

Picture Perfect Reports: What can be done and how a little work can reap a large benefit

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Materials

- Available for download:

<http://www.sos-team.com/PDFS/PicturePerfectReports.pdf>

Agenda

- Custom Reports as a Solution
- Understanding Applications Available
 - Crystal Reports
 - Excel Macros
 - MS Access
- Comparison of Approaches
- Case Study Solutions
- Library of Sample Reports

Custom Reports as a Solution

Choose a Custom Report to....

- Add a new field to an existing report
- Add customized text
- Simplify routine format issues
- Stop routine manipulation of spreadsheets
- Make monthly/quarterly audits easier
- Combine data from multiple reports

Understanding Applications

- Reporting capabilities of Microsoft Excel
- Specific Report writing software: Crystal Reports
- Database Application used to generate reports: Microsoft Access

Understanding Applications

Microsoft Excel - common uses

- Report Analysis
 - V-lookup / H-lookup
 - Pivot Tables
 - Formatting the data as needed
- Recurring Manipulation
 - Building Macros

Understanding Applications

Crystal Reports common uses

- Report Modifications examples:
 - Add field
 - Change text
 - Add image, corporate logo etc.
 - Combining data from two or more reports
 - Etc...

Understanding Applications

MS Access - common uses

- Report Modifications examples:
 - Add field
 - Change text
 - Add image, corporate logo etc.
 - Combining data from two or more reports
 - Etc...
- Delivery of Reports
 - Electronic delivery

Capabilities at a Glance

- V-lookups
- H-lookups
- Custom format of data
- Custom sorts,
- Raw data analysis
- Formula driven results

- Simple text changes
- Text changes based on criteria
- Add image
- Add complex fields
- Combine reports

- Electronic delivery of information
- Database: Structured data

EXCEL

CRYSTAL
REPORTS

MS
ACCESS

Understand the Source based on Complexity of Need

- Format or type of source data
 - Worksheet, single tab, multiple tabs
 - Equity database
 - Text file
- Location of source data – getting access to it
 - If in a database, how / can you get the data out?
- Fields available from source data
 - Understand the desired result, then analyze what is available compared to what is missing
 - Additional formulas may be required to get the desired result
- Determine best application to solve need

Application Comparisons – Excel

Advantages

- ✓ Excel is self contained with a lot of built in functions
- ✓ Excellent to display various data elements in the reports
- ✓ Auditing the report data is quite possible if one is aware of the calculations involved
- ✓ Slicing and dicing the report data is possible but could be manual

Limitations

- ❖ Creating functions using Excel Macro could be challenging
- ❖ Not a great interface to present the reports
- ❖ In the world of a Stock Administrator, one should export the data out of the equity system before customizing the report output –SOX may not approve
- ❖ Most of the formulae are built over certain cells of the excel spread sheet and this could be quite a limitation

Application Comparisons – Crystal Reports

Advantages

- ✓ Customizable display
- ✓ Modify Text to be conditional based information on the reports
- ✓ Develop once, reuse as needed
- ✓ Add or remove fields
- ✓ Summarize data elements
- ✓ Export data to multiple formats; PDF, Excel, Text, etc.

Limitations

- ❖ Complex functions may be challenging
- ❖ Manipulation of the report data after it is generated may not be possible
- ❖ Can be generated for only one set of parameters at a time.
- ❖ For a different set of parameters, the report will have to be generated multiple times

Application Comparisons – MS - Access

Advantages

- ✓ Stand alone application – can connect to any DB or extract data from other
- ✓ Manipulation of an equity system report after the reports are generated is quite possible
- ✓ Complex customized reports could be easily build using Access VBA
- ✓ Customized sub-reports could be generated using the report data
- ✓ Ability to send customized emails with customized report attachments
- ✓ Multiple reports with multiple parameters could be generated with just one click of a button
- ✓ Ability to export data to multiple formats like PDF, Excel, Text, etc

Limitations

- ❖ Since it is a stand-alone application, only one person can use it at a time
- ❖ If data more than 1 GB is required to be handled, the system could get slow.
- ❖ May require Access Runtime

Case Study & Discussion...

