



Variance Analysis Report



Variance Analysis Report

The Variance Analysis Report totals all of the debit and credit balances to determine whether or not the total debits are equal to the total credits. If the debits are not equal to the credits, then an error may have been made in one or more journal entries.

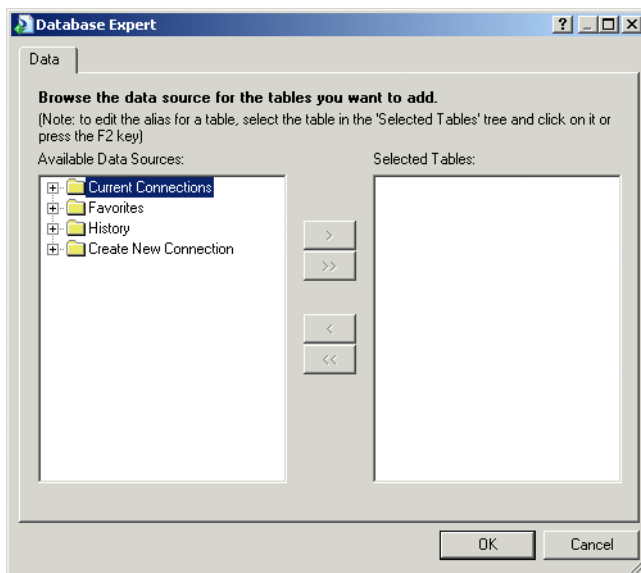
Introduction

The following tutorial assumes that you have completed the “Quick start for new users” tutorial in the *Crystal Reports XI User’s Guide*, which is located in the Docs folder of your product distribution.

Creating the report

On the Start Page in Crystal Reports, click Blank Report.

The Database Expert dialog box appears.



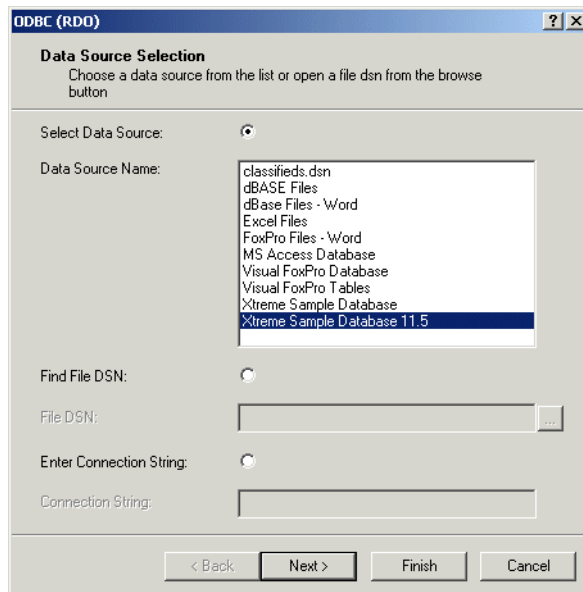
Selecting a database to use

When you create a report, the first thing that you must do is to select a database for the report to use.

► **To select a database**

1. In the Database Expert dialog box, expand the **Create New Connection** folder.
2. Double-click **ODBC (RDO)**.

The ODBC (RDO) dialog box appears and displays a list of data sources.

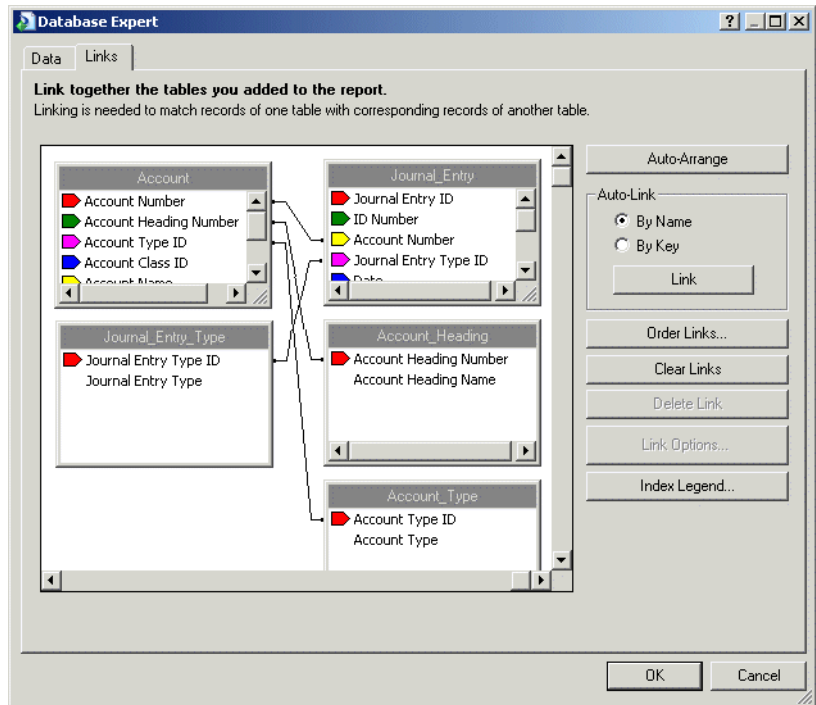


3. From the list, select **Xtreme Sample Database 11.5**, and click **Finish**.
The Database Expert displays a list of available tables from the Xtreme Sample Database.
4. Select the **Account**, **Account Type**, **Account Heading**, **Journal Entry**, and **Journal Entry Type** tables, and click > to add them to the Selected Tables list.

Tip: You can use CTRL+click to select multiple tables simultaneously.

5. Click **OK**.

The Links tab is displayed.



6. Verify that the links between the tables are consistent with what is displayed in the screenshot above. If necessary, create the appropriate links by dragging fields from one table to corresponding fields in another table.

Note: Ensure that the following links exist:

- Account.Account Type ID to Account Type.Account Type ID
- Account.Account Number to Journal Entry.Account Number
- Account.Account Heading Number to Account Heading.Account Heading Number
- Journal Entry.Journal Entry Type ID to Journal Entry Type.Journal Entry Type ID

7. Click **OK**.

Creating commands

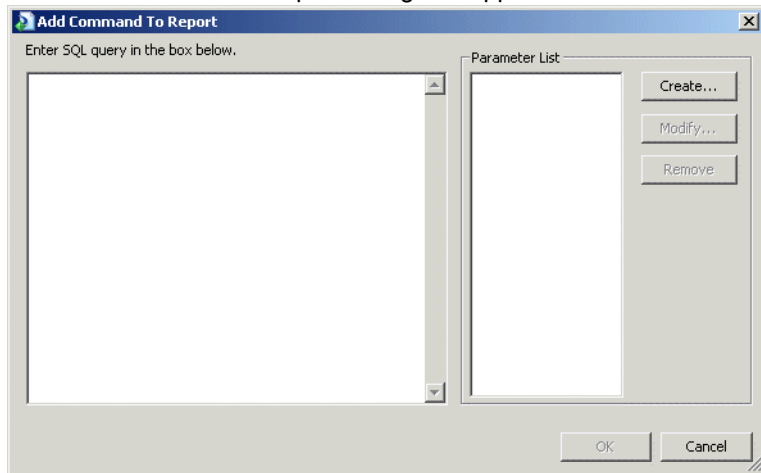
A command object is an SQL expression that is used to return data. The report makes use of two command objects.

