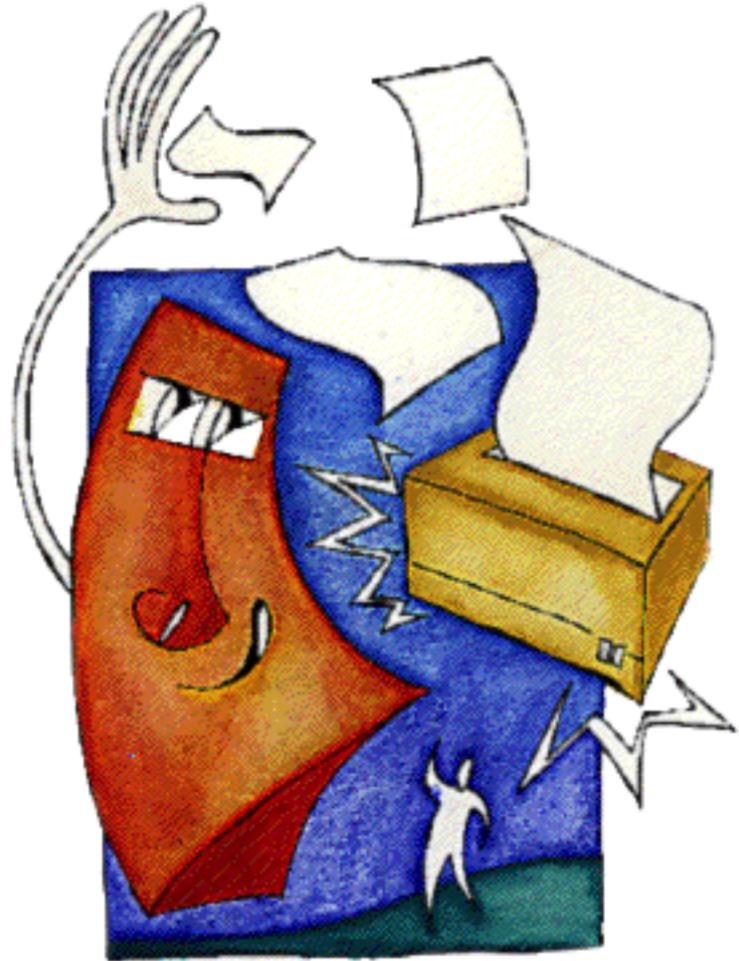


# Printing Reports

# 5



## Report Formats

In this chapter, we introduce the basic steps involved in selecting and printing a Bottom Line report - the actual reports are described elsewhere in the manual. Let's start by taking a brief look at the general structure of a report.

Each Bottom Line report comprises three areas...

- The report header at the top of the page.
- The body (or contents) of the report.
- The footer at the bottom of the page.

The program is preset to print your reports on plain paper with a standard header which can include your business name, the report title and date. It also prints a standard footer which records the page number.

| Rock Solid Limited        |                   |                  |
|---------------------------|-------------------|------------------|
| Balance Sheet             |                   |                  |
|                           | Date : 30-Sep-95  |                  |
|                           | 1995 Period 9     | 1994 Period 9    |
| <b>ASSETS</b>             |                   |                  |
| <b>FIXED ASSETS</b>       |                   |                  |
| Tangible Assets           | 71,932.31         | 68,088.40        |
| Investments               | 34,423.47         | 23,944.28        |
| <b>TOTAL FIXED ASSETS</b> | <b>106,355.78</b> | <b>92,032.68</b> |

