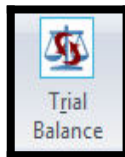




Trial Balance (Alt + R)

Trial Balance Module enables user to generate trial balance of the business in the application.

On clicking the option or on pressing the shortcut (Alt+ R), a popup will



be displayed to user as shown below:

User can retrieve/fetch the data as per their requirement and as per the specific condition by using the date range, branch, maker-checker status, and closing/opening balance and print options.

User can use below mentioned shortcuts for further extractions and functions.

Load Report (Alt + L)



User needs to click on Load Report (Alt + L) button to load the report after the filter action.

Now after the load report button is selected a new screen as below will appear:

Trial Balance.

Filter Data (F3) Report [01/04/2019 to 31/03/2020] (F4)

Load Report Export Print Help Close <Press Enter / Dbl click in grid for account details> <Click Right For More Options> <Press F6 to Expand/Collapse>

A/c. Name	Opening	Debit	Credit	Closing
Click here to define a filter				
Group : BANK OVERDRAFT & CASH CREDIT		1,179,0...	7,741,000.00 D	
Group : BANK ACCOUNTS		40,745,780.00	4,560,109.00 D	
Group : CASH & BANK BALANCES		35,670,000.00	35,585,040.00 C	
Group : CURRENT ASSETS		0.00	468,000.00 D	
Group : DIRECT EXPENSES		0.00	44,856,000.00 D	
Group : DIRECT INCOME		130,247,220.00	85,000,620.00 C	
Group : DUTIES AND TAXES		16,367,493.60	3,897,237.60 C	
Group : INDIRECT EXPENSE		0.40	80,819.60 D	
Group : INDIRECT INCOME		9,000.00	9,000.00 C	
Group : SUNDRY CREDITORS		55,549,172.00	14,805,392.00 C	
Group : SUNDRY DEBTORS		93,375,047.00	81,591,361.00 D	
Composition Dealer	0.00	7,965,000.00	171,000.00	7,794,000.00 D
Composition Dealer Intra	0.00	836,882.00	0.00	836,882.00 D
Debtor 1	0.00	65,377,750.00	82,719,847.00	17,342,097.00 C
Debtor 2	0.00	21,056,320.00	7,890,000.00	13,166,320.00 D
Debtor/Creditor	0.00	1,646,256.00	1,829,200.00	182,944.00 C
Deemed Export	0.00	5,534,200.00	0.00	5,534,200.00 D
Export Debtor	0.00	69,400,000.00	0.00	69,400,000.00 D
SEZ unit	0.00	3,150,000.00	765,000.00	2,385,000.00 D
	0.00	373,142,713.00	373,142,713.00	0.00

User can click on F6 to expand/collapse. Also, user can right click to expand all or collapse all.

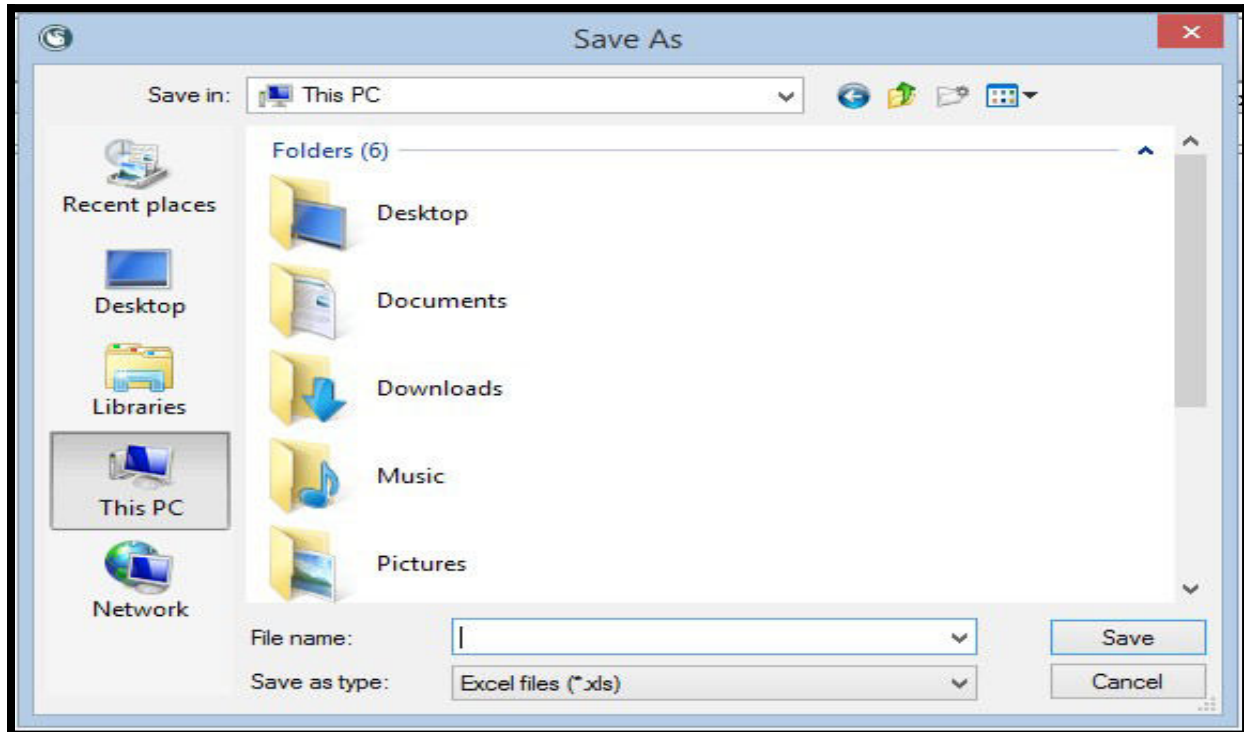
Drill down entry.

User can expand the Trial balance group wise by clicking on (+) button near the Group names.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report. On clicking Export button, user will be asked for the path to export the report as

shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

[Print \(Alt + P\)](#)

On clicking the Print (Alt + P) button, print preview window will appear.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Trial Balance tab will get closed.

[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Trial Balance.