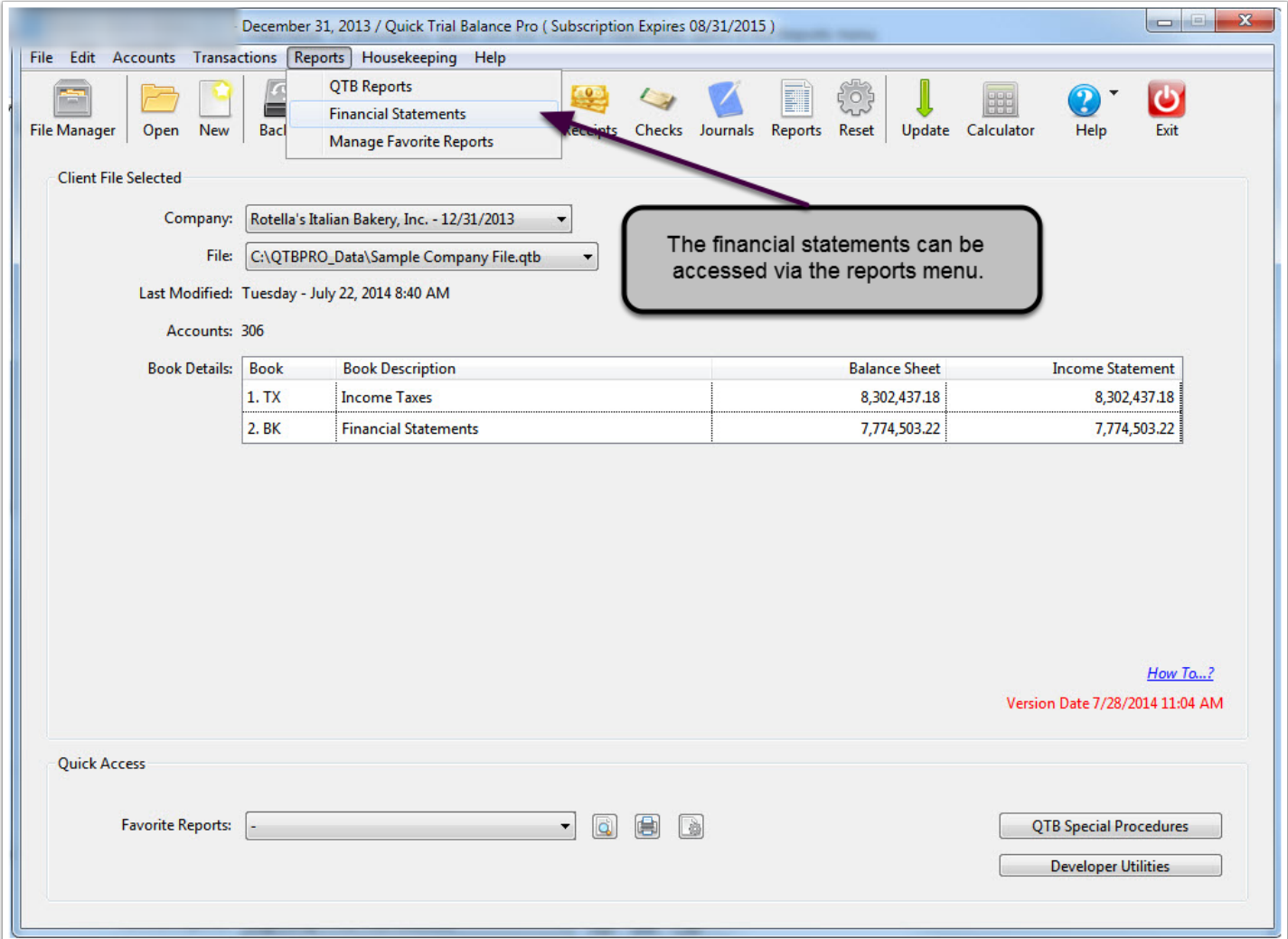


Quick Trial Balance Pro - Creating Financial Statements

Choose the Financial Statements Option

Quick Trial Balance Pro allows you to create customized financial statements, including accountant's report, table of contents, notes, and supporting statements. To choose this option click the Financial Statements option in the Reports menu.



December 31, 2013 / Quick Trial Balance Pro (Subscription Expires 08/31/2015)

File Edit Accounts Transactions **Reports** Housekeeping Help

File Manager Open New Back QTB Reports
Financial Statements
Manage Favorite Reports

Receipts Checks Journals Reports Reset Update Calculator Help Exit

Client File Selected

Company: Rotella's Italian Bakery, Inc. - 12/31/2013

File: C:\QTBPRO_Data\Sample Company File.qtb

Last Modified: Tuesday - July 22, 2014 8:40 AM

Accounts: 306

Book	Book Description	Balance Sheet	Income Statement
1. TX	Income Taxes	8,302,437.18	8,302,437.18
2. BK	Financial Statements	7,774,503.22	7,774,503.22

[How To...?](#)
Version Date 7/28/2014 11:04 AM

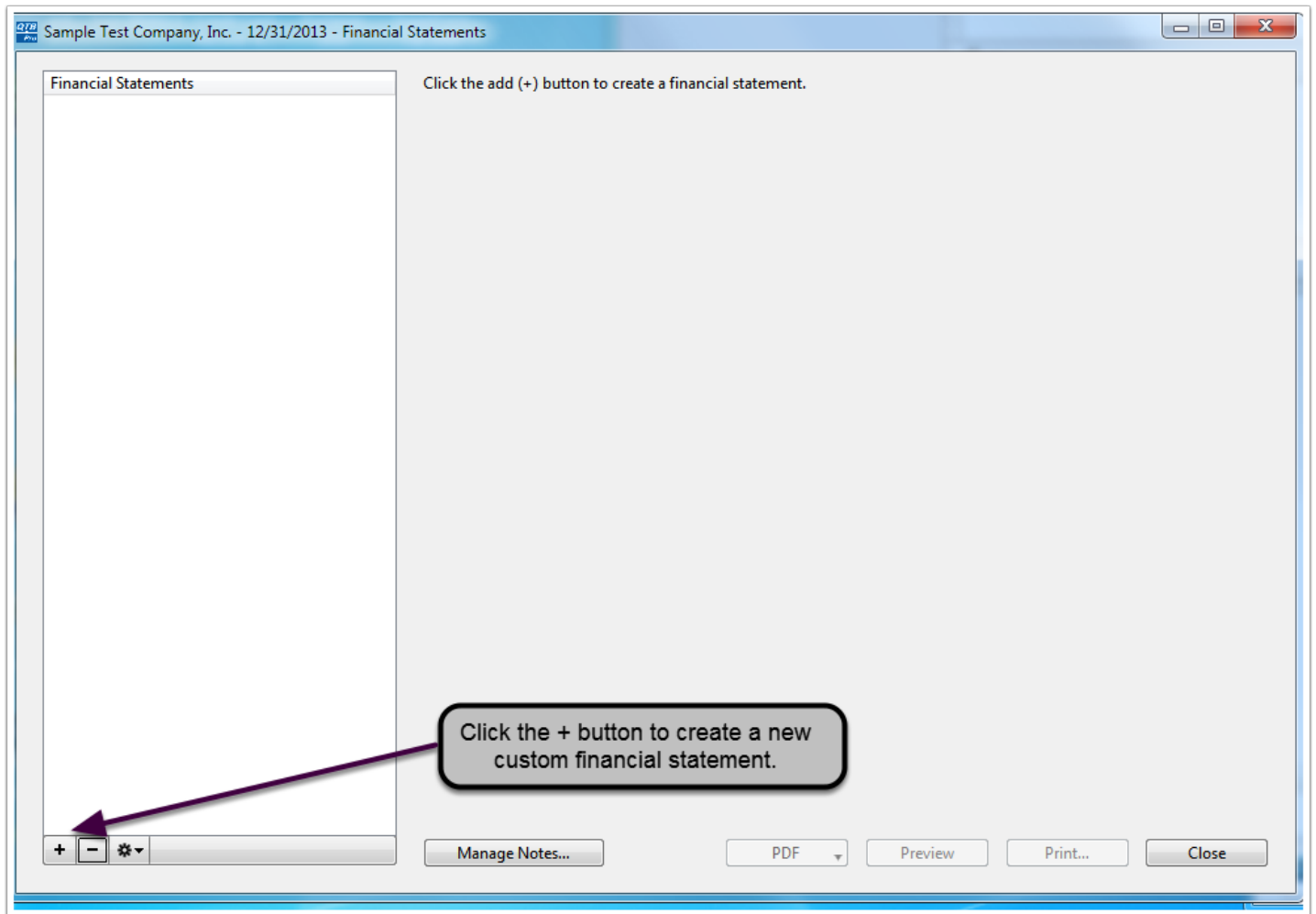
Quick Access

Favorite Reports: - [Printer] [PDF] [Print]

