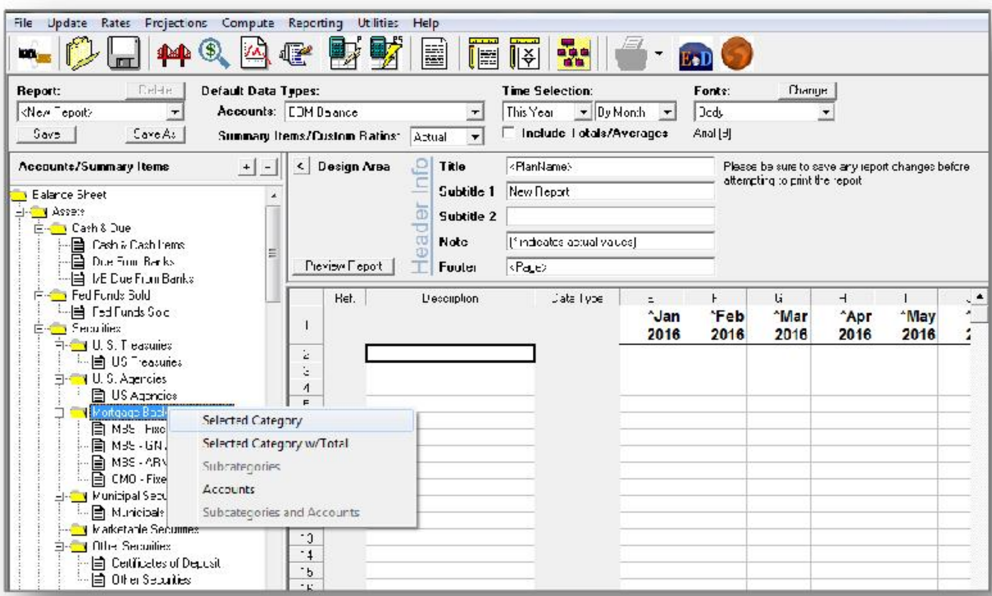
Getting Data into the Design Area

First, place your cursor on the report description line where you want your data.

Next select the data type from the drop down menu Default Data Type at the top of the screen. Each account has many components such as Average Balance, Interest, Yield, etc. so you must tell the designer which of these elements you want to use for this data line. Once you have specified the data type, select the account you wish to put into the report. If you need to delete a line, right click on the Description column and select Delete Row.



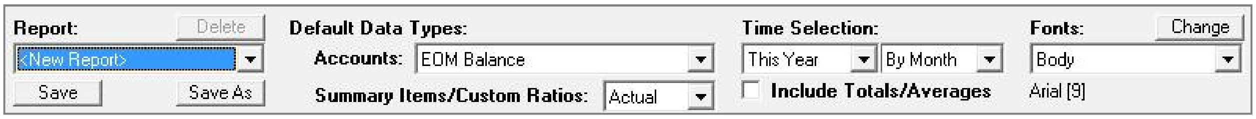
There are options available here as well. In the example below we have selected the Total Loans by clicking on it and then pressing the right mouse button to view the options menu at this point. The options include:

1. Selected Category - places the category name only in the description line.
2. Selected Category w/Total - places the name and the data into the report.
3. Subcategories – places the name of each subcategory below the highlighted category vertically into the report, not the data.
4. Accounts – places all the accounts below the category with their data into the report.
5. Subcategories and Accounts – places all the subcategory folders with individual account data into the report designer.

Each operation is executed as it is selected so the values appear immediately.

Note that the Data Type selected above remains the default for each line until the user changes it. Therefore, if you want to mix data types for your reports, you must change the data type before placing the data into the Report Designer. You will see the applicable data type (AvgBal, EOMBal, Yld, etc.) in the column to the right of the account Description. It is only used at design time and will not be printed.

