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Tabs3 General Ledger
Custom Report Writer Manual

Tabs3 Billing

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General Ledger

Tabs3 General Ledger Custom Report Writer Manual

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Software Technology, LLC
1621 Cushman Drive
Lincoln, NE 68512
(402) 423-1440
Tabs3.com

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Table of Contents

Chapter 1
Introduction & Getting Started

Tabs3 General Ledger Custom Report Writer

The Tabs3 General Ledger Custom Report Writer is an optional add-on software module to be used with Tabs3 General Ledger Software to create and print reports based on user-defined formulas. Balances from detail and total balance sheet accounts and MTD, QTD and YTD balances from detail and total income statement accounts can be used in formulas. It allows you to create a Statement of Cash Flow for FASB 95 requirements. It is also ideal for creating the following analysis reports: Current Ratio Analysis, Working Capital, Return of Owner's Equity Ratio, Cash Flow to Current Liability Ratio and more.

Computer Requirements

To use the Tabs3 General Ledger Custom Report Writer, the following is required:

❑ Tabs3 General Ledger Software (GLS) Version 17
❑ 1 MB of free hard disk space.

Installing the Software

Note: The Tabs3 General Ledger Custom Report Writer is accessed via the GLS **Reports** menu. Install the Tabs3 General Ledger Custom Report Writer at the same time as GLS.

Note: The Tabs3 General Ledger Custom Report Writer must be installed in the same directory as GLS.

Installing Tabs3 General Ledger Custom Report Writer

The software is provided on a CD and must be installed to a hard disk *(if it has not already been installed)*.

▶ **To install Tabs3 General Ledger Custom Report Writer on your hard disk:**

1. Insert the CD into your CD drive.

2. A CD Browser program will automatically start.

   Note: If the CD Autorun feature is disabled, click the **Start** button, and then click **Run**. Click the **Browse** button and navigate to the CD drive. Double-click the **LAUNCH.EXE** file. Click **OK**.

3.   Select the appropriate menu option depending on whether you are installing full working versions or trial versions.

4.   Follow the on-screen instructions to install the software. From the checklist of products, select **System Configuration**, **General Ledger**, **General Ledger Report Writer**, and any other software you would like installed.

Starting Tabs3 General Ledger Custom Report Writer

To start the Tabs3 General Ledger Custom Report Writer, you must first start the Tabs3 General Ledger Software. From the GLS menu bar, point to the **Reports** menu and then select **Report Writer**. If the Tabs3 General Ledger Custom Report Writer has not been installed, the **Report Writer** menu option will be dimmed.
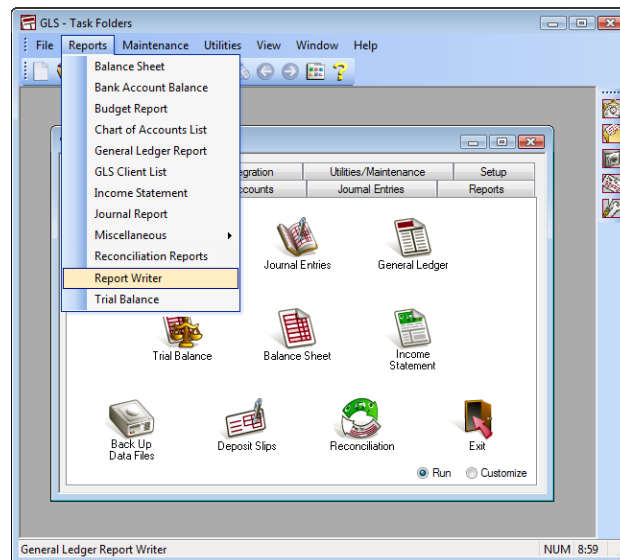

Fig. 1-1, Menu Options Used to Start the
Tabs3 General Ledger Custom Report Writer

Once the Report Writer has been started, the GLS Report Writer Manager window will be displayed *(page 5)*.

Access Rights

System security is implemented by defining access rights and passwords using the System Configuration program. System security consists of defining user records and access profiles, and then assigning one or more access profiles to each user. Access rights are defined for each access profile level whereas passwords are optionally defined for each user. Members of the Manager access profile have access rights to all programs in the software. If a user is assigned access rights to Report Writer in GLS, the user will have access to all functions in Report Writer.

Backing Up

To guard against loss of data, backup copies of your data should be made and stored in a safe location. It is your responsibility to establish adequate and frequent backup procedures. Your reseller or computer dealer can assist you with this task.

Note: The Back Up Data Files program provided with GLS backs up the Report Writer data files.

All Tabs3 General Ledger Custom Report Writer definition files end with the file extension of "GRW" (i.e, *.GRW).

The only other Tabs3 General Ledger Custom Report Writer data file is the table of contents file. The Rebuild Table of Contents program *(page 8)* can be used to recreate the table of contents file. The table of contents file is named:

GLRWDEF.TOC

Default Windows Printer

The software can print to any installed Windows printer. Each time a report is generated, the Windows printer selected is saved as the default Windows report printer.

Complete details regarding Print Setup can be found in Help and the System Configuration manual.

Note: The **Use Commas in All Numeric Fields** check box in the Advanced Printing Features of Print Setup is not used by Tabs3 General Ledger Custom Report Writer. Instead, the use of commas is controlled by the **Use commas in dollar amounts** check box on the Edit GLS Client window.

Chapter 2
Report Writer Manager

Introduction

Tabs3 General Ledger Custom Report Writer lets you create **definitions** for custom reports. Definitions include the instructions that are used to create reports and forms. Report writer definitions are defined in the Report Writer window *(Chapter 3)*. Once defined, these definitions can be used to generate reports. Report writer definitions end in *.GRW. All definitions are stored in the working directory and are shown in the Report Writer Manager.

Report Writer Manager

The GLS Report Writer Manager is used to work with GLS Report Writer custom report definitions. You can print reports as well as create, modify, delete, copy and rename GLS custom report definitions. This window includes a list of custom reports which is also referred to as the Table of Contents. You can use the PgUp, PgDn, Up-Arrow, Down-Arrow, Home and End keystrokes as well as the scroll bars to scroll through the Table of Contents.
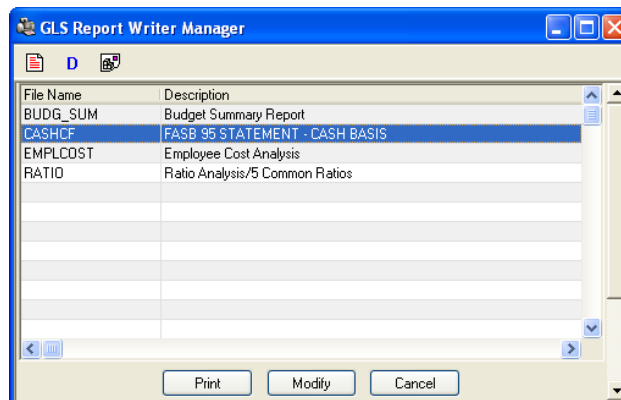
Fig. 2-1, GLS Report Writer Manager window

Activities are accessed by highlighting the desired report and then using the buttons at the bottom of the window, the toolbar buttons, or the right-click menu options.

The following buttons are available at the bottom of the window:

Print   The **Print** button can be used to print the highlighted report. Clicking the **Print** button or double-clicking a definition will display the Print Options window.

Modify   The **Modify** button allows you to modify the highlighted definition. After clicking this button, the GLS Report Writer Editor window *(page 11)* will be opened.

Cancel		The **Cancel** button closes the GLS Report Writer Manager window.

Report Writer Manager Toolbar Buttons

The following toolbar buttons are available in the Report Writer Manager.

	Create Report	Use this button to create a new report. The Create Report dialog will be displayed followed by the Report Writer Editor window.
	Print Report Definition	Use this button to print a report definition for the highlighted report.
	Rebuild Table of Contents	Use this button to rebuild the Table of Contents file.

Report Writer Manager Right-Click Menu Options

The following right-click menu options are available when right-clicking in the GLS Report Writer Manager window:

|	
Print	The **Print** menu option can be used to print the highlighted report. Double-clicking a report can also be used to print the report. Selecting this menu option or double-clicking a report will display the Print Options window.
Print Definition	The **Print Definition** menu option or the [D] button can be used to print a custom report definition for the highlighted report.
Modify	The **Modify** menu option can be used to edit the highlighted report definition. After selecting the **Modify** menu option, the Report Writer Editor will be opened.
Create	The **Create** menu option or the button can be used to create a brand new report writer definition. The Create Report dialog will be displayed followed by the Report Writer Editor window.
Rename	The **Rename** menu option opens the Rename dialog allowing you to give the highlighted report definition a different name.
Copy	The **Copy** menu option opens the Copy dialog allowing you to copy the highlighted report definition to a new name.
Delete	The **Delete** menu option allows you to delete the highlighted definition. You will be asked to confirm that you want to delete the report definition.
Rebuild	The **Rebuild** menu option or the button can be used to rebuild the Table of Contents file.

Create Report
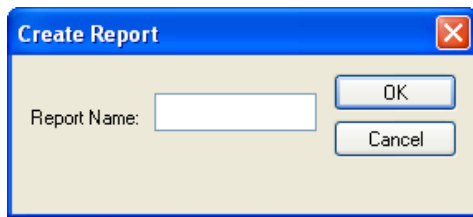
Fig. 2-2, Create Report dialog box

The Create Report dialog box is displayed after selecting the ☐ button or selecting the **Create** right-click menu option in the GLS Report Writer Manager window. This dialog box allows you to specify a file name for the custom report definition. The Report Name specified is shown as the File Name in the table of contents.

Report Name

Maximum of 8 characters. Report Names can consist of letters, numbers, and the underscore character. You cannot specify a Report Name that already exists.

Note: All report writer definitions are saved with an extension of "GRW" (i.e., "*.GRW").

Note: The custom report definitions are saved in the program directory, not the GLS client's data directory. Therefore, if the GLS data files reside in a different directory than the program files, backing up the files in the GLS data directory will not back up the GLS Report Writer definition file. The built-in Back Up Data Files program backs up all GLS custom report definitions and the table of contents file.

Once you have entered the **New Name**, click **OK** to create the report. The GLS Report Writer Editor window will be displayed allowing you to define the custom report definition.

The **Cancel** button will close the Create Report dialog and return to the GLS Report Writer Manager without creating the definition.

