

# Using the Financial Statement Designer (template)

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

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

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

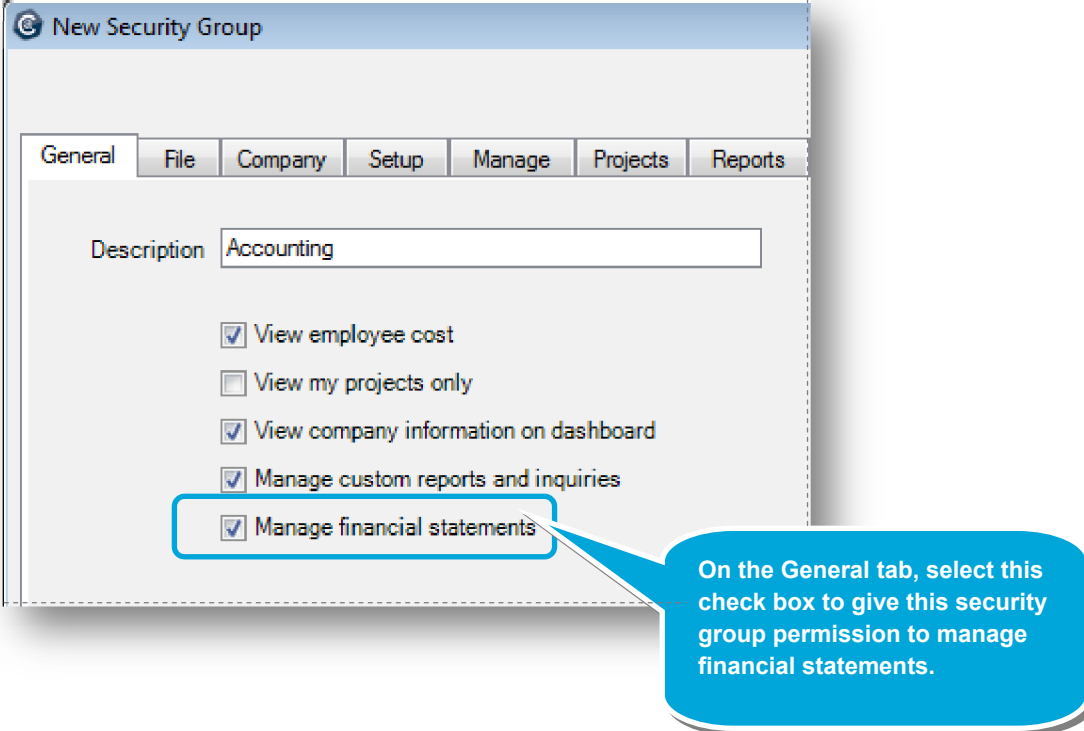
You can use **properties** in the Financial Statement Designer to define common elements found in financial statements. Properties make your design more reusable because they reference the Ajera database.

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

You can begin with a blank worksheet and create your own design, or start with a template and make changes to fit your needs. This quick lesson uses a template to describe the components of a design.

