

USPS Roll Forward Model  
Excel/VBA Program Documentation

Report Writer

User's Manual

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## **I. OVERVIEW**

### **A. Purpose of the Roll Forward Model**

The roll forward model supports rate case filings by providing analyses of estimated accrued costs of the Postal Service by mail class or service for total future accrued costs, which form the basis for proposed changes in rates or fees. The analyses of estimated costs include an explanation of the effect on estimated total cost of projected cost level changes, projected mail volume levels, nonvolume workload factors, the change in the number of work days, the specification of the cost savings which will be realized from gains and improvements in total productivity, the identification of other program costs expected to be incurred in the forecasted test period (typically 2 to 3 years projected forward), and the workyear mix adjustment.

Costs are itemized by major categories or cost segments, such as postmasters, supervisors, city delivery, transportation, etc, and by individual cost elements, or components, within cost segments. The costs for the Postal Service are also categorized as those costs which can be attributed to a class of mail or type of mail service, and any costs which cannot be attributed. For R2005-1, the cost forecasting or "roll forward" (roll forward) model provides for each component the forecasting factors for seven different effects, including the workyear mix adjustment.

### **B. Background and Model Update**

The Postal Service has converted and redesigned its roll forward financial modeling system from a mainframe-based COBOL application to a PC-platform using off-the-shelf software. The driving factors for this redesign were to reduce the learning curve needed to use and run the model, to improve maintainability, to increase flexibility, and to give greater visibility to model actions. The new model has been developed with Microsoft Excel as the platform.

### **C. Purpose of the Roll Forward Model Report Writer**

The Report Writer module generates future year reports needed for rate case filings from output files (effects workbooks) produced by the Roll Forward Model Excel/VBA Program.

## II. ROLL FORWARD MODEL EXCEL/VBA PROGRAM

- Develops future costs by multiplying cost components by a series of factors
- Elements include:
  - cost matrix (input)
  - factors used to adjust cost matrix (input)
  - user specifications on how costs are to be adjusted (input)
  - effects workbook (output)
- Requires user-specified effects list. In R2005-1 there were 9 roll forward effects to choose from:
  - Cost Level Change: impact of resource price changes
  - Mail Volume Change: impact of change between current and future years volumes
  - Nonvolume Workload: impact of change due to network or system-wide changes
  - Additional Workday: impact of change due to changes in number & type of work days
  - Cost Reduction Programs: impact of USPS programs resulting in cost savings.
  - Other Programs: impact of all other programs.
  - Corporate Wide Activities: impact of corporate wide activity costs.
  - Service Wide Costs: impact of service wide costs.
  - Workyear Mix Adjustment: changes in mix of employees and overtime use.
- Run Options include:
  - Selected years (creates workbooks for all effects for each year)
- Sequence of Calculations:
  - Base Year cost matrix is input in the initial calculation.
  - Effects workbook generated by model includes a future cost matrix.
  - The cost matrix of the first effect calculated by the model is the input for the succeeding calculation (next effect on the list of effects).
  - The last effect cost matrix generated by the model incorporates cost changes due to all previous effects (as a result of sequential calculations)
  - Sequence of calculations corresponds to the order of effects specified by users in their list of effects.

### **III. ROLL FORWARD REPORT WRITER**

#### **A. Capabilities**

Generates future year reports needed for rate case filings from files (effects workbooks) produced by the Roll Forward Model Excel/VBA Program.

Provides:

- Cost Segment Summary
- Cost Component Summary
- Cost Segment Change Report by Mail Class
- Cost Component Change Report by Mail Class

The Base Year Model is currently under redesign. Until the redesign is complete, the report writer can be used to generate the following reports for roll forward years, using prepared report templates:

- Factor Report
- PESSA (B) Report
- Cost Segments and Components (C) Report
- Total Volume Variable Costs including Final Adjustments (D) Report

#### **B. Report Formats**

- Formats for the Cost Segment Summary and Cost Component Summary allow user options. Versions presenting total costs are intended for use as support in rate case filings. Remaining versions (summaries for a specified mail class) are provided for use in special analyses.
- Formats for the Cost Segment Change Report by Mail Class and for the Component Change Report by Mail Class are standard (no user options).
- Factor, B, C and D report formats allow user options (Before Workyear Mix Adjustment and After Workyear Mix Adjustment).

