## Slide 1 - Slide 1

🛃 IES	5 Client	v8.2	9 : My II	ES							
Help	Submit	Quit	Functions	Commands							
		(?)		2		<b>» «</b>	»	iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii			) (X)
				GL Ma	nagement R	eport					
										<u>Save</u> Perform Now	
				d Existing Repo	<u>nt</u>						
			eport Key		[ 4 digit: 0001 - 9999]			fin : current,	, year to date		
		Rej	oort Name	IT Service:	s		Scaling to Apply				
				Breaks 1 p and 1 (	inc statem) flag			🔽 Detail			
								IT Services			
				10			Footnote	8			5
	Data	Calasta	r to Apply								
	L/ata -		t to Apply					Data Selectors			
					nta Selector or list Sele	ection Rules ]				2 2 -	
				And / Or	Flag Element		Value		Value	<u> </u>	
				*	DEPTPOS DEPT POSI	TION :	•= I100	<:	= I100		J
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#### Slide notes

With the GL Report Writer, we can create new Reports in quick time, but the Report Layout is predefined and limited to a number of Templates that we can choose from. Our current Report example is using Template 1.

## Slide 2 - Slide 2

🛃 IES Client v8.29 : My II	3		
Help Submit Quit Functions	Commands		
• •) · ·	<b>2</b> • • • • • • • •	ф ( <sup>2</sup>	) (X)
	GL Management Report		
		<u>Save</u> Perform Now	
Find Report Key	1 Existing Report 5555 [4 digit: 0001 - 9999] Template to Use fin : current, year to date		
Report Name	5555 [4 digit.0001-9999] Template to Use fin: current, year to date   IT Services Scaling to Apply mr02,		
	Breaks p and l (inc statem) flag		
	Heading IT Services		
Data Selector to Apply	Data Selectors		
OR	[ Apply a Data Selector or list Selection Rules ]		
	And / Or     Flag Element     Value     Value       L *     DEPTPOS DEPT POSITION     >= 1100     <= 1100		
Ses E			

Slide 3 - Slide 3

🕞 R1553033708.TXT - Notepad				_	
File Edit Format View Help					
08/07/2010 09:21:48 (5555) page 1 Financials Displayed As 1':	s, no decimal	Jan 2010 - Jun	2010		^
				Gummy Hoops Inc.	
				IT Services	
*****	*****	*****	current ********	* * * * * * * * * * * * * * * * * * * *	*.
	ordered	committed	actual		
I1-00-00-5001 Salaries	0	0	0		
I1-00-00-5002 Overtime	0	0	0		
I1-00-00-5003 Pension	0	0	27,710		
I1-00-00-5004 Medical	0	0	33,500		
I1-00-00-5005 Travel	0	0	, 0		
I1-00-00-5006 Benefits	0	0	21,221		
I1-00-00-5007 Staff Canteen	0	0	15,700		=
I1-00-31-5001 Salaries	0	0	50,000		
I1-00-31-5002 Overtime	ň	ŏ	10,222		
11-00-31-5005 Travel	ů	ů	10,222		
II-00-32-5001 Salaries	0	0	11,500		
11-00-32-5001 Salaries 11-00-32-5002 Overtime	0	0	11,500		
11-00-32-5002 Overtime 11-00-32-5005 Travel	0	0	-		
	U	-	40,550		
I1-00-33-5001 Salaries	0	0	66,554		
I1-00-33-5002 Overtime	0	0	16,500		
I1-00-33-5005 Travel	0	0	0		
I1-00-34-5001 Salaries	0	0	58,445		
I1-00-34-5002 Overtime	0	0	0		
11-00-34-5005 Travel	0	0	50,442		
501 Personnel	0	0	402,344		
I1-00-00-5101 Internet	0	0	3,500		
II-00-00-5102 Telephone	0	0	7,223		
502 Communications	0	o	10,723		
***					
I1-00-00-5201 Stationery	0	0	2,657		
I1-00-00-5202 Office Rental	0	0	12,500		
I1-00-00-5203 Electricity	0	0	4,441		
503 Office ***	0	0	19,598		
I1-00-00-5410 Computers	0	0	0		
11-00-00-5411 Software	ő	ő	ů		
Il-00-00-5412 Licenses	0	0	0		
504 Information Technology	 0	 0	0		
			]		
			1		;;

#### **Slide notes**

And it produces a Layout with Current and Year to Date results split into 3 columns each: Ordered column for Amounts on Purchase Order phase, Committed column for Goods Received Amounts, and Actual column for all standard and Invoice Amounts.