## Step 1: Set security

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

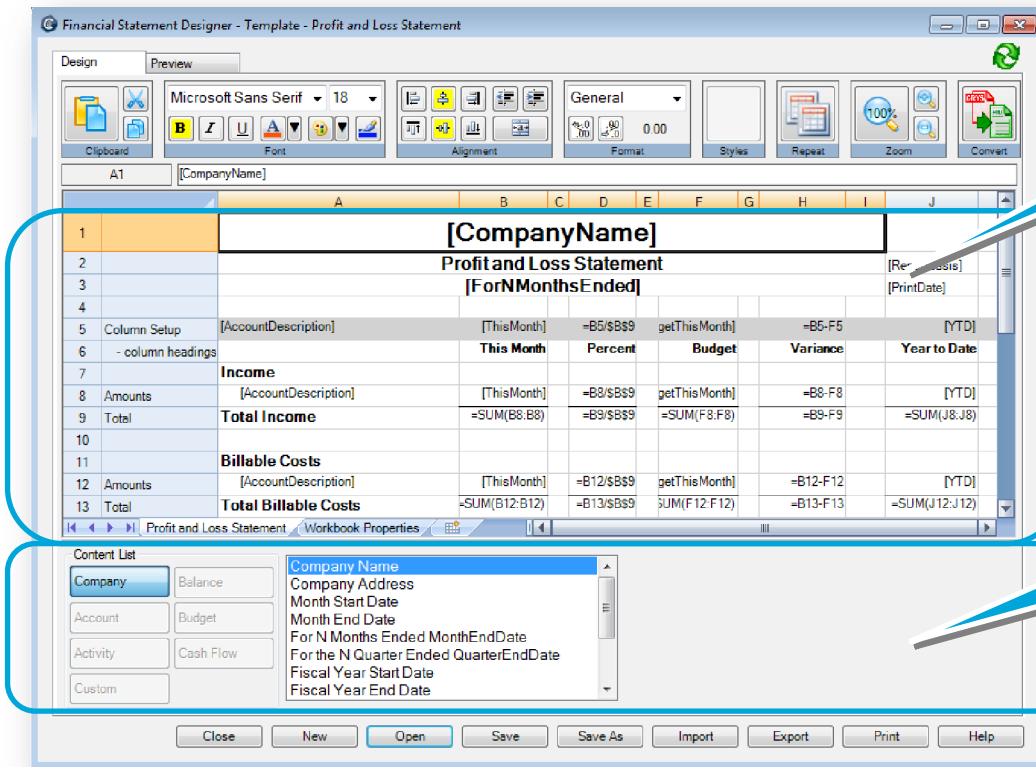


The screenshot shows a 'New Security Group' dialog box with the 'General' tab selected. The 'Description' field contains the text 'Accounting'. Below the description, there are five checkboxes, all of which are checked. A blue callout box with a white border points to the 'Manage financial statements' checkbox, containing the text: 'On the General tab, select this check box to give this security group permission to manage financial statements.'

Tab	View employee cost	View my projects only	View company information on dashboard	Manage custom reports and inquiries	Manage financial statements
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Step 2: Open a template

1. Click **Reports > Manage Financial Statements > Designs**.
2. Click the **Open** button.
3. Select **Template - Profit and Loss Statement** and click the **Select** button.  
The profit and loss template appears.
4. On the **Design** tab is a worksheet with a properties area below it.



Worksheet

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

Properties area

The options that appear in the properties area depend on what you select in the worksheet.

Here, a cell is selected in the worksheet, and options for changing the contents of the cell appear in the properties area.

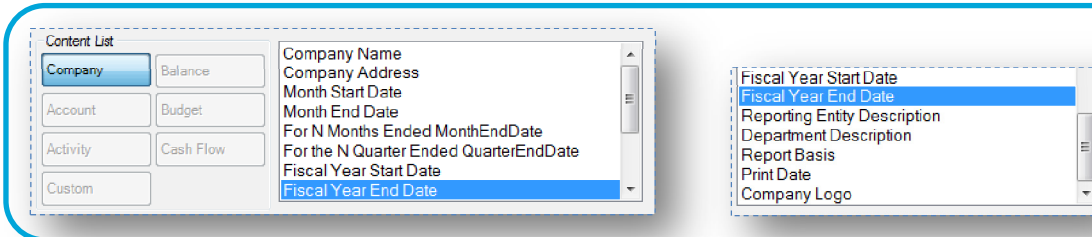
When you select a row or a column, different options for changing the row or column appear.

## Step 3: Explore the statement title cells

A financial statement consists mostly of rows and columns. Typically, the rows display accounts for which you want financial information (for example, Income accounts); the columns filter the information by limiting it to a time period or time (for example, year-to-date or budget amount). The Financial Statement Designer contains properties to define many types of rows and columns found in financial statements.

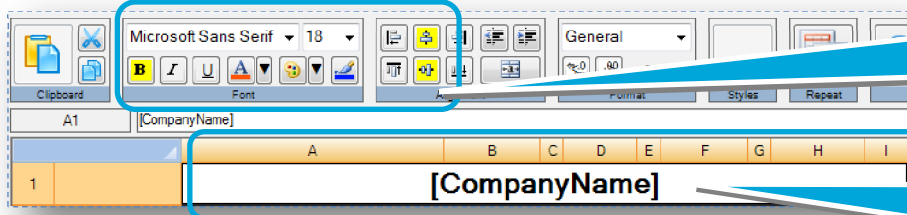
All other information in a statement, such as the title, is defined at the cell level. The Financial Statement Designer contains Company content options to define cells. If the correct property is not available, you can create your own definition by manually entering text into the cell.

1. To view the Company content options, click a cell in the worksheet. The Company content options appear.



Company content options reference the Ajera database for non-financial information commonly found in financial statements.

