Copyright Notice

2018 P2 Energy Solutions. All rights reserved.
No reproduction without written permission.

Version 1.0

While all reasonable care has been taken in the preparation of this document, no liability is accepted by the authors, P2 Energy Solutions, for any errors, omissions or misstatements it may contain, or for any loss or damage, howsoever occasioned, to any person relying on any statement or omission in this document.

Any questions regarding this document should be forwarded to:

P2 Energy Solutions
1670 Broadway, Suite 2800
Denver, CO 80202
United States
Table of Contents

Course Overview............................................................................................................. 5
  Financial Report Writer Description ........................................................................... 5
  Course Description..................................................................................................... 5
  Audience, Course Level and Prerequisites................................................................ 5
  What You Will Learn.................................................................................................. 5
Lesson One: FINANCIAL REPORT WRITER OVERVIEW............................................ 6
  Data Storage, Organization and Accounting Entries ................................................ 6
    1st Dimension: FQA ............................................................................................... 6
    2nd Dimension: Segment ..................................................................................... 7
    3rd Dimension: Period ......................................................................................... 7
  IDEAS Structures ...................................................................................................... 7
    Summary (S) Element Versus Detail (D) Element ................................................. 7
  Enterprise Reporting ................................................................................................. 9
Lesson Two: CREATING FRW REPORTS .................................................................... 11
  Steps ......................................................................................................................... 11
  Standard Column Definition .................................................................................... 11
Lesson Three: REPORT SPECIFICATIONS MAINTENANCE .................................. 15
  Tool Bar Shortcuts .................................................................................................. 15
  Options Tab ............................................................................................................... 16
  Pages Tab ................................................................................................................. 19
  Lines Tab .................................................................................................................. 21
    Field Descriptions ................................................................................................. 21
    How to Add Lines in a Report .............................................................................. 22
  Calculations Tab ...................................................................................................... 31
Lesson Four: REPORT EXECUTION ............................................................................. 33
Labs: PRACTICE EXERCISES AND ANSWERS ......................................................... 35
  Exercise One: Create TRIAL BALANCE in USD .................................................... 35
    Business Purpose .................................................................................................. 35
    Guided Steps ........................................................................................................ 35
  Step A: Create the Column Format ........................................................................ 35
  Step B: Define the Report Specifications ................................................................. 37
Step C: Generate the Report .......................................................... 42
Exercise Two: Create AFE Report in USD ...................................... 44
Guided Steps .................................................................................. 44
Step A: Create the Column Format .............................................. 44
Step B: Define the Report Specifications ....................................... 47
Step C: Generate the Report .......................................................... 52
Course Overview

Financial Report Writer Description

The IDEAS Financial Report Writer (FRW) allows the creation of meaningful reports that can display information contained in the IDEAS database. The Financial Report Writer module retrieves only the posted data from the Financial Data Warehouse.

Course Description

This Beginning FRW class provides an overview of FRW and then covers how to create FRW reports, report specifications maintenance, and report execution.

Audience, Course Level and Prerequisites

This basic level class is recommended for those who use the IDEAS financial modules. The recommended prerequisites for this course is the Core Training series: IDEAS User Interface Navigation I and II and IDEAS Product Overview.

What You Will Learn

- FRW Overview
  - Data storage and organization, and accounting entries
  - IDEAS structures
- Creating FRW Reports
  - Steps
  - Standard Column Definition
- Report Specifications Maintenance
  - Tool Bar
  - Options, Pages, Lines and Calculations
- Report Execution
Lesson One: FINANCIAL REPORT WRITER OVERVIEW

This lesson provides an overview of the IDEAS Financial Report Writer (FRW) including data storage and organization, accounting entries and IDEAS structures.

Data Storage, Organization and Accounting Entries

How is this data stored and organized in the Financial Data Warehouse?

Data is stored in the Financial Data Warehouse in 3-dimensional tables.

1st Dimension: FQA

The Fully Qualified Account (FQA) is composed of the Entity first and then the accounts, followed by the analytical element that is relevant to the accounting entries.

IDEAS software supports up to 10 elements for each ledger. The maximum length of all elements plus delimiters is 60 characters. This graphic shows the most common FQA design:

1-Entity 2-Accounts 3-Cost Center 4-AFE 5-Bill Code

1+2 = General Accounting elements
3+4+5 = Analytical Accounting elements

- Example: department: finance department, Procurement department, IT department...
- Example: a well (field): well 1 (Morocco), well 2 (UK)...

