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Chapter 1
Installing Financial Link Professional

This chapter introduces you to Financial Link Professional, and covers the installation procedure.

What is Financial Link?

Financial Link Professional is a financial report designer that works with your ACCPAC Advantage Series, ACCPAC Pro Series, or ACCPAC Plus General Ledger data to create presentation-quality statements and reports.

When you start Financial Link Professional, it retrieves posted or provisionally-posted General Ledger data from the ACCPAC General Ledger that you are using.

Methods of report creation
Using retrieved General Ledger data, you can create reports and financial statements in a variety of ways:

- Using a predesigned template shipped with Financial Link Professional.
- Using one of the sample reports shipped with Financial Link Professional. (Financial Link comes with 16 sample reports for ACCPAC Advantage Series and ACCPAC Pro Series.)
- Creating a report or statement from scratch.
- Copying an existing Financial Link statement.
- Converting ACCPAC Plus report specifications files.

Report parameters
Once you build parameters for reports and statements, you can apply them to different periods, departments, or companies.
What is Financial Link?

Formatting options

Powerful formatting capabilities allow you to get creative with financial statements and reports without the risk of jeopardizing the integrity of your data.

All the fonts available in Windows can be used in Financial Link Professional reports and statements. You can apply boldface, italics, underlining, borders, shading and colors. Financial Link Professional gives you control over page formats, margins, figure formats, percentages and currency symbols.

Full departmental reporting

Financial Link Professional offers full departmental reporting. You can include data from several different databases in the same report, and produce reports and statements for grouped departments, divisions and other account segments.

You can create account groups for reporting purposes, even if the account numbers are not consecutively ordered.

Create multiple sets of statements and reports

You can create multiple sets of statements for a group of companies for corporate consolidations, or you can consolidate sales areas into one divisional statement.

Drilldown capability

Use Financial Link's drilldown feature on your data to view underlying transactions and subtotals. When you select an ACCPAC value and open a Drilldown Type window to display transaction details, Financial Link Professional opens an ACCPAC General Ledger Journal Entry Inquiry window. This is the same window that appears if you double-click a transaction in the General Ledger Transaction History window.

View underlying data properties

Double-click on any cell in a report or statement to see underlying data properties displayed.

Use formulas

Use formulas for calculating variances and percentages, use mathematical functions such as absolute, sum and average, work with constants you have defined, calculate currency rates, perform queries and design statements such as recurring financial ratio reports.

Paste and export

You can copy and paste formatted statements into Microsoft Excel or Word, and you can export financial statements to HTML format.
Installing Financial Link Professional

Activation code

Before you install Financial Link Professional, you need an activation code.

To request an activation code, you need to:

■ Fill in the form that comes in the Financial Link Professional installation program, and e-mail or fax it to ACCPAC International, Inc. We will e-mail or fax back your code.

Or

■ Fill in the Activation Request Form at our Web site, www.accpac.com. If you choose this option, we will e-mail back your code.

For detailed instructions on requesting an activation code, see the section “Getting Activation Codes for ACCPAC Plus Accounting Applications,” in Chapter 1 of the System Manager User Guide.

Use the same company name for activation

Note that you must use exactly the same company name that you used when you requested the activation code. If the company name is different on the Activation Request form, the activation code will not work.

To install Financial Link Professional:

1. Start Microsoft Windows, and make sure there are no applications running.

2. Insert the install disk in your CD-ROM drive.

3. If you are using Windows 95 or higher, choose Run from the Start menu of the task bar in Windows 95, 98, or NT.

4. If the installation screen does not start automatically, type d:\setup, then press Enter, where d is the drive letter of your CD-ROM drive.

Follow the instructions on the screens that follow. You must identify the drive where program files will be installed, and the path (that is, the drive, directory, and file extension of your data).
Where to Now?

**Note:** If you are using ACCPAC Advantage Series, you must set up the “Financial Reporter” security resource in G/L security for all users other than the administrator who require access to the ACCPAC database from Financial Link.

Where to Now?

This guide is organized into five chapters and an appendix.

**Chapter 2, Getting Started,** provides an overview to Financial Link Professional, from opening the application to exploring the desktop, viewing sample statements and converting ACCPAC Plus report specifications.

**Chapter 3, Working with Templates,** describes the templates shipped with Financial Link Professional, shows you how to open and preview templates, and apply them to your statements.

**Chapter 4, Tutorial,** provides a hands-on, step-by-step guide to creating statements. This chapter is organized in a series of lessons that are easy to follow and build on one another to create a professional, print-ready Income and Expense statement. Once you have completed these lessons, you will have a strong knowledge of the basics.

**Chapter 5, Working with Statements,** offers reference information on various aspects of working with Financial Link Professional, including formatting statements, setting print and preview options, working with databases and data properties, customizing defaults, setting up account segments, account groups and folders.

**Appendix A, Financial Link Administration,** describes how to administer user access and use the Signon utility.
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Chapter 2
Getting Started

This chapter is designed to help you get up and running in Financial Link Professional.

Startup Instructions

ACCPAC or ACCPAC Plus General Ledger data

You can use Financial Link Professional with General Ledger data in ACCPAC, ACCPAC Plus, or both.

Because the startup procedure is slightly different depending on which ACCPAC product you work with, this section is divided into two parts:

■ Working with ACCPAC Data.
■ Working with ACCPAC Plus Data.

Working with ACCPAC Data

Follow this set of startup instructions if your General Ledger data is in ACCPAC.

Step 1. Launch Financial Link Professional.

You launch Financial Link Professional from the Windows Start menu, by selecting Programs, then Financial Link Professional.
The Welcome Window appears as a guide to help you get started:

Welcome window for ACCPAC data

Step 2. Choose a Welcome option.

Choose an option  Choose from one of four options in the Welcome window:

- **Get a quick introduction and overview.** Click this option to view an online help file that provides a product overview.

  Financial Link Professional displays an online help introduction in a separate Help window while the Welcome window remains in the background.

  After you finish reading the introduction, close the window by selecting Exit from the File menu, and choose another Welcome option.

- **Start a new set of reports and create statements from templates.** Click this option to use a predefined template for creating statements.

- **Start a new set of reports and convert ACCPAC specifications.** Click this option to convert ACCPAC Plus report specifications.

- **Open an existing set of reports.** Click this option if you want to work with an existing report set.

  **Tip:** We recommend you choose the second option, **Start a new set of reports and create statements from templates**, to get up and running quickly.
Click OK. The Welcome window disappears.

If you do not want to use the Welcome window, check the option, Don’t show this screen again. To re-display the Welcome window, go to the Help menu and select Show Welcome on Start. Each option that appears in the Welcome window can also be launched through the menus on the Financial Link Professional desktop.

Step 3. Connect to your General Ledger data.

The New Database window prompts you to specify which ACCPAC product you wish to work with:

Click on ACCPAC, then click OK.

The New Database window closes, and the Database Location window appears:

Step 4. Specify the location of your data.

Use the Selector arrow to see a drop-down list of company databases to choose from, click on one and click OK. Financial Link Professional looks to see what companies you have in the Registry.
Startup Instructions

The Maintain Databases window shows the database you selected, along with other details about this database.

Maintain Databases window

Click Close. For more information about this window, refer to “Working with Databases,” in Chapter 5 of this guide.

Step 5. Sign on to your data.

After you close the Maintain Databases window, a Signon window appears:

Signon window for ACCPAC

Sign on as a system administrator by entering ADMIN in the Initials and Password field, and click OK. As an alternative, use the user ID and password that has been provided to you.

After you have signed on, you can work with Financial Link Professional.
Startup Instructions

Signon window

The Signon window represents the Signon utility, which is designed for ACCPAC Options applications to ensure that your security access remains active while you are running Financial Link Professional or any other Options application. The Signon window appears each time you try to connect to a database.

If your sign-on attempt fails

If the sign-on fails, an error message appears, followed by the Maintain Databases window. In the Maintain Databases window, click the Location button to check that the entries below the Directory and Selector headers show the correct path to your data, and the correct company code. (If necessary, contact your system administrator for assistance.) Next, open the Signon window by clicking the Open button, and try to sign on again.

Running more than one ACCPAC Options application?

If you are running another ACCPAC Options application, you don’t need to sign on when you start Financial Link Professional. If you are running Financial Link Professional alone, the Signon window will appear every time you open a new or existing report set. When you exit all ACCPAC Options applications, you will be required to sign on again.

Setting up the Signon utility

Refer to Appendix A for more information about the Signon utility.

Step 6. Click OK at the Information window.

After you have signed on to your data, an Information window reports how many segments Financial Link Professional automatically created, based on your General Ledger data:

Information window

Click OK.

Startup is complete

Now that you have connected to your data and signed on, refer to the section, “After Startup,” later in this chapter.
Exploring Financial Link Professional

If you plan to explore the desktop’s Toolbar and menu options, refer to the section, “Exploring the User Interface.”

Working with ACCPAC Plus Data

Follow this set of startup instructions if your General Ledger data is in ACCPAC Plus.

Step 1. Launch Financial Link Professional.

You launch Financial Link Professional from the Windows Start menu, by selecting Programs, then Financial Link Professional.

The Welcome Window appears as a guide to help you get started:

Step 2. Choose a Welcome option.

Choose from one of four options in the Welcome window:

These options are described in the previous section, “Working with ACCPAC Data,” in Step 2.
Step 3. Connect to your General Ledger data.

When the New Database window appears, click ACCPAC Plus, and click OK.

![New Database window](image)

The Database Location window appears:

![Database Location window](image)

Step 4. Specify the location of your data.

In the Database Location window, enter the path to your ACCPAC Plus data in the Directory field; the Selector field is a code assigned to your database. Click OK.

If you don’t recall the path to your data, click the Browse button to find the folder which contains your ACCPAC Plus data.
Startup Instructions

The Find Dataset window appears:

Select the folder which contains your ACCPAC Plus data, and click OK. Back in the Database Location window, the folder you selected appears in the Directory field. Click OK.

Step 5. Sign on to your data.

The Signon window appears:

Sign on as a system administrator by entering SYS in the Initials and Password fields, and click OK.

After the Signon window closes, an Information window appears to show how many segments were created:
Click OK. The Maintain Databases window appears:

![Maintain Databases window]

Click the Close button.

**Startup is complete**

Now that you have connected to your data and signed on, you are ready to work with the Financial Link Professional desktop, explore menu options and Toolbar buttons, open sample reports and templates.

**After Startup**

- **To work with a template**
  
  If you chose the Welcome window option, **Start a new set of reports and create statements from templates**, see Chapter 3, “Working with Templates” for details.

