

## QUICK REFERENCE GUIDE

November 1, 2019

### Run the Summary Trial Balance by CF Report

In this topic, you will learn how to run the Summary Trial Balance by CF (ChartField) report. This report shows the beginning and ending balances for selected ChartFields, fiscal year, and range of accounting periods.

Steps to complete:

- Step 1: Enter the Report Criteria
- Step 2: Run the Report and Select the Output Option
- Step 3: View the Report

#### Step 1: Enter the Report Criteria

Begin by navigating to the report parameter page.

1. Navigate to the *Summary Trial Balance by CF's* page using the Instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, General Ledger, GL Process, left-menu, Review Financial Information, Summary Trial Balance by CFs.

2. Search for an existing *Run Control ID* or click on the **Add a New Value** tab to create a new *Run Control ID*.

#### Summary Trial Balance by CF's

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Run Control ID

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

3. If necessary, click on a Run Control ID in the **Search Results**. The *Trial Balance Report* page displays.

**Trial Balance Report**

Run Control ID: Training      Report Manager      Process Monitor     

Language: English

---

**Report Request Parameters**

Business Unit:

Fiscal Year:

From Period:

Period:

**Ledgers**

*	*Ledger				
1	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		

**Include Adjustment Periods**

*	*Adjustment Period				
1	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		

---

**ChartField Selection**

PPF 1-1 of 1

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

---

4. Enter your criteria on the in the **Report Request Parameters** section as described below. The fields preceded by an \* (asterisk) are required.

Field Name	Field Description
<b>*Unit</b>	Select the <i>Business Unit</i> "MN001," if necessary. This is the only <i>Business Unit</i> used for the General Ledger.
<b>*Year</b>	Click on the <b>Lookup</b> icon and select a fiscal year.
<b>*Period From and *Period To</b>	Enter the <i>From Period</i> and <i>To Periods</i> to include in the report.
<b>*Ledger</b>	Click on the <b>Lookup</b> icon and select a ledger. You will most likely select the "ACTUALS" Ledger.
<b>Include Adjustment Periods</b>	<p>If you want to include Adjustment Periods, select the period(s) from the drop-down menu. Click on the <b>Add Row (+)</b> to include additional Adjustment Periods or click on the <b>Delete Row (-)</b> option to remove an adjustment period. Options include:</p> <p>913 – Agency Adjustments 1 (This period is not currently being used in SWIFT)</p> <p>914 – Agency Adjustments 2 (This period is not currently being used in SWIFT)</p> <p>915 – MMB Financial Statement Adjustments</p> <p>916 – MMB Single Audit Adjustments</p> <p>917 – MMB Budget to GAAP Adjustments</p> <p>918 – MMB Internal Service Fund Elimination Adjustments</p>

Field Name	Field Description
	919 – MMB Legal Level of Budgetary Control (LLBC) Reporting Adjustments

- Click on the **Refresh** button to enable entries in the **ChartField Selection** section. In this section, you will be able to select which ChartFields, ChartField Descriptions, and Values to include in the report, along with the order (Sequence) of the ChartFields, and which ChartFields to Subtotal.

**Trial Balance Report**

Run Control ID TRAINING      Report Manager      Process Monitor     

Language English

---

**Report Request Parameters**

Business Unit:

Fiscal Year:

From Period:

Period:

**Ledgers**

*Ledger			
1	ACTUALS <input type="button" value="v"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**Include Adjustment Periods**

Adjustment Period		
1	<input type="button" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>

- Enter your criteria in the **ChartField Selection** section as described below.

