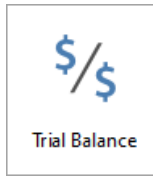


Trial Balance

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The instructions in this article relate to *Trial Balance*. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

The Trial Balance report will produce a standard trial balance report listing all general ledger codes and their balances.

Producing the Trial Balance

1. Search or select *Trial Balance*.
2. Click *Proceed* to review the report.

Trial Balance for Multiple Buildings

1. Search or select *Trial Balance*.
2. Click on *Change Building* and tag the selected buildings to produce the report.
3. Change the output to 'Printer'. If the output is set to screen or Excel, the report will come up to screen or opened in Excel for each building and will need to be attended to individually.
4. Click *Proceed* to produce the report.