

LAST REVISED DATE: 9/18/2014

**General Information**

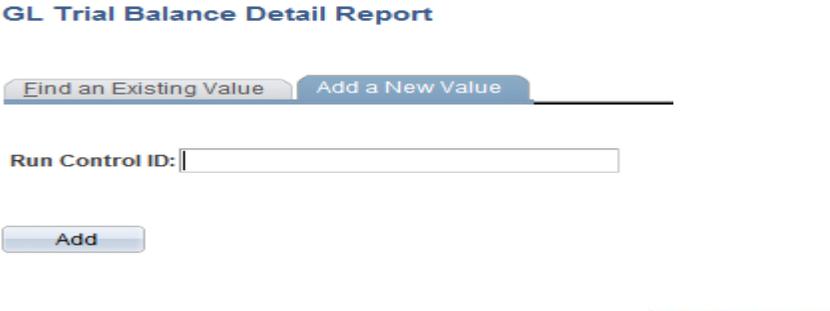
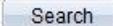
Task	Process Information
<p><b>Running the AOC General Ledger Detail Trial Balance Report</b></p>	<p>The <b>General Ledger Detail Trial Balance Report</b> displays detailed transaction information from the General Ledger, including source information (i.e., voucher details). This report also displays journal line details (i.e., Journal ID, Line, Amount, and Journal Source) for your PCA.</p> <p>*This report replaces the FMIS reports that were being distributed by the Department of Budget and Finance and can be run at any time.</p>

**GEARS Navigation**

<p>Main Menu &gt; General Ledger &gt; General Reports &gt; GL Trial Bal Detail Report</p>	
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**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
<p><b>1.</b></p>	<p><b>Create the Run Control ID.</b> The first time you run the Trial Balance Detail Report, you must create a new Run Control ID. Click on the  tab.</p> <p><b>NOTE:</b> 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.</p>	<p><b>GL Trial Balance Detail Report</b></p>  <p>To use a Run Control ID that you previously created, click the  tab, and then click the  button. A list of Run Control IDs appear.</p>

**2.** Enter a Run Control ID. In this example, "TrialBal\_TSitar" is used as the Run Control ID.

Run Control ID:

**3.** Click the  button.

**4.** Specify the Report Parameters. 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.

Aoc Run Gl Tb

Run Control ID: TrialBal\_TSitar [Report Manager](#) [Process Monitor](#)

**Report Request Parameters**

**GL Trial Balance Detail Report**

\*Business Unit:  \*Ledger:  \*Fiscal Year:  Budget Year (eg: AY2000):

\*Accounting Period From:  \*Accounting Period To:

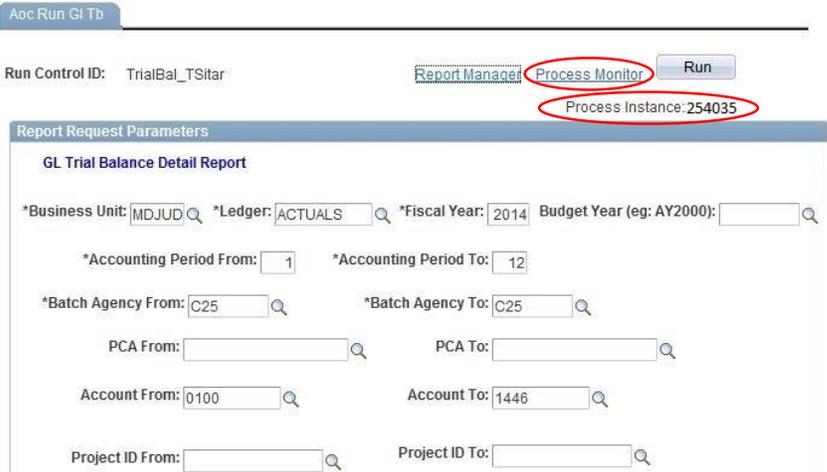
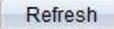
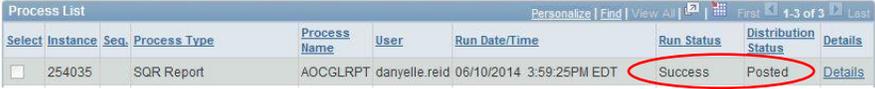
\*Batch Agency From:  \*Batch Agency To:

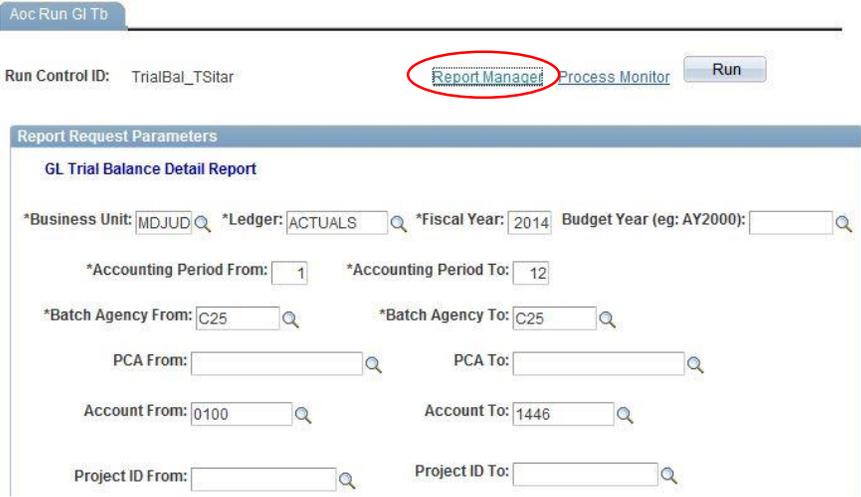
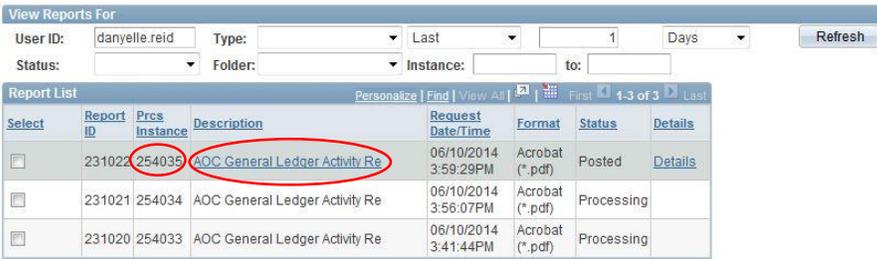
PCA From:  PCA To:

Account From:  Account To:

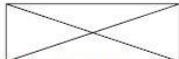
Project ID From:  Project ID To:

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 PCA's).
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.