Report parameters including cost segments and cost components are established in RFModel.xls. Refer to RFModel.xls user manual for modifying parameters.

### **C. Features**

- PC based program
- Microsoft Excel is the platform (Visual Basic for Applications is an integrated package)
- Directories for input effects workbook files specified by users.
- Directories for output report files specified by users (target directory).
- Provides reports for one year per run.
- Requires inputs (effects workbooks) provided by Roll Forward Model Excel/VBA Program.

### **D. Hardware**

Recommend run on PC with Pentium IV with 256 Mb of RAM

### **E. Software**

Recommend MS Excel 2000 or MS Excel XP

## **IV. EXCEL WORKBOOKS**

RFModel.xls generates effects workbooks which are required as inputs when running RFRewriter.xls.

File management procedures recommended to RFModel.xls users are:

- Provide a directory for the rate case.
- Underneath provide separate directories for the USPS and for the PRC.
- Under each of these provide directories for Scenarios 1, 2, 3 etc.
- Establish a directory providing a backup copy of RFModel.xls preserving the rate case parameters.

RFRewriter.xls users need to refer to these RFModel.xls directories for obtaining effects workbooks needed to write reports.

Excel workbooks required for running the RFRewriter.xls are:

### **A. Report Writer**

RFRewriter.xls contains the VBA program and various worksheets presenting parameters used in generating effects workbooks (examples provided with model replicates USPS R2005-1).

Note: Users are advised to save a backup copy (RFRewriter.Backup.xls).

### **B. Effects Workbooks**

Effects workbooks (present cost changes for effects) are generated by RFModel.xls. The model generates one workbook for each effect for each future year (examples provided with model replicates USPS R2005-1).

### **C. RFModel.xls**

Access to a copy of RFModel.xls which contains the rate case parameters is required to update parameters. The Report Writer can be run without the roll forward model if no parameters require changing (see section V below).

## **D. Templates for Factor, B, C, and D Reports**

Until the Base Year model has been redesigned, the Factor, B, C, and D Reports will be generated using pre-built template workbooks.

For replicating the R2005-1 rate case, workbooks containing templates are as follows:

### **USPS**

- R2005.BReport.USPS.xls
- R2005.C\_DReport.USPS.xls
- R2005.FactorInputs.USPS.xls
- R2005.FactorReport.USPS.xls

### **PRC**

- R2005.BReport.PRC.xls
- R2005.C\_DReport.PRC.xls
- R2005.FactorInputs.PRC.xls
- R2005.FactorReport.PRC.xls

## V. PARAMETERS

### A. Parameters obtained from Roll Forward Model

Various parameters are used by RFReportWriter.xls in generating reports. These parameters are contained in RFModel.xls and are automatically copied by the report writer on to the following worksheets:

- “Years”
- “Scenarios”
- “Effects”
- “MailClasses”
- “ComponentsUSPS”
- “ComponentsPRC”

This data includes the years for the rate case, the scenarios that have been run by the roll forward model, the list of effects, and the mail classes and components used in the rate case.

Refer to RFModel.xls user's manual for documentation on these worksheets.

### B. User Specified Parameters

Parameters specified by users in RFReportWriter.xls are in worksheets:

- “Locations”
- “UserSpecified”

Before editing RFReportWriter.xls worksheets to update parameters users are cautioned:

- Not to make format changes (i.e., inserting additional columns) to worksheets in the report writer workbook (RFReportWriter.xls).
- Items in blue (RFModel.xls) are those parameters read by the VBA program (indicated in bold italics below). These are the parameters that may be altered by users.

