

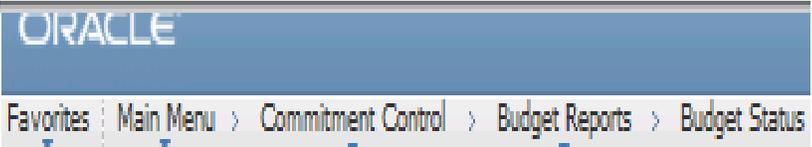
Quick Reference Tip Sheet

LAST REVISED DATE: 09/12/2014

General Information

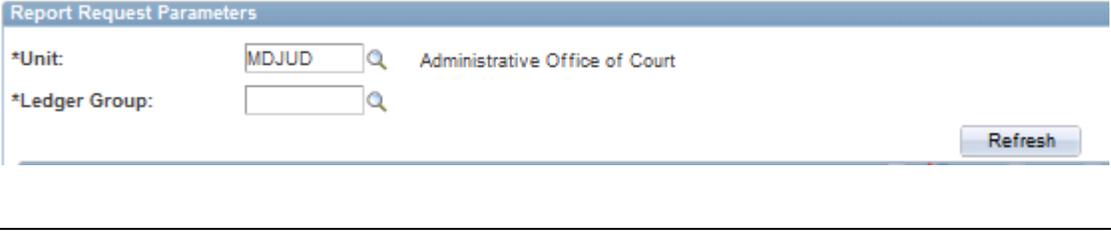
Task	Process Information
Commitment Control Budget Status Report	Use the Budget Status Report to display budget, pre-encumbrance, encumbrance, expense and the available budgeted expense balance for the chosen Chartfield criteria.

