Running Trial Balance Reports

Purpose: Use this document as a reference on how to run a General Ledger Trial Balance report in ctcLink.

Audience: Finance Staff/Supervisors

You must have at least one of these local college managed security roles:

- ZZ General Ledger Reports

  If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Trial Balance Report results can be ran as a PDF or downloaded to an Excel format such as a .CSV file. Use the following steps as a suggestion for how to run the Report and review options to narrow down the desired results.

Running Trial Balance Reports

Trial Balance Report Parameters for Department(s) (Legacy Report GA1335)

Navigation: General Ledger > General Reports > Trial Balance

1. The **Trial Balance** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.

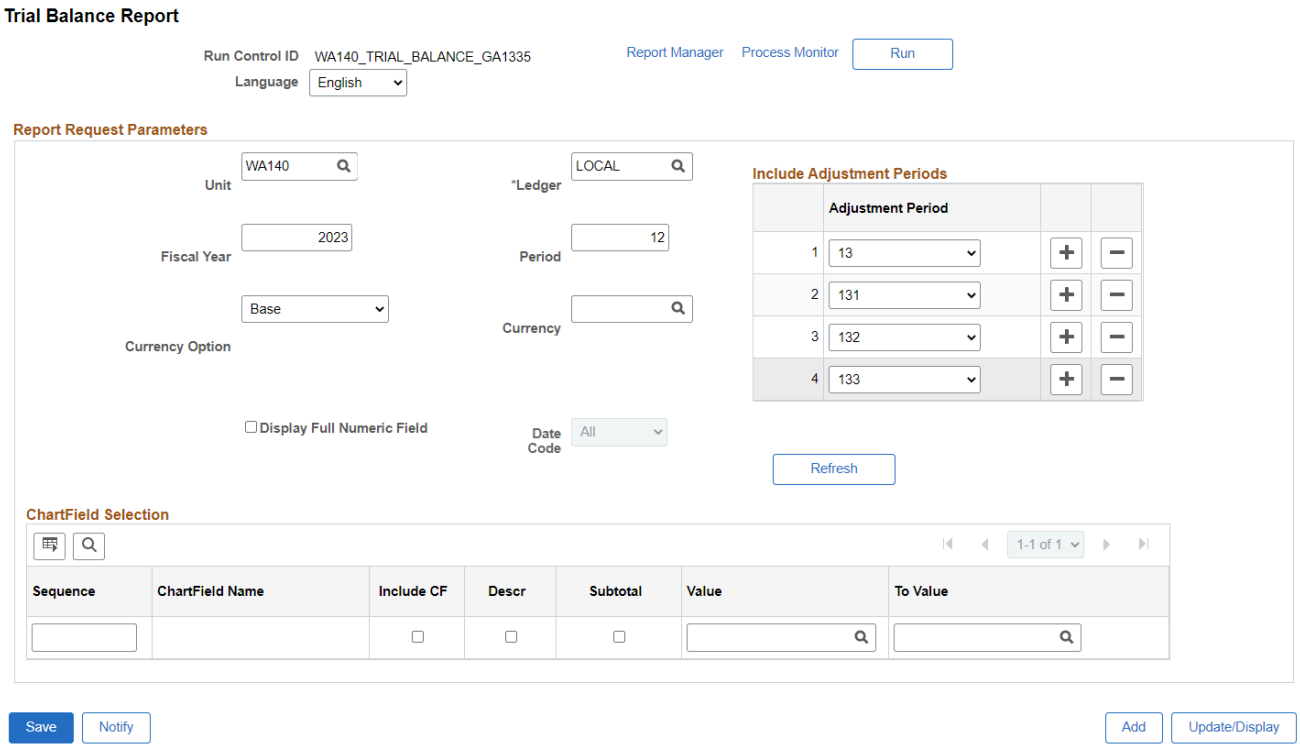
- NOTE: It is important to note that Run Control IDs cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA140_TRIAL_BALANCE_GA1335 (Clark, Trial Balance Report 1335).

