Note: This report can be run for single Funds or for a BFR Code (Org. Unit) and provides similar information to the All Funds One Line Summary. For the Business Manager role, the steps below cover how to select by BFR Code.

In addition, this report can be run with various selection values for other fields to obtain different results. Two examples of different results that are covered in these steps are:
- Example 1: Fund Balance by Fund
- Example 2: Complete Trial Balance

To select this report by BFR Code (Org. Unit) on the Selection: Fund Trial Balance (No Commitments) screen:

1. Click on the Classification button.

1. Click on the Classification button.
Fund Trial Balance (cont.)

2. In the resulting window Search using classification window, click on the **Fund** button.

3. Enter **Reporting** in the **Class** field.
4. Enter **042** in the **Class Type** field.
5. Click on the **Enter** button to display the **Find Objects in Classes** screen (see next page).
The following TWO steps cover some recommended ways of selecting cost objects on the *Find Objects in Classes* screen:

6. **Optional:** To select by *Fund Group*, enter one of the following values in the **Fund Group** field:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Allocated Funds, 4xxxxxx</td>
</tr>
<tr>
<td>E</td>
<td>Endowment Funds, 6xxxxxxx</td>
</tr>
<tr>
<td>G</td>
<td>Agency Funds, 8xxxxxxx</td>
</tr>
<tr>
<td>L</td>
<td>Loan Funds, 5xxxxxxx</td>
</tr>
<tr>
<td>P</td>
<td>Plant Funds, 7xxxxxxx</td>
</tr>
<tr>
<td>R</td>
<td>Restricted, 3xxxxxxx</td>
</tr>
<tr>
<td>U</td>
<td>Current Unrestricted Funds, 1xxxxxx</td>
</tr>
</tbody>
</table>

*Note:* To get **all groups**, leave the field **blank**. To select **more than one**, use the **Drop Down** button, select groups, and click on the **Enter** button.

**AND/OR – Continued on Next Page**
Fund Trial Balance (cont.)

7. Optional: To select by BFR Code (Org. Unit), enter the BFR Code in the Link to Fund Center field (scroll down to find).

   Note: If you would like to use a parent BFR, enter the parent without the 00s and replace with an * (asterisk). Example: 68602015*

8. REQUIRED (ONLY NEEDED IF THIS IS THE FIRST TIME YOU ARE USING THIS SCREEN TO SELECT OBJECTS)

   To ensure you find and copy all cost objects:
   • Follow the menu path: Extras->User Settings.
   • Click on the Find Object tab.
   • Enter 99999 in the Maximum hits field.
   • Click on the Save button.

   Note: Once the user settings are updated and saved, these steps are not needed again.

9. To find all objects that match the selected criteria, click on the Find in Initial Class button (see resulting screen next page).
10. Ignore the standard message displayed at the bottom of the screen indicated with a **green check icon**.

11. **Review the objects** listed in the lower section of the split window (to enlarge the lower window and see more of the list click and drag the dividing middle border if desired).

12. To view the **number of hits** found, see the **last** button located on the toolbar in the lower window.
13. To select the objects to copy back to the initial report screen, use one of the suggested options below (selected objects are highlighted in gold):

- To select all objects on the list, click on the Select all button (simply click on button again to deselect all if needed).
- To select individual objects, click on CTRL (on keyboard) + click on the gray box to the left of each object (while keeping Ctrl key depressed).
- Use a combination of the Select all button to select all objects and use the CTRL key + click on the gray box to the left of each object to deselect individual objects.

14. Use advanced function buttons on the tool bar in the lower window as needed, such as the Sort buttons, Filter button, Export button, or even the Change Layout button to customize the look of the list.

15. To copy the objects selected back to your Multiple Selection for Fund screen (see next page), click on the Copy button on the toolbar in the lower window.

16. In the resulting window (returns to Search window), click on the Enter button to return to the report’s selection screen.
Fund Trial Balance (cont.)

On the report’s Selection screen, enter the rest of your criteria per the following guidelines:

17. Notice the value defaulted in the first Fund field and the green shading in the Multiple selection button, which indicates that multiple objects (i.e., funds) have been selected.

18. Enter a range as outlined below:
   - For a fund balance, enter 290000 to 999999 in the Commitment Item fields (includes all commitment items, i.e., G/L accounts, for fund equity and higher).
   - OR
   - For a complete trial balance ensure the Commitment Item fields are blank.

19. Enter the desired fiscal year in the Fiscal year field.

20. Enter 1 to 16 (or the last closed period if preferred) in the Period (from and to) fields.

21. Ensure the Classical drilldown report radio button is selected (if not selected, then the report will navigate differently from what’s described in this Guide).
22. Click on the **Execute** button (F8) to display the *Execute Fund Trial Balance (No Commitments): Overview* screen.

23. If a message appears stating that all data is not displayed because authorizations are missing (see above), use the **Continue** button to close the window and continue.

*Note:* The report may yield results; however, data with missing security authorizations will not be included on your report. Contact Accounting Systems Administration at 684-2752 or email to acctgsysadmin@duke.edu if you need assistance.
24. Review the results and note the following depending on whether you selected the report as a Fund Trial Balance or a Complete Trial Balance:

- The example above is a fund trial balance by fund and contains balances through the current day’s postings.

- If you selected the report as a Complete Trial Balance, you may see balances of 0.00 due to the cash balancing on certain cost objects (generally those beginning with 2xx and higher).

- For a Complete Trial Balance, use the Last page button to review the Total line for the fund highlighted in yellow. Normally the Total amount in the Actual column should be 0.00, indicating the fund is in balance. If a non-zero balance appears, this indicates that current day transactions have been posted for which the hourly cash balancing job has not yet run. This job normally runs each hour to adjust cash within Funds and bring the Funds back into balance.

- The report may be displayed by Commitment Item (see first column and NEXT PAGE).
Fund Trial Balance (cont.)

Navigating a Funds Management Report:

25. To vertically scroll through this report, use the following buttons:
   - **First Page (Ctrl+Page up)** to scroll to the top cover page.
   - **Next Page (Page down)** to scroll to the next page.
   - **Previous Page (Page up)** to scroll to the previous page.
   - **Last Page (Ctrl+Page down)** to scroll to the last page.
Fund Trial Balance (cont.)

Rotating the Report to See Different Views:

Note: At this point, the view of the report can be rotated or “swapped”, which basically displays and sorts the report by another choice. At any point, the drill down option is also available by simply double clicking on the desired line item (either in the shaded column or on an amount based on your need).

Before rotating the report:

26. View the first column heading to determine how this report is displayed:
   - Commitment Item – totals by commitment item. If multiple funds were selected, the totals are combined for all funds selected. This is a better view if just one fund was selected.
   - Fund – fund balances for each fund through the current day’s postings. The fund line items appear in teal shading and the total line appears in yellow shading. This is a better view if multiple funds were selected.

27. Review the Navigation section (in the top left corner of the report screen).
28. Locate the display choice that you would prefer (e.g., Commitment item, Fund, or Period) in the Navigation section – use the scroll buttons in that section to scroll down for example, to find Commitment item.

29. Click once on your choice in the Navigation section which will highlight your choice as well as the first column heading.

   Note: *If the window titled Drill down: Callup for documentation on hotspots appears, click on the Never display again button to never be prompted for the message again.*

30. Click once on the first column heading highlighted in the top left to change or swap the view of the entire report (the order in which you do these two steps works either way).
31. Review the first column heading now displayed on the screen and the swapped view of the report – the view of the report is now based on and sorted by that first column for the entire organizational unit / BFR code that was selected.

32. Click on the **Last Page** button to scroll down to the last page of the report, and note that the **Total** amount is the same and has not changed, even though the view is different (example not shown).

33. To expand the summary lines for the shaded first column, such as commitment items (i.e., cost elements or G/L Accounts) in this example, simply double click on the value in the shaded column.

   **Note:** *In this example expanding the summary would show the areas that incurred the commitment item expense as part of the drill-down. A screen shot of the results is not shown here.*

34. Use the **Back** button in the Navigation section to return to the prior view.
To drill down on an actual amount and display line items:

Note: FM reports have a different way of “drilling down” from other reports. **Double clicking on the teal description** of a line item offers more detailed views, but not the line items for an actual amount.

35. Click once on one of the dollar amounts in the report.

36. Follow the menu path: **Extras->Line Items**.

   Note: A line item will report now show on your screen the detail in the dollar amount that you have chosen.

37. Once line items are displayed (not shown here), double click **anywhere on a line item** (row) to see the originating and/or supporting document, if desired.

   Note: **At this point, use the various options available for that Document Type** to view other information. **Refer to the Understanding and Researching Documents Guide** if needed.
Fund Trial Balance (cont.)

To return to previous screens from the drill-down, when ready:

38. Click on the Back button (on tool bar) to exit the document and/or line item views.

    Note: In this report, the Back button may appear in gray. If so, use the same button located in the Navigation section if needed.

To exit the report:

39. Click on the Exit button (Shift+F3) or Cancel button until the initial SAP screen is displayed.

    Note: If prompted, click Yes in the Exit dialog box to exit the report unless otherwise desired.