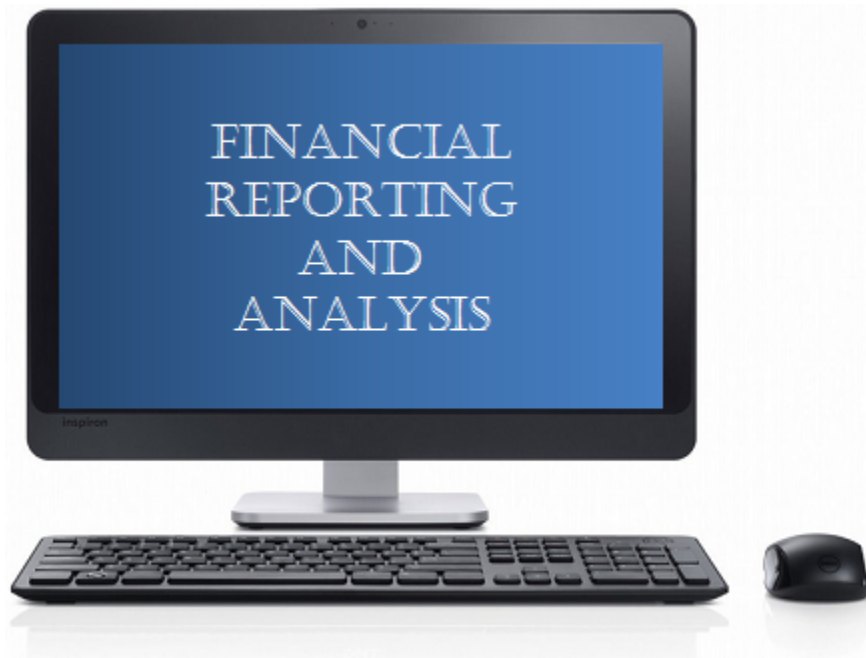


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I Introduction



ExcelFSM Real-Time for QuickBooks Desktop is an easy-to-install, easy-to-use, and easy-to-learn Microsoft Excel add-in that brings FSM's patented universal method directly to the people who build and update financial reports every day.

With ExcelFSM, Excel becomes a fully integrated financial report generator for QuickBooks Desktop, automatically updating reports with real-time data.

ExcelFSM offers exceptional flexibility, allowing users to design highly customized financial statements without technical complexity.

Its innovative approach represents a true paradigm shift for financial officers, accounting teams, business managers, and entrepreneurs.

ExcelFSM Real-Time for QuickBooks Desktop is affordable, practical, and quickly pays for itself through significant time savings and reduced reporting costs.

The *Financial Statement Module* (FSM) patent defines a unique and universal method for building financial reports on a computer for any type of business or organization. This patented method enables the system to read, organize, and manipulate accounting data from any accounting software, delivering true business intelligence capabilities. It also includes a fully integrated General Ledger Drill-Down feature, allowing users to trace financial results directly back to their source transactions.

The FSM invention was submitted to the United States Patent and Trademark Office and was granted U.S. Patent [7,139,729](#).

A second patent, *ROMAD (Reading, Organizing, and Manipulating Accounting Data)*, U.S. Patent [7,885,868](#), further details the FSM's advanced business intelligence capabilities.

1.1 Welcome



Welcome to ExcelFSM™

ExcelFSM is the fastest and easiest way to create and update fully customized 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.

ExcelFSM extends Excel with the core concepts of financial statements: trial balances and the notion of debit and credit, as-of dates, accounts, grouping accounts into financial report Items, grouping Items into Totals, and more. You can work naturally within Excel using these high-level concepts to build professional financial reports.

And thanks to ExcelFSM's business intelligence capabilities to read, organize, and manipulate the accounting data from any accounting software, your financial reports update automatically.

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.
- 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 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 clicking the Refresh button and identifies any new accounts, that you simply group into the proper financial reports Items.
- ExcelFSM can display, in your financial report, Comparative balances of selected date or dates range within the fiscal year. 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 date 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 allows you to drill down and get the detail of an account balance, and the detail of a transaction, from the financial statements built with ExcelFSM.

1.3 System Requirements

To use ExcelFSM Real-Time for QuickBooks Desktop, you need:

- A computer running Microsoft Windows XP or later.
- .NET 4.0 or later
- Microsoft Excel 2007 or later.

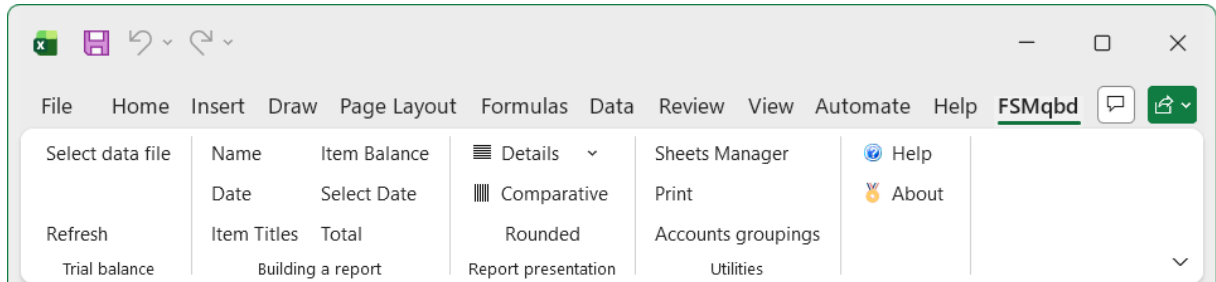
1.4 Uninstalling

There are two ways to uninstall ExcelFSM Real-Time for QuickBooks Desktop.

1. Run the original ExcelFSMqbd.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 FSMqbd from the list.

II FSM Ribbon

After installing ExcelFSM Real-Time for QuickBooks Desktop, an FSM ribbon is added into your Excel:



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 - Select the accounting data file to associate (link) with the excel workbook and automatically update the financials according to the associated (linked) accounting data file.
- Building a report - Build your financial report by filling Excel cells with the Name of the enterprise, the Date, Titles, Items, for which you can select the date or dates range within a fiscal year, and Totals.
- 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) and Rounded (with computation being performed with the rounded values). Display Item and Total balances from other dates for side-by-side comparison.
- 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.
- Accounts groupings - Generate a chart of accounts printout with accounts groupings.
- Help - Get Help on ExcelFSM (what you are reading now).
- About - See version currently running and license information.

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

III FSM Context Menu

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

The image shows a context menu in Excel for a table named 'FSMqbd'. The menu is open, displaying various options. A red box highlights the 'FSMqbd' entry at the bottom of the menu, which has opened a sub-menu. The sub-menu contains the following items: Refresh, Item Titles, Item Balance, Select Date, and Total. The background shows a portion of an Excel spreadsheet with columns J and K visible.

Search the menus

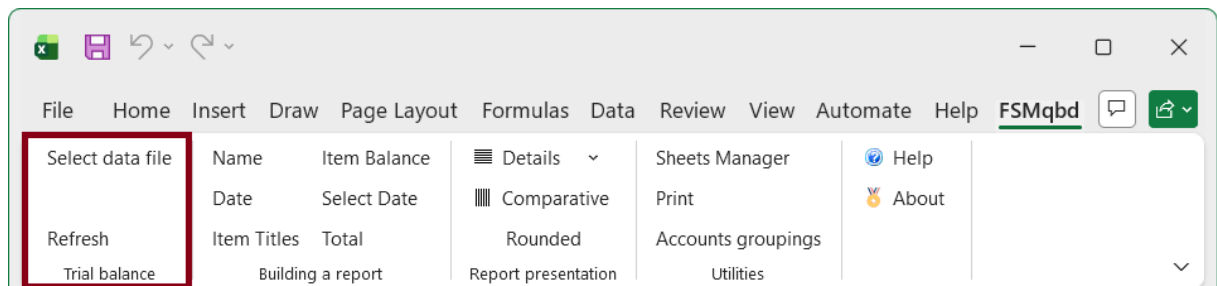
- Cut
- Copy
- Paste Options:**
 - A
 - Paste Special...
- Copilot >
- Insert...
- Delete...
- Clear Contents
- Quick Analysis
 - Filter >
 - Sort >
- Get Data from Table/Range...
- New Comment
- New Note
- Format Cells...
 - Pick From Drop-down List...
 - Define Name...
- Link >
 - Open Hyperlink
- Link to this Range
- FSMqbd >**
 - Refresh
 - Item Titles
 - Item Balance
 - Select Date
 - Total

Figure: Right-clicking a worksheet cell shows ExcelFSM has added 5 items for quick access:

- Refresh
- Item Titles
- Item Balance
- Select Date
- Total

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

IV Trial Balance



The **Trial Balance** buttons let you

- Select the accounting data file to associate (link) with the excel workbook.
- Automatically update the financials according to associated (linked) accounting data file.

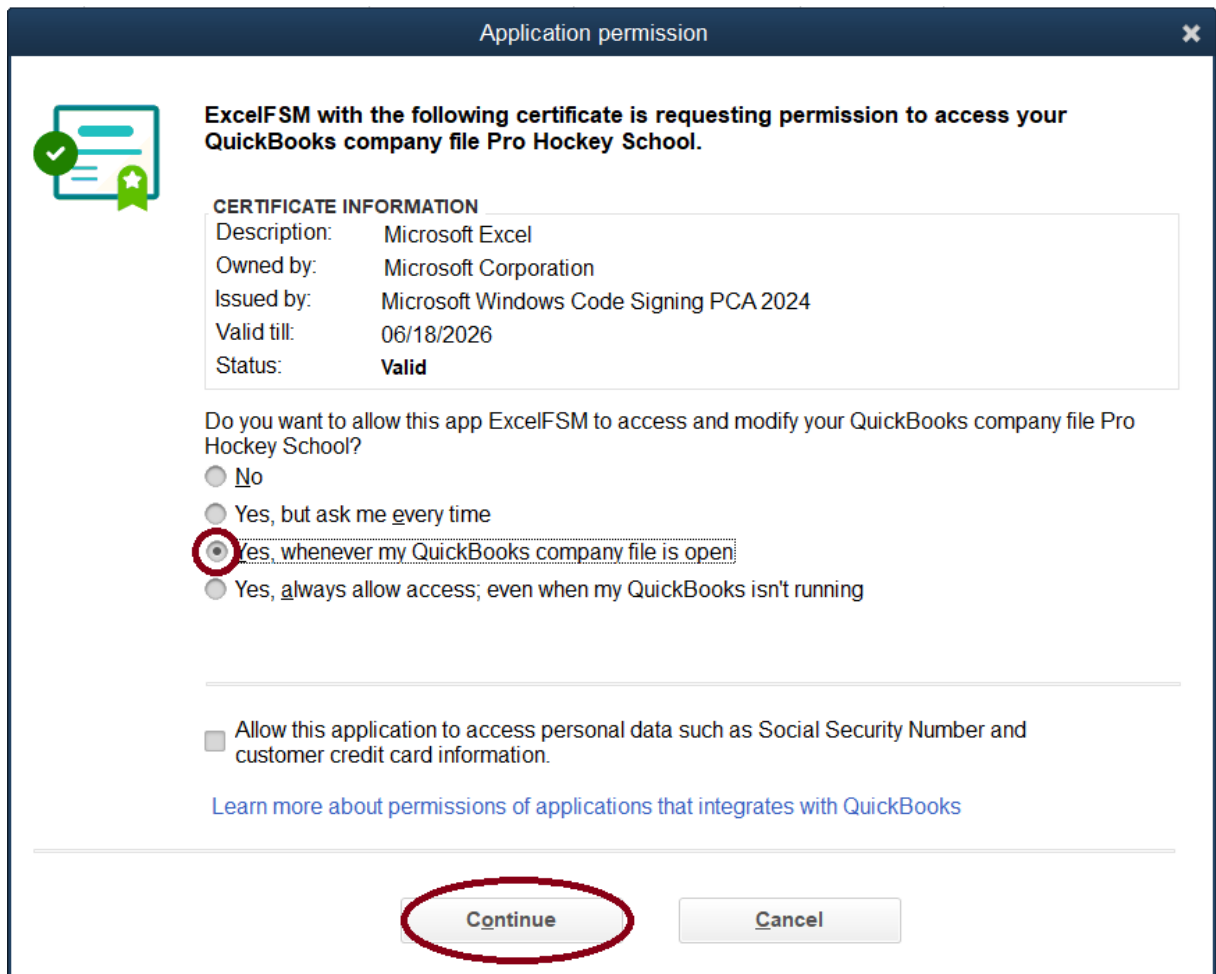
4.1 Select data file

Select the accounting data file to associate (link) with the ExcelFSM workbook.

