



Business Process Document
PS FIN 9.0-FOUNDATION (FIU02): FIU02-Trail Balance Report

Department	
Responsibility/Role	
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Last Changed by	
Status	

FIU02-Trail Balance Report

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

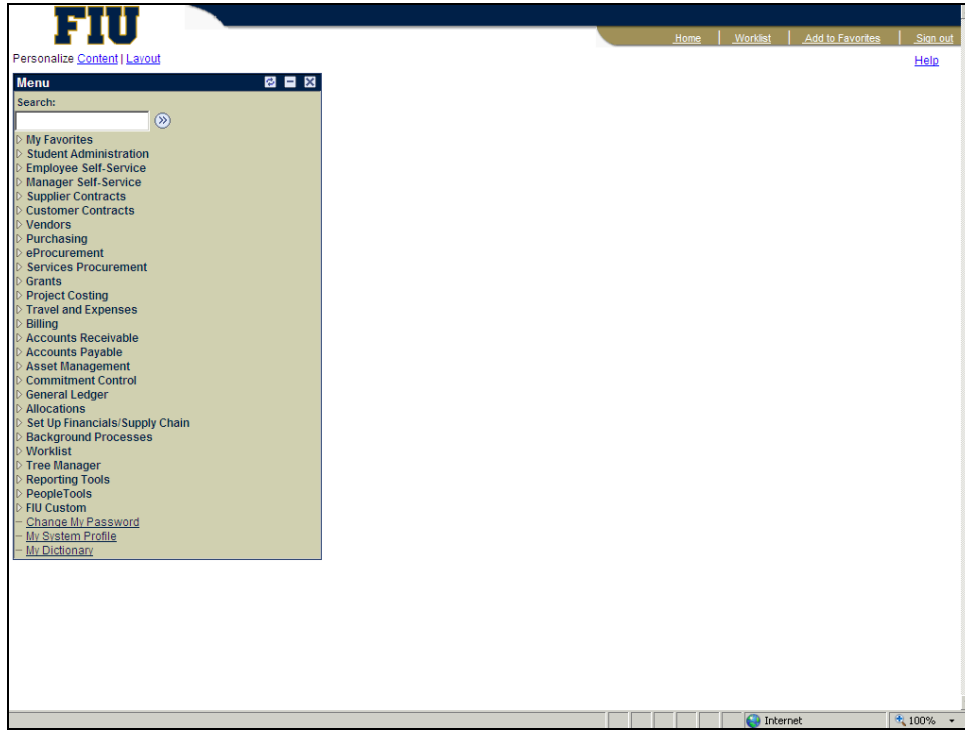
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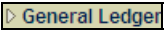
PS FIN 9.0-FOUNDATION (FIU02): FIU02-Trail Balance Report



Procedure

In this topic you will run a Trail Balance Report for your FIU Foundation Project ID.

