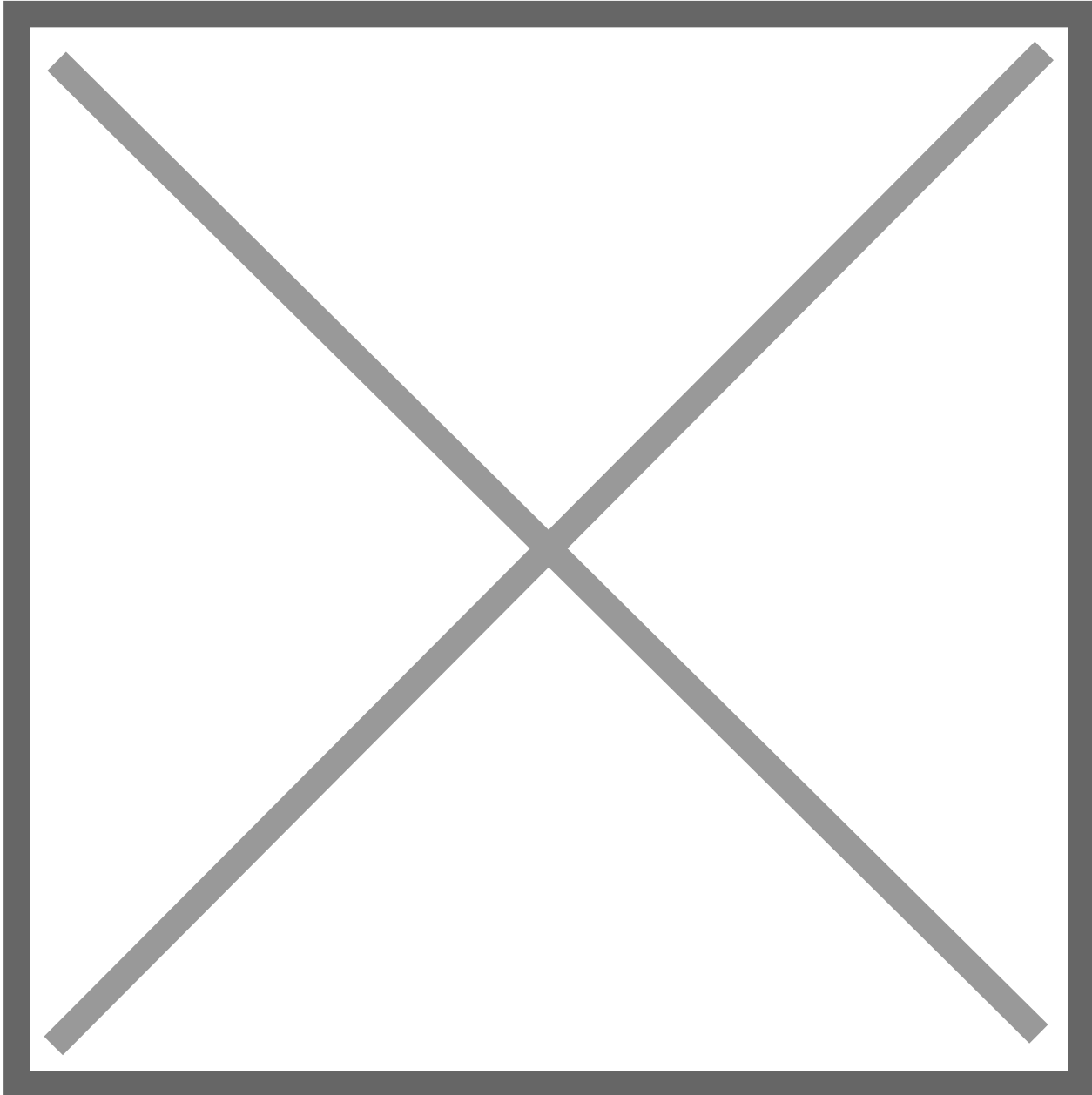


Trial Balance Report

Run the Trail balance report

General Ledger>Reports>Trial Balance

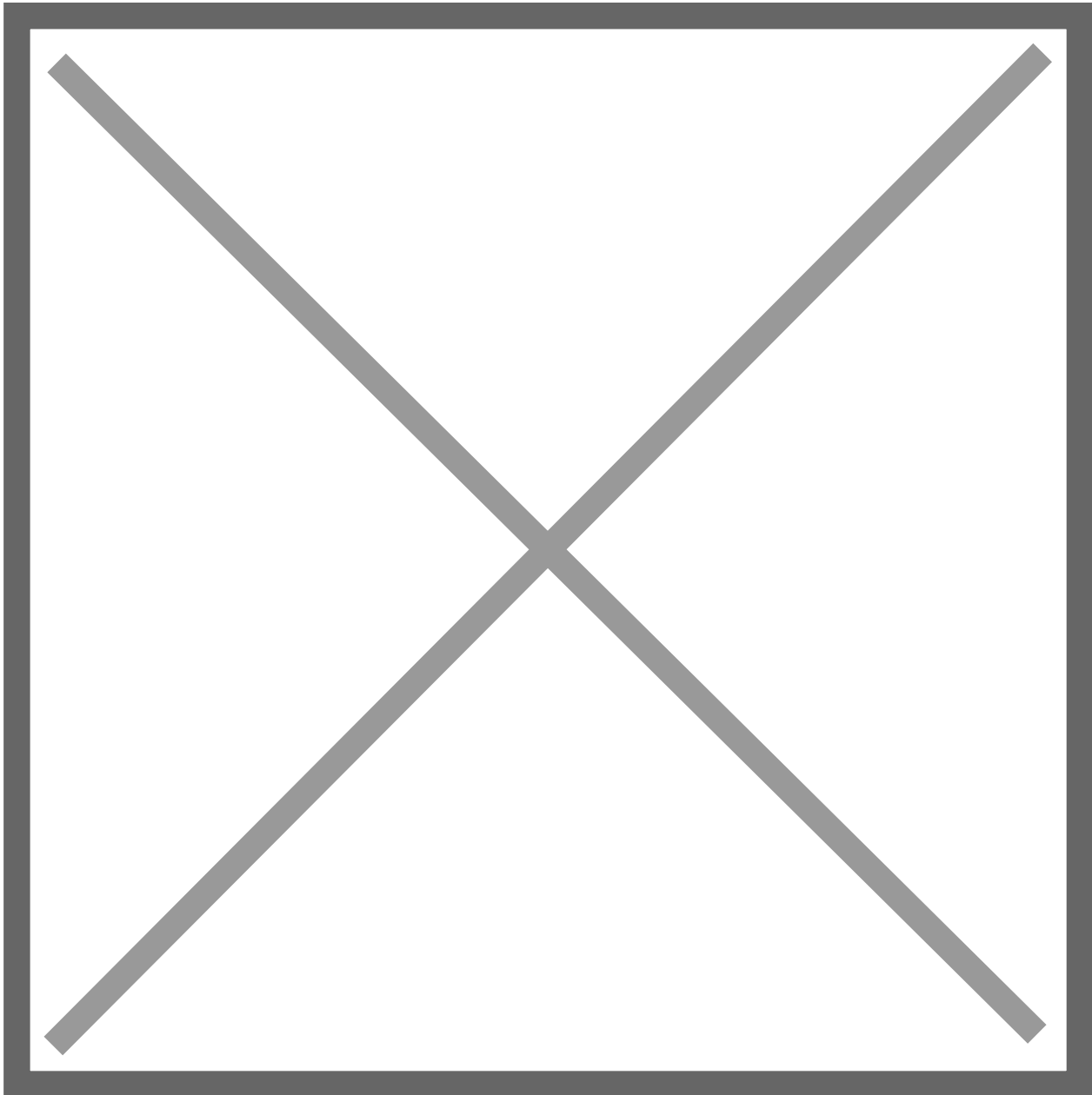


Check that you are running the correct date range

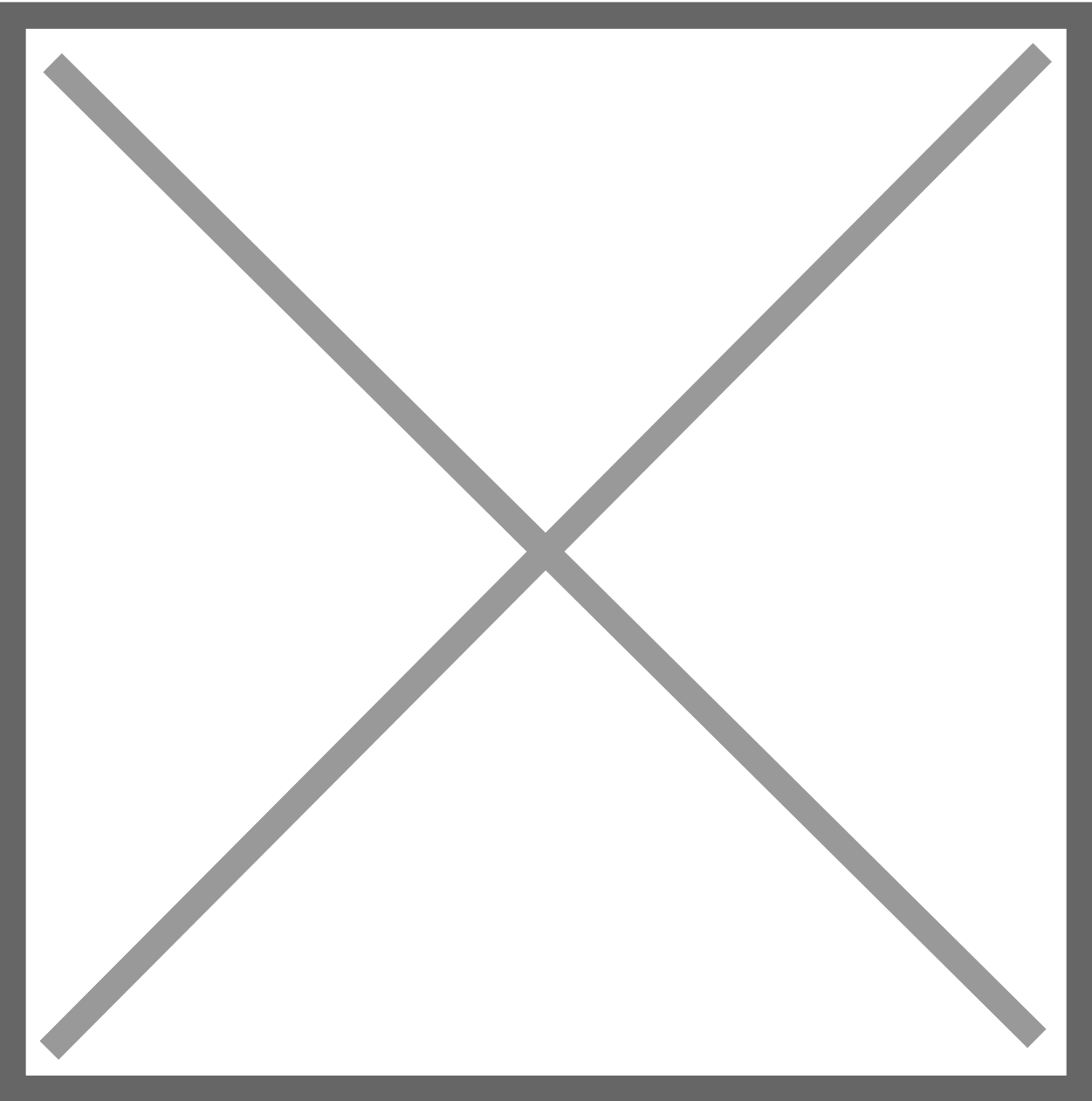
Click on Search Button