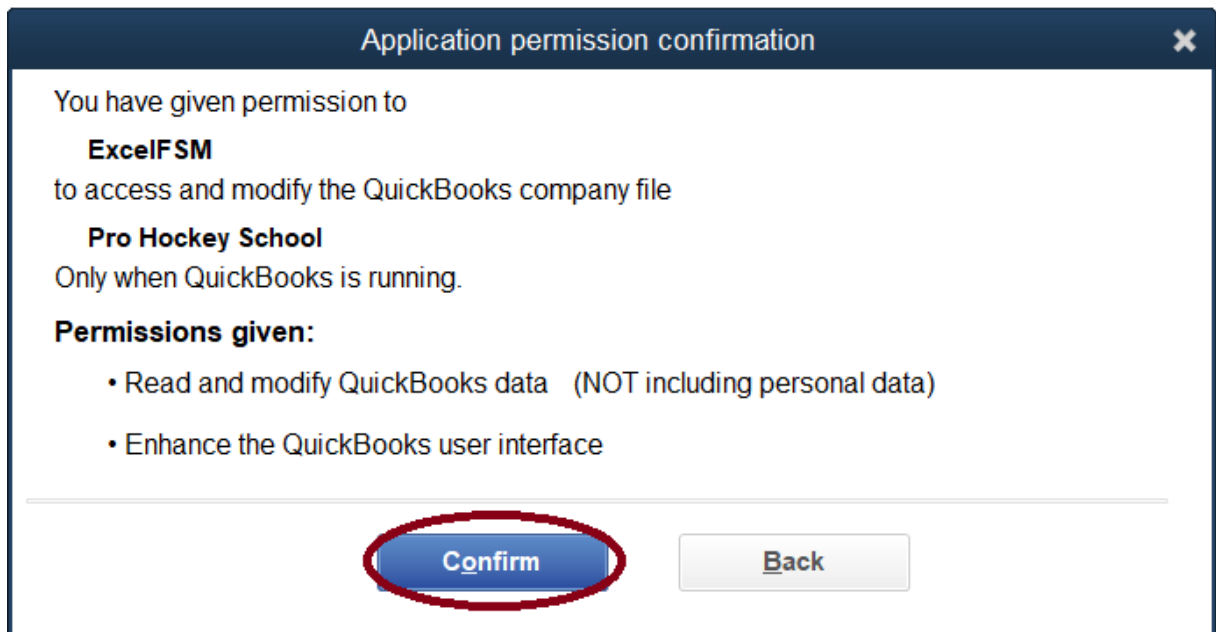
NOTE: The Intuit QuickBooks software must be installed on the PC running ExcelFSM.

Clicking Select data file 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, whenever my QuickBooks company file is open

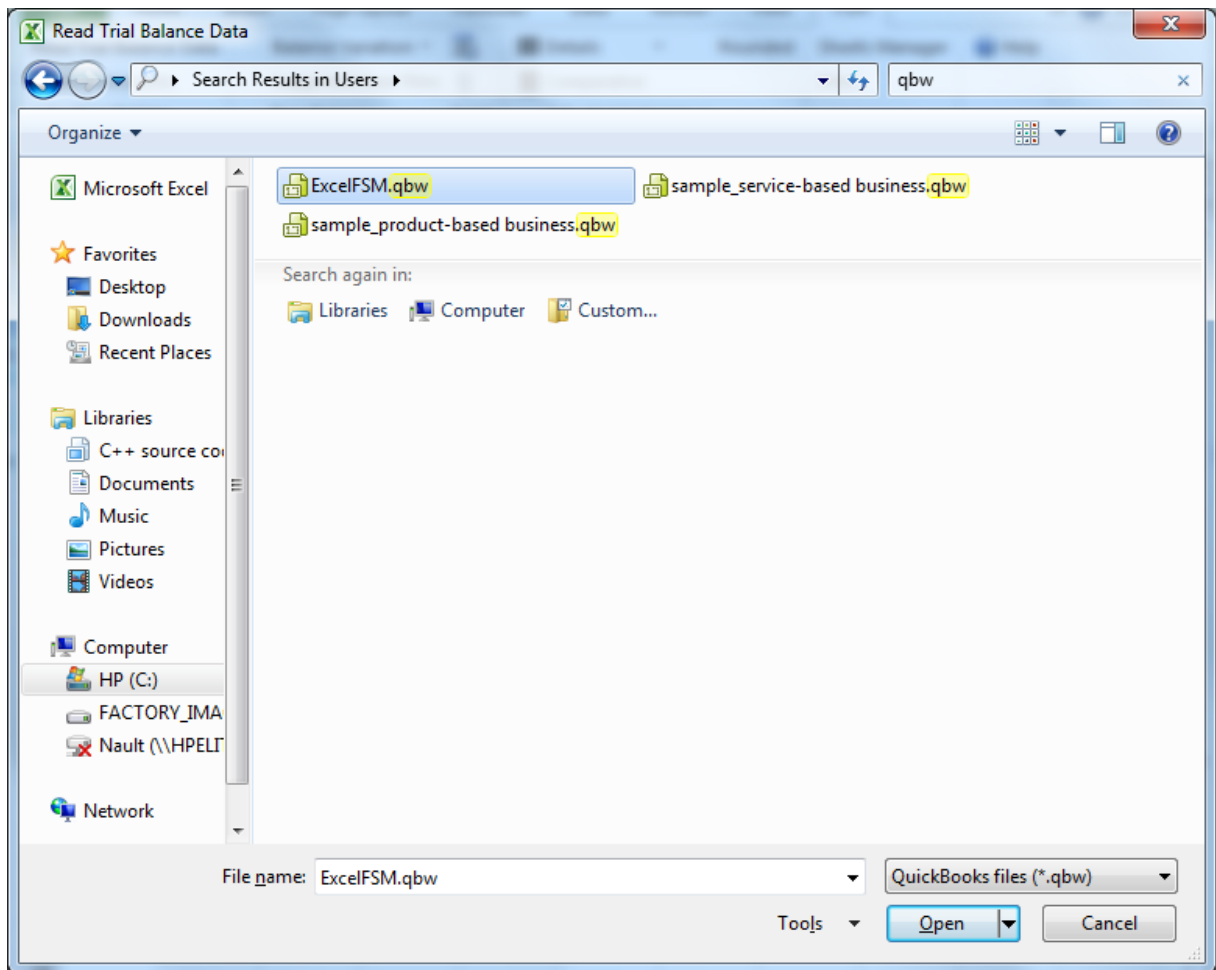


Click Continue



Click Confirm

opens the standard Windows dialog, with the type of file (bottom right) set to QuickBooks files:



ExcelFSM shows the following dialog to allow you to specify additional information about the trial balance data:

QuickBooks Data

FSM LLC

Specify

Year end fiscal date

12/31/2026

Accrual Cash

With Classes Utilised only All

Full name

OK Cancel

Year end fiscal date - The date will be used, along with the enterprise name, to identify the Excel workbook. The trial balance data of the specified fiscal year will be read. You will be able to select any date or date range within that fiscal year for your customized financial reports.

Accrual or Cash - Select accrual basis or cash basis for the trial balance data.

With Classes - Check if you want the "classes" to be part of the trial balance.

The classes will appear in the Chart of Accounts and identified by " | <Class name>:<Subclass name>" inserted at the end of the account's title.

Utilised only - Select that option if you do not want the classes of an account not utilised to be part of the trial balance.

Full name - Check that option is you want the full name of the subclasses.

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

FSM<Enterprise><Year end fiscal date><A for Accrual or C for Cash><C if classes><U for Utilised only or A for All><F if Fullname>.

Using an existing ExcelFSM workbook to create one containing the financial reports for a different fiscal year.

Open the workbook

Click Select data file

Specify the year end fiscal date (in this case, this is the only parameter that can be modified)

QuickBooks Data

FSM LLC

Specify

Year end fiscal date

12/31/2027

Accrual Cash

With Classes Utilised only All

Full name

OK Cancel

Click OK. The following actions occur:

- The trial balance data is imported and organized
- A new FSM workbook is created.

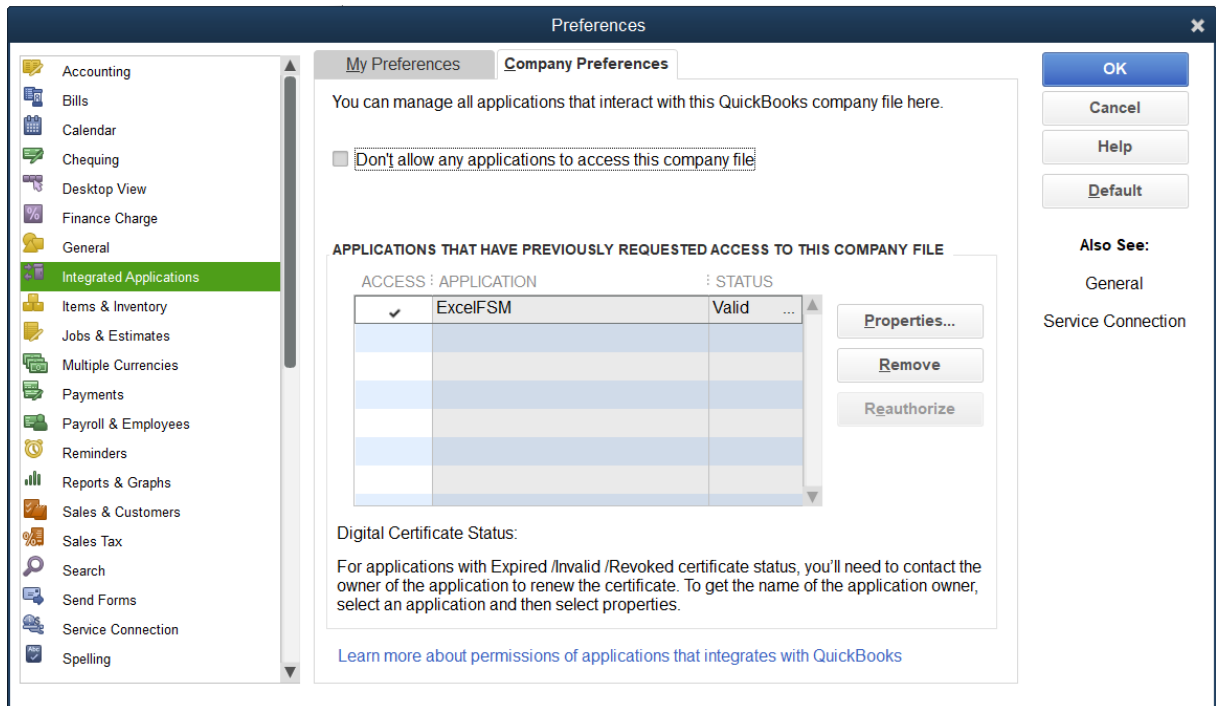
Modify all dates using the [Select Date](#) button

Your original workbook will not be altered.

Note: Since the name of the workbook contains the Enterprise name and year end fiscal date, the workbooks are easy to identify.

To see ExcelFSM among the Integrated Applications

<u>E</u> dit	<u>V</u> iew	<u>L</u> ists	Favourites	<u>C</u> omp
<u>U</u> ndo				Ctrl+Z
<u>R</u> evert				
<u>C</u> ut				Ctrl+X
<u>C</u> opy				Ctrl+C
<u>P</u> aste				Ctrl+V
Copy Line				Ctrl+Alt+Y
Paste Line				Ctrl+Alt+V
<u>M</u> emorize				Ctrl+M
Transaction <u>H</u> istory...				Ctrl+H
Use Register				Ctrl+R
Use Calculator				
<u>F</u> ind...				Ctrl+F
<u>S</u> earch...				F3
Preferences...				

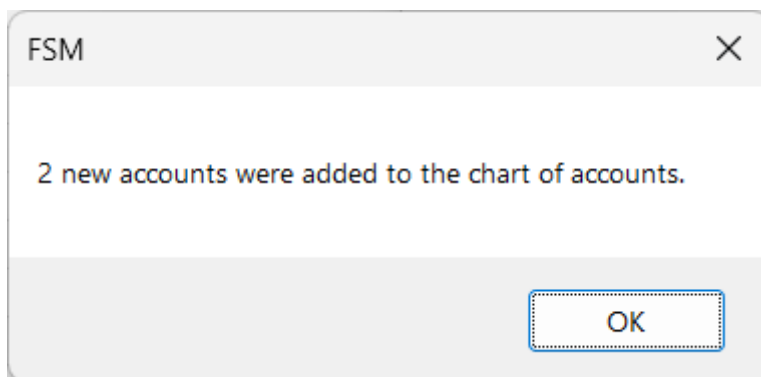


4.2 Refresh

Automatically update the financial reports according to the associated accounting data file.

Updating the Chart of Accounts

If accounts were added to the trial balance, the number of new accounts is displayed:



New accounts must be grouped into the proper financial reports Items.

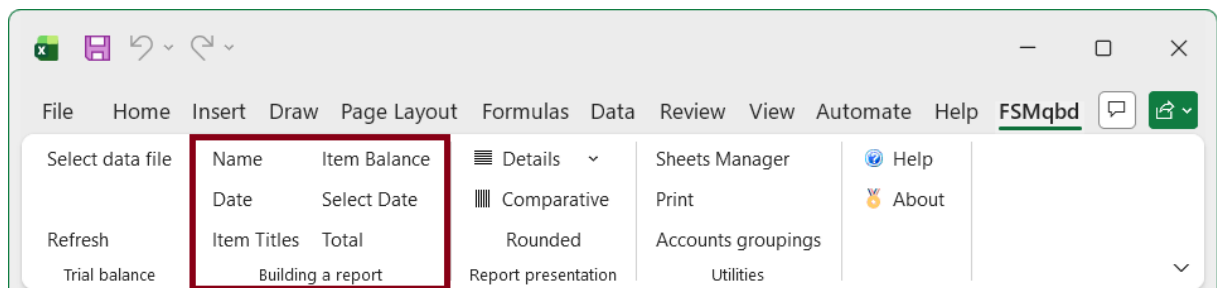
Note: When an account title is changed in the accounting software, the change will also appear in ExcelFSM if the trial balance includes account numbers. If the trial balance does not include account numbers, ExcelFSM will treat an account with a modified title as a new account.

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.

V Building a report



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

- Insert the name of the enterprise into your financial report.
- Insert the financial date into your financial report.
- Insert the title of any account into your financial report.
- Group accounts into an Item and insert its balance into your financial report.
- Select date or date range of item balances.
- Group items into a Total and insert its balance into your financial report.

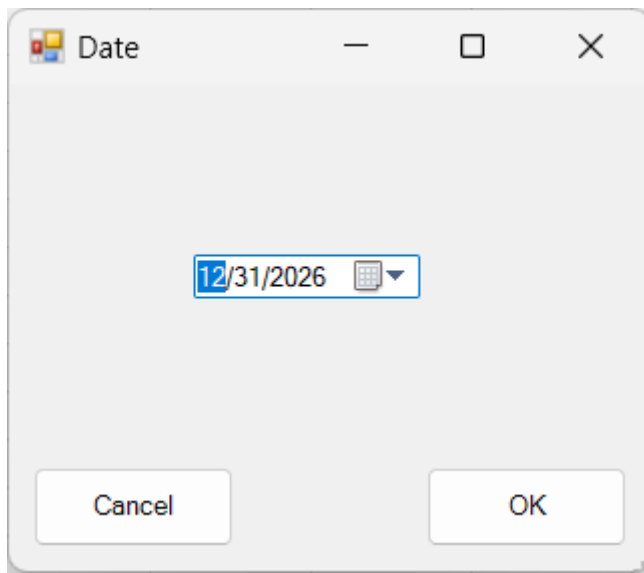
5.1 Name

Insert the Name of the enterprise into the active cell.

5.2 Date

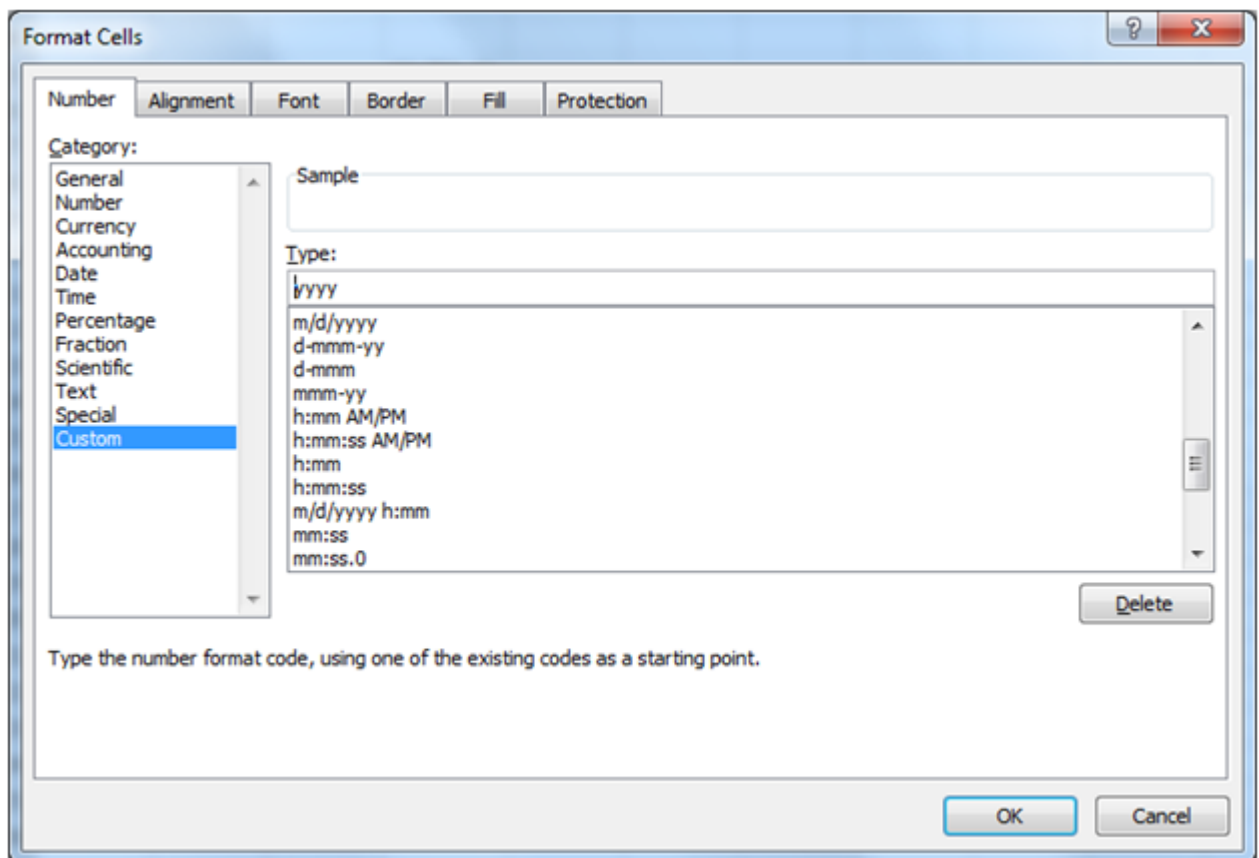
Insert the selected date into the active cell.

The date by default is the year end fiscal date specified in [Select data file](#). Click OK or select another date before clicking OK.



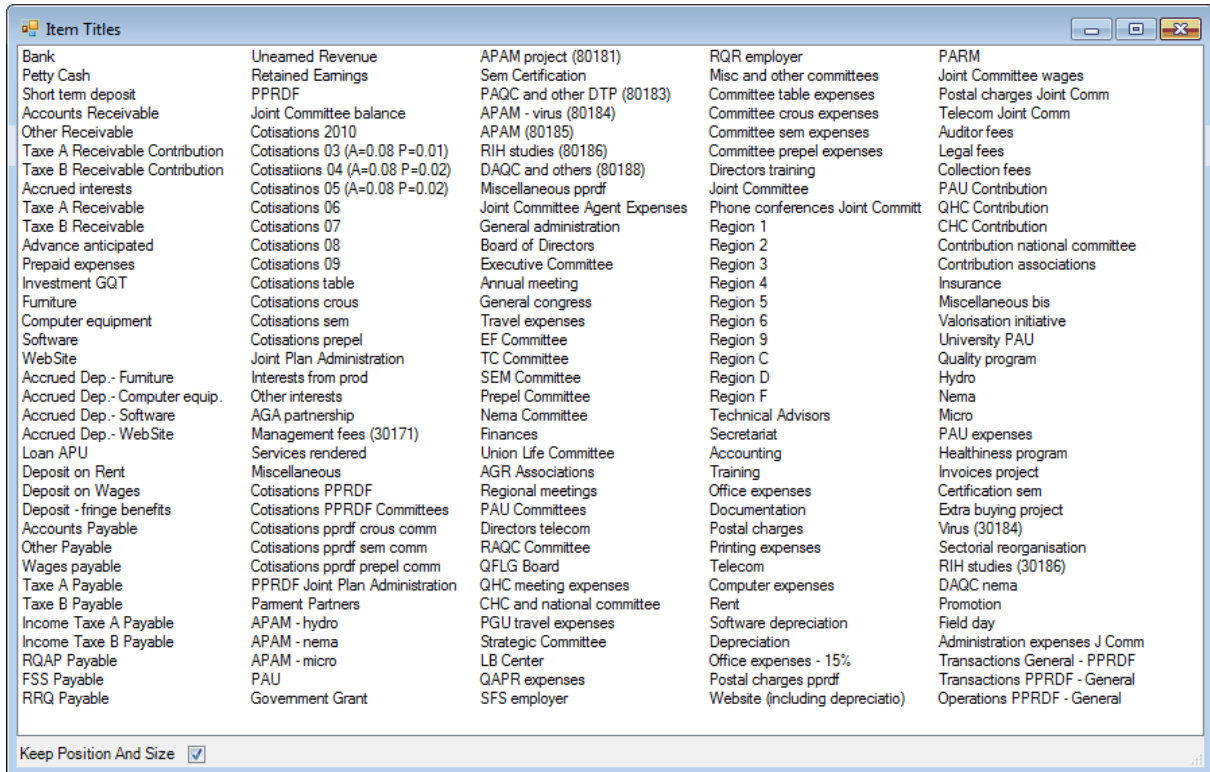
HINT: You may change the format of the date, as you desire by formatting the cell within Excel.

