

# How To Print Balance Sheet Standard Report

Here are the steps on how to print a Balance Sheet Standard report:

1. Open **Report Parameters** screen of **Balance Sheet Standard** report. (See [How To Print General Ledger Reports](#))

Field Name	Condition	From	To	Join
Date	As Of		09/05/2014	And
Profit Center	Equal To			And
Primary Account	Equal To			And
Code	Equal To			And
Total Unit	Equal To			And
Total	Equal To			And
Account Description	Equal To			And
Account Group	Equal To			And
Account Type	Equal To			And
Account Unit Id	Equal To			And
Account Id	Equal To			And

Description	Apply
General Ledger by Account ID Detail	<input checked="" type="checkbox"/>
Include Audit Adjustment	<input checked="" type="checkbox"/>

Sort Field Name	Sort Direction
	Ascending

2. Fill out **Selection Criteria** section. User can select from the combo box list, or manually type on the field of the Field Name column. If field is left blank, all records will be included in the report.
  - **Date** - This refer to the date when the transaction is posted. Use this to filter transactions based on the date selected on the field.
  - **Profit Center** - This refer to the segment with Segment type. This may vary depending on the segment name you entered when you create your Account Structure. Use this to filter the transactions based on the selected segment code.
  - **Primary Account** - This refer to the segment with Primary type. Use this to filter the transactions based on the selected primary account.
  - **Code** - This refer to the code used for the module. For example, GL for General Ledger and AP for Accounts Payable. Use this to filter transactions made on the specific module selected on the field.
  - **Total Unit** - This refers to the total units per account. Use this to filter the transactions based on the total units set in the field.
  - **Total** - This refers to the total amount per accounts. Use this to filter the transactions based on the total amount set in the field.
  - **Account Description** - This refer to the description assigned to the accounts when it is created. Use this to filter the accounts based on the description selected on the field.
  - **Account Group** - This refer to the type assigned to the accounts when it is created. Use this to filter the transactions based on the type selected on the field.
  - **Account Type** - This refer to the type assigned on the accounts when it is created. Use this to filter the transactions based on the account type selected on the field.
  - **Account Id** - This refer to the account ids used in the transaction. Use this to filter transactions based on the accounts selected on the field.
3. To allow drilling down **General Ledger By Account ID Detail** report, check **General Ledger by Account ID Detail > Apply** check box.
4. To include **Audit Adjustment** in the report, check **Include Audit Adjustment > Apply** check box.

Description	Apply
General Ledger by Account ID Detail	<input checked="" type="checkbox"/>
Include Audit Adjustment	<input checked="" type="checkbox"/>

5. Preview the report by clicking the **Preview** toolbar button. The report looks like this:

Report Viewer	
Balance Sheet Standard	
<div>      Page 1 of 2     Pdf </div>	
<div> <div>Balance Sheet Standard</div> <div>SAMPLE COMPANY</div> <div>Thursday, November 28, 2013</div> <div>09:27:28 PM</div> </div>	
<b>Asset</b>	
<b>Current Assets</b>	
STATE BANK-PC	-902.98 0.000
Total Current Assets:	-902.98
Total Current Assets Units:	0.000
<b>Receivables</b>	
ACCTS RECEIVABLE CUSTOMER -PC	-8,058.90 5.500
PREPAID ACCOUNTS RECEIVABLE -PC	-4,962.50 0.000
Total Receivables:	-13,021.40
Total Receivables Units:	5.500
<b>Cash Account</b>	
CASH ON HAND-PC1	228.00 0.000
CASH ON HAND-PC2	14,000.00 0.000
CASH ON HAND-PC	810.00 11.000
ATM CASH ON HAND -PC	125.00 5.500
Total Cash Account:	15,163.00
Total Cash Account Units:	16.500
Total Asset:	1,238.62
Total Asset Units:	22.000