

## Reports

There are a variety of reports that can be previewed or printed. Reports can be added to batches so they can be printed at one time or you can select one or more reports by marking the check box on this screen and printing them.

Batch: Temporary Selection

Check the checkbox of any reports you want to print on the left. To change report settings, highlight the report by clicking on it and selecting the options below. Report groups can be expanded or collapsed by clicking the +/- buttons to the right of the group folder.

**Adjusted Trial Balance Settings**  
Report specific settings pertain to the report highlighted on the left.

Configure Settings    Reset to Default

**Prior Year Reports**  
This option allows you to print a report from a prior year without having to perform an UnReset to the Prior Year.

Select the year that you wish to print reports for: Current Year

To switch back to the current year, select 'Current Year' above. This setting is only active on this report screen and will not affect the rest of the program. If you leave the reports screen, it will default back to the current year the next time you return.

Expand All    Clear All    1 Report Selected     Show dialog when printing    PDF    Preview    Print    Cancel

[How To...?](#)

## Configure report

Each report has a configuration screen where you can select from a variety of settings. Shown below is the configuration screen for the Adjusted Trial Balance.

Sample Data File - December 31, 2008 - Adjusted Trial Balance Settings

Year: 12/31/2013

Book: 1. Income Taxes (TX)

Report Memo:

Format:

- Enumerated Adjustments
  - Show breakdown by account types
  - Include W/P Reference Numbers
  - Include Prior Year Balances
- Enumerated Adjustments with Balance Sheet & Income Statement Columns (Landscape only)
- Summarized Adjustments

Sort By:

- Account Type, Account Number
- Account Number
- Custom Sort (setup on the Accounts screen)

Group by Department (A separate report will print for each department.)

Do not print accounts with a ZERO balance.

Print Landscape

Buttons: Reset Settings, PDF, Preview, Print, Save, Cancel