QTB Special Procedures
Developer Utilities

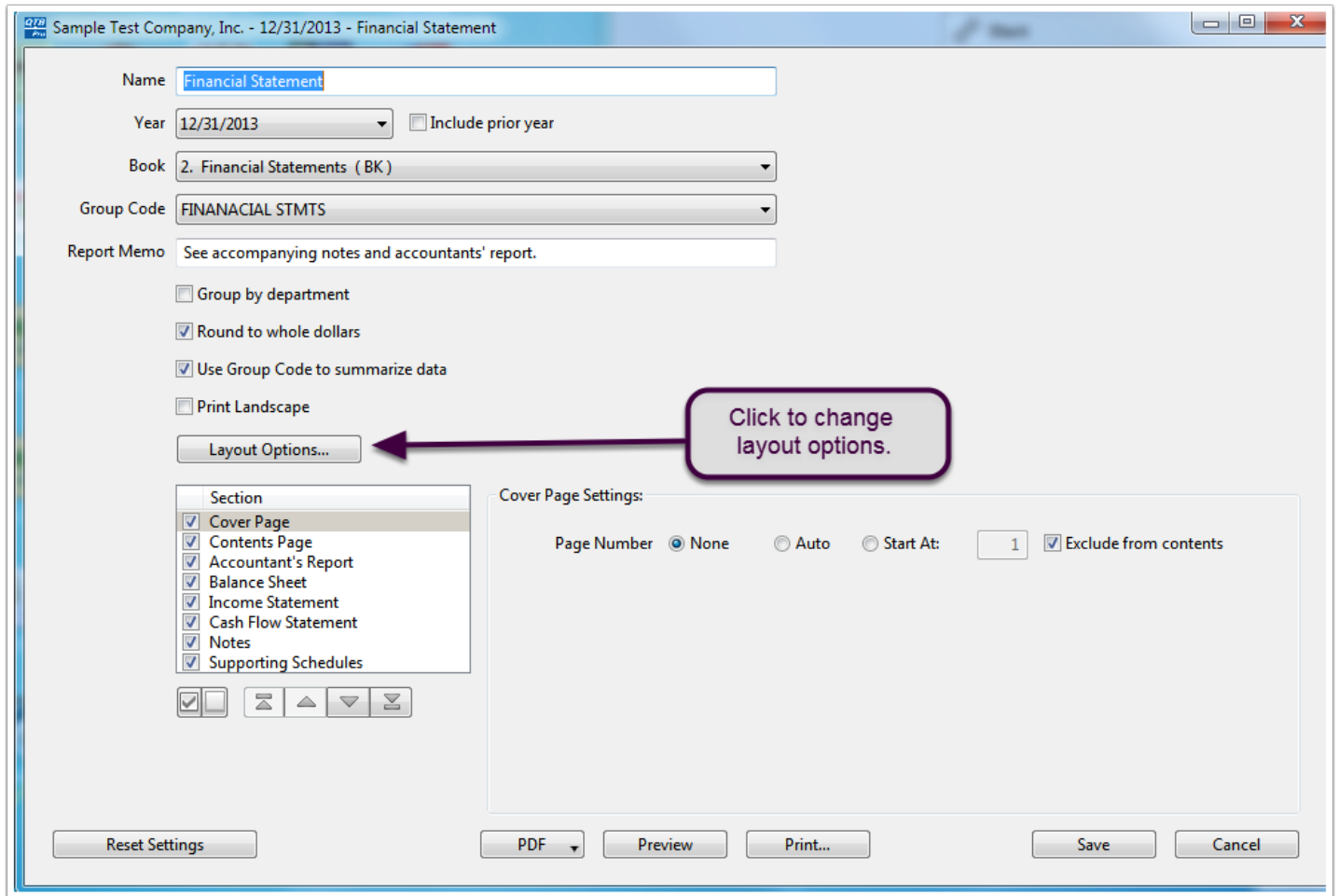
Create a Financial Statement

Once the Financial Statement option is selected, you can create a new financial statement for your client. In addition, if you previously created financial statements, you can manage them from this screen by clicking the "-" button to delete existing statements or click the "Configure Settings" button to configure the financial statements. If this is the first financial statement you are creating for this client, the "Configure Settings" screen automatically appears.



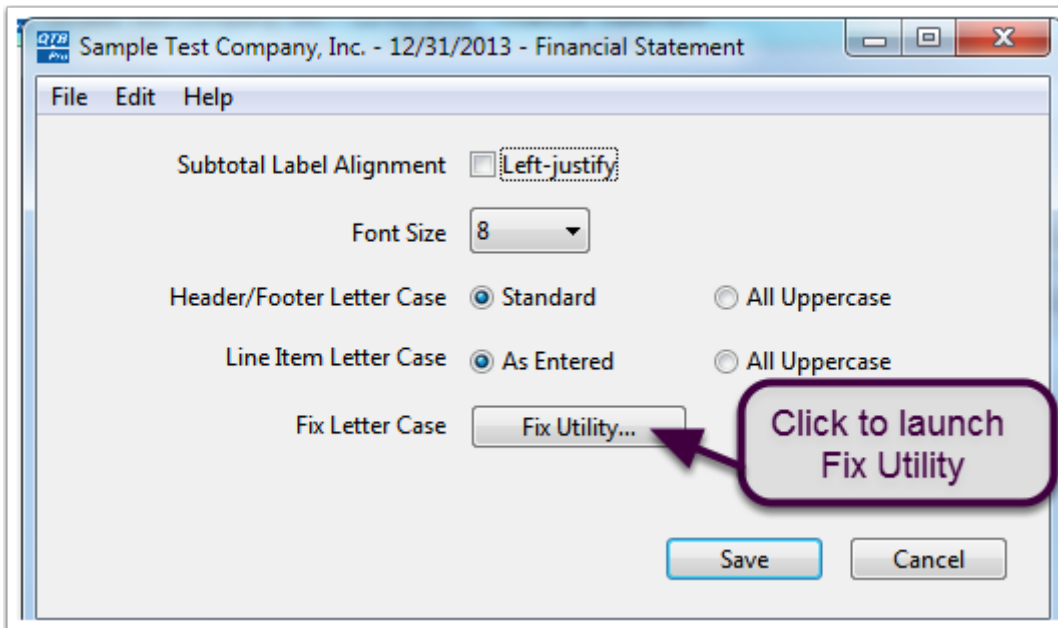
Cofigure Customized Financial Statements

On this screen, choose the name of the financial statement you are creating, the year for which you would like to print the statement, whether to include the prior year, which book to select, which Group Code to use, and any Report Memo you may want to include for the report. Also choose to Group by Department if you have department codes setup for you account numbers, whether to print rounded numbers or not, whether you want to use Group Codes to summarize the financial data, and the orientation of the report. To change the Layout Options, click that button below.



