

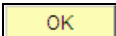
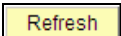
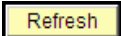






## FIU02-Trail Balance Report

1.	Click the <b>General Ledger</b> link. 
2.	Click the <b>General Reports</b> link. 
3.	Click the <b>Trial Balance</b> link. 
4.	Click the <b>Add a New Value</b> tab. 
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter a valid value e.g. " <b>Trial_Balance</b> ".
6.	Click the <b>Add</b> button. 
7.	Enter the desired information into the <b>Fiscal Year</b> field. Enter a valid value e.g. " <b>2010</b> ".
8.	Make sure you have " <b>ACTUALS02</b> " in this field or you will not get the proper data.
9.	Enter the desired information into the <b>Period</b> field. Enter a valid value e.g. " <b>1</b> ".
10.	Click the <b>Adjustment Period</b> list. 
11.	Click the <b>998</b> list item. 
12.	Click the <b>Refresh</b> button. 
13.	Click in the <b>Sequence</b> field. Reorder Sequence- Project ID should be numbered as "1". 
14.	Click the <b>Include CF</b> option. <input type="checkbox"/>
15.	Click the <b>Descr</b> option. <input type="checkbox"/>
16.	Click the <b>Subtotal</b> option. <input type="checkbox"/>
17.	Click the <b>Value</b> button. 

18.	<p>Enter first few digits or complete <b>project id number</b>.</p> <p>Click on the "<b>Look Up</b>"</p> <p>Select entry in the <b>Project</b> column.</p> <p><a href="#">1280040</a></p>
19.	<p>Fund Code should be placed second in sequence in order to view the balances, subtotaled by fund.</p> <p>Enter the desired information into the <b>Sequence</b> field. Enter a valid value e.g. "<b>2</b>".</p>
20.	<p>Click the <b>Subtotal</b> option.</p> <p>Click all three check boxes.</p> <p><input type="checkbox"/></p>
21.	<p>To view <b>Account</b> number and description, select account as "3".</p>
22.	<p>Click the <b>Descr</b> option.</p> <p>Only select "<b>CF and Descr</b>".</p> <p>It is not necessary to select subtotal for each change in an account.</p> <p><input type="checkbox"/></p>
23.	<p>Click the <b>Save</b> button.</p> <p></p>
24.	<p>Click the <b>Run</b> button.</p> <p></p>
25.	<p>Click the <b>PSNT</b> list item.</p> <p><input type="text" value="PSNT"/></p>
26.	<p>Click the <b>OK</b> button.</p> <p></p>
27.	<p>Click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>
28.	<p>Click the <b>Refresh</b> button.</p> <p></p>
29.	<p>You may need to click the "refresh" button several times for it to read: successful and posted.</p> <p>Click the <b>Refresh</b> button.</p> <p></p>
30.	<p>Click an entry in the <b>Details</b> column.</p> <p><a href="#">Details</a></p>
31.	<p>Click the <b>View Log/Trace</b> link.</p> <p><a href="#">View Log/Trace</a></p>
32.	<p>Click the <b>Name</b> link.</p> <p><a href="#">GLS7012_2364019.PDF</a></p>

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33.	Click the <b>Maximize/Restore</b> button. 
34.	Use the drop down to enlarge the size of the report. 
35.	Click the <b>Close</b> button. 
36.	Click the <b>Home</b> link. 
37.	Congratulations. You have successfully completed running a Trail Balance Report. <b>End of Procedure.</b>