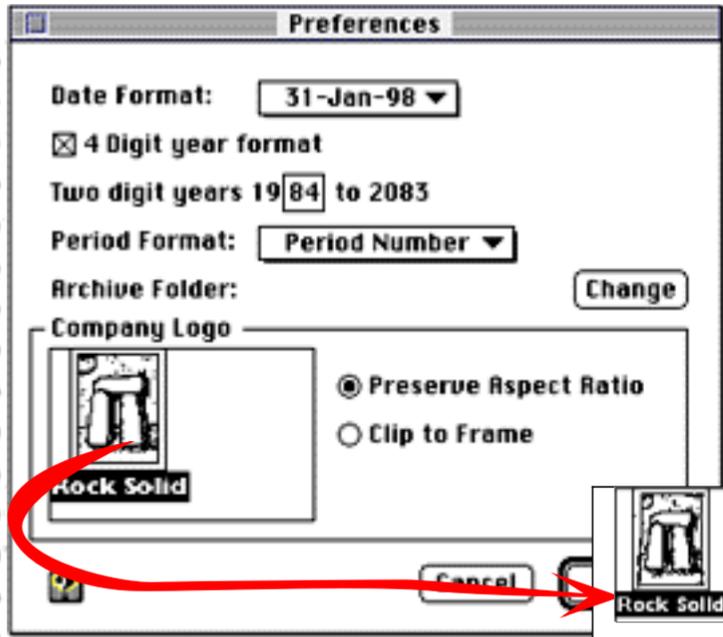
Report header area

If you are producing documents for external use (such as **Invoices, Statements, Balance Sheet or Profit & Loss Account**), you have the following options...

...for additional impact, you can incorporate your business logo in the standard header. To do this, you must first paste a picture of your logo into the Preferences panel - [turn to Chapter 19](#) for more details.

...for even higher quality presentations, you can use a business letterhead instead of plain paper. If you choose this option then, to avoid duplicating your business name (and logo) Bottom Line only prints the report title and date at the top of each page.

Finally, when producing a **VAT Return or VAT EC Sales List**, you are able to print the details using the pre-printed forms supplied by Customs and Excise - or you can request that Bottom Line prints the details as a copy of the actual form on plain paper.

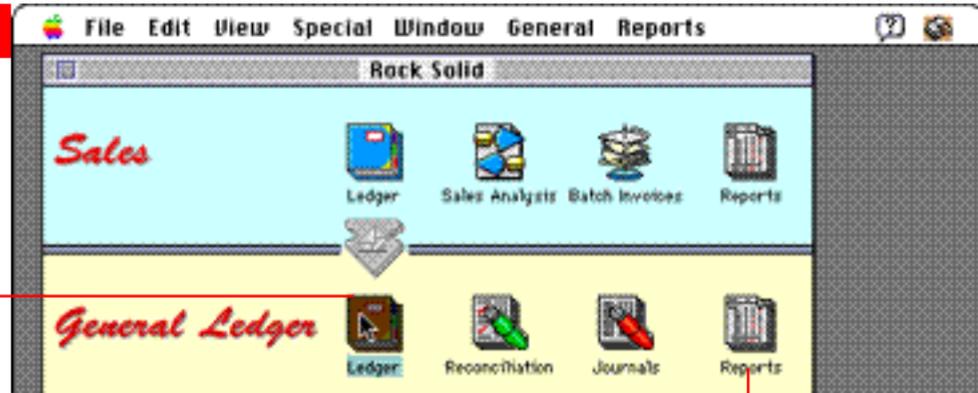


|                    |               |                  |  |
|--------------------|---------------|------------------|--|
| Rock Solid Limited |               |                  |  |
| Balance Sheet      |               | Date : 30-Sep-95 |  |
|                    | 1995 Period 9 | 1994 Period 9    |  |
| <hr/>              |               |                  |  |
| <b>ASSETS</b>      |               |                  |  |
| FIXED ASSETS       |               |                  |  |
| Tangible Assets    | 71,932.31     | 68,088.40        |  |
| Investments        | 34,423.47     | 23,944.28        |  |
| TOTAL FIXED ASSETS | 106,355.78    | 92,032.68        |  |

## Opening a Report

In Bottom Line, you can open a report in one of two ways...

