

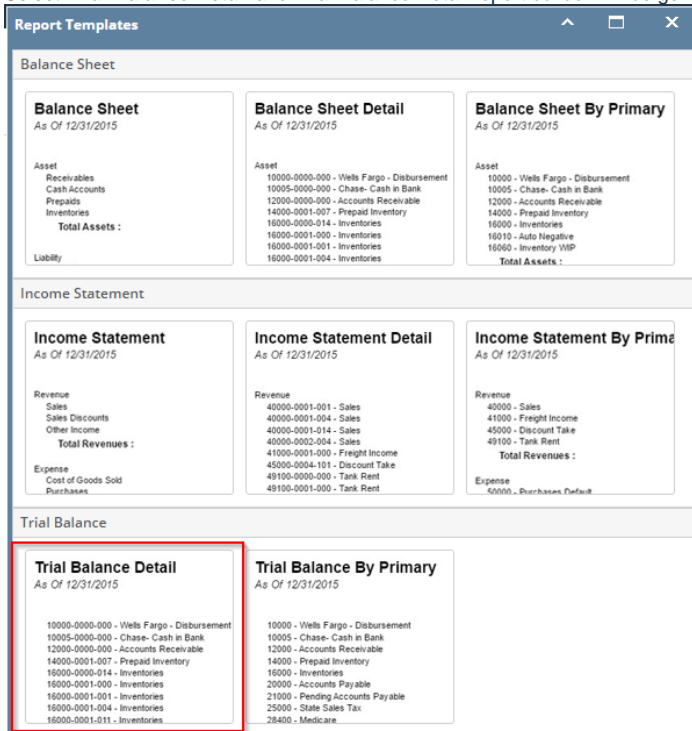
# How Trial Balance Detail should be setup to roll over Retained Earnings balance

The following will show how the Trial Balance Detail report should be setup to derive a correct value for Retained Earnings account, Balance Sheet accounts and Income Statement accounts.

1. First and foremost, make sure that **Retained Earnings** field in the **Fiscal Year** screen has been setup with a **Retained Earnings** account. This is the account where the Net Income from previous year/s be rolled over.  
[blocked URL](#)
2. Generate Trial Balance Detail report from Report Templates. To open Report Templates, go to **Financial Reports module > Report Templates**.



3. Select **Trial Balance Detail** and Trial Balance Detail report builder will be generated.



You can assign a name for the Trial Balance Detail report by entering the name of the report in the **Assign Name** field. If this field is left blank, i21 will automatically provide a name for the report with this format: Trial Balance Detail - <Date and Time the report template is generated.

Ex: Trial Balance Detail - January 25, 2016 11:4:11

4. The **Report Builder** record with Rows and Columns designed for a Trial Balance will automatically open.

Report Builder - Trial Balance Detail - June 21, 2019 2:47:6

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name: Trial Balance Detail - June 21, 2019 2:47:6 As of Date: 06/21/2019

Row: Trial Balance Detail - June 21, 2019 2:47:6 Segment Filter: Trial Balance Detail Template

Column: Trial Balance Detail - June 21, 2019 2:47:6 Description: Trial Balance Detail Template

Orientation: Portrait

Header & Footer

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

5. In the **Report Builder** screen click on the **Row** field label to open the Row Designer record. Most of the rows have Filter Accounts row type and are filtered per Account ID. Note on the following rows:
- Retained Earnings account** setup from Fiscal Year will have an Account Type of RE.
  - All **Balance Sheet** accounts, except for Retained Earnings account in (a), will have an Account Type of BS.
  - All **Income Statement** accounts will have an Account Type of IS.

Row Designer - Trial Balance Detail - June 21, 2019 2:47:6

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

Row Name: Trial Balance Detail - June 21, 2019 2:47:6 Description: Trial Balance Detail Template Report Type: Trial Balance

Row Name	Row Type	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	R1	Column Name - Page Header									
Column Name	R2	Filter Accounts					(Type) = Asset	Column	BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Column Name - Page Header	R3	Filter Accounts					(Type) = Liability	Column	BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R4	Filter Accounts					(Type) = Equity	Column	RE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R5	Filter Accounts					(Type) = Revenue	Column	IS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Line	R6	Filter Accounts					(Type) = Expense	Column	IS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
None	R7	Underscore								<input type="checkbox"/>	<input type="checkbox"/>
Page Break	R8	Row Calculation	Total	SUM(R2-R6)						<input type="checkbox"/>	<input type="checkbox"/>
Row Calculation	R9	Double Underscore								<input type="checkbox"/>	<input type="checkbox"/>
Row Name										<input type="checkbox"/>	<input type="checkbox"/>

6. Close the the Row Designer screen to bring you back to the Report Builder record.
7. In the **Report Builder** screen click on the **Column** field label to open the Column Designer record. Here is how each columns are setup by default.
- For **Beginning Balance column**, Start and End Offset will show BOT to -1. **BOT** here stands for **B**eginning of **T**ime while -1 means -1 month from the current month, which is setup from the **Run Date**. Take note also that Start Date will show first day of the month while End Date will show last day of the month. If you are printing a report, these Start and End Offset dates will be computed based on date entered on **As Of** field of **Report Setting** screen. This means that current month is the month entered in the **As Of** field.
  - For **Total Debit**, **Total Credit**, **Total Debit Units** and **Total Credit Units** columns, Start and End Offset will both show 0. This stands for the current month
  - For **Ending Balance column**, Start and End Offset will show BOT to 0. **BOT** here stands for **B**eginning of **T**ime while 0 means the current month, which is setup from the **Run Date**. Take note also that Start Date will show first day of the month while End Date will show last day of the month. If you are printing a report, these Start and End Offset dates will be computed based on date entered on **As Of** field of **Report Setting** screen. This means that current month is the month entered in the **As Of** field.

Column Designer - Trial Balance Detail - June 21, 2019 2:47:6

New Save Search Delete Undo Duplicate Import Export Close

Details Audit Log

Column Name: Trial Balance Detail - June 21, 2019 2:47:6 Description: Trial Balance Detail Template Column Type: User Defined Run Date: 06/21/2019

Column Name	Column Type	Column Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Co
C1	Row Name	Column Name						Add Record	
C2	Beginning Balance	Beginning Balance	BOT	-1	01/01/1900	05/31/2019		Add Record	
C3	Debit	Total Debit	0	0	06/01/2019	06/30/2019		Add Record	
C4	Credit	Total Credit	0	0	06/01/2019	06/30/2019		Add Record	
C5	Debit Units	Total Debit Units	0	0	06/01/2019	06/30/2019		Add Record	
C6	Credit Units	Total Credit Units	0	0	06/01/2019	06/30/2019		Add Record	
C7	Ending Balance	Ending Balance	BOT	0	01/01/1900	06/30/2019		Add Record	

The following will show how the Trial Balance Detail report should be setup to derive a correct value for Retained Earnings account, Balance Sheet accounts and Income Statement accounts.

1. First and foremost, make sure that **Retained Earnings** field in the **Fiscal Year** screen has been setup with a **Retained Earnings** account. This is the account where the Net Income from previous year/s be rolled over.

Fiscal Year	Date From	Date To	Retained Earnings Account	Open
<input type="checkbox"/> 2016	01/01/2016	12/31/2016	39000-1000	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2014	01/01/2014	12/31/2014	39000-1000	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2015	01/01/2015	12/31/2015	39000-1000	<input checked="" type="checkbox"/>

2. Generate Trial Balance Detail report from Report Templates. To open Report Templates, go to **Financial Reports** module > **Report Templates**.

**Financial Reports**

- Financial Report Viewer
- Financial Report Builder
- Report Templates**
- Financial Report Group
- Budget Maintenance
- Cash Management
- Credit Card Reconciliation
- Inventory
- Purchasing

**Report Templates**

Generate Refresh Close

Details

Template Name	Description	Assign Name
<input type="checkbox"/> Balance Sheet	Balance Sheet Template	
<input type="checkbox"/> Balance Sheet Detail	Balance Sheet Detail Template	
<input type="checkbox"/> Income Statement	Income Statement Template	
<input type="checkbox"/> Income Statement Detail	Income Statement Detail Template	
<input checked="" type="checkbox"/> Trial Balance Detail	Trial Balance Detail Template	
<input type="checkbox"/> Cash Flow Statement	Cash Flow Statement Template	

3. Select **Trial Balance Detail** and click **Generate** toolbar button.

**Report Templates**

Generate Refresh Close

Details

Template Name	Description	Assign Name
<input type="checkbox"/> Balance Sheet	Balance Sheet Template	
<input type="checkbox"/> Balance Sheet Detail	Balance Sheet Detail Template	
<input type="checkbox"/> Income Statement	Income Statement Template	
<input type="checkbox"/> Income Statement Detail	Income Statement Detail Template	
<input checked="" type="checkbox"/> Trial Balance Detail	Trial Balance Detail Template	
<input type="checkbox"/> Cash Flow Statement	Cash Flow Statement Template	



You can assign a name for the Trial Balance Detail report by entering the name of the report in the **Assign Name** field. If this field is left blank, i21 will automatically provide a name for the report with this format: Trial Balance Detail - <Date and Time the report template is generated.

Ex: Trial Balance Detail - January 25, 2016 11:4:11

4. The **Report Builder** record with Rows and Columns designed for a Trial Balance will automatically open.

**Report Builder - Trial Balance Detail - January 25, 2016 11:4:11**

New Save Search Delete Undo Generate Close

Details

Report Name: Trial Balance Detail - January 25, 2016 11:4:11 Description: Trial Balance Detail Template

Row: Trial Balance Detail - January 25, 2016 11:4:11

Column: Trial Balance Detail - January 25, 2016 11:4:11 Orientation: Portrait

Header & Footer

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

Margins

Top: 50.00 Bottom: 50.00

Left: 100.00 Right: 100.00

Gutter: 0.00

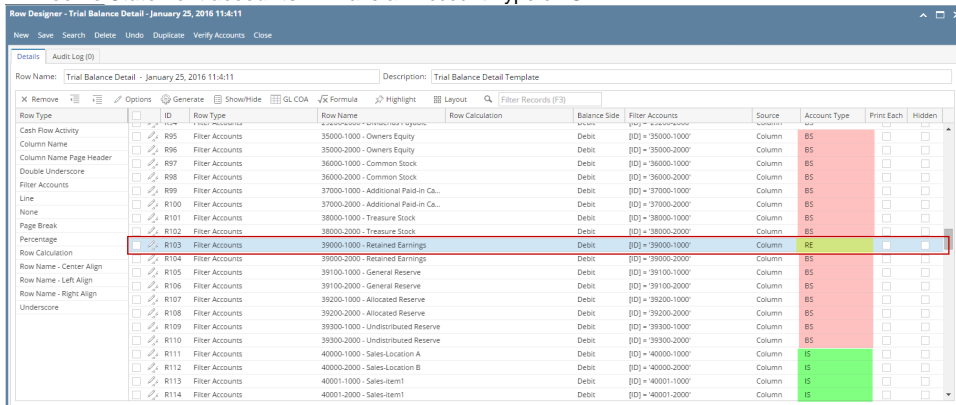
Options

☒ Show Default Header & Footer

☒ Show Report Settings

5. In the **Report Builder** screen click on the **Row** field label to open the Row Designer record. Most of the rows have Filter Accounts row type and are filtered per Account ID. Note on the following rows:
  - a. **Retained Earnings** account setup from Fiscal Year will have an Account Type of RE.
  - b. All **Balance Sheet** accounts, except for Retained Earnings account in (a), will have an Account Type of BS.

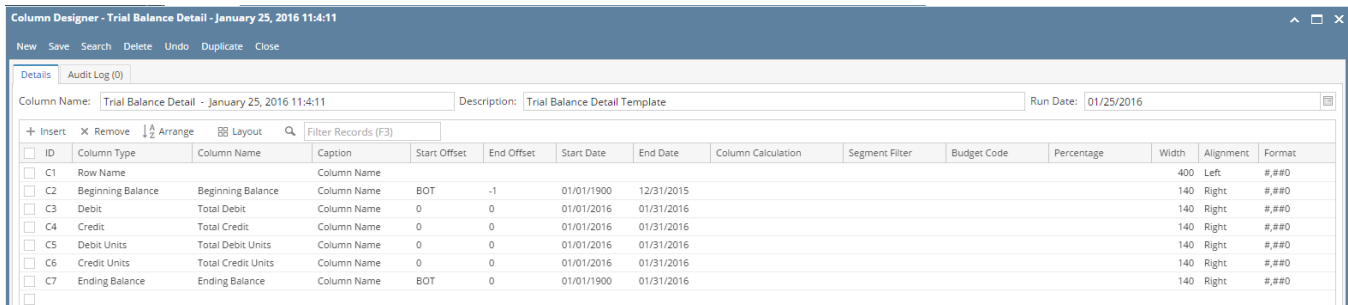
c. All **Income Statement accounts** will have an Account Type of IS.