Note: If you want to use an existing report definition as a basis for the new report, cancel this window and use the **Copy** right-click menu option instead.

Copy Report
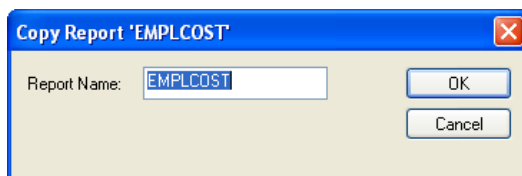
Fig. 2-3, Copy Report dialog box

The Copy Report dialog box is displayed after highlighting the report you want to copy in the GLS Report Writer Manager window and then selecting the ☐ button or right-clicking and selecting the **Copy** right-click menu option. This dialog box allows you to specify a file name for the new custom report definition. The Report Name specified is shown as the File Name in the table of contents.

Report Name

Maximum of 8 characters. Report Names can consist of letters, numbers, and the underscore character. You cannot specify a Report Name that already exists.

Note: All report writer definitions are saved with an extension of "GRW" (i.e., "*.GRW").

Note: The custom report definitions are saved in the program directory, not the GLS client's data directory. Therefore, if the GLS data files reside in a different directory than the program files, backing up the files in the GLS data directory will not back up the GLS Report Writer definition file. The built-in Back Up Data Files program backs up all GLS custom report definitions and the table of contents file.

Once you have entered the **Report Name**, click **OK** to create the report. The GLS Report Writer Editor window will be displayed allowing you to edit the custom report definition.

The **Cancel** button will close the Copy Report dialog and return to the GLS Report Writer Manager without creating the duplicate definition.
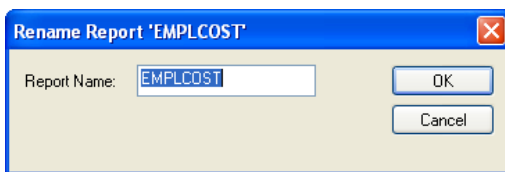
Rename Report

Fig. 2-2, Rename Report dialog box

The Rename Report dialog box is displayed after selecting the **Rename** right-click menu option in the GLS Report Writer Manager window. This dialog box allows you to specify a new file name for the custom report definition. The Report Name specified is shown as the File Name in the table of contents.

Report Name	Maximum of 8 characters. Report Names can consist of letters, numbers, and the underscore character. You cannot specify a Report Name that already exists.

Note: All report writer definitions are saved with an extension of "GRW" (i.e., "*.GRW").

Once you have entered the **New Name**, click **OK** to rename the report.

The **Cancel** button will close the Rename Report dialog without renaming the definition.

Rebuild Table of Contents

The **GLS Report Writer Table of Contents** is a list of GLS Report Writer custom report definitions shown in the GLS Report Writer Manager. The file name and description is shown for each custom report definition in the list. The GLS Report Writer Manager Table of Contents file is named GLRWDEF.TOC and is located in the program directory. GLS Report Writer definitions are shown in alphabetical order by file name.

This file may need to be rebuilt if report definitions are manually added or deleted via the operating system.

To rebuild the Table of Contents, click the button or right-click anywhere in the Report Writer Manager window and select the **Rebuild** menu option.

The rebuild process deletes the current Table of Contents file and recreates a new one based on the report writer definitions found in the program directory (*.GRW). The rebuild process retrieves the definition name and description. This process takes a matter of seconds to complete and cannot be aborted once started. Running this program does not delete any data. It can be run multiple times without having any adverse effect.

Why would I want to rebuild the Table of Contents?

Typically, you shouldn't have to rebuild the Table of Contents. The most common reason for having to rebuild is when you receive a report definition from a third party. For example, if a reseller or consultant prepared definitions for your firm, the definitions would have to be copied to the program directory on your computer. Once transferred, in order to access the definitions via the Report Writer Manager, the definitions would have to be present in the Table of Contents file. In order for the new definitions to be shown in the Table of Contents on your computer, the table of contents must be rebuilt.

Printing a Report Definition Listing

Listings of report definitions can be printed.

▶ **To print a Report Definition listing:**

From the Report Writer Manager, highlight the desired report definition and click the button.

...or...

Right-click the desired report definition and select the **Print Definition** menu option.

Printing a Report

▶ **To print a report:**

From the Report Writer Manager, highlight the desired report definition and click the **Print** button.

...or...

Right-click the desired report definition and select the **Print** menu option.

The Print Options window will be displayed.

Print Options Window
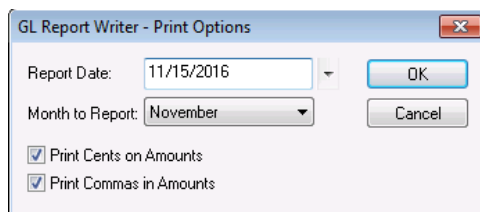
Fig. 2-3, Print Options window

The Print Options window is displayed whenever a custom report definition is printed. This occurs when clicking the **Print** button in the GLS Report Writer window or when right-clicking a report in the GLS Report Writer window and selecting the **Print** menu option.

Date of Report	This date is printed on the first line of the automatically generated report heading. The date will be printed left justified.
Month to Report	Select the month to be used as the basis for the report. All months can be selected from the drop-down button. However, selecting a future month will use the previous year's month. For example, if the current month is April and you

select November for the Month to Report, then the report will print data from November of last year.

Print Cents on Amounts   Select the **Print Cents on Amounts** check box if you want cents to be printed on the report.

Print Commas in Amounts   Select the **Print Commas in Amounts** check box if you want commas to be used in dollar amounts on the report.

Caution: If you are using any "Total" accounts in your report, be sure you rerun the Balance Sheet or Income Statement for that period before running the GLS Report Writer report. Every time a Balance Sheet or Income Statement is run, the figures for the total accounts are saved. The Report Writer uses the total figures that were saved from the *last time* the Balance Sheet or Income Statement was run. For example, if you are running a GLS Report Writer report that uses total accounts for the current month, you must first run a Balance Sheet for the current month. Otherwise, if the last Balance Sheet that was run was for the previous month, the total figures for your GLS Report Writer report will use last month's total figures even though you selected to print the report for the current month.

If you are using "Budget" figure for total accounts in your report, be sure you rerun the Income Statement for that period with the Print Budgets check box selected before running the GLS Report Writer report.

If your report requires QTD figures from the Income Statement, you must run an Income Statement for the last month of that quarter before running the Report Writer report if you want the full quarter's figures.

Note: If you want your reports to print with cents or commas on them, you must use the Edit GLS Client program to configure the client to print cents or commas on the report (not the **Use Commas in all Numeric Fields** option in the Advanced Printing Features). The only Advanced Printing Features that apply to the GLS Report Writer are **Allow Variable Font Sizes and Styles**, **Preview Negative Numbers in Red**, **Print Negative Numbers in Red**, **Font Size Adjustment**, and **Footer** options.

Chapter 3
Report Writer Editor

GLS Report Writer Editor Window

The GLS Report Writer window is shown after selecting a report via the GLS Report Writer Manager and selecting the **Modify** or **Create** options. The custom report definition file name is shown in the title bar.
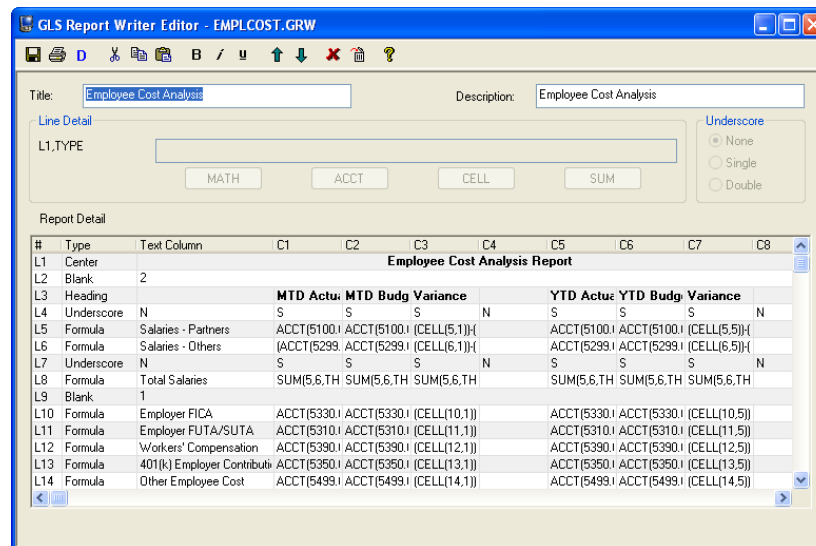
Fig. 3-1, GLS Report Writer Editor window

GLS Report Writer Editor Toolbar Buttons

The following buttons are available on the GLS Report Writer Editor toolbar, which is located below the standard toolbar.

	Save	The **Save** button or Ctrl+S saves the changes made to the custom report definition.
	Print	The **Print** button or Ctrl+P allows you to output the current report to a printer, screen or disk file. After clicking this button, the Print Options window will be displayed.
	Print Report Definition	The Report Definition button will print a report definition for the report.
	Cut	This button or Ctrl+X can be used to cut the contents of the selected item to the Windows Clipboard.

	Copy	This button or Ctrl+C can be used to copy the contents of the selected item to the Windows Clipboard.
	Paste	This button or Ctrl+V can be used to insert the contents from the Windows Clipboard at the pointer position.
	Bold	This button or Ctrl+B can be used to bold the entire contents of the cell.
	Italics	This button or Ctrl+I can be used to italicize the entire contents of the cell.
	Underline	This button or Ctrl+U can be used to apply a continuous underline to the entire contents of the cell.
	Move Line Up	This button or Shift+Up Arrow can be used to reposition the highlighted line by moving it up one line. Any references to subsequent lines will be automatically adjusted.
	Move Line Down	This button or Shift+Down Arrow can be used to reposition the highlighted line by moving it down one line. Any references to subsequent lines will be automatically adjusted.

