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1 Introduction

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

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

WordFSM provides a tremendous amount of flexibility in building customized financial statements and annual reports, including Non typical financial statements such as Non-Profit Organizations, while ensuring their completeness without excessive review. Its innovative invention is paradigm shifting for financial officers, financial departments, business managers, entrepreneurs and accounting firms, reducing the amount of time spent preparing and reviewing financial reports.

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

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

The *FSM* invention was submitted for patent protection to an art unit of the United States Patent Office, where the allowance rate is only 16% [see "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 WordFSM™

WordFSM is the fastest and easiest way to create and update financial statements and annual reports.
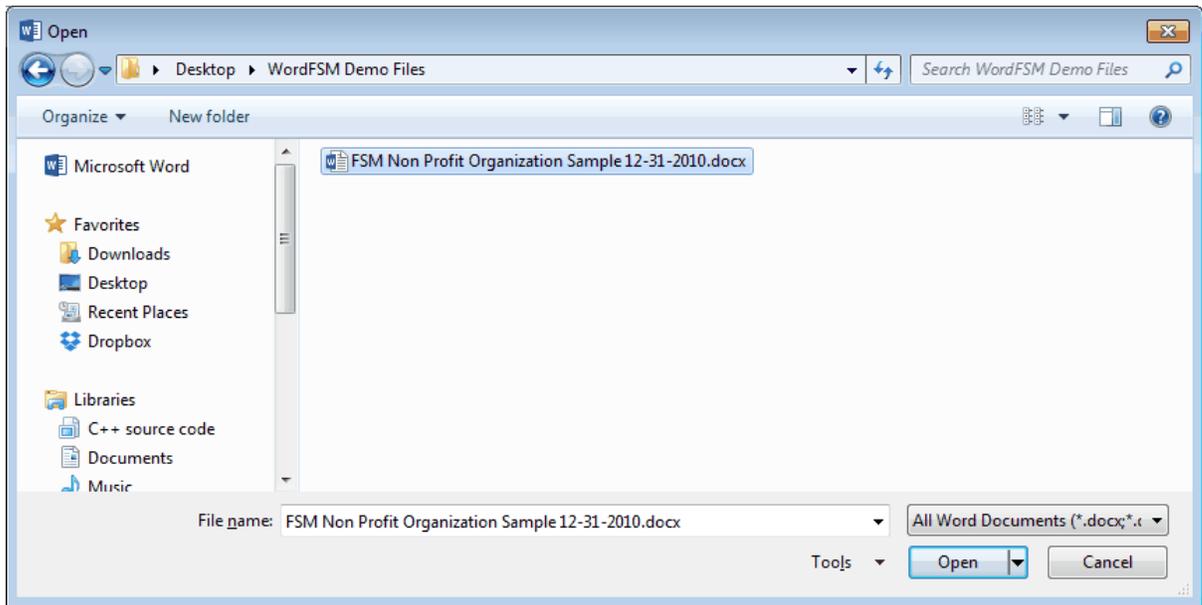
Why can't I just use Microsoft Word or Microsoft Excel?

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

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

Where do I go from here?

As you continue to read this help, please refer to the WordFSM sample document "FSM Non Profit Organization Sample 12-31-2010.docx", located on your desktop. You can open it in Word by double clicking its icon, or by performing the File | Open command from within Word.

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

1.2   Benefits of using WordFSM

How does WordIFSM help?

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

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

- WordFSM imports the adjusted trial balance data from ExcelFSM which reads the trial balances produced by accounting software, then organizes and stores the data, building a Chart of Accounts.

- WordFSM accesses the accounts so you can easily group them into financial report Items. Items balances are placed into Word document bookmarks, updated as you perform the grouping.

- WordFSM helps you group Items into Totals, which are also placed into Word document bookmarks, updated as you perform the grouping.

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

- WordFSM allows you to view the chart of accounts built from the adjusted trial balance of the selected FSM workbook, with the financial statement items where each account is grouped into in the FSM document.

- WordFSM updates the financial reports by simply reading the adjusted trial balance data of an updated FSM workbook of the following financial period (next day, week, month, year). Even the bookmarks initialized with the 'As-of date' button are updated.

- WordFSM can display, in your financial report, Comparative balances of selected previous financial periods.

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

1.3 System Requirements

To use WordFSM, you need:

- A computer running Microsoft Windows XP or later.
- .NET 2.0 (included with Microsoft Windows Vista and Windows 7, and a free download for Windows XP).
- Microsoft Word 2007 or later.

For QuickBooks options:

- To access QuickBooks Desktop company files with Microsoft Word 64-bit, .NET 4.8 is required.
- To access QuickBooks Online company files, .NET 4.6.1 or later is required.

1.4 Uninstalling

There are two ways to uninstall WordFSM.

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

2 FSM Ribbon

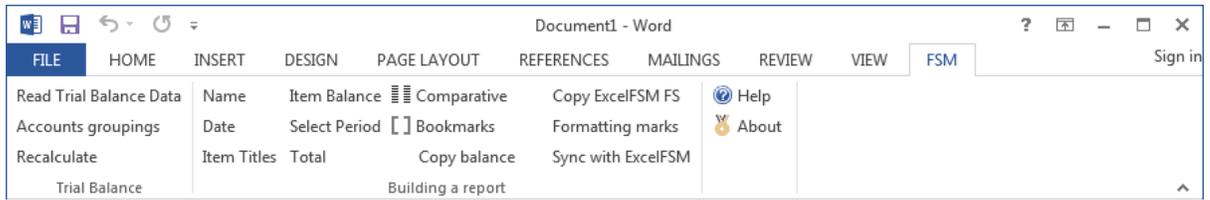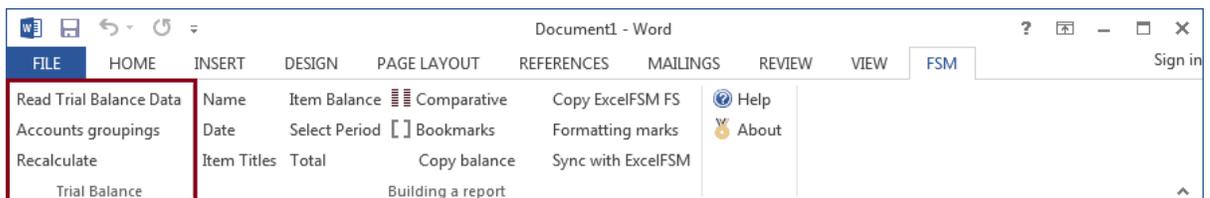After installing WordFSM, an FSM ribbon is added into your Word:

Figure: The WordFSM ribbon, shown in Word 2013. (The same concepts apply to Word 2007, 2010 and 2016 as well.)

The FSM ribbon contains buttons, separated into groups ordered from left-to-right reflecting the actions you will do to prepare financial reports.

- Trial Balance - Imports the trial balance data into WordFSM, from an ExcelFSM workbook or from an accounting software, gives you a list of Accounts and the financial statements items each account is grouped into, and allows you to Recalculate the balances following any change made to the adjusted trial balance in the ExcelFSM workbook.

- Building a report - Build your financial report by filling Word with the Enterprise name, As-of date, Titles, Items, and Totals. Change the financial period of selected financial statement items. Duplicate selected financial statement items for Comparative presentation, show Bookmarks brackets in the document, copy individual financial statement balances (either Item balances or Total balances), show formatting marks in the document. Copy financial statements built with ExcelFSM and Synchronize it with the ExcelFSM workbook.

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

- About - Get the status of the installed WordFSM, as well as your license information.

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

3   Trial Balance

The **Trial Balance** buttons let you

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

- Display the list of Accounts and the financial statements items each account is grouped into.

- Recalculate the balances following any change made to the adjusted trial balance in the

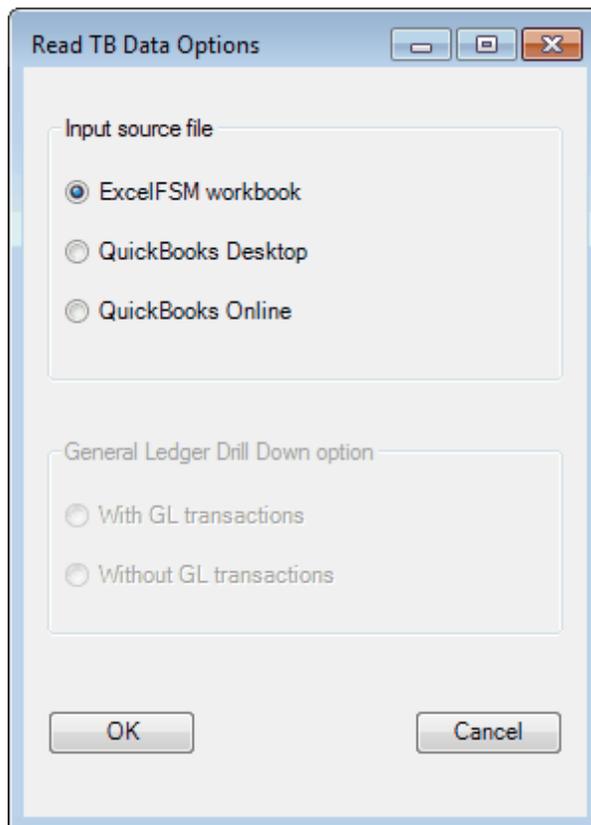ExcelFSM workbook.

3.1   Read Trial Balance Data

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

See QuickBooks Desktop for Reading Trial Balance Data directly from a QuickBooks Desktop company file.

See QuickBooks Online for Reading Trial Balance Data directly from a QuickBooks Online company file.

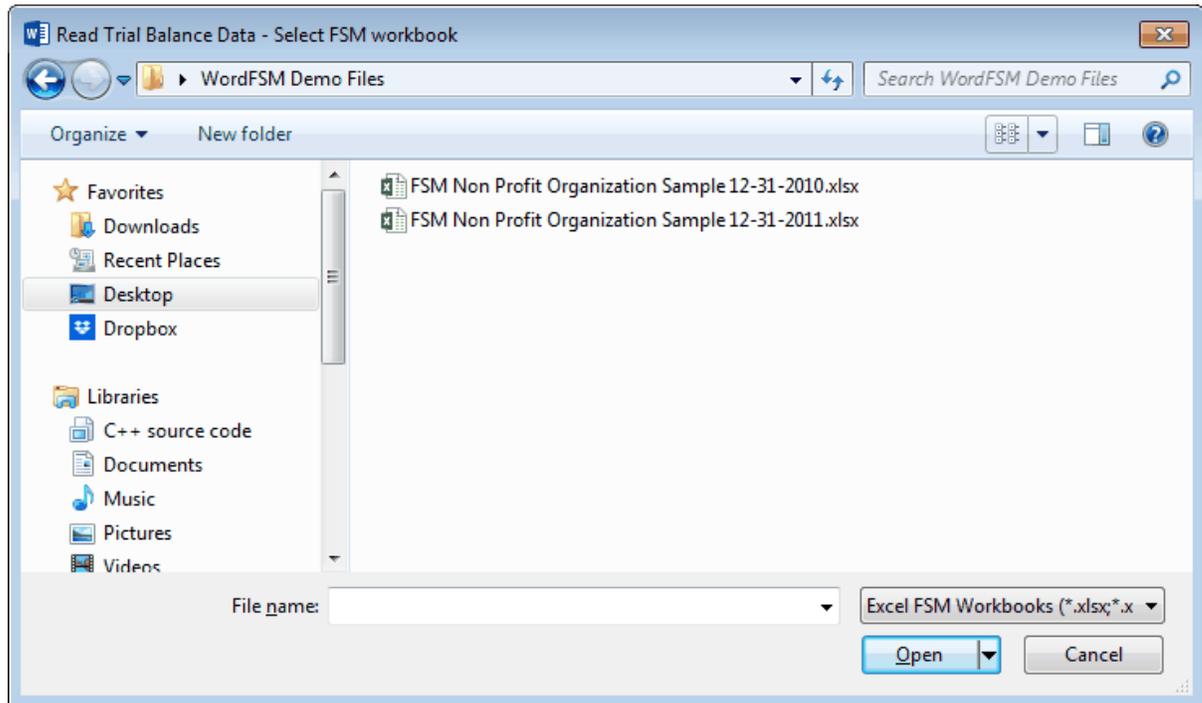**Read Trial Balance Data from an ExcelFSM workbook**

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

Select ExcelFSM workbook.

