

Balance Sheet Report

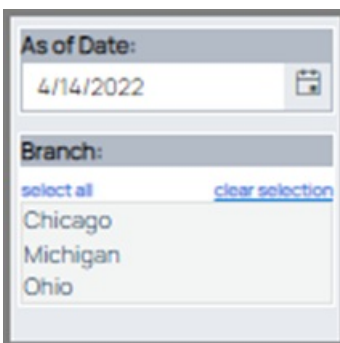
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The Balance Sheet Report is used to view the balances in all Balance Sheet accounts as of a particular date. The total Assets and the total Liabilities and Equity should be equal.

Report Parameters

The parameters available for this report are:

- As of Date
- Branch

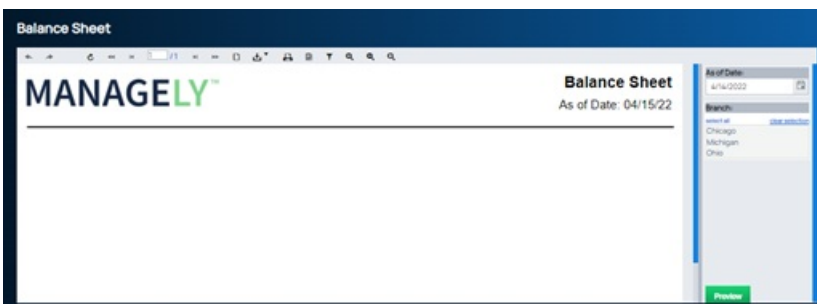


The screenshot shows a form with two sections. The first section is titled "As of Date:" and contains a text input field with the value "4/14/2022" and a calendar icon to its right. The second section is titled "Branch:" and contains a list of options: "select all", "clear selection", "Chicago", "Michigan", and "Ohio".

Generate the Balance Sheet Report

To generate this report, navigate to Reports > Accounting > Balance Sheet.

The Balance Sheet page is displayed. In the Parameters area, make the desired selections. When finished, click on the Preview button.



The screenshot shows the "Balance Sheet" report page. The page has a blue header with the "MANAGELY" logo on the left and the text "Balance Sheet" and "As of Date: 04/15/22" on the right. The main content area is empty. On the right side, there is a parameters panel with the same "As of Date:" and "Branch:" sections as seen in the previous screenshot. A green "Preview" button is located at the bottom of the parameters panel.

The report results are based on the selections in the parameters area. The report lists all invoices first and then all credits.

Users may use the function buttons to print or export the report.

ASSETS

Accounts Receivable		
11000	Accounts Receivable	148,336.25
Total Accounts Receivable		<u>148,336.25</u>
Bank Account		
10100	Charter One - Primary Checking - OH	28.50
10101	Charter One - Primary Checking - Ohio	4,236.23
10200	Huntington - Primary Checking - Michigan	3,150.04
10401	TD Bank - Money Market	137.30
10501	Chase - Money Market	915.00
10700	Chase CC ***4455	830.00
Total Bank Account		<u>9,297.07</u>
Current Asset		
12100	Inventory Columbus	1,860.67
12200	Inventory Cleveland	2,380.00