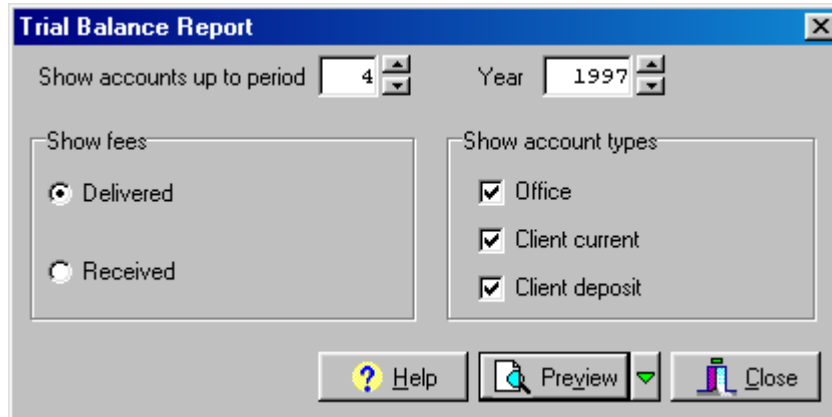


## Trial Balance

### How to produce a Trial Balance

To produce a trial balance click on Financial and then trial balance, the following screen will appear.



The trial balance report shows all nominal accounts of the type requested in nominal code order. If the system is in balance, the nominal accounts shown should add up to zero.

The following fields are available:

Show accounts up to period, year - Shows the account balances up to this financial year and period.

Show fees:

- Delivered - shows the nominal delivered balances.
- Received - shows the nominal received balances.

Show account types - selects which types of accounts to show:

- Office - shows office accounts.
- Client current - shows client current accounts.
- Client deposit - shows client deposit accounts.

You can select one of the following options from the multi choice button. The default option is run by just clicking on the button. Click on the down arrow on the right of the button for the other choices.

Preview - previews the report on the screen.

Print - sends the report to the main printer.

Save - saves the data entered as a task.