

Reviewing Financial Results in the Results Tab

This document outlines how to use the Results tab to analyze income statements, balance sheets, and trial balances. It covers filtering by period, account, vendor, department, and cost center, reviewing detailed transaction activity, scanning for missing accruals, and exporting a trial balance.

Step 1: Navigate to the Results Tab

Move to the **Results** tab to begin reviewing your financial statements.

The screenshot shows the Totadvi web application interface. On the left is a dark blue navigation sidebar with the following menu items: NAVIGATION, Dashboard, Results (highlighted), Finance Summary, Transactions, Vendors, Vendor Summary, Fluctuation Analysis, Forecast, Headcount, CapEx, Cash Forecast, Chart of Accounts, Portfolio, Policies, and Revenue Recognition. The main content area has a header with the Totadvi logo and user information: "Company: totadvi | User: demo@totadvi.com (admin)". Below the header is the "Results" section. It includes a "Statement" dropdown set to "Income Statement", "From" and "To" date pickers set to "May 2026" and "June 2026" respectively, and a "Show what materially changed" checkbox which is "Off". There are three optional filter sections: "Optional: Filter Accounts" with a dropdown set to "All 31", "Optional: Filter Vendors" with a dropdown set to "All 5", and "Optional: Filter Cost Centers" with a dropdown set to "All 9". Below these filters are buttons for "Apply Filters", "Export to Excel", and "Trial Balance". A note says "Turn on to filter Results by cost center". At the bottom is a table with the following data:

ACCOUNT	VENDOR	2026-05	2026-06	TOTAL
59785 - General	NO_VENDOR - No Vendor	400,534	0	400,534
36053 - Delivery Fee	NO_VENDOR - No Vendor	-104,544	0	-104,544
39023 - Insurance Rev	NO_VENDOR - No Vendor	-93,726	0	-93,726
53102 - Sales	NO_VENDOR - No Vendor	91,931	0	91,931
31895 - Annual Fee	1876 -	-91,219	0	-91,219
41658 - Widget 1	NO_VENDOR - No Vendor	71,563	0	71,563
38429 - Administrative	NO_VENDOR - No Vendor	-70,731	0	-70,731
37241 - Quarterly Maint	6658 - Staples	-68,939	0	-68,939
41115 - Overhead	6658 - Staples	62,589	0	62,589

Step 2: Filter and Select Periods for the Income Statement

Use the available filters to refine your view. You can filter your statements and select the reporting periods you want to analyze.

Results

Statement **Income Statement** From **May 2026** To **June 2026** Show what materially changed ☐ Off

Optional: Filter Accounts

All 31

Select

Optional: Filter Vendors

All 5

Select

Optional: Filter Cost Centers

☐ Enable

Turn on to filter Results by cost center

Apply Filters

Export to Excel

Trial Balance

ACCOUNT	VENDOR	2026-05	2026-06	TOTAL
59785 - General	NO_VENDOR - No Vendor	<u>400,534</u>	<u>0</u>	400,534
36053 - Delivery Fee	NO_VENDOR - No Vendor	<u>-104,544</u>	<u>0</u>	-104,544
39023 - Insurance Rev	NO_VENDOR - No Vendor	<u>-93,726</u>	<u>0</u>	-93,726
53102 - Sales	NO_VENDOR - No Vendor	<u>91,931</u>	<u>0</u>	91,931
31895 - Annual Fee	1876 -	<u>-91,219</u>	<u>0</u>	-91,219
41658 - Widget 1	NO_VENDOR - No Vendor	<u>71,563</u>	<u>0</u>	71,563

Step 3: Apply Account, Vendor, Department, and Cost Center Filters

Further narrow your results by filtering on specific **accounts**, **vendors**, **departments**, and **cost centers** to see what a department's P&L would look like.

Step 4: Review Income Statement Activity for Selected Months

View all activity for the income statement for the months you have selected. This will display the detailed activity corresponding to your chosen filters and periods.

All 31

Select

All 5

Select

All 9

Selected: 0

Apply Filters

Export to Excel

Trial Balance

ACCOUNT	VENDOR	2026-03	2026-04	2026-05	TOTAL
59785 - General	NO_VENDOR - No Vendor	<u>391,745</u>	<u>391,745</u>	<u>400,534</u>	1,184,024
36053 - Delivery Fee	NO_VENDOR - No Vendor	<u>-104,544</u>	<u>-104,544</u>	<u>-104,544</u>	-313,632
39023 - Insurance Rev	NO_VENDOR - No Vendor	<u>-93,726</u>	<u>-93,726</u>	<u>-93,726</u>	-281,178
53102 - Sales	NO_VENDOR - No Vendor	<u>91,931</u>	<u>91,931</u>	<u>91,931</u>	275,793
31895 - Annual Fee	1876 -	<u>-91,219</u>	<u>-91,219</u>	<u>-91,219</u>	-273,657
41115 - Overhead	6658 - Staples	<u>88,125</u>	<u>88,125</u>	<u>62,589</u>	238,839
33677 - Revenue Stream	NO_VENDOR - No Vendor	<u>-92,498</u>	<u>-92,498</u>	<u>-48,263</u>	-233,259
41658 - Widget 1	NO_VENDOR - No Vendor	<u>71,563</u>	<u>71,563</u>	<u>71,563</u>	214,689
38429 - Administrative	NO_VENDOR - No Vendor	<u>-70,731</u>	<u>-70,731</u>	<u>-70,731</u>	-212,193
37241 - Quarterly Maint	6658 - Staples	<u>-68,939</u>	<u>-68,939</u>	<u>-68,939</u>	-206,817
37835 - Widget Sales	NO_VENDOR - No Vendor	<u>-61,598</u>	<u>-61,598</u>	<u>-61,598</u>	-184,794

