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# ACCOUNTING CS

## Report Options Comparison with Write-Up CS and Trial Balance CS

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## General information

Accounting CS® includes a number of standard reports that you can use to present firm and client information in a useful and organized manner. You can customize any of these standard reports or create your own reports from scratch using the robust and versatile Report Designer.

Many of the reports you generated in Write-Up CS® and Trial Balance CS™ can be duplicated in Accounting CS using similar reports and report options. The following tables are organized by report name in CSA and report options settings in CSA. The right-hand column displays information about how to obtain equivalent report information from Accounting CS.

You may be directed to choose options in the Print Reports screen in Accounting CS, or you may be directed to modify the report using the Report Designer. Use the Print Reports screen to select reports and to specify print options for each report. Use the Report Designer to modify the actual report format and content by editing the text or by adding, deleting, or modifying variables contained in the report.

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## Print options

Follow these steps to select a report to print in Accounting CS.

1. Choose File > Print Reports.
2. In the Available Reports list, double-click the report to print.
3. Select the desired print options, and then preview or print the report.

## Date, filtering, and sorting print options

The Print Reports screen for most reports includes a Dates section and a Filtering and Sorting section. If the Print Reports screen does not include these sections for the selected report, you may need to enable those sections in the Report Designer. To enable these sections or to specify the date options available for the *Date* field and the tabbed pages available in the Filtering and Sorting section, follow the steps below.

1. Choose File > Report Designer.
2. In the Reports list in the Report Designer, click the + sign next to the Accounting folder to expand the list of reports, and then double-click the report to modify.
3. Choose File > Page Setup, and then click the Report tab.
4. In the Date Options section, select the desired date type, and then mark the checkbox for each date option to include in the drop-down list.
5. In the Filtering and Sorting Options section, mark the checkbox for each tab to display in the Filtering and Sorting section, and then click OK to close the Page Setup dialog.
6. Save the report, and then close the Report Designer.
7. In the Print Reports screen, select the report you just modified. The modified print options are now available for the report.

## Regions and sections to include

The Print Reports screen for most reports may include a Regions to Include section and/or a Sections to Include section. If the Print Reports screen does not include these sections for the selected report, the report does not contain optional regions or sections. Use the Report Designer to designate regions and/or sections of a report as optional sections. Those regions and sections will then be listed in the Regions to Include and Sections to Include sections of the

Print Reports screen. You can choose to include or omit those regions or sections when printing the report.

To make a region or section optional, follow these steps.

1. Choose File > Report Designer.
2. In the Reports list in the Report Designer, click the + sign next to the Accounting folder to expand the list of reports, and then double-click the report to modify.
3. In the design grid, highlight the region, row, group of rows, column, or group of columns to make optional.
4. In the Region Properties, Row Properties, or Column Properties, mark the *Optional region* or *Optional section* checkbox, and then enter a name for the section in the *Section name* field.

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**Note:** The *Region name* field is disabled for Region Properties; the program automatically enters the region name in that field. To rename a region, click anywhere in the region and choose Edit > Rename Region.

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5. In the Region Properties, Row Properties, or Column Properties, mark the *Print by default* checkbox to have the application automatically mark the checkbox for the optional region or section at print time to include it in the report.
6. Save the report, and then close the Report Designer.
7. In the Print Reports screen, select the report you just modified. The Regions to Include and/or Sections to Include sections now include the regions and sections you just modified. Mark or clear the checkboxes for the regions and sections to include or exclude in the report.

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## Report options

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**Important!** If a report that was available in Write-Up CS or Trial Balance CS is not listed, it is either not applicable to the procedures and workflow of Accounting CS or there is not yet a comparable report.

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## Adjusting Journal Entry

The comparable report in Accounting CS is **Adjusting Journal Entries**.

In Trial Balance CS	In Accounting CS
Sort options (Sort options include Reference number and Entry type.)	Sort order options available in each of the Journal Entries tabs of the Print Reports screen for this report include Date, Description, Journal Code, Journal Description, Reference, and WP Reference.  Sort order options available in each of the Journal Entry Distributions tabs of the Print Reports screen for this report include Amount, Description, GL Account, GL Account Description, Sequence Number, and WP Reference.
Range to print (Range to print options include All and Reference number range.)	The Report Designer does not currently include filtering options for the report.
Entry types to include (Entry type options include Adjusting, Tax adjustment, Reclassifying, Other, Budget, Potential, Eliminating, and Tax adjustment by Tax Code.)	By default, the report offers Adjusting, Reclassifying, Tax adjustment, Other, Potential, and Tax code journal entry types.  To include or exclude them, mark or clear the applicable checkboxes in the Sections to Include section of the Print Reports screen for this report.
Account description	By default, the report includes account descriptions.  To exclude them, use the Report Designer to delete the unnecessary account description variables from the report.
Separate debit/credit columns	By default, the report includes separate debit/credit columns.  To include a single amount column only, use the Report Designer to modify the report as follows. <ol style="list-style-type: none"><li>1. Delete the existing Credit column.</li><li>2. Select BA in the <i>Amount type</i> field of Cell Properties for the amount cells in the existing Debit column.</li><li>3. Update the applicable column heading text as desired.</li></ol>
Net income effect	By default, the report includes net income effect amounts.  To exclude this section, clear the <i>Net Income Effect</i> checkbox in the Sections to Include section of the Print Reports screen for this report.
Workpaper reference	By default, the report includes workpaper references.  To exclude this section, clear the <i>WP Reference</i> checkbox in the Sections to Include section of the Print Reports screen for this report.

In Trial Balance CS	In Accounting CS
Details (When marked, shows the journal entry distribution descriptions.)	<p>Use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li>1. Add the applicable column to display the distribution descriptions, or use the existing Description column if you plan to replace the existing account descriptions with the distribution descriptions.</li> <li>2. Add the appropriate description variable corresponding to the proper journal entry distribution row in the corresponding column. For example, on the Adjusting journal entry row, add the Chart of Accounts Activity &gt; Adjusting Journal Entry &gt; Distributions &gt; Description variable.</li> <li>3. Update the applicable column heading text as desired.</li> </ol>

## Bank Reconciliation Transmittal

The comparable report in Accounting CS is **Bank Account Reconciliation Transmittal**.

