MARYLAND JUDICIARY

GEARS

General Enterprise And Resource Support

REP300-GL
General Ledger Reports

June 2013

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REP300

REP300 Accessing GEARS Reports

Course Overview
The REP 300 Accessing GEARS Reports course covers the business use, navigation and execution of the various reports for each of the following GEARS business areas:

- Asset Management
- Accounts Payable
- Accounts Receivable
- Enterprise Service Automation (Project Costing, Contract Administration, Grants Administration)
- General Ledger
- Inventory
- Commitment Control
- Purchasing

GL Reports

Course Overview
The REP300-GL General Ledger Reports course will review the process for generating the appropriate General Ledger reports in GEARS.

Running the Ledger Activity Report

The **Ledger Activity** report lists the beginning and ending ledger balances by Chartfield combination and account. It also lists the detailed journal line activity that is posted against the ledger for the accounting periods that are specified.

After completing this topic, you will be able to:

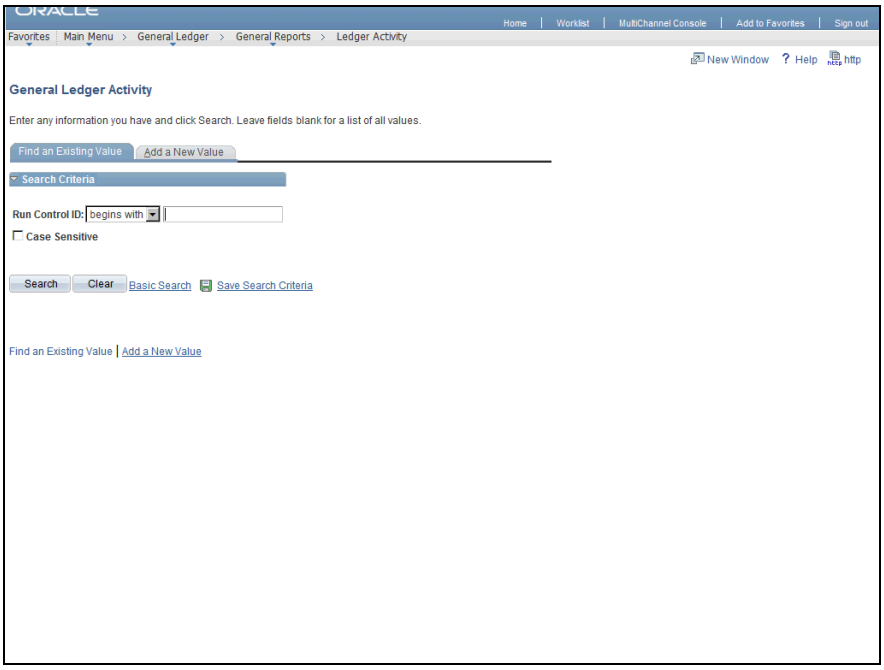
- Create a new run control for the **Ledger Activity** report
- Enter process request parameters
- Generate the **Ledger Activity** report

Procedure

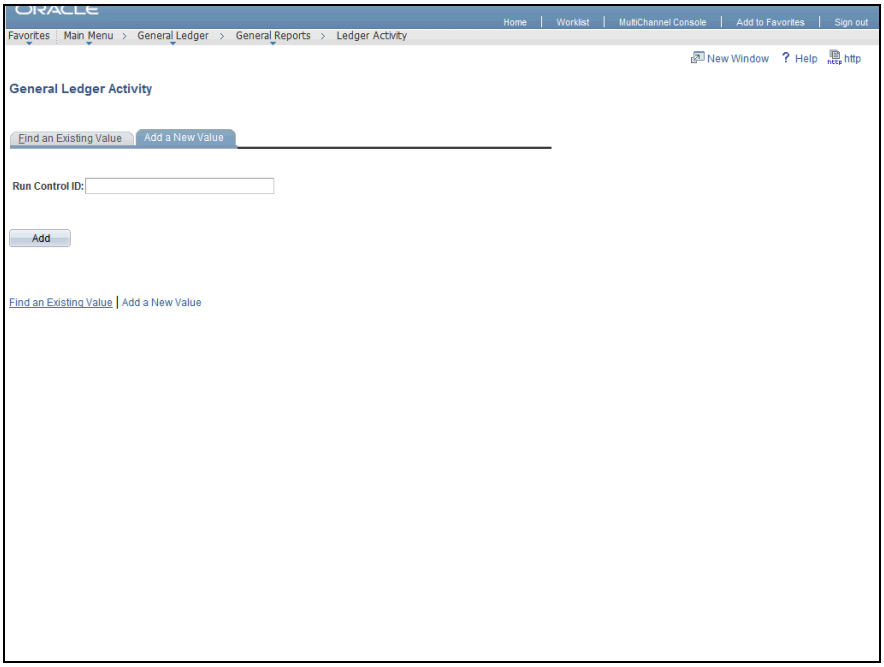
In this topic, you will run the **Ledger Activity** report.

