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## Printing Reports

Mi-Case school administration software gives you a wide range of data reporting options. Virtually every screen in each application has a selection of pre-formatted reports associated with it. If the program's standard reports do not meet your needs, they can be tailored to specific requirements by using a variety of built-in filters to sort your data. Advanced users can also create custom reports from scratch using the program's *Report Writer* feature. This powerful program allows you to sort and report your data in a virtually unlimited number of ways.

This appendix will show you how to use pre-defined reports built into the Mi-Case Financial Accounting System. These standard reports meet the requirements of most users. A future addendum to this User's Guide will cover the basics of defining custom reports.

## Standard Reports

Each module of the Mi-Case Financial Accounting System contains one or more screens that display information related to the module's primary function. Nearly every module screen in the program has one or more pre-defined reports associated with it. These reports are designed to work specifically with the data contained in individual screens. They have been developed over the years in standard formats to meet the financial reporting requirements of the vast majority of users.

Though each screen has different reports associated with it, all reports work the same way. First, select the report you want to run. Next, configure the report by choosing from several print options. Then, in some cases, you will see an additional screen requiring you to enter specifics such as the fiscal year or the range of ASNs or dates you want to include.

The General Ledger module's *Chart File Information Screen* is typical of many Financial Accounting System screens, with many built-in reports available. This means that for starters, you can sort and report the chart file portion of your financial database several different ways. To view the standard chart file reports, click **Modules** → **General Ledger** → **Chart File Information**. Next, click **Reports** on the menu bar to reveal available report options. Your screen will look like this:

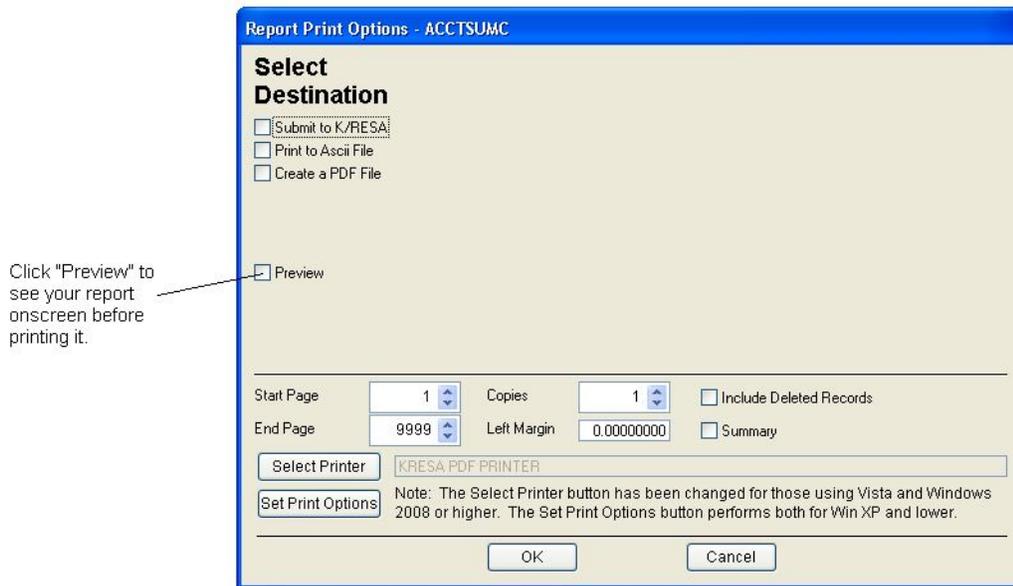
The screenshot shows the 'Reports' menu open, listing various report options such as 'P.O. List by ASN #', 'Cash Account Offset Listing', and 'Budget Summary - Current Year'. A callout box points to the 'Reports' menu with the text: 'Click "Reports" to see a menu of pre-defined reports related to the open screen. Click the report you want to run.'

