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.

<u>Navigation Path:</u>
>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.

Following the above path leads to the following screen:

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.

Trial Balance Report

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.
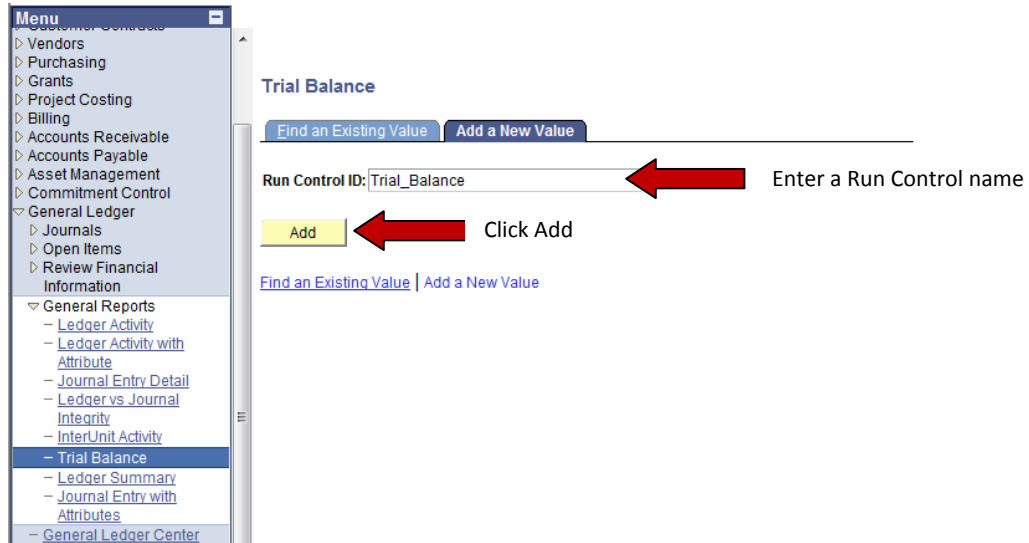
Trial Balance Report

Step 3: Input Trial Balance Report Parameters

The report parameters screen looks like this:

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.

Trial Balance Report

Clicking 🖫Save 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:

After the parameters are selected, click Run . Follow the steps in the "Running Reports in PeopleSoft" Tip Sheet to retrieve the requested report.

Trial Balance Report

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.

```
Report ID:  GLS7012                              PeopleSoft GL                                           Page No.  1
Bus. Unit:  UND01--University of North Dakota    TRIAL BALANCE                                           Run Date 06/01/2008
Ledger:     ACTUALS   -- Actuals Ledger                                                                  Run Time 13:38:08
As of Year 2008 and Period 12
Base Currency: USD
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          USD                       0.00                   0.00

223026      Payroll withholdings       22290          USD                       0.00                   0.00

223051      Health Insurance Payable   22290          USD                       0.00                   0.00

223076      Accrued Fringes Payable    22290          USD                       0.00                   0.00

330001      Net Assets Unrestricted    22290          USD                       0.00                   0.00

462110      Other Services             22290          USD                       0.00                  12.00

490004      Intrafund Transfers        22290          USD                       0.00             403,954.00

511002      Salaries - Regular -Benefitted 22290      USD                 237,125.07                   0.00

512005      Salaries - Other           22290          USD                   7,327.32                   0.00

516005      Disability Insurance       22290          USD                     867.93                   0.00

516015      Employee Assist Program    22290          USD                      44.73                   0.00

516055      Health Insurance           22290          USD                  21,716.64                   0.00

516075      Life Insurance             22290          USD                      33.60                   0.00

516080      Medicare                   22290          USD                   3,382.23                   0.00

516170      Social Security            22290          USD                  12,875.60                   0.00

516200      TIAA/CREF                  22290          USD                  23,555.07                   0.00

516205      Unemployment Insurance     22290          USD                     179.87                   0.00

516210      Workers Comp Premium       22290          USD                      49.26                   0.00

521005      Registration Fees          22290          USD                     949.00                   0.00

521015      In State - Lodging         22290          USD                     179.86                   0.00

521020      In State - Meals           22290          USD                      97.50                   0.00
```

Callout boxes on the report:
- Accounts, Account Descriptions & Fund
- A debit balance in the cash Account (105251) is a positive cash balance.
- 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.

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

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

        Cash-in BND
Less   Payable Credit balances
Plus   Receivable Debit balances
=   Total Available Cash

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

Trial Balance Report

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

```
                                                    PeopleSoft GL
Report ID:  GLS7012                                 TRIAL BALANCE                                              Page No.  2
Bus. Unit:  UND01--University of North Dakota                                                                  Run Date 06/01/2008
Ledger:     ACTUALS   -- Actuals Ledger                                                                        Run Time 13:38:08
As of Year 2008 and Period  12
Base Currency: USD
Account                            Fund                              Cur          Transaction Debit            Transaction Credit


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


Total for Ledger                                                     USD              403,966.00                   403,966.00
```

Additional Expenditure Accounts

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.