

#### **D. Trial Balance**

The Trial Balance Report is used to verify the system balance. The total debits should equal the total credits for the beginning balance, this period balance and the current balance. To print the Trial Balance Report by using the following steps:

- a. Select General Ledger at **Dynamics SL** menu
- b. Select Reports
- c. Select Trail Balance
- d. Select the fiscal period you want reported
- e. Press Print

#### **E. Balance Sheet**

The Balance Sheet Report should verify that  $\text{Assets} - \text{Liabilities} = \text{Owner Equity}$ . The Balance Sheet Report prints in a year to date format. The Balance Sheet includes all balances in addition to the current period. The Balance Sheet Report is submitted to the President & CEO and Executive Committee on a monthly basis, and to the Board of Directors on a quarterly basis. To print the Balance Sheet Report use the following steps:

- a. Select FRx Reporting
- b. Select Reports
- c. Select Balance Sheet
- d. Select the fiscal period you want reported
- e. Press generate report
- f. Press print