The 'Chart Definition Information' screen is also visible, showing fields for 'Access Code' (0240) and 'Project Budget' (0.00). Below this is a table with financial data:

	Previous Year #2 2004/2005	Previous Year #1 2005/2006	Previous Year 2006/2007	Current Year 2007/2008	New Year 2008/2009
GASB Bud\Bal.	0.00	0.00	4,100.00	16,300.00	20,362.00
Budget\Balance	0.00	18,652.00	28,746.00	20,362.00	5,000.00
			Encumbrance	0.00	298.76
			Current Cycle	1,507.28	0.00
Year to Date	0.00	18,568.64	28,743.18	2,573.61	0.00
Ending Balance	0.00	83.36	2.82	17,788.39	4,701.24
			Percentage		

To choose a report from the menu, simply click on it with your mouse pointer.

Selecting a report from the menu opens the *Report Print Options* screen. This screen lets you indicate where you want the report to be printed, what to include in it, and how you want it formatted. Note that if you do not select a print option, the system will send the report to the default printer indicated in the screen's "Select Printer" box.



The four options at the top of the screen allow you to choose how you want the report printed.

We recommend that you always select **Preview** as the first method of printing. This option "prints" the report on your computer screen, giving you a chance to see what the finished product will look like, before you print it to paper. You can verify that the printed report will contain all the information you need.

Choosing **Submit to K/RESA** prepares the report for submission to Central Processing for printing. You will get Reports printed by Central Processing on the next pre-arranged delivery day.

The **Print to ASCII File** option prepares the report as a "text" file compatible with most word processing programs. Use this option if you want to incorporate the report into a document created using a word processor such as Microsoft Word or WordPerfect, or a spreadsheet, such as Microsoft Excel. Be aware that converting a file to ASCII text causes the loss of some formatting.

The **Create a PDF File** option allows you to create the report in PDF format with the option to automatically e-mail the report with or without attachments.

The **Start Page** and **End Page** boxes in the middle of the screen allow you to specify a range of pages to print if you do not want the entire report. If you leave the default setting of 1 to 9999 pages the program simply prints the entire report, no matter what its length. The **Copies** box lets you set the number of copies you want to print.

Two check boxes to the right of the **Copies** box allow you to choose additional options. Selecting **Summary** omits all detail from the printed report; it will contain only category totals. Checking

**Include Deleted Records** tells the System to print all records in the database, including those marked for deletion.

The **Select Printer** button near the bottom of the screen opens the *Windows Print Setup* screen. From that screen, you can specify a printer on your building network to process the report. This is normally configured as part of your network setup and need not be changed. The default network printer name appears dimmed in the box to the right of the button.

With certain reports, selecting **Submit to K/RESA** causes several report format options to appear on the screen. Choose an option by clicking the button next to it. Note that some reports are pre-formatted to meet special requirements. In this case, all other options are disabled. Just click **OK** to print the report, in that situation.

**Single Sided** specifies printing on one side of a page only.

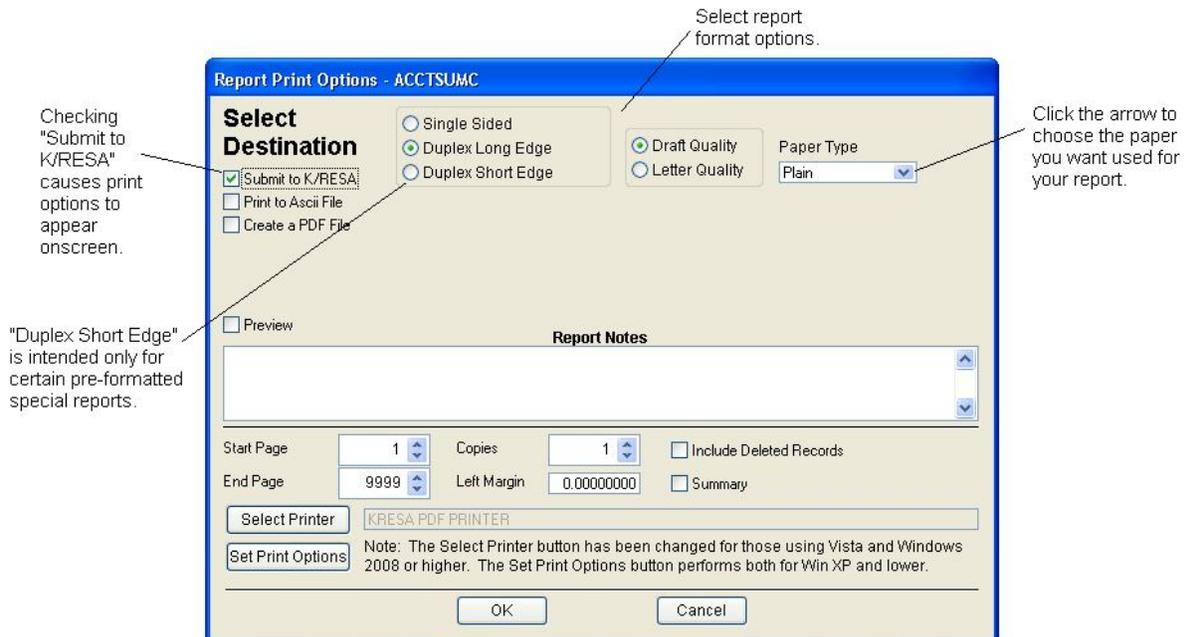
A report prints on both sides of a page and is laid out for binding on the sheet's long edge if you click **Duplex Long Edge**.

