

# Trial Balance

*General ledger > Common > Trial balance*

**Summary** The Trial balance is an inquiry form for ledger balances. Multiple Financial dimension sets can be utilized to summarize amounts using the selected Dimensions.

**Steps**

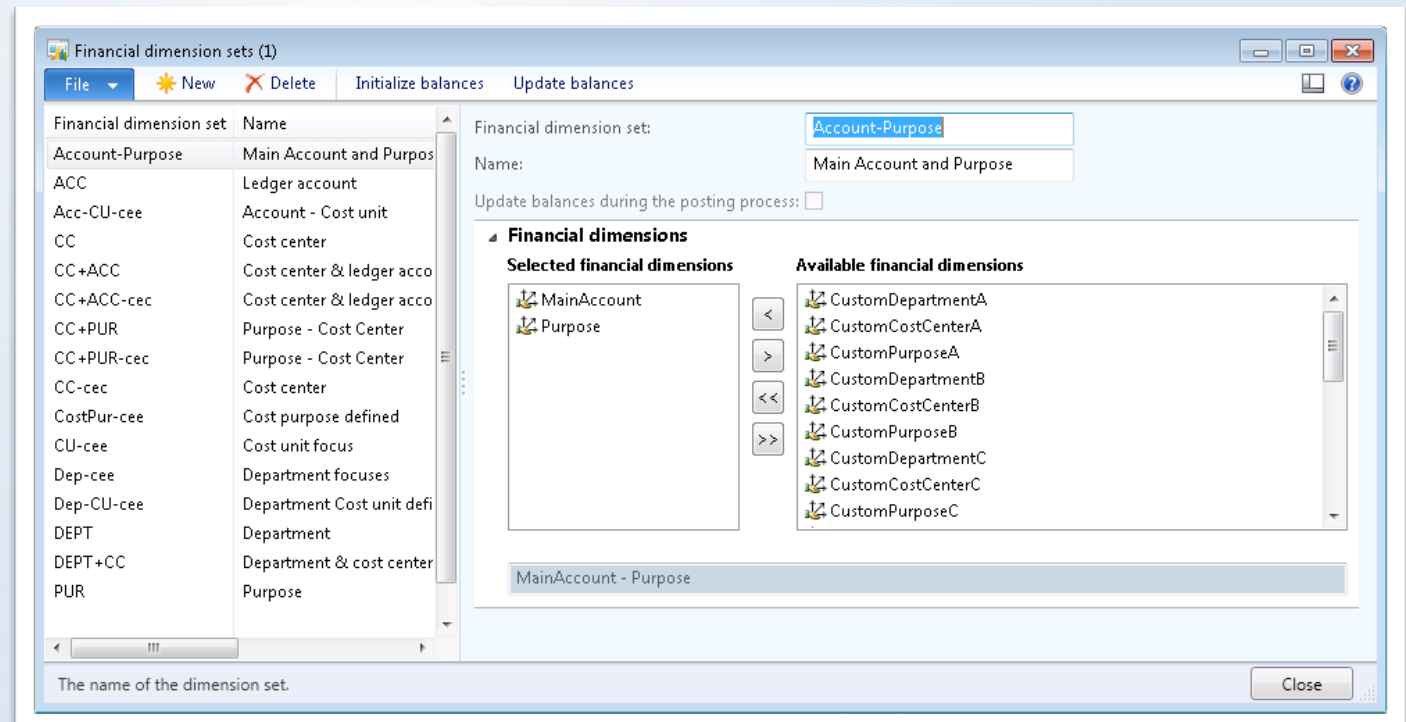
1. Create a Financial dimension set
2. Update Financial dimension set values
3. Trial balance inquiries

**Tips**

- Creating multiple Dimension sets makes it easier to do high level financial analysis
- If you do not update balances during the posting process, you should run the update process as a batch job

