

Trial Balance User Guide



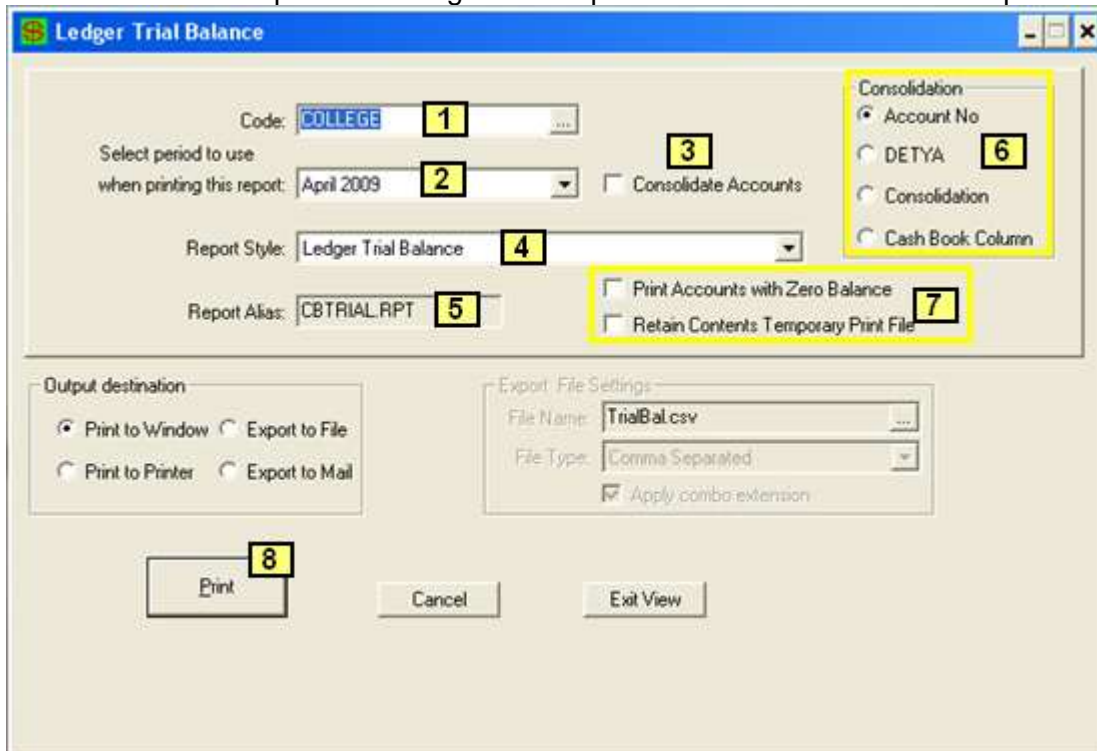
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Trial Balance

The trial balance lists all accounts with their respective balances as both a period figure and a year-to-date figure.

- In all cases, debits listed must equal credits.
- Where a variance occurs, the ledger is out of balance and this anomaly must be traced and corrected before continuing processing.
- You will be unable to perform a ledger end-of-period with an out-of-balance report.



1.	The Code will default from the Entity.
2.	Select the Period for the Report.
3.	Check to have all the sub account amounts consolidated to the one account value.
4.	Select the Report Style.
5.	The Name (Alias) of the report.
6.	The Report can be printed with various forms of Consolidation.
7.	Select to; <ul style="list-style-type: none"> • Print all the Accounts even those with a Zero Balance. • Retain Contents Temporary Print File; this can then be exported through a VDF to a CSV.
8.	Click Print when all the filters are in place.

Available Reports

Ledger Trial Balance – Name (Alias) CBTRIAL.RPT

This Report must be in balance and have Yes in the Period the report is for and Yes in the Year to Date columns.

Date Printed: 29/09/2009		Ledger Trial Balance Report				April 2009	
Your School Name		In Balance Yes		In Balance Yes		Year to Date	
Account		Debit	Credit	Debit	Credit		
110	Gross Tuition Fees		185,160.00		637,620.00		
120	Compulsory Charges / Levies		17,390.00		68,060.00		
130	Discounts / Concessions	8,056.00			28,924.00		
131	Discounts - Family	1,800.00			7,700.00		
134	Special Concessions	9,500.00			23,750.00		
230	Rec'd Other Student Activities		181.82		181.82		
231	Receipts Passed to Third Party		454.55		454.55		
232	Income Transport - Home / School		645.45		2,418.18		
290	Enrolment / Application Fees		600.00		750.00		
390	Other Income - Support Groups				450.00		
510	Interest Income				830.00		

Trial Balance CSV – CBTRIALCSV.RPT

The file can be exported in any Excel format.

The screenshot shows a trial balance report window with a table of accounts. An 'Export' dialog box is overlaid on the table. The dialog box has a 'Format' dropdown menu set to 'Excel 8.0 (dLS)' and a 'Destination' dropdown menu set to 'Application'. There are 'OK' and 'Cancel' buttons in the dialog box. A red arrow points to the 'Export' button in the dialog box.

Account	Debit	Credit	Year to Date Debit	Year to Date Credit
110		561,765.37		566,143.32
120		42,150.00		42,150.00
125		1,650.00		2,940.00
130	44,018.80		44,018.80	
131		62,592.68		
133		2,312.50		
134		4,099.19		
134 1		4,880.00		
134 2		3,575.00		
135		513.65		
150		2,000.00		
230		28,551.45		
231		1,783.06		1,783.06
231		9,087.78		9,087.78
270 1		93.45		93.45
275		350.00		750.00
290 1		4,228.10		4,228.10
390		353.88		459.87
390 1		119.34		454.12
390 2		250.11	354.54	259.11
390 3		10.00		10.00
700		1,105,941.00		1,105,941.00
730		1,889.14		1,889.14
790 1	322.79		322.79	
930		80.00		390.00
930 10				12,700.00
1010	167,288.71		318,099.03	

Detya/Consolidation – CBDETYA.RPT

Path: General Ledger – Model Account Entry

This Report requires Tags to be entered in Model Account Entry.

Acct: Name:

Account Type: Posting Heading Totalling Opening Bal. K.P.I. No

Account Classification: Income Expense Asset Liability Bank Ca

Status: Credit Debit GST Class: GST R:

Consolidation Options

DETYA:
 ...

Consolidation:
 ...

Cash Flow Tag:

Account Relationships

Report Partner Account:
 ...

End of Period Distribution:
 ...

Account:
 ...

Detya Codes can be edited through System/Consolidation/Deet Codes.

This Report has Parameters where you can select from;

- Summary
- Detail
- Full Dissection - Consolidation, Detya and Account Codes

Summary

DETYA	NAME	Movement
RI.260	Total Recurrent Income	\$1,598,721.83
RE.300	Total Recurrent Expenditure	\$1,754,942.67
CI.130	Total Capital Income	-\$133,330.78
CE.080	Total Capital Expenditure	\$22,047.45
SA.001	Income from Trading	\$89,158.99
SA.005	Expenses from Trading	\$81,814.67
LN.004	Refundable Enrolment Deposits Closing	\$12,325.00
LN.019	Closing Balance Recurrent Loans	
	Unclassified	\$275,527.61

Detail

17/09/2009		
<u>DETYA</u>	<u>NAME</u>	<u>Movement</u>
R1.085		3,666.00
RI.010	Fees & Charges (excl. FFPOS)	416,548.25
RI.050	Other Student Receipts	47,634.62
RI.055	Other Private Income	11,495.57
RI.130	State Gov't. - Education Allowances	11,692.00
RI.150	Federal Gov't. - Basic Per Capita	1,105,941.00
RI.170	Federal Gov't. - Special Ed. School Supp	1,508.40
RI.190	Federal Gov't. - Country Areas	2,229.18
RI.250	Federal Gov't. - Other Recurrent Grants	-1,993.19
RI.260	Total Recurrent Income	\$1,598,721.83
RE.015	Salaries - Teaching	914,661.19
RE.060	Salaries - All Other Staff	278,742.04
RE.090	Salary Related Expenses	11,424.65
RE.110	Superannuation Contributions	119,956.02
RE.145	Non Salary Expenses	237,049.57
RE.150	Other Teaching Expenses & Materials	3,605.48
RE.195	Build. & Grounds - Operations & Maintena	76,923.09
RE.230	Interest - Capital & Bridging	87,891.63
RE.250	Rent & Operating Leases	24,689.00
RE.300	Total Recurrent Expenditure	\$1,754,942.67

Full Dissection – Consolidation, Detya and Account Codes

17/09/2009						
<u>DETYA</u>	<u>CONS</u>	<u>ACC&SUB</u>	<u>NAME</u>	<u>Open Bal</u>	<u>YTD</u>	<u>Movement</u>
R1.085	RI.260	681 0	State Grant - Future SACE PD	0.00	3,666.00	3,666.00
R1.085						3,666.00
RI.010	RI.260	110 0	Gross Tuition Fees	0.00	569,091.82	569,091.82
RI.010	RI.260	130 0	School Card Concession	0.00	-44,018.80	-44,018.80
RI.010	RI.260	131 0	Discounts - Sibling	0.00	-82,592.68	-82,592.68
RI.010	RI.260	133 0	Discounts - Staff	0.00	-2,312.50	-2,312.50
RI.010	RI.260	134 0	Special Concessions	0.00	-4,099.19	-4,099.19
RI.010	RI.260	134 1	Monitoring Discount	0.00	-4,880.00	-4,880.00
RI.010	RI.260	134 2	Exam Rebates	0.00	-3,575.00	-3,575.00
RI.010	RI.260	135 0	Hardship Rebates / Bursaries	0.00	-513.95	-513.95
RI.010	RI.260	135 0	Referral Discounts	0.00	-2,000.00	-2,000.00
RI.010	RI.260	150 0	Early Settlement Discount	0.00	-28,551.45	-28,551.45
RI.010			Fees & Charges (excl. FFPOS)			416,548.25
RI.050	RI.260	120 0	Resource Development Contribution	0.00	42,150.00	42,150.00
RI.050	RI.260	125 0	Hospitality Course Fees	0.00	2,600.00	2,600.00
RI.050	RI.260	220 0	Prefects	0.00	774.60	774.60
RI.050	RI.260	220 1	Prefects Dinner	0.00	236.05	236.05
RI.050	RI.260	230 0	Bus Fares	0.00	1,873.97	1,873.97
RI.050			Other Student Receipts			47,634.62
RI.055	RI.260	260 0	Income Photocopying	0.00	33.50	33.50
RI.055	RI.260	270 1	Primary Musical Income	0.00	9.10	9.10
RI.055	RI.260	275 0	Miscellaneous Student Income	0.00	198.46	198.46
RI.055	RI.260	290 0	Enrolment & Administration Fee	0.00	200.00	200.00
RI.055	RI.260	290 1	Registration Fee	0.00	3,400.00	3,400.00
RI.055	RI.260	395 0	Fundraising - Admin	0.00	-983.19	-983.19
RI.055	RI.260	395 3	Fundraising -Entertainment Books	0.00	2,990.00	2,990.00
RI.055	RI.260	510 0	Interest Income	0.00	552.88	552.88
RI.055	RI.260	590 0	Other Income	0.00	4,920.26	4,920.26
RI.055	RI.260	590 1	Maths Calculator Income	0.00	168.20	168.20
RI.055	RI.260	590 2	Horse Riding Levy	0.00	-703.64	-703.64
RI.055	RI.260	590 3	Damage Recovery	0.00	710.00	710.00
RI.055			Other Private Income			11,495.57