

Trial Balance

Last Modified on 01/18/2023 5:25 pm EST

The Trial Balance Report is a worksheet listing the balance at a certain date, of each G/L Account in two columns; debits and credits. Under the double-entry system, in any transaction the total of any debits must equal the total of any credits, so in a Trial Balance the total of the debit side should always be equal to the total of the credit side. The trial balance thus serves as a tool to detect errors, which can result in the totals not being equal. Often credits will be represented as a negative, in which case the total of the trial balance should be 0. 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

Branch - The default is to display data for All Branches. If the data for only certain Branches is desired, you may highlight the first Branch, then depress the CTRL key and highlight additional Branches within the list.

- *Hide Inactive Branches* - If data is not to be listed for inactive Branches, select this option.

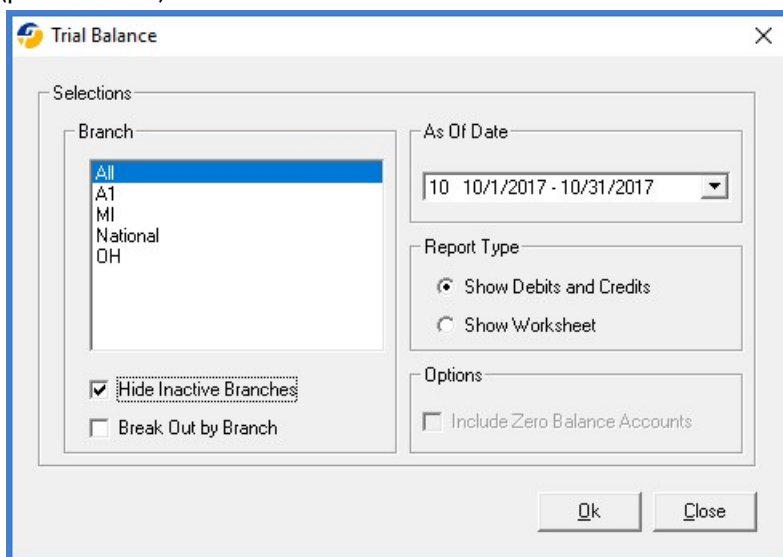
- *Show Each Branch* - If this option is selected, a new page will begin with each unique Branch. Totals are printed after all data is printed for a Branch. The last page of the report will print Totals by Branch and a Grand Total for all Branches.

As of Date - This option will default to the Current Accounting Period. If a different Accounting Period is desired, make a selection from the drop-down list. **Report Type** - Select the desired of the two options.

- *Show Debits and Credits* - Selecting this option will print the total amount in each account in either the debit or credit column of the report.

- *Show Worksheet* - Selecting this option will print the account balance at the beginning of the accounting period, debit and credit activity for the period, and the ending account balance. Three columns are provided to write in adjusting amounts for debits and credits if adjusting journal entries need to be made.

Include Zero Balance Accounts - This option is only available if the Report Type of Show Worksheet was selected (previous field).



The screenshot shows a dialog box titled "Trial Balance" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Selections:**
 - Branch:** A list box containing "All", "A1", "MI", "National", and "OH". "All" is currently selected.
 - As Of Date:** A dropdown menu showing "10 10/1/2017 - 10/31/2017".
- Report Type:** Two radio buttons: "Show Debits and Credits" (selected) and "Show Worksheet".
- Options:** A checkbox for "Include Zero Balance Accounts" which is currently unchecked.
- Other options:** Two checkboxes: "Hide Inactive Branches" (checked) and "Break Out by Branch" (unchecked).

At the bottom of the dialog are two buttons: "Ok" and "Close".