

Trial Balance

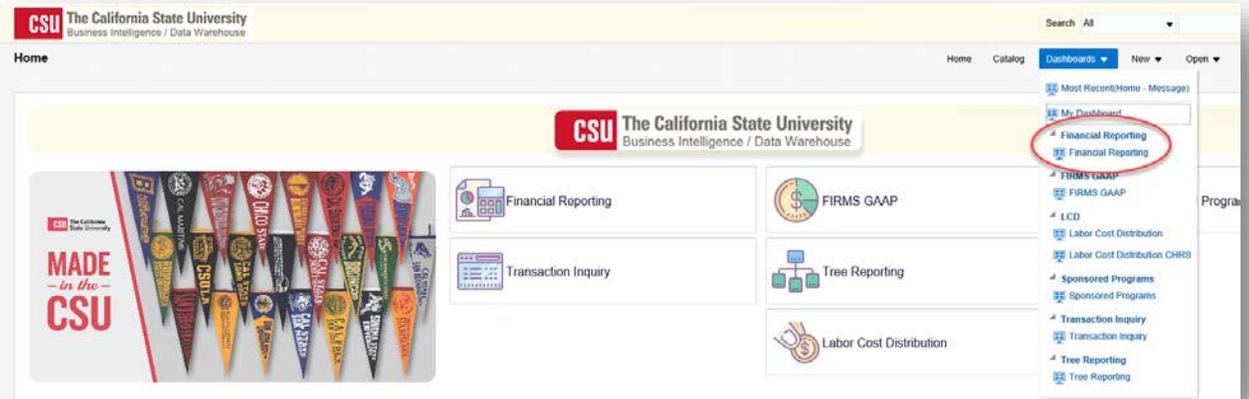
The purpose of this document is to help someone create a trial balance report for a fund in the Financial Data Warehouse (FDW).

Assumptions:

- You have access to the FDW.
- You know how to login to the FDW.
- You have already setup your defaults for the environment.

This example will run a Trial Balance report for the TM090 fund.

A. Select the “Financial Reporting” dashboard:



If you have already setup your Financial Reporting Home defaults, then go to Step B.

If not, then do the following:

1. Set your primary business unit to “SACST”
2. Set your primary budget ledger to “Budgets”
3. Click on the “Apply” button.



B. Select the “Trial Balance”:

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Financial Reporting Home Catalog Dashboards New Open Signed In As

Home Manage My Budget as of Period Financial Summary As of Period Financial Summary Between Periods Financial Summary by Year Trial Balance Inception to Date Reports Cash

Default Settings for this Dashboard

Select primary business unit for campus level reporting: SACST - Cal St
 Select primary budget ledger: Budgets
 Select original budget scenario only: --Select Value--
 Apply Reset

** All report Prompts/Filters are Fdescr (Field + Description) **

Report Index

[Manage My Budget as of Period](#)
 This page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a limited number of filters, including fund, department, account, project, chartfields and the departmental hierarchy. Manage My Budget page defaults to account type 50 (revenue) and account type 60 (expense).

[Financial Summary As of Period](#)
 As of the period indicated in the filter, this page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a wide number of filters which include state and CSU attributes, trees, and PeopleSoft chartfield attributes. These reports can be limited to any account type or all-inclusive for assets, liabilities, equity, revenue and expense. For data limited to one number of accounting periods, see Financial Summary Between Period.

[Financial Summary Between Periods](#)
 Based on the accounting periods indicated in the filter, this page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a broad range of filters including the chartfields, state and CSU attributes, trees, and PeopleSoft chartfield attributes.

[Financial Summary by Year](#)
 Based on the year and accounting period indicated in the filter, this page is designed to produce reports of budget or actuals based on a wide number of filters which include the chartfields, state and CSU attributes, and PeopleSoft chartfield attributes. These reports can be limited to any account type or all-inclusive for assets, liabilities, equity, revenue and expense.

[Trial Balance](#)
 Runs at a fund level to give a full picture of the fund, including all balance sheet and income statement accounts. This version shows only actuals

- Actuals Trial Balance -- Basic trial balance report
- Trial Balance (6 Columns) -- Report with six columns and wider selection of column selectors

[Inception to Date Reports](#)
 Inception to Date Reports:

- Inception to Date: This page displays actuals and encumbrance summary totals based on a wide number of filters from a project-to-date perspective by year. Each year's summary amount can be drilled down to see transactions for that year.
- Inception to Date with Period Prompt: This page displays inception to date through a selected fiscal year period prompt. It displays actuals and encumbrance totals up through a selected fiscal year period prompt.

[Cash](#)
 Used for analysis in determining if a negative cash balance exists in specified SCO, CSU, or PeopleSoft fund(s)

[Fund Balance](#)
 Based on the period indicated in the filter, this page reports the beginning fund balance, year-to-date revenue, year-to-date expense, and projects current fund balance based on a broad range of filters. This is used to monitor negative fund balance.

[Performance Report As of Period](#)
 This report displays financial data by comparing results and calculating percentages from the prior year to the year selected in the report filters. Through report views both budget and actuals data can be analyzed. To ensure that the data is comparative the as of period from this year is applied to the prior year data.

- C. Select the “Actuals Trial Balance” report:
 This example uses the “Actuals Trial Balance”. An example of the “Trial Balance (6 Columns)” report can be found at the end of this document.

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Search All

Financial Reporting Home Catalog Dashboards New Open Signed In As

Home Manage My Budget as of Period Financial Summary As of Period Financial Summary Between Periods Financial Summary by Year **Trial Balance**

[Actuals Trial Balance](#)
 Actuals Trial Balance Report is a Basic Trial Balance Report

[Trial Balance \(6 Columns\)](#)
 Trial Balance Report with six columns and wider selection of column selectors.

- D. This brings us to the Report Filters for this report. Note that the Business Unit is already filled in by the default that we setup earlier:

The screenshot shows the 'Financial Reporting' interface with the 'Report Filters' section expanded. The 'Business Unit' dropdown is circled in red and shows 'SACST - Cal SI'. Other filters include 'Fiscal Year' set to 2018, 'Period' set to 'Between 0' and '12', 'Fund CF Status' set to '--Select Value--', 'Fund' set to 'X', and several 'Fund Level' dropdowns. At the bottom, there are 'Apply Filters' and 'Reset Filters' buttons.

Note that you can change the Business Unit. Select the Business Unit of the fund(s) that you want to see on this report. The general Sac State Business Unit, SACST, is the most frequently used. Another Business Unit is SAFDN for the Sac State Foundation funds. You can use one or more Business Units on a report, but you must have at least one.

- E. Click on the drop-down arrow next to “Fund” in the “Report Filters” section:

This screenshot is a closer view of the 'Report Filters' section. A red arrow points to the downward-pointing arrow of the 'Fund' dropdown menu, which currently displays 'X'. The 'Business Unit' is 'SACST - Cal SI' and 'Fiscal Year' is '2018'.

- F. Remove Fund X by:
1. Click on the checked box next to “X” to remove “X” from the list of funds to display
 2. Click on “More/Search...”

Financial Reporting Home Catalog Dashboards ▼ New ▼

Financial Summary As of Period Financial Summary Between Periods Financial Summary by Year

Report Filters

Business Unit: SACST - Cal St
 Fiscal Year: 2018
 Period: Between 0 - 12

Fund CF Status: --Select Value--
 Fund: X

Fund CF Free: --Select Value--
 Fund CF Attrib: --Select Value--
 SCO Fund: --Select Value--

Fund List:
 X
 NULL
 -
 1418 - Udvardy Grad Student Award End
 811 - Net Investment in Capital Asse
 821 - Restricted: Nonexpendable - En

- G. Enter "TM090" and click on "Search":
 Note that "TM090" is all capital letters and the "Match Case" box is checked.

Select Values

Available

Name Starts: TM090

Search Match Case

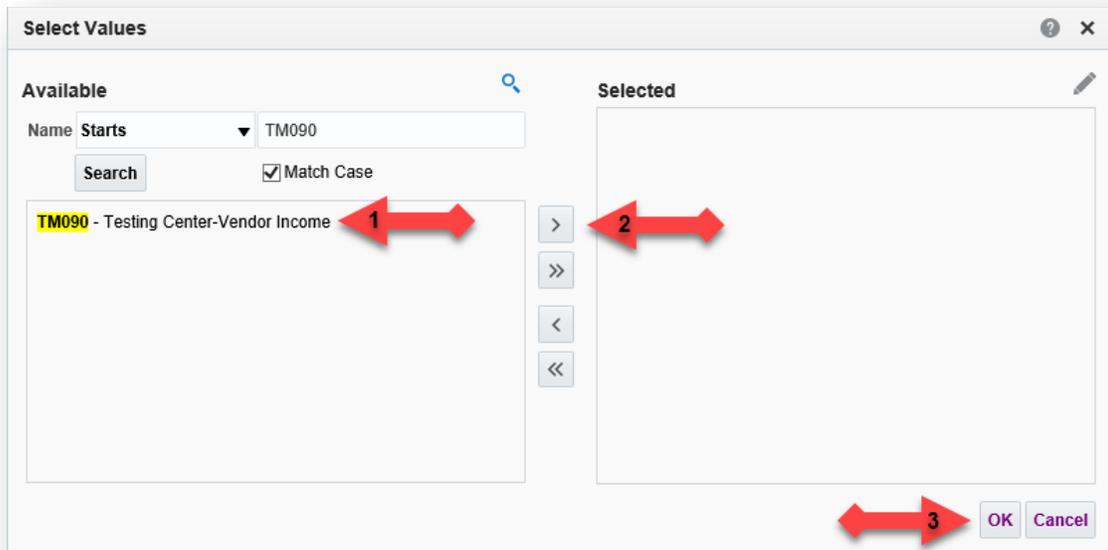
Available List:
 NULL
 -
 1418 - Udvardy Grad Student Award End
 811 - Net Investment in Capital Asse
 821 - Restricted: Nonexpendable - En
 831 - Restricted: Expendable - Schol
 832 - Restricted: Expendable - Resea

Choices Returned: 1 - 256 + More...

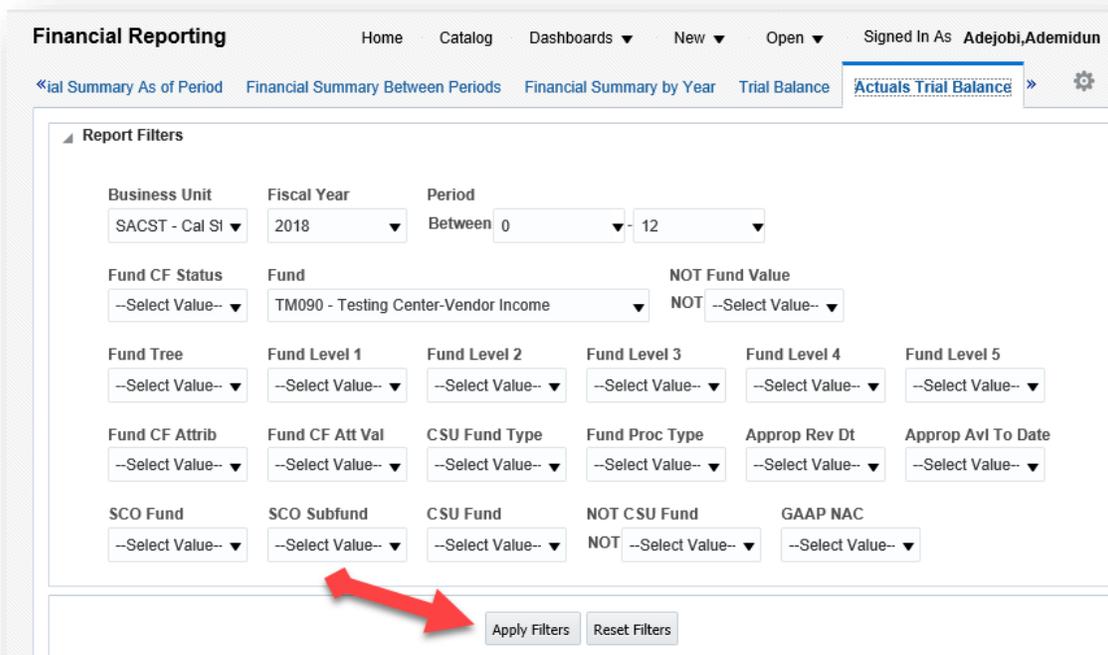
Selected

OK Cancel

- H. Continue to add the Fund:
1. Select the line "TM090 – Testing Center-Vendor Income"
 2. Select the ">" to move it to the selected list
 3. Select "OK"



I. Click on the “Apply Filters” button:



J. Adjust the display:

1. Click the drop-down arrow for “Show Column”
2. Select “Account Fdescr”

Actuals Trial Balance
Time run: 4/11/2019 7:12:07 PM

Show Column: **Acct Type Fdescr** (1)

Select Report View: (2)

Fund Fdescr: TMO90 - Testing Center-Vendor Income

496 - TF-Miscellaneous Trust

Acct Type Fdescr	Year to Date Actuals
10 - Assets	13,927.91
20 - Liabilities	0.00
30 - Fund Equity and Reserves	(11,114.40)
50 - Revenues	(10,868.96)
60 - Expenditures	8,055.45
Grand Total	0.00

K. Click the "OK" button.

Actuals Trial Balance
Time run: 4/11/2019 7:12:07 PM

Show Column: Account Fdescr (OK)

Select Report View: Summary by Fund Pivot

Fund Fdescr: TMO90 - Testing Center-Vendor Income

496 - TF-Miscellaneous Trust

Acct Type Fdescr	Year to Date Actuals
10 - Assets	13,927.91
20 - Liabilities	0.00
30 - Fund Equity and Reserves	(11,114.40)
50 - Revenues	(10,868.96)
60 - Expenditures	8,055.45
Grand Total	0.00

L. Sample report:

Note that most values in this report can be clicked on by the user to drill down into more detail.

Financial Reporting

Home Catalog Dashboards ▾ New ▾ Open ▾ Signed In As **Adejobi,Ademidun** ▾

[Financial Summary As of Period](#) [Financial Summary Between Periods](#) [Financial Summary by Year](#) [Trial Balance](#) **[Actuals Trial Balance](#)**

Report Filters

Business Unit SACST - Cal St	Fiscal Year 2018	Period Between 0 - 12			
Fund CF Status --Select Value--	Fund TM090 - Testin	NOT Fund Value NOT --Select Value--			
Fund Tree --Select Value--	Fund Level 1 --Select Value--	Fund Level 2 --Select Value--	Fund Level 3 --Select Value--	Fund Level 4 --Select Value--	Fund Level 5 --Select Value--
Fund CF Attrib --Select Value--	Fund CF Att Val --Select Value--	CSU Fund Type --Select Value--	Fund Proc Type --Select Value--	Approp Rev Dt --Select Value--	Approp Avl To Date --Select Value--
SCO Fund --Select Value--	SCO Subfund --Select Value--	CSU Fund --Select Value--	NOT CSU Fund NOT --Select Value--	GAAP NAC --Select Value--	

Actuals Trial Balance

Actuals Trial Balance
Time run: 4/11/2019 7:23:35 PM

Show Column: Account Fdescr

Select Report View: Summary by Fund Pivot

Fund Fdescr TM090 - Testing Center-Vendor Income

496 - TF-Miscellaneous Trust

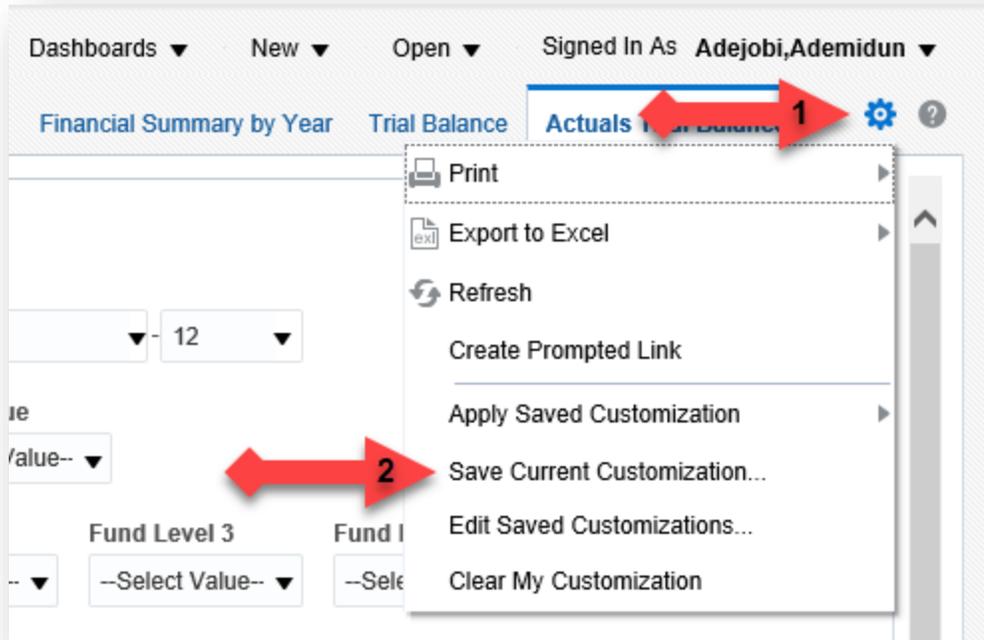
Account Fdescr	Year to Date Actuals
101100 - Cash-ST Investments (SWIFT)	13,857.91
103821 - A/R Revenue	70.00
201001 - Accounts Payable	0.00
201007 - AP Reserve for Encumbrances	0.00
305002 - FB-Continuing Appropriation	(11,114.40)
305022 - Fund Balance Clearing Account	0.00
403802 - Reserve for Pre-Encumbrances	0.00
507001 - Interest from SMIF	(4.20)