- **To work with a blank statement**
  
  If you chose the second option but want to work with a blank statement rather than a template, see the tutorial in Chapter 4 for steps on building a statement from scratch.

- **To convert ACCPAC Plus specifications**
  
  If you chose the third option in the Welcome window, **Start a new set of reports and convert ACCPAC specifications**, see the following section, “Converting ACCPAC Plus Report Specifications.”

- **To open an existing report set or statement**
  
  If you chose the fourth option in the Welcome window, **Open an existing set of reports**, see the section, “Working with Report Sets,” in Chapter 5, “Working with Statements.”
Converting ACCPAC Plus Report Specifications

If you want to create a report using your ACCPAC Plus report specification files, follow the steps in this section.

To convert specifications:
1. The Convert Specifications window automatically appears if you choose the third option in the Welcome window.
   If you have completed the startup instructions and do not see the Convert Specifications window, choose File > New Statement > From ACCPAC to open the Convert Specifications window, shown here:

2. Select the specification file(s) that you want to convert. Click the Change Directory button to find a specification file stored in a folder that is different than the default directory that appears.

3. Click OK.

4. The Add to Folders window appears:

   Financial Link Professional sets up one folder called All Databases.
Converting ACCPAC Plus Report Specifications

5. Select the folder(s) that will hold your converted statements. To select more than one folder, hold down the Ctrl key and click each folder. Then, click OK.

Note: You need to complete this step for every specification file that you selected, unless you check the option, Continue to Use these Settings for each Statement.

After you convert an ACCPAC Plus specification, a new statement is set up under the specified folders.

6. In the Financial Reports window, double-click the statement’s name to open it.

The Statement Design window shows the statement you have converted. This example shows budgeted net changes:

Example of a converted statement

Formatting converted statements To explore formatting options for your converted statement, refer to the section, “Formatting Reports and Statements,” in Chapter 5, “Customizing Statements.”

Code Conversion Problems

If Financial Link Professional cannot convert one or more specifications codes, a “Conversion Warnings” window appears showing the specification file line(s) that could not be converted as well as the statement row(s) affected.

See Readme file Refer to the Readme file shipped with Financial Link Professional for corrective action to take.
Exploring the User Interface

About the Desktop

The Financial Link Professional desktop, shown here, offers a menu bar and a Toolbar as well as a backdrop for statements you open:

A Toolbar is an assortment of buttons for performing tasks. Financial Link Professional offers a standard Toolbar and a Design Toolbar.

Toolbar buttons let you open, save, print and preview files, undo, cut, copy and paste your work, create a new statement, and apply formatting options.

To see ToolTips

Place your mouse pointer over Toolbar buttons to see button names appear in yellow boxes.
Exploring the User Interface

**Design Toolbar button**
Click the Design Toolbar button to show the Design Toolbar, which offers additional formatting buttons that allow you to change font characteristics, alignment, margins, cell sizes, outline cells and add borders:

![Design Toolbar Buttons](image)

The Fiscal Period Selector and Fiscal Year Selector allow you to change the reporting period and year quickly. Statement balances are automatically recalculated based on your selections.

You can change the statement reporting period and year from the main menu bar by selecting Fiscal Year from the Global menu. If you have fiscal period ends that do not agree with normal month end dates, change the reporting date by selecting Statement Date from the Global menu.

**Help button**
Click the question mark button, move the black question mark to a spot anywhere on the page and click the mouse to see an online help description. A description will appear if there is a Help topic available for that selection.

**Exiting the program**
To exit from Financial Link Professional, select Exit from the File menu.

**About the Financial Reports Window**

**Folders**
Whenever you open a set of reports or create a set, the Financial Reports window automatically displays a folder with your company reports and financial statements.

**All Databases folder**
By default, whenever you create a new report set, the Financial Reports window displays a folder called All Databases. This is a consolidated folder for all accounts as well every segment or department defined in your ACCPAC or ACCPAC Plus database.
Exploring Sample Statements

Folder icons

Yellow file folder icons represent folders. If a folder contains statements, it displays a ‘+’ symbol. Click a folder to display a list of statements. Click it again to close it. You can rename folders as required.

Financial Reports window

Adding and deleting folders

You can add folders and delete folders as required. For example, you can add folders to hold all month-end reports.

How to open statements in folders

Simply double-click a statement name in the Financial Reports window to open the statement.

Exploring Sample Statements

Financial Link Professional is shipped with sample statements based on ACCPAC Plus sample General Ledger data that Financial Link Professional installs.

Sample report sets and statements are installed to the Financial Link Professional program directory (you can specify this program directory when you are installing Financial Link Professional).

Exploring sample statements is a good way to become more familiar with the way Financial Link Professional works.

To open sample statements:

1. Choose Open Report Set from the File menu on the Financial Link Professional desktop. The Open window appears:
Exploring Statement Design Windows

2. Change the directory to the location where your sample statements are stored, for example, `<DRIVE LETTER>:\3RDPARTY\FNWIN\SAMDATA`, where `<DRIVELETTER>` is the drive where Financial Link Professional is installed.


For online help descriptions of sample statements

See the online help for detailed descriptions of sample statements. From the Financial Link Professional’s Help menu, choose Contents.

Exploring Statement Design Windows

Each statement or report appears in its own Statement Design window on the Financial Link Professional desktop.

The title bar at the upper left-hand of your statement shows the name of your statement along with the folder that it is stored in.
Exploring Statement Design Windows

Parts of the Statement Design Window

Status bar
When you select a cell, the status bar at the bottom right-hand corner of the Financial Link Professional desktop displays information on a cell’s data properties, as shown here:

![Status bar example](image)

Scroll bars
Use the vertical and horizontal scrollbars to move to the far corners of your statement.

Minimize, maximize and close buttons
Use the minimize, maximize and close buttons at the upper-right hand corner of your statement to resize or close the statement window.

Rearranging the window
Reposition the Statement Design window to appear anywhere on the desktop by grabbing the title bar, and then moving the window.

Pop-up menus
Right-click on different parts of the statement to see a pop-up menu with options for formatting, defining data properties, copying and pasting parts of your statement, and using the drill down feature.

![Pop-up menu example](image)
Getting Started

Options available on this menu depend on which part of the statement you select. Greyed-out options are not available for selection.

Pull-down menus
Use pull-down menus on the Financial Link Professional desktop for additional options. The Data and Format menus show statement-specific options when your cursor is in an open statement.

Selecting statement contents
Click the master cell at the top left of your statement to select your statement’s contents. Once selected, you can format and copy the contents as well as change data properties.

Viewing cell information
Double-click a cell to see underlying data properties in a Cell Information window, shown here:

Online help
Click on any part of the statement (for example, a column header, row header, or a cell) and press F1 to see an online help description appear. You can also explore online by topic.

Renaming column and row headings
You can rename column and row headings by right-clicking on the label and choosing Row Prop or Col Prop from the pop-up menu.
Where to Now?

See Chapter 3, “Working with Templates,” to apply one of the several professional-quality templates shipped with Financial Link Professional.

Read Chapter 4, “Tutorial,” to explore Financial Link Professional’s features by following step-by-step instructions on how to create a statement from scratch.

To find out how to apply formatting and change default settings, read Chapter 5, “Working with Statements.”
Chapter 3
Working with Templates

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Chapter 3
Working with Templates

This chapter is designed to show you how easy it is to use Financial Link Professional templates.

Introduction

Templates make designing reports and statements effortless. Use one of six styles to transform your General Ledger data into professional-quality reports and statements without manual formatting.

There are six templates shipped with Financial Link Professional:

- **Professional Quality.** This template provides a formal presentation-quality format best suited for annual reports, business proposals or board of directors’ reports.
- **Accountants’ Annuals.** This template produces financial statements with current year and prior year columns.
- **Traditional Format.** This template is designed for recurring reports such as income statements.
- **12 Month / or Department Analysis.** This template is a columnar presentation format for departmental or fiscal period reports. You can choose to see the current month and the previous eleven months of data.
- **Financial Ratios.** This template produces statements containing standard business ratios, such as liquidity, acid, turnover and profitability ratios.
- **Management Statements.** This template is designed for statements that report performance measurements.
Introduction

**Viewing Templates**

You can view an example of each template by opening it from the directory on the hard drive where you have installed your templates.

Follow these steps to see your statement will look like if you apply the template.

**To open a sample report set:**

1. Choose Open Report Set from the File menu.

   The Open window appears:

   ![Open window]

2. Navigate to the directory that contains the templates:
   
   ```
   <DRIVE LETTER>:3RDPARTY\FNWIN\SAMDATA
   ```

3. Choose any of the .RPS files in this directory to open the sample report set.

4. Click OK.

   Once your report set is open, you can resize or print the statement.

**Applying Templates**

When it comes to working with templates, Financial Link Professional presents a series of Templates windows that guide you through each stage of the process with clear and simple prompts.

You can achieve high-quality results quickly in a few steps.
To apply a template to a statement:

1. If you have already opened a set of reports, go to the File menu, and select New Statement> From Template.

   If you have just launched Financial Link Professional, choose the second option in the Welcome window, Start a New Series of Reports and Create Statements from Templates.

   The first in a series of Templates windows appears:

   Templates window: choose a template style

   Templates window: select statements

2. Click on a template style in the Choose a Template Style list.

3. Click the Next button.

   The Templates window now shows a Select Statements list:

   Templates window: select statements

4. From the Select Statement list, choose one or more statement(s) to apply your template to.

5. Click the Next button.
The Templates window now shows a Select Columns For list.

What appears in this list depends on your selections in earlier steps.

6. From the Select Columns For list, choose one or more column(s).

If the column type you want to use is not in the list, pick the closest fit. Once the statement is created, you can change the period balance columns to suit your reporting needs.

The Templates window continues to appear until you have selected columns for each of the statements you selected in step 4.

7. Click Next.

The Templates window shows a series of account codes, their descriptions, and the accounts they apply to:
8. Define the starting range by finding the row that corresponds to the account group you want to work with, then placing your cursor in the Acct column and clicking once. 

This column represents the starting number of the account range you want to assign the group code to.

We recommend you use reserve a large block of account numbers in your ranges, such as 4000 to 4900, to ensure that any new accounts you add will be incorporated into your financial statements, and that your statements will balance.

9. In the Acct drop-down selection list, shown here, scroll to find an account code, and click on it.

![Account Code Dropdown](image)

If you don’t find the account code you wish to use, you can press the Escape key, click the empty cell, and type the beginning account range you wish to use.

10. Define the end of your account range by repeating steps 8 and 9 for the last column. You can also define an account group by clicking the button to open the Acct Groups window, and then selecting New.

