



FIN3250 - Trial Balance


Table of Contents

FIN3250 - Trial Balance	i
FIN3250 - Trial Balance	1

FIN3250 - Trial Balance

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Trial Balance

This report displays the actual amounts and year-to-date (up to and including the selected accounting period) totals for all accounts in the selected accounting period. The report is used to verify that current month totals are in balance prior to closing an accounting period.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current year accounting period on the report. N - Include the next year accounting period on the report. This is a required field.
Include Object Code 3700 (Y/N)	Y - Include object code 3700 accounts on the report. N - Do not include object code 3700 accounts on the report. This is a required field.
Include Object Code 4310 for Student Activity Fund (Y/N)	Y - Include object code 4310 for student activity fund accounts on the report. N - Do not include object code 4310 for student activity fund accounts on the report. This is a required field.
Display blank Adjustments column (Y/N)	Y - Display the blank Adjustments column on the report. N - Do not display the blank Adjustments column on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click  to search for funds/years. Otherwise, leave blank to use all fund numbers.

[Generate the report.](#)