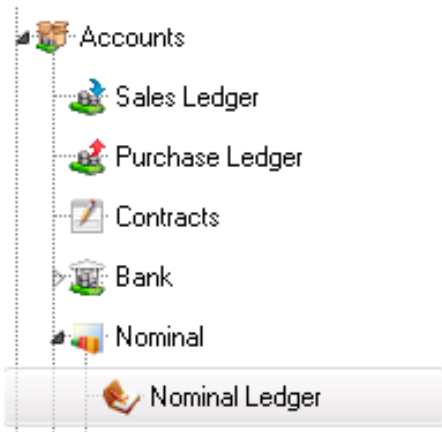


## How to generate a Trial Balance Report (TB)

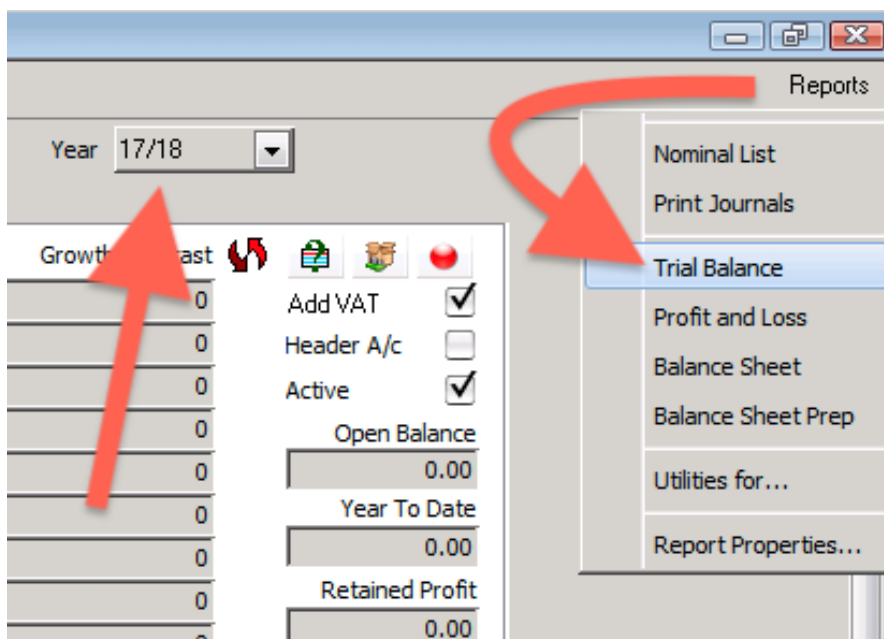
There are two ways to generate an accounting Trial Balance (TB) report from your Nominal Ledger data:

### Procedure 1

1. Click on 'Nominal Ledger', found within the 'Nominal' section of 'Accounts' on the Navigation Bar



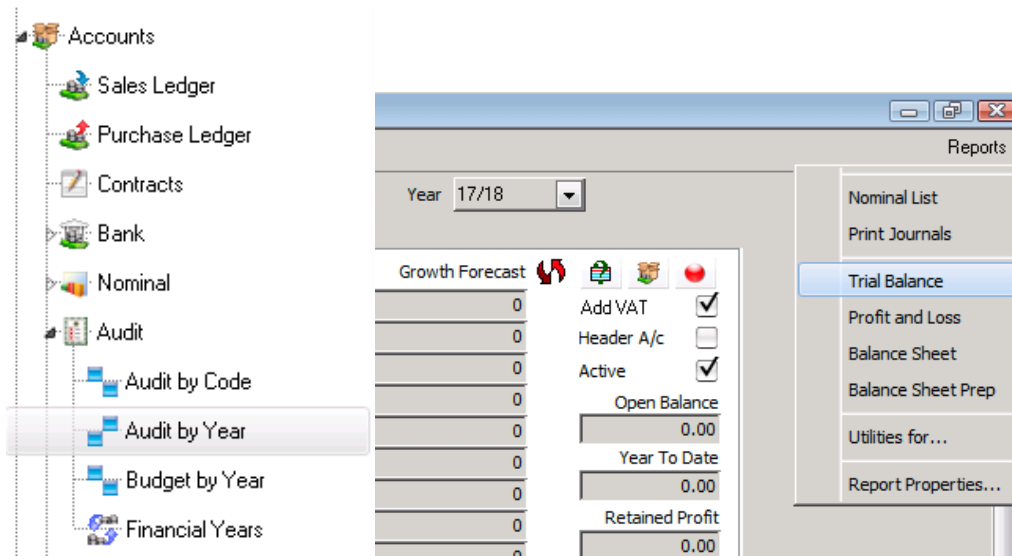
2. In the top right of the Nominal Ledger screen, choose the financial year you wish to report on, and click 'Reports'. Choose 'Trial Balance'. [\[Skip to Page 3.\]](#)



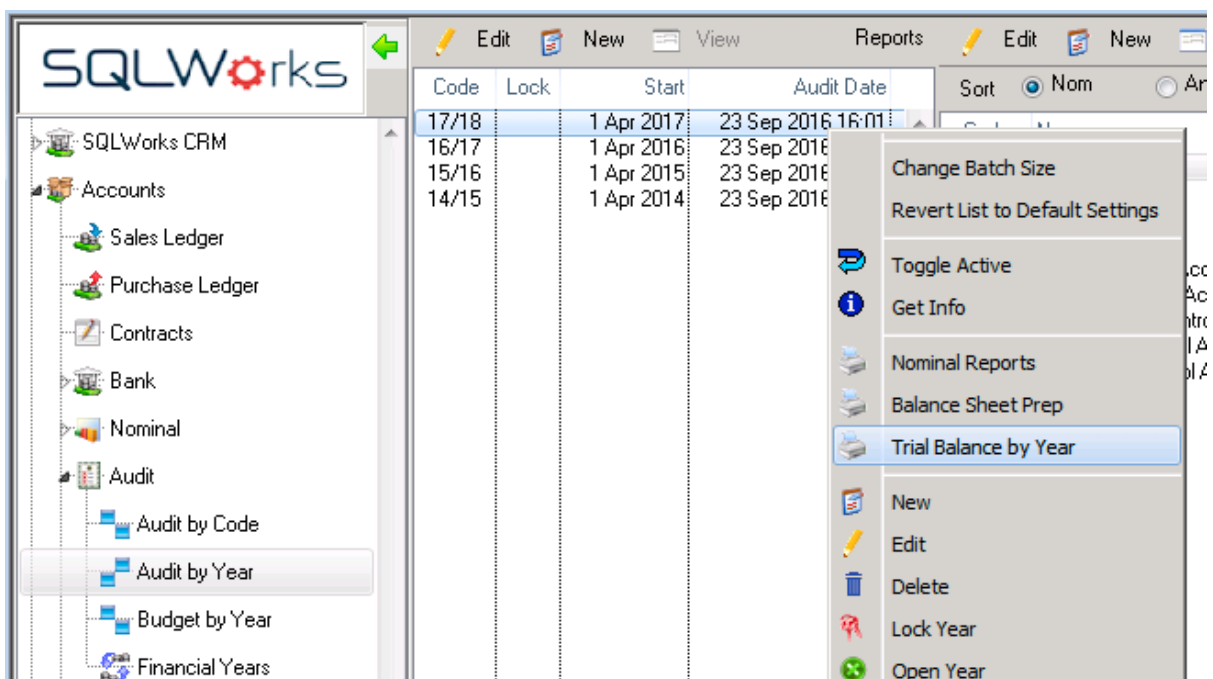
# Procedures

## Or, Alternatively

1. Click on 'Audit by Year', found within the 'Audit' section of 'Accounts' on the Navigation Bar.



2. In the main list, right click on the financial year you wish to report on, and click 'Trial Balance By Year'



## Generating your Trial Balance

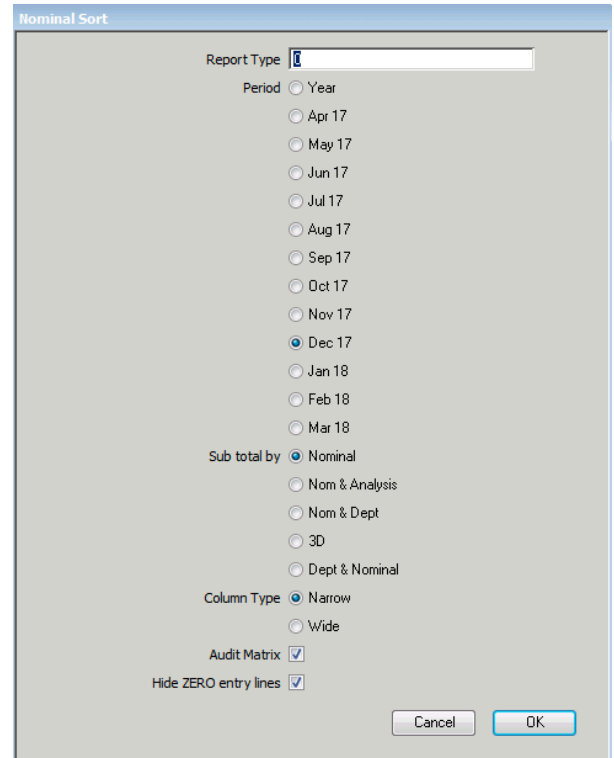
- Using either method, SQLWorks will offer a series of options for the sort order and formatting of your trial balance:

Users may choose the 'Period' to choose a date range, 'Sub Total By' to adjust totaling hierarchy, and either a 'Narrow' (portrait page, yearly summary) or 'Wide' (landscape page, monthly breakdown.)

Tick the checkboxes for 'Audit Matrix' if you wish to use the most up to date, 'live' figures from SQLWorks. If you choose not to Audit, SQLWorks will report trial balance figures from the last Audit.

Tick the checkbox for 'Hide ZERO entry lines' if you wish to filter the report to just those data rows with relevant transactions to be reported.

When you have chosen the correct options for your Trial Balance, click 'OK'



- SQLWorks will open the 'Report Destination' window.

Click to choose a destination for your report, and click 'OK' to generate your Trial Balance report. 'Preview' reports will be shown on screen, or choose 'File' to save the raw data to .txt/.csv file depending on your exporting settings.