11. Click the OK button.
Where to Now?

An Add to Folders window appears:

12. Select the folder that will hold your converted statement. To select more than one folder, click and drag, SHIFT-click, or CTRL-click.

Repeat this for each statement you have selected in step 3, or select the option, Continue to Use These Settings for Each Statement.

13. Click the OK button. Both the Add to Folders window and the Templates window disappear.

Financial Link Professional displays the completed statement(s).

Where to Now?

If you want to build a statement without using templates, read Chapter 4, “Tutorial.” This chapter provides a series of lessons for creating an income statement with step-by-step instructions for each stage of the statement-building process.

If you want to customize statements you have created using templates or explore more advanced features, read Chapter 5, “Working with Statements.” This chapter is designed as a reference with topics that include working with default settings, data properties, report sets, databases and folders, statement design and formatting.
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Tutorial

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Chapter 4
Tutorial

Tutorial Overview

In this chapter, you learn to create a simple three-column income statement from scratch.

This tutorial is organized into twenty-two separate lessons which build on each other. Taking an open blank statement, you will learn how to insert rows, define row contents, apply formatting, use drilldown, finalize and print your statement.

Before You Start

The starting point for your tutorial is to create a new report set from the sample data included with Financial Link.

Go to Lesson 1 if you have already opened a report set you want to work with for this tutorial.

To open a new report set:

1. In Financial Link, from the File menu, choose New Report Set.

   The New Database window appears:

   ![New Database Window]

2. Choose ACCPAC Plus, and click OK.
The Database Location window appears:

3. In the Database Location window, enter the path to your ACCPAC Plus data in the Directory field; the Selector field is a code assigned to your database. Click OK.

If you don’t recall the path to your data, click the Browse button to open a Find Dataset window, where you can browse to find the folder which contains your ACCPAC Plus data.

The Find Dataset window appears:

Once you have located the folder which contains your ACCPAC Plus data, click OK.

Back in the Database Location window, the folder you selected appears in the Directory field. Click OK.
The Signon window appears.

In the Signon window, enter SYS into the Initials and Password fields.

4. Click OK.

An Information window appears showing how many segments were created:

The Financial Link desktop now shows a Financial Reports window:
Lesson 1: Open a blank statement.

- From the File menu, choose New Statement, and then Empty.

A blank Statement window appears on your desktop:

Lesson 2: Insert a column.

1. Place your cursor inside the new statement, right-click on the right most box:

2. Choose Insert from the pop-up menu:
The Data Properties window appears:

3. In the Type section, select the Text option.
4. In the Codes box, select Account.
5. Click the Insert button to place the AcctName code in the Text Definition field.
6. Click the Format button, and then click the Alignment tab:
7. Select the Left Justify option. Click OK.
8. In the Data Properties window, click OK.
Tutorial Overview

Your statement should display a new column that looks like this:

![New column](image)

If you make a mistake inserting a column or row, click the name of the column or row and delete it by pressing the Delete key.

Lesson 3: Insert two more columns.

1. In the Statement window, right-click the box to the right of the Text C1 cell.
2. From the pop-up menu, select Insert.
3. In the Data Properties window, go to the Type section, and select the Data option.
4. In the Data selection list, click Selector. A Builder button appears in the Data Properties window.
5. Click the Builder button. A Selector Builder window appears:
6. Make sure that the following options are selected:
   a) Net change
   b) In actual
   c) Current period
   d) Current year
   e) Overlap

7. Click OK. The Selector Builder window closes.

8. Click OK again in the Data Properties window.
   If columns don’t appear in the Statement Design window, use scroll bars or widen the window to see them.

9. Insert a third Data column to the right of the column Data C1.

10. Select the following options in the Selector Builder window: Balance, Of Actual, Current Period, Current Year, Overlap.

    **Note:** You may need to scroll to the right on the Statement window to find the end of the second column, which is named Data C1.

**Lesson 4: Insert text rows**

Next, insert six text rows which will contain headings:

1. In the Statement window, right-click the first row box and select Insert from the menu.
   The Data Properties window appears.

2. In the Type section, select the Text option, and leave the Text Definition field blank.

3. Click OK.
The Statement Design window shows the row that you created, labeled Text R1:

4. Right-click the Text R1 box, and choose Copy from the menu.
5. Right-click the box below the Text R1 box, and choose Paste from the menu.
6. Repeat step 5 four times, pasting a row under the last one.

Your statement will contain six row boxes, labeled Text R1 to Text R6:

Lesson 5: Create and format headings.

1. Click the cell on row Text R1 and column Text C1.
2. Right-click and choose Cell Prop from the menu.
   The Data Properties window appears.
3. In the Type section, select the Text option.
4. In the Use Text Definition Of section, select the Specified option to clear the Text definition field.
5. In the Codes box, select CompanyName.
6. Click the Insert button.
Financial Link inserts CompanyName in the Text Definition field, as shown:

7. Click the Format button to format the title. The Format window appears.
8. Click the Alignment tab, and choose Center for both the horizontal and vertical alignment.
9. Select Statement as the Span type.
10. Click OK.
11. In the Data Properties window, click OK.

The company name appears in the Statement Design window:

Add second heading

Now follow these instructions to specify another heading:
1. Click the cell on row Text R2 and column Text C1.
2. Repeat steps 2, 3, and 4 of the previous procedure.
3. In the Text Definition field, type “Income and Expense Statement”. (Omit the quotation marks.)
4. Click the Format button.
5. On the Format window, click the Alignment tab, and select Center for both horizontal and vertical alignment.
6. Click Statement as the Span type option.
7. Click the Borders and Font tab.
8. Change the font size to 8.
9. Click OK.
10. In the Data Properties window, click OK.

Add third heading
To create a third heading for Text R3, Text C1 (third row, first column), follow these steps:
1. Click the cell on row Text R3 and column Text C1.
2. Right-click the selected cell, and choose Cell Prop. The Data Properties window appears.
3. In the Type section, select the Text option.
4. In the Use Text Definition set of options, select the Specified option. This clears the Text Definition field.
5. In the Text Definition field, type “for the “ with an extra space.
7. In the Formats list, select one.
The Data Properties window looks like this:

8. Click Insert.
9. In the Text Definition field, type “ periods ended “ at the end of the line. Include the extra spaces, but omit the quotation marks.
10. In the Codes selection list, select StatementDate.
11. In the Formats list, select mm/dd/yy, and click Insert.
12. In the Text Definition field, change {StatementDate:mm/dd/yy} to read {StatementDate:mmmm dd, yyy}.
13. Click the Format button.
14. In the Format window, click the Alignment tab.
15. Choose both Center alignment options.
16. Select Statement as the Span option.
17. Click OK in the Format window and in the Data Properties window.

Lesson 6: Apply boldface to headings

Apply boldface

Next, format each heading to appear in boldface.
1. In the Statement window, drag the mouse pointer to select the first two cells under column Text C1, which show the name of your company and the name of the statement. Once selected, the cells will show a border of blue dots.

2. If the Design Toolbar button is not selected, then click it.

3. Click the Bold button on the toolbar.

4. Click the cell that intersects Text R6 and Data C1, then right-click, and choose Cell Prop from the pop-up menu.

5. In the Data Properties window, in the Use Text Definition Of section, select the Specified option.

6. In the Text Definition field, type “Current Period” and omit the quotation marks.

7. Click OK.

8. Select the cell that intersects Text R6 and Data C2, then repeat steps 4 through 7; for step 6, type “Year to Date”. (Omit the quotation marks.)

9. Drag the mouse to highlight the entries Current Period and Year to Date.

10. Right-click, and select Format from the menu.

11. In the Format window, click the Alignment tab.

12. Select Center for both the Horizontal and Vertical alignment options.

13. Select the Borders And Font tab.

14. Select the Bold option, and click OK.

Lesson 7: Set number formats.

1. Click the gray cell in the upper left corner of your statement.

2. Right-click, and select Format from the pop-up menu.

3. In the Format window, click the Figures tab.

4. In the Source section, select the Default Currency option.

5. In the Custom Settings section, select Leading from the Negative selection list.
6. Select ( ) in the next field.
7. Check the Space option.
8. Next to the Currency field, remove the $ sign. The Format window looks like this:

![Format window](image)

9. Click OK.

**Lesson 8: Insert a data row.**

1. Right-click the gray cell on the row below Text R6, and choose Insert from the pop-up menu.
2. In the Type section, select the Data option, then Account.
3. In the field below the Unspecified option, select 4000 Sales (the first revenue account). In the To field, select 4350 Revenue, Warehouses (the last revenue account).
   
   The Data Properties window looks like this:
Note: If you need to exclude an account or include an account from another area of your chart of accounts, choose the Groups button to customize the range.

4. Select the Consolidated option.
5. Click the Format button. The Format window appears.
6. In the Format window, click the Figures tab.
7. Check the Sign Reversal option.
8. Click OK in the Format and Data Properties windows.
9. In the Statement Design window, double-click the cell labeled Sales, and change the Text field to “Revenue”.
10. Click OK.
11. Click the Yes button to confirm the name change.

Lesson 9: Insert another data row.

At the bottom of your statement, insert another Data row for the cost of goods sold according to the instructions covered in previous steps. Instead of Revenue, specify Cost of Goods and select accounts 5000 to 5500 in the Data Properties window.

The Data Properties window looks like this:
Your statement now shows a row for cost of goods sold:

**Lesson 10: Insert a row for gross margin.**

Insert another row at the bottom of the statement to hold your gross margin total:

1. In the Data Properties window, change the Type to Total.
2. In the Totals section, select the Above, Start, and Data Cells options.
3. Click the Format button, and select the Sign Reversal option in the Format window.
4. Click OK in the Format window.
5. Click OK in the Data Properties window.
6. In the statement design window, double-click on the cell that intersects Total R1 and Text C1. A Cell Information window appears:

   ![Cell Information Window]

   ![Cell Information Window]

7. In the Cell Information window, type “Gross margin” in the Text field. (Omit the quotation marks.)

8. Click OK, and then click Yes to confirm the change.

Your statement should appear as follows:

![Statement Design Window]

**Lesson 11: Increase the row height.**

1. Click the gray Total R1 label of your Gross Margin total row.

2. Place the mouse pointer on the bottom border of the Total R1 label. The mouse pointer should resemble a double line with arrows pointing up and down.

3. Drag the line down a bit to insert space between the total line and the rows above.
4. Right-click on the gray Total R1 label, and select Format from the pop-menu.

