

## Course Agenda

# Office Connector Query Financial Statements

**Sage 300 CRE | Instructor: Deborah Lastro**

---

### Course Overview

This 2-hour course will teach how to use the Financial Functions Add-In, available as a supplement to Office Connector Query, to produce 3 Financial Statements – a Balance Sheet, a Trial Balance and an Income Statement, all with date range functionality.

### Agenda

- **Office Connector Query – Review the Basics and Create a Driving Query**
  - Review the financial reports included with Office Connector Financials Add-in
  - Review of the Office Connector Basics and create a Driving Query
  - Review of the Office Connector Financial Functions
- **Creating Custom Financial Reports**
  - Creating a Trial Balance
    - Stacking Queries
    - Copying and Modifying Queries
    - Removing Zero value rows
  - Creating a Balance Sheet
    - Applying Similar concepts and techniques to a Balance Sheet
    - Creating Net Income Calculation
  - Creating an Income Statement
    - Applying similar concepts and techniques to an Income Statement