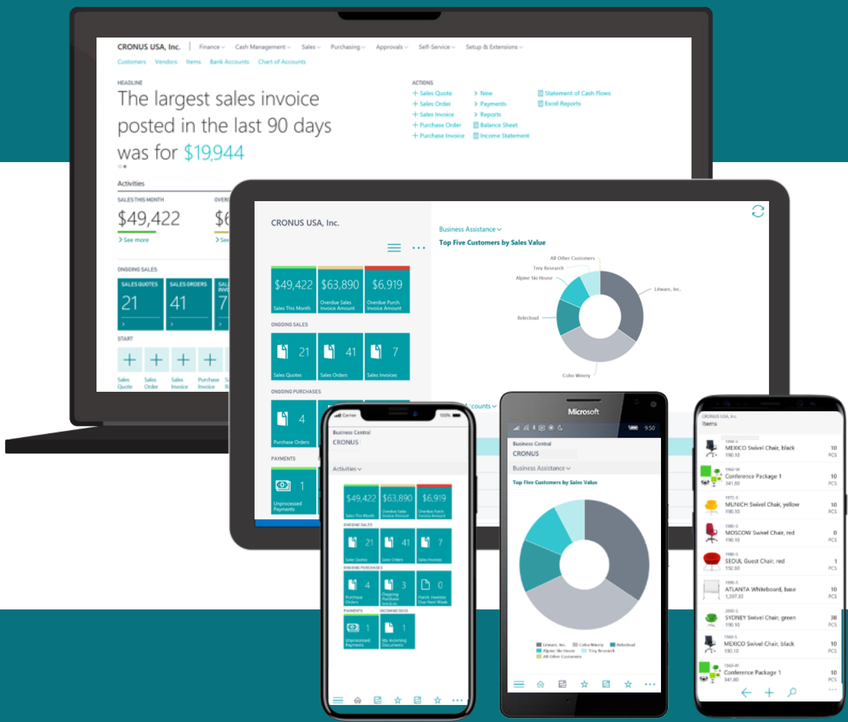
User Manual

Trial Balance by Dimension Reports

Version: Microsoft Dynamics 365 Business Central 20



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Trial Balance by Dimension Reports – User Manual

Subscribe in 3 EASY STEPS and start make use of this powerful app to improve the speed of producing accurate financial reports.

FEATURES

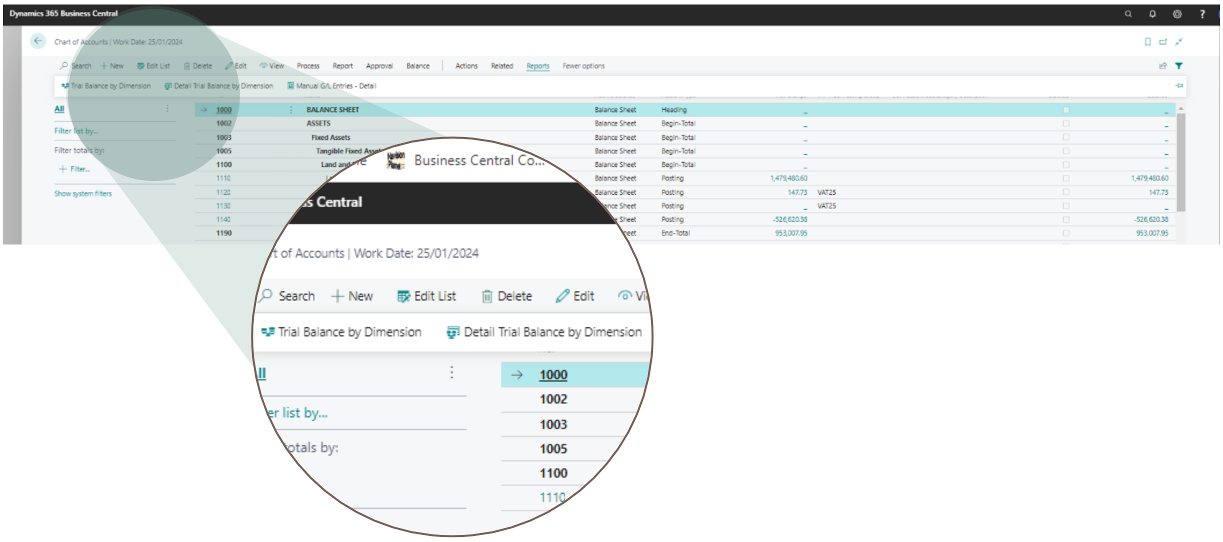
This app offers the following features:

1. Print a Trial Balance (Summary) by Dimension
2. Print a Detailed Trial Balance by Dimension
3. Select one/none/all/any Shortcut Dimensions 1-8 that you would like to see on the Trial Balance at Run Time
4. Filter Trial Balance by Dimension

STEP 1: SUBSCRIBE TO A 7-DAY FREE TRIAL

Choose the icon, enter *Trial Balance by Dimension* or *Detail Trial Balance by Dimension* and then choose the related link.

