

Trial Balance Report

Note: This may be run using the 'As At' date option.

Report format options available:

- A/R Trial Balance by Service
- A/R Trial Balance by Account
- A/R Trial Balance by Customer
- A/R Trial Balance by Debt Collector

From the **Credit Control** module, select the type of **Trial Balance** to run.

Enter criteria in the top half of the table per normal utility procedure.

Review report criteria for each field in the lower portion of the setup.

Options available may include:

On Pap	Include PAP accounts
Zero Suppress	Suppress Printing Zero Amounts
Page Break	New Page per Cycle
Double Space	Extra space added between accounts
Promise to Pay	Only processes accounts with Promise to Pay amounts

Credit Control > Trial Balance > 'Select Preferred Method to Run Report'

Click **OK** to begin processing the report.

A new window will open displaying the report progress.

When complete, the report will open.

Review the report.

A/R Trial Balance by Account (FIND)

Print Save Cancel Close

Results Status Erlog

ALWAYS ON UTILITIES agiessen TRIAL BALANCE AS AT 11/20/2021 11/20/2021 14:27 Page:1

Cyc	Rte	Account	Balance	Deposit	--- Last Payment	----- Due Date	PAP	Pln	Arr	Stat
Cycle:										
Route:										
0	0		-18.80	0.00	08/05/2021	164.35	08/28/2021			A
0	0		-438.46	0.00	07/30/2021	249.53	08/28/2021			A
0	0		110.12	0.00			07/28/2021			A
0	0		81.10	0.00	06/13/2021	151.85	08/28/2021			A
0	0		224.66	0.00	06/21/2021	142.85	08/28/2021			A
0	0		306.97	0.00			08/28/2021			A
6 Route Totals			265.59	0.00						
6 Cycle Totals			265.59	0.00						
Cycle: 1										
Route:										
1	0		18.28	0.00	08/19/2021	18.28	09/28/2021			A

Total dollars display by Route and Cycle at the end of the report.

Print/Save the report per normal utility procedure.

Click Close when done.

1	80	6000570 00	SOMETIMES ON HEATING AND COOLING, INC.	45.64	0.00		09/28/2021			A
1	80	6000577 00	TWO MEN & A HAMMER GENERAL CONSTRUCTION	125.13	0.00	08/22/2021	38.94	09/28/2021		A
1	80	6000578 00	TWO MEN & A HAMMER GENERAL CONSTRUCTION	20.48	0.00	08/22/2021	10.92	09/28/2021		A
1	80	6000579 00	TWO MEN & A HAMMER GENERAL CONSTRUCTION	123.96	0.00	08/22/2021	13.07	09/28/2021		A
1	80	6000586 00	DON JOHNSON	47.31	0.00		09/28/2021			A
404 Route Totals			235825.79	464.00						
6564 Cycle Totals			1880704.57	16785.57						
6570 Totals			1880970.16	16785.57						