CASE #1 :

- Modify a report to add the company logo, drop a column and add a new column
 - This could be one of the most simplest request in regards to modifying a simple flat report

Case Study & Discussion...

Snap shot of a Simple Flat Report

STOCK OPTIONS AND AWARDS GRANTED

Number	Grant Date	Plan	Shares	Market Value	Total Market Value	Price	Total Price	Value on Grant
00000915	1/1/2009	2003	800	\$4.00	\$3,200.00	\$4.00	\$3,200.00	\$0.00
00004744	7/1/2010	2003	2,000	\$5.00	\$10,000.00	\$5.00	\$10,000.00	\$0.00
00004730	12/2/2010	2003	15,000	\$10.71	\$160,650.00	\$10.71	\$160,650.00	\$0.00
00004751	3/10/2009	2003	400	\$2.32	\$928.00	\$2.32	\$928.00	\$0.00
R0000887	12/1/2005	2003	400	\$2.00	\$800.00	\$2.00	\$800.00	\$0.00
00004718	7/15/2008	2003	400	\$5.56	\$2,224.00	\$5.56	\$2,224.00	\$0.00
00004757	4/1/2010	2003	400	\$10.00	\$4,000.00	\$10.00	\$4,000.00	\$0.00
00004758	4/1/2007	2003	400	\$1.00	\$400.00	\$1.00	\$400.00	\$0.00
R0000883	1/1/2008	2003	400	\$1.50	\$600.00	\$1.50	\$600.00	\$0.00
R0000884	1/1/2009	2003	400	\$2.32	\$928.00	\$2.32	\$928.00	\$0.00
U0004763	1/1/2011	2003	100	\$6.00	\$600.00	\$0.00	\$0.00	\$600.00
00000892	1/1/2009	2003	400	\$2.32	\$928.00	\$0.00	\$0.00	\$928.00
00000902	1/1/2007	2003	400	\$1.00	\$400.00	\$0.00	\$0.00	\$400.00
00000904	1/1/2009	2003	3,900	\$2.32	\$9,048.00	\$0.00	\$0.00	\$9,048.00
00000908	1/1/2008	2003	400	\$2.00	\$800.00	\$0.00	\$0.00	\$800.00
U0000911	11/18/2010	2003	200	\$5.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
V0000912	11/18/2010	2003	50	\$5.00	\$250.00	\$0.00	\$0.00	\$250.00
V0000917	11/18/2010	2003	200	\$5.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
U0000924	11/18/2010	2003	200	\$2.00	\$400.00	\$0.00	\$0.00	\$400.00
U0000925	11/18/2010	2003	200	\$2.00	\$400.00	\$0.00	\$0.00	\$400.00
U0000926	11/18/2010	2003	200	\$2.00	\$400.00	\$0.00	\$0.00	\$400.00

Case Study & Discussion...

Snap shot of a Fancy Report with the company logo and a modified column. Vest Base Date has been added.

