
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
4105	MERLIN Creating Filters with Range and Exception Reporting	Effective Date: 09/2001
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**MERLIN Creating Filters with Range and Exception Reporting
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Exception Reporting

Exception reporting provides a powerful way to identify exceptional data in your report. Conditional formats tell Impromptu to look through data in selected report objects and format specific data that meet pre-defined conditions. For example, Projections over a specific dollar value can be highlighted in red. There are two parts to exception reporting: setting up the condition to analyze the data in the report and setting up the style to associate with that condition. To create a custom conditional format on a value:

- Select the item
- Select *Conditional Formats...* from the *Format* menu
- Click *Conditions...*
- Click *Add Custom Condition...*
- Enter a name for this custom condition
- Complete the *Expression*
- Click *OK* and close the *Conditions* window
- Select a style from the *Change Style to:* dropdown menu

Filtering to a Range of Data

Data can be filtered to retrieve a specific range of data. For example, you can retrieve data between a range of Minor Object Codes. When prompts are created for a beginning and ending minor object code, a user will enter numbers. Because minor object codes are *strings* in the data warehouse, it will be necessary to convert them to *numbers* when creating the prompts.

Exercise 1

Modify the report you created in the last exercise by displaying in red the values greater than 3000 in the Projection column. Then add another prompt to filter the Minor Object Codes to a range. Your report and prompt should appear as shown below (Note: the actual data may not be identical)

Prompts

Please enter the four digit Budget Year.

Please choose the Accounting Month. (01=July)

Type the projected increase (Example: 10% as .10)

Type in the Beginning Minor Object Code for the range selection

Type in the ending Minor Object Code for the range selection

Buttons: OK, Cancel

Agriculture
 Budget Year: 1997
 Accounting Month: 07
 Projected Increase: 0.1
 Beginning Minor Object Code: 61000
 Ending Minor Object Code: 62000
 Project Grand Total: \$180,955.68

Major Obj Code	Minor Obj Code	Vendor Nbr	Vendor Name	Bud Exp	Projection
B	61020	V99401MISCO	DEPT OF AGRICULTURE & COMMERCE	\$195.00	\$214.50
		V99401MISCO	DEPT OF AGRICULTURE & COMMERCE	\$155.00	\$170.50
		V9961436100	STATE TREASURER 3610 *	\$69.00	\$75.90
		Minor Object Code Total:		\$419.00	\$460.90
	61110	V0000037780	US POSTMASTER	\$2,662.01	\$2,928.21
		V0000037780	US POSTMASTER	\$100.00	\$110.00
		V0000037780	US POSTMASTER	\$709.72	\$780.69
		V0000037780	US POSTMASTER	\$29,409.53	\$32,360.48
		V0000037780	US POSTMASTER	\$100.00	\$110.00
		V0000037780	US POSTMASTER	\$0.00	\$0.00
		V000018807J	JITNEY JUNSLR STORES OF AM INC	\$680.57	\$968.63
		Minor Object Code Total:		\$33,861.83	\$37,248.01
	61121	V0000043420	BELLSOUTH - NEW ORLEANS	\$765.37	\$841.91
		V0000043420	BELLSOUTH - NEW ORLEANS	\$72.80	\$80.08
		V0000117620	MS STATE UNIV-TELECOMMUNICATN	\$129.00	\$141.90
		V0000123720	TDS TELECOM	\$81.36	\$89.50
		V0000582483	ALLTEL CORP - LITTLE ROCK	\$60.54	\$66.59
Minor Object Code Total:		\$1,109.07	\$1,219.98		
	61122	V9960136010	STATE TREASURER 3601 *	\$1,891.20	\$2,080.32
		V9960136010	STATE TREASURER 3601 *	\$296.45	\$326.10
		V9960136010	STATE TREASURER 3601 *	\$352.20	\$387.42

