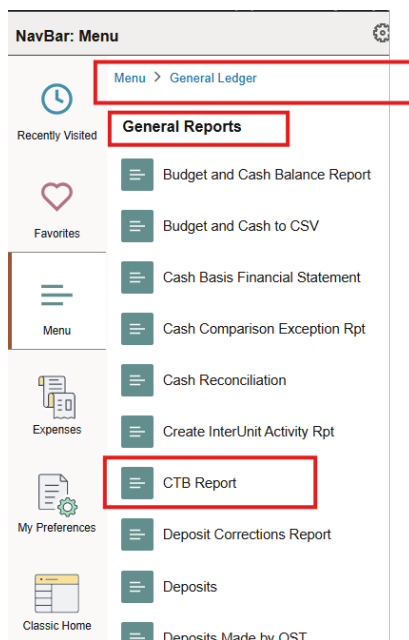


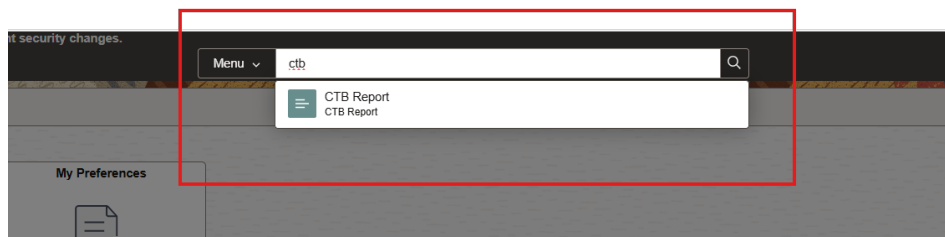
Generating Combined Trial Balance report

The Combined Trial Balance (CTB) report is generated from PeopleSoft Financials and is used (among other things) to show an agency's cash basis financial position in a particular fiscal year and period range. For most 1XXX fund agencies, it the beginning point for preparation of the their portion of the Statewide ACFR.

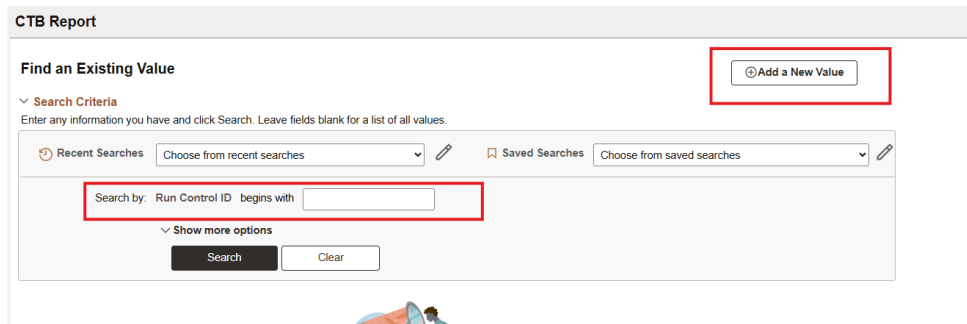
Regardless of how you may have your own PeopleSoft Financial interface personalized, this report will be found in this path: General Ledger/General Reports/CTB Report.



Or search the PeopleSoft menu:



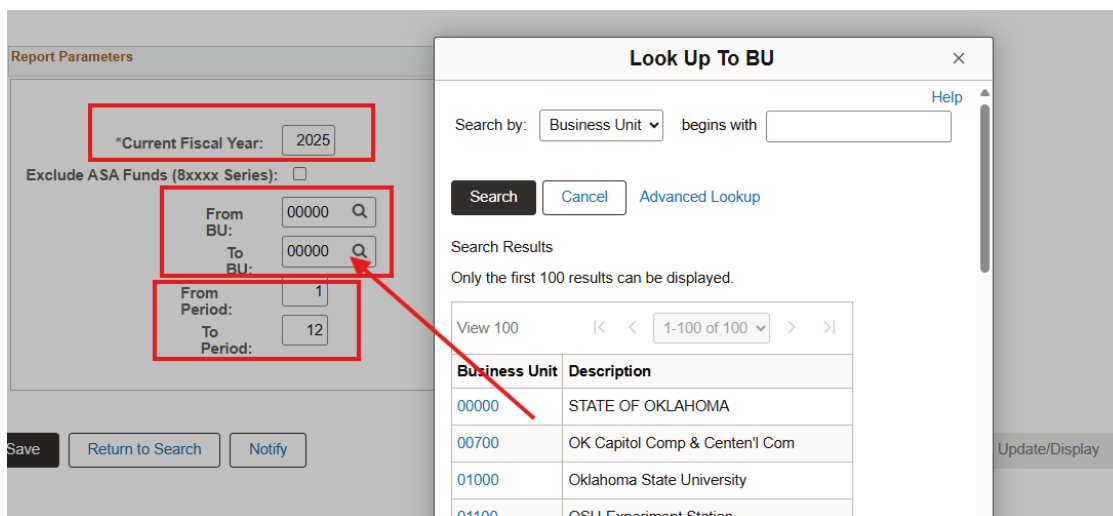
Once you select the report, you'll be prompted to enter a Run Control ID. If you don't already have one established, select 'Add a New Value' to set one up or contact PeopleSoft support to assist you.



The screenshot shows the 'CTB Report' interface. At the top, there's a section 'Find an Existing Value' with a red box around the 'Add a New Value' button. Below this, there's a 'Search Criteria' section with a dropdown for 'Recent Searches' and a dropdown for 'Saved Searches'. A red box highlights the 'Search by: Run Control ID begins with' field. Below this, there's a 'Show more options' dropdown and 'Search' and 'Clear' buttons.

To select the appropriate parameters for the report:

- Select fiscal year for which you need the report to reflect
- Enter the 5 digit business unit number associated with your agency
- In order to capture data for the entire fiscal year
 - o 'From Period' should be 1
 - o 'To Period' should be 12



The screenshot shows two overlapping windows. The 'Report Parameters' window on the left has a red box around the '*Current Fiscal Year: 2025' field. Below it, there's a section for 'Exclude ASA Funds (8xxx Series):' with a checkbox. A red box highlights the 'From BU: 00000' and 'To BU: 00000' fields. Below that, another red box highlights the 'From Period: 1' and 'To Period: 12' fields. The 'Look Up To BU' window on the right has a red box around the 'Search by: Business Unit' dropdown and the 'Search' button. Below this, there's a 'Search Results' section with a table of business units. A red arrow points from the 'To BU: 00000' field in the 'Report Parameters' window to the '00000' entry in the 'Look Up To BU' window.

Business Unit	Description
00000	STATE OF OKLAHOMA
00700	OK Capitol Comp & Centen'l Com
01000	Oklahoma State University
01100	OSU Experiment Station

Select 'Run'

Select the processes and format of the report to be generated.

time zone

100
100
1
12

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Combined Trial Balance	OCP303GL	PSJob	(None) ▾	(None) ▾	Distribution
<input checked="" type="checkbox"/>	OCPGL303	OCPGL303	SQR Report	Web ▾	PDF ▾	Distribution

After the request is processed, PeopleSoft should generate the CTB report for your use.