FINANCIAL ANALYSIS CS

Getting Started

version 2008.x.x

FINANCIAL ANALYSIS CS™

part of the
CS PROFESSIONAL SUITE®

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Welcome!

This guide is designed to introduce you to the concepts, terminology, and features of Financial Analysis CS™ so that you will be able to review and compare financial data for your clients efficiently and effectively.

Financial Analysis CS enables you to design and prepare reports that compare the financial data of two or more of your clients' businesses. It also enables you to benchmark your clients' financial position in relation to other similar companies or to a standard provided by your own industry source. This can help your clients make informed decisions about key areas of their businesses, including growth strategies, investments, and staffing levels.

To increase the value of each comparison, you can filter the list of clients used to evaluate financial data based on specific criteria such as industry code or annual sales.

The Financial Analysis CS program is part of the CS Professional® Suite Accounting Products software. It easily integrates client data transferred from the Write-Up CS™ or Trial Balance CS™ programs within the Creative Solutions Accounting™ software.

Installing the software and completing some 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 Financial Analysis CS help browser.

(An active Internet connection is required to view this guide in the Adobe Reader.)

Note: The *CS Professional Suite Accounting Products Installation and Program Essentials* guide also includes details on using the program's 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 chose Help. (If you are using Windows XP or Windows Vista,® choose Help and Support from the Start menu.)

Learning about Financial Analysis CS

- **Financial Analysis CS help topics.** The primary documentation for learning and using your software is the help, which includes information about product features, data-entry screens, and procedures. Choose **Financial Analysis CS Help Topics** from the Help menu or from the Resources portlet in the Firm Dashboard of the program. In the help browser, click the Contents, Index, or Search button and then click a topic in the left frame to open that topic in the right frame. For more information on using the help, refer to the "Program Overview" chapter of this guide.

- **Financial Analysis CS Getting Started guide.** This guide provides installation instructions and a walkthrough section that uses sample clients to allow you to practice some of the basic procedures you will use when working with your own clients. To view or print a copy of this getting started guide, click the Getting Started guide link in the Resources portlet in the Firm Dashboard.

- **FAQs.** Answers to Frequently Asked Questions are available on our website at CS.ThomsonReuters.com or ES.ThomsonReuters.com.

- **Web-based courses, hands-on classroom training, or onsite training.** We offer telephone conferencing to provide you and your

staff with personal hands-on or web-based 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 more details about training options, visit our website at CS.ThomsonReuters.com or ES.ThomsonReuters.com.

- **Annual Users' Conference.** Thomson Reuters hosts an annual conference (in a different location each year) where we offer workshops for users of CS Professional Suite software products at all levels of experience. For more details about the event, visit our website at CS.ThomsonReuters.com or ES.ThomsonReuters.com.

About this guide

This 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 Financial Analysis CS. It includes the following topics.

- Transferring client data from CSA and retrieving data into Financial Analysis CS.

- Setting up clients in Financial Analysis CS and defining client peers.

- Setting up geographic regions, filters, industries, and ratios.

- Using the standard reports and designing custom reports.

- Previewing and printing reports to review and compare client financial data.

Where to begin

Please read the *CS Professional Suite Accounting Products Installation and Program Essentials* guide for detailed instructions for installing the software, setting up CS Connect, and using the Financial Analysis CS help.

Once your CS Professional Suite Accounting Products software is installed, please read each section of this guide and follow each of the steps.

After you have completed the walkthrough section of this guide and as you begin setting up and reporting on data for your own clients, open the Financial Analysis CS help topics to access more complete information about using Financial Analysis CS.

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Program Overview

Program features

Financial Analysis CS stores data in a SQL database and supports multi-user functionality. Among the list of significant features included in Financial Analysis CS are those that enable you to do the following:

- Compare the financial data of two or more of your clients' businesses — to benchmark your clients' financial position in relation to other similar companies or to a standard provided by your own industry source. This can help your clients make informed decisions about key areas of their businesses, including growth strategies, investments, and staffing levels.

- Link to the Risk Management Association (RMA) Annual Statement Studies database or the Data Exchange module to retrieve pertinent industry data and print industry reports that compare client data to that of the same industry.

- Use standard categories for comparing clients or customize your own subcategories — to enable you to track and assign unique account groups, grouping schedule codes, or additional amounts for specialized industry comparisons. (For example, you could produce a detailed breakdown of sales into food and beverage sales for a client in the food service industry.)

- Increase the value of each comparison by filtering the list of clients used to evaluate financial data based on specific criteria such as industry code, annual sales, or geographic location.

- Compare data from multiple years, periods, and basis types for a single client.

- Compare data on a monthly, quarterly, semi-annual, and annual basis.

- Create customized groups of two or more peer clients to create a custom industry.

- Enter, view, and report on up to ten years of historical data.

- Transfer client data from Creative Solutions Accounting™ or add financial data for a client or industry via a spreadsheet import.

- Print a Quick Analysis report or customize your own reports using the Report Designer.

Transfer client data from Write-Up CS and Trial Balance CS

Financial Analysis CS enables you to transfer and compare the following types of data from Creative Solutions Accounting.

- General client information, including client ID, name, contact information, entity type, industry code, and the current fiscal year-end date.

- Additional amounts.

- Balances for up to ten years of data based on account groups or grouping schedule codes and/or subcodes and multiple basis (for Trial Balance CS users only).

- Number of employees.

Powerful reporting capabilities

The powerful Report Designer enables you to customize the many existing reports, as well as to create new custom reports, charts, and graphs using variables and an easy-to-understand column-and-row grid format similar to other popular applications you may already be familiar with. All reports are global and can be used by multiple clients within various industries. If you select the client, period, year, and basis, the Report Designer shows you the amounts as you update your reports.

To prepare meaningful reports, Financial Analysis CS enables you to do the following:

- Customize the report organization in a tree view, and use a folder to create a custom collection of reports.

- Open multiple reports simultaneously, with each report appearing on a separate tab of the Design grid and Preview screen.

- Add multiple sheets to a report on-the-fly in the Design grid of the Report Designer.

- Create custom charts and graphs, as well as define which set of data appears on the X or Y axis.

- View actual numbers while creating reports, and choose whether or not to display grid lines within the Design grid.

- Change the client and report date on-the-fly, and see automatic updates to the report based on each new client you select.

- Report on over 35 predefined ratios or an unlimited number of user-defined ratios.

- Print conditional text for ratios that enable you to create reports displaying customized ratio text based on strong or weak comparative industry, peer, or prior-year values.

- Select and print multiple reports from the Reporting screen (File / Print Reports) for one or several clients during the same print run.

- Create Report Profiles to save time when you need to repeatedly print a particular set of financial reports for a single client or multiple clients.

- Select one of the following output types for your reports from the Print dialog.

  - When appropriately licensed, you can send the reports to FileCabinet CS™ for storage.

  - When appropriately licensed, you can send the reports to Engagement CS™ to include in an engagement of your choice.

  - Create and save reports to a file location of your choice in various file formats, including PDF, Rich Text Format, Microsoft Excel®, and more.

  - Send reports via email as an attachment in various file formats, including PDF, Rich Text Format, Microsoft Excel, and more.

Toolbar

The Financial Analysis CS toolbar buttons provide a quick and convenient method for executing common commands. To perform an action using the toolbar, 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
Back ▾	**Back.** Click to move back through screens in the program that have been previously visited. Use the drop-down list to go directly to the page you select.
	Forward. Click to move forward through screens in the program that have been previously visited. Use the drop-down list to go directly to the page you select.
	Refresh. Click to refresh the screen that is currently open. Note that this is especially helpful when multiple users are accessing Financial Analysis CS at the same time.
	Home. Click to return to the Firm Dashboard screen (if the default setting on the System tab of the Setup / User Preferences dialog has not been changed).
	Client Dashboard. Enables you to aggregate information about each of your clients into a single screen using portlets. Within this dashboard, you can view a client's contact information, documents stored for the client in FileCabinet CS, available peers, website links, documents, spreadsheets, reports, and so forth.
	Firm Dashboard. Enables you to aggregate firm information into a single screen using portlets. Within this dashboard you can view firm and system information, recent clients and reports, license and update notices, resources, and more.
	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.

Menu commands

Each of the headings in the menu bar at the top of the main screen contains a pull-down list of commands that cause Financial Analysis CS to perform a specific function, such as opening a particular screen.

The name of each menu includes one underlined letter, referred to as a "accelerator key." To open a particular pull-down menu and see its commands, you can do any of the following:

- Click the menu name.

- Press the ALT key while also pressing the underlined letter in the menu name. For example, to open the File menu, press ALT+F.

Press the underlined letter in the pull-down menu to choose the selected item.

Note: The availability of menu commands varies, depending on the screen that is currently open in the program.

Menu	Functions
File	Printing reports; opening the Quick Analysis dialog; importing and exporting data; submitting multiple Data Exchange clients; requesting Industry Data for multiple industries; backing up and restoring the database; connecting to CS Connect; exiting the program.
Edit	Cutting, copying, or pasting text.
View	Navigating back or forward to a previously viewed screen or to home; refreshing the screen or the current view; opening the Client or Firm Dashboard; toggling the Status Bar on or off.
Setup	Setting up clients, reports, regions, filters, industries, ratios, and categories; configuring your settings in the program; selecting user preferences.

Menu	Functions
Help	Opening the Financial Analysis CS help topics; opening the What's New in Financial Analysis CS help topic; launching the CS Professional Suite web pages (home page, Support page, CS Professional Suite knowledgebase page, Customer Assistance page); launching the Adobe home page; launching the Risk Management Association (RMA) home page; launching the Bulletins browser; viewing information about your Financial Analysis CS software version and license.

Report Designer toolbar and menu commands

When you choose the Setup / Reports command, the Report Designer screen opens and includes both a special toolbar and the following additional menu commands listed in the following table.

Style   **Font**   **Font size**

Menu	Functions
File	Opening a new or existing report, folder, header or footer; closing a report or folder; saving a report or folder; selecting page setup options for report printing; previewing or printing reports; printing Quick Analysis reports; importing and exporting reports; submitting multiple Data Exchange clients; requesting multiple industries; backing up and restoring the database; launching CS Connect; exiting the program.
Edit	Undoing / redoing operations; cutting, copying, or pasting text; adding a row or column; deleting a row, column, chart, image, conditional expression, sheet, or report; renaming a report or sheet; finding or replacing text in a report; checking spelling; editing a conditional expression.

Menu	Functions
View	Navigating back and forward through screens in the program; refreshing open reports; opening the Client or Firm Dashboard; toggling toolbar, formula bar, status bar, ruler bar, report grid lines, and Diagnostic Mode on or off.
Insert	Inserting a row, column, sheet, or page break; setting up formulas, variables, conditional expressions, charts, or images in a report.
Format	Selecting cell font typeface, alignment, format, and border; selecting row height and column width and auto fit; adding, editing, or deleting styles; adding and formatting a background image or watermark.

Data screens

Browse mode vs. Add or Edit mode

From the Clients, Regions, Filters, Industries, Categories, or Ratios data screens within Financial Analysis CS, you are either in **Browse** mode or in **Add** or **Edit** mode.

▪ **Browse mode**. Use Browse mode to search for and select an existing record, to move from record to record, or to delete a selected record. The Add, Edit, and Delete buttons appear at the bottom-left of the screen.

The **Edit** button is the "default button" while in Browse mode, so pressing the ENTER key is like clicking the Edit button — it opens the currently selected record in Edit mode.

▪ **Add or Edit mode**. Use Add or Edit mode to create and save a new record, to modify and save an existing record, or to cancel changes and return to Browse mode. The Enter and Cancel buttons appear at the bottom-right of the screen.

Search and filter options

▪ **Search**. In Browse mode, you can quickly search within the Clients, Regions, Filters, or Industries screens for a record that includes the characters you specify.

- **Filter**. In Browse mode, you can select a filter that has been previously saved in the program to limit the group of clients to display in the Clients screen (in both the Clients frame and the Peers tab). When you select a filter, the client list is populated with only those clients that fit the selected filter criteria. Click the Filter [icon] button to open the Filters screen on-the-fly and edit or create a new filter.

Resizing frames

To resize the left or right frame in a screen, position the mouse pointer over the vertical border of a frame in the selected screen. When the mouse pointer changes its appearance to a double-vertical-line [icon] pointer, click and drag the border to increase or decrease the frame size.

Dashboards

Firm Dashboard

The Firm Dashboard is the first screen to open when the program is launched. In this dashboard there are seven customizable portlets that you can choose to display or remove when you click the Select Portlets link in the upper-right corner of the Firm Dashboard screen. The dashboard function enables you to aggregate firm information into a single screen where you can view firm and system information, recent clients and reports, license and update notices, resources, and more. You can also add additional views that appear as tabs on the Firm Dashboard when you click the Add View link in the upper right corner of the Firm Dashboard screen. This feature provides the ability to have multiple views within a single dashboard that enables you to select individual portlets and customize the portlet configuration within each view.

▸ Choose **View / Firm Dashboard** or click the Firm Dashboard [icon] button in the Financial Analysis CS toolbar to open the Firm Dashboard screen.
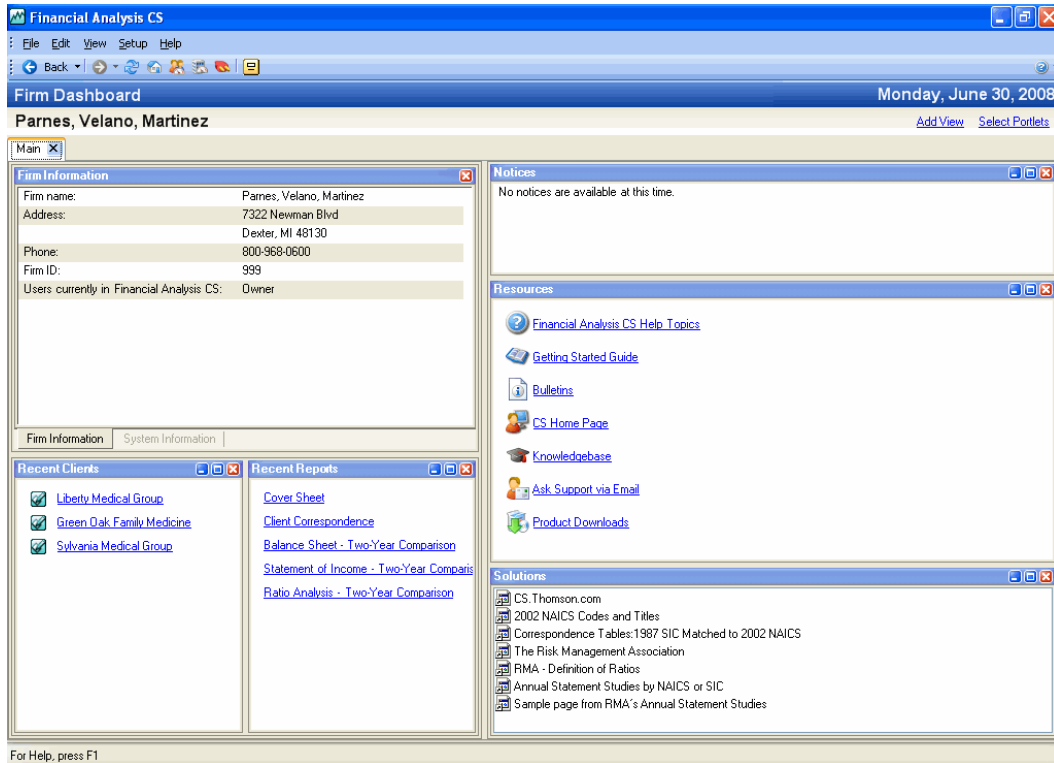
Client Dashboard

The Client Dashboard screen enables you to aggregate client information into a single screen where you can view client contact information, peer groups, links to client-specific documents (such as reports, charts, and graphs) and websites, and FileCabinet CS documents (when appropriately licensed and installed). In this dashboard there are customizable portlets that you can choose to display or remove when you click the Select Portlets link in the upper-right corner of the Client Dashboard screen. You can also add additional views that appear as tabs on the Client Dashboard when you click the Add View link. This feature provides the ability to have multiple views within a single dashboard that enables you to select individual portlets and customize the portlet configuration within each view.

▸ Choose **View / Client Dashboard** or click the Client Dashboard button in the Financial Analysis CS toolbar to open the Client Dashboard screen.

Notes

- You can view a dashboard for any of your clients. Click the drop-down button next to the client field at the upper-left of the dashboard and select a client from the list.

- To add a portlet in a dashboard, right-click in the dashboard area and choose Select Portlets from the context menu or click the Select Portlets link in the upper-right corner of the screen. In the Select Portlets dialog, select the portlets you want to add and click OK.

- To add a tabbed view in a dashboard, right-click in the dashboard and choose Add View from the context menu or click the Add View link in the upper-right corner of the screen. In the Add View dialog enter the name of the view and click OK.

- To flag a report as a portlet, mark the Include report as a portlet in the Client Dashboard checkbox in the Page Setup dialog. To open this dialog, in the Reports screen, choose File / Page Setup.

- You can drag and drop the portlets in the dashboards to arrange them as you like. Create an overlaid tabbed view of each portlet by dragging and dropping one portlet over another.

- To view documents stored for the client in FileCabinet CS, you must be licensed for the program and have stored documents for the client using the same ID as the one used in Financial Analysis CS.

- To learn more about dashboards and portlets in Financial Analysis CS, search on **Dashboards** from the index of the Financial Analysis CS help browser.

Navigating from screen to screen

To quickly open any screen in the program, you can choose a command from the menu bar, and you can click the Back or Forward buttons in the Financial Analysis CS toolbar to move among the screens you've previously opened during the current work session. In addition, you can click the drop-down arrow on the Back or Forward button to return to a specific screen.

Viewing PDF documents in the program

Financial Analysis CS includes guides in Portable Document Format that you can view or print using the Adobe Reader. Use the instructions in this section to view or print the *Financial Analysis CS Getting Started* guide or the *Financial Analysis CS Sample Reports* document. (For example, you can follow these instructions to print additional copies of this guide.)

You must have Adobe Reader version 7.0 or higher installed on your computer to view or print the Financial Analysis CS PDF guides. The Reader also allows you to search on keywords and print individual pages, sections, or entire guides.

If you do not have the Adobe Reader installed on your computer, choose **Help / On the Web / Get Adobe Reader**, which takes you to Adobe's website from which you can download and install the Reader.

Note: If you have a version of the Adobe Reader earlier than 7.0, you can uninstall the earlier version to avoid having two versions of the Reader installed on your computer.

To view or print a PDF, do the following:

1. Search on **PDF guides** from the index of the Financial Analysis CS help browser and click one of the following topics.

    ▪   **CS Professional Suite Accounting Products guide**

    ▪   **Financial Analysis CS Getting Started guide**

    ▪   **Sample Statements used in Financial Analysis CS**

2. In the help topic that opens, click the appropriate link to open the PDF. If you have the Adobe Reader installed, it opens automatically with the guide you selected. You can now print the guide by choosing File / Print.

Customizing program settings

The settings in the System Configuration and User Preferences dialogs (both accessible from the Setup menu) make it easier for you to navigate the program and provide time saving data-entry shortcuts. Please refer to the Financial Analysis CS help topics for more detailed information about using each of the setup dialogs that we mention in the following sections. You can quickly open a help topic for any dialog by pressing F1 when the dialog is displayed.

Global setup information (Setup / System Configuration dialog)

▪   The System tab of the System Configuration dialog allows you to select a default basis type as a global setting so that it always appears as the basis type in any of the screens within the program. It is common to see an out-of-balance amount when adding financial data by transferring data from CSA or via the Spreadsheet Import. This is due to rounding for whole number presentation. From the System Configuration dialog you can choose to auto-adjust an out of

balance amount for five dollars or less to automatically move the balance to the Retained Earnings category.

Use the fields in the Industry Data group box to select the number of years of financial data you want to save for all industries, display upper and lower quartile median amounts, and select a minimum number of statements (or clients) to be included in each industry data set for the selected industry.

In addition, you may choose to combine your Financial Analysis CS reports when you send them to FileCabinet CS and/or Engagement CS (if you are licensed for these products and have them installed) by marking the option to staple documents.

▪ The File Locations tab of the System Configuration dialog allows you to enter the default path for the Backup and Restore location for the Financial Analysis CS database. In addition, this tab displays the name of the Financial Analysis CS database server where the Financial Analysis CS database is stored.

User preferences

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

▪ **System tab**. Choose options for using the Financial Analysis CS program. (Note that a brief description of the highlighted option appears in an information box below the list of options.)

▪ **File Locations tab**. Specify the file location for Creative Solutions Accounting client data.

▪ **Preparer tab**. You can enter your name, title, phone number, email address, and any additional information in this tab to use as a variable element to be inserted in your customized reports within the Report Designer.

▪ **My Clients tab**. You can customize your client list so that only those clients selected from the My Clients tab of the User Preferences dialog are displayed in the client lists within the program. In addition, you can mark the **Display only My Clients** checkbox in the Clients list frame of the Setup / Clients screen to enable the My Clients function.

Working in the program

The following illustration provides an overview of the processes you would typically complete when working with client data in Financial Analysis CS. Some of these processes are discussed in the walkthrough section of this guide. For more information about customizing ratios or categories, search on **Financial Analysis CS (overview)** from the index of the Financial Analysis CS help browser and click the topic. Scroll to the end of the topic. In the Workflow diagram, click any of the oval graphics to display a popup that contains detailed information about the item.
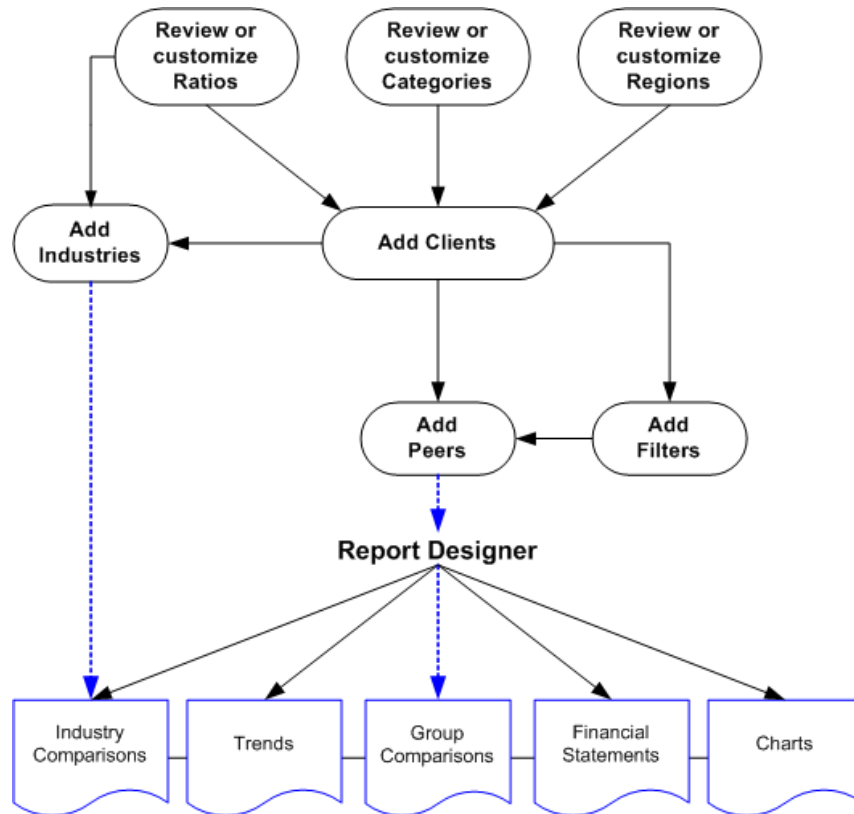
◤ 3
Financial Analysis CS WalkThrough

This chapter provides instructions for transferring client data from Write-Up CS or Trial Balance CS in Creative Solutions Accounting and retrieving that data into Financial Analysis CS. It provides a brief overview of the program and focuses on the high level of integration between Financial Analysis CS and CSA.

Note: A sample marketing letter has been added to the list of available global transmittal letters in CSA to aid in marketing your new financial analysis services to your existing CSA clients. To view or edit the letter in CSA, start by choosing Setup / Transmittal Letter. In the Transmittal Letter editor, choose File / Open Letter / Global Letter and select **Sample Letter to Existing Clients - Introduction to Financial Analysis.ltr**.

Important! When you have completed this walkthrough, be sure to **delete** the three sample clients (**FACS01, FACS02**, and **FACS03**) so they are **not** included as peers, within filter results, and so forth when you begin evaluating data for your own clients in Financial Analysis CS. To delete the clients, choose Setup / Clients, highlight each client, and click the Delete button. You may want to delete the **Medical Practices - Michigan** filter from the Setup / Filters screen as well.

Restoring the sample clients in CSA

Creative Solutions Accounting includes the three sample clients that are used in this walkthrough section to illustrate some of the features of Financial Analysis CS.

1. Open CSA and choose File / Restore.

2. Click the Change Backup Location button and browse to the **Training** subfolder of the location where your CSA program files are installed (typically, *x*:\Wincsi\CSA\Training, where *x* represents the drive letter).

3. In the Clients Available pane, select the following clients.

   ▪ FACS01 – Liberty Medical Group

   ▪ FACS02 – Green Oak Family Medicine

   ▪ FACS03 – Sylvania Medical Group

4. Click the Select button to move the clients to the Selected pane.

5. Click the Restore button.

Transferring client data from CSA to Financial Analysis CS

You can take advantage of the integration capabilities that CS Professional Suite software offers by transferring client information from a Write-Up CS or Trial Balance CS client in CSA directly to Financial Analysis CS. Follow these steps to transfer client data.

1. In CSA, open client **FACS01 – Liberty Medical Group**.

2. Choose **Utilities / Transfer Data to Financial Analysis CS**.
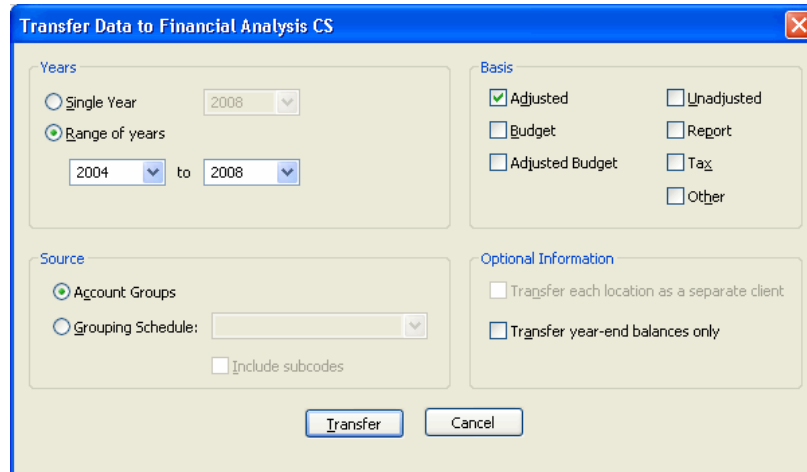
3. The Transfer Data to Financial Analysis CS dialog opens. In the Years group box, you can select for transfer either a single year or a range of up to ten years. For this walkthrough, click the **Range of years** option and from the drop-down lists select **2004** to **2008**. If you are licensed for Trial Balance CS, you also need to select **Account Groups** as the source.

   The following Transfer Data to Financial Analysis CS dialog appears for those users who are licensed for Write-Up CS only.

For our sample client, the appropriate Basis and Optional Information options are already selected by default, but note the following options available in this dialog.

- When transferring balance information for a Write-Up CS-only client, you must assign the client's balances to one of the following basis types: Adjusted, Unadjusted, Report, Tax, or Other.

- You can also choose to include the Budget and Adjusted Budget amounts in the transfer.

- For a multi-location or multi-department client (that is, for a client with one or more Ls or Ds included in the Chart of Accounts mask), the **Transfer each location as a separate client** option is also available for selection (in the Optional Information group box).

  - If there are both Ls and Ds present in the Chart of Accounts mask, then **only** locations will transfer to Financial Analysis CS from CSA.

  - If one or more Ds are present in the Chart of Accounts mask, then departments for the client will transfer separately to Financial Analysis CS from CSA.

  - For a Trial Balance CS-only client, you can choose to transfer balances by grouping schedule codes and/or subcodes instead of by account groups.

4. Click the Transfer button. This creates two or more transfer files in the client's data folder — typically, *x***:\Wincsi\CSAData**. (To determine the location of your CSAData folder, choose Setup / User Preferences and click the File Locations tab.)

5. Repeat steps 1 through 4 for client **FACS02** – **Green Oak Family Medicine**. (Instead of clicking the Range of years option in step 3, click the Single Year option and select **2008** from the drop-down list.)

6. Repeat steps 1 through 4 for client **FACS03** – **Sylvania Medical Group**. (Instead of clicking the Range of years option in step 3, click the Single Year option and select **2008** from the drop-down list.)

Notes

- Financial Analysis CS stores up to ten years of financial data. Note that data is transferred to Financial Analysis CS via CSA **account groups** (for a Write-Up CS or Trial Balance CS client) or the selected **grouping schedule** (for a Trial Balance CS client). To retrieve balances into Financial Analysis CS, you must have the CSA account groups or grouping schedule codes and/or subcodes assigned to the client's Chart of Accounts. In CSA, you can assign grouping codes from the Trial Balance grid and choose Setup / Account Groups or Grouping Schedules to review or modify these items.

- Financial Analysis CS enables you to store data for seven types of balances — Adjusted, Unadjusted, Report, Tax, Other, Budget, and Adjusted Budget.

- If you process the CSA client using the Trial Balance CS module in CSA, you can transfer all seven types of balances.

- If you process the CSA client using Write-Up CS but not Trial Balance CS, you must assign the balance type during the transfer to an Adjusted, Unadjusted, Report, Tax, or Other basis, and you can also choose to transfer Budget and Adjusted Budget amounts.

Retrieving CSA data into Financial Analysis CS

Open Financial Analysis CS and follow these steps to retrieve client data from Creative Solutions Accounting.

1. In Financial Analysis CS, choose **Setup / Clients**.

2. Click the Add button at the bottom-left of the Clients screen.

   Note: The CSA data path in the **Select Client** dialog uses the CSA data location that was entered in the Setup / User Preferences dialog. The data path in the User Preferences dialog defaults to the location where CSA was last installed. You may click the Browse button to navigate to a different location.

3. Highlight **FACS01** in the list that opens and then click the Continue button. The Map Accounts dialog opens.
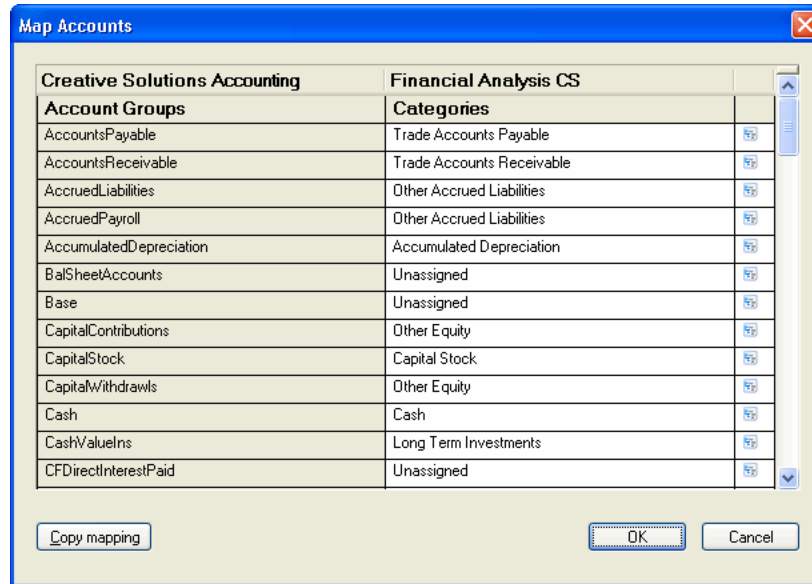
Financial Analysis CS categories are general account classifications common to most clients and industry standards that allow for the meaningful comparisons of like amounts. To transfer CSA client data, you must map the CSA account groups or grouping schedule codes and subcodes to the corresponding categories that will be used in Financial Analysis CS. In addition to the standard categories in Financial Analysis CS, you have the ability to customize your own subcategories.

You can see that automatic account mappings are applied for CSA standard account groups and CSA account groups with names that match existing categories in Financial Analysis CS.

You can customize your own account mapping by selecting the appropriate category from the drop-down list that appears next to an account group or grouping schedule code or subcode, or you can click the Copy mapping button to copy a mapping from another client in Financial Analysis CS.

Alternatively, you can click the Categories tree view button in the far right column of the Map Accounts dialog to view a complete list of categories and then select the appropriate category from the tree view.

4. Account groups and grouping schedule codes and/or subcodes that do not have automatic account mappings applied are mapped to **Unassigned** as the default setting. Click the Financial Analysis CS column heading button to sort the categories alphabetically, and then scroll to the bottom of the list to specify categories for the account groups flagged as Unassigned, as follows:

   - Assign the account group CurrentPortionLTD to **Current Portion of Long Term Debt**.

   - Assign the account group PayrollExpense to **Owners Compensation**.

   - Assign the account group ShortTermNotesPayable to **Notes Payable**.

5. Click OK to accept the account mappings and close the Map Accounts dialog. (It may take a few seconds for the program to save the information.)

6. Click Enter to save the client information for FACS01.

7. Add client FACS02. When the Map Accounts dialog opens, click the Copy mapping button, and select FACS01 as the client from which to copy the account mappings.

8. Click OK in the Copy mapping dialog to continue adding the client.

9. Click OK in the Map Accounts dialog.

10. Click Enter to save the client in Financial Analysis CS.

11. Repeat steps 7 through 10 above to add client FACS03.

Tips for working with CSA client data

- Automatic account mappings are applied for CSA standard account groups, CSA grouping schedule codes that are assigned to grouping schedule categories, and CSA account groups and grouping schedules codes and subcodes with names that match existing categories in Financial Analysis CS.

- CSA account groups and grouping schedule codes and subcodes that cannot be mapped to existing Financial Analysis CS categories are mapped to **Unassigned**.

- CSA account groups and grouping schedule codes and subcodes with names that match reserved category names in Financial Analysis CS are mapped to **Exclude**.

- To sort categories alphabetically for easier review of account groups and grouping schedule codes or subcodes assigned to the same category, click the Financial Analysis CS column heading button.

- To restore the account group and grouping schedule code or subcode mappings to their original (standard) category assignments, right-click in the Map Accounts dialog, and then choose **Restore Defaults**.

- To exclude any account group or grouping schedule from the client in Financial Analysis CS, choose **Exclude** from the drop-down list or tree view.

- New data from each CSA client (using the account mappings already saved) can be transferred from CSA and retrieved into Financial Analysis CS at any time by clicking the **Retrieve** button on the toolbar. The Map Accounts dialog opens during the retrieval process so that you can review or modify account mappings as necessary.

- To add a new, non-CSA client in Financial Analysis CS, click the Add button at the bottom of the Clients list frame and then click the Add a non-CSA client button at the bottom of the Select Client dialog.

Setting up clients in Financial Analysis CS

After you have successfully retrieved the client data from CSA, you can begin reviewing the client information in the Setup / Clients screen in Financial Analysis CS.

The Clients list in the left frame of the Clients screen displays the client type (CSA or non-CSA, as represented by an icon), ID, and name for each client retrieved or created in Financial Analysis CS.

▶ Highlight client **FACS01 – Liberty Medical Group** in the Clients list frame to select it and click the Edit button.

Setup / Clients toolbar

In the Setup / Clients toolbar there are six buttons that are available to perform specific functions when you are setting up financial data for your client. These buttons appear on the Financial Analysis CS toolbar only when you are in this area of the program.

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
	Retrieve. Enables you to retrieve CSA client data into existing Financial Analysis CS clients.
	Submit Client to Data Exchange. Enables you to add your own data to the secure and confidential environment of the Data Exchange module within Financial Analysis CS.
	Add Year. Enables you to add a year to the current client.
	Lock Data. Locks data in the Financial Data tab to protect it from being edited or overwritten.
	Unlock Data. Unlocks data in the Financial Data tab.
	Calculator. Opens the calculator.

Setup / Clients / Main tab

When using the variables feature in the Report Designer, you can insert information from the Main and Contact Info tabs of the Clients screen into Financial Analysis CS reports, automatically.

Note that most of the information for both the Main tab and the Contact Info tab of the Clients screen has already been retrieved into Financial Analysis CS, as it was specified in the File / Client Properties dialog in CSA.

Notes

▪ You can enter a non-CSA client's year-to-date balance amounts directly in Financial Analysis CS based on an **annual** period, **two semi-annual** periods, **twelve monthly** periods, or **four quarterly** periods. For a CSA client, the period information transfers automatically.

▪ Data for a weekly or 13-period CSA client transfers to Financial Analysis CS as **annual** amounts.

▪ Data for all CSA clients can be transferred as annual amounts by selecting the **Transfer year-end balances only** option from the Utilities / Transfer Data to Financial Analysis CS dialog in CSA.

▪ Press F1 from any screen or dialog in the program to view additional information in the help browser.

Groupings

Use the Groupings section of the Setup / Clients / Main tab to specify additional properties that can be used to filter the list of clients for comparison purposes.

1. Select **Midwest** from the Region field drop-down list for client FACS01.

2. Enter **1997** in the Year established field.

Following are additional details about the Groupings fields.

▪ **Entity**. Press F4 to open the drop-down list of available entity types. This field is populated automatically when you retrieve client data from CSA.

▪ **Industry code**. You can manually enter an industry code (**621111** for this sample client), or click the browse ⊡ button to the right of the field to open the Select Industry Code screen and select the appropriate code from the tree view of North American Industry Classification System (NAICS) industry codes. To expedite your search, you can enter a keyword in the Find field at the bottom-left of the screen.
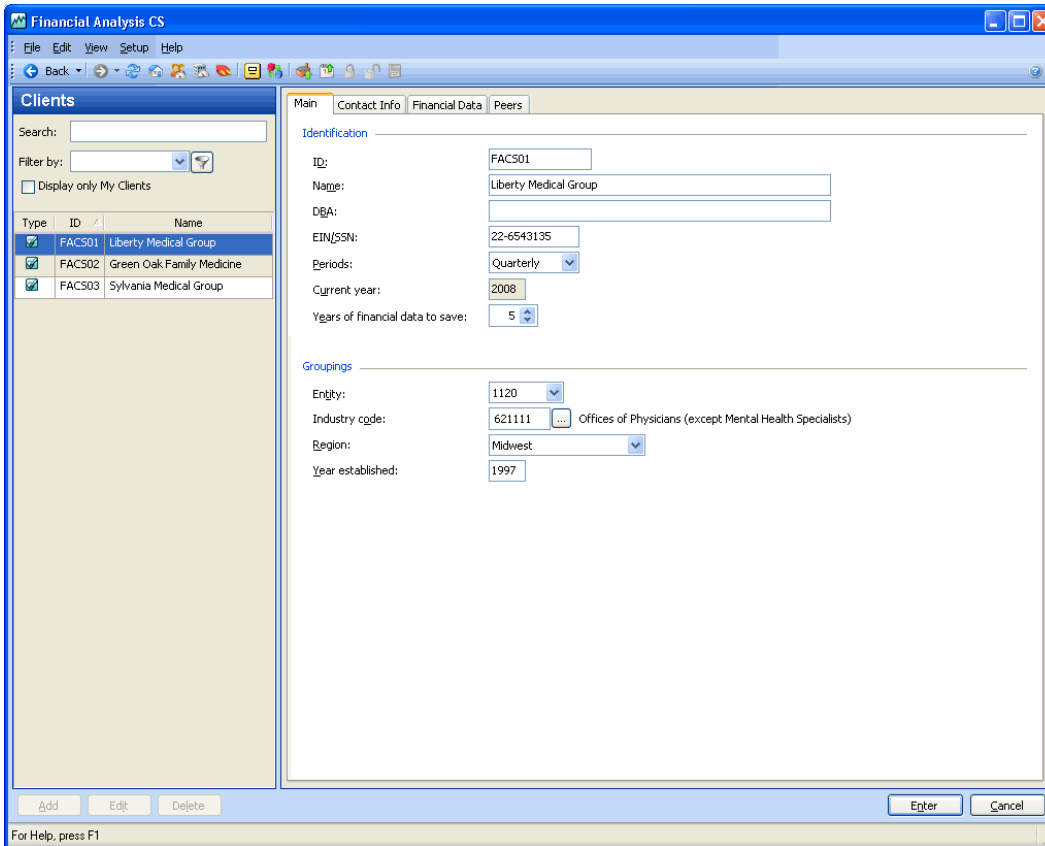
You can select the client's industry code in the General Information tab of the File / Client Properties dialog in CSA. That code is then automatically transferred when you retrieve the client data into Financial Analysis CS.

Be sure to select an industry code that enables you to make accurate and meaningful comparisons across clients, as well as to establish a link to related industry data.

- **Region**. Press F4 to open the drop-down list of regions. Note that you can use the Setup / Regions screen to define one or more custom geographic regions (e.g., Midwest, Northeast) based on a selection of states.

- **Year established**. To increase the value of client-to-client comparisons, you can specify the year each business was established. For example, you could choose to compare a new business to other clients that have been recently established, as opposed to clients that have been in business for a significant number of years.

Note: The Region and Year established fields are not available in CSA. As a result, these fields are not automatically populated in Financial Analysis CS when you retrieve client data from CSA.

Setup / Clients / Contact Info tab

Note that none of the fields in this tab are required.

- **Phones**. When you retrieve client data from CSA, the business phone numbers transfer from the General Information tab of the File / Client Properties dialog, and all other phone numbers transfer from the Contact tab of the Advanced Properties dialog. Although three phone numbers are displayed in Financial Analysis CS, all numbers are stored when the client is retrieved from CSA even if they are not visible.

- **Addresses**. When you retrieve client data from CSA, the business address is the same as the client address and transfers from the General Information tab of the File / Client Properties dialog. The Other address transfers from the Contact tab of the Advanced Properties dialog.

- **City and Zip**. These are custom fieldviews. If the information you need is not available from the drop-down list, you can enter the information in the field and press CTRL+S to add it to the list. You can also right-click the field and choose **Add**, **Edit**, or **Delete** from the context menu.

- **Email**. Enter a contact email address of up to 40 characters in length. You can click the Email button to open your email program with the address of the current client in the addressee field.

- **Website**. You can enter the URL for the client's website (for example, www.CS.ThomsonReuters.com).

If you have an active Internet connection, you can click the Internet button to open the website in your Internet browser.

Setup / Clients / Financial Data tab

Financial Analysis CS stores up to ten years of financial data using a standard list of account categories in addition to any customized subcategories that have been created for the client. This enables you to compare similar amounts for multiple clients. Financial data is stored by period and basis type. Amounts in Financial Analysis CS (as retrieved from CSA or entered manually) are **year-to-date** amounts for each period.

The Financial Data tab of the Clients screen provides Balance Sheet, Statement of Income, and Additional Information amounts (in three subtabs) based on the year and basis specified in the two fields in the Display section. You can use the drop-down list in either field to change the current selection.

Link to industry data

Note that industries are currently **not** set up for the sample client, FACS01 – Liberty Medical Group. Setting up Industries in Financial Analysis CS is discussed at greater length in a later section of this guide (see the "Setting up industries" section starting on page 42). If you were to set up industry data, you would select a year and data set to compare the client to industry amounts in reports.

▪ **Year**. Select the year from the F4 drop-down list. You can enter and store up to ten years of financial data for industries.

▪ **Data set**. Select the industry data set from the F4 drop-down list of available options. Note that the **industry code** is the link between the industry and the client.

For example, if the information for industry code 621111 were entered in Financial Analysis CS along with two data sets (0-500M Assets and 500M-2MM Assets), and the client's assets fall within the range $500,000-2,000,000, the data set 500M-2MM Assets would be selected in this field to associate the current client with the industry data for a range of assets between $500,000 and $2,000,000. The program would then create the link between the current client and the selected industry data set to be used when comparing this client to industry data in reports.

Notes

- The grayed amounts in financial data rows are **calculated amounts** (not entered or transferred amounts) and cannot be overwritten.

- The **Out of Balance Amount** row at the bottom of the Balance Sheet tab displays any difference between the Total Assets category and the Total Liabilities and Equity category for the period and basis selected. When the Balance Sheet is in balance for the period, the out of balance amounts are displayed as zero. Note that out of balance amounts do not prevent you from continuing to work in Financial Analysis CS; they bring to your attention that a difference exists.

- It is common to see an out of balance amount when adding financial data by transferring data from CSA or via the Spreadsheet Import. This is due to rounding for whole number presentation. From the System Configuration dialog you can choose to auto-adjust an out of balance amount for five dollars or less to automatically move the balance to the Retained Earnings category.

- Any manual changes to amounts that had originally been imported from a CSA client are **overwritten** if you re-retrieve balances from CSA for that same period. You can **lock** the data by selecting a row(s), column(s), or cell(s) and clicking the **Lock Data** button in the toolbar from the Setup / Clients screen.

- You can press F7 in any cell in the financial data grid to open a calculator. When you click OK in the calculator after totaling your calculation, the amount from the calculator is entered directly in the selected cell.

Setup / Clients / Peers tab

Use the Peers tab of the Clients screen to compare a client to one or more similar or peer clients or to the peer group as a whole (all peers are combined and reported on together, based on the average or median group value). You can filter the list of clients in the Peers tab by choosing Setup / Filters.

To illustrate this feature, let's view the setup of client **FACS01** to compare it against other medical practice clients in the local area.

1. Click the Peers tab of the Clients screen.

2. Click the Industry code option and enter **621111** to include only medical practice clients in the peer group list. The drop-down list for the fields in the ID column now displays only clients with industry code 621111 Offices of Physicians (except Mental Health Specialists).

   > *Note:* You can also select a filter from the **Filter by** drop-down list or click the Filter 🔽 button in the Clients frame to open the Filters screen to create a new filter or review an existing filter.

3. Click the Select all button to automatically populate the list of peers with all clients who meet the filter criteria. (To use an alternate method, you can click in the ID column of the Peers grid to open the drop-down list of medical practice clients that you want to compare, and select **FACS02** in the first row and **FACS03** in the second row.)

4. Click the Enter button to save the changes made to the client.
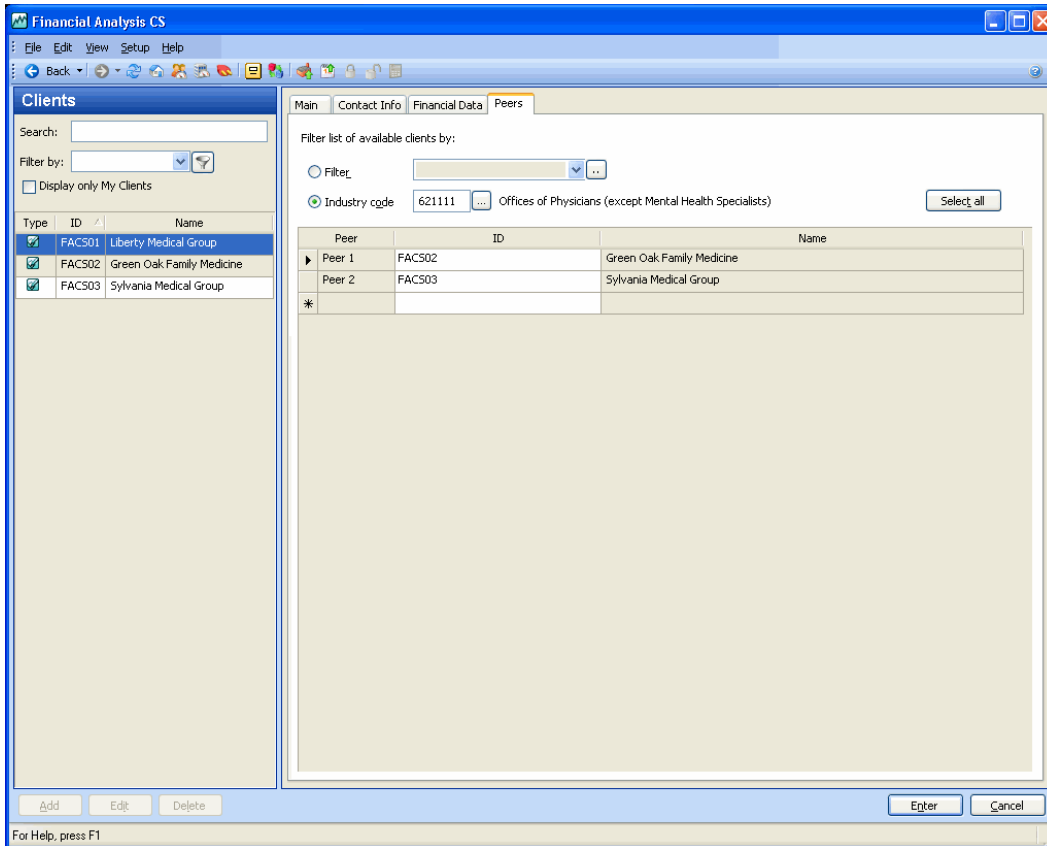
Notes

- When you add clients **FACS02** and **FACS03** as peers to client **FACS01**, the latter is automatically added as a peer to the two other clients.

- To delete a peer, click in the column at the far left of the row in the Peers grid to highlight the row and then press DELETE.

Summary of client setup

Whether you retrieve client data directly from CSA or create a new client from scratch in Financial Analysis CS, be sure to complete these tasks in the Clients screen, as previously discussed.

- Enter and retrieve basic identification information and grouping data in the Main tab.

- Enter or retrieve financial data in the Balance Sheet, Statement of Income, and Additional Information subtabs of the Financial Data tab.

- Add similar (peer) clients in the Peers tab or add industry data for the client's industry code in order to create comparative reports.

This will enable you to analyze and compare financial data with other similar clients (peers) or industry data that you have set up in Financial Analysis CS.

Tip
Press F1 from any screen or dialog in the program to view a related help topic.

Customizing geographic regions

Financial Analysis CS gives you the ability to customize geographic regions and use them to group and filter clients for reporting. Regions are shared among all users, clients, and reports.

To add or edit regions, choose **Setup / Regions** and click the Add or Edit button at the bottom-left of the screen, or click the Delete button to remove the currently selected region. Click the Enter button at the bottom-right of the screen to complete your additions or changes, or click Cancel to return to Browse mode without saving any changes.

Setting up client filters

Filtering provides an easy way to find similar clients to compare for value-added reporting. In other words, you can use filters to quickly locate any clients who meet the specified criteria when assigning peers in the Peers tab, or you can filter the list of clients in the Setup / Clients screen.

To create or modify client filters, choose **Setup / Filters**. If you do not have any filters set up, click the Add button to add a new filter. In the Main tab of the Filters screen, you can create new filters or search for and open filters that you have previously created and saved. Click the Add button to enter new filters, click the Edit button to modify an existing filter, or click the Delete button to remove the currently selected filter. To complete your additions or changes, click the Enter button.

You can access the Filters screen from the Clients screen using either of the following methods:

- In the Clients list frame, click the Filter ⧩ button next to the Filter by field.

- On the Peers tab, choose the Filter option and click the ⋯ button to the right of the Filter field.

Setup / Filters / Main tab

Criteria information

Filters can be based on one or more criteria. The **Based on** field lists the criteria that can be selected, as summarized in the following table.

Note that some of the criteria (such as industry code) have only one method of filtering, while others allow multiple methods of filtering. Choosing **Entity**, for example, allows you to filter by a single entity type or a group of types.

Based on	Method	Selected
Assets	Range	<$ amount> to <$ amount>
Client type	Single	CSA or Other
Employees	Range	<n> to <n>, where n represents the number of employees
Entity	Single or Selected	<choose from list>
Industry code	Single	<enter or choose from list>
Region	Single	<enter or choose from list>
Sales	Range	<$ amount> to <$ amount>
State	Single or Selected	<enter or choose from list>
Years in operation	Range	<n> to <n>, where n represents the number of years the client has been in operation

Logic

- Choose the **Must match all criteria** option to specify that each client must meet **all** of the criteria information set up in the Main tab of the Filters screen to be included in the Results tab.

- Choose the **Must match one or more criteria** option to specify that each client must meet at least one of the criteria selections to be included in the Results tab.

Properties

You must complete the fields in this group box when filtering on **Assets**, **Sales**, or **Employees**. You must specify both the period and basis, so that you can create useful comparisons between clients.

Balance as of year end

Press F4 and select the **period** from this field. Note that the Assets, Sales, and Employees filters compare amounts based on **year-end amounts** only.

- If you select **current year** or **prior year** rather than a specific calendar year, the filter will compare the Total Assets, Sales, or Employees year-end amount for each client based on the current

year (or prior year), as defined in the Main tab of the Clients screen in Financial Analysis CS. For example, if you are filtering on current-year sales when comparing two clients, the last period in the current year for the first client (Quarter 4 – 2008) is compared to the last period in the current year for the second client (Month 12 – 2008).

▪ If you select a **specific year**, Financial Analysis CS filters the clients based on the year-end balance for the last period in the selected year. For example, if you are filtering on current-year sales when comparing two clients and the year 2007 is selected, the last period in the current year for the first client (Quarter 4 – 2007) is compared with the last period in the current year for the second client (Month 12 – 2007).

Basis
You must select one or more basis types when filtering clients on Assets, Sales, or Employees. If you select more than one basis, a client will be considered as meeting the criteria if the amount falls within the required range for any of the bases selected. For each basis the amounts are displayed individually in the Results tab of the Filters screen.

Setup / Filters / Results tab

The Results tab of the Filters screen displays all clients who meet the filtering criteria based on the logic option selected. Each item selected is listed so that you can view the actual value for each client that meets the filter criteria.

This information can be very helpful when you need to narrow a list of clients, enabling you to create the most beneficial client comparison.

Note: You can quickly re-sort the results by clicking one of the columns heading buttons to sort on that column.

Filtering example

Let's create a filter called **Medical Practices - Michigan** that includes two rows of criteria: industry code (621111) and state (Michigan).

1. Click the Add button at the bottom of the Filters list frame.

2. In the Main tab of the Filters screen, enter **Medical Practices - Michigan** in the Name field.

3. On the first line of the criteria (Based On) fields, select **Industry code** and **621111**. (Note that Single is automatically selected as the method for industry code.)

4. On the second line of the criteria fields, select **State** and **Michigan**. (Note that Single is automatically selected as the method for state.)

5. For the Logic option, keep the default selection (**Must match all criteria**).

6. Click the Enter button to save the new filter.
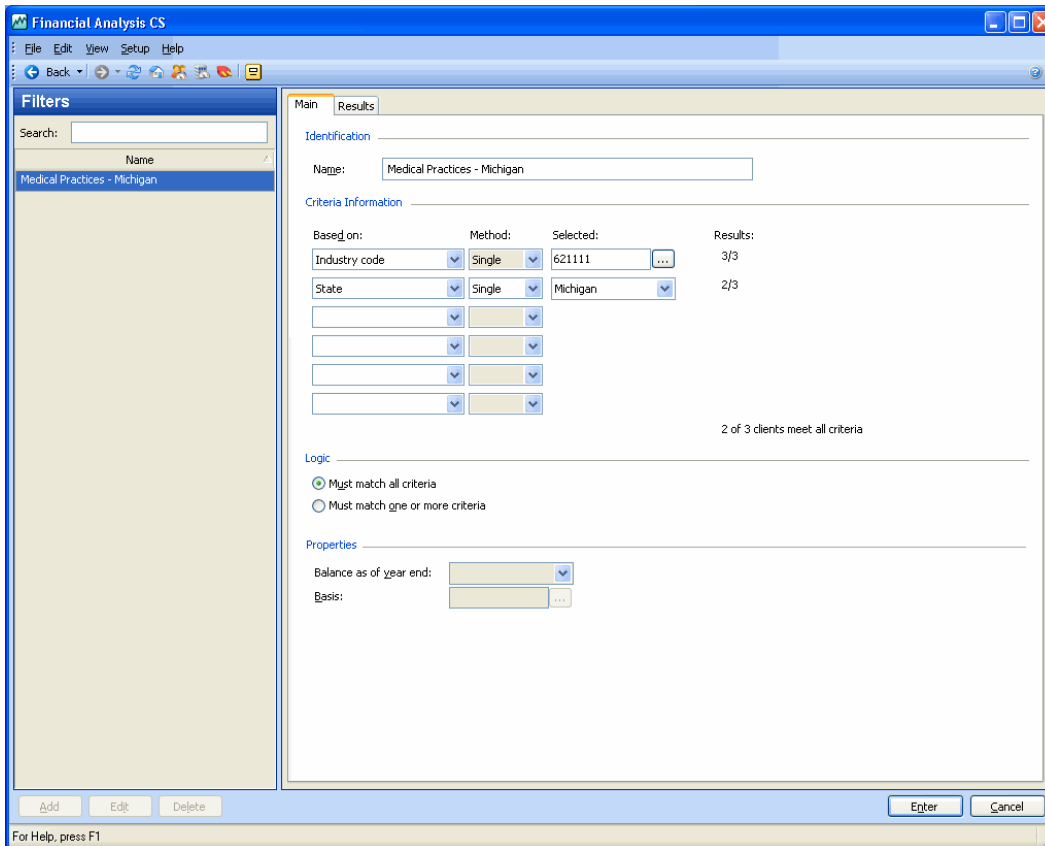
Looking at the first item of criteria for the filter **Medical Practices - Michigan**, you can see the result displayed for this row is 3/3, meaning that all three clients out of the three currently set up in Financial Analysis CS share the industry code 621111.

For the second item, the result is displayed as 2/3, meaning that for two of the three clients currently set up in Financial Analysis CS, Michigan is the primary address state in the Contact Info tab of the Clients screen.

The results at the bottom of the Criteria Information section reflect the total number of clients who meet all criteria defined based on the Logic selection.

7. Click the Results tab to review the clients who meet all criteria and their values for the selected filter.
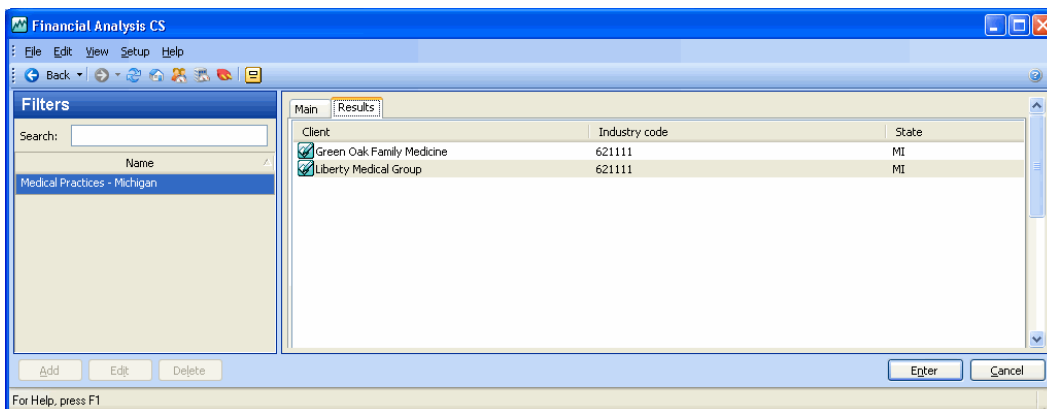
Setting up industries

Use the Industries screen to enter industry data for use in comparative reporting. Financial Analysis CS offers a subscription to the Risk Management Association Annual Statement Studies database. In both the RMA database and Data Exchange module, you can easily retrieve industry data and optionally choose to request data sorted by Assets and/or Sales to suit your business needs. Industry results that you obtain from the RMA database or Data Exchange module can be stored in Financial Analysis CS and used in industry reports for comparison purposes. For more information, search on **Industry data** from the index of the Financial Analysis CS help browser, and then select the help topic to display.
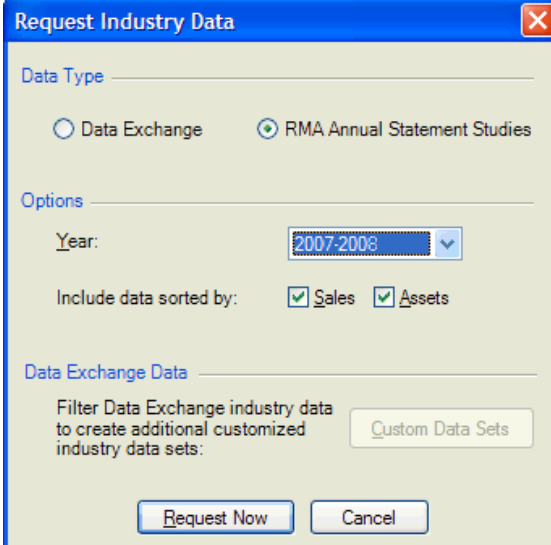
> **Note:** Although the Risk Management Association Annual Statement
> Studies database and Data Exchange module are comprehensive data
> sources, there may be some industries and/or data sets for which data is
> not available. To view a list of available industries for RMA, click the
> Annual Statement Studies by NAICS or SIC link in the Solutions portlet
> of the Firm Dashboard, and for or the Data Exchange module, choose
> Edit / Data Exchange Industry Listing.

▶   Choose **Setup / Industries**.

To add industry data for our medical practice clients, you would add the
industry code **621111** and then fill in the grids in the Financial Data tab or
import data via the Spreadsheet Import. (For details, search on
Importing a spreadsheet from the index of the Financial Analysis CS
help browser.)

As an alternative to
manually adding data
from your own industry
source, you could
choose to retrieve
data from the RMA
database or Data
Exchange module. To
do so, follow these
steps.

1. Click the Add
    button and enter
    621111 in the
    Industry code
    field.

2. Click the Request
    Industry Data
    button in the toolbar.

3. In the Data Type section of the Request Industry Data dialog, click
    the RMA-Annual Statement Studies option.

4. In the Options section, select the year from the Year field drop-down
    list.

5. Mark the appropriate **Sales** and/or **Assets** checkboxes in the Include data sorted by field.

> *Note:* If retrieving industry data from the Data Exchange module, it is possible to create Custom Data Sets to sort and filter industry data by user-specified criteria. You can click the Custom Data Sets button in the Data Exchange Data section to create customized data sets.

6. Click the Request Now button to automatically populate the grids with the appropriate industry data in the subtabs of the Financial Data tab of the Industries screen.

Notes

- Both the RMA Annual Statement Studies and the Data Exchange module data provide breakdowns of industry data for an industry code sorted by Sales, Assets, or both. All amounts for categories are common size amounts that Financial Analysis CS can convert to dollar amounts using recasting information. For further details about common size amounts in Financial Analysis CS, choose **Working with common size amounts** from the "Tell me about" drop-down list at the top of the Setup / Industries screen.

- If you were preparing reports for our client, Liberty Medical Group, the Financial Analysis CS reports would automatically pull data from the Industries screen based on the industry code, industry year, and data set selected in the Financial Data tab of the Clients screen. Besides the standard client reports that include two- and five-year comparisons, you can also use the standard industry reports provided in Financial Analysis CS to compare similar industry data with the current client.

Setup / Industries toolbar

The following table lists the buttons on the Setup / Industries toolbar that are available to perform specific functions when you are setting up industries. These buttons appear on the Financial Analysis CS toolbar only when you are in this area of the program.

Button	Action

Button	Action
	Request Industry Data. Opens the Request Industry Data dialog. You can retrieve industry data from the Data Exchange module or the Risk Management Association Annual Statement Studies databases.
	Data Exchange Industry Listing. Opens the Data Exchange Industry Listing dialog. The detail grid lists the industry data by industry code with a description for each code and the number of statements available as of the current date and time displayed at the top of the dialog. Note that an active Internet connection is required.
	Custom Data Set Definitions. Opens the Custom Data Set Definitions dialog. This dialog enables you to create a custom data set based on the criteria that you select from the available drop-down lists.
	Copy Custom Data Set Definitions. Opens the Copy Custom Data Sets Definitions dialog. This dialog enables you to select the industry from which you want to copy existing data set definitions.
	Add New Data Set. Enables you to add a new column to customize and enter industry financial data for the selected industry code.
	Delete Selected Data Sets. Removes additional data set columns.

Setup / Industries / Main tab

You can manually enter industry data in the Setup / Industries screen. The industry code is the primary link between the industry data and the client in that industry.

Industry code and year

You can manually enter an industry code, or click the Browse [...] button to the right of the Industry code field and select the appropriate code from the tree view of North American Industry Classification System industry codes. To expedite your search, you can enter a keyword in the Find field at the bottom-left of the Select Industry Code screen.

Specify the year that the data reflects. Note that Financial Analysis CS recognizes all financial data for an industry as **annual** data.
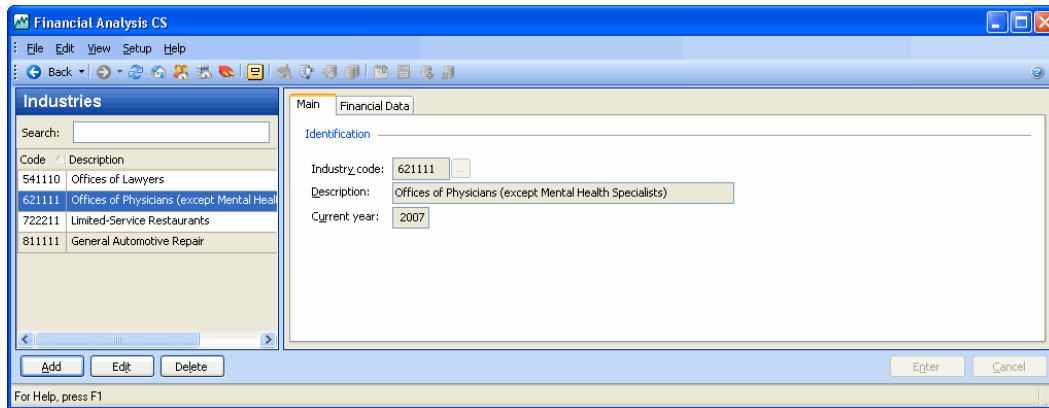
> **Note:** You can select the client's industry code in the General Information tab of the Client Properties dialog in CSA. That code is automatically transferred when you transfer the client data to Financial Analysis CS.

Setup / Industries / Financial Data tab

Use the Financial Data tab to specify financial data for each industry. The amounts are **common size** amounts, meaning that each amount is divided by a common denominator, allowing you to make a more meaningful comparison between companies of different sizes. Industry data is often presented and available in this format. The Balance Sheet displays each category of common size amounts as percentages of total assets, and the Statement of Income displays each category as a percentage of total sales.

Data sets

You can add data for multiple data sets within a single industry. For example, you can use data sets to do the following:

- Store one set of industry amounts that were compiled based on data from companies with up to $500,000 in assets, and display another set of amounts for the same industry that were compiled based on data from companies with $500,000 to $2 million in assets.

- Store amounts for different quartiles within an industry (Upper, Middle, and Lower quartiles).

The following data sets are available for retrieval from the RMA Annual Statement Studies database. (M=thousand, MM=million)

Assets	Sales
0-500M	0-1M
500M-2MM	1-3MM
2-10MM	3-5MM
10-50MM	5-10MM
50-100MM	10-25MM
100-250MM	25MM and over

Balance Sheet

Use this subtab of the Industries screen to enter the common size amounts for each industry data set. You can specify data for multiple

data sets within a single industry by clicking the Add New Data Set button and entering the appropriate information. You can enter and save up to ten data sets for each industry in addition to those data sets retrieved from the Risk Management Association database or Data Exchange module.

Click in the column heading to customize the column label, which is specific to the industry code and year selected. This label or description is then available for selection from the Data set field in the Financial Data tab of the Clients screen.
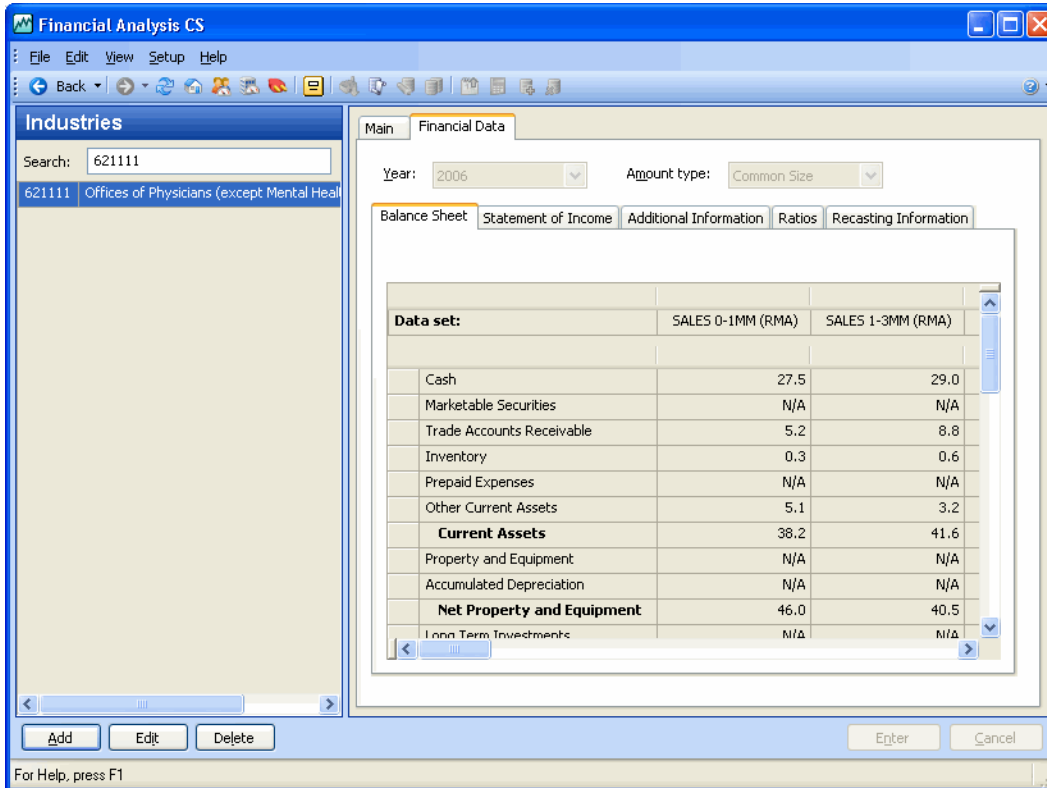
Statement of Income

Use this subtab to enter common size amounts for each industry data set. Common size amounts in this tab are expressed as a percentage of total sales. Common size amounts can be converted automatically to dollar figures when you enter the required information in the Recasting Information tab.

Additional Information

Use this subtab to enter common size amounts for employees, outstanding shares, and stock price.

Ratios

Use this subtab to specify the value of each ratio for the industry data set. The ratios listed are all those flagged as **industry ratios** in the Setup / Ratios screen.

Recasting Information

Use this subtab to convert common size amounts automatically into dollar figures when the Amount type drop-down list selection at the top of the Financial Data tab is changed from Common Size to Dollar.

Example

Suppose that for industry code 621111, the common size value for Cash is 7.0. To calculate the dollar amount of Cash, Financial Analysis CS multiplies the common size value of Cash (7.0) by the average total assets amount ($252,143) to arrive at $17,650 for the dollar amount of Cash.

Notes

- The amount for **average total sales** is used to recast Statement of Income amounts, and the amount for **average total assets** is used to recast Balance Sheet amounts.

- Dollar figures cannot be edited, but they can be displayed in reports.

Setting up user-defined categories

You can add custom subcategories to the 24 predefined categories in Financial Analysis CS. These categories can be used to track and assign unique account groups, grouping schedules codes, or additional amounts that allow you to report on calculations specific to your client's industry. For example, you could produce a detailed breakdown of sales into food and beverage sales for a client in the food service industry.

▶ To add, edit, or delete categories, choose **Setup / Categories**.
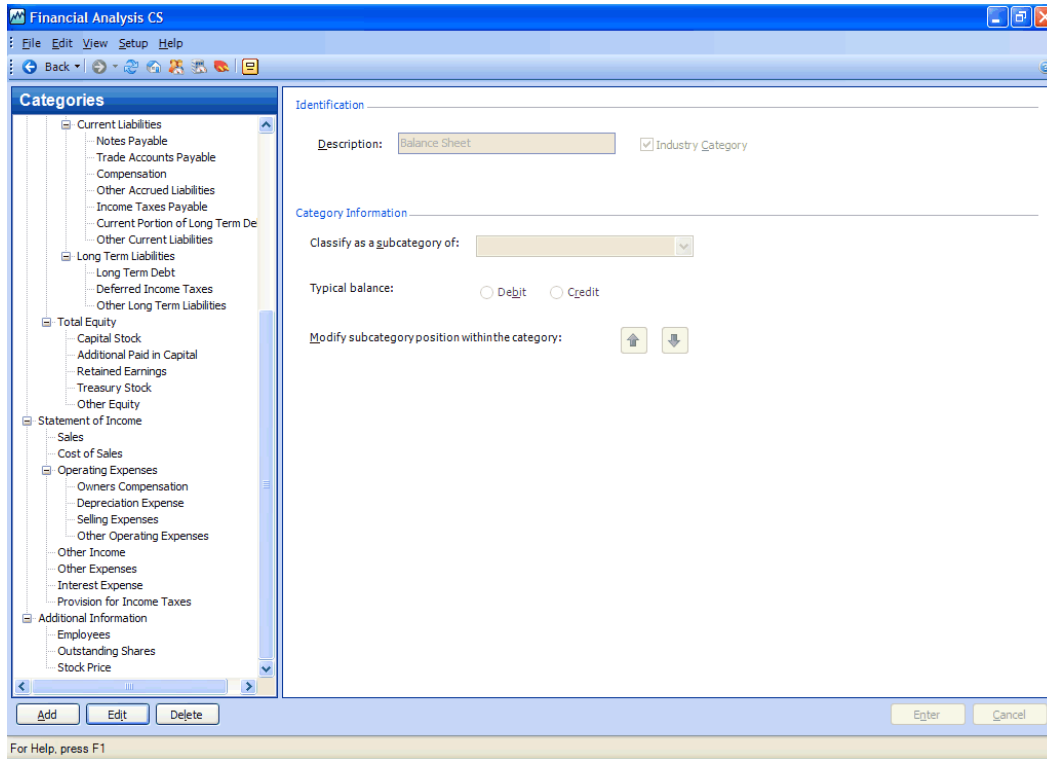
Notes

- Predefined categories in the program cannot be edited or deleted.

- The subcategory description can be up to 50 characters and cannot have the same label as an existing category, ratio, or variable.

- You can mark the Industry Category checkbox in the Identification group box of the Setup / Categories screen to add the category to all industries.

- You can choose to define the subcategory as either Debit or Credit. The typical balance will default to that of the category.

- All lists in Financial Analysis CS that display categories are updated automatically as you add categories in the Categories screen.

Setting up ratios

Financial Analysis CS already includes 36 standard industry ratios, and it enables you to create and save custom ratios for use in reports. In addition, you can use the Text tab of the Ratios screen to edit existing ratio text, insert variables in the text, and choose the criteria to display the conditional ratio text for either stronger or weaker values for reporting purposes. Using the Report Designer, you can insert ratios in reports to calculate the ratio value automatically for any client, industry, peer, or group.

▸ To select and modify standard ratios or create new ones, choose **Setup / Ratios**.
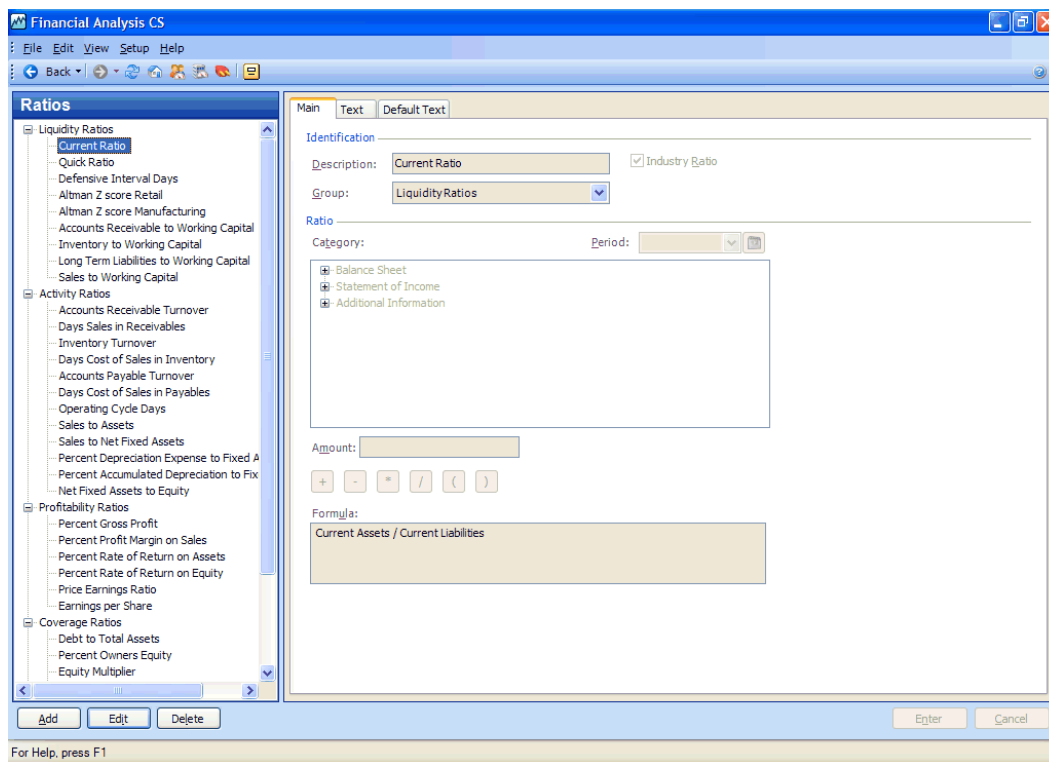
Notes

- Standard ratios included with Financial Analysis CS cannot be deleted.

- Only the following fields can be modified for standard ratios included with Financial Analysis CS in the Ratios screen.

  - You can mark the **Industry Ratio** checkbox on the Main tab of the Ratios screen to add a standard or custom ratio to the Financial Data / Ratios tab of the Industries screen. This will make the ratio available for selection for any industry.

  - You can select **less than** or **greater than** as the comparison value on the Text tab.

  - You can enter a percentage for the **Acceptable variance from comparison value** on the Text tab.

  - You can customize the description text and conditional text or reset the default text by marking the **Always use default text** checkboxes on the Text tab.

- You can insert the ratio text for each ratio in reports as a variable. If the ratio text is subsequently changed for a ratio you have added in the Setup / Ratios screen, the updated text is used in all reports containing the ratio text variables.

- For further information on how to set up ratios in Financial Analysis CS, press F1 from the Setup / Ratios screen, or search on **Ratios** from the index of the Financial Analysis CS help browser, and click the Setup topic.

Printing reports

A convenient method for viewing and printing reports in Financial Analysis CS is to use the Print Reports screen, which enables you to select, preview, and print reports from a list of predefined financial reports. You can also use the Print Reports screen to print any additional customized reports for clients that have been previously set up in the program.

▶ To select and print specific reports for one or more clients, choose **File / Print Reports** and then double-click each report that you want to select for previewing or printing. The reports are displayed or printed in the order of their selection. You can print reports for an unlimited number of clients in a single pass.

Let's print some reports for client FACS01 – Liberty Medical Group.

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

2. Hold down the SHIFT key and highlight the **Cover Sheet** and **Client Correspondence** reports in the Available Reports list frame.

3. Click the Select button below the Available Reports list frame to move the selected reports to the Selected Reports list frame.

4. In the Report Options group box, select the following options.

Client	**FACS01**
Period	**Quarter 4**
Year	**2008**
Basis	**Adjusted**
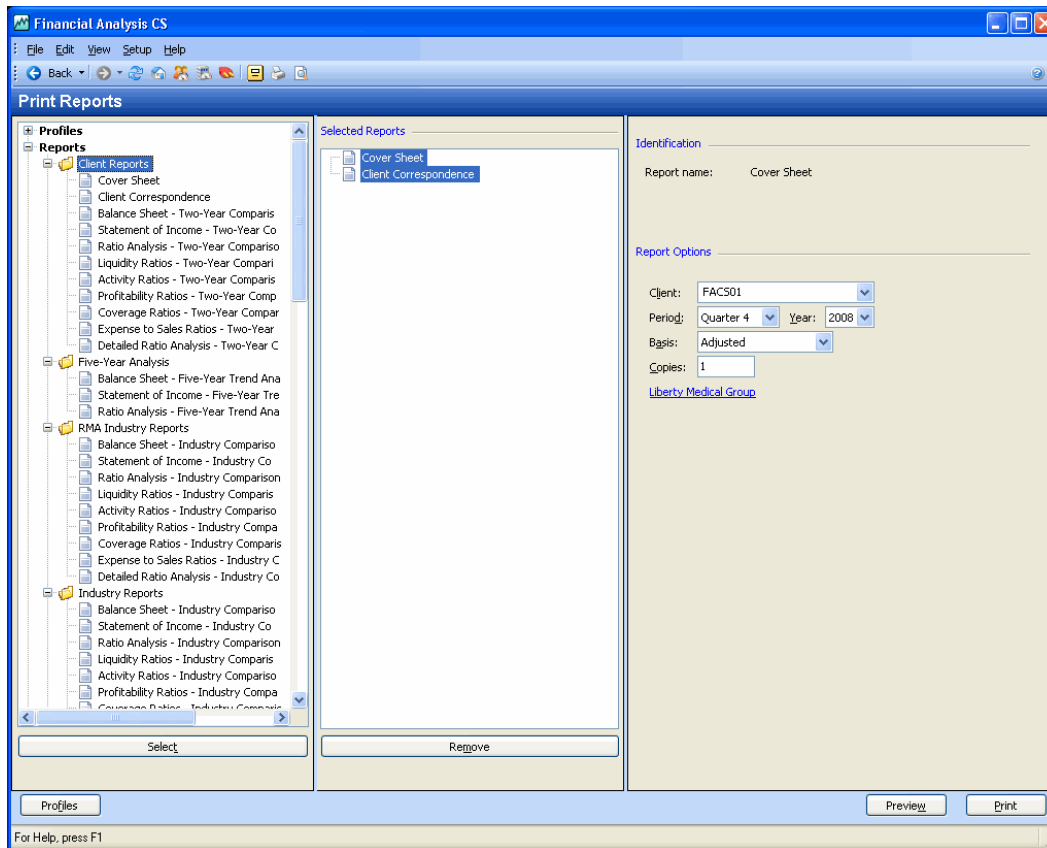
5. Click the Print button to open the Print dialog.
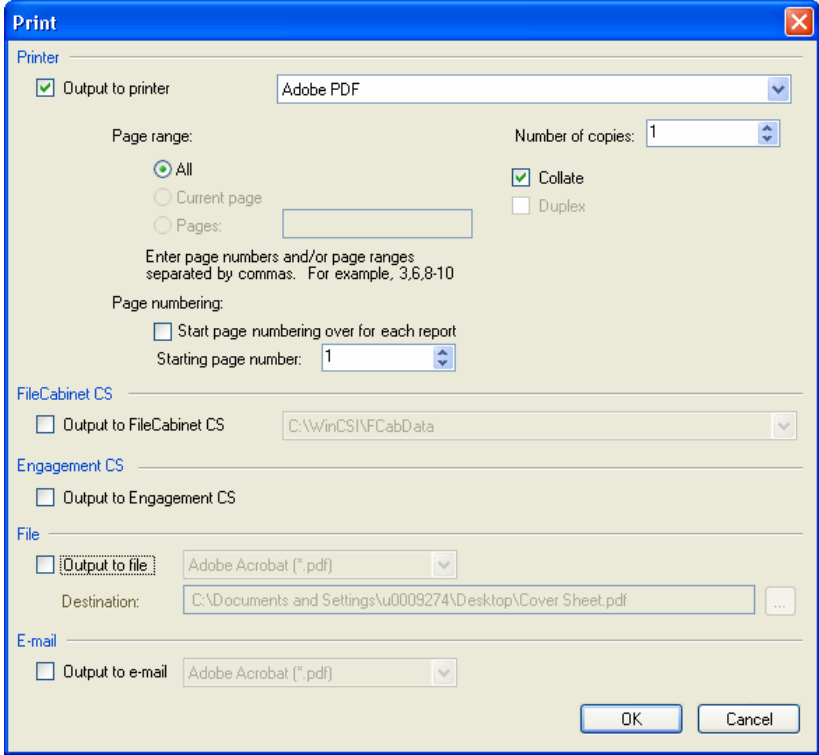
6. Mark one or more of the options in the Print dialog to print the selected financial reports. Note that for the FileCabinet CS and Engagement CS options to work, you must be licensed for those products and have them installed.

Print options

Option name	Description
Output to printer	Sends the financial reports to the default printer for your workstation. To print to a different printer, select it from the drop-down list.
Output to FileCabinet CS	Sends the financial reports to FileCabinet CS if you are licensed for FileCabinet CS.
Output to Engagement CS	Sends the financial reports to the selected engagement if you are licensed for Engagement CS.
Output to file	Prints the financial reports to a file in the following formats: Adobe Acrobat® (*.pdf) , Financial Analysis CS (*.fas), HTML (*.html), Rich Text Format (*.rtf), Text File (*.txt), Tagged Image File (*.tif), or Microsoft Excel (*.xls) file.
Output to email	Sends a single file attachment in the following formats: Adobe Acrobat (*.pdf) , Financial Analysis CS (*.fas), HTML (*.html), Rich Text Format (*.rtf), Text File (*.txt), Tagged Image File (*.tif), or Microsoft Excel (*.xls) file that contains the financial reports via your default MAPI-compliant email program.

Notes

- For further details, press F1 from the Print dialog to open the Printing a report help topic in Financial Analysis CS.

- For details about previewing a report, refer to the "Previewing Quick Analysis reports" section starting on 58 of this guide.

Report profiles

Financial Analysis CS allows you to create an unlimited number of report profiles that can be used for all clients. A report profile is a feature that helps you save time when you need to repeatedly print a particular set of financial reports for the client. It works much like a template by letting you predefine the specific reports you want, in the exact collation sequence, and with the specific print options that you choose. Then, whenever you are selecting reports to print, you can select an existing profile as if it were a single report.

▸ Click the Profiles button at the lower-left of the Print Reports screen to create a report profile based on the reports that are currently selected.
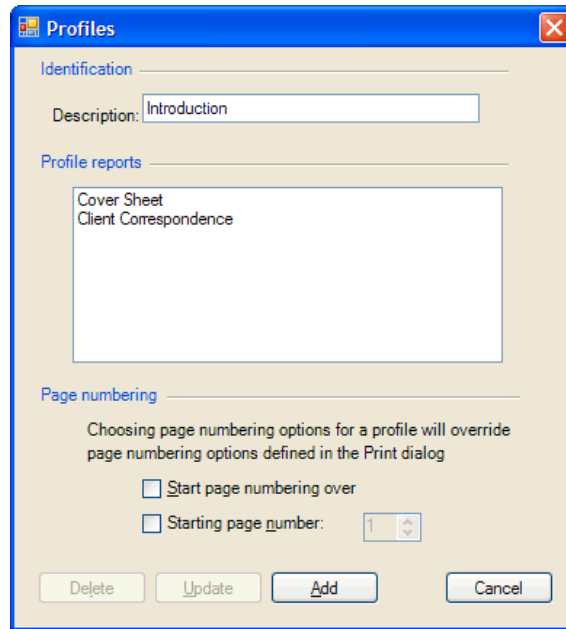
Note: Page numbering options selected in the Profiles dialog override those that are selected in the Print dialog.

Using the Quick Analysis feature

Your Financial Analysis CS software includes many standard reports for which you can choose various print options to fit your specific needs. The **Quick Analysis** collection of reports provides a fast and easy way to print a valuable set of reports for your client. They include two- and five-year comparisons, industry and group comparisons, and charts depicting several key ratios that are available to incorporate in your client reports or to customize to fit your client's specific needs. In addition, you can use the program's Report Designer to copy and modify any of the standard reports, or to create new reports from scratch.

Previewing Quick Analysis reports

Let's preview some Quick Analysis reports for client FACS01 – Liberty Medical Group.

1. Choose **File / Quick Analysis**.

2. In the Quick Analysis dialog, select **FACS01** in the Client field, **Quarter 4** in the Period field, **2008** in the Year field, and **Adjusted** in the Basis field.

3. Mark the **Include group reports**, **Include five-year trend analysis**, and **Include category and ratio definitions** checkboxes.

4. Click the Preview button.

When previewing the reports, you can use the toolbar buttons at the top of the Preview screen to print the reports, to zoom in or out, to navigate through the previewed reports, or to change the number of pages being previewed at one time.

Additional features in the Preview screen include the following items.

- Click the Find button to find text in a previewed report.

- Click the Copy button to copy a selected report to the Windows clipboard.
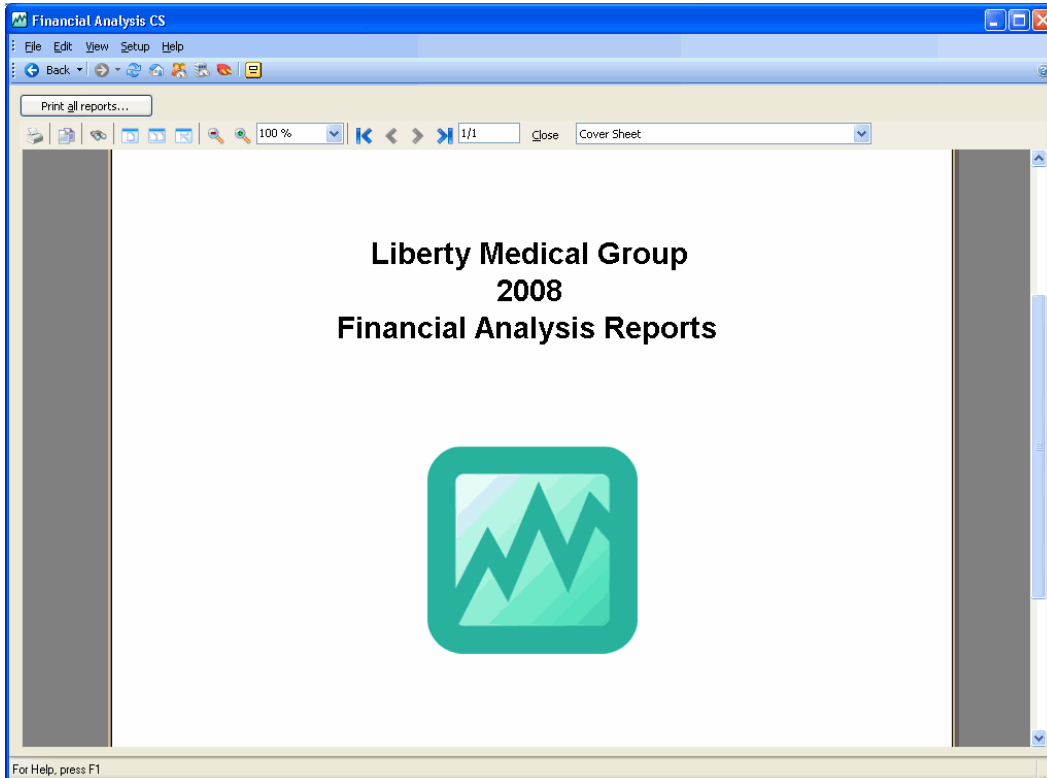
Notes

- The basic Quick Analysis reports include a cover sheet, a transmittal letter to the client, and four two-year comparison reports. By marking the optional checkboxes, you can also choose to include four industry comparison reports, nine group comparison reports, three five-year trend analysis reports, and two definitions reports for categories and for ratios.

- Although you can edit, copy, or modify any of the basic reports that are included with the program, you cannot edit the Quick Analysis reports themselves.

- For more complete details, search on **Quick Analysis reports** from the index of the Financial Analysis CS help browser.

Creating or modifying reports using the Report Designer

Use the Report Designer in Financial Analysis CS to create custom financial reports (or to copy and modify existing reports) that can also include full-color charts or graphs.

Note: To view a collection of available reports in Financial Analysis CS, search on **PDF guides** from the index of the Financial Analysis CS help browser, click the **Sample Statements used in Financial Analysis CS** topic. In the help topic that opens, click the appropriate link.

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1. To open the Report Designer, choose **Setup / Reports**.

2. Click the Reports tab on the left side of the Report Designer

   Properties frame, and then click the Pin button in the Reports list frame to dock the frame and display the Reports list frame and the Properties frame in the Report Designer.

Adding or editing reports

A number of standard financial reports are included with Financial Analysis CS. Before creating a new report from scratch, you should view some of the preformatted reports to get an idea of what a completed report looks like. Note that you may modify these preformatted reports to suit your specific needs.

You can use the special features in the Report Designer to do the following:

- Customize report organization using a tree view screen, and use a folder to create a custom collection of reports.

- View actual numbers while creating reports, and choose whether or not to display grid lines.

- Create custom charts and graphs, including specifying which sets of data should appear on the X and Y axes.

- Insert global headers and footers that can be customized and used across multiple reports.

- Use report variables to adapt custom reports automatically for many different clients. Inserting a text variable such as Client Name or Industry Code saves you from having to enter that information about each document in a report. You can print the reports to have the program insert the appropriate information automatically. Variables include the following types of data.

  - Preparer and report

  - Client, contact, and firm

  - Date and number of periods

  - Categories, ratios, and formulas

- Quickly insert new rows, columns, page breaks, or multiple sheets.

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

- Create styles to quickly apply predefined formatting to headings, text, and other items in the report.

- Check spelling in the report.

- Insert images and watermarks.

- Insert conditional expressions.

Using the Reports list frame

When you open the Report Designer, you'll see the Properties frame at the left and the Design grid in the right frame. To display the Reports list frame, click the Reports tab at the upper-left corner of the Properties frame.

▶ Double-click **Balance Sheet – Group Comparison** in the Group Reports folder of the Reports list frame to open that report in the Design grid.

Notes

- To add a new report or report folder to the tree view list, right-click in the Reports list frame and choose New Report or New Folder (or choose File / New / Report).

- To temporarily hide the Reports list so that you can easily see and use the Properties frame, click the mouse pointer in the Design grid. To display the Reports list frame, choose File / Open or slide the mouse pointer over the Reports tab.

- Click the Pin button in the Reports list frame to toggle the auto-hide feature. When auto-hide is toggled **on**, you can slide your mouse pointer over or away from the Reports tab to display or collapse the Reports list frame in the Report Designer. When auto-hide is toggled **off**, the Reports list frame remains open at the left side of the Reports screen.

Using the Properties frame

To display actual data in a report, select the client, period, year, and basis that you want to view in the Client Information section of the Properties frame.

1. In the Client field, select **FACS01 – Liberty Medical Group**.

2. In the Period field, select **Quarter 4**.

3. In the Year field, select **2008**.

4. In the Basis field, select **Adjusted**.

Notes

- To open the Clients screen and view to contact or financial data for a client, click the blue hyperlink with the client's name. Click the Back button on the toolbar to return to the Reports screen.

- You can change the client, report period, and/or basis at any time; the program automatically updates the data in the report to reflect those changes.

- To automatically select the basis for all screens, select a default basis in the Setup / System Configuration dialog.

Using the Design frame

You can use the cell, row, and column properties of the Report Designer to create customizable reports in an unlimited number of ways.

- By highlighting a row, you can access and define the **row properties** that specify the content — such as a formula or text — to be printed in the selected row(s).

- By highlighting an individual cell, a group of cells, or an entire column, you can access and define the **cell properties** (or column properties) to specify the client, period, and basis for the applicable rows to create multiple-column, comparative statements.

- When preparing customized reports or text-based reports and letters, you can specify cell contents on a cell-by-cell basis.

Customizing reports

Working with multiple clients and a single report

For this example, we'll demonstrate how easy it is to compare this client to its group of peers that you set up earlier in the Clients screen. Financial Analysis CS calculates the average or median for all peer clients automatically.

1. With the Balance Sheet – Group Comparison report that is open in the Design grid, click in cell **B5** and notice that Liberty Medical Group is displayed in the Client field of the Cell Properties section of the Properties frame.

2. Click in cell **D5** and notice that Group is displayed in the Client field of the Cell Properties section. The program automatically calculates the average value for all three peer clients (Liberty Medical Group, Green Oak Family Medicine, and Sylvania Medical Group) in this column. Note that the median value for a group can also be calculated by changing the Calculation type field of the Cell Properties section.

3. Now select a different client in the Client Information section of the Properties frame. Select **FACS02 – Green Oak Family Medicine**, from the drop-down list in the Client field.

   ▪ The client, period, year, and basis can be changed on-the-fly; the program updates the report automatically, based on the new client selection.

▪ Notice how the amounts of each column have changed to reflect the client that is currently selected. Column B now displays balances for Green Oak Family Medicine. Because all of the Financial Analysis CS reports are global, you can quickly generate reports that can be used by multiple clients.

4. Click in cell **C5** and notice that the formula in that cell is the same as in B5 ([Cash]), but the amount type defined in the Cell Properties section of the Properties frame is Common Size rather than Dollar. The Report Designer automatically calculates the common size value for any Balance Sheet or Statement of Income category.

Using formulas in reports

Notice that while editing or formatting a report, you can view the **actual amounts** in the screen.

To view the **formula** specified for a highlighted row, column, or cell in the Design grid, you can view it in the Properties frame details of the Report Designer or in the Formula bar at the top of the screen.

‣ Click in cell **E5** to view the **formula** for that cell, or double-click to view the formula directly in the cell.

Formulas greatly expand the functionality of Financial Analysis CS by allowing more flexibility for the types of data you can place in the report. You can use formulas for entire rows or specific cells.

‣ Highlight the cell(s) or row(s) in which you would like to use the formula and choose **Insert / Formula** (or press F5 or click the Formula button). This opens the Formula dialog.

To construct the formula, do the following:

1. Select from the drop-down lists or enter data in the fields for the formula items below the Category list, and then click the operator to follow that item. If applicable, you can specify the **client**, **period**, **basis**, **amount type**, and **calculation type** before clicking the operator.

2. Continue selecting operators and formula items.

3. When you have selected the last element of the formula, click OK to save the formula and close the dialog. The resulting formula is copied to the selected cell(s) or row(s).

Using periods in reports

To create flexible reports that can be used for clients of varying period types, Financial Analysis CS defines the periods available for all client types in terms of **months** (a quarter comprises 3 months, a semi-annual period is 6 months, a year is 12 months). Therefore, Financial Analysis CS interprets the months as follows:

- Month 3 = Quarter 1

- Month 6 = Quarter 2 and Semi-annual Period 1

- Month 9 = Quarter 3

- Month 12 = Quarter 4, Semi-annual Period 2, and Annual

A **period indicator** is a symbol or code that tells the program which time period to pull amounts from for a specific column, cell, or group of cells.

In Cell mode, select the appropriate period from the drop-down list in the **Period** field in the Cell or Column Properties section of the Properties frame — or click the Select Period button to open the **Select Period** dialog for a complete list of period indicators. In addition, you can include period indicators in a formula.

Procedure example: Including the year-to-date balance for Quarter 1 of the prior year

1. Click in a cell to select it. (This changes the Report Designer to Cell mode in the Properties frame of the Report Designer.)

2. In the Cell Properties section of the Properties frame, click the Select Period button to the left of the **Period** field.

3. In the Select Period dialog, select **1P – Prior Year** from the drop-down list in the Year field.

4. Highlight **1PY3 Year-to-date as of Month 3 - Prior Year** in the list and then click OK. The notation 1PY3 will then appear in the Period field in the Cell Properties box for the selected cell. (Note that as an alternative method, you could enter **1PY3** directly in the Period field of the Cell Properties section.)

Period indicator examples

Period	Description
CP	Current period
CY	Current year-to-date
CZ	Current year cumulative (excludes beginning balance)
CB	Current year beginning balance

Period	Description
CT	Current year total
CY1…CY12	Current year-to-date as of Month 1… Current year-to-date as of Month 12
C1…C12	Month 1…Month 12
CY-1…CY-11	Current year-to-date 1 month ago… Current year-to-date 11 months ago
CP-1…CP-11	Current period 1 month ago… Current period 11 months ago
1PP…9PP	Period-prior year…Period-9 years ago
1PY…9PY	Year-to-date-prior year…Year-to-date-9 years ago
1PZ…9PZ	Year cumulative-prior year… Year cumulative-9 years ago
1PB…9PB	Year beginning balance-prior year… Year beginning balance-9 years ago
1PT…9PT	Year total-prior year…Year total-9 years ago
1PY1…9PY12… **9PY1…9PY12**	Year-to-date as of Month 1-prior year…Year-to-date as of Month 12-prior year… Year-to-date as of Month 1-9 years ago…Year-to-date as of Month 12-9 years ago
1P1…1P12… **9P1…9P12**	Month 1-prior year…Month 12-prior year… Month 1-9 years ago…Month 12-9 years ago
1PY-1…1PY-11… **9PY-1…9PY-11**	Year-to-date 1 month ago-prior year…Year-to-date 11 months ago-prior year… Year-to-date 1 month ago-9 years ago…Year-to-date 11 months ago-9 years ago
1PP-1…1PP-11… **9PP-1…9PP-11**	Period 1 month ago-prior year…Period 11 months ago-prior year… Period 1 month ago-9 years ago…Period 11 months ago-9 years ago

Using variables in reports

Variables in Financial Analysis CS enable you to use one report
definition for many clients within various industries, instead of having to
create a new statement for each client. Rather than having to enter a
specific client's name on each statement when you print it, you can
specify the Client Name variable in the report definition to instruct the

program to automatically insert the client's name in the report when you preview or print it.

In this example, let's select the sample client **FACS01 – Liberty Medical Group** in the Report Designer Properties frame with **Quarter 4** as the selected period and **2008** as the selected year. The **Liquidity Ratios – Group Comparison** we open in step 1 will be used to compare this client's ratios to its peer group's average. The program calculates the averages and medians for all peer clients automatically.

1. To open the appropriate report in the Report Designer, click the Reports tab, and then double-click **Liquidity Ratios – Group Comparison**. This report displays the calculated value of the selected client's liquidity ratios, group ratio values, and the text descriptions entered for each ratio in the Setup / Ratios screen.

2. Click row **6** in the Design grid and notice the formula in the Formula bar at the top of the grid. A variable was entered referencing the ratio description **[Current Ratio(Description)]**. As a result, the cell displays the ratio description specified for Current Ratio in the Ratios screen.

   Note: When setting up ratios in Financial Analysis CS, you can modify the ratios conditional text by inserting variables in the text without having to modify any of the reports that use the same variables.

3. Click cell **A2** and choose **Insert / Variables** (or press F6 or click the Insert Variable 🔲 button) to open the Insert Variable dialog.

4. In the Insert Variable dialog, click the Expand tree view ⊞ icon next to the Client item and then double-click the **Client Name** variable to insert the variable in cell A2.

5. Click Close to return to the Design grid.

Using conditional expressions in reports

Financial Analysis CS provides several types of conditional expressions to suit your needs when creating reports in the Report Designer.