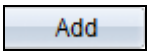
Step	Action
1.	Begin by navigating to the **General Ledger Activity** page. Click the **General Ledger** link. ▷ General Ledger

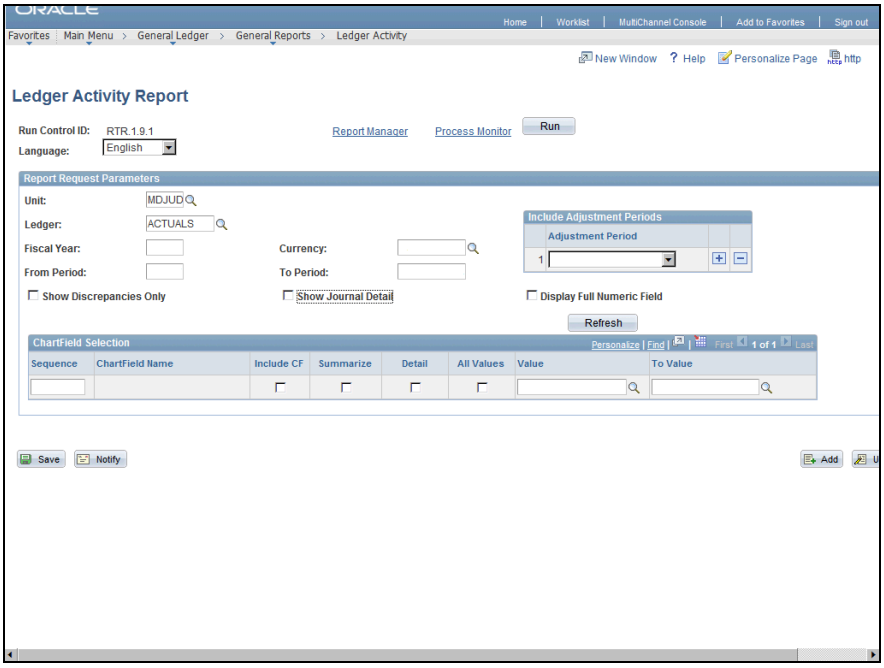
Step	Action
2.	Click the **General Reports** link. General Reports
3.	Click the **Ledger Activity** link. Ledger Activity

