SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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

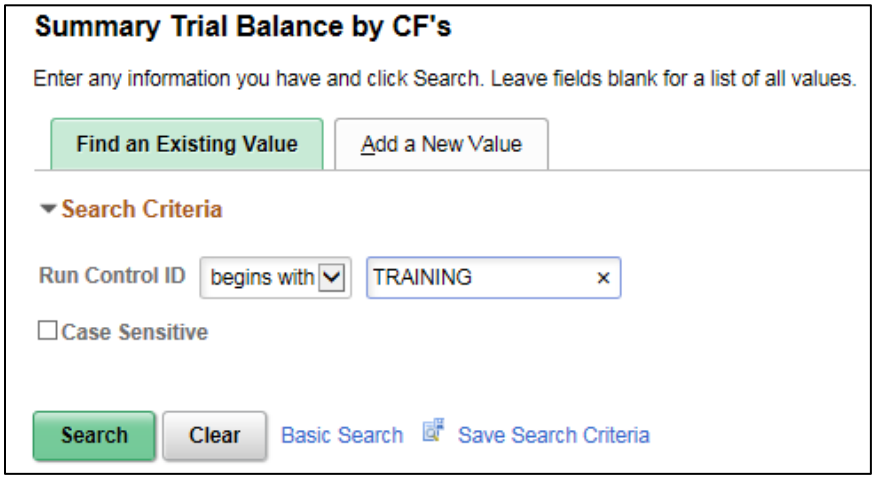
Step 1: Enter the Report Criteria

Begin by navigating to the report parameter page.

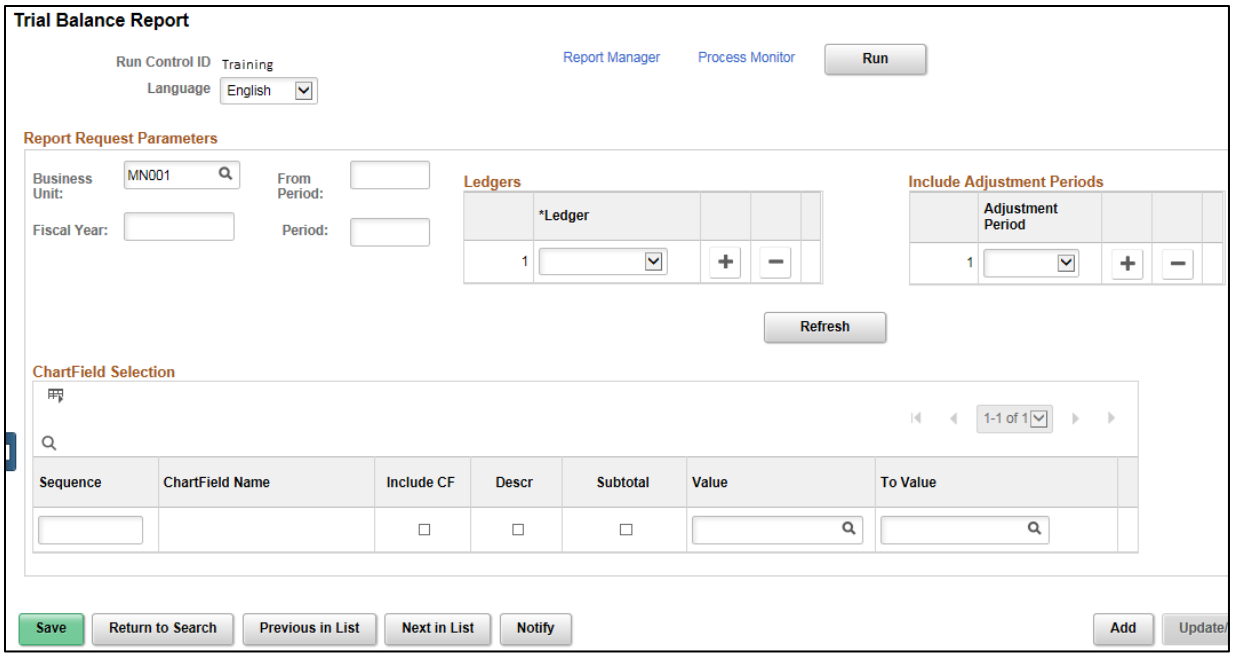
1. Navigate to the *Summary Trial Balance by CF's* page using the Instructions below.