3. The **Trial Balance** page displays.
4. Enter in the Report Request Parameters:
   a. Ledger **'LOCAL'**
   b. Fiscal Year
   c. Desired Period
   d. Include all the Adjustment Periods by using the drop-down menu and the plus icon (13, 131, 132, and 133).

5. Select the **Refresh** button to populate the ChartField Selection criteria.

Four ctcLink Adjustment Periods:

- **PERIOD 13** - All Finance Sub Modules close the fiscal year in Period 12. Period 13 is only for General Ledger adjustments and year-end entries.
- **PERIOD 131** - GL Adjustments and interagency AR/AP.
- **PERIOD 132** - Due To and Due From Adjustments and VPA Entries. If you need to make changes after Period 131, please work with SBCTC directly and all corrections must be approved by the State Board staff.
- **PERIOD 133** - Post AFRS including recording Cash/Revenue in State Funds (SBCTC Only).

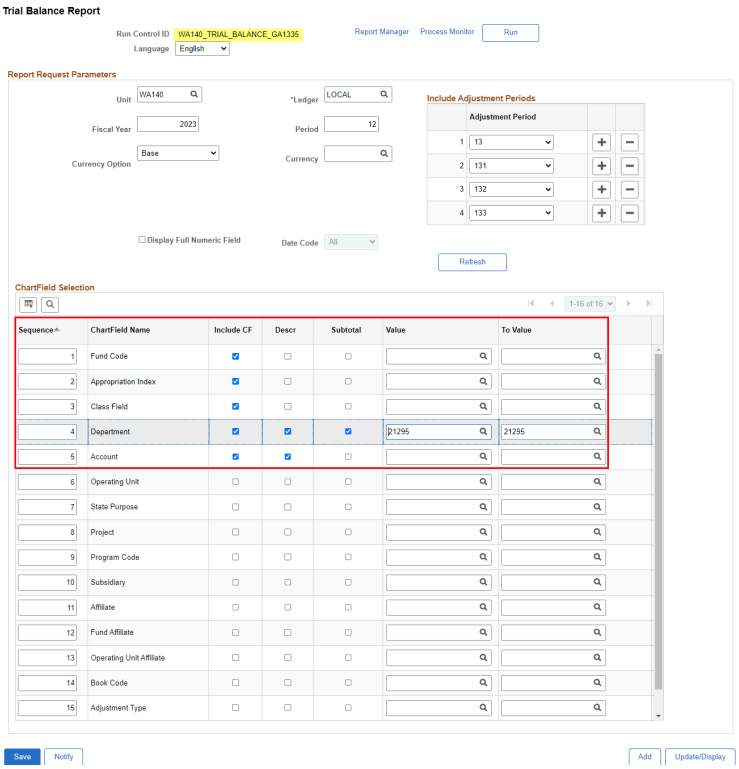


6. The ChartField Selection criteria populates.
7. The ChartField Names will automatically be sequenced in random order. Renumber the valid ChartField values to match the sequence numbered listed below:
   - **1 - Fund Code**

- **2 - Appropriation Index**
- **3 - Class Field**
- **4 - Department**
- **5 - Account**

8. Once the appropriate numbering has been entered into the aligned sequence field, select the **Sequence** column name two times, to reorder ChartField names in ascending sequential order.
9. Mark the check boxes to produce the desired results;
   - **Include CF** = Include ChartField
   - **Descr** = Description of the ChartField Name
   - **Subtotal** = Subtotal by ChartField Name
10. Select the **Save** button, then the **Run** button.

> The following example produces similar Trial Balance results as the Legacy Report GA1335.
>
> Optional to enter a specific value or range. For example purposes, Department# 21295 has been selected.



11. The **Process Scheduler Request** window will open.
12. Use the drop-down arrow to select the **Format** to produce desired results. Format options include:
    a. CSV

b. HP
c. HTM
d. LP
e. PDF
f. PS
g. SPF
h. XML

13. A **Process Instance number** will be displayed.
14. Select the **Report Manager** hyperlink.
15. Once the Report Manager page displays, select the **Administration** tab.
16. Refresh the page until **Status** is **Posted**.
17. Select the **Description** report hyperlink to view the report.
18. The **Trial Balance** report will open up in a new window.

The example below displays the Process Scheduler Request page results when the pdf format option that was chosen. If you would like to save your results, be sure to save in an Excel format.

PeopleSoft GL
TRIAL BALANCE

Report ID: GLS7012
Bus. Unit: WA140--CLARK COLLEGE
Ledger: LOCAL -- Local USD Currency Ledger
As of Year 2023 and Period 12 (incl adj) (13,131,132,133)
Base Currency: USD Date Code 0

Page No. 1
Run Date 05/23/2023
Run Time 13:31:50

Fund	Approp	Class	Dept		Account		Cur	Transaction Debit	Transaction Credit
001	101	011	21295	IFDF-ENG/LANG/BAS ED	1000070	Cash - Bank 1	USD	0.00	9,645.93
					1000199	Internal Cash	USD	0.00	750.00
					2000010	AP Control Liability	USD	0.00	0.00
					2000020	Expenses Control Liability	USD	0.00	0.00
					2010060	DOR Sales Tax	USD	0.00	0.00
					2010070	DOR Use Tax	USD	0.00	0.00
					3100160	Unassigned Fund Balance	USD	0.00	0.00
					5030010	Supplies	USD	666.65	0.00
					5030020	Other Goods	USD	625.74	0.00
					5030110	Computers and Related Hardware	USD	7.46	0.00
					5050030	Purchased Services	USD	800.57	0.00
					5080010	Instate Subsitance/Lodging	USD	788.47	0.00
					5080020	Instate Airfare	USD	89.56	0.00
					5080040	Other Travel Expenses	USD	2,094.50	0.00
					5080050	Out of State Subsist/Lodging	USD	2,291.18	0.00
					5080060	Out of State Airfare	USD	211.80	0.00
					5081100	Training	USD	210.00	0.00
					5081102	Conferences/Registrations	USD	1,750.00	0.00
					5081103	Dues/Membership Fees	USD	840.00	0.00
					5081120	Subscriptions	USD	20.00	0.00
Total for Dept 21295								10,395.93	10,395.93
Total for Ledger							USD	10,395.93	10,395.93

The example below displays the Process Scheduler Request page results when the. CSV format option that was chosen. If you would like to save your results, be sure to save in an Excel format.

	A	B	C	D	E	F	G	H	I	J	K	L
1		PeopleSoft GL										
2	Report ID:	GLS7012	TRIAL BALANCE	Page No.	1							
3	Bus. Unit:	WA140	--	CLARK COLLEGE	Run Date	########						
4	Ledger:	LOCAL	--	Local USD Currenc	Run Time	14:09:28						
5	As of Year	2023	and Period	12	(incl adj)	(	13,131,132,133	)				
6	Base Currency:	USD	Date Code	0								
7	Fund	Approp	Class	Dept		Account		Cur	Transact	Transaction Credit		
8	1	101	11	21295	IFDF-ENG/LANG/BAS ED	1000070	Cash - Bank 1	USD	0	9,645.93		
9						1000199	Internal Cash	USD	0	750		
10						2000010	AP Control Liability	USD	0	0		
11						2000020	Expenses Control Liabili	USD	0	0		
12						2010060	DOR Sales Tax	USD	0	0		
13						2010070	DOR Use Tax	USD	0	0		
14						3100160	Unassigned Fund Balanc	USD	0	0		
15						5030010	Supplies	USD	666.65	0		
16						5030020	Other Goods	USD	625.74	0		
17						5030110	Computers and Related	USD	7.46	0		
18						5050030	Purchased Services	USD	800.57	0		
19						5080010	Instate Subsitance/Lodg	USD	788.47	0		
20						5080020	Instate Airfare	USD	89.56	0		
21						5080040	Other Travel Expenses	USD	2,094.50	0		
22						5080050	Out of State Subsist/Loc	USD	2,291.18	0		
23						5080060	Out of State Airfare	USD	211.8	0		
24						5081100	Training	USD	210	0		
25						5081102	Conferences/Registrati	USD	1,750.00	0		
26						5081103	Dues/Membership Fees	USD	840	0		
27						5081120	Subscriptions	USD	20	0		
28												
29	Total for Dept 21295								10,395.93	10,395.93		
30	Total for Ledger							USD	10,395.93	10,395.93		
31												

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to Running Trial Balance Reports. This link will open in a new tab/ window.

