

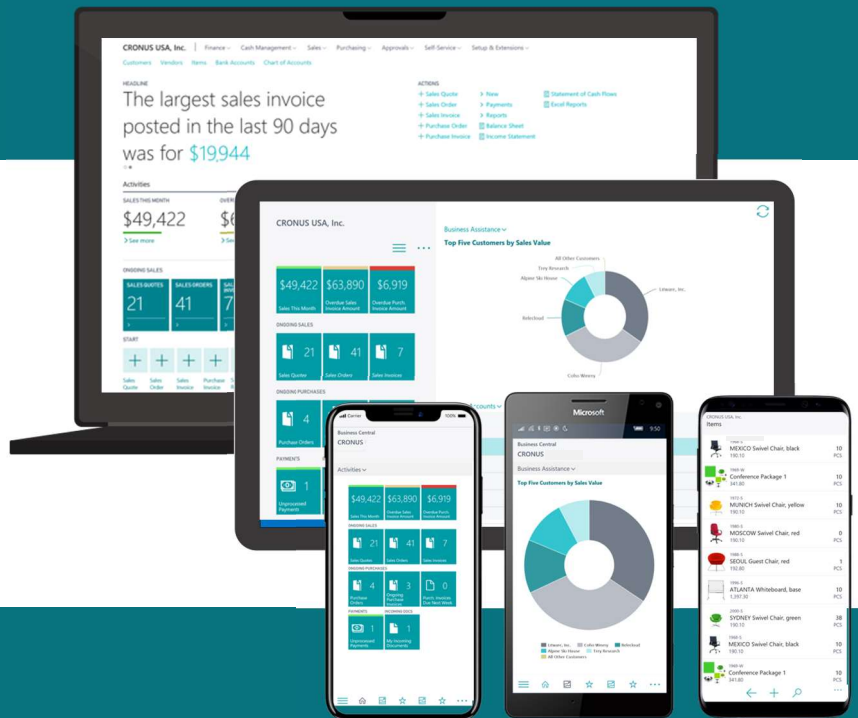
# User Manual

## Phased Trial Balance

Version: Microsoft Dynamics 365 Business Central 16



**Chase Software**  
Agency Management Systems



# Phased Trial Balance – User Manual

Subscribe in **3 EASY STEPS** and start make use of this powerful app to improve your financial review process.

## FEATURES

Speed up your financial review process with the help of the Phased Trial Balance app.

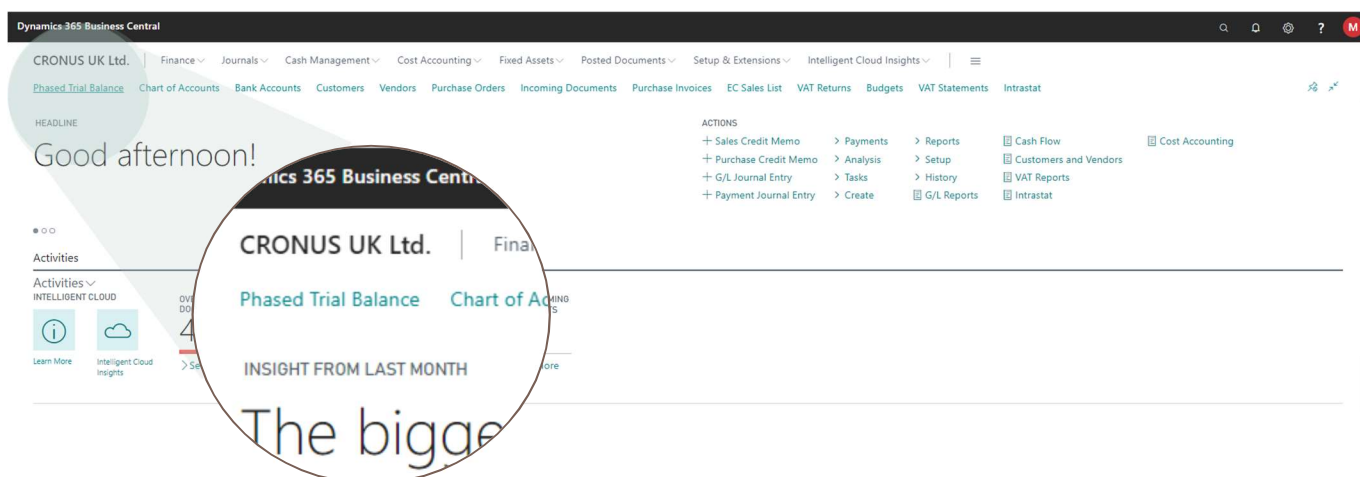
The Phased Trial Balance is an ideal tool for business owners and financial managers to review monthly income and expenditure. The drilldown capabilities will help you track down incorrect postings and features the ability to create saved views to make it quicker to access information from different financial periods.

## STEP 1: SUBSCRIBE TO A 7-DAY FREE TRIAL

The Phased Trial Balance is accessible from the following profiles:

- Accountant
- Accounting Manager
- Finance
- Bookkeeper
- Business Manager
- President
- President – Small Business

The Phased Trial Balance appears on the *Navigation bar* of the Role Centers listed above, click on the bookmark to open the Phased Trial Balance page, as shown in the image below:



When running the page 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.

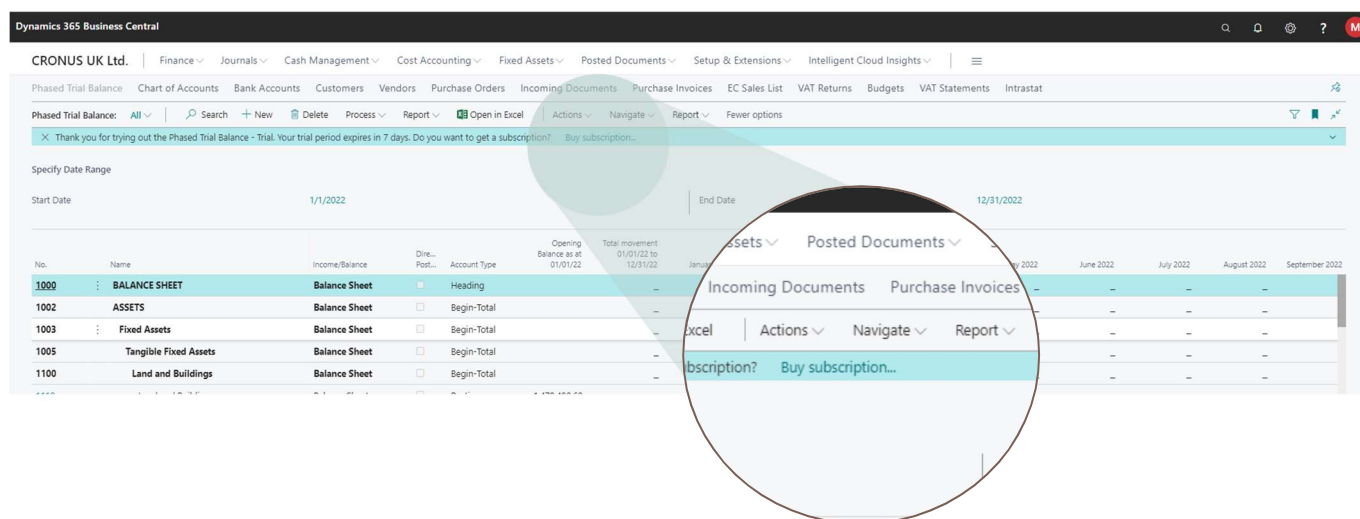
The trial subscription is a risk-free, obligation-free, anonymous request for a license to run the report for a period of 7 days. No credit card details or contact information is requested to activate the trial subscription. There are no penalties and no auto-activation that may result in financial risk 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 the Phased Trial Balance page 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
Phased Trial Balance - Annual	USD	109.99	1 year(s)
Phased Trial Balance - Monthly	USD	9.99	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.

**CUSTOMER DETAILS**  
Provide your company details

Name: CRONUS UK, Ltd.

Address: 7122 South Ashford Street

Postal Code: W2 8HG

City: London

State:

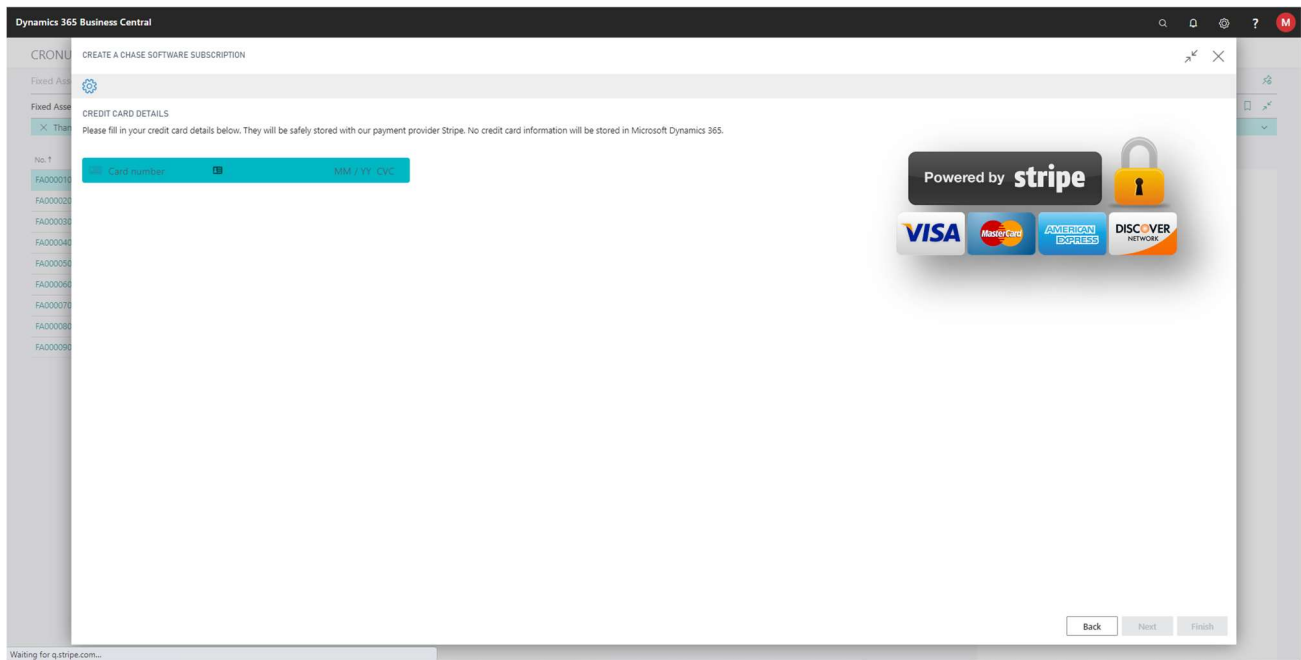
Country: GB

Phone:

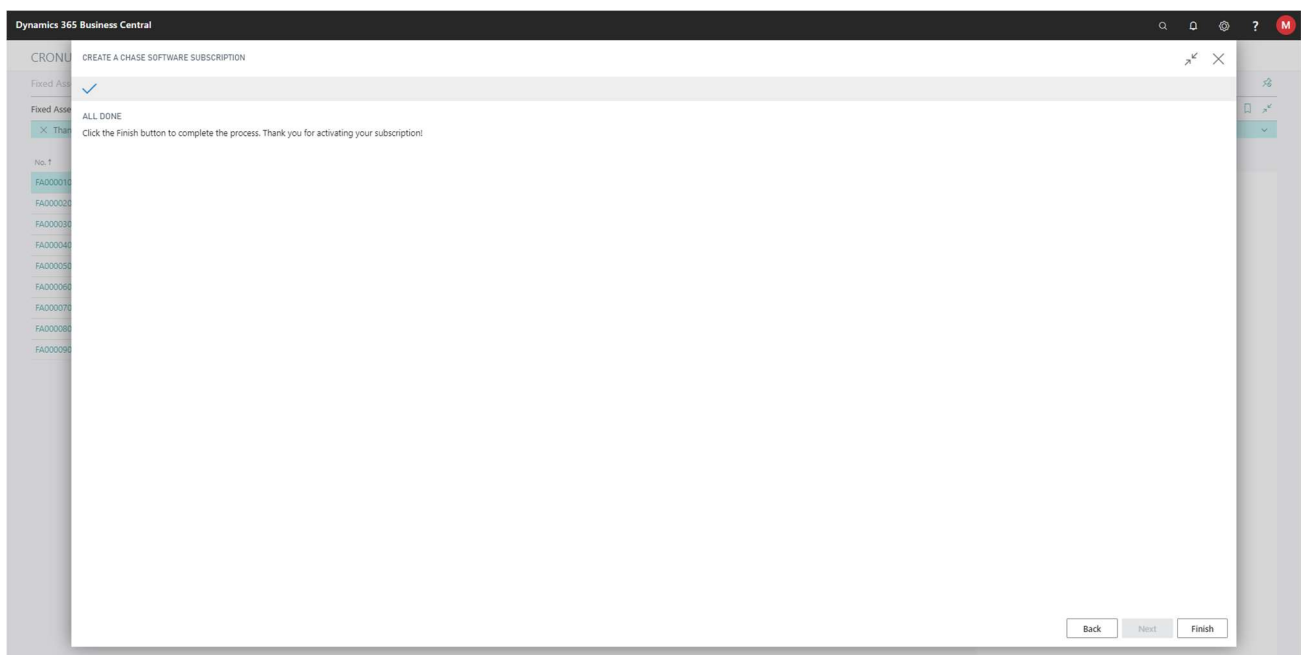
Email: \*john@thecammongroup.com

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.

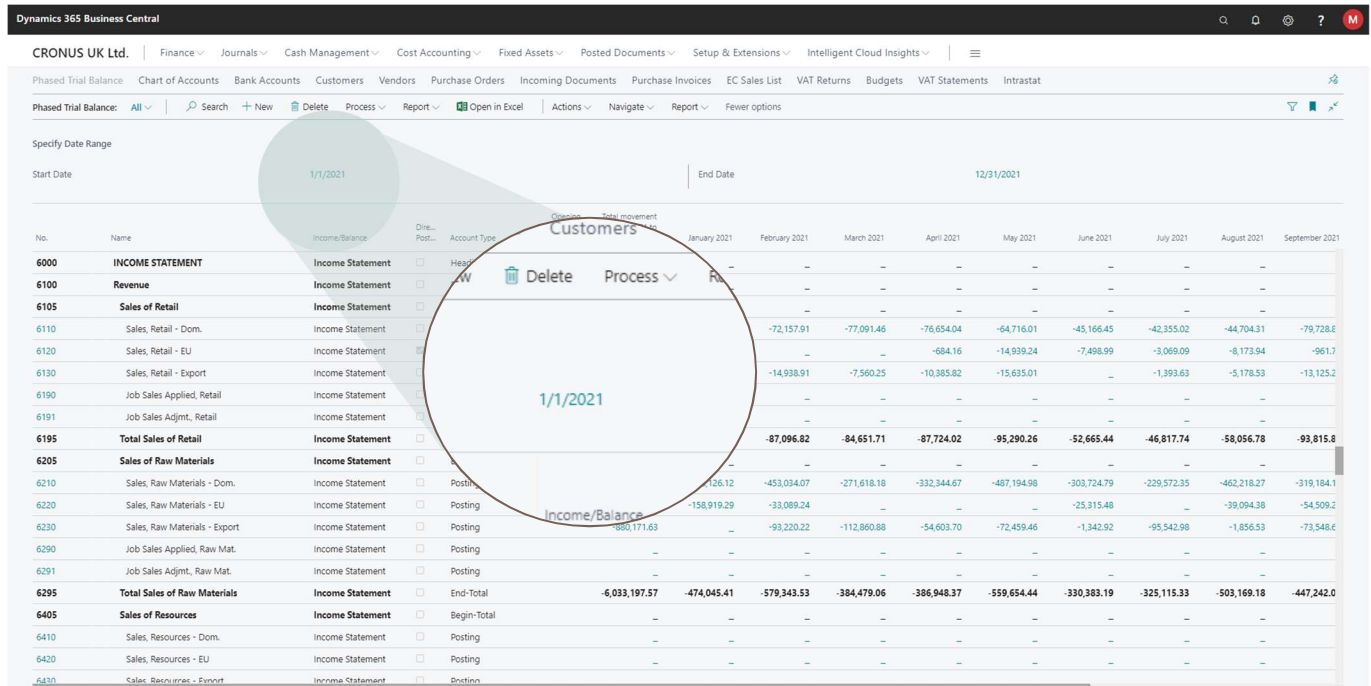


## STEP 3: USE THE PHASED TRIAL BALANCE IN YOUR BUSINESS

In this section we will cover the features of the Phased Trial Balance and explain how you can speed up and improve your financial review process with this app. Launch the Phased Trial Balance from your Role Center.

## FISCAL YEAR SELECTION

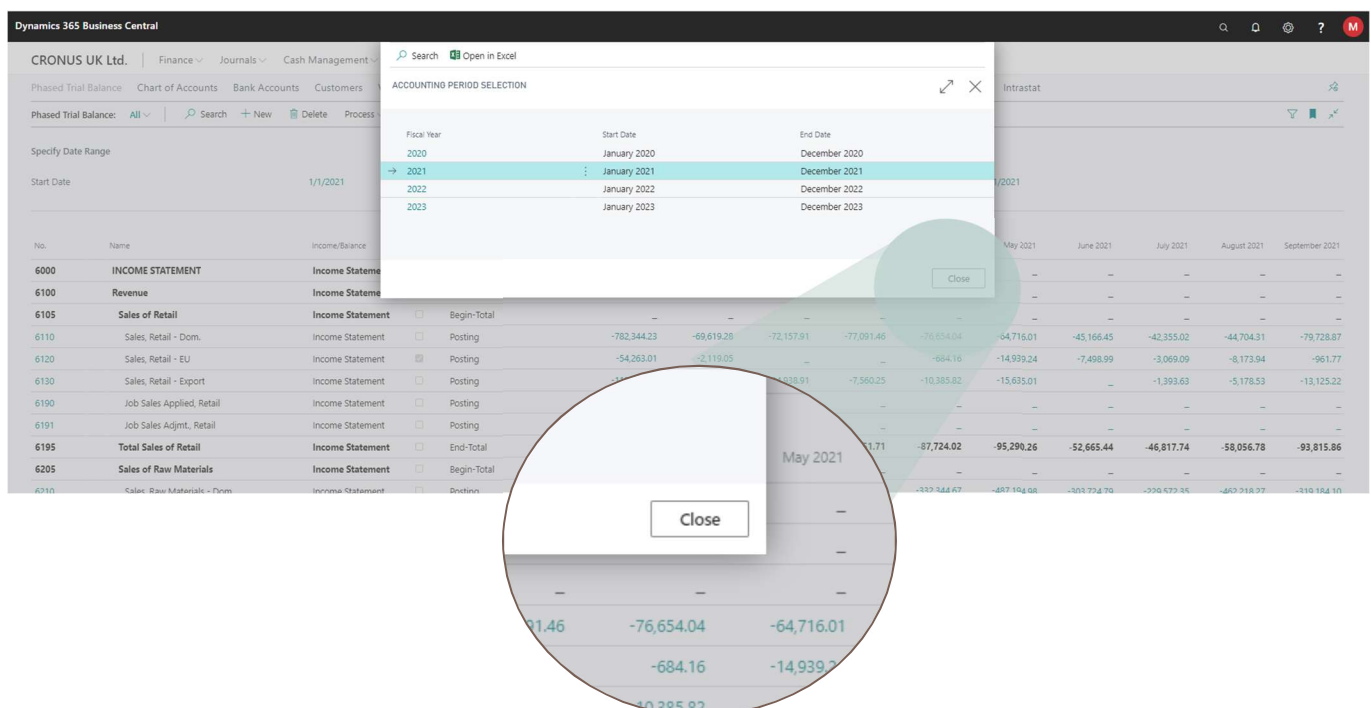
Start by selecting the fiscal year you wish to review by clicking on either the *Start Date* or the *End Date* in the *Specify Date Range* section as shown below:



Dynamics 365 Business Central interface showing the 'Specify Date Range' section. The 'Start Date' is highlighted as 1/1/2021. The 'End Date' is 12/31/2021. The table below shows the 'Income Statement' for the year 2021, with columns for months from January to September.

No.	Name	Income/Balance	Income Statement	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021
6000	INCOME STATEMENT											
6100	Revenue											
6105	Sales of Retail											
6110	Sales, Retail - Dom.											
6120	Sales, Retail - EU											
6130	Sales, Retail - Export											
6190	Job Sales Applied, Retail											
6191	Job Sales Adjmt., Retail											
6195	Total Sales of Retail											
6205	Sales of Raw Materials											
6210	Sales, Raw Materials - Dom.											
6220	Sales, Raw Materials - EU											
6230	Sales, Raw Materials - Export											
6290	Job Sales Applied, Raw Mat.											
6291	Job Sales Adjmt., Raw Mat.											
6295	Total Sales of Raw Materials											
6405	Sales of Resources											
6410	Sales, Resources - Dom.											
6420	Sales, Resources - EU											
6430	Sales, Resources - Export											

The *Accounting Period* selection page will display a list of Accounting Periods in your company, select one from the list by clicking on the Accounting Period in the list page, then click on the *Close* button to apply the selection as shown below:

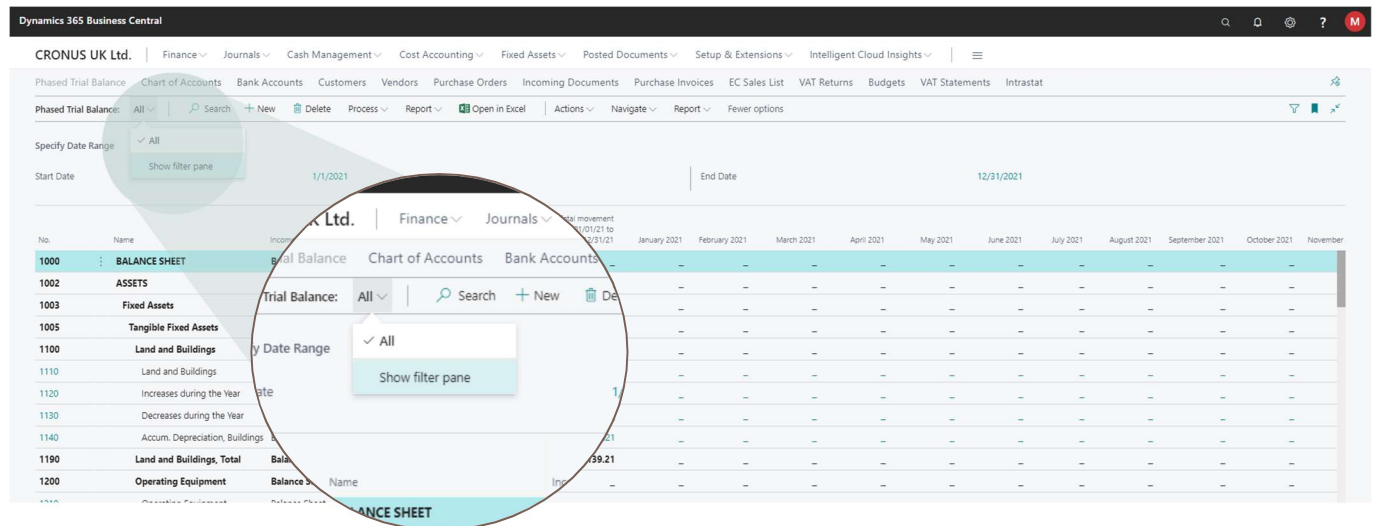


Dynamics 365 Business Central interface showing the 'ACCOUNTING PERIOD SELECTION' dialog box. The 'Fiscal Year' is set to 2021, and the 'Start Date' is January 2021. The 'End Date' is December 2021. The 'Close' button is highlighted.

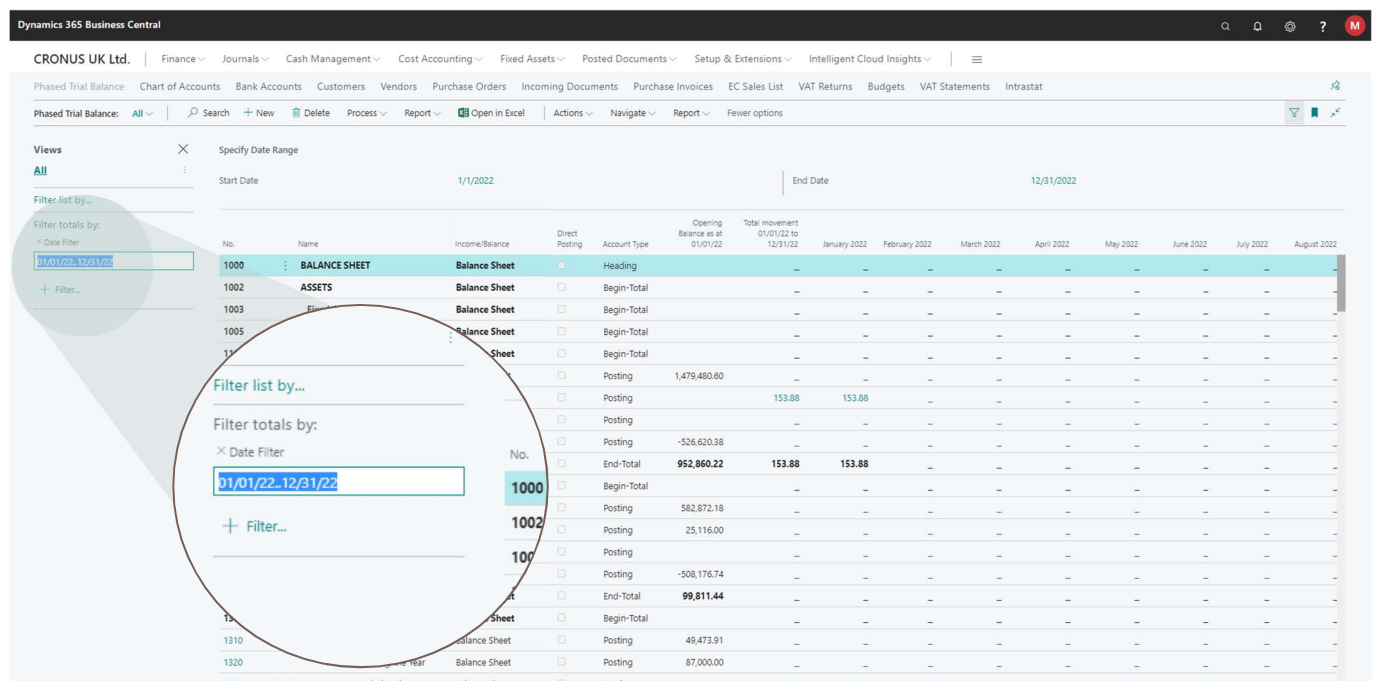
Fiscal Year	Start Date	End Date
2020	January 2020	December 2020
2021	January 2021	December 2021
2022	January 2022	December 2022
2023	January 2023	December 2023

## SAVING A FISCAL YEAR AS A VIEW

Speed up the process of switching from one fiscal year to the next by creating a view from the selected Accounting Period. Start by enabling the filter pane as shown in the image below:



With the filter pane visible to the left of the page, confirm the **Date Filter** is correct or adjust the value in the Date Filter field to match the period you wish to save, as illustrated in the image below:



Click on the ellipsis in the filter pane opposite the **All** name, then click on the **Save As...** action in the dropdown menu that appears, as shown in the image below:

Dynamics 365 Business Central

CRONUS UK Ltd. | Finance | Journals | Cash Management | Cost Accounting | Fixed Assets | Posted Documents | Setup & Extensions | Intelligent Cloud Insights |

Phased Trial Balance | Chart of Accounts | Bank Accounts | Customers | Vendors | Purchase Orders | Incoming Documents | Purchase Invoices | EC Sales List | VAT Returns | Budgets | VAT Statements | Intrastat

Phased Trial Balance: All | Search | + New | Delete | Process | Report | Open in Excel | Actions | Navigate | Report | Fewer options

Views: All | Specify Date Range: 1/1/2022 | End Date: 12/31/2022

Filter list by: 01/01/22-12/31/22 | Filter...

No.	Name	Direct Posting	Account Type	Opening Balance as at 01/01/22	Total movement 01/01/22 to 12/31/22	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022
1000	BALANCE SHEET		Heading										
1002	ASSETS		Begin-Total										
1003	Fixed												
1005													
1100				1,479,480.60									
1110													
1120					153.88	153.88							
1130													
1140				-526,620.38									
1190				952,860.22	153.88	153.88							
1200													
1210				582,872.18									
1220	Increases during the Year		Posting	25,116.00									
1230	Decreases during the Year		Posting										
1240	Accum. Depr., Oper. Equip.		Posting	-508,176.74									
1290	Operating Equipment, Total		End-Total	99,811.44									
1300	Vehicles		Begin-Total										
1310	Vehicles		Posting	49,473.91									
1320	Increases during the Year		Posting	87,000.00									
1330	Decreases during the Year		Posting										

Now you are ready to assign an appropriate name to the newly created view. In the example below I have given this view the name **2021** as this is the fiscal period represented by the value in the **Date Filter**. Once you've assigned the view a name, press **Enter** or move the focus away from the name field to save the name.

Dynamics 365 Business Central

CRONUS UK Ltd. | Finance | Journals | Cash Management | Cost Accounting | Fixed Assets | Posted Documents | Setup & Extensions | Intelligent Cloud Insights |

Phased Trial Balance | Chart of Accounts | Bank Accounts | Customers | Vendors | Purchase Orders | Incoming Documents | Purchase Invoices | EC Sales List | VAT Returns | Budgets | VAT Statements | Intrastat

Phased Trial Balance: All | Search | + New | Delete | Process | Report | Open in Excel | Actions | Navigate | Report | Fewer options

Views: All | Specify Date Range: 1/1/2021 | End Date: 12/31/2021

Filter list by: 01/01/21-12/31/21 | Filter...

Views: All | 2021 | Filter...

No.	Name	Direct Posting	Account Type	Opening Balance as at 01/01/21	Total movement 01/01/21 to 12/31/21	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021
1000	BALANCE SHEET		Heading										
1002	ASSETS		Begin-Total										
1003	Fixed												
1005													
1100				1,479,480.60									
1110													
1120													
1130													
1140													
1190													
1200													
1210				582,872.18									
1220	Increases during the Year		Posting	25,116.00	6,600.00	11,652.00	3,024.00	3,840.00					
1230	Decreases during the Year		Posting										
1240	Accum. Depr., Oper. Equip.		Posting	-362,263.84	-145,912.90	-55.00	-187.00	-250.00	-290.00	-290.00	-290.00	-290.00	-290.00
1290	Operating Equipment, Total		End-Total	220,608.34	-120,796.90	6,545.00	11,465.00	2,774.00	3,550.00	-290.00	-290.00	-290.00	-290.00
1300	Vehicles		Begin-Total										
1310	Vehicles		Posting	49,473.91									
1320	Increases during the Year		Posting	87,000.00	30,000.00					42,000.00	15,000.00		
1330	Decreases during the Year		Posting										

Notice in the image below our newly created view appears as an option in the view dropdown, now it's possible to switch to the 2021 fiscal period by simply clicking on the name of the view from this dropdown:



Dynamics 365 Business Central

CRONUS UK Ltd. | Finance | Journals | Cash Management | Cost Accounting | Fixed Assets | Posted Documents | Setup & Extensions | Intelligent Cloud Insights |

Phased Trial Balance | Chart of Accounts | Bank Accounts | Customers | Vendors | Purchase Orders | Incoming Documents | Purchase Invoices | EC Sales List | VAT Returns | Budgets | VAT Statements | Intrastat

Phased Trial Balance: 2021 | Search | + New | Delete | Process | Report | Open in Excel | Actions | Navigate | Report | Fewer options

Specify Date Range: All | 2021 | Show filter pane

Start Date: 1/1/2021 | End Date: 12/31/2021

No.	Name	Income/Balance	Chart of Accounts	Bank	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November
6000	INCOME STATEMENT	Income Statement													
6100	Revenue	Income Statement													
6105	Sales of Retail	Income Statement													
6110	Sales, Retail - Dom.	Income Statement			-69,619.28	-72,157.91	-77,091.46	-76,654.04	-64,716.01	-45,166.45	-42,355.02	-44,704.31	-79,728.87	-71,813.43	-77,115.05
6120	Sales, Retail - EU	Income Statement			-2,119.05			-684.16	-14,939.24	-7,498.99	-3,069.09	-8,173.94	-961.77	-7,183.23	
6130	Sales, Retail - Export	Income Statement			-6,287.45	-14,938.91	-7,560.25	-10,385.82	-15,635.01		-1,393.63	-5,178.53	-13,125.22	-10,084.92	-16,115.05
6190	Job Sales Applied, Retail	Income Statement													
6191	Job Sales Adjmt., Retail	Income Statement													
6195	Total Sales of Retail	Income Statement			-78,025.78	-87,096.82	-84,651.71	-87,724.02	-95,290.26	-52,665.44	-46,817.74	-58,056.78	-93,815.86	-89,081.58	-94,115.05
6205	Sales of Raw Materials	Income Statement													
6210	Sales, Raw Materials - Dom.	Income Statement			-315,126.12	-453,034.07	-271,618.18	-332,344.67	-487,194.98	-303,724.79	-229,572.35	-462,218.27	-319,184.10	-462,692.45	-476,115.05
6220	Sales, Raw Materials - EU	Income Statement			-158,919.29	-33,089.24			-25,315.48		-39,094.38	-54,509.29			-207,115.05
6230	Sales, Raw Materials - Export	Income Statement													
6290	Job Sales Applied, Raw Mat.	Income Statement													
6291	Job Sales Adjmt., Raw Mat.	Income Statement													
6295	Total Sales of Raw Materials	Income Statement			-6,033,197.57	-474,045.41	-579,343.53	-384,479.06	-386,948.37	-559,654.44	-330,383.19	-325,115.05	-503,169.18	-447,242.02	-649,074.35
6405	Sales of Resources	Income Statement													
6410	Sales, Resources - Dom.	Income Statement													
6420	Sales, Resources - EU	Income Statement													

You can create as many views as you want and it's also possible to save additional filters to the view, for example, it's possible to create an Income Statement view for 2021 and another which shows only Balance Sheet Items.

The example below shows a new view created called 2021 Income Statement, this view has both a Date Filter as well as a filter on the Income/Balance field to only display Income Statement G/L Accounts in the view.

Dynamics 365 Business Central

CRONUS UK Ltd. | Finance | Journals | Cash Management | Cost Accounting | Fixed Assets | Posted Documents | Setup & Extensions | Intelligent Cloud Insights |

Phased Trial Balance | Chart of Accounts | Bank Accounts | Customers | Vendors | Purchase Orders | Incoming Documents | Purchase Invoices | EC Sales List | VAT Returns | Budgets | VAT Statements | Intrastat

Phased Trial Balance: 2021 Income Statement | Search | + New | Delete | Process | Report | Open in Excel | Actions | Navigate | Report | Fewer options

Views: All | 2021 | 2021 Income Statement | Show filter pane

Filter list by: Income/Balance | Income Statement | + Filter...

Filter totals by: Date Filter: 01/01/21..12/31/21 | Edit

No.	Name	Income/Balance	Direct Posting	Account Type	Opening Balance as at 01/01/21	Total movement 01/01/21 to 12/31/21	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021
6000	INCOME STATEMENT	Income Statement		Heading										
6100	Revenue	Income Statement		Begin-Total										
6105	Sales of Retail	Income Statement		Begin-Total										
6110	Sales, Retail - Dom.	Income Statement		Posting		-782,344.23	-69,619.28	-72,157.91	-77,091.46	-76,654.04	-64,716.01	-45,166.45	-42,355.02	-44,704.31
6120	Sales, Retail - EU	Income Statement		Posting		-54,263.01	-2,119.05			-684.16	-14,939.24	-7,498.99	-3,069.09	-8,173.94
6130	Sales, Retail - Export	Income Statement		Posting		-112,235.98	-6,287.45	-14,938.91	-7,560.25	-10,385.82	-15,635.01		-1,393.63	-5,178.53
6190	Job Sales Applied, Retail	Income Statement		Posting										
6191	Job Sales Adjmt., Retail	Income Statement		Posting										
6195	Total Sales of Retail	Income Statement		End-Total		-948,843.22	-78,025.78	-87,096.82	-84,651.71	-87,724.02	-95,290.26	-52,665.44	-46,817.74	-58,056.78
6205	Sales of Raw Materials	Income Statement		Begin-Total										
6210	Sales, Raw Materials - Dom.	Income Statement		Posting		-4,634,597.51	-315,126.12	-453,034.07	-271,618.18	-332,344.67	-487,194.98	-303,724.79	-229,572.35	-462,218.27
6220	Sales, Raw Materials - EU	Income Statement		Posting		-518,428.43	-158,919.29				-25,315.48			-39,094.38
6230	Sales, Raw Materials - Export	Income Statement		Posting		-880,171.63		-93,220.22	-112,860.88	-54,603.70	-72,459.46	-1,342.92	-95,542.98	-1,856.53
6290	Job Sales Applied, Raw Mat.	Income Statement		Posting										
6291	Job Sales Adjmt., Raw Mat.	Income Statement		Posting										
6295	Total Sales of Raw Materials	Income Statement		End-Total		-6,033,197.57	-474,045.41	-579,343.53	-384,479.06	-386,948.37	-559,654.44	-330,383.19	-325,115.05	-503,169.18
6405	Sales of Resources	Income Statement		Begin-Total										
6410	Sales, Resources - Dom.	Income Statement		Posting										
6420	Sales, Resources - EU	Income Statement		Posting										
6430	Sales, Resources - Export	Income Statement		Posting										

## HOW TO USE THIS APP TO REVIEW THE ACCURACY OF YOUR FINANCIALS

It's imperative for any business owner and financial manager to review the financial position of a company.

The accuracy of financial transactions has a significant impact the review process and its part of the responsibility of business owners and financial managers to review the financials to ensure the highest level of accuracy.

The Phased Trial Balance offers a natural and efficient mechanism to perform the financial review process by the way in which information is displayed on screen.

To illustrate this process, let's focus on the *Office Supplies* expense account for the period *1 January 2021 to 31 December 2021*. Glancing over the figures from January to December it's quick to spot the September 2021 month as an outlier. In most months of this year, Office Suppliers is in the region of 5,500 per month, yet in September 2021 Office Supplies reached close to 11,100, that's almost double the amount it's expected to be.

Dynamics 365 Business Central

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Using this process of review, the business owner and financial manager can spot outliers, query the validity and act if required.

## HOW TO TAKE ACTION

The financial review process is best supported by the ability to view and query the underlying financial transactions. By making use of the drilldown feature, business owners and financial managers can easily find incorrectly posted transactions and take immediate action to rectify the problem.

In an earlier example we used *Office Supplies* in September 2021 as an example, let's find out why the expense is that much higher in this month compared to other months in the same fiscal year. Start the enquiry by making use of the drilldown feature on the *Office Supplies* account and the September 2021 column, as illustrated below:

Dynamics 365 Business Central

CRONUS UK Ltd.

Finance Journals Cash Management Cost Accounting Fixed Assets Posted Documents Setup & Extensions Intelligent Cloud Insights

Phased Trial Balance Chart of Accounts Bank Accounts Customers Vendors Purchase Orders Incoming Documents Purchase Invoices EC Sales List VAT Returns Budgets VAT Statements Intrastat

Phased Trial Balance: 2021 Income Statement Search + New Delete Process Report Open in Excel Actions Navigate Report Fewer options

Specify Date Range

Start Date 1/1/2021 End Date 12/31/2021

No.	Name	Income/Balance	Direct Posting	Account Type	Opening Balance as at 01/01/21	Total movement 01/01/21 to 12/31/21	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	Closing Balance as at 12/31/21
8130	Repairs and Maintenance	Income Statement		Posting		243,585.32	22,633.65	21,200.18	21,376.22	20,118.66	17,823.61	23,262.31	19,967.82	18,861.37	22,759.34	18,618.20	18,618.20	18,618.20	18,618.20
8190	Total Bldg. Maint. Expenses	Income Statement		End-Total		308,068.52	28,437.15	26,636.12	26,857.31	25,277.31	22,885.56	29,227.02	25,087.80	23,697.61	28,595.07	23,905.83	23,905.83	23,905.83	23,905.83
8200	Administrative Expenses	Income Statement		Begin-Total		-	-	-	-	-	-	-	-	-	-	-	-	-	-
8210	Office Supplies	Income Statement		Posting		73,060.90	5,713.94	5,761.40	6,391.75	4,914.11	6,100.24	6,134.20	5,415.74	5,625.86	11,088.79	5,408.91	5,558.11	4,947.85	73,060.90
8230	Phone and Fax	Income Statement		Posting		7,915.95	667.34	672.82	746.42	573.91	712.48	716.37	632.42	637.00	676.41	631.70	631.70	631.70	631.70
8240	Postage	Income Statement		Posting		3,829.78	322.84	325.52	361.15	277.63	344.67	346.55	306.01	317.82	328.21	305.67	305.67	305.67	305.67
8290	Total Administrative Expenses	Income Statement		End-Total		84,806.63	6,704.12	6,759.74	7,499.32	5,765.65	7,157.39	7,197.12	6,354.17	6,600.68	12,095.41	6,346.28	6,346.28	6,346.28	6,346.28
8300	Computer Expenses	Income Statement		Begin-Total		-	-	-	-	-	-	-	-	-	-	-	-	-	-
8310	Software	Income Statement		Posting		46,015.74	-	5,572.34	-	-	-	-	1,241.00	3,834.70	15,972.39	6,740.92	6,740.92	6,740.92	6,740.92
8320	Consultant Services	Income Statement		Posting		21,135.29	-	-	-	-	-	-	80.66	4,866.66	6,570.00	2,169.14	2,169.14	2,169.14	2,169.14
8330	Other Computer Expenses	Income Statement		Posting		4,556.69	309.64	164.24	161.37	22,759.34	18,618.20	672.22	426.08	148.54	148.54	148.54	148.54	148.54	148.54
8390	Total Computer Expenses	Income Statement		End-Total		71,707.72	309.64	5,736.58	161.37	22,759.34	18,618.20	672.22	426.08	148.54	148.54	148.54	148.54	148.54	148.54
8400	Selling Expenses	Income Statement		Begin-Total		-	-	-	-	-	-	-	-	-	-	-	-	-	-
8410	Advertising	Income Statement		Posting		119,781.82	10,097.60	10,100.00	10,100.00	10,100.00	10,100.00	10,100.00	10,100.00	10,100.00	10,100.00	10,100.00	10,100.00	10,100.00	10,100.00
8420	Entertainment and PR	Income Statement		Posting		3,915.89	330.08	330.08	330.08	330.08	330.08	330.08	330.08	330.08	330.08	330.08	330.08	330.08	330.08
8430	Travel	Income Statement		Posting		31,904.30	2,689.55	2,689.55	2,689.55	2,689.55	2,689.55	2,689.55	2,689.55	2,689.55	2,689.55	2,689.55	2,689.55	2,689.55	2,689.55
8450	Delivery Expenses	Income Statement		Posting		2,842.94	340.77	340.77	340.77	340.77	340.77	340.77	340.77	340.77	340.77	340.77	340.77	340.77	340.77
8490	Total Selling Expenses	Income Statement		End-Total		158,444.95	13,458.00	13,458.00	13,458.00	13,458.00	13,458.00	13,458.00	13,458.00	13,458.00	13,458.00	13,458.00	13,458.00	13,458.00	13,458.00
8500	Vehicle Expenses	Income Statement		Begin-Total		-	-	-	-	-	-	-	-	-	-	-	-	-	-
8510	Fuel and Motor Oil	Income Statement		Posting		4,837.80	407.85	407.85	407.85	407.85	407.85	407.85	407.85	407.85	407.85	407.85	407.85	407.85	407.85

September 2021

October 2021

12,095.41

6,346.28

9 | Page

The drilldown feature displays a list of General Ledger transactions posted to the applicable G/L Account (represented by the row in the Phased Trial Balance) and period (represented by the column in the Phased Trial Balance).

From the General Ledger Entries page shown below, four transactions are displayed, one of which is a supplier invoice with an amount close to the expected total monthly Office Supplies expenditure. From the General Ledger Entries page, make use of the *Navigate* action to find out more about this transaction.

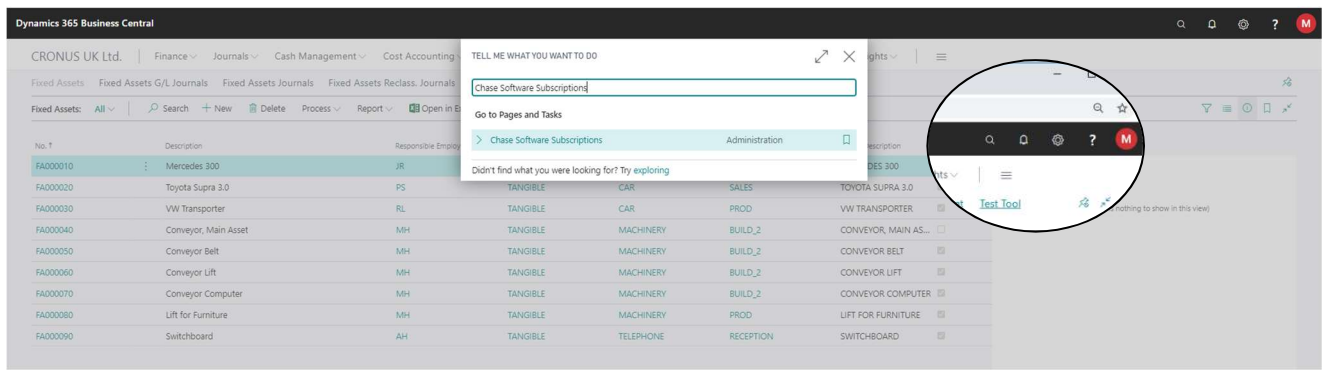
Posting Date	Document Type	Document No.	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.	Entry No.	External Document No.
9/12/2021	Invoice	1001	8210	Invoice 1001	Purchase	EXPORT	MISC	5,279.94	G/L Account		2823	IN55478243
9/12/2021	Entries, September 2021		8210	Entries, September 2021	Purchase	DOMESTIC	MISC	2,904.42	G/L Account		1624	
9/12/2021	Entries, September 2021		8210	Entries, September 2021	Purchase	DOMESTIC	MISC	1,742.66	G/L Account		1622	
9/12/2021	Entries, September 2021		8210	Entries, September 2021	Purchase	DOMESTIC	MISC	1,161.77	G/L Account		1620	

Using the Navigate feature I can establish the validity and accuracy of the financial transactions and perform a thorough financial review to ensure accurate financial records.

## VIEWING AND MANAGING YOUR SUBSCRIPTIONS

You can view and manage your subscriptions from the Chase Software Subscriptions page. Locate the page using the Business Central search feature, as shown below, and navigate to the page directly from the search results.





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:

