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1 Introduction

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

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

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

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

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

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

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

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

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

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

1.1 Welcome

Welcome to ExcelFSM™

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

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

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

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

Where do I go from here?

As you continue to read this help, please refer to the ExcelFSM sample workbook "FSM Non Profit Organization Sample 12-31-2010.xslx", located on your desktop. You can open it in Excel by double clicking its icon, or by performing the File | Open command from within Excel.
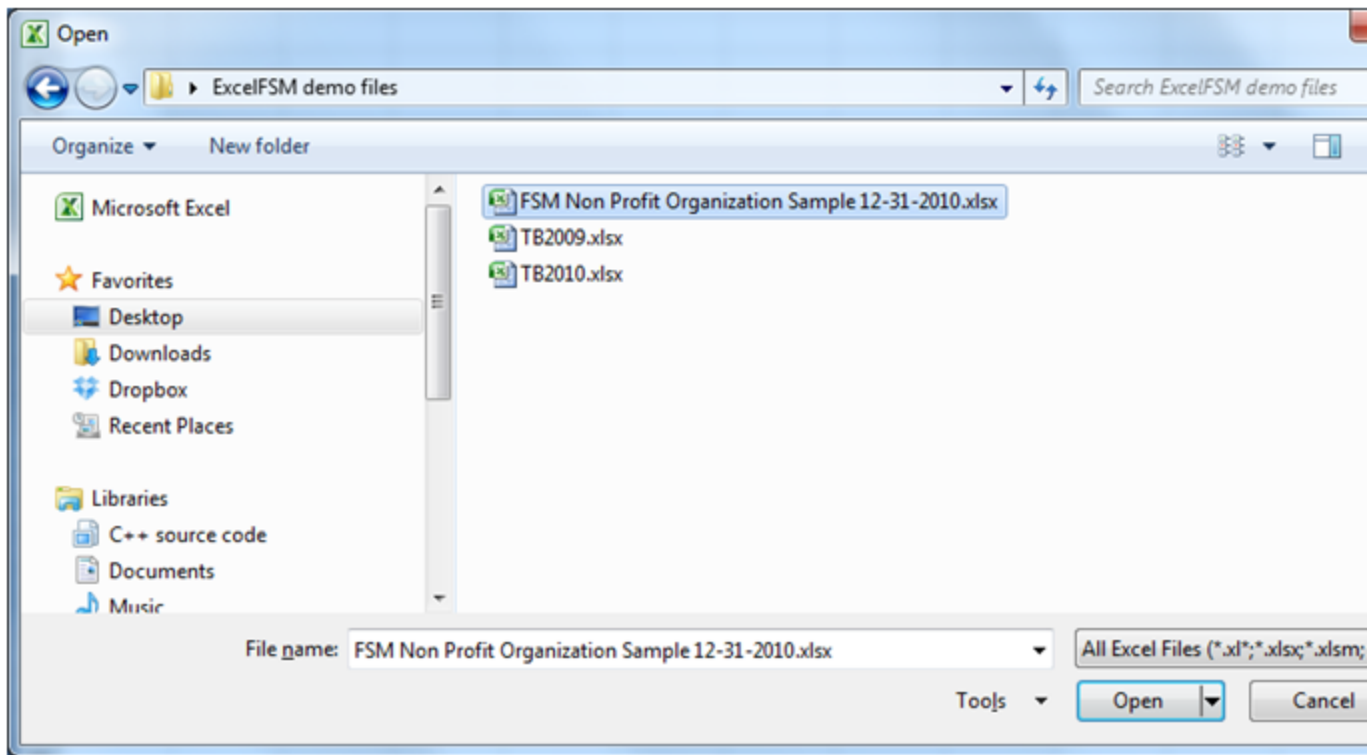
Click the Right Arrow (Next page) button at the top to continue with the help file.

1.2 Benefits of using ExcelFSM

How does ExcelFSM help?

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

- ExcelFSM reads the trial balances produced by accounting software, then organizes and stores the data, building a Chart of Accounts. Besides the accounts identifier (number and/or title), ExcelFSM initializes a 'Sense' field that will be used further for presentation purposes. This Chart of Accounts can be edited and printed.

- ExcelFSM accesses the accounts so you can easily group them into financial report Items. Items balances are placed into Excel worksheet cells, updated as you perform the grouping.

- ExcelFSM helps you group Items into Totals, which are also placed into Excel worksheet cells, updated as you perform the grouping.

- ExcelFSM also helps you reduce typing by providing Suggested Titles for the financial report Items. ExcelFSM even has a button to put the Enterprise name into a cell, and a button to put the 'As-of date' into a cell.

- ExcelFSM allows you to record Adjusting Entries. Item balances and Totals are simultaneously updated accordingly while you are recording an entry.

- ExcelFSM generates working papers, saving significant time and manual effort.

  - A Trial Balance worksheet, per financial reports (that can be combined afterward), showing the selected prior period balances, the unadjusted current balances, the adjusting entries, the adjusted balances, the financial report balances and the groupings.

  - A Leadsheet for each financial report Item, showing the grouped accounts and respective balances, for the selected comparative periods.

  - A Grouped Accounts Sheet for each account grouped into a financial report Item, showing the grouping id., the unadjusted balance, the adjusting entries allocated to the account, and the adjusted balance of the account.

- ExcelFSM allows you to toggle the display of accounts that are grouped into Items, while you are in the sheet of a financial report.

- ExcelFSM updates the financial reports by simply reading the trial balance of the following financial period (next day, week, month, year) and identifies any new accounts, that you simply group into the proper financial reports Items. Even the cells initialized with the 'As-of date' button are updated.

- ExcelFSM manages the trial balance data and financial reports of multiple financial periods by automatically saving copies of your Excel workbook for each financial period. The latest workbook contains the account balances read from the last trial balance, as well as the adjusted balances of all previous financial periods (to enable Comparative presentations). Should you need to refer to your work of a previous financial period, simply open the appropriate Excel workbook identified by the "FSM"+"As-of date"+"Enterprise name".

- ExcelFSM can display, in your financial report, Comparative balances of selected previous financial periods. You no longer have to print worksheets of prior periods and manually merge to place them side by side in order to compare numbers from one financial period to another.

- ExcelFSM not only displays rounded values, but also computes with the rounded values of the account balances, which provides accuracy.

- ExcelFSM allows you to manage the worksheets from a movable and resizeable dialog that shows all the worksheets at one glance, a handy alternative to manipulating the worksheet tabs at the bottom of the Excel workbook, which can be tedious and time consuming.

- ExcelFSM assists in generating PDF / XPS files for your financial reports and generated worksheets, from with Excel.

- ExcelFSM is also the ideal tool to prepare Consolidated financial statements.

1.3   System Requirements

To use ExcelFSM, you need:

- A computer running Microsoft Windows XP or later.

- .NET 2.0 (included with Microsoft Windows Vista and Windows 7, and a free download for

  Windows XP).

- Microsoft Excel 2007, 2010, 2013, or 2016.

- Microsoft Excel must be 32-bits, to access QuickBooks Desktop. Otherwise, Microsoft Excel can be either 32-bits or 64-bits.
- .NET 4 or later is required to access QuickBooks Online. Otherwise .NET 2 or later is required.

1.4   Uninstalling

There are two ways to uninstall ExcelFSM.

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

2   FSM Ribbon

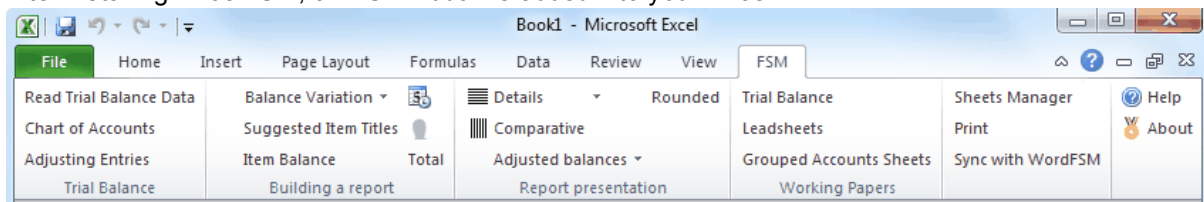After installing ExcelFSM, an FSM ribbon is added into your Excel:

Figure: The ExcelFSM ribbon, shown in Excel 2010. (The same concepts apply to Excel 2007, 2013 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 - Import trial balance data into ExcelFSM, which builds/updates a Chart of Accounts that you can edit and print, and allows you to record Adjusting Entries in these accounts.

- Building a report - Build your financial report by filling Excel cells with the Enterprise name, As-of date, Titles, Items, and Totals. Activate the Balance Variation button to build Cash Flow statements, Quarterly comparative financial statements, financial statement notes.

- Report Presentation - Extend the presentation of your financial report by toggling various views on and off, including Details (the individual accounts grouped into an Item), Comparative (the balances of the Items and the Totals of previous financial periods), Rounded (with computation being performed with the rounded values), and choosing to select/unselect adjusting entry categories and to show the Adjusted or Unadjusted balances (with or without the computation of

the selected categories of Adjusting Entries).

- Working Papers - Automatically create working papers to help assure the accuracy and completeness of the financial statements, and document your working file.

- Sheets Manager - Travel through the sheets to insert, delete, move and copy sheets, and to create PDF or XPS files for selected sheets.

- Print - Easily select and print the various worksheets containing the financial reports and the working papers.

- Help - Get Help on ExcelFSM (what you are reading now).

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

3   FSM Context Menu

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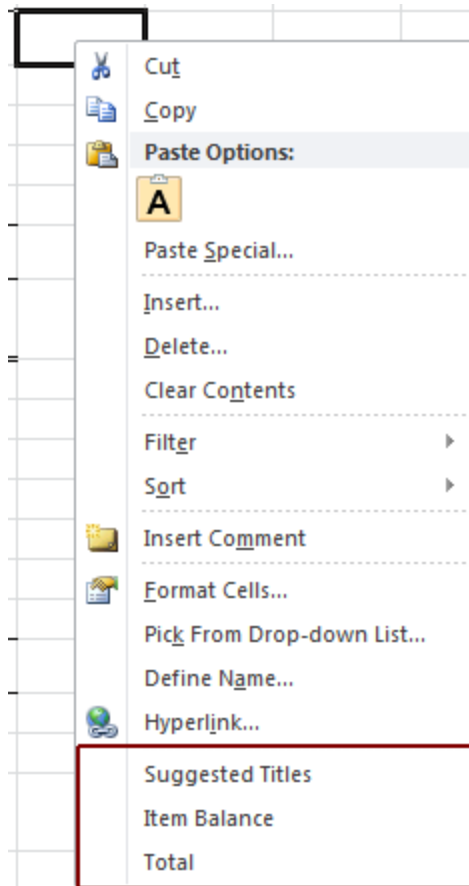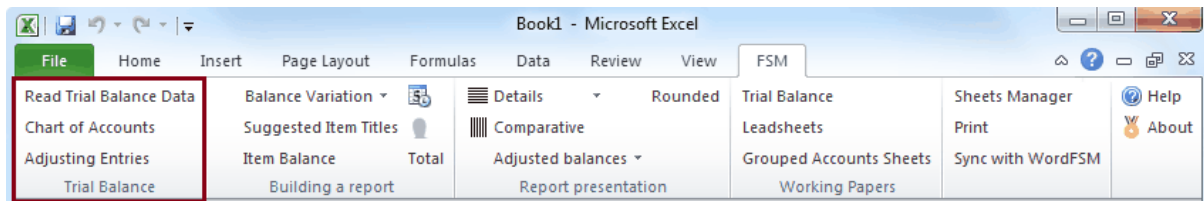

Figure: Right-clicking a worksheet cell shows ExcelFSM has added 3 items for quick access:

- Suggested Titles
- Item Balance

- Total

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

4   Trial Balance

The **Trial Balance** buttons let you

- Read the trial balance data from the accounting software (from a file containing the exported data, or directly from the accounting software file itself) and import this data into ExcelFSM.

- View, Edit, and generate a printout sheet for the Chart of Accounts built/updated through the Read process.

- Record Adjusting Entries in these accounts and generate a printout sheet of these entries.

4.1   Read Trial Balance Data

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

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

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

Reading a Trial Balance File

Once Excel is running, starting with a blank workbook, select the FSM tab in the ribbon:
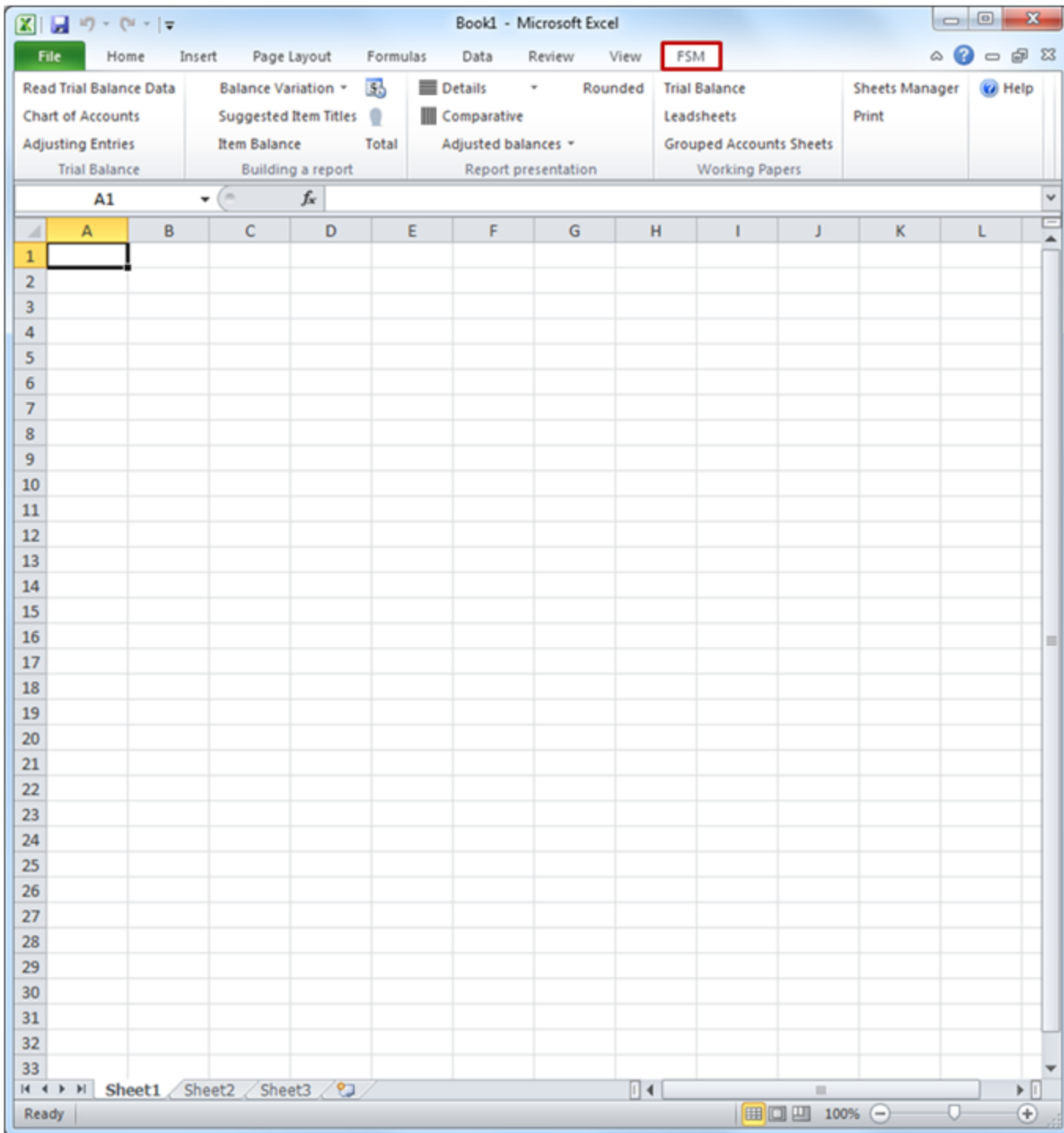
Clicking the Read Trial Balance Data button displays the following dialog (Options not installed are disabled)

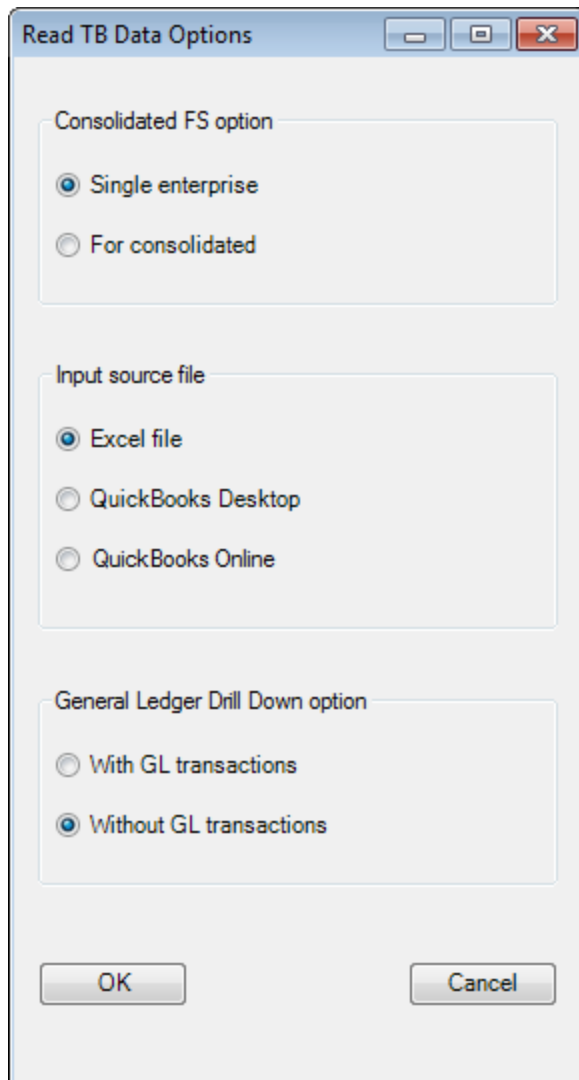If the Consolidated FS feature is installed and For Consolidated is selected, clicking OK will display the Consolidation list dialog. See 'Consolidated FS' section further below.

If the General Ledger Drill Down feature is installed and With GL transactions is selected, see 'General Ledger Drill Down' section further below.

Trial Balance in an Excel File

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

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

1. If your accounting software exports to Excel spreadsheets (.xlsx or .xls????) directly, choose this first. These files can be read by ExcelFSM directly.
2. If your accounting software exports to Comma Separated Value files (.csv), choose this. These files can be read by ExcelFSM directly.
3. If your accounting program exports or prints to text (.txt) files, choose this. Then open this file in Excel and use the Text Import Wizard activated by Excel to break up lines into columns. After ensuring that each account's fields were properly put into the correct columns, save as a spreadsheet (.xlsx), and use the resultant .xlsx file for ExcelFSM.

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

Trial Balance in an Intuit QuickBooks file

For Intuit QuickBooks files, ExcelFSM retrieves the data directly from QuickBooks, without any need to export or reformat the data.

Setting up QuickBooks to work with ExcelFSM

QuickBooks Desktop

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

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

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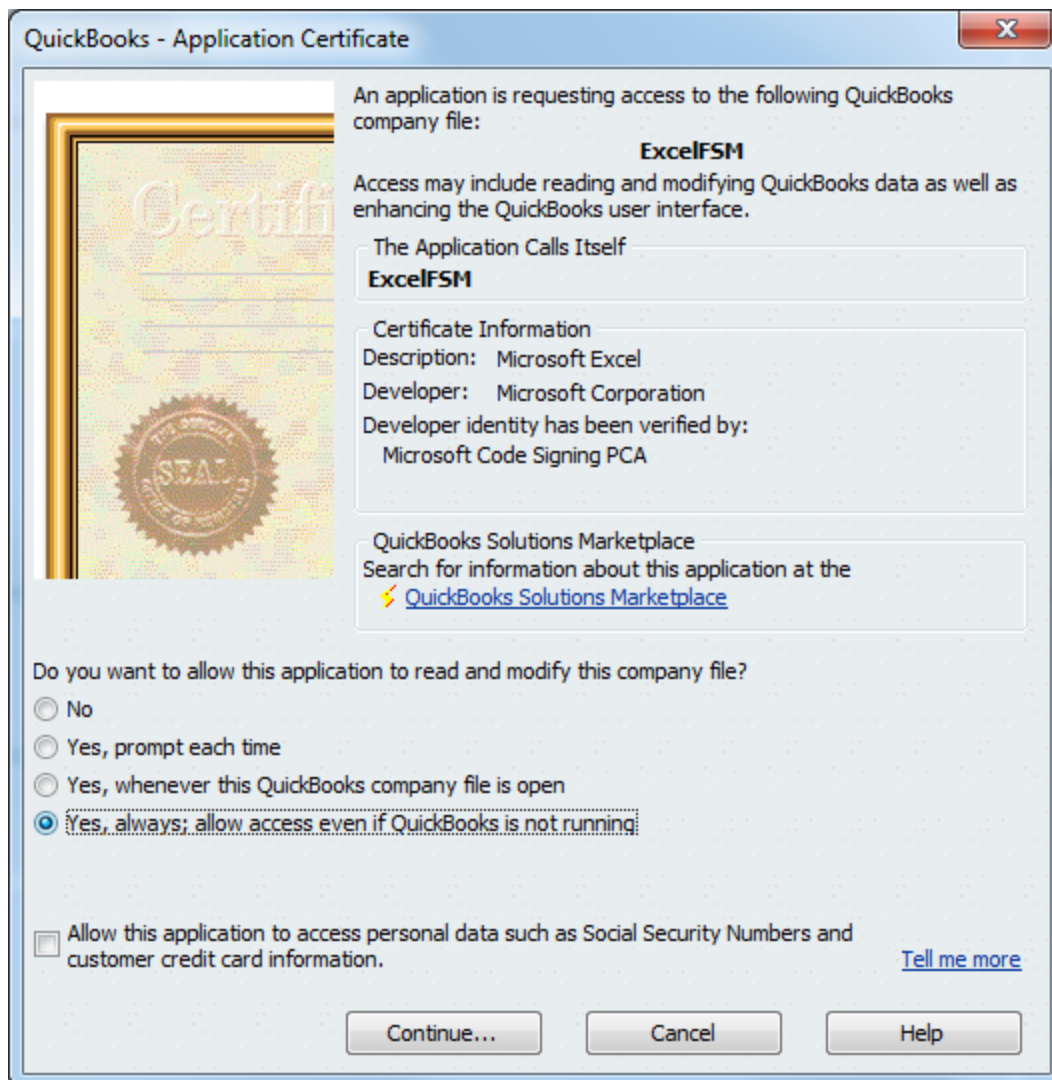
Click Continue
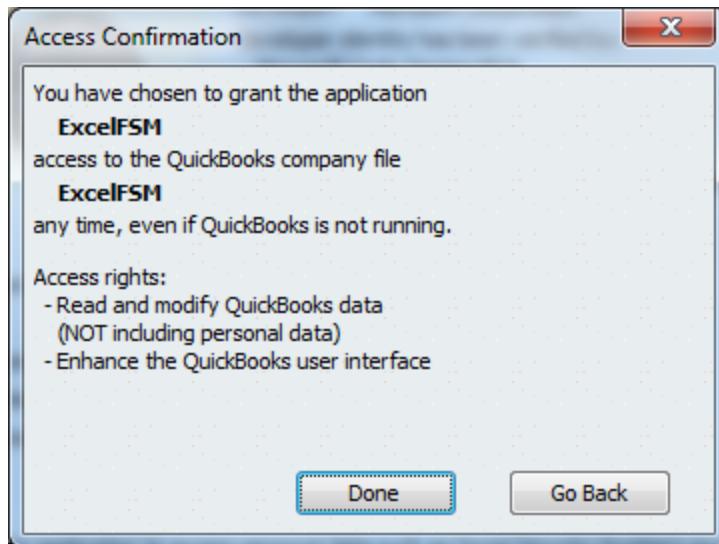
Click Done

QuickBooks Online

An "ExcelFSMQBO" company file must be created to allow ExcelFSM to read a QuickBooks Online company file. To create an "ExcelFSMQBO" company file, you will use the ExcelFSMQBO.exe utility program installed on your Windows Desktop in a folder called ExcelFSM Demo Files.
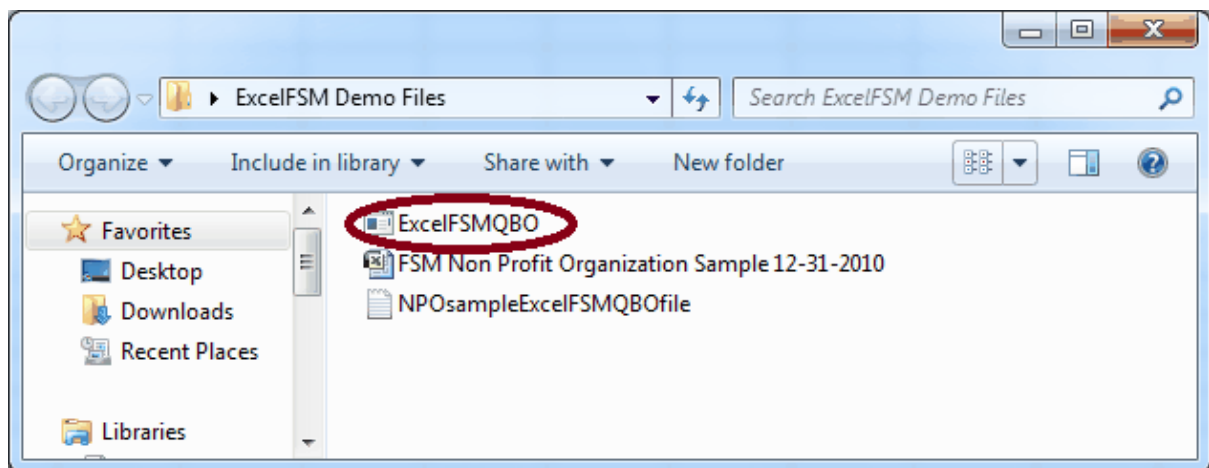
See how in the section 'Creating an ExcelFSMQBO company file with the ExcelFSMQBO.exe utility program' at the bottom of this topic.

