

Account Trial Balance Report

The Account Trial Balance program prints a trial balance for a single account or a range of accounts, including the entire chart of accounts.

Munis App Center - *TEST DATABASE MUNIS V10.3 Sep 13 2013* - krchesse - 09/25/2013

Report 1 - Genero Report Viewer

File View Help

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TEST DATABASE MUNIS V10.3 Sep 13 2013

ACCOUNT TRIAL BALANCE FOR FY13/SEP TO SEP

FUND 2012

ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
2012 PUBLIC ASSISTANCE (10)						
2012-00-00-00-00-0000-00-101000-		5,235,522.49				
CASH**						
* 9 60 APP 09/04/13 ACH1			.00	344,769.48	-344,769.48	
* 9 410 PKJ 09/06/13 RUN1			.00	1,351,988.21	-1,696,757.71	
* 9 544 APP 09/04/13 WAB			.00	87,934.62	-1,784,693.33	
* 9 584 CRP 09/04/13			11,201.71	.00	-1,773,490.62	
* 9 584 CRP 09/04/13			18,812.44	.00	-1,754,618.18	
* 9 584 CRP 09/04/13			105.00	.00	-1,754,533.18	
* 9 584 CRP 09/04/13			472.66	.00	-1,754,060.52	
* 9 584 CRP 09/04/13			253.84	.00	-1,753,804.68	
* 9 584 CRP 09/04/13			62.95	.00	-1,753,741.73	
* 9 584 CRP 09/04/13			91.50	.00	-1,753,650.23	
* 9 642 APP 09/05/13 INT1			.00	101,001.66	-1,654,651.89	
* 9 668 APP 09/10/13 ACH1			.00	476,264.06	-2,330,915.95	
* 9 766 APP 09/05/13 WAB			.00	4,059.87	-2,334,975.82	
* 9 782 APP 09/05/13 WAB			.00	17,704.32	-2,352,680.14	
* 9 784 APP 09/05/13 WAB			.00	15,367.38	-2,368,048.22	
* 9 916 APP 09/11/13 ACH2			.00	4,103.58	-2,372,151.70	
* 9 1105 CRP 09/06/13			295.00	.00	-2,371,856.70	
* 9 1105 CRP 09/06/13			14,280.58	.00	-2,357,575.72	
* 9 1105 CRP 09/06/13			23.30	.00	-2,357,552.42	
* 9 1105 CRP 09/06/13			378.25	.00	-2,357,174.17	
* 9 1105 CRP 09/06/13			697.15	.00	-2,356,477.02	
* 9 1105 CRP 09/06/13			15,061.02	.00	-2,341,416.00	
* 9 1205 APP 09/09/13 J11			.00	26,582.82	-2,367,998.82	
* 9 1231 APP 09/09/13 J11			.00	9,990.00	-2,377,988.82	
* 9 1579 GEN 09/10/13 1579			594,166.50	.00	-1,783,822.32	
* 9 1772 APP 09/12/13 J11			.00	16,773.38	-1,800,600.70	
* 9 1900 APP 09/12/13 INT1			.00	122,584.41	-1,923,185.11	
* 9 1927 APP 09/12/13 ACH1			.00	510,379.48	-2,433,564.59	
* 9 1979 APP 09/12/13 J11			.00	70,891.15	-2,504,455.74	
* 9 2070 APP 09/12/13 J11			.00	28,694.75	-2,533,150.49	
2012-101000		5,235,522.49	655,944.30	3,189,094.79	-2,533,150.49	2,702,372.00
TOTALS FOR FUND 2012		5,235,522.49	655,944.30	3,189,094.79	-2,533,150.49	2,702,372.00
PUBLIC ASSISTANCE (10)		5,235,522.49	655,944.30	3,189,094.79	-2,533,150.49	2,702,372.00
REPORT TOTALS		5,235,522.49	655,944.30	3,189,094.79	-2,533,150.49	2,702,372.00

Report generated: 09/25/2013 13:10
User: krchesse
Program ID: glactbal

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Listening on port 6401

The format of the report is nearly identical to [Monthly Trial Balance by Fund](#); however, this program reports both detail transactions contained in the GL History Table and GL Journal Hold Table. The Monthly Trial Balance by Fund prints only those transactions in the GL Journal Hold Table.