GEARS Navigation

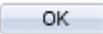
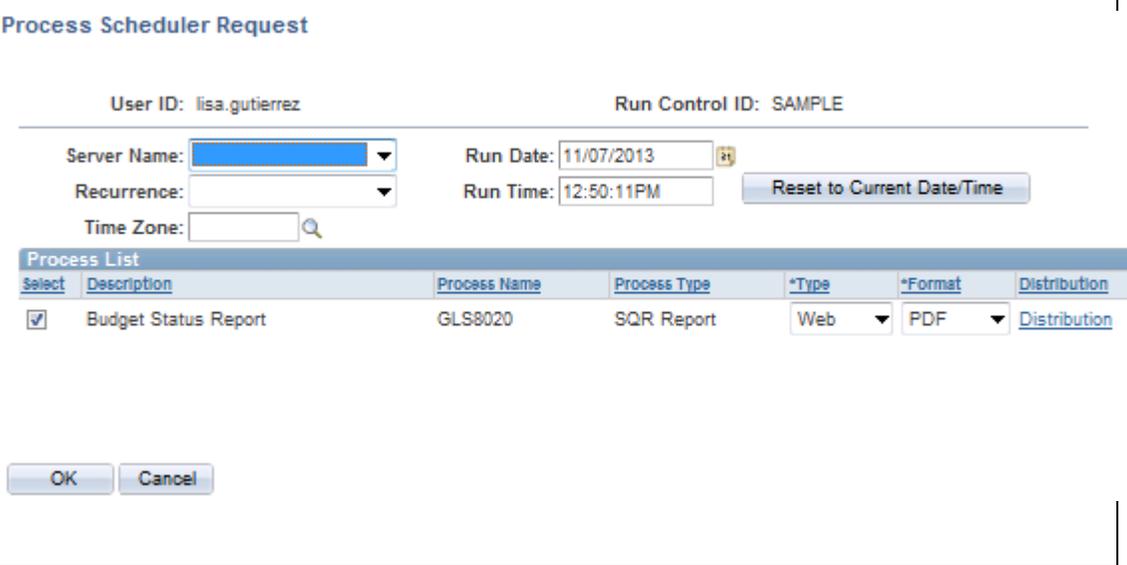
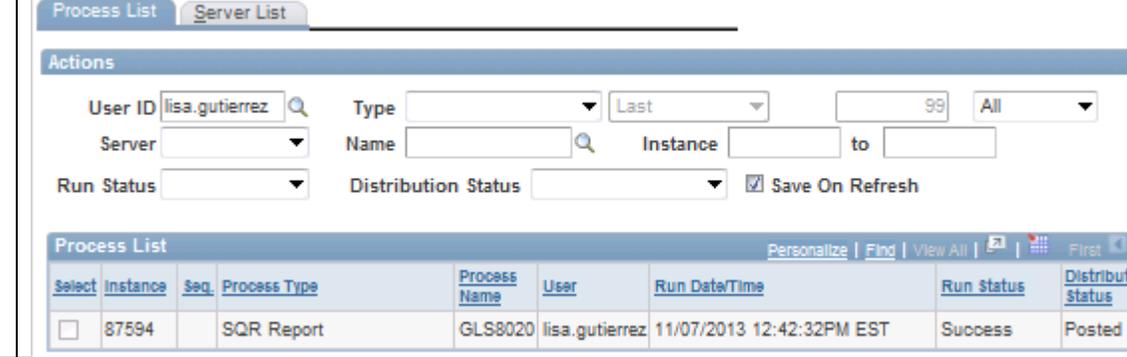
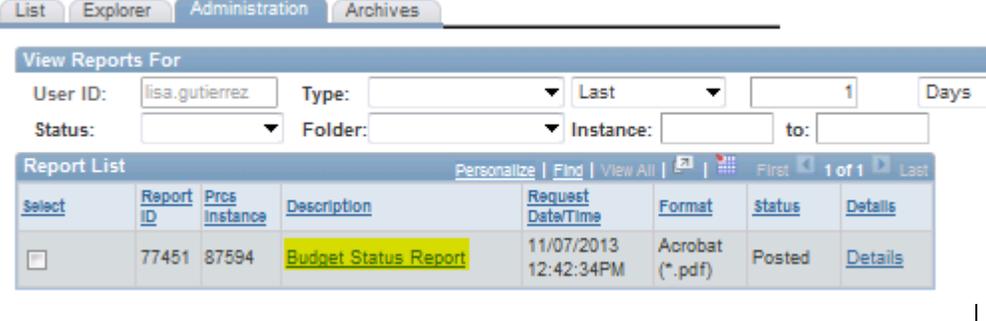
<p>Commitment Control > Budget Reports > Budget Status</p>	
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1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the "Add a New Value" Tab.	
2.	Enter a Run Control ID This name can provide information about the type of criteria in the report. No spaces are allowed.	Run Control ID: <input data-bbox="824 646 1240 688" type="text"/>
3.	Click the  button.	
4.	In the  box, enter the following information:	<ul style="list-style-type: none"> • Business Unit – This value will always be 'MDJUD'. • Ledger – Select the Commitment Control ledger group from which you would like to report. (In most cases, you would use the ledger group of OPER_DTL.) 
5.	Click on the  button to blow out the chartfield detail criteria.	

6.	<p>Add criteria to the ChartField Selection area.</p>	<ul style="list-style-type: none"> Sequence – Enter the sequence number for each included chartfield to designate the sequence number of the chartfield on the report. Include CF – Check the box on the line for each chartfield you want to view on the report. Subtotal – Check the box to subtotal for the chartfield on the report. Value / To Value – Add a From Value and a To Value range for each chartfield line to further define the report criteria. If left blank, all qualifying chartfield values will be included. 																																																																																										
<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <thead> <tr style="background-color: #e1eef6;"> <th style="text-align: left;">Sequence</th> <th style="text-align: left;">ChartField Name</th> <th style="text-align: center;">Include CF</th> <th style="text-align: center;">Subtotal</th> <th style="text-align: left;">Value</th> <th style="text-align: left;">To Value</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Batch Agency</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td style="text-align: center;">2</td> <td>Program Cost Account</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>40501</td> <td>40501</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Fund</td> 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7.	<p>Save the run parameters for the next time of use by clicking the Save button.</p>																																																																																											
8.	<p>Click on the Run button to start the report.</p>																																																																																											

