GEARS Reports Matrix

Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
BUDGETS	1	**How do I know what transactions went against my budget(s)?**	Budgets Overview	Ad-hoc	View budget activity for one or more budgets as well as the ability to drill down to the details that support the budgetary balances displayed on the search results.	Main Menu > Commitment Control > Review Budget Activities > Budgets Overview
	2		Budget Details	Ad-hoc	View budget activity for one budget as well as the ability to drill down to the details supporting the budgetary balances displayed on the search results.	Main Menu > Commitment Control > Review Budget Activities > Budget Details
	3		Budget Status Report	Ad-hoc	View budget activity for one or more budgets, based on user specified report parameters.	Main Menu > Commitment Control > Budget Reports > Budget Status
	4	**How do I find the cause of the budget exception(s)?**	Review Budget Check Exceptions	Ad-hoc	In addition to clicking the 'error' hyperlink on a transaction (that has a budget error), an alternate method of retrieving budget exception detail is the 'Review Budget Check Exceptions'.	Main Menu > Commitment Control > Review Budget Check Exceptions > (select transaction type – Accounts Payable, Revenues, General Ledger, etc.)
	5	**How can I see how my Req/PO/Voucher impacted my budget?**	Commitment Control Activity Log	Ad-hoc	Use the Activity Log to show how and which budgets are impacted during the budget checking process, as well as the nature of the source transaction lines making up the transactions.	Main Menu > Commitment Control > Review Budget Activities > Activity Log
	6	**How can I review open PO or non-PO requisition details throughout the year by PCA, Appropriation or Object?**	**RESTRICTED ACCESS TO DBF:** Year End Open PO and Requisition Analysis Reports	Year-End / Projections	Prior to the go-live of GEARS, the Maryland Judiciary used a series of reports created by DBF and then uploaded into the AS400 for analysis. Several reports have been developed in GEARS to meet this need.	Main Menu > Commitment Control > Budget Reports > Year End Reports > Year End Reports

GEARS Reports Matrix

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GENERAL LEDGER	1	**Where can I see a report that shows all year-to-date transactions, by Chartfields, in the General Ledger?**	Trial Balance Report	Ad-hoc	This report combines detail and summary balance information (revenue or expense). It shows the ending ledger balances for the specified year and period by ChartField combination (such as PCA and Account). Also displays subtotals by ChartField and prints a final total for debits and credits. Replaces the FMIS ledger reconciliation DAFT200.	Main Menu > General Ledger > General Reports > Trial Balance
	2	**Where can I see GL and source module transactions by PCA and date range?**	Detail Trial Balance Report	Ad-hoc	The General Ledger Detail Trial Balance Report displays detailed revenue or expense 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. This report replaces the FMIS reports that were being distributed by the Department of Budget and Finance and can be run at any time.	Main Menu > General Ledger > General Reports > GL Trial Bal Detail Report
	3	**Where can I find balances in the GL ACTUALS ledger by select Chartfields?**	Ledger Inquiry with Transaction drilldowns	Ad-hoc	This process will allow users to inquire on ledger balances by chartfield range. Users can also drill into the results to view specific GL and subsystem transactions.	Main Menu > General Ledger > Review Financial Information > Ledger

GEARS Reports Matrix

Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
ORDER-TO-CASH	1	Where can I find a summary by account of my revenue deposit for a day?	AOC Bill Funds Allocation Rpt	Daily Bus	Summary report by PCA and Account, of the revenue deposit transactions for a specific Treasury Code (deposit ticket #) and Z-Date. This report is for Cash and Checks only. Should match the actual deposit sent to the bank for a given date.	Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts
	2	Where can I see a summary of all the credit card payments for a day?	AOC Credit Card FAR Report	Daily Bus	Summary report by PCA and Account, of the Credit Card transactions for a specific Z-Date.	Main Menu > Billing >Interface Transactions > AOC All Fund Allocation Rpts
	3	Where can I see a summary of all the STARS payments for a day?	AOC Stars FAR Report	Daily Bus	Summary report by PCA and Account, of the STARS transactions for a specific Z-Date. This report includes CCU and P&P bills (transactions).	Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts
	4	Where can I see the list of bills that had a status change to "Ready"?	Invoice Status Change Report	Daily Bus	**NOTE: Only available when Change Status of Bills is processed.** Lists all the bills and count total of bills where the status was changed to RDY.	Main Menu > People Tools > Process Scheduler > Process Monitor > BIIVSCT>Details > View Log/Trace>xxx.PDF
	5	Where can I see the list of bills sent to Accounts Receivable?	Load to AR Pending Items Report	Daily Bus	**NOTE: Only available when Single Action Invoice is processed.** Lists all the bills sent to AR. Count should be '0', otherwise there were non-zero dollars bills. One exception occurs with Local Revenue Disbursements at end of month, where the count should be the number of bills to be disbursed out to local agencies.	Main Menu > People Tools > Process Scheduler > Process Monitor > BIIVSCT > Details > View Log/Trace>xxx.PDF
	6	Where can I find a list of all the Credit Card payments for a day?	AOC_BI_CREDIT_PYMTS	Daily Bus	Details of credit card transactions from the BUS.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_BI_CREDIT_PYMTS
	7	Where can I find a list of all the STARS payments for a day?	AOC_BI_STARS_PYMTS	Daily Bus	Details of STARS transactions from the BUS.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_BI_STARS_PYMTS
	8	Where can I find the list of charge codes, receipts, and accounting information from my daily BUS work? Or find all the charges for a certain account?	AOC_CHARGE_ID_ALLOCATIONS	Daily Bus	List of all bills and all payment methods from the BUS. Can be run daily, monthly for all accounts or an individual account.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_CHARGE_ID_ALLOCATIONS
	9	Where can I find the list of charge codes which were in the register but are not in GEARS before running the Local Accounting Cash Drawer (LACD)?	AOC_STG_BAD_ACCT_CODES	Daily Bus	Indicates if there are any bad charge codes in the data ready to be processed by LACD.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_STG_BAD_ACCT_CODES

GEARS Reports Matrix

Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
ORDER-TO-CASH	10	Where can I view all the register transactions by Method of Payment?	AOC_STG_MOP_SUMMARY	Daily Bus	Provides a list by Method of Payment (MOP) for Revenue and Escrow (Payment only) on the staging record prior to running the LACD process.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_STG_MOP_SUMMARY
	11	Where can I find a list of my EOM LRV (Local Revenue) Bills to be disbursed?	Aging Detail by Unit Rpt	Local Rev EOM	Lists all open Invoices (bills) for a Business Unit, In order by Customer ID.	Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt
	12	Where can I find a summary of the open balance for each Local Revenue Customer to be disbursed?	Aging Summary by Unit Rpt	Local Rev EOM	Lists open balance for each Customer for a Business Unit.	Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt
	13	Where can I find the statement of Local Bills distributed to each Local Agency for a month?	Disbursement Statement	Local Rev EOM	List of bills disbursed by Agency. Each Agency is on a separate page for distribution to the Agency.	Main Menu > Maryland Judiciary > Reports > Disbursement Reports
	14	Where can I find the list of all collected charges to be disbursed to my Local Agencies for a month?	Disbursement Transmittal Summary	Local Rev EOM	Listing of bills to be disbursed to Local Agencies.	Main Menu > Maryland Judiciary > Reports > Disbursement Reports
	15	Where can I find the statement of Interest distributed to each Local Agency for a month?	Interest Disbursement Statement	Local Rev EOM	List of Interest bills disbursed by Agency. Each Agency is on a separate page for distribution to the Agency.	Main Menu > Maryland Judiciary > Reports > Disbursement Reports
	16	Where can I find the list of all interest disbursed to my Local Agencies for a month?	Interest Disbursement Summary	Local Rev EOM	Listing of interest bills to be disbursed to Local Agencies.	Main Menu > Maryland Judiciary > Reports > Disbursement Reports
	17	Where can I find all the transactions by charge code and accounting information that should be generated in the End of Month Disbursement Process?	AOC_CHARGE_ID_ALLOC_EOM	Local Rev EOM	List of all bills and all payment methods for all bill types, that have a charge code on the bill that should be disbursed to a local agency. Intended to be run monthly to balance your LRV, Local Revenue Disbursement Bill.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_CHARGE_ID_ALLOC_EOM
	18	Can I get a list of all the LRV bills created in the EOM Local Disbursement process?	AOC_LOCAL_REVENUE	Local Rev EOM	Provides a list of LRV Bills created by a range of dates.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_LOCAL_REVENUE

GEARS Reports Matrix

Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
ORDER-TO-CASH	19	How can I find out if my Local Revenue Disbursements have been paid out?	AOC_LOCAL_REVENUE_BY_CUSTOMER	Local Rev EOM	Provides a list of LRV bills by customer (LOC) by a range of dates, by Business Unit. Includes voucher, State Payment Status, State Ck Num, Payment Date, Payment Amount.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_LOCAL_REVENUE_BY_CUSTOMER
	20	Where can I find the new DAFT200 report?	Trial Balance Report	Monthly Reporting	This report combines detail and summary balance information (revenue or expense). It shows the ending ledger balances for the specified year and period by ChartField combination (such as PCA and Account). Also displays subtotals by ChartField and prints a final total for debits and credits. Replaces the FMIS ledger reconciliation DAFT200.	Main Menu > General Ledger > General Reports > Trial Balance
	21	Where can I find the new FMIS Accounts Payable reconciliation report?	Detail Trial Balance Report	Monthly Reporting	The General Ledger Detail Trial Balance Report displays detailed revenue or expense 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. This report replaces the FMIS reports that were being distributed by the Department of Budget and Finance and can be run at any time.	Main Menu > General Ledger > General Reports > GL Trial Balance Detail Report
	22	Where can I find the new FMIS Revenue reconciliation report?	Revenue Detail Activity Report	Monthly Reporting	The Revenue Detail Activity Report displays detailed transaction information from the General Ledger, Billing, Accounts Receivable, and Accounts Payable sub-ledgers, where the source is a Revenue Account. This report also displays Deposit information by Payment Method, AP Revenue Refunds, and all Adjustment activity for your Business Unit and PCA. This report replaces the FMIS reports that were being distributed by the Department of Budget and Finance and can be run at any time.	Main Menu > General Ledger > General Reports > Revenue Detail Activity Report
	23	Where can I find the District Court Monthly Breakdown of Fines and Costs report (R2)?	DC-Monthly Breakdown Fines and Costs	Monthly Reporting	Summary by Fiscal Year and Accounting Period of Fines and Costs.	Main Menu > Maryland Judiciary > Reports > DC-Monthly Fines & Costs

GEARS Reports Matrix

Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
ORDER-TO-CASH	24	Where can I find the District Court Monthly Revenue Detail report (R1)?	DC-Monthly Revenue Detail	Monthly Reporting	Summarized list of Daily Deposits by PCA and Account codes for the entire month.	Main Menu > Maryland Judiciary > Reports > Mon Rev Details Dist Crt (R1)
	25	Where can I find the information for Tax Lien money received?	AOC_TREASURY_TAX_LIENS	Monthly Reporting	Circuit Court Tax Liens received.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_TREASURY_TAX_LIENS
	26	How can I find any bills which do not have a zero dollar Net Total Amount from my Daily BUS work?	AOC_BILLING_CORRECTION	Post FAR Corrections	Provides list of bills where the Net Tax Amount is not equal to $0.00. Assists with ensuring non-zero bills are not processed in the Single Action Invoice, and accidentally going to AR.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_BILLING_CORRECTION
	27	Where can I find a list of all the adjustment (including Bad Check) bills I created this month?	AOC_BILL_ADJUSTMENTS	Research	Report of all bills with a bill type other than BUS. (i.e. JAD,JBC, etc) by date range.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_BILL_ADJUSTMENTS
	28	Where can I find a list of all my Bad Check Adjustment bills? Adjustment bills? Revenue Refund (OTH) bills?	AOC_BILL_TYPE_LOOKUP	Research	List of bills by bill type.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_BILL_TYPE_LOOKUP
	29	What report displays all charge code/register from the BUS for one type of charge?	AOC_CHARGE_ID_ALLOC_1CODE	Research	List of transactions for a range of dates or one date for one charge code with bill type of BUS.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_CHARGE_ID_ALLOC_1CODE
	30	What report displays all charge code/register and adjustment information for one type of charge?	AOC_CHARGE_ID_ALLOC_1CODE_EOM	Research	List of transactions for a range of dates or one date for one charge code for all bill types including adjustments.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_CHARGE_ID_ALLOC_1CODE_EOM
	31	Where can I find all the applicable local disbursement information for my court?	AOC_CHARGE_ID_LIST_WDISBURSMNT	Research	List of all charge codes and applicable disbursement information available to your court.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_CHARGE_ID_LIST_WDISBURSMNT
	32	Where can I find a list of all the available charge codes and their accounting information for my court?	AOC_CHARGE_ID_LISTING	Research	List of all charge codes available to your court.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_CHARGE_ID_LISTING
	33	Where can I get a list of the Revenue Deposits I recorded for last month?	AOC_DEPOSIT_BUS_REVENUE	Research	Summary list of Revenue Deposits by Business Unit for a Range of Dates.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_DEPOSIT_BUS_REVENUE

