MSX Group Fall Forum

Management Reporter Q&A

March 21, 2016

Question	Answer
In Management Reporter, once you rerun the report you have to do the chart again?	Yes, if you regenerate the report you have to redo the graph. As an added option/suggestion, you can export the report to Excel and have a second Excel file link to this first Excel file export.
When I print out two different departments with the same row definition format, how can I manage not to print the underline rows if there is no data to that line (0) in one department?	In your Row Definition, you can relate non-data rows such as underscores, headers, blank rows to data rows. That is, if your total sales row is row 500, type 500 in column D of the underscore row to relate it to the sales number. If sales are zero, it will suppress the sales row and any related rows (underscore, etc.).
Is there any way to select multiple series in the graph without going back multiple times?	This is not yet a feature in Management Reporter and usually we will create a report built in advance for graphing needs. Please look to the Microsoft Connect site where you can submit and vote for new feature requests.
How can I get our company's logo on the header - as Fabrikam is - on all our reports?	This is done in the Headers and Footers tab in the Report Definition: You will see an "Images" button to browse to add a company logo. Logos can be added to reports in either report headers or footers. (Reports created from sample reports may include the Fabrikam logo.) To add or change this, select the headers and footers tab in the report designer, put your cursor in the area where you would like for the logo to appear and click the Images button. You can then click "Add" to browse to your image file and click "Insert".
Can the report date be frozen as the date the report was calculated and not the date the report is printed?	As of Management Reporter 2012 CU14, the report date and report time that are available in the report header and footer do not reflect the date and time the report was generated. Instead, they reflect the date and time the report is opened and printed even if it was generated the prior day.
I have not been able to remove the day of the week from the long date. I changed the regional settings on both my computer and the server. Any suggestions?	Here is a web article on such from Jan Harrington on how to do this: http://www.frxbuzz.com/management-reporter-day-week-title/
Is there anyway, we can see or go out to the General Ledger while in Management Reporter?	Yes, reports that are generated with account-level detail will allow you to drill back into the general ledger from the account-level detail pages.
Does the system come with any canned reports?	Yes, numerous sample reports are included with Management Reporter. If you installed MR before

	they were available or if you don't see them, you can import the sample reports by going to Tools>Import Default Reports from the main menu.
Why do we have to use the @sign when calculating the gross margin?	As a general rule, when using the CAL in the row definition formulas you place the @ symbol before the row code since you can also numerical values in formula. The @ symbol is not needed for TOT rows. (TOT are used for adding/subtracting and CAL used normally for multiplying/dividing/If-Then formulas.)
Is there a way to automate the export of a report from Management Reporter's Web viewer to Excel?	Unfortunately, no.
How do I get my FRx upgraded because lots of the features shown here are not available at my current FRx version (Release: 6.7.11027)	We can guide you on best approach. Email Info@MSXgroup.com
Please cover headers, footers, logos not exporting to Excel.	Yes, headers, footers, logos do export to Excel (logos may have to be resized). Microsoft has made enhancements to Excel output through the most recent MR 2012 CU14 release available today and there are some options in either the MR Designer "Output and Distribution" tab of the Report Definition for Excel export options. (Also seen from the MR Client desktop Viewer when exporting to Excel.)
Can you run for a specific date for actual, budget, or prior year?	Yes, you would first use the Period and Year fields in the Report Definition along with Period and Year references in the Column Definition. In the Column definition you also have Start and End Date filters to get very precise of specific transactions for a particular date range.
What controls whether a report goes to the Management Reporter Report Viewer or Web Viewer?	In Management Reporter Report Designer, you can go to Tools>Options to choose or turn ON "Use Management Reporter Viewer" which opens reports in the Management Reporter desktop client viewer. (This is mainly for Admins to control folders and security on folders.) If this is turned OFF then generated reports will open in the Web Viewer.
We use a reporting tree to run our monthly variance report and we then export the multi-tab report to Excel. Some unit's monthly reports run multiple pages. How can I set up the report settings in Management Reporter to have the column headers print at the top of each exported page for those units with long reports? (Right now, I'm individually formatting each	First, we would recommend using the Management Reporter Viewer for secure, electronic, real-time access to report. Otherwise, when sending a report to Excel, which is not secure or real-time, you may lose some formatting (such as column headings and page breaks in the row and column). Some new features have been added for Excel output within MR and others suggestions you may submit or vote on within the Microsoft Connect web site.