Account Trial Balance Report

To create a Trail Balance Report you will first need to select the “Financials” tab. Next make the following selections:



General Ledger Menu



Journal Entry/History



Account Trial Balance



Account Trial Balance Report

The screen should appear like below:

The screenshot displays the Munis App Center interface. The main window title is "Munis App Center - *TEST DATABASE MUNIS V10.3 Sep 13 2013* - krchesse - 09/25/2013". The navigation bar includes "System", "Favorites", "Financials", "Human Resources/Payroll", "General Revenues", "Property Revenues", and "Departmental Functions". The background features a graphic with the text "Revenue & Citizen Services" and "Human Capital Management" and the Tyler Technologies logo.

Overlaid on the main window is a smaller window titled "Account Trial Balance - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]". This window has a menu bar with "My", "File", "Edit", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main content area of this window is titled "Report Options" and contains the following settings:

- Report Options**
 - Print (D)etail or (S)ummary**: ☐
 - Fiscal year-to-date version**: ☐
 - Reporting year**:
 - Reporting from period**: to
 - Journal Detail from**: to
 - (B)alance sheet or (A)ll accounts**: ☐
 - Roll up projects to object level**: ☐
 - Omit zero balance accounts**: ☐
 - Sort By**:
 - Print Org Code**: ☐
 - Print Fund Header and Org/Obj on total line**: ☐
 - Include page break between funds**: ☐
 - Amounts/totals exceed 999 million dollars**: ☐
 - Print report options**: ☐
 - Include hold journals in beginning balance**: ☐

At the bottom of the "Report Options" window, there is a text field labeled "Define year, period, totals, etc." and a button labeled "OVR".

Account Trial Balance Report

The report will need to have the fund, org., obj., or project number defined.

The screenshot displays the Munis App Center interface. The main window is titled "Account Trial Balance - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]". The interface includes a menu bar (My, File, Edit, Tools, Help) and a toolbar with various icons. A callout box points to the magnifying glass icon in the toolbar, with the text: "Click on the magnifying glass or press Ctrl + F to find a data set." The "Report Options" dialog box is open, showing various settings for the report, including "Print (D)etail or (S)ummary", "Fiscal year-to-date version", "Reporting year", "Reporting from period", "Journal Detail from", "(B)alance sheet or (A)ll accounts", "Roll up projects to object level", "Omit zero balance accounts", "Sort By", "Print Org Code", "Print Fund Header and Org/Obj on total line", "Include page break between funds", "Amounts/totals exceed 999 million dollars", "Print report options", and "Include hold journals in beginning balance". The background of the application window shows a sidebar with categories like "Revenue & Citizen Services" and "Human Capital Management".

Account Trial Balance Report

GL Segment Find - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]

My File Edit Tools Help

Find by Segments

Fund 2013 ...

AGENCY ...

LINE OF BUS ...

PROGRAM ...

LOCATION ...

BLANK ...

SERVICES ...

FUNCTION ...

Character code ...

Org ...

Object 101000 ...

Project ...

Account type ...

Account status ...

Fund Enter your fund number (i.e. 2013)



Tab until you reach the Object Code field

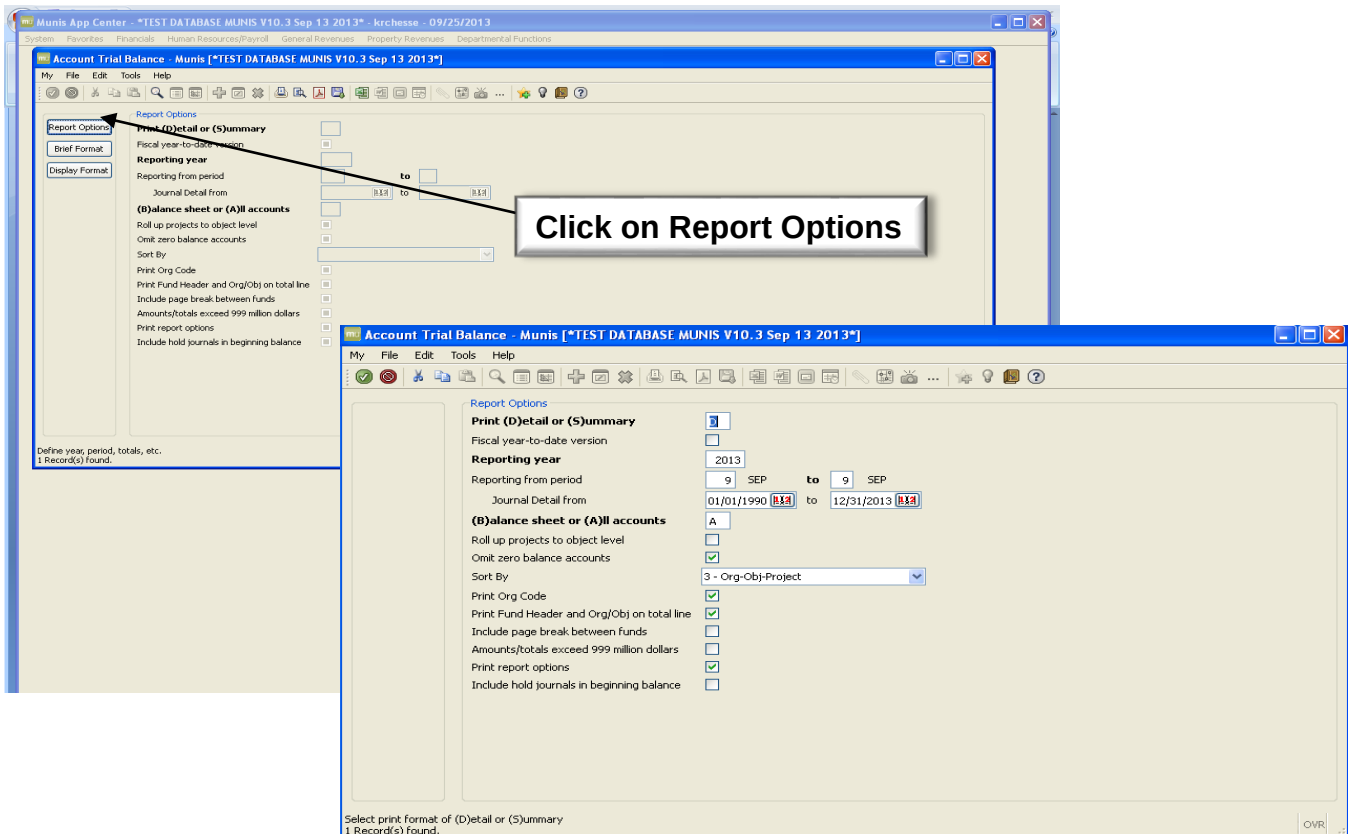
Object Enter your object number (i.e. 101000)



Enter



Note: This symbol on your tool bar will allow you to export report to Excel



Print (D)etail or (S)ummary: Select print format or

Fiscal year-to-date version: Click on box to select or de-select

Reporting Year: Enter the year to select

Reporting from/to period: Enter the starting/ending period range (1-13)

Journal Detail from: Beginning Journal Effective date within range period

(B)alance sheet or (A)ll accounts: Select Balance sheet ONLY or All accounts

Roll up projects to object level: Click on the box to select or deselect

Omit zero balance accounts: Click on the box to select or deselect

Sort by: Use the drop down menu to select from:

- 1 – Account
- 2 – Balance Type/Account
- 3 – Org-Obj-Project
- 4 – Balance Type/Org-Obj-Project