GEARS Reports Matrix

Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
ORDER-TO-CASH	34	How do I know what payments I made to a Local Revenue Vendor?	Detailed (Summary) Payment History by Vendor Report (APY2000)	Research	This report provides a register of payments for a vendor. It uses the Print Options radio buttons on the Payment History by Vendor page to generate either a Detail, or a Summary version of the report. NOTE: Output must be viewed via Report Manager.	Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor > Payment History by Vendor
	35	Where can I find my escrow transactions (after processing LACD)?	AOC_BUS_ESCROW_ARCHIVE_TRANS	Review	Escrow transactions from the BUS after processing LACD.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_BUS_ESCROW_ARCHIVE_TRANS
	36	Where can I find my escrow transactions (before processing LACD)?	AOC_ESCROW_TRANS_STAGING	Review	Escrow transactions from the BUS prior to processing LACD.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_ESCROW_TRANS_STAGING

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Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
PROCURE-TO-PAY	1	**How do I find details about my requisitions like approval history, PO, receipt or voucher information?**	Requisition Inquiry	Requisitions	This inquiry is used to review requisition information such as descriptions for a specific item, header/line comments for a transaction, requisition schedule details, distribution details, approval history, information about change orders, information for POs created from selected requisitions, receipt information, voucher information, payment information, and information about procurement documents associated with a requisition.	Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions
	2	**How do I Find the Buyer assigned to my requisition?**	How to Find the Buyer Assigned to Your Requisition	Requisitions	When a requisition is created, the buyer is not immediately assigned. A requisition will have a buyer assigned if/when: • The requisition is fully approved and • A contract and/or purchase order is created by Purchasing (DPCA). If the requisition is never approved, or is cancelled, a buyer is not assigned.	Main Menu > eProcurement > Manage Requisitions
	3	**How do I find documents that are associated with my requisition such as, Purchase Orders, vouchers, payments, work flow routings?**	Requisition Document Status Inquiry	Requisitions	This inquiry enables you to quickly cross-reference documents within a business process stream using a single known value in the stream. From the menus for these transactions, you can view all of the procure-to-pay documents associated with their respective sources: Requisitions, RFQs, Purchase orders, Receipts, RTVs, Contracts, Associated vouchers and payments, and Workflow routings.	Main Menu > Purchasing > Requisitions > Review Requisition Information > Document Status
	4	**How do I see the Requisitions that have budget activity or that have no budget activity?**	Requisition Budgetary Activity Report (POS 8002)	Requisitions	This report provides budgetary amount information for requisitions according to report request parameters.	Main Menu > Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity

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Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
PROCURE-TO-PAY	5	**How do I print out my requisitions?**	Print Requisition Report (PORQ010)	Requisitions	This report provides a hard copy of your requisitions sorted by requisition ID. You can print a single requisition or multiple requisitions. (SQR).	Main Menu > Purchasing > Requisitions > Reports > Print Requisition
	6	**How do I dispatch/print my PO?**	PO Dispatch/Print (POPO005)	Purchase Orders	This job prints a hard copy of the purchase order. This copy can be used to fax a copy of the order to the vendor. There should be no reason to print a copy to file because the system will retain an electronic copy.	Main Menu > Purchasing > Purchase Orders > Review PO Information > Print POs
	7	**How do I see/print the activity that has occurred for a group of POs for a given date range?**	PO Activity Report (POPO 009)	Purchase Orders	This job prints a hard copy of the purchase orders for an entire Business Unit or Department. The report does not have the capability to print the PO Activity for a single PO. Lists purchase order activity for the purchasing business unit, GL business unit, department, and dates that you select. Reviewing this report enables you to perform comparisons and resolve discrepancies proactively.	Main Menu > Purchasing > Purchase Orders > Reports > Activity
	8	**How do I see the budgetary amount information for my POs?**	Procurement Budgetary Activity Report (POS8001)	Purchase Orders	This report provides budgetary amount information for purchase orders according to report request parameters. (SQR)	Main Menu > Purchasing > Requisitions > Reports > Req and PO Budgetary Activity