GLS Report Writer Editor Right-Click Menu Options

Error Message	The **Error Message** menu option is available only when the selected cell is displayed with red text, thus indicating a problem with the contents of the cell. Selecting this menu option will open the Cell Error Message window.
Undo	The **Undo** menu option or Ctrl+Z can be used to undo the last editing operation.
Cut	The **Cut** menu option or the button or Ctrl+X can be used to cut the contents of the selected item to the Windows Clipboard.
Copy	The **Copy** menu option or the button or Ctrl+C can be used to copy the contents of the selected item to the Windows Clipboard.
Paste	The **Paste** menu option or the button or Ctrl+V can be used to insert the contents from the Windows Clipboard at the pointer position.
Bold	The **Bold** menu option or the button or Ctrl+B can be used to bold the entire contents of the cell.
Italic	The **Italic** menu option or the button or Ctrl+I can be used to italicize the entire contents of the cell.
Underline	The **Underline** menu option or the button or Ctrl+U can be used to apply a continuous underline to the entire contents of the cell.
Cut Line	The **Cut Line** menu option or Shift+Del can be used to delete the selected line and place the contents in the Windows Clipboard. Any references to subsequent lines will be automatically adjusted.
Copy Line	The **Copy Line** menu option or Ctrl+Ins can be used to copy the selected Line contents to the Windows Clipboard. Any references to subsequent lines will be automatically adjusted.

Paste Line	The **Paste Line** menu option or Shift+Ins can be used to paste the Line contents from the Windows Clipboard above the selected line. Any references to subsequent lines will be automatically adjusted.
Insert Line	The **Insert Line** menu option or Ins can be used to insert a blank line above the selected line. Any references to subsequent lines will be automatically adjusted. *(Note: The Ins key is available only when the* **Type** *column is highlighted in the Report Detail.)*
Delete Line	The **Delete Line** menu option or Del can be used to delete the selected line. Any references to subsequent lines will be automatically adjusted. *(Note: The Del key is available only when the* **Type** *column is highlighted in the Report Detail.)*
Move Line Up	The **Move Line Up** menu option or the ⬆ button or Shift+Up Arrow can be used to reposition the highlighted line by moving it up one line. Any references to subsequent lines will be automatically adjusted.
Move Line Down	The **Move Line Down** menu option or the ⬇ button or Shift+Down Arrow can be used to reposition the highlighted line by moving it down one line. Any references to subsequent lines will be automatically adjusted.
Duplicate Line	The **Duplicate Line** menu option or Ctrl+Down Arrow can be used to insert a duplicate of the selected line below the selected line. Any references to subsequent lines will be automatically adjusted.
Add Column	The **Add Column** menu option or Shift+Right Arrow can be used to insert a column at the position where the pointer is. All columns to the right of the inserted column will be "moved" to the right. Any references to columns in the line will automatically be adjusted.
Remove Column	The **Remove Column** menu option or Shift+Left Arrow can be used to delete the contents of the selected column. All columns to the right of the cursor will be "moved" to the left. Any references to columns in the line will automatically be adjusted.

GLS Report Writer Keystrokes

The following keystrokes can be used to maneuver from cell to cell within the grid in the Report Detail:

Tab *or* **Shift + Enter**	Moves the cursor to the next cell in the grid.
Shift + Tab	Moves the cursor to the previous cell in the grid.
Up-Arrow	Moves focus up one row to the cell above the current cell.
Down-Arrow	Moves focus down one row to the cell below the current cell.
Ctrl + Home	When focus is on the # column or the Type column, moves the cursor to the first line of the grid in the same column.
Ctrl + End	When focus is on the # column or the Type column, moves the cursor to the last line of the grid with the cursor in the same column.

The following keystrokes can be used when focus is in the Line Detail field:

Home	Moves the cursor to the beginning of the field.
End	Moves the cursor to the end of the field.

Right-Arrow	Moves the cursor one character to the right.
Left-Arrow	Moves the cursor one character to the left.
Ctrl + Right-Arrow	Moves the cursor right one word.
Ctrl + Left-Arrow	Moves the cursor left one word.
Up-Arrow	Moves focus up one row to the cell above the current cell.
Down-Arrow	Moves focus down one row to the cell below the current cell.
Ins	Used to insert a blank line above the selected line. Any references to subsequent lines will be automatically adjusted. This keystroke is available only when the **Type** column is highlighted in the Report Detail.
Del	Used to delete the selected line. Any references to subsequent lines will be automatically adjusted. This keystroke is available only when the **Type** column is highlighted in the Report Detail.

Anatomy of a Custom Report Definition

Each GLS custom report definition is assigned a file name (or report name), a title, and a description.

A custom report definition is similar to a spreadsheet and consists of lines and columns. Each line consists of a Line Number, Line Type, Text, and up to eight numerical columns. Line numbers are abbreviated as L1, L2, L3, etc. Column numbers are abbreviated as C1, C2, C3, etc. Referring to a specific line and column (also referred to as "cell") uses standard spreadsheet conventions, which consist of the abbreviations separated by a comma. For example, referring to the first column in line four is noted as L4, C1.

There are nine different Line Types: Heading, Center, Text, Blank, Formula, Underscore, Account, Remark, and New Page.

Usage of the Text column and numerical columns for each line depends on the Line Type assigned. The following table indicates which line types allow multiple columns and formulas:

Line Type	Multiple Columns	Formulas	Notes
Heading	Yes	No	Column Headings
Center	No	No	Centered Text
Text	No	No	Left Justified Text
Blank Line	No	No	Text field contains number of blank lines
Formula	Yes	Yes	Used for calculations
Underscore	Yes	Single Double None	Prints single or double underline
Account	Yes	Yes	Account description printed in Text field
Remark	No	No	Text field for comments - does not print on report
New Page	No	No	Inserts page break

Reports consist of the Text Column and up to eight numerical columns. You must determine how many columns are required for the report you are defining. If the report you are defining requires less then eight numerical columns, you must determine which numerical columns you want the numbers to print in. For example, if your report requires only one numerical column but you want that column to be located in C4, you can do this. If you only want to use two numerical columns located in C1 and C2, you can do this as well.

Fields on the GLS Report Writer Editor Window

The following fields are included in the GLS Report Writer Editor window:

Title
Maximum of 35 characters. Enter the title of the report. The title will print centered on all pages of the report. If the title is left blank, only the date and page number will print for the first line of the heading.

The title is also printed on the report definition.

Description
Maximum of 509 characters. Enter a description that describes the report function for internal purposes. The description is shown in the table of contents and is printed on the printed report definition.

Line Detail
The Line Detail area of the GLS Report Writer Editor window shows the detailed information for the selected line. The information shown varies depending on the line type selected.
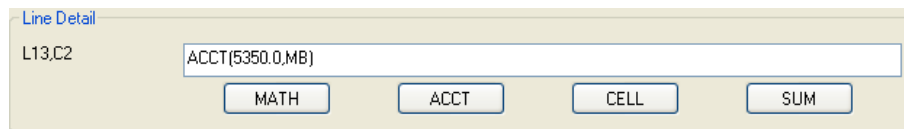
Fig. 3-2, Example of Line Detail Area in Report Writer Editor

The Line Number, designated as L1, L2, L3, etc., is shown in the left of the Line Detail to indicate which line is selected.

The contents of the Line Detail will vary depending on the Line Type and which cell is selected. If a Line Type of Formula or Account is selected, and a cell in one of the numeric columns is selected, the following buttons will become available: MATH, ACCT, CELL, and SUM.

Underscore
The Underscore line is used to define which numeric columns should be underscored and also allows you to define the Underscore options. Additional information can be found on page 18.

Report Detail
The lower portion of the Report Writer Editor consists of a spreadsheet of the lines defined in the report definition.

Fig. 3-3, Example of Report Detail Area in Report Writer Editor

In the Report Detail area, selecting a line by clicking it will display the contents of the selected cell allowing you to edit the information. A new line can be inserted by right-clicking and selecting **Insert Line**.

Columns can be resized, however the resizing is not saved. To resize a column, move the mouse pointer between the desired column headings, and then click and drag the right side of the column to the desired size.

The following information is shown in the Report Detail area of the Report Writer Editor window:

The # column in the Report Detail area of the GLS Report Writer Editor window consists of the line number of the report. Each row in the Report Detail represents a line number. Lines are always shown in line number order. Line numbers are shown as L1, L2, L3, etc. There is no limit to the number of lines allowed in a custom report definition.

Type Each line in a custom report definition is assigned a Line Type. The following Line Types are available: Heading, Center, Text, Blank, Formula, Underscore, Account, Remark, New Page. Complete details regarding the various Line Types can be found beginning on page 17.

Text Column The contents of the Text column varies depending on the Line Type. The following table indicates what the Text column is used for with each specific Line Type:

Line Type	Text Column Contents
Heading	Optional Heading for the Text Column
Center	Centered Text
Text	Left Justified Text
Blank Line	Number of Blank Lines
Formula	Optional Left Justified Text
Underscore	Not Used
Account	Account Description
Remark	Comments for Internal Purposes
New Page	Not Used

C1 thru C8 Numeric Columns The eight numeric columns shown in the Report Detail are labeled C1, C2, C3, etc. These columns are used for Heading, Underscore, Account, and Formula lines. The contents of the columns will vary depending on the Line Type. The following table indicates what the numeric columns are used for with each specific Line Type:

Line Type	Numeric Column Contents
Heading	Optional Headings for the Numeric Columns
Center	Not Used
Text	Not Used
Blank Line	Not Used
Formula	Optional Formula or Account Balance
Underscore	Indicates "S" (single), "D" (double), or "N" (none)
Account	Optional Formula or Account Balance
Remark	Not Used
New Page	Not Used

> **Note:** When creating a new report, C1 and C2 are automatically created as default columns. To add a column, right-click in the Report Detail section and select **Add Column**.

> **Note:** Cells shown in red text indicate an error in the contents. Right-click the cell and select **Error Message** to view the Cell Error Message window.

Line Types

Each line in a custom report definition is assigned a Line Type. The following Line Types are available: Heading, Center, Text, Blank, Formula, Underscore, Account, Remark, New Page.

You can apply any combination of bold, italics, and underline attributes to the entire contents of the cell by clicking the cell and then clicking the [B], [i], or [U] toolbar buttons or right-clicking the cell and selecting the associated menu option.

Heading Line

Heading lines are used to define column headings. You can enter text for column headings in the Text column and the eight numeric columns. It is quite common to define column heading for the numeric columns but not the text column.

Column headings in the Text column are left justified whereas column headings in the eight numeric columns are right-justified.

Bold, italics, and underline attributes can be applied to the entire contents of the cell.

> **Note:** Use a Center line if you want to define a heading that is centered across the width of the report.

