



Balance Sheet (Alt + B)

Balance Sheet Module enables user to generate balance sheet of the business in the application.

On clicking the option or on pressing the shortcut (Alt+ B), a popup will



be displayed to user as shown below:

Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, Data Option (Only group/ Groups + accounts), Branch, Maker-Checker Status, Closing options, Print Layout (Horizontal / Vertical)

User can also use currency conversion option, if it wants to convert the whole report into some other specific currency.

User can use below mentioned shortcuts for further extractions and functions.



Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action.

Now after the load report button is selected a new toggle will be opened showing balance sheet as below:

Balance Sheet.

Load Report

Export

Print

Help

Close

<Press Enter / DM click in grid for account details>

<Press F6 to show / hide group details>

Filter Data [F3]

Report [01/04/2019 to 31/03/2020] [F4]

Equity and Liabilities		Total	
Description	Amount	Group Amount	
<input checked="" type="checkbox"/> LIABILITIES		60,788,230.00 C	
<input checked="" type="checkbox"/> CURRENT LIABILITIES		10,961,629.60 C	
SUNDRY CREDITORS		14,805,392.00 C	
DUTIES AND TAXES		3,897,237.60 C	
BANK OVERDRAFT & CASH CREDIT		7,741,000.00 D	
PROFIT & LOSS ACCOUNT		49,826,600.40 C	

60,788,230.00 C

Assets		Total	
Description	Amount	Group Amount	
<input checked="" type="checkbox"/> ASSETS		60,788,230.00 D	
<input checked="" type="checkbox"/> CURRENT ASSETS		60,788,230.00 D	
STOCK IN HAND		9,753,800.00 D	
SUNDRY DEBTORS		81,591,361.00 D	
<input checked="" type="checkbox"/> CASH & BANK BALANCES		31,024,931.00 C	
BANK ACCOUNTS		4,560,109.00 D	

60,788,230.00 D

User needs to click F5 on individual heads for viewing ledger wise balance for the lowest level of hierarchy.

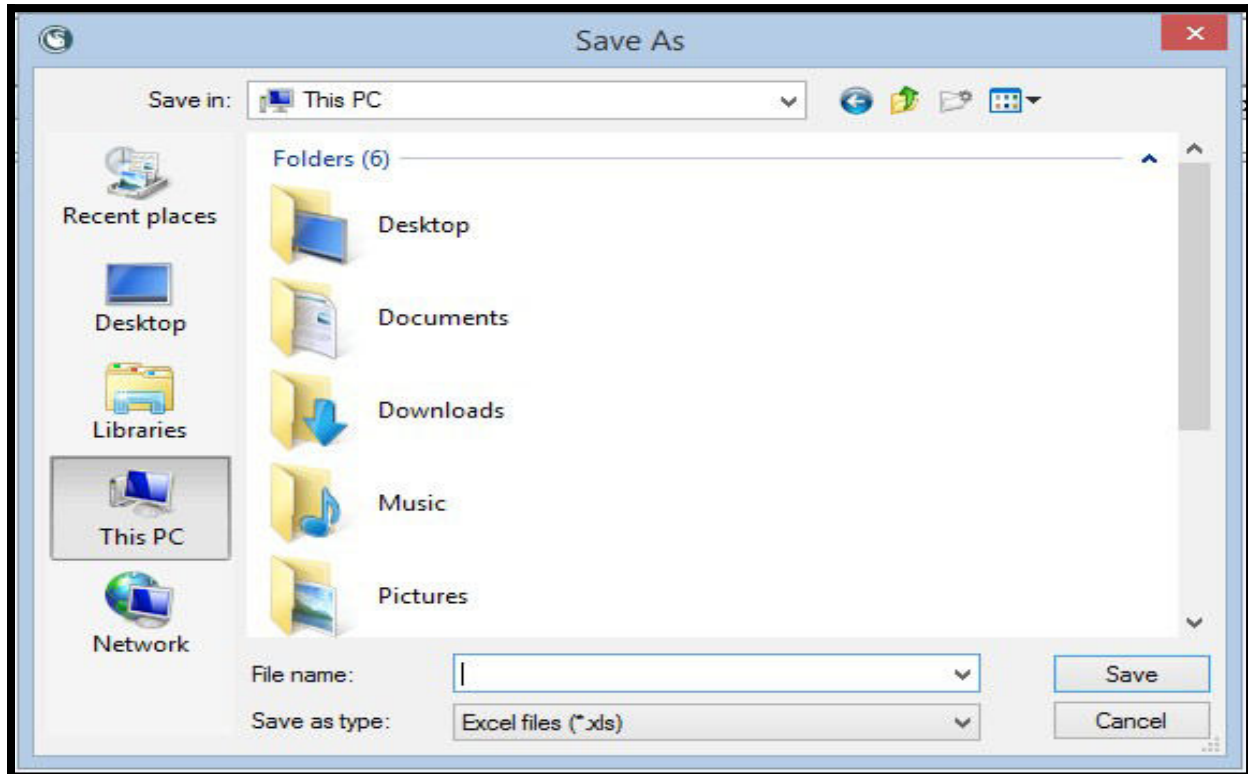
Drill down entry.

To go to the voucher, user needs to double click on the record line. User will be redirected to the transaction level.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report. On clicking Export button, user will be asked for the path to export the report as

shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

[Print \(Alt + P\)](#)

On clicking the Print (Alt + P) button, print preview window will appear.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Balance Sheet tab will get closed.

[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Balance Sheet Tab.