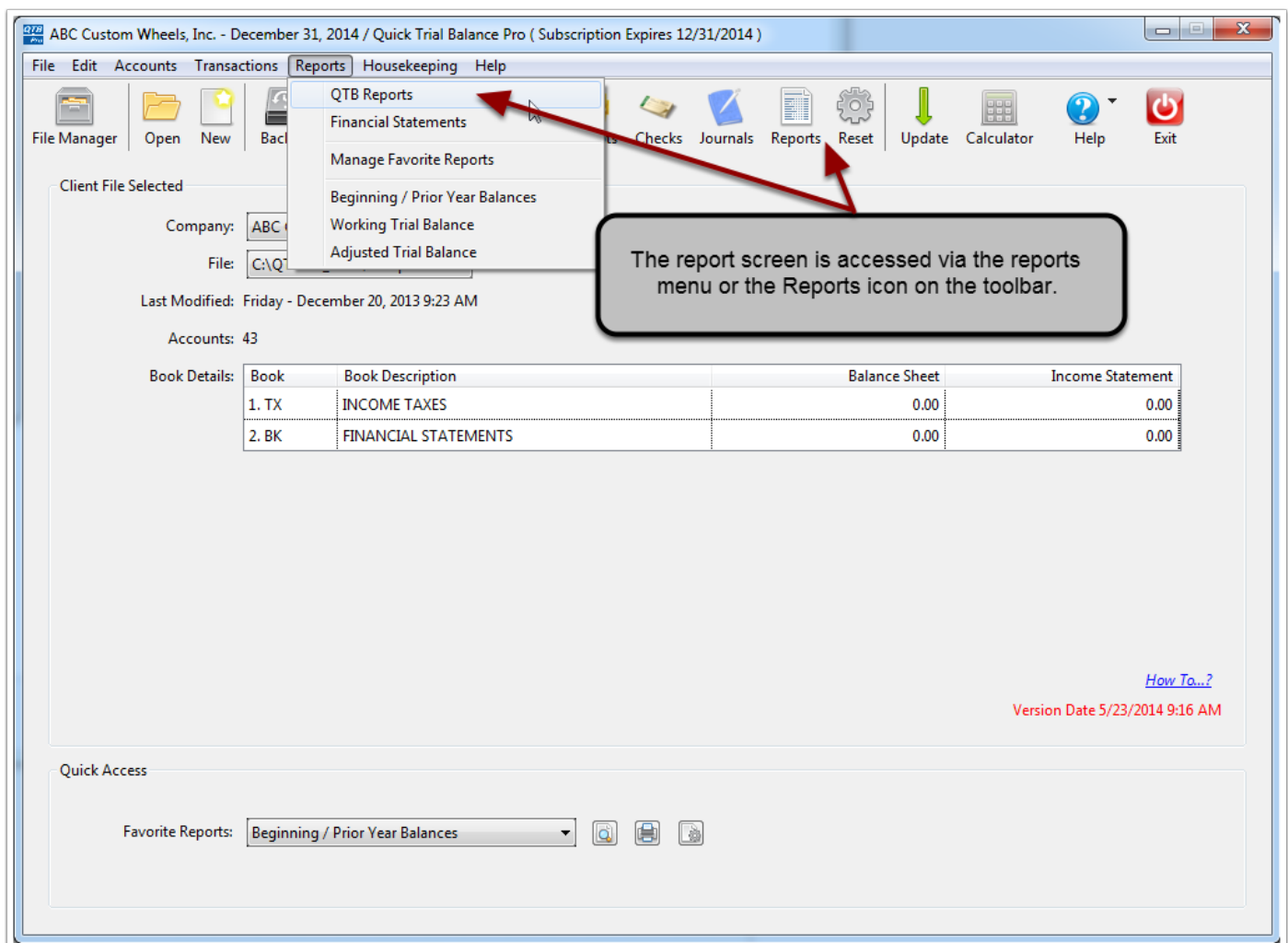


Quick Trial Balance Pro - Asset Reports Overview

Start the Reports Screen

In order to print most reports (excluding personal property and custom reports) in Quick Trial Balance Pro, you will need to bring up the asset reports screen. You can do this by clicking 'Asset Reports' from the Reports menu or by clicking the 'Reports' icon on the Home screen toolbar.



Select Reports to Print

Once the report screen is shown, select the report(s) you wish to print by checking the checkbox 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-up the folder. The number of reports selected in each report category will be indicated next to the folder name.

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

Chart of Accounts Settings

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

To switch back to the current year, select 'Current Year' above. This setting is only active on this report screen and will not affect the rest of the program. If you leave the reports screen, it will default back to the current year the next time you return.

