MARYLAND JUDICIARY

GEARS General Enterprise And Resource Support

Quick Reference Tip Sheet

<mark>**LAST REVISED DATE: 01/21/2020**</mark>

General Information

Task	Process Information
Running the AOC General Ledger Detail Trial Balance Report	The *General Ledger Detail Trial Balance Report* displays detailed transaction information from the General Ledger, including source information (i.e., voucher details). This report also displays journal line details (i.e., Journal ID, Line, Amount, and Journal Source) for your PCA.
Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.	*This report replaces the FMIS reports that were being distributed by the Department of Budget and Finance and can be run at any time.

GEARS Navigation

Main Menu> General Ledger > General Reports > GL Trial Bal Detail Report	Favorites ▾ Main Menu ▾ > General Ledger ▾ > General Reports ▾ > GL Trial Balance Detail Report

1.0 Process

This document is intended to provide a quick reference to running the General Ledger Trial Balance Detail Report in GEARS.

STEP	ACTION	DETAILS
1.	**Create the Run Control ID.** The first time you run the Trial Balance Detail Report, you must create a new Run Control ID. Click on the Add a New Value tab. **NOTE:** A Run Control ID is the name that will be given to the saved parameters you select for the report. You can run the same report again in the future by selecting the same Run Control ID when using the Find an Existing Value tab. No spaces are allowed in the Run Control ID. In addition, the report parameters for a Run Control ID can also be changed after selecting the ID.	**GL Trial Balance Detail Report** [Find an Existing Value] **Add a New Value** Run Control ID [ ] [Add] To use a Run Control ID that you previously created, click the [Find an Existing Value] tab, and then click the [Search] button. A list of Run Control IDs appear.

2.	<u>Enter a Run Control ID</u>. In this example, "TrialBal_TSitar" is used as the Run Control ID.	Run Control ID TrialBal_TSitar
3.	Click the Add button.	
4.	<u>Specify the Report Parameters</u>. The **Report Request Parameters** page displays. The report parameters determine what information appears in the report. *Notes:* • *Fields with an asterisk (*) must be completed.* • *Enter as many parameters as possible to limit the run time of the report. Also, it may take longer to run a report with 12 accounting periods versus 1 accounting period.*	GL Trial Balance Detail Report Run Control ID TrialBal_TSitar Report Manager Process Monitor Run **Report Request Parameters** GL Trial Balance Detail Report *Business Unit: MDJUD *Ledger: ACTUALS *Fiscal Year: 2020 Approp Year (eg: AY2000): *Accounting Period From: 1 *Accounting Period To: 2 *Batch Agency From: C25 *Batch Agency To: C25 *PCA From: 90001 *PCA To: 90001 Account From: 0100 Account To: 1446 Project ID From: Project ID To: Fund Code: Save Notify Add Update/Display

Field (Required)	Description
Business Unit	**Business Unit will always be MDJUD.**
Ledger	**Ledger should always be ACTUALS. If Ledger does not default to ACTUALS, use the search feature and select ACTUALS from the list of available ledgers.**
Fiscal Year	**Enter the Fiscal Year you wish to be included in your report.**
Accounting Periods From / To	**Enter the period of the fiscal year to which you would like to see data (transactions) covered in the report. (July = Period 1; August = Period 2; September = Period 3; etc.)**
Batch Agency From / To	**Enter the batch agency or range of batch agencies you wish to be included in your report. Please keep in mind that your Batch Agency for expenditure transaction detail is different than your Batch Agency for revenue transaction detail (as well as your PCAs).**
Field (Optional)	Description
Budget Year	**Enter the Appropriation Year (e.g., AY2014, AY2015)**
PCA From / To	**Enter the PCA or range of PCAs you wish to be included in your report.**

		Account From / To	Enter the account or range of accounts you wish to be included in your report. (e.g., 0100 – Salaries, 1446 – Security Alarm Systems)
		Project ID To / From	Enter the project ID or range of project IDs you wish to be included in your report. If you are not familiar with this field, please leave it blank. This field is primarily used with Grants.
		Fund Code	Enter the Fund Code you wish to include in your report. It will limit the results of the report to data that matches the fund selected.

5.	**Run the Report**. Click the [Run] button.

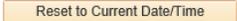| 6.	**Schedule the Process**. A new window with the Process Scheduler Request page displays. **These settings are system-generated. The correct Process Name, Type, and Format are automatically selected. The Report will run immediately.**

Process Scheduler Request

User ID TAMMY.SITAR   Run Control ID TrialBal_TSitar

Server Name [▼]   Run Date 01/21/2020 📅
Recurrence [▼]   Run Time 11:49:07AM 🕐   [Reset to Current Date/Time]
Time Zone [🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	GL Trial Balance Detail Report	AOCGLRPT	SQR Report	Web ▼	PDF ▼	Distribution

7.	**Click the** [OK] **button.**

8.	**Make Sure The Process Runs**. The Report Request Parameters page displays. **Make note of your Process Instance Number. In this example, the Process Instance Number is 2140337.** **Click the** Process Monitor **link.**

GL Trial Balance Detail Report

Run Control ID TrialBal_TSitar   Report Manager   Process Monitor   [Run]
                                                          Process Instance:2140337

Report Request Parameters

GL Trial Balance Detail Report

*Business Unit: MDJUD 🔍   *Ledger: ACTUALS 🔍   *Fiscal Year: 2020   Approp Year (eg: [🔍] AY2000):

*Accounting Period From: [1]   *Accounting Period To: [2]

*Batch Agency From: C25 🔍   *Batch Agency To: C25 🔍

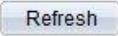*PCA From: 90001 🔍   *PCA To: 90001 🔍

Account From: 0100 🔍   Account To: 1446 🔍

Project ID From: [🔍]   Project ID To: [🔍]

Fund Code: [🔍]

[💾 Save] [✉ Notify]   [➕ Add] [📝 Update/Display]

9.	**Check the Process Status.** The `Process List` page displays. Click the `Refresh` button and continue clicking the *Refresh* button until the **Run Status** = Success and **Distribution Status** = Posted.	

Process List   Personalize | Find | View All | ⤢ | ▥   First ◀ 1 of 1 ▶ Last

| Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	2140337		SQR Report	AOCGLRPT	TAMMY.SITAR	01/21/2020 11:49:07AM EST	Success	Posted	Details

Run Status	Description
Queued	The process is waiting to run.
Initiated	The process has started.
Processing	The process is running.
No Success	The process did not run, call the Help Desk.
Warning	The process ran, but there may be a problem. See if you can retrieve the report, if not, call the Help Desk.
Success	The process ran successfully.

Distribution Status	Description
Queued	The process is waiting to run.
NA	The process is still running.
Posted	The report has posted.
Not Posted	The report did not post, call the Help Desk.

10.	**Retrieve the Report.** Click the `Go back to GL Trial Balance Detail Report` link to return to the `Report Request Parameters` page.

11.	The `Report Request Parameters` page displays. Click the `Report Manager` link.	
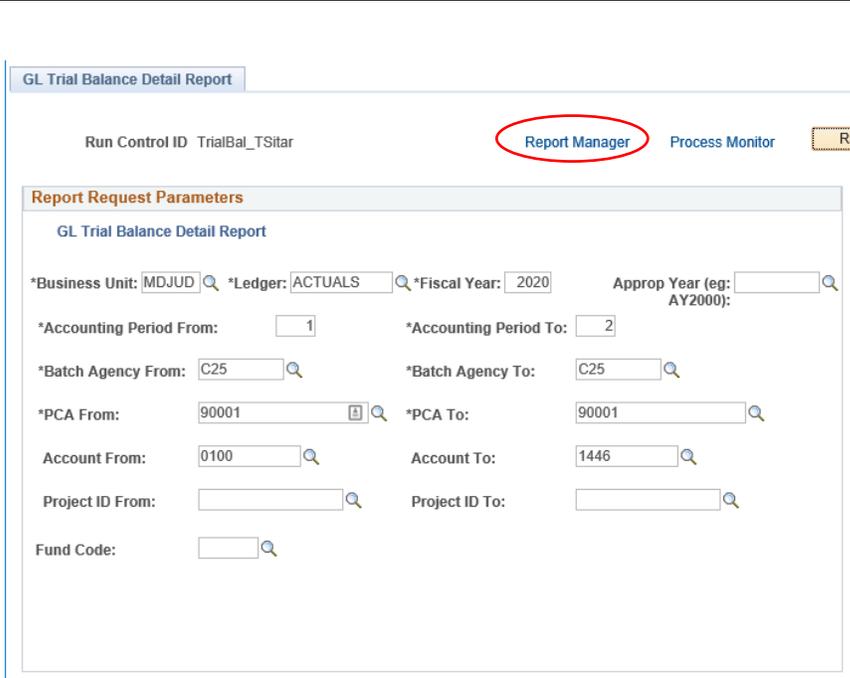
GL Trial Balance Detail Report

Run Control ID   TrialBal_TSitar   Report Manager   Process Monitor   Run

Report Request Parameters

GL Trial Balance Detail Report

*Business Unit: MDJUD   *Ledger: ACTUALS   *Fiscal Year: 2020   Approp Year (eg: AY2000):

*Accounting Period From: 1   *Accounting Period To: 2

*Batch Agency From: C25   *Batch Agency To: C25

*PCA From: 90001   *PCA To: 90001

Account From: 0100   Account To: 1446

Project ID From: Project ID To:

Fund Code:

12.	Click the [Administration] tab.
13.	<u>View the Report.</u> **The View Reports page displays.** **Click the link of the report you wish to view that corresponds to the Process Instance Number that was run.** **The report will open as a PDF file in a separate window. See below for sample output.**

View Reports For

User ID	TAMMY.SITAR	Type		Last		1
Status		Folder		Instance		to

Report List   Personalize | Find | View All | | First ◄ 1 of 1 ► Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	2045544	2140337	GL Trial Balance Detail Report	01/21/2020 11:54:04AM	Acrobat (*.pdf)	Posted	Details

14. (Sample Report page output)

AOC GENERAL LEDGER DETAIL TRIAL BALANCE REPORT

BUSINESS_UNIT: MDJUD
LEDGER: ACTUALS   FISCAL YEAR: 2020   PERIOD FROM: 1   PERIOD TO: 2   PAGE NO: 101   RUN DATE: 21-JAN-2020   Prcs Instance: 2140337
BATCH AGENCY FROM: C25   BATCH AGENCY TO: C25   Run Time: 11:58:01
PCA FROM: 90001   PCA TO: 90001
ACCOUNT FROM: 0100   ACCOUNT TO: 1446

BATCH	DOC NBR	VOUCHER	INVOICE	JRNL DATE	PCA	ACCOUNT	TRANS AMT	CUSTOMER/VENDOR	PROJECT	JRNL ID	LINE	PD	ACCT DT	APPROP YR
					1031	Ending Balance:	1,408,922.84						
C25	VZA05101	00545754	9834701047	08/06/2019	90001	1106	1,049.97	VERIZON WIRELESS		APA0217195	37	2	08/06/2019	AY2020
C25	VZA08106	00548551	IN13996	08/20/2019	90001	1106	28,622.80	DISYS SOLUTIONS INC	JIS_COMMUNICATI	APA0218636	158	2	08/16/2019	AY2019
C25	VZA09508	00549864	J001156	08/29/2019	90001	1106	26,796.00	COMMUNICATIONS ELECT		APA0219425	59	2	08/22/2019	AY2019
				1106	Monthly Activity:	56,468.77							
				1106	Beginning Balance:	0.00							
				1106	Period Activity:	56,468.77							
					1106	Ending Balance:	56,468.77						
C25	VZA08107	00548368	226380	08/20/2019	90001	1131	21,620.00	DSR INC		APA0218636	159	2	08/15/2019	AY2019
				1131	Monthly Activity:	21,620.00							
				1131	Beginning Balance:	0.00							
				1131	Period Activity:	21,620.00							
					1131	Ending Balance:	21,620.00						
			Ending Balance Grand Total:			10,210,861.78								

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