Number	Grant Date	Vest Base Date	Plan	Shares	Market Value	Total Market Value	Price	Total Price	Value on Grant
00000915	1/1/2009	1/1/2009	2003	800	\$4.00	\$3,200.00	\$4.00	\$3,200.00	\$0.00
00004744	7/1/2010	7/1/2010	2003	2,000	\$5.00	\$10,000.00	\$5.00	\$10,000.00	\$0.00
00004730	12/2/2010	11/1/2010	2003	15,000	\$10.71	\$160,650.00	\$10.71	\$160,650.00	\$0.00
00004751	3/10/2009	3/10/2009	2003	400	\$2.32	\$928.00	\$2.32	\$928.00	\$0.00
R0000887	12/1/2005	12/1/2005	2003	400	\$2.00	\$800.00	\$2.00	\$800.00	\$0.00
00004718	7/15/2008	7/15/2008	2003	400	\$5.56	\$2,224.00	\$5.56	\$2,224.00	\$0.00
00004757	4/1/2010	4/1/2010	2003	400	\$10.00	\$4,000.00	\$10.00	\$4,000.00	\$0.00
00004758	4/1/2007	4/1/2007	2003	400	\$1.00	\$400.00	\$1.00	\$400.00	\$0.00
R0000883	1/1/2008	1/1/2008	2003	400	\$1.50	\$600.00	\$1.50	\$600.00	\$0.00
R0000884	1/1/2009	1/1/2009	2003	400	\$2.32	\$928.00	\$2.32	\$928.00	\$0.00
U0004763	1/1/2011		2003	100	\$6.00	\$600.00	\$0.00	\$0.00	\$600.00
00000892	1/1/2009	1/1/2009	2003	400	\$2.32	\$928.00	\$0.00	\$0.00	\$928.00
00000902	1/1/2007	1/1/2007	2003	400	\$1.00	\$400.00	\$0.00	\$0.00	\$400.00
00000904	1/1/2009	1/1/2009	2003	3,900	\$2.32	\$9,048.00	\$0.00	\$0.00	\$9,048.00
00000908	1/1/2008	1/1/2008	2003	400	\$2.00	\$800.00	\$0.00	\$0.00	\$800.00
U0000911	11/18/2010	11/18/2010	2003	200	\$5.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
V0000912	11/18/2010	11/18/2010	2003	50	\$5.00	\$250.00	\$0.00	\$0.00	\$250.00
V0000917	11/18/2010	11/18/2010	2003	200	\$5.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
U0000924	11/18/2010	11/18/2010	2003	200	\$2.00	\$400.00	\$0.00	\$0.00	\$400.00
U0000925	11/18/2010	11/18/2010	2003	200	\$2.00	\$400.00	\$0.00	\$0.00	\$400.00
U0000926	11/18/2010	11/18/2010	2003	200	\$2.00	\$400.00	\$0.00	\$0.00	\$400.00

Case Study & Discussion...

CASE #2 - Payroll Feed

- Creating New Reports Using MS Access - Flat: Single or canned reports no modifications
- Creating New Reports Using MS Access - Fancy: combine 2 or more reports, create payroll extracts, build reports for internal business partner needs

Case Study & Discussion...

- Source data is only available in a specific format
- The required data for all transactions necessary is not contained in a single report
- A specific import file structure is required for loading
- Need to load the data in a high frequency.

Sample ADP Import Format

```
CSVFileType,ImportManualChecks_NonNOS_JobCosting
CompanyCode,XYZ
CheckLevel,440000,1110,1,5400,5250
DistributionLevel,01,0,100,4500,4350
HoursAndEarnings,40,2000,10,1500
OtherHoursAndEarnings,24,3,10,1000
LienInformation,03/17/01,N
Deductions,34,150
Memos,0,25
JobLevel,1,500,100,4500
HoursAndEarnings,40,2000,10,1500
OtherHoursAndEarnings,24,3,10,1000
Memos,0,25
DistributionLevel,2,1,100,900,900
HoursAndEarnings,40,600,6,300
JobLevel,2,100,100,750
HoursAndEarnings,30,500,5,250
JobLevel,3,800,50,150
HoursAndEarnings,10,100,1,50
```

Case Study & Discussion...