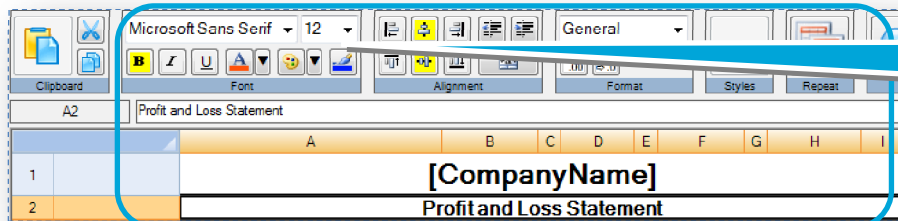
2. In the worksheet, click **[CompanyName]**. The brackets indicate that this is a property, not a manually entered definition.



The toolbar indicates that the font is Microsoft Sans Serif, the style is bold, the size is 18 point, and the text is horizontally and vertically aligned to the center.

This large cell in the worksheet indicates that cells A1 to I1 were selected and merged with the merge button.

3. In the worksheet, click **Profit and Loss Statement**. There are no brackets, which means that this is a manually entered definition.



The toolbar indicates that the formatting is identical to the [CompanyName], except the size is 12 point.

4. Click other parts of the title to explore how they were created.

## Step 4: Explore the columns

1. The template contains Column Setup rows, which filter rows of financial information in the same way. A Column Setup row defines the contents of entire columns that you want to appear in the statement.
2. In the worksheet, click a defined cell in row 5, which is a Column Setup row, and explore the details revealed in the worksheet.

All text in that column is in Microsoft Sans Serif, 8 point, vertically aligned to the top of the cell, and horizontally aligned to the right.

The brackets here indicate that this is a property, which references the Ajera database.

This column was defined by selecting this cell, clicking the Budget button in the properties area, and double-clicking This Month in the area to the right.

Definitions not enclosed by brackets, such as this formula, were manually entered.

The Department and Reporting Entity fields are blank, which means that the information in the column represents the entire firm and is not filtered to limit the information to a specific department or reporting entity.

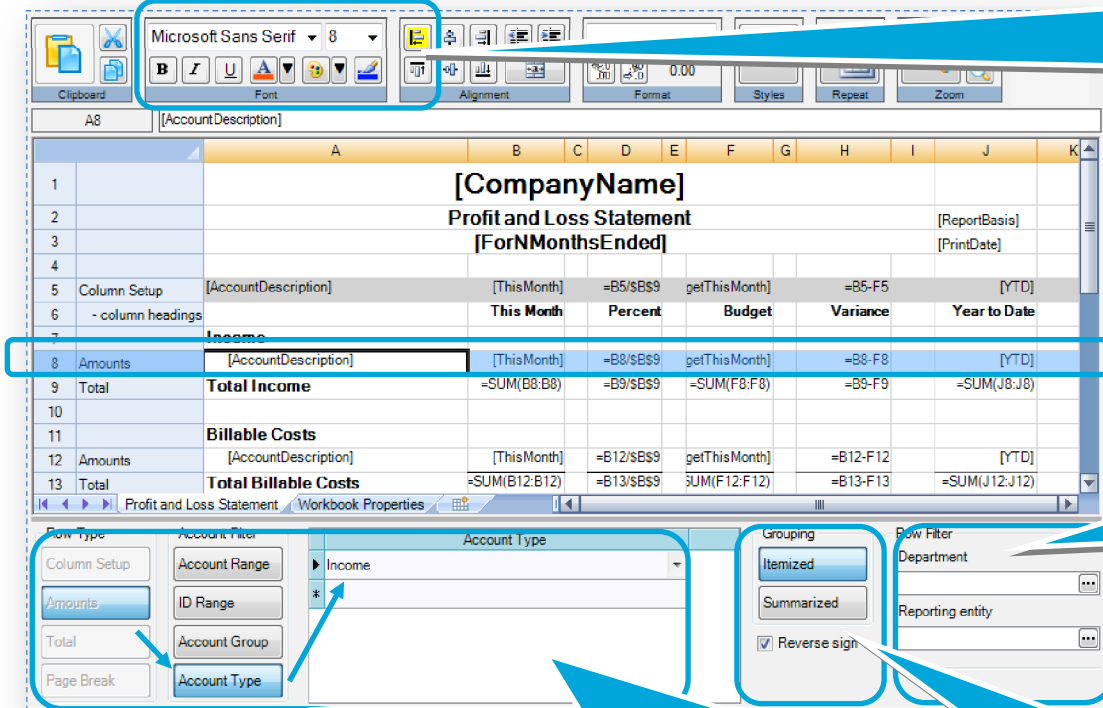
The properties area displays the options selected for the cell: Budget This Month, This Year.

