Data Miner Techniques
Understanding Trial Balance

What’s Trial Balance?

Trial balance is a list of all transactions in a general ledger account, divided into debits and credits. WVU’s practice is to prepare a trial balance at the fund level or at parents of the level. If the fund is balanced, the total debit amounts will equal the total credit amounts.

Trial balance is used internally for the following purposes:

- Reconciliation
- Preparing financial reports
- Calculating fund balance (see our “Finding Fund Balance” guide to learn how)

Using the Trial Balance Analyses in Data Miner

Data Miner does the work for you by pulling the fund’s transactions out of MAP, recording the amount of debits and credits for each line item, and calculating totals.

You can see a fund’s trial balance using the **Trial Balance Period to Date (PTD)** analysis or the **Trial Balance Year to Date (YTD)** analysis. Both analyses can be found in the **EBO Finance** folder in your Data Miner catalog.

Both trial balance analyses requires you to complete the **Fund is LIKE (pattern match)** and **Period Name** filters. Because the **Fund** filter is a pattern match filter, you can enter a full fund or a portion of the fund with the wildcard (%) symbol. The **DA** filter is optional.

After you complete the filters, select the Yes radio button for Run Analysis, and then click Apply. Results will return debit amounts and credit amounts for the fund you entered.
**What do the Results Mean?**

Trial balance returns the fund number, DA, line item, line item description, and four sum columns. The sum columns are defined in the table below:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>PTD – The account balance at the beginning of the selected period. This will equal the ending balance from the previous period. YTD – The account balance at the beginning of the fiscal year.</td>
</tr>
<tr>
<td>Debits</td>
<td>Sum of the debits, including assets and expenses.</td>
</tr>
<tr>
<td>Credits</td>
<td>Sum of the credits, including liabilities, capital, and revenue.</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>The account balance at the end of a period that reflects transactions that occurred during that period.</td>
</tr>
</tbody>
</table>

Trial balance also returns subtotals for each DA and a grand total for the fund.

**The goal in trial balance is for the total debit amounts to equal the total credit amounts.**

If the fund is balanced properly (the total debit amount equals the total credit amount), then the beginning balance and the end balance for the **Fund Total** will equal $0.00.

```
<table>
<thead>
<tr>
<th>Fund</th>
<th>Departmental Activity</th>
<th>Line Item</th>
<th>Line Item Description</th>
<th>Beginning Balance</th>
<th>Debits</th>
<th>Credits</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Total</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$19,946,373.07</td>
<td>$19,946,373.07</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
```

Debits = Credits

$19,946,373.07 = $19,946,373.07

The fund is balanced!

If you find any inaccuracies or have a suggestion for improvement, please email WVU_Data_Miner@mail.wvu.edu.