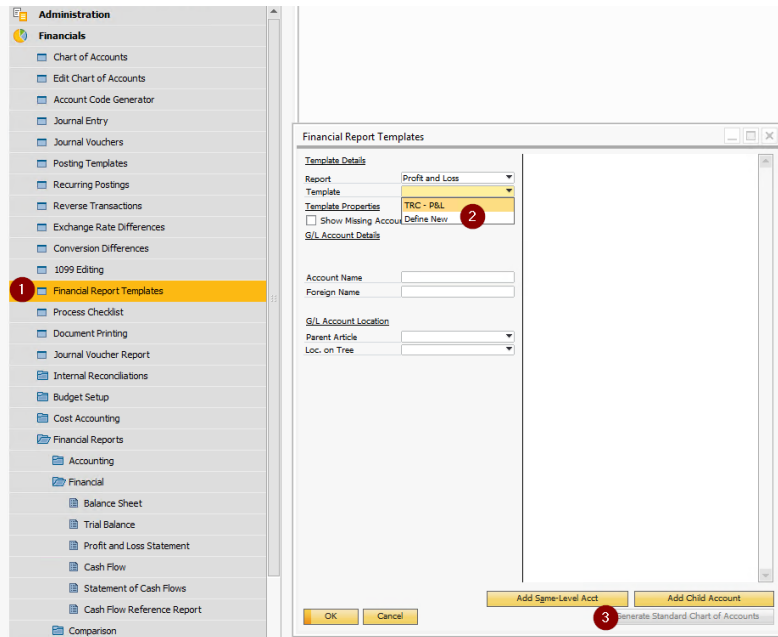


Financial Report Template Customization

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.

Account Name	Balance	Year-to-Date
Currency: \$		
Total Extraordinary 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		
Profit 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.



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