[How To...?](#)

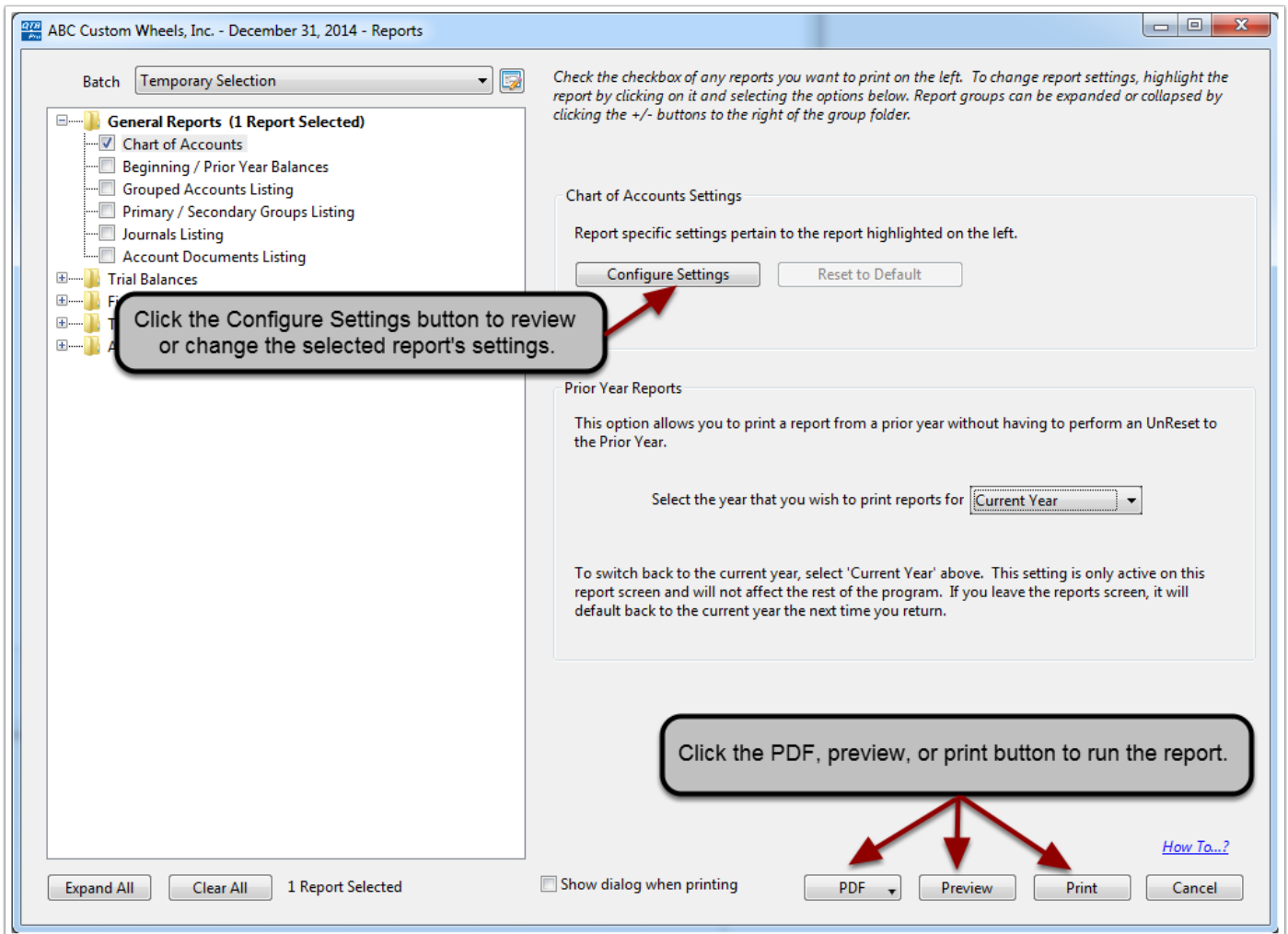
Expand All Clear All 1 Report Selected Show dialog when printing PDF Preview Print Cancel

To select a report, check the box next to the desired report.

Click the + button to expand a report category folder.

