# R. Reports Menu: 4. Balance Sheet

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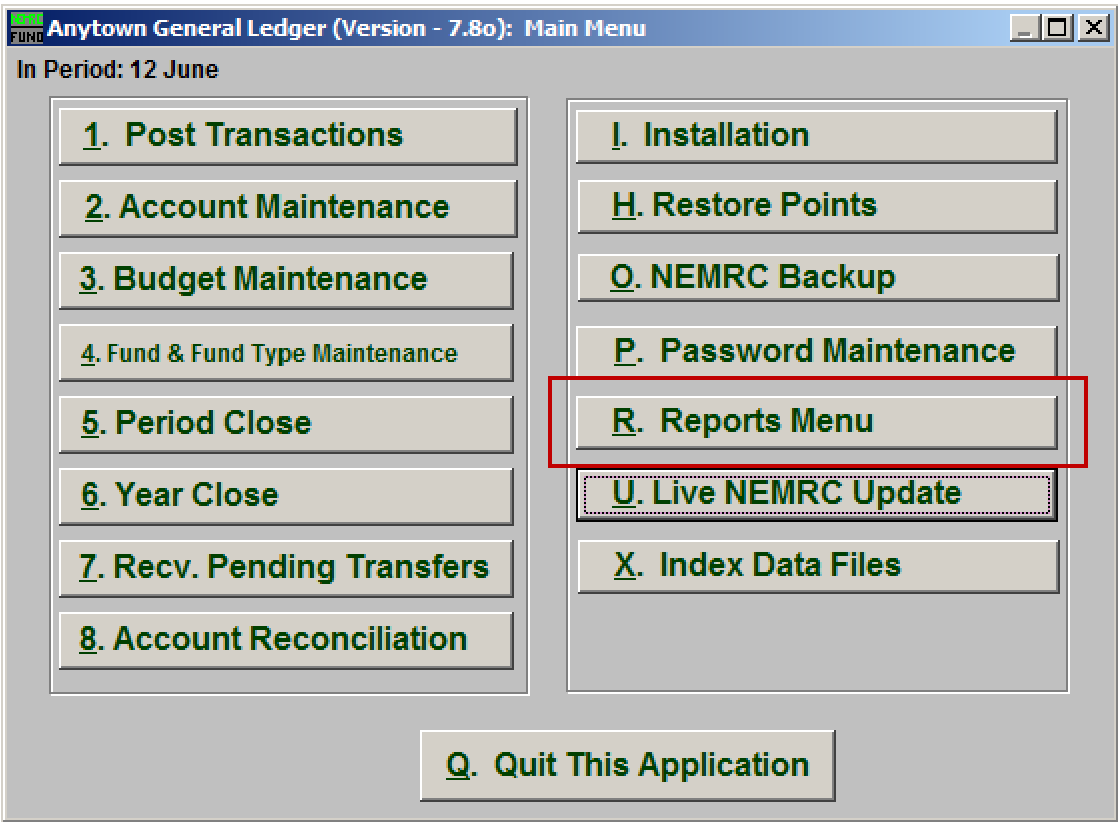
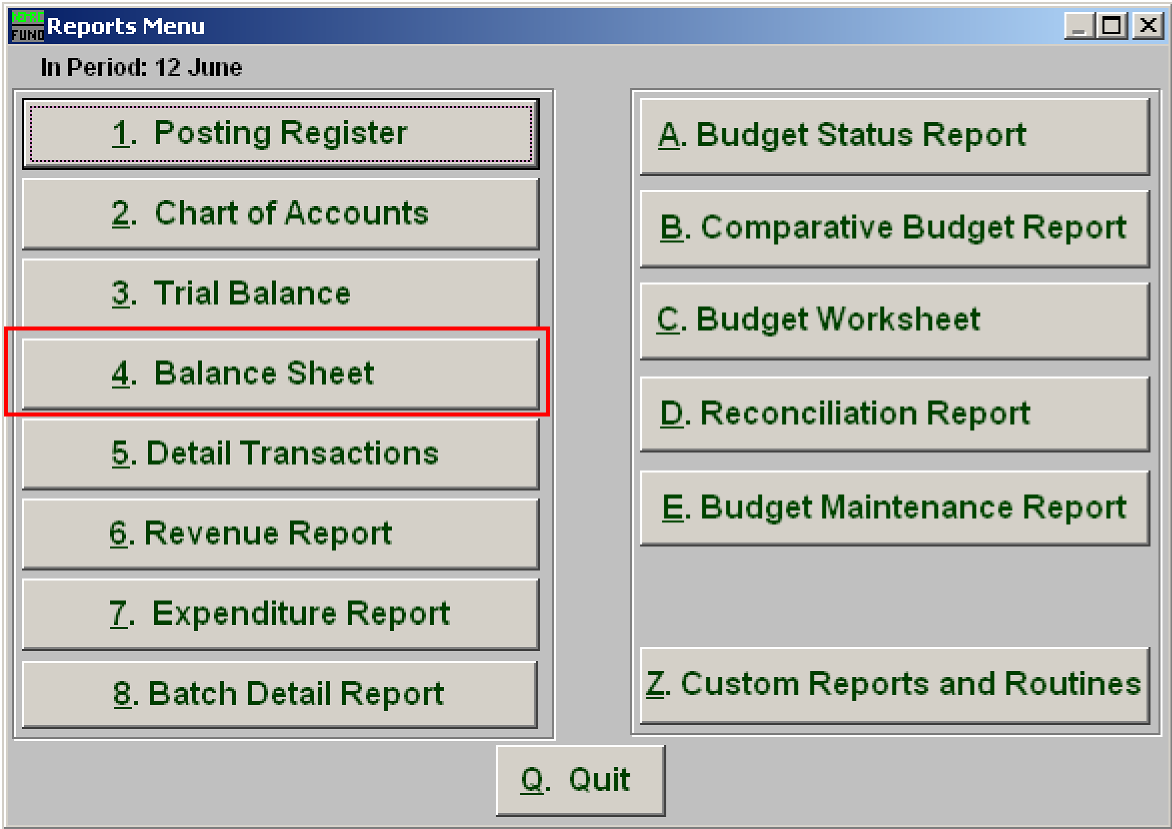