## 1. RFReportWriter.xls Worksheet "Locations"

RFReportWriter.xls provides a worksheet "Locations" in which users are required to enter directories for input files.

This worksheet tells the report writer:

- The Rate Case designation (for report names).
- Rate Case Base Year.
- Directory for effects workbooks.
- Directory to put report files (outputs).
- Directory to find templates for the Factor, B, C, and D Reports.
- Directory for RFModel.xls workbook.
- Name of workbook containing model (RFModel.xls).

A copy of the RFReportWriter.xls worksheet "Locations" is presented below.

Enter Rate Case Designation Used in Report Names	R2005
Enter Rate Case Base Year:	2004
Enter Directory for Effect Workbooks	C:\USPS
Enter Directory to Put Report Files Goes to Effect Workbooks Directory if left blank	C:\USPS\Output
Enter Directory for Factor, B, CD Report Templates (Workbooks) Do not leave blank	C:\USPS\Templates
Enter Directory for RFModel	C:\USPS\Programs
RFModel File Name	RFModel.xls
<b>NOTES:</b> Updates MailClasses, Years, Scenarios, ComponentsUSPS, ComponentsPRC, and Effects lists from RFModel workbook. DOES NOT update CostSegments page.	

Note: There may be a limit of 247 characters on you system for directory paths. This will not be a problem unless your network has extremely long path names and/or directory names. Shorten the directory names until the directory name are under this limit, or map a network drive to your directory.

## 2. RFReportWriter.xls Worksheet "UserSpecified"

RFReportWriter.xls provides a worksheet "UserSpecified" in which the maximum number of items allowed for various parameters (VBA program limits) are specified. Note that these values will not normally change. This worksheet is provided for ease of maintaining RFReportWriter.xls.

This worksheet tells the report writer the maximum allowable row or column headers for:

- Cost segments
- Classes
- Components
- Effects

The worksheet also tells the report writer:

The location of data in effects workbooks in various worksheets:

- Cost Segment Reports

- First row
- First column

- "InputMatrix"

- First row
- First column

**The parameters listed above should not normally require changes.**

The number of pages (for printing):

- Cost Segment Summary Report
- Component Summary Report
- Cost Segment Change Report
- Component Change Report (each table)

**NOTE: The pages for printing may have to be adjusted to match the output of your printer.** The pages for printing allow the model to generate continuous page numbers on a complete set of printed reports. For example, printing to a PDF file typically requires only 36 pages for each Component Change Report workbook, while

some printers may require 35 pages for each Component Change Report workbook. Adjust this number as needed for continuous page numbers in reports.

A copy of the RFReportWriter.xls worksheet "UserSpecified" is presented below.

Maximums Allowed

Maximum Number of Cost Segments	<b>30</b>
Maximum Number of Classes	<b>200</b>
Maximum Number of Components	<b>1600</b>
Maximum Number of Effects	<b>20</b>

Location of Data in Effect Workbooks:

First Row for Reports	<b>7</b>
First Column for Reports	<b>1</b>

Location of Data in InputMatrix:

InputMatrix Row Offset	<b>3</b>
InputMatrix Column Offset	<b>3</b>

Pages for Printing:

Cost Segment Summary Report	<b>1</b>
Component Summary Report	<b>19</b>
Cost Segment Change Report	<b>20</b>
Component Change Report (each table)	<b>36</b>

Selections for USPS/PRC Drop-Down List (Do Not Change)

USPS
PRC

Selections for Before or After Workyear Mix Adjustment Drop-Down List (Do Not Change)

Before Workyear Mix Adj.
After Workyear Mix Adj.

## VI. RUNNING THE REPORT WRITER

RFReportWriter.xls worksheet "RWMenuPage" is replicated below.

