

# Report Writing - Beginner 9.2

---

## Contents

<b>Introduction</b>	<b>5</b>
<b>Getting Started – OMW Overview</b>	<b>7</b>
Object Management Workbench (OMW) Overview	7
Adding an OMW Project Folder	8
<b>Object Naming Conventions</b>	<b>11</b>
<b>Creating a New Report</b>	<b>13</b>
<b>Columnar Section</b>	<b>13</b>
Attaching a Business View	19
Section Layout, Inserting Columns/Objects	20
Section Sequencing	23
Section Data Selection	24
Adding a Batch Version	24
<b>Group Section</b>	<b>28</b>
Utilize the Automated Report Design Director	28
<b>User Options</b>	<b>39</b>
<b>Modifying &amp; Formatting Existing Objects</b>	<b>41</b>
Modifying Columnar and Tabular Sections	41
Modifying Group Sections	48
<b>Creating Level Break Headers</b>	<b>53</b>
<b>Creating Level Break Footers</b>	<b>59</b>
<b>Creating Sub-Section Joins</b>	<b>65</b>
<b>Version Overrides and Version Design</b>	<b>77</b>
<b>Introduction to Event Rules</b>	<b>83</b>
<b>Tabular Section</b>	<b>101</b>
Attributes of the Tabular Section	101
Limitations of the Tabular Section	101
Section Layout, Inserting Columns/Objects	103
Defining the Row Specifications	104
Automatic Totalling	107
Text Variables	108
Event Rules	108
Drill Down	110
Version Design	116

<b>Financial Report Writing</b>	<b>119</b>
<b>Introduction and Overview</b>	<b>119</b>
Financial Report Writing Wizard	119
Key Elements to a Financial Report and Introduction to Smart Fields	140
Date Title	149
Balance Auditor/Drill Down	156
AAI Subtotaling	161
Rolling Spreadsheets and Smart Column Headings	164
Level of Detail Rollup	168
Column Overrides	173
Decimal Scaling	179
Hard Coded Row Specs	180
Cell Overrides	186
Auto Row Generation	190
<b>Advanced Report Writing</b>	<b>193</b>
<b>Business View Design</b>	<b>193</b>
Introduction	193
Table Joins	193
Table Union	193
Distinct Mode	194
Indices	194
Steps to Create a Business View	194
Steps to Create a Joined Business View	197
Print the Details of a Business View	199
<b>Processing Option Template Design</b>	<b>199</b>
<b>System Functions</b>	<b>206</b>
<b>Advanced Text Functions</b>	<b>211</b>
<b>Table I/O Operations</b>	<b>215</b>
Fetch Single	215
<b>Event Rule Variables</b>	<b>217</b>
<b>Appendix - Object Management Workbench</b>	<b>225</b>
<b>Understanding the OMW Form</b>	<b>226</b>
Project Window	227
Center Column	228
News/Status & Search Window	230
Row and Form Exits	230
<b>Understanding Objects</b>	<b>231</b>
<b>Understanding Tokens</b>	<b>233</b>
<b>Developing with OMW</b>	<b>233</b>
<b>Creating a Project</b>	<b>234</b>
Steps to Create a Project	234
Default Project	236
<b>Assign Users</b>	<b>237</b>

Add a User to a Project _____	237
Remove a User from a Project _____	240
<b>Adding Objects to a Project _____</b>	<b>241</b>
Add an Object from Existing Objects _____	241
Add a New Object to a Project: _____	242
Move an Object from One Project to Another: _____	243
Remove an Object from a Project _____	243
<b>Checkout _____</b>	<b>243</b>
Checkout an Object: _____	243
Erase Checkout _____	244
Erase a Checkout of an Object: _____	244
<b>Modify Object _____</b>	<b>245</b>
<b>Check-in _____</b>	<b>245</b>
To Check-in an Object: _____	245
<b>Advance a Project _____</b>	<b>246</b>
To Advance a Project _____	246
<b>Delete An Object _____</b>	<b>246</b>
To Delete an Object _____	246
<b>Delete A Project _____</b>	<b>247</b>
To Delete a Project _____	247
<b>Other Center Column Tasks _____</b>	<b>247</b>
Get Object _____	247
Remove Object/User _____	248
Save/Restore _____	248
Save an Object to Save Location _____	249
Design Button _____	250
<b>Working With Tokens _____</b>	<b>250</b>
View Token Status in the Project Window _____	250
View Token Queue _____	251
View Token in the News/Status Window _____	252
Manipulate Object Tokens _____	253
Release Token _____	254
Switch Tokens _____	254
Switch a Token From One Project to Another: _____	254
<b>Searching _____</b>	<b>255</b>
<b>Logging _____</b>	<b>255</b>