

Balance Sheet

Report Module Guide: Balance Sheet

Module Location

General Ledger > Report > Balance Sheet

Module Objective

The **Balance Sheet** module is a reporting tool that generates the Balance Sheet financial statement. This report presents a snapshot of the company's financial position—showing total **Assets**, **Liabilities**, and **Equity**—at a specific point in time. This module is not used for inputting data, but rather for configuring and displaying the report based on existing data in the general ledger.

1. Balance Sheet Report Parameters (Balance Sheet Filters)

The main page of this module is a form containing various parameters or filters to customize the Balance Sheet report according to your needs.

General Ledger | Report | Balance Sheet

Type of Report : **Balance Sheet**

Balance Sheet Filter

1. Include Account Numbers Rounding

2. As of : **31 July 2025**

3. Compare Report Within : **1** Same Period in Different Year Same Period in Different Month

4. Currency:

Respective Currency Base Currency

Rate

Currency	Rate	Unit
AED	4,075.65	IDR
AUD	7,000.00	IDR
CNY	2,260.00	IDR
EUR	17,079.64	IDR
Euro	12,000.00	IDR
GBP	19,062.00	IDR
HKD	2,067.67	IDR
KHR	3,50	IDR
KRW	12.00	IDR
MMK	8.00	IDR
MYR	3,413.00	IDR
NGN	35.00	IDR
PHP	276.00	IDR
SGD	9,800.00	IDR
THB	431.00	IDR
TWD	504.40	IDR
USD	9,000.00	IDR
VND	0,63	IDR
YEN	11,721.00	IDR

4. Report Level : **1**

5. Display : Horizontal Vertical

6. Include Adjustment Period: Yes

Display Report **Export To MS Excel** **Export to PDF**

Here is an explanation for each parameter:

- **Include Account Number / Rounding:**

- Check **Include Account Number** to display account codes next to account names on the report.
- Check **Rounding** to round the figures on the report.

- **As of:**

- This is the most important parameter. Select the end-of-period date for which you want to see the financial position. The Balance Sheet will display balances as of this date (e.g., July 31, 2025).

- **Compare report within a period:**

- Use this feature to create a comparative report. You can choose to compare it with the same period in the previous year or with a different month's period.

- **Currency:**

- **Transaction Currency:** Displays the report in the original transaction currencies.
- **Base Currency:** Displays the report in the company's base currency (e.g., IDR) by converting all foreign currencies using the recorded exchange rates.

- **Report Level:**

- This dropdown is used to set the report's depth or level of detail (e.g., a summary by account group or detail down to the lowest sub-account).

- **Display:**

- Choose the report layout format, either **Horizontal** or **Vertical**.

- **Include Adjustment Period:**

- Check **Yes** if you want to include adjusting entries in the calculation of the balance sheet accounts.

2. Steps to Generate the Report


The process to create a Balance Sheet report is very simple:

Step 1: Set Report Parameters

Fill in or select all the parameters you need in the **Balance Sheet Filters** section to ensure the resulting report meets your requirements.

Balance Sheet Filter


1. Include Account Numbers Rounding

2. As of : 

3. Compare Report Within : Same Period in Different Year Same Period in Different Month

4. Currency:

Respective Currency Base Currency Rate

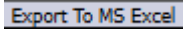
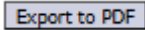
4. Report Level : 

5. Display : Horizontal Vertical

6. Include Adjustment Period: Yes

Step 2: Generate the Report

After all parameters are set, click one of the three buttons in the bottom-left section of the page:

- **Display Report:** To preview the report directly on your screen.
- **Export to MS Excel:** To download the report data in an Excel file format, which can be processed further. 
- **Export to PDF:** To download the report in a PDF format that is ready to be printed or shared. 

Tips & Important Notes

- The Balance Sheet is a report of financial position at a single point in time. Ensure the **As of** date you select is correct for the desired period-end.
- For performance analysis, the **Compare report within a period** feature is very useful for seeing growth or changes from previous periods.
- Use **Export to MS Excel** if you need to perform custom calculations or create custom charts from the balance sheet data for presentations or internal reports.

Revision #4

Created 30 July 2025 08:58:37 by Muhammad Ali Akbar

Updated 15 August 2025 09:52:41 by Muhammad Ali Akbar