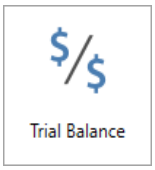
Trial Balance

Last Modified on 17/07/2026 2:08 pm AEST



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.

If this is required to be backdated, use the drop-down list in the Report Period area (below the report name) to select the required previous month.

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.

Please note that the Trial Balance reports the balance of all General Ledger transactions. If reporting at the end of a prior financial year, these amounts may vary to the balances on the Financial Statements.

Variances relate to the transactions for levies. Often these are not yet due and discount may also be reported. If the Trial Balance reports to $0.00 and the Financial Statements balance, there is not likely to be any issue, just the variance of reporting.