

## Trial Balance

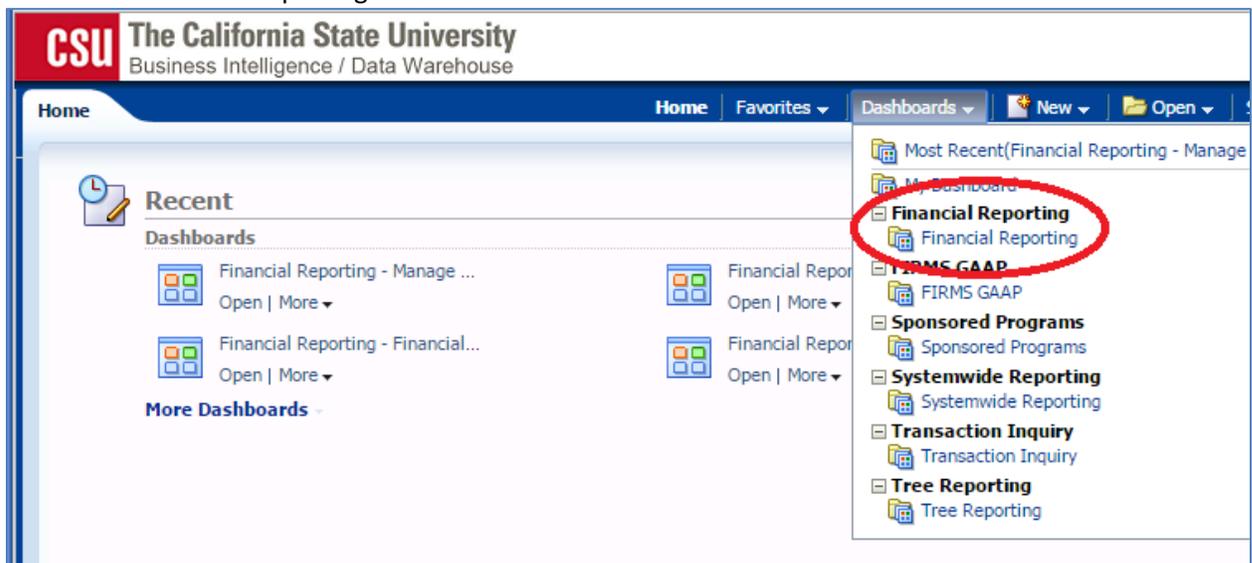
The purpose of this document is to help someone create a trial balance report for a fund in the Financial Data Warehouse (FDW).

Assumptions:

- You have access to the FDW.
- You know how to login to the FDW.
- You have already setup your defaults for the environment.

This example will run a Trial Balance report for the TM090 fund.

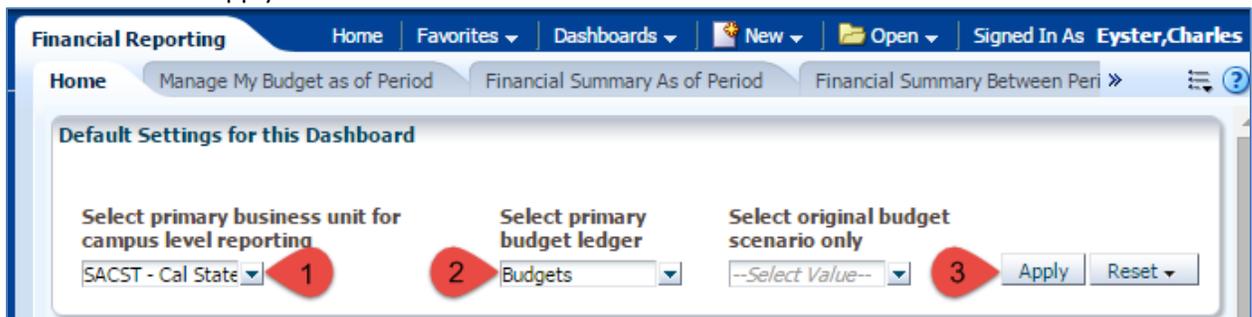
A. Select the “Financial Reporting” dashboard:



If you have already setup your Financial Reporting Home defaults, then go to Step B.

