General Formatting For All Reports

PURPOSE

This document explains the general formatting for all reports in CS Lucas system.

WHY IS THIS IMPORTANT?

This is to ensure that the user understands both the capabilities and limitations of the system in report formatting.

PROCEDURE

The following are the format definition used.

- All report will be A4 unless otherwise stated.
- All Number and caption on column relating to number are **right** aligned.
- All Date/Text and caption on column relating to Date/Text are **left** aligned.
- Date format are in d-mmm-yy
- Currency format are in #,##0.00 (e.g. 1,234,567.89). Unless specified, values will be rounded to two decimal places. Negative amount will be expressed with brackets [e.g. (1,234.56)].
- Percent format are in #,##0.00000 (e.g. 3.12345). Unless specified, values will be rounded to six decimal places. There will be no suffix of % after the number. Instead the column name will have the unit. Example Rate %.
- Exchange rate format will be as entered but truncated to 6 decimal places (0.000000) unless specified, values will be rounded to six decimal places.

Value Entered	Display As
1.2345678	1.234567

1.23	1.230000
12345	12345.000000

- Security price format will be #,##0.000000 (e.g. 3.123456). Unless specified, values will be rounded to six decimal places. Decimal prices for bonds will be expressed as decimal amount rather than %. Therefore 103.4567 will be expressed as 1.034567.
- Height of each row is set in the system to 0.5 cm during design mode. Please note that final look and feel depend on printer, screen resolution, operating system and may vary.
- Report Title is Arial Point 12 Bold
- Font is Arial size 8. Arial Narrow will be used if required to fit report into the page size. The approximate look as feel are as follows

Arial 8
Arial Narrow 8

- All grouping are done by the report writing tools and would be sorted alphabetically (unless explicitly overridden by report designs).
- These font and size will apply (unless explicitly overridden by report designs)

Report Title	**Arial 12 Bold**
Report Criteria	**Arial 10 Bold**
Page Header	Arial 8 Underline
Detail Normal	Arial 8 Underline
Details Narrow	Arial Narrow 8
Footer	Arial 6

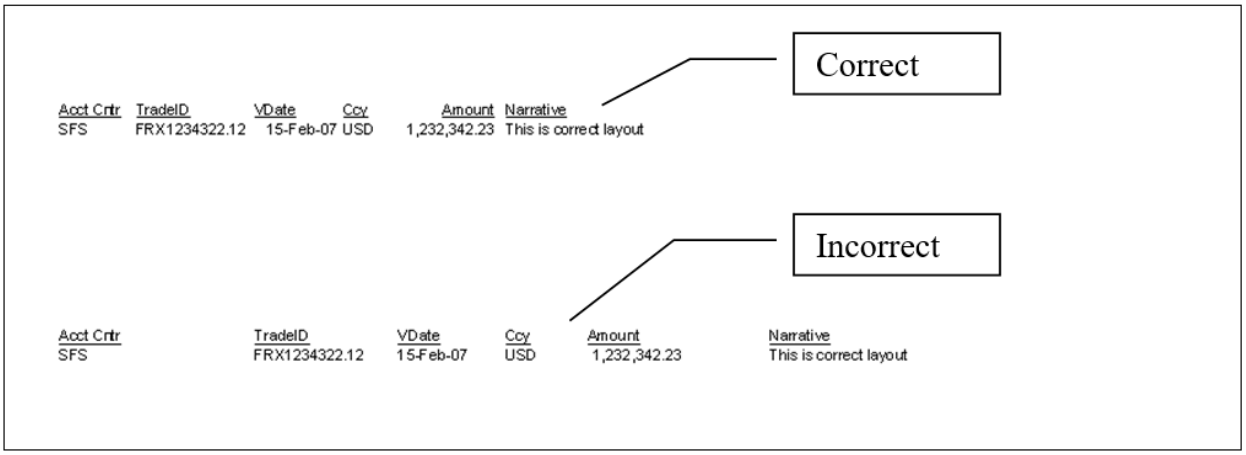
- Page Margin are:

Landscape	Left	5 mm,
	Top	10 mm

Portrait Top 5 mm

Left 10 mm

- Column widths are as per sample reports.
- Column width would not extend beyond the content required.

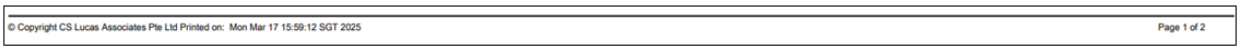


- Values will be wrapped if the content extend beyond the column width (unless explicitly overridden by report designs).
- All Numbers will be wrapped and not truncated if the content extend beyond the column width.
- The report Header will contain the report id and CS Lucas logo

For example:

- The report Footer will contain “Copyright CS Lucas Associates Pte Ltd” followed by “Printed on: [day, date and time] on the left. The right side will contain the page number – eg. Page 1 of 2.

For example:



Data Precision and Unit of Measure in Reports

Data Precision

Data in the system is maintained in its original precision within the database. For example, monetary amounts follow the decimal point precision defined by the currency. Most currencies are recorded with two decimal places, while some, such as JPY and IDR, do not use decimals.

Reports use the displayed precision when computing totals and subtotals.

Example

Description	Month 1	Month 2	Total
Payment	499,000.00	300,000.03	799,000.03
Receipts	-100,000.03	-1,700,000.48	-1,800,000.51
Net	398,999.97	-1,400,000.45	-1,001,000.48

Unit of Measure (UOM) in Reports

Certain reports allow users to express totals in different units of measure: **Units, Thousands, and Millions**. This feature is designed to meet the following needs:

1. **Materiality Level Adjustment**
   - When viewing data for a single company, it may be appropriate to display exact unitary amounts.
   - For consolidated global reports, using Thousands or Millions may improve readability and relevance.
2. **Currency-Specific Considerations**
   - Some currencies, such as IDR and JPY, require more digits to express the same value.
   - Using a larger UOM can improve readability on screens or reports with limited space.

Balancing Readability and Precision

While using a larger UOM improves readability, it reduces precision as the displayed numbers are rounded. Users should carefully balance clarity with precision, particularly when dealing with mixed positive and negative values that are being added together.

Key Considerations:

- **Avoid Rounding That Affects Significance**
  Do not use a UOM that rounds small values to zero, as this may lead to misinterpretation.

Effect

Below are the effects of different units of measurement (UOM) on the rendering of the example below, especially in the UOM = Millions calculation.

UOM = Unit

Description	Month 1	Month 2	Total
Payment	499,000	300,000	799,000
Receipts	-100,000	-1,700,000	-1,800,000
Net	399,000	-1,500,000	-1,001,000

UOM = Thousand

Description	Month 1	Month 2	Total
Payment	499	300	799
Receipts	-100	-1,700	-1,800
Net	399	-1,500	-1,001

UOM = Million

Description	Month 1	Month 2	Total
Payment	0	0	0
Receipts	0	-2	-2
Net	0	-2	-2

General Recommendation

Generally, avoid using a unit of measurement (UOM) that rounds small values to zero, as this can alter their significance. In the example above, 100,000 retains its significance when expressed in units or thousands (100,000 or 100K) but loses it when rounded to millions (0 million). Users should consider whether this is desirable based on the purpose of the data and the decisions that need to be made. The user should determine the optimal UOM to ensure that the displayed precision will maintain the accuracy of your data.

If the preset number formats do not meet your needs, we recommend downloading reports at their full value in Excel and applying custom number formatting. This gives you full flexibility and control to tailor the display to your specific requirements, whether adjusting units, decimal places, or formatting styles, ensuring clarity and consistency in your report.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
17-Mar-2025	TS	Created.