Optional Steps:

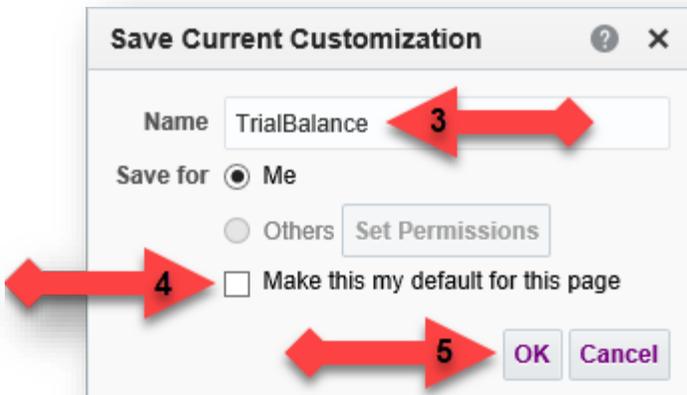
Save Customization:

Your filters can be saved and easily reused later. Use a “customization” for this functionality. This example will save the above steps as a customization called “TrialBalance”.

1. Click on the “gear” in the upper right corner.
2. Click on “Save current Customization...”:



3. Enter the name for your new customization.
4. Click on the “Make this my default for this page” check box.
5. Click on the “OK” button:



Example of the 6 Columns Report:

The following report is an example of the 6 Columns report. Note that it is similar to the report documented above, except the user has options to include more report columns.

▲ Trial Balance (6 Columns)
 Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2018, Period = 10
 Trial Balance Report (6 Column)
 Time run: 4/11/2019 7:44:19 PM

Show Column
 1: Fund Fdescr ▼ Column Column Column Column Column
 2: Acct Cat Fdescr ▼ 3: Hide ▼ 4: Hide ▼ 5: Hide ▼ 6: Hide ▼

Select Report View: Trial Balance ▼

Fund Fdescr ▲▼	Acct Cat Fdescr	Actuals
TM090 - Testing Center-Vendor Income	103 - Accounts Receivable	70.00
	103 - Accounts Receivable Total	70.00
	108 - Investments	13,857.91
	108 - Investments Total	13,857.91
	201 - Account Payable	0.00
	201 - Account Payable Total	0.00
	305 - Fund Balance/Retained Earnings	(11,114.40)
	305 - Fund Balance/Retained Earnings Total	(11,114.40)
	507 - Revenue from Interest	(4.20)
	507 - Revenue from Interest Total	(4.20)
	508 - Revenue from Investments	(143.76)
	508 - Revenue from Investments Total	(143.76)
	580 - Other Financial Sources	(10,721.00)
	580 - Other Financial Sources Total	(10,721.00)
	601 - Regular Salaries and Wages	383.90
	601 - Regular Salaries and Wages Total	383.90
	603 - Benefits Group	4.73
	603 - Benefits Group Total	4.73
	616 - Information Technology Costs	0.00
	616 - Information Technology Costs Total	0.00
	617 - Services from Other Funds/Agencies Group	2,378.24
	617 - Services from Other Funds/Agencies Group Total	2,378.24
	660 - Misc. Operating Expenses	5,288.58
	660 - Misc. Operating Expenses Total	5,288.58
TM090 - Testing Center-Vendor Income Total		0.00