Date format can be customized to show only the year, by keeping only yyyy



5.3 Item Titles

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.



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

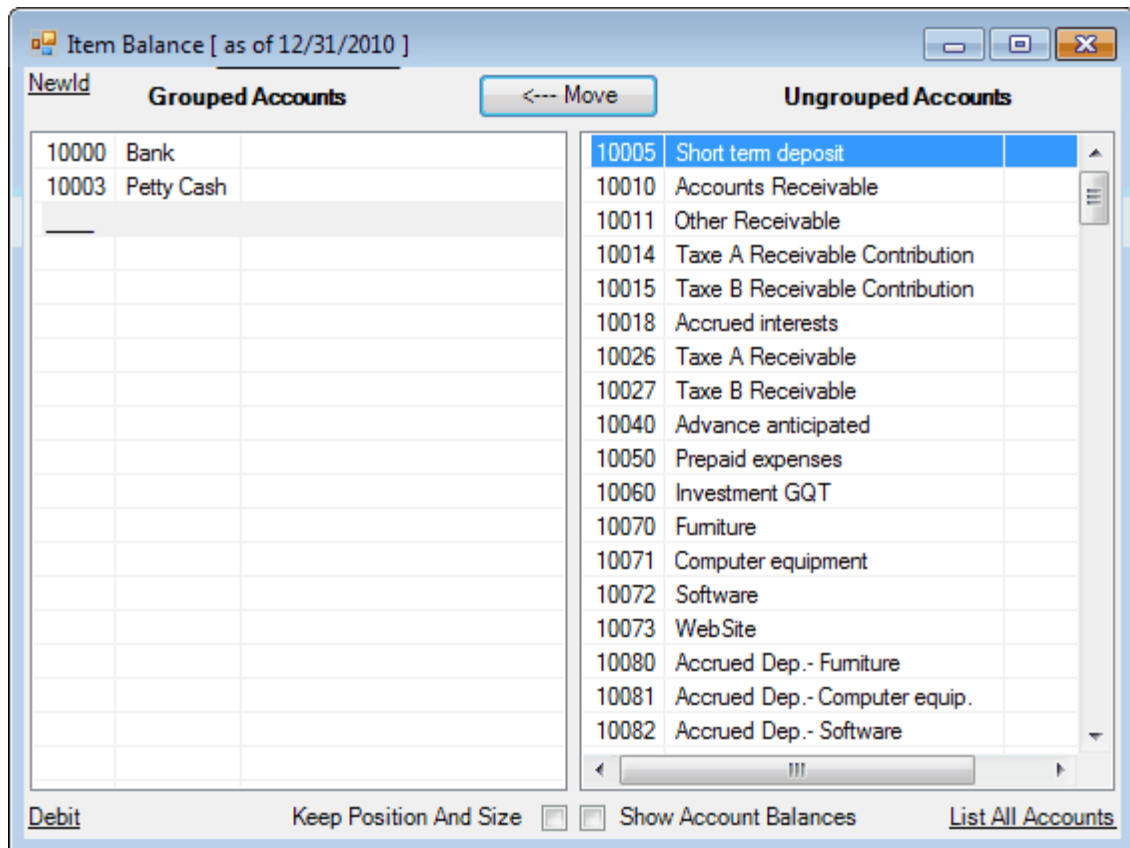
The dialog is movable and resizable. The bigger you make the window, the more titles are visible. By default, the dialog is displayed besides the active cell. Once moved and resized, the new settings can become the default settings by checking the Keep Position And Size checkbox.

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

5.4 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 normally be grouped into only one item.

Affecting how the Item Balance is computed

The Item Balance is computed as of the date or for a range of dates shown in the title of the dialog at the top (e.g. "[as of 12/31/2010]" or "[Variation from <beginning date> to <ending date>]").

The date or range of dates can be changed by clicking the link line.

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.

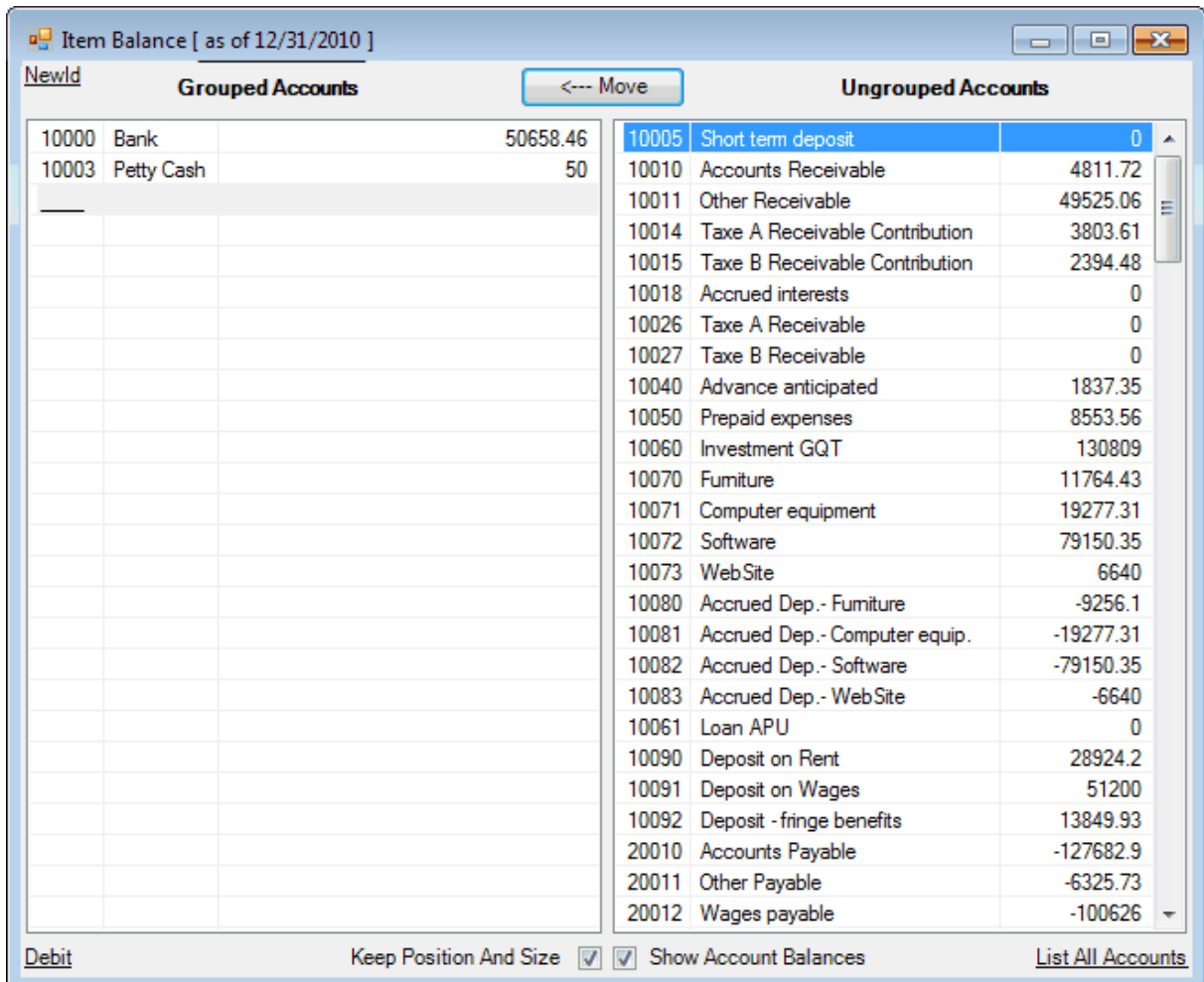
Note: This does not change the computation of a balance. This is only for presentation purposes.

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 dates will also be changed.

Item grouping can be changed in any column.

Copying Item Balances

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

```
=@FSMqbolTEMBALANCE("c8bd3f01-9776-4b5b-8bc1-71b7ccb84f3c, D, 740361, 740361")
```

You must be very careful when copying cells or worksheets containing Item Balances. If you copy cells or sheets that contains `FSMqbolTEMBALANCE` 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.

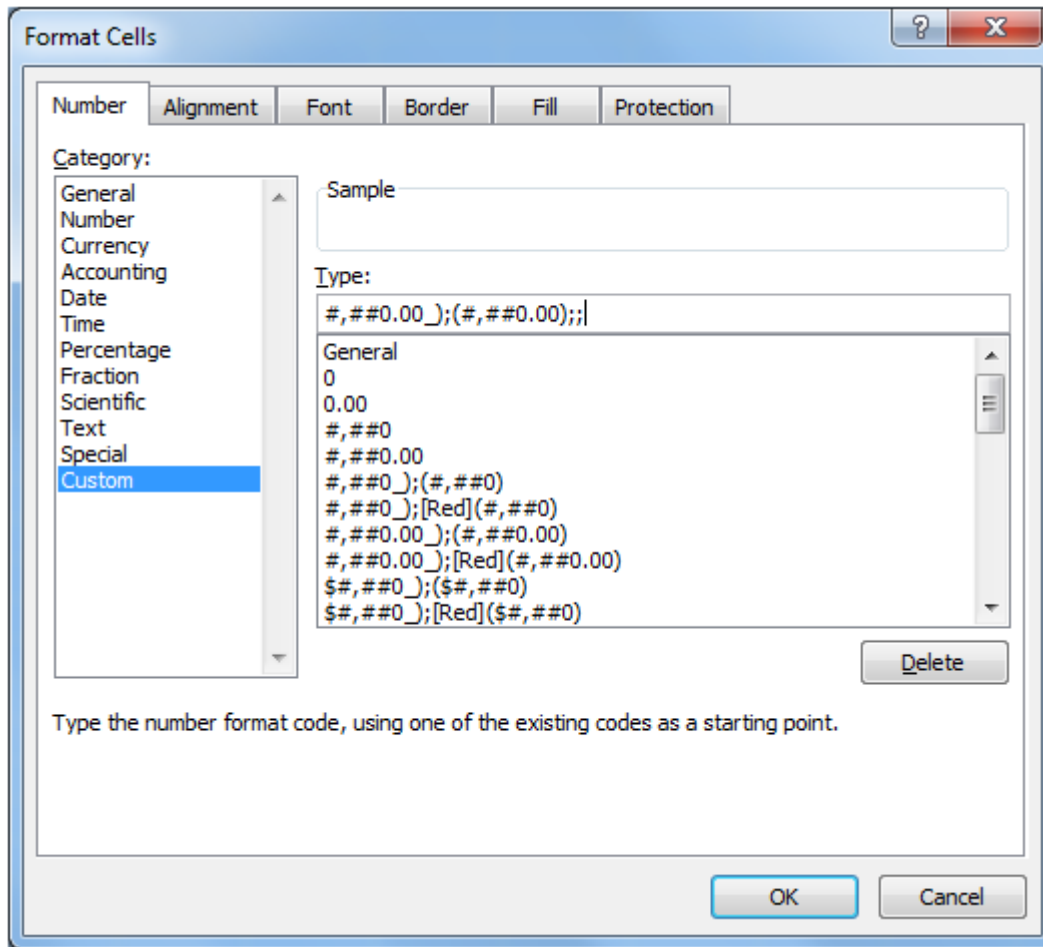
NewId: this button replaces the item's unique identifier (the first parameter 'c8bd...3c' in the formula) with a new one.

