



**Vision for MICROS Opera
XL Exercises**





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Welcome to the Vision for MICROS Opera XL Exercise booklet.

Course Prerequisites

The Vision XL Exercises for MICROS Opera Training Guide is designed to help you become familiar with the use of the Vision XL tool for reporting over MICROS Opera. The training and familiarization process is based on completion of the range of exercises included in this guide. The exercises contained herein would typically be completed as part of a formal training course aided by a qualified instructor, but are designed so that individual self-paced training can be achieved.

Each chapter of exercises is based on the corresponding chapter in the Vision XL Training Guide. After reviewing the information in that guide – with your instructor or independently – you can proceed with completion of the related exercises.

It is assumed you are familiar with MICROS Opera and Microsoft Excel.

These exercises are designed for users of MICROS Opera 3.X, 4.X and 5.X. The exercises have been compiled based on the MICROS Opera 3.x demonstration database. It is highly recommended that you have access to this database to ensure that your exercise results match those expected. A previous version demonstration database may also be used, but results may differ slightly from those shown in this guide.

If you will be training on a MICROS-Fidelio V6 or V7 demonstration database, exercises are available tailored to that version.

If your organization wishes to complete the training exercises on corporate databases, please consult your instructor well in advance of the training sessions, as extra planning and sessions may be required.

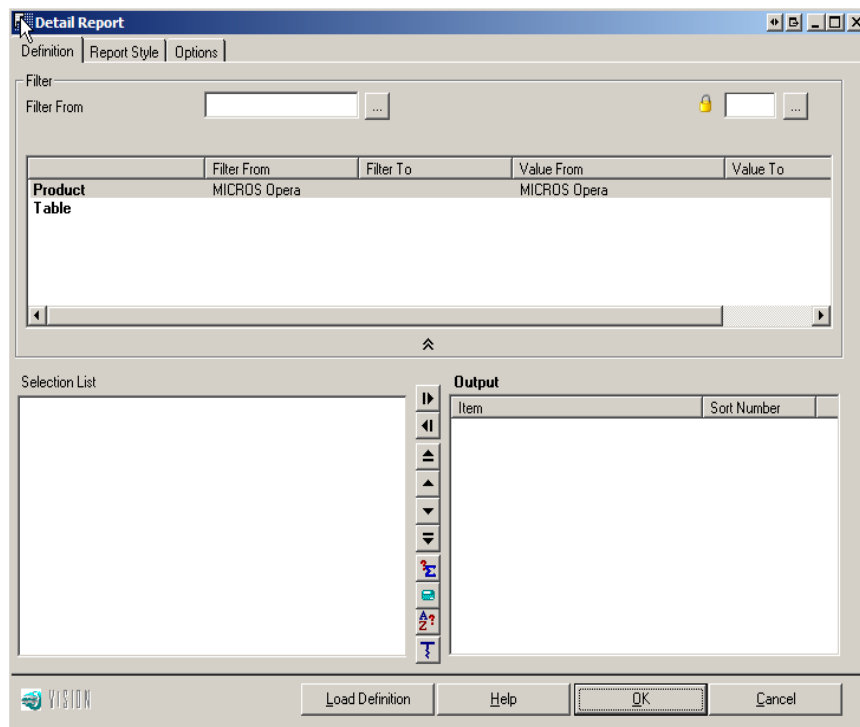
During the exercises you should connect to Vision for MICROS as the user with full reporting rights to ensure that you receive the desired results in training exercises. Your instructor will provide initial assistance with connections as required.

Introductory Exercises

Exercise 1.1: Finding Tables & Fields in MICROS Opera

In this exercise we will focus on how the MICROS Opera datalink is structured to enable you to find the field or table you are looking for when reporting in Vision XL. We will also cover the different methods that can be used to find tables for your reports.

1. Create a new Excel workbook and save the workbook as **Train_xx.xls**, where **xx** is your initials. Alternatively, you might use the **Opera_Train_XX.xls** provided as it has all the worksheets prepared.
2. Rename the first worksheet in the workbook as **EX1.1**.
(Hint: You can easily rename the worksheet by double clicking the tab at the base of the worksheet, entering the new name and hitting the Enter key).
3. Click in cell **A1** on the worksheet.
4. From the **Vision/Q&A XL** menu select the **Detail Report** option. At this point the Detail Report **Query Definition Form** is displayed.
5. There are 3 Tabs on the Query Definition Form. The Report Definition tab, the Report Style tab and the Options tab.



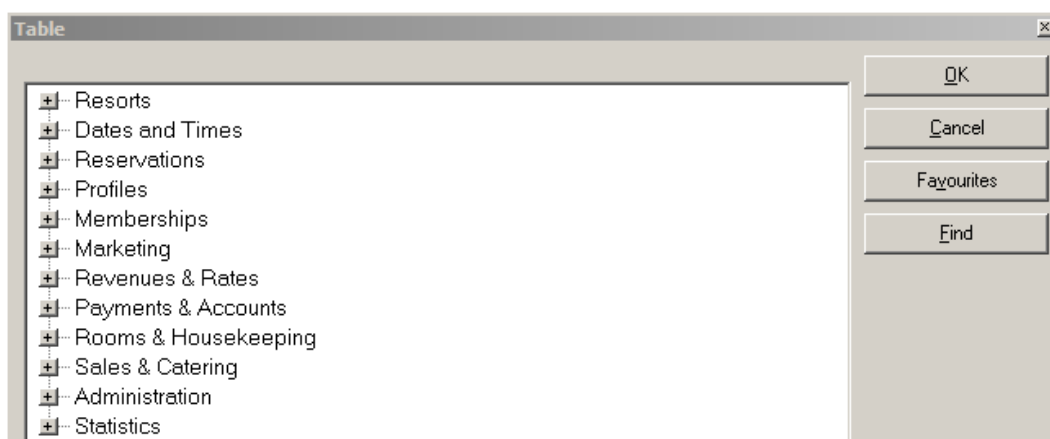
6. Near the top of the window you will see a **Product filter**. The Product filter defines the Product database from which we will extract information for the current report. Initially the Product may be set to **Vision** for a new installation of the software – i.e. if you have not used Vision before.
7. Set the Product filter to **MICROS-Fidelio Opera** by double clicking the Product Filter line in the window. The **Product filter lookup** will appear, listing all of the Products available for reporting. Select the **MICROS-Fidelio Opera** Product from the list and click **OK**.

Note: After you have run a report using the MICROS-Fidelio Opera Product, it will be set as the default Product for Vision reports until another Product is chosen.

Finding a Table in the Table Tree

With the Product Filter set for the report, we can choose the **Table** for the report. The Table determines which application area of MICROS-Fidelio Opera our report will be based upon.

1. Open the **Table Tree** by double clicking the **Table** filter. The Table Tree is displayed.



2. The Table Tree contains all of the MICROS-Fidelio Opera tables, categorized into groups according to the application that they are part of in MICROS-Fidelio Opera. The different Table Groups approximately equate to the menu groups that one might find on the MICROS-Fidelio Opera application main menu screen.

In this part of the exercise we will explore the different ways of finding tables.

Finding a table by navigating to the associated Table Group

We may want to use Reservations table.

1. If we peruse the list of Table Groups, we will come across the Reservations group.
2. Click the '+' sign adjacent to the Reservations group. The group is expanded, displaying **tables** and **sub-groups** within it. In the case of the Reservations table, it is listed at the top of the Reservations group.

Note that the Reservations table has a table code preceding it of 'RSV'. Throughout this guide you will see Vision for MICROS Opera tables referred to with their table code and name separated by a slash. E.g. The Reservations table will be referred to as RSV / Reservations.

Searching for a Table by Name

We may be wanting to use a table, say the **Financial Transactions** table, for a report but we are not sure of the Table Group in which to find the table.

1. In the Table Tree window, click the **Find** button and the **Find dialog** box will appear.
2. Enter **Financial** (Please note this is case sensitive) into the text box in the dialog and click **OK**. Vision will search through the Table Tree and find the next matching item. In this case it is the Payments & Accounts Group, which at a glance does not contain the **FTX/ Financial Transactions** table. Click the Find button again and OK a second time and it will find the next entry, FTX Financial Transactions in the Transactions sub group

Searching for a Table by Table Code

As we have seen, all tables have a unique code. We may wish to search for a table using its code, if we know it.

1. If we want to find the **BLK / Allotments & Block Bookings** table for example we can click on the **Find** button enter **BLK** and click **OK**. Vision will search the Table Tree and find the matching table code, giving us the location of the Allotments & Block Bookings table. Note that this code search is not case sensitive.

Using Favourites to make finding regularly used tables easier

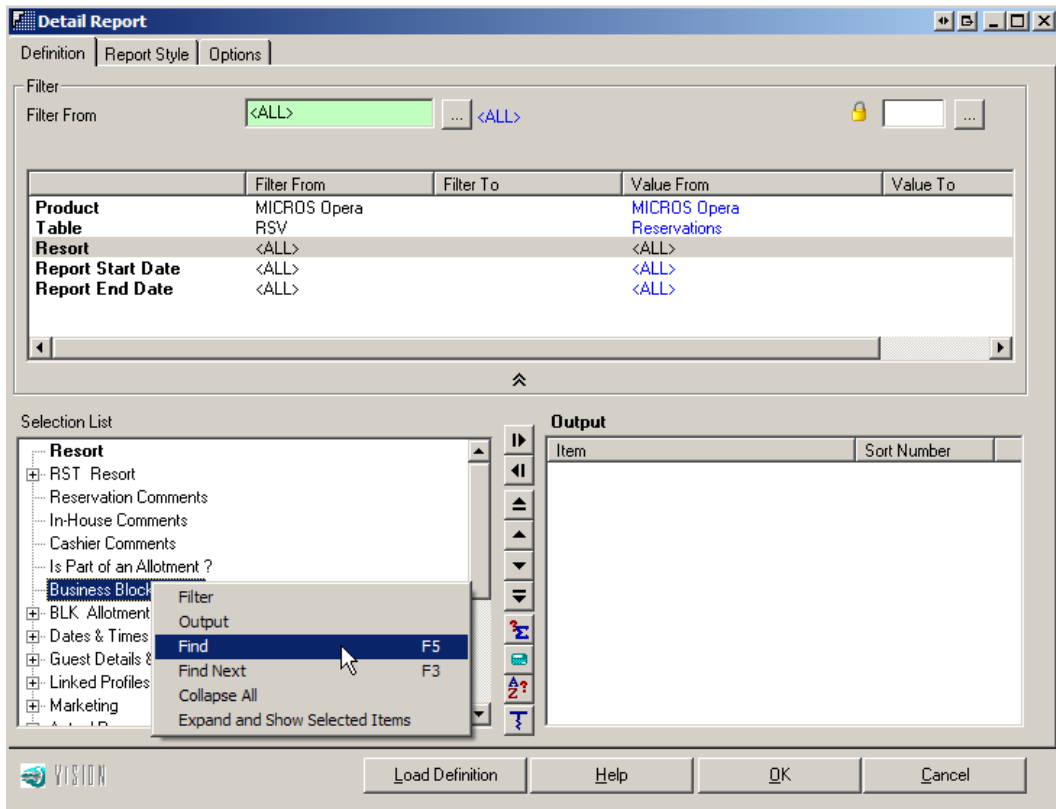
As we begin to use Vision there may be areas in Opera, perhaps closely related to our job function, from which we extract information regularly. These tables can be added into a **Favourites** list that will give us quick and easy access to them, negating the need to search the Table Tree. An example may be the **EVT / Events** table.

1. Move towards the bottom of the Table Tree.
2. Open the **Sales & Catering** table group by clicking the '+' symbol adjacent to the group.
3. Click on the **EVT / Events** table.
4. Click the **Favourites** button and select the **Add** option.
Note that a **Favourites** Table Group is created at the top of the Table Tree, making it easy to quickly access your favourite tables.
5. Click **Cancel** to exit the Table Tree and **Cancel** to exit the Detail Report Query Definition window.

Searching for a Column or Field by Name

The datalink contains thousands of fields or columns from Opera. Navigating through this especially when table joins are used, can be confusing. To this end, from Vision 6.3.1 there is a search function for fields, keeping in mind that field labels in Opera are user-definable and may differ to that of the datalink.

1. Select the **RSV Reservations** table. This is your base reporting table for this Detailed Report.
2. With your cursor on an item in the Selection List, right click. The options available allow you to select the highlighted item as a filter or for output. Collapse All allows you to collapse all expanded items. Expand and Show Selected Items show where the highlighted Output item appears in the expanded Selection List.
3. Find (or F5) requires a field or column name or partial name. Type **Tax Type** in the box and press **Enter**. The search will then be searched from top down (2 levels / joins) for any Selection List item with Tax Type included in it. F3 searches for the next entry.



Exercises for Section 2: Detail Report

A Detail Report provides a detailed listing from your database into an Excel worksheet. There is one row in Excel for each record in your database. Query & Analysis XL includes a sum total of numeric results at the end of the report.

You can set a transaction limit in Query & Analysis Setup to limit the number of transactions extracted at any one time. When the transactions extracted reach that number, a message appears notifying you of the limit and the first cell in the extraction is coloured blue with a note of the limit attached. You must reset the limit in Query & Analysis Setup to view further transactions.

Exercise 2.1: Defining a Detailed Report

In this exercise we will create a listing of Guests departing on today's date, it will be filtered by Departure Date and sorted by the room Number and Arrival Date.

1. Insert a new Excel worksheet called **EX2.1**.
2. In cell A1 open the Detail Report definition form.
3. Set the Product filter to **MICROS Opera**, Table filter to **Reservations > RSV Reservations**, the **Resort** filter to a Resort within your database, and **Report Start and End Date** filters to **<ALL>**.
4. Add **RSV Reservations<Dates & Times<Departure Date** to the Filter window and filter by today's date. Transfer the following to the output window:

Room Details>Room

Guest Details & Profiles>Guest Last Name

Guest Details & Profiles>Adults

Dates & Times>Arrival Date

Dates & Times>Departure Date

Rates>Effective Rate Amount

Payments & Accounts>Balance

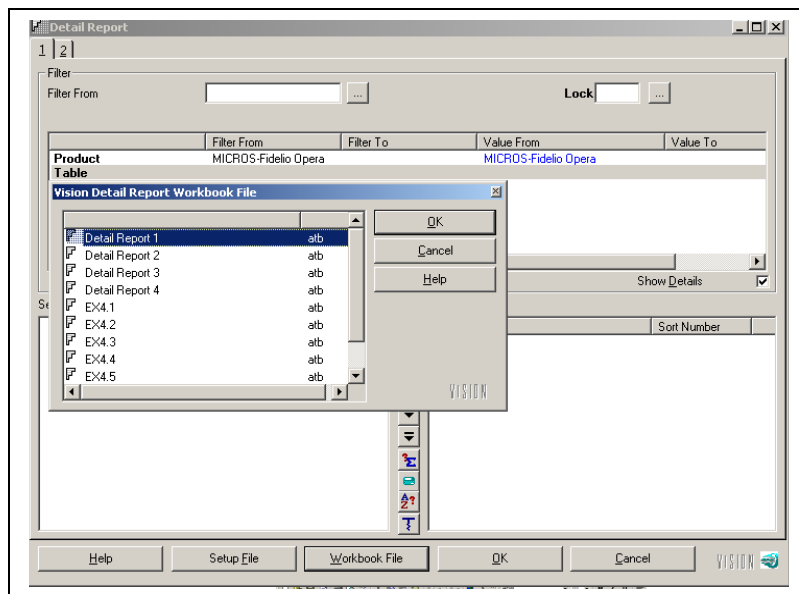
5. **Sort** by **Room** and then **Arrival**.
6. Set the Report Style to **List 2**.
7. Save an Internal Definition as **EX2.1**.
8. Click **OK** to run the report.
9. Rename the worksheet to **EX2.1** and then save the workbook.

	A	B	C	D	E	F	G
1	Reservations						
2	Room	Guest Last Name	Adults	Arrival Date	Departure Date	Effective Rate	Amount Balance
3	1015	Clinton	1	22/06/04	22/06/04	75.00	0.00
4	3005	Holey	1	02/06/04	22/06/04	150.00	0.00
5	3009	Cooper	1	02/06/04	22/06/04	150.00	0.00
6	3011	Braun	1	02/06/04	22/06/04	150.00	0.00
7	3021	Jack	1	02/06/04	22/06/04	150.00	0.00
8	3025	Fisher	1	02/06/04	22/06/04	150.00	0.00
9	3027	Berlin	1	02/06/04	22/06/04	150.00	0.00
10	9004	smith	0	22/06/04	22/06/04	0.00	0.00
11	9006	Smith	0	22/06/04	22/06/04	0.00	0.00
12	AQUA	washington	0	22/06/04	22/06/04	0.00	0.00
13		Stone	1	17/06/04	22/06/04	225.00	0.00
14	Totals		8				0.00

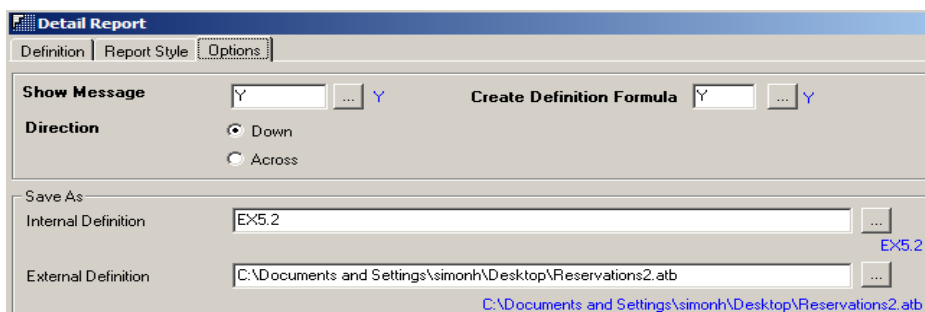
Exercise 2.2: Modifying a Previously Saved Internal Definition

In the exercise we will open the previously saved Internal Definition and add an External Definition formula.

1. Move to a new worksheet and rename it to **EX2.2**.
2. In cell **A1** open the Detail Report Definition form.
3. Use the **Load Definition** button to load the Internal Definition **EX2.1** saved in the previous exercise.



4. In the External Definition field type **Reservations2** and then click on the assist button to browse to your desktop. Change the Internal Definition to **EX2.2**.



5. Click **OK** to run the report and then save the Excel workbook.

	A	B	C	D	E	F	G
1	Room	Guest Last Name	Adults	Arrival Date	Departure Date	Effective Rate Amount	Balance
2	1015	Clinton	1	22/06/04	22/06/04	75.00	0.00
3	3005	Holey	1	02/06/04	22/06/04	150.00	0.00
4	3009	Cooper	1	02/06/04	22/06/04	150.00	0.00
5	3011	Braun	1	02/06/04	22/06/04	150.00	0.00
6	3021	Jack	1	02/06/04	22/06/04	150.00	0.00
7	3025	Fisher	1	02/06/04	22/06/04	150.00	0.00
8	3027	Berlin	1	02/06/04	22/06/04	150.00	0.00
9	9004	smith	0	22/06/04	22/06/04	0.00	0.00
10	9006	Smith	0	22/06/04	22/06/04	0.00	0.00
11	AQUA	washington	0	22/06/04	22/06/04	0.00	0.00
12		Stone	1	17/06/04	22/06/04	225.00	0.00
13	Totals		8				0.00

- If you now look at your desktop there will be a file called **Reservations2.atb**. You can share this file with other Vision users as a report definition, or use it as a backup.

Exercise 2.3: Defining a Detailed Report

In this exercise we will create a Detail Report showing the Reservation made yesterday.

- Insert a new Excel worksheet called **EX2.3**.
- In cell A1 open the Detail Report definition form.
- Set the Product filter to **MICROS Opera**, Table filter to **Reservations > RSV Reservations**, the **Resort** filter to a Resort within your database, and **Report Start and End Date** filters to **<ALL>**.
- Add **RSV Reservations>Administration>Insert Date** to the Filter window and filter by yesterdays date. Transfer the following to the output window:

Administration>Insert User

Guest Details & Profiles>Guest Last Name

Dates & Times>Arrival Date

Dates & Times>Departure Date

Rates>Rate Code

Rates>Effective Rate Amount

Save an Internal Definition as **EX2.3**.

- Click **OK** to run the report.

Exercise 2.4: Filters - Wildcard Filters – Part 1

In this exercise we will use a wildcard filter to find any records starting with the letter **M** from Guest Profiles. Commonly used wildcards in Windows are * and ?.

- Move to a new sheet and rename the worksheet **EX2.4**.
- Click in cell **A1** and then open the Detail Report definition form.
- Set the Table filter to **Profiles > GU Individual Profiles**.
- Set **Resort** to **EU (or yours if using your database)**.

5. Leave **Report Start and End Date** filters at **<ALL>**
6. Output the data items:
 - Names & Greetings > Last Name**
 - Names & Greetings > First Name**
 - Contact Details > City**
 - Contact Details > Country Name**
7. Drag the item **Country (Code)** to the *Filter* window and set it to From **CA** to **CA**.
8. Drag the data item **Last Name** to the *Filter* window.
9. In the *Filter* window select **Last Name** and enter “**M%**” in the **Filter From** field.

	Filter From	Filter To	Value From	Value To
Product	MICROS Opera		MICROS Opera	
Table	GU		Individual Profiles	
Resort	FSDH		FSDH	
Report Start Date	<ALL>		<ALL>	
Report End Date	<ALL>		<ALL>	
Last Name	M%		M%	

10. Save the Internal Definition as **Individual Profiles** and run the report.
11. Save the Excel Workbook.

	A	B	C	D
1	Last Name	First Name	City	Country Name
2	Madison	James		United States
3	Martin	Steve	Chicago	United States
4	Marz	Alicia		United States
5	Marz	Alicia		United States
6	Mason	Barbara		United States
7	Mason	Gage		United States
8	McArther	Lisa		United States
9	McClay	Tina		United States
10	McDonald	John		United States
11	McKenna	Karen		United States
12	McLaughlin	Ed		United States
13	McPhee	George	Washington	United States
14	McPhee	George		United States
15	Michaels	Paul		United States
16	Morris	Mary		United States
17	Mullen	Tom	Greenwood Village	United States
18	Mustard	Colonel		United States

Exercise 2.5: Wildcard Filters – Part 2

During the exercise we will combine wildcard filters to find any records where the second character is an “a”.

Move to a new worksheet and name it **EX2.5**.

1. In cell **A1** open the Detail Report definition form.
2. Set the Table filter to **Profiles > GU Individual Profiles**.
3. Set **Resort** to **<ALL>** (or yours if using your database).
4. Output the data items:
 - a. **Names & Greetings > Last Name**
 - b. **Names & Greetings > First Name**

c. **Contact Details > City**

d. **Contact Details > Country Name**

5. Add **City** as a filter and set the filter to **_a%**. The **_** Underscore means “anything as the first letter, followed by an “a”. The **%**, means any combination or number of letters following the “a”.
6. Save the Internal Definition as **Individual Profiles2**.
7. Click **OK** to run the report and then save the workbook.

	A	B	C	D
1	Individual Profiles			
2	Last Name	First Name	City	Country Name
3	Alsop	Charles	Daytona Beach	United States
4	Arnold	Kelly	Naples	United States
5	Brucker	Liz	Naples	United States
6	Collins	Marc	Naples	United States
7	Davillas	Di	Naples	United States
8	Delgado	Gavin	San Francisco	United States
9	Dickerson	Barbara	Naples	United States
10	Foerster	Claudia	Naples	United States
11	Foreman	Karen	Naples	United States
12	Hill	Scott	Marietta	United States
13	Jones	Deena	Naples	United States
14	Leonsis	Ted	Washington	United States
15	Louis	Deanna	Campbell	United States
16	Lujan	Richard	Naples	United States
17	McPhee	George	Washington	United States
18	Piennak	Stefanie	Naples	United States
19	Profile	ORS	Naples	United States
20	Schaap	Jos	Naples	United States
21	Singh	Tejesh	Naples	United States
22	Uno	Tim	Naples	United States
23	Wells	Daniel	Caterham	Great Britain

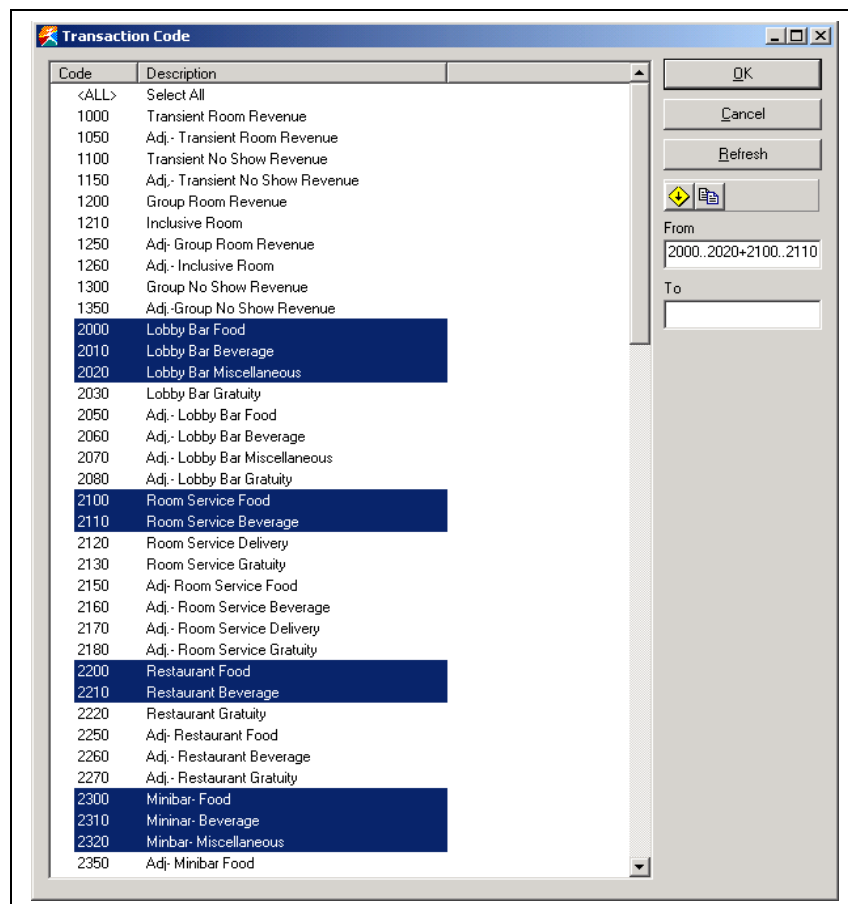
Exercise 2.6: Non-Contiguous Lookup Filters

In earlier exercises we defined reports using simple **Lookup List** filters. I.e. Filter values were selected from lookup lists either by double clicking the filter item or clicking the filter item followed by the **Data Filter Assist** button. In the examples only one filter item at a time, or a contiguous range could be selected.

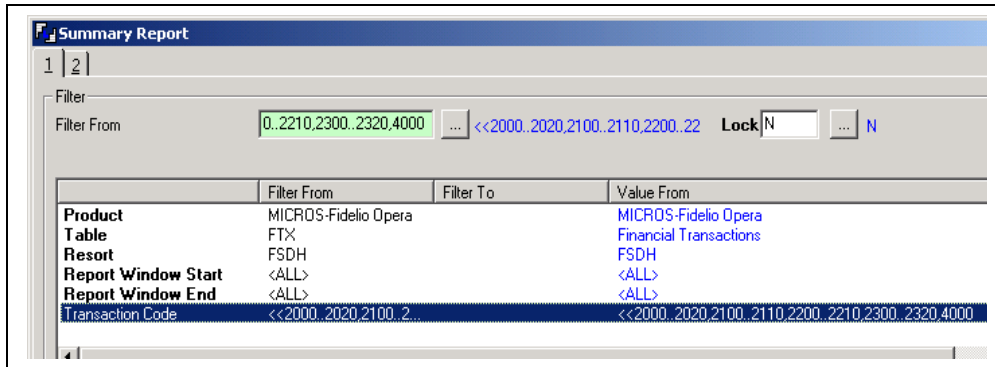
This exercise shows how filters can be defined using **non-contiguous ranges** combined with **contiguous ranges** and **individual selections**. We will create a report that displays a list of Financial Transactions from OPERA.

1. Insert a new worksheet into the Excel workbook and rename it **EX2.6**.
7. Click in cell B2.
8. From the Vision menu, select Detail Report. A blank Detail Report Query Definition form is displayed.
9. Find the **FTX / Financial Transactions** Table in the Table Tree. Select the table for the report.
10. Set the **Resort** filter to **EU** or a Resort within the database you are working on.
11. Set the **Report Start** and **Report End Date** filters to **<ALL>**.

12. Please note – if using a database/schema other than the demo, please set a known small date range by adding the Transaction Date to the filter window and defining a 1 day period. The Financial Transaction table in a live schema can be huge.
13. Add the **Transaction Code** field from the Transaction Categorizations group of the Selection List to the Filter window.
14. Double-click the **Transaction Code** filter, displaying the lookup list for Status. All Transaction Codes and Descriptions are listed, in numerical order – the default for Vision lookup lists. The group of items that we wish to filter is not in a contiguous, alphabetical order range. The filter items are in a non-contiguous order.
15. Hold down the **Ctrl** Key on the keyboard and click on the following Transaction Code values in the list:
 - Lobby Bar Beverage & Lobby bar Beverage**
 - Room Service Food & Room Service Beverage**
 - Restaurant Food & Restaurant Beverage**
 - Minibar Food, Beverage & Miscellaneous**



16. Click **OK**. The filter value is set to the non-contiguous range of values in the Filter window.



17. Add the following Fields from the Selection List to the Output List.

Transaction Categorizations > Transaction Code

Transaction Categorizations > Transaction Codes > Description

Transaction No.

Reservation > RSV

Reservations (Original) > Guest Details&Profile > Guest Last Name

Room Details > Room Number

Under Reservations there are 5 entries. The first (Charged To) refers to the Reservation that has the transaction at the time the report is run, taking into account the end result of Routing. The second (Original) will use the originator of the transaction in a routed scenario, irrespective of where the transaction ends up. The third option looks at Transaction Routing Instructions in detail i.e. where the transaction was posted to, routed to or routed from including room to room, window to window and guest to company. The fourth and fifth options look at details of the profiles "paying" the folio, account or window whether this is an individual, company, agent or group master.

18. Transaction Amounts > Net Amount

19. Transaction Amounts > Quantity

20. Sort the report output by **Room Number** then **Guest Last Name**.

21. Set the **Internal Definition** name for the report definition to **EX2.6**.

22. Click **OK** to run the report.

The transactions matching the report filters – in particular the non-contiguous Transaction Code filter are listed.

Exercise 2.7: Cell Reference Filters and Automatic Filter Lookups

In previous report examples, filters have been defined in the report with criteria values for the filters selected directly from the Lookup List for the filter items. In some exercises criteria have also been entered directly into the Excel worksheet and linked back to the filter items in the report definition. When this has been done we can use **Automatic Filter Lookups** to perform lookups in the Excel sheet.

1. Insert a new worksheet into the Excel workbook and rename it to **EX2.7**.

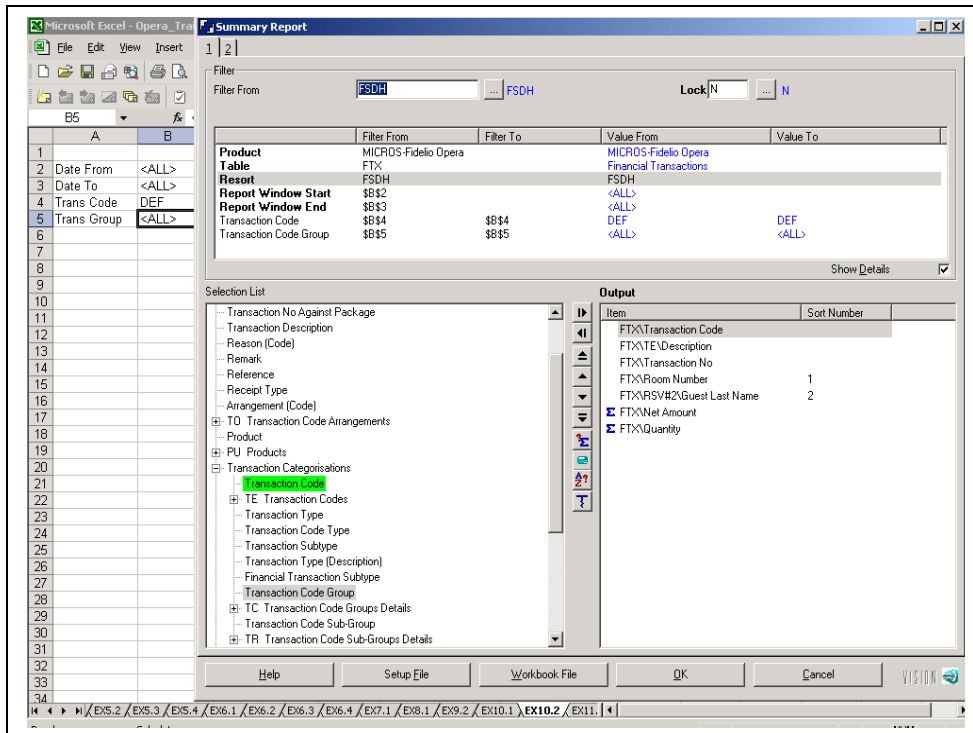
23. Enter the following text in the specified cells.

Date From	A2
Date To	A3
Trans Code	A4
Trans Group	A5
The date for yesterday	B2
The date for yesterday	B3
1000	B4

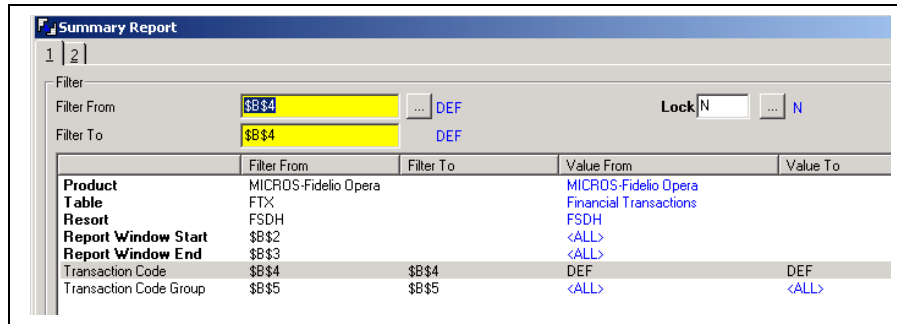
<ALL>

B5

24. Click in cell **C6**.
25. From the Vision menu, select the Detail Report option. A blank Detail Report Query Definition form will be displayed.
26. Retrieve the **Internal Definition EX2.6** (created in the previous exercise).
27. On the **Options** tab change the **Internal Definition** name to **EX2.7**.
28. Add **Transaction Code Group** to the Filter window.



29. On the **Definition** tab single-click on the Report Start Date filter item in the Filter Window and press the **Backspace** Key on the keyboard to clear the current filter criteria. The **Filter From** is now shown above the Filter window and is empty.
30. Click in the **Filter From** field.
31. Click on cell **B2** in the Excel worksheet. The **Filter From** field is populated with the cell reference to cell B2 (**\$B\$2**).
32. Repeat for the **Report End Date** filter.
33. Click on cell **B3** in the Excel worksheet. The **Filter From** field is populated with the cell reference to cell B3 (**\$B\$3**).
34. Repeat this for both Transaction Code and Transaction Group but this time, both **Filter From** and **Filter To** must be entered with the same value i.e. **\$B\$4** for Transaction Code as per below.



The filter criteria are now cell references. They are initially **absolute** references. The cell references can be changed to **relative** references by clicking in the **Filter From** and / or **Filter To** fields as appropriate and pressing the **F4** Key on the keyboard.

35. Click **OK** to run the report.

The report is extracted based on the filter criteria, now entered on the worksheet itself.

Use of Automatic Filter Lookups

When cell references are used for filters, Vision automatically creates a link between the referenced cell on the worksheet and the Lookup List for the filtered item. This is known as an **Automatic Filter Lookup**.

1. Double-click on cell **B4** on the worksheet. The Lookup list for Transaction Code appears automatically as the filter is now an Automatic Filter Lookup.
2. Click the **Clear Down** button (just below the Refresh button) in the Lookup list dialog.
3. Double click the **1000** value and then double click the **1350** value. The values are populated into the **From** and **To** fields respectively to filter all Room type revenue.
4. Click **OK** to return the new filter values to the worksheet.
5. From the Vision menu, click **Recalculate** and then click the **Worksheet** option in the sub-menu. The report will be recalculated (re-run) using the new filter values.

Automatic Filter Lookups can be used to set single, contiguous range and non-contiguous range filters.

Exercises for Section 3: Summary Report

Exercise 3.1: Defining a Summary Report

In this exercise we will extract data values for market segments summarized by Market Code and Market Code Description. Following this we will insert Automatic Filter Lookups where a Cell Reference is associated with a report filter.

1. Move to a new worksheet and rename it **EX3.1**.
36. Select cell **C1** and open the Summary Report definition form.
37. Set the Table filter to **Statistics > RL Reservation Daily Statistics**.
38. Set the **Resort** filter to **ALL** or a single Resort within the database you are reporting from.
39. Set the **Report Start and End Date** filters to reflect **June 1 – 21 2004**.

40. Output the data items **Market (Code)**, **Market (Description)**, **Room Nights/Stay Rooms** and **Room Revenue**.
41. Select the **AutoFormat Classic 2**.
42. Save the Internal Definition as **EX3.1**.
43. Run the report.

C	D	E	F
Market (Code)	Mainmarket (Description)	Actual Room Nights over the Report 'window	Room Revenue Ex. Tax over the Report 'window
ICORP	Corporate	480	65,100.00
IGRP	Group	0	0.00
ITRAN	Transient	21	4,560.00
LCORP	Corporate	40	6,850.00
LTRAN	Transient	0	0.00
NCORP	Corporate	220	34,500.00
NGRP	Group	150	18,000.00
NTRAN	Transient	83	2,180.00
Totals		994	131,190.00

44. In Cell **A1** type Property, in Cell **A2** type Start Date and in **A3**, End Date.
45. In Cell **B1** type EU (Demo Property Name), in **B2** type 01/06/2004 (June 1, 2004) and in **B3**, 21/06/2004 (June 21, 2004).
46. Open the Summary Report definition in Cell **C1** and in the Filter Window, reference **B1** for the **Resort** filter, Add Business Date to the filter window and reference to **B2** for the start and **B3** for the **End Date**.
47. Click on OK to run the report.
48. In order to change the filters now at any time you can double click each referenced cell and select the filter you wish to use.

Exercise 3.2: Summary Level

In this exercise we will modify the Internal Definition saved in the previous exercise and additionally summarize it by the Source. The Source will not have an Extract Mode and therefore the output will contain one row for each combination of Market, Main Market and Source.

1. Open the report you created in the previous exercise.
49. Add **Source (Code)** to the output above Room Nights.
50. Change the Internal Definition name to **EX3.2** and then click **OK** to run the data report.

Market (Code)	Market Group (Description)	Source (Code)	Actual Room Nights over the Report Dates	Room Revenue Ex. Tax over the Report Dates
ICORP	Corporate	CD	180	35,100.00
ICORP	Corporate	SALE	0	0.00
ICORP	Corporate	TAI	300	30,000.00
IGRP	Group	TAI	0	0.00
ITRAN	Transient	CD	0	0.00
ITRAN	Transient	GD	21	4,560.00
ITRAN	Transient	TAI	0	0.00
LCORP	Corporate	CD	40	6,850.00
LCORP	Corporate	TAD	0	0.00
LTRAN	Transient	CD	0	0.00
LTRAN	Transient	GD	0	0.00
LTRAN	Transient	TAI	0	0.00
NCORP	Corporate	CD	220	34,500.00
NGRP	Group	GD	150	18,000.00
NTRAN	Transient	CD	0	0.00
NTRAN	Transient	GD	0	0.00
NTRAN	Transient	SALE	63	0.00
NTRAN	Transient	TAD	20	2,180.00
Totals			994	131,190.00

Exercise 3.3: User Defined Outputs – Part 1

In this exercise we will create a User Defined Output to join the Market Code and Description and to calculate the Average Rate by dividing Room Revenue by Room Nights.

1. Move to a new worksheet and name it **EX3.3**.
2. Move to cell **A1** and then open the Summary Report definition form.
3. Set the **Table** filter to **Statistics > ME Market Statistics Daily**.
4. Filter as follows:
5. **Resort is <ALL>**
6. **Business Date for June 1, 2004 to June 21, 2004**
7. Output the data items **Market (Code)**, **Market (Description)**, **Total Room Revenue**, and **Definite Rooms**.
8. Right click on the Market(Code) item in the Output area and select Combinations from the menu. Check both ME\Market(Code) and ME\Market(Description) and then click **OK**. This will combine the two fields into one User Defined Output (UDO) field.
9. Click on the UDO you just created and change the Description to **Market**.

The screenshot shows the 'User Defined Output' dialog box. The 'Description' field is set to 'Market'. The 'Formula' field contains the expression: `{ME\Market (Code)}&'' '&{ME\Market (Description)}`. Below the formula field, the 'Default value if error' is set to 'xxxx' and the 'Format' is set to 'Text Output'. The 'Selection List' on the left shows a tree view under 'Resort' with 'Market (Code)' and 'Market (Description)' selected. The 'Functions' list on the right shows a tree view under 'Output' with several items, including '{ME\Market (Code)}', '{ME\Market (Description)}', '{Market}', '{ME\Total Room Revenue}', '{ME\Definite Rooms}', and '{Average Rate}'. The 'Allow Filtering' checkbox is unchecked. The 'VISION' logo is visible in the bottom right corner of the dialog.

51. To create the UDO for Average Rate, click the **User Defined Output** button to open the *User Defined Output* form.
52. Enter **Average Rate** as the description.
53. Change the format to **Number**.

54. In the *Formula* area, enter the formula $\{ME\backslash Total\ Room\ Revenue\}/\{ME\backslash Definite\ Rooms\}$. Remember to drag or double-click the items from the *Selection List*.
55. Enter **XXXX** in the **Default value if error** field. Note that any formula where it is 0 divided by will return XXXX. Should you wish to avoid this then the formula should be an “if” statement.

```

Formula
If {ME\Total Room Revenue}=0 Then
Result = 0
Else
Result = {ME\Total Room Revenue}/{ME\Definite Rooms}
End If

```

56. Also note that UDOs can be exported and a library built of them over time that can be imported for use. Click on Export and in the filename type “Average Rate”. This will then save the UDO to your desktop with a file extension of .UDO.
57. Sort by Room Revenue.
58. Save the Internal Definition as **EX3.3** and then run the report.

	A	B	C	D	E	F
1	Market Statistics Daily					
2	Market (Code)	Market (Description)	Market	Total Room Revenue	Definite Rooms	Average Rate
3	ICORP	International Corporate	ICORP International Corporate	65,100.00	480	135.63
4	IGRP	International Group	IGRP International Group	0.00	0	XXXX
5	ITRAN	International Transient	ITRAN International Transient	4,560.00	21	217.14
6	LCORP	Local Corporate	LCORP Local Corporate	6,850.00	40	171.25
7	LTRAN	Local Transient	LTRAN Local Transient	0.00	0	XXXX
8	NCORP	National Corporate	NCORP National Corporate	34,500.00	220	156.82
9	NGRP	National Group	NGRP National Group	18,000.00	150	120.00
10	NTRAN	National Transient	NTRAN National Transient	2,180.00	83	26.27
11	Totals			131,190.00	994	827.10

With “IF” statement UDO

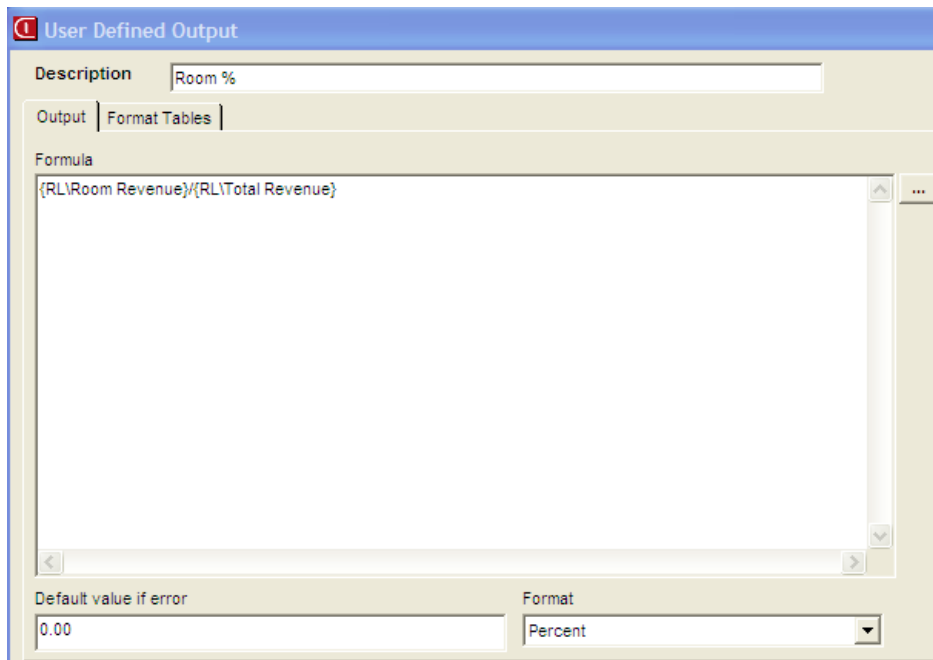
	A	B	C	D	E	F
1	Market Statistics Daily					
2	Market (Code)	Market (Description)	Market	Total Room Revenue	Definite Rooms	Average Rate
3	ICORP	International Corporate	ICORP International Corporate	65,100.00	480	135.63
4	IGRP	International Group	IGRP International Group	0.00	0	0.00
5	ITRAN	International Transient	ITRAN International Transient	4,560.00	21	217.14
6	LCORP	Local Corporate	LCORP Local Corporate	6,850.00	40	171.25
7	LTRAN	Local Transient	LTRAN Local Transient	0.00	0	0.00
8	NCORP	National Corporate	NCORP National Corporate	34,500.00	220	156.82
9	NGRP	National Group	NGRP National Group	18,000.00	150	120.00
10	NTRAN	National Transient	NTRAN National Transient	2,180.00	83	26.27
11	Totals			131,190.00	994	827.10

Exercise 3.4: User Defined Outputs - Part 2

In this exercise we will create a Summary Report with multiple User Defined Outputs that will calculate the revenue generated by Room, Food, and Other as a percentage of the Total.

1. Move to a new worksheet and rename it EX3.4
2. Move to cell **A1** and open the Summary Report Definition form
3. Set the Table filter to **Statistics > RL Reservation Daily Statistics**.
4. Apply a filter on the **Business Date** for 1 week

- Output the **Market (Code), Market (Description), Room Revenue, Food Revenue, Other Revenue and Total Revenue.**
- Create the below **User Defined Output** that will calculate the % of Room Revenue of the Total



- Click OK and then Right Click on the Room % item in the Output Window and select Copy. You will notice another UDO appear at the bottom in the Output window. Modify this UDO to calculate the Food % and modify the description to Food %, then click OK. Move this UDO to appear after the Food Revenue figure.
- Right click on the Food % UDO and select copy, modify the new UDO to calculate the Other Revenue as a percentage of the total and rename it to Other %. Move this item to appear after the Other Revenue figure.
- Save the Internal Definition as EX3.4 and then run the report

Market (Code)	Market (Description)	Room Revenue	Room %	Food Revenue	Food %	Other Revenue	Other %	Total Revenue
GAIR	Airline	6,243.64	60.31%	2,295.45	22.17%	1,813.64	17.52%	10,352.73
GCOR	Grp. Corporate	38,377.27	64.55%	13,260.91	22.31%	7,812.73	13.14%	59,450.91
GLEI	Grp. Leisure	21,106.36	52.09%	14,720.00	36.33%	4,690.91	11.58%	40,517.27
GWHL	Grp. Wholesaler	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
ICOR	Ind. Corporate	11,010.00	31.35%	2,671.18	7.61%	21,440.46	61.05%	35,121.64
ILEI	Ind. Leisure	21,303.64	93.90%	629.09	2.77%	754.55	3.33%	22,687.27
INT	Hotel Internal	142.73	47.87%	136.36	45.73%	19.09	6.40%	298.18
IWHL	Ind. Wholesaler	329.09	50.49%	213.64	32.78%	109.09	16.74%	651.82
OWN	Owner	0.00	0.00%	230.18	64.84%	124.82	35.16%	355.00
TRA	Transient	273,369.20	61.15%	116,641.73	26.09%	57,011.45	12.75%	447,022.38
Totals		371,881.93		150,798.55		93,776.74		616,457.21

Exercises for Section 4: Data Link

Exercise 4.1: Defining a Data Link Report

In this exercise we will extract Guest Profile information with reference to Name and Stay details.

59. Move to a new worksheet and name it **EX4.1**.

60. Type the following labels in the worksheet:

	A	B	C	D	E
1				Name	No. Adults
2		Registration/Confirmation No.	12020		
3		Arrival Date			
4		Departure Date			
5		Room Type			
6		Room Number			
7					

61. Move to cell D2 and open the Data Link definition form.

62. Set the **Table** filter to **Reservations > RSV Reservations**.

63. Filter as follows: **Resort to <ALL>**, for **Reservation Name ID** type in **<ALL>** and **Report Start and End Dates to <ALL>**

64. Place the cursor in the filter field for **Confirmation No.**, and then click cell C2 in the worksheet to select the cell reference as the filter. Press **F4** to change the cell reference from relative (C2) to absolute (\$C\$2).

65. Output the data item **Guest Last Name**.

66. Add the following data items to the output and then click the corresponding cell address:

- e. **Arrival Date** C3
- f. **Departure Date** C4
- g. **Booked Room Category Label** C5
- h. **Room** C6
- i. **Adults** E2

67. Run the report.

	A	B	C	D	E
1				Name	No. of Adults
2		Registration /Confirmation No.	10423	Stevens	1
3		Arrival Date	30/04/04		
4		Departure Date	21/05/04		
5		Room Type	DLX		
6		Room Number	204		
7					

68. Change the **Confirmation No.** in cell C2 to **12020** and then recalculate the worksheet.

69. Alternatively you can use the Automatic Filter Lookup by double-clicking cell C2 and a list of all Confirmation numbers will appear in numeric order. It is recommended that you take care with this as many lists in Opera are large.

Exercises for Section 5: Summary Link

Exercise 5.1: Summary Links

In this exercise we will extract a Market Segment report for the different Source codes for a month. This is a “cross reference” type report based on 2 axes.

1. Move to a new worksheet and rename it **EX5.1**.
2. Starting in cell **A3** complete a *Summary Report* using the table **Marketing > Markets** outputting **Market (Code)** and **Description** with no Table names, Data Item names or totals (on the Report Style Tab).
3. On the **Options** tab ensure that **Create Definition Formula** equals **N**. This will mean that once extracted, there is no formula to re-extract each time the worksheet is recalculated.
4. Starting in cell **C1** complete a *Summary Report* using the table **Statistics > Reservation Summary** outputting **Source (Code)** and **Source (Description)** with no Table names, Data Item names or Totals. Ensure this data is set to extract **Across** (on the Options Tab). Set the **Event Type** filter to **<ALL>**, and the **Create Definition Formula** to equal **N**.
5. In cell **B1** type 01/06/2004 (June 1, 2004) and in cell **B2** type 21/06/2004 (June 21, 2004) and make these references absolute.
6. In cell **C3**, open the Summary Link definition form.
7. Set the **Table** filter to **Statistics > RL Reservation Daily Statistics**.
8. Set the **Resort** filter to EU.
9. Add **Market (Code)** as a filter and set the filter to cell **A3**. Make the cell absolute by column.
10. Add **Source (Code)** as a filter and set the filter to cell **C1**. Make the cell absolute by row.
11. Set the **Business Date From** filter to cell **B1** and **Business Date to** to cell **B2**.
12. Output **Room Details > Room Nights/Stay Rooms**.
13. Run the report.
14. Copy the cell **C3** down the rows to your last Market Code. Then copy across to the column with your last Source Code.
15. In cell **B13** enter **Totals**.
16. In cell **C13**, create a sum formula for cells all the Market Codes. Copy from column **C** across to the last column for Source Codes
17. Recalculate the worksheet.

	A	B	C	D	E	F	G	H
1		01/06/04	CD	GD	SALE	TAD	TAI	WI
2		21/06/04	Company Direct	Guest Direct	Sales	Travel Agent Dome	Travel Agent Intern	Walk In
3	ICORP	International Corporate	180	0	0	0	300	0
4	IGRP	International Group	0	0	0	0	0	0
5	ITRAN	International Transient	0	21	0	0	0	0
6	LCORP	Local Corporate	40	0	0	0	0	0
7	LGRP	Local Group	0	0	0	0	0	0
8	LTRAN	Local Transient	0	0	0	0	0	0
9	NCORP	National Corporate	220	0	0	0	0	0
10	NGRP	National Group	0	150	0	0	0	0
11	NTRAN	National Transient	0	0	63	20	0	0
12								
13		Totals	440	171	63	20	300	0

Exercise 5.2: Format Tables

In this exercise we will add a Format Table to the Totals column of the previous report in order to highlight certain user defined conditions.

1. Select cell **C14**.
70. Open the Format Tables form (**Vision Menu > Format Tables**).
71. Enter **C13** in the **Value Cell** field.
72. Click the **Set as Default** button.
73. Open the *Format Table* form by clicking the **Format Table** assist button. Enter the settings displayed in the screen below:

74. Select a yellow background and bold font for the values **0** to **50**.
75. Select a blue background and bold font for the values **51** to **150**.
76. Select a green background and bold font for the values **151** to **250**.
77. Select a pink background and bold font for the values **251** to **99999**.
78. Click the **Save** button and then close the form.
79. Copy cell **C14** to cells **D14** to **K14**.
80. Recalculate the worksheet.

	A	B	C	D	E	F	G	H
1		01/06/04	CD	GD	SALE	TAD	TAI	WI
2		21/06/04	Company Direct	Guest Direct	Sales	Travel Agent Dome	Travel Agent Intern	Walk In
3	ICORP	International Corporate	180	0	0	0	300	0
4	IGRP	International Group	0	0	0	0	0	0
5	ITRAN	International Transient	0	21	0	0	0	0
6	LCORP	Local Corporate	40	0	0	0	0	0
7	LGRP	Local Group	0	0	0	0	0	0
8	LTRAN	Local Transient	0	0	0	0	0	0
9	NCORP	National Corporate	220	0	0	0	0	0
10	NGRP	National Group	0	150	0	0	0	0
11	NTRAN	National Transient	0	0	63	20	0	0
12								
13		Totals	440	171	63	20	300	0
14			Excellent	Good	Fair	Review	Excellent	Review

Exercise 5.3: Summary Links

In this exercise we will create a report using summary links giving us our future rooms on the books by Room Type Label.

1. Move to a new worksheet and rename it EX5.3
2. Move to Cell B6 and create a Summary Report using the table **Rooms & Housekeeping > RM / Rooms** outputting the Room Type **Label, Short Description and Filter** by a valid Resort for your database. Then output the **Room Number** and set the extraction type to Count, with no Table names or Data Item names.
3. Type in the date for Tomorrow in cell F4, the date for the day after tomorrow in G4, and so on until you have a date populated in column O. This should give us the next 10 days.
4. Move to cell F6 and open the Summary Link Definition form.
5. Set the table filter to **Statistics > RSM Reservation Summary**.
6. Set the Resort to **EU** or a resort within the database you are reporting from, set the Event Type filter to **<ALL>**
7. Add a Filter to exclude the **Psuedo ? Rooms**, and add **Reservation Inventory Type** to the **Filter window** and set it to **D**.
8. Add the **Label** field from **Room Details > RMC Room Types** to the filter window and set it to cell B6, make sure you populate the to value also.
9. Add the Considered Date to the filter window and set it to F4, again making sure you populate the to value.
10. Output **Room Details > Number of Rooms**
11. Copy cell F6 down and across the report and then recalculate to run the summary link for all room labels and dates within the workbook.

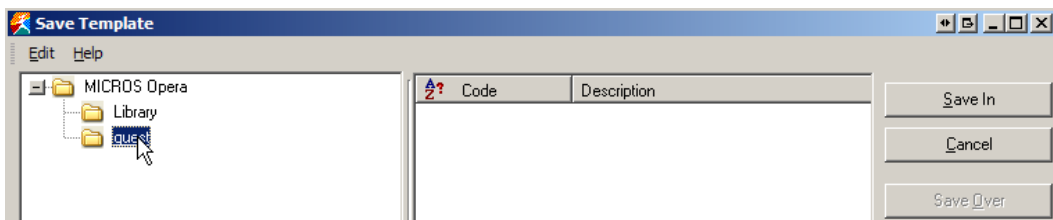
			16/05/2008	17/05/2008	18/05/2008	19/05/2008	20/05/2008	21/05/2008	22/05/2008	23/05/2008	24/05/2008	25/05/2008
COS	Component Suite	1	0	0	0	0	0	0	0	0	0	0
CPS	Presidential Suite	1	0	0	0	0	0	0	0	0	0	0
CSU	Corner Suite	5	2	3	3	2	1	1	1	1	1	1
DKI	Deluxe King	15	0	2	2	1	1	0	0	0	0	0
DSU	Deluxe Suite	11	5	5	5	2	2	1	1	0	0	0
DTW	Deluxe Twin	15	2	5	4	3	0	0	0	0	0	0
JKI	Junior Suite King	16	6	7	3	1	1	1	0	0	0	0
JTW	Junior Suite Twin	14	7	4	3	3	3	3	3	3	3	1
SKI	Standard King	40	22	20	18	7	4	4	4	4	4	0
STW	Standard Twin	40	24	19	3	2	1	0	0	0	0	0
Totals		159	68	65	41	21	13	10	9	8	2	2

Exercises for Section 6: Query Templates

Exercise 6.1: Creating a Template

In previous exercises, we re-used reports, using the Internal Definition function to save copies separately. That method is only applicable if a report is being re-used within one Excel workbook. If a report needs to be shared across multiple Excel workbooks, across Vision applications and perhaps by multiple users, then the report definition can be saved in a **Query Template**.

1. Open the Summary Report Query Definition form from Exercise 3.3
2. Right click anywhere within the Filter window of the Definition Form. A popup menu is displayed giving various options.
3. Click the **Save Template** option. The **Save Template** dialog appears.

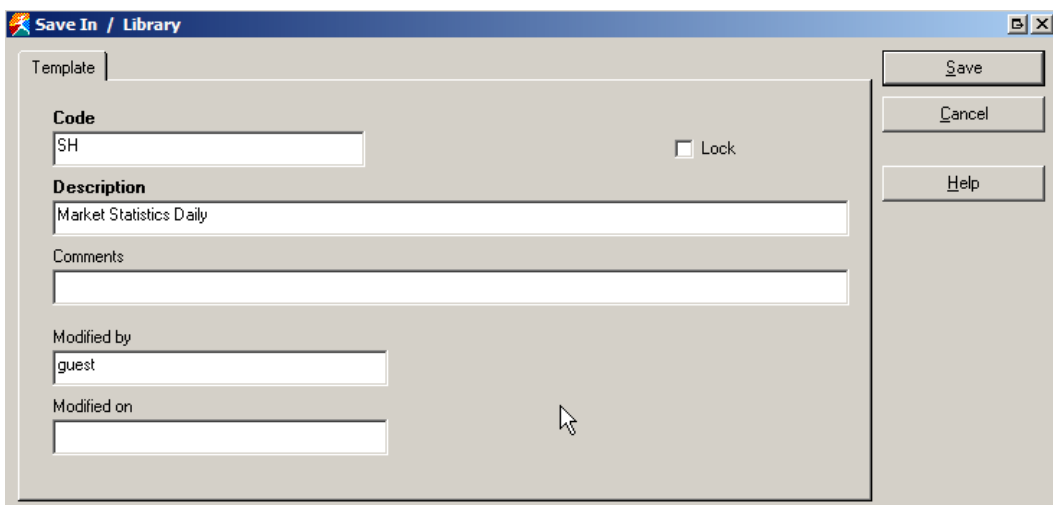


The **Save Template** contains folders in which Vision Query templates can be saved. All templates are saved in the Vision Centralized Database, making them accessible from any location.

Templates saved in the **Library folder** are accessible to all users. Templates saved in your own user folder are only accessible by you.

As well as being able to share templates between Excel workbooks, templates created in Excel can be retrieved and used in Vision Executive and Vision Word, and vice versa in both cases. Note that some formatting in reports will not be retained when sharing templates between Vision products.

1. Select the **Library** folder.
81. Click the **Save In** button. The **Save In** dialog appears.
82. Enter the details in the window as below, replacing the **Code** field with your initials. Note that the Code is a unique identifier for a template.



83. Click the **Save** button to save the template. You are now returned to the Summary Report Query Definition for Exercise 3.3.

84. Click Cancel.

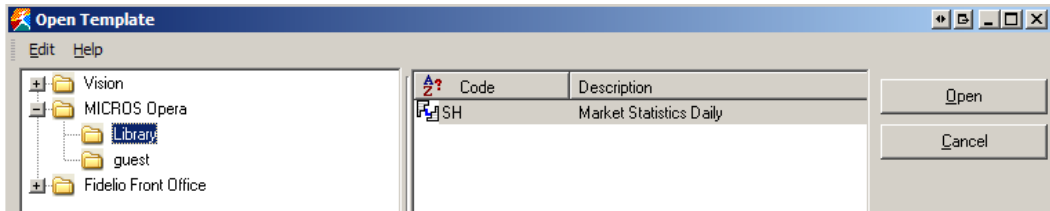
The template will now be available for re-use from within this workbook, other Excel workbooks and from other Vision products.

Exercise 6.2: Using a Query Template to create a Report

85. Insert a new worksheet into the Excel workbook and rename the worksheet **EX6.2**.

86. Click in cell A1.

87. From the Vision menu, select **Query Templates**. The **Open Template** dialog appears.



88. Click the Library folder.

89. In the displayed list of Templates, click the template you saved in Exercise 9.1.

90. Click **Open**. The report definition is retrieved from the template and displayed in a new Detail Report Query Definition window.

91. Click on Options.

92. Change the Internal Definition name from the default to **EX9.2**.

93. Click OK to run the report.

The report is displayed. It has been created using an existing template as a basis. Although the exercise has not called for changes, changes could have been made to this report without affecting the template or other reports.

Exercises for Section 7: Combining Vision XL Functions

Exercise 7.1: Combining Data Link, Summary Link and Detail Report

In this exercise we will create a Data Link to output Guest details, create a Summary Link to output balances, and create a Detail Report to output the transaction details.

1. Move to a new worksheet and name it **EX7.1**.
94. Enter the following labels in the worksheet:

	A	B	C	D	E	F
1						
2						
3		Name	Company	VIP		
4	Guest Details					Quantity
5	Room					Revenue
6	Arrival					Credit
7	Departure					Debit
8						

95. Type in a Valid Room Number in cell B5
96. From cell **B4** open the Data Link/Reference File Link definition form.
97. Set the **Table** filter to **Reservations > RSV Reservations**.
98. Set Resort to a valid Resort for your database, and Reservation name ID to <ALL>. Report Start & End Date set to today's date.
99. Add a filter, Room and reference cell **\$B\$5**
100. Output **Guest Last Name, Arrival Date, Departure Date, Company, and VIP Status (Code)**.
101. Assign the remaining data items to cells as follows:

Guest Last Name	B4
Arrival	B6
Departure	B7
Company	C4
VIP Status (Code)	D4
102. Click **OK** to run the report.
103. In cell **G4** open a Summary Link.
104. Set the **Table** filter to **Payments & Accounts > Transactions > FTX Financial Transactions**.
105. Set the **Resort** filter to the same Resort as in point 6 above and add the filter for **Room Number**. The **Report Start Date and Report End Date** should reference **\$B\$6 & \$B\$7** respectively. **Room Number** references cell **\$B\$5**
106. Output **Quantity, Revenue Amount, Guest Account Ledger Credit and Guest Account Ledger Debit** as below and then click **OK** to run the report.
107. Click cell **A12** then open the Detail Report definition form

108. Set the **Table** filter to **Payments & Accounts > Transactions > FTX Financial Transactions**.

109. Add Filter **Room Number**. and reference cell **B5**.

110. Add Filter for the **Report Start Date** and **Report End Date** and reference cells **B6** to **B7**.

111. Output the following data items:

- Transaction Date**
- Transaction Description**
- Revenue Amount**
- Non-Revenue Amount**
- Guest Account Ledger Credit**
- Guest Account Ledger Debit**
- Quantity**

112. On Report Style select **Auto Format Report Style** and an Auto Format of **Colour 2** and un-tick the **Width** checkbox.

