



Financial Report Tutorials Full Year Budget Report with Actuals



2

chapter

Full Year Budget Report with Actuals

The Full Year Budget Report with Actuals displays actual or forecast amounts for all revenue and expense accounts. When the report is previewed, months prior to the report date are shown as their actual amounts while month past the end date are shown as forecast amount.

Introduction

The following tutorial assumes you have completed the *Quick start for new users* tutorial which starts on page 48 of the UserGde.pdf file included in the Docs folder of your product CD.

Creating the report

Create a new **Blank Report**.
The database expert dialog appears.

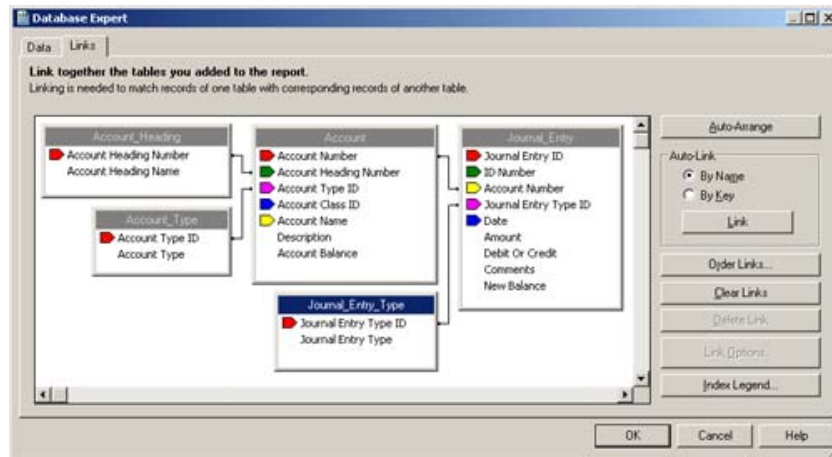
Selecting a database to use

The next step in creating a report is to select a database.

► **To select a database**

1. In the Database Expert dialog box, expand the **Create New Connection** folder.
2. Double click the **ODBC(RDO)** folder. A list of all data sources is shown.
3. From the list, select the **Xtreme Sample Database 2005** data source and click **Finish**. You will now see a list of all available tables from the Xtreme Sample Database 2005 data source.
4. Use the Ctrl-click combination to select the Account, Account Type, Account Heading, Journal Entry, and Journal Entry Type tables and click the > arrow to add it to the Selected Tables list. Click **OK**. The links diagram is shown.

5. Ensure your links are setup as shown in the image below and click **OK**.



Creating commands

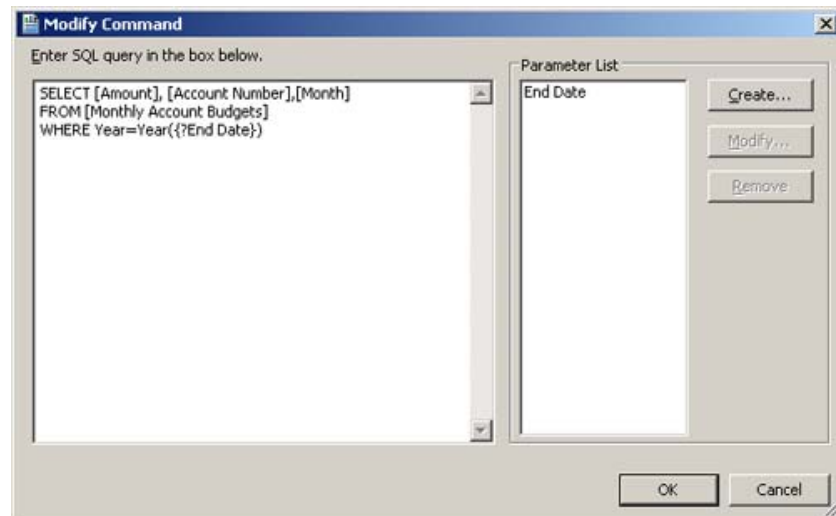
The Full Year Budget report makes use of one command object. A command object is simply an SQL expressions used to return data.



