

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](#))

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"/> Begin Balance Unit	Equal To			And
<input type="checkbox"/> Begin Balance	Equal To			And
<input type="checkbox"/> Date	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"/> Account Type	Equal To			And
<input type="checkbox"/> Account Group	Equal To			And
<input type="checkbox"/> Detail Description	Equal To			And
<input checked="" type="checkbox"/> Account Description	Equal To			And
<input type="checkbox"/>				

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

Sort Field Name	Sort Direction
	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.
 - **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 refers 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 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.
 - **Detail Description** - This refers to the description assigned to the transaction when it is created. Use this to filter the a
 - **Account 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.
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.

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 Detail

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PDF

Trial Balance Detail

Thursday, November 28, 2013
09:44:25 PM

SAMPLE COMPANY

Account ID	Date	Description	Beginning Balance Units	Debit Units	Credit Units	Net Activity Units	Ending Balance Units
101000-010 : CASH ON HAND-PC1							
	07/31/2009	CASH ON HAND-PC1	0.00	228.00	0.00	228.00	228.00
			0.000	0.000	0.000	0.000	0.000
101000-020 : CASH ON HAND-PC2							
	07/31/2009	CASH ON HAND-PC2	0.00	14,000.00	0.00	14,000.00	14,000.00
			0.000	0.000	0.000	0.000	0.000
101000-777 : CASH ON HAND-PC							
	11/28/2013	CASH ON HAND-PC	0.00	810.00	0.00	810.00	810.00
			0.000	11.000	0.000	11.000	11.000
101900-000 : ATM CASH ON HAND -PC							
	11/28/2013	ATM CASH ON HAND -PC	0.00	125.00	0.00	125.00	125.00
			0.000	5.500	0.000	5.500	5.500
106040-000 : STATE BANK-PC							
	09/30/2009	STATE BANK-PC	0.00	0.00	902.98	-902.98	-902.98
			0.000	0.000	0.000	0.000	0.000
121000-000 : ACCTS RECEIVABLE CUSTOMER -PC							
	07/31/2009	ACCTS RECEIVABLE CUSTOMER -PC	0.00	476.00	5,238.00	-4,762.00	-4,762.00
			0.000	0.000	0.000	0.000	0.000
	09/30/2009	ACCTS RECEIVABLE CUSTOMER -PC	-4,762.00	515.60	3,937.50	-3,421.90	-8,183.90
			0.000	0.000	0.000	0.000	0.000