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.

- 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.

-	🖵 System Manager	Financial Reports	
	🖵 Common Info	Activitios	Maintonanco
	🖵 General Ledger	Activities	Maintenance
	_	Financial Report Viewer	Budget
	Financial Reports		Financial Report Builder
	🖵 Cash Management		Financial Report Group
			Report Templates
	L Dealer Credit Cards		

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

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

Report Builder - Tri	al Balance Detail - June 21, 2019 2:47:6	^	x
New Save Searc	n 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		~
Column	Trial Balance Detail - June 21, 2019 2:47:6 🗸 Description Trial Balance Detail Template		
Orientation *	Portrait 🗸		
Header & Footer			
Page Header	V 🗌 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:
 - 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.

Row Designer - Trial Balance D	Netail - Jun	e 21, 2	019 2:47:6										^		×
Details Audit Log															
Row Name Trial Balance D	Netail - Jur	e 21, 2	019 2:47:6		Description	Trial Balance Der	ail Template					Report Type	Trial Balance		~
X Remove 🖷 🗐 🖉	Options ()) Gene	erate 🗄 Show/Hide	⊞ GL COA √x Formula •	s⊘ Highlight •	Export • 88 View	Filter (F3)								23
Row Type		ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculatio	n Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden	n
Cash Flow Activity	0 /	R1	Column Name - Page	Header											
Column Name	0 /	R2	Filter Accounts	Asset				None	Debit	[Type] = 'Asset'	Column	BS	1		
Column Name - Page Header	0 /	R3	Filter Accounts	Liability				None	Debit	[Type] = 'Liability'	Column	BS	~		
Double Underscore	• /	R4	Filter Accounts	Equity				None	Debit	[Type] = 'Equity'	Column	RÉ	V		
Filter Accounts	0 /	R5	Filter Accounts	Revenue				None	Debit	[Type] = 'Revenue'	Column	15	×		
Line	0 /	R6	Filter Accounts	Expense				None	Debit	[Type] = 'Expense'	Column	15	~		
None	0 /	R7	Underscore												
Page Break	0 /	R8	Row Calculation	Total :	SUM(R2:R6)										
Row Calculation	0 /	R9	Double Underscore												
Row Name	0 /														

- 6. Close 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.
 - a. For Beginning Balance column, Start and End Offset will show BOT to -1. BOT here stands for Beginning of Time 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.
 - b. 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
 - c. For Ending Balance column, Start and End Offset will show BOT to 0. BOT here stands for Beginning of Time 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 Des	signer - Trial Balance De	etail - June 21, 2019 2:47	:6							□ ×
New Save	Search Delete Undo	o Duplicate Import E	kport Close							
Details 4	Audit Log									
Column Na	ime 🔹 Trial Balance De	etail - June 21, 2019 2:47	:6 Description T	rial Balance Det	ail Template		Column Type	User Defined R	Run Date 06/21/201	9
+ Insert	× Remove Export •	Filter (F3)								K 7 2 2
D	Column Type*	Column Name	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	Column Name	BOT	-1	01/01/1900	05/31/2019		Add Record	
С СЗ	Debit	Total Debit	Column Name	0	0	06/01/2019	06/30/2019		Add Record	
🗆 C4	Credit	Total Credit	Column Name	0	0	06/01/2019	06/30/2019		Add Record	
🗌 C5	Debit Units	Total Debit Units	Column Name	0	0	06/01/2019	06/30/2019		Add Record	
🗌 C6	Credit Units	Total Credit Units	Column Name	0	0	06/01/2019	06/30/2019		Add Record	
🗌 ст	Ending Balance	Ending Balance	Column Name	BOT	0	01/01/1900	06/30/2019		Add Record	
									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.

New Open Audit Adjust Recalc Refresh	Export - Close			
E Layout Q Filter Records (F3)	3 records			
Fiscal Year	Date From	Date To	Retained Earnings Account	Open
2016	01/01/2016	12/31/2016	39000-1000	\checkmark
2014	01/01/2014	12/31/2014	39000-1000	\checkmark
2015	01/01/2015	12/31/2015	39000-1000	\checkmark

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	Report Templates		
Financial Report Builder	Generate Refresh Close		
Report Templates	Details		
Financial Report Group	Template Name	Description	Assign Name
Budget Maintenance	Balance Sheet	Balance Sheet Template	
Cash Management	Balance Sheet Detail	Balance Sheet Detail Template	
Credit Card Reconciliation	Income Statement	Income Statement Template	
	Income Statement Detail	Income Statement Detail Template	
Inventory	Trial Balance Detail	Trial Balance Detail Template	
	Cash Flow Statement	Cash Flow Statement Template	

Select Trial Balance Detail and click Generate toolbar button.

Report Templates

		in process		~ ^
Ge	enerate	Refresh Close		
	etails			
	Ten	nplate Name	Description	Assign Name
	Bal	ance Sheet	Balance Sheet Template	
	Bal	ance Sheet Detail	Balance Sheet Detail Template	
	Inco	ome Statement	Income Statement Template	
	Inco	ome Statement Detail	Income Statement Detail Template	
ŀ	Tria	l Balance Detail	Trial Balance Detail Template	
	Cas	h Flow Statement	Cash Flow Statement Template	

A 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.

Details						
Report Name:	Trial Balance Detail -	anuary 25, 2016	11:4:11	Description:	Trial Balance Detail Template	
Row	Trial Balance Detail -	lanuary 25, 2016	11:4:11 ~			
Column	Trial Balance Detail -	anuary 25, 2016	11:4:11 ~	Orientation:	Portrait	```
Page He Page For	oter		~	Report Hea	ader	~
Margins				Option	S	
Top:	50.00	Bottom:	50	.00 🗸 Sh	ow Default Header & Footer	
Left:	100.00	Right:	100	.00 🗸 Sh	ow Report Settings	
-	0.00					

- 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.

Details Audit Log (0)												
ow Name: Trial Balance De	tail - January 25,	2016 11:4:11		Description:	Trial Balance Detail	Template						
X Remove 🗐 🥫 🖉	Options 💮 Gen	erate 🔄 Show/Hide 🔠 GL COA	√x Formula	🖈 Highlight	BB Layout Q,	ilter Records (F3)						
Row Type	ID ID	Row Type	Row Name		Row Calculation		Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
ash Flow Activity	1 1 100	The Accounts	25200-2000 - 01	muchus ruyuur.			Debis	(in) - 20200-2000	Column			
olumn Name	₽_,4 R95	Filter Accounts	35000-1000 - 0	whers Equity			Debit	[ID] = 35000-1000	Column	05		
olumn Name Page Header	/ / K96	Filter Accounts	35000-2000 - 0	wners Equity			Debit	[ID] = '35000-2000'	Column	85		
ouble Underscore	/ R97	Filter Accounts	36000-1000 - Co	ommon Stock			Debit	[ID] = '36000-1000'	Column	BS		
Iter Accounts	/ R98	Filter Accounts	36000-2000 - Co	ommon Stock			Debit	[ID] = '36000-2000'	Column	BS		
ne	/_ R99	Filter Accounts	37000-1000 - Ad	dditional Paid-in Ca	a		Debit	[ID] = '37000-1000'	Column	BS		
lone	R100	Filter Accounts	37000-2000 - Ad	dditional Paid-in Ca	3		Debit	[ID] = '37000-2000'	Column	85		
age Break		Filter Accounts	38000-1000 - Tr	easure Stock			Debit	[ID] = '38000-1000'	Column	BS		
ercentane	/s R102	Filter Accounts	38000-2000 - Tr	reasure Stock			Debit	[ID] = '38000-2000'	Column	BS		
In Calculation	🗌 🥠 R103	Filter Accounts	39000-1000 - Re	etained Earnings			Debit	[ID] = '39000-1000'	Column	RE		
w News Centre New		Filter Accounts	39000-2000 - Re	etained Earnings			Debit	[ID] = '39000-2000'	Column	BS		
ow Name - Center Angri	\$ R105	Filter Accounts	39100-1000 - G	eneral Reserve			Debit	[ID] = '39100-1000'	Column	BS		
tow Name - Left Align	R106	Filter Accounts	39100-2000 - G	eneral Reserve			Debit	[ID] = '39100-2000'	Column	BS		
ow Name - Right Align	\$ R107	Filter Accounts	39200-1000 - Al	located Reserve			Debit	[ID] = '39200-1000'	Column	BS		
Inderscore	1 / R108	Filter Accounts	39200-2000 - Al	located Reserve			Debit	[ID] = '39200-2000'	Column	BS		
	0 / A R109	Filter Accounts	39300-1000 - UI	ndistributed Reser	ve		Debit	[ID] = '39300-1000'	Column	BS		
	C 2 6 R110	Filter Accounts	39300-2000 - Ur	ndistributed Reser	ve		Debit	fID1 = '39300-2000'	Column	85		
	C 4 8111	Filter Accounts	40000-1000 - Sa	eles-Location A			Debit	[ID] = '40000-1000'	Column	IS		
	. 0 F112	Filter Accounts	40000-2000 - 54	vies I ocation B			Debit	fID1 = '40000-2000'	Column	15		
	1 A P113	Eiter Accounts	40001-1000 - 54	les.item1			Debit	(ID) = '40001-1000'	Column	15		
	L - S - KID	The Personal	400011000136	and a second			D.CON	[ib] - 40001/1000	Colonni			