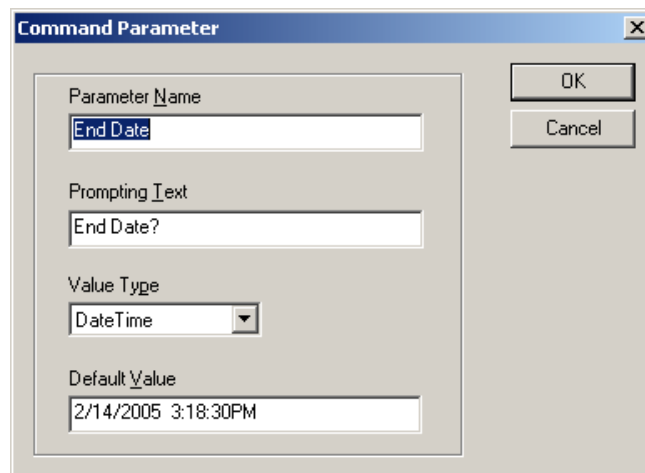
► To create a command

1. Select Database Expert from the Expert toolbar.
2. Select **Add Command** from the Available Data Sources tree under the existing Xtreme Sample Database 2005 connection and click the > arrow. The Add Command To Report windows is shown.

- Using the image below as reference , create the following query then click Create...



- The Command Parameter window is now shown. Use the image below to create the required Parameter. Click **OK**. Click **OK** again.

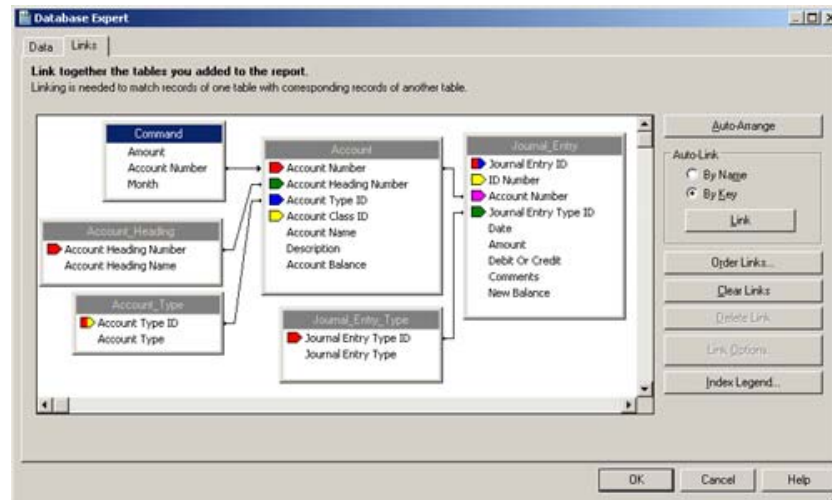


5. You are now prompted to enter a format and value for the **End Date** parameter. Once you have entered these values click OK.

6. Once the command is created, click **OK**. The linking diagram is shown.
7. Verify that the links are consistent with the diagram shown below. If necessary, create the appropriate links by dragging fields from one table to the matching field in another table.
The following links should be shown:
 - 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
 - Command.Account Number to Account.Account Number
8. Once the links have been verified Click OK.

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Introduction



Setting up the report date

When the SQL commands were created a new Parameter Field named **End Date** was created. Check the Parameter Fields in the Field Explorer to ensure this field is present. We will now create a second parameter named **Year**.



► To create the Year parameter

1. From the Field Explorer, right-click Parameter Fields and click new. The Create New Parameter dialog is shown.
2. In the Name field type **Year**.

3. Set the Type drop down to **Date Time**. Click OK.

Create New Parameter

Name: Type:

List of Values: ☒ Static ☐ Dynamic

Value Field: Description Field:

Actions ▾

Value	Description
Click here to add item	

Options:

Option	Setting
Prompt Text	Enter Year:
Prompt With Description Only	False
Default Value	
Allow custom values	True
Allow multiple values	False
Allow discrete values	True

Setup selection criteria

A selection criteria is required to restrict the range of journal entries included in the report. For our report we need to restrict the journal entries to those which fall between January 1st and December 31st of the **End Date** parameter.

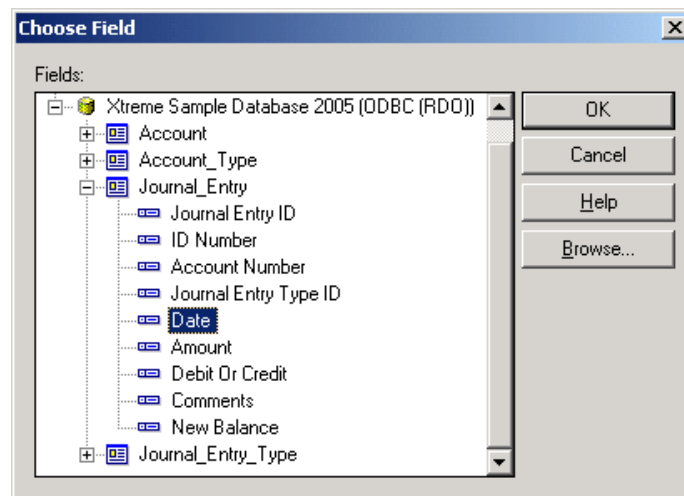
In addition to restricting journal entries based on dates, we will also restrict journal entries based on type. On January 1st of each year the process of closing the books is performed. These closing entries entail closing all revenue and expense accounts and making the necessary adjustment to Retained Earnings to reflect a net gain or net loss. We don't want the closing entries to be included as part of our report and therefore we will restrict such entries.

Finally we will also be restricting the Account Types shown as one of Revenue or Expense.

► **To create selection criteria**



1. Click the Select Expert from the Expert Toolbar. The Choose Field dialog is shown. Select Journal Entry.Date and click OK.



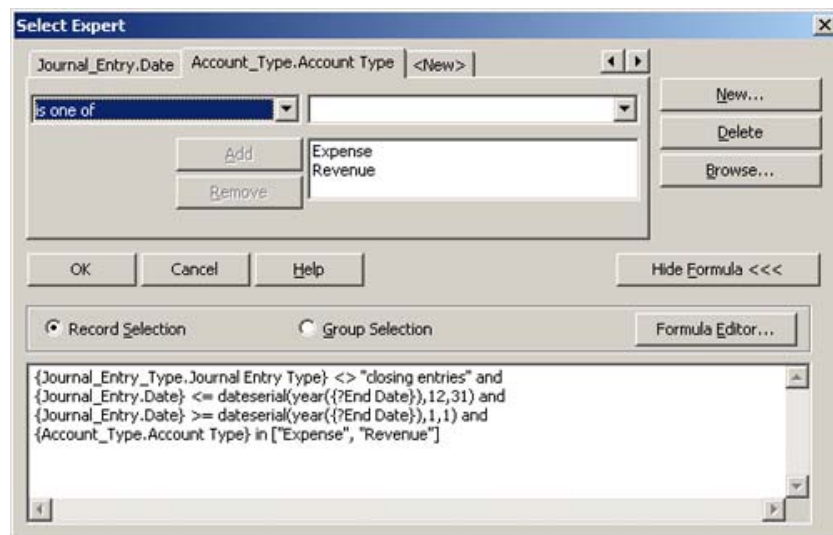
2. You will now see the Select Expert dialog. Make sure the Journal Entry.Date tab is chosen. From the drop down list, select 'formula:'. A text box for entering formulas becomes visible. In this text box we will enter our formula to restrict journal entries based on date.

In the text box enter the following formula:

```
{Journal_Entry.Date} <= dateserial(year({?End Date}),12,31)
and
{Journal_Entry.Date} >= dateserial(year({?End Date}),1,1)
```

- **dateserial** is an SQL function which accepts three parameters (year, month, day) and returns a valid date.
 - **year** is an SQL function which accepts a date and returns the year portion only.
3. With journal entry dates restricted, we will now add to our Select Expert criteria to restrict closing entries. To do so, while still in the Select Expert dialog, click the New tab.
 4. From the Choose Field dialog select Journal Entry Type.Journal Entry Type. Click OK.

