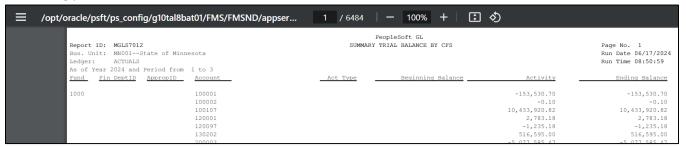# Run the Summary Trial Balance by CF Report

In this Quick Reference Guide, you will learn how to run the Summary Trial Balance by CF (ChartField) report. This report shows the beginning and ending balances for selected ChartFields, fiscal year, and range of accounting periods.
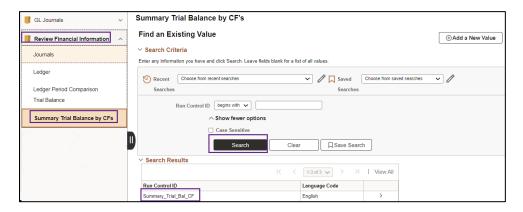

Step 1: Enter the Report Criteria

1. Navigate to the **Summary Trial Balance by CF's** page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, General Ledger, GL Process. Left-menu, Review Financial Information, Summary Trial Balance by CFs.

2. Search for an existing **Run Control ID** or press the **Add a New Value** tab to create a new Run Control ID.
3. In the Search Results, select the **Run Control ID**.
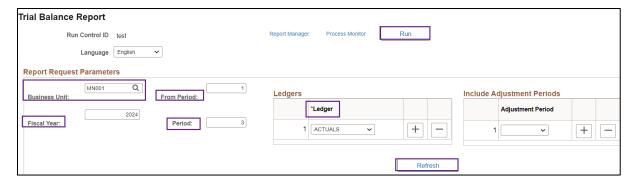

4. The Trial Balance Report page displays. Enter your criteria on the in the **Report Request Parameters** section as described below. The fields preceded by an asterisk (*) are required.

Field Name	Field Description
*Unit	Select the Business Unit "MN001." This is the only Business Unit used for the General Ledger.
*Year	Press the Lookup icon and select a fiscal year.
*Period From and *Period To	Enter the From Period and To Periods to include in the report.
*Ledger	Press the Lookup icon and select a ledger. You will most likely select the "ACTUALS" Ledger.
Include Adjustment Periods	If you want to include Adjustment Periods, select the period(s) from the drop-down menu. Press the Add Row (+) icon to include additional Adjustment Periods or press the Delete Row (-) icon option to remove an adjustment period. Options include: • 915 – MMB Financial Statement Adjustments • 916 – MMB Single Audit Adjustments • 917 – MMB Budget to GAAP Adjustments • 918 – MMB Internal Service Fund Elimination Adjustments • 919 – MMB Legal Level of Budgetary Control (LLBC) Reporting Adjustments

5. Press the **Refresh** button to enable entries in the ChartField Selection section.
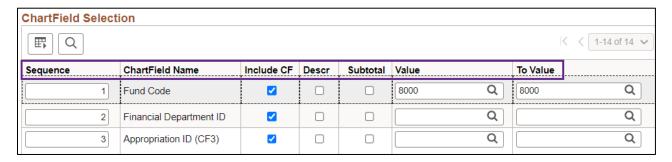

6. Enter your criteria in the **ChartField Selection** section. In this section, you can to select which ChartFields, ChartField Descriptions, and Values to include in the report, along with the order (Sequence) of the ChartFields, and which ChartFields to Subtotal.

Field Name	Field Description
Sequence	The Sequence numbers are automatically supplied but you can change these. The sequence number controls the order of the ChartFields on the report.
ChartField Name (display only)	ChartFields that you are able to include in the report are displayed in the ChartField Name column.

Field Name	Field Description
Include CF	Press the Include CF checkbox for each ChartField that you want to include in the report.
Descr	Press the Descr checkbox if you want to include the description of the ChartField name on the report as well as the code.
Subtotal	Press the Subtotal checkbox if you want the report to include subtotals by the ChartField.
Value (From) and To Value	Select the From Value entry for the ChartField. The To Value field is automatically entered with the same value. You can select a different value for the To Value if you want to enter a range.

Step 2: Run the Report and Select the Output Option

1. At the top of the Trial Balance Report page, press the **Run** button.
2. The Process Scheduler Request page displays.
    a. Accept the default selection in the Process List section.
    b. Select the **Format** you want for the report results.
        i. Typically, you'll want to accept the default "PDF" option to view a hardcopy of the report.
        ii. Or change the format to "CSV" to view the data in Microsoft Excel.
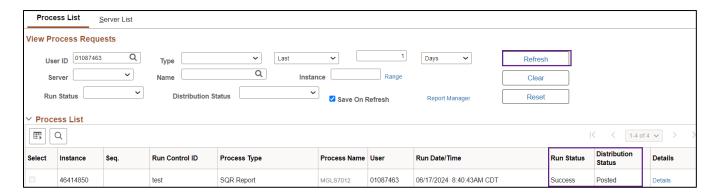3. Press the **OK** button to return to the Summary Trial Balance by CF Report page.

4. The Trial Balance Report page displays.
   a. Note that the Process Instance number now appears in the header.
   b. In the header, press the **Process Monitor** link.

5. The Process List page displays.
   a. Monitor the progress of the job with Process Name "MGLS7012."
   b. You can press the **Refresh** button to refresh the process information.
   c. The job is successful when the Run Status equals "Success" and the Distribution Status equals "Posted."

Step 3: View the Report

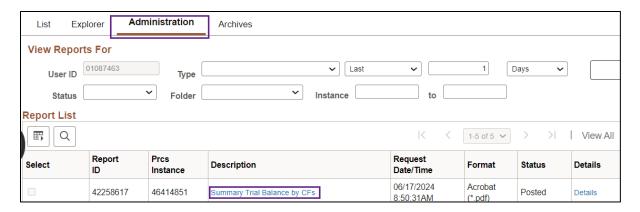There are a couple of ways to do view this report.

Option 1: Navigate to the Administration tab of the Report Manager

1. From the Process List page (shown above), press the **Report Manager** link under the Refresh button.
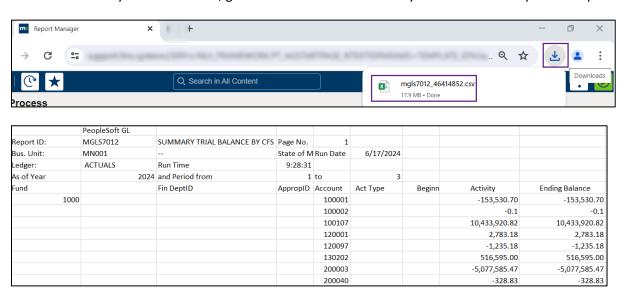

2. On the Report Manager page, select the **Administration** tab.
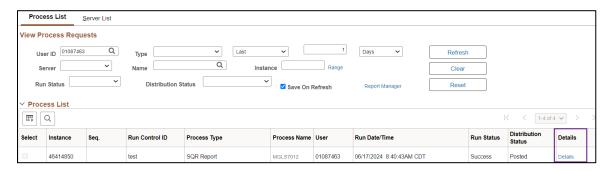3. Select the report link listed in the Description column for the report that you ran.

a. If you selected the PDF format, the PDF file displays in a new window as shown below. View and print the report as you would normally. Close the window when you are finished.

b. If you selected CSV, go to the Download section of your browser and open the report.

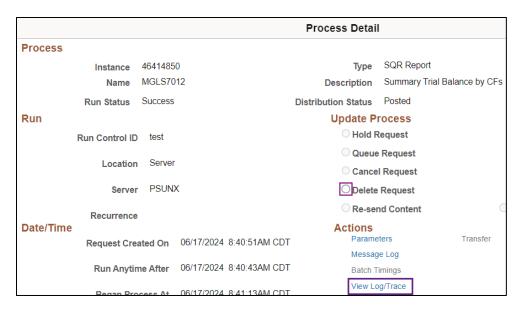|	PeopleSoft GL							
Report ID:	MGLS7012	SUMMARY TRIAL BALANCE BY CFS	Page No.	1				
Bus. Unit:	MN001	--	State of M	Run Date	6/17/2024			
Ledger:	ACTUALS	Run Time	9:28:31					
As of Year	2024	and Period from	1	to	3			
Fund		Fin DeptID	AppropID	Account	Act Type	Beginn	Activity	Ending Balance
1000				100001			-153,530.70	-153,530.70
				100002			-0.1	-0.1
				100107			10,433,920.82	10,433,920.82
				120001			2,783.18	2,783.18
				120097			-1,235.18	-1,235.18
				130202			516,595.00	516,595.00
				200003			-5,077,585.47	-5,077,585.47
				200040			-328.83	-328.83

Option 2: Navigate to the View Log/Trace page

1. From the Process List page, press the **Details** link for the process that you ran.

2. On the Process Detail page, select the **View Log/Trace** link.

3. On the View Log/Trace page, press the link ending with the output indication that you selected, such as CSV or PDF.