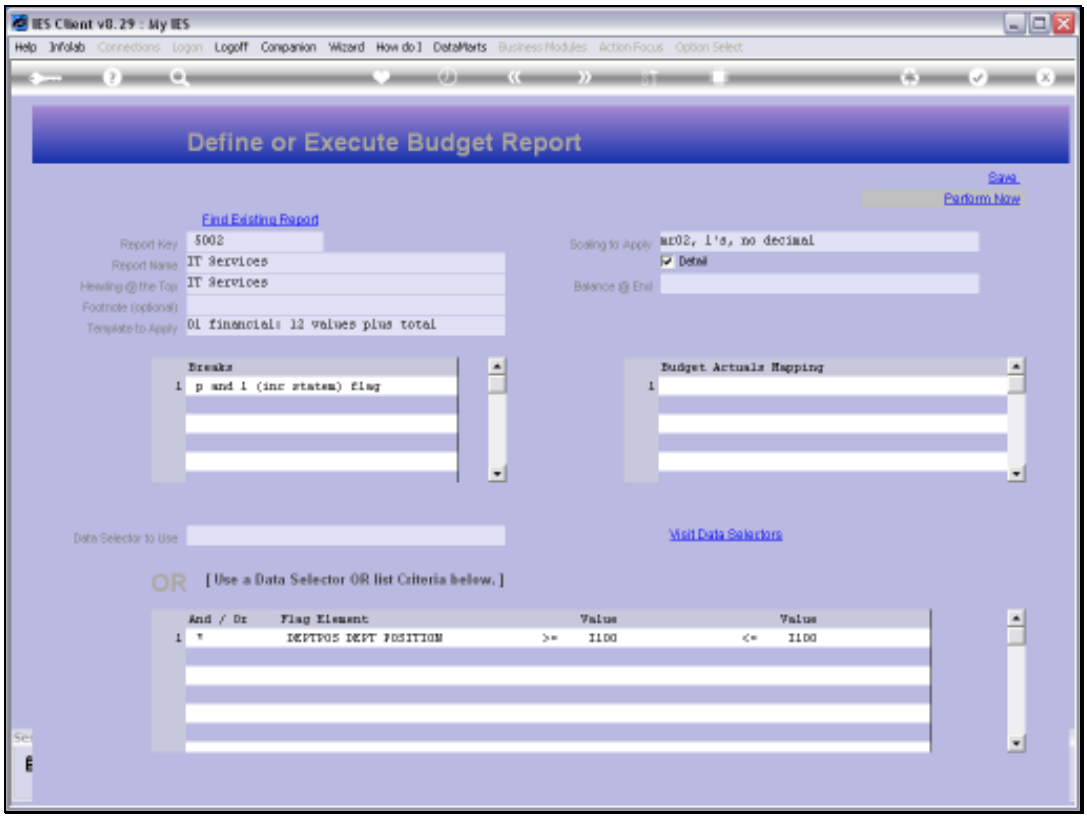


Slide 83

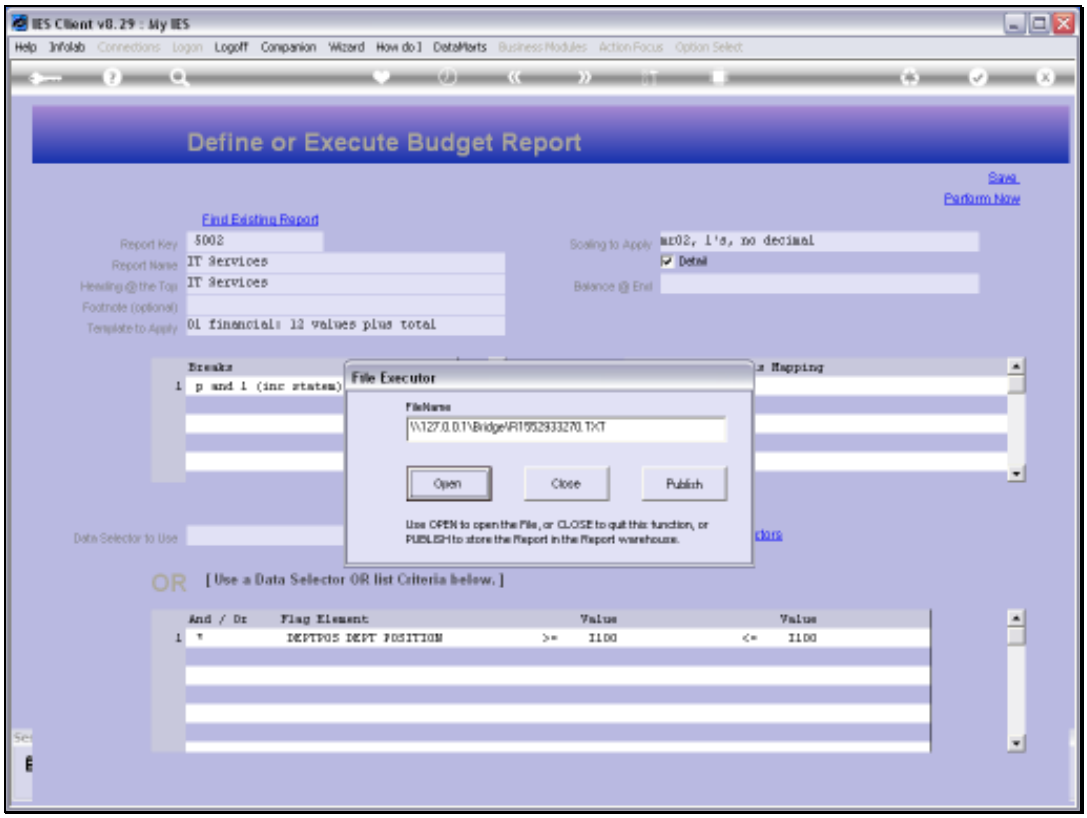
Slide notes: Now we can recall the Report and perform it.



Slide 84
Slide notes:

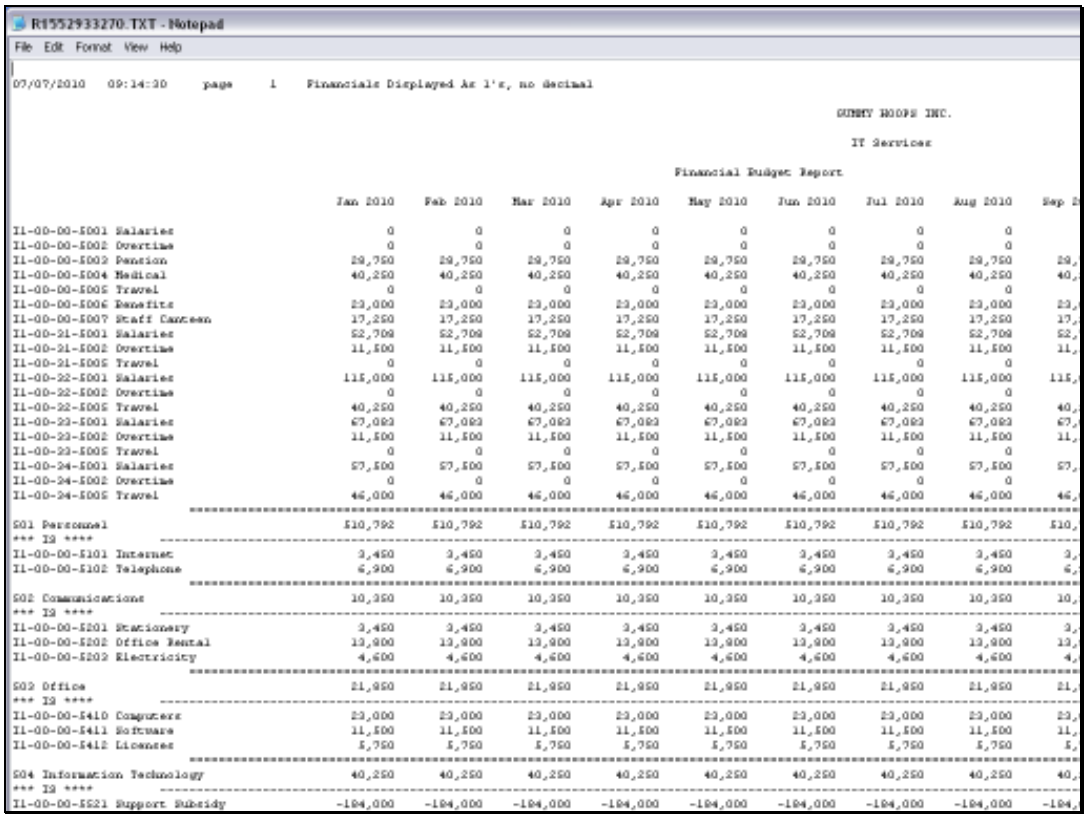


Slide 85
Slide notes:



Slide 86

Slide notes:



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07/07/2010 09:14:30 page 1 Financials Displayed As 1's, no decimal

GUMMY HOOPS INC.