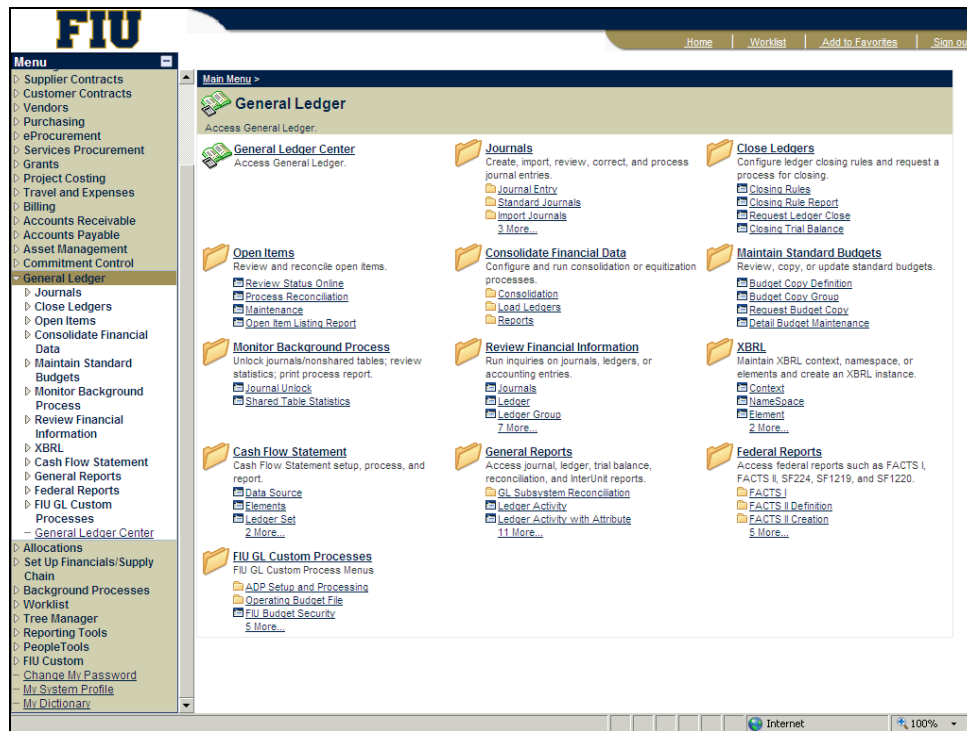


Step	Action
1.	Click the General Ledger link. 



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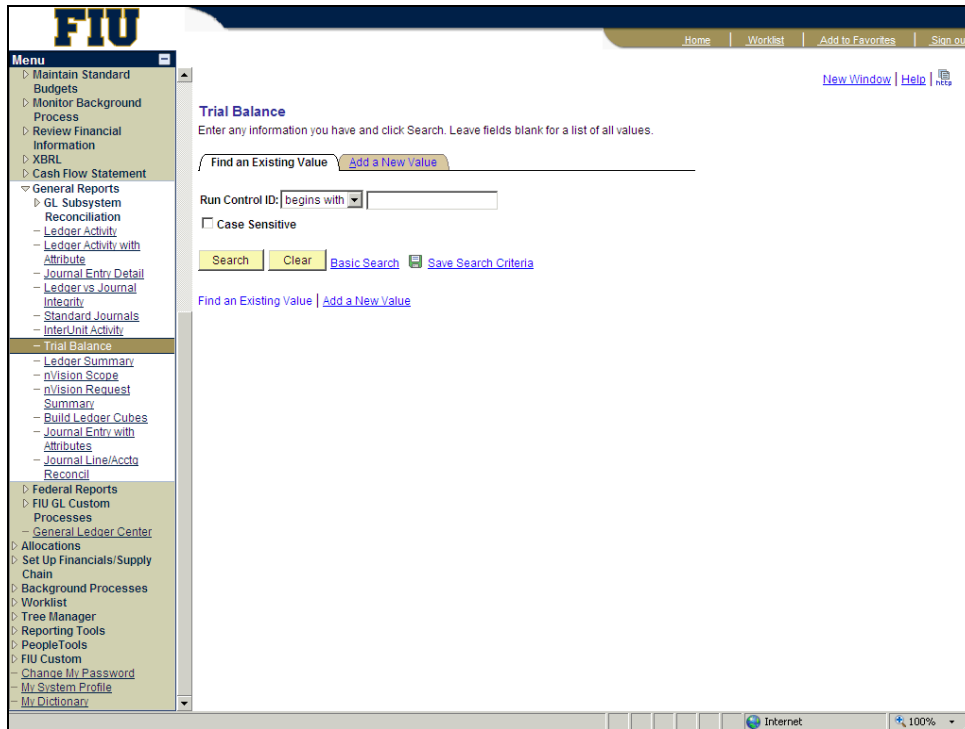
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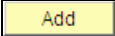


Step	Action
2.	Click the General Reports link. General Reports
3.	Click the Trial Balance link. Trial Balance

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Step	Action
4.	Click the Add a New Value tab. 
5.	Enter the desired information into the Run Control ID field. Enter " Trial_Balance ".
6.	Click the Add button. 



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Step	Action
7.	Enter the desired information into the Fiscal Year field. Enter " 2010 ".
8.	Make sure you have " ACTUALS02 " in this field or you will not get the proper data.
9.	Enter the desired information into the Period field. Enter " 1 ".
10.	Click the Adjustment Period list. 