Launch the report(s) from the *Chart of Accounts* page by clicking on the *Report* menu, then select the *Trial Balance by Dimension* or *Detail Trial Balance by Dimension* item, as shown below:



When launching the report for the very first time, a confirmation dialog is displayed to confirm the activation of the 7-day free trial and you will need to accept this confirmation to register for the trial before you will be able to use the app.

The trial subscription is a risk-free, obligation-free, anonymous request for a license to run the report for a period of 7 days. No credit card details or contact information is requested to activate the trial subscription. There are no penalties and no auto-activation that may result in financial risk to you or your company.

Once the trial subscription has been activated, you are free to use the app for a period of 7 days without any restrictions or limitations.

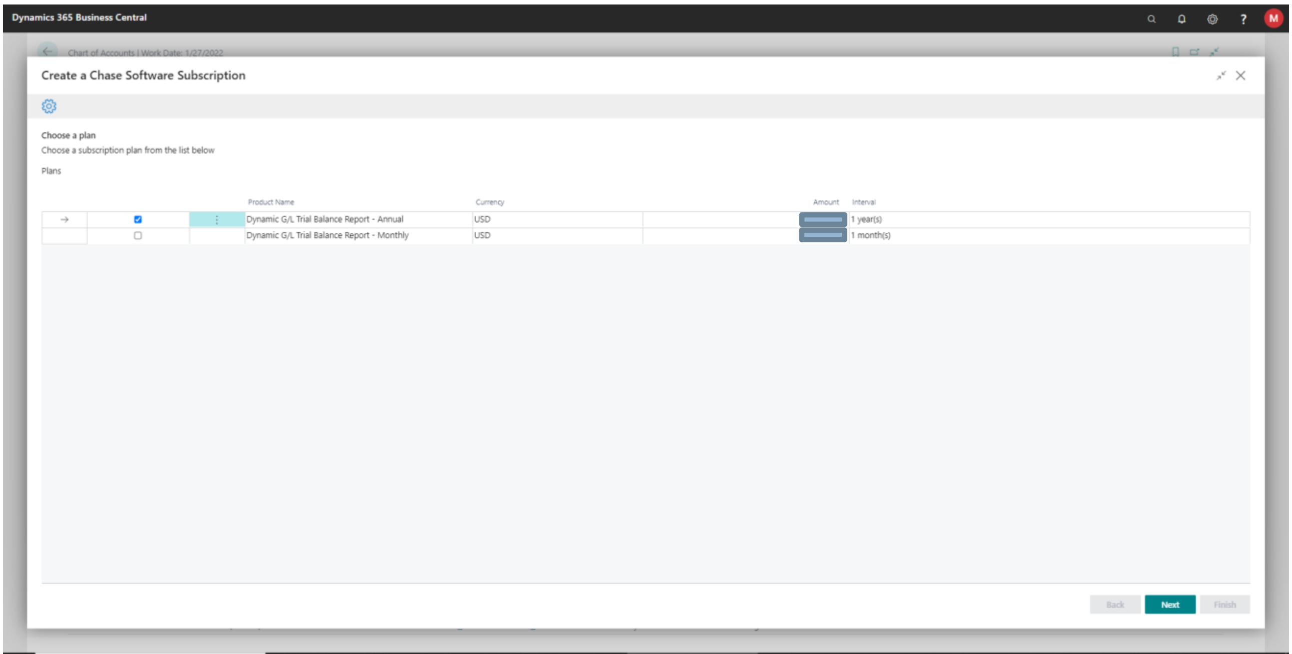
STEP 2: PURCHASE A PREMIUM SUBSCRIPTION

You can buy a subscription to continue using the app after the trial has expired at any point in time during the trial period or after the trial has expired.