Center Line

Center lines are used to define headings that are centered across the width of the report. Center lines will show centered on the line.

Bold, italics, and underline attributes can be applied to the entire contents of the cell.

Text Line

Text lines print left justified text on the line.

Bold, italics, and underline attributes can be applied to the entire contents of the cell.

Blank Line

Blank lines are used to designate a number of blank lines you want printed on the report. A number of 01-56 can be specified in the Text column to determine the number of blank lines you want printed.

Formula Line

Formula lines are used to enter formulas in any of the eight numeric columns. The Text Column can be used to enter a label for a Formula line.

Formulas can be made up of the basic math operators and functions. The available functions include:

ACCT

The **ACCT** function is used to specify an account from the chart of accounts and retrieve the specified balance.

CELL

The **CELL** function is used to specify a cell within the report detail and retrieve the value from that cell.

SUM   The **SUM** function is used to add a series of amounts in a numeric column from a beginning line number through an ending line number.

You can specify that you want a $ to be printed in the Numeric Column by entering a $ in the Line Detail for the Numeric Column.

Bold, italics, and underline attributes can be applied to the entire contents of the cell.

Note: Formula lines are very similar to Account lines with the difference that you can enter whatever text you like in the Text column of a Formula line whereas the account description always prints in the Text column of an Account line.

Underscore Line

The Underscore line is used to define which numeric columns should be underscored and also allows you to define the Underscore options. Available options include:

None   No underscore will be printed.

Single   A single continuous underline will be printed.

Double   A double underline will be printed.

You can designate a column as being underscored by selecting the radio button in the Underscore box (just right of the Line Detail) area or by typing the first character of the option (i.e., "N" for no underscore, "S" for single underscore, or "D" for double underscore).

Note: As an alternative, you can designate a cell to use the underline attribute by clicking the cell and then clicking the toolbar button. The underline attribute prints closer to the information being underlined and is considered part of the line. An Underscore line prints on a separate line.

Account Line

Account lines print the account description in the Text Column and the corresponding balances in the specified numeric columns. Account balances can be pulled from both Detail and Total General Ledger Accounts as well as budget figures. Formulas can be used in the numeric columns as well.

The account description used for the Text Column is the first account referenced in the first numeric column. Any text entered in the Text Column of an Account line will overwrite the account description.

Accounts are displayed in the Line Detail and Numeric Column of the Report Detail as ACCT(xxxxx,mm) where "xxxxx" represents the account number and "mm" represents the account modifier. The account modifier determines which balance should be used. Details regarding Account Modifiers can be found on page 19. For example, **ACCT(110.01,C)** indicates the current balance for account 110.01.

You can specify that you want a $ to be printed in the Numeric Column by entering a $ in the Line Detail for the Numeric Column.

Bold, italics, and underline attributes can be applied to the entire contents of the cell.

Caution: If you are using any "Total" accounts in your report, be sure you rerun the Balance Sheet or Income Statement for that period before running the GLS Report Writer report. Every time a Balance Sheet or Income Statement is run, the figures for the total accounts are saved. The Report Writer uses the total figures that were saved from the *last time* the Balance Sheet or Income Statement was run. For example, if you are running a GLS Report Writer report that uses total accounts for the current month, you must first run a Balance Sheet for the current month. Otherwise, if the last Balance Sheet that was run was for the previous month, the total figures for your GLS Report Writer report will use last month's total figures even though you selected to print the report for the current month.

If you are using "Budget" figures for total accounts in your report, be sure you rerun the Income Statement for that period with the Print Budgets check box selected before running the GLS Report Writer report.

If your report requires QTD figures from the Income Statement, you must run an Income Statement for the last month of that quarter before running the Report Writer report if you want the full quarter's figures.

Remark Line

Remark lines are commonly used for purposes of internal explanation or documentation. Remark lines do not print on the report; however, they are printed on the printed GLS Report Definition.

Bold, italics, and underline attributes can be applied to the entire contents of the cell.

New Page Line

New Page lines are used to indicate page breaks in the printed report. The text column and numeric columns are not available for lines with a type of New Page.

If you want a blank page in between pages of the report, enter two New Page lines.

Account Modifiers

Account modifiers are specified when using the Account function to determine which balances will be used in the Formula or Account line. The modifiers available depend on whether the account is a balance sheet account or income statement account. The following account modifiers are available.

Caution: If you are using any "Total" accounts in your report, be sure you rerun the Balance Sheet or Income Statement for that period before running the GLS Report Writer report.

Balance Sheet Account Modifiers

Balance sheet accounts can have balances taken from the current month, the beginning of the month or the beginning of the year.

C   **Current Balance** - Indicates the balance is the current balance of the month specified when printing the report.

For detail accounts, this is calculated from the last stored balance prior to the month specified when printing the report, plus or minus activity since that balance, up to and including the month specified at report run time.

For total accounts, this is the balance stored in the account as of the last Balance Sheet that was run that included the specified account.

	B	**Beginning Balance** - Indicates the balance is the beginning balance for the month specified when printing the report (which is the same as the ending balance of the month before the specified month).

For detail accounts, this is the stored balance for the month specified when printing the report.

For total accounts, this is the balance stored in the total account from the last Balance Sheet that was run for the month specified at run time.

	Y	**Year Balance** - Indicates the balance is the beginning balance for the current year (same as the ending balance of the previous year).

For detail accounts, this is the stored balance of the first fiscal month of the current year.

For total accounts, this is the beginning balance stored in the first fiscal month of the total account.

Income Statement Account Modifiers

Income statement accounts can have balances taken as month-to-date, quarter-to-date, and year-to-date. Income statement accounts can also have budget figures taken as month-to-date, quarter-to-date, and year-to-date.

	M	**Month Balance** - Indicates the sum of all activity in the month specified at run time.

For detail accounts, this is calculated by adding/subtracting all of the journal entry amounts within the account for the month specified at run time.

For total accounts, this is the balance stored in the account for the month specified at report run time from the last Income Statement that included this account and the month specified.

	Q	**Quarter Balance** - Indicates the balance is the sum of the fiscal quarter's months through the month selected. The fiscal quarter is determined by the month selected when printing the report. For example, if you are using a calendar year as your fiscal year and the calendar month selected when running the report is May, then income statement accounts that have a "Q" modifier specified will be calculated by adding the April and May balances for the account. June balances will not be included.

For detail accounts, this is calculated by adding/subtracting all of the journal entry amounts within the current fiscal quarter, up to and including the month specified at run time.

For total accounts, this is the amount stored in the total account from the last time an Income Statement was run for the month selected at run time with "Quarter-to-Date" selected.

Note: If your report requires QTD figures from the Income Statement, you must run an Income Statement for the last month of that quarter before running the Report Writer report if you want the full quarter's figures.

	Y	**Year Balance** - Indicates the balance is the sum of all monthly balances for the current year through the month selected when printing the report. For example, if you are using a calendar

year as your fiscal year and the calendar month selected when running the report is May, then income statement accounts that have a "Y" modifier will be calculated by adding the January, February, March, April, and May balances for the account.

For detail accounts, this is the sum of all the journal entries for the current year, up to and including the month specified at run time.

For total accounts, this is the amount stored in the total account from the last time an Income Statement was run for the month selected at run time with "Year-to-Date" selected.

MB   **Month Budget** - Indicates the balance is the current budget amount for the calendar month specified when running the report.

For detail accounts, this is the budgeted amount for the month selected at run time.

For total accounts, this is the amount stored in the total account from the last time an Income Statement was run with budget figures included for the month selected at run time.

QB   **Quarter Budget** - Indicates the balance is the sum of budget figures for the months in the fiscal quarter through the month selected. For example, if you are using a calendar year as your fiscal year and the calendar month selected when running the report is May, then income statement accounts that have a "QB" account modifier will be calculated by adding the April and May budget figures for the account. June budget figures will not be included.

For detail accounts, this is the sum of all budgeted amounts for the current fiscal quarter, up to and including the month specified at run time.

For total accounts, this is the amount stored in the total account from the last time an Income Statement was run with "Quarter-to-Date" selected and budget figures included for the month selected at run time.

YB   **Year Budget** - Indicates the balance is the sum of all budget figures for the months in the year through the month selected when printing the report.

For detail accounts, this is the sum of all the budgeted amounts for the current year, up to and including the month specified at run time.

For total accounts, this is the amount stored in the total account from the last time an Income Statement was run with "Year-to-Date" selected and budget figures included for the month selected at run time.

Note: If your report uses budget figures for total accounts, be sure you rerun the Income Statement for that period with the Print Budgets check box selected before running the GLS Report Writer report.

Math Functions

Fig. 3-4, Math Functions window

The **MATH** button in the Line Detail area of the GLS Report Writer Editor window will open a Math Function window allowing you to select the following math functions that can be used in the numeric columns of Formula and Account lines:

Addition (+)	An arithmetic operator permitting addition.
Subtraction (-)	An arithmetic operator permitting subtraction.
Multiplication (*)	An arithmetic operator permitting multiplication.
Division (/)	An arithmetic operator permitting division.
Percent (%)	An arithmetic operator that multiplies a number by 100 and then places a percent sign after the new number. For example, a calculation of 100/500 would equal ".20". Applying the percentage arithmetic operator to the number would make it appear as "20%". Percentages are rounded to the nearest whole percentage if the client is configured to not print cents. For example, ".18768" would become "19%". If the client is configured to print cents, then ".18768" would become "18.77%".
Exponential (^)	An arithmetic operator permitting the multiplication of a positive number by itself one or more times.

Note: Debit and credit balance types are not reflected in calculations. Amounts shown for the account balance represent the actual amount used in a calculation, regardless whether the account is a debit or credit balance type.

