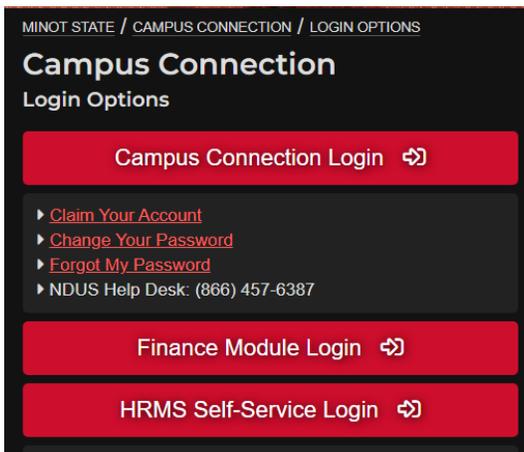
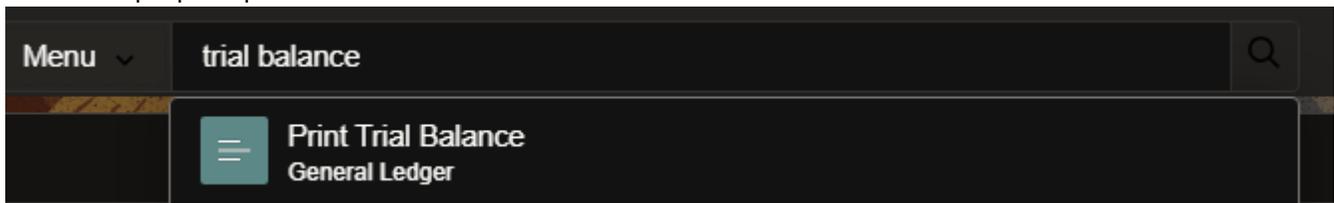


Trial Balance

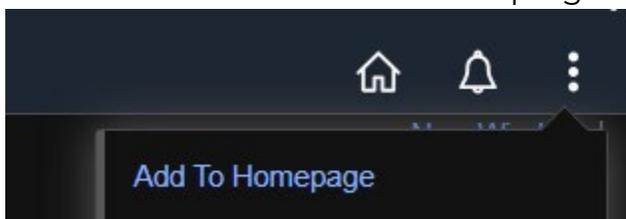
- Trial Balance reports are used to show current balances in local funds. Trial Balance **will not** display current funds for appropriated funds.
- To pull a Trial Balance report, log in to the Finance Module in Campus Connection.



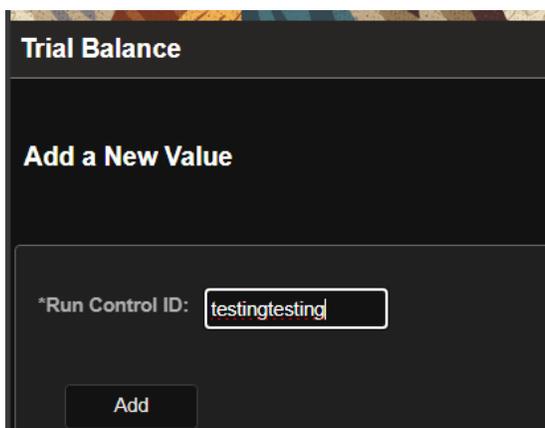
- Add the 'Trial Balance' tile to your Homepage, if it isn't already there. Type in 'trial balance' in the search menu at the top of the screen, and click on 'Print Trial Balance' when it pops up.



- This will pull up the 'Trial Balance' report page.
- Click on the three dots at the top right corner, and click 'Add to Homepage'.



- To run a report for the first time, click on 'Add a New Value' and type in the name you'd like to use for that report.



- This screen will appear.

Trial Balance Report

Run Control ID: testingtesting Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: MISU1 *Ledger: ACTUALS

Fiscal Year: Period: Include Adjustment Periods

Currency Option: Base Currency: 1 + -

Display Full Numeric Field Date Code: All

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save Notify Add Update/Display

- Click on 'Refresh', and the parameter sequences will pop-up.

Trial Balance Report

Report Request Parameters

Unit: MISU1 *Ledger: ACTUALS

Fiscal Year: Period: Include Adjustment Periods

Currency Option: Base Currency: 1 + -

Display Full Numeric Field Date Code: All

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6	ChartField 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	ChartField 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8	ChartField 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- Enter in your search parameters; these will include 'Fiscal Year' and 'Period' at the top. Type in '12' in the 'Period' parameter; it's easiest and best to set it to 12 so the report pulls the current balance. Select sequences 'Account' and 'Fund Code' in the

ChartField Selection. Check 'Include CF', 'Descr', and Subtotal' for the 'Account' sequence, and 'Include CF' for the 'Fund Code' sequence.

Trial Balance Report

Run Control ID testingtesting Report Manager Process Monitor Run

Language English

Report Request Parameters

Unit MISU1 *Ledger ACTUALS

Fiscal Year 2025 Period 12

Currency Option Base Currency

Display Full Numeric Field Date Code All

Include Adjustment Periods

	Adjustment Period		
1		+	-

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20031	20031

- After entering the parameters, click on 'Save' at the bottom of the screen, then click 'Run' at the top.

Save Return to Search Previous in List Next in List Notify

Trial Balance Report

Run Control ID testingtesting Report Manager Process Monitor Run

Language English

- This screen will pop-up. Select 'PSNT' for the Server Name, then click on 'OK'.

Process Scheduler Request

User ID lauren.young Run Control ID testingtesting

Server Name PSNT Run Date 07/30/2024

Recurrence Run Time 3:24:33PM Reset to Current Date/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

OK Cancel

- It'll kick back to the report parameters, and click on 'Report Manager' at the top.

Trial Balance Report

Run Control ID: testingtesting Report Manager Process Monitor

Language: Process Instance: 16124635

- The report will appear in your queue after it has run. Click on the link to the left of the screen under 'Report'.

Report Manager

List Explorer Administration Archives

View Reports For

Folder: Instance: to

Name: Created On: Last: Days

Reports

 < < 1-4 of 4 > > | View All

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	GLS7012	TRIAL BALANCE REPORT	General	07/30/24 3:25PM	11445796	16124635

- Click on the PDF version of your report under 'File List' to view it.

File List

Name	File Size (bytes)	Datetime Created
GLS7012_16124635.PDF	2,907	07/30/2024 3:25:26.070000PM CDT
GLS7012_16124635.out	105	07/30/2024 3:25:26.070000PM CDT
SQR_GLS7012_16124635.log	1,710	07/30/2024 3:25:26.070000PM CDT

- The report will look something like this:

Report ID: GLS7012 PeopleSoft GL Page No. 1
 Bus. Unit: MISU1--Minot State University TRIAL BALANCE Run Date 07/30/2024
 Ledger: ACTUALS -- Actuals Ledger Run Time 15:25:11
 As of Year 2025 and Period 12
 Base Currency: USD Date Code 0

Account	Fund	Cur	Transaction Debit	Transaction Credit
105251 Cash - in BND	<input type="button" value="Fund"/>	USD	6,240.86	0.00
330001 Unrestricted	<input type="button" value="Fund"/>	USD	0.00	6,240.86
Total for Ledger		USD	6,240.86	6,240.86

- The current balance will show up under Account code '105251 – Cash – in BND' under 'Transaction Debit.' It's highlighted in the above image.
- ****Note**** The balance shown does not account for recent purchases/debits within the last month. It's best to also pull a General Ledger Summary report when utilizing a Trial Balance, and to double check your own purchase records.