G Financial Report Writer

2016 - Summer Edition

User Guide - Table of Contents

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Open an Existing Financial Report Writer Report

Overview

The Financial Report Writer enables Users to create Custom Financial Statement Reports within the Office Product. The tool functions similarly to Excel, yet is embedded within the Office Product, allowing Live (Posted) Data to directly populate Financial Reports.

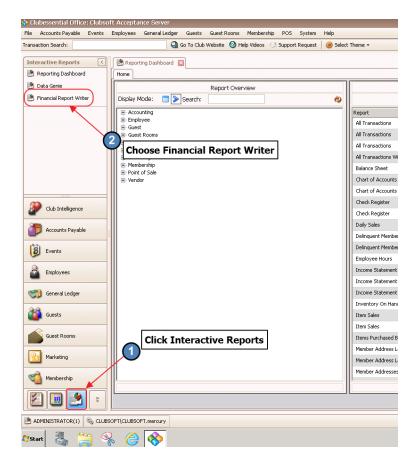
Use Cases

Users who have needs in excess of the Stock Financial Reports, are encouraged to utilize the Financial Report Writer to create custom financial reports as needed.

Accessing the Tool

Within the Clubessential Office Product:

- 1) Choose Interactive Reports
- 2) Financial Report Writer



Functionality - The Basics

File Accounts Payable Events	Employees General Ledger Guests Guest Rooms Membership PO	S System Help
Transaction Search:	😋 Go To Club Website 🕜 Help Videos 😒 Supp	oort Request 🛛 🥥 Select The
Interactive Reports Image: Second state Image: Second state <td>Guest Room Dashboard Manage Items Manage Item Home New Edit Open Delete Help</td> <td>n Categories 🛛 🕑 Repor</td>	Guest Room Dashboard Manage Items Manage Item Home New Edit Open Delete Help	n Categories 🛛 🕑 Repor
	Filename Path report writer test C:\Users\administrator\Documents\report writer test.xlsx example C:\Users\administrator\Desktop\example.xlsx	Last Modified 6/10/2016 6/15/2016

After launching the application, Users may choose to create a New report, Edit an existing Report Writer report, Open an existing Excel Spreadsheet, or Delete reports on the page.

Create a New Report

ò Clubessential Office	e: Clubso	oft Accepta	nce Server				
Eile Accounts Payable	Events	Employees	<u>G</u> eneral Ledger	G <u>u</u> ests Guest <u>R</u> ooms	Mem <u>b</u> ership <u>P</u> OS	5 <u>S</u> ystem <u>H</u> el	p
Transaction Search:			🔇 Go	To Club Website 🛛 H	elp Videos 🛛 🗐 Supp	ort Request 🧕) Select Theme 👻
Interactive Reports		Home	ting Dashboard	Financial Report Wi	iter 🗵		
		Filename report writ example		ministrator\Documents\re ministrator\Desktop\exan		Last Modified 6/10/2016 6/15/2016	
Club Intelligence							

Click "New" to create a new report.

Interactive Reports		Reporting Dashb	oard	🛃 Financial I	Report Writer				
🧏 Reporting Dashboard	F	ome New 🔯							
🌅 Data Genie		Home Home	Inser	t Page	Layout F	ormulas	Data	Review	View
🧏 Financial Report Writer	0	Lookup	î × •	Cut	Calibri		11	'A 'A	==
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		A			В	с	D	E	F
	1	YEAR				Туре			
	2	PERIOD				Year			
	3	COMPANIES		*		Period			
	4					Value			
	5	Accoui	nts	Depai	rtments				
Club Intelligence	6								

Define Sheet Settings

The area in purple shown above (Columns A and B, Rows 1-4) displays the built-in sheet setting components of the Report Writer, and serves as the reference point (base data) for the values displayed in the Report. The drop-down menus within the cells allow for easy customizable population.