5. On the Alignment tab, select Bottom for vertical alignment.

6. Click OK.

**Lesson 12: Insert a blank row.**

1. Insert a new row under the Total R1 row.

2. In the Type section of the Data Properties window, select Text.

3. Accept all the default settings, and click OK.

**Lesson 13: Insert expense heading and account row.**

1. Double-click the cell that intersects Text R7 and Text C1, and type “Expenses” in the Text field.

2. Click OK, and Yes to confirm the change.

3. Insert another row for data.

4. In the Data Properties window, and in the Type section, select Data.

5. Click the Acct option.

6. In the fields in the Account section, select accounts 6000 Accounting And Legal Fees to 9100 Corp. Income Taxes – Deferred.

7. Select the Separated option to ensure that the expense accounts will be listed separately.

8. Click the Format button.

9. In the Format window, click the Alignment tab.

10. In the Margins section, type 0.15 in the Left field.

11. Click OK in the Format window.

12. Click OK in the Data Properties window.

The accounts you selected in step 6 appear in your statement.
Lesson 14: Suppress and format zero balances.

Handling zero balances

In this step, you will set up options for handling zero balances to hide rows with zero balances in both data columns.

1. Right-click the gray cell at the top left corner of your statement (to select your entire statement and show a menu).
2. Select Format from the menu, and click the Row tab.
3. In the Suppression drop-down list box, select the option, If Zero:

   ![Format dialog box](image)

4. Click the Borders And Font tab.
5. In the Display Zeros As field, select the dash.
6. Click OK.

Lesson 15: Add a row to total expenses.

In this step, you will add a row at the bottom of your statement for totals to appear.

1. Insert a row at the bottom of the financial statement.
2. In the Data Properties window, change the Type to Total.
3. In the Totals section, select the Above and Previous Total options.
4. Check the Data Cells option.
5. Click OK.
Lesson 16: Insert a row for formulas.

1. Insert another row at the bottom of your statement.
2. In the Data Properties window, in the Type section, select the Formula option.
3. In the List section, select the Rows option. (The Data Properties window shows labels from the statement in the box to the right.)
4. Select Total R1 from the box, and then click the Add button.
5. From the row of buttons at the bottom of the window, click the Plus button.
6. To complete your formula, select Total R2 from the list, and click the Add button.
7. Click the Format button, then click the Figures tab.
8. Check the Sign Reversal option, and click OK.
10. Double-click the cell that intersects Formula R1 and Text C1. In the Text box, type “Net Profit”. (Omit the quotation marks.)
11. Click OK, and then click Yes to confirm the change.

Lesson 17: Add a dollar sign to figures.

This step shows you how to add a dollar sign to your figures.

1. Select your revenue data figures by dragging over them:

<table>
<thead>
<tr>
<th>Data R1</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>82,253.52</td>
<td>484,054.04</td>
</tr>
</tbody>
</table>

2. Go to the Format menu on the desktop and choose Figures. The Format window appears.
3. In the Source section, select the Default Currency option.
4. In the Custom Settings section, in the Currency field, select Left.
5. Check the Outside Neg option.
6. Click OK.
The figures you selected will show a dollar sign to the left.

7. Repeat steps 1 to 5 to add a dollar sign to Net Profit figures, but leave the Format window open.

**Lesson 18: Apply formatting.**

1. In the Format window, click the Borders and Fonts tab.
2. In the Borders section, choose a solid line for the top border, and a double line for the bottom border.
3. In the boxes to the right of the border options, choose the Inside option. The Format window looks like this:

![Format window](image)

4. Click OK.

**Lesson 19: Re-align the net profit row.**

Change the height and alignment of the Net Profit row as follows:

1. Right-click the gray Formula R1 label to select the row.
2. Select Format from the pop-up menu.
3. In the Format window, click the Row tab.
4. In the Height field, type 0.35.
5. Click the Alignment tab, and set the vertical alignment to Bottom.
6. Click the Borders and Font tab.
7. Check the Bold option.
8. Click OK.

Lesson 20: Rename the financial statement.

1. From the Data menu, select Statement Prop.
2. In the Data Properties window, in the Data Properties for Statement field, change the statement name to “Income and Expense statement”. (Omit the quotation marks.)
3. Click OK.

Final Income and Expense statement

You now have a complete Income and Expense statement you can use.

By advancing the period using the Fiscal Period selector from the main toolbar, you can re-use the statement repeatedly.

Lesson 21: Print your financial statement.

1. Select Print Preview from the File menu.
   The Print Mode window appears:
   
   ![Print Mode Window](image)

   3. Click OK.
The printed income and expense statement appears in a Print Preview window.

4. Click the Print button, and then click OK to print.

Options

For viewing and printing options, click the buttons on the bar above the report. Financial Link Professional uses your Microsoft Windows setup options, including portrait and landscape orientation and network print configuration.

Lesson 22: Drill down to view the underlying transaction.

In this step, you drill down to view transactions or subtotals from your General Ledger data.

1. Highlight the balance, Cost of Goods Sold.
2. Right-click, and choose Drilldown from the menu.
The Drilldown Type window appears:

3. Choose the Transaction as the drilldown type to view the underlying transactions that make up the reported balance.

4. Click OK. The Drilldown Transaction window appears.

5. Now repeat steps 1 to three but change the drilldown type, selecting Data as the type option, and Database as the data option.

6. Click OK.

Drilldown unsuccessful?

If the drilldown procedure does not retrieve any data, the message, “No segments selected for drilldown” appears. Reselect the transactions or subtotals you want to apply the drilldown procedure to, and reselect drilldown options.

Copying and pasting drilldown data

You can copy and paste drilldown data to a word processing or spreadsheet program by highlighting the data and selecting Copy from the Edit menu, or using CTRL-C to copy and CTRL-V to paste.

Where to Now?

There are many creative formatting options you can apply to your financial statements, such as adding color, borders, and shading, or applying your favorite font and size. To find out more about these options, see Chapter 5, “Working with Statements.” Chapter 5 also covers information about how to customize your financial statements by changing defaults.
Chapter 5
Working with Statements

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Chapter 5
Working with Statements

This chapter covers fundamental Financial Link Professional concepts and features as well as instructions on how to customize statements by defining default settings, properties and parameters, and applying formatting options.

Working with Report Sets

Definition
A report set contains information on what database(s) to use to generate a report or statement, what folders have been created to store reports and statements, what formatting commands have been applied, and the actual names of reports and statements.

When you start to build a report or statement, Financial Link Professional automatically creates a report set for you. As you work with your report or statement, the report set is updated.

Report sets are the basic unit in Financial Link Professional, and they are stored as .RPS files.

Report sets do not contain company data. After a report set is opened and you sign on, Financial Link Professional retrieves a copy of the company data, which appears in the statements and reports you preview and print.

Your company data includes account ranges, balances, and the company name.

If you recalculate or change settings
FL retrieves another copy of the company data automatically when you recalculate or change settings.

Note that company data is not saved into a report set.
A report set can contain one statement or multiple statements for one company or any number of companies. You can retrieve more than one database into your report set.

**To open a report set:**

2. In the Open window, select the folder that contains your report set.
   
   If you used Financial Link Professional’s defaults, the file will be stored in the data source directory where your ACCPAC or ACCPAC Plus data is located, and the file will have the .RPS extension.
3. Click the file name.
4. Click OK.

**Working with Databases**

If you plan to work with data for several companies or use different sets of data for the same company, use the Maintain Databases window to:

- Add a new database to use with a statement or report.
- Delete a database you have set up in Financial Link Professional.
- Change settings such as the current year, number of periods, wide quarter, and code.
- Reload ACCPAC information such as accounts and segments.
- Define and bind database segments for each company database you add.
- Change the location of the company database.
Working with Databases

About the Maintain Databases window

Select Databases from the Define menu to open the Maintain Databases window. This window shows all the databases you are currently working with, the number of segments found in each, the number of keys (account/segment combinations), and whether the current fiscal year is open.

Primary database

The arrow points to the primary database. Financial Link Professional creates a primary database at the time you open or create a report set.

Note that you cannot change the primary database.

New button

Click the New button to add a database to your report set. A New Database window appears. Click ACCPAC or ACCPAC Plus, then click OK. A Database Location window appears. Select the location of your data, and click OK. (The chart of accounts may be loaded with a Warning indicating that the segments in the new database were not bound to any of the defined segments.)

Delete button

Click the Delete button to remove any databases you no longer want to work with.

Segments button

Click the Segments button to open the Database Segments window where you can modify segments.

Reload button

Click the Reload button to reload ACCPAC accounts and segments.

Settings button

Click the Settings button to open the Database Settings window, where you can change the current year, number of periods, wide quarter, and company code.
Location button

Click the Location button to open the Database Location window, where you can specify a different directory and selector. If you have changed the location of your ACCPAC or ACCPAC Plus data, you need to update the directory path in this window.

Working with Database Groups

Databases of General Ledger data files can be grouped for multiple company consolidations or comparison reporting. Once you set up a database group, you can change or delete it.

To build groups of databases:

1. Choose Database Groups from the Define menu. The Database Groups window appears:

2. Click the New button.

The Database Group Definition window appears:

3. In the Name field, enter a name for your group.

4. In the Code field, enter an abbreviation of the name you entered in step 3.
5. Use the arrows to add databases to your group.
6. Click OK.

**Working with Folders**

Folders can be used to hold statements for every segment in your database as well as for consolidated segments. Folders are flexible and easy to work with.

**All Databases folder**

When Financial Link Professional creates a new report set, it automatically creates a folder called All Databases.

**To add folders:**

1. Select Setup Folders from the Data menu while in the Financial Reports window.

   The Add Folders window appears:

   ![Add Folders window]

2. Select one of the options, for example, select Consolidated under the Division segment.

   If you choose Consolidated for Regions, Financial Link adds one folder, All_Region. If you choose Each Value for Regions, Financial Link Professional adds a folder for each region defined in your General Ledger.

3. Click OK.
Working with Folders

A Confirm window appears:

4. Click Yes.

In this case, the All Division folder appears in your Financial Reports window.

Understanding Folder Options

Example

To illustrate how these options work, consider the example of two companies: ABC Company has Divisions 100 and 200. XYZ Company has Divisions 100, 200, and 300. Within each division, there are two regions, North and South, for both companies.

The options and their effects on the example are as follows:

Datasets options

If you choose Consolidated, Financial Link creates one folder called All Databases.

If you choose Each Value, Financial Link Professional creates two folders, one for each company.

Account options

This would be marked Ignore for this example, but in a company with a different account structure, Financial Link Professional adds a folder for one of the reporting segments.

Division options

If you choose Consolidated, Financial Link Professional creates three folders, one each for 100, 200 and 300.

Division folders 100 and 200 would be consolidations of ABC Company and XYZ Company.