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FIU

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Trial Balance Report

Run Control ID: Trial_Balance Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: FIU02 *Ledger: ACTUALS02 Include Adjustment Periods

Fiscal Year: 2010 Period: 1 Adjustment Period: 1

Currency Option: Base Currency: 997

Display Full Numeric Field 998 Refresh

ChartField Selection Customize | Find | First 1 of 1 Last

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

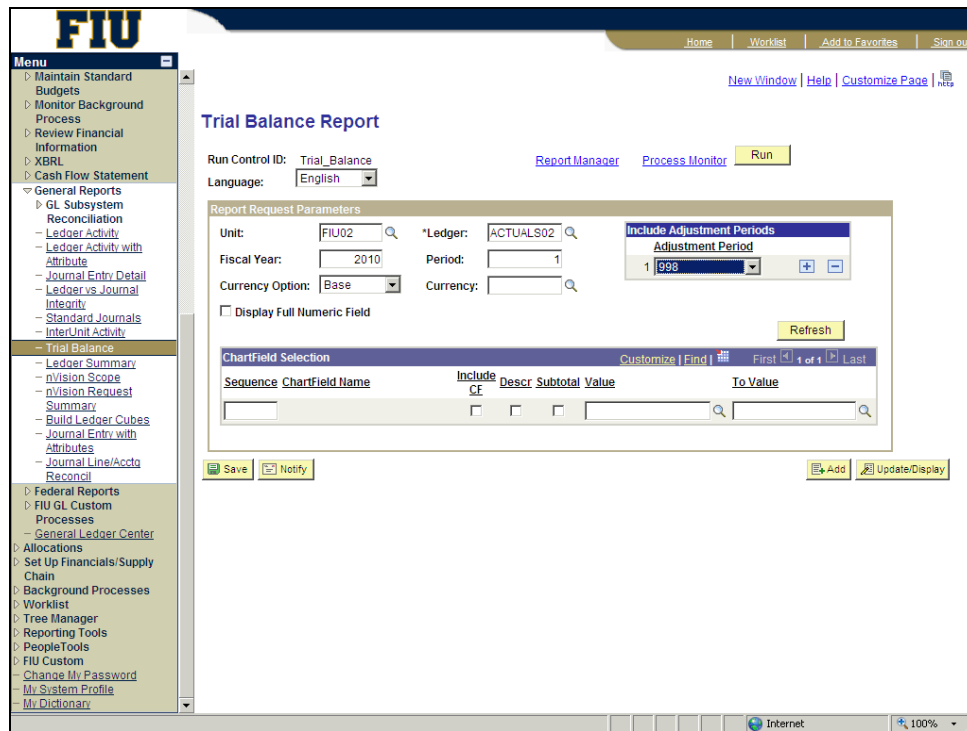
Save Notify Add Update/Display





Step	Action
11.	Click the 998 list item.
	<input type="text" value="998"/>



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



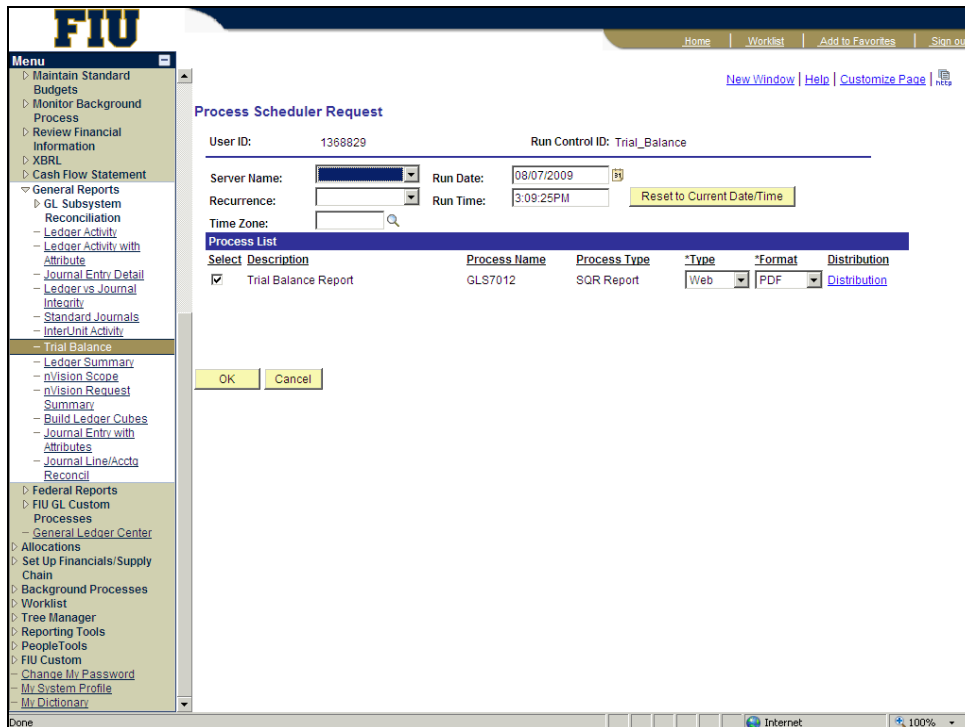
Step	Action
12.	Click the Refresh button. 
13.	Click in the Sequence field. Reorder Sequence- Project ID should be numbered as "1". 
14.	Click the Include CF option. <input type="checkbox"/>
15.	Click the Descr option. <input type="checkbox"/>
16.	Click the Subtotal option. <input type="checkbox"/>
17.	Click the Value button. 
18.	Enter first few digits or complete project id number . Click on the " Look Up " Select entry in the Project column. 

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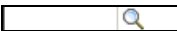
Step	Action
19.	Fund Code should be placed second in sequence in order to view the balances, subtotaled by fund. Enter the desired information into the Sequence field. Enter "2".
20.	Click the Subtotal option. Click all three check boxes. <input type="checkbox"/>
21.	To view Account number and description, select account as "3".
22.	Click the Descr option. Only select " CF and Descr ". It is not necessary to select subtotal for each change in an account. <input type="checkbox"/>
23.	Click the Save button. 
24.	Click the Run button. 

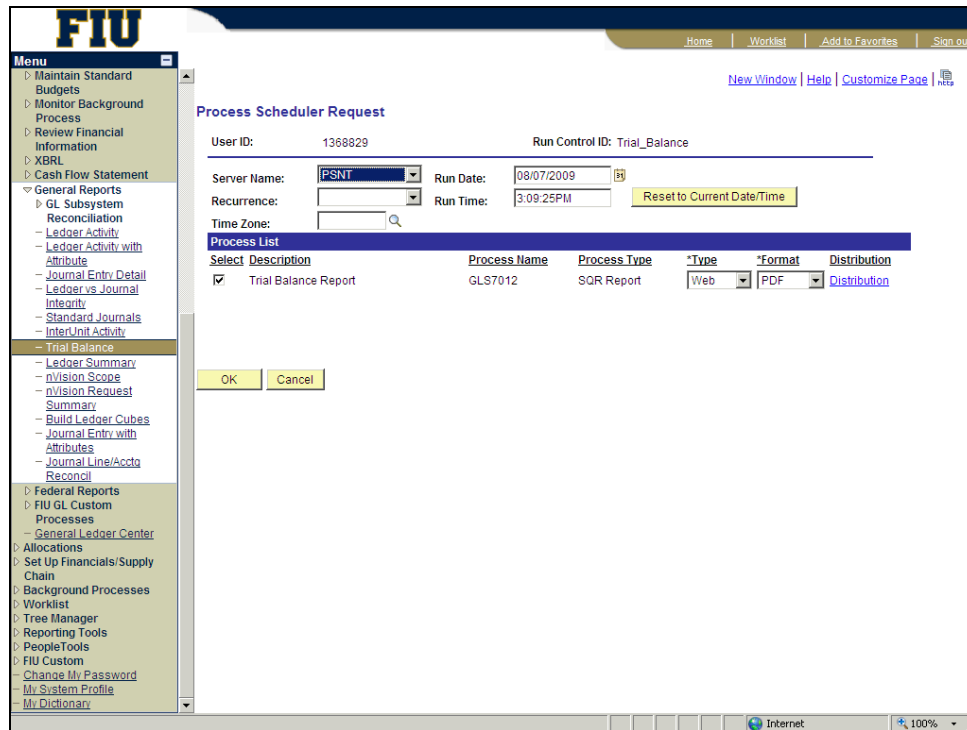


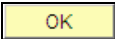


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Step	Action
25.	Click the PSNT list item. 



Step	Action
26.	Click the OK button. 

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Step	Action
27.	Click the Process Monitor link. Process Monitor






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PS FIN 9.0-FOUNDATION (FIU02): FIU02-Trial Balance Report

The screenshot shows the 'Process List' tab in the FIU02 application. The 'View Process Request For' section has 'User ID' set to 1368829 and 'Last' set to 30 Days. The 'Refresh' button is highlighted. Below is a table of process requests:

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2364019		SQR Report	GLS7012	1368829	08/07/2009 3:09:25PM EDT	Queued	N/A	Details
<input type="checkbox"/>	2363528		Application Engine	GL_JEDIT_0	1368829	08/07/2009 11:57:38AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363520		Application Engine	GL_JEDIT_0	1368829	08/07/2009 11:56:10AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363496		nVision Report	NVSRUN	1368829	08/07/2009 11:48:48AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363474		nVision Report	NVSRUN	1368829	08/07/2009 11:40:06AM EDT	Queued	N/A	Details
<input type="checkbox"/>	2363472		SQR Report	GLS7012	1368829	08/07/2009 11:36:38AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363457		SQR Report	GLS7012	1368829	08/07/2009 11:32:04AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363153		Application Engine	GL_JEDIT_0	1368829	08/07/2009 8:39:19AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363152		Application Engine	GL_JEDIT_0	1368829	08/07/2009 8:36:51AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363149		Application Engine	GL_JEDIT_0	1368829	08/07/2009 8:33:58AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363146		Application Engine	GL_JEDIT_0	1368829	08/07/2009 8:31:42AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363142		Application Engine	GL_JEDIT_0	1368829	08/07/2009 8:25:51AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363141		Application Engine	GL_JEDIT_0	1368829	08/07/2009 8:24:13AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363140		Application Engine	GL_JEDIT_0	1368829	08/07/2009 8:22:07AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363134		Application Engine	GL_JEDIT_0	1368829	08/07/2009 8:16:14AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363133		Application Engine	GL_JEDIT_0	1368829	08/07/2009 8:15:02AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363132		Application Engine	GL_JEDIT_0	1368829	08/07/2009 8:09:54AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363126		Application Engine	GL_JEDIT_0	1368829	08/07/2009 8:03:47AM EDT	Success	Posted	Details
<input type="checkbox"/>	2363113		Application Engine	GL_JEDIT_0	1368829	08/07/2009 7:58:24AM EDT	Success	Posted	Details

Step	Action
28.	Click the Refresh button. 
29.	You may need to click the "refresh" button several times for it to read: successful and posted. Click the Refresh button. 
30.	Click an entry in the Details column. 

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The screenshot displays the 'Process Detail' page for the 'Trial Balance Report' process. The process instance is 2364019, named GLS7012, and has a status of 'Success'. The process was created on 08/07/2009 at 3:09:42 PM EDT and ended at 3:10:12 PM EDT. The 'View Log/Trace' link is highlighted in the screenshot.

Step	Action
31.	Click the View Log/Trace link.