	A	B	C	D	E	F	G	H	I
1	Emp ID	Grant Number	W2 Income	Tax Key	Deduction Code	Other Hours And Earnings Code	Distribution Code	TRANSACTION DATE	TRANSACTION TYPE
2	123	GrantNum	100001.56	1	a	n	B	1/1/2011	Exercise
3	124	GrantNum	100002.56	2	a	n	B	1/2/2011	Exercise
4	125	GrantNum	100003.56	3	a	n	B	1/3/2011	Exercise
5	126	GrantNum	100004.56	4	a	n	B	1/4/2011	Exercise
6	127	GrantNum	100005.56	5	a	n	B	1/5/2011	Exercise
7	128	GrantNum	100006.56	6	a	n	B	1/6/2011	Exercise
8	129	GrantNum	100007.56	7	a	n	B	1/7/2011	Exercise
9	130	GrantNum	100008.56	8	a	n	B	1/8/2011	Exercise
10	131	GrantNum	100009.56	9	a	n	B	1/9/2011	Exercise
11	132	GrantNum	100010.56	10	a	n	B	1/10/2011	Exercise
12	133	GrantNum	100011.56	11	a	n	B	1/11/2011	Exercise
13	134	GrantNum	100012.56	12	a	n	B	1/12/2011	Exercise
14	135	GrantNum	100013.56	13	a	n	B	1/13/2011	Exercise
15	136	GrantNum	100014.56	14	a	n	B	1/14/2011	Exercise
16	137	GrantNum	100015.56	15	a	n	B	1/15/2011	Exercise
17	138	GrantNum	100016.56	16	a	n	B	1/16/2011	Exercise

	A	B	C
1	Tax Key	Tax Desc	Tax Amount
2	1	Federal	10.11
3	1	Federal 35	10.11
4	1	Social Security	11.11
5	1	Medicare	12.11
6	1	SDI	13.11
7	1	State-CA	14.11
8	2	Federal	20.11
9	2	Federal 35	20.11
10	2	Social Security	21.11
11	2	Medicare	22.11
12	2	SDI	23.11
13	2	State-CA	24.11
14	3	Federal	30.11
15	3	Federal 35	30.11
16	3	Social Security	31.11
17	3	Medicare	32.11
18	3	SDI	33.11
19	3	State-CA	34.11
20	4	Federal	40.11
21	4	Federal 35	40.11

Case Study & Discussion...

Configuration

Create Payroll File

Create Qualifying Dispositions File

Create Disqualifying Dispositions File

	A	B	C	D	E	F	G
1	CSVFileType	ImportManualChecks_NonNOS					
2	CompanyCode	XXX					
3	CheckLevel	GrantNum	123	1	100001.56	100001.56	
4	DistributionLevel	1 B			100001.56	100001.56	
5	HoursAndEarnings	0	0	0	0		
6	OtherHoursAndEarnings	n	3		100001.56		
7	TaxAmounts	20.22	11.11	12.11	14.11		13.11
8	Deductions	a	99930.9				
9	CheckLevel	GrantNum	124	1	100002.56	100002.56	
10	DistributionLevel	1 B			100002.56	100002.56	
11	HoursAndEarnings	0	0	0	0		
12	OtherHoursAndEarnings	n	3		100002.56		
13	TaxAmounts	40.22	21.11	22.11	24.11		23.11
14	Deductions	a	99871.9				
15	CheckLevel	GrantNum	125	1	100003.56	100003.56	
16	DistributionLevel	1 B			100003.56	100003.56	
17	HoursAndEarnings	n	n	n	n		

Case Study & Discussion...

CASE #3 -

- Monthly Option Planning Summary - Flat: standard canned report
- Monthly Equity Planning Summary - Fancy: includes all equity types, added text, assorted features

Case Study & Discussion...

Snap shot of a sample Stock Option Planning Summary Report where the report includes only Options and Awards are excluded.