The Fully Qualified Account (FQA) is the key to all the transactions. The FQA is composed of General accounting elements and analytical accounting elements. The analytical elements make determinations about how, when and why a business spend and receive money.
What else is necessary to make an accounting entry?

It is necessary to know the currency and what type of entry it is (a financial entry, Budget entry, and so forth).

The nature of the entry is called a “segment“.

2nd Dimension: Segment

The role of Segments is to separate the financial data by nature and currency. Segments are used to store financial, budget, historical or statistical data.

3rd Dimension: Period

We record our entries by fiscal Period.

IDEAS Structures

Structure is a way of summarizing the elements in summary elements useful for the Reporting.

We can have different ways of summarizing so there can be different structures. This is also true for all elements.

Summary (S) Element Versus Detail (D) Element

- A detail element is the element where the actual accounting entries are made.
- The summary element is an element defined for reporting. Summary elements allow us to summarize or to consolidate several detail elements and report the result.

This applies to all FQA elements, such as Account, Cost Center, AFE and so forth.
Example

For the DEMO company, we have the following IS Accounts:

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Revenue USD</td>
<td>60020</td>
</tr>
<tr>
<td>Insurance</td>
<td>70020</td>
</tr>
</tbody>
</table>

Therefore, the IS accounts category is structured as shown below:

Level 1
- IS Income Statement (Summary element / No accounting entry)

Level 2
- 60 Revenue (Summary)
- 70 Gen & Admin Expense (Summary)

Level 3
- 60020 (Detail element)
- 60100 (Detail Element)
- 70020 (Detail element)

Therefore, if we run a specific report for element “IS” we will have the whole balance for all IS accounts.

If we run it for element “60” we will have the balance of all Revenue accounts only.
Once the data is stored in the Financial Data Warehouse, the Report Writer allows the creation of an unlimited array of reports like detail reports, exception reports, Financial reports, Budget reports, trend analysis reports and more. It supports statutory and local reporting needs as well as partner’s reporting needs.

- FQA
  - Company
  - Account
  - Cost-Center
  - AFE
  - Bill Code

- Period
  - YTD
  - CMO
  - Period (Beg, Jan, Feb…)
  - Period through Period

- Segment
  - Types of data: Financial, Budget, Volume, Commitment, Statistical...
  - Multi currency (USD, EUR, TND, EGP…)
  - Current Year
  - 1 Prior Year
Lesson Two: CREATING FRW REPORTS

The FRW offers a visual user interface that facilitates the creation and maintenance of reports. A technical background is not required to use the Report Writer. The following documentation will provide step by step instructions for using the Report Writer.

Steps

The following steps are required when creating financial and management reports.

1. Create the column format.
2. Define the Master Specs.
3. Select the structure and paging.
4. Define lines.
5. Define the Calc Specs.
6. Define the report Cycle.
7. Execute the report.

Standard Column Definition

The first step when creating a report is to define the columns that you want to display in your report. Columns format indicates how information should be organized vertically on a report.

Different types of columns include:

- Elements: Retrieve the selected element ID
- Descriptions: Retrieve the element description
- Formulas: Retrieve specific segment balances
- Calculation: Define columns calculations

These are defined in the Data Expressions tab of the Standard Column Definition program.
To set up the column format, on the **Maintenance** menu click **Standard Column Definition**. The Standard Column Definition screen displays with three tabbed screens: Column Definition, Data Expression and Columns Layout.

### Column Definition Tab

![Standard Column Definition Screen]

Enter a **Format ID** and a **Description** (as a name of the column definition report). Then enter the following information:

- The content of the column is defined in **Expression**.
- The name of the column is defined in **Header 1 and Header 2**.
- The position of the column in the page is defined in **Start**.
- The length of the column in characters is defined in **Len** (length).
- The format is defined in **Just** (justification), **Credit**, **Rounding and Symbols**.