<p>5.</p>	<p><b>Run the Report.</b> Click the  button.</p>																									
<p>6.</p>	<p><b>Schedule the Process.</b> The <a href="#">Process Scheduler Request</a> page displays.</p> <p>These settings are system-generated. The correct Process Name, Type, and Format are automatically selected. The Report will run immediately.</p>	 <p>The screenshot shows the 'Process Scheduler Request' page. At the top, it displays 'User ID: danyelle.reid' and 'Run Control ID: TrialBal_TSitar3'. Below this are several input fields: 'Server Name' (a dropdown menu), 'Run Date' (06/13/2014), 'Recurrence' (a dropdown menu), 'Run Time' (1:09:02PM), and 'Time Zone' (a search field). A 'Reset to Current Date/Time' button is located to the right of the Run Time field. Below the input fields is a 'Process List' table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. A single row is visible with a checked 'Select' box, 'AOC General Ledger Activity Re' as the description, 'AOCGLRPT' as the process name, 'SQR Report' as the process type, 'Web' as the type, 'PDF' as the format, and 'Distribution' as the distribution method.</p>																								
<p>7.</p>	<p>Click the  button.</p>																									
<p>8.</p>	<p><b>Make Sure The Process Runs.</b> The <a href="#">Report Request Parameters</a> page displays.</p> <p>Make note of your Process Instance Number. In this example, the Process Instance Number is 254035.</p> <p>Click the <a href="#">Process Monitor</a> link.</p>	 <p>The screenshot shows the 'Report Request Parameters' page. At the top, it displays 'Run Control ID: TrialBal_TSitar'. There are links for 'Report Manager' and 'Process Monitor' (circled in red), and a 'Run' button. Below the links, the 'Process Instance: 254035' is displayed and circled in red. The main section is titled 'GL Trial Balance Detail Report' and contains several search fields: '*Business Unit: [MDJUD]', '*Ledger: [ACTUALS]', '*Fiscal Year: [2014]', 'Budget Year (eg: AY2000):', '*Accounting Period From: [1]', '*Accounting Period To: [12]', '*Batch Agency From: [C25]', '*Batch Agency To: [C25]', 'PCA From:', 'PCA To:', 'Account From: [0100]', 'Account To: [1446]', 'Project ID From:', and 'Project ID To:'.</p>																								
<p>9.</p>	<p><b>Check the Process Status.</b> The <a href="#">Process List</a> page displays.</p> <p>Click the  button and continue clicking the <i>Refresh</i> button until the <b>Run Status = Success</b> and <b>Distribution Status = Posted</b>.</p>	 <p>The screenshot shows a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. A single row is visible with Instance 254035, Process Type SQR Report, Process Name AOCGLRPT, User danyelle.reid, Run Date/Time 06/10/2014 3:59:25PM EDT, Run Status Success (circled in red), and Distribution Status Posted (circled in red).</p> <table border="1" data-bbox="662 1354 1537 1806"> <thead> <tr> <th>Run Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Queued</td> <td>The process is waiting to run.</td> </tr> <tr> <td>Initiated</td> <td>The process has started.</td> </tr> <tr> <td>Processing</td> <td>The process is running.</td> </tr> <tr> <td>No Success</td> <td>The process did not run, call the Help Desk.</td> </tr> <tr> <td>Warning</td> <td>The process ran, but there may be a problem. See if you can retrieve the report, if not, call the Help Desk.</td> </tr> <tr> <td>Success</td> <td>The process ran successfully.</td> </tr> <tr> <th>Distribution Status</th> <th>Description</th> </tr> <tr> <td>Queued</td> <td>The process is waiting to run.</td> </tr> <tr> <td>NA</td> <td>The process is still running.</td> </tr> <tr> <td>Posted</td> <td>The report has posted.</td> </tr> <tr> <td>Not Posted</td> <td>The report did not post, call the Help Desk.</td> </tr> </tbody> </table>	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.
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<p><b>10.</b></p>	<p><b>Retrieve the Report.</b> Click the <a href="#">Go back to AOC RUN GL TB</a> link to return to the <b>Report Request Parameters</b> page.</p>																																
<p><b>11.</b></p> <p>The <b>Process Detail</b> page displays.</p> <p>Click the <a href="#">Report Manager</a> link.</p>	 <p>Aoc Run Gl Tb</p> <p>Run Control ID: TrialBal_TSitar <a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/></p> <p><b>Report Request Parameters</b></p> <p><b>GL Trial Balance Detail Report</b></p> <p>*Business Unit: MDJUD *Ledger: ACTUALS *Fiscal Year: 2014 Budget Year (eg: AY2000):</p> <p>*Accounting Period From: 1 *Accounting Period To: 12</p> <p>*Batch Agency From: C25 *Batch Agency To: C25</p> <p>PCA From: PCA To:</p> <p>Account From: 0100 Account To: 1446</p> <p>Project ID From: Project ID To:</p>																																
<p><b>12.</b></p>	<p>Click the <b>Administration</b> tab.</p>																																
<p><b>13.</b></p> <p><b>View the Report.</b> The View Reports page displays.</p> <p>Click the link of the report you wish to view that corresponds to the Process Instance Number that was run.</p> <p>The report will open as a PDF file in a separate window. See below for sample output.</p>	 <p>View Reports For</p> <p>User ID: danyelle.reid Type: Last 1 Days <input type="button" value="Refresh"/></p> <p>Status: Folder: Instance: to:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prcs Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>231022</td> <td>254035</td> <td>AOC General Ledger Activity Re</td> <td>06/10/2014 3:59:29PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>231021</td> <td>254034</td> <td>AOC General Ledger Activity Re</td> <td>06/10/2014 3:56:07PM</td> <td>Acrobat (*.pdf)</td> <td>Processing</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>231020</td> <td>254033</td> <td>AOC General Ledger Activity Re</td> <td>06/10/2014 3:41:44PM</td> <td>Acrobat (*.pdf)</td> <td>Processing</td> <td></td> </tr> </tbody> </table>	Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	231022	254035	AOC General Ledger Activity Re	06/10/2014 3:59:29PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<input type="checkbox"/>	231021	254034	AOC General Ledger Activity Re	06/10/2014 3:56:07PM	Acrobat (*.pdf)	Processing		<input type="checkbox"/>	231020	254033	AOC General Ledger Activity Re	06/10/2014 3:41:44PM	Acrobat (*.pdf)	Processing	
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14.