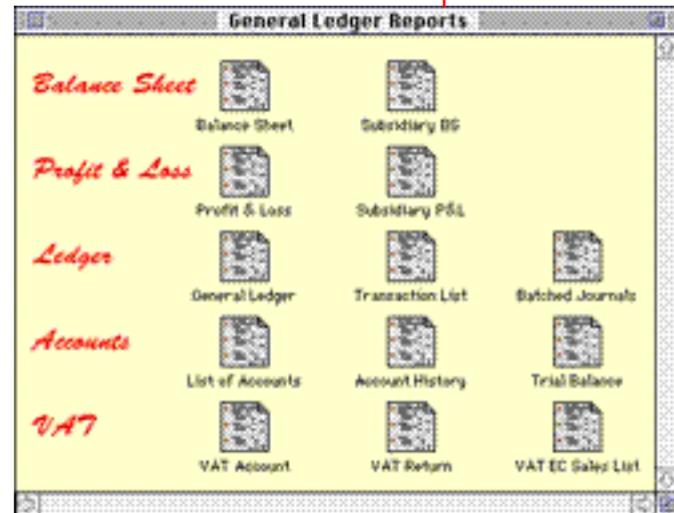
EITHER, click the relevant Ledger icon to display its menu names then choose the relevant report from the Reports menu...



OR, double click the relevant Reports icon to open its window then double click the icon representing the report that you want to produce



Once you have selected a report, you can decide what information to include and how that information should be presented - [turn the page](#) to find out more.



## Report Options

On opening a report, you see the standard Report Options panel. Options which are not relevant to your chosen report are greyed out (meaning they are unavailable) — enabling you to immediately focus on those options which do apply.

Options include...

**Departmental analysis:** When producing a **Profit & Loss Account, Subsidiary Profit & Loss, General Ledger** or **Account History**, the program is preset to show the overall figures. If your accounts include departmental labels and you want the report to focus on a specific department, click the **All Departments** check box to deselect it...

**Report Date:** Enter the date on which the report is being prepared. For certain reports (such as **Aged Debtors** or **Aged Creditors**) this date is used to define the report's contents.

The screenshot shows a 'Report Options' dialog box with the following settings:

- Report date: 13-Aug-1997
- All departments
- Department: No Depart... (dropdown menu)
- Show zero balance accounts
- Show Commas
- Show Detail
- Show Pence
- Show last year's figures
- Customer Invoice
- Show this period
- Delivery Notes

...then select the relevant department from the **Department** menu.



### More options

For certain reports - for example, VAT reports, Suggested Payments, Labels - the Report Option panel is preceded by a preliminary selection dialog. Turn to the relevant chapter (General Ledger, Sales Ledger or Purchase Ledger) for further information.

Turn the page for further options

## Report Options (continued)

**Show Detail:** When you select an **Account History**, **Aged Debtors** or **Aged Creditors** report, the program is preset to save space by summarising the account balances.

Select this option if you want to include a full breakdown of the individual accounts which make up each Summary account balance (Account History) - or to include the current transactions which make up the outstanding balance for each customer or supplier (Aged Debtors or Aged Creditors respectively).

**Show last year's figures:** A number of reports - for example, **Balance Sheet**, **Profit & Loss Account** and **Account History** - allow you to compare the figures for the year to-date with those from the same period in the previous year. If you want to show comparative figures, click this option to select it.

[Turn the page for further options](#)

**Show zero balance accounts:** For some reports - for example, **General Ledger**, **Trial Balance** and **Statements** - the program assumes that you will want to exclude those accounts which have a zero balance. If this is not the case, click this option to include zero balance accounts.

**Report Options**

Report date: 13-Aug-1997

All departments    Department: No Depart... ▼

Show zero balance accounts     Show Commas

Show Detail     Show Pence

Show last year's figures     Customer Invoice

Show this period     Delivery Notes

**Show this period:** For a **Profit & Loss Account** (and its subsidiary report), this option is set to show the revenue and expenditure figures for the current period in addition to the accumulated figures for the year to date. If you want to suppress the current period information, click this check box to deselect it.

# Report Options (continued)

**Monetary Values:** To improve the legibility of monetary values, commas are used to indicate multiples of one thousand - for example: £25,923.06.

**Show Commas:** De-select this check box to exclude commas from the monetary values...

**Show Pence:** If applicable, deselect this option to exclude pence from the monetary values.

**Show budget:** If you want to produce a **Profit & Loss Account** (or **Subsidiary Profit & Loss**) which compares the actual sales or costs with previously entered budget amounts, click this option to include the budget amounts to date.

**Show unreconciled only:** This option is only available for **Reconciliation** reports - turn to [Chapter 17](#) for further details.

**Invoice Options:** If you are producing **Sales Invoices** these three options allow you to choose what to print...

Click this option to print the actual invoice(s).

Click this option to print the accompanying delivery note(s).

Click this option to print a file copy (or copies) of the invoice(s).

The screenshot shows the 'Report Options' dialog box with the following settings:

- Report date: 13-Aug-1997
- All departments:  Department: No Depart...
- Show zero balance accounts:  Show Commas:
- Show Detail:  Show Pence:
- Show last year's figures:  Customer Invoice:
- Show this period:  Delivery Notes:
- Show budget:  Copy Invoice:
- Show unreconciled only:  Pre-Printed Form:
- Totalling: Normal
- Headed Paper:
- Margins: Top 0.00 in, Bottom 0.00 in
- Buttons: Cancel, OK

[Turn the page for further options](#)

## Report Options (continued)

**Report Options**

Report date: **13-Aug-1997**

All departments    Department: **No Depart...**

Show zero balance accounts     Show Commas

Show Detail     Show Pence

Show last year's figures     Customer Invoice

Show this period     Delivery Notes

Show budget     Copy Invoice

Show unreconciled only     Pre-Printed Form

Totalling: **Normal**

Margins: Top **0.00** in    Bottom **0.00** in

Headed Paper

**Cancel**    **OK**

**Pre-printed form:** When printing **Sales Invoices**, this option excludes boxes and columns assuming a pre-printed background on special stationery.

If you are generating a **VAT Return** or **VAT EC Sales List**, select this option when you want to print the information directly onto the pre-printed forms provided by Customs and Excise. When this option is deselected, Bottom Line prints the information onto a replica of the pre-printed form.

**Headed Paper:** The program expects to print reports on plain paper with a standard header and footer. If you are producing a document for external presentation you may prefer to use your business stationery instead.

Click the Headed Paper option to select it. To accommodate the printed details on your letterhead, you should now enter the margins as described below.

**Margins:** When using Headed notepaper, use these boxes to enter the increased margin that Bottom Line should leave at the top or bottom of the page. You may need carry out a test print on the required paper then, if necessary, return to these options to make any fine adjustments.

[Turn the page for further options](#)

### Report Options (continued)

**Totalling:** The **Account History** report is designed to show the complete history of each General Ledger account, period by period. Using the pop-up menu, you are able to show these figures in one of three ways...

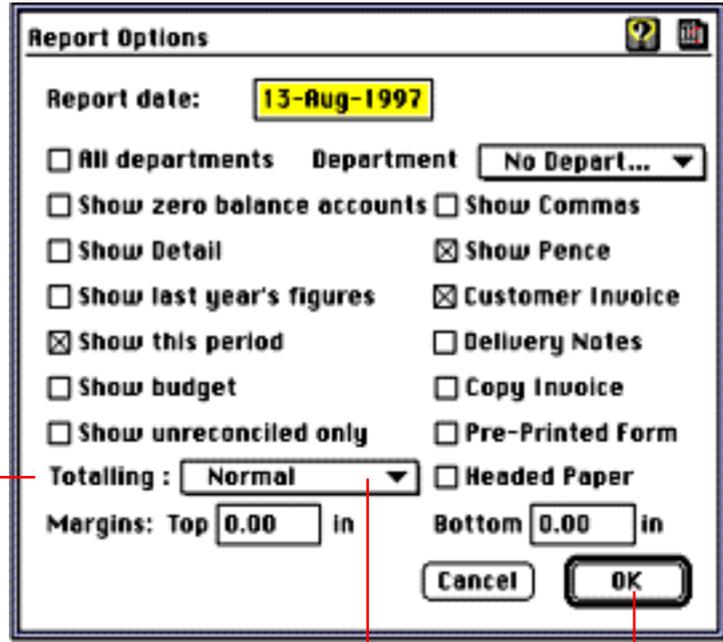
- **Normal** This option presents the periodic amounts in the same way as they are stored in the actual accounts, namely...

