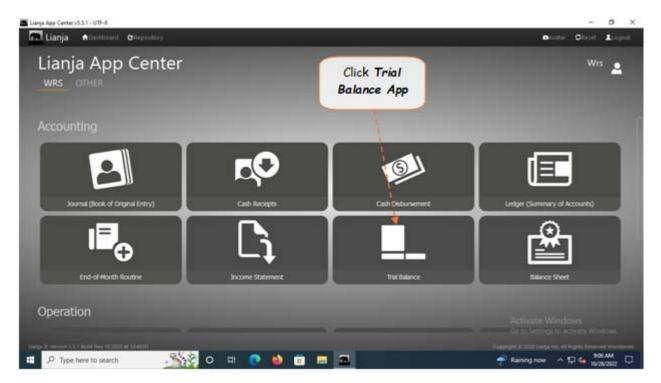
## **Trial Balance Report**

*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

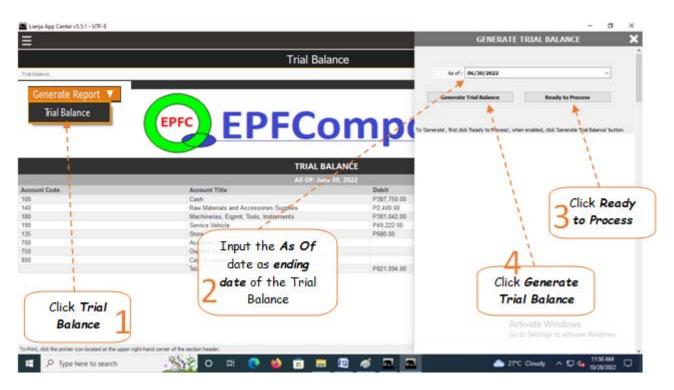
1. From the App Center, click Trial Balance App;



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.

| Lianja App Center v3.5.1 - UTF-8                     | Trial Data                                 |                                    | - 0 >  |
|--|--|------------------------------------|--|
|  | Trial Balar                                | nce                                | <u>^</u> *                                   |
| Trial Balance  |  |                                    | ÷?   |
| Generate Report 🔻                                    |  |                                    | <u>, 44</u>                                  |
|  | EPFC EPFCO                                 | -                                  | ite To go App<br>Center                      |
|  | TRIAL BAI                                  |                                    | <u> </u>                                     |
|  | AS OF: June 3                              |                                    |  |
| Account Code   | Account Title                              | Debit                              | Credit                                       |
| 100  | Cash                                       | P387,750.00                        |  |
| 140  | Raw Materials and Accessories Supplies     | P2,400.00                          |  |
| 180  | Machineries, Egpmt, Tools, Instruments     | P381,042.00                        | 1  |
| 190  | Service Vehicle                            | P49.222.00                         |  |
| 135  | Store                                      | P680.00                            |  |
| 100  | Accounts Payable                           |                                    | P18,750.00                                   |
| 750  | Owner's Equity                             |                                    | P2,344.00                                    |
| 800  | Capital Investment                         |                                    | P800,000.00                                  |
|  | Total                                      | P821,094.00                        | P821,094.00                                  |
|  |  | This is the Gener<br>Trial Balance | To Print<br>Activate Windows<br>Go to Settin |
| To Print, click the printer icon located at the uppe | er eicht hand corner of the section hander |                                    | For Help                                     |
| P Type here to search                                | Sig o 🛱 💽 🍓 💼 💻                            |                                    | 🕂 Rain coming 🔷 💭 🖣 10/28/2022 💭             |