

Trial Balance Report

Trial Balance Report

This documentation will show users how to run a trial balance report.

Step 1: Navigate to the Trial Balance Report.

Navigation Path:

- >General Ledger
- >General Reports
- >Trial Balance

You can use the menu on the left or you can use the folders on the main screen to navigate to the Trial Balance Report.

The image shows two screenshots of the PeopleSoft Finance interface. The top screenshot displays the 'Main Menu' with a search bar and a list of folders. A red dotted arrow points from the 'General Reports' folder to the 'Trial Balance' report in the bottom screenshot. The bottom screenshot shows the 'Main Menu > General Ledger > General Reports' screen. A red arrow points to the 'Trial Balance' report, which is described as 'Print the General Ledger trial balance with detail or summarized information.'

Following the above path leads to the following screen:

The image shows the 'Trial Balance' configuration screen. On the left, a 'Menu' pane shows the navigation path: General Ledger > General Reports > Trial Balance. The main area has a title 'Trial Balance' and two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs is a 'Run Control ID:' field with an 'Add' button. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

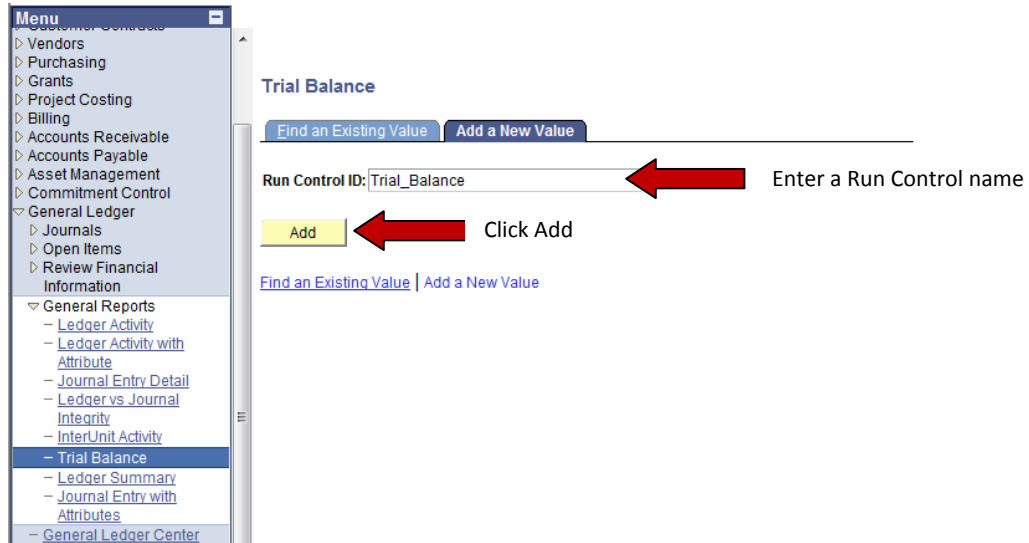
The first time this report is run, it will be necessary to create a Run Control ID. To do this, select the Add a New Value Tab. Follow instructions in Step 2 to create a Run Control ID.

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Step 2: Create a Run Control ID with your initials at the end.

On the Add a New Value tab, click in the Run Control ID box and type a name for your run control. In this example, "Trial_Balance_maj" is used as the Run Control ID. Click Add.

Note: This step is only necessary once. On subsequent Trial Balance reports, you can use the search feature on the "Find an Existing Value" to locate the Run Control ID created in this step.



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Step 3: Input Trial Balance Report Parameters

The report parameters screen looks like this:

The screenshot shows the 'Trial Balance Report' parameters screen. At the top, there are buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below these are fields for 'Run Control ID' (Trial_Balance) and 'Language' (English). The main section is 'Report Request Parameters', which includes:

- 'Unit': UNDO1 (callout 1)
- 'Fiscal Year': 2008 (callout 3)
- 'Currency Option': Base (callout 5)
- '*Ledger': ACTUALS (callout 4)
- 'Period': 12 (callout 4)
- 'Currency': (callout 6)
- 'Display Full Numeric Field': checked (callout 7)

 There is also an 'Include Adjustment Periods' table with one row for 'Adjustment Period' 1. Below this is a 'ChartField Selection' table with columns for 'Sequence', 'ChartField Name', 'Include CF', 'Descr', 'Subtotal', 'Value', and 'To Value'. The table lists 13 chartfields, with 'Account' (Sequence 1) having 'Include CF' checked. At the bottom are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Field	Description
1	Business Unit will default to MISU1. This does not need to be changed.
2	If Ledger does not default to ACTUALS, use the search feature and select ACTUALS from the list of available ledgers.
3	Enter the Fiscal Year you wish to be included in your report.
4	In the Period box, enter the period to which you would like to see data. (July = Period 1; August = Period 2; September = Period 3; etc.)
5	Currency Option should default to Base. This does not need to be changed.
6	If Base is selected in Currency Option, you will not need to make a selection in the Currency field.
7	The Display Full Numeric Field box must be checked for data to be returned on the report.

Chartfield Selections:


The report criteria are identified below. The report can be requested in many different ways. If you would like to see the information differently, you can change any of the chartfield parameters.