113. Save the Internal Definition as **Detail Trans**.

114. Click **OK** to run the report.

	A	B	C	D	E	F	G
1							
2							
3							
4	Guest Details	Name	Company	VIP		Quantity	26
5	Room	Aarke	Bay State Inc.			Revenue	462.64
6	Arrival		1103			Credit	-1658.00
7	Departure		1/02/2003			Debit	502.5
8			4/02/2003				
9							
10							
11							
12	Financial Transactions						
13	Transaction Date	Transaction (Description)	Revenue Amount	Non Revenue Amount	† Ledger Debit	Ledger Credit	Quantity
14	1/02/2003	Accommodation	109.09	0.00	120.00	0.00	1.000
15	1/02/2003	Goods & Service Tax	0.00	10.91	0.00	0.00	1.000
16	1/02/2003	Mastercard	0.00	1,533.00	0.00	1,533.00	1.000
17	2/02/2003	Accommodation	109.09	0.00	120.00	0.00	1.000
18	2/02/2003	Goods & Service Tax	0.00	10.91	0.00	0.00	1.000
19	3/02/2003	Accommodation	113.64	0.00	125.00	125.00	1.000
20	3/02/2003	Accommodation - Adj	-9.09	0.00	-10.00	0.00	1.000
21	3/02/2003	Accommodation - No Show	1.82	0.00	2.00	0.00	1.000
22	3/02/2003	Fax	2.00	0.00	2.00	0.00	1.000
23	3/02/2003	Fax	10.00	0.00	10.00	0.00	1.000
24	3/02/2003	Fax	10.00	0.00	10.00	0.00	1.000
25	3/02/2003	Fax	11.00	0.00	11.00	0.00	1.000
26	3/02/2003	Fax	12.00	0.00	12.00	0.00	1.000
27	3/02/2003	Fax	12.00	0.00	12.00	0.00	1.000
28	3/02/2003	Goods & Service Tax	0.00	-0.91	0.00	0.00	1.000
29	3/02/2003	Goods & Service Tax	0.00	0.16	0.00	0.00	1.000
30	3/02/2003	Goods & Service Tax	0.00	1.84	0.00	0.00	1.000
31	3/02/2003	Goods & Service Tax	0.00	5.57	0.00	0.00	1.000
32	3/02/2003	Goods & Service Tax	0.00	5.68	0.00	0.00	1.000
33	3/02/2003	Goods & Service Tax	0.00	5.68	0.00	0.00	1.000
34	3/02/2003	Room Service Dinner	55.68	0.00	61.26	0.00	1.000

115. Change the **Room Number** in cell **B5** to **1014** and recalculate the worksheet.

Exercises for Section 8: Macro Builder

Exercise 13.1: Creating a Macro to Run a Detail Report

In this exercise we will create a simple macro to automate a previous exercise (EX2.1).

1. At the beginning of your workbook containing **Exercise 2.1** (Detail Report), insert a worksheet and rename it **MENU**.

116. Click in the worksheet, approximately where you want the macro button.

117. Select **Vision > Utilities > Macro Builder**.
118. Double-click **Select Range** in the *Steps* window to add the step to the *Macro Recipe* window.
119. Click in the **Range** field, click in the worksheet containing **EX2.1** then click cell **A1** to define the range.
120. Double-click **Select Current Region** in the *Step* window to transfer it to the *Macro Recipe* window.
121. Transfer **Clear Range** and **Run Detail Report** to the *Macro Recipe* window.
122. Click the **Filename** assist button, select **Yes** to display the list of previously saved Internal Definitions.
123. Select previously saved Internal Definition **EX2.1**.
124. Double-click **Select Range** and select cell **A1** on worksheet **EX2.1**.
125. On the **Options** tab in the **Macro Name** field, enter **Guests** to define the macro name that is saved with your workbook.
126. In the **Button Name** field type **Extract Guests**.
127. **Save** the Macro Builder Internal Definition as **GSTS**.
128. Click **OK** then move to the MENU worksheet to find the macro button created.
129. Click any cell in your worksheet to deactivate the button and save the workbook.
130. Click the **Extract Guests** button to run the macro.

Exercises for Section 9: Report Designer

Exercise 9.1: Report Designer

In this exercise we will create and format a report for Market Segment and Company Name. This will be done step by step, building on the initial unformatted report.

1. Move to a new worksheet and rename it **EX9.1**.

2. Click cell **B2** then select **Summary Report**.
3. Select the table **Statistics > RL Reservation Daily Statistics**.
4. Filter **Report Start and End Dates** for **01/06/2004 and 14/06/2004 (June 1 – June 14)**.
5. Filter **Resort** for **EU** or a valid property for the database you are reporting from.
6. Select the following data items for output in this order:

Market (Code)

Market (Description)

Linked Organisations > Company Profile > Name

Room Nights/Stay Rooms

Room Revenue

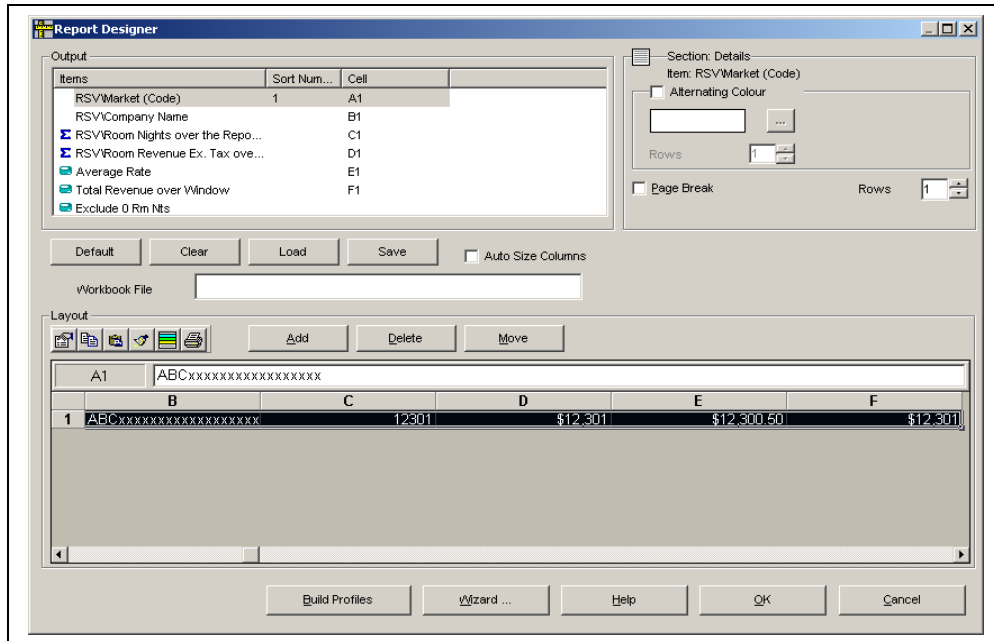
Create a **User Defined Output for Average Rate**

Total Revenue

131. Set **Sort** order by **Market (Code)**, then add a filter to the report on **Room Nights** to be greater than **0**
132. In **Internal Definition** enter **Market Segment Summary**.
133. Run the function.

ICORP	International Corporate	HP	195	19,500.00	100.00	19,500
ICORP	International Corporate		45	8,775.00	195.00	8,775
LCORP	Local Corporate	CARMAX	13	2,047.50	157.00	2,048
NCORP	National Corporate	ACE HARDWARE	13	2,925.00	225.00	2,925
NCORP	National Corporate	MICROS SYSTEMS INC	200	30,000.00	150.00	30,000
NGRP	National Group	AAA	30	3,600.00	120.00	3,600
NTRAN	National Transient		13	1,417.00	109.00	1,417
Totals			509	68,264.50	1,056.00	

134. Move to a new worksheet, rename it **EX9.2** and click in cell **B2**.
135. Open the report definition you just created using the Load Internal Definition feature.
136. Change the Internal Definition name to **Report Designer Summary**.
137. Click the **Designer** radio button and then click the Edit button.



138. Select **Market (Code)** in the *Output* window and drag to cell **A1**. Select **Item**.

139. Drag the following *Output* data items to relevant cell and select **Item**:

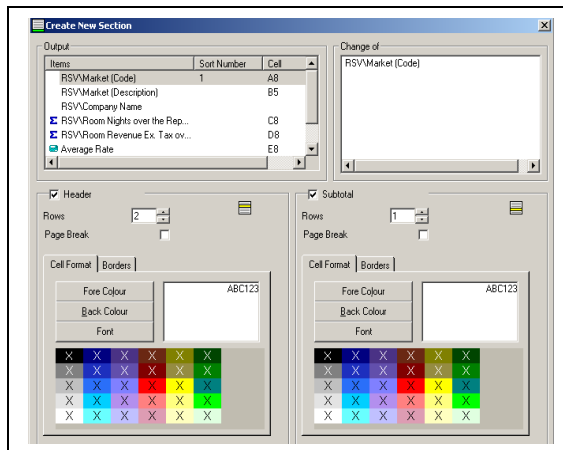
- | | |
|---------------------|----|
| Company Name | B1 |
| Room Nights | C1 |
| Room Revenue | D1 |

Exercise 9.2: Editing Columns and Formatting Cells

- Select column **A** and right-click. Select **Move Column Right A**.
 - Select column **B** and right-click. Select **Move Column Left B** (returning the columns to their original place).
140. Select column **E** and right-click. Select **Add Column E..E**. Add 2 more columns.
141. Select column **G** and right-click. Select **Delete Column G**.
142. Drag the remaining data items to the following cells and select **Item**:
- | | |
|----------------------|----|
| Average Rate | E1 |
| Total Revenue | F1 |
- Right-click on cell **C1** (Room Nights) and select **Format > Format Cells**. Select **Fixed** and **Zero decimal places**.
 - Right-click on cell **D1** (Room Revenue) and select **Format > Format Cells**. Select **Currency** and **\$\$,##0;-\$\$,##0**.
 - Right-click on cell **E1** (Average Rate) and select **Format > Format Cells**. Select **Currency** and **\$\$,##0.00;-\$\$,##0.00**.
 - Click cell **D1** and click the **Format Painter** button. Then click cell **F1** (Total Revenue).

Exercise 9.3: Adding Headings and Subtotals

147. Click the **Add** button and select **Section > Header/Subtotal**.



148. Drag **Market (Code)** from *Output* window to *Change of* window. This defines on change of *what* will the sub total be performed. In this case every time there is a new series of Market Code entries there will be a sub total.

149. Click the **Header** check box to include a Header.

150. Leave the number of Header rows as the default, **2**.

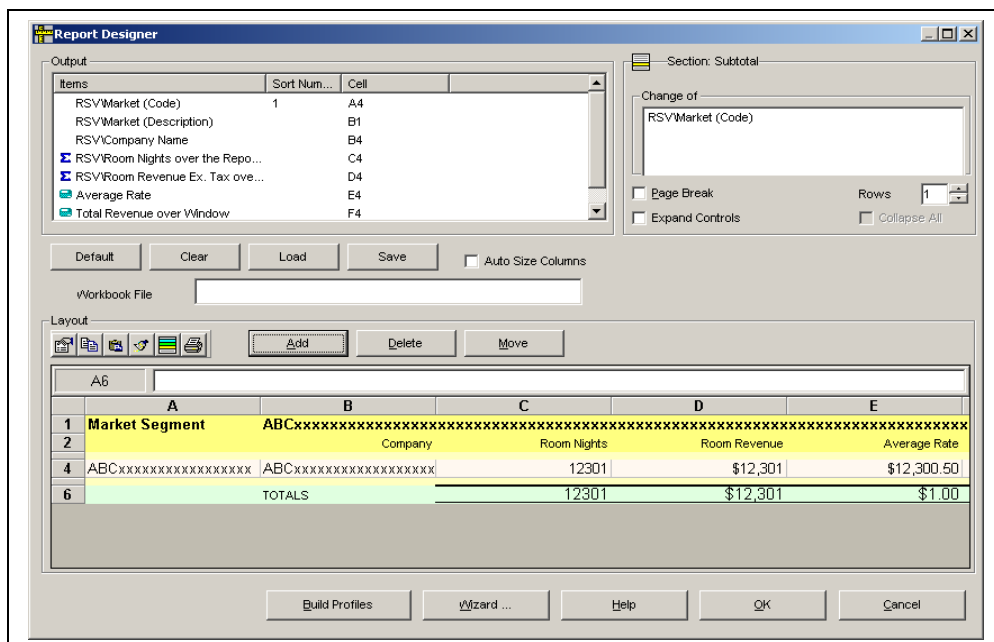
151. Select Pale Yellow to automatically format the Header to this color.