## Slide 4 - Slide 4

🕞 R1553033708.TXT - Notepad					- O X
File Edit Format View Help					
08/07/2010 09:21:48 (5555) page 1 Financials Displayed As 1's	, no decimal	Jan 2010 - Jun :	2010		^
				Gummy Hoops Inc.	
				IT Services	
*****	******	****	current *********	*****	*.
	ordered	committed	actual		
I1-00-00-5001 Salaries	0	0	0		
I1-00-00-5002 Overtime	0	0	0		
I1-00-00-5003 Pension	0	0	27,710		
I1-00-00-5004 Medical	0	0	33,500		
I1-00-00-5005 Travel	0	0	. 0		
I1-00-00-5006 Benefits	0	0	21,221		
Il-00-00-5007 Staff Canteen	0	0	15,700		=
I1-00-31-5001 Salaries	ů.	0	50,000		
11-00-31-5002 Overtime	ő	ő	10,222		
I1-00-31-5005 Travel	ő	ő	10,222		
11-00-31-5005 fraver 11-00-32-5001 Salaries	0	0	11,500		
11-00-32-5001 Salaries 11-00-32-5002 Overtime	0	0	11,500		
	0	-	-		
I1-00-32-5005 Travel	U	0	40,550		
I1-00-33-5001 Salaries	0	0	66,554		
I1-00-33-5002 Overtime	0	0	16,500		
I1-00-33-5005 Travel	0	0	0		
I1-00-34-5001 Salaries	0	0	58,445		
I1-00-34-5002 Overtime	0	0	0		
I1-00-34-5005 Travel	0	0	50,442		
501 Personnel	0	0	402,344		
I1-00-00-5101 Internet	0	0	3,500		
11-00-00-5101 Incernec 11-00-00-5102 Telephone	0	0	7,223		
502 Communications ***	0	0	10,723		
I1-00-00-5201 Stationery	0	0	2,657		
I1-00-00-5202 Office Rental	0	0	12,500		
I1-00-00-5203 Electricity	0	0	4,441		
503 Office ***	0	0	19,598		
I1-00-00-5410 Computers	0	0	0		
11-00-00-5411 Software	ő	ů	ő		
II-00-00-5412 Licenses	0	0	0		
504 Information Technology	 0	0	 0		
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### Slide 5 - Slide 5

# Slide 6 - Slide 6

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le Edit Format View Help				
010				
Gummy Hoops Inc.				
IT Ser <del>v</del> ices				
current ************************************	* ************	******************** pe	eriod to date *******	*****
actual	ordered	committed	actual	
0	0	0	0	
0	0	0	0	
27,710	0	0	166,260	
33,500	0	0	196,193	
,	0	0	0	
21,221	ő	ő	132,333	
15,700	ő	ő	114,200	
50,000	ů 0	0	300,000	
	0	0		
10,222	-		60,522	
0	0	0	0	
11,500	0	0	586,500	
0	0	0	0	
40,550	0	0	241,800	
66,554	0	0	376,864	
16,500	0	0	96,932	
	0	0	. 0	
58,445	0	0	358,445	
0	0	0 0	0	
50,442	0 0	ő	305,451	
402,344	0	 0	2,935,500	
3,500	0	0	21,000	
7,223	0	0	43,767	
10,723	0	0	64,767	
2,657	0	0	15,201	
12,500	0	0	81,000	
4,441	0	0	25,941	
19,598	0	0	122,142	
0	0	0	251,000	
0	0	0	5,700	
0	0	0	10,200	
0	 0	 0	266,900	
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			1111	>

### Slide 7 - Slide 7

🖉 IES Client v8.29 : My IES	
Help Submit Quit Functions Commands	
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GL Management Report	
Pe	<u>Save</u> erform Now
Find Existing Report     Report Key   5555   [ 4 digit: 0001 - 9999]   Template to Use   fin : current, year to date     Report Name   IT Services   Scaling to Apply   mr02,	
Breaks 1 p and 1 (inc statem) flag Heading Footnote	
Data Selector to Apply	
OR [Apply a Data Selector or list Selection Rules]	
And / Or Flag Element Value Value 1 * DEPTPOS DEPT POSITION >= I100 <= I100	
See	<b>•</b>

### Slide notes

Now we will just choose a different Template, and see what difference it makes.

