

# Tyler Topic: Account Trial Balance Report

1) From the Tyler Menu, go to Financials>General Ledger Menu>Inquiries and Reports>Account Trial Balance Report.

## Tyler Menu

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  - ^ Financials
    - ^ General Ledger Menu
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2) The report will have the below options. Fill in the fields according to the below:

|                                    |                  |                          |                  |
|------------------------------------|------------------|--------------------------|------------------|
| Show Detail                        | Account Details  | Year                     | <Select a Value> |
| Starting Period                    | <Select a Value> | Ending Period            | <Select a Value> |
| Filter 1                           | No Selection     | Filter 1 Values          | No Selection     |
| Org                                |                  | Object                   |                  |
| Project                            |                  | Account Type             | All Accounts     |
| Include accounts with zero balance | No               | Sequence 1               | Fund             |
| Sequence 2                         | No Selection     | Sequence 3               | No Selection     |
| Journal Details Start Date         |                  | Journal Details End Date |                  |
| Include Hyperlinks:                | Yes              |                          |                  |

## Show Detail:

- Accounts Details (show line individual transactions in an account code)
- Account and Journal Details (show line individual transactions in an account code as well as journal number and hyperlink)
- Totals Only (totals only, not at transaction level)

Year: Choose relevant fiscal year.

Starting and Ending Periods: 1\_is for July, 2 for August, and so on. 13 is for any accruals/accounting entries done at the end of the fiscal year. Choose your month ranges.

Filter 1: Choose a filter for the report. For example, choosing Fund, will make the Value in the Filter Values 1 field be all the funds at the City for selection.

Filter Values 1: Based on Select above. Multiple filter can be selected or Select All.

Org: Can be filtered down to specific Org codes or left at Select All or All Organizations.

Object: Can be filtered down to specific Object codes or left at Select All or All Objects.

Project: Can be filtered down to specific Project codes or left at Select All or All Projects.

Account Type:

- All Accounts (shows all account types)
- Balance Sheet Only (shows only Assets and Liabilities-object codes in the 1000's to 5000's)
- Expense Accounts (Shows only Expense Accounts-object codes in the 8000's and 9000's)
- Revenue Accounts (Shows only Revenue Accounts- object codes in the 6000's and 7000's)

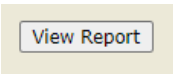
Include Account with zero balance: Suggested to leave at No.

Sequence 1, Sequence 2 and Sequence 3: Set these to how you want the report organized (by fund, by project, etc). Only the first Sequence is required, the rest are optional.

Journal Details Start Date & Journal Details End Date: These will default to the first day of the month of the Starting Period and last day of the month of the Ending Period, but can be changed.

Include Hyperlinks: Suggested to leave at Yes.

3) When these have all been filled out, hit View Report in the top right corner:



These are the parameters I used to run the example report:

|                                    |                                    |                          |                                    |
|------------------------------------|------------------------------------|--------------------------|------------------------------------|
| Show Detail                        | Account & Journal Details          | Year                     | 2023                               |
| Starting Period                    | 1                                  | Ending Period            | 9                                  |
| Filter 1                           | Fund                               | Filter 1 Values          | 451 TRNSTFRMCR, 452 TRANSPPAR      |
| Org                                | 45160599 TRNSCAPPJT, 45260599      | Object                   | All Objects, 6604 FTACAPITAL, 6606 |
| Project                            | All Projects, 10029, 10030, 10031, | Account Type             | Expense Accounts                   |
| Include accounts with zero balance | No                                 | Sequence 1               | Fund                               |
| Sequence 2                         | Project                            | Sequence 3               | No Selection                       |
| Journal Details Start Date         | 7/1/2022                           | Journal Details End Date | 3/31/2023                          |
| Include Hyperlinks:                | Yes                                |                          |                                    |

This is running the Account Trial Balance for Funds 451 & 452, for only Org codes 45160599 & 45260599, all Object codes and all Projects, Expense Accounts only, sorting by Fund, then by Project, for the time period from July 2022 to March 2023.

4) The report will look similar to the below (this is just a portion). Use the below Icon to Export this to the desired format (PDF & Excel work the best).

**Account Trial Balance**

2023 Period 1 to 9  
Expense Accounts

| Accounts                            | Description   | g Bal     | Debits            | Credits          | Net Change        | Ending Balance |
|-------------------------------------|---|-----------|-------------------|------------------|-------------------|----------------|
| 451 TRANS-FIXED ROUTE & MICRO       |   | 0.00      | 447,464.72        | 34,445.75        | 413,018.97        | 413,018.97     |
| 10082                               |   | 0.00      | 78,658.25         | 34,445.75        | 44,212.50         | 44,212.50      |
| <a href="#">45160599 9505 10082</a> | PJCT CST-CONSTRUCTION   | 0.00      | 78,658.25         | 34,445.75        | 44,212.50         | 44,212.50      |
|                                     | <b>Per Journal Src Eff Date Reference</b>                             |           | <b>Debits</b>     | <b>Credits</b>   | <b>Net Change</b> |                |
| 1                                   | <a href="#">5974</a> GNI 7/1/2022 FY22 TRANSIT ELECTRIFICATION        |           |                   | 34,445.75        | -34,445.75        |                |
| 2                                   | <a href="#">1068</a> API 8/16/2022 000060 6223 WILLDAN FINANCIAL SV   | 7,898.00  |                   |                  | -26,547.75        |                |
| 2                                   | <a href="#">1142</a> API 8/16/2022 000060 6222 WILLDAN FINANCIAL SV   | 34,445.75 |                   |                  | 7,898.00          |                |
| 4                                   | <a href="#">2412</a> API 10/25/2022 000060 14485 WILLDAN FINANCIAL SV | 3,113.50  |                   |                  | 11,011.50         |                |
| 9                                   | <a href="#">1573</a> API 3/6/2023 000903 29283 SOLANO COMMUNICATION   | 1,500.00  |                   |                  | 12,511.50         |                |
| 9                                   | <a href="#">1746</a> API 3/6/2023 000060 29272 WILLDAN FINANCIAL SV   | 21,266.00 |                   |                  | 33,777.50         |                |
| 9                                   | <a href="#">1747</a> API 3/6/2023 000060 29273 WILLDAN FINANCIAL SV   | 10,435.00 |                   |                  | 44,212.50         |                |
|                                     |   |           | <b>78,658.25</b>  | <b>34,445.75</b> |                   |                |
| Total                               |   | 0.00      | 78,658.25         | 34,445.75        | 44,212.50         | 44,212.50      |
| 10122                               |   | 0.00      | 128,000.70        | 0.00             | 128,000.70        | 128,000.70     |
| <a href="#">45160599 9505 10122</a> | PJCT CST-CONSTRUCTION 45160599  | 0.00      | 128,000.70        | 0.00             | 128,000.70        | 128,000.70     |
|                                     | <b>Per Journal Src Eff Date Reference</b>                             |           | <b>Debits</b>     | <b>Credits</b>   | <b>Net Change</b> |                |
| 1                                   | <a href="#">5836</a> GNI 7/31/2022 CORP YARD SHOP FLEET CHGS-JU       | 80,918.83 |                   |                  | 80,918.83         |                |
| 2                                   | <a href="#">2332</a> GNI 8/31/2022 CORP YARD SHOP FLEET CHGS-AU       | 688.00    |                   |                  | 81,606.83         |                |
| 2                                   | <a href="#">2332</a> GNI 8/31/2022 CORP YARD SHOP FLEET CHGS-AU       | 3,047.03  |                   |                  | 84,653.86         |                |
| 4                                   | <a href="#">2685</a> GNI 10/31/2022 CORP YARD SHOP FLEET CHGS-OC      | 42,959.09 |                   |                  | 127,612.95        |                |
| 5                                   | <a href="#">2458</a> GNI 11/30/2022 CORP YARD SHOP FLEET CHGS-NO      | 305.25    |                   |                  | 127,918.20        |                |
| 6                                   | <a href="#">2644</a> GNI 12/31/2022 CORP YARD SHOP FLEET CHGS-DE      | 82.50     |                   |                  | 128,000.70        |                |
|                                     |   |           | <b>128,000.70</b> |                  |                   |                |
| Total                               |   | 0.00      | 128,000.70        | 0.00             | 128,000.70        | 128,000.70     |
| 10173                               |   | 0.00      | 52,281.65         | 0.00             | 52,281.65         | 52,281.65      |

5) Hyperlinks are available to the individual account codes and when clicked, will take you to the Account Inquiry screen for this account code.

**Account Trial Balance**

2023 Period 1 to 9  
Expense Accounts

**Accounts**

- 451 TRANS-FIXED ROUTE & MICRO
- 10082
- [45160599 9505 10082](#)

To view additional information about the transactions charged to this account code, click on the Folder Icon next to the Actuals (Memo) field under the current fiscal year.

**Account Inquiry [City of Fairfield ~CA 54107~]**

Close Search Browse Output Print Display PDF Save Excel Word Email Schedule Attach Detail Months Seg Find Totals Project Strings User Defined Fields

Account Inquiry [City of Fairfield ~CA 54107~]

Account

Fund: 451 TRNSTFRMCR Acct: 451-60-60105-60500-60557-000-0000-0000-9505 -10082  
 Org: 45160599 TRNSCAPPJT Acct name: PJCT CST-CONSTRUCTION Account Notes  
 Object: 9505 PJCTCONSTR Type: Expense Status: Active  
 Project: 10082 CORP YARD ELECTRICIFIC Rollup  
 NY Rollup  
 Sub-Rollup  
 MultiYr Fund

4 Year Comparison Current Year History 4 Year Graph History Graph

| Yr/Per 2023/01  | Fiscal Year 2023 | Fiscal Year 2022 | Fiscal Year 2021 | Fiscal Year 2024 |
|-----------------|------------------|------------------|------------------|------------------|
| Original Budget | 1,300,000.00     | 2,768,215.00     | 1,024,339.00     | .00              |
| Transfers In    | .00              | .00              | .00              | .00              |
| Transfers Out   | .00              | .00              | .00              | .00              |
| Revised Budget  | 1,300,000.00     | 2,768,215.00     | 1,024,339.00     | .00              |
| Actual (Memo)   | 44,212.50        | 150,140.09       | 396,696.01       | .00              |
| Encumbrances    | 566.40           | .00              | .00              | .00              |
| Requisitions    | .00              |                  |                  | .00              |
| Available       | 1,255,221.10     | 2,618,074.91     | 627,642.99       | .00              |
| Percent used    | 3.44             | 5.42             | 38.73            | .00              |

This will take you to the Account Detail screen, where each transaction is listed. Each line can be double clicked on to get more details about that individual transaction, including viewing the attachments in TCM (if there are any).

**Account Detail**

Back Accept Cancel Search Output Print Display PDF Save Excel Detail Journal Approvals

Journal Inquiry/Print [City of Fairfield ~CA 54107~] > Account Inquiry [City of Fairfield ~CA 54107~] > Account Detail

Org: 45160599 Object: 9505 Project: 10082 Account: 451-60-60105-60500-60557-000-0000-0000-9505 -10082  
 Account Description: PJCT CST-CONSTRUCTION

| Posted | YR/Per  | Journal | Eff Dt   | Post Date | Src | Ref1   | PO/Ref2 | Ref3  | Ref4       | Amount     |
|--------|---------|---------|----------|-----------|-----|--------|---------|-------|------------|------------|
| Y      | 2023/09 | 1747    | 03/06/23 | 03/21/23  | API | 000060 | 136     | 29273 | 3298       | 10,435.00  |
| Y      | 2023/09 | 1746    | 03/06/23 | 03/21/23  | API | 000060 | 136     | 29272 | 3298       | 21,266.00  |
| Y      | 2023/09 | 1573    | 03/06/23 | 03/20/23  | API | 000903 |         | 29283 | 3298       | 1,500.00   |
| Y      | 2023/04 | 2412    | 10/25/22 | 10/31/22  | API | 000060 | 136     | 14485 | 1746       | 3,113.50   |
| Y      | 2023/02 | 1142    | 08/16/22 | 08/17/22  | API | 000060 | 136     | 6222  | 879        | 34,445.75  |
| Y      | 2023/02 | 1068    | 08/16/22 | 08/17/22  | API | 000060 | 136     | 6223  | 879        | 7,898.00   |
| Y      | 2023/01 | 5974    | 07/01/22 | 09/18/22  | GNI |        |         |       | REVINVACCR | -34,445.75 |

For more details on the Account Inquiry screen and how to look at transaction details, See the Account Inquiry topic on OTIS.

6) The journal Hyperlink can also be clicked on for each transaction line to get more information.

| Per | Journal | Src | Eff Date  | Reference                        | Debits   | Credits   | Net Change |
|-----|---------|-----|-----------|----------------------------------|----------|-----------|------------|
| 1   | 5974    | GNI | 7/1/2022  | FY22 TRANSIT ELECTRIFICATION     |          | 34,445.75 | -34,445.75 |
| 2   | 1068    | API | 8/16/2022 | 000060 6223 WILLDAN FINANCIAL SV | 7,898.00 |           | -26,547.75 |

This will open the Journal Inquiry/Print screen:

Journal Inquiry/Print [City of Fairfield ~CA 54107~]

Close Search Browse Output Print Display PDF Save Excel Attach

Line Detail User Defined S Advanced Find Project Options

Journal Inquiry/Print [City of Fairfield ~CA 54107~]

**Journal Header**

|           |      |                   |            |            |        |              |   |                               |               |
|-----------|------|-------------------|------------|------------|--------|--------------|---|-------------------------------|---------------|
| Year *    | 2023 | Source            | API        | Reference1 | 000060 | Journal type |   | Created by                    | rbremer       |
| Period *  | 02   | Entry date        | 08/17/2022 | Reference2 | 136    | Auto reverse | N | Posted by                     | kquironcastro |
| Journal * | 1068 | GL effective date | 08/16/2022 | Reference3 | 6223   | Over budget  |   |                               |               |
| Status    | Hist | Posted date       | 08/17/2022 | Reference4 | 879    | Entity       | 1 | <a href="#">Journal Links</a> |               |

| Line | Org      | Obj  | Project | T | Ref 1  | Debit    | Credit   | OB | Comments                | Projects Applied |
|------|----------|------|---------|---|--------|----------|----------|----|-------------------------|------------------|
| 1    | 45160599 | 9505 | 10082   | 1 | 000060 | 7,898.00 | .00      |    | TRANSIT ELECTRIFICATION |                  |
| 2    | 45160599 | 9505 | 10082   | 4 | 000060 | .00      | 7,898.00 |    | TRANSIT ELECTRIFICATION |                  |

**Control Accounts**

| Line | Org | Obj  | Project | T | Ref1 | Debit    | Credit   | OB | Comments | Projects Applied |
|------|-----|------|---------|---|------|----------|----------|----|----------|------------------|
| 3    | 451 | 5253 |         | B | 879  | 7,898.00 | .00      |    |          |                  |
| 4    | 451 | 3111 |         | B | 879  | .00      | 7,898.00 |    |          |                  |
| 5    | 451 | 5258 |         | B | 879  | .00      | 7,898.00 |    |          |                  |
| 6    | 451 | 5259 |         | B | 879  | 7,898.00 | .00      |    |          |                  |

You can also click the "S" Account Inquiry skittle to get back to the screens in Step 5.