#### Field Descriptions

**Justification**

- **Left** justification, for text
- **Right** justification, for numbers

**Credit**

- **Credit**: Negative amounts to be displayed with “CR” prefix
- ( ): Negative amounts to be displayed within parentheses
- - : Negative amounts to be displayed with a minus sign prefix
R: Negative amounts to be displayed in red
   ( ) R: Negative amounts to be displayed in red with parentheses
   - R: Negative amounts to be displayed in red and with minus sign
None: No negative amounts are expected to be displayed

Rounding
   1000: display amounts to thousands
   100: display amounts to hundreds only
   1: display amounts to ones only
   D1: display amounts to tenths
   D2: display amounts to hundreds
   D3: display amounts to thousands
None: No rounding

Symbols
   $1000: A dollar sign prints in front of the amount
   1,000: Commas print as thousands separator
   $ 1,000: A dollar sign prints in front of the amount and commas print as thousands separator
   1000: The amount prints with no sign

Data Expression Tab

Field Descriptions
   Description 1 and 2: Text will be retrieved from the Chartmaster element ID descriptions (in GL module), or by the user defined primary (DESC1) or the optional (DESC2) description fields (in the master specification later).
Element: Retrieves the element ID for the specified element type from the Chartmaster (element = Account, for example).

Calculation: Holds the results of a calculation. (The calculation will be defined later in the report specification maintenance menu).

Formula: Uses the combination of a segment and a period, called a Data Name, and may be interspersed with arithmetic operations.

The column format also defines the data format, including the type of data to be presented in each column and the printing rules used for the data (e.g. Justification, rounding, conversion, expression of negative amounts and color designation).

The next step is to format your report, retrieve the data and define any calculations you need in the report.
Lesson Three: REPORT SPECIFICATIONS MAINTENANCE

To format your report, from the Maintenance menu select Report Specification.

The Report Specification program includes four tabs: Options, Pages, Lines and Calculations. A tool bar provides the following options that are available from each tabbed screen.

Tool Bar Shortcuts

- Close
- Save
- Save as
- Delete
- Preview the report
- Help
- Refresh button
Options Tab

There are two sections in the Options tabbed screen: Master (top section) and Print Option (bottom section).

Field Descriptions

- **Report ID**: Provide an ID for the report that you need to create

- **Description**: Enter the description for the report

- **Column format**: Select the appropriate column format (the one you have just defined in standard column definition screen)

- **Orientation**: Portrait or Landscape
Zero Suppression:

Select one of the four following options:
- N = No suppression: Print zeros if appropriate
- Z = Zero suppression: Prints blank lines in place of Zeros
- L = Line suppression: Zero lines won’t be printed
- B = both suppression: Suppressing zeros and zero lines.

The following example illustrates each option.

The data suppression option allows you to control the presentation of zero amount columns and zero amount line.

<table>
<thead>
<tr>
<th>N= No suppression</th>
<th>COL1</th>
<th>COL2</th>
<th>COL3</th>
<th>Z=Zero Suppression</th>
<th>COL1</th>
<th>COL2</th>
<th>COL3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line1</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Line1</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line2</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00</td>
<td>Line2</td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Line3</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Line3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L= Line suppression</td>
<td>COL1</td>
<td>COL2</td>
<td>COL3</td>
<td>B=Both Suppression</td>
<td>COL1</td>
<td>COL2</td>
<td>COL3</td>
</tr>
<tr>
<td>Line1</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Line1</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line2</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00</td>
<td>Line2</td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

Responsibility Titles: From the drop-down list, select an option to specify if and where on the page to print a responsibility title. The title is the paging element Chartmaster description for the logical page printed. This means that you will specify whether the element ID’s Chartmaster description is suppressed or where it is printed (at the top left, center, or right of the report).

Logo Source: From the drop-down list, select a logo, or use the Search icon to search for a different logo. The logo will print on your FRW reports.

Logo Position: Specify the logo position for printing
Example
Entity #1 may have one logo and Entity #2 can have a different logo. This can also be set up per Account, Department, and so forth.

If you select By Element and page by element in the Report Writer Module, your logos will display accordingly. If you select Default, one logo will print for that report regardless of what you have selected per element in the General Ledger Entity Maintenance screen.

You have the option to automatically refresh your report as you make changes to it, so you can visually see your changes as you make them.

This option can also be turned off if you click the refresh button again.
On the Pages tab, we can define at which level in the structure and for which element we want to paginate (go to a new page when we print the report).

