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.

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.
Step 2: Create a Run Control ID.

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” 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 1**: Business Unit will default to UND01. This does not need to be changed.
- **Field 2**: If Ledger does not default to ACTUALS, use the search feature and select ACTUALS from the list of available ledgers.
- **Field 3**: Enter the Fiscal Year you wish to be included in your report.
- **Field 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.)
- **Field 5**: Currency Option should default to Base. This does not need to be changed.
- **Field 6**: If Base is selected in Currency Option, you will not need to make a selection in the Currency field.
- **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.
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.
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.

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

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

\[
\text{Cash-in BND} = \text{Cash-in BND} - \text{Payable Credit balances} + \text{Receivable Debit balances}
\]

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

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Fund</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State - Vehicle Mileage</td>
<td>USD</td>
<td>282.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Motor/Aircraft Fuel</td>
<td>USD</td>
<td>202.48</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Transportation &amp; Misc Ex</td>
<td>USD</td>
<td>32.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Out of State - Transportation</td>
<td>USD</td>
<td>323.11</td>
<td>0.00</td>
</tr>
<tr>
<td>Out of State - Lodging</td>
<td>USD</td>
<td>804.55</td>
<td>0.00</td>
</tr>
<tr>
<td>Out of State - Meals</td>
<td>USD</td>
<td>275.20</td>
<td>0.00</td>
</tr>
<tr>
<td>Software/Licenses Under $5,000</td>
<td>USD</td>
<td>60.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Purchasing Cards</td>
<td>USD</td>
<td>1,678.56</td>
<td>0.00</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>USD</td>
<td>222.50</td>
<td>0.00</td>
</tr>
<tr>
<td>Postage Stamps</td>
<td>USD</td>
<td>221.18</td>
<td>0.00</td>
</tr>
<tr>
<td>Exchange - Copying</td>
<td>USD</td>
<td>2,222.11</td>
<td>0.00</td>
</tr>
<tr>
<td>Exchange - Printing</td>
<td>USD</td>
<td>105.04</td>
<td>0.00</td>
</tr>
<tr>
<td>Repairs IT</td>
<td>USD</td>
<td>364.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Exchange - Long Distance</td>
<td>USD</td>
<td>223.57</td>
<td>0.00</td>
</tr>
<tr>
<td>Dues &amp; Membership</td>
<td>USD</td>
<td>75.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Professional Development</td>
<td>USD</td>
<td>359.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Operating Fees</td>
<td>USD</td>
<td>224.39</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total for Ledger: USD 403,904.00, 493,966.00

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.