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## JZ018 How do I create interim statements using the Jazzit 9 column financial statements?

The **Jazzit 9 column financial statement** supports a variety of column configurations. This is useful for preparing interim statements. In this article we will show an example of interim financial statements created using the **Jazzit 9 column financial statements**.

### Initial setup

Before getting started we need to ensure that:

1. The Jazzit financial statements are set to show **9 columns with totals format**.

*Please refer to: [1-9 Column Implementation](#) for more information on implementing the **9 column financial statement**.*

2. Set the CaseWare engagement properties to support the period lengths that are to be reported in the interim statements.

**Engagement Properties** ✕

Name/Address Contact 1 Contact 2 Reporting Dates Period Balances

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Year End Date:  Year Begin Date:

**Reporting Period Date Sequences**

<input type="checkbox"/> 13 Periods		
<input type="checkbox"/> Monthly		
<input type="checkbox"/> Bi-Monthly	Compute bi-monthly balances from:	<input type="text" value="Independent"/>
<input checked="" type="checkbox"/> Quarterly	Compute quarterly balances from:	<input type="text" value="Independent"/>
<input type="checkbox"/> Thirdly	Compute thirdly balances from:	<input type="text" value="Independent"/>
<input type="checkbox"/> Semi-Annual	Compute semi-annual balances from:	<input type="text" value="Independent"/>
<input checked="" type="checkbox"/> Yearly	Compute yearly balances from:	<input type="text" value="Independent"/>
<input type="checkbox"/> Random	<input type="button" value="Setup..."/>	

Current Period Date Sequence:  Current Active Period:

## Example

In this example we will create an interim statement with 3 columns. The year end for the example is September 30, 2013. The example will cover the 3<sup>rd</sup> quarter (ending June 30, 2013).

- **Column 1:** Displays the transactions for the 3<sup>rd</sup> quarter of the year.
- **Column 2:** Displays the 3<sup>rd</sup> quarter year-to-date.
- **Column 3:** Displays the 3<sup>rd</sup> quarter prior year-to-date

1. In the **Jazzit 9 column financial statement**, click on the Columns tab located in the **Home Menu**. This will display the column settings for the 9 column financial statements.
2. By default, the 9 column statements will have **2 total columns** enabled. Deactivate the total columns by clicking on **Hide** in the **Show/hide total cols:** dropdown.

3. Activate columns 1-3 by clicking on the appropriate checkboxes. You can also activate a column for all 3 statements (BS, IS and CF) at once by clicking on the **S** button.

COLUMNS AND FOREIGN EXCHANGE									
Totals <input type="checkbox"/> Hide	Budget <input type="checkbox"/>	+/- <input type="checkbox"/>	Forex <input type="checkbox"/>	2yr: notes/schedules					
Hide	Col-1	Col-2	Col-3	Col-4	Col-5	Col-6	Col-7	Col-8	Col-9
Current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current & Prior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income stmt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance sheet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash flows	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Ex	No*	No	No	No	No	No	No	No	No
Discrete	Yes	No	No	No	No	No	No	No	No
Type	Consol	Consol	Consol	Consol	Consol	Consol	Consol	Consol	Consol
Year	Current Yr	Current Yr	Year -1	Year -3	Year -4	Year -4	Year -4	Year -4	Year -4
Bucket	Quarterly	Quarterly	Quarterly	Active	Active	Active	Active	Active	Active
Period	3	3	3						

4. Set the individual columns using the following settings.

a. Column 1 (Col-1):

- **Year = Current yr** (Refers to the period ending on Sept 2013)
- **Bucket = Quarterly** (uses the quarterly periods as set in the Engagement Properties)
- **Period = 3** (Refers to the 3<sup>rd</sup> quarter)
- **Discrete = Yes** (Include only amounts in the 3<sup>rd</sup> quarter)

b. Column 2 (Col-2):

- **Year = Current yr** (Refers to the period ending on Sept 2013)
- **Bucket = Quarterly** (uses the quarterly periods as set in the Engagement Properties)
- **Period = 3** (Refers to the 3<sup>rd</sup> quarter)
- **Discrete = No** (Include Year-to-date amounts)