Microsoft Excel - RFReportWriter.R2005\_20050222

File Edit View Insert Format Tools Data Window Help Adobe PDF

Home

UNITED STATES POSTAL SERVICE

Roll Forward Model Version: Release 1 (20050127.1222)  
Copyright © 2004 United States Postal Service

Report Writer

GO

Update Info From RFModel

Select USPS or PRC methodology: USPS

Select Roll Forward Year for Reports: 2005

Choose Scenario Workbook Suffix: USPSEnh R2005-1 USPS Enhanced

Save and Close Report Workbooks

Change Report Menu

Cost Segment Summary  Create  Print

Component Summary  Create  Print

Mail Class for Summary Reports: Total Costs Class No. 200

Cost Segment Change Report by Mail Class  Create  Print

Component Change Report by Mail Class  Create  Print

Factor, B, C, D Report Menu

Create Factor, B, C, D Reports for Scenario / Year

Print Factor Report - Space, Rental Value and Capital Keys

Print B Report - PESSA Costs

Print C Report - Cost Segments and Components

Print D Report - Includes Final Adjustments and Contingency

Before or After Workyear Mix Adjustment: After Workyear Mix Adj.

RWMenuPage / Locations / Years / Scenarios / Effects / MailClasses / ComponentsUSPS / Compone

Ready

start

1:10 PM

### A. Full Menu Selection

1. Select USPS or PRC methodology
2. Select roll forward year for reports
3. Choose scenario workbook suffix
4. Check "Save and Close Report Workbooks"
5. Check "Create" and/or "Print" for desired report(s) on the "Change Report Menu":
  - Cost Segment Summary
  - Component Summary

- Cost Segment Change Report by Mail Class
  - Component Change Report by Mail Class
6. Make selection for "Mail Class for Summary Reports" on the "Change Report Menu". "**Total Costs**" is the option required for creating reports filed in a rate case. Additionally any mail class in RFModel.xls is an option (must scroll down in the window to see all options).
  7. Check "Create Factor, B, C, D Reports for Scenario/Year" on the "Factor, B, C, D Report Menu" if appropriate.
  8. Select the type of Factor, B, C, D Reports to generate:
    - Before Workyear Mix Adj.
    - After Workyear Mix Adj.
  9. Check the relevant print option(s) on the "Factor, B, C, D Report Menu" if printed versions are desired:
    - "Print Factor Report – Space, Rental Value and Capital Keys"
    - "Print B Report – PESSA Costs"
    - "Print C Report – Cost Segments and Components"
    - "Print D Report – Includes final Adjustments and Contingency"
  10. Press "GO" to run the report writer.

The option to "Update Info from RFModel" is required if any rate case parameters have changed, including new scenarios.

Note: The "Select Roll Forward Year for Reports" and the "Scenario Workbook Suffix" choices in the drop down menus above are loaded from RFModel.xls. Refer to RFModel.xls user's manual on how these options are set. RFReportWriter.xls users can write reports only for selections for which RFModel.xls outputs (effects workbooks) have been saved.

## B. Creating Reports

Before creating reports make sure selections for determining the type of report to be generated have been made:

- Select USPS or PRC methodology
- Select Roll Forward Year for reports
- Choose Scenario Workbook Suffix

To save the output report files (target directory specified in RFReportWriter.xls, worksheet "Locations"):

- Check "Save and Close Report Workbooks"

The "Save and Close Report Workbooks" option is required to be checked to save any report file, including Factor, B, C and D reports. If this option is not selected then the user must manually save all created reports.

Make sure effects workbooks, templates, and the roll forward model workbook (input files) are actually in the directories specified (RFReportWriter.xls worksheet "Locations"). If not, update the directory path to specify the desired directories.

### 1. Summary Report

A summary report workbook for the selected roll forward year and scenario will be generated with the following worksheets:

- **"CSSummary"** (Cost Segment Summary)
- **"ComponentSummary"**

To create a summary report:

1. Select USPS or PRC methodology
2. Select Roll Forward Year for reports
3. Choose Scenario Workbook Suffix
4. Check "Save and Close Report Workbooks"
5. Check "Create" and/or "Print" for the relevant worksheet(s) to be included in the Summary Report on the "Change Report Menu":

- Cost Segment Summary
- Component Summary

6. Make selection for "Mail Class for Summary Reports" on the "Change Report Menu". "**Total Costs**" is the option required for creating reports filed in a rate case. Additionally any mail class in RFModel.xls is an option (must scroll down in the window to see all options).

After selections have been made, click on the command button "GO" to run the program (button not shown in the menu above).

Note: Users may specify one or both Summary Reports in the Change Report Menu portion of RFRReportWriter.xls, worksheet "RFMenuPage". If for example "Component Summary" is the only option checked then only the "ComponentSummary" worksheet will appear in the Summary Report workbook. The user can later select the other Summary Report and it will be added to the report workbook.

### **Workbook Naming Conventions**

Summary reports have the year, type of report and scenario included in their name.

As an example a summary report might be named:

**R2005.FY2005SumRpts.USPSEnh.xls** where:

**R2005** is the rate case designation.

**FY2005** refers to the selected roll forward year.

**SumRpts** refers to summary report(s).

**USPSEnh** refers to the scenario.

Note: Users must either rename the summary report workbook or create separate target directories if running the summary reports for additional mail classes, as the workbook name is the same regardless of mail class selected. The report writer will overwrite a summary report file with new data if a workbook of the same name already exists in the target directory.

## 2. Cost Segment Change Report by Mail Class

The cost segment change report provides summaries of cost changes (by cost segment) for mail classes, subclasses or special service for the selected roll forward year and scenario.

For R2005-1, the report workbook will contain 12 worksheets as follows:

1. "CSChgRptBY"
2. "CSChgRptCL"
3. "CSChgRptMV"
4. "CSChgRptNV"
5. "CSChgRptAW"
6. "CSChgRptCR"
7. "CSChgRptOP"
8. "CSChgRptCW"
9. "CSChgRptSW"
10. "CSChgRptTYBeforeMX"
11. "CSChgRptMX"
12. "CSChgRptTYAfterMX"

Worksheet "CSChgRptBY" presents the base year costs by cost segment before any roll forward effects have been applied for that year.

Worksheets "CSChgRptCL", "CSChgRptMV", "CSChgRptNV", "CSChgRptAW", "CSChgRptCR", "CSChgRptOP", "CSChgRptCW", and "CSChgRptSW" present changes by cost segment for the cost level, mail volume change, nonvolume workload change, additional workday, cost reductions, other programs, corporate wide activities, and servicewide costs effects, respectively (Section II. Roll Forward Model Excel/VBA Program).

Worksheet "CSChgRptTYBeforeMX" presents roll forward year costs after all effects have been applied except the workyear mix adjustment.

Worksheet "CSChgRptMX" presents changes by cost segment for the workyear mix adjustment.

Worksheet "CSChgRptTYAfterMX" presents costs by cost segment after all effects have been applied, including the workyear mix adjustment.

Note: The list of effects (RFReportWriter.xls worksheet "EffectsList") can be modified (see RFModel.xls user's manual).

To create a cost segment change report:

1. Select USPS or PRC methodology
2. Select Roll Forward Year for reports
3. Choose Scenario Workbook Suffix
4. Check "Save and Close Report Workbooks"
5. Check "Create" and/or "Print" for the "Cost Segment Change Report by Mail Class" on the "Change Report Menu".

After selections have been made, click on the command button "GO" to run the program (button not shown in the menu above).

### **Workbook Naming Conventions**

Cost segment change reports by mail class have the year, type of report and scenario included in their name.

As an example a cost segment change report might be named:

**R2005.FY2005CostSegChgRpt.USPSEnh.xls** where:

**R2005** is the rate case designation.

**FY2005** refers to the selected roll forward year.

**CostSegChgRpt** refers to cost segment change report.

**USPSEnh** refers to the scenario.

### 3. Component Change Report by Mail Class

The component segment change report provides summaries of cost changes (by component within cost segment) for mail classes, subclasses or special service for the selected roll forward year and scenario.

