



## **FIN3220 - Working Trial Balance Using Transactions**



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# FIN3220 - Working Trial Balance Using Transactions

**Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Working Trial Balance Using Transactions**

This report is used to print a trial balance and the schedules using transactions. For the Schedule and Exhibit reports to display, option 2 must be selected for the **Main report (1) or the rest of reports (2)** parameter.

In order for this report to display properly, there must be a fund type set up in Tables > Account Codes > Fund.

Parameter	Parameter Description
<b>Main report (1) or the rest of reports (2)</b>	1 - Generate the main Working Trial Balance Report. 2 - Generate the other reports to include the following: <b>Exhibit A-3 (Actual Only)</b> <b>Exhibit A-3 (Budget Only)</b> <b>Revenues and Other Resources Schedule</b> <b>Total Expenditures and Other Uses Schedule</b> <b>Program Intent Code Schedule</b> <b>Governmental Funds Exhibit 4-A</b> <b>Governmental Funds Exhibit 4-B</b> <b>Proprietary Funds Exhibit 4-C</b> <b>Proprietary Funds Exhibit 4-D</b> This is a required field
<b>As of Date (MMDDYYYY) for the report</b>	Type the as-of date in the MMDDYYYY format. This is a required field.
<b>From Accounting Period 1 (MM)</b>	Type the two-digit from accounting period. This is a required field.
<b>To Accounting Period 1 (MM)</b>	Type the two-digit to accounting period. This is a required field.
<b>Fiscal Year 1</b>	Type the last digit of the fiscal year. This is a required field.
<b>From Accounting Period 2 (MM)</b>	Type the two-digit from accounting period.
<b>To Accounting Period 2 (MM)</b>	Type the two-digit to accounting period.
<b>Fiscal Year 2</b>	Type the last digit of the fiscal year.
<b>Exhibit A-3 (Actual only)? (Y/N)</b>	Y - Include the Exhibit A-3 (Actual Only) report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter. N - Do not include the Exhibit A-3 (Actual Only) report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter.
<b>Exhibit A-3 (Budget only)? (Y/N)</b>	Y - Include the Exhibit A-3 (Budget Only) report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter. N - Do not include the Exhibit A-3 (Budget Only) report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter.

Parameter	Parameter Description
<b>Revenues and Other Resources Schedule? (Y/N)</b>	Y - Include the Revenues and Other Resources Schedule report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter. N - Do not include the Revenues and Other Resources Schedule report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter.
<b>Total Expenditures and Other Uses Schedule? (Y/N)</b>	Y - Include the Total Expenditures and Other Uses Schedule report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter. N - Do not include the Total Expenditures and Other Uses Schedule report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter.
<b>Select Fund(s) for Program Intent Code Schedule, blank for ALL Funds, or N for No Report</b>	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224), or click  to search for funds/years. Or, type N to not include the Program Intent Code Schedule report when the user types 2 in the <b>Main report (1) or the rest of reports (2)</b> report parameter. Otherwise, leave blank to use all fund codes for the Program Intent Code Schedule report.
<b>Governmental Funds Exhibit 4-A? (Y/N)</b>	Y - Include the Governmental Funds Exhibit 4-A report when the user types 2 in the <b>Main report (1) or the rest of reports (2)</b> report parameter. N - Do not include the Governmental Funds Exhibit 4-A report when the user types 2 in the <b>Main report (1) or the rest of reports (2)</b> report parameter.
<b>Governmental Funds Exhibit 4-B? (Y/N)</b>	Y - Include the Governmental Funds Exhibit 4-B report when the user types 2 in the <b>Main report (1) or the rest of reports (2)</b> report parameter. N - Do not include the Governmental Funds Exhibit 4-B report when the user types 2 in the <b>Main report (1) or the rest of reports (2)</b> report parameter.
<b>Proprietary Funds Exhibit 4-C? (Y/N)</b>	Y - Include the Proprietary Funds Exhibit 4-C report when the user types 2 in the <b>Main report (1) or the rest of reports (2)</b> report parameter. N - Do not include the Proprietary Funds Exhibit 4-C report when the user types 2 in the <b>Main report (1) or the rest of reports (2)</b> report parameter.
<b>Proprietary Funds Exhibit 4-D? (Y/N)</b>	Y - Include the Proprietary Funds Exhibit 4-D report when the user types 2 in the <b>Main report (1) or the rest of reports (2)</b> report parameter. N - Do not include the Proprietary Funds Exhibit 4-D report when the user types 2 in the <b>Main report (1) or the rest of reports (2)</b> report parameter.
<b>Major Funds for Exhibits 4-A and 4-B or Exhibits 4-C and 4-D</b>	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click  to search for funds/years. Otherwise, leave blank to use all fund codes for the Governmental Funds Exhibit 4-A, Governmental Funds Exhibit 4-B, Proprietary Funds Exhibit 4-C, and Proprietary Funds Exhibit 4-D reports.

[Generate the report.](#)