# How to Adjust Reports in Microsoft Project

I will adjust one Report for my *Wedding* Project. I will adjust *Cash Flow Report:*
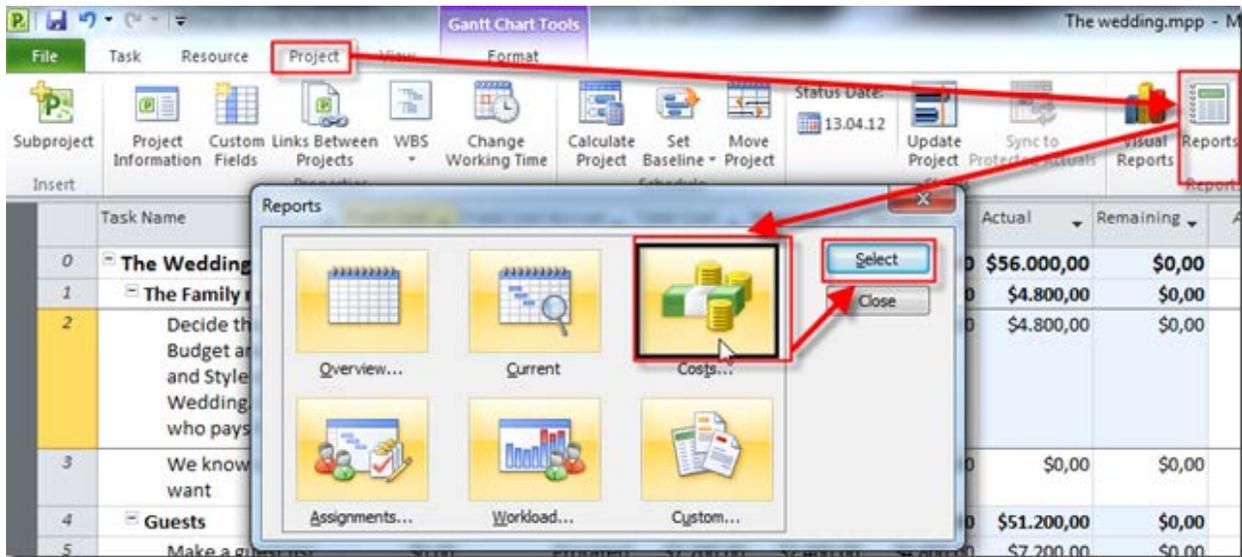

and then:
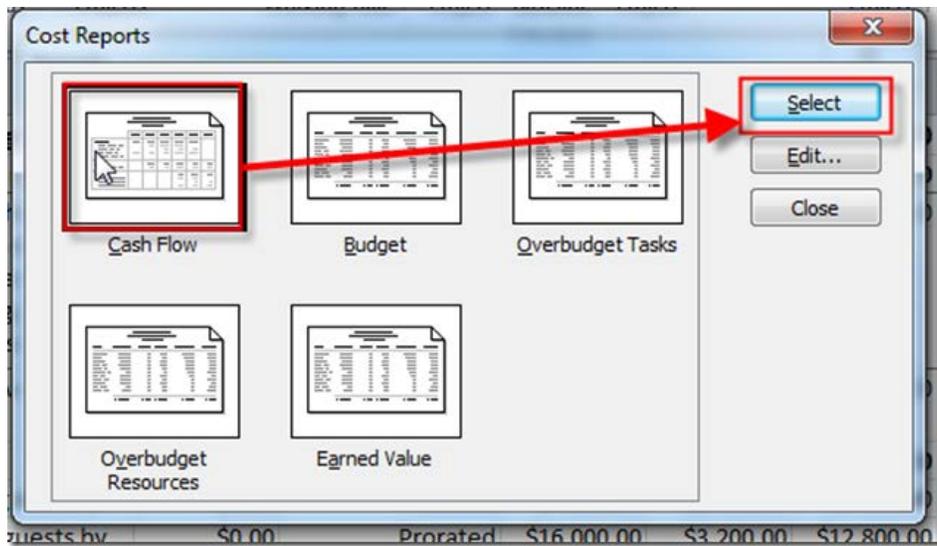
and I will get:

Cash Flow as of Fri 13.04.12
The wedding.mpp
Nenad Trajkovski

	01.08.11	08.08.11	15.08.11	22.08.11	29.08
The Wedding					
The Family meeting					
Decide the Initially Budget and size and Style of the Wedding. Decide who pays for what	$4.800,00				
We know what we want					
Guests					
Make a guest list	$7.200,00				
Call the guests by phone to the wedding		$16.000,00			
Order Invitations				$6.000,00	
Send Invitations for the "out of town" guests					
Deliver Invitations in person for the "in town" guests					
Guests Tasks Are Finished					
The Restaurant					

This is ORIGINAL *Cash Flow* Report.

I will change it:
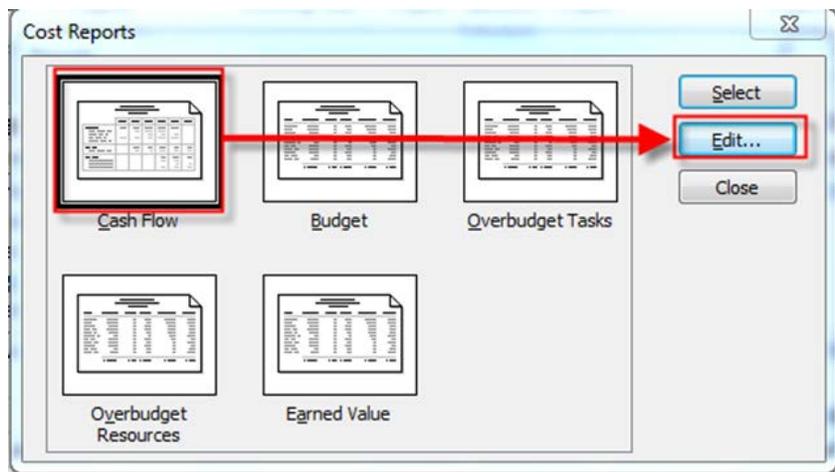
and I will get:
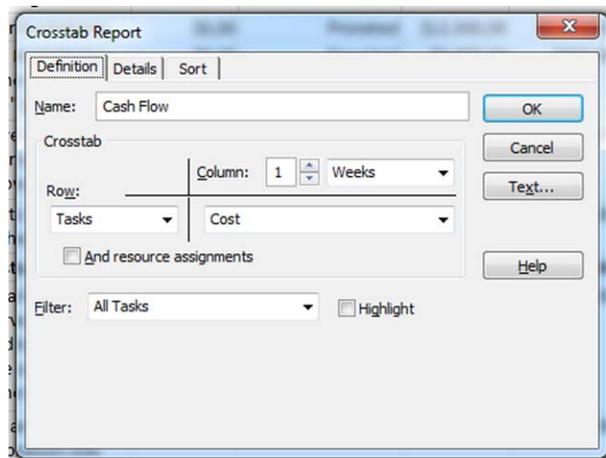
I will change that:
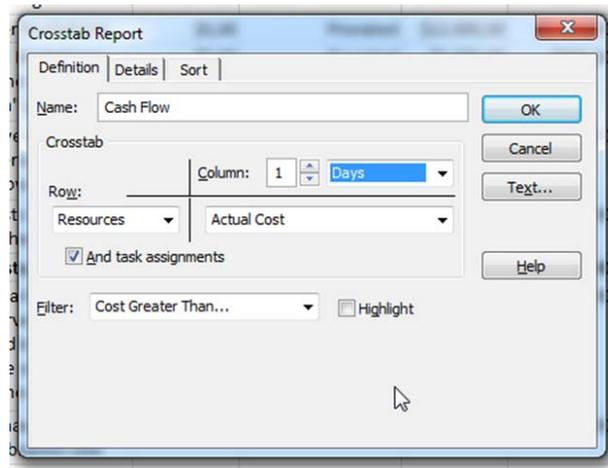
I want to have Cash Flow in Days instead of weeks, and I want to have Resources in my rows, instead of Tasks. In addition I want to see Actual Costs, and Task Assignments. Also, I want to have A Filter: *Cost Greater Than*, so I will choose when I run this report a Value!

Let's see *Details* Tab:
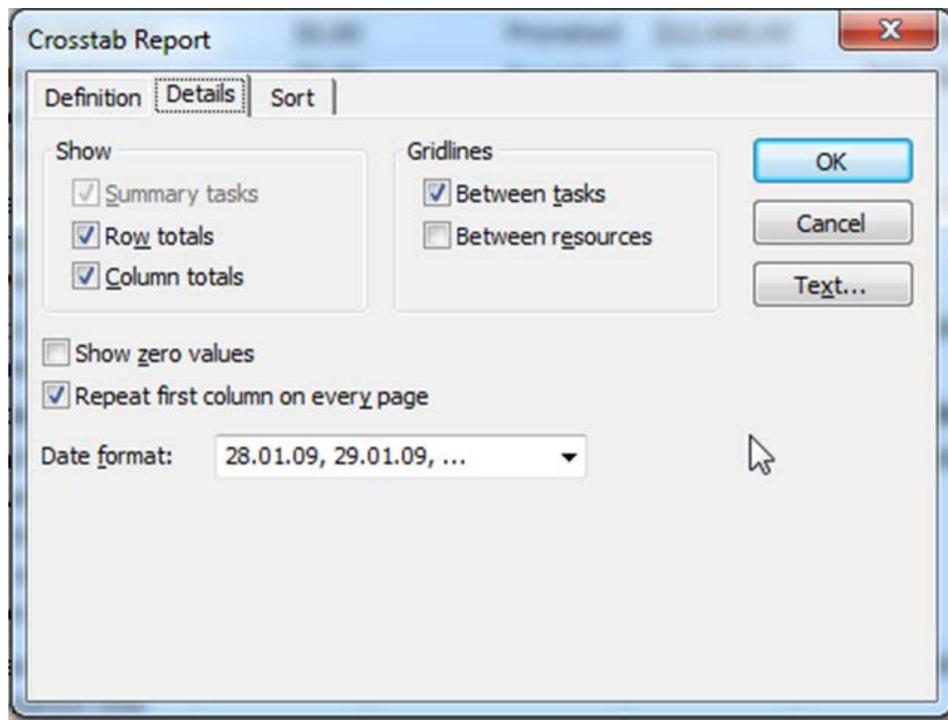
I will change that, too:
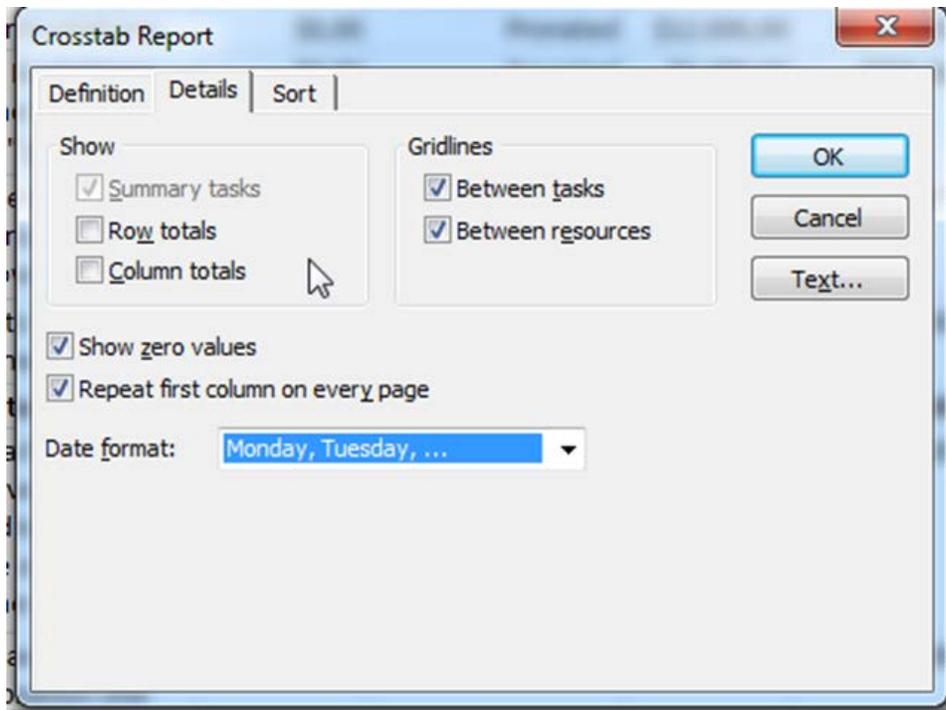
I don't want to have Row and Column Totals, and I want Gridlines between Tasks and Resources. I also want to show zero values, and different Date Format.

Let's go to Sort Tab:
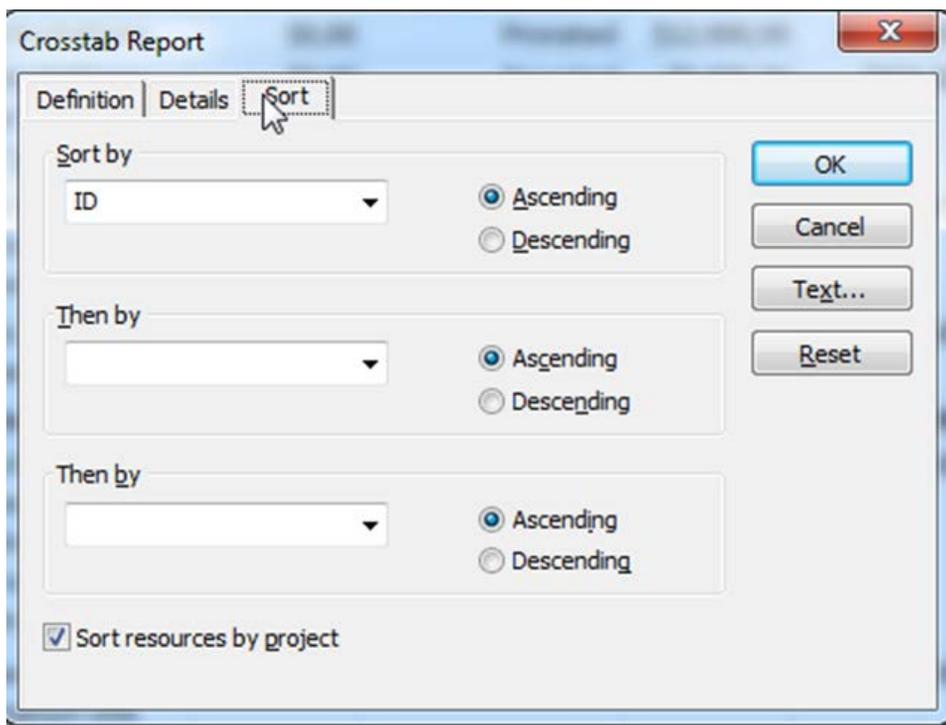
I will change the sort order:
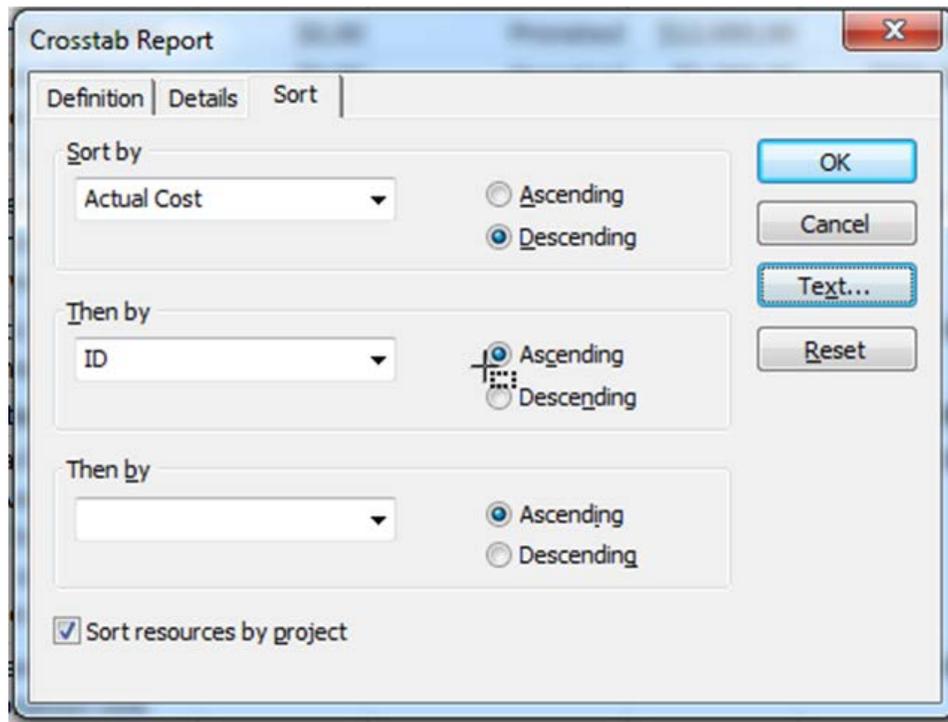
I want to sort my Report Ba *Actual Cost Descending*, and then by *ID* Ascending.

Finally, when I run this Report I get:
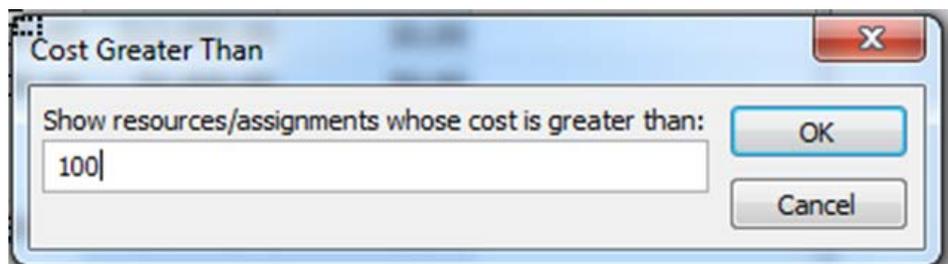
I choose to have only Actual costs greater than $100, and then I have:

Cash Flow as of Fri 13.04.12
The wedding.mpp
Nenad Trajkovski

|	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Peter	$0,00	$0,00	$0,00	$0,00	$0,00	$0,00	
Call the guests by phone to the wedding	$0,00	$0,00	$0,00	$0,00	$0,00	$0,00	
Send Invitations for the "out of town" guests	$0,00	$0,00	$0,00	$0,00	$0,00	$0,00	
Nenad Trajkovski	$0,00	$0,00	$2.400,...	$2.400,...	$2.400,...	$0,00	
Make a guest list	$0,00	$0,00	$2.400,...	$2.400,...	$2.400,...	$0,00	
Deliver Invitations in person for the "in town" guests	$0,00	$0,00	$0,00	$0,00	$0,00	$0,00	
Tom	$0,00	$0,00	$0,00	$0,00	$0,00	$0,00	
Order Invitations	$0,00	$0,00	$0,00	$0,00	$0,00	$0,00	
John the Second	$0,00	$0,00	$0,00	$0,00	$0,00	$0,00	
Call the guests by phone to the wedding	$0,00	$0,00	$0,00	$0,00	$0,00	$0,00	
Marc	$0,00	$0,00	$0,00	$0,00	$0,00	$0,00	
Order Invitations	$0,00	$0,00	$0,00	$0,00	$0,00	$0,00	
Deliver Invitations in person for the "in town" guests	$0,00	$0,00	$0,00	$0,00	$0,00	$0,00	
Gary	$1.600,...	$1.600,...	$0,00	$0,00	$0,00	$0,00	
Decide the Initially Budget and size and Style of the Wedding. Decide who pays for what	$1.600,...	$1.600,...	$0,00	$0,00	$0,00	$0,00	
John	$800,00	$800,00	$0,00	$0,00	$0,00	$0,00	
Decide the Initially Budget and size and Style of the Wedding. Decide who pays for what	$800,00	$800,00	$0,00	$0,00	$0,00	$0,00	

It is easy, isn't it?

But what if I want to have my own Report? I will show The Budget Report from Custom group:
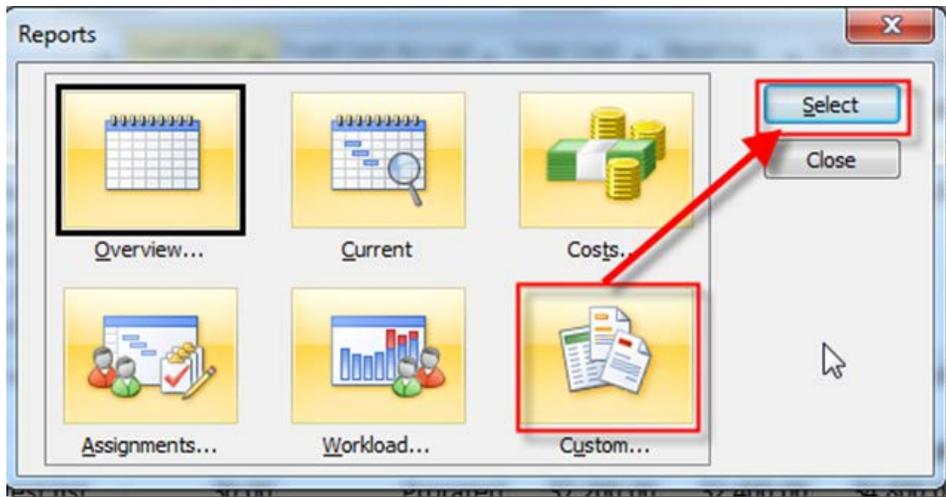
I will get:

ID	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining	01 Aug '11	08 A
									S S M T W T F S S	M
0	**The Wedding**	$0,00	Prorated	$56.000,00	$19.600,00	$36.400,00	$56.000,00	$0,00		
1	**The Family meeting**	$0,00	Prorated	$4.800,00	$2.400,00	$2.400,00	$4.800,00	$0,00		
2	Decide the Initially Budget and size and Style of the Wedding. Decide who pays for what	$0,00	Prorated	$4.800,00	$2.400,00	$2.400,00	$4.800,00	$0,00	Gary;John	
3	We know what we want	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00	$0,00	02.08	
4	**Guests**	$0,00	Prorated	$51.200,00	$17.200,00	$34.000,00	$51.200,00	$0,00		
5	Make a guest list	$0,00	Prorated	$7.200,00	$2.400,00	$4.800,00	$7.200,00	$0,00	Nenad Trajko	
6	Call the guests by phone to the wedding	$0,00	Prorated	$16.000,00	$3.200,00	$12.800,00	$16.000,00	$0,00		
7	Order Invitations	$0,00	Prorated	$12.000,00	$1.200,00	$10.800,00	$12.000,00	$0,00		
8	Send Invitations for the "out of town" guests	$0,00	Prorated	$6.400,00	$800,00	$5.600,00	$6.400,00	$0,00		
9	Deliver Invitations in person for the "in town" guests	$0,00	Prorated	$9.600,00	$9.600,00	$0,00	$9.600,00	$0,00		
10	Guests Tasks Are Finished	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00	$0,00		
11	**The Restaurant**	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00	$0,00		

Project: The wedding.mpp
Date: Fri 13.04.12

|					
Task	▬▬▬	External Milestone	◆	Manual Summary Rollup	▬▬▬
Split	....	Inactive Task	▭	Manual Summary	▼▬▼
Milestone	◆	Inactive Milestone	◇	Start-only	⊏
Summary	▬▬▬	Inactive Summary	▽▬▽	Finish-only	⊐
Project Summary	▽▬▽	Manual Task	▬▬▬	Deadline	⬇
External Tasks	▬▬▬	Duration-only	▬▬▬	Progress	▬▬▬

I will make a brand new Report from this one.
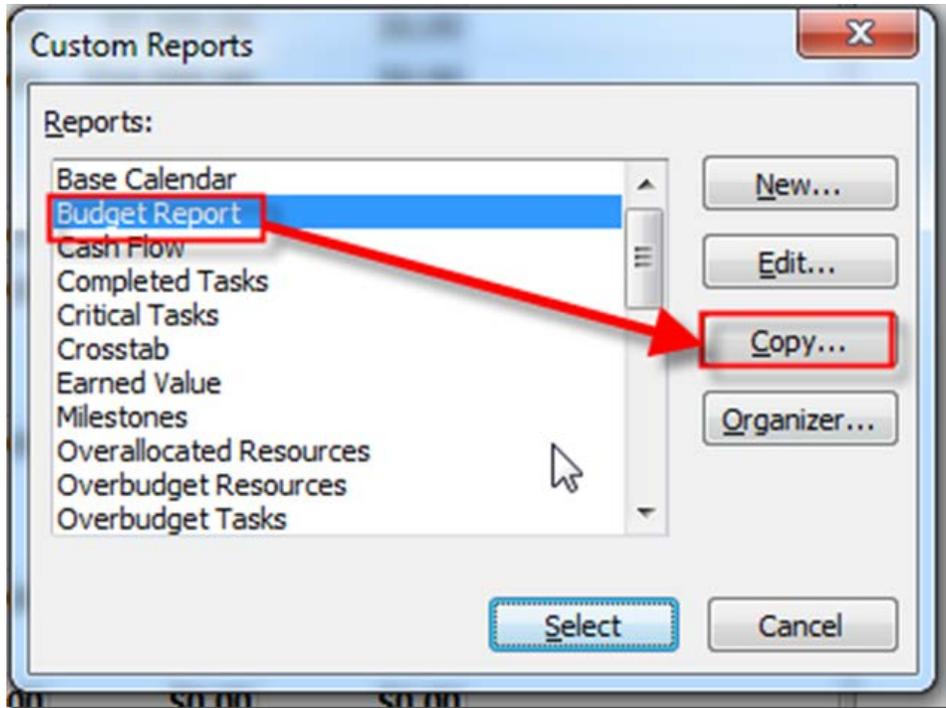
and then:
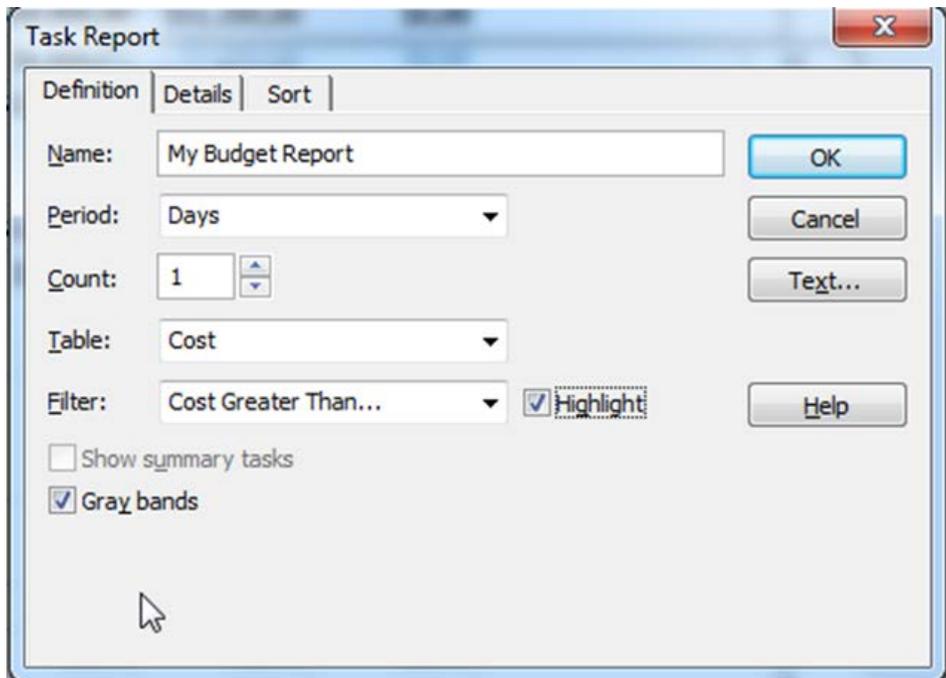
The name is *My Budget Report*, period is in days, and I want a Cost table!

Let's see the *Details* Tab:
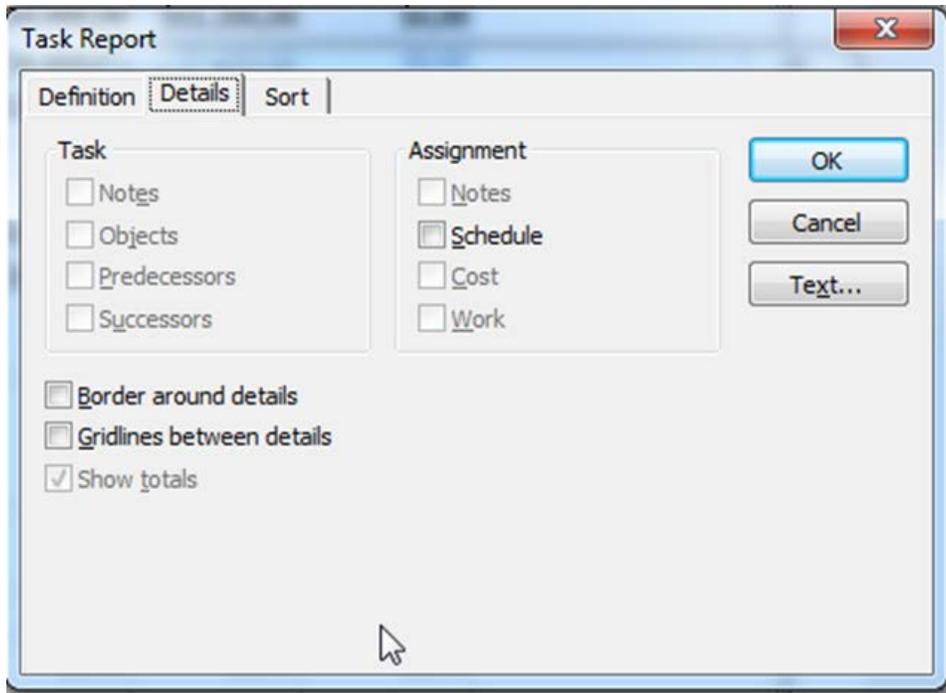
I will choose *Borders around details,* and *Gridlines between details:*
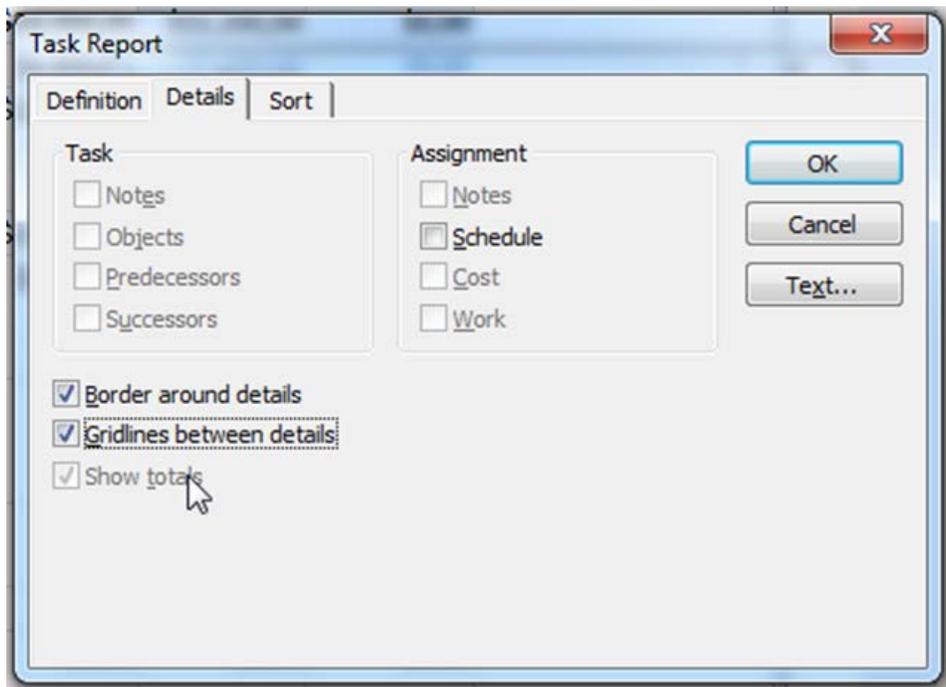
Finally, I am going to sort the data:
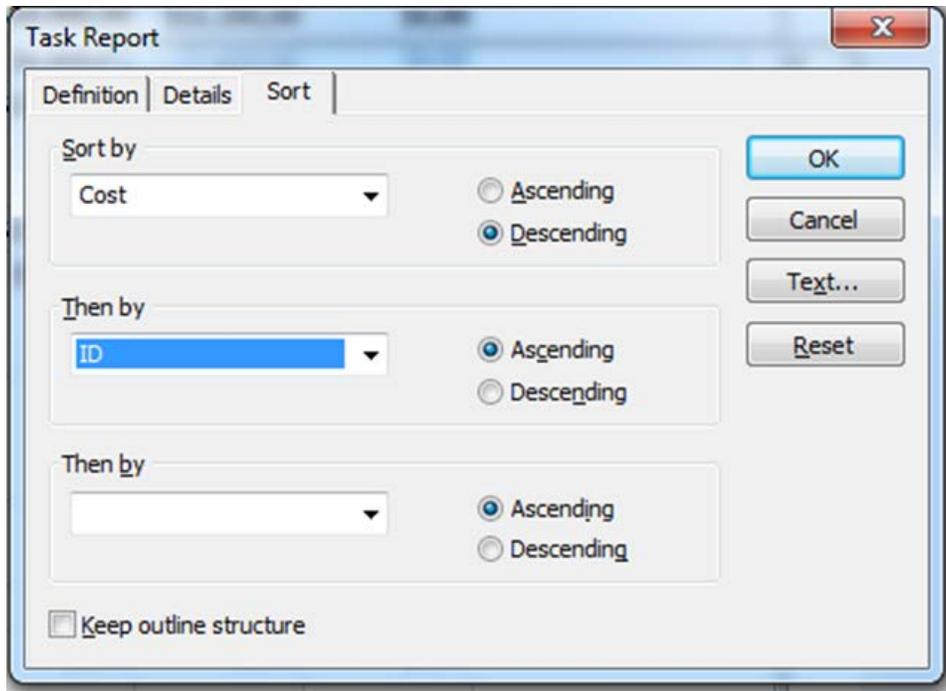
Let's see how this Report looks:

ID	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining	01 Aug '11	08 A
									S S M T W T F S S M	
0	**The Wedding**	$0,00	Prorated	$56.000,00	$19.600,00	$36.400,00	$56.000,00	$0,00		
1	**The Family meeting**	$0,00	Prorated	$4.800,00	$2.400,00	$2.400,00	$4.800,00	$0,00		
2	Decide the Initially Budget and size and Style of the Wedding. Decide who pays for what	$0,00	Prorated	$4.800,00	$2.400,00	$2.400,00	$4.800,00	$0,00	Gary;John	
3	We know what we want	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00	$0,00	02.08	
4	**Guests**	$0,00	Prorated	$51.200,00	$17.200,00	$34.000,00	$51.200,00	$0,00		
5	Make a guest list	$0,00	Prorated	$7.200,00	$2.400,00	$4.800,00	$7.200,00	$0,00	Nenad Trajkc	
6	Call the guests by phone to the wedding	$0,00	Prorated	$16.000,00	$3.200,00	$12.800,00	$16.000,00	$0,00		
7	Order Invitations	$0,00	Prorated	$12.000,00	$1.200,00	$10.800,00	$12.000,00	$0,00		
8	Send Invitations for the "out of town" guests	$0,00	Prorated	$6.400,00	$800,00	$5.600,00	$6.400,00	$0,00		
9	Deliver Invitations in person for the "in town" guests	$0,00	Prorated	$9.600,00	$9.600,00	$0,00	$9.600,00	$0,00		
10	Guests Tasks Are Finished	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00	$0,00		
11	**The Restaurant**	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00	$0,00		

Project: The wedding.mpp
Date: Fri 13.04.12

Task		External Milestone	Manual Summary Rollup
Split		Inactive Task	Manual Summary
Milestone		Inactive Milestone	Start-only
Summary		Inactive Summary	Finish-only
Project Summary		Manual Task	Deadline
External Tasks		Duration-only	Progress

Do you see the difference between this and "original" report? You don't??? Neither do I. This is a BUG!
What can you do? Install Service Pack 1, and it will fix the Problem.

After that I will get:

Cost Greater Than

Show tasks/assignments whose cost is greater than:

100

OK

Cancel
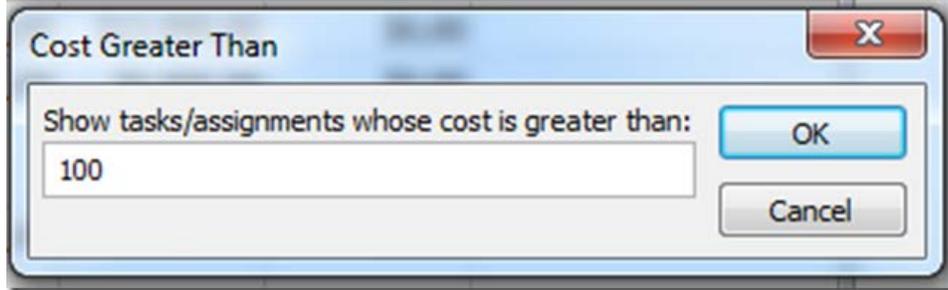
and then:

My Budget Report as of Fri 13.04.12
The wedding.mpp
Nenad Trajkovski

ID	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual
Mon 01 Aug							
2	Decide the Initially Budget and si	$0,00	Prorated	$4.800,00	$2.400,00	$2.400,00	$4.800,00
71	We have Photos	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
Tue 02 Aug							
2	Decide the Initially Budget and si	$0,00	Prorated	$4.800,00	$2.400,00	$2.400,00	$4.800,00
3	We know what we want	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
Wed 03 Aug							
5	Make a guest list	$0,00	Prorated	$7.200,00	$2.400,00	$4.800,00	$7.200,00
32	Find a Jewelry store, choose the F	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
65	Order the weeding dress for the l	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
66	Order the suit for the groom	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
Thu 04 Aug							
5	Make a guest list	$0,00	Prorated	$7.200,00	$2.400,00	$4.800,00	$7.200,00
65	Order the weeding dress for the l	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
66	Order the suit for the groom	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
67	We have the clothes	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
69	Find the Photographer	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
Fri 05 Aug							
5	Make a guest list	$0,00	Prorated	$7.200,00	$2.400,00	$4.800,00	$7.200,00
73	Find a Hairdresser and Beautician	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
74	Make appointment with the Hair	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
75	We will be Beautiful	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
Mon 08 Aug							
6	Call the guests by phone to the w	$0,00	Prorated	$16.000,00	$3.200,00	$12.800,00	$16.000,00
77	Decide where do you want to go	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
Tue 09 Aug							
6	Call the guests by phone to the w	$0,00	Prorated	$16.000,00	$3.200,00	$12.800,00	$16.000,00
33	Pick up the Rings	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
34	We have a Rings	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
78	Find a Travel Agency	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
79	Book and pay for the Trip	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00
80	We will go to the Honeymoon	$0,00	Prorated	$0,00	$0,00	$0,00	$0,00