Trial Balance Report Parameters for the General Ledger (Legacy Report GA1331)

Navigation: General Ledger > General Reports > Trial Balance

1. The **Trial Balance** search page displays.

2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.

- NOTE: It is important to note that Run Control IDs cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA140_TRIAL_BALANCE_GA1331 (Clark, Trial Balance Report 1331).

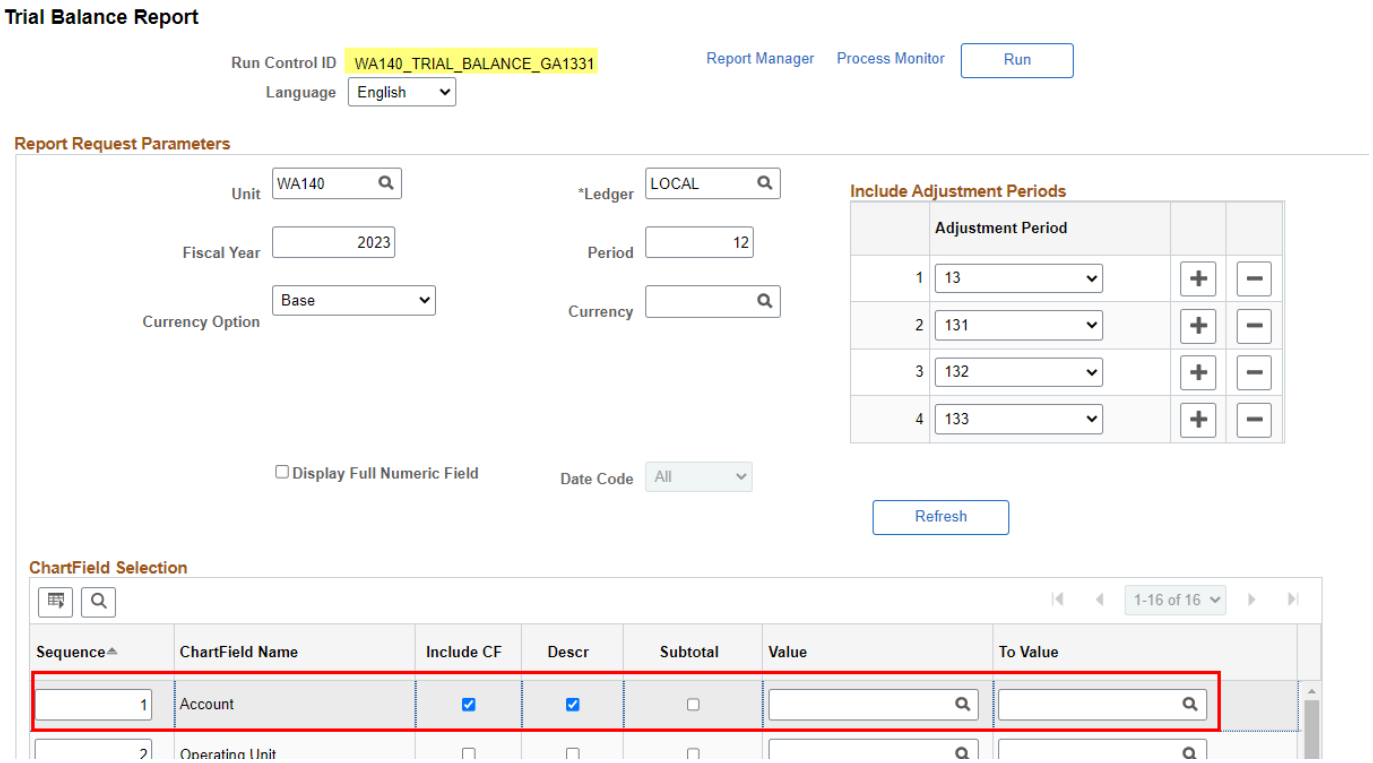
3. The **Trial Balance** page displays.
4. Enter in the Report Request Parameters:
   a. Ledger **'LOCAL'**
   b. Fiscal Year
   c. Desired Period
   d. Include all the Adjustment Periods by using the drop-down menu and the plus icon (13, 131, 132, and 133).

