



REPORTING: FINANCIALS

In This Document:

- General Ledger reports.
- Balance Sheets.
- Trial Balance reports.
- Profit and Loss reports.

OVERVIEW

To run financial reports, make/adjust journal entries, and close your financial periods, go to the **FINANCIALS** icon in the main tool bar.

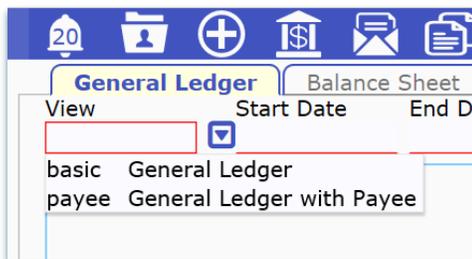


The first four tabs in **FINANCIALS** are for your core financial statements; **GENERAL LEDGER**, **BALANCE SHEET**, **TRIAL BALANCE**, and **PROFIT AND LOSS** (Income Statement).



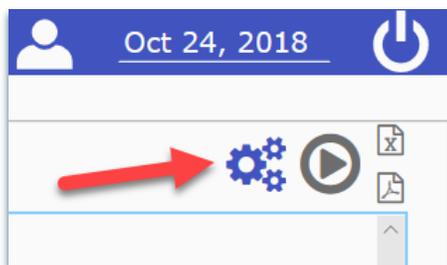
REPORT BASICS

To begin generating any report, use the **VIEW** field to choose which report you want to generate. The view options will depend on the type of report you are attempting to produce.



For a full breakdown of all the views available for each report, review the *Report Directory* document.

Once you have selected a View, the **GEARS** icon at the top right of the report screen will activate. This is the **REPORT OPTIONS TOOL**. By selecting this you can apply different filters to the report or create new report layouts.



REQUIRED INFORMATION

Click the Gears icon to open the Report Options window. In the first section of this window you can see the **VIEW** and **TITLE** as well as the **LAYOUT** of the report.



The screenshot shows a window titled "Report Options" with a blue header. Below the header, there are three sections, each with a label and a text input field:

- View:** The input field contains the text "basic".
- Title:** The input field contains the text "General Ledger".
- Layout:** The input field contains the text "General Ledger". To the right of this field are three icons: a plus sign (+), a pencil (edit), and a trash can (delete).

Soluno will automatically populate each of these fields depending on the **STANDARD CHOICES** you have selected; however, you can edit them by double-clicking beneath the headings. All reports require these three fields to be entered.

You can also add, edit, or delete layouts in this window. To learn more about adding and editing new layouts, contact the Soluno Support team.

EMAIL: support@DevlosSoftware.com

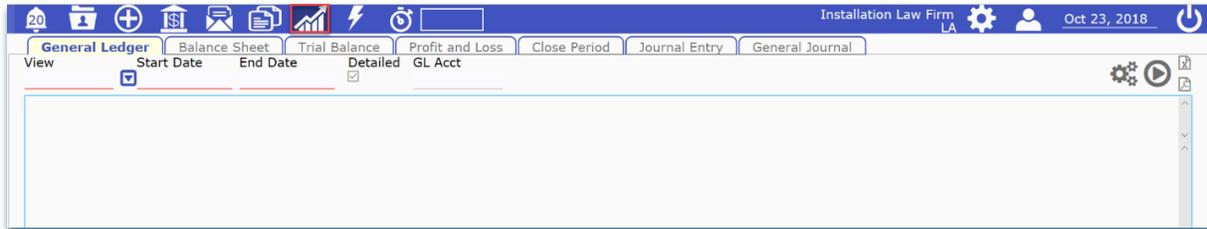
TOLL-FREE PHONE: 1 (844) 338-5672

WEBSITE: www.Soluno.legal

Now that we understand the basic elements of financial reports, let's dive into the specifics of the four types of reports you can produce; [General Ledger](#), [Balance Sheet](#), [Trial Balance](#), and [Profit and Loss](#).

