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 *transaction information* 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
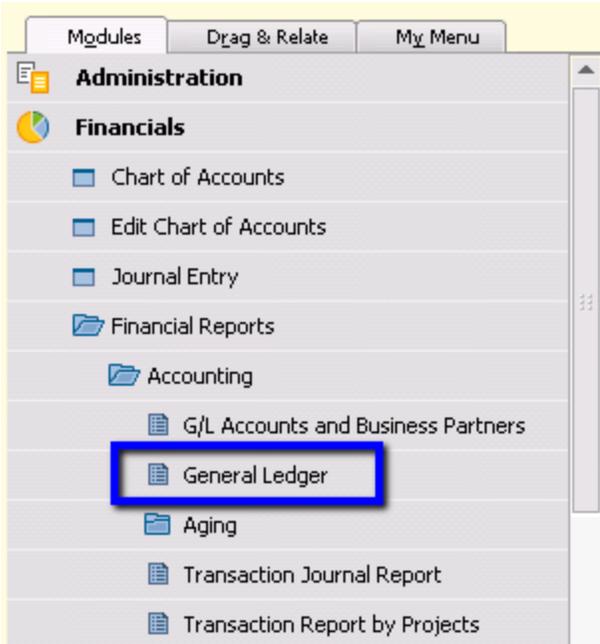
In the General Ledger selection criteria window, you can specify parameters such as accounts, business partners, date ranges, and much more.
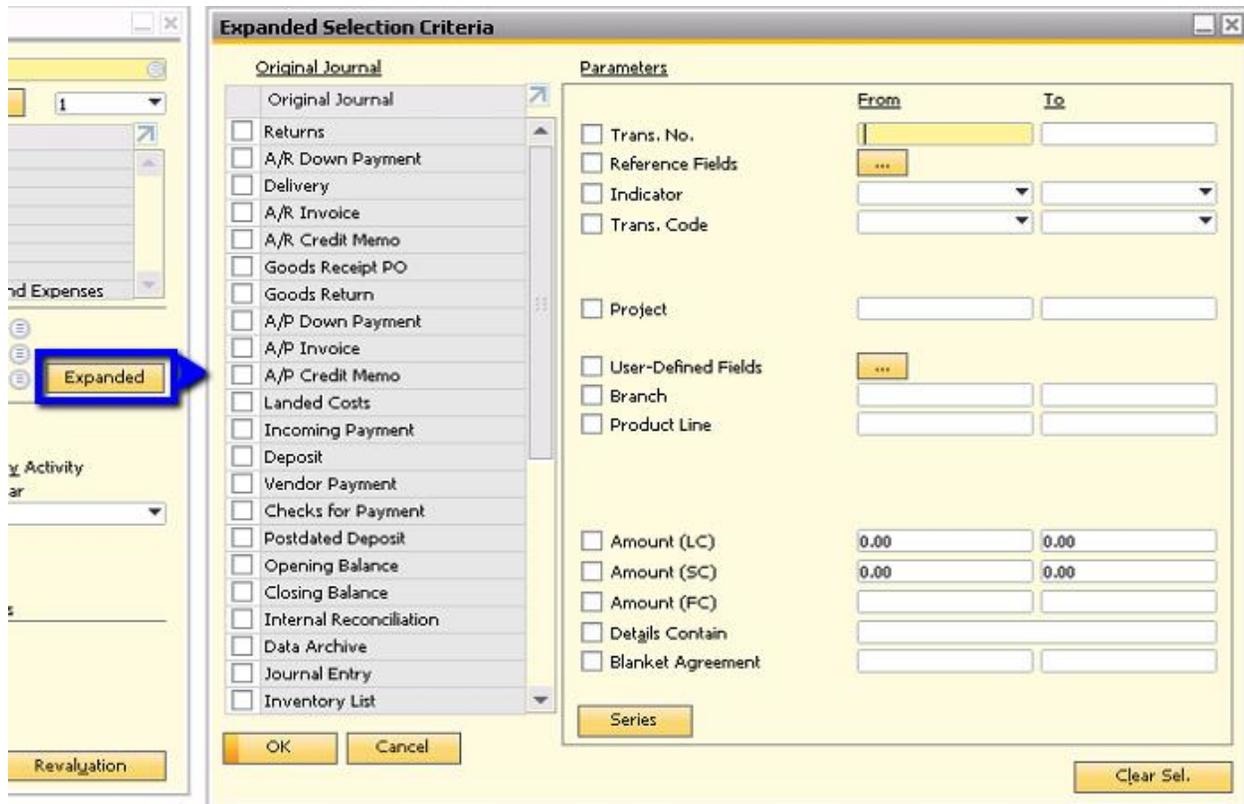
If you click on Expanded, you will open the Expanded Selection Criteria window in which the journal transaction types you want to include.

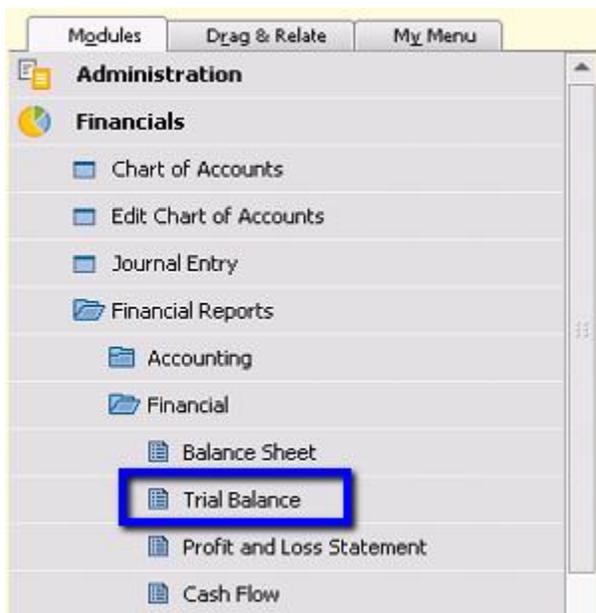When you select OK in the General Ledger – Selection Criteria, the system will run the report according to your selections:

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:

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

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.