## <u> Trial Balance</u>

- 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.

| Menu 🗸         | trial balance                         |  |
|----------------|---------------------------------------|--|
| 487 ABT 24 164 | Print Trial Balance<br>General Ledger |  |

- 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.

| Trial Balance    |                |  |
|------------------|----------------|--|
| Add a New Va     | lue            |  |
| *Run Control ID: | testingtesting |  |
| Add              |                |  |

• This screen will appear.

12 Statistics Code

|                | Report   |  |  |   |   |  |   |   |               |   |   |           |
|----------------|--|--|--|---|---|--|---|---|---------------|---|---|-----------|
|                | Run C<br>L   | ontrol ID testingtest<br>anguage English | ling   |   | Report Man  | ager Proces  | ss Monitor Run                                      |   |               |   |   |           |
| eport Request  | t Parameters   |  |  |   |   |  |   |   |               |   |   |           |
|                | Unit   | MISU1 Q                                  |  | *Ledger                                       | ACTUALS Q   | Incl   | lude Adjustment Perio                               | ds  |               |   |   |           |
|                | Fiscal Year  |  |  | Period  |   |  | Adjustment Per                                      | iod   |               |   |   |           |
|                | Currency Option  | Base                                     |  | Currency                                      | ۵   |  | 1   |   | +             | -   |   |           |
|                |  | 🗖 Display Full Nume                      | eric Field   | Date<br>Code                                  |   |  | Refresh   |   |               |   |   |           |
| ChartField Sel | lection  |  |  |   |   |  |   |   |               |   |   |           |
| Sequence       | ChartField N   | ame                                      | Include CE   | Descr   | Subtotal  | Value  |   | To Value  |               |   |   |           |
| Sequence       |  |  |  | Desci   |   |  |   | io value  |               |   |   |           |
|                |  |  |  |   |   |  | α   |   |               | Q   |   |           |
| Save Noti      | ifv  |  |  |   |   |  |   |   |               |   | Add   | Undate/Di |
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| ick on '       | 'Refresh   | n', and th                               | e para   | meter   | sequen  | ces w  | ill pop-up  |   |               |   |   |           |
| al Balance F   | Report   |  |  |   |   |  |   |   |               |   |   |           |
|                |  |  |  |   |   |  |   |   |               |   |   |           |
| eport Request  | Parameters   |  |  |   |   |  |   |   |               |   |   |           |
| eport Request  | t Parameters<br>Unit   | MISU1 Q                                  |  | *Ledger                                       | ACTUALS (   | ع <sub>ا</sub>   | nclude Adjustment Pe                                | riods   |               |   |   |           |
| eport Request  | t Parameters<br>Unit<br>Fiscal Year  | MISU1 Q                                  |  | *Ledger<br>Period                             | ACTUALS   | م<br>ا   | nclude Adjustment Pe<br>Adjustment                  | eriods<br>Period  |               |   |   |           |
| eport Request  | t Parameters<br>Unit<br>Fiscal Year  | MISU1 Q<br>Base                          |  | *Ledger<br>Period                             | ACTUALS   |  | nclude Adjustment Pe<br>Adjustment                  | eriods<br>Period  |               | +   |   |           |
| eport Request  | Parameters<br>Unit<br>Fiscal Year<br>Currency Option   | MISU1 Q<br>Base                          |  | *Ledger<br>Period<br>Currency                 | ACTUALS   |  | nclude Adjustment Pe<br>Adjustment                  | Period  |               | +   |   |           |
| eport Request  | t Parameters<br>Unit<br>Fiscal Year<br>Currency Option   | MISU1 Q<br>Base<br>Display Full Num      | neric Field  | *Ledger<br>Period<br>Currency<br>Date<br>Code | ACTUALS   | a <u>I</u> I<br>a  | nclude Adjustment Pa<br>Adjustment<br>1             | riods<br>Period   |               |   | ]   |           |
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| eport Request  | Image: Parameters       Unit       Fiscal Year       Currency Option       Image: Parameters       Image: Parameters   <   | MISU1 Q<br>Base<br>Display Full Num      | eric Field   | *Ledger<br>Period<br>Currency<br>Date<br>Code | ACTUALS ()<br>()<br>()<br>()<br>()<br>()<br>()<br>()<br>()<br>()<br>()<br>()<br>()<br>( | 2       I         2       I         2       I         2       I         3       I         4       I         5       I         6       I         7       I         8       I         9       I         10       I         11       I         12       I         13       I         14       I         15       I         16       I         17       I         18       I         19       I         10       I         10       I         11       I         12       I         13       I         14       I         15       I         16       I         17       I         18       I         19       I         10       I         10       I         10       I         10       I         10       I         10       I   | nclude Adjustment Pa<br>Adjustment<br>1<br>Refresh  | Triods           Period           Image: Image |               | ► 1-12 of   | 12 × ><br>Q<br>Q<br>Q<br>Q<br>Q<br>Q<br>Q<br>Q<br>Q<br>Q<br>Q<br>Q<br>Q |           |
| eport Request  | t Parameters Unit Fiscal Year Currency Option  | MISU1 Q<br>Base<br>Display Full Num      | Include CF<br>   | Ledger<br>Period<br>Currency<br>Date<br>Code  | ACTUALS ()<br>()<br>()<br>()<br>()<br>()<br>()<br>()<br>()<br>()<br>()<br>()<br>()<br>( | 2     I       2     I       2     I       2     I       2     I       3     I       4     I       5     I       6     I       7     I       7     I       8     I       9     I       10     I       11     I       12     I       13     I       14     I       15     I       16     I       17     I  | nclude Adjustment Pa<br>Adjustment<br>1<br>Refresh  | rriods           Period           Period           Image: Second Seco                           |               | I       I         I |   |           |
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• 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 |              |  |             |              |           |         |                |                  |          |     |   |
|----------------------|--------------|--|-------------|--------------|-----------|---------|----------------|------------------|----------|-----|---|
| Report Postuart Par  | Run C<br>L   | Control ID testingt<br>anguage English | esting      |              | Report Ma | nager P | Process Monito | r Run            |          |     |   |
|                      | Unit         | MISU1 Q                                |             | *Ledger      | ACTUALS Q |         | Include Adj    | justment Period  | ds       |     |   |
|                      | Fiscal Year  | 2025                                   |             | Period       | 12        |         |                | Adjustment Perio | od       |     |   |
| Curr                 | rency Option | Base                                   |             | Currency     | a         |         | 1              |                  |          | + - | - |
|                      |              | Display Full Nu                        | meric Field | Date<br>Code |           |         | Ret            | fresh            |          |     |   |
| ChartField Selecti   | ion          |  |             |              |           |         |                |                  |          |     |   |
| Sequence             | ChartField N | lame                                   | Include CF  | Descr        | Subtotal  | Value   |                |                  | To Value |     |   |
| 1                    | Account      |  |             |              |           |         |                | Q                |          |     | Q |
| 2                    | Fund Code    |  |             |              |           | 20031   |                | Q                | 20031    |     | ۹ |

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

| Sa       | ve Return to S                 | earch P                                 | revious in List | Next i         | n List         | Notify             |              |  |  |
|----------|--------------------------------|---|-----------------|----------------|----------------|--------------------|--------------|--|--|
| Trial Ba | lance Report                   |   |                 |                |                |                    |              |  |  |
|          | Run Co<br>La                   | ntrol ID testingtesti<br>nguage English | ng              |                | Report Manage  | er Process Monit   | or Run       |  |  |
| This scr | reen will pop-up.              | Select 'PSN                             | T' for the Ser  | ver Name       | e, then clic   | ck on 'OK'.        |              |  |  |
|          |                                |   | Process Schedu  | ler Request    |                |                    |              |  |  |
|          | User ID lauren.young           |   |                 | Run Control ID | testingtesting |                    |              |  |  |
|          | Server Name PSNT               |   | Run Date        | 07/30/2024     | t              |                    |              |  |  |
|          | Recurrence                     |   | Run Time        | a 3:24:33PM    |                | Reset to Current E | )ate/Time    |  |  |
|          | Time Zone                      | Q                                       |                 |                |                |                    |              |  |  |
| Process  | Process List                   |   |                 |                |                |                    |              |  |  |
| Select   | Description                    | Proces                                  | ss Name Proce   | ess Type       | Туре           | Format             | Distribution |  |  |
|          | ✓ Trial Balance Report GLS7012 |   |                 | Report         | Web            | PDF                | Distribution |  |  |
| ОК       | 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 Run |
| Language             | English        | 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'.

| Repor  | rt Manager  |                     |         |             |   |      |                         |           |                     |
|--------|-------------|---------------------|---------|-------------|---|------|-------------------------|-----------|---------------------|
| List   | Explorer    | Administration A    | rchives |             |   |      |                         |           |                     |
| View F | Reports For |                     |         |             |   |      |                         |           |                     |
| Folde  | r           | Instance            |         | to          |   |      | Refresh                 |           |                     |
| Nam    | e           | Created On          |         |             |   | Last |                         | 1 Day     | S                   |
| Report | s           |                     |         |             |   |      |                         |           |                     |
| 5      |             |                     |         |             |   |      |                         | of 4 v    | >   View All        |
| R      | Report      | Report Description  |         | Folder Name | • |      | Completion<br>Date/Time | Report ID | Process<br>Instance |
| 1 0    | GLS7012     | TRIAL BALANCE REPOR | रा      | 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:<br>Bus. Unit:<br>Ledger:<br>As of Year | GLS7012<br>MISU1Winot State University<br>ACTUALS Actuals Ledger<br>2025 and Period 12<br>UNIVER Dete Code 0 |      | PeopleSoft GL<br>TRIAL BALANCE |            |                            | Page No. 1<br>Run Date 07/30/2024<br>Run Time 15:25:11 |
|---|--|------|--------------------------------|------------|----------------------------|--|
| Account<br>105251                                 | Cash - in BND  | Fund |                                | Cur<br>USD | Transaction Debit 6,240.86 | Transaction Credit                                     |
| 330001  | Unrestricted   |      |                                | USD        | 0.00                       | 6,240.86   |
| Total for 1                                       | 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.