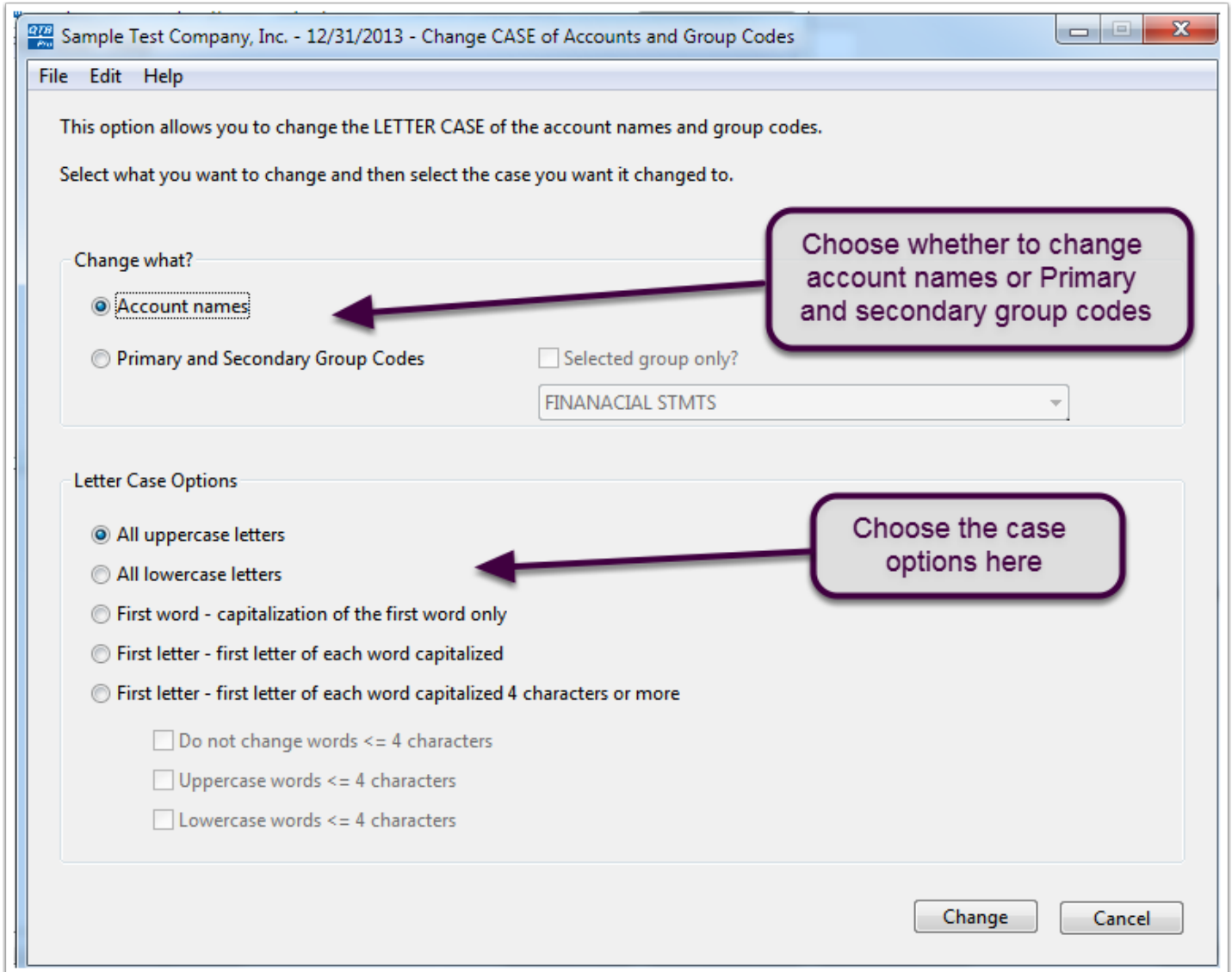
Layout Options

Change whether you want subtotals left-justified, the desired font size, the header/footer case, or the line item case. There is also a button to launch the "Fix Utility" which will allow you to permanently change the case of your account names and/or Group Codes. This option is also available in the Housekeeping menu and can be run at any time independent of the financial statements. Using the Fix Utility will permanently change your account names and Group Codes.



Fix Utility Options

This option will allow you to change the case of your account names or Primary/Secondary Group Codes that were previously entered or imported. You may still need to edit the actual accounts and groups if you have names of accounts or groups that require special handling.



Selecting which items to print

You can choose which components of the financial statements you want to print by checking or unchecking the box next to the financial statement item as shown below.

The screenshot shows the 'Financial Statement' window with the following settings:

- Name: Financial Statement
- Year: 12/31/2013 Include prior year
- Book: 2. Financial Statements (BK)
- Group Code: FINANACIAL STMTS
- Report Memo: See accompanying notes and accountants' report.
- Group by department
- Round to whole dollars
- Use Group Code to summarize data
- Print Landscape
- Layout Options...

Section List:

- Cover Page
- Contents Page
- Accountant's Report
- Balance Sheet
- Income Statement
- Cash Flow Statement
- Notes
- Supporting Schedules

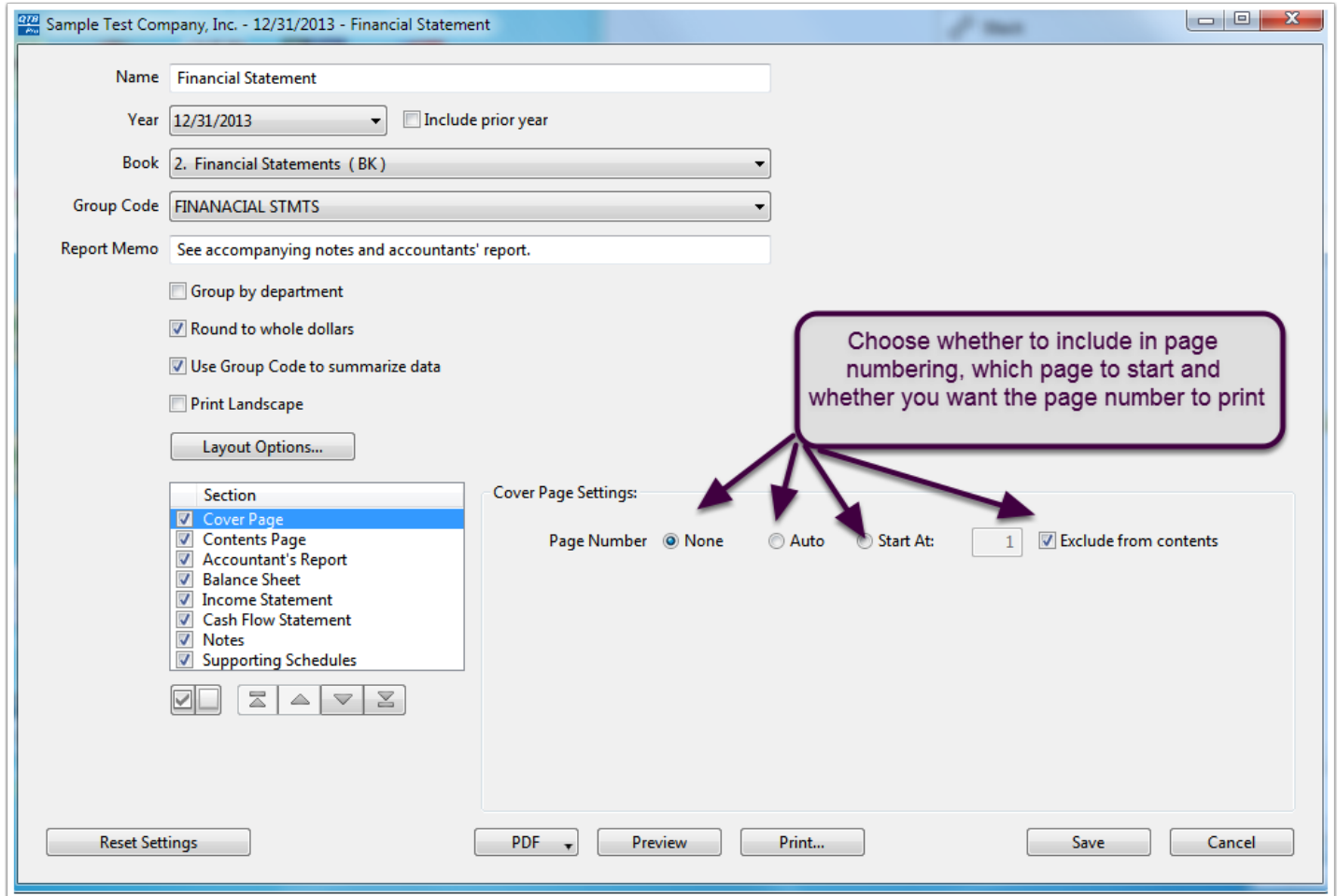
Cover Page Settings:

- Page Number: None Auto Start At: Exclude from contents

Buttons: Reset Settings, PDF, Preview, Print..., Save, Cancel

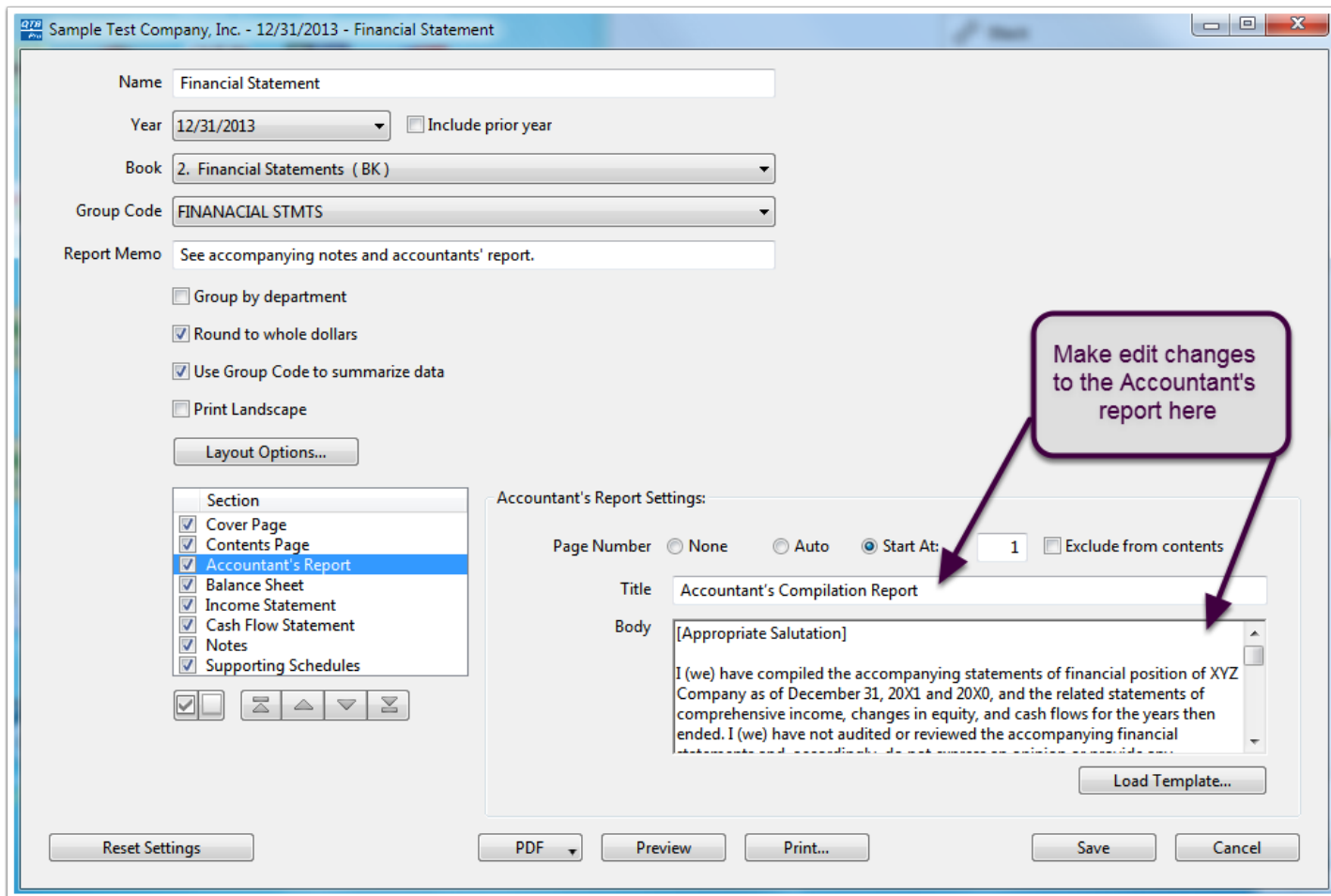
Cover Page and Table of Contents Options

Choose the various page numbering options of the Cover Page and Table of Contents pages if printing.



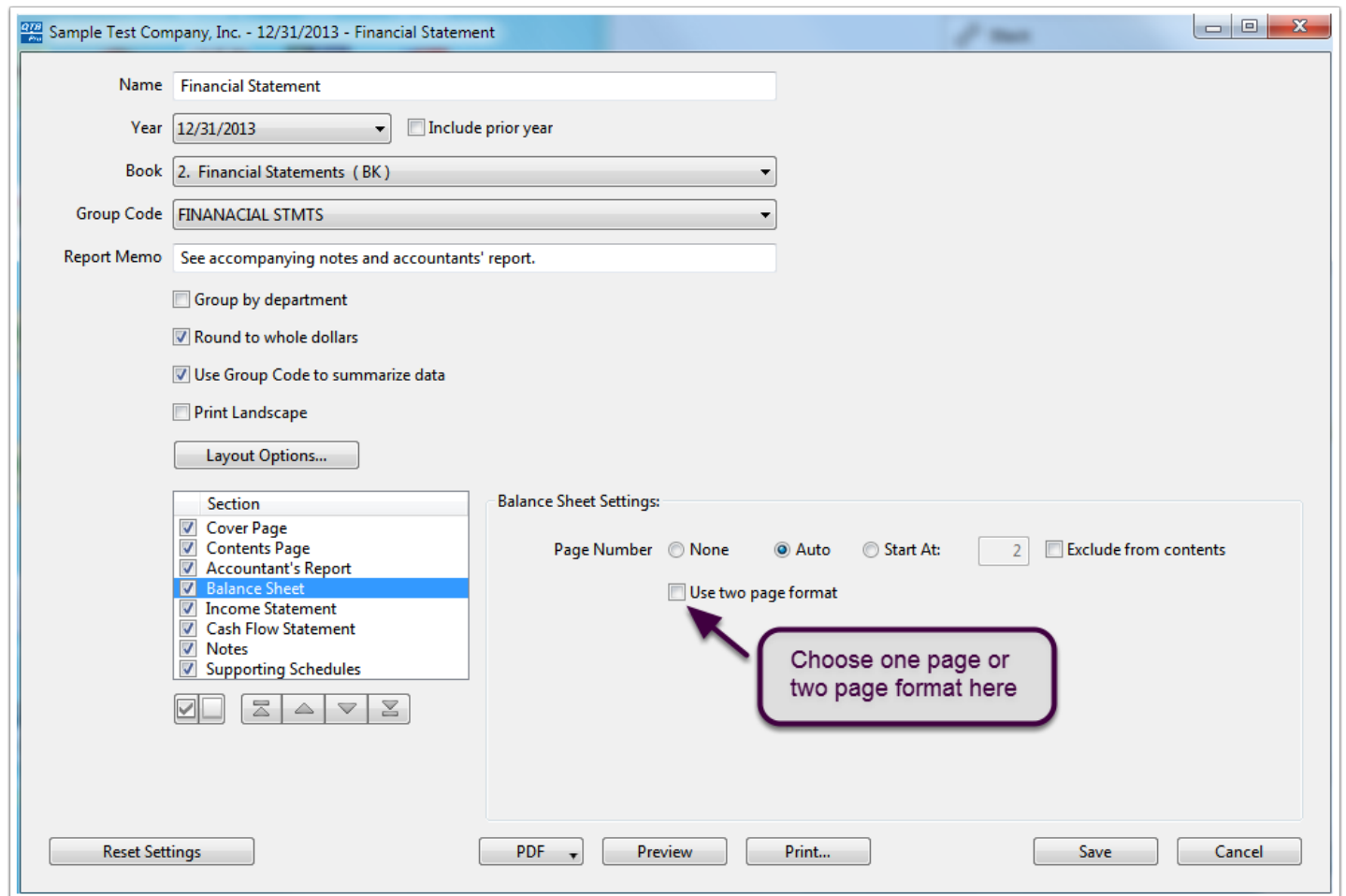
Accountant's Report Options

Along with page numbering options, you can enter change the title and contents of the report to suit your needs. There are several templates including one for a review, compilation, and audit of the financial statements. Any changes you make are saved as part of the report.



