

Income Statement Spreadsheet

This report creates an Income Statement spreadsheet for all G/L branches. G/L Branches must be defined under Utilities>Setup>Branches as in the sample below:

The image shows two screenshots of the software interface. The left window is titled 'Add/Modify Branches' and contains fields for Branch No (0), Branch Name (Travel With the Stars), ARC No (12345678), Address (5777 W. Century Blvd. #1200), City/State/Zip (Los Angeles, CA 90045), Pseudo City, Branch ID (MAIN), G/L Branch (0 Main Branch), Bank Account (0 Main Branch), C/C Merch Bank (1 Airport Location, 2 Satellite Office), and Sales Invoice No Start (107269). It also has a table with columns Branch No, Name, ARC No, Address, City/State/Zip, Pseudo City, and G/L Branch. The right window is titled 'Add/Modify G/L Branches' and contains fields for Branch No (0) and Description (Main Branch). It also has a table with columns G/L Branch No and Description, showing rows for 0 (Main Branch), 1 (Airport Location), and 2 (Satellite Office).

Parameters for report:

Enter Date "From" and "To".

Select to run by (O)ne G/L Branch, G/L Branch (G)roup, or (A)ll G/L Branches.

Enter Branch Number if running by One G/L Branch.

Enter Branch Group Name if running by G/L Branch Group.

After entering in the relevant parameters, the report will run and print to screen. To create the spreadsheet, click on the Export Report button .

On the Export screen, choose "MS Excel 97-2000 (Data Only)" for the Format and "Disk file" for the Destination from the available drop-down menus and click OK:

The image shows two screenshots of the 'Export' dialog box. The left screenshot shows the 'Format' dropdown menu with 'MS Excel 97-2000 (Data only)' selected. The right screenshot shows the 'Destination' dropdown menu with 'Disk file' selected.

On the Excel Format Option screen, set it to reflect the screen snap below and click OK:

The image shows the 'Excel Format Options' dialog box. The 'Excel Format' section has three radio buttons: 'Typical: Data is exported with default options applied.', 'Minimal: Data is exported with no formatting applied.', and 'Custom: Data is exported according to selected options.' (selected). The 'Options' section has a 'Column width' dropdown set to 'Report Header' and a value of '36.0'. There are several checkboxes: 'Export object formatting', 'Export images', 'Use worksheet functions for summaries', 'Maintain relative object position', 'Maintain column alignment', 'Export page header and page footer' (checked), and 'Simplify page headers' (checked).

Save the report as a Microsoft Excel 97-2000 spreadsheet, giving it a name and saving it to a location that is convenient for editing or review in Microsoft Excel.