Field Name	Field Description
<b>Sequence</b>	The Sequence numbers are automatically supplied but you can change these. The sequence number controls the order of the ChartFields on the report.
<b>ChartField Name (display only)</b>	ChartFields that you are able to include in the report are displayed in the <b>ChartField Name</b> column.
<b>Include CF</b>	Click on the <i>Include CF</i> checkbox for each ChartField that you want to include in the report.
<b>Descr</b>	Click on the <i>Descr</i> checkbox if you want to include the description of the ChartField name on the report as well as the code.
<b>Subtotal</b>	Click on the <i>Subtotal</i> checkbox if you want the report to include subtotals by the ChartField.
<b>Value (From) and To Value</b>	Select the <i>From Value</i> entry for the ChartField. The <i>To Value</i> field is automatically entered with the same value. You can select a different value for the <i>To Value</i> if you want to enter a range.

**Trial Balance Report**

Run Control ID TRAINING      Report Manager      Process Monitor      **Run**

Language English

**Report Request Parameters**

Business Unit: MN001      From Period: 1  
 Fiscal Year: 2017      Period: 13

**Ledgers**

*Ledger			
1	ACTUALS	+	-

**Include Adjustment Periods**

Adjustment Period			
1		+	-

**ChartField Selection**

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8000	8000
2	Financial Department ID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Appropriation ID (CF3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

## Step 2: Run the Report and Select the Output Option

After entering your report criteria, you'll run and view the report as you would normally.

1. Click on the **Run** button. The *Process Scheduler Request* page displays.
2. Accept the default selection in the **Process List** section.
3. Select the **Format** you want for the report results. Typically, you'll want to accept the default "PDF" option to view a hardcopy of the report or change the format to "CSV" to view the data in Microsoft Excel. In this example, we have selected the CSV option.

**Process Scheduler Request**

User ID 01159534      Run Control ID TRAINING

Server Name      Run Date 10/22/2018  
 Recurrence      Run Time 10:41:33AM  
 Time Zone      **Reset to Current Date/Time**

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Summary Trial Balance by CFs	MGLS7012	SQR Report	Web	PDF	Distribution

**OK**      Cancel

4. Click on the **OK** button to return to the *Trial Balance Report* page. Note that the Process Instance number now appears below the **Run** button.

- Click on *Process Monitor* link and monitor the progress of the job with Process Name "MGLS7012". You can click on the **Refresh** button to refresh the process information. The job is successful when the *Run Status* equals "Success" and the *Distribution Status* equals "Posted".

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various filters: User ID (00468997), Type, Last, Hours (2), Run Status, Server, Name, Instance From, Instance To, Distribution Status, and a 'Save On Refresh' checkbox. A 'Refresh' button and a 'Report Manager' link are also visible. Below the filters is a 'Process List' table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	28114499		SQR Report	MGLS7012	00468997	04/18/2019 1:15:44PM CDT	Success	Posted	<a href="#">Details</a>

## Step 3: View the Report

After the report has run successfully, you can view and print the report. There are a couple of ways to do this.

### Option 1: Navigate to the Administration tab of the Report Manager

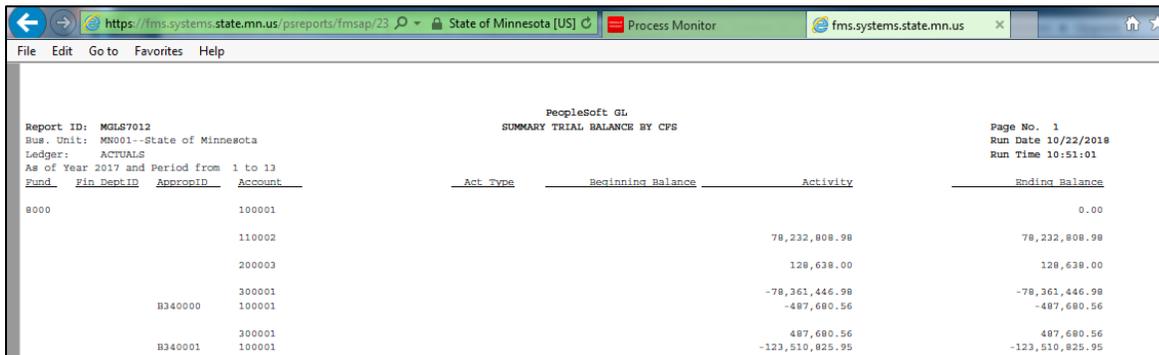
- From the *Process List* page (shown above), click on the **Report Manager** link under the **Refresh** button.
- On the **Report Manager** page, click on the **Administration** tab.
- Click on the report link listed in the **Description** column for the report that you ran.