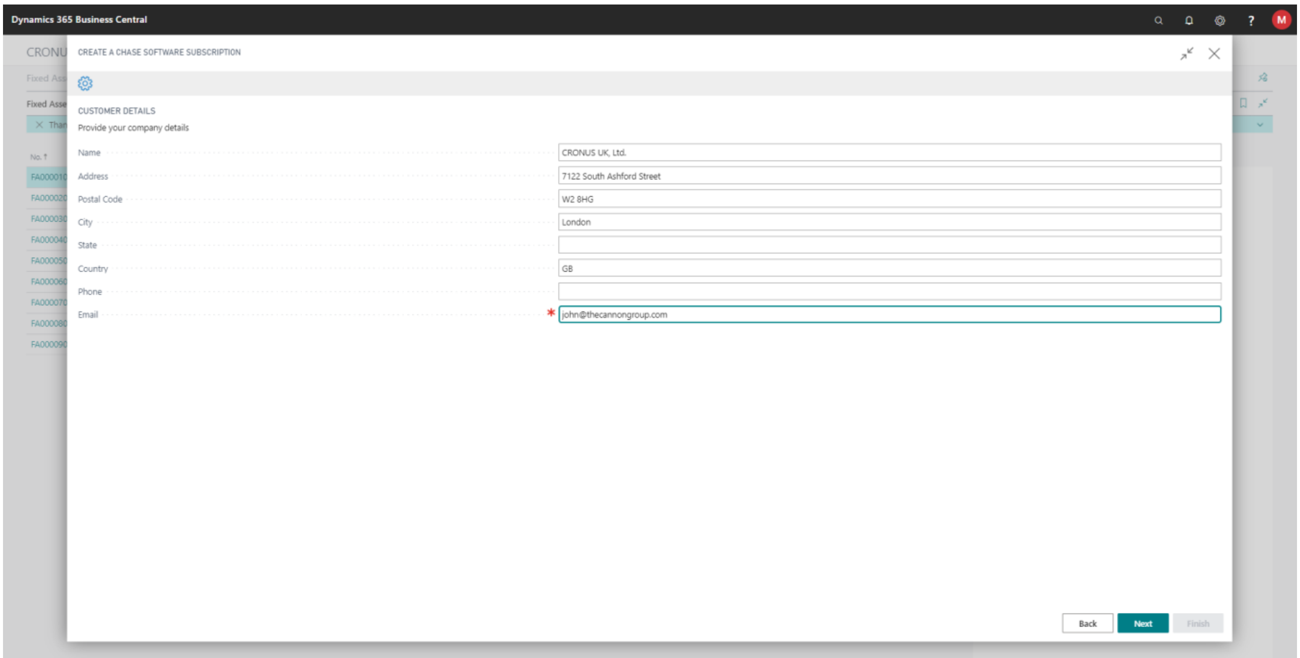
A Business Central notification will be displayed when running any of the views or reports without a premium license and the *Buy subscription* action can be found in this notification as shown in the image below:

When clicking on the *Buy subscription* action, the Subscription Assistant will guide you through the process of completing the purchase.

From the list of available plans, select a plan that suits your needs and click on the Next button as shown below:

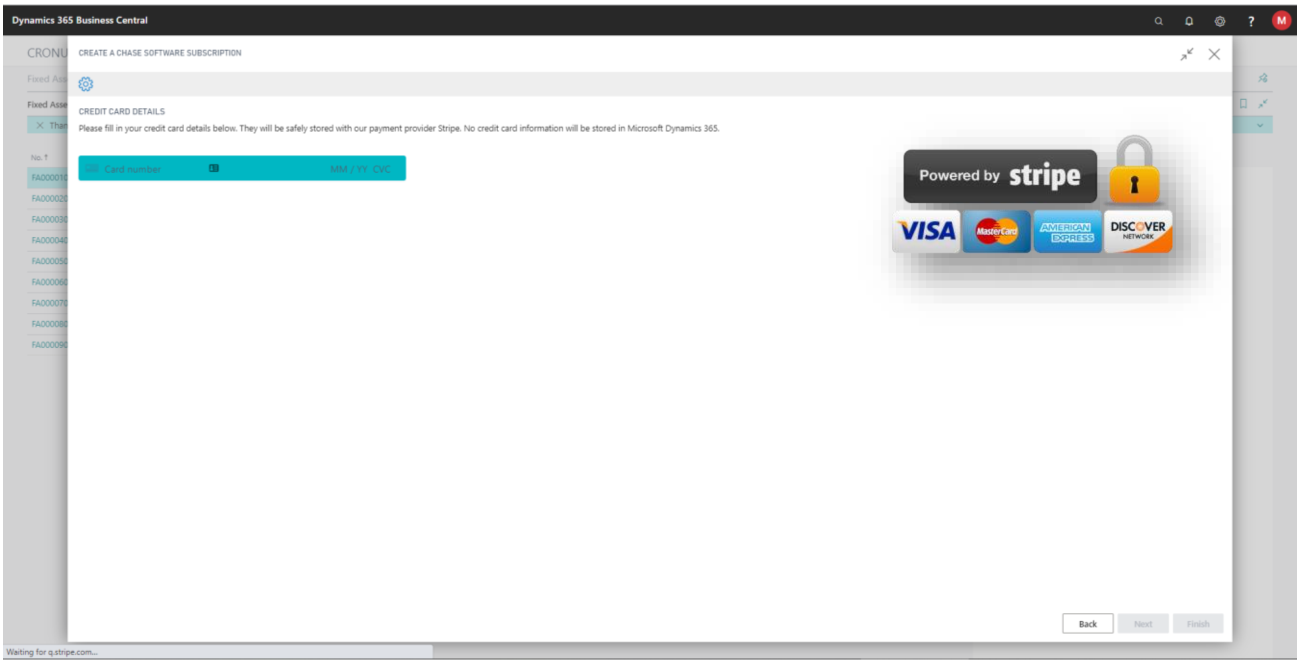


Complete the mandatory fields from the Customer Details page as shown below, then click on the *Next* button. The mandatory fields are indicated with a red asterisk.