Excel tab using the "print titles" option, which is very time consuming.)	
My reports seem to always generate a final blank page. Is there anything I can do so that I don't keep wasting the paper?	In the Row Definition, deleting all blank rows at bottom which should fix this. Also, in the Report Definition "Settings" tab there is the "Other" button at bottom where you can modify margins and portrait/landscape and Scaling/Shrink to Page Width (not height).
When I generate an Income Statement, I don't see where to find the new one in the Management Reporter Library. How do I save to the library?	Please look to the Report Definition (or Report Group) "Output and Distribution" tab where you can choose a folder from the report library to output to.
You show company “two” in the reporting tree. Can you have different companies with different databases in a reporting tree to perform consolidation?	Yes, you can report on multiple companies in one report and those companies can even have different chart of account numbering and fiscal years.
For the charts, can you create one with multiple columns?	Report graphing in Management Reporter is a single row or single column. If you have robust graphing needs, simply export the report to Excel and have a second Excel file link to that one with graphing.
What version of GP do we need to be working in, in order to support Management Reporter?	Management Reporter is compatible with GP 2010 and newer versions.
Why do I sometimes see the TOT row number entered into Column D of the row used for underline on some of the canned Management Reporter reports?	The DES format code in the Row definition is used for descriptions – like the Revenue description before your revenue accounts. You can also relate any DES or Underline row to a TOT/CAL row so they only print if the value exists. For example, we could relate in Column D of the Row Definition the "Revenue" DES row to our Total Revenue row (say total revenue is row code 500). Then, if row 500 for Total Revenue is zero and perhaps suppressed when looking at a pure expense department, then the "Revenue" description will not show. This concept is in the MR Beginning training material all users may download from Microsoft.
Regarding adding a check row, I don't believe it would be foolproof in highlighting an issue with the DataMart. If the DataMart has stopped updating properly. Do you agree?	Yes, we agree. It helps in most cases and we usually will also run a very quick Trial Balance of all debits and credits from the GL report and Management Reporter for additional confirmation.
Are you looking into exporting directly into Excel, like FRX did?	Microsoft has been requested this over the last few years and will output to the secure SQL Report Library only. Then, any Management Reporter user can export to Excel in order to keep this process secure and within SOX compliance.

Do you recommend rebuilding the DataMart on a regular basis? We had issues when we upgraded to GP 2015 and began using Management Reporter: Entries in GP were not being updated in Management Reporter and I now wonder about the accuracy of the reports.	We (and Microsoft) recommend installing the latest MR 2012 CU release and in rare cases may have to rebuild the DataMart. But most bugs have been addressed. We also recommend easily adding "check/reconciliation" rows to every row definition (e.g. Net Income may have one check row grabbing all rev/exp 4000:9999 which should match your TOT for Net Income of all rows/accts/TOTs above).
Would the refresh button on the Web Viewer work for someone who had only Viewer access?	No. In order to make use of Refresh and Publish options in the Web Viewer, the user does not need to have the MR Report designer installed, but the user does need to be a member of Generator role or higher in Management Reporter security.
Can the rebuild of the DataMart be automated?	Unfortunately, no.
Can you please explain the DES function in the row definition? (I think it's under the "format code" column.)	The DES format code in the Row definition is used for descriptions (like Revenue description before your revenue accounts); you can also relate any DES or Underline row to a TOT/CAL row so they only print if the value exists. For example, we could relate in Column D of the Row Definition the "Revenue" DES row to our Total Revenue row (say total revenue is row code 500). Then, if row 500 for Total Revenue is zero and perhaps suppressed when looking at a pure expense department then the "Revenue" description will not show. This concept is in the MR Beginning training material all users may download from Microsoft.
Can you use text/names for Row Codes instead of using row numbers?	Yes, for row codes you can name them instead of using Row Code numbers. But, it's easier to use the default row numbers and there is less room for error and more flexibility in later formulas/ranges/etc.
Does re-number rows update row references in CAL formulas?	Yes.
Is all of this functionality - like Report Groups - available in all versions?	Yes, Report Groups have always been available in Management Reporter. There is very good website to summarize recent releases and new functionality: https://blogs.msdn.microsoft.com/dynamics_financial_reporting/2014/03/25/management-reporter-feature-and-version-number-summary/
Is there a rounding parameter in the Report Definition screen?	In the Report Definition on the Settings tab you can define rounding (No Rounding, Whole Dollars, Thousands, etc.).
Can you please cover how to set up rows and columns for a report to show YTD change in fixed assets or other B/S accounts?	In the Column definition this would simply be a PERIODIC (net change) column instead of YTD. You can use either a single period (like BASE or 1 or 2) or a range of Periods (1:3 for Qtr 1 or 1:BASE for all periods