# Slide 8 - Slide 8

🖉 IES Client v8.29 : My IES	
Help Submit Quit Functions Commands	
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GL Management Report	
P	<u>Save</u> erform Now
Find Existing Report	
T Serurces mril2 1/2 no decimel	.ookup ? Recent Values
Breaks V Detail	
Heading IT Services	
Data Selector to Apply Data Selectors	
OR [Apply a Data Selector or list Selection Rules]	
And / Or     Flag Element     Value     Value       1     *     DEPTPOS DEPT POSITION     >=     I100     <=	
See E	

## Slide 9 - Slide 9

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Help Submit Quit Functions Commands	
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GL Management Report	
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Find Existing Report	
The services mril2 is no decimal	.ookup ? Recent Values
Breaks V Detail	
Heading IT Services	
Data Selector to Apply Data Selectors	
OR [Apply a Data Selector or list Selection Rules]	
And / Or     Flag Element     Value     Value       1     *     DEPTPOS DEPT POSITION     >=     I100     <=	
See E	

# Slide 10 - Slide 10

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				GL M	lana	igeme	nt Re	port									
															Perform	<u>Save</u> Now	
			<u>Find</u>	Existing Re	eport												
		Report	Key	5555		[ 4 digit: 0001	- 9999]			Template t	o Use 01						
		Report N	lame	IT Servio	ces	- M	(1)			Scaling to	Apply mr02,	, l's, no d	lecimal	_			
					SI	NGLE SELEC	T: REPOF	RT TEMPLA	ATES								
				Breaks		SELECT								1			
			1	p and l	(1)												
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				And / Or		lag Elemen				Value			Value	_			
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# Slide 11 - Slide 11

🗃 IES Client v8.29 : My IES		
Help Submit Quit Functions Commands		
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GL Management Report		
	<u>Save</u> Perform Now	
Find Existing Report		
Report Key 5555 [ 4 digit: 0001 - 9999] Template to Use 05b   Report Name IT Services Scaling to Apply mr02, 1's, no decimal		
Breaks V Detail		
Heading IT Services		
Data Selector to Apply Data Selectors		
OR [Apply a Data Selector or list Selection Rules]		
And / OrFlag ElementValueValue1*DEPTPOS DEPT POSITION>=I100<=		
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### Slide 12 - Slide 12

