WRITE-UP CS™ OR TRIAL BALANCE CS™

Financial Reporter Tutorial

version 2008.x.x

CS PROFESSIONAL SUITE®
ACCOUNTING
PRODUCTS

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Contents

Introduction

The Financial Reporter module is part of the CS Professional Suite® software and is included with the following CSA software products:

- **Write-Up CS.**™ Designed specifically for accounting professionals who serve multiple clients, Write-Up CS provides in-depth features and functionality to enter and process clients' after-the-fact transaction data for reports, account analysis, and financial statements. It makes it easy to prepare bank reconciliations, create presentation-quality reports and statements, and handle after-the-fact payroll.

- **Trial Balance CS.**™ The timesaving features of Trial Balance CS make it ideal for handling annual engagements with maximum efficiency. It enables you to easily switch the basis for your financial statements from cash to accrual, tax, book, and more. When integrated with Write-Up CS, it provides even more detailed analysis capabilities for interim engagements, regardless of the number of periods being processed.

- **Engagement CS.**™ Fully integrated with Trial Balance CS, Engagement CS offers advanced reporting and diagnostic features and a completely paperless engagement process. From compilation and review to audit, it provides a robust, flexible, and secure environment in which to perform all your engagements. It also includes complete integration with PPC practice aids and direct links and integration with Microsoft® Excel® and Microsoft Word.®

The Financial Reporter module makes it easy to custom design financial statements, footnotes, and charts or graphs. It also allows you to choose collation sequences and quantities for standard reports, customized financial statements, and transmittal letters, and to set up customized report profiles that include all reports and statements you run for each client.

This self-paced tutorial has been designed to teach you how to use the Financial Reporter module. Our goal in this tutorial is to make you feel

comfortable with the program and to show you how to use it most effectively in your practice.

Before you begin

The primary documentation for your CSA software is provided in the comprehensive CSA Help Topics, which are accessible from the CSA Help menu.

Prior to starting this tutorial, and depending on which CSA products you are licensed to use, you should review the information presented in the following guides that are available with your CSA software:

- The *CS Professional Suite Accounting Products Installation and Program Essentials* guide provides detailed instructions for installing the software and for setting up CS Connect,™ which is the electronic communication system between your office and Thomson Reuters that enables you to download licenses and software updates and to send or receive other kinds of information in a convenient and economical way. The guide also includes chapters on reading user bulletins, performing some initial setup tasks, and using the program's help topics.

- The *Write-Up CS Getting Started* guide covers the program features, opening a client, using the menu commands and toolbar buttons, navigating through windows and dialogs, using keyboard shortcuts, and so forth. It also includes a brief walkthrough that takes you through many of the program's basic procedures.

- The *Trial Balance CS Getting Started* guide provides an overview of the main features of the software. This guide includes a brief trial balance processing walkthrough in which you can create grouping schedule codes and subcodes, define tickmarks, and customize the Trial Balance window view to use either the split-screen view or normal view.

- The *Engagement CS Getting Started* guide introduces the concepts, terminology, and main features of the Engagement CS software. It covers features designed to be used both by the administrator in an engagement and by staff members working in the field.

These guides are available both as printed documents and as Portable Document Format (PDF) documents accessible from the CSA help

topics. If you do not have a printed copy of the relevant guide(s) listed above, you may view or print a PDF copy using the Adobe® Reader® version 7.0 or higher. Search on **Getting Started guides** from the index of the CSA help browser. (Note that an active Internet connection is required to view these guides in the Adobe Reader.)

▪ The *Sample Statements and Charts* document displays the sample statements and charts available with the Financial Reporter module that you can customize for use with your own clients. It also includes a detailed section on working with charts. To view or print this document, search on **Sample Statements and Charts (PDF)** from the index of the CSA help browser. (Note that an active Internet connection is required to view this guide in the Adobe Reader.)

Using this tutorial

To complete this tutorial, you should start at the beginning and work your way through each section in sequence. After you have completed the entire tutorial, you can use this document as a quick reference guide to help you recall the correct steps to follow for any group of procedures.

▪ Licensed users of Write-Up CS should start with the **CSWRI01** sample client when completing the steps in this tutorial.

▪ Licensed users of Trial Balance CS or Engagement CS who are not licensed users of Write-Up CS should use the **CSTBS01** sample client when completing this tutorial.

Notes

▪ If you are using a copy of the CSTBS01 sample client, you will notice that some of the screens may show data that differs from the data presented in this tutorial. Nonetheless, the exercises in this tutorial still apply when using the Financial Reporter module with a copy of the CSTBS01 sample client. Differences that are exclusive to Trial Balance CS or Engagement CS are noted for your attention.

▪ As you are working through this tutorial, you may press F1 or CTRL+F1 to see overview help for the active window or dialog.

Tutorial conventions

- Function keys and shortcut keys that you press on the keyboard (TAB, ENTER, or CTRL+F1, for example) appear in all capital letters.

- **Bold** characters are used to emphasize commands or options you should choose or text you should enter.

- In some cases, commands are provided with slashes. For example, "Choose **File / New Client**" tells you to choose **File** from the CSA menu bar and then to choose **New Client** from the pull-down File menu.

- **Click** means to press the left mouse button once. **Double-click** means to press the left mouse button twice in quick succession. **Right-click** means to press the right mouse button once. (This tutorial assumes that you are right-handed or are using a right-handed mouse.)

- If a procedure directs you to **mark** a checkbox or to **choose** an option, that means to click it once with the left mouse button so that a ✓ appears in the checkbox or a highlight appears in the option circle.

- The "context menu" (also called "shortcut menu") appears when you right-click in an unused gray area of a window or dialog. It lists all of the commands that also appear in the Edit menu and that pertain to the type of record or item that is currently selected in the active window or dialog. Note that you can also quickly open the context menu from the keyboard by pressing the **F3** function key.

- The Financial Reporter module relies on the Windows® standard convention of using the TAB key to move from field to field within a window or dialog. However, if you prefer to use the ENTER key rather than the TAB key to move the cursor from field to field, you may do so by selecting a special option in the Setup / User Preferences dialog. For more information, search on **User preferences** from the index of the CSA help browser, and then click the **User Preferences [Setup menu]** topic.

Financial Reporting Features

The powerful Financial Reporter module lets you design your own statements and reports with easy-to-use row-and-column grids that are similar to the Windows-based worksheet tools with which you are already familiar.

The Financial Statement Editor gives you virtually unlimited flexibility in report design and makes it easy for you to add financial notes and comments, correct alignments, modify font settings and color selections, add your own logo or other bitmaps, and so forth. You can use the Financial Statement Editor to create, copy, or modify custom financial statements that can include bitmap images, full-color line graphs, bar graphs, and pie charts.

Using the Financial Statement Editor, you can do the following:

- Insert and adjust the placement of headers and footers, statement headings, column headings, notes, and other text.

- Insert various types of data variables, including:

  - amounts, text, dates, periods of time, or additional amounts

  - graphic objects, such as your company logo or other bitmaps

  - conditional expressions

  - formulas

- Choose various font settings and alignments for rows, columns, individual cells, selected variables or text.

- Add special borders or shading.

- Insert new rows or columns, page breaks, and additional worksheets.

- Print the selected statement or preview it on the screen from within the Financial Statement Editor.

- Drill down to transaction level detail while in Print Preview mode, and edit individual transactions for the current period as needed.

Note: Both Trial Balance CS and Engagement CS provide a **basis** selection so you can select a specific basis type for any amount in your financial statements.

Matrix design

All financial statements are organized in a matrix layout familiar to users of electronic spreadsheets, with horizontal rows and vertical columns. The Financial Reporter module retrieves your client's Chart of Accounts information and prints it based on your instructions.

Sample statements

A library of standard statements is included with the Financial Reporter module that make it easy for you to copy and customize statements to suit your own needs, although it is possible to build all of your statements from scratch within the Financial Statement Editor. The statements that are provided with the software are stored in the **global** and **client** statement locations when you install the program. To open a client statement or global statement, choose File / Open while the Financial Statement Editor is active. You may then customize the statement to suit your needs.

Account groups

The Financial Reporter module uses **account groups** so you can work with logical groups of information rather than specifying actual account numbers in the financial statement. This allows you to use standard accounting terminology to define ranges of accounts, and minimizes the amount of maintenance required for statements when you add accounts inside existing ranges. You can therefore use the same statements for numerous clients, as long as the account group names are consistent.

For instance, you might set up an account group called **Revenue** and assign all sales accounts to this group. Each time you reference the

name **Revenue** in the financial statement, the program automatically uses the accounts specified in the account group table.

Each time you create a new client using Write-Up CS or Trial Balance CS, the program sets up a standard set of predefined account groups with no assigned account numbers. These account groups tie directly to the library of standard financial statements, so once you enter your client's account numbers into the appropriate predefined account groups, you can begin to use the financial statements provided with the program. You can make changes where appropriate to meet specific client needs and add new account groups at any time.

You can also transfer account groups (and other client information) from a client you select to the client currently open in CSA.

☑ Working with the Sample Client

This section of the *Financial Reporter Tutorial* provides a brief overview of opening a sample client, saving the sample client under a new name, and transferring financial statements from an existing client.

For this tutorial we will copy the **Write-Up Sample Client (CSWRI01)** to our new working client called CSFR01XX (where XX represents your initials). This enables you to leave the original sample client intact for others in your office to use when becoming acquainted with the Financial Reporter module.

Note: If you are a licensed user of Trial Balance CS or Engagement CS but not Write-Up CS, instead of opening CSWRI01, open the CSTBS01 sample client and save it as CSFR01XX.

Opening the sample client

1. Choose **File / Open Client**, click the button on the toolbar, or press the CTRL+O shortcut keys.

2. In the Open Client dialog, highlight **CSWRI01 – Write-Up Sample Client** and click the Open button.

    (If you have Trial Balance CS or Engagement CS installed but not Write-Up CS, select **CSTBS01 – Trial Balance Sample Client** in the Open Client dialog.)

Saving a copy of the sample client

Use the following steps to create a copy of the sample client, which you can use to complete this tutorial. This leaves the original sample client intact for others in your office to use to become acquainted with the Financial Reporter module within the Creative Solutions Accounting software.

1. With the **CSWRI01** or **CSTBS01** client open in CSA, choose **File / Save As**.

2. In the Save As dialog, enter **CSFR01XX** (where XX represents your initials) as the new client ID for your copy of the sample client. Note that you can use up to 11 alphanumeric characters to create a unique client ID.

3. Click the Save button to close the original client and open the copy you just created. Note that the client ID appears in the title bar of the CSA main window.

Transferring financial statements

Because we are now working with a copy of the CSWRI01 or CSTBS01 sample client (CSFR01XX), the accompanying financial statements are available without having to transfer from a source client. Note, however, that when you create a **new** CSA client, there are no financial statements on file for use until you do one of the following:

- Transfer financial statements to that client from another existing client.

- Open global statements one at a time (within the Financial Statement Editor, choose **File / Open / Global Statement**) and save them as client statements.

- Create one or more financial statements from scratch for that client.

If you have an existing client with statements similar to those you will need for the new client, it is fastest to copy the financial statements from the existing client and modify them as necessary to meet the specific requirements of the new client.

CSA clients with IDs that begin with the prefix **CS** are sample clients and contain standard financial statements you can transfer to your client.

Note: If the financial statements for the client you are transferring statements from use different account groups than those provided with the program, you may want to transfer accounts groups from that client as well and then make any required modifications to the designated accounts in each range. If the account groups specific to the statements are not transferred, they need to be set up before the statement can be used.

Procedure

Use the following steps to transfer client information from one client to another in CSA.

1. Choose **Utilities / Transfer Client Information** to open the Transfer Client Information dialog.
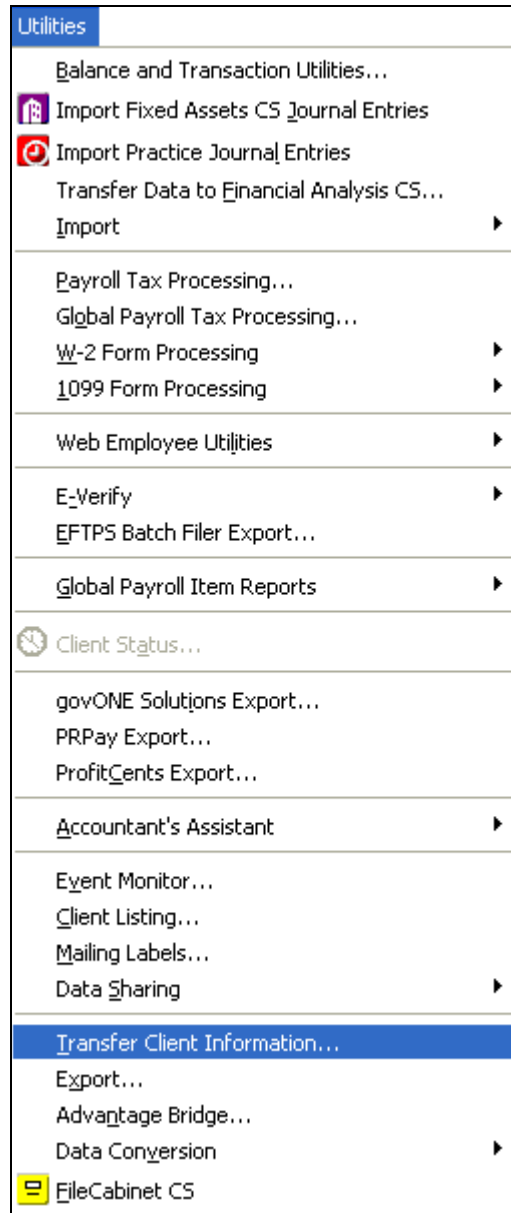
2. Select the source client from the drop-down list in the Transfer Client Information dialog. (To copy just financial statements from the source client, you would mark only the associated checkbox.)
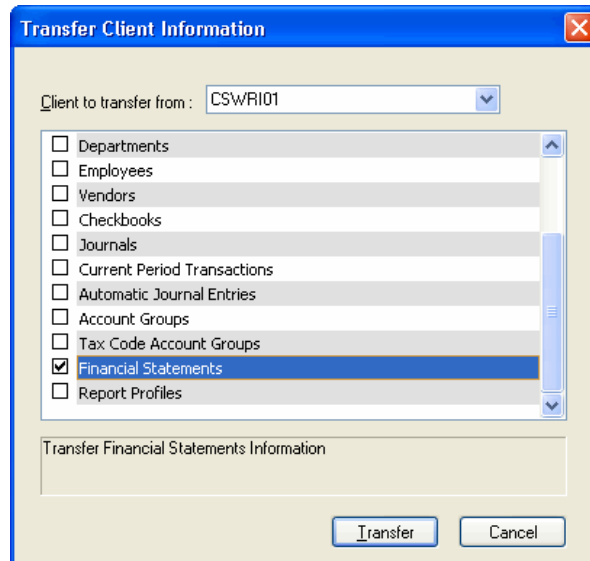
3. At this point you would click the **Transfer** button to begin the transfer process, but for the purposes of this exercise, click the Cancel button.

   Note: If you were to click the Transfer button, the following dialog could appear if your client already has client-specific financial statements. You have the option to overwrite the existing financial statements or not.
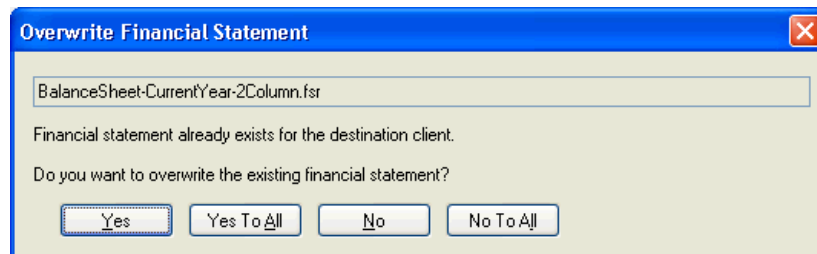
☑ Using Account Groups

Account groups provide a way to categorize information for reporting. They are simply collections of accounts that you assemble under a predefined name. They allow you to set up financial statements that can be used with every client even though each client may use a different Chart of Accounts. The program uses the account groups to calculate account balances for reporting purposes in financial statements and transmittal letters.

Let's say the account group **Cash** for client **A** consists of accounts 100 – 199, and for client **B** the **Cash** account group consists of accounts 1000 – 1099. Both clients are able to use the same financial statement if **Cash** is used to define the row amount.

For example, to take advantage of the sample Income Statements that are available with the Financial Reporter module, you would need to specify only the ranges of accounts for the following account groups: Base, CostofSales, OperatingExpenses, OtherIncome, ReturnsandAllowances, and Revenue.

Note: Account group names are defined in statements using single words. Multiple word descriptions are treated as one continuous name. The following table lists the account group names initially provided by CSA.

Income Statement Groups	Cash Flow Groups	Standard Ratios Groups (cont'd)
Base	AccountsPayable	CurrentAssets
CostofSales	AccountsReceivable	CurrentLiabilities
GainsandLosses	AccruedLiabilities	Days
FederalIncomeTax	AccruedPayroll	DepreciationExpense
OperatingExpenses	Cash	Dividends
OtherExpenses	Depreciationand Amortization	Equity
OtherIncome	Dividends	FederalIncomeTax
ReturnsandAllowances	FixedAssets	FixedAssets
Revenue	GainsandLosses	InterestExpense
	Inventory	Inventory
Balance Sheet Groups	Investing	LongTermLiabilities
AccumulatedDepreciation	LongTermLiabilities	NetIncome
CapitalStock	NetIncome	QuickAssets
CurrentAssets	Prepaids	RepairsandMaint
CurrentLiabilities	StockProceeds	Revenue
Equity		TotalAssets
FixedAssets	**Standard Ratios Groups**	TotalEquity
LongTermLiabilities	AccountsPayable	TotalExpenses
NetIncome	AccountsReceivable	TotalLiabilities
OtherAssets	AccumulatedDepreciation	Amount01=Outstanding Shares
PaidinExcess	Base	Amount02=Stock Price
TreasuryStock	CostofSales	

Tip
When working in the program, you can view the list of account groups that apply to each type of statement by searching on **Account groups** from the index of the CSA help browser and clicking the **Account group naming standards** topic.

Assigning account numbers to account groups

The first step in setting up financial statements is to assign the correct account numbers to the client's account groups. The account groups table lets you use accounting terminology in your instructions to the program. The table is then mapped to specific account numbers for use in the statement.

Tips
- If you chose to convert account groups from The Write-Up Solution® II (WS2), when you open the Account Groups dialog you will see the standard predefined account groups as well as your converted account groups with their corresponding accounts. Conversion **appends** to the list of account groups; it does not replace the account group listing.

- Account groups can be transferred from client to client, and the account assignments can be edited according to each client's needs.

- Account group names or descriptions are not case sensitive, and they are automatically displayed in alphabetical order within the Setup / Account Groups dialog. While in Browse mode within the Setup / Account Groups dialog, you can enter the first few letters of an account group to quickly move to that group. This saves time by eliminating the need to scroll through the list.

- The account numbers or other account group names assigned to each account group appear in the column labeled **Accounts** as they are entered.

- For each account group being added or edited, you can add individual accounts, ranges of accounts, or other account group names. For example, you could define CurrentAssets to include accounts 100 – 199 or to include the account groups Cash, AccountsReceivable, Inventory, and Prepaids. (For additional

examples of account groups assigned to other account groups, open client **CSWRI04**.)

Predefined account groups

Let's look for an account group that has already been set up for the sample client.

