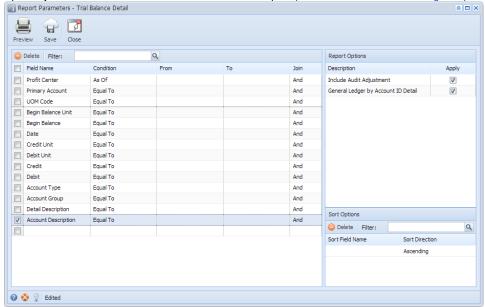
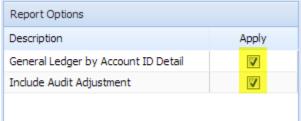
How To Print Trial Balance Detail Report

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

1. Open Report Parameters screen of Trial Balance Detail report. (See How To Print General Ledger Reports)



- 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 refer 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 refer 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.
 - 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.
 - Date This refer to the date when the transaction is posted. Use this to filter transactions based on the date selected on 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.
 - Account Type This refer 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 refer 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.
 - · Detail Description This refer to the description assigned to the transaction when it is created. Use this to filter the a
 - Account Description This refer 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.
- 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.



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