In Write-Up CS	In Accounting CS
Checkbook	Select the desired bank account and statement date using the <i>Bank Account</i> fields in the Bank Account tab of the Print Reports screen for this report.
Include user-defined checkbook adjustment information	Accounting CS does not store a user-defined checkbook adjustment in the bank account reconciliation. When needed for report calculations, the program uses a formula to calculate the adjustment required.
Include General Ledger and Bank Summary information	<p>By default, the report includes general ledger and bank summary information.</p> <p>To exclude them, use the Report Designer to make the General Ledger and Bank sections of the report optional.</p>
Include Adjustment Details / Include description	<p>By default, the report includes adjustment details and the corresponding description.</p> <p>To exclude them, use the Report Designer to make the General Ledger Adjustment Details section of the report optional and/or to delete the unnecessary description variable from the report.</p>
Include user-defined additional information	Use the Report Designer to add a new section or region for any user-defined additional information desired.

## Bank Reconciliation Worksheet

The comparable report in Accounting CS is **Bank Account Reconciliation Worksheet**.

In Write-Up CS	In Accounting CS
Checkbook	Select the desired bank account and statement date using the <i>Bank Account</i> fields in the Bank Account tab of the Print Reports screen for this report.
Statement Summary / Cleared item detail	By default, the report includes statement summary information and cleared item detail. To exclude this region, clear the <i>Bank Statement Information</i> checkbox in the Regions to Include section of the Print Reports screen for this report. To exclude the cleared item detail, use the Report Designer to make these rows of the report optional.
Bank Summary / Open item detail	By default, the report includes bank summary information and open item detail. To exclude this region, clear the <i>Reconciled Bank Information</i> checkbox in the Regions to Include section of the Print Reports screen for this report. To exclude the open item detail, use the Report Designer to make these rows of the report optional.
Book Summary / Adjustment and transaction detail	By default, the report includes book summary information and adjustment item detail. To exclude this region, clear the <i>General Ledger Information</i> checkbox in the Regions to Include section of the Print Reports screen for this report. To exclude the adjustment item detail, use the Report Designer to make these rows of the report optional.

## Chart of Accounts

The comparable report in Accounting CS is **Chart of Accounts – Condensed** or **Chart of Accounts – Detailed**.

In Write-Up CS or Trial Balance CS	In Accounting CS
Sort order (Sort order options include Account number, Account type, and Loc/Dept grouped by combining accounts.)	Sort order options available in the Chart of Accounts tab of the Print Reports screen for this report include Classification Code, Classification Subcode, Core GL Account, Core GL Account Description, GL Account, GL Account Description, M3 Tax Code, M3 Tax Code Subcode, Tax Code, Tax Code Subcode, and Type Code.
Tickmarks (Available with Trial Balance CS.)	To include tickmarks, mark the <i>Tickmarks</i> checkbox in the Sections to Include section of the Print Reports screen for the detailed version of the report.
Workpaper reference (Available with Trial Balance CS.)	To include workpaper references, mark the <i>WP Reference</i> checkbox in the Sections to Include section of the Print Reports screen for the detailed version of the report.

In Write-Up CS or Trial Balance CS	In Accounting CS
Balance / Basis (Available with Trial Balance CS.) (When marked, allows you to select a Basis of Unadjusted, Adjusted, Report, Tax, or Other.)	<p>Use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li>1. Add the applicable column(s) to display balances.</li> <li>2. Add the Chart of Accounts Activity &gt; Amount variable in the account detail row for the corresponding column(s).</li> </ol> <p><b>Note:</b> If using combining/core accounts only, add the Chart of Accounts Activity &gt; Core &gt; Amount variable.</p> <ol style="list-style-type: none"> <li>3. Select the desired Period and Basis in the Cell Properties.</li> </ol>
Print combining accounts / Print combining accounts only	<p>By default, combining/core accounts are included as Accounting CS supports posting directly to core accounts.</p> <p>To include combining accounts only, use the Report Designer to create a conditional expression in the report that prints the account detail row only if</p> <p><b>ChartofAccounts.Accounts.GLAccount = ChartofAccounts.Accounts.CoreGLAccount.</b></p>
Grouping schedules (Available with Trial Balance CS.)	<p>By default, the detailed version of the report includes codes and subcodes for the default Account Classification account grouping.</p> <p>To exclude the codes and subcodes, use the Report Designer to make these columns of the report optional.</p>

## Client Information Report

The comparable report in Accounting CS is **Client Information – Accounting**.

In Write-Up CS or Trial Balance CS	In Accounting CS
General Information tab (When marked, the report includes information from the General Information tab of the File > Client Properties dialog.)	<p>By default, the report includes general information.</p> <p>To exclude the general information, use the Report Designer to make these rows of the report optional.</p>
General Information tab / Advanced Properties (When marked, the report includes information from the Contact tab of the File > Client Properties > General Information tab > Advanced Properties dialog.)	<p>By default, the report includes additional contact information.</p> <p>To exclude this section, clear the <i>Additional Contacts</i> checkbox in the Sections to Include section of the Print Reports screen for this report.</p>
General Ledger tab or Trial Balance tab (When marked, the report includes information from the General Ledger tab or Trial Balance tab of the File > Client Properties dialog.)	<p>By default, the report includes accounting information.</p> <p>To exclude this section, clear the <i>Accounting Information</i> checkbox in the Sections to Include section of the Print Reports screen for this report.</p>

In Write-Up CS or Trial Balance CS	In Accounting CS
General Ledger tab / Period End Dates or Trial Balance tab / Period End Dates  (When marked, the report includes information from the File > Client Properties > General Ledger tab or Trial Balance tab > Period End Dates dialog.)	By default, the report includes period end dates. To exclude this section, clear the <i>Period End Dates</i> checkbox in the Sections to Include section of the Print Reports screen for this report.
Checkbook Setup  (When marked, the report includes information from the General tab of the Setup > Checkbook dialog.)	By default, the report includes bank account information. To exclude this section, clear the <i>Bank Account Information</i> checkbox in the Sections to Include section of the Print Reports screen for this report.

## Financial Statement Worksheet

The comparable report in Accounting CS is **Financial Statement Worksheet**.

In Write-Up CS or Trial Balance CS	In Accounting CS
Sort order  (Sort order options include Account number and Loc/Dept grouped by combining accounts.)	Sort order options available in the Chart of Accounts tab of the Print Reports screen for this report include Classification Code, Classification Subcode, Core GL Account, Core GL Account Description, GL Account, GL Account Description, M3 Tax Code, M3 Tax Code Subcode, Tax Code, Tax Code Subcode, and Type Code.
Data range  (Data range options include Current period and Year to date.)	By default, the report includes year-to-date data based on the date selected in the Dates section of the Print Reports screen for this report (Current period or Single period). To include current period data, use the Report Designer to change the Period in Column Properties from CY to CP.
Year  (Year options include Single year, All years, and Range of years.)	By default, the report includes data for a single year. To include data for multiple years, select multiple instances of the report in the Print Reports screen and individually select the desired year for each instance of the report.
Report end date  (Allows you to select a period that corresponds with the Data range and Year options.)	By default, the report allows a report end date selection by selecting a date option in the Dates section of the Print Reports screen for this report.
Number of units in current period	The option to specify a number of units in the current period has no equivalent in Accounting CS, as one unit per current period is implied.
Extra lines per account	To include extra lines, mark the <i>Blank Line Between Accounts</i> checkbox in the Sections to Include section of the Print Reports screen for this report.