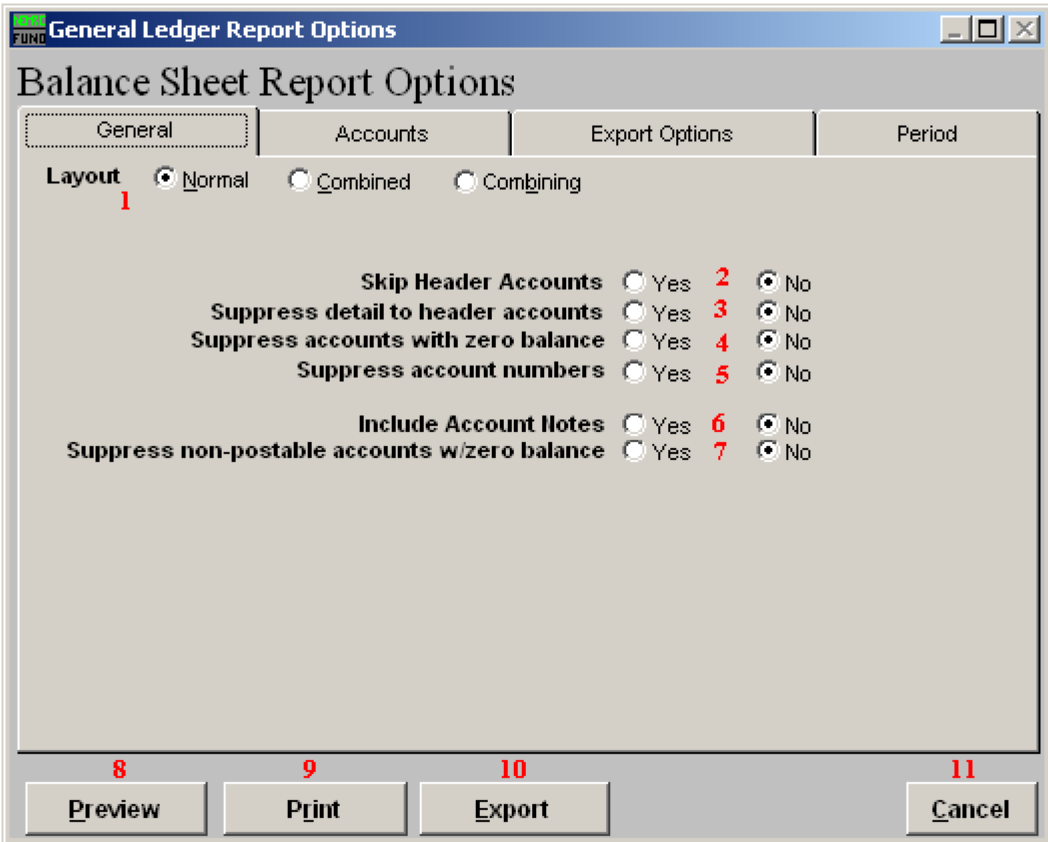

Click on "R. Reports Menu" from the Main Menu and the following window will appear:




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

# Balance Sheet

The "General" tab




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.

