

The University of Texas Health Science Center Houston
FMS Trial Balance Instructions: Obtaining a list of departmental chartfields

Departments can obtain a listing of chartfields and balances associated for their department(s) by running a trial balance from FMS.

A few notes on Trial Balances:

- A trial balance reports numbers “As of” a specified date in a Fiscal Year.
- Amounts reported do not include more than one Fiscal Year.
- Amounts will be reported in two columns – Total Debits and Total Credits. You will need to subtract the Total Credits from the Total Debits to obtain the account balance.
- The trial balance report is very versatile. The instructions below will sum balances for all accounts for the specified departments. The selections can easily be modified to produce reports at different levels.

The path in FMS is:

General Ledger\General Reports\Trial Balance

(note – these instructions assume the user has basic familiarity with running reports in FMS)

Individual field selections are:

Report Request Parameters:

Unit = UTHSCH

Ledger = Actuals

Fiscal Year = 20XX (the year you want the data from)

Period = XX (the period you want the data from)

Currency option = Base

Currency = blank

Adjustment Period:

992 – 998 –these are only applicable when running a report for period 12

Chartfield selection:

(you may need to hit the refresh button to see the chartfield selection boxes)

Include CF – check this box for Fund, Department, Project, Program Code and Operating Unit

Subtotal – check this box for department

Value/To Value – enter the first department number in the Value box and enter the last department number in the To Value box – please note this will return ALL department numbers in that range. If you have breaks in your numerical sequence you will need to run this multiple times.

Running the report:

Choose “Email” for type and the report will be emailed to you once it is generated.

Choose “CSV” for the report to be generated in excel.

SCREEN SHOTS:

Trial Balance Report

Run Control ID: TB Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: UTHSC Ledger: ACTUALS

Fiscal Year: 2008 Period: 12

Currency Option: Base Currency:

Adjustment Periods	
Adjustment Period	
1 992	+ -
2 994	+ -
3 995	+ -
4 996	+ -
5 997	+ -
6 998	+ -

Display Full Numeric Field Refresh

Sequence	ChartField Name	Include CF	Descr	Subtotal Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>			

Trial Balance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://storm.hsc.uth.tmc.edu:8081/psp/fprd/EMPLOYEE/ERP/c/PROCESS_JOURNALS.RUN_GLS7012.GBL?PORTALPARAM_PTCNAV=EP_RUN_GLS7012_

Links: HEAT Self Service Login HOOP iPrint Printers Lite Pages Outlook Project Peoplesoft TMS UT White Pages UTHSC FMS

ORACLE Home Worklist MultiChannel Console Add to Favorites Sign out

4 996 + -
 5 997 + -
 6 998 + -

Display Full Numeric Field Refresh

ChartField Selection Customize | Find | First 1-8 of 8 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	00000000	99999999
3	Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
4	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
5	Operating Unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Save Return to Search Previous in List Next in List Notify Add Update/Display

start | Internet | 9:02 AM

Trial Balance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address: https://starm.hsc.uth.tmc.edu:8081/psp/fprd/EMPLOYEE/ERP/c/PROCESS_JOURNALS.RUN_GLS7012.GBL?PORTALPARAM_PTCNAV=EP_RUN_GLS7012_ Go

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New Window | Help | Customize Page |

Process Scheduler Request

User ID: VMCKEOWN Run Control ID: TB

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Email	CSV	Distribution

Done Internet

start | Inbox - Micro... | Reconciliation... | Trial Balance ... | Trial Balance ... | 9:02 AM