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*.



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

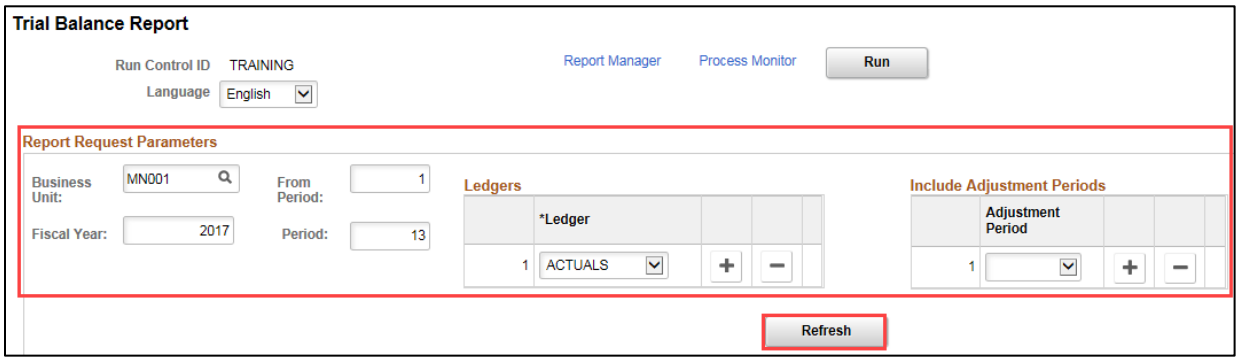


4. Enter your criteria on the in the **Report Request Parameters** section as described below. The fields preceded by an * (asterisk) are required.

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

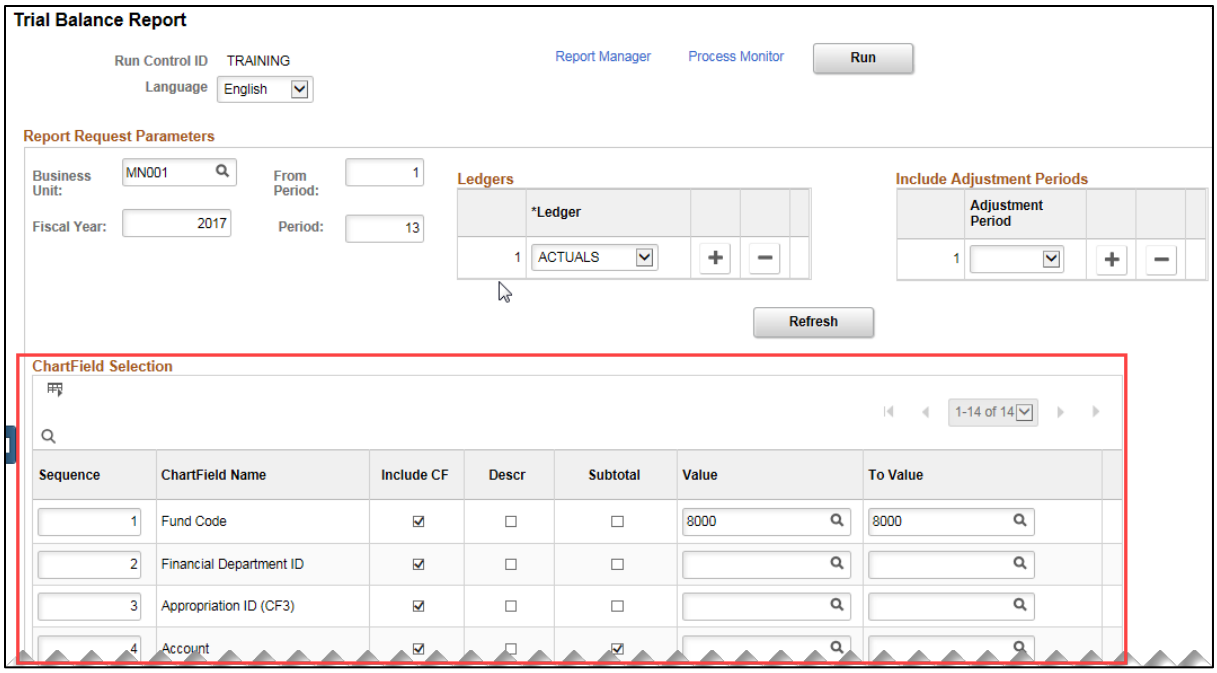
Field Name	Field Description
	919 – MMB Legal Level of Budgetary Control (LLBC) Reporting Adjustments

