
Trial Balance CSTM

Getting Started

version 2008.x.x



CS Professional Suite 
Accounting Products



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1

Welcome!

This guide is designed to introduce you to the concepts, terminology, and features of Trial Balance CS™ software, as well as the Creative Solutions Accounting™ (CSA) platform, so that you will be able to process client data efficiently and accurately.

- **Trial Balance CS** is a module that is available within the Creative Solutions Accounting software. It provides a variety of print options for standard reports, and allows you to design your own statements and reports that will enhance both your productivity and your profitability. A split-screen feature allows you to enter and maintain adjusting journal entries in the AJE grid while at the same time updating the corresponding balances in the Trial Balance grid in the upper section of the Trial Balance window.
- The **Financial Reporter module** is also included when you purchase a Trial Balance CS license, providing you with the ability to customize and design financial statements, footnotes, and charts or graphs. Refer to the *Financial Reporter Tutorial* for further details on how to create and customize Financial Statements in Trial Balance CS. To view or print a copy of this guide, search on **Tutorial** from the index of the CSA help browser. (An active internet connection is required to view this guide.)

Note: Because of the seamless integration capabilities of both products, Trial Balance CS is automatically installed when you are licensed for the Engagement CS™ module.

Installing the Trial Balance CS software and completing initial setup steps

For detailed instructions on installing the software, please refer to the *CS Professional Suite™ Accounting Products Installation and Program Essentials* guide, which you received with your software. To view or print the guide in Portable Document Format (PDF) in the Adobe® Reader® version 7.0 or higher, search on **Installation and Program Essentials guide (PDF)** from the index of the CSA help browser. (An active Internet connection is required to open this guide in the Adobe Reader.)

Note: This guide includes details on using the programs help topics, on setting up CS Connect,™ and on setting up administrative information and user preferences.

Learning about Windows

This guide assumes that you are already familiar with using Microsoft® Windows® and its conventions. To view help on using your Windows operating system, click the Start button on the Windows Taskbar and choose Help. (If you are using Windows XP, choose Help and Support from the Start menu.)

Learning about Trial Balance CS

- **CSA Help.** The primary documentation for learning and using your Trial Balance CS software is provided in the comprehensive Creative Solutions Accounting help topics. The help includes information about product features, data-entry windows, and procedures. Choose Help / CSA Help Topics, and then click the Contents, Index, or Search buttons to navigate to a specific topic. In addition, you may press F1 or CTRL+F1 to view help about the active window or dialog.

For more information on using the help, refer to the chapter entitled “Comprehensive Help” in the *CS Professional Suite Accounting Installation and Program Essentials guide*. To view or print this guide, search on **Installation and Program Essentials guide (PDF)** from the index of the CSA help browser. (An active internet connection is required to view this guide.)

- **Getting Started guides and Tutorials**
 - **Trial Balance CS Getting Started guide.** This guide provides an overview of the features available in Trial Balance CS. It also includes a walkthrough section using a sample client that allows you to practice some of the basic procedures that you will use when processing your own clients.
 - **Engagement CS Getting Started guide.** This guide provides an overview of the features available in Engagement CS, such as how to work with CSA trial balance data and journal entries in the engagement workspace.
 - **Engagement CS Tutorial.** This document provides sample exercises that help you learn about the functions and features of Engagement CS.
 - **Financial Reporter Tutorial.** This document provides sample exercises for creating and printing financial statements.

To view or print a PDF copy of these guides, search on **Getting Started guide** or on **Tutorial** in the index of the CSA help

browser. (An active Internet connection is required to view these guides.) If you have purchased Trial Balance CS, you also have printed copies of these guides.

- **FAQs.** Answers to frequently asked questions are available on our website at **CS.Thomson.com** or **Go.Thomson.com**. You can access the knowledgebase from within CSA by choosing Help / On the Web / Product Support and Service. This menu command starts your browser and opens the Support section of our website, where you can log in to the knowledgebase.
- **Web-based courses, hands-on classroom training, or onsite training.** The CS Training department offers web-based courses to provide you and your staff with personal hands-on training in the comfort of your own office. We also give classroom training at different sites around the country as well as onsite training designed to give you and your staff members hands-on experience to maximize productivity. Each type of training earns you valuable CPE credit. For a complete list of training courses, visit our website at **CS.Thomson.com** or **Go.Thomson.com**.
- **Annual Users' Conference.** Thomson Tax & Accounting hosts an annual conference (in a different location each year) where we offer workshops for users of CS Professional Suite products at all levels of experience.

For more details about the event, visit our website at **CS.Thomson.com** or **Go.Thomson.com**.

About this guide

This getting started guide provides an overview of the features available in the program and a walkthrough section that takes you briefly through some of the main processing steps in Trial Balance CS. It includes the following topics:

- Reviewing some of the main features in the program.
- Using the menu commands, toolbar buttons, shortcut keys, and data-entry windows.

- Opening and making a copy of the Trial Balance sample client (CSTBS01).
- Using the Trial Balance Sample Client database to practice some of the basic procedures that you will use when processing data for your own clients.
 - Viewing information in the Client Properties dialog.
 - Customizing the Trial Balance view.
 - Typing balances in the grid.
 - Customizing the AJE grid.
 - Assigning grouping codes in the Trial Balance grid.
 - Entering new adjusting entries in the AJE grid.
 - Recording adjusting journal entries.
 - Adding user-defined account groups.
 - Setting up XBRL taxonomy codes.
 - Creating customizable financial reports with charts and graphs.
 - Importing spreadsheets.
 - Previewing and printing reports.
 - Backing up the client data.
 - Setting up global information — applicable to all clients.
- Reviewing the keyboard shortcuts.

Where to begin

Please read the *CS Professional Suite Accounting Products Installation and Program Essentials* guide for detailed instructions for installing the software, checking your monitor settings, setting up CS Connect, and using the CSA help.

Welcome!

Once your CS Professional Suite Accounting software is installed, please read each section of this guide and follow each of the steps. As you are working, you can press F1 or CTRL+F1 to open the CSA help browser and access more complete information on using your CSA and Trial Balance CS software.

After you have completed the walkthrough section of this guide and as you begin setting up and processing your own clients, you will find helpful information available in the CSA help topics.



2

Program Overview

This section of the getting started guide provides a brief overview of the main features of both the Creative Solutions Accounting platform and the Trial Balance CS program.

Note: You are automatically provided with a license for Trial Balance CS if you are a licensed user of Engagement CS.

Program features

Easy to use, with professional results

- Choose from a variety of print options for the standard reports — Adjusting Journal Entry Report, Chart of Accounts Report, Trial Balance Report, Grouping Schedule Report, Trial Balance Worksheet Report, Tax Code Report, Financial Statement Setup Listings, Trial Balance Grid Report, Financial Statement Worksheet, Trial Balance Variance Report, Account Changes Report, Tax Reconciliation Report, and Client Information Report.
- Design your own statements and reports with an easy-to-use, row-and-column matrix that is similar to the Windows-based spreadsheet tools you are already familiar with using. You have the choice of using predefined statement templates that are provided with your software that are customizable to suit your needs and new ones that you create from scratch. You have virtually unlimited flexibility in report design, which makes it easy for you to add financial notes and

comments, correct alignments, modify font settings and color selections, and add your own logo or other bitmaps.

(Refer to the *Financial Reporter Tutorial* for further details on how to create and customize financial statements in Trial Balance CS.)

- Set up XBRL taxonomy groups and codes in your financial statements so that the same information can be rendered in any form, across multiple platforms.
- Choose your own preferred collation sequences and quantities for the standard reports, customized financial statements, and transmittal letters.
- Set up a report profile that includes all reports to be printed at one time for a client. When you print reports each period, save time by simply selecting one or more report profiles to print all of the reports and charts for that client.
- Preview reports in true WYSIWYG format, so you can see exactly how they will print on paper. No more guessing how a report might look when you are designing it. The program allows you to view exactly how it will print.
- Design a professional presentation that includes letters, cover sheets, footnotes, and a table of contents with your financial statements using any of the standard Windows fonts.
- Print an unlimited number of columns on a financial statement. You can print a multiple-year trend analysis, or other comparisons without worrying about limits on number of columns, except for the width of the paper.

Data-entry and processing

- Store up to 10 years of history for balances and 10 years for journal entries in active status.
- Save time with the program's automatic posting of adjusting entries. When you finish data entry, you may print reports immediately.
- Add account numbers on the fly during data entry.

- Design your own preferred sequence to make data-entry columns and fields match the order of information in your source documents. This can help make data entry easier and help to reduce both operator errors and frustration.
- Add / edit journal entries in the lower AJE portion of the Trial Balance window when the split screen is displayed, and see the effect on the account balance immediately in the Trial Balance grid above.

Comprehensive reporting capabilities

- Customize the report for presentations, including period end dates, sort order, basis, collation sequence, font size and type.
- Define custom headers to use for any of the standard reports and, if necessary, override the report name, date range, and date format for the custom header selected for a report.
- Drill-down to view the detail for any amount in the financial statement while in Print Preview mode.
- Define XBRL taxonomy groups and tag items in your financial statement with appropriate XBRL taxonomy codes. These codes (along with period and amount values) can be written to an electronic file in XBRL format. The XBRL file when accompanied by the relevant taxonomy files can then be read using third-party XBRL reader software.
- Prepare the following standard reports:
 - Adjusting Journal Entry Report
 - Chart of Accounts Report
 - Trial Balance Report
 - Grouping Schedule Report
 - Trial Balance Worksheet Report
 - Tax Code Report

- Financial Statement Setup Listings
- Trial Balance Grid Report
- Financial Statement Worksheet
- Trial Balance Variance Report
- Account Changes Report
- Tax Reconciliation Report
- Prepare the following documents:
 - Client Documents (client specific and global)
 - Financial Reports (client specific and global)

Data conversion and integration

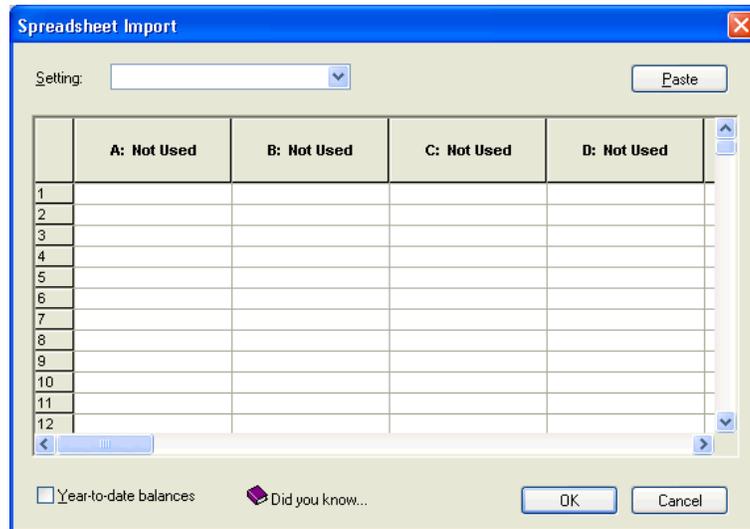
- Client data conversion is available from GoSystem® Audit version 3.4 or higher into the Trial Balance CS program in CSA. (Note that the conversion has been tested from GoSystem Audit 3.4 or higher; the conversion may work for older versions but has not been tested.)
- Client data conversion is available from GoSystem Fund version 2.3 or higher into the Trial Balance CS program in CSA. (Note that the conversion has been tested from GoSystem Fund 2.3 or higher; the conversion may work for older versions but has not been tested.)
- Client data conversion is available from Accountant's Trial Balance® for Windows (ATBW) version 2.02 or higher into the Trial Balance CS program in CSA.
- Client data conversion is available from Workpapers Plus for Windows (WPPW) version 4.0 or higher into the Trial Balance CS program in CSA.
- Client data conversion is available from ProSystem fx® Trial Balance 2004 versions or higher into the Trial Balance CS program in CSA.

Note: Refer to the Help topics in CSA that link to the conversion guides in PDF format for all of the products listed above. Choose Help / CSA Help Topics, click the Contents button, and click the **Viewing or printing CSA guides in PDF** topic for further information. (An active internet connection is required to open these guides in the Adobe Reader.)

- Integration with UltraTax CS™ is available. You must have UltraTax CS version 99.2.0 or greater. Trial Balance CS is not designed to integrate with prior versions of UltraTax CS.
- Integration with GoSystem Tax is available.
- Integration with FileCabinet CS™ is available for all reports or financial statements. If you are licensed for FileCabinet CS and have it installed, you can store backups in an Archive folder for each client and retrieve documents produced by other CS Professional Suite software programs. FileCabinet CS also provides the ability to scan documents for storage, store existing image files, store documents in alternate file locations, and send documents to email recipients.
- The ability to transfer the following types of client data from Write-Up CS™ and/or Trial Balance CS for peer and industry comparisons within the Financial Analysis CS software is available: general client information (client ID, name, demographic information, contact information, entity type, industry code, and the current fiscal year); number of employees; additional amounts; account group balances for up to five years of data.

Import capabilities

- The Spreadsheet Import feature in Trial Balance CS enables you to import data from another spreadsheet by simply copying and pasting data from the source file into the spreadsheet import dialog — including account numbers, account types, account descriptions, balances, adjusted budget balances, tax codes, AccountWare tax codes that will convert to CSA tax codes, and grouping schedule codes and subcodes.



For details on the spreadsheet import, choose Utilities / Import / Spreadsheet to open the Spreadsheet Import dialog, and then press F1 or CTRL+F1 to open the help topic related to this feature.

- The ASCII file import feature in Trial Balance CS allows you to import fixed-length ASCII files with accounts, descriptions, and balances. After opening the client in CSA, choose Utilities / Import / ASCII File, and then press F1 or CTRL+F1 to open an overview help topic listing the required specifications describing the import file structure.

- The QuickBooks Pro import feature in Trial Balance CS allows you to import client data from Intuit's QuickBooks® Pro. This feature allows you to import account balances only, eliminating the need for transaction details.

Export capabilities

The Trial Balance CS software includes a feature that allows you to export tax information to Lacerte, ProSystem fx, or ProSeries. To request the Lacerte, ProSystem fx, or ProSeries export, choose Help / On the Web / Product Support and Service. Click the **Email** link and fill in all required fields. Then tell us which tax export you need and we will send you the appropriate license. If you prefer, you can click the Phone link and call the number provided.

To make your request by phone, please call 800-968-0600 and press **1** for Customer Service. Once you have the appropriate licenses and the latest version of CSA, open the Trial Balance CS client in CSA and choose Utilities / Tax Exports to begin the export process.

Firm and security settings

Use the Setup / System Configuration / Administration dialog to modify the master password, to set security restrictions for CSA users within your firm, to specify settings for automatic backups to FileCabinet CS, to enable data sharing between CSA and other CS Professional Suite software products, and to activate the event tracking features.

The Administration dialog settings are mentioned in the *CS Professional Suite Accounting Products Installation and Program Essentials* guide and are covered in detail in the CSA help topics.

CSA home page

The CSA home page, like the home pages in other CS Professional Suite software products, includes links to common tasks, recently accessed clients, and data locations. It also contains notices and alerts when there are program updates available via CS Connect. You can view it by clicking the Home Page button  on the toolbar.

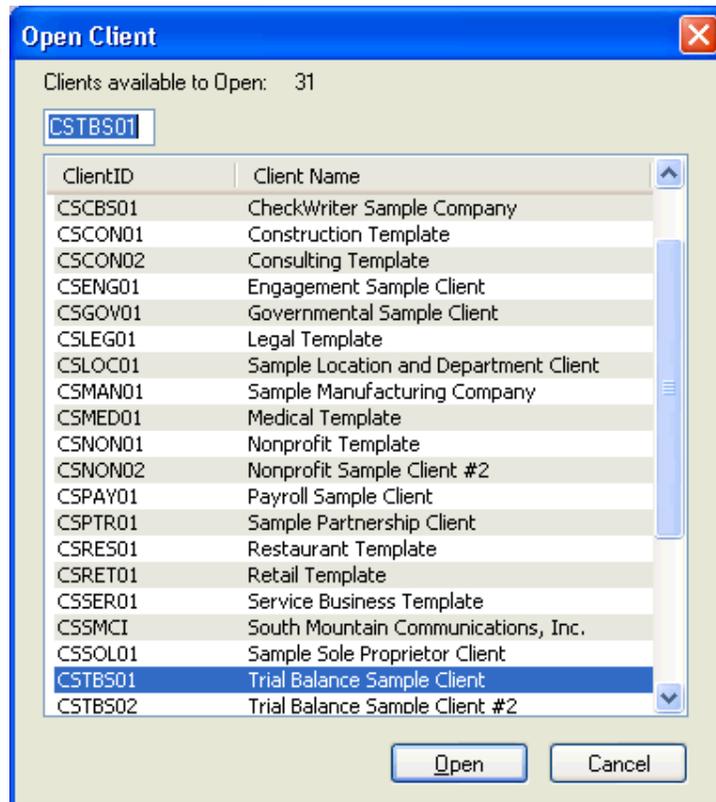
You can expand  or collapse  the items in each section of the Home Page by clicking the double arrows in the section headings. Click the plus sign next to each item to access additional information.

You can choose to display the Home Page when CSA is first opened, when no other screens are visible in CSA, or not at all. Choose **Setup / User Preferences**, click the System tab, and select the preferred option from the **Display the Home Page** drop-down list.

Client setup information

Use the following steps to open the Trial Balance Sample Client, which we'll use both for the remainder of this chapter to discuss a few specific program features, and later in the walkthrough section of this guide.

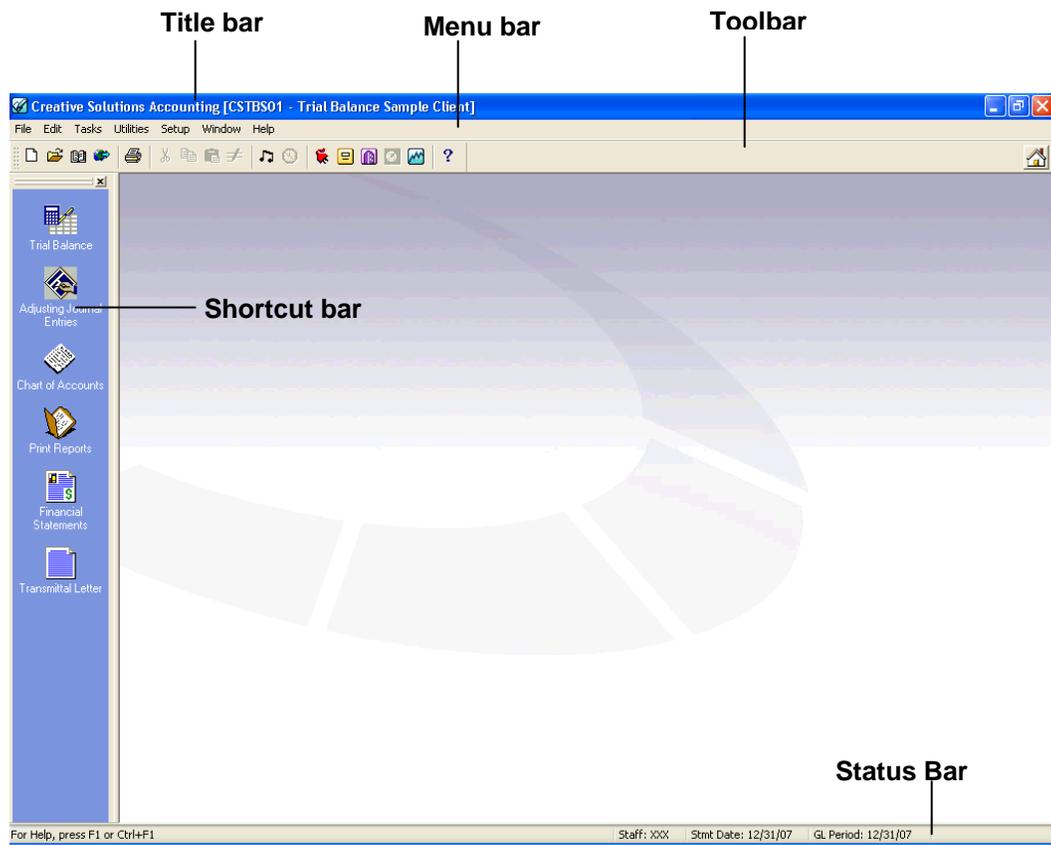
1. Choose File / Open Client. (Or you may simply press CTRL+O, which are the “shortcut keys” for the Open Client command.)



In the Open Client dialog, the Trial Balance Sample Clients are listed with any other sample clients if you have multiple client databases set up in your **CSAData** folder. Notice the empty field directly above the list of clients, which you can use to quickly search for a specific client by typing the client's ID. If you prefer to search the list by client name instead, simply click the Client Name column heading and the "search box" will move above the Client Name column.

2. Double-click **CSTBS01** to open that client database.

- When the client database opens, the client ID (in this case, **CSTBS01**) and client name appear in the title bar, and the Trial Balance CS shortcut bar appears on the left side of the CSA main window.



 **Tip**

If you want the Open Client dialog to be displayed automatically each time you start the program, select the **Display client open on startup** option in the System tab of the Setup / User Preferences dialog.

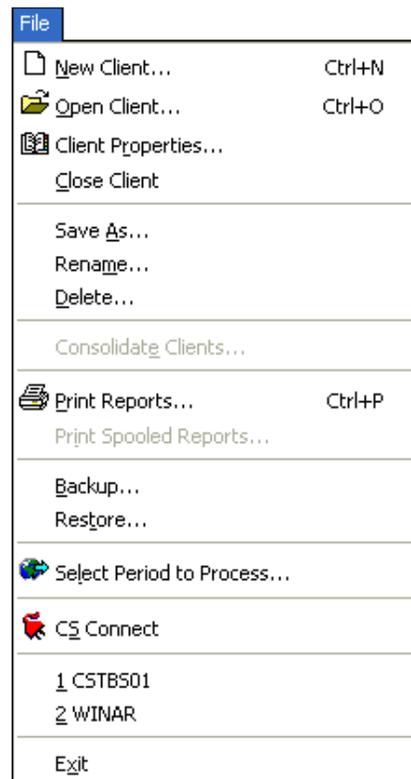
Menu options

Each of the headings in the menu bar that appears at the top of the main window contains a pull-down menu of commands that cause Trial Balance CS to perform a specific function, such as opening a particular window or dialog. Note that some of the menus are dynamic — that is, the commands may differ depending on where you are in the program.

The name of each menu includes one underlined letter. To open a particular pull-down menu and see its commands, you may do either of the following:

- Click the menu name with the left mouse button.
- Press the ALT key plus the underlined letter in the menu name. For example, to open the File menu (shown at right), press ALT+F.

By displaying the commands of each of the pull-down menus, you can get an overview of the main features in Trial Balance CS. Note that when you place the mouse pointer over a menu command, a short description of that command appears at the left edge of the status bar (at the bottom of the CSA main window).



When Trial Balance CS is licensed and installed with the Creative Solutions Accounting platform software, the menu bar includes commands to perform the functions listed in the following table.

Menu	Functions
File	Adding, opening, closing, renaming, or deleting clients; modifying client properties; saving, backing up, or restoring client data; printing reports and financial statements; selecting the processing period; accessing CS Connect to download software updates for your Creative Solutions Accounting products license; exiting Creative Solutions Accounting.
Edit	(Available commands are specific to the active window.) Undoing the previous action; cutting, copying, pasting text; finding a specific record; displaying a net income detail for basis types; editing Adjusting Journal Entry options; viewing account adjustment activity; posting Adjusting Journal Entries, Custom Fieldview; adding a client note; maintaining and editing the Trial Balance window view; and performing other display-specific functions; toggling the split-screen view on/off; showing entry detail.
Tasks	Choosing a Trial Balance view; adding and editing adjusting journal entries; adding and editing tax reconciliation adjusting journal entries.
Utilities	Importing or exporting client data; transferring client data to Financial Analysis CS; exporting tax information; creating XBRL files; transferring information from one client to another; creating a rounding journal entry; viewing the event monitor; importing Fixed Assets CS journal entries; previewing or printing the client listing; printing mailing labels; sharing data and employee demographic data across CSA products and between CSA and other CS Professional Suite products; performing data conversion from Accountant's Trial Balance (AICPA), GoSystem Audit, GoSystem Fund, Accountant's Trial Balance, ProSystem fx Trial Balance, and Workpapers Plus; opening the FileCabinet CS browser.
Setup	Editing balance definitions; establishing and editing tickmarks; setting up the codes, subcodes, and categories in the grouping schedules; maintaining the Chart of Accounts; setting up and maintaining account groups, additional amounts, financial statements, invoices, and transmittal letters; maintaining system configuration and user preferences.
Window	Arranging the open windows in your CSA workspace; switching between open data-entry windows.

Menu	Functions
Help	Opening the CSA help topics; viewing the list of keyboard shortcuts; using your web browser and an active Internet connection to obtain information from our website; accessing PPC's online library; accessing RIA Checkpoint; accessing the Adobe or Forms CS website; viewing User Bulletins and FAQs; repairing the client list; viewing information about your CSA and Trial Balance CS software versions and licenses.

 **Tips**

- Some of the menu commands have corresponding buttons on the CSA toolbar (pictured in the next section).
- Several of the most commonly used menu commands, such as Open Client or Print Reports, have special shortcut keys that allow you to execute the command quickly from your keyboard. For example, simply press CTRL+P to open the Print dialog. (Refer to the section entitled “Keyboard Shortcuts” that begins on page 91 of this guide.)

Toolbar



The toolbar buttons provide a quick, convenient method for executing common commands in Trial Balance CS. To perform an action using the toolbar, simply click the appropriate button on the toolbar.

If you let the mouse pointer pause for a moment over a toolbar button, you'll see the “ToolTip” name for that button. The following table describes each button on the toolbar.

Button	Action
	New Client. Opens the New Client dialog, where you may enter a unique client ID and general information for the client you are adding. Shortcut Keys: CTRL+N
	Open Client. Finds existing clients (by searching in the client data path specified in the File Locations tab of the Setup / User Preferences dialog) and lists them in the Open Client dialog. Shortcut Keys: CTRL+O

Button	Action
	Client Properties. Opens the Client Properties dialog, where you can enter or update general information about the open client.
	Select Period to Process. Opens the Select Period to Process dialog, where you can select a different processing period, or advance to a new processing period for the open client.
	Print. Opens the Print dialog, which allows you to select a variety of reports for printing. From the Print dialog, you can select individual reports or “report profiles” for printing; access the options dialog for each individual report; define and save new report profiles that can help you complete your routine reporting tasks more quickly and easily; preview selected reports; and print the selected reports or profiles in the quantities you need. Shortcut Keys: CTRL+P
	Cut. Removes the selection from the active window and places it on the clipboard. Shortcut Keys: CTRL+X
	Copy. Copies the highlighted selection and places it on the clipboard. Shortcut Keys: CTRL+C
	Paste. Pastes the contents of the clipboard at the insertion point, replacing any selection. Shortcut Keys: CTRL+V
	Custom Fieldview. Opens a dialog where you can add, edit, or delete items in the drop-down list of a “custom fieldview.” Shortcut Keys: CTRL+W
	Client Note. Allows you to record reminder notes relevant to the selected client. Use the toolbar buttons at the top of the dialog to format the font size and type for the notes.
	Client Status. Opens a dialog where you can schedule and log status events for the active client and set up and modify global tickler settings.
	CS Connect. Opens the CS Connect window, which enables you to download program updates and to apply those updates and licenses on your computer.
	FileCabinet CS Browser. Opens FileCabinet CS, an optional add-on product that provides automatic storage and retrieval mechanisms for your clients' documents.

Button	Action
	Import Fixed Assets CS Journal Entries. If you are a licensed user of Fixed Assets CS, imports the journal entries from Fixed Assets CS.
	Import Practice Solution Journal Entries. If you are a licensed user of Creative Solutions Practice, imports the journal entries.
	Transfer Data to Financial Analysis CS. If you are a licensed user of Financial Analysis CS, transfers the client data to the Financial Analysis CS program using the settings you previously saved in the Transfer Data to Financial Analysis CS dialog.
	Topic Help. Opens the help topic for the active window or dialog. Shortcut Keys: F1 or CTRL+F1

Shortcut bar

When a Trial Balance CS client is open, the Trial Balance shortcut bar appears at the left side of the CSA main window. The shortcut bar enables you to quickly open the most frequently used data-entry windows and dialogs in Trial Balance CS. Each icon in the shortcut bar is described in the following table.

Icon	Action
	Trial Balance. Opens the Trial Balance window where you can review and edit account information in a fully customizable view.
	Adjusting Journal Entries. Opens the Adjusting Journal Entries window where you can add, edit, or delete journal entries.
	Chart of Accounts. Opens the Chart of Accounts window where you can create and modify accounts.
	Print Reports. Opens the Print dialog, where you can select various reports to print.
	Financial Statements. Opens the Financial Statement Editor window, where you can create and modify custom financial statements.

Icon	Action
	Transmittal Letter. Opens the Transmittal Letter Editor window, which allows full text editing features for communication with your clients.

Note: Please refer to page 91 of this guide for a complete list of keyboard shortcuts.

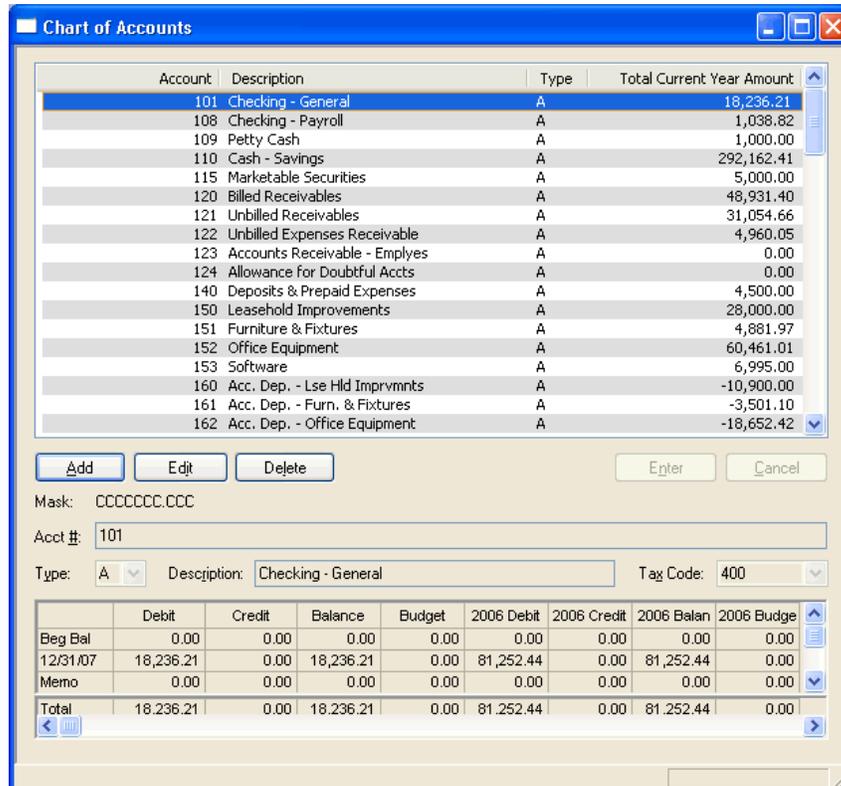
Data-entry displays (or list displays)

In list displays, you are either in **Browse** mode (looking for an item, or browsing through the list) or in **Add** or **Edit** mode (adding a new record or modifying an existing record).

Browse mode

While in Browse mode, you use your keyboard to navigate within the list pane of the data-entry window. For example, you can use the arrow keys on your keyboard to navigate to different records in the list, and you can type in a few characters to move to the next record in the list that has the closest match in the first column of the list.

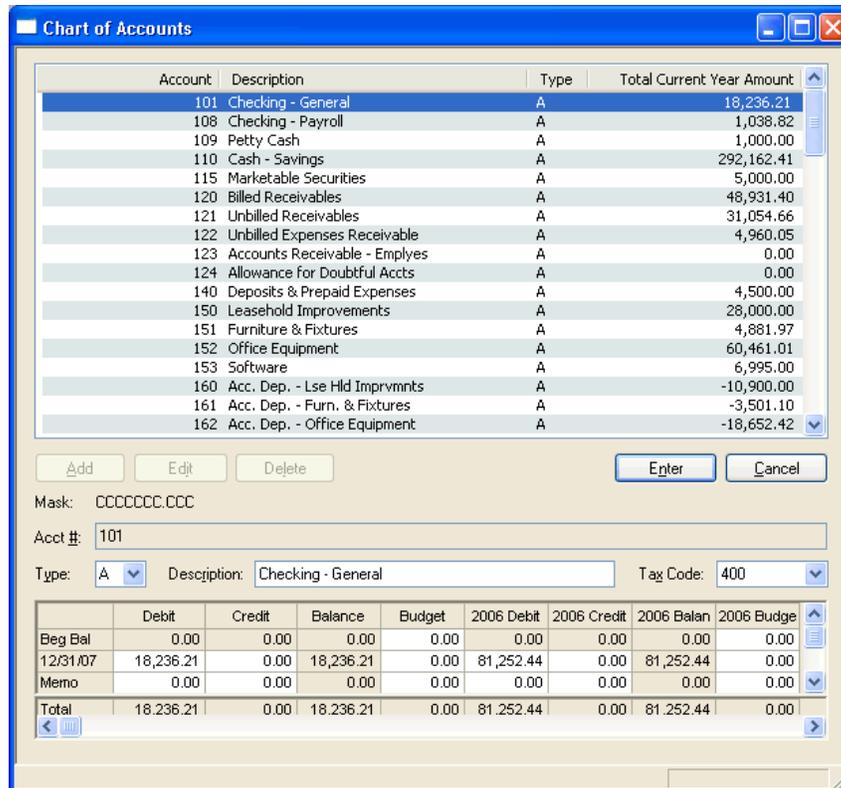
In Browse mode, the Enter and Cancel buttons are inactive, and the Add, Edit, and Delete buttons are active.



Because the Edit button is the “default button” while you are in Browse mode, pressing the ENTER key on your keyboard is like clicking the mouse pointer over the Edit button — it opens the currently selected record in Edit mode. You can also click the Add button (or press ALT+A) to begin adding a new record, or you may click the Delete button (or press ALT+L) to delete the currently selected record.

Add or Edit mode

While in Add or Edit mode, you can use your keyboard to type in the “edit area” of the data-entry window and edit or insert information into the fields for the currently selected record. The Page Up and Page Down keys on your keyboard allow you to move from one record to another. In Add or Edit mode, the Enter and Cancel buttons are active, and the Add, Edit, and Delete buttons are inactive.



Because the Enter button is the “default button” while you are in Add or Edit mode, pressing the ENTER key on your keyboard is like clicking the mouse pointer over the Enter button — it accepts any changes you have entered for the current record (assuming that all required information has been entered). You can also click the Cancel button (or press ALT+C) to cancel any changes you’ve made to the current item.

Overview of the global setup dialogs

Because of certain data dependencies among the various setup dialogs, when adding new global or client-specific setup information in Trial Balance CS, you should visit the setup dialogs in the sequence in which we present them in this section. Please refer to the CSA help topics for more detailed information about using each of the setup dialogs that we mention in the following sections. You can quickly open overview help for any dialog by pressing F1 or CTRL+F1.

Global setup information (Setup / System Configuration)

Your Trial Balance CS software already includes much or all of the global setup information you may need for trial balance processing. To enter any additional global setup information that you may need for processing your own clients, use the System Configuration setup dialogs.

To access the global setup dialogs, choose Setup / System Configuration, and then choose one of the available commands. Please note that the information in these dialogs applies to all clients.

Administration dialog

Use the Setup / System Configuration / Administration dialog to restrict access to any or all of the global setup functions in Creative Solutions Accounting.

Note that this feature relies on your using a master password for your CSA software. This security feature is designed to help prevent accidental data problems or deletions.

FileCabinet CS

If you are licensed for FileCabinet CS, you can use the FileCabinet CS tab on the Administration dialog to set up automatic backups of your client data to FileCabinet CS.

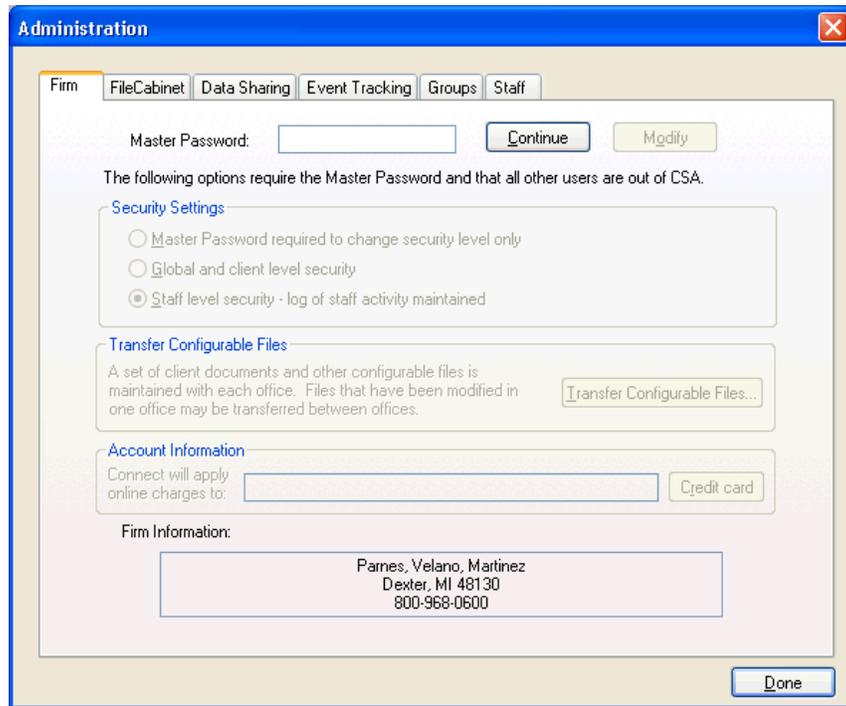
Data Sharing activation

You can use the Data Sharing tab on the Administration dialog to allow client data to be shared automatically between eligible clients with matching TINs.

Staff-level security

The Groups and Staff tabs are available only when the Staff level security option on the Firm tab of the Administration dialog is selected. However, when this option is selected, the Security tab is unavailable and privileges for groups must be defined from the Group Privileges dialog, accessible from the Groups tab.

You can set up multiple groups made up of one or more staff members on the Groups and Staff tabs of Setup / System Configuration / Administration dialog. Assigning individual staff members to a group or to multiple groups allows them to perform user-specific tasks yet limits their access to other areas of the program. (Please refer to the help and/or the *Engagement CS Getting Started* guide for further details.)

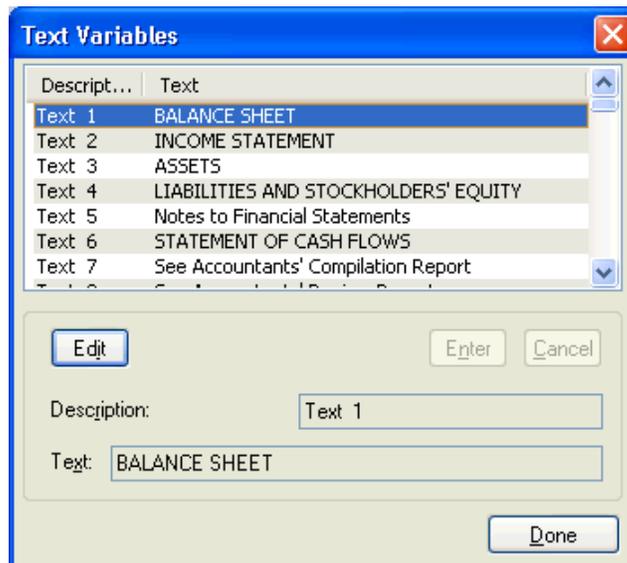


Signoff types (for Engagement CS users only)

If you are licensed for the Engagement CS software, you will also be able to set up customized signoffs. Please refer to the help and/or the *Engagement CS Getting Started* guide for further details on how to set up an engagement client in CSA.

Text variables

Use the Setup / System Configuration / Text Variables dialog to help speed the creation of financial statements and transmittal letters. When creating a statement or a letter, you may want to use text items that are repeated both within and across the statements and letters. By turning these often-used text items into variables, you can simply insert the variable in the appropriate location(s) rather than re-typing the text each time you need it. The program can accommodate up to 99 different text variables. (Refer to the *Financial Reporter Tutorial* for further details on how to create and customize financial statements in Trial Balance CS.)



Note: Text variables are global and may be used with any client.

XBRL taxonomy groups

Use the Setup / System Configuration / XBRL Taxonomy Groups menu command to open the XBRL Taxonomies dialog where you can combine multiple taxonomies into one. An XBRL taxonomy group is an XML document that describes the relationship between different financial reporting items.

User preferences

The Setup / User Preferences dialog allows you to define how you want to use the program when processing data in Trial Balance CS.

- **System tab.** Choose options for using Trial Balance CS or other Creative Solutions Accounting programs. (Note that a brief description of the highlighted option appears in an information box at the bottom of dialog.)
- **File Locations tab.** Choose file locations for Creative Solutions Accounting client data and backup data and (if applicable) also specify the locations for The Write-Up Solution[®] II (WS2), Fixed Assets CS, FileCabinet CS, UltraTax CS, Practice Solution,[™] and Practice CS.[™] You may also choose an XBRL file location from the File Locations tab.
- **Print tab.** Choose global print options for saving, printing, and previewing reports.



Tip

Press F1 or CTRL+F1 from the User Preferences dialog to view additional information in the help topics.



3

Processing Walkthrough

The purpose of this walkthrough is to introduce you to some of the features in Trial Balance CS and show you some examples of how to use various aspects of the program. Please note that this walkthrough is not meant to teach you all of the powerful tools that are available in Trial Balance CS but simply to provide an introduction.

While completing the walkthrough, you will learn several of the main processing features in Trial Balance CS, using the Trial Balance Sample Client that is provided with your Trial Balance CS software.

Set user preferences

Before you begin this walkthrough, you will want to change two User Preferences options to simplify your work. The **Return to the print dialog after previewing** option allows you to quickly move between the Print Preview window and the Print dialog. The **Sort report list alphabetically** option makes it easy for you to quickly find the report you need.

1. From the CSA main window, choose Setup / User Preferences and click the **Print** tab.
2. Mark the **Return to the print dialog after previewing** checkbox and the **Sort report list alphabetically** checkbox.
3. Click OK to return to the CSA main window.

Trial Balance Sample Client

To accompany the Trial Balance CS software, we have provided a sample client for which some data has already been entered to illustrate some of the features of the program. For this walkthrough, we'll be using the **Trial Balance Sample Client (CSTBS01)**.

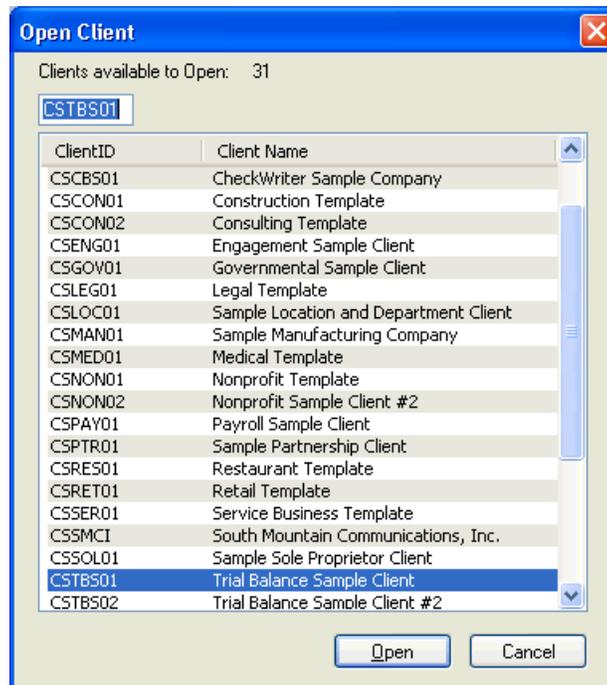
If you did not choose to install sample clients when you installed CSA, you will need to do that now. Close and reinstall the program, and be sure to mark the **Install sample clients** checkbox during the installation process.

Opening the Trial Balance Sample Client

To open the **Trial Balance Sample Client**:

1. Choose File / Open Client, or click the Open Client  button on the toolbar, or press the CTRL+O shortcut keys.
2. In the Open Client dialog, highlight **CSTBS01 – Trial Balance Sample Client**, and then click the Open button.

Notice that the name of the open client is now displayed in the title bar at the top of the CSA main window.

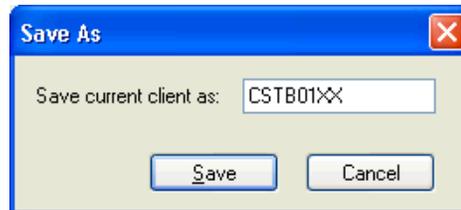


Making a copy of the Trial Balance Sample Client

Use the following steps to create a copy of the Trial Balance Sample Client, which you can then use to complete this practice. This will leave the original sample client intact for others in your office to use to become acquainted with using the Trial Balance CS software.

1. Choose File / Save As.

2. In the Save As dialog, enter **CSTB01XX** (where XX are your initials) as the new client ID for your copy of the Trial Balance Sample Client. Note that you can use up to 11 alphanumeric characters to create a unique client ID.



3. Click the Save button. The original client closes, the copy you have just created becomes the current client, and its client ID appears in the title bar of the CSA main window.

Client properties

The Client Properties dialog contains general information about the client as well as processing and data entry options for each module of the program.

Viewing information in the Client Properties dialog

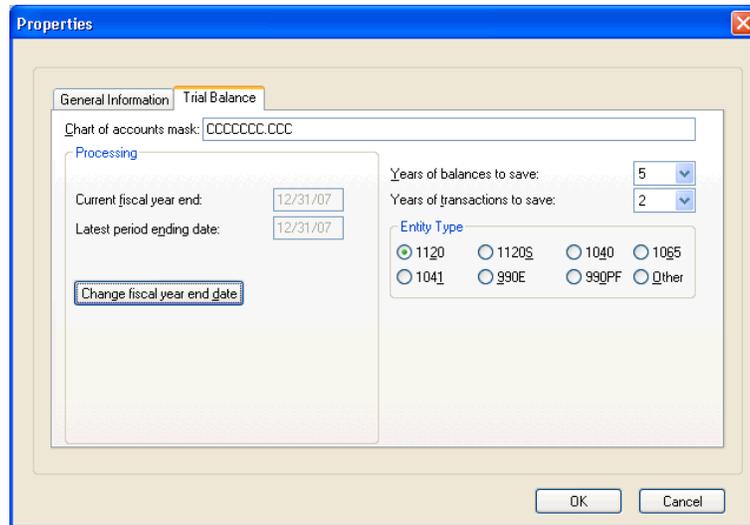
1. Choose File / Client Properties or click the Client Properties  button on the toolbar to open the Properties dialog.

2. Use the General Information tab of the Client Properties dialog to enter the name and address information for the client. Note that you can specify a different client name for payroll purposes and also enter a DBA.

The screenshot shows the 'Properties' dialog box with the 'General Information' tab selected. The 'Trial Balance' sub-tab is also active. The form contains the following fields and options:

- Client ID: CSTB01XX
- EIN: 38-1234560
- Client name: Trial Balance Sample Client
- Payroll name: N/A
- DBA: N/A
- Address line 1: 12345 East Main Street
- Address line 2: Suite 4115
- City: Ann Arbor (dropdown)
- State: MI (dropdown)
- Zip: 48104 (dropdown)
- Telephone #: 800-555-1000
- Industry code: (empty field with search icon)
- Buttons: Add/Remove Module(s)..., Advanced Properties, Allow leading zeros, Consolidation Client, Account Balances Only, Enable Vendor Checkwriting, CBS Client, Non-calculating Payroll client.
- Bottom buttons: OK, Cancel.

3. Click the Trial Balance tab. The **Chart of Accounts mask** field allows you to define the account mask for the client's Chart of Accounts. In addition, you must enter the number of years of balances and journal entries to save, and select the entity type.



You may click the **Change Fiscal Year end date** button to enter or modify the fiscal year end date for the currently selected Trial Balance CS client.

Note: You will delete any previously saved balance and transaction information by reducing the number of years in the **Years of balances to save** and **Years of transactions to save** fields.

4. Click the Cancel button to close the Client Properties dialog without saving any changes.

Note: To process a trial balance client on an interim basis, the Write-Up CS or Engagement CS program is required.

Creating grouping schedule codes and subcodes

You can maintain up to five different grouping schedules for use in the Trial Balance CS module. The following steps will guide you through the process for creating grouping schedule codes and subcodes, which are established on a client-level basis but can be transferred to a new client.

1. Choose Setup / Grouping Schedules. In the Grouping Schedules dialog, the first item in the list pane (Account Classifications) is already selected.
2. Click the Edit button.

The screenshot shows the 'Grouping Schedules' dialog box. The 'Description' list contains the following items: Account Classifications (selected), Leadsheet Schedule, Net Income, Grouping Schedule 4, and Grouping Schedule 5. Below the list are buttons for 'Edit', 'Enter', and 'Cancel'. The 'Description:' field contains 'Account Classifications'. The table below shows the following data:

	Code	Description	Subcode	Category
1	CA	Current Assets	Q	
2	FA	Fixed Assets	Q	
3	OA	Other Assets	Q	
4	CL	Current Liabilities	Q	
5	LTL	Long Term Liabilities	Q	
6	EQ	Equity	Q	
7	REV	Revenue	Q	
8	COS	Cost of Sales	Q	
9	EXP	Expenses	Q	
10	OI	Other Income	Q	

Buttons: Edit, Enter, Cancel, Done

Note: If necessary, you could edit the description for the selected grouping schedule using up to 25 alphanumeric characters, and you can add an unlimited number of new codes and descriptions per grouping schedule.

Subcodes

Use the Grouping Schedule Subcode dialog to specify subcodes in a grouping schedule.

1. Click the  button to the right of FA / Fixed Assets to open the Grouping Schedule Subcode dialog. You may also enter optional subcodes in this dialog. (Notice that three subcodes and descriptions have already been entered.)



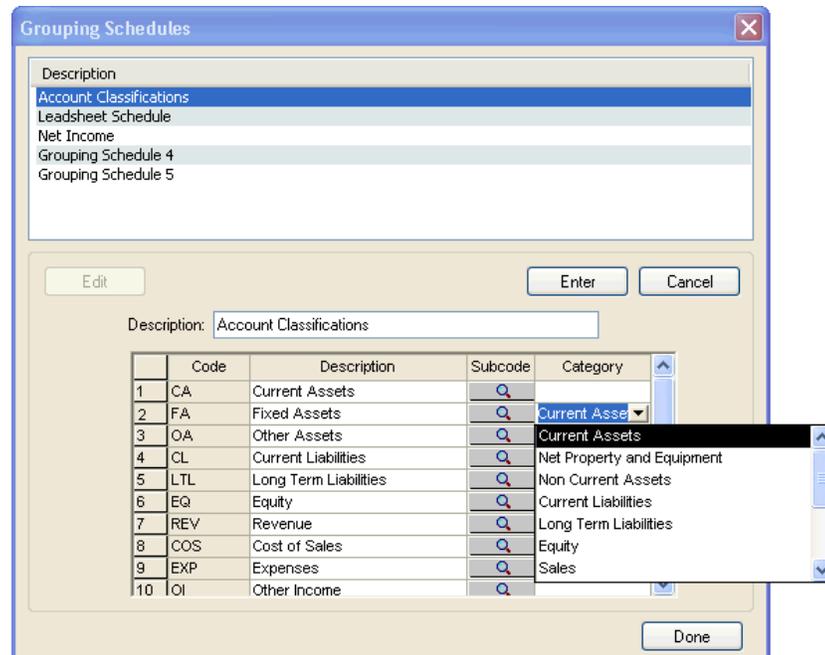
2. Click the Cancel button to close this dialog and return to the Grouping Schedules dialog. (Let's enter a Grouping Schedule Subcode for another item that we will use later on in this guide.)
3. Click the  button to the right of **OA / Other Assets** to open the Grouping Schedule Subcode dialog.

4. Enter **SW** in the Subcode field, and enter **Software** in the Description field.
5. Click OK to save the changes and return to the Grouping Schedules dialog.

Categories

Trial Balance CS provides a standard list of grouping code categories. Assigning categories is optional. You can use categories to group codes together for report purposes.

1. Click in the Category field for code FA – Fixed Assets.
2. Click the down arrow to open a drop-down menu of categories.



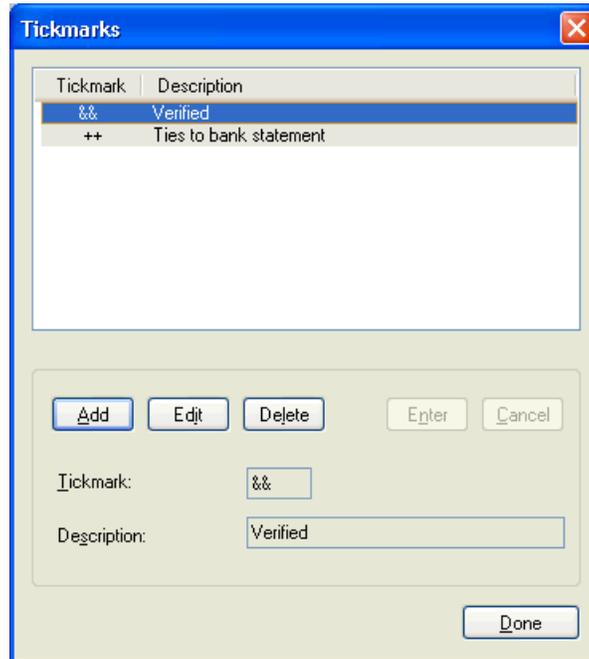
3. In the Grouping Schedules dialog, click the Enter button to return to Browse mode.
4. Click the Done button to close the Grouping Schedules dialog.

Note: You may assign a category from the category drop-down menu to any of your grouping codes. Assigning categories will allow you to display a subtotal for these groups on the Grouping Schedule report.

Creating tickmarks for a Trial Balance client

Part of the client setup process involves defining tickmarks for use when reviewing the client's accounts in the Trial Balance window. Although tickmarks are established on a client-level basis, they can be transferred to a new client.

1. Choose Setup / Tickmarks. Notice that two tickmarks have already been defined for this client. (If no tickmarks had been created, the Tickmarks dialog would open in Add/Edit mode, rather Browse mode).



- A tickmark may include up to three characters. You may use any combination of characters except the backslash (\).
 - The tickmark description may include up to 35 characters.
2. Click the Done button to close the Tickmarks dialog.

Defining balances for a Trial Balance client

Each defined balance type starts with the adjusted balance. You can define the three other balances (Report, Tax, and Other) by selecting which Entry types should be included in the balance.

1. Choose Setup / Balance Definitions to open the dialog.

Balance	Adjusting Entry Types included
Adjusted	
Report	Reclass;
Tax	Reclass; Tax adj;
Other	Reclass; Other;

Description:

Entry Types

Tax Adjustment
 Other
 Reclassifying
 Potential

Note: Adjusting entries are included in all balance definitions

2. Click the Done button to close the Balance Definitions dialog.

Notes

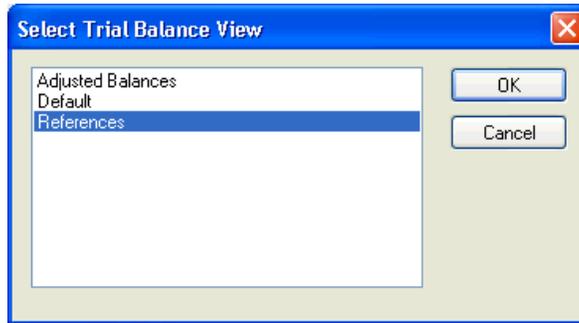
- The adjusting type AJEs are included in all balance definitions.
 - The Adjusted balance definition cannot be edited. It includes both the unadjusted balance and adjusting type AJEs.
 - In the Entry Types group box, you would mark the checkbox for each adjusting entry type to include in the selected balance, leaving the others unmarked.
 - Rounding of amounts on financial statements is based on use of the “report” amount basis, which is used to define cell properties on a statement. (Refer to the *Financial Reporter Tutorial* for further details on how to create and customize financial statements in Trial Balance CS.)
-

Using the Trial Balance window

Selected client information is automatically displayed in the Trial Balance window. In addition, Trial Balance CS allows you to enter client information directly in the Trial Balance window.



1. Choose Tasks / Trial Balance or click the Trial Balance icon on the shortcut bar.
2. For this sample client, several customized views have already been defined, so the Select Trial Balance View dialog opens automatically. Choose **References** and then click OK.



3. The Trial Balance window opens showing the selected view.

Creative Solutions Accounting [CSTB01XX - Trial Balance Sample Client] - [Trial Balance [References: 12/31/07]]

File Edit Tasks Utilities Setup Window Help

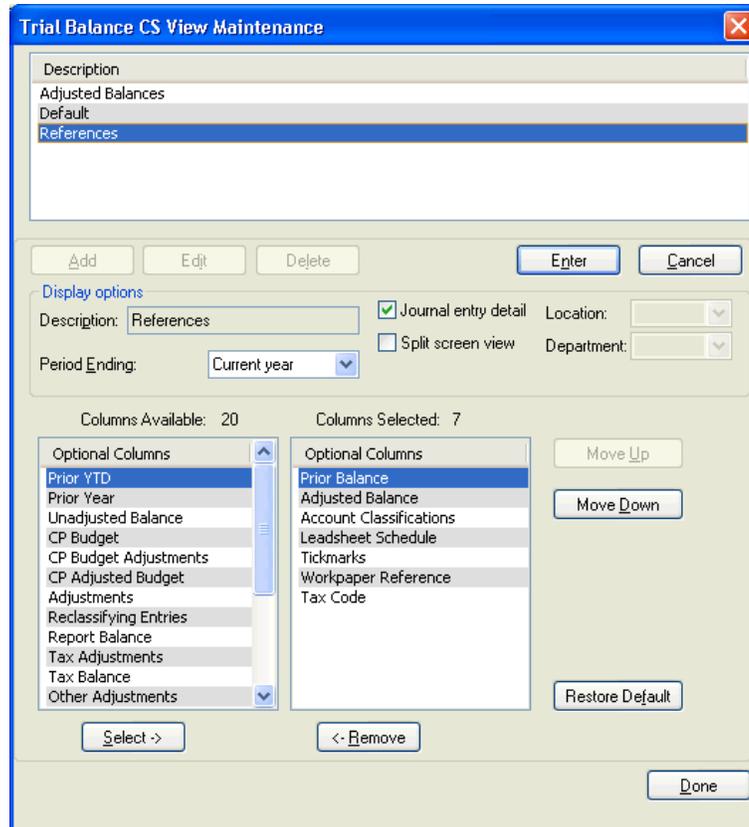
Number	Description	T y p	Prior Period	Adjusted Balance	Account Classifications	Account Classifications subcode	Leadsheet Schedule	Leadsheet Schedule subcode	Tickmarks	WP Reference	
101	Checking - General	A	81,252.44	18,236.21	CA	CE	A				4C
108	Checking - Payroll	A	0.00	1,038.82	CA	CE	A				4C
109	Petty Cash	A	1,000.00	1,000.00	CA	CE	A				4C
110	Cash - Savings	A	110,643.21	292,162.41	CA	CE	A				4C
115	Marketable Securities	A	0.00	5,000.00	CA	CE	A				4C
120	Billed Receivables	A	63,442.73	48,931.40	CA	AR	B				4C
121	Unbilled Receivables	A	27,556.78	31,054.66	CA	AR	B				4C
122	Unbilled Expenses Receivable	A	5,884.56	4,960.05	CA	AR	B				4C
123	Accounts Receivable - Emplyes	A	1,500.00	0.00	CA	AR	B				4C
124	Allowance for Doubtful Accts	A	0.00	0.00	CA	ADA	B				4C
140	Deposits & Prepaid Expenses	A	4,500.00	4,500.00	CA	PE	L				4C
150	Leasehold Improvements	A	28,000.00	28,000.00	FA	BUILD	UV	UV-1	&&	FA-1	4C
151	Furniture & Fixtures	A	4,181.97	4,881.97	FA	EQUIP	UV	UV-1	&&	FA-2	4C
152	Office Equipment	A	28,116.01	60,461.01	FA	EQUIP	UV	UV-1	&&	FA-3	4C
153	Software	A	6,025.00	6,995.00	FA	EQUIP	UV	UV-4	&&	FA-3	4C
160	Acc. Dep. - Lse Hld Imprmnts	A	-7,300.00	-10,900.00	FA	AD	UV	UV-2	&&		4C
161	Acc. Dep. - Furn. & Fixtures	A	-2,275.75	-3,501.10	FA	AD	UV	UV-2	&&		4C
162	Acc. Dep. - Office Equipment	A	-16,022.39	-19,652.42	FA	AD	UV	UV-2	&&		4C
163	Acc. Dep. - Software	A	-5,695.63	-7,038.55	FA	AD	UV	UV-2	&&		4C
200	Accounts Payable	L	-22,654.98	-20,309.31	CL	AP	BB				44
210	Current Portion of LTD	L	0.00	0.00	CL	NP	BB				44
230	Accrued Payroll	L	-6,500.00	-6,500.00	CL	ACP	CC				44
231	FICA W/H Payable	L	-464.75	-8,821.67	CL	PTP	CC				44
232	Fed W/H Payable	L	-1,820.00	-2,335.11	CL	PTP	CC				44
233	M/W/H Payable	L	-299.00	-2,668.68	CL	PTP	CC				44
234	FUTA Payable	L	-52.00	-167.99	CL	PTP	CC				44
235	SUTA Payable	L	-227.50	0.00	CL	PTP	CC				44
240	Accrued Interest Payable	L	0.00	-3,000.00	CL	OCL	CC				44
250	FIT Payable	L	-20,000.00	-5,079.13	CL	OCL	CC				44
251	Mi SBT Payable	L	-3,766.00	-4,073.86	CL	OCL	CC				44
260	Loan Payable to Bank	L	0.00	-5,000.00	LTL	NP	AA				44
300	Common Stock	L	-10,000.00	-20,000.00	EQ	CS	SS				4E
240	Additional Paid in Capital	L	40,000.00	20,000.00	EQ	nc	cc				4E
Total			0.00	0.00							

For Help, press F1 or Ctrl+F1 Staff: XXX Stmt Date: 12/31/07 GL Period: 12/31/07

Customizing the Trial Balance view

Trial Balance CS enables you to customize the Trial Balance window view and include specific information to be displayed. The following steps guide you in the process that you would use to customize the Trial Balance window view.

1. With the Trial Balance window open choose Edit / View Maintenance, or right-click the context menu and select **View Maintenance**.
2. In the Trial Balance CS View Maintenance dialog, highlight **References** in the list pane to see which columns are currently selected for this view.



3. Click the Edit button to see how you can modify the Trial Balance view.

Notes

- You may choose the period you want to view by selecting it from the drop-down list or press F4 to view the list of available periods in the Period Ending field.
 - In the Columns Available list, double-click each column that you want to move to the right-hand (Columns Selected) pane.
 - You may rearrange the columns in any order by highlighting a column and then clicking the **Move Up** or **Move Down** button until it is located in the desired position. The top-to-bottom arrangement in this dialog appears as left to right in the Trial Balance window.
 - The Subcode column is automatically included when the Grouping Schedule column is presented in the view.
 - The Number, Description, and Type columns are included in all Trial Balance window views.
 - Like each custom view, the Default view can also be edited. To restore the Default view to its original settings, click the Restore Default button.
 - You can create an unlimited number of custom views.
 - You can choose to toggle on or off the split screen view of the Journal Entry grid in the Trial Balance window. You can also choose to toggle on or off the journal entry detail.
-

Viewing the Trial Balance window in split-screen view

Trial Balance CS allows you to view the Trial Balance window and the Adjusted Journal Entries window together in a split screen view. Journal entries can be entered directly in the Journal Entry grid instead of opening the Adjusting Journal Entry window and entering them there.

1. In the View Maintenance dialog, mark the **Split screen view** checkbox.

To toggle the view on or off, you may also press CTRL+H keyboard shortcut, or choose Edit / Show split screen view.

2. Click the Enter button to save the view maintenance record.
3. Click the Done button to close the View Maintenance dialog and return to the Trial Balance window, which now displays in a split screen.

Number	Description	T y p	Prior Period	Adjusted Balance	Account Classifications	Account Classifications subcode	Leadsheet Schedule	Leadsheet Schedule subcode	Tickmarks	W/P Reference	1 C
101	Checking - General	A	81,262.44	18,236.21	CA	CE	A				4C
108	Checking - Payroll	A	0.00	1,038.82	CA	CE	A				4C
109	Petty Cash	A	1,000.00	1,000.00	CA	CE	A				4C
110	Cash - Savings	A	110,643.21	292,162.41	CA	CE	A				4C
115	Marketable Securities	A	0.00	5,000.00	CA	CE	A				4C
120	Billed Receivables	A	63,442.73	48,931.40	CA	AR	B				4C
121	Unbilled Receivables	A	27,556.78	31,054.66	CA	AR	B				4C
122	Unbilled Expenses Receivable	A	5,884.56	4,960.05	CA	AR	B				4C
123	Accounts Receivable - Employees	A	1,500.00	0.00	CA	AR	B				4C
124	Allowance for Doubtful Accts	A	0.00	0.00	CA	ADA	B				4C
140	Deposits & Prepaid Expenses	A	4,500.00	4,500.00	CA	PE	L				4C
150	Leasehold Improvements	A	28,000.00	28,000.00	FA	BUILD	UV	UV-1	&&	FA-1	42
151	Furniture & Fixtures	A	4,181.97	4,881.87	FA	EQUIP	UV	UV-1	&&	FA-2	42
152	Office Equipment	A	28,116.01	60,461.01	FA	EQUIP	UV	UV-1	&&	FA-3	42
153	Software	A	6,025.00	6,995.00	FA	EQUIP	UV	UV-4	&&	FA-3	42
Total			0.00	0.00							

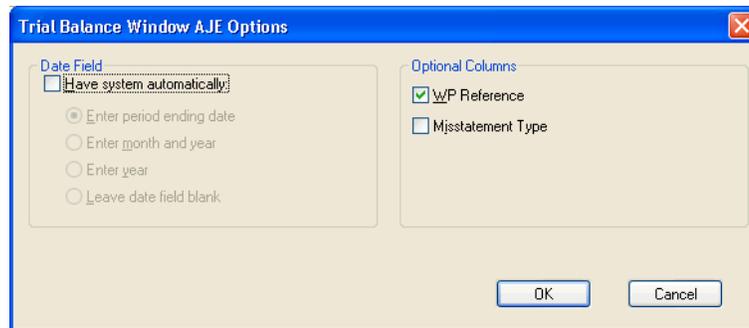
Reference	Entry Type	Date	Account	Amount	Description	W/P Reference	Difference	Tax Export
1 91	Adjusting	12/31/07	120	2,000.00	to record additional revenue			
2 91	Adjusting	12/31/07	420	-2,000.00	to record additional revenue			
3 92	Adjusting	12/31/07	700	3,000.00	to record interest accrued			
4 92	Adjusting	12/31/07	240	-3,000.00	to record interest accrued			
5 93	Reclassifying	12/31/07	120	4,000.00	to reclass receivables			
6 93	Reclassifying	12/31/07	121	-4,000.00	to reclass receivables			
7 94	Reclassifying	12/31/07	260	5,000.00	to reclass current portion			
8 94	Reclassifying	12/31/07	210	-5,000.00	to reclass current portion			
9 95	Other	12/31/07	733	6,000.00	to record SBT liability			
10 95	Other	12/31/07	251	-6,000.00	to record SBT liability			
11 96	Tax adjustments	12/31/07	740	7,000.00	to record FIT liability		Permanent	
12 96	Tax adjustments	12/31/07	250	-7,000.00	to record FIT liability		Permanent	
13 97	Potential	12/31/07	646	8,000.00	to record potential expenses			
14 97	Potential	12/31/07	200	-8,000.00	to record potential expenses			

Customizing the AJE grid view

Trial Balance CS enables you to customize the Adjusting Journal Entry grid view and include specific information to be displayed. The following steps guide you in the process that you would use to customize the AJE grid view.

1. With your mouse pointer placed in the Journal Entry grid portion (lower section) of the Trial Balance split-screen view, choose **Options** from the F3, or right-click context menu to open the Trial Balance Window AJE Options dialog.

Here you can modify options for the Date field, and also choose to display the optional Workpaper Reference or Misstatement Type columns in the AJE grid.



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

Assigning grouping schedule codes to a Trial Balance client's accounts

Assigning grouping schedule codes in the Trial Balance window allows you to group similar accounts for later review and analysis. Any grouping schedule code or subcode established from the Setup / Grouping Schedules dialog can be assigned to accounts directly in the Trial Balance window.

To assign grouping schedule codes to a Trial Balance CS client’s account, you must either add the group code and subcode columns to a custom Trial Balance window view or edit the Default view.

Use these steps to assign a grouping subcode to the current Trial Balance client:

1. Click any cell within the Trial Balance grid, F3 or right-click the context menu, or press the CTRL+H key combination to toggle off the Show Split Screen view.
2. In the Trial Balance window, select the row for account **153**, click within the Account Classifications column (Grouping Schedule 1), and then select **OA** (Other Asset) from the F4 drop-down list.

Number	Description	TYP	Prior Period	Adjusted Balance	Account Classifications	Account Classifications subcode	Leadsheet Schedule	Leadsheet Schedule subcode	Tickmarks	WP Reference
150	Leasehold Improvements	A	28,000.00	28,000.00	FA	BUILD	UV	UV-1	&&	FA-1
151	Furniture & Fixtures	A	4,181.97	4,881.97	FA	EQUIP	UV	UV-1	&&	FA-2
152	Office Equipment	A	28,116.01	60,461.01	FA	EQUIP	UV	UV-1	&&	FA-3
153	Software	A	0,025.00	6,935.00	OA	EQUIP	UV	UV-4	&&	FA-3
160	Acc. Dep. - Use Hld Imprvmts	A	-7,300.00	-10,900.00	OA	Other Assets		UV-2	&&	
161	Acc. Dep. - Furn. & Fixtures	A	-2,275.75	-3,501.10	CL	Current Liabilities		UV-2	&&	
162	Acc. Dep. - Office Equipment	A	-16,022.39	-18,652.42	LTL	Long Term Liabilities		UV-2	&&	
163	Acc. Dep. - Software	A	-5,695.63	-7,038.55	EQ	Equity		UV-2	&&	
200	Accounts Payable	L	-22,654.98	-20,309.31	REV	Revenue				
210	Current Portion of LTD	L	0.00	0.00	COS	Cost of Sales				
230	Accrued Payroll	L	-6,500.00	-6,500.00	EXP	Expenses				
231	FICA W/H Payable	L	-464.75	-8,821.67	CL	PTP	CC			
232	Fed W/H Payable	L	-1,820.00	-2,335.11	CL	PTP	CC			
233	MI W/H Payable	L	-299.00	-2,668.68	CL	PTP	CC			
234	FUTA Payable	L	-52.00	-167.99	CL	PTP	CC			
235	SUTA Payable	L	-227.50	0.00	CL	PTP	CC			

3. Tab to the Account Classifications Subcode field in row **153**, and then choose SW / Software from the F4 drop-down list.

Number	Description	TYP	Prior Period	Adjusted Balance	Account Classifications	Account Classifications subcode	Leadsheet Schedule	Leadsheet Schedule subcode	Tickmarks	WP Reference
150	Leasehold Improvements	A	28,000.00	28,000.00	FA	BUILD	UV	UV-1	&&	FA-1
151	Furniture & Fixtures	A	4,181.97	4,881.97	FA	EQUIP	UV	UV-1	&&	FA-2
152	Office Equipment	A	28,116.01	60,461.01	FA	EQUIP	UV	UV-1	&&	FA-3
153	Software	A	0,025.00	6,935.00	OA	SW	UV	UV-4	&&	FA-3
160	Acc. Dep. - Use Hld Imprvmts	A	-7,300.00	-10,900.00	FA	SW	UV	UV-2	&&	
161	Acc. Dep. - Furn. & Fixtures	A	-2,275.75	-3,501.10	FA	AD	UV	UV-2	&&	
162	Acc. Dep. - Office Equipment	A	-16,022.39	-18,652.42	FA	AD	UV	UV-2	&&	
163	Acc. Dep. - Software	A	-5,695.63	-7,038.55	FA	AD	UV	UV-2	&&	
200	Accounts Payable	L	-22,654.98	-20,309.31	CL	AP	BB			
210	Current Portion of LTD	L	0.00	0.00	CL	NP	BB			
230	Accrued Payroll	L	-6,500.00	-6,500.00	CL	ACP	CC			
231	FICA W/H Payable	L	-464.75	-8,821.67	CL	PTP	CC			
232	Fed W/H Payable	L	-1,820.00	-2,335.11	CL	PTP	CC			
233	MI W/H Payable	L	-299.00	-2,668.68	CL	PTP	CC			
234	FUTA Payable	L	-52.00	-167.99	CL	PTP	CC			
235	SUTA Payable	L	-227.50	0.00	CL	PTP	CC			

Note: The Grouping Schedule report uses the grouping codes and subcodes that have been assigned in the Trial Balance window. If you want to use a grouping code or subcode that has not been set up yet, you can add it on the fly. Simply enter the grouping code or subcode in the Grouping Schedules dialog.

4. Close the current References view of the Trial Balance grid.
5. To look at assigning tickmarks, choose Tasks / Trial Balance, select **Adjusted Balances**, and click OK.

Assigning tickmarks to a client’s accounts

Assigning tickmarks in the Trial Balance window can assist you in the later review and analysis of a client’s accounts. Any tickmark previously defined in the Setup / Tickmarks dialog can be assigned to accounts directly in the Trial Balance window.

Note that to be able to assign tickmarks to accounts, the Tickmark column must be included in the selected view for the Trial Balance window (as it is for the current Adjusted Balances view). In the Trial Balance grid, you may need to move the scroll bar to the right to view the Tickmarks column. (You can change the column location in the View / Maintenance dialog.) To choose a tickmark for an account row, select it from the F4 drop-down list in the Tickmarks field.

Number	Description	Type	Tax Code	WP Reference	Tickmarks	Potential Dr	Potential Cr	Leadsheet Schedule
101	Checking - General	A	400		38	0.00	0.00	A
108	Checking - Payroll	A	400		&& Verified	00	0.00	A
109	Petty Cash	A	400		++ Ties to bank statement	00	0.00	A
110	Cash - Savings	A	400			0.00	0.00	A
115	Marketable Securities	A	406			0.00	0.00	A
120	Billed Receivables	A	401			0.00	0.00	B
93	to reclass receivables	RJE						
91	to record additional revenue	AJE						
121	Unbilled Receivables	A	401			0.00	0.00	B
93	to reclass receivables	RJE						
122	Unbilled Expenses Receivable	A	401			0.00	0.00	B

Note: If you want to use a tickmark that has not been set up in the Tickmark dialog, you can add one on the fly. Simply enter the tickmark and desired description in the Tickmark dialog.

Assigning workpaper references

Workpaper references can be assigned in the Trial Balance window. However, unlike grouping schedule codes or tickmarks, workpaper references are not defined in a separate dialog.

Note that if you choose to assign a workpaper reference, the **WP Reference** column must be included in the selected view within the Trial Balance window. You may enter an alphanumeric reference of up to ten characters in the WP Reference field.

Use these steps to insert a WP Reference in the Trial Balance window.

1. In the row for account 160 enter **FA-4** in the WP Reference field (as shown in the following illustration).
2. Conveniently copy and paste the WP Reference into the next three WP Reference fields, by highlighting the **FA-4** WP Reference, and then F3 or right-click the context menu and choose **Copy**.
3. Click within the subsequent cells (**161- 163**), and then F3 or right-click the context menu and choose Paste to insert the WP Reference. (You may also find it easier to use the Copy and Paste buttons on the toolbar or the CTRL+C and CTRL+V key combinations to complete this operation.)

Number	Description	Type	Tax Code	WP Reference	Tickmarks	Potential Dr	Potential Cr	Leadsheet Schedule
122	Unbilled Expenses Receivable	A	401			0.00	0.00	B
123	Accounts Receivable - Emplies	A	401			0.00	0.00	B
124	Allowance for Doubtful Accts	A	402			0.00	0.00	B
140	Deposits & Prepaid Expenses	A	406			0.00	0.00	L
150	Leasehold Improvements	A	425	FA-1	&&	0.00	0.00	UV
151	Furniture & Fixtures	A	425	FA-2	&&	0.00	0.00	UV
152	Office Equipment	A	425	FA-3	&&	0.00	0.00	UV
153	Software	A	425	FA-3	&&	0.00	0.00	UV
160	Acc. Dep. - Use Hld Imprvmnts	A	426	FA-4	&&	0.00	0.00	UV
161	Acc. Dep. - Furn. & Fixtures	A	426	FA-4	&&	0.00	0.00	UV
162	Acc. Dep. - Office Equipment	A	426	FA-4	&&	0.00	0.00	UV
163	Acc. Dep. - Software	A	426	FA-4	&&	0.00	0.00	UV
200	Accounts Payable	L	440			0.00	8,000.00	BB
97	To record potential expense	P,E					8,000.00	
210	Current Portion of LTD	L	441			0.00	0.00	BB

Entering new adjusting entries in the AJE grid

Trial Balance CS enables you to record adjusting journal entries using one of the following entry types:

- **Adjusting.** Records adjustments to the general ledger balances including those required by GAAP (Generally Accepted Accounting Principles).
- **Reclassifying.** Modifies account balance presentation for financial statement purposes.
- **Tax Adjustment.** Modifies account balance presentation for taxing authority compliance.
- **Potential.** Records anticipated unrecorded entries that have potential material effects on financial statement presentation.
- **Other.** Records activity not defined by any other entry type. (For example, it could be used to record state tax adjustments.)
- **Budget.** Records adjustments to the original budget balance.
- **Tax Adjustment – Tax Code.** Allows amounts to be posted directly to tax codes for integration with tax products. Note that this entry type is only available for clients with 1120, 1120S, or 1065 entity types.
- **Eliminating.** Eliminates balances between subsidiary clients for consolidation purposes. Note that eliminating entries are available when consolidating clients are using account balances only.

While the split screen view is active, you can use the Adjusting Journal Entries grid to add or maintain adjusting journal entries in the trial balance journal. At the same time you can view the corresponding changes within the Trial Balance grid in real time. There is a one-to-one correspondence between the current row in the Adjusting Journal Entry grid and the account row in the Trial Balance grid as balance verification takes place after a row is input into the Adjusting Journal Entry grid.

While in the Trial Balance grid, you can toggle the Split Screen View on or off by clicking in any cell and pressing CTRL+H.

1. Scroll to the bottom of the AJE grid in the split screen view of the Trial Balance window.
2. Click the blank row at the bottom of the AJE grid that is reserved for new transactions, and enter the following information directly in the AJE grid.

Reference	98
Entry Type	Adjusting
Date	12/31/07
Account	121
Amount	9,000.00
Description	to record unbilled revenue

3. Tab to the next row in the AJE grid, and notice that the transaction just entered in the grid is reflected simultaneously in the Trial Balance grid above, as illustrated here.

Creative Solutions Accounting [CSTB01XX - Trial Balance Sample Client] - [Trial Balance [Adjusted Balances: 12/31/07]]

Number	Description	Type	Prior Period	Unadjusted Balance	Adjusting Dr	Adjusting Cr	Adjusted Balance	Prior YTD	Prior Year	C
680	Practice Development Expense	E	1,606.32	2,497.41	0.00	0.00	2,497.41	1,606.32	1,606.32	
681	Promotional Expenses	E	2,800.00	391.55	0.00	0.00	391.55	2,800.00	2,800.00	
682	Entertainment of Clients	E	8,776.07	2,497.29	0.00	0.00	2,497.29	8,776.07	8,776.07	
700	Interest Expense	E	0.00	0.00	3,000.00	0.00	3,000.00	0.00	0.00	
92	to record interest accrued	AJE			3,000.00					
710	Depreciation Expense	E	31,293.77	15,448.30	0.00	0.00	15,448.30	31,293.77	31,293.77	
730	Billed A/R Write-offs	E	6,000.00	525.00	0.00	0.00	525.00	6,000.00	6,000.00	
732	Bad Debt Expense	E	2,500.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	
733	MI SBT Expense	E	11,130.00	6,011.97	0.00	0.00	6,011.97	11,130.00	11,130.00	
95	to record SBT liability	QJE								
740	Federal Income Taxes	E	61,741.00	45,079.13	0.00	0.00	45,079.13	61,741.00	61,741.00	
96	to record FIT liability	TJE								
900	Days	E	0.00	365.00	0.00	0.00	365.00	0.00	0.00	
901	Days Contra	E	0.00	-365.00	0.00	0.00	-365.00	0.00	0.00	
999	Undistributed	E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total			0.00	0.00	14,000.00	5,000.00	9,000.00	0.00	0.00	

Reference	Entry Type	Date	Account	Amount	Description	WP Reference	Difference	Tax Export
3	Adjusting	12/31/07	700	3,000.00	to record interest accrued			
4	Adjusting	12/31/07	240	-3,000.00	to record interest accrued			
5	Reclassifying	12/31/07	120	4,000.00	to reclass receivables			
6	Reclassifying	12/31/07	121	-4,000.00	to reclass receivables			
7	Reclassifying	12/31/07	260	5,000.00	to reclass current portion			
8	Reclassifying	12/31/07	210	-5,000.00	to reclass current portion			
9	Other	12/31/07	733	6,000.00	to record SBT liability			
10	Other	12/31/07	251	-6,000.00	to record SBT liability			
11	Tax adjustments	12/31/07	740	7,000.00	to record FIT liability		Permanent	
12	Tax adjustments	12/31/07	250	-7,000.00	to record FIT liability		Permanent	
13	Potential	12/31/07	646	8,000.00	to record potential expens			
14	Potential	12/31/07	200	-8,000.00	to record potential expens			
15	Adjusting	12/31/07	121	9,000.00	to record unbilled revenue			
+	Adjusting	12/31/07			to record unbilled revenue			

Ref# 98 is out of balance by -9000.00

For Help, press F1 or Ctrl+F1 Staff: XXX Stmt Date: 12/31/07 GL Period: 12/31/07

Note: Incomplete entries are referenced in the status bar (in red) until they are in balance. All rows of an incomplete entry are shaded in the AJE grid (bottom right).

- To balance the entry, enter the following information in the currently unfinished row at the bottom of the AJE grid:

Account	410
Amount	-9,000.00

- Tab to the next row in the AJE grid.

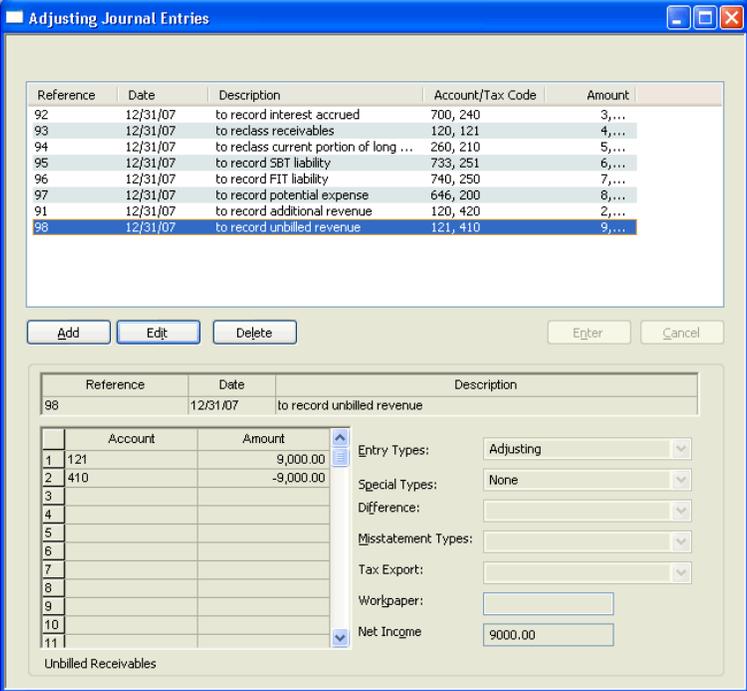
The screenshot displays the Creative Solutions Accounting software interface. The main window shows a Trial Balance grid with columns for Number, Description, Type, Prior Period, Unadjusted Balance, Adjusting Dr, Adjusting Cr, Adjusted Balance, Prior YTD, and Prior Year. The bottom row of the grid is highlighted in blue, indicating it is the current row. Below the Trial Balance grid is an Adjusting Journal Entry grid with columns for Reference, Entry Type, Date, Account, Amount, Description, WP Reference, Difference, and Tax Export. The bottom row of the AJE grid is also highlighted in blue.

Number	Description	Type	Prior Period	Unadjusted Balance	Adjusting Dr	Adjusting Cr	Adjusted Balance	Prior YTD	Prior Year
410	Write-up Services	R	-163,454.32	-138,387.52	0.00	9,000.00	-147,387.52	-163,454.32	-163,454.32
98	to record unbilled revenue	AJE				9,000.00			
420	Management Advisory Services	R	-88,623.98	-50,602.53	0.00	2,000.00	-52,602.53	-88,623.98	-88,623.98
91	to record additional revenue	AJE				2,000.00			
470	Other Income	R	-5,075.23	-1,833.79	0.00	0.00	-1,833.79	-5,075.23	-5,075.23
473	A/R Service Charges	R	-3,500.00	-1,125.00	0.00	0.00	-1,125.00	-3,500.00	-3,500.00
480	Gain on Sales - Proceeds	R	0.00	-2,100.00	0.00	0.00	-2,100.00	0.00	0.00
489	Gain on Sales - NBV	R	0.00	0.00	0.00	0.00	0.00	0.00	0.00
490	Interest Income	R	-4,815.65	-9,416.91	0.00	0.00	-9,416.91	-4,815.65	-4,815.65
510	Salaries	E	417,458.78	186,166.63	0.00	0.00	186,166.63	417,458.78	417,458.78
520	Payroll Taxes	E	135,812.45	14,051.54	0.00	0.00	14,051.54	135,812.45	135,812.45
530	Employee Benefits	E	40,845.96	16,793.98	0.00	0.00	16,793.98	40,845.96	40,845.96
600	Staff Recruitment	E	950.00	500.00	0.00	0.00	500.00	950.00	950.00
601	Employee Awards	E	1,500.00	1,000.00	0.00	0.00	1,000.00	1,500.00	1,500.00
602	Training Classes	E	3,448.54	1,440.55	0.00	0.00	1,440.55	3,448.54	3,448.54
Total			0.00	0.00	14,000.00	14,000.00	0.00	0.00	0.00

Reference	Entry Type	Date	Account	Amount	Description	WP Reference	Difference	Tax Export
4 92	Adjusting	12/31/07	240	-3,000.00	to record interest accrued			
5 93	Reclassifying	12/31/07	120	4,000.00	to reclass receivables			
6 93	Reclassifying	12/31/07	121	-4,000.00	to reclass receivables			
7 94	Reclassifying	12/31/07	260	5,000.00	to reclass current portion			
8 94	Reclassifying	12/31/07	210	-5,000.00	to reclass current portion			
9 95	Other	12/31/07	733	6,000.00	to record SBT liability			
10 95	Other	12/31/07	251	-6,000.00	to record SBT liability			
11 96	Tax adjustments	12/31/07	740	7,000.00	to record FIT liability		Permanent	
12 96	Tax adjustments	12/31/07	250	-7,000.00	to record FIT liability		Permanent	
13 97	Potential	12/31/07	646	8,000.00	to record potential expenses			
14 97	Potential	12/31/07	200	-8,000.00	to record potential expenses			
15 98	Adjusting	12/31/07	121	9,000.00	to record unbilled revenue			
16 98	Adjusting	12/31/07	410	-9,000.00	to record unbilled revenue			
+								

Notice that the status bar is clear, and all elements of the Adjusting Journal Entry appear in the Trial Balance grid below each row's corresponding account number, after you TAB to a new row.

6. Click the Adjusting Journal Entries  icon on the shortcut bar, to open the Adjusting Journal Entries window. Notice that the new entries are displayed here, as well as in the AJE grid (split screen view) of the Trial Balance window.



The screenshot shows the 'Adjusting Journal Entries' window. At the top, there is a table listing several entries. Entry 98 is highlighted in blue. Below the table are buttons for 'Add', 'Edit', 'Delete', 'Enter', and 'Cancel'. The bottom section of the window provides a detailed view of the selected entry (98), including a table for the debit and credit accounts and various dropdown menus for entry types and special types.

Reference	Date	Description	Account/Tax Code	Amount
92	12/31/07	to record interest accrued	700, 240	3,...
93	12/31/07	to reclass receivables	120, 121	4,...
94	12/31/07	to reclass current portion of long ...	260, 210	5,...
95	12/31/07	to record SBT liability	733, 251	6,...
96	12/31/07	to record FIT liability	740, 250	7,...
97	12/31/07	to record potential expense	646, 200	8,...
91	12/31/07	to record additional revenue	120, 420	2,...
98	12/31/07	to record unbilled revenue	121, 410	9,...

Reference	Date	Description
98	12/31/07	to record unbilled revenue

	Account	Amount
1	121	9,000.00
2	410	-9,000.00
3		
4		
5		
6		
7		
8		
9		
10		
11		

Unbilled Receivables

Entry Types: Adjusting
 Special Types: None
 Difference:
 Misstatement Types:
 Tax Export:
 Workpaper:
 Net Income: 9000.00

Recording entries in the Adjusting Journal Entries dialog

The following steps guide you through the process you would use to record adjusting journal entries in the Adjusting Journal Entries dialog.

1. The Adjusting Journal Entries window is currently opened in Add mode. Click the Cancel button to switch to Browse mode, and then click the Edit button to open the first record in the list. Note that the lower section of the Adjusting Journal Entries window is now editable (no longer grayed).
 - You can just double-click the selected entry in the AJE list to go into Edit mode.
 - You can choose to sort by **Reference** or by **Order Entered** by clicking the Reference column header button when in Browse mode.

Reference	Date	Description	Account/Tax Code	Amount
92	12/31/07	to record interest accrued	700, 240	3,...
93	12/31/07	to reclass receivables	120, 121	4,...
94	12/31/07	to reclass current portion of long ...	260, 210	5,...
95	12/31/07	to record SBT liability	733, 251	8,...
96	12/31/07	to record FIT liability	740, 250	7,...
97	12/31/07	to record potential expense	646, 200	8,...
91	12/31/07	to record additional revenue	120, 420	2,...
98	12/31/07	to record unbilled revenue	121, 410	9,...

Reference	Date	Description
92	12/31/07	to record interest accrued

	Account	Amount
1	700	3,000.00
2	240	-3,000.00
3		
4		
5		
6		
7		
8		
9		
10		
11		

Interest Expense

Entry Types: Adjusting
 Special Types: None
 Difference:
 Misstatement Types:
 Tax Export:
 Workpaper: int-1
 Net Income: -3000.00

In Edit mode you can add/modify the reference number, date, description, account number, amount, and workpaper for each account. You may also select Entry, Misstatement, Difference, and Tax Export types.

- The Reference can include up to nine alphanumeric characters.
- The transaction date is entered in the MMDDYY format.
- You can type in the account number, select it from the F4 drop-down list in the Account field, or add a new account on-the-fly.
- Trial Balance CS automatically enters a balancing amount on the last row of the Journal Entry Detail grid.
- Adjusting is the default entry type, but six other types are available for selection: Tax Adjustment, Reclassifying, Potential, Budget, Other, and Tax Adjustment – Tax Code. Note that when recording a Potential type adjusting journal entry, you may select a Misstatement Type from the drop-down list.
- You may select a Difference type when the entry type is either Tax Adjustment or Tax Adjustment – Tax Code. You may select Tax Export when the entry type is Tax Adjustment – Tax Code.
- Adjusting journal entries may be recorded as Reversing, Recurring, or Recurring Template by choosing from the Special types drop-down list. Note that the Reversing type is only available for AJEs with an Adjusting entry type. Also note that the Special Types field is only available when you are in the latest general ledger processing period.
- If working in a consolidated client using account balances only, you can enter Eliminating entries.
- In the Workpaper field, you may enter an optional alphanumeric workpaper reference of up to ten alphanumeric characters.
- You can use the Tasks / Tax Reconciliation window to create adjusting journal entries that directly adjust tax codes. These entries can then be used to record and reconcile differences between Adjusted Net Income and Tax Net Income. For more

information, search on **Tax reconciliation (Trial Balance CS)** from the index of the CSA help browser.

Note: For more information on entry types and fields in the Adjusting Journal Entries dialog, press F1 or CTRL+F1 to open the overview help topic.

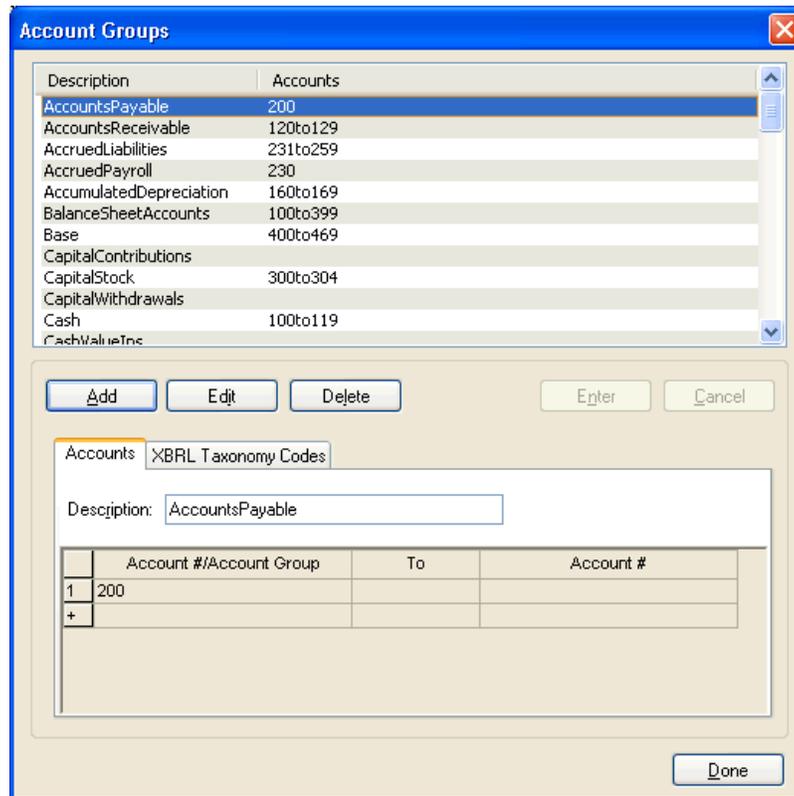
2. Click the Cancel button to close the record without making any changes and return to Browse mode.

In Browse mode, click the Column Header button labeled Reference and choose to **Sort by Reference**.

3. Click the Close  button to close the dialog.

Account groups

- ▶ Choose Setup / Account Groups to open the Account Groups dialog.



Account groups are simply a collection of accounts that you assemble under a predefined name. These account groups are used by the program to calculate account balances for reporting purposes in financial statements and transmittal letters. (Refer to the *Financial Reporter Tutorial* for further details on how to create and customize financial statements in Trial Balance CS.)

Predefined account groups

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

1. In the Account Groups dialog, scroll down to the Fixed Assets group, or simply type **fix** and the program will scroll down to Fixed Assets.

2. Highlight the Fixed Assets group in the list pane, and then click the Edit button. Note that 150 appears in the first Account column and that 159 appears in the second Account column.
3. Click the Cancel button to return to Browse mode.

Notes

- Predefined account groups can be set up for a single account or non-contiguous ranges of accounts.
 - Predefined account groups can be set up to include other account groups.
 - Predefined account groups cannot be deleted.
-

Adding user-defined account groups

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

Use these steps to add your own account groups:

1. Click the Add button to enable you to enter a description and an account number range. Notice that the fields on the Accounts tab are now editable.
2. Enter **LeaseholdImprovements** in the Description field.
3. Press the TAB button to move to the first Account number field in the Account Number Range grid, and then enter **150**.
4. Press the TAB button to move to the last Account number field in the Account Number range grid, and then enter **150.99**.
5. Click the Enter button to complete the entry, and note that the new Account Group description appears in the listview pane at the top of the Account Group dialog.

Notes

- It is 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 future account numbers added within these ranges will be included in the statement. It also minimizes the impact of Chart of Account changes on statements.
 - Use the **Verify unassigned accounts** option to make sure all accounts are being referenced in at least one account group. Press F3, or CTRL+V in the Account Groups dialog, and choose **Verify unassigned accounts** from the context menu.
 - To define non-contiguous accounts for an account group, enter each account or group of accounts on the individual lines provided in the Data Entry grid.
-

Setting up XBRL taxonomy codes

XBRL is an XML-based specification that standardizes the format of financial information, allowing users to exchange this data electronically for use in other applications. Financial statements need only be entered once, allowing that same information to be rendered in any form, across multiple platforms.

If you intend to export your financial statement in XBRL format, you must first select or define XBRL taxonomy groups.

You must then tag each item in a financial statement (rows and cells) and/or each **account group** with the appropriate XBRL taxonomy code. If a financial statement (including its rows, cells, account groups, and so forth) has been defined by XBRL taxonomy codes, those codes (along with period and amount values) can be written to an electronic file in XBRL format. The XBRL file (when accompanied by the relevant taxonomy files) can then be read using a third-party XBRL reader software.

Use these steps to set up an XBRL taxonomy code for an account group:

1. Highlight **Leasehold Improvements** in the Account Groups dialog, and then click the Edit button.
2. In the XBRL Taxonomy Codes tab, select the **GAAP Comm and Ind** from the drop-down list in the Taxonomy Group column of the grid.
3. Click the Code button.
4. In the Select Taxonomy Code dialog, enter **Leasehold Improvements** in the Find field, and then click the Find button.
5. Highlight the following XBRL code in the Find XBRL Code Results dialog:
Leasehold Improvements
[propertyPlantAndEquipmentGross.leaseholdImprovements]
6. Click the Select button.
7. With the relevant XBRL code highlighted in the Select Taxonomy Code dialog, click the Select button to return to the Account Groups dialog.

Note: You should select the XBRL codes from the lowest level possible within the tree structure hierarchy to afford the greatest amount of reporting flexibility.

8. Click the Enter button in the Account Groups dialog to save the changes, and click the Done button to close the dialog.

Notes

- Trial Balance CS provides a sample XBRL client (CSWRI04) for you to examine.
 - In most cases, account groups will already have account numbers assigned when the XBRL codes are established. However, account groups can have XBRL taxonomy codes assigned to them whether or not actual GL account numbers have been assigned. Therefore, if some account groups are not currently being utilized due to non-activity, the XBRL codes can still be established for these groups in anticipation of when these particular groups will be active.
 - XBRL taxonomy codes assigned in account groups can be transferred from another client by choosing Utilities / Transfer Client Information.
-

Financial statements, charts, and graphs

The Trial Balance CS program enables you to create client-ready financial statements in a matter of minutes. There are over 30 client statement templates available for you to customize for your own needs, or you may choose to create your own from scratch. You can also create statements and comparatives using different bases of accounting.

You may also refer to the *Financial Reporter Tutorial* for detailed descriptions, and hands-on examples of how to create financial statements, charts and graphs in Write-Up CS or Trial Balance CS.

Opening the Financial Statement Editor

To explore some of the features available in the Financial Statement Editor, let's open an existing statement.

1. To open the Financial Statement Editor, choose Setup / Financial

Statements or click the Financial Statements  icon on the shortcut bar.

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

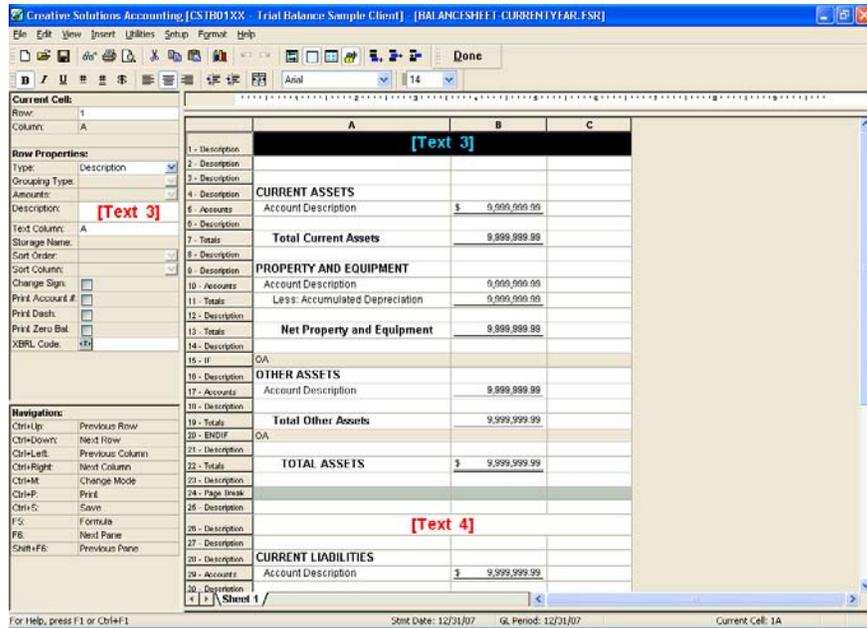
Note: You may choose from the **global** statements that are available to all clients, or you may choose to open a **client** statement, which is stored in the client's folder, backed up with the client, and can only be modified when the client is open.

3. In the Open Statement dialog, highlight the statement in the list called **BalanceSheet-CurrentYear.fsr** and click the Open button.

A financial statement is created by adding rows and columns to a spreadsheet-like page. Both the rows and the individual cells have properties that can be edited to produce the desired output. Row and cell properties are listed in the left pane of the window.

The rows are indexed with a number and a row type. For example, the row label for the very first row is 1-Description.

- Click the **1-Description** row header to highlight the entire row. Notice that the current row properties are now displayed in the left pane, as shown in the following illustration.



The left column indicates the current cell (row and column) in which the cursor is currently positioned — in this case, Row 1 Column A. The type is Description, which means the row will contain only a text description. In this case, the description is a text variable that will be replaced by actual text when you print the statement.

- In the right pane, click the row label **10 – Accounts** to the left of the Account Description cell. This is an Accounts row, which means that you can specify one or more accounts to print in this row.
- In the left pane (Row Properties), the grouping type field reads “Account Groups.” This indicates the amount will pull from the account groups set up for the client.

Click in the Amounts field that currently reads “Fixed Assets” and then open the drop-down list for that field to see that this represents the account group comprising accounts 150 to 159, as we reviewed in an earlier step in this chapter.

Notice the Sort Order field in the left pane. The drop-down list for this field includes options for sorting by account number, description, ascending amount, or descending amount.

7. Preview the statement by clicking the Print Preview  button on the toolbar or by choosing File / Print Preview. Notice that the Accounts row shows the detail of each account within the specified account group.
8. Click the Close button on the toolbar of the Preview window to return to the Financial Statement Editor.

Choosing an amount basis within a financial statement

The easiest way to choose a reporting basis for a financial statement is when previewing or printing the report, which we’ll show you a bit later in this guide. In addition, you can select and save the basis type as part of the financial statement itself.

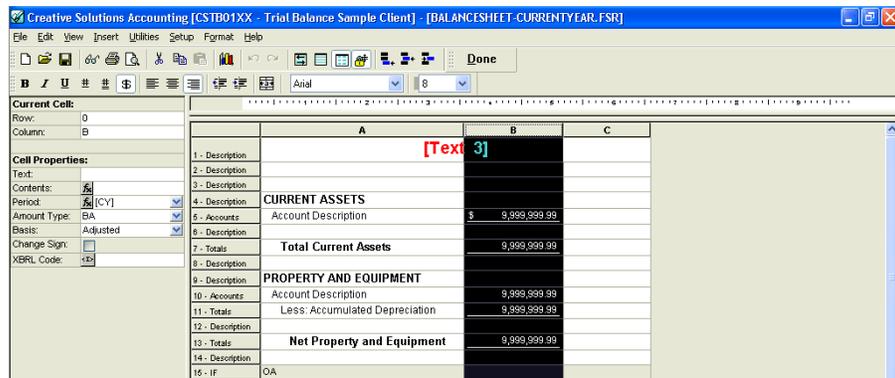
An additional field, called **basis**, is available in cell mode when financial statements are created with Trial Balance CS selected for the client.

Basis refers to particular types of amounts made up of the unadjusted amount plus any other current period adjusting journal entries (AJEs). Different bases could include different types of AJEs in different clients depending on how the client’s balance definitions are defined. The available bases in a Trial Balance CS client are as follows:

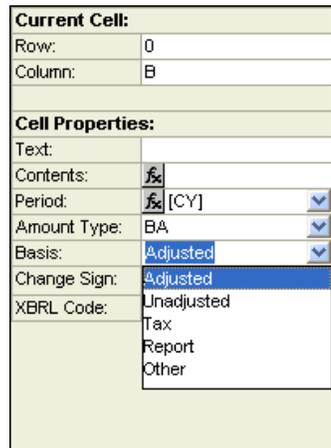
- Adjusted (default)
- Unadjusted
- Tax
- Report
- Other

For the previous editing steps, we've worked only in "Row Mode" within the Financial Statement Editor. But now, still working with the **BalanceSheet-CurrentYear.fsr** statement, we want to change to "Cell Mode" in order to select an amount basis.

1. Click the **B** column heading button at the top of the editing pane to highlight all of the cells within that column and switch to Cell Mode. Notice that "Cell Properties" is now displayed in the left pane.



2. In the Cell Properties section, click in the Basis field to view the different bases from the F4 drop-down list.



3. Choose File / Close to exit the Financial Statement Editor. (Do **not** save changes.)

Working with grouping codes in financial statements

We previously looked at financial statements with formulas created using account groups. Formulas can also be created using grouping codes and subcodes. Let's open a different statement to see how this can be done.

1. Click the Open Client Statement icon and select the statement **BALANCESHEET-CURRENTYEAR-PRIORYEAR-SUMMARY BY GROUPING SCHEDULE.FSR**.
2. Click the row header for row **5 – Totals**. A Totals row will print the total amount of the selected account group, grouping code, account range, or formula.
3. In the Row Properties pane on the left, the Grouping Type field now reads "Account Classifications." This is the name of the grouping schedule used to create this formula.
4. Notice that the Amounts field reads "GRP(CA, CE)." This row will pull the total of the Current Assets, Cash & Equivalents grouping code.

Click the down arrow in the Amounts to open the drop-down menu for that field. You will see a list of all the grouping codes and subcodes created for the Account Classifications schedule.

Current Cell:	
Row:	5
Column:	A
Row Properties:	
Type:	Totals
Grouping Type:	Account Classificati
Amounts:	Grp(CA, CE)
Description:	CA Current Assets
Text Column:	CA, No Subcode No Subcode
Storage Name:	CA, ADA Allow. for Doubtful Accts
Sort Order:	CA, AR Accounts Receivable
Sort Column:	CA, CE Cash & Equivalents
Change Sign:	CA, INV Inventory
	CA, PE Prepaid Expenses
Print Account #:	<input type="checkbox"/> 11 - Description
Print Dash:	<input type="checkbox"/> 12 - Description
Print Zero Bal:	<input type="checkbox"/> 13 - Totals
XBRL Code:	<E> 14 - Totals
	15 - Totals
	16 - Totals

- Preview the statement by clicking the Print Preview icon on the toolbar. Notice that the Cash row shows the total amount of cash, instead of listing all accounts coded to that grouping code and subcode.

Trial Balance Sample Client			
BALANCE SHEET			
As of December 31, 2007 and 2006			
	<u>2007</u>		<u>2006</u>
CURRENT ASSETS			
Cash	\$ 317,437.44	\$	192,895.65
Accounts Receivable	93,946.11		98,384.07
Deposits & Prepaid Expenses	<u>4,500.00</u>		<u>4,500.00</u>
Total Current Assets	<u>415,883.55</u>		<u>295,779.72</u>
PROPERTY AND EQUIPMENT			
Buildings	28,000.00		28,000.00
Equipment	65,342.98		32,297.98
Less: Accumulated Depreciation	<u>(40,092.07)</u>		<u>(31,293.77)</u>
Net Property and Equipment	<u>53,250.91</u>		<u>29,004.21</u>
OTHER ASSETS			
Other Assets	<u>6,995.00</u>		<u>6,025.00</u>
Total Other Assets	<u>6,995.00</u>		<u>6,025.00</u>
TOTAL ASSETS	<u>\$ 476,129.46</u>	\$	<u>330,808.93</u>

- Click the Close button to return to the Financial Statement Editor.
- Click the Done button to exit the Financial Statement Editor (do **not** save changes).

Creating a rounding journal entry

Before beginning work on your financial statements, you may want to create a rounding journal entry in order to prevent footing errors in financial statements that may result from mishandled cent values.

Rounding in Trial Balance CS is based on the report balances as defined in the Setup / Balance Definitions dialog. The reclassifying adjustment that is created is reflected on reports, workpapers, and financial statement when the **Report** basis is selected for display.

To create the rounding journal entry, follow these steps:

1. Choose Utilities / Create Rounding Journal Entry to open the Rounding dialog, where you can specify the accounts you would like to use for rounding purposes.
2. Select account **101** as the Asset account, **200** as the Liability account, **401** as the Income statement account and **320** as your Retained Earnings Account, and then click **OK**.

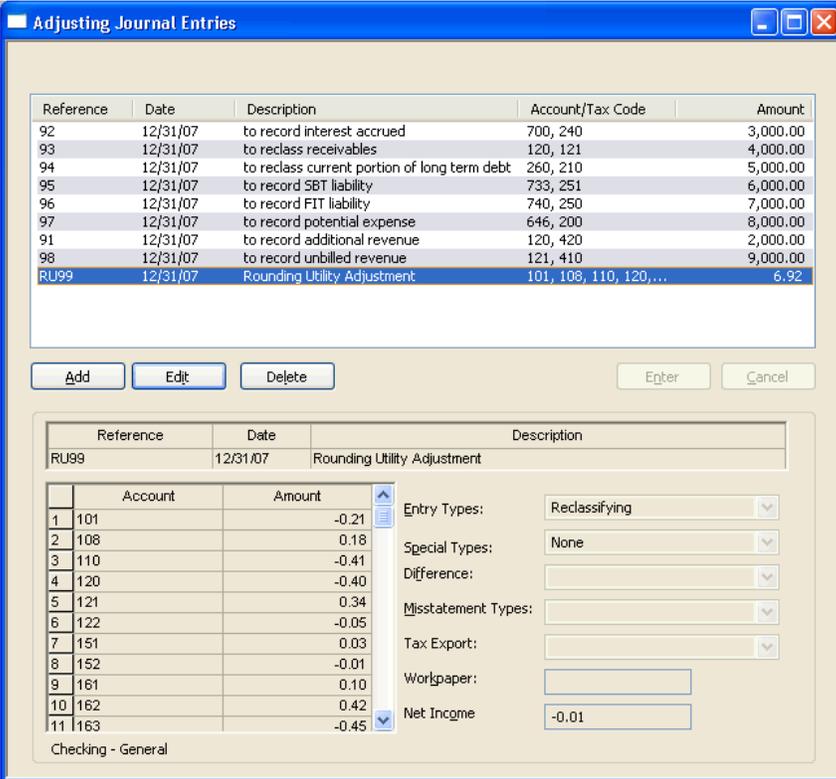
The screenshot shows a dialog box titled "Rounding" with a close button in the top right corner. The dialog contains the following fields:

- Asset account: 101
- Liability account: 200
- Income statement account: 401
- Retained Earnings account(s): A list box with "Account" at the top and several empty rows below it.

At the bottom of the dialog are two buttons: "OK" and "Cancel".

- Once you have created the rounding journal entry, you can view it within the Adjusting Journal Entries window by clicking the

Adjusting Journal Entries  icon on your shortcut bar or by choosing **Tasks / Adjusting Journal Entries**.



The screenshot shows the 'Adjusting Journal Entries' window. The main table lists several entries, with the last one, RU99, highlighted. Below the main table are buttons for 'Add', 'Edit', 'Delete', 'Enter', and 'Cancel'. A detailed view of entry RU99 is shown below, including a table of accounts and amounts, and various dropdown menus for 'Entry Types', 'Special Types', 'Difference', 'Misstatement Types', 'Tax Export', 'Workpaper', and 'Net Income'.

Reference	Date	Description	Account/Tax Code	Amount
92	12/31/07	to record interest accrued	700, 240	3,000.00
93	12/31/07	to reclass receivables	120, 121	4,000.00
94	12/31/07	to reclass current portion of long term debt	260, 210	5,000.00
95	12/31/07	to record SBT liability	733, 251	6,000.00
96	12/31/07	to record FIT liability	740, 250	7,000.00
97	12/31/07	to record potential expense	646, 200	8,000.00
91	12/31/07	to record additional revenue	120, 420	2,000.00
98	12/31/07	to record unbilled revenue	121, 410	9,000.00
RU99	12/31/07	Rounding Utility Adjustment	101, 108, 110, 120,...	6.92

Reference	Date	Description
RU99	12/31/07	Rounding Utility Adjustment

	Account	Amount
1	101	-0.21
2	108	0.18
3	110	-0.41
4	120	-0.40
5	121	0.34
6	122	-0.05
7	151	0.03
8	152	-0.01
9	161	0.10
10	162	0.42
11	163	-0.45

Checking - General

- For location / department clients.** The client's combining accounts are listed in the drop-down lists for the account fields in the Rounding dialog so that you can round balances by location. Each location must have an actual account in place that corresponds to the combining accounts selected in the Rounding dialog.

For a location-only client, only combining accounts are listed. For a department-only client, individual accounts are listed.

- **For interim clients.** The rounding journal entry must be created separately in each period for comparative balances across periods to be displayed correctly and consistently.
- In cases where more than one retained earnings account needs to be identified (for a partnership, for example), the Rounding dialog will accommodate multiple entries for that purpose.
- If a rounding journal entry has already been created for the client, choosing Utilities / Create Rounding Journal Entry opens a prompt that displays the rounding accounts currently in use. Click Yes if you want to delete the existing rounding transactions and open the Rounding dialog to edit the accounts, if necessary, and recreate the rounding entry. Note that previously entered rounding accounts are retained after deleting any existing rounding transaction.
- If the Chart of Accounts balances are changed after the rounding journal entry has been created — whether directly in the Chart of Accounts or (for a GL / Trial Balance client) via the posting of previously unposted transactions or deletion of existing transactions — you should delete and recreate the rounding journal entry to ensure accurate rounding.

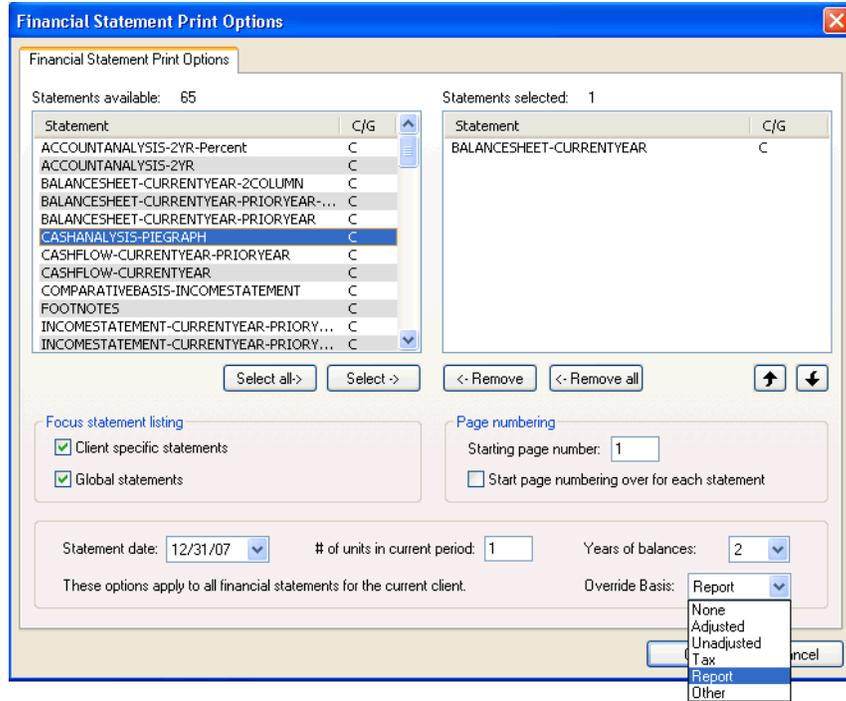
Selecting an override amount basis

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

Follow these steps to use the override option:

1. Click the Print Reports icon on the shortcut bar, choose File / Print Reports, or press the CTRL+P shortcut key to open the Print dialog.
2. Click the Documents tab, and then double-click Financial Reports.
3. Click the Options button, to open the Financial Statement Print Options dialog.

4. Select the **BalanceSheet-CurrentYear** statement to preview or print, and then select **Report** from the drop-down list in the Override basis field at the bottom of the dialog.



Note: The statement appears with the basis selected without affecting the actual formatting of the statement in the financial reporter when you choose to print or preview the selected financial statement.

5. Click OK to close the Financial Statement Print Options dialog.
6. Click Preview to view the statement with the unadjusted balances, and then click the Close button to exit the preview window.

Editing a financial statement

Let's open another sample financial statement to see how easy it is to customize a pre-defined statement to suit your accounting needs. In the following exercise we will copy existing data into another column and change the data to reflect last year's amounts to create a comparative income statement.

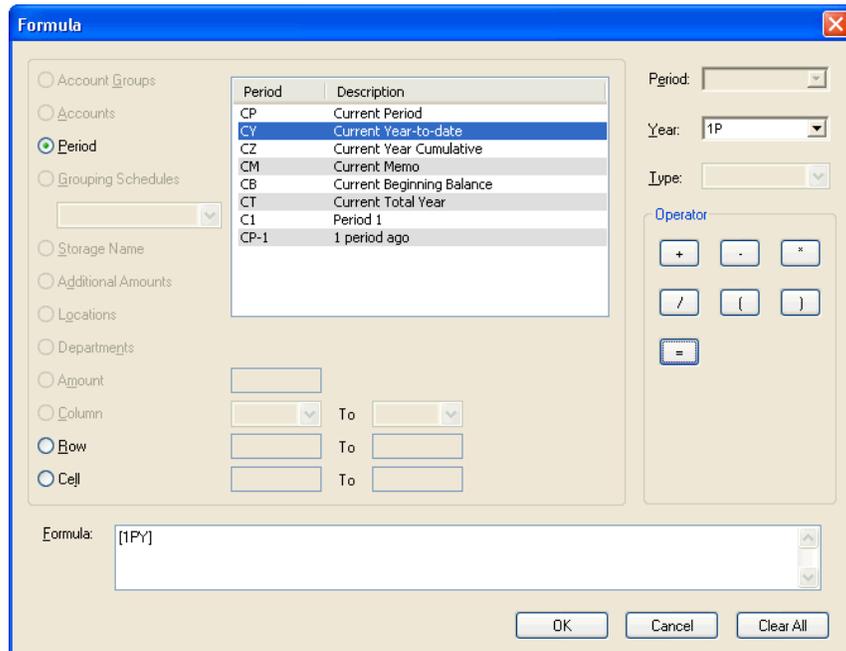
Creating a comparative statement based on a pre-existing income statement

1. Choose File / Open / Client Statement, highlight the **IncomeStatement-CurrentYear.fsr** statement in the Open Client Statement dialog, and then click the Open button to open the statement in the Financial Statement Editor.
2. Click the **B** column heading button to select all the rows within the column.
3. Click the Copy  button to copy the selected column to the clipboard, and then click **Yes** in the confirmation dialog to complete the action.
4. Choose Edit / Add Column to add a third column (column **C**) to the statement.
5. Click the **C** column heading button to select all the rows in column C, and then click the Paste  button to insert a copy of column **B** into Column **C**.

Note: If you need to insert additional columns into your statement, you may choose Insert / Column to insert a column to the left of the currently selected column.

6. Click the Formula  button in the Period field of the Cell Properties box to open the Formula dialog.
7. In the Formula dialog, clear the current formula by clicking the Clear All button at the bottom of the dialog.

8. Highlight **CY** in the Period list.
9. Select **1P – Prior Year** from the drop-down list in the Year field, and then click the Equal operator **=** button to insert the new formula **[1PY]** in the formula field, as shown in the following illustration.



10. Click OK to accept the changes.
11. Click the **C** column heading button, choose Format / Column Width, enter **1.40** inches as the width, and click OK.

12. Preview the report by clicking the Print Preview  button on the toolbar or by choosing File / Print Preview. Notice that the column header reflects the prior year period, and that the amounts also reflect prior year amounts. Click the Close button.

Modifying headers in the statement

1. Choose **View / Headers/Footers** to open the header and footer sections of the Financial Statement grid. (You can also left-click over the split bar and drag your mouse in a downward direction to open/close the header or footer sections in the financial statement.)
2. In the Header section, click **Row 3 – Description**, and then choose Insert / Row to insert a new row. Select Description for the type of row, and then click OK.
3. Make sure the new row is selected by clicking **3 – Description**, and then click the Merge and Center cells  button to merge the cells into one.
4. With your cursor in the **3-Description** row of the header, press CTRL+L shortcut to switch to cell mode and choose Format / Cells.
5. On the Font tab of the Format Cells dialog, select **Black** as the font color, and click OK.
6. Enter **For the Years Ended** <space> as the first part of the title for the financial statement.
7. With your cursor at the end of the previous text, choose Insert / Variable or CTRL+I to open the Variables dialog.
8. Select the Date variable, and then highlight **Statement Date** in the Variables list.
9. Click OK to insert the Date variable **Current Year [CY]**, as shown in the Period field, to the header section of the comparative income statement.
10. With the cursor placed at the end of the **3-Description** row in the header, enter <space> **and** <space>.

11. Press CTRL+I to open the Variables dialog again.
12. Select the Date variable, and then highlight **Statement Date** in the Variables list.
13. Select **[1PY] - 1 Prior Year-to-date** from the drop-down list in the Period field.
14. Select **15. XXXX** from the drop-down list in the Date format field.
15. Click OK to accept the selection and insert the variable into the currently selected row of the header.

Note: To make your statement easier to read, you can choose Insert / Row to add an extra Description row at the top of the main body of the statement.

16. Click the Print Preview  button to preview the statement again. Notice the new row is added to the header.

Trial Balance Sample Client		
For the Years Ended December 31, 2007 and 2006		
Adjusted		
	For The Year Ended December 31, 2007	For The Year Ended December 31, 2006
Sales		
Preparation of 1040 Returns	\$ 131,884.35	\$ 500,075.06
Preparation of 1120 Returns	79,654.73	242,546.56
Other Return Preparation	48,406.01	86,087.15
Tax Planning	28,629.98	61,337.18
Write-up Services	147,387.52	163,454.32
Management Advisory Services	52,602.53	88,623.98
Less Returns & Allowances	<u>0.00</u>	<u>0.00</u>
Total Sales	<u>488,565.12</u>	<u>1,142,124.25</u>
Gross Profit	<u>488,565.12</u>	<u>1,142,124.25</u>
Operating Expenses		
Salaries	186,166.63	417,458.78
Payroll Taxes	14,051.54	135,612.45
Employee Benefits	16,793.98	40,845.96
Staff Recruitment	500.00	950.00
Employee Awards	1,000.00	1,500.00
Training Classes	1,440.55	3,448.54
Professional Dues	305.96	956.23
Professional Licenses	205.00	485.00
Travel and Subsistence	7,873.78	12,284.19
Break Room Supplies	2,036.98	3,289.56
Professional Publications	142.98	631.45
Contributions	2,000.00	4,000.00
Legal Expenses	4,225.00	8,729.87
Firm Meeting Expense	6,875.98	9,487.21
Professional Liability	5,456.23	9,231.11
Insurance	2,500.00	7,500.00
Bank Service Charges	20.00	0.00
Stationery & Office Supplies	1,449.09	4,295.65

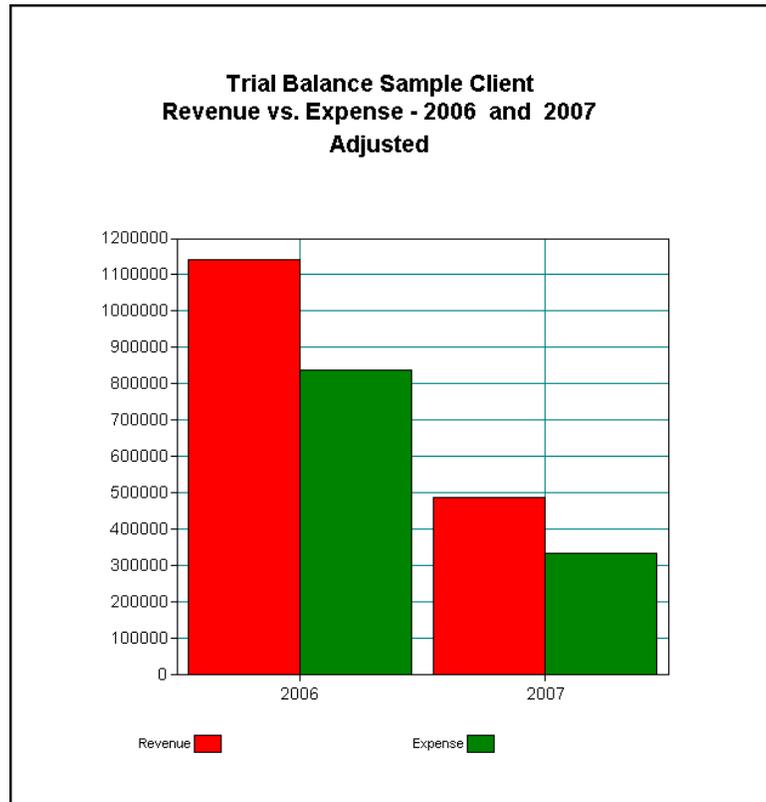
17. Click the Close button in the Print Preview window when you have finished viewing the statement.

Creating charts and graphs

One of the most powerful features of the Financial Reporter module is the ability to generate many different types of full-color, professional-looking charts and graphs. Although we won't be creating any graphs for this walkthrough, we will quickly preview a graph that has already been set up for this sample client.

1. In the Financial Statement Editor, click the Open Client Statement  button on the toolbar.
2. When prompted to save, click the No button.
3. In the Open Client Statement dialog double-click REVENUEvsEXPENSE-BARGRAPH-2YR.fsr.

4. Choose **File / Print Preview**.



5. In the Preview window, click the Zoom Out button on the toolbar to display the whole graph (if necessary).
6. Click the Close button on the toolbar of the Preview window to return to the Financial Statement Editor.

Note: Refer to the *Financial Reporter Tutorial* for detailed descriptions, and hands-on examples of how to create financial statements, charts, and graphs in Write-Up CS or Trial Balance CS.

Choosing among the types of charts or graphs

Let's look at some of the types of charts and graphs that can be created.

1. Choose **Insert / Chart**.
2. In the Insert Chart dialog, highlight Vertical bar in the Chart Type pane. Notice the sample vertical bar chart that appears in the right pane of the dialog. To see samples for other chart types, press the up and/or down arrow keys on your keyboard to scroll through the items in the Chart Type pane.
3. When you've finished looking at charts, click the Cancel button to return to the Financial Statement Editor.
4. Click the Done button on the toolbar or choose File / Exit Financial Statement Editor.
5. At the prompt, click the No button to exit without saving any changes.

Previewing and printing reports

The following reports are available for use in compiling and analyzing client information in Trial Balance CS.

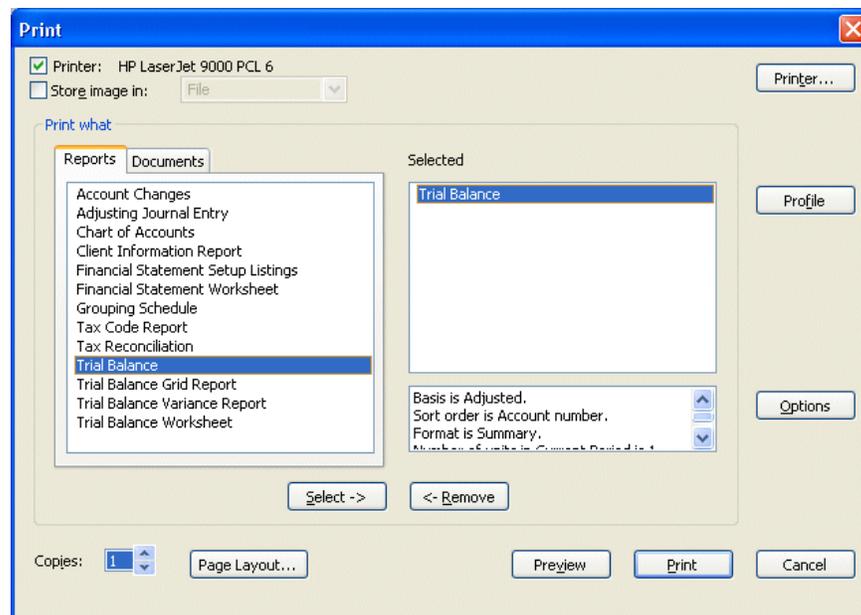
- **Adjusting Journal Entry Report.** Lists all or selected adjusting journal entries (AJEs). Report options include restricting specific AJE entry types.
- **Chart of Accounts Report.** Lists all accounts. Report options include specifying the amount basis and/or grouping schedule.
- **Trial Balance Report.** Lists account information for specific reporting bases in detail or summary form. Report options include the display of historical information.
- **Grouping Schedule Report.** Lists all grouping schedules or a selected grouping schedule. Report options include specifying one or more amount bases and subtotaling by grouping code category.

- **Trial Balance Worksheet.** Allows for account-level analysis for specific reporting bases. Provides columns to record adjustments that can be entered at a later time (if the Unadjusted basis is selected).
- **Tax Code Report.** Lists all account totals for tax reporting purposes.
- **Financial Statement Setup Listing.** Includes the following listings:
 - Account Groups Listing – Lists the description of each account group that has been defined for the selected client, along with the range of accounts included in each group.
 - Additional Amounts Listing – Lists any additional amount that has been defined for the selected client (in the Setup / Additional Amounts dialog).
 - Text Variable Listing – Lists any text variables that have been defined (in the Setup / System Configuration / Text Variables dialog).
- **Trial Balance Grid Report.** Displays the current Trial Balance Grid. You can select which trial balance view to print, the period ending, and whether you want to include entry detail or grid lines on the report.
- **Financial Statement Worksheet.** Allows you to view GL account balance information (from the Chart of Accounts) for preparing or reviewing financial statements.
- **Trial Balance Variance Report.** Allows you to view a comparison of detail account information based on user-defined amount bases and periods. Dollar amount and/or percentage thresholds can be established, and accounts which exceed the established thresholds are displayed and compared for the bases and periods selected.
- **Account Changes Report.** Lists accounts with changes from the prior year, including new accounts, items added or changed in an existing account, and deleted accounts.
- **Tax Reconciliation Report.** Lists information from the Summary tab and detailed amounts from the other tabs in the Tax Reconciliation window. This report is available only for an unconsolidated client with an entity type of 1120, 1120S, or 1065.

- **Client Information Report.** Provides the information for Payroll and General Ledger clients that is currently set up in the Client Properties dialog as well as checkbook routing and account numbers. This report gives you an easy way to provide your clients with a report to check for the accuracy of their information.

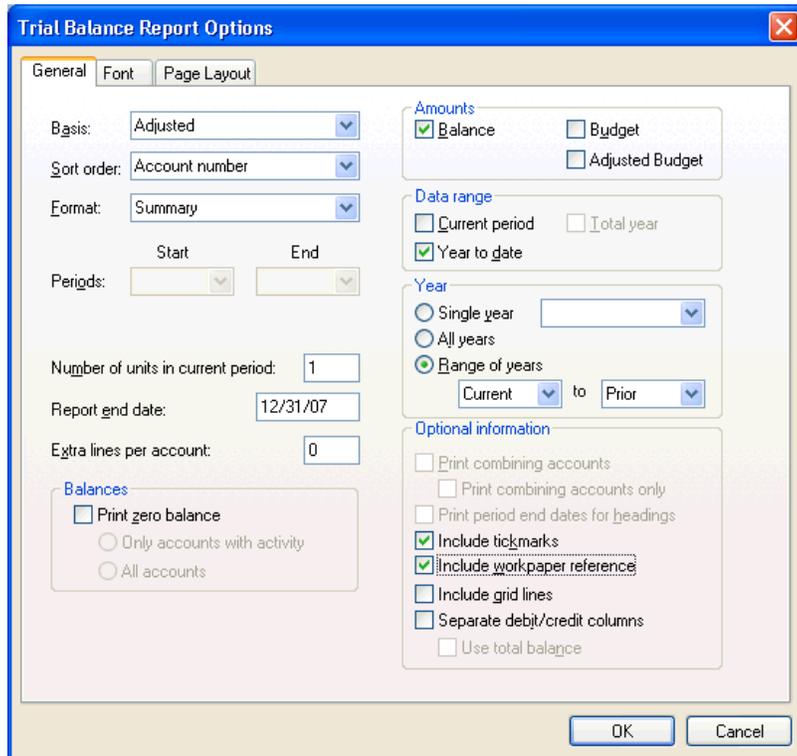
Selecting print options for reports

1. Choose File / Print Reports, click the Print Reports icon  on the shortcut bar, or press the CTRL+P shortcut keys.
2. In the Print dialog, double-click Trial Balance in the Reports pane to add that report to the Selected pane.

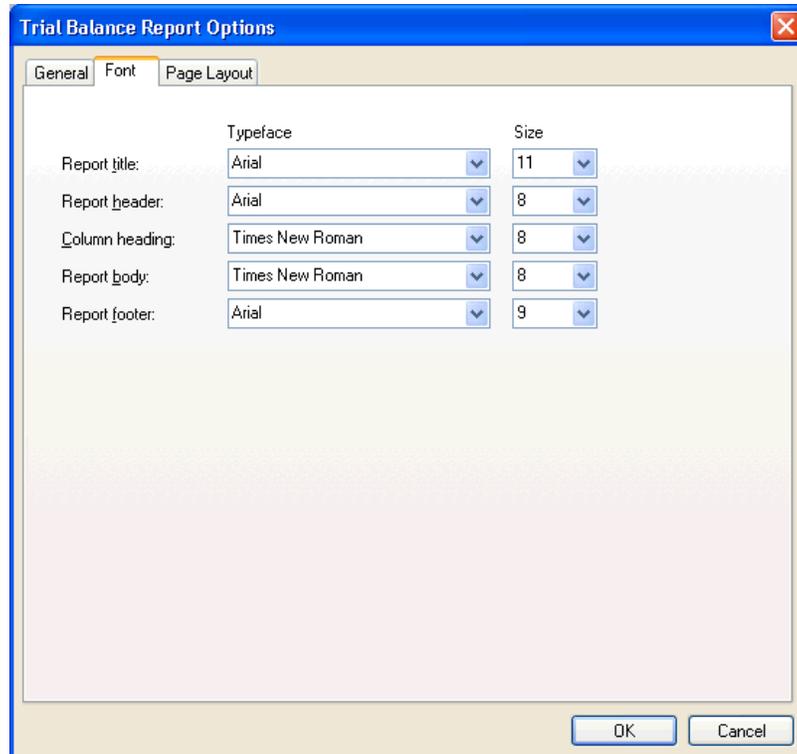


3. Click the Options button to open the print options dialog for the Trial Balance report.
4. In the General tab, **Adjusted** is the default selection within the Basis field.

5. Clear the Current period checkbox in the Data range group box.
6. In the Year group box, mark the Range of years option to display Current to Prior.
7. In the Optional information group box, mark the **Include tickmarks** and **Include workpaper reference** checkboxes, as illustrated here.



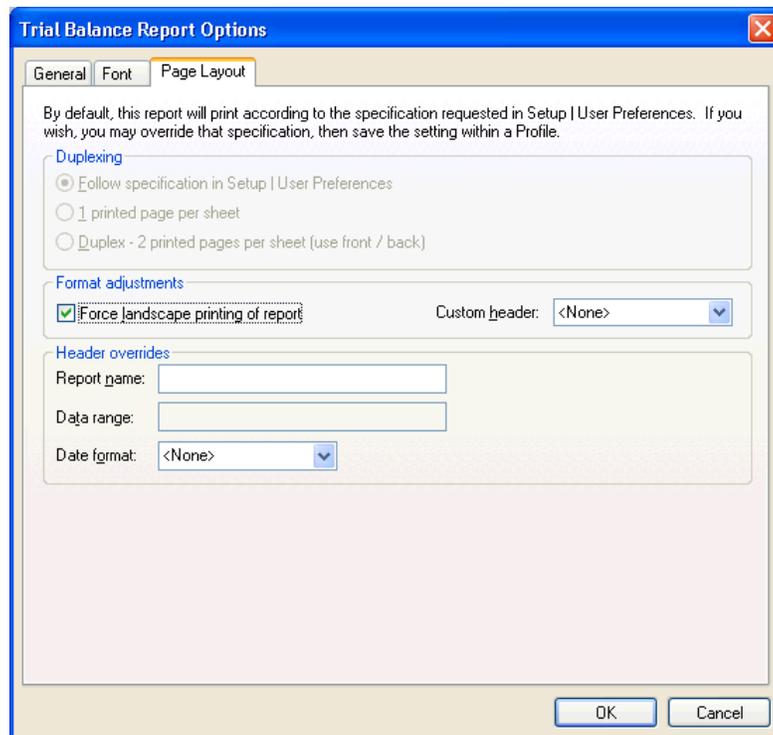
- Click the Font tab to select from various Font typefaces and sizes for the title, header, column headings, report body, and report footers on the Font tab for your Trial Balance Reports.



- Click the Page Layout tab and mark the **Force landscape printing of report** option if you want to print in landscape format regardless of the number of columns, font sizes, or other options that have been selected in the Trial Balance Report Options dialog.

Note: If you have defined your print options for one of the duplexing options in the Setup / User Preferences / Page Layout and Shading dialog, you may override that option by choosing one of the options in the Duplexing group box on the Page Layout tab.

If you have selected **No Duplexing** in the Page Layout and Shading dialog, all the options in this group box are unavailable (grayed) on the Page Layout tab of the Trial Balance Report Options dialog.



10. Click OK to save the selected print options for the Trial Balance Report, and then return to the Print dialog.
11. Click the Preview button to preview the report.
12. Click the Close button to exit Preview mode.

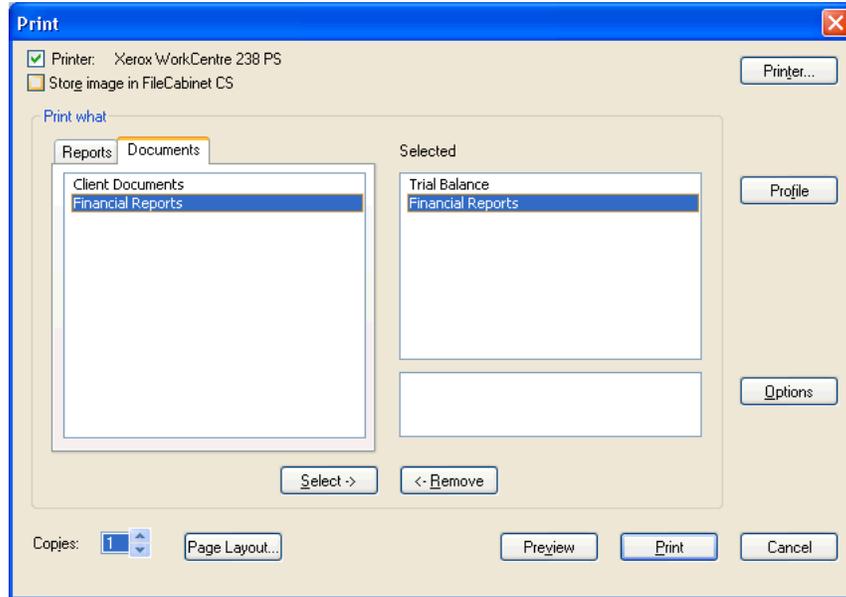
Notes

- From the Print Preview window, you can print the current page by clicking the Print Page button, or print the entire report by clicking the Print All button. To view other pages of the report, you can type the page number you want to go to in the Page field; select a page number from the drop-down list; click the Prev Page or Next Page buttons; or press ALT+R or ALT+N on your keyboard.
 - You can create one or more “print profiles” to save time when preparing reports that you routinely need to create each period. You can use a print profile to define the specific reports you want, in the exact collation sequence, and with the specific print options that you choose. Or you can use profiles if you need to create the same report multiple times but with a different set of print options each time.
 - When selecting the reports that you want to print or preview, you can select any report or print profile — once, twice, or as many times as you need.
 - You may choose to save report options in the Setup / User Preferences dialog (Print tab).
 - For more information about reports, print options, and report profiles, search on **Previewing or printing reports** from the index of the CSA help browser.
-

Setting up a report profile

1. Choose File / Print Reports.
2. In the Reports tab of the Print dialog, double-click **Trial Balance**, and on the Documents tab, double-click **Financial Reports** to move them to the Selected pane.
3. With the Trial Balance selected, click the **Options** button and choose the desired options for the Trial Balance report.
4. Click OK to return to the Print dialog.

5. In the Selected pane, highlight **Financial Reports** and click the **Options** button.

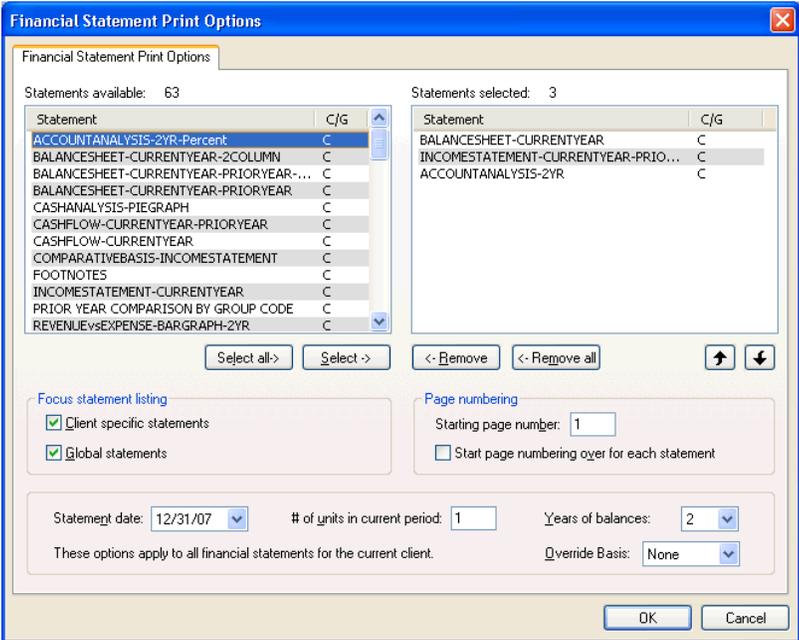


6. In the Financial Statement Print Options dialog, select the following client financial statement(s) that you want to include as part of the profile: **BalanceSheet-CurrentYear, IncomeStatement-CurrentYear-PriorYear, and AccountAnalysis-2YR.**

Note: If you cannot read the full names of the financial statements, simply adjust the width of the C/G column to the right, and then scroll to the right. Repeat this procedure until the full name is in view.

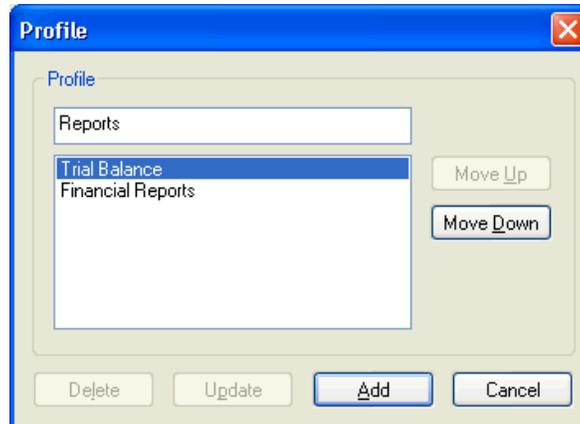
7. Specify the desired page numbering options, the number of units in the current period, and the years of balances to include. Note that the program automatically updates the Statement Date field in this dialog each time that you advance the period. You may use the Move Up and Move Down buttons to change the collation sequence of the selected statements.

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

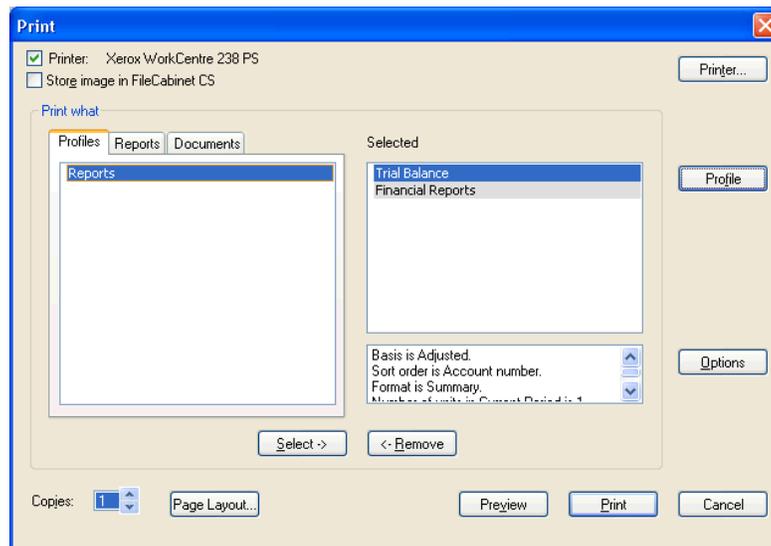


9. Click the Profile button.

10. In the Profile dialog, name the new profile **Reports**. You may use the Move Up and Move Down buttons to change the collation sequence.



11. Click the Add button to save the profile and return to the Print dialog. The Profiles tab should now be visible on the left-hand side of the Print dialog and the profile is now available to print or preview.



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

Backing up your client data

At the end of each accounting period, be sure to save a backup copy of the client data. To back up a client's database, choose File / Backup. For details, search on **Backup/Restore** from the index of the CSA help browser.

What's next?

You've completed the brief practice session that was designed to help you get acquainted with some of the main features of Trial Balance CS. Now it's time for you to begin setting up the information to begin trial balance processing for your own clients.

Important! As with any new software system, it's a good idea to begin by preparing your Trial Balance CS client data in parallel with your previous software for a period of time to ensure that you fully understand how the new system works and is providing the processing results that you require.

We also recommend that you review the Financial Reporter Tutorial, which provides step-by-step exercises (using your Trial Balance CS sample client) to help you:

- Set up account groups.
- Use the Financial Statement Editor to define and format columns, rows and cells.
- Use the Financial Statement Editor to insert variables, formulas, and conditional expressions.
- Use the Financial Statement Editor to select a reporting basis in your financial statement(s).

To open the *Financial Reporter Tutorial* in PDF format, search on **Tutorial** from the index of the CSA help browser. (An active internet connection is required to open this guide in the Adobe Reader.)



Appendix: Keyboard Shortcuts

Keyboard shortcuts are special keys (such as F1 and ESC) that you use either alone or in combination with SHIFT, CTRL, or CTRL+SHIFT. These keyboard shortcuts enable you to access various types of help, to quickly navigate through fields in windows and dialogs, and to open drop-down lists without having to use the mouse.

The following table lists the keyboard shortcuts in Trial Balance CS. You can also view this list of shortcuts in the CSA program by choosing Help / Keyboard Help.

Description	Shortcut Keys
View overview help on the active window	F1 or CTRL+F1
Program Activity	
Toggle split-screen view on/off in the Trial Balance window	CTRL+H
Search within a drop-down list	CTRL+L
Add / Remove Module(s)	CTRL+N
Open client	CTRL+O
Toggle on/off entry detail in the Trial Balance grid	CTRL+S
Print reports	CTRL+P
Editing	
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Find a record (based on the text you specify)	CTRL+F

Description	Shortcut Keys
Edit a custom fieldview	CTRL+W
Undo last change	CTRL+Z
Navigating and Special Functions	
Save data and return to the previous window or dialog	F2
Open a “context menu” relevant to the selected dialog or field	F3
Open the drop-down list attached to current field	F4
Recalculate check or Refresh display	F5
Display the popup calculator (from amount field only)	F7
Move to previous field	F9
Move to next field	F10
Toggle between Trial Balance and Journal Entries in the Trial Balance grid when using the split-screen view	F11
Move to last character in current field	END
“Press” the default button	ENTER
Close dialog without saving changes	ESC
Move to first character of current field	HOME
Move to first record in window or dialog (while in Browse mode)	CTRL+HOME
Move to last record in window or dialog (while in Browse mode)	CTRL+END
Move forward through fields or make selection from drop-down list	TAB
Move to next tabbed page	CTRL+TAB
Move to previous tabbed page	SHIFT+CTRL+TAB
Move one character to left within a field	←
Move one character to right within a field	→
Move to beginning of field	CTRL+←
Move to end of field	CTRL+→