Reading the accounting data

The next steps depend on the input source file.

Excel File (*.xls, *.xlsx)

Clicking OK opens the standard Windows dialog, with the type of file (bottom right) set to excel files:
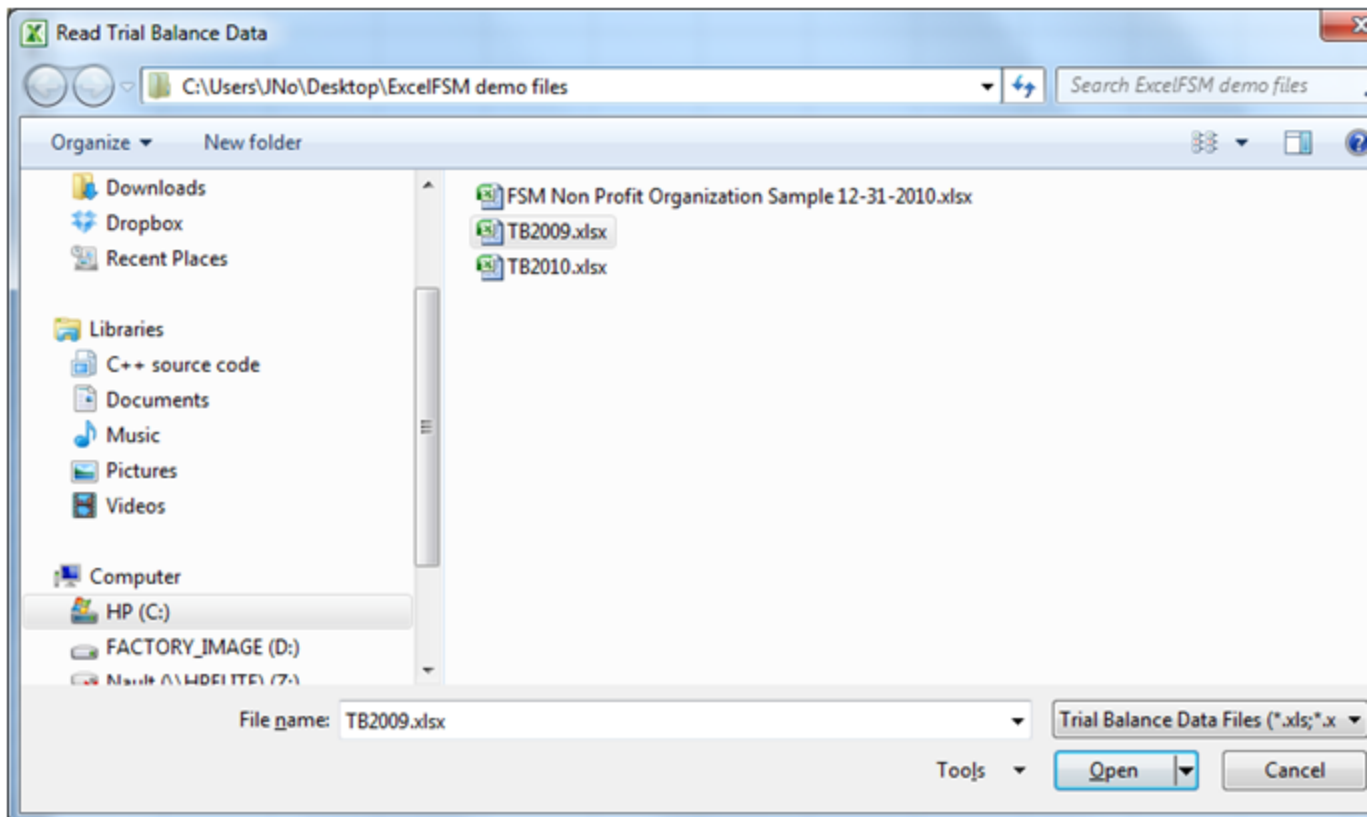
Figure 1: Trial Balance File selector

Select the folder where the file is stored.

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

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

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

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

Figure 2: Trial Balance Information

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

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

> NOTE: The above dialog (Figure 2) will be empty if it is a blank workbook. Make sure you put the right as-of date.
>
> For subsequent financial periods, you will be updating an existing FSM workbook by reading the trial balance data with another as-of date. The above dialog will be pre-filled according to the previous financial period. It will be important that you update the as-of date to reflect the new period; otherwise, ExcelFSM will assume you are re-reading an amended trial balance for an existing period and, if you confirm to proceed, will update the existing period's data instead of processing a new

period (Yes, ExcelFSM has the capacity to process amended trial balances and automatically update the financial reports). ExcelFSM has also the capacity to add prior periods to an existing FSM workbook.

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

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

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

QuickBooks Desktop

If QuickBooks is not running with a company file open, clicking OK opens the standard Windows dialog, with the type of file (bottom right) set to QuickBooks files:
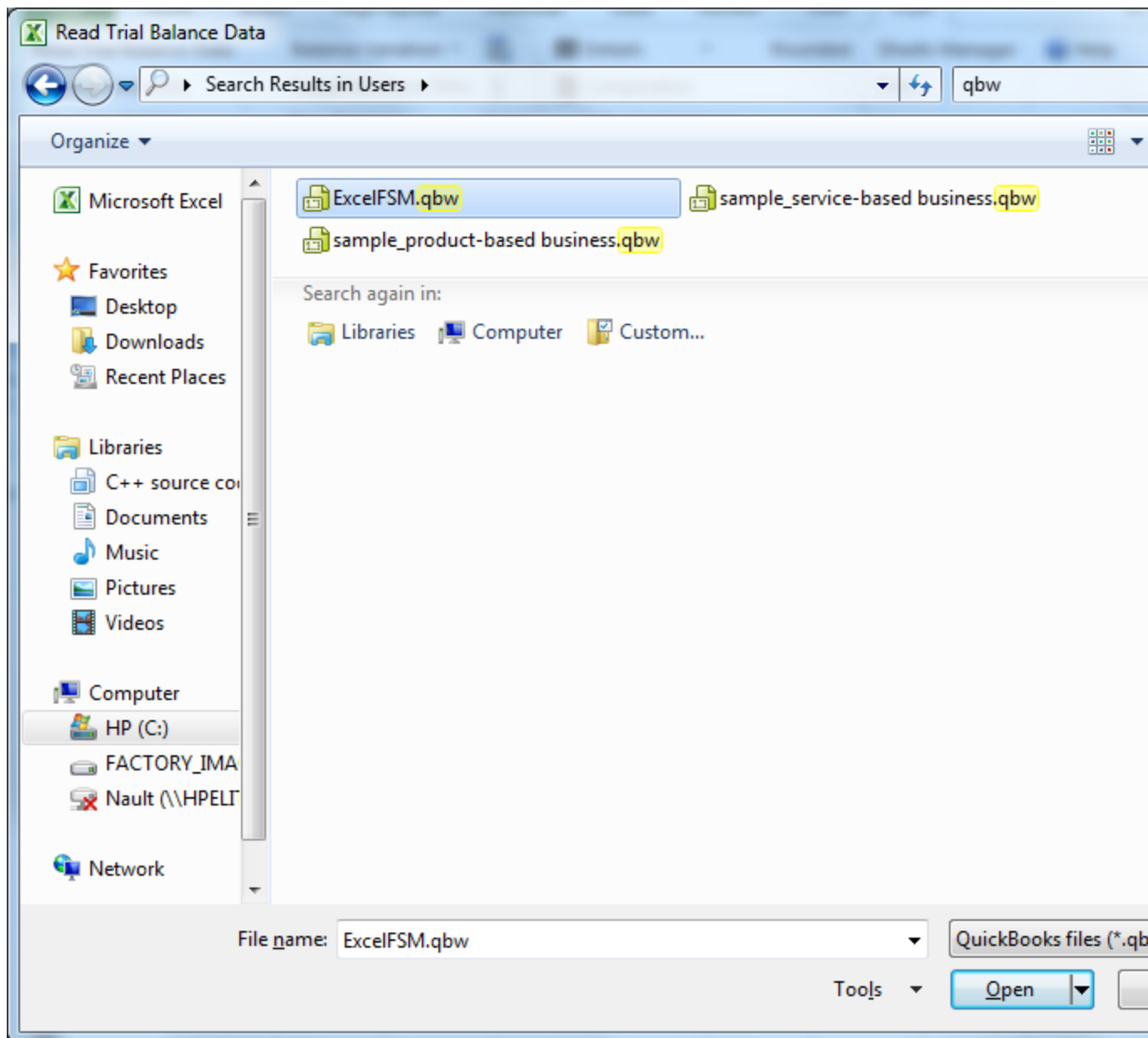
Figure 1: Trial Balance File selector

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

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

QuickBooks Online

Clicking OK opens the standard Windows dialog, with the type of file (bottom right) set to QuickBooks Online files:
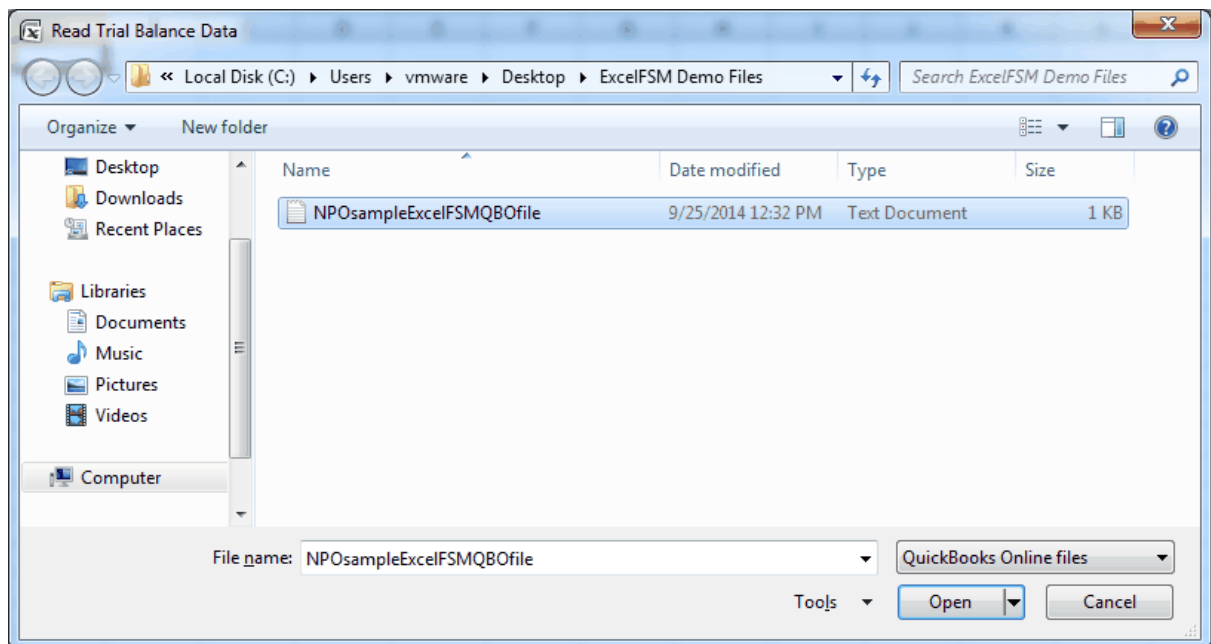
Figure 1: Trial Balance File selector

Select the file containing the desired ExcelFSMQBO company file, and click Open.

Note: a demo file is installed on your Windows Desktop (in a folder called 'ExcelFSM Demo Files').

QuickBooks File

ExcelFSM shows the following dialog to allow you to specify additional information about this trial balance:
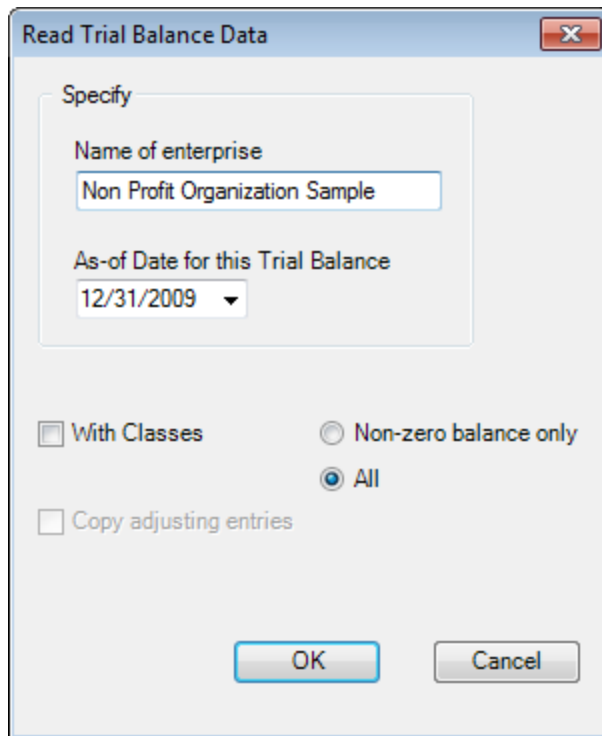
Figure 2: Trial Balance Information for QuickBooks file

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

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

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

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

With Classes - Check if you want the "classes" to be part of the trial balance (QuickBooks Desktop only).

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.
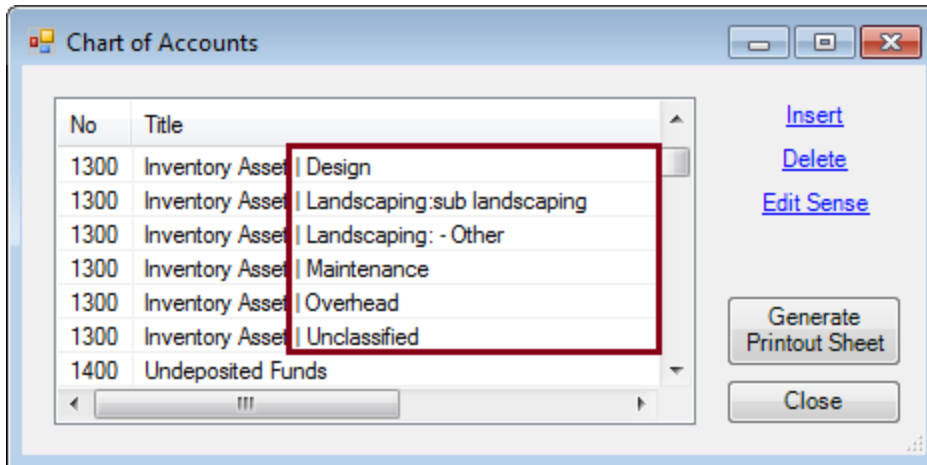
If one or more classes of an account has a non-zero balance, then all classes of that account will appear.
If one or more subclasses of a class has a non-zero balance, then all subclasses of that class will appear.
If all classes (or subclasses) of an account have zero balances, they will not appear.

Non-zero balance only - Select that option if you do not want the classes of an account with a zero balance to be part of the trial balance.

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

Results

Click OK. The following actions occur:

- The trial balance data is imported and organized

- A new FSM workbook is created. It's name is
     <Enterprise> <As-of date>.

Note: If the workbook contains Consolidated trial balances, its name would instead be:
     FSM <Parent Enterprise> <As-of date> Consolidated.
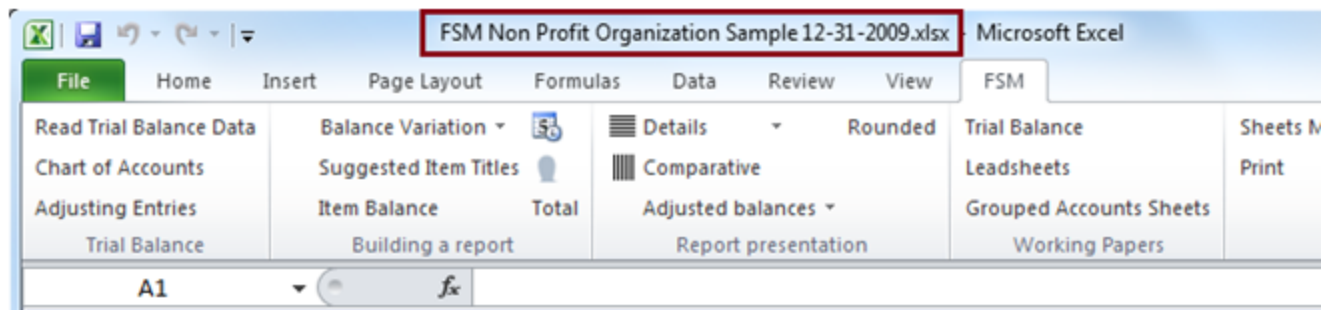
- A new worksheet named 'ReadTBData printout' is inserted into this workbook.
  (The account's number and title are displayed in cell E1 during the process.)

- The Chart of Accounts is opened.

Updating the Chart of Accounts

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

If the workbook contained previous trial balances, the Chart of Accounts, which was previously built, is updated. The number of new accounts that were added to the Chart of Accounts is displayed:
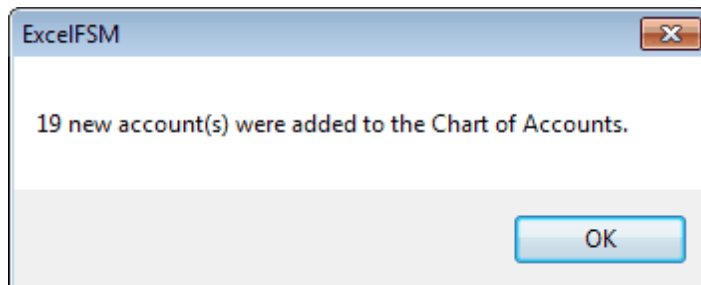
The new accounts are shown at the top of the Chart:
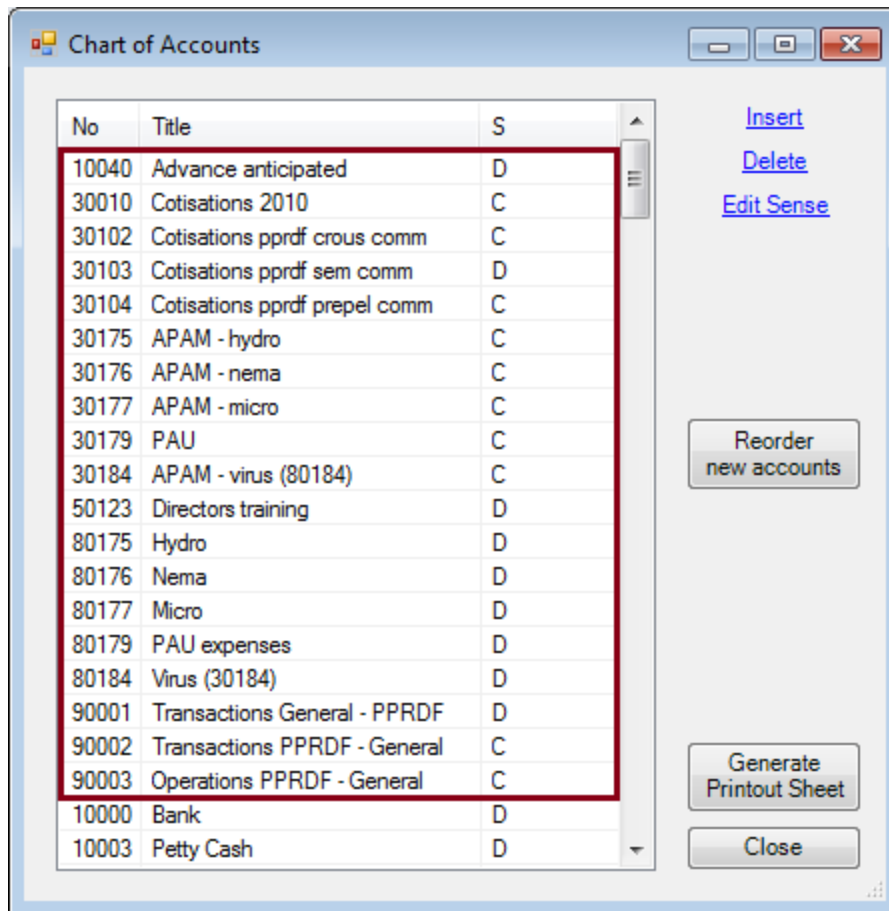
You may reorder these new accounts by dragging and dropping with the mouse or by clicking the 'Reorder new accounts' button, whenever you wish. A good time to do so is after you've grouped them into the proper financial reports Items.

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

ReadTBData printout

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

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

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

Updated Reports

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

- Item balances are updated to reflect the new account balances.

- Totals are then updated according to the new Item balances.

- As-of dates are updated.

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

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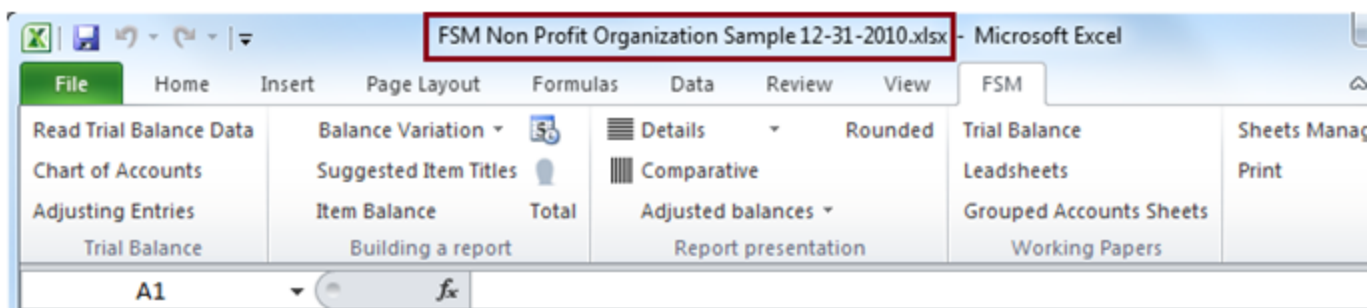
When the trial balance data for a new financial period (i.e. the As-of date has changed) is read and this new financial period is subsequent to the last financial period read, i.e. not a prior period added to an existing FSM workbook, the existing workbook is copied, and the new period's data is read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

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

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

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

Consolidated FS

ExcelFSM shows the following dialog to allow you to specify the name of each enterprise to be included in the consolidated financial statements, and to select the file containing the desired trial balance data for each enterprise:
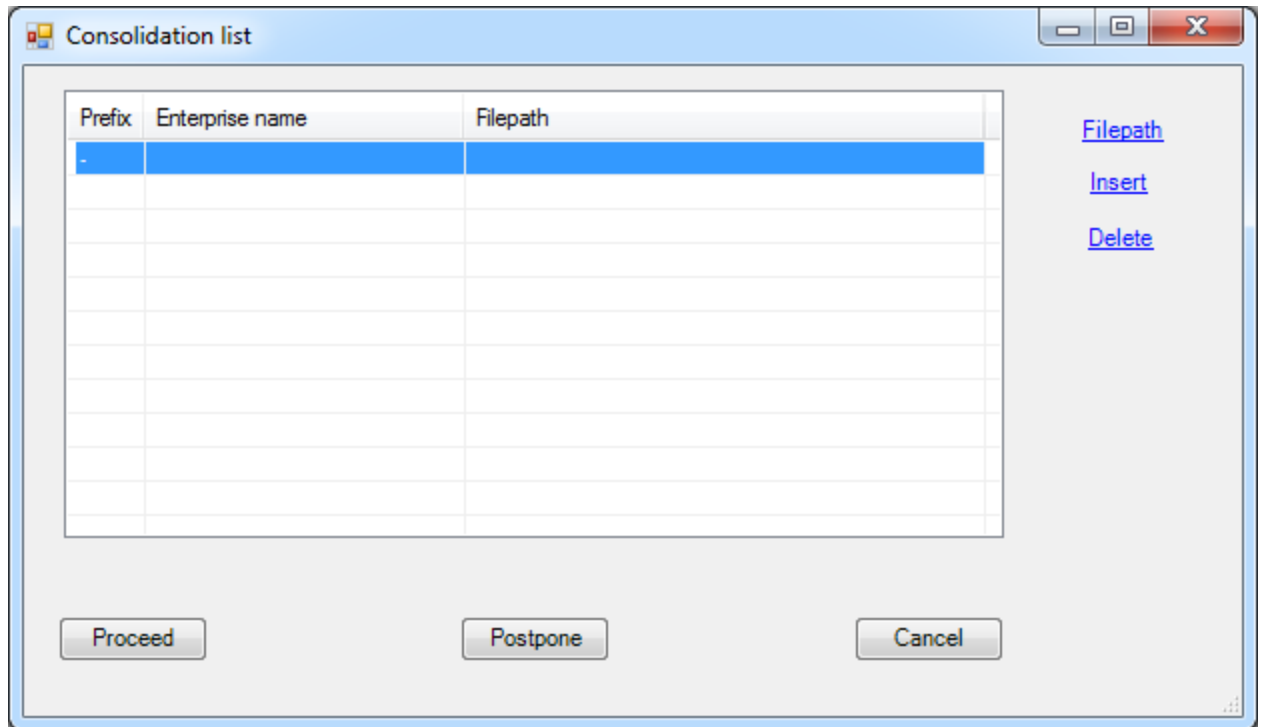
Consolidation list dialog.

The Consolidation list dialog is movable and resizable.

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

1. A blank row is inserted into the list.

2. The first column being managed by ExcelFSM, type the enterprise name into the second column.
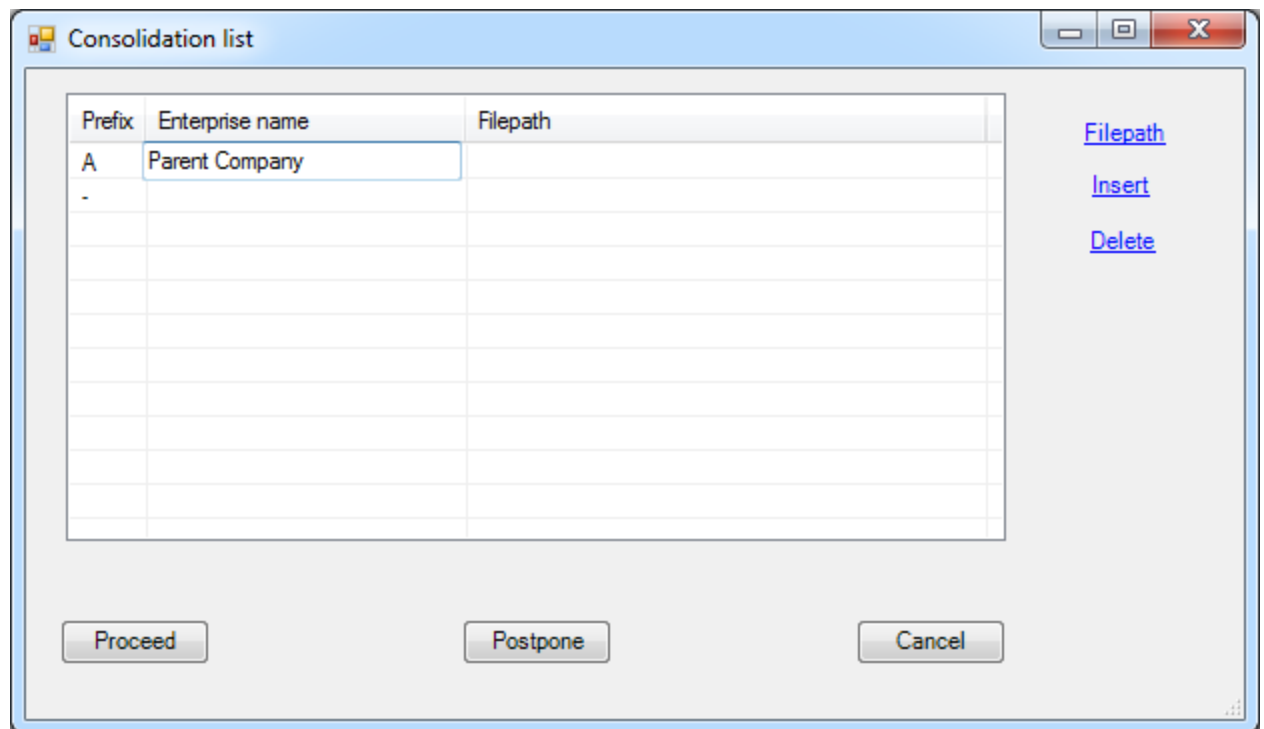
3. Double-click the third column or click 'Filepath' to open the standard Windows dialog (Figure 1:
   Trial Balance File selector).
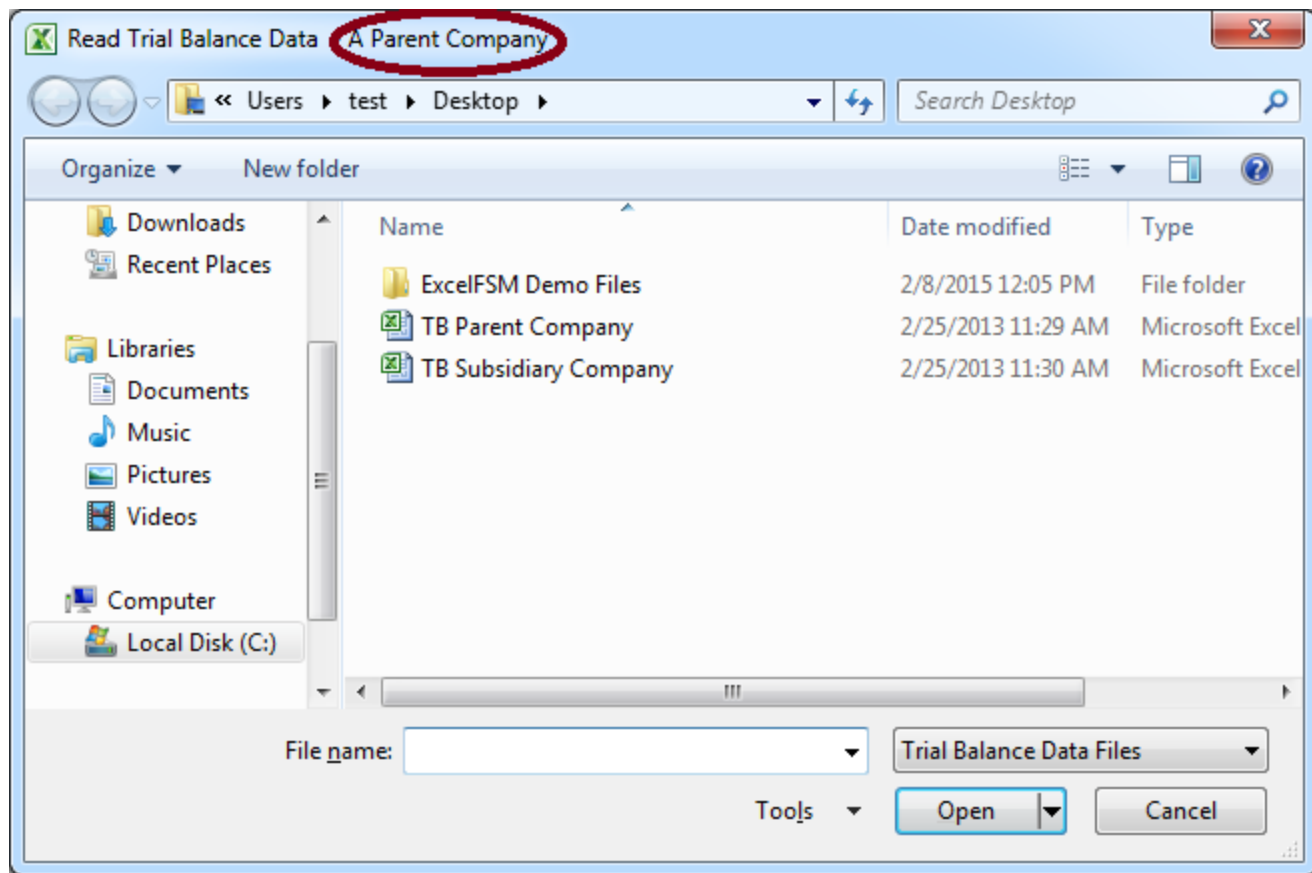
Select the type of file (bottom right).

Select the folder where the file is stored.

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

If the file contains more than one worksheet, you will be asked to select the one containing the Trial Balance data.
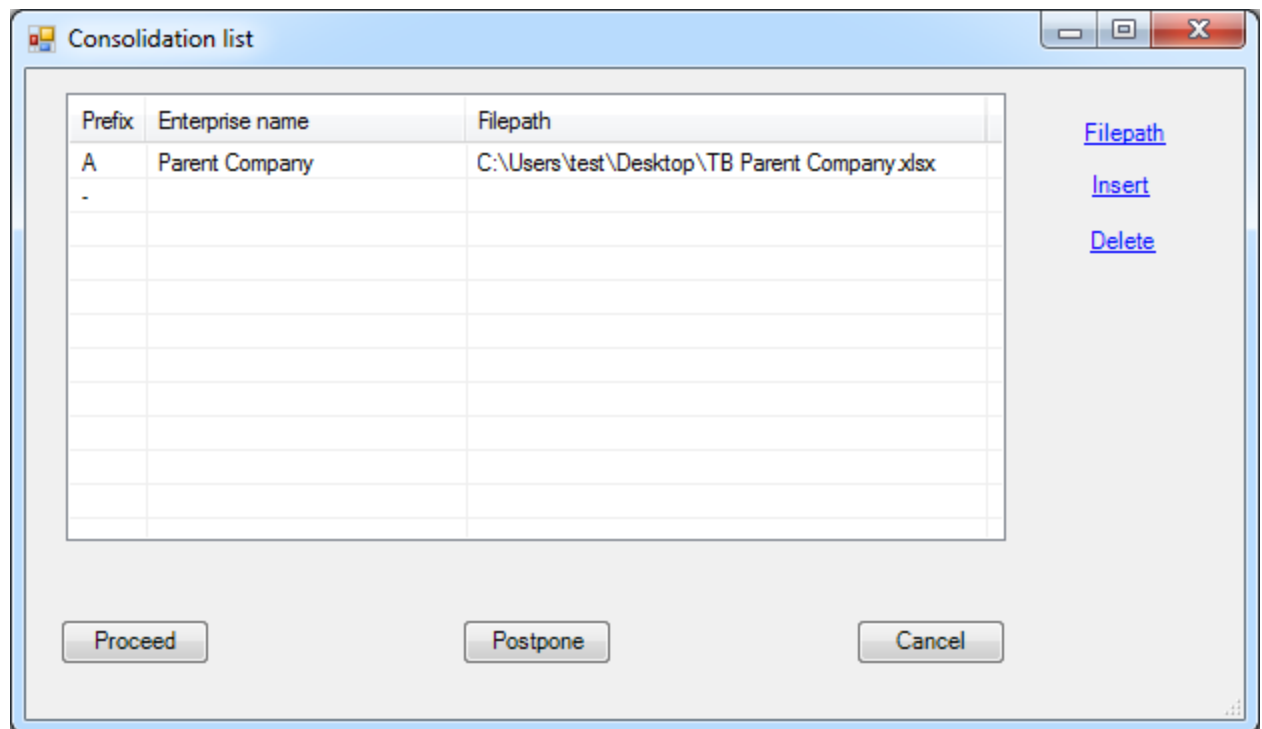
NOTE for AMENDED trial balances: ExcelFSM can read selected amended trial balances for an existing FSM Consolidated workbook.

From the existing list of enterprises, select a line and, double-click the third column or click 'Filepath' to open the standard Windows dialog (Figure 1: Trial Balance File selector). Select the file and click OK, or click Cancel to clear the field. ExcelFSM will read the trial balances specified in the list.

Delete - Delete the currently selected enterprise. The enterprise will be deleted only if it was not part of the consolidation of a previous financial period.

Once the list is completed, click Proceed:

ExcelFSM start with the first enterprise of the list and shows the Read Trial Balance Data dialog (figure 2) to specify additional information about the trial balance file.

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

ExcelFSM will read the trial balance of the enterprise as usual.

ExcelFSM will repeat the above process, one enterprise after the other.

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

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

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

Following financial periods

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

General Ledger Drill Down

QuickBooks File

If input source file is a QuickBooks file, there is no further steps to import the GL transactions.

Excel File (*.xls, *.xlsx)

After specifying the additional information about the trial balance file has been specified, ExcelFSM opens the standard Windows dialog to select the General Ledger file:
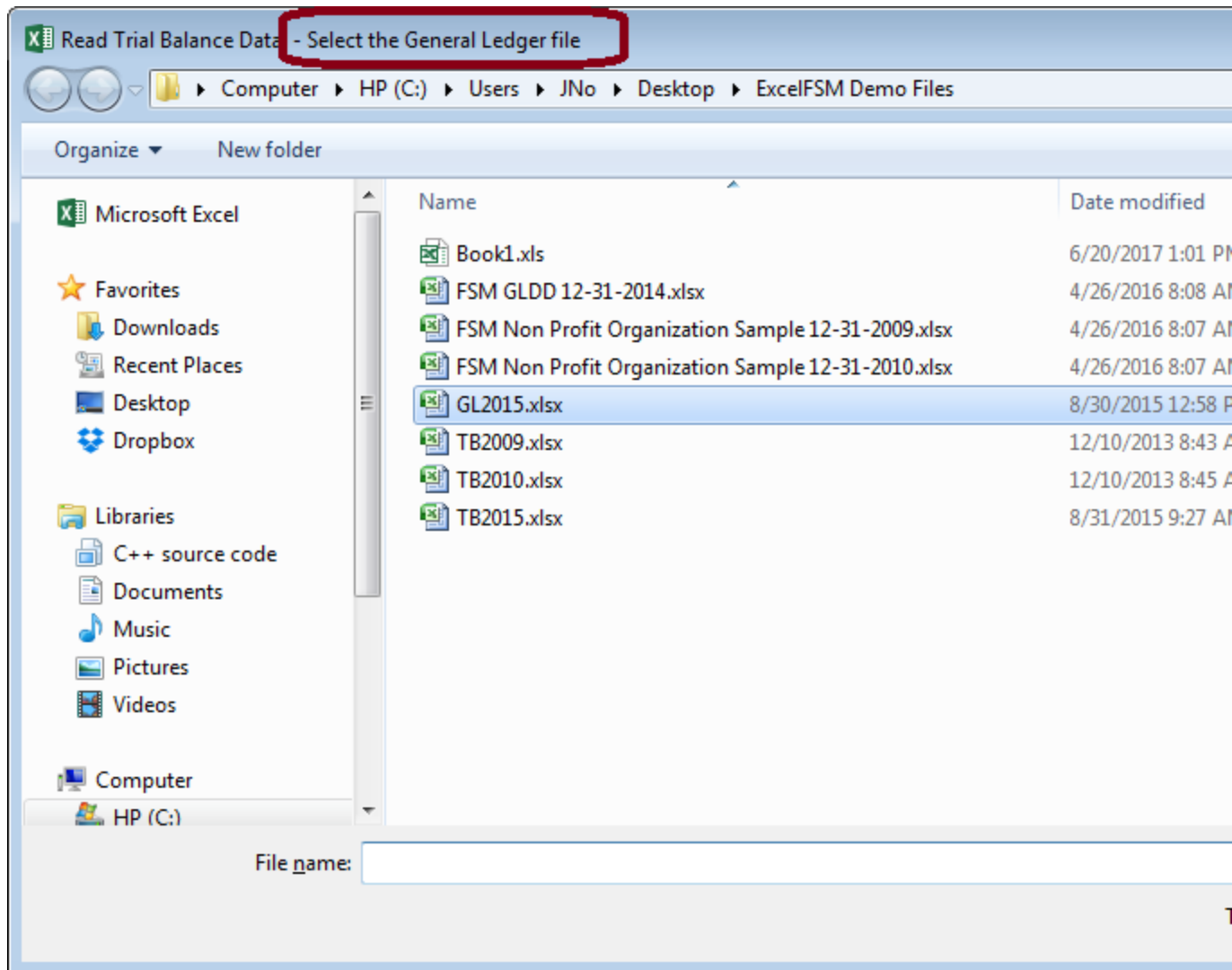
Figure 1: Trial Balance File selector

Select the folder where the file is stored.

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

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

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

Figure 3: GL transactions Information

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

Read General Ledger Data

Specify

General ledger from date   1/ 1/2015

First transaction row   3

Account description column   A

Number of rows above first transaction row   1

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

Number of rows below last transaction row   1

Specify Worksheet Columns

Transaction date   B

Transaction document   C

Allocation account   E

Amount   Debit   Credit
   F   F

Specify the same column if debits and credits are in the same column*

Other transaction fields (optional)

Description   D

OK   Cancel

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

	A	B	C	D	
1		Date	Ref	Description	Al
2	10100 · Checking				
3		1/3/2015		242 Sergeant Insurance	20
4		1/6/2015			12
5		1/7/2015			12
6		1/7/2015			12
7		1/13/2015		243 East Bayshore Auto Mall	20
8		1/13/2015		10001 Dan T. Miller	-S
9		1/13/2015		10002 Elizabeth N. Mason	-S
10		1/13/2015		10003 Gregg O. Schneider	-S
11		1/15/2015		10004 Elizabeth N. Mason	-S
12		1/15/2015		244 CalOil Company	20
13		1/15/2015		245 State Board of Equalization	25
14		1/17/2015		246 Sergeant Insurance	20
15		1/17/2015			12
16		1/27/2015			12
17		1/27/2015		10005 Dan T. Miller	-S
18		1/27/2015		10006 Gregg O. Schneider	-S
19		1/31/2015		247 Thomas Kitchen & Bath	20
20		1/31/2015			12
21		1/31/2015		248 A Cheung Limited	20
22		1/31/2015		249 Bayshore CalOil Service	60
4455	70100 · Other Income				
4456		9/30/2015	FC 1	Smith, Lee:Patio	11
4457		10/1/2015	FC 2	Nguyen, Tuan:Garage	11
4458		10/31/2015	FC 3	Smith, Lee:Patio	11
4459		11/3/2015	FC 4	Nguyen, Tuan:Garage	11
4460		12/1/2015	FC 5	Nguyen, Tuan:Garage	11
4461		12/11/2015	FC 6	Cook, Brian:Kitchen	11
4462	Total 70100 · Other Income				
4463	70200 · Interest Income				
4464		3/30/2015		Overhead	10
4465		6/30/2015		Overhead	10
4466		9/30/2015		Overhead	10
4467	Total 70200 · Interest Income				
4468					
4469					
4470					

GL2015

READY   COUNT: 0   SUM:

Note: it might be a good idea to export the General Ledger to a CSV (Comma Separated Value) file from the accounting software, and then to convert this CSV file into an excel file with File > Save As. This eliminates special formatting that can cause problems for the reading process.

Once read and organized in the central memory of your computer by ExcelFSM, double clicking an account's balance will display the account unadjusted balance detail. (See the GL Drill Down page of the website)

Creating an ExcelFSMQBO company file with the ExcelFSMQBO.exe utility program
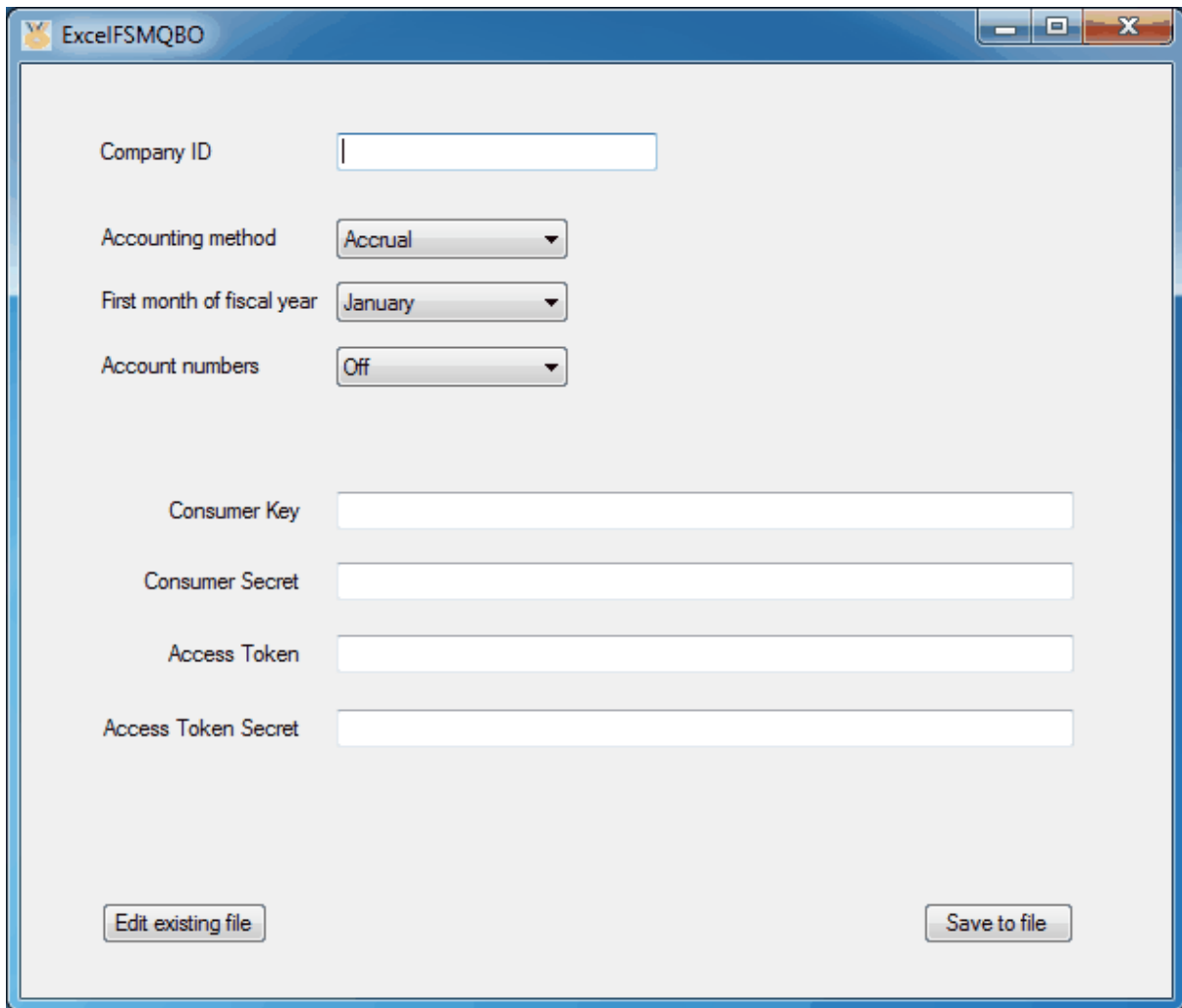
An "ExcelFSM QBO" company file containing the keys must be created, to allow ExcelFSM to read the trial balance data from a QuickBooks Online company file.
To create this file, you will use the ExcelFSMQBO.exe utility program installed on your Windows Desktop in a folder called ExcelFSM Demo Files
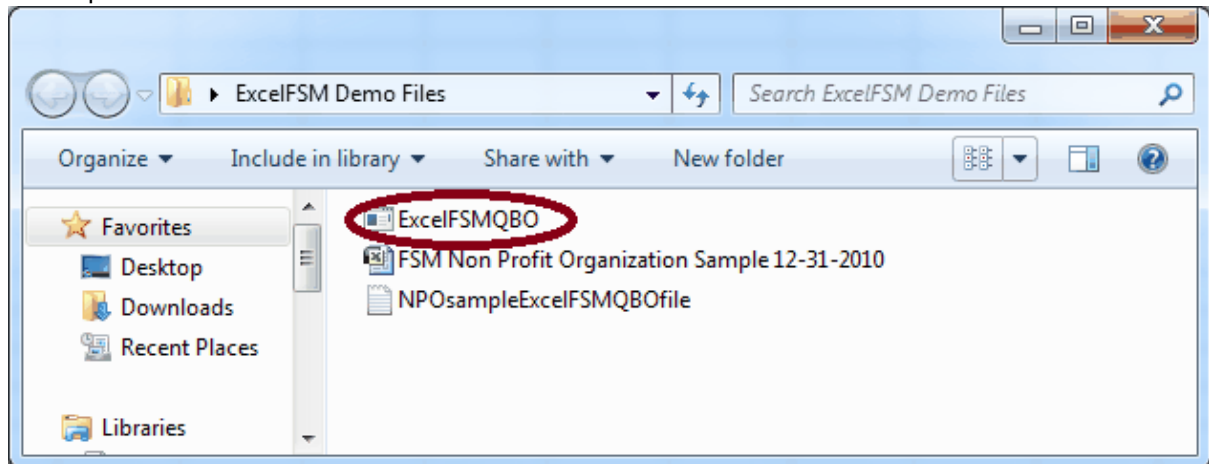
Double click the ExcelFSMQBO.exe.