5. 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.



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

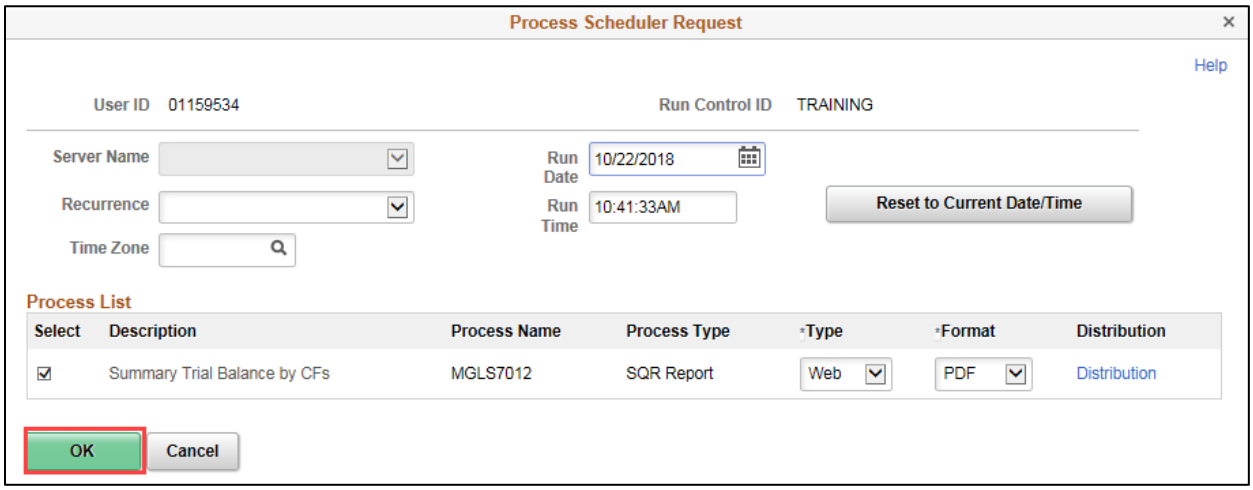
Field Name	Field Description
Sequence	The Sequence numbers are automatically supplied but you can change these. The sequence number controls the order of the ChartFields on the report.
ChartField Name (display only)	ChartFields that you are able to include in the report are displayed in the **ChartField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



Step 2: Run the Report and Select the Output Option

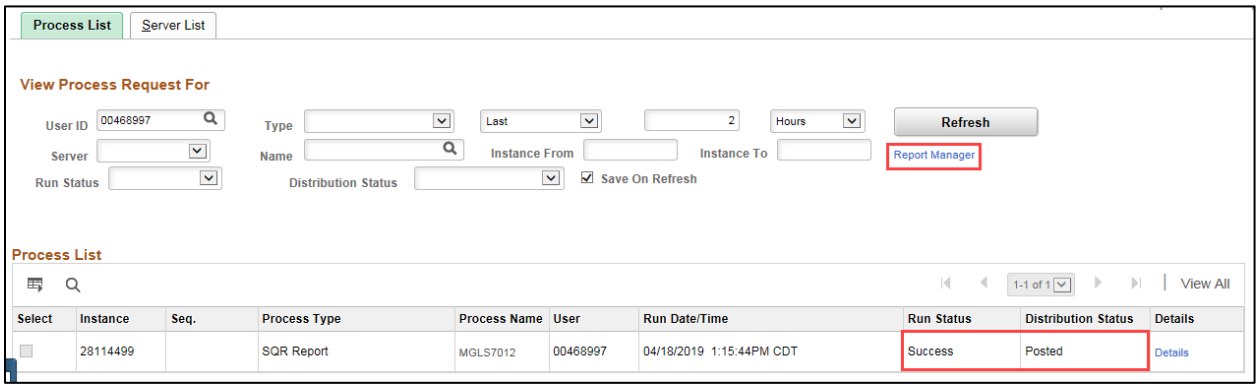
After entering your report criteria, you'll run and view the report as you would normally.

