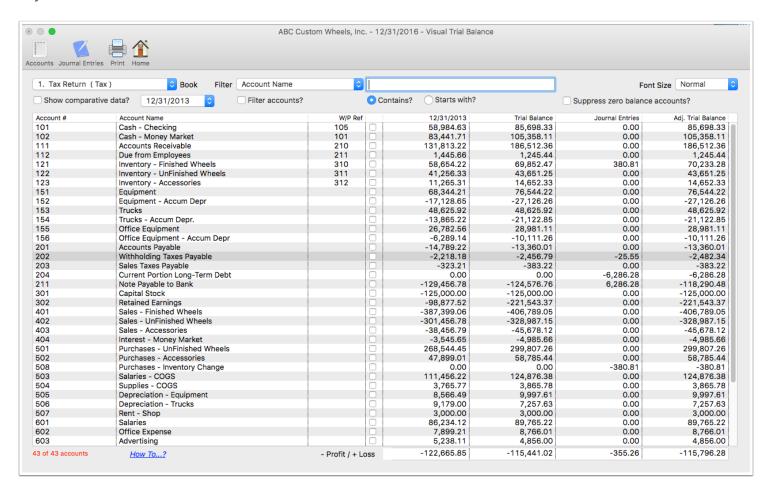
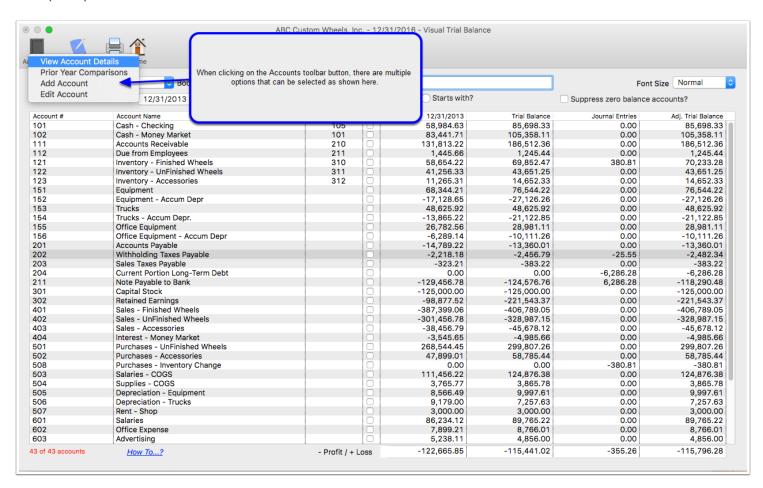
Visual Trial Balance Layout

The Visual Trial Balance can be accessed by clicking the Trial Balance toolbar button on the Home screen's toolbar or by selecting the Visual Trial Balance option in the Accounts menu. The Visual Trial Balance has a multitude of uses in addition to reviewing your account balances. The layout is in the familiar grid, or spreadsheet type, format. Fields included in the display are account number, account name, workpaper reference number, tickmark, prior year balance, trial balance, journal entries, and adjusted balance.



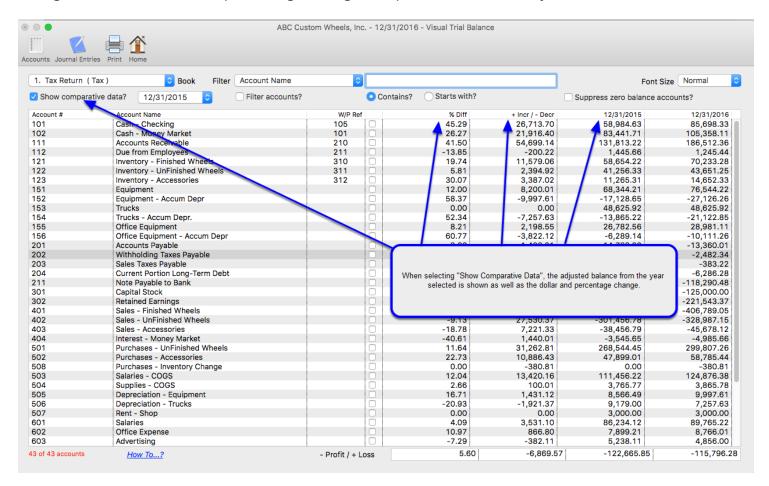
Toolbar Buttons

The toolbar buttons contain various options that allow you to view more details about accounts, add or edit journal entries, or print a trial balance. Some toolbar buttons contain multiple options. For example, shown below is the Accounts button after it has been clicked. As you can see, there are multiple options related to Accounts.



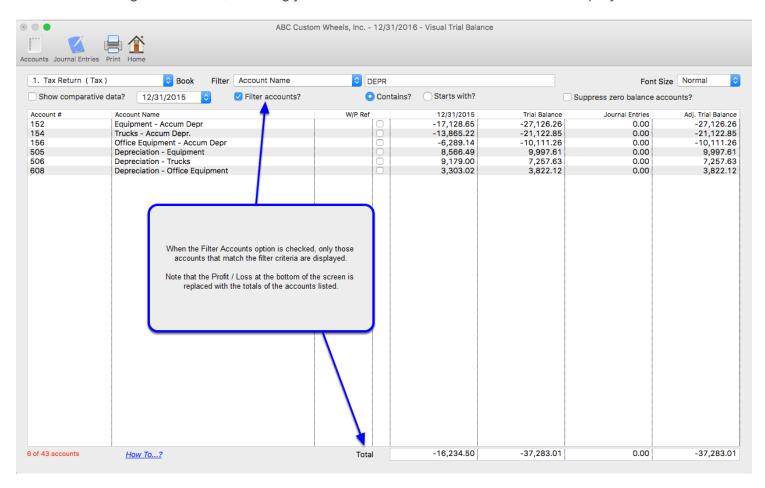
Comparative Data

If you check the Show Comparative Data checkbox, you can display any prior year's data and see the change in dollar amount and percentage change compared to the current year.



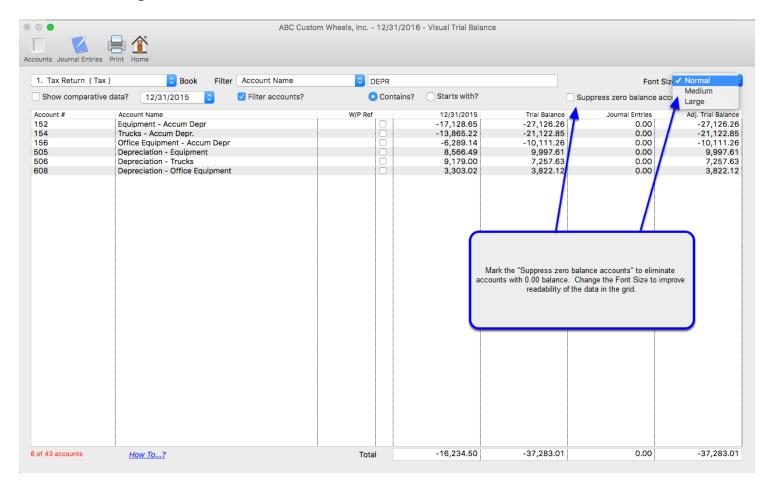
Filter Accounts

If you mark the Filter Accounts checkbox, you can limit the number of accounts displayed to just those that match your filter criteria. As shown in the example below, we are filtering accounts so that we can just see those with "DEPR" in their account number. Note that the "Profit / Loss" totals at the bottom of the screen change to "Totals", showing just the numeric totals of the accounts displayed.



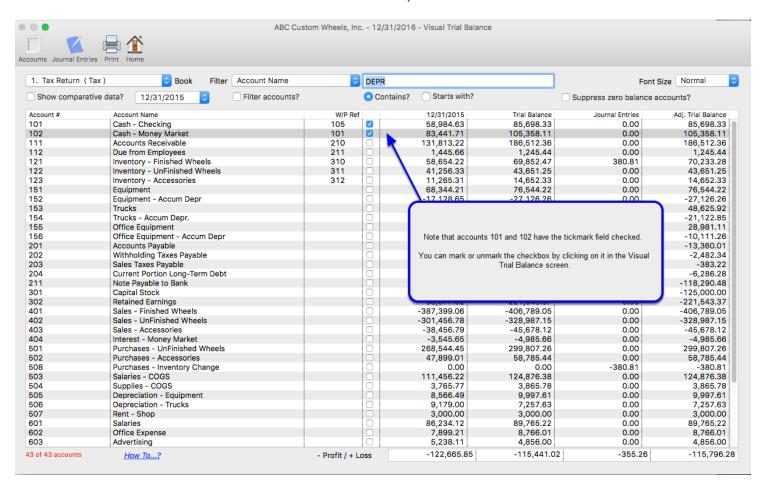
Other Options

You can also select other options to eliminate accounts that have a zero balance, change the font size of the text in the grid to make it easier to view.



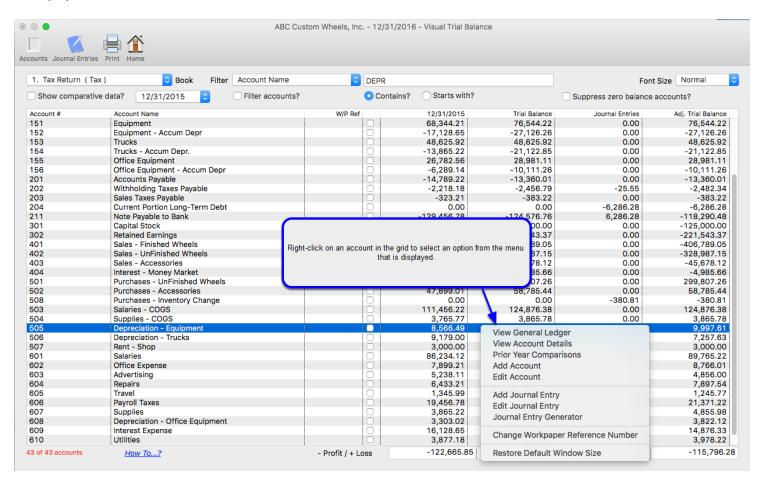
Tickmark field

Included in the grid is a "tickmark" field checkbox that can be used to identify accounts that have been reviewed. When you print the Working Trial Balance, Lead Schedules, or Adjusted Trial Balance, the accounts with the tickmark field checked will have YES printed under the "Reviewed?" column.



Right-click Menu

When you right-click on an account in the grid a menu will be displayed that allows you to select all of the options included in the Accounts and Journal Entries toolbar buttons, plus you can also change the workpaper reference.



Journal Entry Generator

One option that is not readily apparent, but extremely useful, is the Journal Entry Generator. This option can be selected from either the Journal Entries toolbar button or the right-click menu. When you select this option, you will see the screen shown here. You can then enter either an amount in the debit or credit field OR you can enter an adjusted balance and the debit or credit necessary to calculate that balance will be entered for you. After entering the amounts for all of the accounts to be included in the journal entry, click the button at the bottom of the screen to create your journal entry.