Stock Option Planning Summary

OPTIONS OUTSTANDING WITH SHARES UNVESTED
AS OF 1/1/2009

Base Value: \$ 5.0000
% Multiplier: 10.0000


Only Options are included

Number	Option Date	Plan/Type	Outstanding	Price	Vested 1/1/2009 \$ 5.0000	Unvested 1/1/2009 \$ 5.0000	Unvested 7/1/2009 \$ 5.5000	Unvested 1/1/2010 \$ 6.0500	Unvested 7/1/2010 \$ 6.6550	Unvested 1/1/2011 \$ 7.3205	Unvested 7/1/2011 \$ 8.0525
003123	08/09/02	99NQ/NQ	62	\$12.0000	62 *	0	0	0	0	0	0
V009135	09/07/07	05NQ/NQ	106	\$21.8800	22 *	84 *	84 *	63 *	63 *	42 *	42 *
011403	12/12/08	05NQ/NQ	179	\$3.3600	44	135	112	90	67	45	22
006439	01/13/06	05NQ/NQ	125	\$14.3200	100 *	25 *	25 *	0	0	0	0
002506	06/10/02	99NQ/NQ	62	\$11.8800	62 *	0	0	0	0	0	0
007320	09/08/06	05NQ/NQ	106	\$24.8000	63 *	43 *	43 *	22 *	22 *	0	0
004799	09/30/04	NQ01/NQ	75	\$9.2000	75 *	0	0	0	0	0	0
TOTALS			715		44	135	112	90	67	45	22
VALUE					\$220.00	\$675.00	\$616.00	\$544.50	\$445.89	\$329.42	\$177.16
PRICE					(\$147.84)	(\$453.60)	(\$376.32)	(\$302.40)	(\$225.12)	(\$151.20)	(\$73.92)
GAIN					\$72.16	\$221.40	\$239.68	\$242.10	\$220.77	\$178.22	\$103.24

* Price greater than Value, No Gain - Shares not included in totals

Case Study & Discussion...

Snap shot of a sample Equity Planning Summary Report where the report includes both Options and Awards.



	A	B	C	D	E	F	G	H		N	O	P				
1	SOS Custom Planning Summary															
2	Base Value: 15.65															
3	Number of Years: 5															
4	As of Date for Years: 12/31/2007															
5	As of Date from Personnel Summary: 12/31/2009															
6	As of Date from Planning Summary: 12/31/2007															
7																
8	ID	Name	AccountID	Number	OptionDate	Plan/Type	Outstanding	Price	Vested	Unvested	Year1	Year2	Year3	Year4	Year5	DataSource
9	1		0001	00000263	8/28/2002	99/ISO	7,479	0.6	47,300	0	0	0	0	0	0	PS
10	2		0001	00000512	8/28/2002	99/ISO	2,177	0.6	3,870	0	0	0	0	0	0	PS
11	3		0001	00000602	8/28/2002	99/ISO	0	0.6	3,630	0	0	0	0	0	0	None
12	4		0001	00000714	2/26/2003	99/ISO	14,934	0.6	27,700	0	0	0	0	0	0	PS
13	5		0001	00000907	10/30/2003	99/ISO	17,500	0.6	17,500	0	0	0	0	0	0	PS
14	6		0001	00002421	1/28/2004	99/ISO	67,375	0.7	67,375	0	1,404	0	0	0	0	PS
15	7		0001	00002220	5/17/2005	99/ISO	9,832	1	9,832	0	2,458	1,024	0	0	0	PS
16	8		0001	00004136	6/28/2007	99/ISO	1,875	12.4	1,875	0	0	0	0	0	0	EARA
17	9		0001	00004708	12/12/2007	99/ISO	1,406	14.5	469	937	0	469	468	469	0	EARA
18	10		0001	00005148	12/19/2007	07/ISO	468	26	156	312	0	156	156	156	0	EARA
19	11		0001	00006102	8/15/2008	07/RSU	2,578	0	1,172	2,578	234	938	937	938	703	EARA
20	12		0001	00007570	8/15/2009	07/ISO	4,500	13.35	375	4,125	0	375	1125	1125	1125	EARA
21	13		0001	00007660	8/15/2009	07/RSU	937	0	63	937	0	63	250	250	250	EARA
22	14		0001					VALUE	2835169.65	134230.05	64102.4	44899.85	43507	43538.3	32520.7	
23	15		0001					GAIN	2683118.4	65574.8	60661.6	32069.1	21702.25	21719.05	17501.95	

Case Study & Discussion...

CASE #4 - Annual Proxy Reporting - Flat:

multiple canned reports and additional manual manipulation to determine proper table requirements

- Annual Proxy Reporting -Fancy: Produce single report with data in required Proxy table format

Regulation S-K: Item 402(c)

Summary Compensation Table

Name & principal position (a)	Year (b)	Salary (\$) (c)	Bonus (\$) (d)	Stock Awards (\$) (e)	Option Awards (\$) (f)	Non-Equity Compensation (\$) (g)	Nonqualified Deferred Compensation Earnings (h)	All Other Compensation (i)	Total (\$) (j)
Jane Smith, CEO	2010								
	2009								
	2008								

Grant-date fair value for all awards made during fiscal year

- FASB ASC Topic 718
- Not reduced by estimated forfeitures
- Factor in dividends and earnings paid on unvested awards
- For performance-based awards report value based on probable outcome of performance condition
 - Footnote maximum amount potentially payable
- Footnote valuation assumptions or cross-reference to footnotes to financial statements in Form 10-K (or MD&A)
 - Or to Grants Table

Case Study & Discussion...

CASE #4 –Sample report

Fair Value pulled from Valuation Records, Dividends pulled from outside source

Company Name		Summary Compensation Table Item 402 C										
		Year 1 1/1/2008-12/31/2008										
		Year 2 1/1/2009-12/31/2009										
		Year 3 1/1/2010-12/31/2010										
		Ending Market Value										
Name	ID	Grant Date	Number	Plan	Type	Price	Restricted Shares Granted	Total Fair Value of Restricted Shares	Stock Option Shares Granted	Total Fair Value of Option Shares	Dividends Paid	Total Value
		6/15/2010	12345	2002	RSU	\$0.00	15,000	\$ 93,750.00	0	0	0	\$ 93,750.00
Total Year 3								\$ 93,750.00	0	0	0	\$ 93,750.00
		12/8/2009	22345	2002	RSU	\$0.00	15,000	\$ 86,250.00	0	0	0	\$ 86,250.00
		3/10/2009	22346	2002	NQ	\$5.50	0	0	35,000	\$ 218,750.00	0	\$ 218,750.00
Total Year 2								\$ 86,250.00		\$ 218,750.00		\$ 305,000.00
		1/18/2008	32345	2002	NQ	\$4.25	0	0	35,000	\$ 201,250.00	\$2,525.00	\$ 203,775.00
		12/12/2008	32346	2002	NQ	\$5.25	0	0	15,000	\$ 86,250.00	0	\$ 86,250.00
Total Year 1										\$ 287,500.00	\$2,525.00	\$ 290,025.00

Formulas to calculate totals by year

Case Study & Discussion...

CASE #5 – DTA Reporting

- Multiple canned reports and additional manual manipulation to determine actual DTA balance
- DTA Custom-Fancy: Produce single report with data from 3 reports, eliminates the need to use excel and do manual calculations each time

DTA Balance Custom Report

CASE #5 – DTA Reporting

- Expense Allocation – Recognition
 - DTA Booked
 - DTA Reversed for forfeitures
 - Some tax personnel want it “pre-tax-affected” (enter tax rate of 100%)
 - **One row per tranche**
- Tax Benefit Reconciliation
 - DTA Reversed at Exercise, Release, Expiration, etc.
 - **One row per TRANSACTION**
- Valuation Disclosure Recap
 - **Shares outstanding by tranche**

