

# Using the Financial Statement Designer (blank worksheet)

**Goal:** To understand the basics in designing a financial statement in the Financial Statement Designer.

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With the Financial Statement Designer, you can create and print balance sheets, profit and loss statements, and other financial statements needed by your firm.

In the Financial Statement Designer, which is based on a spreadsheet, the basic actions are **select**, **define**, and **view**. You *select* cells in the worksheet, *define* the contents and appearance of the selection, and *view* the results and change the definitions, as needed.

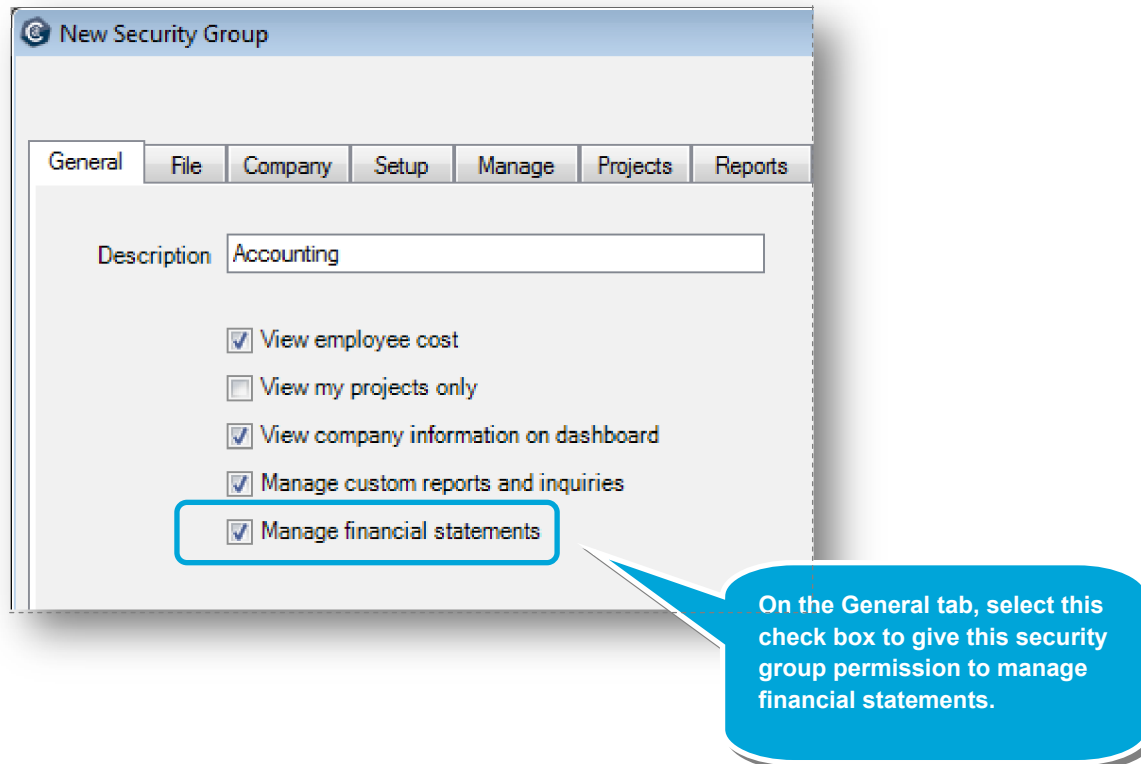
You can use **properties** in the Financial Statement Designer to define common elements found in financial statements. Properties make your design more reusable because they reference the Ajera database.

If what you want is not available, you can manually enter text into the worksheet to define it (for example, a formula or a title for the statement).

You can begin with a blank worksheet and create your own design, or start with a template and make changes to fit your needs. This quick lesson shows how to begin with a blank worksheet.

## Step 1: Set security

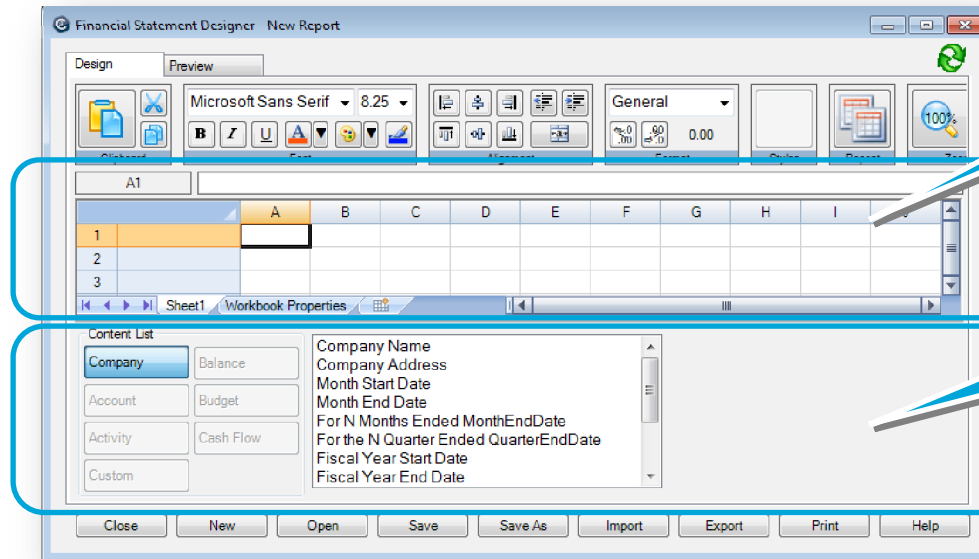
1. Click **Company > Security**.
2. Select a security group, click **Edit** and select the following check box:



The screenshot shows a 'New Security Group' dialog box with the 'General' tab selected. The 'Description' field contains the text 'Accounting'. Below this, there are five checkboxes with the following labels: 'View employee cost' (checked), 'View my projects only' (unchecked), 'View company information on dashboard' (checked), 'Manage custom reports and inquiries' (checked), and 'Manage financial statements' (checked). A blue callout bubble points to the 'Manage financial statements' checkbox with the text: 'On the General tab, select this check box to give this security group permission to manage financial statements.'

## Step 2: Open the Financial Statement Designer

1. Click **Reports > Manage Financial Statements > Designs**.
2. On the **Design** tab is a worksheet with a properties area below it.



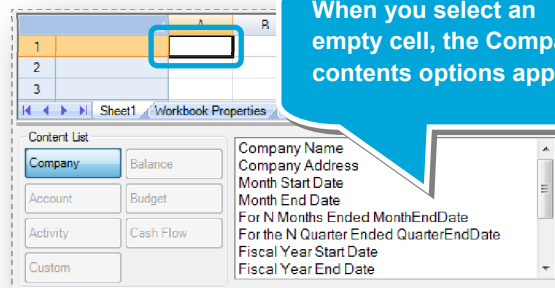
Worksheet

The worksheet is where you create or change a design. You begin by selecting cells in the worksheet.

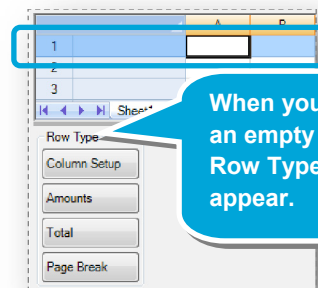
Properties area

The options that appear in the properties area depend on what you select in the worksheet (see examples below).

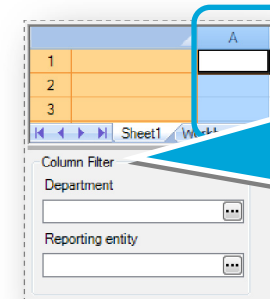
3. When you select a cell, row, or column, specific options appear in the properties area to define the selection. Each type of option is described later in this quick lesson.



When you select an empty cell, the Company contents options appear.



When you select an empty row, the Row Type buttons appear.



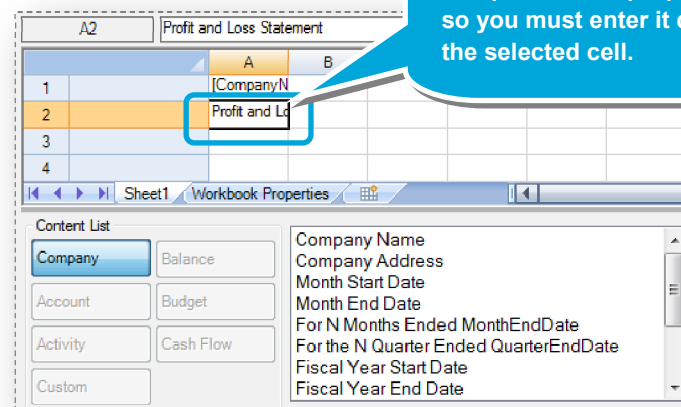
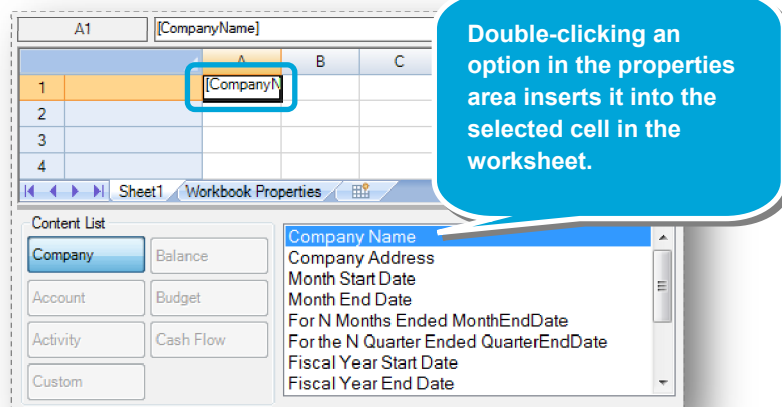
If you have ajeraComplete or the Departments add-on, when you select an empty column, the Column Filter fields appear.

## Step 3: Provide a title for the statement

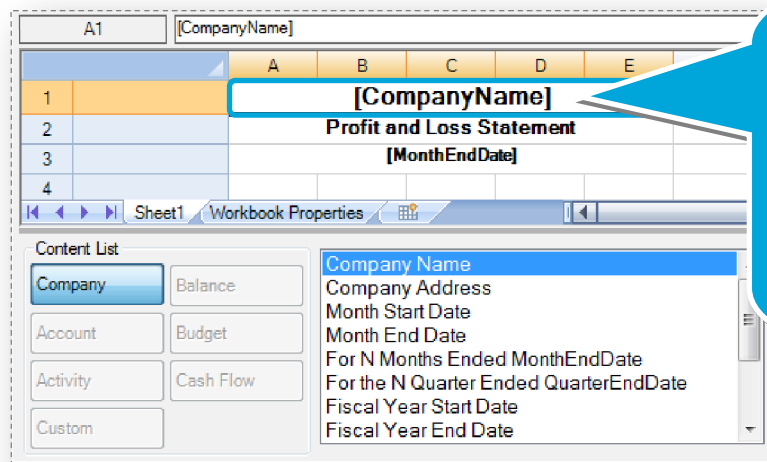
1. In the worksheet, click a cell and use the Company contents options to define the contents.

You can double-click an option in the properties area, such as **Company Name**, or enter text directly into the cell to define it, such as **Profit and Loss Statement**.





Properties are enclosed in brackets when they appear in the worksheet.



2. Use the toolbar to merge cells and to format and align the title.

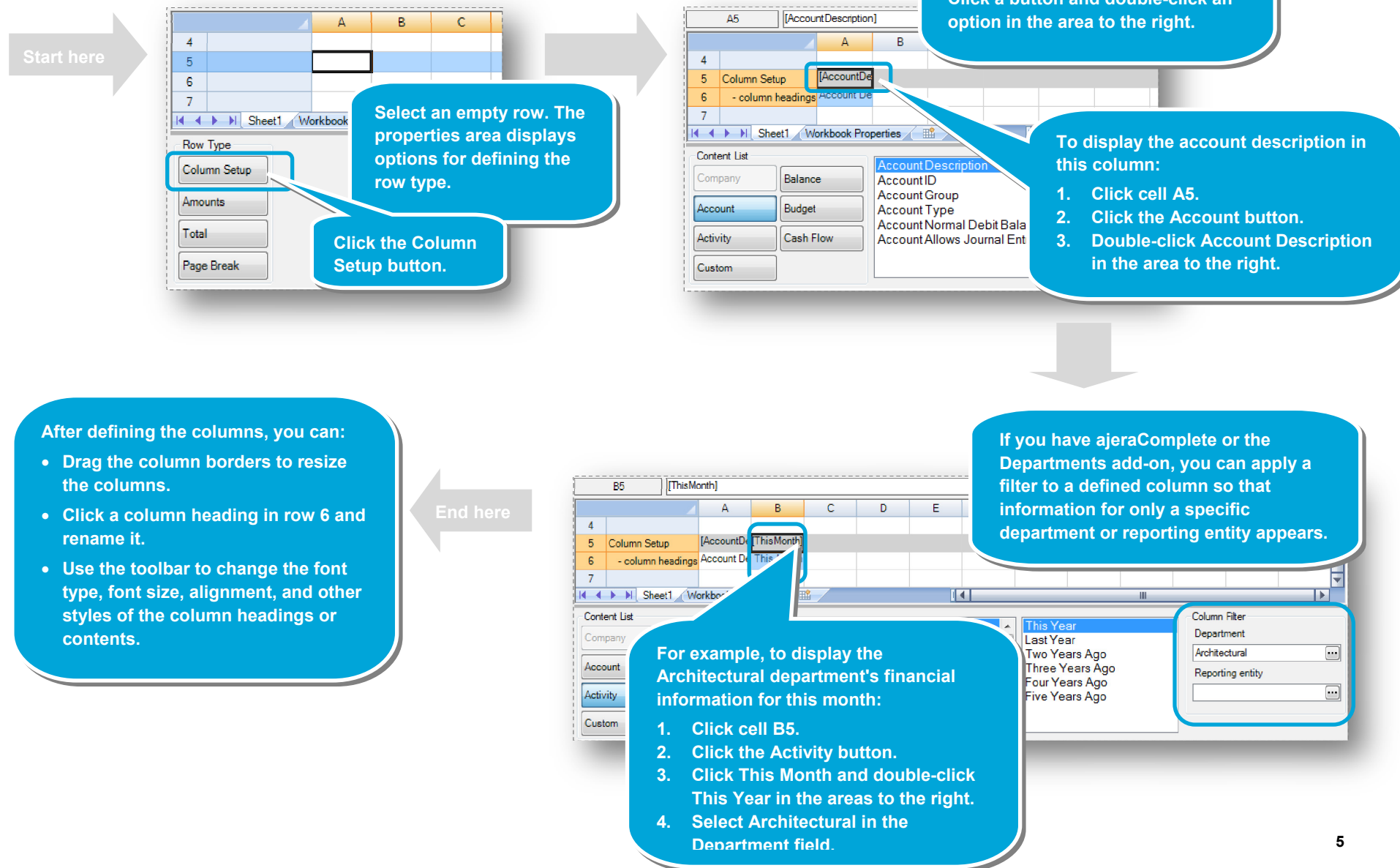


Following is an example of how to use the toolbar. To produce the results in row 1:

1. Click cell A1 and Shift-click cell E1.
2. Click the merge  button in the toolbar.
3. Click the horizontal center-align  button.
4. Click the bold  button.
5. Select 12 in the  font size box.

## Step 4: Set up the columns (optional)

1. To filter rows of financial information in the same way, create a Column Setup row. A Column Setup row defines the contents of entire columns that you want to appear in the statement.
2. In the worksheet, follow these steps:



## Step 5: Set up an Amounts row

1. To specify the accounts for which you want financial information, create an Amounts row.  
An Amounts row defines the accounts that you want to appear in the statement.
2. In the worksheet, follow these steps:

**Start here**

**The Account Filter buttons appear to the right.**

**You can select accounts by account or ID range, account group, or account type.**

**Click the Account Type button. In the area to the right, select the account type.**

**After defining this row, you can set up as many Amounts rows as you need.**

**End here**

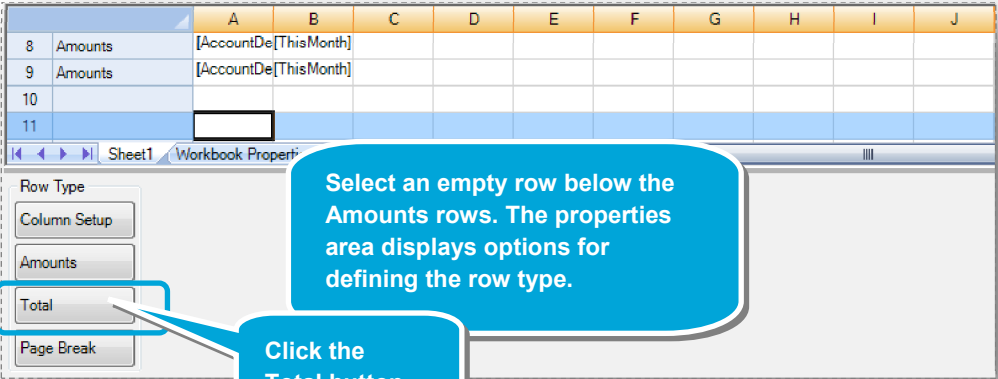
**You can also select to itemize or summarize the row, or reverse the sign (that is, negative values in the statement will appear as positive, and positive values will appear as negative).**

**If you have ajeraComplete or the Departments add-on, you can apply a filter to an Amounts row so that information for only a specific department or reporting entity appears.**

## Step 6: Set up a Total row

1. To add up the values in your Amounts row, create a Total row. A Total row applies a formula to the row that sums the values of all amount cells between the current row and the preceding Total or Column Setup row for each defined column.
2. In the worksheet, follow these steps:

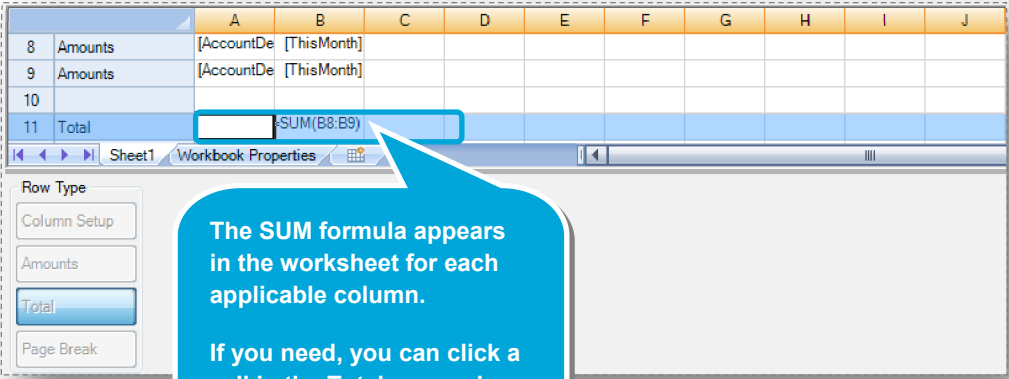
**Start here**



Select an empty row below the Amounts rows. The properties area displays options for defining the row type.

Click the Total button.

**End here**




The SUM formula appears in the worksheet for each applicable column.

If you need, you can click a cell in the Total row and enter a different formula.

After defining this row, you can set up more Column Setup, Amounts, and Total rows below this, if you want.

## Step 7: Select global properties on the Workbook Properties sheet

- To view and change the global properties for the worksheet and for the workbook, use the Workbook Properties sheet. You cannot rename or delete the Workbook Properties sheet.
- Before viewing the Workbook Properties sheet, first double-click the worksheet's subtab on the Design tab and rename it. Then, click the **Insert Worksheet**  subtab.
- Now, click the **Workbook Properties** subtab. Notice that each worksheet can have different global properties.
- Select options that define the following:
  - Worksheet display properties
  - Worksheet print properties
  - Worksheet contents properties
  - Workbook contents properties

	A	B	C
1	ver.1	Profit and Loss Statement	Sheet1
2	Display zeros as	0.00	0.00
3	Remove rows with no values	No	No
4	Display negative numbers in red	No	No
5	Display commas	No	No
6	Non-currency negative format	(123.10)	(123.10)
7	Currency negative format	(\$123.10)	(\$123.10)
8	Currency symbol	\$	\$
9	Percentage symbol	%	%
10	Display symbols	Always	Always
11			
12	Footer text		
13	Printing orientation	Portrait	Portrait
14	Top print margin	1.00	1.00
15	Bottom print margin	1.00	1.00
16	Left print margin	1.00	1.00
17	Right print margin	1.00	1.00
18			
19	Department filter		
20	Reporting entity filter		
21			
22	Workbook name	New Report	
23	Month end date	8/31/2011	
24	Date format	January 1, 2010	
25	Report basis	Accrual	

Worksheet display properties

These determine how certain information, such as commas in currency, display in a statement.

Worksheet print properties

These determine print settings, such as footers and page margins, for a statement.

Worksheet contents properties

If you have ajeraComplete or Departments add-on, these determine whether the information in a statement represents the entire firm or a department or reporting entity.

Workbook contents properties

These determine general properties for all statements in the workbook, such as accounting basis and month-end date.

The month-end date is particularly significant because properties that define a time period reference this date.



## Step 8: Review the Design tab and the Preview tab

When you design a financial statement, you move constantly between the Design tab and the Preview tab. You create the design on the Design tab, view the results on the Preview tab, return to the Design tab to make changes based on the preview, view the results on the Preview tab, and repeat as needed.

- To view the design settings, click the **Design** tab.

As an example, below is a section of the Profit and Loss Statement template.

	A	B	C	D	E	F	G	H	I
1		<b>[CompanyName]</b>							
2		<b>Profit and Loss Statement</b>							
3		<b>[ForNMonthsEnded]</b>							
4									[ReportBasis]
5	Column Setup	[AccountDescription]	[ThisMonth]	=B5/\$B\$9	getThisMonth		=B5-F5		[YTD]
6	- column headings		<b>This Month</b>	<b>Percent</b>	<b>Budget</b>		<b>Variance</b>		<b>Year to Date</b>
7		<b>Income</b>							
8	Amounts	[AccountDescription]	[ThisMonth]	=B8/\$B\$9	getThisMonth		=B8-F8		[YTD]
9	Total	<b>Total Income</b>	=SUM(B8:B8)	=B9/\$B\$9	=SUM(F8:F8)		=B9-F9		=SUM(J8:J8)

The Design tab displays labels of the contents properties, not the actual values from the Ajera database.

Seeing the labels helps you easily analyze the design and change it, if needed.

Also to help your analysis, if you select a defined cell or column or an Amounts row in the worksheet, the properties area displays the options chosen for that selection.

- To view the results, click the **Preview** tab.

Below is a preview of that same section of the Profit and Loss Statement.

	A	B	C	D	E	F	G	H	I	J
1		<b>Accutera Architects</b>								
2		<b>Profit and Loss Statement</b>								
3		<b>For 8 Months Ended August 31, 2011</b>								
4										
6			<b>This Month</b>	<b>Percent</b>	<b>Budget</b>	<b>Variance</b>		<b>Year to Date</b>		
7	<b>Income</b>									
8	Professional Fees Billed		\$0.00		\$0.00	\$0.00		\$0.00		
9	Expenses Billed		\$0.00		\$0.00	\$0.00		\$0.00		
10	Consultants Billed		\$0.00		\$0.00	\$0.00		\$0.00		
11	Finance Charges Billed		\$0.00		\$0.00	\$0.00		\$0.00		
12	Unbilled Professional Fees		\$0.00		\$0.00	\$0.00		\$0.00		
13	Unbilled Expenses		\$0.00		\$0.00	\$0.00		\$0.00		
14	Unbilled Consultants Fees		\$0.00		\$0.00	\$0.00		\$0.00		
15	Miscellaneous Revenue		\$0.00		\$0.00	\$0.00		\$0.00		
16	Professional Fees Write-off		\$0.00		\$0.00	\$0.00		\$0.00		
17	Expenses Write-off		\$0.00		\$0.00	\$0.00		\$0.00		
18	Consultants Write-off		\$0.00		\$0.00	\$0.00		\$0.00		
19	<b>Total Income</b>		\$0.00		\$0.00	\$0.00		\$0.00		

The Preview tab displays the statement with actual values from the database.

### Summary

If interested, you can view the companion quick lesson, *Using the Financial Statement Designer (template)*.

You can also print one of the other templates and try to re-create the design using a blank worksheet. If needed, click the **Design** tab and view the labels and options selected.