6. Close the the Row Designer screen to bring you back to the Report Builder record.

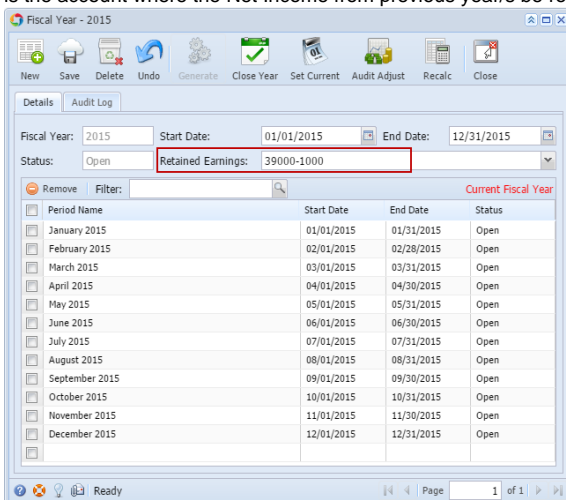
7. In the **Report Builder** screen click on the **Column** field label to open the Column Designer record. Here is how each columns are setup by default.

- For **Beginning Balance** column, Start and End Offset will show BOT to -1. **BOT** here stands for **B**eginning of **T**ime while -1 means -1 month from the current month, which is setup from the **Run Date**. Take note also that Start Date will show first day of the month while End Date will show last day of the month. If you are printing a report, these Start and End Offset dates will be computed based on date entered on **As Of** field of **Report Setting** screen. This means that current month is the month entered in the **As Of** field.
- For **Total Debit**, **Total Credit**, **Total Debit Units** and **Total Credit Units** columns, Start and End Offset will both show 0. This stands for the current month
- For **Ending Balance** column, Start and End Offset will show BOT to 0. **BOT** here stands for **B**eginning of **T**ime while 0 means the current month, which is setup from the **Run Date**. Take note also that Start Date will show first day of the month while End Date will show last day of the month. If you are printing a report, these Start and End Offset dates will be computed based on date entered on **As Of** field of **Report Setting** screen. This means that current month is the month entered in the **As Of** field.

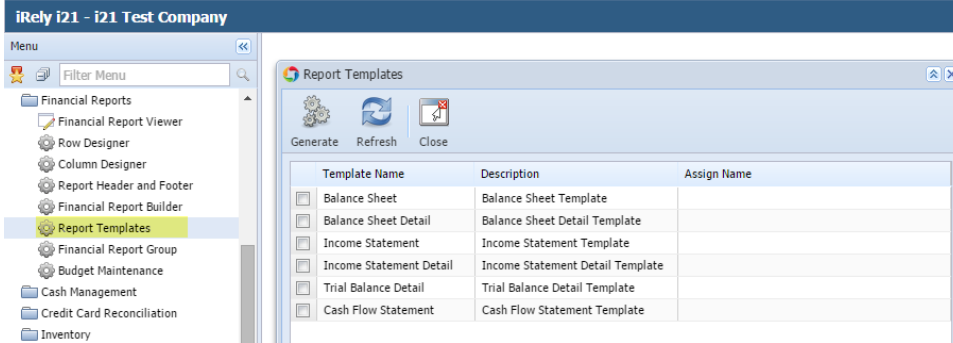


The following will explain in detail how to generate Trial Balance Detail report and how to modify the Trial Balance Detail row designer to reflect correct Retained Earnings numbers.

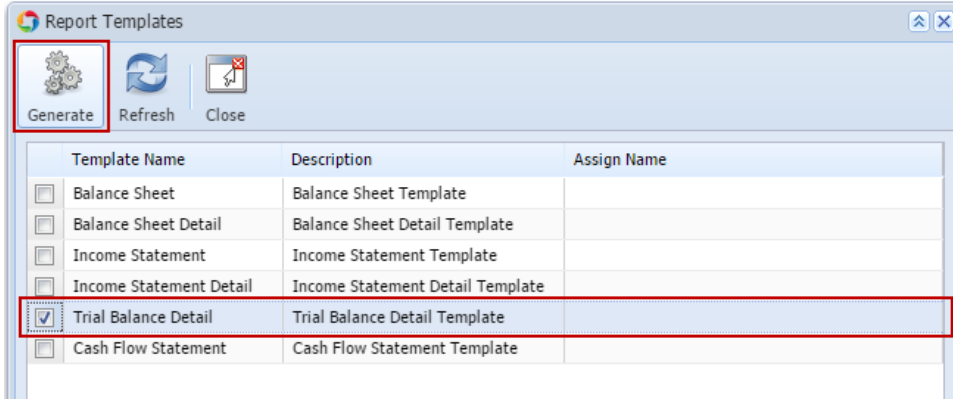
- First and foremost, make sure that **Retained Earnings** field in the **Fiscal Year** screen has been setup with a **Retained Earnings** account. This is the account where the Net Income from previous year/s be rolled over.