AOC GENERAL LEDGER DETAIL TRIAL BALANCE REPORT

BUSINESS UNIT: MDJUD  
 LEDGER: ACTUALS  
 BATCH AGENCY FROM: C25  
 PCA FROM: 60091  
 ACCOUNT FROM: 0620

FISCAL YEAR: 2014  
 BATCH AGENCY TO: C25  
 PCA TO: 60091  
 ACCOUNT TO: 1446

PERIOD FROM: 1 PERIOD TO: 12

PAGE NO: 1  
 RUN DATE: 10-JUN-2014

BATCH	DOCSEQ	NBR	VOUCHER	JRNL DATE	PCA	ACCOUNT	TRANSACTION AMOUNT	CUSTOMER/VENDOR	PROJECT	JRNL ID	LINE	SOURCE	PD	ACCTG DATE	BUDGET YR
C25	VZA27404	00025448		11/14/2013	60091	0801	1,240.95	USBANK-001		AP00005893	179	AP	5	11/14/2013	AY2014
				0801		Monthly Activity:	1,240.95								
C25				03/18/2014	60091	0801	538.56			0000010731	28	ONL	9	03/18/2014	AY2014
				0801		Monthly Activity:	538.56								
				0801		Beginning Balance:	0.00								
				0801		Period Activity:	1,779.51								
						0801 Ending Balance:	1,779.51								
C25	VZA02302	00000417		07/22/2013	60091	0809	3,085.00	MEDI-001		AP00001441	2	AP	1	07/18/2013	AY2014
				0809		Monthly Activity:	3,085.00								
C25	VZA10302	00001160		09/09/2013	60091	0809	1,185.00	CAPITOLDLOC-001		AP00002733	8	AP	3	08/01/2013	AY2014
C25	VZA10630	00009027		09/10/2013	60091	0809	73.83	XEROXCORPO-001		AP00002782	3	AP	3	08/30/2013	AY2014
C25	VZA12136	00010361		09/13/2013	60091	0809	70.23	XEROXCORPO-001		AP00002927	12	AP	3	09/06/2013	AY2014
				0809		Monthly Activity:	1,329.06								
C25	VZA17125	00013833		10/07/2013	60091	0809	46.41	XEROXCORPO-001		AP00003925	5	AP	4	09/23/2013	AY2014
C25	VZA17331	00014675		10/08/2013	60091	0809	41.10	XEROXCORPO-001		AP00003963	3	AP	4	09/25/2013	AY2014
C25	VZA21029	00017784		10/29/2013	60091	0809	64.08	XEROXCORPO-001		AP00005132	7	AP	4	10/08/2013	AY2014
C25	VZA21426	00019043		10/28/2013	60091	0809	42.75	XEROXCORPO-001		AP00005084	11	AP	4	10/15/2013	AY2014
				0809		Monthly Activity:	194.34								
C25	VZA27902	00025135		11/26/2013	60091	0809	1,185.00	CAPITOLDLOC-001		AP00006377	6	AP	5	11/13/2013	AY2014



**Important**

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.