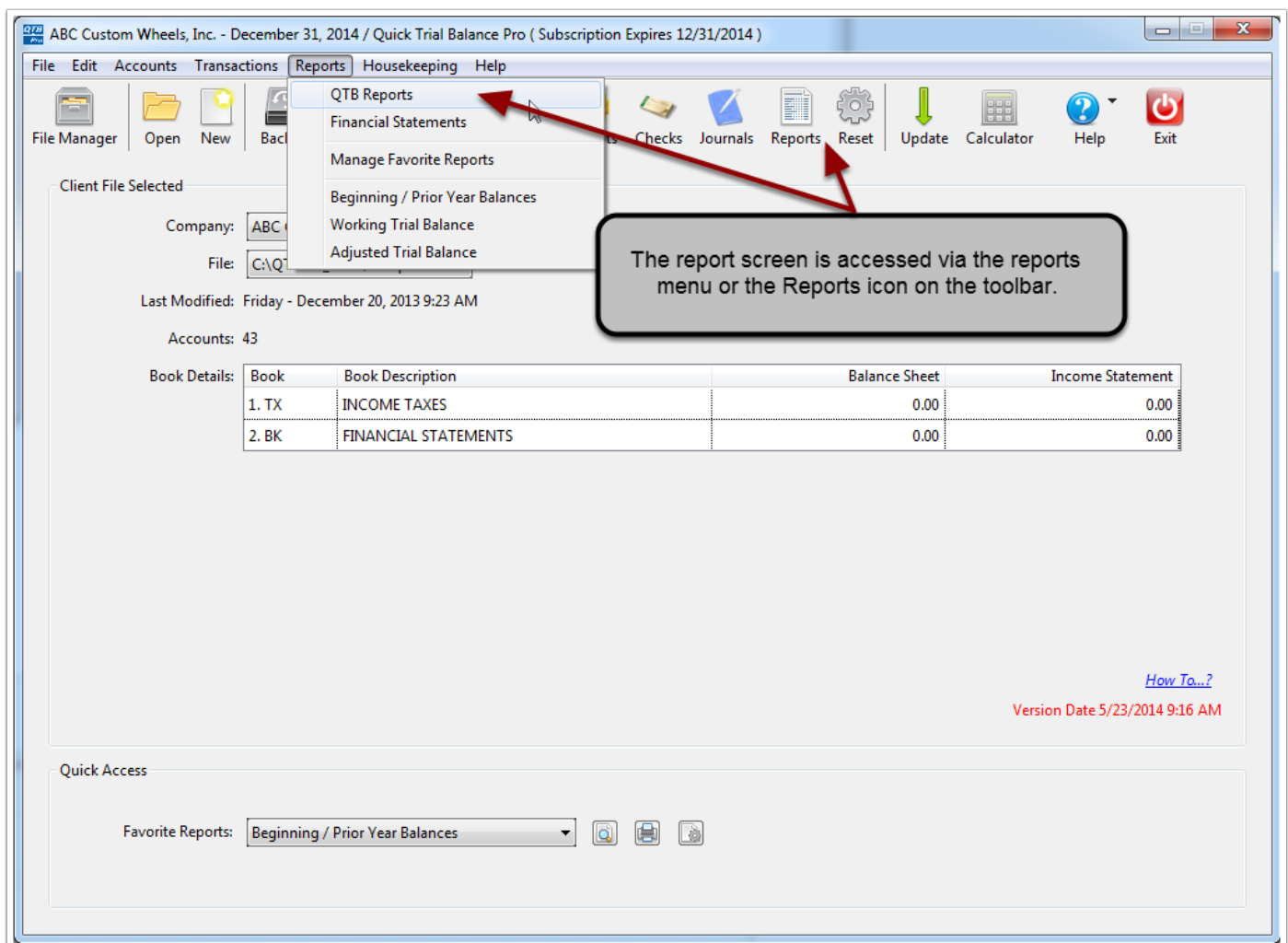


Quick Trial Balance Pro - Printing Prior Year Reports

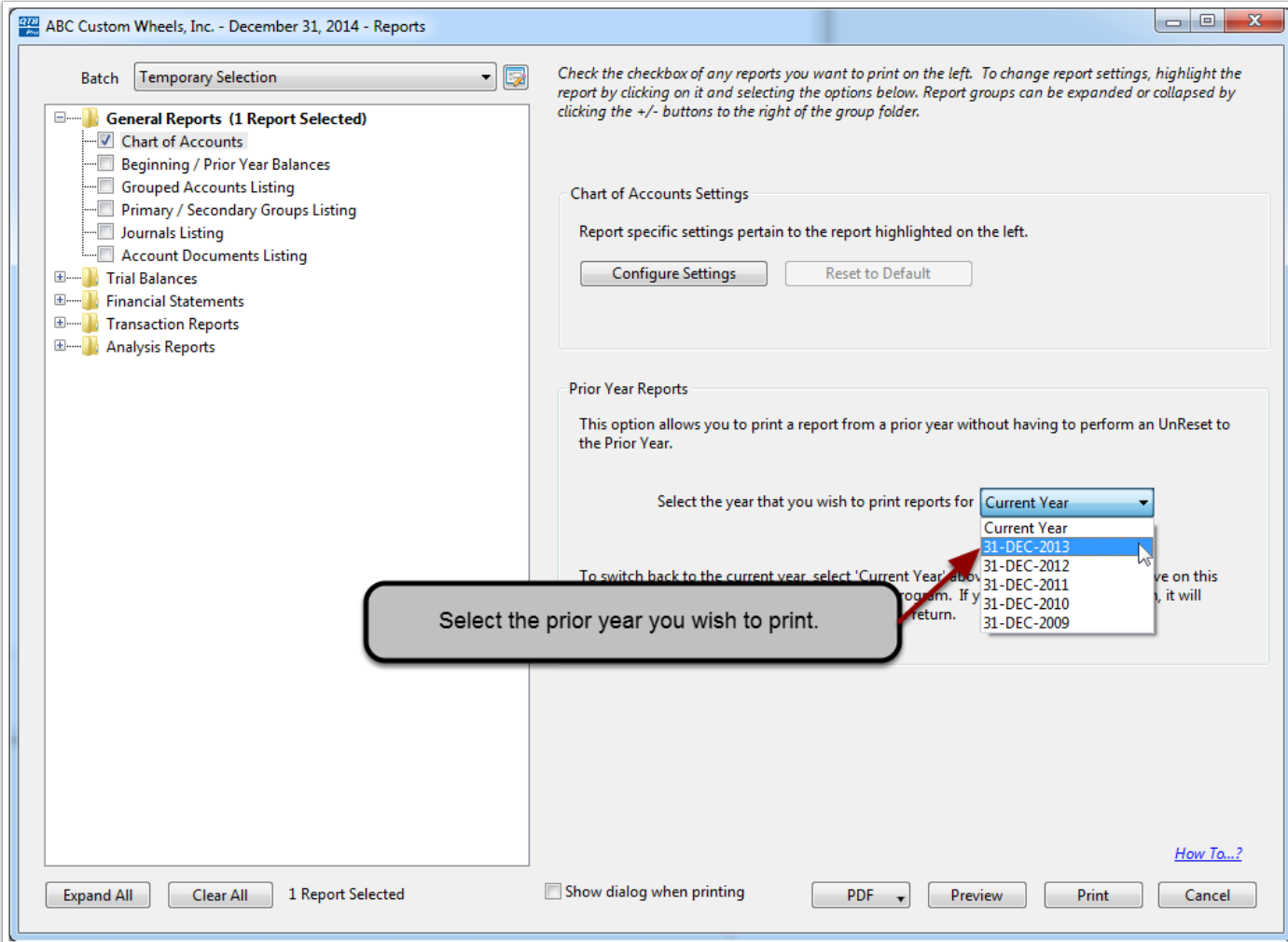
Start the Reports Screen

Quick Trial Balance Pro allows you to print reports from a prior year without having to perform an unreset to the prior year. To print a prior year, select Asset Reports in the Reports menu or click the Reports icon on the Home screen.



Select the Prior Year

To print from a prior year, select the prior year date selection from the drop-down list. Any prior years that are found as prior year reset files are displayed. Click the prior year desired and then print or preview your report.



The screenshot shows the 'Reports' window for 'ABC Custom Wheels, Inc. - December 31, 2014'. The 'Batch' is set to 'Temporary Selection'. The left pane shows a tree view of report categories, with 'Chart of Accounts' selected. The right pane contains 'Chart of Accounts Settings' and 'Prior Year Reports' sections. The 'Prior Year Reports' section has a dropdown menu open, showing options from 'Current Year' to '31-DEC-2009'. A callout box with the text 'Select the prior year you wish to print.' points to the dropdown menu. At the bottom, there are buttons for 'Expand All', 'Clear All', '1 Report Selected', 'Show dialog when printing', 'PDF', 'Preview', 'Print', and 'Cancel'. A 'How To...?' link is also present.

Batch: Temporary Selection

Check the checkbox of any reports you want to print on the left. To change report settings, highlight the report by clicking on it and selecting the options below. Report groups can be expanded or collapsed by clicking the +/- buttons to the right of the group folder.

General Reports (1 Report Selected)

- Chart of Accounts
- Beginning / Prior Year Balances
- Grouped Accounts Listing
- Primary / Secondary Groups Listing
- Journals Listing
- Account Documents Listing
- Trial Balances
- Financial Statements
- Transaction Reports
- Analysis Reports

Chart of Accounts Settings

Report specific settings pertain to the report highlighted on the left.

Prior Year Reports

This option allows you to print a report from a prior year without having to perform an UnReset to the Prior Year.

Select the year that you wish to print reports for:

- Current Year
- 31-DEC-2013
- 31-DEC-2012
- 31-DEC-2011
- 31-DEC-2010
- 31-DEC-2009

To switch back to the current year, select 'Current Year' above. If you have on this program, it will return.

Select the prior year you wish to print.

[How To...?](#)

1 Report Selected Show dialog when printing

Print / Preview the Report

After the report is printed or previewed, you can verify that it was printed for the correct year by reviewing the year-end listed next to the company name on the report.

Batch: Temporary Selection

Current year-end

Chart of Accounts_2014520_130912.pdf - Adobe Reader

File Edit View Window Help

1 / 2 125%

CHART OF ACCOUNTS
ABC Custom Wheels, Inc. - Dec. 31, 2013 Report year-end Book: TX - INCOME TAXES

Account Number	Account Name	Account Type
Balance Sheet Accounts		
101	Cash - Checking	Assets - Current
102	Cash - Money Market	Assets - Current
111	Accounts Receivable	Assets - Current
112	Due from Employees	Assets - Current
121	Inventory - Finished Wheels	Assets - Inventory
122	Inventory - UnFinished Wheels	Assets - Inventory
123	Inventory - Accessories	Assets - Inventory
151	Equipment	Assets - Fixed
152	Equipment - Accum Depr	Assets - Fixed
153	Trucks	Assets - Fixed
154	Trucks - Accum Depr	Assets - Fixed

Return to the Current Year

When you are done printing reports for the prior year, you can select 'Current Year' from the prior year drop-down or just close the reports screen. Every time the report screen opens, it will be defaulted to current year reports.