5. From the drop down list select 'is not equal to'. A second drop down list to the right appears.
6. From this second list select 'closing entries'.
7. Finally we add to the selection criteria to display only Revenue and Expense Accounts. While still in the Select Expert dialog, click the New tab.
8. From the Choose Field dialog select Account Type.Account Type. Click OK.
9. From the drop down list select 'is one of'. A second drop down list to the right appears.
10. From this second list select 'Revenue', and 'Expense'.
11. To display the entire selection criteria click the 'Show Formula >>>' button.
12. Verify your selection criteria with the image below. Click **OK**.



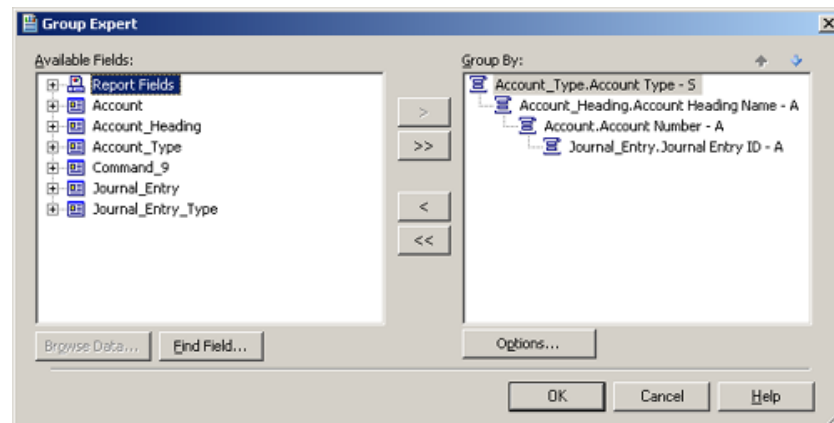
Setup groupings

We will be grouping our records based on Account Type (Asset, Liability, Equity, Revenue, and Expense), Account Heading Name, Account Number and Journal Entry ID.



► Create report groupings

1. Click the Group Expert from the Expert toolbar. The Group Expert is shown.
2. From the Available Fields tree, select Account Type.Account Type and click the > arrow.
3. Click the Options... button. The Change Group Options dialog is shown.
4. From the second drop down list select 'in specified order'.
5. From the Named Group list select the following values in order (Revenue, Expense). Click OK.
6. Create a second group by selecting Account Heading.Account Heading Name from the Available Fields tree and clicking the > arrow. The default sort order is ascending which is fine.
7. Create a third group by selecting Account.Account Number from the Available Fields tree and clicking the > arrow. The default sort order is fine.
8. Create a fourth group by selecting Journal Entry.Journal Entry ID and clicking the > arrow. The default sort order is fine.
9. Verify your groupings with the image below. Click OK.



Create formula fields

Our report makes use of numerous formula fields. We will create each of these formula fields now and add them to our report at later stages in the tutorial.



► **To create formula fields**

1. From the Field Explorer, right-click Formula Fields and click new. The Formula Name dialog is shown.
2. Type the name of your formula and click OK. The Formula Workshop windows is shown.
3. Enter your formula in the formula editor.
4. Check the formula syntax by clicking **Check**.
5. Click the save and close button.
6. Repeat steps 1 through 5 to create the required formula fields in the table below:



To begin, we will create five Formula Fields for each month we wish to display. In this case we will be displaying 12 months which means we will require an 60 Formula Fields pertaining to individual months. The five formula fields for January are shown below. Use this as a guide for creating Formula Fields for all remaning months.

Name	Formula
jan_account_balance	<pre> whileprintingrecords; currencyvar jan_account_balance; currencyvar jan_type_total; jan_type_total := jan_type_total + jan_account_balance; if {Account_Type.Account Type} = 'Revenue' then jan_account_balance * -1 else jan_account_balance </pre>
jan_account_type_total	<pre> whileprintingrecords; currencyvar jan_net_profit; currencyvar jan_type_total; if {Account_Type.Account Type} = 'Revenue' then (jan_net_profit := jan_net_profit + jan_type_total * - 1; jan_type_total * -1;) else (jan_net_profit := jan_net_profit - jan_type_total; jan_type_total;) </pre>

