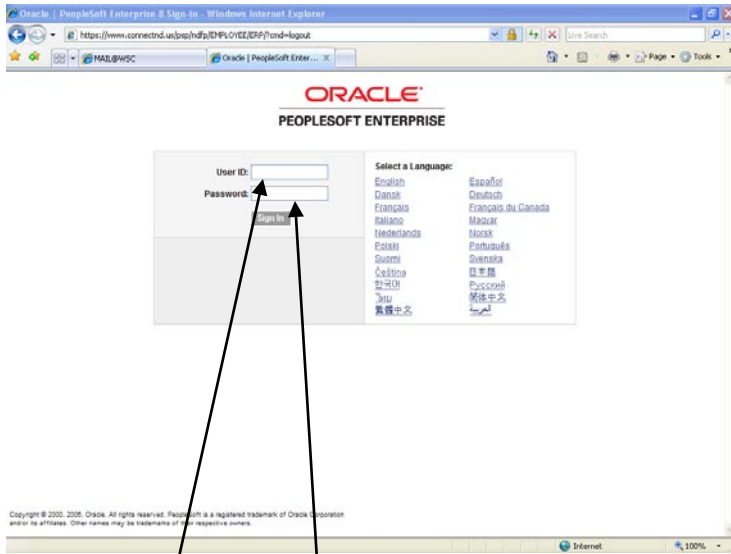


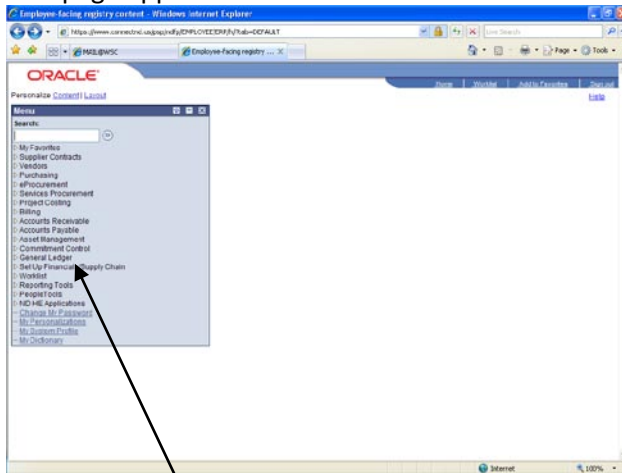
## Running a Trial Balance in PeopleSoft

Go to: <https://www.connectnd.us/psp/ndfp/EMPLOYEE/ERP/?cmd=logout>



Log in with User ID & Password for Finance

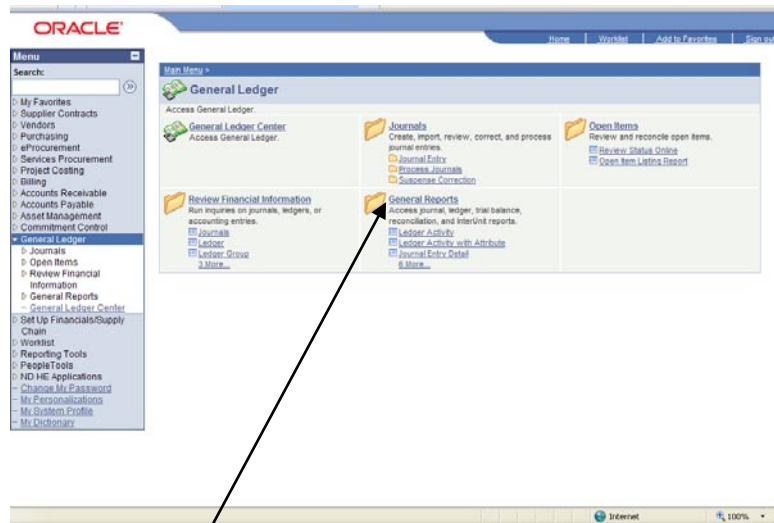
This page appears:



Click on "General Ledger"