The following dialog is displayed

Follow the instructions below to get the data required to fill the fields and create the ExcelFSMQBO company file.

Company ID:
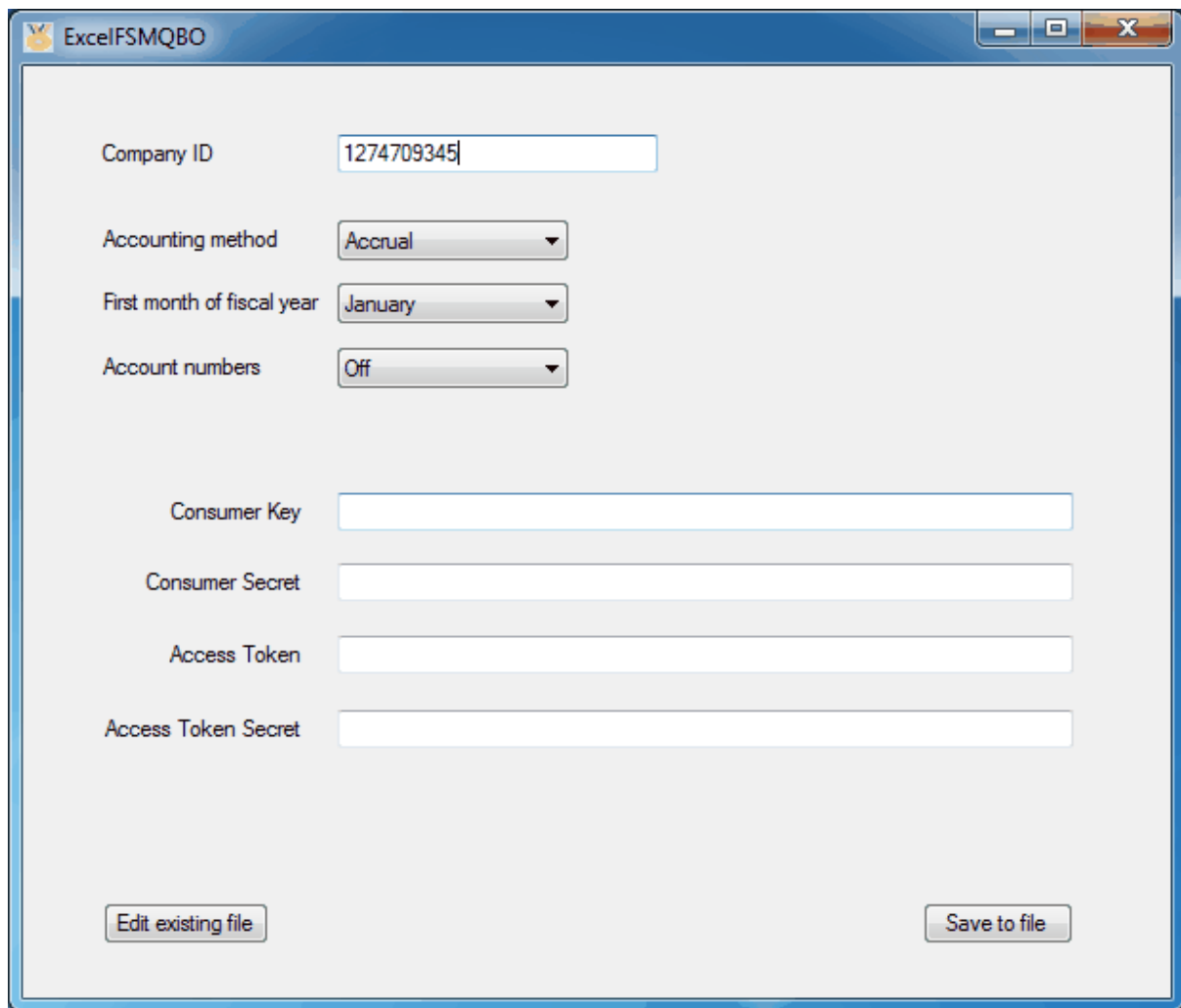
In your QuickBooks Online Company, click 'Your Account'
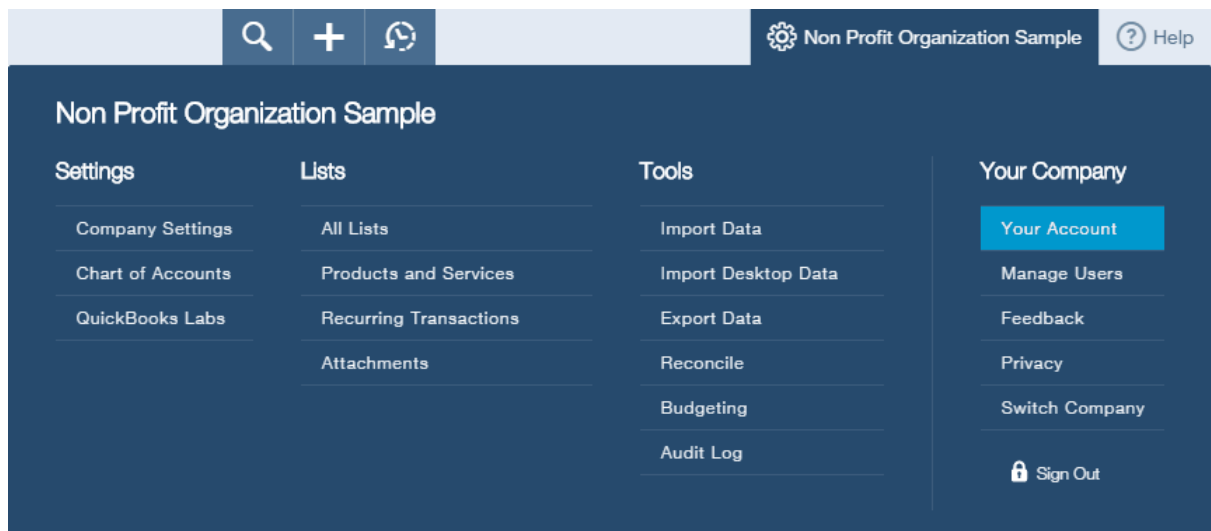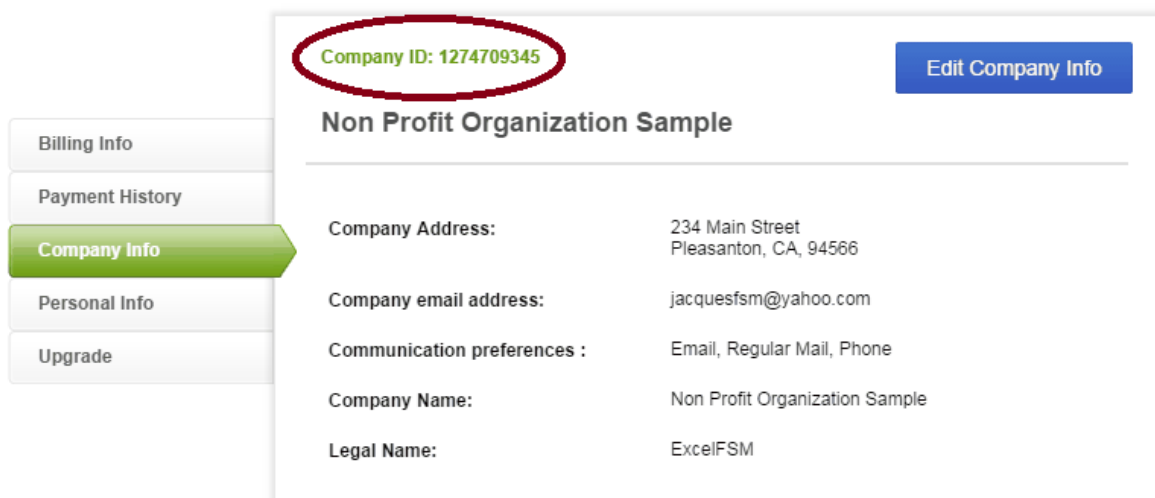
Copy&Paste the Company ID in the ExcelFSMQBO Company ID field

Accounting method (Accrual or Cash):

Click 'Company Settings', in your QuickBooks Online Company

Set the ExcelFSMQBO company file Accounting method according to the Company Settings
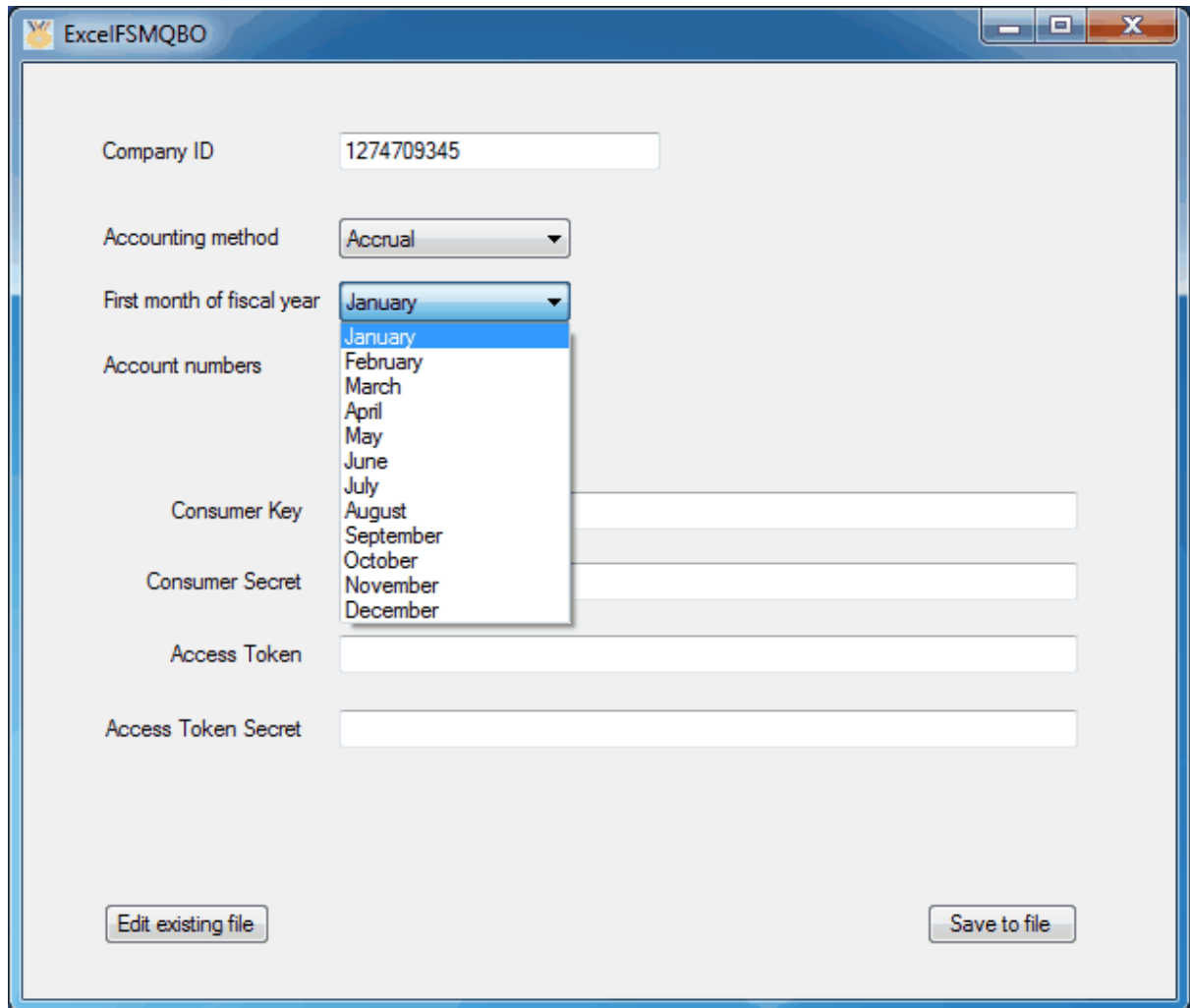
First month of fiscal year and Account numbers (On or Off):

Click 'Advanced' in the Company Settings

Set the ExcelFSMQBO First month of fiscal year according to the Company Settings
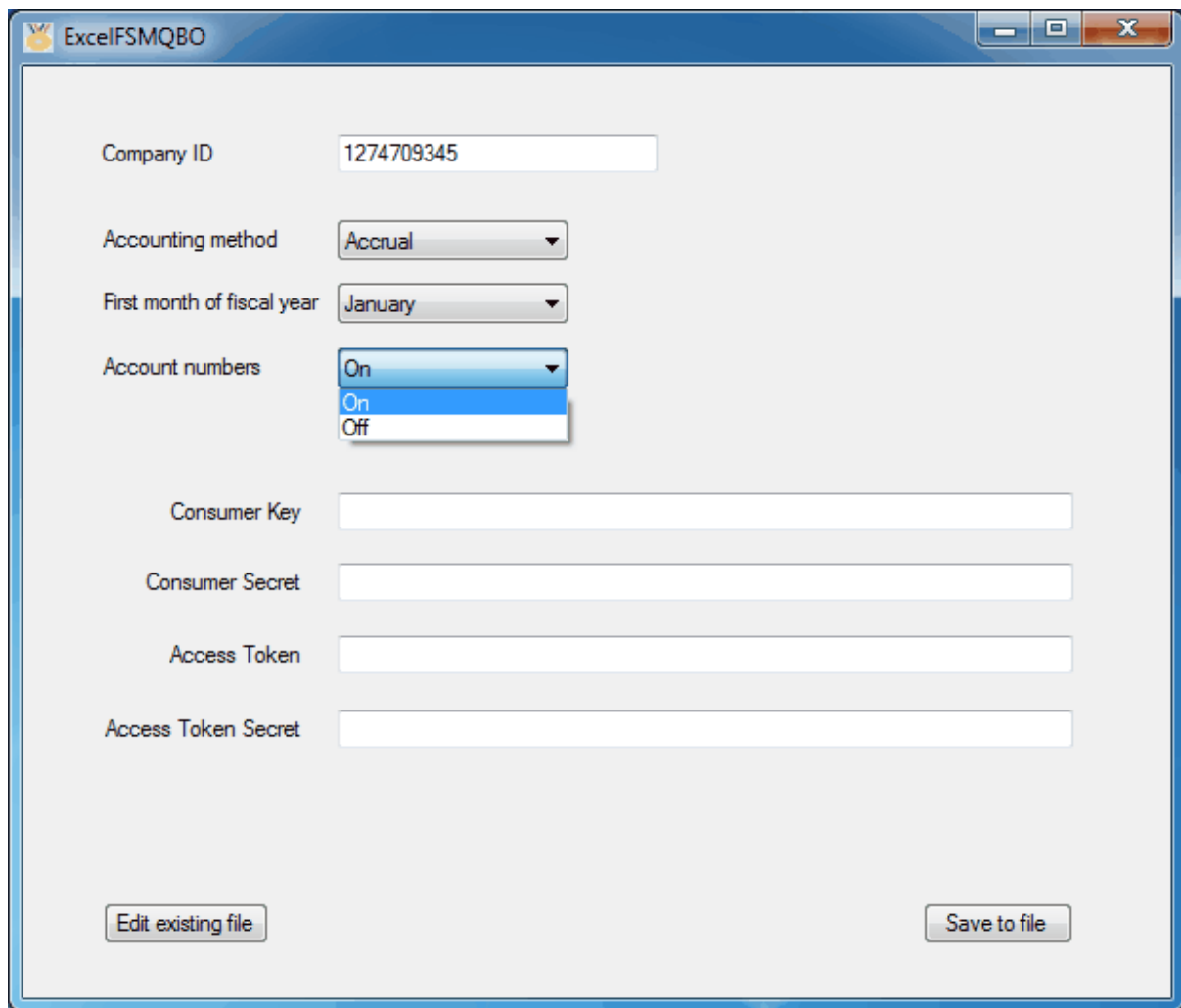
Set the ExcelFSMQBO Account numbers according to the Company Settings

Consumer Key, Consumer Secret, Access Token, Access Token Secret:

Having an account on QuickBooks Online, you have access to the Intuit App Center Playground, which allows to generate the required keys/tokens to be specified in the remaining fields.

- Click this link https://appcenter.intuit.com/Playground/OAuth

- Copy&Paste the following code >981ccce7bc5cfb47aabb918b288e0fa4bdf3< in the App Token field of the OAuth Playground

Click 'Get Key and Secret using App Token'

The Consumer Key and Consumer Secret are generated

Click 'Get Request Token using Key and Secret'

The Request Token and Request Token Secret are generated

Click 'Authorize Request Token'

The following dialog appears

Click 'Authorize'

The following dialog appears

You are securely connected to ExcelFSM

✅ Great! You are securely connected to ExcelFSM. If you ever want to revoke access, go to the Access section under "My Account".

◄ Return to ExcelFSM

If ExcelFSM is requesting you to copy/paste a code, please use **zbu9uth**

Click 'Return to ExcelFSM'

The Access Token and Access Token Secret are generated

Go to My Apps | Sign Out | **Intuit**

Intuit App Center | Playground

🏠 | **OAuth Access** | **OAuth API Console** | **Intuit Anywhere**

OAuth Playground for IPP Developers

This Web page demonstrates the interaction between a consumer application and Intuit Partner Platform Services to negotiate for an OAuth access token for use with IPP APIs. This OAuth token authenticates users without requiring them to log in each time. Learn more.

Step 1. Dynamic Consumer Creation

To simulate a desktop or mobile application flow, use the dynamic key mechanism: Enter your consumer key (aka Application Token), click Get Key and Secret Using App Token, and a dynamic consumer key and secret will be returned. The rest of the flow is the same as the typical 3-legged OAuth scenario.

App Token [ ]

[Get Key and Secret using App Token]

Consumer Key [qyprd5uByIN76RJ6AMzwFDCJascC4p]
Consumer Secret [ZVF5kMQtVgoPYsnesY9pDRljpWOY150cfPjJsfFj]

Step 2. Request Token

This step negotiates for an unauthorized request token from Intuit OAuth Services.

[Get Request Token using Key and Secret]

Request Token [qyprd2BvMAowvONqIvPBrz4MdPD8eYh646UOz2KUA3SUH9F9]
Request Token Secret [hWi9KjhX8SEZLSDXx69bUxo5pCC3SvdrbAHfk4BD]

Step 3. Authorize Request Token
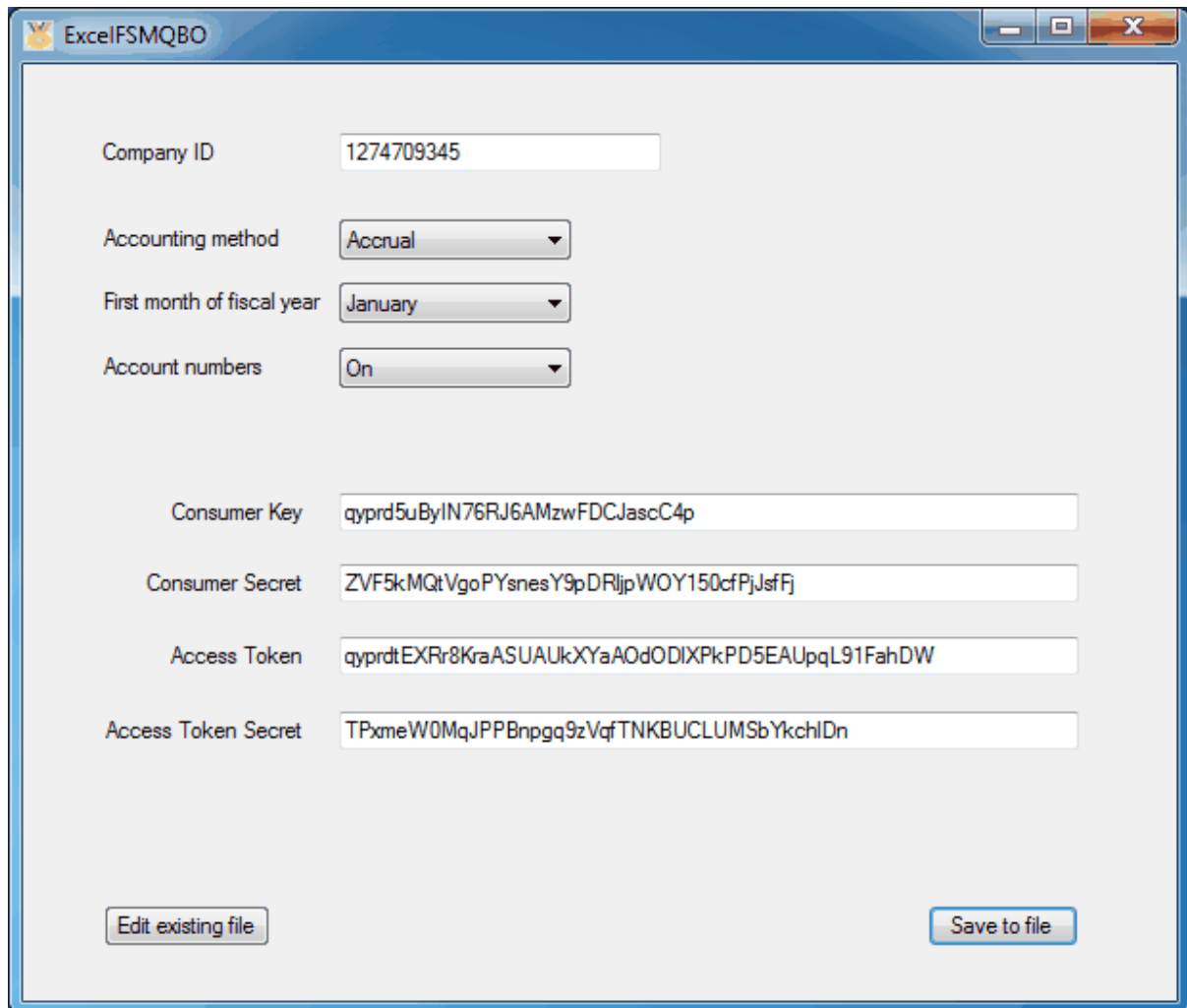
In this step, clicking Authorize Request Token takes you to the IPP OAuth Authorization page. When you click Authorize, you have granted access to your App, and you will be re-directed back here.