The structure defines the reporting structures to be used by each account element within the report (only one structure per element may be specified). The use of these structures causes the data on each logical page (report) to reflect the specified level (as defined in the hierarchical structure).
The following example shows how to paginate. In this case we want to paginate on level 2 by department. That means that the report will display all the details concerning the ADM department (Dept ID:500) and then go to a different page to show you all the details concerning the MFG department (Dept ID: 100).
Lines Tab

Field Descriptions

LineNum (Line Number)

You must specify the line number. We recommend that you to leave a minimum of ten inactive lines between two active lines in case you want to add/insert a new line later.

For example, if your first line starts at the number 10, then the second line normally starts at 11. However, we recommend that you start the second line 20 so that you can later insert lines between 10 and 20 if needed.

LineType (Line Types)

- **Permanent Header**: A descriptive line that prints on every physical page. It is not limited to the descriptive columns in the columns format.
- **Floating Header**: A descriptive line that prints in the order specified. It is not limited to the descriptive columns in the column format.
- **Description**: A descriptive line that prints in the order specified. It is not limited to the descriptive columns in the column format.
- **Retrieval**: A data line or group of lines including text and numeric data that are retrieved from the DB. This line type could produce more than one line on a report.
- **Page retrieval**: Differs from a retrieval line in that the data retrieved only available to the page where the page retrieval is defined.
Memorandum: A non-printing retrieval line or one that holds a result of a calculation
Page Memorandum: Differs from a memorandum line in that the data retrieved only available to the page where the page memo is defined
Calculation: A data line that prints the result of a calculation
Underline: An underline (or any other character as specified in the primary description field) is printed in every numeric column

How to Add Lines in a Report

Add a Permanent Header Line
In the example below, we want to print the report’s title TRIAL BALANCE REPORT.

Note: The permanent heading @PED@ prints period date in short date style as defined in Windows Regional Settings. We will cover advanced topics such as this later.

Image of a window displaying properties for a line in a report:
- **Ledger ID**: BL
- **Format Id**: TrialBalance
- **Line Space**: None
- **Description**: For the period ending @ped@
Add a Floating Header Line

We want to add *Balance sheet* as a floating header. It will appear on each page containing Balance sheet accounts retrieval.

Add a Description Line

As you can see below, we’ve added the following description to our report *2045 Tunis-Tunisia*. 
Add a Retrieval Line

You must select which elements you want to retrieve. In the following example, we want to retrieve Balance sheet accounts for all companies, cost centers and AFEs.
We leveled the retrieval on cost centers at level 2. This means that the report will show balances for cost centers at level 2. The report will not show cost centers at level 1 or 3.
On the Misc tab we could enter a specific description for the retrieval. In that case, this description will show on the report for all lines of the retrieval.

The Subtotal tab allows defining subtotals by a given element at a certain level.

**Page Retrieval:** differs from a retrieval line in that the data retrieved only available to the page where the Page Retrieval is defined.

**Memorandum:** a non-printing retrieval line or one that holds the result of a calculation.

**Page Memo:** differs from a memorandum line in that paging the data retrieved is only available on the page where Page Memo is defined.

**Underline:** an underline (or any other character as specified in the primary description field) is printed in every numeric column.
Add a Calculation Line
As you can see below, we need to define the calculation line as well as the title or label of that line. Calculation formulas are defined later in the Calculations tab.

We can use two types of column format within the same report:
Here is an example report containing two-column formats DE and DE2.

- CAPEX_BUDVAR is used for the main report.
- CAPEX1-2 is used to do some statistics.

Paging level 4: the retrieval is summarized on the level 4 only it ignores all the other levels.

Paging level 0: the retrieval is done for the details elements only (in any level they are).

Paging level 0: the retrieval is done for the details elements only (in any level they are).
Calculations Tab
The final step in creating the report is to define your calculations through the Calculations tab. Choose the calculation from the list below:

- Total
- Sub-Total
- Line
- If-Column
- Column
- Matrix
- If-Matrix
- Goto
- Line\_Column
- Exception
- Output
- Round
- Sign\_Reversal
- Put
- Get
- X\_Foot

Note that the calculation order is very important to ensure that all calculations are performed accurately.
Lesson Four: REPORT EXECUTION

Any data expression in the column format that uses a standard period (such as CPD or YTD) will use the period specified in the report generation.

