

LAST REVISED DATE: 09/12/2014

General Information

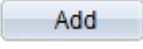
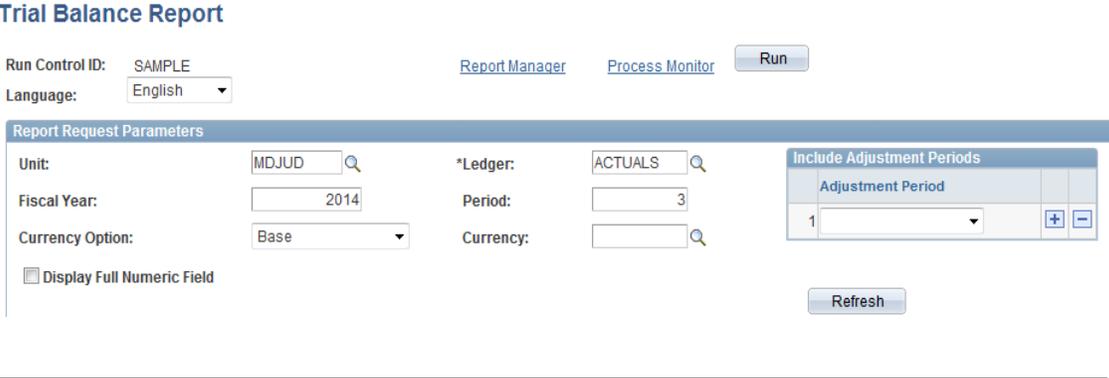
Task	Process Information
Running the Trial Balance Report	This report combines detail and summary balance information. It shows the ending ledger balances for the specified year and period by ChartField combination. Also displays subtotals by ChartField and prints a final total for debits and credits.

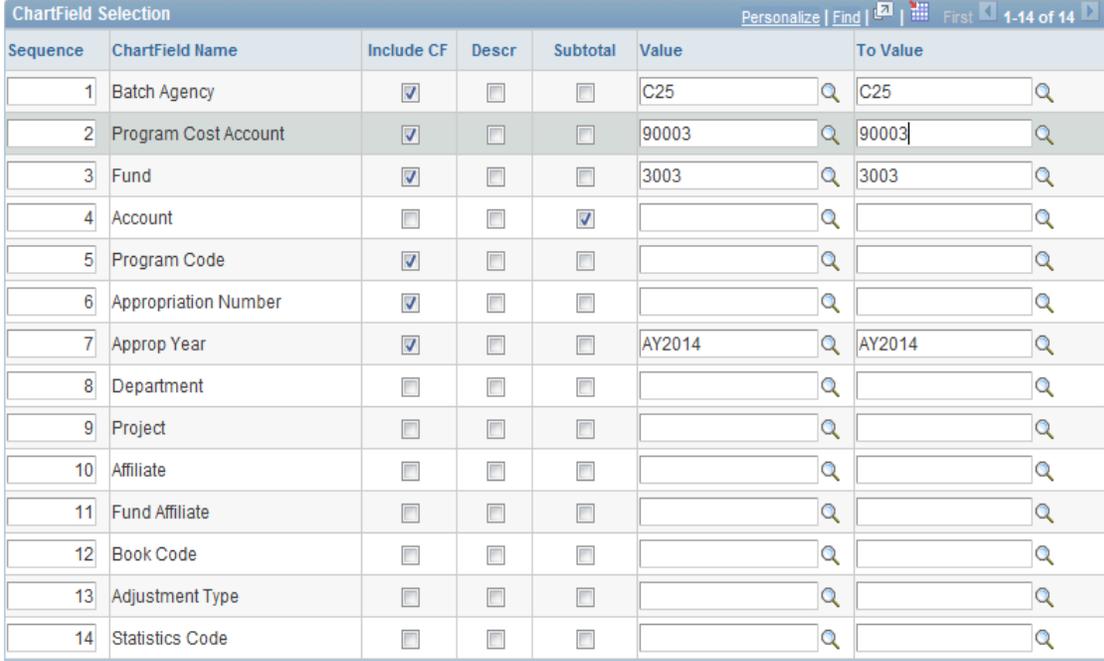
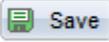
GEARS Navigation

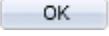
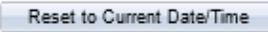
<p>General Ledger > General Reports > Trial Balance</p>	
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1.0 Process

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 is the name you would like to save your parameters selected as. No spaces are allowed.	
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 – This value should be ‘ACTUALS’. • Fiscal Year – Select the year you are searching. • Period – Select the period you are searching. <p>(NOTE: Period 1 = July, Period 2 = August, ... Period 12 = June)</p> 
5.	Click on the  button to blow out the chartfield detail criteria.	

