

How To Print Trial Balance Report

Here are the steps on how to print a Trial Balance Report:

1. Open **Report Parameters** screen of **Trial Balance** report. (See [How To Print General Ledger Reports](#))

Field Name	Condition	From	To	Join
<input type="checkbox"/> Profit Center	As Of			And
<input type="checkbox"/> Primary Account	Equal To			And
<input type="checkbox"/> UOM Code	Equal To			And
<input type="checkbox"/> Active	Equal To			And
<input type="checkbox"/> Account Type	Equal To			And
<input type="checkbox"/> Account Group	Equal To			And
<input type="checkbox"/> Description	Equal To			And
<input type="checkbox"/> Date	Equal To			And
<input type="checkbox"/> End Balance Unit	Equal To			And
<input type="checkbox"/> End Balance	Equal To			And
<input type="checkbox"/> Credit Unit	Equal To			And
<input type="checkbox"/> Debit Unit	Equal To			And
<input type="checkbox"/> Credit	Equal To			And
<input type="checkbox"/> Debit	Equal To			And
<input type="checkbox"/> Begin Balance Unit	Equal To			And
<input type="checkbox"/> Begin Balance	Equal To			And
<input checked="" type="checkbox"/> Account Id	Equal To			And

Report Options

Description	Apply
Include Audit Adjustment	<input checked="" type="checkbox"/>
General Ledger by Account ID Details	<input checked="" type="checkbox"/>

Sort Options

Sort Field Name	Sort Direction
Account Id	Ascending

2. Fill out **Selection Criteria** section. User can select from the combo box list, or manually type on the field of the Field Name column. If field is left blank, all records will be included in the report.
 - **Profit Center** - This refers to the segment with Segment type. This may vary depending on the segment name you entered when you create your Account Structure. Use this to filter the transactions based on the selected segment code.
 - **Primary Account** - This refers to the segment with Primary type. Use this to filter the transactions based on the selected primary account.
 - **UOM Code** - This refers to the unit of measure code assigned to the accounts used in the transaction. Use this to filter the transactions based on the UOM Code selected on the field.
 - **Active** - This refers to the status of the account if it is active or inactive. Use this to filter Active or Inactive accounts.
 - **Account Type** - This refers to the type assigned on the accounts when it is created. Use this to filter the transactions based on the account type selected on the field.
 - **Account Group** - This refers to the type assigned to the accounts when it is created. Use this to filter the transactions based on the type selected on the field.
 - **Description** - This refers to the description assigned to the accounts when it is created. Use this to filter the accounts based on the description selected on the field.
 - **Date** - This refers to the date when the transaction is posted. Use this to filter transactions based on the date selected on the field.
 - **End Balance Unit** - This refers to the units Ending Balance per account id. Use this to filter the transactions based on the units Beginning Balance set in the field.
 - **End Balance** - This refers to the Ending Balance per account id. Use this to filter the transactions based on the Ending Balance set in the field.
 - **Credit Unit** - This refers to the units entered on Credit side. Use this to filter the transactions based on the Credit Units selected on the field.
 - **Debit Unit** - This refers to the units entered on Debit side. Use this to filter the transactions based on the Debit Units selected on the field.
 - **Credit** - This refers to the amounts entered on Credit side. Use this to filter the transactions based on the Credit amounts selected on the field.
 - **Debit** - This refers to the amounts entered on Debit side. Use this to filter the transactions based on the Debit amounts selected on the field.
 - **Begin Balance Unit** - This refers to the units Beginning Balance per account id. Use this to filter the transactions based on the units Beginning Balance set in the field.
 - **Begin Balance** - This refers to the Beginning Balance per account id. Use this to filter the transactions based on the Beginning Balance set in the field.
 - **Account Id** - This refers to the account ids used in the transaction. Use this to filter transactions based on the accounts selected on the field.
3. To allow drilling down **General Ledger By Account ID Detail** report, check **General Ledger by Account ID Detail > Apply** check box.
4. To include **Audit Adjustment** in the report, check **Include Audit Adjustment > Apply** check box.

Report Options	
Description	Apply
General Ledger by Account ID Detail	<input checked="" type="checkbox"/>
Include Audit Adjustment	<input checked="" type="checkbox"/>

5. Preview the report by clicking the **Preview** toolbar button. The report looks like this:

Report Viewer

Trial Balance

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PDF

Trial Balance

Thursday, November 28, 2013
09:40:31 PM

SAMPLE COMPANY

Account ID	Description	Beginning Balance	Total Debit	Total Credit	Ending Balance
		Units	Units	Units	Units
101000-010	CASH ON HAND-PC1	0.00 0.000	228.00 0.000	0.00 0.000	228.00 0.000
101000-020	CASH ON HAND-PC2	0.00 0.000	14,000.00 0.000	0.00 0.000	14,000.00 0.000
101000-777	CASH ON HAND-PC	0.00 0.000	810.00 11.000	0.00 0.000	810.00 11.000
101900-000	ATM CASH ON HAND -PC	0.00 0.000	125.00 5.500	0.00 0.000	125.00 5.500
106040-000	STATE BANK-PC	0.00 0.000	0.00 0.000	902.98 0.000	-902.98 0.000
121000-000	ACCTS RECEIVABLE CUSTOMER -PC	0.00 0.000	1,116.60 5.500	9,175.50 0.000	-8,058.90 5.500
121100-000	PREPAID ACCOUNTS RECEIVABLE -PC	0.00 0.000	3,937.50 0.000	8,900.00 0.000	-4,962.50 0.000
309000-000	ACCOUNTS PAYABLE-PC	0.00 0.000	965.18 0.000	96,342.88 0.000	95,377.70 0.000
521000-000	HSC PATRON CREDITS -PC	0.00 0.000	0.00 0.000	500.00 0.000	500.00 0.000