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File Edit Format View Help						
b8/07/2010 09:22:59 (5555)						^
page l Financials Displayed As l's	, no decimal	Jan 2010 - J	un 2010			
				Gummy Hoop	s Inc.	
				IT Servi	ces	
*****	*****	****	*** current ********	*****	****	*.
	ordered	committed	actual	budget	variance	
I1-00-00-5001 Salaries	o	>	0	0	0	
I1-00-00-5002 Overtime	0	>	0	0	0	
I1-00-00-5003 Pension	0	>	27,710	28,750	1,040	
I1-00-00-5004 Medical	0	>	33,500	40,250	6,750	
I1-00-00-5005 Travel	0	>	0	0	0	
I1-00-00-5006 Benefits	0	>	21,221	23,000	1,779	
Il-00-00-5007 Staff Canteen	0	>	15,700	17,250	1,550	≡
I1-00-31-5001 Salaries	0	>	50,000	52,708	2,708	
I1-00-31-5002 Overtime	0	>	10,222	11,500	1,278	
I1-00-31-5005 Travel	0	>	0	0	0	
I1-00-32-5001 Salaries	0	>	11,500	115,000	103,500	
I1-00-32-5002 Overtime	0	>	0	0	0	
I1-00-32-5005 Travel	0	>	40,550	40,250	-300	
I1-00-33-5001 Salaries	0	>	66,554	67,083	529	
I1-00-33-5002 Overtime	0	>	16,500	11,500	-5,000	
I1-00-33-5005 Travel	0	>	0	0	0	
I1-00-34-5001 Salaries	0	>	58,445	57,500	-945	
I1-00-34-5002 Overtime	0	>	0	0	0	
11-00-34-5005 Travel	0	>	50,442	46,000	-4,442	
501 Personnel	0	>	402,344	510,792	108,448	
11-00-00-5101 Internet	0	>	3,500	3,450	-50	
Il-00-00-5102 Telephone	0	>	7,223	6,900	-323	
	0	>	10,723	10,350	-373	
11-00-00-5201 Stationerv	o	>	2,657	3,450	793	
Il-00-00-5202 Office Rental	0 0	>	12,500	13,800	1,300	
II-00-00-5203 Electricity	ő	>	4,441	4,600	1,500	
 503 Office ***	0	>	19,598	21,850	2,252	
11-00-00-5410 Computers	0	>	0	23,000	23,000	
11-00-00-5410 computers 11-00-00-5411 Software	0	>	0	23,000 11,500	23,000	
II-00-00-5411 Sortware II-00-00-5412 Licenses	0	>	0	5,750	5,750	
504 Information Technology	 0	>	 0	40,250	40,250	
III						

## Slide notes

This time we have some of the same Columns, but we also have Budget and Variance columns.

# Slide 13 - Slide 13

🕞 R1553033779.TXT - Notepad					_	
File Edit Format View Help						
08/07/2010 09:22:59 (5555)						
page 1 Financials Displayed As 1's,	no decimal	Jan 2010 - J	un 2010			
				Gummy Hoop	s Inc.	
				IT Servi	.ces	
******	*********	*****	*** current ********		*****	*.
	ordered	committed	actual	budget	variance	
	ordered	committeed	acouar	Duageo	Variance	
I1-00-00-5001 Salaries	0	>	0	0	0	
I1-00-00-5002 Overtime	0	>	0	0	0	
I1-00-00-5003 Pension	0	>	27,710	28,750	1,040	
I1-00-00-5004 Medical	0	>	33,500	40,250	6,750	
I1-00-00-5005 Travel	0	>	0	0	0	
I1-00-00-5006 Benefits	0	>	21,221	23,000	1,779	
Il-00-00-5007 Staff Canteen	0	>	15,700	17,250	1,550	
I1-00-31-5001 Salaries	0	>	50,000	52,708	2,708	
I1-00-31-5002 Overtime	0	>	10,222	11,500	1,278	
I1-00-31-5005 Travel	0	>	0	0	0	
I1-00-32-5001 Salaries	0	>	11,500	115,000	103,500	
11-00-32-5002 Overtime	0	>	0	0	0 -300	
I1-00-32-5005 Travel I1-00-33-5001 Salaries	0	>	40,550 66,554	40,250 67,083	-300 529	
11-00-33-5001 Salaries 11-00-33-5002 Overtime	0	>	16,500	67,083 11,500	-5,000	
11-00-33-5002 Overcime	0	>	10,000	11,300	-3,000	
I1-00-34-5001 Salaries	ů	>	58,445	57,500	-945	
I1-00-34-5002 Overtime	ő	>	0	0,000	0	
I1-00-34-5005 Travel	0	>	50,442	46,000	-4,442	
					·	
501 Personnel	0	>	402,344	510,792	108,448	
***						
I1-00-00-5101 Internet	0	>	3,500	3,450	-50	
I1-00-00-5102 Telephone	0	>	7,223	6,900	-323	
502 Communications	0	>	10,723	10,350	-373	
	o	>	0.000	9 450	793	
I1-00-00-5201 Stationery I1-00-00-5202 Office Rental	U 0	>	2,657 12,500	3,450	793 1,300	
II-00-00-5202 Office Rental II-00-00-5203 Blectricity	0	>	4,441	13,800 4,600	1,300	
		·	*,***			
503 Office	0	>	19,598	21,850	2,252	
***	-		,	,	-,	
I1-00-00-5410 Computers	0	>	0	23,000	23,000	
I1-00-00-5411 Software	0	>	0	11,500	11,500	
Il-00-00-5412 Licenses	0	>	0	5,750	5,750	
504 Information Technology	0	>	0	40,250	40,250	~
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#### Slide 14 - Slide 14