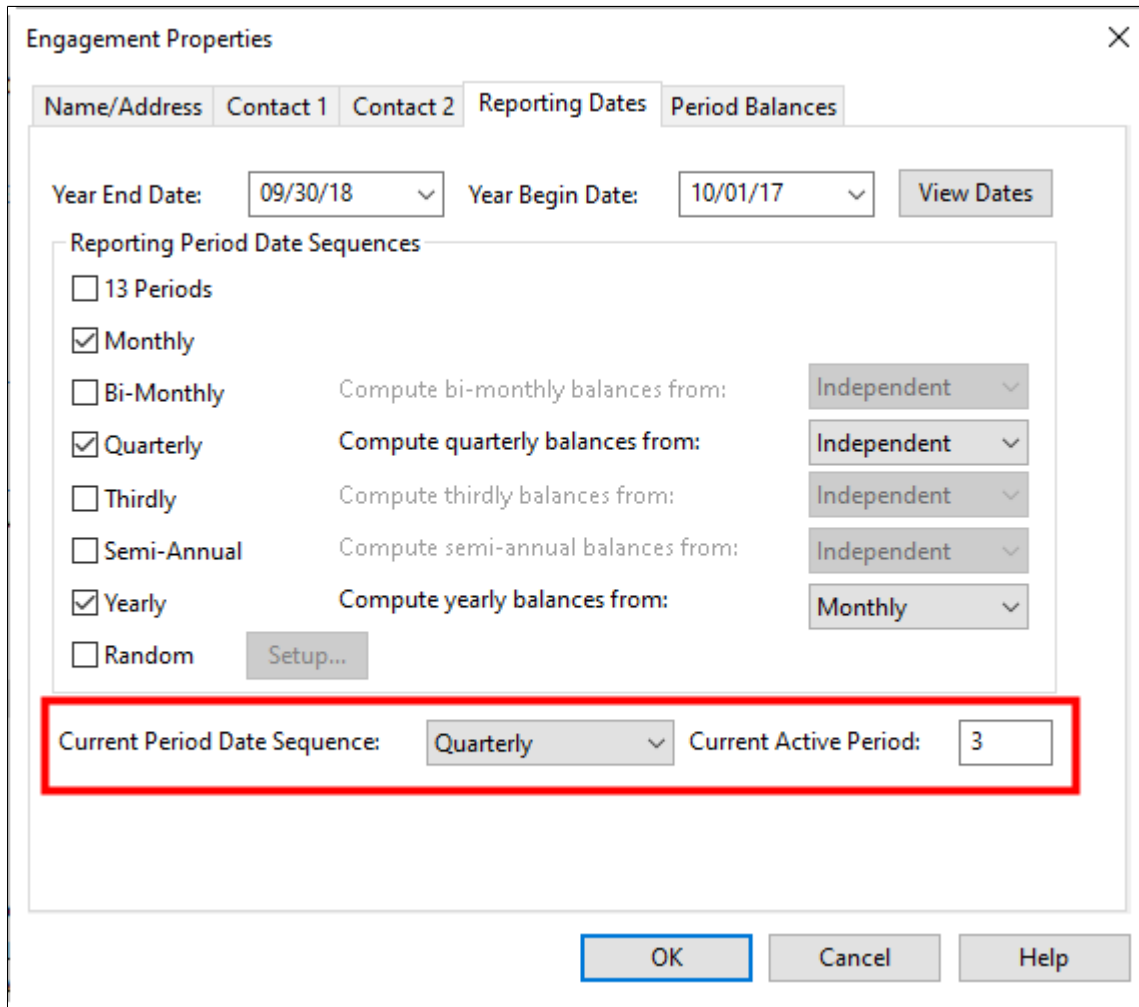
c. Column 3 (Col-3):

- **Year = 1st prior yr** (Refers to the period ending Sept 2012)
- **Bucket = Quarterly** (uses the quarterly periods as set in the Engagement Properties)
- **Period = 3** (Refers to the 3<sup>rd</sup> quarter)
- **Discrete = No** (Include Year-to-date amounts)

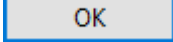
Diagnostics	Display	Rounding (Disabled)	Engagement	Client profile	Columns	Page options	Short year	Signature lines	Admin			
<b>COLUMNS AND FOREIGN EXCHANGE</b>												
Totals <input type="button" value="Hide"/>	Budget <input type="checkbox"/>	+/- <input type="checkbox"/>	Forex <input type="checkbox"/>	2yr: notes/schedules						<input type="button" value="Show all"/>	<input type="button" value="i"/>	<input type="button" value="x"/>
	Col-1	Col-2	Col-3	Col-4	Col-5	Col-6	Col-7	Col-8	Col-9			
<input type="button" value="Load defaults"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>			
Income stmt <input type="button" value="▶"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Balance sheet <input type="button" value="▶"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Cash flows <input type="button" value="▶"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Col-1	Col-2	Col-3	Col-4	Col-5	Col-6	Col-7	Col-8	Col-9			
Entity	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>			
Foreign Ex	No* <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>			
Discrete	Yes <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>			
Type	Consol <input type="button" value="v"/>	Consol <input type="button" value="v"/>	Consol <input type="button" value="v"/>	Consol <input type="button" value="v"/>	Consol <input type="button" value="v"/>	Consol <input type="button" value="v"/>	Consol <input type="button" value="v"/>	Consol <input type="button" value="v"/>	Consol <input type="button" value="v"/>			
Year	Current Yr <input type="button" value="v"/>	Current Yr <input type="button" value="v"/>	Year -1 <input type="button" value="v"/>	Year -3 <input type="button" value="v"/>	Year -4 <input type="button" value="v"/>	Year -4 <input type="button" value="v"/>	Year -4 <input type="button" value="v"/>	Year -4 <input type="button" value="v"/>	Year -4 <input type="button" value="v"/>			
Bucket	Quarterly <input type="button" value="v"/>	Quarterly <input type="button" value="v"/>	Quarterly <input type="button" value="v"/>	Active <input type="button" value="v"/>	Active <input type="button" value="v"/>	Active <input type="button" value="v"/>	Active <input type="button" value="v"/>	Active <input type="button" value="v"/>	Active <input type="button" value="v"/>			
Period	3 <input type="button" value="v"/>	3 <input type="button" value="v"/>	3 <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>			

