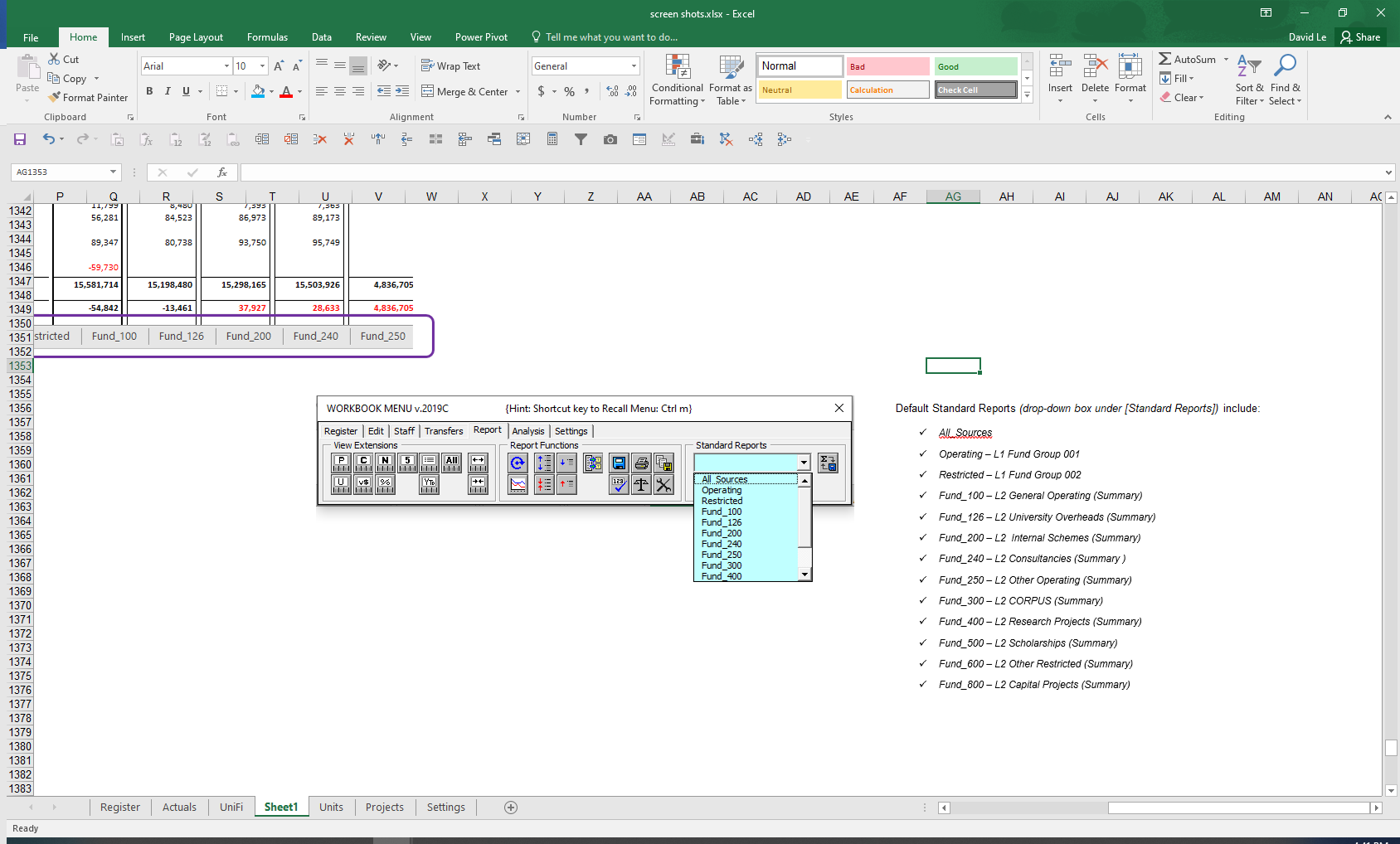
# **Managing the MRF Report Settings.**

Standard Reports can be accessed and managed from the Report tab.

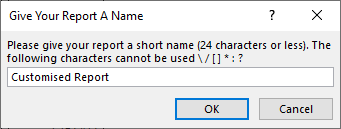


The List of Standard Reports can be sorted using the up C:\DAVID\DAVID\1.Workbook\3. Dev\buttons\Move Up.bmp and down C:\DAVID\DAVID\1.Workbook\3. Dev\buttons\Move Down.bmp buttons to move any report up or down.

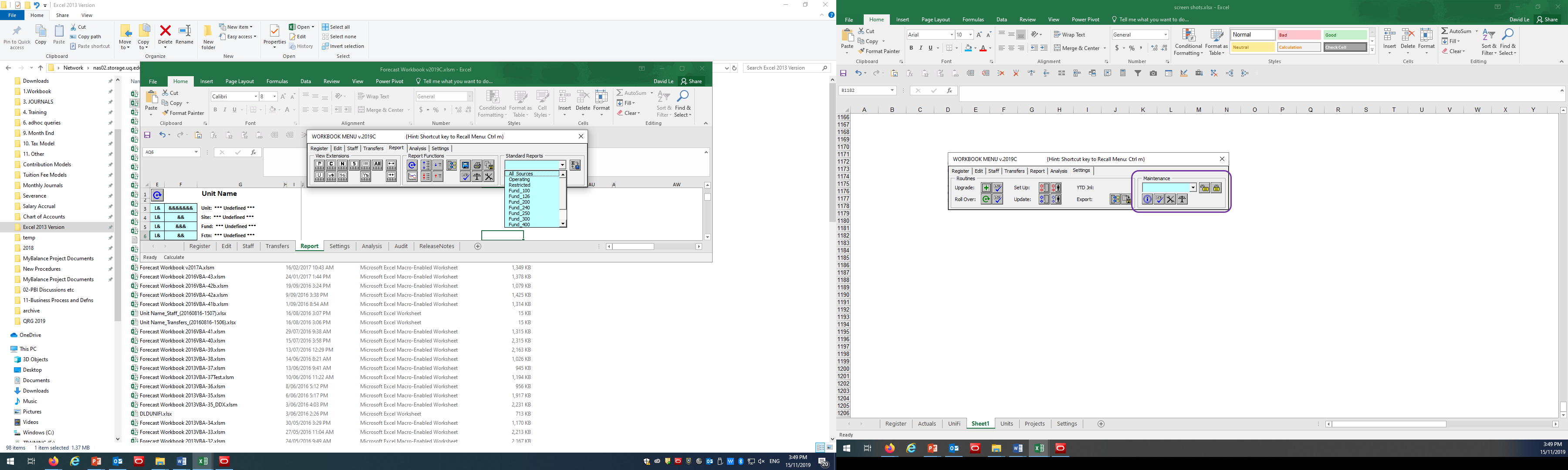
To Delete a Standard Report from the List, first select the report from the drop-down menu follow by clicking on S:\Management Accounting Group\Budget & Forecast Workbook\Workbook 2016 Development\Buttons\DeleteStandardReport.bmp delete report button.

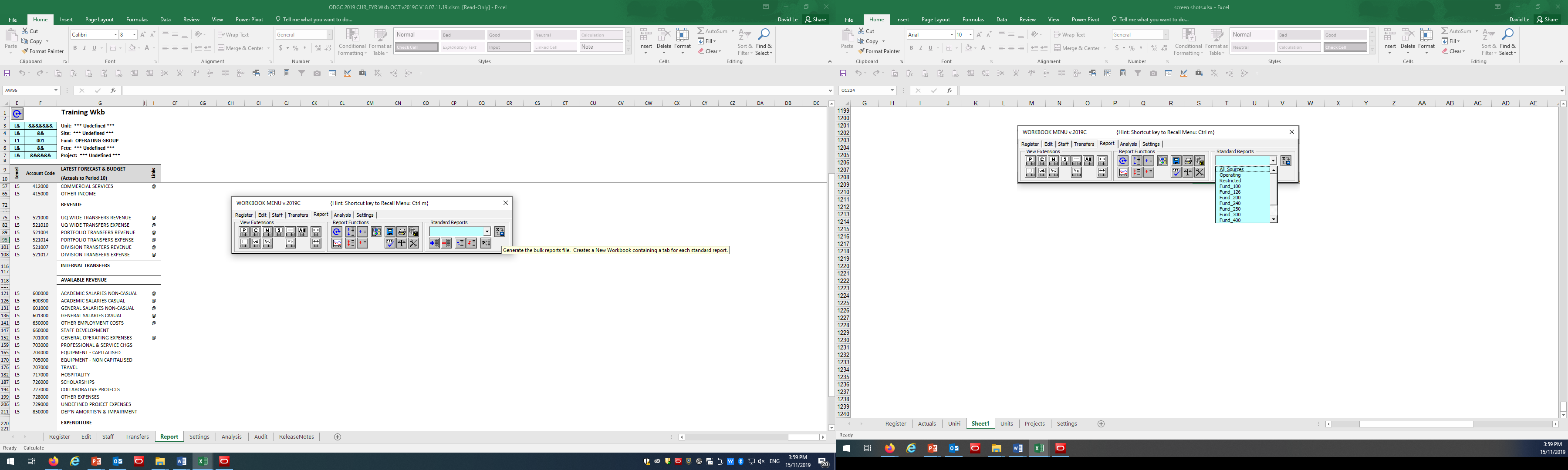
To Add a new report to the Standard Reports List please do the following:

* Choose the type of Report required using the [Report Level Settings];
* Click S:\Management Accounting Group\Budget & Forecast Workbook\Workbook 2016 Development\Buttons\Refresh.bmp to refresh the Report Tab;
* Click S:\Management Accounting Group\Budget & Forecast Workbook\Workbook 2016 Development\Buttons\AddStandardReport.bmp to Add the newly created report;
* Enter the Report Name and Click OK;
* Sort the Order by clicking either C:\DAVID\DAVID\1.Workbook\3. Dev\buttons\Move Up.bmp or C:\DAVID\DAVID\1.Workbook\3. Dev\buttons\Move Down.bmp.



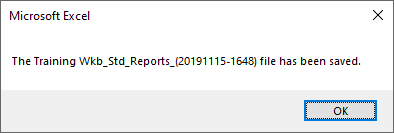
To produce ALL the reports from the Standard Reports list, Click on C:\DAVID\DAVID\1.Workbook\3. Dev\buttons\Bulk Report (MRF).bmp Bulk Report creation. This will automatically create a report for each tab from the list:





The Report will be saved on the same directory where the Workbook is saved with the following naming convention:

* Workbook\_Unit\_Name\_Std\_Reports\_(yyyymmdd-hhmm).xlsx



Eg. Training\_Wkb\_Std\_Reports\_(20191115-1648).xlsx

**Example of Standard Reports:**