	from Period 1 to Base period you are generating the report for).
In what Management Reporter CU does the Web Viewer Report Options button becomes available?	This is a very good website to summarize all of the Management Reporter CUs (Cumulative Updates / Service Packs): http://blogs.msdn.com/b/dynamics_financial_reporting/archive/2014/03/25/management-reporter-feature-and-version-number-summary.aspx
Is there any way to search within the tree? We have huge trees and find it difficult to search through.	In Designer, yes (Edit | Find). However, in Viewer, no.
When linking to a worksheet, what is the correct syntax to select multiple tabs in the same file? For example, a budget file with a tab for each department set up for all P&L accounts for the 12 months. (All tabs start in the same cell.)	There are two ways to Link to Excel (Combined Method & Separate Method). The Separate Method is used for multiple files and/or worksheets you link to and a tree is required. Within the tree is where you reference the file(s) and worksheet(s). We have our MR Advanced class that spends about 1 hour going over these two techniques in detail: http://msxgroup.com/register/
In the column definition with ACCT-account codes as first column, how can I restrict the way the accounts are shown in the report? For example, I want the report to print (show) the department numbers, but not the main account numbers.	The ACCT column will show the accounts (or department or Accts & Dept) that are in the Row Definition. This is best used for detailed Income Statements or Balance Sheet reports where you have only one account per row.
When you refresh a report in the Management Reporter Web Viewer, should you re-publish the report as well?	Not necessarily. If the refresh is only to see an incremental change that will only be useful for the current viewer, it is not necessary to publish.
When exporting formulas, this only applies to simple calculations (i.e. TOT) only and not complex calculations (i.e. CAL). Why is this?	Yes, when exporting Management Reporter formulas to Excel the Row TOT (total) rows can Export but NOT CAL rows. This was never available in FRx and not yet in Management Reporter probably because you can have two different formulas (CAL row and CALC column) that intersect and Excel can only have one formula. You may vote for this enhancement request on Microsoft Connect: https://connect.microsoft.com/dynamicssuggestions/Feedback/Details/1009182
When exporting a multi-department report to Excel, is it possible to get the department names in the tab names in Excel?	Yes, Management Reporter uses the Tree Unit Name field from tree.
Under my report, my “Include All Reporting Currencies” checkbox is greyed out. How do I activate this checkbox?	You have to be using the Management Reporter DataMart and have a company chosen on the Report tab of the Report definition that posts to multiple currencies. You may also look to the Management Reporter blog site and search for "Currency" and there will be several articles/videos further describing this

	filed and multi-company and currency reporting: https://blogs.msdn.microsoft.com/dynamics_financial_reporting/
Would the report group override settings also override the hard codes in the column definition or just the BASE codes?	First, the Report Group period and year you generate the report group for overrides the individual report definition's period and year settings. The column is always dependent upon the Report Group of individual Report definition period and year you run the report for. An example, if the column has the BASE year and BASE period and you run the report group or report definition for Period 3, March 2016 (or similar for your GL fiscal year) you will receive data for March 2016.
In Report Schedules, when would you use the Permissions button?	The permissions tab is where you enter your GL credentials to make sure you are valid user to run reports against that company(ies).
In the insert rows from dimensions, I can see one User Defined Field (UDF) in our environment. I hear that you can access up to 4 UDF's. How do I activate this in Management Reporter?	The Edit | Insert Rows from Dimensions can build you row on any dimension(s)/segment(s) from your existing General Ledger structure. You build the row on the "&" dimension(s) / segment(s). For any other UDF (user defined fields) you have to make changes to your GL structure and segments which is uncommon and a large General Ledge ERP project for renumbering and adding segments.
Renumbering row codes do not work with the format code SORT. Is there a way to get around this 'bug'?	The workaround is to type in the SORT row range again.
Where the start date/end date 'overlap' two base periods, how would you code this in the column definition?	When specifying full dates in the start/end dates in the column definition, it will override the period and year assigned to that column.
How is attribute category different from attribute filter?	Attribute category typically will control whether information related to transaction detail is displayed. Attribute filters allow you to filter data to only include data with particular attributes.
Must the related report link location be SharePoint or can it be a shared folder on a network?	You can publish a report out to a shared folder on the network. Browse out to the folder location on the Distribution tab of the report definition.