1. From the CSA main window (or from within the Financial Statement Editor), choose **Setup / Account Groups**.

2. In the Account Groups dialog, scroll down to the FixedAssets group, or type **fix**.

3. Highlight the **FixedAssets** account group in the list pane, and click the Edit button.
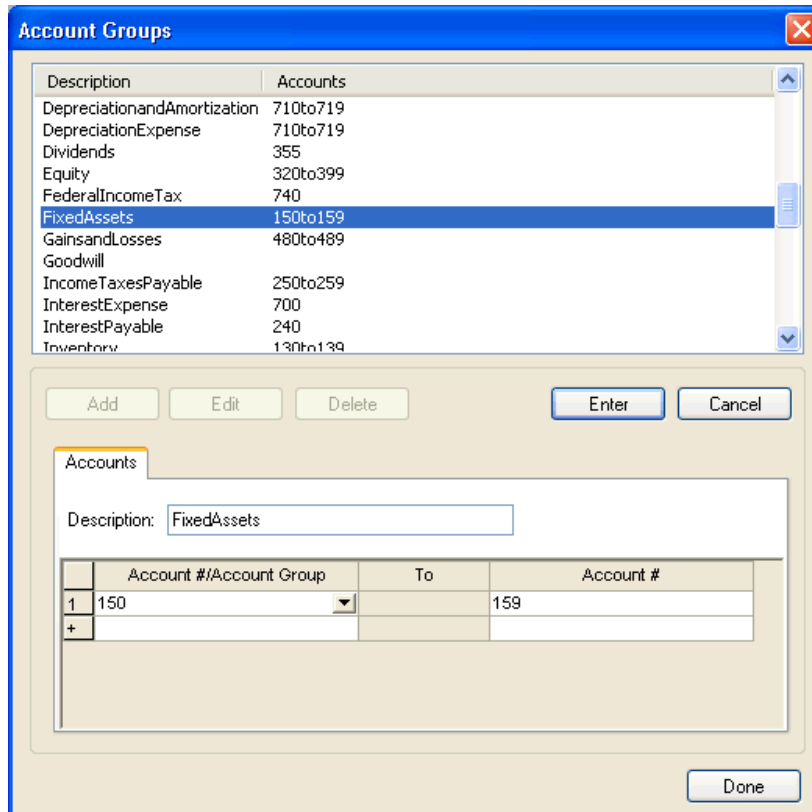
Notice that account **150** has been entered as the first account in the range (in the left-hand Account #/Account Group column in the grid at the bottom of the dialog) and that **159** is the last account in the range (in the right-hand Account # column of the grid).

If the group you are defining should include a single account, you need to fill in just the first Account # column. If you choose to define the account group using other account groups, the second Account # column is disabled.

4. Click the Cancel button.

Tips
*   To continue adding new account group ranges, you can press the ↓ (down arrow) key while in Browse mode to move to the next line you want to edit. Click the Enter button to switch to Add / Edit mode.

*   Use the TAB key to move to the next field in the Account Group grid, and press ENTER to accept the changes.

User-defined account groups

You can also set up your own account groups in the Account Groups dialog.

1. Click the Add button and notice that the fields in the grid on the Accounts tab can now be edited.

2. Enter **LeaseholdImprovements** in the Description field.

3. Press the TAB key to move to the first column in the grid and enter **150**.

4. Press the TAB key to move to the last column in the grid and enter **150.99**.

5. Click the Enter button twice to complete the entry, and note that the new account group description appears in the listview pane at the top of the Account Groups dialog.

Notes
*   It's a good idea to extend account groups so they are contiguous and include every possible account number, even where there are large gaps between account numbers. This ensures that any account

numbers added in the future within these ranges will be included in the statement. It also minimizes the impact of Chart of Accounts changes on statements.

- To define noncontiguous accounts for an account group, enter each account or group of accounts on the individual lines provided in the Accounts grid.

- Use the **Verify unassigned accounts** command to make sure all accounts are being referenced in at least one account group. While in Browse mode in the Accounts Group dialog, press F3 and choose that command from the context menu — or simply press CTRL+V.

Overview of the Financial Statement Editor in CSA

▶ To open the Financial Statement Editor from the CSA main window, choose **Setup / Financial Statements** or click the Financial Statements icon on the shortcut bar.

The Financial Statement Editor provides a number of convenient features to help you create, edit, and print your financial statements quickly and with professional results:

- The sample **client** and **global** statements provided with the software allow you to copy and customize statements to meet your own needs, without having to create statements from scratch.

- The Properties box in the left column of the editing window switches between **Row mode** and **Cell mode** depending on the current selection in the editing worksheet.

- The **Navigation list** in the left column displays the common keystrokes used in the Financial Statement Editor.

- The Financial Statement Editor **toolbar** makes it easy for you to make changes to the formatting of your statement with the click of a button.

- The **drill-down** feature enables you to view and edit individual transactions from Print Preview mode.

Using the features within the Financial Statement Editor

Toolbars

The toolbar in the Financial Statement Editor enables you to edit your statement with one-touch convenience. Each button on the toolbar and its function is pictured and described below.

Button	Action
	New. Opens a new, blank statement.
	Open client statement. Opens the Open Client Statement dialog in which you select a statement for editing. (Only one statement may be open at a time.)
	Save. Saves any changes you have made to the statement.
	Verify. Detects basic syntax errors contained in financial statement formulas.
	Print. Prints the statement to the selected printer. To select the printer, from the CSA main window choose **File / Print Reports.**
	Print Preview. Opens the Preview window where you can view the statement as it appears when printed.
	Cut. Cuts the highlighted text and places it in the clipboard. Shortcut keys: CTRL+X
	Copy. Copies the highlighted text and places it in the clipboard. Shortcut keys: CTRL+C
	Paste. Pastes the text from the clipboard to where the cursor is located. Shortcut keys: CTRL+V
	Insert chart. Opens the Insert Chart dialog in which you specify the type of chart, data definition, and chart properties. The chart is inserted where the cursor is located.

Button	Action
	Undo. Undoes the previous action. Shortcut keys: CTRL+Z
	Redo. Repeats the last action that you "undid."
	Switch between row and cell mode. Toggles between Row mode and Cell mode. Shortcut keys: CTRL+M
	Select row mode. Activates Row mode. Shortcut keys: CTRL+W
	Select cell mode. Activates Cell mode. Shortcut keys: CTRL+L
	Freeze Row Heights. Toggles between deactivating and activating the ability to adjust row heights by clicking the left mouse button on the horizontal row border and dragging the border up or down.
	Add a row to the end of the statement. Adds a row to the bottom of the statement.
	Insert Row. Inserts a row above the row in which the cursor is located.
	Deletes a row. Deletes the row in which the cursor is located.
	Bold. Toggles bolding on and off. Click this button, type the text, and click the button again to turn bolding off; or highlight the text you wish to change and click this button.
	Italics. Toggles italics on and off. Click this button, type the text, and click the button again to turn italics off; or highlight the text you wish to change and click this button.
	Standard Underline. Toggles regular text underline on and off. Click this button, type the text, and click the button again to turn the underline off; or highlight the text you wish to change and click this button to underline the text.
	Accountant's Underline. Toggles accountant's underline on and off. Highlight the amount you wish to underline and click this button.

Button	Action
#	**Accountant's Double Underline.** Toggles accountant's double underline on and off. Highlight the amount you wish to double underline and click this button.
$	**Fixed $.** Toggles the fixed dollar sign on and off in the financial statement. You may also choose **Format / Cells** to open the Format Cells dialog. In the Number tab select Floating $, Fixed $, or Standard % from the drop-down list.
≡	**Align text left.** Left-justifies the contents of the selected cell(s). This alignment is the default.
≡	**Center text.** Centers the contents of the selected cell(s).
≡	**Align text right.** Right-justifies the contents of the selected cell(s).
⇤	**Decrease indentation of selected text.** Reduces the indentation of the text in the row or cell in which the cursor is located.
⇥	**Increase indentation of selected text.** Indents all of the text in the row or cell in which the cursor is located.
▦	**Merge and center cells.** Merges the selected cells into one, single cell and centers any text in the new, merged cell.
Done	Closes the Financial Statement Editor as well as your current statement. *Tip:* To close the current statement and open another, choose **File / Close** and then choose **File / Open / <Client>** or **<Global> Statement** to open the next statement in the Financial Statement Editor.

Properties box

The upper-left side of the Financial Statement Editor window is called the Properties box. The majority of modifications and text entry is done in this section of the Financial Statement Editor window. You can quickly accept any changes made in the worksheet section by using the CTRL**+**↓ (down arrow) key combination or by clicking the mouse anywhere in the worksheet section of the Financial Statement Editor window.

The Properties box toggles between **Row mode** and **Cell mode** (indicated by the respective headings in the Properties box), depending on which mode is selected in the Financial Statement Worksheet window.

Note: Detailed descriptions of both Row mode and Cell mode are provided later in this chapter.

Navigation list

The lower-left pane in the Financial Statement Editor window is the Navigation list, where a legend of the most common keystrokes is displayed.

Editing worksheet

The pane on the right side of the Financial Statement Editor window is called the editing worksheet. It presents cells in columns and rows (similar to popular worksheet layouts like Microsoft Excel) and allows you to select, add, delete, or modify column(s), row(s), or cell(s) within the Financial Statement Editor.

Client statements vs. global statements

A financial statement can be created and saved as client specific or global.

- Client-specific statements are stored in the client's data folder and can be modified or printed only when the client is open. They are backed up during a regular client backup. Any changes to a client statement affect only that client.

- Global statements are saved in the *x:*\WINCSI\CSASys\STATEMENTS folder (where *x* represents the drive letter where CSA is installed) and can be opened for any client. These are not backed up with client data but instead must be backed up by choosing **File / Backup** and then choosing **System Data** from the drop-down list in the Backup Clients dialog. A change to a global statement affects all clients who use that global statement.
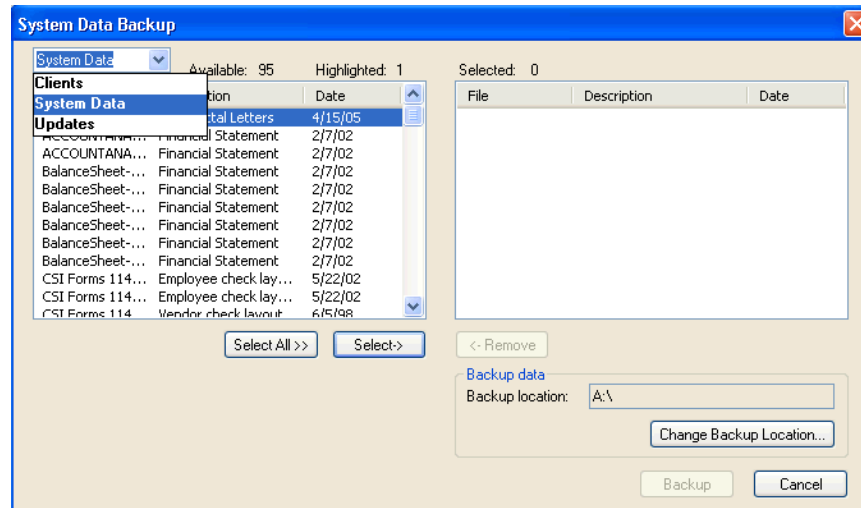
Notes

▪ Global statements are useful if several clients need the same format of a financial statement, and if you expect to change the formatting in the future and want those changes to affect all clients using that statement. Of course, if you change a client-specific statement, you can also transfer that statement to other clients.

▪ If you have set up a master password, you can restrict access to global financial statements by marking the Global Financial Statements checkbox on the Security tab of the Setup / System Configuration / Administration dialog.

▪ If you are a licensed user of Engagement CS, you must set up staff-level security and assign each staff member to one or more groups. In this case, the Global Financial Statements checkbox is found on the Financial Reporter tab of the Group Privileges dialog (accessed by clicking the Group Privileges button on the Groups tab of the Setup / System Configuration / Administration dialog).

Opening and previewing a statement

Let's select a statement to work with in the current sample client CSFR01XX.

1. In the Financial Statement Editor, choose **File / Open / Client Statement**.

2. In the Open Client Statement dialog, double-click **BalanceSheet-CurrentYear.fsr**.
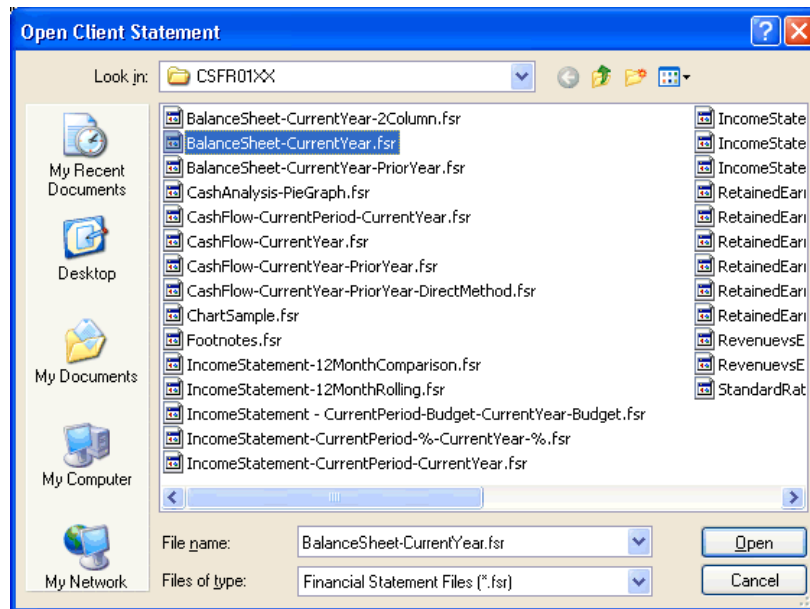
3. The financial statement appears in the Financial Statement Editor window, as shown in the following illustration.

	A	B	C
1 - Description	**[Text 3]**		
2 - Description			
3 - Description			
4 - Description	**CURRENT ASSETS**		
5 - Accounts	Account Description	$ 9,999,999.99	
6 - Description			
7 - Totals	**Total Current Assets**	9,999,999.99	
8 - Description			
9 - Description	**PROPERTY AND EQUIPMENT**		
10 - Accounts	Account Description	9,999,999.99	
11 - Totals	Less: Accumulated Depreciation	9,999,999.99	
12 - Description			
13 - Totals	**Net Property and Equipment**	9,999,999.99	
14 - Description			
15 - IF	OA		
16 - Description	**OTHER ASSETS**		
17 - Accounts	Account Description	9,999,999.99	
18 - Description			
19 - Totals	**Total Other Assets**	9,999,999.99	

◄ ► \Sheet 1 /

4. Click the Print Preview 🔍 button to view the financial statement as it would appear when printed.

5. In the Preview window, click the Print button to send the statement to your default printer and click the Close button to return to the Financial Statement Editor window.

The editing worksheet on the right side of the Financial Statement Editor window displays information that represents the type of information that will appear in the actual statement, but no actual amounts or account descriptions appear in the worksheet itself. Instead, the variables names, generic account names, and amount indicators that appear in the worksheet are a guide to the format of the statement. They enable you to set up a statement that can be used for all of your clients without having to reformat the statement for each client. All variables are replaced by actual data and account information only when you print or preview the statement for the selected client.

The worksheet itself, like many popular spreadsheet applications, is made up of rows, columns, and cells. Each row is designated by a **row number button** at the far left of the editing worksheet. The number is purely for reference, and the description may be changed depending on

the function you want the row to perform. When you preview or print the statement, the Financial Reporter module populates a cell by looking at the definition of the cell and the row (as defined in the Properties box) and pulling the appropriate amounts and/or descriptions from the Chart of Accounts.

To select all of the cells within the worksheet, click the **blank gray button** at the top of the row number column. This enables you to make property changes to all cells at once without having to select rows or cells individually.

Working with rows and row types (Row mode)

The number button that corresponds to each row in the statement worksheet indicates either the default row type (Description) or a row type you have selected. By selecting an option within the drop-down list for the Type field (in the Row Properties box at the left of the worksheet), you can specify any of five row types for the currently highlighted row or group of rows.

Description row (default)

Use a Description row when you want to place text in a row that will have no amounts or accounts assigned to it. For example, you might want to specify a description of "Current Assets" or "Cost of Goods Sold" to describe the rows that follow.

Accounts row

Use an Accounts row to display each account in a certain account group or range of accounts in the current row. On the printed report, each account will appear on a separate line. For an Accounts row, the program automatically displays the text "Account Description" in whatever you define as the text column for that row, but that text will not actually appear on the statement. The account name from the Chart of Accounts will appear instead as the text for each row.

It's important to note that before an amount can appear in an Accounts row, you must first define the period for the appropriate cell(s), as we will discuss later in this tutorial.

| 5 - Accounts | Account Description | $ | 9,999,999.99 |

Note: If you reference the combining accounts in the account group, the combining account description is what will actually print for the accounts for a **location and/or department** client.

Totals row

Use a Totals row to display the total amount of the selected account group(s), account range, or formula. No text is automatically displayed for this row type; to have a description appear, you must enter it in the **Description** field in the Row Properties box for the selected row.

| 7 - Totals | **Total Current Assets** | 9,999,999.99 |

Storage Name row

Storage names can be useful when designing statements that repeat the same formulas multiple times. Use a Storage Name row to define the formula before using it in a selected row. First select **Storage Name** in the Type field of the Row Properties box, define the formula in the **Amounts** field, and specify a storage name for that row. To use the same storage name in another row, simply type its name in the Amounts field for an Accounts or Totals type row, or choose it from the Formula dialog.

Heading row

Use a Heading row type to define a row for column descriptions that would repeat on the next page when there is too much information in a section to fit on a single page. After assigning the Heading row type, you may enter the desired heading text within the cells of each column for that row.

Working with cells (Cell mode)

Every cell in the Financial Statement Editor worksheet can be edited while you are in Cell mode (as discussed later in this chapter). You can select the period and format of the data that will appear in each cell. You can modify the format of the numbers or text that will appear in any cell, as well as where dollar signs and underlines will print.

You can select multiple cells in any of several ways:

- by clicking the heading button at the top of a column

- by clicking and dragging the cursor across multiple column heading buttons

- by holding down the CTRL key while clicking multiple cells or column heading buttons

- by clicking and dragging the cursor to highlight a range of cells

Note: When using Trial Balance CS or Engagement CS, you can select among the five available amount bases for each cell or group of cells in which amounts are being displayed.

Cells in a sample statement

Let's open one of the sample statements to examine the predefined settings in the Financial Statement Editor worksheet in relation to how the information actually appears on the printed statement.