Division 300 would only include XYZ Company.
Working with Folders

If you choose Each Value, five folders are created:
- Division 100, ABC Company
- Division 200, ABC Company
- Division 100, XYZ Company
- Division 200, XYZ Company
- Division 300, XYZ Company

Region options

If you choose Consolidated, two folders are created: North, and South.

If you choose Each Value, ten folders are created:
- For XYZ Company:
  - Division 100, Region North
  - Division 100, Region South
  - Division 200, Region North
  - Division 200, Region South
  - Division 300, Region North
  - Division 300, Region South

- For ABC Company:
  - Division 100, Region North
  - Division 100, Region South
  - Division 200, Region North
  - Division 200, Region South

To rename a folder:
1. Click on a folder to select it.
2. Right-click to see a pop-up menu.
3. Choose Folder Prop.
Working with Folders

The Data Properties window appears:

4. In the Data Properties for Folder field, type a new name for your folder. You can type over the existing name, or select the existing name and delete it first.

5. Click OK.

In the Financial Reports window, the folder now appears with the new name.

Changing Folder Options

You can specify options such as page numbering, starting a new page and print setup at the folder level.

When you specify options at the folder level, the options apply to all the reports in a specific folder. You can apply printing or viewing instructions to a specified statement, to one report folder and all its statements, or to all the statements in all the report folders.

To change print and display options for a folder:
1. Click on a folder to select it.
2. Right-click to see a pop-up menu.
3. Choose Folder Options. The Folder Options window appears:

4. Select or deselect these options by clicking inside the check box:

- **New page.** If this option is selected, each statement is printed on a new page.
- **Number pages from 1.** If this option is selected, statement numbering is set to one for each statement.
- **Include in report set print.** If this option is selected, the contents of this folder will be printed. If you don’t want to print this folder, deselect this option.

5. Click OK.

### Copying Statements between Folders

You can duplicate a statement and copy it to another folder if you require the same format for another department, organizational segment, or another company.

**Linked versus unlinked copies**

Duplicate statements are linked to the original. Whenever changes are made to the original, the changes automatically apply to the duplicate(s). You can also create a copy of a statement that is unlinked.

**To create a linked duplicate:**

1. In the Financial Reports window, click once on the statement you want to duplicate.
2. From the Data menu, choose Reuse Statement.
3. Select the destination folder(s) where you want duplicate statements to appear.
To choose more than one folder, click and drag, CTRL-click, or SHIFT-click.

**Note:** Any changes you make to duplicated statements are reflected in all the statements of the same name.

**To copy a statement that is not a duplicate link:**

1. In the Financial Reports window, select the statement you wish to copy by clicking on the statement name. A border will appear around the statement to show it is selected.
2. From the Edit menu on the Financial Link desktop, choose Copy.
3. In the Financial Reports window, select the destination folder where you want the statement to be copied.
4. From the Edit menu, choose Paste.
   
   The copied statement appears in the destination folder.

   **Note:** The new statement has the same name as the original statement, but with a trailing –1.

**To copy a statement from one report set to another:**

1. Open the report set that contains the statement you want to copy.
2. In the Financial Reports window, select the statement.
3. From the Edit menu, choose Copy.
4. Close the report set you are in, and open the report set where you want the copied statement to appear.
5. Select the destination folder.
6. From the Edit menu, choose Paste.

   The statement appears in the destination folder.
Setting Up Account Groups

Financial Link Professional allows you to include grouped or ungrouped departmental data in your reports.

Why create account groups?

You can create account groups to condense or consolidate General Ledger accounts. If you need to group data for reporting purposes, you can easily define a group of accounts.

Account groups can be used to select and report on accounts that are not in sequential order. Account groups are also useful for developing more complex queries or formulas. For example, if there are three sales areas in your company’s Western Sales division, you can group them into a Western division for a consolidated statement. (You don’t need to list each department consecutively on the report.)

To define an account group:

1. Open the Data Properties window by selecting Row Prop, Cell Prop, Column Prop or Statement Prop from the Data menu.
2. In the Data Properties window, select Acct from the Data selection list.

The Data Properties window now looks like this:

![Data Properties Window](image-url)
3. Click the Groups button. The Account Groups window appears:

   ![Account Groups window]

4. Click the New button. The Group Name window appears:

   ![Group Name window]

5. In the Short Name field, enter a name for your account group. Your name can be up to 6 characters long.

6. In the Full Name field, enter a longer, more descriptive name up to 50 characters long.

   For example, if you entered WEST in the Short Name field, you might enter WESTERN DIVISION STORES in the Full Name field.

   You can also accept the generic default names assigned by Financial Link Professional.

   Note that you can rename your account groups at any time.

7. Click OK.

8. From the Accounts list in the Accounts Group window, select each account you want to include in your new group.
You can highlight several accounts, as this illustration shows:

To load a range of accounts, double-click on the group name and enter the account range separated by a dash, for example, 3000-3999.

9. Click the OK button to save your account group.

Additional options
- To remove your account group, click Delete. To rename it, click Rename.

Importing groups
- To import existing groups from your General Ledger data, click the Load ACCPAC button in the Account Groups window.

10. Back in the Data Properties window, use the drop-down selection list to choose the account group you have created.

11. Click OK.

To change an account description:

1. In the Statement Design window, right-click the account name, and choose Cell Prop.
   
   The Data Properties window appears.

2. In Text definition field, type in a new description.

3. Click OK.
Autobinding applies to first retrieved database only

For the first database retrieved into a new report set, Financial Link Professional segments will automatically match those in your General Ledger data.

For example, if you have defined Acct and Dept segments in your General Ledger data, they will be bound to Financial Link segments Acct and Dept when the report set is created.

Financial Link Professional does not automatically update its segments to match any subsequent changes in your General Ledger data.

If you add segments in General Ledger after Financial Link Professional has created a report set, or if you add another database with different account segments to your report set, you must manually add and bind any new segments in Financial Link Professional.

The process of setting up segments includes:

- Checking database structures. Use the Financial Link Segments window, or choose Segments in the Maintain Databases window.
- Adding Financial Link segments (as required). Use the Financial Link Segments window to add segments as well as to modify and delete them.
- Binding segments. Use the Database Segments window.

To check database segment structures:

1. Open the Maintain Databases window by choosing Database from the Define menu.
2. Select the database you want to check segments for.
3. Click the Segments button.
Working with Account Segments

The Database Segments window appears:

![Database Segments Window]

This window lists the number of segments in your data, the names of your segments, whether they are bound to Financial Link Professional segments, and the number of keys (number of values found in ACCPAC).

4. Click OK or Cancel.

To add a Financial Link Professional segment:

1. Choose Segments from the Define menu.

The Financial Link Segments window appears:

![Financial Link Segments Window]

2. Click the Add Segment button.

The Edit Financial Link Segment window appears:

![Edit Financial Link Segment Window]

3. Enter the segment name in the Name field.
4. Choose the option for unspecified handling to be used if you selected the Unspecified option for this segment in the Data Properties window when you are building a report or statement:

- **Blank.** If you choose Blank, Financial Link Professional retrieves data for accounts that only have a blank value for that segment in the account code.

- **Consolidated.** If you choose Consolidated, which is the default option, Financial Link Professional combines all values found (including blanks) for that segment in the account code into one consolidated figure.

5. Click OK.

**To bind a segment:**

1. From the Define menu, choose Databases. The Maintain Databases window appears.

2. Click the Segments button to open the Database Segments window.

3. Under Seg #, click on the number of the segment you want to bind.

4. Click the Edit button. The Edit Segment window appears.

5. Click the arrow next to the Binding field to see a drop-down selection list, as shown here, and click on an option:

   ![Edit Segment window](image)

   You can bind the segment to an existing segment in Financial Link, or you can choose one of the following options:

   - **Unbound-consolidated.** Choose this option to allow any value found in the segment, including no value, to be reported.
Working with Account Segments

- **Unbound-blank.** This is the default setting. If you choose this option, Financial Link Professional will only report accounts that have no value defined for this segment, for example, single-segment accounts.

  For example, assume that your chart of accounts includes single-segment accounts such as Retained Earnings, and your new database segment, “Area,” is unbound-blank. Financial Link Professional only returns figures for account codes that have a blank Area segment. If the account code has any values, for example, Western, or Northern, Financial Link will not return values.

**Default settings**

If you do not specify a segment at any level, from folder, statement, row, column, to cell, Financial Link Professional uses the default setting, Consolidated-All or Blank.

**Segments and templates**

If you are using a template, you should specify Account as the first segment in the Financial Link Segments window. If Account is not the first segment in your database structure that appears in this window, rearrange the segments using the arrow button.

**Financial Link Segments window**

![](image)

**If you don’t bind a newly-added segment**

Note that if you don’t bind a new database segment, the segment will not appear in the Data Properties window. Data for that segment will not be reported in the statements.

**Selecting Segmented Data for Reports**

You can include segments in your reports and statements based on the selections you make in the Data Properties window.
Working with Account Segments

Segments and Data Properties window

You can specify segment values at the folder level, statement level, row level, column or cell level, or, you can leave segment values unspecified.

Choosing the Unspecified setting

If you choose the Unspecified setting in the Data Properties window, Financial Link Professional either retrieves data that has no value for that segment, or combines all values, depending on the Unspecified Handling option you choose in the Edit Financial Link Segment window.

The following example shows an unspecified Area segment:

![Data properties window](image)

If you chose Blank in the Edit Financial Link Segment window when you added the segment, Financial Link Professional only retrieves data that has a blank value for that segment in the account code. If you chose Consolidated, the default option, Financial Link Professional combines all values found (including blanks) for that segment in the account code into one consolidated figure.

To group segments:

1. In the Data Properties window, select the segment you want to use to create groups and click the Groups button.

The selection called All -ZZZZZZ is set up automatically by Financial Link Professional and is used for consolidation reporting of a segment.
Setting Global Defaults

2. Click New.
3. Enter a Short name code and a Full name.
4. Click OK.
5. Select segments to include in your new segment group by clicking on a selection in the Segment list. To select several segments, double-click on the group name and enter the department range separated by a dash, for example, 100-300.
6. Click OK.

Setting Global Defaults

Financial Link Professional allows you to customize global default settings for your statements and reports, including:

- Report dates and reporting periods.
- Rounding methods.
- Provisional posting.
- Source currency reporting.
- Unit measurements.
- Formats for numbers, currency and percentages.
- Page breaks, margins, alignment, and grid lines.
- Column and row parameters.
- Borders, fonts and color.

Default settings

Default settings apply to all financial statements in a report set, and they form the parameters for designing your statement. All default settings can be modified at any level: statement-wide defaults, or defaults for rows, columns and cells.

