

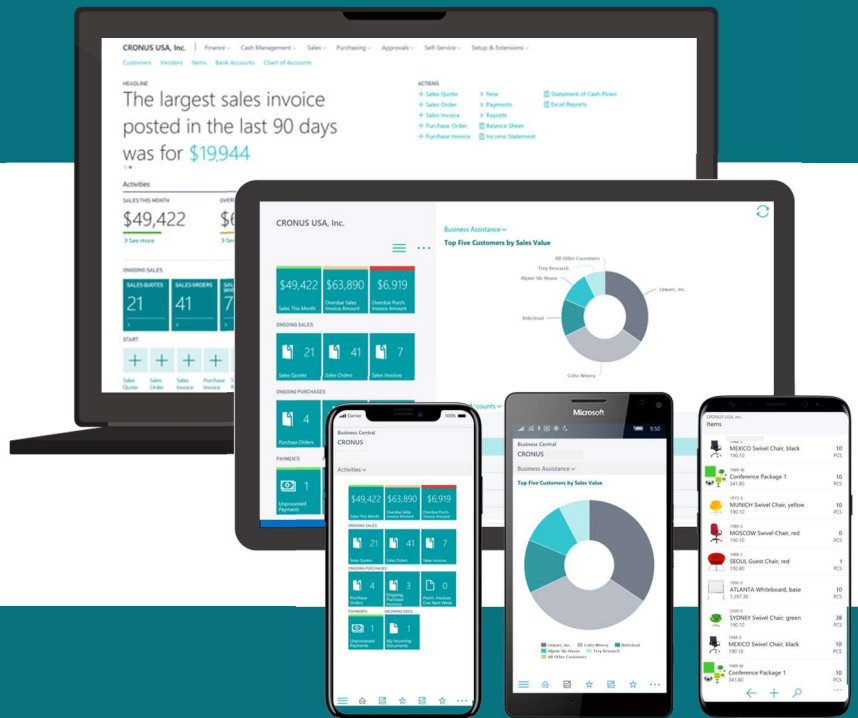
User Manual

Dynamic G/L Trial Balance Report

Version: Microsoft Dynamics 365 Business Central 17



Chase Software
Agency Management Systems



Dynamic G/L Trial Balance Report – User Manual

Subscribe in **3 EASY STEPS** and start make use of this powerful app to improve the speed of producing accurate financial reports.

FEATURES

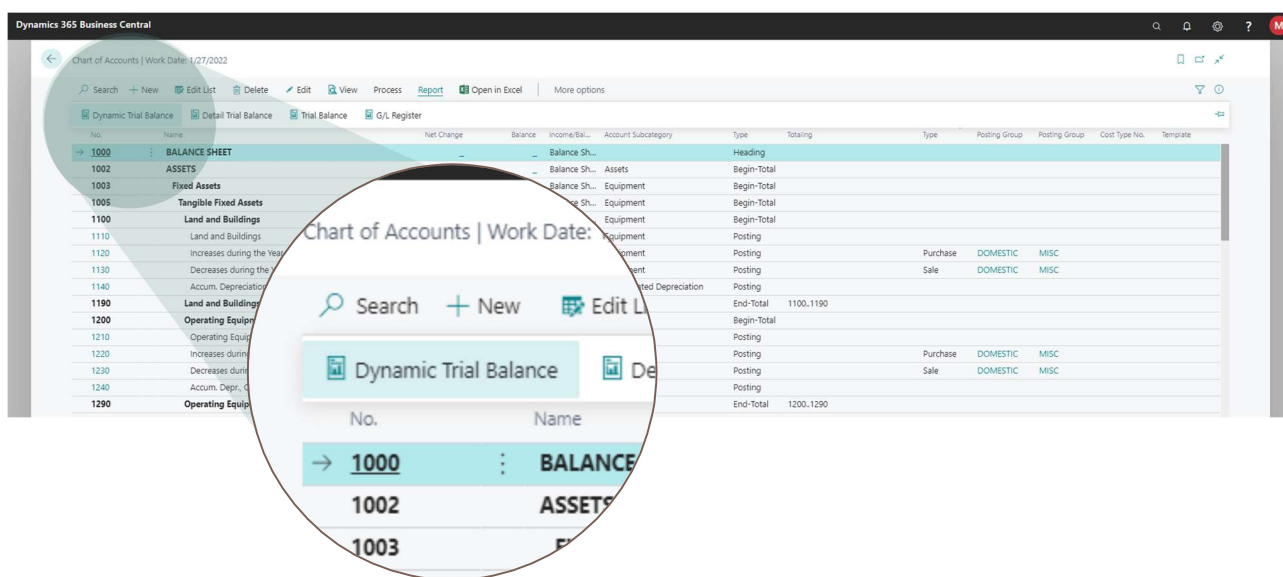
This app offers the following features:

1. Print or Preview a G/L Trial Balance Report grouped by G/L Account or G/L Account Category.
2. Identify Accounting Periods where the period has not been closed using the Close Income Statement function.

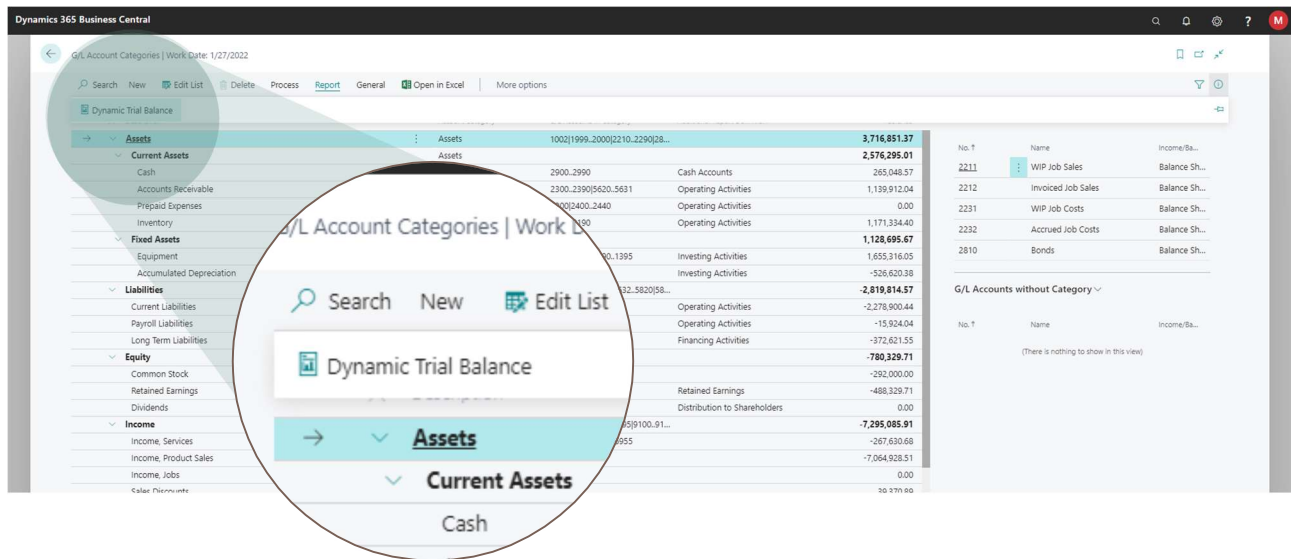
STEP 1: SUBSCRIBE TO A 7-DAY FREE TRIAL

The Dynamic G/L Trial Balance report accessible from the Chart of Accounts page and the G/L Account Categories page.

Launch the report from the Chart of Accounts page by clicking on the *Report* menu, then select the *Dynamic Trial Balance* item, as shown below:



You can also launch the report from the G/L Account Categories page, as shown below:



When launching the report for the very first time, a confirmation dialog is displayed to confirm the activation of the 7-day free trial and you will need to accept this confirmation to register for the trial before you will be able to use the app.

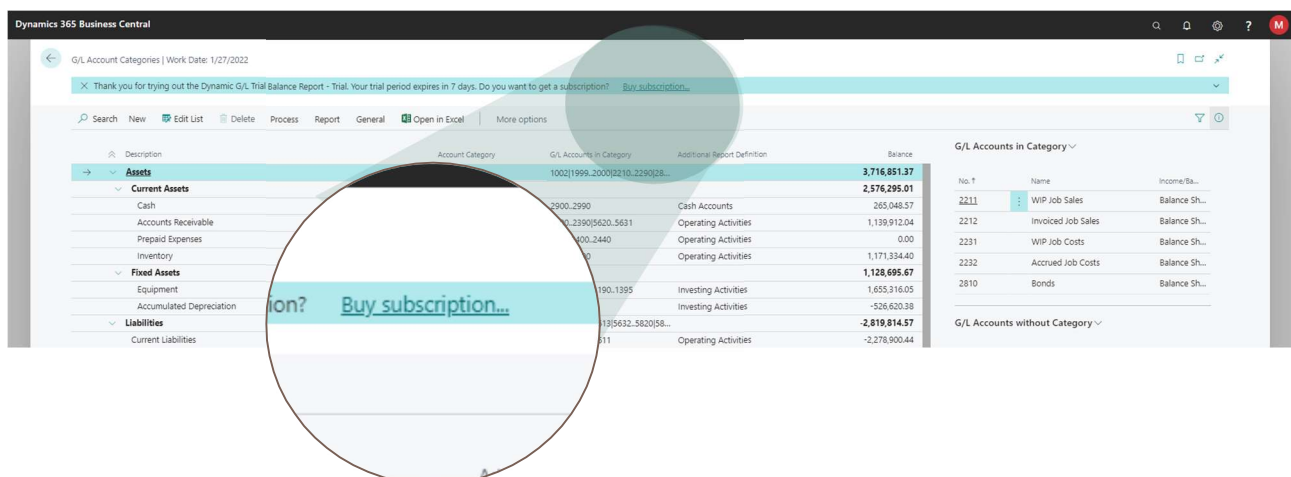
The trial subscription is a risk-free, obligation-free, anonymous request for a license to run the report for a period of 7 days. No credit card details or contact information is requested to activate the trial subscription. There are no penalties and no auto-activation that may result in financial risk to you or your company.

Once the trial subscription has been activated, you are free to use the app for a period of 7 days without any restrictions or limitations.

STEP 2: PURCHASE A PREMIUM SUBSCRIPTION

You can buy a subscription to continue using the app after the trial has expired at any point in time during the trial period or after the trial has expired.

A Business Central notification will be displayed when running any of the views or reports without a premium license and the [Buy subscription](#) action can be found in this notification as shown in the image below:



When clicking on the [Buy subscription](#) action, the Subscription Assistant will guide you through the process of completing the purchase.

From the list of available plans, select a plan that suits your needs and click on the Next button as shown below:

Product Name	Currency	Amount	Interval
Dynamic G/L Trial Balance Report - Annual	USD	29.99	1 year(s)
Dynamic G/L Trial Balance Report - Monthly	USD	2.99	1 month(s)

Complete the mandatory fields from the Customer Details page as shown below, then click on the [Next](#) button. The mandatory fields are indicated with a red asterisk.

CREATE A CHASE SOFTWARE SUBSCRIPTION

CUSTOMER DETAILS

Provide your company details

Name: CRONUS UK, Ltd.

Address: 7122 South Ashford Street

Postal Code: W2 8HG

City: London

State:

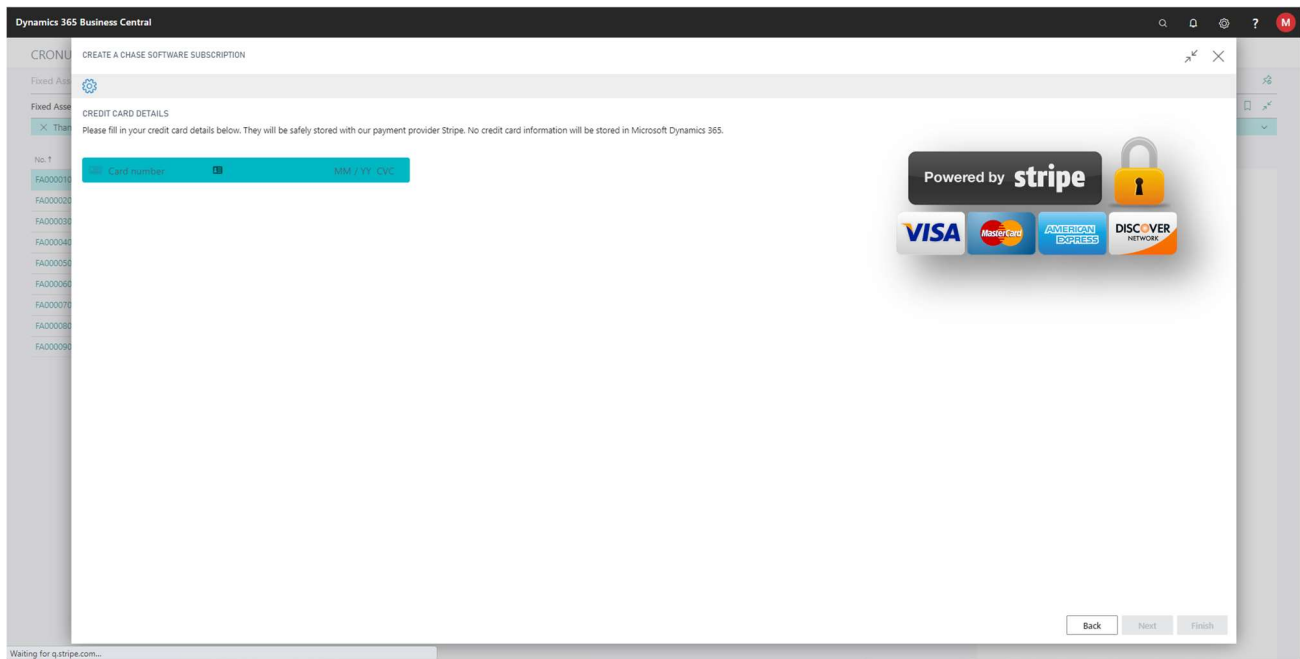
Country: GB

Phone:

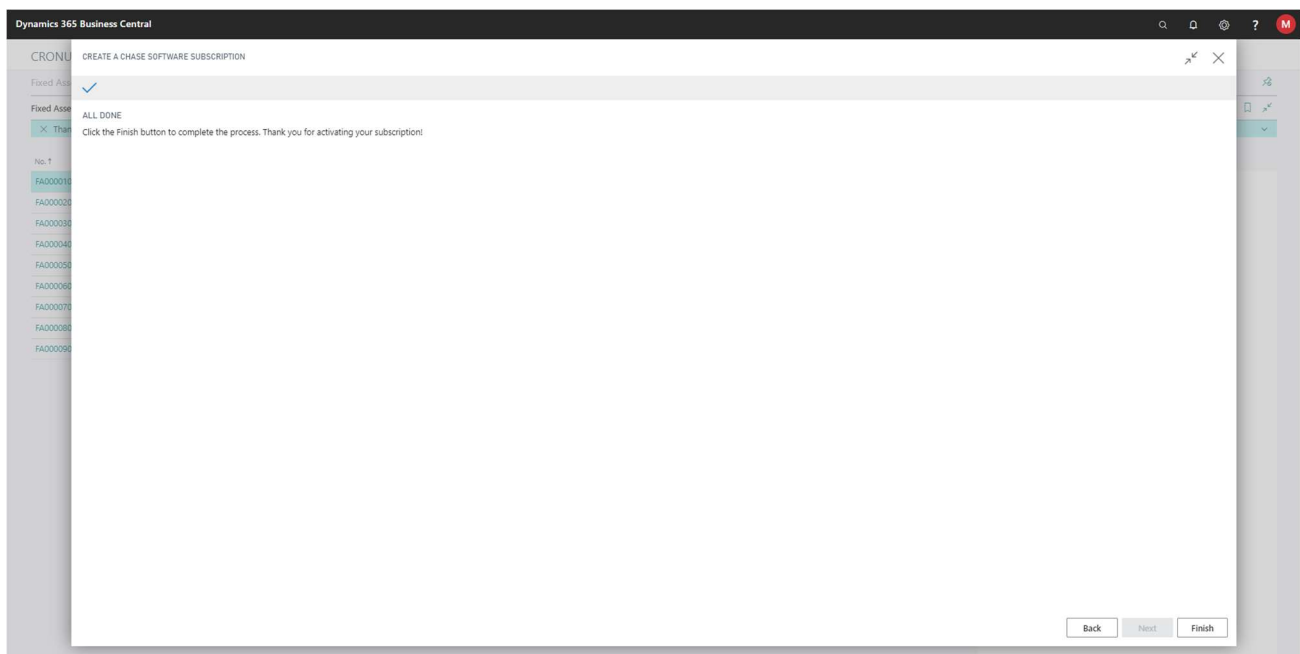
Email: *john@thecannongroup.com

The next page is where you need to enter your card information. Complete the credit card number, expiry date and CVC fields and then click on the [Next](#) button to continue.

Your card information will not be stored in Business Central, instead, it will be securely transferred to our online payment processing partner [Stripe](#). Stripe is a leader in online payment processing and supports various credit and debit cards.



To complete the process, click on the Finish button from the page shown below.



STEP 3: PUT THE G/L TRIAL BALANCE REPORT TO WORK

In this section we will cover the features available in the Dynamic G/L Trial Balance Report and explain how you can benefit from using the report in your organization.

What is a G/L Trial Balance report?

A trial balance is a bookkeeping or accounting report that lists the balances in each of an organization's general ledger accounts. (Often the accounts with zero balances will not be listed.) The debit balance amounts are listed in a column with the heading "Debit balances" and the credit balance amounts are listed in another column with the heading "Credit balances." The total of each of these two columns should be identical.

What is a Dynamic G/L Trial Balance report?

This app offers a G/L Trial Balance Report with advanced features such as:

1. Displaying the current year as well as the previous year debit and credit balances
2. Viewing and printing the Trial Balance Report on G/L Account level or G/L Account Category level.
Business Central offers a feature to personalize the structure of your financial statements by mapping general ledger accounts to account categories. The account categories help define the layout of your financial Statements.
3. You have the option to exclude G/L Accounts or G/L Account Categories with a zero balance (provided the account has a zero balance in the current financial period as well as the previous financial period).
4. Automatically include the retained income from a previous financial period in the Equity section of the Balance Sheet, even when the Income Statement has not yet been closed.

TRIAL BALANCE AS AT

Start by specifying the report end date in the *Trial Balance as at* field, as shown below:

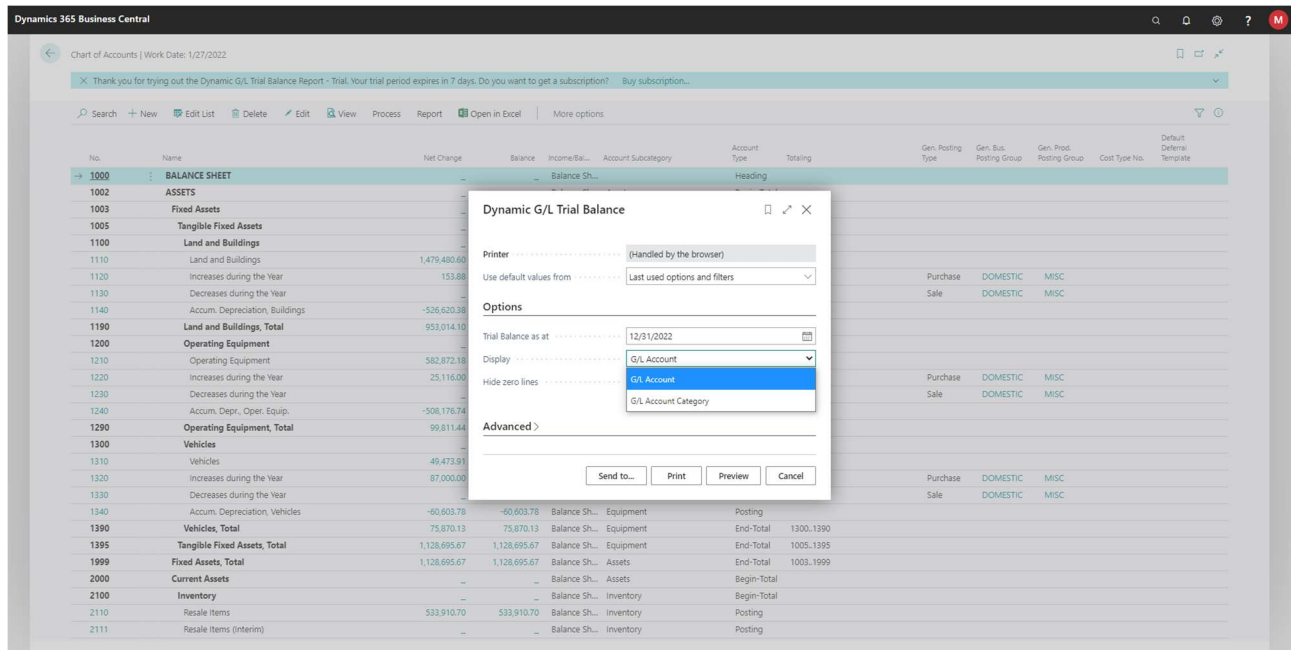
The screenshot shows the Dynamics 365 Business Central interface. The main window displays a 'Chart of Accounts' for the date 1/27/2022. A modal window titled 'Dynamic G/L Trial Balance' is open, allowing configuration of the report. The modal includes a 'Printer' dropdown set to '(Handled by the browser)', a 'Use default values from' dropdown set to 'Last used options and filters', and an 'Options' section. In the 'Options' section, 'Trial Balance as at' is set to '12/31/2022' and 'Display' is set to 'G/L Account'. There is also a 'Hide zero lines' toggle switch. At the bottom of the modal are buttons for 'Send to...', 'Print', 'Preview', and 'Cancel'. The background shows a list of accounts with columns for No., Name, Net Change, Balance, Income/Bal..., Account Subcategory, Account Type, Totalling, Gen. Posting Type, Gen. Bus. Posting Group, Gen. Prod. Posting Group, Cost Type No., and Default Deferral Template.

INFORMATION TO DISPLAY

The **Display** option offers a selection of one of two options:

1. G/L Account
2. G/L Account Category

Select the desired option from the **Display** field as shown below:



The **G/L Account** display option will produce a report as shown below:

The screenshot shows the 'Trial Balance' report for Company: CRONUS UK Ltd., Year: 2022, Period: December. The report is titled 'Trial Balance' and includes a date stamp of 10/13/2020 1:50 PM. The report is divided into two main sections: 'Balance Sheet' and 'Income Statement'. The 'Balance Sheet' section lists assets and liabilities, while the 'Income Statement' section lists income and expenses. The report is annotated with handwritten notes: 'Accounts are split between Balance Sheet and Income Statement' (pointing to the 'Assets' and 'Liabilities' sections), 'Accounts are grouped by Account Category' (pointing to the 'Assets' section), and 'Displays Debits and Credits for current period and previous period' (pointing to the 'PY Debits' and 'PY Credits' columns).

Acc. No.	Account Name	Debits	Credits	PY Debits	PY Credits
Balance Sheet					
Assets					
1110	Land and Buildings	1,479,480.60	0.00	1,479,480.60	0.00
1120	Increases during the Year	153.88	0.00	0.00	0.00
1140	Accum. Depreciation, Buildings	0.00	526,620.38	0.00	526,620.38
1210	Operating Equipment	582,872.18	0.00	582,872.18	0.00
1220	Increases during the Year	25,116.00	0.00	25,116.00	0.00
1240	Accum. Depr., Oper. Equip.	0.00	508,176.74	0.00	508,176.74
1310	Vehicles	49,473.91	0.00	49,473.91	0.00
1320	Increases during the Year	87,000.00	0.00	87,000.00	0.00
1340	Accum. Depreciation, Vehicles	0.00	60,603.78	0.00	60,603.78
2110	Resale Items	533,910.70	0.00	533,910.70	0.00
2120	Finished Goods	139,682.60	0.00	139,682.60	0.00
2130	Raw Materials	497,741.10	0.00	497,741.10	0.00
2310	Customers Domestic	614,457.87	0.00	848,224.16	0.00
2320	Customers, Foreign	291,268.00	0.00	222,241.32	0.00
2330	Accrued Interest	37,205.47	0.00	37,205.47	0.00
2340	Other Receivables	2,030.57	0.00	2,030.57	0.00
2810	Bonds	11,860.69	0.00	11,860.69	0.00
2910	Cash	199.01	0.00	1,133.32	0.00
2920	Bank, GBP	2,846.54	0.00	2,846.54	0.00
2930	Bank Currencies	0.00	0.00	0.00	0.00
2940	Giro Account	257,107.09	0.00	257,107.09	0.00
5620	Purchase VAT 20 % EU	0.00	9,799.55	0.00	4,632.02

The *G/L Account Category* display option will produce a report as shown below:

Accounts are split between Balance Sheet and Income Statement

G/L Account Category setup defines the grouping and layout

Trial Balance
Company: CRONUS UK Ltd.
Year: 2022
Period: December
10/13/2020 1:51 PM
Page: 1 of 1
MICROSOFTACCOUNT\WIECHARDT@OUTLOOK.COM

Account Category	Debits	Credits	PY Debits	PY Credits
Balance Sheet				
Assets	3,716,851.37	0.00	3,872,878.11	0.00
Current Assets	2,576,295.01	0.00	2,732,475.63	0.00
Cash	265,048.57	0.00	261,086.95	0.00
Accounts Receivable	1,139,912.04	0.00	1,300,054.28	0.00
Inventory	1,171,334.40	0.00	1,171,334.40	0.00
Fixed Assets	1,128,695.67	0.00	1,128,541.79	0.00
Equipment	1,128,695.67	0.00	1,128,541.79	0.00
Accumulated Depreciation				
Liabilities				
Current Liabilities				
Payroll Liabilities				
Long Term Liabilities				
Equity				
Retained Earnings - Close Income Statement				
Common Stock				
Retained Earnings				
Income Statement				
Income				
Income, Services				
Income, Product Sales				
Sales Discounts				

Hide zero lines

Display zero lines

HIDE ZERO LINES

The *Hide zero lines* field offers an option to produce a more compact report by omitting G/L Accounts or G/L Account Categories (depending on the selection in the Display field) from the report.

A G/L Account or G/L Account Category will only be omitted from the report when both the current period and previous period values are zero. The image below illustrates the difference in the report output based on the value selected in this option:

Hide zero lines VS Display zero lines

Trial Balance
Company: CRONUS UK Ltd.
Year: 2022
Period: December
10/13/2020 2:41 PM
Page: 1 of 1
MICROSOFTACCOUNT\WIECHARDT@OUTLOOK.COM

Account Category	Debits	Credits	PY Debits	PY Credits
Balance Sheet				
Assets	3,716,851.37	0.00	3,872,878.11	0.00
Current Assets	2,576,295.01	0.00	2,732,475.63	0.00
Cash	265,048.57	0.00	261,086.95	0.00
Accounts Receivable	1,139,912.04	0.00	1,300,054.28	0.00
Inventory	1,171,334.40	0.00	1,171,334.40	0.00
Fixed Assets	1,128,695.67	0.00	1,128,541.79	0.00
Equipment	1,128,695.67	0.00	1,128,541.79	0.00
Accumulated Depreciation	0.00	326,620.38	0.00	326,620.38
Liabilities	0.00	2,819,314.37	0.00	2,848,228.51
Current Liabilities	0.00	2,178,900.44	0.00	2,403,243.38
Payroll Liabilities	0.00	13,914.04	0.00	13,914.04
Long Term Liabilities	0.00	377,411.33	0.00	377,411.33
Equity	0.00	926,449.40	0.00	788,329.71
Retained Earnings - Close Income Statement from prev. fiscal	0.00	148,319.89	0.00	0.00
Common Stock	0.00	292,000.00	0.00	292,000.00
Retained Earnings	0.00	486,329.71	0.00	488,329.71
Income Statement				
Income	0.00	95,151.78	0.00	7,196,954.13
Income, Services	0.00	19,818.00	0.00	247,812.68
Income, Product Sales	0.00	82,887.72	0.00	6,982,040.79
Sales Discounts	4,373.94	0.00	34,798.89	0.00
Cost of Goods Sold	125,547.46	0.00	3,813,433.82	0.00
Expenses	1,187.12	0.00	3,287,280.72	0.00
Advertising Expense	179.74	0.00	113,697.71	0.00
Interest Expense	0.00	0.00	214,846.70	0.00
Payroll Expense	1,000.37	0.00	1,948,746.89	0.00
Repairs and Maintenance Expense	87.07	0.00	18,403.84	0.00
Utilities Expense	680.33	0.00	387,389.21	0.00
Other Income & Expenses	0.00	0.00	61,121.46	0.00
Tax Expense	0.00	0.00	93,947.30	0.00
Grand Total	3,844,595.95	3,844,595.95	10,923,512.35	10,923,512.35

Trial Balance
Company: CRONUS UK Ltd.
Year: 2022
Period: December
10/13/2020 2:40 PM
Page: 1 of 1
MICROSOFTACCOUNT\WIECHARDT@OUTLOOK.COM

Account Category	Debits	Credits	PY Debits	PY Credits
Balance Sheet				
Assets	3,716,851.37	0.00	3,872,878.11	0.00
Current Assets	2,576,295.01	0.00	2,732,475.63	0.00
Cash	265,048.57	0.00	261,086.95	0.00
Accounts Receivable	1,139,912.04	0.00	1,300,054.28	0.00
Prepaid Expenses	0.00	0.00	0.00	0.00
Inventory	1,171,334.40	0.00	1,171,334.40	0.00
Fixed Assets	1,128,695.67	0.00	1,128,541.79	0.00
Equipment	1,128,695.67	0.00	1,128,541.79	0.00
Accumulated Depreciation	0.00	326,620.38	0.00	326,620.38
Liabilities	0.00	2,819,314.37	0.00	2,848,228.51
Current Liabilities	0.00	2,178,900.44	0.00	2,403,243.38
Payroll Liabilities	0.00	13,914.04	0.00	13,914.04
Long Term Liabilities	0.00	377,411.33	0.00	377,411.33
Equity	0.00	926,449.40	0.00	788,329.71
Retained Earnings - Close Income Statement from prev. fiscal	0.00	148,319.89	0.00	0.00
Common Stock	0.00	292,000.00	0.00	292,000.00
Retained Earnings	0.00	488,329.71	0.00	488,329.71
Dividends	0.00	0.00	0.00	0.00
Income Statement				
Income	0.00	95,151.78	0.00	7,196,954.13
Income, Services	0.00	19,818.00	0.00	247,812.68
Income, Product Sales	0.00	82,887.72	0.00	6,982,040.79
Income, Loss	0.00	0.00	0.00	0.00
Sales Discounts	4,373.94	0.00	34,798.89	0.00
Sales Returns & Allowances	0.00	0.00	0.00	0.00
Income, Interest	0.00	0.00	0.00	0.00
Job Cost Contra	0.00	0.00	0.00	0.00
Cost of Goods Sold	125,547.46	0.00	3,813,433.82	0.00
Labour	0.00	0.00	0.00	0.00
Materials	113,347.48	0.00	3,813,433.82	0.00
Discounts Granted	0.00	0.00	0.00	0.00
Job Cost	0.00	0.00	0.00	0.00
Expense	2,187.12	0.00	3,287,280.72	0.00
Rent Expense	0.00	0.00	0.00	0.00
Advertising Expense	179.74	0.00	113,697.71	0.00
Interest Expense	0.00	0.00	214,846.70	0.00
Pass Expense	0.00	0.00	0.00	0.00
Inventory Expense	0.00	0.00	0.00	0.00
Payroll Expense	1,000.37	0.00	1,948,746.89	0.00
Benefits Expense	0.00	0.00	0.00	0.00
Salaries Expense	0.00	0.00	0.00	0.00

RETAINED INCOME FROM A PREVIOUS FINANCIAL PERIOD

The report has a feature to identify and highlight a scenario where the Income Statement for one or more of the previous fiscal periods have not been closed through the *Close Income Statement* function.

