

QUICK REFERENCE GUIDE

June 13, 2024

Run the Summary Trial Balance by CF Report

In this Quick Reference Guide, you will learn how to run the Summary Trial Balance by CF (ChartField) report. This report shows the beginning and ending balances for selected ChartFields, fiscal year, and range of accounting periods.

/opt/oracle/psft/ps_config/g10tal8bat01/FMS/FMSND/appser...				1 / 6484	100%		
Report ID: MGLS7012 Bus. Unit: MN001--State of Minnesota Ledger: ACTUALS As of Year 2024 and Period from 1 to 3				PeopleSoft GL SUMMARY TRIAL BALANCE BY CFS		Page No. 1 Run Date 06/17/2024 Run Time 08:50:59	
Fund	Fin DeptID	AppropriID	Account	Act. Type	Beginning Balance	Activity	Ending Balance
1000			100001		-153,530.70		-153,530.70
			100002		-0.10		-0.10
			100107		10,433,920.82		10,433,920.82
			120001		2,783.18		2,783.18
			120097		-1,235.18		-1,235.18
			130202		516,595.00		516,595.00
			200003		-5,077,585.67		-5,077,585.67

Step 1: Enter the Report Criteria

1. Navigate to the **Summary Trial Balance by CF's** page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, General Ledger, GL Process. Left-menu, Review Financial Information, Summary Trial Balance by CFs.

2. Search for an existing **Run Control ID** or press the **Add a New Value** tab to create a new Run Control ID.
3. In the Search Results, select the **Run Control ID**.

GL Journals

Review Financial Information

Journals

Ledger

Ledger Period Comparison

Trial Balance

Summary Trial Balance by CFs

Summary Trial Balance by CF's

Find an Existing Value

Search Criteria

Recent

Saved

Run Control ID

Search

Search Results

Run Control ID

Language Code

4. The Trial Balance Report page displays. Enter your criteria on the in the **Report Request Parameters** section as described below. The fields preceded by an asterisk (*) are required.

Field Name	Field Description
*Unit	Select the Business Unit “MN001.” This is the only Business Unit used for the General Ledger.
*Year	Press the Lookup icon and select a fiscal year.
*Period From and *Period To	Enter the From Period and To Periods to include in the report.
*Ledger	Press the Lookup icon and select a ledger. You will most likely select the “ACTUALS” Ledger.
Include Adjustment Periods	If you want to include Adjustment Periods, select the period(s) from the drop-down menu. Press the Add Row (+) icon to include additional Adjustment Periods or press the Delete Row (-) icon option to remove an adjustment period. Options include: • 915 – MMB Financial Statement Adjustments • 916 – MMB Single Audit Adjustments • 917 – MMB Budget to GAAP Adjustments • 918 – MMB Internal Service Fund Elimination Adjustments • 919 – MMB Legal Level of Budgetary Control (LLBC) Reporting Adjustments

5. Press the **Refresh** button to enable entries in the ChartField Selection section.

The screenshot displays the 'Trial Balance Report' interface. At the top, there are fields for 'Run Control ID' (test) and 'Language' (English), along with 'Report Manager' and 'Process Monitor' links, and a 'Run' button. Below this is the 'Report Request Parameters' section, which includes a 'Business Unit' field (MN001), a 'Fiscal Year' field (2024), a 'From Period' field (1), and a 'Period' field (3). There are also 'Ledgers' and 'Include Adjustment Periods' sections, each with a table for selecting specific entries. The 'Ledgers' table has a column for 'Ledger' and a row for '1 ACTUALS'. The 'Include Adjustment Periods' table has a column for 'Adjustment Period' and a row for '1'. A 'Refresh' button is located at the bottom right of the interface.

6. Enter your criteria in the **ChartField Selection** section. In this section, you can 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.

Field Name	Field Description
Sequence	The Sequence numbers are automatically supplied but you can change these. The sequence number controls the order of the ChartFields on the report.
ChartField Name (display only)	ChartFields that you are able to include in the report are displayed in the ChartField Name column.

Field Name	Field Description
Include CF	Press the Include CF checkbox for each ChartField that you want to include in the report.
Descr	Press the Descr checkbox if you want to include the description of the ChartField name on the report as well as the code.
Subtotal	Press the Subtotal checkbox if you want the report to include subtotals by the ChartField.
Value (From) and To Value	Select the From Value entry for the ChartField. The To Value field is automatically entered with the same value. You can select a different value for the To Value if you want to enter a range.

ChartField Selection

<

<

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Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	☒	☐	☐	8000	8000
2	Financial Department ID	☒	☐	☐		
3	Appropriation ID (CF3)	☒	☐	☐		

Step 2: Run the Report and Select the Output Option

- At the top of the Trial Balance Report page, press the **Run** button.
- The Process Scheduler Request page displays.
 - Accept the default selection in the Process List section.
 - Select the **Format** you want for the report results.
 - Typically, you'll want to accept the default "PDF" option to view a hardcopy of the report.
 - Or change the format to "CSV" to view the data in Microsoft Excel.
- Press the **OK** button to return to the Summary Trial Balance by CF Report page.

Process Scheduler Request

User ID

TRN01

Run Control ID

Summary_Trial_Bal_CF

Server Name

Run Date

06/14/2024

Recurrence

Run Time

11:32:10AM

Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	Summary Trial Balance by CFs	MGLS7012	SQR Report	Web	PDF	Distribution

OK

Cancel

4. The Trial Balance Report page displays.
 - a. Note that the Process Instance number now appears in the header.
 - b. In the header, press the **Process Monitor** link.