For Balance Sheet accounts, each amount is shown as the cumulative total. Whereas, for Profit & Loss accounts, each amount represents the total for each period.

- **Accumulated** Using this option, the amounts for both the Balance Sheet accounts and Profit & Loss accounts are shown as cumulative figures within each year.

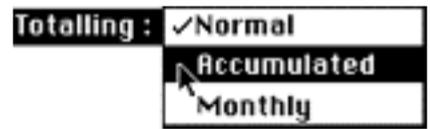
- **Monthly** If you want to see the periodic variation throughout your accounts, choose this option to show both the Balance Sheet and Profit & Loss figures as the amounts for each period.

Once everything is the way you want it, click OK to display the report. From the screen preview you can now modify the appearance and pagination of the report - as described in the following sections.



For an Account History report, use this pop-up menu to specify how the period amounts should be presented...

Click OK to display the report...



## Previewing the Report

Having accepted the Report Options panel, the program displays the report on screen.

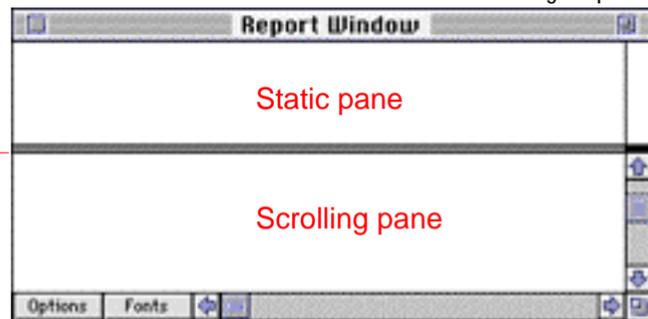
While previewing the report, you can return to the Report Options panel to make further changes. On accepting the modified options, Bottom Line re-draws the report with the changes you have made.

In addition to the standard scroll facilities, Bottom Line allows you to split the window so that you are able to retain the header information and column titles on screen at all times while you scroll through the remainder of the report.



Split  
bar

To use this facility, drag the vertical split bar (at the top of the vertical scroll bar) downwards to the required position. The window now splits into two panes...



Split  
line

...the information in the top pane remains static while the contents of the lower pane can be scrolled in the usual way. To remove the split panes, simply drag the split bar to the top of the vertical scroll bar.

In addition to the vertical split bar, there is a horizontal split bar which allows you to freeze descriptions while you scroll horizontally through the figures.

To use this facility, simply drag the horizontal split bar to the right until it is in the required location.

There is an example of page controls on the [next page...](#)

**Trial Balance**

**Forecast Limited** Date : 30-Sep-95

**Trial Balance** **1995 Period 9**

| Account Code | Description               | Debit     | Credit    |
|--------------|---------------------------|-----------|-----------|
| 11000        | Furniture & Fittings      | 1,601.76  |           |
| 11100        | Office Equipment          | 37,497.80 |           |
| 11200        | Motor Vehicles            | 51,462.00 |           |
| 11300        | Less Depreciation         |           | 34,847.77 |
| 11600        | Shares                    | 27,516.00 |           |
| 14100        | Sales Ledger Control      | 88,730.88 |           |
| 14600        | Loans                     | 5,000.00  |           |
| 16100        | Current Account           | 6,608.23  |           |
| 16200        | High Interest Account     | 15,400.40 |           |
| 20500        | Purchase Ledger Control   |           | 5,957.68  |
| 20700        | Accruals & Provisions     |           | 3,000.00  |
| 20800        | VAT Account               |           | 21,592.75 |
| 20900        | Corporation Tax Provision |           | 12,753.12 |
| 21100        | Income Tax (NI)           |           | 6,813.46  |