[Authorize Request Token]

Step 4. Get Access Token

Access Token [qyprdtEXRr8KraASUAUkXYaAOdODlXPkPD5EAUpqL91FahDW]
Access Token Secret [TPxmeW0MqJPPBnpgq9zVqfTNKBUCLUMSbYkchlDn]

Copy&Paste the contents of the four fields in the corresponding ExcelFSMQBO four fields

Click 'Save to file'

Select a folder and specify a name for the ExcelFSMQBO file('<enterprise name>ExcelFSMQBOfile', for example).
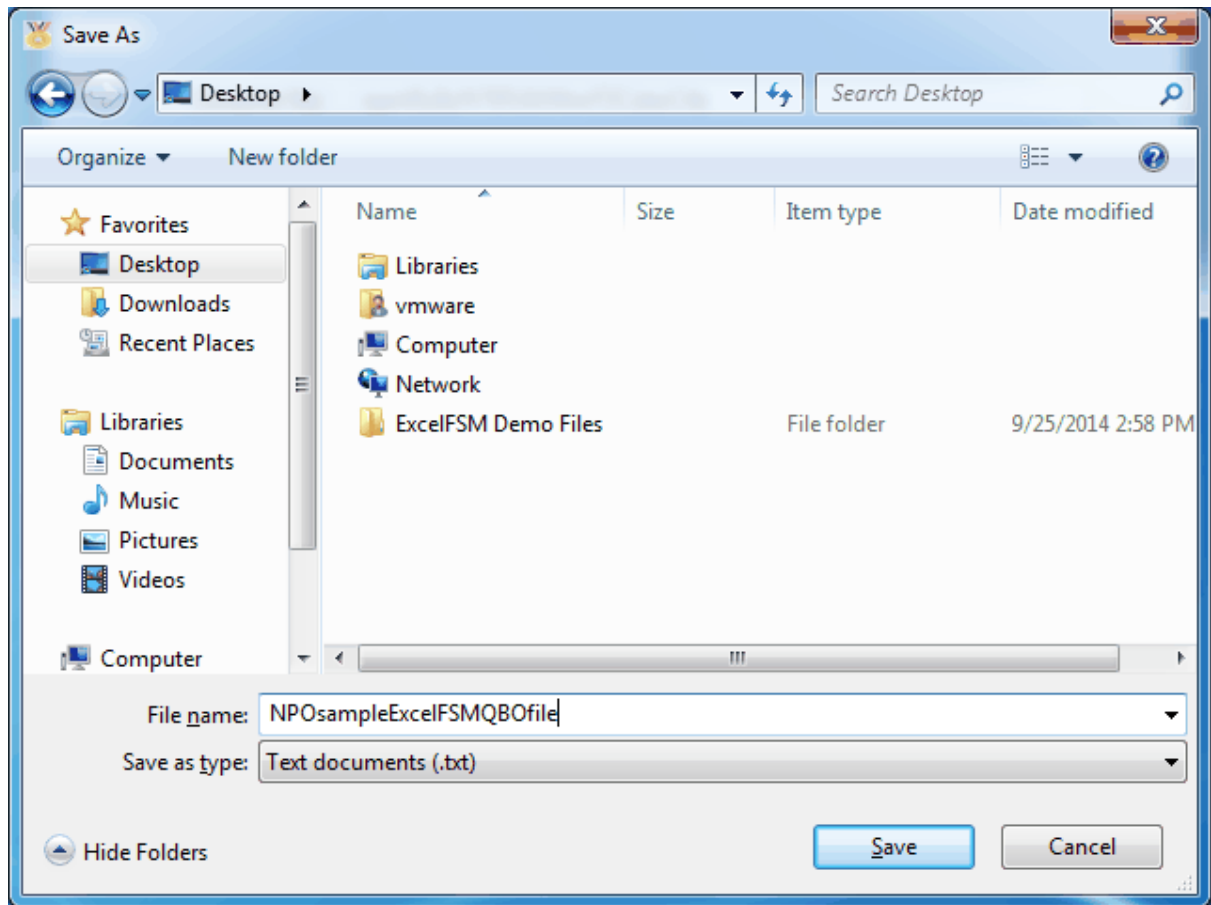
Click 'Save'

ExcelFSM will now be able to read the trial balance data from your QuickBooks Online company file, by simply clicking the 'Read Trial Balance Data' button in the FSM ribbon, and selecting the ExcelFSM QBO file you created.

4.2   Chart of Accounts

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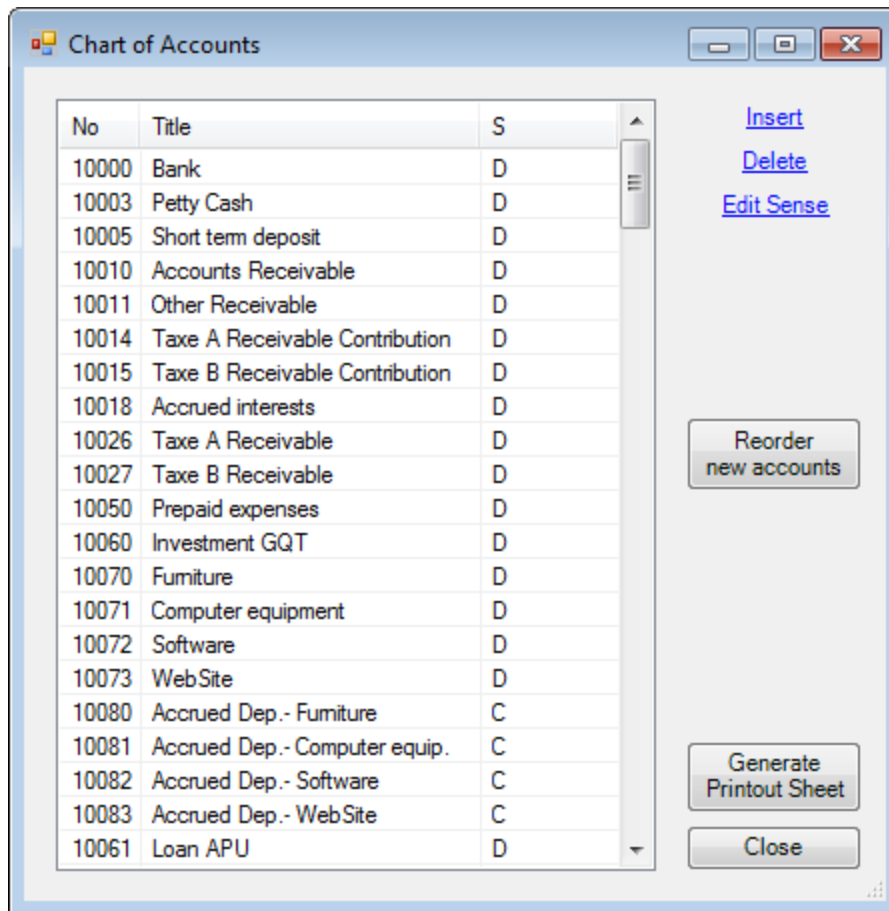
Chart of Accounts dialog.

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

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

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

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

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

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

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

Re-ordering accounts in the Chart of Accounts

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

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

Reading Trial Balance Data of succeeding financial periods, the new accounts are shown at the top of the Chart:

No	Title	S
10040	Advance anticipated	D
30010	Cotisations 2010	C
30102	Cotisations pprdf crous comm	C
30103	Cotisations pprdf sem comm	D
30104	Cotisations pprdf prepel comm	C
30175	APAM - hydro	C
30176	APAM - nema	C
30177	APAM - micro	C
30179	PAU	C
30184	APAM - virus (80184)	C
50123	Directors training	D
80175	Hydro	D
80176	Nema	D
80177	Micro	D
80179	PAU expenses	D
80184	Virus (30184)	D
90001	Transactions General - PPRDF	D
90002	Transactions PPRDF - General	C
90003	Operations PPRDF - General	C
10000	Bank	D
10003	Petty Cash	D

Insert
Delete
Edit Sense

Reorder new accounts

Generate Printout Sheet

Close

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

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

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

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

Clicking the Generate Printout Sheet button displays the following dialog
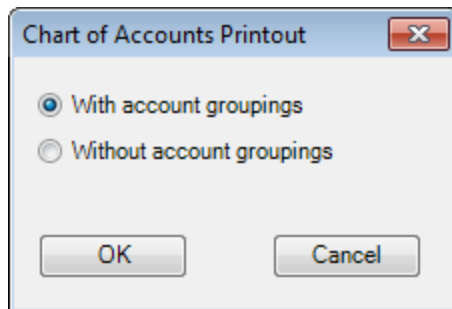
Select With or Without account groupings and click OK

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

With account groupings

	No	Title	Sense	Cumu
1		Non Profit Organization Sample		
2		Chart of Accounts		
3		12/31/2010		
4				
5	No	Title	Sense	Cumu
6	10000	Bank	Debit	
7	10003	Petty Cash	Debit	
8	10005	Short term deposit	Debit	
9	10010	Accounts Receivable	Debit	
10	10011	Other Receivable	Debit	
11	10014	Taxe A Receivable Contribution	Debit	
12	10015	Taxe B Receivable Contribution	Debit	
13	10018	Accrued interests	Debit	
14	10026	Taxe A Receivable	Debit	
15	10027	Taxe B Receivable	Debit	
16	10040	Advance anticipated	Debit	
17	10050	Prepaid expenses	Debit	
18	10060	Investment GQT	Debit	
19	10070	Furniture	Debit	
20	10071	Computer equipment	Debit	
21	10072	Software	Debit	
22	10073	WebSite	Debit	
23	10080	Accrued Dep.- Furniture	Credit	
24	10081	Accrued Dep.- Computer equip.	Credit	
25	10082	Accrued Dep.- Software	Credit	
26	10083	Accrued Dep.- WebSite	Credit	
27	10061	Loan APU	Debit	
28	10090	Deposit on Rent	Debit	
29	10091	Deposit on Wages	Debit	
30	10092	Deposit - fringe benefits	Debit	
31	20010	Accounts Payable	Credit	
32	20011	Other Payable	Credit	
33	20012	Wages payable	Credit	
34	20026	Taxe A Payable	Credit	
35	20027	Taxe B Payable	Credit	
36	20030	Income Taxe A Payable	Credit	
37	20035	Income Taxe B Payable	Credit	
38	20036	RQAP Payable	Credit	
39	20037	FSS Payable	Credit	
40	20038	RRQ Payable	Credit	
41	20050	Unearned Revenue	Credit	
42	20099	Retained Earnings	Credit	E2
43	20199	PPRDF	Debit	E2
44	20299	Joint Committee balance	Credit	E2
45	30010	Cotisations 2010	Credit	E1
46	30023	Cotisations 03 (A=0.08 P=0.01)	Credit	E1

Chart of Accounts printout   Cumulative   General funds   PPRDF funds   Joint Comm

Without account groupings

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

Chart of Accounts printout | Cumulative | General funds | PPRDF funds | Joint

You can edit the worksheet before printing.

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

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

Close - Close the dialog.

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

Saving the Chart of Accounts

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

4.3   Adjusting Entries

Insert, Delete, and Edit adjusting entries.

Recording Adjusting entries is the only way (besides reading another trial balance) to change the accounts balances. You CANNOT edit a cell that contains either an Item Balance (the result of the grouping of accounts) or a Total (the result of the grouping of Items). You can toggle the effect of the adjusting entries with the Adjusted balances button in the ExcelFSM ribbon.
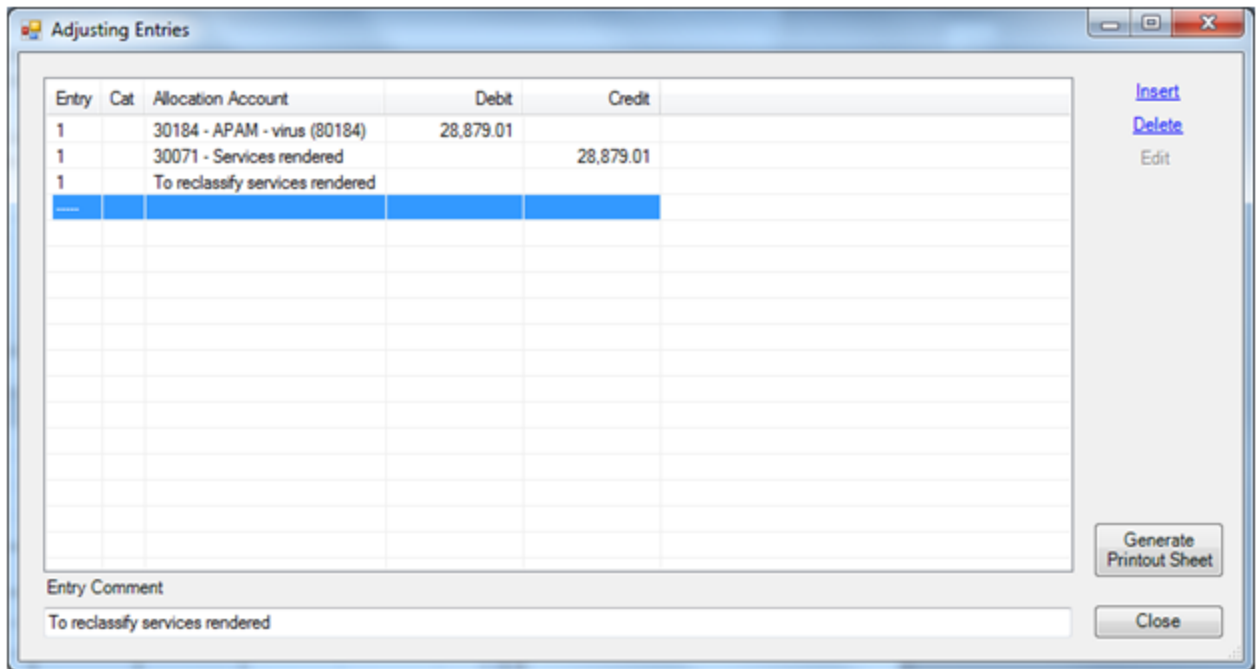
Adjusting Entries dialog. Your Adjusting Entries are shown in the list, one row for each entry line.
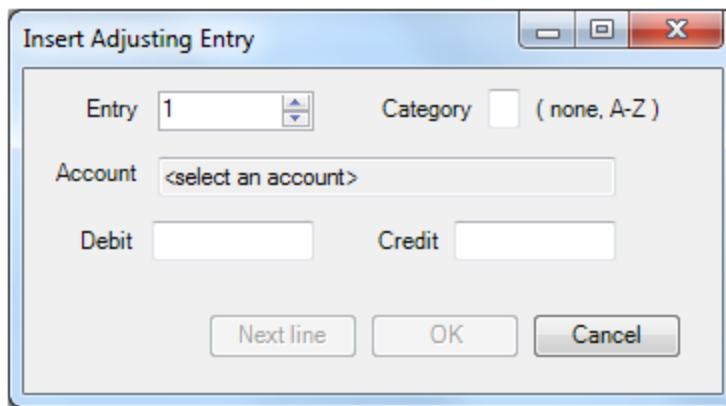
- Each entry has two or more entry lines. Each line specifies an entry number, an entry category, an allocation account and a debit or credit amount. The total of an entry must equal 0.
- Each entry can have a comment. The comment is displayed in the Allocation Account column, beneath the entry lines. The comment for the selected entry line is also displayed in the textbox at the bottom, where it was originally inserted and where can be directly edited.
- The dialog is resizable. The bigger you make the window, the more entries are visible.

Inserting and Editing an Entry Line

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

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

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

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

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

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

Allocation Account

10000 - Bank
10003 - Petty Cash
10005 - Short term deposit
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 - Furniture
10071 - Computer equipment
10072 - Software
10073 - WebSite
10080 - Accrued Dep.- Furniture
10081 - Accrued Dep.- Computer equip.
10082 - Accrued Dep.- Software
10083 - Accrued Dep.- WebSite
10061 - Loan APU
10090 - Deposit on Rent
10091 - Deposit on Wages
10092 - Deposit - fringe benefits
20010 - Accounts Payable
20011 - Other Payable
20012 - Wages payable
20026 - Taxe A Payable
20027 - Taxe B Payable
20030 - Income Taxe A Payable
20035 - Income Taxe B Payable
20036 - RQAP Payable
20037 - FSS Payable
20038 - RRQ Payable
20050 - Unearned Revenue
20099 - Retained Earnings
20199 - PPRDF
20299 - Joint Committee balance
30010 - Cotisations 2010
30023 - Cotisations 03 (A=0.08 P=0.01)
30024 - Cotisatiions 04 (A=0.08 P=0.02)
30025 - Cotisatinos 05 (A=0.08 P=0.02)
30026 - Cotisations 06
30027 - Cotisations 07
30028 - Cotisations 08
30029 - Cotisations 09
30031 - Cotisations table
30032 - Cotisations crous
30033 - Cotisations sem
30034 - Cotisations prepel
30040 - Joint Plan Administration
30041 - Interests from prod
30050 - Other interests
30066 - AGA partnership
30070 - Management fees (30171)
30071 - Services rendered
30099 - Miscellaneous
30100 - Cotisations PPRDF

30101 - Cotisations PPRDF Committees
30102 - Cotisations pprdf crous comm
30103 - Cotisations pprdf sem comm
30104 - Cotisations pprdf prepel comm
30140 - PPRDF Joint Plan Administration
30165 - Parment Partners
30175 - APAM - hydro
30176 - APAM - nema
30177 - APAM - micro
30179 - PAU
30180 - Government Grant
30181 - APAM project (80181)
30182 - Sem Certification
30183 - PAQC and other DTP (80183)
30184 - APAM - virus (80184)
30185 - APAM (80185)
30186 - RIH studies (80186)
30188 - DAQC and others (80188)
30199 - Miscellaneous pprdf
30200 - Joint Committee Agent Expenses
50001 - General administration
50002 - Board of Directors
50003 - Executive Committee
50004 - Annual meeting
50005 - General congress
50006 - Travel expenses
50007 - EF Committee
50008 - TC Committee
50009 - SEM Committee
50010 - Prepel Committee
50011 - Nema Committee
50013 - Finances
50014 - Union Life Committee
50015 - AGR Associations
50017 - Regional meetings
50050 - PAU Committees
50054 - Directors telecom
50060 - RAQC Committee
50061 - QFLG Board
50063 - QHC meeting expenses
50064 - CHC and national committee
50065 - PGU travel expenses
50067 - Strategic Committee
50069 - LB Center
50096 - QAPR expenses
50097 - SFS employer
50098 - RQR employer
50099 - Misc and other committees
50107 - Committee table expenses
50108 - Committee crous expenses
50109 - Committee sem expenses
50110 - Committee prepel expenses
50123 - Directors training
50200 - Joint Committee
50201 - Phone conferences Joint Committ
60001 - Region 1
60002 - Region 2
60003 - Region 3
60004 - Region 4

60005 - Region 5
60006 - Region 6
60009 - Region 9
60012 - Region C
60013 - Region D
60015 - Region F
70000 - Technical Advisors
70001 - Secretariat
70002 - Accounting
70009 - Training
70010 - Office expenses
70011 - Documentation
70015 - Postal charges
70020 - Printing expenses
70040 - Telecom
70050 - Computer expenses
70060 - Rent
70070 - Software depreciation
70071 - Depreciation
70110 - Office expenses - 15%
70115 - Postal charges pprdf
70171 - Website (including depreciatio)
70190 - PARM
70200 - Joint Committee wages
70215 - Postal charges Joint Comm
70240 - Telecom Joint Comm
80000 - Auditor fees
80001 - Legal fees
80003 - Collection fees
80010 - PAU Contribution
80011 - QHC Contribution
80012 - CHC Contribution
80013 - Contribution national committee
80019 - Contribution associations
80070 - Insurance
80099 - Miscellaneous bis
80110 - Valorisation initiative
80111 - University PAU
80170 - Quality program
80175 - Hydro
80176 - Nema
80177 - Micro
80179 - PAU expenses
80180 - Healthiness program
80181 - Invoices project
80182 - Certification sem
80183 - Extra buying project
80184 - Virus (30184)
80185 - Sectorial reorganisation
80186 - RIH studies (30186)
80188 - DAQC nema
80192 - Promotion
80195 - Field day
80205 - Administration expenses J Comm
90001 - Transactions General - PPRDF
90002 - Transactions PPRDF - General
90003 - Operations PPRDF - General

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

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

Debit/Credit - Type the amount in the proper field. Use the Tab key to change field.
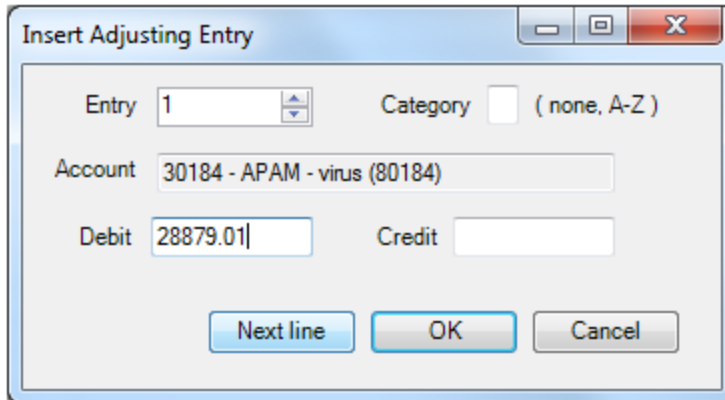
Next line - Inserts the new entry line and keeps the dialog open in preparation to specify another entry line.

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

Cancel - Ignore any changes and close the dialog.
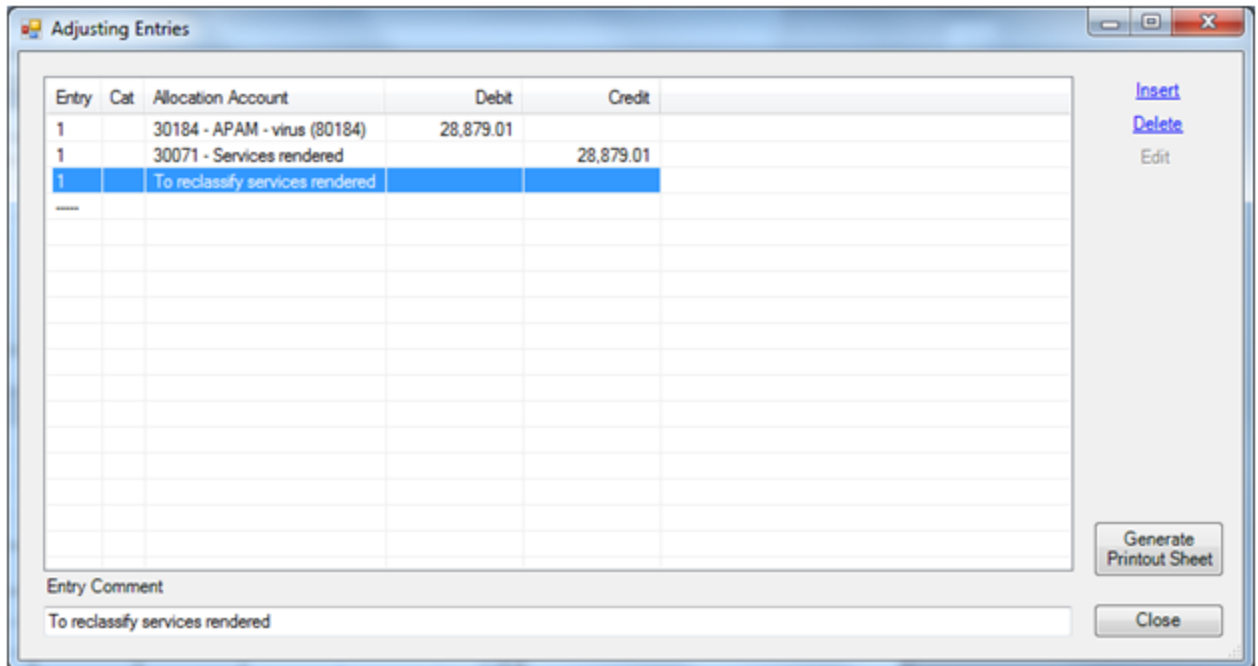
Inserting and Editing an Entry Comment

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

Saving the Adjusting Entries

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

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

Generate Printout Sheet

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

You can edit the worksheet before printing.