Reports can be selected for execution through generation cycles or can be specifically identified for execution.

Execution of reports can occur immediately or can be delayed until a later specified time.

Field Descriptions

- **Period**: Select the period for which the report should be executed.
- **Report Cycle**: Use this option to select a cycle of reports to be generated.
- **Report ID**: Use this option to select the specific reports to be generated.

There are also options that allow us to export the report to Microsoft Excel or text.
Labs: PRACTICE EXERCISES AND ANSWERS

Exercise One: Create TRIAL BALANCE in USD

Create a Trial Balance report in USD that will display the Beginning Balance, the total of the Current Month and the Ending Balance.

Business Purpose

A trial balance is a bookkeeping worksheet in which the balances of all ledgers are compiled into debit and credit columns. A company prepares a trial balance periodically, usually at the end of every reporting period. The general purpose of producing a trial balance is to ensure the entries in a company's bookkeeping system are mathematically correct.

Guided Steps

Step A: Create the Column Format

Define the type of data from the segment and period stand point that will be presented in each column and the printing rules used for the data (such as justification, rounding, expression of negative amounts and color designation).

Let’s suppose we are creating a report that will show the Beginning Balance in USD, The Total Current Month (selected period when running the report) in USD and the Year to Date in USD.
In line 1, select the **Element** you want to report on: For this example, it is the “Account” element.

In line 2, select “DESC1” to show the description of the previous element.

In line 3, select the following formula to get the Beginning Balance of the selected month:
Select the segment: CYUST = Current Year Total USD and the periods.
To get the total of the beginning balance of the month, we use the following formula:

\[ \text{CYUST; YTD} - \text{CYUST; CM/CPD} \]

In line 4, to get the total of the current month, we use the following formula:

\[ \text{CYUST; CM/CPD} \]

In lines 5, to get the Year to Date total, we use the following formula:

\[ \text{CYUST; YTD} \]

*CPD: Current Period
*YTD: Year to date
*CM: Current Month
Step B: Define the Report Specifications

By defining the report specifications, we indicate how the information should be organized horizontally on a report.

1. **Define reporting structures to be used:**
   - Company structure (FIN REPORTS), Account structure (FIN REPORTS), AFE structure (FIN REPORTS) ...

2. **Define level of paging:**
   - Paging is the generation of physically separate but logically related reports.

3. **Define lines:**
   - Define permanent heading lines.
   - Create headings that will display in every page (Company name, date, period, report ID...).

   Define retrieval line:
   - Create Line#30 with LineType = Retrieval.
Chose the elements to be printed (select reports criteria).

As you can see above, click on the Retrieval line (LineNum 30 in this example) and click on properties:

In the selection tab:
You must select which elements you want to retrieve. In the following example, we will retrieve all accounts for all companies, cost centers and AFEs.
Define also the columns in which you want these elements to be printed.

**In the leveling tab:**

We leveled the retrieval on Account at level 0. This means that the report will show balances for accounts at level 0. (Level 0 = All levels)
Define calculation line:
Create Line#40 with LineType = Calculation.

4. Define calculation:
Define calculation line and formula.

Create SeqNo# 1 with CalcCode = Total.
Show calculation of Line# 30 Thru# 30 in the line# 40 for Cols# 3,4 and 5.

Once you finalize creating your report, please save it.
Step C: Generate the Report

Execute reports defined in Report Specifications Maintenance.

