Instructions for “Financial Statements App”

**Please read and follow all the instructions for a proper use of this application!**

## Pre-requisites:

**Before uploading the Trial Balance**

In the Trial Balance, map the information from the Trial Balance provided by the client, onto the header shown below. (Account, Description, Opening Balance (OB), Debit Movement (DM), Credit Movement (CM) and Closing Balance (CB))

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Account | Description | OB | DM | CM | CB |
| 401 | Vendors | 2.341 | 34.325 | 5.353 | 31.313 |

**\*Note:** In the template, columns Synt(2), Synt(3) & Synt(4) are automatically filled in by the app based on Account inputs.

## **Instructions**:

1. Click “Import TB” button and upload TB.
2. Select the language in which the final file will be generated (RO or EN)
3. Choose “Financial Statements “Forma Scurta”” or “Financial Statements “Forma Lunga””, based on the type of the company.
4. In the “Company”, “Address”, “VAT tax code”,”Registration no”, “Type of company”,”Main activity” and “Financial Year” introduce the information accordingly – **it is type text, however please insert the PE as number (ex 2022 not 31.12.2022)**
5. Click “Run and save”. Once clicking that, the robot will process your request and download the excel in your designated Downloads folder.
6. Finally, you should obtain an Excel document named “Financial statement”
7. In order for the numbers to be populated, please press “Enable Editing”

**Important remarks after Spreadsheet generation:**

1. In order for the numbers to be populated, please press “**Enable Editing**”
2. Check tab “**Trial Balance**” column N “**OMF Line**” for any **N/A** cells and modify in accordance and also the other mapping columns
3. Check tab “**Check if manual ADJE**” for the bifunctional accounts or for those accounts which may need a ST/LT split
4. In case, by mistake, we have incorrect negative expenses in the client's balance (not the 609 account but other accounts), insignificant amounts, they are included in the formulas (ie ABS), which would result in the Profit and Loss Account not be checked, doublong this amount in absolute - therefore, in case the P&L does not check, please make sure to check if this case applies
5. Check tab “**Check Criteria”** in order check and review the legal criteria for Statutory audit and Company size.

In case you encounter any issues or if you have any other questions or suggestions, please contact:

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