- 6. Close the the Row Designer screen to bring you back to the Report Builder record.
- 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.
 - a. For Beginning Balance column, Start and End Offset will show BOT to -1. BOT here stands for Beginning of Time 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.
 - b. 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
 - c. For Ending Balance column, Start and End Offset will show BOT to 0. BOT here stands for Beginning of Time 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 De	signer - Trial Balance De	tail - January 25, 2016 1	1:4:11											~ [⊐ ×
	Search Delete Undo	Duplicate Close													
Details	Audit Log (0)														
Column N	ame: Trial Balance Deta	il - January 25, 2016 11:4	1:11	Desc	ription: Trial I	Balance Detail T	emplate			R	un Date: 01/25/2016				
+ Insert	× Remove ↓ ^A _Z Arrange	e 🗄 Layout 🔍	Filter Records (F3)												
D ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format	
C1	Row Name		Column Name									400	Left	#,##0	
C2	Beginning Balance	Beginning Balance	Column Name	BOT	-1	01/01/1900	12/31/2015					140	Right	#,##0	
_ C3	Debit	Total Debit	Column Name	0	0	01/01/2016	01/31/2016					140	Right	#,##0	
C4	Credit	Total Credit	Column Name	0	0	01/01/2016	01/31/2016					140	Right	#,##0	
C5	Debit Units	Total Debit Units	Column Name	0	0	01/01/2016	01/31/2016					140	Right	#,##0	
C6	Credit Units	Total Credit Units	Column Name	0	0	01/01/2016	01/31/2016					140	Right	#,##0	
C7	Ending Balance	Ending Balance	Column Name	BOT	0	01/01/1900	01/31/2016					140	Right	#,##0	

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.

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.



2. Generate Trial Balance Detail report from Report Templates. To open Report Templates, go to Financial Reports module > Report Templates. iRely i21 - i21 Test Company



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

Cont Templates		× ×
Generate Refresh Close		
Template Name	Description	Assign Name
Balance Sheet	Balance Sheet Template	
Balance Sheet Detail	Balance Sheet Detail Template	
Income Statement	Income Statement Template	
Income Statement Detail	Income Statement Detail Template	
Trial Balance Detail	Trial Balance Detail Template	
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 - November 10, 2015 16:24:5

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

e ave Se	arch Delete Undo	Generate Clos	3 e			
Report Name: T	rial Balance Detail	November 10, 20:	15 16:24:5	Description:	Trial Balance Detail Template	
Column: T	rial Balance Detail	November 10, 20.	15 16:2 🔍 🕶	Orientation:	Portrait	•
– Header & Footer						
Page Header:			Q 🕶	Report Head	er:	4 -
📄 Page Footer:			9	📃 Report Foot	er:	٩. •
— Margins —				Optio	ons	
Top:	50.00	Bottom:	50.	00 🔽 SI	now Default Header & Footer	
Left:	100.00	Right:	100.	00 🔽 SI	now Report Settings	
Gutter:	0.00					

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.

	The beatree becan the	10,2013 10.21.3						210		
New Save	Search Delete Undo	Duplicate Verify Accounts	Close							
Row Name: Trial Balance Detail - November 10, 2015 16:24: Description: Trial Balance Detail Template										
🗿 Insert 🤤 P	Remove 📝 Options 👸 G	ienerate આ Show/Hide 🧍 A	rrange 📌 Highlight - 🛛 🚪	Layout 🕶 🍞	Filter Records (F3)					
ID ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Drill Down			
🖂 📈 К128	Filter Accounts	28300-2000 - Social Secur		credit	[ID] = 28300-2000	Column				
📄 📝 R129	Filter Accounts	28400-1000 - Medicare-Lo		Credit	[ID] = '28400-1000'	Column				
📄 📝 R130	Filter Accounts	28400-2000 - Medicare-Lo		Credit	[ID] = '28400-2000'	Column				
📄 📝 R131	Filter Accounts	29000-1000 - Freight Pay		Credit	[ID] = '29000-1000'	Column				
📄 📝 R132	Filter Accounts	29000-2000 - Freight Pay		Credit	[ID] = '29000-2000'	Column				
📄 📝 R133	Filter Accounts	29100-1000 - DP Liability		Credit	[ID] = '29100-1000'	Column				
📄 📝 R134	Filter Accounts	29100-2000 - DP Liability		Credit	[ID] = '29100-2000'	Column				
📄 🃝 R135	Filter Accounts	35000-1000 - Owners Equ		Credit	[ID] = '35000-1000'	Column				
📄 🃝 R136	Filter Accounts	35000-2000 - Owners Equ		Credit	[ID] = '35000-2000'	Column				
V R137	Retained Earnings	39000-1000 - Retained Ea		Credit	[ID] = '39000-1000'	Column				
V R138	Retained Earnings	39000-2000 - Retained Ea		Credit	[ID] = '39000-2000'	Column				
R139	Filter Accounts	40000-1000 - Sales-Locati		Credit	[ID] = '40000-1000'	Column				
R140	Filter Accounts	40000-2000 - Sales-Locati		Credit	[ID] = '40000-2000'	Column				
R141	Filter Accounts	40001-1000 - Sales-item1		Credit	[ID] = '40001-1000'	Column				
R142	Filter Accounts	40001-2000 - Sales-item1		Credit	[ID] = '40001-2000'	Column	(m)			
E 2 R143	Filter Accounts	40002-1000 - Sales-Item2		Credit	[ID] = '40002-1000'	Column				
R144	Filter Accounts	40002-2000 - Sales-Item2		Credit	[ID] = '40002-2000'	Column				
P 2 R145	Filter Accounts	40003-1000 - Sales - Test		Credit	[ID] = '40003-1000'	Column				
P146	Filter Accounts	40003-2000 - Sales - Test		Credit	[10] = '40003-2000'	Column		Ŧ		
						110				

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

C	Column Designer - Trial Balance Detail - September 30, 2015 13:23:37											
[Image: New Save Search Delete Undo Duplicate Close											
Column Name: Trial Balance Detail - September 30, 201 Description: Trial Balance Detail Template Run Date: 09/30/2015												
🕞 Remove 🔺 Up 🔻 Down 🛛 🏪 Layout + 🍞 Filter Records (F3)												
		ID	Column Type	Column Name	Caption	Filter Type	Column Calculation	Segment	Filter	Budget (
		C1	Row Name		Column Name							
		C2	Beginning Balance	Beginning Balance	Column Name	As Of Previous Fiscal Y						
		C3	Debit	Total Debit	Column Name	Fiscal Year						
		C4	Credit	Total Credit	Column Name	Fiscal Year						
		C5	Debit Units	Total Debit Units	Column Name	Fiscal Year						
		C6	Credit Units	Total Credit Units	Column Name	Fiscal Year						
		C7	Ending Balance	Ending Balance	Column Name	As Of Fiscal Year						