152. Select the **Subtotal** check box then select a format color of Pale Grey.

153. Click **OK** to return to the *Report Designer* dialog box.

Exercise 9.4: Adding Field Totals

1. Change cell **A1** to **Market Segment**.

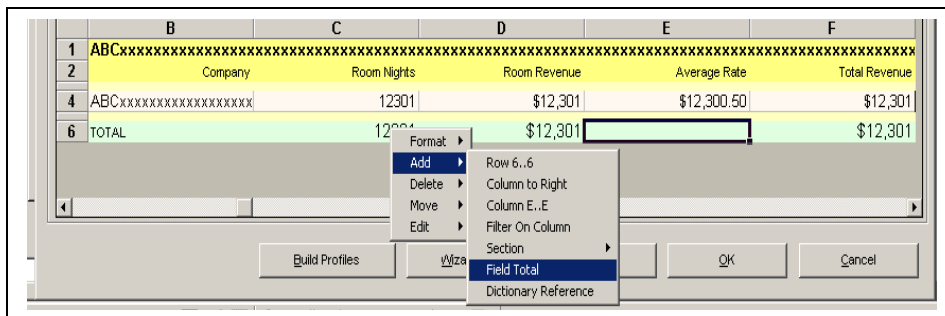


2. Drag **Market (Description)** to cell **B1** and select **Item**:

3. Select cells **A1:B1**, right-click, select **Format > Format Cells** and change the font to **bold** and the size to **10**.
4. Type the following headings in the listed cells:

Company	B2
Room Nights	C2
Room Revenue	D2
Average Rate	E2
Total Revenue	F2

154. Using the CTRL key, select cells **B2, C2, D2, E2, and F2** and format the cells to be right justified, if not already.
155. Delete the word Subtotal from cell **A6**.
156. Type **TOTALS** in cell **B6**.
157. Click cell **C6** then right-click and select **Add > Field Total**. Add a Field Totals to cell **D6 and F6**.



158. Set the currency format to **\$\$,##0.00;-\$,##0.00** and the font size to **11** for D6 and F6.
159. Set the format to Zero Decimal Number for C6 with font size **11**.
160. Set the format to **\$\$,##0;-\$,##0** and the font size to **11** for E6.
161. You will need to enter a formula for Average Rate as totalling the ADR will not provide an average. In cell E6 type **=D6/C6**. This will provide a correct Average Rate.
162. Select the **Border** tab after selecting Auto Formatting and insert a single line at the top and a double line at bottom for all Totals.
163. Click **OK** to return to Report Designer.
164. Click **OK** to run the report.

MARKET SUMMARY by COMPANY

Market Segment	International Corporate		Room Nights	Room Revenue	Average Rate	Total Revenue
	Company					
	TOTALS		240	\$28,275	\$117.81	\$28,275
Market Segment	International Transient		Room Nights	Room Revenue	Average Rate	Total Revenue
	Company					
	TOTALS		14	\$3,040	\$217.14	\$3,040
Market Segment	Local Corporate		Room Nights	Room Revenue	Average Rate	Total Revenue
	Company					
	TOTALS		26	\$4,453	\$171.25	\$4,453
Market Segment	National Corporate		Room Nights	Room Revenue	Average Rate	Total Revenue
	Company					
	TOTALS		213	\$32,925	\$154.58	\$32,925
Market Segment	National Group		Room Nights	Room Revenue	Average Rate	Total Revenue
	Company					
	TOTALS		30	\$3,600	\$120.00	\$3,600
Market Segment	National Transient		Room Nights	Room Revenue	Average Rate	Total Revenue
	Company					
	TOTALS		55	\$1,417	\$25.76	\$1,417
Grand Total			578	\$73,710	\$127.53	\$73,710

165. Open **Report Designer Summary** in Report Designer.

166. Move to row **6**, subtotal section and select **Expand Controls** and **Collapse All**.

167. Click **OK** twice to run the report.

168. Save your workbook.

Exercise 9.5: Adding Totals and Page Headers

1. Another way that you may find convenient to open the report in Report Design mode, select cell **B2** then select **Vision > Utilities > Function Launcher**.

169. Open **Report Designer Summary** in Report Designer.

170. Click **Add** and select **Section > Total**.

171. Change **A8** to **GRAND TOTAL**, **bold** and a font of **12**.

172. Increase row height for row **8** to allow for the larger font.

173. Add a Field Total in cell **C8**. Insert a bold line at the top and bottom of the cell. Change the format to Fixed with 0 decimal places and make the font **bold** and **12**.

174. Add a Field Total in cells D8 and F8. Change the format to Currency **#,##0.00;-\$,##0.00** and make the font **bold** and **12**.

175. Type $=D8/C8$ in cell **E8**. Set the format to **#,##0;-\$,##0** and make the font **bold** and **12**.

176. Click the **Add** button and select **Section > Page Header**.

177. Select the **Page Header** section then increase the number of rows to **3**.

178. Enter **MARKET SUMMARY by COMPANY** in cell **A1**.

179. Select cells **A1:F1** and change the format to **bold** and **14**.

180. Change the alignment to **Centre Across Cells**.

181. Click **OK** to exit Report Designer.

182. Click **OK** to run the report.

	A	B	C	D	E	F	G
1							
2				MARKET SUMMARY by COMPANY			
3							
4							
5		Market Segment	International Corporate				
6			Company	Room Nights	Room Revenue	Average Rate	Total Revenue
7		ICORP	HP	195.00	\$19,500	\$1,500.00	\$19,500
8		ICORP		45.00	\$8,775	\$675.00	\$8,775
9			TOTALS	240	\$28,275	\$117.81	\$28,275
10							
11		Market Segment	International Transient				
12			Company	Room Nights	Room Revenue	Average Rate	Total Revenue
13		ITRAN	Micros Systems Inc	14.00	\$3,040	\$233.85	\$3,040
14			TOTALS	14	\$3,040	\$217.14	\$3,040
15							
16		Market Segment	Local Corporate				
17			Company	Room Nights	Room Revenue	Average Rate	Total Revenue
18		LCORP	Carmax	13.00	\$2,048	\$157.50	\$2,048
19		LCORP		13.00	\$2,405	\$185.00	\$2,405
20			TOTALS	26	\$4,453	\$171.25	\$4,453
21							
22		Market Segment	National Corporate				
23			Company	Room Nights	Room Revenue	Average Rate	Total Revenue
24		NCORP	Acct Hardware	13.00	\$2,925	\$225.00	\$2,925
25		NCORP	Micros Systems Inc	200.00	\$30,000	\$2,307.69	\$30,000
26			TOTALS	213	\$32,925	\$154.58	\$32,925
27							
28		Market Segment	National Group				
29			Company	Room Nights	Room Revenue	Average Rate	Total Revenue
30		NGRP	AAA	30.00	\$3,600	\$276.92	\$3,600
31			TOTALS	30	\$3,600	\$120.00	\$3,600
32							
33		Market Segment	National Transient				
34			Company	Room Nights	Room Revenue	Average Rate	Total Revenue
35		NTRAN	Micros Systems AP	42.00	\$0	\$0.00	\$0
36		NTRAN		13.00	\$1,417	\$109.00	\$1,417
37			TOTALS	55	\$1,417	\$25.76	\$1,417
38							
39		Grand Total		578	\$73,710	\$127.53	\$73,710

183. Save your workbook.

Exercise 9.6: Report Designer – Filtered Columns

In this exercise we will create a forecast report looking at the Rooms we have on the books broken down by day. We will then use the Filtered Columns functionality to break this out by Market Code.

1. Move to a new Worksheet and rename it **EX9.6**
2. Move to cell B3 and type in Date, then Occ% in C3 and Total in E3
3. Move to cell F3 and create a **Summary Report** from the **Markets** table outputting the **Market Group (Code)**. Filter by the relevant **Resort** for your database. On the **Report Style** tab remove **Totals** and **Output Data Item Names**. On the **Options** tab change the direction to **Across**.
4. Move to cell B4 and then select the **Summary Report** option
5. Set the Table filter to **Statistics > RSM Reservation Summary**
6. Set the Resort to **EU** or a resort within the database you are reporting from, set the Event Type filter to **<ALL>**
7. Add a Filter to exclude the **Psuedo?** Rooms, and add **Reservation Inventory Type** to the **Filter window** and set it to **D**.
8. Add **Market Group (Code)** to the Filter Window and set it to **<ALL>**

9. Add **Considered Date** to the Filter Window and set it to be the next 30days
10. Output **Considered Date, Resort > Rooms & Housekeeping > Number of Rooms** and also the **Number of Rooms** from the **Room Details** section on the root of the table. **Sort** the report by **Considered Date**.
11. Move onto the **Report Style** tab and select the **Designer** option and click **Edit**
12. Drag **Considered Date** to cell **A1** and select **item**
13. Drag the 1st **Number of Rooms** to cell **C1** and select **item**
14. Drag the 2nd **Number of Rooms** to cell **D1** and select **item**
15. Click in cell **B1** and type in the following formula **=D1/C1** and format the cell to be a percentage
16. Move over to column E and right click and select **Add Column E..E**, repeat this for the number of Market Group Codes you have within the database you are reporting from.
17. Drag the last **Number of Rooms** field from the Output window to cell **E1** and select **item**
18. Right click on **column E** and select **Add Filter on selected Column**, you will then be presented with the filter window where you need to cell reference the **Market Group (Code)** to F3 in Excel.
19. Repeat steps 17 & 18 above for the number of Market Group (Codes) you have, setting the filtered columns to your different cells.
20. Tick the **Auto size Columns** tick box and click **OK**
21. Rename the Internal Definition to **EX9.6** and click **OK** to run your report

Date	Occ%		Total	ICOR	GCOR	EVE	GRP	LEI	TRA
2008/06/15	67.92%	159	108	33	24	14	0	20	17
2008/06/16	71.07%	159	113	36	24	14	0	22	17
2008/06/17	61.64%	159	98	29	15	14	0	23	17
2008/06/18	64.15%	159	102	29	15	14	5	22	17
2008/06/19	62.89%	159	100	30	10	14	5	22	19
2008/06/20	60.38%	159	96	28	10	14	5	21	18
2008/06/21	59.75%	159	95	22	8	14	5	28	18
2008/06/22	54.09%	159	86	20	0	14	6	28	18
2008/06/23	54.09%	159	86	19	0	14	6	29	18
2008/06/24	50.94%	159	81	19	0	14	0	30	18
2008/06/25	53.46%	159	85	18	0	14	0	35	18
2008/06/26	63.52%	159	101	16	18	14	0	35	18
2008/06/27	55.35%	159	88	10	18	14	0	28	18
2008/06/28	55.35%	159	88	10	18	14	0	28	18
2008/06/29	42.14%	159	67	10	0	14	0	25	18
2008/06/30	36.48%	159	58	7	0	14	0	19	18
2008/07/01	34.59%	159	55	6	0	14	0	17	18
2008/07/02	33.96%	159	54	6	0	14	0	16	18
2008/07/03	28.93%	159	46	0	0	14	0	14	18
2008/07/04	28.93%	159	46	0	0	14	0	14	18