

Reports (Obsolete starting 17.4)

- [How To Print General Ledger Reports](#)
- Reallocation Report
 - This will print all Reallocation setup in the Reallocation under Maintenance menu.
 - [How To Print Reallocation Report \(Obsolete in 17.4 and above\)](#)
- Chart of Accounts Report
 - This will print the accounts setup in the Chart of Accounts under Maintenance menu. By default, accounts are arranged by Account ID, ascending order.
 - [How To Print Chart of Accounts Report](#)
- Chart of Accounts Adjust Report
 - This will print all chart of accounts adjustment completed in the Chart of Account Adjustment under Maintenance menu.
 - [How To Print Chart of Accounts Adjustment Report](#)
- General Ledger by Account ID Report
 - This will print transactions recorded to each General Ledger account. Like trial balance detail, this shows transaction details like date it was posted, description, beginning balance, debit or credit amount and ending balance.
 - [How To Print General Ledger By Account ID Detail Report](#)
- Balance Sheet Standard Report
 - This will print a Balance Sheet Report based on date range chosen. This is a detailed Balance Sheet with totals for each account. Accounts are shown by Account Group. Account Groups are arranged based on how they are entered in the Account Groups under Maintenance menu. By default, accounts under each group are arranged by Account ID, ascending order.
 - If you would like to create a custom Balance Sheet Report, please refer to the Financial Report Designer section of the i21 Help.
 - [How To Print Balance Sheet Standard Report](#)
- Income Statement Standard Report
 - This will print an Income Statement Report based on date range chosen. This is a detailed Income Statement with totals for each account. Accounts are shown by Account Group. Account Groups are arranged based on how they are entered in the Account Groups under Maintenance menu. By default, accounts under each group are arranged by Account ID, ascending order.
 - If you would like to create a custom Income Statement Report, please refer to the Financial Report Designer section of the i21 Help.
 - [How To Print Income Statement Standard Report](#)
- Trial Balance Standard Report
 - This will print the Trial Balance Report based on date range chosen. This will print ALL accounts separately along with its beginning balance, total debit, total credit, ending balance and units. By default, accounts are arranged by Account ID, ascending order.
 - If you would like to create a custom Trial Balance Report, please refer to the Financial Report Designer section of the i21 Help.
 - [How To Print Trial Balance Report](#)
- Trial Balance Detail Report
 - This will print the Trial Balance Report based on date range chosen. This will print transactions recorded to each General Ledger account. This shows transaction details like date it was posted, its description, beginning balance, debit or credit amount, net activity and ending balance.
 - If you would like to create a custom Trial Balance Detail Report, please refer to the Financial Report Designer section of the i21 Help.
 - [How To Print Trial Balance Detail Report](#)