1. In the Financial Statement Editor, choose **File / Open / Global Statement** and select **BalanceSheet-CurrentYear.fsr**.
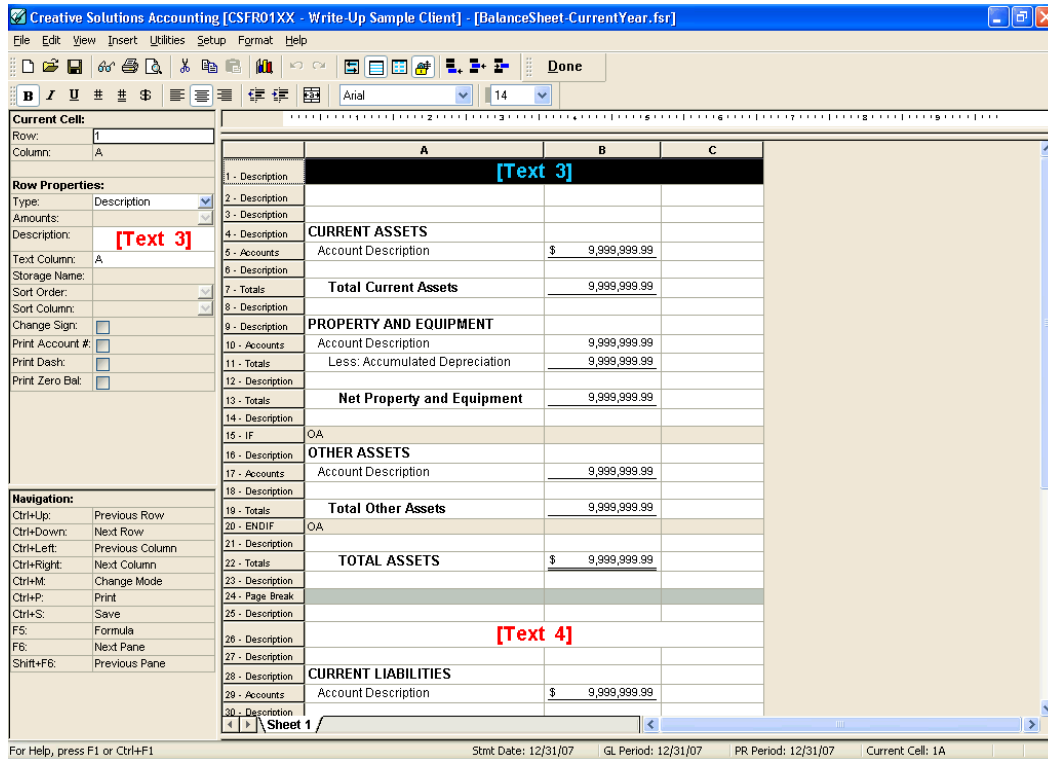
2. While viewing the worksheet, notice that in Column B, Row 5 (or B5), a fixed $ appears in the cell that displays 9,999,999.99 with a single underline. Also notice that in cell B7, there is a single accounting underline for the Total Current Assets amount.

3. Click inside cell **B5** and notice that this activates Add/Edit mode, which temporarily hides the formatting for that cell (for example, both the $ and single underline). However, the Accountants Underline, Fixed $, and indent buttons on the toolbar appear activated if the selected cell contains those formats.

4. Choose **File / Print Preview** to look at the resulting format for the Current Assets section of this statement.

Write-Up Sample Client
BALANCE SHEET
As of December 31, 2007

ASSETS

CURRENT ASSETS		
Checking - General	$	18,236.21
Checking - Payroll		10,373.62
Petty Cash		1,000.00
Cash - Savings		283,162.41
Marketable Securities		5,000.00
Billed Receivables		46,931.40
Unbilled Receivables		31,054.66
Unbilled Expenses Receivable		4,960.05
Deposits & Prepaid Expenses		4,500.00
Total Current Assets		405,218.35
PROPERTY AND EQUIPMENT		
Leasehold Improvements		28,000.00
Furniture & Fixtures		4,881.97
Office Equipment		60,461.01
Software		6,995.00
Less: Accumulated Depreciation		(40,092.07)
Net Property and Equipment		60,245.91
TOTAL ASSETS	$	465,464.26

5. Click anywhere in the statement (other than an amount) while it's open in the Preview window to enlarge or reduce the size of the view. Clicking an amount opens a drill-down viewer that enables you to review and edit transaction-level detail. (These topics are discussed in more detail later in this tutorial.)

6. Click the Close button to return to the Financial Statement Editor window.

> **Note:** If you are completing these exercises using a copy of the sample client CSTBS01, your balances will differ slightly.

Switching between Row mode and Cell mode

The upper-left section of the Financial Statement Editor window displays the properties of the rows and cells. The functions in this section change depending on whether you are currently in Row mode or Cell mode, so it's important to observe which mode you're in so you can easily navigate the program.

To quickly switch between Row mode and Cell mode, click the button on the toolbar, or press CTRL+M.

Row properties

There are two ways to tell when Row mode is active:

- The **Row Mode** button on the toolbar appears activated.

- The words **Row Properties** appear in the Properties box at the left side of your screen.

When editing a statement in Row mode, you can define properties and formatting that apply to a single row or to a selected group of rows. You can activate Row mode in any of the following ways:

- Click a row number button to select an entire row in the worksheet.

- Choose **View / Row Mode**.

- Click the **Select row mode** button.

- Press **CTRL+W**.

Let's take a look at the specific information in the Row Properties box.

1. On the BalanceSheet-CurrentYear.fsr financial statement that is open in the Financial Statement Editor window, click the row number button labeled 4-Description.

   The illustration shows how the Row Properties box at the left of the editing worksheet should appear on your screen.

2. Click in the **Type** field of the Properties box and press F4 to open the drop-down list of row types (Description, Accounts, Total, Storage Name, and Heading).

   For this example, we won't change the type for this row, so press ESC to leave **Description** as the selected row type.

Current Cell:	
Row:	4
Column:	A

Row Properties:	
Type:	Description
Amounts:	
Description:	**CURRENT ASSETS**
Text Column:	A
Storage Name:	
Sort Order:	
Sort Column:	
Change Sign:	☐
Print Account #:	☐
Print Dash:	☐
Print Zero Bal:	☐

3. Notice that the Amounts field is grayed in the Row Properties box because the selected row is a Description row. The Amounts field is accessible only when the row type is Accounts, Totals, or Storage Name.

4. Notice that when the row type is Description, you can specify the desired text description in the Description field. In this case, the text for that field has already been entered as "CURRENT ASSETS."

   You would also use a Description row type for a blank row, as in row 6 or 8 of the BalanceSheet-CurrentYear.fsr financial statement.

5. In the editing worksheet, click the row number button **5-Accounts**. Notice that Accounts is selected in the Type field of the Row Properties box.

   The accounts or formula associated with this row are shown in the Amounts field of the Row Properties box — in this case, an account group called **CurrentAssets**.

Current Cell:	
Row:	5
Column:	A

Row Properties:	
Type:	Accounts
Amounts:	ƒₓ CurrentAssets
Description:	Account Description
Text Column:	A
Storage Name:	
Sort Order:	
Sort Column:	
Change Sign:	☐
Print Account #:	☐
Print Dash:	☐
Print Zero Bal:	☐

Notes

- Notice in this sample statement that an **Accounts** row type is used to display the GL amounts for every account in a certain account group or range of accounts so that, on the printed statement, each account would appear on a separate line. When you choose to define a row as an Accounts row, the program automatically displays the text "Account Description" in the text column you define. (The text "Account Description" will not actually appear on the printed statement; the account name from the Chart of Accounts will appear instead.)

- For a Trial Balance CS or Engagement CS client, a Grouping Type field is also available in Row mode. Using the drop-down list in this field, you may choose Account Groups or one of the five available grouping schedules. The selection in this field defines what is available in the drop-down list of the Amounts field.

6. Click in the Amounts field of the Row Properties box and press F5. This opens the Formula dialog where you can define and insert formulas into your worksheet. (You can open the Formula dialog by click the Formula ![fx] button in the Amounts field.)

7. We won't change the information for this field, so click the Cancel button to close the Formula dialog.
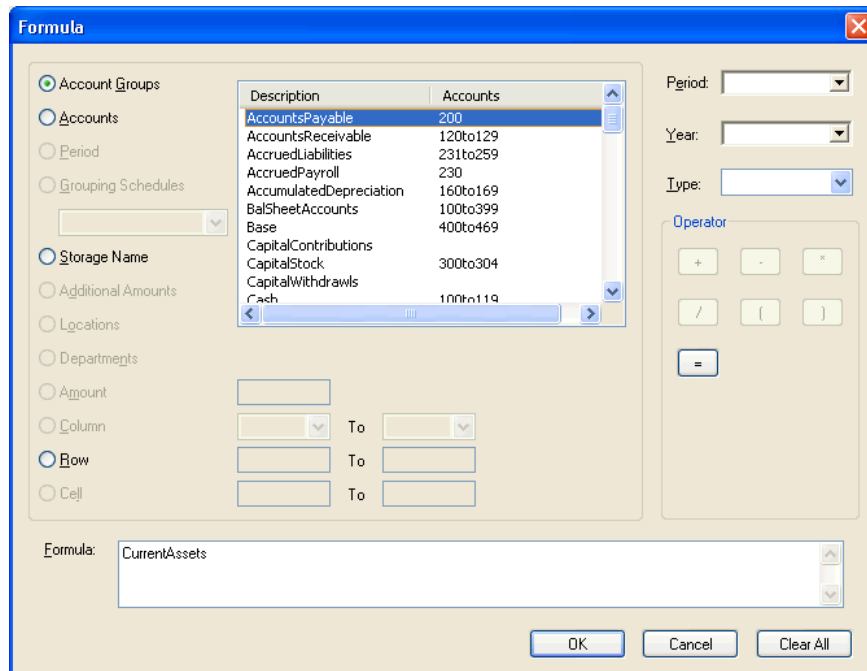
8. With the cursor still in the Amounts field, press F4 to open the drop-down list of account groups. For the selected account group (**CurrentAssets**), a separate line will print on the statement for each account that falls between the defined account range of 100 and 149.

9. Notice that the letter **A** appears in the Text Column field. This means that column A is to be used for the account descriptions for each of the CurrentAssets accounts. The description for each account listed on the statement is pulled from the Chart of Accounts itself, so any changes that you might want to make to individual account line descriptions would need to be made from the Setup / Chart of Accounts window.

10. Notice that if we wanted to store an amount definition for a formula or for a complex range of accounts as entered in the Amounts field for this row, we could enter a description in the Storage Name field of the Row Properties box.

11. In the Sort Order field, you can choose any of the following options from the F4 drop-down list:

Account # (default)	Amount Ascending
Description	Amount Descending

Note: For Amount Ascending or Amount Descending, you could also set one of the columns as the dominant column by selecting it from the drop-down list in the Sort Column field. If no selection is made, the program automatically assigns as the dominant column the left-most column that contains values.

12. In the Row Properties for an **Accounts** type row, note that you may also mark any of the following checkboxes:

- **Change Sign.** Changes the sign of the amounts displayed.

- **Print Account #.** Prints general ledger account numbers.

- **Print Dash.** Prints a dash between the account number and the account description. This option is available only if Print Account # is marked. The Print Dash checkbox is marked by default when the Print Account # checkbox is marked.

- **Print Zero Bal.** Prints accounts with zero balances.

13. Click row number button **7-Totals** in the editing worksheet and notice that **Totals** is selected in the Type field of the Row Properties box, and Row(5) is shown as the formula in the Amounts field for that row. (Choose a Totals type row when you want to display the total amount of the selected account groups, account range, or formula.)

Current Cell:	
Row:	7
Column:	A

Row Properties:	
Type:	Totals
Amounts:	f_x Row(5)
Description:	**Total Current Asse**
Text Column:	A
Storage Name:	
Sort Order:	
Sort Column:	
Change Sign:	☐
Print Account #:	☐
Print Dash:	☐
Print Zero Bal:	☐

While the definitions for row 5 will cause all **accounts** to be listed individually, the row 7 definition means that only the **total** of those accounts will print on the line being defined.

Because many amounts can be totaled on a single line, the Chart of Accounts descriptions cannot be used. For a **Totals** line, you must define the description you want to see for that line by entering the text in the **Description** field (just as you would for a Description type row).

Cell properties

There are two ways to tell when Cell mode is active:

- The **Select Cell Mode** button on the toolbar appears activated.

- The words **Cell Properties** appear in the Properties box on the left side of your screen.

When editing a statement in Cell mode, you can define properties and formatting that apply to a single cell or a selected group of cells. You can activate Cell mode in any of the following ways:

- Click a column heading button to select an entire column.

- Click directly within a cell or highlight a group of cells.

- Choose **View / Cell Mode**.

    ▪   Click the **Select cell mode** button.

    ▪   Press **CTRL+L**.

The cell(s) you are currently working in display in the Cell Properties box on the left side of the screen.

Note: Properties defined in a cell take precedence over properties subsequently defined in a row.

Let's take a look at the specific information in the Cell Properties box.

▶   On the BalanceSheet-CurrentYear.fsr financial statement that is open in the Financial Statement Editor window, click inside the first cell of the first row (**cell A1**).

The illustration shows how the Cell Properties box at the left of the editing worksheet should appear on your screen.

Current Cell:	
Row:	1
Column:	A

Cell Properties:	
Text:	**[Text 3]**
Contents:	*fx*
Period:	*fx* [CY]
Amount Type:	BA
Change Sign:	☐

Note: For a Trial Balance CS or Engagement CS client, a reporting **Basis** field is also available in Cell mode. Using the drop-down list in this field, you may choose from among five different reporting bases for the selected amounts in your statement.

Period indicators

A period indicator is a symbol or code that specifies the time period(s) from which to pull amounts for a specific column, cell, or group of cells. A period indicator can specify year-to-date, total year, current period, cumulative, or beginning balance amounts for the current year, for a future year, or for up to nine preceding years.

The following period indicators are among those most commonly used in the Financial Reporter module.

CY	Current Year-to-Date
CP	Current Period
1PY	1 Prior Year-to-Date
PP	1 Prior Period
CP-1	1 Period ago
CZ	Current Year Cumulative (excludes beginning balance)

Note, however, that a great many more period indicators are available for selection individually or as part of a formula.

1. Click inside cell **B5**, click in the **Period** field of the Cell Properties box, and press F4 to open the drop-down list of commonly used period indicators.
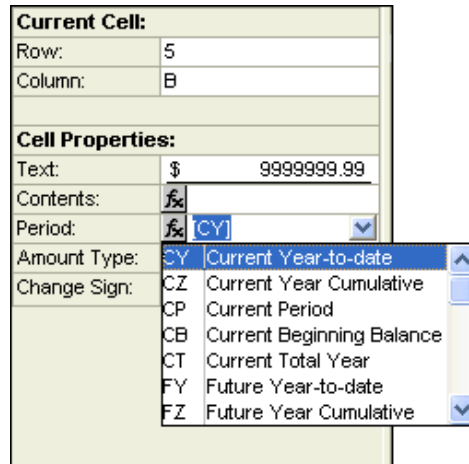
2. Click the Formula f_x button inside the **Period** field of the Cell Properties box to access the complete list of period indicators available for selection within cells (or within formulas for cells). This opens the Formula dialog with the Period option already selected.
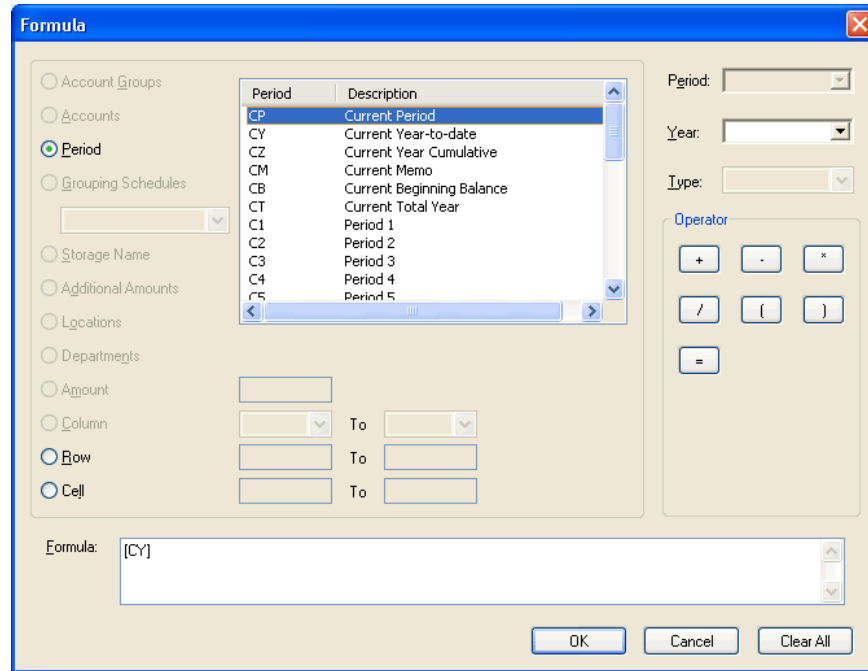
To view a complete list of period indicators, search on **Period indicators** from the index of the CSA help browser and click the **Period indicators available for selection in financial statements** topic.

Defining periods

The easiest way to define the period(s) of data to display in a column is to set up the contents of the entire column at once. If a few cells in the column require a different period selection, you can change those on an individual basis. For example, you might want all the numbers in a column to be Year-to-Date except for the very last row, which should reflect budgeted amounts.

Let's add a third column for Prior Year Info in the BalanceSheet-CurrentYear.fsr statement and designate all the cells in column C as **Prior Year-to-Date**.

1. Click the column heading button for column B to highlight that entire column.

2. Click the **Copy** ⬚ button on the toolbar, or right-click and choose **Copy** from the context menu. When the confirmation prompt appears, click **Yes**.

3. Click the column heading button for column C and click the **Paste** ⬚ button on the toolbar.

4. With column C still highlighted, click in the Period field of the Cell Properties box and press F4 to open the drop-down list of period indicators.

5. Select **1PY** (Prior Year-to-Date) from the drop-down list.

6. Click in the Amount Type field of the Cell Properties box, press F4 to open the drop-down list, and select **BA** (for Balance).

Together with the selected contents defined in the Row Properties box, the available amount types let you choose whether to print the **Balances** (actual amounts), **Budgets**, **Adjusted Budgets**, **Debit** amounts, or **Credit** amounts. The Debit and Credit amount types are frequently used in cash-flow statements.

Note: If you need to include a different period or amount type for certain cells within the same column, you can click the individual cell(s) and make the appropriate changes in the Cell Properties box.

Important! If you choose to enter a formula in an individual cell rather than for an entire row, to ensure that actual data will appear in the statement you must define a valid formula for that cell in the **Contents** field, along with a default **period indicator** and **amount** type. You must also define the row type as **Accounts** or **Totals**.

Formatting cells

While in Cell mode, you can do more than just define the period(s) of data to include in a column or cell. You can also select formatting options to define how the information from each cell should appear in the printed statement.

1. To modify the formatting for the currently selected cell(s) in the financial statement worksheet, choose **Format / Cells**.

2. In the Format Cells dialog, click the **Font** tab and specify the typeface, style, and size.

- In the Effects group box, you can select an underline type from the drop-down list in the Underline field.

- You can select a color from the drop-down list in the Color field.

- You may mark the All Uppercase and/or the Strikethrough checkboxes.

3. Click the **Number** tab to select formatting options for amounts in the selected cell(s).

- You can choose to display amounts with a floating $, a fixed $, standard %, or none.

- You can specify the type of symbol to use for displaying negative numbers in your financial statement.

- You can specify the decimal precision to use (from zero to five decimal places).

- You can define how zero amounts are to be shown (zero, blank, or dash).

4. Click the **Alignment** tab to adjust the horizontal, vertical, or indentation alignment within the selected cell(s).

5. Click the Cancel button to close the Format Cells dialog.

Default properties and formatting for new statements

From the Financial Statement Editor, you can choose **Setup / System Configuration / New Statement Defaults** to open a dialog where you may specify the default statement properties to be used for all new global statements.

Closing the sample statement

▶ Choose **File / Close**. When the confirmation prompt opens, click the No button to close the statement without saving any of the changes.

✅ Working with Financial Statements

A number of sample financial statements have been included with the CSA program. Before creating a new statement from scratch, you should first view some of the sample statements to get an idea of what a completed statement looks like. To illustrate some of the features of the Financial Statement Editor, let's copy and paste existing financial statement information to a new statement that we will customize for our purposes.

