



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

Monthly

Run Account Trial Balance Report in Detail 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 D
 - 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 the first date of the month through the last date of the month to be reconciled
 - g. **(B)alance sheet or (A)ll Accounts** – input A
 - h. **Roll up projects to object level** – do not check the box
 - i. **Omit zero balance accounts** – 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 | D |
| Fiscal year-to-date version | <input checked="" type="checkbox"/> |
| Reporting year | 2017 |
| Reporting from period | 1 JUL to 5 NOV |
| Journal Detail from | 11/01/2016 to 11/30/2016 |
| (B)alance sheet or (A)ll accounts | A |
| Roll up projects to object level | <input type="checkbox"/> |
| Omit zero balance accounts | <input checked="" type="checkbox"/> |
| Sort By | 1 - Fund, Segments |
| Print Org Code | <input type="checkbox"/> |
| Print Fund Header and Org/Obj on total line | <input type="checkbox"/> |
| Include page break between funds | <input type="checkbox"/> |
| Amounts/totals exceed 999 million dollars | <input type="checkbox"/> |
| Print report options | <input checked="" type="checkbox"/> |
| Include hold journals in beginning balance | <input type="checkbox"/> |
| Exclude fund balance YEC/AJE for prior years | <input type="checkbox"/> |



The above directions are the requirements for month-end reporting; however, this report can also be used for other information.

Running Account Trial Balance Report for Liabilities

1. Navigate to **Account Trial Balance**
2. Click **Search**
 - a. Input 8910 in **Fund**
 - b. Input cost center in **Location**
 - c. In **Object** enter 2* – the use of the wildcard (*) enables all projects starting in 2 to be included
 - d. 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 D
 - 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 reviewed (e.g. to review June enter 12)
 - f. **Journal Detail** is the first date of the month through the last date of the month to be reviewed
 - g. **(B)alance sheet or (A)ll Accounts** – input A
 - h. **Roll up projects to object level** – do not check the box
 - i. **Omit zero balance accounts** – 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



Instead of 2*, you can search assets using 1*, revenues using 4*, expenses using 5*, etc. Additionally, you can search for a specific GL number (e.g., 222200).