For R2005-1, 12 report workbooks are generated for the selected scenario and year. The contents of each workbook correspond to the contents of the 10 worksheets generated in a cost segment change report. The first workbook contains the base year costs by component within cost segment. The next six workbooks contain the cost changes due to each of the first eight roll forward effects. The next workbook contains the total costs by component within cost segment before the workyear mix adjustment, and is the sum of the base year costs and the costs due to the first eight roll forward effects. The next workbook contains the cost change due to the workyear mix adjustment. Finally, the last workbook contains the sum of the base year costs and all roll forward effects for the year, including the workyear mix adjustment.

For R2005-1, these 12 workbooks may be created for each roll forward year.

Each workbook contains a worksheet for each cost segment, containing the report costs for the components in that cost segment. Cost segment change report workbooks include worksheets for each cost segment as follows:

<b>“CS01”</b>	<b>“CS07”</b>	<b>“CS13”</b>	<b>“CS18”</b>
<b>“CS02”</b>	<b>“CS08”</b>	<b>“CS14”</b>	<b>“CS19”</b>
<b>“CS03”</b>	<b>“CS10”</b>	<b>“CS15”</b>	<b>“CS20”</b>
<b>“CS04”</b>	<b>“CS11”</b>	<b>“CS16”</b>	
<b>“CS06”</b>	<b>“CS12”</b>	<b>“CS17”</b>	

Component titles, which are the column headers of reports, are from RFRReportWriter.xls worksheet “ComponentsUSPS” (or “ComponentsPRC”). Mail class, subclass, or special service, which are the row headers, are from RFRReportWriter.xls worksheet “MailClasses”.

As discussed above report parameters including “ComponentsUSPS” and “ComponentsPRC” are established in RFModel.xls. Refer to the user manual for the model to learn how these parameters may be modified.

To create a component change report:

1. Select USPS or PRC methodology
2. Select Roll Forward Year for reports
3. Choose Scenario Workbook Suffix
4. Check "Save and Close Report Workbooks"
5. Check "Create" and/or "Print" for the "Component Change Report by Mail Class" on the "Change Report Menu":

After selections have been made, click on the command button "GO" to run the program (button not shown in the menu above).

### **Workbook Naming Conventions**

Component change reports by mail class have the year, type of report, effect and scenario included in their name.

As an example a cost segment change report might be named:

**R2005.FY2005ChgRpt.CL.USPSEnh.xls** where:

**R2005** is the rate case designation.

**FY2005** refers to the year.

**ChgRpt** refers to component change report.

**CL** refers to the effect (in this example, cost level).

**USPSEnh** refers to the scenario.

**NOTE:** Your screen may turn grey or white while reports are running. This is normal, and occurs when the program is running a Page Setup command. The screen will return shortly.

## 4. Factor, B, C, D Reports

Until the Base Year model has been redesigned in Excel, the RFRReportWriter.xls will create Factor, B, C and D reports using pre-built templates. The templates will be updated with the appropriate costs for the roll forward year. The following reports will be generated for the selected roll forward year:

- Factor reports - space, rental value and capital keys.
- B reports - PESSA costs.
- C reports - costs by cost segments and components
- D reports - includes final adjustments and contingency.

Prior to running RFRReportWriter.xls to create Factor, B, C and D reports users need to check and make sure templates (inputs) are actually in the directory specified (RFRReportWriter.xls worksheet "Locations"). If not, update the directory path to specify the correct directory containing the files.

Files containing templates are as follows:

### USPS

- **R2005.BReport.USPS.xls**
- **R2005.C\_DReport.USPS.xls**
- **R2005.FactorInputs.USPS.xls**
- **R2005.FactorReport.USPS.xls**

### PRC

- **R2005.BReport.PRC.xls**
- **R2005.C\_DReport.PRC.xls**
- **R2005.FactorInputs.PRC.xls**
- **R2005.FactorReport.PRC.xls**

Note: Files containing factor, B, C and D reports do not indicate the scenario in their file names, as these reports will typically be run after a year has been completed and will not change. If these reports are being run for multiple scenarios, say within a USPS version within a year (not normally done), it is advisable to either rename the created reports or create separate target directories for the additional scenarios. Otherwise files with the same name will be overwritten if attempts are made to store them in the same directory.