IT Services

Financial Budget Report

	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010	Aug 2010	Sep 2
11-00-00-5001 Salaries	0	0	0	0	0	0	0	0	
11-00-00-5002 Overtime	0	0	0	0	0	0	0	0	
11-00-00-5003 Pension	29,750	29,750	29,750	29,750	29,750	29,750	29,750	29,750	29,
11-00-00-5004 Medical	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,
11-00-00-5005 Travel	0	0	0	0	0	0	0	0	
11-00-00-5006 Benefits	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,
11-00-00-5007 Staff Canteen	17,250	17,250	17,250	17,250	17,250	17,250	17,250	17,250	17,
11-00-21-5001 Salaries	52,709	52,709	52,709	52,709	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,
11-00-21-5005 Travel	0	0	0	0	0	0	0	0	
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	0	0	0	0	0	0	0	0	
11-00-22-5005 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	67,
11-00-23-5002 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	57,500	57,500	57,500	57,500	57,500	57,500	57,500	57,500	57,
11-00-24-5002 Overtime	0	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,
*** I2 ****									
11-00-00-5101 Internet	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,
11-00-00-5102 Telephone	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,
S02 Communications	10,350	10,350	10,350	10,350	10,350	10,350	10,350	10,350	10,
*** I2 ****									
11-00-00-5201 Stationery	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,
11-00-00-5202 Office Rental	13,900	13,900	13,900	13,900	13,900	13,900	13,900	13,900	13,
11-00-00-5203 Electricity	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,
S03 Office	21,950	21,950	21,950	21,950	21,950	21,950	21,950	21,950	21,
*** I2 ****									
11-00-00-5410 Computers	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,
11-00-00-5411 Software	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,
11-00-00-5412 Licenses	5,750	5,750	5,750	5,750	5,750	5,750	5,750	5,750	5,
S04 Information Technology	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,
*** I2 ****									
11-00-00-5521 Support Subsidy	-104,000	-104,000	-104,000	-104,000	-104,000	-104,000	-104,000	-104,000	-104,

Slide 87

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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File Edit Format View Help

07/07/2010 09:14:30 page 1 Financials Displayed As 1's, no decimal

GUMMY HOOPS INC.

IT Services

Financial Budget Report

	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010	Aug 2010	Sep 2
11-00-00-5001 Salaries	0	0	0	0	0	0	0	0	
11-00-00-5002 Overtime	0	0	0	0	0	0	0	0	
11-00-00-5003 Pension	29,750	29,750	29,750	29,750	29,750	29,750	29,750	29,750	29,
11-00-00-5004 Medical	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,
11-00-00-5005 Travel	0	0	0	0	0	0	0	0	
11-00-00-5006 Benefits	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,
11-00-00-5007 Staff Canteen	17,250	17,250	17,250	17,250	17,250	17,250	17,250	17,250	17,
11-00-21-5001 Salaries	52,709	52,709	52,709	52,709	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,
11-00-21-5005 Travel	0	0	0	0	0	0	0	0	
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	0	0	0	0	0	0	0	0	
11-00-22-5005 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	67,
11-00-23-5002 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	57,500	57,500	57,500	57,500	57,500	57,500	57,500	57,500	57,
11-00-24-5002 Overtime	0	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,
*** I2 ****									
11-00-00-5101 Internet	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,
11-00-00-5102 Telephone	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,
S02 Communications	10,350	10,350	10,350	10,350	10,350	10,350	10,350	10,350	10,
*** I2 ****									
11-00-00-5201 Stationery	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,
11-00-00-5202 Office Rental	13,900	13,900	13,900	13,900	13,900	13,900	13,900	13,900	13,
11-00-00-5203 Electricity	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,
S03 Office	21,950	21,950	21,950	21,950	21,950	21,950	21,950	21,950	21,
*** I2 ****									
11-00-00-5410 Computers	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,
11-00-00-5411 Software	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,
11-00-00-5412 Licenses	5,750	5,750	5,750	5,750	5,750	5,750	5,750	5,750	5,
S04 Information Technology	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,250	40,
*** I2 ****									
11-00-00-5521 Support Subsidy	-104,000	-104,000	-104,000	-104,000	-104,000	-104,000	-104,000	-104,000	-104,

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Slide notes: