

How To Trial Balance via Transaction Detail

Here are the steps on how to view Trial Balance via GL Account Detail screen:

- 1. From the **General Ledger Activities** menu, click on **GL Account Detail**.
- 2. Click **Trial Balance Tab** to open **Trial Balance** screen.
- 3. Enter **As of** date. This will serve as date range of the account id total from 1/1/1900 to **as of date**.
- 4. Click on **Transaction Detail** toolbar button to open **GL Transaction Detail** screen.

Chart of Accounts Transactions Out Of Balance Trial Balance XYZ Cross Reference					
View <input type="text" value="Filter (F3)"/> 38,743 record(s) As Of 11/6/2017					
Account Id	Description	Primary Account	YTD Balance	MTD Activity	
1100011-00000-0000	Wells Fargo - Payroll - Home office - Admin	1100011	0.00	0.00	<input type="checkbox"/>
1100011-00001-0000	Wells Fargo - Payroll - Fort Wayne - Admin	1100011	0.00	0.00	<input type="checkbox"/>
1100011-00002-0000	Wells Fargo - Payroll - Indianapolis - Admin	1100011	0.00	0.00	<input type="checkbox"/>
1100011-00003-0000	Wells Fargo - Payroll - Richmond - Admin	1100011	0.00	0.00	<input type="checkbox"/>
1100011-00004-0000	Wells Fargo - Payroll - South Bend - Admin	1100011	0.00	0.00	<input type="checkbox"/>
1100011-00007-0000	Wells Fargo - Payroll-Port Albert-Admin	1100011	0.00	0.00	<input type="checkbox"/>
1100011-00007-0001	Wells Fargo - Payroll-Port Albert-Grains	1100011	0.00	0.00	<input type="checkbox"/>
1100011-00007-0002	Wells Fargo - Payroll-Port Albert-Chemicals	1100011	0.00	0.00	<input type="checkbox"/>

- 5. Check the **Show Total** check box at the bottom of the Grid. To see the Balances of the account id.