5. Select the **Refresh** button to populate the ChartField Selection criteria.
6. The ChartField Selection criteria populates.
7. The ChartField Names will automatically be sequenced in random order. Renumber the valid ChartField values to match the sequence numbered listed below:
   - **1 - Account**

8. Once the appropriate numbering has been entered into the aligned sequence field, select the **Sequence** column name two times, to reorder ChartField names in ascending sequential order.
9. Mark the check boxes to produce the desired results;
   - **Include CF** = Include ChartField
   - **Descr** = Description of the ChartField Name
   - **Subtotal** = Subtotal by ChartField Name

10. Select the **Save** button, then the **Run** button.

The following example produces similar Trial Balance results as the Legacy Report GA1331.



Trial Balance Report Parameters for the Fund Ledger (Legacy Report GA1332)

Navigation: General Ledger > General Reports > Trial Balance

1. The **Trial Balance** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.

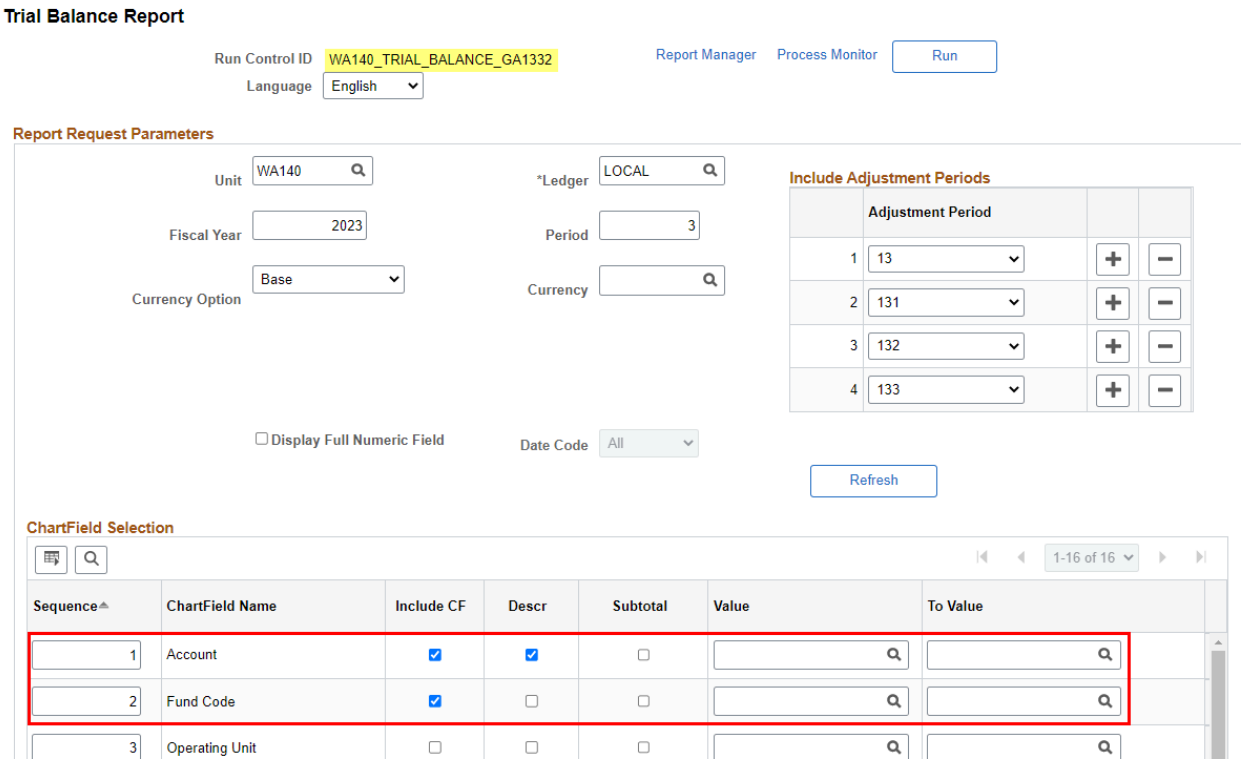
- NOTE: It is important to note that Run Control IDs cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA140_TRIAL_BALANCE_GA1331 (Clark, Trial Balance Report 1331).