Certain special reports are pre-formatted to print as **Duplex Short Edge**. This means that it prints on both sides of a page, but is laid out for binding on the sheet's short edge. In this format, every other document page appears upside down if you bind it on the long edge. You cannot change the setting of a report pre-formatted for "Duplex Short Edge."

**Note:** Do not choose "Duplex Short Edge" for reports not using it as the default format. Selecting this option for reports not intended for this format will cause your document to print incorrectly.

Choose between **Draft Quality** and **Letter Quality**; letter quality is generally better, but may take slightly longer to print. Draft quality will work for most reports.

Click the arrow at the right of the **Paper Type** box to see a drop-down list of options. Select the paper you want to use by clicking on it.



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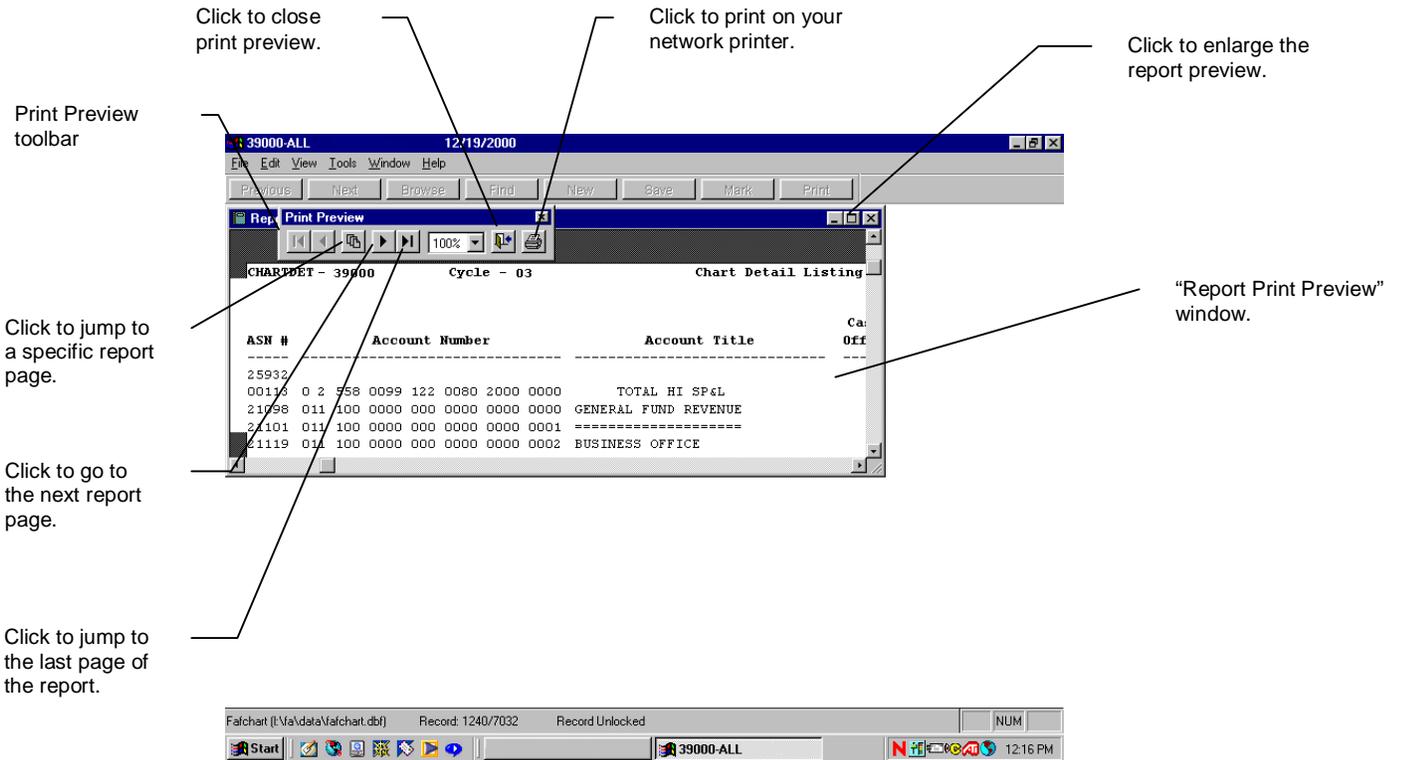
In the **Report Notes** section, indicate where and to whom you want the printed report delivered. You can also enter special instructions for the printer operator in this field. If you forget to complete this section, you will be given a second opportunity to add report notes later on the “Central.notes” window. However, if the Report Notes are completed on the *Report Print Options* screen, the “Cental.notes” window will not appear.

Click **OK** when you finish making selections on the *Report Print Options* screen. The first time you send certain reports to K/RESA for printing, you will see the following message window:



This message indicates that your computer requires printer driver installation in order to print reports at Central Processing. You will also see this message the first time you use a new computer, or after formatting your computer's hard drive. See Appendix B of the User's Guide for complete printer driver installation instructions.

With your computer properly configured, the System will prepare reports for printing after you finish making selections on the *Report Print Options* screen. If you selected **Preview**, the report will appear in a reduced-size window on your screen. View a full-screen version of the report by clicking the **Maximize** icon in the upper right corner of the window.



## Print Reports to a Local Printer

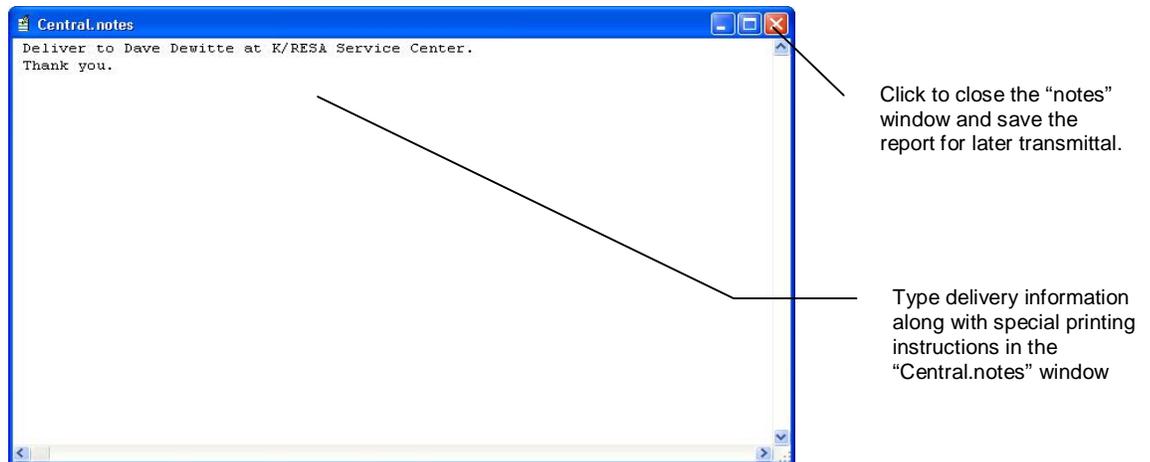
If you want to print the report on your local printer, click the printer icon at the right of the “Print Preview” toolbar. This sends the document to the default printer shown on the *Report Print Options* screen. The preview window automatically closes.

## Submit Reports to KRESA for Printing

You can send the report to Central Processing for printing by first closing the preview window; click the “closing door” icon to do this. Next, click **Reports** on the menu bar and re-select the report you want from the drop-down menu. When the *Report Print Options* screen opens, click the options you want, again. This time, choose **Submit to K/RESA**.