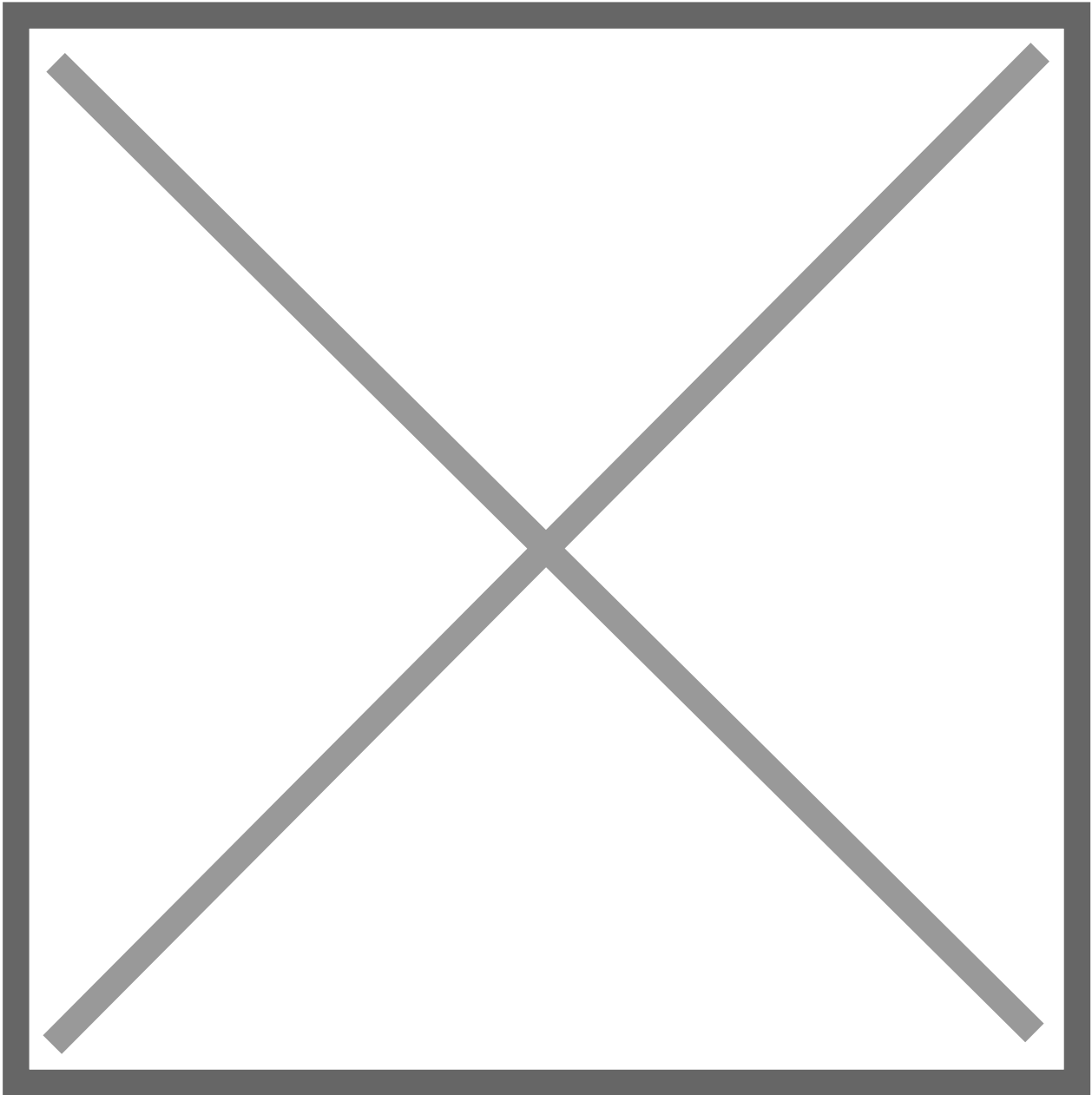
The on-screen sorts by Name A-Z by default.

To change this to sort by Account Type click on the Account Type Column Header.



Click on the Print button to view the Trial Balance.





Revision #3

Created 18 July 2023 21:37:46 by Paige

Updated 21 January 2024 04:26:18 by Malcolm