SALISBURY UNIVERSITY
PROCEDURES: TRIAL BALANCE REPORT

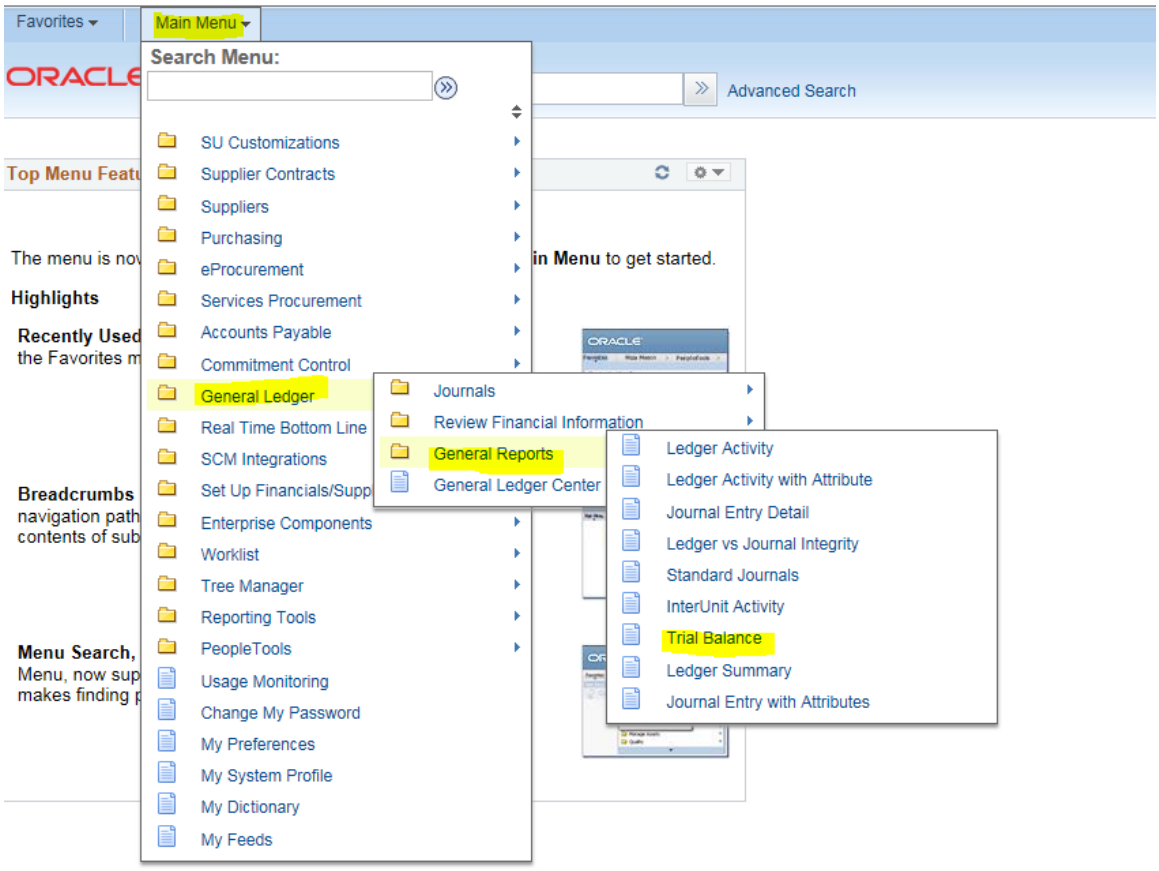
The Trial Balance report combines detail and summary balance information. The report displays the ending ledger balances for the specified year and period by department/project and account combination. It also displays subtotals by chartfields and a final total for debits and credits. This report will provide a Cash balance, which is important for any self-supporting department like auxiliaries, centers and agencies.

Log in to Peoplesoft Financials using your normal GullNet username and password.