The screenshot shows the Financial Statement Designer interface. At the top, there is a ribbon with tabs for Clipboard, Font, Alignment, Format, Styles, Repeat, and Zoom. The Font tab is active, showing 'Microsoft Sans Serif' font and '8' size. Below the ribbon is a worksheet with columns A through J. Row 5 is highlighted, showing a 'Column Setup' row with the following data: [AccountDescription], [ThisMonth], [=B5/\$B\$9], [getThisMonth], [=B5-F5]. Below this, there are rows for 'Income' and 'Budget' with various formulas. A properties panel is open at the bottom, showing a 'Content List' with 'Budget' selected, and a 'Column Filter' section with 'Department' and 'Reporting entity' fields. A callout box points to the 'Budget' button in the properties panel.

3. Click other defined cells in this and other Column Setup rows and explore the details.

## Step 5: Explore the Amounts rows

1. The template contains Amounts rows, which specify the accounts for which you want financial information. An Amounts row defines the accounts that you want to appear in the statement.
2. In the worksheet, click an Amounts row and explore the details revealed in the worksheet.



As in column F in the previous step, all text in this row is in Microsoft Sans Serif and 8 point. However, it is horizontally aligned to the left.

The Department and Reporting Entity fields are blank, which means that the information in the row represents the entire firm and is not filtered to limit the information to a specific department or reporting entity.

The properties area shows that row 8 was defined by clicking the Amounts button, clicking the Account Type button, and selecting Income in the area to the right.

The information in the row is itemized, and the sign is reversed (that is, negative values in the statement appear as positive, and positive values appear as negative).

3. Click other Amount rows and explore their details.

## Step 6: Explore the Total rows

1. The template contains Total rows, which add up the values in preceding Amounts row. A Total row applies a formula to the row that sums the values of all amount cells between the current row and the preceding Total or Column Setup row for each defined column.
2. In the worksheet, click a Total row and explore the details revealed in the worksheet.

The screenshot shows a financial statement template with the following structure:

	A	B	C	D	E	F	G	H	I	J	K
1	[CompanyName]										
2	Profit and Loss Statement										
3										[ReportBasis]	
4										[PrintDate]	
5	Column Setup	[AccountDescription]	[ThisMonth]	=B5/\$B\$9	getThisMonth	=B5-F5				[YTD]	
6	- column headings		This Month	Percent	Budget	Variance				Year to Date	
7		<b>Income</b>									
8	Amounts	[AccountDescription]	[ThisMonth]	=B8/\$B\$9	getThisMonth	=B8-F8				[YTD]	
9	Total	<b>Total Income</b>	=SUM(B8:B8)	=B9/\$B\$9	=SUM(F8:F8)	=P9-F9				=SUM(J8:J8)	
10											
11		<b>Billable Costs</b>									
12	Amounts	[AccountDescription]	[ThisMonth]	=B12/\$B\$9	getThisMonth	=B12-F12				[YTD]	
13	Total		=SUM(B12:B12)	=B13/\$B\$9	=SUM(F12:F12)	=B13-F13				=SUM(J12:J12)	

As in row 8 in step 5 and column F in step 4, all text in this row is in Microsoft Sans Serif. However, to make it stand out more, it is in 10 point and bold style.

Here, the contents are not enclosed in brackets, which indicates that this row heading was manually entered.

For columns defined by manually entered formulas, the Total row applies the column formula to all amount cells between the current row and the preceding Total or Column Setup row.

The SUM formula appears in the worksheet for each column defined by a property.

Here, the formula is SUM(J8:J8). This range references only one cell the worksheet (J8), but the SUM formula applies to all the Income accounts. As step 8 shows, there are 11 Income accounts in all.

3. Click other Total rows and explore their details.

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

- To view and change the global properties for the worksheet and for the workbook, use the Workbook Properties sheet. You cannot rename or delete the Workbook Properties sheet.
- On the Design tab, click the **Workbook Properties** subtab. You can select and change properties for individual worksheets or for the entire workbook.
- Select options that define the following:
  - Worksheet display properties
  - Worksheet print properties
  - Worksheet contents properties
  - Workbook contents properties

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

Worksheet display properties

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

Worksheet print properties

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

Worksheet contents properties

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

Workbook contents properties

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

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



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

The Design tab displays the settings that define the contents and appearance of the statement. The Preview tab shows you what the statement will look like with values from the Ajera database. When you change a statement design, you move constantly between these two tabs.

1. Click the **Design** tab to view the design settings.  
As an example, below is a section of the Profit and Loss Statement template.

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

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

This allows you to easily analyze your design and change it, if needed.

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

2. Click the **Preview** tab to view the results.  
Below is a preview of that same section of the Profit and Loss Statement.

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

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

### Summary

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

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