Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
4103	MERLIN Building an Ad Hoc Report	Revision Date: 03/06/2017
		Version: 6

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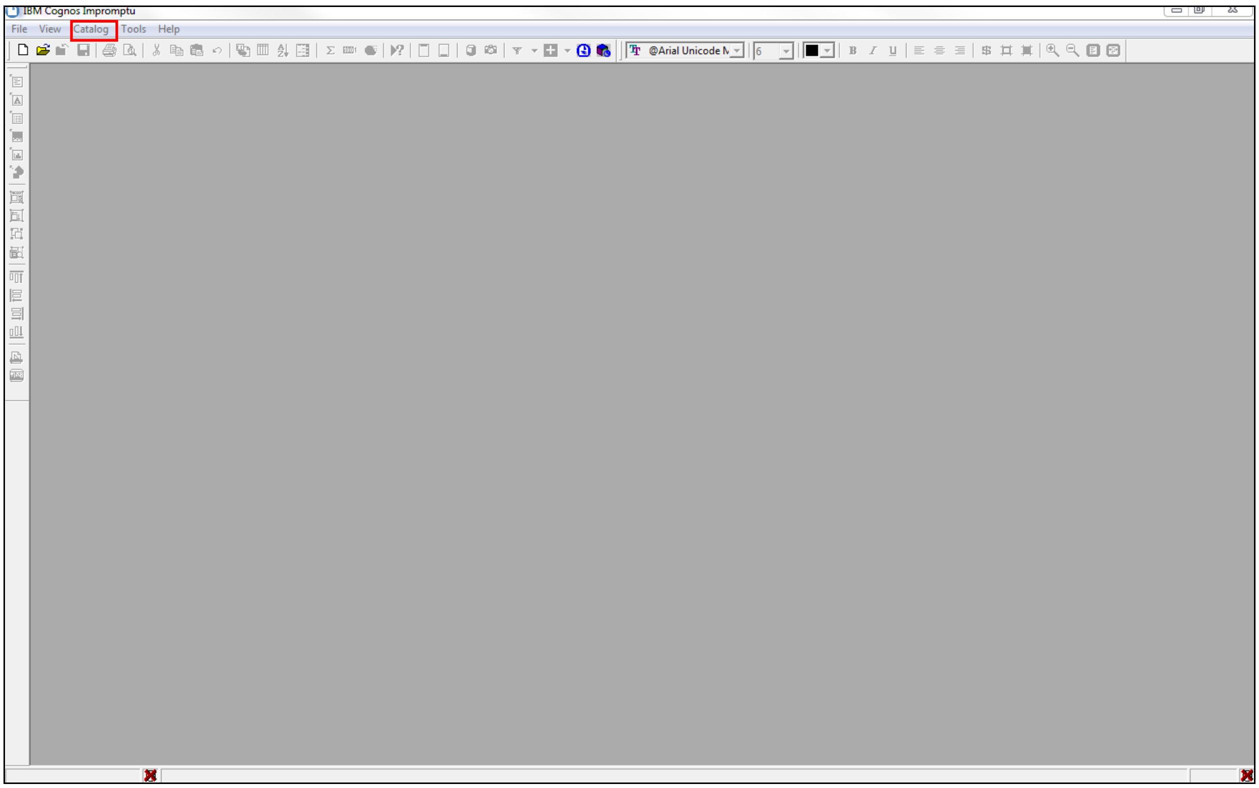
Accessing an Impromptu Catalog

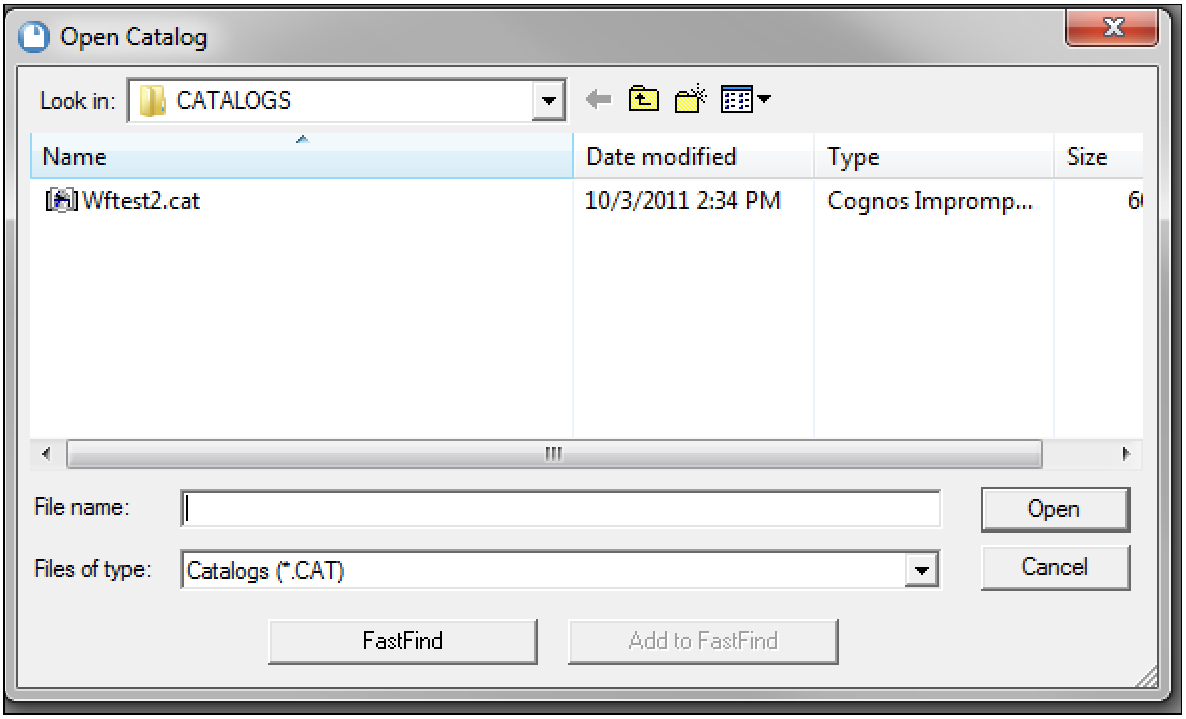
A catalog contains all the information necessary for Impromptu to access and retrieve information from the data warehouse. It contains information about what database to access, where the database is stored, and how the tables in the catalog are joined.

To open a catalog

When you initially start Impromptu and attempt to create a new report, you are automatically prompted to open a catalog. If you open an existing report, the catalog associated with that report opens

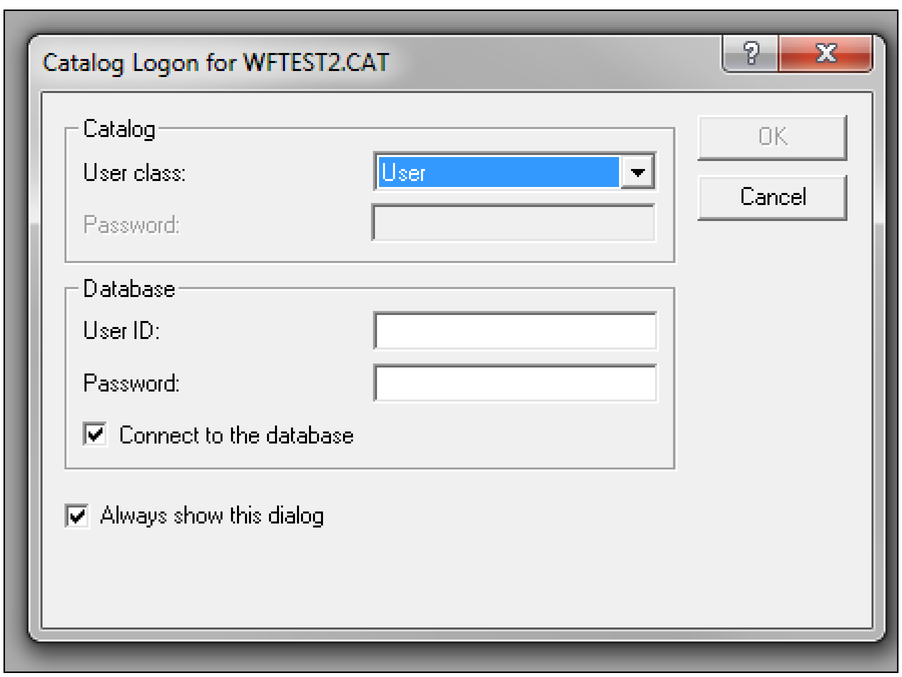


Your Action…	System Response
1. Selecting the Catalog tab on the tool bar to Open or close a catalog.	The Open Catalog screen will appear.



Connecting to Impromptu

Your Action…	System Response
2. Select the appropriate catalog to access the data base.	The Catalog Logon screen will appear.



Your Action…	System Response
3. Choose **User** from the user Class Drop down Menu.	The Catalog Logon screen will appear.
4. Enter **Userid** and **Password** under Data Base	
5. Choose **OK**.	Once you have logged in to a catalog, you will remain logged in until you close Impromptu

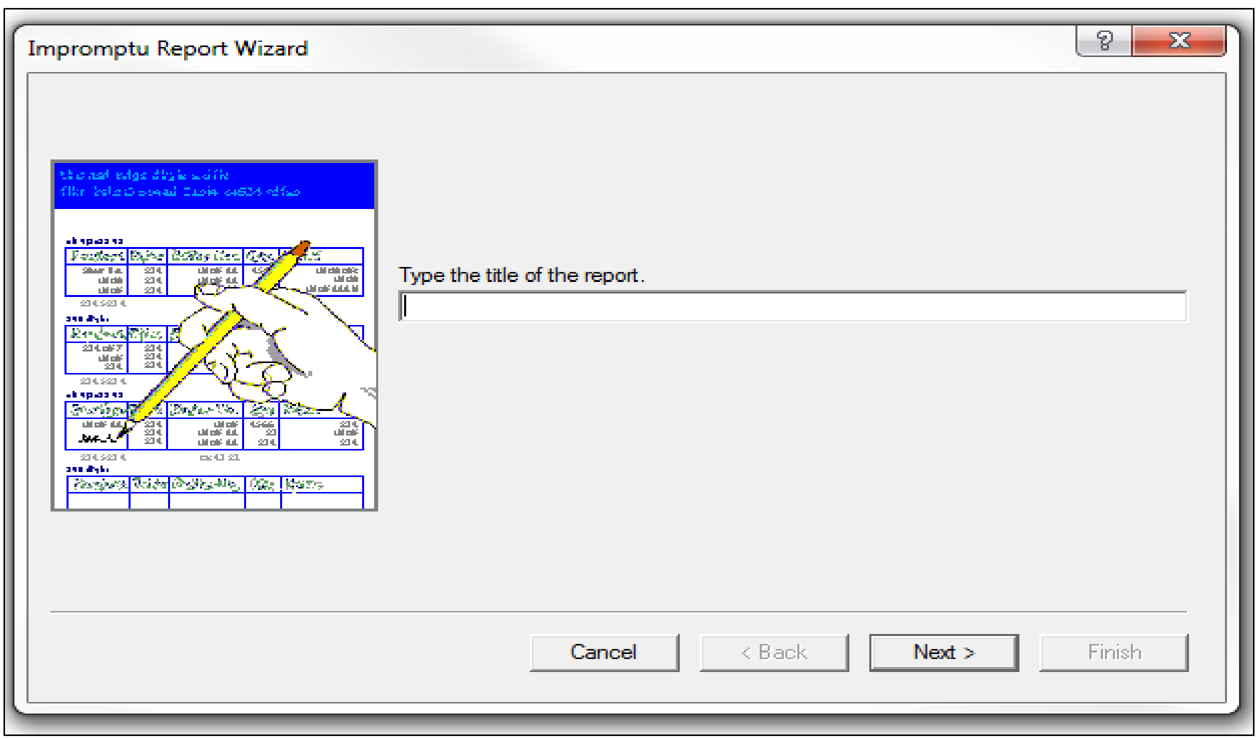
Building an Ad Hoc Report

There might be times when there is not a standard report that satisfies your reporting needs. In that case, you will need to build an ad hoc report. You will start by creating a new report and adding the columns of your choice from the catalog. You will then have the ability to set it up with your own groupings, filters, and format.

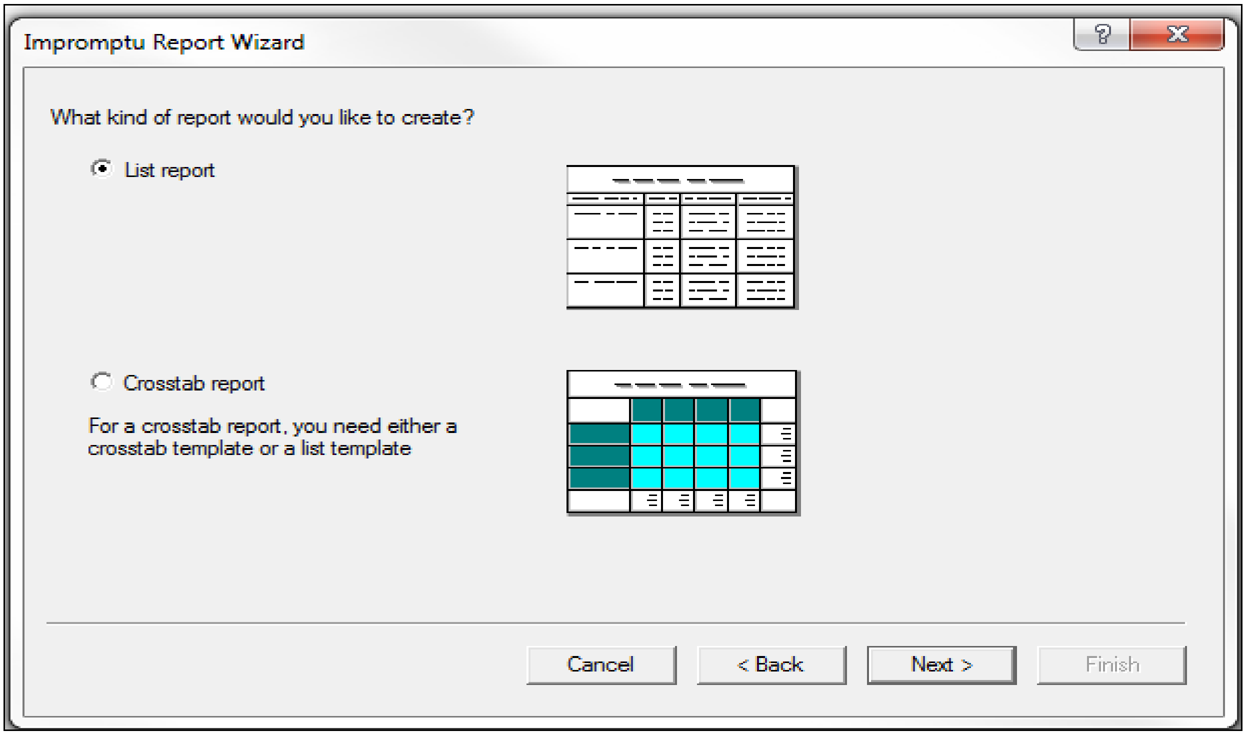
Creating a New List Report

A List report is a report made up of any number of columns. New reports can be created by clicking the *New* button on the Power Bar. It opens the default template which includes the State of Mississippi logo and is set up to print in landscape format

Your Action…	System Response
1. Choose the **New** button on the Power Bar.	The "Type the title of the report" screen will appear.



