

Effective Thursday, 8/15, Phoenix General Ledger will modify the report selection panel to display the correct titles for the two available options for ordering Trial Balance Reports. The Trial Balance Summary reports were previously separated from Trial Balance Detail Reports to help improve run time with the larger business units who run Trial Balance Summary reports regularly.

As a safety precaution during Year-End, the Trial Balance Summary report radio buttons were not removed from the original Trial Balance Reports panel right away, providing you the option of running the Trial Balance Summary reports from either menu for a limited time. Effective Thursday 8/15, the Trial Balance Summary reports will only be available from the summary menu panel. The radio buttons on the Detail panel have been removed.

RECAP:

- There are two available options for ordering Trial Balance Reports:

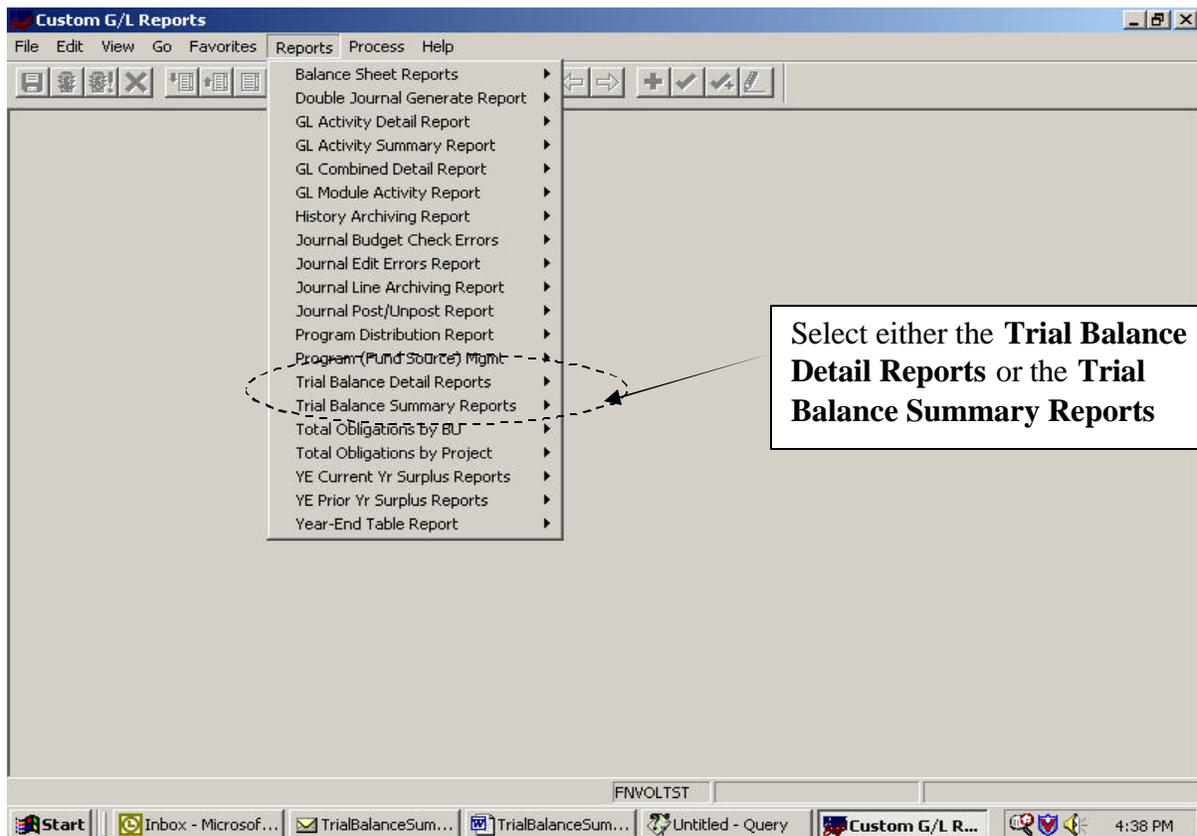
TRIAL BALANCE DETAIL REPORTS:

**Business Unit/Account
Program Detail
Fund Detail
Fund Detail/Program**

TRIAL BALANCE SUMMARY REPORTS:

**Program Summary
Fund Summary
Fund Summary/Program**

The panel shots below show the changes describe above.



Custom G/L Reports - Reports - Trial Balance Detail Reports

File Edit View Go Favorites Reports Process Help

Trial Balance Detail

Operator ID: EDWALKER
Run Control ID: 40000

Business Unit:
 Ledger: ACTUALS
 Fiscal Year:
 Period From: Period To:

Sum All Revenue and Expense Accounts Prior to Budget Year: (Optional)

Trial Balance Detail Type

- Business Unit/Account
- Program Detail
- Fund Detail
- Fund Detail/Program

Custom G/L Reports - Reports - Trial Balance Summary Reports

File Edit View Go Favorites Reports Process Help

Trial Balance Summary

Operator ID: EDWALKER
Run Control ID: 40000

Business Unit: 40000
 Ledger: ACTUALS
 Fiscal Year:
 Period From: Period To:

Sum All Revenue and Expense Accounts Prior to Budget Year: (Optional)

Trial Balance Summary Type

- Program Summary
- Fund Summary
- Fund Summary/Program

The new Budget Basis and Regular Trial Balance Summary reports are run the same way with the same options. They are identical to the original Trial Balance Summary reports that you now receive except for a minor report title change and a report "PS Id:" change which will say GLS4041X and GLS4043X - instead of GLS4040X and GLS4042X respectively. The Trial Balance Summary InfoPac report Ids will be exactly the same name as their original report ids. Trial Balance Summary reports should now run faster for everyone.

Important Note:

As with all reporting, it is important for Business Units not to run too many reports simultaneously because of the impact it has on the system and with other users. When many reports are run at once – especially with larger business units – it can actually take you longer to receive your reports because of the resource affect it has on the database. Please also schedule larger reports to run in the evening hours or on the weekends when possible.

If you have any questions, please contact the GL Help Desk.