

## QUICK REFERENCE GUIDE

November 1, 2019

### Run the Trial Balance Report

In this guide, you will learn how to run the Trial Balance report. This report shows debits and credits for transactions through the selected accounting period, fiscal year, and ChartFields.

Steps to complete:

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

#### Step 1: Enter the Trial Balance Report Criteria

Begin by navigating to the report parameter page.

1. Navigate to the *Trial Balance* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, General Ledger, GL Process, left-menu, Review Financial Information, Trial Balance.
WorkCenter	Accounting, General Ledger, GL/KK WorkCenter, left-menu, Reports/Processes section, My Reports, Trial Balance.

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

#### Trial Balance

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](#)

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

**Trial Balance Report**

Run Control ID TRIAL\_BALANCE      Report Manager      Process Monitor      Run

Language English

**Report Request Parameters**

Unit MN001      \*Ledger ACTUALS      **Include Adjustment Periods**

Fiscal Year 2017      Period 3

Currency Option Base      Currency      Adjustment Period

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"/>		

- Enter your criteria 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>*Ledger</b>	Click on the <b>Lookup</b> icon and select a ledger. You will most likely select the "ACTUALS" Ledger.
<b>*Year</b>	Click on the <b>Lookup</b> icon and select a fiscal year.
<b>*Period</b>	Enter the Period you want the report to run through.
<b>Currency Option</b>	Accept the default "Base".
<b>Currency</b>	Leave this field blank.
<b>Adjustment Period</b>	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: 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

Field Name	Field Description
	917 – MMB Budget to GAAP Adjustments
	918 – MMB Internal Service Fund Elimination Adjustments
	919 – MMB Legal Level of Budgetary Control (LLBC) Reporting Adjustments
	998 -- System Default Adjustment Period (This period is not currently being used in SWIFT)

- 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 TRIAL\_BALANCE      Report Manager      Process Monitor      **Run**

Language English

**Report Request Parameters**

Unit MN001      \*Ledger ACTUALS      **Include Adjustment Periods**

Fiscal Year 2017      Period 3      Adjustment Period

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	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5203	5203
2	Financial Department ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	Appropriation ID (CF3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- 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 ChartField Name column.
<b>Include CF</b>	Click on the <i>Include CF</i> checkbox for each ChartField that you want to include in the report.

Field Name	Field Description
<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</i> Value 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.

## 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" to view a hardcopy of the report or change to "CSV" to view the data in Microsoft Excel. In this example, we have accepted the default option: "PDF".

**Process Scheduler Request**

User ID 00468997 Run Control ID TRIAL\_BALANCE

Server Name [dropdown] Run Date 10/19/2018 [calendar icon]

Recurrence [dropdown] Run Time 3:21:41PM [Reset to Current Date/Time]

Time Zone [search]

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web [dropdown]	PDF [dropdown]	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.
5. Click on *Process Monitor* link and monitor the progress of the job with Process Name "GLS7012". 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".

Process List | Server List

**View Process Request For**

User ID: 0046 | Type: | Last: | 1 Days | 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"/>	28114434		SQR Report	GLS7012	00468997	04/18/2019 10:19:59AM 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

1. From the *Process List* page, 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 **Trial Balance Report** link listed in the **Description** column for the report that you ran.

List | Explorer | Administration | Archives

**View Reports For**

User ID: 00468997 | Type: | Last: | 1 Days | Refresh

Status: | Folder: | Instance: to:

**Report List**

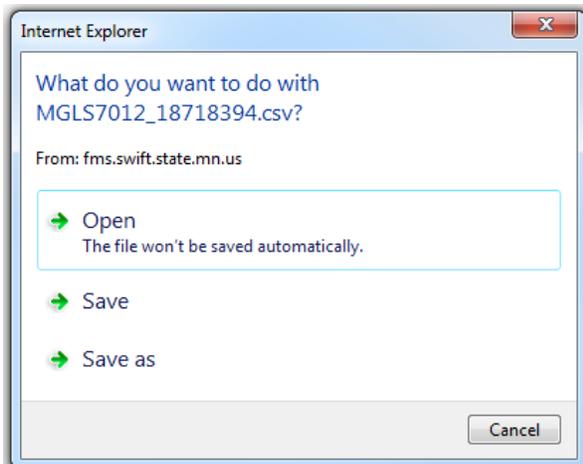
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	25604485	28114434	<a href="#">Trial Balance Report</a>	04/18/2019 10:20:04AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

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- 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: GLS7012		PeopleSoft GL		Page No. 1	
Bus. Unit: MN001--State of Minnesota		TRIAL BALANCE		Run Date 10/19/2018	
Ledger: ACTUALS -- MN Actuals Ledger				Run Time 15:23:20	
As of Year 2017 and Period 3					
Base Currency: USD Date Code 0					
Fund	Fin DeptID	AppropID	Cur	Transaction Debit	Transaction Credit
5203	Central Mail ISF		USD	0.00	0.00
		G021902	USD	0.00	10,028,877.33
		G9RTREA	USD	0.00	0.00
	G0234750	Central Mail ISF	USD	963,093.14	0.00
	G0234751	Postage Clearing Account	USD	9,046,113.86	0.00
	G02348IT	Central Mail ISF MNIT	USD	19,670.33	0.00
	G02448IT	Central Mail ISF MNIT	USD	0.00	0.00
<b>Total for Fund 5203</b>				<b>10,028,877.33</b>	<b>10,028,877.33</b>
<b>Total for Ledger</b>				<b>USD 10,028,877.33</b>	<b>10,028,877.33</b>

- 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.

Fund	Fin DeptID	AppropID	Cur	Transaction D	Transaction Credit
5203	Central Mail ISF		USD	0	0
		G021902	USD	0	10,028,877.33
		G9RTREA	USD	0	0
	G0234750	Central Mail ISF	USD	963,093.14	0
	G0234751	Postage Clearing Account	USD	9,046,113.86	0
	G02348IT	Central Mail ISF MNIT	USD	19,670.33	0
	G02448IT	Central Mail ISF MNIT	USD	0	0
<b>Total for Fund 5203</b>				<b>10,028,877.33</b>	<b>10,028,877.33</b>
<b>Total for Ledger</b>				<b>USD 10,028,877.33</b>	<b>10,028,877.33</b>

## 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.

The screenshot shows the 'Process List' page with a search and filter section at the top. Below this is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	28114434		SQR Report	GLS7012	00468997	04/18/2019 10:19:59AM CDT	Success	Posted	<a href="#">Details</a>

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

The screenshot shows the 'Process Detail' page with the following sections:

- Process:** Instance 28114434, Type SQR Report, Name GLS7012, Description Trial Balance Report, Run Status Success, Distribution Status Posted.
- Run:** Run Control ID TRIAL\_BALANCE, Location Server, Server PSUNX, Recurrence.
- Update Process:** Radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request.
- Date/Time:** Request Created On 04/18/2019 10:20:04AM CDT, Run Anytime After 04/18/2019 10:19:59AM CDT, Began Process At 04/18/2019 10:20:21AM CDT, Ended Process At 04/18/2019 10:21:48AM CDT.
- Actions:** Parameters, Message Log, Batch Timings, and [View Log/Trace](#) (highlighted in red).

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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** x

[Help](#)

**Report**

Report ID	23531881	Process Instance	25821861	<a href="#">Message Log</a>
Name	GLS7012	Process Type	SQR Report	
Run Status	Success			

Trial Balance Report

**Distribution Details**

Distribution Node	fmsap	Expiration Date	10/26/2018
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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_GLS7012_25821861.log</a>	2,240	10/19/2018 3:24:04.533290PM CDT
<a href="#">gls7012_25821861.PDF</a>	3,146	10/19/2018 3:24:04.533290PM CDT
<a href="#">gls7012_25821861.out</a>	99	10/19/2018 3:24:04.533290PM CDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	0046

[Return](#)