Sample DTA Balance Report

TEST Database

DTA BALANCE REPORT - Customized TEST

Page: 1

FROM 1/1/2006 TO 4/12/2011

File: DTABAL6

REPORT TYPE: All

Date: 4/12/2011

REPORT VIEW: Detail

Time: 8:33:07PM

FORFEITURE REVERSAL: At Vest Date

FORFEITURE RATES: Defined Rates

PRIOR RATE: 5%

CURRENT RATE: 5%

SINGLE: USE WGT AVG RATE

TBR

VDR

EXPENSE RECOG

SINGLE APPROACH METHOD: Ratable

ESTIMATE ONLY: No

INCLUDE DEFERRED TAX ASSET: Yes

TAX METHOD: Defined Rate

TAX RATE: 40%

Number is equal to 00000934 OR 10000850 OR 00004716

EXPENSES

Number	Type	Grant/ Begin Date	Service Date	Total Days	Rate (%)	Total Expense (\$)	To Date Amortized Expense (\$)	To Date Amortized Expense Incl Forfeitures (\$)	To Date Recognized Expense (\$)	Adjustment (\$)	To Date Net Expense (\$)	DTA Tax Rate Booked (\$)	DTA Reversed (\$)	DTA Balance (\$)	Outstanding
00000934	NQ	01/01/07	01/01/08	365	100.00	100.00	100.00	100.00	100.00	0.00	100.00	40.00	40.00	0.00	0
00000934	NQ	01/01/08	01/01/09	366	100.00	100.00	100.00	100.00	100.00	0.00	100.00	40.00	40.00	20.00	50
00000934	NQ	01/01/09	01/01/10	365	100.00	100.00	100.00	100.00	100.00	0.00	100.00	40.00	40.00	40.00	100
00000934	NQ	01/01/10	01/01/11	365	100.00	100.00	100.00	100.00	100.00	0.00	100.00	40.00	40.00	40.00	100
00004716	PSU	01/01/11	01/15/12	379	95.39	150.00	39.97	38.13	39.97	0.00	38.13	40.00	15.25	0.00	15.25
00004716	PSU	01/01/11	06/15/12	531	93.41	150.00	28.53	26.65	26.53	0.00	26.65	40.00	10.66	0.00	10.66
00004716	PSU	01/01/11	12/15/12	714	91.04	225.00	31.83	28.98	31.83	0.00	28.98	40.00	11.59	0.00	11.59
10000850	NQ	01/01/05	01/01/06	365	100.00	250.00	250.00	250.00	0.00	0.00	0.00	40.00	0.27	0.00	0.27
10000850	NQ	01/01/06	01/01/07	365	100.00	250.00	250.00	250.00	250.00	0.00	250.00	40.00	100.00	60.00	100
10000850	NQ	01/01/07	01/01/08	365	100.00	250.00	250.00	250.00	250.00	0.00	250.00	40.00	100.00	0.00	250
10000850	NQ	01/01/08	01/01/09	366	100.00	250.00	250.00	250.00	250.00	0.00	250.00	40.00	100.00	0.00	250
Totals						1,925.00	1,500.33	1,493.76	1,250.33	0.00	1,243.76	497.78	120.00	377.78	1,150

Report Catalog / Library

- Documentation, Documentation, Documentation!
 - When creating or purchasing custom report templates it is highly recommended to create a catalog of all custom templates.
 - Store the following information:
 - Who created it?
 - When was it created?
 - Why was it created? (What does it do?)
 - Who utilizes it?
 - Where is it stored?
 - Which version of your software was it originally created for?
 - Don't spend time (or \$\$) creating or paying for a custom report that you already have!

Library of Sample Reports

- Just a few sample reports...
 - Award / Option agreement with logo
 - Award / Option agreement with added fields
 - Capital account reconciliation for Restricted Stock
 - Shares subject to release with tax election profile
 - Termination report with last date to exercise modified for International participants
 - Termination report with trading window details
 - Planning summary with added fields for underwater options
 - Planning summary for all equity types
 - Add grant ID when not included in standard report
 - Modify existing reports to various exportable formats / aligning export formats
 - Closing statement adding in trade restrictions, process, footnotes
 - RSU Tax estimation prior to release
 - Custom Acquisition statements for participants
 - More ...

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