Hierarchy of Operators

The order of calculations performed uses a hierarchy of operators with information in parentheses always performed first. The order of calculations performed is as follows:

Hierarchy of Operators	
1	Parentheses
2	Exponents
3	Multiplication & Division
4	Addition & Subtraction

Account Function
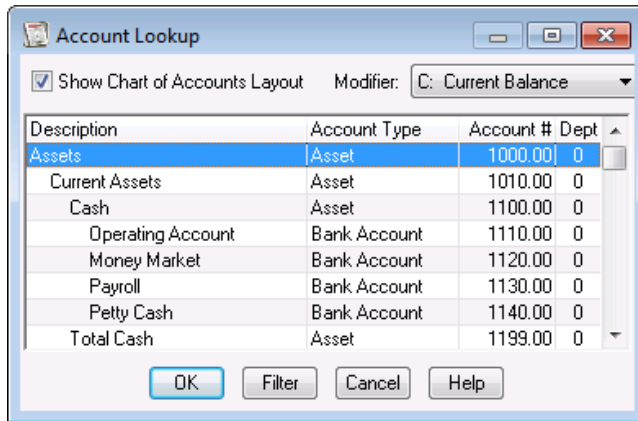
Fig. 3-5, Account Lookup window

The **ACCT** button in the Line Detail area of the GLS Report Writer Editor window will open an Account Lookup window allowing you to specify an account from the chart of accounts and retrieve a specified balance. This button is available in the numeric columns of Formula and Account lines.

All GLS accounts are shown in the list. If you have selected the **Allow an alternate account order to be defined in the Chart of Accounts** check box in Edit GLS Client and have set up an alternate Chart of Accounts, you can right-click in the Account Lookup window and select View Alternate Account Order to define a report using the alternate accounts.

Modifier The account modifier determines which balance will be used. The drop-down button will show the available account modifiers.

The **OK** button will select the highlighted account and modifier and display it in the Line Detail. Accounts are displayed in the Line Detail and Numeric Column of the Report Detail as ACCT(xxxxx,mm) where "xxxxx" represents the account number and "mm" represents the account modifier. For example, ACCT(110.01,C) indicates the report writer will retrieve the current balance for account 110.01.

The **Cancel** button will close the Account Lookup window without selecting an account.

Note: The **Modifier** field is only available in the Account Lookup window when accessed via the GLS Report Writer.
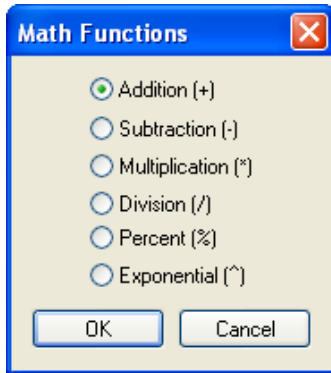
Cell Function
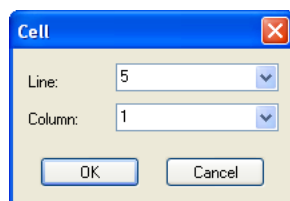
Fig. 3-6, Cell Function window

The **CELL** button in the Line Detail area of the GLS Report Writer Editor window will open a Cell Function window allowing you to specify a cell within the report detail and retrieve the value from that cell.

Line Specify the line number you want to reference.

Column Specify the column you want to reference.

The **OK** button will display the value of the cell location in the Line Detail and Numeric Column of the Report Detail as CELL(x,y) where "x" represents the line number and "y" represents the column number. For example, CELL(3,2) indicates the report writer will retrieve the value of the cell on line 3, numeric column 2.

Note: The word "THIS" can be used to replace either the line number or column number. For example, CELL(5,THIS) indicates the report writer will retrieve the value of the cell on line 5 in the same column as the current column.

The **Cancel** button will close the Cell Function window without selecting a cell.

Sum Function
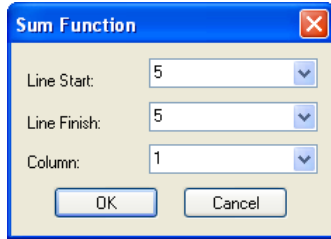
Fig. 3-5, Sum Function window

The **SUM** button in the Line Detail area of the GLS Report Writer Editor window will open a Sum Function window allowing you to add a series of amounts in a numeric column from a beginning line number through an ending line number.

Line Start	Specify the beginning line number you want included in the calculation. The drop-down button will show the line numbers that can be selected.
Line Finish	Specify the ending line number you want included in the calculation. The drop-down button will show the line numbers that can be selected.
Column	Specify the numeric column whose values you want added. The drop-down button will show the numeric columns that can be selected.

The **OK** button will display the function in the Line Detail and Numeric Column of the Report Detail as SUM(x,y,z) where "x" represents the **Line Start**, "y" represents the **Line Finish**, and "z" represents the **Column**. For example, SUM(4,12,3) indicates the report writer will calculate the total of the values in lines 4 thru 12 in numeric column 3.

Note: The word "THIS" can be used to replace the column number. For example, SUM(7,15,THIS) indicates the report writer will calculate the total of the values in lines 7 thru 15 in the same column as the current column.

The **Cancel** button will close the Sum Function window without making any changes.

Sample Reports

The following pages are example of reports that are included with the GLS Report Writer.

The Report Writer module allows you to produce customized reports containing user-defined formulas. Creating a report format is accomplished by defining lines of text, formula lines, page break lines, blank lines, remark lines and underscores. Each report consists of a text column and up to 8 columns for numbers. Balances from any balance sheet account (detail and total) can be used in the formulas. MTD, QTD, and YTD balances for income statement accounts can also be used. MTD, QTD, and YTD budget figures for income statements can also be used. The GLS Report Writer allows you to create a Statement of Cash Flow for FASB 95 requirements. It is also ideal for creating analysis ratios such as Current Ratio Analysis, Working Capital, Return on Owner's Equity Ratio, Cash Flow to Current Liability Ratio and much more.

An optional report footer as shown below can be included on the reports.

The chart of accounts that was used to create the sample reports in this section is shown on the following page.

Optional Report Footer
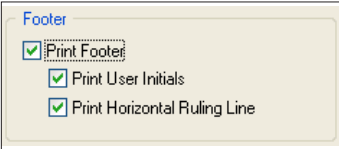
The software can be configured to include an optional footer on the reports. The footer includes the day of the week, date, and time the report is printed. You can optionally include a horizontal ruling line and the initials of the User ID who prints the report.

The footer is configured at the printer level for each workstation in the Advanced Printing Options window *(File | Print Setup | Advanced Printing Options)*.

The following is an example of a footer with the user initials and horizontal ruling line.

DKH   _Thursday   11/15/2016 1:55pm_

Account #	DP	Description	AT	PT	BT	PO	RO	PC	US	Det Sort	Sum Sort
100.00	00	Assets	A	H	D	Y	B	0		10	10
105.00	00	Current Assets	A	H	D	N	B			20	20
110.00	00	Cash	A	H	D	Y	D	1		30	30
110.01	01	Bank Account #1	A	D	D					40	40
110.02	01	Bank Account #2	A	D	D					50	50
110.20	99	Trust Account #1	A	D	D					55	55
110.50	99	Client Funds Account	A	D	D					56	56
110.98	00	Cash - summary	A	H	D	N	S			30	30
110.99	00	Total Cash	A	T	D	Y	B	1	S	60	60
112.00	99	Accounts Receivable	A	H	D	Y	B	0		61	61
113.00	99	Fee A/R - Firm	A	D	D					62	62
113.01	99	Fee A/R - M. Jensen	A	D	D					63	63
113.02	99	Fee A/R - J. Martin	A	D	D					63	63
113.03	99	Fee A/R - R. Anderson	A	D	D					63	63
114.00	99	Expense A/R - Firm	A	D	D					64	64
115.00	99	Advance A/R - Firm	A	D	D					65	65
116.00	99	Finance Charge A/R - Firm	A	D	D					66	66
117.00	99	Client Excess Payment	A	D	C					67	67
118.00	99	Total Accounts Receivable	A	T	D	Y	B	1	N	68	68
120.00	99	Work-In-Process	A	H	D	Y	B	0		70	70
121.00	99	Fee WIP - Firm	A	D	D					71	71
121.01	99	Fee WIP - M. Jensen	A	D	D					72	72
121.02	99	Fee WIP - J. Martin	A	D	D					72	72
121.03	99	Fee WIP - R. Anderson	A	D	D					72	72
122.00	99	Expense WIP - Firm	A	D	D					73	73
123.00	99	Advance WIP - Firm	A	D	D					74	74
125.00	99	Total Work-In-Process	A	T	D	Y	B	1	N	75	75
129.00	00	Total Current Assets	A	T	D	Y	B	0	S	80	80
130.00	00	Fixed Assets	A	H	D	Y	D	1		90	90
130.01	01	Furniture & Fixtures	A	D	D					100	100
130.02	00	(FMV $2000)	A	C	D	Y	D	0		110	110
130.03	01	Equipment	A	D	D					120	120
130.04	00	(FMV $5150)	A	C	D	Y	D	0		130	130
130.05	01	Accum. Depr. - Furn & Fixtures	A	D	D					140	140
130.06	01	Accum. Depr. - Equipment	A	D	D					150	150
130.98	00	Fixed Assets - summary	A	H	D	N	S			90	90
130.99	00	Total Fixed Assets	A	T	D	Y	B	1	S	160	160
140.00	00	Miscellaneous Assets	A	D	D					170	170
140.98	00	Miscellaneous Assets - summary	A	H	D	N	S			165	165
140.99	00	Miscellaneous Assets	A	T	D	Y	S	1	S	175	175
150.00	00	Total Assets	A	T	D	Y	B	0	D	180	180
200.00	00	Liabilities & Owner's Equity	L	H	C	Y	B	0		190	190
210.00	00	Liabilities	L	H	C	Y	D	1		200	200
220.00	00	Payables	L	H	C	Y	D	1		210	210
220.01	01	Bank Loans Payable	L	D	C					230	230
220.02	01	Notes Payable	L	D	C					240	240
220.03	01	Accounts Payable	L	D	C					220	220
220.98	00	Payables - summary	L	H	C	N	S			210	210
220.99	00	Total Payables	L	T	C	Y	B	1	S	250	250
230.00	00	Employer Tax Liability	L	H	C	Y	D	0		260	260

