TRIAL BALANCE SUMMARY FORM

FGITBSR

Description:

The Trial Balance Summary Form shows balances by account code for a specified fund and fiscal year. These balances reflect totals from the beginning of the fiscal year through to current day, and are based on the general ledger. This forms also displays the net Current Fund Balance total for the specified fund.

The form will show the balances for a fund and all its sub-funds combined. If you have a grant with multiple funds that roll-up to it, this form displays the balances for all funds. If you want to view the balances in an individual fund, use form FGITBAL, General Ledger Trial Balance.

Navigation:

Access to the form can be done in three ways:

1. Type FGITBSR in the search field
2. Type Trial Balance Summary in the search field
3. Select from the General Accounting Query Forms menu under Applications

Step1:
Follow the navigation process to FGITBSR

Step 2:
COA: Enter the Chart of Accounts you want to query. This should default to "M".

Step 3:
Fiscal Year: Enter the fiscal year for your query.

Step 4:
Fund: Enter the fund you want to query.

Step 5:
Account: Enter the account you want to query. (Optional)

Step 6:
Fund Type: Enter the fund type you want to query. (Optional)

Step 7:
Acct Type: Enter the account type you want to query. (Optional)

Step 8:
Click the "GO" button on the right. If you use the keyboard, press "ALT" and "Page Down" simultaneously.

This will bring you to the detail area.

Acct Type:
Identifies the account type that the Account belongs to.

Account:
Displays the Account codes sequentially, starting with the Account code entered above if applicable.

Description:
The account description.

Beginning Balance:
Displays the account's balance at the beginning of the fiscal year.

Debit/Credit:
The prior year debit or credit balance of the account.
Note: An asterisk (*) in the next field indicates the amount is opposite to its normal balance.

Current Balance:
The account's current balance. This represents the amount of all activity, year-to-date, posted to the account at the time of the query.

Debit/Credit:
The current year debit or credit balance of the current balance.
Note: An asterisk (*) in the next field indicates the amount is opposite to its normal balance.

Use the page advance arrows in the bottom left to scroll through the records.

You can also change the numbers of records displayed on one page by using the drop down box and selecting the numbers of records to view. The default is 20 but can go to a maximum of 50.

Total:
Displays the beginning balance and the current balance for all accounts that match the criteria entered in the Key Block. If account is left blank, this total line should be all zeros.

Current fund balance:
This displays the current fund balance as of the time of the query. It is the total of the Fund Balance accounts and the Control Accounts.

For most of our funds, this would be 40001 + 30001 – 30005 +/- 30009.

When performing this calculation, it is important to understand the normal balances assigned to these accounts. (ie: 30001, revenue control, has a normal credit balance, so if it has a debit balance, you need to deduct it instead of adding it)

　　　40001 – Opening fund balance (if a credit, it is a surplus; if a debit, it is a deficit)

　　　30001 – Revenue control (normal credit balance) – ties to your total revenue on the income statement.

　　　30005 – Expense control – (normal debit balance) – ties to your total expenses on the income statement.

　　　30009 – Transfer control – (if a debit, then you deduct it, if a credit then you add it) – ties to the total interfund transfers on your income statement.

Additional Queries:
Under the "Related" tab on the top right, you can select General Ledger Query Activity Info and it will display all current transactions since the beginning of the fiscal year.

If you want to see the entry that was processed for a specific transactions, you can again use the "Related" tab on the type right and select Query Transaction Source Info.

Once you have the transactions, there are other options under the "Related" tab that allow you to view Document Text and detailed Document Postings.

Click the "X" in the top left to return to your previous query.