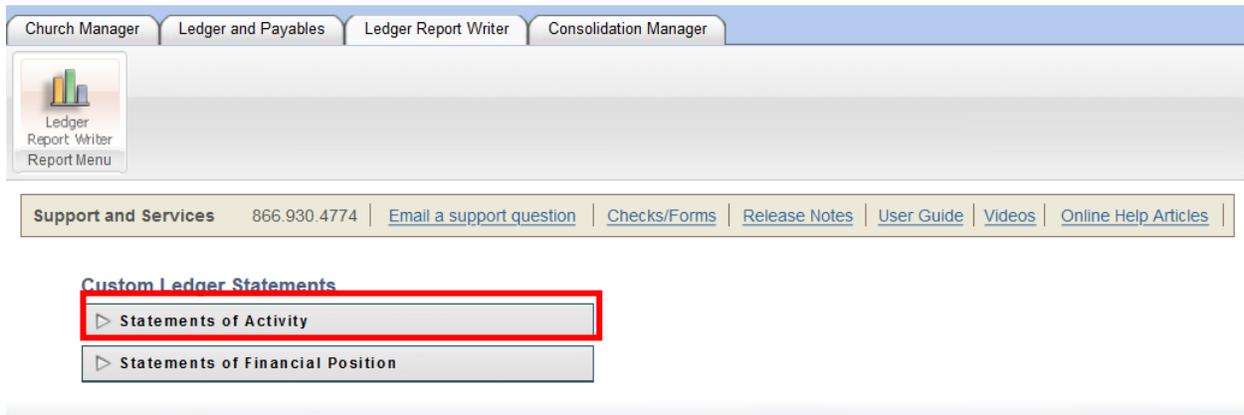


How to View a report in Ledger Report Writer

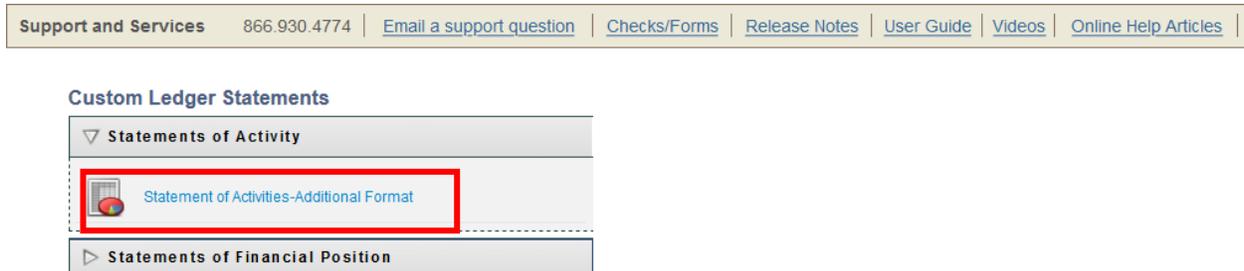
1. Select the **Ledger Report Writer** tab to open Ledger Report Writer.



2. Click the name **Statement of Activities** from the Custom Ledger Statements library.



3. Click the name **Statement of Activities- Additional Format** from the Custom Ledger Statements library.



How to View a report in Ledger Report Writer

4 Click **Preview Report**.

Ledger Report Writer exports your statement to a file named “report(x).xls” and provides a link to the file in the lower-left corner of your General page. If you are using Firefox, the Excel file is saved to your Downloads folder. Double click to open the file.

If you are using Internet Explorer or Chrome, your browser will display a message at the bottom of the page.

5 Click **OK** to view the report in Excel.

The screenshot displays the 'Ledger Report Writer - General' interface. The main window title is 'Statement of Activities-Additional Format'. The 'General' tab is active, showing the report name 'Statement of Activities-Additional Format' and report type 'Statement of Activity'. The 'Fiscal Period Ended' section shows 'Report as of month ending: June' and 'during fiscal year ending: 6/30/2020 - Current Fiscal Year'. The 'Report Options' section includes checkboxes for 'Include Inactive History Accounts', 'Print Gridlines', 'Suppress Zero Accounts', and 'Show Numbers Without Cents'. The 'Orientation' section has radio buttons for 'Portrait' and 'Landscape'. The 'Margins' section shows 'Margin Adjustments - 1/100 Inch Increments' with 'Top: 25' and 'Bottom: 25'. The 'Scaling' section has radio buttons for 'Adjust to 100 % normal size' and 'Fit to 1 page(s) wide by'. The 'Print Titles' section shows 'Rows to Repeat: 0' and 'Columns to'. At the bottom left, the 'Preview Report' button is highlighted with a red box. A Firefox file opening dialog box is overlaid on the interface, titled 'Opening report.xls'. The dialog box contains the following text: 'You have chosen to open: report.xls which is: Microsoft Excel 97-2003 Worksheet (51.5 KB) from: https://washington.parishsoftaccounting.com'. Below this, it asks 'What should Firefox do with this file?' and provides three options: 'Open with: Excel 2016 (default)', 'Save File', and 'Do this automatically for files like this from now on.'. The 'Open with' option is selected. At the bottom right of the dialog box, the 'OK' button is highlighted with a red box, and the 'Cancel' button is also visible.