► **To create a command**



1. Click **Database Expert**.
2. In the Available Data Sources area, under the **Xtreme Sample Database 11.5** connection, select **Add Command**, and click >.

The Add Command to Report dialog box appears.



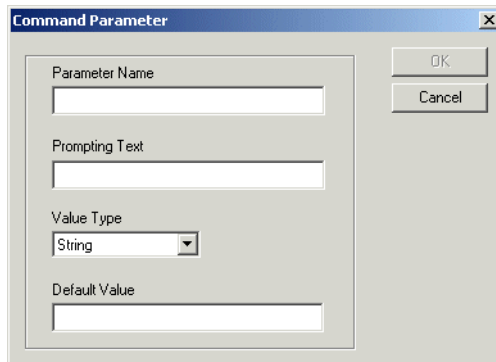
3. In the text area, type the following SQL query:

```
SELECT Sum(Amount) AS Year_Budget, [Account Number]
FROM [Monthly Account Budgets]
WHERE Year=Year({?End Date}) and Month <=Month({?End
Date})

GROUP BY [Account Number];
```

4. Click **Create**

The Command Parameter dialog box appears.

The image shows a 'Command Parameter' dialog box. It has a title bar with a close button. Inside, there are four input fields: 'Parameter Name', 'Prompting Text', 'Value Type' (a dropdown menu currently showing 'String'), and 'Default Value'. To the right of these fields are 'OK' and 'Cancel' buttons.

5. In the **Parameter Name** field, type End Date.

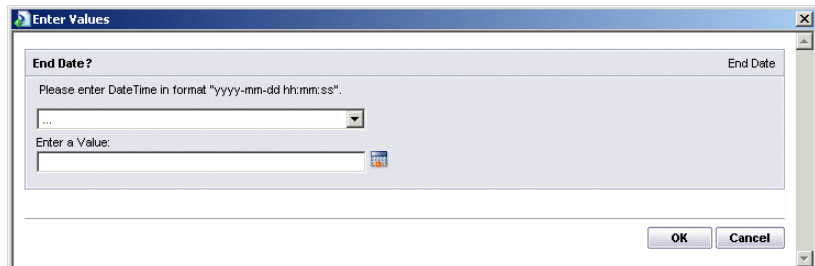
6. In the **Prompting Text** field, type End Date?.

7. From the **Value Type** list, select **DateTime**.

The program automatically enters the current date and time in the Default Value field.

8. Click **OK**, and click **OK** again.

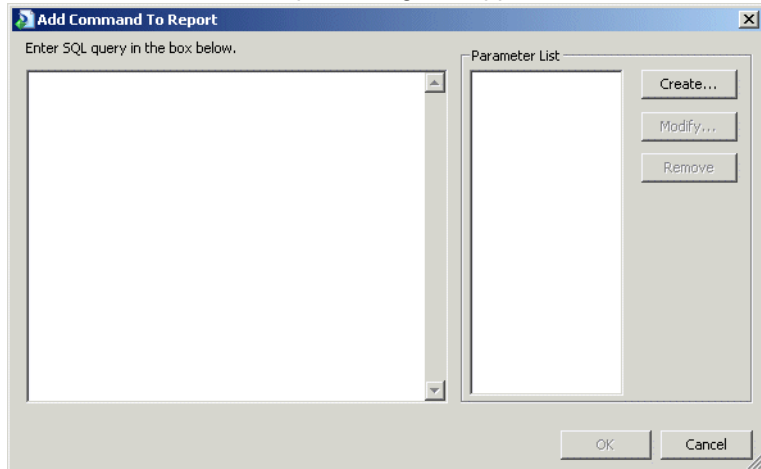
The Enter Values window appears.

The image shows an 'Enter Values' dialog box. It has a title bar with a close button. Inside, there is a section titled 'End Date?' with a subtitle 'Please enter DateTime in format "yyyy-mm-dd hh:mm:ss".'. Below this is a dropdown menu showing '...' and an 'Enter a Value:' text box. To the right of the text box is a small calendar icon. At the bottom right are 'OK' and 'Cancel' buttons.

9. Provide a value for the End Date, and click **OK**.

10. In the Available Data Sources area, under the **Xtreme Sample Database 11.5** connection, select **Add Command**, and click **>**.

The Add Command to Report dialog box appears.

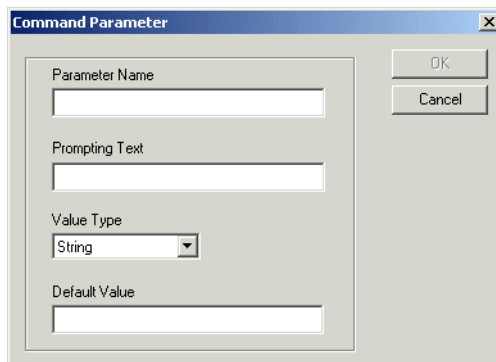


11. In the text area, type the following SQL query:

```
SELECT [Amount], [Account Number]
FROM [Monthly Account Budgets]
WHERE Year=Year({?End Date}) and Month = Month({?End
Date})
```

12. Click **Create**

The Command Parameter dialog box appears.



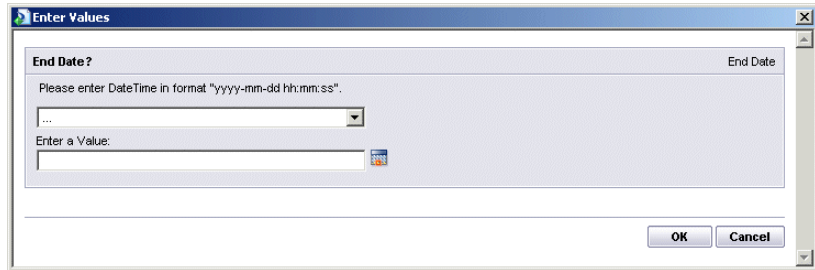
13. In the **Parameter Name** field, type End Date.
14. In the **Prompting Text** field, type End Date?.