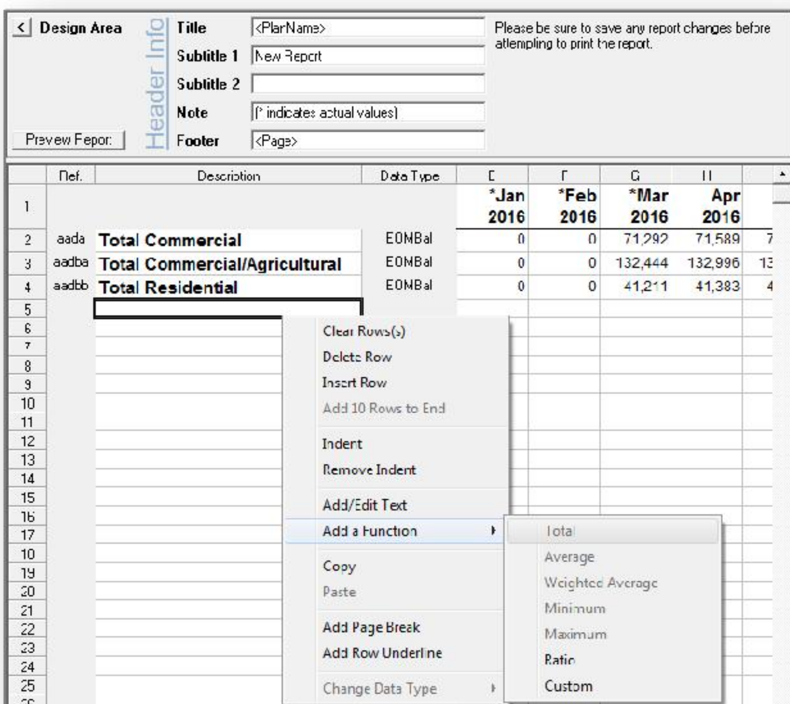
At the top of the Designer you will find, in addition to the data type, other options to make your report more meaningful.



You should review all of the Data Type options.

PERFORMING CALCULATIONS

The Report Designer provides limited calculation capabilities. To insert a calculation into your report, place the cursor on the row where you would like the calculation to appear and press the right mouse button. A menu will display.



Select the Add a Function to view the calculation options.

- Ratio allows you to build basic ratios with row data.
- Custom allows the addition and subtraction of row data.

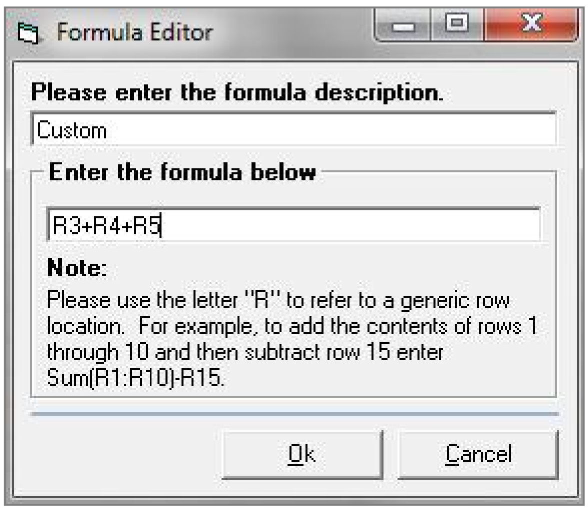
Let's look at some examples of these functions.

Example 1: Totaling data contained in rows

There are three rows of loan volumes and we wish to insert a total line.

	Ref.	Description	Data Type	E	F	G	H	I	J	K	L
1				*Jan 2016	*Feb 2016	*Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016
2	aada	Total Commercial	EOMBal	71,201	71,256	71,292	71,589	71,887	72,187	72,487	72,789
3	aadb	Total Real Estate	EOMBal	172,978	173,299	173,655	174,379	175,105	175,835	176,567	177,303
4	aadbb	Total Residential	EOMBal	40,933	41,098	41,211	41,383	41,555	41,728	41,902	42,077

Select the Custom function for Row 5.



Note how the letter R for row is required with each row number to be added. When OK is selected, the calculated values will appear in Row 5.

Along with the standard + and – functions, you may also use the sum function.

