

Run the Trial Balance Report

In this Quick Reference Guide, you will learn how to run the Trial Balance report. This report shows debits and credits for transactions through the selected accounting period, fiscal year, and ChartFields.

Step 1: Enter the Trial Balance Report Criteria

1. Navigate to the **Trial Balance** page.

| Navigation Options | Navigation Path |
|------------------------------|--|
| Navigation Collection | Accounting, General Ledger, GL Process. Left-menu, Review Financial Information, Trial Balance. |
| WorkCenter | Accounting, General Ledger, GL/KK WorkCenter. Left-menu, Reports/Processes section, My Reports, Trial Balance. |

2. Search for an existing **Run Control ID** or press the **Add a New Value** tab to create a new Run Control ID. Save it for future use.
3. Select a Run Control ID in the Search Results.

The screenshot shows the 'Find an Existing Value' search interface. On the left, the navigation menu includes 'GL Journals', 'Review Financial Information', 'Journals', 'Ledger', 'Ledger Period Comparison', 'Trial Balance', and 'Summary Trial Balance by CFS'. The 'Trial Balance' option is highlighted. The main content area features a search bar with the text 'Find an Existing Value' and a button 'Add a New Value'. Below the search bar, there are sections for 'Search Criteria' and 'Search Results'. The 'Search Criteria' section includes a 'Run Control ID' field with a dropdown menu set to 'begins with', a 'Case Sensitive' checkbox, and a 'Search' button. The 'Search Results' section shows '1 rows' with a table containing one entry: 'TRIAL BALANCE' under the 'Run Control ID' column and 'English' under the 'Language Code' column.

4. The Trial Balance Report page displays.
 - a. Enter your criteria 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,” if necessary. This is the only Business Unit used for the General Ledger. |
| *Ledger | Press the Lookup icon and select a ledger. You will most likely select the “ACTUALS” Ledger. |
| *Year | Press the Lookup icon and select a Fiscal Year. |
| *Period | Enter the Period you want the report to run through. |
| Currency Option | Accept the default of “Base.” |
| Currency | Leave this field blank. |
| Adjustment Period | <p>If you want to include Adjustment Periods, select the period(s) from the drop-down menu. Select the Add Row (+) to include additional Adjustment Periods or select the Delete Row (-) option to remove an adjustment period. Options include:</p> <ul style="list-style-type: none"> • 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 |

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

Trial Balance Report

Run Control ID TRIAL_BALANCE Report Manager Process Monitor Run

Language English

Report Request Parameters

Unit: MN001 *Ledger: ACTUALS

Fiscal Year: 2024 Period: Include Adjustment Periods

Currency Option: Base Currency: Adjustment Period: 1 [dropdown] [+/-]

Display Full Numeric Field Date Code: All Refresh

c. Enter your criteria in the **ChartField Selection** section as described below. In this section, you will be able 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. |

| Field Name | Field Description |
|---------------------------------------|---|
| ChartField Name (display only) | ChartFields that you are able to include in the report are displayed in the ChartField Name column. |
| Include CF | Press Include CF checkbox for each ChartField that you want to include in the report. |
| Descr (Description) | 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 | <ul style="list-style-type: none"> • 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

| Sequence | ChartField Name | Include CF | Descr | Subtotal | Value | To Value |
|----------|-------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------|----------|
| 1 | Fund Code | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 5203 | 5203 |
| 2 | Financial Department ID | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| 3 | Appropriation ID (CF3) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| 4 | Account | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

Step 2: Run the Report and Select the Output Option

After entering your report criteria, you'll run and view the report as you would normally.

1. At the top of the page, select the **Run** button.

Trial Balance Report

Run Control ID TRIAL_BALANCE

Report Manager Process Monitor **Run**

Language English

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. Typically, you'll want to accept the default "PDF" to view a hardcopy of the report or change to "CSV" to view the data in Microsoft Excel. In this example, we have accepted the default option, "PDF."
 - c. Press the **OK** button to return to the Trial Balance Report page.

Process Scheduler Request

User ID TRN01 Run Control ID TRIAL_BALANCE

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|----------------------|--------------|--------------|------|--------|--------------|
| <input checked="" type="checkbox"/> | Trial Balance Report | GLS7012 | SQR Report | Web | PDF | Distribution |

3. The Trial Balance page displays.
 - a. Note that the Process Instance number now appears below the Run button.
 - b. Press the **Process Monitor** link.

Trial Balance Report

Run Control ID TRIAL_BALANCE Report Manager **Process Monitor**

Language **Process Instance** 45547820

- c. Monitor the progress of the job with Process Name of "GLS7012."
 - i. You can press the **Refresh** button to refresh the process information.
 - ii. 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 Type Last Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh Report Manager

Process List

| Select | Instance | Seq. | Run Control ID | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | Actions |
|--------------------------|----------|------|----------------|--------------|--------------|-------|--------------------------|------------|---------------------|---------|---------|
| <input type="checkbox"/> | 45547820 | | TRIAL_BALANCE | SQR Report | GLS7012 | TRN01 | 06/12/2024 1:02:15PM CDT | Success | Posted | Details | Actions |

Step 3: View the Report

After the report has run successfully, you can view and print the report. There are a couple of ways to do this.

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

1. From the Process List page, select the **Report Manager** link.

Process List Server List

View Process Requests

User ID: Type: Last: 1 Days:

Server: Name: Instance: Range:

Run Status: Distribution Status: Save On Refresh

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

List Explorer **Administration** Archives

View Reports For

User ID: Type: Last: 1 Days:

Status: Folder: Instance: to:

Report List

 << < 1-1 of 1 > >> | View All

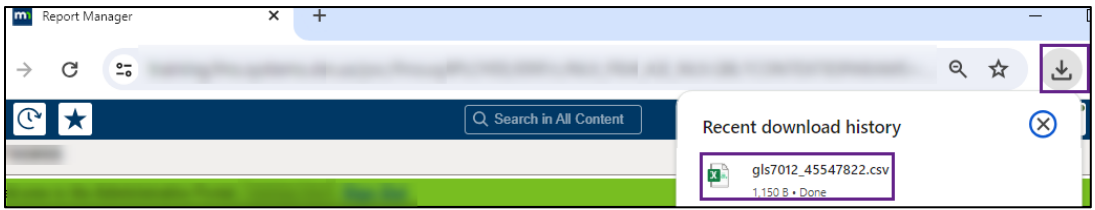
| Select | Report ID | Prce Instance | Description | Request Date/Time | Format | Status | Details |
|--------------------------|-----------|---------------|--------------------------------------|-------------------------|--------------------|--------|-------------------------|
| <input type="checkbox"/> | 41468901 | 45547820 | Trial Balance Report | 06/12/2024 1:05:19PM | Acrobat (*.pdf) | Posted | Details |

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

Report ID: GLS7012 PeopleSoft GL Page No. 1
 Bus. Unit: MN001--State of Minnesota TRIAL BALANCE Run Date 10/19/2018
 Ledger: ACTUALS -- MN Actuals Ledger Run Time 15:23:20
 As of Year 2017 and Period 3
 Base Currency: USD Date Code 0

| Fund | Fin DeptID | Appropriation | Cur | Transaction Debit | Transaction Credit |
|----------------------------|--------------------------|---------------|-----|--------------------------|----------------------|
| 5203 | Central Mail ISF | G021902 | USD | 0.00 | 0.00 |
| | | G021902 | USD | 0.00 | 10,028,877.33 |
| | | G0234750 | USD | 0.00 | 0.00 |
| | Central Mail ISF | G021902 | USD | 963,093.14 | 0.00 |
| | Postage Clearing Account | G021902 | USD | 9,046,113.86 | 0.00 |
| | Central Mail ISF MNIT | G021902 | USD | 19,670.33 | 0.00 |
| | Central Mail ISF MNIT | G021902 | USD | 0.00 | 0.00 |
| Total for Fund 5203 | | | | 10,028,877.33 | 10,028,877.33 |
| Total for Ledger | | | | USD 10,028,877.33 | 10,028,877.33 |