15. From the **Value Type** list, select **DateTime**.

The program automatically enters the current date and time in the Default Value field.

16. Click **OK**, and click **OK** again.

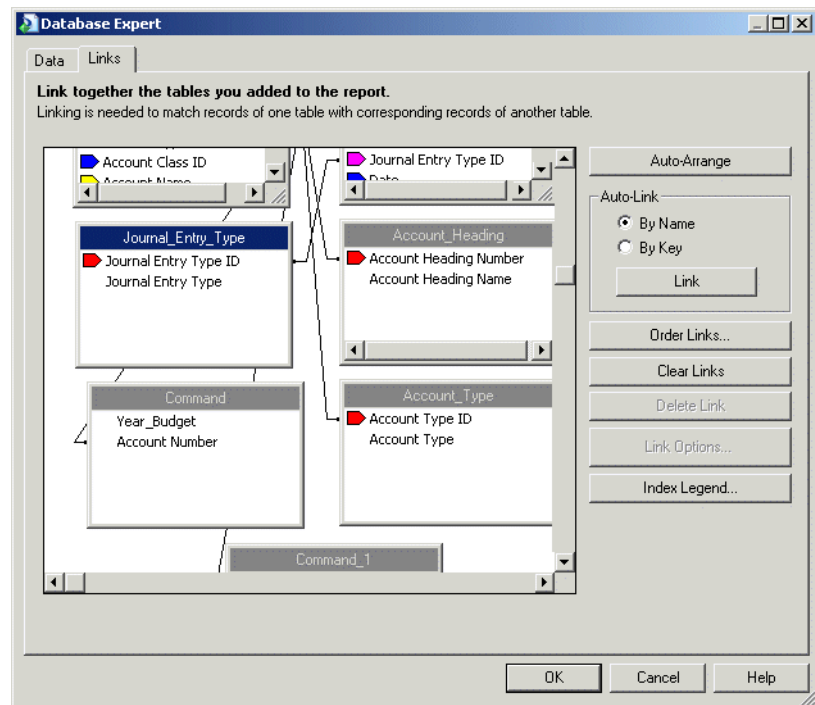
The Enter Values window appears.



The 'Enter Values' dialog box has a title bar with a close button. It contains a section titled 'End Date?' with a label 'End Date' in the top right. Below this is a text prompt: 'Please enter DateTime in format "yyyy-mm-dd hh:mm:ss".'. There is a dropdown menu showing '...' and a text input field labeled 'Enter a Value:'. At the bottom right are 'OK' and 'Cancel' buttons.

17. Provide a value for the End Date, click **OK**, and click **OK** again.

The Links tab is displayed.



The 'Database Expert' window has a title bar and two tabs: 'Data' and 'Links'. The 'Links' tab is active. It contains a heading 'Link together the tables you added to the report.' and a sub-heading 'Linking is needed to match records of one table with corresponding records of another table.' Below this is a diagram showing three tables: 'Journal_Entry_Type' (with fields 'Journal Entry Type ID' and 'Journal Entry Type'), 'Account_Heading' (with fields 'Account Heading Number' and 'Account Heading Name'), and 'Account_Type' (with fields 'Account Type ID' and 'Account Type'). Lines connect 'Journal Entry Type ID' to 'Account Heading Number' and 'Account Type ID' to 'Account Heading Number'. On the right side, there are buttons: 'Auto-Arrange', 'Auto-Link' (with radio buttons for 'By Name' and 'By Key'), 'Link', 'Order Links...', 'Clear Links', 'Delete Link', 'Link Options...', and 'Index Legend...'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

18. Verify that the links between the tables are consistent with what is displayed in the screenshot above. If necessary, create the appropriate links by dragging fields from one table to corresponding fields in another table.

Note: Ensure that the following links exist:

- Account.Account Type ID to Account Type.Account Type ID
- Account.Account Number to Journal Entry.Account Number
- Account Heading.Account Heading Number to Account.Account Heading Number
- Journal Entry.Journal Entry Type ID to Journal Entry Type.Journal Entry Type ID
- Command.Account Number to Account.Account Number
- Command_1.Account Number to Account.Account Number

19. Click **OK**.

Setting up the report date



When you created the command object, a new parameter field named End Date was also created. (Check the Parameter Fields in the Field Explorer to ensure that the field was made.)

Setting up selection criteria

A selection criteria restricts the range of journal entries that are included in the report. For this report, you need to restrict the journal entries to those that fall between January 1st of the End Date year (for YTD calculations) and the End Date parameter. For example, if the End Date parameter has a value of November 14, 2005, then the journal entries are restricted to those between January 1, 2005 and November 14, 2005.

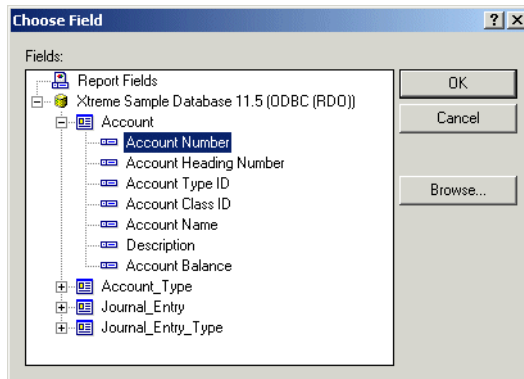
In addition to restricting journal entries based on dates, you need to restrict journal entries based on type. On January 1st of each year, the process of closing accounts is performed. These closing entries include the closure of all revenue and expense accounts and adjustments to Retained Earnings to reflect a net gain or net loss. Therefore, closing entries must not be included in the calculations; such entries must be restricted. You also need to restrict journal entries to display only Revenue and Expense accounts.



► To create selection criteria

1. Click **Select Expert**.

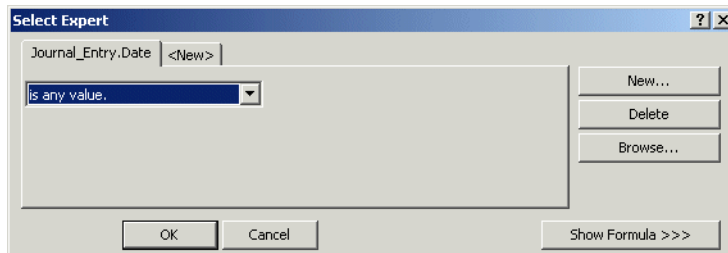
The Choose Field dialog box appears.



2. Expand the **Journal_Entry** table, and select **Date**.

3. Click **OK**.

The Select Expert dialog box appears.



4. Ensure that the **Journal_Entry.Date** tab is selected, and from the list, choose **is less than**.
5. From the list that appears, select **{?End Date}**.
6. Now that the journal entry dates are restricted, you need to add criteria to restrict the closing entries. In the Select Expert dialog box, click the **<New>** tab.

7. In the Choose Field dialog box, expand the **Journal_Entry_Type** table, and select **Journal Entry Type**.
8. Click **OK**.
9. Ensure that the Journal_Entry_Type.Journal Entry Type tab is selected, and from the list, choose **is not equal to**.
10. From the list that appears, select **closing entries**.
11. Click the <New> tab.
12. In the Choose Field dialog box, expand the **Account_Type** table, and select **Account Type**.
13. Click **OK**.
14. Ensure that the Account_Type.Account Type tab is selected, and, from the list, choose **is one of**.
15. From the list that appears, select **Revenue** and **Expense**.
16. Click **Show Formula >>>**.

The dialog box displays your selection criteria.

The screenshot shows the 'Select Expert' dialog box with the following configuration:

- Fields:** Journal_Entry.Date, Journal_Entry_Type.Journal Entry Type, Account_Type.Account Type.
- Operator:** is one of.
- Values:** Expense, Revenue.
- Buttons:** New..., Delete, Browse..., Add, Remove, OK, Cancel, Help, Hide Formula <<<, Formula Editor...
- Selection Method:** Record Selection (selected), Group Selection.
- Formula:** {Journal_Entry.Date} < {?End Date} and {Journal_Entry_Type.Journal Entry Type} <> "closing entries" and {Account_Type.Account Type} in ["Expense", "Revenue"]

17. Click **OK**.

Setting up groupings

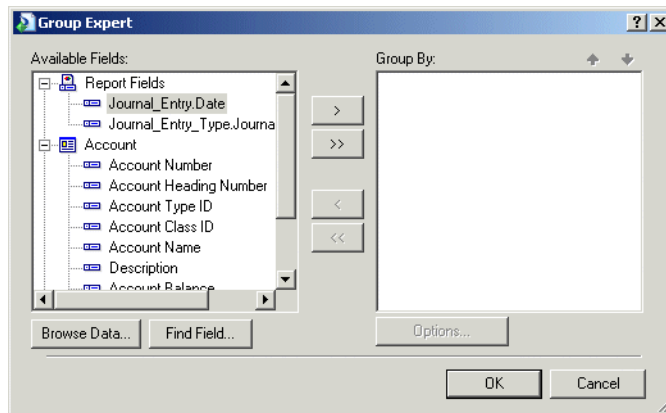
For this report, you must group records based on Account Type, Account Heading Name, and Account Name.

► To create report groupings



1. Click **Group Expert**.

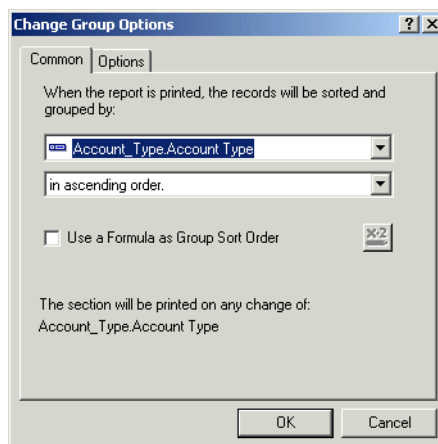
The Group Expert dialog box appears.



2. In the **Available Fields** area, expand the **Account_Type** table, select **Account Type**, and click >.

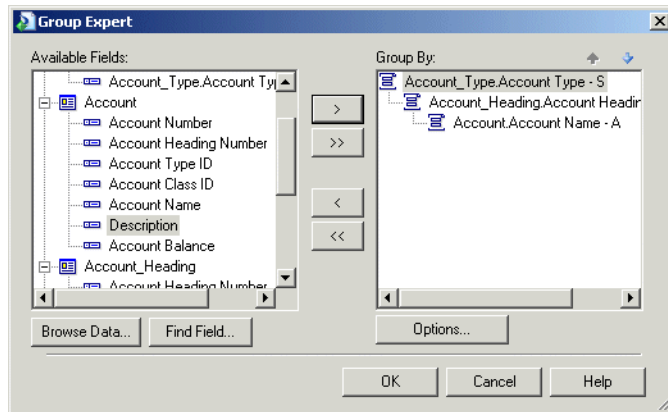
3. Click **Options....**

The Change Group Options dialog box appears.



4. From the second list, select in **specified order**.
5. From the Named Group: list, select the following values in order:
 - Revenue
 - Expense
6. Click **OK**.
7. Expand the **Account_Heading** table, select the **Account Heading Name** field, and click > to create a second group.
8. Expand the **Account** table, select the **Account Name** field, and click > to create a third group.

The dialog box displays your groupings.



9. Click **OK**.

Creating formula fields

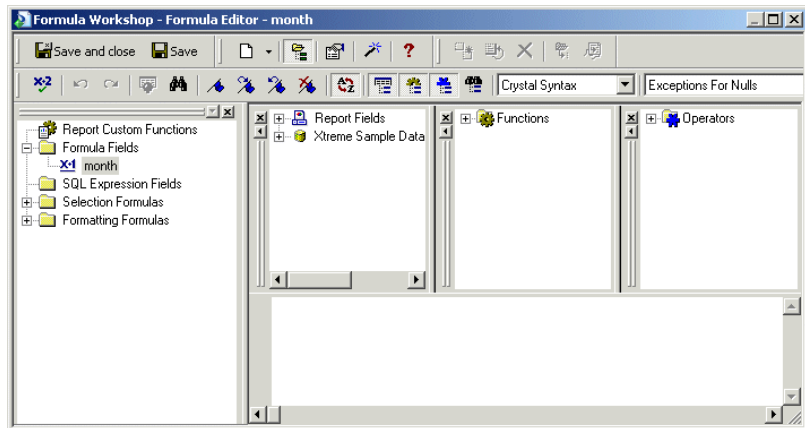
The Variance Analysis Report uses several formula fields. You must create the necessary fields and add them to the report.

► To create formula fields



1. Click **Field Explorer**.
2. In the Field Explorer, right-click **Formula Fields**, and click **New**.

3. In the Formula Name dialog box, type `init`, and click **OK**.
The Formula Workshop appears.



4. Type the following formula:

```
whileprintingrecords;  
currencyvar month_budget_total :=0;  
currencyvar YTD_budget_total :=0;
```

This formula initializes the `month_budget_total` and the `YTD_budget_total` variables by setting them to '0'.