If not, then do the following:

1. Set your primary business unit to “SACST”
2. Set your primary budget ledger to “Budgets”
3. Click on the “Apply” button.



B. Select the “Trial Balance” via either of these two links:

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**Financial Reporting** Home Favorites Dashboards New Open Signed In As **Eyster, Charles**

Home Manage My Budget as of Period Financial Summary As of Period Financial Summary Between Periods Financial Summary by Year **Trial Balance** Inception to Date Cash Fund Balance Performance Report As of Period

**Default Settings for this Dashboard**

Select primary business unit for campus level reporting: SACST - Cal State  
 Select primary budget ledger: Budgets  
 Select original budget scenario: --Select Value--

**Report Index**

[Manage My Budget as of Period](#)  
 This page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a limited number of filters, including fund, department, account, project, program, and class chartfields and the departmental hierarchy. Manage My Budget page defaults to account type 50 (revenue) and account type 60 (expense).

[Financial Summary As of Period](#)  
 As of the period indicated in the filter, this page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a wide number of filters which include the chartfields, state and CSU attributes, trees, and PeopleSoft chartfield attributes. These reports can be limited to any account type or all-inclusive for assets, liabilities, equity, revenue and expense. For data limited to one or a selected number of accounting periods, see Financial Summary Between Period.

[Financial Summary Between Periods](#)  
 Based on the accounting periods indicated in the filter, this page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a broad range of filters which include the chartfields, state and CSU attributes, trees, and PeopleSoft chartfield attributes.

[Financial Summary by Year](#)  
 Based on the year and accounting period indicated in the filter, this page is designed to produce reports of budget or actuals based on a wide number of filters which include the chartfields, state and CSU attributes, trees, and PeopleSoft chartfield attributes. These reports can be limited to any account type or all-inclusive for assets, liabilities, equity, revenue and expense.

**Trial Balance**  
 Runs at a fund level to give a full picture of the fund, including all balance sheet and income statement accounts. This version shows only actuals

- Actuals Trial Balance -- Basic trial balance report
- Trial Balance (6 Columns) -- Report with six columns and wider selection of column selectors

[Inception to Date](#)  
 This page displays actuals and encumbrance summary totals based on a wide number of filters from a project-to-date perspective by year. Each year's summary amount can be drilled directly to the transactions for that year.

[Cash](#)  
 Used for analysis in determining if a negative cash balance exists in specified SCO, CSU, or PeopleSoft fund(s)

[Fund Balance](#)  
 Based on the period indicated in the filter, this page reports the beginning fund balance, year-to-date revenue, year-to-date expense, and projects current fund balance based on a broad range of filters. This report can also be used to monitor negative fund balance.

[Performance Report As of Period](#)  
 This report displays financial data by comparing results and calculating percentages from the prior year to the year selected in the report filters. Through report views both budget and actuals data can be analyzed with this report. To ensure that the data is comparative the as of period from this year is applied to the prior year data.

- C. Select the “Actuals Trial Balance” report:  
 This example uses the “Actuals Trial Balance”. An example of the “Trial Balance (6 Columns)” report can be found at the end of this document.

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is of Period Financial Summary Between Periods Financial Summary by Year **Trial Balance** Ince

[Actuals Trial Balance](#) ←

[Trial Balance \(6 Columns\)](#)

- D. This brings us to the Report Filters for this report. Note that the Business Unit is already filled in by the default that we setup earlier:

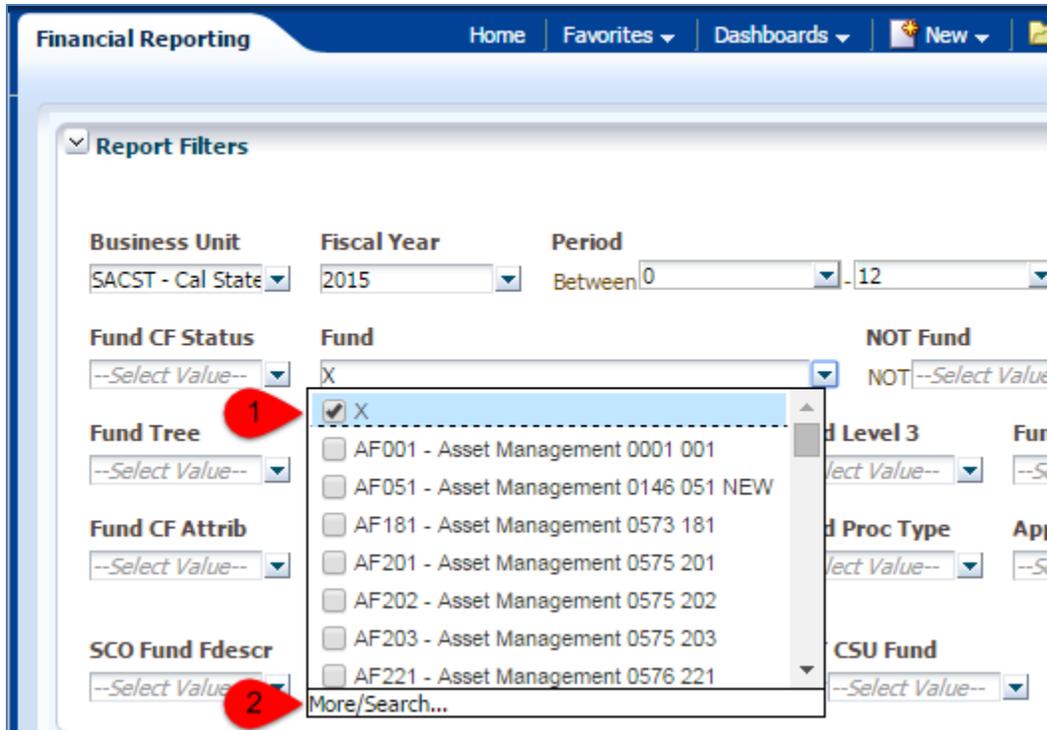
The screenshot shows the 'Report Filters' section of the Financial Reporting application. The 'Business Unit' dropdown is circled in red and set to 'SACST - Cal State'. Other filters include 'Fiscal Year' (2015), 'Period' (Between 0 and 12), 'Fund CF Status' (Fund: X, NOT Fund: NOT), and various 'Fund Level' dropdowns (1-5). The interface also includes 'Apply Filters' and 'Reset Filters' buttons at the bottom.

Note that you can change the Business Unit. Select the Business Unit of the fund(s) that you want to see on this report. The general Sac State Business Unit, SACST, is the most frequently used. Another Business Unit is SAFND for the Sac State Foundation funds. You can use one or more Business Units on a report, but you must have at least one.

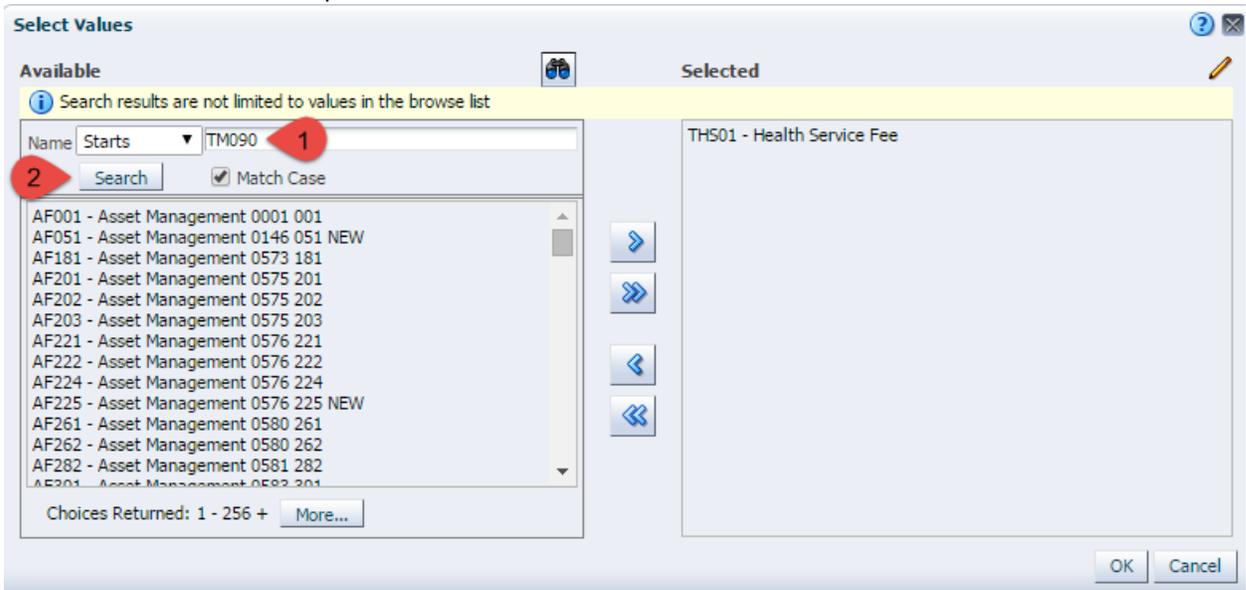
- E. Click on the drop-down arrow next to "Fund" in the "Report Filters" section:

The screenshot shows the 'Report Filters' section of the Financial Reporting application. A red arrow points to the drop-down arrow next to the 'Fund' dropdown, which is currently set to 'X'. Other filters include 'Business Unit' (SACST - Cal State), 'Fiscal Year' (2015), and 'Period' (Between 0 and 12).

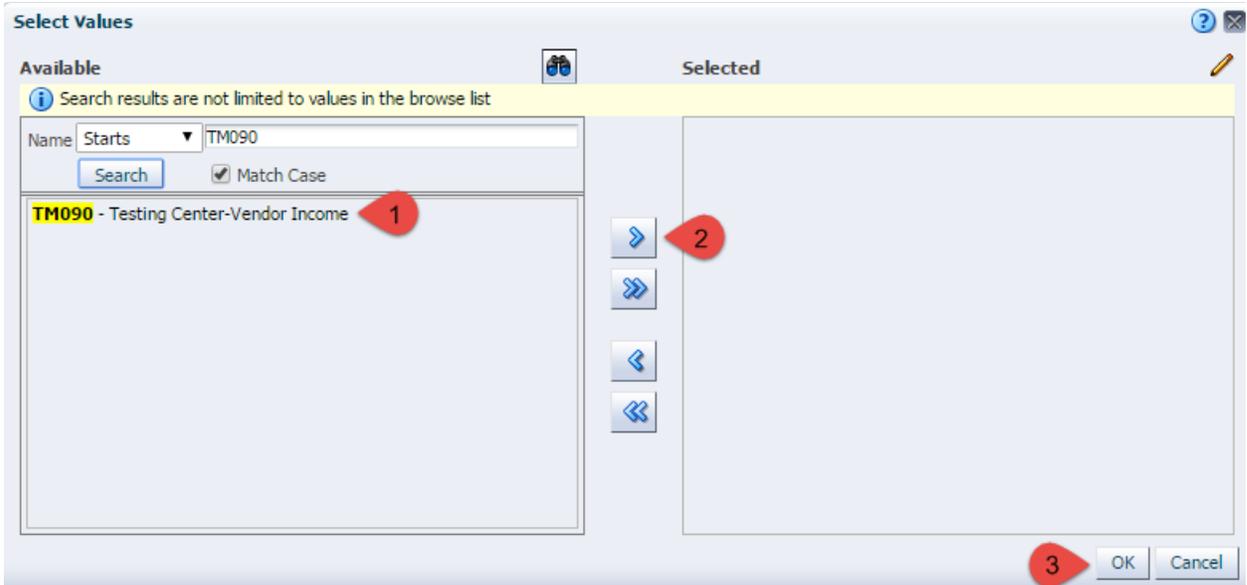
- F. Remove Fund X by:
1. Click on the checked box next to "X" to remove "X" from the list of funds to display
  2. Click on "More/Search..."



