

B. 2. Check Control's Starting Balance Sheet and Income Statement

What's the purpose of this setup step?

In this step, we'll show you how to view the balance sheet and income statement in Control to make sure that all the accounts on those have \$0.0 values.

- 1) **To view the Balance Sheet in Control, follow these instructions:**
 - a) Click **Reports**.
 - b) Click **Financial Reports and Closeouts**.
 - c) Click **Standard Accounting Reports**.
 - d) Click **Balance Sheet**.
 - e) Now you are seeing the **Report Criteria** screen. Click the **Preview** button.
 - f) Now you are seeing the Balance Sheet report. Review the items on it. The only numbers on it should be \$0.0. If there are other numbers in this report, contact the Startup Department at Cyrious for guidance on cleaning these accounts out.

- 2) **To view the Income Statement in Control, follow these instructions:**
 - a) Click **Reports**.
 - b) Click **Financial Reports and Closeouts**.
 - c) Click **Standard Accounting Reports**.
 - d) Click **Income Statement**.
 - e) Now you are seeing the **Report Criteria** screen. Click the **Preview** button.
 - f) Now you are seeing the Income Statement report. Review the items on it. The only numbers on it should be \$0.0. If there are other numbers in this report, contact the Startup Department at Cyrious for guidance on cleaning these accounts out.

Now you're ready for the next transition task.