Note: With ExcelFSM workbook as input source file, the selection for the General Ledger Drill Down option is disabled. If the ExcelFSM workbook contains the General Ledger transactions, the General Ledger Drill Down feature will be functional within WordFSM. See General Ledger Drill Down
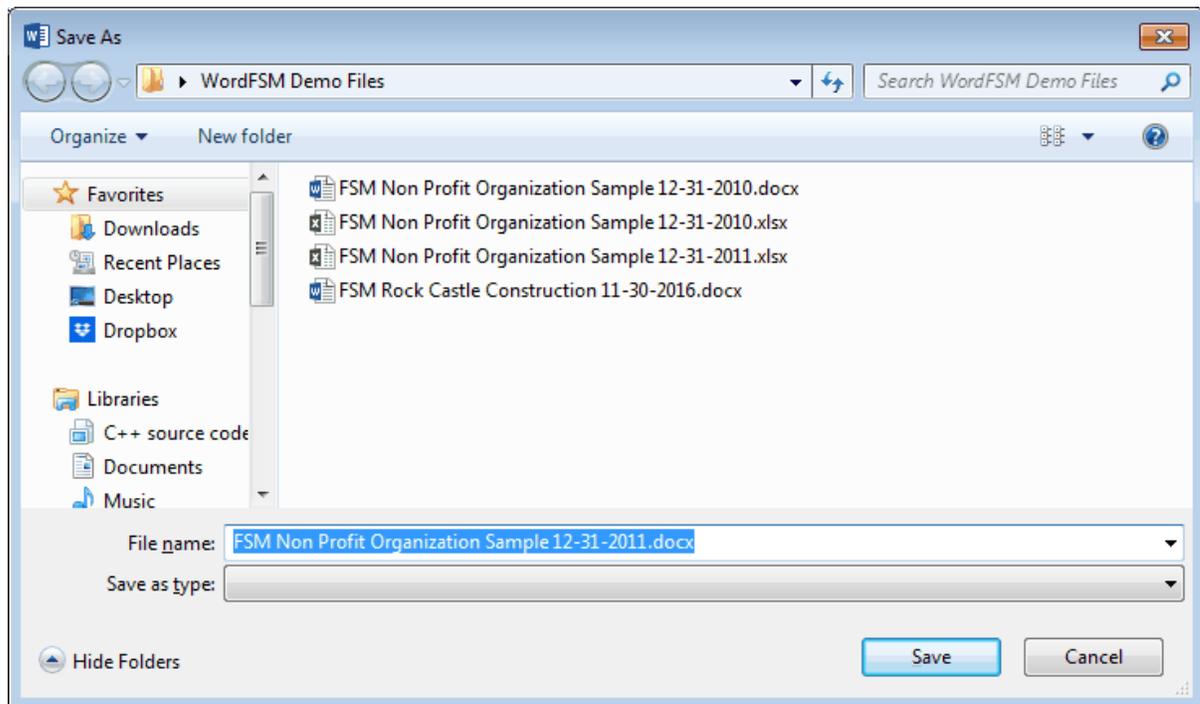
Clicking the OK button opens this dialog:

Select the folder where the ExcelFSM workbook is stored.

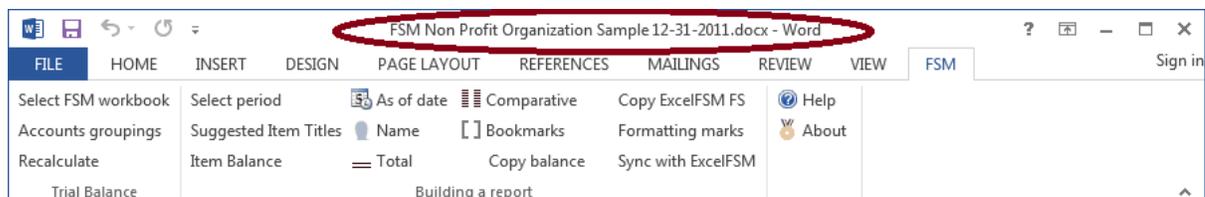Select the ExcelFSM workbook containing the desired adjusted trial balance data, and click Open.

The Save As Windows dialog is opened:

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

Results

- The adjusted trial balance data is imported from the selected FSM workbook and organized in the central memory of the computer

- A new FSM document is created with the specified name

Updating the Chart of Accounts

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

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

Updated Reports

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

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

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

- As-of dates are updated.

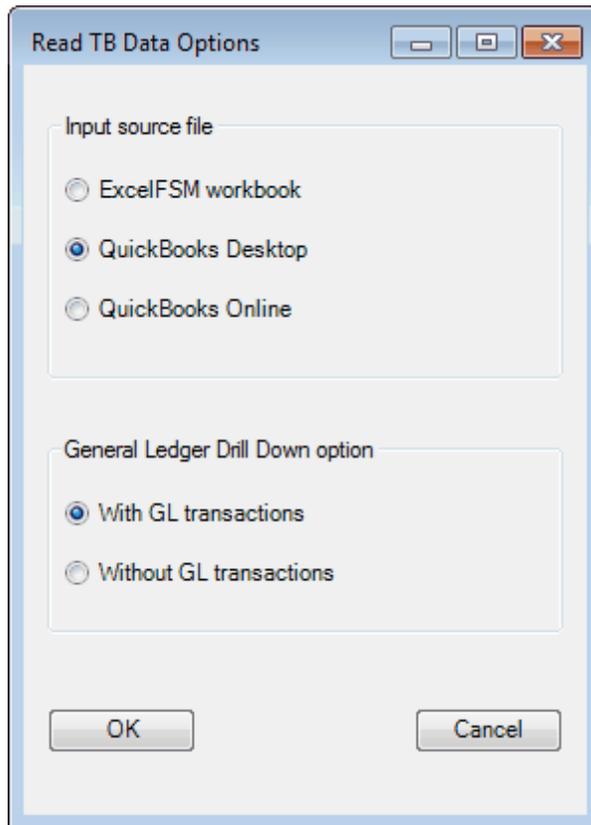**New document created for each subsequent financial period**

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

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

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

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

3.1.1 QuickBooks Desktop

For Intuit QuickBooks Desktop files as input source file, WordFSM retrieves the data directly from the QuickBooks company file, without any need to export or reformat the data.
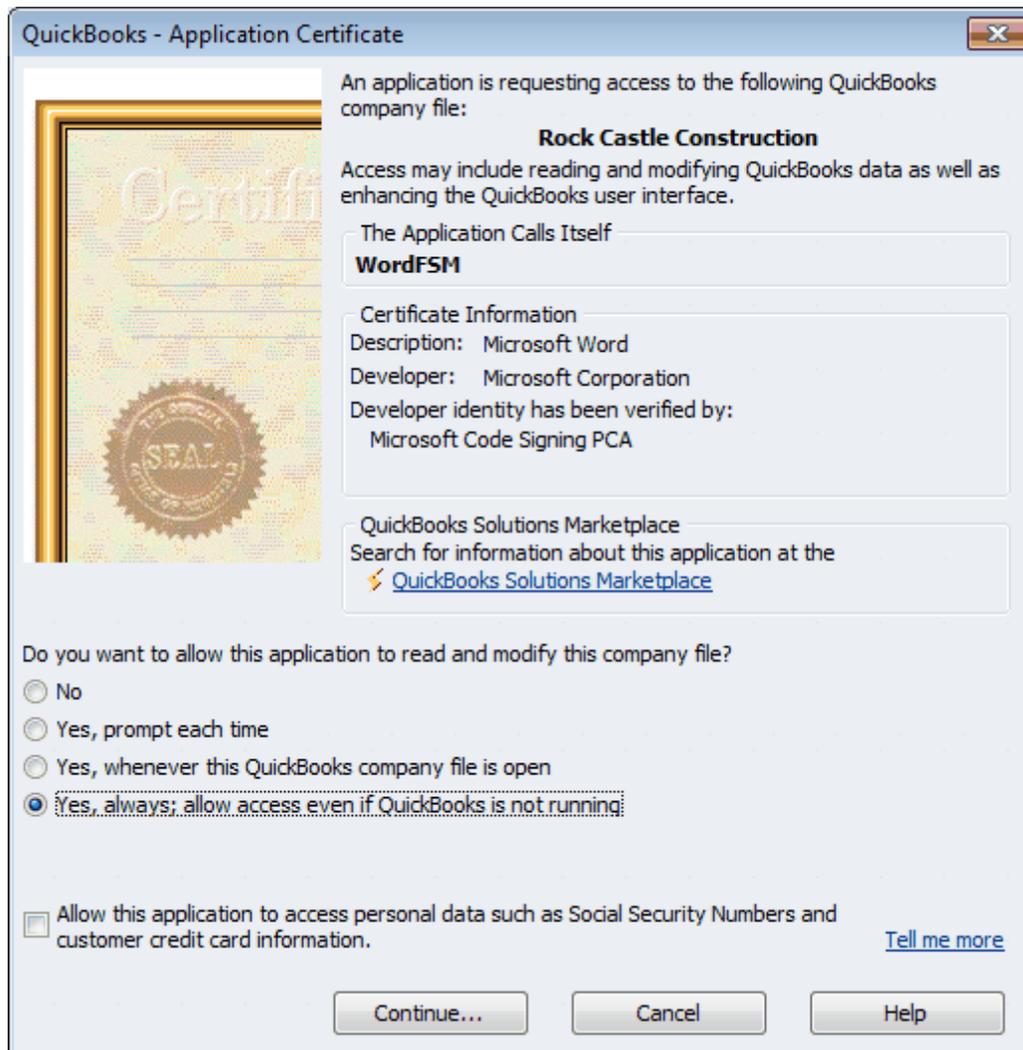
Note: With QuickBooks Desktop as input source file, if the WordFSM program running does not include the General Ledger Drill Down option, the selection for the General Ledger Drill Down option is disabled. If the WordFSM program running includes the General Ledger Drill Down option, the selection for the General Ledger Drill Down option is enabled and set to "With GL transactions" by default. See General Ledger Drill Down

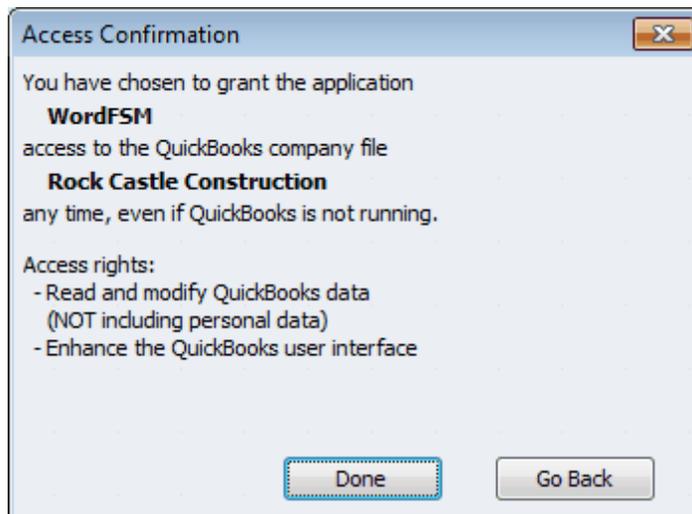**Setting up QuickBooks Desktop to work with WordFSM**

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

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

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

Click Continue

Click Done

Reading the accounting data

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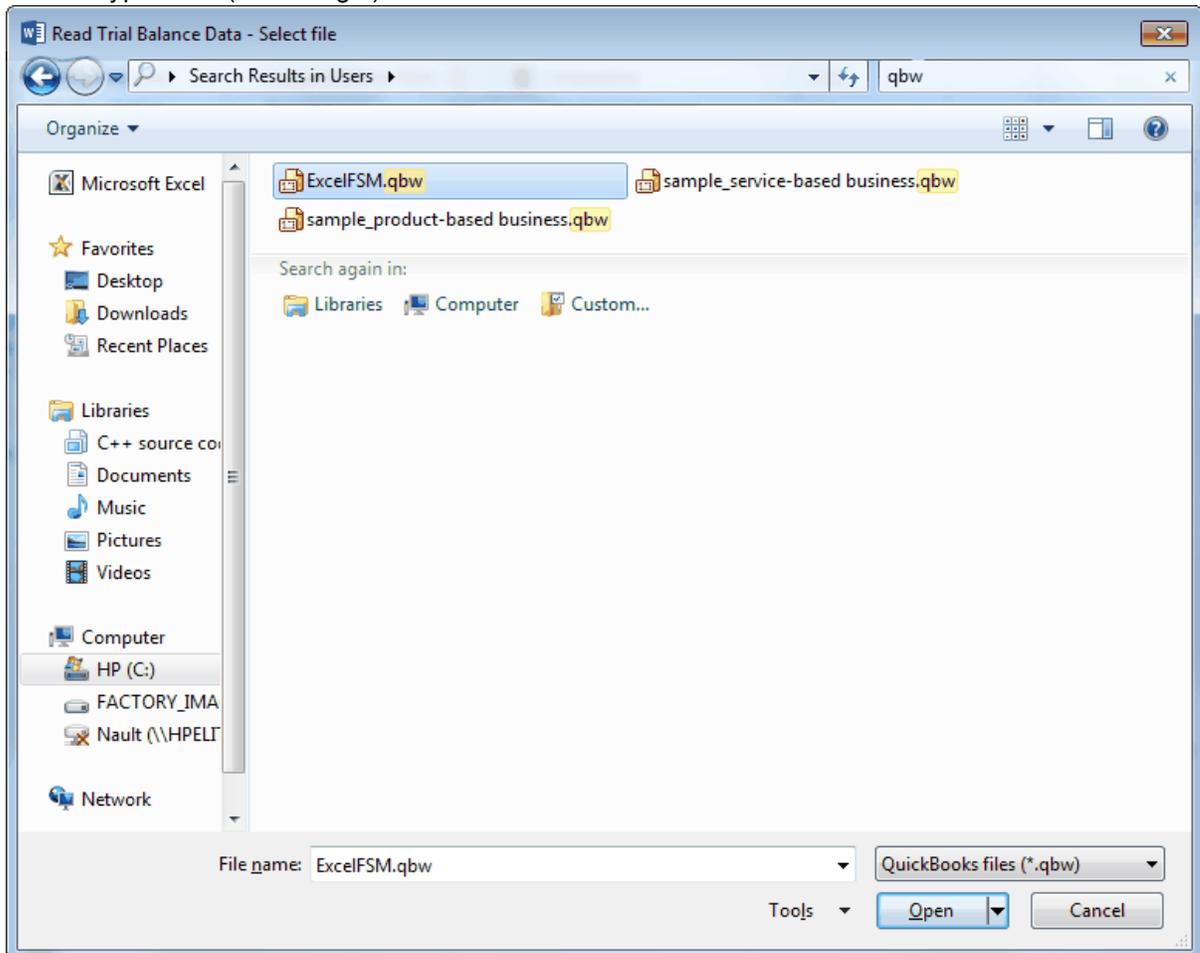

Figure 1: Trial Balance File selector

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

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

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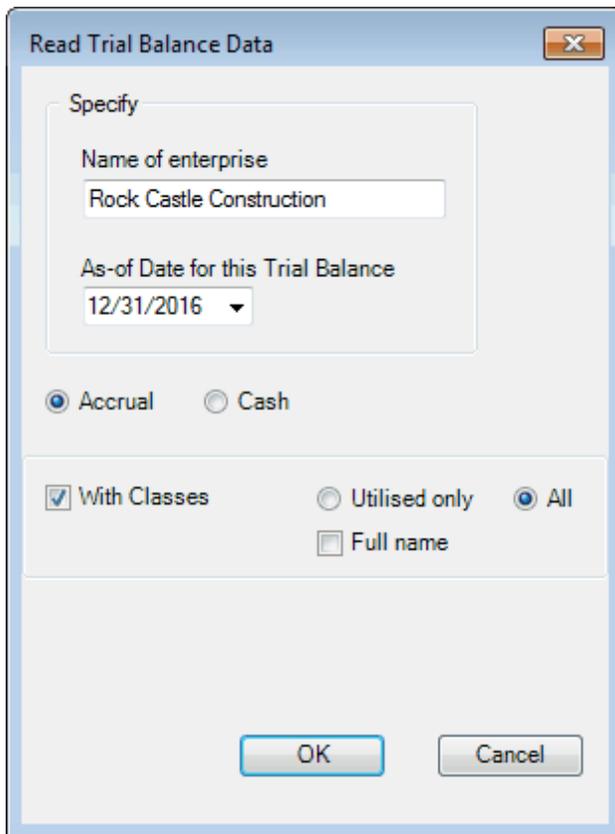
Figure 2: Trial Balance Information for QuickBooks file

Name of enterprise - The name of the enterprise identifies the Word document (along with the as of date), inserts the name of the enterprise in the document when the Name button is clicked.