Again, to have Central process a report, you must have correct printer drivers installed on your computer. If the “Microsoft Visual FoxPro” window appears, see the User’s Guide Appendix B for instructions on how to install printer drivers.

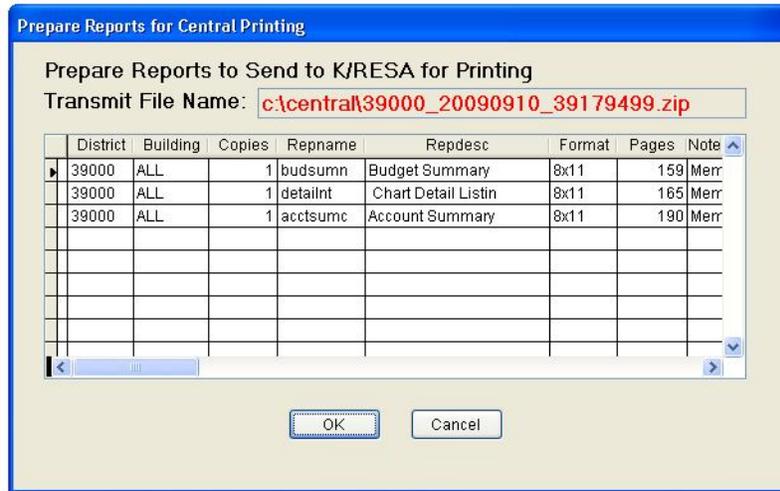
Click **OK** after you check **Submit to K/RESA**. The report will rapidly scroll through your screen. If you did not complete the **Report Notes** section on the *Report Print Options* screen, the “Central.notes” window will open at the end of the scrolling of the report. This is your last chance to include notes. Use this space to indicate where and to whom you want the printed report delivered. You can also enter special instructions for the printer operator in this window. Remember this window will not appear if you completed the **Report Notes** section on the *Report Print Options* screen earlier in the process.



Close the report by clicking the “X” in the upper right-hand corner of the “notes” window. The System then creates a file on the working drive where your report is stored until you send it to Central Processing.

You may continue working with the System. The program saves any additional reports you want printed at K/RESA in the same way.

When you finish creating reports for the day, click **Administrative** → **Process Central Reports**. You may do this from any screen in the program. The *Prepare Reports for Central Printing* screen opens displaying a list of all reports by all system users at your location and sent to your server for printing by K/RESA.



Click **OK**. A small message window pops up stating that the file has been created.



Click **OK**. A small message window pops up asking if you want the System to FTP the report.



Clicking **Yes** opens the *FTP Options* screen, where you must verify FTP information. The first time you use FTP to submit reports, the *FTP Options* screen is blank. Insert correct addresses for your building. The program automatically fills in the boxes after you set it up the first time. You may change or edit your building addresses as needed.



The “E-mail address to send reply to” box must contain the email address of a person at your building who should get confirmation that Central Processing received your report. The printer server at K/RESA automatically sends this confirmation when your report data is transferred.

