How to extract a trial balance in SAP Business One

This guide shows you how to extract a trial balance in SAP Business One. You open the Trial Balance report, set the selection criteria and posting date range, and review the Account Balance results. You can then customize the visible columns and start an export to a plain text file.

Prerequisites

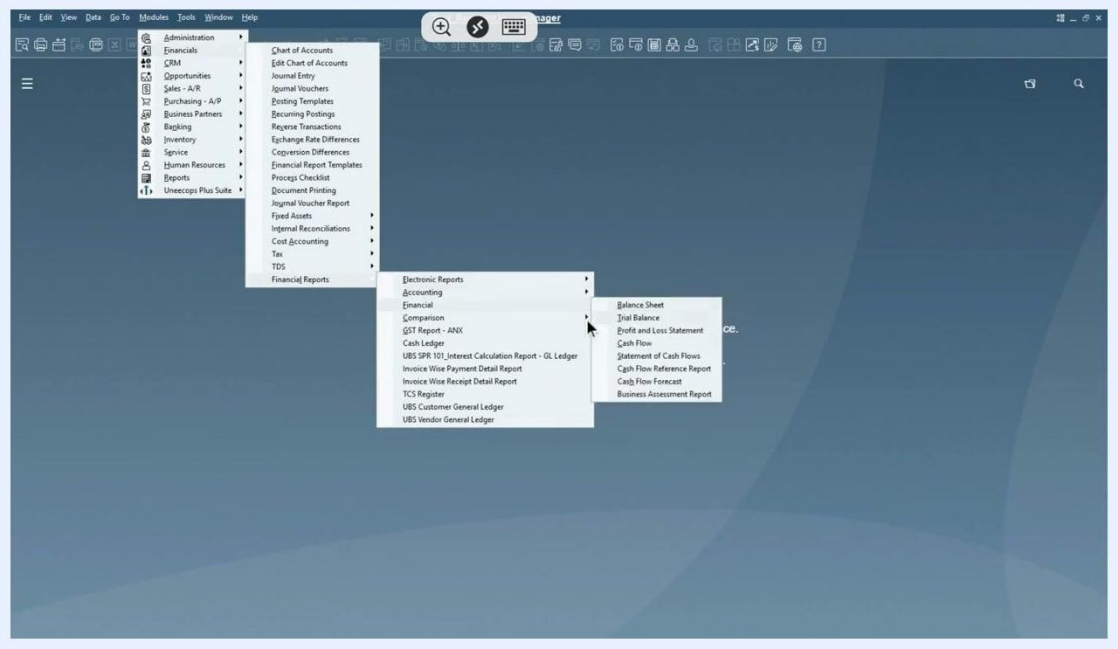
- Access to the main application window and the **Modules** menu.
- Access to the **Financials** module and its financial reports.
- The posting date range you want to report on.

Steps

1. Open the Trial Balance report

1. In the main application window, hover over the top menu and select **Modules**.
2. Choose **Financials** > **Financial Reports** > **Comparison** > **Trial Balance**.

The submenu lists reports such as Balance Sheet, Trial Balance, Profit and Loss Statement, and Cash Flow. Select **Trial Balance** from the list.



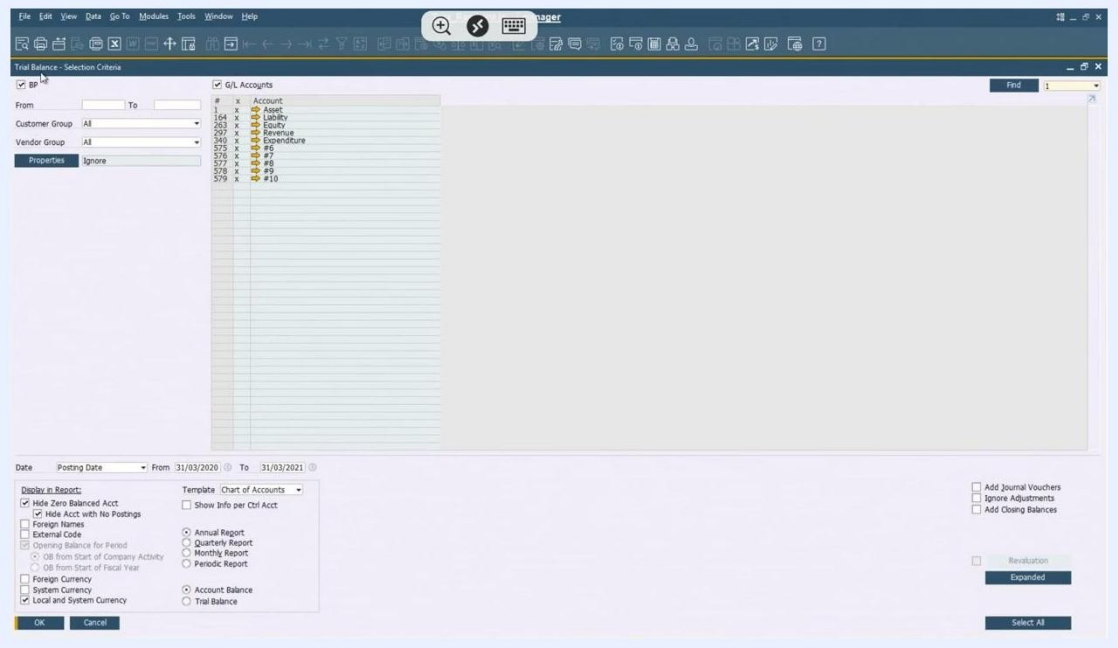
The multi-level menu under Financials > Financial Reports > Comparison, with Trial Balance highlighted and other reports such as Balance Sheet, Profit and Loss Statement, and Cash Flow visible.

2. Set the selection criteria for the trial balance

The **Trial Balance - Selection Criteria** window opens. Set it up as follows:

- Make sure the **G/L Accounts** checkbox is selected.
- In the **Date** section at the bottom left, set the **Posting Date** range. This example uses **From** 31/03/2020 and **To** 31/03/2021.
- Under **Display in Report**, review the available options: **Hide Zero Balanced Acct**, **Hide Acct with No Postings**, and **Opening Balance for Period**.
- Confirm that the **Template** dropdown is set to **Chart of Accounts**.
- Choose **Trial Balance** as the report type.

Click **OK** to proceed.



The Trial Balance selection criteria window with the date range, customer/vendor group, display options, and G/L Accounts list visible.

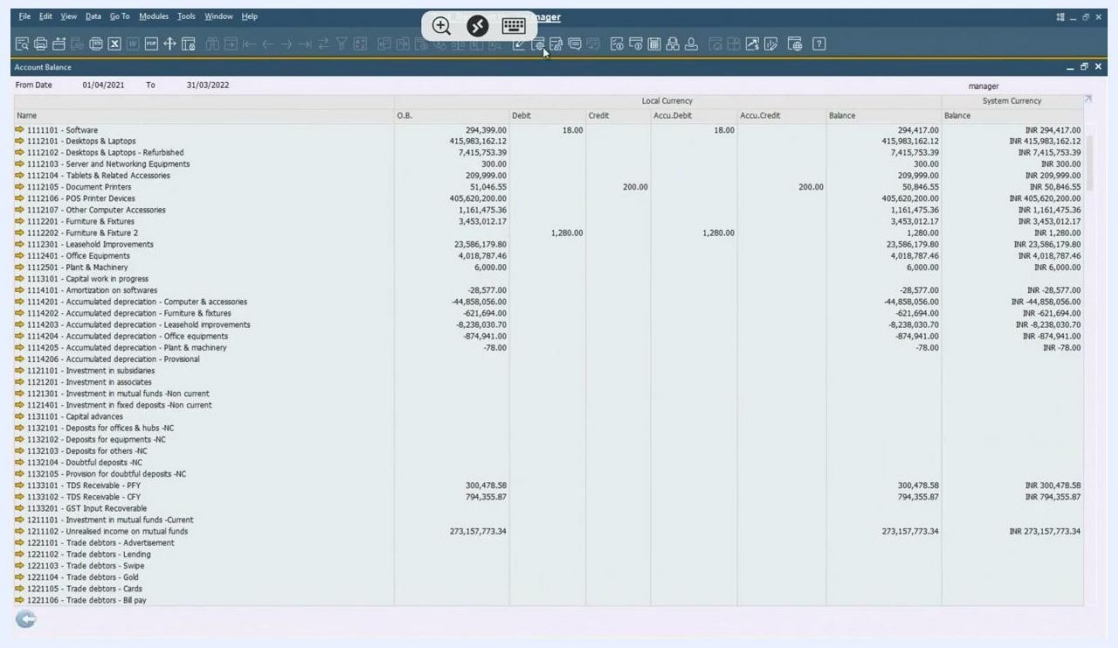
3. View the account balance summary

After you confirm the criteria, the **Account Balance** summary window appears. It lists account names and codes, opening balances (O.B.), and debit values in local currency for the selected period.

Example accounts in the summary include:

- 1111101 - Software
- 1112102 - Desktops & Laptops - Refurbished
- 1112103 - Server and Networking Equipments
- 1112201 - Furniture & Fixtures

- 1112401 - Office Equipments



The Account Balance pop-up window summarizing accounts, their codes, opening balances, and debit values for the selected period.

4. Review the detailed account balance report

The main window now shows the detailed account balance report. Each row is a different account, with values in each of these columns:

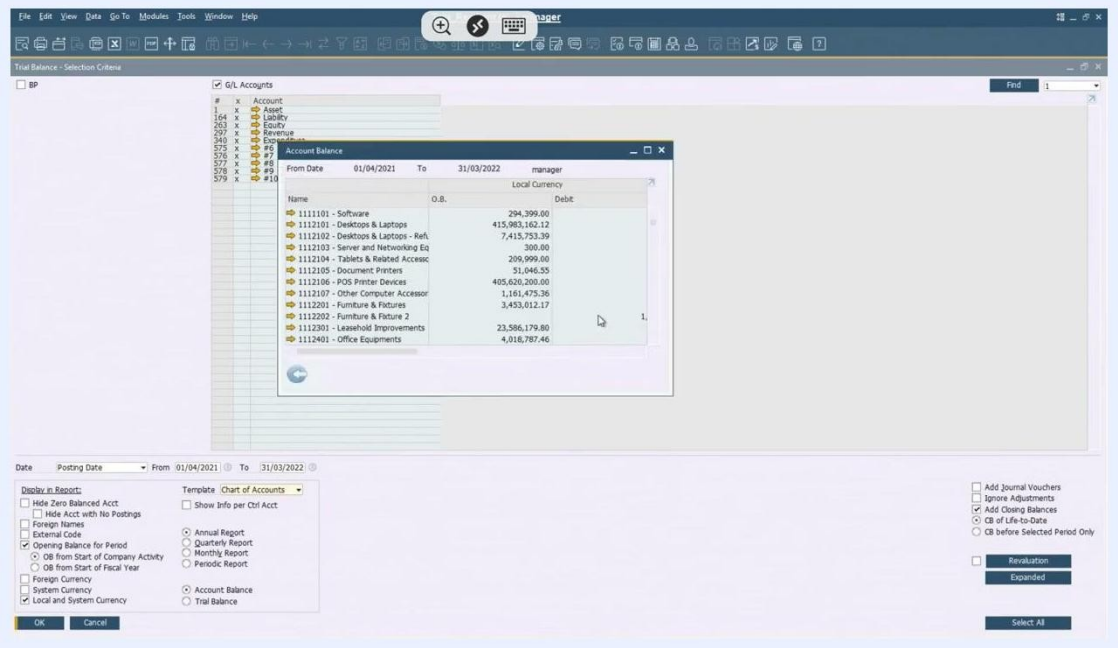
- Name (account code and description)
- O.B. (Opening Balance)
- Debit
- Credit
- Accu.Debit (Accumulated Debit)
- Accu.Credit (Accumulated Credit)
- Balance (Local Currency)
- Balance (System Currency)

5. Adjust the reporting period

To extract the trial balance for a different period, return to the selection criteria and update the dates:

1. Change the **From** date to 01/04/2021.
2. Change the **To** date to 31/03/2022.
3. Confirm that the **G/L Accounts** checkbox is still selected.

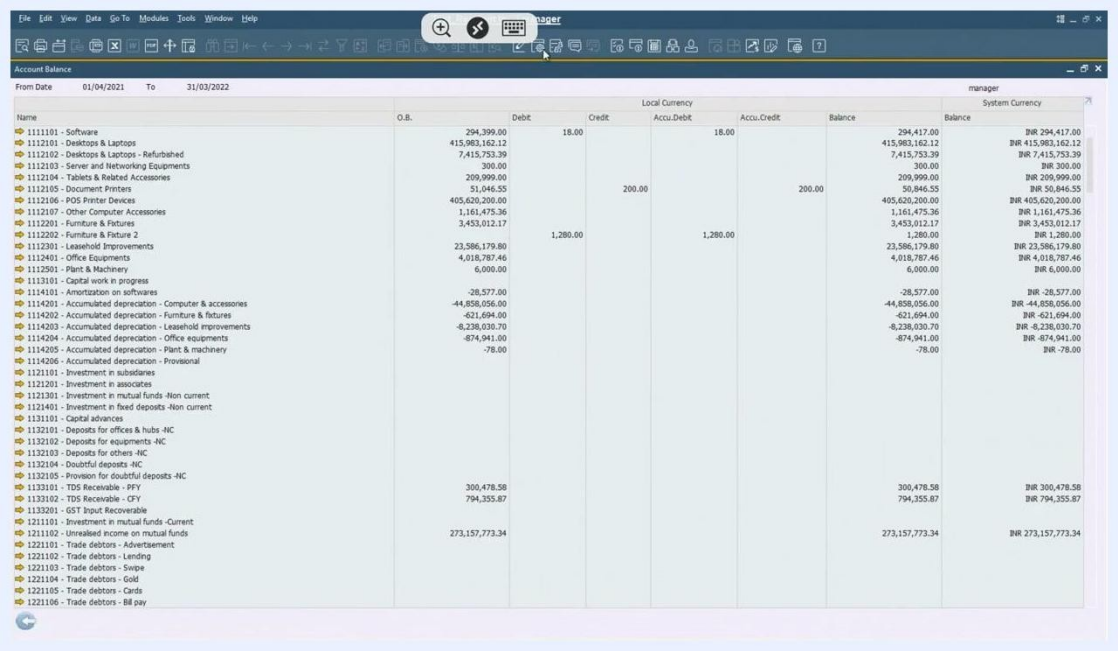
4. Review and adjust any other display options you need.



The selection criteria window with the updated date range, 01/04/2021 to 31/03/2022. All other options are unchanged.

6. Modify the display options

Select or clear display options such as **Hide Zero Balanced Acct** to exclude or include accounts with zero balances. Make sure all other settings match what you want in the report.



The selection criteria window with the Hide Zero Balanced Acct option cleared so that zero-balance accounts appear in the report.

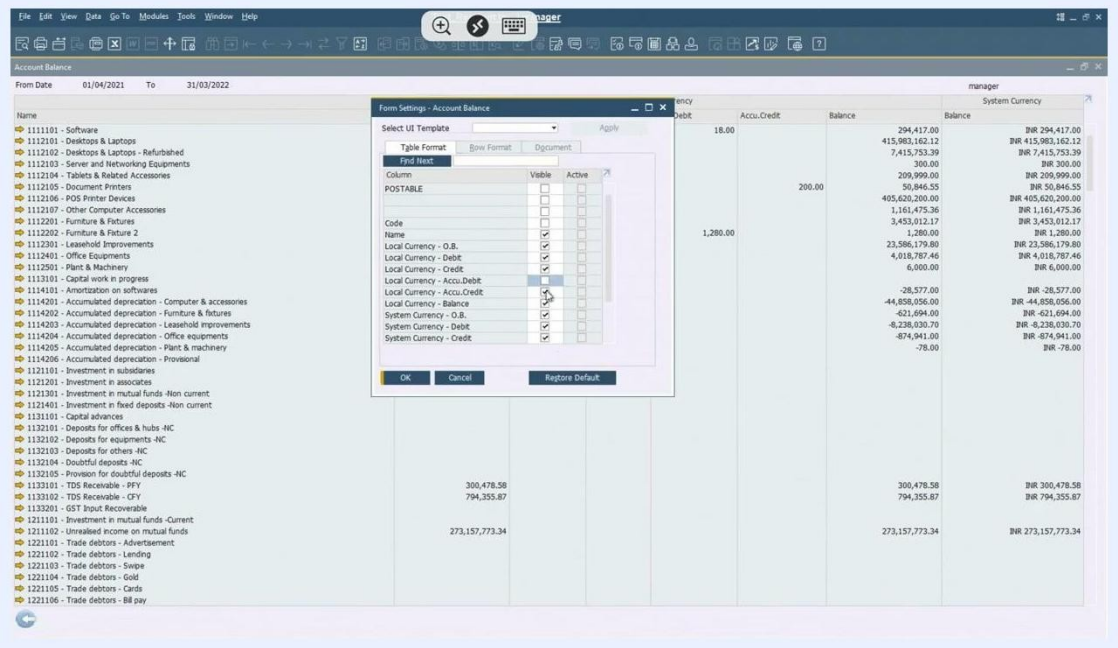
7. Customize the visible columns

1. Open the **Form Settings - Account Balance** dialog.
2. On the **Table Format** tab, select or clear columns to control what appears in the report.
3. Use the checkboxes under **Visible** and **Active** to choose which columns are shown.
4. Click **OK** to apply your changes, or click **Restore Default** to revert.

The available columns are:

- Code
- Name
- Local Currency (O.B., Debit, Credit, Accu.Debit, Accu.Credit, Balance)

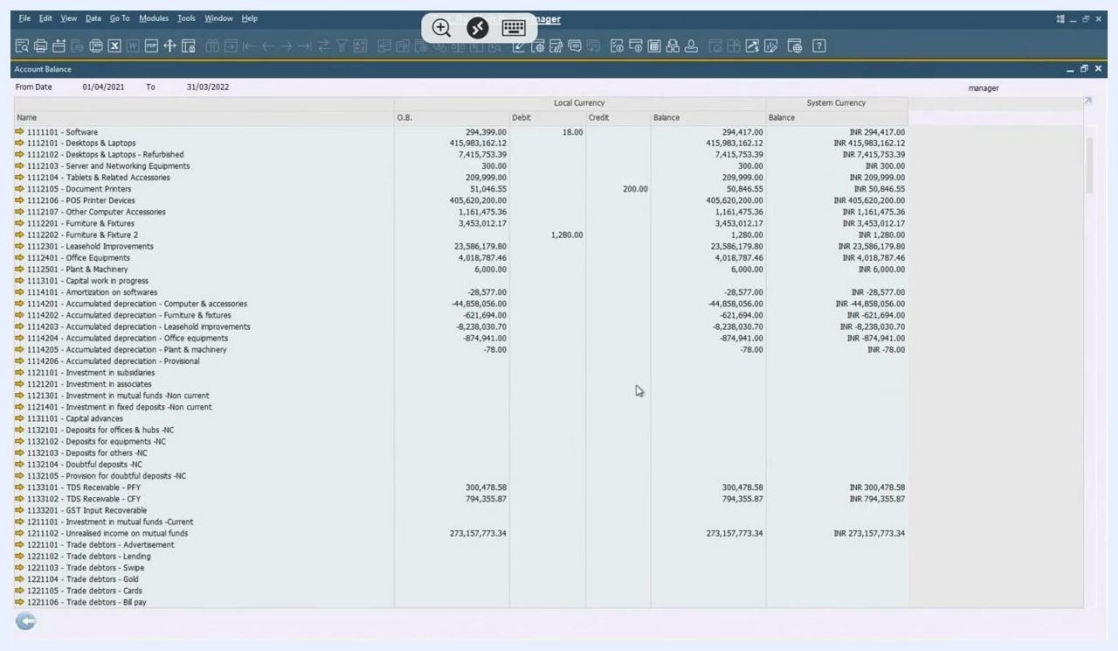
- System Currency (O.B., Debit, Credit)



The Form Settings - Account Balance dialog with Visible and Active checkboxes for local and system currency columns.

8. Review the updated account balance report

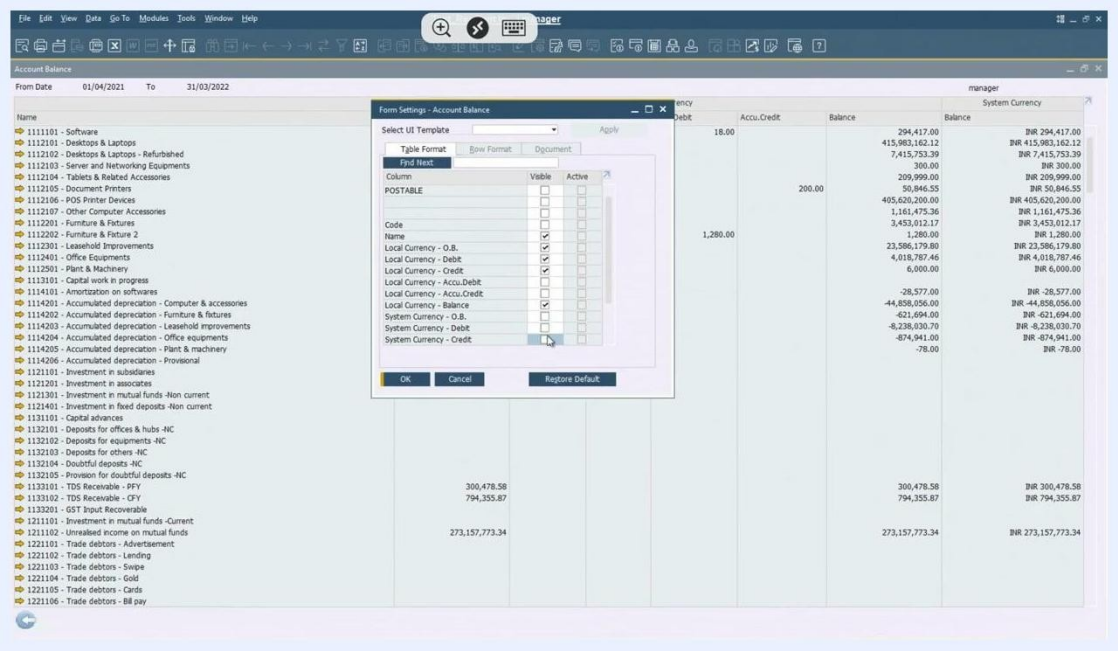
The account balance report updates to show the columns you selected. Check that it displays everything you need, including balances in both local and system currency.



The updated Account Balance report with customized columns and detailed financial data for each account.

9. Scroll through additional accounts

Scroll down to view more accounts and their balances. Make sure all relevant accounts and data are included in the final report.



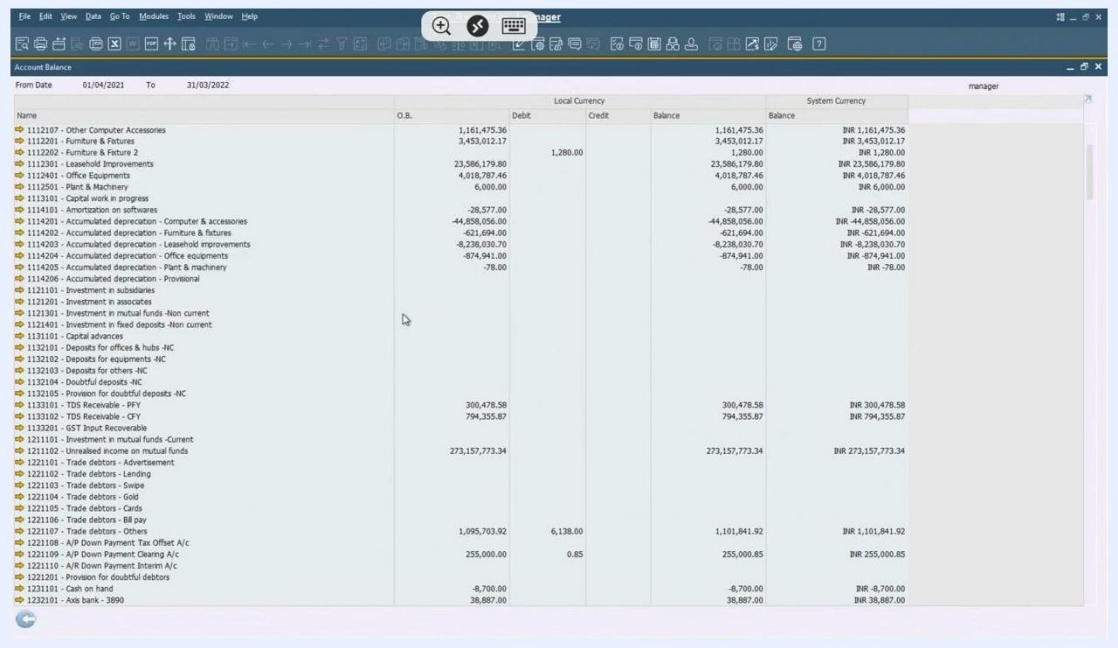
The Account Balance report scrolled down to show a longer list of accounts and financial data.

10. Start the export of the trial balance

With the Account Balance report open and customized, start the export. A standard **Save As** dialog appears over the report with these details:

- The current folder path is ExclDocs > TEST_RESILIENT_DB.
- The file name is pre-filled as Account Balance.
- The **Save as type** dropdown is set to **Plain Text File (*.txt)**.

- The **Save** and **Cancel** buttons are available.



The Save As dialog with the file name Account Balance and the type Plain Text File (*.txt). The report is visible in the background and the cursor is over Cancel.

11. Save or cancel the export

Decide whether to save the report. Click **Save** to export it, or click **Cancel** to close the dialog and return to the report without saving.

After the dialog closes, the full Account Balance report is visible again. It shows:

- The reporting period at the top, **From Date** 01/04/2021 to **To** 31/03/2022.
- Columns for account code and name, opening balance (O.B.), debit, credit, and balances in both local and system currency.
- Account entries such as 1112107 - Other Computer Accessories, 1112201 - Furniture & Fixtures, 1112401 - Office Equipments, 1132101 - Capital advances, and 1223101 - Axis bank - 3890.

You can scroll through the report to review all account balances and details.

Summary

You now know how to extract a trial balance in SAP Business One. You opened the Trial Balance report, set the posting date range and display options, and reviewed the account balance results. You then customized

the visible columns and used the **Save As** dialog to export the report as a plain text file or cancel the export.