Copying Item Balances and using the [NewId](#) button can be really useful for the comparative presentation of the cash balance, with a debit balance for one financial period (current asset) but a credit balance for another financial period (current liability), for the building of the financial statement Notes and for the Statement of Cash Flows.

Copying an Item Balance cell then clicking the [NewId](#) button: the item's unique identifier is replaced with a new one in the formula

Hint for cell format

The cell format for balances can be customized by adding `;;` at its end, to show zero balance as blank.

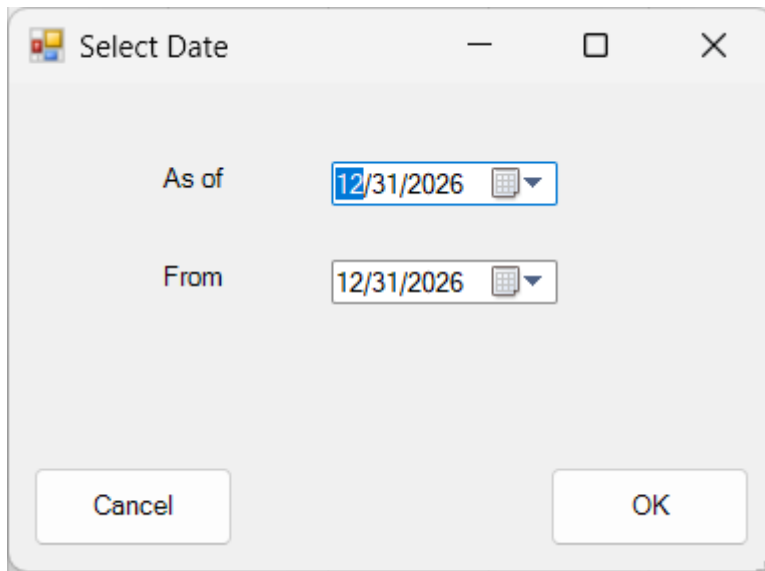


5.5 Select Date

Select a date or a date range for a range of cells.

You can select a range of cells containing item balances, and select the date or date range for these item balances.

- Select a range of cells
- Click on Select Date
- Specify the date or date range and click OK.



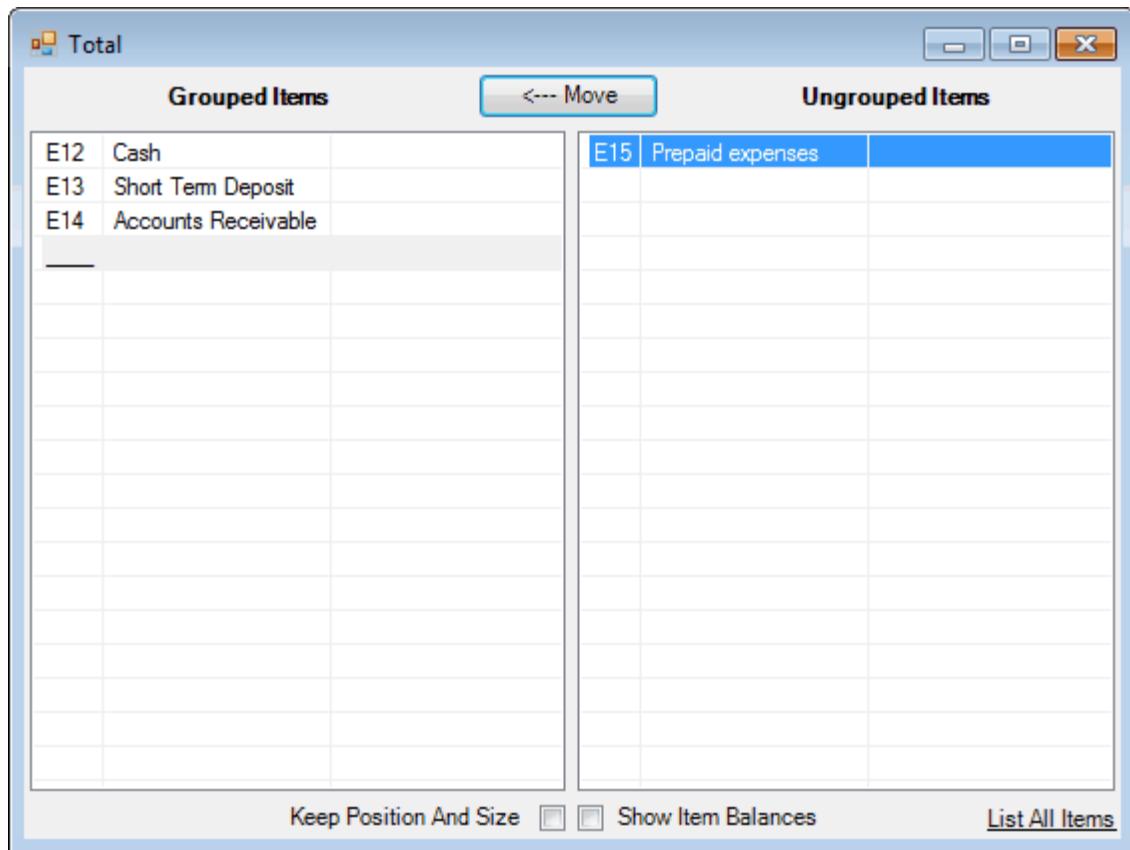
Shortcut: In addition to the FSM ribbon button, access this dialog by right-clicking on a worksheet cell to open its [context menu](#).

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

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:

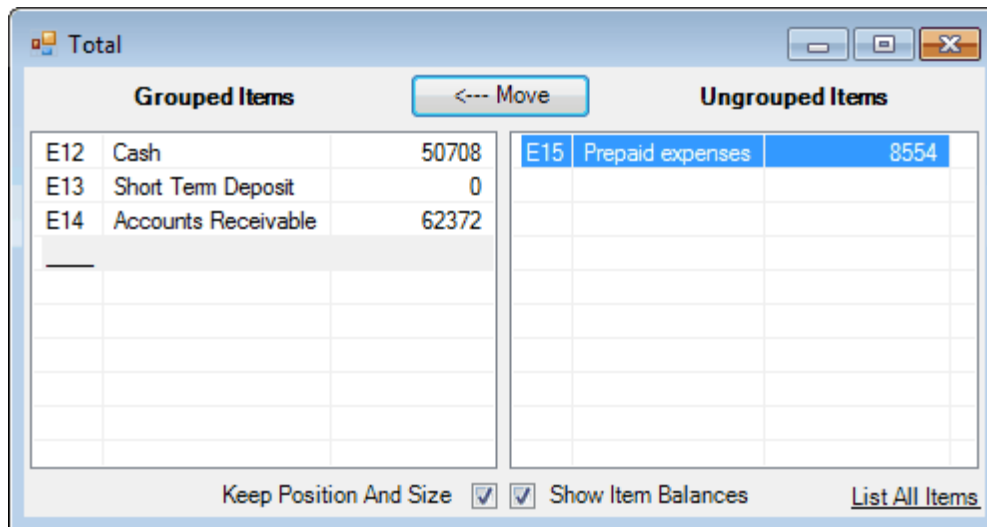
- In the same column and a previous row to the Total cell
- In the same row and previous column to the Total cell
- In a previous row and column

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

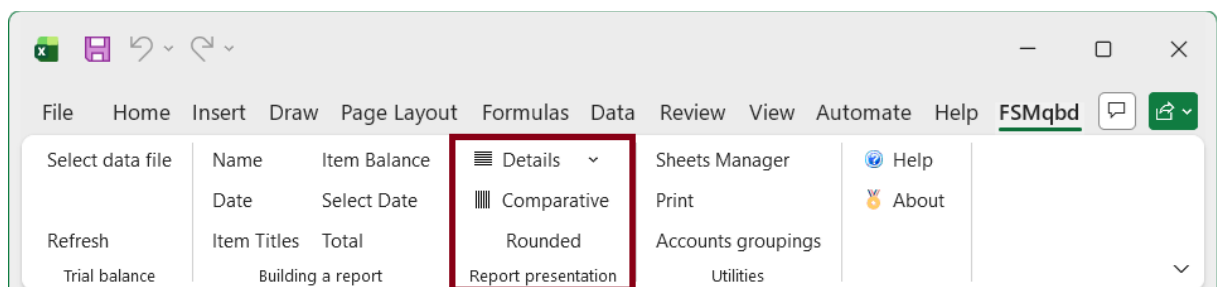
When satisfied with the Grouped Items, click the 'X' in the upper right corner. Your changes will be preserved, and the dialog will close.

FSM Total Formula

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

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

VI Report presentation



The **Report presentation** buttons let you:

- Toggle on and off the display of Item Details. *Details* are additional rows in the worksheet showing the accounts which are grouped into the item.
- *Comparative* inserts additional balances, for the selected dates, to the right of the last balance shown on each row, for comparative presentation.
- Toggle on and off 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.

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
1	Pro Hockey School				
2					
3	Quick Report		7/31		
4					
5	Cash		38,595.63		
6	A/R		11,647.38		
7	Other assets		43,524.00		
8			<u>93,767.01</u>		
9					
10	A/P		1,891.57		
11	Other liabilities		143,840.18		
12					
13	Equity		(317,882.39)		
14	Income		311,913.30		
15	Expenses		45,995.65		
16	Net income (loss)		<u>265,917.65</u>		
17			<u>93,767.01</u>		
18					

Details turned On for the first Item

	A	B	C	D	E
1	Pro Hockey School				
2					
3	Quick Report		7/31		
4					
5	Cash				
6	Chequing		38,595.63		
7			38,595.63		
8	A/R		11,647.38		
9	Other assets		43,524.00		
10			93,767.01		
11					
12	A/P		1,891.57		
13	Other liabilities		143,840.18		
14					
15	Equity		(317,882.39)		
16	Income		311,913.30		
17	Expenses		45,995.65		
18	Net income (loss)		265,917.65		
19			93,767.01		
20					

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.

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.

