

Accounting Core: Financial Wizard – Balance Sheet Report Run

Introduction

Financial Wizard is used to run financial reports that have been created in Financial Designer. The Balance Sheet is typically run from the company level.

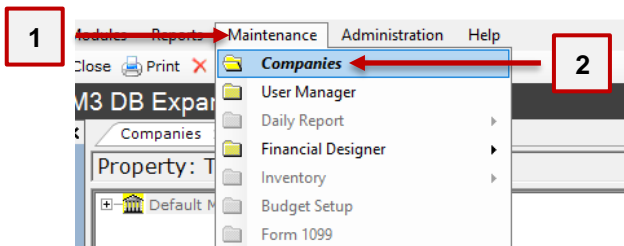
Objective

Understand the process for running a Balance Sheet report.

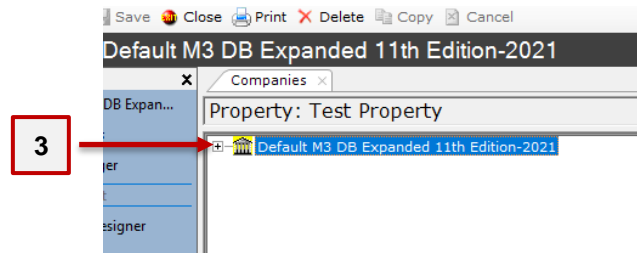
Steps

Follow the steps below to run a Balance Sheet report in Financial Wizard.

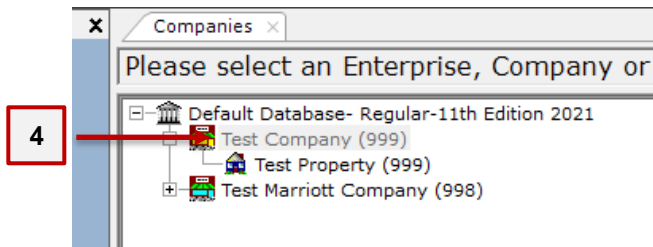
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**.



3. Expand the company / property tree by clicking on the (+) symbol.

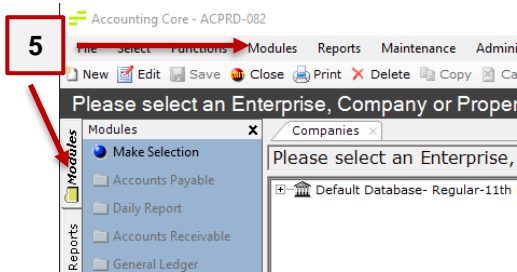


4. Click on the **desired company**.

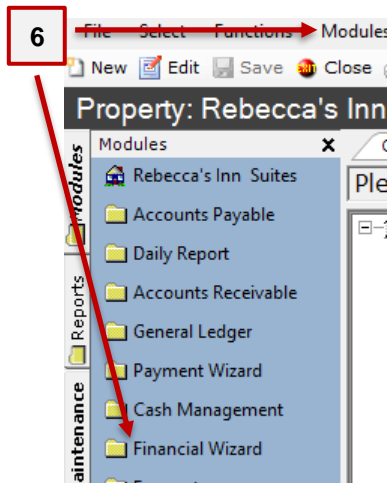


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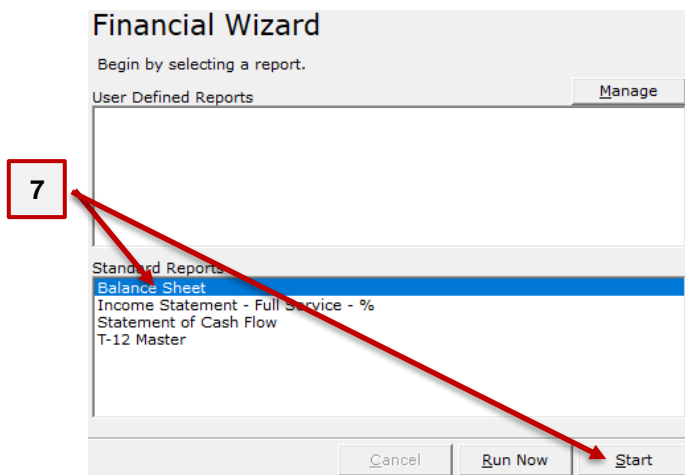
5. Click on **Modules**.



6. Click on the **Financial Wizard** module.



7. Select the **Balance Sheet** report in the Standard Reports box. Click **Start**.



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- Choose the **date range** for the PTD and YTD columns per your preferences. Click **Next**.

As Of: 7/2/2024

Date Range: 7/1/2024 to 7/2/2024

Pre-defined Range: Year-To-Date (Through previous fiscal period)

A range of Periods: 2024 Fiscal Year

| Period | Start Date | End Date |
|----------|------------|-----------|
| Period 1 | 1/1/2024 | 1/31/2024 |
| Period 2 | 2/1/2024 | 2/29/2024 |
| Period 3 | 3/1/2024 | 3/31/2024 |
| Period 4 | 4/1/2024 | 4/30/2024 |
| Period 5 | 5/1/2024 | 5/31/2024 |
| Period 6 | 6/1/2024 | 6/30/2024 |
| Period 7 | 7/1/2024 | 7/31/2024 |
| Period 8 | 8/1/2024 | 8/31/2024 |

Buttons: Cancel, < Back, Next >

- Click on the **Options** desired for the data shown on the report. All items default to **No**. Click **Next**. Note: If any actuals are adjusted to include open/pending data, the report will state that it is out of balance.

Select Options

Would you like to print GL accounts with...

Zero Amounts? Yes No

Missing Amounts? Yes No

Would you like to adjust actuals to include...

Open Journal Entries? Yes No

Pending Invoices? Yes No

Open Daily Report Items? Yes No

Would you like to include...

Company Totals? Yes No

Buttons: Cancel, < Back, Next >

- Click on the **boxes** to **deselect** the columns to **not** include on the report (there should only be one column: Current Year); it defaults to include all columns. Click **Finish**.

Financial Wizard - Balance Sheet

Select columns to include in the report and columns to be visible in the report

| Show | Include | Column |
|-------------------------------------|-------------------------------------|--------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Current Year |

Buttons: Cancel, < Back, Finish

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Sample Report:

Company: Test Company Property: Test Property
Balance Sheet
As of 8/4/2024

| | Current Year |
|----------------------------------|--------------|
| Assets | |
| Current Assets | |
| Managers Account | 0.00 |
| Operating Account | 0.00 |
| House Funds | 0.00 |
| Investment Account | 0.00 |
| Payroll Account | 0.00 |
| Money Market Account | 0.00 |
| Depository Account | 0.00 |
| Other Cash Account | 0.00 |
| Total Cash | 0.00 |
| Daily Report Offset | 0.00 |
| Guest Ledger | 0.00 |
| City Ledger | 0.00 |
| Accounts Receivable Misc. | 0.00 |
| Frequent Stay Rewards | 0.00 |
| Due from Related Party 1 | 0.00 |
| Due from Related Party 2 | 0.00 |
| Due from Related Party 3 | 0.00 |
| Due from Related Party 4 | 0.00 |
| Due from Related Party 5 | 0.00 |
| Due from Related Party 6 | 0.00 |
| Due from Related Party 7 | 0.00 |
| Due from Related Party 8 | 0.00 |
| Total Accounts Receivable | 0.00 |

- The report will generate in a new window. To run a new report, click **New Report** from the bottom right of the main Accounting Core screen.