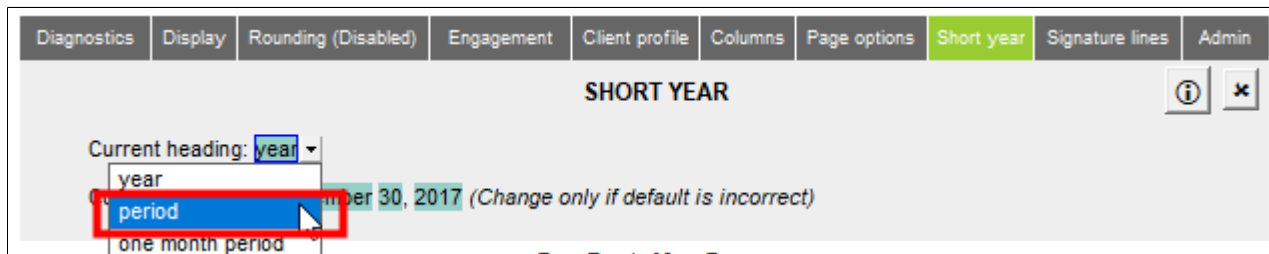
*If **Current yr** is the only option available for **Year** check to see that the total columns have been disabled. Current year is the only available option when total columns are enabled.*

5. We will need to ensure that the headings in the Jazzit financial statements display the correct period end date for the 3<sup>rd</sup> quarter (June 30 2013). Perform the following steps:
  - a. In CaseWare, click **Engagement > Engagement Properties** set your **Current Period Date Sequence** to **Quarterly** and the **Current Active Period** to **3**.




The image shows the 'Engagement Properties' dialog box with the 'Reporting Dates' tab selected. The 'Year End Date' is set to 09/30/18 and the 'Year Begin Date' is set to 10/01/17. Under 'Reporting Period Date Sequences', several options are listed with checkboxes: 13 Periods, Monthly (checked), Bi-Monthly, Quarterly (checked), Thirdly, Semi-Annual, Yearly (checked), and Random. To the right of these options are dropdown menus for 'Compute... balances from:', all set to 'Independent' except for 'Yearly' which is set to 'Monthly'. At the bottom, a red box highlights the 'Current Period Date Sequence' set to 'Quarterly' and the 'Current Active Period' set to '3'. Buttons for 'OK', 'Cancel', and 'Help' are at the bottom.



- b. Click on the  button to continue.
- 6. In the **Jazzit financial statements** click on the **Page options** tab in the Home menu and select **period** for the **Current heading** dropdown. This will ensure that the headings say **period ended** instead of **year ended**.



The image shows the 'Page options' dialog box with the 'Short year' tab selected. The 'Current heading' dropdown is set to 'year'. A red box highlights the 'period' option in the dropdown menu. The text 'number 30, 2017 (Change only if default is incorrect)' is visible below the dropdown. Buttons for 'Info' and 'Close' are in the top right corner.

- 7. At the top of the **Balance Sheet**, **Income Statement** and **Cash Flows** click on the folder icon () beside **Columns** This will reveal various options for the column headings. Click on the checkbox next to the items you want to see printed. Any text that is blue will not print.

**Statement of Income**  
 Year Ended September 30, 2018 ▾

Statement | Headings | **Columns** | Rounding |  | 



Bold column: Col1 ▾ | Column selection | Period settings

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<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	June 30 2018 ▾	June 30 2018 ▾	June 30 2017 ▾

8. If you are using the Cash Flow statement, ensure that the appropriate comparative period is set for each column.

**Statement of Cash Flows**  
 Year Ended September 30, 2018 ▾

Statement | Headings | **Columns** | Rounding |  | 

Bold column: Col1 ▾ | Column selection | Period settings

Comparative period:

	Col-2	Col-3
Entity		
Foreign Ex	No	No
Type	Consolidated ▾	Consolidated ▾
Year	Current yr ▾	1st prior yr ▾
Bucket	Quarterly ▾	Quarterly ▾
Period	2 ▾	2 ▾