

Creating statement groups

Goal: Create, set security for, and preview and print statement groups.

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A statement group is a collection of financial statements that you or others in your firm want to preview or print as a group. For example, you might want a statement group that consists of your profit and loss statement, balance sheet, and statement of cash flows. Or you might want a statement group comprising two copies of your profit and loss statement: one set to print for accrual, and the other for cash basis.


You can create statement groups if the **Manage financial statements** check box is selected for your security group (Company > Security > General tab).

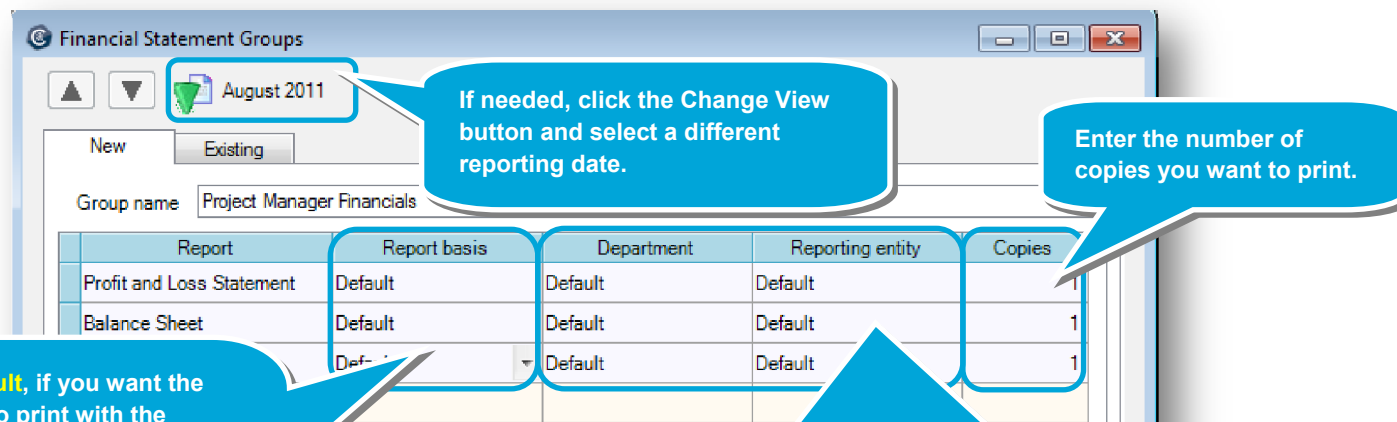
Only statements in the Financial Statement Designer format can be included in a group.

After you create a statement group, you can set security for it so that it is available to the employees who need it. They can print the statement group from Reports > Financial > Financial Statements > *<statement group>*. All statements in the group will print.

Step 1: Creating a statement group

To create a statement group:

1. Click **Reports > Manage Financial Statements > Groups**.
2. In the Report column, click the  button. The Financial Report List window appears, displaying the available financial statement workbooks.
3. Double-click a workbook. The workbook name appears in the Report column of the Financial Statement Groups window.
4. Enter the remaining statement group settings for the workbook:



Leave **Default**, if you want the workbook to print with the accounting basis selected on its Workbook Properties sheet.

Otherwise, change the accounting basis here, selecting either Accrual or Cash.

If needed, click the Change View button and select a different reporting date.

Enter the number of copies you want to print.

ajeraComplete or Departments add-on only.

Leave **Default**, if you want the workbook to print with the department or reporting basis selected on its Workbook Properties Sheet.

Otherwise, select one of the following:

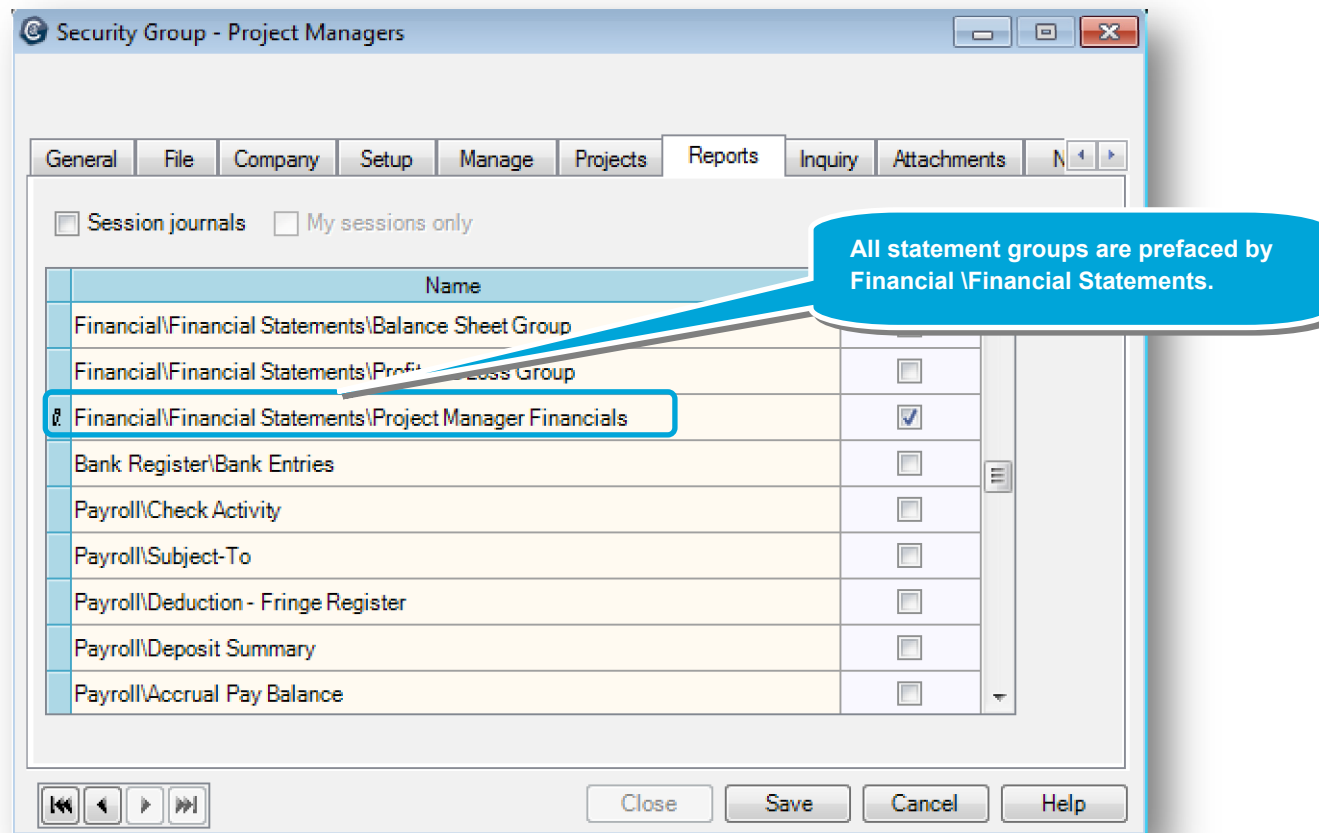
- **Each Department** to print information for each department, or **<individual department>** to print information for a specific department.
- **Each Reporting Entity** to print information for each reporting entity, or **<individual reporting entity>** to print information for a specific reporting entity.

5. Click **Save**. The statement group appears on the Existing tab of the Financial Statement Groups window, where you can change, preview, or print it, if needed. All statements in the group will print.

Step 2: Setting security for a statement group

Share the statement group with others in your firm as follows:

1. Click **Company > Security**.
2. Select the security group you want and click **Edit**.
3. On the **Reports** tab, select the check box for the statement group.



4. Click **Save**. The statement group appears on the Reports > Financial > Financial Statements > <statement group> menu option for employees who have access to it.

Step 3: Previewing and printing a statement group

You can print a statement group in two ways, depending on your security group permission. and what you want to do:

- If you can manage financial statements, you can use either method.
- If you can only preview and print the statement group, you can use Method 2.

Method 1. Changing, previewing, and printing a statement group

Do this:

The screenshot shows the 'Financial Statement Groups' window with the 'Preview' button highlighted. A callout box points to the 'Preview' button with the text: "The advantage of working in this window is that it is easy to make changes, if needed, after previewing or printing a statement group." To the right, a preview of a 'Balance Sheet' for 'Accutera Architects' as of 8/31/2011 is shown. The balance sheet lists various assets and their values.

Accutera Architects	
Balance Sheet	
8/31/2011	
Assets	
Current Assets	
1110 Bank Account - Checking	\$30,761.03
1120 Bank Account - Payroll	1,256.99
1130 Petty Cash	183.70
1140 Pending Deposits	95,356.62
1210 Accounts Receivable	185,878.01
1220 Employee Receivables	425.00
1310 Work In Progress - Labor	109,832.28
1320 Work In Progress - Expenses	7,588.52
1330 Work In Progress - Consultants	31,095.00
1410 Prepaid Expenses	3,199.99
Profit	1,411,000.00

Method 2. Previewing and printing a statement group only

Do this:

The screenshot shows the 'Financial Statement Designer' menu with 'Financial Statements' selected. A sub-menu is open, showing 'Balance Sheet Group', 'Profit and Loss Group', and 'Project Manager Financials'. The 'Project Manager Financials' option is highlighted. A callout box points to the 'Print' button in the 'Financial Statement - Project Manager Financials' window.

Summary

This lesson has shown you how to create, set security for, and print statement groups.

With this information, you can more efficiently produce the financial statements your firm needs.