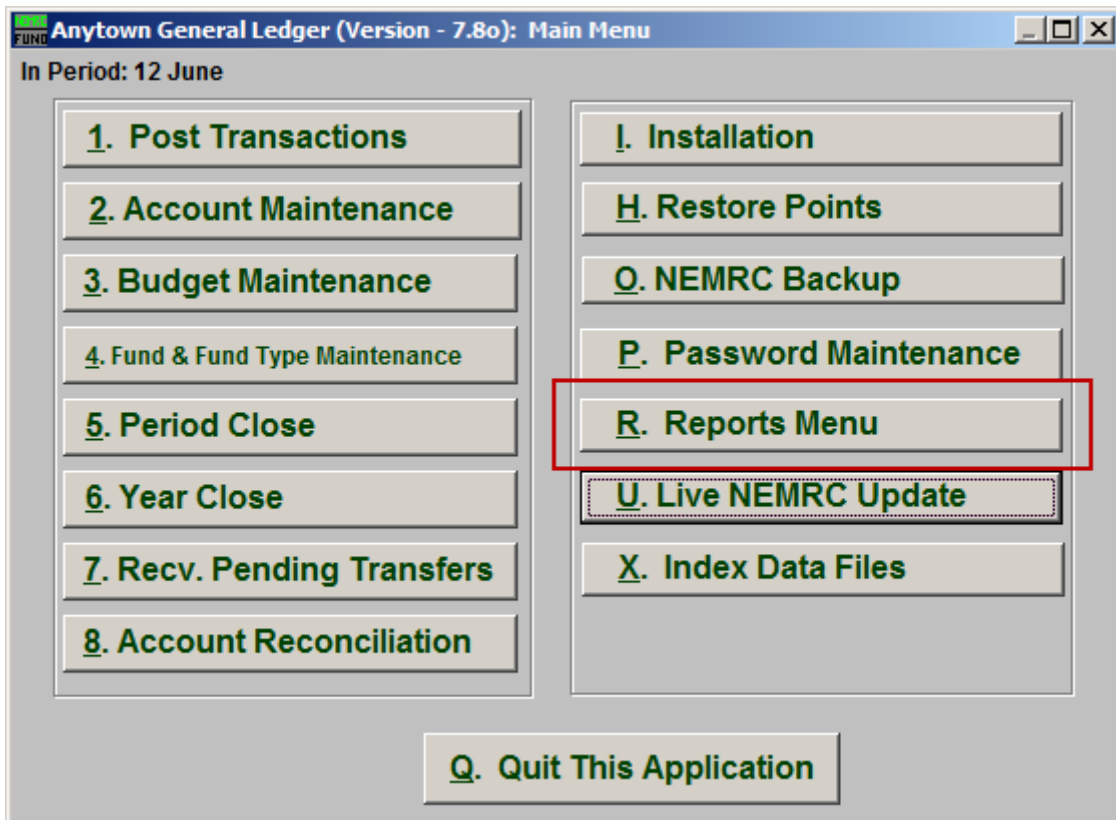


# General Ledger

## R. Reports Menu: 4. Balance Sheet

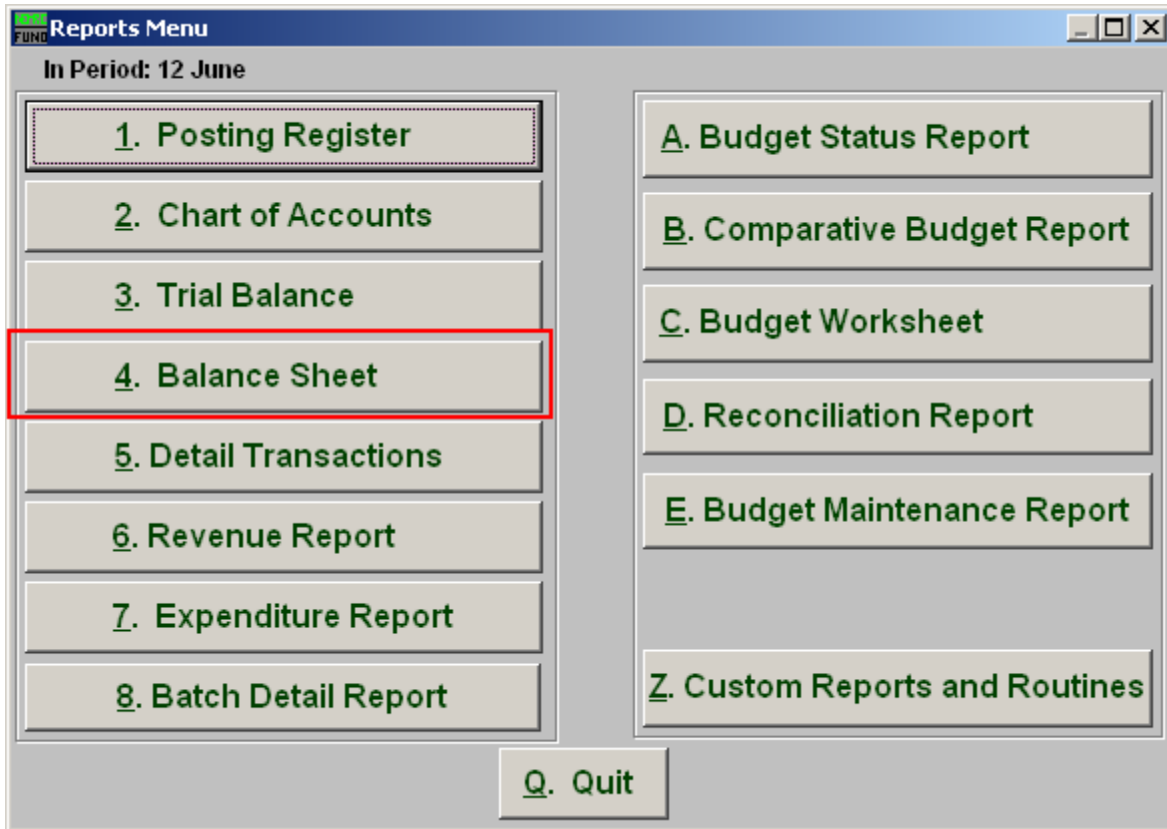
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