## Slide 15 - Slide 15

$\begin{array}{c c c c c c c c c c c c c c c c c c c $	🕞 R1553033779.TXT - Notepad 📃 🗆 🔀									
IT Services       budget     variance     comm + actual     budget     variance     annual budget     var 4     latest expect       0	File Edit	Format View Help								
IT Services       budget     variance     comm + actual     budget     variance     annual budget     var 4     latest expect       0									•	
IT Services       budget     variance     comm + actual     budget     variance     annual budget     var 4     latest expect       0										
IT Services       budget     variance     comm + actual     budget     variance     annual budget     var 4     latest expect       0										
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budgetvariancecom + actualbudgetvarianceannual budgetvar 4latest expect0000000000028,7501,040166,260172,5006,240345,0096.38345,040,2506,750136,193241,50045,307443,00081.234483,0000000000028,7501,550114,200103,500-10,700207,00110.33207,017,2501,550114,200103,500-10,700207,00110.33207,052,7082,708300,000316,25016,2506622,50138,0094.666632,5011,5001,27860,52269,000103,5001,380,0097.71138,0000000000115,000103,500256,500269,00027,922138,00010.12483,0011,500-300241,800241,500-300483,000100.12483,0011,500-350029,26629,26027,922138,0010.67552,0011,500-44,42305,41276,000-27,922138,0010.67552,0011,500-44,42305,451276,000-29,451552,0010.67552,0011,500-44,42305,451276,000-29,451552,0095,786,		IT Servi	ces							
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$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	)	28,750	1,040	166,260	172,500	6,240	345,000		345,000	
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	)								483,000	
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3,450   -50   21,000   20,700   -300   41,400   101.44   41,40     6,900   -323   43,767   41,400   -2,367   82,800   105.71   82,80     10,350   -373   64,767   62,100   -2,667   124,200   104.29   124,20     3,450   793   15,201   20,700   5,499   41,400   73.43   41,40     13,800   1,300   81,000   82,800   1,800   165,600   97.82   165,66     4,600   159   25,941   27,600   1,659   55,200   93.98   55,21     21,850   2,252   122,142   131,100   8,958   262,200   93.16   262,21     23,000   23,000   251,000   138,000   -113,000   276,000   181.88   276,00     11,500   11,500   5,750   10,200   34,500   24,300   69,000   29.56   69,00     40,250   40,250   266,900   241,500   -25,400   483,000   110.51   483,00	2	-	-	-	-	-	-		552,000	
6,900     -323     43,767     41,400     -2,367     82,800     105.71     82,80       10,350     -373     64,767     62,100     -2,667     124,200     104.29     124,20       3,450     793     15,201     20,700     5,499     41,400     73.43     41,40       13,800     1,300     81,000     82,800     1,800     165,600     97.82     165,61       4,600     159     25,941     27,600     1,659     55,200     93.98     55,21       21,850     2,252     122,142     131,100     8,958     262,200     93.16     262,20       23,000     23,000     251,000     138,000     -113,000     276,000     181.88     276,00       11,500     11,500     5,750     10,200     34,500     24,300     69,000     29.56     69,00       40,250     40,250     266,900     241,500     -25,400     483,000     110.51     483,00	 l	510,792	108,448	2,935,500	3,064,750	129,250	6,129,500	95.78	6,129,500	
6,900     -323     43,767     41,400     -2,367     82,800     105.71     82,80       10,350     -373     64,767     62,100     -2,667     124,200     104.29     124,20       3,450     793     15,201     20,700     5,499     41,400     73.43     41,40       13,800     1,300     81,000     82,800     1,800     165,600     97.82     165,61       4,600     159     25,941     27,600     1,659     55,200     93.98     55,21       21,850     2,252     122,142     131,100     8,958     262,200     93.16     262,20       23,000     23,000     251,000     138,000     -113,000     276,000     181.88     276,00       11,500     11,500     5,750     10,200     34,500     24,300     69,000     29.56     69,00       40,250     40,250     266,900     241,500     -25,400     483,000     110.51     483,00	)	3 450	-50	21 000	20 700	-300	41 400	101 44	41,400	
3,450   793   15,201   20,700   5,499   41,400   73.43   41,41     13,800   1,300   81,000   82,800   1,800   165,600   97.82   165,61     4,600   159   25,941   27,600   1,659   55,200   93.98   55,21     21,850   2,252   122,142   131,100   8,958   262,200   93.16   262,21     23,000   23,000   251,000   138,000   -113,000   276,000   181.88   276,00     11,500   11,500   5,750   5,750   69,000   63,300   138,000   8.26   138,00     40,250   40,250   266,900   241,500   -25,400   483,000   110.51   483,000	3	,		· ·	•		,		82,800	
13,800     1,300     81,000     82,800     1,800     165,600     97.82     165,60       4,600     159     25,941     27,600     1,659     55,200     93.98     55,20       21,850     2,252     122,142     131,100     8,958     262,200     93.16     262,20       23,000     23,000     251,000     138,000     -113,000     276,000     181.88     276,00       11,500     11,500     5,700     69,000     63,300     138,000     8.26     138,00       40,250     40,250     266,900     241,500     -25,400     483,000     110.51     483,00	, ,	10,350	-373	64,767	62,100	-2,667	124,200	104.29	124,200	
13,800     1,300     81,000     82,800     1,800     165,600     97.82     165,60       4,600     159     25,941     27,600     1,659     55,200     93.98     55,20       21,850     2,252     122,142     131,100     8,958     262,200     93.16     262,20       23,000     23,000     251,000     138,000     -113,000     276,000     181.88     276,00       11,500     11,500     5,700     69,000     63,300     138,000     8.26     138,00       40,250     40,250     266,900     241,500     -25,400     483,000     110.51     483,00	,	3,450	793	15,201	20,700	5,499	41,400	73.43	41,400	
4,600     159     25,941     27,600     1,659     55,200     93.98     55,20       21,850     2,252     122,142     131,100     8,958     262,200     93.16     262,20       23,000     23,000     251,000     138,000     -113,000     276,000     181.88     276,00       11,500     11,500     5,750     69,000     63,300     138,000     8.26     138,00       5,750     5,750     10,200     34,500     24,300     69,000     29.56     69,00       40,250     40,250     266,900     241,500     -25,400     483,000     110.51     483,00	)								165,600	
23,000     23,000     251,000     138,000     -113,000     276,000     181.88     276,000       11,500     11,500     5,700     69,000     63,300     138,000     8.26     138,00       5,750     5,750     10,200     34,500     24,300     69,000     29.56     69,00       40,250     40,250     266,900     241,500     -25,400     483,000     110.51     483,00	L								55,200	
11,500     11,500     5,700     69,000     63,300     138,000     8.26     138,00       5,750     5,750     10,200     34,500     24,300     69,000     29.56     69,00       40,250     40,250     266,900     241,500     -25,400     483,000     110.51     483,000	 }	21,850	2,252	122,142	131,100	8,958	262,200	93.16	262,200	
11,500     11,500     5,700     69,000     63,300     138,000     8.26     138,00       5,750     5,750     10,200     34,500     24,300     69,000     29.56     69,00       40,250     40,250     266,900     241,500     -25,400     483,000     110.51     483,000		23 000	23 000	251 000	138 000	-113 000	276 000	181 88	276 000	
5,750     5,750     10,200     34,500     24,300     69,000     29.56     69,00       40,250     40,250     266,900     241,500     -25,400     483,000     110.51     483,000									138,000	
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		40,250	40,250	266,900	241,500		483,000	 110.51	483,000	
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#### Slide notes

Clearly we can quickly create Reports with a Layout of choice, by selecting the desired Template, even though limited to the available Templates, of course. The Templates that are available here are suited to Management Reports, but for any additional Reports with other formats and layouts, charts, etc. we can use Document Writer to create the Reports.