

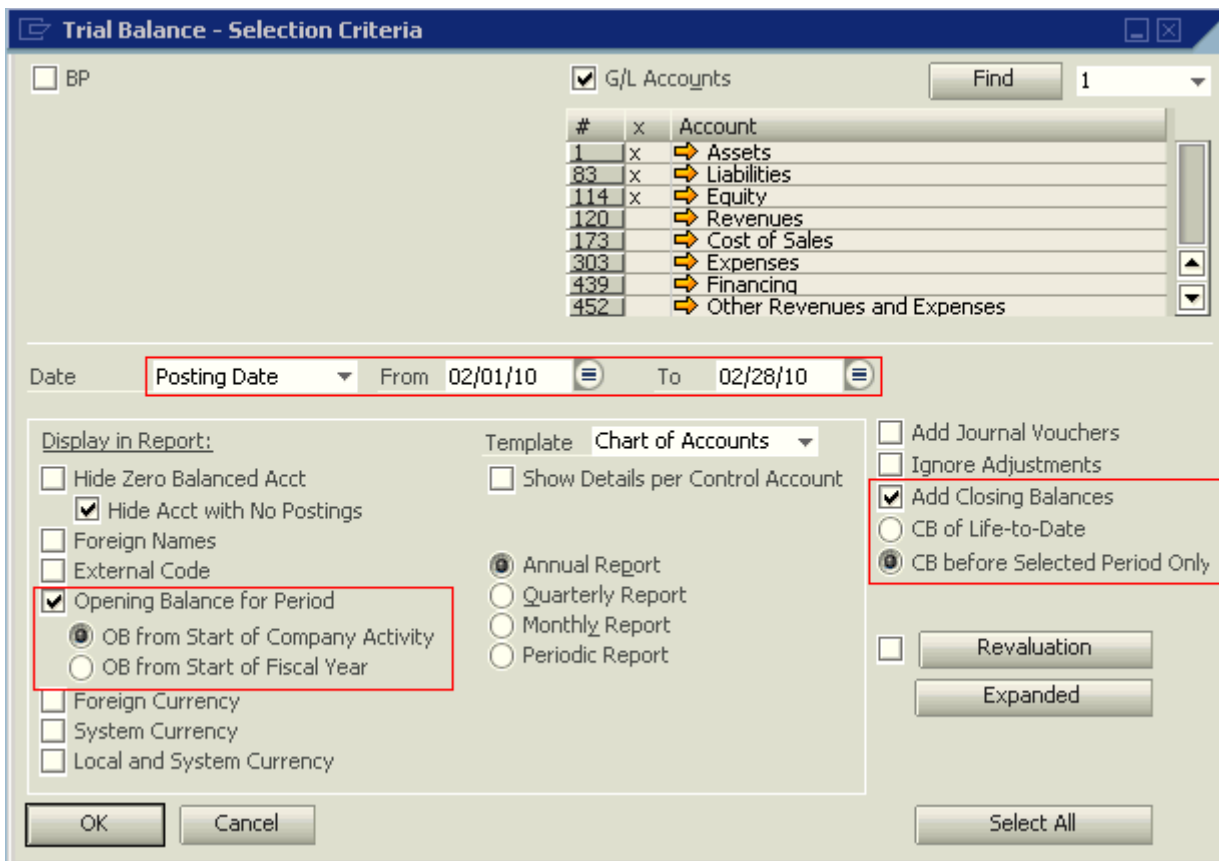
## TRIAL BALANCE REPORT SETTINGS

Go To: *Financials > Financial Reports > Trial Balance*

To review the Trial Balance with **Beginning Balances**, Activity for the Period and Ending Balances use the following settings.

Note: Balance Sheet accounts and Profit & Loss Statement accounts require different settings. Since Balance Sheet accounts are cumulative and Profit & Loss accounts are periodic, different selection criteria is needed to properly display the beginning and ending balances for the Trial Balance Report.

### 1. Settings for Trial Balance Report to reconcile to the Balance Sheet Report



**Trial Balance - Selection Criteria**

BP  G/L Accounts Find 1

#	x	Account
1	x	Assets
83	x	Liabilities
114	x	Equity
120		Revenues
173		Cost of Sales
303		Expenses
439		Financing
452		Other Revenues and Expenses

Date **Posting Date** From 02/01/10 To 02/28/10

Display in Report:

- Hide Zero Balanced Acct
- Hide Acct with No Postings
- Foreign Names
- External Code
- Opening Balance for Period
  - OB from Start of Company Activity
  - OB from Start of Fiscal Year
- Foreign Currency
- System Currency
- Local and System Currency

Template Chart of Accounts

- Show Details per Control Account
- Annual Report
- Quarterly Report
- Monthly Report
- Periodic Report

- Add Journal Vouchers
- Ignore Adjustments
- Add Closing Balances
  - CB of Life-to-Date
  - CB before Selected Period Only

Buttons: OK, Cancel, Select All, Revaluation, Expanded

## 2. Settings for Trial Balance Report to reconcile to the Profit & Loss Statement Report

BP  G/L Accounts Find 1

#	x	Account
1		Assets
83		Liabilities
114		Equity
120	x	Revenues
173	x	Cost of Sales
303	x	Expenses
439	x	Financing
452	x	Other Revenues and Expenses

Date **Posting Date** From 02/01/10 To 02/28/10

Display in Report:  Hide Zero Balanced Acct  Hide Acct with No Postings  Foreign Names  External Code  Opening Balance for Period  
 OB from Start of Company Activity  OB from Start of Fiscal Year

Template **Chart of Accounts**  Show Details per Control Account

Add Journal Vouchers  Ignore Adjustments  Add Closing Balances  
 CB of Life-to-Date  CB before Selected Period Only

Foreign Currency  System Currency  Local and System Currency

Annual Report  Quarterly Report  Monthly Report  Periodic Report

Revaluation  Expanded

OK Cancel Select All