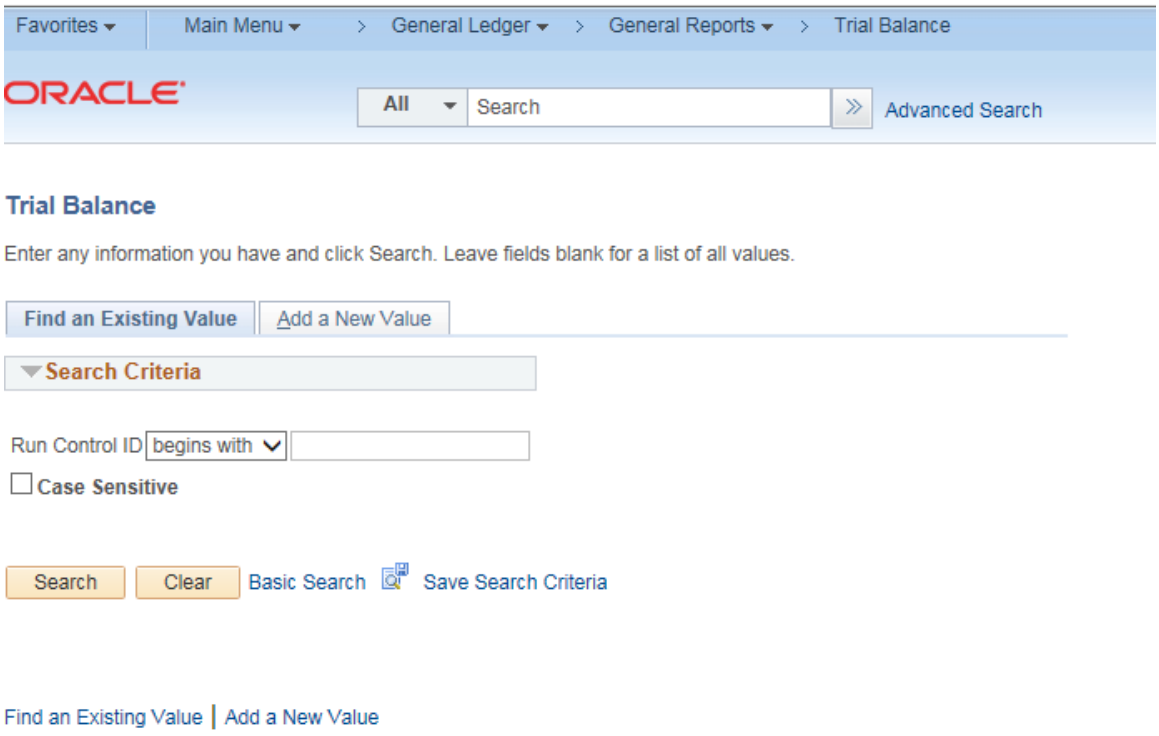
Link: finance.salisbury.edu

The navigation for the Cash Balance report is as follows:

General Ledger > General Reports > Trial Balance



The following page will appear:



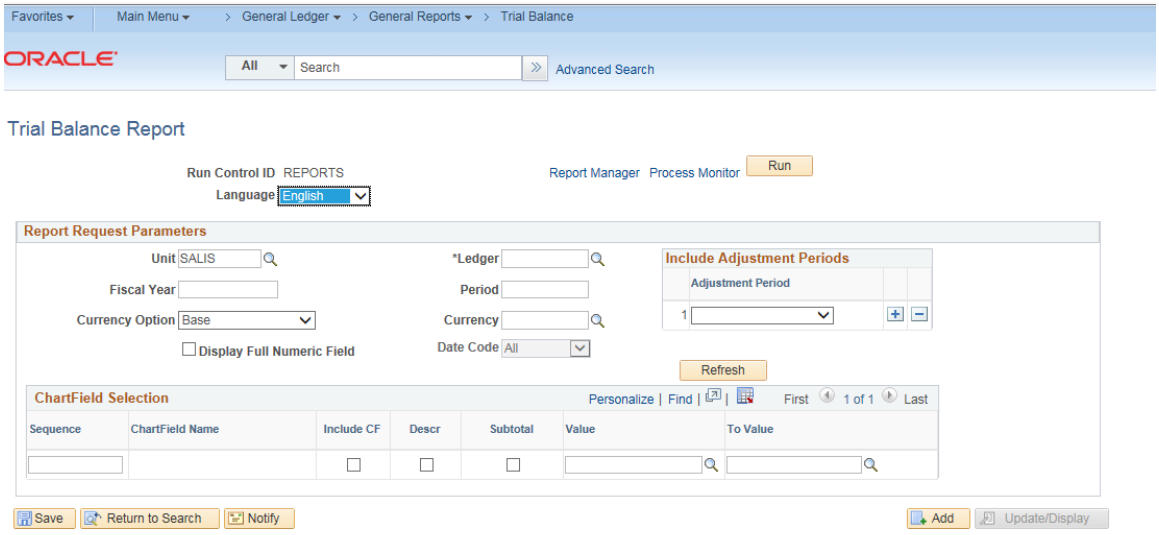
If you created a Run Control ID (e.g., “REPORTS”) during a prior report request, type it in the above box or search for the Run Control ID and select it.

