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1 Introduction



WordFSM is an easy to install, easy to use, and easy to learn add-in for Microsoft *Word* 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 word processor software *Word* 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.).

WordFSM provides a tremendous amount of flexibility in building customized financial statements and annual reports, including Non typical financial statements such as Non-Profit Organizations, 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.

WordFSM 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).

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 "<u>Business method patents for financial products</u>"], and has been granted <u>Patent 7,139,729</u>.

The *ROMAD* (*Reading, Organizing and Manipulating Accounting Data*) patent <u>7,885,868</u> tells more about the FSM Business Intelligence capacity.

1.1 Welcome



Welcome to WordFSM™

WordFSM is the fastest and easiest way to create and update financial statements and annual reports.

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

Creating financial reports in Microsoft Word (and Excel) is tedious and error-prone. Computing Items and Totals is very labor intensive. There are no Adjusting journal entries. 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.

WordFSM adds to Word 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, and more. Not only can you work within Word naturally, using these high level concepts to build financial reports, but thanks to the *FSM* business intelligence capability 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 WordFSM sample document "FSM Non Profit Organization Sample 12-31-2010.docx", located on your desktop. You can open it in Word by double clicking its icon, or by performing the File | Open command from within Word.

🕎 Open					x
G v lie h Desktop + V	NordFSM Demo Files	•	4 9	Search WordFSM Demo Files	٩
Organize 🔻 New folder				ii - 🗔	0
 Microsoft Word Favorites Downloads Desktop Recent Places Dropbox 	FSM Non Profit Organization Sample 12-31-2010.docx				
 ➢ Libraries ➢ C++ source code ➢ Documents ▲ Muxic 	• FSM Non Profit Organization Sample 12-31-2010.docx	Too <u>l</u> s	•	All Word Documents (*.docx; Open 🔽 Cance	

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

1.2 Benefits of using WordFSM

How does WordIFSM help?

Building and updating financial statements with Microsoft Word is now automated.

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.

- WordFSM imports the adjusted trial balance data from ExcelFSM which reads the trial balances produced by accounting software, then organizes and stores the data, building a Chart of Accounts.
- WordFSM accesses the accounts so you can easily group them into financial report Items. Items balances are placed into Word document bookmarks, updated as you perform the grouping.
- WordFSM helps you group Items into Totals, which are also placed into Word document bookmarks, updated as you perform the grouping.
- WordFSM also helps you reduce typing by providing Suggested Titles for the financial report Items.
 WordFSM even has a button to put the Enterprise name into a bookmark, and a button to put the 'Asof date' into a bookmark.
- WordFSM allows you to view the chart of accounts built from the adjusted trial balance of the selected FSM workbook, with the financial statement items where each account is grouped into in the FSM document.

- WordFSM updates the financial reports by simply reading the adjusted trial balance data of an updated FSM workbook of the following financial period (next day, week, month, year). Even the bookmarks initialized with the 'As-of date' button are updated.
- WordFSM can display, in your financial report, Comparative balances of selected previous financial periods.
- WordFSM not only displays rounded values, but also computes with the rounded values of the account balances, which provides accuracy.

1.3 System Requirements

To use WordFSM, 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 Word 2007 or later.

For QuickBooks options:

- To access QuickBooks Desktop company files with Microsoft Word 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 WordFSM.

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

2 FSM Ribbon

After installing WordFSM, an FSM ribbon is added into your Word:

🛯 🖬 🔊	- U	Ŧ			Document1 -	Word				?	个	-		×
FILE H	HOME	INSERT	DESIGN	PAGE LAYOUT	REFERENCES	MAILING	6 REVIEV	V VIEW	FSM				Si	ign in
Read Trial Bala	ance Data	Name	Item Balanc	e 📲 Comparative	Copy Excelf	FSM FS	🕜 Help							
Accounts grou	upings	Date	Select Perio	d [] Bookmarks	Formatting	marks	🖔 About							
Recalculate		Item Titles	Total	Copy balance	Sync with E	xcelFSM								
Trial Bala	ance			Building a report										~

Figure: The WordFSM ribbon, shown in Word 2013. (The same concepts apply to Word 2007, 2010 and 2016 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 Imports the trial balance data into WordFSM, from an ExcelFSM workbook or from an accounting software, gives you a list of Accounts and the financial statements items each account is grouped into, and allows you to Recalculate the balances following any change made to the adjusted trial balance in the ExcelFSM workbook.
- Building a report Build your financial report by filling Word with the Enterprise name, As-of date, Titles, Items, and Totals. Change the financial period of selected financial statement items. Duplicate selected financial statement items for Comparative presentation, show Bookmarks brackets in the document, copy individual financial statement balances (either Item balances or Total balances), show formatting marks in the document. Copy financial statements built with ExcelFSM and Synchronize it with the ExcelFSM workbook.
- Help Get Help on WordFSM (what you are reading now).
- About Get the status of the installed WordFSM, as well as your license information.

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

3 Trial Balance

V		5-0	Ŧ	Document1 - Word							?	Ť	_		×
	FILE	HOME	INSERT	DESIGN	PAGE LAYOUT	REFERENCES	MAILING	6 REVI	EW VIEW	FSM				S	ign in
Read Trial Balance Data		Name	Item Balan	ce 📲 Comparative	Copy Excel	FSM FS	🕜 Help								
Accounts groupings Date Select Period		od [] Bookmarks	Formatting	g marks	🏅 About										
R	ecalculat	e	Item Titles	Total	Copy balance	e Sync with I	ExcelFSM								
	Trial	Balance			Building a report										~

The Trial Balance buttons let you

- Read the adjusted trial balance data from an ExcelFSM workbook or directly from an accounting software, and import this data into WordFSM.
- Display the list of Accounts and the financial statements items each account is grouped into.
- Recalculate the balances following any change made to the adjusted trial balance in the

ExcelFSM workbook.

3.1 Read Trial Balance Data

Read Trial Balance Data reads the adjusted trial balance data from an ExcelFSM workbook, or directly from an accounting software, and import this data into WordFSM.

See <u>QuickBooks Desktop</u> for Reading Trial Balance Data directly from a QuickBooks Desktop company file.

See <u>QuickBooks Online</u> for Reading Trial Balance Data directly from a QuickBooks Online company file.

Read Trial Balance Data from an ExcelFSM workbook

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

R	ad TB Data Options
	Input source file
	ExcelFSM workbook
	QuickBooks Desktop
	QuickBooks Online
	General Ledger Drill Down option
	With GL transactions
	Without GL transactions
	OK Cancel

Select ExcelFSM workbook.

Note: With ExcelFSM workbook as input source file, the selection for the General Ledger Drill Down option is disabled. If the ExcelFSM workbook contains the General Ledger transactions, the General Ledger Drill Down feature will be functional within WordFSM. See <u>General Ledger Drill Down</u>

Clicking the OK button opens this dialog:

関 Read Trial Balance Data - Select FS	M workbook
🚱 🗢 📕 🕨 WordFSM Demo	Files - 4 Search WordFSM Demo Files 🔎
Organize 🔻 New folder	
 ★ Favorites ↓ Downloads ⊕ Recent Places ■ Desktop ♥ Dropbox 	FSM Non Profit Organization Sample 12-31-2010.xlsx
 Libraries C++ source code Documents Music Pictures Videos 	
File <u>n</u> ame:	✓ Excel FSM Workbooks (*.xlsx;*.x ▼ Open ▼ Cancel

Select the folder where the ExcelFSM workbook is stored.

Select the ExcelFSM workbook containing the desired adjusted trial balance data, and click Open.

The Save As Windows dialog is opened:

Save As			×
₩ordFSI	M Demo Files 🔹 🕹	Search WordFSM Demo Files	٩
Organize 🔻 New fold	ler	₩ ▼	0
Favorites Favorites Favorites Favorites Favorites Favorites Favorites Favorites Favorites Favorites Favorites Favori	FSM Non Profit Organization Sample 12-31-2010.docx FSM Non Profit Organization Sample 12-31-2010.xlsx FSM Non Profit Organization Sample 12-31-2011.xlsx FSM Rock Castle Construction 11-30-2016.docx		
C++ source code C++ source code Documents Music ▼			
File <u>n</u> ame: FSM Save as <u>t</u> ype:	Non Profit Organization Sample 12-31-2011.docx		•
Hide Folders		Save Cancel	

Specify the name to rename the WordFSM document with, usually the name of the Selected FSM workbook but with the .docx extension, and click Save.

Results

- The adjusted trial balance data is imported from the selected FSM workbook and organized in the central memory of the computer
- A new FSM document is created with the specified name

	5-0	÷ (FSM Non	Profit Organization Sa	mple 12-31-2011.do	ocx - Word	>	3	-		×
FILE	HOME	INSERT DESIGN	PAGE LAYO	DUT REFERENCES	MAILINGS	REVIEW V	TEW FSM			S	ign in
Select FSM	1 workbook	Select period	🛐 As of date	Comparative	Copy ExcelFSM FS	🔞 Help					
Accounts	groupings	Suggested Item Titles	🔮 Name	Bookmarks	Formatting marks	🟅 About					
Recalculat	te	Item Balance	Total	Copy balance	Sync with ExcelFSM	4					
Trial B	Balance		Buildi	ng a report							~

Updating the Chart of Accounts

If this is the first time the document has had a FSM workbook selected, a chart of accounts is built.

If the document contained previous selected FSM workbook, the chart of accounts, which was previously built, is updated.

Updated Reports

Any existing reports in your document 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.

New document 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 document, the existing document is copied, and the new period's data is read into *the new copy* of the document.

Your original document 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 <u>historical series of documents</u>, one for each of their respective financial periods.

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

Note: Account balances of previous financial periods are preserved in the new document containing the latest financial period and are used for the Comparative presentation. However, you might need to access a historical document, to redo the Read Trial Balance Data process for example.

3.1.1 QuickBooks Desktop

Read TB Data Options
Input source file
ExcelFSM workbook
QuickBooks Desktop
QuickBooks Online
General Ledger Drill Down option
With GL transactions
Without GL transactions
OK

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

Note: With QuickBooks Desktop as input source file, if the WordFSM program running does not include the General Ledger Drill Down option, the selection for the General Ledger Drill Down option is disabled. If the WordFSM program running includes the General Ledger Drill Down option, the selection for the General Ledger Drill Down option is enabled and set to "With GL transactions" by default. See <u>General Ledger Drill Down</u>

Setting up QuickBooks Desktop to work with WordFSM

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

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

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

QuickBooks - Application Cer	tificate	×
Geral	An application is requesting access to the following QuickBooks company file: Rock Castle Construction Access may include reading and modifying QuickBooks data as w enhancing the QuickBooks user interface. The Application Calls Itself WordFSM	vell as
	Certificate Information Description: Microsoft Word Developer: Microsoft Corporation Developer identity has been verified by: Microsoft Code Signing PCA	
	QuickBooks Solutions Marketplace Search for information about this application at the <u>Solutions Marketplace</u>	
Do you want to allow this applica	ation to read and modify this company file?	
🔘 No		
Yes, prompt each time		
Yes, whenever this QuickBoo	ks company file is open	
Yes, always; allow access ev	en it Quickbooks is not running	
Allow this application to acce customer credit card informa	ss personal data such as Social Security Numbers and tion. <u>Tell me</u>	<u>more</u>
	Continue Cancel Help	

Click Continue

Access Confirmation	—
You have chosen to grant the application WordFSM access to the QuickBooks company file	a a ser a ser a
Rock Castle Construction any time, even if QuickBooks is not running.	
Access rights: - Read and modify QuickBooks data (NOT including personal data) - Enhance the QuickBooks user interface	
Done	Go Back

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:

Organize Organize Image: Constraint of the second	Read Trial Balance Data - Select file			×
Organize Image: Construction of the second sec	Q > > Search Results in Users → + + + • + •			×
Microsoft Excel ExcelFSM.qbw Favorites sample_product-based business.qbw Search again in: Search again in:	Organize 🔻	•••		0
Downloads Recent Places Computer Custom	Microsoft Excel Microsoft Excel <td></td> <td></td> <td></td>			
File name: ExcelFSM.qbw QuickBooks files (*.qbw) Tools Open Cancel 	File name: ExcelFSM.qbw QuickBooks file Tools Open	es (*.qbw	v) Cancel	•

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.

WordFSM 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 Word document (along with the as of date), inserts the name of the enterprise in the document when the 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 Word document, to insert the as-of date in the document with the 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 new document. Make sure you put the right as-of date.

For subsequent financial periods, you will be updating an existing FSM document 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, WordFSM 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, WordFSM has the capacity to process amended trial balances and automatically update the financial reports). WordFSM has also the capacity to add prior periods to an existing FSM document.

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).

Item Balance [as of 12/31/2016]			×
Grouped Accounts	< Move	Ungrouped Accounts	
	10100	Checking	~
	10100	Checking New Construction	
	10100	Checking Remodel	
	10100	Checking Overhead	
	10300	Savings	
	10400	Petty Cash	
	11000	Accounts Receivable	
	11000	Accounts Receivable New Construction	
	11000	Accounts Receivable Remodel	
	11000	Accounts Receivable Overhead	
	12000	Undeposited Funds	
	12000	Undeposited Funds New Construction	
	12000	Undeposited Funds Remodel	
	12000	Undeposited Funds Overhead	
	12100	Inventory Asset	
	12100	Inventory Asset New Construction	
	12100	Inventory Asset Remodel	
	12100	Inventory Asset Overhead	-
	< □	4	
ense Keep Position And	Size Sho	W Account Balances	2

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.

Clicking the OK button opens the Save As Windows dialog:

Save As	o ► My Documents ► WordFSM ► version1.3 ► • ↓ ↓ Search version1.3 ♀
File <u>n</u> ame: Save as type:	FSM Rock Castle Construction 12-31-2016.docx
Browse Folders	Save Cancel

Select the folder and specify the name to rename the WordFSM document with, and click Save.

Results

- The trial balance data is imported and organized in the central memory of the computer.
- A new FSM document is created with the specified name

	5 - ()	Ŧ		FSM Rock Cas	tle Construction	12-31-2016	.docx - Word	>		?	Ť	_		×
FILE	HOME	INSERT	DESIGN	PAGE LAYOUT	REFERENCES	MAILING	GS REVIEW	V VIEW	FSM				Si	ign in
Read Trial	Balance Data	Name	Item Balar	nce 📲 Comparative	Copy Excel	IFSM FS	🕜 Help							
Accounts	groupings	Date	Select Peri	iod []Bookmarks	Formatting	g marks	🖔 About							
Recalculat	te	Item Titles	Total	Copy balance	Sync with l	ExcelFSM								
Trial	Balance			Building a report										~

Updating the Chart of Accounts

If this is the first time the document has had a trial balance read into it, a chart of accounts is built.

If the document contained previous trial balances, the chart of accounts, which was previously built, is updated.

NOTE: Account titles changed in the accounting software will likewise be changed in WordFSM.

If new accounts were added to the chart of accounts, the number of new accounts is displayed



and a list of the new accounts is inserted at the end of the document for you to consult, to print and eventually to remove from the document.

🛐 🖯 🕤 🗇	∓ FSM Rock Castle Construction 12-31-2016.docx - Word		?	<u>►</u> –	□ × □
FILE HOME	INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW	FSM			Sign in
Read Trial Balance Data	Name Item Balance				
Accounts groupings	Date Select Period [] Bookmarks Formatting marks				
Recalculate	Item Titles Total Copy balance Sync with ExcelFSM				
	Building a report I Image: State of the state	6	· · · · · · · · · ·	7	
			_		
v-l					
-					
-					
-					
	List of new accounts:				
-					
-	13400 Retainage Receivable New Construction				
-	13400 Retainage Receivable Remodel				
-	13400 Retainage Receivable Overhead				
-	28100 Loan - Construction Equipment New Construction				
	28100 Loan - Construction Equipment Remodel				
	28100 Loan - Construction Equipment Overhead				
-	54200 Equipment Rental New Construction				
- - -	54200 Equipment Rental Remodel				
-	54200 Equipment Rental Overhead				
-	54400 Permits and Licenses New Construction				
	54400 Permits and Licenses Remodel				
4	54400 Permits and Licenses Overhead				
-	63100 Postage New Construction				
	63100 Postage Remodel				
5	63100 Postage Overhead				
-	64220 Computer Repairs New Construction				
-	64220 Computer Repairs Remodel				
- 0	64220 Computer Repairs Overhead				
-					
-					-
PAGE 2 OF 2 106 WOF	DRDS ENGLISH (UNITED STATES)	I o -		+	100%

Updated Reports

Any existing reports in your document 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.

New document 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 document, the existing document is copied, and the new period's data is read into *the new copy* of the document.

Your original document 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 <u>historical series of documents</u>, one for each of their respective financial periods.

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

Note: Account balances of previous financial periods are preserved in the new document containing the latest financial period and are used for the Comparative presentation. However, you might need to access a historical document, to redo the Read Trial Balance Data process for example.

3.1.2 QuickBooks Online

Read TB Data Options
Input source file ExcelFSM workbook QuickBooks Desktop QuickBooks Online
General Ledger Drill Down option With GL transactions Without GL transactions
OK

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

Note: With QuickBooks Online as input source file, if the WordFSM program running does not include the General Ledger Drill Down option, the selection for the General Ledger Drill Down option is disabled. If the WordFSM program running includes the General Ledger Drill Down option, the selection for the General Ledger Drill Down option is enabled and set to "With GL transactions" by default. See <u>General Ledger Drill Down</u>

Setting up QuickBooks Online to work with WordFSM

A "FSM QuickBooks Online" company file must be created to allow WordFSM to read a QuickBooks Online company file. To create a "FSM 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.



* Although the utility refers to ExcelFSM, the file created will work to Read the Trial Balance Data with WordFSM.

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)

QuickBooks	× +		
← → C 🔒 c13.qbo.i	ntuit.com/app/appcenter/clientapps		☆ () :
D Accountant		🖨 Accountant Tools 🕜 Help 🔍 🗘 🤅	» 🛛 🖉
+ New	Find apps Client ap	pps Firm apps	
YOUR PRACTICE	Client apps		
Clients			
Team	All apps 🗸 🗸	Search by client or app Q	Q
ProAdvisor >	CLIENT	CONNECTED APPS	
Work	test (1)	W ExcelFSM	
Apps			
YOUR BOOKS		Connected by you + Add app	
Dashboard			

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 FSMQBO company file, and click Open.

WordFSM 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 Word document (along with the as of date), inserts the name of the enterprise in the document when the 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 Word document, to insert the as-of date in the document with the 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 new document. Make sure you put the right as-of date.

For subsequent financial periods, you will be updating an existing FSM document 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, WordFSM 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, WordFSM has the capacity to process amended trial balances and automatically update the financial reports). WordFSM has also the capacity to add prior periods to an existing FSM document.

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.

🖳 Item Balance [as of 12/31/2016]				×
Grouped Accounts	< M	love	Ungrouped Accounts	
		40100	Construction Income	
		40100	Construction Income New Construction	
		40100	Construction Income Remodel	
		40100	Construction Income Overhead	
		40110	Design Income	
		40110	Design Income New Construction	
		40110	Design Income Remodel	
		40110	Design Income Overhead	
		40120	Equipment Rental Income	
		40130	Labor Income	
		40130	Labor Income New Construction	
		40130	Labor Income Remodel	
		40130	Labor Income Overhead	
		40140	Materials Income	
		40140	Materials Income New Construction	
		40140	Materials Income Remodel	
		40140	Materials Income Overhead	
		40150	Subcontracted Labor Income	Ŧ
		•	4	
Sense Keep Position And	Size 📄	Show	v Account Balances List All Acco	ounts

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.

Clicking the OK button opens the Save As Windows dialog:

Save As	o ► My Documents ► WordFSM ► version1.3 ►	• 4 Search version1.3	<u>×</u>
File <u>n</u> ame: Save as <u>t</u> ype:	FSM Rock Castle Construction 12-31-2016.docx		•
Browse Folders		Save Cancel	

Select the folder and specify the name to rename the WordFSM document with, and click Save.

Results

- The trial balance data is imported and organized in the central memory of the computer.
- A new FSM document is created with the specified name

	5 - ()	Ŧ		FSM Rock Cast	tle Construction 1	2-31-2016.0	locx - Word			?	Ť	_		×
FILE	HOME	INSERT	DESIGN	PAGE LAYOUT	REFERENCES	MAILING	S REVIEW	VIEW	FSM				Si	ign in
Read Trial	Balance Data	Name	Item Balan	ce 📲 Comparative	Copy Excelf	SM FS	🕜 Help							
Accounts of	groupings	Date	Select Perio	od []Bookmarks	Formatting	marks	🖔 About							
Recalculate	e	Item Titles	Total	Copy balance	e Sync with E	xcelFSM								
Trial E	Balance			Building a report										~

Updating the Chart of Accounts

If this is the first time the document has had a trial balance read into it, a chart of accounts is built.

If the document contained previous trial balances, the chart of accounts, which was previously built, is updated.

NOTE: Account titles changed in the accounting software will likewise be changed in WordFSM.

If new accounts were added to the chart of accounts, the number of new accounts is displayed

WordFSM	X
18 new account(s) were added to the Chart of Acco	unts.
	ОК

and a list of the new accounts is inserted at the end of the document for you to consult, to print and eventually to remove from the document.



Updated Reports

Any existing reports in your document 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.

New document 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 document, the existing document is copied, and the new period's data is read into *the new copy* of the document.

Your original document 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 <u>historical series of documents</u>, one for each of their respective financial periods.

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

Note: Account balances of previous financial periods are preserved in the new document containing the latest financial period and are used for the Comparative presentation. However, you might need to access a historical document, to redo the Read Trial Balance Data process for example.

3.1.3 General Ledger Drill Down





Note: With ExcelFSM workbook as input source file, the selection for the General Ledger Drill Down option is disabled, but if the ExcelFSM workbook contains the General Ledger transactions, the General Ledger Drill Down feature will be functional within WordFSM.

Note: With QuickBooks (Desktop or Online) as input source file, if the WordFSM program running includes the General Ledger Drill Down option, the selection for the General Ledger Drill Down option is enabled and set to "With GL transactions" by default.

Note: If the data does not include the GL transactions, double clicking an item's balance will display the Item Balance dialog. If the data includes the GL transactions, the Item Balance dialog will be displayed by clicking the FSM 'Item Balance' button.

Once read and organized in the central memory of your computer by WordFSM, double clicking an item's balance will display the Item Balance Detail,

■ = 5 · 0	-	FSM Rock Cast	le Construction	11-30-2016.d	ocx - Word			?	A -	
ETLE HOME	INSERT DESIGN	PAGELAVOUT	REFERENCES	MAILINGS	REVIEW	VIEW	ESM	-	_	Sign in
Read Trial Balance Data	Name Item Balance		Conv Exce		Help					
Accounts groupings	Date Select Period	I T Bookmarks	Formatting	marks	About					
Recalculate	Item Titles Total	Copy balance	Svnc with	ExcelFSM	- noour					
Trial Balance		Building a report								~
L 1	X	2	3	1 4	n n n Finis	5	6		7	
			Rock Castle	Constructi	on					
		Balar	ice Sheet with	monthly P&	L by class					
			Novem	ber 2016						
	ASSETS									
	Current Assets									
-	Cash						9	99,551		
	Short term deposits						-	1,720		
. 2	Accounts Receivable						8	33,547		
	Prepaid expenses							6,189		
-	Inventory						_	27,872		
-							21	18,879		
m	Fixed assets						43	33,218		
							65	52 097		
-							=			
-	Current Lighilition									
4	Accounts Payable and	d Accrued Liabilit	0.0				e	3 726		
-	Long Term Liabilities	a Accrued Liabilit	165				35	37.467		
-	Long Torri Lidolidoo							,401		
	NET ASSETS									
- -	Capital Stock and reta	ained earnings					10	01,031		
	Retained earnings – p	prior months					8	33,368		
-			New const	ruction	Remo	del				
	Income		45.24	12	22 F	33	c	37 775		
. .	lincome		45,24	-2	22,5	71		29 113		
🖳 Item Balance)	10,0	, , ,	_			
					39,1	13	2	28,662		
40100 Construction Ir	ncome New Construction		0.00				1	12,157		
40110 Design Income	e New Construction		0.00				1	16,505		
40140 Materials Incor	me New Construction		-12,060.50							
40150 Subcontracted	Labor Income New Construct s given New Construction	ion	-26,555.00				20	00,904		
40135 Less Discount 40520 Permit Reimbu	s given i new Construction rsement Income New Construc	tion	0.00				65	52,097		
40530 Reimbursed Fr	eight & Delivery New Construc	tion	0.00				=			
]						
					[Ro		+	100%

from which, double clicking an account's balance will display the Account Balance Detail,

Туре	Date	Docum	Name	Memo	Class	Clr	Allocation	Debit	Credit
nvoice	11/15/2016	1074	Pretell Real Estate	Framing labor	New Cons		11000 - Accounts Receivable N		1,072.50
Invoice	11/20/2016	1079	Melton, Johnny:De	Installation labor	New Cons		11000 - Accounts Receivable N		910.00
Invoice	11/20/2016	1079	Melton, Johnny:De	Equipment Re	New Cons		11000 - Accounts Receivable N		700.00
Invoice	11/25/2016	1083	Burch, Jason:Roo	Installation labor	New Cons		11000 - Accounts Receivable N		420.00
Invoice	11/25/2016	1083	Burch, Jason:Roo	Framing labor	New Cons		11000 - Accounts Receivable N		550.00
Invoice	11/25/2016	1083	Burch, Jason:Roo	Removal labor	New Cons		11000 - Accounts Receivable N		35.00
Invoice	11/28/2016	1085	Teschner, Anton:S	Removal labor	New Cons		11000 - Accounts Receivable N		540.00
Invoice	11/28/2016	1085	Teschner, Anton:S	Framing labor	New Cons		11000 - Accounts Receivable N		2,400.00

from which, double clicking a transaction will display the Transaction Detail.

1/28/2016	1005							or or only
	1085	Teschner, Anton:S		New Cons		11000 - Accounts Receivable N	8,305.95	
1/28/2016	1085	Teschner, Anton:S	Exterior wood	New Cons		12100 - Inventory Asset New Co		298.74
1/28/2016	1085	Teschner, Anton:S	Locking interio	New Cons		12100 - Inventory Asset New Co		35.28
1/28/2016	1085	State Board of Eq	CA sales tax,	New Cons		25500 - Sales Tax Payable New		385.95
1/28/2016	1085	Teschner, Anton:S	Removal labor	New Cons		40130 - Labor Income New Con		540.00
1/28/2016	1085	Teschner, Anton:S	Framing labor	New Cons		40130 - Labor Income New Con		2,400.00
1/28/2016	1085	Teschner, Anton:S	Window	New Cons		40140 - Materials Income New C		600.00
1/28/2016	1085	Teschner, Anton:S	Exterior wood	New Cons		40140 - Materials Income New C		1,950.00
1/28/2016	1085	Teschner, Anton:S	Locking interio	New Cons		40140 - Materials Income New C		45.00
1/28/2016	1085	Teschner, Anton:S	Rough lumber	New Cons		40140 - Materials Income New C		1,400.00
1/28/2016	1085	Teschner, Anton:S	Trim lumber	New Cons		40140 - Materials Income New C		275.00
1/28/2016	1085	Teschner, Anton:S	Decking lumber	New Cons		40140 - Materials Income New C		710.00
1/28/2016	1085	Teschner, Anton:S	Exterior wood	New Cons		50100 - Cost of Goods Sold Ne	298.74	
1/28/2016	1085	Teschner, Anton:S	Locking interio	New Cons		50100 - Cost of Goods Sold Ne	35.28	
	1/28/2016 1/28/2016 1/28/2016 1/28/2016 1/28/2016 1/28/2016 1/28/2016 1/28/2016 1/28/2016 1/28/2016 1/28/2016 1/28/2016 1/28/2016	1/28/2016 1085 1/28/2016 1085	1/28/2016 1083 reschner, Anton.S 1/28/2016 1085 Teschner, Anton.S 1/28/2016 1085 State Board of Eq 1/28/2016 1085 Teschner, Anton.S 1/28/2016 1085 Teschner, Anton.S	1/28/2016 1085 Teschner, Anton:S Exterior wood 1/28/2016 1085 Teschner, Anton:S Locking interio 1/28/2016 1085 State Board of Eq CA sales tax, 1/28/2016 1085 Teschner, Anton:S Removal labor 1/28/2016 1085 Teschner, Anton:S Removal labor 1/28/2016 1085 Teschner, Anton:S Window 1/28/2016 1085 Teschner, Anton:S Exterior wood 1/28/2016 1085 Teschner, Anton:S Exterior wood 1/28/2016 1085 Teschner, Anton:S Locking interio 1/28/2016 1085 Teschner, Anton:S Locking interio 1/28/2016 1085 Teschner, Anton:S Decking lumber 1/28/2016 1085 Teschner, Anton:S Decking lumber 1/28/2016 1085 Teschner, Anton:S Exterior wood 1/28/2016 1085 Teschner, Anton:S Exterior wood 1/28/2016 1085 Teschner, Anton:S<	1/28/2016 1083 Teschner, Anton:S Exterior Wood New Cons 1/28/2016 1085 Teschner, Anton:S Locking interio New Cons 1/28/2016 1085 State Board of Eq CA sales tax, New Cons 1/28/2016 1085 Teschner, Anton:S Removal labor New Cons 1/28/2016 1085 Teschner, Anton:S Framing labor New Cons 1/28/2016 1085 Teschner, Anton:S Framing labor New Cons 1/28/2016 1085 Teschner, Anton:S Exterior wood New Cons 1/28/2016 1085 Teschner, Anton:S Locking interio New Cons 1/28/2016 1085 Teschner, Anton:S Locking interio New Cons 1/28/2016 1085 Teschner, Anton:S Rough lumber New Cons 1/28/2016 1085 Teschner, Anton:S Decking lumber New Cons 1/28/2016 1085 Teschner, Anton:S Decking lumber New Cons <t< td=""><td>1/28/2016 1085 Teschner, Anton:S Exterior wood New Cons 1/28/2016 1085 Teschner, Anton:S Locking interio New Cons 1/28/2016 1085 State Board of Eq CA sales tax, New Cons 1/28/2016 1085 Teschner, Anton:S Removal labor New Cons 1/28/2016 1085 Teschner, Anton:S Framing labor New Cons 1/28/2016 1085 Teschner, Anton:S Framing labor New Cons 1/28/2016 1085 Teschner, Anton:S Exterior wood New Cons 1/28/2016 1085 Teschner, Anton:S Exterior wood New Cons 1/28/2016 1085 Teschner, Anton:S Locking interio New Cons 1/28/2016 1085 Teschner, Anton:S Teschner Wew Cons 1/28/2016 1/28/2016 1085 Teschner, Anton:S Decking lumber New Cons 1/28/2016 1085 Teschner, Anton:S Decking lumber New Cons</td><td>1/28/2016 1083 Teschner, Anton:S Extender Wood 12100 - Inventory Asset New Cor 1/28/2016 1085 Teschner, Anton:S Locking interio New Cons 12100 - Inventory Asset New Cor 1/28/2016 1085 State Board of Eq CA sales tax, New Cons 25500 - Sales Tax Payable New 1/28/2016 1085 Teschner, Anton:S Removal labor New Cons 40130 - Labor Income New Con 1/28/2016 1085 Teschner, Anton:S Framing labor New Cons 40130 - Labor Income New Con 1/28/2016 1085 Teschner, Anton:S Window New Cons 40140 - Materials Income New Con 1/28/2016 1085 Teschner, Anton:S Exterior wood New Cons 40140 - Materials Income New C 1/28/2016 1085 Teschner, Anton:S Locking interio New Cons 40140 - Materials Income New C 1/28/2016 1085 Teschner, Anton:S Rough lumber New Cons 40140 - Materials Income New C 1/28/2016 1085 Teschner, Anton:S</td><td>1/28/2016 1083 Teschner, Anton:S Extend Wood 12100 - Inventory Asset New Co 1/28/2016 1085 Teschner, Anton:S Locking interio New Cons 12100 - Inventory Asset New Co 1/28/2016 1085 State Board of Eq CA sales tax, New Cons 25500 - Sales Tax Payable New 1/28/2016 1085 Teschner, Anton:S Removal labor New Cons 40130 - 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Inventory Asset New Cor 1/28/2016 1085 Teschner, Anton:S Locking interio New Cons 12100 - Inventory Asset New Cor 1/28/2016 1085 State Board of Eq CA sales tax, New Cons 25500 - Sales Tax Payable New 1/28/2016 1085 Teschner, Anton:S Removal labor New Cons 40130 - Labor Income New Con 1/28/2016 1085 Teschner, Anton:S Framing labor New Cons 40130 - Labor Income New Con 1/28/2016 1085 Teschner, Anton:S Window New Cons 40140 - Materials Income New Con 1/28/2016 1085 Teschner, Anton:S Exterior wood New Cons 40140 - Materials Income New C 1/28/2016 1085 Teschner, Anton:S Locking interio New Cons 40140 - Materials Income New C 1/28/2016 1085 Teschner, Anton:S Rough lumber New Cons 40140 - Materials Income New C 1/28/2016 1085 Teschner, Anton:S	1/28/2016 1083 Teschner, Anton:S Extend Wood 12100 - Inventory Asset New Co 1/28/2016 1085 Teschner, Anton:S Locking interio New Cons 12100 - Inventory Asset New Co 1/28/2016 1085 State Board of Eq CA sales tax, New Cons 25500 - Sales Tax Payable New 1/28/2016 1085 Teschner, Anton:S Removal labor New Cons 40130 - Labor Income New Con 1/28/2016 1085 Teschner, Anton:S Framing labor New Cons 40130 - Labor Income New Co 1/28/2016 1085 Teschner, Anton:S Window New Cons 40140 - Materials Income New C 1/28/2016 1085 Teschner, Anton:S Exterior wood New Cons 40140 - Materials Income New C 1/28/2016 1085 Teschner, Anton:S Locking interio New Cons 40140 - Materials Income New C 1/28/2016 1085 Teschner, Anton:S Rough lumber New Cons 40140 - Materials Income New C 1/28/2016 1085 Teschner, Anton:S

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

3.2 Accounts groupings

View the chart of accounts built from the selected FSM workbook, and the financial statement items where each account is grouped into in the FSM document.

🖳 Accounts groupings	
10000-Bank	10073-WebSite
1-8 : Cash 39,582	1-17 : Fixed Assets 2,882
1-8 : Cash [] 50,633	1-17 : Fixed Assets [] 2,508
10003-Petty Cash	10080-Accrued Dep Furniture
1-9 : Short Term Deposit 250.050	1-17 ; Fixed Assets 2,882
1-9 : Short Term Deposit [] 75	1-17 : Fixed Assets [] 2,508
10005-Short term deposit	10081-Accrued Dep Computer equip.
1-9 : Short Term Deposit 250,050	1-17 : Fixed Assets 2,882
1-9 : Short Term Deposit [] 75	1-17 ; Fixed Assets [12,508
10010-Accounts Receivable	10082-Accrued Dep Software
1-10 : Accounts Receivable 61,691	1-17 : Fixed Assets 2,882
1-10 ; Accounts Receivable [162.372	1-17 ; Fixed Assets [12,508
10011-Other Receivable	10083-Accrued Dep WebSite
1-10 ; Accounts Receivable 61,691	1-17 ; Fixed Assets 2.882
1-10 : Accounts Receivable [162.372	1-17 ; Fixed Assets [12,508
10014-Taxe A Receivable Contribution	10061-Loan APU
1-10 : Accounts Receivable 61,691	1-9 : Short Term Deposit 250.050
1-10 : Accounts Receivable [162.372	1-9 : Short Term Deposit [175
10015-Taxe B Receivable Contribution	10090-Deposit on Rent
1-10 : Accounts Receivable 61 691	1-16 : Deposit on Rent and Wages 97,168
1-10 : Accounts Receivable [162.372	1-16 : Deposit on Rent and Wages [193,974
10018-Accrued interests	10091-Deposit on Wages
1-10 : Accounts Receivable 61 691	1-16 Deposit on Rent and Wages 97 168
1-10 : Accounts Receivable [162.372	1-16 : Deposit on Rent and Wages [193,974
10026-Taxe A Receivable	10092-Deposit - fringe benefits
1-10 : Accounts Receivable 61 691	1-16 : Deposit on Rent and Wages 97,168
1-10 · Accounts Receivable [1.62.372	1-16 Deposition Rent and Wages [193 974
10027-Taxe B Receivable	20010-Accounts Pavable
1-10 : Accounts Receivable 61,691	1-23 : Accounts Pavable and Accrued Liabilities 393,751
1-10 : Accounts Receivable [162.372	1-23 : Accounts Pavable and Accrued Liabilities [1236.075
10040-Advance anticipated	20011-Other Pavable
1-10 : Accounts Receivable 61,691	1-23 : Accounts Pavable and Accrued Liabilities 393,751
1-10 : Accounts Receivable [162.372	1-23 : Accounts Pavable and Accrued Liabilities [1236.075
10050-Prepaid expenses	20012-Wages pavable
1-11 : Prepaid expenses 3.876	1-23 : Accounts Pavable and Accrued Liabilities 393,751
1-11 : Prepaid expenses [18,554	1-23 : Accounts Pavable and Accrued Liabilities [1236.075
10060-Investment GQT	20026-Taxe A Pavable
1-15 : Investments 130.809	1-10 : Accounts Receivable 61.691
1-15 : Investments [1 130.809	1-10 : Accounts Receivable [162.372
10070-Fumiture	20027-Taxe B Pavable
1-17 : Fixed Assets 2 882	1-10 : Accounts Receivable 61.691
1-17 : Fixed Assets [12,508	1-10 : Accounts Receivable [162.372
10071-Computer equipment	20030-Income Taxe A Payable
1-17 : Fixed Assets 2.882	1-23 : Accounts Pavable and Accrued Liabilities 393.751
1-17 : Fixed Assets [12,508	1-23 : Accounts Pavable and Accrued Liabilities [1236.075
10072-Software	20035-Income Taxe B Pavable
1-17 : Fixed Assets 2,882	1-23 : Accounts Payable and Accrued Liabilities 393.751
1-17 : Fixed Assets [] 2,508	1-23 : Accounts Payable and Accrued Liabilities [_] 236,075
<	+

Accounts groupings dialog.

The Accounts groupings dialog is movable and resizable. The bigger you make the window, the more accounts are visible.

3.3 Recalculate

Recalculate the balances following any change made to the adjusted trial balance in the ExcelFSM workbook.

After adding or modifying adjusting entries, adding new accounts, or after the reading of an amended trial

balance in the selected FSM workbook AND performing a file save for it, clicking the Recalculate button automatically updates the financial statements in the FSM document.

4 Building a report

	5-0	Ŧ			Document1 -	Word				?	个	-		×
FILE	HOME	INSERT	DESIGN	PAGE LAYOUT	REFERENCES	MAILING	S REVI	EW VIEW	FSM				Si	ign in
Read Trial	Balance Data	Name	Item Balan	ce 📲 Comparative	Copy Exce	IFSM FS	🔞 Help							
Accounts	groupings	Date	Select Perio	od [] Bookmarks	Formatting	g marks	🟅 About							
Recalculat	te	Item Titles	Total	Copy balance	Sync with	ExcelFSM								
Trial	Balance			Building a report										~

The Building a report buttons let you:

- Insert the Enterprise name into your financial report.
- Insert the As-Of date of the current accounting period 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 the financial period or periods range of selected elements (items and dates), for e.g. Statement of Cash Flows, financial statement Notes, and Quarterly financial statements.
- Group items into a Total and insert its balance into your financial report.
- Duplicate selected elements (items and dates) and select financial period or periods range for these elements to duplicate into your financial report for comparative presentation.
- Show Bookmarks brackets in the document.
- Copy individual financial statement balances (either Item balances or Total balances). This can be really helpful, particularly for the building of the financial statement Notes and the Statement of Cash Flows.
- Show formatting marks in the document.
- Copy financial statements built with ExcelFSM.
- Synchronize those copied financial statements with the ExcelFSM workbook.

4.1 Name

Insert the name of the enterprise into the document.

Bookmarks

Bookmarks are assigned to Enterprise name. A bookmark identifies a location or a selection of text that you name and identify for future reference. A bookmark has a location, a text and a name. The enterprise name represents the bookmark text, and the bookmark name is made around a unique identifier. Enterprise name bookmarks are easily recognizable as they start with the letters FSMENAME, followed by a unique identifier, e.g.:

FSMENAMEd2baf5d2158748858287b2149f7a3e87

HINT: click the Bookmarks button to show the bookmarks brackets to make sure that the bookmark text included between the brackets in only the computed value <u>Bookmarks</u>.

Modify the name

The Enterprise name is initialized with the enterprise name of the selected FSM workbook. This name can be modified. Edit the name shown between the bookmark brackets, then, with the cursor remaining within the brackets, click the Enterprise Name button. The Enterprise name is initialized to the edited name.

Note: Enterprise name cannot be copied & pasted since a bookmark name cannot be assigned to more than one location.

4.2 Date

Insert the As-Of date of the selected accounting period into the document.

-	
Select date	
 12/31/2010 12/31/2009 	(0) (1)
	OK Cancel

Current date format is predefined to show only the year, using the date format yyyy, and cannot be modified. For QuickBooks FSM documents, the predefined date format is MMMM d, yyyy (ex: December 31, 2010).

Bookmarks

Bookmarks are assigned to As-Of dates. A bookmark identifies a location or a selection of text that you name and identify for future reference. A bookmark has a location, a text and a name. The computed

date represents the bookmark text, and the bookmark name is made around a unique identifier. As-Of dates bookmarks are easily recognizable as they start with the letters FSMDA, followed by a unique identifier, then period index (3 digits), e.g.:

```
FSMDAd2baf5d2158748858287b2149f7a3e87000
```

HINT: click the Bookmarks button to show the bookmarks brackets to make sure that the bookmark text included between the brackets in only the computed value **Bookmarks**.

Note: As-Of dates cannot be copied & pasted since a bookmark name cannot be assigned to more than one location.

4.3 Item Titles

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

🖳 Suggested Item Titles		×
Bank	WebSite	RQAI
Petty Cash	Accrued Dep Furniture	FSS I
Short term deposit	Accrued Dep Computer equip.	RRQ
Accounts Receivable	Accrued Dep Software	Unea
Other Receivable	Accrued Dep WebSite	Retai
Taxe A Receivable Contribution	Loan APU	PPR
Taxe B Receivable Contribution	Deposit on Rent	Joint
Accrued interests	Deposit on Wages	Cotisa
Taxe A Receivable	Deposit - fringe benefits	Cotisa
Taxe B Receivable	Accounts Payable	Cotisa
Advance anticipated	Other Payable	Cotisa
Prepaid expenses	Wages payable	Cotisa
Investment GQT	Taxe A Payable	Cotisa
Furniture	Taxe B Payable	Cotisa
Computer equipment	Income Taxe A Payable	Cotisa
Software	Income Taxe B Payable	Cotisa
•		•
Keep Position And Size		

Suggested Item Titles shows the titles of the accounts in the chart of accounts.

Select the desired text, and it will be inserted at the current cursor position into the document.

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 in the center. Once moved and resized, the new settings can become the

default settings by checking the Keep Position And Size checkbox.

4.4 Item Balance

Group accounts into an Item and insert the item's balance into your financial report.

Clicking the Item Balance ribbon button or double clicking on a balance that already contains an Item balance shows:

ltem	Balance [as c	of 12/31/2010]				• -×
	Grouped Accounts		Move	>	Ungrouped Account	5
10000	Bank			10005	Short term deposit	
10003	Petty Cash			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	
				10040	Advance anticipated	
				10050	Prepaid expenses	
				10060	Investment GQT	
				10070	Fumiture	
				10071	Computer equipment	
				10072	Software	
				10073	WebSite	
				10080	Accrued Dep Furniture	
				10081	Accrued Dep Computer equip.	
				10082	Accrued Dep Software	
				•	III	•

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 current page) are in the right list.

Note: This means that on a given page, an account can be grouped into only one item (unless you click the 'List All Account').

Affecting how the Item Balance is computed

The Item Balance is computed as of the date shown in the title of the dialog at the top (e.g. "[as of 12/31/2010]").

If a periods range was selected for the item, it indicates "[Variation from <beginning period date> to <ending period date>]" and the balance is computed for that range of periods.

Click the link line to change the period or periods range.

	- • •
Select period or periods range 12/31/2010 (0) 12/31/2009 (1)	
ОК	Cancel

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 WordIFSM 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 in the center. 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	s of 12/31/2010]					x	
	Gro	uped Accounts	Move>		Ungrouped Acc	Ungrouped Accounts		
10000	Bank	50633.46		10005	Short term deposit	0		
10003	Petty Cash	75.00		10010	Accounts Receivable	4811.72	-	
				10011	Other Receivable	49525.06	1	
				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	Fumiture	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	-	
<u>)ebit</u>	List All Account Balances							

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 current page) are in the right list, so on a given page, 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 page. 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 double-clicking on a bookmark 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 document.

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

Item grouping can be changed in any period.

Bookmarks

Bookmarks are assigned to Item Balances. A bookmark identifies a location or a selection of text that you name and identify for future reference. A bookmark has a location, a text and a name. The computed balance represents the bookmark text, and the bookmark name is made around a unique identifier. Item balances bookmarks are easily recognizable as they start with the letter F, followed by a unique identifier, then the item sense (D or C), then the beginning period index (3 digits) and the ending period index (3 digits), e.g.:

F010abce18c264bcb8d9b01d54c82dc9dD000000

HINT: click the Bookmarks button to show the bookmarks brackets to make sure that the bookmark text included between the brackets in only the computed value <u>Bookmarks</u>.

Note: Item balances cannot be copied & pasted since a bookmark name cannot be assigned to more than one location. Use the Copy Item button to duplicate an existing item grouping <u>Copy Item</u>.

4.5 Select Period

The Select Period button allows you to select the financial period or periods range of selected elements (items and dates).

This is used for the Cash Flow statement, financial statement Notes, periodic (Monthly, Quarterly, etc.) financial statements, financial reports combining cumulative and periodic balances on the same column, etc.

Click the Select period button, then select the elements to change the period (items and dates).

🖳 Elements to change period				×
Selected	< M	ove	Unselected	
		1-3	2011	*
		1-3	[] 2010	
		1-7	Cash 39,582	
		1-7	Cash [] 50,633	
		1-8	Short Term Deposit 250,050	
		1-8	Short Term Deposit [] 75	
		1-9	Accounts Receivable 61,691	Ξ
		1-9	Accounts Receivable [] 62,372	
		1-10	Prepaid expenses 3,876	
		1-10	Prepaid expenses [] 8,554	
		1-14	Investments 130,809	
		1-14	Investments [] 130,809	
		1-15	Deposit on Rent and Wages 97,168	
		1-15	Deposit on Rent and Wages [] 93,974	
		1-16	Fixed Assets 2,882	
		1-16	Fixed Assets [] 2,508	
		1-22	Accounts Payable and Accrued Liabilities 39	C I
		1-22	Accounts Payable and Accrued Liabilities [-
		٠	•	
Keep Position And S	Size 📃			æ

Selection

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

Move Selected Element(s)

- Click the Move button (or press the Enter key) to move the selected element(s).
- When moving element(s) to the Selected list, the elements will be moved above the selected element in the Selected list.
- When moving account(s) to the Unselected list, the elements will be placed in the order they are shown in the document.

Click the 'X in the upper right corner to close the dialog, then select the period or periods range to apply to the selected elements

-		- • ×
Select period or 12/31/2011 12/31/2010 12/31/2009	(0) (1) (2)	
	ОК	Cancel

The value of the selected elements are updated according to the financial period or periods range selected.

4.6 Total

Group Items into a Total and insert the total's balance into your financial report.

The way the dialog works for Grouping Totals is very similar to Grouping Items.

🖳 Total			
Grouped Items	Move	>	Ungrouped Items
1-8 Cash 39,632		1-8	Cash [] 50,708
1-9 Short Term Deposit 250,000		1-9	Short Term Deposit [] 0
1-10 Accounts Receivable 61,691		1-10	Accounts Receivable [] 62,372
1-11 Prepaid expenses 3,876		1-11	Prepaid expenses [] 8,554
		∢	4 III
Keep Position A	nd Size 📃		List All Items

Items that are grouped into the Total are in the left list. Items that are not grouped into this Total are in the right list.

Only Items appearing "before" the Total position can be grouped into the Total. This includes Items:

- On previous lines in the same page of the Total position
- On the same line to the left of the Total position

Dialog position and size

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

List All Items

As mentioned previously, only Items in lines appearing "before" the Total position 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 position.

Shortcut: In addition to the FSM ribbon button, access this dialog by double-clicking on a bookmark 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 page.
- When items are moved, the Total's balance is re-computed, and displayed immediately in the document.

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 <u>Item</u> <u>Balance</u> for further details).

• The Ungrouped Items list is maintained in the same order as they appear in the page.

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.

Bookmarks

Bookmarks are assigned to Totals. A bookmark identifies a location or a selection of text that you name and identify for future reference. A bookmark has a location, a text and a name. The computed total represents the bookmark text, and the bookmark name is made around a unique identifier. Totals bookmarks are easily recognizable as they start with the letters FSMTOTAL, followed by a unique identifier, e.g.:

FSMTOTAL36a17862212547c6af6bd67f07fe632d

HINT: click the Bookmarks button to show the bookmarks brackets to make sure that the bookmark text included between the brackets in only the computed value <u>Bookmarks</u>.

Note: Totals cannot be copied & pasted since a bookmark name cannot be assigned to more than one location.

HINT: for underline and double underline	you can use INSERT > S	ymbol > More Symbol
--	------------------------	---------------------

Symbol ?
Symbols Special Characters
Font: (normal text) Subset: Box Drawing
∫ ≈ ≠ ≡ ≤ ≥ △ ┌ ∫ │ ─ │ ┌ ┐ └ ┘ ^
╷ _┥ ╷╷╷╷╷╷╷╷╷╷╷╷╷╷╷╷╷╷╷╷╷╷╷╷╷
Recently used symbols:
$- = \mathbf{I} _{=} \mathbf{C} \cdot \mathbf{C} \cdot \mathbf{E} \neq \mathbf{I} + \mathbf{I} \neq \mathbf{I} \geq \mathbf{I} $
Unicode name: Box Drawings Light Horizontal Character code: 2500 from: Unicode (hex) AutoCorrect Shortcut Key Shortcut key: 2500, Alt+X
Insert Close

Symbol 🔹 🖓 🛃
Symbols Special Characters
Eont: (normal text) Subset: Box Drawing
∫ ≈ ≠ ≡ ≤ ≥ △ ┌
Recently used symbols:
$ - = _{=} _{-} \cdot \otimes \otimes \in \pounds \forall \pm \neq \leq \geq $
Unicode name: Box Drawings Double Horizontal Character code: 2550 from: Unicode (hex) AutoCorrect Shortcut Key Shortcut key: 2550, Alt+X

You can also create a Shortcut Key for each one. For example, the Shortcut Key <ctrl><alt>- for underline

Customize Keyboard		? <mark>- x -</mark>
Specify a command		
Categories:	C <u>o</u> mmands:	
Common Symbols	_	* *
Specify keyboard sequence		
C <u>u</u> rrent keys:	Press <u>n</u> ew shortcut key:	
×	Alt+Ctrl+-	
Currently assigned to: —		
Sa <u>v</u> e changes in: Normal.dotm	•	
Description		
Inserts the — character		
Assign Remove	Reset All	Close

and <ctrl><alt>= for double underline

Customize Keyboard	? 💌
Specify a command	
Categories:	C <u>o</u> mmands:
Common Symbols	
Specify keyboard sequence	
C <u>u</u> rrent keys:	Press <u>n</u> ew shortcut key:
	Alt+Ctrl+=
Currently assigned to: [una	issigned]
Sa <u>v</u> e changes in: Normal.do	tm 💌
Description Inserts the = character	
<u>Assign</u> Remove	Reset All Close

4.7 Comparative

Duplicate selected elements (items and dates) and select financial period or periods range for these elements to duplicate into your financial report for comparative presentation.

Click the Comparative ribbon button and select the elements to duplicate

🖳 Elements to duplicate			×
Selected	< Move	Unselected	
	1-3	2011	-
	1-3	[] 2010	
	1-7	Cash 39,632	
	1-7	Cash [] 50,708	
	1-8	Short Term Deposit 250,000	-
	1-8	Short Term Deposit [] 0	=
	1-9	Accounts Receivable 61,691	
	1-9	Accounts Receivable [] 62,372	
	1-1	D Prepaid expenses 3,876	
	1-1	D Prepaid expenses [] 8,554	
	1-1	2 355,199	
	1-1	2 [] 121,634	
	1-1	4 Investments 130,809	
	1-1	4 Investments [] 130,809	
	1-1	5 Deposit on Rent and Wages 97,168	
	1-1	5 Deposit on Rent and Wages [] 93,974	
	1-1	6 Fixed Assets 2,882	
	1-1	6 Fixed Assets [] 2,508	-
	•	III	F
Keep Position And	Size 📃		ŧ

Selection

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

Move Selected Element(s)

- Click the Move button (or press the Enter key) to move the selected element(s).
- When moving element(s) to the Selected list, the elements will be moved above the selected element in the Selected list.
- When moving account(s) to the Unselected list, the elements will be placed in the order they are shown in the document.

Click the 'X in the upper right corner to close the dialog, then select the period or periods range to apply to the selected elements

		- • •
Select period or 12/31/2011 12/31/2010 12/31/2009	(0) (1) (2)	
	OK	Cancel

The selected elements are duplicated to their right with a computed value according to the financial period or periods range selected.

Note: The source item and the duplicated item will have the same unique identifier. This means that modifying the grouping of the source or duplicated item will modify the grouping of the comparative one.

Hint: clicking INSERT > Bookmark

FILE	HOME	INS	ERT	DESIGN	PAG	GE LAYOUT	RE	FERENCES	MAILINGS	REVIEW	VIEW	FSM
🛓 Cover P	oage +		•		R	The SmartArt		Store	W		🛞 Hyperlink	
🗋 Blank P	age	Table	Dictures	Online	Shaper	Chart		- Store	Wikipedia	Online	Bookmark	
H Page Br	reak	Table ▼	FICTURES	Pictures	3Hapes ▼	👩 🖡 Screensho	t∓	My Apps	+ wikipedia	Video	Cross-refe	rence
Pages	s	Tables		II	lustratio	ns		Add	-ins	Media	Links	

displays the list of bookmarks



and you can see which bookmarks have the same unique identifier.

4.8 Bookmarks

Show/Hide Bookmarks brackets in the document.

Bookmarks are assigned to elements of the financial statements (Item Balances, Totals, As-Of dates). A bookmark identifies a location or a selection of text that you name and identify for future reference. A bookmark has a location, a text and a name. The computed value represents the bookmark text, and the bookmark name is made around a unique identifier. FSM bookmarks are easily recognizable as they start with the letter F, e.g.

FSM Item balance bookmark:	F010abce18c264bcb8d9b01d54c82dc9dD000000
FSM Total bookmark:	FSMTOTAL36a17862212547c6af6bd67f07fe632d
FSM As-Of Date bookmark:	FSMDAd2baf5d2158748858287b2149f7a3e87000
FSM Enterprise name bookmark:	FSMENAMEd2baf5d2158748858287b2149f7a3e87

Important

When building a financial report, it is recommended to show the bookmarks brackets to make sure that the bookmark text included between the brackets in only the computed value.

Note: Moving bookmarked text to a new location in the same document also copies the bookmark, but copying bookmarked text to another location in the same document does not replicate the bookmark.

4.9 Copy balance

Copy an individual financial statement balance (either Item balance or Total balance).

This can be really helpful, particularly for the building of the financial statement Notes and the Statement of Cash Flows.

Move the cursor over a balance to copy (mouse over the balance and click it).

Click the Copy balance ribbon button. The button is highlighted and replaced by 'Paste balance'



Move the cursor in the document where to paste the balance.

Click the 'Paste balance' ribbon button.

The balance is pasted, and the button is reset

Name	Item Balance	Comparative	Copy ExcelFSM FS
Date	Select Period	Bookmarks	Formatting marks
Item Titles	Total	Copy balance	Sync with ExcelFSM
		Building a report	

Note: The source balance and the copy-pasted balance will have a different unique identifiers. This means that modifying the grouping of the source or copy-pasted balance will not modify the grouping of the other one.

4.10 Copy ExcelFSM FS

Copy financial statements built with ExcelFSM.

Financial statements built with ExcelFSM can be copied into a WordFSM document and set as if it would have been built with WordFSM.

In a FSM document, a document where a FSM workbook has been selected Select FSM workbook,

Clicking the Copy ExcelFSM FS ribbon button shows:

🖳 Select the financial statement to copy	- • ×
Cumulative General funds PPRDF funds Joint Committee funds Funds Evo Cash Flow Balance Sheet Sheet1 Notes Notes (2) Notes (3) Add.Info. Add.Info.3	

Double-click to select the ExcelFSM financial statement to copy.

The selected financial statement is copied into the FSM document.

■ E 5 · 0	5 .	FSM Non	Profit Organization	Sample 12-31-2	2010copied	IFromExcel.de	ocx - Word		? 🗹	i —	
FILE HOME	INSERT	DESIGN F	AGE LAYOUT	REFERENCES	MAILIN	IGS REVI	EW VIEW	FSM			Sign in
Read Trial Balance D:	ata Name	Item Balance		Conv Evce	IESM ES	🖗 Help					
Accounts arounings	Date	Select Deriod		Eormattin	n marks	M About					
Accounts groupings	Date The Title		L J BOOKMARKS	Formattin		O ADOUL					
Kecalculate	Item Litles	lotal	Copy balance	e Sync with	ExcelF5I/I						
Trial Balance	0		Building a report	-			-			-	^
	A. L. L. L. L.	1	· · · <u>2</u> · · · <u>L</u>		4			L · · 6 · ·	<u>-L</u> O -	7 .	
-											
			.7								
	Non Profit Or	ganization Sa	ample								
	Incomo ovno	and hal	anco of cumulat	ivo fundo							
-	income, expe	inses and bai	ance of cumulat	ive runus							
	for the year e	ended Decem	ber 31,								
-											
-											
							2010	2009			
2	Incomo										
	Members o	ontributions					858 32 9	5 28 728			
-	Special con	tributions					170,977	167,597			
	Financial ai	d					187,621	392,367			
-	Joint comm	nittee					5,900				
	AGA partne	ership					25,757	20,942			
	Others						[11,065]	[35,210]			
-	-						[1,259,645]	[1,460,944]			
	Expenses PALL contrib	hution					127 121	F119 01đ			
4	General ad	ministration					261.028	359.907			
	Union admi	inistration					82,000	80,981			
-	Technical se	ervices					589,155	571,518			
-	Others expe	enses					_ [46,950	76,701			
- 10	Promotion						4,838	8,472			
-	Projects						229,071	383,674			
	No.						[1,340,173	[1,600,272]			
-	Net loss	oginning					[100.247	[139,328] [220,674]			
	Net assets - e	eginning					109.819	190.347			
-							[)j	[/- · ·]			
									1		
-											
2											
-											
PAGE 1 OF 1 90	words 🖽	ENGLISH (UNI	ED STATES)			[ō - <u>-</u>	-	+	100%

Once the copy process is completed, formatting, the main strength of Word, is easily done, and the financial statement, built with ExcelFSM, is as if it would have been built with WordFSM.

4.11 Formatting marks

Show/Hide formatting marks in the document.

- Spaces
- Tab characters
- Paragraph marks

FILE HOME	INSERT DESIGN PAGE LAY	OUT R	EFERENCES MAILIN	GS REVIEW	VIEW	FSM		Si
ad Trial Balance Data	Name Item Balance	parative	Copy ExcelFSM FS	Help Help				
counts arouninas	Date Select Period	marks	Formatting marks	About				
coloulata	Item Titles Tetal		Suns with EvenIESM	About				
	tem filles fotal Cop	y balance	sync with Excersive					
Irial Balance	Building	a report	2		F	6		
1	<u> </u>	· · · <u>-</u> · ·	- 3 4		<u> </u>			
N	on Profit Organization Sample	→	-+		→	-+	→→¶	
-+		→	-+		-+	-+	→¶	
In	come, expenses and balance of the	cumulative	funds	→	-+	-+	→ →	
-	→	→	-+		-+	-+	→¶	
fo	rू∙the•year∙ended•December•31,	→	-+		-+	-+	→ →	
-	9							
-	→	→	-+		-+	-+	→¶	
-	→	→	-+		→ 53	→ 	-→¶	
-	→	→	-		[201] →	→ [200)9 → ¶	
	-+	→	-+		-+	-+	→¶	
In	come →	-+	-+		← Free and	-+ 	¶	
-		- +	-+		[838,323→-	038,72	2ğ→¶ 2∃.e	
		→			107 621	207,55	7 <u>1</u> →1 51.0	
-		-			5 90d		2] → ¶	
	AGA-partnershin →		-		25.757-	• [20.94	เวื ⊸ ¶	
_	Others -	- -	- •		11.065-	+ 35.21	ld→¶	
-+	→	→	→	[1	.,259,645-1	,460,94	i4⊶¶	
Ð	penses -	→	-+	-		→	¶	
-+	PAU•contribution →	→	-		127,131-	119,01	lg→¶	
-+	General∙administration →	→	-+		261,028-	359,90	o∄→¶	
-+	Union-administration -+	→	→		[82,00]→ -	+ [80,98	31] → ¶	
-+	Technical-services →	→	→		[589,155]→-I	571,51	La]→¶	
-	Others-expenses -	→	→		[46,95] → -	+ 76,70)i]→¶	
-	Promotion -	→	-+		[4,838]→	→ [8,47	72 → ¶	
-	Projects →	→	-•	E.	229,071	383,67	74 → ¶	
	→	→	-+	[1	.,340,173 → [1	,600,27	/2→¶	
N	2€·1055 →	→	-+		[[80,528]→[[[100,24]]	139,32	ö]→¶ 71	
N	at assets beginning	→ →	-+		[109 21d].	1929,01	'⊴ ⇒1 17⊾∎	
N		- -			-+Ero'or3-		ודייַי שורייַי	
	· •	•	-		-	-	• 11	
1								

4.12 Sync with ExcelFSM

Synchronize the copied financial statements with the ExcelFSM workbook.

A financial statement copied in the FSM document from a FSM workbook can be synchronized with the FSM workbook, so that modifications in the groupings in the FSM workbook are reproduced in the FSM

document.

Clicking the Sync with ExcelFSM ribbon button, the groupings modifications made in the FSM workbook are reproduced in the FSM document.

5 Help

The Help button shows this Help file.

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

6 About

Running WordFSM without a license, the following dialog is displayed



Running WordFSM with a license, the following dialog is displayed



The Running Product can be:

- WordFSM
- WordFSM+QBD WordFSM with QuickBooks Desktop feature option
- WordFSM+QuickBooks Online WordFSM with QuickBooks Online feature option
- WordFSM+QBD+QuickBooks Online
- WordFSM+QuickBooks Online+GL WordFSM with QuickBooks Online feature and QuickBooks Online General Ledger feature options
- WordFSM+QBD+QuickBooks Online+GL

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

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

7 WordFSM

WordFSM transforms Microsoft Word 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.

Thanks to the Financial Statement Module, the word processor Word has now become

• a universal financial reports generator (for any accounting software)

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