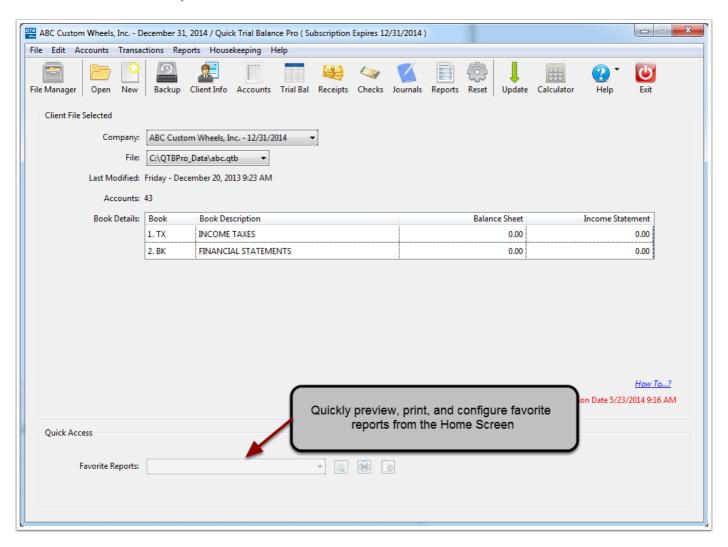# Quick Trial Balance Pro - Manage Favorite Reports
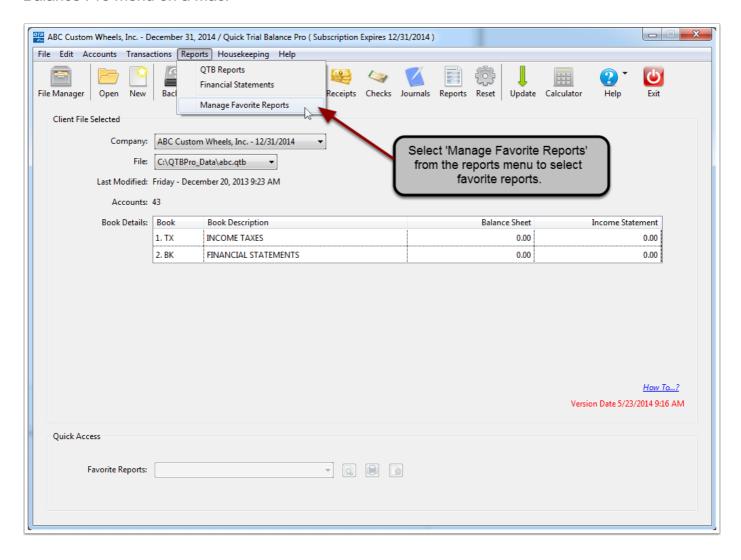
Report Favorites

Quick Trial Balance Pro allows you to setup favorite reports that you can quickly access from the Home screen or the Reports menu.
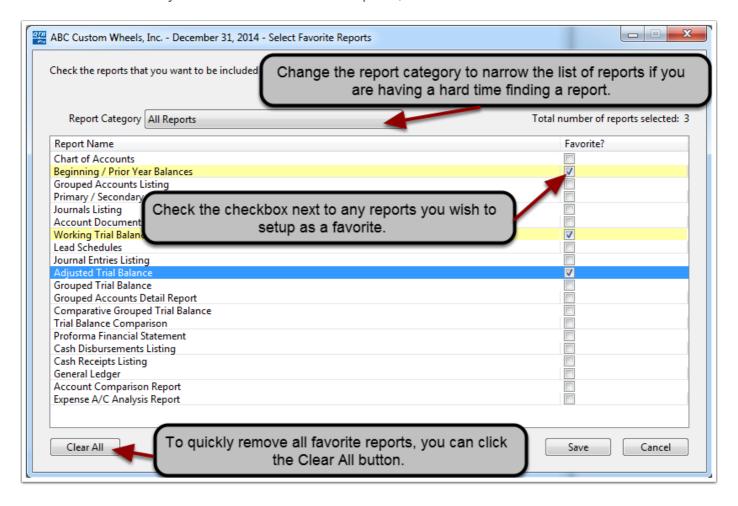
Setup Report Favorites

When you first install Quick Trial Balance Pro, a pre-defined list of favorite reports is setup for you. The list of favorite reports can be changed by selecting Manage Favorite Reports the Reports menu or from the Reports section of the Preferences screen. The Preferences screen is accessible by selecting Preferences from the Edit menu or Preferences from the Quick Trial Balance Pro menu on a Mac.

Review and Select Report Favorites

Currently selected favorites are highlighted in yellow and are checked. Simply use the checkbox to add or remove reports from your list of favorites. By default, all reports are visible in the grid. If you wish to narrow the list to find a report faster, you can use the Report Category selection at the top of the screen. When you have selected all the reports, click the 'Save' button.

Preview, Print, or Configure Favorite Report

Once a report is setup as a favorite, you can select it from the Favorite Report drop-down on the Home screen or the Reports menu. Using the buttons to the right you can quickly preview, print, or configure the report. The preview and print will automatically use the settings saved for the report, if any. If no saved settings were found, it will print using Quick Trial Balance Pro defaults. These settings can be viewed and changed using the configure button.