



GEARS

General Enterprise and Resource Support

Accounting Day

November 19, 2013

Reporting including
Chartfield Explanation



AGENDA

- Review Chartfields
- Demonstrate commonly used reports and inquiries (5 Quick Tip Documents)
- Discuss reporting issues/needs for possible development

Program
Cost
Account
(PCA)

Batch
Agency

Fund

Program
Code

Approp
Number

Approp
Year

Account

Project
(Grants
only)

Activity
(Grants
only)

Quick tips on Chartfields:

- ✓ “Chartfields” = the Judiciary Chart of Accounts
- ✓ GEARS was designed with SpeedTypes & SpeedCharts so the user only needs to know their PCA, Approp Year, and Account
- ✓ Don’t know your PCA or Account? Check the Accounting Manual on the CourtNet DBF page (<http://courtnet/finance/index.html>)
- ✓ Doublecheck: Does the SpeedType you choose populates your transaction with a Batch Agency of C25 or C50?
 - If not, you are entering a Revenue transaction. All Expenditure transactions (anything with a budget) will use C25 or C50.

Demonstrate Reports & Inquiries

Tip Sheets

SHARE

Billing / Accounts Receivable - Circuit Court

- [Create a Circuit Court Revenue Deposit](#)
- [How to Make Circuit Court FAR Corrections](#)
- [Circuit Court Bad Check Process](#)

Billing / Accounts Receivable - District Court

- [Create a District Court Revenue Deposit and Escrow Transaction](#)
- [Create a District Court Return of Escrow](#)
- [District Court Bad Check Process](#)

Billing / Accounts Receivable - General

- [How to Find and Correct Billing Interface Errors](#)
- [How to Make Post FAR Adjustments](#)
- [IntraUnit Accounting Entries from a Direct Journal](#)
- [Create an AP Revenue Refund](#)
- [Create EOM Local Revenue Disbursements](#)

Procure-to-Pay

- [Creating an eProcurement Requisition](#)
- [Creating an Express Purchase Order -- List of Contracts](#)
- [Creating a PO Receipt](#)
- [Creating an Expense Voucher](#)
- [Creating a Non-PO Voucher](#)
- [Creating a PO Receipt Voucher](#)
- [Creating a Quick Invoice - District Court](#)
- [Creating an Interpreter Invoice](#)

General Ledger / Commitment Control Reports

- [Running the Ledger Inquiry with Transaction Drilldowns](#)
- [Running the Trial Balance Report](#)
- [Running a Budget Status Report](#)
- [Running a Budget Overview](#)
- [Running the Commitment Control Activity Log](#)

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GEARS
GENERAL ENTERPRISE AND RESOURCE SUPPORT

YOU ARE IN:
GEARS
General Enterprise
And Resource Support

November 11, 2013

To all:

Announcing the latest edit contains valuable information work.

If you should have any suggestions please let me know.

Thank you,
Tammy Sitar

Launch PeopleSoft

About GEARs

Training

Tip Sheets

1. Ledger Inquiry (General Ledger)

- Inquire on ledger balances by chartfield range and drill into the results
Role: MDJ_GL_INQUIRY

2. Trial Balance Report (General Ledger)

- Create a report that displays balances by chartfield
Role: MDJ_GL_REPORT

3. Commitment Control Budget Status

- Create a report that displays budget balances by chartfield
Role: MDJ_KK_REPORT

4. Commitment Control Budgets Overview

- Inquire on activity against a budget and drill into the results
Role: MDJ_KK_INQUIRY

5. Commitment Control Activity Log

- Inquire on the budget impact of system (and sub-system) transactions
Role: MDJ_KK_INQUIRY

Now it's your turn...

**WHAT OTHER REPORTS AND/OR INQUIRIES
WOULD YOU LIKE TO SEE?**



What Happens Next

1. GEARS support team will take feedback from today's sessions for use in building future reports and/or inquiries
2. DBF's goal is to have GL information correct by end of November



THANK YOU