Munis Account Trial Balance

Procedural Documentation
Account Trial Balance Report

Objective
This document provides the procedure for completing the Account Trial Balance Report program in its full form to check if a fund is in balance. If the fund is not in balance, the report identifies where and what entries have caused it to go out of balance. This report is an important tool when reconciling funds prior to year-end and month-end closes.

Overview
The Account Trial Balance report indicates if a fund is out of balance, or by what amount your fund is out of balance. When you create an Account Trial Balance report for all accounts in a fund, both the beginning balance and the ending balance should be zero (debits should equal credits for the fund totals). If a fund is out of balance, use both the All and Balance options to narrow down the type of account in which the discrepancy has occurred. You can also use the Detail option to see every transaction that has occurred within that fund to identify what transactions have caused the discrepancy.

Prerequisites
Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Munis menu, contact the system administrator.

Confirm the following:

- You have the proper general ledger permissions to view the accounts and funds to be reported.
- The chart of accounts (COA) has been established.
**Procedure**

Use the following procedures to create trial balance reports:

1. **Open the Account Trial Balance program.**
   
   *Financials > General Ledger Menu > Journal Entry/History > Account Trial Balance*

2. **Click Search.**
   
   The program displays the GL Segment Find screen.
3. Complete the fields to define the report data. The segment names vary according to the labels assigned by your organization.

4. Click Accept.
   The program creates an active set of records matching the search criteria and returns to the main screen.

5. Click Report Options on the toolbar.
   The program makes the reporting criteria fields accessible.

6. Complete the fields according to the following table to define the report settings.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report Options</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Execute This Report</td>
<td>Allows you to use Munis Scheduler to process the report.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If you select Now to process the report immediately, use the output options to print, view, or save the report.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If you select In Background (Now) to process the report a single time using the event log and email notification features, or if you select At a Scheduled Time to establish a specific time when the report runs, the program uses Munis Scheduler.</td>
<td></td>
</tr>
<tr>
<td>Print (D)etail or (S)ummary</td>
<td>Specifies the level of reporting.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you select Detail, the report includes all journal entries for that account whether they have been closed to a month or not. By choosing Summary the report will display only totals for each account.</td>
<td></td>
</tr>
<tr>
<td>Fiscal Year-to-Date Version</td>
<td>Causes the report to include fiscal year-to-date balances, if selected.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you select this check box, the report automatically enters 1 in the Reporting from Period box. If you do not select this check box, you can enter a value in the Reporting from Period box. You cannot run the report for the start-of-year period 00.</td>
<td></td>
</tr>
<tr>
<td>Reporting Year</td>
<td>Indicates the year to include in the report.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The reporting year must be either the current year (the default) or last year.</td>
<td></td>
</tr>
<tr>
<td>Reporting from Period</td>
<td>Identifies the range of fiscal periods to include. If the Fiscal Year-to-Date check box is selected, this field is not available.</td>
<td></td>
</tr>
<tr>
<td>Journal Detail from</td>
<td>Contain the first and last dates that define the range of journal dates to include.</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>This box is only accessible if the value</td>
<td>of the Print Detail or Summary option is Detail.</td>
<td></td>
</tr>
<tr>
<td>(B)alance Sheet or (A)ll Accounts</td>
<td>Indicates the account types that the report includes. If you select balance sheet accounts, the program includes revenue and expenditure control accounts. If you select All Accounts, then all accounts except the revenue and expenditure control accounts are included. To ensure that the fund is in balance, run the report for both Balance (B) and All Accounts (A).</td>
<td></td>
</tr>
<tr>
<td>Rollup Projects to Object Level</td>
<td>Instructs the program to summarize project accounts on the report, if selected. The detail posted to these accounts is rolled up to the org/object level. The ending balance is calculated as the net of all projects associated with the org/object.</td>
<td></td>
</tr>
<tr>
<td>Omit Zero Balance Accounts</td>
<td>Causes the report to omit accounts with zero balances, if selected.</td>
<td></td>
</tr>
<tr>
<td>Sort By</td>
<td>Establishes the sort sequence of the report. The default value is 1–Fund, Segments. For the Org account entry mode, if All Accounts are selected for account types, the options are 1–Fund, Segments and 3–Org-Obj-Project. For the Org account entry mode, if Balance Sheet is selected for the account type, all the options are available.</td>
<td></td>
</tr>
<tr>
<td>Print Org Code</td>
<td>Causes the report to display the org code below the account, if selected.</td>
<td></td>
</tr>
<tr>
<td>Print Fund Header and Org/Obj on Total</td>
<td>Directs the program to print the fund account as the header and the org/obj in the totals, if selected.</td>
<td></td>
</tr>
<tr>
<td>Include Page Break Between Funds</td>
<td>Causes the program to separate fund totals in the printed report, if selected. This check box applies to both Detail and Summary reports. The default value for this check box is selected (Yes). This will ensure that a new fund does not start in the middle of a page.</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Notes</td>
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<tr>
<td>-------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Amounts/Totals Exceed 999 Million Dollars</td>
<td>Indicates that the report contains amounts and/or totals that exceed $999,000,000, if selected. The program adjusts the format of the report to account for the additional required characters.</td>
<td></td>
</tr>
<tr>
<td>Print Report Options</td>
<td>Directs the program to include a summary of the report options used to generate the report, if selected. Clear this check box to exclude the summary.</td>
<td></td>
</tr>
<tr>
<td>Include Hold Journals in Beginning Balance</td>
<td>Causes the report to include journals that have not yet been closed to a month, if selected.</td>
<td></td>
</tr>
<tr>
<td>Include Page Break Between Each Subfund</td>
<td>Instructs the report to include a page break after each subfund code, if selected.</td>
<td></td>
</tr>
<tr>
<td>Print Subfund Totals</td>
<td>Directs the program to include the total for each subfund on the report, if selected.</td>
<td></td>
</tr>
</tbody>
</table>

7. Click Accept.

8. Choose an output option from the toolbar to view, print, or save the report.

Your report may display differently depending on the report options you have chosen.
The Display Format option allows you to display your search results to the screen as you enter the data.

To create a Display Format report:

1. Click Display Format.
   The program displays the Brief Account Trail Balance Display screen.

2. Click Search.
   The program displays the GL Segment Find screen.

3. Enter the search criteria.

4. Click Accept.
   The program returns to the Brief Account Trial Balance Display screen.

5. Complete the fields to define the effective dates.

6. Click Accept.
   The program displays a confirmation message.
7. Click Yes, Continue. The program refreshes the screen to display an active set of records that consists of all the accounts that matched the criteria.

8. Use the navigation buttons to view the accounts.

9. Choose an output option to view, print, or save the report.

Results
The report indicates if a fund is in balance, and if not, what transactions have caused it to be out of balance. When reading the Account Trial Balance Report, remember that both the beginning balances and the ending balances should be zero, and debits should equal credits for the fund totals.
What’s Next?
If there are any discrepancies in the report, post the correcting journal entries to bring the fund back into balance.