

Balance Sheet Report

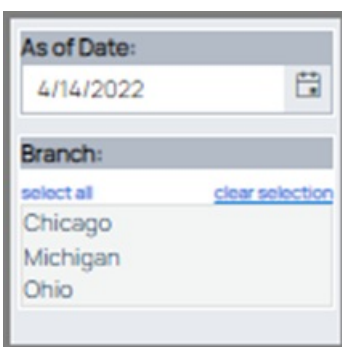
Last Modified on 04/20/2022 4:52 pm EDT

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

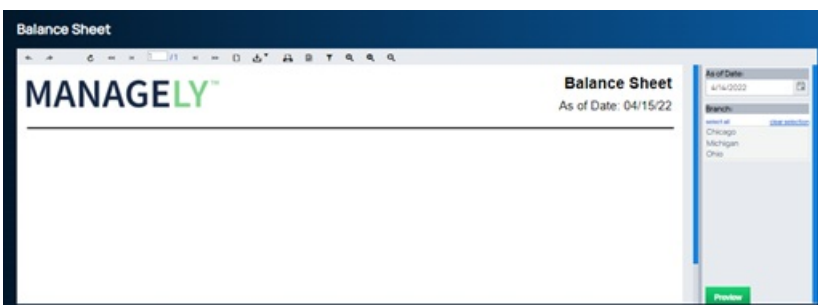


The screenshot shows a form with two sections. The first section is titled "As of Date:" and contains a text input field with the value "4/14/2022" and a calendar icon to its right. The second section is titled "Branch:" and contains a list of options: "Chicago", "Michigan", and "Ohio". Above the list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

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 in a web browser. The page title is "Balance Sheet" and the subtitle is "As of Date: 04/15/22". The "MANAGELY" logo is visible in the top left. On the right side, there is a parameters area with the same "As of Date:" and "Branch:" sections seen in the previous screenshot. A green "Preview" button is located at the bottom right of the parameters area.

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.