<p>9.</p>	<p>Confirm the Budget Status Report line is selected (checked) and click on </p>	 <p>Process Scheduler Request</p> <p>User ID: lisa.gutierrez Run Control ID: SAMPLE</p> <p>Server Name: <input type="text"/> Run Date: 11/07/2013</p> <p>Recurrence: <input type="text"/> Run Time: 12:50:11PM <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Budget Status Report</td> <td>GLS8020</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Budget Status Report	GLS8020	SQR Report	Web	PDF	Distribution				
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<p>10.</p>	<p>Click the Process Monitor link.</p>																			
<p>11.</p>	<p>Click on the  button until the process is listed with a Run Status of 'Success' and a Distrib Status of 'Posted'.</p>	 <p>Process List <input type="button" value="Server List"/></p> <p>Actions</p> <p>User ID: lisa.gutierrez Type: <input type="text"/> Last <input type="text"/> 99 All <input type="text"/></p> <p>Server: <input type="text"/> Name: <input type="text"/> Instance: <input type="text"/> to: <input type="text"/></p> <p>Run Status: <input type="text"/> Distribution Status: <input type="text"/> <input checked="" type="checkbox"/> Save On Refresh</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distrib Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>87594</td> <td></td> <td>SQR Report</td> <td>GLS8020</td> <td>lisa.gutierrez</td> <td>11/07/2013 12:42:32PM EST</td> <td>Success</td> <td>Posted</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distrib Status	<input type="checkbox"/>	87594		SQR Report	GLS8020	lisa.gutierrez	11/07/2013 12:42:32PM EST	Success	Posted
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<p>12.</p>	<p>Click on the Go back to Budget Status link.</p>																			
<p>13.</p>	<p>Click on the Report Manager link.</p>																			
<p>14.</p>	<p>Click on the  tab.</p>																			
<p>15.</p>	<p>Click on the Budget Status Report link that corresponds to the process date and time that was run.</p> <p>The report will open as PDF in a new window.</p>	 <p>View Reports For</p> <p>User ID: lisa.gutierrez Type: <input type="text"/> Last <input type="text"/> 1 Days</p> <p>Status: <input type="text"/> Folder: <input type="text"/> Instance: <input type="text"/> to: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prce 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>77451</td> <td>87594</td> <td>Budget Status Report</td> <td>11/07/2013 12:42:34PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	77451	87594	Budget Status Report	11/07/2013 12:42:34PM	Acrobat (*.pdf)	Posted	Details		
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16.



Your report may look slightly different depending on the criteria you selected to include on the report.

```

report id: GL68020
mus. unit: MAJUM--Administrative office of court
ledger grp: OFM_DTL -- operating detail ledger group
currency : USD
chartfields criteria
match Agy: C25          PCA: All values          fund: 3003          Account: All values          program: All values
Approp Number: All values          Approp yr: AY2014
    
```

<u>Match Agy</u> <u>Approp yr</u>	<u>PCA</u>	<u>Fund</u>	<u>Account</u>	<u>Program</u>	<u>Approp number</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>Preencumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
C25 AY2014	12013	3003	0854	T001	A0012	0.00	0.00	0.00	1,554,412.00	0.00	-1,554,412.00
C25 AY2014	12013	3003	0858	B012	A0012	0.00	0.00	0.00	0.00	0.00	0.00
C25 AY2014	12013	3003	0858	T001	A0012	2,265,000.00	0.00	0.00	0.00	2,265,000.00	0.00
			subtotal for Account 0858 :			2,265,000.00	0.00	0.00	0.00	2,265,000.00	0.00
C25 AY2014	12013	3003	0898	B012	A0012	0.00	0.00	0.00	0.00	0.00	0.00
C25 AY2014	12013	3003	0898	T001	A0012	4,053,491.00	0.00	0.00	2,065,687.00	46,092.00	1,941,712.00
			subtotal for Account 0898 :			4,053,491.00	0.00	0.00	2,065,687.00	46,092.00	1,941,712.00
C25 AY2014	12053	3003	0401	B012	A0012	0.00	0.00	0.00	0.00	0.00	0.00
C25 AY2014	12053	3003	0401	T005	A0012	5,000.00	0.00	0.00	0.00	0.00	5,000.00
			subtotal for Account 0401 :			5,000.00	0.00	0.00	0.00	0.00	5,000.00



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.