

Trial Balance Report

Last Modified on 08/18/2025 6:27 pm EDT

The Trial Balance Report lists the total debits and credits posted to each G/L Account as of a particular date.

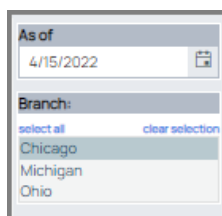
Under the double-entry accounting system, in any transaction, the total debits must equal the total credits. So in a Trial Balance the total of the debit side should always be equal to the total of the credit side.

This report serves as a tool to detect errors, which can result in the totals not being equal. Often, credits are represented as a negative, in which case the total of the trial balance should be 0. The report may be generated for an accounting period range or a specific date range. An option is available to print the data for All Branches or one particular Branch.

Report Parameters

The parameters available for this report are:

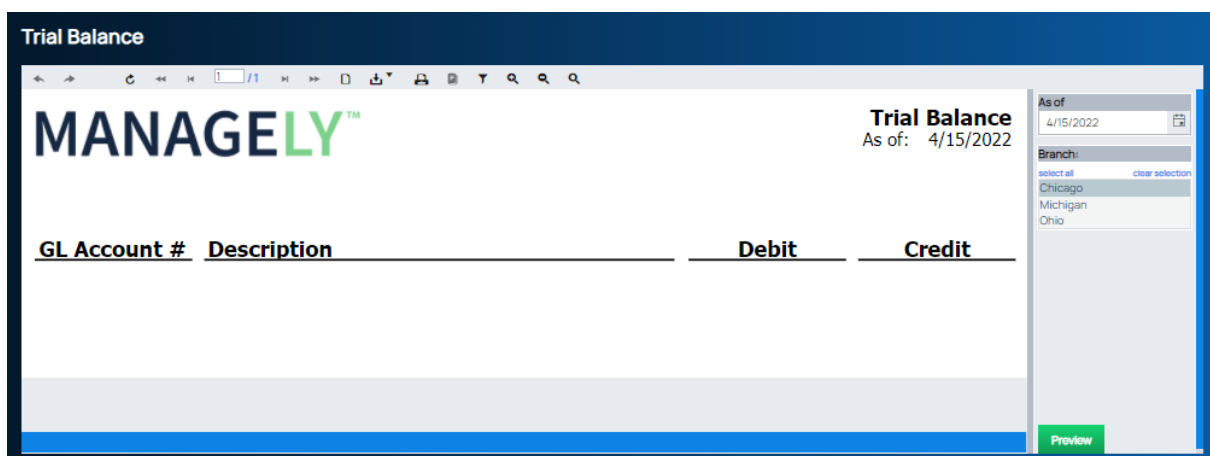
- As of Date
- Branch



The screenshot shows a form with two main sections. The first section is labeled 'As of' and contains a date input field with '4/15/2022' and a calendar icon. The second section is labeled 'Branch:' and contains a list of branches: 'Chicago', 'Michigan', and 'Ohio'. There are also links for 'select all' and 'clear selection'.

Generate the Trial Balance Report

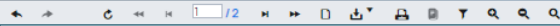
1. To generate this report, navigate to Reports > Accounting > Trial Balance.
2. The Trial Balance Report page is displayed. In the Parameters area, make the desired selections. When finished, click on the Preview button.



The screenshot shows the 'Trial Balance' report page. The header includes the 'MANAGELY' logo and the title 'Trial Balance As of: 4/15/2022'. The main content area is a table with the following headers: 'GL Account #', 'Description', 'Debit', and 'Credit'. The table is currently empty. On the right side, there is a parameters panel with the same 'As of' date and 'Branch' selection options as seen in the previous screenshot. At the bottom right of the parameters panel is a green 'Preview' button.

3. The report results are based on the selections in the parameters area. Users may use the function buttons to print or export the report.

Trial Balance

**MANAGELY™****Trial Balance**
As of: 4/15/2022

GL Account #	Description	Debit	Credit
10100	Charter One - Primary Checking - OH	28.50	
10101	Charter One - Primary Checking - Ohio	4,236.23	
10200	Huntington - Primary Checking - Michigan	3,150.04	
10401	TD Bank - Money Market	137.30	
10501	Chase - Money Market	915.00	
10700	Chase CC ***4455	830.00	
10900	Undeposited Funds	17,842.91	
11000	Accounts Receivable	148,336.25	
12100	Inventory Columbus	1,860.67	
12200	Inventory Cleveland	2,380.00	