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.

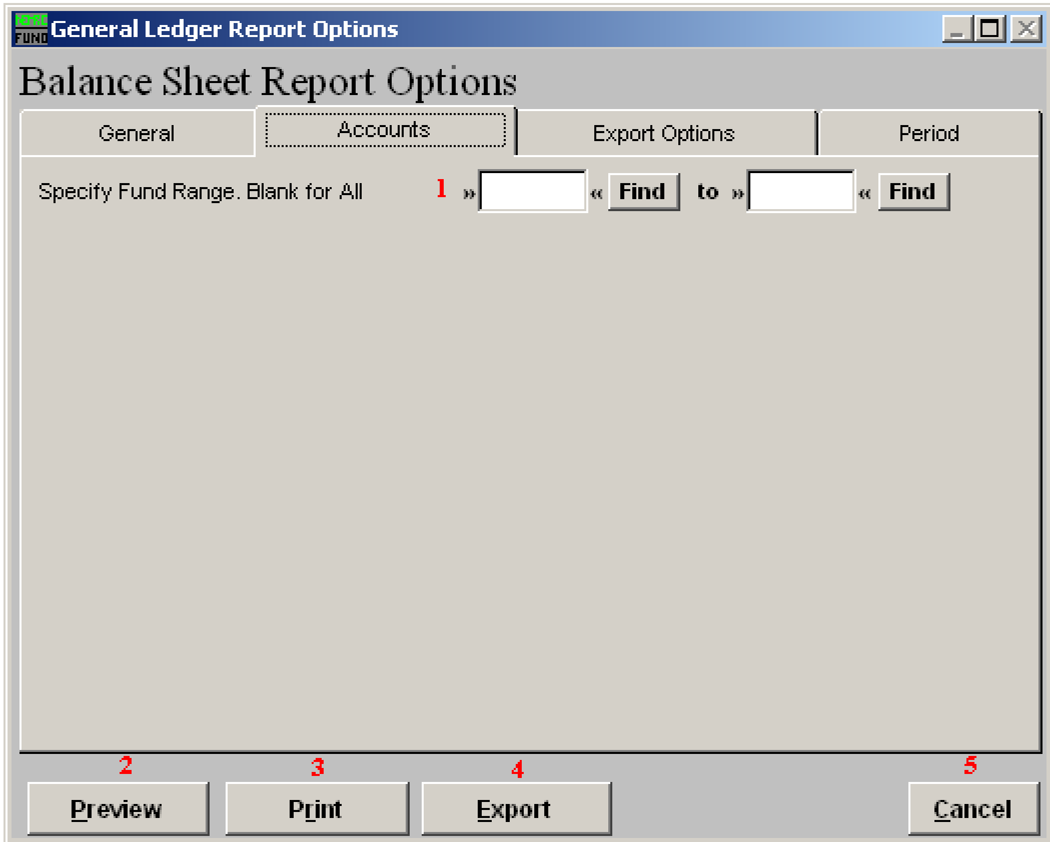
8. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

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.

The "Accounts" tab




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.

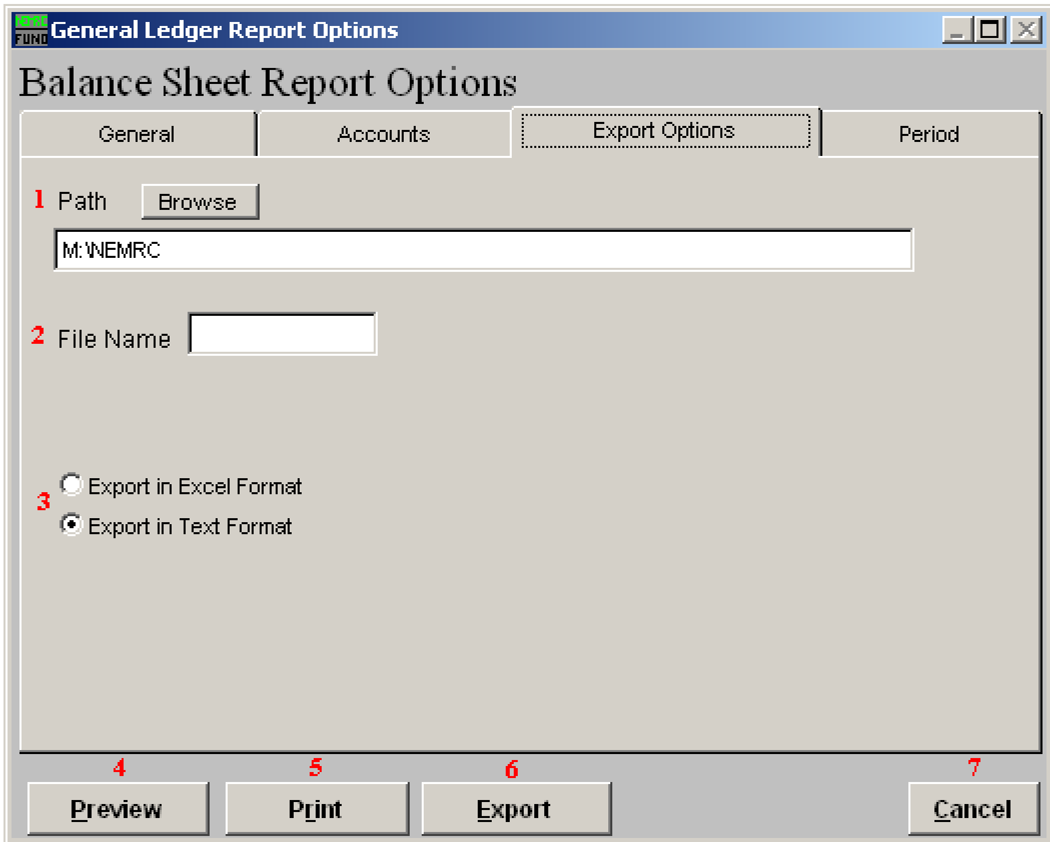
2. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

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.

The "Export Options" tab




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.

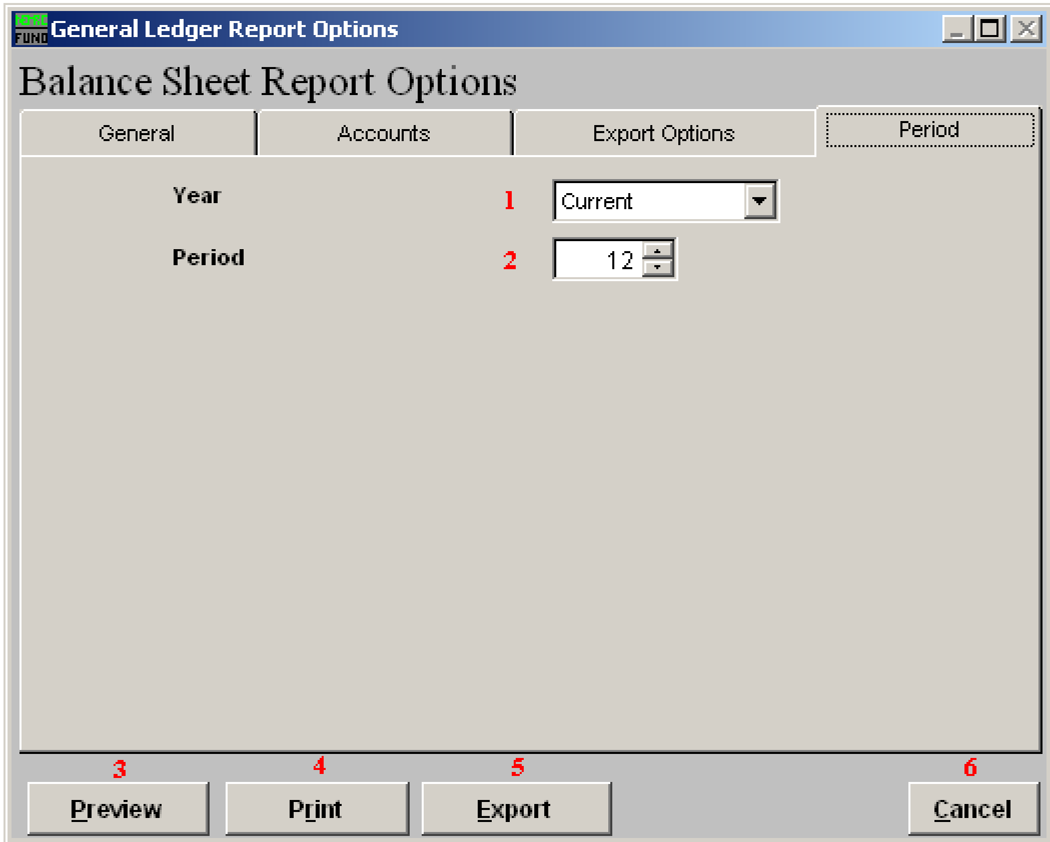
4. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

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.

The “Period” tab




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.