GEARS Reports Matrix

Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
PROCURE-TO-PAY	9	**How do I find the remaining open balance and the detail of transactions associated with my POs?**	Running a PO Buydown Report	Purchase Orders	This report should be run at any time to view the detail of transactions associated with a purchase order(s) and the remaining open balance. The information helps to manage your POs by showing the PO line details and their associated vouchered amounts and remaining line balances. The report will also provide the voucher details and can be run for open and/or closed POs. Only POs that are in 'Dispatched' status will appear on the report. Only vouchers that have a 'Valid' budget check will appear on the report. Note: This report can be exported to Excel.	Purchasing > Purchase Orders > Review PO Information > PO Buydown Report
	10	**How do I find my PO information?**	Review Purchase Order (View All Statuses)	Purchase Orders	This inquiry will show all purchase orders based on the criteria selected, such as PO ID, PO Status, Vendor Name, and Buyer Name.	Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders
	11	**How do I find my PO activity information such as receipt, invoice and match status?**	PO Activity Summary Inquiry	Purchase Orders	This inquiry will show all purchase order activity such as receipt, invoice and match status, based on the criteria selected. Search criteria could include PO ID, PO Dates, PO Reference, and Vendor ID.	Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary
	12	**How do I find the documents and their statuses that are related to my PO, such as requisitions, receipts, contracts, vouchers and payments?**	PO Document Status Inquiry	Purchase Orders	This inquiry will show all purchase order related documents and their status such as, requisitions, receipts, contracts, vouchers and payments based on the criteria selected. Search criteria could include PO ID, PO Status, Origin, and Purchase Order Reference selections.	Main Menu > Purchasing Purchase Orders > Review PO Information > Documents Status
	13	**How do I find my receipt information based on a user id, receipt number, receipt date, receipt status, PO number or vendor ID?**	Receipt Information Inquiry	Receipts	This inquiry will show all receipt information based on the criteria selected. Search criteria could include Receipt number, Case Number, Item ID, User ID, PO Number, Ship To Location, Vendor ID, Received Date, and Receipt Status.	Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts

GEARS Reports Matrix

Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
PROCURE-TO-PAY	14	**How do I find received items that have not been fully invoiced?**	Partially Vouchered Receipts Report (AOC_AOCX946)	Receipts	This report lists all received items (sorted by Receipt) that have not been fully invoiced. It can help with monitoring purchase order receipts that are outstanding when you are trying to close out a purchase order. You can run this report by Vendor ID range, PO Date range, PO range and PCA range.	Main Menu > Purchasing > Receipts > Reports > Partially Vouchered Receipts
	15	**How do I look up vendor information?**	How to Look Up Vendor Information	Vendors	Search for a vendor(s) using the search criteria in GEARS to validate if a Vendor is in the system and review information relating to that vendor. Tip: Once you locate the vendor number, make a list of your most commonly used vendors so you can have that information on hand for future use, but remember, at times, vendor information does change. If the vendor has not been established in GEARS, you may need to complete a Vendor Maintenance Form and send it to the DBF/Office of Systems and Fiscal Compliance. The form is available on the GEARS website: http://mdcourts.gov/gears/forms.html	Main Menu > Venders > Vendor Information > Add/Update > Review Vendors
	16	**How do I know what payments I made to a vendor?**	Detailed (Summary) Payment History by Vendor Report (APY2000)	Vendors	This report provides a register of payments for a vendor. It uses the Print Options radio buttons on the Payment History by Vendor page to generate either a Detail, or a Summary version of the report. **NOTE: Output must be viewed via Report Manager.**	Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor > Payment History by Vendor
	17	**How do I know which vouchers have a specific Chartfield value?**	Voucher Listing by Chartfield (APSX8003)	Vouchers	This report lists vouchers by business unit, Chartfield, and Voucher ID.	Main Menu > Accounts Payable > Reports > Vouchers > Vouchers Listing by Chartfield

GEARS Reports Matrix

Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
PROCURE-TO-PAY	18	**How do I review a voucher and view the attachment?**	How to Review a Voucher and View Attachment	Vouchers	Use the Invoice Information tab to see important voucher details including the Chartfield distribution string (Batch Agency, Appropriation Year, PCA, Fund, Appropriation Number, Program, and Account). You can also view any attachments, such as the Invoice.	Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
	19	**How do I find the documents and their statuses that are related to my voucher, such as requisitions, receipts, contracts, vouchers and payments?**	Voucher Document Status	Vouchers	This inquiry will show all voucher related documents and their statuses such as, payments, purchase orders, receipts, requisitions, based on the criteria selected. Search criteria could include Voucher ID, Invoice Number, Invoice Date, Vendor ID, and Short Vendor Name.	Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status
	20	**How do I see the accounting entries for my vouchers?**	Voucher Accounting Entries	Vouchers	This inquiry will show all voucher accounting entries such as, account information, chartfields and journals, based on the criteria selected. Selection criteria could include Voucher ID and Invoice Number.	Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries
	21	**How do I find the Associated PO Number and Receipt Number for a Voucher?**	How to Find the Associated PO Number and Receipt Number for a Voucher	Vouchers	This inquiry will show the PO and Receipt information for a Voucher on the Related Documents Tab. NOTE: This does not apply to Expense Vouchers and non-PO Vouchers.	Main Menu > Accounts Payable > Vouchers > Add/Update > Voucher Search
	22	**How do I review voucher activity?**	Voucher Activity Inquiry	Vouchers	The Voucher Inquiry Search Page will allow users to inquire on voucher information using a variety of criteria. Criteria could include Voucher ID, PO Number, Project ID, PCA, Entered By, Budget Status, Approval Status, and Match Status. Please note that voucher drilldown capability is secured via user's PCA access in the system.	Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher Activity Inquiry

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Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
PROCURE-TO-PAY	23	**Where can I see a report that shows all year-to-date transactions, by Chartfields, in the General Ledger?**	Trial Balance Report	Ad-hoc	This report combines detail and summary balance information (revenue or expense). It shows the ending ledger balances for the specified year and period by ChartField combination (such as PCA and Account). Also displays subtotals by ChartField and prints a final total for debits and credits. Replaces the FMIS ledger reconciliation DAFT200.	Main Menu > General Ledger > General Reports > Trial Balance
	24	**Where can I see GL and source module transactions by PCA and date range?**	Detail Trial Balance Report	Ad-hoc	The General Ledger Detail Trial Balance Report displays detailed revenue or expense 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. This report replaces the FMIS reports that were being distributed by the Department of Budget and Finance and can be run at any time.	Main Menu > General Ledger > General Reports > GL Trial Bal Detail Report

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Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
SECURITY	1	**Where can I see a list of the GEARS security roles assgned to staff in my local court/department BY RULE (i.e. JUD01, AOC_HR)?**	AOC_SECTY_USERS_BY_RULE	As needed, should be reviewed at least quarterly.	Administrative Officials should be reviewing this security query for their local court or department staff role assignments within GEARS. This query displays GEARS user roles BY RULE (i.e. JUD01, AOC_HR) and has the option to include “locked accounts” in the results. A locked account is a User ID account that has been made inactive. Please review this query on a regular basis to ensure that staff have only the appropriate roles required for their assigned work functions.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_SECTY_USERS_BY_RULE
	2	**Where can I see a list of the GEARS security roles assgned to staff in my local court/department BY PCA (i.e. 60091, C0300)?**	AOC_SECTY_USERS_BY_PCA	As needed, should be reviewed at least quarterly.	Administrative Officials should be reviewing this security query for their local court or department staff role assignments within GEARS. This query displays GEARS user roles BY PCA (i.e. 60091, C0300) and has the option to include “locked accounts” in the results. A locked account is a User ID account that has been made inactive. Please review this query on a regular basis to ensure that staff have only the appropriate roles required for their assigned work functions.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_SECTY_USERS_BY_PCA