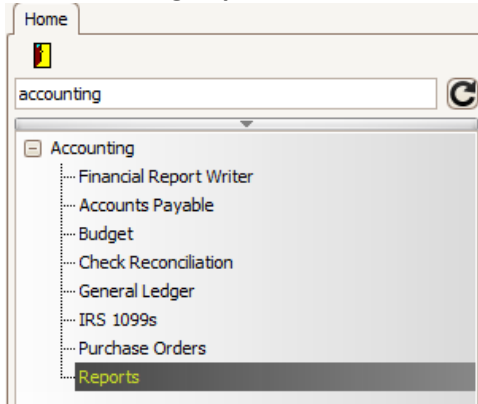


## Running FRW Reports in Scribe

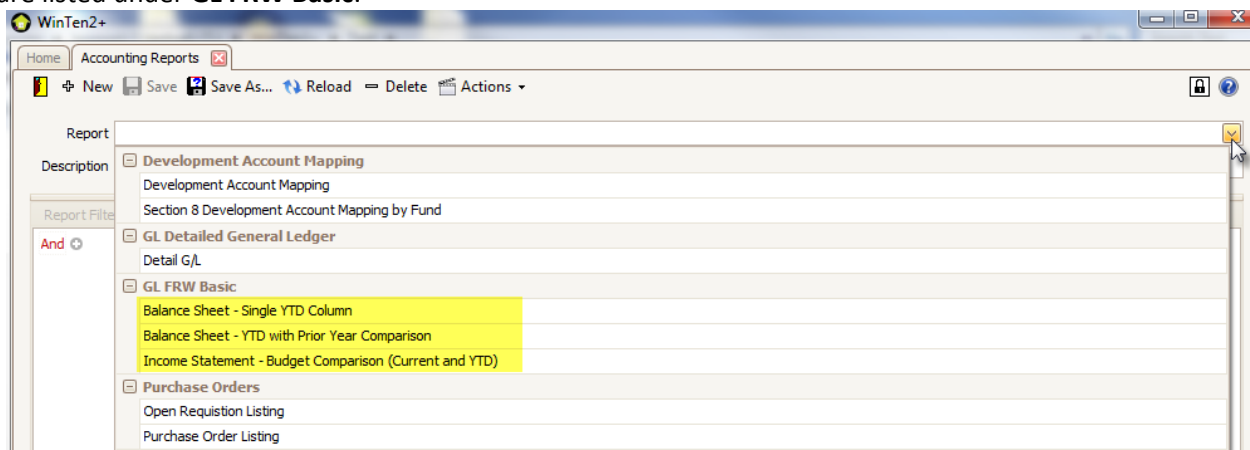
WinTen 2+ now offers several FRW reports directly from within Scribe. This Job Aid discusses the three reports that are available:

- Balance Sheet – Single YTD Column
- Balance Sheet – YTD with Prior Year Comparison
- Income Statement – Budget Comparison (Current and YTD)

1. To access these reports, from the **Home** tab, type “accounting” in the search bar. Click on **Reports** to open the **Accounting Reports** screen.



2. To select one of the new reports, click the drop down menu at the end of the Report row. The new reports are listed under **GL FRW Basic**.



### Running a Balance Sheet – Single YTD Column Report

3. The **Balance Sheet – Single YTD** is a basic Financial Report Writer report with a single ending balance column. This report provides a summary of the financial balance as of a specific date, which is essentially a “snapshot” of the financial condition of the company. This report is made up of three parts: Assets, Liabilities, and Owners Equity.
4. In the Parameters section, select “Balance Sheet” as the **FRW Report Format**. Select the report **End Date** and the **Funds** you wish to include.
5. For the parameter **Include period 13 or 14**, select either “No,” “Period 13,” or “Period 13 and 14.”

### Running a Balance Sheet – YTD with Prior Year Comparison Report

6. The **Balance Sheet – YTD with Prior Year Comparison** is a basic Financial Report Writer report with a single ending balance column. This report provides a summary of the financial balance as of a specific date. This

report is made up of three parts: Assets, Liabilities, and Owners Equity. This report will also give you the YTD Comparison from Prior Years.

- In the Parameters section, select “Balance Sheet” as the **FRW Report Format**. Select the report **End Date** and the **Funds** you wish to include.

*Note: FRW Report Format vary based on user defined row formats.*

- For the parameter **Include period 13 or 14**, select either “No,” “Period 13,” or “Period 13 and 14.”

### Running an Income Statement – Budget Comparison (Current and YTD) Report

- The Income Statement – Budget Comparison (Current and YTD) report Description is a basic Financial Report Writer report with a single Ending Balance Column. This report shows the Revenues and Expenses as well as the net profit or loss for a specified period.

- In the Parameters section, select, select “Income Statement – Budget Comparison” as the **FRW Report Format**. Select the report **End Date** and the **Funds** you wish to include.

*Note: FRW Report Format may vary based on user defined row formats.*

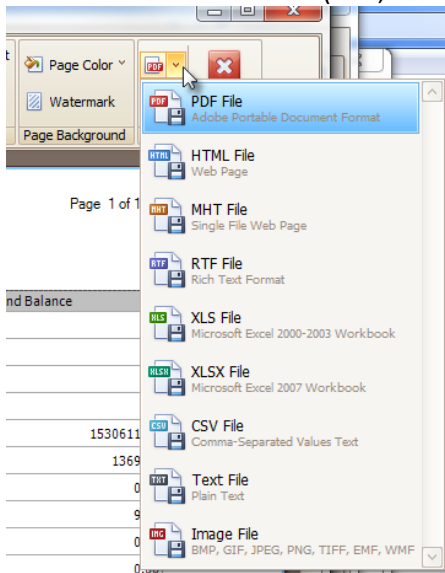
- For the parameter **Include period 13 or 14**, select either “No,” “Period 13,” or “Period 13 and 14.”

### Viewing, Exporting, and Printing Results in Scribe

- After selecting the desired report and parameters, Click **View Results** to see a preview of the results.

*Note: “View Results” does not mimic print output and column headers are not editable.*

- To export the results, click the Print **Results** button. Click the drop down menu next to the PDF icon to select the destination file format (PDF, HTML, MHT, RTF, XLS, XLSX, CSV, TEXT, or IMAGE file).



- To view the results in the formatted print output, click the **Scribe** button. On the Scribe Preview screen, you can adjust the page size and orientation between portrait and landscape. You can also export the Scribe report to PDF.