To create Factor, B, C and D reports:

1. Select USPS or PRC methodology
2. Select Roll Forward Year for reports
3. Choose Scenario Workbook Suffix
4. Check "Save and Close Report Workbooks"
5. Check "Create Factor, B, C and D Reports for Scenario/Year" on the "Factor, B, C, D Report Menu".
6. Select the type of Factor, B, C, and D Reports to generate (before or after workyear mix adjustment):
  - Before Workyear Mix Adj.
  - After Workyear Mix Adj.
7. Check the relevant print option(s) on the "Factor, B, C, D Report Menu" if printed versions are desired:
  - "Print Factor Report – Space, Rental Value and Capital Keys"
  - "Print B Report – PESSA Costs"
  - "Print C Report – Cost Segments and Components"
  - "Print D Report – Includes final Adjustments and contingency"

After selections have been made, click on the command button "GO" to run the program (button not shown in the menu above).

## Workbook Naming Conventions

### Factor Report

2 kinds of factor reports are created during a run:

- **Factor Report**
- **Factor Report Inputs**

**Factor reports** have the rate case, year, type of report, USPS or PRC and before or after work year mix adjustment included in their name.

As an example a factor report might be named:

**R2005.FY2005FactorReport.USPS.AMX.xls** where:

**R2005** is the rate case designation.

**FY2005** refers to the year.

**FactorReport** refers to the type of report.

**USPS** refers to the type of run.

**AMX** refers to after work year mix adjustment.

**Factor input reports** contain inputs needed to run these reports, including the appropriate cost matrix and other factors. The generated report workbooks have the the rate case designation, year, type of report, USPS or PRC and before or after work year mix adjustment included in their name.

As an example, the name of the workbook containing the inputs to the factor report might be named:

**R2005.FY2005FactorInputs.USPS.AMX.xls** where:

**R2005** is the rate case designation.

**FY2005** refers to the year.

**FactorInputs** refers to the type of report.

**USPS** refers to the type of run.

**AMX** refers to after work year mix adjustment.

## **B Report**

B reports have the rate case designation, year, type of report, USPS or PRC and before or after work year mix adjustment included in their name. As an example a B report might be named:

**R2005.FY2005BReport.USPS.AMX.xls** where:

**R2005** is the rate case designation.

**FY2005** refers to the year.

**BReport** refers to the type of report.

**USPS** refers to the type of run.

**AMX** refers to after work year mix adjustment.

## **C and D Reports**

C and D reports have the rate case designation, year, type of report, USPS or PRC and before or after work year mix adjustment included in their name.

As an example a C and D report might be named:

**R2005.FY2005C\_DReport.USPS.AMX.xls** where:

**R2005** is the rate case designation.

**FY2005** refers to the year.

**C\_DReport** refers to the type of report.

**USPS** refers to the type of run.

**AMX** refers to after work year mix adjustment.

## **C. Printing Reports**

Reports generated during a prior run of RFReportWriter.xls can be printed if the option "Save and Create Workbooks" was checked during the original run and the workbooks are in the directory specified above (RFReportWriter.xls worksheet "Locations").

Using the report writer to print workbooks can be a time saver especially if multiple workbooks are desired.

Users wanting to print only a portion of a workbook, say one worksheet, can do so by using pull-down windows in Excel to print their selection.

All outputs are formatted by the report writer for printing.

The Report Writer will tell you the name of your active printer, and will give you instructions if you want to change to another printer.

Note: RFReportWriter.xls print options for Factor, B, D and C reports provide printed copies of selected worksheets only. Worksheets printed are those required to support rate filings.