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.



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.

5. 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".

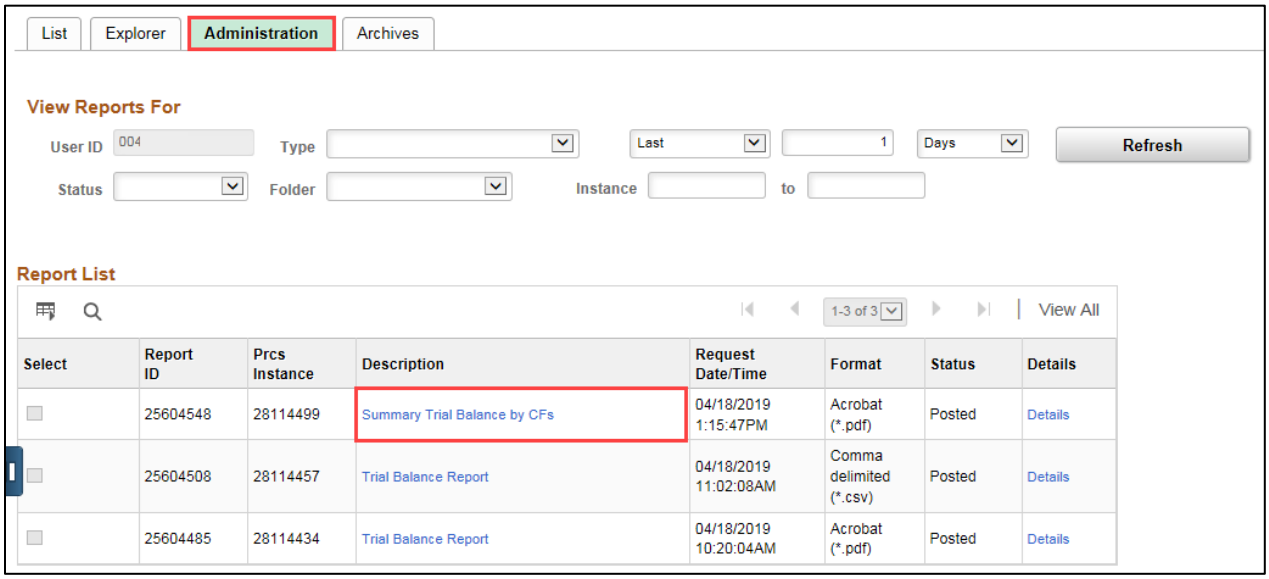


Step 3: View the Report

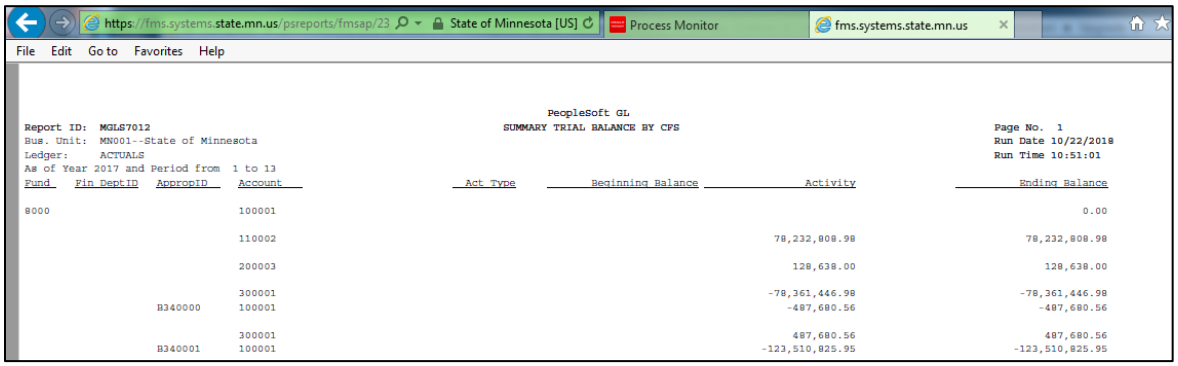
After the report has run successfully, you can view and print the report. There are a couple of ways to do this.

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

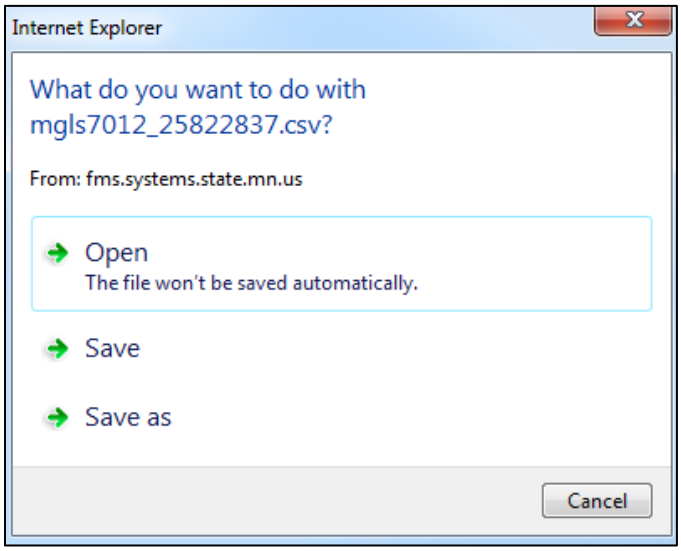
1. From the *Process List* page (shown above), click on the **Report Manager** link under the **Refresh** button.
2. On the **Report Manager** page, click on the **Administration** tab.
3. Click on the report link listed in the **Description** column for the report that you ran.