Sequence: Identify the sequence you would like for your report to sort the returned values. If you are running a report for one fund, you may find the report easier to read if you select the sequence illustrated below:

- 1 = Account
- 2 = Fund/Program Code/Project
- 3 = Department (for appropriated funds)

Include CF: Select the chartfields you wish to show on the report by checking the box in the "Include CF" column. These chartfields typically include Account, Fund Code, Department, Program Code, and Project. **Account must be one of your chartfield selections.** Please note: When running a report on an appropriated fund, it is necessary to enter search values for both fund and department.

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Clicking  will save these parameters for this Run Control ID for future use and sort your chartfields by the sequence you indicated. Using the parameters above, your revised screen will look like this:

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Run Control ID: Trial_Balance [Report Manager](#) [Process Monitor](#) [Run](#)

Language: [English](#)

Report Request Parameters

Unit: UNND01 *Ledger: ACTUALS
 Fiscal Year: 2008 Period: 12
 Currency Option: Base Currency:
 Display Full Numeric Field [Restore](#)

Include Adjustment Periods	
Adjustment Period	
1	+ -

ChartField Selection [Customize](#) | [Find](#) | [First](#) | 1-13 of 13 | [Last](#)

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22290	22290
	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Activity ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

After the parameters are selected, click [Run](#). Follow the steps in the “Running Reports in PeopleSoft” Tip Sheet to retrieve the requested report.

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Step 4: Reading a Trial Balance Report

Sample output is shown below.

The Trial Balance report sums all transactions by Account for a specific fund.

Account	Fund	Transaction Debit	Transaction Credit
105251 Cash - in BND	22290	87,298.03	0.00
201001 Accounts/Vouchers Payable	22290	0.00	0.00
223001 Accrued Salaries Payable	22290	0.00	0.00
223026 Payroll withholdings	22290	0.00	0.00
223051 Health Insurance Payable	22290	0.00	0.00
223076 Accrued Fringes Payable	22290	0.00	0.00
330001 Net Assets Unrestricted	22290	0.00	0.00
462110 Other Services	22290	0.00	12.00
490004 Intrafund Transfers	22290	0.00	403,954.00
511002 Salaries - Regular -Benefitted	22290	237,125.07	0.00
512005 Salaries - Other	22290	7,327.32	0.00
516005 Disability Insurance	22290	867.93	0.00
516015 Employee Assist Program	22290	44.73	0.00
516055 Health Insurance	22290	21,716.64	0.00
516075 Life Insurance	22290	33.60	0.00
516080 Medicare	22290	3,382.23	0.00
516170 Social Security	22290	12,875.60	0.00
516200 TIAA/CREF	22290	23,555.07	0.00
516205 Unemployment Insurance	22290	179.87	0.00
516210 Workers Comp Premium	22290	49.26	0.00
521005 Registration Fees	22290	949.00	0.00
521015 In State - Lodging	22290	179.86	0.00
521020 In State - Meals	22290	97.50	0.00

Accounts, Account Descriptions & Fund

Payable Accounts:
Payables should appear in the credit column.

Revenue Accounts:
Increases to revenue will appear in the credit column

Expenditure Accounts:
Expenses will appear in the debit column.

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Run Date 06/01/2008
Run Time 13:38:08

A debit balance in the cash Account (105251) is a positive cash balance.

Some Funds have Receivable Accounts. Receivables should appear in the debit column.

To obtain your actual cash balance, follow the equation below:

$$\begin{array}{r}
 \text{Cash-in BND} \\
 \text{Less Payable Credit balances} \\
 \text{Plus Receivable Debit balances} \\
 \hline
 = \text{Total Available Cash}
 \end{array}$$

Page 2 of this Trial Balance report is on the next page.

Minot State University
PeopleSoft Finance Tip Sheets

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Step 4 (cont'd): Trial Balance Report Output – report Page 2

Report ID: GLS7012
Bus. Unit: UND01--University of North Dakota
Ledger: ACTUALS -- Actuals Ledger
As of Year 2008 and Period 12
Base Currency: USD

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TRIAL BALANCE

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Run Date 06/01/2008
Run Time 13:38:08

<u>Account</u>	<u>Fund</u>	<u>Cur</u>	<u>Transaction Debit</u>	<u>Transaction Credit</u>
521030 In State - Vehicle Mileage	22290	USD	243.00	0.00
521045 Motor/Aircraft Pool	22290	USD	202.48	0.00
521065 Other Transportation & Misc Ex	22290	USD	12.00	0.00
521070 Out of State-Air Transportatio	22290	USD	320.11	0.00
521075 Out of State - Lodging	22290	USD	866.55	0.00
521080 Out of State - Meals	22290	USD	275.20	0.00
531020 Software/Licenses Under \$5,000	22290	USD	660.00	0.00
532105 Purchasing Cards	22290	USD	1,678.56	0.00
536015 Office Supplies	22290	USD	311.50	0.00
541030 Postage Stamps	22290	USD	222.18	0.00
542040 Recharge - Copying	22290	USD	2,222.11	0.00
542045 Recharge - Printing	22290	USD	102.64	0.00
591070 Repairs IT	22290	USD	364.00	0.00
602035 Recharge - Long Distance	22290	USD	335.57	0.00
611010 Dues & Memberships	22290	USD	75.00	0.00
611020 Professional Development	22290	USD	159.00	0.00
621325 Other Operating Fees	22290	USD	234.39	0.00

Additional
Expenditure
Accounts

Total for Ledger	USD	403,966.00	403,966.00
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Thank you to UND for sharing their training document.

The Total for Ledger line on the report gives the total of the credit and debit columns. These totals should match on a local fund.