### Report Output

**TRIAL BALANCE - CURRENT MONTH**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>BEG BALANCE</th>
<th>CURRENT MONTH</th>
<th>END BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>89000000</td>
<td>Recoveries from billings</td>
<td>(1,240,772.27)</td>
<td>(656,867.81)</td>
<td>(1,897,640.08)</td>
</tr>
<tr>
<td>1001010</td>
<td>PETTY CASH</td>
<td>2,128.95</td>
<td>(85.94)</td>
<td>2,043.01</td>
</tr>
<tr>
<td>1001015</td>
<td>FROST BANK: GEN CKG.</td>
<td>1,193,342.74</td>
<td>(901,866.94)</td>
<td>399,536.20</td>
</tr>
<tr>
<td>1001021</td>
<td>RBC-CDN: US$</td>
<td>10,790,577.88</td>
<td>(156,062.51)</td>
<td>10,634,515.37</td>
</tr>
<tr>
<td>1001022</td>
<td>RBC-CDN: CDN$</td>
<td>22,886.32</td>
<td>406.43</td>
<td>23,292.75</td>
</tr>
<tr>
<td>1001023</td>
<td>RBC-BDS: US$</td>
<td>29,739.33</td>
<td>0.00</td>
<td>29,739.33</td>
</tr>
<tr>
<td>1001024</td>
<td>MS GEN CKG: US$</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1001027</td>
<td>SOCIETE GENERALE B&amp;T: GEN</td>
<td>93,031.56</td>
<td>0.00</td>
<td>93,031.56</td>
</tr>
<tr>
<td>1001001</td>
<td>CASH &amp; SHORT-TERM ASSETS</td>
<td>12,140,706.78</td>
<td>(958,548.56)</td>
<td>11,182,158.22</td>
</tr>
<tr>
<td>1002000</td>
<td>SHORT-TERM INVESTMENTS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1003010</td>
<td>TRADE/REV RECEIVABLES</td>
<td>753,173.04</td>
<td>(119,034.87)</td>
<td>633,238.17</td>
</tr>
<tr>
<td>1003011</td>
<td>NON-TRADE/INV RECEIVABLES</td>
<td>203,539.65</td>
<td>108,180.47</td>
<td>401,720.32</td>
</tr>
<tr>
<td>1003012</td>
<td>GAS SALES RECEIVABLES</td>
<td>4,901.57</td>
<td>2,759.30</td>
<td>7,660.87</td>
</tr>
<tr>
<td>1003013</td>
<td>SWD RECEIVABLES</td>
<td>2,784.00</td>
<td>68.50</td>
<td>2,852.50</td>
</tr>
<tr>
<td>1003019</td>
<td>Provision for doubtful ac</td>
<td>(75,000.00)</td>
<td>(75,000.00)</td>
<td>(75,000.00)</td>
</tr>
<tr>
<td>1003050</td>
<td>DIV RECEIV: SUBSIDIARY</td>
<td>29,165.15</td>
<td>29,165.15</td>
<td></td>
</tr>
<tr>
<td>1003000</td>
<td>ACCOUNTS RECEIVABLE</td>
<td>1,008,560.61</td>
<td>(8,918.60)</td>
<td>999,642.01</td>
</tr>
<tr>
<td>1003021</td>
<td>EMPLOYEE ADV/EXP</td>
<td>369.45</td>
<td>1,500.00</td>
<td>1,869.45</td>
</tr>
<tr>
<td>1003020</td>
<td>EMPLOYEE ADVANCE/EXPENSES</td>
<td>369.45</td>
<td>1,500.00</td>
<td>1,869.45</td>
</tr>
<tr>
<td>1004000</td>
<td>NOTES RECEIVABLE, CURRENT</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1005001</td>
<td>PREPAID: GENERAL</td>
<td>3,650.00</td>
<td>12,603.35</td>
<td>16,253.35</td>
</tr>
<tr>
<td>1005002</td>
<td>PREPAID: SVC/SUBSCRIP.</td>
<td>69,814.25</td>
<td>10,291.61</td>
<td>80,075.86</td>
</tr>
<tr>
<td>1005003</td>
<td>PREPAID: BUS. INS.</td>
<td>142,271.54</td>
<td>(19,569.07)</td>
<td>122,702.47</td>
</tr>
<tr>
<td>1005004</td>
<td>PREPAID: EMPL. INS.</td>
<td>48,341.26</td>
<td>1,632.02</td>
<td>49,973.28</td>
</tr>
</tbody>
</table>

(First page)
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount 1</th>
<th>Amount 2</th>
<th>Amount 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>8200122</td>
<td>ENV/REG/SFTY COMPANY LAB</td>
<td>10,489.08</td>
<td>5,164.99</td>
<td>15,674.07</td>
</tr>
<tr>
<td>8200000</td>
<td>Env/Reg/Soft Company Labor</td>
<td>10,489.08</td>
<td>5,164.99</td>
<td>15,674.07</td>
</tr>
<tr>
<td>8000000</td>
<td>GROSS LEASE OPERATING EXPENDITURE</td>
<td>168,586.08</td>
<td>661,870.00</td>
<td>1,830,456.08</td>
</tr>
</tbody>
</table>

**TOTAL: 0.00 0.00 0.00**
Exercise Two: Create AFE Report in USD

Create a report that will show the balances per AFE/Month and the total balance of the year.

