

CMS/PeopleSoft®

Trial Balance Report

User/Training Guide

General Information on the Trial Balance Report

While the Trial Balance report is at times a valid tool in CMS Financials 8.4, we believe that most campus users will get more useful and complete information from the Trust and Trust Foundation nVision reports. Unlike nVision, the Trial Balance Report does not include Requisition or Purchase Order transactions in its expenditure account balances and it does not have the ability to “drill down” to additional detail information.

However, if you have a need to use the Trial Balance report on occasion, be aware that the entire cash balance may not be available for new purchases. Outstanding requisitions, purchase orders and other liabilities are not deducted from cash until completed and paid. Also, keep in mind that the Trial Balance report should only be used for Trust and Trust Foundation Funds and NOT for General Fund information.

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Navigation: General Ledger>General Reports>Trial Balance

1. The first time you run a Trial Balance report, you will have to create a new Run control ID. Click on the ADD A NEW VALUE tab
2. Insert the Run Control ID
3. Click the ADD button to bring up screen as shown here

The screenshot shows the 'Trial Balance' report configuration interface. On the left is a 'Menu' sidebar with a search bar and a 'go' button. The menu items include 'My Favorites', 'Purchasing', 'Accounts Payable', 'Asset Management', 'General Ledger', 'Journals', 'Review Journal/Ledger Data', and 'General Reports'. Under 'General Reports', 'Trial Balance' is selected. The main content area has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Run Control ID' field is populated with 'Trial_Balance'. Below the field is an 'Add' button. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

4. Once your Run Control IDs have been established and saved, the next time you run a Trial Balance, you may use the FIND AN EXISTING VALUE tab and search to bring up a particular Run Control.

The screenshot shows the search interface for the 'Trial Balance' report. The 'Find an Existing Value' tab is selected. The 'Run Control ID' field is set to 'begins with' and is empty. There is a 'Case Sensitive' checkbox which is unchecked. Below the field are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

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- Fill in the Report Request Parameters as needed. (Note: Make sure that you select the Actuals Ledger, the currency Option equals Base and leave the Currency Code field blank).
- Click Refresh. The ChartField Selection Fields will not appear until Refresh is clicked

The screenshot shows the 'Trial Balance' report interface. The 'Report Request Parameters' section is highlighted with a red box. It includes fields for Unit (SACST), Ledger (ACTUALS), Fiscal Year (2004), Currency Code, Period (12), and Currency Option (Base). A 'Refresh' button is circled in red. Below this is the 'ChartField Selection' table.

Sequence	Field Long Name	Select	Descr	Subtotal	Value	ChartField TO Value
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- Check on the boxes to select the desired ChartFields and Descriptions
- Enter ChartField Limits (e.g. Trust Fund Code)
- Change the sequence of the ChartFields to the order you want them to appear on report. Usually you are looking at only one Fund and all Accounts, so Fund would be sequence # 1 and Account would be sequence #2.
- Click Run

The screenshot shows the 'Trial Balance' report interface. The 'Run' button is circled in red. The 'ChartField Selection' table is shown with several rows highlighted in red. The 'Fund Code' row has '1' in the sequence column and 'TM029' in the 'ChartField TO Value' column.

Sequence	Field Long Name	Select	Descr	Subtotal	Value	ChartField TO Value
2	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Alternate Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TM029	TM029
5	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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- Enter Server name PSUNX. Select Trial Balance Report then Click OK. You should then automatically return to the Trial Balance Report Screen

Process Scheduler Request

User ID: CMS-T00 Run Control ID: Trial_Balance

Server Name: PSUNX Run Date: 01/11/2005
 Recurrence: Run Time: 11:25:19AM
 Time Zone: Reset to Current Date/Time

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

- Click on Process Monitor

Trial Balance

Run Control ID: Trial_Balance Language: English Process Instance: 22895

Report Request Parameters

Unit: SACST Ledger: ACTUALS Fiscal Year: 2004 Period: 12

Report Manager Process Monitor Run

- Click on Refresh until the Run status says Success, then click on Details to get your report

Process List Server List

View Process Request For

User ID: CMS-T00 Type: Last: 1 Days Refresh
 Server: Name: Instance: to
 Run Status: Save On Refresh

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
22895		SQR Report	GLS7012	CMS-T00	01/11/2005 11:25:19AM PST	Success	Details

- Click on View Log/Trace.

Process Detail

Process

Instance: 22895 Type: SQR Report
 Name: GLS7012 Description: Trial Balance Report

Run Update Process

Run Control ID: Trial_Balance
 Location: Server
 Server: PSUNX
 Recurrence:

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time Actions

Request Created On: 01/11/2005 11:33:07AM PST Parameters Transfer
 Run Anytime After: 01/11/2005 11:25:19AM PST Message Log
 Began Process At: 01/11/2005 11:33:15AM PST Batch Timings
 Ended Process At: 01/11/2005 11:33:31AM PST [View Log/Trace](#)

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15. Click on the PDF file. Your Trial Balance report should appear on screen. Click on Print.

View Log/Trace

Report ID: 14977 **Process Instance:** 22895
Name: GLS7012 **Process Type:** SQR Report
Run Status: Success

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,724	01/11/2005 11:33:16.000000AM PST
gls7012_22895.PDF	1,714	01/11/2005 11:33:16.000000AM PST
Trace File	99	01/11/2005 11:33:16.000000AM PST

16. You can either view, save and/or print a copy of the Trial Balance Report

Report ID: GLS7012		PeopleSoft GL		Page No. 1	
Bus. Unit: SACST--Calif State Univ Sacramento		TRIAL BALANCE		Run Date 01/11/2005	
Ledger: ACTUALS -- Actuals Ledger				Run Time 11:32:15	
As of Year 2004 and Period 12					
Base Currency: USD					
Band	Account		Transaction Debit	Transaction Credit	
29029	Financial Aid Photocopy Trust	101001 General Cash	1,699.64	0.00	
		305002 FR-Continuing Appropriation	0.00	1,530.64	
		590090 Revenue Others	0.00	169.00	
Total for Ledger			1,699.64	1,699.64	