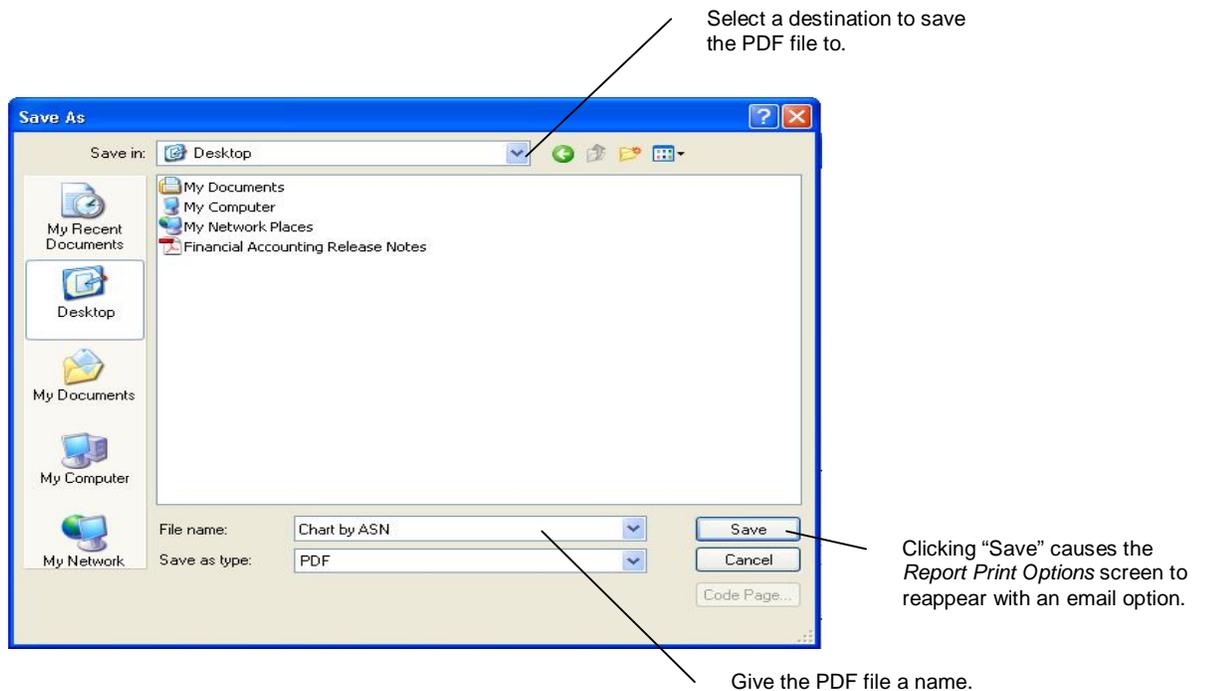
Enter the correct address of your building’s email server in the “FTP Server Address” box. Your technology coordinator can help you with this if you do not know it. You must supply this information in order to receive confirmation emails from Central Processing.

After the first time you FTP, the System automatically enters your address in the “E-mail address to send reply to” box and your email server in the “FTP Server Address” box. Make sure all information entered on this screen is correct or you will not get proper notification of your print job. You may edit entries on the *FTP Options* screen as needed, or to change designated recipients.

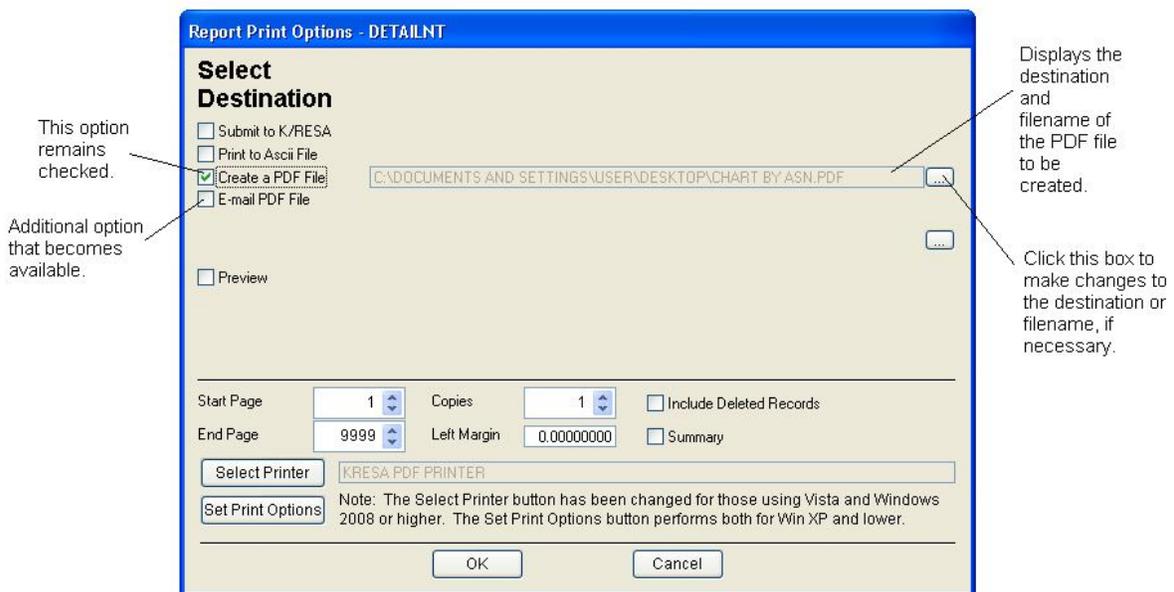
After you verify FTP information, click **OK** to send your report to Central Processing. The designated person in your building will receive confirmation via email in a few moments.