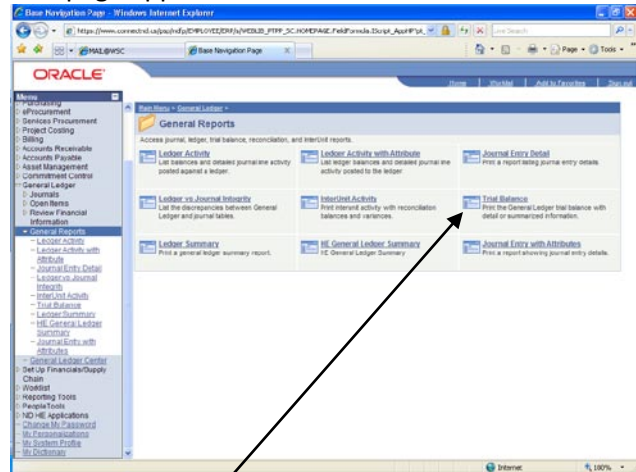
# Running a Trial Balance in PeopleSoft

This page appears:



Click on "General Reports"

This page appears:



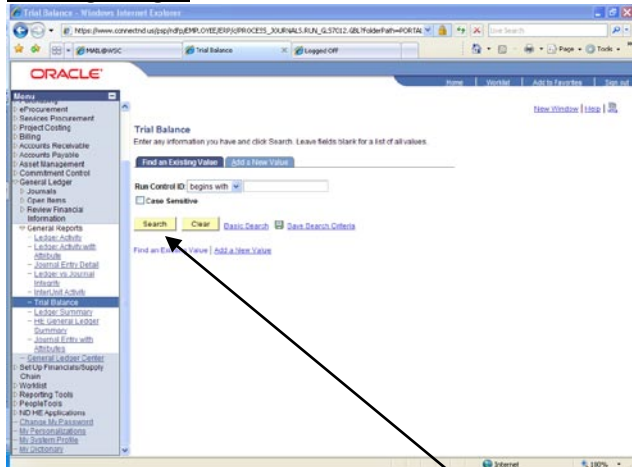
Click on "Trial Balance"

This page appears:



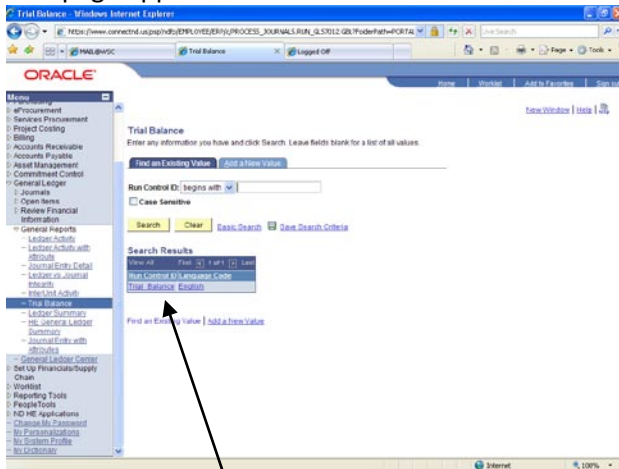
# Running a Trial Balance in PeopleSoft

## Existing Budget



To find an existing Trial Balance, click "Search"

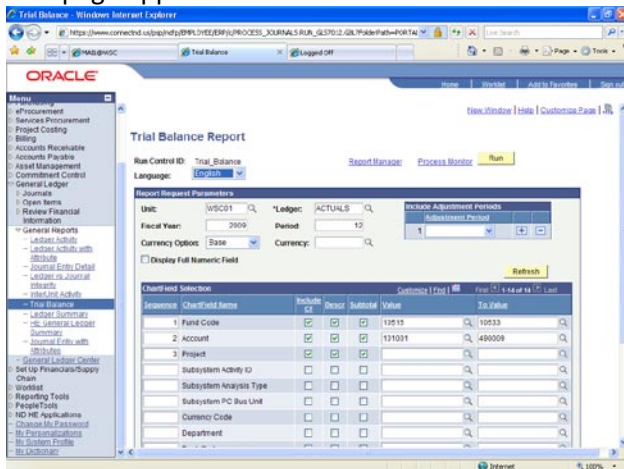
This page appears:



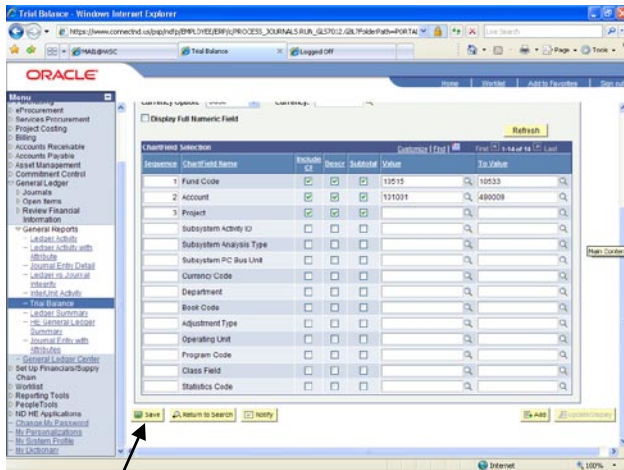
Click on the Run Control ID you want to use

