

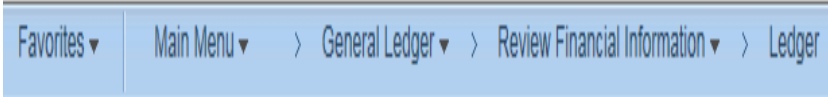
Quick Reference Tip Sheet

LAST REVISED DATE: 05/01/2017

General Information

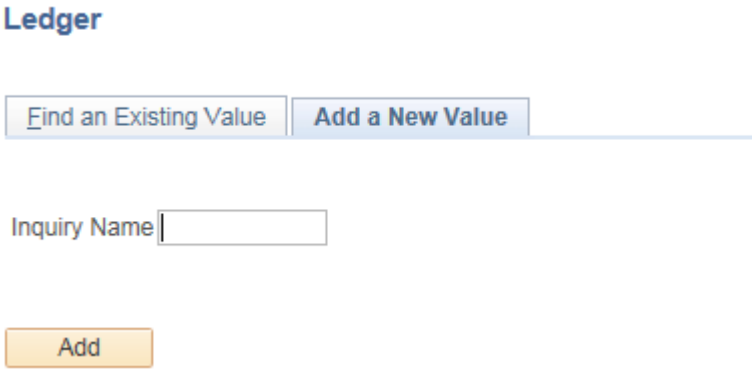

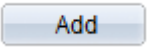


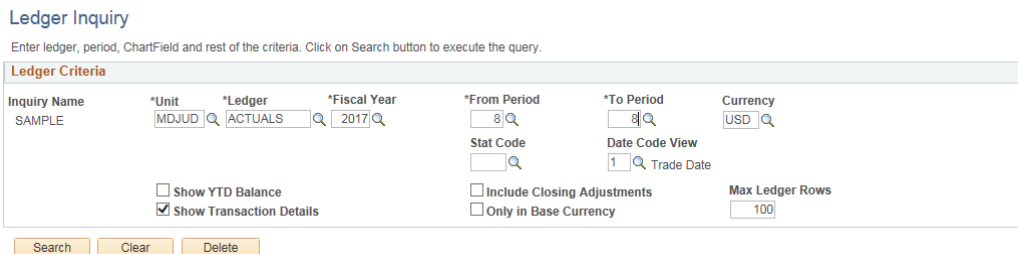
Task	Process Information
<p align="center">Running the Ledger Inquiry with Transaction drilldowns</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>This process will allow users to inquire on ledger balances by chartfield range. Users can also drill into the results to view specific GL and subsystem transactions.</p>

GEARS Navigation

<p>General Ledger > Review Financial Information > Ledger</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 an Inquiry Name. 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 will always be ‘ACTUALS’. • Fiscal Year – Select the year you are searching. • From Period & To Period – Select the range of periods you are searching. (NOTE: Period 1 = July, Period 2 = August, ... Period 12 = June) <p> "Show YTD Balance" (show year-to-date balance) - Select this check box, and the inquiry returns year-to-date balances for specified ChartFields for a period regardless of the period range chosen.</p> <p>"Show Transaction Details" - Select to see the ledger data along with the journal transactions that contributed to the balance.</p> 

5. In the **Chartfield Criteria** box, enter the following information:

- **Account / Chartfield Value Set** – Select the appropriate value based on your inquiry needs:
 - REVENUE_ACCT – this will pull data for all revenue accounts
 - EXPENSE_ACCT – this will pull data for all expense accounts
 - REV_EXP_ACCT – this will pull data for both revenue and expense accounts



If you would like to run the inquiry for specific chartfield values instead of (or in addition to) inquiring on a set of Accounts, you can enter the Value in the field next to the appropriate chartfield. (There should definitely be more criteria than just the chartfield value set. You should include at a minimum your selected PCA(s) and appropriation year(s).)



If you would like to sum by chartfields other than Account, you can select the checkbox next to the appropriate chartfield.

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: SAMPLE *Unit: MDJUD *Ledger: ACTUALS *Fiscal Year: 2017 *From Period: *To Period: Currency: USD

Stat Code: Date Code View: Trade Date: Max Ledger Rows: 100

Show YTD Balance Include Closing Adjustments Only in Base Currency

Show Transaction Details

Search Clear Delete

Chartfield Criteria Personalize | Find | 1-12 of 12 | First | Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account		REV_EXP_ACCT	Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Batch Agency			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Cost Account	60001		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation Number			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Approp Year	AY2017		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Save Notify Add Update/Display

Note: The inquiry will only return the first 100 results. It may be helpful to add more criteria to limit the results to less than 100.

6.

Save the run parameters for the next time of use by clicking the Save button.

7. Click the Search button.

8.

