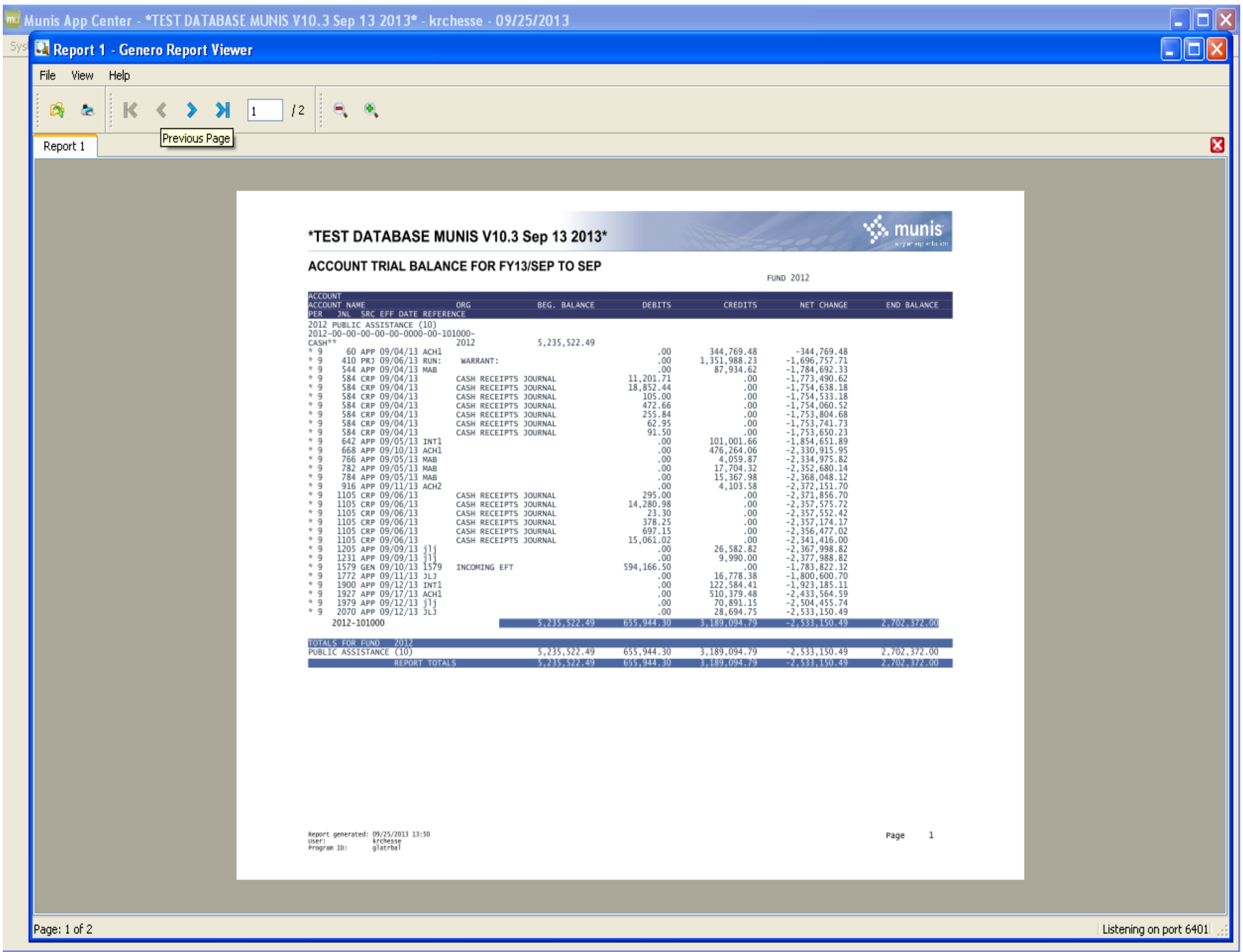
Account Trial Balance Report

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



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.

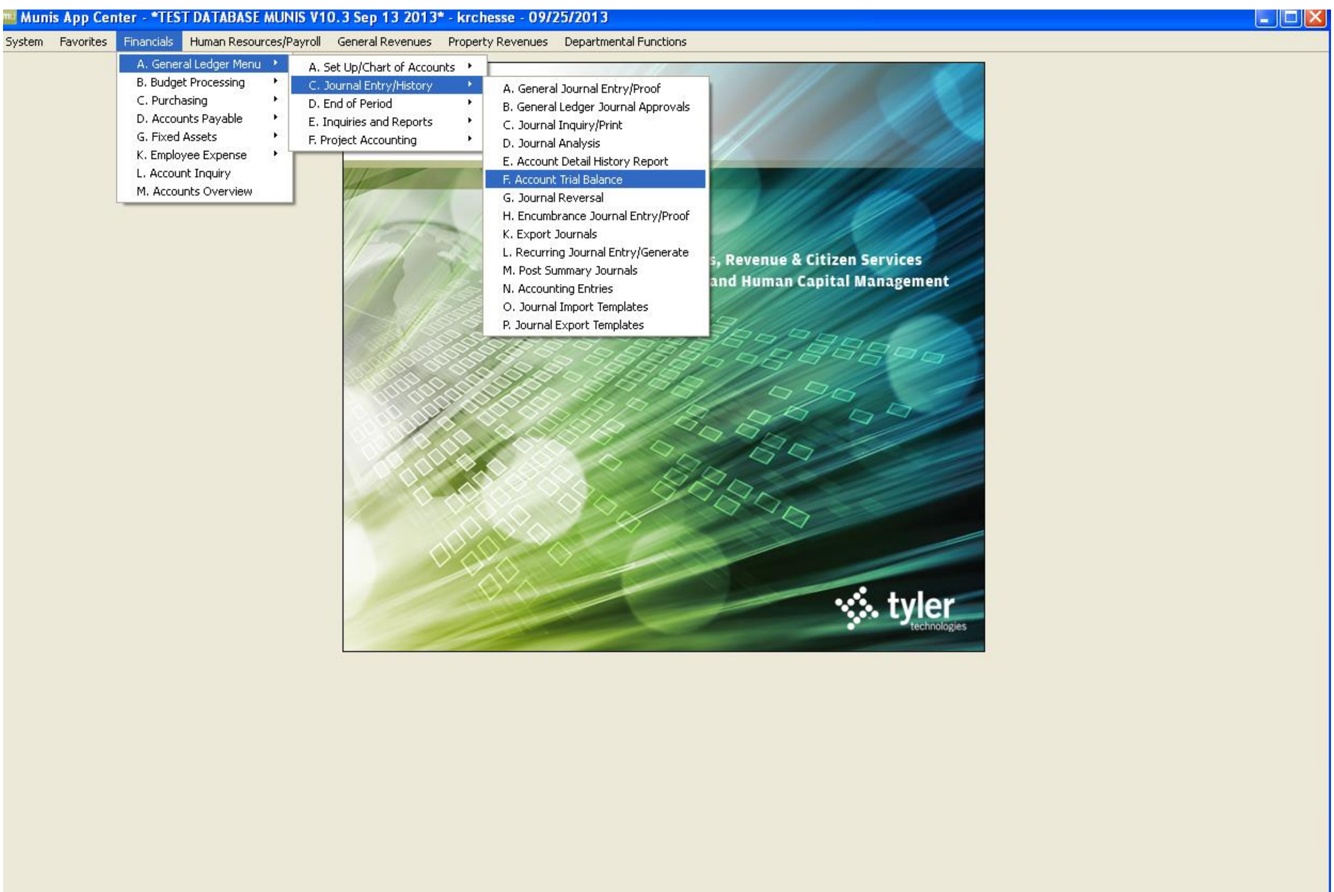
Account Trial Balance Report

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

A. **General Ledger Menu**

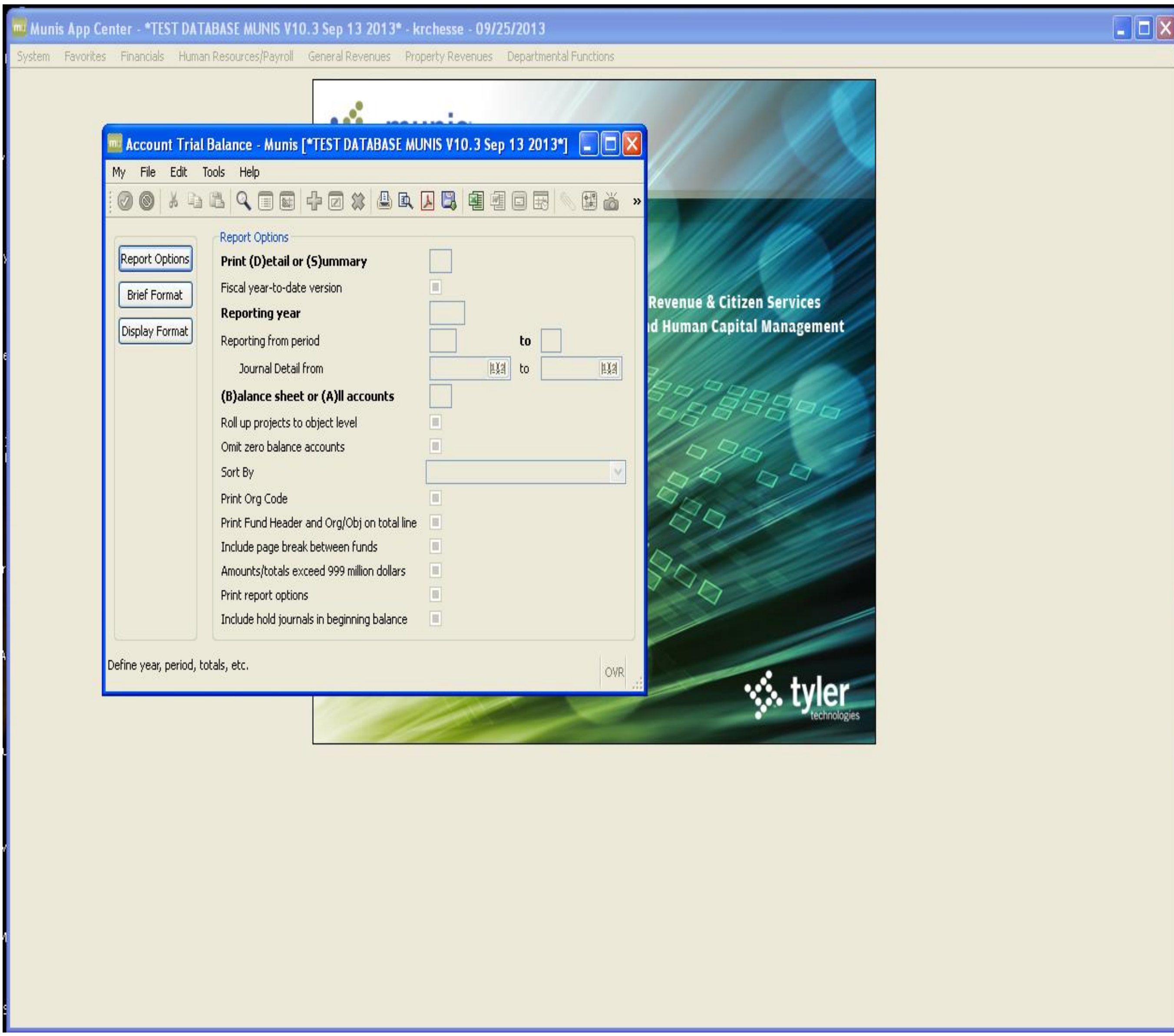
C. **Journal Entry/History**

F. **Account Trial Balance**



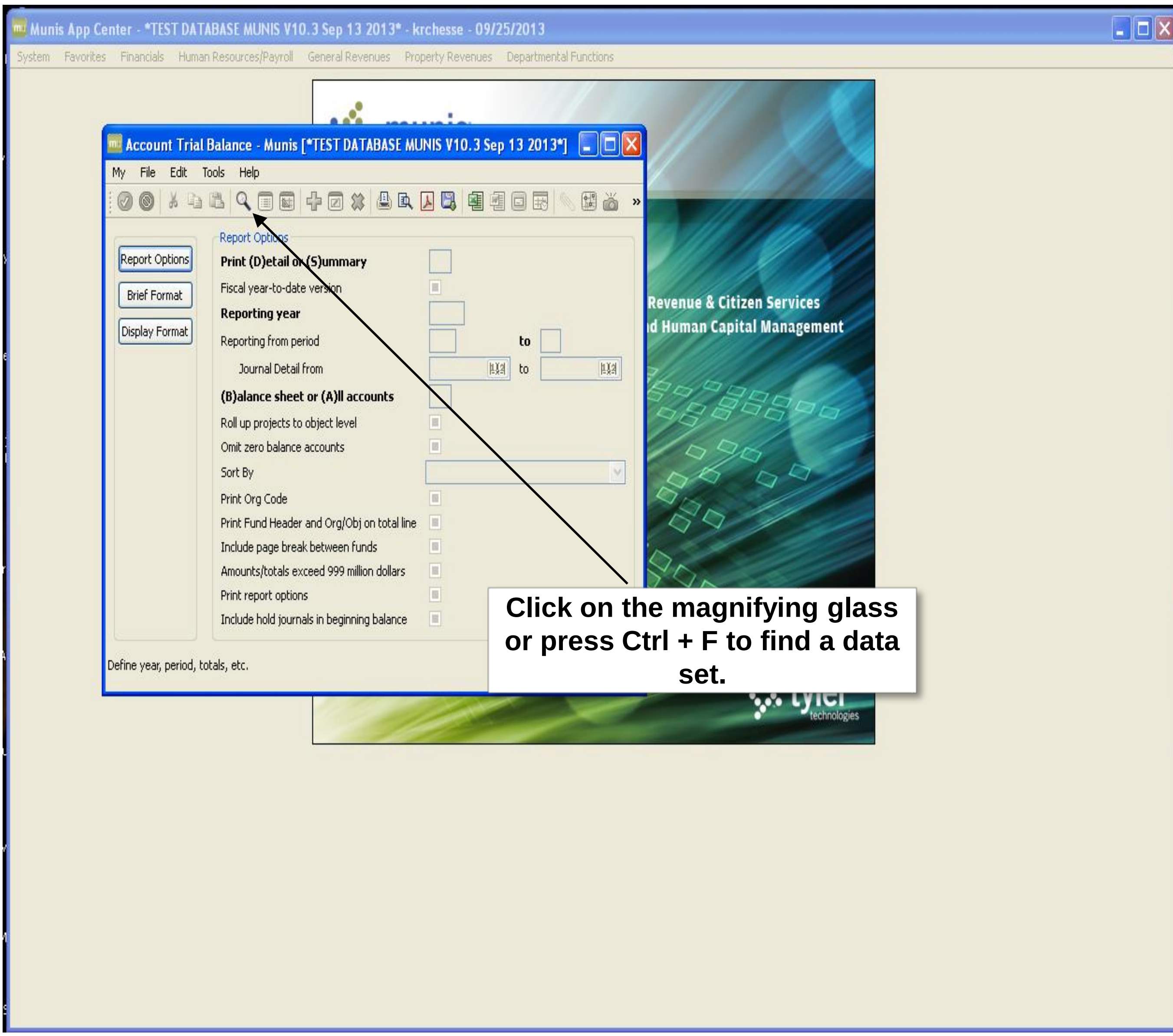
Account Trial Balance Report

The screen should appear like below:

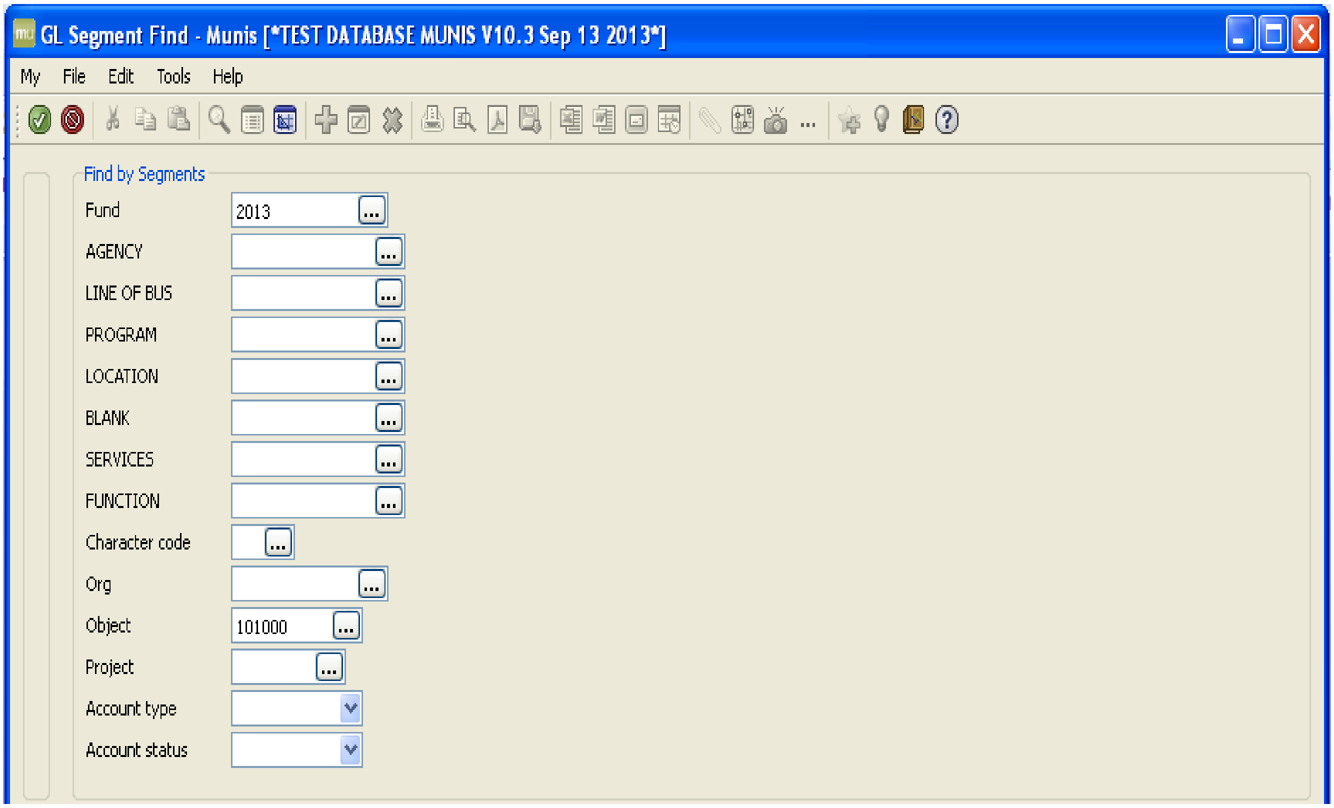


Account Trial Balance Report

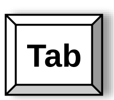
The report will need to have the fund, org., obj., or project number defined.



Account Trial Balance Report

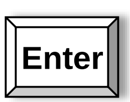


Fund Enter your fund number (i.e. 2013)

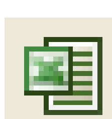


Tab until you reach the Object Code field

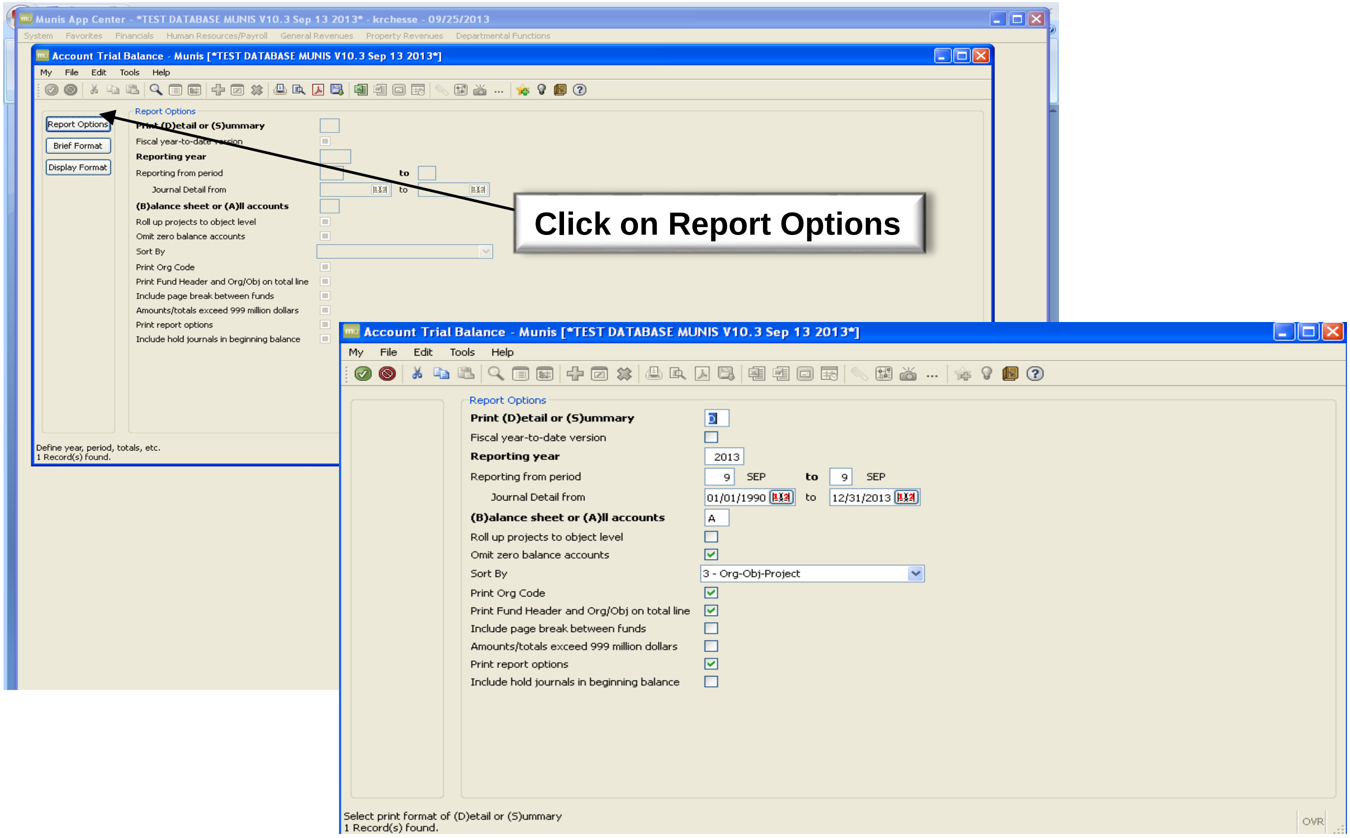
Object Enter your object number (i.e. 101000)



Enter



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



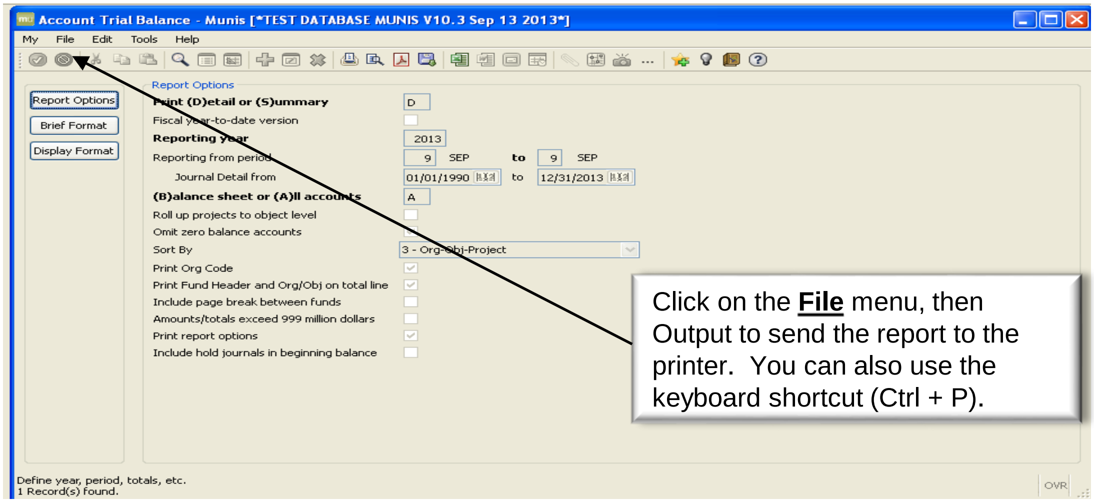
Print (D)etail or (S)ummary: Select print format **D** or **S**

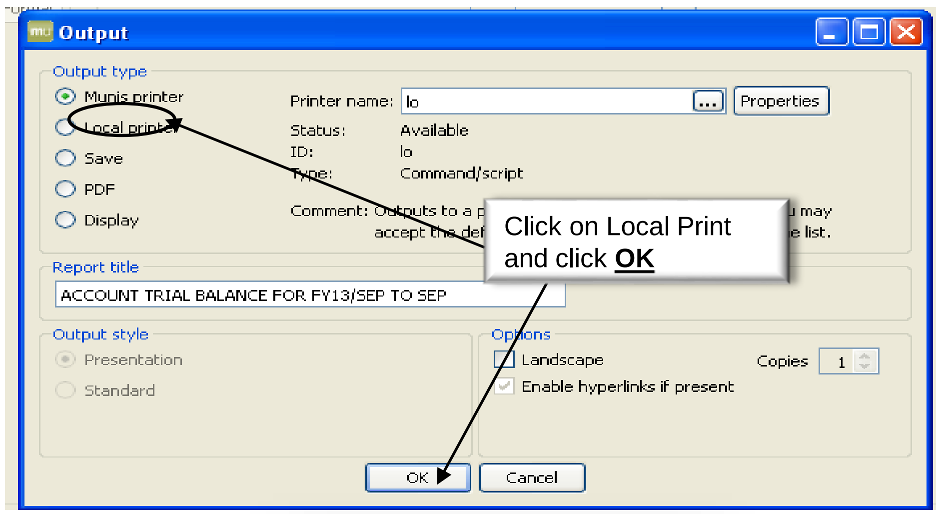
Fiscal year-to-date version: Click on box to select or de-select
Reporting Year: Enter the year to select
Reporting from/to period: Enter the starting/ending period range (1-13)
Journal Detail from: Beginning Journal Effective date within range period

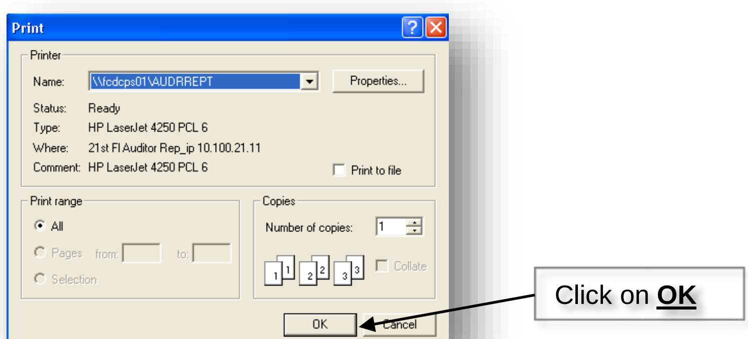
(B)alance sheet or (A)ll accounts: Select **B** Balance sheet ONLY or **A** All accounts

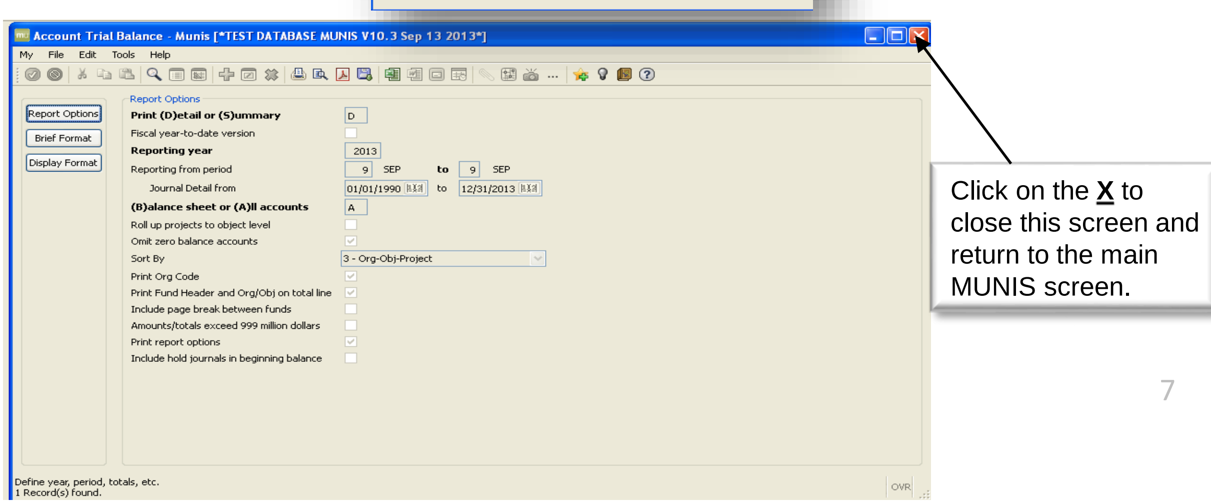
Roll up projects to object level: Click on the box to select or deselect
Omit zero balance accounts: Click on the box to select or deselect
Sort by: Use the drop down menu to select from:
1 – Account
2 – Balance Type/Account
3 – Org-Obj-Project
4 – Balance Type/Org-Obj-Project
Print Org Code: Click on 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 - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]
My File Edit Tools Help
Report Options
Brief Format
Display Format
Report Options
Print (D)etail or (S)ummary D
Fiscal year-to-date version
Reporting year 2013
Reporting from period 9 SEP to 9 SEP
Journal Detail from 01/01/1990 to 12/31/2013
(B)alance sheet or (A)ll accounts A
Roll up projects to object level
Omit zero balance accounts
Sort By 3 - Org-Obj-Project
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
Click on the File menu, then Output to send the report to the printer. You can also use the keyboard shortcut (Ctrl + P).
Define year, period, totals, etc.
1 Record(s) found.
OVR