Account #	DP	Description	AT	PT	BT	PO	RO	PC	US	Det Sort	Sum Sort
230.01	01	Fed Income Tax Withheld	L	D	C					270	270
230.02	01	State Income Tax Withheld	L	D	C					280	280
230.03	01	Employee FICA Withheld	L	D	C					290	290
230.04	01	Employer FICA Payable	L	D	C					300	300
230.05	01	FUTA Payable	L	D	C					310	310
230.06	01	SUTA Payable	L	D	C					320	320
230.07	01	Workers' Compensation Payable	L	D	C					330	330
230.98	00	Employer Tax Liab - summary	L	H	C	N	S			260	260
230.99	00	Total Employer Tax Liability	L	T	C	Y	B	0	S	340	340
231.00	01	401(K) Contributions Payable	L	D	C					350	350
232.00	01	Employee Insurance Payable	L	D	C					360	360
235.00	99	Trust Account Liability - Firm	L	D	C					365	365
236.00	99	Client Funds Liability - Firm	L	D	C					366	366
240.00	01	Miscellaneous Liabilities	L	D	C					370	370
240.98	00	Miscellaneous Liab - summary	L	H	C	N	S			365	365
240.99	00	Miscellaneous Liabilities	L	T	C	Y	S	0	S	375	375
250.00	00	Total Liabilities	L	T	C	Y	B	1	S	380	380
300.00	00	Owner Equity	L	H	C	Y	B	0		390	390
310.00	00	Partner's Accounts	L	H	C	Y	D	1		400	400
310.01	01	Partner's Capital Account	L	D	C					410	410
310.02	01	Partner's Drawing Account	L	D	C					420	420
310.98	00	Partner's Accounts - summary	L	H	C	N	S			400	400
310.99	00	Total Partner's Accounts	L	T	C	Y	B	1	S	430	430
315.00	99	A/R Equity	L	H	C	Y	B	0		431	431
316.00	99	A/R Equity - Firm	L	D	C					432	432
316.01	99	A/R Equity - M. Jensen	L	D	C					433	433
316.02	99	A/R Equity - J. Martin	L	D	C					433	433
316.03	99	A/R Equity - R. Anderson	L	D	C					433	433
317.00	99	Expense A/R Equity	L	D	C					434	434
318.00	99	Advance A/R Equity	L	D	C					435	435
319.00	99	Finance Charge A/R Equity	L	D	C					436	436
320.00	99	Excess Payment Liability	L	D	D					437	437
321.00	99	Total A/R Equity	L	T	C	Y	B	1	N	438	438
322.00	99	Unbilled Equity (WIP)	L	H	C	Y	B	0		440	440
323.00	99	Unbilled Fees - Firm	L	D	C					441	441
323.01	99	Unbilled Fees - M. Jensen	L	D	C					442	442
323.02	99	Unbilled Fees - J. Martin	L	D	C					442	442
323.03	99	Unbilled Fees - R. Anderson	L	D	C					442	442
324.00	99	Unbilled Expenses	L	D	C					443	443
325.00	99	Unbilled Advances	L	D	C					444	444
326.00	99	Total Unbilled Equity (WIP)	L	T	C	Y	B	1	N	445	445
330.00	00	Retained Earnings	R	D	C					450	450
330.98	00	Retained Earnings - summary	L	H	C	N	S			435	435
330.99	00	Retained Earnings	L	T	C	Y	S	0	S	445	445
340.00	00	Total Owner Equity	L	T	C	Y	B	0	S	450	450
350.00	00	Total Liability & Owner Equity	L	T	C	Y	B	0	D	460	460
400.00	00	(P/L Heading)	I	H	C	N	B			10	10
410.00	00	Income	I	H	C	Y	D	0		20	20
410.01	01	Fees	I	D	C					30	30
410.02	01	Advance Income	I	D	C					40	40

Account #	DP	Description	AT	PT	BT	PO	RO	PC	US	Det Sort	Sum Sort
410.03	01	Expense Income	I	D	C					50	50
410.04	01	Commissions	I	D	C					60	60
410.05	01	Miscellaneous Income	I	D	C					70	70
410.08	01	Income Holding Account	I	D	C					80	80
410.98	00	Income - summary	I	H	C	N	S			20	20
410.99	00	Total Income	I	T	C	Y	B	1	S	80	80
500.00	00	Expenses	E	H	D	Y	B	0		90	90
510.00	00	Employee Costs	E	H	D	Y	D	1		90	90
510.01	01	Salaries - Partners	E	D	D					90	90
510.02	01	Salaries - Others	E	D	D					100	100
510.03	01	FICA Taxes	E	D	D					110	110
510.04	01	Unemployment Taxes	E	D	D					120	120
510.05	01	Workers' Compensation	E	D	D					130	130
510.06	01	401(K) Employer Contributions	E	D	D					140	140
510.98	00	Employee Costs - summary	E	H	D	N	S			80	80
510.99	00	Total Employee Costs	E	T	D	Y	B	1	S	150	150
520.00	00	Other Expenses	E	H	D	Y	D	0		160	160
520.01	01	Rent	E	D	D					170	170
520.02	01	Utilities	E	D	D					180	180
520.03	01	Maintenance and Repairs	E	D	D					190	190
520.04	01	Printing	E	D	D					200	200
520.05	01	Supplies	E	D	D					210	210
520.06	01	Equipment Rental	E	D	D					220	220
520.07	01	Depreciation	E	D	D					230	230
520.08	01	Telephone	E	D	D					240	240
520.09	01	Postage	E	D	D					250	250
520.10	01	Subscriptions	E	D	D					260	260
520.11	01	Travel and Entertainment	E	D	D					270	270
520.12	01	Insurance	E	D	D					280	280
520.13	01	Taxes Other Than Payroll	E	D	D					290	290
520.14	01	Professional Services	E	D	D					300	300
520.15	01	Miscellaneous Expenses	E	D	D					310	310
520.16	01	Client Disbursements	E	D	D					320	320
520.17	01	Temporary Office Help	E	D	D					330	330
520.98	00	Other Expenses - summary	E	H	D	N	S			160	160
520.99	00	Total Other Expenses	E	T	D	Y	B	1	S	340	340
530.00	00	Total Expenses	E	T	D	Y	B	1	S	350	350
540.00	00	Profit (Loss)	I	T	C	Y	B	0	D	360	360

Codes:
DP=Department	AT=Account Type	PT=Print Type	BT=Balance Type
PO=Print Option	RO=Report Option	PC=Page Control	US=Underscore

Chart of Accounts

The following reports were generated using the chart of accounts shown.

Ratio Analysis

File Name   **RATIO**

The report shown above is a compilation of five different ratios. Four of these ratios calculate both a MTD and a YTD ratio. The report definition that was entered to create this report definition is shown below.

The report uses the text column and 2 of the 8 possible numeric columns. To make more room for the text, numeric columns 3 and 4 are used instead of numeric columns 1 and 2.

FASB 95 STATEMENT - CASH BASIS
Jensen, Martin & Anderson, P.C.

Worksheet for the Statement of Cash Flows
Balance Sheet Accounts

Description	Beginning Balance	Ending Balance	Net Change
ASSETS			
Bank Account #1	104,402.50	107,926.80	3,524.30
Bank Account #2	4,000.00	4,000.00	0.00
Trust Account #1	0.00	0.00	0.00
Client Funds Account	0.00	0.00	0.00
Accounts Receivable	0.00	0.00	0.00
Work-In-Process	0.00	0.00	0.00
Furniture & Fixtures	3,000.00	3,000.00	0.00
Equipment	7,000.00	7,000.00	0.00
Resrv Depr - Furn & Fixtures	0.00	-23.81	-23.81
Resrv Depr - Equipment	0.00	-61.31	-61.31
Miscellaneous Assets	0.00	0.00	0.00
TOTAL ASSETS	118,402.50	121,841.68	3,439.18
LIABILITIES			
Bank Loans Payable	4,000.00	2,000.00	-2,000.00
Notes Payable	1,525.00	1,525.00	0.00
Accounts Payable	0.00	0.00	0.00
Fed Income Tax Withheld	1,360.00	1,395.00	35.00
State Income Tax Withheld	440.00	452.00	12.00
Employee FICA Withheld	612.00	627.30	15.30
Employer FICA Accrued	612.00	627.30	15.30
FUTA Payable	64.00	67.20	3.20
SUTA Payable	40.00	41.00	1.00
Workers' Comp. Payable	0.00	0.00	0.00
401(K) Contributions Payable	0.00	0.00	0.00
Employee Insurance Payable	0.00	0.00	0.00
Trust Account Liability	0.00	0.00	0.00
Client Funds Liability	0.00	0.00	0.00
Miscellaneous Liabilities	0.00	0.00	0.00
TOTAL LIABILITIES	8,653.00	6,734.80	-1,918.20
EQUITY			
Partner's Capital	16,000.00	16,000.00	0.00
Partner's Draw	30,540.00	30,540.00	0.00
Accounts Receivable Equity	0.00	0.00	0.00
Unbilled Equity (WIP)	0.00	0.00	0.00
Retained Earnings	63,209.50	68,566.88	5,357.38
TOTAL EQUITY	109,749.50	115,106.88	5,357.38

FASB 95 STATEMENT - CASH BASIS
Jensen, Martin & Anderson, P.C.

Statement of Cash Flows
for the Current Period

Cash Flows from Operating Activites

Net Income		80,130.04	
Add (or Deduct) Items Not Affecting Cash Flow			
Depreciation	85.12		
Fed Income Tax Withheld	35.00		
State Income Tax Withheld	12.00		
Employee FICA Withheld	15.30		
Employer FICA Accrued	15.30		
FUTA Payable	3.20		
SUTA Payable	1.00		
Workers' Compensation Payable	0.00		
401(K) Contributions Payable	0.00		
Employee Insurance Payable	0.00		
		166.92	
Net Cash Provided by Operating Activities			80,296.96

Cash Flows from Investing Activities

Furniture & Fixtures	0.00		
Equipment	0.00		
Miscellaneous Assets	0.00		
Net Cash Flows From Investing Activities			0.00

Cash Flows from Financing Activities

Banks Loans Payable	-2,000.00		
Notes Payable	0.00		
Net Cash Flows From Financing Activities			-2,000.00
Net Increase/Decrease in Cash			78,296.96

FASB Statement of Cash Flows

File Name   **CASHCF**

The report shown on the previous page is a two-page report. The first page is a printout of the worksheet that was developed in order to create the Statement of Cash Flows Report. The second page is a Statement of Cash Flows that satisfies FASB 95 requirements. The report definition that was entered to create this report definition is shown on the following two pages.

The first page of the report shown uses the text column and 3 of the 8 possible numeric columns. Numeric columns 1, 2, and 3 are used. The second page of the report uses the text column and also uses 3 of the 8 possible numeric columns; however, numeric columns 2, 3, and 4 are used instead of numeric columns 1, 2, and 3.

