



Review Trial Balance



The Review Trial Balance tip sheet is for the Accounting Team.

A Trial Balance is a list of credit and debit entries that companies use to audit their accounting systems. The sum of all debits should equal the sum of all credits and identify whether any entries have been recorded in the wrong account.

1. In the Workday Search bar, type “**Trial balance CR0007- CHESS**” and select the report.
2. Select **Company**.
3. Select **Ledger**. This report is typically run on **Actuals**, but you may run for **Commitments** (requisitions) or **Obligations** (encumbrances).
4. Select a **Time Period** for the report.
5. Select a **Period** by choosing the month the Trial Balance should be displayed through.
6. Select a **Book** type.
 - **Common (ROA) Book** includes actuals without GASB Adjustments.
 - **FASB Book** includes Common Book and FASB Adjustments for Non-Profit Entities.
 - **GASB Adjustment Book** is GASB Adjustments for Colleges and includes GASB and Fixed Asset adjustments.
 - **GASB Book** includes Common Book and GASB Adjustments for Colleges.
7. Select **Ledger Accounts and Summaries**. One or more specific Ledger Accounts or Ledger Account Summaries may be selected. If left blank, all Ledger Accounts are included.
8. Optional: Select one or more **Fund**.
9. Optional: Select one or more **Worktags**.
10. Select **Additional Options** to include or exclude certain Journal types or payroll details.
11. Optional: Type a **Filter Name** and select **Save** easily re-run the same report in the future.
12. Select **OK**. Items in blue can be expanded to see more detail. Additionally, you can export to Excel or print to PDF.

Other Reports

Useful reports similar to Trial Balance include:

- **Find Journal Lines-Detail CR1163-CHESS**
This report will show all the journal lines that were posted within a specific period.
- **Ledger Account Activity Summary**
Use when reconciling ledger accounts.
- **Balance Sheet-CR0008-CHESS**
- **Income Statement-CR0006-CHESS**
- **Statement of Net Position-CR1119-CHESS**
- **Statement of Net Position-Non-Profit-CR1124-CHESS**
- **Statement of Revenue, Expenses and Change in Net Position-CR1120-CHESS**
- **Statement of Revenue, Expenses and Changes in Net Position-Non-Profit-CR1134-CHESS**