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

Close - Close the dialog.

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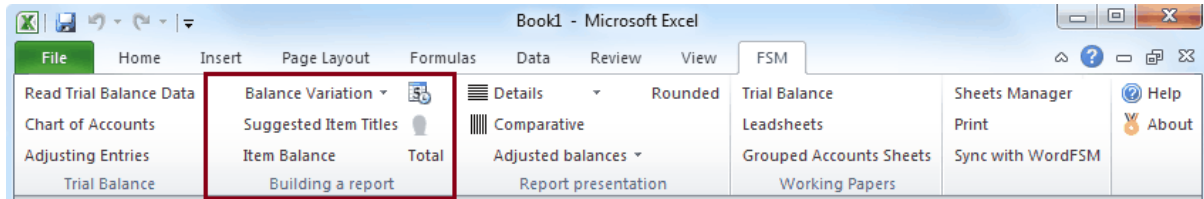
The Building a report buttons let you:

- Activate Balance Variation for e.g. Statement of Cash Flow, financial statement Notes, and Quarterly financial statements.
- Insert the title of any account into your financial report.
- Group accounts into an Item and insert its balance into your financial report.
- Group items into a Total and insert its balance into your financial report.

Additional buttons you might find useful when building your report are: Enterprise Name, and As-Of Date.

5.1 Balance Variation

The Balance Variation button allows you to build an Item balance with balances for a range of periods.

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. It is also used for any report where you prefer to create comparative columns manually (as described below) rather than using the Comparative button.

Click the Balance Variation Down Arrow, then click Select Periods.
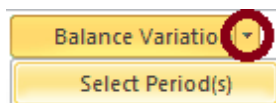
This opens the Balance Variation dialog, where you select the beginning period for the range of periods.
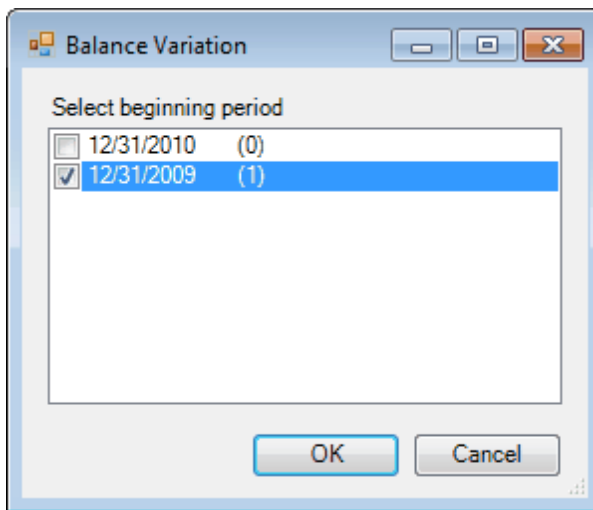
(The number between parentheses is the index of the period used in the FSM formulas, index 0 being the index of the current period, i.e., the index of the last trial balance read.)

Check the beginning period and click OK.

The Balance Variation is then turned ON.

Note: Balance variation button can be turned ON for an existing report. The beginning period will be set to the current period. (Comparative button must be OFF).

Click on Item Balance to group accounts into an Item and insert the item's balance into the financial report:
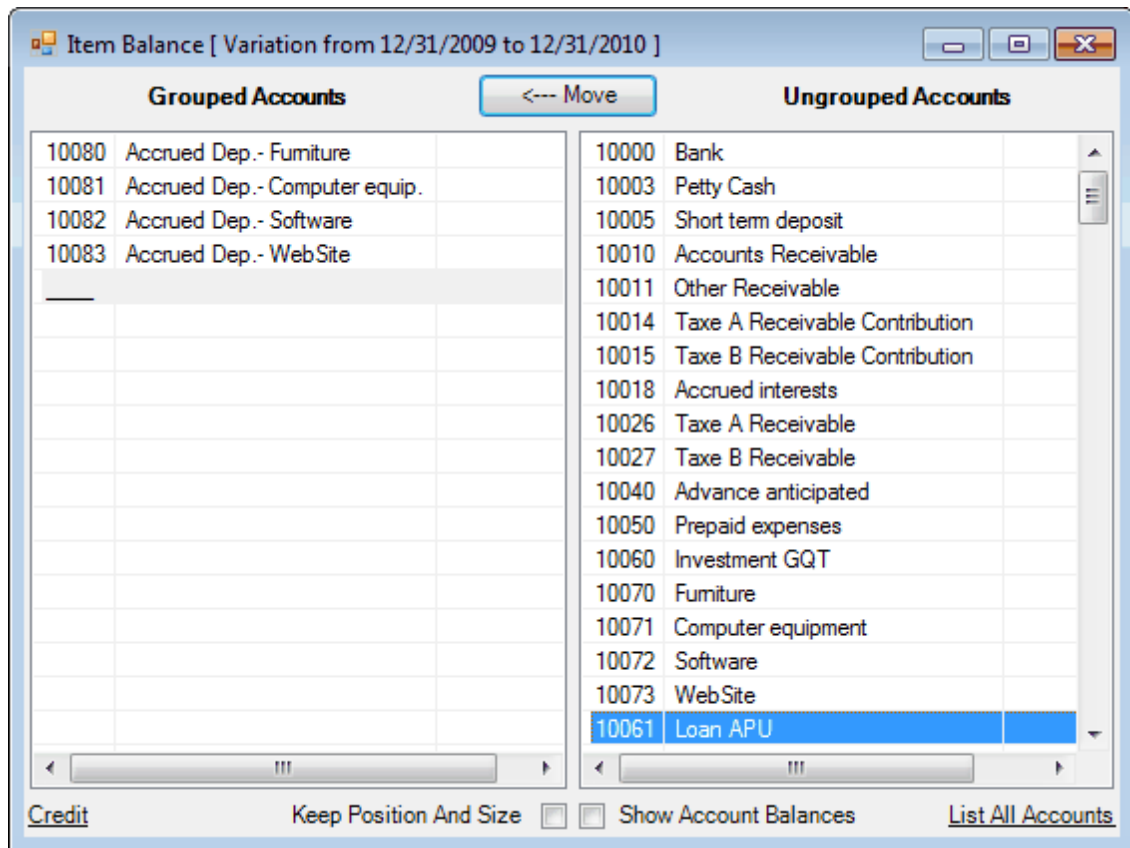
The dialog's title shows the selected beginning and ending periods. The ending period is the current period.

If the selected beginning period is also the current period, the title will show "[as of <current period date>]".

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

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Statement of Cash flows				
4						
5		for the year ended December 31,				
6						
7						
8					2010	
9						
10	Operating activities					
11	Net income (loss)				(80,528)	
12	Changes in current assets and current liabilities					
13	Depreciation				3,708	
14	Decrease (increase) in accounts receivable				193,737	
15	Decrease (increase) in prepaid expenses				(1,443)	
16	Increase (decrease) in accounts payable and accrued liabilities				(208,632)	
17	Increase (decrease) in unearned Revenue				(26,072)	
18					(119,230)	
19						
20	Investing activities					
21	Acquisition of fixed assets				2,420	
22	Short term deposit				151,000	
23	Investment GQT					
24	Other assets				(10,188)	
25					143,232	
26	Net increase (decrease) in cash and cash equivalents				24,002	
27						
28						

Comparative

In some cases, the comparative columns created by turning Comparative ON may not be appropriate, such as for financial statement Notes for example. Balance Variation would then be used instead.

Note: When Balance Variation is ON, the Comparative button is disabled.

Comparative columns are created manually by:

- Selecting the 'groupings' column as source range to copy (click on the column letter at the top)
- Copying this source range (right click + Copy) into a destination range (click on the destination column letter at the top, right click + Paste)
- Selecting the beginning and ending periods for this comparative column
- Click on the column letter at the top

- Click on the Balance Variation Down Arrow button

  Balance Variatio ▾
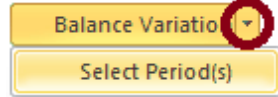
  Select Period(s)

- Click on Select Period(s)

Use the As-of Date button, select the date, then build the Items and then group the Items into a Total:

	A	B	C	D	E	F	G	H	I
1									
2									
3	5 - RECEIVABLES								
4							2010		
5									
6	Grant						49,525.06		
7	Taxes						6,198.09		
8	Advances						1,837.35		
9	Others						4,811.72		
10							62,372.22		
11									
12									
13									
14									

Then select the source range cells to copy & paste:

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

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

Then click the Balance Variation Down Arrow button, click Select Period(s), and select only one date as the periods range:

Balance Variation

Select period or periods range

☐ 12/31/2010   (0)
☑ 12/31/2009   (1)

OK   Cancel

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

Here are samples of financial statement Notes:

5 - RECEIVABLES

	2010	2009
Grant	49,525	229,729
Taxes	6,198	24,445
Advances	1,837	
Others	4,812	1,935
	62,372	256,109

6 - FIXED ASSETS

			2010	2009
	Cost	Accrued Depreciation	Net Value	Net Value
Furniture	11,764	9,256	2,508	4,290
Computer equipment	19,277	19,277		1,762
Software	79,150	79,150		876
WebSite	6,640	6,640		1,708
	116,831	114,323	2,508	8,636

(shown with the Rounded button ON)

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

(shown with the Rounded button ON)

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

(shown with the Rounded button ON)

Periodic (Monthly, Quarterly, etc.) financial statements

Balance Variation is also useful for building periodic (Monthly, Quarterly, etc.) financial statements. You are able to present comparative columns with different range of periods.

Selecting period or periods range for a range of cells

With the Balance Variation button turned ON, you can select a range of cells containing item balances, and select the period or periods range for these item balances.

- Select a range of cells

- Click on the Balance Variation Down Arrow button
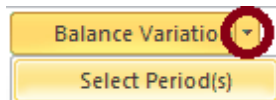
- Click on Select Period(s)

- Check the period or periods range and click OK.

This feature allows you, for example, to build financial reports combining cumulative and periodic balances on the same column.

Deleting period

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

- Open a sheet where the Balance Variation button is turned ON

- Select a blank cell

- Click on the Balance Variation Down Arrow button
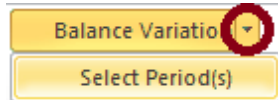
- Click on Select Period(s)
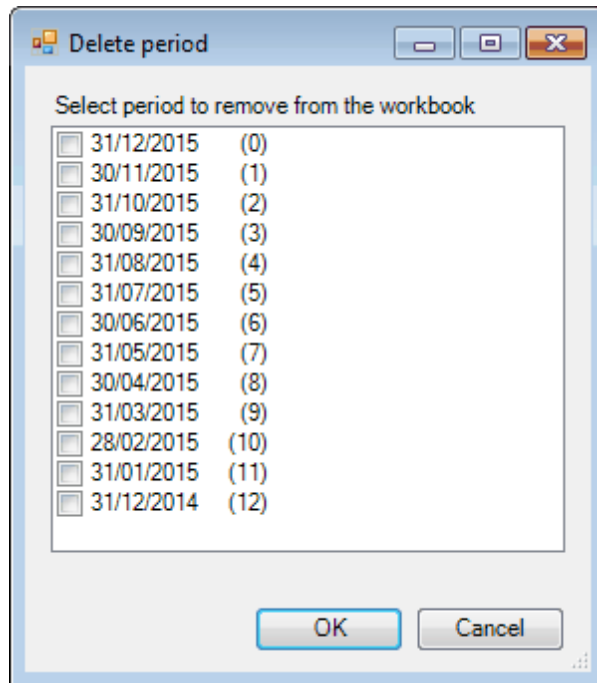
- Check the period to remove from the FSM workbook and click OK.

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

5.2   Suggested Item Titles

Suggested Item Titles is a quick way to save typing by entering the title of a selected account into a worksheet cell when building your financial report.
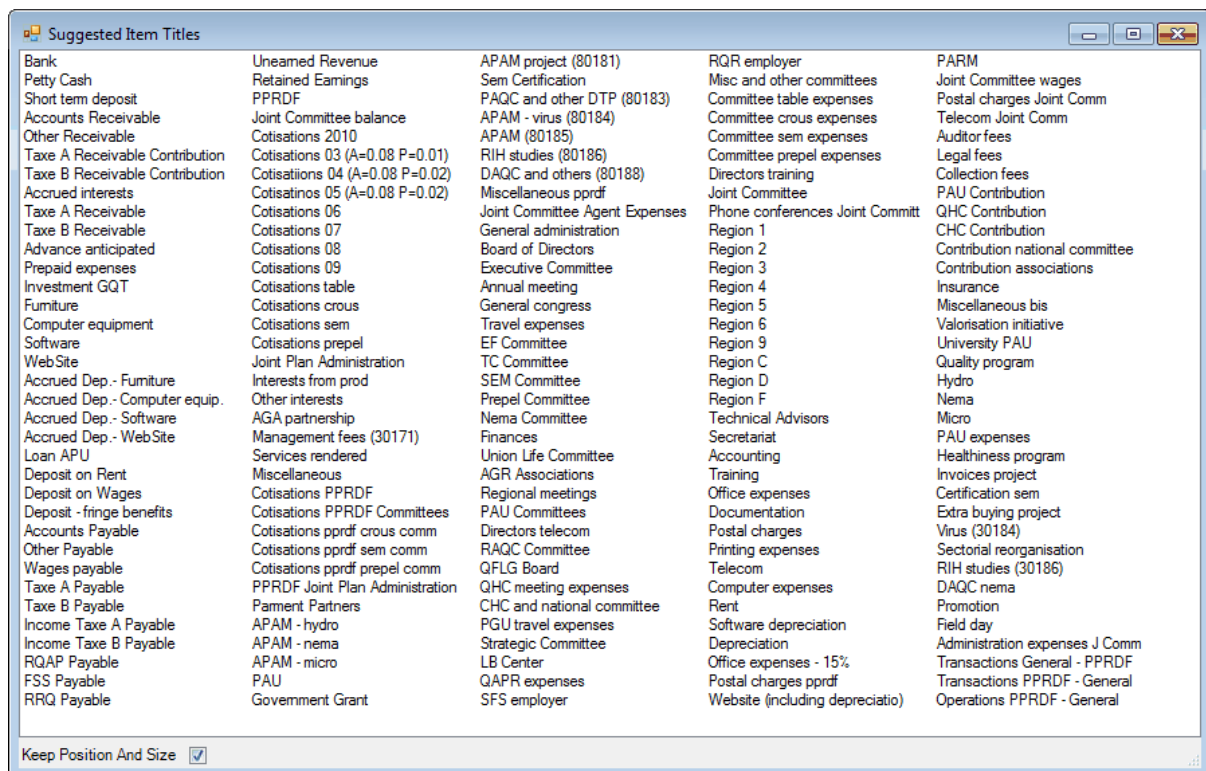
Suggested Item Titles shows the titles of the accounts in the Chart of Accounts.

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

Dialog position and size

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

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

5.3   Item Balance

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

Clicking the Item Balance ribbon button, double clicking (or right-clicking) on a cell that already contains an Item balance shows:
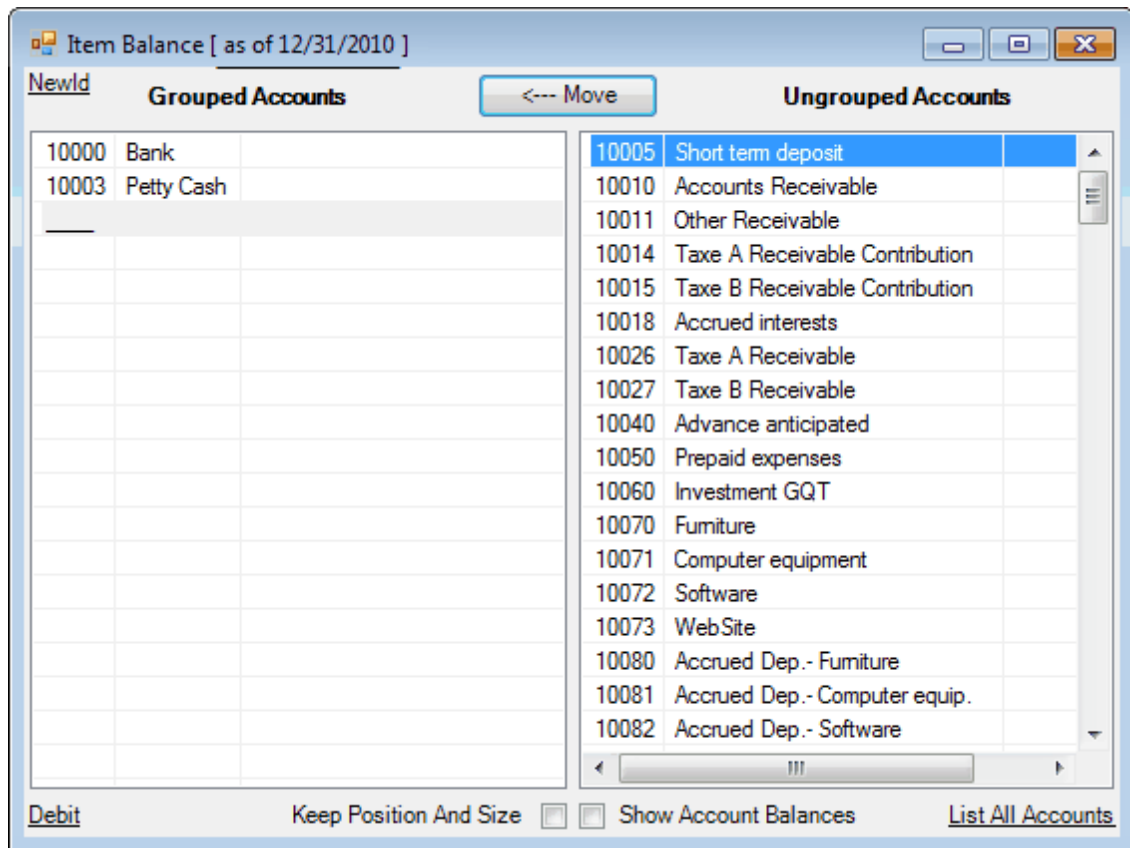
Accounts that are grouped into the Item are in the left list.

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

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

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 Balance Variation button is ON, it might indicate e.g. "[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.

Item Sense

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

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

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

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

Dialog position and size

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

Account balances

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

List All Accounts

As mentioned previously, accounts grouped into the Item are in the left list, and accounts not grouped into this Item (or any other in the worksheet) are in the right list, so on a given worksheet, an account can be grouped into only one item. However, there are some situations, such as in financial statement Notes for example, which might require an account to be grouped into more than one item on a given worksheet.
Clicking 'List All Accounts' at the bottom right will temporarily list all the accounts (except the accounts that are grouped into the Item) in the Ungrouped Accounts right list, allowing you to group an account into more than one item.

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

Grouping / Ungrouping

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

Selection

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

Move Selected Account(s)

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

Order of accounts in the lists

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

- The Ungrouped Accounts list is maintained in the same order as they appear in the Chart of Accounts

Saving an Item

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

Effects of Grouping Changes

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

Item grouping can be changed in any period.

Copying Item Balances

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

=FSMITEMBALANCE("42968107-3573-487d-b3b1-aca16f6e9443, D, 0, 0")

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

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

Copying Item Balances and using the NewId button can be really useful for the building of the financial statement Notes and for the Statement of Cash Flows, as shown in the following sample:

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

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

E14	▼ : ✕ ✓ *fx*	=FSMITEMBALANCE("c8bd3f01-9776-4b5b-8bc1-71b7ccb84f3c, D, 0, 0")			

	A	B	C	D	E	F
1		Non Profit Organization Sample				
2						
3		Statement of Cash flows				
4						
5		for the year ended December 31,				
6						
7						
8					2010	
9						
10	Operating activities					
11	Net income (loss)					
12	Changes in current assets and current liabilities					
13	Depreciation				08	
14	Decrease (increase) in accounts receivable				62,372	

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

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

Hint for cell format

The cell format for balances can be customized by adding **;;** at its end, to show zero balance as blank.
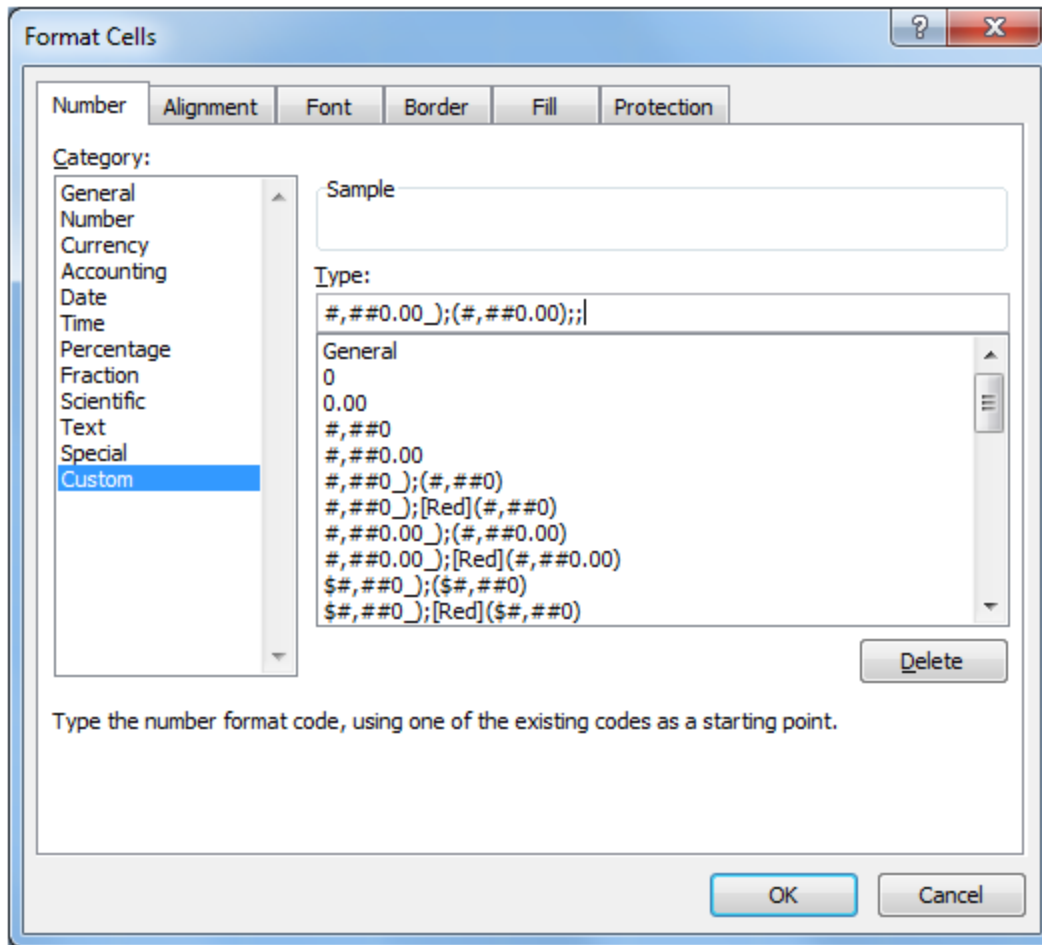
5.4   As-Of Date

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

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

Date format can be customized to show only the year, by keeping only yyyy
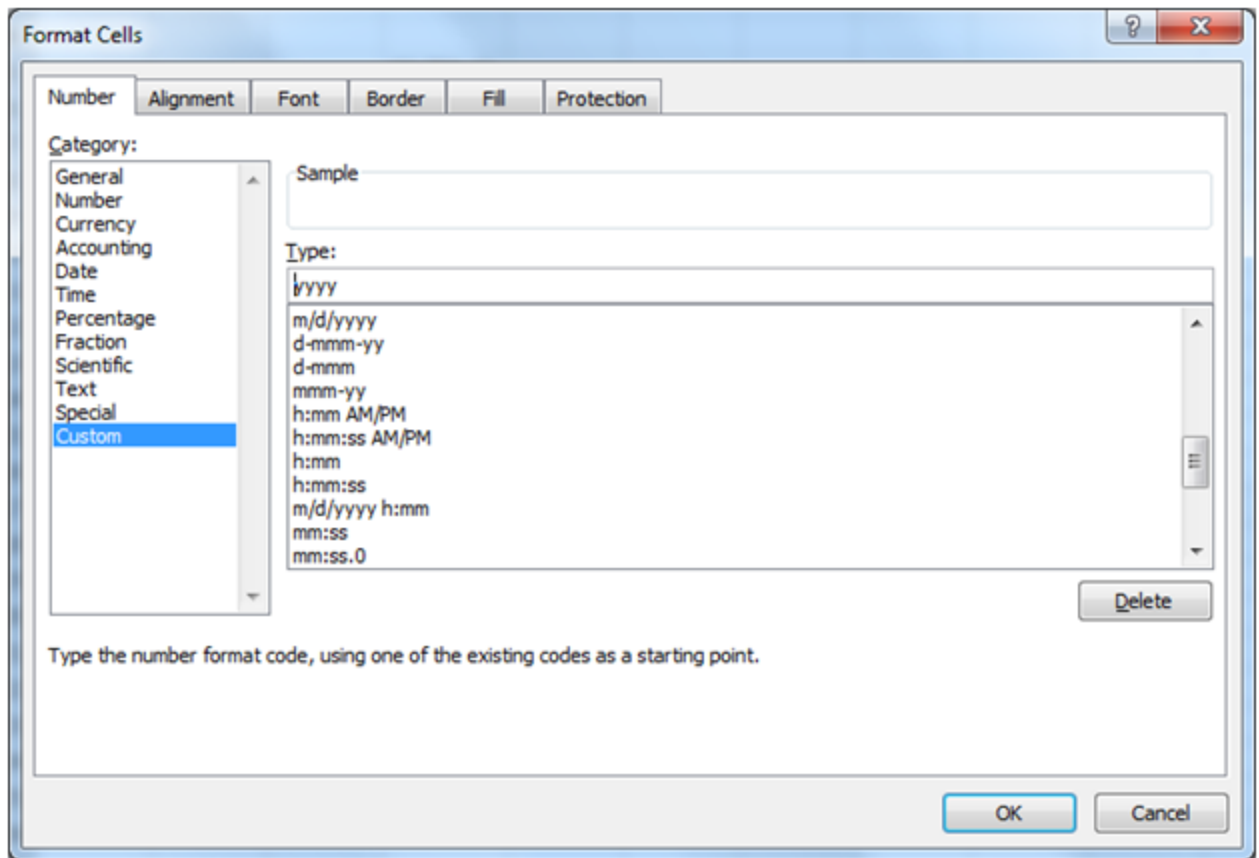
If the Balance Variation button is ON, you will be prompted to select a date.
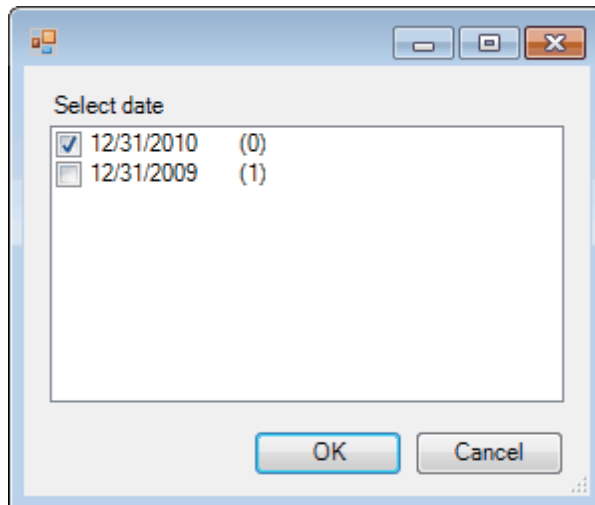
(The number between parentheses is the index of the period used in the FSM formulas, index 0 being the index of the current period, i.e., the index of the last trial balance read.)

