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**COFFEE**  
COMPANY

PART 2: MAKING YOUR BUSINESS FINANCIALS WORK FOR YOU

# 6 LIFESAVER REPORTS TO HELP YOU AT MONTH-END



## Introduction

**Welcome to Part 2** of the Making your business financials work for you series. In Part 1, you learned which three financial reports were essential to ensure the smooth and efficient running of your business. You'll now discover SIX lifesaving reports that can help get you through one of the most trying times as a small business—the dreaded month-end.



## Is month-end leaving you at your wit's end?

Month end is a testing time for the owners or managers of most small businesses. At any given moment, you're probably juggling the administrative demands of completing your accounting entries with the operational aspects of your business, such as closing off sales opportunities, and managing your stock levels.

As a small business owner, you may understand these frustrations well. Not only are you the owner and manager of your business, but also the buyer and accountant. Because of this, we've put together a list of SIX reports that can help make managing month-end much smoother, as you strive for balanced books and business success!

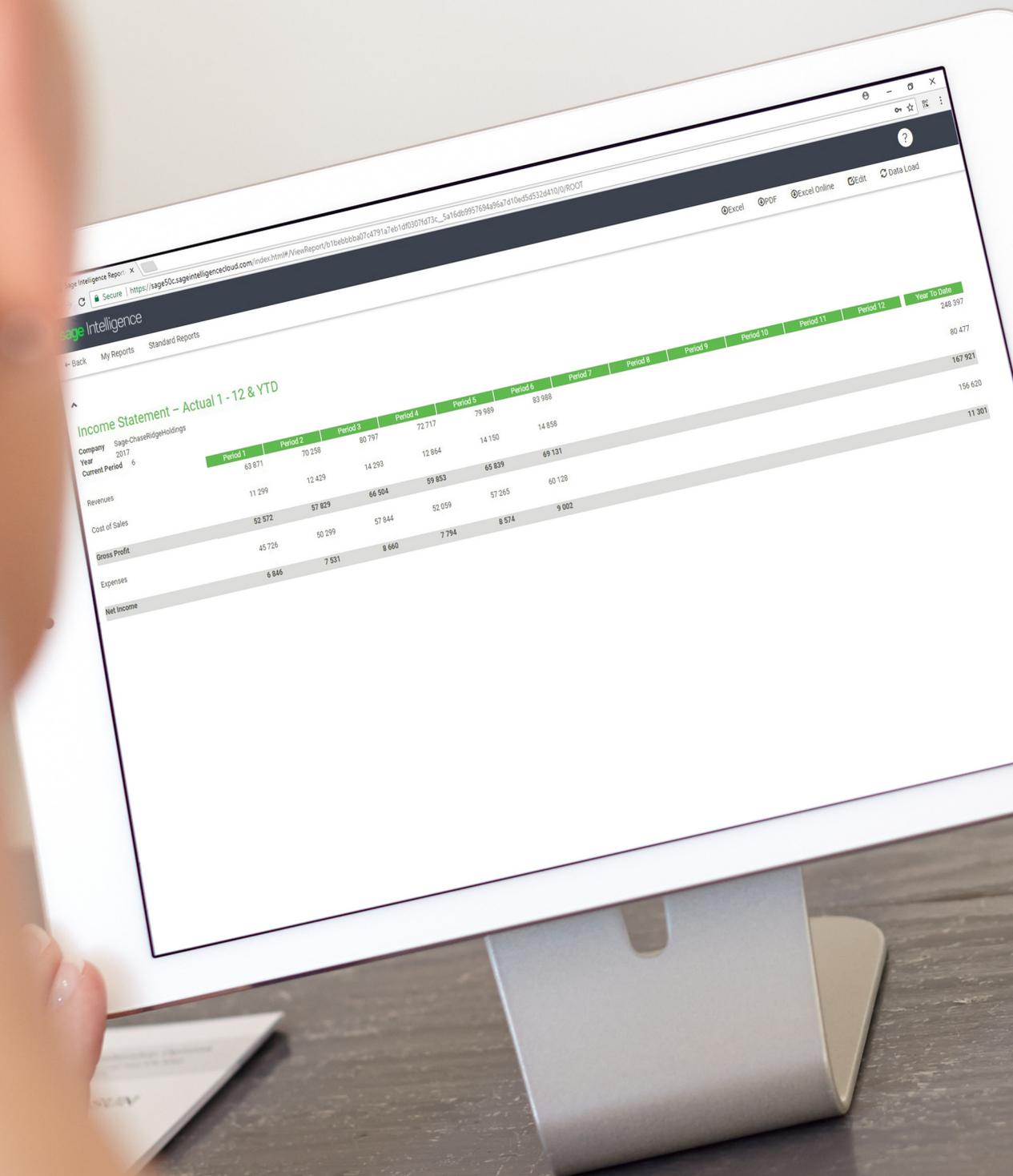
### Let's check them out...