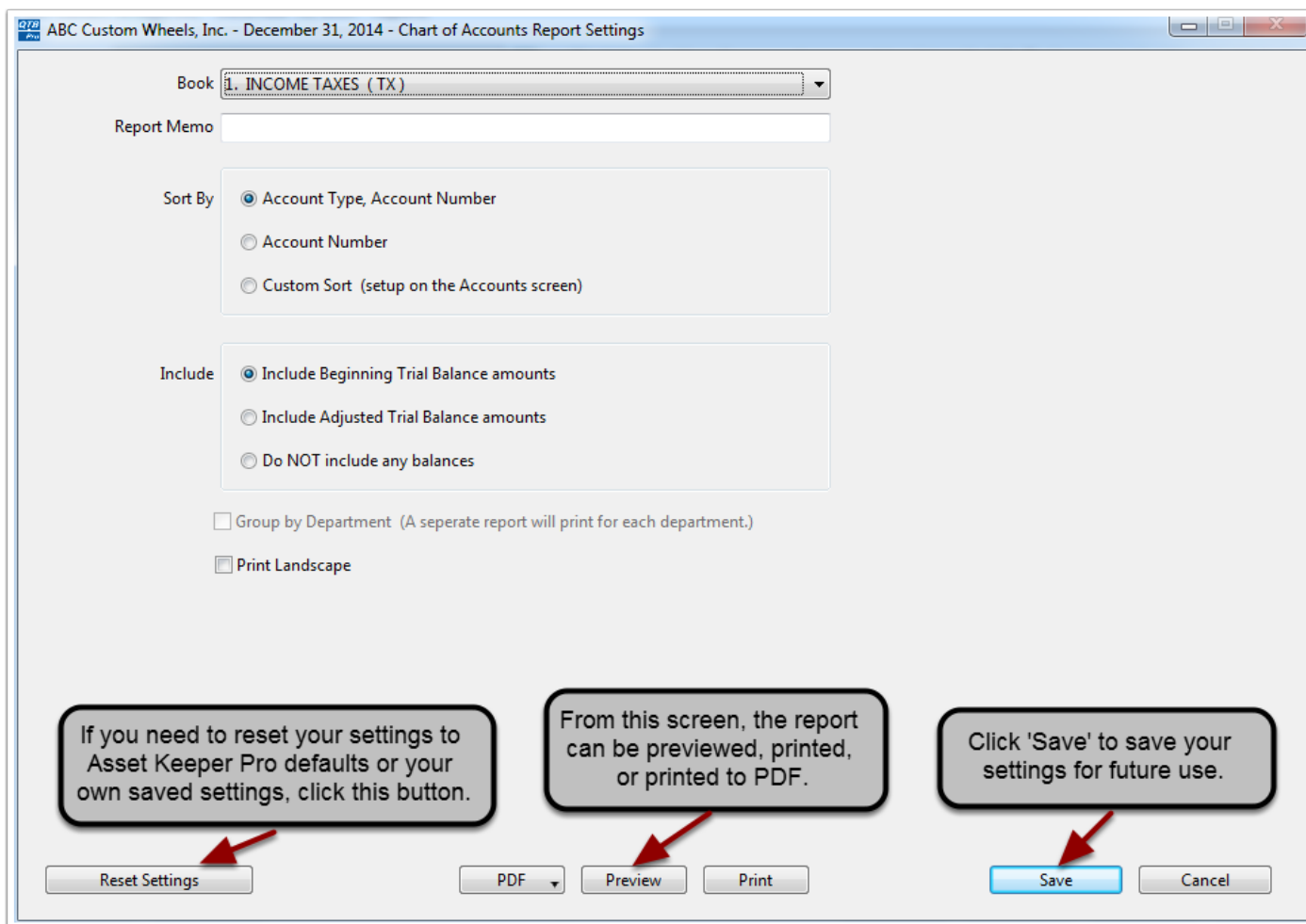
Report Print, Preview, Print to PDF

After a report is selected, you can choose to print, preview, or print a report to PDF. The report will then print using the saved settings, if found. If no settings were found, the default settings will be used. If you wish to review or change the report settings, click the 'Configure Settings' button, otherwise click the PDF, Preview, or Print button.



Configuring Report Settings

Although each report configuration screen is unique based on the report selected, most have sorting options, what book to print, and whether the report will be printed in landscape format. From the configuration screen, you can save your settings so that the next time you print the report, it will use these saved settings.



ABC Custom Wheels, Inc. - December 31, 2014 - Chart of Accounts Report Settings

Book: 1. INCOME TAXES (TX)

Report Memo: [Empty text box]

Sort By:

- Account Type, Account Number
- Account Number
- Custom Sort (setup on the Accounts screen)

Include:

- Include Beginning Trial Balance amounts
- Include Adjusted Trial Balance amounts
- Do NOT include any balances

Group by Department (A separate report will print for each department.)

Print Landscape

Reset Settings

PDF

Preview

Print

Save

Cancel

If you need to reset your settings to Asset Keeper Pro defaults or your own saved settings, click this button.

From this screen, the report can be previewed, printed, or printed to PDF.

Click 'Save' to save your settings for future use.