	Ref.	Description	Data Type	E	F	G	H	I	J	K	L
1				*Jan 2016	*Feb 2016	*Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016
2	aada	Total Commercial	Yld	4.89	4.90	4.90	4.81	4.85	4.88	4.92	4.92
3	aadba	Total Commercial/Agri	Yld	5.00	5.09	5.14	4.76	4.76	4.76	4.76	4.77
4	aadbb	Total Residential	Yld	4.87	4.86	4.86	4.80	4.77	4.73	4.70	4.70

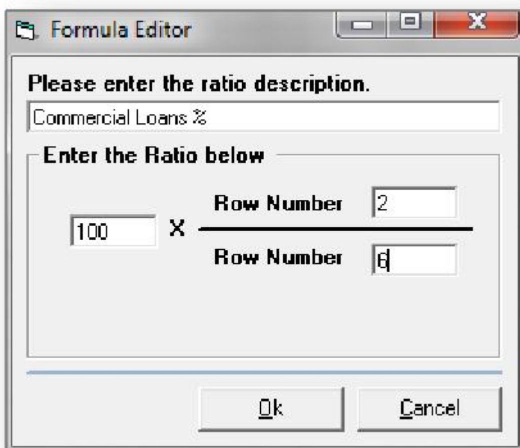
We can change the title from Custom to Total Loans in two ways:

1. By placing the cursor over the row and typing.
2. Using the right mouse function to Add/Edit Text function.

Example 2: Creating a Ratio of Commercial Loans to Total Loans.

	Ref.	Description	Data Type	E	F	G	H	I	J	K	L
1				*Jan 2016	*Feb 2016	*Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016
2	aada	Total Commercial	EOMBal	71,292	71,589	71,887	72,187	72,487	72,789	73,093	73,397
3	aadb	Total Real Estate	EOMBal	173,655	174,379	175,105	175,835	176,567	177,303	178,042	178,784
4	aadc	Total Agriculture	EOMBal	86,226	86,586	86,946	87,309	87,672	88,038	88,404	88,773
5	aadd	Total Consumer	EOMBal	4,588	4,607	4,627	4,646	4,665	4,685	4,704	4,724
6	aad	Total Loans	EOMBal	348,206	349,656	351,113	352,576	354,045	355,521	357,002	358,489

Select the Ratio function from the right mouse click menu.