GENERAL LEDGER

The General Ledger provides a complete record of your firm's transactions. This includes assets, liabilities, equity, revenue, and expenses. Let's review the parameters needed to generate a General Ledger report.



STANDARD CHOICES

The second drop-down menu in the Report Options window lets you set basic reporting parameters. These parameters can also be entered directly on the main reports page. All fields in this section are optional.

START DATE & END DATE: The report will exclude any entries that do not fall within this time period.

<input checked="" type="checkbox"/>	Start Date	End Date
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You can manually select the reporting range by clicking the fields, or you can click on the **BLUE DROP-DOWN** icon to select from a list of pre-set date ranges.

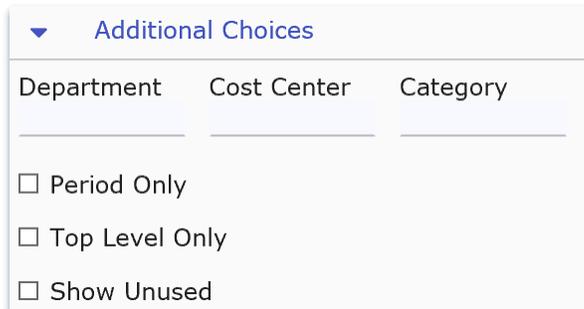
Date Series	Start Date	End Date
All Dates		
Today	Nov 19, 2018	Nov 19, 2018
Up To Today		Nov 19, 2018
Week (Current)	Nov 18, 2018	Nov 24, 2018
Week (Previous)	Nov 11, 2018	Nov 17, 2018
Up To Last Week		Nov 17, 2018
Month (Current)	Nov 1, 2018	Nov 30, 2018
Month (Previous)	Oct 1, 2018	Oct 31, 2018
Up To Last Month		Oct 31, 2018
Quarter (Current)	Oct 1, 2018	Dec 31, 2018
Quarter(Previous)	Jul 1, 2018	Sep 30, 2018
Up To Last Quarter		Sep 30, 2018
Year (Current)	Jan 1, 2018	Dec 31, 2018
Year (Previous)	Jan 1, 2017	Dec 31, 2017
Up To Last Year		Dec 31, 2017

GL ACCT: This field allows you to filter all entries related to a specific general ledger account.

DETAILED: Select this checkbox if you want to see all of the entries for each general ledger account. If this box is not selected the report will only show totals for each general ledger account.

ADDITIONAL CHOICES

The Additional Choices drop-down menu allows you to apply more sophisticated filters as well as alter how Soluno will treat the report. Let's break down the options provided here.



▼ Additional Choices

Department	Cost Center	Category
<input type="checkbox"/> Period Only		
<input type="checkbox"/> Top Level Only		
<input type="checkbox"/> Show Unused		

DEPARTMENT, COST CENTER & CATEGORY: Fill in any or all these values to filter the report by the labels/tags you applied to your general ledger accounts.

You can add/edit new Department, Cost Center, and Category tags by going to [ADMINISTRATOR SETTINGS](#) → [FIRM](#) → [GENERAL LEDGER ACCOUNTS](#).

PERIOD ONLY: When the Period Only box is unselected, Soluno will run the report for the selected time period and will take into account the automatic year end adjusting entries for the [FISCAL END OF YEAR DATE](#). In short, you do not have to close the period just to get an accurate ledger report.

If the Period Only box is selected, Soluno will run the report for the selected time period and will not show any automatic year end adjusting entries that would take place. This will allow you to get accurate readings for periods that span multiple fiscal years.

You can find your Fiscal End of Year Date by going to [ADMINISTRATOR SETTINGS](#) → [FIRM](#) → [FEATURES](#)

TOP LEVEL ONLY: Selecting this option will aggregate all sub-accounts into one total. The total will be displayed as part of the parent account.