Trial Balance Report

Run Control ID Summary_Trial_Bal_CF
Report Manager
Process Monitor
Run

Language English
Process Instance: 45547912

5. The Process List page displays.
 - a. Monitor the progress of the job with Process Name “MGLS7012.”
 - b. You can press the **Refresh** button to refresh the process information.
 - c. The job is successful when the Run Status equals “Success” and the Distribution Status equals “Posted.”

Process List
Server List

View Process Requests

User ID 01087463
Type
Last
1
Days
Refresh

Server
Name
Instance
Range
Clear

Run Status
Distribution Status
Save On Refresh
Report Manager
Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	46414850		test	SQR Report	MGLS7012	01087463	06/17/2024 8:40:43AM CDT	Success	Posted	Details

Step 3: View the Report

There are a couple of ways to do view this report.

Option 1: Navigate to the Administration tab of the Report Manager

1. From the Process List page (shown above), press the **Report Manager** link under the Refresh button.

Process List
Server List

View Process Requests

User ID 01087463
Type
Last
1
Days
Refresh

Server
Name
Instance
Range
Clear

Run Status
Distribution Status
Save On Refresh
Report Manager

2. On the Report Manager page, select the **Administration** tab.
3. Select the report link listed in the Description column for the report that you ran.

[List](#)
[Explorer](#)
[Administration](#)
[Archives](#)

View Reports For

User ID:
 Type:
 Last:
 1 Days:

Status:
 Folder:
 Instance:
 to:

Report List

1-5 of 5 >> | View All

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
☐	42258617	46414851	Summary Trial Balance by CFS	06/17/2024 8:50:31AM	Acrobat (*.pdf)	Posted	Details

- 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.
- If you selected CSV, go to the Download section of your browser and open the report.

Report Manager

Downloads

mgls7012_46414852.csv
17.9 MB • Done

Process

	PeopleSoft GL								
Report ID:	MGLS7012	SUMMARY TRIAL BALANCE BY CFS	Page No.	1					
Bus. Unit:	MN001	--	State of M Run Date	6/17/2024					
Ledger:	ACTUALS	Run Time	9:28:31						
As of Year	2024	and Period from	1 to	3					
Fund		Fin DeptID	AppropID	Account	Act Type	Beginn	Activity		Ending Balance
1000				100001			-153,530.70		-153,530.70
				100002			-0.1		-0.1
				100107			10,433,920.82		10,433,920.82
				120001			2,783.18		2,783.18
				120097			-1,235.18		-1,235.18
				130202			516,595.00		516,595.00
				200003			-5,077,585.47		-5,077,585.47
				200040			-328.83		-328.83

Option 2: Navigate to the View Log/Trace page

- From the Process List page, press the **Details** link for the process that you ran.

[Process List](#)
[Server List](#)

View Process Requests

User ID:
 Type:
 Last:
 1 Days:

Server:
 Name:
 Instance:
 Range:

Run Status:
 Distribution Status:
☒ Save On Refresh

Process List

1-4 of 4 >> |

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	46414850		test	SQR Report	MGLS7012	01087463	06/17/2024 8:40:43AM CDT	Success	Posted	Details

- On the Process Detail page, select the **View Log/Trace** link.

Process Detail			
Process			
Instance	46414850	Type	SQR Report
Name	MGLS7012	Description	Summary Trial Balance by CFs
Run Status	Success	Distribution Status	Posted
Run		Update Process	
Run Control ID	test	☐ Hold Request ☐ Queue Request ☐ Cancel Request ☒ Delete Request ☐ Re-send Content	
Location	Server		
Server	PSUNX		
Recurrence			
Date/Time		Actions	
Request Created On	06/17/2024 8:40:51AM CDT	Parameters	Transfer
Run Anytime After	06/17/2024 8:40:43AM CDT	Message Log	
		Batch Timings	
		View Log/Trace	
Begin Process At	06/17/2024 8:41:13AM CDT		

- On the View Log/Trace page, press the link ending with the output indication that you selected, such as CSV or PDF.

View Log/Trace			
Report			
Report ID	42258616	Process Instance	46414850 Message Log
Name	MGLS7012	Process Type	SQR Report
Run Status	Success		
Summary Trial Balance by CFs			
Distribution Details			
Distribution Node	fmsnd	Expiration Date	07/08/2024
File List			
Name	File Size (bytes)	Datetime Created	
SQR_MGLS7012_46414850.log	2,495	06/17/2024 8:42:42.036855AM CDT	
mglS7012_46414850.PDF	10,091,410	06/17/2024 8:42:42.036855AM CDT	
mglS7012_46414850.out	135	06/17/2024 8:42:42.036855AM CDT	

/opt/oracle/psft/ps_config/g10tal8bat01/FMS/FMSND/appser... 1 / 6484 100% + -									
Report ID: MGLS7012					PeopleSoft GL			Page No. 1	
Bus. Unit: MN001--State of Minnesota					SUMMARY TRIAL BALANCE BY CFS			Run Date 06/17/2024	
Ledger: ACTUALS								Run Time 08:50:59	
As of Year 2024 and Period from 1 to 3									
Fund	Fin DeptID	AppropriID	Account	Act Type	Beginning Balance	Activity	Ending Balance		
1000			100001			-153,530.70	-153,530.70		
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			130202			516,595.00	516,595.00		
			200003			5,072,555.47	5,072,555.47		