If this is the first time creating a Run Control ID for reports, select

, type in the Run Control ID (“REPORTS” is recommended) and select

.

The following page appears:



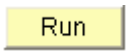
Complete the Ledger, Fiscal Year and Period fields. Select the "Display Full Numeric Field" checkbox.

Select

and all applicable chartfields appear on the report. Select the chartfields (Department/Project and Account are recommended) you want to appear on the report per the "Select" checkboxes. "Descr" will display the department or account description if checked.

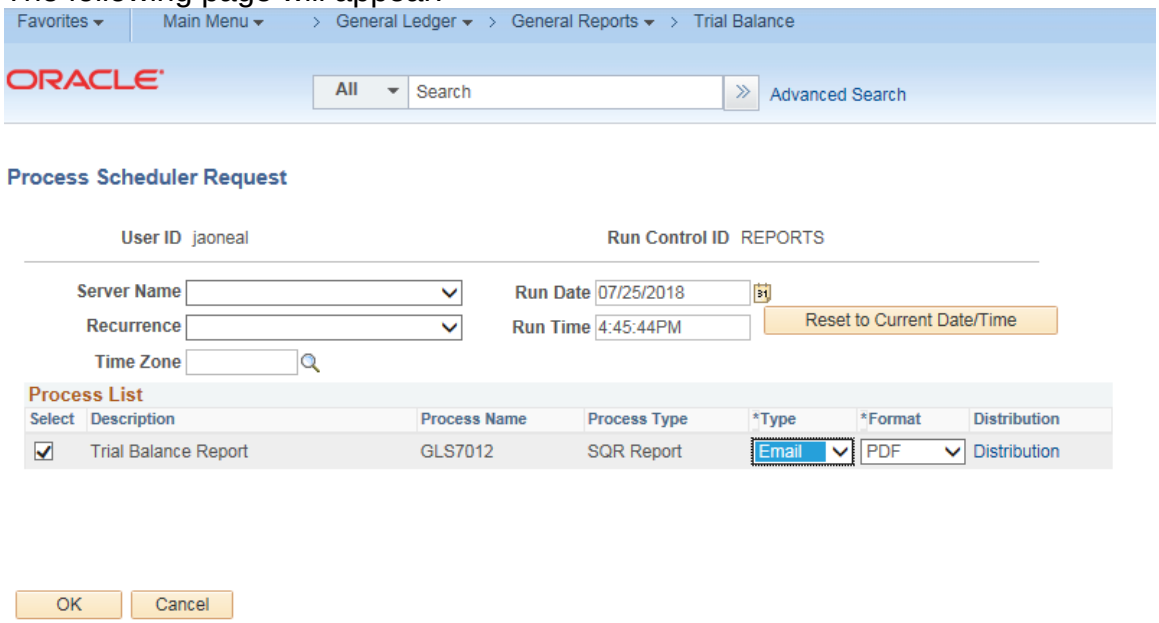
Input your department or project number on the appropriate line. Select

.

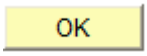
Select 

to run the report.

The following page will appear:



Enter Email in the type field and a format of PDF.

Select  and the system will return you to the prior page. The report will be emailed to you.

Below is a sample of the report. Note that the department number and name have been hidden.

PeopleSoft GL
TRIAL BALANCE

Report ID: GLS7012
Bus. Unit: SALIS--SALISBURY UNIVERSITY
Ledger: ACTUALS -- ACTUALS
As of Year 2019 and Period 1
Base Currency: USD Date Code 0

Page No. 1
Run Date 07/26/2018
Run Time 09:53:30

Dept / Fund / Account		Project / Program / Bud Ref		Cur	Transaction Debit	Transaction Credit
4010	Unrestricted Education&General	00601	Institutional Support-Admin			
010160	Exempt Staff-Regular			USD	6,646.09	0.00
010170	Non Exempt Staff-Regular			USD	10,740.66	0.00
015100	Social Security Withholding			USD	1,286.20	0.00
015200	Health Insurance			USD	2,089.05	0.00
015400	Retirees Health Insurance			USD	1,444.43	0.00
016100	Employees' Retirement System			USD	129.16	0.00
016200	Employees' Pension System			USD	1,071.12	0.00
017400	Unemployment Insurance			USD	47.10	0.00
018100	Tuition Waivers			USD	8,114.56	0.00
021002	Student Help			USD	463.16	0.00
021300	Social Security Withholding			USD	45.41	0.00
021400	Unemployment Insurance			USD	1.66	0.00