

Financial Report Template Customization

Financial Report Templates can be customized to remove unused drawers, or accounts. Below is an example of a P&L statement with Drawers 9 & 10 displayed, even though they are unused.

		Currency: \$
AccountName	Balance	Year-to-Date
Total Extrordinary In - Extraordinary Income		
Extraordinary E - Extraordinary Expenses		
Total Extraordinary E - Extraordinary Expenses		
Prov for Taxes - Provision for Taxes		
Total Prov for Taxes - Provision for Taxes		
Total Others Rev/Exp - Others Revenue or Expenses		
Total Other Revenues and Expenses		
Frofit Period	53,011.96	53,011.96
#9		
Total #9		
	53,011.96	53,011.96
#10		
Total #10		
	53,011.96	53,011.96

Under the Financials Module, you'll find the Financial Reports Template, where we can update existing templates or define new templates.

8	Administration				
	Financials				
	Chart of Accounts				
	Edit Chart of Accounts				
	Account Code Generator				
	Journal Entry	L			
	 Journal Vouchers 	Financial Report T	emplates		
	Posting Templates	Template Details			A
	Recurring Postings	Report Template	Profit and Loss	-	
	Reverse Transactions	Template Properties	TRC - P&L		
	 Exchange Rate Differences 	G/L Account Details	cour Define New		
	Conversion Differences	Of C ACCOUNT Details			
_	1099 Editing	Account Name			
1	 Financial Report Templates 	Foreign Name			
	 Process Checklist 	G/L Account Locatio			
	Document Printing	Parent Article		*	
	Journal Voucher Report	Loc. on Tree		•	
	Internal Reconciliations				
	Budget Setup				
	Cost Accounting				
	Financial Reports				
	Counting				
	m Financial				
	Balance Sheet				
	Trial Balance				
	Profit and Loss Statement				
	Cash Flow				
	Statement of Cash Flows			Add Same-Level Acct	Add Child Account
	Cash Flow Reference Report	ОК С	ancel		nerate Standard Chart of Accounts
	Comparison				







After creating a new template,

(1) Generate Standard Chart of Accounts

(2) Right Click on the Accounts to be removed, & select the advanced context menu to Delete account. *Do Not click 'Remove' as this is referring to the entire template, instead of the account you right clicked on.*

(3) Update to Save your Changes