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

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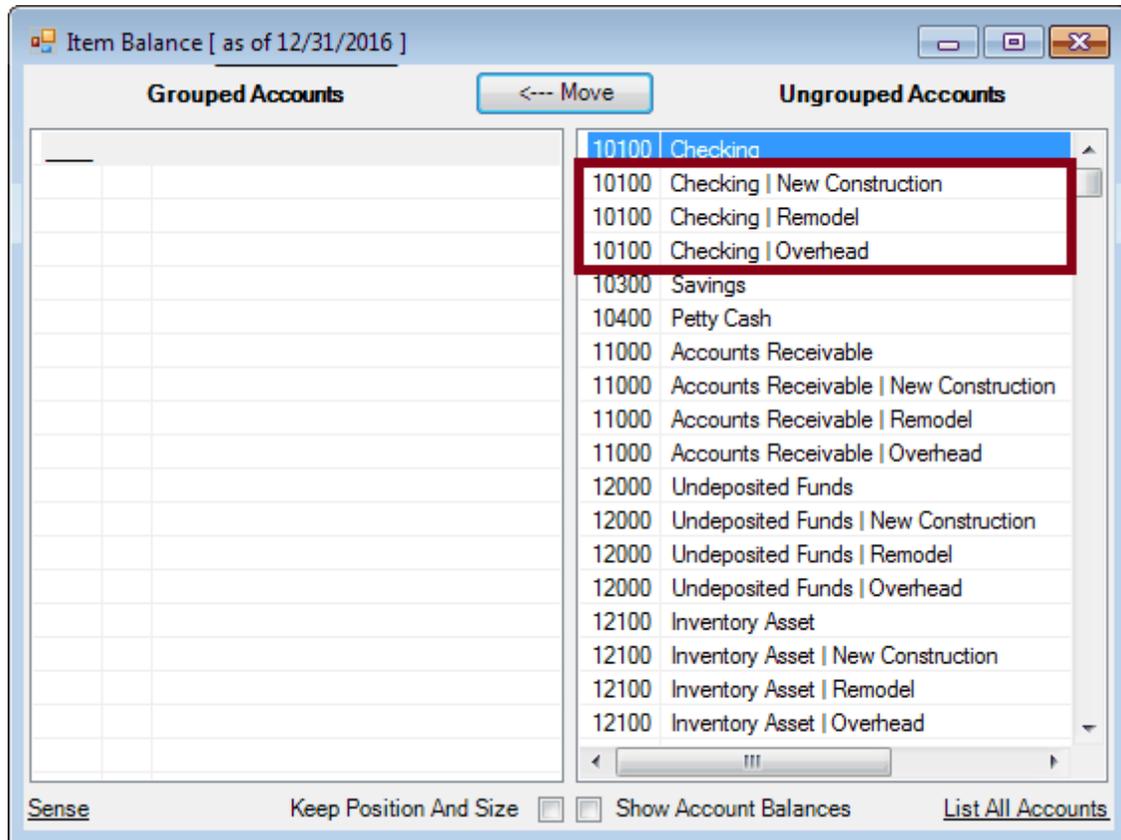
For subsequent financial periods, you will be updating an existing FSM document by reading the trial balance data with another as-of date. The above dialog will be pre-filled according to the previous financial period. It will be important that you update the as-of date to reflect the new period; otherwise,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

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

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

The classes will appear in the chart of accounts and identified by " | <Class name>:<Subclass name>" inserted at the end of the account's title.
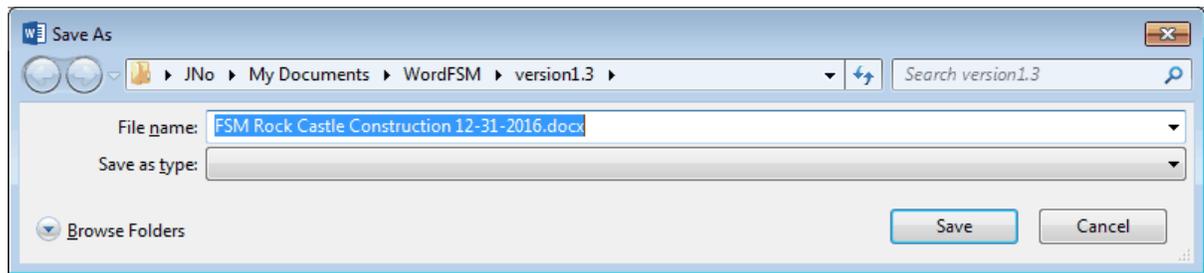
Hint: It might be a good idea to check the **Show lowest subaccount only** checkbox in QuickBooks (Edit > Preferences > Accounting > Company Preferences).

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

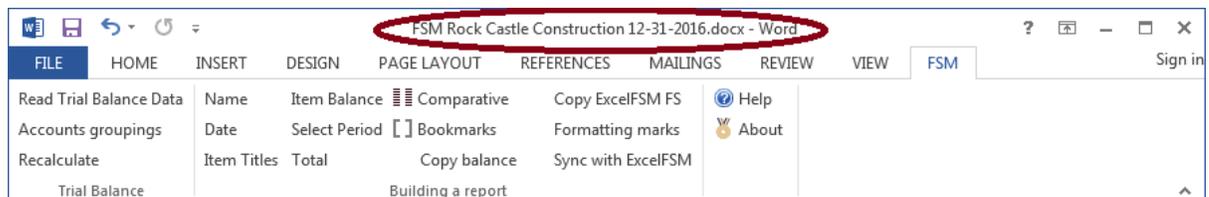**Full name** - Check that option is you want the full name of the subclasses.

Clicking the OK button opens the Save As Windows dialog:

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

Results

- The trial balance data is imported and organized in the central memory of the computer.

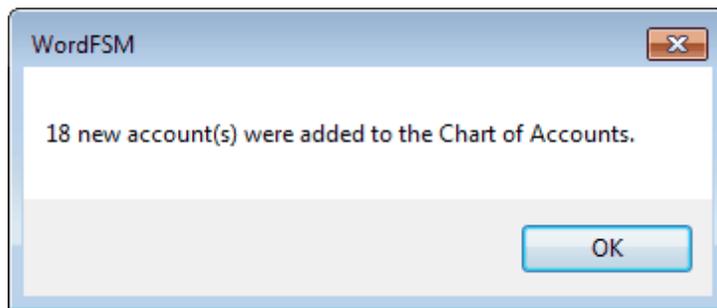- A new FSM document is created with the specified name

Updating the Chart of Accounts

If this is the first time the document has had a trial balance read into it, a chart of accounts is built.
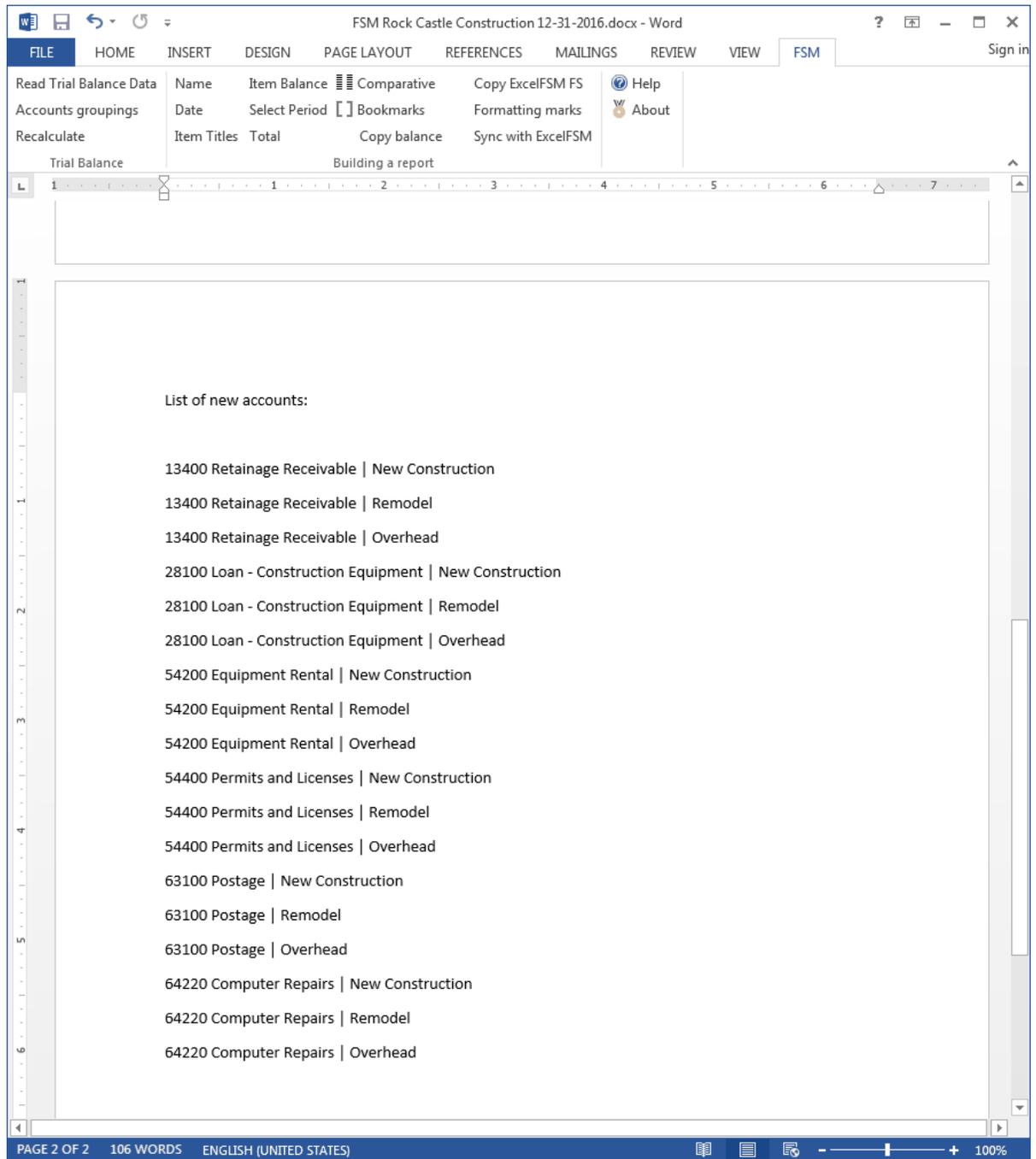
If the document contained previous trial balances, the chart of accounts, which was previously built, is updated.

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

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

WordFSM

18 new account(s) were added to the Chart of Accounts.

OK

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

List of new accounts:

13400 Retainage Receivable | New Construction

13400 Retainage Receivable | Remodel

13400 Retainage Receivable | Overhead

28100 Loan - Construction Equipment | New Construction

28100 Loan - Construction Equipment | Remodel

28100 Loan - Construction Equipment | Overhead

54200 Equipment Rental | New Construction

54200 Equipment Rental | Remodel

54200 Equipment Rental | Overhead

54400 Permits and Licenses | New Construction

54400 Permits and Licenses | Remodel

54400 Permits and Licenses | Overhead

63100 Postage | New Construction

63100 Postage | Remodel

63100 Postage | Overhead

64220 Computer Repairs | New Construction

64220 Computer Repairs | Remodel

64220 Computer Repairs | Overhead

Updated Reports

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

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

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

- As-of dates are updated.