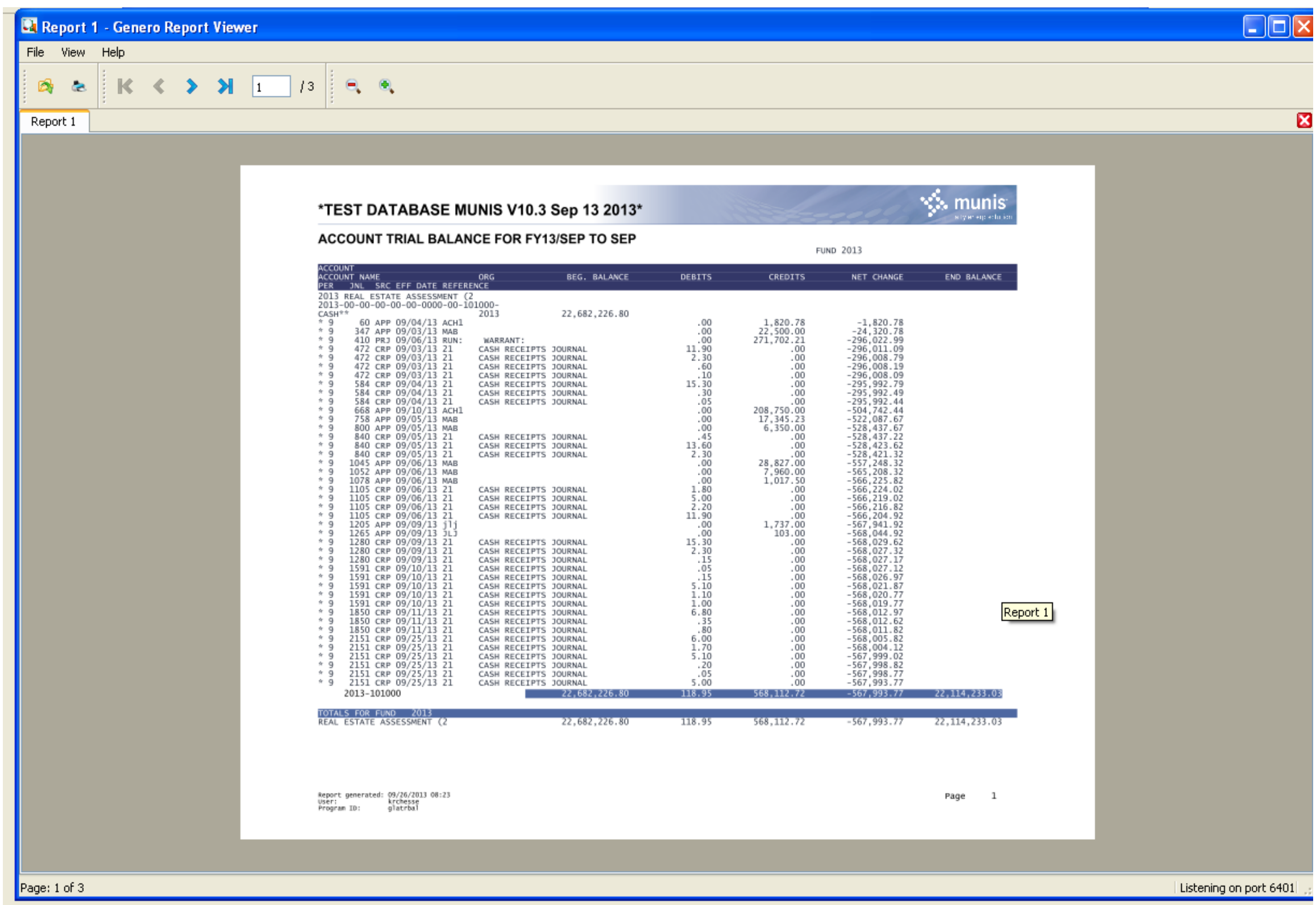

Output
Output type
Munis printer
Local printer
Save
PDF
Display
Printer name: lo
Properties
Status: Available
ID: lo
Type: Command/script
Comment: Outputs to a p
accept the def
u may
e list.
Click on Local Print and click OK
Report title
ACCOUNT TRIAL BALANCE FOR FY13/SEP TO SEP
Output style
Presentation
Standard
Options
Landscape
Copies 1
Enable hyperlinks if present
OK
Cancel


Print
Printer
Name: \\fcdcps01\AUDRREPT
Properties...
Status: Ready
Type: HP LaserJet 4250 PCL 6
Where: 21st Fl Auditor Rep_ip 10.100.21.11
Comment: HP LaserJet 4250 PCL 6
Print to file
Print range
All
Pages from: to:
Selection
Copies
Number of copies: 1
Collate
OK
Cancel
Click on OK


Account Trial Balance - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]
My File Edit Tools Help
Report Options
Brief Format
Display Format
Report Options
Print (D)etail or (S)ummary D
Fiscal year-to-date version
Reporting year 2013
Reporting from period 9 SEP to 9 SEP
Journal Detail from 01/01/1990 to 12/31/2013
(B)alance sheet or (A)ll accounts A
Roll up projects to object level
Omit zero balance accounts
Sort By 3 - Org-Obj-Project
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
Click on the X to close this screen and return to the main MUNIS screen.
Define year, period, totals, etc.
1 Record(s) found.
OVR

Account Trial Balance Report

Your end result should resemble the report below.



TEST DATABASE MUNIS V10.3 Sep 13 2013

munis

ACCOUNT TRIAL BALANCE FOR FY13/SEP TO SEP

FUND 2013

ACCOUNT ACCOUNT NAME PER JNL SRC EFF DATE REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
2013 REAL ESTATE ASSESSMENT (2						
2013-00-00-00-00-00-0000-00-101000-						
CASH**	2013	22,682,226.80				
* 9 60 APP 09/04/13 ACH1			.00	1,820.78	-1,820.78	
* 9 347 APP 09/03/13 MAB			.00	22,500.00	-24,320.78	
* 9 410 PRJ 09/06/13 RUN:	WARRANT:		.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 ACH1			.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		2.20	.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 jlj			.00	1,737.00	-567,941.92	
* 9 1265 APP 09/09/13 JLJ			.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: krchesse
Program ID: glatrbal

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