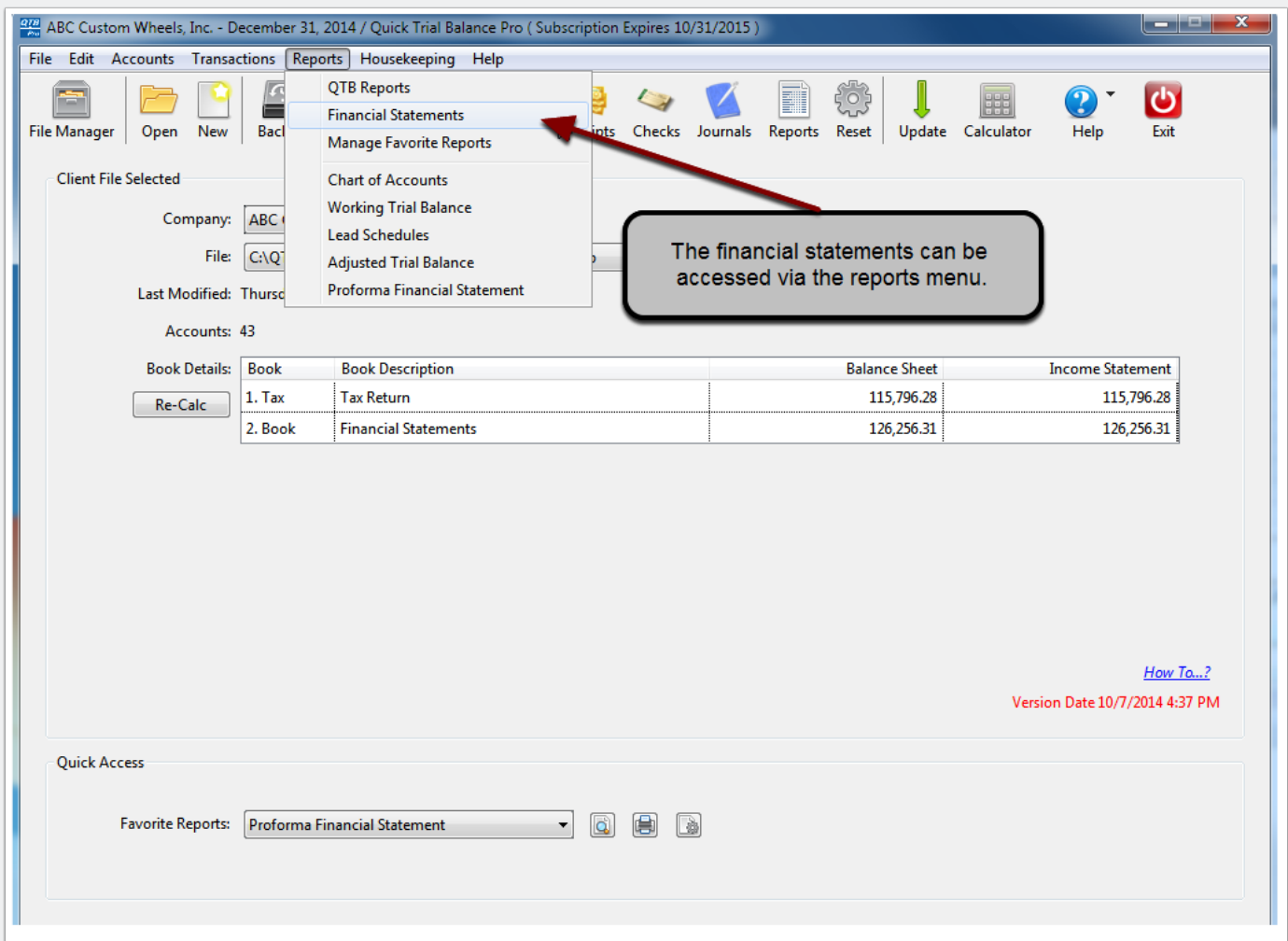


Quick Trial Balance Pro - Creating Financial Statements

Choose the Financial Statements Option

Quick Trial Balance Pro allows you to create customized financial statements, including accountant's report, table of contents, notes, and supporting statements. To choose this option click the Financial Statements option in the Reports menu.



The screenshot shows the Quick Trial Balance Pro software interface. The 'Reports' menu is open, and 'Financial Statements' is highlighted. A red arrow points from a callout box to the 'Financial Statements' menu item. The callout box contains the text: 'The financial statements can be accessed via the reports menu.'

Client File Selected

Company: ABC
File: CAQ
Last Modified: Thurs
Accounts: 43

| Book | Book Description | Balance Sheet | Income Statement |
|---------|----------------------|---------------|------------------|
| 1. Tax | Tax Return | 115,796.28 | 115,796.28 |
| 2. Book | Financial Statements | 126,256.31 | 126,256.31 |

Quick Access

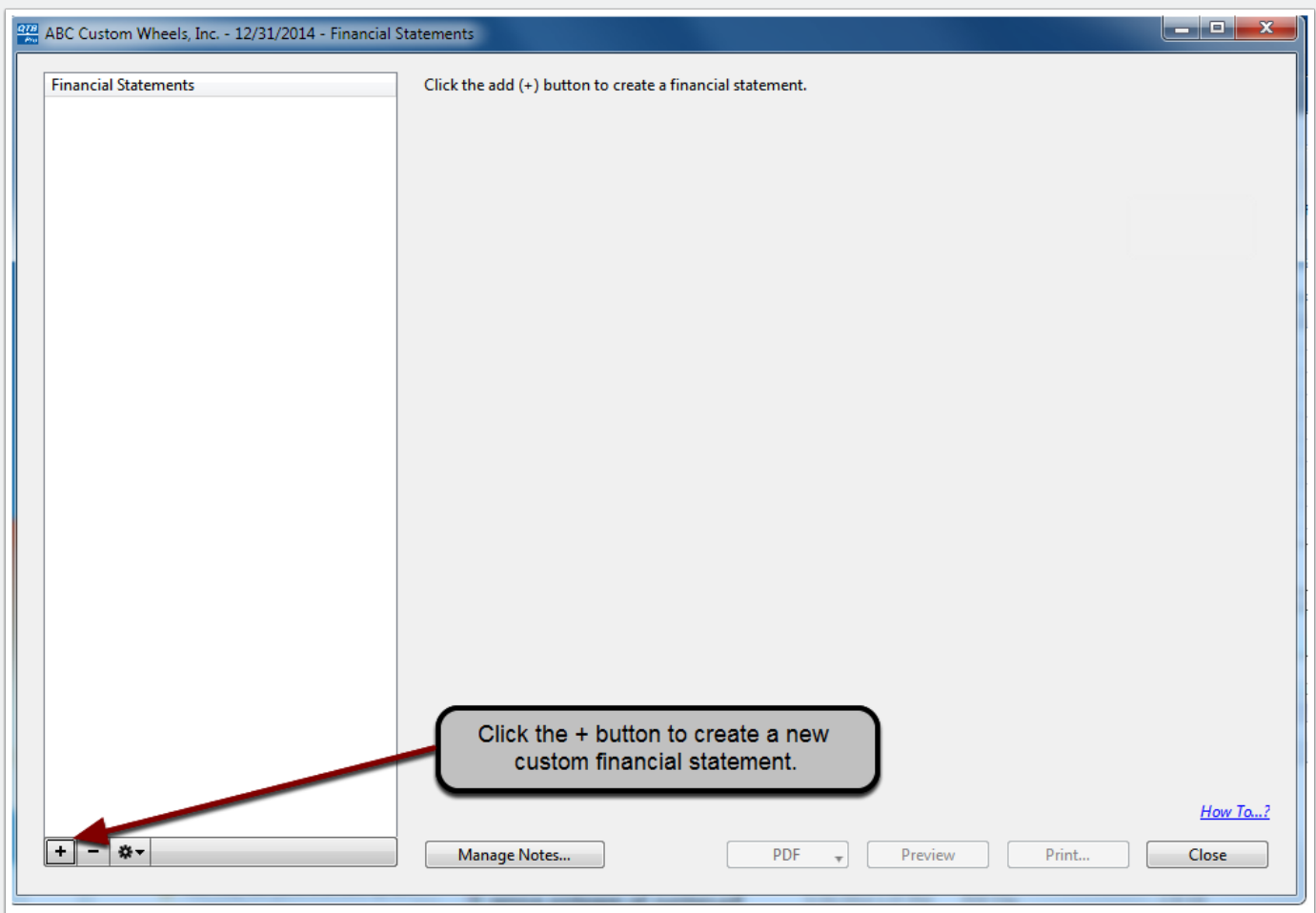
Favorite Reports: Proforma Financial Statement

[How To...?](#)
Version Date 10/7/2014 4:37 PM

Quick Trial Balance Pro - Creating Financial Statements

Create a Financial Statement

Once the Financial Statement option is selected, you can create a new financial statement for your client. In addition, if you previously created financial statements, you can manage them from this screen by clicking the " - " button to delete existing statements or click the "Configure Settings" button to configure the financial statements. If this is the first financial statement you are creating for this client, the "Configure Settings" screen automatically appears.



Quick Trial Balance Pro - Creating Financial Statements

Configure Customized Financial Statements

On this screen, choose the components of the financial statement as well as the options for each component of the financial statement. Once you have made your selections, click the "Save" button to save the settings. You can print, preview, or save the results as a .pdf file.

The screenshot shows the configuration window for a financial statement. The title bar reads "ABC Custom Wheels, Inc. - 12/31/2014 - Financial Statement". The main area contains the following fields and options:

- Name:
- Year: Include prior year
- Book:
- Group Code:
- Report Memo:
- Options:
 - Group by department
 - Round to whole dollars
 - Use Group Code to summarize data
 - Print Landscape
- Layout Options... button
- Section list:
 - Cover Page
 - Contents Page
 - Accountant's Report
 - Balance Sheet
 - Income Statement
 - Cash Flow Statement
 - Notes
 - Supporting Schedules
 - Document 1
 - Document 2
 - Document 3
- Navigation icons:
- How To...? link
- Reset Settings button
- Cover Page Settings:
 - Page Number: None Auto Start At: Exclude from contents
 - Title:
- Logo... button
- PDF, Preview, Print... buttons
- Save, Cancel buttons