Leadsheet, Trial Balance and FS

## Instructions

Instructions for “Leadsheet, Trial Balance and FS”

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

## Pre-requisites:

**Part 1 (Trial balance closing and mapping)**

User should import the following databases into their corresponding button.

* Current year Trial Balance file with the following header:

|  |  |  |
| --- | --- | --- |
| **Header name** | **Format** | **Example** |
| Account | General / Text | “101100” |
| Description | General / Text | “CAPITAL SOCIAL SUBSCRIS NEVARSAT” |
| SID | General / Number | 39,000 |
| SIC | General / Number | 39,000 |
| RCD | General / Number | 39,000 |
| RCC | General/Number | 39,000 |
| SFD | General / Number | 39,000 |
| SFC | General / Number | 39,000 |

* Prior year Trial Balance file with the following header:

|  |  |  |
| --- | --- | --- |
| **Header name** | **Format** | **Example** |
| Account | General / Text | “101100” |
| Description | General / Text | “CAPITAL SOCIAL SUBSCRIS NEVARSAT” |
| SFD | General / Number | 39,000 |
| SFC | General / Number | 39,000 |
| CB | General/Number | 39,000 |

* Mapping file templates embedded below. Please select the one who respect the size criteria for company :

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**Part 2 (Generate leadsheet):**

For this part , you should import in button “Leadsheets” the file obtained at PART 1.

**Important before import, open and save the file “F100 Trial Balance”.**

**Part 3 (Generate Financial Statement ):**

For this part , you should import in button “Financial Statement” the following files:

- Into the button:”Mapped Trial Balance”, please import the file obtained at part 1

- Into the button:”Import forma lunga/scurta”, please import one of the following templates and also selected what template have been imported.

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**Important! Before import, open and save the file “F100 Trial Balance”!**

For any issues, questions and/ or suggestions, please contact:

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