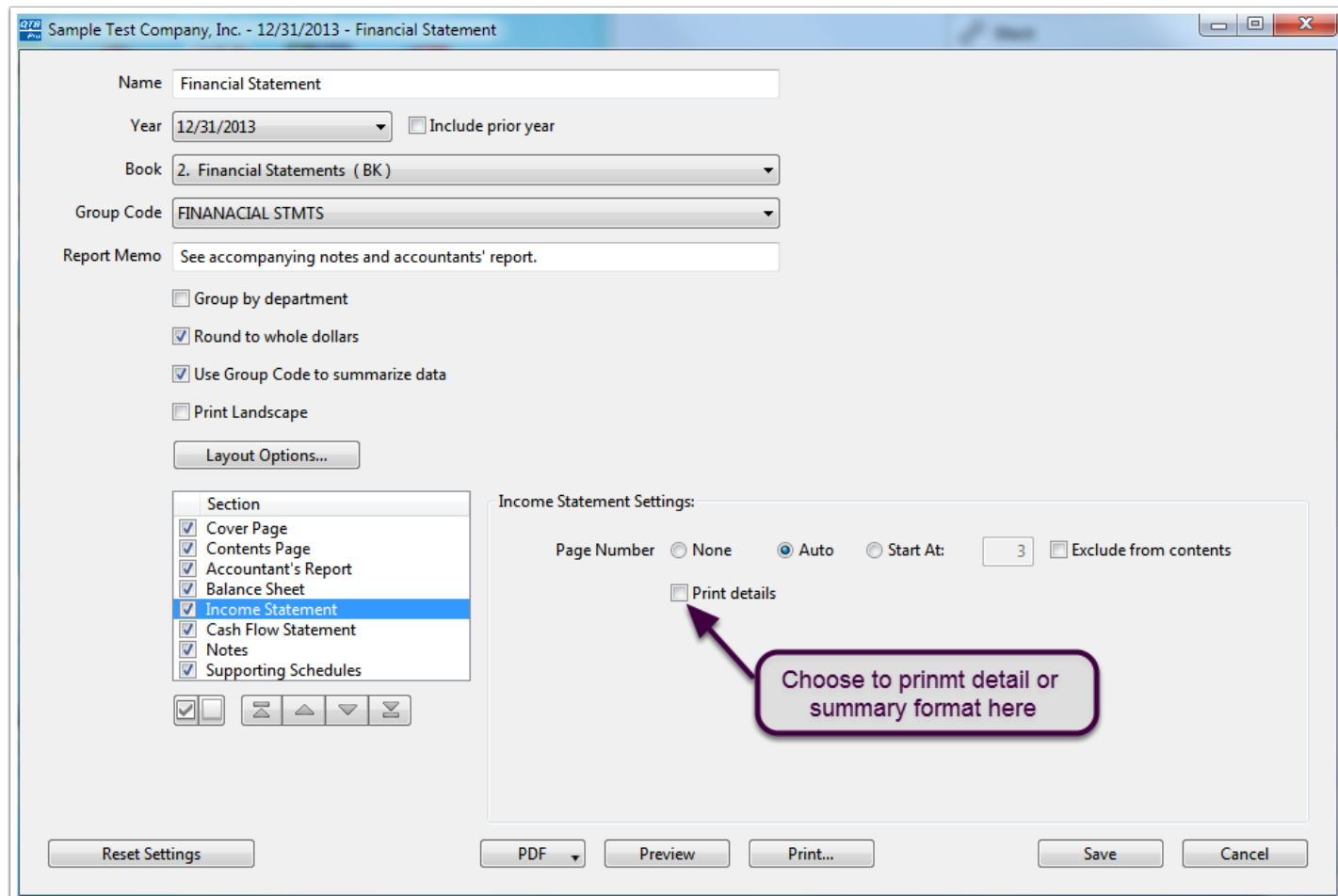
Balance Sheet Options

In addition to page numbering options, you select one page or two page format.



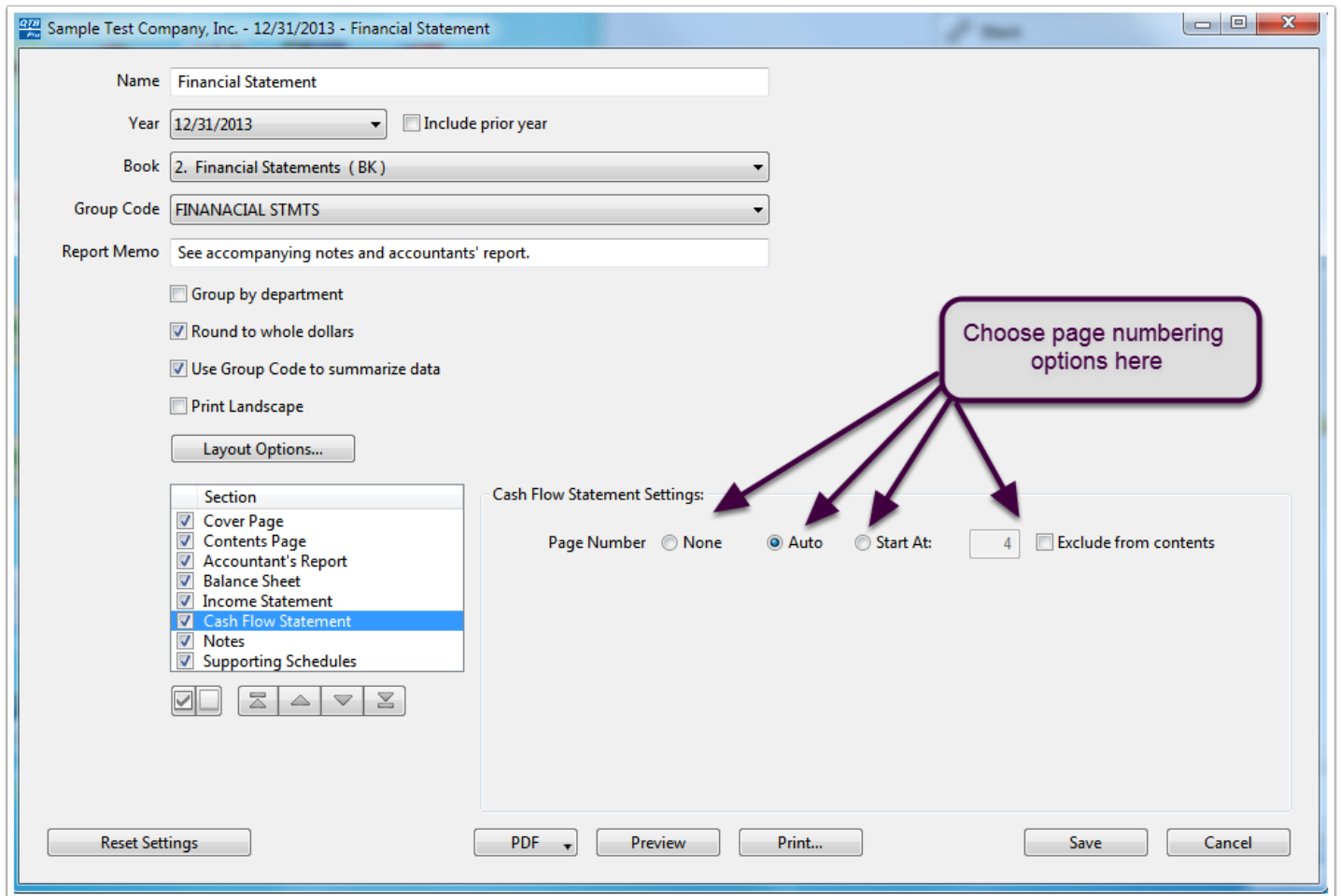
Income Statement Options

In addition to page numbering options, you can elect to print a detailed or summary income statement. The summary format with detailed supporting statements is the default.



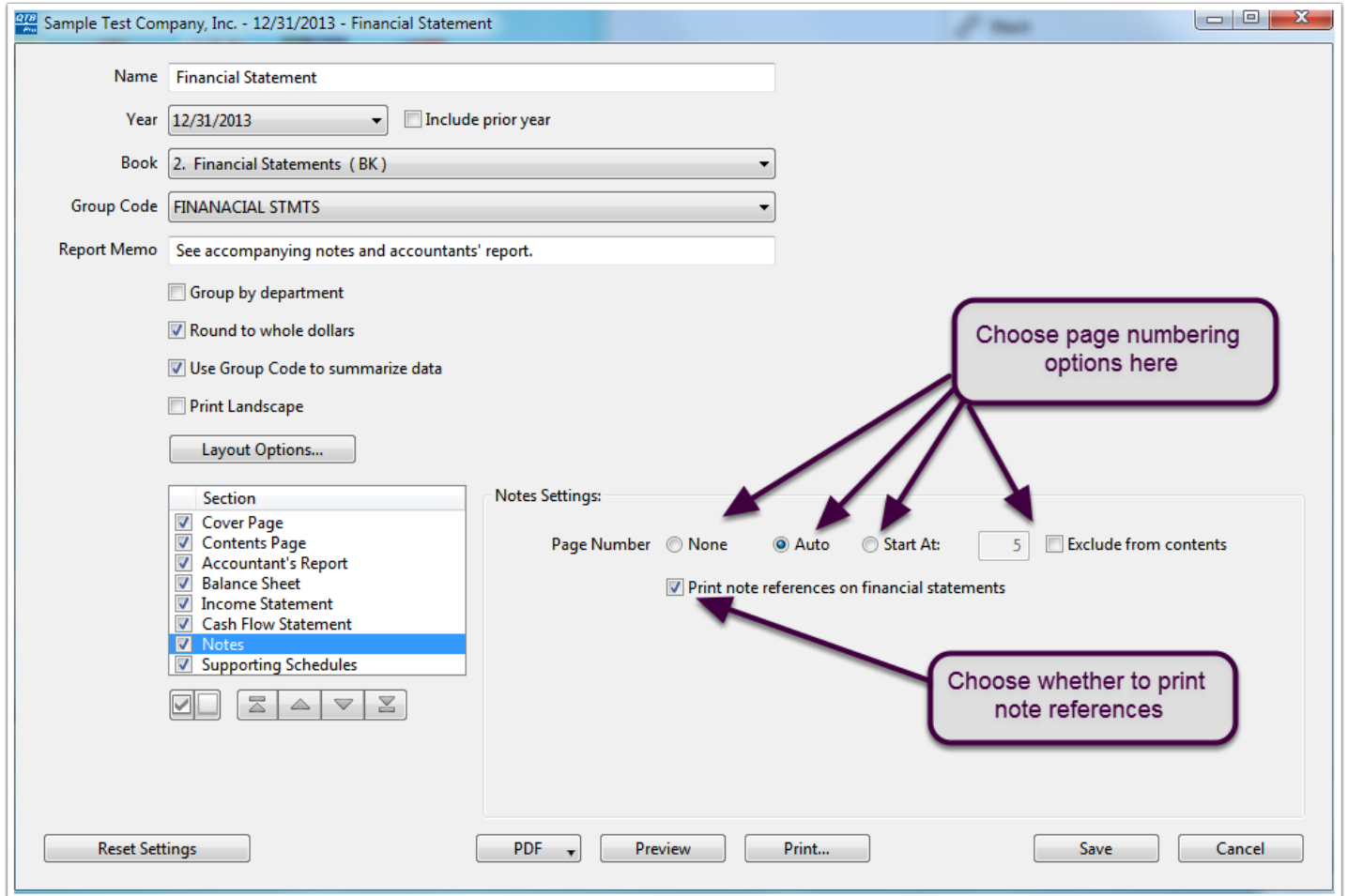
Cash Flow Statement Options

Choose the various page numbering options for the Cash Flow Statement, if desired.



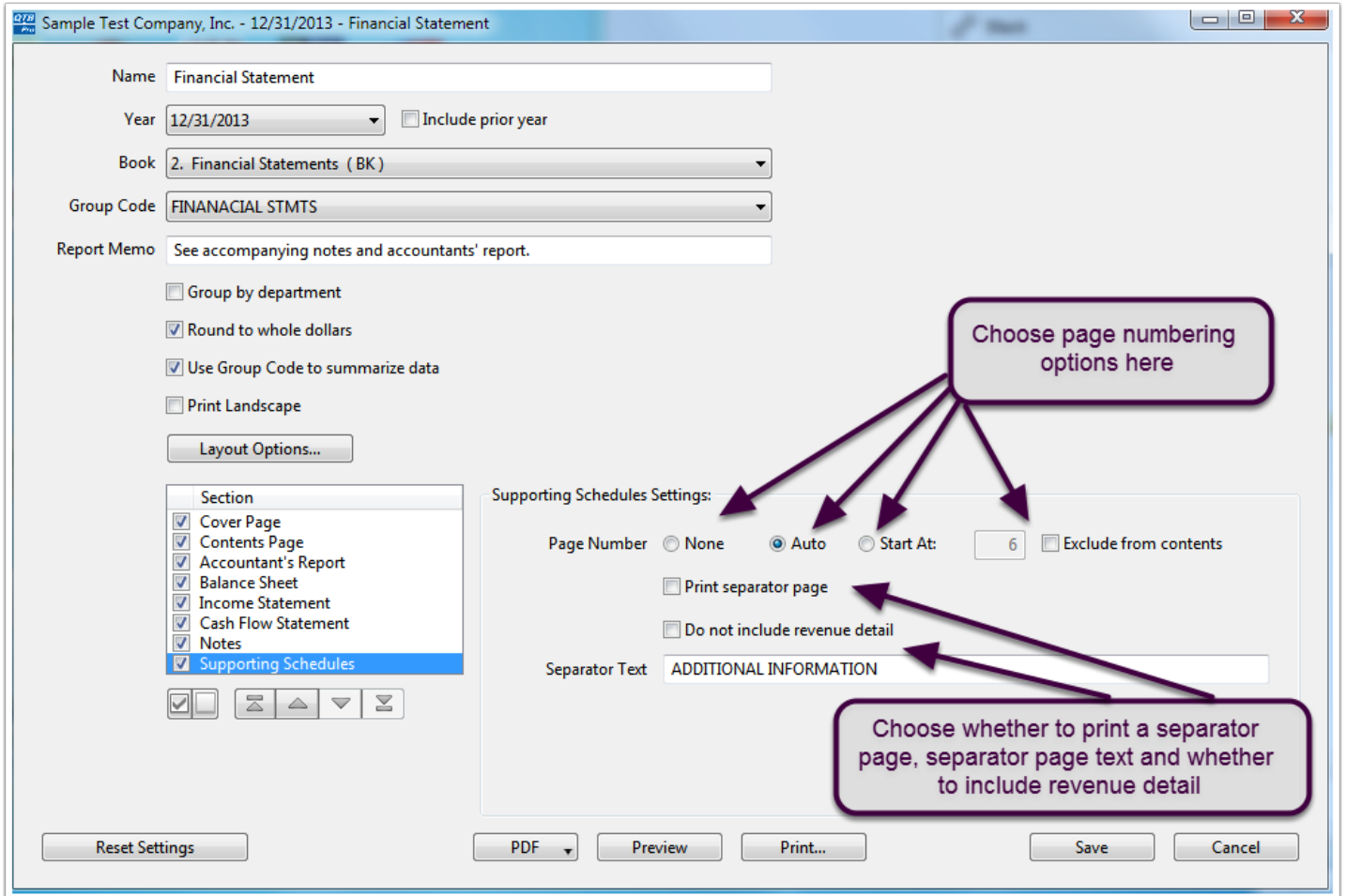
Notes Options

You can choose page numbering options for the Notes that will print on the financial statements as well as whether to print the note references on the financial statements.



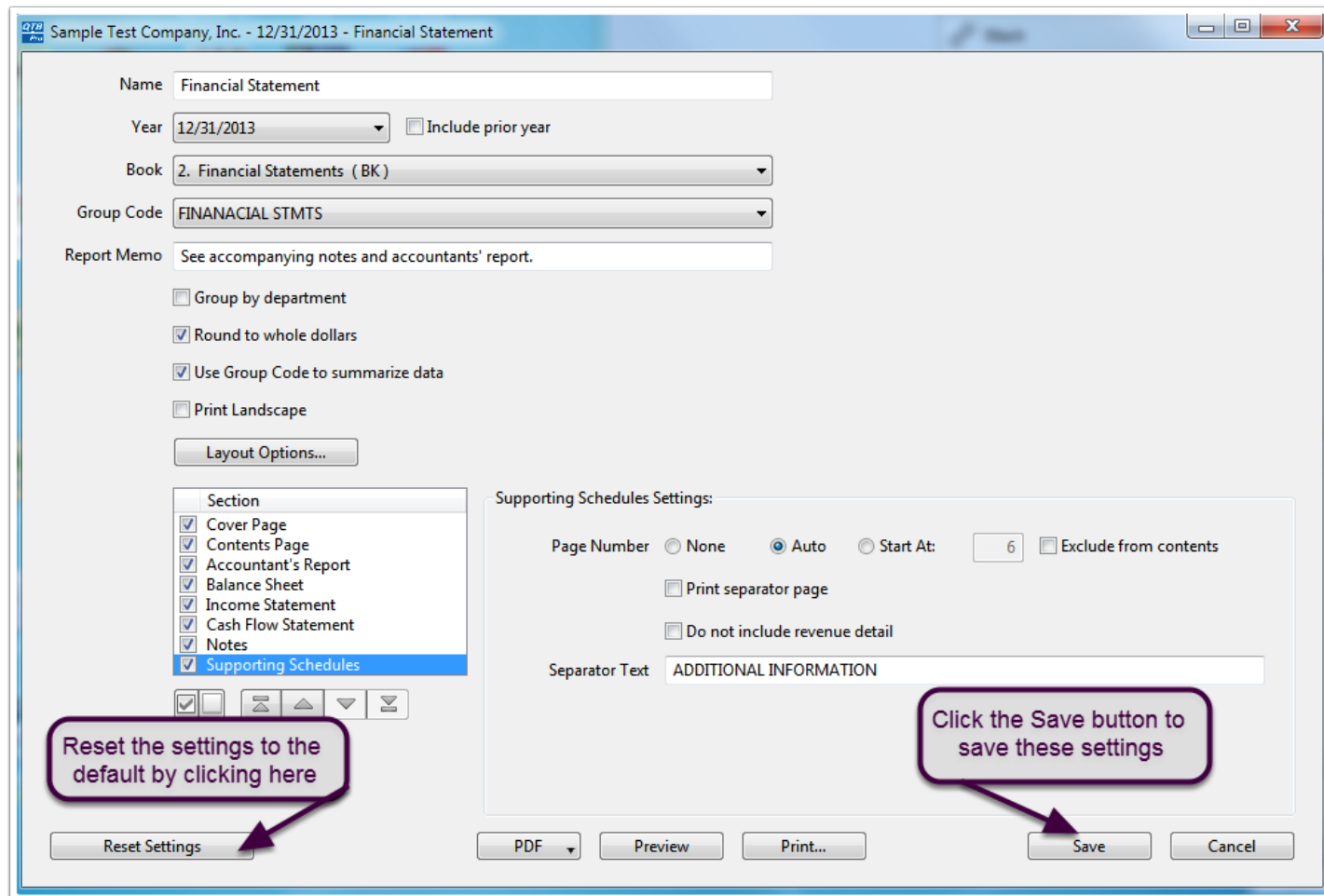
Supporting Schedules Options

Choose page numbering options and whether to print a separator page and the text to print on the separator page. You can also elect to not include revenue detail, if desired.



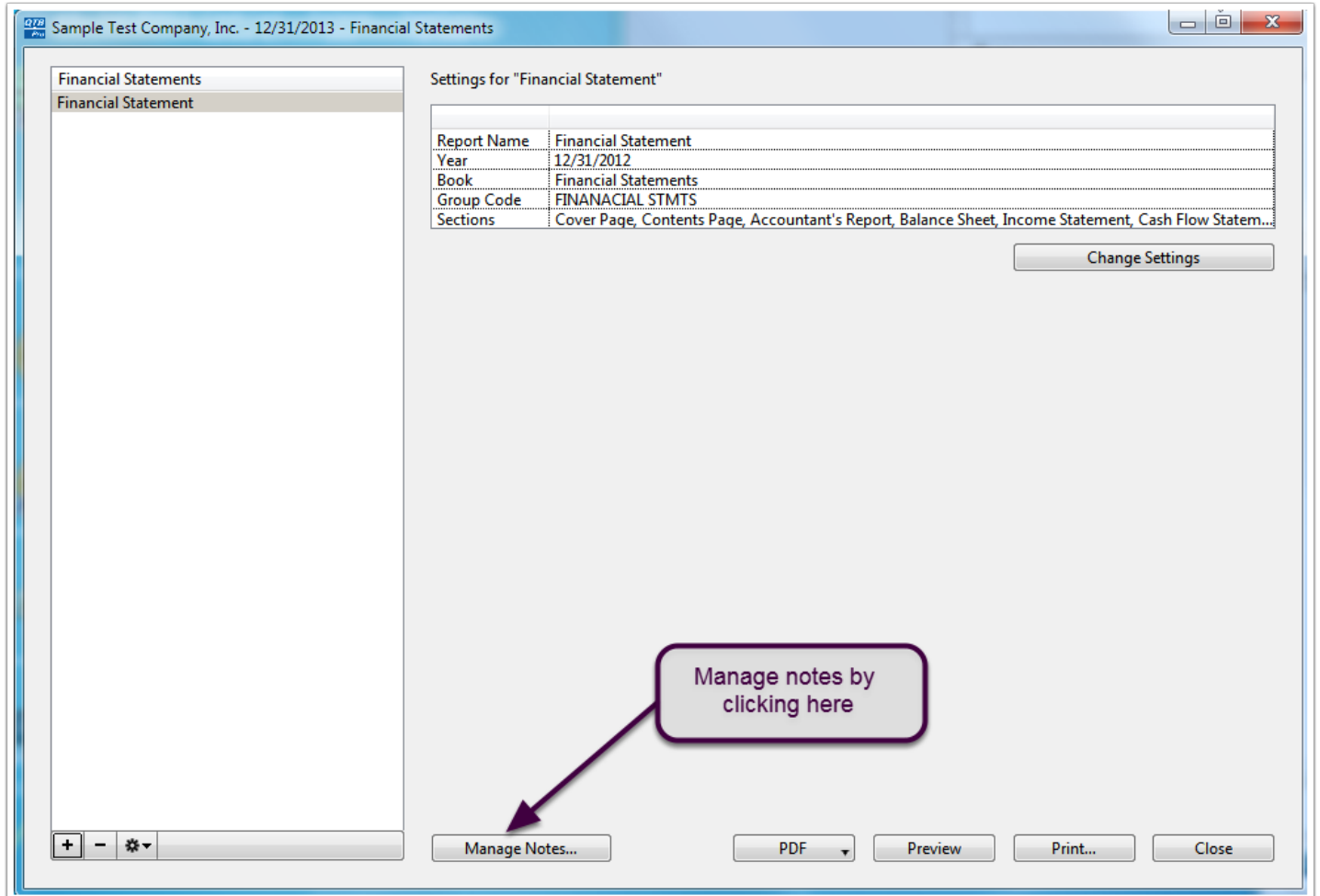
Saving Settings

Once you have made all of your selections, click "Save" to save these settings for this financial statements. Note, you can have multiple financial statements for each client. Once complete you can Preview, Print or Save the financial statement as a .pdf. file.



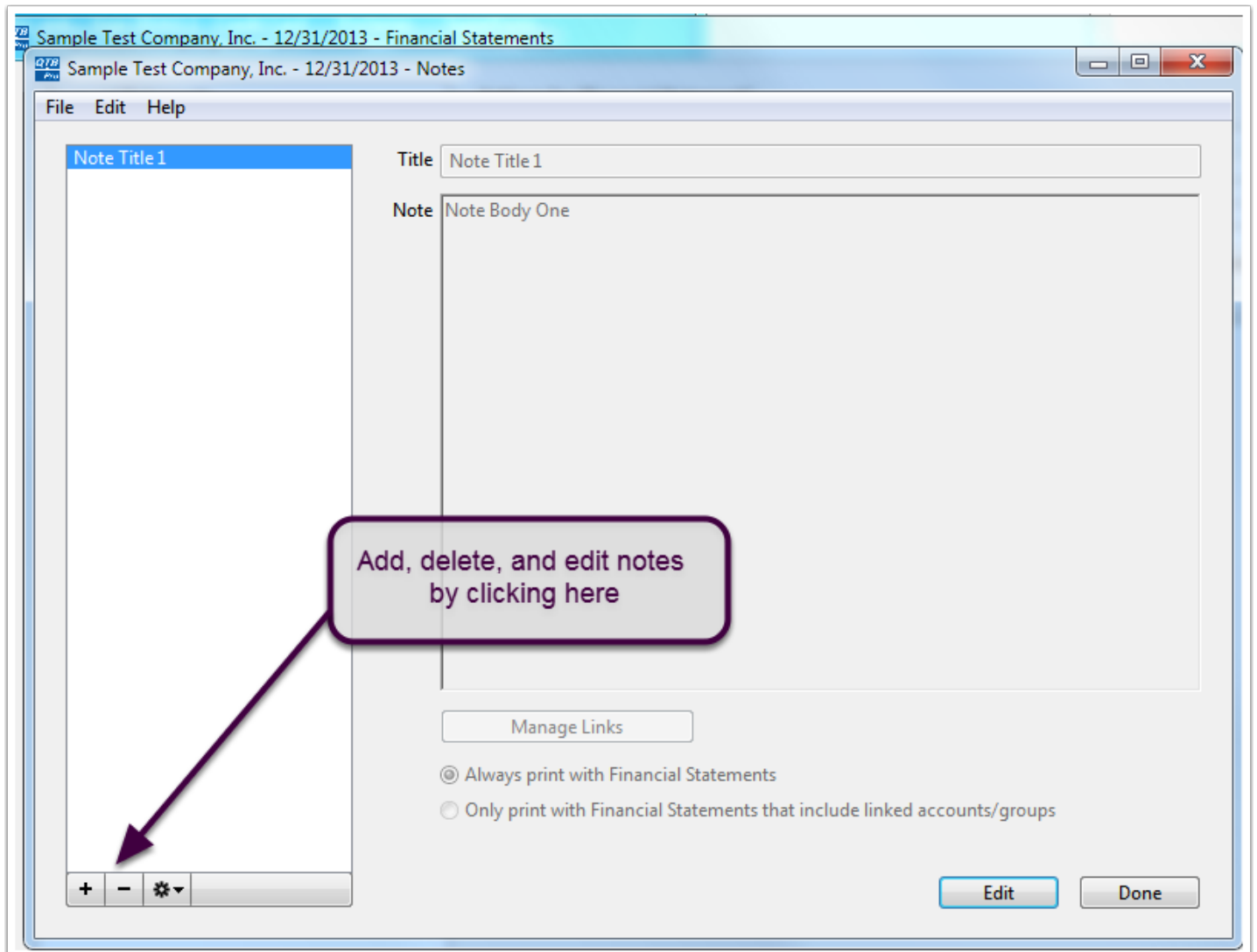
Managing Notes

Once you have saved the settings for the financial statement, you can manage the notes by clicking the "Manage Notes..." button.



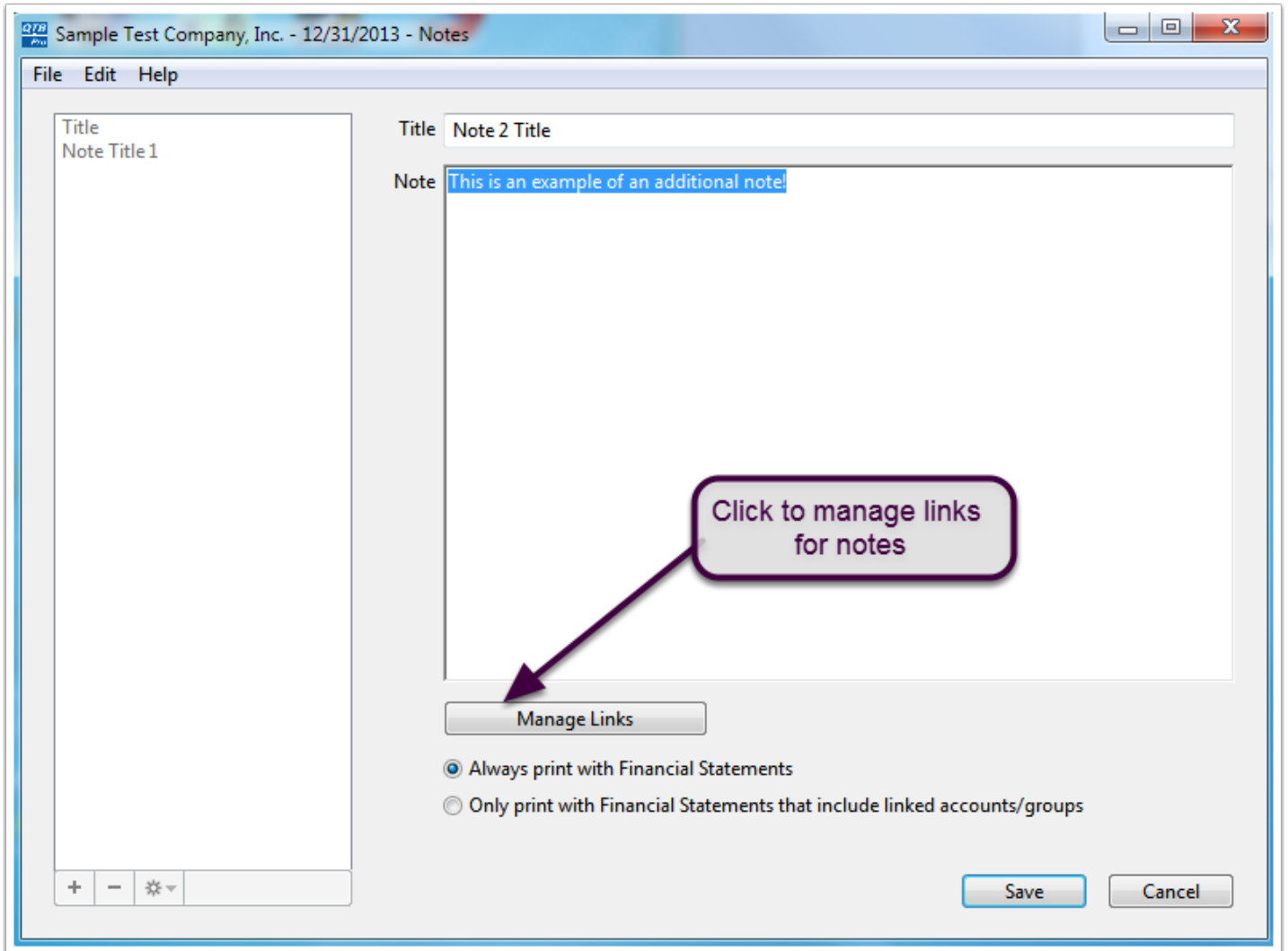
Adding, Deleting and Editing Notes.

You can add, edit or delete notes by clicking the respective buttons shown below:



Adding a New Note

After clicking the "+" button, type in the title and text for new note. You can also elect to always print with the financial statements (even if not referenced by account, group or account type) or to only print the note if it is linked to an account, group or account type. You can manage the links by clicking the button shown below:



Managing Links

You can elect to link the note to any account, account type, or primary group codes in the client's file. Choose the item to reference and then check the box next to the item the note is referenced to. Once finished click "Save" to save the links to the notes.

Choose Accounts, Account Types, and Group Codes that will show a reference to this note when printed

Choose item

Accounts Account Types Primary Group Codes

Search

Accounts	A/C #	A/C Name	Account Type	Select
	0021-000	ACCOUNTS RECEIVABLE - ACS	Assets - Current	<input type="checkbox"/>
	0022-000	Allowance for Bad Debts	Assets - Current	<input type="checkbox"/>
	0036-000	DUE FROM EMPLOYEES	Assets - Current	<input type="checkbox"/>
	0054-000	PREPAID TRUCK LICENSE & TAXES	Assets - Current	<input type="checkbox"/>
	0062-000	INVESTMENT - MONEY MARKET	Assets - Current	<input type="checkbox"/>
	0063-000	INVESTMENT - STOCK	Assets - Current	<input type="checkbox"/>
	0084-000	A/R - FLEISCHMANN'S YEAST	Assets - Current	<input type="checkbox"/>
	0041-000	INVENTORY - INGREDIENTS	Assets - Inventory	<input type="checkbox"/>
	0042-000	INVENTORY - WRAPPING SUPPLIES	Assets - Inventory	<input type="checkbox"/>
	0043-000	INVENTORY - FINISHED GOODS	Assets - Inventory	<input type="checkbox"/>
	0068-000	K.C. WAREHOUSE DEPRECIATION	Assets - Fixed	<input type="checkbox"/>
	0070-000	K.C. WAREHOUSE	Assets - Fixed	<input type="checkbox"/>
	0071-000	LAND	Assets - Fixed	<input type="checkbox"/>
	0072-000	BUILDING	Assets - Fixed	<input type="checkbox"/>
	0073-000	BUILDING - DEPRECIATION	Assets - Fixed	<input type="checkbox"/>
	0074-000	MACHINERY AND EQUIPMENT	Assets - Fixed	<input type="checkbox"/>
	0075-000	MACHINERY & EQUIPMENT - DEPREC	Assets - Fixed	<input type="checkbox"/>
	0076-000	VEHICLES	Assets - Fixed	<input type="checkbox"/>
	0077-000	VEHICLES - DEPRECIATION	Assets - Fixed	<input type="checkbox"/>
	0078-000	IMPROVEMENTS - BUILDING	Assets - Fixed	<input type="checkbox"/>
	0079-000	IMPROVEMENTS - BUILDING AMORT	Assets - Fixed	<input type="checkbox"/>
	0080-000	OFFICE EQUIPMENT	Assets - Fixed	<input type="checkbox"/>

Check to link item to note

Save Cancel