5. Click **Check** to verify that the syntax of the formula is correct.
6. Click **Save and close**.
7. Repeat steps 2 through 6 to create the other required formula fields:
 - **month**: This formula field displays the textual representation of the End Date month.
`MonthName (Month ({?End Date}))`
 - **month_balance**: This formula field returns the amounts of the journal entries for the reporting month. Otherwise, '0' is returned. Because all of the values in the journal entries are positive, you need to reverse the sign of all the credit amounts to distinguish between debits and credits.

```
if Month({Journal_Entry.Date}) = Month({?End Date})  
  then  
  if {Journal_Entry.Debit Or Credit} = 'Credit' then  
  {Journal_Entry.Amount} * -1  
  else  
  {Journal_Entry.Amount}
```

- YTD_balance:** This formula field returns the amounts of the journal entries. The same calculations for debits and credits are used.


```

if {Journal_Entry.Date} >= dateserial(year({?End
Date}),1,1) then
(
if {Journal_Entry.Debit Or Credit} = 'Credit' then
(
{Journal_Entry.Amount} * -1;
)
else
(
{Journal_Entry.Amount};
)
)

```
- month_account_budget:** This formula field displays the budgeted amount for the month for each account. It also maintains the running totals for each account type.


```

whileprintingrecords;
currencyvar month_budget_total;
if {Account.Account Name} = 'Sales Returns' then
(
month_budget_total := month_budget_total -
{Command_1.amount};
)
else
(
month_budget_total := month_budget_total +
{Command_1.amount};
);
{Command_1.amount};

```
- YTD_account_budget:** This formula field displays the budgeted amount for the year for each account. It also maintains the running total for each account type.


```

whileprintingrecords;
currencyvar YTD_budget_total;
if {Account.Account Name} = 'Sales Returns' then
(
YTD_budget_total := YTD_budget_total -
{Command.year_budget};
)
else
(
YTD_budget_total := YTD_budget_total +
{Command.year_budget};
);
{Command.year_budget};

```

- **month_last_year_balance:** This formula field returns the amounts of the journal entries for the same month of the previous year. The same calculations for debits and credits are used

```
if ({Journal_Entry.Date} <= dateadd('yyyy',-1,{?End
Date})) and
({Journal_Entry.Date} >= DateSerial(year({?End Date})
- 1, month({?End Date}), 1))) then
(
if {Journal_Entry.Debit Or Credit} = 'Credit' then
(
{Journal_Entry.Amount} * -1;
)
else
(
{Journal_Entry.Amount};
)
)
```
- **YTD_last_year_balance:** This formula field returns the amounts of the journal entries for YTD of the previous year. The same calculations for debits and credits are used

```
if {Journal_Entry.Date} <= dateadd('yyyy',-1,{?End
Date})) and
{Journal_Entry.Date} >= dateadd('yyyy',-
1,dateSerial(year({?End Date}),1,1))then
(
if {Journal_Entry.Debit Or Credit} = 'Credit' then
(
{Journal_Entry.Amount} * -1;
)
else
(
{Journal_Entry.Amount};
)
)
```
- **month_budget_net_income:** This formula field shows the budgeted net income.

```
whileprintingrecords;
currencyvar month_budget_net_income;
```


- **month_budget_type_total:** This formula field displays the total account budgets for a given account type for the month and maintains the running total for the budgeted net income. This values is stored in the month_budget_net_income variable.

```
whileprintingrecords;
currencyvar month_budget_net_income;
currencyvar month_budget_total;
if {Account_Type.Account Type} = 'Expense' then
(
month_budget_net_income := month_budget_net_income -
month_budget_total;
)
else
(
month_budget_net_income := month_budget_net_income +
month_budget_total;
);
month_budget_total;
```

- **YTD_budget_net_income:** This formula field shows the budgeted net income for the year

```
whileprintingrecords;
currencyvar YTD_budget_net_income;
```

- **YTD_budget_type_total:** This formula field displays the total account budgets for the year and maintains the running total for the budgeted net income. This value is stored in the YTD_budget_net_income variable.

```
whileprintingrecords;
currencyvar YTD_budget_net_income;
currencyvar YTD_budget_total;
if {Account_Type.Account Type} = 'Expense' then
(
YTD_budget_net_income := YTD_budget_net_income -
YTD_budget_total;
)
else
(
YTD_budget_net_income := YTD_budget_net_income +
YTD_budget_total;
);
YTD_budget_total;
```

- **month_variance:** This formula field compares the sum of actual amounts versus budgeted amounts for each account for the month.

```
if {Account_Type.Account Type} = 'Revenue' and  
  {Account.Account Name} <> 'Sales Returns' then  
(  
  {@month_account_budget} + Sum ({@month_balance},  
    {Account.Account Name})  
)  
else  
(  
  {@month_account_budget} - Sum ({@month_balance},  
    {Account.Account Name})  
)
```
- **YTD_variance:** This formula field compares the sum of actual amounts versus budgeted amounts for each account for the year.

```
if {Account_Type.Account Type} = 'Revenue' and  
  {Account.Account Name} <> 'Sales Returns' then  
(  
  {@YTD_account_budget} + Sum ({@YTD_balance},  
    {Account.Account Name})  
)  
else  
(  
  {@month_account_budget} - Sum ({@YTD_balance},  
    {Account.Account Name})  
)
```
- **month_type_total_variance:** This formula field displays the variance between the account type budgets and actual amounts.

```
if {Account_Type.Account Type} = 'Revenue' then  
(  
  {@month_budget_type_total} + Sum ({@month_balance},  
    {Account_Type.Account Type})  
)  
else  
(  
  {@month_budget_type_total} - Sum ({@month_balance},  
    {Account_Type.Account Type})  
)
```
- **YTD_net_income_variance:** This formula field displays the variance in the YTD net income of actual net income, as well as the variance for the year.

```
{@YTD_budget_net_income} + Sum ({@YTD_balance})
```

- YTD_type_total_variance:** This formula field displays the variance between the account type budgets and actual amounts for the year.

```

if {Account_Type.Account Type} = 'Revenue' and
   {Account.Account Name} <> 'Sales Returns' then
(
{@YTD_budget_type_total} + Sum ({@YTD_balance},
   {Account_Type.Account Type})
)
else
(
{@YTD_budget_type_total} - Sum ({@YTD_balance},
   {Account_Type.Account Type})
)