4	A	В	С
1	YEAR		Туре
2	PERIOD	\smile	Year
3	COMPANIES		Period
4		January	Value
5	Accounts	February March	
6		April	
7		May June	
8		July	
9		August	
10		September	
11		October November	
12		December	

The following parameters must be set in order for the Report Writer to populate data:

<u>Year</u>: This parameter allows users to specify the base year. Fifteen years of historical data, the current year, and 1 future year (to assist with the Budgeting process) are available for selection.

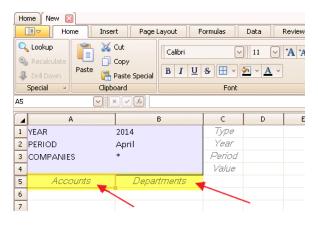
<u>Period</u>: This parameter allows users to specify the Base Month. All months (January - December) are available for selection.

<u>Companies</u>: This parameter allows Clubs with multiple Companies (within one Office environment), the ability to report by Company or in aggregate . A single company is indicated by a *.

By selecting desired data to populate the sheet settings in cells B1-B4, users define how the report will generate data based on the next stage of columnar and row definitions.

Define Row Settings

The Row Settings are in Columns A and B (beginning with row 5). The Row Settings include Accounts and Departments and must be set in order for the Report Writer to populate data.



Account Settings

The Account Settings allow users to specify the Account, Range of Accounts, or Selected Group of Accounts for which data is requested. Users familiar with the Chart of Accounts may type in Account numbers directly. In addition to direct entry, Users may request assistance (using the Lookup button, or F2), to make their account selection.

Ho	me New 🖂					
	Home Inse	rt Page	Layout	Formulas	Data	Review
0	Lookup	Сору	Calibri		✓ 11	✓ *A *A
	Drill Down	ose Lo	okup,	or hit	"F2"	· ·
A5		$\times \int f_x$	Л		one	
	A		в	С	() E
1	YEAR	2014		Тy	7 <i>0</i>	
2	PERIOD	April		Yei	ar -	
3	COMPANIES	*		Pen	iod	
4				Val	ue	
5	Accounts	Depa	rtments			
6						
7						

Use Lookup screen to search for, filter, and specify accounts. Note that drop-down lists are available to help with selection.

Search:		😵 🕀 Quick Add		
Select All	Unselect All			
Num A	Name	Rollup	Ledger Category	Ledger
100	Premier Bank Operating	Cash & Investments	Current Assets	(Select All)
101	Premier Bank Payroll	Cash & Investments	Current Assets	Asset
102	T Rowe Price	Cash & Investments	Current Assets	Cost Of Goods Sold
103	Premier Bank - Debt Service	Cash & Investments	Current Assets	Equity Expense
104	Premier Bank - Sweep	Cash & Investments	Current Assets	
105	Petty Cash	Cash & Investments	Current Assets	Liability
106	Petty Cash - Caddy Fund	Cash & Investments	Current Assets	OK Cancel
107	Suspense	Cash & Investments	Current Assets	OK Caliber
108	Capital Dues		Current Assets	Asset
113	Dues - Test		Current Assets	Asset
120	Accounts Receivable	Accounts Receivable	Current Assets	Asset
121	Accounts Receivable - Other	Accounts Receivable	Current Assets	Asset
122	Gas Tax Refundable	Accounts Receivable	Current Assets	Asset
123	Bad Debt Reserve	Accounts Receivable	Current Assets	Asset
1.05	Eolio Holding Account		Other Liphilities	Lindedite .

Check the box next to the account(s) desired, or choose "Select All" to have all returned accounts selected.

	Number	Name	Rollup	▲ V Ledger Category	Ledger
	100	Premier Bank Operating	Cash & Investments	Current Assets	Asset
	101	Premier Bank Payroll	Cash & Investments	Current Assets	Asset
	102	T Rowe Price	Cash & Investments	Current Assets	Asset
	103	Premier Bank - Debt Service	Cash & Investments	Current Assets	Asset
\checkmark	104	Premier Bank - Sweep	Cash & Investments	Current Assets	Asset
	105	Petty Cash	Cash & Investments	Current Assets	Asset
	106	Petty Cash - Caddy Fund	Cash & Investments	Current Assets	Asset
	107	Suspense	Cash & Investments	Current Assets	Asset

Selected accounts will then populate cell(s) highlighted prior to Account selection. In this case, one cell had been highlighted, so all accounts returned to one cell.