Example: The sub-accounts [EQUIPMENT DEPRECIATION \(1540.dep\)](#) and [EQUIPMENT PURCHASES \(1540.pur\)](#) are nested under the [EQUIPMENT](#) general ledger account (1540). When Top Level Only is unselected, you will see the general ledger finances separated into each sub-account. With Top Level Only selected, you will see the sum of all sub-accounts listed under the main Equipment account.

SHOW UNUSED: Selecting this box will include accounts in the report with a \$0.00 balance and no posting activity during the selected time range.

Once you have set all the reporting parameters, continue to the [Generating the Report](#) section of this document.

BALANCE SHEET

A Balance sheet report provides the firm's assets, liabilities, and equity for a specified time period. This allows you to see your firm's rates of return and financial structure.

In Soluno you can generate this report from the [BALANCE SHEET](#) tab. There are two views available to the user. A three-column balance sheet and a four-column balance sheet. The three-column report provides the [BALANCE](#), [SECTION](#), and [AREA](#) of the report while the four-column balance sheet adds an additional [SUB-SECTION](#) column for a more granular view of the balances.

View	End Date
<input type="text"/>	<input type="text"/>
3 columns	Balance Sheet
4 columns	Balance Sheet

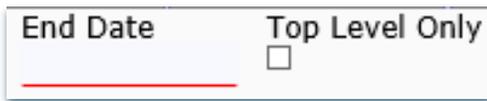
Below is an example of a balance sheet displaying the 4-column View:

Balance Sheet					10/24/2018
Installation Law Firm					
To Wednesday, October 31, 2018					
Account	Balance	Sub-Section	Section	Area	
ASSETS					
Current Assets					
1000.o1 - Operating Account 1	64,260.39				
1000.o2	10,000.00				
1100.t1 - Trust Account 1	6,797.00				
1100.t2	600.00				
Total Current Assets		81,657.39			
Fixed Assets					
Total Fixed Assets		0.00			
TOTAL ASSETS				81,657.39	
LIABILITIES					
Short Term Liabilities					
2100 - Trust Funds Owed	7,397.00				
Total Short Term Liabilities		7,397.00			
Long Term Liabilities					
Total Long Term Liabilities		0.00			
TOTAL LIABILITIES			7,397.00		
EQUITY					
EQUITY					
Total Equity		0.00			
Income/Drawings					
3500 - Income for Allocation	74,260.39				
Total Income/Drawings		74,260.39			
TOTAL EQUITY			74,260.39		
TOTAL LIABILITIES & EQUITY				81,657.39	
Report Selections:					
Completed : Wednesday, October 24, 2018 11:21 AM					
Requested By : Lee Gail Admin					
End Date : 10/31/2018					
GL Account : 3500 - Income for Allocation					

STANDARD CHOICES

You can set your standard choices either in the [REPORT OPTIONS](#) window, or in the data fields at the top of the Balance Sheet screen.

The standard choices are as follows:



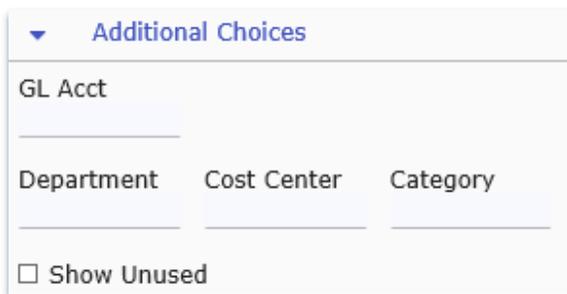
A screenshot of a form with two fields. The first field is labeled "End Date" and has a red underline. The second field is labeled "Top Level Only" and has an unchecked checkbox.

END DATE: This is a required field. The report will provide the running balances up until the selected date.

TOP LEVEL ONLY: Selecting this option will display the totals for each main general ledger account in the final report. The report will break all the running totals into each sub-account if this option is unselected.

ADDITIONAL CHOICES

You can add in additional report filtering from the Report Options window.



A screenshot of a window titled "Additional Choices". It contains a dropdown menu for "GL Acct", three input fields for "Department", "Cost Center", and "Category", and a checkbox labeled "Show Unused".