# Running a Trial Balance in PeopleSoft

This page appears:

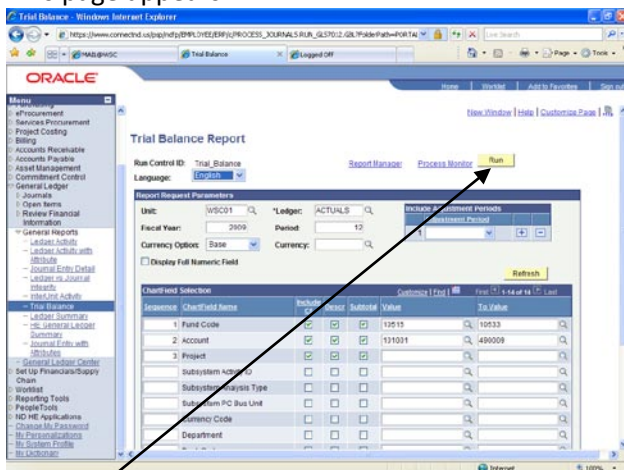


Update any necessary information



Click "Save"

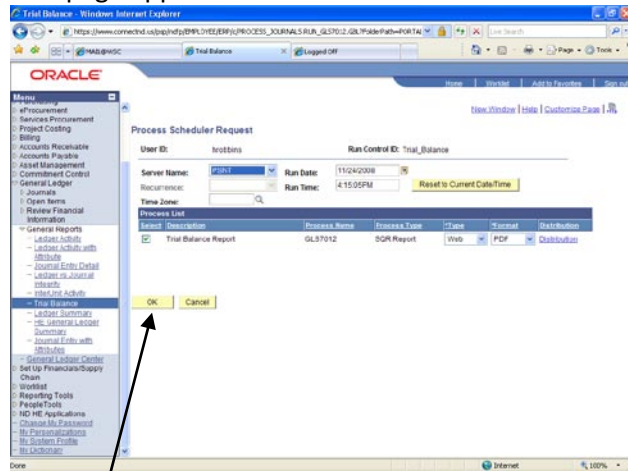
This page appears:



Click "Run"

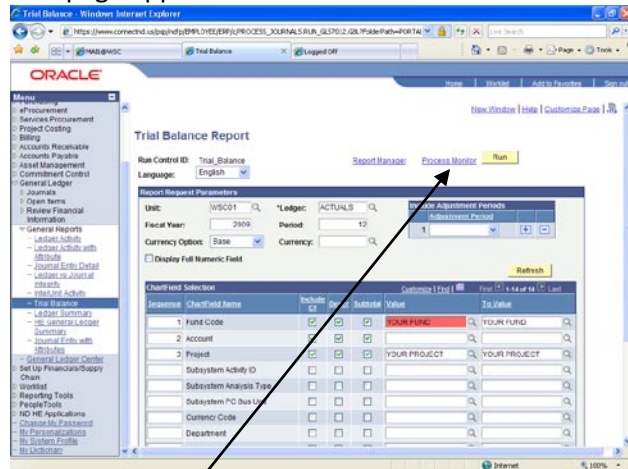
# Running a Trial Balance in PeopleSoft

This page appears:



Click "OK"

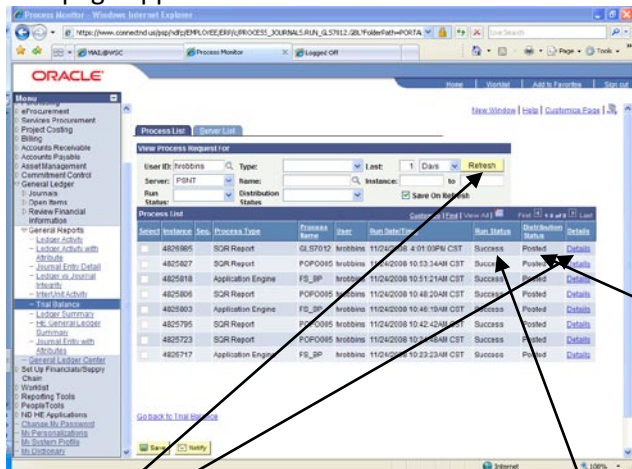
This page appears:



Click "Process Monitor" link

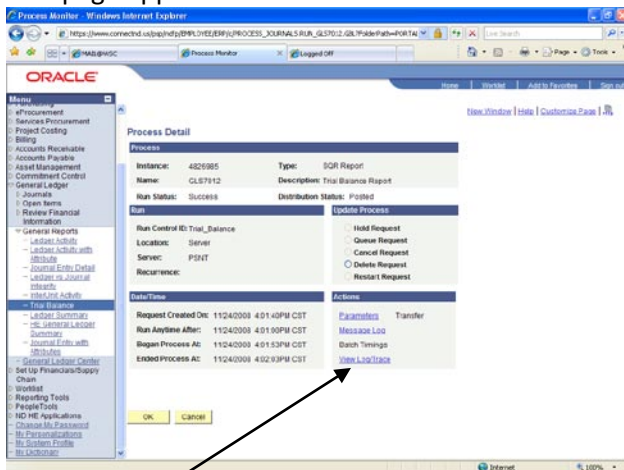
## Running a Trial Balance in PeopleSoft

This page appears:



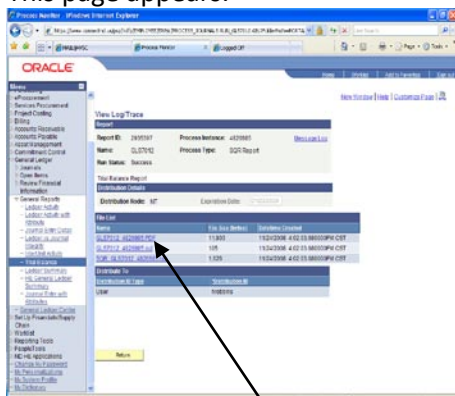
Click "Refresh" button until Run Status says "Success" and Distribution Status says "Posted"  
Click "Details" link

This page appears:



Click "View Log/Trace" link

This page appears:

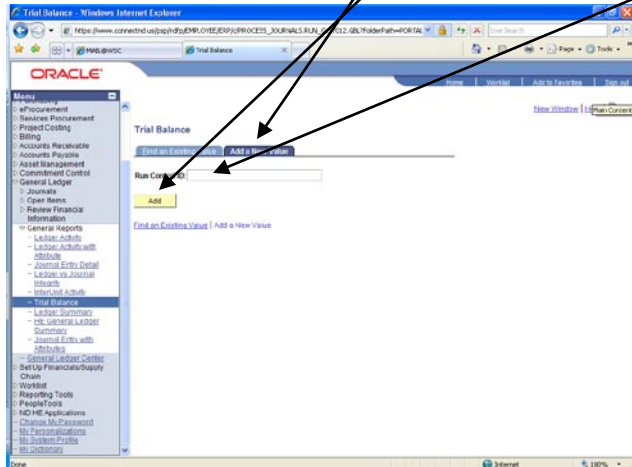


Click the link to the .PDF file, which will be your report

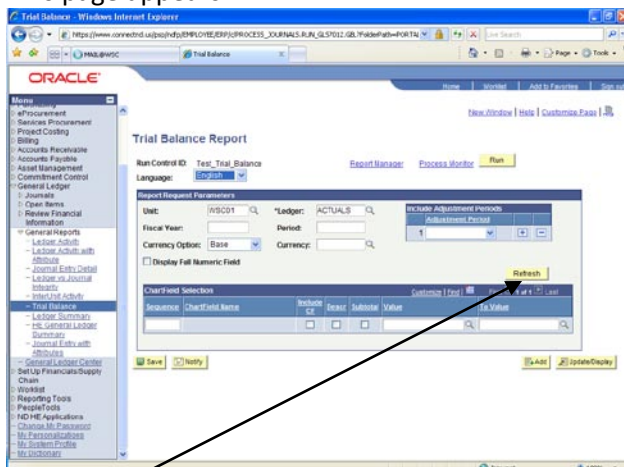
## Running a Trial Balance in PeopleSoft

