

Trial Balance by Department

You can run the Trial Balance by Department report for viewing the trial balance report as per each department on a summary & detail basis. Also you can view the details for the entered department.

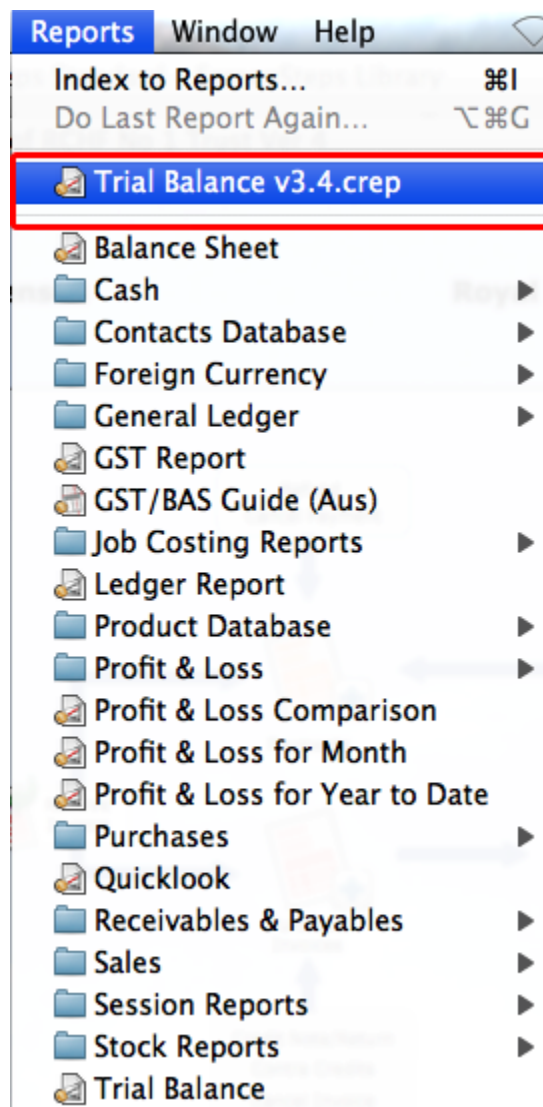
What it does

This report can be run to view the trial balance on a department basis. **This report can be used in Moneyworks v6 only.**

Installing the report

To install the report see the installation instructions at <http://tinyurl.com/yj9m8mp>

Select the report from the Moneyworks Report menu



Choose **Trial Balance v3.4** from the report menu.

Set report options

Settings for "Trial Balance v3.4.crep"

Options → More Options

Omit Zero Balances

Include Unposted

Print Movements

Show Departments

Cash Basis

Sort: Account Code

Report by: Departm...

Code : @

From : July:20010/11

To : Jun:20010/11

Totals Only

Preview

Cancel

Output to...
Preview

Title

Date Page

Title: Trial Balance v3.4

1. Include unposted:

Check this box, if you want to include unposted transactions.

2. Report by:

By default it will choose Department. Haven't added more options on it.

3. Code:

Enter the **department code** you want to run the report for. If you want to run the report **for all the departments** then enter "@" (Without quotes).

4. From:

Select the date you want to run the report from.

5. To:

Select the date you want to run the report up to.

6. Totals Only:

If you want to run the report in **detail, uncheck this option**. This option will work while you run the report for all departments.

To preview the report:

Trial Balance v3.4

Report for Period: July:20010/11 to Jun:20010/11

| 1 | 2 | 3 | 4 | 5 |
|-------|---------------------|-----------------|----------------|----------------|
| Code | Description | Open | Movement | Closing |
| 70009 | | 0.00 | 22,946.84 | 22,946.84 |
| 70301 | | 25,554,514.09 | -4,913,779.81 | 20,640,734.28 |
| 70405 | | 47,626,223.67 | 3,620,441.01 | 51,246,664.68 |
| 70750 | | 1,093,000.00 | -1,093,000.00 | 0.00 |
| 72001 | | 13,147,268.54 | -12,537,268.54 | 610,000.00 |
| 72002 | | 190,803.99 | 241,583.01 | 432,387.00 |
| 75005 | | 25,506,886.02 | 21,972,962.91 | 47,479,848.93 |
| 76501 | | 32,706.00 | 0.00 | 32,706.00 |
| 76601 | | (14,243.95) | 0.00 | -14,243.95 |
| 77002 | | 2,035,000.00 | 0.00 | 2,035,000.00 |
| 77501 | | 455,000.00 | 0.00 | 455,000.00 |
| 78201 | | 2,926.00 | 0.00 | 2,926.00 |
| 78400 | | 97,390.64 | 0.00 | 97,390.64 |
| 78500 | | 65,030.03 | 0.00 | 65,030.03 |
| 79301 | | (2,760.64) | 0.00 | -2,760.64 |
| 79500 | | (33,855.59) | 0.00 | -33,855.59 |
| 79600 | | (49,817.40) | 0.00 | -49,817.40 |
| 80200 | | 0.00 | -286,129.00 | -286,129.00 |
| 81001 | | (946,119.55) | -265,656.90 | -1,211,776.45 |
| 82100 | | (37,501.26) | 24,999.96 | -12,501.30 |
| 84209 | | (6,073,325.35) | 2,679,269.49 | -3,394,055.86 |
| 86200 | | (202,919.00) | 75,808.00 | -127,111.00 |
| 86400 | | (95,706.86) | 24,894.41 | -70,812.45 |
| 86401 | | (42,854.23) | 1,097.02 | -41,757.21 |
| 89501 | | (66,056.00) | -5,076.00 | -71,132.00 |
| 92001 | | (1,564,341.59) | 0.00 | -1,564,341.59 |
| 93081 | | (854,232.75) | -2,967,444.07 | -3,821,676.82 |
| 94001 | | (28,013,193.38) | 0.00 | -28,013,193.38 |
| | Trail Balance Sheet | 77,809,821.43 | 6,595,648.33 | 84,405,469.76 |

Choose **preview** from the **Output to** popup menu and click the **preview** button.

Report Columns:

1. Code: Account Code.
2. Description: Account Name.
3. Open: Opening balance of the respective account head.
4. Movement: Movement of the respective account head.
5. Closing: Closing balance of the respective account head.