In Write-Up CS or Trial Balance CS	In Accounting CS
Location and/or Department (Allows you to select all locations and/or departments or a specific location and/or department to filter accounts.)	By default, the report includes all accounts. To include accounts for specific segment codes only, select the following filter options in the Chart of Accounts tab of the Print Reports screen for this report. <ul style="list-style-type: none"> <li>▪ Filter by: <b>Segment Code</b></li> <li>▪ Method: <b>is in the list</b></li> <li>▪ Selected: &lt;select the segment codes to include&gt;</li> </ul>
Print combining accounts (Available when the sort order is Loc/Dept grouped by combining accounts.)	By default, combining/core accounts are included, as Accounting CS supports posting directly to core accounts. To group accounts by their combining/core account, use the Report Designer to modify the report as follows. <ol style="list-style-type: none"> <li>1. Add new rows above and below the existing account detail row and create nested repeating levels so the existing account detail row will repeat for each core account.  <b>Note:</b> To group the new row range into repeating level 1, highlight the rows and choose Format &gt; Row &gt; Group into Repeating Level. Ensure that the existing account detail row is in repeating level 2.</li> <li>2. Add the Chart of Accounts &gt; Accounts &gt; Core GL Account variable in the first cell of the new row (in repeating level 1) above the account detail row.  <b>Note:</b> Mark the <i>Print distinct values</i> checkbox in Cell Properties to ensure that each core account is printed only once, as multiple accounts belong to the same core account.</li> <li>3. Add new cell formulas in repeating level 1 below the account detail row if subtotals are desired for each core account group.</li> </ol>
Print zero balance accounts	By default, the report includes only accounts with activity. To include all accounts, use the Report Designer to remove the conditional expressions from the account detail rows.

## General Ledger

The comparable report in Accounting CS is **General Ledger** or **General Ledger – Period Subtotals**.

In Write-Up CS	In Accounting CS
Primary and Secondary sort order (Primary sort order options include Account number and Loc/Dept grouped by combining accounts. Secondary sort order options include Reference, Date, Order entered, and Description.)	<p>Sort order options available in the Chart of Accounts tab of the Print Reports screen for this report include Classification Code, Classification Subcode, Core GL Account, Core GL Account Description, GL Account, GL Account Description, M3 Tax Code, M3 Tax Code Subcode, Tax Code, Tax Code Subcode, and Type Code.</p> <p>Sort order options available in the Transactions tab of the Print Reports screen for this report include Date, Description, Journal Code, Journal Description, Reference, and Type.</p> <p>To group and subtotal by core account, the comparable report available in the <a href="#">Accounting CS Library</a> is <b>General Ledger – Grouped by Core Account</b>. For information on importing this or other reports, see the <a href="#">Help &amp; How-To Center</a>.</p>
Data range (Data range options include Current period, Current YTD, Current year, Prior year, and Selected ranges.)	Date options available for this report include Current period, Current year-to-date, Current year, Single period, Single year, Single, and Range.
Include automatic entries within each account	By default, the report includes automatic entries.
Include adjusting entries within each account	By default, the report includes adjusting entries. To exclude the adjusting entries, use the Report Designer to modify the existing conditional expression to print the transaction distribution detail row for only the desired entry types.
Include tax adjustment entries within each account	<p>Use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li>1. Modify the existing conditional expression by selecting the transaction distribution detail row and choosing Format &gt; Conditional Expression.</li> <li>2. Remove the last row of the condition to test where <b>ChartofAccountsActivity.Transaction.Subtype &lt;&gt; “Tax Adjustment”</b> and clear the preceding And clause.</li> </ol>
Include transaction type column	To include the transaction type, mark the <i>Type</i> checkbox in the Sections to Include section of the Print Reports screen for this report.
Include journal code	By default, the report includes the journal code. To exclude this section, use the Report Designer to make this column an optional section.
Separate debit/credit columns	To include separate debit/credit columns, mark the <i>Separate Debit and Credit Columns</i> checkbox in the Sections to Include section of the Print Reports screen for this report.

In Write-Up CS	In Accounting CS
Period subtotals only and Use period end dates for subtotal headings (Available when the data range selected spans multiple periods.)	By default, the General Ledger – Period Subtotals report includes distribution details grouped by posting period, with subtotals for each posting period. To display period subtotals only, use the Report Designer to hide the distribution detail row.
No period subtotals	By default, the General Ledger report does not include period subtotals; however, the General Ledger – Period Subtotals report includes them.
Do not underline each balance	Use the Report Designer to remove the accounting underlines from the applicable amount cells.
New page after each account	Select GL Account from the <i>Primary sort by</i> field and mark the <i>Add page break when primary sort value changes</i> checkbox in the Chart of Accounts tab of the Print Reports screen for this report.
Location and/or Department (Allows you to select all locations and/or departments or a specific location and/or department to filter accounts.)	By default, the report includes all accounts. To include accounts for specific segment codes only, select the following filter options in the Chart of Accounts tab of the Print Reports screen for this report. <ul style="list-style-type: none"> <li>▪ Filter by: <b>Segment Code</b></li> <li>▪ Method: <b>is in the list</b></li> <li>▪ Selected: &lt;select the segment codes to include&gt;</li> </ul>
Include zero balance accounts (Include zero balance options include Only accounts with activity or All accounts.)	By default, the report includes all zero-balance accounts with activity. To exclude all zero-balance accounts, clear the <i>Zero Balance Accounts with Activity</i> checkbox in the Sections to Include section of the Print Reports screen for this report. To include all zero-balance accounts, mark the <i>All Zero Balance Accounts</i> checkbox in the Sections to Include section of the Print Reports screen for this report. <b>Note:</b> For additional balance filtering, you can use the Balances tab in the Filtering and Sorting section of the Print Reports screen for this report.

## Grouping Schedule

The comparable report in Accounting CS is **Account Groupings**.

In Trial Balance CS	In Accounting CS
Sort order (Sort order options include Alpha and Order entered.)	Sort order options available in the Account Groupings tab of the Print Reports screen for this report include Category Sequence Number, Code, Description, GL Account, and Sequence Number.

In Trial Balance CS	In Accounting CS
Grouping selection (Grouping selection options include All and each individual grouping schedule.)	<p>By default, the report includes all account groupings.</p> <p>To include selected accounting groupings only, select the following filter options in the Account Groupings tab of the Print Reports screen for this report.</p> <ul style="list-style-type: none"> <li>▪ Filter by: <b>Description</b></li> <li>▪ Method: <b>is or in the list</b></li> <li>▪ Selected: &lt;select the account grouping(s) to include&gt;</li> </ul>
Balance (Balance options include Unadjusted, Adjusted, Report, Tax, and Other.)	<p>By default, the report offers all balances.</p> <p>To include or exclude them, mark or clear the applicable checkboxes in the Sections to Include section of the Print Reports screen for this report.</p>
Include prior year balances (Balance options include Unadjusted, Adjusted, Report, Tax, and Other.)	<p>Use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li>1. Copy and paste existing balance columns to add other applicable balance columns.</li> <li>2. Select 1PY in the <i>Period</i> field and select the desired balance type in the <i>Basis</i> field of Column Properties for each new column.</li> <li>3. Mark or clear the <i>Optional section</i> checkbox and enter a desired Section name in the Column Properties for each applicable column.</li> <li>4. Update applicable column heading text as desired.</li> </ol>
Include unadjusted budget balances	<p>To include budget balances, mark the <i>Budget 1</i> and/or <i>Budget 2</i> checkboxes in the Sections to Include section of the Print Reports screen for this report.</p>
Include adjusted budget balances	<p>To include budget balances, mark the <i>Budget 1</i> and/or <i>Budget 2</i> checkboxes in the Sections to Include section of the Print Reports screen for this report.</p>
AJE display (AJE display options include None, Total, and Details.) (Available when an applicable basis is selected.)	<p>By default, the report offers adjustments.</p> <p>To include or exclude them, mark or clear the <i>Adjusting JE Detail</i>, <i>Reclassifying JE Detail</i>, <i>Tax JE Detail</i>, and/or <i>Other JE Detail</i> checkboxes in the Sections to Include section of the Print Reports screen for this report.</p> <p>To include totals only, use the Report Designer to hide the applicable adjustment detail rows.</p> <p><b>Note:</b> The rows should not be made optional or removed, as the totals use cell formulas that reference them.</p>

In Trial Balance CS	In Accounting CS
Include account number (When marked, the report includes account detail for each code/subcode instead of subtotals only.)	<p>By default, the report includes account detail. To exclude account detail and show balances on the subcode row instead of with each account, use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li>1. Mark the <i>Optional section</i> checkbox and enter a desired Section name in the Row Properties for each row in the repeating group for accounts.</li> <li>2. Add new rows under the existing account details that are set up to be alternate subcode rows. These rows should include the balance subtotals.</li> <li>3. Create conditional expressions for the alternate subcode rows to print only if the optional account detail row has a <b>RowCount &lt; 1</b>.</li> </ol>
Include subcode	<p>By default, the report includes subcode detail. To exclude subcode detail, use the Report Designer to hide the applicable rows or ungroup and delete the unnecessary rows.</p>
Include tickmarks / Place at end of report	The Report Designer does not currently include variables for tickmarks for this report.
Include workpaper reference / Place at end of report	<p>To include workpaper references, mark the <i>WP Reference</i> checkbox in the Sections to Include section of the Print Reports screen for this report.</p> <p>To place this section at the end of the report, use the Report Designer to move the applicable column to the desired location.</p>
Subtotal by grouping code category	To group and subtotal by account grouping code category (which are available for all custom account grouping codes), mark the <i>Group by Category</i> checkbox in the Sections to Include section of the Print Reports screen for this report
Print ungrouped accounts per schedule	The report does not currently include the option to include ungrouped accounts.
Page break after each code	Use the Report Designer to add a page break directly after the account grouping code total row.
Round amounts	<p>Accounting CS supports rounding per balance basis (set up in the Balance Definitions dialog, which is accessed from the Accounting Information tab of the Setup &gt; Clients screen).</p> <p>Rounding affects all reports that display the corresponding basis types for which the <i>Round Balances</i> checkbox is marked. To display whole dollar amounts (rather than displaying the rounded cents as .00), use the Report Designer to change the number of decimal places by placing the cursor in the cell, choosing Format &gt; Cells, clicking the Format tab, selecting the Amount category, and then entering 0 in the <i>Decimal places</i> field.</p>

In Trial Balance CS	In Accounting CS
Print zero balance (Include zero balance options include Only accounts with activity or All accounts.)	By default, the report includes only accounts with activity. To include all accounts, use the Report Designer to remove the conditional expressions from rows 4 through 8.

## Journals

The comparable report in Accounting CS is **Journals**.

In Write-Up CS	In Accounting CS
Sort order (Sort order options include Account number, Date, Order entered, and Reference.)	Sort order options available in the Transactions tab of the Print Reports screen for this report include Date, Description, Journal Code, Journal Description, Reference, and Type. Sort order options available in the Transaction Distributions tab of the Print Reports screen for this report include Amount, Description, GL Account, GL Account Description, and Sequence Number.
Data range (Data range options include Current period, Current YTD, Current year, Prior year, and Selected ranges.)	Date options available for this report include Current period, Current year-to-date, Current year, Single period, Single year, Single, and Range.
Include transaction type column	Use the Report Designer to modify the report as follows. <ol style="list-style-type: none"> <li>1. Add the applicable column to display the transaction type.</li> <li>2. Add the Chart of Accounts Activity &gt; Transaction &gt; Type and/or Chart of Accounts Activity &gt; Transaction &gt; Subtype variables in the transaction distribution detail row for the corresponding column.</li> </ol>
Date Start / End and Reference Start / End	To include journal within a specific date or reference range, select the following filter options in the Transactions tab of the Print Reports screen for this report. <ul style="list-style-type: none"> <li>▪ Filter by: <b>Reference Number</b> or <b>Transaction Date</b></li> <li>▪ Method: <b>in the range</b></li> <li>▪ Selected: &lt;enter the beginning and ending reference number or date to include&gt;</li> </ul>
Print account description	Use the Report Designer to modify the report as follows. <ol style="list-style-type: none"> <li>1. Add/update the applicable column to display the account description.</li> <li>2. Add the Chart of Accounts Activity &gt; Transaction &gt; Distributions &gt; GL Account Description variable in the transaction distribution detail row for the corresponding column.</li> </ol>
Print vendor IDs	By default, the report includes vendor IDs. To exclude this section, clear the <i>Vendor ID</i> checkbox in the Sections to Include section of the Print Reports screen for this report.

In Write-Up CS	In Accounting CS
Include unposted transactions	Accounting CS does not allow unposted transactions, as the program automatically posts all transactions when they are saved.
Include budget journal entries	Accounting CS does not currently support budget journal entries. Budgets can be entered as balances rather than individual journal entries.
Special journals	Accounting CS does not currently support special journals. A regular journal can be set up in the Setup > Journals screen.
Separate debit/credit columns	<p>Use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li>1. Copy and paste the existing Amount column to add another amount column.</li> <li>2. Select DR and CR respectively in the <i>Amount type</i> field of Cell Properties for the amount cell in each column.</li> </ol> <p><b>Note:</b> To display the credit amounts as positive, place the cursor in the credit amount cell and choose Format &gt; Cells, click the Format tab (Amount category), and then mark the <i>Multiply by -1</i> checkbox.</p> <ol style="list-style-type: none"> <li>3. Update applicable column heading text as desired.</li> </ol>

## Tax Code Report

The comparable report in Accounting CS is **Tax Code Groupings**.

In Write-Up CS or Trial Balance CS	In Accounting CS
Balance (Available with Trial Balance CS.) (Balance options include Unadjusted, Adjusted, and Tax.)	<p>By default, the report includes the Unadjusted, Adjusted, and Tax balances.</p> <p>To exclude them, clear the <i>Unadjusted Balance</i>, <i>Adjusted Balance</i>, and/or <i>Tax Balance</i> checkboxes in the Sections to Include section of the Print Reports screen for this report.</p>
Include prior year balances (Available with Trial Balance CS.) (Balance options include Adjusted and Tax.)	<p>By default, the report includes the prior-year Adjusted balance.</p> <p>To include the prior-year Tax balance, mark the <i>Tax Balance – Prior Year</i> checkbox in the Sections to Include section of the Print Reports screen for this report.</p>
Display account detail (Available with Trial Balance CS.) (When marked, the report includes account detail for each tax code rather than subtotals only.)	<p>By default, the report includes account detail.</p> <p>To exclude account detail and show balances on the tax code row instead of with each account, use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li>1. Mark the <i>Optional section</i> checkbox and enter a desired Section name in the Row Properties for each row in the repeating group for accounts.</li> <li>2. Add new rows under the existing account details that are set up to be alternate tax code rows. These rows should include the balance subtotals.</li> <li>3. Create conditional expressions for the alternate tax code rows to print only if the optional account detail row has a <b>RowCount &lt; 1</b>.</li> </ol>

In Write-Up CS or Trial Balance CS	In Accounting CS
Display tax code group detail	By default, the report includes custom tax codes.
Display adjustments (Available with Trial Balance CS.) (When marked, the report includes detail for current year adjusting and tax journal entries.)	By default, the report includes adjustments. To exclude them, clear the <i>Adjusting JE Detail</i> and/or <i>Tax JE Detail</i> checkboxes in the <i>Sections to Include</i> section of the Print Reports screen for this report.
Include accounts with blank tax codes	By default, the report includes accounts with blank tax codes. To exclude this region, clear the <i>Blank Tax Codes</i> checkbox in the <i>Regions to Include</i> section of the Print Reports screen for this report.
Include M-3 codes (Available with Trial Balance CS.)	By default, the report includes M-3 tax codes. To exclude this region, clear the <i>M-3 Tax Code Groupings</i> checkbox in the <i>Regions to Include</i> section of the Print Reports screen for this report.
Round amounts (Available with Trial Balance CS.)	Accounting CS supports rounding per balance basis (set up in the Balance Definitions dialog, which is accessed from the Accounting Information tab of the Setup > Clients screen). Rounding affects all reports that display the corresponding basis types for which the <i>Round Balances</i> checkbox is marked. To display whole dollar amounts (rather than displaying the rounded cents as .00), use the Report Designer to change the number of decimal places by placing the cursor in the cell, choosing Format > Cells, clicking the Format tab, selecting the Amount category, and then entering 0 in the <i>Decimal places</i> field.

## Tax Code Worksheet

The comparable report in Accounting CS is **Tax Code Worksheet**.

In Trial Balance CS	In Accounting CS
The Tax Code Worksheet in Trial Balance CS does not provide any filtering or sorting options. By default, the worksheet lists tax-related information for the client's tax entity, including account balances for the current year, adjusted balances, and any relevant adjustments.	Sort order options available in the Chart of Accounts tab of the Print Reports screen for this report include Classification Code, Classification Subcode, Core GL Account, Core GL Account Description, GL Account, GL Account Description, M3 Tax Code, M3 Tax Code Subcode, Tax Code, Tax Code Subcode, and Type Code.

In Trial Balance CS	In Accounting CS
	By default, the report offers all Schedule M-3 tax codes. To include or exclude them, mark or clear the applicable checkboxes in the Sections to Include section of the Print Reports screen for this report.

## Tax Reconciliation

The comparable report in Accounting CS is **Tax Reconciliation Worksheet – Condensed** or **Tax Reconciliation Worksheet – Detailed**.

In Trial Balance CS	In Accounting CS
Format (Format options include Summary and Detailed.)	By default, the condensed version of the report is comparable to the summary format, and the detailed version of the report is comparable to the detailed format.
Tax code description (Available for Detailed format.)	By default, the detailed version of the report includes tax code descriptions. To exclude this section, clear the <i>Tax Code Description</i> checkbox in the Sections to Include section of the Print Reports screen for this report.
Difference type (Available for Detailed format.)	By default, the detailed version of the report includes difference types. To exclude this section, clear the <i>Difference Type</i> checkbox in the Sections to Include section of the Print Reports screen for this report.
Include / Exclude (Available for Detailed format.)	By default, the detailed version of the report includes the include/exclude tax export treatment. To exclude this section, clear the <i>Tax Export Treatment</i> checkbox in the Sections to Include section of the Print Reports screen for this report.
Workpaper reference (Available for Detailed format.)	By default, the detailed version of the report includes workpaper references. To exclude this section, clear the <i>WP Reference</i> checkbox in the Sections to Include section of the Print Reports screen for this report.

## Transaction Listing

The comparable report in Accounting CS is **Transaction List**.

In Write-Up CS	In Accounting CS
Sort order (Sort order options include Account number, Date, Order entered, Reference, and Description.)	Sort order options available in the Transactions tab of the Print Reports screen for this report include Date, Description, Journal Code, Journal Description, Reference, and Type. Sort order options available in the Transaction Distributions tab of the Print Reports screen for this report include Amount, Description, GL Account, GL Account Description, and Sequence Number.
Data range (Data range options include Current period, Current YTD, Current year, Prior year, and Selected ranges.)	Date options available for this report include Current period, Current year-to-date, Current year, Single period, Single year, Single, and Range.
Format (Format options include All transactions, All checks written, and All GL transactions.)	By default, the report includes all transactions. To include specific transactions only, select the following filter options in the Transactions tab of the Print Reports screen for this report. <ul style="list-style-type: none"> <li>▪ Filter by: <b>Transaction Type</b></li> <li>▪ Method: <b>is or is in the list</b></li> <li>▪ Selected: &lt;select the transaction types to include&gt;</li> </ul>
Extra line between checks (When marked, the report includes an extra line between distributions with unique reference numbers.)	To include extra lines, mark the <i>Blank Line Between Transactions</i> checkbox in the Sections to Include section of the Print Reports screen for this report.
Include transaction type column	Use the Report Designer to modify the report as follows. <ol style="list-style-type: none"> <li>1. Add the applicable column to display the transaction type.</li> <li>2. Add the Chart of Accounts Activity &gt; Transaction &gt; Type and/or Chart of Accounts Activity &gt; Transaction &gt; Subtype variables in the transaction distribution detail row for the corresponding column.</li> </ol>
Print account description	Use the Report Designer to modify the report as follows. <ol style="list-style-type: none"> <li>1. Add/update the applicable column to display the account description.</li> <li>2. Add the Chart of Accounts Activity &gt; Transaction &gt; Distributions &gt; GL Account Description variable in the transaction distribution detail row for the corresponding column.</li> </ol>
Print vendor IDs	By default, the report includes vendor IDs. To exclude this section, clear the <i>Vendor ID</i> checkbox in the Sections to Include section of the Print Reports screen for this report.

In Write-Up CS	In Accounting CS
Print 1099 item	By default, the report includes 1099 items. To exclude this section, clear the <i>1099</i> checkbox in the <i>Sections to Include</i> section of the <i>Print Reports</i> screen for this report.
Include unposted transactions	Accounting CS does not allow unposted transactions, as the program automatically posts all transactions when they are saved.
Include budget journal entries	Accounting CS does not currently support budget journal entries. Enter budgets as balances rather than individual journal entries.
Date Start / End and Reference Start / End	To include journal within a specific date or reference range, select the following filter options in the <i>Transactions</i> tab of the <i>Print Reports</i> screen for this report. <ul style="list-style-type: none"> <li>▪ Filter by: <b>Reference Number</b> or <b>Transaction Date</b></li> <li>▪ Method: <b>in the range</b></li> <li>▪ Selected: &lt;enter the beginning and ending reference number or date to include&gt;</li> </ul>
Separate debit/credit columns	Use the <i>Report Designer</i> to modify the report as follows. <ol style="list-style-type: none"> <li>1. Copy and paste the existing <i>Amount</i> column to add another amount column.</li> <li>2. Select <i>DR</i> and <i>CR</i> respectively in the <i>Amount type</i> field of <i>Cell Properties</i> for the amount cell in each column. <b>Note:</b> To display the credit amounts as positive, place the cursor in the credit amount cell and choose <i>Format &gt; Cells</i>, click the <i>Format</i> tab (<i>Amount</i> category), and then mark the <i>Multiply by -1</i> checkbox.</li> <li>3. Update applicable column heading text as desired.</li> </ol>

## Trial Balance

The comparable report in Accounting CS is **Trial Balance – Condensed**, **Trial Balance – Detailed**, or **Trial Balance – Segmented**.

In Write-Up CS or Trial Balance CS	In Accounting CS
Sort order (Sort order options include Account number, Account type, and Loc/Dept grouped by combining accounts.)	Sort order options available in the <i>Chart of Accounts</i> tab of the <i>Print Reports</i> screen for this report include Classification Code, Classification Subcode, Core GL Account, Core GL Account Description, GL Account, GL Account Description, M3 Tax Code, M3 Tax Code Subcode, Tax Code, Tax Code Subcode, and Type Code. To group and subtotal by core account, the comparable report available in the <a href="#">Accounting CS Library</a> is <b>Trial Balance – Condensed – Grouped by Core Account</b> . For information on importing this or other reports, see the <a href="#">Help &amp; How-To Center</a> .

In Write-Up CS or Trial Balance CS	In Accounting CS
Basis (Basis options include Unadjusted, Adjusted, Report, Tax, and Other.)	By default, the segmented version of the report includes the Adjusted balance, and the condensed and detailed versions of the report offer all balances. To include or exclude them, mark or clear the applicable checkboxes in the Sections to Include section of the Print Reports screen for the condensed or detailed version of the report.
Amounts (Amount options include Balance, Budget, and Adjusted budget. When Balance is marked, the report includes the balance type selected in the <i>Basis</i> field.)	By default, the segmented version of the report includes the Adjusted balance, and the condensed and detailed versions of the report offer all balances. To include or exclude them, mark or clear the applicable checkboxes in the Sections to Include section of the Print Reports screen for the condensed or detailed version of the report.
Format (Format options include Summary and Detailed.)	By default, the condensed version of the report is comparable to the summary format, and the detailed version of the report is comparable to the detailed format.
Periods (Available for Detailed format.) (Period options include each period of the current year.)	By default, the detailed version of the report includes each period of the year based on the year selected in the Dates section of the Print Reports screen for this report (Current year or Single year).
Data range (Available for Detailed format.) (Data range options include Current period and Year to date.)	By default, the condensed version of the report includes current period and current year-to-date data based on the date selected in the Dates section of the Print Reports screen for this report (Current period or Single period).
Year (Year options include Single year, All years, and Range of years.)	By default, the report includes data for a single year. To include data for multiple years, modify the report to add applicable columns by copying and pasting an existing balance column, and then select the desired period indicators for each column. It is possible to select multiple instances of the same report in the Print Reports screen and individually select the desired year for each instance of the report.
Report end date (Available for Summary format.) (Allows you to enter an end date for the report.)	By default, the report allows a report end date selection by selecting a date option in the Dates section of the Print Reports screen for this report.
Number of units in current period (Available for Summary format.)	The option to specify a number of units in the current period has no equivalent in Accounting CS as one unit per current period is implied.
Extra lines per account	To include extra lines, mark the <i>Blank Line Between Accounts</i> checkbox in the Sections to Include section of the Print Reports screen for this report.
Include tickmarks	To include tickmarks, mark the <i>Tickmarks</i> checkbox in the Sections to Include section of the Print Reports screen for the condensed or detailed version of the report.

In Write-Up CS or Trial Balance CS	In Accounting CS
Include workpaper reference	To include workpaper references, mark the <i>WP Reference</i> checkbox in the Sections to Include section of the Print Reports screen for the condensed or detailed version of the report.
Include grid lines	To include gridlines, mark the <i>Gridline Between Accounts</i> checkbox in the Sections to Include section of the Print Reports screen for this report.
Separate debit/credit columns	<p>Use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li>1. Add other applicable balance columns. To do this, copy and paste an existing balance column.</li> <li>2. Select DR and CR respectively in the <i>Amount type</i> field of Column Properties for each column.</li> </ol> <p><b>Note:</b> To display the credit amounts as positive, place the cursor in the credit amount cell and choose Format &gt; Cells, click the Format tab (Amount category), and then mark the <i>Multiply by -1</i> checkbox.</p> <ol style="list-style-type: none"> <li>3. Update applicable column heading text as desired.</li> </ol>
Separate debit/credit columns / Use total balance	<p>Use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li>1. Copy and paste an existing balance column to add other applicable balance columns.</li> <li>2. Create conditional expressions for the amount cells to print only if the amount variable is <math>\geq 0</math> (for the debit amount cell) and to print only if the amount variable is <math>&lt; 0</math> (for the credit amount cell).</li> </ol> <p><b>Note:</b> To display the credit amounts as positive, place the cursor in the credit amount cell and choose Format &gt; Cells, click the Format tab (Amount category), and then mark the <i>Multiply by -1</i> checkbox.</p> <ol style="list-style-type: none"> <li>3. Update applicable column heading text as desired.</li> </ol>

In Write-Up CS or Trial Balance CS	In Accounting CS
<p>Print combining accounts / Print combining accounts only (Available when the sort order is Loc/Dept grouped by combining accounts.)</p>	<p>By default, combining/core accounts are included, as Accounting CS supports posting directly to core accounts. To group and subtotal by core account, the comparable report available in the <a href="#">Accounting CS Library</a> is <b>Trial Balance – Condensed – Grouped by Core Account</b>. For information on importing this or other reports, see the <a href="#">Help &amp; How-To Center</a>.</p> <p>To include combining accounts only, use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li>1. Replace the Chart of Accounts &gt; Accounts &gt; GL Account and Chart of Accounts &gt; Accounts &gt; GL Account Description variables with the Chart of Accounts &gt; Accounts &gt; Core GL Account and Chart of Accounts &gt; Accounts &gt; Core GL Account Description variables respectively.</li> <li>2. Mark the <i>Print distinct values</i> checkbox in Cell Properties for the Account, Type, and Description cells to ensure that each core account is printed only once as multiple accounts belong to the same core account.</li> <li>3. Replace the Chart of Accounts Activity &gt; Amount variables with the Chart of Accounts Activity &gt; Core &gt; Amount variables.</li> </ol>
<p>Print locations/departments in separate columns (Available when the sort order is Loc/Dept grouped by combining accounts and when the Print combining accounts / Print combining accounts only option is selected.)</p>	<p>By default, the Trial Balance – Segmented report includes segment combinations in separate columns.</p>
<p>Print zero balance accounts (Include zero balance options include Only accounts with activity or All accounts.)</p>	<p>By default, the report includes only accounts with activity. To include all accounts, use the Report Designer to remove the conditional expressions from the account detail rows.</p>

## Trial Balance Variance Report

The comparable report in Accounting CS is **Trial Balance Variance – Five Year Comparison** or **Trial Balance Variance – Two Year Comparison**.

In Trial Balance CS	In Accounting CS
<p>Type (Type options include Account number, Account groups, and each individual account group.)</p>	<p>By default, the report offers optional By Account Number and By Account Grouping regions.</p>

In Trial Balance CS	In Accounting CS
Range of codes (When marked, allows you to select specific accounts or account grouping codes.)	<p>By default, the report includes all accounts and account grouping codes.</p> <p>To include specific accounts or account grouping codes only, select the following filter options in the Chart of Accounts tab of the Print Reports screen for this report.</p> <ul style="list-style-type: none"> <li>▪ Filter by: <b>Account or Account Grouping Code</b></li> <li>▪ Method: <b>is or is in the range</b></li> <li>▪ Selected: &lt;select the accounts or codes to include&gt;</li> </ul>
Account detail	<p>To include account details in the By Account Grouping region, mark the <i>By Account Grouping</i> checkbox in the Regions to Include section and mark the <i>Account Details</i> checkbox in the Sections to Include section of the Print Reports screen for this report.</p>
Subcode detail (Available when a single account group is selected.)	By default, the report includes subcode details.
Comparison criteria (Allows you to select balances to compare by defining a Period and Amount Type for each desired balance.)	<p>By default, the report includes comparisons for year-to-date Adjusted balances.</p> <p>To compare other specific balances, use the Report Designer to modify the report and select the desired period and basis in the <i>Period</i> field and <i>Basis</i> field of Column Properties for the applicable columns.</p>
Thresholds (Allows you to enter a specific amount and/or percent threshold.)	<p>By default, the report includes all accounts and account grouping codes.</p> <p>To include items that meet a specific threshold only, use the Report Designer to modify the report and set up conditional expressions to only print the applicable rows based on a desired \$ Change and/or % Change.</p> <p>For example, if you want a \$500 threshold in the By Account Number region, create a conditional expression in the report that prints the account detail row (row 4) only if <b>I4 &lt;= 500 or I4 &gt;= 500</b>.</p>
Sort order (Sort order options include Account number, \$ change, and % change.)	<p>Sort order options available in the Chart of Accounts tab of the Print Reports screen for this report include Classification Code, Classification Subcode, Core GL Account, Core GL Account Description, GL Account, GL Account Description, M3 Tax Code, M3 Tax Code Subcode, Tax Code, Tax Code Subcode, and Type Code.</p> <p>Sort order options available in the Account Groupings tab of the Print Reports screen for this report include Sequence Number and GL Account.</p>

## Trial Balance Worksheet

The comparable report in Accounting CS is **Trial Balance Worksheet**.

In Write-Up CS or Trial Balance CS	In Accounting CS
Sort order (Sort order options include Account number, Account type, and Loc/Dept grouped by combining accounts.)	Sort order options available in the Chart of Accounts tab of the Print Reports screen for this report include Classification Code, Classification Subcode, Core GL Account, Core GL Account Description, GL Account, GL Account Description, M3 Tax Code, M3 Tax Code Subcode, Tax Code, Tax Code Subcode, and Type Code.
Basis (Basis options include Unadjusted, Adjusted, Report, Tax, Other, and Budget.)	By default, the report offers all balances. To include or exclude them, mark or clear the applicable checkboxes in the Sections to Include section of the Print Reports screen for this report.
Include prior year balances (When marked, the report includes prior year balances for the balance type selected in the <i>Basis</i> field.)	To include prior-year balances, mark the applicable checkboxes in the Sections to Include section of the Print Reports screen for this report.
Account type (Account type options include All, R&E, and A&L.)	By default, the report includes all accounts. To include specific account types only, select the following filter options in the Chart of Accounts tab of the Print Reports screen for this report. <ul style="list-style-type: none"> <li>▪ Filter by: <b>Type</b></li> <li>▪ Method: <b>is in the list</b></li> <li>▪ Selected: &lt;select the account types to include&gt;</li> </ul>
Report end date	By default, the report allows a report end date selection by selecting a date option in the Dates section of the Print Reports screen for this report.
Extra lines per account	To include extra lines, mark the <i>Blank Line Between Accounts</i> checkbox in the Sections to Include section of the Print Reports screen for this report.
Include AJE description (Available when an applicable basis is selected.)	By default, the report includes the journal entry description. To exclude it, use the Report Designer to delete the unnecessary description variable from the report.
Include tickmarks / Place at end of report	To include tickmarks, mark the <i>Tickmarks</i> checkbox in the Sections to Include section of the Print Reports screen for this report.
Include workpaper reference / Place at end of report	To include workpaper references, mark the <i>WP Reference</i> checkbox in the Sections to Include section of the Print Reports screen for this report. To place this section at the end of the report, use the Report Designer to move the applicable column to the desired location.

In Write-Up CS or Trial Balance CS	In Accounting CS
Include grid lines	<p>To include gridlines, mark the <i>Gridline Between Accounts</i> checkbox in the Sections to Include section of the Print Reports screen for this report.</p>
Separate P&L and B/S columns	<p>Use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li data-bbox="682 403 1388 466">1. Add other applicable balance columns. To do this, copy and paste an existing balance column.</li> <li data-bbox="682 477 1388 593">2. Create a conditional expression in the report that prints the amount variable in the P&amp;L column only if <b>ChartofAccounts.Accounts.TypeCode = "R" or ChartofAccounts.Accounts.TypeCode = "E"</b>.</li> <li data-bbox="682 604 1388 751">3. Create a conditional expression in the report that prints the amount variable in the B/S column only if <b>ChartofAccounts.Accounts.TypeCode = "A" or ChartofAccounts.Accounts.TypeCode = "L" or ChartofAccounts.Accounts.TypeCode = "Q"</b>.</li> <li data-bbox="682 762 1334 794">4. Update applicable column heading text as desired.</li> </ol>
Separate debit/credit columns	<p>Use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li data-bbox="682 851 1405 914">1. Copy and paste an existing balance column to add other applicable balance columns.</li> <li data-bbox="682 925 1421 988">2. Select DR and CR respectively in the <i>Amount type</i> field of Column Properties for each column.</li> </ol> <p><b>Note:</b> To display the credit amounts as positive, place the cursor in the credit amount cell and choose Format &gt; Cells, click the Format tab (Amount category), and then mark the <i>Multiply by -1</i> checkbox.</p> <ol style="list-style-type: none"> <li data-bbox="682 1157 1334 1189">3. Update applicable column heading text as desired.</li> </ol>
Separate debit/credit columns / Print net debit/credit amount	<p>Use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li data-bbox="682 1252 1388 1315">1. Add other applicable balance columns. To do this, copy and paste an existing balance column.</li> <li data-bbox="682 1326 1405 1442">2. Create conditional expressions for the amount cells to print only if the amount variable is <math>\geq 0</math> (for the debit amount cell) and to print only if the amount variable is <math>&lt; 0</math> (for the credit amount cell).</li> </ol> <p><b>Note:</b> To display the credit amounts as positive, place the cursor in the credit amount cell and choose Format &gt; Cells, click the Format tab (Amount category), and then mark the <i>Multiply by -1</i> checkbox.</p> <ol style="list-style-type: none"> <li data-bbox="682 1590 1334 1622">3. Update applicable column heading text as desired.</li> </ol>

In Write-Up CS or Trial Balance CS	In Accounting CS
Print combining accounts / Print combining accounts only (Available when the sort order is Loc/Dept grouped by combining accounts.)	<p>By default, combining/core accounts are included as Accounting CS supports posting directly to core accounts. To group accounts by their combining/core account, use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li>1. Add new rows above and below the existing account detail row and create nested repeating levels so the existing account detail row will repeat for each core account.</li> </ol> <p><b>Note:</b> To group the new row range into repeating level 1, highlight the rows and choose Format &gt; Row &gt; Group into Repeating Level. Ensure that the existing account detail row is in repeating level 2.</p> <ol style="list-style-type: none"> <li>2. Add the Chart of Accounts &gt; Accounts &gt; Core GL Account variable in the first cell of the new row (in repeating level 1) above the account detail row.</li> </ol> <p><b>Note:</b> Mark the <i>Print distinct values</i> checkbox in Cell Properties to ensure that each core account is printed only once as multiple accounts belong to the same core account.</p> <ol style="list-style-type: none"> <li>3. Add new cell formulas in repeating level 1 below the account detail row if subtotals are desired for each core account group.</li> </ol> <p>To include combining accounts only, use the Report Designer to modify the report as follows.</p> <ol style="list-style-type: none"> <li>1. Replace the Chart of Accounts &gt; Accounts &gt; GL Account and Chart of Accounts &gt; Accounts &gt; GL Account Description variables with the Chart of Accounts &gt; Accounts &gt; Core GL Account and Chart of Accounts &gt; Accounts &gt; Core GL Account Description variables respectively.</li> <li>2. Mark the <i>Print distinct values</i> checkbox in Cell Properties for the Account, Type, and Description cells to ensure that each core account is printed only once as multiple accounts belong to the same core account.</li> <li>3. Replace the Chart of Accounts Activity &gt; Amount variables with the Chart of Accounts Activity &gt; Core &gt; Amount variables.</li> </ol>
Print zero balance (Print zero balance options include Only accounts with activity or All accounts.)	<p>By default, the report includes only accounts with activity. To include all accounts, use the Report Designer to remove the conditional expressions from row 4 and rows 12 through 15.</p>