2. Generate Trial Balance Detail report from Report Templates. To open Report Templates, go to **Financial Reports module > Report Templates**.



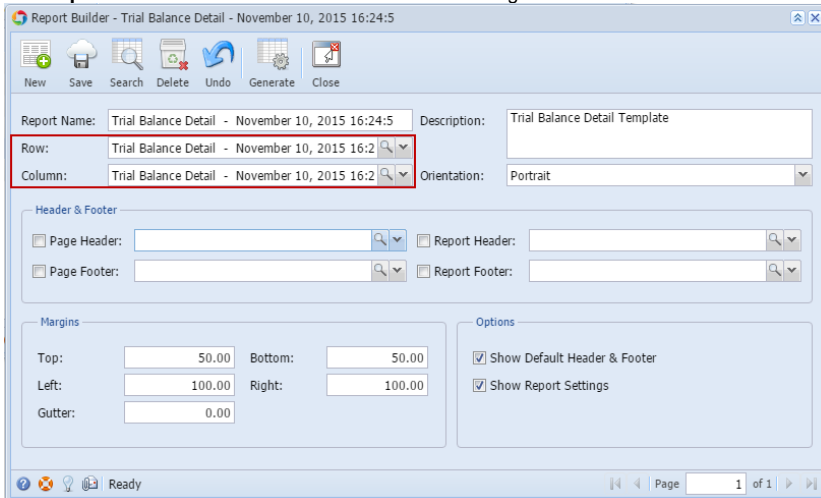
3. Select **Trial Balance Detail** and click **Generate** toolbar button.



You can assign a name for the Trial Balance Detail report by entering the name of the report in the Assign Name field. If this field is left blank, i21 will automatically provide a name for the report with this format: Trial Balance Detail - <Date and Time the report template is generated.

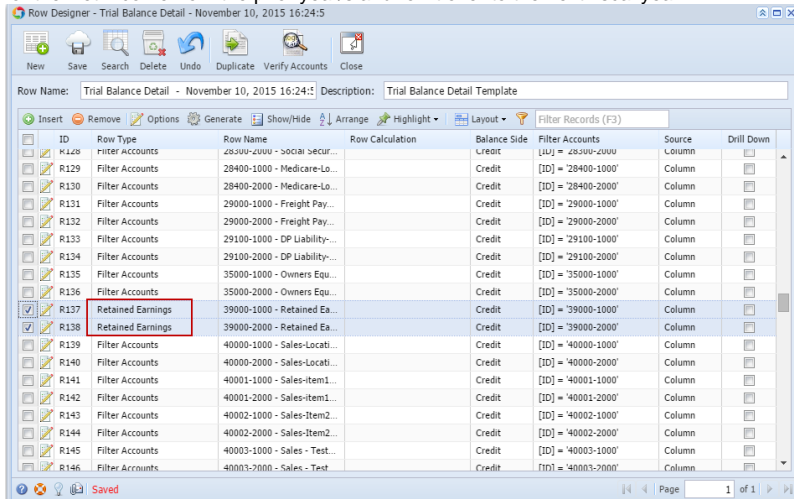
Ex: Trial Balance Detail - November 10, 2015 16:24:5

4. The **Report Builder** record with Rows and Columns designed for a Trial Balance will automatically open.



5. Click on the **magnifying glass button** in the **Row** field of the **Report Builder** screen to open the Row Designer record. Most of the rows have Filter Accounts row type and are filtered per Account ID.

- a. Look for the **Retained Earnings account/s** and assign Retained Earnings row type to them. This row type will tell the row/s to compute for the Net Income from the prior year/s and roll it over to the next fiscal year.



6. Close the the Row Designer screen to bring you back to the Report Builder record.
7. Click on the **magnifying glass button** in the **Column field of the Report Builder screen** to open the Column Designer record. Here is how each columns are setup.