1. Choose **Insert / Conditional Expression**.
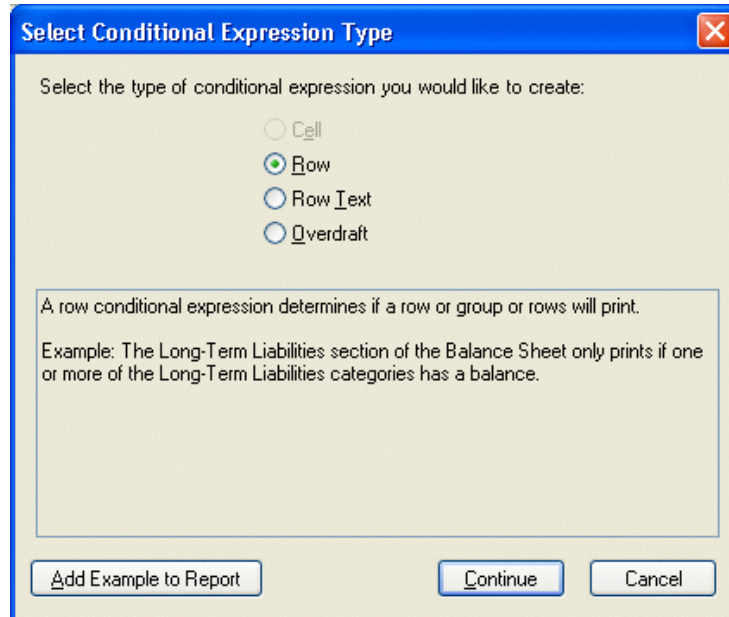
Or, select the row of an existing conditional expression, and click the Conditional Expression ⬭ button next to the Formula or Text fields in the Row Properties section of the Properties frame of the Report Designer to create a conditional expression.
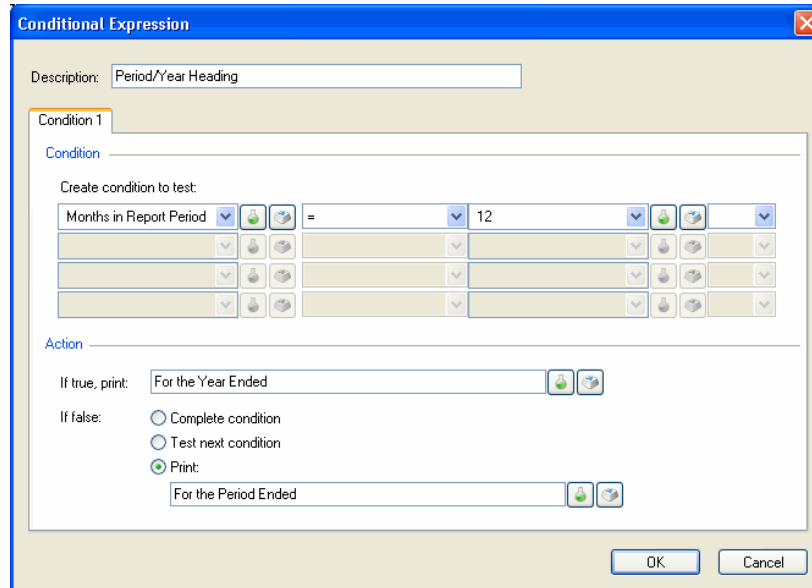
You can build complex conditions in the Conditional Expression grid and apply the appropriate logic and actions for each condition as it applies to your needs.

For further information about conditional expressions, search on **Working with** from the index in the Financial Analysis help browser, and then select the **conditional expressions** topic.

2. Click Cancel to return to the Design grid.

3. Because we don't want to save any changes to this report, choose **File / Close**, and then click **No** when the program prompts you to save changes to the report.

Formatting reports

You can add custom formatting to reports to enhance their professional appearance and to change the number of rows and columns in a given report.

You can access most of the formatting options listed below from the Format menu or by right-clicking the highlighted row, cell, or group of cells, and then selecting the appropriate formatting command.

Formatting cells

To format a selected cell or group of cells, choose **Format / Cells** or choose the command from the right-click context menu. In the Format Cells dialog, you can do the following:

- Use the **Font** tab to specify the typeface, style, size, and effects for the contents of the selected cells.

- Use the **Alignment** tab to specify the horizontal and vertical alignment of the cell contents and the amount of indent, and to merge cells and wrap text.

- Use the **Format** tab to specify how numbers, dates, periods, and percentages are to be displayed in the selected cells.

- Use the **Border** tab to add borders around a cell or group of cells in the report. In addition, you can define the color, style, and border type in the Line properties and Border sections of the Border tab.

To add a background color to a cell or group of cells in the Design grid, you can click the Cell background color button in the toolbar and select a color from the color palette or customize your own color from the Color dialog available from the pull-down menu.

Adding rows and columns

- To add a new row to the end of a report, choose Edit / Add / Row or click the Add Row button in the toolbar.

- To add a new column to the right of a report, choose Edit / Add / Column or click the Add Column button in the toolbar.

Inserting rows and columns

- To insert a row above the current row, choose Insert / Row or click the Insert Row button in the toolbar.

- To insert a column to the left of the current column, choose Insert / Column or click the Insert Column button in the toolbar.

Note: If more columns are added than will fit on the page, a **red** vertical line will appear to the left of the column(s) that will print on a new page. To fit more columns on a page, either reduce column widths or change the page layout by choosing File / Page Setup and modifying the report

margins. Columns that do not fit on the page will be displayed on a separate page.

Deleting rows and columns

- To delete one or more highlighted rows, choose Edit / Delete / Row or click the Delete Row button in the toolbar.

- To delete one or more highlighted columns, choose Edit / Delete / Column or click the Delete Column button in the toolbar.

Changing row height or column width

To change the height of a row or the width of a column, highlight the row(s) or column(s) and choose Format / Row / Height or Format / Column / Width.

Adding, editing, or deleting styles

To add, edit, or delete a style, choose Format / Styles to open the Styles dialog. (For further details about styles, press F1 from the Styles dialog to open the "Working with styles in a report" help topic, or click the same topic from the Procedures book in the Contents of the Financial Analysis CS help browser.)

Inserting multiple sheets

To add extra sheets to a report that is currently open in the Report Designer, you can choose Insert / Sheet. The program inserts blank sheets labeled Sheet1, Sheet2, and so forth. You can double-click the tab or choose Edit / Rename / Sheet to enter a new sheet name for the tab. A Sheet name variable is also available from the Insert Variable dialog in the Report Designer.

Inserting page breaks

If there is too much data to fit on one page, the program will insert a natural page break, which will appear as a horizontal red line.

You can add manual page breaks to reports by clicking the row above the point where the page break should occur and choosing Insert / Page Break.

Inserting images

Choose Insert / Image to insert a selected image in your reports. You can choose to center an image horizontally or vertically in the report.

Formatting a background

Choose Format / Background to select an image for the report background that you can display as a watermark, choose to wash out the image, or modify its scale.

Editing page setup options

Choose File / Page Setup to define general properties for the selected report. Report properties are saved in each report and apply only to that report. You can specify the report's paper size, page orientation (portrait or landscape), margins, printer options, and center on page options. You can also choose to include a report as a portlet in the Client Dashboard.

Working with headers and footers

One of the many features that allow you to customize your financial reports in the Report Designer is the ability to create your own headers and footers.

Customizing headers and footers

1. Click the Expand tree view ⊞ icon next to the Headers and Footers folder in the Reports list frame of the Report Designer.

2. Click the Expand tree view ⊞ icon next to the Headers folder.

3. Select one of the predefined headers and choose Copy from the right-click context menu or press CTRL+C.
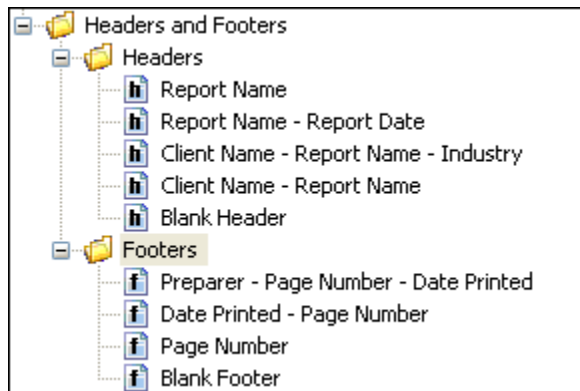
4. Select the Headers folder and choose Paste from the right-click context menu or press CTRL+V to insert a copy of the header in the folder.

   - Headers and Footers
     - Headers
       - Report Name
       - Report Name - Report Date
       - Client Name - Report Name - Industry
       - Client Name - Report Name
       - Blank Header
     - Footers
       - Preparer - Page Number - Date Printed
       - Date Printed - Page Number
       - Page Number
       - Blank Footer

5. Select the "Copy of…" header and choose Rename from the right-click context menu to enter a new name for the header that you want to create. You can rename the header with an appropriate name.

6. Click the header item to open it in the Design grid, and modify the header to suit your needs.

7. Choose **File / Save** or CTRL+S to save the changes in the new header.

8. Repeat steps 2 through 7 using the Footers folder and a predefined footer to customize a new footer.

Selecting the new header or footer for reports

1. Open the report to which you want to add the new header or footer you just created.

2. In the Sheet Properties section of the Properties frame, select the new header or footer from the Header selection or Footer selection drop-down list.
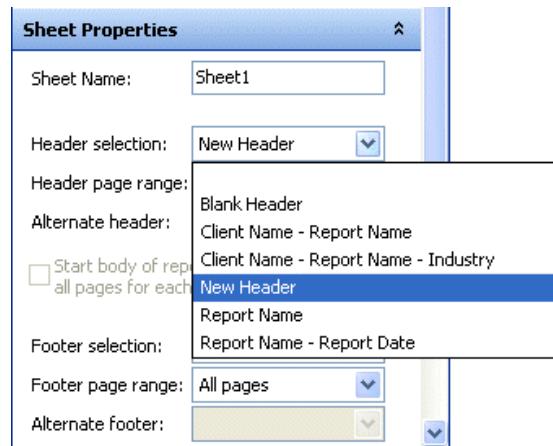

Notes

▪   Headers and footers in Financial Analysis CS are **global** so that you can select a single header and/or footer for multiple reports.

▪   Changes you make to a header and/or footer in any report apply to **all** reports that use the same header and/or footer.

Working with charts or graphs

The ability to create full-color charts (in two or three dimensions) and insert them anywhere in the report grid is one of the most powerful features of the Report Designer. The Chart Properties dialog displays the current chart as you enter the data and format the chart, allowing you to view the effect of each option or to change the chart on-the-fly as you're working.
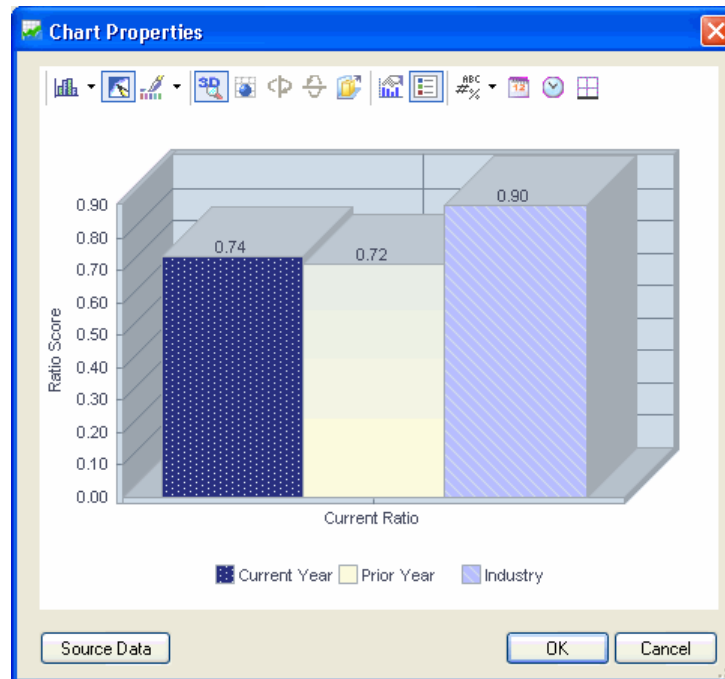
To **insert** a chart in the Design grid, select the row(s) or cell(s) where you want to place the chart and choose Insert / Chart, or click the Chart button in the toolbar.

To **modify** an existing chart, double-click in a cell in which the chart is located, or click the Chart button in the toolbar.

- In the **Chart Properties** dialog, click the down-arrow button next to the Gallery button to select the type of chart to create.

- Click the Source Data button in the Chart Properties dialog to define the type of data to be displayed in the chart.

  - **Collection grid**. Select Formula, Client, Period, or Basis from the drop-down list in the **Collection** field. The label that you specify will appear on the X or Y axis of the chart (depending on the chart type selected).

- ▪ **Series grid**. Select additional information to further define how the data is to be displayed in the chart. Labels selected here are displayed as the chart legend. Note that for increased flexibility and convenience, you can set up a variable for your labels. Click the Insert Variable [icon] button in the Label column of the Collection or Series grid to define and insert a variable as a chart label.

Note: The contents of the Series grid varies based on the item that is selected from the Collection drop-down list. Items not selected from the Collection drop-down list appear in the Series grid. For example, if you choose Formula as the data Collection type, the Series grid displays Client, Period, and Basis columns.
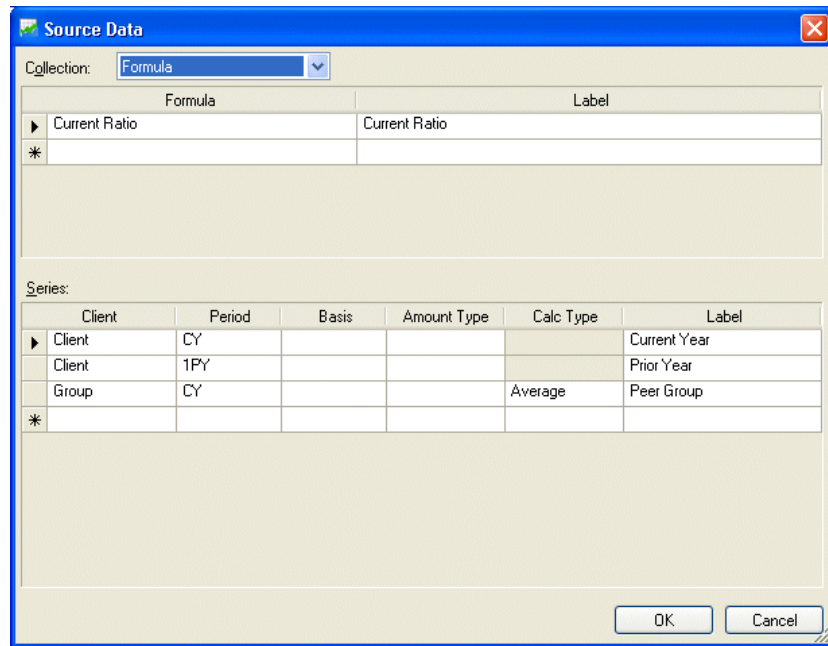
- ▪ Use the Chart Properties toolbar to set up display properties such as anti-aliasing, color palette, 3D/2D effect, rotation angle, clustered view, axes settings, point labels, and date, period, and border formats. For further details about charts in Financial Analysis CS,

  select **Working with charts** from the "Tell me about" [icon] drop-down list in the upper-right corner of the Setup / Reports screen.

Previewing and printing customized reports

Although the Design grid will show the actual data in the reports, you may also want to see how the report will look when it is printed.

- To do this, choose File / Print Preview or click the Print Preview button in the toolbar.

- To close the Preview screen, click the Close button in the Preview toolbar.

- To print a single report from the Design grid, choose File / Print, or click the Print button in the toolbar.

- To select and print multiple reports, choose File / Print Reports.

Important! When you have completed this walkthrough, be sure to **delete** the three sample clients (**FACS01, FACS02**, and **FACS03**) so they are **not** included as peers, within filter results, and so forth when you begin evaluating data for your own clients in Financial Analysis CS. To delete the clients, choose Setup / Clients, highlight each client, and click the Delete button. You may want to delete the **Medical Practices - Michigan** filter from the Setup / Filters screen as well.