🔞 Manage Camp	oaigns 💦 🍏 🍏 Guest Roo	m Dashboard	Mana	ge Iter
Home New 🛽	3			
💩 Recalculate	Copy			
🦺 Drill Down	Paste 📑 Paste Special	B I <u>U</u>	S 🗄 🗸	<u>></u> ~
Special ×	Clipboard		Font	
A5		100,101,102,1	105,106,104	1
4	4	В	С	C
1 YEAR	2014		Туре	
2 PERIOD	April		Year	
3 COMPANIE	s *		Period	
4			Value	
5 100,101,102	2,105,106,10 <mark>4 <i>Depa</i></mark>	rtments		

To give each Account its own row, highlight appropriate number of rows in Column A, prior to making Account selection. Then, select accounts. Accounts will populate individual rows as selected.

	A	В	С	D		A	В	C	D
1	YEAR	2014	Туре			YEAR	2014	Туре	0
2	PERIOD	April	Year			PERIOD	April	Year	
3	COMPANIES	*	Period				*	Period	
4			Value			COMPANIES		Value	
5	Accounts	Departments			4			value	
_	710000000	Dopannomo				100			
6						101			
7					7	102			
8		•			8	105			
9					9	106			
10					10	104			
11					11	Accounts	Departments		
10	1				10	1			

Range of Accounts may be specified by typing ".." between the beginning account number and the ending account number of the range. To manually specify multiple accounts that are not adjacent to each other in the chart of accounts, separate account numbers by utilizing a comma.

-			
	A	В	С
1	YEAR	2014	Type Year
2	PERIOD	April	Year
3	COMPANIES	*	Period
4			Value
5			
6	100106 ┥ 🗕 🚽		
7			
8	100,105 🔸 🗕	Departments	
9			

When a range or multiple accounts are selected, the Account Description display (if selected) will populate based on the first account in the selection.

Department Settings

The Department Settings allow users to specify the Department, Range of Departments, or Selected Group of Departments for which data is requested. Users familiar with the Department structure may type in Department numbers directly. In addition to direct entry, Users may request assistance (using the Lookup button, or F2), to make their Department selection, and launch the Lookup screen. This may be used to search for, filter, and specify Departments. Note that drop-down lists are available to help with selection.

Home New 🗵									
Home Insert	Page Layout Formu	las Data	Review View M	Aail Merge					
Special Clipboar	py ste Special B I U S		V A A EEE A V EEE	🕞 Wrap 21 21 🙀 Merge	e Cells v		2 00 00	Conditional	Format
B6	✓ J _x	Search:		3	🕀 Quick	Add			
A	В	Select	t All Unselect All						
1 YEAR 2 PERIOD	2014 April		nt Number				Name		
3 COMPANIES	*	A 00					Balance Sheet		<u>^</u>
4		00					Balance Sheet		
5		99					Clearing		
6 100,101,102,104,105,106	Departments	4					Dues		
7		5					Other Revenue		=
8		40					Admin		
9		45					Other Expense		
10		50					Clubhouse		
11		60					Golf Course Mainte	enance	
12		70					Locker Room		
13		75					Tennis		
14		80					Golf Shop		
15		89					Kitchen		
16		90					Food		
17		01				-	Poulorado		
18		0 of 23 ro	ows selected.				Sel	ect 🖉 📿 🤇	Iancel
19								1	

Check the box next to the Department(s) desired, or choose "Select All" to have all returned Departments selected.

🔛 Lookup Value		- [
Search:	uick Add		
Select All Unselect All			
Department Number		Name	
00		Balance Sheet	^
99		Clearing	
4		Dues	
5		Other Revenue	
40		Admin	
45		Other Expense	=
50		Clubhouse	
60		Golf Course Maintenance	
70		Locker Room	
75		Tennis	
80		Golf Shop	
89		Kitchen	
90		Food	
91		Beverage	
n?		Dan Charle	~
1 of 23 rows selected.		Select Cance	*

Selected Department(s) will then populate cell(s) highlighted prior to Department selection.

B7	VX	✓ ∫ x		
	А	В	С	D
1	YEAR	2014	Туре	
2	PERIOD	April	Year	
3	COMPANIES	*	Period	
4			Value	
5				
6	100,101,102,104,105,106	00		

Define Column Settings

The Column Settings are in rows 1-4, beginning in Column C. The Column Settings include Type, Year, Period, and Value, and must be set in order for the Report Writer to populate data.

Ho	me New 🗵										
	Home Insert	Page La	yout Form	nulas Data	Review	View	Mail Merge				
	Lookup Recalculate	W L	Calibri	V 11 V		===	,	Wrap Text	Text		
		te Special	B I <u>U</u> S	<u>⊞ ~ № ~ A</u> ~		EEE	<u>₽</u> <u>₽</u> <u>₽</u>	Merge Cells Y	% ~ % ,	\$.0 .00 .00 \$.0	Conditional Formatting Y
	Special P Clipboard	1		Font	ы		Alignment	ы	Numbe	er a	
B5		✓ J _x									
	A		В	C	D	E	F	G	н	I J	К
1	YEAR	2014		Туре							
2	PERIOD	April		Year							
3	COMPANIES	*		Period					T T		
4				Value							
5	Accounts	Depa	artments								
6	100,101,102,104,105,106	00									

Type Settings

The Type Settings include Actual or Budget, and may be selected from the drop-down arrow located on the right side of the "Type" cell. The Type Setting must be specified before Year Setting can be designated.

-	A	В	С
1	YEAR	2014	ACTUAL
2	PERIOD	April	
3	COMPANIES	*	ACTUAL
4			BUDGET
5			

Year Settings

The Year Settings displayed depend on the Type Settings selected. For Actuals, Years will display up 15 historical, previous, and current. For Budget, Years will also display one future year.

4	А	В	С	
1	YEAR	2014	ACTUAL	
2	PERIOD	April	Previous Year	\sim
3	COMPANIES	*		^
4			Current Year	
5			Previous Year 2017	
6	100,101,102,104,105,106	00	2016	=
7			2015 2014	
8			2014	
9			2012	
.0			2011 2010	
.1	Accounts	Departments	2009	
.2			2008	\sim

Period Settings

Period Settings include Months, Quarters, Days, or Year to Date. To see all options, scroll down on the options scroll bar.

-	A	В	С
1	YEAR	2014	ACTUAL
2	PERIOD	April	Current Year
3	COMPANIES	*	¥
4			
5			Current Period Previous Period
6	100,101,102,104,105,106	00	Current Period YTD
7			Quarter 1
8			Quarter 2 Quarter 3
9			Quarter 3 Quarter 4
10			January
11	Accounts	Departments	February March
12 13			April
13			May 🗹

Value Settings

Value Settings are dependent on Type Settings. If Actual, options are: Starting Balance, Ending Balance, Net change, Account Name, Department Name, Account number, or Rollup Name. If Budget, option is \$; the dollar value budgeted.

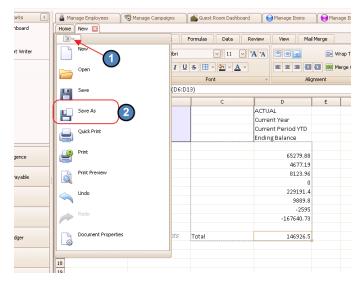
	A	В	с	D
1	YEAR	2014	ACTUAL	
2	PERIOD	April	Current Year	
3	COMPANIES	*	Current Period	
4				$\overline{}$
5				
6	100,101,102,104,105,106	00	Starting Balance	
7			Ending Balance Net Change	
8			Account Name	
9			Department Name	
10			Account Number Rollup Name	
	× .	· · ·		
	A	В	С	D
1	YEAR	2014	BUDGET	
2	PERIOD	April	Current Year	
3	COMPANIES	*	Current Period	
4				\sim
	1			
5			\$	

Once the above settings are specified, and data exists for the desired parameters, results will populate the grid. The data returned can be formatted, however, cannot be replaced with other values.

A	В	C	D	E	F
YEAR	2016	ACTUAL	ACTUAL	BUDGET	ACTUAL
PERIOD	May	2016	2016	2015	2016
COMPANIES	*	Current Period	Current Period YTD	Current Period YTD	January
		Account Name	Net Change	\$	Net Change
400	4	Dues - Corporate Golf Single			
401	4	Dues - Corporate Golf Family			
402	4	Dues - Debt Service	17892		-
403	4	Dues - Associate	6240		
407	4	Dues - Surviving Spouse	0		-
408	4	Dues - Out of Town	0	010	-
410	4	Dues - Social	295740		
412	4	Dues - Intermediate	1720		
413	4	Dues - Senior	62146		
			3173458	4225	69802
430	99,5	Green Fee Income	25	700	-
431	99,5	Cart Fee Income	7942.48	700	51.52
434	99,5	Golf Shoe Re-Spiking	0	1750	0
453	99,5	Range Income	0	2100	0
454	99,5	Club Storage Income	0	3750	0
881	99,5	Tournament Income	0	0	0
			7967.48	9000	51.52
451	99,5	Initiation Fees	0	2100	0
432,433,460,461,4	62,4999.5	Finance Charge Income	102242.12	19855	0

Save the Report

To save a report, click on the small arrow shown below, Click "Save As" to save a new report.



Once report has been saved initially, clicking "Save" thereafter will update existing report with changes made subsequent to initial save.

Other Functionality

Adding Formulas/Headings/Text

In addition to specifying the Sheet, Column and Row Settings, users may utilize cells not populated by the system to add Headings, Subtotals, Formulas, or other Formatting.

E12	12 Sum(E6:E11									
	А	В	с	D	E	F				
1	YEAR	2016	ACTUAL		ACTUAL					
2	PERIOD	April	Current Year		Current Year					
3	COMPANIES	*	Current Period		Current Period					
4			Account Name		Ending Balance					
5										
6	100	00	Premier Bank Operating		\$ 32,814.06					
7	101	00	Premier Bank Payroll		\$ 4,677.19					
8	102	00	T Rowe Price		\$ 8,123.96					
9	104	00	Premier Bank - Sweep		\$ 229,191.40					
10	105	00	Petty Cash		\$ 9,889.80					
11	106	00	Petty Cash - Caddy Fund		\$ (2,595.00)					
12	Accounts	Departments	Total		=sum(E6:E11					
13										

For instance, in the above example, column D was added to insert additional formatting/shading, and row 12 was utilized to Total the Amounts pulled from the system in rows 6-11). Note a formula (similar to Excel) has been added in cell E12.

Tip: Variance Columns are often utilized to compare one month's results with another. Report Headings, and Subtotals/Totals are added frequently to further highlight results returned.

To insert customized text/formulas:

Into a Row, Columns A and B of that row must be blank.

(ie - Row 12, Columns A and B had no Accounts or Departments specified.)

Into a Column, Rows 1-4 of that column must be blank.

(ie - Column D, Rows 1-4 had not had Type, Year, Period, or Value specified.)

In addition to having formulas reference cells on the current sheet, formulas may also include cells on other tabs within the Workbook. To link to a cell on another tab within the workbook, the current cell must contain "=", the name of the other tab, "!", the cell desired (Column and Row).

The following example shows a formula in cell D6 of the current, "Income by type" tab summing together two cells (D7 & D8) from a different tab, named, "Income." When referencing other cells, the data must be physically typed into the cell (rather than referenced by clicking on the cell in the other tab).

00	Dacto	Copy Paste Special	BIU	<u>I</u> S ⊞ ~ ∑ ~ <u>A</u> ~	EEE	•
	Special Clipt	oard		Font	× Aliç	gnm
06		×	SUM(Inco	me!D7+Income!D8)		
	A		в	С	D	_
1	YEAR	2015		ACTUAL	ACTUAL	_
2	PERIOD	May		2015	Current Year	
3	COMPANIES	*		Current Period	Current Period	
4				Account Name	Ending Balance	
5						
6	Accounts	Depai	tments	Dues - Corporate	264180	
7	412	4		Dues - Intermediate	12180	
8	413	4		Dues - Senior	46308	
9	407	4		Dues - Surviving Spouse	0	
10	403	4		Dues - Associate	20750	
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
144	Income	Income by typ) +			

As expected, the formula in cell D6 above returns the total of the two types of Corporate Dues from the "Income" tab. (18490 + 245690 = 264180 as displayed on the "Income by type" tab.)

🗞 Red		Сору					
🎝 Dril	I Down	Paste Special	B I <u>U</u>	S ⊞ × <u>A</u> ×	ĒΞ	🗏 🛃 🛃 💀 Merge Cell	s
Spec	ial × Clipt	oard		Font »		Alignment	
07		× 🗸 🖍 1	8490				
4	A		В	с		D	
1 YEA	AR	2015		ACTUAL		ACTUAL	
2 PEF	NOD	May		2015		2015	
3 COI	MPANIES	*		Current Period		Current Period YTD	
4				Account Name		Net Change	
5							
6							
7 400		4		Dues - Corporate Golf Single	(18490	
8 401		4		Dues - Corporate Golf Family	, (245690	J
9 412		4		Dues - Intermediate		780	
10 413		4		Dues - Senior		2982	
11 407	,	4		Dues - Surviving Spouse		0	
12 403		4		Dues - Associate		2030	
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							

The "Income" Tab below shows the source data.

The tabs along the top (above the ribbon bar) display functionality (similar to Excel) built into the Financial Report Writer. Clicking on a Tab will return a ribbon bar with features pertaining to that tab.

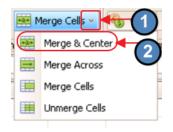
		rt Page I	Layout F	ormulas Data	Review V	iew Mail Merge
3	Drill Down	Copy Paste Special	Calibri B I U	✓ 11 ✓ S □ ✓ ▲ ✓		
C6	Special Clipbe)ues Income	Font by Type May 2015	2	Alignment
						1 1
4	A		В	С		D
1	YEAR	2015		ACTUAL		ACTUAL
2	PERIOD	May		2015		2015
3	COMPANIES	*		Current Period		Current Period YTD
4				Account Name		Net Change
5				Ŷ	our Country C	lub
6	Accounts	Depar	tments	Dues Inc	come by Type	May 2015
7						
8	400,401	4		Dues - Corporate G	olf Single	264180
9	412	4		Dues - Intermediat	e	780
10	413	4		Dues - Senior		2982
11	407	4		Dues - Surviving Sp	ouse	0
12	403	4		Dues - Associate		2030
10	1					

Home Tab: Some common features available on the Home tab include Font Formatting options, Alignment options, and more.

In this example, cells containing the Title of the Club have been selected, merged, and bolded for emphasis to improve the appearance of the report.

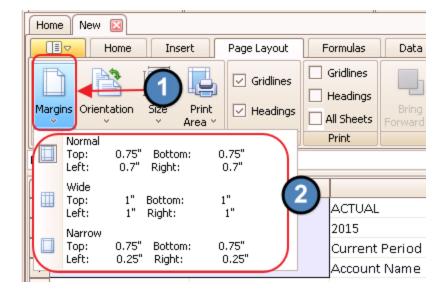
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	Special ×	Clipb		3	Font ×	Alignment 2
C5			× ✓ fx Y	our Country	Club	
	A			В	с	D E
1	YEAR		2015		ACTUAL	ACTUAL
2	PERIOD		May		2015	2015
3	COMPANIE	S	*		Current Period	Current Period YTD
4					Account Name	Net Change
5	Acco	ounts	Depai	rtments	Your Count	try Club (1)
6					Dues Income by T	ype May 2015
7						
8	400,401		4		Dues - Corporate Golf Single	264180
9	412		4		Dues - Intermediate	780
10	413		4		Dues - Senior	2982
11	407		4		Dues - Surviving Spouse	0
12	403		4		Dues - Associate	2030
13						

When merging, note that options for how the cells will display after merging are available for selection by clicking on the arrow next to the Merge Cells button. Merge & Center is a popular option for displaying titles.

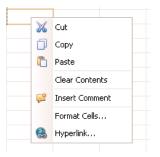


Page Layout Tab: Another popular tab is the Page layout tab which contains the ability to set Margins, Orientation and other key page features.

To set a Margin, from the Page Layout tab, click on the "Margins" button and then select appropriate margin from the list, "Normal, Wide, or Narrow".



In addition to the top tabs, right-clicking on a cell in the customizable portion of the grid, launches familiar functions.



Drilling Down

The Drill Down function allows users to identify the information supporting the numbers pulled into the Financial Report Writer. To drill down into a report, click on an amount, and then select Drill Down button, or hit the "F3" key.

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Home	Insert Page Layou	it Formulas Data I	Review View	Mail Merge
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1 YEAR 2 PERIOD 3 COMPANIES 4	2016 March	ACTUAL Current Year Current Period	ACTUAL Previous Year Current Period	2982
1 YEAR 2 PERIOD 3 COMPANIES 4 5	UI6 March *	ACTUAL Current Year Current Period Account Name	ACTUAL Previous Year Current Period	



General Ledger Transaction Screen will open, and allow for further investigation. Details will be listed below headings, and further drill-down/research (into batches, for instance) may be performed.



Statistical Functions

In addition to general statistical functions, the product also has unique Clubessential functions built in to report on additional data such as cover counts, rounds, etc. Click on the "Function" key, and look for the "CE" prefix to help identify these functions.

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Print the Report

Set Print Area

To designate a portion of the report for printing, highlight the desired area to print. Then, go to the "Page Layout" tab, choose the "Print Area" button, and click the "Set Print Area" option.

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2	PERIOD	May			2015		2015	2015	2016	
3	COMPANIES	*			Current	Period	Current Period YTD	Current Period YTD	May	
4				4	Account	Name	Net Change	Ś	Net Chang	e
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6							Actual 2015 YTD	Budget 2015 YTD	May 2015	
7	400	4		- 1	Dues - C	Corporate Golf Single	18490	300	0	
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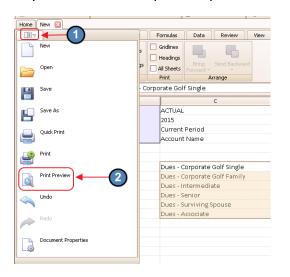
Fit to Page

To specify the report print to designated number of pages, check the "Fit to Page" box. Then populate the "Fit Height" and/or "Fit Width" fields as required. In the example below, the report contents will print on two pages; however, all columns of the report will be visible on both pages.

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Home Insert	Page Layout	Formulas Data Review	View Mail Merge
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Page Setup	Show	Print	

Print Preview

To preview how the report will print, click the icon as shown, and select "Print Preview."



Report will then display.

Note: Page numbers will be displayed in the bottom left hand corner of the screen.

ß	Preview	
Print Page Page Page Page		
Print Page Setup > Navigation	Zoom Page Background Export Close	
	Dues - Corporate Golf Single 18490	
	Dues - Corporate Golf Family 245690 Dues - Intermediate 780	
	Dues - Senior 2982	
	Dues - Surviving Spouse 0 Dues - Associate 2030	
	pues - Associate 2030	
Page 1 of 1		

Add Headers/Footers

Within the Print Preview screen, click on the "Header/Footer" button to launch the "Header and Footer" screen.