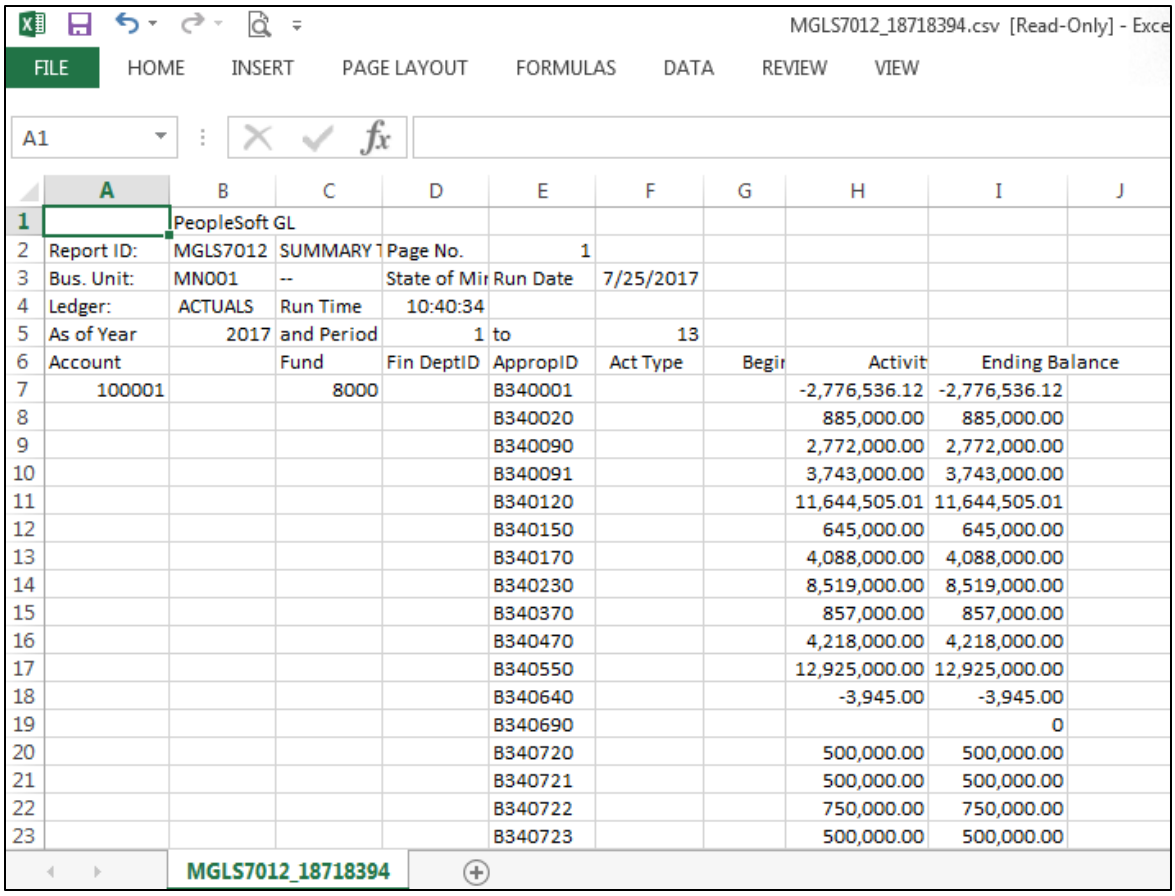
- If you selected the PDF format, the PDF file displays in a new window as shown below. View and print the report as you would normally. Close the window when you are finished.



- 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.