As-Of date button is also used to add/modify the prior period date and balances in the Trial Balance working paper sheet.
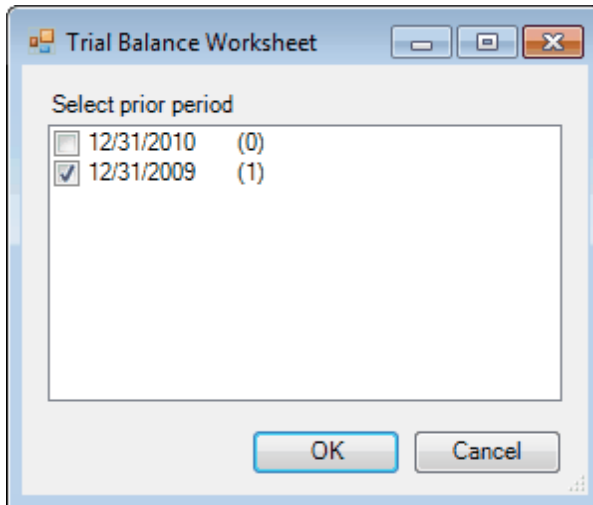
5.5   Enterprise Name

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

5.6   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.
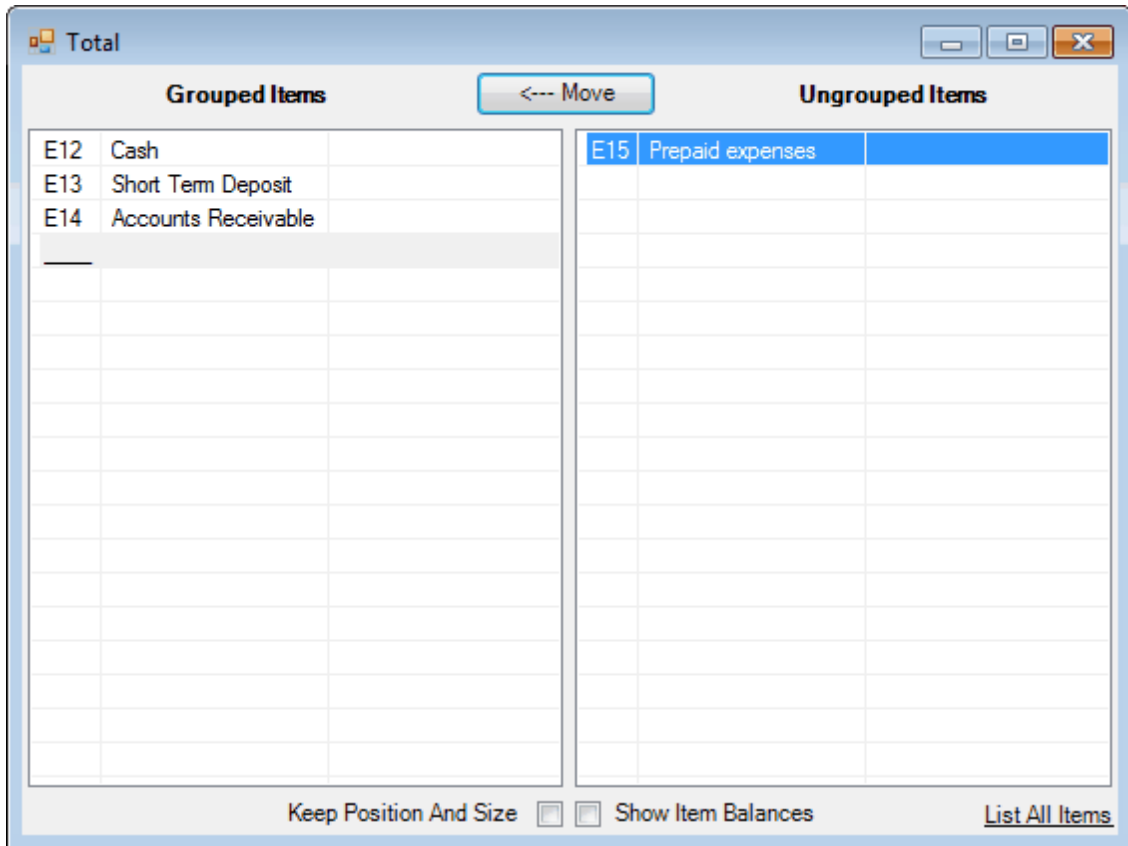
Items that are grouped into the Total are in the left list.
Items that are not grouped into this Total are in the right list.

Only Items in cells appearing "before" the Total cell can be grouped into the Total. This includes Items:

- In the same column and a previous row to the Total cell
- In the same row and previous column to the Total cell
- In a previous row and column

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 besides the active cell. Once moved and resized, the new settings can become the default settings by checking the Keep Position And Size checkbox.

Item balances

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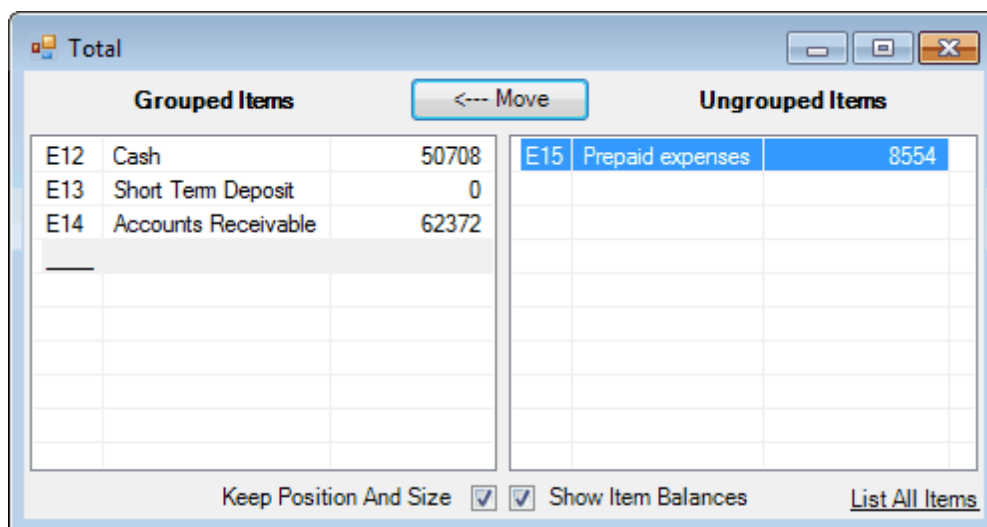
List All Items

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

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

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

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

Move Selected Item(s)

- Click the Move button (or press the Enter key) to move the selected item(s).
- When moving item(s) to the Grouped Items list, the items will be moved above the selected item in the Grouped Items list.
- When moving item(s) to the Ungrouped Items list, the items will be placed in the order they

appear in the worksheet.
- When items are moved, the Total's balance is re-computed, and displayed immediately in the cell.

Order of items in the lists

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

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

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

Saving a Total

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

FSM Total Formula

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

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

6   Report presentation
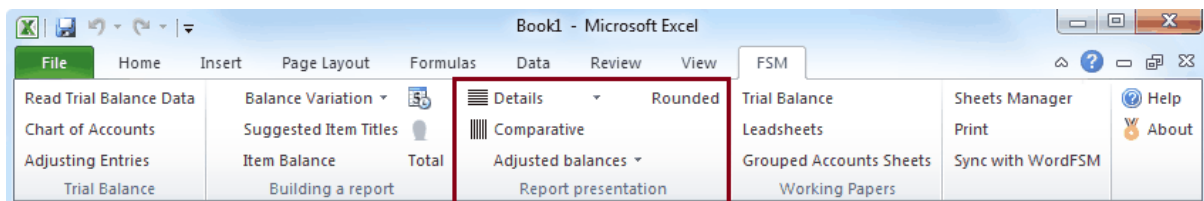
The Report presentation buttons let you:

- Toggle the display of Item Details.[1] *Details* are additional rows in the worksheet showing the accounts which are grouped into the item.
- Toggle the display of previous accounting periods, for comparative purposes. *Comparative* is additional columns in the worksheet showing the account, item, and total balances of previous financial periods.
- Toggle whether to ignore the Adjusting Entries and show the Unadjusted balances of accounts, items, and totals.
- Toggle whether to display the balances with or without decimals. Note that ExcelFSM will not only display the rounded values, but will also perform computations using these rounded values.

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

6.1 Details

Details toggles the display of an Item's accounts.

To illustrate, here is a sheet with a financial report.
It is shown first with Details turned Off, then with Details turned On for the first Item:

Details turned Off

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

Details turned On for the first Item

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

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

Double clicking on an account's balance provide the detail of the account's balance

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

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

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

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

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

Toggling an Item's Details

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

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

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

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

Show Account Numbers In Details

Whether or not Account Numbers are shown is determined by the Details ribbon button. Click on the arrow next to the Details to select from the drop down menu:
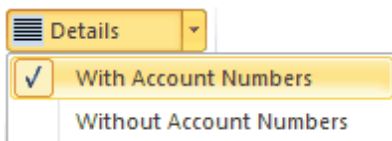
The next time you press the Details button, your choice will be used.

Trial Balance Working Paper

The adjusting entry lines in the Trial Balance Working Paper are details.

Formulas

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

=FSMACCOUNTTITLE("8")

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

Transforming Item's Accounts Into Items

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

E30	fx	=FSMITEMBALANCE("07bee1a1-cb53-48df-a5f3-0e242e0e70c7, C, 0, 0")

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

you can select accounts

| E29 | ▾ | : | ✕ | ✓ | *fx* | =FSMACCOUNTBALANCE("55, C, 0, 0") | | |

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

then click the Item Balance button from the FSM ribbon

Balance Variation ▾

Suggested Item Titles

Item Balance   Total

Building a report
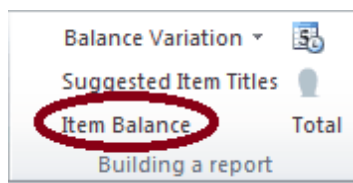
and choose to transform the selected accounts into one item per selected account or into one item for all selected accounts

Selected accounts transformed into one item per selected account:

Selected accounts transformed into one item for all selected accounts:

6.2 Comparative

Comparative toggles the display of selected previous financial periods, for comparative presentation.

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

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

Here is the same report with Comparative turned on:

	B			2010	2009
	Non Profit Organization Sample				
	Balance Sheet				
	As of December 31,				
				2010	2009
ASSETS					
Current Assets					
	Cash			50,708.46	26,706.08
	Short Term Deposit				151,000.00
	Accounts Receivable			62,372.22	256,108.71
	Prepaid expenses			8,553.56	7,111.49
				121,634.24	440,926.28
Investments				130,809.00	130,809.00
Deposit on Rent and Wages				93,974.13	83,785.88
Fixed Assets				2,508.33	8,635.73
				348,925.70	664,156.89
LIABILITIES					
Current Liabilities					
	Accounts Payable and Accrued Liabilities			236,074.87	444,707.10
	Unearned Revenue			3,031.49	29,103.25
				239,106.36	473,810.35
NET ASSETS					
	General Fund			234,771.07	189,766.97
	Promotion, Publicity, Research and Development Fund			(134,000.09)	(17,920.18)
	Joint Committee Fund			9,048.36	18,499.75
				109,819.34	190,346.54
				348,925.70	664,156.89

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

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

Toggling Comparative Periods

Comparative periods can be shown or hidden separately, for each worksheet in your workbook. When the active worksheet has Comparative turned on, the Comparative button is pushed in.

When turning Comparative on, you will be prompted to select the previous periods you wish to show:
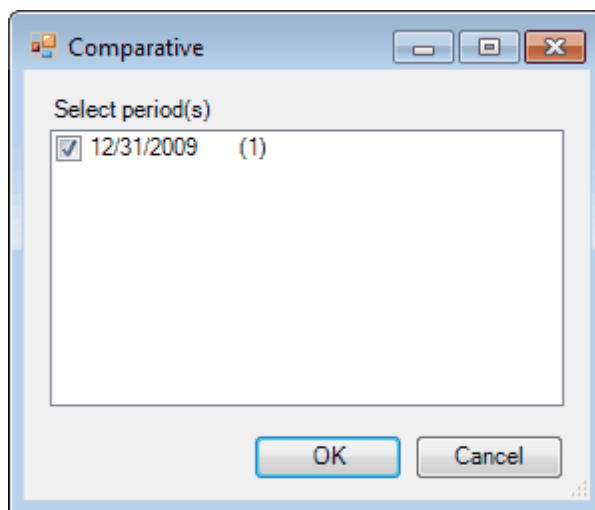
(The number between parentheses is the index of the period used in the FSM formulas, index 0 being the index of the current period, i.e., the index of the last trial balance read.)

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

Clicking Cancel leaves Comparative turned off.

Note that if a financial report was built with the Balance Variation button ON (such as the Cash Flow statement, Quarterly financial statements, financial statement Notes), the Comparative button will be disabled. Comparative columns will be done manually by copying the current period column and then select periods range by clicking the Balance Variation Down Arrow button.

6.3   Adjusted Balances

The Adjusted balances button allows you to look at your financial report with or without the computation of the adjusting entries. If the button is OFF, the unadjusted balances of accounts, items and totals will be displayed by having ExcelFSM ignore the adjusting entries. By default, the button is ON.

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

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

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

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

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

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

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

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

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

Adjusting entry categories

If you categorized some adjusting entries

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

Note that by default, categories are selected.

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

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

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

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

Note: Each worksheet remembers its own category selection

Working papers

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

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

6.4   Rounded

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

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

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

Each worksheet remembers its own Rounded state.

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

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

				2010
Non Profit Organization Sample				
Balance Sheet				
As of December 31,				
				2010
ASSETS				
Current Assets				
Cash				50,708.46
Short Term Deposit				
Accounts Receivable				62,372.22
Prepaid expenses				8,553.56
				121,634.24
Investments				130,809.00
Deposit on Rent and Wages				93,974.13
Fixed Assets				2,508.33
				348,925.70
LIABILITIES				
Current Liabilities				
Accounts Payable and Accrued Liabilities				236,074.87
Unearned Revenue				3,031.49
				239,106.36
NET ASSETS				
General Fund				234,771.07
Promotion, Publicity, Research and Development Fund				(134,000.09)
Joint Committee Fund				9,048.36
				109,819.34
				348,925.70

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

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

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

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

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

ExcelFSM rounding process

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

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

The rounding Adjusting Entry

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

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

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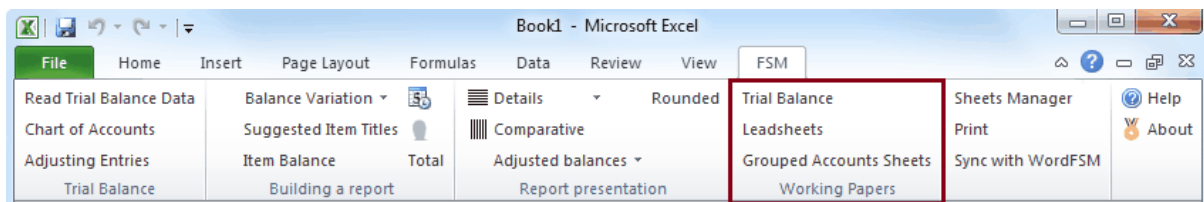
The Working Papers buttons create Trial Balance worksheets, Leadsheets, and Grouped Account Sheets.

Always up to date

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

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

7.1 Trial Balance

Create a Trial Balance worksheet for the active financial report:

	A	B	C	D	E	F	G	H	I
1	Non Profit Organization Sample								
2	Prior Period	Accounts	Trial Balance		Adjustments				Adjusted
3	12/31/2009		12/31/2010			No	Cat		12/
4			Debit	Credit	Debit			Credit	Debit
5	26,656.08	10000 - Bank	50,658.46					25.00	50,633.4
6	50.00	10003 - Petty Cash	50.00		25.00				75.0
7	1,000.00	10005 - Short term deposit	0.00						0.0
8	321.37	10010 - Accounts Receivable	4,811.72						4,811.7
9	229,728.78	10011 - Other Receivable	49,525.06						49,525.0
10	3,655.37	10014 - Taxe A Receivable Contribution	3,803.61						3,803.6
11	2,712.65	10015 - Taxe B Receivable Contribution	2,394.48						2,394.4
12	1,613.71	10018 - Accrued interests	0.00						0.0
13	12,117.51	10026 - Taxe A Receivable	0.00						0.0
14	7,698.81	10027 - Taxe B Receivable	0.00						0.0
15	0.00	10040 - Advance anticipated	1,837.35						1,837.3
16	7,111.49	10050 - Prepaid expenses	8,553.56						8,553.5
17	130,809.00	10060 - Investment GQT	130,809.00						130,809.0
18	11,869.56	10070 - Furniture	11,764.43						11,764.4
19	21,591.31	10071 - Computer equipment	19,277.31						19,277.3
20	79,150.35	10072 - Software	79,150.35						79,150.3
21	6,640.00	10073 - WebSite	6,640.00						6,640.0
22	(7,579.64)	10080 - Accrued Dep.- Furniture		9,256.10					
23	(19,829.17)	10081 - Accrued Dep.- Computer equip.		19,277.31					
24	(78,274.48)	10082 - Accrued Dep.- Software		79,150.35					
25	(4,932.20)	10083 - Accrued Dep.- WebSite		6,640.00					
26	150,000.00	10061 - Loan APU	0.00						0.0
27	29,816.16	10090 - Deposit on Rent	28,924.20						28,924.2
28	47,500.00	10091 - Deposit on Wages	51,200.00						51,200.0
29	6,469.72	10092 - Deposit - fringe benefits	13,849.93						13,849.9
177	0.00	90001 - Transactions General - PPRDF	141,384.77						141,384.7
178	0.00	90002 - Transactions PPRDF - General		140,934.19					
179	0.00	90003 - Operations PPRDF - General		450.58					
180	0.00		2,249,415.56	2,249,415.56	28,904.01			28,904.01	2,249,415.5
181									
182									

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

This working paper is placed into a new worksheet, named

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

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

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

After clicking the Trial Balance button, you are prompted to specify one previous period to include in the report:
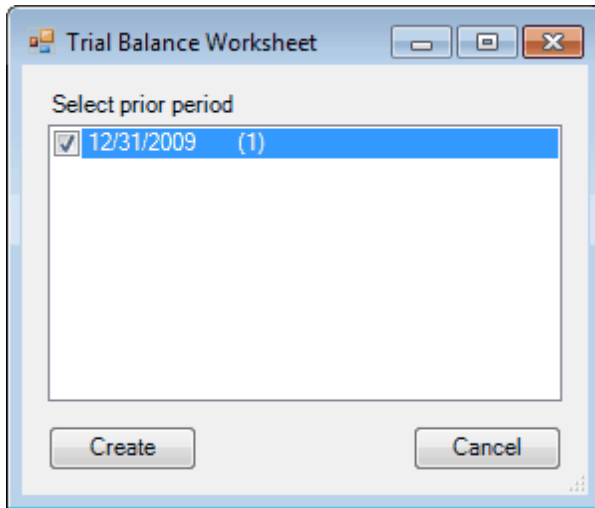
(The number between parentheses is the index of the period used in the FSM formulas, index 0 being the index of the current period, i.e., the index of the last trial balance read.)

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

In house groupings standards

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

	A	B	C	D	E	F	G	H	I
1	Non Profit Organization Sample								
2	Prior Period	Accounts	Trial Balance		Adjustments				Adjusted Trial B
3	12/31/2009		12/31/2010			No	Cat		12/31/201(
4			Debit	Credit	Debit			Credit	Debit
5	26,656.08	10000 - Bank	50,658.46					25.00	50,633.46
6	50.00	10003 - Petty Cash	50.00		25.00				75.00
7	1,000.00	10005 - Short term deposit	0.00						0.00
8	321.37	10010 - Accounts Receivable	4,811.72						4,811.72
9	229,728.78	10011 - Other Receivable	49,525.06						49,525.06
10	3,655.37	10014 - Taxe A Receivable Contribution	3,803.61						3,803.61
11	2,712.65	10015 - Taxe B Receivable Contribution	2,394.48						2,394.48
12	1,613.71	10018 - Accrued interests	0.00						0.00
13	12,117.51	10026 - Taxe A Receivable	0.00						0.00
14	7,698.81	10027 - Taxe B Receivable	0.00						0.00

User Notes

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

Always up to date

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

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

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

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

Details

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

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

Prior period

Clicking the As-Of-Date button allows you to change the prior period date and balances.

7.2 Leadsheets

Create Leadsheets:

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

For each Item in a financial report, the Leadsheet shows the financial report sheet name (cell D3), the

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

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

Hint: Click on an account balance in the leadsheet to view the details of that account balance.