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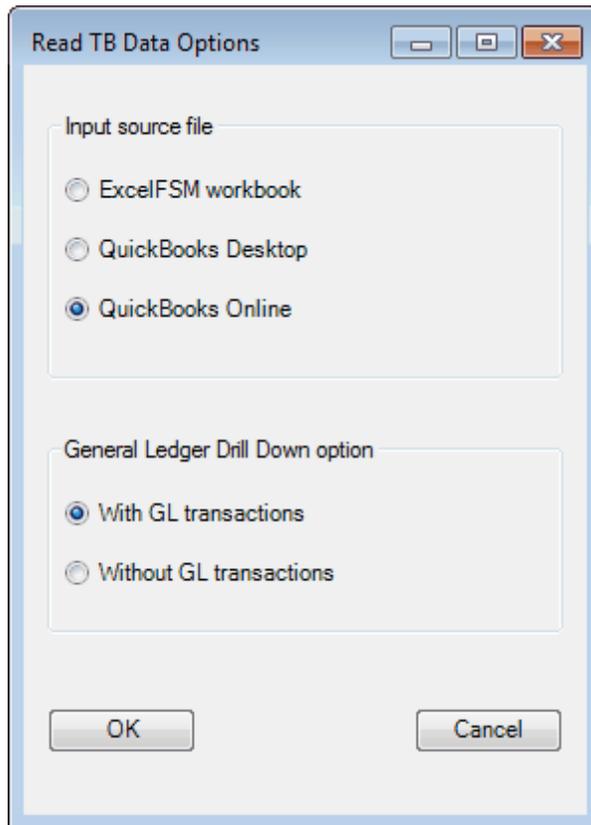
When the trial balance data for a new financial period (i.e. the As-of date has changed) is read and this new financial period is subsequent to the last financial period read, i.e. not a prior period added to an existing FSM document, the existing document is copied, and the new period's data is read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

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

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

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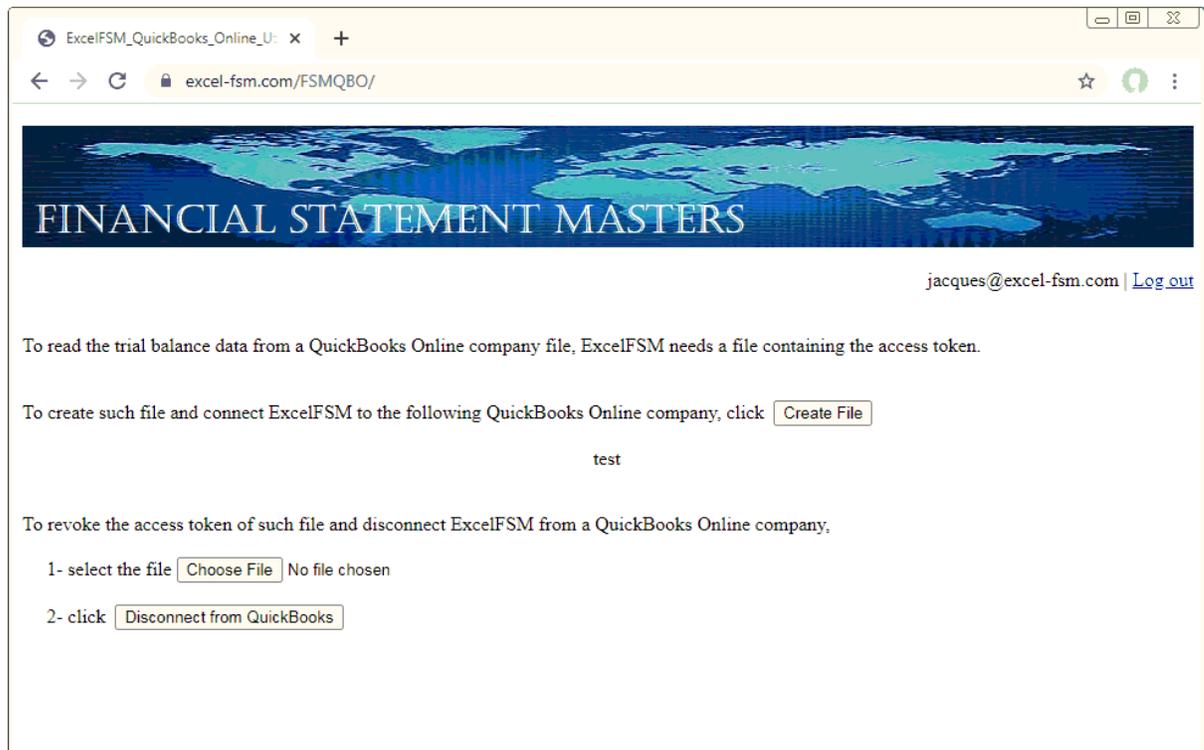
3.1.2 QuickBooks Online

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

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

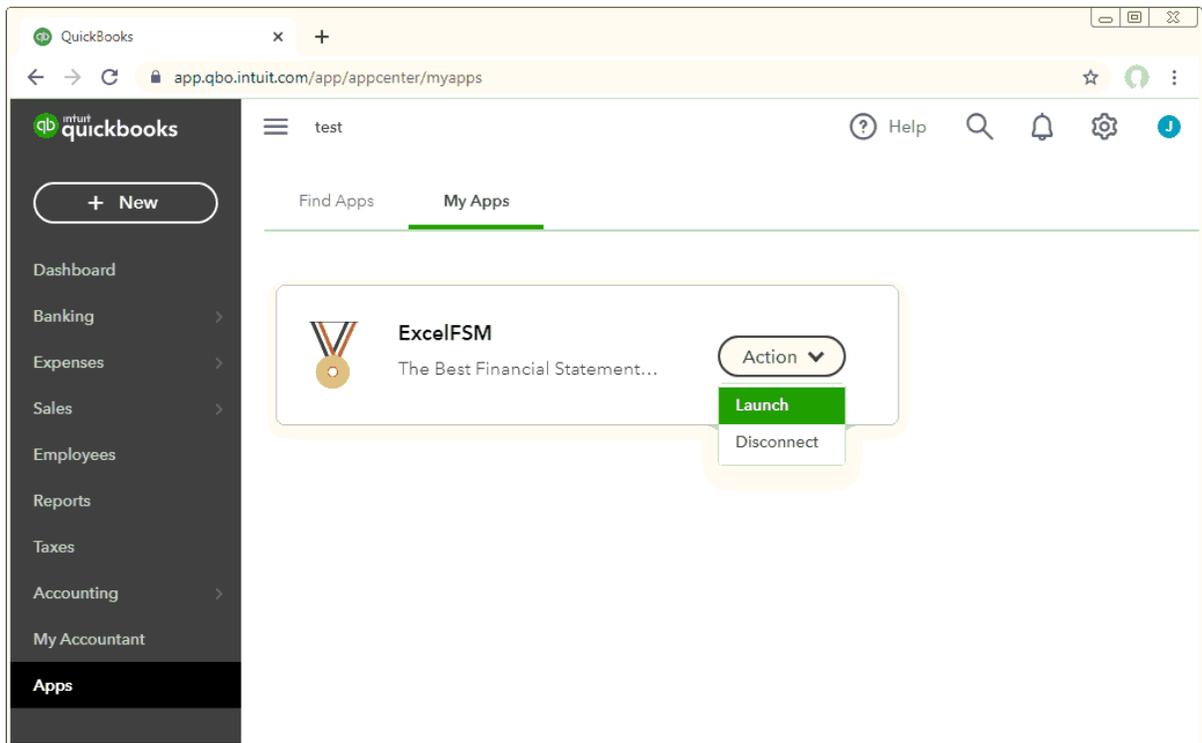**Setting up QuickBooks Online to work with WordFSM**

A "FSM QuickBooks Online" company file must be created to allow WordFSM to read a QuickBooks Online company file. To create a "FSM QuickBooks Online" company file, you will use the ExcelFSM QuickBooks Online Utility program with Chrome, Microsoft Edge, or Firefox.

NOTE: your email must appear in the right corner. If it does not, click the 'Log out' link button before you do anything else.
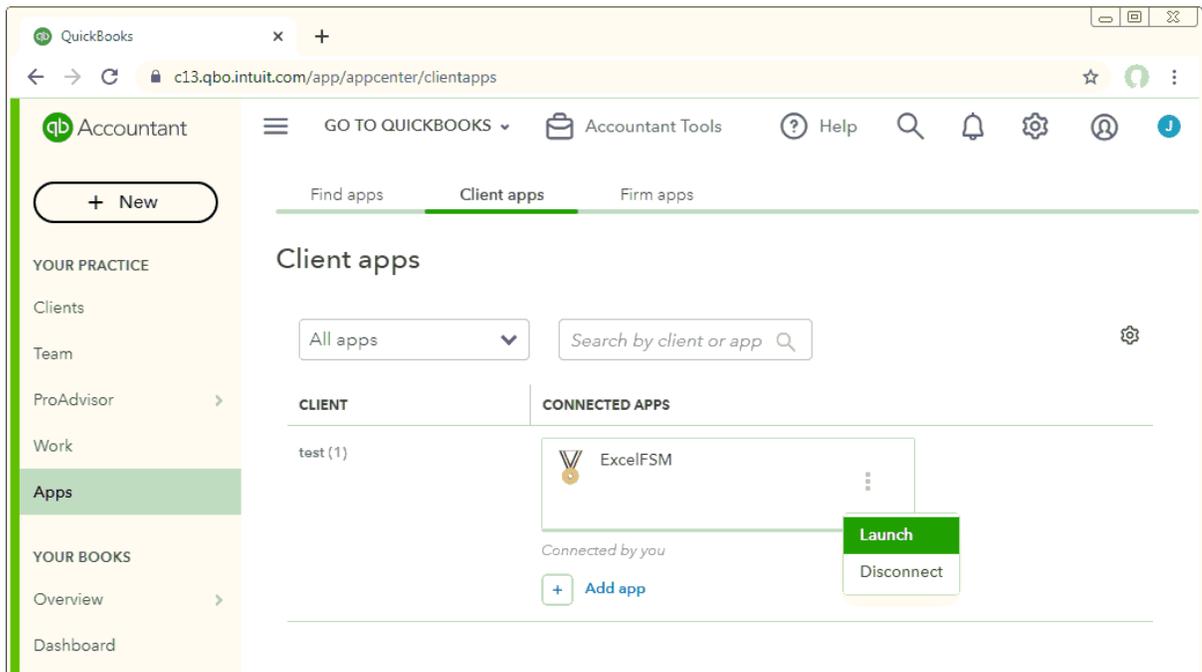
* Although the utility refers to ExcelFSM, the file created will work to Read the Trial Balance Data with WordFSM.

The ExcelFSM QuickBooks Online Utility program can be launched from My Apps in the QuickBooks Online company

With QuickBooks Online Accountant, the ExcelFSM QuickBooks Online Utility program can be launched from Client apps (by the Admin)

Reading the accounting data

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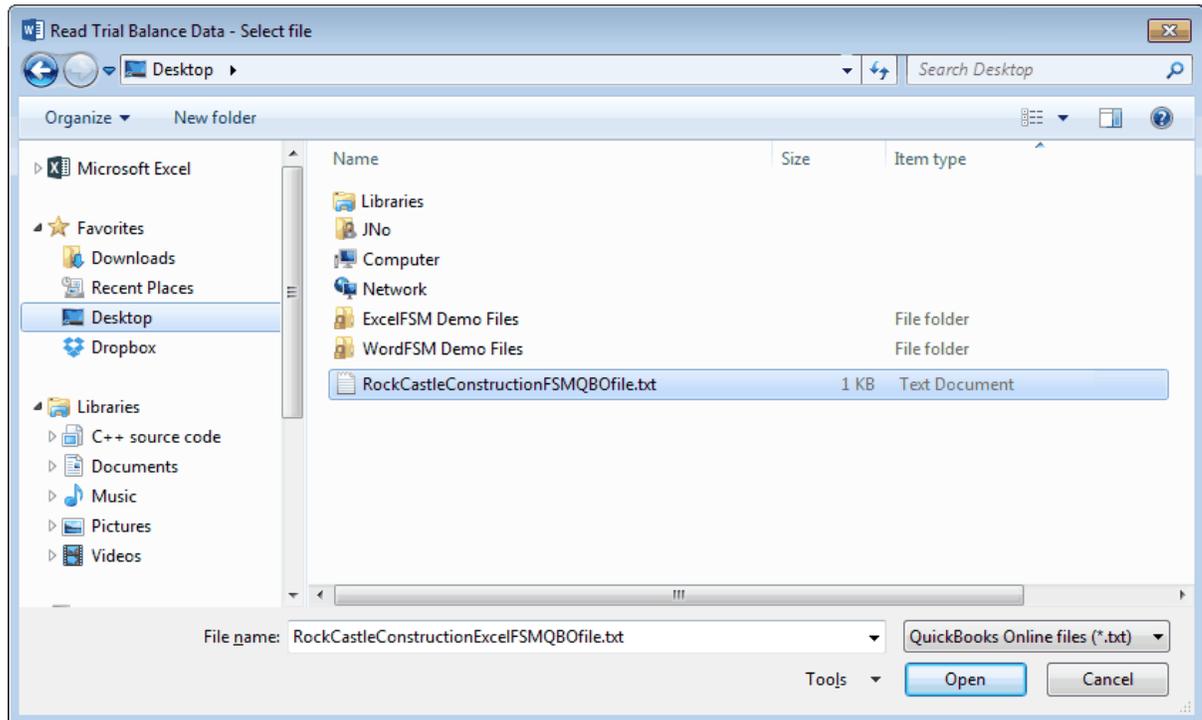

Figure 1: Trial Balance File selector

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

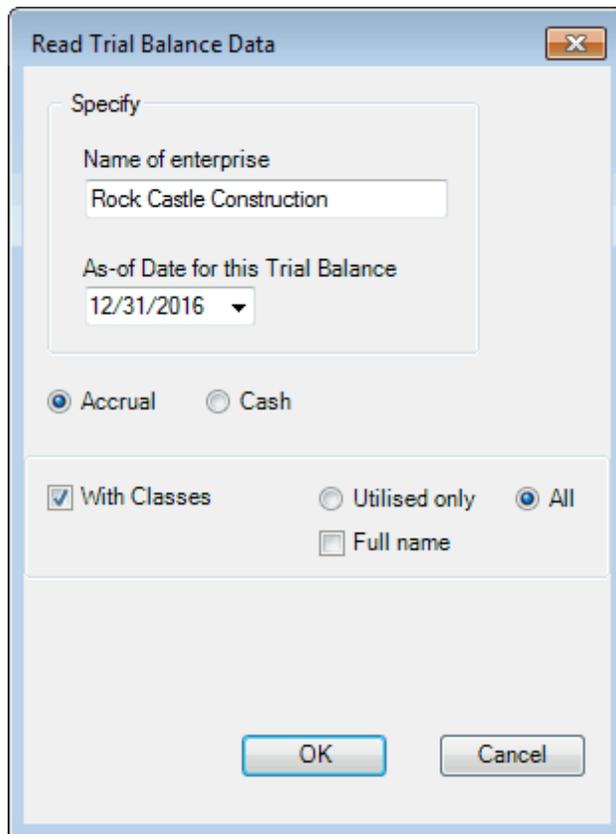WordFSM shows the following dialog to allow you to specify additional information about this trial balance:

Figure 2: Trial Balance Information for QuickBooks file

Name of enterprise - The name of the enterprise identifies the Word document (along with the as of date), inserts the name of the enterprise in the document when the Name button is clicked.

As-of-Date for this Trial Balance - The date of the trial balance will be used, along with the enterprise name, to identify the Word document, to insert the as-of date in the document with the Date button, to compute balance variation between two financial periods, as well as to select the Comparative periods balances.
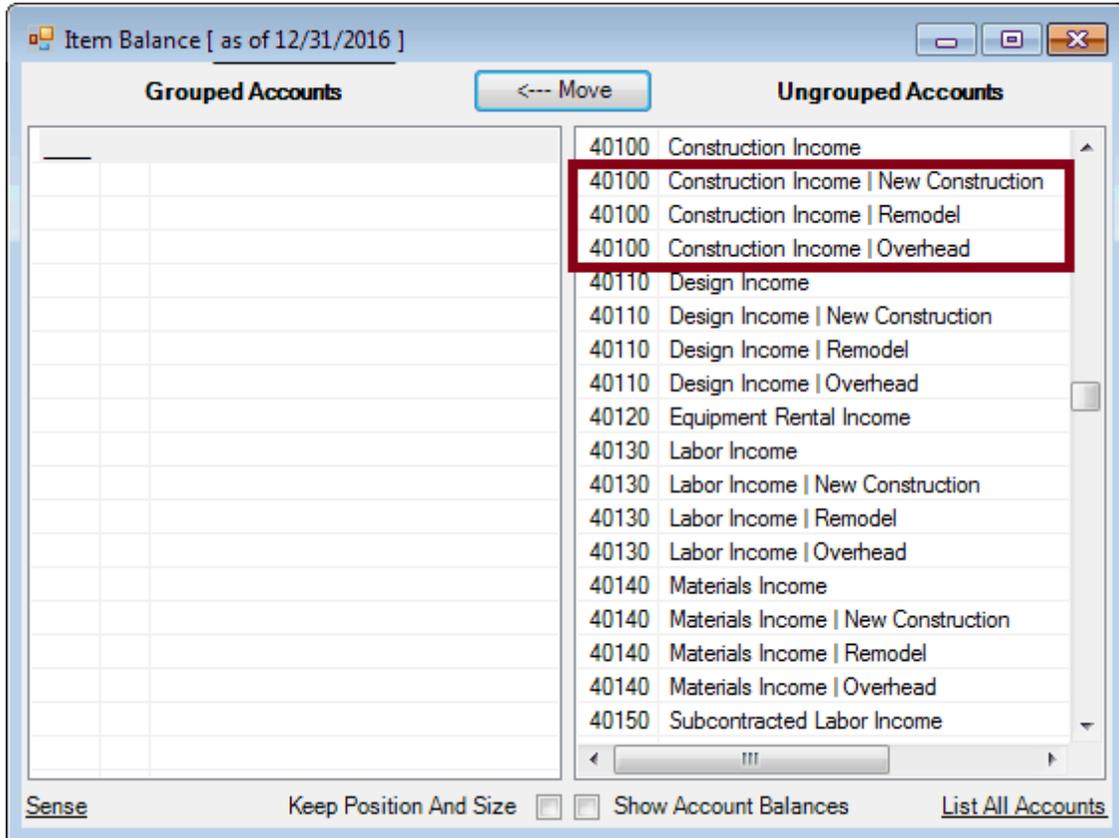
> NOTE: The above dialog (Figure 2) will be empty if it is a new document. Make sure you put the right as-of date.
>
> For subsequent financial periods, you will be updating an existing FSM document by reading the trial balance data with another as-of date. The above dialog will be pre-filled according to the previous financial period. It will be important that you update the as-of date to reflect the new period; otherwise, WordFSM will assume you are re-reading an amended trial balance for an existing period and, if you confirm to proceed, will update the existing period's data instead of processing a new period (Yes, WordFSM has the capacity to process amended trial balances and automatically update the financial reports). WordFSM has also the capacity to add prior periods to an existing FSM document.

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

With Classes - Check if you want the "classes" to be part of the trial balance. (Note that for QuickBooks Online, only the classes of the income and expense accounts are processed).
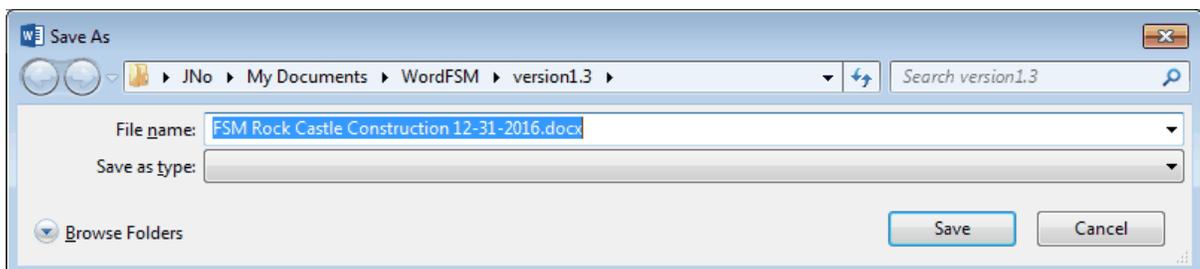
The classes will appear in the chart of accounts and identified by " | <Class name>:<Subclass name>" inserted at the end of the account's title.

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

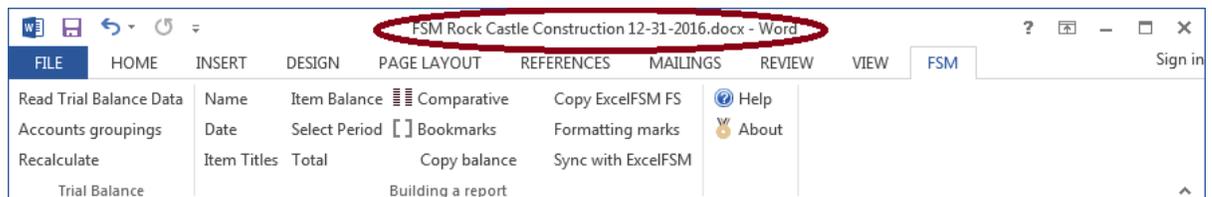**Full name** - Check that option is you want the full name of the subclasses.

Clicking the OK button opens the Save As Windows dialog:

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

Results

- The trial balance data is imported and organized in the central memory of the computer.

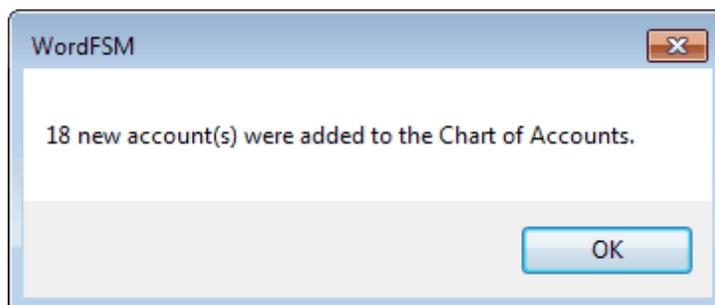- A new FSM document is created with the specified name

Updating the Chart of Accounts

If this is the first time the document has had a trial balance read into it, a chart of accounts is built.
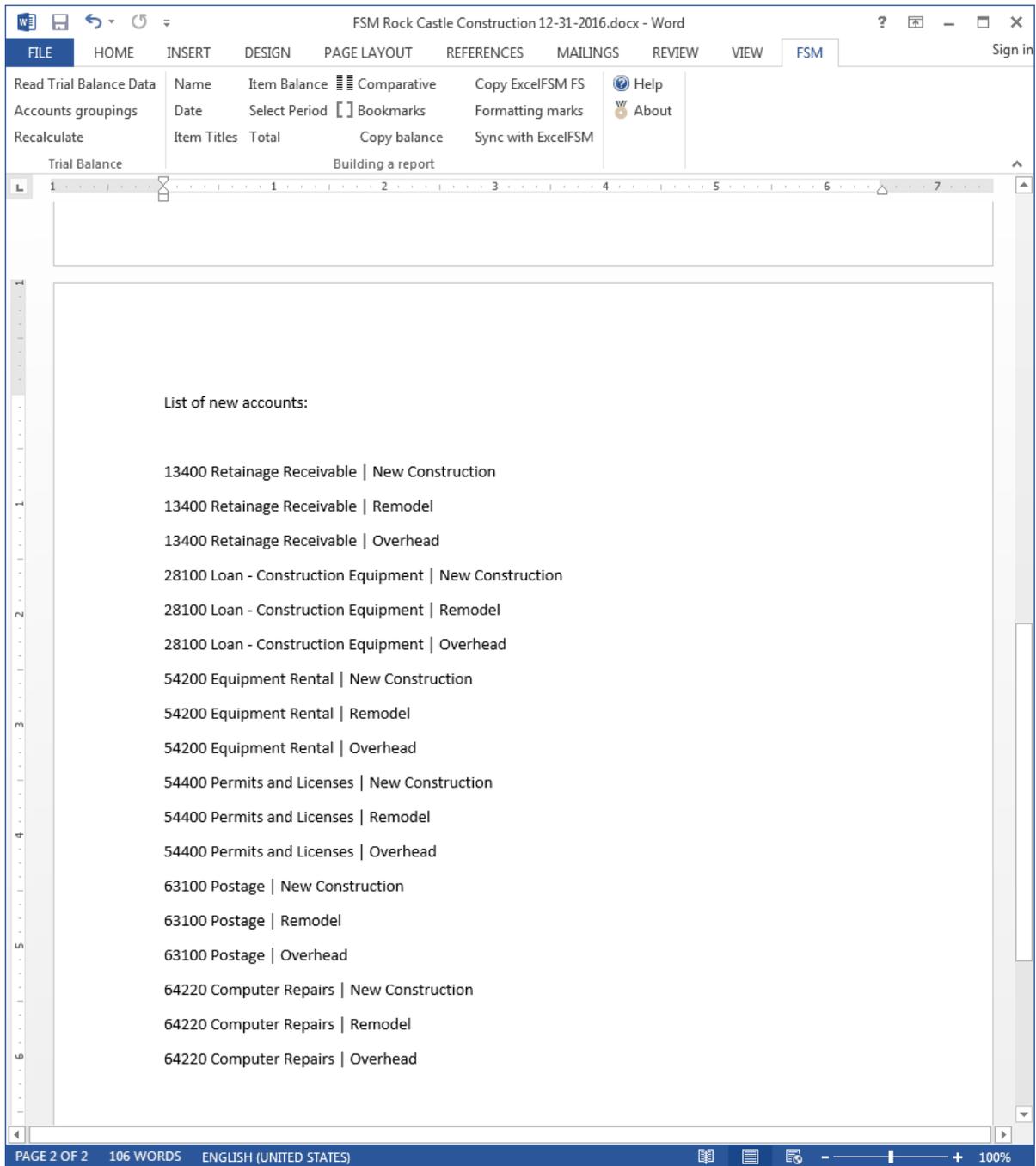
If the document contained previous trial balances, the chart of accounts, which was previously built, is updated.

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

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

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

List of new accounts:

13400 Retainage Receivable | New Construction

13400 Retainage Receivable | Remodel

13400 Retainage Receivable | Overhead

28100 Loan - Construction Equipment | New Construction

28100 Loan - Construction Equipment | Remodel

28100 Loan - Construction Equipment | Overhead

54200 Equipment Rental | New Construction

54200 Equipment Rental | Remodel

54200 Equipment Rental | Overhead

54400 Permits and Licenses | New Construction

54400 Permits and Licenses | Remodel

54400 Permits and Licenses | Overhead

63100 Postage | New Construction

63100 Postage | Remodel

63100 Postage | Overhead

64220 Computer Repairs | New Construction

64220 Computer Repairs | Remodel

64220 Computer Repairs | Overhead

Updated Reports

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

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

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

- As-of dates are updated.