Name	Formula
jan_balance	<pre> whileprintingrecords; currencyvar jan_account_balance; currencyvar jan_budget; if month({?End Date}) >= 1 then (if ({Journal_Entry.Date} <= dateserial(year({?End Date}),1,31)) and ({Journal_Entry.Date} >= DateSerial(year({?End Date}), 1, 1)) then (if {Journal_Entry.Debit Or Credit} = 'Credit' then jan_account_balance := jan_account_balance + ({Journal_Entry.Amount} * - 1) else jan_account_balance := jan_account_balance + ({Journal_Entry.Amount}))) else (if {Account_Type.Account Type} = 'Revenue' and {Account.Account Name} <> 'Sales Returns' then jan_account_balance := jan_budget * -1 else jan_account_balance := jan_budget); jan_account_balance; </pre>

Name	Formula
jan_budget	<pre>whileprintingrecords; currencyvar jan_budget; if {Command.Month} = 1 then jan_budget := {Command.Amount};</pre>
jan_net_income	<pre>whileprintingrecords; currencyvar jan_net_profit; jan_net_profit;</pre>

A description of each formula is given below:

jan_account_balance

- Updates monthly type total amounts.
- Reverses the sign for all Revenue account balances.

jan_account_type_total

-

jan_balance

- Updates the monthly balance amount based on Journal Entries.
- Reverses the sign of all Credits.

jan_budget

- Sets the monthly budget amount.

jan_net_income

- A variable used to store monthly net profit amounts.

With all the month specific formula fields complete, we will now create the remaining report formulas.

Name	Formula
actual_dates	"Actual Data : January - " + monthname(month({?End Date})))
annual_balance _total	{@jan_account_balance}+{@feb_account_balance} + {@mar_account_balance}+{@apr_account_balance} + {@may_account_balance}+{@jun_account_balance} + {@jul_account_balance}+{@sep_account_balance} + {@oct_account_balance}+{@nov_account_balance} + {@dec_account_balance}
annual_net_inco me	{@jan_net_income}+{@feb_net_income} + {@mar_net_income}+{@apr_net_income} + {@may_net_income}+{@jun_net_income} + {@jul_net_income}+{@aug_net_income} + {@sep_net_income}+{@oct_net_income} + {@nov_net_income}+{@dec_net_income}
annual_type_tot al	{@jan_account_type_total} + {@feb_type_total} + {@mar_type_total} + {@apr_type_total} + {@may_type_total} + {@jun_type_total} + {@jul_type_total} + {@aug_type_total} + {@sep_type_total} + {@oct_type_total} + {@nov_type_total} + {@dec_type_total}

Name	Formula
forecast_dates	<pre> if month({?End Date}) = 12 then "forecast Data : None" else "forecast Data : " + monthname(month(dateadd('m',1,{?End Date}))) + " - December" </pre>
init	<pre> whileprintingrecords; currencyvar jan_account_balance :=0; currencyvar feb_account_balance :=0; currencyvar mar_account_balance :=0; currencyvar apr_account_balance :=0; currencyvar may_account_balance :=0; currencyvar jun_account_balance :=0; currencyvar jul_account_balance :=0; currencyvar aug_account_balance :=0; currencyvar sep_account_balance :=0; currencyvar oct_account_balance :=0; currencyvar nov_account_balance :=0; currencyvar dec_account_balance :=0; currencyvar jan_budget :=0; currencyvar feb_budget :=0; currencyvar mar_budget :=0; currencyvar apr_budget :=0; currencyvar may_budget :=0; currencyvar jun_budget :=0; currencyvar jul_budget :=0; currencyvar aug_budget :=0; currencyvar sep_budget :=0; currencyvar oct_budget :=0; currencyvar nov_budget :=0; currencyvar dec_budget :=0; </pre>

Name	Formula
init_account_type	<pre>whileprintingrecords; currencyvar jan_type_total:=0; currencyvar feb_type_total:=0; currencyvar mar_type_total:=0; currencyvar apr_type_total:=0; currencyvar may_type_total:=0; currencyvar jun_type_total:=0; currencyvar jul_type_total:=0; currencyvar aug_type_total:=0; currencyvar sep_type_total:=0; currencyvar oct_type_total:=0; currencyvar nov_type_total:=0; currencyvar dec_type_total:=0;</pre>
type_total_heading	<pre>if {Account_Type.Account Type} = 'Revenue' then "Net Sales" else "Total Operating Expenses"</pre>