Guided Steps

Step A: Create the Column Format

Define the type of data from the segment and period standpoint that will be presented in each column and the printing rules used for the data (such as justification, rounding, expression of negative amounts and color designation).

Let’s suppose we are creating a report that will show the Beginning Balance in USD, The Total Current Month (Selected period when running the report) in USD and the Year to Date in USD.
1. **In line 1**, select the **Element** you want to report on: For this example, it is the “AFE” element.

2. **In line 2**, select “DESC1” to show the description of the previous element.
3. In line 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 select the following formula to get the month Balance:
   Select the segment: CYUST = Current Year Total USD and the periods.

   To get the total of the balance of the month, we use the following formula:
   [CYUST; Month*]

4. In line 15, to get the Year to Date total, we use the following formula:
   [CYUST; YTD*]

   *YTD: Year to date
   *Month = Jan, Feb, Mar.... Dec
Step B: Define the Report Specifications

By defining the report specifications, we indicate how the information should be organized horizontally on a report.

1. **Define reporting structures to be used:**
   Company structure (FIN REPORTS), Account structure (FIN REPORTS), AFE structure (FIN REPORTS) ...

2. **Define level of paging:**
   Paging is the generation of physically separate but logically related reports.

3. **Define lines:**
   Define permanent heading lines.
   Create headings that will display in every page (Company name, date, period, report ID...).

   **Define retrieval line:**
   Create Line#70 with LineType = Retrieval.
Chose the elements to be printed (select reports criteria).

As you can see above, click on the Retrieval line (LineNum 70 in this example) and click on properties:

**In the selection tab:**
You must select which elements you want to retrieve. In the following example, we will retrieve all accounts for all companies, cost centers and AFEs.
Define also the columns in which you want these elements to be printed.

**In the leveling tab:**

![Image of leveling tab]

We leveled the retrieval on Account at level 0. This means that the report will show balances for accounts at level 0. (Level 0 = All levels)

**Define calculation line:**
Create Line#40 with LineType = Calculation.
4. **Defines calculation:**
   Define calculation line and formula.
   
   Create SeqNo# 1 with CalcCode = Total.

   Show calculation of Line# 70 Thru# 70 in the line# 80 for Cols All Columns.
Once you finalize creating your report, please save it.
Step C: Generate the Report

Execute reports defined in Report Specifications Maintenance.

![Report Generation Interface]

- **Report ID**: AFE.REPORT
- **Description**: AFE GROSS REPORT
- **Period**: 12
- **Duration**: 0h 1m 17s 5/4/2017 4:21:05 PM

Options:
- **Printer**
- **Preview**
- **Output Options**:
  - Excel (.xls)
  - HTML (.htm)
  - Acrobat (.pdf)
  - Text (.txt)
- **Run Options**:
  - Delay
  - Trace
- **Publishing Options**:
  - iIDES (.htm)
  - iIDES (.pdf)
  - iIDES Paging

