

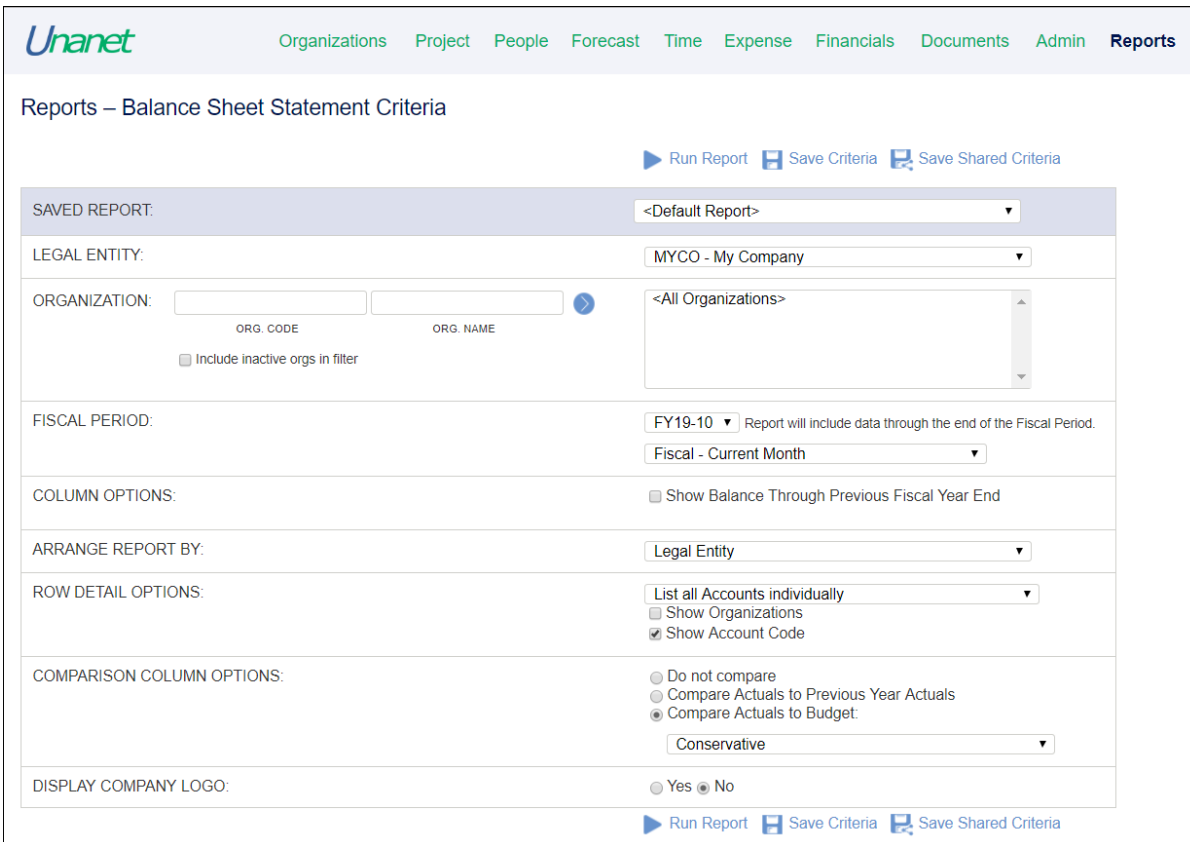
# Generate Financial Statements

After the adjusting entries are recorded, generate Financial Statements and review for accuracy.

The Income Statement and the Balance Sheet can be generated via the **Reports** dashboard:



The screenshot shows a sidebar menu under the heading "GENERAL LEDGER". The menu items are: "GL Details", "GL Summary (Trial Balance)", "Balance Sheet Statement", "Bank Reconciliation", "Income Statement", "Income Statement - Trending", and "Statement of Indirect Rates". The "Balance Sheet Statement" and "Income Statement" items are highlighted with red rectangular boxes.



The screenshot displays the "Reports - Balance Sheet Statement Criteria" configuration page in the Unanet system. The page includes a navigation bar with "Unanet" and various menu items like "Organizations", "Project", "People", "Forecast", "Time", "Expense", "Financials", "Documents", "Admin", and "Reports". Below the navigation bar, there are three buttons: "Run Report", "Save Criteria", and "Save Shared Criteria". The main configuration area is divided into several sections:

- SAVED REPORT:** A dropdown menu set to "<Default Report>".
- LEGAL ENTITY:** A dropdown menu set to "MYCO - My Company".
- ORGANIZATION:** Two input fields for "ORG. CODE" and "ORG. NAME", a search icon, and a dropdown menu set to "<All Organizations>". There is also a checkbox for "Include inactive orgs in filter".
- FISCAL PERIOD:** A dropdown menu set to "FY19-10" with a note "Report will include data through the end of the Fiscal Period." and another dropdown menu set to "Fiscal - Current Month".
- COLUMN OPTIONS:** A checkbox for "Show Balance Through Previous Fiscal Year End".
- ARRANGE REPORT BY:** A dropdown menu set to "Legal Entity".
- ROW DETAIL OPTIONS:** A dropdown menu set to "List all Accounts individually", and checkboxes for "Show Organizations" and "Show Account Code".
- COMPARISON COLUMN OPTIONS:** Radio buttons for "Do not compare", "Compare Actuals to Previous Year Actuals", and "Compare Actuals to Budget", and a dropdown menu set to "Conservative".
- DISPLAY COMPANY LOGO:** Radio buttons for "Yes" and "No".

At the bottom of the configuration area, there are three buttons: "Run Report", "Save Criteria", and "Save Shared Criteria".

### Reports – Income Statement Criteria

[▶ Run Report](#) [Save Criteria](#) [Save Shared Criteria](#)

SAVED REPORT:	<Default Report>
LEGAL ENTITY:	MYCO - My Company
ORGANIZATION:	<input type="text"/> <input type="text"/> <input type="button" value="▶"/> ORG. CODE                      ORG. NAME <input type="checkbox"/> Include inactive orgs in filter
	<All Organizations>
FISCAL PERIOD:	FY19-10   Report will include data through the end of the Fiscal Period. Fiscal - Current Month
COLUMN OPTIONS:	<input checked="" type="radio"/> Year-To-Date Actuals <input type="radio"/> Period-To-Date and Year-To-Date Actuals <input type="radio"/> Quarter-To-Date and Year-To-Date Actuals
ARRANGE REPORT BY:	Legal Entity
ROW DETAIL OPTIONS:	List all Accounts individually <input type="checkbox"/> Show Organizations <input checked="" type="checkbox"/> Show Account Code
COMPARISON COLUMN OPTIONS:	<input checked="" type="radio"/> Do not compare <input type="radio"/> Compare Actuals to Previous Year Actuals <input type="radio"/> Compare Actuals to Budget: Baseline
DISPLAY COMPANY LOGO:	<input type="radio"/> Yes <input checked="" type="radio"/> No

[▶ Run Report](#) [Save Criteria](#) [Save Shared Criteria](#)