General Information
    File Name: CASHCF.GRW
    Version: 11.11
    Title: FASB 95 STATEMENT - CASH BASIS
    Description: FASB 95 STATEMENT - CASH BASIS
    Report Width: 92
    Number of Columns: 4
    Number of Lines: 92
    Orientation: Portrait

Line Detail

1:	Blank	1
2:	Center	**Worksheet for the Statement of Cash Flows**
3:	Center	**Balance Sheet Accounts**
4:	Blank	1
5:	Heading	| **Beginning** | **Ending** | **Net**
6:	Heading	**Description** | **Balance** | **Balance** | **Change**
7:	Underscore	LINE | S | S | S
8:	Blank	1
9:	Text	ASSETS
10:	Formula	Bank Account #1 | ACCT(110.01, Y) | ACCT(110.01, C) | (ACCT(110.01, C)-ACCT(110.01, Y))
11:	Formula	Bank Account #2 | ACCT(110.02, Y) | ACCT(110.02, C) | (ACCT(110.02, C)-ACCT(110.02, Y))
12:	Formula	Trust Account #1 | ACCT(110.20,Y) | ACCT(110.20,C) | (ACCT(110.20,C)-ACCT(110.20,Y))
13:	Formula	Client Funds Account | ACCT(110.50,Y) | ACCT(110.50,C) | (ACCT(110.50,C)-ACCT(110.50,Y))
14:	Formula	Accounts Receivable | ACCT(118.00,Y) | ACCT(118.00,C) | (ACCT(118.00,C)-ACCT(118.00,Y))
15:	Formula	Work-In-Process | ACCT(125.00,Y) | ACCT(125.00,C) | (ACCT(125.00,C)-ACCT(125.00,Y))
16:	Formula	Furniture & Fixtures | ACCT(130.01, Y) | ACCT(130.01, C) | (ACCT(130.01, C)-ACCT(130.01, Y))
17:	Formula	Equipment | ACCT(130.03, Y) | ACCT(130.03, C) | (ACCT(130.03, C)-ACCT(130.03, Y))

18:	Formula	Resrv Depr - Furn & Fixtures | ACCT(130.05, Y) | ACCT(130.05, C) | (ACCT(130.05, C)-ACCT(130.05, Y))
19:	Formula	Resrv Depr - Equipment | ACCT(130.06, Y) | ACCT(130.06, C) | (ACCT(130.06, C)-ACCT(130.06, Y))
20:	Formula	Miscellaneous Assets | ACCT(130.00, Y) | ACCT(130.00, C) | (ACCT(130.00, C)-ACCT(130.00, Y))
21:	Underscore	| S | S | S
22:	Formula	TOTAL ASSETS | SUM(10,20,1) | SUM(10,20,2) | SUM(10,20,3)
23:	Blank	1
24:	Text	LIABILITIES
25:	Formula	Bank Loans Payable | ACCT(220.01, Y) | ACCT(220.01, C) | (ACCT(220.01, C)-ACCT(220.01, Y))
26:	Formula	Notes Payable | ACCT(220.02, Y) | ACCT(220.02, C) | (ACCT(220.02, C)-ACCT(220.02, Y))
27:	Formula	Accounts Payable | ACCT(220.03,Y) | ACCT(220.03,C) | (ACCT(220.03,C)-ACCT(220.03,Y))
28:	Formula	Fed Income Tax Withheld | ACCT(230.01, Y) | ACCT(230.01, C) | (ACCT(230.01, C)-ACCT(230.01, Y))
29:	Formula	State Income Tax Withheld | ACCT(230.02, Y) | ACCT(230.02, C) | (ACCT(230.02, C)-ACCT(230.02, Y))
30:	Formula	Employee FICA Withheld | ACCT(230.03, Y) | ACCT(230.03, C) | (ACCT(230.03, C)-ACCT(230.03, Y))
31:	Formula	Employer FICA Accrued | ACCT(230.04, Y) | ACCT(230.04, C) | (ACCT(230.04)-ACCT(230.04, Y))
32:	Formula	FUTA Payable | ACCT(230.05, Y) | ACCT(230.05, C) | (ACCT(230.05, C)-ACCT(230.05, Y))
33:	Formula	SUTA Payable | ACCT(230.06, Y) | ACCT(230.06, C) | (ACCT(230.06, C)-ACCT(230.06, Y))
34:	Formula	Workers' Comp. Payable | ACCT(230.07, Y) | ACCT(230.07, C) | (ACCT(230.07, C)-ACCT(230.07, Y))
35:	Formula	401(K) Contributions Payable | ACCT(231.00, Y) | ACCT(231.00, C) | (ACCT(231.00, C)-ACCT(231.00, Y))
36:	Formula	Employee Insurance Payable | ACCT(232.00, Y) | ACCT(232.00, C) | (ACCT(232.00, C)-ACCT(232.00, Y))

37:	Formula	Trust Account Liability | ACCT(235.00,Y) | ACCT(235.00,C) | (ACCT(235.00, C)-ACCT(235.00, Y))
38:	Formula	Client Funds Liability | ACCT(236.00,Y) | ACCT(236.00,C) | (ACCT(236.00, C)-ACCT(236.00, Y))
39:	Formula	Miscellaneous Liabilities | ACCT(240.00, Y) | ACCT(240.00, C) | (ACCT(240.00, C)-ACCT(240.00, Y))
40:	Underscore	| S | S | S
41:	Formula	TOTAL LIABILITIES | SUM(25,39,1) | SUM(25,39,2) | SUM(25,39,3)
42:	Blank	1
43:	Text	EQUITY
44:	Formula	Partner's Capital | ACCT(310.01, Y) | ACCT(310.01, C) | (ACCT(310.01, C)-ACCT(310.01, Y))
45:	Formula	Partner's Draw | ACCT(310.02, Y) | ACCT(310.02, C) | (CELL(45,2)-CELL(45,1))
46:	Formula	Accounts Receivable Equity | ACCT(321.00,Y) | ACCT(321.00,C) | (ACCT(321.00, C)-ACCT(321.00, Y))
47:	Formula	Unbilled Equity (WIP) | ACCT(326.00,Y) | ACCT(326.00,C) | (ACCT(326.00, C)-ACCT(326.00, Y))
48:	Formula	Retained Earnings | (CELL(22,1))-(CELL(41,1))-(CELL(44,1))-(CELL(45,1)) | ((CELL(22,2)-CELL(41,2))-CELL(44,2))-CELL(45,2)) | (CELL(48,2)-CELL(48,1))
49:	Underscore	| S | S | S
50:	Formula	TOTAL EQUITY | SUM(44,48,1) | SUM(44,48,2) | SUM(44,48,3)
51:	New Page	
52:	Blank	1
53:	Center	**Statement of Cash Flows**
54:	Center	**for the Current Period**
55:	Blank	1
56:	Text	Cash Flows from Operating Activites
57:	Blank	1
58:	Formula	Net Income | | | ACCT(540.00, Y)
59:	Text	Add (or Deduct) Items Not Affecting Cash Flow

60:    Formula   Depreciation | | ACCT(520.07, Y)

61:    Formula   Fed Income Tax Withheld | | (CELL(28,3))

62:    Formula   State Income Tax Withheld | | (CELL(29,3))

63:    Formula   Employee FICA Withheld | | (CELL(30,3))

64:    Formula   Employer FICA Accrued | | (CELL(31,3))

65:    Formula   FUTA Payable | | (CELL(32,3))

66:    Formula   SUTA Payable | | (CELL(33,3))

67:    Formula   Workers' Compensation Payable | | (CELL(34,3))

68:    Formula   401(K) Contributions Payable | | (CELL(35,3))

69:    Formula   Employee Insurance Payable | | (CELL(36,3))

70:    Underscore | | S

71:    Formula | | | SUM(60,69,2)

72:    Underscore | | | S

73:    Formula   Net Cash Provided by Operating Activities | | | | SUM(58,71,3)

74:    Blank   2

75:    Text   Cash Flows from Investing Activities

76:    Blank   1

77:    Formula   Furniture & Fixtures | | -1*(CELL(16,3))

78:    Formula   Equipment | | -1*(CELL(17,3))

79:    Formula   Miscellaneous Assets | | -1*(CELL(20,3))

80:    Underscore | | S

81:    Formula   Net Cash Flows From Investing Activities | | | | SUM(77,79,2)

82:    Blank   2

83:    Text   Cash Flows from Financing Activities

84:    Blank   1

85:    Formula   Banks Loans Payable | | (CELL(25,3))

86:    Formula   Notes Payable | | (CELL(26,3))

87:   Underscore | | | S

88:    Formula   Net Cash Flows From Financing Activities | | | | SUM(85,86,2)

89:   Underscore | | | S

90:    Formula   Net Increase/Decrease in Cash | | | | SUM(73,88,4)

91:   Underscore | | | D

Budget Summary Report
Jensen, Martin & Anderson, P.C.

Budget Summary Report

	MTD Actual	MTD Budget		QTD Actual	QTD Budget		YTD Actual	YTD Budget
Fees	13,620.00	12,500.00		13,620.00	12,500.00		112,328.32	125,000.00
Advance Income	0.00	0.00		0.00	0.00		0.00	0.00
Expense Income	0.00	0.00		0.00	0.00		0.00	0.00
Commissions	3,250.00	3,000.00		3,250.00	3,000.00		7,907.00	30,000.00
Miscellaneous Income	1,600.00	1,500.00		1,600.00	1,500.00		38,382.34	15,000.00
Income Holding Account	0.00	0.00		0.00	0.00		0.00	0.00
Total Income	18,470.00	17,000.00		18,470.00	17,000.00		158,617.66	170,000.00
Total Employee Costs	10,379.00	11,015.00		10,379.00	11,015.00		74,489.50	109,600.00
Total Other Expenses	2,913.00	4,255.00		2,913.00	4,255.00		3,998.12	42,550.00
Total Expenses	13,292.00	15,270.00		13,292.00	15,270.00		78,487.62	152,150.00
Profit (Loss)	5,178.00	1,730.00		5,178.00	1,730.00		80,130.04	17,850.00

Budget Summary Report

File Name   **BUDG_SUM**

The report shown above is basically a summary Income Statement that shows actual and budget figures for month-to-date, quarter-to-date and year-to-date. The report definition that was entered to create this report definition is shown below.

The report uses the text column and 6 of the 8 possible numeric columns. Numeric columns 1, 2, 4, 5, 7, and 8 are used instead of the first six columns. Columns 3 and 6 are left blank for formatting purposes.