Double-clicking on an account's balance provides the detail of the account's balance

Select data file Name Item Balance Details Sheets Manager Help
 Date Select Date Comparative Print About
 Refresh Item Titles Total Rounded Accounts groupings
 Trial balance Building a report Report presentation Utilities

C6 : X ✓ fx =@FSMqbdACCOUNTBALANCE("0, D, 745322, 745322")

	A	B	C	D	E	F	G	H	I	J	K
1	Pro Hockey School										
2											
3	Quick Report		7/31								
4											
5	Cash										
6	Chequing		38,595.63								

Account Balance Detail

Chequing Balance carried over as of 1/1/2040: 309,872.68 Credit

Type	Date	Docum	Name	Memo	C...	Clr	Allocation	Debit	Credit
Deposit	1/2/2040			Deposit		✓	Term Loan	100,000.00	
Cheque	1/3/2040	1	Dobson's Properties			✓	-SPLIT-		1,522.50
Cheque	1/24/2040	2	Insurance Experts			✓	Insurance:Liability Insurance		245.00
Deposit	1/25/2040	20400125		Deposit		✓	-SPLIT-	3,905.28	
Deposit	1/25/2040	20400125		Deposit		✓	-SPLIT-	472.50	
Bill Pmt -Cheque	1/31/2040	3	Utility Corp	Electricity		✓	Accounts Payable		360.15
Bill Pmt -Cheque	1/31/2040	4	Roger's and Company CA's			✓	Accounts Payable		450.00
Deposit	1/31/2040			Deposit		✓	Undeposited Funds	81,900.00	
Cheque	1/31/2040	Debit	Small Business Development Loan Company			✓	-SPLIT-		650.00
Cheque	1/31/2040	debit	Bank of Royals			✓	Bank Fees:Service Charges		9,999.00
Cheque	2/1/2040	10	Dobson's Properties			✓	-SPLIT-		1,522.50

Balance as at 7/31/2040: 38,595.63 Debit

Generate Printout Sheet Close

and double-clicking on a transaction from the Account Balance Detail

Pro Hockey School

Quick Report 7/31

Cash

Chequing 38,595.63

Account Balance Detail

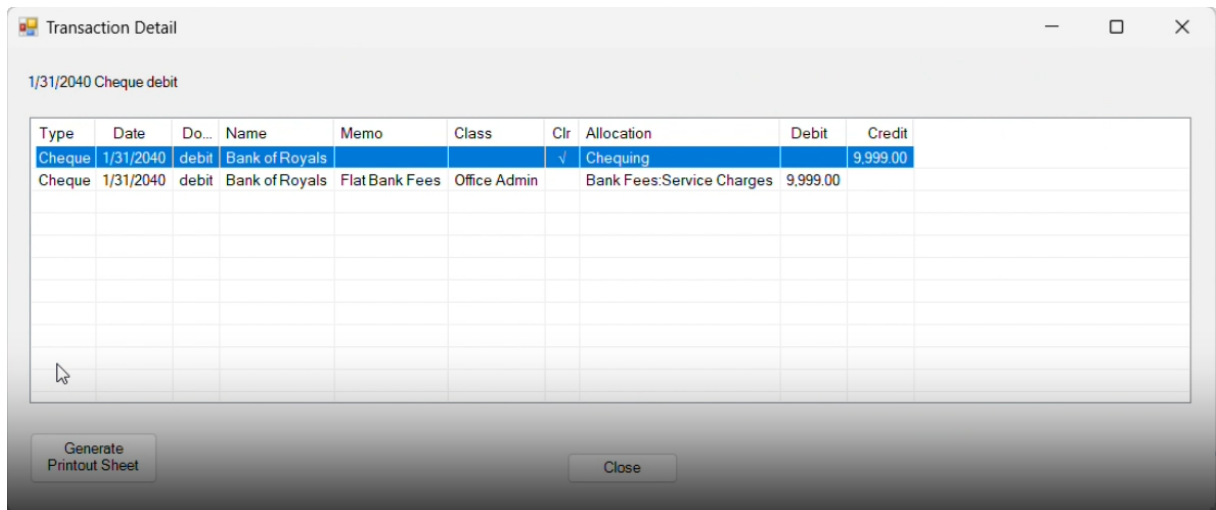
Chequing Balance carried over as of 1/1/2040: 309,872.68 Credit

Type	Date	Docum	Name	Memo	C...	Clr	Allocation	Debit	Credit
Deposit	1/2/2040			Deposit		✓	Term Loan	100,000.00	
Cheque	1/3/2040	1	Dobson's Properties			✓	-SPLIT-		1,522.50
Cheque	1/24/2040	2	Insurance Experts			✓	Insurance:Liability Insurance		245.00
Deposit	1/25/2040	20400125		Deposit		✓	-SPLIT-	3,905.28	
Deposit	1/25/2040	20400125		Deposit		✓	-SPLIT-	472.50	
Bill Pmt -Cheque	1/31/2040	3	Utility Corp	Electricity		✓	Accounts Payable		360.15
Bill Pmt -Cheque	1/31/2040	4	Roger's and Company CA's			✓	Accounts Payable		450.00
Deposit	1/31/2040			Deposit		✓	Undeposited Funds	81,900.00	
Cheque	1/31/2040	Debit	Small Business Development Loan Company			✓	-SPLIT-		650.00
Cheque	1/31/2040	debit	Bank of Royals			✓	Bank Fees:Service Charges		9,999.00
Cheque	2/1/2040	10	Dobson's Properties			✓	-SPLIT-		1,522.50

Balance as at 7/31/2040: 38,595.63 Debit

Generate Printout Sheet Close

provides the detail of the transaction



Transaction Detail

1/31/2040 Cheque debit

Type	Date	Do...	Name	Memo	Class	Clr	Allocation	Debit	Credit
Cheque	1/31/2040	debit	Bank of Royals			√	Chequing	9,999.00	
Cheque	1/31/2040	debit	Bank of Royals	Flat Bank Fees	Office Admin		Bank Fees:Service Charges	9,999.00	

Buttons: Generate Printout Sheet, Close

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:

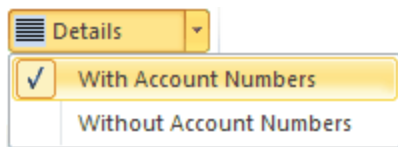


Details are toggled based on the state of the first selected item. If the first selected item does not have its details showing, then details are shown for all the selected items. Conversely, if the first selected item does have its details showing, then details are removed for all the selected items.

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.

Formulas

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

```
=FSMACCOUNTTITLE("8")
```




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

Transforming Item's Accounts Into Items

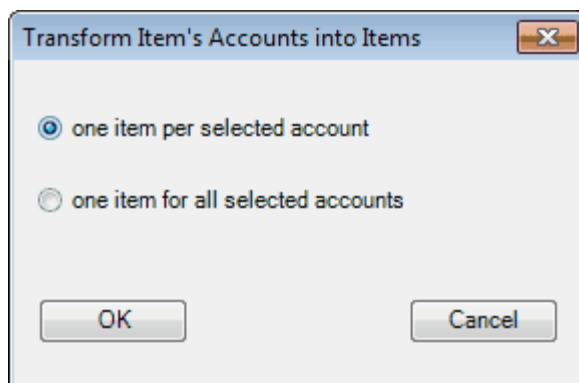
From the toggled Details of an Item (shown without account numbers in the following sample)

E30		=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

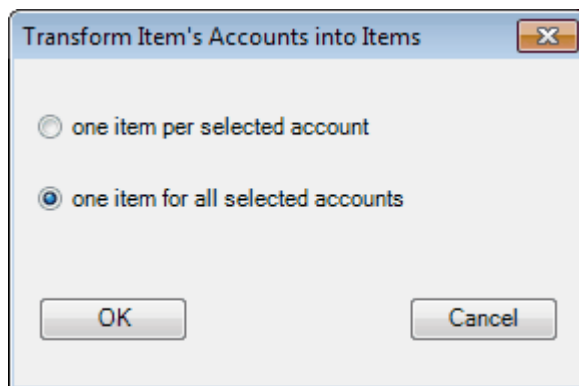
E29 :    =FSMACCOUNTBALANCE("55, C, 0, 0")						
A	B	C	D	E	F	G
1	Non Profit Organization Sample					
2						
3	Income, expenses and balance of General funds					
4						
5	for the year ended December 31,					
6						
7						
8	2010					
9						
10	Income					
11	Contributions					
12	Cotisations 2010			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, and choose to transform the selected accounts into one item per selected account



E11					=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			885,232.36		
12		Other interests			344.92		
13		Miscellaneous			20.24		
14							
15							

or choose to transform the selected accounts into one item for all selected accounts



E11	:	  	=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			885,232.36			
12		Other interests			365.16			
13								
14								
15								

6.2 Comparative

Comparative inserts additional balances, for the selected dates, to the right of the last balance shown on each row, for comparative presentation.

To illustrate, here is a financial report as of one selected date:

	A	B	C	D	E
1	Pro Hockey School				
2					
3	Quick Report		7/31		
4					
5	Cash		38,595.63		
6	A/R		11,647.38		
7	Other assets		43,524.00		
8			<u>93,767.01</u>		
9					
10	A/P		1,891.57		
11	Other liabilities		143,840.18		
12					
13	Equity		(317,882.39)		
14	Income		311,913.30		
15	Expenses		45,995.65		
16	Net income (loss)		<u>265,917.65</u>		
17			<u>93,767.01</u>		
18					

toggling Comparative Periods

After clicking the Comparative button, you will be prompted to select, within the fiscal year initially specified for the FSM workbook, the date or date range you wish to show comparative balances.

Comparative

As of 8/ 1/2040

From 8/ 1/2040

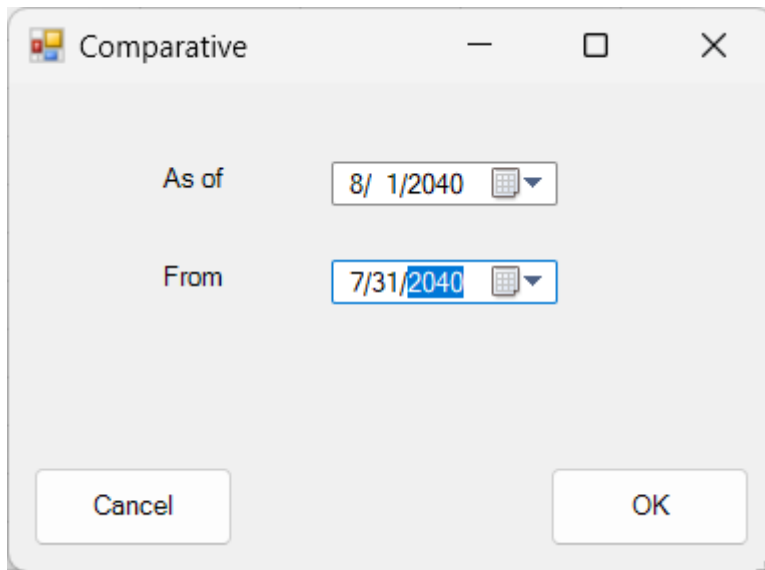
Cancel OK

Here is the same report with Comparative presentation:

	A	B	C	D	E
1	Pro Hockey School				
2					
3	Quick Report		7/31	8/1	
4					
5	Cash		38,595.63	41,633.26	
6	A/R		11,647.38	11,647.38	
7	Other assets		43,524.00	39,775.32	
8			<u>93,767.01</u>	<u>93,055.96</u>	
9					
10	A/P		1,891.57	1,726.70	
11	Other liabilities		143,840.18	143,880.00	
12					
13	Equity		(317,882.39)	(317,882.39)	
14	Income		311,913.30	312,777.30	
15	Expenses		45,995.65	47,445.65	
16	Net income (loss)		<u>265,917.65</u>	<u>265,331.65</u>	
17			<u>93,767.01</u>	<u>93,055.96</u>	
18					

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

Selecting range of dates



Comparative

As of 8/ 1/2040

From 7/31/2040

Cancel OK

Here is the same report with Comparative presentation showing the variation between two dates:

	A	B	C	D	E	F	G
1	Pro Hockey School						
2							
3	Quick Report		7/31	8/1		Variation	
4							
5	Cash		38,595.63	41,633.26		3,037.63	
6	A/R		11,647.38	11,647.38		-	
7	Other assets		43,524.00	39,775.32		(3,748.68)	
8			<u>93,767.01</u>	<u>93,055.96</u>		<u>(711.05)</u>	
9							
10	A/P		1,891.57	1,726.70		(164.87)	
11	Other liabilities		143,840.18	143,880.00		39.82	
12							
13	Equity		(317,882.39)	(317,882.39)		-	
14	Income		311,913.30	312,777.30		864.00	
15	Expenses		45,995.65	47,445.65		1,450.00	
16	Net income (loss)		<u>265,917.65</u>	<u>265,331.65</u>		<u>(586.00)</u>	
17			<u>93,767.01</u>	<u>93,055.96</u>		<u>(711.05)</u>	
18							

Note that comparative balances can be added manually by copying existing balances and then selecting dates by clicking the [Select Date](#) button.

6.3 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:

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					

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:

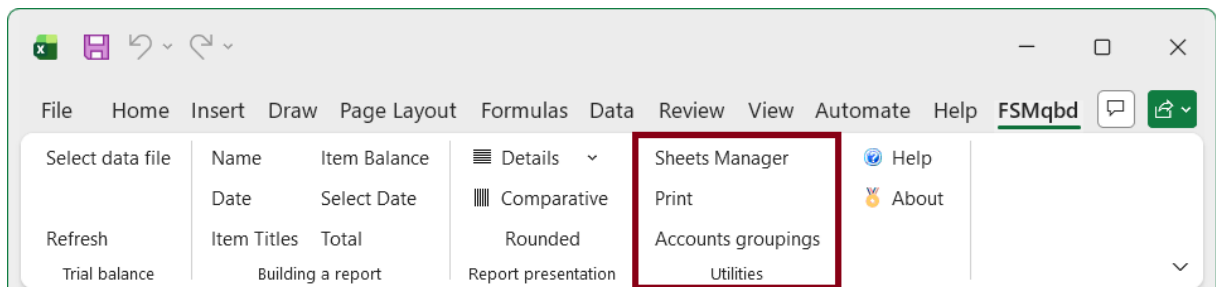
A	B	C	D	E	F	
1	Non Profit Organization Sample					
2						
3	Balance Sheet					
4						
5	As of December 31,					
6						
7						
8				2010		
9						
10	ASSETS					
11	Current Assets					
12	Cash			50,708		
13	Short Term Deposit					
14	Accounts Receivable			62,372		
15	Prepaid expenses			8,554		
16				121,634		
17						
18	Investments			130,809		
19	Deposit on Rent and Wages			93,974		
20	Fixed Assets					
21				2,508		
22				348,925		
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.

VII Utilities

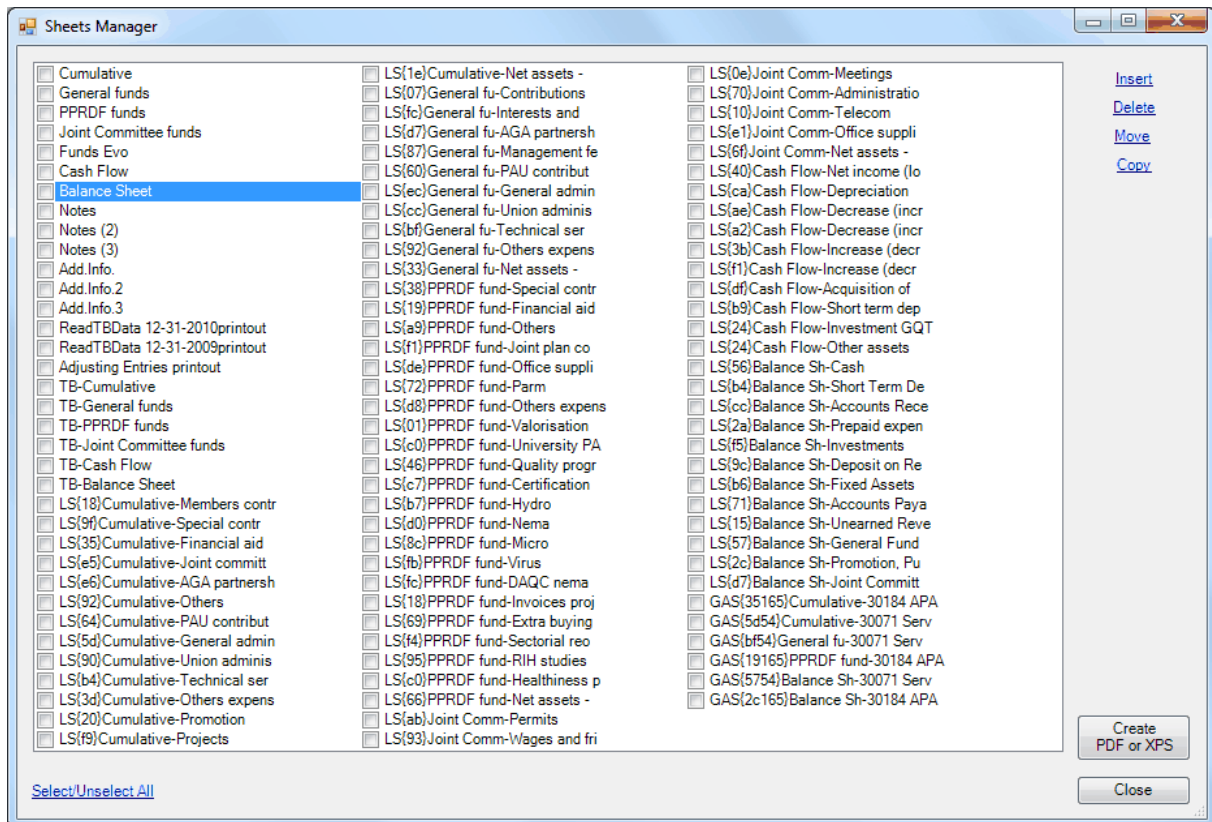


The **Utilities** buttons let you:

- Travel through the sheets to insert, delete, move, copy sheets, and to create PDF or XPS files for selected sheets.
- Easily select and print the various worksheets containing the financial reports.
- Generate a Chart of Accounts printout with account groupings.

7.1 Sheets Manager

View, insert, re-order, copy, update, and create PDF or XPS files for selected sheets in the workbook.



Managing 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 the **Create PDF or XPS** button.

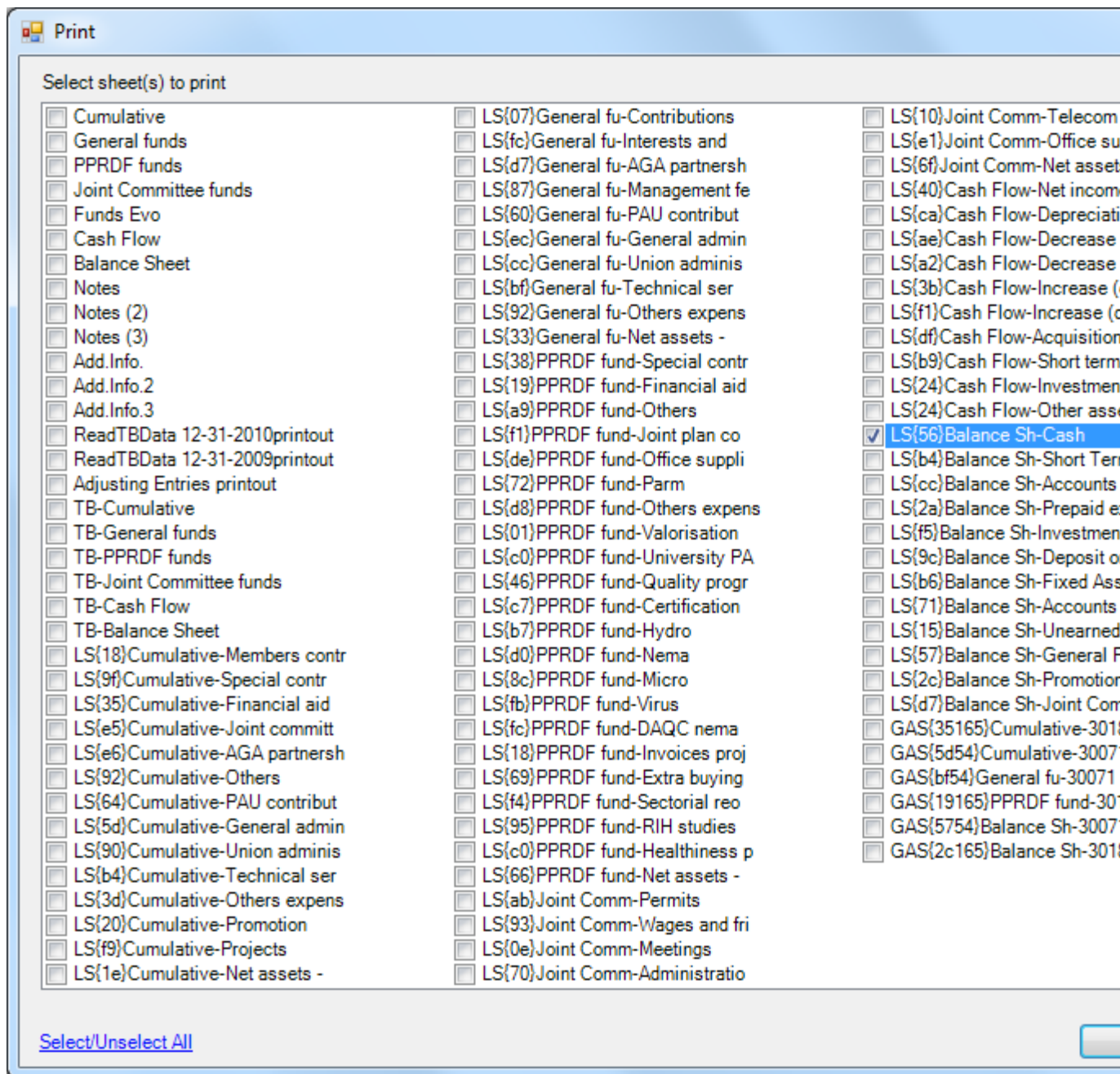
To rename the active sheet, use the tag at the bottom of Excel and right click - Rename.

