

Financial Statement Selection

Use the Financial Statement Selection window (from Financial Statements on the Reports menu) to select the statements to print. You can also click the Print Financial Statements option on the main Client Write-Up window.

Print queues are created to group statements together for printing. For example, you might want to use a queue for the statements you run each month. You could then set up a different queue for quarterly statements, and a third for any statements run only at the end of the year. When it's time to print statements, select the queue that applies to the processing timeframe.

Queue Name	The name of the selected queue displays for reference. To change to a different queue, click Select/Add Print Queue from the menu.
Current Year	Select the current year from the list for this set of statements. The client's current year defaults.
Current Period From and To	The current period beginning and ending dates default. The current period is defined in Fiscal Periods (on the Lists menu). You can change to a different period by entering the beginning and ending dates, or selecting the dates from the Calendar.

Print Queue Override Settings

Print Zero Balance	Select this check box to print zero balance accounts on the selected statements and reports. Your selection for the queue will override any individual statement settings.
Print Account Num	Select this check box to print account numbers with the account descriptions on statements and reports. Your selection for the queue will override any individual statement settings.
Print Exception Rpt	Select this check box to print an exception report for any accounts not assigned in the Balance Sheet(s) or Income Statement(s) selected for the queue.
Include Tax Basis	Select this check box to include tax journal entries (posted with a FEDTAXJE source from Journal Entry or On-Screen Working Trial Balance) on the statements and reports in this print queue. Including the entries will produce tax basis reports. Leave the check box blank to exclude the tax journal entries. Excluding the entries will produce book basis reports.
Print Draft Financials	Select this check box to print financial statements with a "Draft" watermark shown on each page.

Available Statements and Reports

Available Stmt	All statements, reports, graphs and charts available for printing appear in this list. Use the buttons or double-click to move selected items from one list to the other. Available items include the default and user-defined formats for the detail general ledger, working trial balance, trial balance, financial statements, letters, and notes. Items are identified by type.
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Selected Statements and Reports

Selected Stmt	All selected statements and reports appear in this list. Use the buttons to move selected items from one list to the other. Right-click on a statement name in the list to verify that all accounts are being reported on the statement. If all accounts are used, a message tells you that, "All appropriate accounts were used in the Statement." If all accounts were not used, a report prints showing the statement name, statement type (Balance Sheet, for example), and all accounts not used in the spreadsheet.
# Copies	Enter the number of copies to print.

Select one of these options when printing statements. A red X appears in the box you select.

Consolidated Only	Click here to print a consolidated statement only.
Cons/All Depts	Click here to print a consolidated statement and statements for all departments. This option is not available for the Detail General Ledger, Working Trial Balance, or Trial Balance.
Selective Depts	Click here to print a statement for one department or selected departments. A list of departments displays. The maximum number of departments you can consolidate depends on the account mask selected for the client. You can consolidate eighty 2-character departments, sixty 3-character departments, fifty 4-character departments, or forty 5-character departments. A warning message will display if you exceed the limit. To print a single department, double-click to select the department from the list. To print a single, consolidated statement for a range of departments, select the first department in the range and then press the SHIFT key as you select the last department in the range. To print a single, consolidated statement for departments at random, press the CTRL key and select the departments to print. Enter the name to be used for the consolidated statement in the Departmental Consolidated Statement Title box. For example, you might select departments 001, 002, and 005 and title them Manufacturing Group. This title will be inserted into the statement in place of the keyword [DepartmentName].
Dept #	If you are printing for a Department, the department number appears for reference.

What the Buttons Do

Move Up	Use this button to change the print order of a selected statement or report. Click this button to move the selected statement or report up in the Selected Statements and Reports list.
Move Down	Use this button to change the print order of selected a selected statement or report. Click this button to move the selected statement or report down in the Selected Statements and Reports list.
Print/Preview	Click this button to preview the statements and reports selected for this queue, prior to printing. Letters and notes printed from the queue can only contain text. Letters containing logos or other graphic images must be printed from Reports > Reports Setup > Financial Letters and Notes. When you print, a progress bar shows the printing of each statement in the queue.
Save Queue	Click this button to save these settings for this queue.

Tips

- If you would like to include one of the statements in this queue, select the statement or report in the Available Statements list and click the (>) button. To move them all, click (>>).
- To remove a statement or report from this queue, select the statement and click the (<) button. To remove them all, click the (<<) button.
- You can also double-click to move the selected statement or report to the other list.
- To add or edit an account, select Account Setup from the menu.
- To set up a financial statement (or check a statement format), click Financials Setup from the menu.
- To inquire on the activity of an account, select Account Inquiry from the menu.
- When you print, some information is copied locally (to the workstation) to take advantage of the processor speed. A faster processor will give better results in printing than older hardware.
- If you have added any new accounts to the Chart, a message will display when you first select this option, asking if you want to automatically add the accounts to the Balance Sheet, Income, and Cash Flow Statements. If you answer "Yes" Detail Rows will be added to the Balance Sheet, Income Statement, and Trend Reports for every new account using the Category/Account Number order. Cash Flow additions will be made as new Net Change, DR Only, CR Only, Beg Bal (Cash), or Summary Activity Rows, depending on the Category. If you answer "No" you must add the account(s) to the statements manually.

- Page numbering for any Detail General Ledger, Trial Balances, and Working Trial Balances added to the print queue will follow automatically from the previous statement, letter, or note. For example, if keywords for special page numbering have been used for a statement, and the statement is followed by a Detail General Ledger, the Detail General Ledger will pick up with the next available page number.

Note: Graphs and Charts doesn't use page numbering at this time.

- If you're printing statements with rounding (whole dollars), the Balance Sheet and Income Statement must be together in the queue with the Balance Sheet first, followed by the corresponding Income Statement.
- If you plan to insert a graphic into a letter or note, we recommend that you use a .jpg format instead of a .bmp format. Bitmap (.bmp) files are very large and can cause errors. Use your favorite graphics package to convert any .bmp files to the .jpg format before inserting them into the letter or note.

Related Topics