

## 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.

Fund	Fin Dept ID	Approp ID	Account	Act Type	Beginning Balance	Activity	Ending Balance
1000			100001		-153,530.70		-153,530.70
			100002		-0.10		-0.10
			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

### 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**.

**Summary Trial Balance by CF's**

Find an Existing Value ⊕ Add a New Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent: Choose from recent searches ✎ Saved: Choose from saved searches ✎

Searches:

Run Control ID begins with

Show fewer options

Case Sensitive

Search Results

Run Control ID	Language Code
Summary_Trial_Bal_CF	English

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
<b>*Unit</b>	Select the Business Unit “MN001.” This is the only Business Unit used for the General Ledger.
<b>*Year</b>	Press the Lookup icon and select a fiscal year.
<b>*Period From and *Period To</b>	Enter the From Period and To Periods to include in the report.
<b>*Ledger</b>	Press the Lookup icon and select a ledger. You will most likely select the “ACTUALS” Ledger.
<b>Include Adjustment Periods</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• 915 – MMB Financial Statement Adjustments</li> <li>• 916 – MMB Single Audit Adjustments</li> <li>• 917 – MMB Budget to GAAP Adjustments</li> <li>• 918 – MMB Internal Service Fund Elimination Adjustments</li> <li>• 919 – MMB Legal Level of Budgetary Control (LLBC) Reporting Adjustments</li> </ul>

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

The screenshot shows the 'Trial Balance Report' interface. At the top, there are fields for 'Run Control ID' (test), 'Language' (English), and a 'Run' button. Below this is the 'Report Request Parameters' section, which includes:
 

- Business Unit:** A search box containing 'MN001' with a magnifying glass icon.
- From Period:** A numeric input field with the value '1'.
- Fiscal Year:** A dropdown menu showing '2024'.
- Period:** A numeric input field with the value '3'.
- Ledgers:** A table with one row: '1 | ACTUALS | [dropdown] | + | -'. The '\*Ledger' column header is highlighted.
- Include Adjustment Periods:** A table with one row: '1 | [dropdown] | + | -'. The 'Adjustment Period' column header is highlighted.

 At the bottom right of the parameters section is a 'Refresh' button.

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

Field Name	Field Description
<b>Include CF</b>	Press the Include CF checkbox for each ChartField that you want to include in the report.
<b>Descr</b>	Press the Descr checkbox if you want to include the description of the ChartField name on the report as well as the code.
<b>Subtotal</b>	Press the Subtotal checkbox if you want the report to include subtotals by the ChartField.
<b>Value (From) and To Value</b>	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.

**ChartField Selection**

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Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8000	8000
2	Financial Department ID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Appropriation ID (CF3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## Step 2: Run the Report and Select the Output Option

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

**Process Scheduler Request**

User ID: TRN01      Run Control ID: Summary\_Trial\_Bal\_CF

Server Name:       Run Date: 06/14/2024

Recurrence:       Run Time: 11:32:10AM      [Reset to Current Date/Time](#)

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Summary Trial Balance by CFs	MGLS7012	SQR Report	Web	PDF	Distribution

**OK**      [Cancel](#)

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.

## Trial Balance Report

Run Control ID    Summary\_Trial\_Bal\_CF

Language    English ▼

Report Manager

Process Instance: 45547912

Process Monitor

Run

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.”

Process List    Server List

### View Process Requests

User ID  Q    Type ▼    Last ▼        Days ▼

Server ▼    Name  Q    Instance     Range

Run Status ▼    Distribution Status ▼     Save On Refresh    Report Manager

Refresh

Clear

Reset

▼ Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	46414850		test	SQR Report	MGLS7012	01087463	06/17/2024 8:40:43AM CDT	Success	Posted	Details

## 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.

Process List    Server List

### View Process Requests

User ID  Q    Type ▼    Last ▼        Days ▼

Server ▼    Name  Q    Instance     Range

Run Status ▼    Distribution Status ▼     Save On Refresh

Report Manager

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.

List Explorer **Administration** Archives

**View Reports For**

User ID: 01087463 Type: [ ] Last: [ ] 1 Days: [ ]

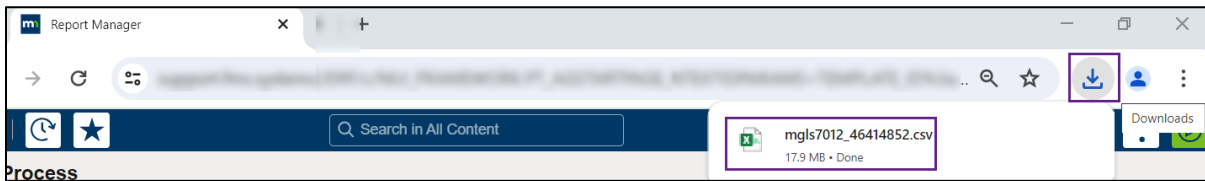
Status: [ ] Folder: [ ] Instance: [ ] to: [ ]

**Report List**

1-5 of 5 | View All

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	42258617	46414851	Summary Trial Balance by CFS	06/17/2024 8:50:31AM	Acrobat (*.pdf)	Posted	<a href="#">Details</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.
- If you selected CSV, go to the Download section of your browser and open the report.



Report ID:	PeopleSoft GL	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	1000	Fin DeptID	AppropID	Account	Act Type	Beginn	Activity	Ending Balance
				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

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

Process List Server List

**View Process Requests**

User ID: 01087463 Type: [ ] Last: [ ] 1 Days: [ ] Refresh

Server: [ ] Name: [ ] Instance: [ ] Range Clear

Run Status: [ ] Distribution Status: [ ] Save On Refresh Report Manager Reset

**Process List**

1-4 of 4

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	46414850		test	SQR Report	MGLS7012	01087463	06/17/2024 8:40:43AM CDT	Success	Posted	<a href="#">Details</a>

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

### Process Detail

**Process**

Instance	46414850	Type	SQR Report
Name	MGLS7012	Description	Summary Trial Balance by CFS
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	test	<b>Update Process</b>	
Location	Server	<input type="radio"/> Hold Request	
Server	PSUNX	<input type="radio"/> Queue Request	
Recurrence		<input type="radio"/> Cancel Request	
		<input checked="" type="radio"/> Delete Request	
		<input type="radio"/> Re-send Content	

**Date/Time**

Request Created On	06/17/2024 8:40:51AM CDT	<b>Actions</b>	
Run Anytime After	06/17/2024 8:40:43AM CDT	<a href="#">Parameters</a> <span style="float: right;">Transfer</span>	
		<a href="#">Message Log</a>	
		<a href="#">Batch Timings</a>	
		<a href="#">View Log/Trace</a>	

Begin Process At 06/17/2024 8:41:13AM CDT

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

### View Log/Trace

**Report**

Report ID	42258616	Process Instance	46414850	<a href="#">Message Log</a>
Name	MGLS7012	Process Type	SQR Report	
Run Status	Success			

Summary Trial Balance by CFS

**Distribution Details**

Distribution Node	fmsnd	Expiration Date	07/08/2024
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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_MGLS7012_46414850.log</a>	2,495	06/17/2024 8:42:42.036855AM CDT
<a href="#">mglS7012_46414850.PDF</a>	10,091,410	06/17/2024 8:42:42.036855AM CDT
<a href="#">mglS7012_46414850.out</a>	135	06/17/2024 8:42:42.036855AM CDT

Report ID: MGLS7012  
 Bus. Unit: MN001--State of Minnesota  
 Ledger: ACTUALS  
 As of Year 2024 and Period from 1 to 3

Fund	Fin Dept ID	ApprorID	Account	Act_Type	Beginning Balance	Activity	Ending Balance
1000			100001			-153,530.70	-153,530.70
			100002			-0.10	-0.10
			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
			200001			-5,072,586.47	-5,072,586.47

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 Run Date 06/17/2024  
 Run Time 08:50:59