Setting Figure Defaults

You can define defaults for the figures that appear in your statements, including currency and percent formats.
To set defaults for figures:

1. From the Global menu, choose Figures.

   The Figures Format Defaults window appears:

   ![Figures Format Defaults window](image)

   The Figures Format Defaults window displays currently-defined default settings for all statements in the report set.

   Each button in the Figures Format Defaults window opens a new window where you can specify different currency formats, number formats, percent formats, and apply defaults already established in Windows, ACCPAC or ACCPAC Plus.

2. Click on a button to specify how currency, numbers, and percentage symbols appear.

3. To change the currency symbol, click the Currency format button.

   The Currency page appears:

   ![Currency page](image)
4. Define currency options by selecting one of the following options from the Currency selection list:

- **Left, Leading or Trailing the Symbol or None.** Choose None if you don’t want to use a currency symbol.
- **Currency Symbol.** If you select this option, you can use any currency symbol.
- **Space.** This option moves the symbol to the left by one space if Leading has been selected.
  
  If Trailing has been selected, choosing Space moves the symbol one space to the right.
- **Outside Neg.** This option place the currency symbol outside of the brackets or minus sign.
- **Decimal Separator.** This option is designed for multi-currency ledgers which use other symbols for separators. The default separator is a period, for example, $12.94.
- **Group Separator and Size of Group.** These options are designed for multi-currency ledgers which use other symbols for separators and sizes. The default group separator is a comma, for example, $9,876, and the default size is 3. (Size determines how many numbers appear after the separator.)

Choose the Sign Reversal option if you want to report values opposite to their sign, for example, to report credits as positive values.

Choose the Absolute option if you want to report all figures as positive, including negative figures.

5. Click OK after you have selected currency settings.

6. To change the number format, click the Number Format button.
The Number page appears:

Decimals
Use the Up or Down arrows to increase or decrease the number of decimals.

Shift
Select Shift to round large numbers when you need to save space. For example, if you shift 10,000 –3m the figure is reported as 10.

Negative
To represent negative values, choose an option in the Negative drop-down selection list:

- **Left.** The chosen negative sign prints to the far left of the cell to align with the values in a column.

- **Leading.** The chosen negative sign prints immediately to the left of the value.

- **Trailing.** This option applies to the minus sign only, and prints it to the right of the values.

- **Minus sign.**

- **Brackets ().**

- **None.**

- **Space.** If you select this option, a space is inserted between the end bracket, or trailing dash, or leading beginning and ending bracket.

- **Color.** The default color is red, but you can choose from the color chart or custom colors by clicking the colored button.
7. To change the percent symbol, click the Percent Format button.

The Percent page appears:

Options for percentages include the following:

**Decimals.** The value you select determines how many decimals are displayed. For example, if you choose 2, two decimals will be displayed.

**Shift.** The value you select determines how many positions to the right that the decimal place is moved. For example, if you choose 2, the decimal place is moved two positions to the right (this is the same as multiplying by 100).

**Negative.** If you select Leading () with no Space and no Color, Financial Link Professional places parentheses around the figure without inserting any spaces between the figure and the parentheses. The default color, black, is used.

**Currency.** If you select Left % with Space, Financial Link Professional places the % sign on the left, and includes a space between the sign and the figure. The Outside Neg setting does not apply when using parentheses.

8. To apply the settings you have defined in ACCPAC, click the Set ACCPAC defaults button.

9. To use the Windows defaults, click the Set Windows defaults button.
Setting Global Defaults

The following Information message appears to notify you that Financial Link Professional automatically changed the settings to those you have defined in Windows.

10. Click OK.
11. Back in the Figures Format Defaults window, click OK to save your changes.

Setting Global Options for Statements

Use the Document Options window, shown below, to specify the following options for an entire statement or for parts of a statement (column, row, or cell):

To open this window, select Options from the Global menu.
Setting Global Defaults

Global options

The global options you can customize to suit your preferences include:

- Date formats.
- Grid line colors.
- Unit measurements.
- Margin increments.
- Directory where report sets are stored.
- Whether to include provisionally-posted data.
- Whether to report data in a currency other than the source currency.

Date formats

In the Short Date Format and Long Date Format fields, enter codes to specify your preferred date format:

<table>
<thead>
<tr>
<th>Code</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm</td>
<td>03</td>
</tr>
<tr>
<td>mmm</td>
<td>Mar</td>
</tr>
<tr>
<td>mmmm</td>
<td>March</td>
</tr>
<tr>
<td>ddd</td>
<td>Tue</td>
</tr>
<tr>
<td>dddd</td>
<td>Tuesday</td>
</tr>
<tr>
<td>yy</td>
<td>01</td>
</tr>
<tr>
<td>yyyy</td>
<td>2001</td>
</tr>
</tbody>
</table>
Setting Global Defaults

Grid lines

Financial Link Professional automatically applies a grid to the working area of your statement. To change the grid line color from the default, gray, use the drop-down selection list to choose white, or black grid lines. Choosing white makes the grid lines invisible.

You can change your statement’s foreground or background color by select Format from the Global menu, then choose the Borders and font tab of the Format window.

Unit measurements

Unit measurements affect column width, row height, and cell margins. You can choose between inches, centimeters or points.

Margin increments

Margin increments control the position of contents within a cell. Depending on the unit measurement specified on the Document options window, these increments will be in inches, centimeters or points. The default settings for margin increments are 0.10 inch, 0.25 cm or 7.20 pt. To change these settings, simply highlight the number and enter in a new one.

Default directory

Enter the name of the directory where you want to store report sets in the Default Directory field.

Source Currency Reporting option

Select the Source Currency Reporting option if your General Ledger data is multicurrency and you want the source currency to be reported.

Use Provisional Data option

Select the Use Provisional Data option if you want Financial Link Professional to include provisionally-posted General Ledger data in your financial statement.

Use Early Rounding Method option

Select the Use Early Rounding Method option if you want Financial Link Professional to round your data using the early rounding method. For more details about the rounding options you can use, see the section, “Working with Rounding Options,” later in this chapter.

To set global options:

1. From the Global menu, select Options.
The Document Options window appears:

2. Specify options, and click OK.

Changing Reporting Period Options

When Financial Link Professional connects to your data, it automatically selects the 13-period option if your data is set up with a 13-period fiscal year. Using information from your General Ledger data, Financial Link defines the quarter where the two periods fall in the same month.

To change the quarter that reports the extra period:
1. Choose Databases from the Data menu. The Maintain Databases window appears.
2. Choose the Settings button.

The Database Settings window appears:

Database Settings window
Setting Global Defaults

Options

You can change the current year, and change the value in the Periods field to 12 or 13.

The Wide Quarter selection list represents the quarter that reports the extra period during your fiscal year.

If you selected 13 in the Periods field, specify the quarter that reports the extra period in the Report Periods field.

Mapping Fiscal Periods

When you open two or more databases in Financial Link Professional, you can print statements that compare two companies, even if they do not have the same fiscal year. You can align one company’s reporting periods with that of the other.

In the following example, the first company’s year-end occurs on 31 December, and the second company’s year-end falls on 31 March.

<table>
<thead>
<tr>
<th>First Company</th>
<th>31 Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>Feb</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Company</th>
<th>31 Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>Feb</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Periods one through three in the first company would be mapped to periods ten through twelve of the previous year in the second company.

Warning: companies must have the same number of periods

Although companies do not need to have the same year-end, they should the same number of fiscal periods. However, if your company has 13 fiscal periods, the other company must also use 13 fiscal periods.

To map one company’s fiscal periods to another:

1. Choose Fiscal Periods Mapping from the Define menu. You will see a table that contains each company along with the number of financial periods. FP1 represents the first financial period, FP2 the second, and so on.
2. In the Mapping Year field, select the year that you want to compare.

3. In the Mapping Company field, choose the company that will be the basis of the comparison. This company appears in the first column, and you cannot change the reporting periods for it.

4. You can now match the reporting periods of the second company to that of the first. In the final column, select the reporting period for the first company that matches the start of the financial year for the second.

For example, you are comparing two companies with twelve reporting periods. The default company’s financial year starts in January, while the second company’s financial year begins in October. As the second company’s financial year starts three months earlier, you would need to select reporting periods that started three months earlier, as shown in the following example.

![Fiscal Periods Mapping](image)
Rounding Options

You can select a financial period in the last, current or next year, as indicated in the following table.

<table>
<thead>
<tr>
<th>Code</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;FP</td>
<td>Last year’s financial period</td>
</tr>
<tr>
<td>FP</td>
<td>This year’s financial period</td>
</tr>
<tr>
<td>&gt;FP</td>
<td>Next year’s financial period</td>
</tr>
</tbody>
</table>

5. Click Save.

Rounding Options

Financial Link Professional uses one of two rounding methods: early rounding and late rounding. Both methods will be familiar to ACCPAC and ACCPAC Plus users.

Default rounding option

The default rounding option in Financial Link Professional is the early rounding method.

To change to the late rounding method, select Options from the Global menu, and uncheck the Use Early Rounding Method.

Global rounding

You can apply rounding to a particular statement or to all statements in a report set. When you apply rounding globally, it is reflected in all statements in a report set. When you apply rounding at the statement level, it only affects the statement you are working with.

Using Early Rounding Method (Default)

The early rounding method rounds the figures from each fiscal period as it retrieves them from your General Ledger data, that is, at the earliest possible time, before using the figures in the financial report. The totals for this method always add up because they are totals of the printed rounded figures. However, totals may not agree with the trial balance totals due to rounding errors.
Using the Late Rounding Method

The late rounding method rounds the reported figures after they have been retrieved from your General Ledger data to perform the rounding at the latest possible time.

This method gives the smallest possible rounding error. It may appear inaccurate in certain reports because the rounded figures printed for each fiscal period do not add up to the corresponding rounded trial balance figures.

To specify rounding for reports:
1. Select Options from the Global menu.

   The Document Options window appears:

   ![Document Options window]

2. Select the Use Early Rounding Method option unless you want to use the late rounding method.
3. Click OK.

To specify the rounding amount for a statement:
1. Right-click the top left corner of a statement, and choose Format from the menu. The Format window appears.
2. Click the Figures tab (if it isn’t selected already).
3. Change the Decimals value to 0 by clicking the Up or Down arrow until you reach 0.
4. Change the Shift value to the rounding position you want by clicking the Up or Down arrow.
Working with Data Properties

You can set data properties for statements, rows, columns and cells as well as for databases, source currency, period balances, accounts, and departments.

Inheritance

Data properties are inherited from the highest level they are defined at.