## General Ledger



Click on “4. Balance Sheet” from the Reports Menu and the following window will appear:

# General Ledger

## Balance Sheet

The “General” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-tab "Balance Sheet Report Options". The window has four tabs: "General", "Accounts", "Export Options", and "Period". The "General" tab is selected. It contains a "Layout" section with three radio buttons: "Normal" (selected), "Combined", and "Combining". Below this are five settings, each with a "Yes" and "No" radio button. The settings are: "Skip Header Accounts" (Yes 2, No selected), "Suppress detail to header accounts" (Yes 3, No selected), "Suppress accounts with zero balance" (Yes 4, No selected), "Suppress account numbers" (Yes 5, No selected), and "Include Account Notes" (Yes 6, No selected). At the bottom, there are four buttons: "Preview" (8), "Print" (9), "Export" (10), and "Cancel" (11). Red numbers 1 through 11 are placed next to the corresponding elements in the dialog box.

- 1. Layout:** Normal, reports each fund separately. Combined, reports all funds of the same type on the same page. Combining, reports all types in totals on the same page.
- 2. Skip Header Accounts:** Header accounts are defined by incomplete account numbers. The system determines a sub-total on all accounts that match what has been defined in the header account. Selecting “Yes” removes the sub-totals.
- 3. Suppress detail to header accounts:** Selecting “Yes” will cause the system to report on header accounts defined and all accounts without header accounts defined
- 4. Suppress accounts with zero balance:** You can choose to remove from reporting an account when it has a value of zero in both last year and this year for budget, actual and encumbrance.
- 5. Suppress account numbers:** You can choose to remove the General Ledger account number from reporting so that only the account description is shown on the report.

## General Ledger

- 6. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in Account Maintenance.
- 7. Suppress non-postable accounts with zero balance:** You can have the system remove from reporting inactive accounts that have zero like in item **4**. This option stops the inactive accounts from reporting. Item **4** would stop all zero balance accounts from reporting.
- 8. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 9. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 10. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 11. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

The “Accounts” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Balance Sheet Report Options". The "Accounts" tab is selected, indicated by a dotted border. The window is divided into four sections: "General", "Accounts", "Export Options", and "Period". The "Accounts" section contains the text "Specify Fund Range. Blank for All" followed by a red number "1" and a range selection interface with two empty text boxes, "« Find", "to »", and another "« Find". At the bottom of the window, there are five buttons: "Preview" (labeled with a red "2"), "Print" (labeled with a red "3"), "Export" (labeled with a red "4"), and "Cancel" (labeled with a red "5").

1. **Specify Fund Range:** This option appears for all charts of accounts. Type in a beginning and ending fund number range to further restrict the reporting if desired.
2. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
3. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
4. **Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
5. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

The “Export Options” tab

**General Ledger Report Options**

Balance Sheet Report Options

General Accounts **Export Options** Period

1 Path  M:\NEMRC

2 File Name

3 ☐ Export in Excel Format  
☒ Export in Text Format

4  5  6  7

1. **Path:** Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.
2. **File Name:** Type in the name that this report will be saved as.
3. **Export in Excel Format OR in Text Format:** Click to choose whether this report will be exported in an Excel Format or in a Text Format.
4. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
5. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
6. **Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
7. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

The “Period” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-tab titled "Balance Sheet Report Options". The window has four tabs: "General", "Accounts", "Export Options", and "Period". The "Period" tab is selected. Inside the "Period" tab, there are two fields: "Year" with a red number "1" next to it and a dropdown menu showing "Current"; and "Period" with a red number "2" next to it and a dropdown menu showing "12". At the bottom of the window, there are four buttons: "Preview" (with a red number "3" above it), "Print" (with a red number "4" above it), "Export" (with a red number "5" above it), and "Cancel" (with a red number "6" above it).

1. **Year:** Select the year for reporting from the drop down list provided. This list includes as many years as possible stored in the system.
2. **Period:** Type the Period you want the report be for or select from the drop down arrow.
3. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
4. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
5. **Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
6. **Cancel:** Click “Cancel” to cancel and return to the previous screen.