GL ACCT: This field allows you to filter the report entries related to a specific general ledger account.

DEPARTMENT, COST CENTER & CATEGORY: Fill in any or all these values to filter the report by the labels/tags you applied to your general ledger accounts.

You can add/edit new Department, Cost Center, and Category tags by going to [ADMINISTRATOR SETTINGS](#) → [FIRM](#) → [GENERAL LEDGER ACCOUNTS](#).

SHOW UNUSED: Selecting this box will include accounts in the report with a \$0.00 balance and no posting activity during the selected time range.

Once you have set all the reporting parameters, continue to the [Generating the Report](#) section of this document.

TRIAL BALANCE

This report compiles the balances from all of the firm's general ledger accounts into debit and credit values. Trial balance reports are normally run at the end of the selected financial period.

As of November 2018, there is only one possible View for a trial balance report; trial bal.

View	End Date
trial bal	Nov 21, 2018
Trial Balance	

Below is an example of a Trial Balance, note that the debit and credit columns are balanced.

Trial Balance			10/24/2018
Installation Law Firm			
To Wednesday, October 31, 2018			
Account	Debit	Credit	
1000.o1 - Operating Account 1	64,260.39		
1000.o2	10,000.00		
1100.t1 - Trust Account 1	6,797.00		
1100.t2	600.00		
2100 - Trust Funds Owed		7,397.00	
4000.et - Fees-Ed Turrey		11,767.24	
4000.la - Fees-Lee Gail Admin		8,428.76	
4000.tc - Fees-Test Case		1,600.00	
5009 - Disbursement Receivable	2,677.25		
5010 - Client Disbursements	5,104.00		
5010.rnr - Operating Retainers		7,952.00	
5020 - Accounting & Legal		41,542.64	
5060 - Auto Expense		842.00	
5080.dis - Bad Debt - Disbursements		321.00	
5080.fee - Bad Debt - Fees		8,000.00	
5100 - Bank Charges		552.25	
5140 - Business Taxes		177.00	
5180.exp - Courier Expense		693.00	
5180.rec - Courier Recovery	594.00		
5200 - Depreciation Expense		234.00	
5240 - Donations		130.00	
5340 - Legal Research		250.00	
5360 - Library & Subscriptions		56.00	
5400 - Meals & Entertainment	30.25		
5500.di - Payroll - Disability Insurance		100.00	
5560.rec - Registration Recovery		20.00	
Totals	90,062.89	90,062.89	
Overall Balance		0.00	

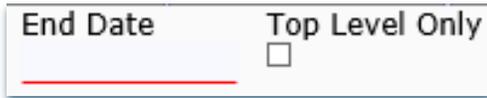
Report Selections:

Completed : Wednesday, October 24, 2018 11:52 AM
 Requested By : Lee Gail Admin
 End Date : 10/31/2018
 GL Account : 5560.rec - Registration Recovery

STANDARD CHOICES

You can set your standard choices either in the [REPORT OPTIONS](#) window, or in the data fields at the top of the Trial Balance screen.

The standard choices are as follows:



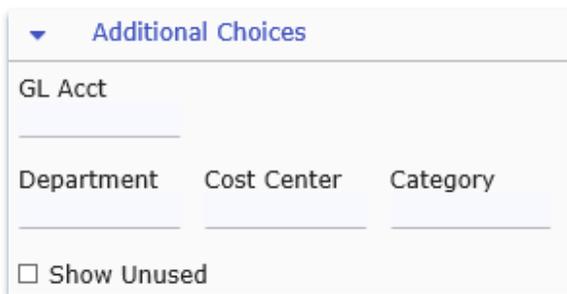
A screenshot of a form with two fields. The first field is labeled "End Date" and has a red underline. The second field is labeled "Top Level Only" and has an unchecked checkbox.

END DATE: This is a required field. The report will provide the running balances up until the selected date.

TOP LEVEL ONLY: Selecting this option will display the totals for each main general ledger account in the final report. The report will break all the running totals into each sub-account if this option is unselected.