1. Open the **Exercise 1** report you saved in the last chapter.
2. Retrieve a report for:
 - Budget Year = 1997

- Accounting Month = 07
 - Projected increase = .10
3. **Create a Conditional format on the Projection column**
- Select a data item in the *Projection* column
 - Select *Conditional Formats...* from the *Format* menu
 - Click *Conditions...*
 - Click *Add Custom Condition...*
 - Type **Good Projection** in the *Name* field
 - Complete the *Expression* as follows:
 - **Projection < 25**
 - Click *OK* to close the *Condition Definition* window
 - Click *Add Custom Condition...*
 - Type **Bad Projection** in the *Name* field
 - Complete the *Expression* as follows:
 - **Projection>100**
 - Click *OK* and *Close* the *Conditions* window
 - Highlight *Good Projection* in the *Conditional Formats* window
 - Select *Good (color)* from the *Change Style to:* list box
 - Highlight *Bad Projection* in the *Conditional Formats* window
 - Select *Poor (color)* from the *Change Style to:* list box
 - Click *OK*
4. **Create a filter range for Minor Object Code**
- Open the *Filter* tab and double click **and**
 - Click **(**
 - Open the *Report Columns* folder and double click *Minor Obj Code*
 - Double click *between*
 - Double click *Prompt Manager*
 - Click *New...*
 - Type **Beginning Minor Object Code** in the *Name* field
 - Type **Type in the beginning Minor Object code for the range selection**
 - Click *OK*
 - Click *OK*
 - Click *and*
 - Double click *Prompt Manager*
 - Click *New...*
 - Type **Ending Minor Object Code** in the *Name* field
 - Type **Type in the ending Minor Object code for the range selection**
 - Click *OK*
 - Click *OK*
 - Click **)**
 - Click *OK*

5. **Test the new prompt**
 - Budget Year = 1997
 - Accounting Month = 07
 - Projected increase = .15
 - Beginning Minor Object Code = 61000
 - Ending Minor Object Code = 62000

6. **Modify the title to include the beginning and ending Minor Object Code prompts**
 - Highlight the title text frame and drag the frame to enlarge it
 - Select *More Objects...* from the *Insert* menu
 - Highlight *Prompt variables* in the *Available Objects* list
 - Click *Insert*
 - Select *Beginning Minor Object Code* from the *Choose Report Prompt* window
 - Click *OK*
 - Place the tip of the arrow at the end of the current title and click
 - Modify the title that is inserted
 - Repeat the above steps for *Ending Minor Object Code*

7. **Create Smart Summaries on the Bud Exp and Projection columns**
 - Select the *Bud Exp* column
 - Ctrl>Click the *Projection* **column**
 - Click the *Total Power* button
 - Create labels for *Minor Obj Code Total* and *Grand Total*

8. **Include the Projection Grand Total in the title**
 - Scroll to the bottom of the report and select the grand total value
 - (Note the Status Line shows *Total (Projection) No. 1 [for Report]*)
 - Select *Data* from the *Insert* menu
 - Click in title at appropriate location
 - Select *total (Projection) No 1 (for Report)* in the *Query Data* list
 - Click *Mark for Insertion*
 - Click *OK*

9. **To save the report as a spreadsheet file, the spreadsheet application must be installed (it is not installed in the classroom). Follow these steps when you return to your office.**
 - Click *Save as* in the *File* menu
 - Select *Excel with Format* from the *Save File as Type* dropdown menu
 - Enter a new name in the *File Name* field
 - Select an appropriate directory

10. **Close the report**

Challenge 2 - Filter Ranges w/Exception Reporting

Modify the chall_5 report by removing the hard-coded agency name filter and adding a filter for beginning and ending Fund Number. Create a report beginning with Fund Number 2300 and ending with Fund Number 2399. Show any value greater than 500,000 in red.

Amount >= 3000
Budget Year: 1997
Accounting Month: 07
Beginning Fund Number: 2300
Ending Fund Number: 2399

MERLIN DSS

Major Obj Code	Minor Obj Code	Allotment Period	Fund Number	Bud Exp
A1	60010	2	2382	407819.98
	60140	2	2382	55467.67
	60120	2	2382	45624.26
	60110	2	2382	61293.48
	60010	2	2382	213272.42
A1	60140	2	2372	150399.55
	60120	2	2372	137270.59
	60110	2	2372	176972.52
	60060	2	2372	3259.33
	60040	2	2372	118029.68
	60010	2	2372	1720510.65
B	61998	2	2372	20296.12
	61740	2	2372	3932.55
	61710	2	2372	6605.08
	61690	2	2372	6762.69
	61651	2	2372	3797.25
	61640	2	2372	5025.43
	61550	2	2372	11285.13
	61520	2	2372	16732.04
	61500	2	2372	57920.00
	61420	2	2372	7840.00
	61230	2	2372	14053.26
	61220	2	2372	22746.89
	61210	2	2372	27580.03
61121	2	2372	17084.66	
C	62470	2	2372	80080.46