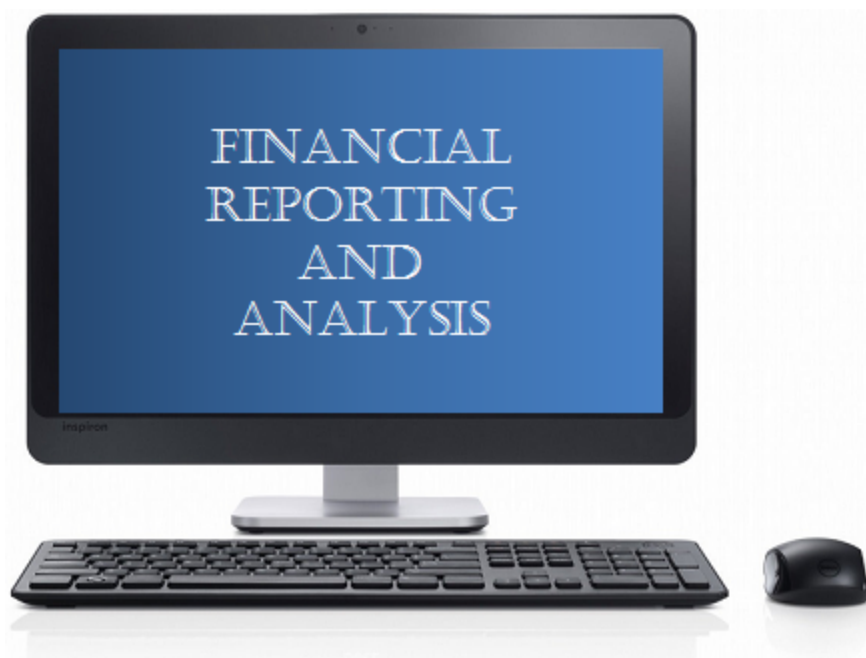


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1 Introduction



ExcelFSM is an easy to install, easy to use, and easy to learn add-in for Microsoft *Excel* which brings the *FSM*'s unique and universal patented method to millions of worldwide users, who build and update financial reports every day.

The enhanced *Excel* spreadsheet software is now a fully integrated financial report generator, where the financial reports are automatically updated with the accounting data of the following periods (e.g. next day, next week, next month, etc.).

The enhanced *Excel* spreadsheet software is also a Trial Balance Program: creating, grouping and adjusting a trial balance to prepare financial statements, tax returns and their working papers.

ExcelFSM provides a tremendous amount of flexibility in building customized financial reports, such as:

- Non typical financial statements such as Non-Profit Organizations
- Statements of Cash Flow
- Comparative Quarterly financial statements
- Consolidated financial statements

while ensuring their completeness without excessive review. Its innovative invention is paradigm shifting for financial officers, financial departments, business managers, entrepreneurs and accounting firms, reducing the amount of time spent preparing and reviewing financial reports.

ExcelFSM is affordable and quickly pays dividends in terms of time and cost saved.

The *Financial Statement Module* Patent describes a unique and universal method to build financial reports with a computer for any type of business or organization (The Method). It also provides the capacity to read, organize, and manipulate the accounting data of any accounting software (Business Intelligence) and offers a General Ledger Drill Down feature.

The *FSM* invention was submitted for patent protection to an art unit of the United States Patent Office, where the allowance rate is only 16% [see "[Business method patents for financial products](#)"], and has been granted [Patent 7,139,729](#).

The *ROMAD* (*Reading, Organizing and Manipulating Accounting Data*) patent [7,885,868](#) tells more about the *FSM* Business Intelligence capacity.

1.1 Welcome



Welcome to ExcelFSM™

ExcelFSM is the fastest and easiest way to create and update financial reports.

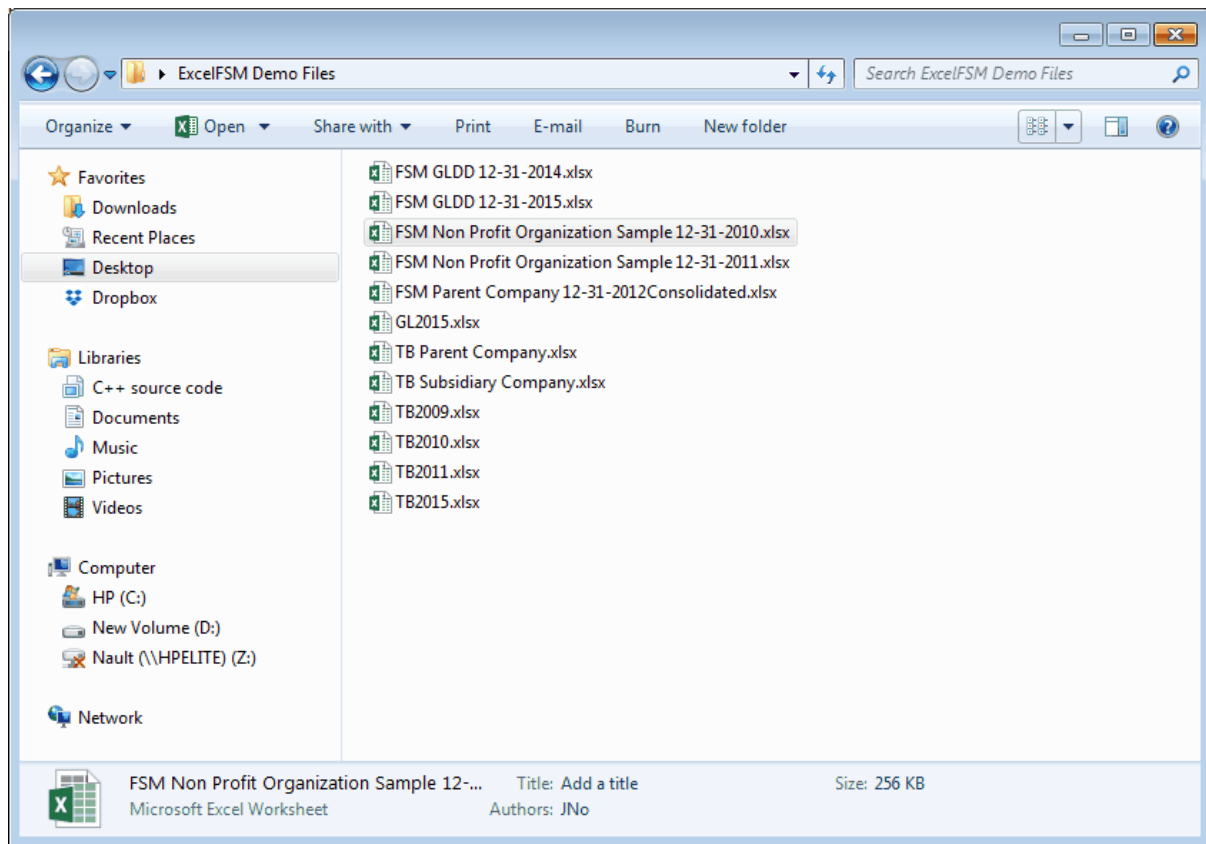
Why can't I just use Microsoft Excel or Microsoft Word?

Creating financial reports in Microsoft Excel (and Word) is tedious and error-prone. Computing Items and Totals is very labor intensive. There are no Adjusting journal entries. Working Papers must be done manually. Worst of all, this work must be done again from scratch for each financial period! Further, the reports from each financial period are kept in separate files, making it difficult to compare numbers of various financial periods together.

ExcelFSM adds to Excel the high level concepts of financial statements: trial balances and the notion of debit and credit, as-of dates, accounts, grouping accounts into financial report Items, grouping Items into Totals, adjusting entries, working papers, and more. Not only can you work within Excel naturally, using these high level concepts to build financial reports, but thanks to the *ExcelFSM* business intelligence to read, organize, and manipulate the accounting data of any account software, these financial reports will be updated automatically!

Where do I go from here?

As you continue to read this help, please refer to the *ExcelFSM* sample workbook "FSM Non Profit Organization Sample 12-31-2010.xlsx", located on your desktop. You can open it in Excel by double clicking its icon, or by performing the File | Open command from within Excel.



Click the Right Arrow (Next page) button at the top to continue with the help file.

1.2 Benefits of using ExcelFSM

How does ExcelFSM help?

Amounts appearing in a financial report are either an Item balance or a Total.
An Item balance results from the grouping of one or more accounts from the Chart of Accounts.
A Total results from the grouping of financial report Items.

- ExcelFSM reads the trial balances produced by accounting software, then organizes and stores the data, building a Chart of Accounts. Besides the accounts identifier (number and/or title), ExcelFSM initializes a 'Sense' field that will be used further for presentation purposes. This Chart of Accounts can be edited and printed.
- ExcelFSM accesses the accounts so you can easily group them into financial report Items. Items balances are placed into Excel worksheet cells, updated as you perform the grouping.
- ExcelFSM helps you group Items into Totals, which are also placed into Excel worksheet cells, updated as you perform the grouping.
- ExcelFSM also helps you reduce typing by providing Suggested Titles for the financial report Items. ExcelFSM even has a button to put the Enterprise name into a cell, and a button to put the 'As-of

date' into a cell.

- ExcelFSM allows you to record Adjusting Entries. Item balances and Totals are simultaneously updated accordingly while you are recording an entry.
- ExcelFSM generates working papers, saving significant time and manual effort.
 - A Trial Balance worksheet, per financial reports (that can be combined afterward), showing the selected prior period balances, the unadjusted current balances, the adjusting entries, the adjusted balances, the financial report balances and the groupings.
 - A Leadsheet for each financial report Item, showing the grouped accounts and respective balances, for the selected comparative periods.
 - A Grouped Accounts Sheet for each account grouped into a financial report Item, showing the grouping id., the unadjusted balance, the adjusting entries allocated to the account, and the adjusted balance of the account.
- ExcelFSM allows you to toggle the display of accounts that are grouped into Items, while you are in the sheet of a financial report.
- ExcelFSM updates the financial reports by simply reading the trial balance of the following financial period (next day, week, month, year) and identifies any new accounts, that you simply group into the proper financial reports Items. Even the cells initialized with the 'As-of date' button are updated.
- ExcelFSM manages the trial balance data and financial reports of multiple financial periods by automatically saving copies of your Excel workbook for each financial period. The latest workbook contains the account balances read from the last trial balance, as well as the adjusted balances of all previous financial periods (to enable Comparative presentations). Should you need to refer to your work of a previous financial period, simply open the appropriate Excel workbook identified by the "FSM"+"As-of date"+"Enterprise name".
- ExcelFSM can display, in your financial report, Comparative balances of selected previous financial periods. You no longer have to print worksheets of prior periods and manually merge to place them side by side in order to compare numbers from one financial period to another.
- ExcelFSM not only displays rounded values, but also computes with the rounded values of the account balances, which provides accuracy.
- ExcelFSM allows you to manage the worksheets from a movable and resizeable dialog that shows all the worksheets at one glance, a handy alternative to manipulating the worksheet tabs at the bottom of the Excel workbook, which can be tedious and time consuming.
- ExcelFSM assists in generating PDF / XPS files for your financial reports and generated worksheets, from with Excel.
- ExcelFSM is also the ideal tool to prepare Consolidated financial statements.
- ExcelFSM allows you to drill down and get the detail of an account balance, and the detail of a transaction, from the financial statements built with ExcelFSM, as well as from the dynamic working papers and the customizable leadsheets.

1.3 System Requirements

To use ExcelFSM, you need:

- A computer running Microsoft Windows XP or later.
- .NET 2.0 (included with Microsoft Windows Vista and Windows 7, and a free download for Windows XP).
- Microsoft Excel 2007 or later.

For QuickBooks options:

- To access QuickBooks Desktop company files with Microsoft Excel 64-bit, .NET 4.8 is required.
- To access QuickBooks Online company files, .NET 4.6.1 or later is required.

1.4 Uninstalling

There are two ways to uninstall ExcelFSM.

1. Run the original ExcelFSM.msi installer again. You will be given a choice of repair or remove ExcelFSM.
2. Open the Control Panel, select Uninstall a program, and select ExcelFSM from the list.

2 FSM Ribbon

After installing ExcelFSM, an FSM ribbon is added into your Excel:

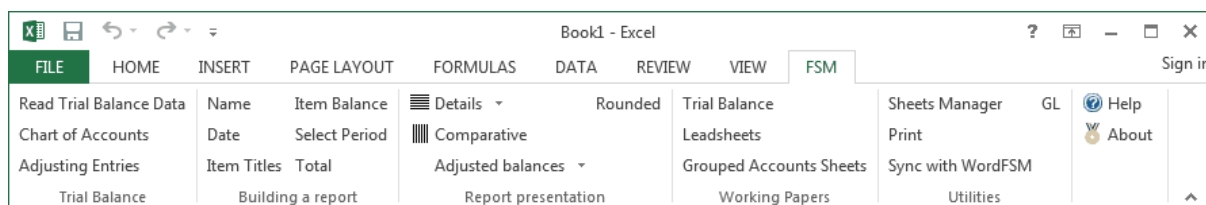


Figure: The ExcelFSM ribbon, shown in Excel 2013. (The same concepts apply to Excel 2007, 2010, 2016 and 2019 as well.)

The FSM ribbon contains buttons, separated into groups ordered from left-to-right reflecting the actions you will do to prepare financial reports.

- Trial Balance - Import trial balance data into ExcelFSM, which builds/updates a Chart of Accounts that you can edit and print, and allows you to record Adjusting Entries in these accounts.
- Building a report - Build your financial report by filling Excel cells with the Name of the enterprise, the Date, Titles, Items, for which you can select the period or periods range, and Totals.
- Report Presentation - Extend the presentation of your financial report by toggling various views on and off, including Details (the individual accounts grouped into an Item), Comparative (the balances of the Items and the Totals of previous financial periods), Rounded (with computation being performed with the rounded values), and choosing to select/unselect adjusting entry categories and to show the Adjusted or Unadjusted balances (with or without the computation of the selected categories of Adjusting Entries).
- Working Papers - Automatically create working papers to help assure the accuracy and completeness of the financial statements, and document your working file.
- Sheets Manager - Travel through the sheets to insert, delete, move and copy sheets, and to create PDF or XPS files for selected sheets.
- Print - Easily select and print the various worksheets containing the financial reports and the working papers.
- Sync with WordFSM - Synchronize the accounts groupings with a copied WordFSM financial statement.
- GL - Create a new worksheet with all the Transactions and a new worksheet with the complete General Ledger.
- Help - Get Help on ExcelFSM (what you are reading now).

See the following sections to learn about the buttons of each of these groups.

3 **FSM Context Menu**

ExcelFSM adds selected ribbon items to the context menu that pops up when you right click on a worksheet cell:

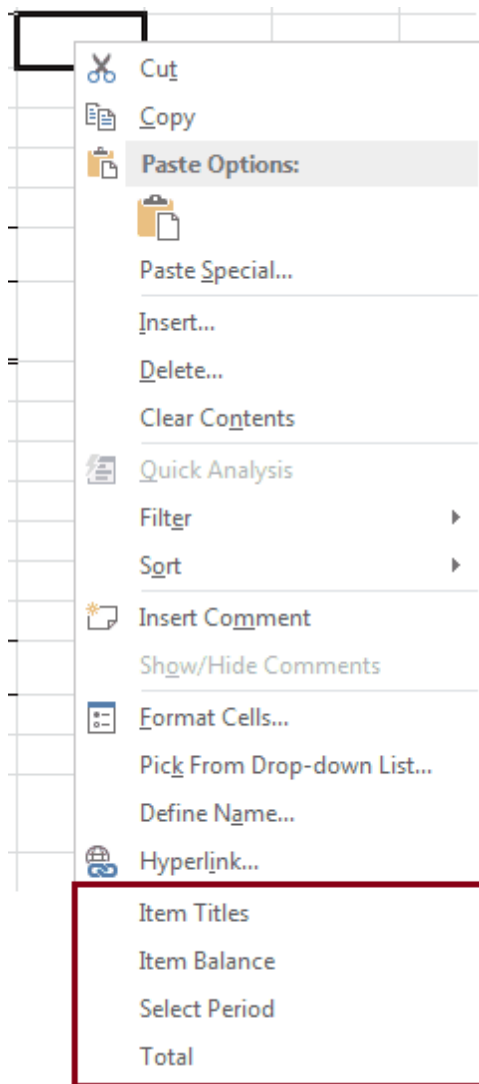
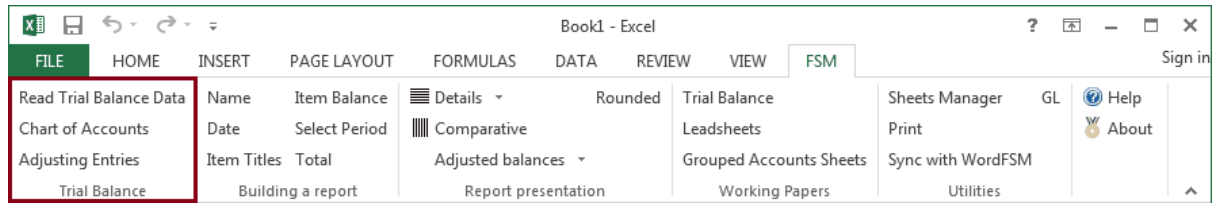


Figure: Right-clicking a worksheet cell shows ExcelFSM has added 4 items for quick access:

- Suggested Item Titles
- Item Balance
- Select Period
- Total

You may find it's easier to access these items from the context menu rather than the ribbon.

4 Trial Balance



The **Trial Balance** buttons let you

- Read the trial balance data from the accounting software (from a file containing the exported data, or directly from the accounting software file itself) and import this data into ExcelFSM.
- View, Edit, and generate a printout sheet for the Chart of Accounts built/updated through the Read process.
- Record Adjusting Entries in these accounts and generate a printout sheet of these entries.

4.1 Read Trial Balance Data

Read Trial Balance Data reads the data from the file containing the trial balance produced by accounting software.

The data read from the file by ExcelFSM is the account number, the account Title and the account balance (Debit or Credit).

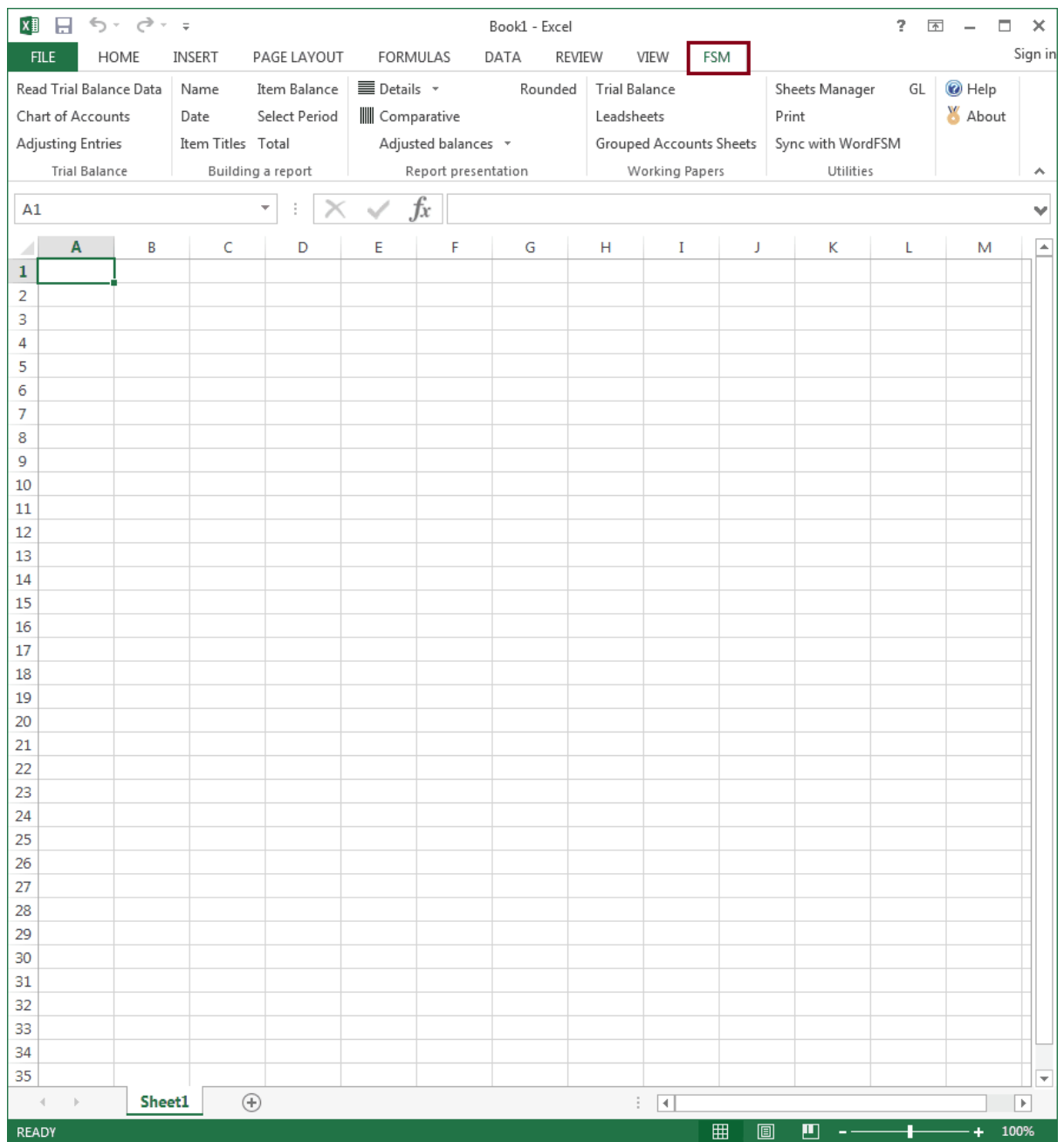
The file can be an Excel file (*.xls, *.xlsx) or a QuickBooks Desktop file (*.qbw) or a QuickBooks Online file (*.txt).

See [QuickBooks Desktop](#) for Reading Trial Balance Data directly from a QuickBooks Desktop company file.

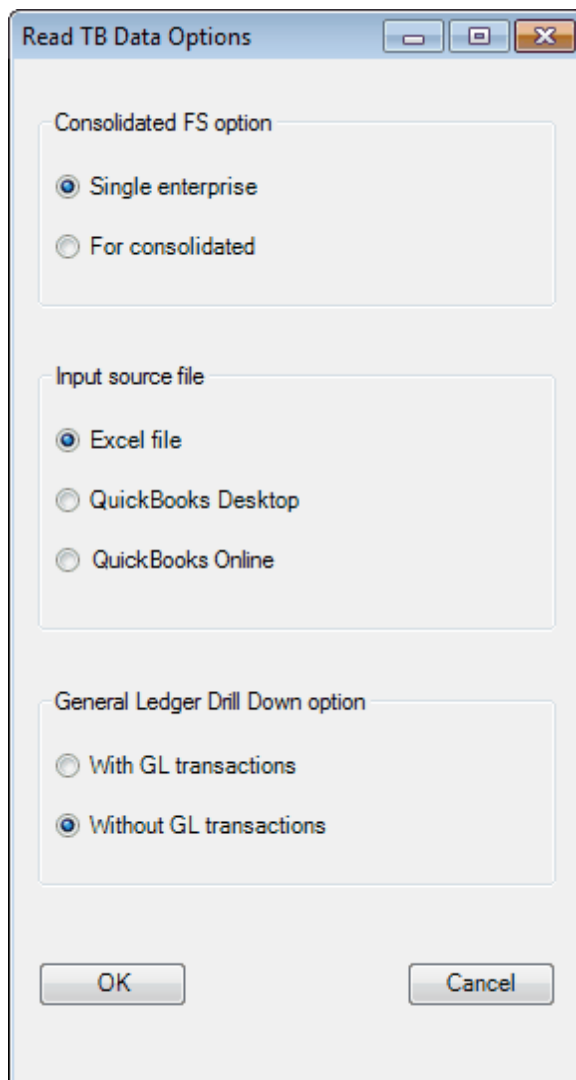
See [QuickBooks Online](#) for Reading Trial Balance Data directly from a QuickBooks Online company file.

Reading a Trial Balance File

Once Excel is running, starting with a blank workbook, select the FSM tab in the ribbon:



Clicking the Read Trial Balance Data button displays the following dialog (Options not installed are disabled)



If the Consolidated FS feature is installed and For consolidated is selected, clicking OK will display the Consolidation list dialog. See [Consolidated FS](#).

If the General Ledger Drill Down feature is installed and With GL transactions is selected, see [General Ledger Drill Down](#).

Trial Balance in an Excel File

For Excel files, ExcelFSM assumes that trial balance data is stored in Excel spreadsheets. It should be straightforward to put the trial balance produced by accounting software into an Excel spreadsheet, but as each accounting program has varying capabilities, the exact details are left up to you. Typically you would choose the Export, Save As, or Print To File functions within the accounting program.

For the easiest path to get the trial balance data into an Excel spreadsheet:

1. If your accounting software exports to Excel spreadsheets (.xlsx or .xls????) directly, choose this

first. These files can be read by ExcelFSM directly.

2. If your accounting software exports to Comma Separated Value files (.csv), choose this. These files can be read by ExcelFSM directly.

3. If your accounting program exports or prints to text (.txt) files, choose this. Then open this file in Excel and use the Text Import Wizard activated by Excel to break up lines into columns. After ensuring that each account's fields were properly put into the correct columns, save as a spreadsheet (.xlsx), and use the resultant .xlsx file for ExcelFSM.

NOTE: Often, trial balance files contain extraneous lines of headers, footers, titles, page numbers, etc. ExcelFSM attempts to ignore them and to read only the lines which contain true account information (start with the first account with a non zero balance). If you encounter problems, you can workaround them by manually opening the trial balance .xlsx file in Excel, and removing all extraneous rows which don't contain account information.

NOTE: ExcelFSM can read trial balance with debits and credits being on the same column.

Clicking OK opens the standard Windows dialog, with the type of file (bottom right) set to excel files:

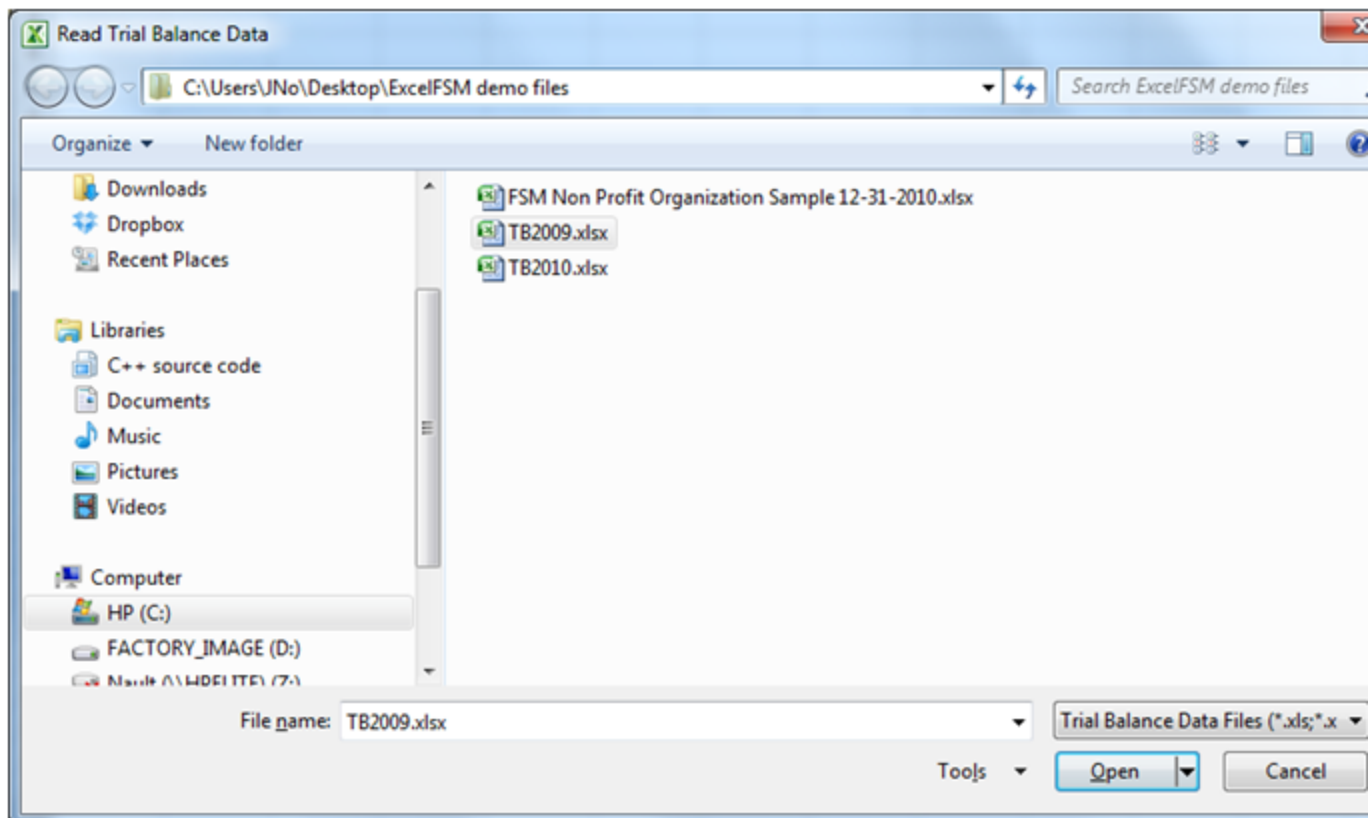


Figure 1: Trial Balance File selector

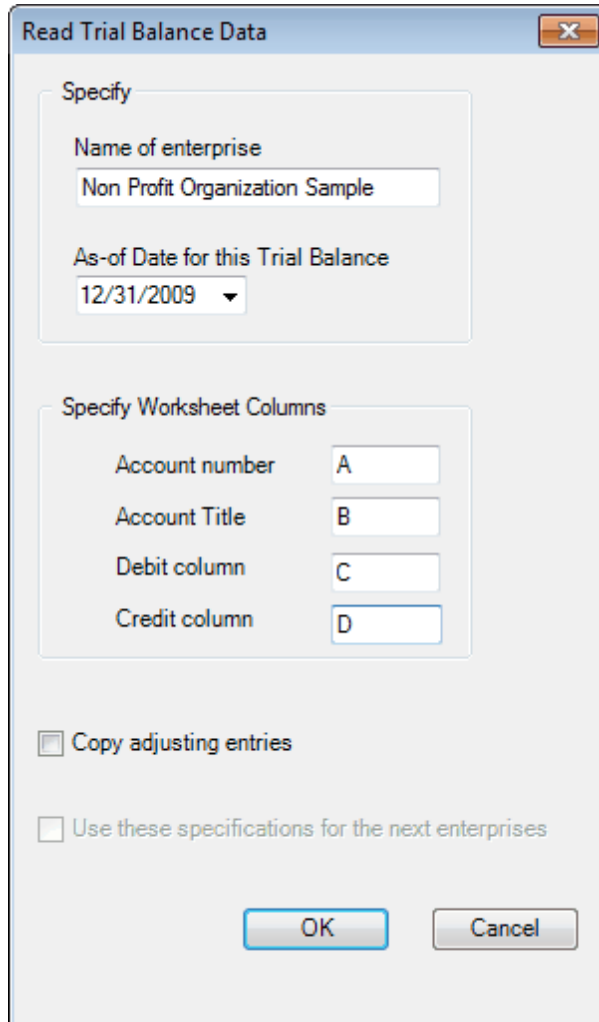
Select the folder where the file is stored.

Select the file containing the desired trial balance data, and click Open.

If the file contains more than one worksheet, you will be asked to select the one containing the Trial Balance data.

ExcelFSM inserts a new sheet named 'Data', temporarily, into your workbook. This inserted 'Data' sheet contains the trial balance data.

ExcelFSM then shows the following dialog to allow you to specify additional information about this trial balance file:



The dialog box is titled "Read Trial Balance Data" and contains two main sections. The first section, "Specify", includes a text field for "Name of enterprise" with the value "Non Profit Organization Sample" and a date picker for "As-of Date for this Trial Balance" set to "12/31/2009". The second section, "Specify Worksheet Columns", contains four rows: "Account number" with value "A", "Account Title" with value "B", "Debit column" with value "C", and "Credit column" with value "D". At the bottom, there are two checkboxes: "Copy adjusting entries" (checked) and "Use these specifications for the next enterprises" (unchecked). "OK" and "Cancel" buttons are at the bottom right.

Figure 2: Trial Balance Information

Name of enterprise - The name of the enterprise will be used to identify the Excel workbook (along with the as of date) , to initialize a cell with the Enterprise Name button, in the financial reports and working papers.

As-of-Date for this Trial Balance - The date of the trial balance will be used, along with the enterprise name, to identify the Excel workbook, to initialize a cell with the As-of Date button, to compute balance variation between two financial periods, as well as to select the Comparative periods balances.

NOTE: The above dialog (Figure 2) will be empty if it is a blank workbook. Make sure you put the right as-of date.

For subsequent financial periods, you will be updating an existing FSM workbook by reading the trial

balance data with another as-of date. The above dialog will be pre-filled according to the previous financial period. It will be important that you update the as-of date to reflect the new period; otherwise, ExcelFSM will assume you are re-reading an amended trial balance for an existing period and, if you confirm to proceed, will update the existing period's data instead of processing a new period (Yes, ExcelFSM has the capacity to process amended trial balances and automatically update the financial reports). ExcelFSM has also the capacity to add prior periods to an existing FSM workbook.

Specify Worksheet Columns - Specify the letter of the worksheet column containing the account number, the letter of the worksheet column containing the account title, the letter of the worksheet column containing the debit balance and the letter of the worksheet column containing the credit balance, in the trial balance file. If no account number, specify the letter of an empty column. For trial balances with debits and credits in one column, simply specify the letter of that column in both fields.

NOTE: If account numbers contain '-', the '-' will be replaced by '_'

Copy adjusting entries - Check if you want to copy the current adjusting entries for the new financial period. You will be able to edit or delete these according to the new financial period. This feature is useful, for example, if the adjusting entries must be repeated one financial period after the other.

Use these specifications for the next enterprises - For Consolidated FS, check if you want to use the same specifications for the next enterprises. If this checkbox is checked, the Read Trial Balance Data dialog above will not be displayed for the remaining enterprises of the Consolidation list, and ExcelFSM will use the same specifications for these enterprises.

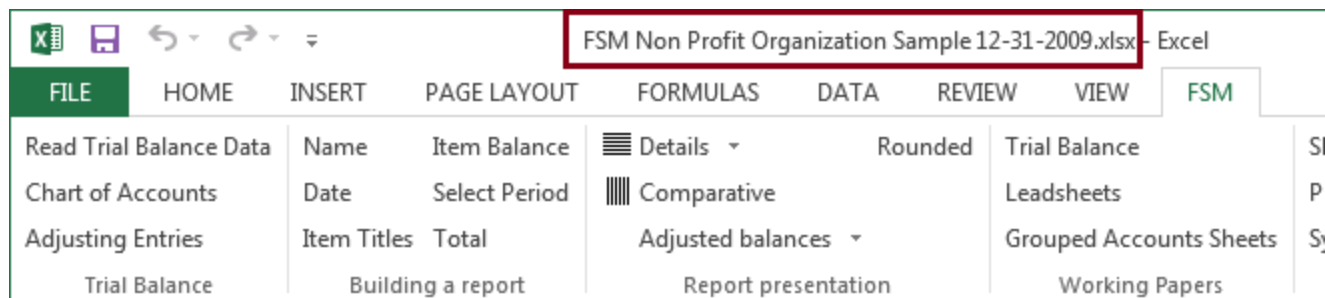
Results

Click OK. The following actions occur:

- The trial balance data is imported and organized
(The account's number and title are displayed in cell A1 during the process.)
- A new FSM workbook is created and saved. Its name is
FSM <Enterprise> <As-of date>.

Note: The FSM workbook is saved in the directory of the input TB file. The FSM workbook can be moved into a different directory. New period FSM workbook are saved in the same directory as the existing workbook.

Note: If the workbook contains Consolidated trial balances, its name would instead be:
FSM <Parent Enterprise> <As-of date> Consolidated.

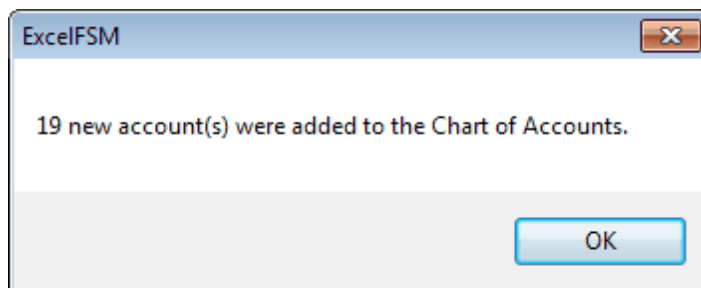


- A new worksheet named 'ReadTBData printout' is inserted into this workbook.
(The account's number and title are displayed in cell E1 during the process.)
- The Chart of Accounts is opened.

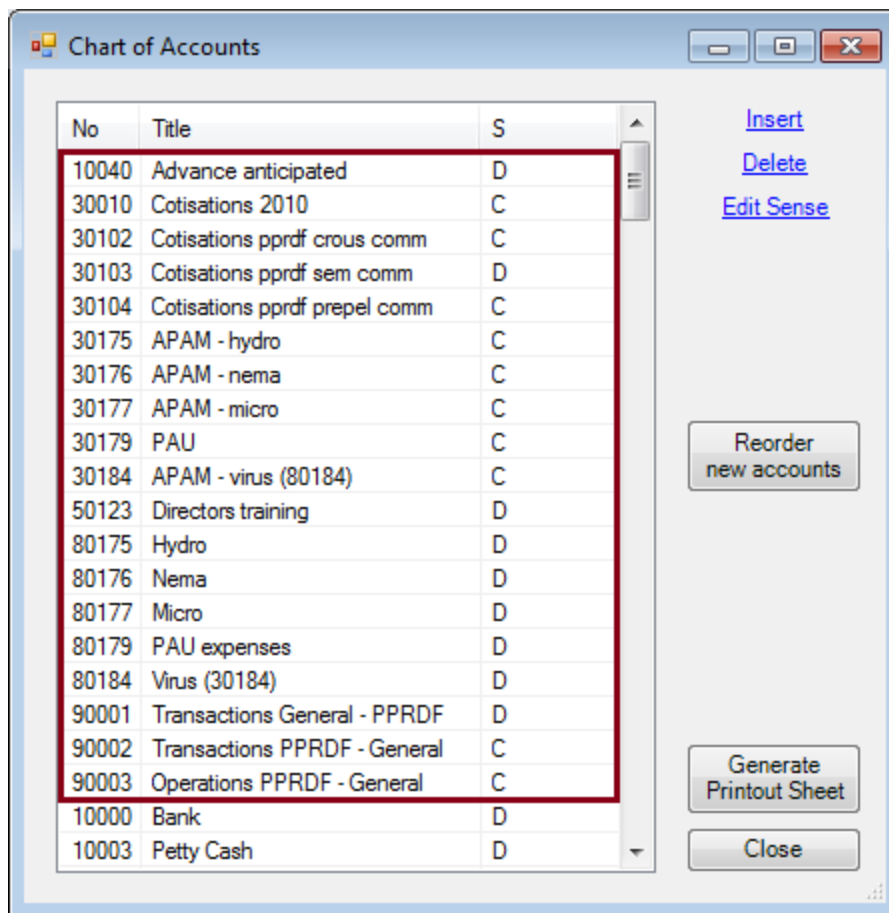
Updating the Chart of Accounts

If this is the first time the workbook has had a trial balance read into it, a Chart of Accounts is built.

If the workbook contained previous trial balances, the Chart of Accounts, which was previously built, is updated. The number of new accounts that were added to the Chart of Accounts is displayed:



The new accounts are shown at the top of the Chart:



You may reorder these new accounts by dragging and dropping with the mouse or by clicking the 'Reorder new accounts' button, whenever you wish. A good time to do so is after you've grouped them into the proper financial reports Items.

Note: Account titles changed in the accounting software will likewise be changed in ExcelFSM.

ReadTBData printout

The 'ReadTBData printout' shows the data read by ExcelFSM:

- Name of enterprise
- As-of-Date
- Copy adjusting entries (checked or not)
- Data of the trial balance
- Number of accounts
- Computed totals for Debit and Credit

	A	B	C	D
1		Non Profit Organization Sample		
2		12/31/2009		
3				
4		_ Copy adjusting entries		
5				
6	No	Account Title	Debit	Credit
7	10000	Bank	26,656.08	
8	10003	Petty Cash	50.00	
9	10005	Short term deposit	1,000.00	
10	10010	Accounts Receivable	321.37	
11	10011	Other Receivable	229,728.78	
12	10014	Taxe A Receivable Contribution	3,655.37	
13	10015	Taxe B Receivable Contribution	2,712.65	
14	10018	Accrued interests	1,613.71	
15	10026	Taxe A Receivable	12,117.51	
16	10027	Taxe B Receivable	7,698.81	
17	10050	Prepaid expenses	7,111.49	
160	80192	Promotion	5,995.93	
161	80195	Field day	2,475.92	
162	80205	Administration expenses J Comm	824.00	
163		156 Accounts	2,762,133.75	2,762,133.75
164				
165				
166				

ReadTBData 12-31-2009printout

Sheet1 Sheet2

Ready Count: 0 Sum: 0 100%

Note: The only purpose for this worksheet is to help you verify that the Trial Balance was read correctly. You may print it, delete it, etc.

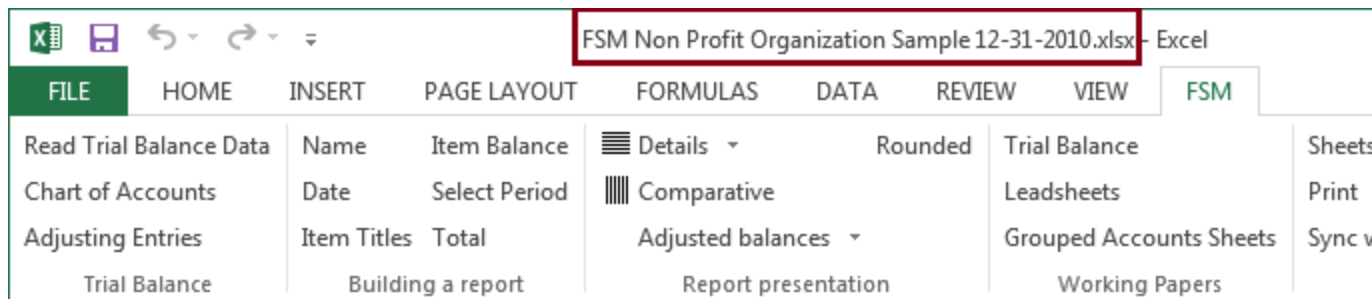
Updated Reports

Any existing reports in your workbook are automatically updated with the new trial balance data:

- Item balances are updated to reflect the new account balances.
- Totals are then updated according to the new Item balances.
- As-of dates are updated.

- If Transfer adjusting entries was checked, the adjusting entries of the previous financial period are copied into the new financial period.

New Workbook created for each subsequent financial period



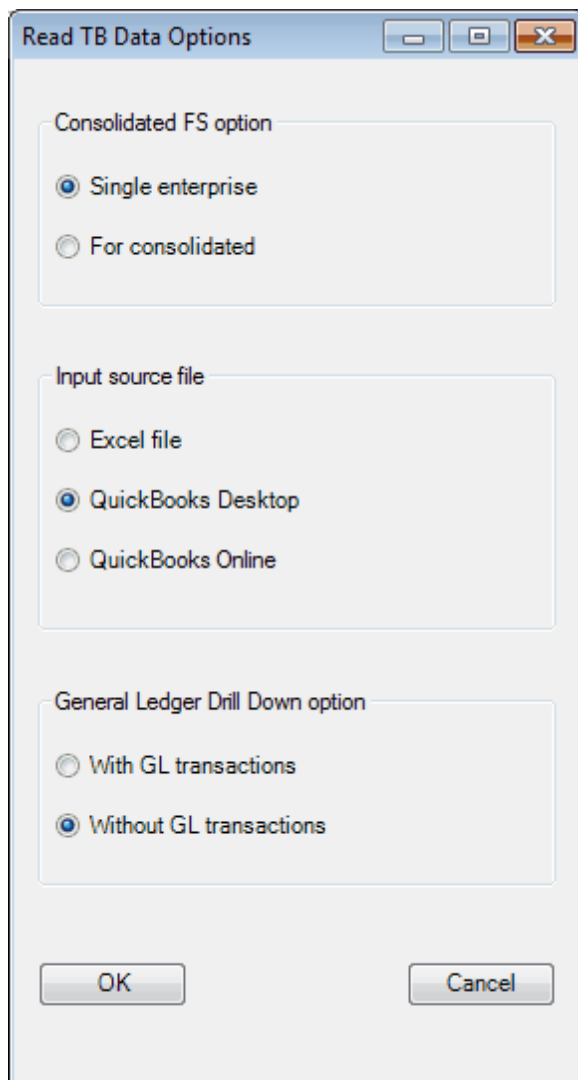
When the trial balance data for a new financial period (i.e. the As-of date has changed) is read and this new financial period is subsequent to the last financial period read, i.e. not a prior period added to an existing FSM workbook, the existing workbook is copied, and the new period's data is read into *the new copy* of the workbook.

Your original workbook will not be altered, and thus will contain only the data from the previous financial period. As more financial periods are read, you will retain a historical series of workbooks, one for each of their respective financial periods.

Note: Since the name of the workbook contains the Enterprise name and As-of date, the workbooks are easy to identify.

Note: Account balances of previous financial periods are preserved in the new workbook containing the latest financial period and are used for the Comparative presentation. However, you might need to access a historical workbook to see things like the Chart of Accounts as of a previous period, and the Adjusting Entries used in a previous period.

4.1.1 QuickBooks Desktop



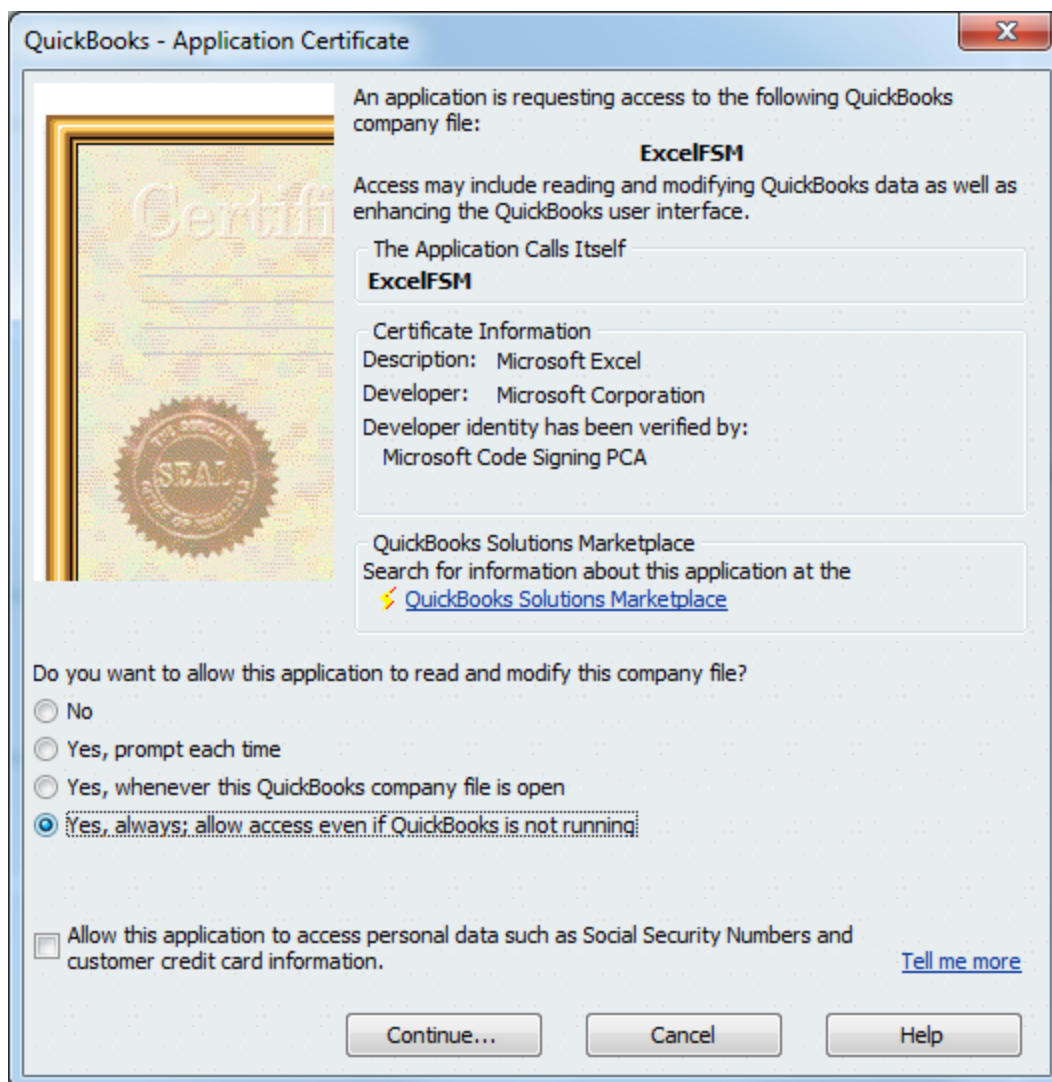
For Intuit QuickBooks Desktop files as input source file, ExcelFSM retrieves the data directly from the QuickBooks company file, without any need to export or reformat the data.

Setting up QuickBooks Desktop to work with ExcelFSM

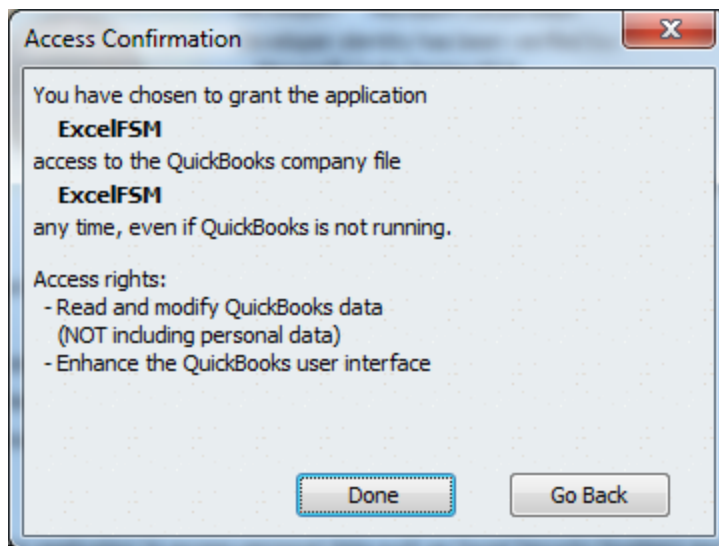
NOTE: The Intuit QuickBooks software must be installed on the PC running ExcelFSM.

First time you will Read Trial Balance Data in ExcelFSM, QuickBooks must be running with the company file open, and you'll be asked to allow ExcelFSM to read and modify QuickBooks company file (Note that ExcelFSM does not modify the QuickBooks company file. It only reads data)

Select oYes, always; allow access even if QuickBooks is not running



Click Continue



Click Done

Reading the accounting data

If QuickBooks is not running with a company file open, clicking OK opens the standard Windows dialog, with the type of file (bottom right) set to QuickBooks files:

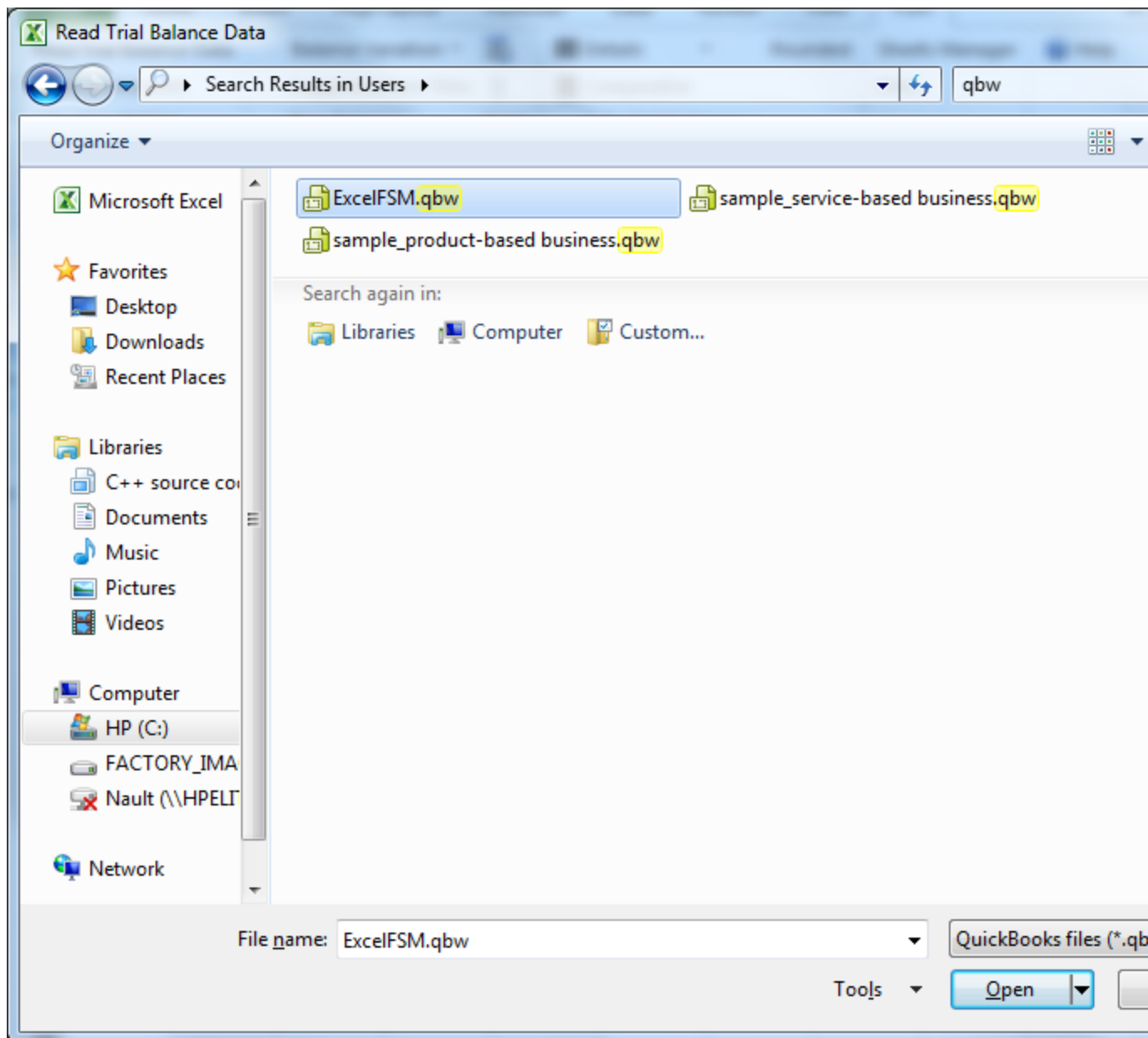


Figure 1: Trial Balance File selector

You can search your file by typing the file extension in the Search field (top right).

Select the file containing the desired trial balance data, and click Open.

ExcelFSM shows the following dialog to allow you to specify additional information about this trial balance:

Figure 2: Trial Balance Information for QuickBooks file

Name of enterprise - The name of the enterprise identifies the Excel workbook (along with the as of date), fills the selected worksheet cell when the Enterprise Name button is clicked.

As-of-Date for this Trial Balance - The date of the trial balance will be used, along with the enterprise name, to identify the Excel workbook, to initialize a cell with the As-of Date button, to compute balance variation between two financial periods, as well as to select the Comparative periods balances.

NOTE: The above dialog (Figure 2) will be empty if it is a blank workbook. Make sure you put the right as-of date.

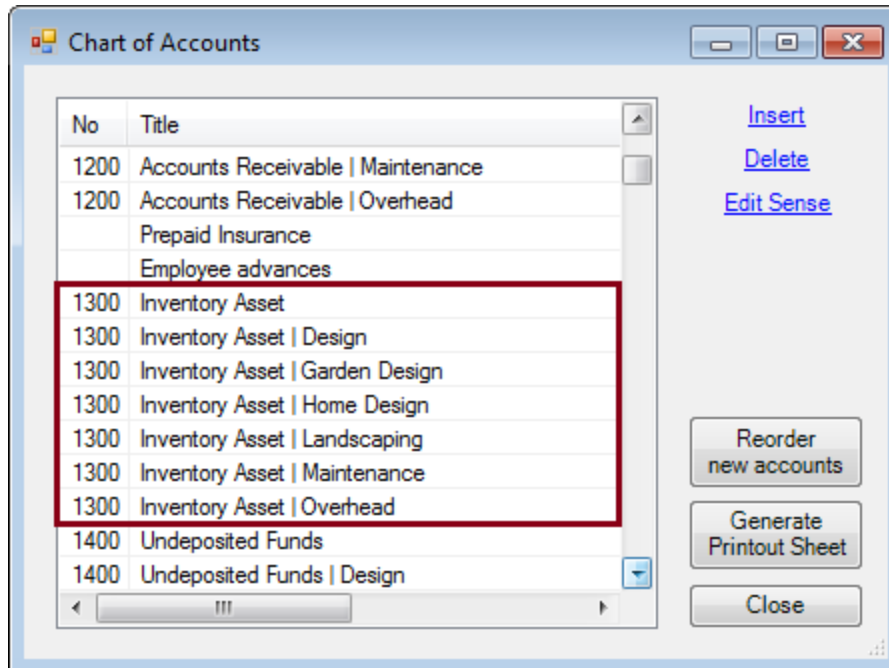
For subsequent financial periods, you will be updating an existing FSM workbook by reading the trial balance data with another as-of date. The above dialog will be pre-filled according to the previous financial period. It will be important that you update the as-of date to reflect the new period; otherwise, ExcelFSM will assume you are re-reading an amended trial balance for an existing period and, if you confirm to proceed, will update the existing period's data instead of processing a new period (Yes, ExcelFSM has the capacity to process amended trial balances and automatically update the financial reports). ExcelFSM has also the capacity to add prior periods to an existing FSM workbook.

Accrual or Cash - Select accrual basis or cash basis for the trial balance data.

With Classes - Check if you want the "classes" to be part of the trial balance.

The classes will appear in the Chart of Accounts and identified by " | <Class name>:<Subclass name>" inserted at the end of the account's title.

Hint: It might be a good idea to check the **Show lowest subaccount only** checkbox in QuickBooks (Edit > Preferences > Accounting > Company Preferences).



Utilised only - Select that option if you do not want the classes of an account not utilised to be part of the trial balance.

Full name - Check that option is you want the full name of the subclasses.

Copy adjusting entries - Check if you want to copy the current adjusting entries for the new financial period. You will be able to edit or delete these according to the new financial period. This feature is useful, for example, if the adjusting entries must be repeated one financial period after the other.

Use these specifications for the next enterprises - For Consolidated FS, check if you want to use the same specifications for the next enterprises. If this checkbox is checked, the Read Trial Balance Data dialog above will not be displayed for the remaining enterprises of the Consolidation list, and ExcelFSM will use the same specifications for these enterprises.

Results

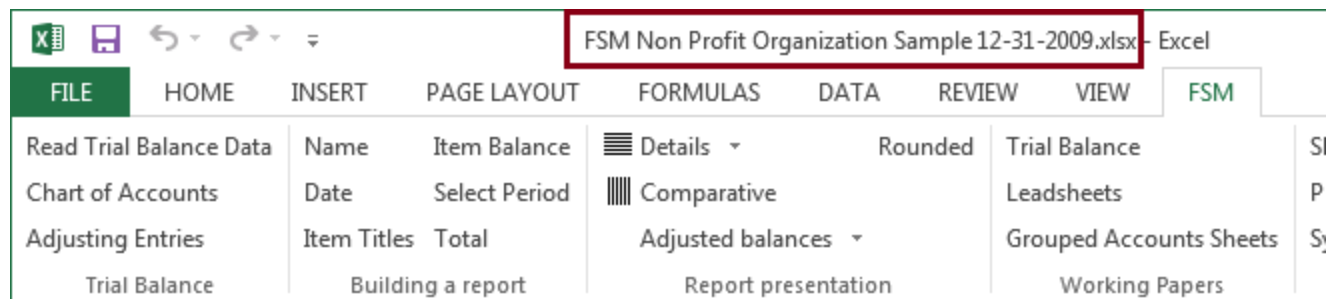
Click OK. The following actions occur:

- The trial balance data is imported and organized
- A new FSM workbook is created. It's name is

<Enterprise> <As-of date>.

Note: If QuickBooks is running with an open company file, the FSM workbook is saved in the '\Documents' directory. The FSM workbook can be moved into a different directory. New period FSM workbook are saved in the same directory as the existing workbook.

Note: If the workbook contains Consolidated trial balances, its name would instead be:
FSM <Parent Enterprise> <As-of date> Consolidated.

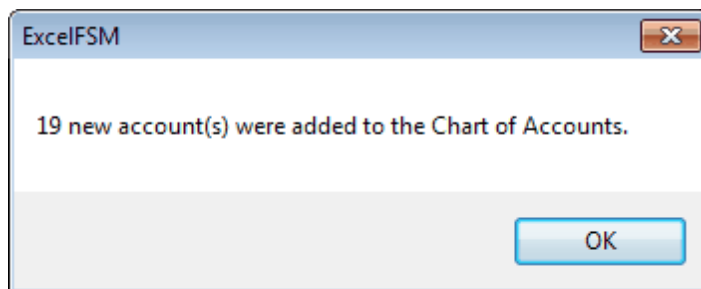


- A new worksheet named 'ReadTBData printout' is inserted into this workbook.
(The account's number and title are displayed in cell E1 during the process.)
- The Chart of Accounts is opened.

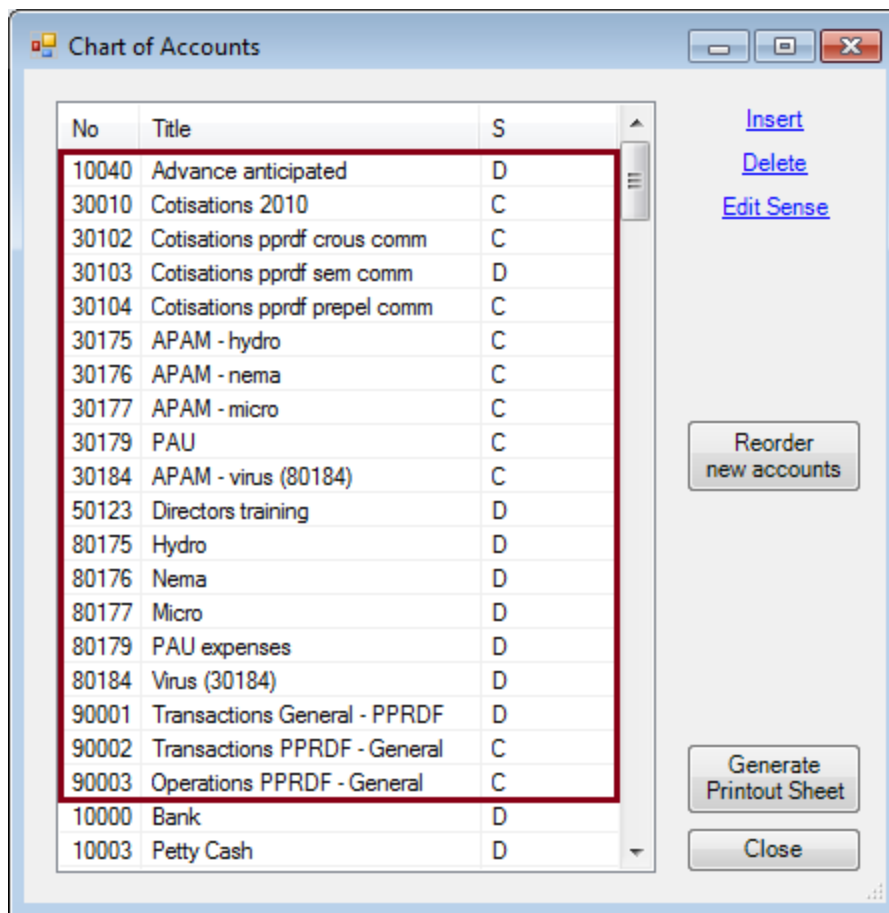
Updating the Chart of Accounts

If this is the first time the workbook has had a trial balance read into it, a Chart of Accounts is built.

If the workbook contained previous trial balances, the Chart of Accounts, which was previously built, is updated. The number of new accounts that were added to the Chart of Accounts is displayed:



The new accounts are shown at the top of the Chart:



You may reorder these new accounts by dragging and dropping with the mouse or by clicking the 'Reorder new accounts' button, whenever you wish. A good time to do so is after you've grouped them into the proper financial reports Items.

Note: Account titles changed in the accounting software will likewise be changed in ExcelFSM.

ReadTBData printout

The 'ReadTBData printout' shows the data read by ExcelFSM:

- Name of enterprise
- As-of-Date
- With Classes (checked or not)
- Copy adjusting entries (checked or not)
- Data of the trial balance
- Number of accounts
- Computed totals for Debit and Credit

A19		fx	10060	
	A	B	C	D
1		Non Profit Organization Sample		
2		12/31/2009		
3				
4		_ With Classes		
5		_ Copy adjusting entries		
6				
7	No	Account Title	Debit	Credit
8	10000	Bank	26,656.08	
9	10003	Petty Cash	50.00	
10	10005	Short term deposit	1,000.00	
11	10010	Accounts Receivable	321.37	
12	10011	Other Receivable	229,728.78	
13	10014	Taxe A Receivable Contribution	3,655.37	
14	10015	Taxe B Receivable Contribution	2,712.65	
15	10018	Accrued interests	1,613.71	
16	10026	Taxe A Receivable	12,117.51	
17	10027	Taxe B Receivable	7,698.81	
18	10050	Prepaid expenses	7,111.49	
161	80192	Promotion	5,995.93	
162	80195	Field day	2,475.92	
163	80205	Administration expenses J Comm	824.00	
164		156 Accounts	2,762,133.75	2,762,133.75
165				
166				

ReadTBData 12-31-2009printout

Sheet1Sheet2

ReadyCount: 0Sum: 0100%

Note: The only purpose for this worksheet is to help you verify that the Trial Balance was read correctly. You may print it, delete it, etc.

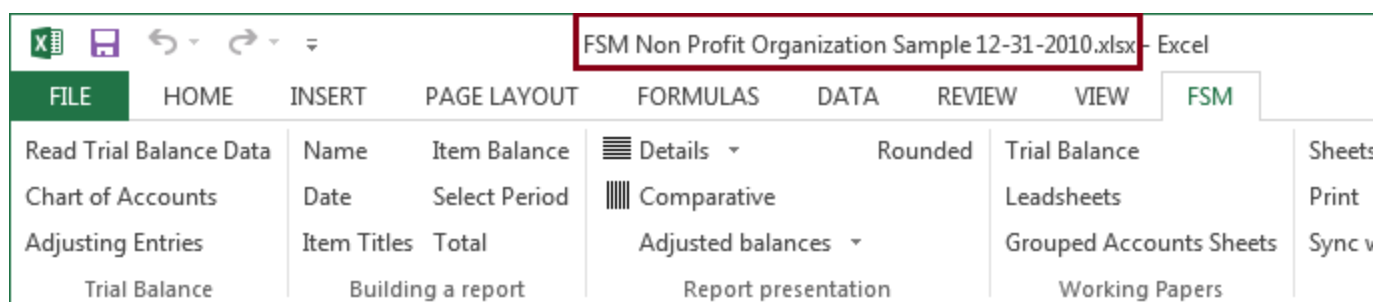
Updated Reports

Any existing reports in your workbook are automatically updated with the new trial balance data:

- Item balances are updated to reflect the new account balances.
- Totals are then updated according to the new Item balances.
- As-of dates are updated.

- If Transfer adjusting entries was checked, the adjusting entries of the previous financial period are copied into the new financial period.

New Workbook created for each subsequent financial period



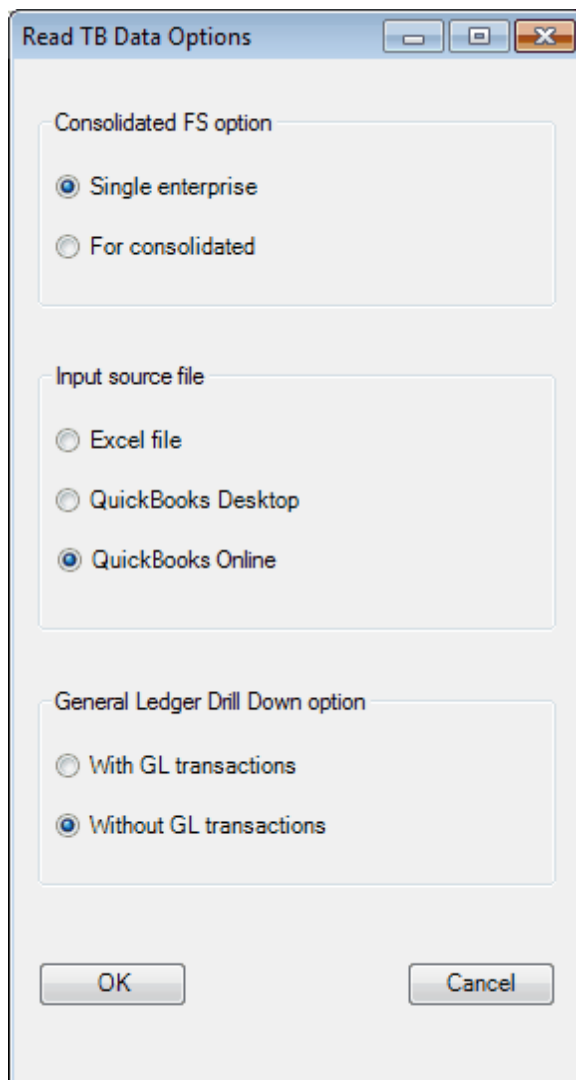
When the trial balance data for a new financial period (i.e. the As-of date has changed) is read and this new financial period is subsequent to the last financial period read, i.e. not a prior period added to an existing FSM workbook, the existing workbook is copied, and the new period's data is read into *the new copy* of the workbook.

Your original workbook will not be altered, and thus will contain only the data from the previous financial period. As more financial periods are read, you will retain a historical series of workbooks, one for each of their respective financial periods.

Note: Since the name of the workbook contains the Enterprise name and As-of date, the workbooks are easy to identify.

Note: Account balances of previous financial periods are preserved in the new workbook containing the latest financial period and are used for the Comparative presentation. However, you might need to access a historical workbook to see things like the Chart of Accounts as of a previous period, and the Adjusting Entries used in a previous period.

4.1.2 QuickBooks Online

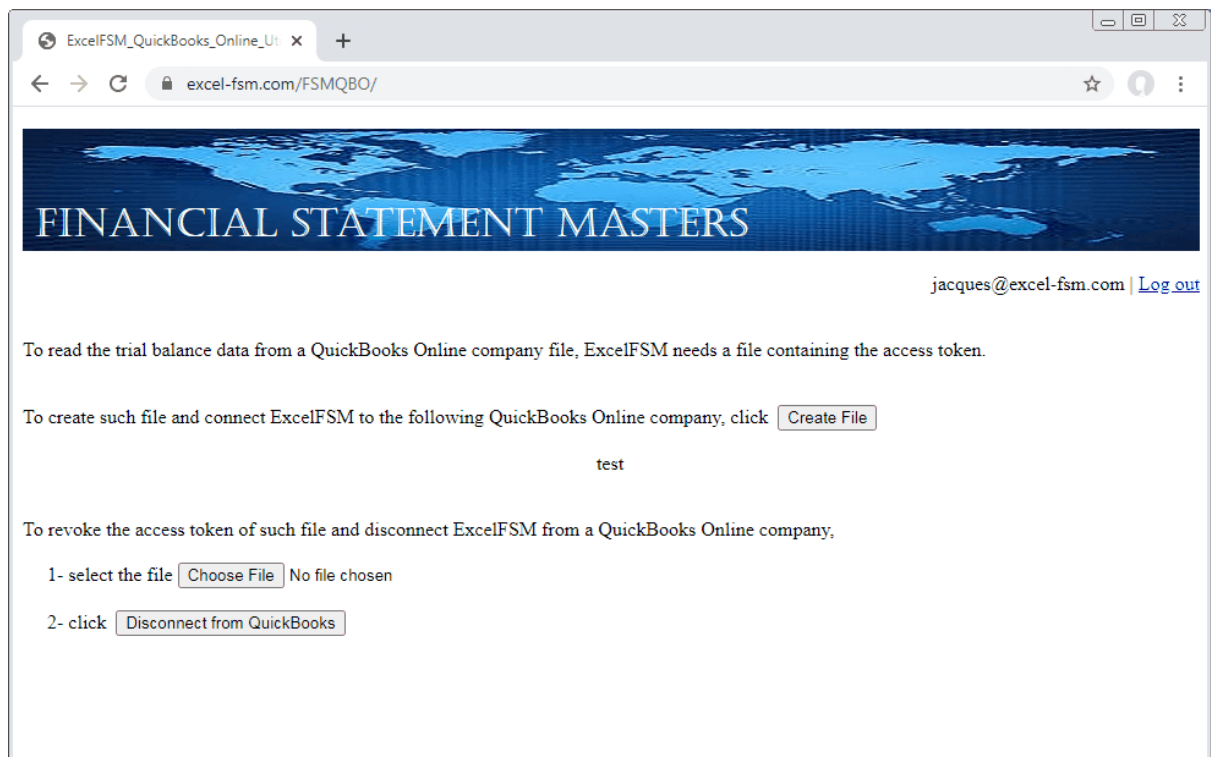


For Intuit QuickBooks Online files as input source file, ExcelFSM retrieves the data directly from the QuickBooks company file, without any need to export or reformat the data.

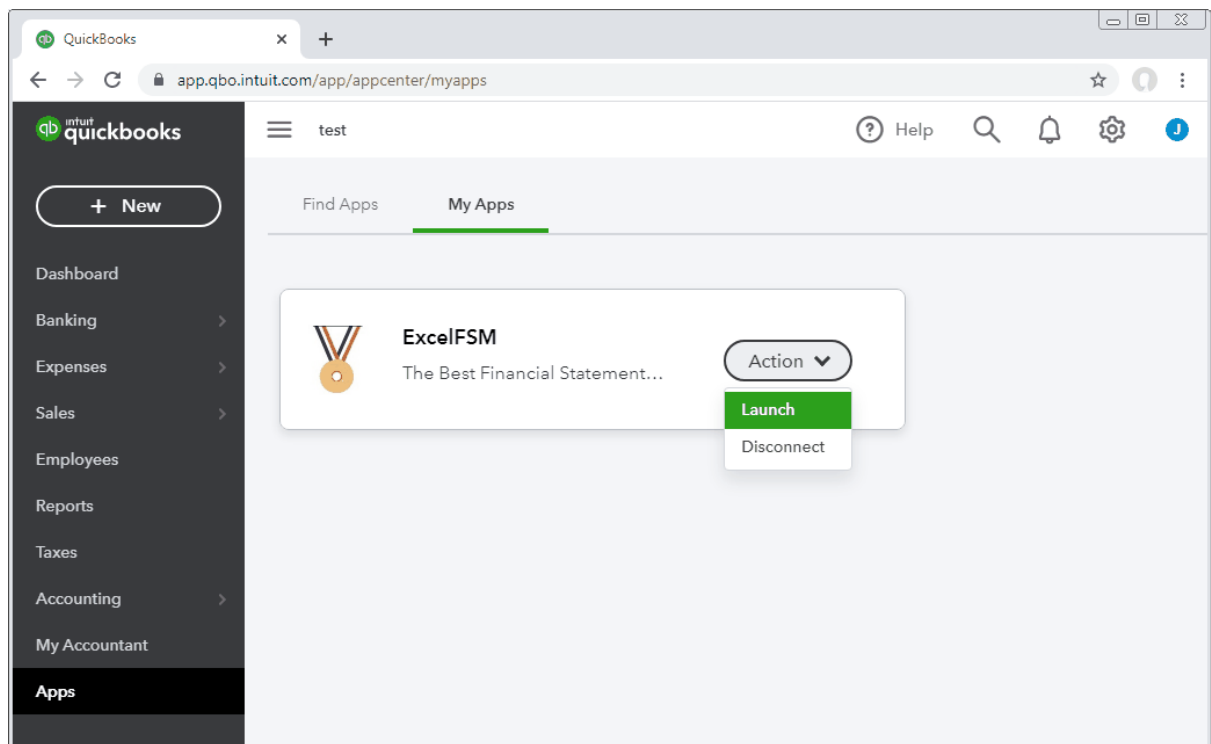
Setting up QuickBooks Online to work with ExcelFSM

An "ExcelFSM QuickBooks Online" company file must be created to allow ExcelFSM to read a QuickBooks Online company file. To create an "ExcelFSM QuickBooks Online" company file, you will use the ExcelFSM QuickBooks Online Utility program with Chrome, Microsoft Edge, or Firefox.

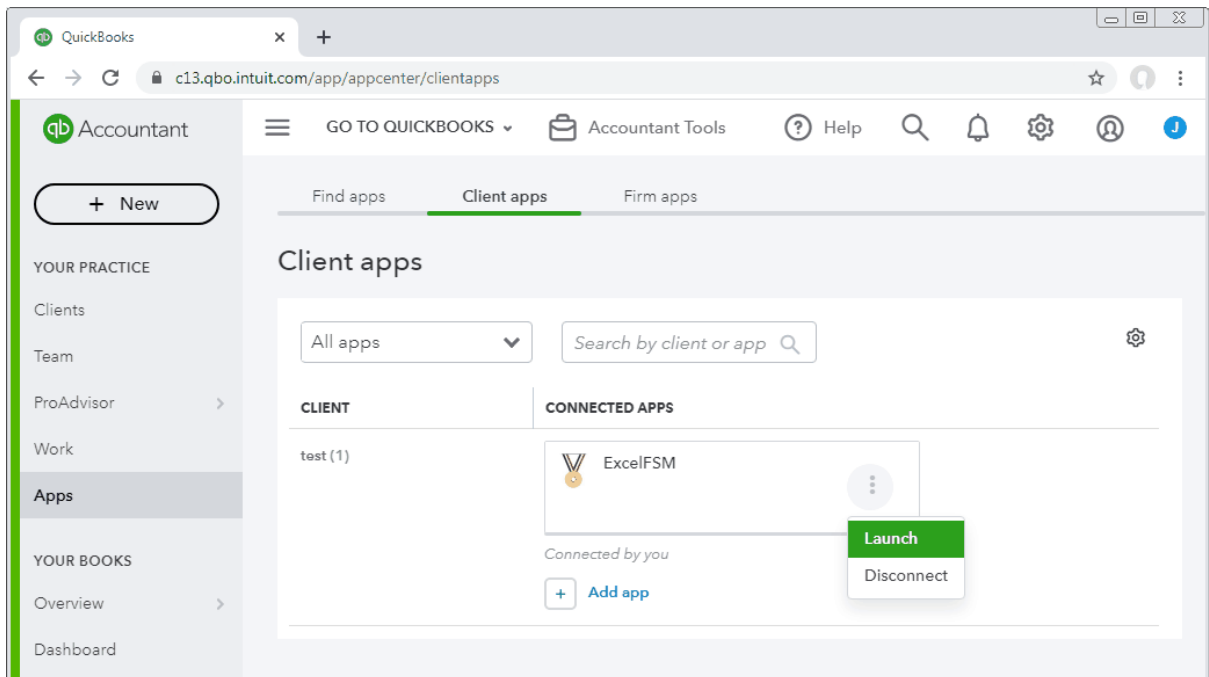
NOTE: your email must appear in the right corner. If it does not, click the 'Log out' link button before you do anything else.



The ExcelFSM QuickBooks Online Utility program can be launched from My Apps in the QuickBooks Online company



With QuickBooks Online Accountant, the ExcelFSM QuickBooks Online Utility program can be launched from Client apps (by the Admin)



Reading the accounting data

Clicking OK opens the standard Windows dialog, with the type of file (bottom right) set to QuickBooks Online files:

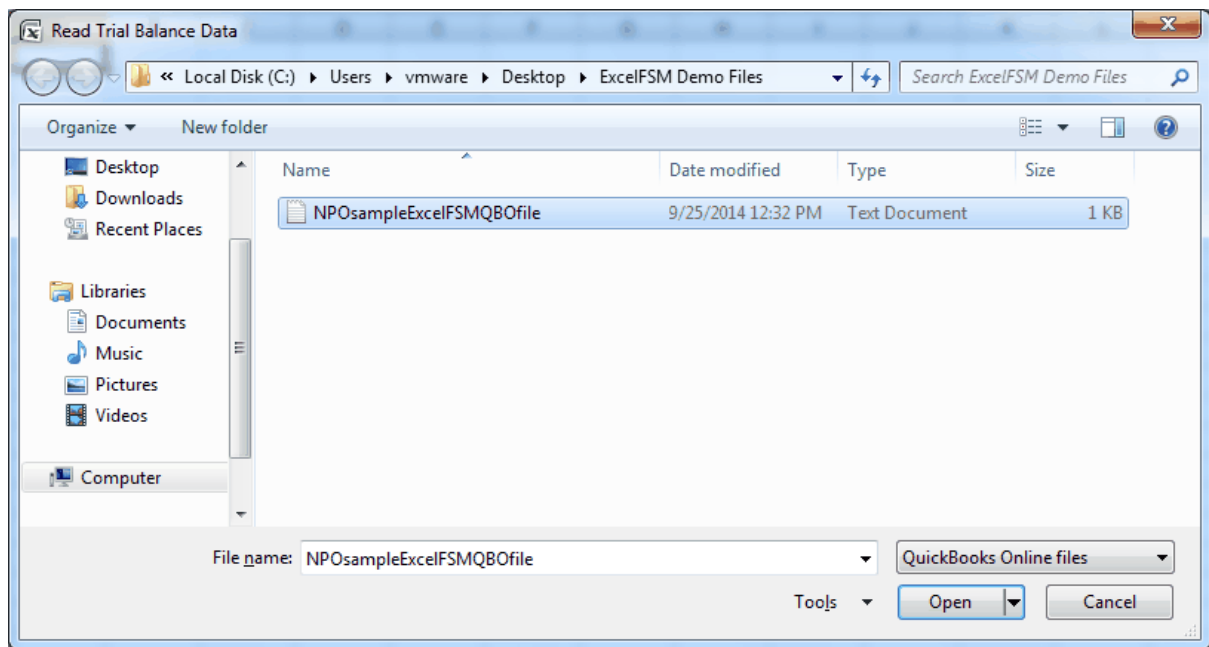


Figure 1: Trial Balance File selector

Select the file containing the desired "ExcelFSM QuickBooks Online" company file, and click Open.

ExcelFSM shows the following dialog to allow you to specify additional information about this trial balance:

Figure 2: Trial Balance Information for QuickBooks file

Name of enterprise - The name of the enterprise identifies the Excel workbook (along with the as of date), fills the selected worksheet cell when the Enterprise Name button is clicked.

As-of-Date for this Trial Balance - The date of the trial balance will be used, along with the enterprise name, to identify the Excel workbook, to initialize a cell with the As-of Date button, to compute balance variation between two financial periods, as well as to select the Comparative periods balances.

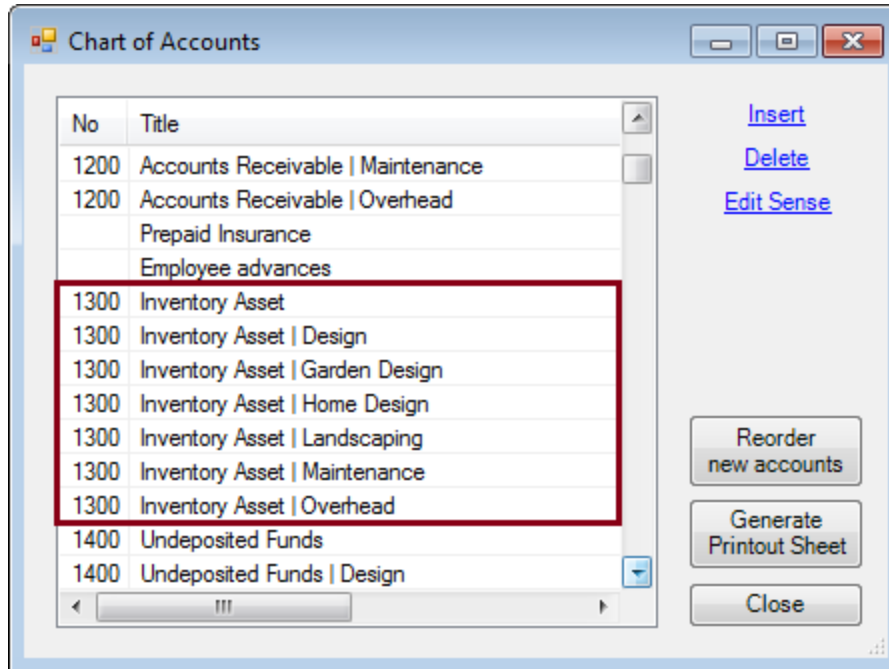
NOTE: The above dialog (Figure 2) will be empty if it is a blank workbook. Make sure you put the right as-of date.

For subsequent financial periods, you will be updating an existing FSM workbook by reading the trial balance data with another as-of date. The above dialog will be pre-filled according to the previous financial period. It will be important that you update the as-of date to reflect the new period; otherwise, ExcelFSM will assume you are re-reading an amended trial balance for an existing period and, if you confirm to proceed, will update the existing period's data instead of processing a new period (Yes, ExcelFSM has the capacity to process amended trial balances and automatically update the financial reports). ExcelFSM has also the capacity to add prior periods to an existing FSM workbook.

Accrual or Cash - Select accrual basis or cash basis for the trial balance data.

With Classes - Check if you want the "classes" to be part of the trial balance. (Note that for QuickBooks Online, only the classes of the income and expense accounts are processed).

The classes will appear in the Chart of Accounts and identified by " | <Class name>:<Subclass name>" inserted at the end of the account's title.



Utilised only - Select that option if you do not want the classes of an account not utilised to be part of the trial balance.

Full name - Check that option is you want the full name of the subclasses.

Copy adjusting entries - Check if you want to copy the current adjusting entries for the new financial period. You will be able to edit or delete these according to the new financial period. This feature is useful, for example, if the adjusting entries must be repeated one financial period after the other.

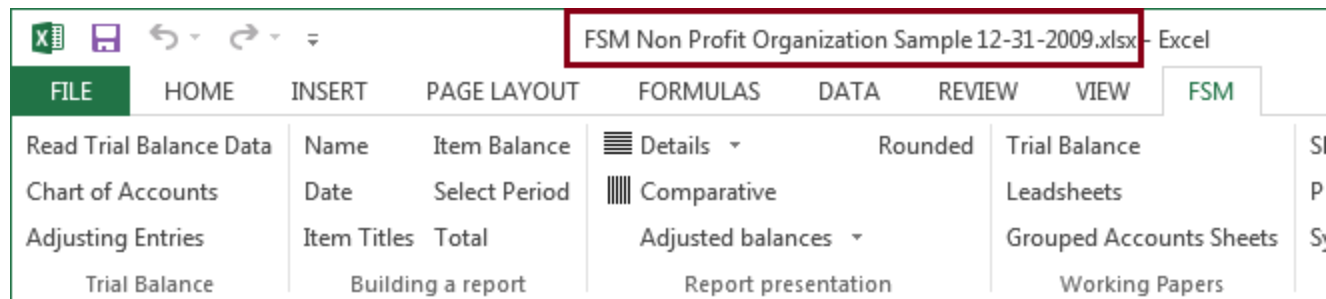
Use these specifications for the next enterprises - For Consolidated FS, check if you want to use the same specifications for the next enterprises. If this checkbox is checked, the Read Trial Balance Data dialog above will not be displayed for the remaining enterprises of the Consolidation list, and ExcelFSM will use the same specifications for these enterprises.

Results

Click OK. The following actions occur:

- The trial balance data is imported and organized
- A new FSM workbook is created. It's name is
<Enterprise> <As-of date>.

Note: If the workbook contains Consolidated trial balances, its name would instead be:
FSM <Parent Enterprise> <As-of date> Consolidated.

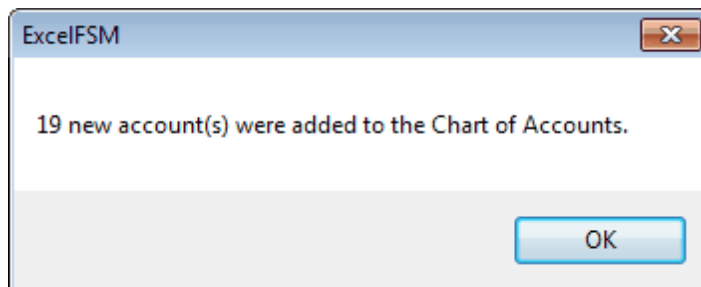


- A new worksheet named 'ReadTBData printout' is inserted into this workbook.
(The account's number and title are displayed in cell E1 during the process.)
- The Chart of Accounts is opened.

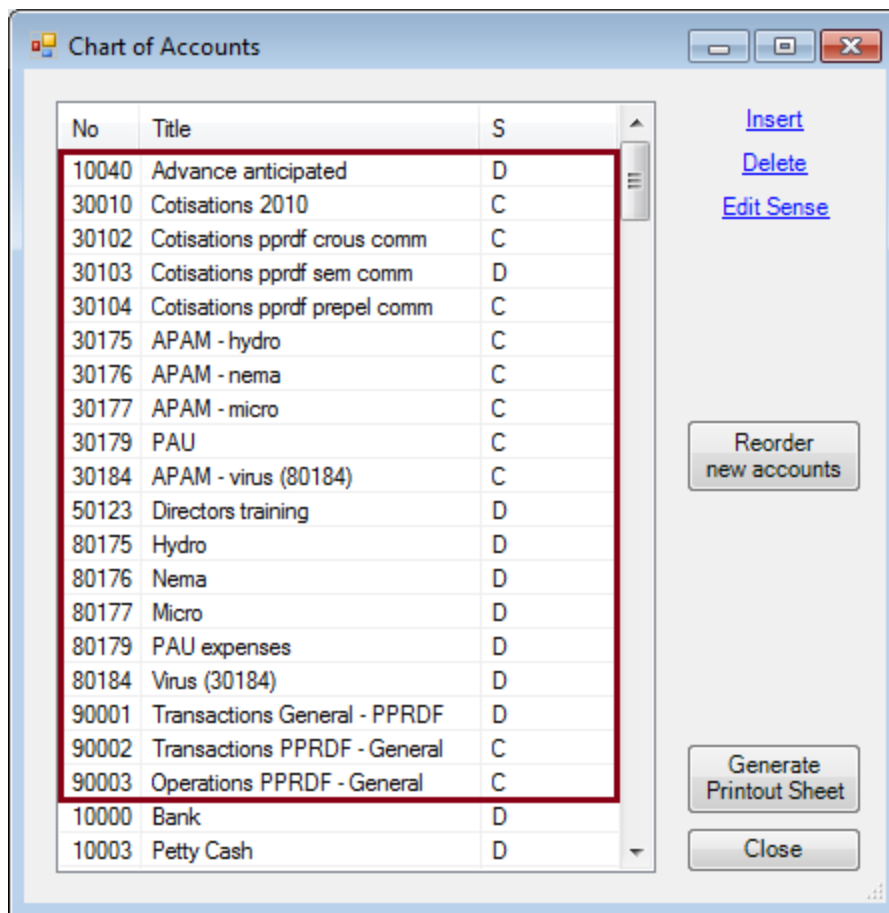
Updating the Chart of Accounts

If this is the first time the workbook has had a trial balance read into it, a Chart of Accounts is built.

If the workbook contained previous trial balances, the Chart of Accounts, which was previously built, is updated. The number of new accounts that were added to the Chart of Accounts is displayed:



The new accounts are shown at the top of the Chart:



You may reorder these new accounts by dragging and dropping with the mouse or by clicking the 'Reorder new accounts' button, whenever you wish. A good time to do so is after you've grouped them into the proper financial reports Items.

Note: Account titles changed in the accounting software will likewise be changed in ExcelFSM.

ReadTBData printout

The 'ReadTBData printout' shows the data read by ExcelFSM:

- Name of enterprise
- As-of-Date
- With Classes (checked or not)
- Copy adjusting entries (checked or not)
- Data of the trial balance
- Number of accounts
- Computed totals for Debit and Credit

A19		fx	10060	
	A	B	C	D
1		Non Profit Organization Sample		
2		12/31/2009		
3				
4		_ With Classes		
5		_ Copy adjusting entries		
6				
7	No	Account Title	Debit	Credit
8	10000	Bank	26,656.08	
9	10003	Petty Cash	50.00	
10	10005	Short term deposit	1,000.00	
11	10010	Accounts Receivable	321.37	
12	10011	Other Receivable	229,728.78	
13	10014	Taxe A Receivable Contribution	3,655.37	
14	10015	Taxe B Receivable Contribution	2,712.65	
15	10018	Accrued interests	1,613.71	
16	10026	Taxe A Receivable	12,117.51	
17	10027	Taxe B Receivable	7,698.81	
18	10050	Prepaid expenses	7,111.49	
161	80192	Promotion	5,995.93	
162	80195	Field day	2,475.92	
163	80205	Administration expenses J Comm	824.00	
164		156 Accounts	2,762,133.75	2,762,133.75
165				
166				

ReadTBData 12-31-2009printout

Sheet1Sheet2

ReadyCount: 0Sum: 0100%

Note: The only purpose for this worksheet is to help you verify that the Trial Balance was read correctly. You may print it, delete it, etc.

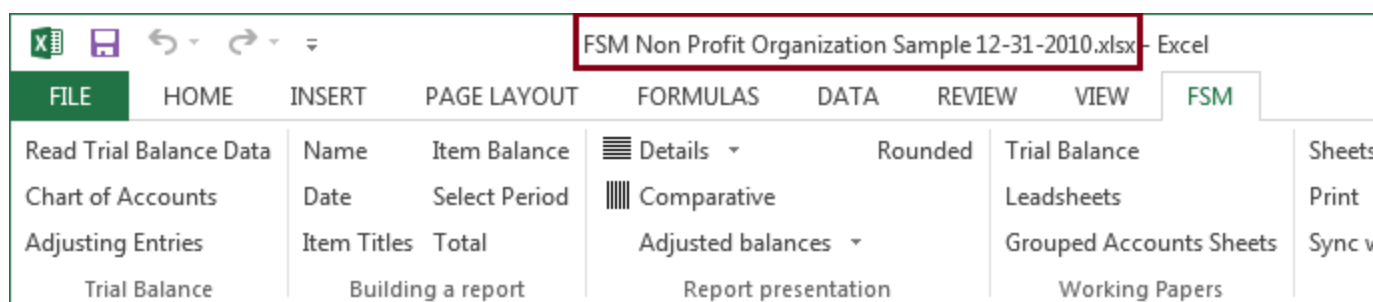
Updated Reports

Any existing reports in your workbook are automatically updated with the new trial balance data:

- Item balances are updated to reflect the new account balances.
- Totals are then updated according to the new Item balances.
- As-of dates are updated.

- If Transfer adjusting entries was checked, the adjusting entries of the previous financial period are copied into the new financial period.

New Workbook created for each subsequent financial period



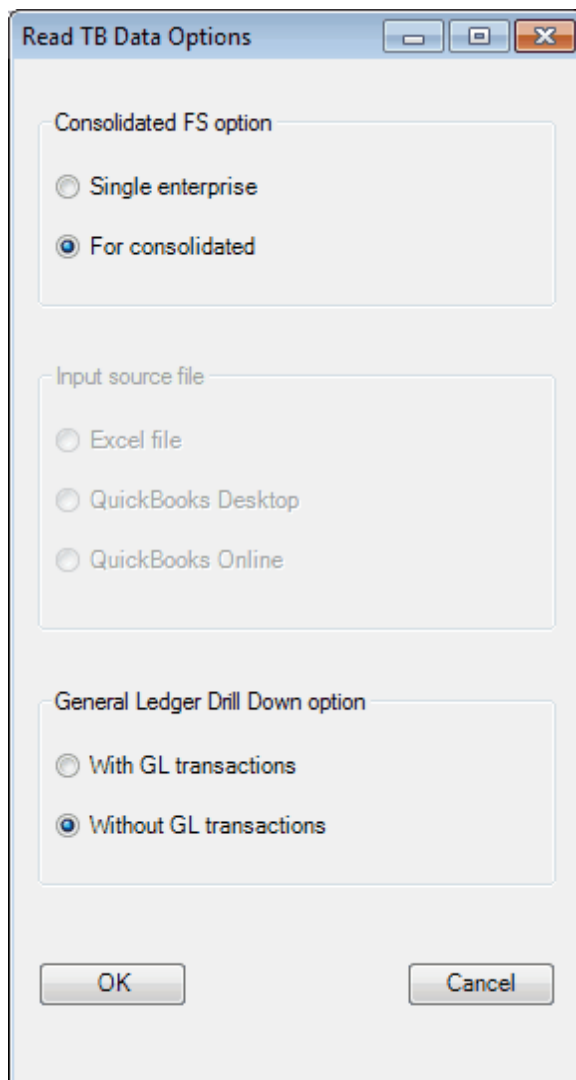
When the trial balance data for a new financial period (i.e. the As-of date has changed) is read and this new financial period is subsequent to the last financial period read, i.e. not a prior period added to an existing FSM workbook, the existing workbook is copied, and the new period's data is read into *the new copy* of the workbook.

Your original workbook will not be altered, and thus will contain only the data from the previous financial period. As more financial periods are read, you will retain a historical series of workbooks, one for each of their respective financial periods.

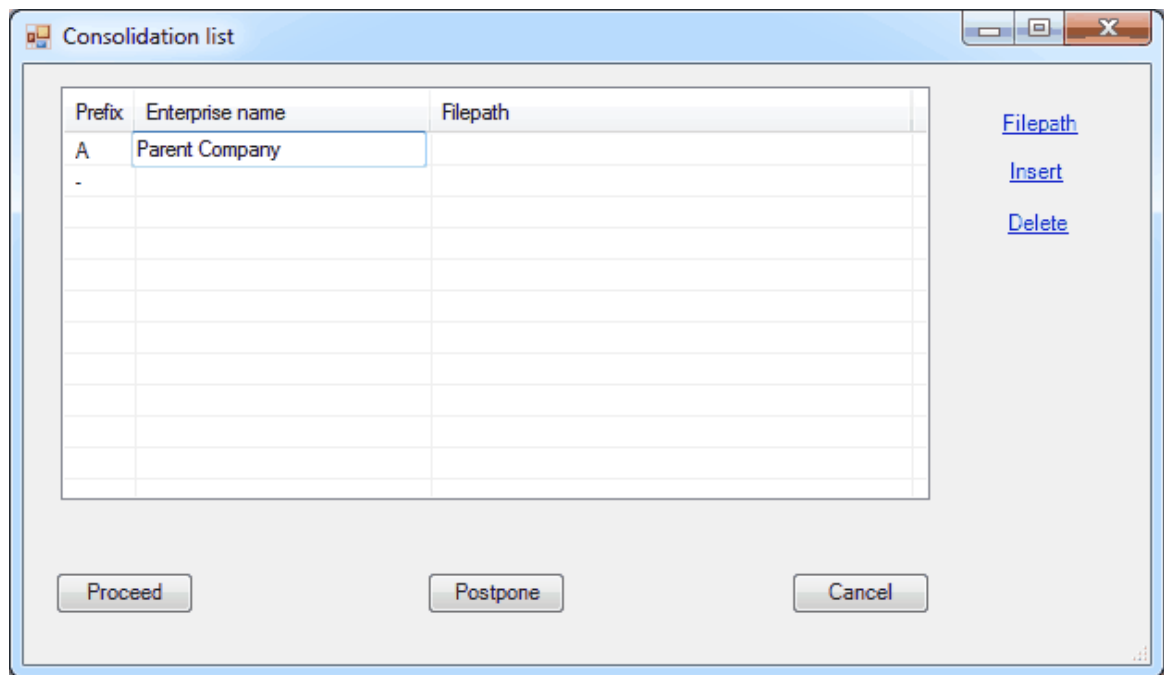
Note: Since the name of the workbook contains the Enterprise name and As-of date, the workbooks are easy to identify.

Note: Account balances of previous financial periods are preserved in the new workbook containing the latest financial period and are used for the Comparative presentation. However, you might need to access a historical workbook to see things like the Chart of Accounts as of a previous period, and the Adjusting Entries used in a previous period.

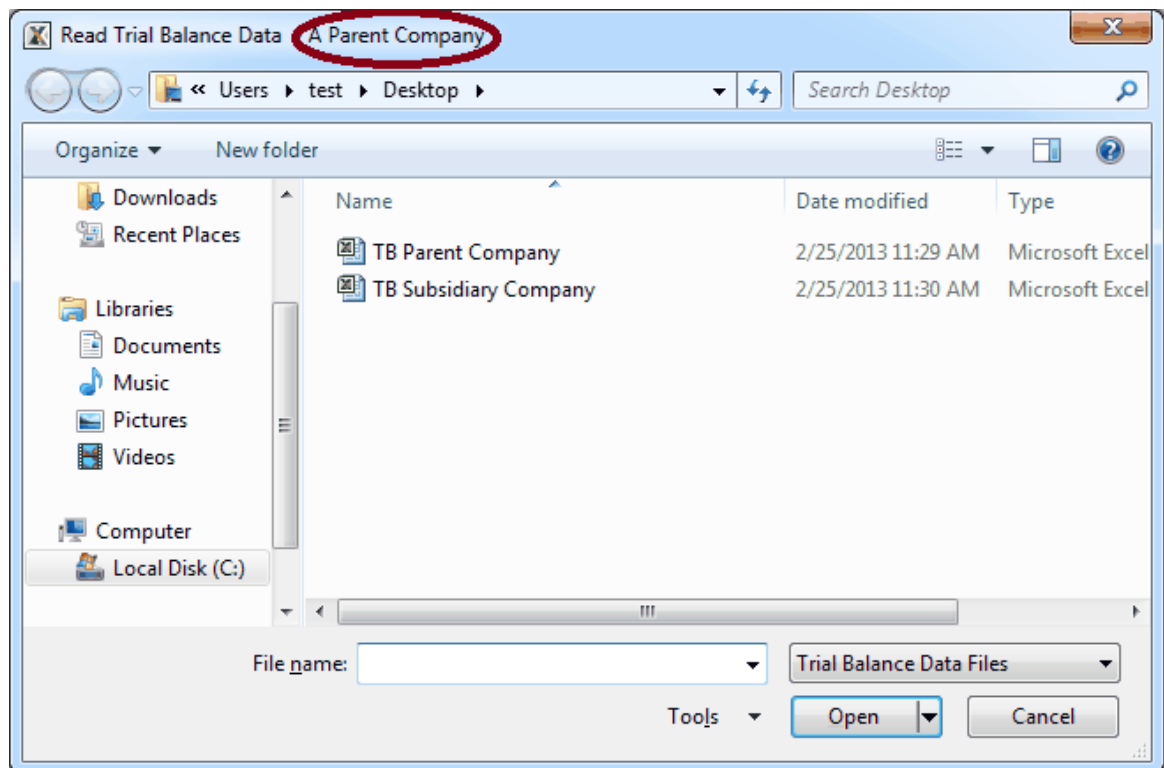
4.1.3 Consolidated FS



Clicking OK with For consolidated selected, ExcelFSM shows the following dialog to allow you to specify the name of each enterprise to be included in the consolidated financial statements, and to select the file containing the desired trial balance data for each enterprise:



3. Double-click the third column or click 'Filepath' to open the standard Windows dialog.



Select the type of file (bottom right). The Consolidation list can combine files of various types (Excel files, QuickBooks Desktop Company files, QuickBooks Online Company files)

Select the file containing the desired trial balance data, and click Open.

[illegible]

Once the list is completed, click Proceed:

© 2012 Jacques Nault

Read Trial Balance Data ✕

Specify

Name of enterprise
Parent company

As-of Date for this Trial Balance
12/31/2018 ▼

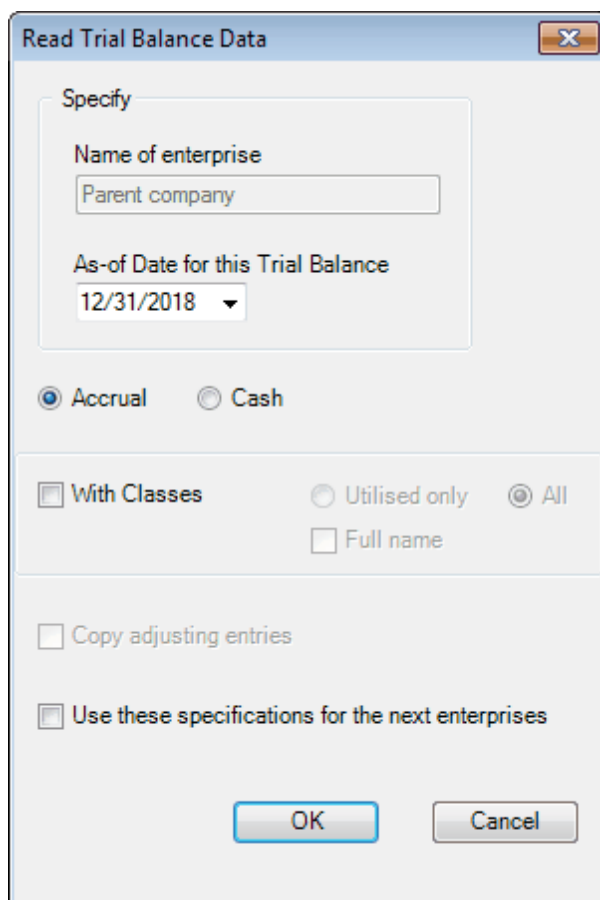
Specify Worksheet Columns

Account number	A
Account Title	B
Debit column	C
Credit column	D

☐ Copy adjusting entries

☒ Use these specifications for the next enterprises

OK Cancel

The image shows a 'Read Trial Balance Data' dialog box. It has a title bar with a close button. Inside, there's a 'Specify' section with a text box for 'Name of enterprise' containing 'Parent company' and a date dropdown for 'As-of Date for this Trial Balance' set to '12/31/2018'. Below this are radio buttons for 'Accrual' (selected) and 'Cash'. Further down are checkboxes for 'With Classes' (checked), 'Utilised only' (unchecked), 'All' (selected), and 'Full name' (unchecked). At the bottom are checkboxes for 'Copy adjusting entries' (unchecked) and 'Use these specifications for the next enterprises' (checked). 'OK' and 'Cancel' buttons are at the very bottom.

Excel file (*.xls, *.xlsx)
QuickBooks Online file (*.txt)

QuickBooks Desktop file (*.qbw) or a

Specify the trial balance information for this enterprise and click OK.

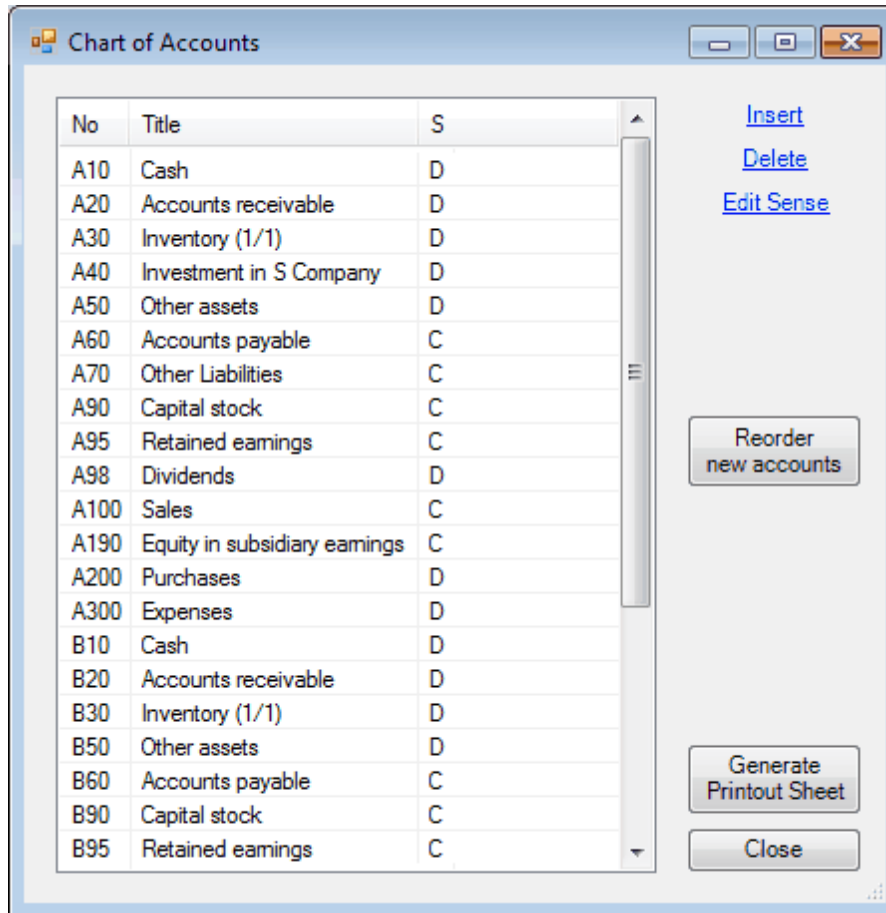
ExcelFSM reads the trial balance of the enterprise as usual.

ExcelFSM repeats the above process, one enterprise after the other.

Use these specifications for the next enterprises - Check if you want to use the same specifications for the next enterprises. If this checkbox is checked, the Read Trial Balance Data dialog above will not be displayed for the remaining enterprises of the Consolidation list, and ExcelFSM will use the same specifications for these enterprises.

At the end of the reading process, a 'ReadTBData printout' worksheet is generated and inserted into the workbook. The worksheet is named sequentially by a letter, starting with letter 'A' for the parent company.

This letter ('A') is also added to the account numbers in the Chart of Accounts.



Note that the FSM workbook will be named with the word 'Consolidated'.

Following financial periods

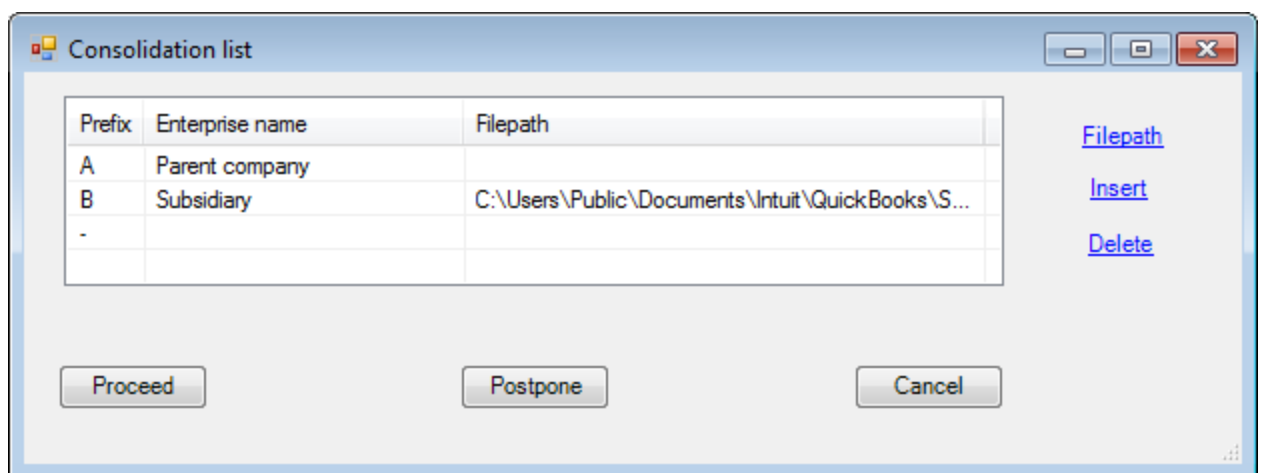
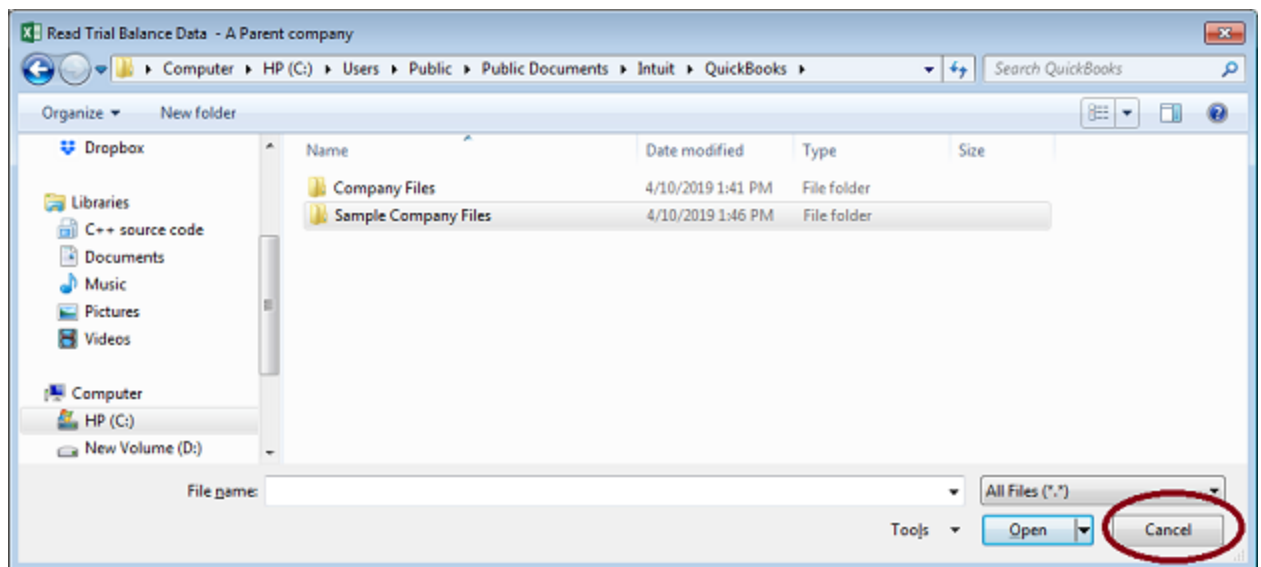
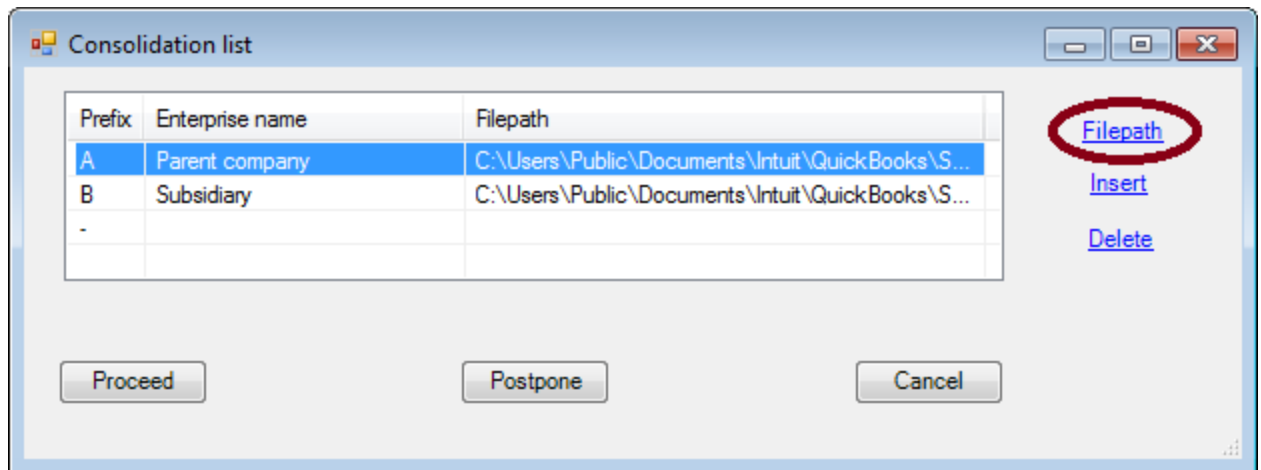
Updating a Consolidated FSM workbook with trial balances for a new financial period is similar to the above. The Consolidation list is remembered from the previous financial period. All you must do is to provide the file path of each enterprise.

Amended trial balances

ExcelFSM allows the reading of selected amended trial balances to update a Consolidated FSM workbook with amended trial balances. Simply provide the filepath for these selected amended trial balances and leave the other filepaths blank. ExcelFSM will read only the trial balances with a filepath specified in the Consolidation list.

The filepaths for excel files are presented blank every time, but filepaths for QuickBooks are kept from the previous process. To set these filepaths to blank, select a line and click 'Filepath', or double-click the

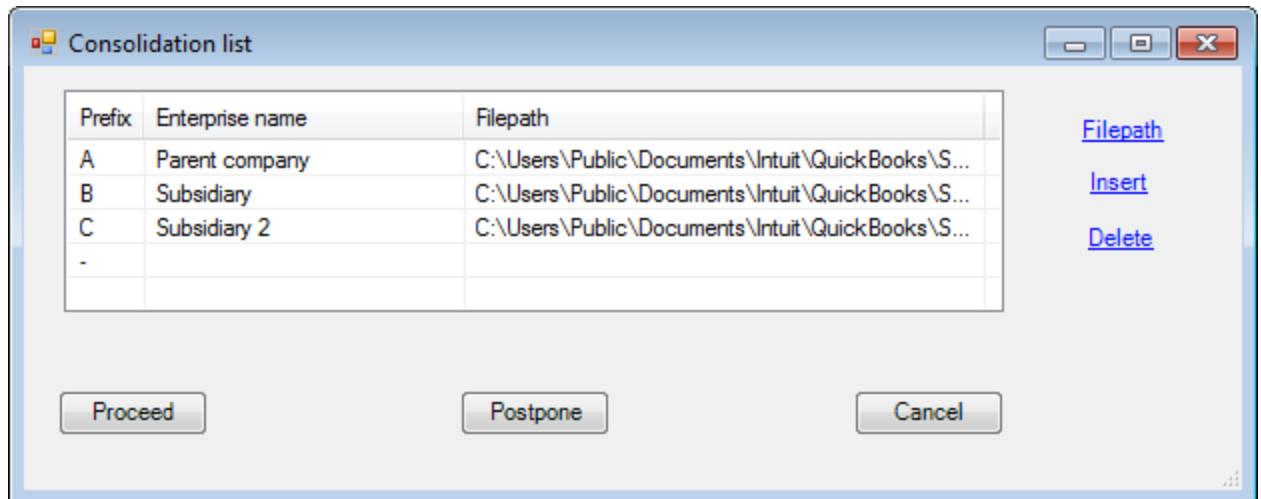
third column, to open the standard Windows dialog, and simply click 'Cancel' in the Windows dialog.



In the above sample, ExcelFSM will only Read Trial Balance Data for the enterprise B.

Adding a new enterprise to the Consolidation list

Clicking 'Insert' from the Consolidation list of an existing Consolidated FSM workbook, the new enterprise is inserted at the bottom of the list, and the new accounts will be shown at the bottom of the Chart of Accounts.

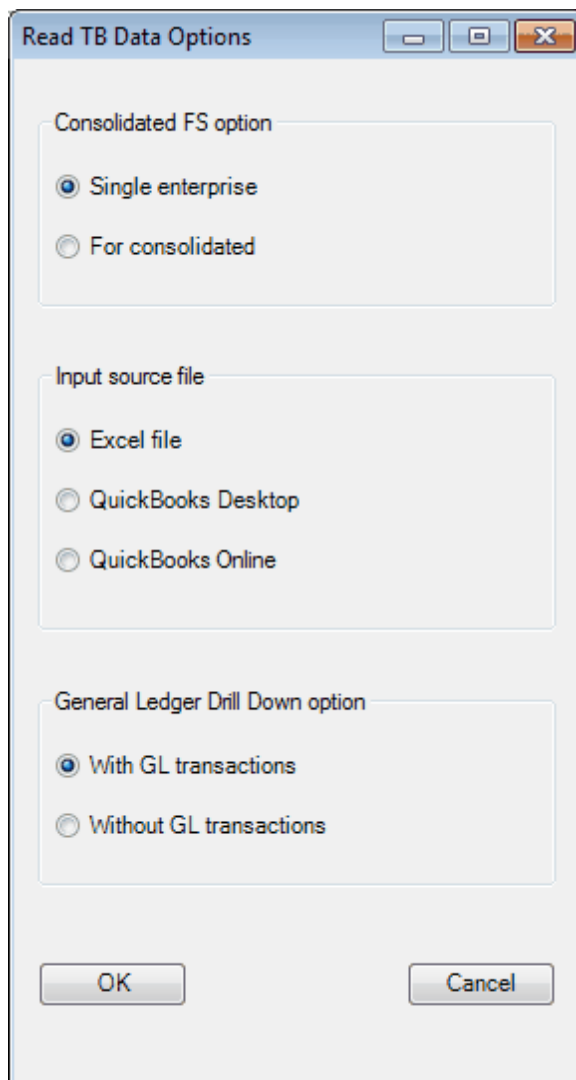


The image shows a 'Chart of Accounts' window with a list of accounts. A red rectangular box highlights the following accounts:

No	Title
B8000	Interest Income
B9000	Other Expenses
C10100	Checking
C10300	Savings
C10400	Petty Cash
C11000	Accounts Receivable
C12000	Undeposited Funds
C12100	Inventory Asset
C12800	Employee Advances
C13100	Pre-paid Insurance
C13400	Retainage Receivable
C15000	Furniture and Equipment
C15100	Vehicles
C15100	Vehicles:1510 · Original Cost
C15100	Vehicles:1520 · Depreciation
C15200	Buildings and Improvements
C15300	Construction Equipment
C16900	Land
C17000	Accumulated Depreciation
C18700	Security Deposits

On the right side of the window, there are three links: [Insert](#), [Delete](#), and [Edit Sense](#). Below these links is a button labeled 'Reorder new accounts'. At the bottom right, there are two buttons: 'Generate Printout Sheet' and 'Close'.

4.1.4 General Ledger Drill Down



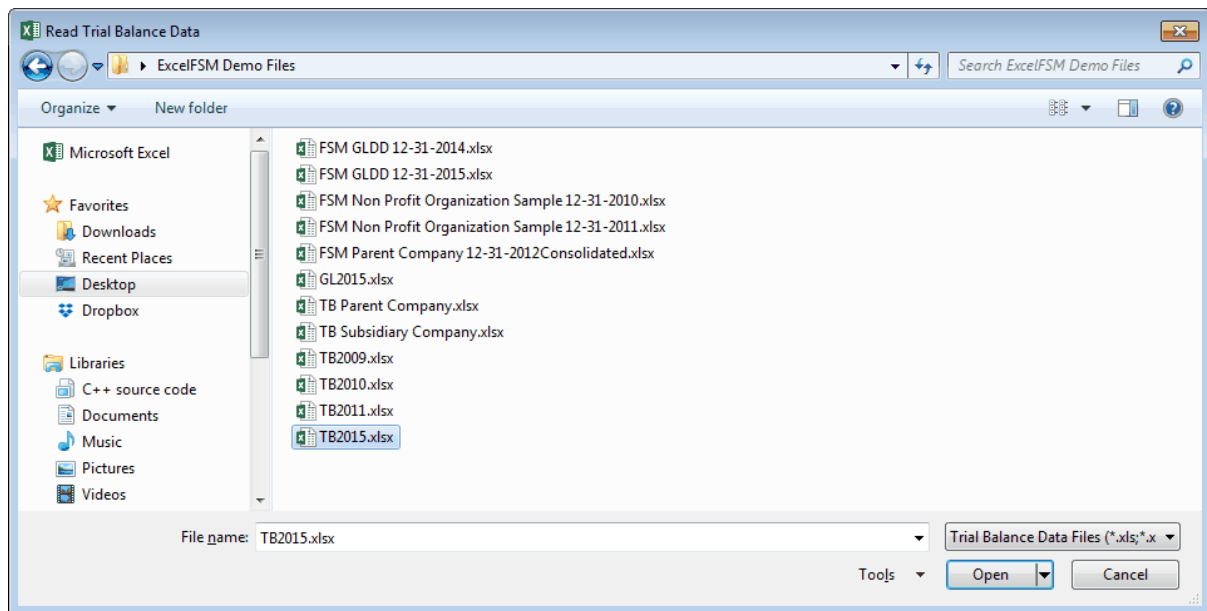
Select **With GL transactions** then click OK.

QuickBooks File

If input source file is a QuickBooks file, specify the additional information about the trial balance. There is no further steps after the additional information about the trial balance file has been specified to import the GL transactions.

Excel File (*.xls, *.xlsx)

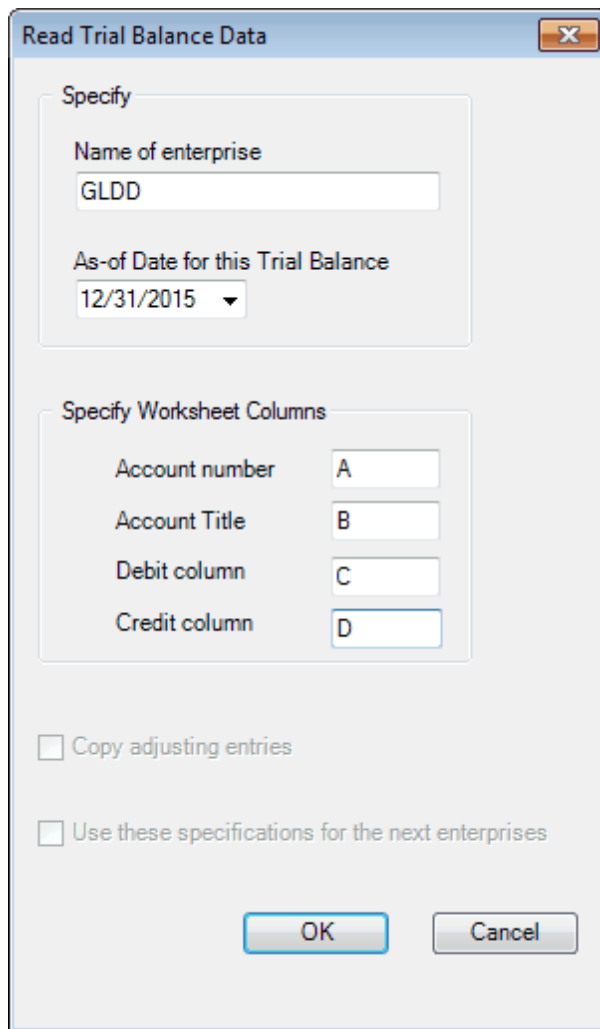
clicking OK, ExcelFSM opens the standard Windows dialog to select the trial balance file:



Select the folder where the file is stored.

Select the file containing the trial balance data, and click Open.

Specify the additional information about this trial balance:



The image shows a Windows-style dialog box titled "Read Trial Balance Data". It has a standard close button (X) in the top right corner. The dialog is divided into two main sections. The first section, titled "Specify", contains a text input field for "Name of enterprise" with the value "GLDD" entered, and a date selector for "As-of Date for this Trial Balance" set to "12/31/2015". The second section, titled "Specify Worksheet Columns", contains four rows of labels and input fields: "Account number" with "A", "Account Title" with "B", "Debit column" with "C", and "Credit column" with "D". Below these sections are two unchecked checkboxes: "Copy adjusting entries" and "Use these specifications for the next enterprises". At the bottom are "OK" and "Cancel" buttons.

Read Trial Balance Data

Specify

Name of enterprise
GLDD

As-of Date for this Trial Balance
12/31/2015

Specify Worksheet Columns

Account number A

Account Title B

Debit column C

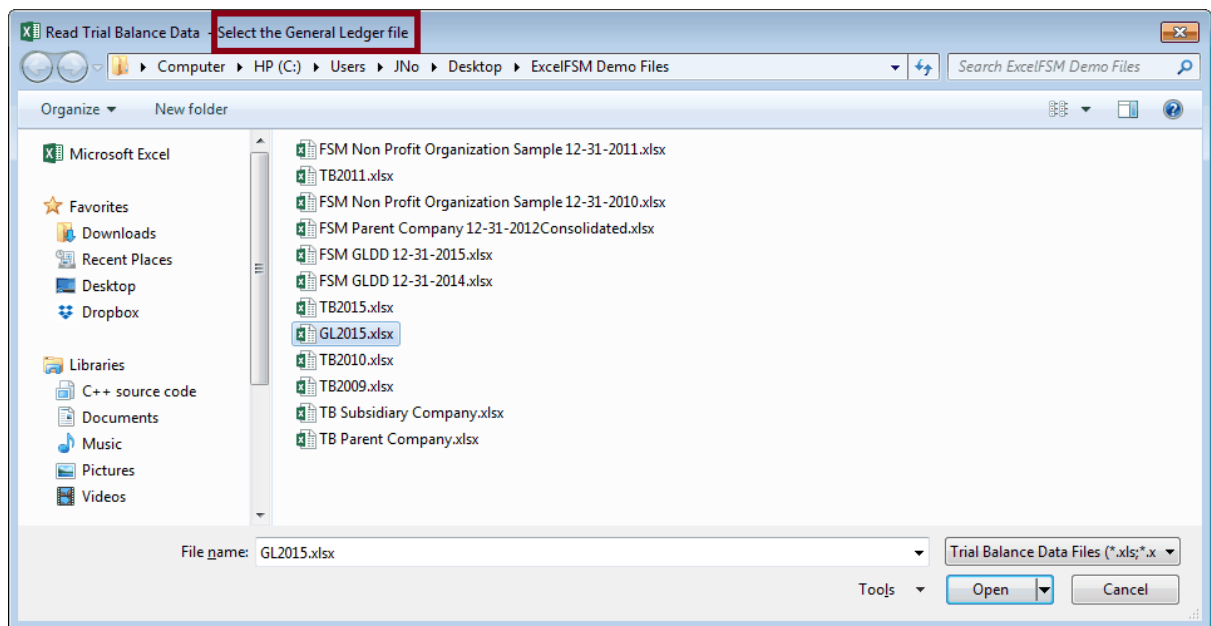
Credit column D

☐ Copy adjusting entries

☐ Use these specifications for the next enterprises

OK Cancel

clicking OK, ExcelFSM opens the standard Windows dialog:



Select the folder where the file is stored.

Select the file containing the GL transactions, and click Open.

ExcelFSM then shows the following dialog to allow you to specify additional information about this GL transactions file:

Read General Ledger Data [X]

Specify

General ledger from date

First transaction row

Account description column

Number of rows above first transaction row

Account ending balance column Debit Credit
Specify the same column if debits and credits are in the same column*

Number of rows below last transaction row

Specify Worksheet Columns

Transaction date

Transaction document

Allocation account

Amount Debit Credit
Specify the same column if debits and credits are in the same column*

Other transaction fields (optional)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

OK Cancel

(*) If same column, credits must be negative numbers

Here is a sample of the GL transactions information to specify:

9	Cash	
10	10100 - Checking	36,810.16
11	10300 - Savings	15,881.03
12	10400 - Petty Cash	500.00
13		53,191.19

Account Balance Detail

10100 - Checking

Balance c

Date	Docum	Type	Name	Memo	Allocation
1/11/2015	101	Bill Pmt -Check	East Bayshore Auto Mall	Monthly Truck Payment	20000 - Acco
1/15/2015	102	Check	Bank of Anycity	941 Deposit for December 2005 Payroll	-SPLIT-
1/15/2015	103	Check	Federal Treasury	FUTA Payment - 4 Qrt 2005	24040 - FUT
1/15/2015	104	Check	State Board of Equalization	State Unemployment and Disability - 4th...	-SPLIT-
1/15/2015	105	Check	State Fund	Worker's Compensation - 4th Quarter 20...	24080 - Wor
1/15/2015	20150115	Deposit		Deposit	11000 - Acco
1/15/2015	106	Check	State Board of Equalization		24050 - Stat
1/15/2015	107	Check	QuickBooks MasterCard		20500 - Quic
1/15/2015	108	Check	CalOil Company		-SPLIT-
1/15/2015	109	Sales Tax Payment	State Board of Equalization	ABCD 11-234567	-SPLIT-
1/17/2015	20150117	Deposit		Deposit	-SPLIT-
1/21/2015	110	Bill Pmt -Check	Sergeant Insurance	786-35	20000 - Acco
1/25/2015	20150125	Deposit		Deposit	-SPLIT-
1/31/2015	111	Check	Bayshore Water	Monthly Water - Flat Rate Plan	65130 - Wat
1/31/2015	DRAFT	Check	Bad Check Charges	Checking Account Service Charge	60600 - Ban
1/31/2015	112	Bill Pmt -Check	Bayshore Water		20000 - Acco

Generate Printout Sheet
Close

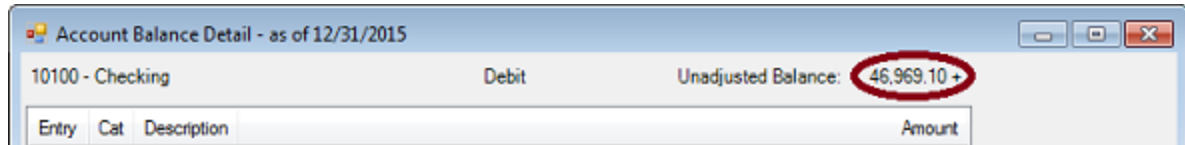
Transaction Detail

1/15/2015 102

Date	Docum	Type	Name	Memo	Allocation
1/15/2015	102	Check	Bank of Anycity	941 Deposit for December 2005 Payroll	10100 - C
1/15/2015	102	Check	Overhead	Payment for Opening PR Liability Balance ...	24010 - f
1/15/2015	102	Check	Overhead	Payment for Opening PR Liability Balance ...	24020 - f

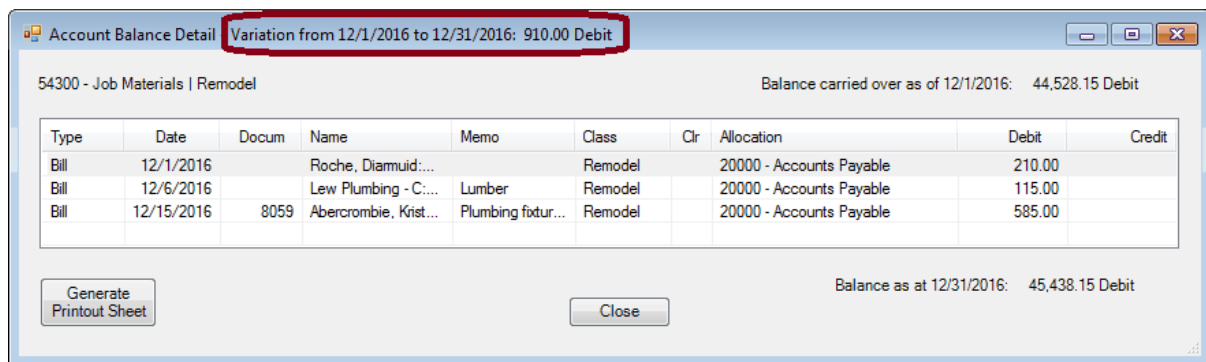
Generate Printout Sheet
Close

Note: if adjusting entries are recorded in an account, clicking the account balance from an item details will display the following Account Balance Detail



and clicking the Unadjusted Balance will display the Account Balance Detail, from which, double clicking a transaction will display the Transaction Detail, as shown above, and the Printout Sheet will show the Unadjusted Balance, the adjusting entries, and the Adjusted balance.

For periodic financial reports (monthly, quarterly, etc), the Account Balance Detail will be for the periods range. Since the General Ledger data read by ExcelFSM is the year to date data, the Account Balance Detail will be available for any periods range comprised within the year to date range.



Information on the General Ledger Drill Down feature also available on the GLDrillDown page on our website excel-fsm.com.

4.2 Chart of Accounts

View, edit, re-order, and print the Chart of Accounts that is built from the read trial balance data.

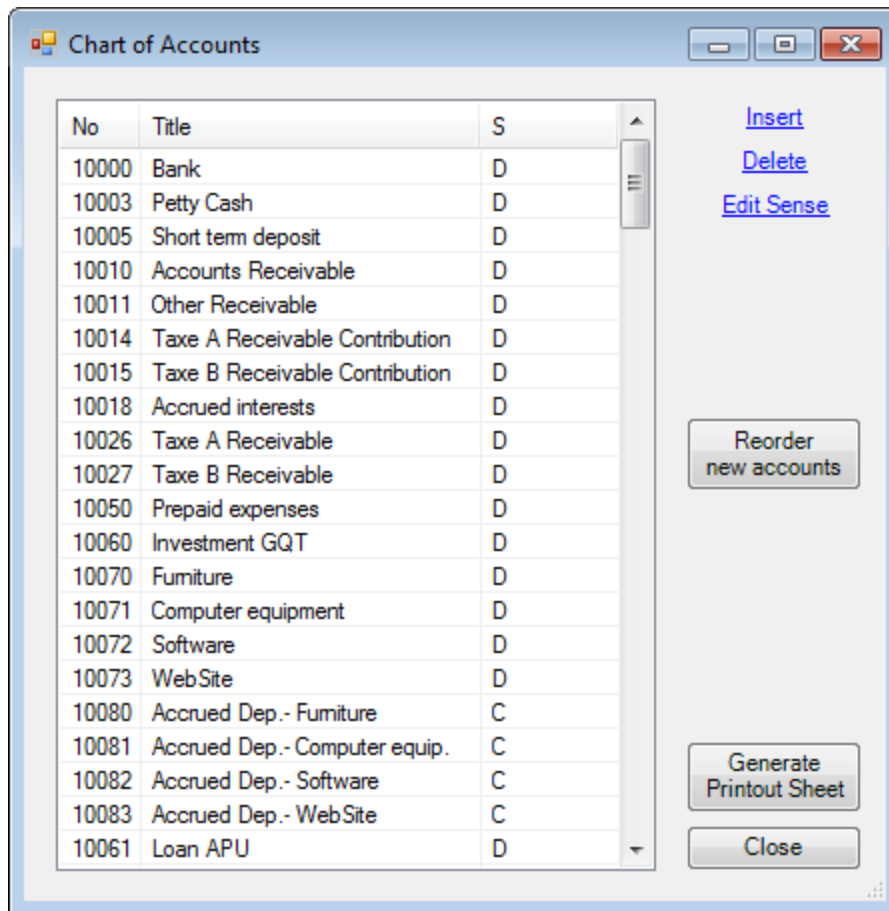


Chart of Accounts dialog.

Each account has its Number, Title (description), and Sense (Debit or Credit) displayed. The Chart of Accounts dialog is movable and resizable. The bigger you make the window, the more accounts are visible.

Insert - Insert a new account above the currently selected account.

1. A blank row is inserted into the list
2. Type the account number into the first column
3. Press the Tab key to fill in the Title column
4. Press the Tab key again to specify the Sense (Debit or Credit).
5. Press the Tab key a final time to finish the insertion.

Delete - Delete the currently selected account. The account will be deleted only if it has no balance, current or prior, has no adjusting entry, and is not grouped into any Items.

Edit Sense - Edit the sense of the currently selected account. Only the account's sense can be changed (not its account number or title, as these fields uniquely identify the account in subsequent financial periods).

NOTE: The default Sense of an account is the accounting sense of the account's balance (Debit or

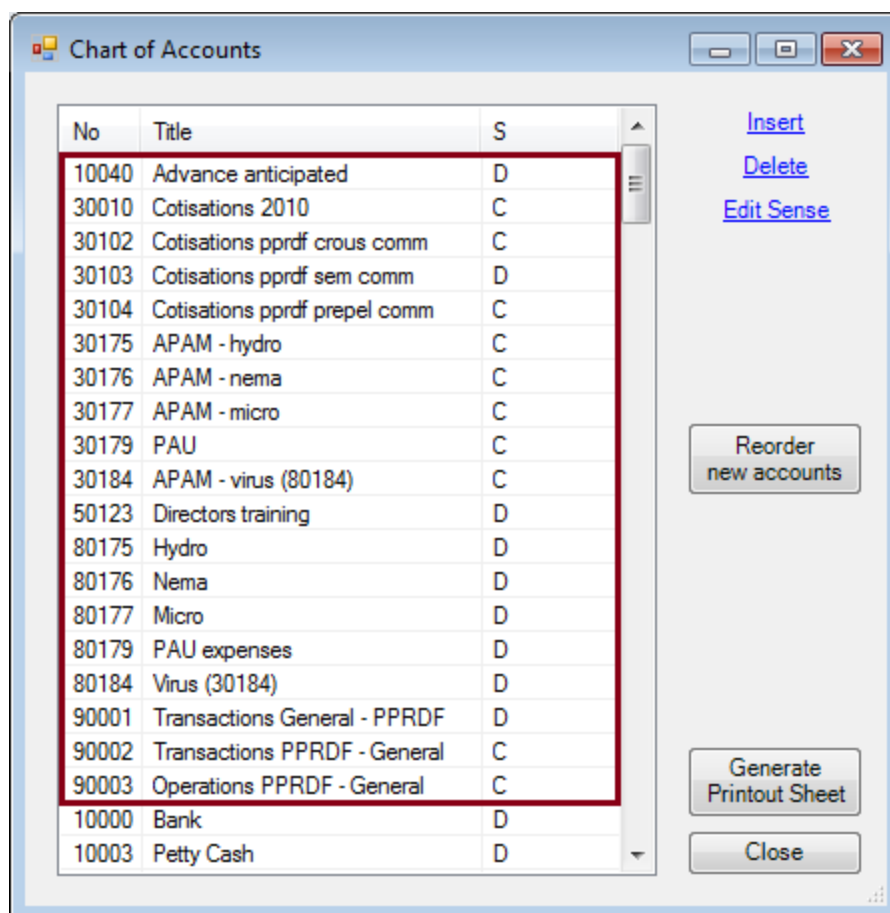
Credit), as read from the trial balance. The Sense of an account is used only for presentation purposes, e.g. in the Account Balance Detail dialog, it allows ExcelFSM to show whether an entry increases or decreases the balance of the account. The default Sense of an Item is the Sense of its first grouped account.

Re-ordering accounts in the Chart of Accounts

The sequence of the accounts in the Chart is of no importance to ExcelFSM. You are free to change the order for your convenience. Simply click on the account you wish to move and drag it up and down in the list with the mouse. The list will scroll as you drag near the top and bottom borders. Drop the item at the desired location. Don't be afraid - this will not change the groupings you made for the Items of the financial reports.

HINT: Enlarge the Chart of Accounts dialog so that more accounts are visible, and it will be easier to find the desired location in the list.

Reading Trial Balance Data within an existing FSM workbook, the new accounts are shown at the top of the Chart:



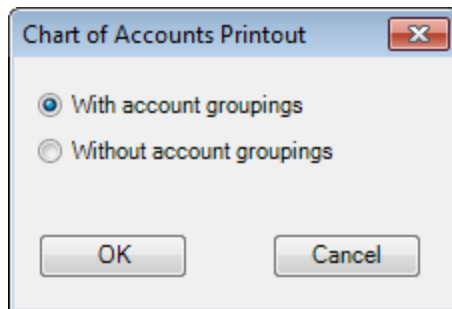
You may reorder these new accounts by dragging and dropping with the mouse or by clicking the

'Reorder new accounts' button. Clicking the 'Reorder new accounts' button will move the new accounts in the sequence they were from the previous read trial balance. A good time to do so is after you've grouped them into the proper financial reports Items.

NOTE: In the case where the sequence order of a new account is above or below an account that is in the Chart of Accounts but not in the read trial balance (for example new account 30184 in the demo file TB2010 and account 30183, which is in the Chart of accounts but not in TB2010), the new account will be reordered above the account that comes after the account preceding the new account in the read trial balance (30182 preceding 30184 in the read trial balance, 30184 will be moved above 30183 which comes after 30182 in the Chart of Accounts). In such particular case, simply complete the reordering of this new account by dragging and dropping with the mouse.

Generate Printout Sheet - Generate a new worksheet for the Chart of Accounts, ready to print.

Clicking the Generate Printout Sheet button displays the following dialog



Select With or Without account groupings and click OK

A new worksheet is created and a Chart of Accounts printout is generated:

With account groupings

	A	B	C	D
1		Non Profit Organization Sample		
2		Chart of Accounts		
3		12/31/2010		
4				
5	No	Title	Sense	Cumu
6	10000	Bank	Debit	
7	10003	Petty Cash	Debit	
8	10005	Short term deposit	Debit	
9	10010	Accounts Receivable	Debit	
10	10011	Other Receivable	Debit	
11	10014	Taxe A Receivable Contribution	Debit	
12	10015	Taxe B Receivable Contribution	Debit	
13	10018	Accrued interests	Debit	
14	10026	Taxe A Receivable	Debit	
15	10027	Taxe B Receivable	Debit	
16	10040	Advance anticipated	Debit	
17	10050	Prepaid expenses	Debit	
18	10060	Investment GQT	Debit	
19	10070	Furniture	Debit	
20	10071	Computer equipment	Debit	
21	10072	Software	Debit	
22	10073	WebSite	Debit	
23	10080	Accrued Dep.- Furniture	Credit	
24	10081	Accrued Dep.- Computer equip.	Credit	
25	10082	Accrued Dep.- Software	Credit	
26	10083	Accrued Dep.- WebSite	Credit	
27	10061	Loan APU	Debit	
28	10090	Deposit on Rent	Debit	
29	10091	Deposit on Wages	Debit	
30	10092	Deposit - fringe benefits	Debit	
31	20010	Accounts Payable	Credit	
32	20011	Other Payable	Credit	
33	20012	Wages payable	Credit	
34	20026	Taxe A Payable	Credit	
35	20027	Taxe B Payable	Credit	
36	20030	Income Taxe A Payable	Credit	
37	20035	Income Taxe B Payable	Credit	
38	20036	RQAP Payable	Credit	
39	20037	FSS Payable	Credit	
40	20038	RRQ Payable	Credit	
41	20050	Unearned Revenue	Credit	
42	20099	Retained Earnings	Credit	E
43	20199	PPRDF	Debit	E
44	20299	Joint Committee balance	Credit	E
45	30010	Cotisations 2010	Credit	E
46	30023	Cotisations 03 (A=0.08 P=0.01)	Credit	E
		Chart of Accounts printout	Cumulative	General funds
			PPRDF funds	Joint Comm

Without account groupings

	A	B	C
1		Non Profit Organization Sample	
2		Chart of Accounts	
3		12/31/2010	
4			
5	No	Title	Sense
6	10000	Bank	Debit
7	10003	Petty Cash	Debit
8	10005	Short term deposit	Debit
9	10010	Accounts Receivable	Debit
10	10011	Other Receivable	Debit
11	10014	Taxe A Receivable Contribution	Debit
12	10015	Taxe B Receivable Contribution	Debit
13	10018	Accrued interests	Debit
14	10026	Taxe A Receivable	Debit
15	10027	Taxe B Receivable	Debit
16	10040	Advance anticipated	Debit
17	10050	Prepaid expenses	Debit
18	10060	Investment GQT	Debit
19	10070	Furniture	Debit
20	10071	Computer equipment	Debit
21	10072	Software	Debit
22	10073	WebSite	Debit
23	10080	Accrued Dep.- Furniture	Credit
24	10081	Accrued Dep.- Computer equip.	Credit
25	10082	Accrued Dep.- Software	Credit
26	10083	Accrued Dep.- WebSite	Credit
27	10061	Loan APU	Debit
28	10090	Deposit on Rent	Debit
29	10091	Deposit on Wages	Debit
30	10092	Deposit - fringe benefits	Debit
31	20010	Accounts Payable	Credit
32	20011	Other Payable	Credit
33	20012	Wages payable	Credit
34	20026	Taxe A Payable	Credit
35	20027	Taxe B Payable	Credit
36	20030	Income Taxe A Payable	Credit
37	20035	Income Taxe B Payable	Credit
38	20036	RQAP Payable	Credit
39	20037	FSS Payable	Credit
40	20038	RRQ Payable	Credit
41	20050	Unearned Revenue	Credit
42	20099	Retained Earnings	Credit
43	20199	PPRDF	Debit
44	20299	Joint Committee balance	Credit
45	30010	Cotisations 2010	Credit
46	30023	Cotisations 03 (A=0.08 P=0.01)	Credit
	◀ ▶	Chart of Accounts printout	Cumulative General funds PPRDF funds Joint

You can edit the worksheet before printing.

Note that editing the worksheet will not change the Chart of Accounts.

NOTE: Changes made in the chart of accounts and in the financial reports, after the generation of the printout, are not automatically reflected in the printout. Simply generate a new printout to get an updated one.

Close - Close the dialog.

NOTE: Your changes are preserved whether you dismiss the dialog by clicking either the 'X' or the Close button.

Saving the Chart of Accounts

The Chart of Accounts is automatically saved in your ExcelFSM workbook (Excel file) and is available to any worksheet in the workbook.

4.3 Adjusting Entries

Insert, Delete, and Edit adjusting entries.

Recording Adjusting entries is the only way (besides reading another trial balance) to change the accounts balances. You CANNOT edit a cell that contains either an Item Balance (the result of the grouping of accounts) or a Total (the result of the grouping of Items). You can toggle the effect of the adjusting entries with the Adjusted balances button in the ExcelFSM ribbon.

Entry	Cat	Allocation Account	Debit	Credit
1		30184 - APAM - virus (80184)	28,879.01	
1		30071 - Services rendered		28,879.01
1		To reclassify services rendered		

Entry Comment
To reclassify services rendered

Adjusting Entries dialog. Your Adjusting Entries are shown in the list, one row for each entry line.

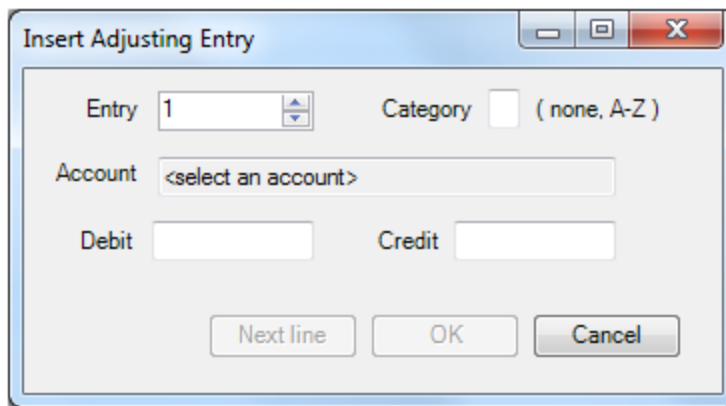
- Each entry has two or more entry lines. Each line specifies an entry number, an entry category, an allocation account and a debit or credit amount. The total of an entry must equal 0.
- Each entry can have a comment. The comment is displayed in the Allocation Account column, beneath the entry lines. The comment for the selected entry line is also displayed in the textbox at the bottom, where it was originally inserted and where can be directly edited.
- The dialog is resizable. The bigger you make the window, the more entries are visible.

Inserting and Editing an Entry Line

Click Insert to insert a new line above the currently selected line. Click Edit to edit the currently selected line.

Shortcut: To edit, double-click in the desired line, within the desired column. The Edit dialog will appear, with the caret set into the field that you double-clicked.

A new dialog appears for you to fill in or edit the entry line information:



Insert Adjusting Entry

Entry 1 Category ☐ (none, A-Z)

Account <select an account>

Debit Credit

Next line OK Cancel

Entry - Type or select the entry number to which this line belongs

Category - You can categorize the adjusting entries to further make a selection for the computation of Adjusted balances. Leaving the field blank means that you don't want to categorize at this time. You can always do that in another time.

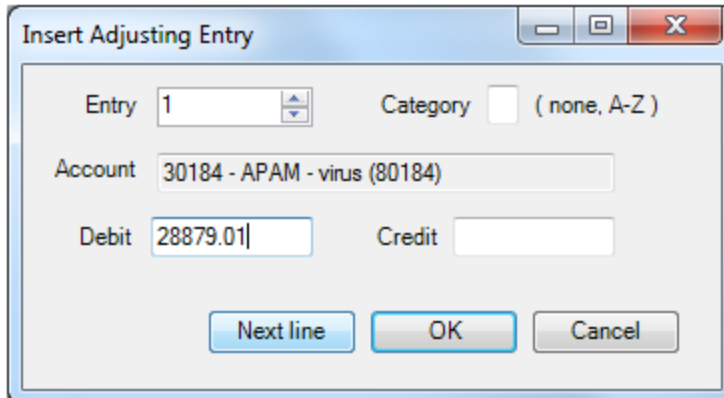
Account - Choose the allocation account to debit or credit. Change the account by clicking in the textbox or typing Space to open the Allocation Account list:

Allocation Account		
10000 - Bank	30101 - Cotisations PPRDF Committees	60005 - Region 5
10003 - Petty Cash	30102 - Cotisations pprdf crous comm	60006 - Region 6
10005 - Short term deposit	30103 - Cotisations pprdf sem comm	60009 - Region 9
10010 - Accounts Receivable	30104 - Cotisations pprdf prepel comm	60012 - Region C
10011 - Other Receivable	30140 - PPRDF Joint Plan Administration	60013 - Region D
10014 - Taxe A Receivable Contribution	30165 - Parment Partners	60015 - Region F
10015 - Taxe B Receivable Contribution	30175 - APAM - hydro	70000 - Technical Advisors
10018 - Accrued interests	30176 - APAM - nema	70001 - Secretariat
10026 - Taxe A Receivable	30177 - APAM - micro	70002 - Accounting
10027 - Taxe B Receivable	30179 - PAU	70009 - Training
10040 - Advance anticipated	30180 - Government Grant	70010 - Office expenses
10050 - Prepaid expenses	30181 - APAM project (80181)	70011 - Documentation
10060 - Investment GQT	30182 - Sem Certification	70015 - Postal charges
10070 - Furniture	30183 - PAQC and other DTP (80183)	70020 - Printing expenses
10071 - Computer equipment	30184 - APAM - virus (80184)	70040 - Telecom
10072 - Software	30185 - APAM (80185)	70050 - Computer expenses
10073 - WebSite	30186 - RIH studies (80186)	70060 - Rent
10080 - Accrued Dep.- Furniture	30188 - DAQC and others (80188)	70070 - Software depreciation
10081 - Accrued Dep.- Computer equip.	30199 - Miscellaneous pprdf	70071 - Depreciation
10082 - Accrued Dep.- Software	30200 - Joint Committee Agent Expenses	70110 - Office expenses - 15%
10083 - Accrued Dep.- WebSite	50001 - General administration	70115 - Postal charges pprdf
10061 - Loan APU	50002 - Board of Directors	70171 - Website (including depreciatio)
10090 - Deposit on Rent	50003 - Executive Committee	70190 - PARM
10091 - Deposit on Wages	50004 - Annual meeting	70200 - Joint Committee wages
10092 - Deposit - fringe benefits	50005 - General congress	70215 - Postal charges Joint Comm
20010 - Accounts Payable	50006 - Travel expenses	70240 - Telecom Joint Comm
20011 - Other Payable	50007 - EF Committee	80000 - Auditor fees
20012 - Wages payable	50008 - TC Committee	80001 - Legal fees
20026 - Taxe A Payable	50009 - SEM Committee	80003 - Collection fees
20027 - Taxe B Payable	50010 - Prepel Committee	80010 - PAU Contribution
20030 - Income Taxe A Payable	50011 - Nema Committee	80011 - QHC Contribution
20035 - Income Taxe B Payable	50013 - Finances	80012 - CHC Contribution
20036 - RQAP Payable	50014 - Union Life Committee	80013 - Contribution national committee
20037 - FSS Payable	50015 - AGR Associations	80019 - Contribution associations
20038 - RRQ Payable	50017 - Regional meetings	80070 - Insurance
20050 - Unearned Revenue	50050 - PAU Committees	80099 - Miscellaneous bis
20099 - Retained Earnings	50054 - Directors telecom	80110 - Valorisation initiative
20199 - PPRDF	50060 - RAQC Committee	80111 - University PAU
20299 - Joint Committee balance	50061 - QFLG Board	80170 - Quality program
30010 - Cotisations 2010	50063 - QHC meeting expenses	80175 - Hydro
30023 - Cotisations 03 (A=0.08 P=0.01)	50064 - CHC and national committee	80176 - Nema
30024 - Cotisations 04 (A=0.08 P=0.02)	50065 - PGU travel expenses	80177 - Micro
30025 - Cotisations 05 (A=0.08 P=0.02)	50067 - Strategic Committee	80179 - PAU expenses
30026 - Cotisations 06	50069 - LB Center	80180 - Healthiness program
30027 - Cotisations 07	50096 - QAPR expenses	80181 - Invoices project
30028 - Cotisations 08	50097 - SFS employer	80182 - Certification sem
30029 - Cotisations 09	50098 - RQR employer	80183 - Extra buying project
30031 - Cotisations table	50099 - Misc and other committees	80184 - Virus (30184)
30032 - Cotisations crous	50107 - Committee table expenses	80185 - Sectorial reorganisation
30033 - Cotisations sem	50108 - Committee crous expenses	80186 - RIH studies (30186)
30034 - Cotisations prepel	50109 - Committee sem expenses	80188 - DAQC nema
30040 - Joint Plan Administration	50110 - Committee prepel expenses	80192 - Promotion
30041 - Interests from prod	50123 - Directors training	80195 - Field day
30050 - Other interests	50200 - Joint Committee	80205 - Administration expenses J Comm
30066 - AGA partnership	50201 - Phone conferences Joint Committ	90001 - Transactions General - PPRDF
30070 - Management fees (30171)	60001 - Region 1	90002 - Transactions PPRDF - General
30071 - Services rendered	60002 - Region 2	90003 - Operations PPRDF - General
30099 - Miscellaneous	60003 - Region 3	
30100 - Cotisations PPRDF	60004 - Region 4	

Note: Move and Resize the dialog - the bigger you make the window, the more accounts are visible.

Shortcut: If you know the desired account number, type it, and it will be highlighted in the account list. To complete the selection, type Enter. The list will close, and the selected account will be chosen.

Debit/Credit - Type the amount in the proper field. Use the Tab key to change field.



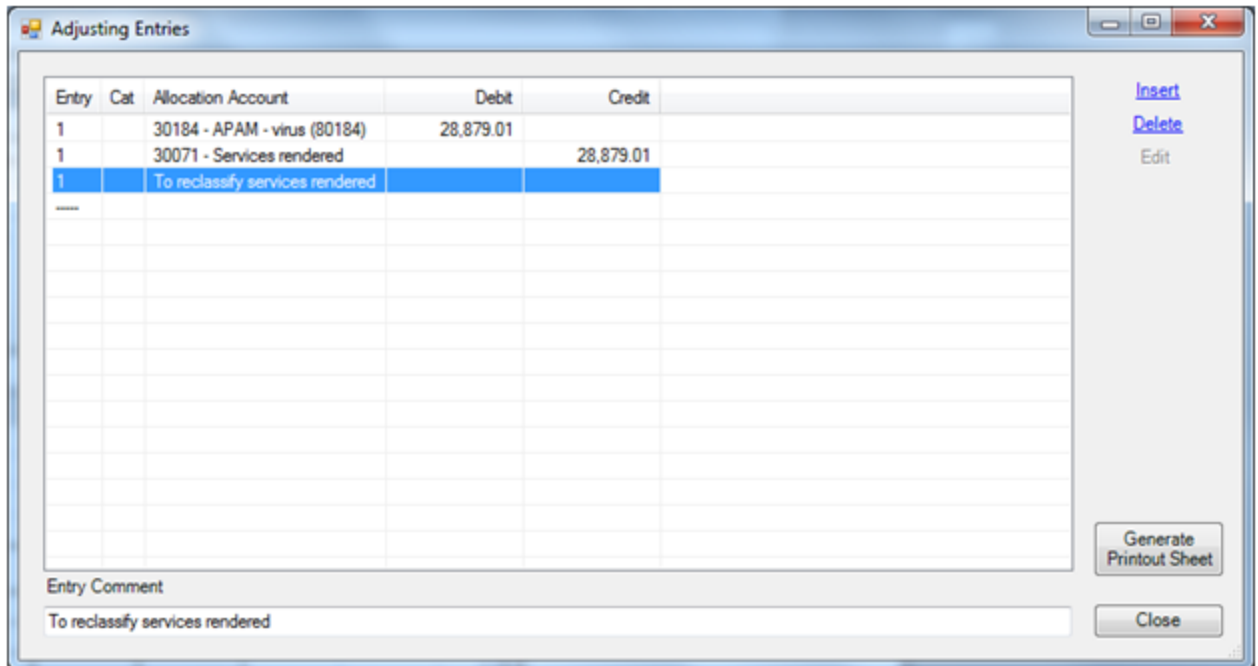
The "Insert Adjusting Entry" dialog box contains the following fields and buttons:

- Entry**: A spinner box set to 1.
- Category**: A dropdown menu showing "(none, A-Z)".
- Account**: A text box containing "30184 - APAM - virus (80184)".
- Debit**: A text box containing "28879.01".
- Credit**: An empty text box.
- Buttons**: "Next line", "OK", and "Cancel".

Next line - Inserts the new entry line and keeps the dialog open in preparation to specify another entry line.

OK - Inserts or changes the entry line and closes the dialog.

Cancel - Ignore any changes and close the dialog.



The "Adjusting Entries" window displays a table of entries with the following data:

Entry	Cat	Allocation Account	Debit	Credit
1		30184 - APAM - virus (80184)	28,879.01	
1		30071 - Services rendered		28,879.01
1		To reclassify services rendered		

On the right side of the window, there are links for [Insert](#), [Delete](#), and [Edit](#). At the bottom right, there is a [Generate Printout Sheet](#) button. At the bottom left, there is an **Entry Comment** section with the text "To reclassify services rendered". A **Close** button is located at the bottom right.

Inserting and Editing an Entry Comment

Select any line in the list that is part of the entry whose comment you wish to add or change. Type the desired comment into the Entry Comment textbox. As you type, your comment will also appear in the appropriate place in the list.

Saving the Adjusting Entries

The Adjusting Entries are automatically saved in your ExcelFSM workbook (Excel file) and are available to any worksheet in the workbook.

Adjusting Entries affect the current accounting period only. When you Read Trial Balance Data for a new accounting period, the adjusted balances are moved forward and, unless you checked the Transfer Adjusting Entries box in the Read Trial Balance Data dialog, the Adjusting Entries are destroyed.

Generate Printout Sheet

A new worksheet is generated for the adjusting entries journal, ready to print.

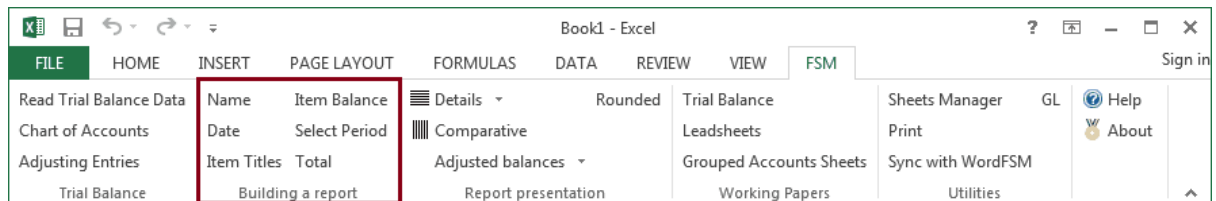
	A	B	C	D	E	F	G	H
1			Non Profit Organization Sample					
2			Adjusting Entries					
3			12/31/2010					
4								
5	No.	Cat	Allocation	Debit	Credit			
6	1	30184 - APAM - virus (80184)		28,879.01				
7	1	30071 - Services rendered			28,879.01			
8	1	To reclassify services rendered						
9				28,879.01	28,879.01			
10								
11								
12								
13								
14								
15								
16								
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18								
19								
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21								
22								
23								
24								
25								
26								
27								

You can edit the worksheet before printing.

Note: Editing the worksheet will not change the adjusting entries.
If a category selection is made for the active sheet, the sheet name will appear on the totals row

Close - Close the dialog.

5 Building a report



The **Building a report** buttons let you:

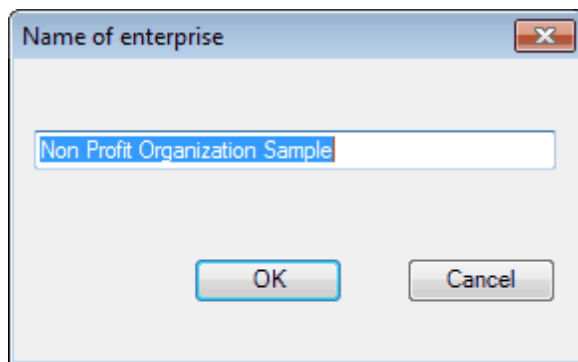
- Insert the name of the enterprise into your financial report. Modify the name of the enterprise.
- Insert the financial period date into your financial report.
- Insert the title of any account into your financial report.
- Group accounts into an Item and insert its balance into your financial report.
- Select period or periods range of item balances.¹
- Group items into a Total and insert its balance into your financial report.

¹ The Select Period button is also used to delete a period, i.e., to remove a period from the FSM workbook.

5.1 Name

Insert the Name of the enterprise into the active cell. The Enterprise name was specified when you last performed a [Read Trial Balance Data](#).

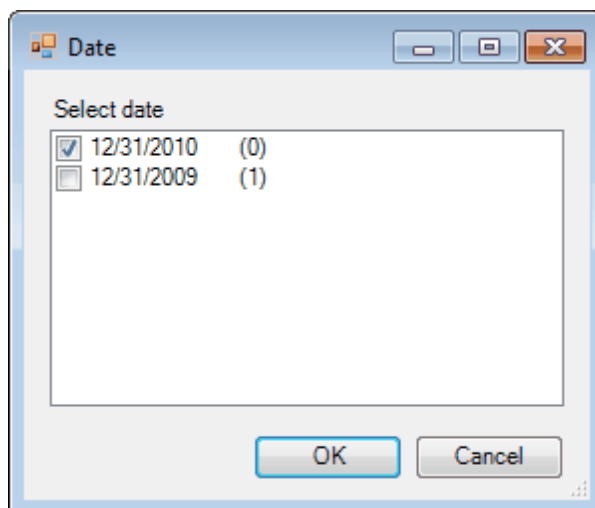
Clicking Name button or double-clicking a cell containing the FSMENTERPRISE formula allows to edit/modify the name of the enterprise.



5.2 Date

Insert the As-Of date of the accounting period into the active cell. The As-of date was specified when you last performed a [Read Trial Balance Data](#).

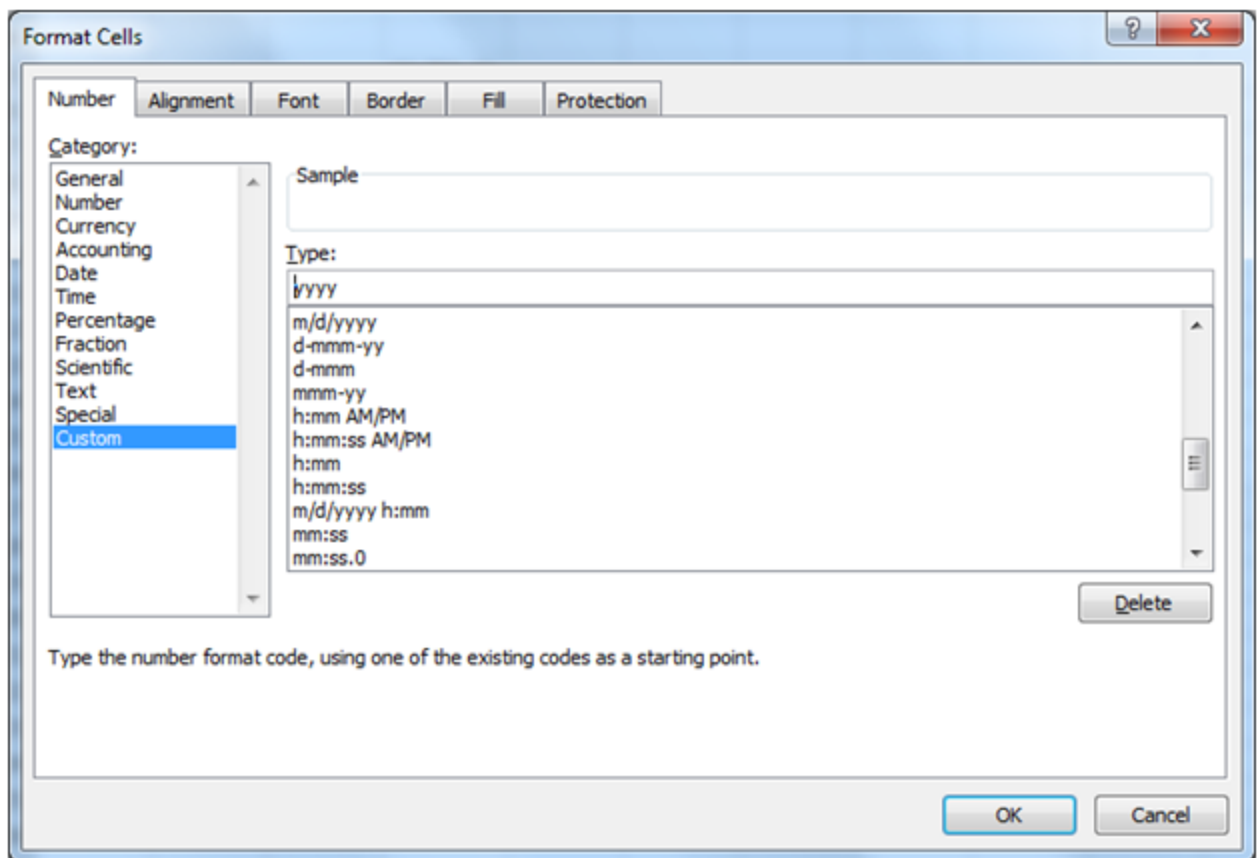
The date of the current period is checked by default. Click OK or select another date before clicking OK.



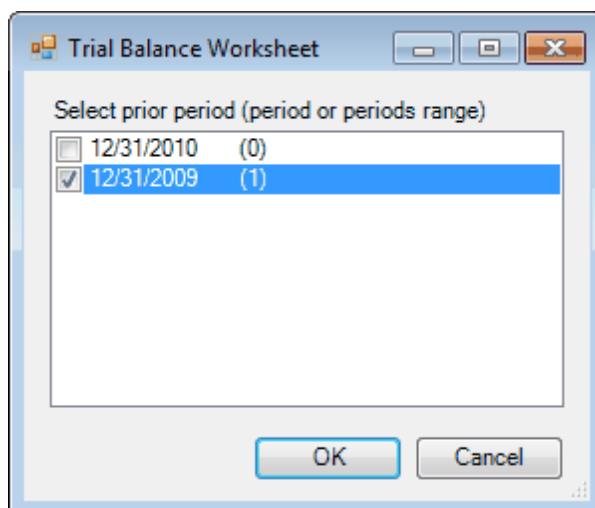
(The number between parentheses is the index of the period used in the FSM formulas, index 0 being the index of the current period, i.e., the index of the last trial balance read.)

HINT: You may change the format of the date, as you desire by formatting the cell within Excel.

Date format can be customized to show only the year, by keeping only yyyy



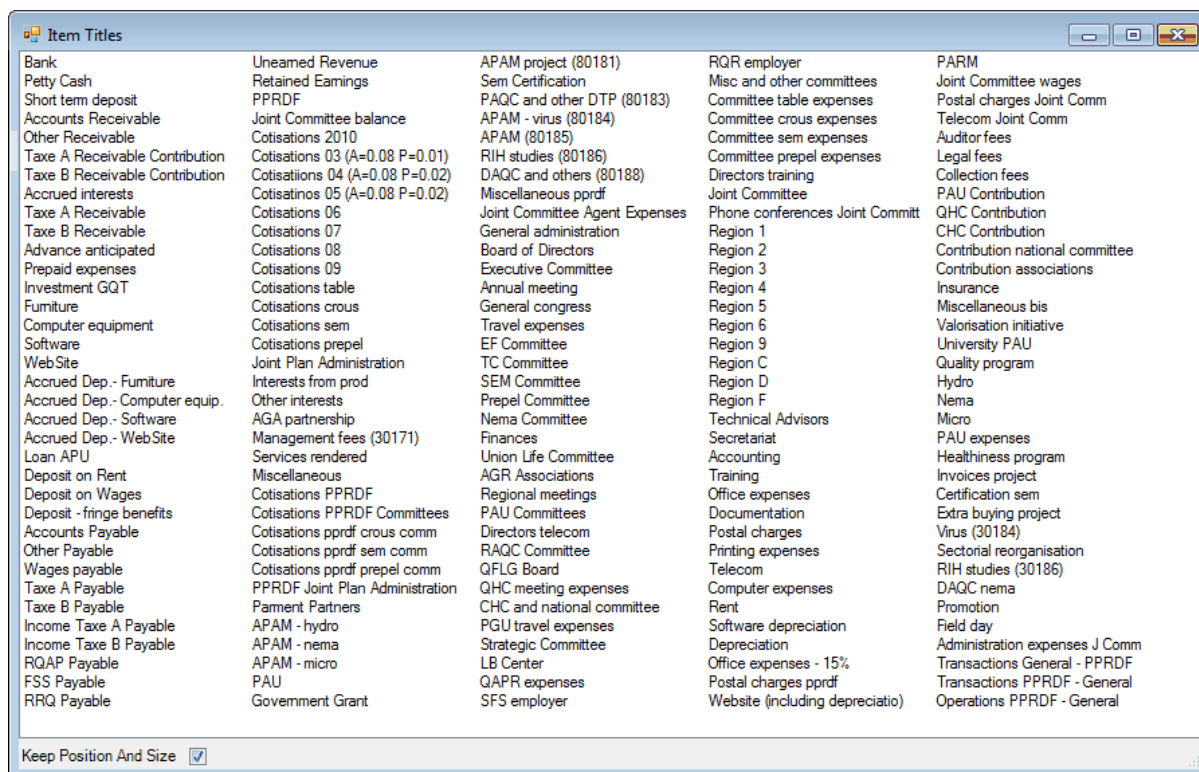
Date button is also used to add/modify the prior period date and balances in the Trial Balance working paper sheet.



You can select a periods range, for the statement of cash flows for example.

5.3 Item Titles

Item Titles is a quick way to save typing by entering the title of a selected account into a worksheet cell when building your financial report.



Item Titles shows the titles of the accounts in the Chart of Accounts.

Select the desired text, and it will be inserted into the active cell in your worksheet.

Dialog position and size

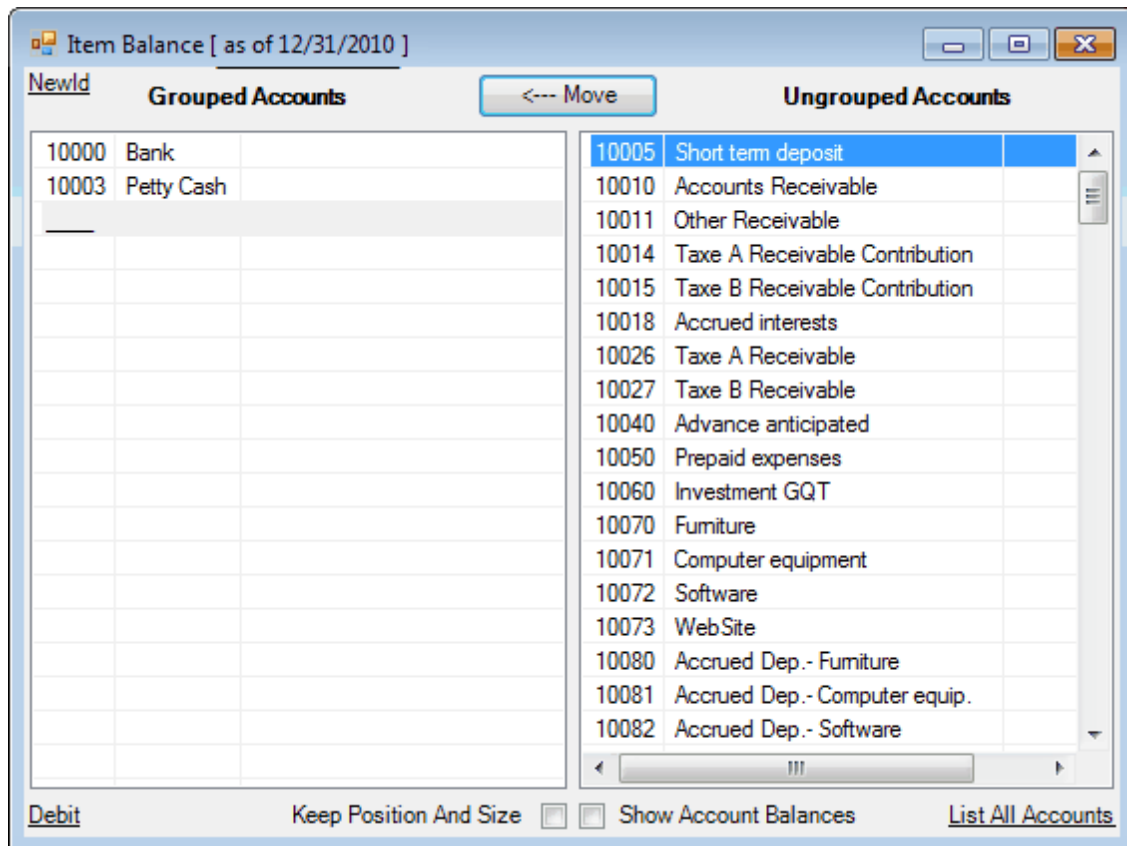
The dialog is movable and resizable. The bigger you make the window, the more titles are visible. By default, the dialog is displayed besides the active cell. Once moved and resized, the new settings can become the default settings by checking the Keep Position And Size checkbox.

Shortcut: In addition to the FSM ribbon button, access this dialog by right-clicking on a worksheet cell to open its [context menu](#).

5.4 Item Balance

Group accounts into an Item and insert the item's balance into your financial report. (Also used to transform item's accounts into items, as shown at the bottom of the topic [Details](#)).

Clicking the Item Balance ribbon button, double clicking (or right-clicking) on a cell that already contains an Item balance shows:



Accounts that are grouped into the Item are in the left list.

Accounts that are not grouped into this Item (or any other in the worksheet) are in the right list.

Note: This means that on a given worksheet, an account can normally be grouped into only one item.

Affecting how the Item Balance is computed

The Item Balance is computed as of the date or for a range of periods shown in the title of the dialog at the top (e.g. "[as of 12/31/2010]" or "[Variation from <beginning period date> to <ending period date>]").

The period or range of periods can be changed by clicking the link line.

Item Sense

At the bottom left, the sense of the Item is indicated (e.g. "Debit"). By default, it is the sense of the first grouped account. Click it to change the sense of the Item. For example, in the above image, clicking "Debit" changes the sense of the Item to Credit. Clicking again changes it back to Debit.

The sense of an Item allows ExcelFSM to know whether or not the computed balance must be shown between parentheses. If the computed balance of an Item has a different sense than the sense of the Item, the balance is shown between parentheses.

Hint: When you want to change the default presentation of an Item, simply change the sense of the Item, in this dialog.

Note: This does not change the computation of a balance. This is only for presentation purposes.

Dialog position and size

The dialog is movable and resizable. The bigger you make the window, the more accounts are visible. By default, the dialog is displayed besides the active cell. Once moved and resized, the new settings can become the default settings by checking the Keep Position And Size checkbox.

Account balances

The account balances can be shown by checking the Show Account Balances checkbox.

Item Balance [as of 12/31/2010]

NewId

Grouped Accounts			Ungrouped Accounts		
10000	Bank	50658.46	10005	Short term deposit	0
10003	Petty Cash	50	10010	Accounts Receivable	4811.72
			10011	Other Receivable	49525.06
			10014	Taxe A Receivable Contribution	3803.61
			10015	Taxe B Receivable Contribution	2394.48
			10018	Accrued interests	0
			10026	Taxe A Receivable	0
			10027	Taxe B Receivable	0
			10040	Advance anticipated	1837.35
			10050	Prepaid expenses	8553.56
			10060	Investment GQT	130809
			10070	Furniture	11764.43
			10071	Computer equipment	19277.31
			10072	Software	79150.35
			10073	WebSite	6640
			10080	Accrued Dep.- Furniture	-9256.1
			10081	Accrued Dep.- Computer equip.	-19277.31
			10082	Accrued Dep.- Software	-79150.35
			10083	Accrued Dep.- WebSite	-6640
			10061	Loan APU	0
			10090	Deposit on Rent	28924.2
			10091	Deposit on Wages	51200
			10092	Deposit - fringe benefits	13849.93
			20010	Accounts Payable	-127682.9
			20011	Other Payable	-6325.73
			20012	Wages payable	-100626

Debit Keep Position And Size ☒ ☒ Show Account Balances List All Accounts

List All Accounts

As mentioned previously, accounts grouped into the Item are in the left list, and accounts not grouped into this Item (or any other in the worksheet) are in the right list, so on a given worksheet, an account can be grouped into only one item. However, there are some situations, such as in financial statement Notes for example, which might require an account to be grouped into more than one item on a given worksheet.

Clicking '[List All Accounts](#)' at the bottom right will temporarily list all the accounts (except the accounts that are grouped into the Item) in the Ungrouped Accounts right list, allowing you to group an account into more than one item.

Shortcut: In addition to the FSM ribbon button, access this dialog by right-clicking on a worksheet cell to open its [context menu](#), or by double-clicking on a cell that already contains an Item Balance.

Grouping / Ungrouping

To move accounts from one list to the other, double-click on a single account, or select one or more accounts, and then click the Move button. They will be moved to the other list, in the direction of the arrow shown in the Move button.

Selection

- Clicking a single account selects it.
- Hold down the Ctrl key while clicking accounts (or pressing the Space bar), to select multiple accounts
- Hold down the Shift key while clicking accounts (or pressing the display keys), to select all the accounts in between.

Move Selected Account(s)

- Click the Move button (or press the Enter key) to move the selected account(s).
- When moving account(s) to the Grouped Accounts list, the accounts will be moved above the selected account in the Grouped Accounts list.
- When moving account(s) to the Ungrouped Accounts list, the accounts will be placed in the order they are shown in the Chart of Accounts.
- When accounts are moved, the Item's balance is re-computed, and displayed immediately in the cell.

Order of accounts in the lists

- The Grouped Accounts list is maintained according to how the accounts were grouped (and is subject to the user's preference). In order to change the order of the Grouped Accounts, individual accounts must be ungrouped, then re-grouped in the correct position.
- The Ungrouped Accounts list is maintained in the same order as they appear in the Chart of Accounts

Saving an Item

When satisfied with the Grouped Accounts, click the 'X' in the upper right corner. Your changes will be preserved, and the dialog will close.

Effects of Grouping Changes

If your worksheets contain comparative columns, the Item's grouping within the comparative periods will also be changed.

Item grouping can be changed in any period.

Copying Item Balances




Item Balances are quickly recognizable because they have a cell formula starting with =FSMITEMBALANCE, e.g.:

=FSMITEMBALANCE("c8bd3f01-9776-4b5b-8bc1-71b7ccb84f3c, D, 0, 0")

You must be very careful when copying cells or worksheets containing Item Balances. If you copy cells or sheets that contains FSMITEMBALANCE formulas, you will end up with Items with formulas having the same grouping in more than one cell. Consequently, if you change the grouping or the sense of such an Item in one cell, it will be modified in the other cells as well. To change the grouping of such an Item in one cell without modifying the other cells, use the NewId button.

NewId: this button replaces the item's unique identifier (the first parameter '42....3' in the formula) with a new one.

Copying Item Balances and using the NewId button can be really useful for the comparative presentation of the cash balance, with a debit balance for one financial period (current asset) but a credit balance for another financial period (current liability), for the building of the financial statement Notes and for the Statement of Cash Flows, as shown in the following sample:

E14	:	  	=FSMITEMBALANCE("c8bd3f01-9776-4b5b-8bc1-71b7ccb84f3c, D, 0, 0")				
A	B	C	D	E	F	G	H
1	Non Profit Organization Sample						
2							
3	Balance Sheet						
4							
5	As of December 31,						
6							
7							
8				2010		2009	
9							
10	ASSETS						
11	Current Assets						
12	Cash			50,708		26,706	
13	Short Term Deposit					151,000	
14	Accounts Receivable			62,372		256,109	
15	Prepaid expenses			8,554		7,111	
16				121,634		440,926	
17							
18	Investments			130,809		130,809	
19	Deposit on Rent and Wages			93,974		83,786	
20	Fixed Assets			2,508		8,636	
21				348,925		664,157	
22							
23	LIABILITIES						
24	Current Liabilities						
25	Accounts Payable and Accrued Liabilities			236,075		444,707	
26	Unearned Revenue			3,031		29,103	
27				239,106		473,810	
28							
29	NET ASSETS						
30	General Fund			234,771		189,766	
31	Promotion, Publicity, Research and Development Fund			(134,000)		(17,920)	
32	Joint Committee Fund			9,048		18,501	
33				109,819		190,347	
34				348,925		664,157	
35							
36							

Copying an Item Balance cell from the Balance Sheet to the Statement of Cash Flows

E14		✕ ✓ <i>fx</i>		=FSMITEMBALANCE("c8bd3f01-9776-4b5b-8bc1-71b7ccb84f3c, D, 0, 0")	
	A	B	C	D	E
1		Non Profit Organization Sample			
2					
3		Statement of Cash flows			
4					
5		for the year ended December 31,			
6					
7					
8					2010
9					
10		Operating activities			
11		Net income (loss)			
12		Changes in current assets and current liabilities			
13		Depreciation			08
14		Decrease (increase) in accounts receivable			62,372

Clicking the NewId button: the item's unique identifier is replaced with a new one in the formula

E14 : =FSMITEMBALANCE("d5a67d1a-3de8-4ab3-b0e0-d52d684c3297", D, 0, 0")

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Statement of Cash flows				
4						
5		for the year ended December 31,				
6						
7						
8					2010	
9						
10		Operating activities				
11		Net income (loss)				(80,528)
12		Changes in current assets and current liabilities				
13		Depreciation				3,708
14		Decrease (increase) in accounts receivable				62,372
15		Decrease in Item Balance [as of 12/31/2010]				
16		Increase				
17		Increase				
18						
19						
20		Investing				
21		Acquisition				
22		Short term				
23		Investment				
24		Other assets				
25						
26		Net income				
27						
28						

NewId

Grouped Accounts

- 10010 Accounts Receivable
- 10011 Other Receivable
- 10014 Taxe A Receivable Contribution
- 10015 Taxe B Receivable Contribution
- 10018 Accrued interests
- 10026 Taxe A Receivable
- 10027 Taxe B Receivable
- 20026 Taxe A Payable
- 20027 Taxe B Payable
- 10040 Advance anticipated

Ungrouped Accounts

- 10000 Bank
- 10003 Petty Cash
- 10005 Short term deposit
- 10050 Prepaid expenses
- 10060 Investment GQT
- 10070 Furniture
- 10071 Computer equipment
- 10072 Software
- 10073 WebSite
- 10061 Loan APU
- 10090 Deposit on Rent
- 10091 Deposit on Wages
- 10092 Deposit - fringe benefits

Debit Keep Position And Size ☒ Show Account Balances [List All Accounts](#)

Here is the formula, and its resulting value, after changing the sense of the Item to Credit and after selecting the periods range

E14 : =FSMITEMBALANCE("d5a67d1a-3de8-4ab3-b0e0-d52d684c3297, C, 1, 0")

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Statement of Cash flows				
4						
5		for th				
6						
7						
8					2010	
9						
10		Operating activities				
11		Net income (loss)				(80,528)
12		Changes in current assets and current li				
13		Depreciation				3,708
14		Decrease (increase) in accounts receivable				193,737
15		Decrease				
16		Increase				
17		Increase				
18						
19						
20		Investing				
21		Acquisition				
22		Short term				
23		Investment				
24		Other assets				
25						
26		Net income				
27						
28						

Select Period

Select period or periods range

☒ 12/31/2010 (0)

☒ 12/31/2009 (1)

OK Cancel

Item Balance [Variation from 12/31/2009 to 12/31/2010]

NewId

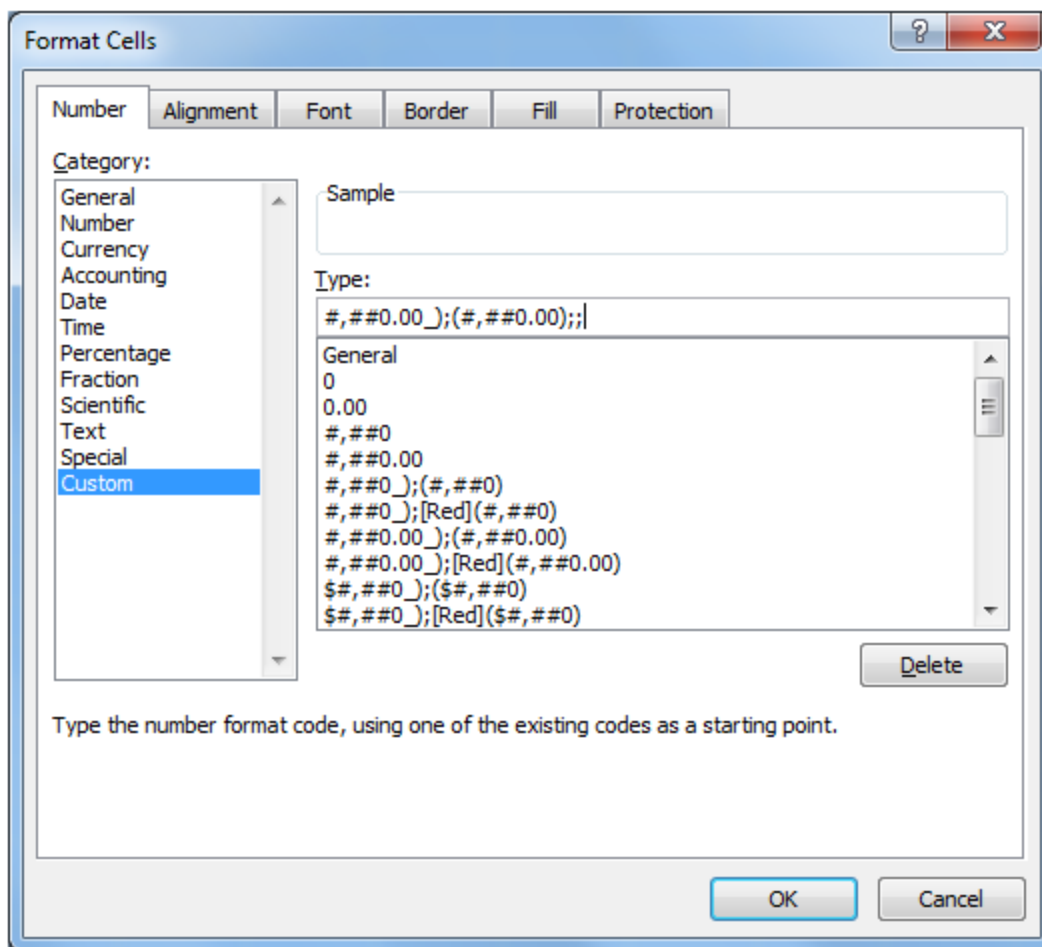
Grouped Accounts		Ungrouped Accounts	
10010	Accounts Receivable	10000	Bank
10011	Other Receivable	10003	Petty Cash
10014	Taxe A Receivable Contribution	10005	Short term deposit
10015	Taxe B Receivable Contribution	10050	Prepaid expenses
10018	Accrued interests	10060	Investment GQT
10026	Taxe A Receivable	10070	Furniture
10027	Taxe B Receivable	10071	Computer equipment
20026	Taxe A Payable	10072	Software
20027	Taxe B Payable	10073	WebSite
10040	Advance anticipated	10061	Loan APU
		10090	Deposit on Rent
		10091	Deposit on Wages
		10092	Deposit - fringe benefits

Credit Keep Position And Size ☒ ☐ Show Account Balances List All Accounts

Hint: For the Cash Flow Statement, the sense of all Items must be Credit.

Hint for cell format

The cell format for balances can be customized by adding ;; at its end, to show zero balance as blank.

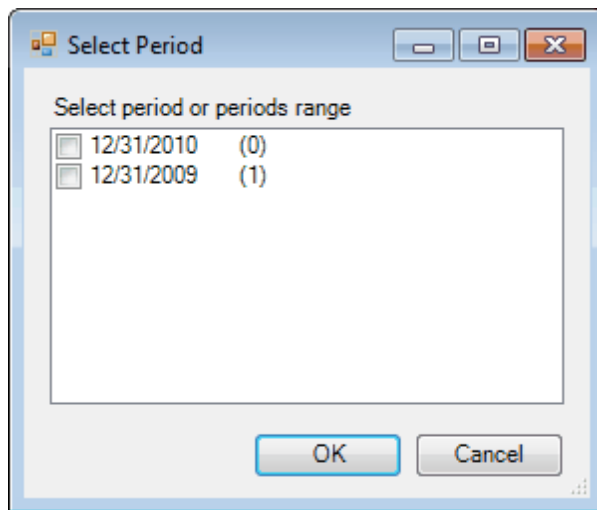


5.5 Select Period

Select period or periods range for a range of cells. Also allows to delete a period.

You can select a range of cells containing item balances, and select the period or periods range for these item balances.

- Select a range of cells
- Click on Select Period
- Check the period or periods range and click OK.



(The number between parentheses is the index of the period used in the FSM formulas, index 0 being the index of the current period, i.e., the index of the last trial balance read.)

Shortcut: In addition to the FSM ribbon button, access this dialog by right-clicking on a worksheet cell to open its [context menu](#).

This is used for the

- presentation of comparative balances;
 - Cash Flow statement;
 - periodic (Monthly, Quarterly, etc.) financial statements;
 - financial reports combining cumulative and periodic balances on the same column;
 - financial statement Notes; etc.;
- and
- to delete a period, i.e., to remove a period from the FSM workbook.

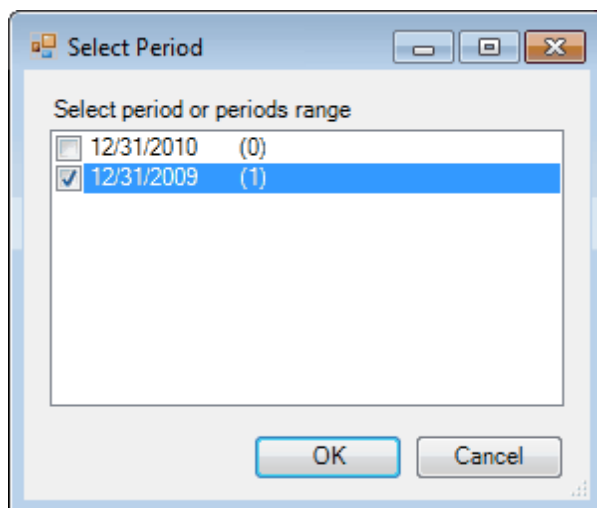
Hint: For the Cash Flow Statement, the sense of all Items must be Credit.

For comparative balances added with the Comparative button or manually with copy & paste such as for financial statement Notes for example

	A	B	C	D	E	F	G	H	I
1									
2									
3	5 - RECEIVABLES								
4							2010		
5									
6	Grant						49,525.06		
7	Taxes						6,198.09		
8	Advances						1,837.35		
9	Others						4,811.72		
10							62,372.22		

	A	B	C	D	E	F	G	H	I
1									
2									
3	5 - RECEIVABLES								
4							2010	2010	
5									
6	Grant						49,525.06	49,525.06	
7	Taxes						6,198.09	6,198.09	
8	Advances						1,837.35	1,837.35	
9	Others						4,811.72	4,811.72	
10							62,372.22	62,372.22	

click the Select Period button,



check the period and click **OK**

	A	B	C	D	E	F	G	H	I
1									
2									
3	5 - RECEIVABLES								
4							2010		2009
5									
6	Grant						49,525.06		229,728.78
7	Taxes						6,198.09		24,444.85
8	Advances						1,837.35		
9	Others						4,811.72		1,935.08
10							<u>62,372.22</u>		<u>256,108.71</u>

Periodic (Monthly, Quarterly, etc.) financial statements

Periods range are used for building periodic (Monthly, Quarterly, etc.) financial statements.

	A	B	C	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1								EXCELSM	SAMPLE, INC											
2								STATEMENT OF REVENUES AND EXPENSES												
3								ONE MONTH AND PERIOD ENDED MAY 31, 2013 AND 2012												
4																				
5																				
6								MAY								YTD			YTD	
7								2013		2012						2013		2012		VARIATION
8	REVENUES:																			
9	Sales - A	354,671	26.97%					290,434	20.95%											
10	- B	118,004	8.97%					118,865	8.57%											
11	- C	88,874	6.76%					97,599	7.04%											
12	- D	64,832	4.93%					65,632	4.73%											
13	- E	158,055	12.02%					197,836	14.27%											
14	- F	295,173	22.45%					298,126	21.50%											
15	- G	166,744	12.68%					244,293	17.62%											
16	- H	46,763	3.56%					51,416	3.71%											
17	- I	21,836	1.66%					22,238	1.60%											
18	TOTAL REVENUES	1,314,952	100.00%					1,386,439	100.00%											
19																				
20	COST OF SALES																			
21	Salaries	288,456	21.94%					202,833	14.63%											
22	Supplies	481,396	36.61%					513,312	37.02%											
23	Payroll Taxes	33,717	2.56%					23,862	1.72%											
24	Bonus	-	0.00%					-	0.00%											
25	TOTAL COST OF SALES	803,569	61.11%					740,007	53.37%											
26																				
27	GROSS PROFIT	511,383	38.89%					646,432	46.63%											
28																				
29	SELLING, GENERAL AND																			
30	ADMINISTRATIVE EXPENSES	305,726	23.25%					333,928	24.09%											
31																				
32	INCOME (LOSS) BEFORE																			
33	OTHER INCOME (EXPENSE)	205,657	15.64%					312,504	22.54%											
34																				
35	OTHER INCOME:																			
36	Interest Income	1,204	0.09%					1,146	0.08%							6,258	0.27%	6,121	0.23%	137
37	Rental Income - X	1,600	0.12%					1,100	0.08%							4,200	0.18%	5,500	0.21%	(1,300)
38	Rental Income - Y	-	0.00%					2,000	0.14%							6,000	0.26%	10,000	0.38%	(4,000)
39	Interest Expense	(11,739)	-0.89%					(15,652)	-1.13%							(43,471)	-1.86%	(53,448)	-2.03%	9,977
40	TOTAL OTHER INCOME	(8,935)	-0.68%					(11,406)	-0.82%							(27,013)	-1.15%	(31,827)	-1.21%	4,814
41																				
42	NET INCOME (LOSS)	196,722	14.96%					301,098	21.72%							(545,952)	-23.34%	(205,371)	-7.78%	(340,581)
43																				

Select Period

Select period or periods range

☐ 5/31/2013 (0)
☐ 4/30/2013 (1)
☐ 3/31/2013 (2)
☐ 2/28/2013 (3)
☐ 1/31/2013 (4)
☐ 1/1/2013 (5)
☐ 12/31/2012 (6)
☐ 12/1/2012 (7)
☐ 11/30/2012 (8)
☐ 10/31/2012 (9)
☐ 9/30/2012 (10)
☐ 8/31/2012 (11)
☐ 7/31/2012 (12)
☐ 6/30/2012 (13)
☒ 5/31/2012 (14)
☒ 4/30/2012 (15)
☐ 3/31/2012 (16)
☐ 2/29/2012 (17)
☐ 1/31/2012 (18)
☐ 1/1/2012 (19)

OK

Cancel

Financial reports combining cumulative and periodic balances on the same column

can also be built.

		✕ ✓ <i>fx</i>		=FSMITEMBALANCE("edb456f7-11ef-47e8-ab56-437fe2574441, C, 1, 0")				
	A	B	C	D	E	F	G	H
1	Sample Enterprise							
2								
3	Quick Report							
4								
5	March 31, 2015							
6								
7								
8		3/31/2015	3/31/2015	2/28/2015	1/31/2015			
9								
10	Cash	45,769	45,769	53,574	38,477			
11	A/R	16,228	16,228	6,007	26,512			
12	Other assets	485,973	485,973	486,648	487,115			
13		547,970	547,970	546,229	552,104			
14								
15	A/P	5,714	5,714	5,435	7,485			
16	Other liabilities	447,586	447,586	452,058	458,661			
17								
18	Equity	75,488	75,488	75,488	75,488			
19	RE of prior periods		13,248	10,470				
20	P&L		from 02-28-15 to 03-31-15	from 01-31-15 to 02-28-15				
21	Income	46,701	16,500					
22	Cost of Goods	20,032	7,500					
23	Gross Profit	26,669	9,000					
24	gross profit %	57.11%	54.55%					
25	Expenses	7,580	3,159					
26	Other Income (Expense)	93	93					
27	Net income (loss)	19,182	5,934					
28	net income %	41.07%	35.96%					
29		547,970	547,970					
30								
31								
32								
33								

Select Period

Select period or periods range

☒ 3/31/2015 (0)
☒ 2/28/2015 (1)
☐ 1/31/2015 (2)
☐ 12/31/2014 (3)

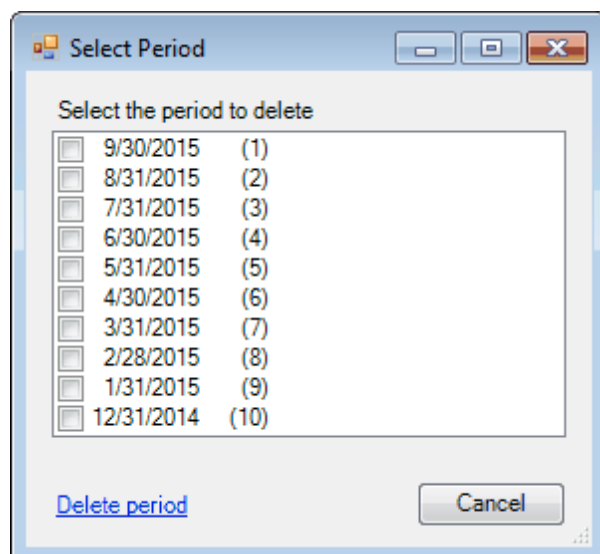
OK

Cancel

Deleting period

To delete a period, i.e., to remove a period from the FSM workbook,

- Select a blank cell
- Click on Select Period button



- Check the period to remove from the FSM workbook and click Delete period.

The selected financial period will be removed from the FSM workbook. Cells containing FSM formulas with invalid period indexes (indexes higher than the oldest period) will be highlighted in red. These FSM formulas can be fixed by selecting period or periods range for these cells, as shown above.

Samples of financial statement Notes:

	A	B	C	D	E	F	G	H	M
1									
2									
3	5 - RECEIVABLES								
4							2010		2009
5									
6	Grant						49,525		229,729
7	Taxes						6,198		24,445
8	Advances						1,837		
9	Others						4,812		1,935
10							62,372		256,109
11									
12									
13	6 - FIXED ASSETS								
14							2010		2009
15			Cost		Accrued Depreciation		Net Value		Net Value
16	Furniture		11,764		9,256		2,508		4,290
17	Computer equipment		19,277		19,277				1,762
18	Software		79,150		79,150				876
19	WebSite		6,640		6,640				1,708
20			116,831		114,323		2,508		8,636
21									
22									

(shown with the Rounded button ON)

	A	B	C	D	E	F	G
1							
2							
3	6 - FIXED ASSETS						
4							2010
5			Cost		Accrued Depreciation		Net Value
6	Furniture		11,764		9,256		2,508
7	Computer equipment		19,277		19,277		
8	Software		79,150		79,150		
9	WebSite		6,640		6,640		
10			116,831		114,323		2,508
11							
12							
13	6 - FIXED ASSETS II						
14							2009
15			Cost		Accrued Depreciation		Net Value
16	Furniture		11,870		7,580		4,290
17	Computer equipment		21,591		19,829		1,762
18	Software		79,150		78,274		876
19	WebSite		6,640		4,932		1,708
20			119,251		110,615		8,636
21							
22							

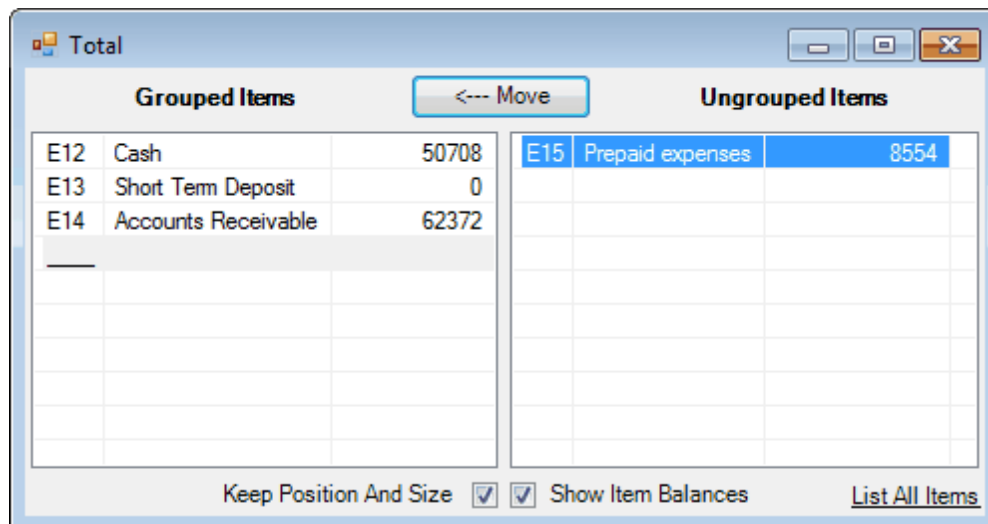
(shown with the Rounded button ON)

	A	B	C	D	E	F	G	H	I	J
1										
2										
3	6 - FIXED ASSETS									
4			Cost			Accrued Depreciation			Net Value	
5			2010	2009		2010	2009		2010	2009
6	Furniture		11,764	11,870		9,256	7,580		2,508	4,290
7	Computer equipment		19,277	21,591		19,277	19,829			1,762
8	Software		79,150	79,150		79,150	78,274			876
9	WebSite		6,640	6,640		6,640	4,932			1,708
10			116,831	119,251		114,323	110,615		2,508	8,636
11										
12										

(shown with the Rounded button ON)

Item balances

The item balances can be shown by checking the Show Item Balances checkbox.



List All Items

As mentioned previously, only Items in cells appearing "before" the Total cell can be grouped into the Total. However, there are some situations, such as in financial statement Notes for example, which might require an item appearing "after" the Total to be grouped into the Total. Clicking '[List All Items](#)' at the bottom right will temporarily list all the items (except the items that are grouped into the Total) in the Ungrouped Items right list, allowing you to group an item appearing "after" the Total cell.

Shortcut: In addition to the FSM ribbon button, access this dialog by right-clicking on a worksheet cell to open its [context menu](#), or by double-clicking on a cell that already contains a Total.

To move items from one list to the other, double-click on a single item, or select one or more items, and then click the Move button. They will be moved to the other list, in the direction of the arrow shown in the Move button.

Selection

- Clicking a single item (or pressing the Space bar) selects it.
- Hold down the Ctrl key while clicking items (or pressing the Space bar), to select multiple items
- Hold down the Shift key while clicking items (or pressing the Space bar), to select all the items in between.

Move Selected Item(s)

- Click the Move button (or press the Enter key) to move the selected item(s).
- When moving item(s) to the Grouped Items list, the items will be moved above the selected item in the Grouped Items list.
- When moving item(s) to the Ungrouped Items list, the items will be placed in the order they appear in the worksheet.
- When items are moved, the Total's balance is re-computed, and displayed immediately in the cell.

Order of items in the lists

- The Grouped Items list is maintained according to how the items were grouped (and is subject to the user's preference). In order to change the order of the Grouped Items, individual items must be ungrouped, then re-grouped in the correct position.

Note: For presentation purposes, the Sense of the total is defined by the Sense of the first grouped item. To change the Sense of a Total, simply edit the Sense of the first item (see [Item Balance](#) for further details).

- The Ungrouped Items list is maintained in the same order as they appear in the worksheet.

Saving a Total

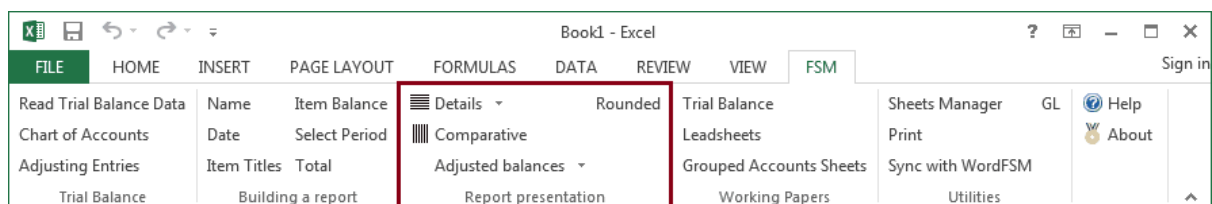
When satisfied with the Grouped Items, click the 'X' in the upper right corner. Your changes will be preserved, and the dialog will close.

FSM Total Formula

Totals are quickly recognizable because they have a cell formula starting with =1*, e.g.:

=1*(+E\$8+E\$9+E\$10)

6 Report presentation



The **Report presentation** buttons let you:

- Toggle on and off the display of Item Details.¹ *Details* are additional rows in the worksheet showing the accounts which are grouped into the item.
- Toggle on the display of previous accounting periods, for comparative purposes. *Comparative* is additional columns in the worksheet showing the account, item, and total balances of previous

financial periods.

- Toggle on and off whether to ignore the Adjusting Entries and show the Unadjusted balances of accounts, items, and totals.
- Toggle on and off whether to display the balances with or without decimals. Note that ExcelFSM will not only display the rounded values, but will also perform computations using these rounded values.

¹ The Details button also toggles the adjusting entry lines in the Trial Balance working paper.

6.1 Details

Details toggles the display of an Item's accounts. Also toggles the adjusting entry lines in the Trial Balance working paper.

To illustrate, here is a sheet with a financial report.

It is shown first with Details turned Off, then with Details turned On for the first Item:

Details turned Off

	A	B	C	D	E	F	G
1		Non Profit Organization Sample					
2							
3		Balance Sheet					
4							
5		As of December 31,					
6							
7							
8					2010		2009
9							
10		ASSETS					
11		Current Assets					
12		Cash			50,708.46		26,706.08
13		Short Term Deposit					151,000.00
14		Accounts Receivable			62,372.22		256,108.71
15		Prepaid expenses			8,553.56		7,111.49
16					121,634.24		440,926.28
17							
18		Investments			130,809.00		130,809.00
19		Deposit on Rent and Wages			93,974.13		83,785.88
20		Fixed Assets			2,508.33		8,635.73
21					348,925.70		664,156.89
22							
23		LIABILITIES					
24		Current Liabilities					
25		Accounts Payable and Accrued Liabilities			236,074.87		444,707.10
26		Unearned Revenue			3,031.49		29,103.25
27					239,106.36		473,810.35
28							
29		NET ASSETS					
30		General Fund			234,771.07		189,766.97
31		Promotion, Publicity, Research and Development Fund			(134,000.09)		(17,920.18)
32		Joint Committee Fund			9,048.36		18,499.75
33					109,819.34		190,346.54
34					348,925.70		664,156.89
35							
36							

Details turned On for the first Item

	A	B	C	D	E	F	G
1		Non Profit Organization Sample					
2							
3		Balance Sheet					
4							
5		As of December 31,					
6							
7							
8					2010		2009
9							
10		ASSETS					
11		Current Assets					
12		Cash					
13		10000 - Bank			50,633.46		26,656.08
14		10003 - Petty Cash			75.00		50.00
15					50,708.46		26,706.08
16		Short Term Deposit					151,000.00
17		Accounts Receivable			62,372.22		256,108.71
18		Prepaid expenses			8,553.56		7,111.49
19					121,634.24		440,926.28
20							
21		Investments			130,809.00		130,809.00
22		Deposit on Rent and Wages			93,974.13		83,785.88
23		Fixed Assets			2,508.33		8,635.73
24					348,925.70		664,156.89
25							
26		LIABILITIES					
27		Current Liabilities					
28		Accounts Payable and Accrued Liabilities			236,074.87		444,707.10
29		Unearned Revenue			3,031.49		29,103.25
30					239,106.36		473,810.35
31							
32		NET ASSETS					
33		General Fund			234,771.07		189,766.97
34		Promotion, Publicity, Research and Development Fund			(134,000.09)		(17,920.18)
35		Joint Committee Fund			9,048.36		18,499.75
36					109,819.34		190,346.54
37					348,925.70		664,156.89
38							
39							

Figure 1: When Details are turned on, the accounts grouped in the Item are shown. Notice how rows are inserted to show the accounts for the "Cash" Item.

Double-clicking on an account's balance provides the detail of the account's balance

The screenshot shows the 'Non Profit Organization Sample' Balance Sheet as of December 31, 2010. The '10003 - Petty Cash' account is highlighted in the list. A pop-up window titled 'Account Balance Detail - as of 12/31/2010' is open, showing the details for the '10003 - Petty Cash' account. The window displays the unadjusted balance of 50.00 and the adjusted balance of 75.00. It also shows a list of entries, including 'To upgrade petty cash fund' with a debit of 25.00.

Entry	Cat	Description	Amount
2		To upgrade petty cash fund	25.00

and double-clicking on an adjusting entry from the Account Balance Detail provides the detail of the journal entry

The screenshot shows the 'Journal Entry Detail' window, which displays the details of the journal entry for the 'To upgrade petty cash fund' entry. The window shows the entry number, category, allocation account, debit, and credit amounts. The entry is for '10003 - Petty Cash' with a debit of 25.00 and '10000 - Bank' with a credit of 25.00. The entry comment is 'To upgrade petty cash fund'.

Entry	Cat	Allocation Account	Debit	Credit
2	A	10003 - Petty Cash	25.00	
2	A	10000 - Bank		25.00
		To upgrade petty cash fund		

With the General Ledger Drill Down feature, double-clicking on the unadjusted balance in the Account Balance Detail provide the Account Unadjusted Balance Detail.

See [General Ledger Drill Down](#)

You can also choose not to have the account numbers shown:

	A	B	C	D	E	F	G
1		Non Profit Organization Sample					
2							
3		Balance Sheet					
4							
5		As of December 31,					
6							
7							
8					2010		2009
9							
10		ASSETS					
11		Current Assets					
12		Cash					
13		Bank			50,633.46		26,656.08
14		Petty Cash			75.00		50.00
15					50,708.46		26,706.08
16		Short Term Deposit					151,000.00
17		Accounts Receivable			62,372.22		256,108.71
18		Prepaid expenses			8,553.56		7,111.49
19					121,634.24		440,926.28
20							
21		Investments			130,809.00		130,809.00
22		Deposit on Rent and Wages			93,974.13		83,785.88
23		Fixed Assets			2,508.33		8,635.73
24					348,925.70		664,156.89
25							
26		LIABILITIES					
27		Current Liabilities					
28		Accounts Payable and Accrued Liabilities			236,074.87		444,707.10
29		Unearned Revenue			3,031.49		29,103.25
30					239,106.36		473,810.35
31							
32		NET ASSETS					
33		General Fund			234,771.07		189,766.97
34		Promotion, Publicity, Research and Development Fund			(134,000.09)		(17,920.18)
35		Joint Committee Fund			9,048.36		18,499.75
36					109,819.34		190,346.54
37					348,925.70		664,156.89
38							
39							

Figure 2: Details are turned on for the first Item, but the account numbers are not shown.

The detail rows are inserted prior to the Item balance, separated by cell borders: a top border is added in the Item balance cell with Details ON, and removed with Details OFF.

Toggling an Item's Details

Select the item(s) in the worksheet that you wish to toggle:

- Click a single item
- Hold down the Ctrl key while clicking to select multiple items
- Hold down the Shift key while clicking items to select all the items in between.
- Click an item and drag the mouse to select the items within the rectangle you drag.
- Select all the items in the worksheet by clicking the square in the upper left corner of the worksheet:

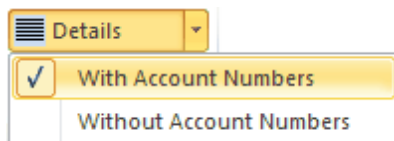


Details are toggled based on the state of the first selected item. If the first selected item does not have its details showing, then details are shown for all the selected items. Conversely, if the first selected item does have its details showing, then details are removed for all the selected items.

Note: The Details button is pushed (or not pushed) when the active cell contains (or does not contain) details, respectively .

Show Account Numbers In Details

Whether or not Account Numbers are shown is determined by the Details ribbon button. Click on the arrow next to the Details to select from the drop down menu:



The next time you press the Details button, your choice will be used.

Trial Balance Working Paper

The Details button also toggles the adjusting entry lines in the Trial Balance working paper.

Formulas




The formulas in the cells containing details are e.g.

=FSMACCOUNTTITLE("8")

=FSMACCOUNTBALANCE("8, D, 0, 0")

Transforming Item's Accounts Into Items

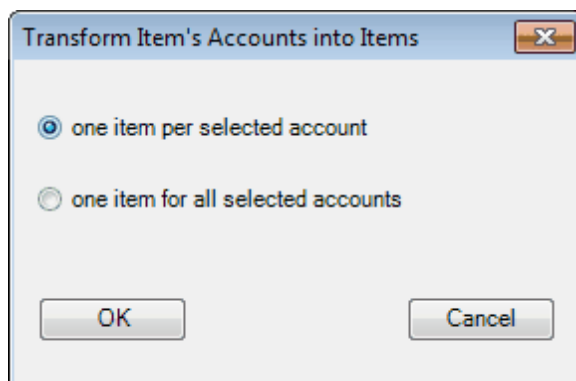
From the toggled Details of an Item (shown without account numbers in the following sample)

E30	:				=FSMITEMBALANCE("07bee1a1-cb53-48df-a5f3-0e242e0e70c7, C, 0, 0")		
	A	B	C	D	E	F	G
1	Non Profit Organization Sample						
2							
3	Income, expenses and balance of General funds						
4							
5	for the year ended December 31,						
6							
7							
8					2010		
9							
10	Income						
11	Contributions						
12	Cotisations 2010				186,362.48		
13	Cotisations 03 (A=0.08 P=0.01)				-		
14	Cotisations 04 (A=0.08 P=0.02)				-		
15	Cotisations 05 (A=0.08 P=0.02)				-		
16	Cotisations 06				-		
17	Cotisations 07				2,319.23		
18	Cotisations 08				18,710.04		
19	Cotisations 09				492,531.95		
20	Cotisations table				87,805.61		
21	Cotisations crous				35,001.51		
22	Cotisations sem				12,593.68		
23	Cotisations prepel				35,577.04		
24	Joint Plan Administration				(14,368.68)		
25	Interests from prod				1,792.30		
26	Other interests				344.92		
27	AGA partnership				25,757.00		
28	Management fees (30171)				1,150.20		
29	Miscellaneous				20.24		
30					885,597.52		
31							

you can select accounts

E29					=FSMACCOUNTBALANCE("55, C, 0, 0")		
	A	B	C	D	E	F	G
1		Non Profit Organization Sample					
2							
3		Income, expenses and balance of General funds					
4							
5		for the year ended December 31,					
6							
7							
8					2010		
9							
10		Income					
11		Contributions					
12		Cotisations 2010			186,362.48		
13		Cotisations 03 (A=0.08 P=0.01)			-		
14		Cotisations 04 (A=0.08 P=0.02)			-		
15		Cotisations 05 (A=0.08 P=0.02)			-		
16		Cotisations 06			-		
17		Cotisations 07			2,319.23		
18		Cotisations 08			18,710.04		
19		Cotisations 09			492,531.95		
20		Cotisations table			87,805.61		
21		Cotisations crous			35,001.51		
22		Cotisations sem			12,593.68		
23		Cotisations prepel			35,577.04		
24		Joint Plan Administration			(14,368.68)		
25		Interests from prod			1,792.30		
26		Other interests			344.92		
27		AGA partnership			25,757.00		
28		Management fees (30171)			1,150.20		
29		Miscellaneous			20.24		
30					885,597.52		
31							

then click the Item Balance button from the FSM ribbon, and choose to transform the selected accounts into one item per selected account



E11

:

✕

✓

fx

=FSMITEMBALANCE("07bee1a1-cb53-48df-a5f3-0e242e0e70c7, C, 0, 0")

	A	B	C	D	E	F	G
1		Non Profit Organization Sample					
2							
3		Income, expenses and balance of General funds					
4							
5		for the year ended December 31,					
6							
7							
8					2010		
9							
10		Income					
11		Contributions			885,232.36		
12		Other interests			344.92		
13		Miscellaneous			20.24		
14							
15							

or choose to transform the selected accounts into one item for all selected accounts

Transform Item's Accounts into Items

☐ one item per selected account
☒ one item for all selected accounts

OK

Cancel

E11		✕ ✓ <i>fx</i>		=FSMITEMBALANCE("07bee1a1-cb53-48df-a5f3-0e242e0e70c7, C, 0, 0			
	A	B	C	D	E	F	G
1		Non Profit Organization Sample					
2							
3		Income, expenses and balance of General funds					
4							
5		for the year ended December 31,					
6							
7							
8					2010		
9							
10		Income					
11		Contributions			885,232.36		
12		Other interests			365.16		
13							
14							
15							

6.2 Comparative

Comparative inserts additional balances, for the selected previous financial periods, to the right of the last balance shown on each row, for comparative presentation.

To illustrate, here is a financial statement with current period balances:

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Balance Sheet				
4						
5		As of December 31,				
6						
7						
8					2010	
9						
10		ASSETS				
11		Current Assets				
12		Cash			50,708.46	
13		Short Term Deposit				
14		Accounts Receivable			62,372.22	
15		Prepaid expenses			8,553.56	
16					121,634.24	
17						
18		Investments			130,809.00	
19		Deposit on Rent and Wages			93,974.13	
20		Fixed Assets			2,508.33	
21					348,925.70	
22						
23		LIABILITIES				
24		Current Liabilities				
25		Accounts Payable and Accrued Liabilities			236,074.87	
26		Unearned Revenue			3,031.49	
27					239,106.36	
28						
29		NET ASSETS				
30		General Fund			234,771.07	
31		Promotion, Publicity, Research and Development Fund			(134,000.09)	
32		Joint Committee Fund			9,048.36	
33					109,819.34	
34					348,925.70	
35						
36						

Here is the same report with Comparative presentation:

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Balance Sheet				
4						
5		As of December 31,				
6						
7						
8					2010	2009
9						
10		ASSETS				
11		Current Assets				
12		Cash			50,708.46	26,706.08
13		Short Term Deposit				151,000.00
14		Accounts Receivable			62,372.22	256,108.71
15		Prepaid expenses			8,553.56	7,111.49
16					121,634.24	440,926.28
17						
18		Investments			130,809.00	130,809.00
19		Deposit on Rent and Wages			93,974.13	83,785.88
20		Fixed Assets			2,508.33	8,635.73
21					348,925.70	664,156.89
22						
23		LIABILITIES				
24		Current Liabilities				
25		Accounts Payable and Accrued Liabilities			236,074.87	444,707.10
26		Unearned Revenue			3,031.49	29,103.25
27					239,106.36	473,810.35
28						
29		NET ASSETS				
30		General Fund			234,771.07	189,766.97
31		Promotion, Publicity, Research and Development Fund			(134,000.09)	(17,920.18)
32		Joint Committee Fund			9,048.36	18,499.75
33					109,819.34	190,346.54
34					348,925.70	664,156.89
35						
36						

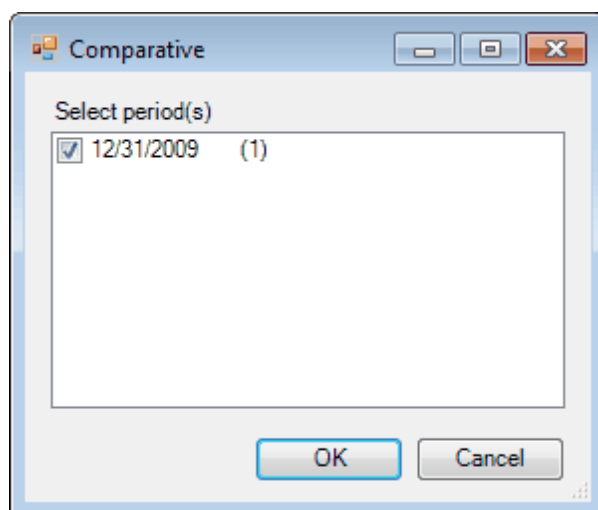
The previous period's balances are shown in column F (adjacent to the report's item balances, in column E).

Note: Blank columns can be inserted between periods, for clarity.

Toggling Comparative Periods

Comparative periods can be shown for each financial reports in your workbook, as well as in the Leadsheets.

After clicking the Comparative button, you will be prompted to select the previous periods you wish to show



(The number between parentheses is the index of the period used in the FSM formulas.)

Each period that you read a Trial Balance for, besides the last trial balance read, will be shown. Check the periods you desire, and click OK. Balances will be added for each selected period. The number of comparative periods that can be presented is limited only by the number of columns available in Excel.

Note that comparative balances can be added manually by copying existing balances and then selecting period by clicking the Select Period button.

For the Cash Flow statement and periodic (Monthly, Quarterly, etc.) financial statements, use the Select Period button to select a periods range ([Select Period](#)).

6.3 Adjusted Balances

The Adjusted balances button allows you to look at your financial report with or without the computation of the adjusting entries. If there are adjusting entries, the button will be turned ON every time a sheet gets activated. If the button is toggled OFF, the unadjusted balances of accounts, items and totals will be displayed by having ExcelFSM ignore the adjusting entries, and, if the button is not toggled back ON before leaving the sheet, it will remain OFF until the sheet gets activated again.

If turned ON, balances will be updated with the Adjusting Entries.

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Balance Sheet				
4						
5		As of December 31,				
6						
7						
8					2010	
9						
10		ASSETS				
11		Current Assets				
12		Cash			50,708.46	
13		Short Term Deposit				
14		Accounts Receivable			62,372.22	
15		Prepaid expenses			8,553.56	
16					121,634.24	
17						
18		Investments			130,809.00	
19		Deposit on Rent and Wages			93,974.13	
20		Fixed Assets			2,508.33	
21					348,925.70	
22						
23		LIABILITIES				
24		Current Liabilities				
25		Accounts Payable and Accrued Liabilities			236,074.87	
26		Unearned Revenue			3,031.49	
27					239,106.36	
28						
29		NET ASSETS				
30		General Fund			234,771.07	
31		Promotion, Publicity, Research and Development Fund			(134,000.09)	
32		Joint Committee Fund			9,048.36	
33					109,819.34	
34					348,925.70	
35						
36						

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Income, expenses and balance of General funds				
4						
5		for the year ended December 31,				
6						
7						
8					2010	
9						
10		Income				
11		Contributions			858,325.16	
12		Interests and others			365.16	
13		AGA partnership			25,757.00	
14		Management fees			1,150.20	
15					885,597.52	
16		Expenses				
17		PAU contribution			127,131.19	
18		General administration			429,893.60	
19		Union administration			82,000.00	
20		Technical services			163,561.77	
21		Others expenses			38,005.41	
22					840,591.97	
23					45,005.55	
24		Net assets - beginning			189,765.52	
25		Net assets - ending			234,771.07	
26						
27						

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Income, expenses and balance of Publicity, promotion, research and development funds				
4						
5		for the year ended December 31,				
6						
7						
8					2010	
9						
10		Income				
11		Special contributions			170,977.42	
12		Financial aid			187,620.73	
13		Others			10,680.79	
14					369,278.94	
15		Expenses				
16		Administration				
17		Joint plan committees			50,301.00	
18		Office supplies			1,726.14	
19		Parm			3,340.36	
20		Others expenses, promotion			6,034.73	
21		Valorisation initiative			5,729.00	
22		University PAU			2,469.00	
23		Quality program			35,893.85	
24					105,494.08	
25		Projects				
26		Certification sem			9,859.92	
27		Hydro			10,678.00	
28		Nema			18,200.00	
29		Micro			28,000.00	
30		Virus			44,330.55	
31		DAQC nema			2,790.43	
32		Invoices project			188,772.24	
33		Extra buying project				
34		Sectorial reorganisation			35,692.09	
35		RIH studies			41,541.54	
36		Healthiness program				
37					379,864.77	
38					485,358.85	
39					(116,079.91)	
40		Net assets - beginning			17,920.18	
41		Net assets - ending			(134,000.09)	
42						
43						

If turned OFF, balances will be updated to ignore any Adjusting Entries.

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Balance Sheet				
4						
5		As of December 31,				
6						
7						
8					2010	
9						
10		ASSETS				
11		Current Assets				
12		Cash			50,708.46	
13		Short Term Deposit				
14		Accounts Receivable			62,372.22	
15		Prepaid expenses			8,553.56	
16					121,634.24	
17						
18		Investments			130,809.00	
19		Deposit on Rent and Wages			93,974.13	
20		Fixed Assets			2,508.33	
21					348,925.70	
22						
23		LIABILITIES				
24		Current Liabilities				
25		Accounts Payable and Accrued Liabilities			236,074.87	
26		Unearned Revenue			3,031.49	
27					239,106.36	
28						
29		NET ASSETS				
30		General Fund			205,892.06	
31		Promotion, Publicity, Research and Development Fund			(105,121.08)	
32		Joint Committee Fund			9,048.36	
33					109,819.34	
34					348,925.70	
35						
36						

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Income, expenses and balance of General funds				
4						
5		for the year ended December 31,				
6						
7						
8					2010	
9						
10		Income				
11		Contributions			858,325.16	
12		Interests and others			365.16	
13		AGA partnership			25,757.00	
14		Management fees			1,150.20	
15					885,597.52	
16		Expenses				
17		PAU contribution			127,131.19	
18		General administration			429,893.60	
19		Union administration			82,000.00	
20		Technical services			192,440.78	
21		Others expenses			38,005.41	
22					869,470.98	
23					16,126.54	
24		Net assets - beginning			189,765.52	
25		Net assets - ending			205,892.06	
26						
27						

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Income, expenses and balance of Publicity, promotion, research and development funds				
4						
5		for the year ended December 31,				
6						
7						
8					2010	
9						
10		Income				
11		Special contributions			170,977.42	
12		Financial aid			216,499.74	
13		Others			10,680.79	
14					398,157.95	
15		Expenses				
16		Administration				
17		Joint plan committees			50,301.00	
18		Office supplies			1,726.14	
19		Parm			3,340.36	
20		Others expenses, promotion			6,034.73	
21		Valorisation initiative			5,729.00	
22		University PAU			2,469.00	
23		Quality program			35,893.85	
24					105,494.08	
25		Projects				
26		Certification sem			9,859.92	
27		Hydro			10,678.00	
28		Nema			18,200.00	
29		Micro			28,000.00	
30		Virus			44,330.55	
31		DAQC nema			2,790.43	
32		Invoices project			188,772.24	
33		Extra buying project				
34		Sectorial reorganisation			35,692.09	
35		RIH studies			41,541.54	
36		Healthiness program				
37					379,864.77	
38					485,358.85	
39					(87,200.90)	
40		Net assets - beginning			17,920.18	
41		Net assets - ending			(105,121.08)	
42						
43						

Note: Each worksheet remembers its own Adjusted/Unadjusted state.

Adjusting entry categories

If you categorized some adjusting entries

Entry	Cat	Allocation Account	Debit	Credit
1		30184 - APAM - virus (80184)	28,879.01	
1		30071 - Services rendered		28,879.01
1		To reclassify services rende...		
2	A	10003 - Petty Cash	25.00	
2	A	10000 - Bank		25.00
2	A	To upgrade petty cash fund		

Entry Comment
To upgrade petty cash fund

Generate Printout Sheet

Close

Clicking on the Adjusted balances down arrow button allows selecting/unselecting adjusting entry categories for the computation of the adjusted balances.

Check adjusting entry categories to process with

- ☐
- ☒ A

Select/Unselect All

OK

Cancel

Note that by default, categories are selected.

Turning the Adjusted balances button ON, balances will be updated with the Adjusting Entries of the selected categories.

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Balance Sheet				
4						
5		As of December 31,				
6						
7						
8					2010	
9						
10		ASSETS				
11		Current Assets				
12		Cash				
13		10000 - Bank			50,658.46	
14		10003 - Petty Cash			50.00	
15					50,708.46	
16		Short Term Deposit				
17		Accounts Receivable			62,372.22	
18		Prepaid expenses			8,553.56	
19					121,634.24	
20						
21		Investments			130,809.00	
22		Deposit on Rent and Wages			93,974.13	
23		Fixed Assets			2,508.33	
24					348,925.70	
25						
26		LIABILITIES				
27		Current Liabilities				
28		Accounts Payable and Accrued Liabilities			236,074.87	
29		Unearned Revenue			3,031.49	
30					239,106.36	
31						
32		NET ASSETS				
33		General Fund			205,892.06	
34		Promotion, Publicity, Research and Development Fund			(105,121.08)	
35		Joint Committee Fund			9,048.36	
36					109,819.34	
37					348,925.70	
38						
39						

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Balance Sheet				
4						
5		As of December 31,				
6						
7						
8					2010	
9						
10		ASSETS				
11		Current Assets				
12		Cash				
13		10000 - Bank			50,633.46	
14		10003 - Petty Cash			75.00	
15					50,708.46	
16		Short Term Deposit				
17		Accounts Receivable			62,372.22	
18		Prepaid expenses			8,553.56	
19					121,634.24	
20						
21		Investments			130,809.00	
22		Deposit on Rent and Wages			93,974.13	
23		Fixed Assets			2,508.33	
24					348,925.70	
25						
26		LIABILITIES				
27		Current Liabilities				
28		Accounts Payable and Accrued Liabilities			236,074.87	
29		Unearned Revenue			3,031.49	
30					239,106.36	
31						
32		NET ASSETS				
33		General Fund			205,892.06	
34		Promotion, Publicity, Research and Development Fund			(105,121.08)	
35		Joint Committee Fund			9,048.36	
36					109,819.34	
37					348,925.70	
38						
39						

Looking at the Adjusting Entries, the unselected category letters are lowercased ('@' replacing blank), and selected categories letters remains uppercased.

Entry	Cat	Allocation Account	Debit	Credit
1	@	30184 - APAM - virus (80184)	28,879.01	
1	@	30071 - Services rendered		28,879.01
1	@	To reclassify services rende...		
2	A	10003 - Petty Cash	25.00	
2	A	10000 - Bank		25.00
2	A	To upgrade petty cash fund		

Entry Comment: To upgrade petty cash fund

Note: Each worksheet remembers its own category selection

Working papers

The Adjusted Balances button status (ON/OFF) and the category selection are always reflected in the working papers, since the working papers are always showing the balances of the related report.

NOTE: The Adjusting Entries affect the current financial period balances only, and not the balances of previous financial periods.

6.4 Rounded

The Rounded button allows you to look at your financial report with the rounded balances of accounts, items and totals, by having ExcelFSM rounding the value of the accounts balances.

If turned ON, balances will be displayed and computed with rounded values.

If turned OFF, balances will be displayed and computed with decimals values.

Each worksheet remembers its own Rounded state.

Excel 'rounding' to 0 decimal with Format Cells | Number.

Here is a sample of a financial statement displayed with decimals values:

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Balance Sheet				
4						
5		As of December 31,				
6						
7						
8					2010	
9						
10		ASSETS				
11		Current Assets				
12		Cash			50,708.46	
13		Short Term Deposit				
14		Accounts Receivable			62,372.22	
15		Prepaid expenses			8,553.56	
16					121,634.24	
17						
18		Investments			130,809.00	
19		Deposit on Rent and Wages			93,974.13	
20		Fixed Assets			2,508.33	
21					348,925.70	
22						
23		LIABILITIES				
24		Current Liabilities				
25		Accounts Payable and Accrued Liabilities			236,074.87	
26		Unearned Revenue			3,031.49	
27					239,106.36	
28						
29		NET ASSETS				
30		General Fund			234,771.07	
31		Promotion, Publicity, Research and Development Fund			(134,000.09)	
32		Joint Committee Fund			9,048.36	
33					109,819.34	
34					348,925.70	
35						
36						

By changing the decimal places to 0 in the Format Cells | Number, we get the financial statement displayed with rounded values:

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Balance Sheet				
4						
5		As of December 31,				
6						
7						
8					2010	
9						
10		ASSETS				
11		Current Assets				
12		Cash			50,708	
13		Short Term Deposit				
14		Accounts Receivable			62,372	
15		Prepaid expenses			8,554	
16					121,634	
17						
18		Investments			130,809	
19		Deposit on Rent and Wages			93,974	
20		Fixed Assets			2,508	
21					348,926	
22						
23		LIABILITIES				
24		Current Liabilities				
25		Accounts Payable and Accrued Liabilities			236,075	
26		Unearned Revenue			3,031	
27					239,106	
28						
29		NET ASSETS				
30		General Fund			234,771	
31		Promotion, Publicity, Research and Development Fund			(134,000)	
32		Joint Committee Fund			9,048	
33					109,819	
34					348,926	
35						
36						

As it can be observed in the Assets section for example, and in the Liabilities + Net Assets section as well, changing the decimal places to 0 in the Format Cells | Number results in accuracy problems:

121 634 + 130 809 + 93 974 + 2 508 = 348 925 not 348 926 as displayed in the Assets section.
239 106 + 234 771 - 134 000 + 9 048 = 348 925 not 348 926 as displayed in the Liabilities + Net Assets section.

This is because Excel only rounded the display of the value of each cell, while still performing computation with the decimals values.

ExcelFSM rounding process

By turning On the Rounded button, ExcelFSM not only displays rounded values, but also computes with the rounded values of the accounts balances, which provides accuracy:

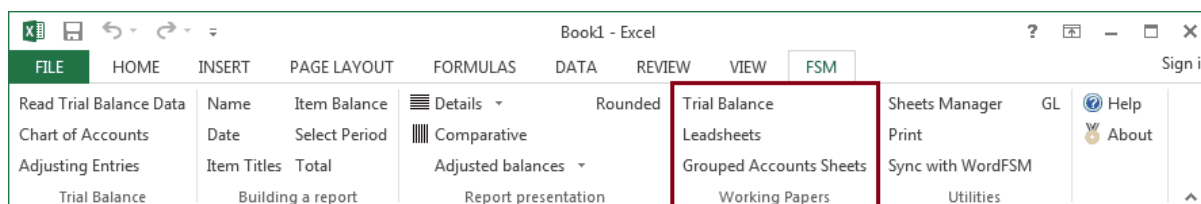
	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Balance Sheet				
4						
5		As of December 31,				
6						
7						
8					2010	
9						
10		ASSETS				
11		Current Assets				
12		Cash			50,708	
13		Short Term Deposit				
14		Accounts Receivable			62,372	
15		Prepaid expenses			8,554	
16					121,634	
17						
18		Investments			130,809	
19		Deposit on Rent and Wages			93,974	
20		Fixed Assets			2,508	
21					348,925	
22						
23		LIABILITIES				
24		Current Liabilities				
25		Accounts Payable and Accrued Liabilities			236,075	
26		Unearned Revenue			3,031	
27					239,106	
28						
29		NET ASSETS				
30		General Fund			234,771	
31		Promotion, Publicity, Research and Development Fund			(134,000)	
32		Joint Committee Fund			9,048	
33					109,819	
34					348,925	
35						
36						

The rounding Adjusting Entry

As any accountant is familiar with, the rounding process sometimes results in an out of balance of 1 between the Total Assets and the Total Liabilities & Equity. To rectify that we simply record an adjusting entry, and since ExcelFSM performs computations with the rounded values of the accounts balances, we simply need to debit/credit an account balance by an amount that will change the rounded value by 1, while, on the other hand, the rounded value of the counter part must not change.

Another way to rectify this out of balance is to add a 'Rounding account' to the Chart of Accounts, then record an adjusting entry to debit/credit an account balance by the out of balance amount using this 'Rounding account' for the counter part, and leave this 'Rounding account' ungrouped into any item.

7 Working Papers



The **Working Papers** buttons create Trial Balance worksheets, Leadsheets, and Grouped Account Sheets.

Always up to date

Working papers are always up to date. Changes made through the Read Trial Balance Data process, in the Chart of Accounts, in Adjusting Entries, in Item groupings, in the Adjusted balance button status, and in Category selection, as well as the Rounded button status are automatically reflected in the working papers, to always show the balances of the related financial report.

User Notes, written around the data managed by ExcelFSM, remain preserved.

Auto update

For some working papers, the updating process takes few seconds, and for that reason, the automatic updated is not the default for the working papers. To make it the default, the checkbox '_WP auto update' in the 'Sheets Manager' must be checked.

(see [Sheets Manager](#))

If not checked, when changes are made to a financial report, the tag of the related Working Papers are colored in red to indicate that the working paper is not up to date. Clicking the **update** button in the 'Sheets Manager' will update the working papers with tag colored in red.

7.1 Trial Balance

Create a Trial Balance worksheet for the active financial report:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Non Profit Organization Sample													
2	Prior Period	Accounts	Trial Balance		Adjustments			Adjusted Trial Balance		Balance Sheet		Groupings		
3	12/31/2009		12/31/2010		No	Cat		12/31/2010		12/31/2010		Cell	Seq	
4			Debit	Credit	Debit		Credit	Debit	Credit	Debit	Credit	Address	no.	
5	26,656.08	10000 - Bank	50,658.46				25.00	50,633.46		50,633.46		E12	1	
6	50.00	10003 - Petty Cash	50.00		25.00			75.00		75.00		E12	2	
7	1,000.00	10005 - Short term deposit	0.00					0.00		0.00		E13	1	
8	321.37	10010 - Accounts Receivable	4,811.72					4,811.72		4,811.72		E14	1	
9	229,728.78	10011 - Other Receivable	49,525.06					49,525.06		49,525.06		E14	2	
10	3,655.37	10014 - Taxe A Receivable Contribution	3,803.61					3,803.61		3,803.61		E14	3	
11	2,712.65	10015 - Taxe B Receivable Contribution	2,394.48					2,394.48		2,394.48		E14	4	
12	1,613.71	10018 - Accrued interests	0.00					0.00		0.00		E14	5	
13	12,117.51	10026 - Taxe A Receivable	0.00					0.00		0.00		E14	6	
14	7,698.81	10027 - Taxe B Receivable	0.00					0.00		0.00		E14	7	
15	0.00	10040 - Advance anticipated	1,837.35					1,837.35		1,837.35		E14	10	
16	7,111.49	10050 - Prepaid expenses	8,553.56					8,553.56		8,553.56		E15	1	
17	130,809.00	10060 - Investment GQT	130,809.00					130,809.00		130,809.00		E18	1	
18	11,869.56	10070 - Furniture	11,764.43					11,764.43		11,764.43		E20	1	
19	21,591.31	10071 - Computer equipment	19,277.31					19,277.31		19,277.31		E20	2	
20	79,150.35	10072 - Software	79,150.35					79,150.35		79,150.35		E20	3	
21	6,640.00	10073 - WebSite	6,640.00					6,640.00		6,640.00		E20	4	
22	(7,579.64)	10080 - Accrued Dep.- Furniture		9,256.10				9,256.10		9,256.10		E20	5	
23	(19,829.17)	10081 - Accrued Dep.- Computer equip.		19,277.31				19,277.31		19,277.31		E20	6	
24	(78,274.48)	10082 - Accrued Dep.- Software		79,150.35				79,150.35		79,150.35		E20	7	
25	(4,932.20)	10083 - Accrued Dep.- WebSite		6,640.00					6,640.00	6,640.00		E20	8	
26	150,000.00	10061 - Loan APU	0.00					0.00		0.00		E13	2	
27	29,816.16	10090 - Deposit on Rent	28,924.20					28,924.20		28,924.20		E19	1	
28	47,500.00	10091 - Deposit on Wages	51,200.00					51,200.00		51,200.00		E19	2	
29	6,469.72	10092 - Deposit - fringe benefits	13,849.93					13,849.93		13,849.93		E19	3	
177	0.00	90001 - Transactions General - PPRDF	141,384.77					141,384.77		141,384.77		E30	82	
178	0.00	90002 - Transactions PPRDF - General		140,934.19					140,934.19		140,934.19	E30	83	
179	0.00	90003 - Operations PPRDF - General		450.58					450.58		450.58	E30	84	
180	0.00		2,249,415.56	2,249,415.56	28,904.01		28,904.01	2,249,415.56	2,249,415.56	2,249,415.56	2,249,415.56			
181											0.00			
182											2,249,415.56			

For each financial report, the Trial Balance worksheet contains the selected prior period balances (column A), the accounts (B), the unadjusted current balances (C-D), the adjusting entries (E-H), the adjusted balances (I-J), the financial report sheet name (cell K2) and balances (columns K-L), adjusted or unadjusted (according to the Adjusted Balances button status and the category selection) and the groupings performed for this financial statement (M-N).

Hint: with the General Ledger Drill Down feature, double-click on an account balance in the Trial Balance worksheet to view the account balance detail.

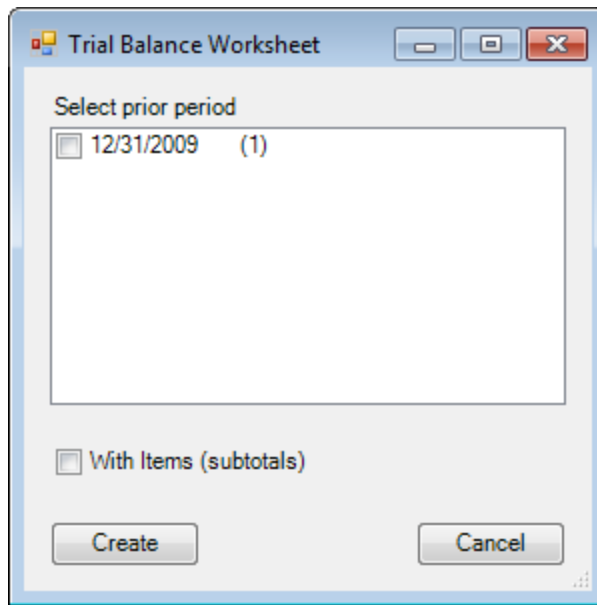
This working paper is placed into a new worksheet, named

TB-<Worksheet Name of the active financial report> (limited to 30 characters)

Here is the financial report that was active when the Trial Balance button was clicked:

	A	B	C	D	E	F	G
1		Non Profit Organization Sample					
2							
3		Balance Sheet					
4							
5		As of December 31,					
6							
7							
8					2010		2009
9							
10		ASSETS					
11		Current Assets					
12		Cash			50,708.46		26,706.08
13		Short Term Deposit					151,000.00
14		Accounts Receivable			62,372.22		256,108.71
15		Prepaid expenses			8,553.56		7,111.49
16					121,634.24		440,926.28
17							
18		Investments			130,809.00		130,809.00
19		Deposit on Rent and Wages			93,974.13		83,785.88
20		Fixed Assets			2,508.33		8,635.73
21					348,925.70		664,156.89
22							
23		LIABILITIES					
24		Current Liabilities					
25		Accounts Payable and Accrued Liabilities			236,074.87		444,707.10
26		Unearned Revenue			3,031.49		29,103.25
27					239,106.36		473,810.35
28							
29		NET ASSETS					
30		General Fund			234,771.07		189,766.97
31		Promotion, Publicity, Research and Development Fund			(134,000.09)		(17,920.18)
32		Joint Committee Fund			9,048.36		18,499.75
33					109,819.34		190,346.54
34					348,925.70		664,156.89
35							
36							

After clicking the Trial Balance button, you are prompted to specify one previous period to include in the report:



(The number between parentheses is the index of the period used in the FSM formulas, index 0 being the index of the current period, i.e., the index of the last trial balance read.)

Check the prior period whose account balances will be included in the trial balance worksheet. Only one checkbox may be selected.

With Items (subtotals)

With this option checked, the accounts are listed according to the items of the financial report, and subtotals are included in the trial balance for these items.

	A	B	C	D	E	F	G	H	I
1	Non Profit Organization Sample								
2	Prior Period	Accounts	Trial Balance		Adjustments			Adjusted Trial Balance	
3	12/31/2009	Items	12/31/2010			No	Cat		12/31/2010
4			Debit	Credit	Debit			Credit	Debit
5	26,656.08	10000 - Bank	50,658.46					25.00	50,633.46
6	50.00	10003 - Petty Cash	50.00		25.00				75.00
7	26,706.08	Cash							
8	1,000.00	10005 - Short term deposit	0.00						0.00
9	150,000.00	10061 - Loan APU	0.00						0.00
10	151,000.00	Short Term Deposit							
11	321.37	10010 - Accounts Receivable	4,811.72						4,811.72
12	229,728.78	10011 - Other Receivable	49,525.06						49,525.06
13	3,655.37	10014 - Taxe A Receivable Contribution	3,803.61						3,803.61
14	2,712.65	10015 - Taxe B Receivable Contribution	2,394.48						2,394.48
15	1,613.71	10018 - Accrued interests	0.00						0.00
16	12,117.51	10026 - Taxe A Receivable	0.00						0.00
17	7,698.81	10027 - Taxe B Receivable	0.00						0.00
18	(1,063.96)	20026 - Taxe A Payable	0.00						0.00
19	(675.53)	20027 - Taxe B Payable	0.00						0.00
20	0.00	10040 - Advance anticipated	1,837.35						1,837.35
21	256,108.71	Accounts Receivable							
22	7,111.49	10050 - Prepaid expenses	8,553.56						8,553.56
23	7,111.49	Prepaid expenses							
24	130,809.00	10060 - Investment GQT	130,809.00						130,809.00
25	130,809.00	Investments							
26	29,816.16	10090 - Deposit on Rent	28,924.20						28,924.20
27	47,500.00	10091 - Deposit on Wages	51,200.00						51,200.00
28	6,469.72	10092 - Deposit - fringe benefits	13,849.93						13,849.93
29	83,785.88	Deposit on Rent and Wages							
30	11,869.56	10070 - Furniture	11,764.43						11,764.43
31	21,591.31	10071 - Computer equipment	19,277.31						19,277.31

In house groupings standards

Since Excel works with cell addresses, the groupings are identified using the cell addresses of the Items Balance and the sequential order number of the account in the grouping. In house grouping identification standard can be added to the sheet (e.g. column O):

	A	B	C	D	E	F	G	H	I	
1	Non Profit Organization Sample									
2	Prior Period	Accounts	Trial Balance		Adjustments			Adjusted Trial B		
3	12/31/2009		12/31/2010			No	Cat		12/31/2010	
4			Debit	Credit	Debit			Credit	Debit	Credit
5	26,656.08	10000 - Bank	50,658.46					25.00	50,633.46	
6	50.00	10003 - Petty Cash	50.00		25.00				75.00	
7	1,000.00	10005 - Short term deposit	0.00						0.00	
8	321.37	10010 - Accounts Receivable	4,811.72						4,811.72	
9	229,728.78	10011 - Other Receivable	49,525.06						49,525.06	
10	3,655.37	10014 - Taxe A Receivable Contribution	3,803.61						3,803.61	
11	2,712.65	10015 - Taxe B Receivable Contribution	2,394.48						2,394.48	
12	1,613.71	10018 - Accrued interests	0.00						0.00	
13	12,117.51	10026 - Taxe A Receivable	0.00						0.00	
14	7,698.81	10027 - Taxe B Receivable	0.00						0.00	

User Notes

Tickmarks, references, comments, initials, etc. can be written in the Trial balance worksheet, around the data managed by *ExcelFSM* (columns following N and rows after the totals at the bottom).

Always up to date

Trial balance worksheets are always up to date. Changes made through the Real Trial Balance Data process, in the Chart of Accounts, in Adjusting Entries, in Item groupings, in the Adjusted balance button status, and in Category selection, are automatically reflected, to always show the balances of the related financial report.

Auto update

For some working papers, the updating process takes few seconds, and for that reason, the automatic update is not the default for the working papers. To make it the default, the checkbox '_WP auto update' in the 'Sheets Manager' must be checked.

(see [Sheets Manager](#))

If not checked, when changes are made to a financial report, the tag of the related Working Papers are colored in red to indicate that the working paper is not up to date. Clicking the **update** button in the 'Sheets Manager' will update the working papers with tag colored in red.

Note: User Notes added around the data managed by *ExcelFSM* remain preserved.

If a financial report is deleted from the workbook, it will be indicated in the Trial Balance worksheet as follow:

	A	B	C	D	E	F	G	H	I	
1	Non Profit Organization Sample		<i>The parent sheet of this Trial Balance sheet has been renamed or deleted</i>							
2	Prior Period	Accounts	Trial Balance		Adjustments			Adjusted Trial B		
3	12/31/2009		12/31/2010			No	Cat		12/31/2010	
4			Debit	Credit	Debit			Credit	Debit	C
5	26,656.08	10000 - Bank	50,658.46					25.00	50,633.46	
6	50.00	10003 - Petty Cash	50.00		25.00				75.00	
7	1,000.00	10005 - Short term deposit	0.00						0.00	
8	321.37	10010 - Accounts Receivable	4,811.72						4,811.72	
9	229,728.78	10011 - Other Receivable	49,525.06						49,525.06	

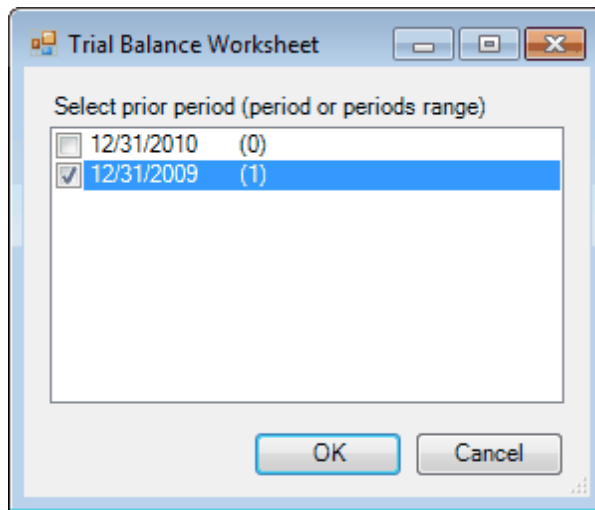
Details

Clicking the Details button allows you to toggle ON/OFF the display of the adjusting entries detail in the Trial Balance worksheet. The adjustment balances follow the category selection made in the financial report.

	A	B	C	D	E	F	G	H	I	
1	Non Profit Organization Sample									
2	Prior Period	Accounts	Trial Balance		Adjustments			Adjusted Trial B		
3	12/31/2009		12/31/2010			No	Cat		12/31/2010	
4			Debit	Credit	Debit			Credit	Debit	C
5	26,656.08	10000 - Bank	50,658.46						50,633.46	
6		<i>To upgrade petty cash fund</i>				2	A	25.00		
7	50.00	10003 - Petty Cash	50.00						75.00	
8		<i>To upgrade petty cash fund</i>			25.00	2	A			
9	1,000.00	10005 - Short term deposit	0.00						0.00	
10	321.37	10010 - Accounts Receivable	4,811.72						4,811.72	
11	229,728.78	10011 - Other Receivable	49,525.06						49,525.06	

Prior period

Clicking the Date button allows you to change the prior period date and balances. You can select a periods range, for the statement of cash flows for example, for which columns K-L shows the balances shown in the financial statement.



7.2 Leadsheets

Create Leadsheets:

	A	B	C	D	E	F	G
1				Non Profit Organization Sample			
2				Leadsheet			
3				Balance Sheet			
4				E12			
5							
6			Cash		12/31/2010	12/31/2009	
7		1	10000 - Bank		50,633.46	26,656.08	
8		2	10003 - Petty Cash		75.00	50.00	
9			Item sense :	Debit	50,708.46	26,706.08	
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

For each Item in a financial report, the Leadsheet shows the financial report sheet name (cell D3), the cell address of the Item balance (D4), the Item description (C6), the grouped accounts and respective balances, adjusted or unadjusted (according to the Adjusted Balances button status), Rounded or not (according to the Rounded button status), the sequence order of each grouped account (column B), and, if selected, a comparative period (column F).

Balances appear in parentheses if they have a different accounting sense than that of the Item.

Hint: Double-click on an account balance in the Leadsheet to view the **Account Balance Detail**. With the General Ledger Drill Down feature, double-click on an account balance in the Account Balance Detail to view the account balance detail, from which, double-clicking on a transaction displays the Transaction

Detail.

The working paper is placed into a new worksheet, named

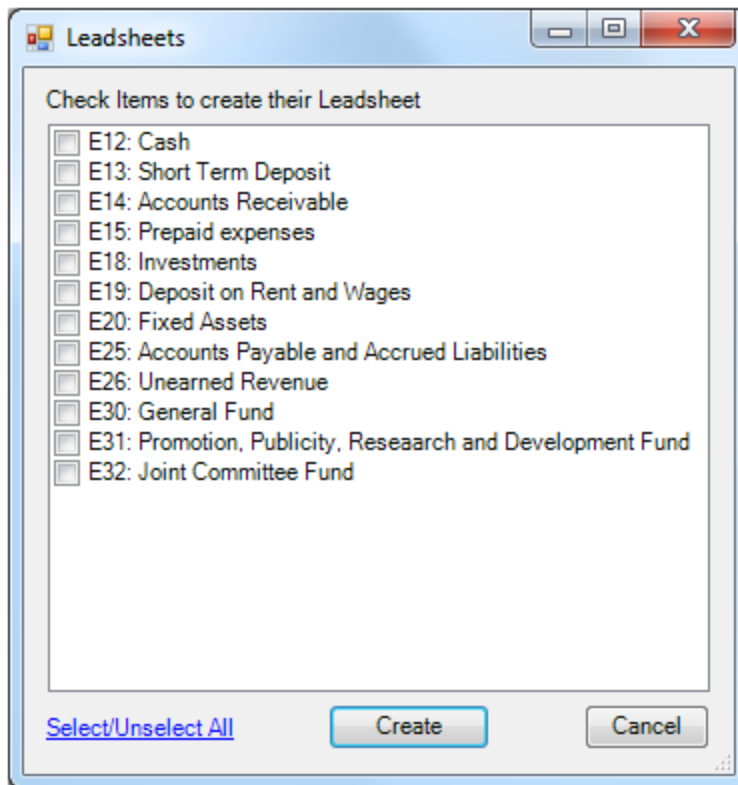
LS-**<{Identifier}>-Worksheet Name of the active financial report (max 10 characters)>-<Item Description>** (limited to 30 characters)

Here is the financial report that was active when the Leadsheets button was clicked:

	A	B	C	D	E	F	G
1		Non Profit Organization Sample					
2							
3		Balance Sheet					
4							
5		As of December 31,					
6							
7							
8					2010		2009
9							
10		ASSETS					
11		Current Assets					
12		Cash			50,708.46		26,706.08
13		Short Term Deposit					151,000.00
14		Accounts Receivable			62,372.22		256,108.71
15		Prepaid expenses			8,553.56		7,111.49
16					121,634.24		440,926.28
17							
18		Investments			130,809.00		130,809.00
19		Deposit on Rent and Wages			93,974.13		83,785.88
20		Fixed Assets			2,508.33		8,635.73
21					348,925.70		664,156.89
22							
23		LIABILITIES					
24		Current Liabilities					
25		Accounts Payable and Accrued Liabilities			236,074.87		444,707.10
26		Unearned Revenue			3,031.49		29,103.25
27					239,106.36		473,810.35
28							
29		NET ASSETS					
30		General Fund			234,771.07		189,766.97
31		Promotion, Publicity, Research and Development Fund			(134,000.09)		(17,920.18)
32		Joint Committee Fund			9,048.36		18,499.75
33					109,819.34		190,346.54
34					348,925.70		664,156.89
35							
36							

In this example, the Balance Sheet has a "Cash" Item Balance in cell E12.

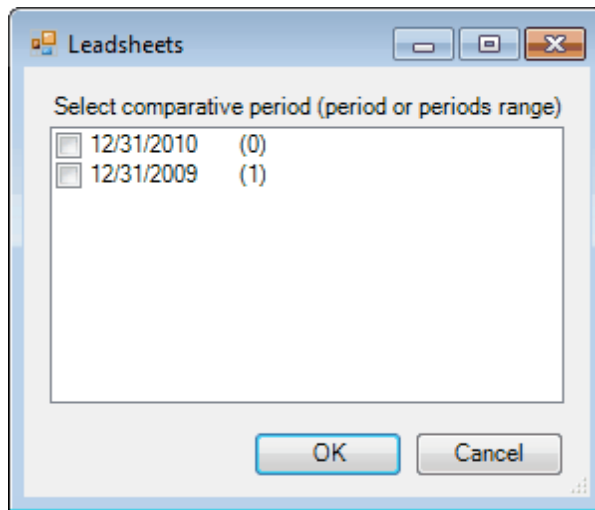
After clicking the Leadsheets button, you are prompted to specify the Items in the active worksheet for which you wish to create a Leadsheet:



Check the desired items (or click Select all), then click the Create button.

NOTE: Leadsheets already created are removed from the list.

After clicking the Create button, you are prompted to select a comparative period (period or periods range) for the Leadsheets:



Check the period or periods range, then click OK.

Customization and User Notes

Tickmarks, references, comments, initials, etc. can be written in the Leadsheet working paper, around the data managed by *ExcelFSM* (in the area represented by shadowed cells and rows):

	A	B	C	D	E	F	G
1				Non Profit Organization Sample			A
2				Leadsheet			
3				Balance Sheet			
4				E12			
5							
6			Cash		12/31/2010	12/31/2009	
7		1	10000 - Bank		50,633.46	26,656.08	
8		2	10003 - Petty Cash		75.00	50.00	
9			Item sense :	Debit	50,708.46	26,706.08	
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

Rows can be inserted between the header and the item grouping detail, so between rows 4 and 6 in the sample above, but not within the header nor within the item grouping detail.

Columns can be inserted except between the sequence number and the account description, so except between columns B and C in the sample above.

Comparative columns can be added by clicking the Comparative button, or with copy & paste.

Period or periods range can be selected by clicking the Select Period button.

	A	B	C	D	E	F	G	H	I
1			Non Profit Organization Sample						A
2			Leadsheet						
3			Balance Sheet						
4			E12						
5									
6									
7									
8									
9								12/31/2009	
10		Cash		12/31/2010		12/31/2009		12/31/2010	%Var
11	1	10000 - Bank		50,633	a	26,656	c	23,977	90%
12	2	10003 - Petty Cash		75	b	50	d	25	50%
13		Item sense :	Debit	50,708		26,706		24,002	
14									

Always up to date

Leadsheets are always up to date. Changes made through the Read Trial Balance Data process, in Adjusting Entries, in Item groupings, in the Adjusted balance button status, in Category selection, and in the Rounded button status are automatically reflected, to always show the balances of the related financial report.

Auto update

For some working papers, the updating process takes few seconds, and for that reason, the automatic update is not the default for the working papers. To make it the default, the checkbox '_WP auto update' in the 'Sheets Manager' must be checked.

If not checked, when changes are made to a financial report, the tag of the related Working Papers are colored in red to indicate that the working paper is not up to date. Clicking the **update** button in the 'Sheets Manager' will update the working papers with tag colored in red.

Note: User Notes remain preserved.

Deleted Item Balance groupings

If an Item Balance grouping has been deleted from a financial report, it will be indicated in the Leadsheets as follows:

	A	B	C	D	E	F	G
1				Non Profit Organization Sample			A
2				Leadsheet			
3				Balance Sheet			
4				<i>this Item grouping is no longer valid</i>			
5							
6			Cash		12/31/2010	12/31/2009	
7		1	10000 - Bank		50,633.46	26,656.08	
8		2	10003 - Petty Cash		75.00	50.00	
9			<i>Item sense :</i>	Debit	50,708.46	26,706.08	

Deleted Financial Statements

If a financial report is deleted from the workbook, it will be indicated in the Leadsheets as follows:

	A	B	C	D	E	F	G
1				Non Profit Organization Sample			A
2				<i>The parent sheet of this Leadsheet has been renamed or deleted</i>			
3				Balance Sheet			
4				E12			
5							
6			Cash		12/31/2010	12/31/2009	
7		1	10000 - Bank		50,633.46	26,656.08	
8		2	10003 - Petty Cash		75.00	50.00	
9			<i>Item sense :</i>	Debit	50,708.46	26,706.08	

7.3 Grouped Account Sheets

Create Grouped Account Sheets:

	A	B	C	D	E	F	G	H
1					Non Profit Organization Sample			
2					Grouped Account Sheet			
3					Balance Sheet			
4					Cash - [2]			
5					12/31/2010			
6								
7		10003 - Petty Cash				Debit	Credit	
8		Unadjusted balance :				50.00		
9		2	A	To upgrade petty cash fund		25.00		
10		Adjusted balance :				75.00		
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

For each account grouped into an Item in a financial report, the Grouped Account Sheet shows the name of the financial report (cell E3), the Item description and sequence number of the account in the grouping of the Item (E4), the as of date (E5), the account (B7), the unadjusted balance, the adjusting entries allocated to the account¹, and the adjusted balance of the account for the current period.

¹ Adjusting entries shown are limited to the selected categories of the related financial report.

Hint: with the General Ledger Drill Down feature, double-click on the unadjusted balance in the Grouped Account Sheet to view the account balance detail. Double-click on the adjusted balance in the Grouped Account Sheet to view the Account Balance Detail. With the General Ledger Drill Down feature, double-click on the unadjusted balance in the Grouped Account Sheet to view the account balance

detail, from which, double-clicking on a transaction displays the Transaction Detail.

The working paper is placed into a new worksheet, named

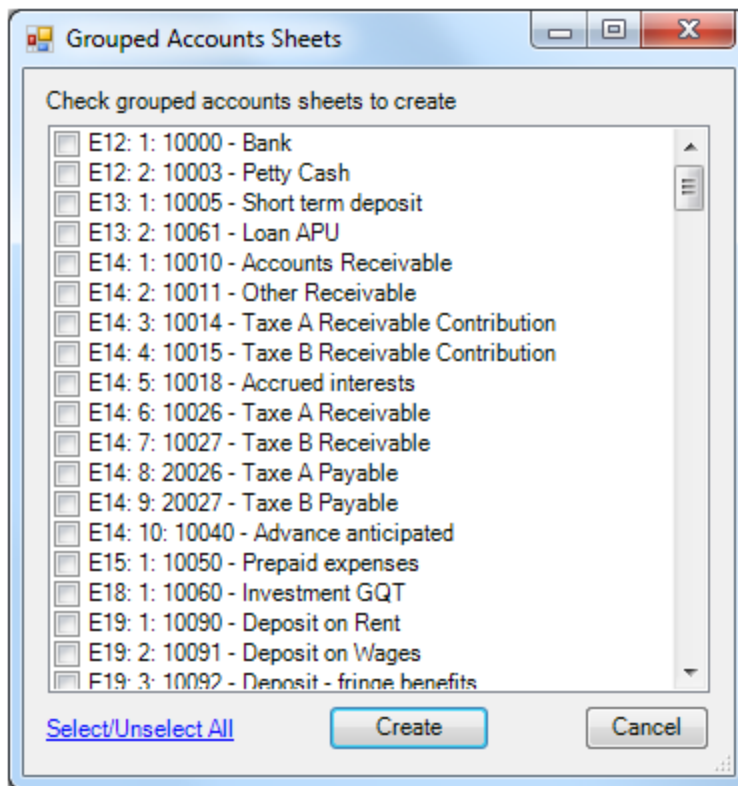
GAS<Identifier>-<Worksheet Name of the active financial report (max 10 characters)>-<Account id> (limited to 30 characters)

In this example, in the Balance Sheet, the account "10003-Petty Cash" is the second account grouped in the Item "Cash".

Here is the financial report that was active when the Grouped Accounts Sheet button was clicked:

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Balance Sheet				
4						
5		As of December 31,				
6						
7						
8					2010	
9						
10		ASSETS				
11		Current Assets				
12		Cash			50,708.46	
13		Short Term Deposit				
14		Accounts Receivable			62,372.22	
15		Prepaid expenses			8,553.56	
16					121,634.24	
17						
18		Investments			130,809.00	
19		Deposit on Rent and Wages			93,974.13	
20		Fixed Assets			2,508.33	
21					348,925.70	
22						
23		LIABILITIES				
24		Current Liabilities				
25		Accounts Payable and Accrued Liabilities			236,074.87	
26		Unearned Revenue			3,031.49	
27					239,106.36	
28						
29		NET ASSETS				
30		General Fund			234,771.07	
31		Promotion, Publicity, Research and Development Fund			(134,000.09)	
32		Joint Committee Fund			9,048.36	
33					109,819.34	
34					348,925.70	
35						
36						

After clicking the Grouped Account Sheets button, you are prompted to specify the grouped accounts in the active worksheet for which you wish to create a Grouped Account Sheet:



Check the desired accounts (or click Select all), then click Create.

NOTE: Grouped Account Sheets already created are removed from the list.

User Notes

Tickmarks, references, comments, initials, etc. can be written in the Grouped Account Sheet, around the data managed by *ExcelFSM* (in the area represented by shadowed cells and rows):

	A	B	C	D	E	F	G	H
1					Non Profit Organization Sample			A-2
2					Grouped Account Sheet			
3					Balance Sheet			
4					Cash - [2]			
5					12/31/2010			
6								
7					10003 - Petty Cash	Debit	Credit	
8					Unadjusted balance :	50.00		
9					2 A To upgrade petty cash fund	25.00		
10					Adjusted balance :	75.00		
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

Always up to date

Grouped Accounts Sheets are always up to date. Changes made through the Read Trial Balance Data process, in Adjusting Entries, in Item groupings, in the Adjusted balance button status, and in Category selection are automatically reflected, to always show the balances of the related financial report.

Auto update

For some working papers, the updating process takes few seconds, and for that reason, the automatic update is not the default for the working papers. To make it the default, the checkbox '_WP auto update' in the 'Sheets Manager' must be checked.

If not checked, when changes are made to a financial report, the tag of the related Working Papers are colored in red to indicate that the working paper is not up to date. Clicking the **update** button in the 'Sheets Manager' will update the working papers with tag colored in red.

Note: User Notes, located in the shadowed areas, remain preserved.

Deleted Item groupings

If the account is no longer grouped to an Item in the financial report, it will be indicated in the Grouped Account Sheet as follows:

	A	B	C	D	E	F	G	H
1					Non Profit Organization Sample			A-2
2					Grouped Account Sheet			
3					Balance Sheet			
4					Cash - [2]			
5					12/31/2010			
6		<i>This account is no longer grouped to the Item in the financial report</i>						
7		10003—Petty Cash				Debit	Credit	
8		Unadjusted balance :				50.00		
9		2 A To upgrade petty cash fund				25.00		
10		Adjusted balance :				75.00		

Deleted Item Balance groupings

If an Item Balance grouping has been deleted from a financial report, it will be indicated in the Grouped Account Sheets as follows:

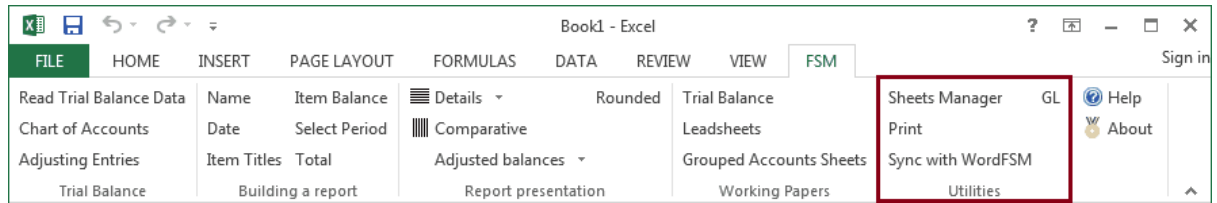
	A	B	C	D	E	F	G	H
1					Non Profit Organization Sample			A-2
2					Grouped Account Sheet			
3					Balance Sheet			
4					Cash - [2]			
5					<i>this Item grouping is no longer valid</i>			
6								
7					10003 - Petty Cash	Debit	Credit	
8					Unadjusted balance :	50.00		
9					2 A To upgrade petty cash fund	25.00		
10					Adjusted balance :	75.00		

Deleted Financial Reports

If a financial report is deleted from the workbook, it will be indicated in the Grouped Account Sheets as follows:

	A	B	C	D	E	F	G	H
1					Non Profit Organization Sample			A-2
2					<i>The parent sheet of this Grouped Account Sheet has been renamed or deleted</i>			
3					Balance Sheet			
4					Cash - [2]			
5					12/31/2010			
6								
7					10003 - Petty Cash	Debit	Credit	
8					Unadjusted balance :	50.00		
9					2 A To upgrade petty cash fund	25.00		
10					Adjusted balance :	75.00		

8 Utilities

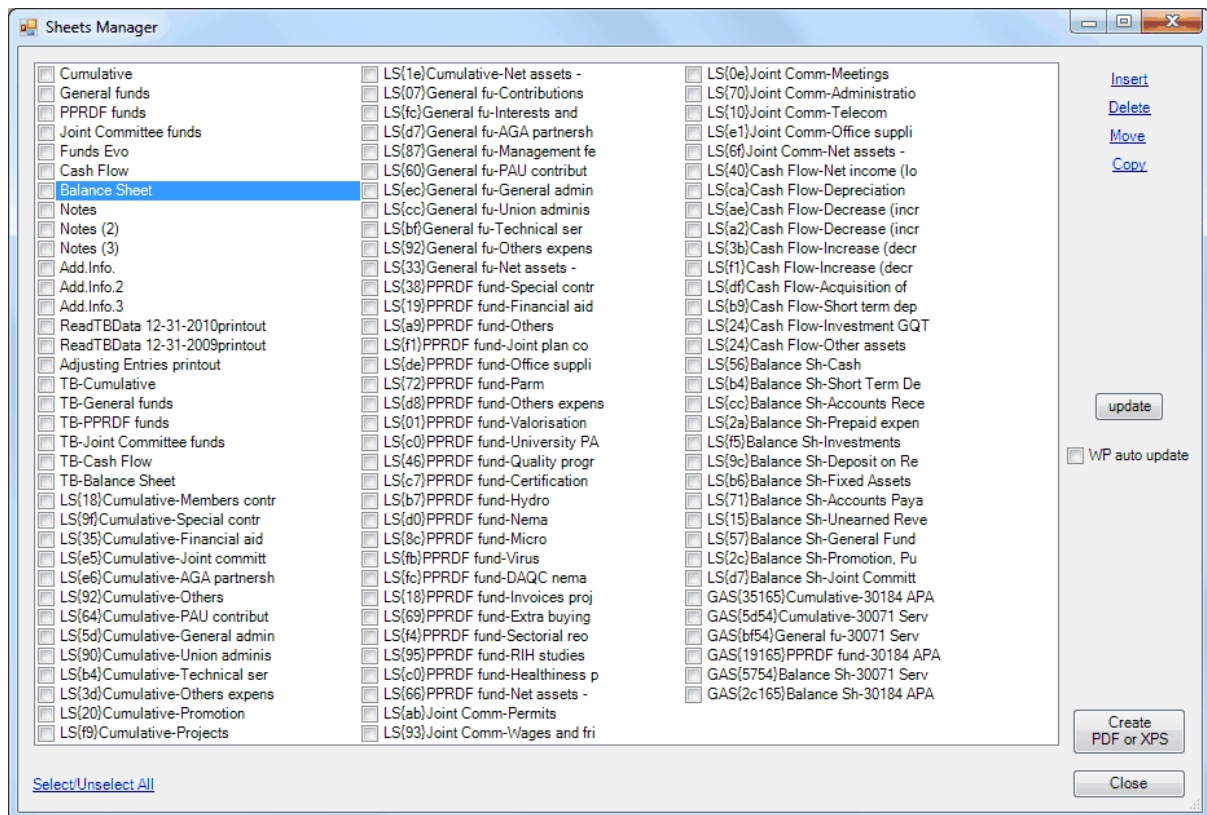


The **Utilities** buttons let you:

- Travel through the sheets to insert, delete, move, copy and update sheets, and to create PDF or XPS files for selected sheets.
- Easily select and print the various worksheets containing the financial reports and the working papers.
- Synchronize the accounts groupings with a copied WordFSM financial statement.

8.1 Sheets Manager

View, insert, re-order, copy, update, and create PDF or XPS files for selected sheets in the workbook.



The working papers created for the financial reports can represent a lot of sheets in the workbook.

Managing these sheets from the worksheet tabs at the bottom of Excel can be tedious and time consuming.

The *ExcelFSM* Sheets Manager allows to see all the sheets at one glance. The Sheets Manager dialog is movable and resizable. The bigger you make the window, the more sheets are visible.

Simply click on a sheet to make this sheet active.

- Click Insert to insert a sheet before this active sheet
- Click Move to move the active sheet, by selecting the sheet to move it before and then click move again.
- Click Copy to make a copy of the active sheet

To delete sheet(s), check the desired sheet(s), then click Delete.

To create a PDF or XPS file, check the desired sheet(s), then click the **Create PDF or XPS** button.

To rename the active sheet, use the tag at the bottom of Excel and right click - Rename.

Working Papers auto update

When changes are made to a financial report, the related Working Papers are automatically updated the next time the sheets become active. For some working papers, this updating process takes few seconds, and for that reason, the automatic updated is not the default for the working papers. To make it the default, the checkbox '_WP auto update' in the 'Sheets Manager' must be checked.

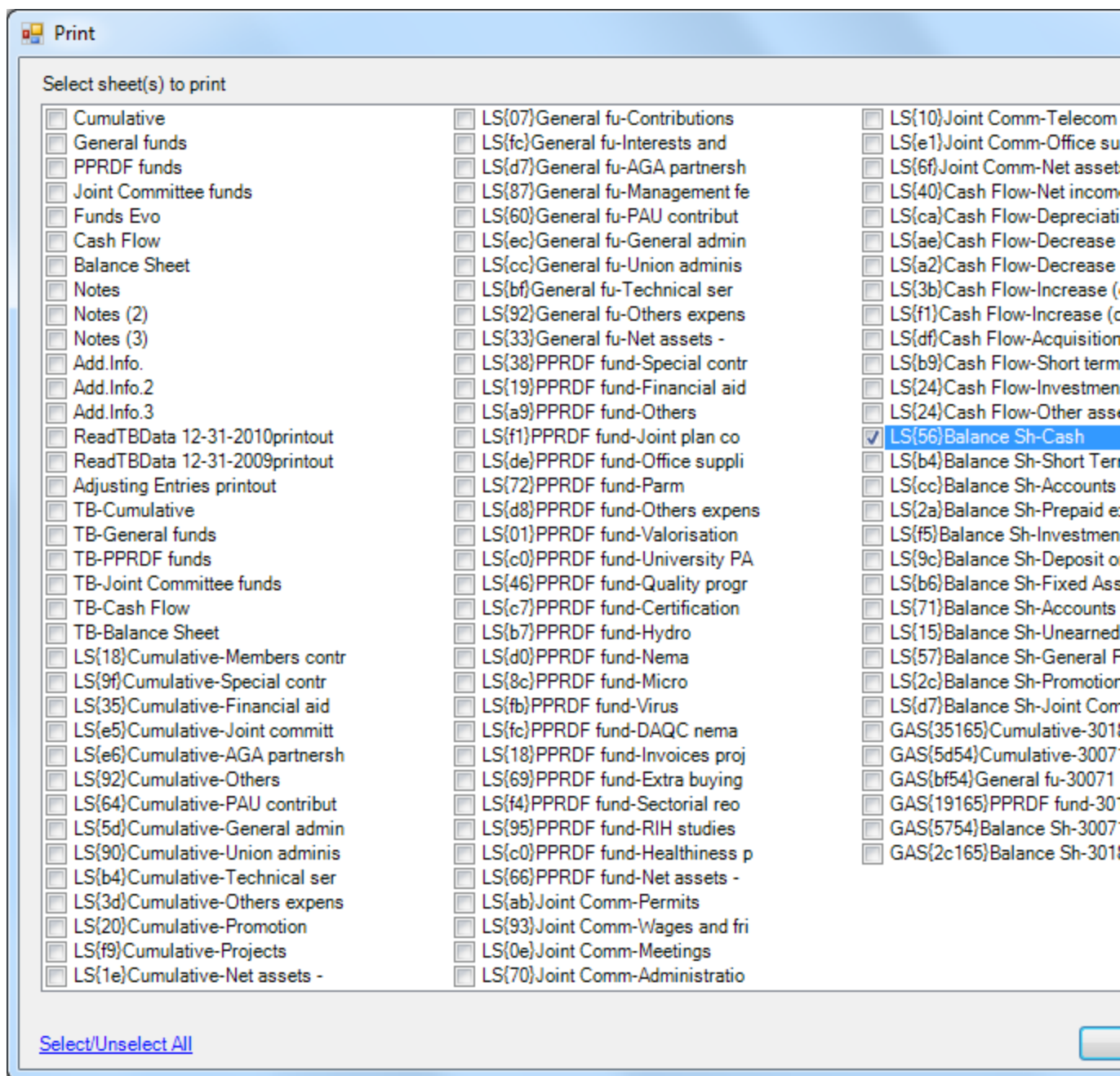
If not checked, when changes are made to a financial report, the tag of the related Working Papers are colored in red to indicate that the working paper is not up to date. Clicking the **update** button will update the working papers with tag colored in red.

8.2 Print

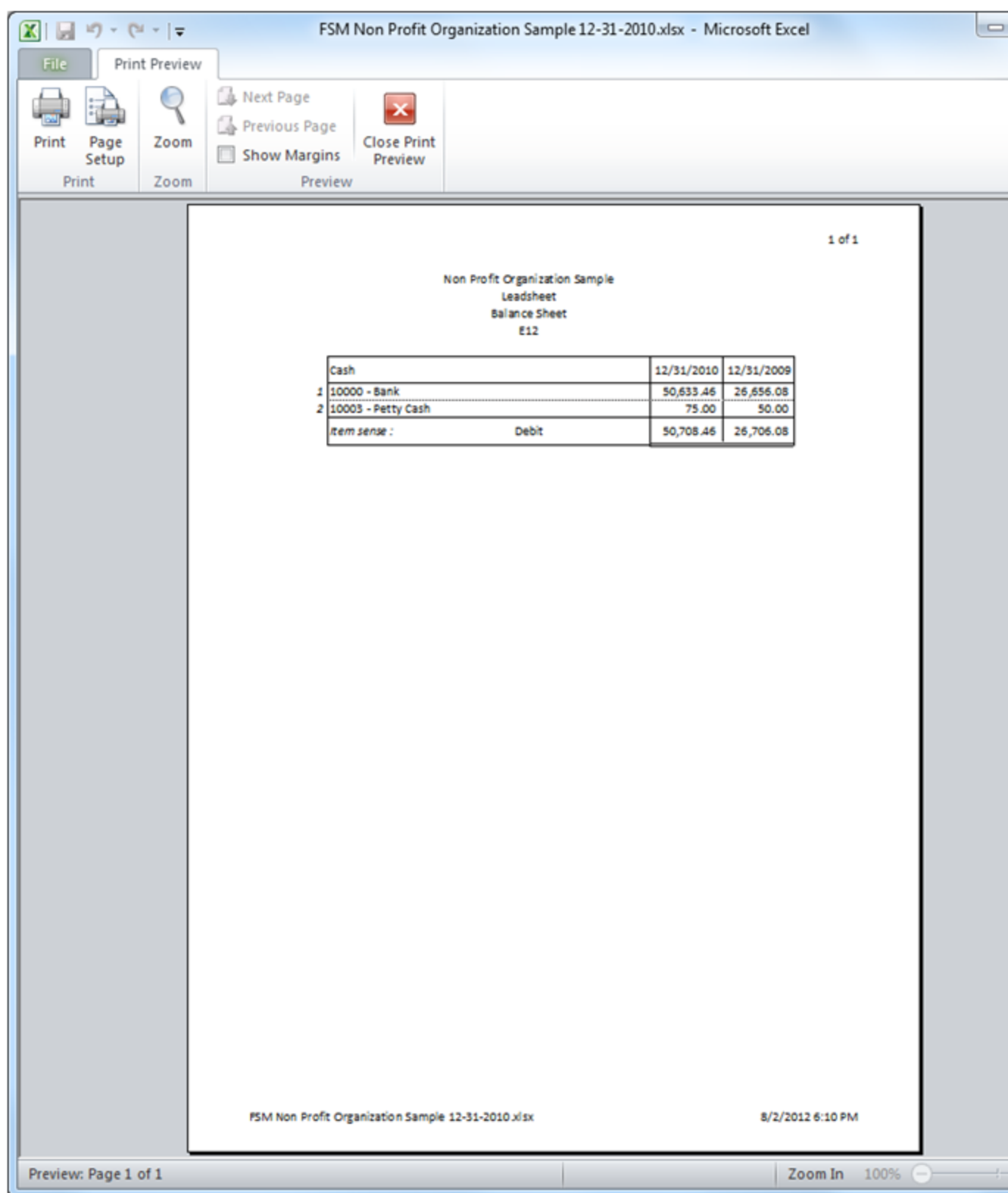
The Print Report button lets you easily Print Preview (then Print if desired) selected worksheets in the active workbook.

When you click the button, a dialog allows you to see all the sheets at one glance. This dialog is movable and resizable. The bigger you make the window, the more sheets are visible:

(Note that clicking on a sheet make it the active sheet)



Check the desired sheets, then click Print to show the Print Preview:



The Excel Print Preview dialog.

From here, you can click Print, Page Setup, etc. to adjust your printout or simply click the 'X' to abort.

Note that for all working papers, ExcelFSM does a page setup and sets headers with page numbers and footers with file name, and date and time.

Note that you can also click on a sheet to make it the active sheet, and then use the Excel menu item File | Print.

8.3 Sync with WordFSM

The Sync with WordFSM button synchronizes the accounts groupings with a copied WordFSM financial statement.

A financial statement built with WordFSM can be copied into Excel, and be transformed as if it would have been built with ExcelFSM, allowing the use of all ExcelFSM features.

Once the WordFSM financial statement has been copied into Excel, clicking the Sync with WordFSM ribbon button opens the standard Windows dialog:

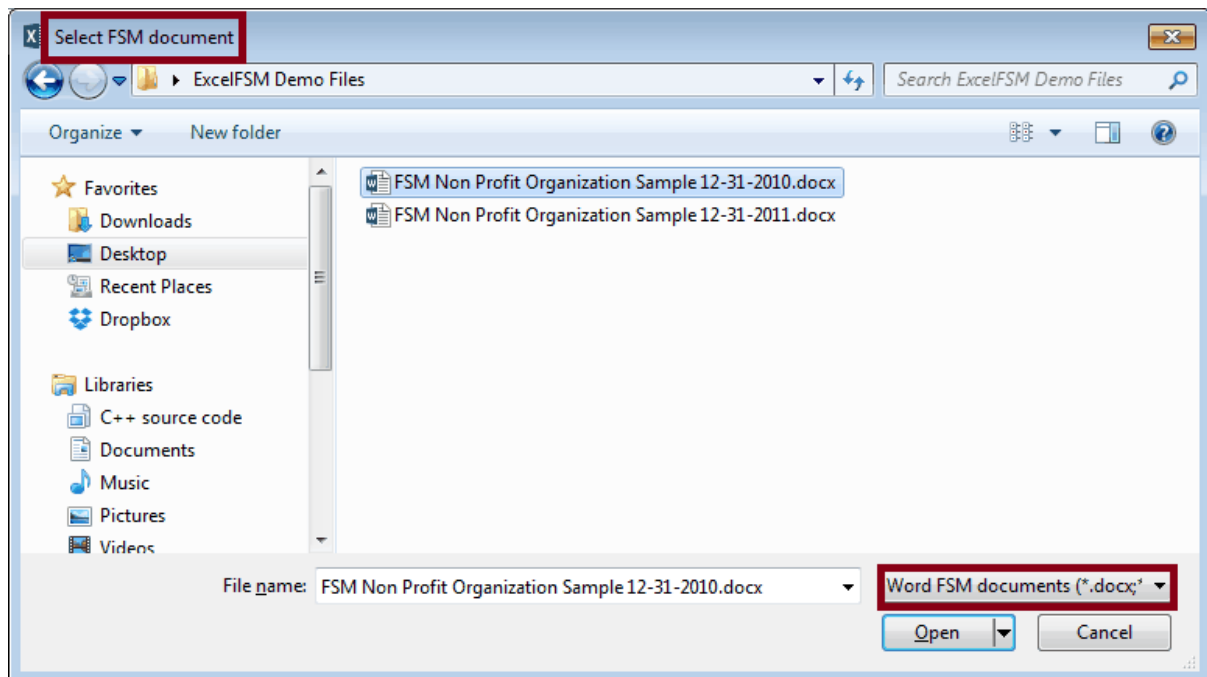


Figure 1: FSM document file selector

Select the folder where the file is stored.

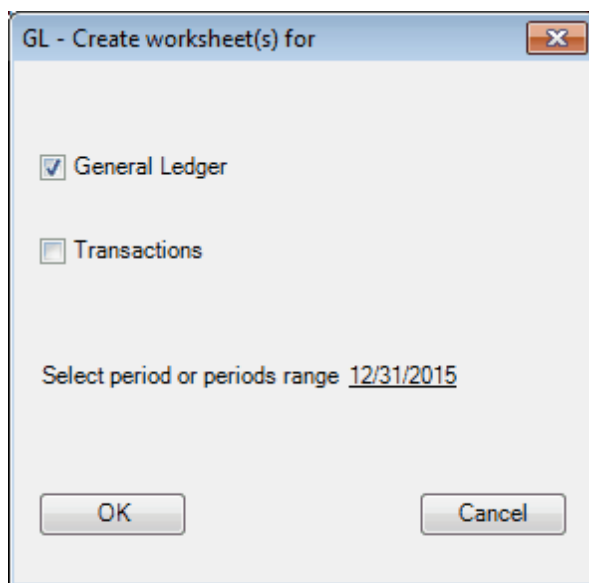
Select the file containing the financial statement copied into Excel, and click Open.

ExcelFSM transforms the financial statement groupings as if it would have been built with ExcelFSM.

Once a WordFSM financial statement has been copied into Excel and has been transformed into an ExcelFSM financial statement, modifications made to the accounts groupings in the WordFSM financial statement can be reproduced in the ExcelFSM financial statement by clicking the Sync with WordFSM ribbon button.

8.4 GL

Create a new worksheet with all the Transactions and a new worksheet with the complete General Ledger.



General Ledger - Check if you want to create the General Ledger worksheet.

Transactions - Check if you want to create the Transactions worksheet.

Select period or periods range - click the link line if you want to select a period or range of periods.

	A	B	C	D	E	F	G	H
6955	12/12/2015	20151212	Overhead		64800 - Tools and Machinery		810.00	
6956	12/12/2015	20151212	Nguyen, Tuan:Garage		11000 - Accounts Receivable			2,200.00
6957	12/12/2015	20151212	Nguyen, Tuan:Garage		12000 - Undeposited Funds		2,200.00	
6958	12/12/2015	20151212	Nguyen, Tuan:Garage		12000 - Undeposited Funds			2,200.00
6959							12,626.76	12,626.76
6960								
6961	12/14/2015	20151214						
6962	Date	Docum	Description		Allocation		Debit	Credit
6963	12/14/2015	20151214			10100 - Checking		4,700.00	
6964	12/14/2015	20151214	Pretell Real Estate:155 Wilks Blvd.		12000 - Undeposited Funds			1,200.00
6965	12/14/2015	20151214	Teschner, Anton:Sun Room		12000 - Undeposited Funds			3,500.00
6966							4,700.00	4,700.00
6967								
6968	12/15/2015	20151215						
6969	Date	Docum	Description		Allocation		Debit	Credit
6970	12/15/2015	20151215			10100 - Checking		500.00	
6971	12/15/2015	20151215	Abercrombie, Kristy:Remodel Bathroom		10100 - Checking		7,633.28	
6972	12/15/2015	20151215			10300 - Savings			500.00
6973	12/15/2015	20151215	Roche, Diarmuid:Garage repairs		11000 - Accounts Receivable			440.00
6974	12/15/2015	20151215	Abercrombie, Kristy:Remodel Bathroom		11000 - Accounts Receivable			7,633.28
6975	12/15/2015	20151215	Roche, Diarmuid:Garage repairs		12000 - Undeposited Funds		440.00	
6976	12/15/2015	20151215	Overhead		13100 - Pre-paid Insurance		4,050.00	
6977	12/15/2015	20151215	Keswick Insulation		20000 - Accounts Payable			670.00
6978	12/15/2015	20151215	Sergeant Insurance		20000 - Accounts Payable			4,050.00
6979	12/15/2015	20151215	Vu Contracting		20000 - Accounts Payable			1,250.00
6980	12/15/2015	20151215	Bayshore CalOil Service		20600 - CalOil Credit Card			10.60
6981	12/15/2015	20151215	Violette, Mike:Workshop		54500 - Subcontractors		670.00	
6982	12/15/2015	20151215	Ecker Designs:Office Expansion		54500 - Subcontractors		250.00	
6983	12/15/2015	20151215	Ecker Designs:Office Expansion		54500 - Subcontractors		500.00	
6984	12/15/2015	20151215	Ecker Designs:Office Expansion		54500 - Subcontractors		125.00	
6985	12/15/2015	20151215	Ecker Designs:Office Expansion		54500 - Subcontractors		375.00	
6986	12/15/2015	20151215	Overhead		60110 - Fuel		10.60	
6987							14,553.88	14,553.88
6988								
6989								
<div> <div>General Ledger</div> <div>Transactions</div> <div>Balance Sheet</div> <div>Chart of Accounts printout</div> <div>Ri ...</div> </div> <div> <div>READY</div> <div>100%</div> </div>								

A	B	C	D	E	F	G	H
4504							
4505	65130 - Water			Balance carried over as of 1/1/2015:		0.00	
4506	Date	Docum	Description	Allocation	Debit	Credit	
4507	1/31/2015	251	Overhead	10100 - Checking	24.00		
4508	2/28/2015	270	Overhead	10100 - Checking	24.00		
4509	3/31/2015	290	Overhead	10100 - Checking	24.00		
4510	4/30/2015	308	Overhead	10100 - Checking	24.00		
4511	5/31/2015	326	Overhead	10100 - Checking	24.00		
4512	6/30/2015	344	Overhead	10100 - Checking	24.00		
4513	7/31/2015	362	Overhead	10100 - Checking	24.00		
4514	8/31/2015	380	Overhead	10100 - Checking	24.00		
4515	9/30/2015	405	Overhead	10100 - Checking	24.00		
4516	10/31/2015	436	Overhead	10100 - Checking	24.00		
4517	11/30/2015	471	Overhead	10100 - Checking	24.00		
4518	65130 - Water			Unadjusted balance as at 12/31/2015:	264.00		
4519							
4520	70100 - Other Income			Balance carried over as of 1/1/2015:		0.00	
4521	Date	Docum	Description	Allocation	Debit	Credit	
4522	9/30/2015	FC 1	Smith, Lee:Patio	11000 - Accounts Receivable		5.00	
4523	10/1/2015	FC 2	Nguyen, Tuan:Garage	11000 - Accounts Receivable		35.65	
4524	10/31/2015	FC 3	Smith, Lee:Patio	11000 - Accounts Receivable		18.73	
4525	11/3/2015	FC 4	Nguyen, Tuan:Garage	11000 - Accounts Receivable		43.89	
4526	12/1/2015	FC 5	Nguyen, Tuan:Garage	11000 - Accounts Receivable		37.58	
4527	12/11/2015	FC 6	Cook, Brian:Kitchen	11000 - Accounts Receivable		5.95	
4528	70100 - Other Income			Unadjusted balance as at 12/31/2015:		146.80	
4529							
4530	70200 - Interest Income			Balance carried over as of 1/1/2015:		0.00	
4531	Date	Docum	Description	Allocation	Debit	Credit	
4532	3/30/2015		Overhead	10300 - Savings		87.03	
4533	6/30/2015		Overhead	10300 - Savings		72.93	
4534	9/30/2015		Overhead	10300 - Savings		69.20	
4535	70200 - Interest Income			Unadjusted balance as at 12/31/2015:		229.16	
4536							
4537							
4538							
<div> <div>General Ledger</div> <div>Transactions</div> <div>Balance Sheet</div> <div>Chart of Accounts printout</div> <div>Re ...</div> </div> <div> <div>READY</div> <div>100%</div> </div>							

If adjusting entries are recorded, the general ledger printout will list the adjusting entries allocated to the accounts, as shown below

	A	B	C	D	E	F	G	H	I
3550									
3551	60120 - Insurance					Balance carried over as of 1/1/2015:	0.00		
3552	Date	Docum	Description			Allocation	Debit	Credit	
3553	1/10/2015	Q1/03	Overhead			20000 - Accounts Payable	712.56		
3554	4/10/2015	Q2/03	Overhead			20000 - Accounts Payable	712.56		
3555	7/10/2015	Q3/03	Overhead			20000 - Accounts Payable	712.56		
3556	10/10/2015	Q4/03	Overhead			20000 - Accounts Payable	712.56		
3557	60120 - Insurance					Balance as at 12/31/2015:	2,850.24		
3558									
3559	60130 - Repairs and Maintenance					Balance carried over as of 1/1/2015:	0.00		
3560	Date	Docum	Description			Allocation	Debit	Credit	
3561	1/31/2015	250	Overhead			10100 - Checking	236.00		
3562	2/28/2015	269	Overhead			10100 - Checking	231.00		
3563	3/31/2015	289	Overhead			10100 - Checking	218.00		
3564	4/30/2015	307	Overhead			10100 - Checking	215.00		
3565	5/31/2015	325	Overhead			10100 - Checking	214.00		
3566	6/30/2015	342	Overhead			10100 - Checking	246.00		
3567	7/31/2015	361	Overhead			10100 - Checking	210.00		
3568	8/31/2015	379	Overhead			10100 - Checking	205.00		
3569	9/30/2015	403	Overhead			10100 - Checking	201.00		
3570	10/31/2015	435	Overhead			10100 - Checking	212.00		
3571	11/30/2015	474	Overhead			10100 - Checking	218.00		
3572	3/15/2015		Overhead			20000 - Accounts Payable	0.00		
3573	60130 - Repairs and Maintenance					Unadjusted balance as at 12/31/2015:	2,406.00		
3574		2 -	To reclassify check #287				450.00		
3575						Adjusted balance :	2,856.00		
3576									
<div> <div> <div>...</div> <div>TB-Balance Sheet</div> <div>Transactions</div> <div>General Ledger</div> <div>Adjusting Entries printout</div> <div>...</div> </div> <div> <div>+</div> <div>:</div> <div></div> </div> </div>									

Hint: Balance as at, Unadjusted balance as at, and Adjusted balance, are clickable. Double-clicking on these in the General Ledger sheet will display the **Account Balance Detail**. When Balance carried over as of date is not the beginning of the year, Balance carried over as of is also clickable.

Excel specifications and limits

Excel Help

specifications and limits

Excel specifications and limits

In this article

- Worksheet and workbook specifications and limits
- Calculation specifications and limits
- Charting specifications and limits
- PivotTable and PivotChart report specifications and limits
- Shared workbook specifications and limits

Worksheet and workbook specifications and limits

Feature	Maximum limit
Open workbooks	Limited by available memory and system resources
Worksheet size	1,048,576 rows by 16,384 columns
Column width	255 characters
Row height	409 points
Page breaks	1,026 horizontal and vertical
Total number of characters that a cell can contain	32,767 characters
Characters in a header or footer	255

If the limit of 1 million rows is reached while creating a Transactions worksheet or a General Ledger worksheet, a new worksheet with a sequential number will be added:

'Transactions 2', 'Transactions 3', etc.

'General Ledger 2', 'General Ledger 3', etc.

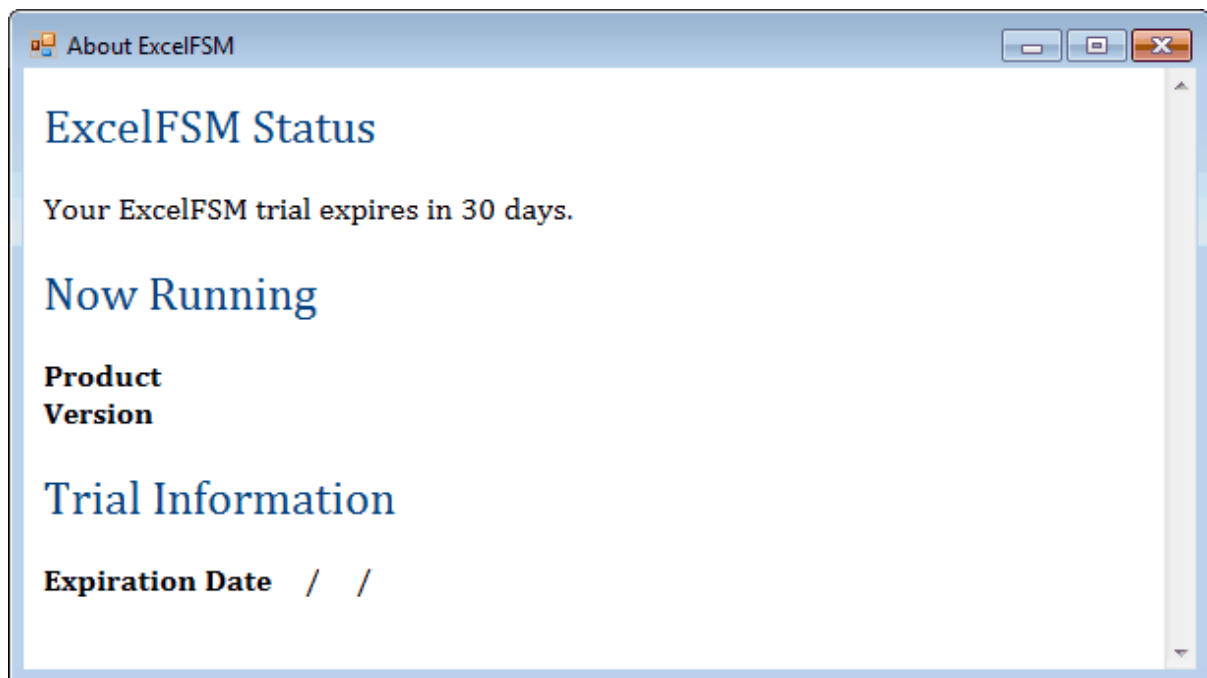
9 Help

The Help button shows this Help file.

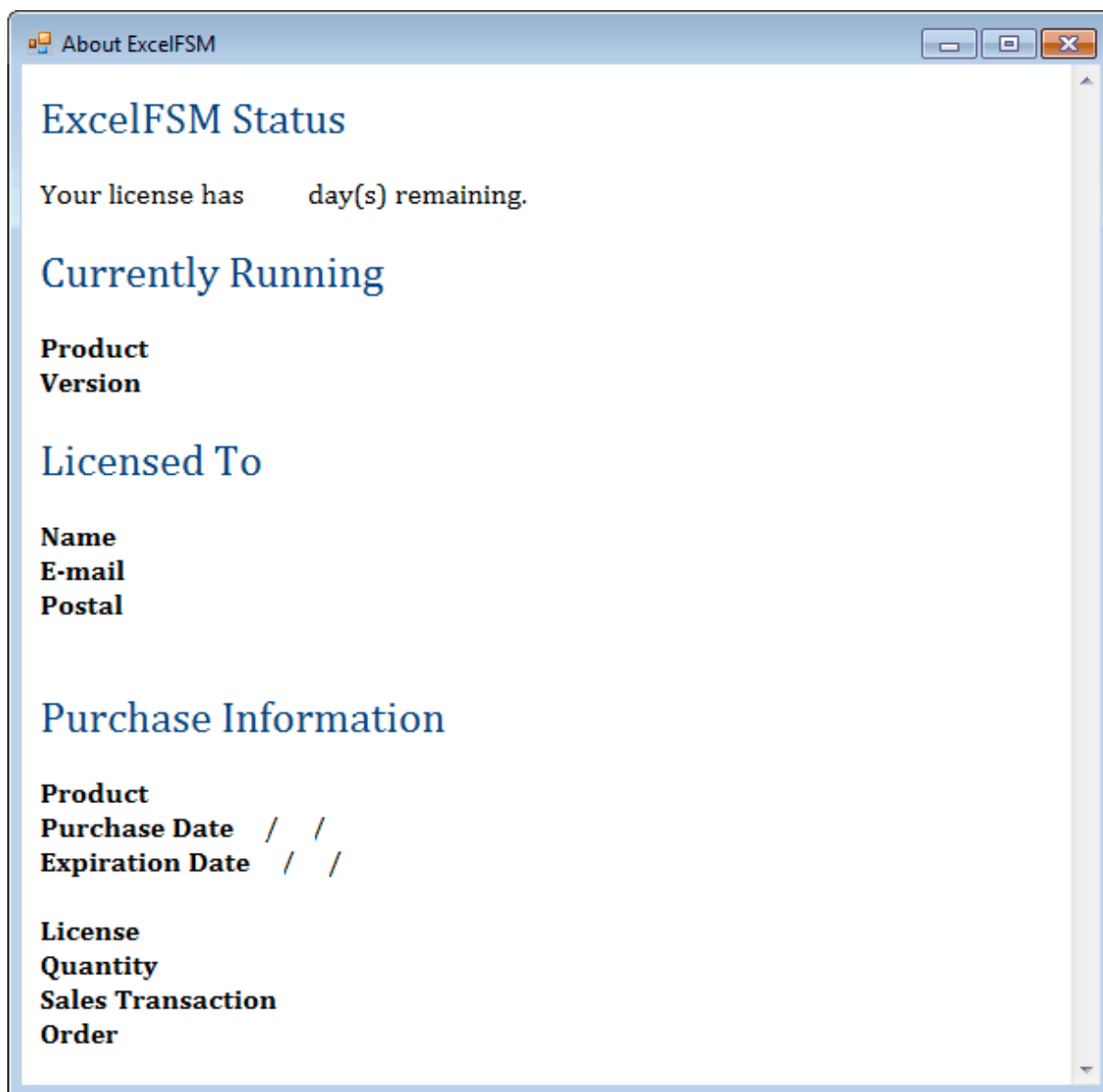
For up to date news, please see excel-fsm.com

10 About

Running ExcelFSM without a license, the following dialog is displayed



Running ExcelFSM with a license, the following dialog is displayed



The Running Product can be:

- ExcelFSM
- ExcelFSM+QBD ExcelFSM with QuickBooks Desktop optional feature
- ExcelFSM+QuickBooks Online ExcelFSM with QuickBooks Online optional feature
- ExcelFSM+QBD+QuickBooks Online
- ExcelFSM+Conso ExcelFSM with Consolidated Financial Statements optional feature
- ExcelFSM+QBD+Conso
- ExcelFSM+QuickBooks Online+Conso
- ExcelFSM+QBD+QuickBooks Online+Conso
- ExcelFSM+WP ExcelFSM with Working papers optional feature
- ExcelFSM+QBD+WP
- ExcelFSM+QuickBooks Online+WP

- ExcelFSM+QBD+QuickBooks Online+WP
- ExcelFSM+Conso+WP
- ExcelFSM+QBD+Conso+WP
- ExcelFSM+QuickBooks Online+Conso+WP
- ExcelFSM+QBD+QuickBooks Online+Conso+WP
- ExcelFSM+GL ExcelFSM with General Ledger Drill Down optional feature
- ExcelFSM+QBD+GL
- ExcelFSM+QuickBooks Online+GL
- ExcelFSM+QBD+QuickBooks Online+GL
- ExcelFSM+Conso+GL
- ExcelFSM+QBD+Conso+GL
- ExcelFSM+QuickBooks Online+Conso+GL
- ExcelFSM+QBD+QuickBooks Online+Conso+GL
- ExcelFSM+WP+GL
- ExcelFSM+QBD+WP+GL
- ExcelFSM+QuickBooks Online+WP+GL
- ExcelFSM+QBD+QuickBooks Online+WP+GL
- ExcelFSM+Conso+WP+GL
- ExcelFSM+QBD+Conso+WP+GL
- ExcelFSM+QuickBooks Online+Conso+WP+GL
- ExcelFSM+QBD+QuickBooks Online+Conso+WP+GL

(Product for Purchase Information must be the same as Running Product)

The Running Version is the one currently installed in your Excel. To see if you are running the current version available, please visit our website excel-fsm.com.

11 ExcelFSM

ExcelFSM transforms Microsoft Excel into a universal fully integrated financial reports generator by implementing the *Financial Statement Module* (US Patent 7139729), and the *Reading, Organizing and Manipulating Accounting Data* (US Patent 7885868).

The *Financial Statement Module* describes a unique and universal method to build financial statements with a computer employing optimal data structures and algorithms, allowing the module to read, organize and manipulate the accounting data of any accounting software.

The *Financial Statement Module* inventor earned a professional degree in computer programming, and a Bachelor's degree in Business Administration, with a concentration in Accounting. He went on to work as an external auditor, generating financial statements from the accounting data of many clients. This accounting data arrived in different forms and was produced by different products. Typically he would start with the trial balance (resulting from the bookkeeping process), make adjustments to account balances in accordance with the generally accepted accounting principles (GAAP), group accounts into financial statement items, present those items by category; and finally, generate reports, financial statements and the auditor's report, first by hand, then with a word processor.

While the industry is replete with products and tools for bookkeeping, there were no universal tools

offering the flexibility and capacities of a word processor while integrating accounting data, to facilitate the work done by accounting persons such as accountants, financial officers, and auditors.

With his unique background combining professional accounting and computer programming, the inventor envisioned a universal tool that would allow an accounting person to extract data from any bookkeeping software package, and easily derive any financial statement. We have yet to find any reference that even comes close to the features of his invention.

We now know how, in a simple way, the *Financial Statement Module*, with its organization of the accounting data in the computer memory and its algorithms, manipulate the data structures to group the accounts' balances into financial items and to group financial statement items' balances into totals, and to build financial statements.

By using this invention, we can now build financial statements from the trial balance accounting data of any accounting system, without any framework to respect. The method makes the distinction between two types of balances appearing on a financial statement, allowing the user to group accounts into financial statements items and to group financial statements items into totals, using simple point and click on the screen. Thanks to the optimal data structures and algorithms of this unique and universal method, we can now build any type of financial statements with a computer.

It should now be understood how a computer allows reading, organizing and manipulation of even two or more trial balances produced by any accounting software. And, it should be understood how the system allows the building of Combined and Consolidated financial statements, using simple point and click on the screen, thanks to this unique and flexible and universal method to build financial statements.

Thanks to the *Financial Statement Module*, the *Excel* spreadsheet has now become

- a universal financial reports generator (for any accounting software) and
- a powerful Trial balance program.

Thanks to the technology of the *ROMAD* patent (*Reading, Organizing and Manipulating Accounting Data*) you can drill down and get the detail of an account balance, and the detail of a transaction, from the financial statements built with ExcelFSM, as well as from the dynamic working papers and the customizable leadsheets.