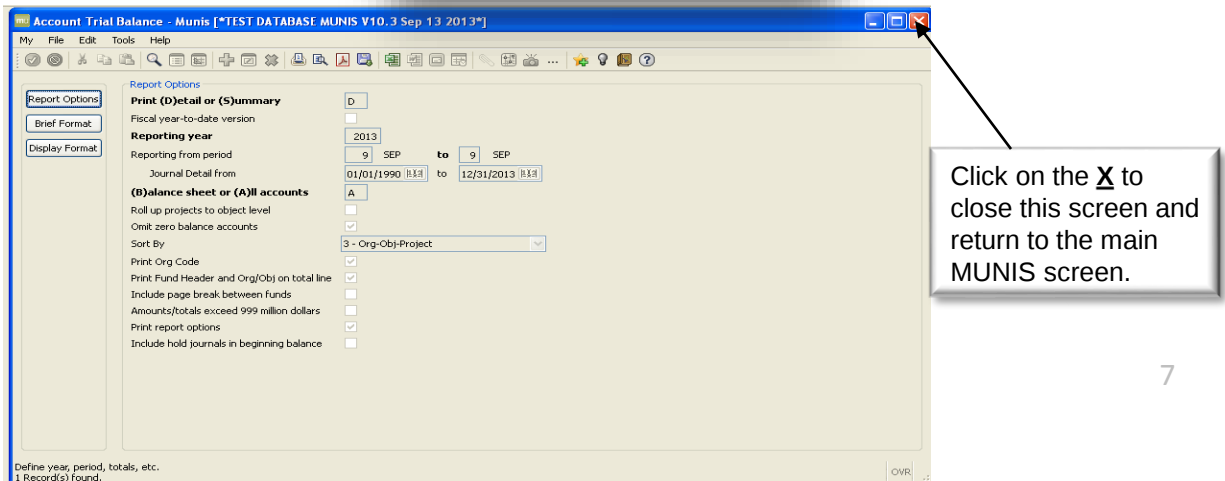
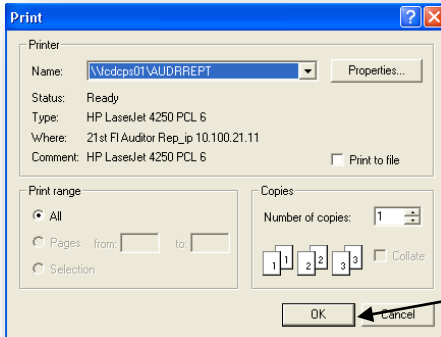
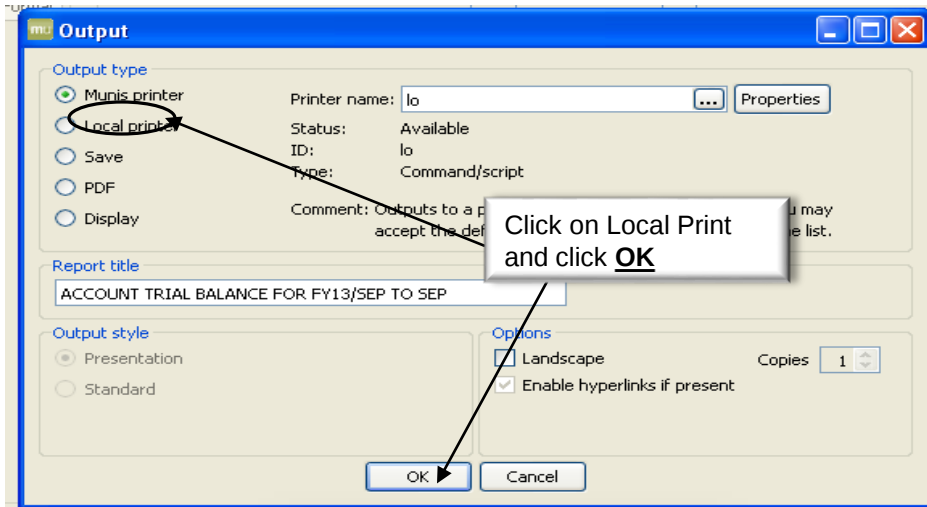
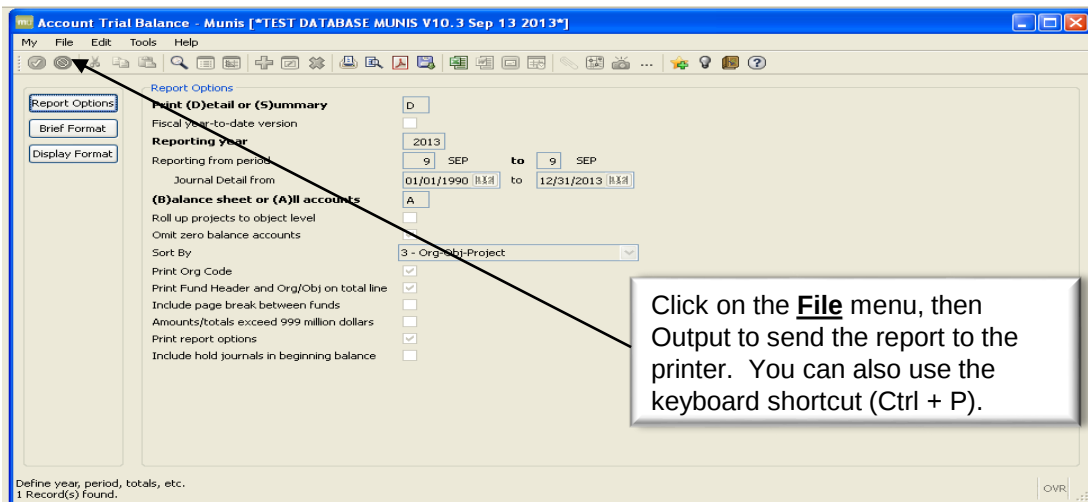
Print Org Code: Click on box to select or deselect