Step 5: Run a Scan for Potential Missing Accruals

At the bottom of the Results tab, run a scan to identify any potential missing accruals that may need to be recorded.

55149 - Finance	NO_VENDOR - No Vendor	<u>28,012</u>	<u>28,012</u>	<u>28,012</u>	84,036
35459 - Paper Fee	NO_VENDOR - No Vendor	<u>-24,618</u>	<u>-24,618</u>	<u>-24,618</u>	-73,854
33083 - IC Rev	NO_VENDOR - No Vendor	<u>-23,051</u>	<u>-23,051</u>	<u>-23,051</u>	-69,153
55202 - SGA	1876 -	<u>20,881</u>	<u>20,881</u>	<u>20,881</u>	62,643
59638 - Admin	1876 -	<u>18,479</u>	<u>18,479</u>	<u>18,479</u>	55,437
32489 - Maintenance Rev	NO_VENDOR - No Vendor	<u>-13,401</u>	<u>-13,401</u>	<u>-13,401</u>	-40,203
54879 - Accounting	NO_VENDOR - No Vendor	<u>10,862</u>	<u>10,862</u>	<u>15,986</u>	37,710
49993 - Widget 2a	NO_VENDOR - No Vendor	<u>3,527</u>	<u>3,527</u>	<u>3,527</u>	10,581
39617 - Sales Fee	NO_VENDOR - No Vendor	<u>-3,138</u>	<u>-3,138</u>	<u>-3,138</u>	-9,414
TOTAL		61,201	61,201	88,143	210,545

Accrual scan (possible missing activity)

[How scan works](#)

ACCOUNT	VENDOR	COST CENTER SCOPE	PERIOD	ACTUAL	BASELINE	% OF BASELINE
33677 - Revenue Stream	NO_VENDOR - No Vendor	Company-wide	2026-05	-48,263	92,498	52.2%

Run scan

Step 6: Export and Review the Trial Balance

Export a **trial balance** for the selected months. The exported trial balance will show the balance sheet ending balances and the income statement activity for the chosen period.

Results

Statement: Income Statement From: March 2026 To: May 2026 [Show what materially changed](#) ☐ Off

Optional: Filter Accounts All 31 [Select](#) **Optional: Filter Vendors** All 5 [Select](#) **Optional: Filter Cost Centers** All 9 [Select](#) ☐ Enable

[Apply Filters](#) [Export to Excel](#) [Trial Balance](#) Turn on to filter Results by cost center

ACCOUNT	VENDOR	2026-03	2026-04	2026-05	TOTAL
59785 - General	NO_VENDOR - No Vendor	<u>391,745</u>	<u>391,745</u>	<u>400,534</u>	1,184,024
36053 - Delivery Fee	NO_VENDOR - No Vendor	<u>-104,544</u>	<u>-104,544</u>	<u>-104,544</u>	-313,632
39023 - Insurance Rev	NO_VENDOR - No Vendor	<u>-93,726</u>	<u>-93,726</u>	<u>-93,726</u>	-281,178
53102 - Sales	NO_VENDOR - No Vendor	<u>91,931</u>	<u>91,931</u>	<u>91,931</u>	275,793
31895 - Annual Fee	1876 -	<u>-91,219</u>	<u>-91,219</u>	<u>-91,219</u>	-273,657
41115 - Overhead	6658 - Staples	<u>88,125</u>	<u>88,125</u>	<u>62,589</u>	238,839
33677 - Revenue Stream	NO_VENDOR - No Vendor	<u>-92,498</u>	<u>-92,498</u>	<u>-48,263</u>	-233,259
41658 - Widget 1	NO_VENDOR - No Vendor	<u>71,563</u>	<u>71,563</u>	<u>71,563</u>	214,689
38429 - Administrative	NO_VENDOR - No Vendor	<u>-70,731</u>	<u>-70,731</u>	<u>-70,731</u>	-212,193
37241 - Quarterly Maint	6658 - Staples	<u>-68,939</u>	<u>-68,939</u>	<u>-68,939</u>	-206,817
37835 - Widget Sales	NO_VENDOR - No Vendor	<u>-61,598</u>	<u>-61,598</u>	<u>-61,598</u>	-184,794

Step 7: View and Drill Into the Balance Sheet

Select the **balance sheet** view to see ending balances as of the selected month. You can click on a specific line to display the underlying transactions that make up that balance.

ACCOUNT	VENDOR	2026-03	2026-04	2026-05	TOTAL
10001 - Cash Acct	1876 - Microsoft	10,008,580	10,008,580	10,008,580	30,025,740
10335 - Prepaid SG				113,917	341,751
14225 - Contra AR				95,538	286,614
13315 - Prepaid Rent				92,163	276,489
23490 - Accrued Marketing				-87,838	-263,514
23489 - Trade Payable				82,800	-248,400
28654 - PA Pass				-79,447	-238,341
22115 - Deferred Revenue				-71,799	-215,397
13150 - Prepaid SO				67,609	202,827
21095 - Accrued				-62,535	-187,605
21935 - AP				-58,728	-176,184
20148 - Legal Payable				-56,124	-168,372
22179 - Tax Property				-53,685	-161,055
10330 - Prepaid IT				47,255	141,765
26357 - IC Due				29,406	-88,218
10440 - AR unbilled				24,591	73,773
21080 - Passthrough				-12,745	-38,235
12115 - AR				10,499	31,497
11435 - Unbilled Fee	1876 -	9,611	9,611	12,069	31,291
29998 - OE	1876 -	-9,864	-9,864	-9,864	-29,592
11555 - Checking	NO_VENDOR - No Vendor	9,711	9,711	9,711	29,133

Balance Sheet Rollforward

Account ID: 698148f63fc92fdeea1d168d • Period: 2026-05

Hide transactions

Transactions (4)

DESCRIPTION	VENDOR	AMOUNT
1876-Microsoft	1876 - Microsoft	9,611.00
1876-Microsoft	1876 - Microsoft	2,458.00
6658 - Staples	6658 - Staples	185.00
no data	NO_VENDOR	19.00

11435 - Unbilled Fee

Beginning balance	22,533.00
Monthly activity	12,273.00
Ending balance	34,806.00
Monthly activity	12,273.00

Step 8: Filter Balance Sheet Data by Account, Vendor, and Cost Center

Apply the same filters used on the income statement—accounts, vendors, and cost centers—to refine the balance sheet view and focus on relevant segments.

demo@totadvi.com (admin)

Company: totadvi | User: demo@totadvi.com (admin)

Results

Statement

Balance Sheet

Monthly Activity

Ending Balances

From

March 2026

To

May 2026

Show what materially changed

Off

Optional: Filter Accounts

Optional: Filter Vendors

Optional: Filter Cost Centers

Enable

All 29

Select

All 5

Select

All 9

Close

Selected: 0

Apply Filters

Export to Excel

Trial Balance

ACCOUNT	VENDOR	2026-03	2026-04	2026-05	TOTAL
10001 - Cash Acct	1876 - Microsoft	10,008,580	10,008,580	10,008,580	30,025,740
10335 - Prepaid SG	NO_VENDOR - No Vendor	113,917	113,917	113,917	341,751
14225 - Contra AR	NO_VENDOR - No Vendor	95,538	95,538	95,538	286,614
13315 - Prepaid Rent	NO_VENDOR - No Vendor	92,163	92,163	92,163	276,489
23490 - Accrued Marketing	NO_VENDOR - No Vendor	-87,838	-87,838	-87,838	-263,514
23489 - Trade Payable	6658 - Staples	-82,800	-82,800	-82,800	-248,400
28654 - PA Pass	NO_VENDOR - No Vendor	-79,447	-79,447	-79,447	-238,341
22115 - Deferred Revenue	NO_VENDOR - No Vendor	-71,799	-71,799	-71,799	-215,397
13150 - Prepaid SO	NO_VENDOR - No Vendor	67,609	67,609	67,609	202,827

Search...

111 - Accounting

112 - Finance

178 - Marketing

302 - Interns

397 - Pt

459 - Internal

658 - Sales

Step 9: Return for High-Level Month-over-Month Analysis

Navigate back to the **statement** view to analyze what has materially changed month over month at a high level. You can group the results by **account**, **vendor**, or **cost center** for clearer comparisons.



totadvi

Company: totadvi | User: demo@totadvi.com (admin)

demo@totadvi.com (admin)



Results

Statement

Income Statement

From

March 2026

To

May 2026

Show what materially changed

☒ On

Group By

Account

Optional: Filter Accounts

All 31

Select

Optional: Filter Vendors

All 5

Select

Optional: Filter Cost Centers

☐ Enable

All 9

Select

Selected: 0

Apply Filters

Export to Excel

Trial Balance

Materiality: \$5,000 or 10.0%

ACCOUNT	CURRENT	PRIOR	Δ	Δ%	TREND
33677 - Revenue Stream	-\$48,263	-\$92,498	\$44,235	-47.8%	↑ Change
41115 - Overhead	\$62,589	\$88,125	-\$25,536	-29.0%	↓ Change
59785 - General	\$400,534	\$391,745	\$8,789	2.2%	↑ Change
41125 - Widget 2b	\$32,483	\$38,153	-\$5,670	-14.9%	↓ Change
54879 - Accounting	\$15,986	\$10,862	\$5,124	47.2%	↑ Change
11435 - Unbilled Fee	\$12,273	\$9,611	\$2,662	27.7%	↑ Change