

## Overview

A Balance Sheet is a summary of the financial balances of a company broken down by Assets, Liabilities and Owner's Equity. The balance sheet is a snapshot of a company financial condition at a particular point in time. In DAC Office, the G/L Balance Sheet report allows you to review balance sheet data after selecting a year and a period. Click on the blue links showing the balance of Assets, Liabilities or Equity to view the accounts that make up that balance.

The screenshot shows the 'DAC Office - G/L Balance Sheet' window. It has tabs for 'Summary', 'Account', 'Detail', and 'Search'. The 'Summary' tab is active. The 'Company' dropdown is set to '001-CDR CUSTOMER CONFERENCE'. Below this, it shows 'Last Journal Batch Number: 1830', 'Last Journal Entry Number: 2030', and 'Current G/L Year: 2011'. The 'Period' section shows 'as of Year' as '2011' (marked as '\*\*\* CURRENT \*\*\*') and 'Period' as '7' (range '1110701 to 1110731'). The 'Cost Center' is set to 'All-Cost Centers'. A 'Balance Sheet' section contains the following data:

	<u>Balance</u>
Total Assets:	593,371,026.25
Total Liabilities:	596,605,671.40
Total Equity:	5,265,354.85
Total Liabilities and Equity:	601,871,026.25
Total Difference:	-8,500,000.00

At the bottom, there is a 'Filename' field with 'c:\DACOffice\DOGLBalanceSheet.xls' and buttons for 'Save', 'Export', and 'Cancel'.

Click on an account in the grid to view the Journal Entry detail supporting that account. Only accounts with an amount in the period to date (PTD) column will have supporting detail.

The screenshot shows the 'DAC Office - G/L Balance Sheet' window with the 'Account' tab selected. The title is 'Account Type: Asset Accounts for 2011, Period: 7'. Below is a table with columns: CC, GLACCT, DESCRIPTION, STATUS, TYPE, BEGBAL, DEBITS, CREDITS, PTD, and YTD. The first row is selected and highlighted in blue.

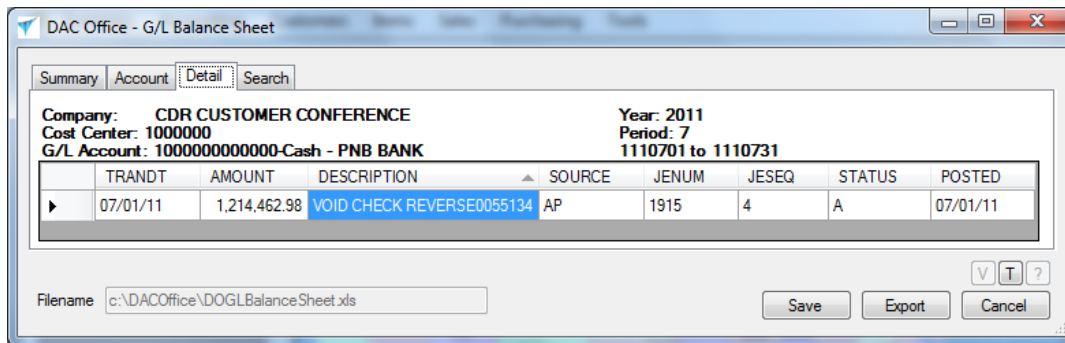
	CC	GLACCT	DESCRIPTION	STATUS	TYPE	BEGBAL	DEBITS	CREDITS	PTD	YTD
▶	1000000	10000000000000	Cash - PNB BANK		A	-19,323,938.07	1,214,462.98		1,214,462.98	-18,109,475.09
	1000000	10200000000000	Petty Cash		A	-140.40			0.00	-140.40
	1000000	12000000000000	Accounts Receivable		A	12,942,180.45			0.00	12,942,180.45
	1000000	17200000000000	Accumulated Depreciation		A	-3,600.00			0.00	-3,600.00
	1000000	19000000000000	Inventory		A	598,542,061.29			0.00	598,542,061.29

Below the table, there is a checkbox for 'Exclude Zero Amounts' which is checked. To the right, it shows 'PTD: 1,214,462.98' and 'YTD: 593,371,026.25'. At the bottom, there is a 'Filename' field with 'c:\DACOffice\DOGLBalanceSheet.xls' and buttons for 'Save', 'Export', and 'Cancel'.

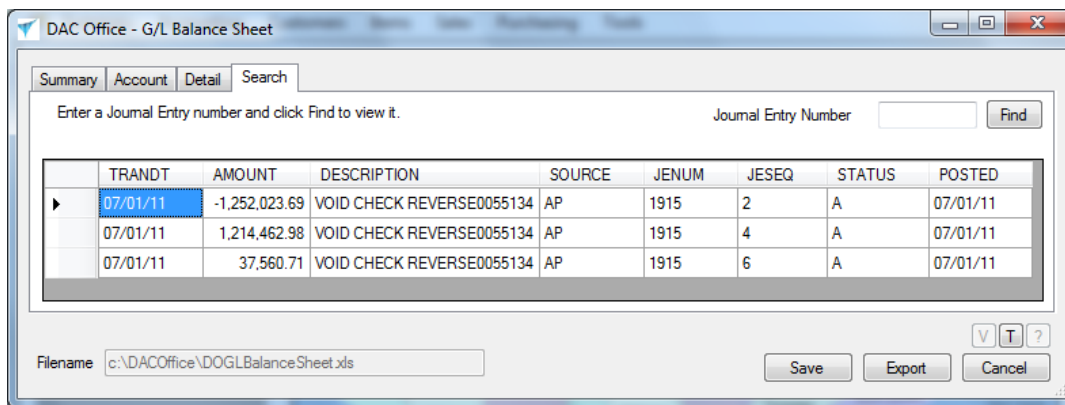
# DAC Office G/L Balance Sheet

save to "C:\DACOffice\Training"

Click on a Journal Entry in the grid to view both sides of the Journal Entry.



On the Search tab, you can also enter a Journal Entry Number in the space provided to review the details of journal entries.



Click the Export button to create a balance sheet in Excel.