```
- month_curr_vs_last_year_balance_variance:** This formula field displays the variance in the account balances for the current month compared to the same month in the previous year.

```

Sum ({@month_last_year_balance}, {Account.Account
Name}) - Sum ({@month_balance}, {Account.Account
Name})

```
- month_curr_vs_last_year_type_total_variance:** This formula field displays the variance in account types for the current month compared to the same month in the previous year.

```

Sum ({@month_last_year_balance},
   {Account_Type.Account Type}) - Sum
   ({@month_balance}, {Account_Type.Account Type})

```
- month_curr_vs_last_year_net_income_variance:** This formula field displays the variance in the net income for the current month compared to the same month in the previous year.

```

Sum ({@month_last_year_balance}) - Sum
   ({@month_balance})

```
- YTD_curr_vs_last_year_balance_variance:** This formula field displays the variance in the account balances for YTD compared to that of the previous year.

```

Sum ({@YTD_last_year_balance}, {Account.Account
Name}) - Sum ({@YTD_balance}, {Account.Account
Name})

```
- YTD_curr_vs_last_year_net_income_variance:** This formula field displays the variance in the net income for YTD compared to that of the previous year.

```

Sum ({@YTD_last_year_balance}) - Sum ({@YTD_balance})

```

- **YTD_curr_vs_last_year_type_total_variance:** This formula field displays the variance in account type for YTD compared to that of the previous year.

```
Sum ({@YTD_last_year_balance}, {Account_Type.Account Type}) - Sum ({@YTD_balance}, {Account_Type.Account Type})
```
- **type_total_heading:** This formula field sets headings to either Net Sales or Total Operating Expenses.

```
if GroupName ({Account_Type.Account Type}) =  
  'Revenue' then  
  "Net Sales"  
else  
  "Total Operating Expenses"
```
- **month_net_income_variance:** This formula field calculates the variance between the budgeted net income and the actual net income for the month.

```
{@month_budget_net_income} + Sum ({@month_balance})
```

Adding fields to the report

After you create the formula fields, you can begin to add fields to the report.

Note: Before you add the fields, adjust the page setup of the report to use legal size paper with a landscape orientation. This arrangement is required to accommodate the fields in the report.

► To add fields to the report

1. From the Field Explorer, drag the `month_balance` field to the **Details** section, and align the right edge of the field with the 2.5 inch mark.
2. Drag the `month_last_year` field to the **Details** section, and align the right edge of the field with the 5 inch mark.
3. Drag the `YTD_balance` field to the **Details** section, and align the right edge of the field with the 6.75 inch mark.
4. Drag the `YTD_last_year` field to the **Details** section, and align the right edge of the field with the 9.5 inch mark.
5. Right-click all of the headings that were automatically created in the **Page Header** section, and click **Delete**.

The report should now look similar to the following screenshot:

The screenshot shows a Crystal Reports design view. On the left is a 'Report Explorer' pane with a tree structure: Report Header, Page Header, Group Header #1, Group Header #2, Group Header #3, Totals, Group Footer #1, Group Footer #2, Group Footer #3, Report Footer, and Page Footer. The main area shows a report design with a table. The table has columns for 'month_balance', 'year_balance', 'TD_balance', and 'var_balance'. The 'month_balance' column is highlighted with a blue border. The 'Report Footer' section contains a summary field labeled 'month_balance'.

6. Right-click the `month_balance` field, and choose **Insert > Summary**. The Insert Summary dialog box appears.

The 'Insert Summary' dialog box is shown. It has a title bar with a question mark and a close button. The 'Choose the field to summarize:' section has a dropdown menu with 'month_balance' selected. The 'Calculate this summary:' section has a dropdown menu with 'Sum' selected. The 'Summary location' section has a dropdown menu with 'Grand Total (Report Footer)' selected. There is a checkbox for 'Add to all group levels' which is checked, and a button for 'Insert Group...'. The 'Options' section has two checkboxes: 'Show as a percentage of' (unchecked) and 'Summarize across hierarchy' (unchecked). At the bottom are 'OK' and 'Cancel' buttons.

7. For the **Summary Location**, select Group #1, and click **OK**.
8. Apply a single top border to the Group #1 summary field.
9. Right-click the `month_balance` field, and choose **Insert > Summary**.
10. For the **Summary Location**, select Group #3, and click **OK**.
11. Right-click the `month_balance` field, and choose **Insert > Summary**.

12. For the **Summary Location**, select Grand Total (Report Footer), and click **OK**.
13. Apply a single top border and a double bottom border to the Grand Total summary.
14. Repeat steps 6 through 13 for all of the remaining fields in the **Details** section.

The report should now look similar to the following screenshot:

Report Header					
Page Header					
Group Header #1					
Group Header #2					
Group Header #3					
Details					
Group Footer #1					
Group Footer #2					
Group Footer #3					
Report Footer					
Page Footer					

15. Drag the month_account_budget field to the right side of the sum of the month_balance field in the **Group Footer #3** section.
16. Drag the month_budget_type_total field to the right side of the sum of the month_balance field in the **Group Footer #1** section.
17. Drag the month_budget_net_income field to the right side of the sum of the month_balance field in the **Report Footer** section. Add a single top border and a double bottom border.
18. Drag the month_variance field to the right side of the month_account_budget field in the **Group Footer #3** section.
19. Drag the month_type_total_variance field to the right side of the month_budget_totals field in the **Group Footer #1** section.
20. Drag the month_net_income_variance field to the right side of the month_budget_net_income field in the **Report Footer** section.
21. Drag the month_curr_vs_last_year_balance_variance field to the right side of the sum of the month_last_year_balance field in the **Group Footer #3** section.
22. Drag the month_curr_vs_last_year_type_total_variance field to the right side of the sum of the month_last_year_balance field in the **Group Footer #1** section.
23. Drag the month_curr_vs_last_year_net_income field to the right side of the month_last_year_balance field in the **Report Footer** section. Add a single top border and a double bottom border.

► **To create column headings**

1. Create five text fields, and align each of them above the five month bound columns. Type the following text for each of the fields:
 - Actual
 - Budget
 - Act vs. Bud Variance
 - Last Year
 - Curr vs. Last Year
2. Copy the five text fields and paste the duplicate copies over the YTD bound columns.
3. From the Field Explorer, drag the @month formula field to the **Page Header** section. Resize the heading so that it spans the four month bound columns.
4. For the second column heading, add a text field to the Page Header section, and type YTD. Resize the heading so that it spans the three YTD bound columns.
5. Format the two column heading fields to display bold text aligned to the center and with a single line bottom border.
6. Drag the type_total_heading field to the **Group Footer #1** section, and align it horizontally with Group #2 Name.
7. Create a text field in the **Report Footer** section, and align it horizontally with Group #1 Name. In this text field, type "Net Income".

The report should now look similar to the following screenshot:

The screenshot shows the Crystal Reports design view for a variance analysis report. The layout includes a Page Header section with a formula field for @month and a text field for YTD. The main body of the report is divided into columns for Actual, Budget, Act vs Bud Variance, Last Year, Curr vs Last Year, and YTD. The report is organized into groups, with Group #1 Name and Group #2 Name visible. The Group Footer #1 section contains a type_total_heading field. The Report Footer section contains a text field for Net Income. The Page Footer section is also visible.

Page Header		Month					YTD				
		Actual	Budget	Act vs Bud Variance	Last Year	Curr vs Last Year	Actual	Budget	Act vs Bud Variance	Last Year	Curr vs Last Year
Group Header #1	Group #1 Name										
Group Header #2	Group #2 Name										
Group Header #3	Group #3 Name										
Group Footer #1	Group #1 Name										
Group Footer #2	Group #2 Name										
Group Footer #3	Group #3 Name										
Report Footer	Net Income										
Page Footer	Page Number										

Reviewing your work



To see how the report looks with the fields in place, click **Print Preview** to activate the Preview tab.

The report appears in preview mode.

Expense	March					YTD				
	Actual	Budget	Act vs Bud Variance	Last Year	Cur vs Last Year	Actual	Budget	Act vs Bud Variance	Last Year	Cur vs Last Year
Cost of Goods Sold										
Bikes (Competition) Cost	\$0,774.00	\$0,336.50	(\$39,437.59)	\$10,977.72	(\$27,205.84)	#####	#####	#####	#####	(\$39,706.37)
Bikes (Hybrid) Cost	\$7,744.12	\$4,348.55	(\$3,415.57)	\$1,852.47	\$1,437.30	\$1,202.09	\$22,493.22	#####	\$15,739.34	(\$5,911.85)
Bikes (Kids) Cost	\$2,513.02	\$1,932.01	(\$2,220.21)	\$252.87	(\$603.79)	\$3,877.91	\$2,399.64	(\$2,694.00)	\$2,274.02	(\$2,259.36)
Bikes (Mountain) Cost	\$30,640.26	\$14,856.00	(\$24,012.25)	\$7,733.34	(\$15,129.59)	\$43,612.76	\$55,923.30	#####	\$21,493.10	(\$31,134.92)
Gloves Cost	\$307.35	\$198.70	(\$110.05)	\$113.85	\$102.38	\$737.76	\$1,887.87	(\$541.08)	\$840.15	(\$183.50)
Helmets Cost	\$1,157.54	\$2,497.15	\$1,239.52	\$247.89	(\$38.57)	\$2,100.55	\$9,254.18	(\$693.29)	\$3,051.98	(\$908.98)
Locks Cost	\$243.10	\$35.36	(\$208.74)	\$44.82	(\$172.27)	\$604.75	\$899.89	(\$565.30)	\$432.46	(\$198.28)
Saddles Cost	\$315.45	\$454.14	\$138.59	\$38.88	\$40.28	\$932.05	\$591.88	(\$377.91)	\$972.32	(\$278.78)
General & Administrative										
Accounting & Legal	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$2,221.58	\$1,445.12	\$3,003.00	(\$445.12)	\$2,666.70	\$0.30
Advertising & Promotions	\$0.00	\$14.41	\$14.41	\$0.00	\$0.00	\$0.00	\$41.51	\$14.41	\$0.00	\$0.30
Amortization Expense (Bldg)	\$91.88	\$2,045.94	(\$2,045.94)	\$0.00	\$0.00	\$4,091.88	\$6,137.82	(\$2,045.94)	\$4,091.88	(\$4,091.88)
Amortization Expense (Eqpt)	\$269.36	\$2,134.68	(\$2,134.68)	\$0.00	\$0.00	\$4,269.36	\$6,404.64	(\$2,134.68)	\$4,269.36	(\$4,269.36)
Bank Charges	\$65.44	\$3.42	(\$62.02)	\$29.16	\$30.93	\$32.89	\$20.80	(\$29.47)	\$71.73	(\$36.28)
Carriage & Postage	\$251.50	\$116.20	(\$155.22)	\$0.00	(\$198.40)	\$591.91	\$331.27	(\$465.24)	\$295.11	(\$251.50)
Insurance	\$2,972.36	\$299.77	(\$2,672.59)	\$1,467.56	\$1,259.19	\$2,715.65	\$2,302.41	(\$2,415.87)	\$3,974.04	(\$1,504.00)
Interest Expense	\$4,102.06	\$2,051.03	(\$2,051.03)	\$0.00	\$0.00	\$4,102.06	\$5,591.69	(\$2,051.03)	\$4,102.06	(\$4,102.06)
Internet	\$240.68	\$13.84	(\$226.74)	\$0.00	\$0.00	\$240.68	\$11.55	(\$229.14)	\$240.68	(\$240.68)
Miscellaneous	\$187.29	\$1.76	(\$185.53)	\$0.00	(\$62.43)	\$187.29	\$4.84	(\$185.53)	\$124.06	(\$187.29)
Office Supplies	\$207.55	\$112.32	(\$95.24)	\$0.00	(\$386.37)	\$922.86	\$651.56	(\$110.54)	\$436.76	(\$207.55)
Repair & Maintenance	\$1,210.26	\$0.00	(\$1,210.26)	\$552.71	(\$898.88)	\$1,451.40	\$3.00	(\$1,451.40)	\$552.71	(\$657.54)

Note: Revenue accounts that are also credit accounts may display negative amounts. To display positive values, you need to apply conditional formatting on the sum fields for both the month_balance and the YTD_balance fields.

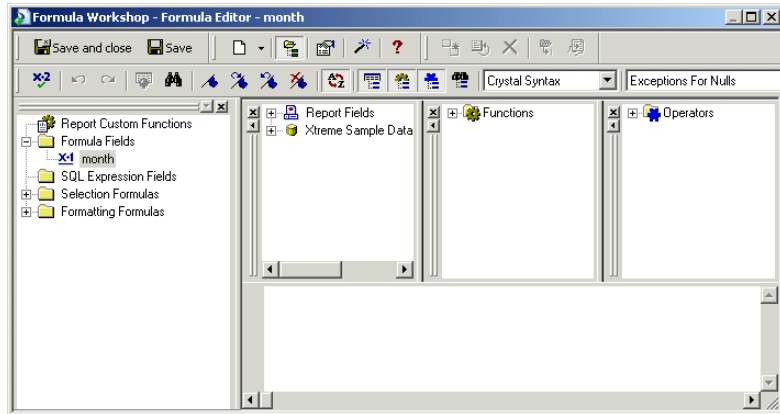
► To apply conditional formatting

1. In the **Group Footer #3** section, use CTRL+click to select the month_balance and YTD_balance fields.
2. Right-click the fields, and select **Format Objects**.
3. On the Number tab, click **Customize....**



4. Select the **Reverse Sign for Display** option, and click the **Formula** button beside the option.

The Formula Workshop appears.



