



15 Minute Tip Talk – February 1, 2017

GL & Trial Balance Reports

Available on all Softengine supported versions

Background

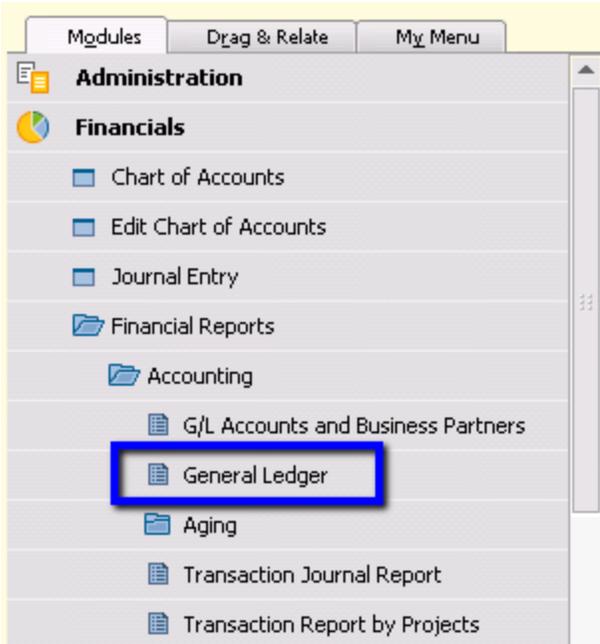
SAP Business One provides a variety of financial reports. A common question asked by many users is regarding the difference between the General Ledger and Trial Balance report. The following is a summary of the differences:

	General Ledger	Trial Balance
Information	Contains <i>transaction information</i> for all accounts and business partners, comprised of the journal entries posted to the company database for a given date range	Displays a summary of all accounts and/or business partners for given date range
Purpose	Used as a source of information when investigating accounts	Used to ensure that books are in balance
Nature	Repository of accounting transactions for the selected period	Balances and summaries derived from the general ledger

The General Ledger and the Trial Balance can be found in different sections of the Financials module.

General Ledger

The General Ledger report can be found under Financials > Financial Reports > Accounting



In the General Ledger selection criteria window, you can specify parameters such as accounts, business partners, date ranges, and much more.

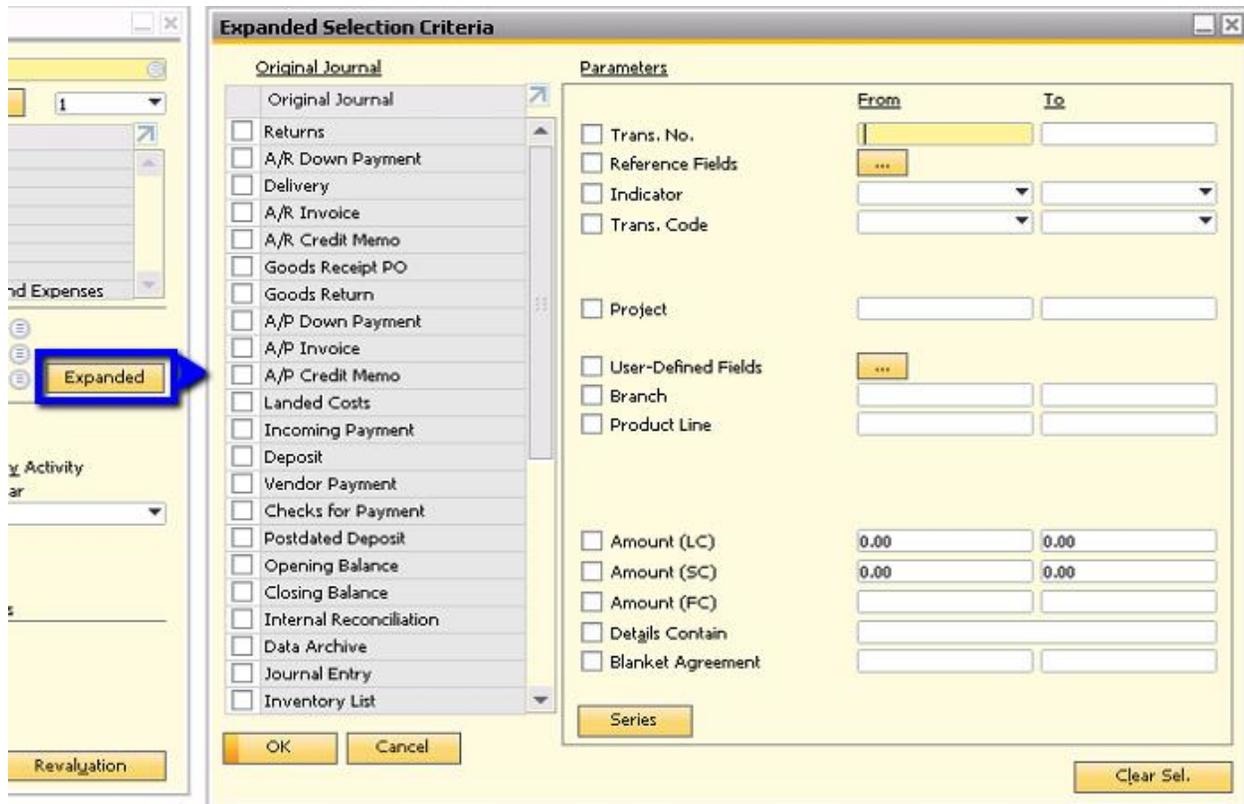
The screenshot shows the 'General Ledger - Selection Criteria' dialog box. It has a title bar with a close button. The main area is divided into several sections:

- Selection Criteria Name:** A text field with a search icon.
- Business Partner:** A checked checkbox. Below it are 'Code', 'From', and 'To' input fields. A 'Customer Group' dropdown is set to 'All'. A 'Vendor Group' dropdown is also set to 'All'. There is a 'Properties' button and a 'Control Accts' checkbox with an ellipsis button.
- Accounts:** A checked checkbox. To its right is a 'Find' button and a dropdown menu showing '1'. Below this is a table of accounts:

#	x	Account
1	x	Assets
67	x	Liabilities
110	x	Equity
118	x	Revenues
145	x	Cost of Sales
161	x	Expenses
223	x	Financing
246	x	Other Revenues and Expenses
- Selection:** A section with three checked checkboxes: 'Posting Date', 'Due Date', and 'Document Date'. Each has 'From' and 'To' date pickers set to '01/01/2018' and '12/31/2018' respectively. An 'Expanded' button is to the right.
- Printing and Display Options:** A group of checkboxes including 'Print Each Account on Sep. Page', 'Print Directly to Printer', 'Order Acct by Chart of Accounts', 'Ignore Adjustments', 'Foreign Names', 'Summarize Control Accounts', 'Hide Zero Value LC Rows', 'Add Journal Vouchers', 'Display Postings Summary', 'Opening Balance for Period' (with radio buttons for 'OB from Start of Company Activity' and 'OB from Start of Fiscal Year'), 'Display' (dropdown set to 'All Postings'), 'Consider Reconciliation Date', 'Hide Zero Balanced Acct', and 'Hide Acct with no Postings' (checked).
- Sort and Summarize:** A checkbox at the bottom left.

At the bottom of the dialog, there are buttons for 'OK', 'Cancel', 'Save', 'Select All', and 'Revaluation'.

If you click on Expanded, you will open the Expanded Selection Criteria window in which the journal transaction types you want to include.



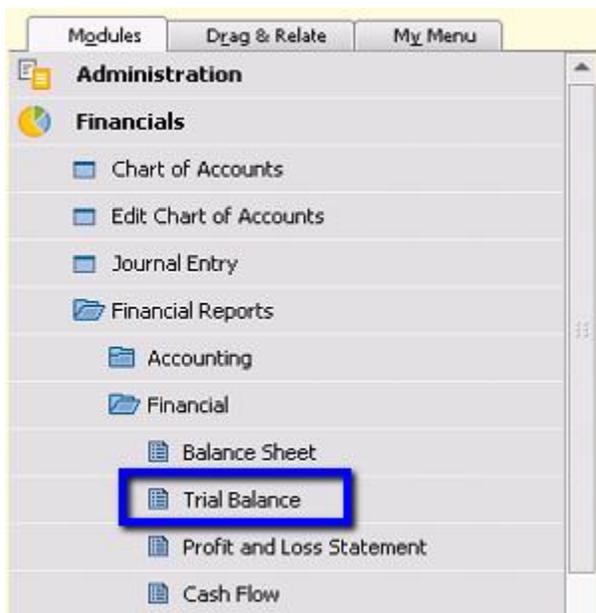
When you select OK in the General Ledger – Selection Criteria, the system will run the report according to your selections:

Posting Date	Due Date	Series	Doc. No.	Trans. No.	Remarks	Offset Acct	Offset ...
Customer		⇒ C1			Main Customer		
⇒ 10/30/2017	11/29/2017	Primary	⇒ IN 420	2823	A/R Invoices - C2	⇒ 41111000-01-001-01	JB Printer
⇒ 10/30/2017	11/29/2017	Primary	⇒ IN 421	2824	A/R Invoices - C3	⇒ 41100000-01-001-01	Sales Reve
⇒ 10/30/2017	10/30/2017	Primary	⇒ RC 260	2825	Incoming Payments - C2	⇒ 11100000-01-001-01	Cash on H
Customer		⇒ C20000			Maxi-Teq		
⇒ 01/04/2017	02/03/2017	Primary	⇒ IN 353	2600	A/R Invoices - C20000	⇒ 41111000-01-001-01	JB Printer
⇒ 01/07/2017	02/06/2017	Primary	⇒ IN 354	2601	A/R Invoices - C20000	⇒ 41100000-01-001-01	Sales Reve
⇒ 01/10/2017	01/10/2017	Primary	⇒ CN 10	2602	A/R Credit Memos - C20000	⇒ 41100000-01-001-01	Sales Reve
⇒ 01/12/2017	02/13/2017	Primary	⇒ IN 356	2604	A/R Invoices - C20000	⇒ 41100000-01-001-01	Sales Reve
⇒ 01/27/2017	02/27/2017	Primary	⇒ IN 357	2605	A/R Invoices - C20000	⇒ 41100000-01-001-01	Sales Reve
⇒ 01/30/2017	01/30/2017	Primary	⇒ IN 358	2607	A/R Invoices - C20000	⇒ 41111000-01-001-01	JB Printer
⇒ 01/31/2017	01/31/2017	Primary	⇒ IN 359	2608	A/R Invoices - C20000	⇒ 41111000-01-001-01	JB Printer
⇒ 01/31/2017	01/31/2017	Primary	⇒ IN 360	2609	A/R Invoices - C20000	⇒ 41111000-01-001-01	JB Printer

As seen in the above example, you will be able to see the journal postings for the accounts and/or business partners selected according to your criteria.

Trial Balance

As mentioned previously, the Trial Balance report displays the balances of all accounts and/or business partners within a specific date range. The Trial Balance report can be found in Financials > Financial Reports > Trial Balance.



The Trial Balance selection criteria are similar to that of the General Ledger:

Trial Balance - Selection Criteria

BP G/L Accounts Find 1

From To

Customer Group

Vendor Group

Properties

#	x	Account
1		Assets
67		Liabilities
110		Equity
118		Revenues
145		Cost of Sales
161		Expenses
223		Financing
246		Other Revenues and Expenses

Date From To

Display in Report: Template

Hide Zero Balanced Acct Show Info per Ctrl Acct

Hide Acct with No Postings

Foreign Names Add Journal Vouchers

External Code Ignore Adjustments

Opening Balance for Period Add Closing Balances

Foreign Currency Revaluation

System Currency Expanded

Local and System Currency Select All

Annual Report OK

Quarterly Report Cancel

Monthly Report

Periodic Report

When you run the report, the results will display the cumulative debit and credit balances of the selected accounts and business partners:

Trial Balance

Date From To Hide Titles Level

Local Currency - US Dollar			
Name	Debit	Credit	Balance
Assets			
Current Assets - Current Assets			
Cash and Equiv - Cash and Cash Equivalents			
11100000-01-001-01 - Cash on Hand (HO, USA, GA)	686.00		686.00
11200000-01-001-01 - Cash at Bank - Checking (HO, USA, GA)	79,491.90	65,430.12	14,061.78
11220000-01-001-01 - Cash at Bank - Savings (HO, USA, GA)	1,566.82	2,633.10	-1,066.28
11230000-01-001-01 - Cash at Bank - Credit Card (HO, USA, GA)	22,047.00	22,015.84	31.16
11300000-01-001-01 - Checking Account Clearing (HO, USA, GA)	5,072.59	81,656.90	-76,584.31
Total Cash and Equiv - Cash and Cash Equivalents	108,864.31	171,735.96	-62,871.65

Note that you can specify the account level you wish to view.

Summary

The General Ledger and Trial Balance reports are very useful for preparing your financial statements. The General Ledger can be used when investigating accounts, while the Trial Balance can be used as a quick check to ensure your books are in balance.

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