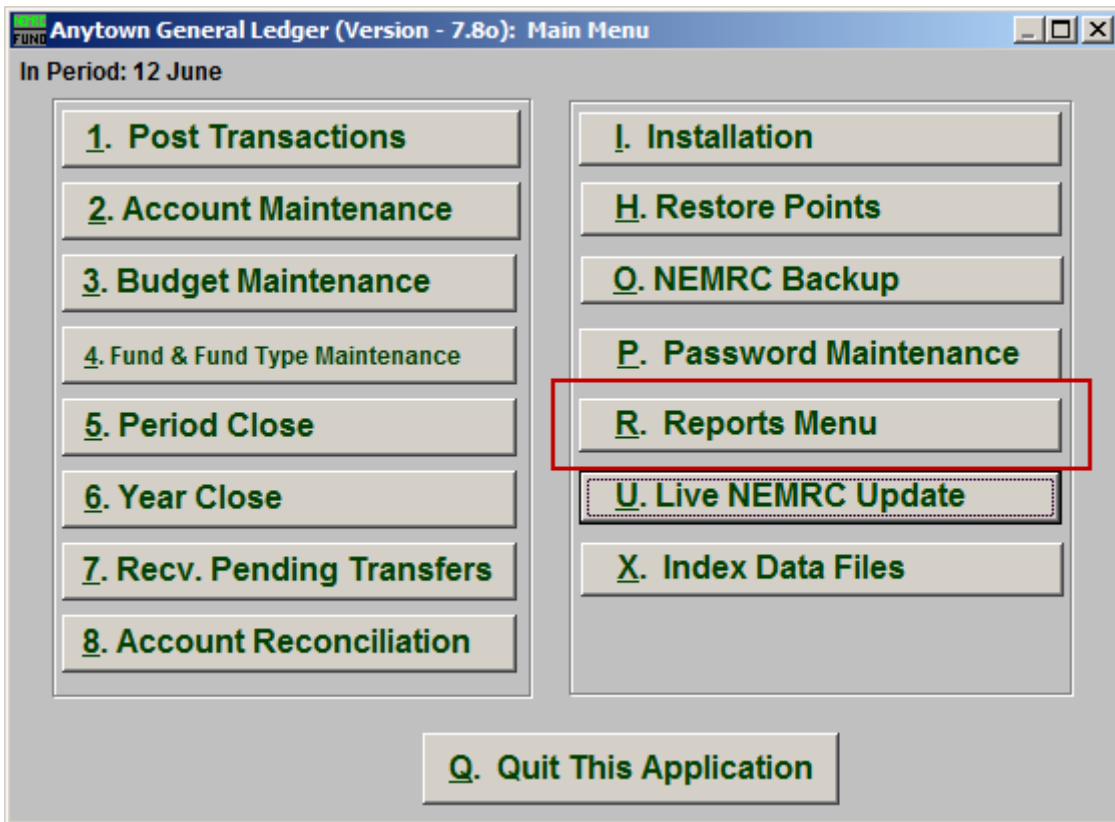


# General Ledger

## R. Reports Menu: 3. Trial Balance

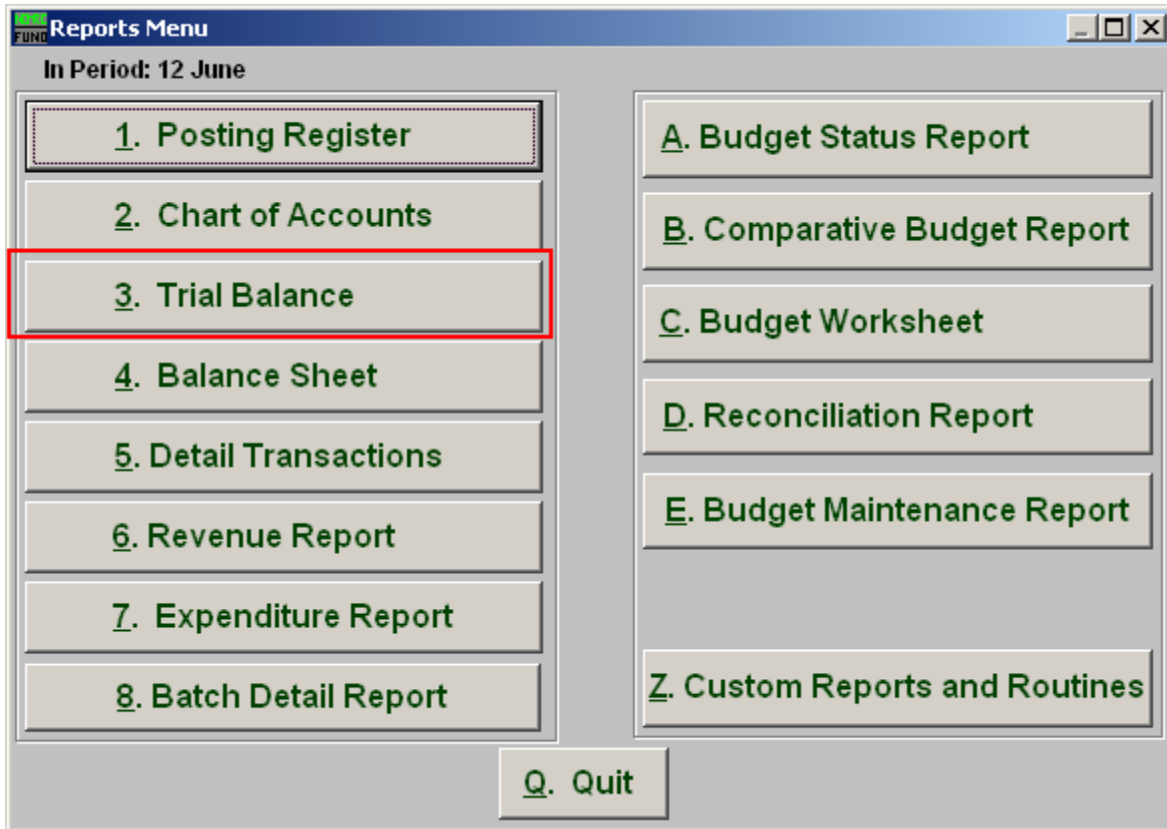
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