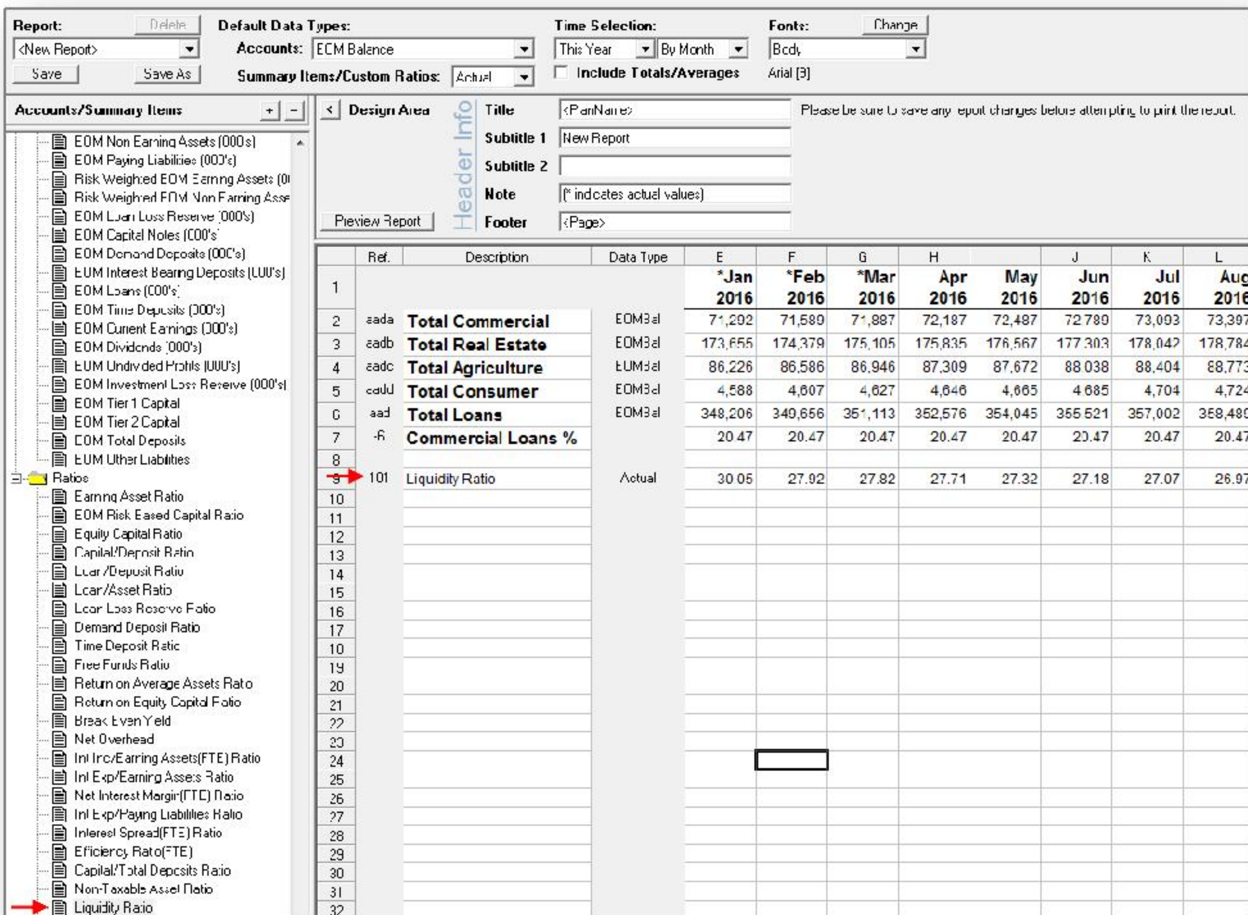


In this function, the row number is simply the row number and does not require the R. Also note that the ratio or row name is entered here. Select OK and the calculated value will be placed in the highlighted row.

	Ref.	Description	Data Type	E	F	G	H	I	J	K	L
1				*Jan 2016	*Feb 2016	*Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016
2	aada	Total Commercial	EOMBal	71,292	71,589	71,887	72,187	72,487	72,789	73,093	73,397
3	aadb	Total Real Estate	EOMBal	173,655	174,379	175,105	175,835	176,567	177,303	178,042	178,784
4	aadc	Total Agriculture	EOMBal	86,226	86,586	86,946	87,309	87,672	88,038	88,404	88,773
5	aadd	Total Consumer	EOMBal	4,588	4,607	4,627	4,646	4,665	4,685	4,704	4,724
6	aad	Total Loans	EOMBal	348,206	349,656	351,113	352,576	354,045	355,521	357,002	358,489
7	-6	Commercial Loans %		20.47	20.47	20.47	20.47	20.47	20.47	20.47	20.47

ACCESS TO STORED VALUES

In addition to the account data, the Report Designer also provides access to pre-calculated ratios and data created with the Compute the Plan function. You can access these values by scrolling down on the left menu to Summary Items. Within the Summary Items you will see averages, income and expense totals, pre-calculated ratios and custom ratios created using the Ratio Designer.



To place the value into the report, highlight the row location on the report. Then double click the left mouse button on the desired ratio. It will automatically be placed in the report at the selected location.

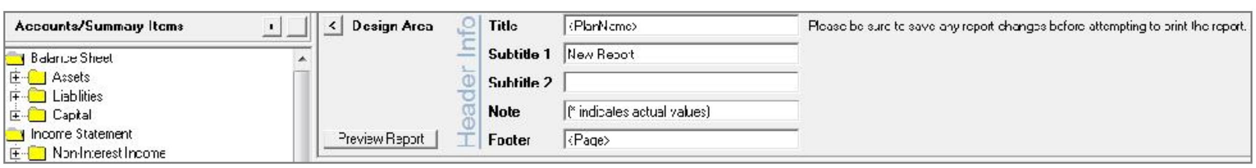
There is also a Selected Item function in the properties menu (right click) of each Summary Item. Choosing this option has the same effect as double clicking the item.

Other Report Designer Options

When you right click on any row in the report body, the options list appears that provides many other control features. These are applied to the row selected.

Putting Titles On Your Report

Now that your report is designed, you will want to give it a title or header. The opportunity to title your report is available at the top of the designer screen.



This area you will recognize from the standard Compass Report Properties Header features. All the same functions are available here that are available in the standard report Header section.

The Design Area button expands the report to the left for a wider view.

Saving Your Report

Use the Save As button to save your report the first time and the Save button to save it after that. You will be asked to name the report at this time as well. Your new report will be saved in the Custom Reports section of the Report Menu.