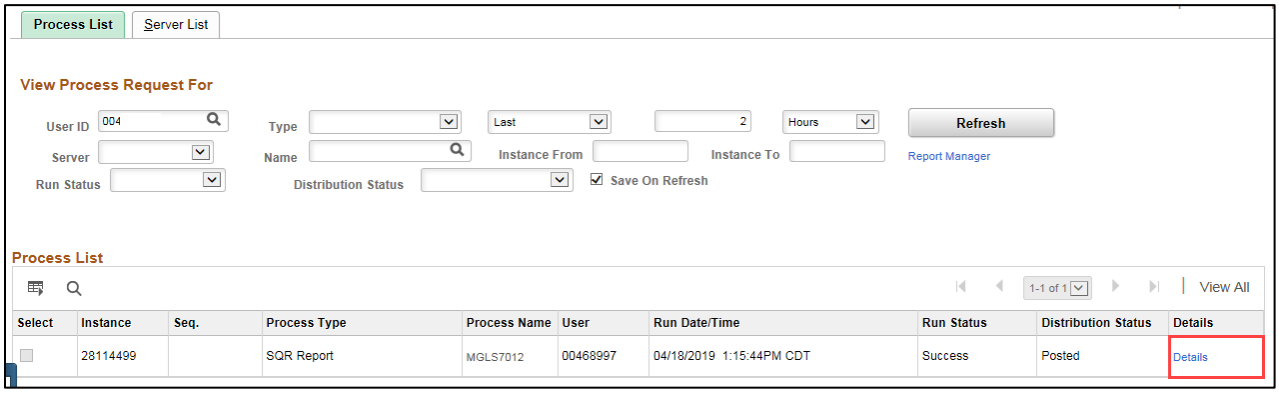


	A	B	C	D	E	F	G	H	I	J
1		PeopleSoft GL								
2	Report ID:	MGLS7012	SUMMARY T	Page No.	1					
3	Bus. Unit:	MN001	--	State of Mir	Run Date	7/25/2017				
4	Ledger:	ACTUALS	Run Time	10:40:34						
5	As of Year	2017	and Period	1	to	13				
6	Account		Fund	Fin DeptID	ApproplD	Act Type	Begir	Activit	Ending Balance	
7	100001		8000		B340001			-2,776,536.12	-2,776,536.12	
8					B340020			885,000.00	885,000.00	
9					B340090			2,772,000.00	2,772,000.00	
10					B340091			3,743,000.00	3,743,000.00	
11					B340120			11,644,505.01	11,644,505.01	
12					B340150			645,000.00	645,000.00	
13					B340170			4,088,000.00	4,088,000.00	
14					B340230			8,519,000.00	8,519,000.00	
15					B340370			857,000.00	857,000.00	
16					B340470			4,218,000.00	4,218,000.00	
17					B340550			12,925,000.00	12,925,000.00	
18					B340640			-3,945.00	-3,945.00	
19					B340690				0	
20					B340720			500,000.00	500,000.00	
21					B340721			500,000.00	500,000.00	
22					B340722			750,000.00	750,000.00	
23					B340723			500,000.00	500,000.00	