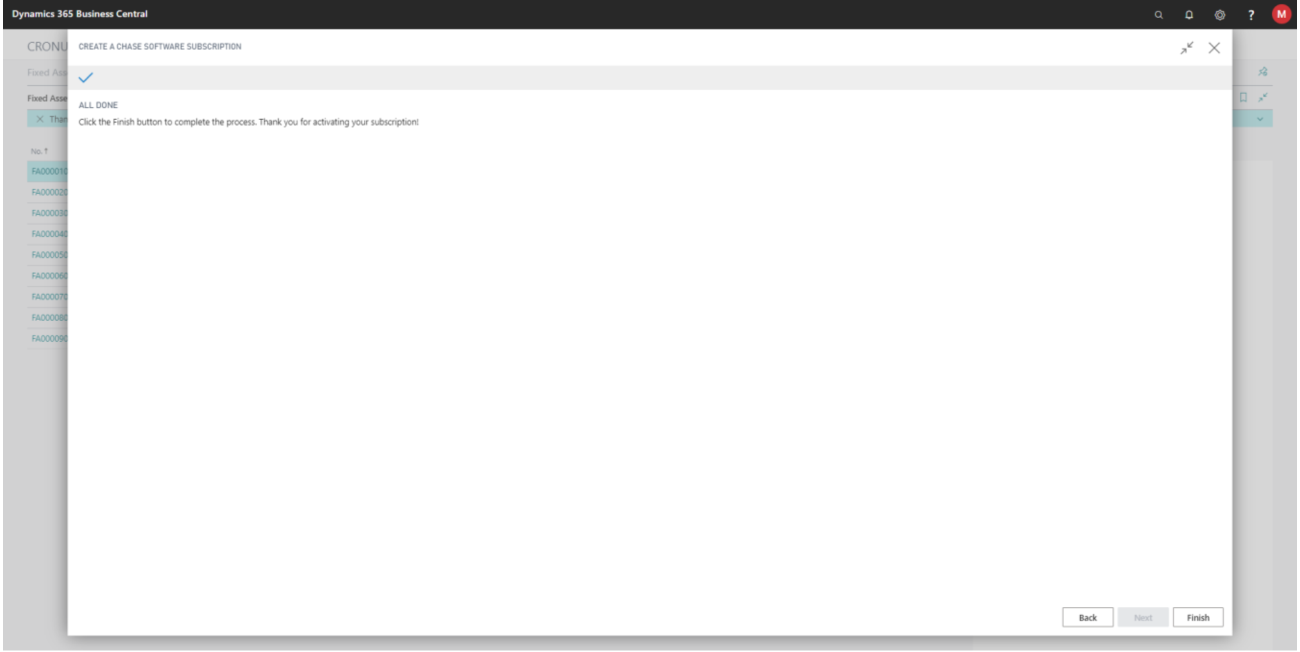


The next page is where you need to enter your card information. Complete the credit card number, expiry date and CVC fields and then click on the *Next* button to continue.

Your card information will not be stored in Business Central, instead, it will be securely transferred to our online payment processing partner Stripe. Stripe is a leader in online payment processing and supports various credit and debit cards.



To complete the process, click on the Finish button from the page shown below.


Dynamics 365 Business Central
CREATE A CHASE SOFTWARE SUBSCRIPTION
ALL DONE
Click the Finish button to complete the process. Thank you for activating your subscription!
Back
Next
Finish

In this section we will cover the features available in the Trial Balance by Dimension Report and explain how you can benefit from using the report in your organization.

What is a Trial Balance report?

A trial balance is a bookkeeping or accounting report that lists the balances in each of an organization's general ledger accounts. (Often the accounts with zero balances will not be listed.) The debit balance amounts are listed in a column with the heading "Debit balances" and the credit balance amounts are listed in another column with the heading "Credit balances." The total of each of these two columns should be identical.

What is a (Detail) Trial Balance by Dimension report?

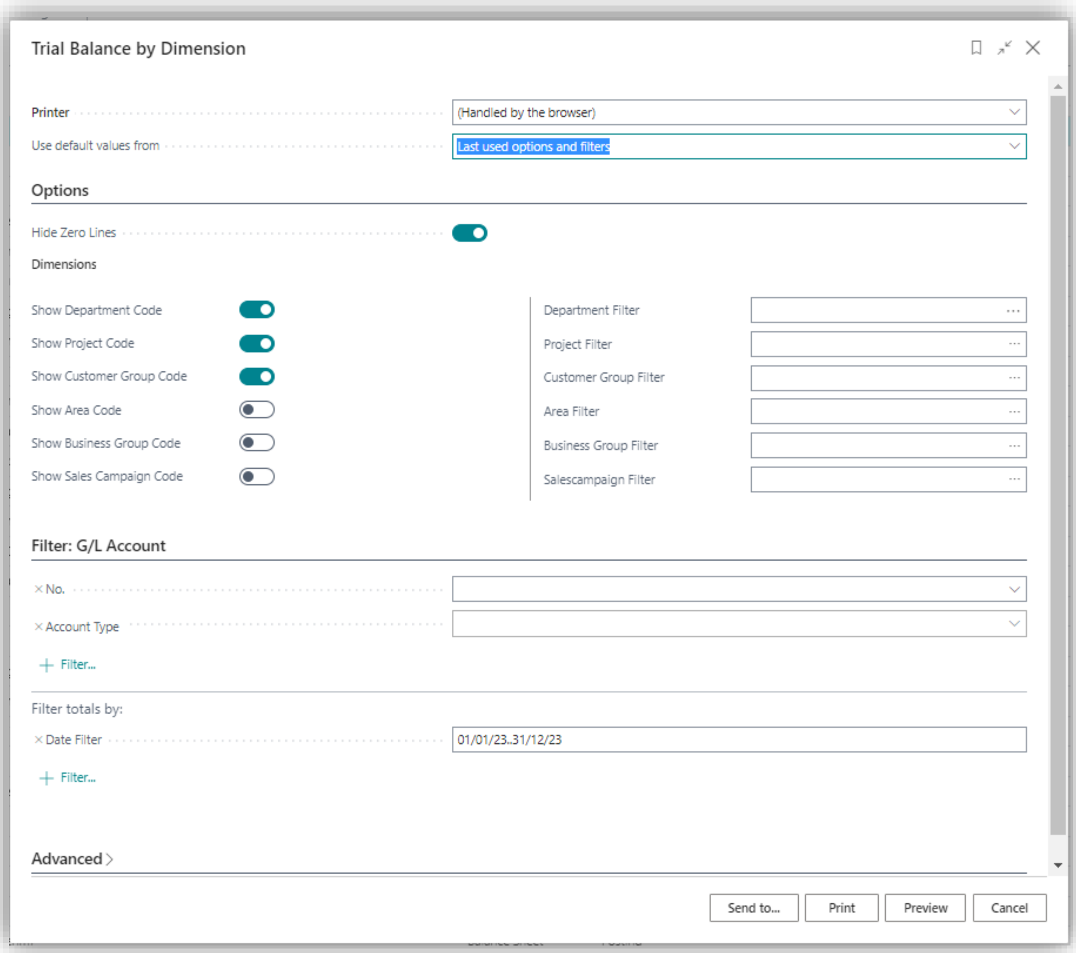
This app offers a *Trial Balance Report* and *Detail Trial Balance Report* with the added ability to report on Shortcut Dimensions:

- Trial Balance Report by Dimension allows you to analyze your Trial Balance grouped by selected Shortcut Dimensions 1-8.
- Detail Trial Balance Report by Dimension includes General Ledger Entries showing selected Shortcut Dimensions 1-8.
- Both reports also give you the option to filter by Shortcut Dimension values.

Trial Balance by Dimension

1. Launch *Trial by Dimension* in one of the following ways:
   a. Choose the icon, enter *Trial Balance by Dimension*, then choose the related link; or
   b. On *Chart of Accounts* page click *Reports>Trial Balance by Dimension*.

The following Request page will show where you can enter your filter criteria and options:



2. Specify Options/Filters
    a. Options
        i. *Hide Zero Lines*
        When this is enabled any G/L Account
        ii. *Dimensions*
        In this section you can choose to Show/Hide a particular dimension and set a filter on the dimension if need be. Note: Only Global/Shortcut Dimensions Specified on the General Ledger Setup will be available.
    b. Filter: G/L Account
        i. Specify a *Date Filter*
        ii. (Optional) Filter on any other *G/L Account* column.
3. Click *Send to*, *Print* or *Preview*
For more information on the different output options available click here.
4. The report can be interpreted as follows:
    a. Header
    This whole section tells you everything you need to know about the criteria used to generate the report including: Report Name, Company Name, filters used, who printed the report and when they printed it.
    b. Dimensions
    Showing the dimensions you chose to show in the request page.

c. Beginning Balance

   This is the Balance as at the day before your date period. E.g. if you are reviewing the Trial Balance for the year of 2021 then the Beginning Balance would be the Balance as at the end of 2020.

d. Total Credit/Total Debit

   Total Credit/Total Debit movement within the period specified in the G/L Account Date Filter.

e. Ending Balance

   This is the Balance as at the last day within your date period. E.g. if you are reviewing the Trial Balance for 2021 then this will be the Balance as at the end of 2021.

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Trial Balance

Filters: Date Filter: 01/01/23..31/12/23,
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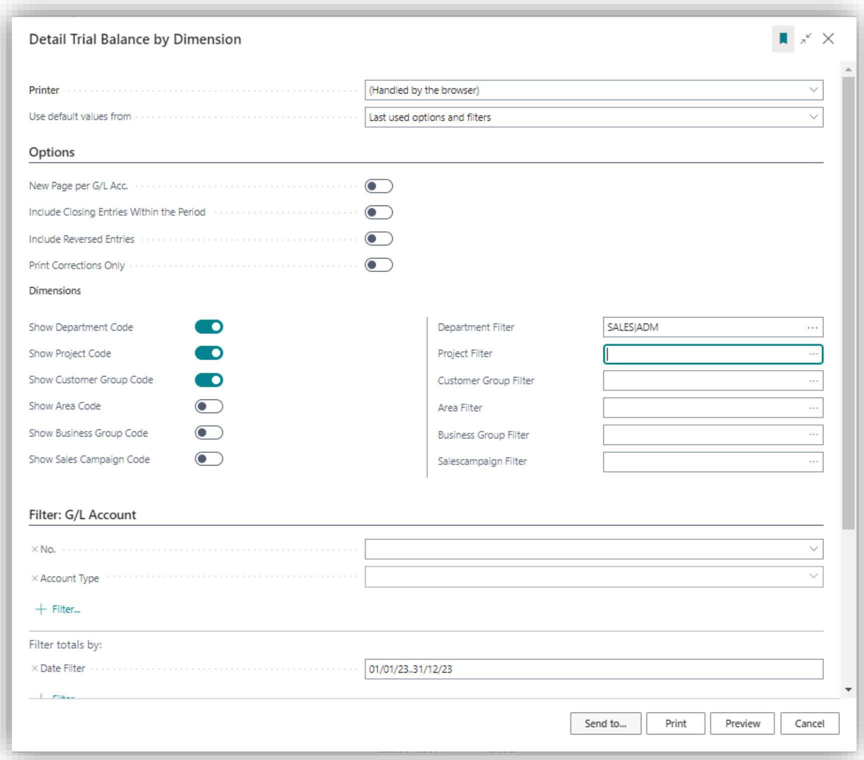
No.	Name	Department Code	Project Code	Customer Group Code	Area Code	Business Group Code	Sales Campaign Code	Beginning Balance	Total Debit	Total Credit	Ending Balance
1000	**BALANCE SHEET**										
1002	**ASSETS**										
1003	**Fixed Assets**										
1005	**Tangible Fixed Assets**										
1100	**Land and Buildings**										
1140	Accum. Depreciation, Buildings							-403,481.17		123,139.21	-526,620.38
1190	**Land and Buildings, Total**							**1,075,999.43**		**123,139.21**	**952,860.22**
1200	**Operating Equipment**										
1220	Increases during the Year	PROD			30				17,976.00		17,976.00
1220	Increases during the Year	ADM			30				7,140.00		7,140.00
1240	Accum. Depr., Oper. Equip.							-362,263.84		142,810.90	-505,074.74
1240	Accum. Depr., Oper. Equip.	ADM								935.00	-935.00
1240	Accum. Depr., Oper. Equip.	PROD								2,167.00	-2,167.00
1290	**Operating Equipment, Total**							**220,608.34**	**25,116.00**	**145,912.90**	**99,811.44**
1300	**Vehicles**										
1320	Increases during the Year	ADM	MERCEDES		30				30,000.00		30,000.00
1320	Increases during the Year	SALES	TOYOTA		30				42,000.00		42,000.00
1320	Increases during the Year	PROD	VW		30				15,000.00		15,000.00
1340	Accum. Depreciation, Vehicles							-24,803.76		22,450.02	-47,253.78
1340	Accum. Depreciation, Vehicles	ADM	MERCEDES							6,000.00	-6,000.00
1340	Accum. Depreciation, Vehicles	SALES	TOYOTA							5,600.00	-5,600.00
1340	Accum. Depreciation, Vehicles	PROD	VW							1,750.00	-1,750.00
1390	**Vehicles, Total**							**24,670.15**	**87,000.00**	**35,800.02**	**75,870.13**

Detail Trial Balance By Dimension

1. Launch *Detail Trial by Dimension* in one of the following ways:
   a. Choose the icon, enter *Detail Trial Balance by Dimension*, then choose the related link; or
   f. On *Chart of Accounts* page click *Reports>Trial Balance by Dimension*.

   The following Request page will show where you can enter your filter criteria and options:



5. Specify Options/Filters
    a. Options
        i. *New Page per G/L Acc.*
           When enabled, each G/L Account will appear on a separate page in the report.
        ii. *Include Closing Entries Within the Period*
           By default Closing Entries (E.g. Entries Posted at the fiscal year-end to move Profit & Loss to Retained Earnings) will be excluded. Enable this to include the Closing Entries.
        iii. *Include Reversed Entries*
           Reversed entries are excluded by Default. Enable this to include Reversed Entries.
        iv. *Print Corrections Only*
           Enable this to only show Entries which have been reversed with their matching correction entries.
        v. *Dimensions*
           In this section you can choose to Show/Hide a particular dimension and set a filter on the dimension if need be. Note: Only Global/Shortcut Dimensions Specified on the General Ledger Setup will be available.
    b. Filter: G/L Account
        i. Specify a *Date Filter*
        ii. (Optional) Filter on any other *G/L Account* column.
6. Click *Send to*, *Print* or *Preview*
   For more information on the different output options available click here.
7. The report can be interpreted as follows:
    a. Header
       This whole section tells you everything you need to know about the criteria used to generate the report including: Report Name, Company Name, filters used, who printed the report and when they printed it.
    b. Posting Date, Document No. and External Document No. can be used as a reference when querying any entries.
    c. Dimensions
       Showing the Shortcut Dimensions you chose to show in the request page.

d. If No G/L Entries show under an account, you will only see one amount in the Balance column for that account because there was no movement on that account in the specified period.

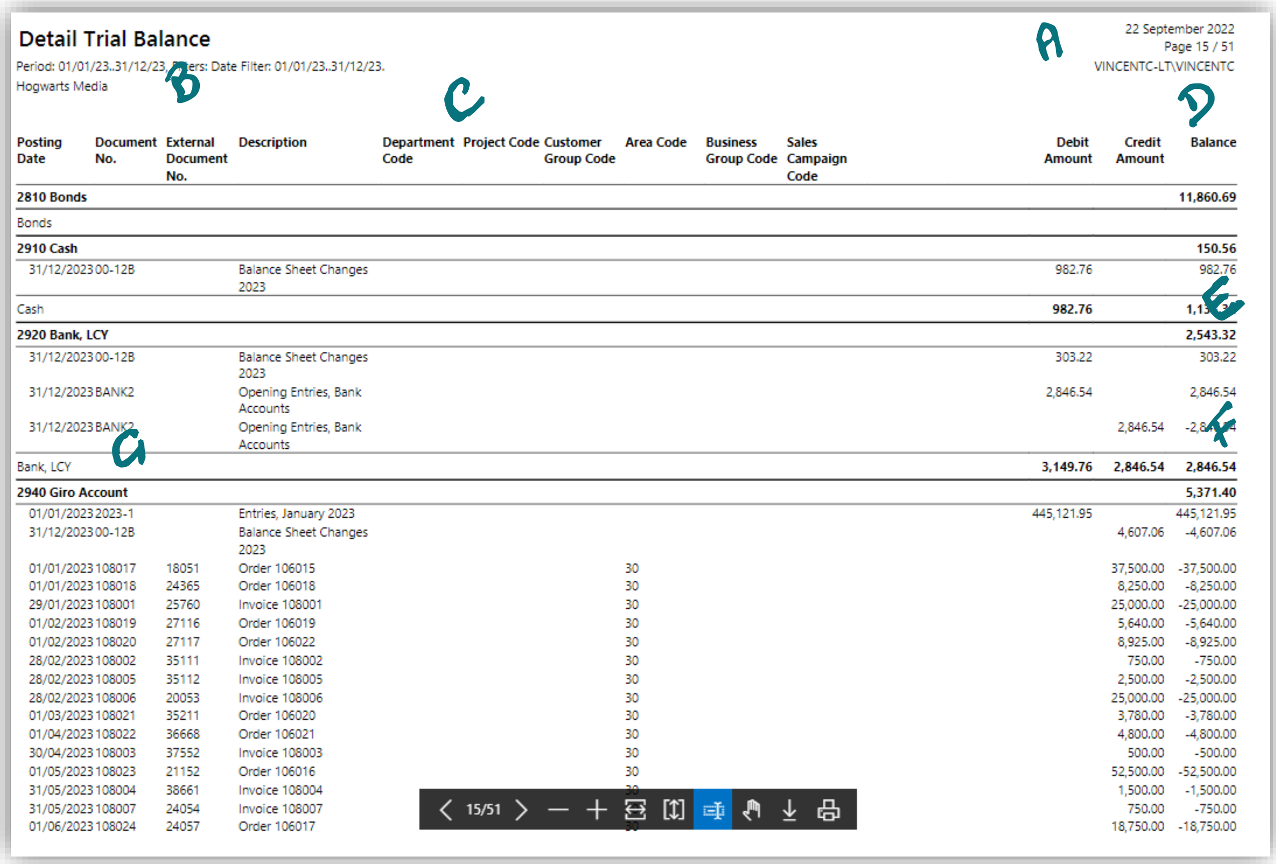
e. Beginning Balance

This is the Balance as at the day before your date period. E.g. if you are reviewing the Trial Balance for the year of 2021 then the Beginning Balance would be the Balance as at the end of 2020.

f. Ending Balance

This is the Balance as at the last day within your date period. E.g. if you are reviewing the Trial Balance for 2021 then this will be the Balance as at the end of 2021.

g. G/L Entries are grouped by G/L Account



Detail Trial Balance

Period: 01/01/23..31/12/23, Filters: Date Filter: 01/01/23..31/12/23.
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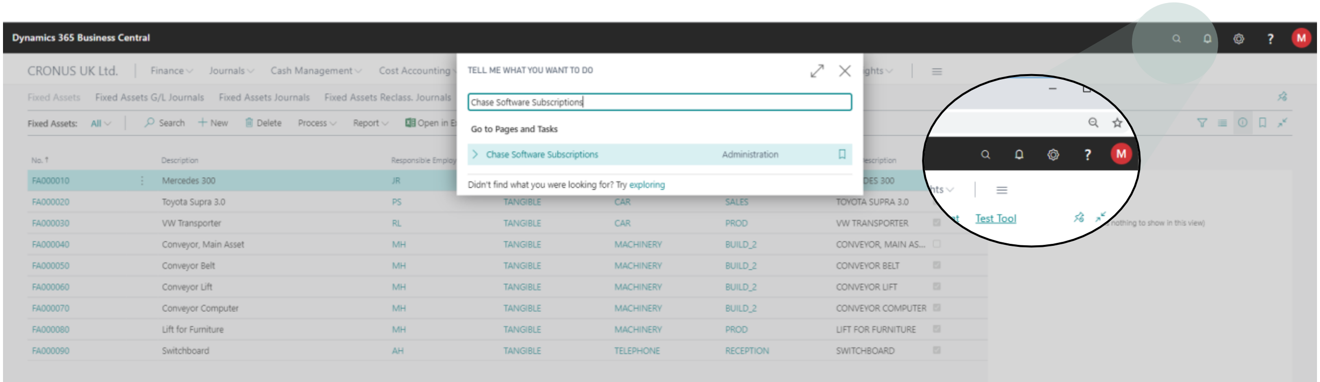
Posting Date	Document No.	External Document No.	Description	Department Code	Project Code	Customer Group Code	Area Code	Business Group Code	Sales Campaign Code	Debit Amount	Credit Amount	Balance
2810 Bonds												**11,860.69**
Bonds												
2910 Cash												**150.56**
31/12/2023	00-12B		Balance Sheet Changes 2023							982.76		982.76
Cash										**982.76**		**1,13[illegible]**
2920 Bank, LCY												**2,543.32**
31/12/2023	00-12B		Balance Sheet Changes 2023							303.22		303.22
31/12/2023	BANK2		Opening Entries, Bank Accounts							2,846.54		2,846.54
31/12/2023	BANK2		Opening Entries, Bank Accounts								2,846.54	-2,8[illegible]4
Bank, LCY										**3,149.76**	**2,846.54**	**2,846.54**
2940 Giro Account												**5,371.40**
01/01/2023	2023-1		Entries, January 2023							445,121.95		445,121.95
31/12/2023	00-12B		Balance Sheet Changes 2023								4,607.06	-4,607.06
01/01/2023	108017	18051	Order 106015				30				37,500.00	-37,500.00
01/01/2023	108018	24365	Order 106018				30				8,250.00	-8,250.00
29/01/2023	108001	25760	Invoice 108001				30				25,000.00	-25,000.00
01/02/2023	108019	27116	Order 106019				30				5,640.00	-5,640.00
01/02/2023	108020	27117	Order 106022				30				8,925.00	-8,925.00
28/02/2023	108002	35111	Invoice 108002				30				750.00	-750.00
28/02/2023	108005	35112	Invoice 108005				30				2,500.00	-2,500.00
28/02/2023	108006	20053	Invoice 108006				30				25,000.00	-25,000.00
01/03/2023	108021	35211	Order 106020				30				3,780.00	-3,780.00
01/04/2023	108022	36668	Order 106021				30				4,800.00	-4,800.00
30/04/2023	108003	37552	Invoice 108003				30				500.00	-500.00
01/05/2023	108023	21152	Order 106016				30				52,500.00	-52,500.00
31/05/2023	108004	38661	Invoice 108004				30				1,500.00	-1,500.00
31/05/2023	108007	24054	Invoice 108007				[illegible]				750.00	-750.00
01/06/2023	108024	24057	Order 106017				30				18,750.00	-18,750.00

VIEWING AND MANAGING YOUR SUBSCRIPTIONS

You can view and manage your subscriptions from the Chase Software Subscriptions page. Locate the page using the Business Central search feature, as shown below, and navigate to the page directly from the search results.



The Chase Software Subscriptions page will list all your subscriptions and you have an option to cancel any of your active subscriptions using the *Cancel Subscription* action as shown below: