

Accounting Core: Financial Wizard – Income Statement Rpt Run

Introduction

Financial Wizard is used to run financial reports that have been created in Financial Designer. The Income Statement is typically run from the property level.

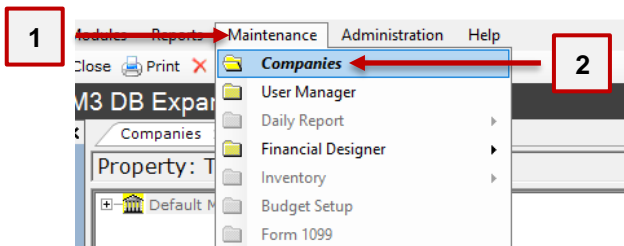
Objective

Understand the process for running an Income Statement report.

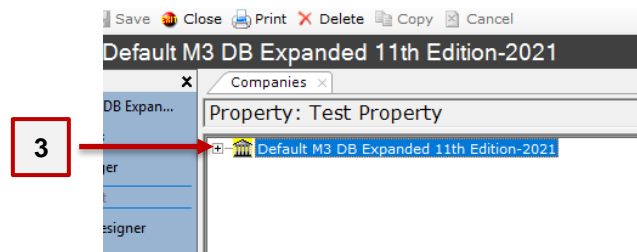
Steps

Follow the steps below to run an Income Statement in Financial Wizard.

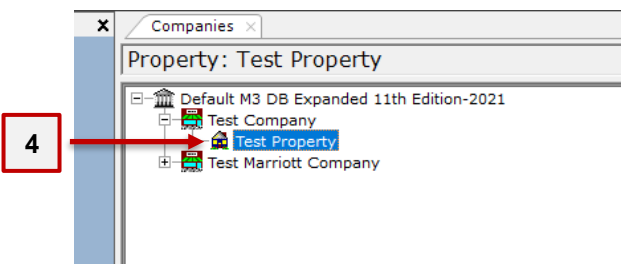
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**.



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

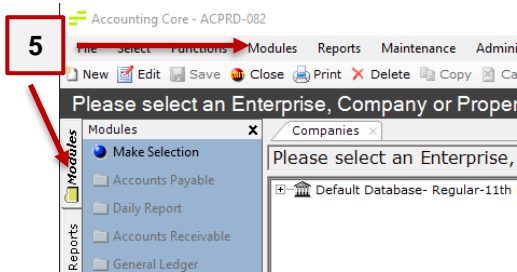


4. Click on the **desired property**.

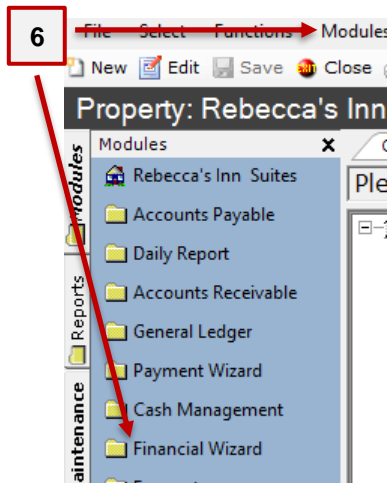


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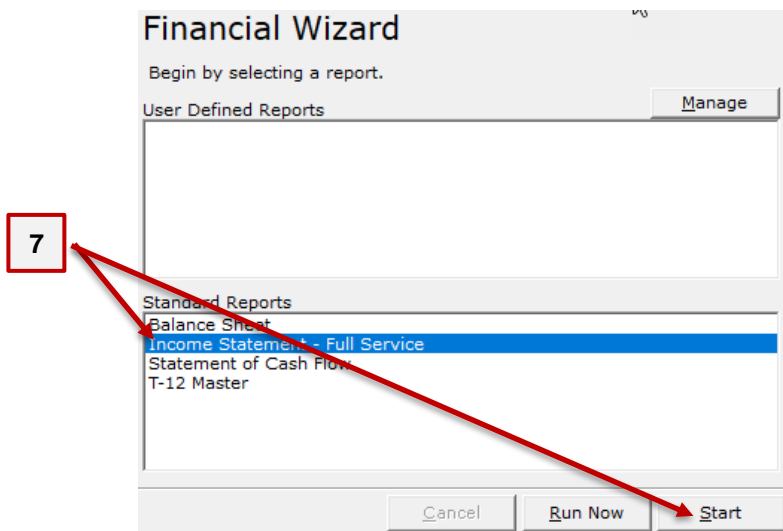
5. Click on **Modules**.



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



7. Select the **Income Statement** report in the Standard Reports box. Click **Start**.



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8. 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 - 7/2/2024

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

A range of Periods:

2024 Fiscal Year		
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 >

9. 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 >

10. Click on the **boxes** to **deselect** the columns to **not** include on the report; it defaults to include all columns. Click **Finish**.

Financial Wizard - Income Statement - Full Serv

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"/>	PTD
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	%
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PTD Bud
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	%
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PTD LY
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	%
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Account Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	YTD
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	%
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	YTD Bud
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	%
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	YTD LY
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	%

Buttons: Cancel, < Back, Finish

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Sample Report:

For Property: Test Property											
Income Statement - %											
As of 7/31/2024											
PTD	%	PTD Bud	%	PTD LY	%	YTD	%	YTD Buc	%	YTD LY	%
Summary											
3,100		0		3,100		21,300		0		21,200	
0		0		0		0		0		0	
0.00%		0.00%		0.00%		0.00%		0.00%		0.00%	
0.00		0.00		0.00		0.00		0.00		0.00	
0.00		0.00		0.00		0.00		0.00		0.00	
Rooms Available											
Rooms Sold											
Occupancy %											
ADR											
RevPAR											
Operating Revenue											
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Departmental Expenses											
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Undistributed Operating Expenses											
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Gross Operating Profit											
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Income Before Non-Oper. Expenses											
Non-Operating Expenses											
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
EBITDA											

8/4/2024 at 5:10:00 PM

11. 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.

