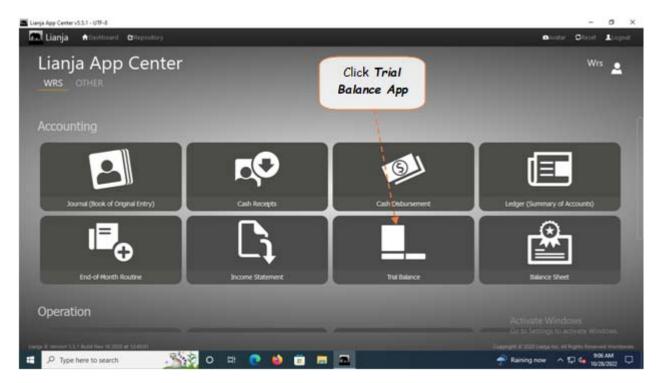
## **Trial Balance Report**

*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

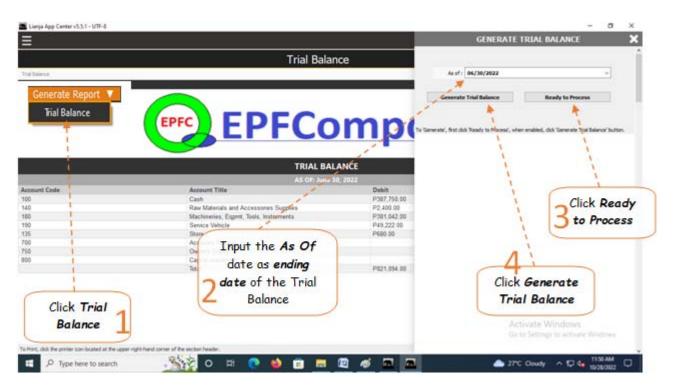
1. From the App Center, click Trial Balance App;



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.

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	Trial Balar	nce	<u>^</u> *
Trial Balance			÷?
Generate Report 🔻			<u>, 44</u>
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	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 Trial Balance	To Print Activate Windows Go to Settin
To Print, click the printer icon located at the uppe	er eicht hand corner of the section hander		For Help
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