Exporting Financial Statements to Excel
Additional Set up

You may now export financial statements to Excel.   If you want to use this option, you will need to add this function to your user menu.   It is under Financial Statements right beneath the request to print financial statements.

The dialog on the export version is similar to the one for the printed version except that you can only request one type of report at a time.

A sample of the new Excel financial statement is shown at the end of this document.

Other than adding the function to your menu, no additional set up is required.   However, if you would like to have your subtotal and total lines shown in a different color, you will need to do a little additional set up. Here are additional steps you will need to take.

1)   Go to Reference Information, System options, General Accounting.   There are some additional fields at the bottom of the screen.   You may choose the colors for the background and the text for up to 5 levels of totals.   You only have to define the ones you need so if you only need 2, just define that many.

   Level 1 is for the innermost subtotal shown on the sample statement on the "GROSS PROFIT" line.

   After you pick a color, the color combination will be shown in a sample to the right so you don't end up with something like black on black.

2)   After you set up your colors, you will need to go to Financial Statements, Financial Statement definitions, Define line on financial statement. For each of your subtotal/total lines, indicate the subtotal level for that particular line.

In this example, I'm defining the "GROSS PROFIT" line. It will be the very basic subtotal and will get a level 1 color.

On the example below, the line I'm defining is the very last line on the Income Statement and I want it to have the color of my third level.

Below is a screen shot of a financial statement showing the subtotals in color. I apologize for the data. It is from our test system and is pretty meaningless. However, I've included it anyway so you can see the general format as well as how the subtotal colors work.

	A	B	C	D	E	F	G	H	I	J
4	COMBINED									
5		CURRENT PERIOD					YEAR-TO-DATE			
6		ACTUAL	%	PRIOR YR	%		ACTUAL	%	PRIOR YR	%
7	SALES	300.00	-100.00	.00			33.19	-100.00	33.19	-100.00
8	COST OF GOODS SOLD	50.00	16.67	.00			640.99	-751.35	640.99	*******
9	GROSS PROFIT	250.00	-83.33	.00			-607.80	-851.35	-607.80	*******
10										
11	OPERATING EXPENSES									
12	Commissions	.00	.00	.00			65.00	1.36	65.00	195.84
13	COMMISSIONS - DIV 1	.00	.00	.00			700.00	.40	700.00	*******
14	COMMISSIONS - DIV 2	.00	.00	.00			500.00	.00	500.00	*******
15	BONUSES TO SALES PERSONNEL	.00	.00	.00			-100.00	-.20	-100.00	-301.30
16	SALES SALARIES	.00	.00	.00			.00	13.07	.00	.00
17	ADVERTISING & PROMOTION	.00	.00	.00			51,000.00	102.56	51,000.00	*******
18	SAMPLES	.00	.00	.00			.00	.18	.00	.00
19	SALES TRAINING	.00	.00	.00			.00	-.18	.00	.00
20	SALARIES - OFFICERS	.00	.00	.00			.00	4.02	.00	.00
21	OFFICE SALARIES	.00	.00	.00			-150.50	399.06	-150.50	-453.45
22	SALARIES - CLERICAL	.00	.00	.00			-150.50	5.31	-150.50	-453.45
23	PAYROLL TAXES	.00	.00	.00			-29.60	22.52	-29.60	-89.18
24	FUTA TAXES	.00	.00	.00			-3.21	.89	-3.21	-9.67
25	UNEMPLOYMENT TAXES	.00	.00	.00			-1.12	.28	-1.12	-3.37
26	HEALTH INSURANCE	.00	.00	.00			10.00	-2.06	10.00	30.13
27	SEP SAVINGS PLAN	.00	.00	.00			4.00	-.52	4.00	12.05
28	BEFORE TAX SAVINGS PLAN	.00	.00	.00			.00	-.10	.00	.00
29	UTILITIES	.00	.00	.00			.00	.05	.00	.00
30	Kaye's I Don't Know what acct.	.00	.00	.00			.00	1.17	.00	.00
31	OFFICE SUPPLIES	.00	.00	.00			.00	.20	.00	.00
32	BAD DEBTS	.00	.00	.00			.00	1.55	.00	.00
33	ENTERTAINMENT & TRAVEL	.00	.00	.00			.00	.24	.00	.00
34	LABOR APPLIED - DIV 2	.00	.00	.00			.00	-.02	.00	.00
35	OVERHEAD APPLIED - DIV 1	.00	.00	.00			.00	1.62	.00	.00
36	OVERHEAD APPLIED - DIV 2	.00	.00	.00			.00	.81	.00	.00
37	OTHER APPLIED	.00	.00	.00			.00	-2.43	.00	.00
38	SERVICE CHARGE INCOME	.00	.00	.00			-50.00	.00	-50.00	-150.65
39	INTEREST INCOME	.00	.00	.00			-2.00	.00	-2.00	-6.03
40	GAIN/LOSS SALE OF ASSETS	.00	.00	.00			.00	.20	.00	.00
41	SERVICE CHARGES	.00	.00	.00			.00	.17	.00	.00
42	INCOME TAX	.00	.00	.00			.00	.80	.00	.00
43	TOTAL OPERATING EXPENSES	.00	.00	.00			51,792.07	550.94	51,792.07	*******
44	NET OPERATING INCOME	250.00	-83.33	.00			-52,399.87	-300.41	-52,399.87	*******
45										
46										
47	OTHER INCOME/(EXPENSE)									
48	INTEREST (NET)	.00	.00	.00			.00	.17	.00	.00
49	OTHER	.00	.00	.00			-51,000.00	102.56	-51,000.00	*******
50	TOTAL OTHER INCOME	.00	.00	.00			-51,000.00	102.56	-51,000.00	*******
51	NET INCOME BEFORE TAXES	250.00	-83.33	.00			-52,820.80	-745.87	-52,820.80	*******
52	NET INCOME	250.00	-83.33	.00			-52,399.87	-300.41	-52,399.87	*******