

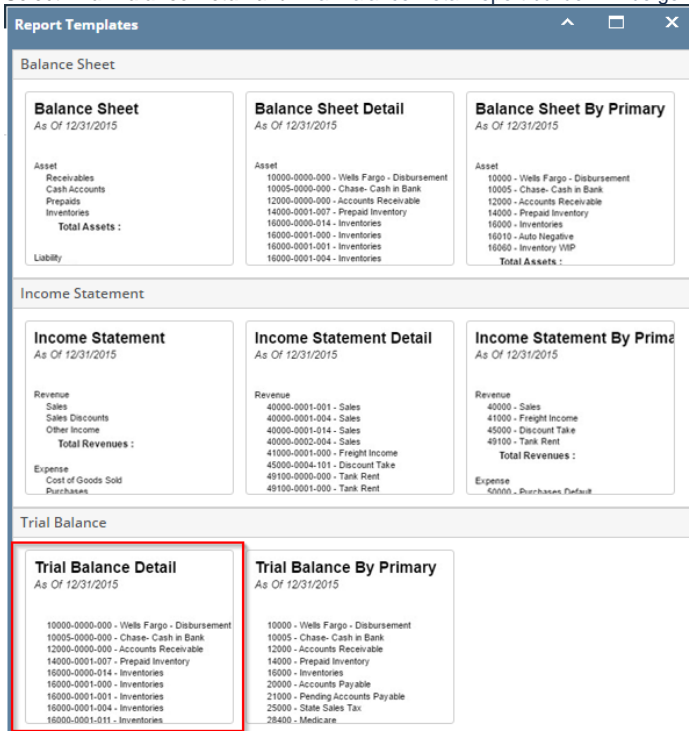
How Trial Balance Detail should be setup to roll over Retained Earnings balance

The following will show how the Trial Balance Detail report should be setup to derive a correct value for Retained Earnings account, Balance Sheet accounts and Income Statement accounts.

1. First and foremost, make sure that **Retained Earnings** field in the **Fiscal Year** screen has been setup with a **Retained Earnings** account. This is the account where the Net Income from previous year/s be rolled over.
[blocked URL](#)
2. Generate Trial Balance Detail report from Report Templates. To open Report Templates, go to **Financial Reports module > Report Templates**.



3. Select **Trial Balance Detail** and Trial Balance Detail report builder will be generated.



You can assign a name for the Trial Balance Detail report by entering the name of the report in the **Assign Name** field. If this field is left blank, i21 will automatically provide a name for the report with this format: Trial Balance Detail - <Date and Time the report template is generated.

Ex: Trial Balance Detail - January 25, 2016 11:4:11

4. The **Report Builder** record with Rows and Columns designed for a Trial Balance will automatically open.

5. In the **Report Builder** screen click on the **Row** field label to open the Row Designer record. Most of the rows have Filter Accounts row type and are filtered per Account ID. Note on the following rows:
- Retained Earnings account** setup from Fiscal Year will have an Account Type of RE.
 - All **Balance Sheet** accounts, except for Retained Earnings account in (a), will have an Account Type of BS.
 - All **Income Statement** accounts will have an Account Type of IS.

6. Close the the Row Designer screen to bring you back to the Report Builder record.
7. In the **Report Builder** screen click on the **Column** field label to open the Column Designer record. Here is how each columns are setup by default.
- For **Beginning Balance column**, Start and End Offset will show BOT to -1. **BOT** here stands for **B**eginning of **T**ime while -1 means -1 month from the current month, which is setup from the **Run Date**. Take note also that Start Date will show first day of the month while End Date will show last day of the month. If you are printing a report, these Start and End Offset dates will be computed based on date entered on **As Of** field of **Report Setting** screen. This means that current month is the month entered in the **As Of** field.
 - For **Total Debit**, **Total Credit**, **Total Debit Units** and **Total Credit Units** columns, Start and End Offset will both show 0. This stands for the current month
 - For **Ending Balance column**, Start and End Offset will show BOT to 0. **BOT** here stands for **B**eginning of **T**ime while 0 means the current month, which is setup from the **Run Date**. Take note also that Start Date will show first day of the month while End Date will show last day of the month. If you are printing a report, these Start and End Offset dates will be computed based on date entered on **As Of** field of **Report Setting** screen. This means that current month is the month entered in the **As Of** field.

ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Co
C1	Row Name	Column Name	Column Name						Add Record	
C2	Beginning Balance	Beginning Balance	Column Name	BOT	-1	01/01/1900	05/31/2019		Add Record	
C3	Debit	Total Debit	Column Name	0	0	06/01/2019	06/30/2019		Add Record	
C4	Credit	Total Credit	Column Name	0	0	06/01/2019	06/30/2019		Add Record	
C5	Debit Units	Total Debit Units	Column Name	0	0	06/01/2019	06/30/2019		Add Record	
C6	Credit Units	Total Credit Units	Column Name	0	0	06/01/2019	06/30/2019		Add Record	
C7	Ending Balance	Ending Balance	Column Name	BOT	0	01/01/1900	06/30/2019		Add Record	

The following will show how the Trial Balance Detail report should be setup to derive a correct value for Retained Earnings account, Balance Sheet accounts and Income Statement accounts.

1. First and foremost, make sure that **Retained Earnings** field in the **Fiscal Year** screen has been setup with a **Retained Earnings** account. This is the account where the Net Income from previous year/s be rolled over.

Fiscal Year	Date From	Date To	Retained Earnings Account	Open
<input type="checkbox"/> 2016	01/01/2016	12/31/2016	39000-1000	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2014	01/01/2014	12/31/2014	39000-1000	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2015	01/01/2015	12/31/2015	39000-1000	<input checked="" type="checkbox"/>

2. Generate Trial Balance Detail report from Report Templates. To open Report Templates, go to **Financial Reports module > Report Templates**.

Financial Reports

- Financial Report Viewer
- Financial Report Builder
- Report Templates**
- Financial Report Group
- Budget Maintenance
- Cash Management
- Credit Card Reconciliation
- Inventory
- Purchasing

Report Templates

Generate Refresh Close

Details

Template Name	Description	Assign Name
<input type="checkbox"/> Balance Sheet	Balance Sheet Template	
<input type="checkbox"/> Balance Sheet Detail	Balance Sheet Detail Template	
<input type="checkbox"/> Income Statement	Income Statement Template	
<input type="checkbox"/> Income Statement Detail	Income Statement Detail Template	
<input checked="" type="checkbox"/> Trial Balance Detail	Trial Balance Detail Template	
<input type="checkbox"/> Cash Flow Statement	Cash Flow Statement Template	

3. Select **Trial Balance Detail** and click **Generate** toolbar button.

Report Templates

Generate Refresh Close

Details

Template Name	Description	Assign Name
<input type="checkbox"/> Balance Sheet	Balance Sheet Template	
<input type="checkbox"/> Balance Sheet Detail	Balance Sheet Detail Template	
<input type="checkbox"/> Income Statement	Income Statement Template	
<input type="checkbox"/> Income Statement Detail	Income Statement Detail Template	
<input checked="" type="checkbox"/> Trial Balance Detail	Trial Balance Detail Template	
<input type="checkbox"/> Cash Flow Statement	Cash Flow Statement Template	



You can assign a name for the Trial Balance Detail report by entering the name of the report in the **Assign Name** field. If this field is left blank, i21 will automatically provide a name for the report with this format: Trial Balance Detail - <Date and Time the report template is generated.

Ex: Trial Balance Detail - January 25, 2016 11:4:11

4. The **Report Builder** record with Rows and Columns designed for a Trial Balance will automatically open.

Report Builder - Trial Balance Detail - January 25, 2016 11:4:11

New Save Search Delete Undo Generate Close

Details

Report Name: Trial Balance Detail - January 25, 2016 11:4:11 Description: Trial Balance Detail Template

Row: Trial Balance Detail - January 25, 2016 11:4:11

Column: Trial Balance Detail - January 25, 2016 11:4:11 Orientation: Portrait

Header & Footer

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

Margins

Top: 50.00 Bottom: 50.00

Left: 100.00 Right: 100.00

Gutter: 0.00

Options

☒ Show Default Header & Footer

☒ Show Report Settings

5. In the **Report Builder** screen click on the **Row** field label to open the Row Designer record. Most of the rows have Filter Accounts row type and are filtered per Account ID. Note on the following rows:
 - a. **Retained Earnings** account setup from Fiscal Year will have an Account Type of RE.
 - b. All **Balance Sheet** accounts, except for Retained Earnings account in (a), will have an Account Type of BS.

c. All **Income Statement accounts** will have an Account Type of IS.

Row Type	ID	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	R95	Filter Accounts	35000-1000 - Owners Equity	Debit	[0] + 35000-1000	Column	BS		
Column Name	R96	Filter Accounts	35000-2000 - Owners Equity	Debit	[0] + 35000-2000	Column	BS		
Double Underscore	R97	Filter Accounts	36000-1000 - Common Stock	Debit	[0] + 36000-1000	Column	BS		
Filter Accounts	R98	Filter Accounts	36000-2000 - Common Stock	Debit	[0] + 36000-2000	Column	BS		
Line	R99	Filter Accounts	37000-1000 - Additional Paid-in Ca...	Debit	[0] + 37000-1000	Column	BS		
None	R100	Filter Accounts	37000-2000 - Additional Paid-in Ca...	Debit	[0] + 37000-2000	Column	BS		
Page Break	R101	Filter Accounts	38000-1000 - Treasury Stock	Debit	[0] + 38000-1000	Column	BS		
Percentage	R102	Filter Accounts	38000-2000 - Treasury Stock	Debit	[0] + 38000-2000	Column	BS		
Row Calculation	R103	Filter Accounts	39000-1000 - Retained Earnings	Debit	[0] + 39000-1000	Column	RE		
Row Name - Center Align	R104	Filter Accounts	39000-2000 - Retained Earnings	Debit	[0] + 39000-2000	Column	BS		
Row Name - Left Align	R105	Filter Accounts	39100-1000 - General Reserve	Debit	[0] + 39100-1000	Column	BS		
Row Name - Right Align	R106	Filter Accounts	39100-2000 - General Reserve	Debit	[0] + 39100-2000	Column	BS		
Underscore	R107	Filter Accounts	39200-1000 - Allocated Reserve	Debit	[0] + 39200-1000	Column	BS		
	R108	Filter Accounts	39200-2000 - Allocated Reserve	Debit	[0] + 39200-2000	Column	BS		
	R109	Filter Accounts	39300-1000 - Undistributed Reserve	Debit	[0] + 39300-1000	Column	BS		
	R110	Filter Accounts	39300-2000 - Undistributed Reserve	Debit	[0] + 39300-2000	Column	BS		
	R111	Filter Accounts	40000-1000 - Sales-Location A	Debit	[0] + 40000-1000	Column	IS		
	R112	Filter Accounts	40000-2000 - Sales-Location B	Debit	[0] + 40000-2000	Column	IS		
	R113	Filter Accounts	40001-1000 - Sales-Item1	Debit	[0] + 40001-1000	Column	IS		
	R114	Filter Accounts	40001-2000 - Sales-Item1	Debit	[0] + 40001-2000	Column	IS		

6. Close the the Row Designer screen to bring you back to the Report Builder record.

7. In the **Report Builder** screen click on the **Column** field label to open the Column Designer record. Here is how each columns are setup by default.

- For **Beginning Balance** column, Start and End Offset will show BOT to -1. **BOT** here stands for **B**eginning of **T**ime while -1 means -1 month from the current month, which is setup from the **Run Date**. Take note also that Start Date will show first day of the month while End Date will show last day of the month. If you are printing a report, these Start and End Offset dates will be computed based on date entered on **As Of** field of **Report Setting** screen. This means that current month is the month entered in the **As Of** field.
- For **Total Debit**, **Total Credit**, **Total Debit Units** and **Total Credit Units** columns, Start and End Offset will both show 0. This stands for the current month
- For **Ending Balance** column, Start and End Offset will show BOT to 0. **BOT** here stands for **B**eginning of **T**ime while 0 means the current month, which is setup from the **Run Date**. Take note also that Start Date will show first day of the month while End Date will show last day of the month. If you are printing a report, these Start and End Offset dates will be computed based on date entered on **As Of** field of **Report Setting** screen. This means that current month is the month entered in the **As Of** field.

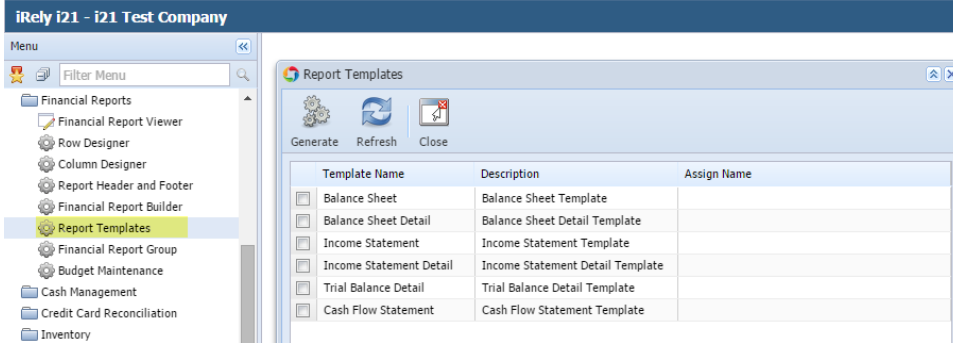
ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
C1	Row Name	Beginning Balance	Column Name	BOT	-1	01/01/1900	12/31/2015					400	Left	###0
C2	Debit	Total Debit	Column Name	0	0	01/01/2016	01/31/2016					140	Right	###0
C3	Credit	Total Credit	Column Name	0	0	01/01/2016	01/31/2016					140	Right	###0
C4	Debit Units	Total Debit Units	Column Name	0	0	01/01/2016	01/31/2016					140	Right	###0
C5	Credit Units	Total Credit Units	Column Name	0	0	01/01/2016	01/31/2016					140	Right	###0
C6	Ending Balance	Ending Balance	Column Name	BOT	0	01/01/1900	01/31/2016					140	Right	###0

The following will explain in detail how to generate Trial Balance Detail report and how to modify the Trial Balance Detail row designer to reflect correct Retained Earnings numbers.

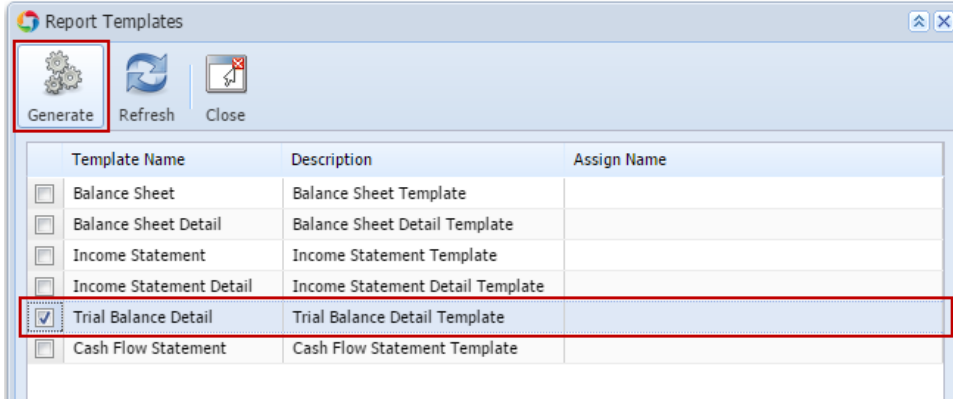
- First and foremost, make sure that **Retained Earnings** field in the **Fiscal Year** screen has been setup with a **Retained Earnings** account. This is the account where the Net Income from previous year/s be rolled over.

Period Name	Start Date	End Date	Status
January 2015	01/01/2015	01/31/2015	Open
February 2015	02/01/2015	02/28/2015	Open
March 2015	03/01/2015	03/31/2015	Open
April 2015	04/01/2015	04/30/2015	Open
May 2015	05/01/2015	05/31/2015	Open
June 2015	06/01/2015	06/30/2015	Open
July 2015	07/01/2015	07/31/2015	Open
August 2015	08/01/2015	08/31/2015	Open
September 2015	09/01/2015	09/30/2015	Open
October 2015	10/01/2015	10/31/2015	Open
November 2015	11/01/2015	11/30/2015	Open
December 2015	12/01/2015	12/31/2015	Open

2. Generate Trial Balance Detail report from Report Templates. To open Report Templates, go to **Financial Reports module > Report Templates**.



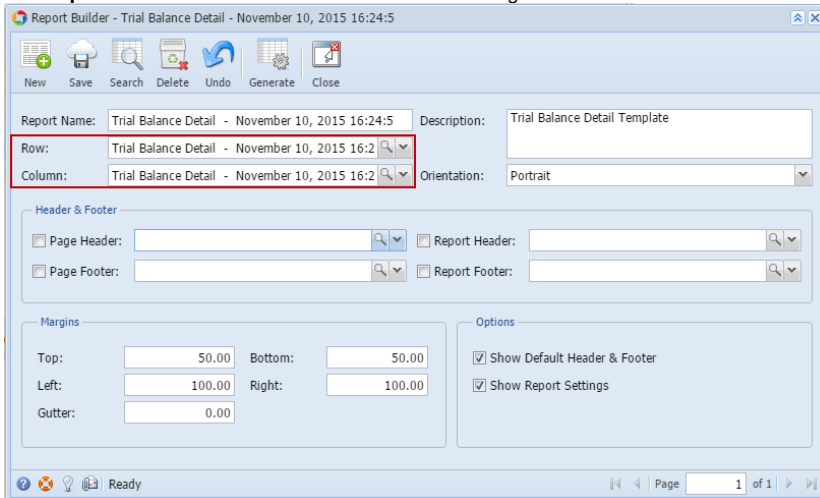
3. Select **Trial Balance Detail** and click **Generate** toolbar button.



You can assign a name for the Trial Balance Detail report by entering the name of the report in the Assign Name field. If this field is left blank, i21 will automatically provide a name for the report with this format: Trial Balance Detail - <Date and Time the report template is generated.

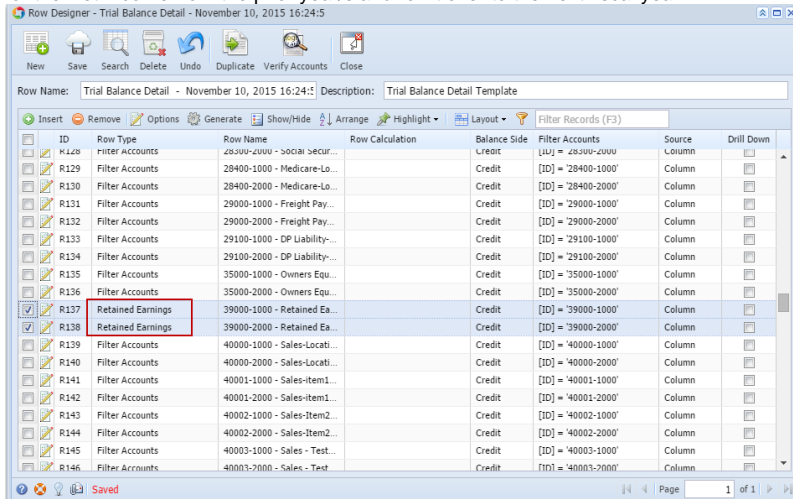
Ex: Trial Balance Detail - November 10, 2015 16:24:5

4. The **Report Builder** record with Rows and Columns designed for a Trial Balance will automatically open.



5. Click on the **magnifying glass button** in the **Row** field of the **Report Builder** screen to open the Row Designer record. Most of the rows have Filter Accounts row type and are filtered per Account ID.

- a. Look for the **Retained Earnings account/s** and assign Retained Earnings row type to them. This row type will tell the row/s to compute for the Net Income from the prior year/s and roll it over to the next fiscal year.



6. Close the the Row Designer screen to bring you back to the Report Builder record.
7. Click on the **magnifying glass button** in the **Column field of the Report Builder screen** to open the Column Designer record. Here is how each columns are setup.

