



# Combination Balance Sheet and Income Statement



# Combination Balance Sheet and Income Statement

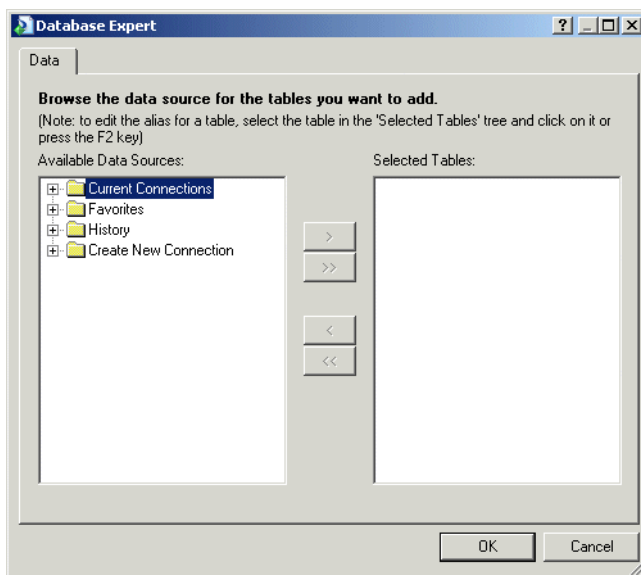
The Balance Sheet lists all of the assets, liabilities, and equity of an entity for a specific date, usually at the end of a month or a year. The Income Statement is a summary of the revenues and expenses of the business year for a specific period of time. This report shows the income statement for YTD and the month for a specified date.

## Introduction

The following tutorial assumes that you have completed the “Quick start for new users” tutorial in the *Crystal Reports XI User’s Guide*, which is located in the Docs folder of your product distribution.

## Creating the report

On the Start Page in Crystal Reports, click Blank Report.  
The Database Expert dialog box appears.



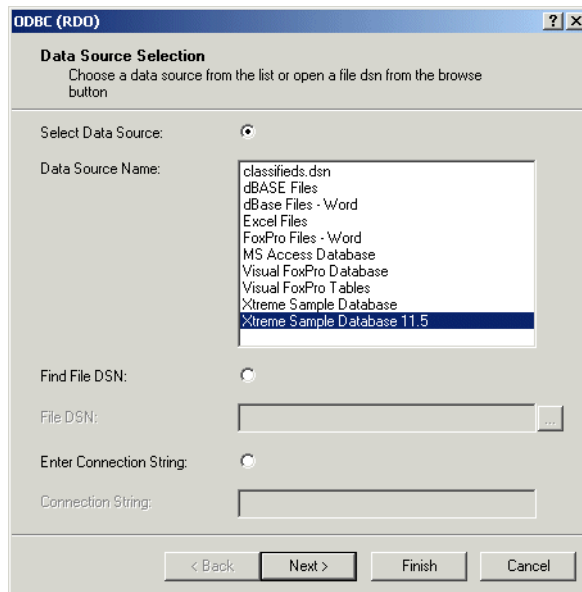
## Selecting a database to use

When you create a report, the first thing that you must do is to select a database for the report to use.

► **To select a database**

1. In the Database Expert dialog box, expand the **Create New Connection** folder.
2. Double-click **ODBC (RDO)**.

The ODBC (RDO) dialog box appears and displays a list of data sources.



3. From the list, select **Xtreme Sample Database 11.5**, and click **Finish**.

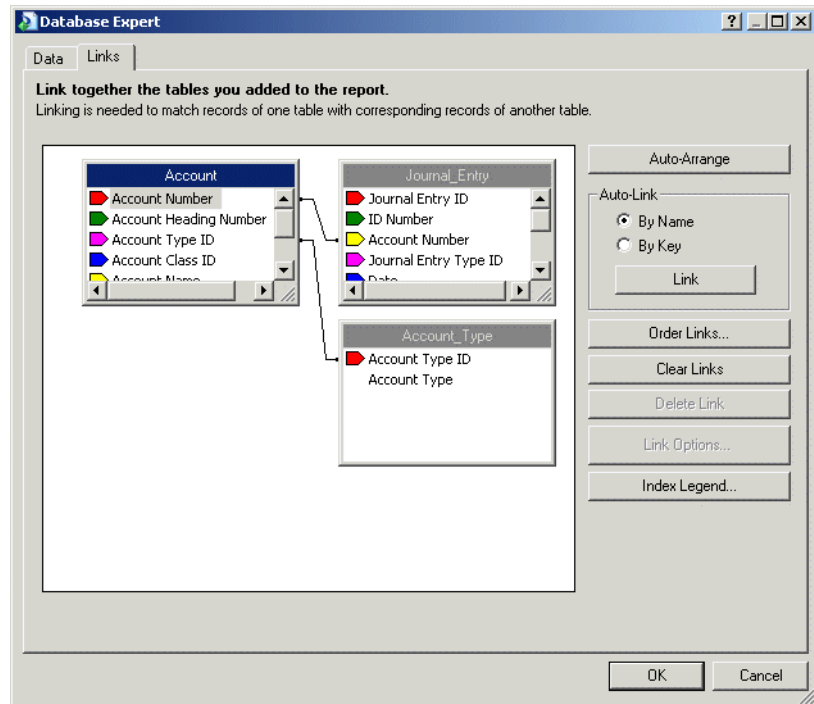
The Database Expert displays a list of available tables from the Xtreme Sample Database.

4. Select the **Account**, **Account Type**, and **Journal Entry** tables, and click > to add them to the Selected Tables list.

**Tip:** You can use CTRL+click to select multiple tables simultaneously.

5. Click **OK**.

The Links tab is displayed.



6. Verify that the links between the tables are consistent with what is displayed in the screenshot above. If necessary, create the appropriate links by dragging fields from one table to corresponding fields in another table.

**Note:** Ensure that the following links exist:

- Account.Account Type ID to Account Type.Account Type ID
- Account.Account Number to Journal Entry.Account Number

7. Click **OK**.

## Setting up the report date



### ► To set up the report date

1. Click **Field Explorer**.
2. In the Field Explorer, right-click **Parameter Fields**, and click **New**.  
The Create New Parameter dialog box appears.

Create a new parameter and list of values.

Name:  Type:  List of Values:

Value Field:  Description Field:

Value Options:

Option	Setting
Prompt Text	Enter My Parameter:
Prompt With Description Only	False
Default Value	
Allow custom values	True
Allow multiple values	False
Allow discrete values	True

OK Cancel Help

3. In the **Name** field, type **End Date**.
4. From the **Type** list, select **Date Time**, and click **OK**.

## Setting up selection criteria

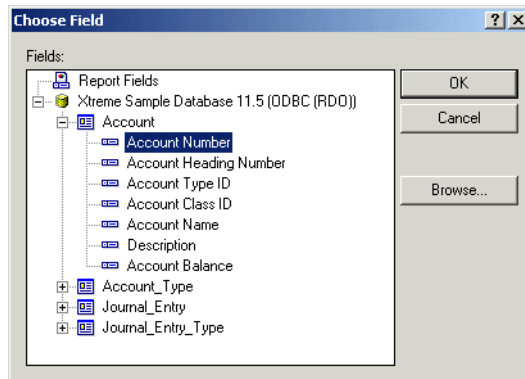
A selection criteria restricts the range of journal entries that are included in the report. For this report, you need to restrict the journal entries to those from dates that are less than the value of the End Date parameter.



► **To create selection criteria**

1. Click **Select Expert**.

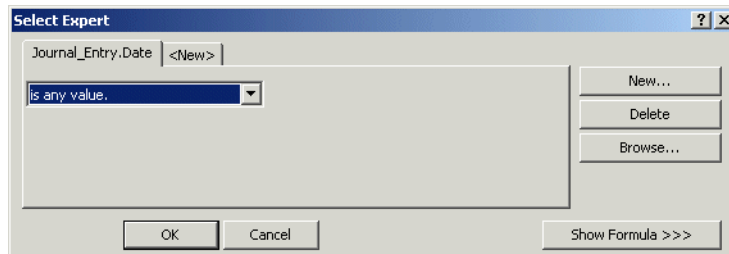
The Choose Field dialog box appears.



2. Expand the **Journal\_Entry** table, and select **Date**.

3. Click **OK**.

The Select Expert dialog box appears.



4. Ensure that the **Journal\_Entry.Date** tab is selected, and from the list, choose **is less than or equal to**.

5. From the second list that appears, select **End Date**.

6. To restrict journal entries, type the following formula in the text area:

```
{Journal_Entry.Date} <= {?End Date} and  
{Account_Type.Account Type} in  
("Equity","Liability","Asset")
```

7. Click **OK**.

## Setting up groupings

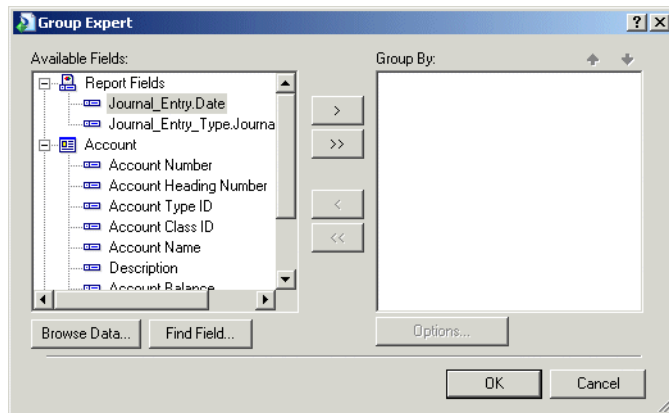
For this report, you must group records based on Account Type and Account Name.

► **To create report groupings**



1. Click **Group Expert**.

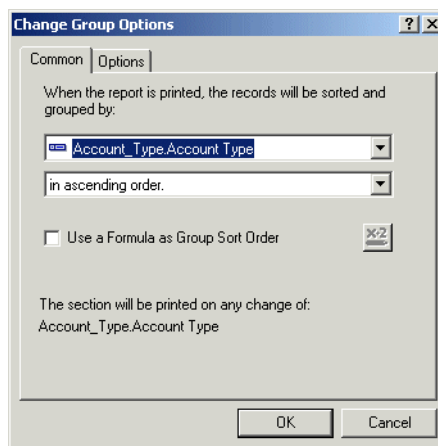
The Group Expert dialog box appears.



2. In the Available Fields area, expand the **Account\_Type** table, select **Account Type**, and click >.

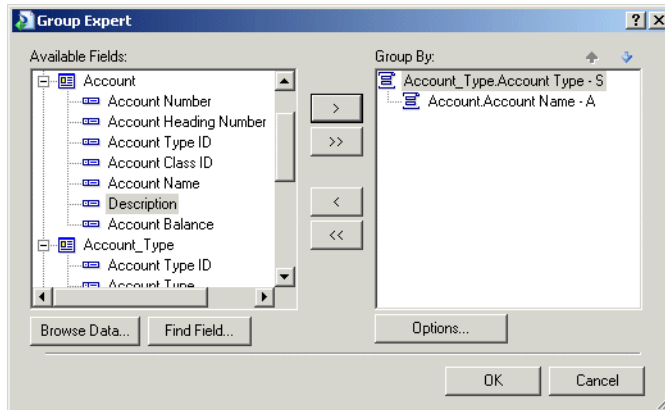
3. Click **Options....**

The Change Group Options dialog box appears.



4. From the second list, select in **specified order**.
5. From the Named Group: list, select the following values in order:
  - Revenue
  - Expense
6. Click **OK**.
7. In the Available Fields area, expand the **Account** table, select **Account Name**, and click >.

The dialog box displays your groupings.



8. Click **OK**.

## Creating formula fields

The Combination Balance Sheet and Income Statement uses several formula fields. You must create the necessary fields and add them to the report.

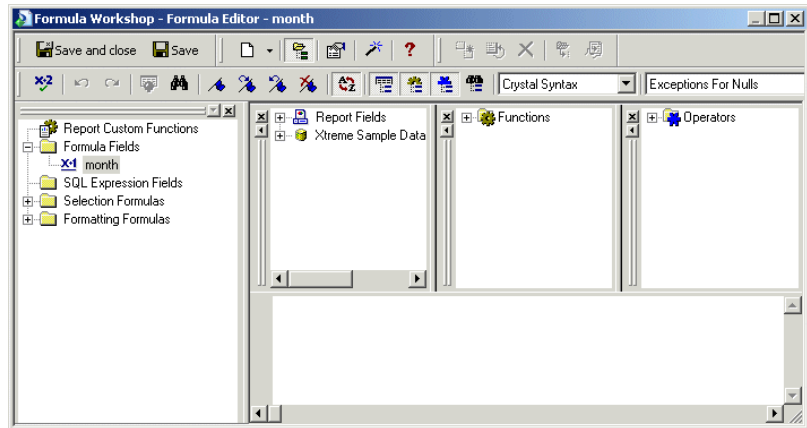
### ► To create formula fields



1. Click **Field Explorer**.
2. In the Field Explorer, right-click **Formula Fields**, and click **New**.
3. In the Formula Name dialog box, type **YTD\_balance**, and click **OK**.



The Formula Workshop appears.



4. Type the following formula:

```
if {Journal_Entry.Debit Or Credit} = 'Credit' then
    {Journal_Entry.Amount} * -1
else
    {Journal_Entry.Amount}
```

This formula returns the amounts of the journal entries. Because all of the values in the journal entries are positive, you need to reverse the sign of all the credit amounts to distinguish between debits and credits.



5. Click **Check** to verify that the syntax of the formula is correct.

6. Click **Save and close**.

7. Repeat steps 2 through 6 to create the following formula fields:

- **YTD\_balance\_check**: This formula field is used to calculate the balance by subtracting the total liabilities, equity, and current earnings from the total assets.

```
{@YTD_total_L_and_E_balance_and_current_earnings} +  
Sum ({@YTD_total_assets})
```

- **YTD\_liability\_and\_equity\_balance:** This formula field returns the amount of the journal entry if the account type is a liability or an equity. Otherwise, '0' is returned. This field is used to calculate the totals for liabilities and equity. Because all of the values in the journal entries are positive, you need to reverse the sign for all of the credit amounts to distinguish between debits and credits.

```
if {Account_Type.Account Type} in
  ['Equity','Liability'] then
(
  if {Journal_Entry.Debit Or Credit} = 'Credit' then
    {Journal_Entry.Amount} * -1
  else
    {Journal_Entry.Amount}
  )
```

- **YTD\_net\_income:** This formula field returns the amount of the journal entry if the account type is a revenue or an expense. Otherwise, '0' is returned. This field is used to calculate the net income. Because all of the values in the journal entries are positive, you need to reverse the sign for all of the credits amount to distinguish between debits and credits.

```
if {Account_Type.Account Type} in
  ['Revenue','Expense'] then
(
  if {Journal_Entry.Debit Or Credit} = 'Credit' then
    {Journal_Entry.Amount} * -1
  else
    {Journal_Entry.Amount}
  )
```

- **YTD\_total\_assets:** This formula field returns the amount of the journal entry if the account type is an asset. Otherwise, '0' is returned. This field is used to calculate the total assets. Because all of the values in the journal entries are positive, you need to reverse the sign for all of the credit amounts to distinguish between debits and credits.

```
if {Account_Type.Account Type} = 'Asset' then
(
  if {Journal_Entry.Debit Or Credit} = 'Credit' then
    {Journal_Entry.Amount} * -1
  else
    {Journal_Entry.Amount}
  )
```

- **YTD\_total\_L\_and\_E\_balance\_and\_current\_earnings:** This formula field calculates the total liabilities, equity, and current earnings by adding the totals.  

$$\text{Sum} (\{ @YTD\_liability\_and\_equity\_balance \}) + \text{Sum} (\{ @YTD\_net\_income \})$$
- **type\_total\_heading:** This formula field sets the value of the Account Type field in the Account Type table to Total Assets for asset accounts, Total Liabilities for liability accounts, and Total Equity for equity accounts.  

```
if {Account_Type.Account Type} = 'Asset' then
"Total Assets"
else if {Account_Type.Account Type} = 'Liability' then
"Total Liabilities"
else
"Total Equity"
```

## Adding fields to the report

After you create the formula fields, you can begin to add fields to the report.

### ► To add fields to the report

1. From the Field Explorer, drag the YTD\_balance field to the right end of the **Details** section.
2. Drag the YTD\_liability\_and\_equity\_balance field to the left side of the YTD\_balance field in the **Details** section.
3. Drag the YTD\_total\_assets field to the left side of the YTD\_liability\_and\_equity\_balance field in the **Details** section.
4. Drag the YTD\_net\_income field to the left side of the YTD\_total\_assets field in the **Details** section.
5. Right-click each of the headings that were automatically created in the **Page Header** section, and click **Delete**.

The report should now look similar to the following screenshot:



6. Right-click the `YTD_balance` field, and choose **Insert > Summary**.  
The Insert Summary dialog box appears.
7. For the **Summary Location**, select Group #2, and click **OK**.
8. Right-click the `YTD_balance` field again, and choose **Insert > Summary**.
9. For the **Summary Location**, select Group #1, and click **OK**.
10. Right-click the `YTD_net_income` field, and choose **Insert > Summary**.
11. For the **Summary Location**, select **Grand Total (Report Footer)**.
12. Right-click the `YTD_total_assets` field, and choose **Insert > Summary**.
13. For the **Summary Location**, select **Grand Total (Report Footer)**.
14. Right-click the `YTD_liability_and_equity_balance` field, and choose **Insert > Summary**.
15. For the **Summary Location**, select **Grand Total (Report Footer)**.
16. Expand the **Report Footer** section to be approximately 1.5 inches.
17. In the Report Footer section, position the sum of `YTD_net_income` field below the YTD column. Apply bold formatting to the field, and add a single top border.
18. Drag the `YTD_total_L_and_E_balance_and_current_earnings` field to the **Report Footer** section, and center it under the sum of the `YTD_net_income` field. Apply bold formatting to the field, and add a single top border.
19. Drag the `YTD_balance_check` field to the **Report Footer** section under the `YTD_total_L_and_E_balance_and_current_earnings` field. Apply bold formatting to the field, and add a single top border and a double bottom border.
20. Right-click **Report Footer**, and click **Suppress (No Drill-Down)**.
21. Right-click **Group Header #2**, and click **Hide (Drill-Down OK)**.
22. Right-click **Group Footer #2**, and click **Hide (Drill-Down OK)**.
23. Right-click **Details**, and click **Suppress (No Drill-Down)**.

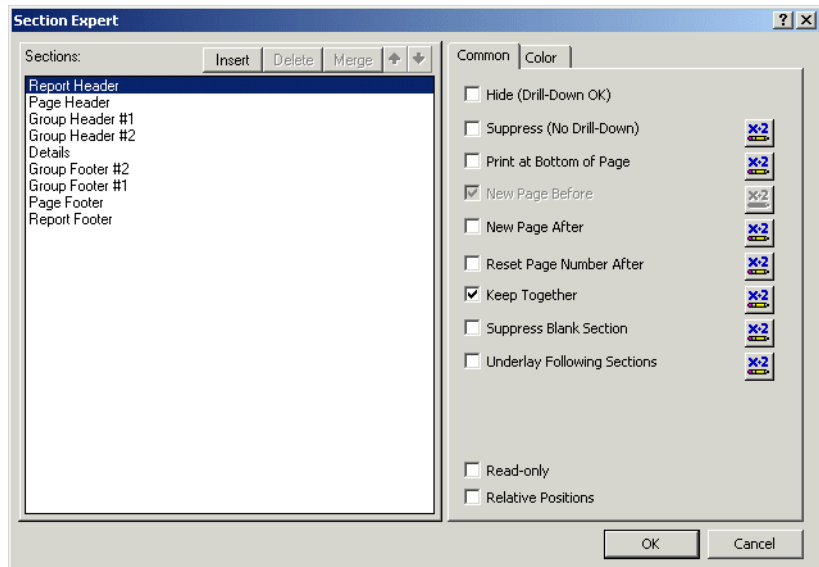
After you add the appropriate fields and create the necessary summary fields, you can apply conditional formatting.

► To apply conditional formatting



1. Click **Section Expert**.

The Section Expert dialog box appears.

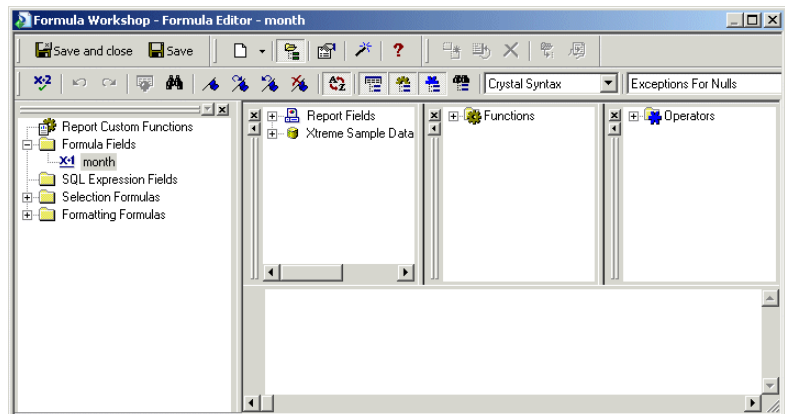


2. In the Sections: area, select **Group Footer #1**.



3. Select the **Suppress (No Drill-Down)** option, and click the **Formula** button next to the option.

The Formula Workshop appears.



4. Type the following formula, and then click **Save and close**:  
`{Account_Type.Account Type} in ['Revenue','Expense']`
5. Click **OK**.
6. Repeat steps 1 through 5 for **Group Footer #1**.

The report should now look similar to the following screenshot:

Section	Fields/Formulas
Report Header	
Page Header	Print Date
Group Header #1	Group #1 Name
Group Header #2	Group #2 Name
Details	YTD net income, YTD total assets, and equity balance, YTD balance
Group Footer #2	YTD balance
Group Footer #1	YTD balance
Report Footer	YTD total assets, YTD equity balance, YTD net income, YTD total L and E balance and current earnings, YTD balance check
Page Footer	Page Number

7. Create a text field in the **Report Footer** section, and center it vertically with the sum of the YTD\_net\_income field. In the text field type + Current Earnings (Net Income), and apply bold formatting to the text.
8. Create a text field in the **Report Footer** section, and center it vertically with the YTD\_total\_L\_and\_E\_balance\_and\_current\_earnings field. In the text field type Total Liabilities and Equity, and apply bold formatting to the text.
9. Create a text field in the **Report Footer** section, and center it vertically with the YTD\_balance\_check field. In the text field type Balance Check, and apply bold formatting to the text.
10. Create a text field in the **Page Header** section, and place it above the YTD columns. In the text field, type YTD. Center the text, apply bold formatting, and add a single bottom border.

## Reviewing your work



To see how the report looks with the fields in place, click **Print Preview** to activate the Preview tab.

The report appears in preview mode.

	YTD
Asset	\$6,379,386.30
Liability	(\$3,880,025.83)
Equity	(\$2,302,455.97)
+ Current Earnings (Net Income)	(\$196,904.50)
Total Liabilities and Equity	(\$6,379,386.30)
Balance Check	\$0.00

After you finish reviewing the report, click the Design tab to correct any mistakes.

## Completing the Balance Sheet

Now that the report has been built to display the correct data, you can add the report title, the report date, and the company logo.

- **To add a report title and report date**
- 1. Expand the Page Header section to be approximately 2 inches in height.
- 2. Create a new text field centered in the Page Header section.
- 3. Enter the text `Xtreme Mountain Bikes` in the new text field.
- 4. Create another text field with the text `Balance Sheet`. Place this text field in the Page Header section directly beneath the `Xtreme Mountain Bikes` text field.
- 5. Create another text field and add it to the Page Header section directly beneath the `Balance Sheet` text field. In this text field type `For the months ending`.

6. Drag the **End Date** parameter field anywhere into the Page Header section.
7. Right click the **End Date** field and click **Format Field**.  
The Format Editor is shown.
8. Select **03/01/1999** as the Date and Time format and click **OK**.
9. Drag the **End Date** field into the text field with the text For the months ending.



► **To add a company logo to the report**

1. Click **Insert Picture**.
2. Choose a bitmap (.bmp) logo file, and click **Open**.
3. Position the object frame in the upper right-hand corner of the **Report Header (RH)** section of the report.
4. Click the Preview tab.

**Note:** The report should now look similar to the following screenshot:

		
Extreme Mountain Bikes		
Balance Sheet		
For the Months Ending 01/31/2005		
		YTD
Asset		\$6,379,386.30
Liability		(\$3,880,025.83)
Equity		(\$2,302,455.97)
+ Current Earnings (Net Income)		(\$196,904.50)
Total Liabilities and Equity		(\$6,379,386.30)
Balance Check		\$0.00

## Creating a subreport

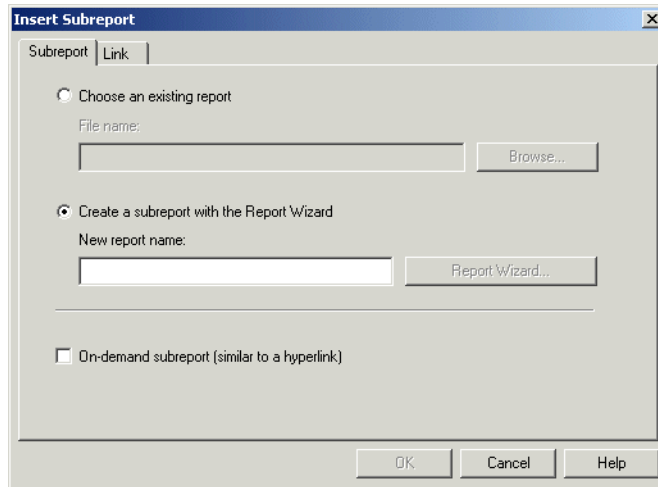
After you finish the Balance Sheet section of the Consolidated Balance Sheet and Income Statement report, the next step is to create the Income Statement section. For this report, you must create the Income Statement section as a subreport to the Balance Sheet.

► **To create a subreport**

1. On the **Insert** menu, click **Subreport**.

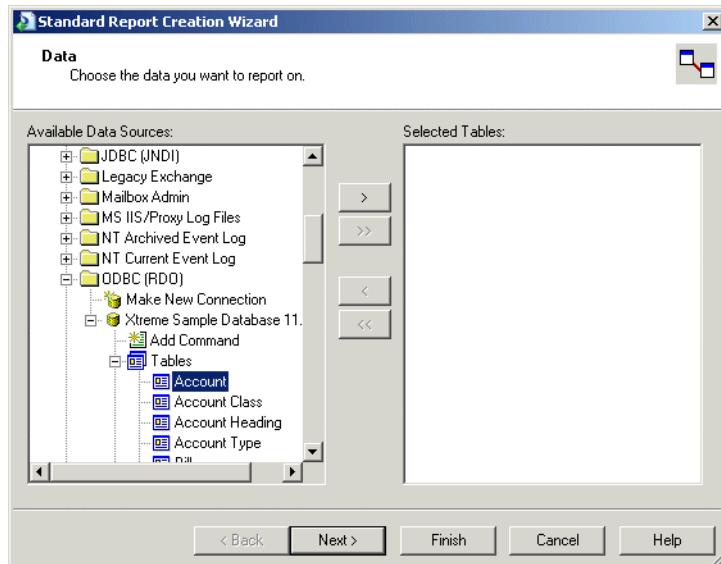


The Insert Subreport dialog box appears.



2. In the **New report name** field, type Income Summary.
3. Select the **On-demand subreport (similar to a hyperlink)** option to ensure that the report does not run on the balance sheet.
4. Click **Report Wizard...**

The Standard Report Creation Wizard dialog box appears.

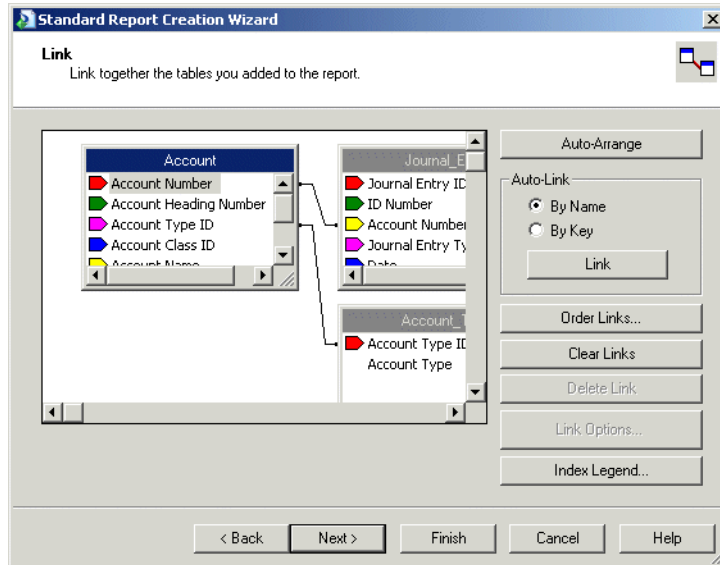


5. From the **Xtreme Sample Database 11.5** connection, select the **Account**, **Account Type**, and **Journal Entry** tables, and click > to add them to the Selected Tables list.

**Tip:** You can use CTRL+click to select multiple tables simultaneously.

6. Click **Next**.

The Links tab is displayed.



7. Verify that the links between the tables are consistent with what is displayed in the screenshot above. If necessary, create the appropriate links by dragging fields from one table to corresponding fields in another table.

**Note:** Ensure that the following links exist:

- Account.Account Type ID to Account Type.Account Type ID
- Account.Account Number to Journal Entry.Account Number

8. Click **Finish**.

9. In the Insert Subreport dialog box, click the Link tab.

10. In the Available Fields area, select the **End Date** parameter and click >.

11. Ensure that the **Select data in subreport based on field:** option is selected and that the list underneath it has the value **Journal\_Entry.Date**.

12. Click **OK**.

A link to the subreport is linked to your mouse cursor.

13. Place the link in the **Report Footer** section.
14. Right-click the subreport link, and select **Edit Subreport...**

A new design view where you can edit the subreport appears.

## Creating the Income Statement

After you insert the subreport into the main report, you can create the Income Statement.

### Adding additional tables to the Income Statement

► **To add tables**



1. Click Database Expert.

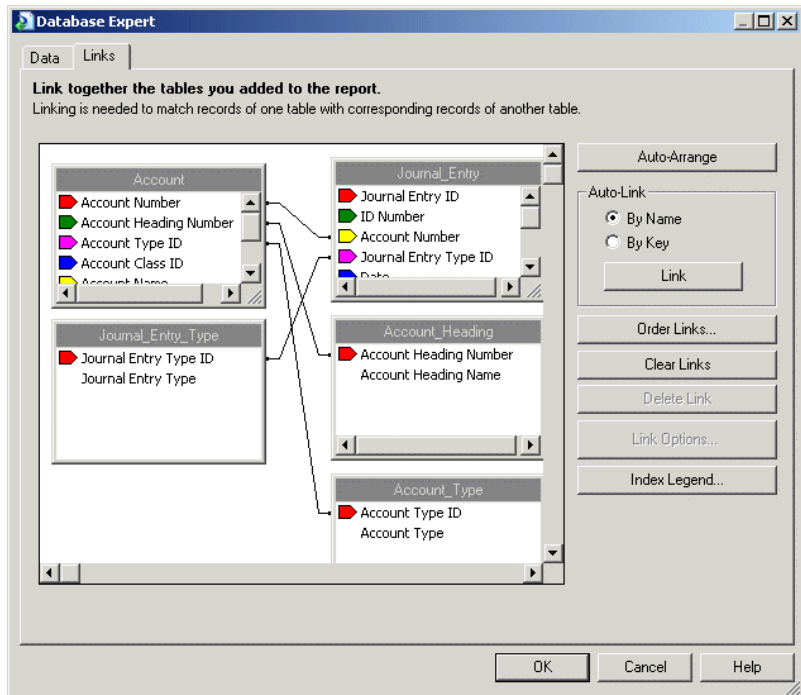
The Database Expert dialog box appears.

2. Select the **Account Heading** and **Journal Entry Type** tables, and click > to add them to the Selected Tables list.

**Tip:** You can use CTRL+click to select multiple tables simultaneously.

3. Click **OK**.

The Links tab is displayed.



4. Verify that the links between the tables are consistent with what is displayed in the screenshot above. If necessary, create the appropriate links by dragging fields from one table to corresponding fields in another table.

**Note:** Ensure that the following links exist:

- Account.Account Type ID to Account Type.Account Type ID
- Account.Account Number to Journal Entry.Account Number
- Account.Account Heading Number to Account Heading.Account Heading Number
- Journal Entry.Journal Entry Type ID to Journal Entry Type.Journal Entry Type ID

5. Click **OK**.

## Setting up selection criteria

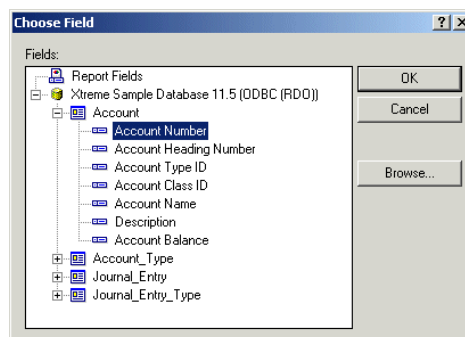
A selection criteria restricts the range of journal entries that are included in the report. For this report, you need to restrict the journal entries to those that fall between January 1st of the End Date year (for YTD calculations) and the End Date parameter. For example, if the End Date parameter has a value of November 14, 2005, then the journal entries are restricted to those between January 1, 2005 and November 14, 2005.

In addition to restricting journal entries based on dates, you need to restrict journal entries based on type. On January 1st of each year, the process of closing accounts is performed. These closing entries include the closure of all revenue and expense accounts and adjustments to Retained Earnings to reflect a net gain or net loss. Therefore, closing entries must not be included in the calculations; such entries must be restricted. You also need to restrict journal entries to display only Revenue and Expense accounts.

### ► To create selection criteria

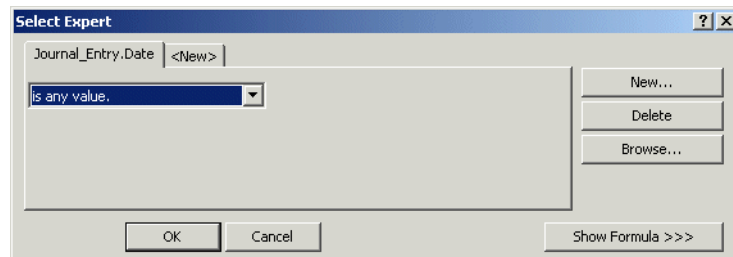
1. Click **Select Expert**.

The Choose Field dialog is shown.



2. Expand the **Journal\_Entry** table, and select **Date**.
3. Click **OK**.

The Select Expert dialog box appears.



4. Ensure that the Journal Entry.Date tab is selected, and from the list, choose **formula**.
5. To restrict journal entries, type the following formula in the text area:

```
{Journal_Entry.Date} <= {?Pm-?End Date} and
{Journal_Entry.Date} >= dateserial(year({?Pm-?End
Date}),1,1)
```

**Note:**

- `dateserial` is an SQL function that accepts three parameters (year, month, and day) and returns a valid date.
  - `year` is an SQL function that accepts a date and returns only the year portion.
6. Now that the journal entry dates are restricted by the formula, you need to add criteria to restrict the closing entries. In the Select Expert dialog box, click the <New> tab.
  7. In the Choose Field dialog box, expand the **Journal\_Entry\_Type** table, and select **Journal Entry Type**.
  8. Click **OK**.
  9. Ensure that the Journal\_Entry\_Type.Journal Entry Type tab is selected, and from the list, choose **is not equal to**.
  10. From the list that appears, select **closing entries**.
  11. Click the <New> tab.
  12. In the Choose Field dialog box, expand the **Account\_Type** table, and select **Account Type**.
  13. Click **OK**.
  14. Ensure that the Account\_Type.Account Type tab is selected, and from the list, choose **is one of**.

15. From the list that appears, select **Revenue** and **Expense**.
16. Click **OK**.

## Setting up groupings

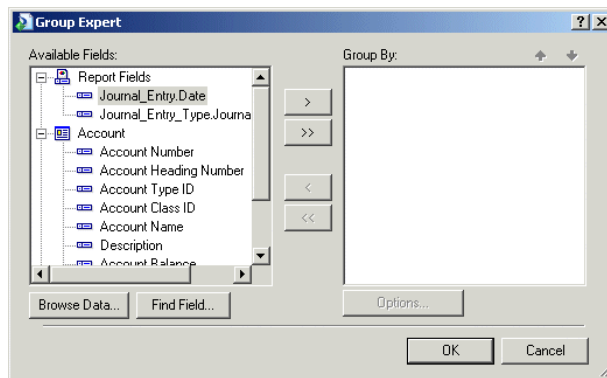
For this report, you must group records based on Account Type, Account Heading Name, and Account Name.

### ► To create report groupings



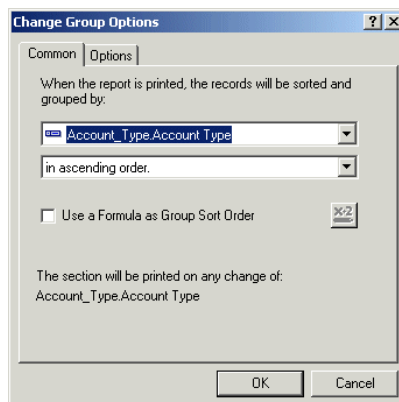
1. Click **Group Expert**.

The Group Expert dialog box appears.



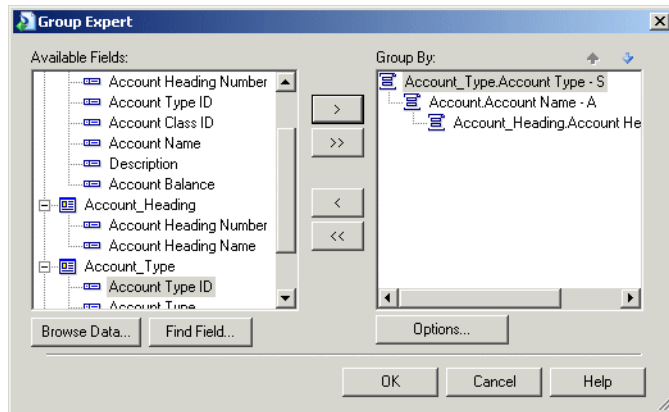
2. In the Available Fields area, expand the **Account\_Type** table, select the **Account Type** field, and click >.
3. Click **Options....**

The Change Group Options dialog box appears.



4. From the second list, select in **specified order**.
5. From the Named Group: list, select the following values in order:
  - Revenue
  - Expense
6. Click **OK**.
7. Expand the **Account** table, select **Account Name**, and click > to create a second group.
8. Expand the **Account\_Heading** table, select **Account Heading Name**, and click > to create a third group.

The dialog box displays your groupings.



9. Click **OK**.

## Creating formula fields

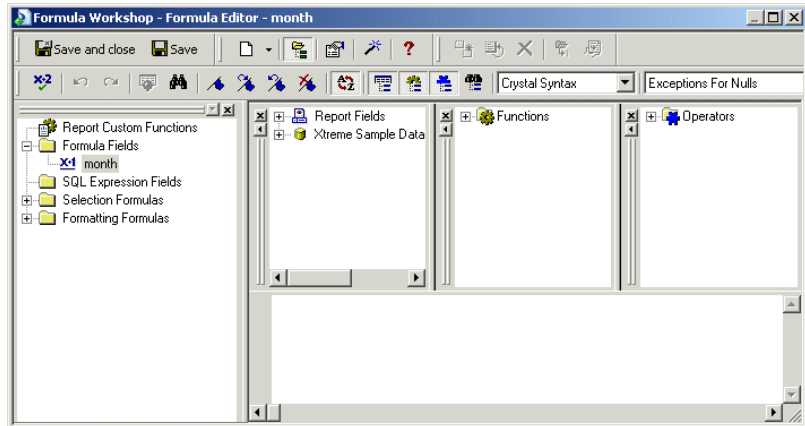
The Combination Balance Sheet and Income Statement report uses several formula fields. You must create the necessary fields and add them to the report.

### ► To create formula fields



1. Click **Field Explorer**.
2. In the Field Explorer, right-click **Formula Fields**, and click **New**.

3. In the Formula Name dialog box, type `month`, and click **OK**.  
The Formula Workshop appears.



4. Type the following formula:  
`MonthName(month({?Pm-?End Date}))`  
This formula field displays the textual representation of the End Date month.



5. Click **Check** to verify that the syntax of the formula is correct.
6. Click **Save and close**.
7. Repeat steps 2 through 6 to create the following formula fields:
  - **month\_balance**: This formula field returns the amount of the journal entries for the reporting month. Otherwise, '0' is returned. Because all of the values in the journal entries are positive, you need to reverse the sign for all of the credit amounts to distinguish between debits and credits.  

```
if month({Journal_Entry.Date}) = month({?Pm-?End
Date})) then
if {Journal_Entry.Debit Or Credit} = 'Credit' then
{Journal_Entry.Amount} * -1
else
{Journal_Entry.Amount}
```



- **type\_heading:** This formula field displays the account type as Net Sales for revenue accounts or Total Expenses for expense accounts.  

```
if GroupName ({Account_Type.Account Type})= 'Revenue'  
  then  
    "Net Sales"  
  else  
    "Total Expenses"
```
- **YTD\_balance:** This formula field returns the amount of the journal entries. The same calculations for debits and credits are used.  

```
if {Journal_Entry.Debit Or Credit} = 'Credit' then  
  {Journal_Entry.Amount} * -1  
else  
  {Journal_Entry.Amount}
```

## Adding fields to the report

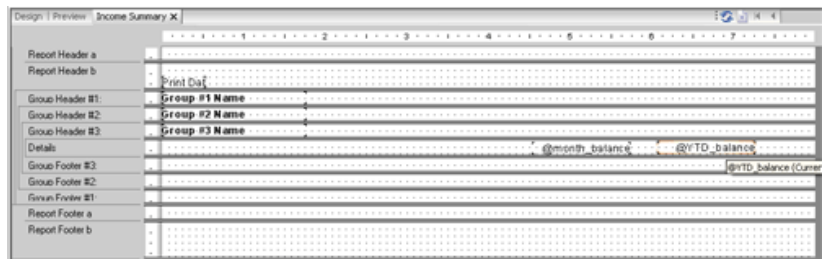
After you create the formula fields, you can begin to add fields to the report.

**Note:** Before you add the fields, adjust the page setup of the report to use legal size paper with a landscape orientation. This arrangement is required to accommodate the fields in the report.

### ► To add fields to the report

1. From the Field Explorer, drag the YTD\_balance field to the **Details** section, and align the right edge of the field with the 8 inch mark.
2. Drag the month\_balance field to the **Details** section, and align the right edge of the field with the 4.75 inch mark.
3. Right-click all of the headings that were automatically created in the **Page Header** section, and click **Delete**.

The report should now look similar to the following screenshot:



4. Right-click the `month_balance` field, and choose **Insert > Summary**.  
The Insert Summary dialog box appears.

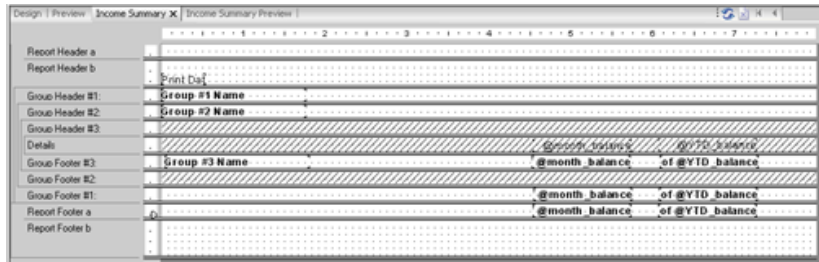
5. For the **Summary Location**, select Group #1, and click **OK**.
6. Apply a single top border to the Group #1 summary field.
7. Right-click the `month_balance` field, and choose **Insert > Summary**.
8. For the **Summary Location**, select Group #3, and click **OK**.
9. Right-click the `month_balance` field, and choose **Insert > Summary**.
10. For the **Summary Location**, select Grand Total (Report Footer), and click **OK**.
11. Apply a single top border and a double bottom border to the Grand Total summary.
12. Repeat steps 4 through 11 for the `YTD_balance` field.

The report should now look similar to the following screenshot:

Report Header a	Report Header b	Print Date
Group Header #1	Group #1 Name	
Group Header #2	Group #2 Name	
Group Header #3	Group #3 Name	
Details	@month_balance	@YTD_balance
Group Footer #3	@month_balance	of @YTD_balance
Group Footer #2	@month_balance	of @YTD_balance
Group Footer #1	@month_balance	of @YTD_balance
Report Footer a	@month_balance	of @YTD_balance
Report Footer b		

13. Right-click **Group Header #3**, and click **Suppress (No Drill-Down)**.
14. Right-click **Details**, and click **Suppress (No Drill-Down)**.
15. Right-click **Group Footer #2**, and click **Suppress (No Drill-Down)**.
16. Move the Group #3 Name field from the **Group Header #3** section to the **Group Footer #3** section.

The report should now look similar to the following screenshot:



After you add the appropriate fields to the data in the report, you can create column headings.

► **To create column headings**

1. From the Field Explorer, drag the @month formula field to the **Page Header** section. Resize the heading so that it spans the three month bound columns.
2. For the second column heading, add a text field above the YTD bound columns in the **Page Header** section, and type YTD.
3. Format the two column headings fields to display bold text, aligned to the center with a single line bottom border.
4. Drag the type\_heading field to the **Group Footer #1** section, and align it horizontally with the **Group #2 Name** field.
5. Create a new text field in the Report Footer section aligned horizontally with the Group #1 Name. In this text field type "Net Income".

The report should now look similar to the following screenshot:



## Reviewing your work



To see how the report looks with the fields in place, click **Print Preview** to activate the Preview tab.

The report appears in preview mode.

	January	YTD
<b>Revenue</b>		
Sales Revenue		
Bike Sales - Competition	\$187,302.75	\$187,302.75
Bike Sales - Hybrid	\$15,764.61	\$15,764.61
Bike Sales - Kids	\$3,547.69	\$3,547.69
Bike Sales - Mountain	\$40,856.24	\$40,856.24
Sales Gloves	\$765.98	\$765.98
Sales Helmets	\$3,506.74	\$3,506.74
Sales Locks	\$741.26	\$741.26
Sales Returns	(\$14,336.10)	(\$14,336.10)
Sales Saddles	\$1,088.66	\$1,088.66
Net Sales	\$239,237.83	\$239,237.83
<b>Expense</b>		
Cost of Goods Sold		
Bikes (Competition) Cost	\$86,043.80	\$86,043.80
Bikes (Hybrid) Cost	\$7,166.95	\$7,166.95
Bikes (Kids) Cost	\$1,621.82	\$1,621.82
Bikes (Mountain) Cost	\$18,719.30	\$18,719.30
Gloves Cost	\$348.53	\$348.53
Helmets Cost	\$1,585.71	\$1,585.71
Locks Cost	\$333.97	\$333.97
Saddles Cost	\$495.45	\$495.45
General & Administrative E		
Accounting & Legal	\$1,445.12	\$1,445.12
Amortization Expense (Bui	\$2,045.94	\$2,045.94
Amortization Expense (Mac	\$2,134.68	\$2,134.68
Bank Charges	\$19.85	\$19.85
Courier & Postage	\$329.51	\$329.51
Insurance	\$1,415.93	\$1,415.93
Interest Expense	\$2,051.03	\$2,051.03
Internet	\$120.34	\$120.34
Miscellaneous	\$62.43	\$62.43
Office Supplies	\$822.86	\$822.86
Telephone	\$286.68	\$286.68
Utilities	\$385.62	\$385.62
Payroll Expenses		
Wages & Salaries	\$51,384.61	\$51,384.61
Total Expenses	\$178,820.14	\$178,820.14
<b>Net Income</b>	<b>\$60,417.69</b>	<b>\$60,417.69</b>

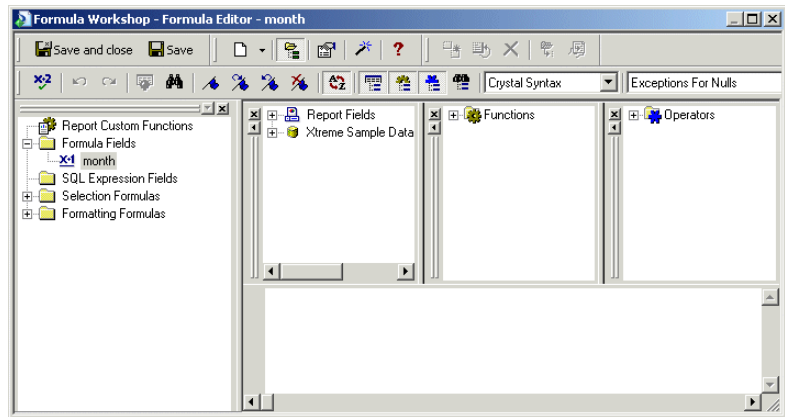
**Note:** Revenue accounts that are also credit accounts may display negative amounts. To display positive values, you need to apply conditional formatting on the sum fields for both the month\_balance and the YTD\_balance fields.

### ► To apply conditional formatting

1. Right-click sum of the month\_balance field, and select **Format Field**.
2. On the Number tab, click **Customize....**
3. Select the **Reverse Sign for Display** option, and click the **Formula** button beside the option.



The Formula Workshop appears.



4. Type the following formula, and then click **Save and close**:  
`{Account_Type.Account Type} = 'Revenue'`
- 5.
6. In the **Group Footer #1** section, right-click the sum of the `month_balance` field, and select **Format Field**.
7. On the Number tab, click **Customize....**
8. Select the **Reverse Sign for Display** option, and click the **Formula** button beside the option.
9. In the Formula Workshop, type the following formula, and then click **Save and close**:  
`{Account_Type.Account Type} = 'Revenue'`
10. In the **Group Footer #1** section, right-click the sum of the `month_balance` field, and select **Format Field**.
11. On the Number tab, click **Customize....**
12. Select the **Reverse Sign for Display** option, and click the **Formula** button beside the option.
13. Click **OK**.
14. Repeat steps 1 to 12 to apply conditional formatting to all of the other columns.

After you finish reviewing the report, click the Design tab to correct any mistakes.

## Completing the report

Now that the report has been built to display the correct data, you can add the report title, the report date, and the company logo.

► **To add a report title and report date**


1. Expand the **Page Header** section to be approximately 2 inches in height.
2. Create a new text field at the center of the **Page Header** section, and type Xtreme Mountain Bikes.
3. Create another text field directly underneath the Xtreme Mountain Bikes text field, and type Income Statement.
4. Create another text field directly underneath the Income Statement text field, and type For the months ending.
5. Drag the **End Date** parameter field to anywhere in the **Page Header** section.
6. Right-click the **End Date** field, and click **Format Field**.  
The Format Editor appears.
7. Select **03/01/1999** as the Date and Time format, and click **OK**.
8. Drag the End Date field into the text field that contains **For the months ending**.

► **To add a company logo to the report**



1. Click **Insert Picture**.
2. Choose a bitmap (.bmp) logo file, and click **Open**.
3. Position the object frame in the upper right-hand corner of the **Report Header (RH)** section of the report.
4. Click the Preview tab.

The report should now look similar to the following screenshot:

<div style="text-align: right;">  </div>		
<div style="text-align: center;"> <b>Xtreme Mountain Bikes</b>  <b>Income Statement</b>  <b>For the Months Ending 01/31/2005</b> </div>		
	January	YTD
<b>Revenue</b>		
Sales Revenue		
Bike Sales - Competition	\$187,302.75	\$187,302.75
Bike Sales - Hybrid	\$15,764.61	\$15,764.61
Bike Sales - Kids	\$3,547.69	\$3,547.69
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Net Sales	\$239,237.83	\$239,237.83
<b>Expense</b>		
Cost of Goods Sold		
Bikes (Competition) Cost	\$86,043.80	\$86,043.80
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Miscellaneous	\$62.43	\$62.43
Office Supplies	\$822.86	\$822.86
Telephone	\$286.68	\$286.68
Utilities	\$385.62	\$385.62

## Saving the report



### ► To save the report

1. Click **Save**.

Because this is the first time that you are saving the report, the Save As dialog box appears and displays the location where the file will be saved.

2. In the **File name** field, type `BalanceSheetAndIncomeStatment.rpt`, and click **Save**.

The report is saved to the location that you chose.