### New Budget

If you have not run a Trial Balance Report for a particular budget, you will need to create a Run Control ID by clicking on the “Add a New Value Tab”, enter a name for the Run Control ID (do not use spaces or special characters), and click “Add”



This page appears:

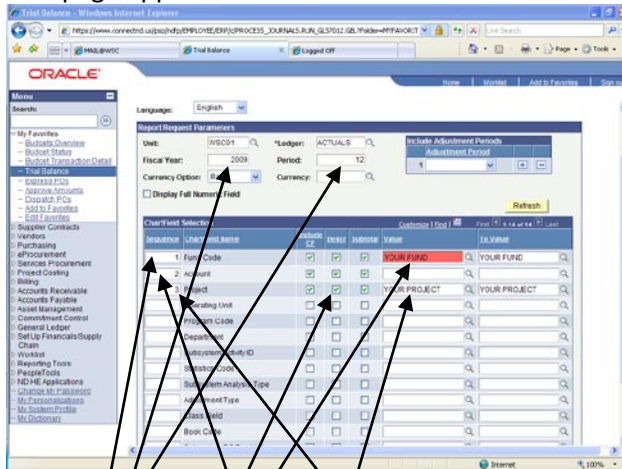


Click “Refresh” to show all chart fields



## Running a Trial Balance in PeopleSoft

This page appears:



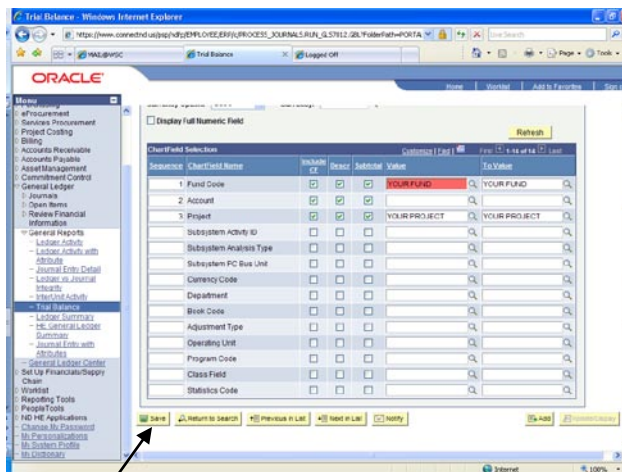
Enter Fiscal Year (ie 2009)

Enter Period (always 12)

Enter 1 in Fund Code, 2 in Account, 3 Project

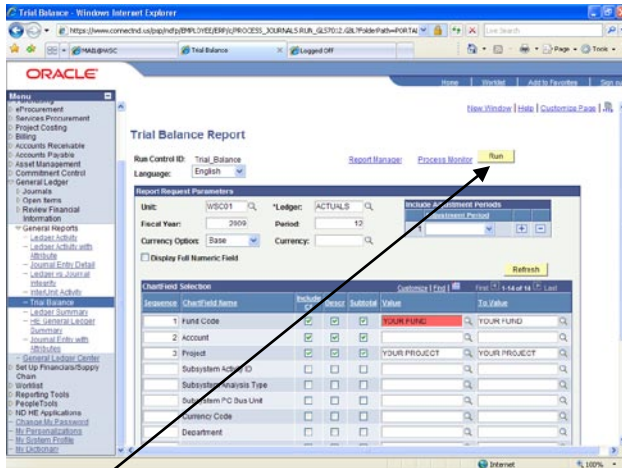
Click the boxes to Include CF, Descr, and Subtotal for each line

Enter FUND # (and PROJECT, if applicable)



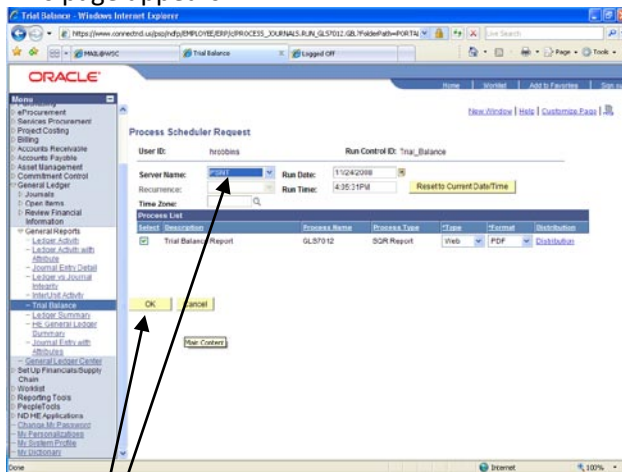
Click "Save"