The screenshot shows the 'Report Manager' interface with the 'Administration' tab selected. It features a 'View Reports For' section with filters for User ID (004), Type, Last, Days (1), Status, Folder, and Instance. A 'Refresh' button is present. Below is a 'Report List' table with the following data:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	25604548	28114499	Summary Trial Balance by CFs	04/18/2019 1:15:47PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	25604508	28114457	Trial Balance Report	04/18/2019 11:02:08AM	Comma delimited (*.csv)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	25604485	28114434	Trial Balance Report	04/18/2019 10:20:04AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- If you selected the PDF format, the PDF file displays in a new window as shown below. View and print the report as you would normally. Close the window when you are finished.

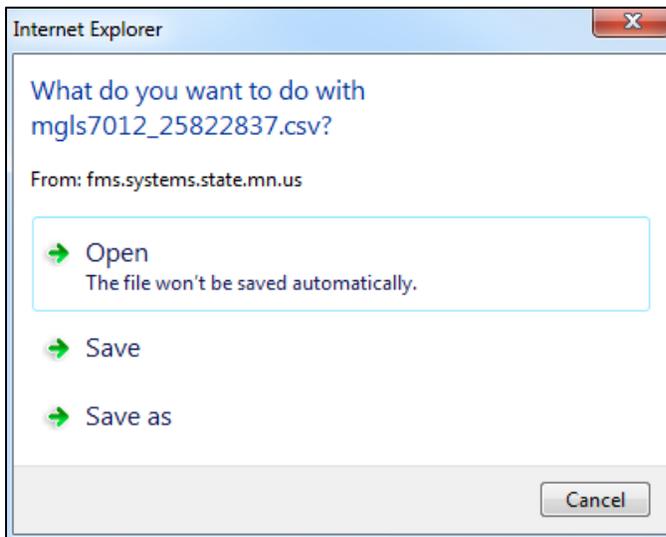


Report ID: MGLS7012  
Bus. Unit: MND01--State of Minnesota  
Ledger: ACTUALS  
As of Year 2017 and Period from 1 to 13

PeopleSoft GL  
SUMMARY TRIAL BALANCE BY CFS  
Page No. 1  
Run Date 10/22/2018  
Run Time 10:51:01

Fund	Fin DeptID	AppropID	Account	Act Type	Beginning Balance	Activity	Ending Balance
8000			100001				0.00
			110002			78,232,808.98	78,232,808.98
			200003			128,638.00	128,638.00
			300001			-78,361,446.98	-78,361,446.98
	B340000		100001			-487,680.56	-487,680.56
			300001			487,680.56	487,680.56
	B340001		100001			-123,510,825.95	-123,510,825.95

- If you selected CSV, a message will display asking if you want to open or save the file.



- In the example below, we have opened a CSV formatted file in Excel.

Account	Fund	Fin DeptID	AppropID	Act Type	Begir	Activit	Ending Balance
100001	8000		B340001			-2,776,536.12	-2,776,536.12
			B340020			885,000.00	885,000.00
			B340090			2,772,000.00	2,772,000.00
			B340091			3,743,000.00	3,743,000.00
			B340120			11,644,505.01	11,644,505.01
			B340150			645,000.00	645,000.00
			B340170			4,088,000.00	4,088,000.00
			B340230			8,519,000.00	8,519,000.00
			B340370			857,000.00	857,000.00
			B340470			4,218,000.00	4,218,000.00
			B340550			12,925,000.00	12,925,000.00
			B340640			-3,945.00	-3,945.00
			B340690				0
			B340720			500,000.00	500,000.00
			B340721			500,000.00	500,000.00
			B340722			750,000.00	750,000.00
			B340723			500,000.00	500,000.00

