

Sapgui Instructions for the GAAP Trial Balance

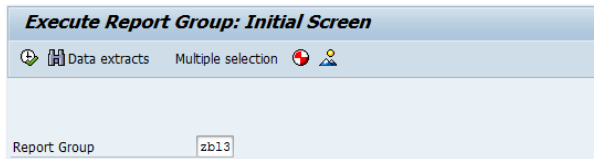
Enter transaction code GR55.

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 ZBL7 – Custodial fund types (CF)



Execute Report Group: Initial Screen

Data extracts Multiple selection

Report Group zb13

 Execute.

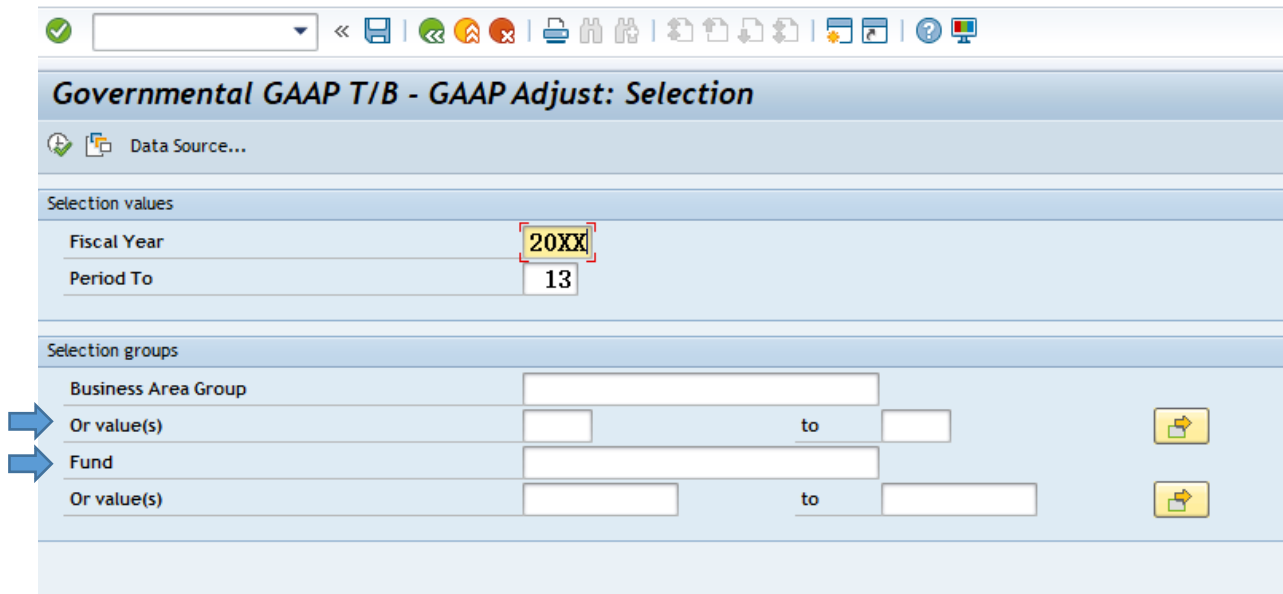
The Fiscal Year should default to the current reporting year and the Period to 13. Enter your business area in the Business Area value field. Fund sets have been established for the GAAP fund types.

OFRGENER - General fund type (GF) - for ZBL3

OFRPERM - Permanent fund type (PF) - for ZBL3

OFRENTFD - Enterprise fund type (EN) - for ZBL4

OFRCUST – Custodial fund type (CF) - for ZBL7



Governmental GAAP T/B - GAAP Adjust: Selection


Data Source...

Selection values


Fiscal Year	20XX
Period To	13

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. The groups can be expanded to show the individual accounts by clicking the  expand icon on the left of the account group, or by selecting view and expand report fully.

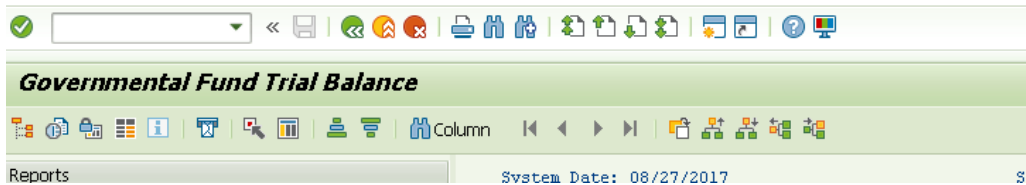
Certain general ledger accounts have been assigned to net zero groups depending on whether the report is for modified accrual (governmental funds) or full accrual (proprietary and fiduciary funds). These groups show up on the trial balance below the line titled "Statement of Revenues, Expenditures, and 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.

	****	Stat of Revenues,Expend,Changes i
	***	Net Zero - Clearing Accounts
	*	Land Accounts
	*	Construction in Progress Accounts
	*	Building Accounts
	*	Land Improvement Accounts
	*	Furniture and Equipment Accounts
	**	Net Zero - Governmental Fds Asset
	*	Bonds and Notes Payable
	*	Amortization of Prem and Disc
	**	Net Zero - Governmental Fds Liab
	***	Net Zero - Government Wide Only
	***	Net Zero - Low Dollar Assets
	***	Net Zero - Excluded P&L Accts
	****	Net Zero Accounts for Governmenta
	*****	Balance Sheet Governmental Funds
	*****	Accounts

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

To print the report, choose print from the menu.



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)”.