# General Ledger



Click on "3. Trial Balance" from the Reports Menu and the following window will appear:

# General Ledger

## Trial Balance

The “General” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'General' tab selected. The 'Layout' section has three radio buttons: 'Normal' (selected), 'Combined', and 'Combining'. Below this are several options with 'Yes' and 'No' radio buttons, each with a red number next to it:

- Trial Balance Worksheet** (2): Yes (unselected), No (selected)
- Skip Header Accounts** (3): Yes (unselected), No (selected)
- Suppress detail to header accounts** (4): Yes (unselected), No (selected)
- Suppress accounts with zero balance** (5): Yes (unselected), No (selected)
- Suppress account numbers** (6): Yes (unselected), No (selected)
- Include Account Notes** (7): Yes (unselected), No (selected)
- Suppress non-postable accounts w/zero balance** (8): Yes (unselected), No (selected)
- Page Break after Groups** (9): Yes (selected), No (unselected)

At the bottom of the dialog are four buttons: 'Preview' (10), 'Print' (11), 'Export' (12), and 'Cancel' (13).

- 1. Layout:** Normal reports each fund separately. Combined reports all funds of the same type on the same page. Combining reports all types in totals on the same page.
- 2. Trial Balance Worksheet:** Data output is broken out in columns by budget, debit encumbrance, credit encumbrance, debit actual, credit actual when this option is selected.
- 3. Skip Header Accounts:** Header accounts are defined by incomplete account numbers. The system determines a sub-total on all accounts that match what has been defined in the header account. Selecting “Yes” removes the sub-totals.
- 4. Suppress detail to header accounts:** Selecting “Yes” will cause the system to report on header accounts defined and all accounts without header accounts defined.
- 5. Suppress accounts with zero balance:** You can choose to remove from reporting an account when it has a value of zero in both last year and this year for budget, actual and encumbrance.

## General Ledger

- 6. Suppress accounts numbers:** You can choose to remove the General Ledger account number from reporting so that only the account description is shown on the report.
- 7. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in Account Maintenance.
- 8. Suppress non-postable accounts w/zero balance:** You can have the system remove from reporting inactive accounts that have zero like in item **4**. This option stops the inactive accounts from reporting. Item **4** would stop all zero balance accounts from reporting.
- 9. Page Break After Groups:** Click “Yes” if you want a new page started after each Group. The option for page breaks depends on the design for your chart of accounts.
- 10. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 11. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 12. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 13. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

The “Accounts” tab

- 1. Specify Fund Range:** Type in the General Ledger Account Number you wish to have the report start with and end with.
- 2. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 3. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 4. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 5. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

The “Export Options” tab

- 1. Path:** Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.
- 2. File Name:** Type in the name that this report will be saved as.
- 3. Export in Excel Format OR in Text Format:** Click to choose whether this report will be exported in an Excel Format or in a Text Format.
- 4. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 5. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 6. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 7. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

The “Period” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-title "Trial Balance Report Options". It features four tabs: "General", "Accounts", "Export Options", and "Period". The "Period" tab is selected. In this tab, there are two input fields: "Year" with a dropdown menu currently showing "Current" (indicated by a red "1"), and "Period" with a spinner box currently showing "12" (indicated by a red "2"). At the bottom of the window, there are four buttons: "Preview" (indicated by a red "3"), "Print" (indicated by a red "4"), "Export" (indicated by a red "5"), and "Cancel" (indicated by a red "6").

- 1. Year:** Select from the drop down menu the “Year” you would like the report to be for.
- 2. Period:** Select from the drop down menu the “Period” you would like the report to be for.
- 3. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 4. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 5. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 6. Cancel:** Click “Cancel” to cancel and return to the previous screen.