## Option 2: Navigate to the View Log/Trace page

1. From the *Process List* page, click on the **Details** link for the process that you ran.

**View Process Request For**

User ID: 004 Type: Last: 2 Hours: Refresh

Server: Name: Instance From: Instance To: Report Manager

Run Status: Distribution Status: Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	28114499		SQR Report	MGLS7012	00468997	04/18/2019 1:15:44PM CDT	Success	Posted	<a href="#">Details</a>

2. On the *Process Detail* page, click on the **View Log/Trace** link.

**Process Detail**

**Process**

Instance	28114499	Type	SQR Report
Name	MGLS7012	Description	Summary Trial Balance by CFs
Run Status	Success	Distribution Status	Posted

<p><b>Run</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Run Control ID</td> <td>TRAINING</td> </tr> <tr> <td>Location</td> <td>Server</td> </tr> <tr> <td>Server</td> <td>PSUNX</td> </tr> <tr> <td>Recurrence</td> <td></td> </tr> </table>	Run Control ID	TRAINING	Location	Server	Server	PSUNX	Recurrence		<p><b>Update Process</b></p> <p><input type="radio"/> Hold Request</p> <p><input type="radio"/> Queue Request</p> <p><input type="radio"/> Cancel Request</p> <p><input checked="" type="checkbox"/> Delete Request</p> <p><input type="radio"/> Re-send Content <span style="float: right;"><input type="radio"/> Restart Request</span></p>
Run Control ID	TRAINING								
Location	Server								
Server	PSUNX								
Recurrence									

<p><b>Date/Time</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Request Created On</td> <td>04/18/2019 1:15:47PM CDT</td> </tr> <tr> <td>Run Anytime After</td> <td>04/18/2019 1:15:44PM CDT</td> </tr> <tr> <td>Began Process At</td> <td>04/18/2019 1:15:58PM CDT</td> </tr> <tr> <td>Ended Process At</td> <td>04/18/2019 1:16:25PM CDT</td> </tr> </table>	Request Created On	04/18/2019 1:15:47PM CDT	Run Anytime After	04/18/2019 1:15:44PM CDT	Began Process At	04/18/2019 1:15:58PM CDT	Ended Process At	04/18/2019 1:16:25PM CDT	<p><b>Actions</b></p> <p><a href="#">Parameters</a> <span style="float: right;">Transfer</span></p> <p><a href="#">Message Log</a></p> <p><a href="#">Batch Timings</a></p> <p><span style="border: 2px solid red; padding: 2px;"><a href="#">View Log/Trace</a></span></p>
Request Created On	04/18/2019 1:15:47PM CDT								
Run Anytime After	04/18/2019 1:15:44PM CDT								
Began Process At	04/18/2019 1:15:58PM CDT								
Ended Process At	04/18/2019 1:16:25PM CDT								

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

3. On the *View Log/Trace* page, click on the link ending with the output indication that you selected; for example, CSV or PDF.

**View Log/Trace** ×

[Help](#)

**Report**

Report ID	23532841	Process Instance	25822837	<a href="#">Message Log</a>
Name	MGLS7012	Process Type	SQR Report	
Run Status	Success			

Summary Trial Balance by CFs

**Distribution Details**

Distribution Node	fmsap	Expiration Date	10/29/2018
-------------------	-------	-----------------	------------

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_MGLS7012_25822837.log</a>	2,366	10/22/2018 10:57:48.093264AM CDT
<a href="#">mglS7012_25822837.csv</a>	61,410	10/22/2018 10:57:48.093264AM CDT
<a href="#">mglS7012_25822837.out</a>	179	10/22/2018 10:57:48.093264AM CDT

**Distribute To**

Distribution ID Type	Distribution ID
User	01159534

[Return](#)