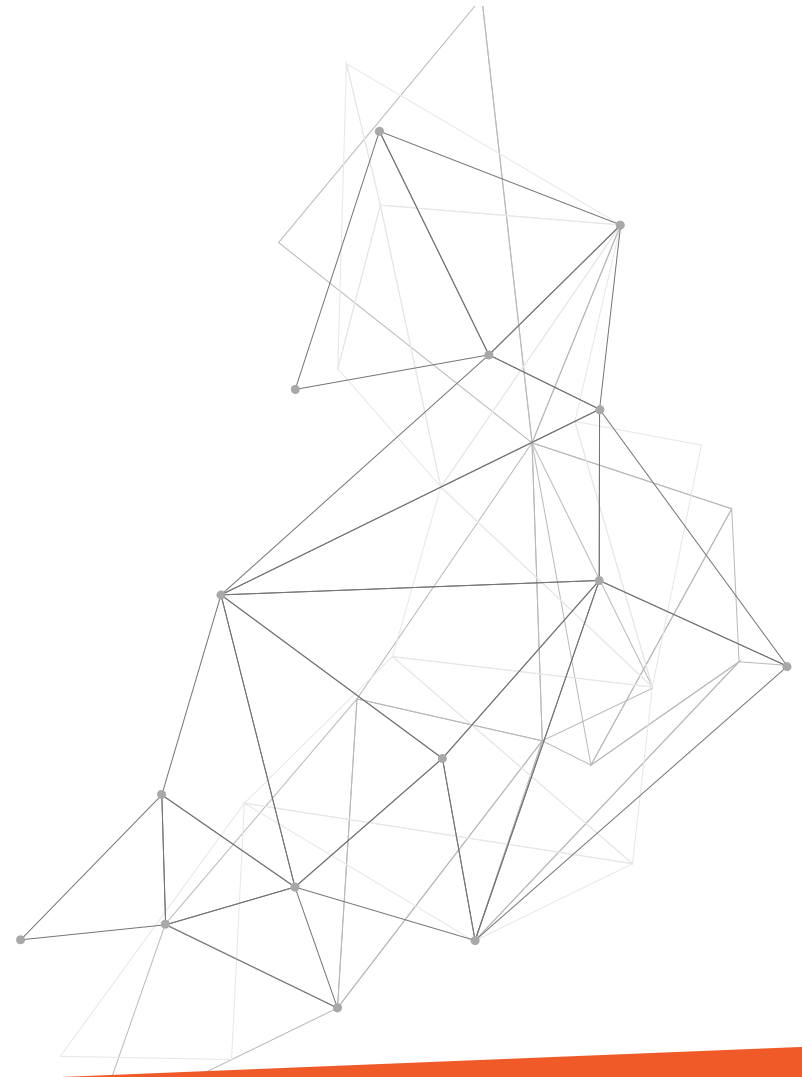


 Plansmith

# Lunch 'n Learn

All About Reports

Presenter: Jenny Mello



# This session is design for:

## **COMPASS**

### All Compass Users

- Financial Compass
- Budget Compass Plus
- Budget Compass

# All About Reports

## Format

- Fonts
- Headers
- Margins

## Define

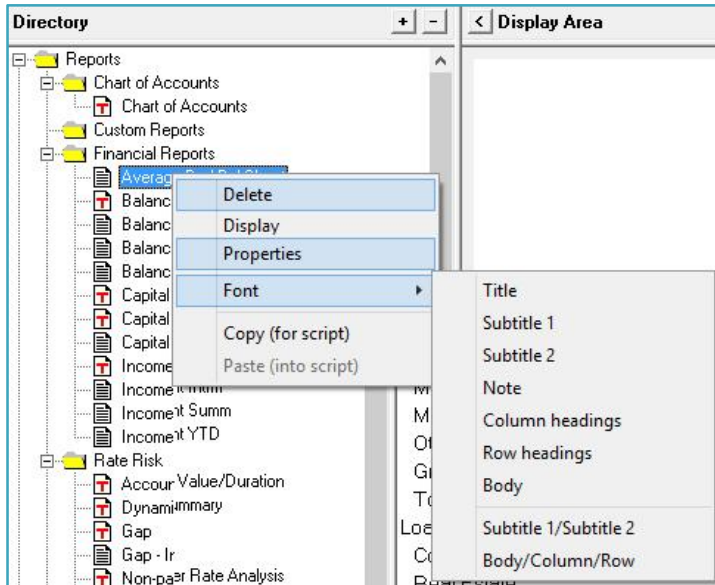
- Scripts
- Properties

## Create

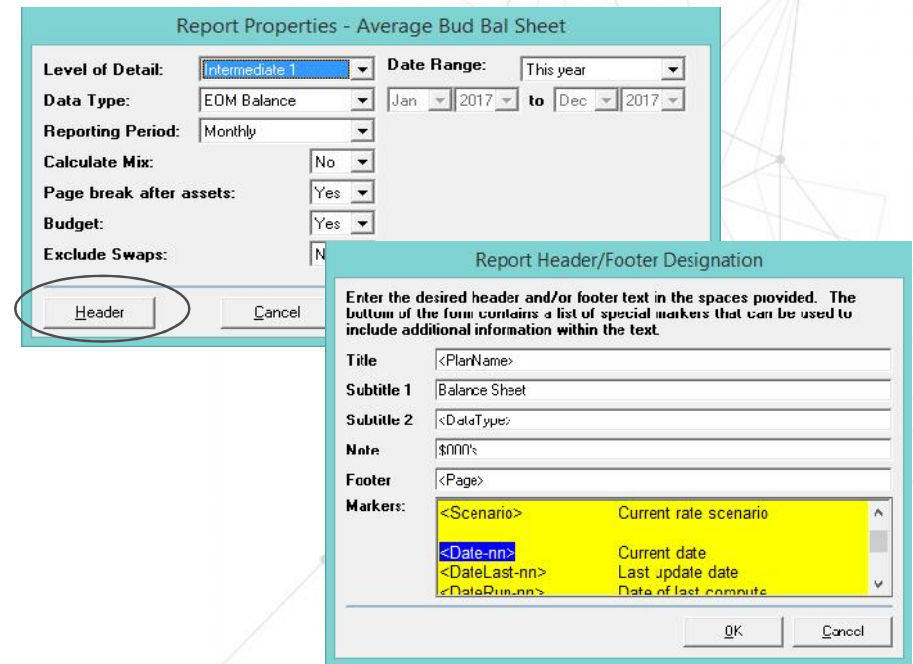
- DIY

Right-click

- delete
- properties
- fonts

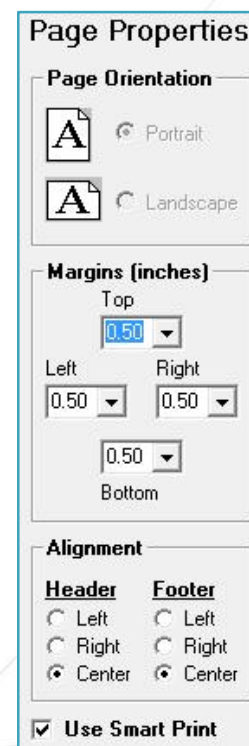
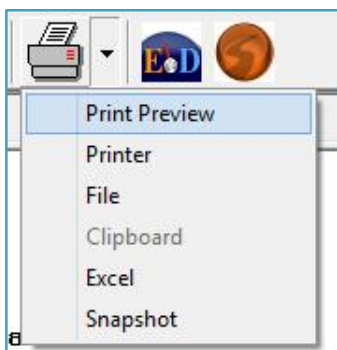


Properties: customize Header/Footer

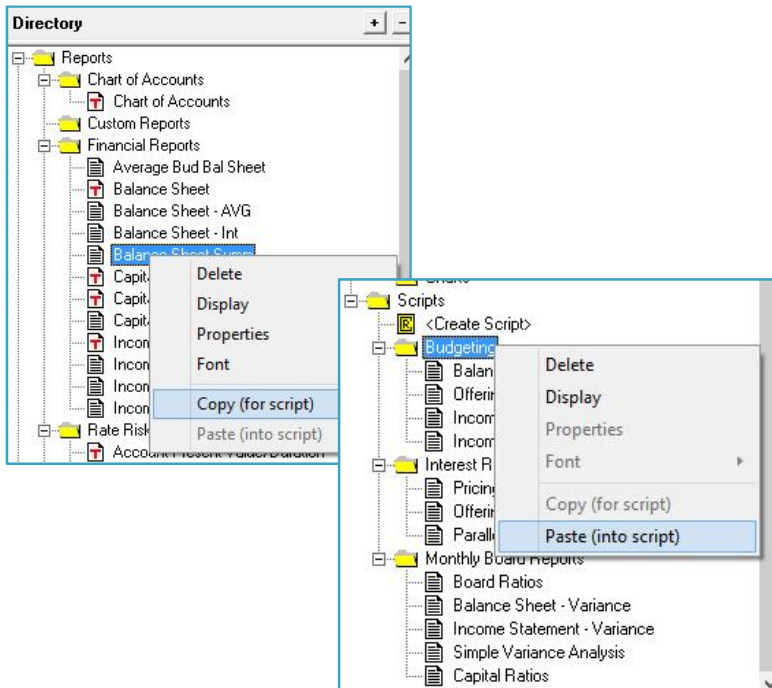


## Print Preview

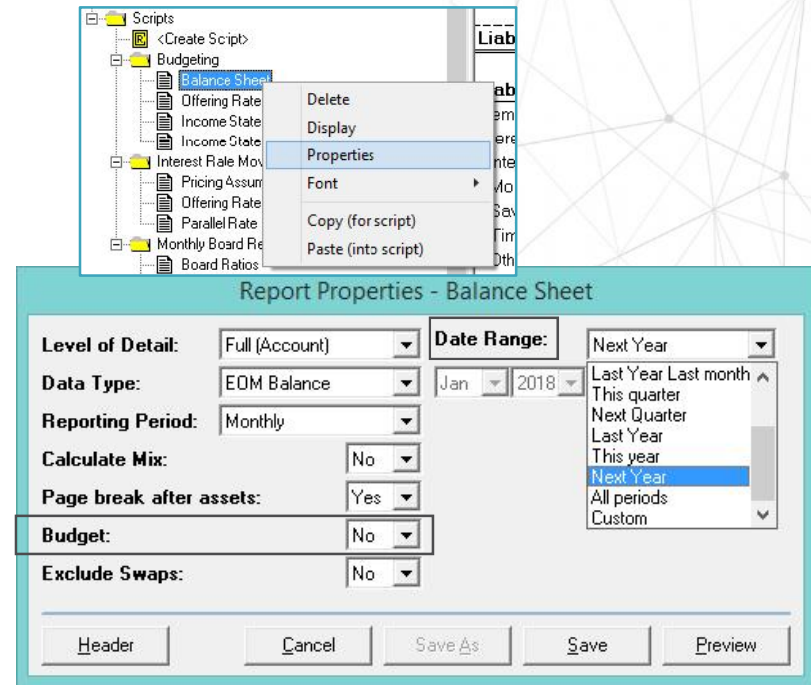
margins • alignment • orientation



### Set up Scripts



### Update Properties





Financial Compass - [Report Designer]

File Update Rates Projections Compute Reporting Utilities Help

Report: <New Report> Accounts: EDM Balance Time Selection: This Year By Month Fonts: Arial [9] Body

Default Data Types: Summary Items/Custom Ratios: Actual Include Totals/Averages

Accounts/Summary Items

- Balance Sheet
  - Assets
    - Cash & Due
      - Cash & Cash Items
      - Due From Banks
      - I/B Due From Banks
    - Fed Funds Sold
      - Fed Funds Sold
    - Securities
      - U. S. Treasuries
        - US Treasuries
      - U. S. Agencies
        - US Agencies
      - Mortgage-Backed Securities
        - MBS - Fixed
        - MBS - Adjustable
        - MBS - GN - Fixed
        - MBS - GN - Adj
        - CMO - Fixed
      - Municipal Securities
        - Municipals
      - Marketable Securities
      - Other Securities
        - Bank CDs
        - Corporate Securities - Adj
        - SBA - Fixed
        - SBA - Adjustable
        - Other Securities
      - Trading
      - Gross Unrealized AFS G/L
      - Unreal Gains/Losses

Design Area

Header Info

Title: <PlanName> Please be sure to save any report changes before attempting to print the report.

Subtitle 1: New Report

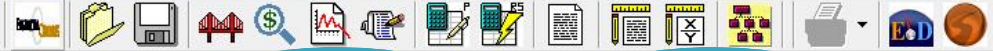
Subtitle 2:

Note: [\* indicates actual values]

Footer: <Page>

Ref.	Description	Data Type	E	F	G	H	I	J	K	L	M
1			*Jan	*Feb	*Mar	*Apr	*May	*Jun	*Jul	*Aug	*St
2			2017	2017	2017	2017	2017	2017	2017	2017	20
3											
4											
5											
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22											
23											

File Update Rates Projections Compute Reporting Utilities Help



Report:  **Default Data Types:**  **Time Selection:**  **Fonts:**

<New Report> **Accounts:** EQM Balance **Time Selection:** This Year By Month **Body**

**Summary Items/Custom Ratios:** Actual  **Include Totals/Averages** Arial [9]

- Accounts/Summary Items**
- Balance Sheet
    - Assets
      - Cash & Due
        - Cash & Cash Items
        - Due From Banks
        - I/B Due From Banks
      - Fed Funds Sold
        - Fed Funds Sold
      - Mortgage-Backed Securities
        - MBS - Fixed
        - MBS - Adjustable
        - MBS - GN - Fixed
        - MBS - GN - Adj
        - CDO - Fixed
      - Municipal Securities
        - Municipals
      - Marketable Securities
      - Other Securities
        - Bank CDs
        - Corporate Securities - Adj
        - SBA - Fixed
        - SBA - Adjustable
        - Other Securities
      - Trading
      - Gross Unrealized AFS G/L
      - Unreal Gains/Losses

**Design Area**

**Header Info**

Title <PlanName> Please be sure to save any report changes before attempting to print the report.