3. The **Trial Balance** page displays.
4. Enter in the Report Request Parameters:
   a. Ledger **'LOCAL'**
   b. Fiscal Year
   c. Desired Period
   d. Include all the Adjustment Periods by using the drop-down menu and the plus icon (13, 131, 132, and 133).

5. Select the **Refresh** button to populate the ChartField Selection criteria.

6. The ChartField Selection criteria populates.
7. The ChartField Names will automatically be sequenced in random order. Renumber the valid ChartField values to match the sequence numbered listed below:
   - **1 - Account**
   - **2 - Fund Code**
8. Once the appropriate numbering has been entered into the aligned sequence field, select the **Sequence** column name two times, to reorder ChartField names in ascending sequential order.
9. Mark the check boxes to produce the desired results;
   - **Include CF** = Include ChartField
   - **Descr** = Description of the ChartField Name
   - **Subtotal** = Subtotal by ChartField Name
10. Select the **Save** button, then the **Run** button.

> The following example produces similar Trial Balance results as the Legacy Report GA1332.



Trial Balance Report Parameters for GL Allotment Balances by Fund/Appropriation (Legacy Report GA3233)

Navigation: General Ledger > General Reports > Trial Balance

1. The **Trial Balance** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.

- NOTE: It is important to note that Run Control IDs cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA140_TRIAL_BALANCE_GA3233 (Clark, Trial Balance Report 3233).

3. The **Trial Balance** page displays.
4. Enter in the Report Request Parameters:
   a. Ledger **'LOCAL'**
   b. Fiscal Year
   c. Desired Period
   d. Include all the Adjustment Periods by using the drop-down menu and the plus icon (13, 131, 132, and 133).

5. Select the **Refresh** button to populate the ChartField Selection criteria.
6. The ChartField Selection criteria populates.
7. The ChartField Names will automatically be sequenced in random order. Renumber the valid ChartField values to match the sequence numbered listed below:
   - **1 - Appropriation Index**
   - **2 - Fund Code**
   - **3 - Account**

8. Once the appropriate numbering has been entered into the aligned sequence field, select the **Sequence** column name two times, to reorder ChartField names in ascending sequential order.
9. Mark the check boxes to produce the desired results;
   - **Include CF** = Include ChartField
   - **Descr** = Description of the ChartField Name
   - **Subtotal** = Subtotal by ChartField Name

10. Select the **Save** button, then the **Run** button.

The following example produces similar Trial Balance results as the Legacy Report GA3233.

Optional to enter a specific value or range. For example purposes, Account Values span 500000 to 5120010 has been selected.

Trial Balance Report

Run Control ID: WA140_TRIAL_BALANCE_GA3233
Language: English
Report Manager | Process Monitor | Run

Report Request Parameters

Unit: WA140
*Ledger: LOCAL
Fiscal Year: 2023
Period: 3
Currency Option: Base
Currency:
☐ Display Full Numeric Field
Date Code: All
Refresh

Include Adjustment Periods

	Adjustment Period
1	13
2	131
3	132
4	133

ChartField Selection

1-16 of 16

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Appropriation Index	☑	☐	☑		
2	Fund Code	☑	☐	☑		
3	Account	☑	☑	☐	5000000	5120010
4	Operating Unit	☐	☐	☐		