

# SALISBURY UNIVERSITY PROCEDURES: TRIAL BALANCE REPORT

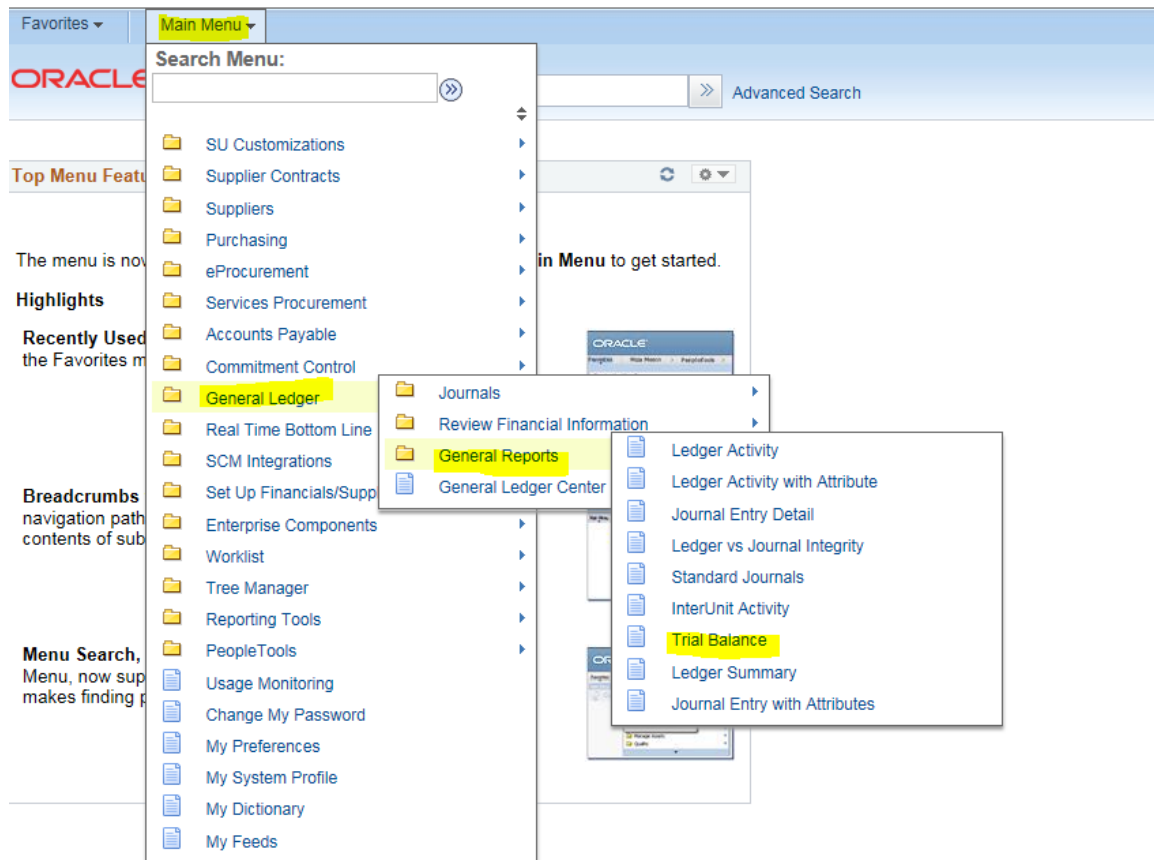
The Trial Balance report combines detail and summary balance information. The report displays the ending ledger balances for the specified year and period by department/project and account combination. It also displays subtotals by chartfields and a final total for debits and credits. This report will 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](http://finance.salisbury.edu)

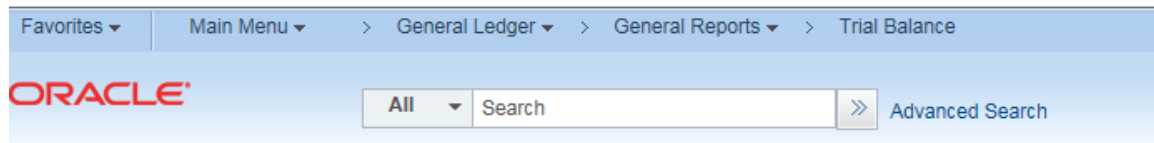
The navigation for the Cash Balance report is as follows:

## General Ledger > General Reports > Trial Balance



# SALISBURY UNIVERSITY PROCEDURES: TRIAL BALANCE REPORT

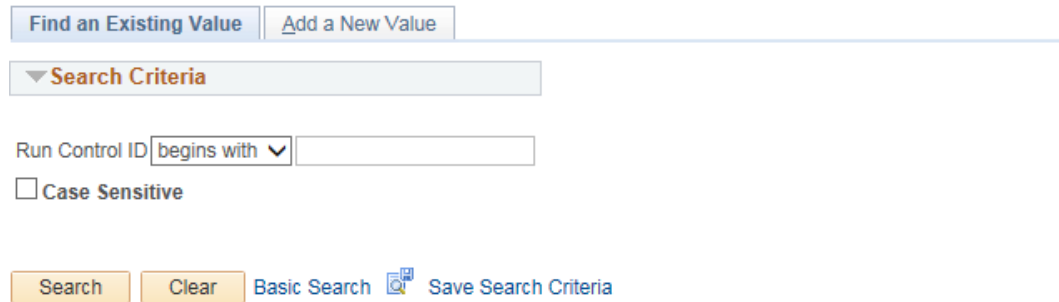
The following page will appear:



The screenshot shows the Oracle Financials interface for the Trial Balance report. At the top, there is a breadcrumb trail: Favorites > Main Menu > General Ledger > General Reports > Trial Balance. Below this is the Oracle logo and a search bar with a dropdown menu set to 'All' and a search button. To the right of the search bar is an 'Advanced Search' link.

## Trial Balance

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



The screenshot shows the search criteria form for the Trial Balance report. It features two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' dropdown menu. Underneath, there is a 'Run Control ID' field with a dropdown menu set to 'begins with' and an empty text input box. A 'Case Sensitive' checkbox is also present. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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

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

[Add a New Value](#) , type in the Run Control ID (“REPORTS” is recommended) and select [Add](#) .

# SALISBURY UNIVERSITY PROCEDURES: TRIAL BALANCE REPORT

The following page appears:

Report Request Parameters

Unit: SALIS \*Ledger: Fiscal Year: Period: Currency Option: Base Currency: Date Code: All

Include Adjustment Periods

Adjustment Period
1

Display Full Numeric Field:

Refresh

ChartField Selection

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

Save Return to Search Notify Add Update/Display

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

Select **Refresh** 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 **Save**.

Select **Run** to run the report.

# SALISBURY UNIVERSITY PROCEDURES: TRIAL BALANCE REPORT

The following page will appear:

The screenshot shows the Oracle Process Scheduler Request interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > General Ledger > General Reports > Trial Balance. Below this is the Oracle logo and a search bar with 'All' selected and a search button. The main section is titled 'Process Scheduler Request' and contains the following fields:

- User ID: jaoneal
- Run Control ID: REPORTS
- Server Name: [Dropdown]
- Run Date: 07/25/2018 [Calendar icon]
- Recurrence: [Dropdown]
- Run Time: 4:45:44PM [Reset to Current Date/Time button]
- Time Zone: [Dropdown]

Below these fields is a 'Process List' table:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Email	PDF	Distribution

At the bottom of the form are 'OK' and 'Cancel' buttons.

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

Select **OK** 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		Page No. 1 Run Date 07/26/2018 Run Time 09:53:30	
Report ID: GLS7012							
Bus. Unit: SALIS--SALISBURY UNIVERSITY							
Ledger: ACTUALS -- ACTUALS							
As of Year 2019 and Period 1							
Base Currency: USD Date Code 0							
<u>Dept</u>	<u>Account</u>	<u>Project</u>	<u>Program</u>	<u>Cur</u>	<u>Transaction Debit</u>	<u>Transaction Credit</u>	
			<u>Bud Ref</u>				
4010	Unrestricted Education-General	00601	Institutional Support-Admin	USD	6,646.09	0.00	
010160	Exempt Staff-Regular						
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	