To view properties for part or all of a statement:

1. Click the portion of the statement on which you want to view properties:
   - To select the entire statement, click the gray cell in the top-left corner.
   - To select a row, click a gray cell along the left side.
   - To select a column, click a gray cell along the top.
   - To select a cell, click inside it.
2. Right-click the right mouse button, and choose one of the following options from the menu:
   - Statement prop.
   - Row prop.
   - Col prop.
   - Cell prop.

You can select the same options by choosing Statement Prop, Row Prop, Col Prop, and Cell Prop from the Data menu.
The Data Properties window appears:

Data selection list

When you choose Data under the Type options in the Data Properties window, you can define properties for databases, currencies, accounts, and segments.

Options include:

- **Database.** Choose the From Folder option or choose a database you want to work with for your statement.

- **Currency.** Choose this option to select a currency. You can choose to report in the Source currency value or in the Home equivalent. Note that source currencies available for reporting are restricted by the currency tables you have set up in your General Ledger data.

If you select the Unspecified option in the Data Properties window, the source currency data properties will be inherited from a higher level.

- **Selector.** Choose this option to define reporting periods. When you choose this option, the Data Properties window displays a Builder button. Click the button to open the Selector Builder window.

For more details, see the section, “Specifying Reporting Periods,” later in this chapter.
Reporting Dates and Fiscal Periods

- **Account.** Choose this option to define accounts to report and set up account groups.

  If you choose the Unspecified option in the Data Properties window, shown here, properties for the underlying data are inherited from a higher level or are not required.

- **Segments.** Choose this option to define accounts to define the segment reporting and set up segment groups.

To report the account group, choose one of the option buttons in the Data Properties window: Consolidated, which shows group data condensed on one line or Separated, which lists data individually.

---

**Reporting Dates and Fiscal Periods**

When it comes to working with dates and periods, Financial Link Professional allows you to specify the accounting fiscal period criteria you wish to report and to change the statement reporting date, recalculating balances accordingly.

To specify a different accounting period:

1. On the toolbar, select an accounting period in the Fiscal Period Selector.
2. Click OK.

**To specify a different year:**

1. On the toolbar, select a year in the Fiscal Year Selector.
2. Click OK.

**To specify a different statement reporting date**

1. Select Statement Date from the Global menu.
   
   The Statement Date window appears:

   ![Statement Date window](image)

   2. In the Statement Date field, select a different date, staying within the currently-selected fiscal period.
3. Click OK.

**Specifying Fiscal Periods**

Use the Selector Builder window to specify the accounting fiscal reporting options. Although the reporting period is usually defined at the column or row level, you can define it at the cell level.

Based on the current fiscal period and year you selected from the toolbar, the Selector Builder window depicts exact data information returned for the chosen row, column or cell. The graph depicts the time frame you selected.

Click on options to select the desired reporting values. Choose the Selector settings from the first five list boxes for the values you need to report in the chosen row, column or cell.
Reporting Dates and Fiscal Periods

Selector Builder window

Reporting value choices

When it comes to reporting a value, there are three options you can choose from:

- Opening balance.
- Balance.
- Net change.

Choosing the type of balance

Depending on the type of value you wish to report, choose from the following balance types:

- Actual.
- Actual with provisional.
- Budget.
- Quantity.
- Provisional.
- Provisional quantity.
- Quantity with provisional.

Choosing the reporting period and timeframe

Financial Link Professional lets you select monthly, quarterly, biannual and annual reporting periods. Depending on the period type, you can choose from additional options: adjustment (ADJ), closing (CLS), current (CURR), first previous to 13th previous periods, and specific reporting periods.
Reporting Dates and Fiscal Periods

Choose a year

You can choose from the following years: current year, last year, 2 years ago, three years ago, and four years ago. The actual years that appear in this selection list are based on your ACCPAC fiscal calendar.

Additional options for specifying periods

Financial Link Professional offers several other options to choose from that narrow or expand the accounting time frame:

- **Aligned.** When you select this option, your reporting data is aligned with the fiscal period calendar. (By default, this option is selected.)

  When you de-select this option, you can choose quarterly, half year or full year reporting that is not aligned with the fiscal year.

  For example, a quarterly report at fiscal period 5 would include fiscal periods 3, 4 and 5 rather than the conventional quarter reporting only periods 4 and 5.

- **Comparison.** When you select this option, Financial Link Professional allows reporting only with respect to the current fiscal period selection.

  For example, if you select Comparison for a quarterly report, with the current fiscal period at 5, the report will show only periods 4 and 5.

  If you deselect the Comparison option, you can report beyond the current fiscal period. In this example, if you deselect Comparison, Financial Link Professional returns quarterly data for periods 4, 5 and 6.

- **Include adjustment or include closing.** Use this option if you want reports to correspond with the criteria used in the selected ACCPAC database.

- **Overlap.** This option allows reporting periods to extend beyond the fiscal year calendar, for example, if you want to report sales figures for September of year 1999 to June of 2000 even though the fiscal year-end is in December.

- **RE Bal only.** Use this setting to report the opening balance of retained earnings.
Description line

If there have been current period entries made to the retained earnings account during the fiscal year, Financial Link Professional will continue to report the opening balance if this setting is checked.

Database

The description displayed below the list and check boxes changes with your selections and moves the position of the red bar on the graph, depending on your selections.

The Selector Builder window displays the currently-selected database. This is view-only; you can’t change the database in this window.

Formatting Reports and Statements

This section describes formatting capabilities for report sets, financial statements, and rows and columns within statements.

When it comes to formatting, you can control the following elements:

- Margins and alignment of report or statement contents.
- Borders and cell underlining and overlining.
- Figures, including currency symbols.

To format a report set:

1. Select Format from the Global menu. The Format window appears.
2. Click the Report Set tab to see options available to you.

![Report set format options](image1)

3. Click OK.

Note: You can set up defaults for every statement in your report set by choosing Format from the Global menu. You aren’t limited to options on the Report Set tab.

**To format a statement:**

1. Right-click the gray cell in the top left corner of a statement, and choose Format from the menu.

The Format window appears:

![Format window](image2)

2. If the Statement tab isn’t already selected, click this tab now to see the page alignment and pagination options available to you.

3. Choose options, and click OK.

Note: You can set additional defaults for statements on other tabs in the Formats window.
Formatting Rows and Columns

The best time to define row parameters is when you start to build your statement so that all rows added afterwards will have the same parameter formats. You can also format rows individually by choosing the row and selecting Row Params from the Format menu.

To format a row within a statement:

1. Select Row Params from the Format menu or right-click the gray cell for the row, and choose Format from the menu.
   The Format window appears.
2. Click the Row tab.
   The Row page appears:

   ![Format window](image)

3. Choose from the following options:
   - **Height.** Enter the desired row height in inches, centimeters or points. Choose units of measure by selecting Options from the Global menu.
   - **Suppression.** Choose this option to suppress rows if they are Null, Zero, or Always. To display suppressed rows, select the Reveal All option.
   - **Page Break After.** Select this option to create a page break after the current row.
Formatting Reports and Statements

- **Repeat On New Page.** Select this option to duplicate column headings or row information on the following page(s).

- **Exclude From Calculations.** Select this option to keep row values from being included in formula calculations. It may be necessary to choose Recalculate from the Data menu to see the changes when this option is selected or deselected.

- **Report Rounding.** Select this option to report rounding errors on this row.

- **Clear Rounding.** Select this option to restart accumulating rounding errors at zero.

4. Click OK.

**Formatting columns globally**

You can customize defaults for all column settings in a report set by choosing Format from the Global menu and selecting the Column tab.

**Formatting columns individually**

You can format columns individually by selecting a column and choosing Column Params from the Format menu. Set the column parameters at the start of a statement build so that all columns added afterwards will have the same parameter formats.

**To format columns:**

1. Right-click the gray cell in the top left corner of the statement, and choose Format from the menu.

   The Format window appears.

2. Choose from the following column parameters:
   
   - **Width.** You can change the width of the column in inches, centimeters, or points. To change units of measure, select Options from the Global menu.
   
   - **Suppression.** Financial Link Professional allows you to suppress columns by selecting Null, Zero, or Always. To display suppressed columns, select the Reveal All option.
Format Reports and Statements

- **Page Break After**. To create a page break after the current column, select this option.
- **Report On New Page**. Select this option to duplicate the current column on the following page or pages.
- **Exclude From Calculations**. Select this option to keep column values from being included in formula calculations.
  It may be necessary to use Recalculate from the Data menu to see the changes when this option is selected or deselected.
- **Report Rounding**. Select this option to specify report rounding errors for a column.
- **Clear Rounding**. Select this option to restart the accumulation of rounding errors at zero.

3. Click OK.

**Alignment, Margins and Span**

You can apply many of the alignment, span and margins options by choosing a button in the Design Toolbar, shown here:

Alignment

You can align the contents of cells, rows, or columns using the alignment options in the Format window:
Horizontal options include left justification, right justification, and centering. Vertical options such as top, bottom, and center, control the position of the contents within a cell.

Span options

Contents can span across several cells, across the statement or across the page.

Select these choices from the Span section.

For example, choose Cells to span multiple columns, then enter 1 in the Shift box to move the contents to the next cell to the right, then enter 3 in the Across box to span the heading across the next 3 cells.

Margins

You can change the left and right margins to adjust the placement of contents in cells.

Borders, Underline, and Overline

Using the Format window, you can add a border to cells as well as add a line to the top or bottom of the cells.

Click the Borders and Font tab in the Format window to see the options available to you in the Borders and Fonts page:

When it comes to underlining or overlining a cell, your options include:
Insert Images

- **Full.** If you choose this option, the line extends from one side of the cell to the other.
- **Margins.** If you choose this option, the line uses the margin settings defined on the Alignment window.
- **Inside.** If you choose this option, the line appears inside the currency sign, if you are using a leading currency and the right bracket.
- **Contents.** If you choose this option, the line extends only to the cell contents, which is useful for underlining headings.

### Insert Images

You can insert an image into any cell of a statement.

1. Right-click the cell into which you want to insert an image, and select Cell Prop from the pop-up menu.
2. In the Type section, select the Bitmap option.
3. Click the Load button.
4. Use the Open dialog box to find the image file, and then click Open.
5. Click OK.

### Printing Reports and Statements

Financial Link Professional provides several options for printing or previewing your reports or statements:

- You can print or preview all the statements in all the report folders for the entire report set. Specific folders can be excluded.
- You can print or preview all the statements in the selected report folder.
- You can print or preview a selected statement.
You can print or preview multiple statements chosen from a list of all statements. Assign your selection a name so that it can be reused.

**To select print and print preview options:**

You use the same window, Print Mode, to set print preview options and print options.