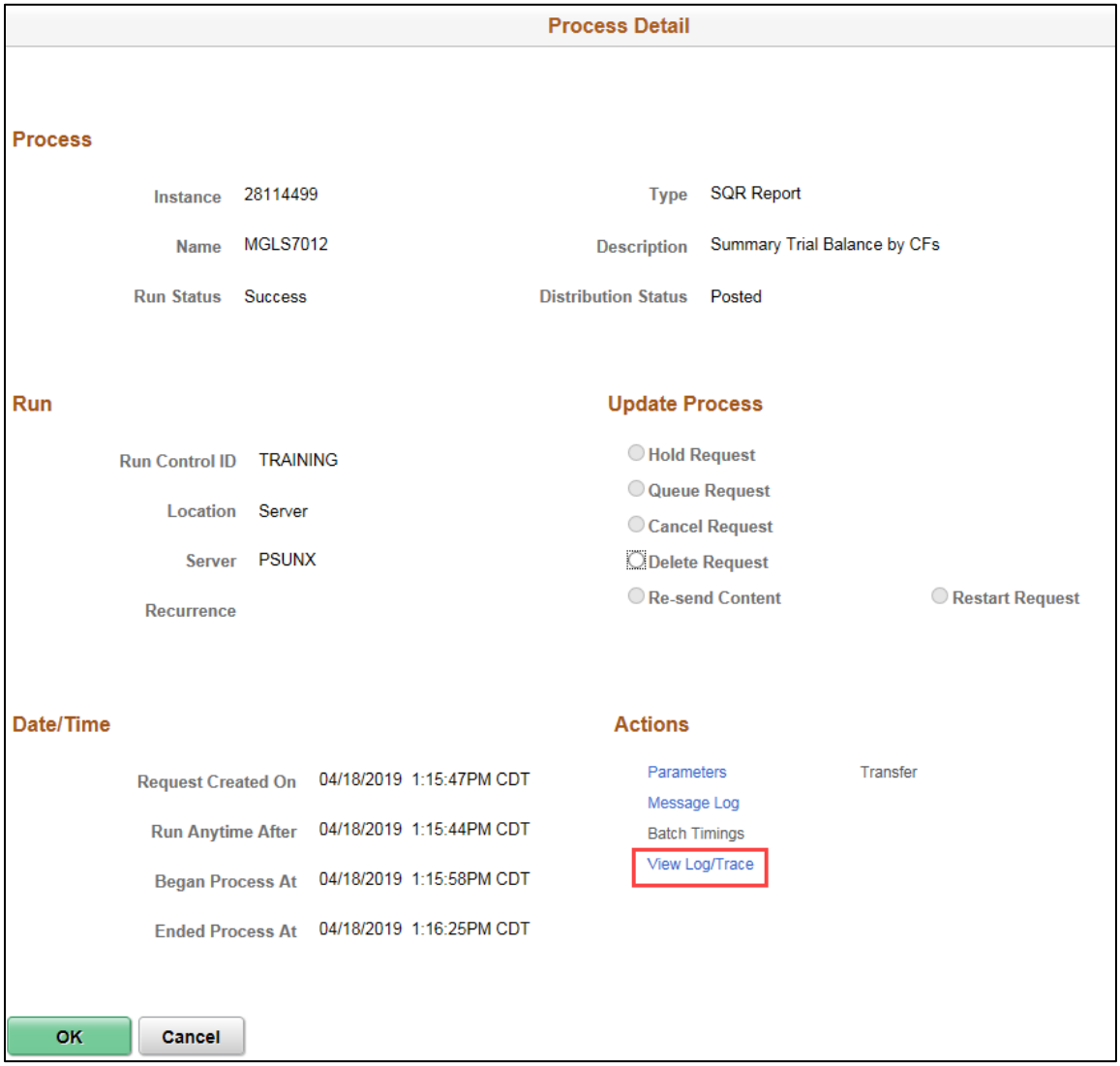
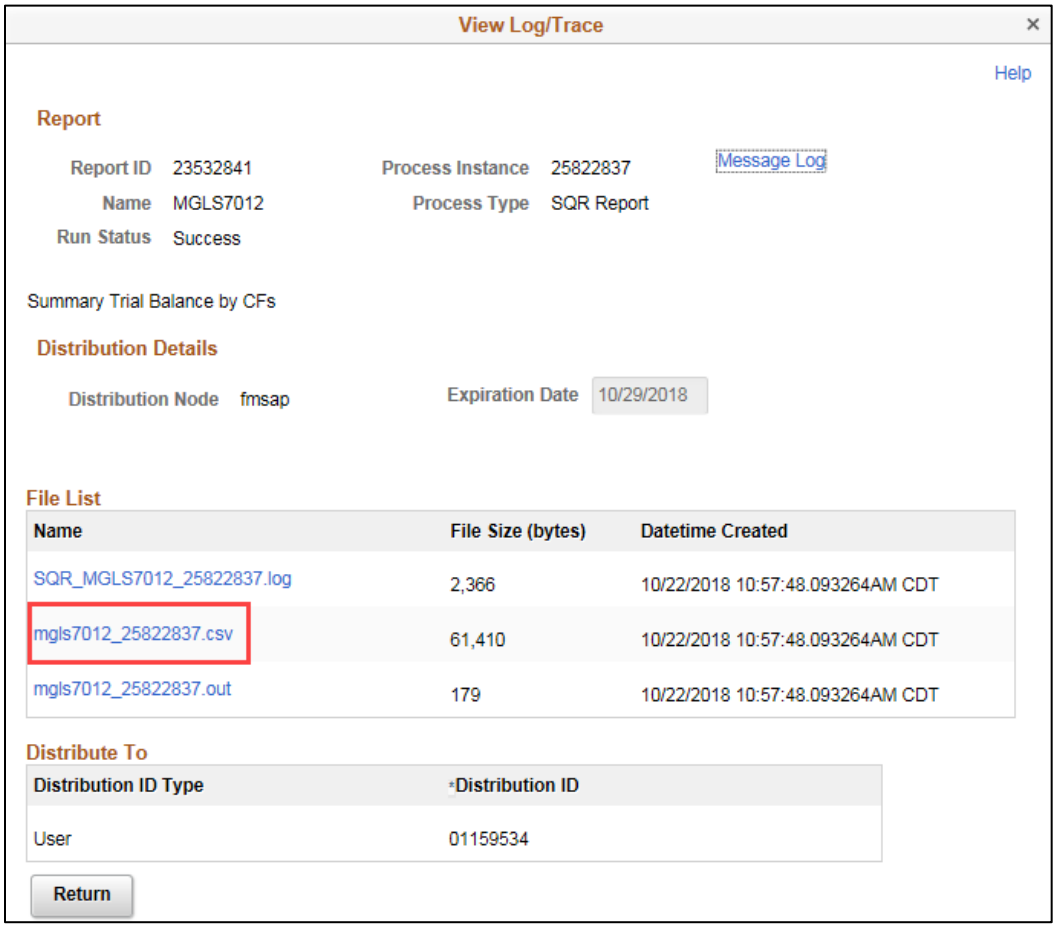
MGLS7012_18718394

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.



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



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