<p>6.</p>	<p>Add criteria to the  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. • Descr – Check the box if you would like to see the description along with the chartfield value 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"> <thead> <tr> <th>Sequence</th> <th>ChartField Name</th> <th>Include CF</th> <th>Descr</th> <th>Subtotal</th> <th>Value</th> <th>To Value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Batch Agency</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>C25</td> <td>C25</td> </tr> <tr> <td>2</td> <td>Program Cost Account</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>90003</td> <td>90003</td> </tr> <tr> <td>3</td> <td>Fund</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>3003</td> <td>3003</td> </tr> <tr> <td>4</td> <td>Account</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Program Code</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>Appropriation Number</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>Approp Year</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>AY2014</td> <td>AY2014</td> </tr> <tr> <td>8</td> <td>Department</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>Project</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>10</td> <td>Affiliate</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>11</td> <td>Fund Affiliate</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>12</td> <td>Book Code</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>13</td> <td>Adjustment Type</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>14</td> <td>Statistics Code</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table>	Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value	1	Batch Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C25	C25	2	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	90003	90003	3	Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3003	3003	4	Account	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			5	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			6	Appropriation Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			7	Approp Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AY2014	AY2014	8	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			9	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			10	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			11	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			12	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			13	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			14	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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<p>7.</p>	<p>Save the run  parameters for the next time of use by clicking the  button.</p>																																																																																																										
<p>8.</p>	<p>Click on the  button to start the report.</p>																																																																																																										

<p>9.</p>	<p>Confirm the Trial Balance 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: 10/18/2013 </p> <p>Recurrence: <input type="text"/> Run Time: 11:51:51PM </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>Trial Balance Report</td> <td>GLS7012</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p> </p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	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 Server List</p> <p>Actions</p> <p>User ID: <input type="text" value="lisa.gutierrez"/>  Type: <input type="text"/> Last: <input type="text"/> <input type="text" value="1"/> Days </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>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>43168</td> <td></td> <td>SQR Report</td> <td>GLS7012</td> <td>lisa.gutierrez</td> <td>10/18/2013 11:51:51PM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	43168		SQR Report	GLS7012	lisa.gutierrez	10/18/2013 11:51:51PM EDT	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details													
<input type="checkbox"/>	43168		SQR Report	GLS7012	lisa.gutierrez	10/18/2013 11:51:51PM EDT	Success	Posted	Details													
<p>12.</p>	<p>Click on the Go back to Trial Balance 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 Trial Balance 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>List Explorer Administration Archives</p> <p>View Reports For</p> <p>User ID: <input type="text" value="lisa.gutierrez"/> Type: <input type="text"/> Last: <input type="text"/> <input type="text" value="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>Prca 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>38205</td> <td>43169</td> <td>Trial Balance Report</td> <td>10/18/2013 12:10:28AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	38205	43169	Trial Balance Report	10/18/2013 12:10:28AM	Acrobat (*.pdf)	Posted	Details				
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<input type="checkbox"/>	38205	43169	Trial Balance Report	10/18/2013 12:10:28AM	Acrobat (*.pdf)	Posted	Details															

16.

Report ID: GLE7012	PeopleSoft GL	Page No. 1
Bus. Unit: MDJUD--Administrative Office of Court	TRIAL BALANCE	Run Date 04/01/2014
Ledger: ACTUALS -- Actuals Ledger		Run Time 13:52:21
As of Year 2014 and Period 3		
Base Currency: USD		
<u>Batch</u> <u>Agy</u> <u>PCA</u> <u>Fund</u> <u>Program</u> <u>Approp Number</u> <u>Approp Yr</u>	<u>Cur</u> <u>Transaction Debit</u> <u>Transaction Credit</u>	
C25 90003 3003 D009 A0009 AY2014	USD 383,189.27 0.00	
Total for Ledger	USD 383,189.27 0.00	



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.