Activity: **Student Activities – Account Summary Trial Balance Report (Internal Accounts)**
Munis > Financials > General Ledger Menu > Journal Entry/History > Account Trial Balance

Report #1

Run Account Trial Balance Report in Summary Format (For End-of-Month Balancing)
1. Navigate to **Account Trial Balance**
2. Click **Search**
   a. Input 8910 in **Fund**
   b. Input cost center in **Location**
   c. Click **Accept**
3. Click **Report Options** and select the options below (see image for reference)
   a. **Execute this report** – select Now
   b. **Print (D)etail or (S)ummary** – input S
   c. **Fiscal year-to-date version** – check the box
   d. **Reporting Year** – input the current fiscal year
   e. **Reporting from period** – input month to be reconciled (e.g. to reconcile June enter 12)
   f. **Journal Detail** is blank
   g. **(B)alance sheet or (A)ll Accounts** – input B
   h. **Roll up projects to object level** – check the box
   i. **Omit zero balance accounts** – do not check the box
   j. **Sort by** – 1-Fund, Segments
   k. **Print Report Options** – check the box
   l. Leave all other boxes blank
   m. Click **Accept**
4. Click **PDF**
5. Print the PDF

(This is a sample picture – use the correct period for the month to be reconciled)

Report Options	
Execute this report	Now ▼
Print (D)etail or (S)ummary	S
Fiscal year-to-date version	✓
Reporting year	2017
Reporting from period	1 JUL to 5 NOV
Journal Detail from	🗓 to 🗓
(B)alance sheet or (A)ll accounts	B
Roll up projects to object level	✓
Omit zero balance accounts	☐
Sort By	1 - Fund, Segments ▼
Print Org Code	☐
Print Fund Header and Org/Obj on total line	☐
Include page break between funds	☐
Amounts/totals exceed 999 million dollars	☐
Print report options	✓
Include hold journals in beginning balance	☐
Exclude fund balance YEC/AJE for prior years	☐