Split bar

Click here to  
change the  
report's typeface

Click here to  
redisplay the  
report **Options**  
panel and make  
further modifica-  
tions to the  
report.

|       |                           |           |            |
|-------|---------------------------|-----------|------------|
| 50501 | Sales - Dept 1            |           | 120,964.72 |
| 50504 | Sales - Dept 4            |           | 14,452.33  |
| 50505 | Sales - Dept 5            |           | 5,779.60   |
| 51001 | Other Income - Dept 1     |           | 12,549.60  |
| 60104 | Raw Materials - Dept 4    | 9,603.85  |            |
| 60105 | Raw Materials - Dept 5    | 2,068.00  |            |
| 60501 | Expenses - Dept 1         | 12,254.37 |            |
| 60601 | Salaries - Dept 1         | 40,849.98 |            |
| 60603 | Salaries - Dept 3         | 7,875.00  |            |
| 60701 | NI - Dept 1               | 4,248.42  |            |
| 60703 | NI - Dept 3               | 819.00    |            |
| 71000 | Equipment Maintenance     | 576.46    |            |
| 71300 | Depreciation of Vehicles  | 9,276.84  |            |
| 71400 | Depreciation of Equipment | 5,859.69  |            |
| 71500 | Delivery Expenses         | 66.00     |            |
| 71600 | Books/Software/Subscrip   | 1,828.07  |            |
| 71900 | Miscellaneous Equipment   | 359.50    |            |
| 72100 | Motor Running Costs       | 3,472.30  |            |

Options Fonts

Use the  
horizontal and  
vertical scroll  
facilities to view  
the contents of  
the report.

## Presenting Your Report

Once you have examined the report on screen and made any adjustments to the report options, you are ready to carry out the final preparations before you commit the document to paper. These preparations include...

- Changing the report font and font size
- [Choosing the printer](#)
- Selecting the [Page Setup](#) options

### Changing Fonts

One important factor which influences both the appearance and volume of your report is the typeface - or **font** - that you use to present the information.

From the screen preview, you are able to experiment with the different fonts and font sizes installed on your system to enhance the presentation of your report and alter its size. To do this, follow the steps described on the [next page...](#)



### Font size and headings

When you set the font size, you are defining the size for the basic information contained in the report.

You will notice, however, that reports include certain headings which appear as larger sizes. These headings are also defined by the font size but the program scales them to either twice or one and a half times the specified font size.

## Changing Fonts

**Trial Balance**

Forecast Limited Date : 30-Sep-95

**Trial Balance** **1995 Period 9**

| Account Code | Description               | Debit     | Credit    |
|--------------|---------------------------|-----------|-----------|
| 11000        | Furniture & Fittings      | 1,601.76  |           |
| 11100        | Office Equipment          | 37,497.80 |           |
| 11200        | Motor Vehicles            | 51,462.00 |           |
| 11300        | Less Depreciation         |           | 34,847.77 |
| 11600        | Shares                    | 27,516.00 |           |
| 14100        | Sales Ledger Control      | 88,730.88 |           |
|              |                           |           |           |
| 71000        | Equipment Maintenance     | 576.46    |           |
| 71300        | Depreciation of Vehicles  | 9,276.84  |           |
| 71400        | Depreciation of Equipment | 5,859.69  |           |
| 71500        | Delivery Expenses         | 66.00     |           |
| 71600        | Books/Software/Subscrips  | 1,828.07  |           |
| 71900        | Miscellaneous Equipment   | 359.50    |           |
| 72100        | Motor Running Costs       | 3,472.30  |           |

Options    Fonts

Click here (or choose Fonts from the Special menu) to display the following dialogue...

**Change Font**

Font :

Size :

Cancel    OK

Use this pop-up menu to select a different report font from the list of fonts currently installed on your system.

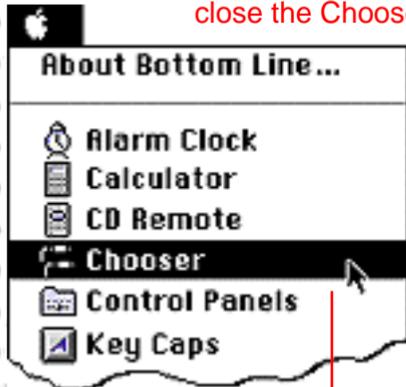
EITHER, select the font size from the pop-up menu...  
...OR, type the font size in this text box.

Click OK to accept the new font and re-display the report.

## Choosing a Printer

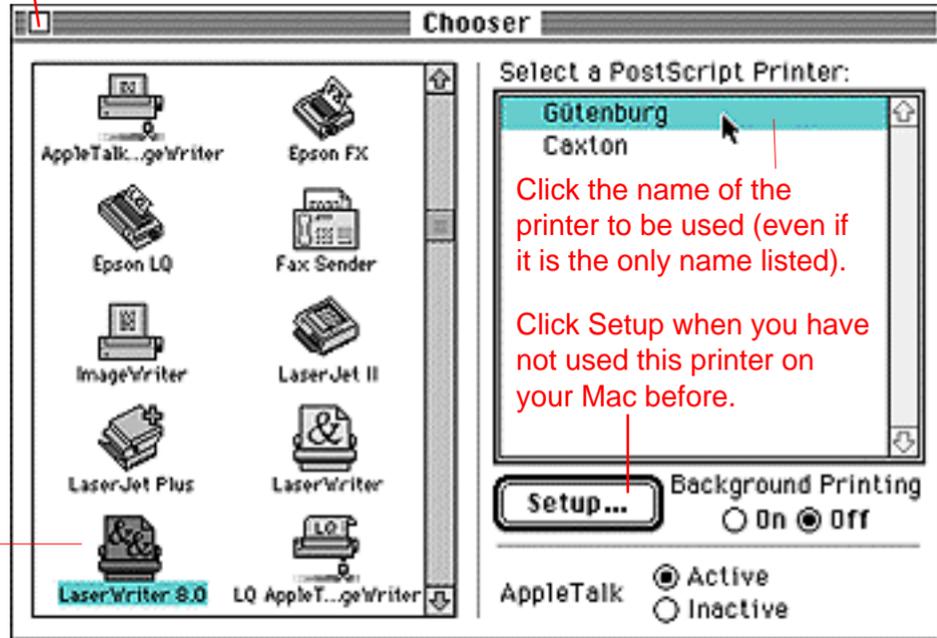
Apart from the obvious — ensuring that your Macintosh is connected to a printer which is powered up and stocked with paper, it may also be necessary to tell your Macintosh which printer to use by selecting Chooser from the Apple menu...

To accept the settings, click here to close the Chooser window.



Pull down the Apple menu and highlight the Chooser command. You now see the Chooser window which could look similar to this...

If necessary, scroll to locate the icon which represents the printing device that you want to use then click to select it.



Click the name of the printer to be used (even if it is the only name listed).

Click Setup when you have not used this printer on your Mac before.



**Note:** There is no need to choose a printer every time you want to print a report — only the first time you print — or when you want to change printers.

# Page Setup Options

Having selected your printing device, your next consideration is the size and pagination of the report.

As you scroll through the report, any page breaks are indicated by horizontal or vertical slashed (////////) lines. You are able to improve the pagination by selecting the paper size, orientation and scaling in the Page Setup panel. To do this, follow the steps outlined here.

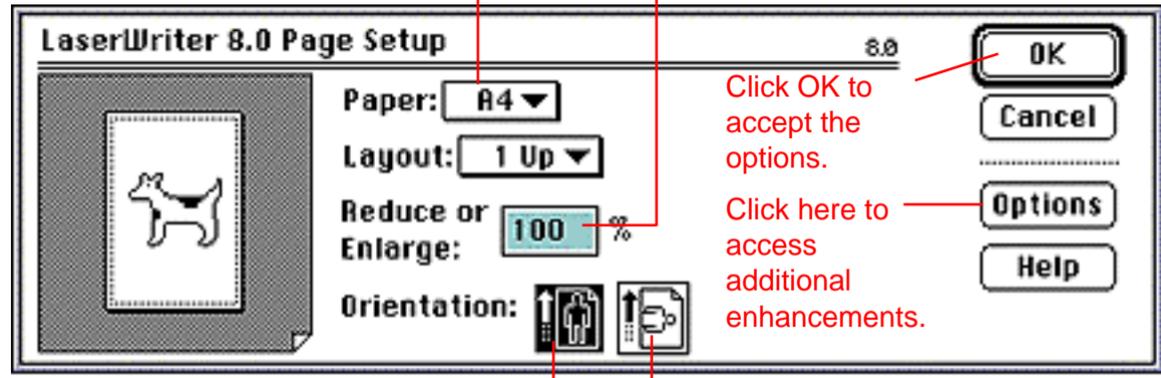
On accepting the Page Setup options, Bottom Line redraws the report in accordance with the changes you have made.

By experimenting with the report font and Page Setup options, you can manipulate the size and appearance of the report to produce a solution best suited to your needs.

While viewing the report on screen, choose Page setup from the File menu. You now see a dialogue similar to this...

Use this pop-up menu to specify the size of paper.

To increase or reduce the scale of your printed report, type the appropriate percentage.



Select the Portrait icon to print the report down the page in the conventional way...

...OR, select the Landscape icon to print the report sideways on the page.

Click OK to accept the options.

Click here to access additional enhancements.

## Printing the Report

Once you are satisfied with the appearance and pagination of your report, all that remains is to print it.

To send the report to your chosen printer, follow the steps outlined here...

While viewing the report on screen, choose Print from the File menu. You now see a dialogue similar to this...

Type the number of copies you require.



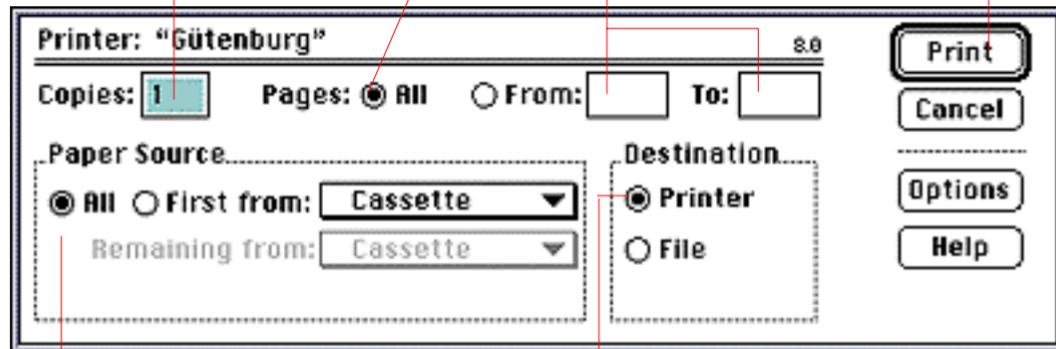
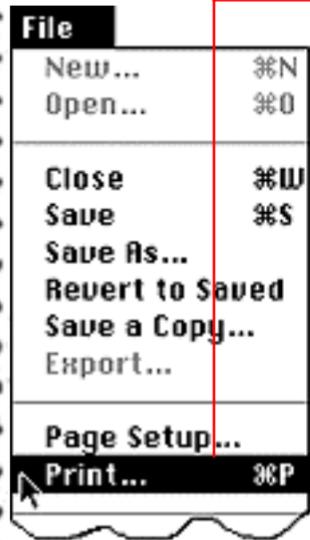
### More about printing

Like Page Setup, the print options available to you depends on the type of printer that you are using. Use the Help option or turn to your printer manual for further details.

EITHER, leave this option selected to print the entire report...

...OR, enter the page numbers in the From and To boxes to print those pages only.

Click here to print the report.



In this area, select the appropriate paper-feed method.

Leave this option selected to send the report directly to the printer.