#### Did you know?

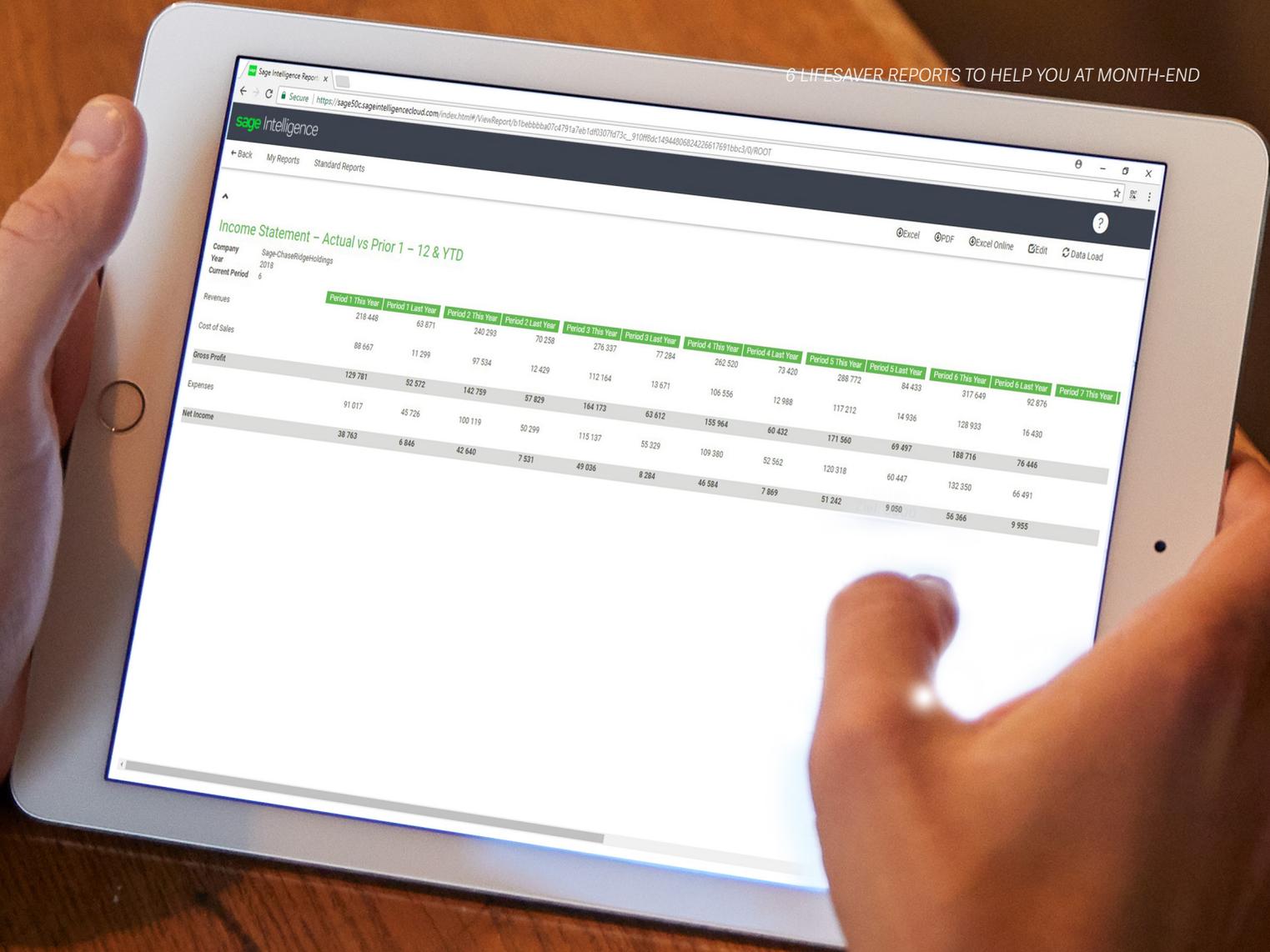
All reports mentioned here are available in your **Sage 50cloud** solution, through [Sage Intelligence](#).





**ONE:**  
*Income Statement  
 – Actual 1 - 12 & YTD*

This statement provides you with your actual figures for all fiscal periods in the current year, as well as a Year-to-Date figure for the current period.



## TWO: Income Statement Actual vs Prior

This statement compares your actual values for each fiscal period in the current year with those of the prior year. A variance column also helps you quickly view how things are tracking at a glance.