Review results and (if desired) click on Journal ID link to drill into journal details.

Transaction Details Find | View All First 1 of 6 Last

Ledger by Period and Chartfields Personalize | Find | 1 of 1

Period	Account	Account Description	Stat
8 0703		Maint & Repair, Tags, Supplies	

Amount (in Transaction Currency) 10.00 USD Amount (in Base Currency) 10.00 USD

Journals Personalize | Find | First 1 of 1 Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
APA0137974	AP Accruals	02/09/2017		0.00	N	10.00	USD	10.00	USD



Inquiry results are displayed in sets of two boxes: Ledger totals by Period and Chartfields, and the Journals that make up that amount.



The Transaction Details Line displays the number of records returned in the right hand corner. Use the arrows to navigate between the records.

9.

Review results and (if desired) click on the Drill to Source icon to view the journal line details.

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
SAMPLE	MDJUD	ACTUALS	2017	8	8	USD	

Show YTD Balance Include Closing Adjustments Max Ledger Rows 100
 Show Transaction Details Only in Base Currency

Go To [Inquiry Criteria](#) [Transaction Details](#)

Journal Header

Journal ID	APA0137974	Date	02/09/2017	Schedule	
Ledger Group	ACTUALS	Original Date	02/09/2017	Process	No Request
Source	AP	Date Posted	02/09/2017	Total Lines	165
Journal Status	Posted	Reversal Date		User ID	BRITTANIE.COLLIER
Balanced	DR=CR	Reversal	None	InterUnit BU	MDJUD
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	Accounts Payable				

[View Attachment](#)

All Lines From/To
 From Line To Line
[Query Journal Lines](#)

Totals by Currency Find | View All First 1 of 1 Last

Currency	USD	Debit Amount	1,692,697.80	Credit Amount	1,692,697.80	Net	0.00
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Journal Line Personalize | Find | View All | First 1 of 1 Last

Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp
	34	AP Accruals		10.00	USD	C25	60001	0001	0703	B006	A0006	AY2017

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

10.

Review results and (if desired) click on a 'View related links' icon to drill to the source transaction.

Drill to Source

Journal ID

Business Unit MDJUD Journal APA0137974 Date 02/09/2017 GL Journal

Ledger ACTUALS Line 34 Line Descr AP Accruals

Chartfields Personalize | Find | View All | [Print] | First 1 of 1 Last

Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Categ
C25	60001	0001	0703	B006	A0006	AY2017							

Base Currency USD Base Amount 10.00
 Currency USD Transaction Amount 10.00
 Statistics Code Statistic Amount

Details Personalize | Find | View All | [Print] | First 1 of 1 Last

Chartfields Voucher Information Document Information [Print]

Voucher ID	Descr	Vchr Line	Distrib Line	Amount	Currency
00301902	Expense Distribution	27	1	10.00	USD

Save Return to Search Notify



Different types of transactions will have different links on the "Drill to Source" page. For example, AP journals will have a link to the Voucher ID (rather than a View related Links icon).

11.

Click on the link that will drill to the source (sub-module) transaction.
 (Note: The links shown on the right will not display for an AP Voucher – see next step)

Please select one of the following links:

[Drill to Direct Journal](#)
[Drill to Cash Control](#)
[Drill Back to GL](#)

Cancel



Journals with different types of source transactions will have different links.

12.

Review results.

Voucher Accounting Entries

*Business Unit MDJUD | Voucher ID 00301902 | Invoice Number 1137916_000000000000000003

*Accounting Line View Option Standard | Invoice Date 01/25/2017 | Show Foreign Currency

Vendor ID 0000004656 | *Sort By Posting Process

Vendor Name US BANK |

Accounting Information Find | View All | First 1 of 2 | Last

Posting Process AP Accrual GL Dist Status Distributed Posting Date 02/07/2017

Personalize | Find | View All | 1-10 of 100 | Last

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-39.47	USD	ACTUALS	MDJUD	02/07/2017
000000000 894439458001	39.47	USD	ACTUALS	MDJUD	02/07/2017
Accounts Payable	-66.20	USD	ACTUALS	MDJUD	02/07/2017
000000000 894439045001	66.20	USD	ACTUALS	MDJUD	02/07/2017
Accounts Payable	-136.54	USD	ACTUALS	MDJUD	02/07/2017
91065307 91065307	136.54	USD	ACTUALS	MDJUD	02/07/2017
Accounts Payable	-24.00	USD	ACTUALS	MDJUD	02/07/2017
02002303 ORD170109210716	24.00	USD	ACTUALS	MDJUD	02/07/2017
Accounts Payable	-1,994.66	USD	ACTUALS	MDJUD	02/07/2017
S-0758534 S-0758534	1,994.66	USD	ACTUALS	MDJUD	02/07/2017



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