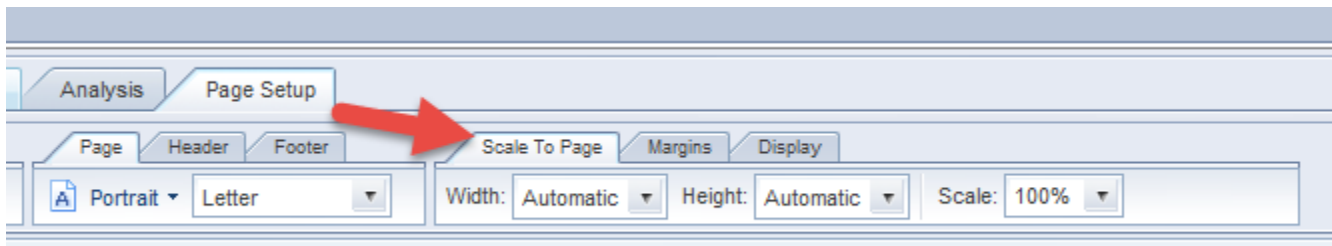


How does Scale to Page work?

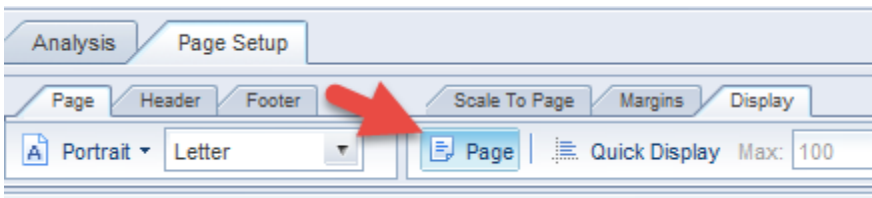
As we either create reports from scratch or add additional fields to existing reports, we are challenged with making sure they stay within the format of one page width. While Scale to Page is available for width & height, the document with focus on using it for width.

Using the Scale to Page option:

Once you are in the design mode of your report, you will notice under the Page Setup tab, the Scale to Page Sub Tab.



In this example, I am using the Official SCEIS FI – Appropriation Balances (477 Equivalent) Enterprise Report, which I have copied into my Favorites. You will notice the report is formatted to be Portrait and print to letter sized paper



Also note that the report is set on a Page display, not the quick display. This will display on your screen what the printed page will look like.

Below is the Report before I make any changes.

D500 DEPARTMENT OF ADMINISTRATION

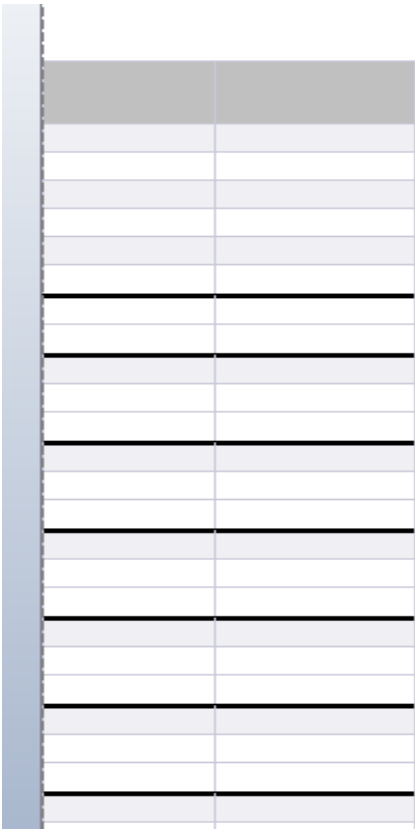
Fund High Level	Funded Program - Budget	Budget Act CI Key	Appropriations	Net Transfers	YTD Actual Expense	Balance Before Commitments
10000000 GENERAL FUND	0100.010000.000 ADMINISTRATION	501014	\$0.00	\$191,251.00	\$167,133.46	\$24,117.54
		501058	\$525,359.00	(\$43,140.00)	\$357,626.89	\$124,592.11
		501060	\$332,859.00	(\$177,219.00)	\$134,050.81	\$21,589.16
		501070	\$30,762.00	(\$13,494.00)	\$9,899.25	\$7,368.75
		512001	\$794,405.00	\$202,359.79	\$830,513.89	\$166,250.90
	0100.010000.000 ADMINISTRATION Total:		\$1,683,385.00	\$159,757.79	\$1,499,224.30	\$343,918.45
	0107.100000X000 Technology Investmen	561000	\$98,784.00	\$197,568.00		\$296,352.00
	0107.100000X000 Technology Investmen Total:		\$98,784.00	\$197,568.00		\$296,352.00
	0117.050000X000 ETV Coverage - Legis	512001			\$838,269.00	(\$838,269.00)
		561000	\$838,269.00	\$0.00		\$838,269.00
	0117.050000X000 ETV Coverage - Legis Total:		\$838,269.00	\$0.00	\$838,269.00	\$0.00
	1000.150505X000 Capitol Complex Rent	512001			\$719,781.00	(\$719,781.00)
		561000	\$719,781.00	\$0.00		\$719,781.00
	1000.150505X000 Capitol Complex Rent Total:		\$719,781.00	\$0.00	\$719,781.00	\$0.00
	1000.150510X000 State House Maintena	512001			\$54,586.72	(\$54,586.72)
		561000	\$658,000.00	\$69,002.62		\$727,002.62
	1000.150510X000 State House Maintena Total:		\$658,000.00	\$69,002.62	\$54,586.72	\$672,415.90
	1000.150515X000 Mansion & Grounds	512001			\$26,114.64	(\$26,114.64)
		561000	\$126,000.00	\$0.00		\$126,000.00
	1000.150515X000 Mansion & Grounds Total:		\$126,000.00	\$0.00	\$26,114.64	\$99,885.36
	1000.351500X000 Emergency Communicat	512001			\$374,244.00	(\$374,244.00)
		561000	\$434,244.00	\$0.00		\$434,244.00
	1000.351500X000 Emergency Communicat Total:		\$434,244.00	\$0.00	\$374,244.00	\$60,000.00
	1001.250100.000 Division of Informat	501058	\$1,298,877.00	(\$297,772.17)	\$815,341.72	\$185,763.11
		501060	\$918,500.00	(\$160,000.00)	\$635,561.81	\$122,938.16

I want to add two columns to the right, one for commitments and one for Balance after Commitments. Once I insert the two columns, Anarchy ensues!

D500 DEPARTMENT OF ADMINISTRATION

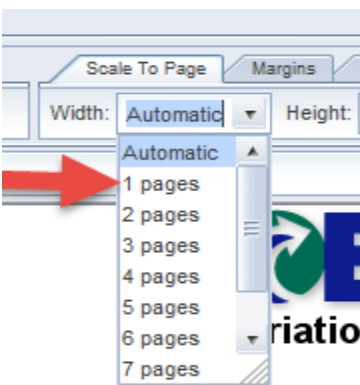
Fund High Level	Funded Program - Budget	Budget Act CI Key	Appropriations	Net Transfers	YTD Actual Expense	Balance Before Commitments	
10000000 GENERAL FUND	0100.010000.000 ADMINISTRATION	501014	\$0.00	\$191,251.00	\$167,133.46	\$24,117.54	
		501058	\$525,359.00	(\$43,140.00)	\$357,626.89	\$124,592.11	
		501060	\$332,859.00	(\$177,219.00)	\$134,050.81	\$21,589.19	
		501070	\$30,762.00	(\$13,494.00)	\$9,899.25	\$7,368.75	
		512001	\$794,405.00	\$202,359.79	\$830,513.89	\$166,250.90	
	0100.010000.000 ADMINISTRATION Total:		\$1,683,385.00	\$159,757.79	\$1,499,224.30	\$343,918.45	
	0107.100000X000 Technology Investmen	561000	\$98,784.00	\$197,568.00		\$296,352.00	
	0107.100000X000 Technology Investmen Total:		\$98,784.00	\$197,568.00		\$296,352.00	
	0117.050000X000 ETV Coverage - Legis	512001			\$838,269.00	(\$838,269.00)	
		561000	\$838,269.00	\$0.00		\$838,269.00	
	0117.050000X000 ETV Coverage - Legis Total:		\$838,269.00	\$0.00	\$838,269.00	\$0.00	
	1000.150505X000 Capitol Complex Rent	512001			\$719,781.00	(\$719,781.00)	
		561000	\$719,781.00	\$0.00		\$719,781.00	
	1000.150505X000 Capitol Complex Rent Total:		\$719,781.00	\$0.00	\$719,781.00	\$0.00	
	1000.150510X000 State House Maintena	512001			\$54,586.72	(\$54,586.72)	
		561000	\$658,000.00	\$69,002.62		\$727,002.62	
	1000.150510X000 State House Maintena Total:		\$658,000.00	\$69,002.62	\$54,586.72	\$672,415.90	
	1000.150515X000 Mansion & Grounds	512001			\$26,114.64	(\$26,114.64)	
		561000	\$126,000.00	\$0.00		\$126,000.00	
	1000.150515X000 Mansion & Grounds Total:		\$126,000.00	\$0.00	\$26,114.64	\$99,885.36	
	1000.351500X000 Emergency Communicat	512001			\$374,244.00	(\$374,244.00)	
		561000	\$434,244.00	\$0.00		\$434,244.00	
	1000.351500X000 Emergency Communicat Total:		\$434,244.00	\$0.00	\$374,244.00	\$60,000.00	
	1001.250100.000 Division of Informat	501058	\$1,298,877.00	(\$297,772.17)	\$815,341.72	\$185,763.11	
		501060	\$918,500.00	(\$160,000.00)	\$635,561.81	\$122,938.19	

Setting Scale to Page to One Page

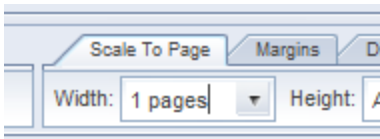


Notice that adding the two columns has made this report too wide for the page and now is two pages wide.

But, if I go to the Scale to Page, Width and select from the drop down menu, 1 Page



Setting Scale to Page to One Page



The report is resized and now fits back on the one page.

D500 DEPARTMENT OF ADMINISTRATION

Fund High Level	Funded Program - Budget	Budget Act Cl Key	Appropriations	Net Transfers	YTD Actual Expense	Balance Before Commitments		
10000000 GENERAL FUND	0100.010000.000 ADMINISTRATION	501014	\$0.00	\$191,251.00	\$167,133.46	\$24,117.54		
		501058	\$525,359.00	(\$43,140.00)	\$357,626.89	\$124,592.11		
		501060	\$332,859.00	(\$177,219.00)	\$134,050.81	\$21,589.19		
		501070	\$30,762.00	(\$13,494.00)	\$9,899.25	\$7,368.75		
		512001	\$794,405.00	\$202,359.79	\$830,513.89	\$166,250.90		
	0100.010000.000 ADMINISTRATION Total:		\$1,683,385.00	\$159,757.79	\$1,499,224.30	\$343,918.49		
	0107.100000X000 Technology Investmen	561000	\$98,784.00	\$197,568.00		\$296,352.00		
	0107.100000X000 Technology Investmen Total:		\$98,784.00	\$197,568.00		\$296,352.00		
	0117.050000X000 ETV Coverage - Legis	512001			\$838,269.00	(\$838,269.00)		
		561000	\$838,269.00	\$0.00		\$838,269.00		
	0117.050000X000 ETV Coverage - Legis Total:		\$838,269.00	\$0.00	\$838,269.00	\$0.00		
	1000.150505X000 Capitol Complex Rent	512001			\$719,781.00	(\$719,781.00)		
		561000	\$719,781.00	\$0.00		\$719,781.00		
	1000.150505X000 Capitol Complex Rent Total:		\$719,781.00	\$0.00	\$719,781.00	\$0.00		
	1000.150510X000 State House Maintena	512001			\$54,586.72	(\$54,586.72)		
		561000	\$658,000.00	\$69,002.62		\$727,002.62		
	1000.150510X000 State House Maintena Total:		\$658,000.00	\$69,002.62	\$54,586.72	\$672,415.90		
	1000.150515X000 Mansion & Grounds	512001			\$26,114.64	(\$26,114.64)		
		561000	\$126,000.00	\$0.00		\$126,000.00		
	1000.150515X000 Mansion & Grounds Total:		\$126,000.00	\$0.00	\$26,114.64	\$99,885.36		
	1000.351500X000 Emergency Communicat	512001			\$374,244.00	(\$374,244.00)		
		561000	\$434,244.00	\$0.00		\$434,244.00		
	1000.351500X000 Emergency Communicat Total:		\$434,244.00	\$0.00	\$374,244.00	\$60,000.00		
	1001.250100.000 Division of Informat	501058	\$1,298,877.00	(\$297,772.17)	\$815,341.72	\$185,763.11		
		501060	\$918,500.00	(\$160,000.00)	\$635,561.81	\$122,938.19		
		501070	\$0.00	\$26,751.17	\$26,751.17	\$0.00		
		512001	\$207,250.00	\$815,202.14	\$413,214.53	\$609,237.61		
	1001.250100.000 Division of Informat Total:		\$2,424,627.00	\$384,181.14	\$1,890,869.23	\$917,938.91		
	1001.250500X000 Enterprise Technolog	512001			\$6,080,398.34	(\$6,080,398.34)		
		561000	\$12,811,366.00	\$0.00		\$12,811,366.00		
	1001.250500X000 Enterprise Technolog Total:		\$12,811,366.00	\$0.00	\$6,080,398.34	\$6,730,967.66		
	1002.350100.000 State Technology Ope	501058	\$294,189.00	(\$9,699.42)	\$180,394.68	\$104,094.90		
		501070	\$0.00	\$9,699.42	\$9,699.42	\$0.00		
		512001	\$123,011.00	\$21,576.34	\$76,689.31	\$67,898.03		

TA★DAH!

