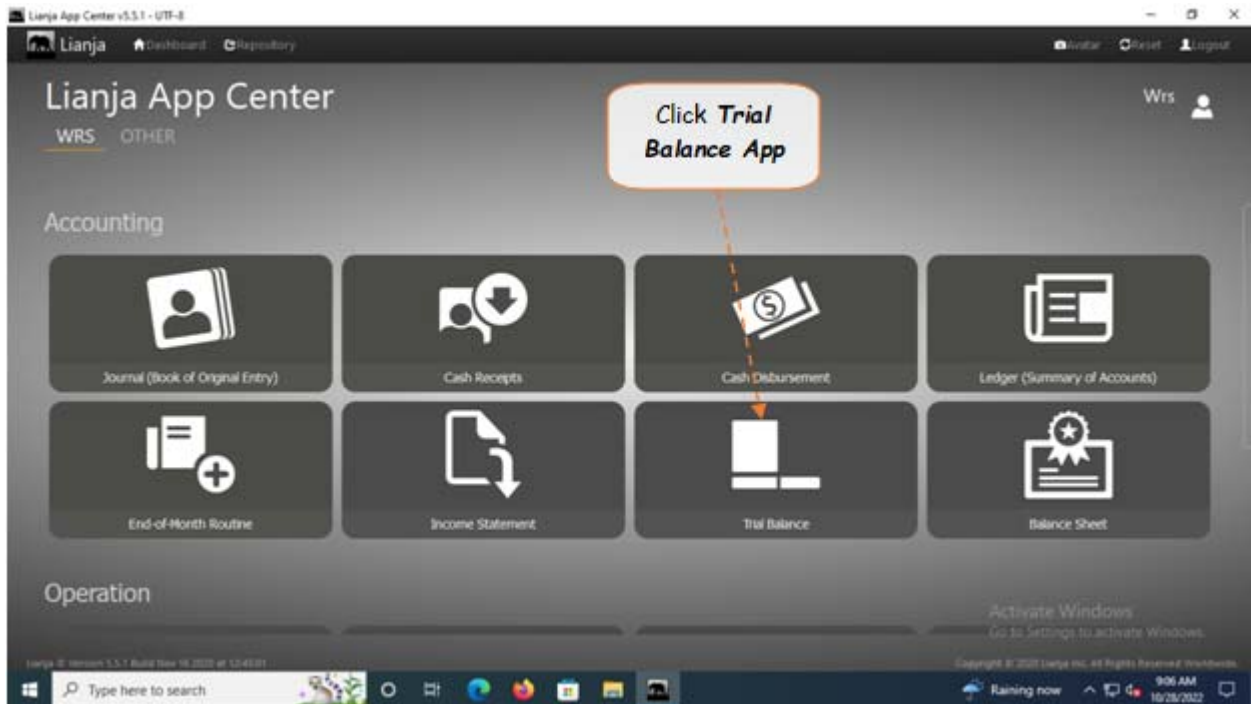# Trial Balance Report

Trial balance is used to prepare **balance sheets** and **other financial statements** and are an important document for auditors. A trial balance is done to check that the <u>debit and credit column totals of the general ledger</u> accounts match each other, which helps spot any accounting errors.
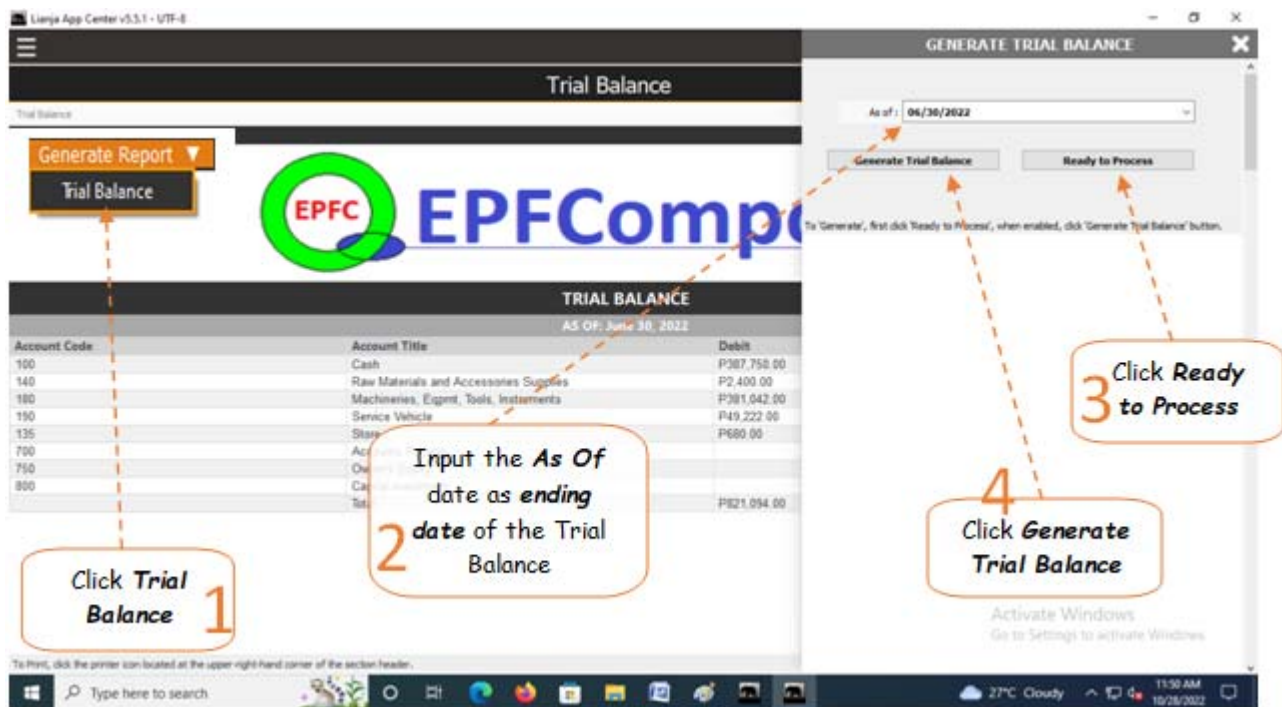
To get here
1. From the **App Center**, click **Trial Balance App**;

2. Displays the **Trial Balance Report** main page.

To generate trial balance
1. From the section menu bar, click **Trial Balance**;
2. Input the **As Of** date as ending date of the trial balance. Select the date from **date picker**;
3. Click **Ready to Process**;
4. Click **Generate Trial Balance**.

From section menu bars and command icons
1. To go back to the *App Center*, click the *Home icon*.
2. To print, click the *printer icon* located at the upper right hand side of the header.
4. For *Help*, click the *?* icon located at the upper right hand side of the header.

Reminder: All values are **not from actual WRS operation**, but created only for the purpose of illustration.