A description of each formula is given below:

actual_dates

- Returns a heading stating the time period for actuals data.

annual_balance_total

- Sum of all monthly account balances.

annual_net_income

- Sum of all monthly net income amounts.

annual_type_total

- Sum of all monthly account type totals.

forecast_dates

- Returns a heading stating the time period for forecast data.

init

- Sets all monthly account_balance and budget variables to zero.

init_account_type

- Sets all monthly type_total variables to zero.

type_total_heading

- Sets the Account Type.Account Type field to 'Net Sales' if it is a Revenue account and 'Total Operating Expenses' if it is an Expense account.

Adding fields to the report

Now that we have specified our selection criteria through the Select Expert, set up our groupings using the Group Expert, and created our Formula Fields using the Formula Workshop we will begin adding fields to our report.

Before we start adding fields, adjust the page setup to use legal size paper and oriented as landscape. This arrangement is required to accomodate the report fields.

► **To add fields to the report**

1. Drag the jan_budget field into the left side of the Details section.
2. Delete the column heading which is automatically created in the Page Header section.
3. Drag the jan_balance field into the Group Footer #4 section centered horizontally with the jan_budget field.
4. Drag the jan_account_balance field the into the Group Footer #3 section centered horizontally with the jan_balance field.
5. Drag the jan_account_type_total field the into the Group Footer #1 section aligned horizontally with the jan_account_balance field. Add a single top border to this field.
6. Drag jan_net_income field the into the Report Footer section centered horizontally with the jan_account_type_total field. Add a single top border and a double bottom border to this field.
7. Repeat steps 1 through 6 for all remaining months. Note, you will need to create the required Formula Fields for each month first.
8. Once all month (January through December) columns are in place, we will now create the final column. Drag the annual_balance_total field into the Group Footer #3 section to the right of the December column.
9. Drag the annual_type_total field into the Group Footer #1 section centered horizontally with the annual_balance_total field. Add a single top border to this field.

10. Drag the annual_net_income field into the Report Footer section centered horizontally with the annual_type_total field field. Add a single top border and a double bottom border to this field.
11. Verify your report with the image below:
Note: You may need to adjust field widths so that all months can be shown.

12. For the next step, drag the init_account_type formula field into the Group Header #1 section centered horizontally with the column for January values.
13. Drag the init formula field into the Group Header #3 section centered horizontally with the init_account field.
14. Drag the Account.Account Name field into the Group Footer #3 section placed flush against the left edge of the report.
15. Drag the type_total_heading formula field into the Group Footer #1 section placed flush against the left edge of the report.
16. Create a new text box in the Report Footer section placed flush against the left edge of the report. In the text box type "Net Income". Make the text box bold.
17. Drag the actual_dates formula field into the top left hand side of the Page Header section.
18. Drag the forecast_dates formula field into the Page Header section directly underneath the actual_dates formula field.
19. Suppress (No Drill-Down) the Group Header #3 section.
20. Suppress (No Drill-Down) the Group Header #4 section.
21. Suppress (No Drill-Down) the Details section.
22. Suppress (No Drill-Down) the Group Footer #2 section.
23. Hide (Drill-Down OK) the Group Footer #4 section.

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24. Verify your current report with the image shown below:

[illegible]

25. The next step will be to create column headings for our report data.

Create a new text field above each month column in the Page Header section. In the text field type the name of the month. Format the text field to display as bold with a single bottom border.

26. In the last column, create a text field with the text “Annual Actual + Forecast” in the Page Header section. Format the text field to display as bold with a single bottom border.

Your report should look like the following:

Group Header #1												
Page Footer												
Page Footer												
January February March April May June July August September October November December Annual Actual Forecast												
Group Header #1	Group #1 Member	Group #1 Member										
Group Header #2	Group #2 Member	Group #2 Member										
Group Header #3	Group #3 Member	Group #3 Member										
Group Header #4	Group #4 Member	Group #4 Member										
Group Header #5	Group #5 Member	Group #5 Member										
Group Header #6	Group #6 Member	Group #6 Member										
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Reviewing your work

Now let's see how the report looks with the fields in place.