## Send Reports to a PDF File

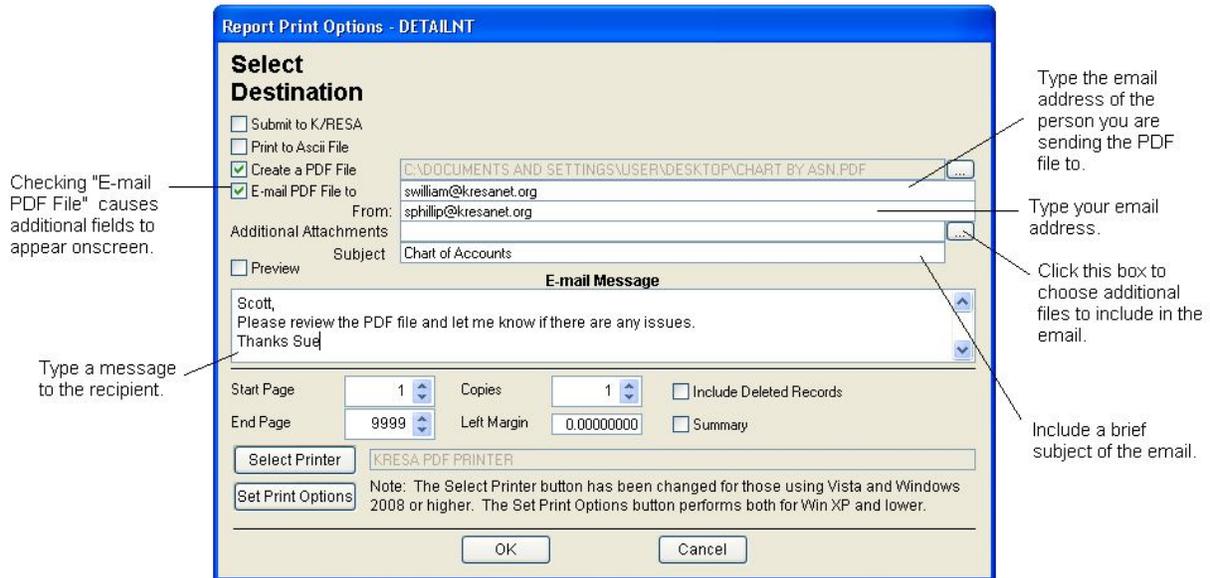
If you prefer to create a PDF file from the previewed report instead of a paper copy, first close the preview window; click the “closing door” icon to do this. Next, click **Reports** on the menu bar and re-select the report you want from the drop-down menu. When the *Report Print Options* screen opens, click the options you want, again. This time, choose **Create a PDF File**. Selecting this option causes a *Save As* window to appear. Click the down arrow next to the “Save in” field to select a destination to save the PDF file to. Give the PDF file a name by completing the “File name” field.



Click **Save** and the *Report Print Options* screen returns with an additional option to **E-mail PDF File**. The **Create a PDF File** option remains checked because the PDF file has not yet been created. In addition, you are given a second opportunity to change the destination and filename of the PDF file to be created. If a change is necessary, click the box to the right of the displayed destination and filename to make the change. If you choose not to e-mail the file, do not check the box next to the e-mail option and click **OK** at the bottom of the *Report Print Options* screen. The report will rapidly scroll through the screen. When the report is complete, you can locate the PDF file and open it.



If you choose to e-mail the file, check the **E-mail PDF File** option. Selecting this option causes additional fields to appear on the screen. Fill in the “To” field with the e-mail address of the person you are sending the file to. Type your e-mail address in the “From” field. Click on the box to the right of the “Additional Attachments” field to select other files to attach to the e-mail, if necessary. Type a “Subject” for the e-mail. Type a message to the recipient in the “E-mail Message” section.



Click **OK**, to create the PDF file and send the e-mail. The e-mail will be sent automatically with the PDF file and any attachments you added. Also, the PDF file will be available for you to view in the selected destination with the filename you gave it.