



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).