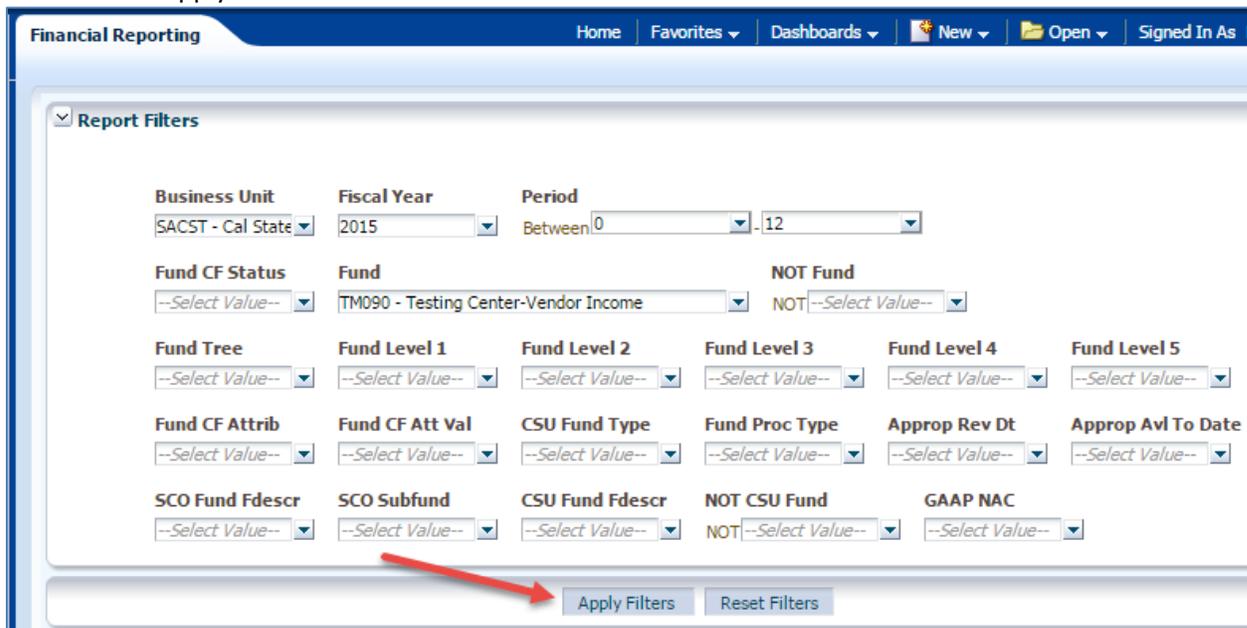
- G. Enter "TM090" and click on "Search":  
 Note that "TM090" is all capital letters and the "Match Case" box is checked.



- H. Continue to add the Fund:
1. Select the line "TM090 – Testing Center-Vendor Income"
  2. Select the ">" to move it to the selected list
  3. Select "OK"



I. Click on the “Apply Filters” button:



J. Adjust the display:

1. Click the drop-down arrow for “Show Column”
2. Select “Account Fdescr”

Actuals Trial Balance

Time run: 11/3/2015 11:20:17 AM

**Show Column:** Acct Type Fdescr 1  
**Select Report View:** Account Fdescr 2

Fund Fdescr: TM09 FIRMS Obj Cd Fdescr: Income  
 496 - TF-Miscellaneous

Acct Type Fdescr	Year to Date Actuals
10 - Assets	12,098.71
20 - Liabilities	0.00
30 - Fund Equity and Reserves	(9,989.78)
50 - Revenues	(3,814.10)
60 - Expenditures	1,705.17
<b>Grand Total</b>	<b>0.00</b>

K. Click the "OK" button.

Actuals Trial Balance

Time run: 11/3/2015 11:20:17 AM

**Show Column:** Account Fdescr  ←

**Select Report View:** Summary by Fund Pivot

Fund Fdescr: TM090 - Testing Center-Vendor Income

496 - TF-Miscellaneous Trust

Acct Type Fdescr	Year to Date Actuals
10 - Assets	12,098.71
20 - Liabilities	0.00
30 - Fund Equity and Reserves	(9,989.78)
50 - Revenues	(3,814.10)
60 - Expenditures	1,705.17
<b>Grand Total</b>	<b>0.00</b>

L. Sample report:

Note that most values in this report can be clicked on by the user to drill down into more detail.

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**Report Filters**

Business Unit: SACST - Cal State Fiscal Year: 2015 Period: Between 0 - 12

Fund CF Status: --Select Value-- Fund: TM090 - Testing C NOT Fund: NOT --Select Value--

Fund Tree: --Select Value-- Fund Level 1: --Select Value-- Fund Level 2: --Select Value-- Fund Level 3: --Select Value-- Fund Level 4: --Select Value-- Fund Level 5: --Select Value--

Fund CF Attrib: --Select Value-- Fund CF Att Val: --Select Value-- CSU Fund Type: --Select Value-- Fund Proc Type: --Select Value-- Approp Rev Dt: --Select Value-- Approp Avl To Date: --Select Value--

SCO Fund Fdescr: --Select Value-- SCO Subfund: --Select Value-- CSU Fund Fdescr: --Select Value-- NOT CSU Fund: NOT --Select Value-- GAAP NAC: --Select Value--

Apply Filters Reset Filters

**Actuals Trial Balance**

Time run: 11/3/2015 11:24:44 AM

Show Column: Account Fdescr OK

Select Report View: Summary by Fund Pivot

Fund Fdescr: TM090 - Testing Center-Vendor Income

496 - TF-Miscellaneous Trust

Account Fdescr	Year to Date Actuals
101100 - Cash-ST Investments (SWIFT)	11,229.71
103821 - A/R Revenue	869.00
107001 - Travel Advances	0.00
201001 - Accounts Payable	0.00
201007 - AP Reserve for Encumbrances	0.00
305002 - FB-Continuing Appropriation	(9,989.78)
507001 - Interest from SMIF	(0.52)
508001 - Income fr Extrnl Invest-SWIFT	(20.58)
580090 - Other Oper Revenue-Non Std Fee	(3,793.00)
660003 - Supplies and Services	1,319.46
660021 - Repairs and Maintenance	190.16
660865 - Overhead-Management Fee	111.55
660892 - Parking Permits	84.00
<b>Grand Total</b>	<b>0.00</b>

Period is between 0 and 12  
 and Fund Fdescr is equal to **TM090 - Testing Center-Vendor Income**  
 and Bus Unit Fdescr is equal to **SACST - Cal State Univ Sacramento**  
 and Fiscal Year is equal to **2015**  
 and Trial Balance Criteria is equal to / is in **YES**