Your Action…	System Response
2. Choose **Next**.	The “What kind of Report would you like to create?” screen will appear.

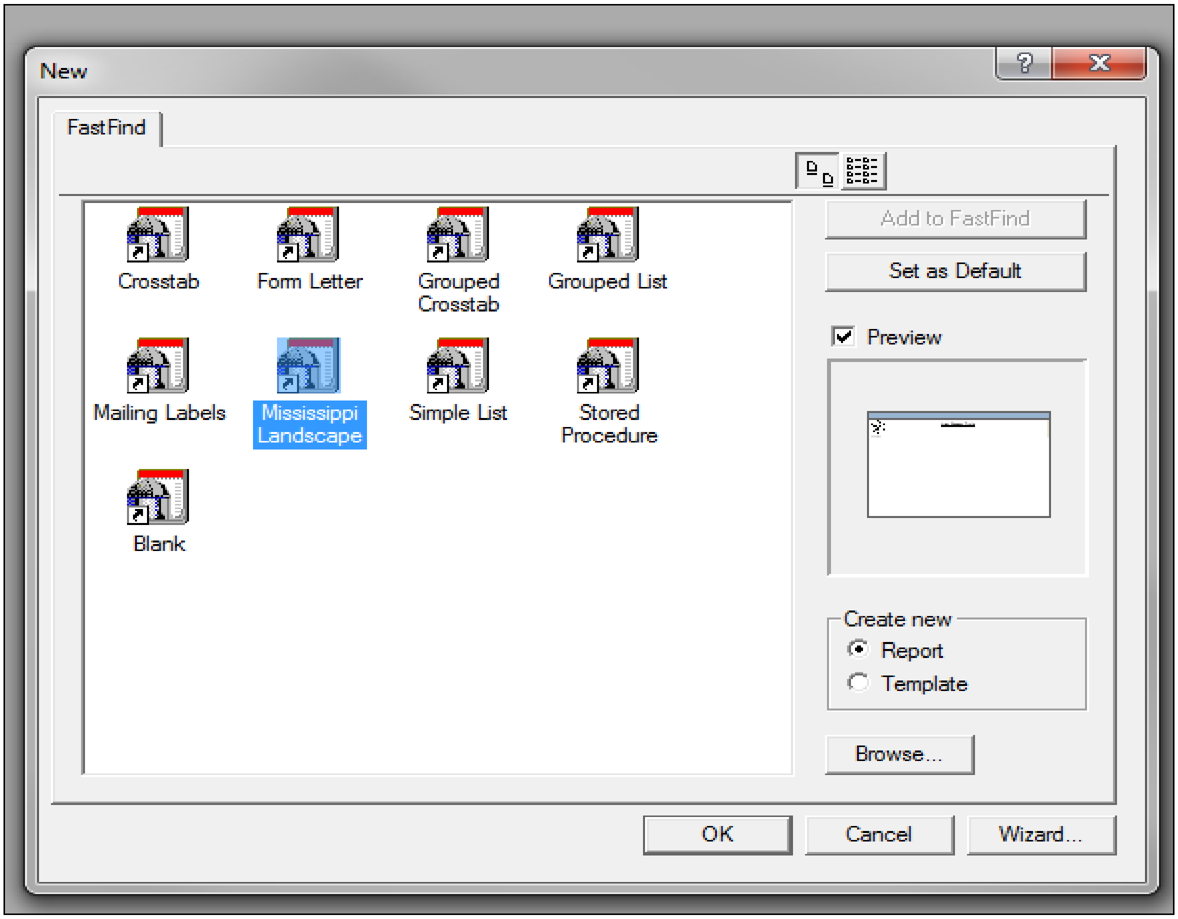


Your Action…	System Response
3. Choose **Next**.	After creating a new report, the *Query* Dialog box opens automatically. The *Catalog* box below shows the highest-level folders contained within the catalog.

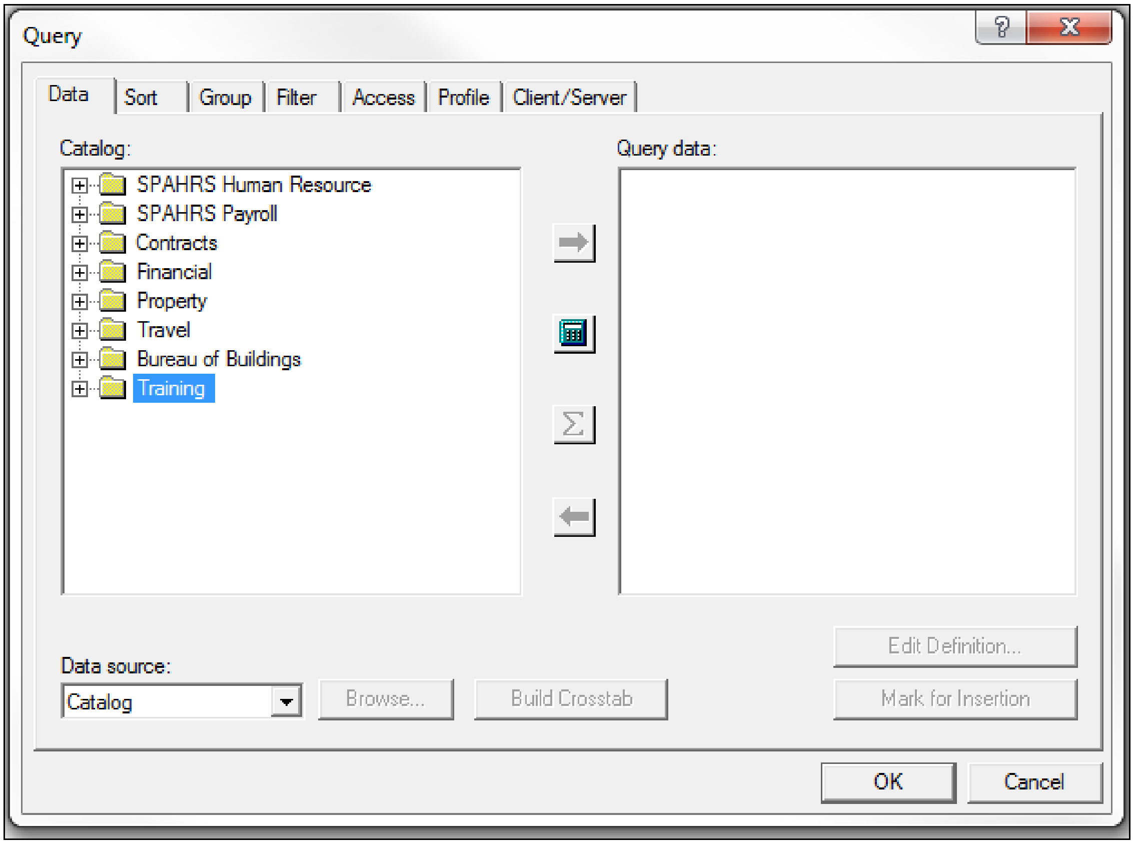
OR

When a new report is created by selecting the *File/New* command, Templates can provide a head start with both the contents and the layout of a report. With the Impromptu templates, a user can simply add the appropriate data to the template to create a report. Several basic templates have been designed specifically for the State of Mississippi. The default template on the palette is labeled *Mississippi Landscape*. The *Mississippi Portrait* template also contains the log, but defaults to a vertical orientation. The *List Report* template is blank (without a logo, header, or footers).

Your Action…	System Response
1. Choose the **File**/**New** command.	A Palette window opens showing six templates.



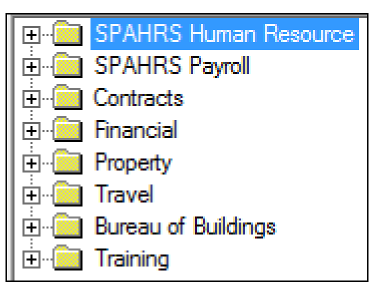
Your Action…	System Response
4. Select **OK**.	After creating a new report, the *Query* Dialog box opens automatically. The *Catalog* box below shows the highest-level folders contained within the catalog.



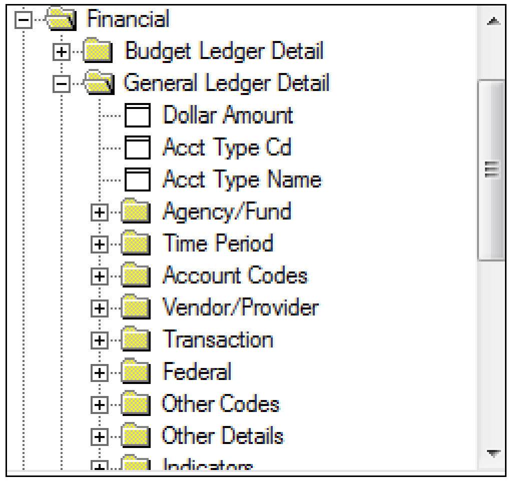
Users can now open many levels of embedded folders in the *Catalog* box to see the data items available for the report.

	Description
5. Select **OK**.	After creating a new report, the *Query* Dialog box opens automatically. The *Catalog* box below shows the highest-level folders contained within the catalog.

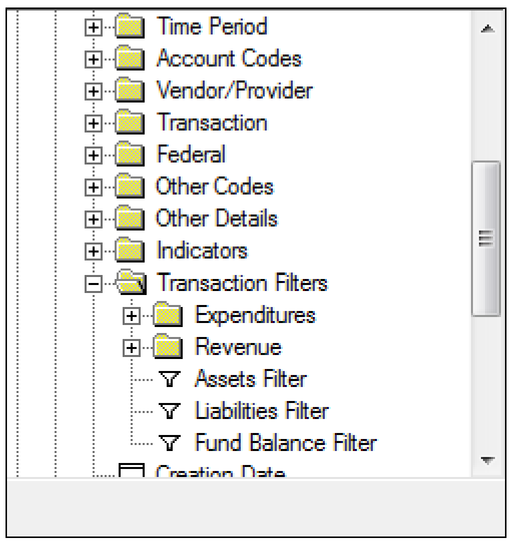
Folders--meaningful groupings of information (e.g., Budget Ledger Details, General Ledger Details)



Columns - individual items of information (e.g., Agency Name, Agency Number, Fund Name, Fund Number)



Conditions - saved condition (e.g., Encumbrances) and calculation (e.g., Budgeted and Non-Budgeted Expenditures) specifications



The Training Catalog

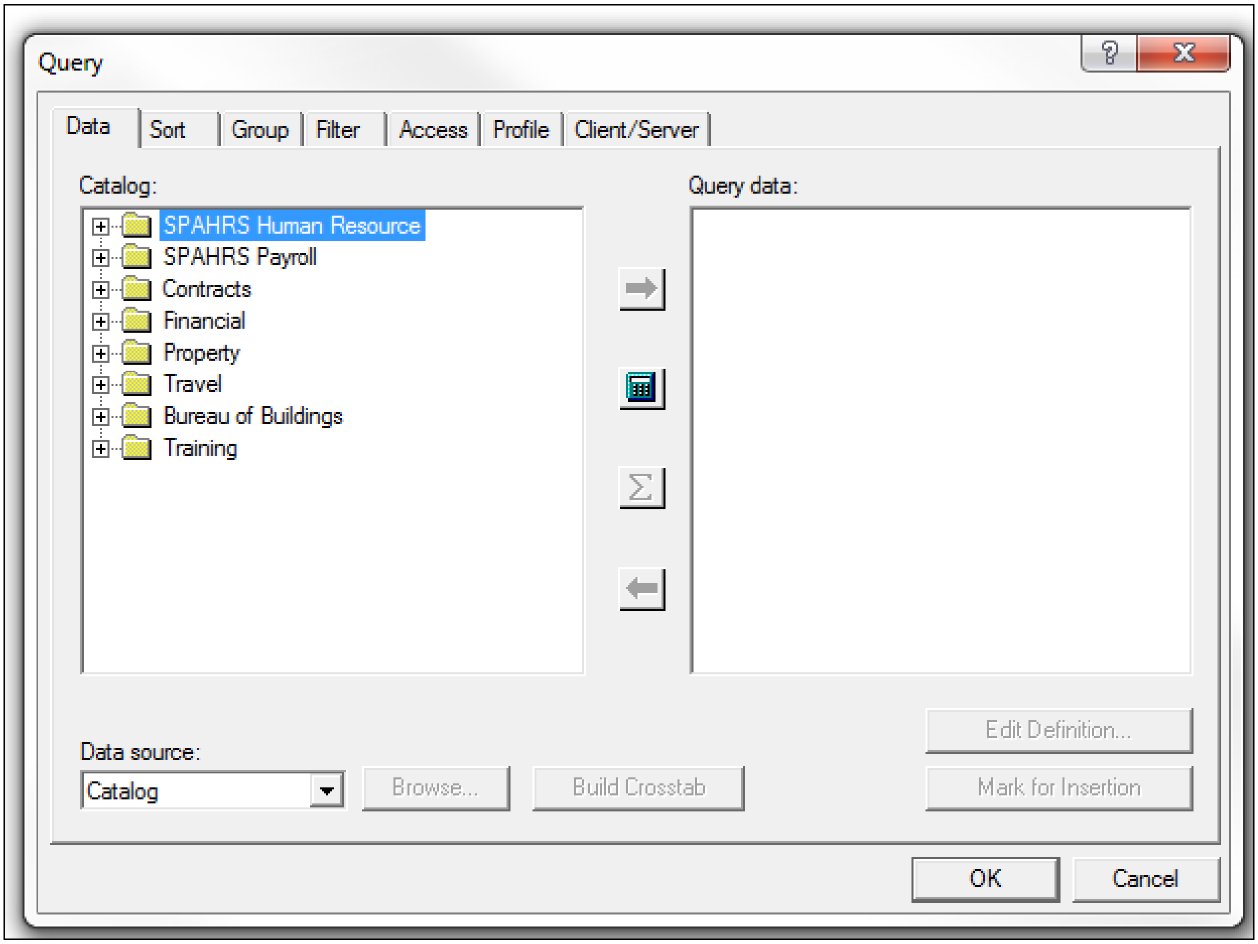
During your Impromptu training, we will focus on financial information in the *Training* section of the catalog. It is divided into three main folders – *Fund/Object, Vendor/Fund/Major Object, and Code Tables*. As you examine the hierarchy, you will see layers of folders and within those folders, columns you will want to use for your reports. Only columns at the very highest level are included in the following description.

- **Folder: Training**
  - **Folder**: Fund/Object
    - **Folder**: Agency/Fund
    - **Folder**: Time
    - **Folder**: Account Codes
    - Org Code
    - Activity Code
    - Bud Function Code
    - **Folder**: Dollar Amounts
      - **Folder:** Expenditures
      - **Folder:** Encumbrances
      - **Folder:** Pre Encumbrances
    - Data Source
  - **Folder**: Vendor/Fund/Major Object
    - **Folder**: Agency/Fund
    - **Folder**: Time
    - **Folder**: Account Codes
    - **Folder**: Vendor
      - **Folder:** Vendor Addtl Info
        - **Folder:** Vendor Minority Certifications
    - **Folder**: Dollar Amounts
      - **Folder:** Expenditures
      - **Folder:** Encumbrances
      - **Folder:** Pre Encumbrances
    - Data Source
  - **Folder:** Code Tables
    - **Folder:** Agency Info (SAAS)
      - **Folder:** Address
    - **Folder:** Provider Information

Choosing the Data

The *Data* tab in the Query Dialog box displays the contents of the catalog from which you can select the data items you want in your query. You can select data items in the *Catalog* box and add them to the *Query Data* box by:

- Dragging columns to the Query Data box
- Selecting columns and choosing the Add button, or
- Double-clicking a column in the Catalog box

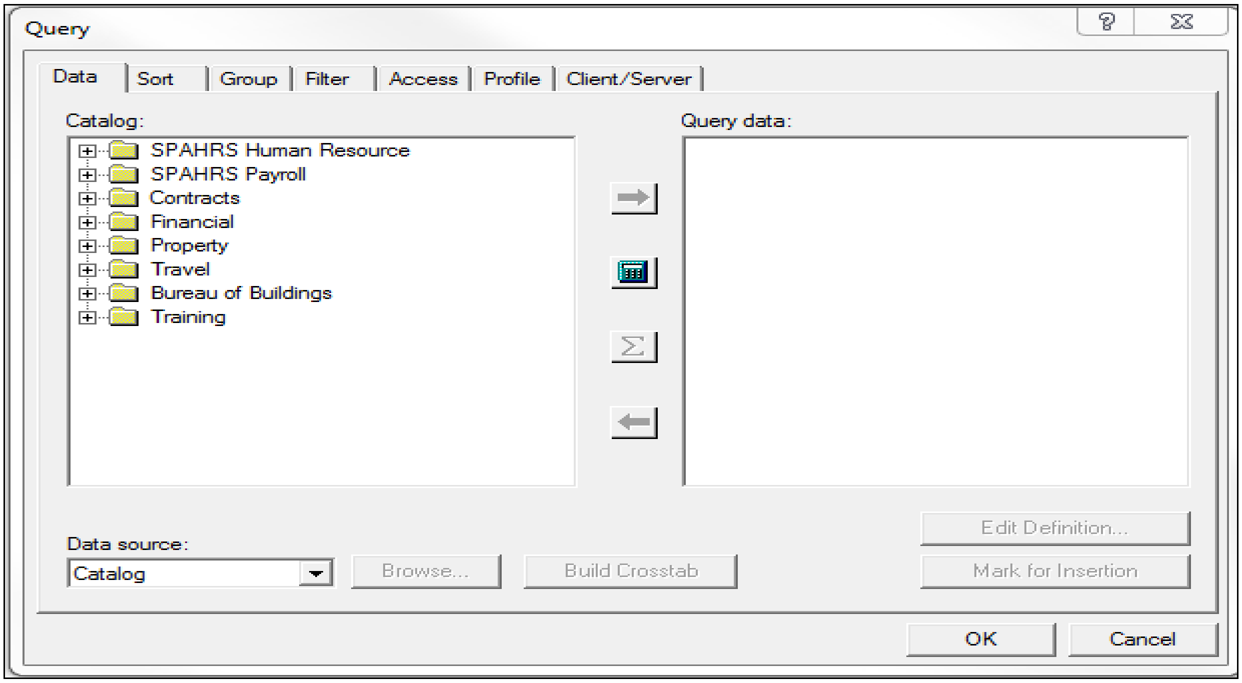


The order of the columns in the Query Data box determines the column order in the report. Columns can be moved and dragged to another location within the Query Data box. Columns can be removed from the query with the *Remove* button. Columns can also be added that do not display in the report by selecting the column and choosing the *Mark for Insertion* button to toggle the insertion status to off.

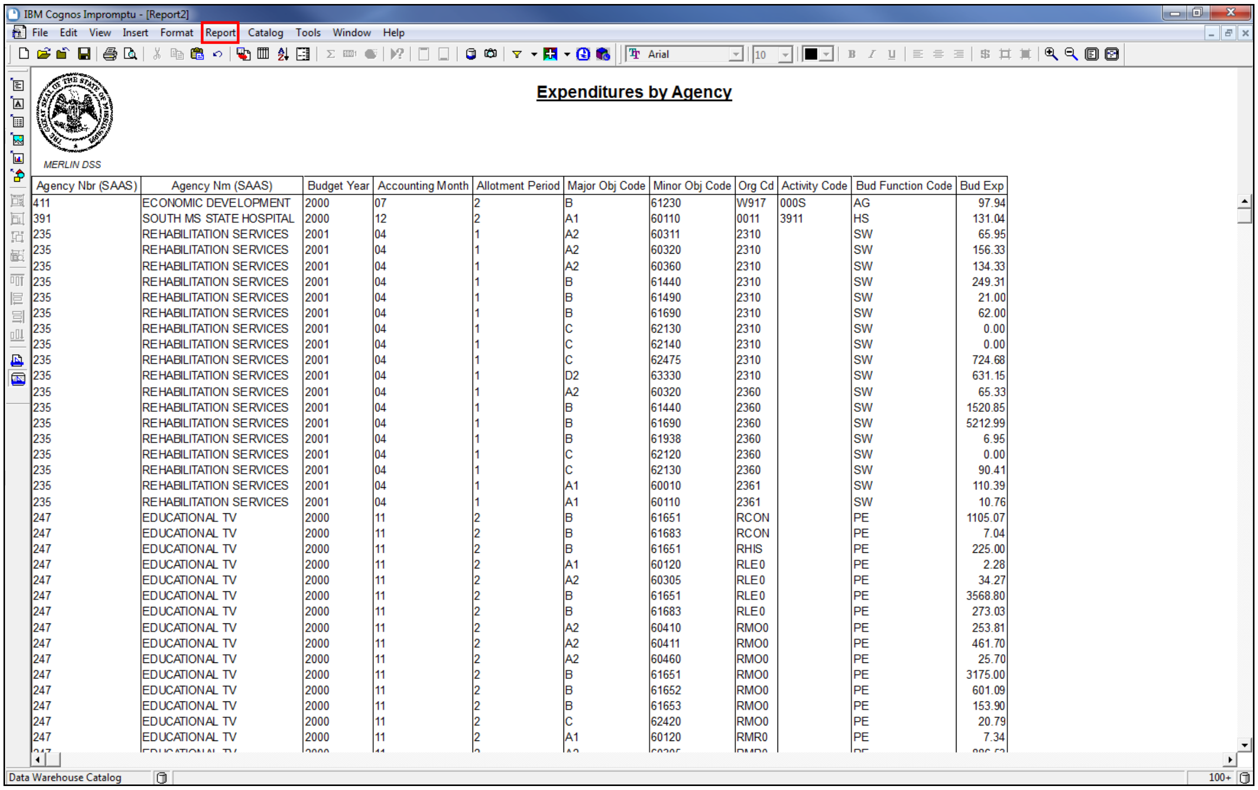
Exercise 1

The purpose of this first ad hoc report, is to create a report similar to the *Expenditures $* standard report. The report should reflect expenditures greater than $10,000 for January 1997. It should be sorted by Bud Exp Amt and grouped by Agency name as shown below.

Your Action…	System Response
1. Choose the **New** button on the Power Bar.	The Impromptu Report Wizard box will appear.
2. Choose **Next**.	The “What kind of Report would you like to create?” screen will appear.
3. Select **List Report** and choose **Next**.	After creating a new report, the *Query* Dialog box opens automatically. The *Catalog* box below shows the highest-level folders contained within the catalog.

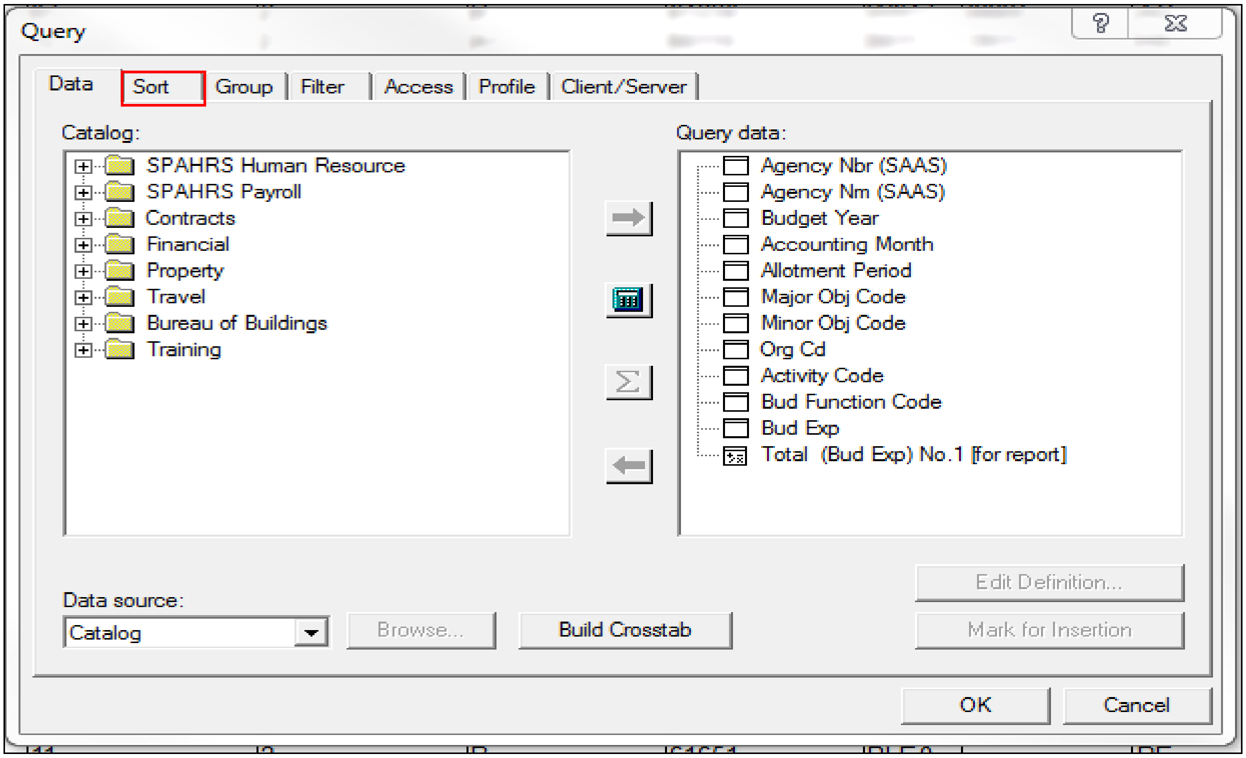


Your Action…	System Response
4. Add Columns to the report: Expand the **Training** folder. Expand the **Fund/Object** folder. Expand the **Agency/Fund** folder. Double click **Agency Nm (SAAS)** and **Agency Nbr (SAAS**) to add them to the Query Data box. Collapse the **Agency/Fund** folder. Expand the **Time Period** folder. Double click **Budget Year, Accounting Month**, and **Allotment Period** to add them to the Query Data box. Collapse the **Time Period** folder. Expand the **Account Codes** folder. Double click **Minor Obj Code** and **Major Obj Code** to add them to the Query Data box. Collapse the **Account Codes** folder. Double click **Org Cd, Activity Code,** and **Bud Function Code,** located under the Account Codes folder, to add them to the Query Data box. Expand the **Dollar Amounts** folder. Expand the **Expenditures** folder. Double click **Bud Exp** to add it to the Query Data box. Choose **Finish**.	The report will appear.

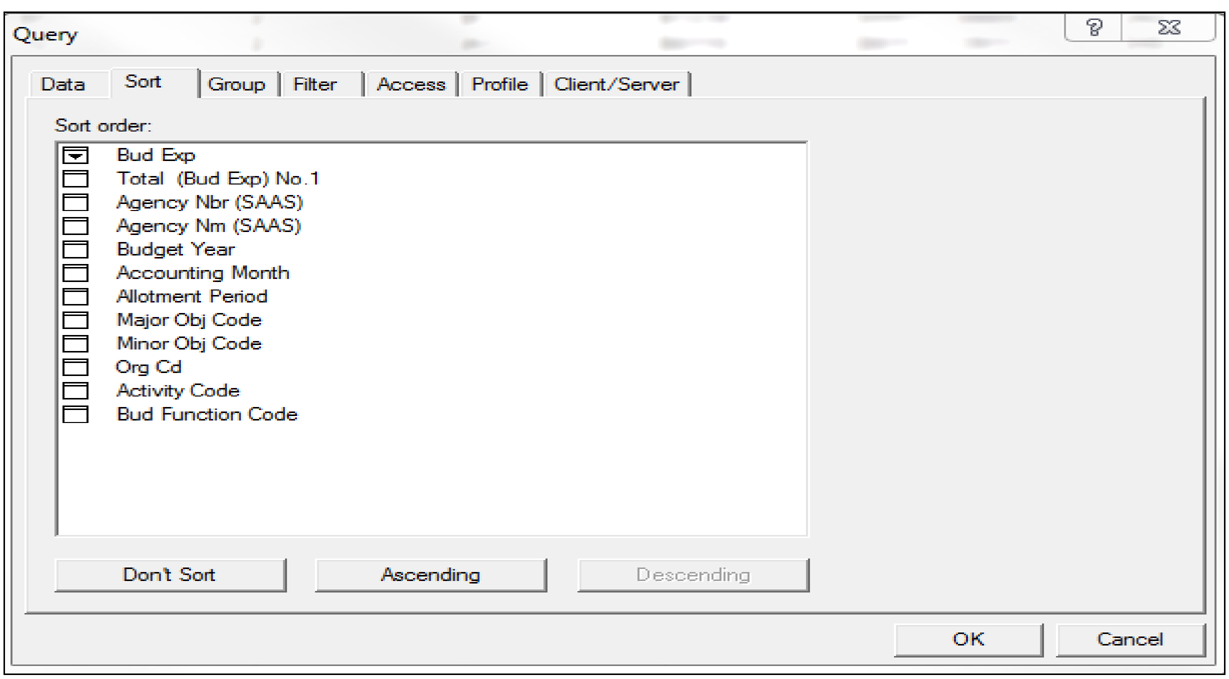


Agency Nbr (SAAS)	Agency Nm (SAAS)	Budget Year	Accounting Month	Allotment Period	Major Obj Code	Minor Obj Code	Org Cd	Activity Code	Bud Function Code	Bud Exp
411	ECONOMIC DEVELOPMENT	2000	07	2	B	61230	W917	000S	AG	97.94
391	SOUTH MS STATE HOSPITAL	2000	12	2	A1	60110	0011	3911	HS	131.04
235	REHABILITATION SERVICES	2001	04	1	A2	60311	2310		SW	65.95
235	REHABILITATION SERVICES	2001	04	1	A2	60320	2310		SW	156.33
235	REHABILITATION SERVICES	2001	04	1	A2	60360	2310		SW	134.33
235	REHABILITATION SERVICES	2001	04	1	B	61440	2310		SW	249.31
235	REHABILITATION SERVICES	2001	04	1	B	61490	2310		SW	21.00
235	REHABILITATION SERVICES	2001	04	1	B	61690	2310		SW	62.00
235	REHABILITATION SERVICES	2001	04	1	C	62130	2310		SW	0.00
235	REHABILITATION SERVICES	2001	04	1	C	62140	2310		SW	0.00
235	REHABILITATION SERVICES	2001	04	1	C	62475	2310		SW	724.68
235	REHABILITATION SERVICES	2001	04	1	D2	63330	2310		SW	631.15
235	REHABILITATION SERVICES	2001	04	1	A2	60320	2360		SW	65.33
235	REHABILITATION SERVICES	2001	04	1	B	61440	2360		SW	1520.85
235	REHABILITATION SERVICES	2001	04	1	B	61690	2360		SW	5212.99
235	REHABILITATION SERVICES	2001	04	1	B	61938	2360		SW	6.95
235	REHABILITATION SERVICES	2001	04	1	C	62120	2360		SW	0.00
235	REHABILITATION SERVICES	2001	04	1	C	62130	2360		SW	90.41
235	REHABILITATION SERVICES	2001	04	1	A1	60010	2361		SW	110.39
235	REHABILITATION SERVICES	2001	04	1	A1	60110	2361		SW	10.76
247	EDUCATIONAL TV	2000	11	2	B	61651	RCON		PE	1105.07
247	EDUCATIONAL TV	2000	11	2	B	61683	RCON		PE	7.04
247	EDUCATIONAL TV	2000	11	2	B	61651	RHIS		PE	225.00
247	EDUCATIONAL TV	2000	11	2	A1	60120	RLE0		PE	2.28
247	EDUCATIONAL TV	2000	11	2	A2	60305	RLE0		PE	34.27
247	EDUCATIONAL TV	2000	11	2	B	61651	RLE0		PE	3568.80
247	EDUCATIONAL TV	2000	11	2	B	61683	RLE0		PE	273.03
247	EDUCATIONAL TV	2000	11	2	A2	60410	RMO0		PE	253.81
247	EDUCATIONAL TV	2000	11	2	A2	60411	RMO0		PE	461.70
247	EDUCATIONAL TV	2000	11	2	A2	60460	RMO0		PE	25.70
247	EDUCATIONAL TV	2000	11	2	B	61651	RMO0		PE	3175.00
247	EDUCATIONAL TV	2000	11	2	B	61652	RMO0		PE	601.09
247	EDUCATIONAL TV	2000	11	2	B	61653	RMO0		PE	153.90
247	EDUCATIONAL TV	2000	11	2	C	62420	RMO0		PE	20.79
247	EDUCATIONAL TV	2000	11	2	A1	60120	RMR0		PE	7.34

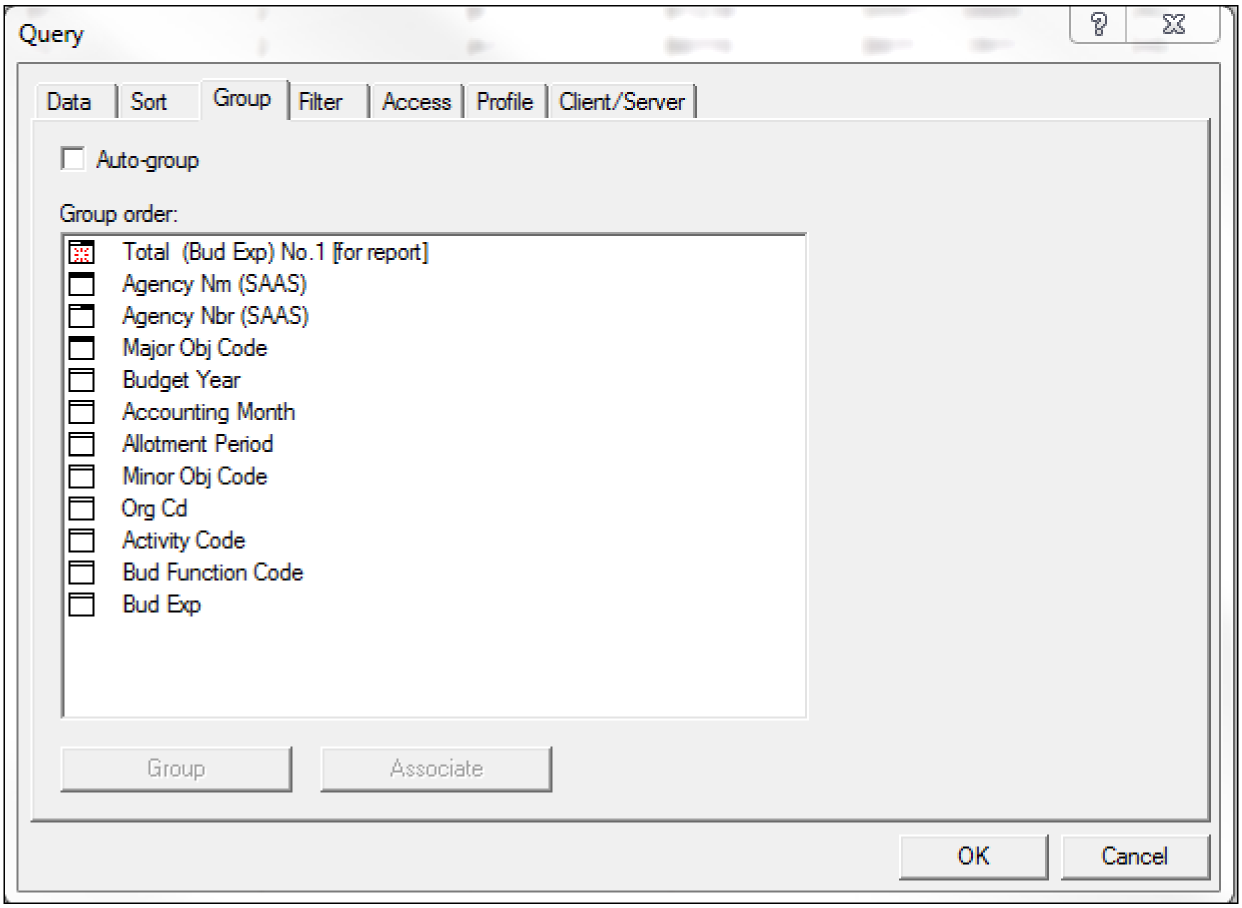
Your Action…	System Response
5. Sort the Data by Budget Expenditure Amount in Descending Order. Select **Report** located on the Menu Bar. Select **Query** from the drop down menu.	The Query dialog box will appear.



Your Action…	System Response
Continue. Select the **Sort** tab in the Query dialog box.	The Query Sort tab screen will appear.

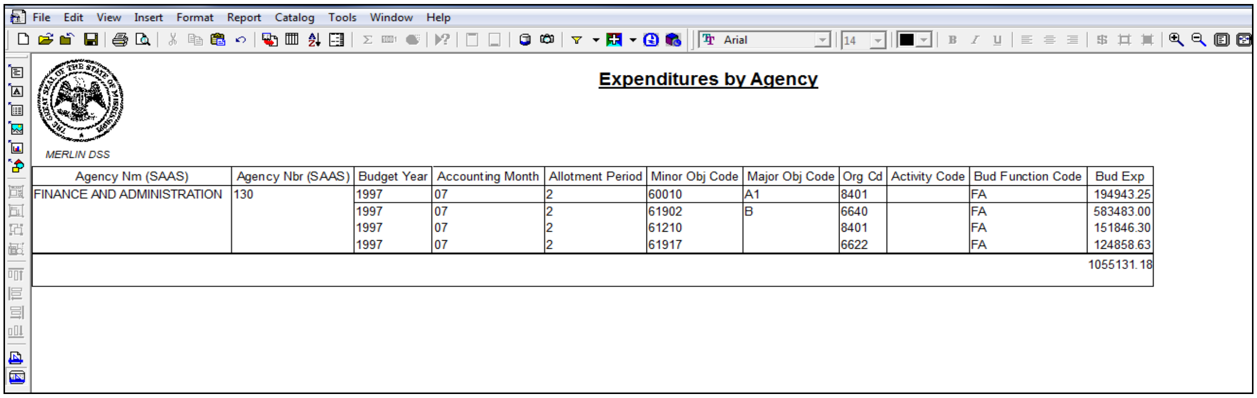


Your Action…	System Response
Continued. Select **Bud Exp.** Select the **Descending** button.	
6. Group the data by Agency and Major Object Code Select the **Group** tab in the Query dialog box. Select **Agency Nm (SAAS).** Select the **Group** button. Select the **Agency Nbr (SAAS).** Select the **Associate Button**. Double click on the **Major Obj Code.**	



Your Action…	System Response
7. Filter the data to Budget Year and Accounting Month. Select the **Filter** tab in the Query dialog box. Double click on the **Reports Columns.**	

Your Action…	System Response
Continued. Double click on the **Budget Year**. Double click the **=.** Double click the **string.** Enter **1997.** Click on the **...** Double click on **and**. Double click on the **Reports Columns.** Double click **Agency Nbr (SAAS).** Double click the **=.** Double click the **string**. Enter **130.** Click on the **...** Double click on **and**. Double click on the **Reports Columns.** Double click **Accounting Month.** Double click the **=.** Double click the **string**. Enter **07.** Click on the **...** Double click on **and.** Double click on the **Reports Columns.** Double click on the **Bud Exp**. Double click the **>.** Double click the **number.** Enter **100000**. Select **OK**.	The report will appear.
8. Modify the title in the List Header. Click on the **List Report Title**. Highlight the **default text** and delete. Enter **Expenditures by Agency.**	
9. Save the report. Select **File** from the menu bar. Select **Save As** and type **My First Report** for the file name. Select **Save**.	The report will be displayed.



Creating a SmartSummary

Summaries allow you to aggregate data at various levels within reports. When you create a *SmartSummary*, the value that is calculated will reflect the group it is associated with. SmartSummaries are dynamic and are calculated based on their position in the report. It will calculate a Monthly Total if you put it in the Monthly footer, and it will calculate the Annual Grand Total if you put it in the Grand Total footer. When you make a new SmartSummary, a special SmartSummary icon appears below the group that the SmartSummary is associated with in the *Group Order* box.

Adding Text Frames

A group footer is automatically added for each distinct group within the report when a SmartSummary is created. To label the footer, add a text frame to the footer. To create a text frame:

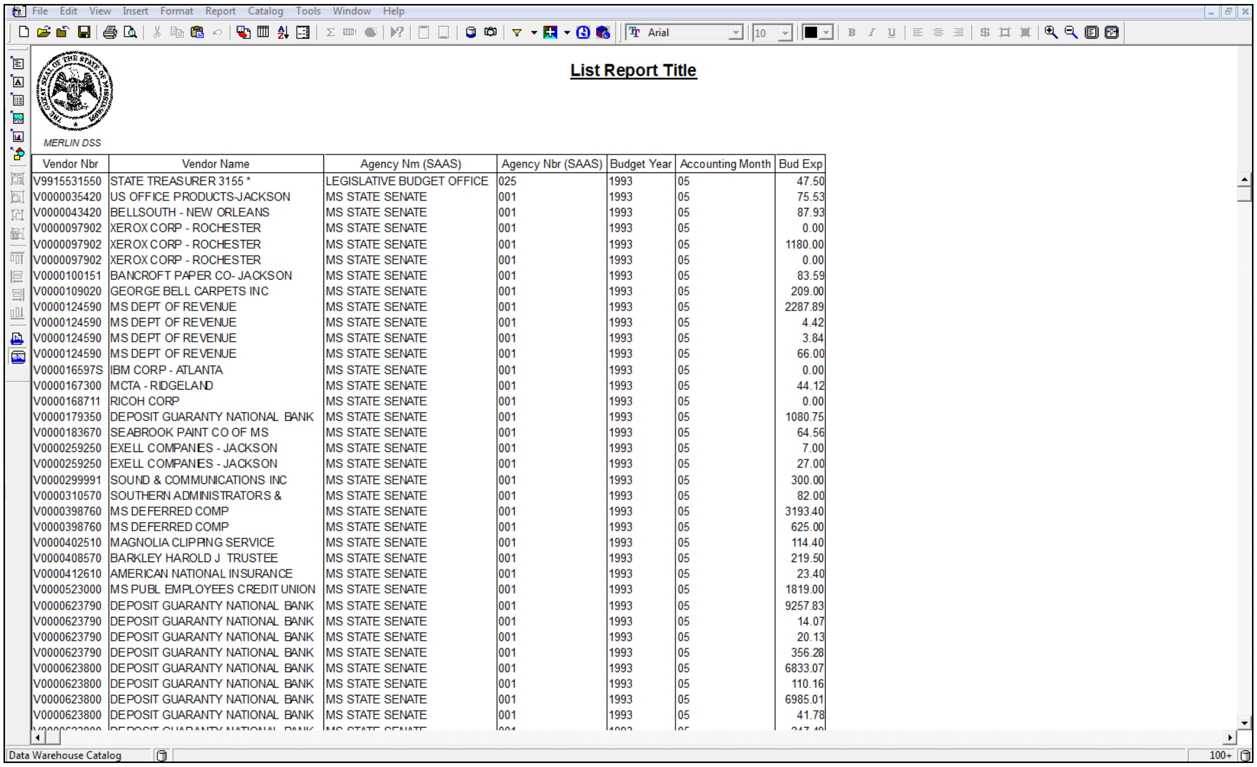
Your Action…	System Response
1. Click the *Text Frame* button on the Layout Power Bar.	(The mouse pointer changes to a Text icon)
2. Position the pointer where you want the upper-left corner of the text.	
3. Drag the mouse diagonally until it is the size you want.	
4. Release the mouse button.	

Exercise 2

Create the following vendor payment report for one vendor for all periods in Budget Year 1997. Create a Monthly Total and Grand Total using the Smart Summary feature, and add text frames to label the totals.

Your Action…	System Response
1. Choose the **New** button on the Power Bar.	The Impromptu Report Wizard screen will appear
2. Choose the **Next** button.	
3. Select the **List Report** and choose **Next**.	The Catalog box showing the highest-level folders contained within the catalog will appear.

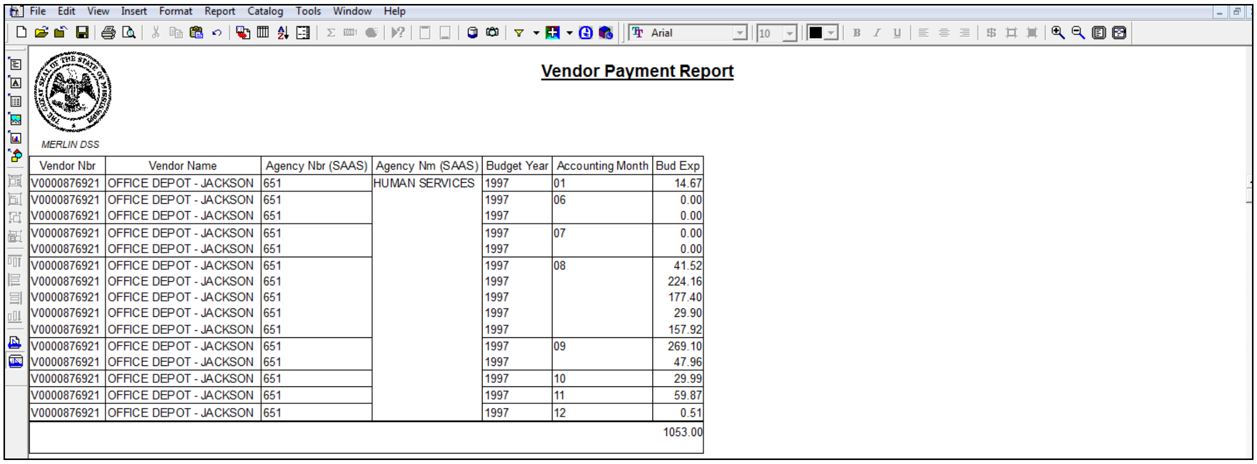
Your Action…	System Response
4. Add columns to your report. Expand the **Training** folder. Expand the **Vendor/Fund/Major Obj** folder.	
5. Add the following columns to the Query Data Box: **Vendor Nbr** **Vendor Name** **Agency Nm (SAAS)** **Agency Nbr (SAAS)** **Budget Year** **Accounting Month** **Bud Exp**	
6. Choose **Finish**.	The report will appear.



List Report Title

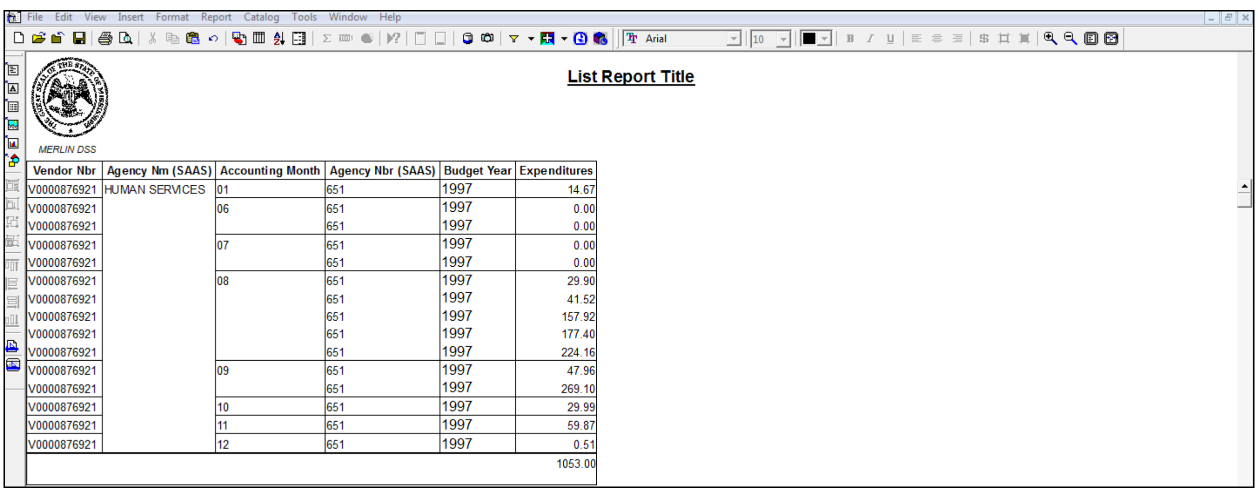
Vendor Nbr	Vendor Name	Agency Nm (SAAS)	Agency Nbr (SAAS)	Budget Year	Accounting Month	Bud Exp
V9915531550	STATE TREASURER 3155 *	LEGISLATIVE BUDGET OFFICE	025	1993	05	47.50
V0000035420	US OFFICE PRODUCTS-JACKSON	MS STATE SENATE	001	1993	05	75.53
V0000043420	BELLSOUTH - NEW ORLEANS	MS STATE SENATE	001	1993	05	87.93
V0000097902	XEROX CORP - ROCHESTER	MS STATE SENATE	001	1993	05	0.00
V0000097902	XEROX CORP - ROCHESTER	MS STATE SENATE	001	1993	05	1180.00
V0000097902	XEROX CORP - ROCHESTER	MS STATE SENATE	001	1993	05	0.00
V0000100151	BANCROFT PAPER CO- JACKSON	MS STATE SENATE	001	1993	05	83.59
V0000109020	GEORGE BELL CARPETS INC	MS STATE SENATE	001	1993	05	209.00
V0000124590	MS DEPT OF REVENUE	MS STATE SENATE	001	1993	05	2287.89
V0000124590	MS DEPT OF REVENUE	MS STATE SENATE	001	1993	05	4.42
V0000124590	MS DEPT OF REVENUE	MS STATE SENATE	001	1993	05	3.84
V0000124590	MS DEPT OF REVENUE	MS STATE SENATE	001	1993	05	66.00
V000016597S	IBM CORP - ATLANTA	MS STATE SENATE	001	1993	05	0.00
V0000167300	MCTA - RIDGELAND	MS STATE SENATE	001	1993	05	44.12
V0000168711	RICOH CORP	MS STATE SENATE	001	1993	05	0.00
V0000179350	DEPOSIT GUARANTY NATIONAL BANK	MS STATE SENATE	001	1993	05	1080.75
V0000183670	SEABROOK PAINT CO OF MS	MS STATE SENATE	001	1993	05	64.56
V0000259250	EXELL COMPANIES - JACKSON	MS STATE SENATE	001	1993	05	7.00
V0000259250	EXELL COMPANIES - JACKSON	MS STATE SENATE	001	1993	05	27.00
V0000299991	SOUND & COMMUNICATIONS INC	MS STATE SENATE	001	1993	05	300.00
V0000310570	SOUTHERN ADMINISTRATORS &	MS STATE SENATE	001	1993	05	82.00
V0000398760	MS DEFERRED COMP	MS STATE SENATE	001	1993	05	3193.40
V0000398760	MS DEFERRED COMP	MS STATE SENATE	001	1993	05	625.00
V0000402510	MAGNOLIA CLIPPING SERVICE	MS STATE SENATE	001	1993	05	114.40
V0000408570	BARKLEY HAROLD J TRUSTEE	MS STATE SENATE	001	1993	05	219.50
V0000412610	AMERICAN NATIONAL INSURANCE	MS STATE SENATE	001	1993	05	23.40
V0000523000	MS PUBL EMPLOYEES CREDIT UNION	MS STATE SENATE	001	1993	05	1819.00
V0000623790	DEPOSIT GUARANTY NATIONAL BANK	MS STATE SENATE	001	1993	05	9257.83
V0000623790	DEPOSIT GUARANTY NATIONAL BANK	MS STATE SENATE	001	1993	05	14.07
V0000623790	DEPOSIT GUARANTY NATIONAL BANK	MS STATE SENATE	001	1993	05	20.13
V0000623790	DEPOSIT GUARANTY NATIONAL BANK	MS STATE SENATE	001	1993	05	356.28
V0000623800	DEPOSIT GUARANTY NATIONAL BANK	MS STATE SENATE	001	1993	05	6833.07
V0000623800	DEPOSIT GUARANTY NATIONAL BANK	MS STATE SENATE	001	1993	05	110.16
V0000623800	DEPOSIT GUARANTY NATIONAL BANK	MS STATE SENATE	001	1993	05	6985.01
V0000623800	DEPOSIT GUARANTY NATIONAL BANK	MS STATE SENATE	001	1993	05	41.78

Your Action…	System Response
1. Sort the data by **Bud Exp** amount in descending order.	
2. Group the data by **Agency Name (SAAS)** and **Accounting Month**.	
3. Filter the data to the vendor name **OFFICE DEPOT – JACKSON**, **Budget Year 1997**, and **Agency Number 651.**	
4. Select **OK**.	The following report will appear.



Vendor Nbr	Vendor Name	Agency Nbr (SAAS)	Agency Nm (SAAS)	Budget Year	Accounting Month	Bud Exp
V0000876921	OFFICE DEPOT - JACKSON	651	HUMAN SERVICES	1997	01	14.67
V0000876921	OFFICE DEPOT - JACKSON	651		1997	06	0.00
V0000876921	OFFICE DEPOT - JACKSON	651		1997		0.00
V0000876921	OFFICE DEPOT - JACKSON	651		1997	07	0.00
V0000876921	OFFICE DEPOT - JACKSON	651		1997		0.00
V0000876921	OFFICE DEPOT - JACKSON	651		1997	08	41.52
V0000876921	OFFICE DEPOT - JACKSON	651		1997		224.16
V0000876921	OFFICE DEPOT - JACKSON	651		1997		177.40
V0000876921	OFFICE DEPOT - JACKSON	651		1997		29.90
V0000876921	OFFICE DEPOT - JACKSON	651		1997		157.92
V0000876921	OFFICE DEPOT - JACKSON	651		1997	09	269.10
V0000876921	OFFICE DEPOT - JACKSON	651		1997		47.96
V0000876921	OFFICE DEPOT - JACKSON	651		1997	10	29.99
V0000876921	OFFICE DEPOT - JACKSON	651		1997	11	59.87
V0000876921	OFFICE DEPOT - JACKSON	651		1997	12	0.51
						1053.00

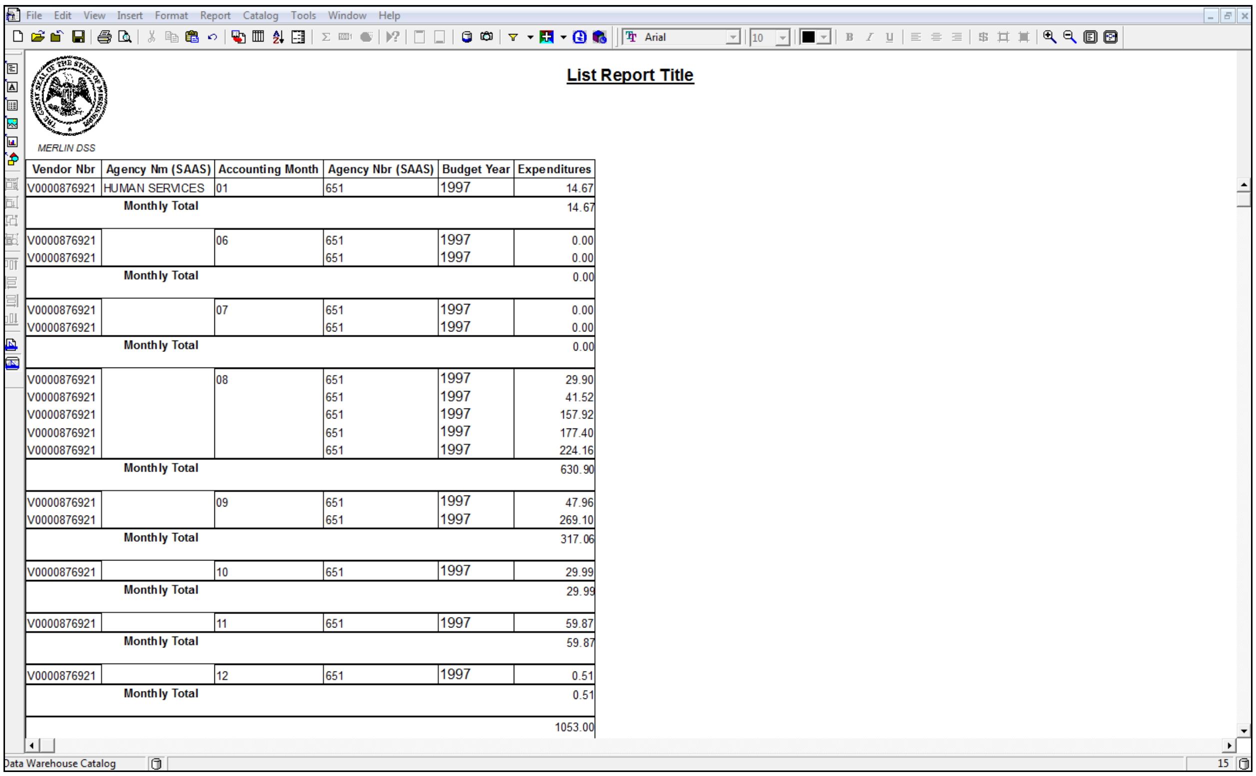
Your Action…	System Response
5. Edit and format the report Delete the **Vendor Name** column. Move the **Accounting Month** column next to the **Agency Name** column. Rename the **Bud Exp Amt** column to **Expenditures**. Make all Column heading bold by clicking on the first column and control click on the others to highlight. Select **Bold** on the Power Bar. Change the font to a larger size.	The report will be displayed.



Vendor Nbr	Agency Nm (SAAS)	Accounting Month	Agency Nbr (SAAS)	Budget Year	Expenditures
V0000876921	HUMAN SERVICES	01	651	1997	14.67
V0000876921		06	651	1997	0.00
V0000876921			651	1997	0.00
V0000876921		07	651	1997	0.00
V0000876921			651	1997	0.00
V0000876921		08	651	1997	29.90
V0000876921			651	1997	41.52
V0000876921			651	1997	157.92
V0000876921			651	1997	177.40
V0000876921			651	1997	224.16
V0000876921		09	651	1997	47.96
V0000876921			651	1997	269.10
V0000876921		10	651	1997	29.99
V0000876921		11	651	1997	59.87
V0000876921		12	651	1997	0.51
					1053.00

Your Action…	System Response
6. Create a SmartSummary Select the **Expenditures** column. Select the **Total** power Button.	The report will be displayed.

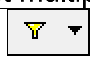
Your Action…	System Response
7. Insert the words Monthly Total in the group footer Select the **Text Frame** button on the Power Bar. Click in the footer. Drag the text frame icon to make a rectangle. Type **Monthly Total**. Highlight **Monthly Total** and select **Bold** on the Power Bar. Press the **ESC** Key.	



Your Action…	System Response
8. Add text frames for an **Agency Total** and a **Grand Total**.	
9. Modify the **title**.	
10. Save the report as **My Second Report** and **close** the report.	

Creating a Filter with the PowerButton

Use the filter button on the Power Bar to quickly perform simple filter operations such as showing Vendor Payment Hold indicated with a "Y." To create a basic filter using the Power Bar button:

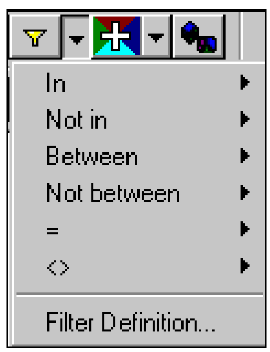
Your Action…	System Response
1. Select a data item or CTRL + click to select multiple items.	
Click the  button on the Power Bar.	

Impromptu retrieves records based on the data values you selected; all other data is filtered out of the query.

More Easy Ways to Create Filters using the PowerButton

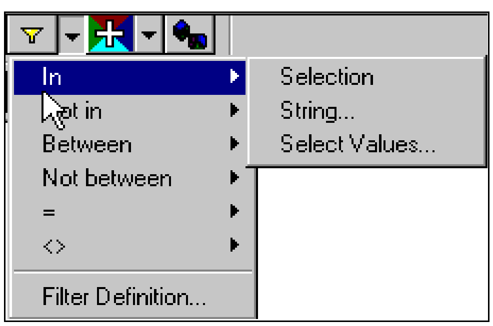
The filter power includes a drop down button that allows you access to a variety of filter options from the filter definition dialog box.

Your Action…	System Response
1. Select one or more values in a column.	
2. Select the **Filter** drop-down button.	A drop-down menu will appear.



Your Action…	System Response
3. Select a filter operator from the drop-down menu: To filter on the selected values, select **In**. To filter out the selected values, select **Not In**. To filter the selection on a given range, select **Between**. To filter out the selection on a given range, select **Not Between**. To filter the selection based on one or more values, select an operator such as **=, <>, <, <=, >, >=.**	**Note:** The contents of the Filter drop-down menu vary depending on the columns you select to filter on.

Your Action…	System Response
4. Position the cursor over the arrow that appears at the right of the drop-down menu. A fly-out menu appears.	
5. From the fly-out menu that lists available options, do one of the following: To filter a report on one or more data items currently highlighted, select **Selection**. To enter one or more numbers upon which to filter, select **Number**. To enter one or more text strings upon which to filter, select **String**. To enter one or more dates upon which to filter, select **Date**. To enter one or more times upon which to filter, select **Time**. To enter a date and time variable upon which to filter, select **Date-time**. To enter one or more intervals upon which to filter, select **Interval**.	**Note**: The contents of the Filter fly-out menu vary depending on the columns you select to filter on.
6. If you chose **Selection** - the filter is automatically applied to the report. **String** - the String dialog box appears, where you can enter or select the required item or items and select OK. **Select Values** - a Select Value dialog box appears, where you can select the required item from the list provided.	



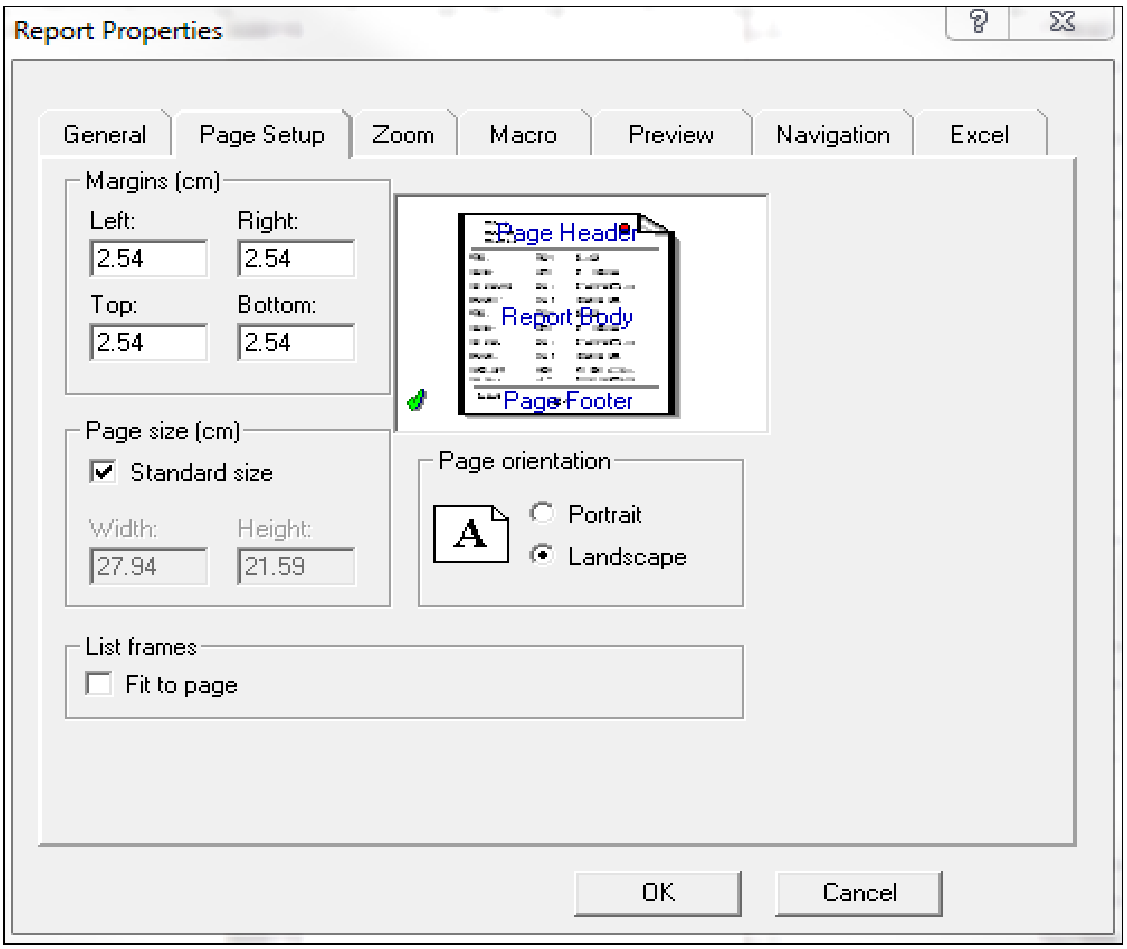
Creating a Calculation

A calculation is an expression that calculates a new data item based on existing data items. For example, you can define a calculation that creates a column summarizing Bud Exp Amt and Non Exp Amt. To create a calculation, select *Calculation* from the Insert menu and place the pointer at the new column location. A Dialog box opens with options for entering the Name and the calculation expression. Components you can use in the expression are listed in the *Options* box. Operators that you can use in the expression are below the *Expression* box as buttons. Use the Delete or Backspace key if you make a mistake.

Fit a Wide List Report to a Page

You can automatically scale down a wide list report by utilizing the “Fit to page”option.

Your Action…	System Response
1. Choose **Page Setup** from the File menu.	The Report Properties box will appear.

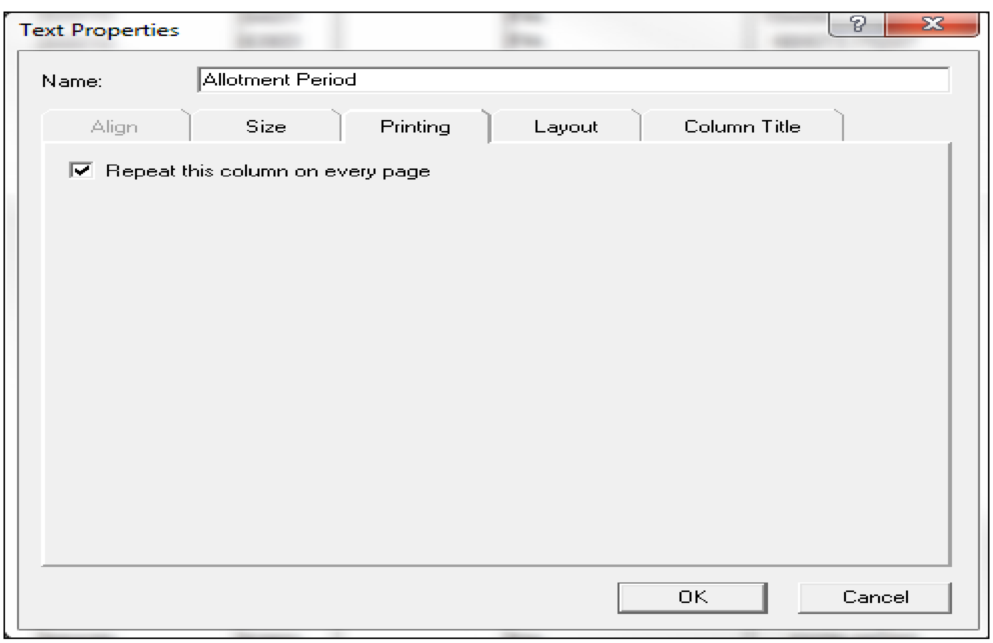


Your Action…	System Response
2. In the List Frames Box, select the **“Fit to page”** and select **OK**.	**Helpful hints:** • “Fit to page” does not affect the Page Layout view or Screen Layout view of a report. • “Fit to page” scales down a wide list report while maintaining the horizontal/vertical ratio. • “Fit to page” should not be used with the Repeat This Column on Every Page option. • “Fit to page” check box is available only when working with a list report.

Repeat Column Header on Each Page

If you allow a report to print over subsequent pages, the column information can lose its context. In such a case, you can repeat column heading on subsequent pages so that the data retains the desired context.

Your Action…	System Response
1. Select one or more columns in your report.	
2. Choose Properties from the Format menu and select the Printing Tab.	The Text Properties box will appear.

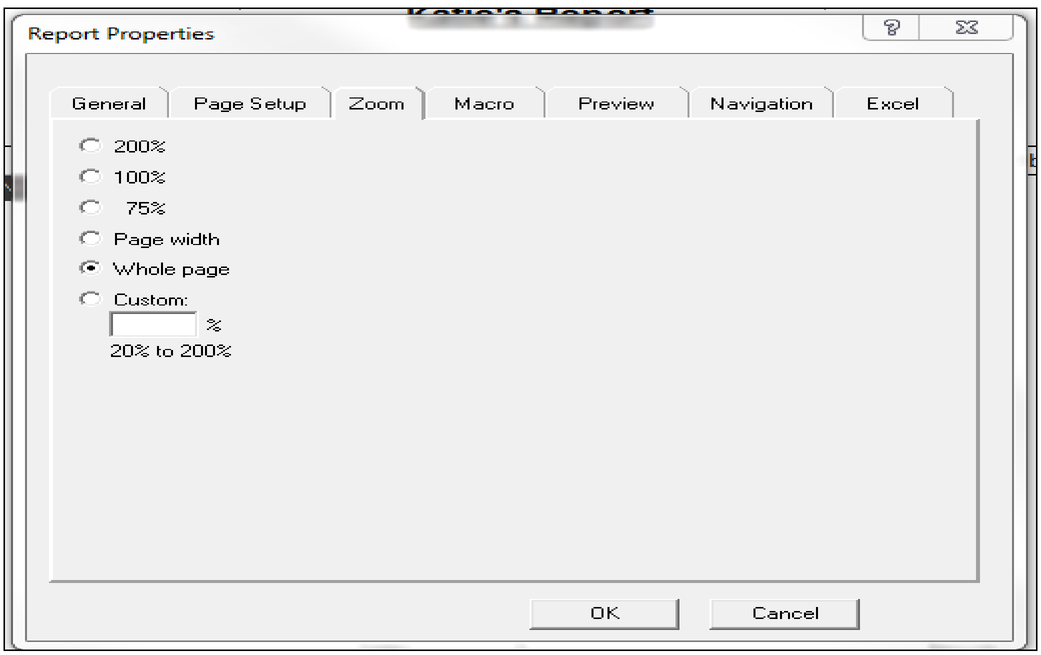


Your Action…	System Response
3. Select the **Repeat this column on every page** and select **OK**.	

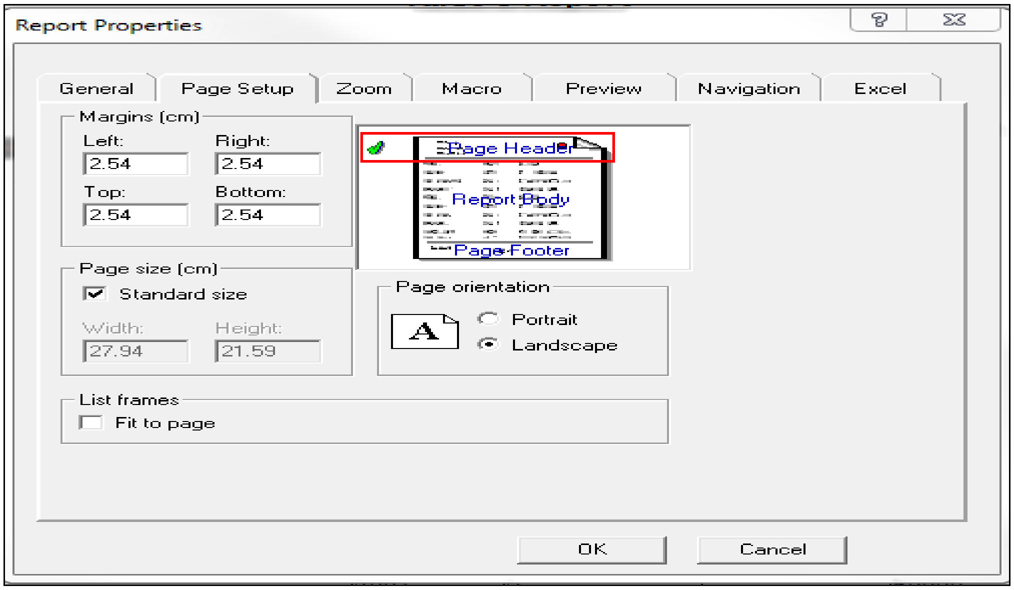
Insert a Report Header on Each Page

You can easily have a report header print on each page of the report when needed for a point of reference by following these steps:

Your Action…	System Response
1. Choose **Page Layout** from the View menu.	
2. Choose **Boundary Lines** from the View menu.	
3. Choose **Zoom** from the View menu.	The Report Properties box will appear.



Your Action…	System Response
4. Select the **Whole page** and select **OK**.	
5. Choose **Page Setup** from the File menu.	

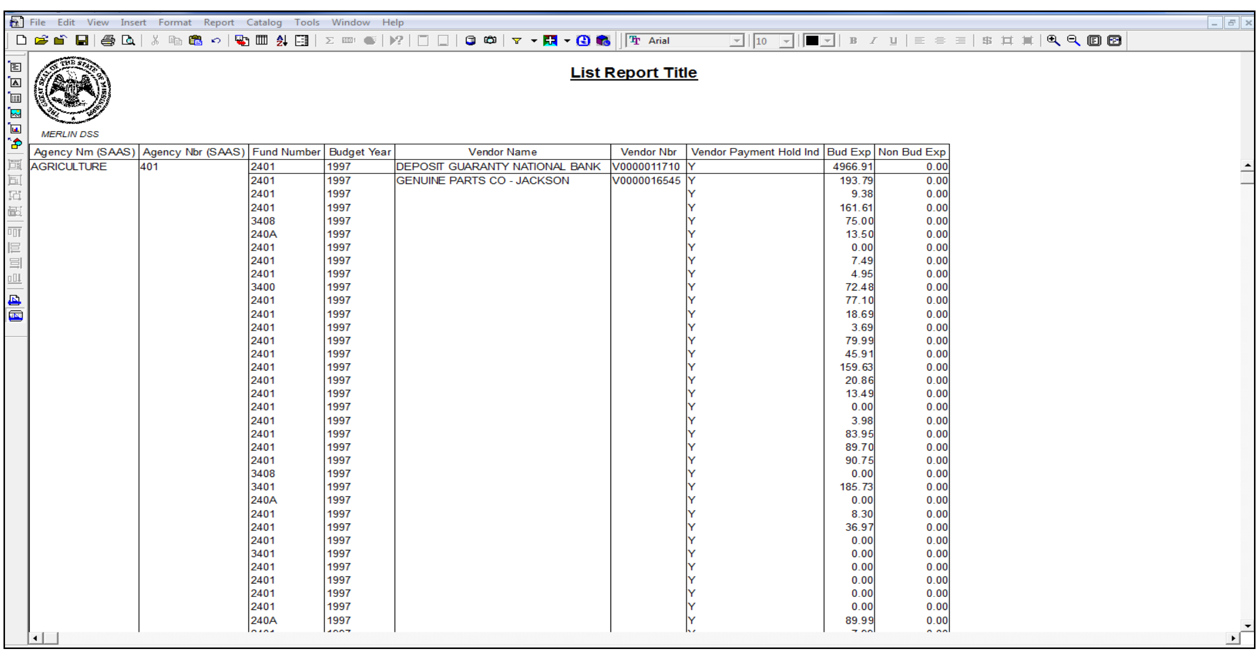


Your Action…	System Response
6. Select **Page Header** and select **OK.**	
7. Select the Header area of your report and click and drag to enlarge the Header area. If your report does not have a text box with header information create a text box for you report header. If your report already has a text box with header information, and you want the text box to appear in the header, simply select the text box and drag into the header area. Other objects, such as the State of MS seal may also be added to the header by selecting the item and dragging it to the header area. Once you have moved items to the header, you may delete the box by: Selecting the area where the report text box header information was moved from (this will highlight the area). Depressing the Delete key	
8. Return report to its original layout.	
9. Choose **Screen Layout** from the View menu.	
10. Choose **Boundary Lines** from the View menu.	
11. Choose **Zoom** from the View menu and select **100%.**	

Exercise 3

Create a Vendor Report to show only vendors with a Payment Hold of Y for Fund Numbers 3400 and 3408. Include subtotals and totals of Budget Expenditure Amount and create a column for Total Expenditures. Your report should appear as shown below.

Your Action…	System Response
1. Select **New** button on the Power Bar.	
2. Add columns to the report from the **Vendor/Fund/Major Obj** folder: **Agency Nm (SAAS)** **Agency Nbr (SAAS)** **Fund Number** **Budget Year** **Vendor Name** **Vendor Nbr** **Vendor Payment Hold Ind** **Bud Exp** **Non Bud Exp**	
3. Group the report by: **Agency Nbr (SAAS)** **Associate Agency Nm (SAAS)** **Vendor Nbr** **Vendor Name**	
4. Filter the report so that only **vendors with a payment hold indicated by Y** are reported for **Budget Year 1997**, **Agency Number 401**.	
5. Select **OK** to retrieve the report.	The report will be displayed.

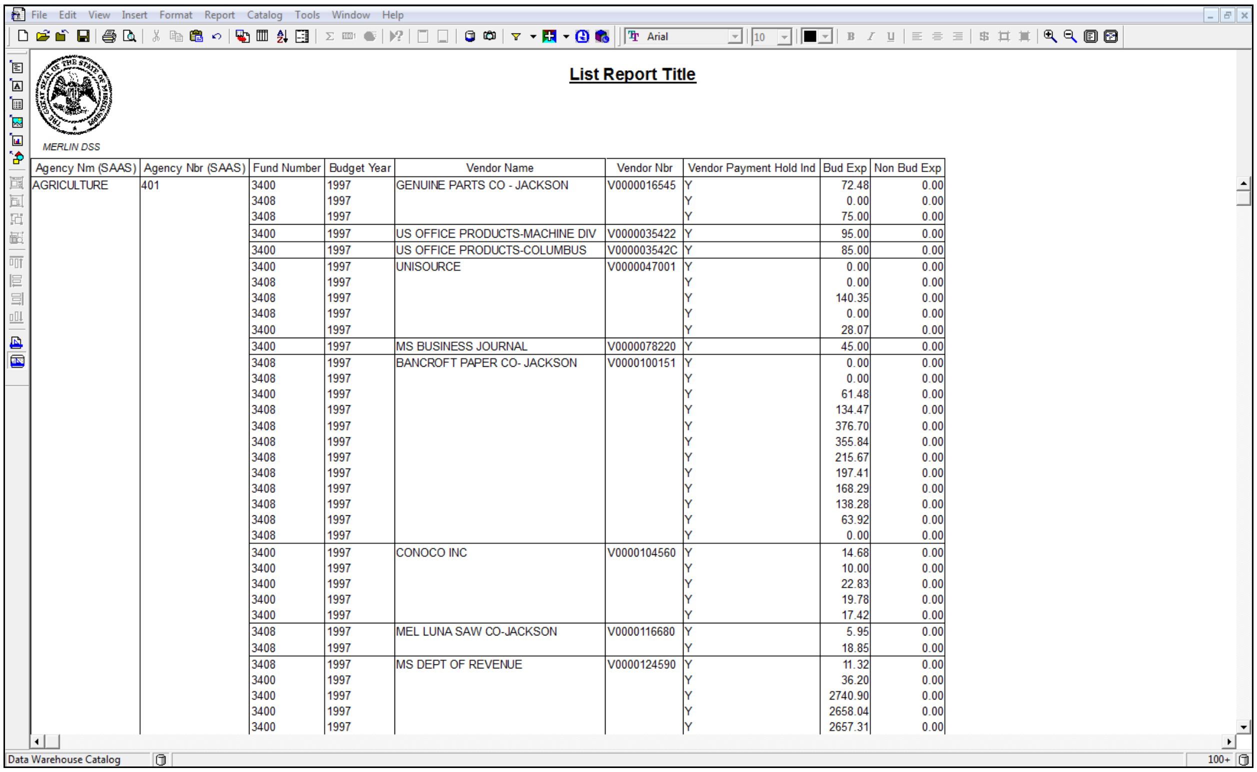


List Report Title

MERLIN DSS

Agency Nm (SAAS)	Agency Nbr (SAAS)	Fund Number	Budget Year	Vendor Name	Vendor Nbr	Vendor Payment Hold Ind	Bud Exp	Non Bud Exp
AGRICULTURE	401	2401	1997	DEPOSIT GUARANTY NATIONAL BANK	V0000011710	Y	4966.91	0.00
		2401	1997	GENUINE PARTS CO - JACKSON	V0000016545	Y	193.79	0.00
		2401	1997			Y	9.38	0.00
		2401	1997			Y	161.61	0.00
		3408	1997			Y	75.00	0.00
		240A	1997			Y	13.50	0.00
		2401	1997			Y	0.00	0.00
		2401	1997			Y	7.49	0.00
		2401	1997			Y	4.95	0.00
		3400	1997			Y	72.48	0.00
		2401	1997			Y	77.10	0.00
		2401	1997			Y	18.69	0.00
		2401	1997			Y	3.69	0.00
		2401	1997			Y	79.99	0.00
		2401	1997			Y	45.91	0.00
		2401	1997			Y	159.63	0.00
		2401	1997			Y	20.86	0.00
		2401	1997			Y	13.49	0.00
		2401	1997			Y	0.00	0.00
		2401	1997			Y	3.98	0.00
		2401	1997			Y	83.95	0.00
		2401	1997			Y	89.70	0.00
		2401	1997			Y	90.75	0.00
		3408	1997			Y	0.00	0.00
		3401	1997			Y	185.73	0.00
		240A	1997			Y	0.00	0.00
		2401	1997			Y	8.30	0.00
		2401	1997			Y	36.97	0.00
		2401	1997			Y	0.00	0.00
		3401	1997			Y	0.00	0.00
		2401	1997			Y	0.00	0.00
		2401	1997			Y	0.00	0.00
		2401	1997			Y	0.00	0.00
		2401	1997			Y	0.00	0.00
		240A	1997			Y	89.99	0.00

Your Action…	System Response
6. Filter the **Fund Number for 3400** and **3408**. Select **3400** in the **Fund Number** column. Control Click to select **3408** in the **Fund Number** column. Select the Select down error from the drop down menu and choose **In**. From the fly-out menu, choose **Selection**.	The following report will appear.



List Report Title

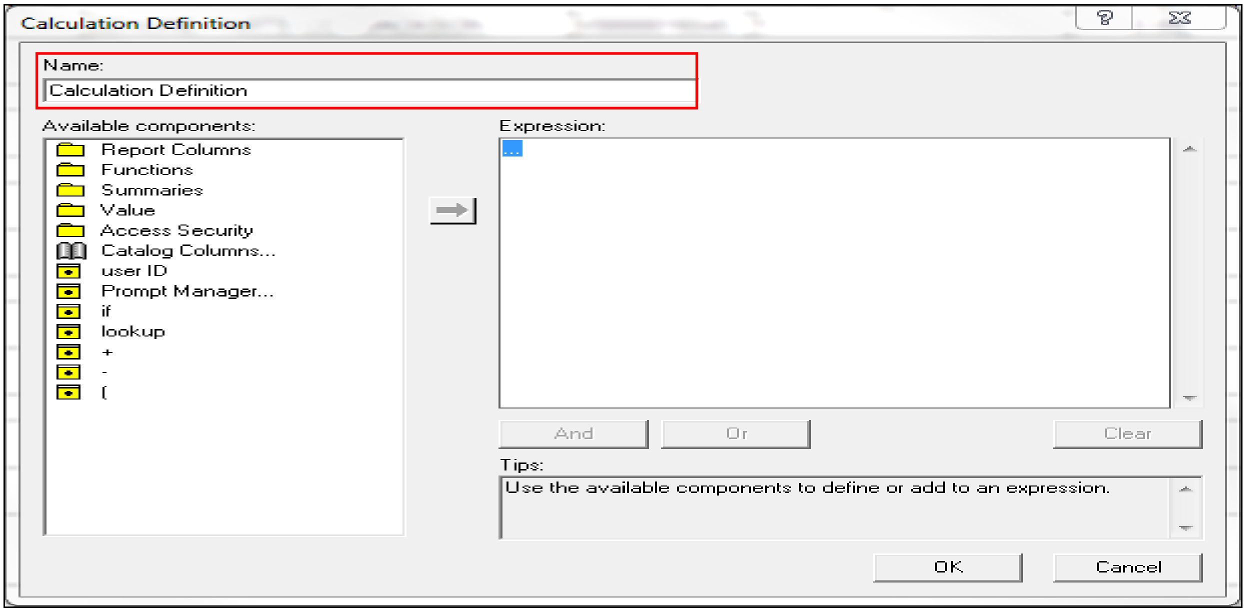
MERLIN DSS

Agency Nm (SAAS)	Agency Nbr (SAAS)	Fund Number	Budget Year	Vendor Name	Vendor Nbr	Vendor Payment Hold Ind	Bud Exp	Non Bud Exp
AGRICULTURE	401	3400	1997	GENUINE PARTS CO - JACKSON	V0000016545	Y	72.48	0.00
		3408	1997			Y	0.00	0.00
		3408	1997			Y	75.00	0.00
		3400	1997	US OFFICE PRODUCTS-MACHINE DIV	V0000035422	Y	95.00	0.00
		3400	1997	US OFFICE PRODUCTS-COLUMBUS	V000003542C	Y	85.00	0.00
		3400	1997	UNISOURCE	V0000047001	Y	0.00	0.00
		3408	1997			Y	0.00	0.00
		3408	1997			Y	140.35	0.00
		3408	1997			Y	0.00	0.00
		3400	1997			Y	28.07	0.00
		3400	1997	MS BUSINESS JOURNAL	V0000078220	Y	45.00	0.00
		3408	1997	BANCROFT PAPER CO- JACKSON	V0000100151	Y	0.00	0.00
		3408	1997			Y	0.00	0.00
		3400	1997			Y	61.48	0.00
		3408	1997			Y	134.47	0.00
		3408	1997			Y	376.70	0.00
		3408	1997			Y	355.84	0.00
		3408	1997			Y	215.67	0.00
		3408	1997			Y	197.41	0.00
		3408	1997			Y	168.29	0.00
		3408	1997			Y	138.28	0.00
		3408	1997			Y	63.92	0.00
		3408	1997			Y	0.00	0.00
		3400	1997	CONOCO INC	V0000104560	Y	14.68	0.00
		3400	1997			Y	10.00	0.00
		3400	1997			Y	22.83	0.00
		3400	1997			Y	19.78	0.00
		3400	1997			Y	17.42	0.00
		3408	1997	MEL LUNA SAW CO-JACKSON	V0000116680	Y	5.95	0.00
		3408	1997			Y	18.85	0.00
		3408	1997	MS DEPT OF REVENUE	V0000124590	Y	11.32	0.00
		3400	1997			Y	36.20	0.00
		3400	1997			Y	2740.90	0.00
		3400	1997			Y	2658.04	0.00
		3400	1997			Y	2657.31	0.00

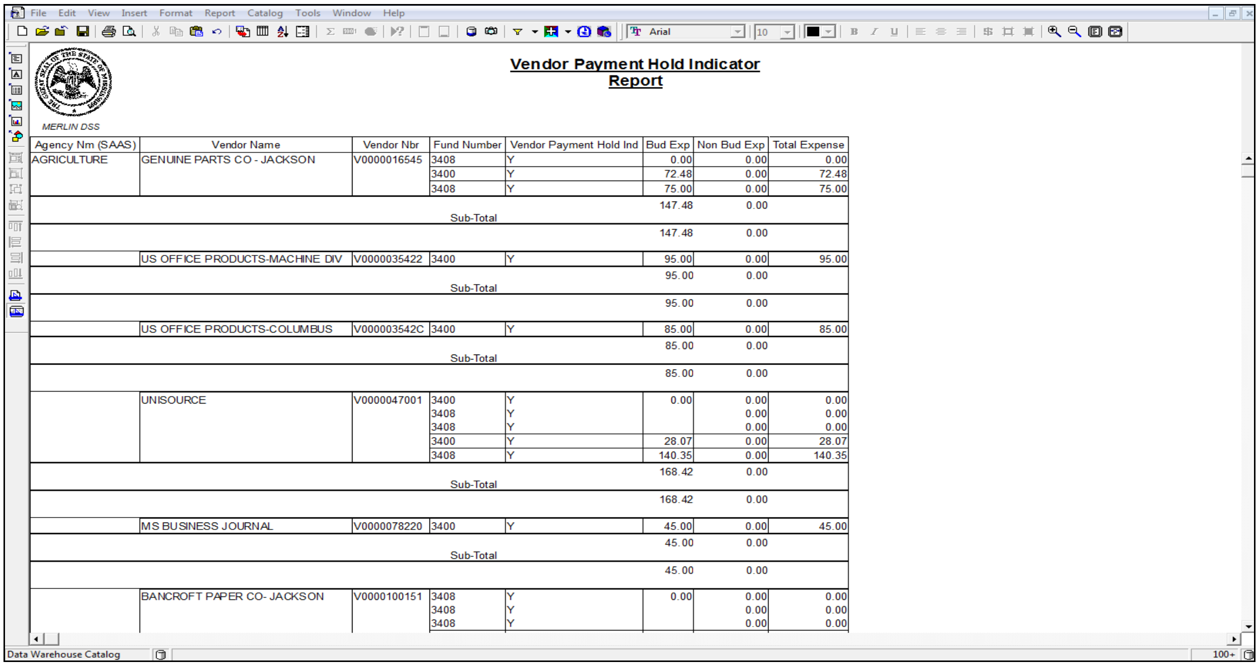
Data Warehouse Catalog

Your Action…	System Response
7. Insert footer and create a subtotal by Vendor. Choose a value under **Vendor Number** column. Choose the **Footer** button on the Power Bar. Choose a value on the **Bud Exp** Column. Choose the **Total** button Σ on the Power Bar.	
8. Add a text frame for the **Subtotal** footer.	

Your Action…	System Response
9. Create a calculated column to sum the two **Expenditures** columns. Choose **Calculation** from Insert menu. Click to the right of Non Bud Exp.	The Calculation Definition box will appear.



Your Action…	System Response
Continued. Type **Total Expense** in the **Name** box. Open **Report Columns**. Double click the **Bud Exp**. Double click the **+** sign. Open **Functions**. Double click **if null-numeric.** Open **Report Columns.** Double click **Non Bud Exp**. Double click **number.** Choose **OK**.	The report showing the Total Expense Column will appear.
10. Delete the **Agency Nbr (SAAS)** and **Budget Year** columns.	
11. Move the **Fund Number** column to the right of the **Vendor Nbr** column.	
12. Add the title **Vendor Payment Hold Indicator Report**.	



Vendor Payment Hold Indicator Report

Agency Nm (SAAS)	Vendor Name	Vendor Nbr	Fund Number	Vendor Payment Hold Ind	Bud Exp	Non Bud Exp	Total Expense
AGRICULTURE	GENUINE PARTS CO - JACKSON	V0000016545	3408	Y	0.00	0.00	0.00
			3400	Y	72.48	0.00	72.48
			3408	Y	75.00	0.00	75.00
			Sub-Total		147.48	0.00	
					147.48	0.00	
	US OFFICE PRODUCTS-MACHINE DIV	V0000035422	3400	Y	95.00	0.00	95.00
			Sub-Total		95.00	0.00	
					95.00	0.00	
	US OFFICE PRODUCTS-COLUMBUS	V000003542C	3400	Y	85.00	0.00	85.00
			Sub-Total		85.00	0.00	
					85.00	0.00	
	UNISOURCE	V0000047001	3400	Y	0.00	0.00	0.00
			3408	Y		0.00	0.00
			3408	Y		0.00	0.00
			3400	Y	28.07	0.00	28.07
			3408	Y	140.35	0.00	140.35
			Sub-Total		168.42	0.00	
					168.42	0.00	
	MS BUSINESS JOURNAL	V0000078220	3400	Y	45.00	0.00	45.00
			Sub-Total		45.00	0.00	
					45.00	0.00	
	BANCROFT PAPER CO- JACKSON	V0000100151	3408	Y	0.00	0.00	0.00
			3408	Y		0.00	0.00
			3408	Y		0.00	0.00

Your Action…	System Response
13. Save report as **My Third Report** and close report.	

Aligning Objects in a Report

When footers are added to a report, there is an easy way to align data items. After choosing *Align* from the *Format* menu, a Dialog box opens. Select the *Align* tab. There is a Vertical box for setting the vertical alignment of the report objects and a Horizontal box to set the horizontal alignment of the report objects.

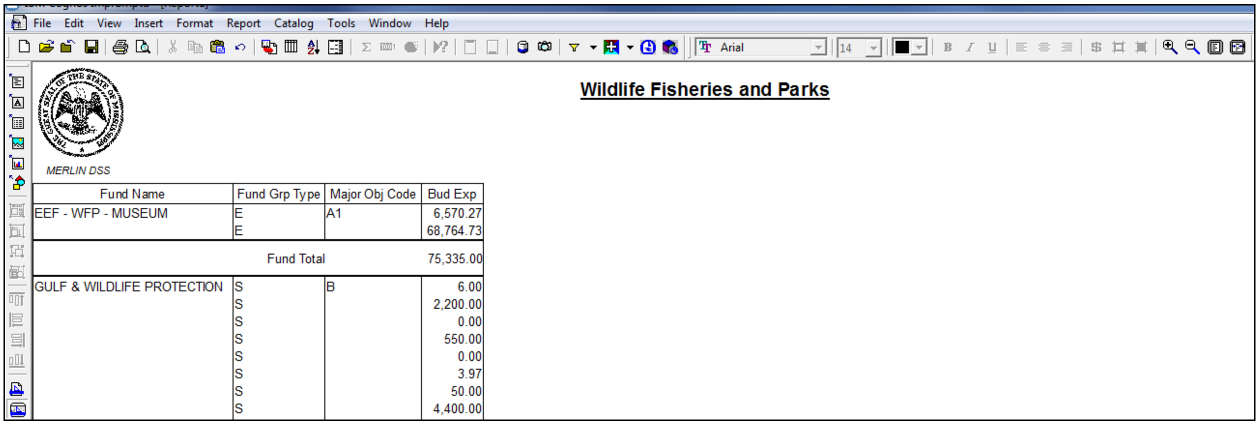
Exercise 4

Create a report for Wildlife Fisheries and Parks showing expenditures grouped by funds for budget year 1997. Include totals only for each fund and a grand total.

Note: You will receive a warning on this exercise about exceeding the 10,000 rows limit. When you receive this warning, click Yes to continue.

Your Action…	System Response
1. Choose the **New** button on the Power Bar.	

Your Action…	System Response
2. Add the following columns to the report from the **Fund/Object** folder. **Agency Nbr (SAAS)** **Agency Nm (SAAS)** **Fund Name** **Fund Grp Type** **Fund Number** **Budget Year** **Major Obj Code** **Bud Exp** **Non Bud Exp**	
3. Filter the report by: Agency Number = **464** Budget Year = **1997**	
4. Group the report by **Fund Name** and by **Major Object Code.** Choose **OK**.	
5. Delete the **Agency Nbr (SAAS), Agency Nm (SAAS), Fund Number, Budget Year** and **Non Bud Exp** columns.	
6. Format the report. Click a value under **Bud Exp.** Choose **Data** from the format menu. Choose #,##0.00 from the **Positive** drop down menu.	
7. Create a Total for each Fund. Click on a value under **Fund Name.** Click **Footer** on the PowerBar. Click a value under **Bud Exp.** Click the **Total** button on the PowerBar.	
8. Align the Total. Highlight a **Total** value. Choose **Align** from the Format Menu. Click the first drop down menu in the **Horizontal Alignment** drop down box and review the selected alignment. Click **OK.**	
9. **Save** and **Close**	The following report appears.



Wildlife Fisheries and Parks

Fund Name	Fund Grp Type	Major Obj Code	Bud Exp
EEF - WFP - MUSEUM	E	A1	6,570.27
	E		68,764.73
Fund Total			75,335.00
GULF & WILDLIFE PROTECTION	S	B	6.00
	S		2,200.00
	S		0.00
	S		550.00
	S		0.00
	S		3.97
	S		50.00
	S		4,400.00