Trial Balance

Report Module Guide: Trial Balance

Module Location

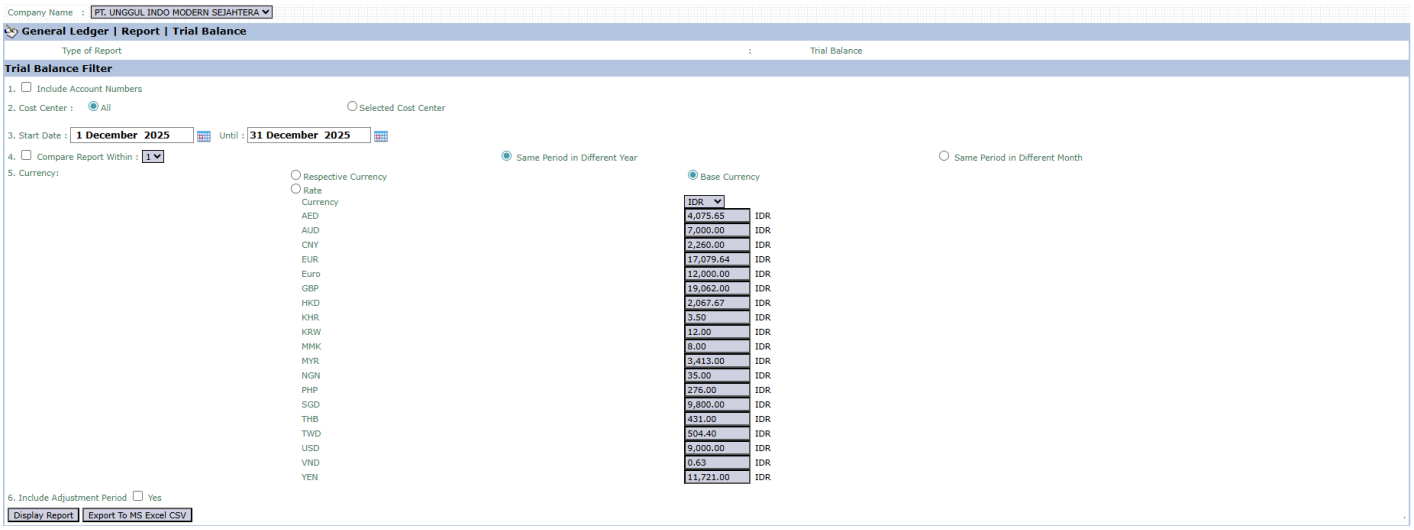
General Ledger > Report > Trial Balance

Module Objective

The **Trial Balance** module is used to generate the Trial Balance report. This report is a list of all accounts in the general ledger along with their debit or credit balances for a specific period of time. The primary purpose of the Trial Balance is to verify the mathematical equality between the total debits and total credits of all accounts, which is a fundamental step in the accounting cycle before preparing the main Financial Statements.

1. Report Parameters (Trial Balance Filter)

The main page of this module is a form containing various parameters to customize the Trial Balance report according to your needs.



Here is an explanation for each parameter:

- **Include Account Numbers**:
  - Check this box to display account codes next to account names on the report.
- **Cost Center**:
  - Select **All** to display a combined trial balance of all departments, or select **Selected Cost Center** to generate a report for specific departments only.
- **Start Date / Until**:
  - Specify the **Start Date** and **Until** (End Date) range to define the report's period (e.g., December 1, 2025, to December 31, 2025).
- **Compare Report Within**:
  - A feature to create a comparative report with the same period in a different year or a different month.
- **Currency**:
  - Choose how currency values will be displayed, either in **Respective Currency** (original transaction currency) or **Base Currency** (company's base currency).
- **Include Adjustment Period**:
  - Check **Yes** if you want to include adjusting entries in the calculation of each account's final balance.

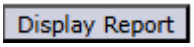
2. Steps to Generate the Report

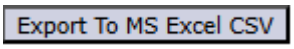
Step 1: Set Report Parameters

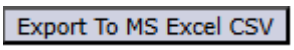
Fill in or select all the parameters you need in the **Trial Balance Filter** section to ensure the generated report matches the desired scope.

Step 2: Generate the Report

After all parameters are set, click one of the three buttons in the bottom-left section of the page:

- **Display Report**: To preview the report directly on your screen. 

- **Export To MS Excel**: To download the report data in an Excel file format. 

- **Export To CSV**: To download the data in a CSV (Comma-Separated Values) format. 

Tips & Important Notes

- The Trial Balance is a very important **internal working step** for the Accounting team before preparing the Profit & Loss Statement and Balance Sheet.
- The main purpose of this report is to ensure the **total Debit balance exactly equals the total Credit balance**. If it is not balanced, this indicates an error in journaling that needs to be traced immediately.
- Use the **Cost Center** filter to check balances at the departmental level, which can help to localize an imbalance if

one occurs.

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