1. Click **Print Preview** on the standard toolbar to activate the preview tab. The screen should look similar to this:

	January	February	March	April	May	June	July	August	September	October	November	December	Annual Actual - Forecast
Revenue													
Sales Revenue	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$9,000.00
Sales - Office	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$3,000.00
Sales - Home	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$6,000.00
Sales - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales - Total	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$9,000.00
Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$9,000.00
Expenses													
Cost of Goods Sold	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$3,000.00
Office Cost	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Home Cost	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$1,800.00
Other Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost - Total	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$3,000.00
Operating Expenses	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$6,000.00
Office Expense	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Home Expense	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$4,800.00
Other Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense - Total	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$6,000.00
Total Expenses	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$9,000.00
Net Profit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2. When you are finished reviewing the report, return to the **Design** tab to correct any mistakes.

Completing the report

Now that the report has been built to display the correct data a report title, report date, and a company logo can be added.

► To add a report title and report date

1. Expand the Page Header section to be approximately 2 inches in height. Note: You may have to reposition fields currently in the Page Header section after you change the Page Header size.
2. Create a new text field centered in the Page Header section. Enter the text "Xtreme Mountain Bikes" in the new text field.
3. Create another text field with the text "Dynamic Full Year Actual - Forecast". Place this text field in the Page Header section directly beneath the "Xtreme Mountain Bikes" text field.
4. Create another text field and add it to the Page Header section directly beneath the "Dynamic Full Year Actual - Forecast" text field. In this text field type "For the months ending ".
5. Drag the **End Date** parameter field anywhere into the Page Header section.
6. Right click the **End Date** field and click Format Field: The Format Editor is shown. Select 03/01/1999 as the Date and Time format and click **OK**.
7. Drag the **End Date** field into the text field with the text "For the months ending ".

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Introduction




8. Make the three newly created text fields bold.

► To add a company logo to the report

1. While on the **Design** tab, click **Insert Picture** on the Insert Tools toolbar.
2. Choose a logo image 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 once again.

Note: You may have to increase the page size in order to display all data properly. Your report should now look like the following:

<div> Xtreme Mountain Bikes Dynamic Full Year Actual - Forecast For the Month Ending 03/31/2005</div>													
Actual Data : January - March Forecast Data : April - December													
	January	February	March	April	May	June	July	August	September	October	November	December	Annual Actual - Forecast
Revenue													
Sales Revenue													
Sales Taxes	\$715.00	\$820.00	\$975.00	\$1,077.27	\$15.79	\$868.14	\$980.14	\$980.14	\$980.14	\$980.14	\$980.14	\$980.14	\$1,457.54
Sales (Net)	\$1,826.74	\$2,087.74	\$2,712.30	\$2,878.44	\$42.88	\$2,789.00	\$3,760.82	\$3,760.82	\$3,760.82	\$3,760.82	\$3,760.82	\$3,760.82	\$38,421.88
Laboratory	\$715.26	\$820.00	\$975.00	\$1,077.27	\$15.79	\$868.14	\$980.14	\$980.14	\$980.14	\$980.14	\$980.14	\$980.14	\$1,457.54
Other (Selling)	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$10,000.00
Other (Selling) - Commission	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,000.00
Other (Selling) - Freight	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$18,888.00
Other (Selling) - Fuel	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$18,888.00
Other (Selling) - Insurance	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$18,888.00
Other (Selling) - Other	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$1,574.01	\$18,888.00
Net Sales	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$10,000.00
Expenses													
Cost of Goods Sold													
Direct Cost	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$10,000.00
Indirect Cost	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$10,000.00
Other (Operating) Cost	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$10,000.00
Other (Operating) - Fuel	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$10,000.00
Other (Operating) - Insurance	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$10,000.00
Other (Operating) - Other	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$10,000.00
Net Income	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$10,000.00

Saving the report



1. Click **Save** on the Standard toolbar to save your work.
Since this is the first time you are saving the report, the Save As dialog box appears displaying the default directory where the file will be saved.
2. Type *Dynamic Full Year Actual And Forecast.rpt* in the **File name** box and click **Save**.
Your report is saved to the default directory or another directory you chose.