Print Fund Header and Org/Obj on total line? Click on box to select or deselect

Include page break between funds? Click on box to select or deselect

Amounts/totals exceed 999 million dollars: Click on box to select or deselect

Print report options: Click on box to select or deselect



Account Trial Balance Report

Your end result should resemble the report below.

Report 1 - Genero Report Viewer

File View Help

Report 1

TEST DATABASE MUNIS V10.3 Sep 13 2013

ACCOUNT TRIAL BALANCE FOR FY13/SEP TO SEP

FUND 2013

ACCOUNT	ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
2013 REAL ESTATE ASSESSMENT (2							
2013-00-00-00-00-00-0000-00-101000-			22,682,226.80				
CASH**							
* 9	60 APP 09/04/13 ACHL	2013		.00	1,820.78	-1,820.78	
* 9	347 APP 09/03/13 MAB			.00	22,500.00	-24,320.78	
* 9	610 PR3 09/06/13 RUN:			.00	271,702.21	-296,022.99	
* 9	472 CRP 09/03/13 21	CASH RECEIPTS JOURNAL		11.90	.00	-296,011.09	
* 9	472 CRP 09/03/13 21	CASH RECEIPTS JOURNAL		2.30	.00	-296,008.79	
* 9	472 CRP 09/03/13 21	CASH RECEIPTS JOURNAL		.60	.00	-296,008.19	
* 9	472 CRP 09/03/13 21	CASH RECEIPTS JOURNAL		.10	.00	-296,008.09	
* 9	584 CRP 09/04/13 21	CASH RECEIPTS JOURNAL		15.30	.00	-295,992.79	
* 9	584 CRP 09/04/13 21	CASH RECEIPTS JOURNAL		.30	.00	-295,992.49	
* 9	584 CRP 09/04/13 21	CASH RECEIPTS JOURNAL		.05	.00	-295,992.44	
* 9	668 APP 09/10/13 ACHL			.00	208,750.00	-504,742.44	
* 9	758 APP 09/05/13 MAB			.00	17,345.23	-522,087.67	
* 9	800 APP 09/05/13 MAB			.00	6,350.00	-528,437.67	
* 9	840 CRP 09/05/13 21	CASH RECEIPTS JOURNAL		.45	.00	-528,437.22	
* 9	840 CRP 09/05/13 21	CASH RECEIPTS JOURNAL		13.60	.00	-528,423.62	
* 9	840 CRP 09/05/13 21	CASH RECEIPTS JOURNAL		2.30	.00	-528,421.32	
* 9	1045 APP 09/06/13 MAB			.00	28,827.00	-557,248.32	
* 9	1052 APP 09/06/13 MAB			.00	7,960.00	-565,208.32	
* 9	1078 APP 09/06/13 MAB			.00	1,017.50	-566,225.82	
* 9	1105 CRP 09/06/13 21	CASH RECEIPTS JOURNAL		1.80	.00	-566,224.02	
* 9	1105 CRP 09/06/13 21	CASH RECEIPTS JOURNAL		5.00	.00	-566,219.02	
* 9	1105 CRP 09/06/13 21	CASH RECEIPTS JOURNAL		2.00	.00	-566,216.82	
* 9	1105 CRP 09/06/13 21	CASH RECEIPTS JOURNAL		11.90	.00	-566,204.92	
* 9	1205 APP 09/09/13 111			.00	1,737.00	-567,941.92	
* 9	1265 APP 09/09/13 313			.00	103.00	-568,044.92	
* 9	1280 CRP 09/09/13 21	CASH RECEIPTS JOURNAL		15.30	.00	-568,029.62	
* 9	1280 CRP 09/09/13 21	CASH RECEIPTS JOURNAL		2.30	.00	-568,027.32	
* 9	1280 CRP 09/09/13 21	CASH RECEIPTS JOURNAL		.15	.00	-568,027.17	
* 9	1591 CRP 09/10/13 21	CASH RECEIPTS JOURNAL		.05	.00	-568,027.12	
* 9	1591 CRP 09/10/13 21	CASH RECEIPTS JOURNAL		.15	.00	-568,026.97	
* 9	1591 CRP 09/10/13 21	CASH RECEIPTS JOURNAL		5.10	.00	-568,021.87	
* 9	1591 CRP 09/10/13 21	CASH RECEIPTS JOURNAL		1.10	.00	-568,020.77	
* 9	1591 CRP 09/10/13 21	CASH RECEIPTS JOURNAL		1.00	.00	-568,019.77	
* 9	1850 CRP 09/11/13 21	CASH RECEIPTS JOURNAL		6.80	.00	-568,012.97	
* 9	1850 CRP 09/11/13 21	CASH RECEIPTS JOURNAL		.35	.00	-568,012.62	
* 9	1850 CRP 09/11/13 21	CASH RECEIPTS JOURNAL		.80	.00	-568,011.82	
* 9	2151 CRP 09/25/13 21	CASH RECEIPTS JOURNAL		6.00	.00	-568,005.82	
* 9	2151 CRP 09/25/13 21	CASH RECEIPTS JOURNAL		1.70	.00	-568,004.12	
* 9	2151 CRP 09/25/13 21	CASH RECEIPTS JOURNAL		5.10	.00	-567,999.02	
* 9	2151 CRP 09/25/13 21	CASH RECEIPTS JOURNAL		.20	.00	-567,998.82	
* 9	2151 CRP 09/25/13 21	CASH RECEIPTS JOURNAL		.05	.00	-567,998.77	
* 9	2151 CRP 09/25/13 21	CASH RECEIPTS JOURNAL		5.00	.00	-567,993.77	
2013-101000			22,682,226.80	118.95	568,112.72	-567,993.77	22,114,233.03
TOTALS FOR FUND 2013							
REAL ESTATE ASSESSMENT (2			22,682,226.80	118.95	568,112.72	-567,993.77	22,114,233.03

Report generated: 09/26/2013 08:23
User: ktyesha
Program ID: p10trbal

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