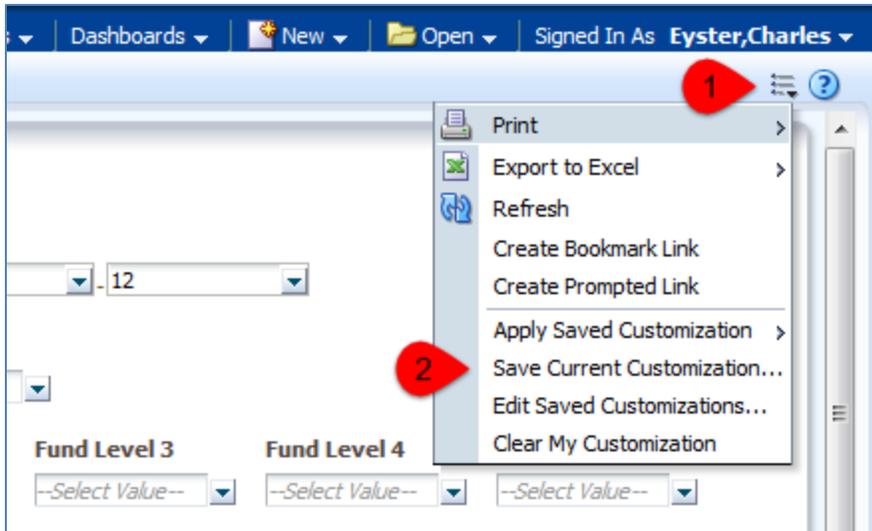
Refresh - Export

Optional Steps:

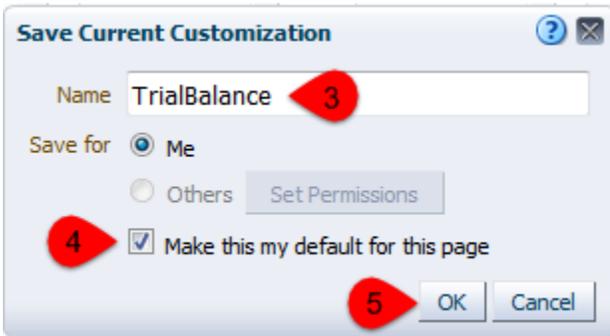
Save Customization:

Your filters can be saved and easily reused later. Use a “customization” for this functionality. This example will save the above steps as a customization called “TrialBalance”.

1. Click on the “hamburger” in the upper right corner.
2. Click on “Save current Customization...”:



3. Enter the name for your new customization.
4. Click on the “Make this my default for this page” check box.
5. Click on the “OK” button:



**Example of the 6 Columns Report:**

The following report is an example of the 6 Columns report. Note that it is similar to the report documented above, except the user has options to include more report columns.

☑ Trial Balance (6 Columns)

Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2015, Period = 5

Time run: 11/3/2015 11:45:56 AM

Show Column 1: Fund Fdescr   
 Column 2: Acct Cat Fdescr   
 Column 3: 'Hide'   
 Column 4: Hide   
 Column 5: Hide   
 Column 6: Hide

Select Report View: Trial Balance

Fund Fdescr	Acct Cat Fdescr	Actuals
TM090 - Testing Center-Vendor Income	103 - Accounts Receivable	869.00
	<b>103 - Accounts Receivable Total</b>	<b>869.00</b>
	108 - Investments	11,229.71
	<b>108 - Investments Total</b>	<b>11,229.71</b>
	201 - Account Payable	0.00
	<b>201 - Account Payable Total</b>	<b>0.00</b>
	305 - Fund Balance/Retained Earnings	(9,989.78)
	<b>305 - Fund Balance/Retained Earnings Total</b>	<b>(9,989.78)</b>
	507 - Revenue from Interest	(0.52)
	<b>507 - Revenue from Interest Total</b>	<b>(0.52)</b>
	508 - Revenue from Investments	(20.58)
	<b>508 - Revenue from Investments Total</b>	<b>(20.58)</b>
	580 - Other Financial Sources	(3,793.00)
	<b>580 - Other Financial Sources Total</b>	<b>(3,793.00)</b>
	660 - Misc. Operating Expenses	1,705.17
	<b>660 - Misc. Operating Expenses Total</b>	<b>1,705.17</b>
<b>TM090 - Testing Center-Vendor Income Total</b>		<b>0.00</b>
<b>Grand Total</b>		<b>0.00</b>