- b. If you selected CSV, go to the Downloads section of your browser and open the file.



| | | | | | | | |
|---------------------|------------------|------------------|--------------------------|----------|-------------------|--------------------|--|
| Report ID: | PeopleSoft GL | GLS7012 | TRIAL BALANCE | Page No. | 1 | | |
| Bus. Unit: | MN001 | -- | State of Minnesota | Run Date | 6/12/2024 | | |
| Ledger: | ACTUALS | -- | MN Actuals Ledger | Run Time | 13:19:26 | | |
| As of Year: | 2024 | and Period | | 12 | | | |
| Base Currency: | USD | Date Code | | 0 | | | |
| Fund | | Fin DeptID | | Cur | Transaction Debit | Transaction Credit | |
| AppropID | 5203 | Central Mail ISF | | | | | |
| | | | | USD | 0 | 0 | |
| G021902 | Central Mail ISF | | | USD | 0 | 30,031,697.83 | |
| G9RTREA | Treasury-MIDAS | | | USD | 0 | 0 | |
| | | G0234750 | Central Mail ISF | | | | |
| G021902 | Central Mail ISF | | | USD | 2,133,052.60 | 0 | |
| | | G0234751 | Postage Clearing Account | | | | |
| G021902 | Central Mail ISF | | | USD | 27,878,974.90 | 0 | |
| | | G02348IT | Central Mail ISF MNIT | | | | |
| G021902 | Central Mail ISF | | | USD | 19,670.33 | 0 | |
| | | G02448IT | Central Mail ISF MNIT | | | | |
| G021902 | Central Mail ISF | | | USD | 0 | 0 | |
| Total for Fund 5203 | | | | | 30,031,697.83 | 30,031,697.83 | |
| Total for Ledger | | | | USD | 30,031,697.83 | 30,031,697.83 | |

Option 2: Navigate to the View Log/Trace page

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

The screenshot shows the 'Process List' interface. At the top, there are search filters for User ID (TRN01), Type, Last, Days, Server, Name, Instance, Range, Run Status, and Distribution Status. Below the filters is a table with the following columns: Select, Instance, Seq., Run Control ID, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The first row in the table is selected, and the 'Details' link in that row is highlighted with a purple box.

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

The screenshot shows the 'Process Detail' page. It displays the following information:

- Process:** Instance 45547825, Type SQR Report, Name GLS7012, Description Trial Balance Report, Run Status Success, Distribution Status Posted.
- Run:** Run Control ID TRIAL_BALANCE, Location Server, Server PSNVS2, Recurrence.
- Date/Time:** Request Created On 06/12/2024 1:27:45PM CDT, Run Anytime After 06/12/2024 1:27:37PM CDT.
- Update Process:** Radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request (selected), Re-send Content, and Restart Request.
- Actions:** Parameters, Message Log, Batch Timings, and View Log/Trace (highlighted with a purple box).

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

View Log/Trace

Report

| | | | | |
|------------|----------|------------------|------------|-----------------------------|
| Report ID | 41468906 | Process Instance | 45547825 | Message Log |
| Name | GLS7012 | Process Type | SQR Report | |
| Run Status | Success | | | |

Trial Balance Report

Distribution Details

| | | | |
|-------------------|-------|-----------------|---|
| Distribution Node | FMSUQ | Expiration Date | <input type="text" value="07/03/2024"/> |
|-------------------|-------|-----------------|---|

File List

| Name | File Size (bytes) | Datetime Created |
|--|-------------------|---------------------------------|
| SQR_GLS7012_45547825.log | 2,270 | 06/12/2024 1:27:49.374542PM CDT |
| gls7012_45547825.csv | 1,150 | 06/12/2024 1:27:49.374542PM CDT |