

Quick Trial Balance Pro - Printing Report Batches

Start the Reports Screen

Quick Trial Balance Pro allows you to select from a list of reports and print them all at once instead of having to select each report individually and then printing it. Collectively, the selected reports are called a batch. To print a batch of reports, first, select QTB Reports from the Reports menu or click the Reports icon on the Home screen.

The screenshot displays the software interface for 'ABC Custom Wheels, Inc. - December 31, 2014 / Quick Trial Balance Pro (Subscription Expires 12/31/2014)'. The 'Reports' menu is open, showing options: 'QTB Reports', 'Financial Statements', 'Manage Favorite Reports', 'Beginning / Prior Year Balances', 'Working Trial Balance', and 'Adjusted Trial Balance'. A red arrow points from the 'Reports' icon on the toolbar to the 'QTB Reports' option in the menu. A callout box contains the text: 'The report screen is accessed via the reports menu or the Reports icon on the toolbar.'

Client File Selected

Company: ABC
File: C:\Q

Last Modified: Friday - December 20, 2013 9:23 AM

Accounts: 43

Book Details:	Book	Book Description	Balance Sheet	Income Statement
	1. TX	INCOME TAXES	0.00	0.00
	2. BK	FINANCIAL STATEMENTS	0.00	0.00

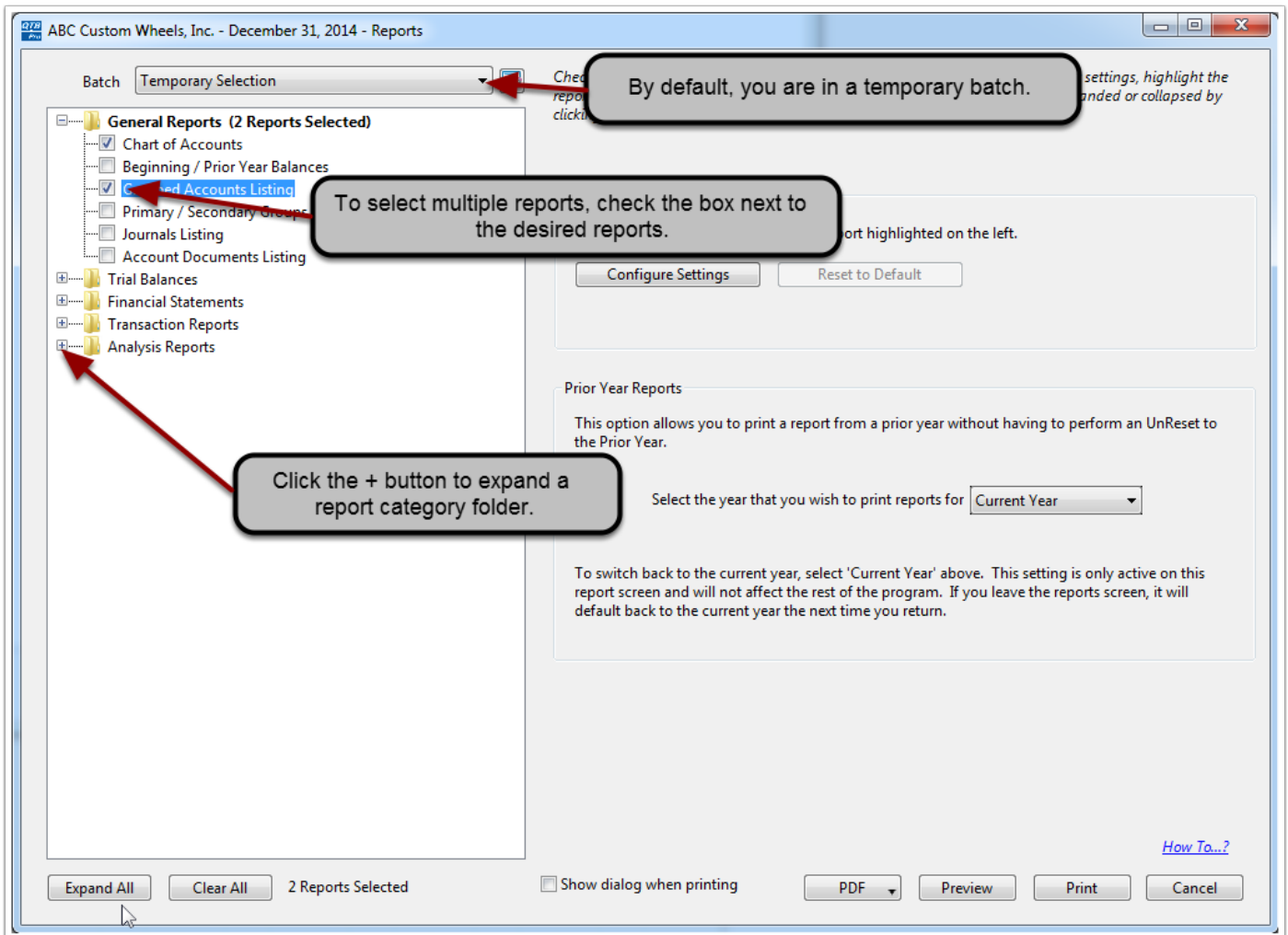
Quick Access

Favorite Reports: Beginning / Prior Year Balances

[How To...?](#)
Version Date 5/23/2014 9:16 AM

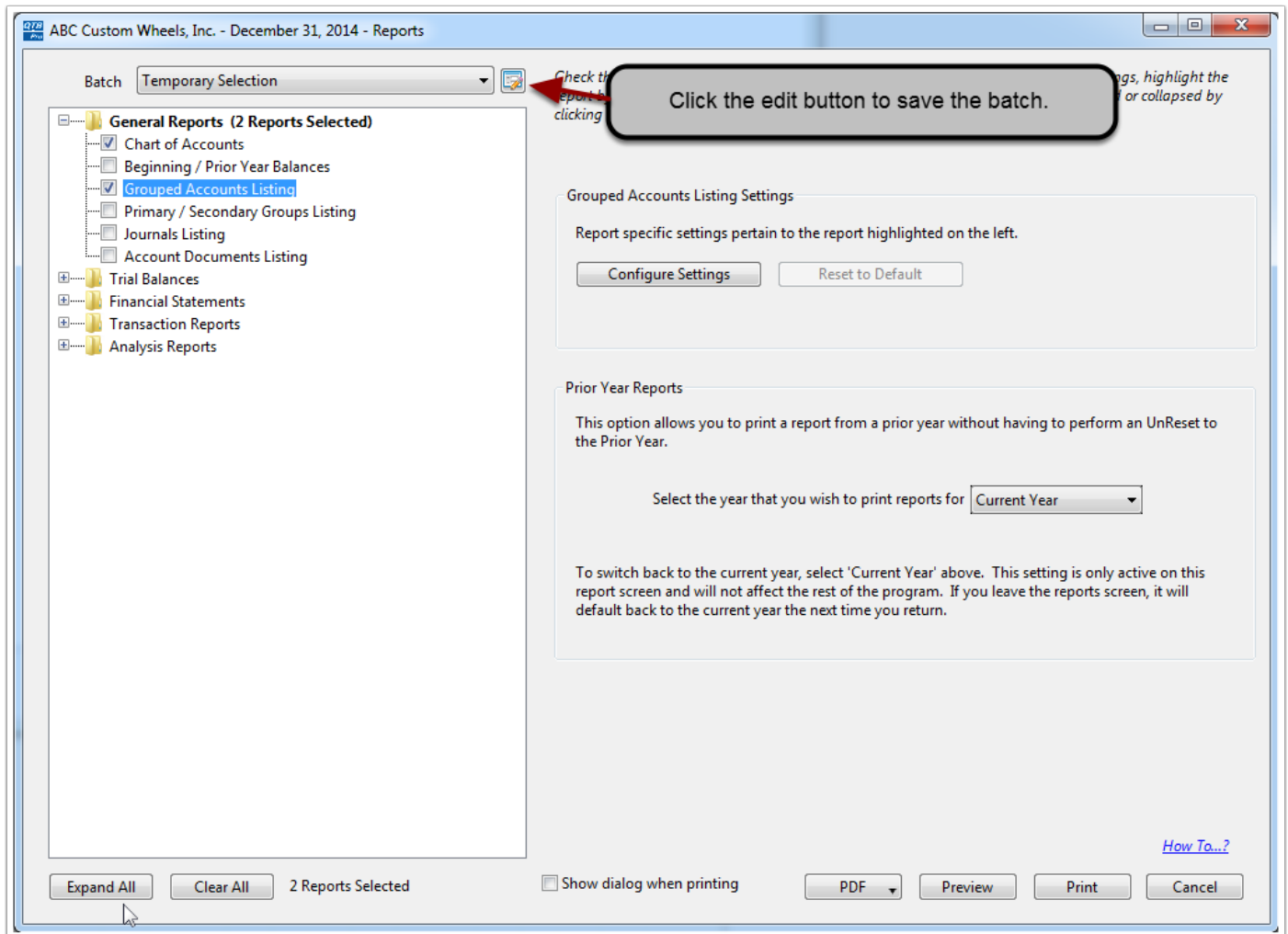
Create a Temporary Batch

Once the report screen is shown, you will automatically be in a temporary batch as indicated on the screen next to the batch drop-down. In a temporary batch, you can select as many reports as you wish by checking the box to the left of the report name. All reports are categorized by type, so if you cannot see a report, it may be hidden under a closed folder. To expand a folder, click the + to the left of the folder. Conversely, the - button will close the folder. The number of reports selected in each report category is indicated next to the folder name. Once you select all of your reports, you can choose to print, preview, print to file, or save them to a saved batch that you can recall later.



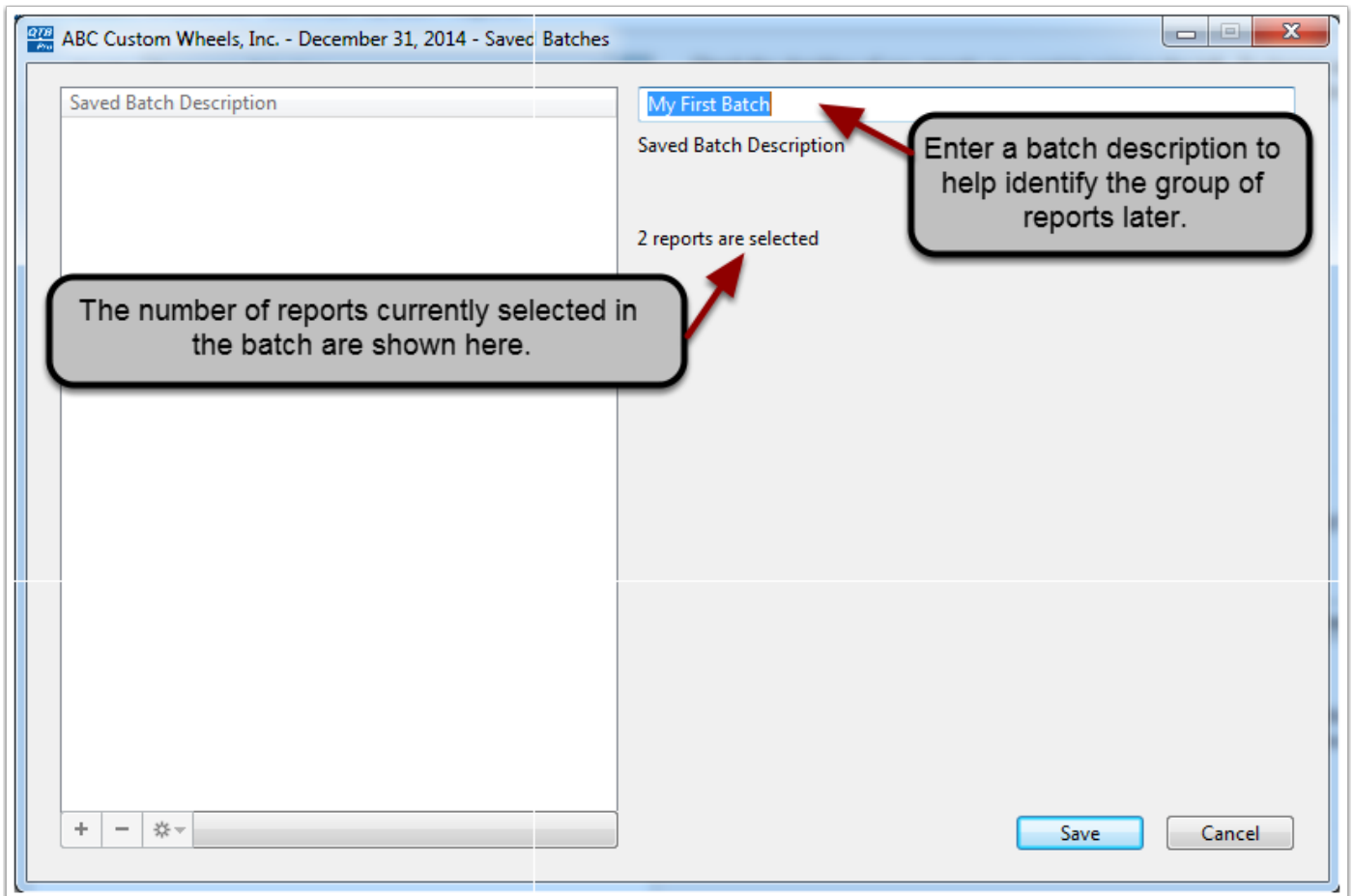
Save Report Batch

Once a group of reports are selected in the temporary batch, you can save them to a saved batch by clicking the edit button next to the Batch drop-down.



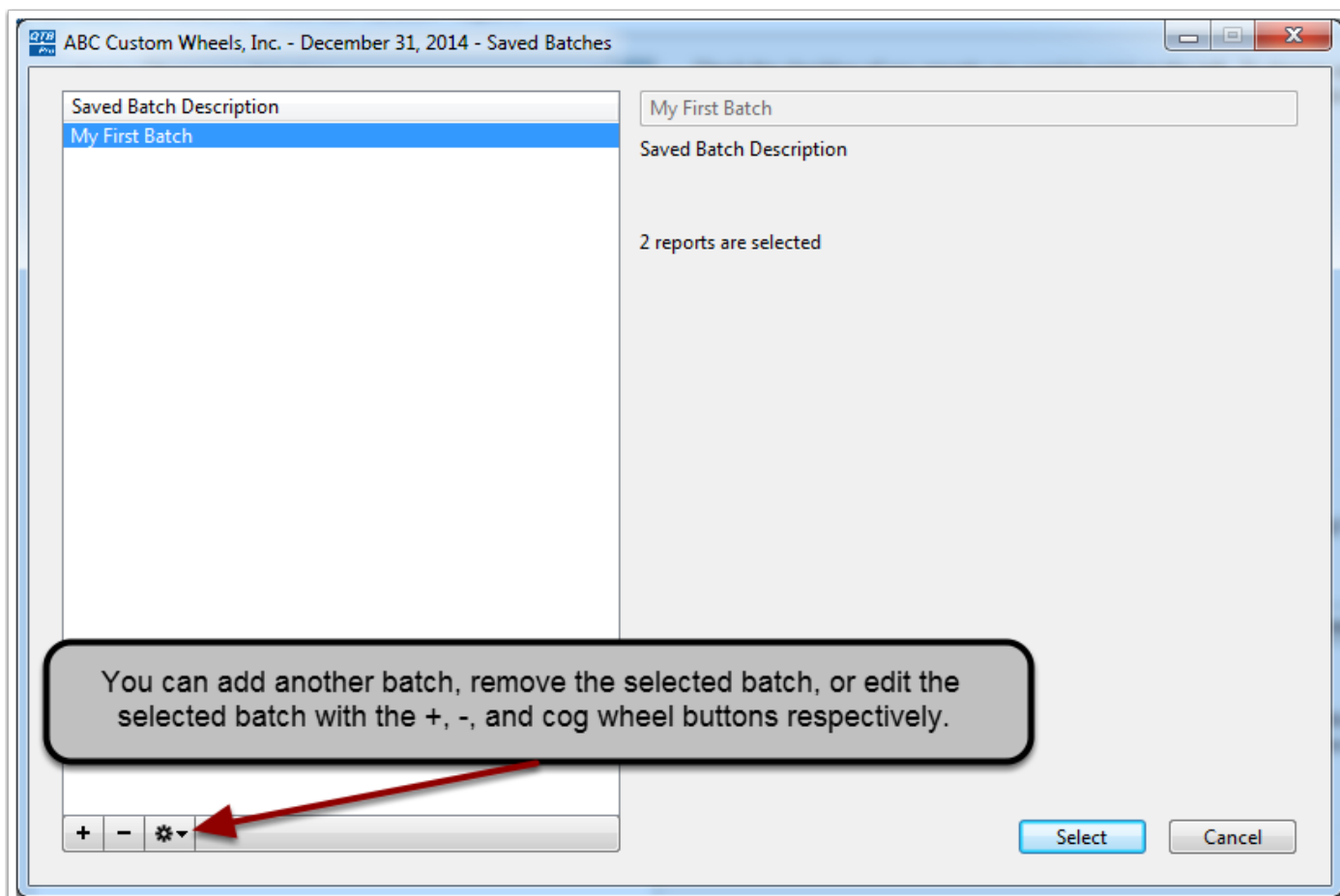
Saved Batches Screen

After you click the edit button to save the batch, the "Saved Batches" screen appears. This screen indicates how many batches are currently selected and prompts you to enter a description for the new batch. Once you have entered the description, click the 'Save' button and the new batch is saved.



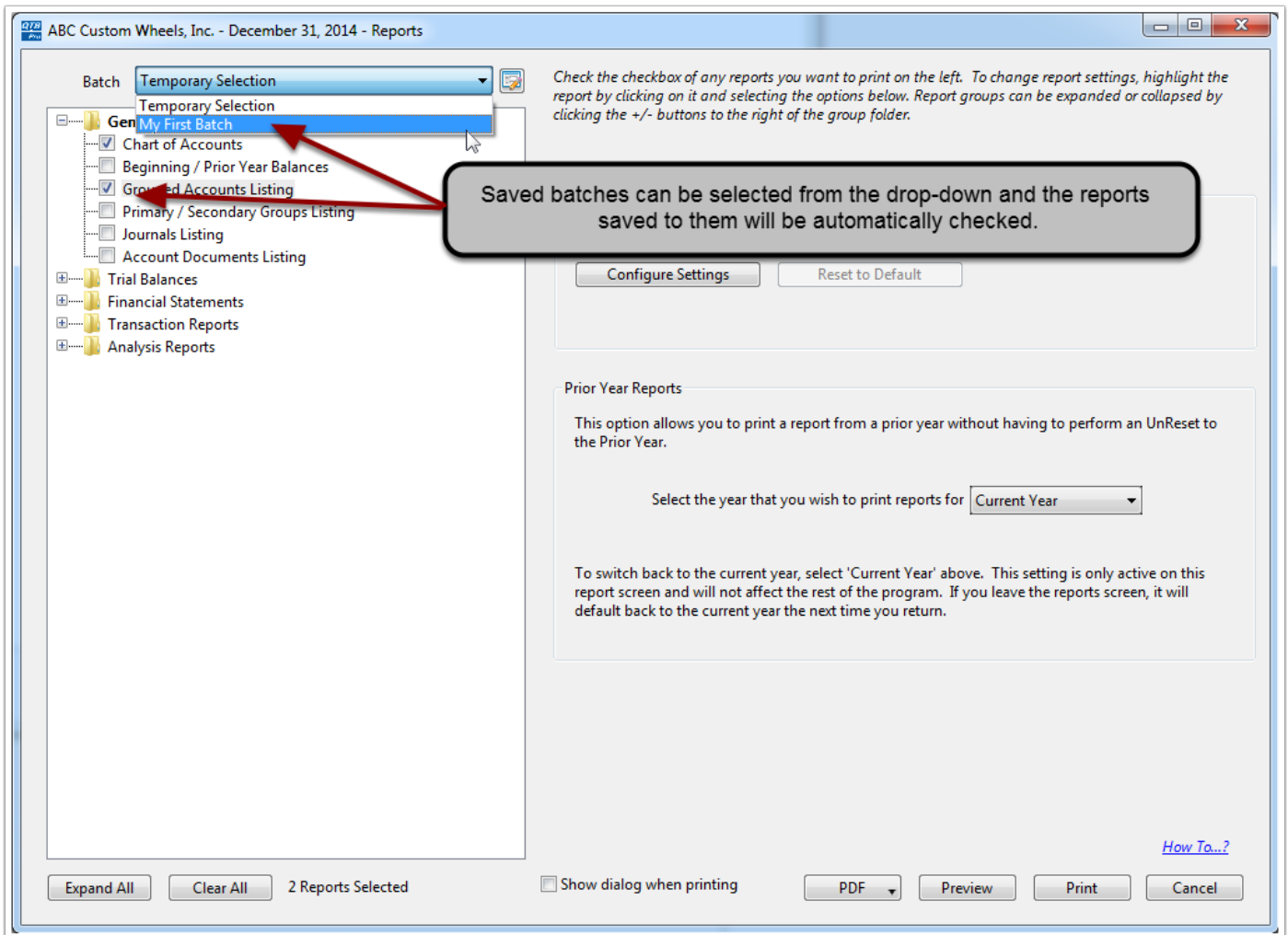
Add, Remove, Edit Saved Batches

The new saved batch is displayed in the grid on the left side of the screen. Using the buttons under the grid, you can add another batch name for the selected reports, remove the saved batch, or edit the saved batch to change the description. If you are finished reviewing the saved batch, click the 'Select' button to exit the screen.



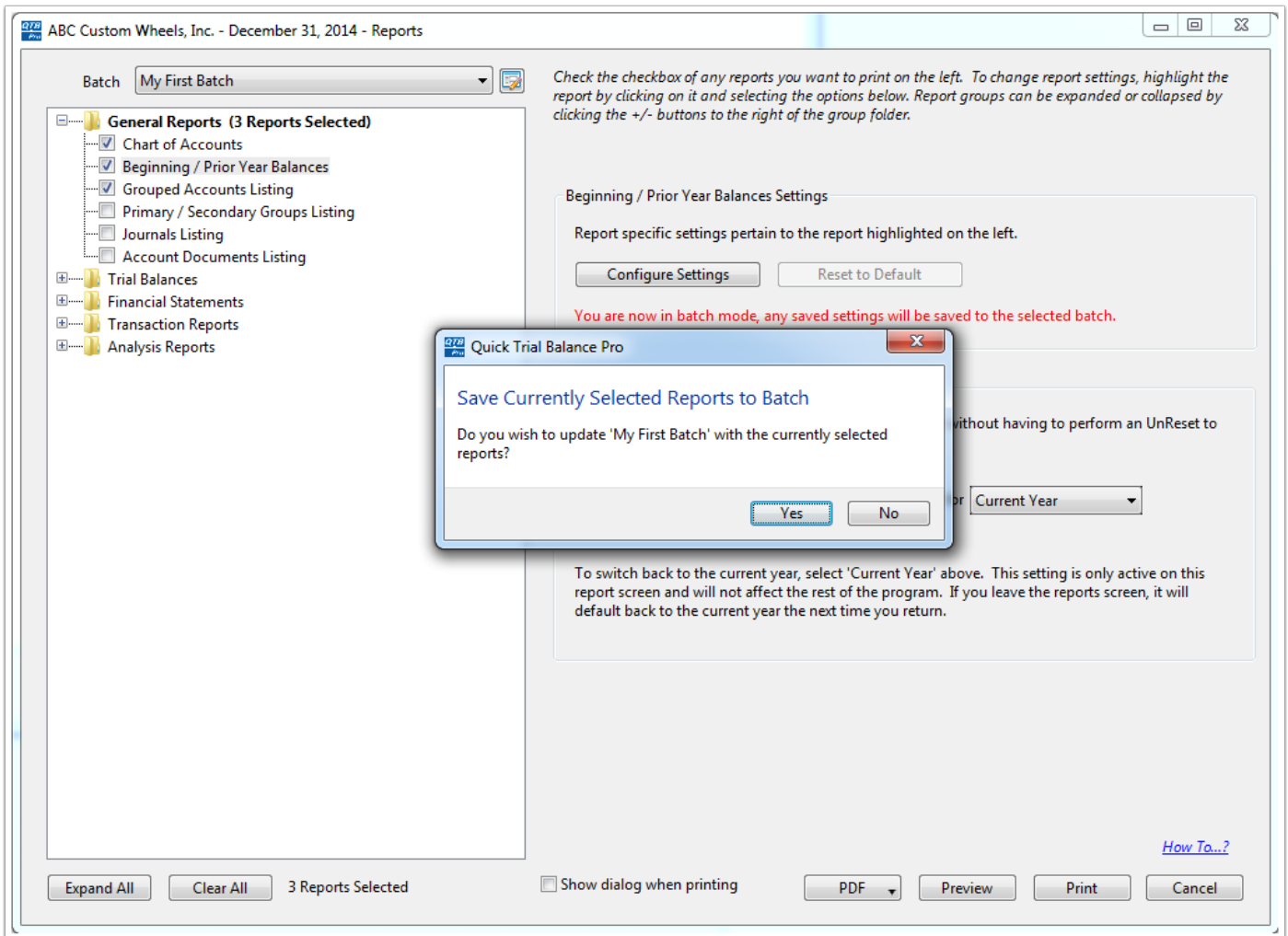
Recall a Saved Batch

When you return to the Reports screen, you will still be in the temporary batch but now when you click the drop-down list, for the batch selections, your new batch appears for selection.



Update the Reports Selected in a Batch

If you have a saved batch selected, you can change the reports saved to batch by checking or unchecking reports and clicking the edit button next to the batch selection. You will then be prompted to save the currently selected reports to the batch. Click 'Yes' to save.



Updated Batch

The Saved Batches screen will now indicate the new amount of reports selected. Click 'Save' to finalize the change.