Opening an existing financial statement

1. In the Financial Statement Editor, choose **File / Open / Client Statements**.

2. Open the **Balance Sheet-CurrentYear.fsr** sample statement. Because you have already opened this statement previously during this tutorial, you may also choose **File / Recent Statements** to select it from the menu.

   Note: The Recent Statements menu command lists only the last four statements that have been opened.

Copying and pasting from an existing statement into a new statement

1. Click the blank gray button in the upper-left corner of the open statement in the Financial Statement Editing worksheet to select the entire statement. (When you do this, notice that all the cells in the worksheet change their appearance, indicating that they are currently selected.)

   Note: When you click in the main body of the statement, only this section is selected and not the header or footer sections.

2. Click the Copy button on the toolbar, or right-click to open the context menu and choose Copy.

3. Choose **File / New** and click **No** in the Save Confirmation dialog.

4. When the new financial statement opens, click the blank gray button in the upper-left corner of the editing worksheet to select all the cells in the main body of the statement.

5. Click the Paste button on the toolbar, or right-click to open the context menu and choose Paste to insert the information you just copied.

Using variables

Variables enable you to use one statement for many clients rather than having to create a new statement for each client. For example, by inserting a text variable such as **client name**, you won't need to type the client's name in each statement — the program automatically inserts the name of the active client when you print the statement.

Predefined variables are provided with the Creative Solutions Accounting software. You can add variables to your financial statement from those provided in the program, or you can define your own variables.

▪ To define Account Group variables, choose **Setup / Account Groups**.

▪ To edit Additional Amounts, choose **Setup / Additional Amounts**.

▪ To edit Text variables, choose **Setup / System Configuration / Text Variables**.

Note: To insert variables, you must be in Cell mode for a Description, Heading, or Totals row. If the Insert / Variable command is grayed, you are in Row mode. When you change to Cell mode, the Insert / Variable option is available.

Using period indicators

The following example illustrates the use of period indicators in the Financial Statement Editor.

1. Click within cell **C7** in the editing worksheet.

2. Click within the Period field in the Cell Properties box, and press the **F5** key to open the Formula dialog.

3. Highlight **CB – Current Beginning Balance** within the list pane of the Formula dialog.

4. Click in the Year field and select **3P – 3 Prior Years Ago** from the F4 drop-down list. (This will display the beginning balance from three years ago for a specified account.)

5. Click the equals ☐ = button in the Operator group box. Notice that the notation **[3PB]** appears in the Formula pane at the bottom of the dialog.

6. Click the Cancel button to close the Formula dialog without saving any changes.

Most variables and conditional expressions require a **period indicator**. For instance, a Statement Date variable requires a period indicator to create the desired column headings in your financial statement.

For a Date variable, the period indicator CC (Current Cell Contents) can be selected from the drop-down list in the Period field at the bottom of the Variables dialog. Use CC if the period you need (example CP-1) does not appear in the drop-down list for the Period field. If CC is

selected, the date variable will display the date that corresponds to the period being used to display financial data in that cell or column.
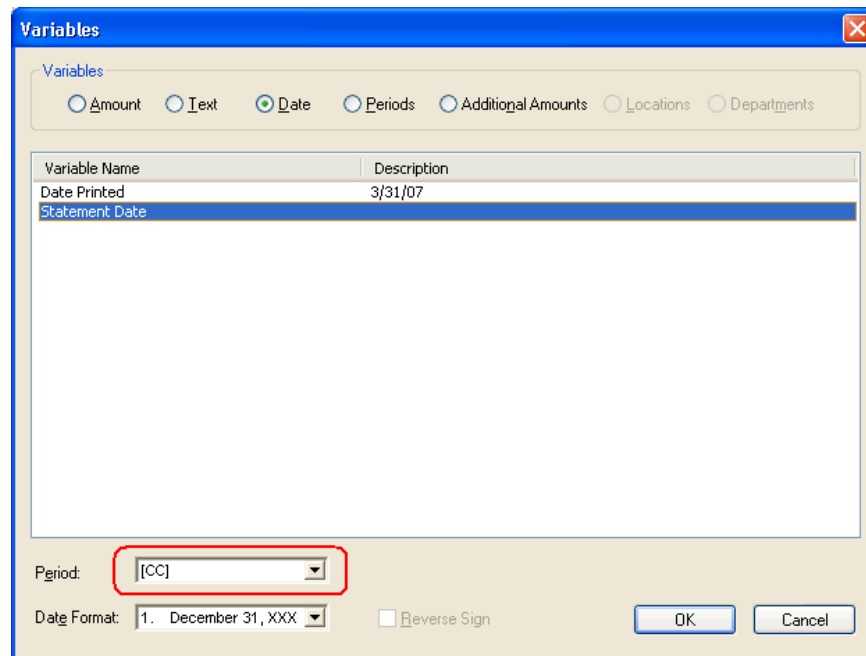
For more information about using period indicators and formulas, choose **Help / Financial Statements Help Topics** and search on the topic of interest from the index of the CSA help browser.

Adding a header to a statement

Because we copied only the main body of the statement, let's add a header to our new statement.

1. Choose **View / Headers/Footers** to open the header section in the editing worksheet.

> ***Note:*** You can adjust the width and height of any section in the worksheet by left-clicking over the horizontal or vertical border surrounding the specific section, and moving it up or down and left or right. Notice that the mouse pointer changes its appearance ✛ when it is over the section frame in the worksheet. By default, in a new statement the command to freeze row heights is selected. This command (toggle) 🔒 must be turned (toggled) off in order to adjust the row height.

2. Click the row number button labeled **1-Description** in the far left column of the Header section of the worksheet.

3. Click the ▣ button on the toolbar to open the Insert Row Type dialog, click the **Description** option, and click OK to insert a new row above the selected row. Notice that a new Description row is inserted into the header section, and that the rows are numbered consecutively.

   Insert Row Type

   - ⊙ Description
   - ○ Accounts
   - ○ Total
   - ○ Storage Name
   - ○ Heading

   [OK]   [Cancel]
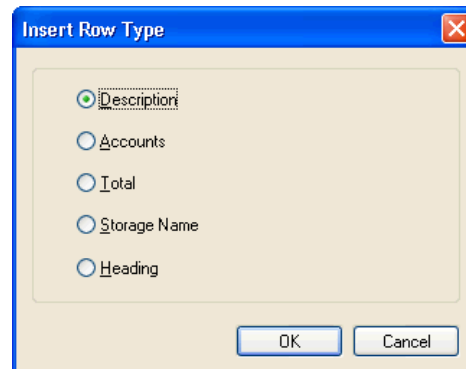
4. If you are not in Row mode, click the ▣ button or click the row number button labeled **1-Description** to switch to Row mode, and click the ▣ button or choose **Format / Merge and Center Cells** to merge all the cells and to center the text in the first row.

5. Click the ▣ button or click the newly merged cell to switch from Row mode to Cell mode. When this is done, notice that the Properties box now displays Cell Properties and not Row Properties.

Current Cell:							
Row:	1						
Column:	A						

	A	B	C	D	E
1 - Description					
2 - Description					
3 - Description					

Cell Properties:	
Text:	
Contents:	ƒx
Period:	ƒx
Amount Type:	BA
Change Sign:	☐

	A	B	C
1 - Description	**[Text 3]**		
2 - Description			
3 - Description			

Inserting a statement variable

Important! You must be in **Cell mode** to insert a variable in the statement worksheet.

1. Click in cell **A1** of the header section and choose **Insert / Variable**.

2. In the Variables dialog, click the **Text** option to open the list of Text variables.

3. Select **Client name** in the list and click OK to close the Variables dialog. Notice that the [client name] variable has been inserted into row 1 of the header section in the editing worksheet.

1 - Description	[client name]

Note: When you preview or print the statement, the program replaces the [client name] variable with the actual name of the client that is currently open in CSA. Using variables enables you to print the same statement for multiple clients without having to enter a different client name every time the statement is printed.

4. Click in cell **A2**. Choose **Insert / Variable** and click the **Text** option.

5. Click **Text 1** in the list pane in the Variables dialog, and click OK to close the dialog and insert the [Text 1] variable into the row labeled **2-Description**.

Note: Several Text variables have been predefined and are available for use in any statement, including **Text 1 – BALANCE SHEET**, **Text 2 – INCOME STATEMENT**, and so on. There are also several blank Text variables you may define for use within your own customized

statements. To do this, choose **Setup / System Configuration / Text Variables**. When the Text Variables dialog opens, specify your own text entry — with a maximum length of 50 characters — in the Text field. As with any of the variables listed in the Variables dialog, the actual text rather than the variable name will appear for these user-defined variables when you preview or print the statement.

6. Highlight the row and click the Merge and center cells ⊞ button to merge all cells in the row and center the text variable.

7. Click in cell **A3**, choose **Insert / Variable**, and click the **Date** option to open the list pane for date variables.

    Notes

    ▪ If you choose to insert a Date variable, you can select either **Date Printed** (which prints the current system date), or **Statement Date** (which prints the statement date based on the period indicator and date format selected at the bottom of the Variables dialog).

    ▪ Every statement date variable requires a period indicator. You can select the period indicator from the drop-down list in the Period field. This enables you to define the period indicator in the cell in which the variable resides in the financial statement. The date variable will display the statement date that corresponds to the data being displayed in that column.

    ▪ You can also specify the format for each variable.

8. Select **Statement Date** from the list pane, **[CY]-Current Year-to-date** in the Period field, and the option **1** (December 31, XXXX) date format from the drop-down list in the Date Format field.

9. Click OK to close the Variables dialog and insert the Statement Date variable into the bottom row of the header section.

10. Highlight the row and click the Merge and center cells ⊞ button to merge all cells in the row and center the text variable.

11. Click the Print Preview button to view the statement with the header you just created.

Tip

You can change the properties of all the cells at once in a specific grid section (header, statement body, or footer) of the statement by clicking the blank gray button(s) in the upper-left corner(s) of the individual section grids in the worksheet. When you click the gray button in the upper-left corner of the respective section grids of the worksheet, you will notice that the grid changes its appearance (buttons become activated and the grid changes color), indicating that all the cells have been selected. Choose the Format menu and select the properties that you wish to modify and apply to all the cells in the worksheet.

Using formulas

Formulas greatly expand the functionality of the Financial Statement Editor by allowing more flexibility in the types of data you can place in the statement. You can use formulas to define entire rows or specific cells.

The following steps guide you through the process of selecting and inserting a formula into a row or cell in the editing worksheet.

1. Scroll down to row 22 and click the **22-Totals** button to highlight that row.

2. Click the **Formula** button in the Amounts field of the Row Properties box.

3. In the Formula dialog, click the **Clear All** button to clear any formula entries in the Formula pane.

4. Click the **Row** option.

5. Enter **7** in the first Row field and click the **+** operator button. You will see the formula begin to appear in the Formula pane.

6. Enter **13** in the first Row field and click the **+** operator button.

7. Enter **19** in the first Row field and click the **=** operator button. (Note that the = will not appear in the Formula field.)

8. Click OK to close the Formula dialog.

Using conditional expressions

While working in the Financial Statement Editor, you can set conditions for selected rows in the worksheet that print only if the predefined conditions have been met. These predefined conditions are known as **conditional expressions** in the Financial Reporter module.

Conditional expressions always begin with an **IF** row and end with an **ENDIF** row.

1. In the BalanceSheet-CurrentYear.fsr sample statement, click the row number button for row **15** that begins the expression (the **IF** row), and choose **Edit / Conditional Expression**.
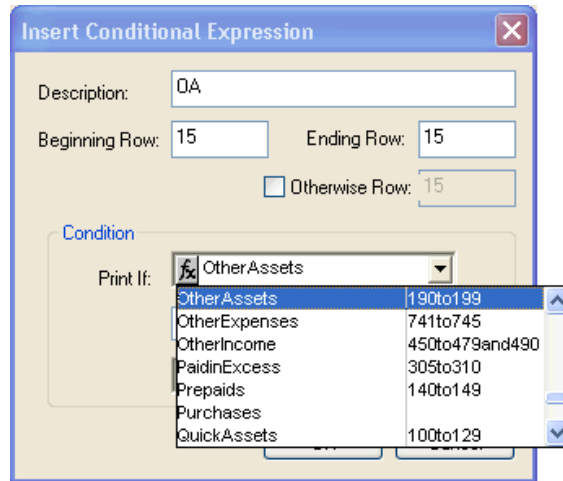
In the Insert Conditional Expression dialog, the Description field contains a description that is displayed only in the editing worksheet and not in the actual statement when you preview or print it.

2. The number of the selected row appears in the Beginning Row and Ending Row fields when the Insert Conditional Expression dialog opens. You would specify the appropriate row range for your conditional expression in these fields. For an existing conditional expression, you can insert rows into the spreadsheet.

3. You would mark the **Otherwise Row** checkbox to activate the Otherwise Row field and enter the number for the row in which you would like the specified amount(s) to print if the original condition is not met. For example, you may choose to print the Net Income row if the total is less than zero; otherwise, you may choose to print the Net Loss row if the total row is greater than zero.

4. In the Condition group box, you would specify the conditions under which you would like the specified range of rows to print. For example, assume that you want the lines with the condition to print if the Other Assets account group is greater or less than zero. The OtherAssets account group is selected in the Print if field; **<>** is selected in the middle field; and a zero is entered in the last field. You may also enter accounts into either field in the Condition box.

5. Click the Cancel button to close the Insert Conditional Expression dialog without saving any changes.

6. Click the Done button on the toolbar to close the statement without saving any changes.

Tip
To edit a conditional expression, you must first select the **IF** row. To delete a conditional expression, select the **IF** row and choose **Edit / Delete Row**. Both the ENDIF and IF rows will be deleted.

Note: In the financial statement exercise that follows, we walk through the process of adding a conditional expression to a financial statement.

✅ Financial Statement Exercise

This exercise walks you through the process of setting up a simple income statement from scratch using the Financial Reporter module. This process includes the following steps:

- Defining properties for individual rows.

- Defining cells and columns.

- Formatting cells.

- Creating headers and footers.

- Formatting the financial statement for printing.

The components of any statement that you set up from scratch will be similar to the one we set up for the financial statement in this exercise.

To demonstrate how simple it can be to set up a statement, let's set up a basic income statement with a column for year-to-date amounts and a percentage column.

Let's assume you want the income statement to look like this:

	Dec. 31, XXXX	**Percent**
Revenue		
Sales - Line A	$ XXX.XX	XX.XX %
Sales - Line B	XXX.XX	XX.XX %
Total Revenue	$ XXX.XX	XX.XX %
Operating Expenses		
Cost of Sales	$ XXX.XX	XX.XX %
Insurance	XXX.XX	XX.XX %
Advertising	XXX.XX	XX.XX %
	XXX.XX	XX.XX %
Total Operating Expenses	$ XXX.XX	XX.XX %
Other Income (loss)	$ XXX.XX	XX.XX %
Other Income (Expenses)		
Interest Income	$ XXX.XX	XX.XX %
Other Income	XXX.XX	XX.XX %
Accounts Receivable Service Charges	XXX.XX	XX.XX %
Other Expense	$ XXX.XX	XX.XX %
Total Other Income (Expense)	$ XXX.XX	XX.XX %
Net Income (Loss) before Taxes	$ XXX.XX	XX.XX %
Federal Income Taxes	$ XXX.XX	XX.XX %
Net Income	$ XXX.XX	XX.XX %

About the Base account group

The Base account group is used in percent formulas in preformatted sample financial statements in CSA. It is comprised of those accounts that you want to consider your whole amount for a particular percentage calculation. You should define Base as the accounts that define the

whole, or 100 percent. For example, Base could consist of all the accounts that make up net sales, sales and returns, and allowances.

How Base is defined will differ depending on what you are trying to take a percentage of. For this example, Base is defined as net sales.

Creating a new financial statement

▸ First open the CSA client CSFR01XX that we used in the earlier part of this tutorial, open the Financial Statement Editor, and choose **File / New** to open a blank statement.

A new statement opens in **Row mode**, with the first row in the worksheet selected by default. We'll first define the properties for the individual rows within the worksheet by selecting each row individually and specifying the appropriate options in the Row Properties box.

Revenue (rows 1–3)

Some people are comfortable using the mouse, while others prefer to use just the keyboard. To help you determine which method you prefer, we'll complete some of these steps using the mouse and some using the keyboard.

1. Specify the following information in the Row Properties box for the first row in the statement. You can press the ↓ **(**down arrow) key or the TAB key to move from field to field in the Row Properties box.

Type	**Description** (default)
Description	**Revenue**

2. Press CTRL+↓ to save the row 1 changes and move to row 2 in the editing worksheet.

3. In the Row Properties box, click within the fields specified below, and select the appropriate entries from the drop-down list for that field.

Type	**Accounts**
Amounts	**Revenue**
Sort Order	**Description**

4. Click the row number button labeled **3-Description**. This saves the information you just entered in row 2.

5. Enter the following information in the respective fields of the Row Properties box for row 3, and press the down arrow key or the TAB key to move from field to field.

Type	**Totals**
Amounts	**Row(2)**
Description	**Total Revenue**

When entering formulas, note that you can use the F5 keyboard shortcut to open the Formula dialog or enter the formula directly in the Amounts field.

6. Press CTRL+↓ twice to save this row, leave a blank description in row 4 for spacing, and move to row 5.

Note that you can use the ENTER key to move to from field to field in the Row Properties box — except when the cursor is in a Description field where you can enter multiple lines of text. Within that field, the ENTER key behaves like a carriage return.

Operating Expenses (rows 5–6)

1. With the row number button labeled **5-Description** activated, enter the following information in the Row Properties box.

Type	**Description**
Description	**Operating Expenses**

2. Press CTRL+↓ to save row 5 and to move to row 6 in the editing worksheet.

3. Enter the following information in the Row Properties box for the row labeled **6-Description**.

Type	**Accounts**
Amounts	**OperatingExpenses**
Sort Order	**Amount Descending**
Sort Column	**B**

4. Press CTRL+↓ twice to save this row, leave a blank description in row 7 for spacing, and move to row 8.

5. Enter the following information in the Row Properties box for the row labeled **8-Description**.

Type	**Totals**
Amounts	**Row(6)**
Description	**Total Operating Expenses**

6. Press CTRL+↓ twice to save this row, leave a blank description in row 9 for spacing, and move to row 10.

Operating Income (row 10)

1. With the row number button labeled **10-Description** activated, select **Totals** from the drop-down list in the Type field.

2. Click within the Amounts field, clear any previous entries, and press the **F5** key to open the Formula dialog where the Account Groups option is already marked by default. (Notice the list of account groups in the list pane of the Formula dialog.)

   a. Click the **Row** option at the bottom of the dialog, press the TAB key to move to the first Row field, and enter **3**.

   b. Click the **–** operator button on the right side of the Formula dialog.

   c. Click in the first Row field and enter **8**.

   d. Click the **=** operator button. Notice that "Row(3) – Row(8)" now appears in the Formula pane at the bottom of the dialog.

3. Click OK. The program saves the changes, closes the Formula dialog, and returns to the Financial Statement Editor window. Be sure to check that you have returned to the correct row (10) by checking the row number in the Current Cell section of the Properties box.

4. In the Row Properties box, enter **Operating Income (Loss)** in the Description field.

5. Press CTRL+↓ twice to save this row, leave a blank description in row 11 for spacing, and move to row 12.

Other Income (rows 12–15)

1. With the row number button labeled **12-Description** activated, enter the following information in the Row Properties box.