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The screenshot displays the FIU02-Trial Balance Report web application. The left-hand menu includes categories such as 'Maintain Standard Budgets', 'Monitor Background Process', 'Review Financial Information', 'XBRL', 'Cash Flow Statement', 'General Reports', 'GL Subsystem', 'Reconciliation', 'Federal Reports', 'FIU GL Custom Processes', 'Allocations', 'Background Processes', 'Worklist', 'Tree Manager', 'Reporting Tools', 'PeopleTools', 'FIU Custom', 'Change My Password', 'My System Profile', and 'My Dictionary'. The main content area is titled 'View Log/Trace' and shows report details for Report ID: 2242109, Process Instance: 2364019, Name: GLS7012, Process Type: SQR Report, and Run Status: Success. Below this, the 'Distribution Details' section shows 'Distribution Node: unixnode' and 'Expiration Date: 10/06/2009'. A 'File List' table is displayed with the following data:

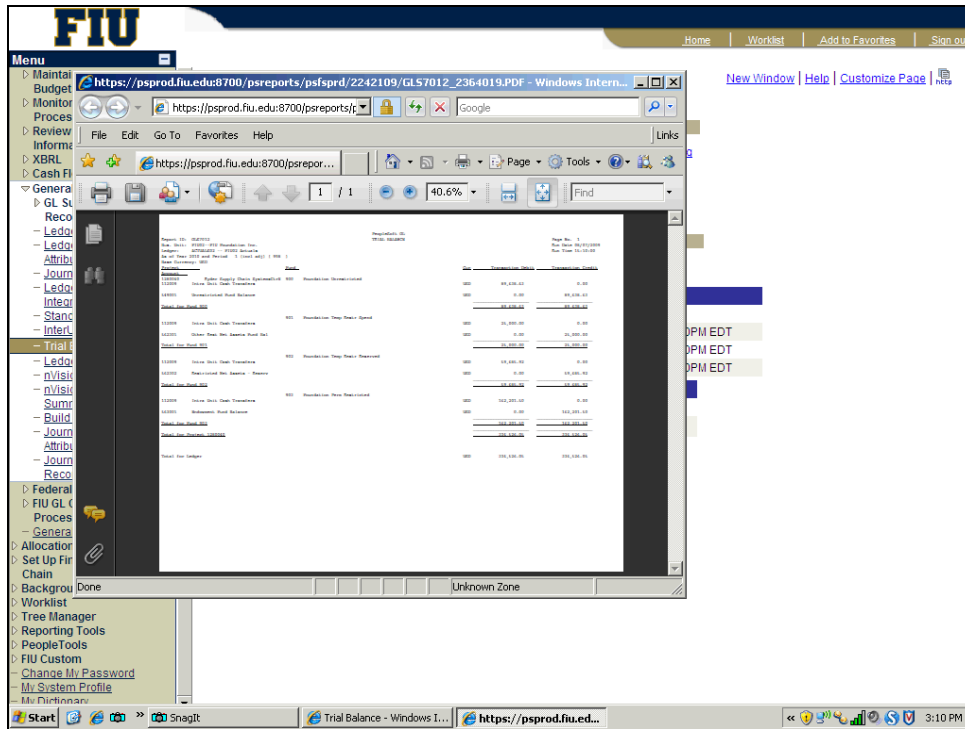
Name	File Size (bytes)	Datetime Created
GLS7012_2364019.PDF	2,542	08/07/2009 3:10:12.000000PM EDT
GLS7012_2364019.out	107	08/07/2009 3:10:12.000000PM EDT
SQR_GLS7012_2364019.log	1,591	08/07/2009 3:10:12.000000PM EDT




Below the file list is a 'Distribute To' section with a table showing 'Distribution ID Type' and 'Distribution ID' for the user 'User' with ID '1368829'. A 'Return' button is located at the bottom of the main content area.

Step	Action
32.	Click the Name link. GLS7012_2364019.PDF

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Step	Action
33.	Click the Maximize/Restore button. 
34.	Use the drop down to enlarge the size of the report. 
35.	Click the Close button. 



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FIU

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Trial Balance Report

Run Control ID: Trial_Balance Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: FIU02 *Ledger: ACTUALS02 Include Adjustment Periods

Fiscal Year: 2010 Period: 1 Adjustment Period: 1 | 998

Currency Option: Base Currency:

Display Full Numeric Field Refresh

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1280040	1280040
2	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Alternate Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save Return to Search Previous in List Next in List Notify Add Update/Display

Step	Action
36.	Click the Home link. Home
37.	Congratulations. You have successfully completed running a Trail Balance Report. End of Procedure.