New document created for each subsequent financial period
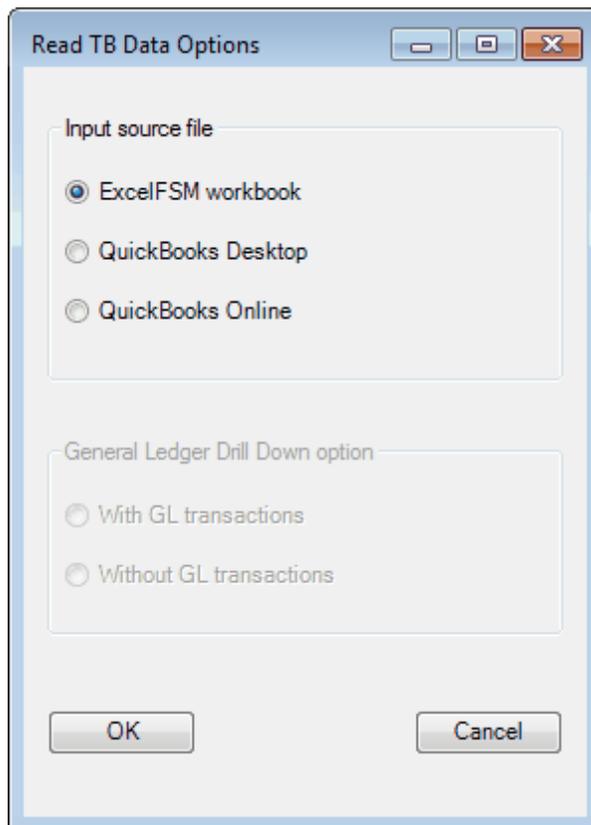
When the trial balance data for a new financial period (i.e. the As-of date has changed) is read and this new financial period is subsequent to the last financial period read, i.e. not a prior period added to an existing FSM document, the existing document is copied, and the new period's data is read into *the new copy* of the document.
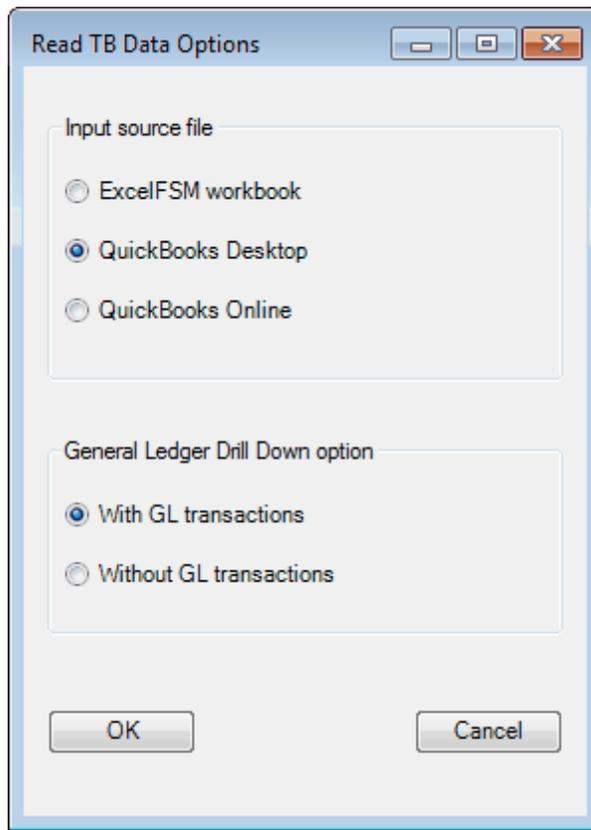
Your original document will not be altered, and thus will contain only the data from the previous financial period. As more financial periods are read, you will retain a historical series of documents, one for each of their respective financial periods.

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

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

3.1.3 General Ledger Drill Down

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

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

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

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

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

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

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

3.2 Accounts groupings

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

Accounts groupings dialog.

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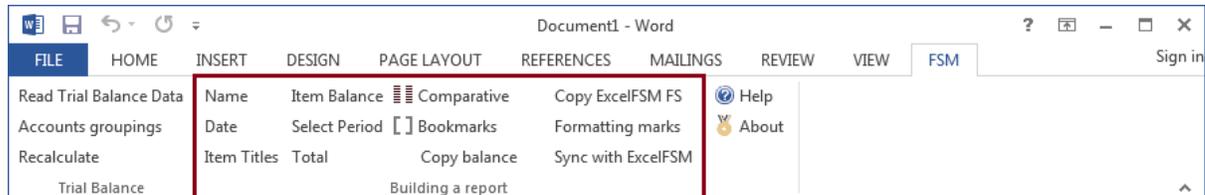
3.3   Recalculate

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

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

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

4   Building a report

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

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

4.1   Name

Insert the name of the enterprise into the document.

Bookmarks

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

FSMENAMEd2baf5d2158748858287b2149f7a3e87

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

Modify the name

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

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

4.2   Date

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

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

Bookmarks

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

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

FSMDAd2baf5d2158748858287b2149f7a3e87000

HINT: click the Bookmarks button to show the bookmarks brackets to make sure that the bookmark text included between the brackets in only the computed value Bookmarks.
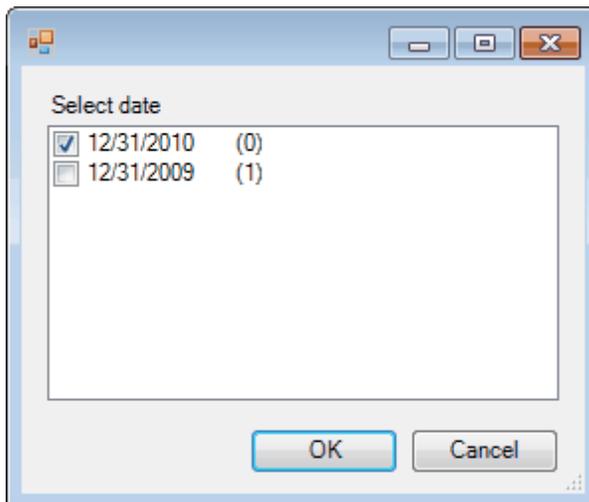
Note: As-Of dates cannot be copied & pasted since a bookmark name cannot be assigned to more than one location.

4.3 Item Titles

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

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

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

Dialog position and size

The dialog is movable and resizable. The bigger you make the window, the more titles are visible. By default, the dialog is displayed in the center. Once moved and resized, the new settings can become the

default settings by checking the Keep Position And Size checkbox.

4.4   Item Balance

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

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

Accounts that are grouped into the Item are in the left list.

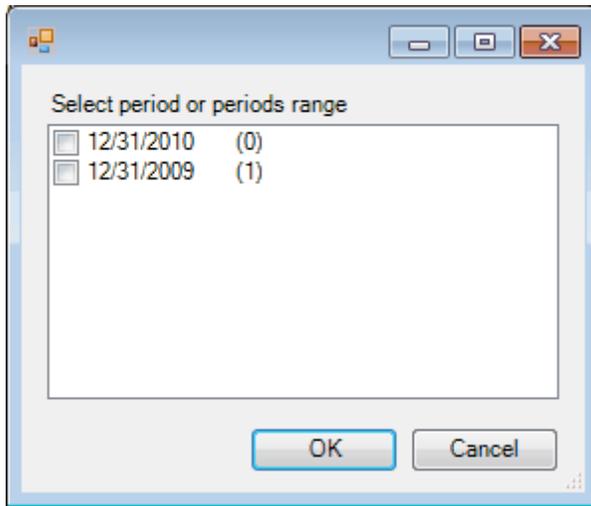Accounts that are not grouped into this Item (or any other in the current page) are in the right list.

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

Affecting how the Item Balance is computed

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

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

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

Item Sense

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

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

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

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

Dialog position and size

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

Account balances

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

List All Accounts

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

Shortcut: In addition to the FSM ribbon button, access this dialog by double-clicking on a bookmark that already contains an Item Balance.

Grouping / Ungrouping

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

Selection

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

Move Selected Account(s)

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

Order of accounts in the lists

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

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

Saving an Item

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

Effects of Grouping Changes

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

Item grouping can be changed in any period.

Bookmarks

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

F010abce18c264bcb8d9b01d54c82dc9dD000000

HINT: click the Bookmarks button to show the bookmarks brackets to make sure that the bookmark text included between the brackets in only the computed value Bookmarks.
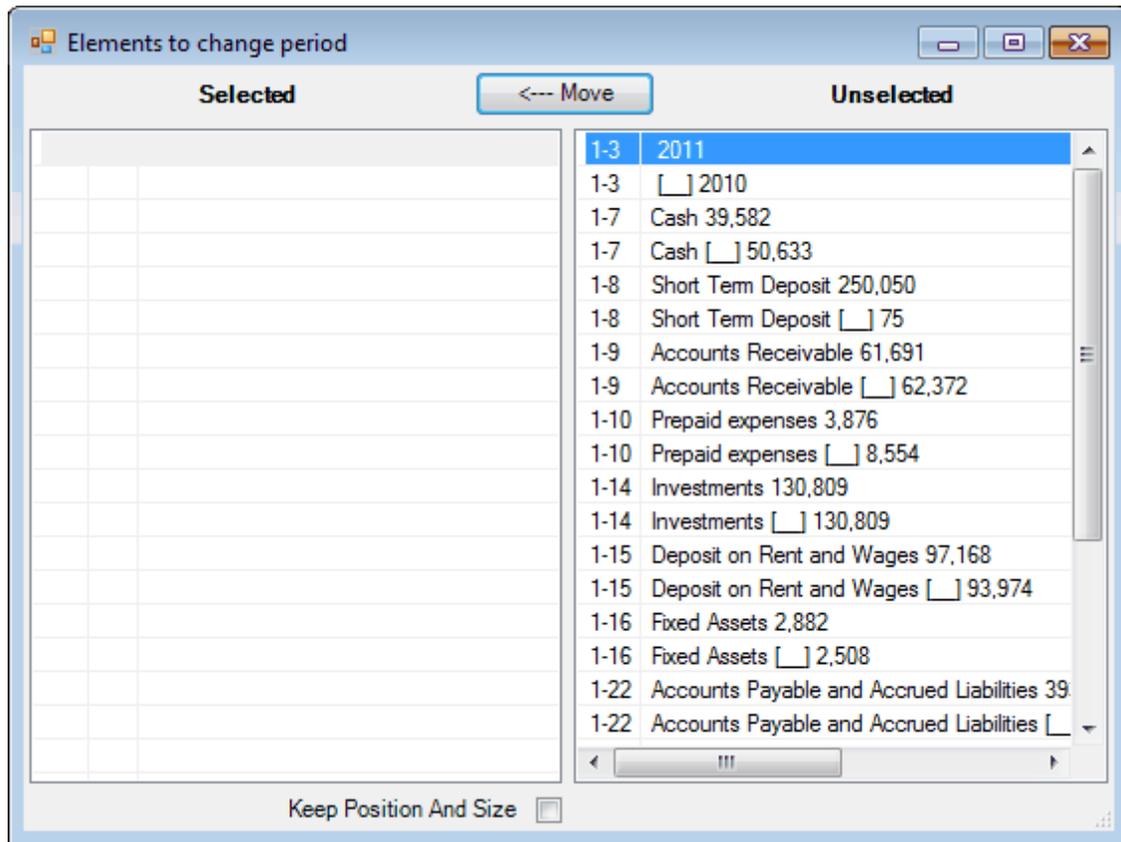
Note: Item balances cannot be copied & pasted since a bookmark name cannot be assigned to more than one location. Use the Copy Item button to duplicate an existing item grouping Copy Item.

4.5   Select Period

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

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

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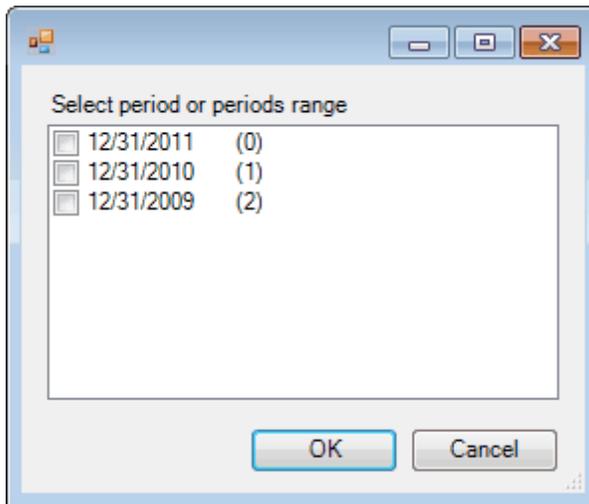
Selection

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

Move Selected Element(s)

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

Click the 'X' in the upper right corner to close the dialog, then select the period or periods range to apply to the selected elements
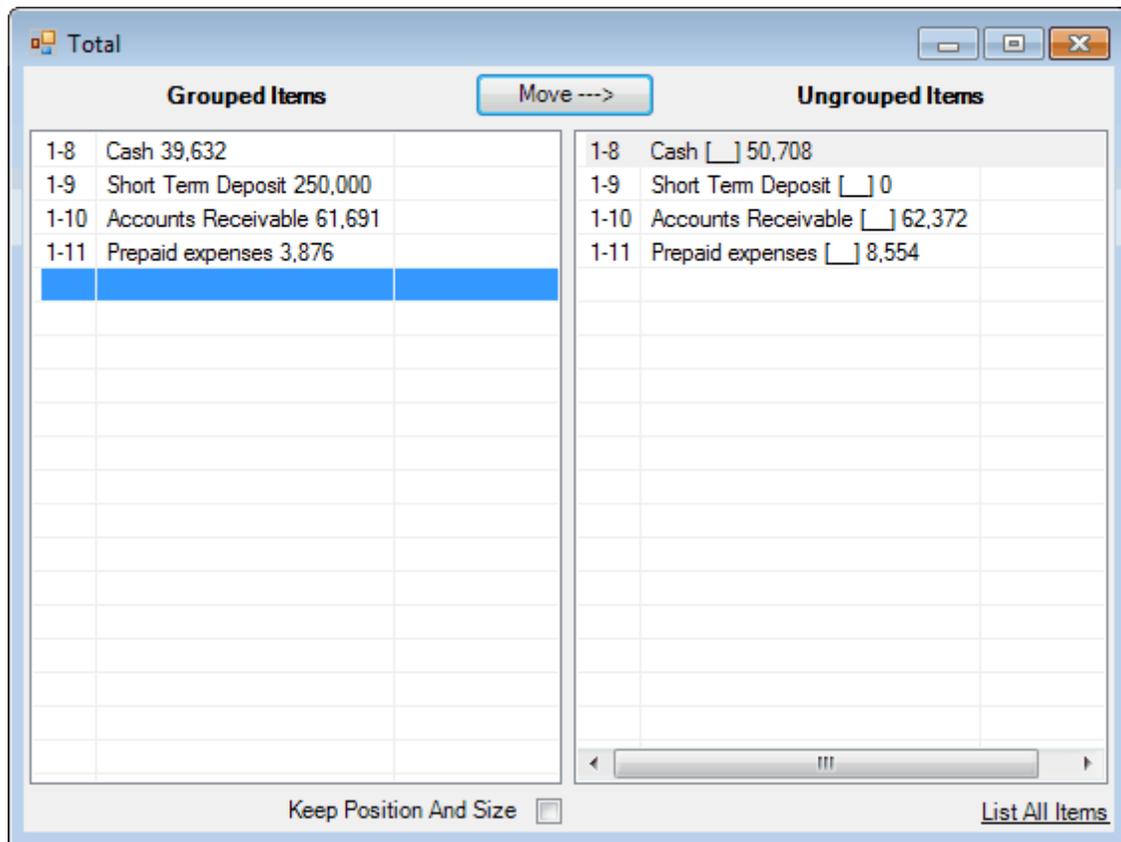
The value of the selected elements are updated according to the financial period or periods range selected.

