

SOP CREATING A TRIAL BALANCE

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AIM

This document explains how to build a hierarchy for the trial balance, and how to use it in Priority.

Note: Standard Operating Procedures should be used as guidelines for customers (and their consultants) to develop their own operating procedures. As you will note, the following procedures are very specific and customers are strongly advised not to use them without.

PROCEDURE

STAGE ONE: CREATING ITEMS FOR THE TRIAL BALANCE

1. Enter the Trial Balance Items form. The form displays all predefined trial balance items.
2. The report sections are identified by a single digit followed by two asterisks. The report headings are identified by two digits (where the first one stands for the report section to which the heading belongs) followed by one asterisk. The items themselves are identified by a three-digit code, where the first two digits are taken from the report heading to which they belong. For example, items have been defined as follows:
 - 2** is for LIABILITIES & EQUITY (report section)
 - 20* is for CURRENT LIABILITIES (report heading)
 - 200 is for Accounts Payable (report item)
 - 201 is for Prepaid A/R (report item)
3. Record additional items as desired, following the rules outlined above.
4. Revise existing items as desired, in keeping with the above rules.

RESULT

When the trial balance is run, headings and items will appear as defined above.

STAGE TWO: ASSIGNING ACCOUNTS TO TRIAL BALANCE ITEMS

1. Enter the Chart of Accounts form.
2. Press F4 to move to the full record display mode.
3. Click the report tab and attach the account to the appropriate Trial Bal Item.
4. Enter the Chart of Accounts Receivable and Chart of Accounts Payable forms.
5. Make sure that all A/R accounts are assigned to the "Accounts Receivable" trial balance item and that all A/P accounts are assigned the "Accounts Payable" item.
6. In the case of a customer that is also a vendor, assign the account to the "Receivable & Payable" trial balance item instead.

RESULT

The Trial Bal Item assigned to a given account determines the line in the trial balance in which the account is included.