ExcelFSM is here!

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Read Tria	al Balance Data	Name	Item Balance	Details	*	Rounded	Trial Balance		Sheets Manager	GL	🕜 Help
Chart of	Accounts	Date	Select Period	Compar	ative		Leadsheets		Print		🖔 About
Adjustin	g Entries	Item Titles	s Total	Adjuste	d balance	s *	Grouped Accourt	nts Sheets	Sync with WordFSI	M	
Tria	l Balance	Build	ing a report	Repo	ort presen	tation	Working Pa	apers	Utilities		

with its unique General Ledger Drill Down feature, for any accounting software.

Get the detail of an account balance, and the detail of a transaction, from the financial statements built with ExcelFSM.

Business managers and financial officers

You could **save money on year-end accounting fees** by reproducing the last audited (or reviewed, or compiled) financial statements, using ExcelFSM with the General Ledger Drill Down feature.

Auditors and professional accountants

You could improve efficiency by performing year-end services using the FSM workbook prepared by your client.

Using the General Ledger Drill Down

The first thing to do is to reproduce the last audited (or reviewed, or compiled) financial statements, using ExcelFSM.

Balance Sheet													
As of December 31,													
			N B 5 0	· •	F	SM GLDD 1	2-31-2014.xl	sx - Excel			?	ē –	
	2014	2013	FILE HOME	INSERT PAGE LAYOUT	FORMULA	S DAT	A REVIE	W VIEW	FSM				
ASSETS			Read Trial Balance Data	Name Item Balance	E Details -		Rounded	Trial Balance		Sheets Manage	r GL	🛞 Help	2
Jurrent Assets			Chart of Accounts	Date Select Period	Comparat	tive		Leadsheets		Print		🟅 Abo	ut
Cash	53,191	40,442	Adjusting Entries	Item Titles Total	Adjusted	balances *		Grouped Acc	ounts Sheets	Sync with Wore	JFSM		
Short Term Deposit	19,972	1,720	Trial Balance	Building a report	Repo	rt presentati	on	Working	Papers	Utilitie	s		
Accounts Receivable	21,249	49,024	H26 T	× 1 fr									
Prepaid expenses	4,943	4,050		$\sim 1^{-1}$									
	55,555	35,230	A	В	0.00	c	D	E I	G	н	I	J	+
nventory	12,767	17,903	1		GLDD								+
Deposit on Rent and Wages	2,567	2,567	3		Balance She	et							
ixed Assets	421,719	466,154	4										
	536,408	581,860	5	م	s of Decembe	er 31,							
			6										+
IABILITIES			2					2014	2012				+
urrent Liabilities			9					2014	2013				
Accounts Payable and Accrued Liabilities	13,702	50,477	10 ASSETS										
ong Term Liabilities	421.675	455,896	11 Current Assets										
		,	12 Cash	14				53,191	40,442				+
IET ASSETS			13 Short Term Dep	posit				19,972	1,720				
Capital Stock	500	500	15 Prepaid expensi	ses				4,943	4,050				
Retained Earnings	100,531	74,987	16					99,355	95,236				
	101,031	/5,48/	17										
	536,408	581,860	18 Inventory					12,767	17,903				
			19 Deposit on Rent a	and Wages				2,567	2,567				+
			20 Fixed Assets					421,719	400,134	-			t
			21					536,408	581,860				+
			22 23 LIABILITIES										
			24 Current Liabilitie	s									
			25 Accounts Payab	ble and Accrued Liabilitie	s			13,702	50,477				
			26										
			27 Long Term Liabili	ties				421,675	455,896				
			20 29 NET ASSETS										
			30 Capital Stock					500	500				
			31 Retained Earnin	ngs				100,531	74,987				
			32					101.031	75,487				
			22					536 409	501.000				
			33					536,408	581,860				

If you are not already familiar with ExcelFSM, you can click the following: Get Started With ExcelFSM. For now, you can continue reading

as you will be able to use the FSM GLDD 12-31-2014 workbook sample installed on your Windows Desktop, in the folder called 'ExcelFSM Demo Files'.



The next step is to get the trial balance produced by your accounting software into an Excel file, and, to get the general ledger produced by your accounting software into a second Excel file. This should be straightforward. Typically you would choose the Export, Save As, or Print To File functions within the accounting program.

(Note: ExcelFSM with Support QuickBooks Desktop retrieves the data directly from QuickBooks, without any need to export the data into Excel files.)

If your accounting software exports to Comma Separated Value files (.csv), choose this option. See how

If your accounting software exports to Excel spreadsheets directly, you can choose this option, but the Comma Separated Value files might be more reliable since they do not have special characters and formatting that the 'export to excel' feature might have.

If your accounting program exports or prints to text (.txt) files, you can also choose this option. See how

If the account numbers and the account titles are in the same column in the resultant trial balance excel file, you should split it in two columns.

See how

For now, you can continue reading as you will be able to use the excel files samples TB2015 and GL2015 installed on your Windows Desktop.

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	FILE HOME	INSERT PAGE LAYOUT FORMULAS DATA REVIE	W VIEW	FSM	XI I	5-	~ ∓			GL2015.xl	sx - Excel			?	. – .	×
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Ad	ljusting Entries	Item Balance Total Adjusted balances *	Groupe	d Accounts Sheet	Chart o	f Accounts		Suggested Ite	em Titles	parative		Leadshee	ets	Print	5 About	
	Trial Balance	Building a report Report presentation		Norking Papers	Adjusti	ng Entries	1	tem Balance	Total Adju	sted balances	~	Grouped	Accounts Sheets			
A	26 *	$\times \sqrt{f_r}$ 24020			Tr	rial Balance		Building	a report 6	Report presenta	ition	W	Vorking Papers			^
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4	A	B	с	D	MED		. [7	~ J.								
1			31-Dec-15		1	A	В	C	D				E	F	G	-
2			Debit	Credit	1	Di	ate	Ref	Description		Allo	cation Ac	count	Amount E	Salance	
3	10100 Che	ecking	46969.1		2 10	0100 · Chec	king								36810.16	
4	10300 Savi	ings	17910.19		3		1/3/2015	5 242	Sergeant Insurance		2000	00 · Accou	ints Payable	-4050	32760.16	
5	10400 Pet	ty Cash	500		4		1/6/2015	i			1200	00 · Unde	posited Funds	95.69	32855.85	_
6	11000 Acc	ounts Receivable	93007.93		5		1/7/2015	5			1200	00 · Unde	posited Funds	1924.4	34780.25	_
-	12000 Und	deposited Funds	2440		6		1/7/2015	5			1200	00 · Unde	posited Funds	210	34990.25	_
8	12100 Invo	entory Asset	30683.38		7	1	1/13/2015	5 243	East Bayshore Auto M	all	2000	00 · Accou	ints Payable	-532.97	34457.28	_
9	12800 Emp	ployee Advances	832		8	1	1/13/2015	5 10001	Dan T. Miller		-SPL	JT-		-1299.61	33157.67	_
10	13100 Pre-	-paid insurance	4050		9	1	1/13/2015	5 10002	Elizabeth N. Mason		-SPL	.IT-		-890,57	32267.1	_
12	15400 Ret	ainage Receivable	3/03.02		10	1	1/13/2015	10003	Gregg O. Schneider		-SPL	.11-		-1033.99	31233.11	-17
12	15100 Voh	hidos	79936-91		11		1/15/2015	10004	Elizabeth N. Mason		-SPL	.11-		-921.28	30311.83	-17
14	15200 Puil	Idings and Improvements	225000		12	1	1/15/2015	244	CalOII Company		2060	0 · CalOII	Credit Card	-530	29781.83	-17
15	15200 Bui	struction Equipment	15200		13		1/15/2015	245	State Board of Equalit	ation	2550	J0 · Sales	Tax Payable	-/2.18	29709.65	-17
16	16900 Lan	d	90000		14		1/1//2015	240	Sergeant Insurance		2000	JU · Accou	ints Payable	-/12.50	28997.09	-17
17	17000 Acc	umulated Depreciation	20000	110344.6	15		1/1//2013				1200	JU · Unde	posited Funds	400	29397.09	-
18	18700 Sec	urity Deposits	1720	110344.0	10		1/2//2013	10006	Dee T. Miller		1200	JU · Unde	posited Funds	12092	31489.09	-
19	20000 Acc	ounts Payable		26636.92	10		1/27/2013	10005	Grand O. Schneider		-SPL			-1299.0	30135,45	-
20	20500 Qui	ickBooks Credit Card		94.2	10		1/21/2013	247	Thomas Kitchon & Bai	th.	2000		ints Davable	-1004.04	29123.45	- 1
21	20600 Calo	Oil Credit Card		382.62	20		1/21/2015	241	Thomas kitchen & ba		1200	0. Hode	nosited Funds	12900	42001.61	-
22	23000 Loa	n - Vehicles (Van)		10501.47	20		1/21/2015	249	A Cheung Limited		2000		ints Pavable	-3500	29501.61	-
23	23100 Loa	n - Vehicles (Utility Truck)		19936.91	22		1/31/2015	249	Bayshore CalOil Servi	CP.	6011	10 - Fuel	inca Payaore	-142	39359.61	-
24	23200 Loa	n - Vehicles (Pickup Truck)		22641	4455 70	100 · Othe	r Income		bayshore caron servi	ve	001	10-10-1		-146	0	- 1
25	24010 Fed	deral Withholding		1364	4456		9/30/2015	FC 1	Smith, Lee:Patio		1100	00 · Accou	ints Receivable	-5	-5	-
74	64800 Too	ols and Machinery	2820.68		4457		10/1/2015	FC 2	Nguyen, Tuan:Garage		1100	00 · Accou	ints Receivable	-35.65	-40.65	
75	65110 Gas	and Electric	1164.16		4458	10	0/31/2015	FC 3	Smith, Lee:Patio		1100	00 · Accou	ints Receivable	-18.73	-59.38	-17
76	65120 Tele	ephone	841.15		4459		11/3/2015	FC4	Nguyen, Tuan:Garage		1100	00 · Accou	ints Receivable	-43.89	-103.27	
77	65130 Wat	ter	264		4460	:	12/1/2015	FC 5	Nguyen, Tuan:Garage		1100	00 · Accou	ints Receivable	-37.58	-140.85	
78	70100 Oth	ner Income		146.8	4461	1	2/11/2015	FC 6	Cook, Brian:Kitchen		1100	00 · Accou	ints Receivable	-5.95	-146.8	
79	70200 Inte	erest Income		229.16	4462 Te	otal 70100 -	Other In	come						-146.8	-146.8	
80	TOTAL		1082101.1	1082101.1	4463 70	0200 · Inter	rest Incom	1e							0	
81					4464		3/30/2015	5	Overhead		1030	00 · Saving	gs	-87.03	-87.03	
82					4465		6/30/2015	5	Overhead		1030	00 · Savin	gs	-72.93	-159.96	
83					4466	1	9/30/2015	5	Overhead		1030	00 · Saving	gs	-69.2	-229.16	
84					4467 To	otal 70200 -	Interest	Income						-229.16	-229.16	
85					4468											
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You now have all you need to prepare the FSM workbook that will be used to perform the audit/review/compilation of the financial statements. With Excel running, open the FSM workbook with the last audited (or reviewed, or compiled) financial statements reproduced using ExcelFSM.

Select the FSM tab and click the Read Trial Balance Data button

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FILE	HOME	INSERT	PAGE LAYOUT	FORMULAS	DATA	REVIEW	VIEW	FSM					Sign in
Read Trial	Balance Data	Name	Item Balance	■ Details →	Ro	unded 1	rial Balance		Sheets Manager	GL	0	Help	
Chart of A	ccounts	Date	Select Period	III Comparative		L	eadsheets		Print		8	About	
Adjusting	Entries	Item Titles	Total	Adjusted bala	nces 🔹	(brouped Acco	unts Sheets	Sync with WordFSM				
Trial	Balance	Buildir	ng a report	Report pr	esentation		Working	Papers	Utilities				~

Select 'With GL transactions' from the following dialog

Read TB Data Options	
Consolidated FS option	
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With GL transactions	
Without GL transactions	
ОК	Cancel

Select the trial balance excel file

🗶 Read Trial Balance Data		x
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File <u>n</u> an	ne: TB2015 🗸	Trial Balance Data Files 🔹
	Too <u>i</u> s 🔻	Open Cancel

The Read Trial Balance Data dialog being pre-filled according to the previous financial period, update the as-of date to reflect the new financial period.

Read Trial Balance Data	X										
Specify Name of enterprise											
GLDD											
As-of Date for this Trial E	As-of Date for this Trial Balance										
Specify Worksheet Column	3										
Account number	Α										
Account Title	В										
Debit column	С										
Credit column	D										
Copy adjusting entries											

Select the General Ledger excel file



ExcelFSM then shows the following dialog to allow you to specify additional information about this general ledger file from which ExcelFSM will read the transactions data

I General Ledger Data	- A	A B	С	D	E	F	G
	1	Date	Ref	Description	Allocation Account	Amount	Balance
fy	2 101	00 · Checking	_				36810.1
ral ledger from date 1/ 1/2015 -	3	1/3/20	15 24	2 Sergeant Insurance	20000 · Accounts Payable	-4050	32760.1
	4	1/6/20	15		12000 · Undeposited Funds	95.69	32855.8
transaction row 3	5	1/7/20	15		12000 · Undeposited Funds	1924.4	34780.2
	6	1/7/20	15		12000 · Undeposited Funds	210	34990.2
unt description column	7	1/13/20	15 24	3 East Bayshore Auto Mall	20000 · Accounts Payable	-532.97	34457.2
er of rows above first transaction row_1	8	1/13/20	15 1000	Dan T. Miller	-SPLIT-	-1299.61	33157.6
		1/10/20	10 1000	2 Elizabeth N. Mason	-SPLIT-	-890.57	32267
unt ending balance column Credit	10	1/13/20	15 1000	3 Gregg O. Schneider	-SPLIT-	-1033.99	31233.1
specify the same column if debits G G G	11	1/15/20	15 1000	4 Elizabeth N. Mason	-SPLIT-	-921.28	30311.8
er of rows below last transaction row. 1	12	1/15/20	15 24	4 CalOil Company	20600 · CalOil Credit Card	-530	29781.8
	13	1/15/20	15 24	5 State Board of Equalization	25500 · Sales Tax Payable	-72.18	29709.
	14	1/17/20	15 24	6 Sergeant Insurance	20000 · Accounts Payable	-712.56	28997.
fy Worksheet Columns	15	1/17/20	15		12000 · Undeposited Funds	400	29397.
Parties data	16	1/27/20	15		12000 · Undeposited Funds	2092	31489.
action date b	17	1/27/30	15 1000	5 Dan T. Miller	-SPLIT-	-1299.6	30189.
saction document C	18	1/27/20	15 1000	6 Gregg O. Schneider	-SPLIT-	-1064.04	29125.
ation account E	19	1/31/10	15 24	7 Inomas Kitchen & Bath	20000 · Accounts Payable	-23.84	29101
nt Dahit Credit	20	1/31/20	15		12000 · Undeposited Funds	13900	43001
E E	21	1/31/20	15 24	8 A Sheung Limited	20000 · Accounts Payable	-3500	39501
the same column if debits and conditions in the same column"	22	1/31/20	15 24	9 Bayshore colOil Service	60110 · Fuel	-142	39359
the same column is beaus and creaks are in the same column	4455 701	00 · Other Incom	e				
transaction fields (optional)	4456	9/30/20	15 FC 1	Smith, Lee:Patio	11000 Accounts Receivable	-5	
	4457	10/1/20	15 FC 2	Nguyen, Tuan:Garage	11000 · Accounts Receivable	-35.65	-40
	4458	10/31/20	15 FC 3	Smith, Lee:Patio	11009 - Accounts Receivable	-18.73	-59
ption D	4459	11/3/20	15 FC 4	Nguyen, Tuan:Garage	11000 · Accounts Receivable	-43.89	-103
	4460	12/1/20	15 FC 5	Nguyen, Tuan:Garage	11000 · Accounts Receivable	-57.58	-140
	4461	12/11/20	15 FC 6	Cook, Brian:Kitchen	11000 · Accounts Receivable	-5.95	-14
	4462 Tot	al 70100 - Other I	ncome			116.0	-14
OK Cancel	4463 702	00 · Interest Inco	me				
	4464	3/30/20	15	Overhead	10300 · Savings	-87.03	-87
a column condition with the second in a succession	4465	6/30/20	15	Overhead	10300 · Savings	-72.93	-159
e coorne, creato mas de regative numbero	4466	9/30/20	15	Overhead	10300 · Savings	-69.2	-229
	4467 Tot	al 70200 · Interes	t Income			-229.16	-229.
	4468						
	4469						
	4470						
	4	GL2015	(+)		E 4		

Once the reading and organizing process is completed, the number of new accounts added to the Chart of Accounts is displayed, the new accounts are shown at the top of the Chart, to make is easier to group these new accounts into the financial statements, and a 'ReadTBData printout' is generated.



Note: The only purpose for this 'ReadTBData printout' is to help you verify that the trial balance was read correctly. You may print it, delete it, etc.

Group the new accounts into the financial statements

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	20000	GuickBooks Credit C	aro		-94.2	40199	Less Disco	unts given Enright & Dahum			48.30
ASSET	24010	Federal Withholding			-1364	54200	Favoret	Rental	1	~	1850
Ourre	24020	FICA Payable			-2118.82	54599	Less Disco	unts Taken		-2	01.8
Carle	24030	AEIC Payable			0	62710	Gross Wag	es		110	400.1
Cas cha	24040	FUTA Payable		-100	62720	Payrol Tax	65		84	45.6	
Sho	24050	State Withholding		-299			FUTA Epo	nee			26
Acc	24060	SUTA Payable			-110	62740	SUTA Dep	anse		1	233.
Pre	24070	State Disability Paya	ale		-48.13	63100	Postage				104.3
	24080	Worker's Compensat	ion		-1214.31	64210	Building Re	pairs			170
_	24100	Emp. Health ins Pays	sble		-150	70100	Other Incor	56			-145.2
Inven	235000	Sales Tax Payable			-997.63	-					
Depo	-					-					
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Curre	Credit			Keep Position A	And Size 📝	V Sho	v Account B	alances		<u>List AILAc</u>	2000
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		1111						404 676			-
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						3	35,871	101,031			
						7	56,314	536,408			
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1		GLDD						
3		Balance Sheet						
5		As of December 31,						
6								
8				2015	2014			
9								
10 ASSET	😌 Item Balance (as of 12/31/2015)	1						x
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13 Sho	62110 Week Comp	13	657.07	_				
14 Aco	62420 Loan Interest	1	995.65					
15 Pres	62710 Gross Wages	11	0400.1					
16	62720 Payrol Taxes	8	445.61					
17	62730 FUTA Expense		268					
	62740 SUTA Expense		1233.5					
18 Inven	63100 Postage		104.2					
19 Depos	63610 Accounting		250					
D Fixed	63900 Rent		0					
1	64220 Computer Repairs		0					
	64230 Equipment Repairs		1350					
2	64210 Building Repairs		1/5					_
	65110 Gas and Bastele		164 16					
4 Curre	65120 Telephone		841.15 =					
5 Aco	65130 Water		264					
no i	70100 Other Income		-145.8					
7 Long	70200 Interest Income		229.16					
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11 Retai	ined Earnings			214,091	100,531			
32				214,591	101,031			
33				635,034	536,408			
34								
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F	Balance Sheet ReadT	BData 12-31-2015printout	t ReadT8	Data 12-31-3	2014printout	. :	4	
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Once the grouping of the new accounts into the financial statements is done, you can click the Chart of Accounts button to reorder the new accounts and then generate a printout sheet with account groupings

	A	В		C	D	E	F	
1		GLDD	· · · · · · · · · · · · · · · · · · ·					
2		Chart of Accounts						
3		12/31/2015						
4								
5	No	Title		Sense	Balance Sheet			
6	10100	Checking		Debit	E12			
7	10300	Savings		Debit	E12			
8	10400	Petty Cash		Debit	E12			
9	11000	Accounts Receivable		Debit	E14			
10	12000	Undeposited Funds		Debit	E13			
11	12100	Inventory Asset		Debit	E18			
12	12800	Employee Advances		Debit	E19			
13	13100	Pre-paid Insurance		Debit	E15			
14	13400	Retainage Receivable	Debit	E19				
15	15000	Furniture and Equipment	Debit	E20				
16	15100	Vehicles	Debit	E20				
17	15200	Buildings and Improvements		Debit	E20			
18	15300	Construction Equipment		Debit	E20			
19	16900	Land		Debit	E20			
20	17000	Accumulated Depreciation		Credit	E20			
21	18700	Security Deposits		Debit	E13			
22	20000	Accounts Payable		Credit	E25			
23	20500	QuickBooks Credit Card		Credit	E25			
24	20600	CalOil Credit Card		Credit	E25			
25	23000	Loan - Vehicles (Van)		Credit	E27			
26	23100	Loan - Vehicles (Utility Truck)		Credit	E27			
27	23200	Loan - Vehicles (Pickup Truck)		Credit	E27			
28	24010	Federal Withholding		Credit	E25			
29	24020	FICA Payable		Credit	E25			
30	24030	AEIC Payable		Debit	E25			
31	24040	FUTA Payable		Credit	E25			
32	24050	State Withholding		Credit	E25			
33	24060	SUTA Payable		Credit	E25			
34	24070	State Disability Payable		Credit	E25			
35	24080	Worker's Compensation		Credit	E25			
36	24100	Emp. Health Ins Payable		Credit	E25			
37	25500	Sales Tax Payable		Credit	E25			
	• •	Balance Sheet Chart of Accounts printout	ReadTBData 12-31-2015printout	R	🕂 🗄 🖪			▶
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From the financial statement, select an item balance and click the 'Details' button.

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10	ASSET	rs						<u> </u>									
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12	Casi	h							65,379	D	53,191						
13	Sho	rt Term Dep	oosit						4,160		19,972			_			_
14	Acce	ounts Recei	vable						93,008		21,249			_			-
15	Prep	paid expens	ses						4,050		4,943			-			-
10									166,597		99,355			-			-
19	Invan	ton							20.692		12 767			-			-
19	Depos	sit on Rent :	and Wages						4,535		2,567			-			-
20	Fixed	Assets							433,218	-	421,719			+			11
-									635 633		E36 400			-			11
21									035,035		550,408			+			-
22	HABI	ITIES											-				-
24	Curre	nt Liabilitie	s														
25	Acce	ounts Payab	ole and Acc	rued Liab	oilities				33,476		13,702						11
26																	1
27	Long 1	Term Liabili	ties						386,966		421,675						
28																	
29	NET A	SSETS															
30	Cap	ital Stock							500		500		_				
31	Reta	ained Earnii	ngs						214,091		100,531		_				-
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The accounts grouped in the Item are shown

READY

From the item details, double click an account's balance.

The Account Unadjusted Balance Detail is displayed (all the transactions allocated to that account from the beginning of the year)

🖳 Account Unadjusted Balance Detail

10100 - Checking

Balance carried over as of 1/1/2015: 36,810.16 Debit

Date	Docum	Description	Allocation	Debit	Credit	^
1/3/2015	242	Sergeant Insurance	20000 - Accounts Payable		4,050.00	
1/13/2015	243	East Bayshore Auto Mall	20000 - Accounts Payable		532.97	
1/13/2015	C1000T	Dan T. Miller	-SPLIT-		1,299.61	
1/13/2015	10002	Elizabeth N. Mason	-SPLIT-		890.57	
1/13/2015	10003	Gregg O. Schneider	-SPLIT-		1,033.99	
1/15/2015	10004	Elizabeth N. Mason	-SPLIT-		921.28	
1/15/2015	244	CalOil Company	20600 - CalOil Credit Card		530.00	
1/15/2015	245	State Board of Equalization	25500 - Sales Tax Payable		72.18	
1/17/2015	246	Sergeant Insurance	20000 - Accounts Payable		712.56	
1/27/2015	10005	Dan T. Miler	-SPLIT-		1,299.60	
1/27/2015	10006	Gregg O. Schneider	-SPLIT-		1,064.04	
1/31/2015	247	Thomas Kitchen & Bath	20000 - Accounts Payable		23.84	
1/31/2015	248	A Cheung Limited	20000 - Accounts Payable		3,500.00	
1/31/2015	249	Bayshore CalOil Service	60110 - Fuel		142.00	
1/31/2015	250	Dianne's Auto Shop	60130 - Repairs and Maintenance		236.00	
1/31/2015	251	Bayshore Water	65130 - Water		24.00	-

Generate Printout Sheet Unadjusted balance as at 12/31/2015: 46,969.10 Debit

Close

🚽 Transaction Detail

1/13/2015 10001

Date	Docum	Description	Allocation	Debit	Credit
1/13/2015	10001	Dan T. Miller	10100 - Checking		1,299.61
1/13/2015	10001	Dan T. Miller	24010 - Federal Withholding		112.00
1/13/2015	10001	Dan T. Miller	24020 - FICA Payable		98.96
1/13/2015	10001	Dan T. Miler	24020 - FICA Payable		98.96
1/13/2015	10001	Dan T. Miller	24020 - FICA Payable		23.14
1/13/2015	10001	Dan T. Miller	24020 - FICA Payable		23.14
1/13/2015	10001	Dan T. Miller	24030 - AEIC Payable	0.00	
1/13/2015	10001	Dan T. Miller	24040 - FUTA Payable		12.77
1/13/2015	10001	Dan T. Miller	24050 - State Withholding		18.61
1/13/2015	10001	Dan T. Miller	24060 - SUTA Payable		1.60
1/13/2015	10001	Dan T. Miller	24060 - SUTA Payable		83.80
1/13/2015	10001	Dan T. Miler	24070 - State Disability Payable		18.83
1/13/2015	10001	Dan T. Miller	24080 - Worker's Compensation		266.11
1/13/2015	10001	Dan T. Miller	24100 - Emp. Health Ins Payable		25.00
1/13/2015	10001	Overhead	62130 - Work Comp	266.11	
1/13/2015	10001	Overhead	62710 - Gross Wages	1,596.15	
1/13/2015	10001	Overhead	62720 - Payroll Taxes	98.96	
1/13/2015	10001	Overhead	62720 - Payroll Taxes	23.14	
1/13/2015	10001	Overhead	62730 - FUTA Expense	12.77	
1/13/2015	10001	Overhead	62740 - SUTA Expense	1.60	
1/13/2015	10001	Overhead	62740 - SUTA Expense	83.80	

From the Transaction Detail (idem from the Account Unadjusted Balance Detail), double click an allocation account,

🖳 Account Unadjusted Balance Detail

24010 - Federal Withholding

Balance carried over as of 1/1/2015: 0.00 Cr

Date	Docum	Description	Allocation	Debit	Credit	*
1/13/2015	10001	Dan T. Miller	10100 - Checking		112.00	-
1/13/2015	10002	Elizabeth N. Mason	10100 - Checking		130.00	-
1/13/2015	10003	Gregg O. Schneider	10100 - Checking		168.00	
1/15/2015	10004	Elizabeth N. Mason	10100 - Checking		137.00	
1/27/2015	10005	Dan T. Miller	10100 - Checking		112.00	
1/27/2015	10006	Gregg O. Schneider	10100 - Checking		181.00	
2/7/2015	256	Great Statewide Bank	10100 - Checking	840.00		
2/10/2015	10007	Dan T. Miller	10100 - Checking		112.00	
2/10/2015	10008	Elizabeth N. Mason	10100 - Checking		130.00	
2/10/2015	10009	Gregg O. Schneider	10100 - Checking		168.00	
2/24/2015	10010	Dan T. Miller	10100 - Checking		112.00	
2/24/2015	10011	Elizabeth N. Mason	10100 - Checking		140.00	
2/24/2015	10012	Gregg O. Schneider	10100 - Checking		187.00	
3/7/2015	276	Great Statewide Bank	10100 - Checking	849.00		
3/10/2015	10013	Dan T. Miller	10100 - Checking		112.00	
3/10/2015	10014	Elizabeth N. Mason	10100 - Checking		130.00	-

Generate Printout Sheet Unadjusted balance as at 12/31/2015: 1,364.00 Credit

Close

🖳 Account Unadjusted Balance Detail

10100 - Checking

Balance carried over as of 1/1/2015: 36,810.16 Debit

Date	Docum	Description	Allocation	Debit	Credit	^
1/3/2015	242	Sergeant Insurance	20000 - Accounts Payable		4,050.00	
1/13/2015	243	East Bayshore Auto Mall	20000 - Accounts Payable		532.97	
1/13/2015	10001	Dan T. Miller	-SPLIT-		1,299.61	
1/13/2015	10002	Elizabeth N. Mason	-SPLIT-		890.57	
1/13/2015	10003	Gregg O. Schneider	-SPLIT-		1,033.99	
1/15/2015	10004	Elizabeth N. Mason	-SPLIT-		921.28	
1/15/2015	244	CalOil Company	20600 - CalOI Credit Card		530.00	
1/15/2015	245	State Board of Equalization	25500 - Sales Tax Payable		72.18	
1/17/2015	246	Sergeant Insurance	20000 - Accounts Payable		712.56	
1/27/2015	10005	Dan T. Miller	-SPLIT-		1,299.60	
1/27/2015	10006	Gregg O. Schneider	-SPLIT-		1,064.04	
1/31/2015	247	Thomas Kitchen & Bath	20000 - Accounts Payable		23.84	
1/31/2015	248	A Cheung Limited	20000 - Accounts Payable		3,500.00	
1/31/2015	249	Bayshore CalOil Service	60110 - Fuel		142.00	
1/31/2015	250	Dianne's Auto Shop	60130 - Repairs and Maintenance		236.00	
1/31/2015	251	Bayshore Water	65130 - Water		24.00	Ŧ

Generate Printout Sheet

Unadjusted balance as at 12/31/2015: 46,969.10 Debit

Close

creates a new worksheet with the Account Unadjusted Balance Detail

	Α	В	С	D	E	F	G	Н	I	
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5	10100 - Cheo	cking				Balance carried over as of 1/1/2015:	36,810.16			
6	Date	Docum		Description		Allocation	Debit	Credit		
7	1/3/2015	242	5	Sergeant Insurance		20000 - Accounts Payable		4,050.00		
8	1/13/2015	243	E	East Bayshore Auto Mall		20000 - Accounts Payable		532.97		
9	1/13/2015	10001	. [Dan T. Miller		-SPLIT-		1,299.61		
10	1/13/2015	10002	E	Elizabeth N. Mason		-SPLIT-		890.57		
11	1/13/2015	10003	(Gregg O. Schneider		-SPLIT-		1,033.99		
12	1/15/2015	10004	E	Elizabeth N. Mason		-SPLIT-		921.28		
13	1/15/2015	244	(CalOil Company		20600 - CalOil Credit Card		530.00		
14	1/15/2015	245	5	State Board of Equalization		25500 - Sales Tax Payable		72.18		
15	1/17/2015	246	5	Sergeant Insurance		20000 - Accounts Payable		712.56		
16	1/27/2015	10005	[Dan T. Miller		-SPLIT-		1,299.60		
17	1/27/2015	10006	6	Gregg O. Schneider		-SPLIT-		1,064.04		
18	1/31/2015	247	ר ו	Thomas Kitchen & Bath		20000 - Accounts Payable		23.84		
19	1/31/2015	248	1	A Cheung Limited		20000 - Accounts Payable		3,500.00		
20	1/31/2015	249	E	Bayshore CalOil Service		60110 - Fuel		142.00		
21	1/31/2015	250		Dianne's Auto Shop		60130 - Repairs and Maintenance		236.00		
22	1/31/2015	251	. E	Bayshore Water		65130 - Water		24.00		
23	1/31/2015	252		Cal Telephone		-SPLIT-		80.00		
24	1/31/2015	DRAFT	E	Bad Check Charges		60600 - Bank Service Charges		12.50		
25	1/31/2015	253	E	Bank of Anycity		-SPLIT-		2,710.90		
26	2/3/2015	254	(Cal Gas & Electric		20000 - Accounts Payable		122.68		
27	2/7/2015	255	E	Employment Development Department		-SPLIT-		513.36		
28	2/7/2015	256		Great Statewide Bank		-SPLIT-		2,159.71		
29	2/7/2015	257	5	Sergeant Insurance		24100 - Emp. Health Ins Payable		125.00		
30	2/7/2015	258	5	State Fund		24080 - Worker's Compensation		804.16		
31	2/10/2015	259	(Cal Telephone		20000 - Accounts Payable		56.17		
32	2/10/2015	260	E	East Bayshore Auto Mall		20000 - Accounts Payable		532.97		
33	2/10/2015	261	٦	Timberloft Lumber		20000 - Accounts Payable		140.00		
34	2/10/2015	262	(C.U. Electric		20000 - Accounts Payable		300.00		
35	2/10/2015	10007	1	Dan T. Miller		-SPLIT-		1,299.59		
36	2/10/2015	10008	E	Elizabeth N. Mason		-SPLIT-		890.56		
37	2/10/2015	10009	(Gregg O. Schneider		-SPLIT-		1,033.98		
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You can manipulate the printout data. For example, you can sort the rows to get the largest credited amounts at the top:

- Select the rows
- Click the 'Sort' button from the 'Data' tag
- Select the column Credit and the order Largest to Smallest

- Click OK

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The rows are sorted with the largest credited amounts at the top:

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1	GLDD									
2						Account Unadjusted Balance Detail				
3										
4										
5	10100 - Cheo	cking				Balance carried over as of 1/1/2015:	36,810.16			
6	Date	Docum	Π	Description	П	Allocation	Debit	Credit		
7	11/25/2015	20151125	Π		Π	10300 - Savings		42,300.00		
8	6/30/2015	340		Zeng Building Supplies		20000 - Accounts Payable		11,807.80		
9	6/15/2015	336		CalOil Company		20600 - CalOil Credit Card		9,164.00		
10	12/10/2015	493		Timberloft Lumber		20000 - Accounts Payable		8,000.00		
11	9/15/2015	397		Thomas Kitchen & Bath		20000 - Accounts Payable		7,719.95		
12	12/15/2015	504		Perry Windows & Doors		20000 - Accounts Payable		6,935.75		
13	11/28/2015	468		Timberloft Lumber		20000 - Accounts Payable		6,790.00		
14	10/15/2015	422		CalOil Company		20600 - CalOil Credit Card		6,534.28		
15	5/31/2015	323		Kershaw Computer Services		20000 - Accounts Payable		6,500.00		
16	12/15/2015	514		Sloan Roofing		20000 - Accounts Payable		5,700.00		
17	12/5/2015	484		Patton Hardware Supplies		20000 - Accounts Payable		5,325.00		
18	9/15/2015	395		Perry Windows & Doors		20000 - Accounts Payable		4,998.95		
19	7/15/2015	355		CalOil Company		20600 - CalOil Credit Card		4,674.89		
20	1/3/2015	242		Sergeant Insurance		20000 - Accounts Payable		4,050.00		
21	7/7/2015	347		Sergeant Insurance		20000 - Accounts Payable		4,050.00		
22	7/31/2015	359		Sergeant Insurance		20000 - Accounts Payable		4,050.00		
23	9/15/2015	396		Sloan Roofing		20000 - Accounts Payable		4,000.00		
24	12/11/2015	497		Washuta & Son Painting		20000 - Accounts Payable		4,000.00		
25	8/7/2015	366		McClain Appliances		20000 - Accounts Payable		3,828.70		
26	11/7/2015	442		McClain Appliances		20000 - Accounts Payable		3,813.60		
27	1/31/2015	248		A Cheung Limited		20000 - Accounts Payable		3,500.00		
28	11/14/2015	451		Larson Flooring		20000 - Accounts Payable		3,200.00		
29	7/7/2015	349		Great Statewide Bank		-SPLIT-		3,137.66		
30	5/23/2015	322		Custom Kitchens of Bayshore		20000 - Accounts Payable		3,076.32		
31	6/27/2015	339		Custom Kitchens of Bayshore		20000 - Accounts Payable		3,076.32		
32	2/28/2015	266		Thomas Kitchen & Bath		20000 - Accounts Payable		3,037.00		
33	1/31/2015	253		Bank of Anycity		-SPLIT-		2,710.90		
34	2/28/2015	271		Bank of Anycity		-SPLIT-		2,710.90		
35	3/31/2015	291		Bank of Anycity		-SPLIT-		2,710.90		
36	4/30/2015	309		Bank of Anycity		-SPLIT-		2,710.90		
37	5/31/2015	327		Bank of Anycity		-SPLIT-		2,710.90		
	<	GL 1010	0 0	Checking Balance Sheet Chart of Act	со	ounts printout 🛛 ReadTBData 12 🕂) : •			F
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After selecting all disbursements with an amount higher or equal to 4,000, you can make a random selection among the other disbursements:

- In a new column (I), click the cell of the first row you want to select from
- Click Fx
- Select the 'Math & Trig' category
- Select 'RAND'
- Click OK

R/	ND *	: X	$\checkmark f_x =$					~
	А	в	D	E F	G	н	I	-
1	GLDD							
2				Account Unadjusted Balance Detail				
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5	10100 - Che	cking		Balance carried over as of 1/1/2015:	36,810.16			
6	Date	Docum	Description	Allocation	Debit	Credit		
7	11/25/2015	20151125		10300 - Savings		42,300.00		
8	6/30/2015	340	Zeng Building Supplies	20000 - Accounts Payable		11,807.80		
9	6/15/2015	336	C IOil Company	20600 - CalOil Credit Card		9,164.00		
10	12/10/2015	493	T mberloft Lumber	20000 - Accounts Payable		8,000.00		
11	9/15/2015	397	Insert Function			7,719.95		
12	12/15/2015	504	Search for a function:			6,935.75		
13	11/28/2015	468	The shield developing of which are weather a	hand then		6,790.00		
14	10/15/2015	422	click Go	<u>Go</u>		6,534.28		
15	5/31/2015	323	Or select a category, Math & Trig			6,500.00		
16	12/15/2015	514				5,700.00		
17	12/5/2015	484	select a functiog:			5,325.00		
18	9/15/2015	395	PADIAN	*		4,998.95		
19	7/15/2015	355	RANDBETWEEN			4,674.89		
20	1/3/2015	242	BOUND			4,050.00		
21	7/7/2015	347	ROUNDDOWN			4,050.00		
22	7/31/2015	359	ROUNDUP	•		4,050.00		
23	9/15/2015	396	RANDO Returns a random number greater than or equi	at to 0 and less than 1, evenly		4,000.00		
24	12/11/2015	497	distributed (changes on recalculation).	a to o and icos man 2, crony		4,000.00	\sim	
25	8/7/2015	366				3,828.7	=	D
26	11/7/2015	442				3,813.60	\sim	-
27	1/31/2015	248	Links on this function			3,500.00		
28	11/14/2015	451	They on this runction	OK Cancel		3,200.00		
29	7/7/2015	349	Great Statewide Bank	-SPLIT-		3,137.66		
30	5/23/2015	322	Custom Kitchens of Bayshore	20000 - Accounts Payable		3,076.32		
31	6/27/2015	339	Custom Kitchens of Bayshore	20000 - Accounts Payable		3,076.32		
32	2/28/2015	266	Thomas Kitchen & Bath	20000 - Accounts Payable		3,037.00		
33	1/31/2015	253	Bank of Anycity	-SPLIT-		2,710.90		
34	2/28/2015	271	Bank of Anycity	-SPLIT-		2,710.90		
35	3/31/2015	291	Bank of Anycity	-SPLIT-		2,710.90		
36	4/30/2015	309	Bank of Anycity	-SPLIT-		2,710.90		
37	5/31/2015	327	Bank of Anycity	-SPLIT-		2,710.90		×
	< ►	GL 10100	Checking Balance Sheet Chart of Acc	ounts printout ReadTBData 12-31-:	. ⊕ :	4		Þ
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- Grab the lower-right corner of the cell with the random number and drag it down to copy it to the other rows

12	5 -	\pm ×	$\sqrt{f_x} =$	RAND()							~
	А	в		D	1	E	F	G	н	I	-
1	GLDD										
2						Account Unadj	usted Balance Detail				
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6	Date	Docum		Description			Allocation	Debit	Credit		
7	11/25/2015	20151125				10300 - Savings	;		42,300.00		
8	6/30/2015	340	Zeng Building S	Supplies		20000 - Accoun	ts Payable		11,807.80		
9	6/15/2015	336	CalOil Company	Y		20600 - CalOil (Credit Card		9,164.00		
10	12/10/2015	493	Timberloft Lum	nber		20000 - Accoun	ts Payable		8,000.00		
11	9/15/2015	397	Thomas Kitcher	n & Bath		20000 - Accoun	ts Payable		7,719.95		
12	12/15/2015	504	Perry Windows	s & Doors		20000 - Accoun	ts Payable		6,935.75		
13	11/28/2015	468	Timberloft Lum	nber		20000 - Accoun	ts Payable		6,790.00		
14	10/15/2015	422	CalOil Company	Y		20600 - CalOil (Credit Card		6,534.28		
15	5/31/2015	323	Kershaw Comp	uter Services		20000 - Accoun	ts Payable		6,500.00		
16	12/15/2015	514	Sloan Roofing			20000 - Accoun	ts Payable		5,700.00		
17	12/5/2015	484	Patton Hardwa	re Supplies		20000 - Accoun	ts Payable		5,325.00		
18	9/15/2015	395	Perry Windows	s & Doors		20000 - Accoun	ts Payable		4,998.95		
19	7/15/2015	355	CalOil Company	Y .		20600 - CalOil (Credit Card		4,674.89		
20	1/3/2015	242	Sergeant Insura	ance		20000 - Accoun	ts Payable		4,050.00		
21	7/7/2015	347	Sergeant Insura	ance		20000 - Accoun	ts Payable		4,050.00		
22	7/31/2015	359	Sergeant Insura	ance		20000 - Accoun	ts Payable		4,050.00		
23	9/15/2015	396	Sloan Roofing			20000 - Accoun	ts Payable		4,000.00		
24	12/11/2015	497	Washuta & Son	Painting		20000 - Accoun	ts Payable		4,000.00		
25	8/7/2015	366	McClain Applia	nces		20000 - Accoun	ts Payable		3,828.70	0.509472	
26	11/7/2015	442	McClain Applia	nces		20000 - Accoun	ts Payable		3,813.60	5	2
27	1/31/2015	248	A Cheung Limit	ted		20000 - Accoun	ts Payable		3,500.00		
28	11/14/2015	451	Larson Flooring	1		20000 - Accoun	ts Payable		3,200.00		
29	7/7/2015	349	Great Statewid	le Bank		-SPLIT-			3,137.66		
30	5/23/2015	322	Custom Kitcher	ns of Bayshore		20000 - Accoun	ts Payable		3,076.32		
31	6/27/2015	339	Custom Kitcher	ns of Bayshore		20000 - Accoun	ts Payable		3,076.32		
32	2/28/2015	266	Thomas Kitcher	n & Bath		20000 - Accoun	ts Payable		3,037.00		
33	1/31/2015	253	Bank of Anycity	v		-SPLIT-			2,710.90		
34	2/28/2015	271	Bank of Anycity	Y		-SPLIT-			2,710.90		
35	3/31/2015	291	Bank of Anycity	Y		-SPLIT-			2,710.90		
36	4/30/2015	309	Bank of Anycity	y .		-SPLIT-			2,710.90		
37	5/31/2015	327	Bank of Anycity	y .		-SPLIT-			2,710.90		¥
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- Copy & Paste Values in the new column (I)

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5	10100 - Che	cking		Balance carried over as of 1/1/2015:	36,8		r Cha	C 🛱 🖏	r
6	Date	Docum	Description	Allocation	De		Parte Consist	x 120 120	Lo
7	11/25/2015	20151125		10300 - Savings]	Paste gpecial.	•	-
8	6/30/2015	340	Zeng Building Supplies	20000 - Accounts Payable		1	Insert Copied	Cells	
9	6/15/2015	336	CalOil Company	20600 - CalOil Credit Card		1	Delete		
10	12/10/2015	493	Timberloft Lumber	20000 - Accounts Payable		1	Clear Content	5	
11	9/15/2015	397	Thomas Kitchen & Bath	20000 - Accounts Payable		6	Ouick Anabai	-	
12	12/15/2015	504	Perry Windows & Doors	20000 - Accounts Payable			Source enalysi		
13	11/28/2015	468	Timberloft Lumber	20000 - Accounts Payable		1	Filter		1
14	10/15/2015	422	CalOil Company	20600 - CalOil Credit Card]	Sgirt		
15	5/31/2015	323	Kershaw Computer Services	20000 - Accounts Payable		10	Insert Comme	int	
16	12/15/2015	514	Sloan Roofing	20000 - Accounts Payable			Exempt Calls		
17	12/5/2015	484	Patton Hardware Supplies	20000 - Accounts Payable		16-1	Eormat Cells.		
18	9/15/2015	395	Perry Windows & Doors	20000 - Accounts Payable		1	Pick From Dro	p-down List.	
19	7/15/2015	355	CalOil Company	20600 - CalOil Credit Card		1	Define Name.		
20	1/3/2015	242	Sergeant Insurance	20000 - Accounts Payable		8	Hyperlink		
21	7/7/2015	347	Sergeant Insurance	20000 - Accounts Payable		1	Suggested Tit	les	
22	7/31/2015	359	Sergeant Insurance	20000 - Accounts Payable]	New Deleges		
23	9/15/2015	396	Sloan Roofing	20000 - Accounts Payable]	zem balance		
24	12/11/2015	497	Washuta & Son Painting	20000 - Accounts Payable			Total		
25	8/7/2015	366	McClain Appliances	20000 - Accounts Payable			3,828.70	0.022679	
26	11/7/2015	442	McClain Appliances	20000 - Accounts Payable			3,813.60	0.800273	
27	1/31/2015	248	A Cheung Limited	20000 - Accounts Payable			3,500.00	0.602876	
28	11/14/2015	451	Larson Flooring	20000 - Accounts Payable			3,200.00	0.623968	
29	7/7/2015	349	Great Statewide Bank	-SPLIT-			3,137.66	0.097127	
30	5/23/2015	322	Custom Kitchens of Bayshore	20000 - Accounts Payable			3,076.32	0.555361	
31	6/27/2015	339	Custom Kitchens of Bayshore	20000 - Accounts Payable			3,076.32	0.187697	
32	2/28/2015	266	Thomas Kitchen & Bath	20000 - Accounts Payable			3,037.00	0.295746	
33	1/31/2015	253	Bank of Anycity	-SPLIT-			2,710.90	0.32615	
34	2/28/2015	271	Bank of Anycity	-SPLIT-			2,710.90	0.680473	
35	3/31/2015	291	Bank of Anycity	-SPLIT-			2,710.90	0.210519	
36	4/30/2015	309	Bank of Anycity	-SPLIT-			2,710.90	0.700948	
37	5/31/2015	327	Bank of Anycity	-SPLIT-			2,710.90	0.350614	
	< ▶	GL 10100	Checking Balance Sheet Chart of A	counts printout ReadTBData 12-31-:	. 🕀	÷	4		Þ
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- Select the rows, click the 'Sort' button from the 'Data' tag, select the new column (I), click OK

Beginning with the first row, simply select the number of rows you want to include in your random sample

	Α	В	D	E F	G	н	I	-
7	11/25/2015	20151125		10300 - Savings		42,300.00		
8	6/30/2015	340	Zeng Building Supplies	20000 - Accounts Payable		11,807.80		
9	6/15/2015	336	CalOil Company	20600 - CalOil Credit Card		9,164.00		
10	12/10/2015	493	Timberloft Lumber	20000 - Accounts Payable		8,000.00		
11	9/15/2015	397	Thomas Kitchen & Bath	20000 - Accounts Payable		7,719.95		
12	12/15/2015	504	Perry Windows & Doors	20000 - Accounts Payable		6,935.75		
13	11/28/2015	468	Timberloft Lumber	20000 - Accounts Payable		6,790.00		
14	10/15/2015	422	CalOil Company	20600 - CalOil Credit Card		6,534.28		
15	5/31/2015	323	Kershaw Computer Services	20000 - Accounts Payable		6,500.00		
16	12/15/2015	514	Sloan Roofing	20000 - Accounts Payable		5,700.00		
17	12/5/2015	484	Patton Hardware Supplies	20000 - Accounts Payable		5,325.00		
18	9/15/2015	395	Perry Windows & Doors	20000 - Accounts Payable		4,998.95		
19	7/15/2015	355	CalOil Company	20600 - CalOil Credit Card		4,674.89		
20	1/3/2015	242	Sergeant Insurance	20000 - Accounts Payable		4,050.00		
21	7/7/2015	347	Sergeant Insurance	20000 - Accounts Payable		4,050.00		
22	7/31/2015	359	Sergeant Insurance	20000 - Accounts Payable		4,050.00		
23	9/15/2015	396	Sloan Roofing	20000 - Accounts Payable		4,000.00		
24	12/11/2015	497	Washuta & Son Painting	20000 - Accounts Payable		4,000.00		
25	12/10/2015	496	Lew Plumbing	20000 - Accounts Payable		1,000.00	0.998245	
26	12/5/2015	483	Keswick Insulation	20000 - Accounts Payable		900.00	0.997537	
27	11/19/2015	460	City of Bayshore	54400 - Permits and Licenses		225.00	0.995687	
28	6/30/2015	10039	Gregg O. Schneider	-SPLIT-		1,033.98	0.993026	
29	1/15/2015	10004	Elizabeth N. Mason	-SPLIT-		921.28	0.98328	
30	2/28/2015	269	Dianne's Auto Shop	60130 - Repairs and Maintenance		231.00	0.981316	
31	8/7/2015	367	Employment Development Department	-SPLIT-		291.01	0.98083	
32	12/15/2015	10079	Gregg O. Schneider	-SPLIT-		1,062.12	0.979258	
33	4/7/2015	295	Employment Development Department	-SPLIT-		727.81	0.976749	
34	4/30/2015	DRAFT	Bad Check Charges	60600 - Bank Service Charges		12.50	0.973024	
35	9/7/2015	385	Great Statewide Bank	-SPLIT-		2,142.86	0.971039	
36	7/1/2015	346	Cal Gas & Electric	20000 - Accounts Payable		112.75	0.967073	
37	3/24/2015	10016	Dan T. Miller	-SPLIT-		1,299.58	0.967	
38	2/28/2015	268	Bayshore CalOil Service	60110 - Fuel		145.00	0.960976	
39	7/18/2015	357	Sergeant Insurance	20000 - Accounts Payable		712.56	0.960216	
40	5/18/2015	320	Patton Hardware Supplies	12100 - Inventory Asset		36.00	0.957418	
41	12/15/2015	10075	Gregg O. Schneider	-SPLIT-		1,033.98	0.955101	
42	12/15/2015	510	Timberloft Lumber	20000 - Accounts Payable		896.00	0.954535	
43	12/5/2015	482	Hamlin Metal	20000 - Accounts Payable		950.00	0.951446	_
**	+ Ins Innar	CL 10100	Charling Release Charl Charles from	Loour PardToData 12 21	@ ·	4 300 60	0.04407	14
		GL 10100	Checking Balance Sheet Chart of Acc	Read Buata 12-31	•	4		2
RE/	UY YOU		AVERAGE: 1/3/1930	COUNT: 8 SUM: 1/14/2020 III II	. 🗉 -	— I-	+ 100	<i>1</i> %

The 'Generate Printout Sheet' button from the Transaction Detail dialog

Date	Docum	Description	Allocation	(Debit	Credit	<u> </u>								
1/13/2015	10001	Dan T. Miller	10100 - Checking			1,299.61									
1/13/2015	10001	Dan T. Miler	24010 - Federal Withholding			112.00)								
1/13/2015	10001	Dan T. Miller	24020 - FICA Pavable			98.96	5					<u>н. т</u>			
1/13/2015	10001	Dan T. Miler	24020 - FICA Pavable			98.96		also creates a ne	w wor	ksheet	, with	the I	ransad	ction L)etail
1/13/2015	10001	Dan T. Miler	24020 - FICA Pavable			23.14									
1/13/2015	10001	Dan T. Miler	24020 - FICA Pavable			23.14	=								
1/13/2015	10001	Dan T. Miler	24030 - AFIC Pavable		A	B	C D	E F	G	н	T	J.	к	L	M
1/13/2015	10001	Dan T. Miler	24040 - ELITA Payable	1	GLDD		-		_		-	-			
1/12/2015	10001	Dan T. Miler	24050 - State Withhelding	2				Transaction Detail							
1/13/2015	10001	Dan T. Miler	24050 - State Withholding	3											
1/13/2015	10001	Dan T. Miller	24060 - SUTA Payable	4											
1/13/2015	10001	Dan T. Miller	24060 - SUTA Payable	5	1/13/2015	10001									
1/13/2015	10001	Dan T. Miller	24070 - State Disability Payable	6	Date	Docum	Description	Allocation	Debit	Credit					
1/13/2015	10001	Dan T. Miller	24080 - Worker's Compensation	7	1/13/2015	10001	Dan T. Miller	10100 - Checking		1.299.61					
1/13/2015	10001	Dan T. Miller	24100 - Emp. Health Ins Payable	8	1/13/2015	10001	Dan T. Miller	24010 - Federal Withholding		112.00					
1/13/2015	10001	Overhead	62130 - Work Comp	9	1/13/2015	10001	Dan T. Miller	24020 - FICA Payable		98.96					
1/13/2015	10001	Overhead	62710 - Gross Wages	10	1/13/2015	10001	Dan T. Miller	24020 - FICA Payable		98.96					
_				11	1/13/2015	10001	Dan T. Miller	24020 - FICA Payable		23.14					
				12	1/13/2015	10001	Dan T. Miller	24020 - FICA Payable		23.14					
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Frintout Snee			Close	14	1/13/2015	10001	Dan T. Miller	24040 - FUTA Payable		12.77					
				15	1/13/2015	10001	Dan T. Miller	24050 - State Withholding		18.61					
				16	1/13/2015	10001	Dan T. Miller	24060 - SUTA Payable		1.60					
				17	1/13/2015	10001	Dan T. Miller	24060 - SUTA Payable		83.80					
				18	1/13/2015	10001	Dan T. Miller	24070 - State Disability Payable		18.85					
				20	1/13/2015	10001	Dan T. Miller	24080 - Worker's compensation		25.00					
				21	1/13/2015	10001	Overhead	62130 - Work Comp	266.11	20.00					-
				22	1/13/2015	10001	Overhead	62710 - Gross Wages	1.596.15						
				23	1/13/2015	10001	Overhead	62720 - Payroll Taxes	98.96					-	
				24	1/13/2015	10001	Overhead	62720 - Payroll Taxes	23.14						
				25	1/13/2015	10001	Overhead	62730 - FUTA Expense	12.77						
				26	1/13/2015	10001	Overhead	62740 - SUTA Expense	1.60						
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creates a new worksheet with all the Transactions

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15 20151215 15 20151215	Abercrombie, Kristy:Remodel Bathroor	10100 - Checking	7,633.28	500.02
15 20151215		10200 - Savings		500.00
and the second second	1	10300 - 3871183		
15 20151215	Roche, Diarmuid:Garage repairs	11000 - Accounts Receivable		440.00
15 20151215	Abercrombie, Kristy:Remodel Bathroor	11000 - Accounts Receivable		7,633.28
15 20151215	Roche, Diarmuid:Garage repairs	12000 - Undeposited Funds	440.00	
15 20151215	Overhead	13100 - Pre-paid Insurance	4,050.00	
15 20151215	Keswick Insulation	20000 - Accounts Payable		670.00
15 20151215	Sergeant Insurance	20000 - Accounts Payable		4,050.00
15 20151215	Vu Contracting	20000 - Accounts Payable		1,250.00
15 20151215	Bayshore CalOil Service	20600 - CalOil Credit Card		10.60
15 20151215	Violette, Mike:Workshop	54500 - Subcontractors	670.00	
15 20151215	Ecker Designs:Office Expansion	54500 - Subcontractors	250.00	
15 20151215	Ecker Designs:Office Expansion	54500 - Subcontractors	500.00	
15 20151215	Ecker Designs:Office Expansion	54500 - Subcontractors	125.00	
15 20151215	Ecker Designs:Office Expansion	54500 - Subcontractors	375.00	
15 20151215	Overhead	60110 - Fuel	10.60	
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and a new worksheet with the complete General Ledger

- 21	A	В	c D	E F	G	н
4504						
4505	5 65130 - Water			Balance carried over as of 1/1/2015:	0.00	
4506	Date	Docum	Description	Allocation	Debit	Credit
507	1/31/2015	251	Overhead	10100 - Checking	24.00	
508	2/28/2015	270	Overhead	10100 - Checking	24.00	
509	3/31/2015	290	Overhead	10100 - Checking	24.00	
510	4/30/2015	308	Overhead	10100 - Checking	24.00	
511	5/31/2015	326	Overhead	10100 - Checking	24.00	
512	6/30/2015	344	Overhead	10100 - Checking	24.00	
513	7/31/2015	362	Overhead	10100 - Checking	24.00	
514	8/31/2015	380	Overhead	10100 - Checking	24.00	
515	9/30/2015	405	Overhead	10100 - Checking	24.00	
516	10/31/2015	436	Overhead	10100 - Checking	24.00	
517	11/30/2015	471	Overhead	10100 - Checking	24.00	
518	65130 - Wat	er		Unadjusted balance as at 12/31/2015:	264.00	
519						
520	70100 - Oth	er Income		Balance carried over as of 1/1/2015:		0.00
521	Date	Docum	Description	Allocation	Debit	Credit
522	9/30/2015	FC 1	Smith, Lee:Patio	11000 - Accounts Receivable		5.00
523	10/1/2015	FC 2	Nguyen, Tuan:Garage	11000 - Accounts Receivable		35.65
524	10/31/2015	FC 3	Smith, Lee:Patio	11000 - Accounts Receivable		18.73
525	11/3/2015	FC4	Nguyen, Tuan:Garage	11000 - Accounts Receivable		43.89
526	12/1/2015	FC 5	Nguyen, Tuan:Garage	11000 - Accounts Receivable		37.58
527	12/11/2015	FC 6	Cook, Brian:Kitchen	11000 - Accounts Receivable		5.95
528	70100 - Other Income			Unadjusted balance as at 12/31/2015:		146.80
529						
530	70200 - Inte	rest Income		Balance carried over as of 1/1/2015:		0.00
531	Date	Docum	Description	Allocation	Debit	Credit
532	3/30/2015		Overhead	10300 - Savings		87.03
533	6/30/2015		Overhead	10300 - Savings		72.93
534	9/30/2015		Overhead	10300 - Savings		69.20
535	70200 - Inte	rest Income		Unadjusted balance as at 12/31/2015:		229.16
536						
537						
600 J		General Lodger	Transactions Ralance Chest	Chart of Accounts printant Rs A :	4	
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Excel specifications and limits											
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Row height	409 points										
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Total number of characters that a cell can contain	32,767 characters										
Characters in a header or footer	255										
Sheets in a workbook	Limited by available memory default is 1 sheet)										

So far, the Account Unadjusted Balance Detail dialog was accessed from an account balance (accessed from an item details), and from the Transaction Detail dialog (accessible from the Account Unadjusted Balance Detail).

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

🛃 Account Balance Detail - as of 12/31/2015			
10100 - Checking	Debit	Unadjusted Balance: 46,969.10 +	
Entry Cat Description		Amount	

and clicking the Unadjusted Balance will display the Account Unadjusted Balance Detail dialog.

The Account Unadjusted Balance Detail dialog is also accessible from the General Ledger worksheet.

From the General Ledger worksheet, double click an account's Unadjusted Balance. The Account Unadjusted Balance Detail is displayed

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436 10/14/2	015	20151014				10300 - 9	Savings			15,000.00		
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445	/2015	242	Sergeant Insuran	hoe	20000 - Ac	counts Paya	ble		4,05	60.00		
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447	3/2015	10001	Dan T. Miler		-SPLIT-				1.25	99.61	42 200 00	
447 1/1	3/2015	10002	Elizabeth N. Mar	son				1.03	90.57	42,500.00	-	
448 1/1	5/2015 5/2015	10003	Gregg U. Scrine	ider Inco	SPLIT				1,03	33.39		-11
449 1/1	5/2015	244	CalOI Company		20500 - CalOi Credit Card				53	30.00		-11
450 1/1	5/2015	245	State Board of E	gualization	25500 - Sales Tax Payable				7	72.18		-11
451 1/1	7/2015	246	Sergeant Insuran	nce	20000 - Accounts Payable				71	12.56		-11
452 1/2	7/2015	10005	Dan T. Miler		-SPLIT-				1,29	9.60 _		-11
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464 6/30/2	015					70200 - 1	nterest	Income		72.93		1
465 9/30/2	015					70200 - 1	nterest	Income		69.20		
466 10/14/2	015	20151014				10100 - 0	Checkin	0			15,000.00	
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The Account Unadjusted Balance Detail dialog is also accessible from the working papers Grouped Accounts Sheets and Trial Balance.

From a Grouped Accounts Sheet, double click the account's Unadjusted Balance. The Account Unadjusted Balance Detail is displayed



From a Trial Balance working paper, double click an account's Unadjusted Balance. The Account Unadjusted Balance Detail is displayed

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14	1/13/2019	5 10003	Gregg O. Schneider	-SPLIT	r.			1,03	33.99	4,320.00		34,320.00	- \	E20	1	1
15	1/15/2019	5 10004	Elizabeth N. Mason	-SPUT	r.			92	21.28	8,930.91		78,930.91		E20	2	1
17	1/15/2015	5 244	CalOI Company	20600	- CalOI Credit Ca	fit Card		53	30.00	5,000.00		325,000.00		E20	3	1
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10	1/27/201	5 246	Dao T. Miler	2000 (SPL1)	 Accounts Paya 	Die		1.2	12.05	0,000.00	110 244 60	90,000.00	110 24 50	E20		1
30	107001	10005	Care O. Calculfor	0010	-		1.00	4.04	1 720 00	110,344.00	1 720 00	110,44.60	E20	0	1	
20										1,720.00	26,626,02	1,720.00	26 626 02	E10	4	
21	Genera	te		Class	Unadjusted ba	lance as at 12/31/	2015: 46,5	363.101	Jebri		20,030.92		20,030.92	625	1	
22	Printout S	neet		Close	J						292.62		34.20	625	2	
24											10 501 42		10 501 47	E23	1	
25	(19,936,91)	23100 - Loan -	Vehicles (Utility Truck)			19,936,91		-			10,000,01		19,936,91	E27	2	
26	(22,641,00)	23200 - Loan -	Vehicles (Pickup Truck)			22,641.00				-	22,641,00		22,641.00	E27	3	
27	0.00	24010 - Feder	al Withholding			1.364.00					1.364.00		1,364.00	E25	4	
28	0.00	24020 - FICA F	Pavable			2.118.82					2.118.82		2.118.82	E25	5	
29	0.00	24030 - AEIC F	Pavable		0.00					0.00		0.00		E25	6	
30	0.00	24040 - FUTA	Payable			100.00			-		100.00		100.00	E25	7	
31	0.00	24050 - State	Withholding			299.19					299.19		299.19	E25	8	
32	0.00	24060 - SUTA	Payable			110.00			-		110.00		110.00	E25	9	
33	0.00	24070 - State	Disability Payable	_		48.13					48.13		48.13	E25	10	
34	0.00	24080 - Work	er's Compensation			1,214.31					1,214.31		1,214.31	E25	11	
35	0.00	24100 - Emp.	Health Ins Pavable			150.00					150.00		150.00	E25	12	
~	(33.30)	arrea calas	TO D			002.00				ITER 1	002.00	0	063.63	ear	4.4	
	• • ••	Balance Shee	TB-Balance Sheet	Chart of Account	ts printout	ReadTBData 1	12-31-2015	printo	ut Re	ad i BData 12	-31-2014	•				
RE/	101										(# 🗉 💾	+	-+	1005	6

Feel free to contact us thru the <u>Contact</u> page if you have any question.