1. To open the Print Mode window, click the Print or Print Preview button on the toolbar, or choose Print or Print Preview from the File menu.

The Print Mode window appears:

![Print Mode window](image)

2. Select one of the following options:

   - **Report set.** Choose this option to select every statement in a report set. You can exclude specific folders.
   - **Folder.** Choose this option to select all statements in a report folder.
   - **Statement.** Choose this option to print or preview the selected statement.
   - **Multiple Statements.** Choose this option to print or preview more than one statement. To choose statements, scroll through the drop-down selection list, and click statement names.

3. Click OK.
Setting Up Printsets

A printset is a print job for a group of statements.

To set up a printset:
1. From the File menu, choose Print or Print Preview.
2. In the Print Mode window, select Multiple Statements.
3. Check the boxes beside the statements that you want to include in the printset.
4. Click the Save As button, and enter a name in the Printset Name field.
5. Click OK.

The Printset has now been included in the box to the left of the Save As button and can be selected whenever you choose the Multiple Statements option.
6. Click OK in the Print Mode window.

To select the printer or print mode:
1. Select Print Setup from the File menu.
2. Specify the printer, orientation, paper, or additional print options.
3. Click OK.

Printing the Contents of a Folder

To select print options for folders:
1. Right-click a folder or statement, and choose Folder Options from the menu. The Folder Consolidated Department Options window appears:
2. Select one or more options.
3. Click OK.

To specify statement print settings:
1. Click the gray cell in the top left corner of a statement.
2. Select Statement Params from the Format menu. The Format window appears:

3. Set page breaks, the position, and orientation of the statement on the page.

The Left Margin option is specific to each statement, and it is used to center narrow statements in a report set. The total left margin setting is a combination of the Global left margin option and this option.

4. Click OK.

Where to Now?

Topical online help is available to guide you through specific functions and explain windows. To see an online help, click the Help button in a window, or go to the Help menu.
Appendix A
Financial Link Professional Administration

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Appendix A
Financial Link Professional Administration

This appendix is intended for system administrators or individuals responsible for supporting Financial Link Professional. It covers how to set up new users and define security access, as well as set up the Signon utility.

How you set up your security depends on whether you are creating statements with ACCPAC Plus or ACCPAC Advantage Series data.

Security with ACCPAC Advantage Series Data

Setting up security with ACCPAC Advantage Series data is a two-step process. First, you must create users in your Advantage Series data, and then you can assign these users to specific groups in Financial Link Professional.

Adding Users

1. Open your data in ACCPAC Advantage Series, and under Administrative Services, use the Users window to create the users who will access the data in Financial Link Professional.

2. Create a Security Group using any Group ID, such as FINLINK. Grant this group Journal Entry Inquiry rights under the General Ledger application. This option gives users the right to use the drilldown feature in Financial Link Professional.

3. Under User Authorizations, assign each user to the Security Group you created in step 2 for General Ledger.
For more information on adding users and group, refer to your ACCPAC Advantage Series documentation.

### Administering User Groups and IDs

There are two levels of access available to Financial Link Professional users, depending on which you assign:

- **View.** This level of access restricts Financial Link Professional users to viewing and printing statements. Users who have view-only access rights cannot modify or create statements and report sets.

- **Design.** This level of access allows unrestricted use of Financial Link Professional.

### Creating User Groups

You must create groups of access rights, and then you can assign ACCPAC Advantage Series users to those groups.

1. From the Define menu, choose Databases.
2. Select the database for which you want to set up security, and click the Security button:

3. Type a new Group ID and description.
4. Select whether you would like to grant the users who will be assigned to this group Design or View rights.
5. Click the Save button.
6. Repeat steps 3-5 for each group you wish to create, and then click the Save button.
7. Click the Close button.

Assigning Users to a Group

Once you have created the appropriate groups, you must assign each user to a group.
1. From the Global menu, choose Security.
2. In the User ID field, select one of the users you created in ACCPAC Advantage Series.
3. In the Group ID field, select the appropriate group.
4. Click the Save button
5. Repeat steps 2-4 for each user. When you have finished adding Groups, click the Close button.

Security with ACCPAC Plus Data

When you install Financial Link Professional, it automatically creates the user SYS (the system administrator), with the password SYS. Note that for security reasons, you cannot give other users the same security rights as SYS.

To prevent unauthorized access, you must change the password for user SYS using the User Setup program as soon as you have installed Financial Link Professional.

To change the password for user SYS:
1. From the Windows Start menu, select Programs, then Financial Link Professional, and choose User Setup.
2. In the Signon window, type SYS both in the Initials field and in the Password field, and click OK.
After a few seconds, the User Setup window appears:

3. In the User Initials field, select SYS from the drop-down selection list.
4. Click the Edit button.
5. Type your name in the User Name field. (This step is optional.)
6. In the Password field, type a new password.
   The password is encrypted in the user file and cannot be decoded without the Setup program.
7. Leave the Class field (security access class) blank, since it does not apply to user SYS.
8. Click the Save button.

To log out of User Setup:

- Choose Exit from the File menu to automatically log out.

If you are using other ACCPAC Options products, you will be logged out when you exit the last Options program you were running.

To log in again, double-click the User Setup icon and follow the instructions above.
Setting Network Access Rights

We recommend you set read-only network access rights to the EZCOMFIL.LD4 file in your data directory as well as to the EZUSRFIL.LD4 file in your EZTASKS directory for all users except SYS. (When you start the setup program, EZUSRFIL.LD4 will be created automatically.)

If you forget the password for user SYS, the only way to re-create the password is to delete the user ID record for user SYS, and re-create all users and their passwords.

To delete the user SYS file:

1. Ask all users who have signed on to Financial Link Professional to exit the applications they are running.
2. Delete the file EZUSRFIL.LD4 from the directory specified in the EZCOMFIL.LD4 file in your data directory.
3. Change the password for SYS (as described above).
4. Set network access rights (not the file attributes) for the EZUSRFIL.LD4 file to read-only.
5. In the User Setup window, re-create all users, their passwords, and security class assignments.
6. Set the network access rights to read-only except for user SYS.

Administering User Classes and IDs

There are two levels of access available to Financial Link Professional users, depending on which you assign:

- **View-only.** This level of access restricts Financial Link Professional users to viewing and printing statements. Users who have view-only access rights cannot modify or create statements and report sets.
- **Design.** This level of access allows unrestricted use of Financial Link Professional.
Creating User Classes

You must create classes of access rights before you can assign access rights to Financial Link Professional users.

To create security access classes of users:

1. In Financial Link Professional, open a report set.
   From the Global menu, choose Security. The Security Levels window appears:

2. In the Security Levels window, select a Dataset, and click the Edit button. You may be warned that no security exist for the Dataset. Click Yes.
   The Security Setup window appears:

3. Click the New button under Design Classes or View-Only Classes, depending on the type of class you want to create.

4. Type the name of your user class in the Enter Class Name field, and click OK.
   In the Security Setup window, your new user class appears in the Design Class or View-only Class box.
5. If you need to create additional classes, repeat steps 3 to 5.
   The following example shows two user classes, Level1 and Level2:

6. When you have finished creating classes, click OK.

Deleting user classes
You can delete a user class at any time by selecting the name in the Design Classes or View-Only Classes list and clicking the Delete button.

Creating User IDs

Once you have set up security classes, run User Setup to create user IDs. A User ID is a record which contains a user name, the user’s initials, a password, and the access class which the user is assigned to.

To create a user ID:

1. From the Windows Start menu, select Programs, then Financial Link, and choose User Setup.

   The User Setup window appears:
2. In the User Initials field, type up to three characters representing the user’s initials, and press Enter. The initials will appear in upper case.

User Setup checks to see if these initials have already been assigned to another user. If the initials have been assigned, the user’s record will appear in this window.

If they have not been assigned, an Information window will appear, asking if you want to add a new user:

3. Click Yes.

4. In the User Setup window, type the user’s entire name in the User Name field, and press Enter or Tab.

5. In the Password field, type a password, and press Enter or Tab. (Passwords are not case-sensitive.)

   **Note:** The password is encrypted in the user file, and cannot be decoded.

6. In the Class field, type the name of the class you wish the user to be assigned to.

7. Click the Save button.

8. To add another user ID, type information into the fields.

**Changing or deleting user IDs**

You can edit or delete the user ID you have created by clicking the Edit or Delete buttons, respectively.

---

**Administering the Signon Utility**

**What is Signon?**

The Signon utility verifies each Financial Link Professional user and keeps details about the user in memory to ensure secure access to data. After a user exits Financial Link Professional, these details are unloaded from memory.
You run Signon only once during a Windows session. The security level granted by Signon is shared by all ACCPAC Options applications that use Signon.

How Signon works

The first time a user tries to connect to General Ledger data in ACCPAC or ACCPAC Plus from Financial Link Professional, Financial Link Professional checks to see whether Signon has been run, for example, by another application that requires it.

If Signon has not been already run during the user’s session, it requests the user’s initials and password before allowing the user access to General Ledger data.

File checking: EZTASKS.LD4 file

When Signon is run for the first time, it checks to find the location of the EZTASKS.LD4 file. This file is used to determine who is logged in and which application(s) they are using. If the file cannot be found, or more than one copy is found, Signon prompts the user to choose the path to the correct EZTASKS.LD4 file.

Automatic startup

After a user exit Financial Link Professional or logs off ACCPAC or ACCPAC Plus, Signon automatically starts the next time the user wants to connect to General Ledger data from Financial Link Professional in this Windows session.

Setting the Signon Path

Setting path to EZTASKS.LD4 file

For Signon to work, you must set the path to the EZTASKS.LD4 file. The path to the EZTASKS.LD4 file is stored in the EZCOMFIL.LD4 file in your data directory.

Set the path to the drive on which ACCPAC Plus is installed, followed by the path indicated in the \ASP\PROFILE.LD4 file. (This is the ACCPAC Plus file that contains the location of EZTASKS.LD4.) For example, the path to the EZTASKS.LD4 file is F:\ASP if ACCPAC Plus is on drive F and the first line of the PROFILE.LD4 file in F:\ASP reads \ASP.

For more details on PROFILE.LD4

See your Windows System Manager documentation for more information on the PROFILE.LD4 file.
Administering the Signon Utility

Setting path to currency files

When Signon is run for the first time, it prompts you to choose the path to the correct set of currency files that ACCPAC and ACCPAC Plus use to store currency information such as the currency symbol, and the number of decimals.

The currency files are usually located in the \ASP directory of the drive on which ACCPAC is installed, but they may be located in a different directory, depending on the C parameter on your command line when you start ACCPAC or ACCPAC Plus.
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