Subtitle 1 New Report

Subtitle 2

Note (\* indicates actual values)

Footer <Page>

Ref.	Description	Data Type	E	F	G	H	I	J	K	L	M
1			*Jan 2017	*Feb 2017	*Mar 2017	*Apr 2017	*May 2017	*Jun 2017	*Jul 2017	*Aug 2017	*Se 20
2											
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23											

Right-click Folder menu

- Selected Category
- Selected Category w/Total
- Subcategories
- Accounts
- Subcategories and Accounts

- Clear Row(s)
- Delete Row
- Insert Row
- Add 10 Rows to End
- Indent
- Remove Indent
- Add/Edit Text
- Add a Function
- Copy
- Paste
- Add Page Break
- Add Row Underline
- Change Data Type

Right-click Design menu



# What's Next?

**Friday, December 15<sup>th</sup> 2017 - Compass Roundtable**

**Friday, March 16<sup>th</sup> 2018 - Compass Advanced Coaching**

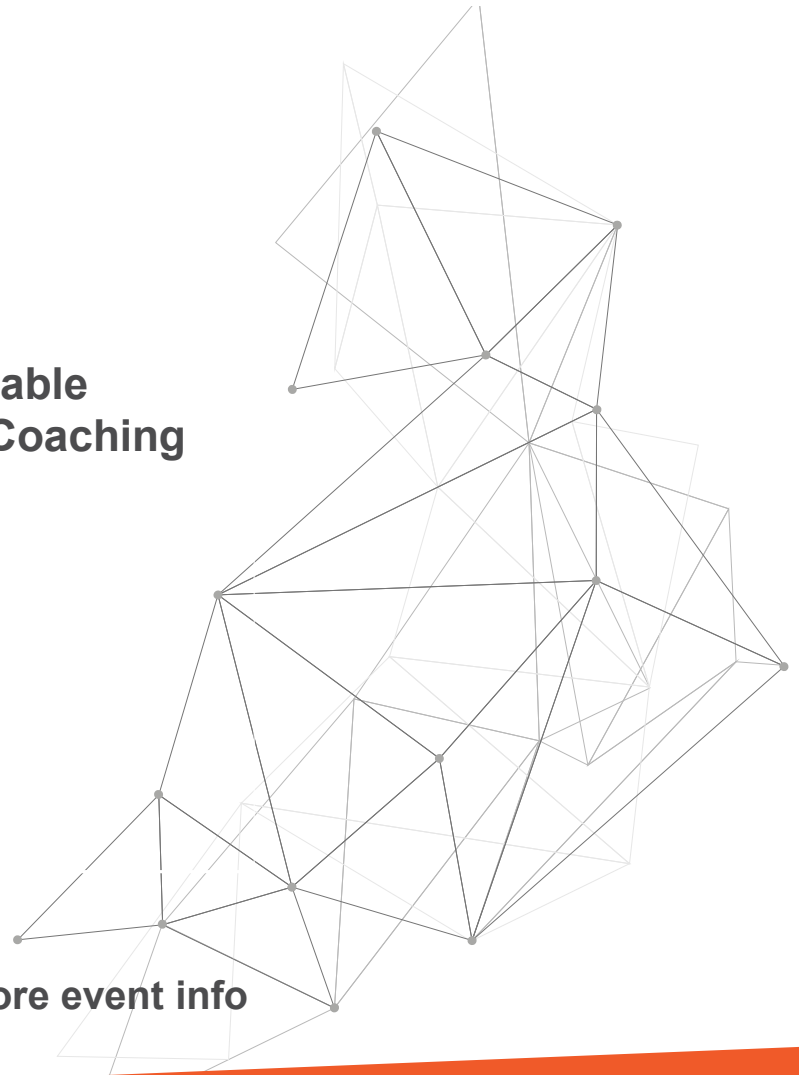
**Friday, June 15<sup>th</sup> 2018 - Compass Roundtable**

## **Upcoming Lunch 'n Learns**

**December – Budgeting Q & A**

**January – How quickly can I make changes?**

Check out [www3.plansmith.com/events-page](http://www3.plansmith.com/events-page) for more event info



# Thanks for attending!



## Questions?

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[support@plansmith.com](mailto:support@plansmith.com)