## Running a Trial Balance in PeopleSoft



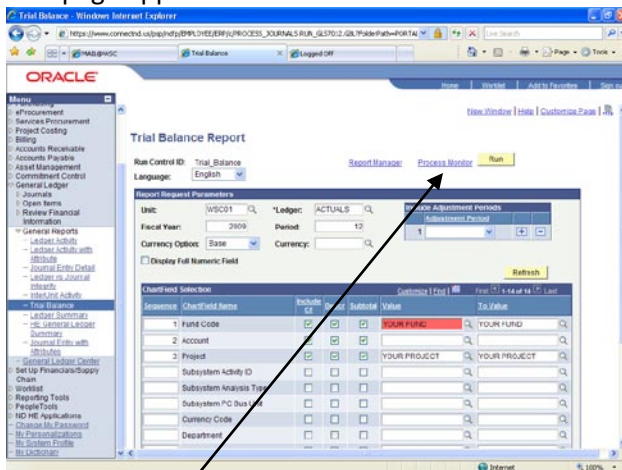
Click "Run"

This page appears:



Select P5NT in Server Name  
Click "OK"

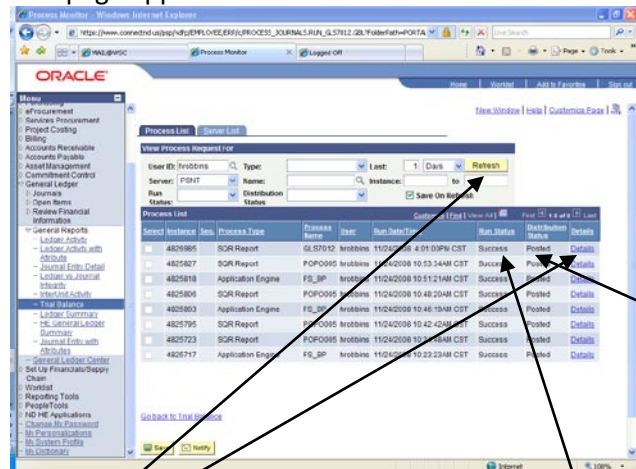
This page appears:



Click "Process Monitor" link

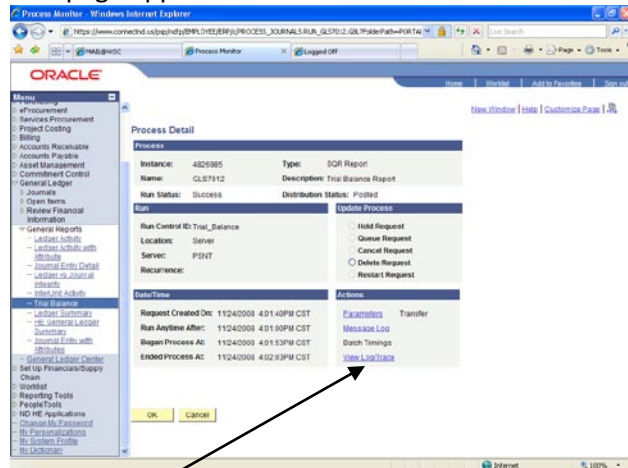
# Running a Trial Balance in PeopleSoft

This page appears:



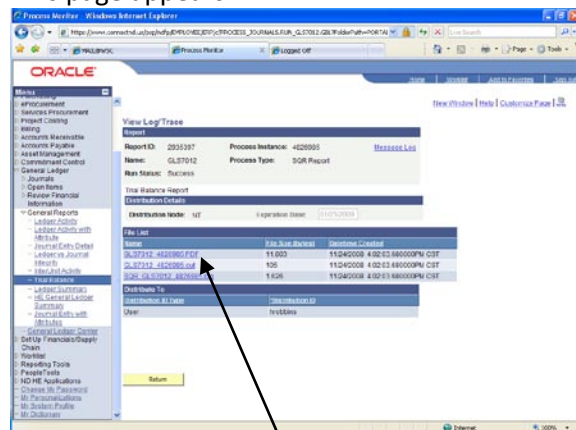
Click "Refresh" button until Run Status says "Success" and Distribution Status says "Posted"  
Click "Details" link

This page appears:



Click "View Log/Trace" link

This page appears:



Click the link to the .PDF file, which will be your report