7.2 Print

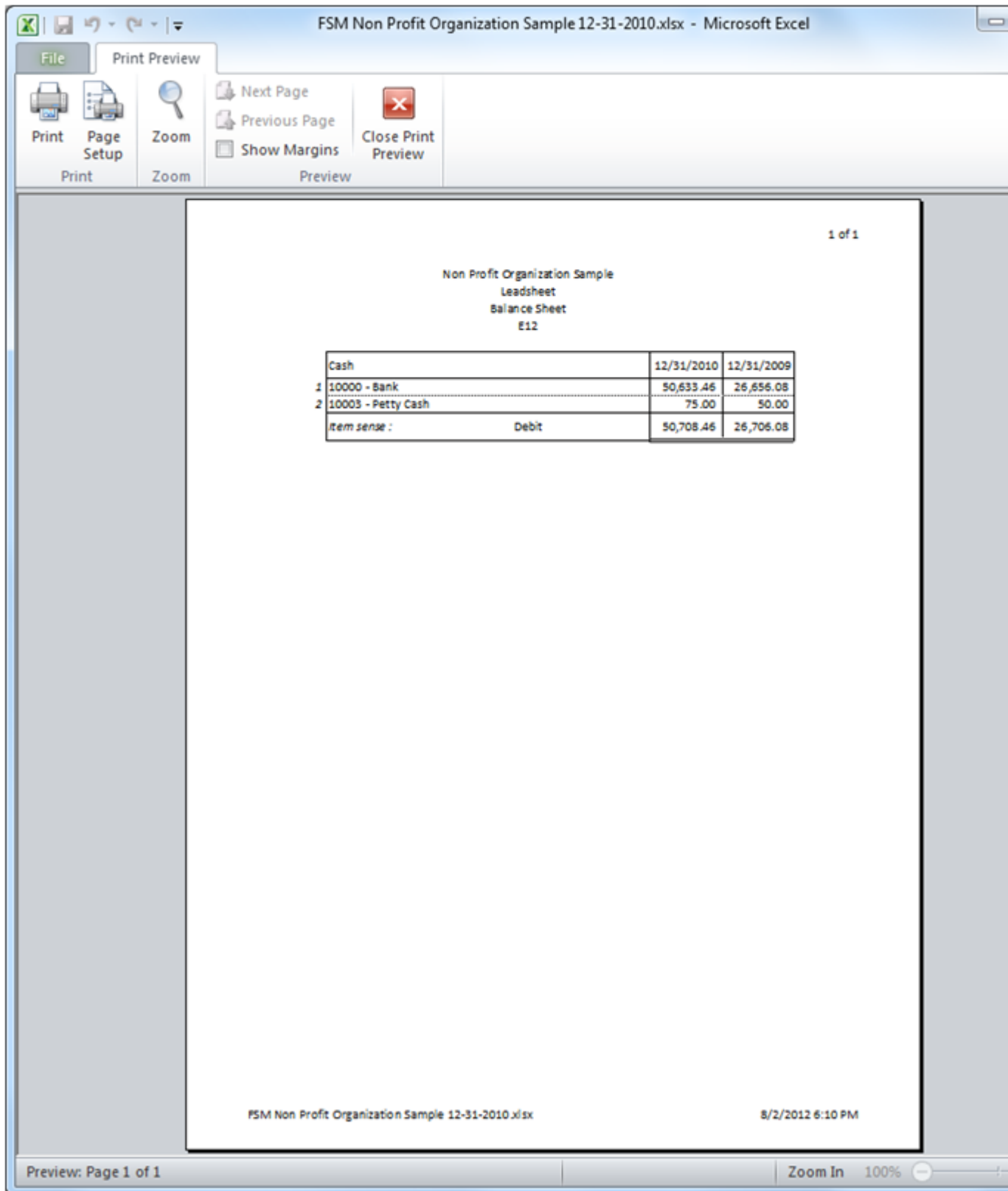
The Print Report button lets you easily Print Preview (then Print if desired) selected worksheets in the active workbook.

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.

7.3 Accounts groupings

Generate a Chart of Accounts printout with account groupings.

	A	B	C	D
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	E
43	20199	PPRDF	Debit	E
44	20299	Joint Committee balance	Credit	E
45	30010	Cotisations 2010	Credit	E
46	30023	Cotisations 03 (A=0.08 P=0.01)	Credit	E

Chart of Accounts printout

Cumulative

General funds

PPRDF funds

Joint Comm

You can edit the worksheet before printing.

Note that editing the worksheet will not change the Chart of Accounts or any of the account groupings.

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.

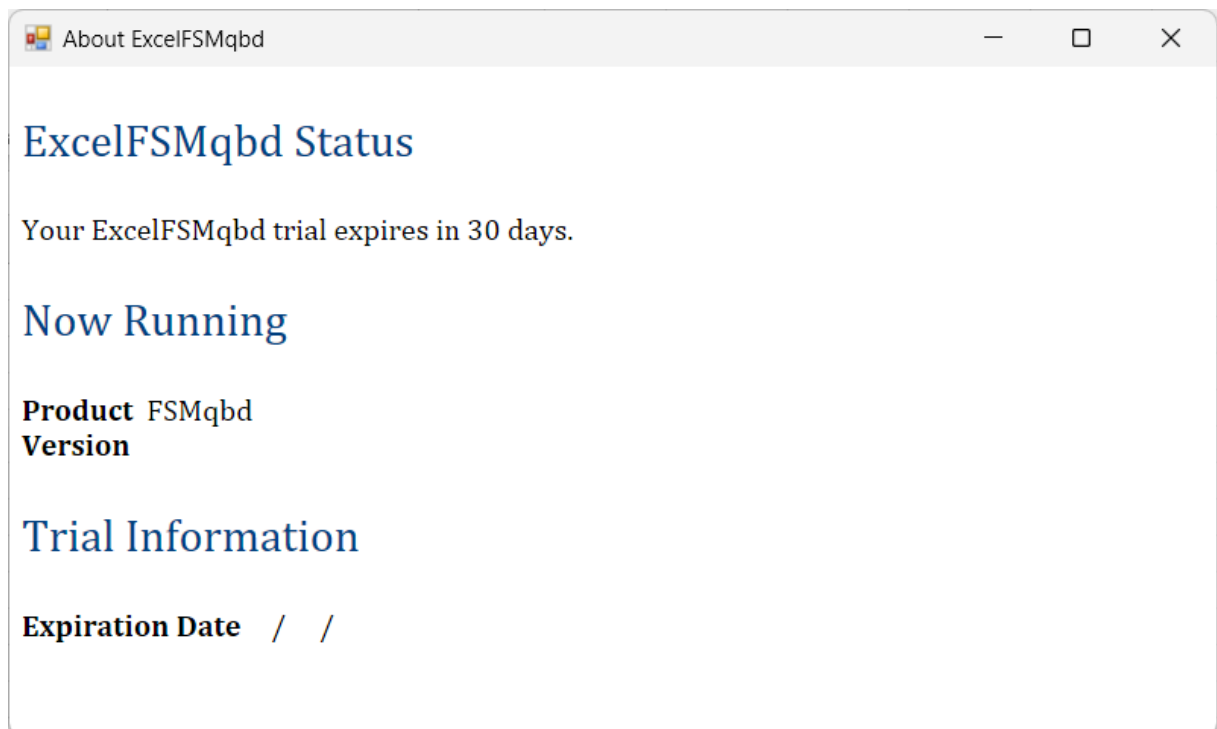
VIII Help

The Help button shows this Help file.

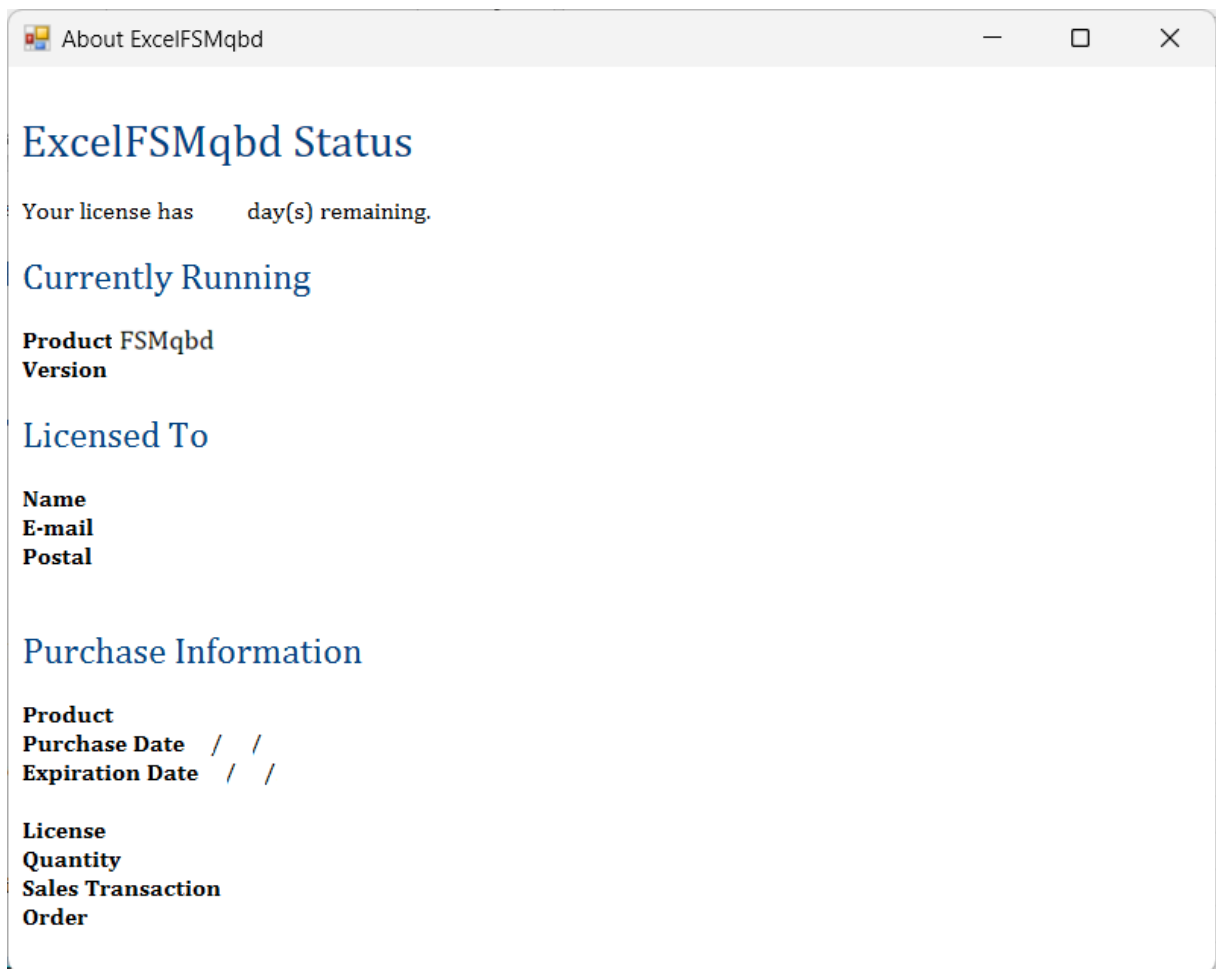
For up to date news, please see excel-fsm.com

IX About

Running ExcelFSM without a license, the following dialog is displayed



Running ExcelFSM with a license, the following dialog is displayed



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 excel-fsm.com.