The working paper is placed into a new worksheet, named

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

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

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

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

After clicking the Leadsheets button, you are prompted to specify the Items in the active worksheet for

which you wish to create a Leadsheet:
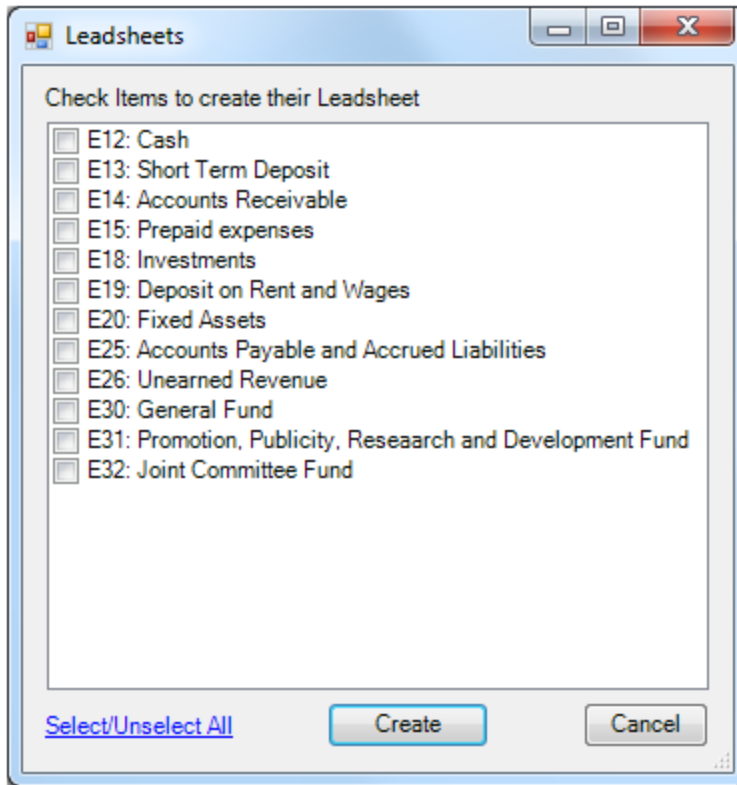
Check the desired items (or click Select all), then click Create Leadsheets.

NOTE: Leadsheets already created are removed from the list.

User Notes

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

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

Always up to date

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

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

Comparative period

If the financial report had a comparative presentation, the closest comparative period to the current one will appear in the Leadsheet (column F). The comparative period can be changed by clicking the Comparative button.

If the financial report was built with the Balance Variation button ON, the comparative column (column F) will be blank and must be done manually, similar to the comparative column(s) in the financial report:

1. Copy column E to F
2. Click the 'Balance Variation' Down Arrow button
3. Click 'Select Period(s)
4. Select periods range

Both beginning and ending periods of the range will appear in the Leadsheet (row 5 and row 6).

Deleted Item Balance groupings

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

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

Deleted Financial Statements

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

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

7.3   Grouped Account Sheets

Create Grouped Account Sheets:

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

For each account grouped into an Item in a financial report, the Grouped Account Sheet shows the name of the financial report (cell E3), the Item description and sequence number of the account in the grouping of the Item (E4), the as of date (E5), the account (B7), the unadjusted balance, the adjusting entries allocated to the account[1], and the adjusted balance of the account for the current period.

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

The working paper is placed into a new worksheet, named

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


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

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

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

After clicking the Grouped Account Sheets button, you are prompted to specify the grouped accounts in the active worksheet for which you wish to create a Grouped Account Sheet:
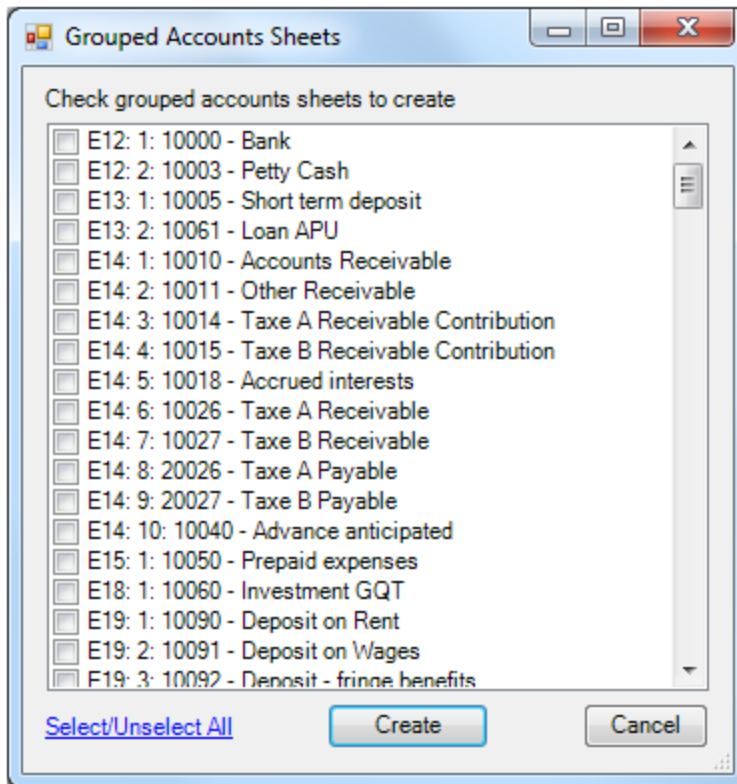
Check the desired accounts (or click Select all), then click Create.

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

User Notes

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

	A	B	C	D	E	F	G	H
1					Non Profit Organization Sample			A-2
2					Grouped Account Sheet			
3					Balance Sheet			
4					Cash - [2]			
5					12/31/2010			
6								
7		10003 - Petty Cash				Debit	Credit	
8		Unadjusted balance :				50.00		
9		2	A	To upgrade petty cash fund		25.00		
10		Adjusted balance :				75.00		

Always up to date

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

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

Deleted Item groupings

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

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

Deleted Item Balance groupings

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

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

Deleted Financial Reports

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

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

8 Sheets Manager

View, insert, re-order, copy, update,and create PDF or XPS files for selected sheets in the workbook.
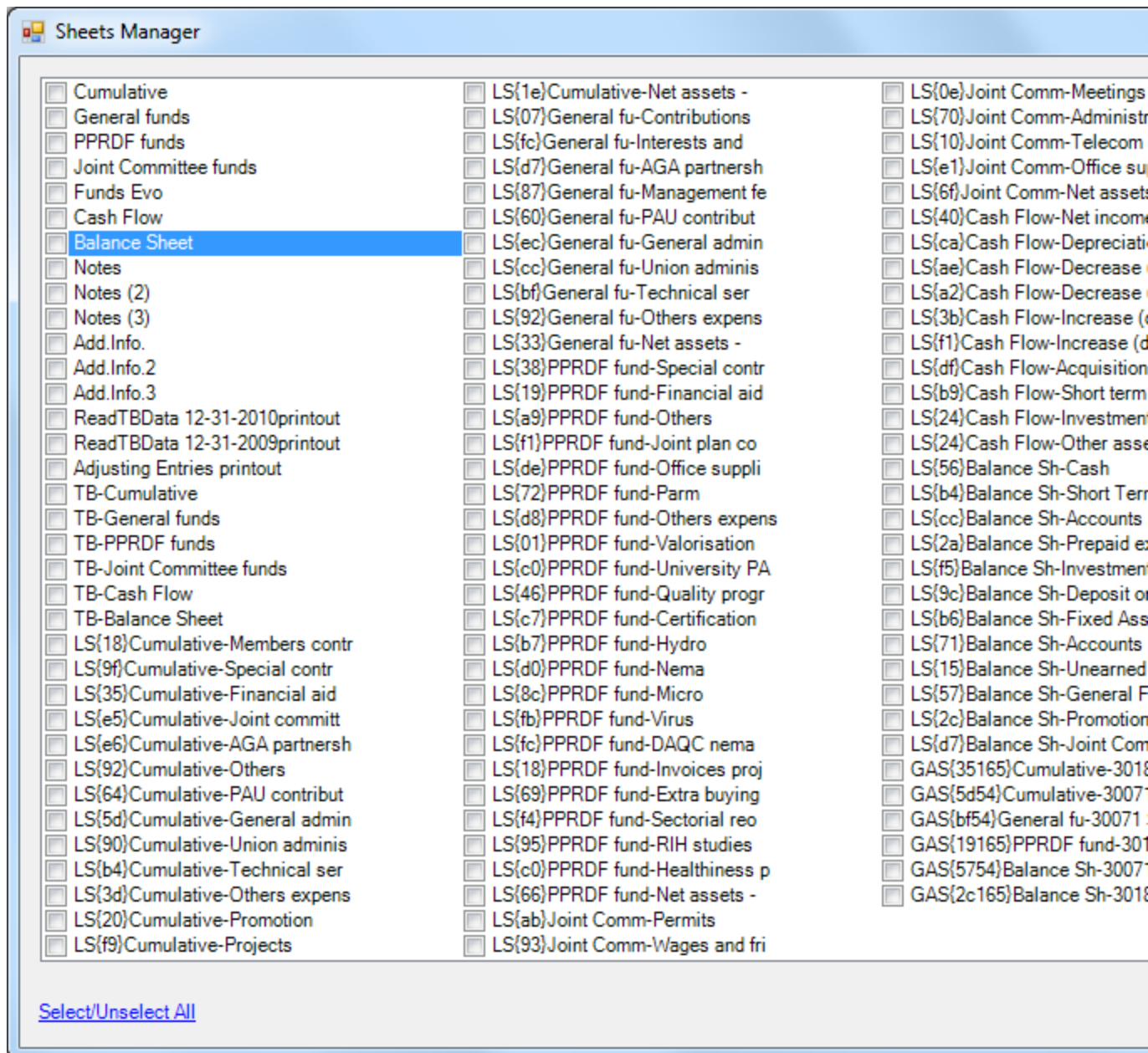
The working papers created for the financial reports can represent a lot of sheets in the workbook. Managing these sheets from the worksheet tabs at the bottom of Excel can be tedious and time consuming.

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

Simply click on a sheet to make this sheet active.

- Click Insert to insert a sheet before this active sheet
- Click Move to move the active sheet, by selecting the sheet to move it before and then click move

again.

- Click Copy to make a copy of the active sheet

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

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

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

9 Print

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

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

(Note that clicking on a sheet make it the active sheet)
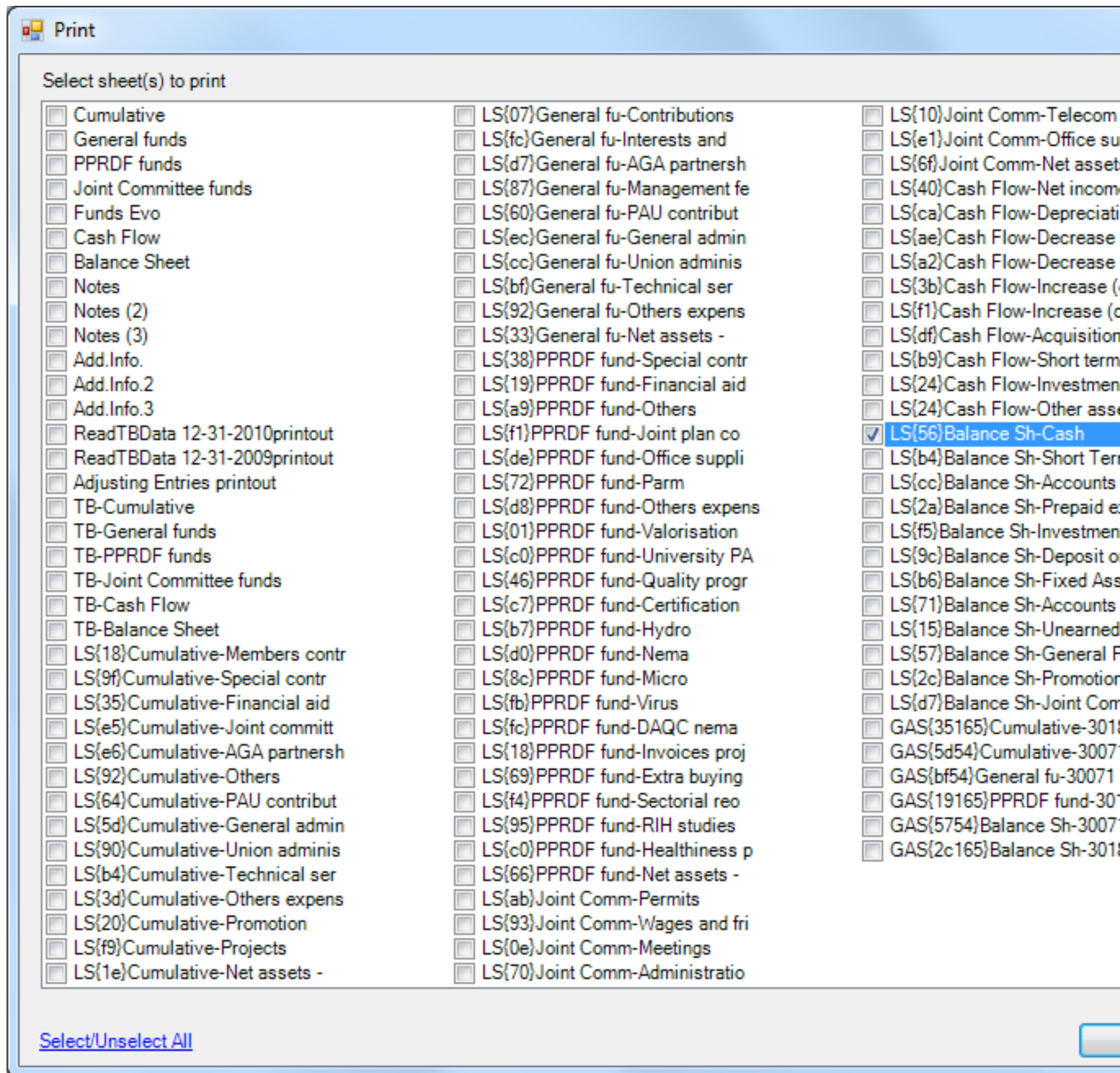
Check the desired sheets, then click Print to show the Print Preview:

The Excel Print Preview dialog.

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

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

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

10   Sync with WordFSM

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

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

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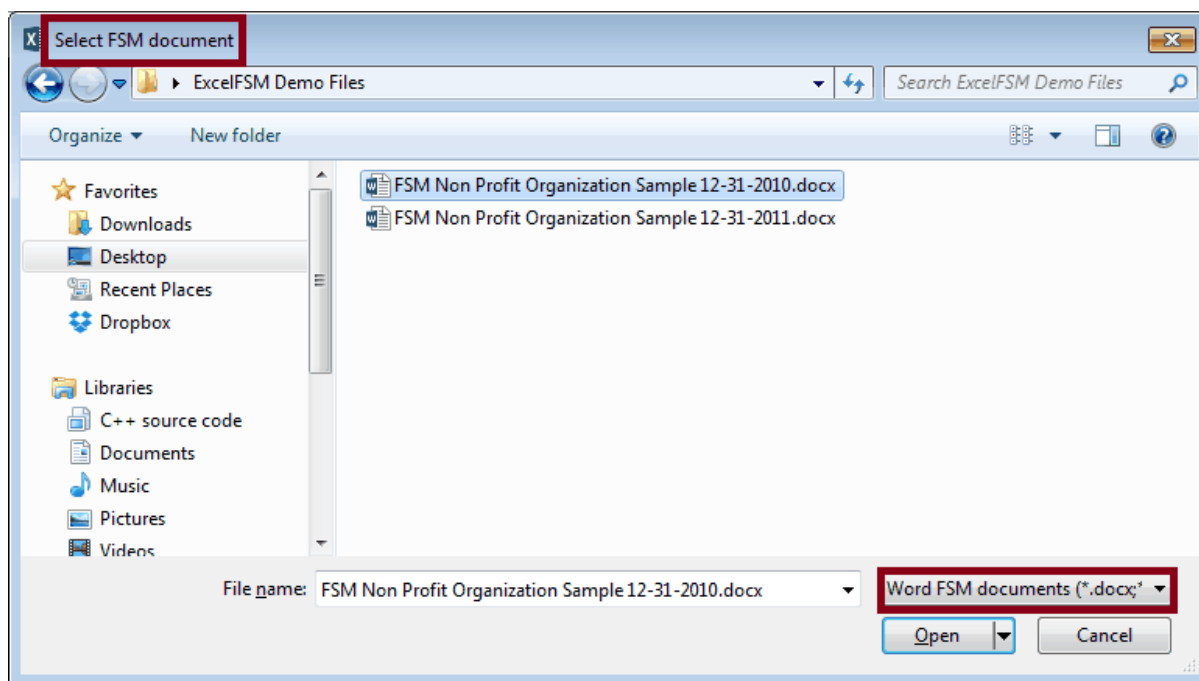

Figure 1: FSM document file selector

Select the folder where the file is stored.

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

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

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

11   Help
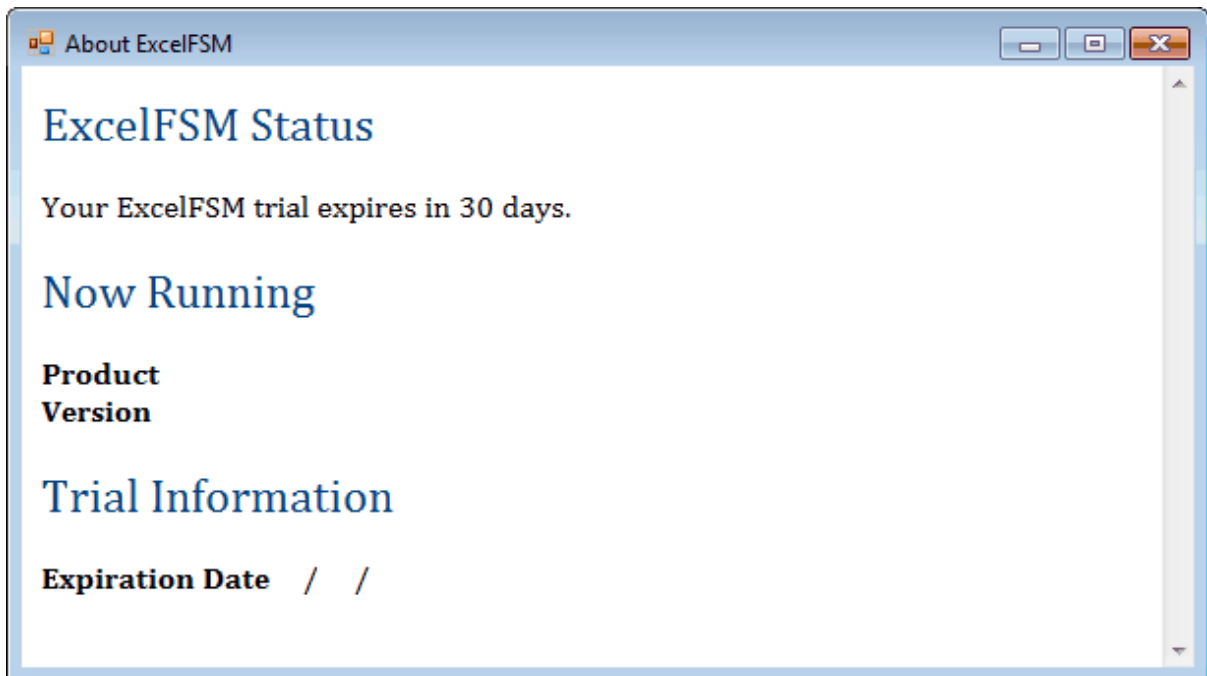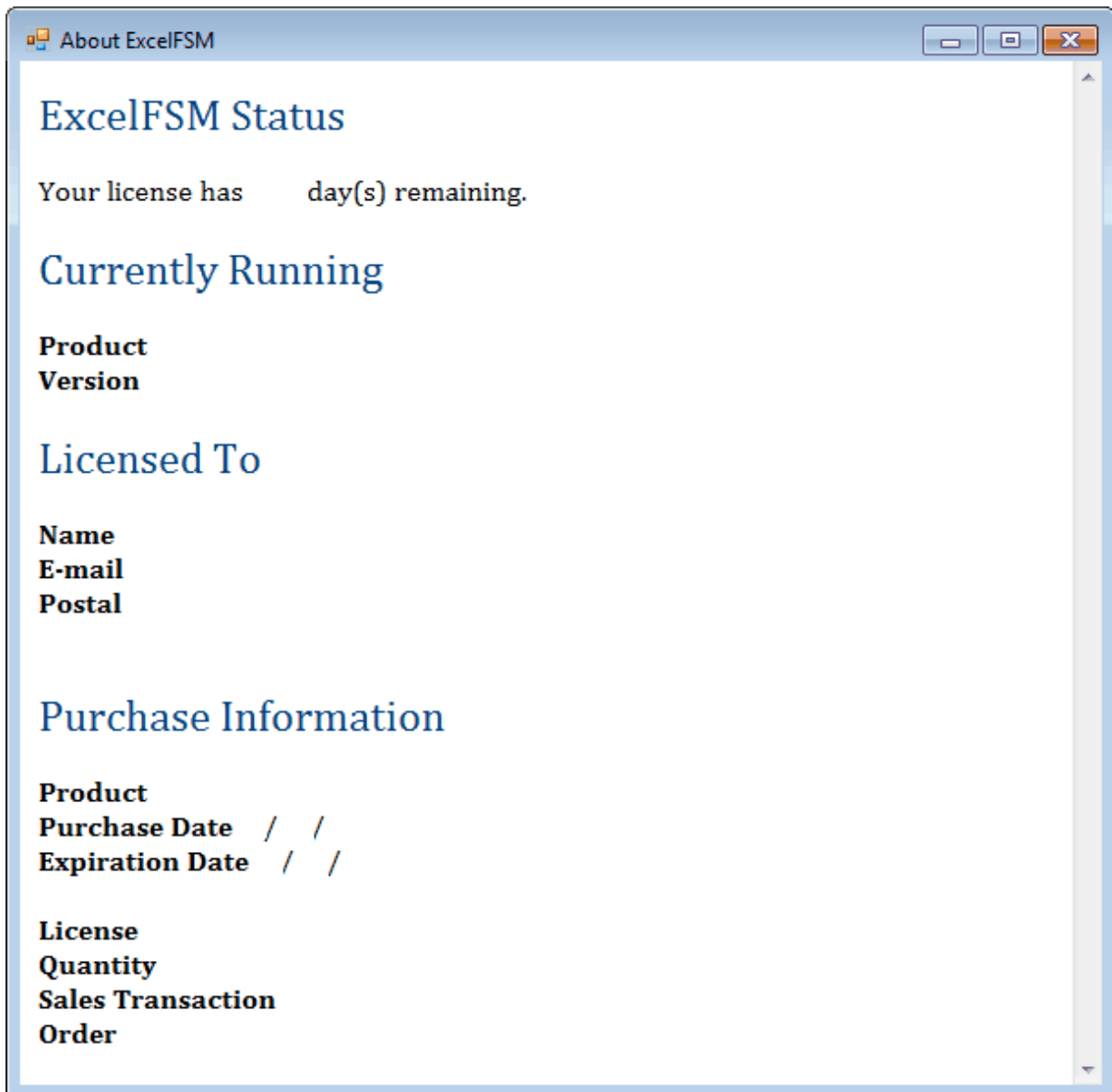
The Help button shows this Help file.

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

12   About

Running ExcelFSM without a license, the following dialog is displayed

Running ExcelFSM with a license, the following dialog is displayed

ExcelFSM Status

Your license has   day(s) remaining.

Currently Running

Product
Version

Licensed To

Name
E-mail
Postal

Purchase Information

Product
Purchase Date   /   /
Expiration Date   /   /

License
Quantity
Sales Transaction
Order

The Running Product can be:

- STD .... Standard Edition
- QB .... Hybrid Edition for QuickBooks Desktop Users
- QBO .... Hybrid Edition for QuickBooks Online Users
- QBQBO .... Hybrid Edition for QuickBooks (Desktop and Online) Users

- PRO .... Professional Edition
- PRO/QB .... Professional Edition with Support QuickBooks Desktop
- PROQBO .... Professional Edition with Support QuickBooks Online
- PROQBQBO ... Professional Edition with Support QuickBooks Desktop and Online

(Product for Purchase Information is STD or PRO)

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

13   ExcelFSM

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

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

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

While the industry is replete with products and tools for bookkeeping, there were no universal tools offering the flexibility and capacities of a word processor while integrating accounting data, to facilitate the work done by accounting persons such as accountants, financial officers, and auditors.

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

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

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

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

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

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