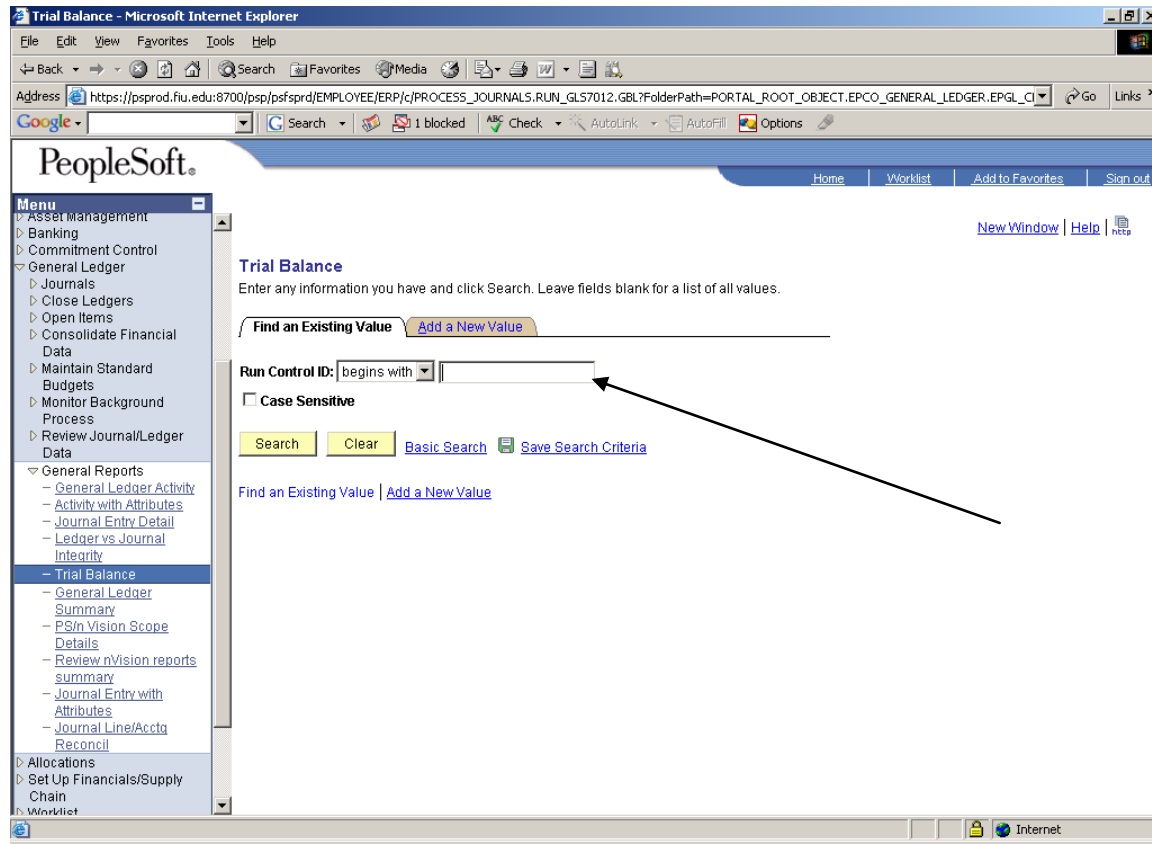


1.) Go to the following navigation:

General Ledger>General Reports>Trial Balance

2.) Click on Add a new Value

Note: After a Run Control ID has been created, use the Find an Existing Value tab to retrieve it.



3.) In the Run Control ID box, type Trial_Balance and Add (no spaces are allowed in the report name).

4.) Complete the following required fields:

Trial Balance

Run Control ID: TRIAL [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Unit: FIU01 *Ledger: ACTUALS

Fiscal Year: 2007 Currency Code: Period: 12

Currency Option: Base Display Full Numeric Field

Adjustment Period: 1 998

[Refresh](#)

For FIU Foundation, Inc.:

- a.) Business Unit = 'FIU02'
- b.) Ledger = 'ACTUALS02'
- c.) Choose the desired fiscal year and period to run as of.
- d.) Check Display Numeric Field
- e.) Currency Option = Base
- f.) Adjustment Period = Period 998 is used for year end accrual entries – make sure to include this period at year end. Period 997 is used to record endowment related entries (i.e. earnings, spending distribution, and administrative fee). Include this period if you are looking at an endowment project.

5.) Click on Refresh

In the Chartfield selection tab, select the desired fields you wish to see.

If you want a description and a sub-total for a desired field, click on the box for that field. You may enter a particular department or project and/or a particular account to view (see sample on next page)

Run Control ID: TRIAL [Report Manager](#) [Process Monitor](#) [Run](#)

Language:

Report Request Parameters

Unit: *Ledger: [Customize](#) | [Find](#) | [View All](#) | [First](#) [Last](#)

Fiscal Year: Currency Code: Period: **Adjustment Period**

Currency Option: Display Full Numeric Field [Refresh](#)

ChartField Selection							Customize Find View All First <input type="text" value="1.12 of 12"/> Last	
Sequence	Field Long Name	Select	Descr	Subtotal	Value	ChartField	TO Value	
<input type="checkbox"/>	1 Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	2 Project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="212000501"/>	<input type="text"/>	<input type="text" value="212000505"/>	
<input type="checkbox"/>	3 Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Currency Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Alternate Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- 6.) Click on Save.
- 7.) Click on Run.
- 8.) Choose the desired format – PDF or CSV.

Process Scheduler Request

User ID: 1523749 Run Control ID: TRIAL

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

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

Note: CSV format may be saved as an Excel file.

- 9.) Select 'PSUNX' in the Server Name field.
- 10.) Click OK.
- 11.) Click [Process Monitor](#) to retrieve the report.

[New \](#)

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1263998		SQR Report	GLS7012	1523749	03/06/2007 3:03:09PM EST	Success	Posted	Details
<input type="checkbox"/>	1262263		SQR Report	FZGLI105	1523749	03/05/2007 4:38:06PM EST	Success	Posted	Details

[Go back to Trial Balance](#)

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

12.) In the Process Tab, click refresh until run status = Success and until Distribution Status = Posted

13.) Click on [Details](#), and then click on [View Log/Trace](#)
 Click on the file to view your report (see sample below)

13.) Click on the link to the report created.

View Log/Trace

Report

Report ID: 1295576 **Process Instance:** 1263998 [Message Log](#)
Name: GLS7012 **Process Type:** SQR Report
Run Status: Success

Trial Balance Report

Distribution Details

Distribution Node: unixnode **Expiration Date:** 05/05/2007

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,622	03/06/2007 3:06:10.000000PM EST
gls7012_1263998.PDF	4,443	03/06/2007 3:06:10.000000PM EST
Trace File	99	03/06/2007 3:06:10.000000PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	1523749

15.) Review Report.