In the example below, the 2021 Accounting Period or fiscal period has not yet been closed in the financials – this means the Net Income for this period still reflects in the Income Statement and the Retained Income account has not yet been affected by the Net Income from the 2021 Accounting Period.

When this condition is met, the report will display an additional row in the *Equity section* of the report to highlight the condition and to increase the Equity in the 2022 fiscal period with the Net Profit/Loss of the 2021 fiscal period.

Dynamics 365 Business Central

10/13/2020 2:41 PM
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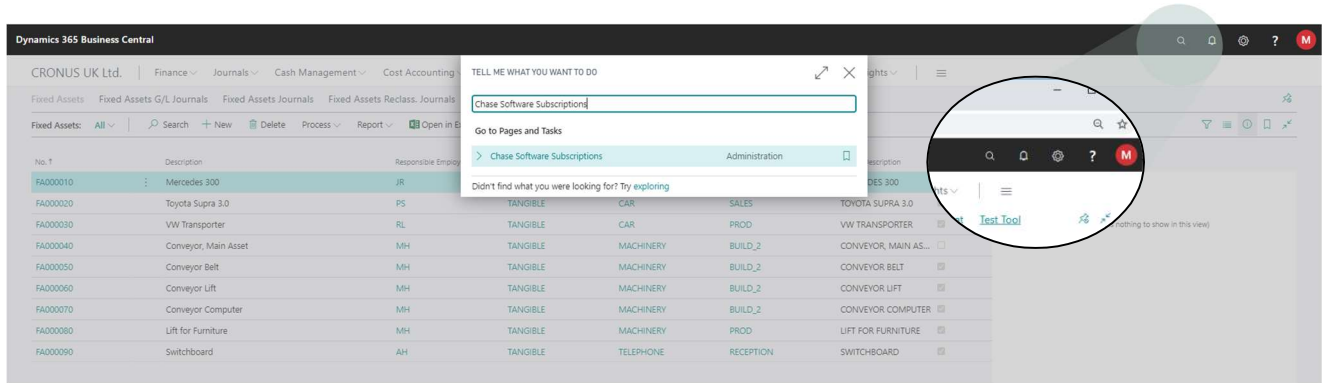
Company: CRONUS UK Ltd.
Year: 2022
Period: December

Account Category	Debits	Credits	PY Debits	PY Credits
Balance Sheet				
Assets	3,716,851.37	0.00	3,872,878.11	0.00
Current Assets	2,576,295.01	0.00	2,732,475.63	0.00
Cash	265,048.57	0.00	261,086.95	0.00
Accounts Receivable	1,139,912.04	0.00	1,300,054.28	0.00
Inventory	1,171,334.40	0.00	1,171,334.40	0.00
Fixed Assets	1,128,695.67	0.00	1,128,541.79	0.00
Equipment	1,655,316.05	0.00	1,655,162.17	0.00
Accumulated Depreciation	0.00	526,620.38	0.00	526,620.38
Liabilities	0.00	2,819,814.57	0.00	2,946,238.51
Current Liabilities	0.00	2,278,900.44	0.00	2,405,263.36
Payroll Liabilities	0.00	15,924.04	0.00	15,924.04
Long Term Liabilities	0.00	372,621.55	0.00	372,621.55
Equity	0.00	926,649.60	0.00	780,329.71
Retained Earnings - Close Income Statement from prev. fiscal	0.00	146,319.89	0.00	0.00
Common Stock	0.00	292,000.00	0.00	292,000.00
Retained Earnings	0.00	488,329.71	0.00	488,329.71
Income Statement				
Income	0.00	98,131.78	0.00	7,196,954.13
Income, Services	0.00	19,818.00	0.00	247,812.68
Income, Product Sales	0.00	82,887.72	0.00	6,982,040.79
Sales Discounts	4,573.94	0.00	34,796.95	0.00
Cost of Goods Sold	125,547.46	0.00	3,811,433.52	0.00
Materials	125,547.46	0.00	3,811,433.52	0.00
Expense	2,197.12	0.00	3,237,200.72	0.00
Advertising Expense	173.74	0.00	123,697.71	0.00
Interest Expense	0.00	0.00	214,846.70	0.00
Payroll Expense	1,000.27	0.00	1,948,746.89	0.00
Repairs and Maintenance Expense	37.07	0.00	23,610.54	0.00
Utilities Expense	680.53	0.00	387,595.21	0.00
Other Income & Expenses	0.00	0.00	61,121.45	0.00
Tax Expense	0.00	0.00	55,947.20	0.00
Grand Total	3,844,595.95	3,844,595.95	10,923,512.35	10,923,512.35

This Income Statement has not been closed for the 2021 fiscal period

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The Chase Software Subscriptions page will list all your subscriptions and you have an option to cancel any of your active subscriptions using the *Cancel Subscription* action as shown below:

