

## How do I insert schedules into the Jazzit financial statements and link the schedule to the Income Statement?

The **Jazzit financial statements** can include up to 20 schedules. The schedules support a variety of formats including:

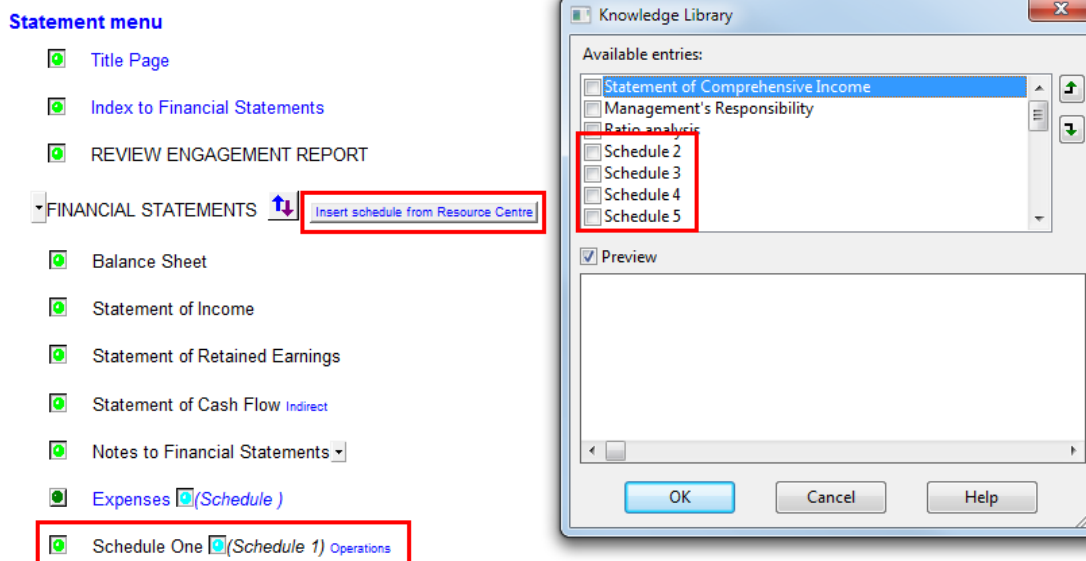
- ✓ 1-2 Year Income Statement
- ✓ 1-9 Column Income Statement with budget
- ✓ Generic 9 column with subtotals
- ✓ Partners' taxable income
- ✓ Manufacturing cost of sales
- ✓ Property, plant & equipment
- ✓ Analysis of sales and gross profit

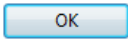
Depending on which format is selected you will be presented with a number of options to link the schedule's totals to either the Balance Sheet or Income Statement.

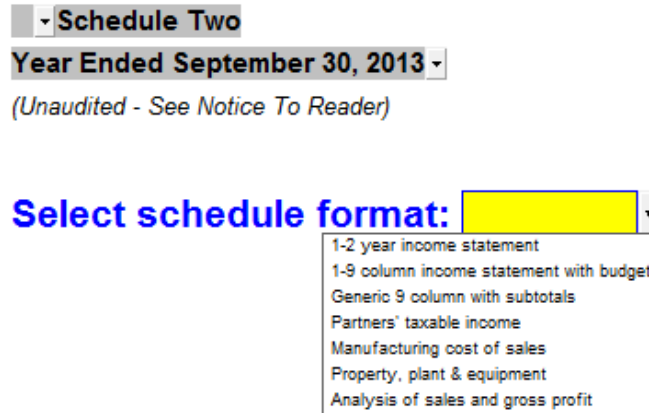
### Inserting a schedule

Perform the following steps to insert a schedule:

- 1) Open the **Jazzit financial statements** and scroll to the **Statement menu**.
- 2) Click on '**Insert schedule from Resource Centre**' this will open the **Knowledge Library** window. Check off any of the schedules that are numbered 1-20.



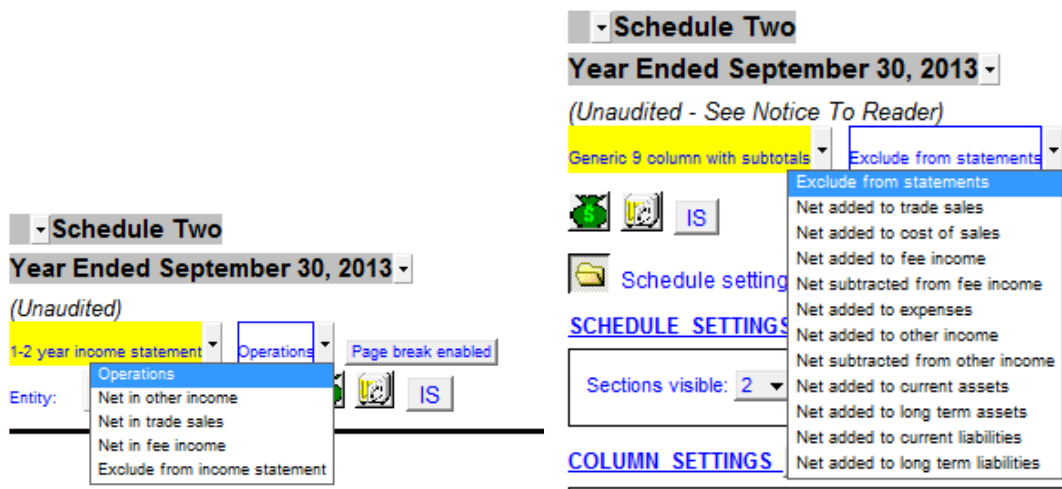
- 3) Click on the  button. The schedule will insert at the bottom of the financial statements.
- 4) Jump to the newly inserted schedule by double-clicking on its entry in the **Statement menu**. Select the appropriate schedule format using the drop-down presented.



- 5) Depending on the format selected you may need to manually populate the schedule with the required line items and amounts.

### Linking schedule to the financial statements

Depending on which schedule you select, you will be presented with a number of options to link the schedule totals to the Balance Sheet or Income Statement. These options are found just below the schedule heading.



- **Net added/subtracted:** The grand total of the schedule is transferred to the specified financial statement section. For example, 'Net added to cost of sales' will transfer the schedule's grand total to the COGS section of the Income Statement.
- **Operations:** Available only for 1-2 Year Income Statement and 1-9 Column Income Statement with

**budget.** The totals on each section of the schedule are transferred to its corresponding section in the main Income Statement. In the example below **Trade Sales** and **COGS** totals from the schedule are transferred to the corresponding sections of the Income Statement.

- Schedule One (Schedule 1)  
Year Ended December 31, 2007  
 (Unaudited)

1-2 year income statement | Operations | Page break enabled | Select page | [Print] | [Info] | [Menu]

Entity: | Default link: Map No | [Map] | [Print] | [IS]

---

	GFI	L/S	2007	2006
			-	-
<b>TRADE SALES</b>				
Sale 1 (N#)			\$ 546	\$ 646
Sale 2 (N#)			6,546	8,889
			7,092	9,535
<b>COST OF SALES</b>				
COG1 (N#)			50	89
COG2 (N#)			2,600	2,458
			2,650	2,547

- Schedule amounts transfer to the Income Statement.

Statement of Income  
For the Year Ended December 31, 2007  
 (Unaudited)

Show rounding | Select page | [Print] | [Info]

Include Statement of Comprehensive Income statement at the bottom of this statement? No


[Statement settings](#)

---

	2007		2006
<input checked="" type="checkbox"/> Show heading if single revenue			
<b>TRADE SALES</b>			
Schedule One (Schedule 1)	\$ 7,092		\$ 9,535
<input checked="" type="checkbox"/> Show heading if single direct cost			
<b>COST OF SALES</b>			
Schedule One (Schedule 1)	2,650		2,547
<b>NET INCOME</b>	\$ 4,442		\$ 6,988

- **Exclude from statements (Income Statement):** Schedules totals are not transferred to the Balance Sheet or Income Statement.

## Additional features

**Include schedules only:** When a schedule balance is transferred to a section in the Income Statement, that section will have an option to **'Include schedules only'**. This will remove every line item in a section except the balances transferred from schedules. This is more convenient than having to remove the line items individually. Right-click on the **Express button** (  ) to access this option

### Include all Balances

TRADE SALES ▾						
Trade sales (N#)	8000	20	\$ 20,406,850	\$	-	<ul style="list-style-type: none"> <li>Section format ▶</li> <li>Sort ▶</li> <li>Balances ▶ <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Include all balances</li> <li><input type="checkbox"/> Include schedules only</li> </ul> </li> <li>Insert linked line ▶</li> <li>Insert manual line ▶</li> <li>Insert subheading / line space ▶</li> <li>Insert subtotal ▶</li> </ul>
Other trade sales #1 (N#)	8000	20	-	-		
Other trade sales #2 (N#)	8000	20	-	-		
Other trade sales #3 (N#)	8000	20	-	-		
Other trade sales #4 (N#)	8000	20	-	-		
Other trade sales #5 (N#)	8000	20	-	-		
Other trade sales #6 (N#)	8000	20	-	-		
Other trade sales #7 (N#)	8000	20	-	-		
Other trade sales #8 (N#)	8000	20	-	-		
Other trade sales #9 (N#)	8000	20	-	-		
Other trade sales #10 (N#)	8000	20	-	-		
Sales from oil and gas properties (N#)	8040	20	-	-	312,8040 ▾	
Schedule One (Schedule 1)			15,352,284	-		
Schedule Two (Schedule 2)			5,054,566	-		
			<u>40,813,700</u>	-		

### Include schedules only

TRADE SALES ▾						<ul style="list-style-type: none"> <li>Section format ▶</li> <li>Sort ▶</li> <li>Balances ▶ <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Include all balances</li> <li><input type="checkbox"/> Include schedules only</li> </ul> </li> <li>Insert subheading / line space ▶</li> <li>Insert subtotal ▶</li> </ul>
Schedule One (Schedule 1)			\$ 15,352,284	\$	-	
Schedule Two (Schedule 2)			5,054,566	-	-	
			<u>20,406,850</u>	-		
COST OF SALES ▾						
Opening Inventory (N#)	8300	30	20,279,480	-		
Purchases (N#)	8320	30	5,000,000	-		
Amortization (N#)	8459	30	-	-		