

Working Trial Balance Report

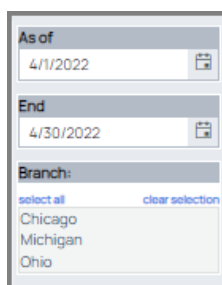
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This report is similar to the Trial Balance report; however, this report shows a beginning balance, total debits, total credits, and an ending balance for each G/L Account as of the specified dates.

Report Parameters

The parameters available for this report are:

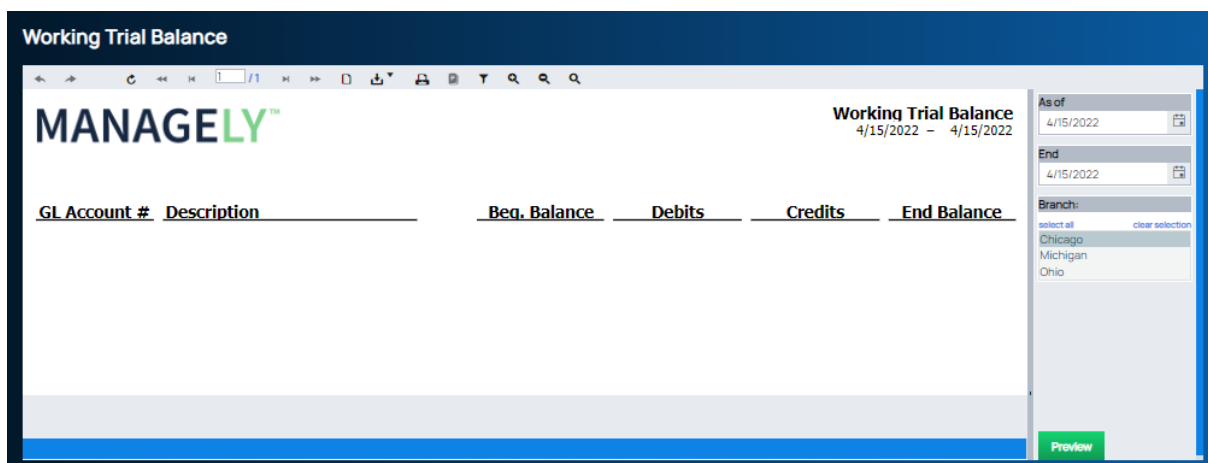
- As of Date
- End Date
- Branch



A screenshot of the report parameters form. It contains three sections: 'As of' with a date field set to 4/1/2022, 'End' with a date field set to 4/30/2022, and 'Branch:' with a dropdown menu showing 'Chicago', 'Michigan', and 'Ohio'. There are also 'select all' and 'clear selection' links next to the branch dropdown.

Generate the Working Trial Balance Report

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



A screenshot of the 'Working Trial Balance' report page. The page has a blue header with the title 'Working Trial Balance' and the dates '4/15/2022 - 4/15/2022'. The 'MANAGELY™' logo is in the top left. The main area is a table with the following headers: 'GL Account #', 'Description', 'Beg. Balance', 'Debits', 'Credits', and 'End Balance'. The table body is empty. On the right side, there is a parameters panel with 'As of' (4/15/2022), 'End' (4/15/2022), and 'Branch:' (Chicago, Michigan, Ohio). A 'Preview' button is at the bottom right of the parameters panel.

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.

Working Trial Balance

MANAGELY™

Working Trial Balance

3/1/2022 - 4/15/2022

GL Account #	Description	Beg. Balance	Debits	Credits	End Balance
10100	Charter One - Primary Checking - OH	-3,028.77	7,600.00	335.00	4,236.23
10200	Huntington - Primary Checking - Michigan	-30.00	3,997.14	817.10	3,150.04
10301	Huntington - Payroll Account	-369.00	369.00	0.00	0.00
10401	TD Bank - Money Market	137.30	0.00	0.00	137.30
10501	Chase - Money Market	165.00	1,150.00	400.00	915.00
10700	Chase CC ****4455	0.00	1,200.00	370.00	830.00
10900	Undeposited Funds	31,790.05	0.00	13,947.14	17,842.91
11000	Accounts Receivable	136,091.03	12,345.22	100.00	148,336.25
12100	Inventory Columbus	975.67	885.00	0.00	1,860.67
12200	Inventory Cleveland	2,460.00	0.00	80.00	2,380.00
12200	Inventory Cleveland	2,460.00	0.00	80.00	2,380.00
12300	Inventory Cincinnati	-20.50	0.00	0.00	-20.50
12350	Inventory Assets	19,659.50	1,306.00	1,690.83	19,274.67
12400	Inventory Service Truck 1	70.00	20.00	0.00	90.00