ADDITIONAL CHOICES

You can add in additional report filtering from the Report Options window.



A screenshot of a window titled "Additional Choices". It contains a dropdown menu for "GL Acct", three input fields for "Department", "Cost Center", and "Category", and a checkbox labeled "Show Unused".

GL ACCT: This field allows you to filter the report entries related to a specific general ledger account.

DEPARTMENT, COST CENTER & CATEGORY: Fill in any or all these boxes to filter the report by the labels/tags you applied to your general ledger accounts.

You can add/edit new Department, Cost Center, and Category tags by going to [ADMINISTRATOR SETTINGS](#) → [FIRM](#) → [GENERAL LEDGER ACCOUNTS](#).

SHOW UNUSED: Selecting this box will include accounts in the report with a \$0.00 balance and no posting activity during the selected time range.

Once you have set all the reporting parameters, continue to the [Generating the Report](#) section of this document.

PROFIT AND LOSS

Generate a profit and loss report if you wish to view your firm's financial performance over a specific accounting period. Profit and Loss reports summarize how the firm earns its revenue and incurs its expenses, showing the net income.

There are two views for your report; **PROFIT AND LOSS** (p and l) and **LAST YEAR VS. THIS YEAR** (yoy). Refer to the *Report Directory* if you are unsure which View you wish to use.

Once your view is selected, proceed to fill out any standard or additional choices that you require.

Below is an example of a Profit and Loss report.

		Period		Year To Date	
		Amount	%	Amount	%
Profit and Loss					
Soluno Law Firm (Cash)					
Sunday, July 1, 2018 To Sunday, September 30, 2018					
11/21/2018					
REVENUE					
4000.at - Fees-Alan Tuback		7,313.29	37.45	9,802.55	37.42
4000.dd - Fees-Dennis Demo		11,034.57	56.50	14,656.28	55.95
4000.dp - Fees-Dwight Peter		1,182.14	6.05	1,737.57	6.63
Total Revenue		19,530.00	100.00	26,196.40	100.00
EXPENSES					
5009 - Disbursement Receivable		319.09	-85.79	937.10	50.72
5010.rtnr - Operating Retainers		(100.00)	26.88	1,100.00	59.54
5010.soft - Soft Costs		(461.65)	124.11	474.75	25.70
5015 - Accounts Payable Clearing		(225.00)	60.49	(225.00)	-12.18
5020 - Accounting & Legal		(1.00)	0.27	(1.00)	-0.05
5180.exp - Courier Expense		0.00	0.00	485.00	26.25
5180.rec - Courier Recovery		(31.65)	8.51	(331.65)	-17.95
5440 - Office General Expense		250.00	-67.21	875.00	47.36
5510.rec - Fax Recovery		0.00	0.00	(247.50)	-13.40
5520.rec - Photocopy Recovery		(33.75)	9.07	(716.25)	-38.77
5540.rec - Postage Recovery		0.00	0.00	(34.00)	-1.84
5560.rec - Registration Recovery		0.00	0.00	(250.00)	-13.53
5620.rec - Telephone Recovery		0.00	0.00	(235.00)	-12.72
9999 - Suspense		(88.00)	23.66	16.00	0.87
Total Expenses		-371.96	100.00	1,847.45	100.00
NetIncome		19,901.96		24,348.95	
Report Selections:					
Completed	:	Wednesday, November 21, 2018 10:37 AM			
Requested By	:	Doug Dagworthy			
Start Date	:	7/1/2018			
End Date	:	9/30/2018			
GL Account	:	9999 - Suspense			

STANDARD CHOICES

You can set your standard choices either in the [REPORT OPTIONS](#) window, or in the data fields at the top of the Profit and Loss screen.

The screenshot shows a horizontal bar with four sections: 'Start Date' with a dropdown arrow icon, 'End Date' with a text input field, 'Period Only' with an unchecked checkbox, and 'Top Level Only' with an unchecked checkbox. Red lines are drawn under the Start Date and End Date fields.

START DATE & END DATE: The report will exclude any entries that do not fall within this time period.

A close-up of the 'Start Date' and 'End Date' fields. The 'Start Date' field has a dropdown arrow icon to its left.

You can manually select the reporting range by clicking the fields, or you can click on the **BLUE DROP-DOWN** icon to select from a list of pre-set date ranges.

The screenshot shows a dropdown menu with a blue square icon containing a white dropdown arrow, highlighted with a red box. The menu lists various date series with their corresponding start and end dates.

Date Series	Start Date	End Date
All Dates		
Today	Nov 19, 2018	Nov 19, 2018
Up To Today		Nov 19, 2018
Week (Current)	Nov 18, 2018	Nov 24, 2018
Week (Previous)	Nov 11, 2018	Nov 17, 2018
Up To Last Week		Nov 17, 2018
Month (Current)	Nov 1, 2018	Nov 30, 2018
Month (Previous)	Oct 1, 2018	Oct 31, 2018
Up To Last Month		Oct 31, 2018
Quarter (Current)	Oct 1, 2018	Dec 31, 2018
Quarter(Previous)	Jul 1, 2018	Sep 30, 2018
Up To Last Quarter		Sep 30, 2018
Year (Current)	Jan 1, 2018	Dec 31, 2018
Year (Previous)	Jan 1, 2017	Dec 31, 2017
Up To Last Year		Dec 31, 2017

PERIOD ONLY: When the Period Only box is unselected, Soluno will run the report for the selected time period and will take into account the automatic year end adjusting entries for the [FISCAL END OF YEAR DATE](#). In short, you do not have to close the period just to get an accurate ledger report.

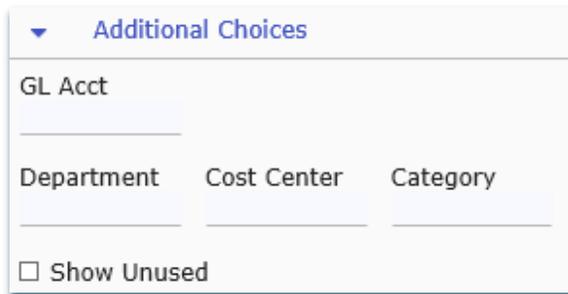
If the Period Only box is selected, Soluno will run the report for the selected time period and will not show any automatic year end adjusting entries that would take place. This will allow you to get accurate readings for periods that span multiple fiscal years.

You can find your Fiscal End of Year Date by going to [ADMINISTRATOR SETTINGS](#) → [FIRM](#) → [FEATURES](#)

TOP LEVEL ONLY: Selecting this option will display the totals for each main general ledger account in the final report. The report will break all the running totals into each sub-account if this option is unselected. Example of a profit and loss statement.

ADDITIONAL CHOICES

You can add in additional report filtering from the Report Options window.



The screenshot shows a window titled "Additional Choices" with a dropdown arrow on the left. Below the title bar, there is a text input field labeled "GL Acct". Underneath that, there are three text input fields labeled "Department", "Cost Center", and "Category". At the bottom of the window, there is a checkbox labeled "Show Unused".

GL ACCT: This field allows you to filter the report entries related to a specific general ledger account.

DEPARTMENT, COST CENTER & CATEGORY: Fill in any or all these values to filter the report by the labels/tags you applied to your general ledger accounts.

You can add/edit new Department, Cost Center, and Category tags by going to [ADMINISTRATOR SETTINGS](#) → [FIRM](#) → [GENERAL LEDGER ACCOUNTS](#).

SHOW UNUSED: Selecting this box will include accounts in the report with a \$0.00 balance and no posting activity during the selected time range.

GENERATING THE REPORT

Once all of your report specifications are entered, generate a report preview by clicking the **PLAY** icon.



You can adjust settings, edit listings, and re-generate your report.

To learn how to edit entries directly in your report as well as how to export and save the report, review the *Navigating Reports* document.