The Report Writer allows you to create and format your own Balance Sheets and Income Statements. You can apply bold, italics, and underline to selected cells.

BUDG_SUM.GRW
GL Report Writer Definition

General Information

File Name:	BUDG_SUM.GRW
Version:	11.11
Title:	Budget Summary Report
Description:	Budget Summary Report
Report Width:	152
Number of Columns:	8
Number of Lines:	22
Orientation:	Portrait

Line Detail

1: Center — **Budget Summary Report**

2: Blank — 2

3: Heading — | **MTD Actual** | **MTD Budget** | | **QTD Actual** | **QTD Budget** | | **YTD Actual** | **YTD Budget**

4: Underscore — | D | D | | D | D | | D | D

5: Account — | ACCT(410.01, M) | ACCT(410.01, MB) | | ACCT(410.01, Q) | ACCT(410.01, QB) | | ACCT(410.01, Y) | ACCT(410.01, YB)

6: Account — | ACCT(410.02, M) | ACCT(410.02, MB) | | ACCT(410.02, Q) | ACCT(410.02, QB) | | ACCT(410.02, Y) | ACCT(410.02, YB)

7: Account — | ACCT(410.03, M) | ACCT(410.03, MB) | | ACCT(410.03, Q) | ACCT(410.03, QB) | | ACCT(410.03, Y) | ACCT(410.03, YB)

8: Account — | ACCT(410.04, M) | ACCT(410.04, MB) | | ACCT(410.04, Q) | ACCT(410.04, QB) | | ACCT(410.04, Y) | ACCT(410.04, YB)

9: Account — | ACCT(410.05, M) | ACCT(410.05, MB) | | ACCT(410.05, Q) | ACCT(410.05, QB) | | ACCT(410.05, Y) | ACCT(410.05, YB)

10: Account — | ACCT(410.08, M) | ACCT(410.08, MB) | | ACCT(410.08, Q) | ACCT(410.08, QB) | | ACCT(410.08, Y) | ACCT(410.08, YB)

11: Underscore — | S | S | | S | S | | S | S

12: Formula — Total Income | SUM(5,10,1) | SUM(5,10,2) | | SUM(5,10,4) | SUM(5,10,5) | | SUM(5,10,7) | SUM(5,10,8)

13: Blank — 2

14: Account — | ACCT(510.99, M) | ACCT(510.99, MB) | | ACCT(510.99, Q) | ACCT(510.99, QB) | | ACCT(510.99, Y) | ACCT(510.99, YB)

15: Account — | ACCT(520.99, M) | ACCT(520.99, MB) | | ACCT(520.99, Q) | ACCT(520.99, QB) | | ACCT(520.99, Y) | ACCT(520.99, YB)

16: Underscore — | S | S | | S | S | | S | S

BUDG_SUM.GRW
GL Report Writer Definition

17: Formula — Total Expenses | SUM(14,15,1) | SUM(14,15,2) | | SUM(14,15,4) | SUM(14,15,5) | | SUM(14,15,7) | SUM(14,15,8)

18: Blank — 1

19: Underscore — | S | S | | S | S | | S | S

20: Formula — Profit (Loss) | (CELL(12,THIS)-CELL(17,THIS)) | (CELL(12,THIS)-CELL(17,THIS)) | | (CELL(12,THIS)-CELL(17,THIS)) | (CELL(12,THIS)-CELL(17,THIS)) | | (CELL(12,THIS)-CELL(17,THIS)) | (CELL(12,THIS)-CELL(17,THIS))

21: Underscore — | D | D | | D | D | | D | D

Employee Cost Analysis
Jensen, Martin & Anderson, P.C.

Employee Cost Analysis Report

	MTD Actual	MTD Budget	Variance		YTD Actual	YTD Budget	Variance
Salaries - Partners	8,200.00	8,000.00	200.00		56,400.00	80,000.00	-23,600.00
Salaries - Others	2,000.00	2,100.00	-100.00		12,000.00	20,500.00	-8,500.00
Total Salaries	10,200.00	10,100.00	100.00		68,400.00	100,500.00	-32,100.00
FICA Taxes	153.00	775.00	-622.00		4,605.30	7,700.00	-3,094.70
FUI/SUI	26.00	130.00	-104.00		784.20	1,300.00	-515.80
Workers' Compensation	0.00	10.00	-10.00		700.00	100.00	600.00
401(k) Employer Contributions	0.00	0.00	0.00		0.00	0.00	0.00
Other Employee Costs	179.00	915.00	-736.00		6,089.50	9,100.00	-3,010.50
Total Employee Costs	10,379.00	11,015.00	-636.00		74,489.50	109,600.00	-35,110.50
Total Income	18,470.00	17,000.00	1,470.00		158,617.66	170,000.00	-11,382.34
Other Employee Costs Percentage of Income	0.97%	5.38%			3.84%	5.35%	
Other Employee Costs Percentage of Salary	1.75%	9.06%			8.90%	9.05%	
Total Employee Costs Percentage of Income	56.19%	64.79%			46.96%	64.47%	

Employee Cost Analysis Report

File Name   **EMPLCOST**

The report shown above is a report that analyzes budgeted and actual employee costs and salaries and compares those figures to income. The income figures are simply retrieved from the data files and printed on the report. The report definition that was entered to create this report definition is shown below.

The report shows month-to-date and year-to-date figures. The report uses 6 of the 8 possible numeric columns.

Numeric columns 1, 2, 3, 5, 6, and 7 are used instead of the first six columns. The fourth numeric column is used as a means of visually separating the MTD and YTD columns.

General Information
- File Name: EMPLCOST.GRW
- Version: 11.11
- Title: Employee Cost Analysis
- Description: Employee Cost Analysis
- Report Width: 152
- Number of Columns: 8
- Number of Lines: 34
- Orientation: Portrait

Line Detail

1:   Center   **Employee Cost Analysis Report**

2:   Blank   2

3:   Heading | **MTD Actual** | **MTD Budget** | **Variance** | | **YTD Actual** | **YTD Budget** | **Variance**

4:   Underscore | S | S | S | | S | S | S

5:   Formula   Salaries - Partners | ACCT(510.01, M) | ACCT(510.01, MB) | (CELL(5,1))-(CELL(5,2)) | | ACCT(510.01, Y) | ACCT(510.01, YB) | (CELL(5,5))-(CELL(5,6))

6:   Formula   Salaries - Others | ACCT(510.02, M) | ACCT(510.02, MB) | (CELL(6,1))-(CELL(6,2)) | | ACCT(510.02, Y) | ACCT(510.02, YB) | (CELL(6,5))-(CELL(6,6))

7:   Underscore | S | S | S | | S | S | S

8:   Formula   Total Salaries | SUM(5,6,THIS) | SUM(5,6,THIS) | SUM(5,6,THIS) | | SUM(5,6,THIS) | SUM(5,6,THIS) | SUM(5,6,THIS)

9:   Blank   1

10:   Formula   FICA Taxes | ACCT(510.03, M) | ACCT(510.03, MB) | (CELL(10,1))-(CELL(10,2)) | | ACCT(510.03, Y) | ACCT(510.03, YB) | (CELL(10,5))-(CELL(10,6))

11:   Formula   FUI/SUI | ACCT(510.04, M) | ACCT(510.04, MB) | (CELL(11,1))-(CELL(11,2)) | | ACCT(510.04, Y) | ACCT(510.04, YB) | (CELL(11,5))-(CELL(11,6))

12:   Formula   Workers' Compensation | ACCT(510.05, M) | ACCT(510.05, MB) | (CELL(12,1))-(CELL(12,2)) | | ACCT(510.05, Y) | ACCT(510.05, YB) | (CELL(12,5))-(CELL(12,6))

13:   Formula   401(k) Employer Contributions | ACCT(510.06, M) | ACCT(510.06, MB) | (CELL(13,1))-(CELL(13,2)) | | ACCT(510.06, Y) | ACCT(510.06, YB) | (CELL(13,5))-(CELL(13,6))

14:   Underscore | S | S | S | | S | S | S

15:   Formula   Other Employee Costs | SUM(10,13,THIS) | SUM(10,13,THIS) | SUM(10,13,THIS) | | SUM(10,13,THIS) | SUM(10,13,THIS) | SUM(10,13,THIS)

16:   Blank   1

17:   Underscore | S | S | S | | S | S | S

18:   Formula   Total Employee Costs | (CELL(8,THIS)+CELL(15,THIS)) | (CELL(8,THIS)+CELL(15,THIS)) | (CELL(8,THIS)+CELL(15,THIS)) | | (CELL(8,THIS)+CELL(15,THIS)) | (CELL(8,THIS)+CELL(15,THIS)) | (CELL(8,THIS)+CELL(15,THIS))

19:   Underscore | D | D | D | | D | D | D

20:   Blank   1

21:   Remark   The Total Income is taken from the last income statement run.

22:   Formula   Total Income | ACCT(410.99, M) | ACCT(410.99, MB) | (CELL(22,1))-(CELL(22,2)) | | ACCT(410.99, Y) | ACCT(410.99, YB) | (CELL(22,5))-(CELL(22,6))

23:   Underscore | D | D | D | | D | D | D

24:   Blank   2

25:   Remark   The following lines represent the percentages shown on the report.

26:   Text   Other Employee Costs

27:   Formula   Percentage of Income | (CELL(15,THIS)/CELL(22,THIS))% | (CELL(15,THIS)/CELL(22,THIS))% | | | (CELL(15,THIS)/CELL(22,THIS))% | (CELL(15,THIS)/CELL(22,THIS))%

28:   Blank   1

29:   Text   Other Employee Costs

30:   Formula   Percentage of Salary | (CELL(15,THIS)/CELL(8,THIS))% | (CELL(15,THIS)/CELL(8,THIS))% | | | (CELL(15,THIS)/CELL(8,THIS))% | (CELL(15,THIS)/CELL(8,THIS))%

31:   Blank   1

32:   Text   Total Employee Costs

33:   Formula   Percentage of Income | (CELL(18,THIS)/CELL(22,THIS))% | (CELL(18,THIS)/CELL(22,THIS))% | | | (CELL(18,THIS)/CELL(22,THIS))% | (CELL(18,THIS)/CELL(22,THIS))%

Index

Index

M

N

O

P

R

S

T

U