

Webgui Instructions for the GAAP Trial Balance

Enter transaction code GR55.

Choose the appropriate Report Group for your GAAP fund type. GAAP fund types are listed for each fund on the Schedule A – List of Treasury Funds.

Group ZBL3 – General and Permanent fund types (GF or PF)

Group ZBL4 – Enterprise fund type (EN)

Group ZBL5 – Agency fund type (AG)

Execute Report Group: Initial Screen

Menu ▾ ▶ Back Exit Cancel System ▾ Execute Data extracts Multiple selection Generate Report groups directory

Report Group

Execute.

The Fiscal Year should default to 2019, and the Period To 13. Enter your business area in the Business Area value field. Fund sets have been established for the GAAP fund types.

OFRGENER - General fund type (GF) - for ZBL3

OFRPERM - Permanent fund type (PF) - for ZBL3

OFRENTFD - Enterprise fund type (EN) - for ZBL4

OFRAGENCY - Agency fund type (AG) - for ZBL5

Governmental GAAP T/B - GAAP Adjust: Selection

Menu ▾ ▶ Save as Variant... Back Exit Cancel System ▾ Execute Get Variant... Data Source...

Selection values

Fiscal Year

Period To

Selection groups

Business Area Group

Or value(s) to

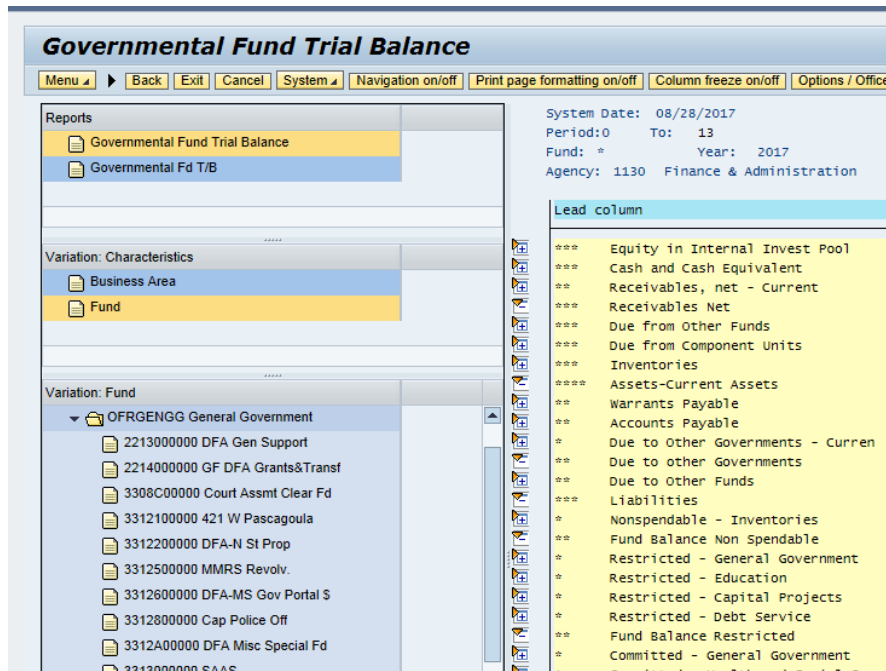
Fund

Or value(s) to

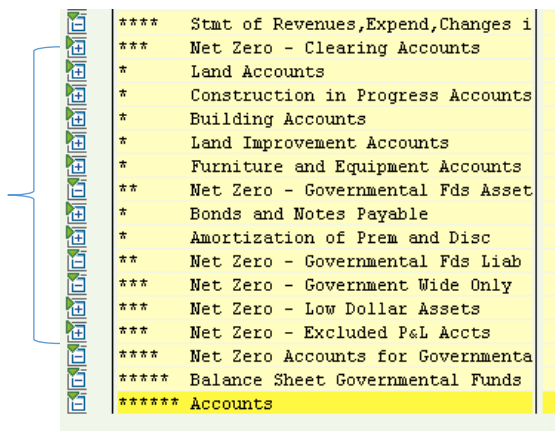
Execute.

The GAAP Trial Balance will be generated for the Business Area. The Fund folder will display a list of all funds that meet the criteria on the previous screen. The Fund trial balance will be displayed when the fund number is selected from the list.

General ledger accounts have been assigned to account groups for financial reporting purposes. The trial balance will display the account groups. Groups can be expanded to show the individual accounts by clicking the expand icon on the left of the account group or all groups can be expanded by selecting **Menu > View > Expand report fully**.



Certain general ledger accounts have been assigned to net zero groups depending on whether the report is for modified accrual (governmental funds) or full accrual (proprietary and fiduciary funds). These groups show up on the trial balance below the line titled "Statement of Revenues, Expenditures, and Changes in Fund Balance", and should net to zero. A balance indicates that a correction is required. OFR is working toward getting these corrections identified and posted.



The amount in the first column is the balance for periods 0-12. GAAP entries are posted to period 13 are displayed in the Debit and Credit columns. The last column is the GAAP adjusted balance. Drilldown

capability is available on the GAAP trial balance. Double click on an amount to see the detail included in the account.

Lead column	Beginning	Debit	Credit	Ending Bal
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System Date: 08/27/2017 State of Mississippi Page: 1 of 1
Period:0 To: 13 Detail Account Listing by Debit and Credit Report: ZGPTBP13
Fund: 2213000000 Year: 2017 Lib: 4FC RGrp: ZBL3
Agency: 1130 Finance & Administration

To print the report, choose print from the menu. **Menu** > **Report** > **Print**.

If one fund's trial balance is currently displayed, it can be printed by selecting "Current report". To print multiple fund trial balances at one time, select "All variation reports (in one spool request)".

