

Account Trial Balance

Last Modified on 01/18/2023 5:24 pm EST

The Account Trial Balance Report is used to reconcile a particular G/L Account. The report will list all G/L Accounts and balances with the off-set activity of the G/L Account selected for the report. The report may be generated for an Accounting period range or a specific date range. An option is available to print the data for All Branches or one particular Branch.

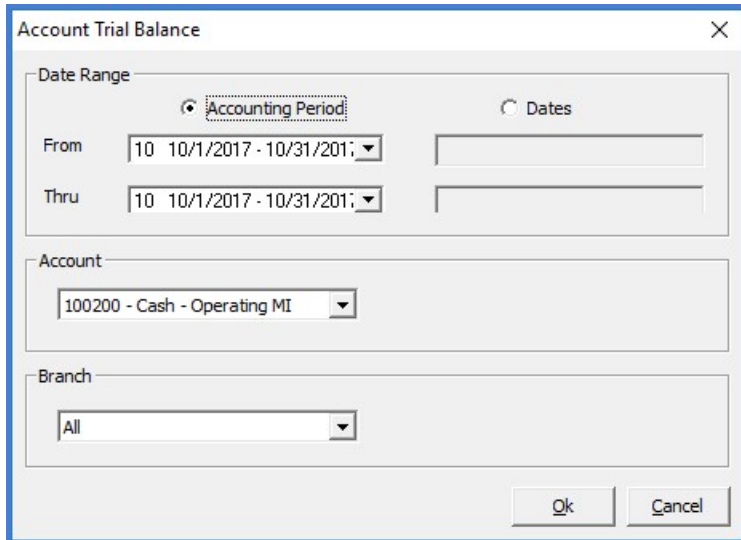
Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

Report Selections

Date Range - This option will default to the Current Accounting Period. If a different Accounting Period or specific Date range is desired, select either the *Accounting Period* option or *Dates* option. Once an option is selected, the User must select an Accounting Period range or Date range.

Account - Select the desired G/L Account Number from the drop-down list.

Branch - The default is to display data for All Branches. If the data for only one specific Branch is desired, you may make a selection from the drop-down list.



The screenshot shows a dialog box titled "Account Trial Balance" with a close button (X) in the top right corner. The dialog is divided into three main sections: "Date Range", "Account", and "Branch".

- Date Range:** This section contains two radio buttons: "Accounting Period" (which is selected) and "Dates". Below these are two rows of input fields. The "From" row has a dropdown menu showing "10 10/1/2017 - 10/31/2017" and an empty text box. The "Thru" row has a dropdown menu showing "10 10/1/2017 - 10/31/2017" and an empty text box.
- Account:** This section contains a single dropdown menu with the text "100200 - Cash - Operating MI".
- Branch:** This section contains a single dropdown menu with the text "All".

At the bottom of the dialog, there are two buttons: "Ok" and "Cancel".