Type	**Description**
Description	**Other Income (Expense)**

2. Press CTRL+↓ twice to save this row, leave a blank description in row 13 for spacing, and move to row 14.

3. Enter the following information in the Row Properties box for the row labeled **14-Description**.

Type	**Accounts**
Amounts	**OtherIncome**
Sort Order	**Amount Descending**
Sort Column	**B**

4. Enter the following information in the Row Properties box for the row labeled **15-Description**.

Type	**Accounts**
Amounts	**OtherExpenses**
Sort Order	**Amount Descending**
Sort Column	**B**

5. Press CTRL+↓ twice to save this row, leave a blank description in row 16 for spacing, and move to row 17.

Total Other Income (row 17)

1. With the row number button labeled **17-Description** activated, select Totals from the drop-down list in the Type field in the Row Properties box.

2. Click within the Amounts field, clear any previous entries, and press the **F5** key to open the **Formula** dialog where the Account Groups option is already marked by default.

   a. Click the **Row** option at the bottom of the dialog, press the TAB key to move to the first Row field, and enter **14**.

   b. Click the **+** operator button on the right side of the Formula dialog.

   c. Click in the first Row field and enter **15**.

   d. Click the **Equal** button in the operator group box. Notice that "Row(14) + Row(15)" now appears in the Formula pane at the bottom of the dialog.

3. Click OK. The program saves the changes, closes the Formula dialog, and returns to the Financial Statement Editor window. Be sure to check that you have returned to the correct row (17) by verifying the row number in the Current Cell section of the Properties box.

4. In the Row Properties box, enter **Total Other Income (Expense)** in the Description field.

5. Press CTRL+↓ twice to save this row, leave a blank description in row 18 for spacing, and move to row 19.

Net Income before Taxes (row 19)

1. With the row number button labeled **19-Description** activated, enter **Totals** in the Type field in the Row Properties box.

2. Click within the Amounts field and enter the following formula: **Row(10) + Row(17)**.

3. In the Row Properties box, enter **Net Income (Loss) before Taxes** in the Description field.

4. Press CTRL+↓ twice to save this row, leave a blank description in row 20 for spacing, and move to row 21.

5. Enter the following information in the Row Properties box for the row labeled **21-Description**.

Type	**Accounts**
Amounts	**FederalIncomeTax**
Sort Order	**Amount Descending**
Sort Column	**B**

6. Press CTRL+↓ twice to save this row, leave a blank description in row 22 for spacing, and move to row 23.

    (While in Cell mode, you can press the ↓ (down arrow) key to add a new row.)

Net Income (row 23)

1. With the row number button labeled **23-Description** activated, enter **Totals** in the Type field in the Row Properties box.

2. Click within the Amounts field and enter the following formula: **Row(19) - Row(21)**.

3. In the Row Properties box, enter **Net Income (Loss)** in the Description field.

4. Click the column heading button for column A, and adjust the width of the column as necessary by moving your mouse pointer in between the headings for columns A and B. When the mouse pointer changes its appearance to ✛, click and hold the left mouse button as you move the pointer to the right until you can see the entire text for all rows in column A.

Note: The Column E button may be red depending on how much you increased the width of column A. When a column button turns red, it means the column will not fit on the printed page.

Click the column heading button to select the column and choose Format / Column Width to adjust the columns, or you can adjust the margins of the statement in the File / Properties dialog.

	A	B	C	D	E
1 - Description	Revenue				
2 - Accounts	Account Description				
3 - Totals	Total Revenue				
4 - Description					
5 - Description	Operating Expenses				
6 - Accounts	Account Description				
7 - Description					
8 - Totals	Total Operating Expenses				
9 - Description					
10 - Totals	Operating Income (Loss)				
11 - Description					
12 - Description	Other Income (Expense)				
13 - Description					
14 - Accounts	Account Description				
15 - Accounts	Account Description				
16 - Description					
17 - Totals	Total Other Income (Expenses)				
18 - Description					
19 - Totals	Net Income (Loss) before Taxes				
20 - Description					
21 - Accounts	Account Description				
22 - Description					
23 - Totals	Net Income (Loss)				

5. Choose **File / Save**. In the Save As dialog, click the **Client Statement** option and then click OK. Enter **Income Statement CY %** as the file name, and click the Save button.

Cell or Column definitions

When in Cell mode, you can define properties and formatting that apply to a cell, column, or group of cells.

1. Click the column heading button for column B of the current worksheet to highlight the entire column. Notice that the Properties box now displays **Cell Properties** instead of Row Properties.

2. In the Cell Properties box, specify the following information.

Period	**CY (Current Year-to-Date)**
Amount Type	**BA (Balance)**

> ***Note:*** You can click the **Formula** button in the Period field (or press F5) to open the Formula dialog and choose CY from the list of period indicators.

3. Press TAB.

4. Press CTRL+↓ to save the cell properties in column B. Notice that several sets of 9s appear in column B for the Accounts and Totals rows. In the editing worksheet, the 9s are placeholders for the actual amounts that will appear when you preview or print the statement.

5. Because it's always a good idea to save your work frequently as you make changes, choose **File / Save**.

> ***Note:*** It is a good idea to choose Utilities / Verify or click the Verify
>
> 🔍 button before you preview the statement. This financial statement diagnostic is designed to help you detect basic syntax errors before you preview or print the statement. For more information on the Verify utility, search on **Verifying** from the index of the CSA help browser and click the **a financial statement** topic.

6. Click the **Print Preview** 🔍 button on the toolbar to view the income statement as it has been defined so far. (See the following illustration.)

   Notice that actual numbers appear in the Preview window for the amounts and totals that appeared only as sets of 9s in the editing worksheet.

```
Revenue
 Management Advisory Services        50,602.53
 Other Return Preparation            48,406.01
 Preparation of 1040 Returns        131,884.35
 Preparation of 1120 Returns         79,654.73
 Tax Planning                        28,629.98
 Write-Up Services                  138,387.52
 Total Revenue                      477,565.12

Operating Expenses
 Salaries                           186,166.63
 Rent                                20,400.00
 Employee Benefits                   16,793.98
 Depreciation Expense                15,448.30
 Payroll Taxes                       14,535.15
 Travel and Subsistence               7,873.78
 Telephone                            7,810.35
 Postage and Express Charges          7,025.00
 Firm Meeting Expense                 6,875.98
 MI SBT Expense                       6,011.97
 Professional Liability               5,456.23
 Legal Expenses                       4,225.00
 Printing Costs                       4,033.66
 Utilities                            3,593.67
 Janitorial                           2,935.00
 Insurance                            2,500.00
 Entertainment of Clients             2,497.29
 Practice Development Expense          2,197.69
 Break Room Supplies                  2,036.98
 Contributions                        2,000.00
 Data Processing Supplies             1,852.83
 Duplication Costs                    1,831.46
 Stationery & Office Supplies         1,449.09
 Training Classes                     1,440.55
 Employee Awards                      1,000.00
 Repairs and Maintenance                994.07
 Billed Accounts Receivable Write-Offs  525.00
 Software                               500.00
 Staff Recruitment                      500.00
 Equipment Rental                       421.42
 Promotional Expenses                   391.55
 Professional Dues                      305.96
 Professional Licenses                  205.00
 Professional Publications              142.98
 Bank Service Charges                    20.00

 Total Operating Expenses           331,996.57

 Operating Income (Loss)            145,568.55

 Other Income (Expense)

 Interest Income                       9,416.91
 Other Income                          1,833.79
 Accounts Receivable Service Charges   1,125.00
```

7. Click the Close button to close the Preview window and return to the Financial Statement Editor.

Percentage columns

1. Click the column heading button for column C in the editing worksheet to highlight the entire column.

2. Click the Contents field in the Properties Box and open the Formula dialog. The formula for the percentage column is as follows:

   YTD amount in Column B multiplied by 100
   divided by YTD amount of revenue

   Remember that you already defined this as the account group "Base."

3. To enter this in the Formula dialog, complete the following steps. Note that you will need to multiply the total of the formula by **-1** so your percentages appear as positive amounts in the statement.

Option to select (in Formula dialog)	Field entry	Operator
1. Column	**Col(B)**	*
2. Amount	**100**	**/**
3. Account Groups	**Base**	*
4. Amount	**-1**	**=**

   The result in the Formula pane at the bottom of the dialog should look like this: **Col(B) * 100 / Base * - 1**

4. Click the OK button to save this formula, close the Formula dialog, and return to the editing worksheet.

5. Select **CY (Current Year-to-Date)** in the Period field of the Cell Properties box, and press the TAB key to save the change and move to the next field.

   Note: A period **must** be specified in the Properties box for each cell that prints an amount on the financial statement.

6. Press CTRL+↓ to save the cell properties specified for column C.

7. Choose **File / Save** to save your work so far, or click the Save button on the toolbar.

8. Click the Print Preview button to preview the results of the changes made so far. The following illustration shows what you should now see on your screen.

Revenue		
Management Advisory Services	50,602.53	10.60
Other Return Preparation	48,406.01	10.14
Preparation of 1040 Returns	131,884.35	27.62
Preparation of 1120 Returns	79,654.73	16.68
Tax Planning	28,629.98	5.99
Write-Up Services	138,387.52	28.98
Total Revenue	477,565.12	100.00
Operating Expenses		
Salaries	186,166.63	38.98
Rent	20,400.00	4.27
Employee Benefits	16,793.98	3.52
Depreciation Expense	15,448.30	3.23
Payroll Taxes	14,535.15	3.04
Travel and Subsistence	7,873.78	1.65
Telephone	7,810.35	1.64
Postage and Express Charges	7,025.00	1.47
Firm Meeting Expense	6,875.98	1.44
MI SBT Expense	6,011.97	1.26
Professional Liability	5,456.23	1.14
Legal Expenses	4,225.00	0.88
Printing Costs	4,033.66	0.84
Utilities	3,593.67	0.75
Janitorial	2,935.00	0.61
Insurance	2,500.00	0.52
Entertainment of Clients	2,497.29	0.52
Practice Development Expense	2,197.69	0.46
Break Room Supplies	2,036.98	0.43
Contributions	2,000.00	0.42
Data Processing Supplies	1,852.83	0.39
Duplication Costs	1,831.46	0.38
Stationery & Office Supplies	1,449.09	0.30
Training Classes	1,440.55	0.30
Employee Awards	1,000.00	0.21
Repairs and Maintenance	994.07	0.21
Billed Accounts Receivable Write-Offs	525.00	0.11
Software	500.00	0.10
Staff Recruitment	500.00	0.10
Equipment Rental	421.42	0.09
Promotional Expenses	391.55	0.08
Professional Dues	305.96	0.06
Professional Licenses	205.00	0.04
Professional Publications	142.98	0.03
Bank Service Charges	20.00	0.00
Total Operating Expenses	331,996.57	69.52
Operating Income (Loss)	145,568.55	30.48
Other Income (Expense)		
Interest Income	9,416.91	1.97
Other Income	1,833.79	0.38
Accounts Receivable Service Charges	1,125.00	0.24

9. Click the Close button to close the Preview window and return to the editing worksheet.

Conditional expressions

Now let's add a conditional expression to the statement.

1. Copy row 23 to row 24.

    (While in Cell mode, you can press the ↓ (down arrow) key to add a new row.)

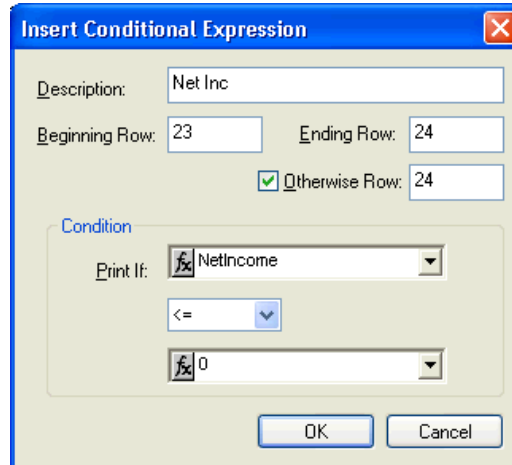2. In row 23, remove the word "Loss" from the text "Net Income (Loss)."

    On row 24, remove the word "Income" from the text "Net Income" and remove the parentheses around the word "Loss."

Current Cell:	
Row:	23
Column:	A

Cell Properties:	
Text:	Net Income
Contents:	*fx*
Period:	*fx*
Amount Type:	BA
Change Sign:	☐

Current Cell:	
Row:	24
Column:	A

Cell Properties:	
Text:	Net Loss
Contents:	*fx*
Period:	*fx*
Amount Type:	BA
Change Sign:	☐

3. Highlight row 23 (Row mode) and choose **Insert / Conditional Expression**.

4. In the Insert Conditional Expression dialog, do the following:

    a. Enter **Net Inc** in the Description field.

    b. Enter **24** in the Ending Row field.

    c. Mark the **Otherwise Row** checkbox.

    d. Enter **24** in the Otherwise Row field.

    e. Select **NetIncome** from the Print If field.

    f. Select <= from the drop-down list in the middle field (below the Print if field).

    g. Enter a zero in the last field of the Condition group box.

h.   Click OK.

Note: The ending row number must be greater than the beginning row number or you will receive an error message.

Formatting cells

Now that you have the structure of the statement in place, let's work a bit on the aesthetics.

Numbers and alignment

1.   Click the heading button for column B to highlight the entire column.

2.   Choose **Format / Cells**.

3.   In the Format Cells dialog, click the **Number** tab, select **Fixed $** from the drop-down list in the Dollar/Percent field, and click OK to save the changes and return to the editing worksheet.

4.   Click the heading for column C to highlight the entire column.

5.   Choose **Format / Cells**.

6. In the Format Cells dialog, click the **Number** tab, select **Standard %** from the drop-down list in the Dollar/Percent field, and click OK to save the changes and return to the editing worksheet.

Underlining

The convenience of the underline buttons on the Financial Statement Editor toolbar enables you to quickly insert single or double accountant's underlines or a single underline for text entries.

Use the following steps to underline the Revenue detail, Total Revenue, Operating Expenses detail, Total Operating Expenses, Net Income, and Net Loss amounts in the numeric columns of the sample worksheet.

1. Click the **B2** cell and drag the mouse pointer to the **C2** cell to highlight both columns (or press SHIFT+→ to highlight both columns), and click the Accountant's Underline ⊞ button on the toolbar.

2. Repeat this step for columns B and C for rows 3, 6, 8, 10, 15, 17, 19, and 21.

3. To double-underline **Net Income**, click cells **B24** and **C24** to highlight them and then click the Accountant's Double ⊞ Underline button on the toolbar.

4. Repeat this step for cells **B26** and **C26**.

5. Click the Save 🖫 button (or choose **File / Save**) to save the changes that you've made so far.

6. Click the Print Preview 🔍 button on the toolbar. The following illustration shows what you should now see on your screen.

Revenue			
Management Advisory Services	$	50,602.53	10.60%
Other Return Preparation		48,406.01	10.14%
Preparation of 1040 Returns		131,884.35	27.62%
Preparation of 1120 Returns		79,654.73	16.68%
Tax Planning		28,629.98	5.99%
Write-Up Services		138,387.52	28.98%
Total Revenue	$	477,565.12	100.00%
Operating Expenses			
Salaries	$	186,166.63	38.98%
Rent		20,400.00	4.27%
Employee Benefits		16,793.98	3.52%
Depreciation Expense		15,448.30	3.23%
Payroll Taxes		14,535.15	3.04%
Travel and Subsistence		7,873.78	1.65%
Telephone		7,810.35	1.64%
Postage and Express Charges		7,025.00	1.47%
Firm Meeting Expense		6,875.98	1.44%
MI SBT Expense		6,011.97	1.26%
Professional Liability		5,456.23	1.14%
Legal Expenses		4,225.00	0.88%
Printing Costs		4,033.66	0.84%
Utilities		3,593.67	0.75%
Janitorial		2,935.00	0.61%
Insurance		2,500.00	0.52%
Entertainment of Clients		2,497.29	0.52%
Practice Development Expense		2,197.69	0.46%
Break Room Supplies		2,036.98	0.43%
Contributions		2,000.00	0.42%
Data Processing Supplies		1,852.83	0.39%
Duplication Costs		1,831.46	0.38%
Stationery & Office Supplies		1,449.09	0.30%
Training Classes		1,440.55	0.30%
Employee Awards		1,000.00	0.21%
Repairs and Maintenance		994.07	0.21%
Billed Accounts Receivable Write-Offs		525.00	0.11%
Software		500.00	0.10%
Staff Recruitment		500.00	0.10%
Equipment Rental		421.42	0.09%
Promotional Expenses		391.55	0.08%
Professional Dues		305.96	0.06%
Professional Licenses		205.00	0.04%
Professional Publications		142.98	0.03%
Bank Service Charges		20.00	0.00%
Total Operating Expenses	$	331,996.57	69.52%
Operating Income (Loss)	$	145,568.55	30.48%
Other Income (Expense)			
Interest Income	$	9,416.91	1.97%
Other Income		1,833.79	0.38%
Accounts Receivable Service Charges		1,125.00	0.24%

Other Expense	$	299.72	0.06%
Total Other Income (Expense)	$	12,675.42	2.65%
Net Income (Loss) before Taxes	$	158,243.97	33.14%
Federal Income Taxes	$	45,550.37	9.54%
Net Income	$	112,693.60	23.60%

7. Click the Close button to close the Preview window and return to the editing worksheet.

Adding headers and footers

Now that you have the information for your statement, you can add headers (at the top of the statement) and footers (at the bottom of the statement), and format the statement to create the appearance you want.

1. Choose **View / Headers/Footers**. Notice that a portion of the header and footer areas appear at the top and bottom of the editing worksheet.

You can adjust the width and height of the header and footer sections in the editing worksheet by left-clicking over the horizontal or vertical border surrounding the specific section and moving it up or down and left or right. Notice that the mouse pointer changes its

appearance ✚ when it is over the section frame in the editing worksheet.

2. In the statement header section, highlight row 1 by clicking the row number button labeled **1-Description** in the header.

3. Choose **Insert / Row**. In the Insert Row Type dialog, **Description** is the default row type, so click OK.

    Repeat this step as necessary until a total of three Description rows appear in the header section of the statement.

Variables in the header

1. Click within cell **A1** in the header section of the worksheet. Note that the Properties box on the left now displays cell properties.

2. Choose **Insert / Variable** to open the Variables dialog and click the **Text** option. Notice that a list of variables appears in the list pane.

3. Highlight **client name** in the variables list, and click OK to insert the variable in the selected cell of the header section in the worksheet.

4. Click within cell **A2** in the header section of the worksheet.

5. Choose **Insert / Variable**, click the **Text** option, select **Text 2 - INCOME STATEMENT**, and click OK.

Merged and centered text variables in the header

1. Click the row number button labeled **1-Description** in the header section of the worksheet to select the entire row (Row mode).

2. Click the Merge and Center [icon] button on the toolbar to merge all cells in the row and center the text variable.

3. Repeat steps 1 and 2 above for row 2 where the **Text 2** variable was inserted.

Statement footer

1. Highlight row 1 in the footer section of the editing worksheet by clicking the row number button labeled **1-Description**.

> *Note:* You may need to drag the border (between the footer and the body) upward to have a clear view of the footer.

2. Choose **Insert / Row** or click the Insert Row ▣ button on the toolbar to open the Insert Row Type dialog. In the Insert Row Type dialog, **Description** is the default row type, so click the OK button.

Variables in the footer

1. Click within cell **A1** in the footer section of the worksheet. Note that the Properties box on the left now displays cell properties.

2. Choose **Insert / Variable** to open the Variables dialog, and click the **Text** option. Highlight **Text 7 - See Accountant's Compilation Report** in the variables list, and click OK to insert the variable in the selected cell within the footer section of the worksheet.

3. Press CTRL+↓ (down arrow) to save the row information and select cell **A2** in the footer.

   Note that you can always add to or edit your text variables by choosing Setup / System Configuration / Text Variables.

4. Choose **Insert / Variable**, and click the **Text** option. Select the **Page number** variable from the list, and click OK to insert the variable in the selected cell within the footer section of the worksheet.

Merged and centered text variables in the footer

1. Click the row number button labeled **1-Description** in the footer section of the worksheet to select the row (Row mode).

2. Click the Merge and Center ▤ button to merge all cells in the row and center the text variable.

3. Repeat steps 1 and 2 for row 2 where the **Page number** variable has been inserted.

Formatting a statement

Heading row

Let's define a heading row type to identify each column.

1. Click the row number button for row **1-Description** in the body of the statement.

2. Choose **Insert / Row** and select **Heading**. Click OK to insert a heading row into the worksheet.

3. Click within cell at **B1** (the Heading row).

4. Choose **Insert / Variable** to open the Variables dialog, and click the **Date** option at the top of the dialog.

5. Highlight **Statement Date** in the variables list.

6. Select **CY** from the drop-down list in the Period field at the bottom of the Variables dialog.

7. Select the date format from the Date Format drop-down list. (For this exercise, select **5. Dec. 31, XXXX**.), and click OK.

8. Click the Center Text ☰ button.

9. Click within cell **C1** in the body of the statement.

10. Enter the word **Percent** in the cell and press ↓ to save the change.

11. Select the Percent cell again and click the Center Text ☰ button on the toolbar.

12. Click the row number button for row **1-Heading** to activate Row mode.

13. Choose **Format / Cells** and select **Bold** for the style and **Regular** for the underline type.

14. Click OK to save the changes and close the Format Cells dialog.

Font and row height / width adjustments

To complete these steps, you may first need to toggle **off** the Freeze Row Heights command by clicking the Freeze Row Heights 🔒 button on the toolbar.

1. In the **header** section of the worksheet, click the blank gray button in the top-left corner to highlight all of the cells in that section.

2. Choose **Format / Cells**. From the Font tab in the Format Cells dialog, select **Times New Roman** for the typeface, **Bold** for the style, and **16** for the type size. Click OK to save the changes and close the dialog.

3. Repeat steps 1 – 2 above for both the **body** and the **footer** sections of the editing worksheet, selecting **Times New Roman** for the typeface, **Regular** for the style, and **10** for the size.

4. For each section, click the gray button, choose **View / Adjust Row to Fit**, and click the Print Preview button to see how the statement looks after making the above modifications.

5. For each column in the body of the worksheet, click the column heading button and choose **Format / Column Width**. Set the column widths as follows:

   ▪ Column A = 2.5

   ▪ Column B = 1.5

   ▪ Column C = 1.0

6. Highlight columns **D** and **E** in the header, body, and footer and choose **Edit / Delete Column** to remove the extraneous columns in the statement.

   The following illustration shows what the result of your changes should now look like.

7. Choose **File / Save** to save the changes that have been made so far.

8. Click the Print Preview button to preview the statement. The following illustration shows what you should now see on your screen.

Write-Up Sample Client
INCOME STATEMENT

		Dec. 31, 2007	Percent
Revenue			
Management Advisory Services	$	50,602.53	10.60%
Other Return Preparation		48,406.01	10.14%
Preparation of 1040 Returns		131,884.35	27.62%
Preparation of 1120 Returns		79,654.73	16.68%
Tax Planning		28,629.98	5.99%
Write-Up Services		138,387.52	28.98%
Total Revenue	$	477,565.12	100.00%
Operating Expenses			
Salaries	$	186,166.63	38.98%
Rent		20,400.00	4.27%
Employee Benefits		16,793.98	3.52%
Depreciation Expense		15,448.30	3.23%
Payroll Taxes		14,535.15	3.04%
Travel and Subsistence		7,873.78	1.65%
Telephone		7,810.35	1.64%
Postage and Express Charges		7,025.00	1.47%
Firm Meeting Expense		6,875.98	1.44%
MI SBT Expense		6,011.97	1.26%
Professional Liability		5,456.23	1.14%
Legal Expenses		4,225.00	0.88%
Printing Costs		4,033.66	0.84%
Utilities		3,593.67	0.75%
Janitorial		2,935.00	0.61%
Insurance		2,500.00	0.52%
Entertainment of Clients		2,497.29	0.52%
Practice Development Expense		2,197.69	0.46%
Break Room Supplies		2,036.98	0.43%
Contributions		2,000.00	0.42%
Data Processing Supplies		1,852.83	0.39%
Duplication Costs		1,831.46	0.38%
Stationery & Office Supplies		1,449.09	0.30%
Training Classes		1,440.55	0.30%
Employee Awards		1,000.00	0.21%
Repairs and Maintenance		994.07	0.21%
Billed Accounts Receivable Write-Offs		525.00	0.11%
Software		500.00	0.10%
Staff Recruitment		500.00	0.10%

See Accountants' Compilation Report
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Note: The Page Number variable will **not** appear in the Preview window. If you print this report to a printer you will see the actual page number.

---

9. Click the Close button to close the Preview window.

Text indents and alignments

Follow these steps to indent the text in the Totals rows to offset the Revenue text to the right.

1. Click the **Total Revenue** cell (A4), and choose **Format / Cells**.

2. In the Format Cells dialog, click the **Alignment** tab, enter **2** in the Indent field, and click OK to return to the editing worksheet.

3. Repeat step 2 above for each of the following cells: Total Operating Expenses, Total Other Income, Net Income (Loss) before Taxes, Net Income, and Net Loss.

Note: You could click the Increase Indent button on the toolbar to make alignment changes to selected text in your financial statement.

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4. Click the Print Preview button on the toolbar to preview the statement. The following illustration shows what you should now see on your screen.

Write-Up Sample Client
INCOME STATEMENT

		Dec. 31, 2007	Percent
Revenue			
Management Advisory Services	$	50,602.53	10.60%
Other Return Preparation		48,406.01	10.14%
Preparation of 1040 Returns		131,884.35	27.62%
Preparation of 1120 Returns		79,654.73	16.68%
Tax Planning		28,629.98	5.99%
Write-Up Services		138,387.52	28.98%
Total Revenue	$	477,565.12	100.00%
Operating Expenses			
Salaries	$	186,166.63	38.98%
Rent		20,400.00	4.27%
Employee Benefits		16,793.98	3.52%
Depreciation Expense		15,448.30	3.23%
Payroll Taxes		14,535.15	3.04%
Travel and Subsistence		7,873.78	1.65%
Telephone		7,810.35	1.64%
Postage and Express Charges		7,025.00	1.47%
Firm Meeting Expense		6,875.98	1.44%
MI SBT Expense		6,011.97	1.26%
Professional Liability		5,456.23	1.14%
Legal Expenses		4,225.00	0.88%
Printing Costs		4,033.66	0.84%
Utilities		3,593.67	0.75%
Janitorial		2,935.00	0.61%
Insurance		2,500.00	0.52%
Entertainment of Clients		2,497.29	0.52%
Practice Development Expense		2,197.69	0.46%
Break Room Supplies		2,036.98	0.43%
Contributions		2,000.00	0.42%
Data Processing Supplies		1,852.83	0.39%
Duplication Costs		1,831.46	0.38%
Stationery & Office Supplies		1,449.09	0.30%
Training Classes		1,440.55	0.30%
Employee Awards		1,000.00	0.21%
Repairs and Maintenance		994.07	0.21%
Billed Accounts Receivable Write-Offs		525.00	0.11%
Software		500.00	0.10%
Staff Recruitment		500.00	0.10%

See Accountants' Compilation Report
[Page number]

5. Click the **Next Page** button in the Preview window to view the second page of the Income Statement.

Write-Up Sample Client
INCOME STATEMENT

	Dec. 31, 2007	Percent
Equipment Rental	421.42	0.09%
Promotional Expenses	391.55	0.08%
Professional Dues	305.96	0.06%
Professional Licenses	205.00	0.04%
Professional Publications	142.98	0.03%
Bank Service Charges	20.00	0.00%
Total Operating Expenses	$ 331,996.57	69.52%
Operating Income (Loss)	$ 145,568.55	30.48%
Other Income (Expense)		
Interest Income	$ 9,416.91	1.97%
Other Income	1,833.79	0.38%
Accounts Receivable Service Charges	1,125.00	0.24%
Other Expense	$ 299.72	0.06%
Total Other Income (Expense)	$ 12,675.42	2.65%
Net Income (Loss) before Taxes	$ 158,243.97	33.14%
Federal Income Taxes	$ 45,550.37	9.54%
Net Income	$ 112,693.60	23.60%

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6. Click the Close button to close the Preview window and return to the editing worksheet.

7. Choose **File / Print**.

8. Choose **File / Close** and click the Yes button to save your latest changes to the financial statement you created during this exercise.

✅ Previewing and Printing Financial Statements

The versatility of the Financial Reporter module enables you to **drill down** in Print Preview mode to examine information at the transaction level, as well as to edit individual transactions on the fly. You can also choose to set up print profiles in the Financial Statement Print Options dialog. In addition, you can select multiple financial statements to print in batch and select from various options to define the print parameters more specifically.

Using the drill-down feature in the Financial Statement Editor

The Financial Reporter module enables you to drill down on a **Totals** row or an **Accounts** row to view the actual GL activity for an account or group of accounts to verify balances or the breakdown of a total. From the drill-down viewer, you can edit individual transactions in the current GL period without exiting the Financial Statement Editor.

Note: To use the drill-down feature in the Financial Reporter module, Microsoft Internet Explorer 6.0 or higher must be installed on your machine. You may also choose File / Print Reports from the main CSA window to preview, and drill down to view and edit specific detail in a financial statement.

1. Still using the CSFR01XX sample client in the Financial Statement Editor, open the **BalanceSheet-CurrentYear.fsr**.

2. Click the Print Preview 🔍 button.

3. In the Preview window, place the mouse pointer over the **Total Current Assets** amount in the statement (the mouse pointer

changes to a small hand), and click the left mouse button to drill down to the next level of information.

The following illustration shows how your screen should look when you drill down to the next level in the Drill Down Viewer.
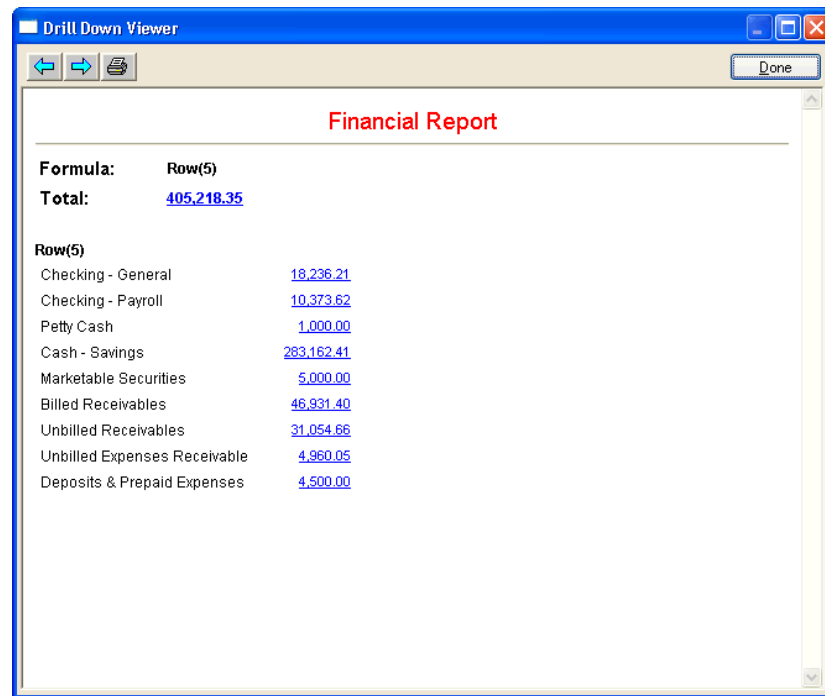
Note: When you click a **Totals** amount while in Print Preview mode, the Drill Down Viewer window opens to show the list of accounts that make up the total in each row of the column, as well as the formula used in the worksheet. You can drill down another level when an amount is displayed (in blue type and underlined) in the Drill Down Viewer.

4. Click the blue, underlined **Total** amount to open the next view of transaction-level detail for all accounts listed. Another Drill Down View opens with a split window. The left pane of the window displays all the individual accounts that make up the total, and the right pane shows the actual transactions for the selected account.

Note: The following three illustrations will differ from what you see on your screen if you are licensed for Trial Balance CS or Engagement CS but not for Write-Up CS.

5. Click **120–Billed Receivables**. As you select an account in the left pane, you see the transaction detail for the account in the right pane of the Drill Down Viewer window.
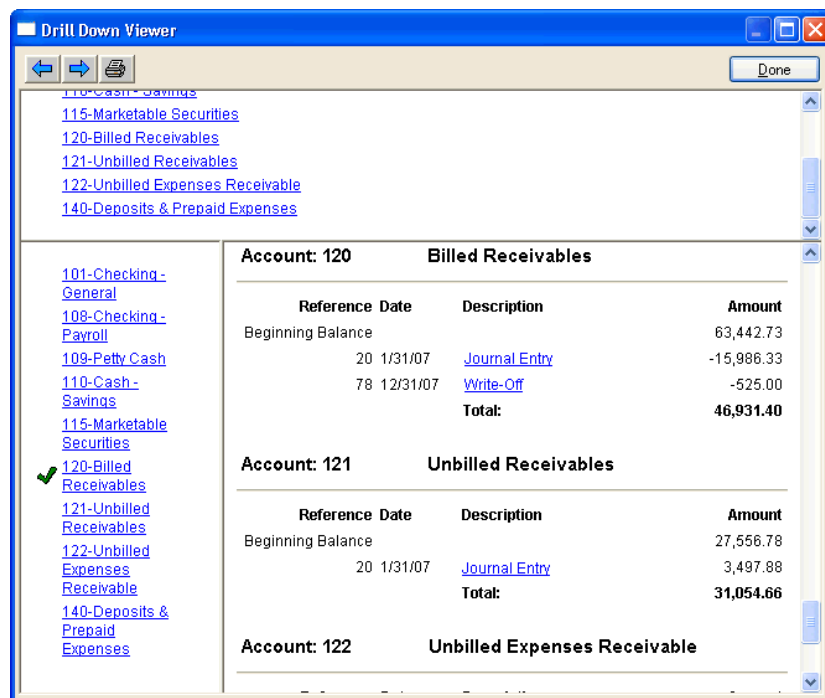
6. In the right pane of the Drill Down Viewer window, click the blue text **Write-Off** dated 12/31/07 to drill down to the next level of detail.
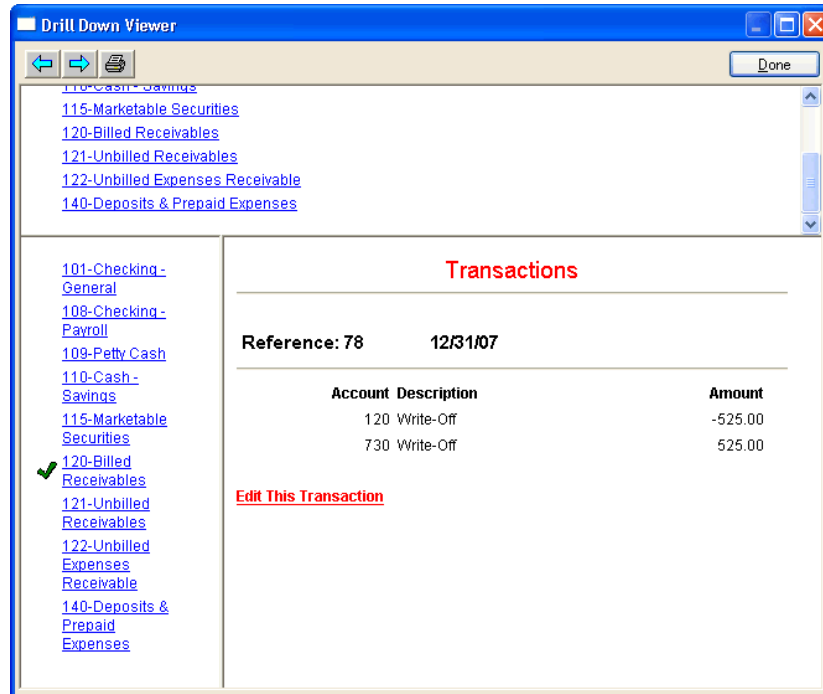
Note: If you are licensed for Trial Balance CS or Engagement CS but not for Write-Up CS, click **to record additional revenue** for Account 120.

7. At this drill-down level, you can even edit an individual transaction if necessary. To do so, click the **Edit This Transaction** link.

8. The Edit Transaction dialog allows you to edit transactions in the current GL period. However, we won't edit the transaction at this time, so click the **Exit Without Saving Changes** button to close the Edit Transaction dialog.

Edit Transaction

Reference: 78
Date: 12/31/07

	Account	Amount	Description
1	120 ▼	-525.00	Write-Off
2	730	525.00	Write-Off
3			
4			
5			
6			

Billed Receivables

| Save Changes and Continue | Exit Without Saving Changes |
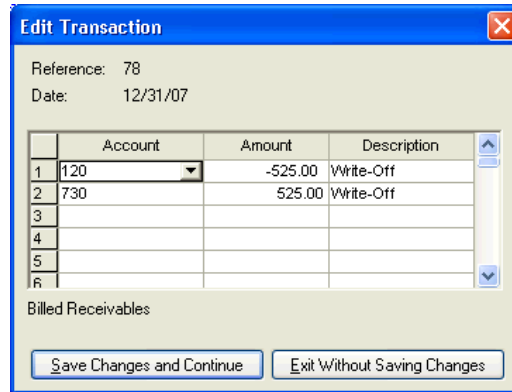
9. Click the Done button to close the Drill Down Viewer window and return to the Preview window.

10. Click the Close button to close the Preview window and return to the editing worksheet.

11. Click the Done button to close the Financial Statement Editor. Click **No** when asked if you wish to save changes to the financial statement.

Printing financial statements

There are several ways to print your financial statements.

▪ You can set up your print options and print financial statements individually or in batch mode by choosing File / Print Reports from the main CSA window.

▪ You can print a selected statement directly from the Financial Statement Editor window or from the Preview window.

Print options for financial statements

There are a number of options available in the Financial Statement Print Options dialog that provide a convenient way to customize client and global statements individually or by batch.

1. From the CSA main window, click the **Print Reports** icon on the shortcut bar. (You can open the Print dialog by choosing **File / Print Reports**, or by pressing the CTRL+P shortcut keys.)

2. In the Print dialog, click the **Documents** tab, double-click **Financial Reports** to move it to the Selected pane, and click the **Options** button.

3. In the Financial Statement Print Options dialog, highlight the statements you wish to print and click the **Select** button, or double-click the statements to move them to the Selected pane. Specify the desired print options in the bottom half of the dialog.
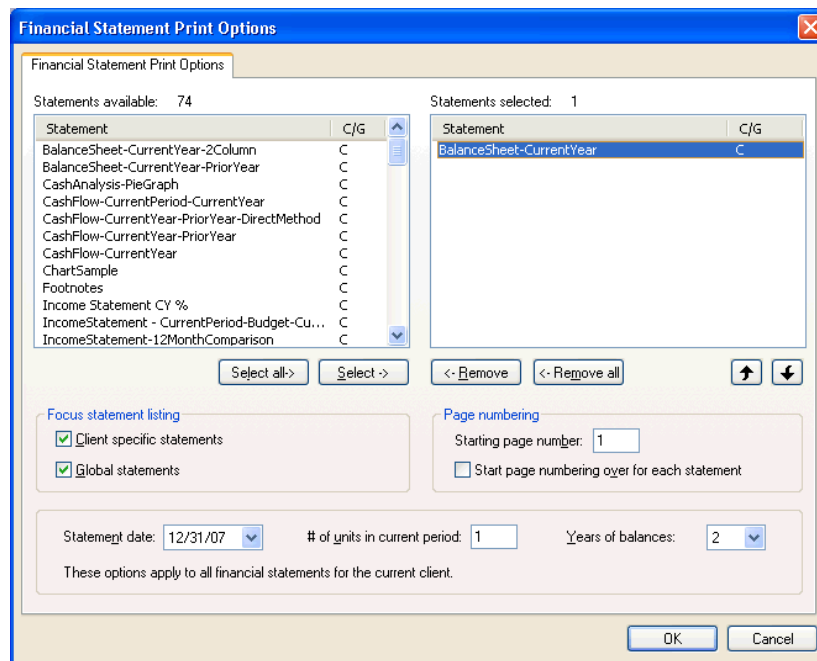
The following print options are available for financial statements.

▪ **Focus Statement Listing.** In the Focus Statement Listing group box, mark the appropriate checkbox(es) to include in the Statements Available pane only **client** statements, only **global** statements, or both.

▪ **Page Numbering.** Select the starting page number of your statement(s). If you wish to restart numbering for each separate statement that is queued to print in a single batch, mark the **Start page numbering over for each statement** checkbox.

▪ **Statement date.** Select the period end date for the statements you want to print. The statements will print with data values as of the selected date. You can select the earliest date for which data has been saved for the client.

▪ **Number of units in current period.** The number you enter here governs how many periods are included when current-period balances are included in the statements. For example, for a monthly client enter **1** to specify one month as the current period, or enter **3** to specify one quarter.

▪ **Years of balances.** You can specify the number of prior years for which balances are to be included by choosing a number from the drop-down list in the Years of Balances field. The default value is two years, but you may go back as far as ten years provided that data is available for those years.

Note: You can verify the years of balances specified for your client. In CSA, choose File / Client Properties and click the General Ledger tab for a write-up client, or the Trial Balance tab for a trial balance client.

▪ **Override basis.** (Available for a Trial Balance CS or Engagement CS client only.) This option allows you to override the basis for amounts included in the statements before previewing or printing them. The selection does **not** permanently alter what has been saved for the selected statements. (See Appendix A for further information about reporting bases for a Trial Balance CS or Engagement CS client.)

Note: To print balances for the number of years specified, each financial statement **must** contain the proper **period indicators**. Also, processing time increases in proportion to the number of years selected to print.

4. After selecting the desired print options, click OK to save those selections and return to the Print dialog.

5. In the Print dialog, choose whether you want to preview or print the statements along with any selected reports or other documents. If you are a licensed user of FileCabinet CS,*™* you may choose to store electronic copies of the selected documents in FileCabinet CS.

6. For this exercise, click the Cancel button to close the Print dialog.

Adding financial statements to a report profile

A report profile is a feature that helps you save time if you need to repeatedly print the same set of forms, reports, and/or statements for a client. It works much like a template by letting you pre-define the specific documents you will want, in the exact collation sequence, and with the specific print options that you choose. Then, whenever you're ready to print reports and statements, you can select an existing profile as if it were a single document.

1. Choose **File / Print Reports**.

2. In the Reports tab of the Print dialog, double-click **Trial Balance** and **Trial Balance Worksheet** to move them to the Selected pane.
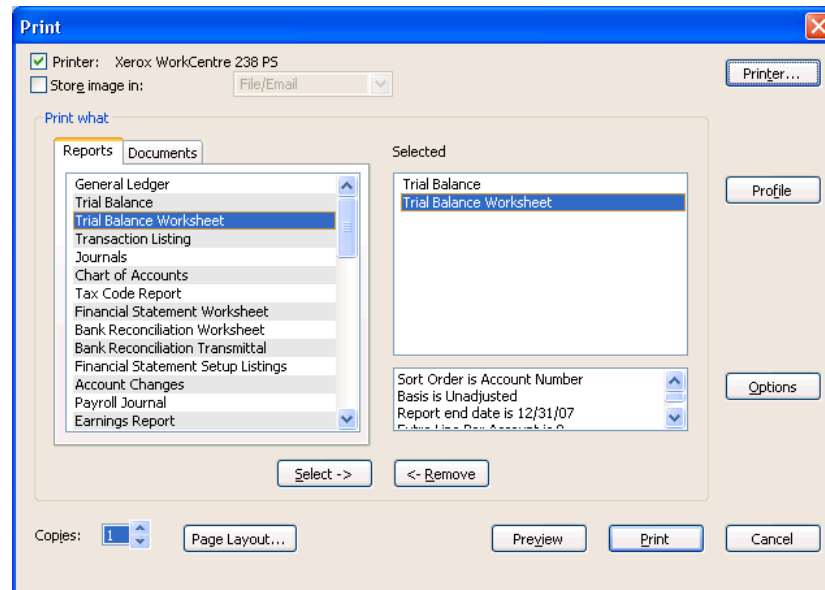
3. For each report, click the **Options** button, select the desired options for the report, and click OK to return to the Print dialog.

4. In the Print dialog, click the **Documents** tab, double-click **Financial Reports**, and click the **Options** button.

5. In the Financial Statements Print Options dialog, you can select the financial statements you wish to include as part of the profile, specify the desired page numbering options, the number of units in the current period, and the years of balances to include. Note that the program automatically updates the Statement Date field in this dialog each time you advance the period. You may use the Move Up and Move Down buttons to change the collation sequence of the selected statements.

   For this exercise, select **Balance Sheet-Current Year**.

6. Click OK to save your changes and return to the Print dialog.

Profile name

1. In the Print dialog, click the **Profile** button.

2. In the Profile dialog, enter **Monthly Reports** as the name for the new profile. You can use the Move Up and Move Down buttons to change the collation sequence.
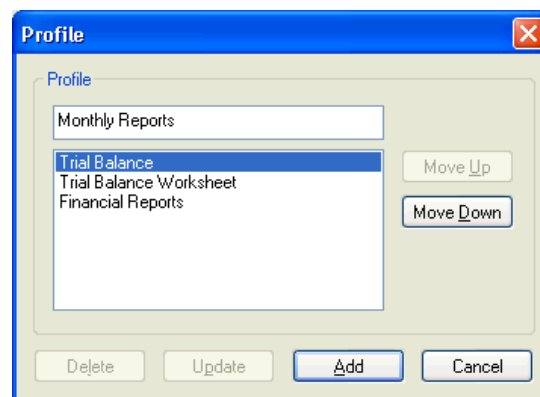
3. Click the **Add** button to save the profile and return to the Print dialog.

   In the Print dialog, the Profiles tab should now be visible in the left pane and the new report profile is now available to print or preview.
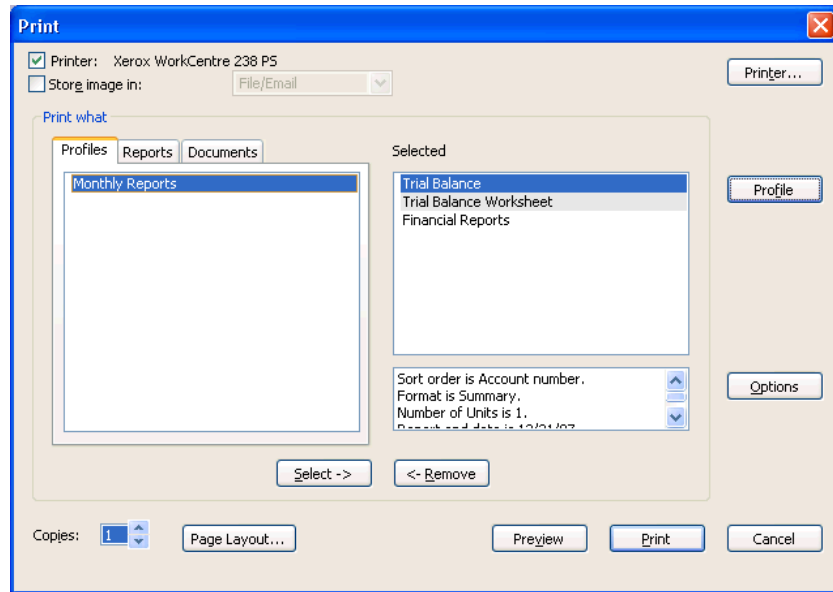
4. For this exercise, click the Cancel button to close the Print dialog.

☑ Setting Up Charts and Graphs

One of the easiest and most effective ways to add additional perceived value to the financial presentations you prepare for your clients is to incorporate charts or graphs. Using the Financial Reporter module, you can easily set up a chart as a separate financial statement or insert it into an existing statement.

To demonstrate how this works, we are going to set up a very simple example — a pie graph showing the breakdown of the operating expenses.

Charts make use of account groups in a manner very similar to financial statements. Because we have already defined the account number ranges for operating expenses, we will use those numbers.

Inserting the chart

The Financial Statement Editor allows you to insert charts and/or graphs into the financial statement. Follow these steps to open a financial statement, and insert a chart into a worksheet.

1. With the current sample client CSFR01XX open in CSA, click the Financial Statements icon on the shortcut bar.

2. Highlight rows 3 – 12 in the worksheet by clicking the row number button labeled **3-Description** and dragging to row 12.

    Note: A chart or graph can be inserted anywhere in a financial statement by highlighting the row where it is to be placed. You may also choose to insert a **full-page** chart or graph by choosing **Insert / Full Page Chart**.

   If you don't choose a full-page chart, selecting several rows instead of one will make adjusting the size of the graph easier.

	A	B	C	D	E
1 - Description					
2 - Description					
3 - Description					
4 - Description					
5 - Description					
6 - Description					
7 - Description					
8 - Description					
9 - Description					
10 - Description					
11 - Description					
12 - Description					
13 - Description					
14 - Description					
15 - Description					
16 - Description					
17 - Description					
18 - Description					
19 - Description					
20 - Description					

3. Choose **Insert / Chart** to open the Insert Chart dialog or click the

    Insert Chart button on the toolbar in the Financial Statement
    Editor. The Insert Chart dialog opens with the **Chart Type** tab
    selected.

4. As you can see in the following illustration, the left-hand side of the
    Insert Chart dialog lists the chart types that are available. The right-
    hand side displays a sample of each type of chart.
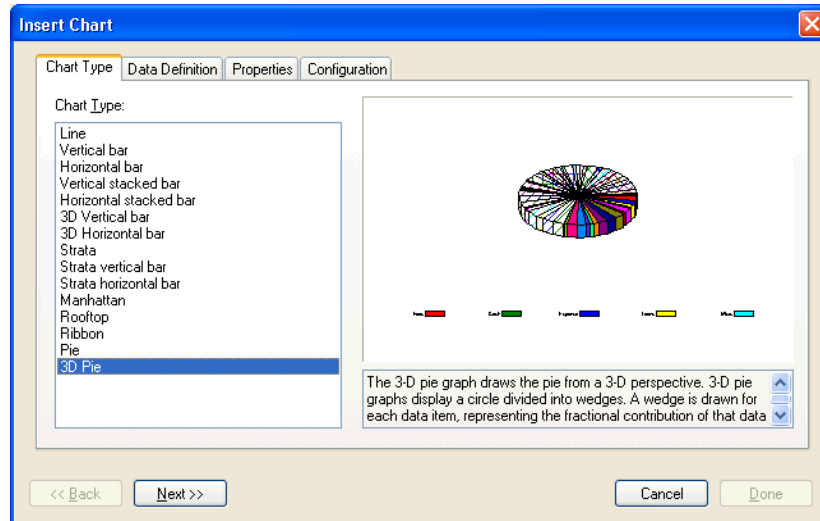
5. Select **3D Pie** from the list of charts, and then click Next to open the Data Definition tab.
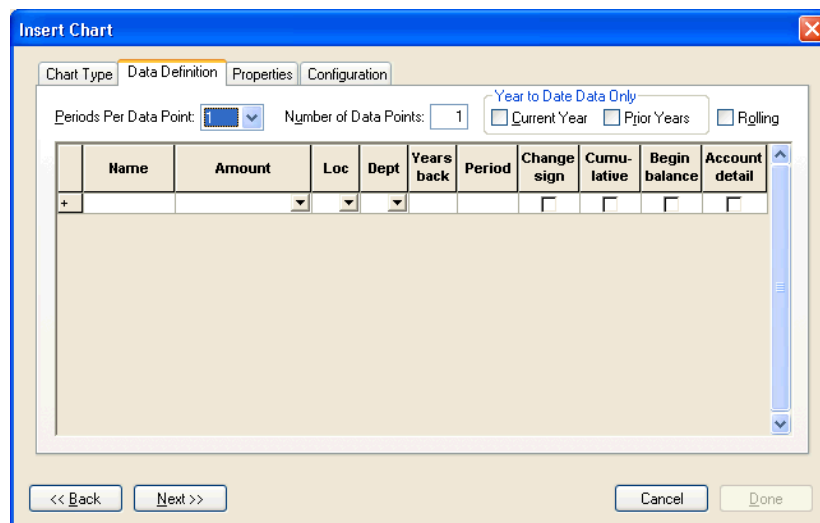
The Data Definition tab is where you enter the names and amounts to be presented in the chart. Let's take a look at some of the fields in this tab.

- **Periods Per Data Point.** Allows you to enter a number to define the number of periods that should appear per data point. For example, enter 12 if each data point should represent one year of data for a monthly client.

- **Number of Data Points.** Allows you to enter a number to define the number of points to be plotted in the graph. For example, if you specified one period per data point and you wanted to display one year of data (for a monthly client), you would enter 12.

- **Year to Date Data Only.** Allows you to include only year-to-date data for this chart. (Mark the Current Year checkbox and/or the Prior Years checkbox to determine which years you would like this option to apply to.)

- **Rolling.** Allows you to compile information as of the statement date. The other amounts printed for the prior periods are based on the number of data points specified. In addition, if the rolling checkbox is marked, the Period field is grayed.

- **Name.** Allows you to enter the name you want to appear in the legend for this amount.

- **Amount.** Allows you to choose an account group from the drop-down list or enter an account number directly in the field. If you are entering only one account, you must use the following format: Act(###), where # represents the actual account number. If you are entering a range of accounts, you must use the following format: Act(### to ###), where # represents the actual account number.

- **Loc/Dept.** Allows you to specify the appropriate location and/or department by selecting it from the drop-down list for a client with Ls or Ds in the Chart of Accounts mask.

- **Years back.** An entry here indicates how far back the program should go to begin presenting data. If you want to begin with the current year, leave this field blank.

- **Period.** This field indicates the specific period within the selected year the program should begin compiling data.

- **Change sign.** Presents balances as positive numbers if there are credits. If an account or the sum of the accounts is normally a credit (for example, revenue), mark this checkbox.

- **Cumulative.** Indicates whether balances should be extracted on a year-to-date or single-period basis. This does not include the beginning balance for an account. If you want the beginning balance as well as all months, also mark the Begin balance checkbox.

- **Begin balance.** Indicates whether the balances should be extracted with the beginning balances included (balance sheet accounts only).

- **Account detail.** Displays each account specified individually, as opposed to a total.

Data Definition tab

1. Enter the following information.

| Name	(leave blank)
Amount	**OperatingExpenses**
Period	**1**

2. Mark the **Cumulative** and **Account detail** checkboxes.

Note: The amount you are referencing is the account group you defined earlier. In the amount field, you can reference an account group, a range of accounts, or an individual account number.
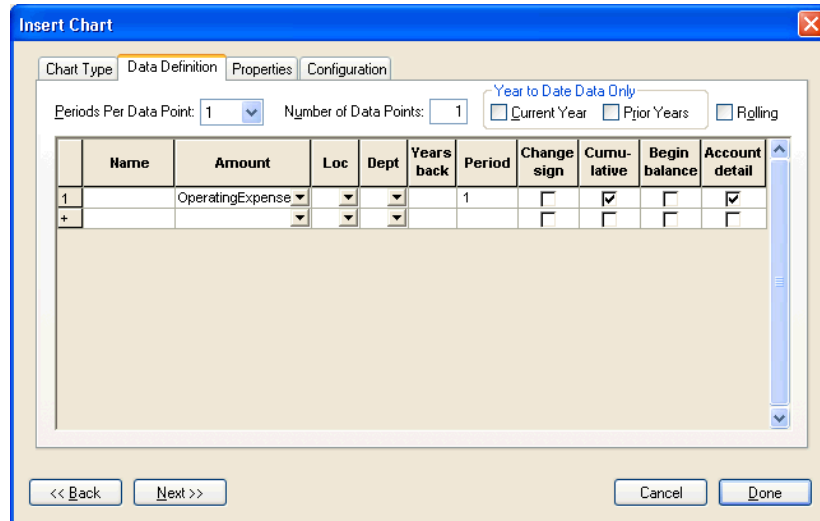
Properties tab

1. Click Next. You can now see what the chart will look like when you insert it into the statement.
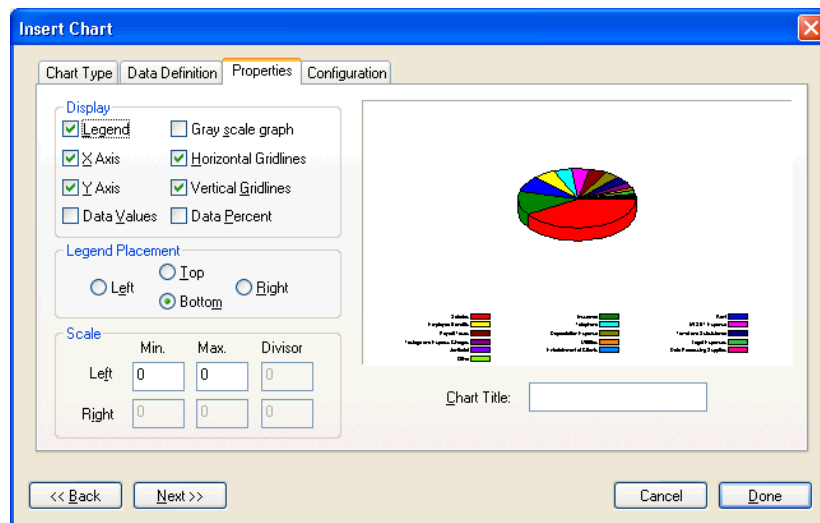
2. Give the chart a title by entering **Pie Chart** in the Chart Title field.

3. If you print to a color printer, the chart will print in color. If your printer does not support color, mark the **Gray scale graph** checkbox.

Tips

- You can add numeric percentages (for example, 6.76%) by marking the Data Percent checkbox.

- To add numeric data values, mark the Data Values checkbox.

Configuration tab

1. Click Next to move to the **Configuration** tab. From this tab you may choose color definitions as defined in the color chart provided, and define the line width in the chart. Colors located at the top of the list are used first.
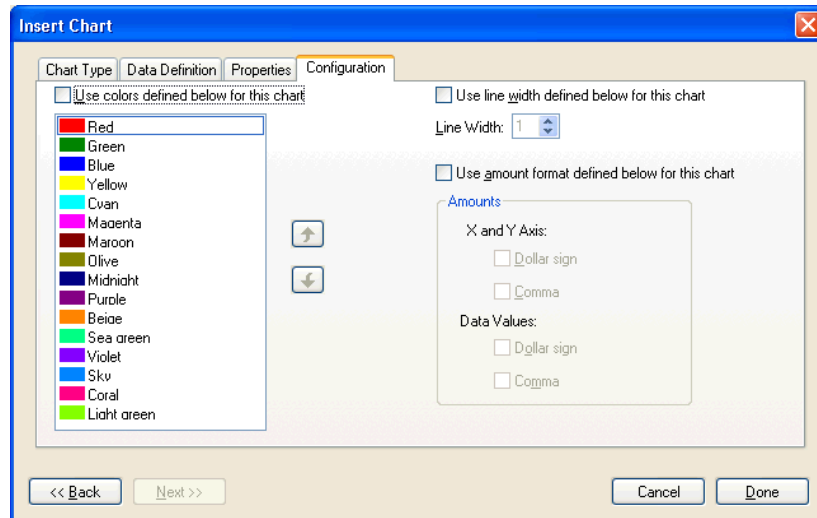
2. Click the Done button to return to the Financial Statement Editor.

Note: You can set up configuration defaults for charts in the Financial Statement Editor by choosing Setup / System Configuration / Chart Configuration. These settings will then be used for all charts by all clients.

You can override these settings for individual charts by marking the **Use colors defined below for this chart** checkbox in the Insert Chart / Configuration tab.

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3. Highlight row 3 only, and make sure that the 🔒 Freeze Row Heights button on the Financial Statement Editor toolbar is toggled **off**.

4. Click the cell border between **3-Description** and **4-Description** and, while holding the mouse button down, drag the cell border up or down to adjust the size of the chart to your preference. Release the left mouse button when you have finished adjusting the size of the chart.
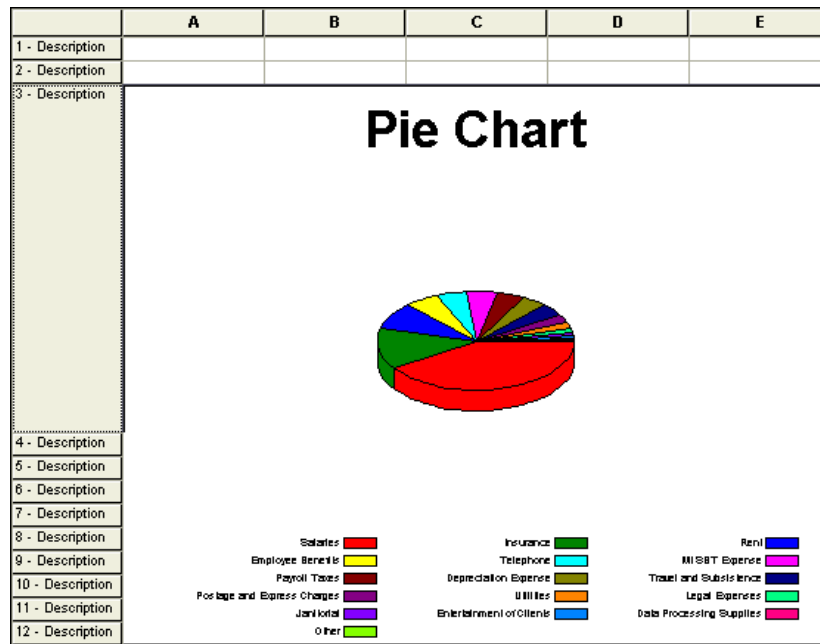
> ***Note:*** Remember that you can use any of the features of the
> Financial Statement Editor, including headers and footers. You can
> also add a title in a Description row above the chart instead of
> entering it in the Properties tab of the Insert Chart dialog to allow for
> individual customization across charts.

5. When you have finished your chart, click the Done button to close
    the Financial Statement Editor.

6. When prompted to save your changes, click the No button.

☑ Appendix A: Working with a Trial Balance CS or Engagement CS Client

Using grouping schedules to define financial statements

Trial Balance CS and Engagement CS clients may use user-defined grouping schedules instead of account groups to define financial statements.

In the following exercise, we will change a portion of an existing balance sheet to use grouping schedule classifications in place of the existing account groups.

Note: To complete the exercises in this section, you must have Trial Balance CS or Engagement CS installed on your machine. If you have not completed any of the previous exercises in this tutorial with the CSFR01XX sample client, or if you created the sample client by making a copy of client CSWRI01, refer to page 10 to make a copy of the CSTBS01 sample client.

1. In CSA, open client CSFR01XX and click the Financial Statements icon on the shortcut bar to open the Financial Statement Editor.

2. Choose File / Open / Client Statement, and open the statement **BalanceSheet–CurrentYear.fsr**.

3. Highlight row 5 – Accounts and in Row Properties in the Grouping Type field, click the drop-down list and select **Account Classifications**.

4. Press TAB to move the cursor to the Amounts field and click the drop-down list to display the selected grouping schedule classifications.

5. Select **CA- Current Assets**. When you press TAB to move to the next field, the entry in the field changes to Grp1(CA).

Current Cell:	
Row:	5
Column:	A
Row Properties:	
Type:	Accounts
Grouping Type:	Account Classificati
Amounts:	*fx* Grp1(CA)
Description:	Account Description
Text Column:	A
Storage Name:	
Sort Order:	
Sort Column:	
Change Sign:	☐
Print Account #:	☐
Print Dash:	☐
Print Zero Bal:	☐

6. Highlight row **10**. Change the type to **Totals** and change the grouping type to **Account Classifications**.

7. In the Amounts field, click the Formula *fx* button to open the Formula dialog, and click the **Grouping Schedules** option.

8. Highlight **FA, BUILD** and click the [+] operator button.

9. Highlight **FA, EQUIP** and click the [=] operator button.

10. Click OK, press TAB to move to the Description field, and enter **Property and Equipment**.

11. Preview the statement to view the changes.

Trial Balance Sample Client
BALANCE SHEET
As of December 31, 2007
Adjusted

ASSETS

CURRENT ASSETS		
Checking - General	$	18,236.21
Checking - Payroll		1,038.82
Petty Cash		1,000.00
Cash - Savings		292,162.41
Marketable Securities		5,000.00
Billed Receivables		48,931.40
Unbilled Receivables		31,054.66
Unbilled Expenses Receivable		4,960.05
Deposits & Prepaid Expenses		4,500.00
Total Current Assets		406,883.55
PROPERTY AND EQUIPMENT		
Property and Equipment		100,337.98
Less: Accumulated Depreciation		(40,092.07)
Net Property and Equipment		60,245.91
TOTAL ASSETS	$	467,129.46

Note: Because we want to show Accumulated Depreciation as a separate line on our balance sheet, we will need to use the subcodes for Buildings and Equipment to define the Property and Equipment amount, rather than just using the Fixed Assets grouping code, as we did with Current Assets. Grouping codes and/or subcodes may be added together on a Totals row to display a total for all accounts, or you may insert multiple Accounts rows, referencing each code and/or subcode for which you want to display account details.

Selecting reporting bases

An additional Basis field is available in Cell mode when editing financial statements for a Trial Balance CS or Engagement CS client.

Current Cell:	
Row:	1
Column:	A

Cell Properties:	
Text:	**[Text 3]**
Contents:	*fx*
Period:	*fx* [CY]
Amount Type:	BA
Basis:	Adjusted
Change Sign:	☐

Basis refers to particular types of amounts made up of the unadjusted amount plus any other current-period adjusting journal entries (AJEs). Each basis could include different types of AJEs for different clients, depending on the balance definitions for each client.

The available bases in a Trial Balance CS or Engagement CS client are as follows:

- Adjusted (default)

- Unadjusted

- Tax

- Report

- Other

Note: The basis can be specified directly in cells within the editing worksheet.

Adding an Unadjusted column

To show how easily this can be done, let's add an Unadjusted column in an existing financial statement.

1. With the sample client CSFR01XX open in CSA, click the Financial Statements icon on the shortcut bar.

2. Choose **File / Open / Client Statement**, or press CTRL+O.

3. In the Open Client Statement dialog, highlight the **IncomeStatement-CurrentYear.fsr** sample statement, and click the Open button.

4. Choose **Edit / Add Column** to add a column (**C**) to the statement.

5. Click the column heading button for column B, and click the Copy button. Click Yes to copy the contents of column B to the clipboard.

6. Press CTRL+→ (right arrow) to select column C, and press CTRL+V to paste the data from column B.

7. Choose **Format / Column Width** and increase the width of column C to 1.30" to match the width of column B.

8. In the Cell Properties box, change the Basis type to **Unadjusted** for column C while it is still selected.

9. Click the **Print Preview** button to view the Adjusted and Unadjusted columns.

Note: Notice the **Unadjusted** amount for **Management Advisory Services** in column C compared to column B. You can also drill down to view the individual Adjusted and Unadjusted amounts for this account, and note the differences.

Sales				
Preparation of 1040 Returns	$	131,884.35	$	131,884.35
Preparation of 1120 Returns		79,654.73		79,654.73
Other Return Preparation		48,406.01		48,406.01
Tax Planning		28,629.98		28,629.98
Write-up Services		138,387.52		138,387.52
Management Advisory Services		52,602.53		50,602.53
Less Returns & Allowances		0.00		0.00
Total Sales		479,565.12		477,565.12

10. Click the Close button to return to the editing worksheet, and click the Done button to close the statement without saving the changes.

Note: Rounding in Trial Balance CS or Engagement CS is based on the **Report** balance. If you are reporting on any other type of balance and **rounding**, your statement may not foot correctly.

Using the override option for basis

There is an option available in the Financial Statements Print Options dialog that allows you to override the basis on financial statements for a one-time preview or print.

Follow these steps to use the override option.

1. From the CSA main window, open the Print dialog.

2. Click the **Documents** tab, and double-click **Financial Reports** to move it to the Selected pane.

3. Click the **Options** button to open the Financial Statements Print Options dialog.

4. Select the statement you wish to preview or print, and then select the appropriate basis from the drop-down list in the Override basis field at the bottom of the dialog.
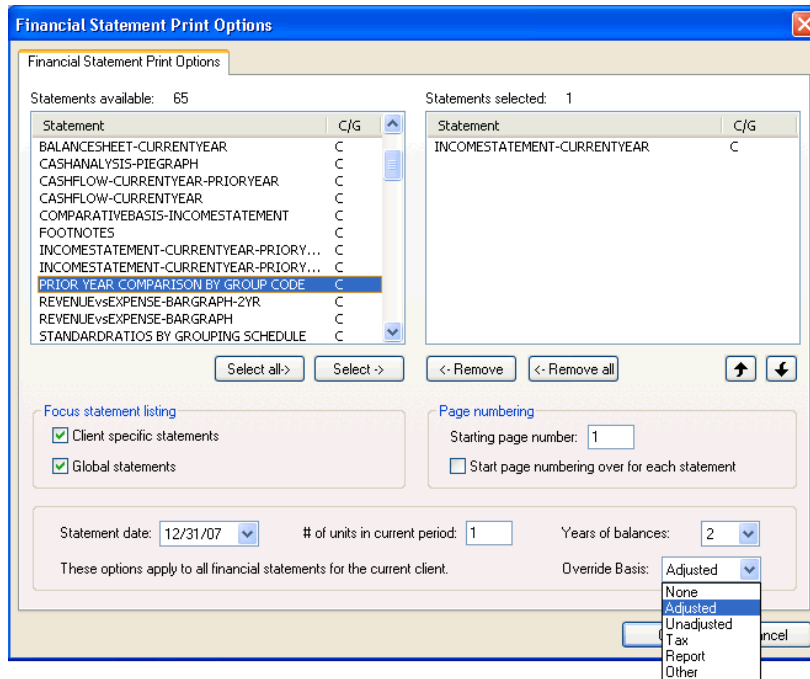
Note: When you choose to print or preview the selected financial statement, the statement will display with the basis selected but without affecting the previously saved formatting of the statement.

✅ Appendix B: Special Setup Issues for Statements

Setting up a Cost of Goods Sold section based on actual inventory

Now we are going to step through the process of creating a Cost of Goods Sold section based on actual inventory for an existing income statement. For this example, we'll use the sample client **CSMAN01** and edit the Cost of Goods Sold section for a current-period, current-year income statement.

▸ In CSA, open client **CSMAN01, Sample Manufacturing Company**. All income statements for this client are created using the format below for the Cost of Goods Sold section.

Note: If this client is not listed in the Open Client dialog, close the dialog and choose Help / Repair. In the Client tab of the Repair dialog, click the **Rebuild Client List** button.

Let's assume you want the COGS section to have this format.

	1 Month Ended <u>Dec. 31, 2007</u>	12 Months Ended <u>Dec. 31, 2007</u>
Cost of Goods Sold		
Beginning Inventory	XX,XXX.XX	XX,XXX.XX
Plus: Purchases	<u>XX,XXX.XX</u>	<u>XX,XXX.XX</u>
Cost of Goods Available	XX,XXX.XX	XX,XXX.XX
Less: Ending Inventory	<u>XX,XXX.XX</u>	<u>XX,XXX.XX</u>
Cost of Goods Sold	XX,XXX.XX	XX,XXX.XX

Defining account groups

Before formatting the statement in the Financial Statement Editor, we need to verify that we have the required account groups set up.

▸ Review the account groups for this client in CSA by choosing **Setup / Account Groups** and verify that the following account groups are set up as follows.

Inventory	**130 to 139**
Purchases	**500 to 598**

Opening an existing income statement

Now that the Inventory and Purchases account groups have been defined, we can begin to format the Cost of Goods Sold section. We are going to use the Current-Period, Current-Year Income Statement that was provided with the CSA program. We will save it under a new name so you can use the existing statement as a template for other income statements.

1. In CSA, choose **Setup / Financial Statements**, or click the Financial Statement Editor icon.

2. In the Financial Statement Editor, choose **File / Open / Client Statement**.

3. In the Open Client Statement dialog, choose **FinancialStatementExercise-IncomeStatement.fsr**, and click the Open button.

4. Choose **File / Save As** and click the **Client Statement** option to make a copy of the statement so that you do not overwrite the existing statement. Rename the statement to **XXX-FinancialStatementExercise-IncomeStatement.fsr**, where XXX represents your initials.

Editing the existing statement

Because we are editing the Cost of Goods Sold section of an existing current-period, current-year income statement, we are going to add several rows required for our changes.

1. Place the cursor in row 11 and choose **Insert / Row**. Select **Total** as the row type and click OK.

2. Repeat the previous step twice to insert a total of three rows into the statement.

Note: Rows 14 and 16 still contain the original contents. In the next section, we'll replace this existing information with the new information outlined below.

Row properties

We are now going to define the rows for our new COGS section. Define rows 11 through 16, as follows.

Row	Type	Amounts	Description
11	**Totals**	Select **Inventory**.	Beginning Inventory
12	**Totals**	Select **Purchases**.	Plus: Purchases
13	**Totals**	Click the **Formula** f_x button. In the Formula dialog: • Choose the **Row** option. • Enter **11** to **12** in the range fields. • Click the **Equal** button, and click OK.	Cost of Goods Available
14	Select **Totals**	Select **Inventory**.	Less: Ending Inventory
15	Description		
16	**Totals**	Click the **Formula** f_x button. In the Formula dialog: • Click the **Clear All** button. • Choose the **Row** option. • Enter **13** to **14** in the range fields. • Click the **Equal** button, and click OK.	Total Cost of Goods Sold

Cell properties and formatting

Now we will format the individual cells to display the amounts we need for the COGS section.

1. Click cell **B11** (row 11, column B).

2. In the Cell Properties section of the left pane, click the **Formula** button in the Period field, and click the **Clear All** button.

3. Select **CY Current Year-to-date** from the list of periods, and click the **–** button.

4. Select **CP Current Period** from the list of periods, and click the **Equal** button. Click OK. This gives us the beginning of the period balance for inventory.

5. Verify that cells **B12** and **B13** have **CP - Current Period** selected for the Period.

6. Click cell **B14** and select **CY Current Year-to-date** from the Period field. Because we will be subtracting Ending Inventory, mark the checkbox in the Change Sign field to change the appearance of this amount on the statement. (We chose CY for this field to get the current ending balance for inventory.)

7. Verify that cell **B16** has **CP Current Period** selected for the Period.

8. Click cell **C11** and select **CB Current Beginning Balance** from the Period field. This gives us the beginning balance for inventory at the beginning of the year.

9. Verify that **CY Current Year-to-date** is selected in the Period field for cells **C12**, **C13**, **C14**, and **C16**. Also, mark the checkbox in the Change Sign field for cell **C14**.

10. Let's format the changes we made to improve the appearance of the statement. First, click the row number button **11-Totals** and hold the CTRL key while clicking the row buttons for **12-Totals** and **13-Totals**.

11. Choose **Format / Cells** and click the Font tab. Change the style to Regular.

12. Click the **Alignment** tab, select **Left** in the Horizontal field, and increase the number in the Indent field to 2. Click OK.

> ***Note:*** Instead of changing the fields in the Format / Cells dialog, you could click the **B** button on the toolbar to unbold the text and click the ⬛ button to increase the indent.

13. Next we will add the underlines. First click in cell **B12** and hold the SHIFT key and click in cell **C12**.

14. Choose **Format / Cells** and click the Font tab.

15. In the Underline field, select **Single Accounting**, and click OK.

> ***Note:*** You could use the ⬛ button on the toolbar to produce a single underline.

16. Click the Print Preview ⬛ button to preview the statement. The report should resemble the illustration on the following page.

17. Click the Close button to return to the editing worksheet.

18. Choose **File / Save** or click the ⬛ button on the toolbar to save this statement.

19. Click the Done button to close the Financial Statement Editor.

Sample Manufacturing Company
INCOME STATEMENT
For the 1 Month and 12 Months Ended December 31, 2007

	1 Month Ended December 31, 2007	12 Months Ended December 31, 2007
Sales		
Sales	$ 86,879.20	$ 581,164.36
Less Returns & Allowances	(1,299.26)	(12,386.68)
Total Sales	85,579.94	568,777.68
Cost of Goods Sold		
Beginning Inventory	23,385.10	15,958.79
Plus: Purchases	45,595.12	148,396.31
Cost of Goods Available	68,980.22	164,355.10
Less: Ending Inventory	(42,863.75)	(42,863.75)
Total Cost of Goods Sold	26,116.47	121,491.35
Gross Profit	59,463.47	447,286.33
Operating Expenses		
Officers' Wages	14,875.12	92,336.12
Wages	25,245.21	137,701.99
Payroll Taxes	1,725.15	43,912.39
Auto Expense	98.24	2,796.99
Legal and Accounting	2,000.00	8,428.32
Insurance	1,162.61	26,618.73
Licenses and Taxes	0.00	1,678.45
Office Supplies	146.90	5,795.13
Dues and Subscriptions	12.43	797.77
Telephone	267.98	5,946.43
Rent	0.00	38,500.00
Utilities	552.39	6,952.39
Repairs and Maintenance	444.71	9,199.35
Real Estate Taxes	0.00	15,648.45
Advertising	150.00	6,650.00
Commissions	0.00	4,813.00
Delivery Expense	0.00	2,356.78
Interest Expense	0.00	3,900.00
Total Operating Expenses	46,680.74	414,032.29
Operating Income (Loss)	12,782.73	33,254.04
Other Income		
Interest Earned	1,566.20	3,566.20
Total Other Income (Loss)	1,566.20	3,566.20
Net Income (Loss)	$ 14,348.93	$ 36,820.24

See Accountants' Compilation Report
[Page number]