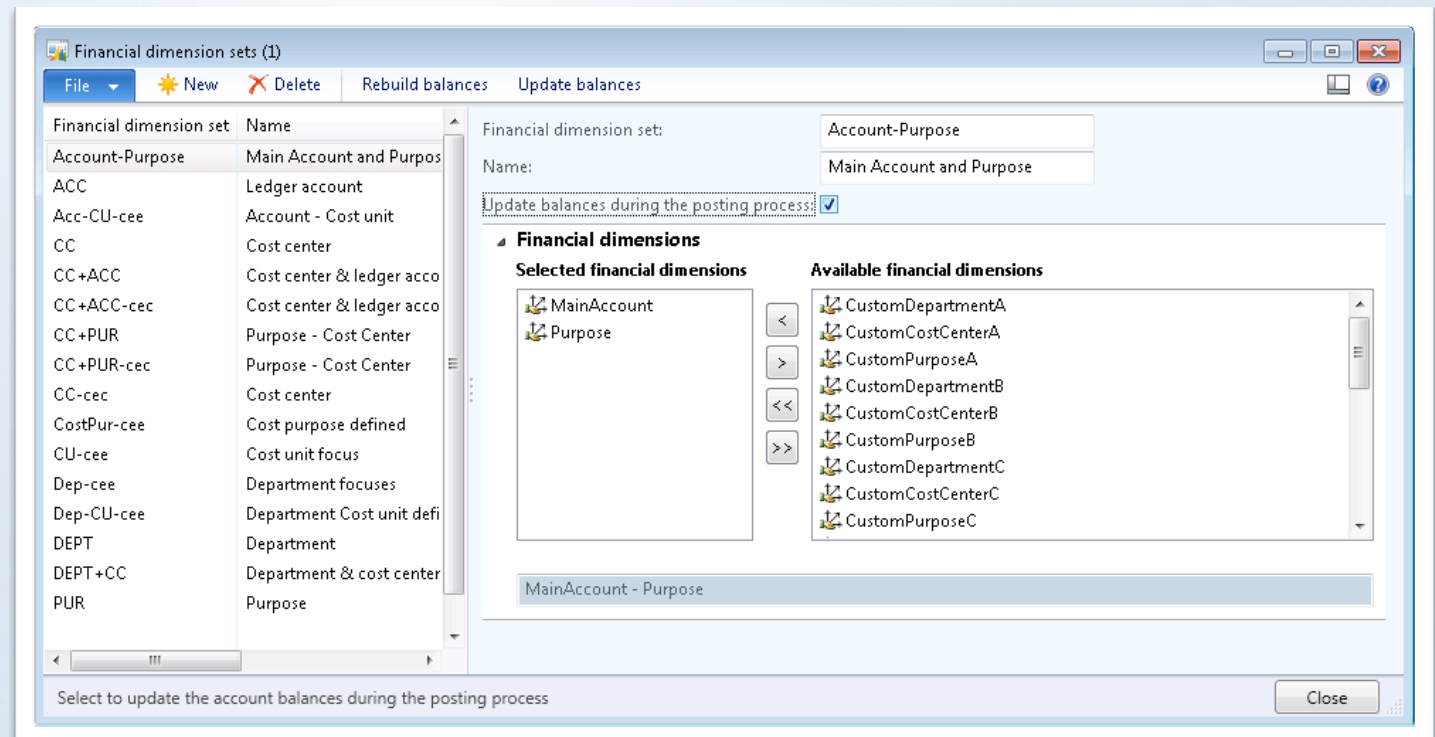
# Create a Financial dimension set

- Click the **New** button.
- Type a **Financial dimension set** to describe the dimension structure.
- **Name** the Dimension set.
- In **Selected financial dimensions**, add the desired attributes of the Dimension set. Order of the selection is important.



# Update Financial dimension set values

- Click the **Update balances button**.
- Mark the **Update balances during the posting process box**.



## Movie 1.5 Trial Balance

CEU ► General ledger ► Common ► Trial balance

File ▾ Trial balance

Posted By currency Period Parameters Refresh Export to Microsoft Excel List

Journal entries Balances

Trial balance ▾ Type to filter Ledger account ▾

Financial dimension set: Account-Department ▾

Ledger account	Beginning balance	Debit	Credit	Ending balance
110101-OU_115	0.00	0.00	0.00	0.00
110101-OU_160	0.00	0.00	0.00	0.00
110110-	5,575,915.06	616,142.70	0.00	6,192,057.76
110110-OU_2310	-173,239.00	0.00	168,300.00	-341,539.00
110110-OU_2310	-19,560,293.49	0.00	5,533,364.91	-25,093,658.40
110110-OU_4765	-213,193.72	0.00	163,028.79	-376,222.51
110110-OU_4773	18,405,303.53	9,034,930.29	0.00	27,440,233.82
110110-OU_4776	1,991,586.52	1,995,573.65	0.00	3,987,160.17
110120-	26,180.00	2,320.00	1,860.00	26,640.00
110130-	134,420.00	13,560.00	2,990.00	144,990.00
110154-	0.00	0.00	0.00	0.00

110101-OU\_115

Dimension name	Dimension value	Name
MainAccount	110110	Bank Account - USD
Department	OU_2310	Finance

Budget balances

Fiscal period start

8/1/2007  
9/1/2007  
10/1/2007  
11/1/2007  
12/1/2007

The account number, including financial dimensions

(0) USD ceu

# Trial balance inquiries

- Choose the **Financial dimension set** that provides the desired level of detail.
- Click **Parameters** to modify the date range.
- Click **Posted** to view the details that make up the balance.

CEU > General ledger > Common > Trial balance

File > Trial balance

By currency  
Period

Posted

Parameters  
Balances

Refresh

Export to Microsoft Excel List

Trial balance

Type to filter

Ledger account

Financial dimension set: Account-Purpose

Ledger account	Beginning balance	Debit	Credit	Ending balance
110101-	0.00	0.00	0.00	0.00
110110-	0.00	140,129.72	1,338.00	138,791.72
110120-	0.00	0.00	0.00	0.00
110130-	0.00	0.00	0.00	0.00
110154-	0.00	0.00	0.00	0.00
110155-	0.00	0.00	0.00	0.00
110156-	0.00	0.00	0.00	0.00
110157-	0.00	0.00	0.00	0.00
110158-	0.00	0.00	0.00	0.00
110160-	0.00	0.00	0.00	0.00
110180-	0.00	0.00	0.00	0.00

110101-

Dimension name	Dimension value	Name
MainAccount	110101	Cash Advance returns