	Period 1 This Year	Period 1 Last Year	Period 2 This Year	Period 2 Last Year	Period 3 This Year	Period 3 Last Year	Period 4 This Year	Period 4 Last Year	Period 5 This Year	Period 5 Last Year	Period 6 This Year	Period 6 Last Year	Period 7 This Year
Revenues	218 448	63 671	240 293	70 238	276 337	77 284	262 520	73 420	288 772	84 433	317 649	92 876	
Cost of Sales	88 667	11 299	97 534	12 429	112 164	13 671	106 556	12 988	117 212	14 936	128 933	16 430	
Gross Profit	129 781	52 372	142 759	57 809	164 173	63 612	155 964	60 432	171 560	69 497	188 716	76 446	
Expenses	91 017	45 726	100 119	50 299	115 137	55 329	109 380	52 502	120 318	60 447	132 350	66 491	
Net Income	38 763	6 846	42 640	7 531	49 036	8 284	46 584	7 869	51 242	9 050	56 366	9 955	



## **THREE:** *Balance Sheet*

The balance sheet provides closing balance amounts for each fiscal period in the current year and compares them with those of the prior year.

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### Balance Sheet - Actual 1-12

Company: Sage-ChaseRidgeHoldings  
Year: 2018

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
<b>Current Assets</b>												
Cash	151,209	181,104	199,215	219,136	228,180	239,406	263,747	250,180	275,196	316,477	348,125	392,938
Accounts Receivable	148,420	251,117	276,228	303,852	288,659	331,958	365,154	346,897	381,586	438,824	482,708	538,977
Inventory	39,964	45,207	49,728	54,700	51,965	59,760	65,736	62,449	68,694	78,998	86,898	95,598
Other Current Assets	53,313	53,313	58,644	64,509	61,283	70,476	77,523	73,647	81,012	93,164	102,463	112,728
Receivables Retainage												
<b>Total Current Assets</b>	392,900	530,742	593,816	642,197	610,088	701,601	771,761	739,173	806,490	927,464	1,020,210	1,122,231
<b>Property and Equipment</b>												
Fixed Assets	790,358	790,358	869,394	955,333	958,517	1,044,794	1,149,273	1,091,810	1,220,991	1,381,199	1,519,253	1,671,179
Accumulated Depreciation	(345,606)	(351,045)	(386,150)	(424,764)	(403,526)	(464,055)	(510,461)	(484,928)	(533,431)	(613,446)	(674,791)	(742,270)
<b>Total Property and Equipment</b>	444,752	439,313	483,244	531,569	554,990	580,739	638,813	606,882	687,559	767,693	844,463	928,909
<b>Other Assets</b>												
Other Assets	41,164	41,164	45,280	49,808	47,318	54,415	59,857	58,864	62,550	71,933	79,126	87,039
<b>Total Other Assets</b>	878,816	1,011,218	1,112,340	1,223,574	1,162,395	1,336,755	1,470,430	1,396,909	1,536,600	1,767,089	1,943,798	2,138,178
<b>TOTAL ASSETS</b>	1,271,716	1,541,960	1,706,156	1,865,771	1,772,483	1,982,340	2,242,174	2,146,382	2,443,090	2,694,553	2,964,008	3,260,409
<b>Current Liabilities</b>												
Accounts Payable	83,431	135,594	149,154	164,069	155,866	179,246	179,246	197,170	187,312	206,043	236,949	286,708
Other Current Liabilities	113,065	182,415	178,656	196,522	186,696	196,522	214,700	236,170	224,362	246,796	253,818	312,280
Payables Retainage												
<b>Total Current Liabilities</b>	196,496	318,009	327,810	360,591	342,562	375,768	393,946	433,340	411,673	452,841	490,767	598,988
<b>Long-Term Liabilities</b>												
Long-Term Liabilities	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
<b>Total Long-Term Liabilities</b>	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
<b>TOTAL LIABILITIES</b>	204,496	326,009	335,810	368,591	350,562	383,768	401,946	441,340	419,673	460,841	498,767	606,988
<b>Equity</b>	1,067,220	1,215,951	1,370,346	1,497,180	1,421,921	1,598,572	1,840,228	1,705,042	2,023,410	2,233,712	2,465,241	2,653,421

## FOUR: Balance Sheet - Actual 1-12

This balance sheet provides you with your closing balance amounts for each fiscal period in the current year.

## **FIVE:** *Balance Sheet - Opening Balance & Current Period*

Here, you're provided with the opening balance for the current year, as well as the closing balance for the current period.



## SIX: Balance Sheet - Actual vs Prior 1 - 12

In the final month-end lifesaving report, you're provided with closing balance amounts for each fiscal period in the current year, compared with those of the prior year.

Company	Sage-ChaseRidgeHoldings												
Year	2018												
	Period 1	Period 1 Last Year	Period 2	Period 2 Last Year	Period 3	Period 3 Last Year	Period 4	Period 4 Last Year	Period 5	Period 5 Last Year	Period 6	Period 6 Last Year	Period 7
<b>Current Assets</b>													
Cash	151 203	27 344	181 104	30 078	199 215	34 590	219 136	32 860	208 180	36 146	239 406	39 761	263 34
Accounts Receivable	148 420	2 108	251 117	2 319	276 229	2 667	303 852	2 533	288 659	2 787	331 958	3 065	365 15
Inventory	39 964	18 598	45 207	20 458	49 728	23 527	54 700	22 350	51 965	24 585	59 760	27 044	65 73
Other Current Assets	53 313	28 342	53 313	31 176	58 644	35 853	64 509	34 060	61 283	37 466	70 476	41 213	77 52
Receivables Retainage													
<b>Total Current Assets</b>	<b>392 900</b>	<b>76 392</b>	<b>530 742</b>	<b>84 031</b>	<b>583 816</b>	<b>96 636</b>	<b>642 197</b>	<b>91 804</b>	<b>610 088</b>	<b>100 984</b>	<b>701 601</b>	<b>111 083</b>	<b>771 76</b>
<b>Property and Equipment</b>													
Fixed Assets	790 358	405 982	790 358	446 580	869 394	513 567	956 333	487 889	908 517	536 678	1 044 794	590 345	1 149 27
Accumulated Depreciation	(845 606)	(174 209)	(351 045)	(191 630)	(386 150)	(220 375)	(424 764)	(209 356)	(403 526)	(230 291)	(464 055)	(253 321)	(510 461)
<b>Total Property and Equipment</b>	<b>444 752</b>	<b>231 773</b>	<b>439 313</b>	<b>254 950</b>	<b>483 244</b>	<b>293 193</b>	<b>531 569</b>	<b>278 533</b>	<b>504 990</b>	<b>306 386</b>	<b>580 739</b>	<b>337 025</b>	<b>638 81</b>
<b>Other Assets</b>													
Other Assets	41 164	26 333	41 164	28 966	45 280	33 311	49 808	31 646	47 318	34 810	54 415	38 291	59 85
<b>Total Other Assets</b>	<b>41 164</b>	<b>26 333</b>	<b>41 164</b>	<b>28 966</b>	<b>45 280</b>	<b>33 311</b>	<b>49 808</b>	<b>31 646</b>	<b>47 318</b>	<b>34 810</b>	<b>54 415</b>	<b>38 291</b>	<b>59 85</b>
<b>TOTAL ASSETS</b>	<b>878 816</b>	<b>334 498</b>	<b>1 011 218</b>	<b>367 947</b>	<b>1 112 340</b>	<b>423 140</b>	<b>1 223 574</b>	<b>401 983</b>	<b>1 162 395</b>	<b>442 181</b>	<b>1 336 755</b>	<b>486 399</b>	<b>1 470 43</b>
<b>Current Liabilities</b>													
Accounts Payable	83 431	3 903	135 594	4 293	149 154	4 937	164 069	4 690	155 866	5 159	179 246	5 675	197 17
Other Current Liabilities	113 065	32 557	162 415	35 813	178 656	41 185	196 522	39 126	186 696	43 038	214 700	47 342	236 17
Payables Retainage													
<b>Total Current Liabilities</b>	<b>196 496</b>	<b>36 460</b>	<b>298 009</b>	<b>40 106</b>	<b>327 810</b>	<b>46 122</b>	<b>360 591</b>	<b>43 816</b>	<b>342 562</b>	<b>48 197</b>	<b>293 946</b>	<b>53 017</b>	<b>433 34</b>
<b>Long-Term Liabilities</b>													
Long-Term Liabilities	8 000	4 000	8 000	4 400	8 800	5 040	9 680	4 807	9 196	5 288	10 575	5 816	11 63
<b>Total Long-Term Liabilities</b>	<b>8 000</b>	<b>4 000</b>	<b>8 000</b>	<b>4 400</b>	<b>8 800</b>	<b>5 060</b>	<b>9 680</b>	<b>4 807</b>	<b>9 196</b>	<b>5 288</b>	<b>10 575</b>	<b>5 816</b>	<b>11 63</b>

## Conclusion

Each of the reports presented in this guide work together to give you a monthly overview of where you're at with regards to your business's financial health. You're then able to use this information to soundly manage your financials and ensure you're on track with your business goals.

With these six lifesaving reports available on-hand to help get you through month-end, you'll be sailing smoothly into the new month with a whole host of smart decisions at your disposal. Are you wondering what these decisions may be? Check out the final guide in this series ***"Three important decisions you can make using your business's financial reports"*** to find out!



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