

Balance Sheet

Last Modified on 01/18/2023 5:24 pm EST

The Balance Sheet Report is used to view the balances in all Balance Sheet accounts as of a particular accounting period. This report has a branch option; if multiple branches are selected, a new report will print for each unique branch. If the total Assets and the total Liabilities and Equity are not equal, contact the SedonaOffice Support desk for assistance.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

Report Selections

Branch - The default is to display data for All Branches. If the data for only certain Branches is desired, you may highlight the first Branch, then depress the CTRL key and highlight additional Branches within the list.

- *Hide Inactive Branches* - If data is not to be listed for inactive Branches, select this option.

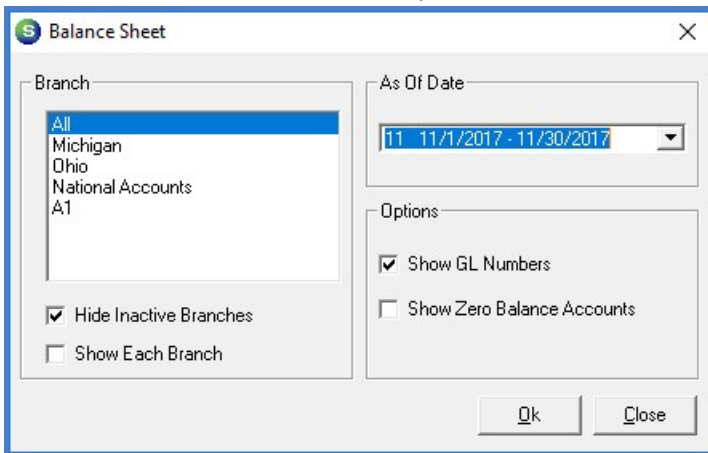
- *Show Each Branch* - If this option is selected, a new page will begin with each unique Branch. Totals are printed after all data is printed for a Branch. The last page of the report will print Totals by Branch and a Grand Total for all Branches.

As of Date - This option will default to the Current Accounting Period. If a different Accounting Period is desired, make a selection from the drop-down list.

Options

- *Show GL Numbers* - Select this option to print the G/L Account Number. If this option is not selected, the GL Account Description will be printed.

- *Show Zero Balance Accounts* - If this option is selected, accounts with a zero balance will be printed on the report.



The screenshot shows a dialog box titled "Balance Sheet" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Branch:** A list box containing "All", "Michigan", "Ohio", "National Accounts", and "A1". "All" is currently selected.
- As Of Date:** A dropdown menu showing "11 11/1/2017 - 11/30/2017".
- Options:** Two checkboxes: "Show GL Numbers" (checked) and "Show Zero Balance Accounts" (unchecked).
- Branch Options:** Two checkboxes: "Hide Inactive Branches" (checked) and "Show Each Branch" (unchecked).

At the bottom of the dialog are "Ok" and "Close" buttons.