

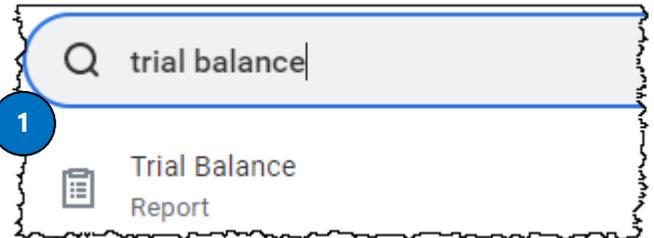


## Run a Trial Balance Report

A Trial Balance Report can be used to see all Accounts Payable (AP) transactions during a specific window of time. Because so much data is collected within a fiscal year, it will likely need to be narrowed down to a specific period and exported to excel in order to be analyzed. Follow the steps below to create a Trial Balance Report.

### Run a Trial Balance Report

1. Search **Trial Balance** and select the report.
2. Enter **VUMC** in the **Company** field.
3. Enter the appropriate fiscal year in the **Year** field and the appropriate month in the **Period** field.
4. Enter the appropriate Ledger Number in the **Ledger Account/Summary** field.
5. Complete other prompts to apply additional filters as needed, and then select **OK**.
6. Select the **Arrow icon** next to the **Beginning Balance** for the ledger.
7. Select **Export to Excel** to export the file.



### Trial Balance

Company: Vanderbilt University Medical Center

Ledger: Actuals

Book: Common

Year: FY22

Summary Period:

Period: Apr

Ledger Account/Summary: 2000:Accounts Payable

Worktags:

Fund Affiliate:

Display By Option: Company

Display Worktag Type:

Company Currency: USD

Translation Currency: USD

Account Translation Rule Set: (empty)

Buttons: OK, Send to Excel, Cancel

Consolidation Data 2 items	
Ledger Account	Beginning Balance
2000:Accounts Payable	32,526,959.65
Total	32,526,959.65

Bank Account

Bill Area

View Details

Export to Excel (All Columns)

Export to PDF

### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).