4.6   Total

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

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

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

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

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

Dialog position and size

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

List All Items

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

the Total position.

Shortcut: In addition to the FSM ribbon button, access this dialog by double-clicking on a bookmark that already contains a Total.

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

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

Move Selected Item(s)

- Click the Move button (or press the Enter key) to move the selected item(s).
- When moving item(s) to the Grouped Items list, the items will be moved above the selected item in the Grouped Items list.
- When moving item(s) to the Ungrouped Items list, the items will be placed in the order they appear in the page.
- When items are moved, the Total's balance is re-computed, and displayed immediately in the document.

Order of items in the lists

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

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

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

Saving a Total

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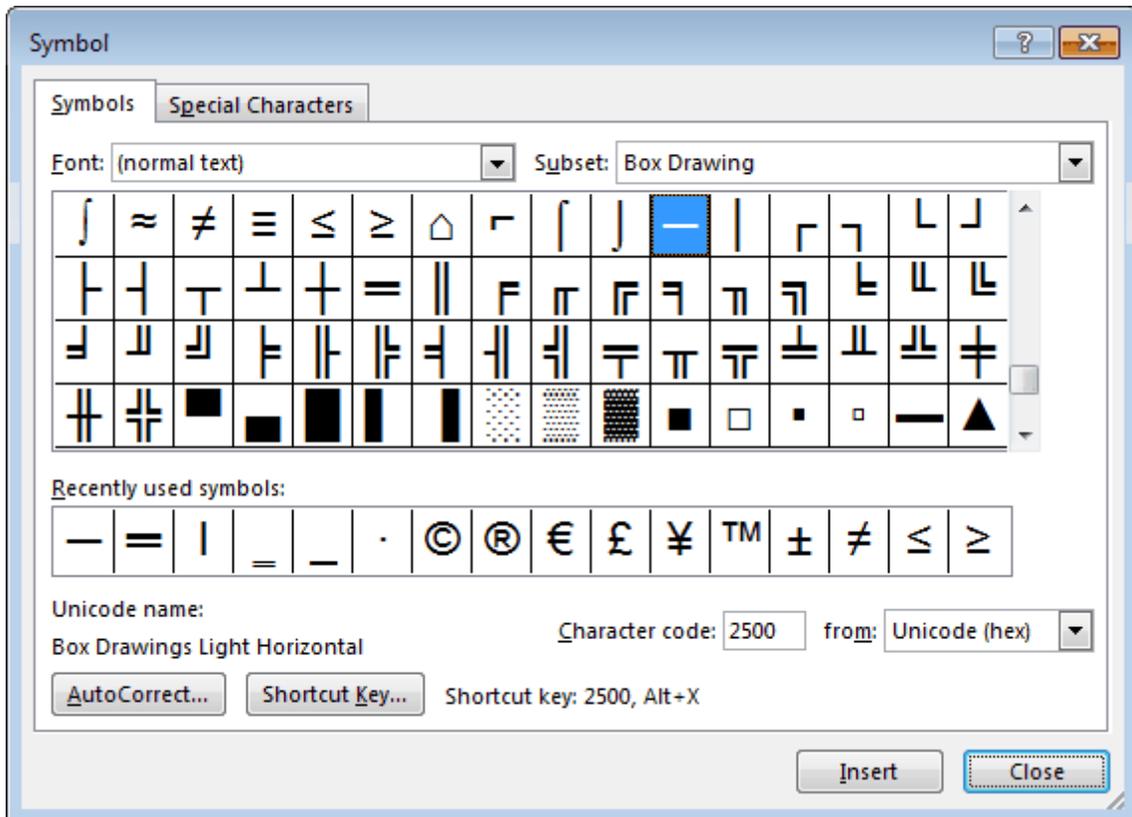
Bookmarks

Bookmarks are assigned to Totals. A bookmark identifies a location or a selection of text that you name and identify for future reference. A bookmark has a location, a text and a name. The computed total represents the bookmark text, and the bookmark name is made around a unique identifier. Totals bookmarks are easily recognizable as they start with the letters FSMTOTAL, followed by a unique identifier, e.g.:
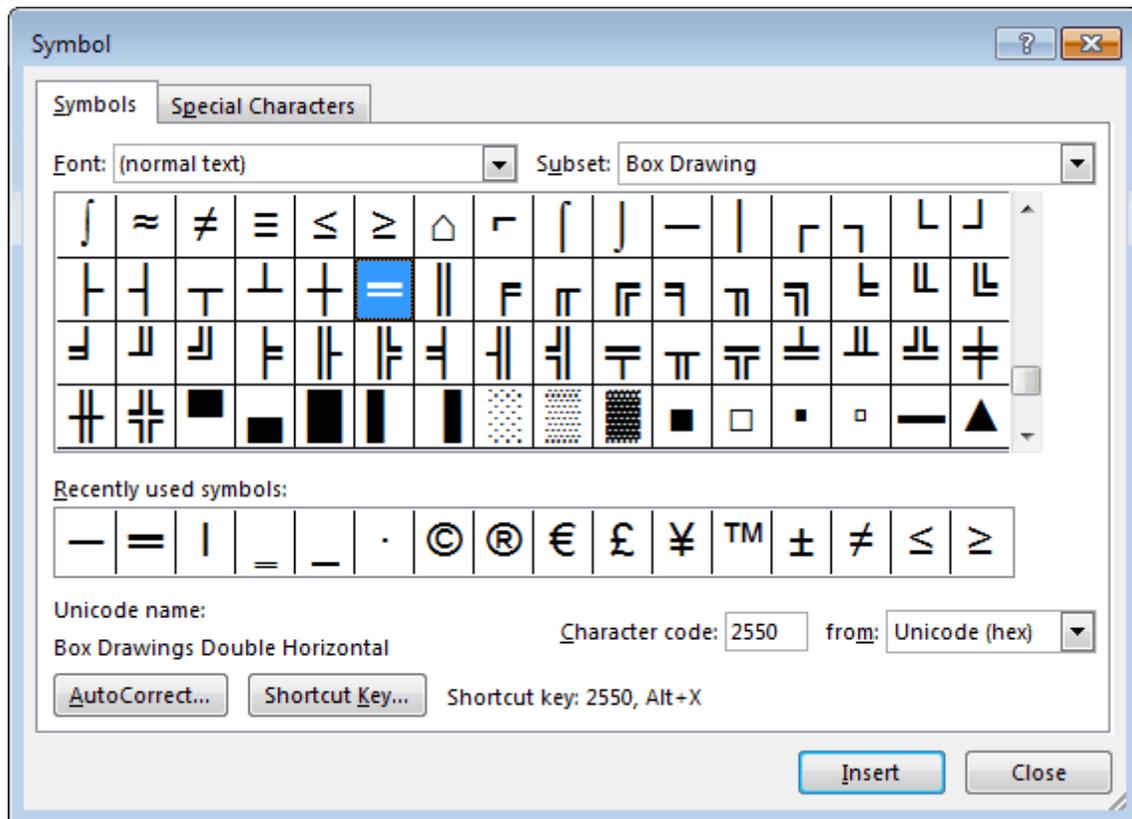
FSMTOTAL36a17862212547c6af6bd67f07fe632d

HINT: click the Bookmarks button to show the bookmarks brackets to make sure that the bookmark text included between the brackets in only the computed value Bookmarks.
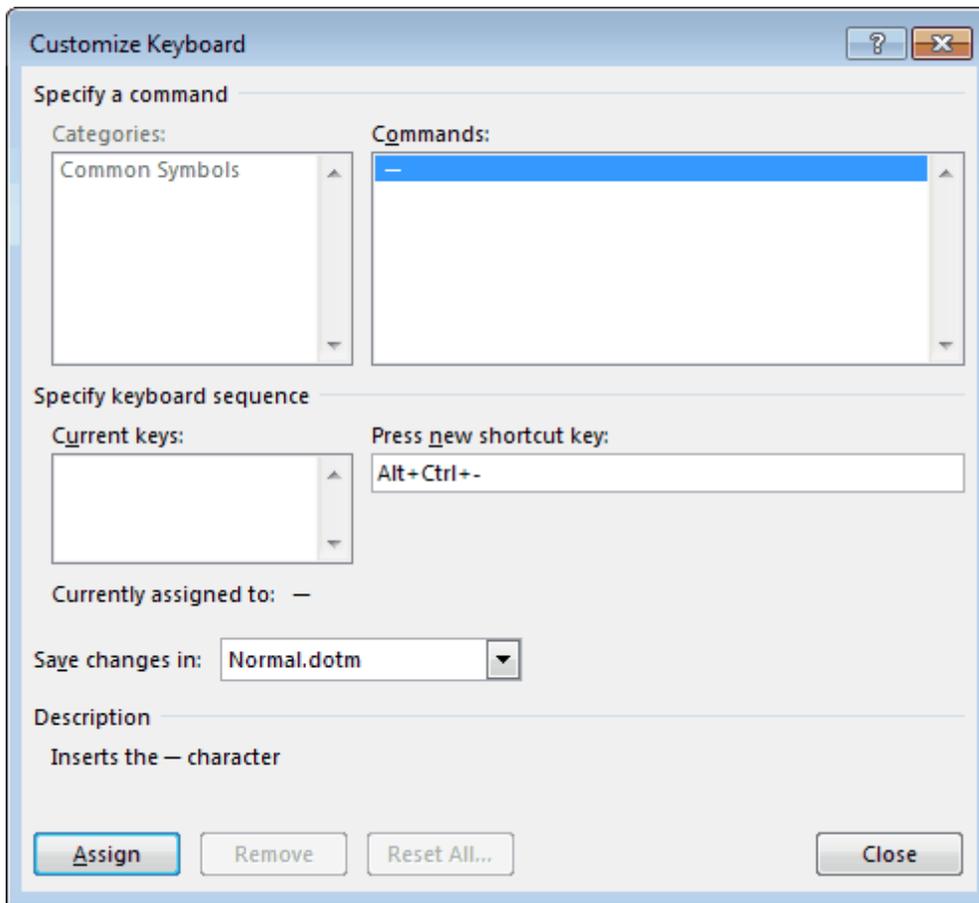
Note: Totals cannot be copied & pasted since a bookmark name cannot be assigned to more than one location.

HINT: for underline and double underline, you can use INSERT > Symbol > More Symbol
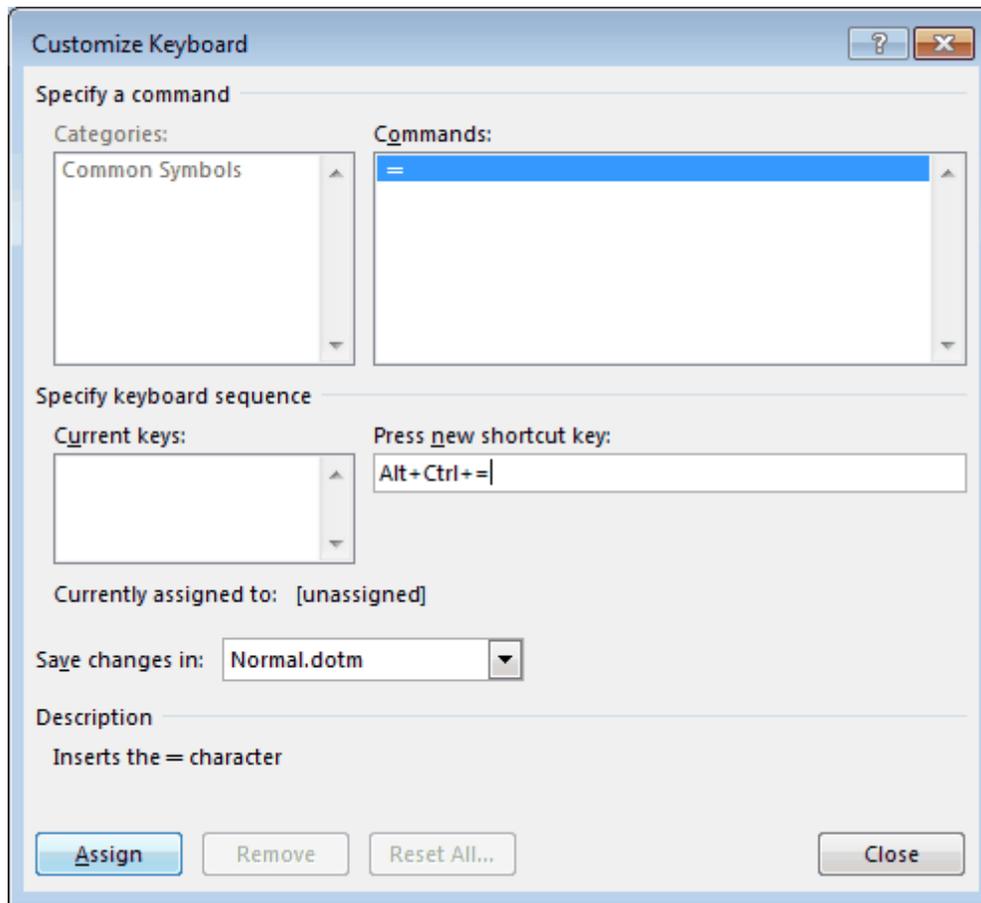
You can also create a Shortcut Key for each one. For example, the Shortcut Key <ctrl><alt>- for underline
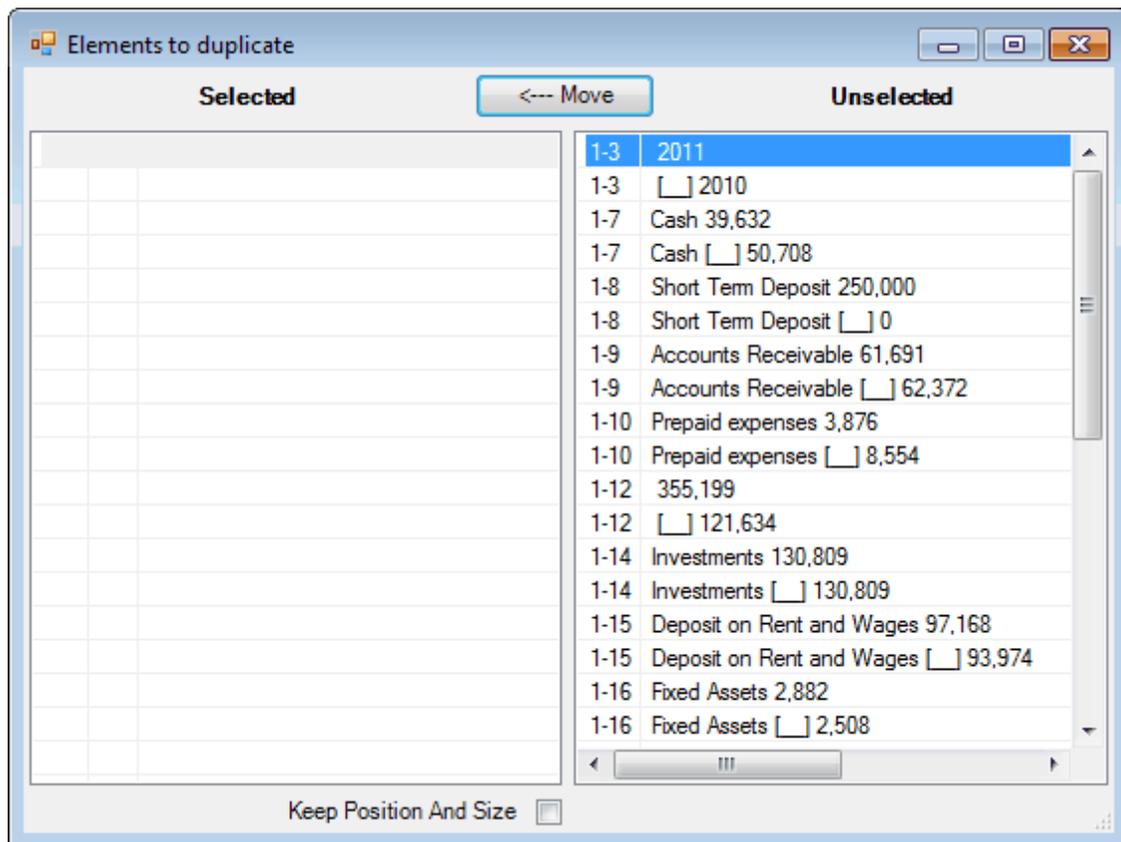
and <ctrl><alt>= for double underline

4.7 Comparative

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

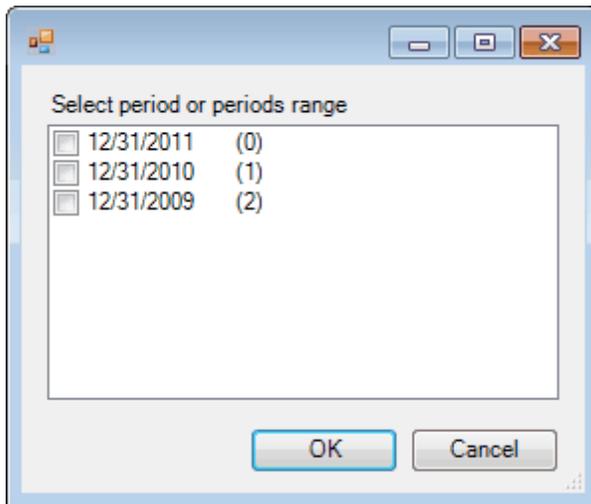Click the Comparative ribbon button and select the elements to duplicate

Selection

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

Move Selected Element(s)

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

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

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

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

Hint: clicking INSERT > Bookmark

displays the list of bookmarks

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

4.8   Bookmarks
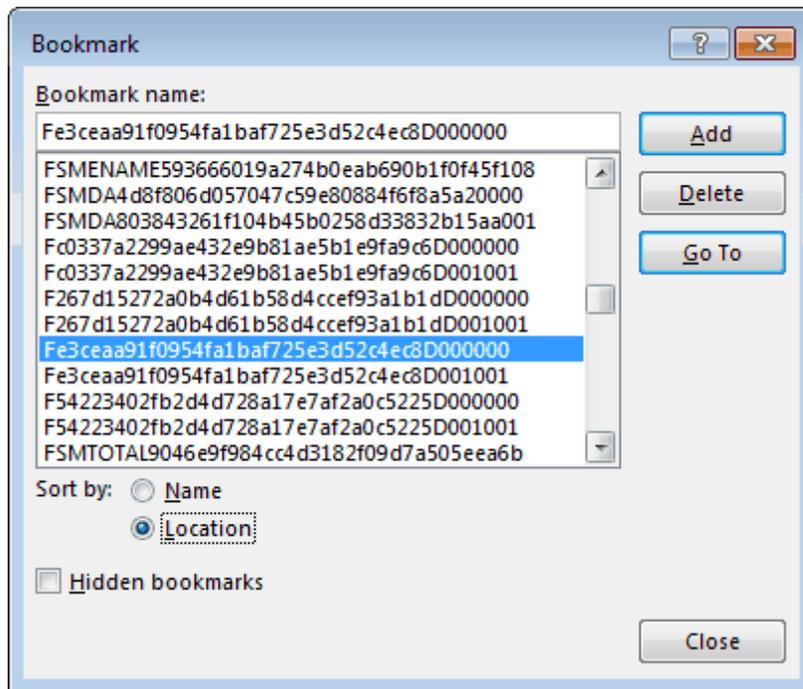
Show/Hide Bookmarks brackets in the document.

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

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

Important

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

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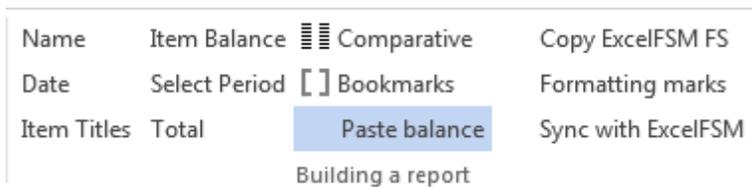
4.9   Copy balance

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

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

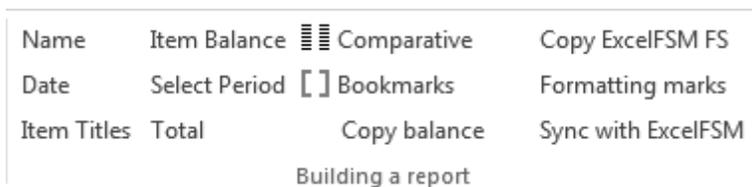Move the cursor over a balance to copy (mouse over the balance and click it).

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

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

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

Click the 'Paste balance' ribbon button.

The balance is pasted, and the button is reset

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

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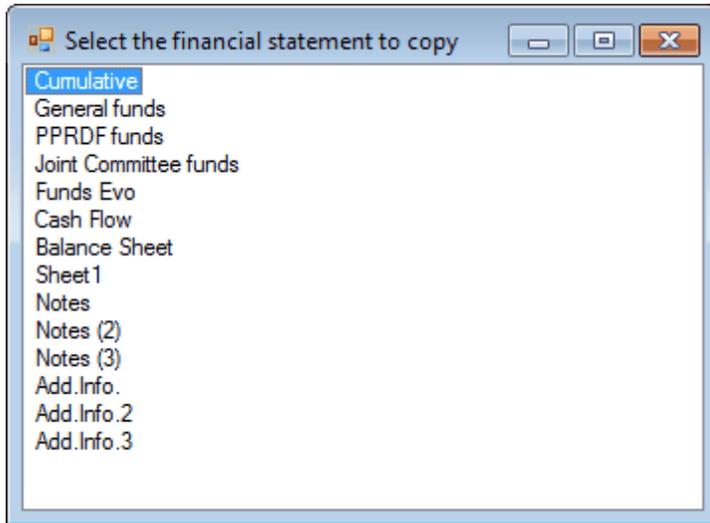
4.10   Copy ExcelFSM FS

Copy financial statements built with ExcelFSM.

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

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

Clicking the Copy ExcelFSM FS ribbon button shows:

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

The selected financial statement is copied into the FSM document.

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

4.11   Formatting marks

Show/Hide formatting marks in the document.

- Spaces
- Tab characters
- Paragraph marks

4.12 Sync with ExcelFSM

Synchronize the copied financial statements with the ExcelFSM workbook.

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

document.

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

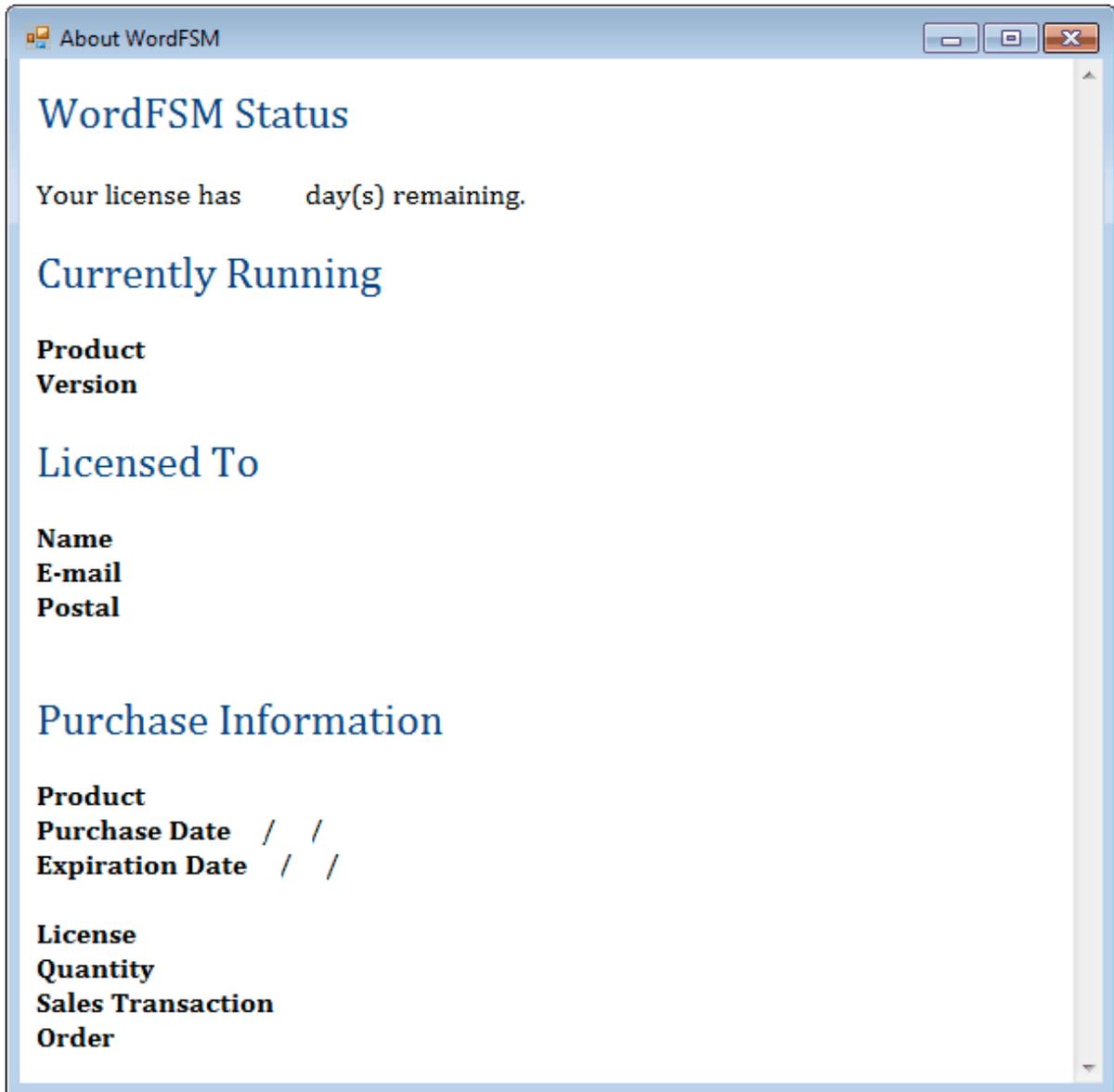# 5 Help

The Help button shows this Help file.

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

6 About

Running WordFSM without a license, the following dialog is displayed

Running WordFSM with a license, the following dialog is displayed

WordFSM 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:

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

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

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

7 WordFSM

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

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

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

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

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

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

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

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

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