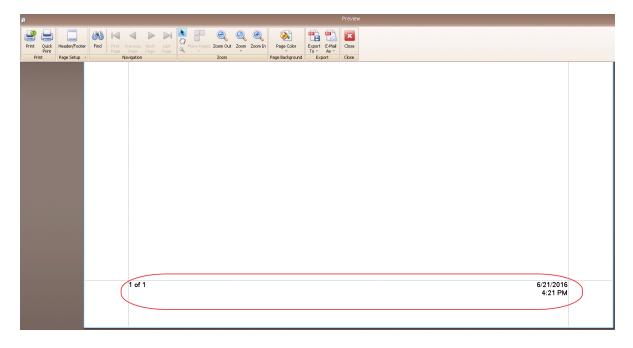
9	
Print Puter Page Setup Next Last Page Next Last Page Next Next Last Page Next Next Last Page Next Next Last Page Next Next Next Last Page Next Next Next Next Next Next Next Nex	Many Pages Zoom Out Zoom Image Color Zoom Page Background
	2 Actual 2015 YTD Budget 2015 YTD May 2015 Dues - Corporat Dues - Corporat Header and Footer Dues - Sasciat Dues - Sasciat Dues - Survivin Dues - Survivin Creen Fee Incom Golf Shoe Re-S Range Income Cub Storage Incom

The six boxes represent the Left, Middle and Right Headers, and the Left, Middle and Right Footers. Click the box to denote Header location, and then select (or type) the information to populate. The information inserted (or typed) will then display on that area of the page.

In the below example, the following icons were utilized to populate the information within the various boxes. Hovering over an icon displays its description. Available options are: Page #, # of Pages, Page # of # pages, Date Printed, Time Printed, UserName, Image, Align Top, Align Middle, Align Bottom, Font. Click "OK" when finished.

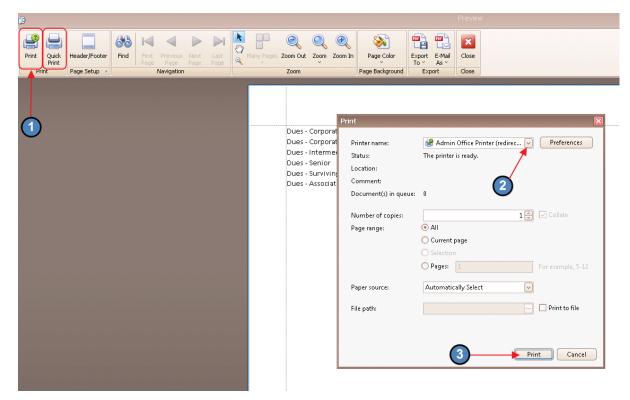
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[Page # of Pages #]			[Date Printed] [Time Printed]
	3_		OK Cancel

The defined Header(s) and/or Footer(s) display in the Print Preview window.



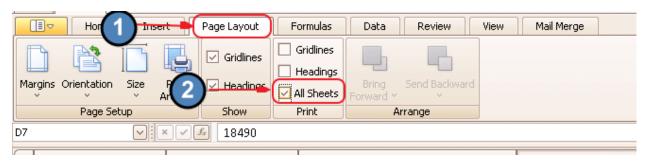
Print/Quick Print

Once Print Preview appears proper, click "Print" (or click "Quick Print" to automatically send report to default printer). Once "Print" is selected, choose or confirm desired Printer, adjust any other settings as needed, then select "Print" to send job to specified Printer.



Print Entire Workbook at Once

To print the entire Workbook at one time, go to "Page Setup" tab, and ensure the "All Sheets" button is selected.



Create a Report from Existing Excel Report

To utilize an existing Excel report to get started, click, "Open", and select Excel report file. Once file opens, Accounts, Departments, and other Parameters may be specified to populate the data within the already formatted report.

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Open an Existing Financial Report Writer Report

To Open/Edit an existing Financial Report Writer report, highlight desired file, and click, "Edit."