**Period**: 12

**Report Cycle**

**Report ID**: AFE.REPORT
## Report Output

<table>
<thead>
<tr>
<th>AFFE</th>
<th>AFFE</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2IDEAS</td>
<td>-Sonic</td>
<td>1,740.00</td>
<td>17,696.19</td>
<td>10,430.80</td>
<td>20,044.52</td>
<td>20,637.13</td>
<td>2,800.00</td>
<td>24,535.01</td>
<td>130,567.60</td>
<td>12,068.75</td>
<td>22,567.37</td>
<td>5,965.58</td>
<td>261,505.85</td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Rig &amp; Lo</td>
<td>213.38</td>
<td>10,884.67</td>
<td>0,048.00</td>
<td>16,243.82</td>
<td>13,497.96</td>
<td>1,646.74</td>
<td>17,215.67</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Concrete</td>
<td>5,311.95</td>
<td>12,659.14</td>
<td>18,670.09</td>
<td>2,668.29</td>
<td>2,622.80</td>
<td>3,652.00</td>
<td>18,977.20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Equipment</td>
<td>1,858.00</td>
<td>18,375.77</td>
<td>9,867.20</td>
<td>2,990.98</td>
<td>1,000.87</td>
<td>2,845.00</td>
<td>13,853.41</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Transport</td>
<td>540.00</td>
<td>566.00</td>
<td>2,402.00</td>
<td>2,402.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Labor Ex</td>
<td>159.00</td>
<td>274.00</td>
<td>1,916.00</td>
<td>1,916.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Facilities</td>
<td>259.00</td>
<td>3,149.15</td>
<td>6,543.64</td>
<td>59.44</td>
<td>6,543.64</td>
<td>3,047.15</td>
<td>4,433.64</td>
<td>1,943.80</td>
<td>2,362.70</td>
<td>11,558.54</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Other</td>
<td>466.00</td>
<td>574.01</td>
<td>726.00</td>
<td>15,956.10</td>
<td>7,730.01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Sawmill</td>
<td>204.00</td>
<td>759.19</td>
<td>1,769.54</td>
<td>2,653.91</td>
<td>383.60</td>
<td>3,611.63</td>
<td>780.65</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Wind</td>
<td>0.00</td>
<td>569.00</td>
<td>638.45</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Trench</td>
<td>529.00</td>
<td>333.17</td>
<td>6,229.73</td>
<td>4,894.00</td>
<td>2,125.88</td>
<td>9,106.25</td>
<td>2,758.67</td>
<td>5,080.27</td>
<td>32,632.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Fire</td>
<td>270.00</td>
<td>1,661.53</td>
<td>1,850.00</td>
<td>4,658.73</td>
<td>2,867.73</td>
<td>6,348.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Solder</td>
<td>4,868.69</td>
<td>653.12</td>
<td>590.50</td>
<td>1,026.35</td>
<td>8,221.40</td>
<td>3,092.12</td>
<td>4,909.99</td>
<td>11,567.09</td>
<td>56,228.63</td>
<td>7,826.08</td>
<td>2,955.32</td>
<td>1,763.22</td>
<td>84,086.22</td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Special</td>
<td>12,015.45</td>
<td>581.31</td>
<td>2,177.00</td>
<td>14,142.55</td>
<td>3,025.73</td>
<td>2,298.46</td>
<td>15,852.80</td>
<td>14,104.08</td>
<td>1,246.00</td>
<td>36,004.04</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Rods</td>
<td>1,913.07</td>
<td>1,091.57</td>
<td>995.00</td>
<td>1,904.07</td>
<td>996.69</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Tubing</td>
<td>6,902.04</td>
<td>6,902.04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Wellhead</td>
<td>547.16</td>
<td>1,043.21</td>
<td>322.06</td>
<td>2,716.11</td>
<td>6,950.63</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Equipment</td>
<td>8,317.63</td>
<td>978.90</td>
<td>16,277.96</td>
<td>978.90</td>
<td>39,174.16</td>
<td>62,766.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Tubing</td>
<td>4,873.72</td>
<td>4,873.72</td>
<td>1,873.72</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Surface</td>
<td>10,708.08</td>
<td>698.20</td>
<td>465.82</td>
<td>472.34</td>
<td>12,212.12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Protection</td>
<td>8,878.88</td>
<td>8,878.88</td>
<td>1,878.88</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Protective</td>
<td>233.24</td>
<td>233.24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2IDEAS</td>
<td>-Regulatory</td>
<td>1,031.51</td>
<td>1,589.94</td>
<td>1,709.09</td>
<td>1,709.09</td>
<td>1,709.09</td>
<td>1,709.09</td>
<td>1,709.09</td>
<td>1,709.09</td>
<td>1,709.09</td>
<td>1,709.09</td>
<td>1,709.09</td>
<td>1,709.09</td>
<td>1,709.09</td>
</tr>
<tr>
<td>TOTAL</td>
<td>13,885.37</td>
<td>48,922.80</td>
<td>27,227.87</td>
<td>45,215.03</td>
<td>70,060.84</td>
<td>24,074.15</td>
<td>5,532.19</td>
<td>110,714.89</td>
<td>290,149.72</td>
<td>29,610.64</td>
<td>98,739.30</td>
<td>58,324.05</td>
<td>770,763.31</td>
<td></td>
</tr>
</tbody>
</table>