5. Type the following formula, and then click **Save and close**:

```
{Account_Type.Account Type} = 'Revenue' and  
{Account.Account Name} <> 'Sales Returns'
```
6. In the **Group Footer #1** section, use CTRL+click to select the **month_balance** and **YTD_balance** fields.
7. Right-click the fields, and select **Format Objects**.
8. On the Number tab, click **Customize....**
9. Select the **Reverse Sign for Display** option, and click the **Formula** button beside the option.
10. In the Formula Workshop, type the following formula, and click **Save and close**:

```
{Account_Type.Account Type} = 'Revenue'
```
11. In the **Report Footer** section, use CTRL+click to select the **month_balance** and **YTD_balance** fields.
12. Right-click the fields, and select **Format Objects**.
13. On the Number tab, click **Customize....**
14. Select the **Reverse Sign for Display** option, and click **OK**.

After you finish reviewing the report, click the Design tab to correct any mistakes.

Completing the report

Now that the report has been built to display the correct data, you can add the report title, the report date, and the company logo.

► **To add a report title and report date**

1. Expand the **Page Header** section to be approximately 2 inches in height.
2. Create a new text field at the center of the **Page Header** section, and type Xtreme Mountain Bikes.
3. Create another text field directly underneath the Xtreme Mountain Bikes text field, and type Actual vs. Budget with Variance.
4. Create another text field directly underneath the Actual vs. Budget with Variance text field, and type For the months ending.
5. Drag the **End Date** parameter field to anywhere in the **Page Header** section.
6. Right-click the **End Date** field, and click **Format Field**.
The Format Editor appears.
7. Select **03/01/1999** as the Date and Time format, and click **OK**.
8. Drag the End Date field into the text field that contains **For the months ending**.



► **To add a company logo to the report**

1. Click **Insert Picture**.
2. Choose a bitmap (.bmp) logo file, and click **Open**.
3. Position the object frame in the upper right-hand corner of the **Report Header (RH)** section of the report.

4. Click the Preview tab.

The report should now look similar to the following screenshot:

3/9/2016

xtreme
Mountain Bikes

Xtreme Mountain Bikes
Actual vs Budget with Variances
For the Months Ending 03/08/2016

Expenses	March					YTD				
	Actual	Budget	Act vs Bud Variance	Last Year	Cur vs Last Year Variance	Actual	Budget	Act vs Bud Variance	Last Year	Cur vs Last Year Variance
Cost of Goods Sold										
Bikes (Competition) Cost	\$19,714.09	\$16,318.38	(\$3,415.71)	\$17,977.72	(\$17,905.84)	\$219,199.29	\$219,419.46	(\$217,882.79)	\$110,291.46	(\$10,799.37)
Bikes (Hybrid) Cost	\$7,784.12	\$4,348.65	(\$3,415.47)	\$7,852.47	(\$1,417.35)	\$19,202.09	\$21,492.22	(\$13,850.54)	\$19,724.28	(\$5,911.85)
Bikes (Kids) Cost	\$2,513.25	\$163.81	(\$2,349.44)	\$215.97	(\$13,786.78)	\$2,337.81	\$1,999.34	(\$3,884.10)	\$2,374.92	(\$2,259.29)
Bikes (Mountain) Cost	\$19,399.24	\$14,888.38	(\$4,510.86)	\$7,710.24	(\$11,129.88)	\$43,811.79	\$45,812.58	(\$20,296.26)	\$19,461.13	(\$21,134.92)
Groves Cost	\$107.35	\$118.70	(\$11.35)	\$119.35	\$102.38	\$737.79	\$1,017.37	(\$281.88)	\$146.18	(\$192.58)
Helmets Cost	\$1,187.54	\$2,487.15	\$1,299.62	\$247.89	(\$18.57)	\$2,389.55	\$1,214.38	(\$102.59)	\$2,281.88	(\$99.88)
Tools Cost	\$143.11	\$26.36	(\$116.75)	\$44.92	(\$173.27)	\$854.76	\$848.18	(\$66.58)	\$432.48	(\$118.21)
Swissair Cost	\$116.48	\$464.14	\$138.66	\$18.88	\$40.38	\$573.04	\$561.89	(\$177.81)	\$272.32	(\$279.24)
General & Administrative Expenses										
Accounting & Legal	\$0.00	\$1,010.00	\$1,010.00	\$0.00	\$1,231.58	\$1,446.12	\$2,000.00	(\$645.12)	\$2,398.79	\$0.00
Advertising & Promotions	\$0.00	\$14.81	\$14.81	\$0.00	\$0.00	\$0.00	\$41.51	\$14.81	\$0.00	\$0.00
Amortization Expense (Buildings)	\$4,891.89	\$3,245.84	(\$1,646.05)	\$0.00	\$0.00	\$4,391.89	\$1,117.92	(\$3,273.97)	\$4,391.89	(\$4,091.89)
Amortization Expense (Machinery)	\$4,285.38	\$2,154.88	(\$2,130.50)	\$0.00	\$0.00	\$4,289.38	\$1,464.24	(\$2,825.14)	\$4,285.38	(\$4,285.38)
Bank Charges	\$55.44	\$0.42	(\$55.02)	\$19.16	\$19.83	\$32.89	\$19.38	(\$13.51)	\$71.73	(\$38.28)
Courier & Postage	\$151.52	\$118.28	(\$133.24)	\$0.00	(\$18.48)	\$181.81	\$211.37	(\$29.56)	\$181.11	(\$25.15)
Insurance	\$2,472.35	\$219.77	(\$2,252.58)	\$1,457.55	\$1,259.19	\$2,716.85	\$1,242.41	(\$1,474.44)	\$2,374.84	(\$1,504.89)

Saving the report



► To save the report

1. Click **Save**.

Because this is the first time that you are saving the report, the Save As dialog box appears and displays the location where the file will be saved.

2. In the **File name** field, type Actual vs. Budget with Variance.rpt, and click **Save**.

The report is saved to the location that you chose.