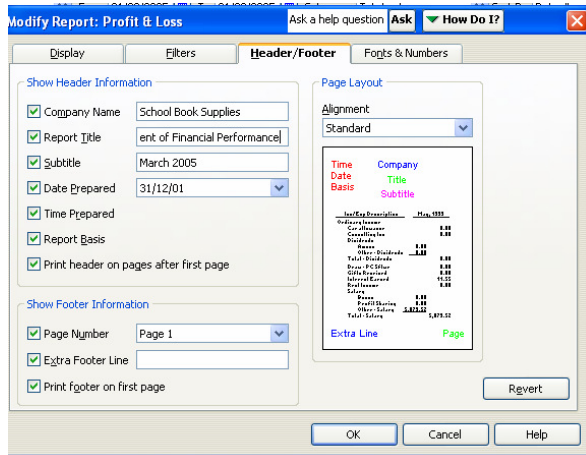


## CHANGING TITLES ON STATEMENTS

Changes can be made to the titles of reports, for example, Statement of Profit and Loss can be called Statement of Financial Performance.

These changes to the statements can be made in QuickBooks Premier

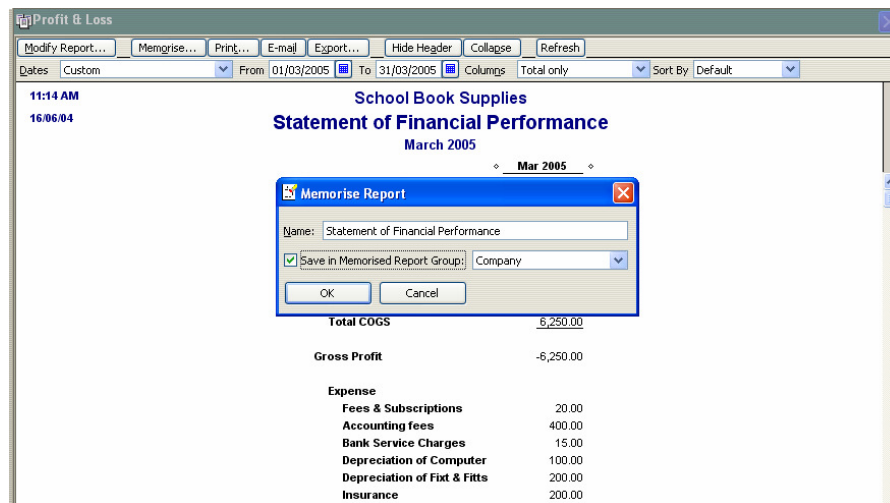
On the menu bar, click on **Reports, Company & Financial, Profit & Loss Standard**. On the top left of the statement, click on **Modify report**. Click on the tab **Header/Footer** at the top of the box.



In the field Report Title, key in **Statement of Financial Performance**. Click on **OK**

The title of the report should now be Statement of Financial Performance. This will be printed on reports. However, it will only apply to this loading unless the change is memorised.

On the top left of the report, click on **Memorise...**



Click in the box **Save in Memorised Report Group** to insert a tick, pull down the list and select **Company**. Click on **OK**. This will memorise the change and add the name of the statement to the list of memorised reports on the Company Navigator screen. (This addition to the list of memorised reports may not appear until the Company Navigator has been closed and reopened.)

To change the title of the Balance Sheet, on the activities bar, click on **Reports, Company & Financial, Balance Sheet**.

Modify the report title to **Statement of Financial Performance**. Memorise the change.

If you wish to delete the memorised report Profit and Loss from the Company Navigator, on the menu bar, click on **Reports, Memorised reports, Memorised report list**. Select the report to be deleted. Click on the **Edit** button at the bottom of the list box. Click on **Delete**, then **OK** at the next box. The change to the list will not be displayed until the Company Navigator is closed and reopened.

**Note:**

It is not possible to change the names of the reports on the Report Menu on the activities bar. *To open reports with the new titles, the report must be accessed from the Company Navigator*. At each opening, if the date is adjusted, you will be asked if you want to memorise the change. Answer **No**. (If Yes is selected, another report will be added to the list!)