Global 3000
Service Pack Note

CL Trial Balance - Export

Author	DCP
Project	ZP60_000418.docx
Version	1.0

INTRODUCTION

This service pack provides the ability to export the trial balance to a csv file.

A new export option has been added to the company trial balance report. When selected a csv format file is created consisting of a single line of column headings followed by one line per account balance.
In addition, the dialogue has been revised to provide all three reports available from the trial balance option via a single window.
Note, the new export to csv file is independent of any existing exports generated via the export driver.

Author	DCP	
Project	ZP60_000418.docx	
Version	1.0	2 of 5

DOCUMENTATION CHANGES

CL End of Period
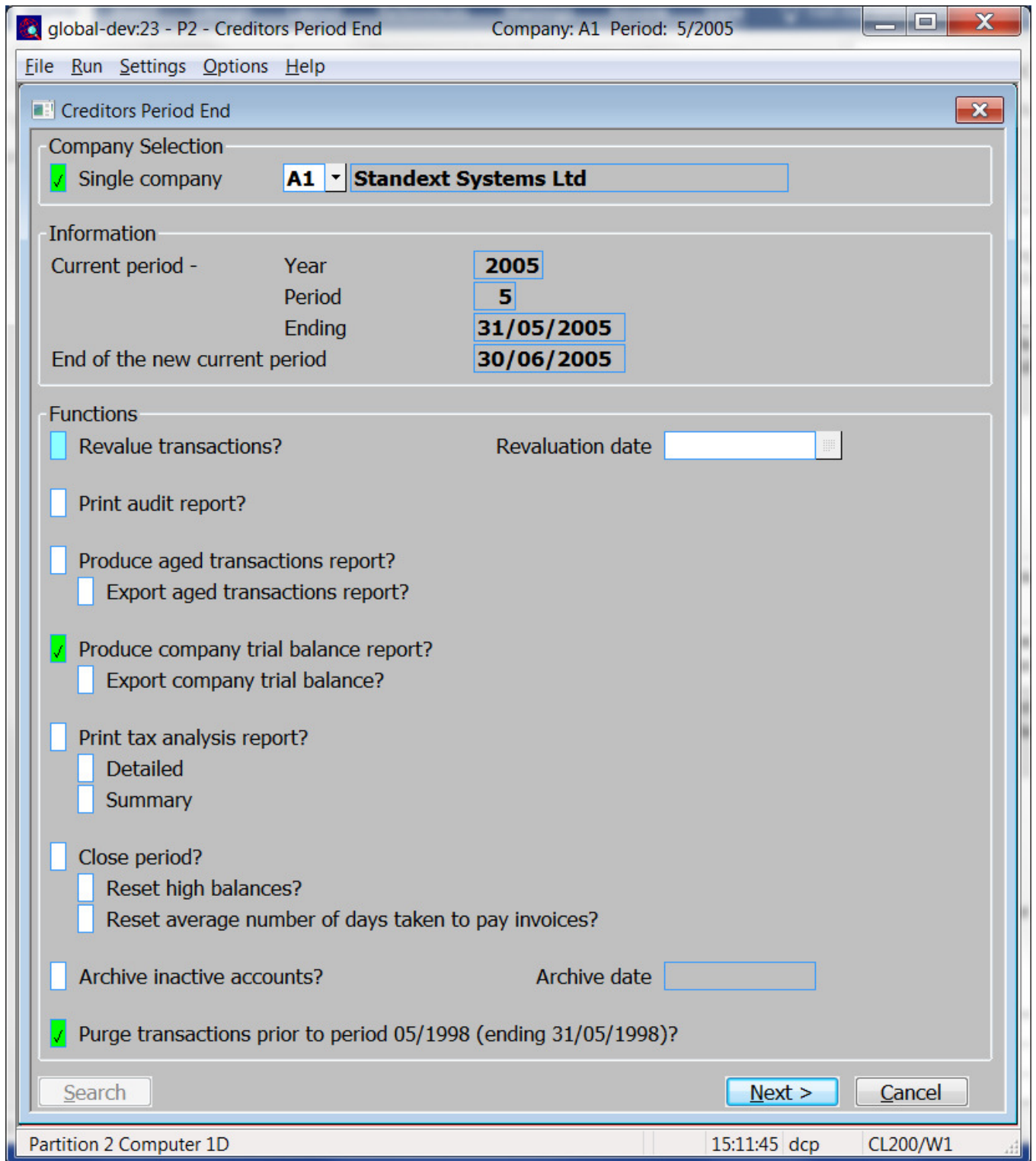
Produce company trial balance report?	Set this to produce a company trial balance for the current period. It will exclude both zero value accounts and next period balances.
Export company trial balance?	*(Only available if the company trial balance is selected).* When exported a csv format file is created and the user can specify its name and location once the export completes.

Author	DCP	
Project	ZP60_000418.docx	
Version	1.0	3 of 5

CL Trial Balance Window

This window appears when you select the 'Trial Balance Report' option from the period end processing menu.

Purpose The Trial Balance Report option provides three different reports: the Company Trial Balance report, the Account Balances report and the Currency Exposure report. This window enables you to enter criteria for these reports.

The prompts are:

Company base currency *(Display only.)* The base currency of the selected company.

Report date *(Display only.)* The end date of the period for which you are running the report.

Note	If relevant, the exchange rates in force on this date are used for the closing rates on the reports.

Author	DCP	
Project	ZP60_000418.docx	
Version	1.0	4 of 5

Report	Select the report you wish to produce. The options are:

- **Company Trial Balance.** The Company Trial Balance report provides an analysis by account of the closing balance on the ledger for the selected company at the end of the current financial period. If next period posting is allowed, the report also shows the total posted so far to the next period and the overall balance arising. All the figures are shown in the company's base currency and are drawn from the historical base currency balances held for each account.

- **Account Balances.** The Account Balances report shows the balance on selected accounts for the last day of the current or next period.

- **Currency Exposure Report.** The Currency Exposure report, available on multi-currency ledgers, shows the total exposure in any selected currency broken down by account for the current or next financial period. You can run the report for a specific currency or for all currencies.

Format	*(Only available for the company trial balance)* Select whether the report is to be printed or exported. When exported a csv format file is created and the user can specify its name and location once the export completes.
Note	All three reports can be exported via the export driver (by selecting export in the print options window) if required. The above export option produces a fixed layout csv format file (consisting of a single line of column headings followed by one line per account balance) independent of the export driver.
Include next period balances?	Set this to include include postings to the next financial period and to show balances and totals as at the end of the next period. By default, postings to the next financial period are excluded and the balances and totals shown are as at the end of the current period.
Include zero value accounts?	*(Not available for the currency exposure report)* Set this to include accounts with a zero value balance. They are excluded by default.
Exchange rate table	*(Only available in multiple currency systems and not available for the company trial balance)* This is the exchange rate table you want to draw the closing rates from. The default is the house exchange rate table. A look-up is available.
Suppliers	*(Only for the account balances report)* Select the list of accounts to be included in the report. Select from "All", "Single" or "Range".
From	*(Only for the account balances report and if list of accounts is "Single" or "Range")* Enter the code of the first account to be included on the report. A look-up is available.
To	*(Only for the account balances report and if list of accounts is "Range")* Enter the code of the last account to be included on the report. A look-up is available.
Include currency details?	*(Only for the account balances report and if multiple currencies are in use)* Set this to include a currency breakdown of the outstanding balance on each of the selected accounts.
Balance in account currency?	*(Only for the account balances report and if currency details are included)* Set this to show the account balance in account currency for multi-currency accounts.
Currency	*(Only for the currency exposure report)* Enter the currency for which the analysis is required, or leave blank to print an analysis for all currencies except base currency. A look-up is available.