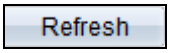


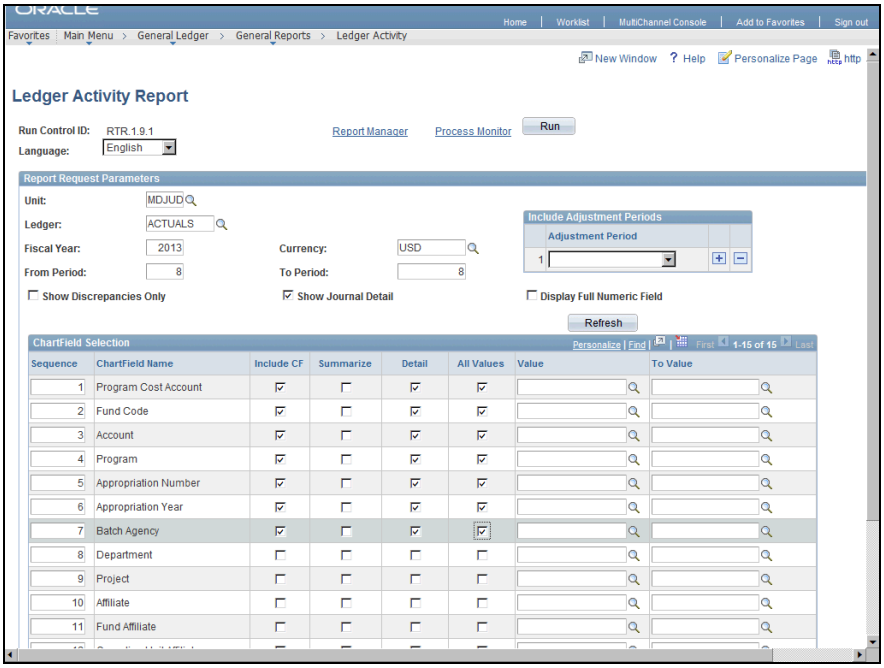
Step	Action
4.	The **General Ledger Activity** page displays. **NOTE:** If you have previously created a run control ID for this process, you can search for it on the **Find and Existing Value** tab. When a run control does not exist, create a new one on the A**dd a New Value** tab. For this topic, click the **Add a New Value** tab to create a new run control. Add a New Value



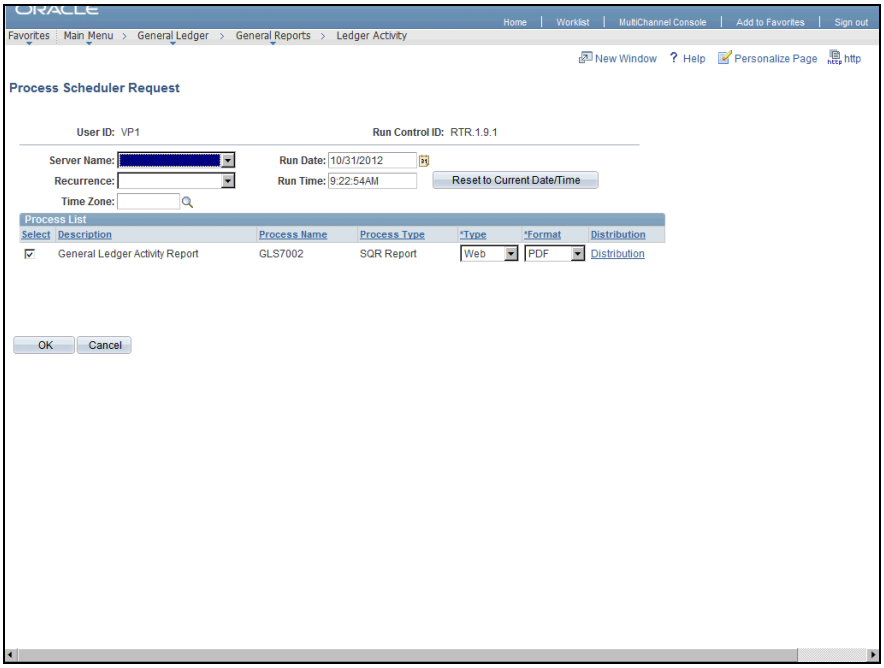
Step	Action
5.	Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "**GL_ACTIVITY**".
6.	Click the **Add** button. 



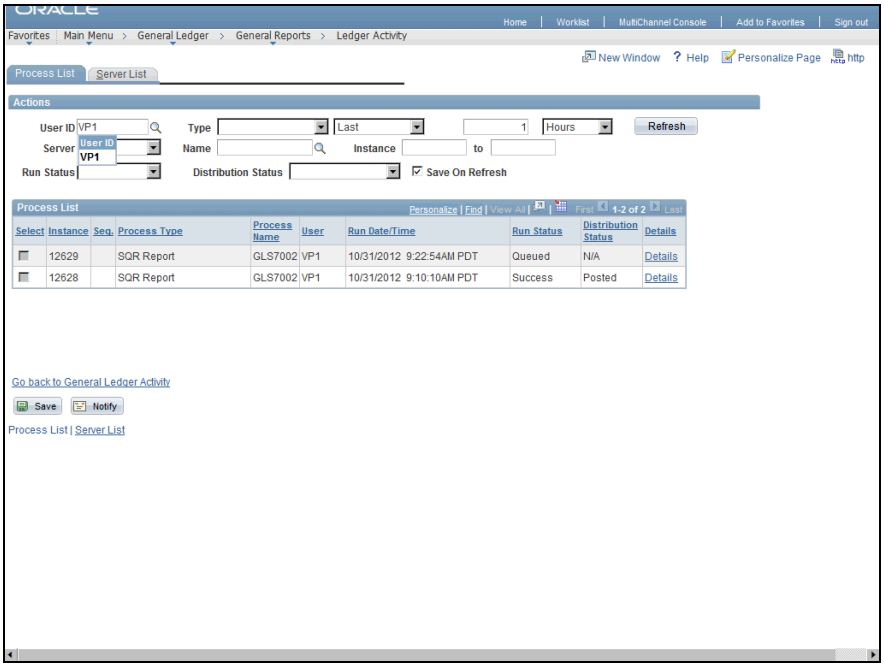
Step	Action
7.	The values for the **Unit** and the **Ledger** should default to the "MDJUD" and "ACTUALS".
8.	Enter the desired information into the **Fiscal Year** field. Enter a valid value e.g. "**2013**".
9.	Enter "**USD**" into the **Currency** field.
10.	Enter the desired information into the **From Period** field. Enter a valid value e.g. "**8**".
11.	Enter the desired information into the **To Period** field. Enter a valid value e.g. "**8**".
12.	Click the **Show Journal Detail** option.
13.	Click the **Refresh** button. 



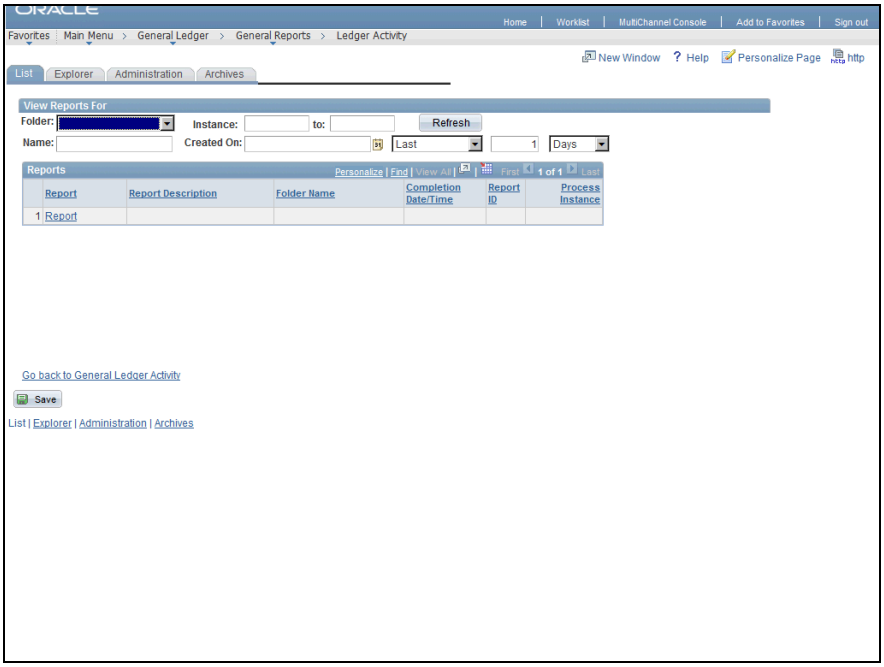
Step	Action
14.	Click the **Include CF**, **Detail**, and **All Values** options for the following Chartfield values: 1. **Program Cost Account** 2. **Fund Code** 3. **Account** 4. **Program** 5. **Appropriation Number** 6. **Appropriation Year** 7. **Batch Agency**
15.	Click the **Run** button. Run



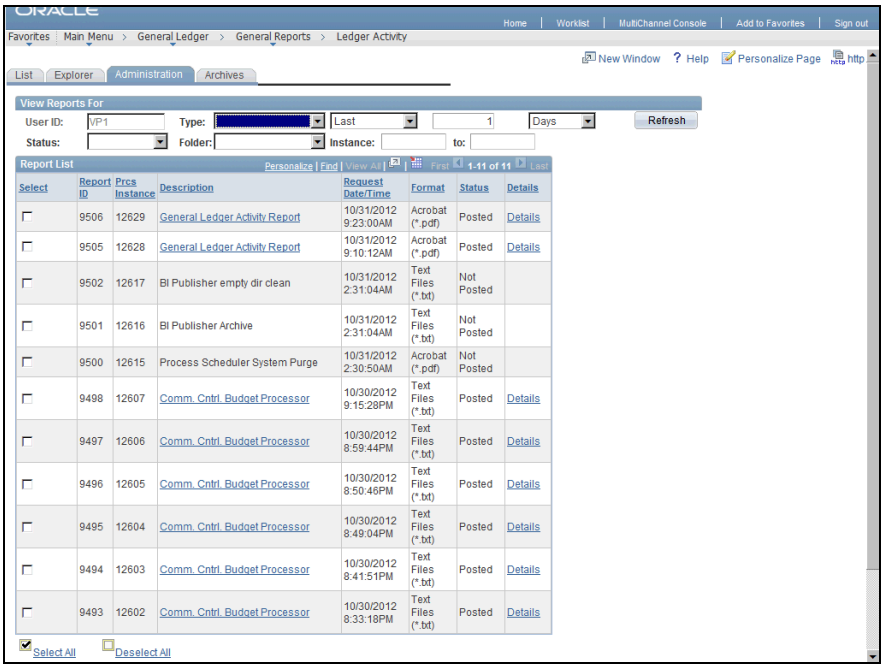
Step	Action
16.	The **Process Scheduler Request** page displays. Accept all values on this page. Click the **OK** button. OK
17.	Take note of the Process Instance number in top right corner of the page.
18.	Click the **Process Monitor** link. Process Monitor



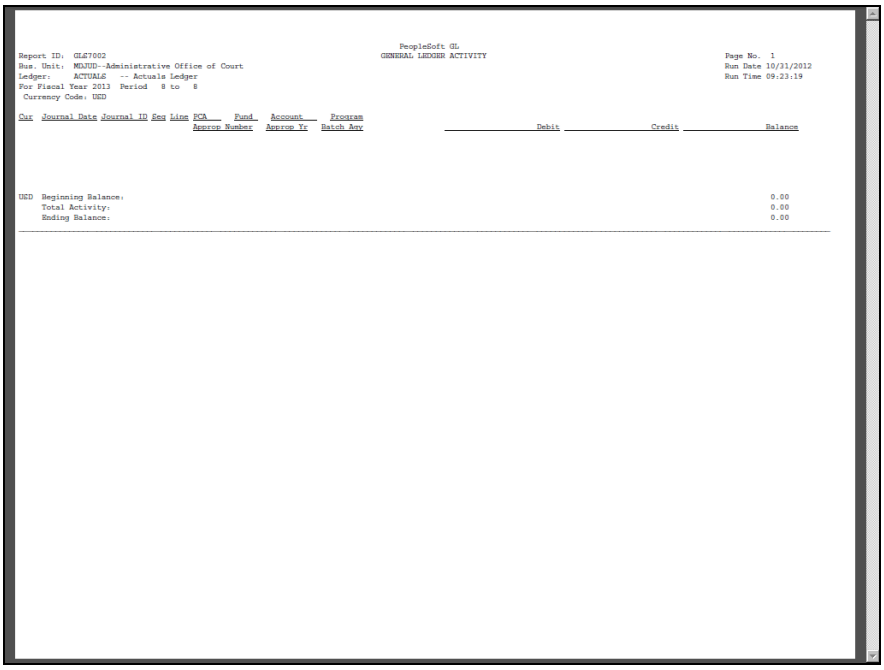
Step	Action
19.	The **Process Monitor - Process List** page displays. The process you ran is listed by process instance number in the **Process List** section.
20.	Click the **Refresh** button periodically until the run status is "**Success**" and the Distribution Status is "**Posted**". Refresh
21.	After the process runs successfully, click the **Go back to General Ledger Activity** link. Go back to General Ledger Activity
22.	The **Ledger Activity Report** run control page displays. Click the **Report Manager** link to retrieve the report. Report Manager



Step	Action
23.	The **Report Manager - List** page displays. Click the **Administration** tab. Administration



Step	Action
24.	The **Report Manager - Administration** page displays. Click the **General Ledger Activity Report** link to open the General Ledger Activity Report. General Ledger Activity Report



PeopleSoft GL
GENERAL LEDGER ACTIVITY

Report ID: GLS7002
Bus. Unit: MDJUD--Administrative Office of Court
Ledger: ACTUALS -- Actuals Ledger
For Fiscal Year 2013 Period 8 to 8
Currency Code: USD

Page No. 1
Run Date 10/31/2012
Run Time 09:23:19

Cur	Journal Date	Journal ID	Seq	Line	PCA / Approp Number	Fund / Approp Yr	Account / Batch Agy	Program	Debit	Credit	Balance
USD	Beginning Balance:										0.00
	Total Activity:										0.00
	Ending Balance:										0.00

Step	Action
25.	The **General Ledger Activity** report displays. Review the information on this page. Print the report using the browser options, if desired.
26.	You have successfully completed the *Running the Ledger Activity Report* topic. You have learned how to: - Navigate to and review the General Ledger Activity report **End of Procedure.**

Running the Ledger Activity with Attributes Report

The **Ledger Activity with Attributes** report lists the journal activity and the associated attributes for one or more specific Chartfields in the ledger for one or more periods, including beginning and ending balances.

After completing this topic, you will be able to:

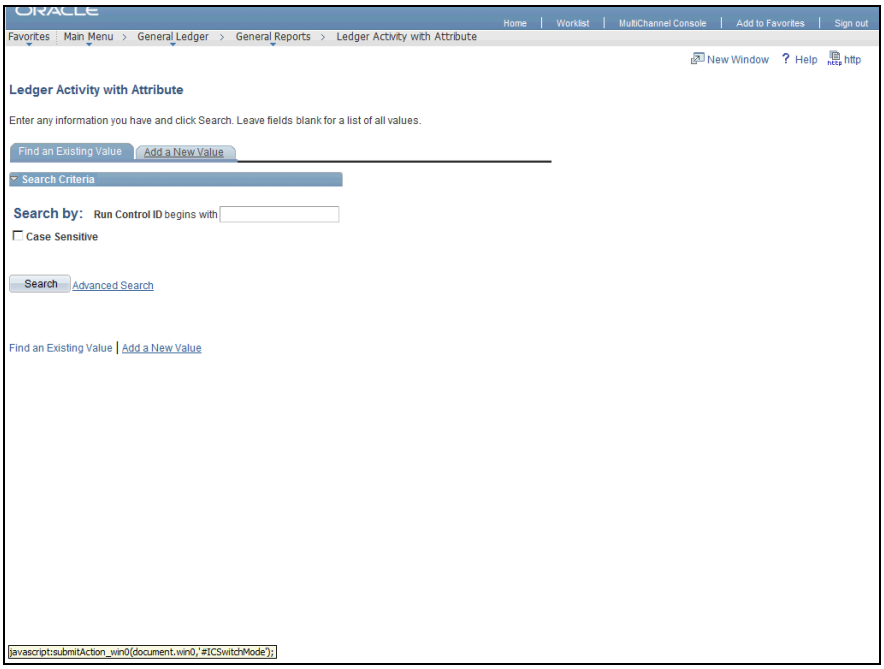
- Create a new run control for the **Ledger Activity with Attributes** report

- Enter process request parameters
- Generate the **Ledger Activity with Attributes** report

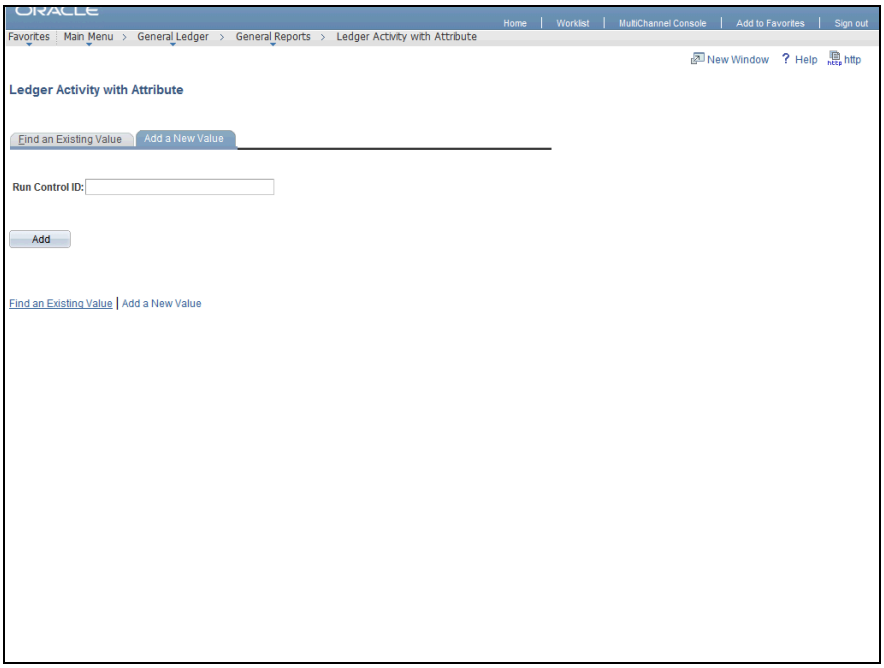
Procedure

In this topic, you will run the **Ledger Activity with Attributes** report.

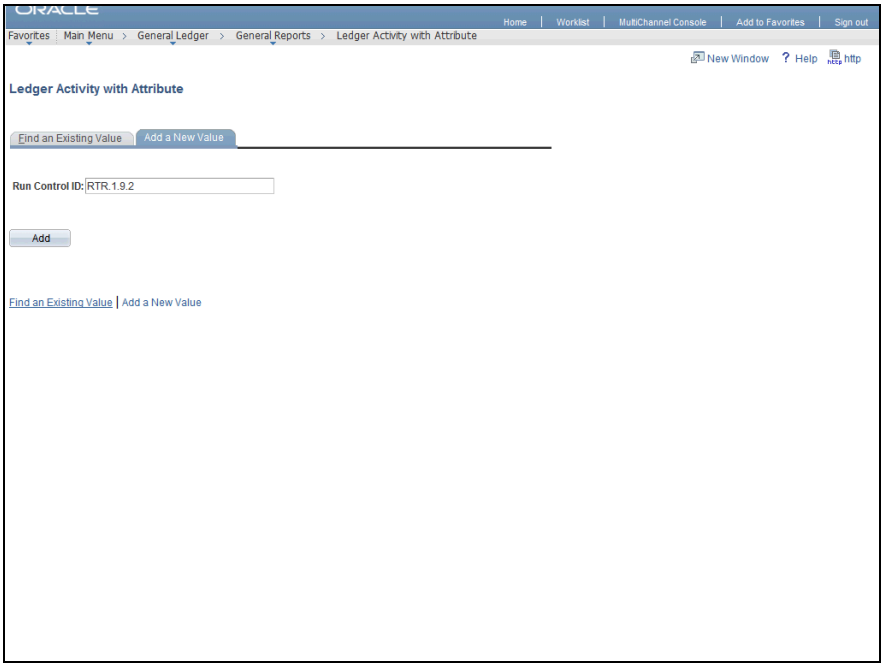
Step	Action
1.	Begin by navigating to the **Ledger Activity with Attribute** page. Click the **General Ledger** link. ▷ General Ledger
2.	Click the **General Reports** link. General Reports
3.	Click the **Ledger Activity with Attribute** link. Ledger Activity with Attribute



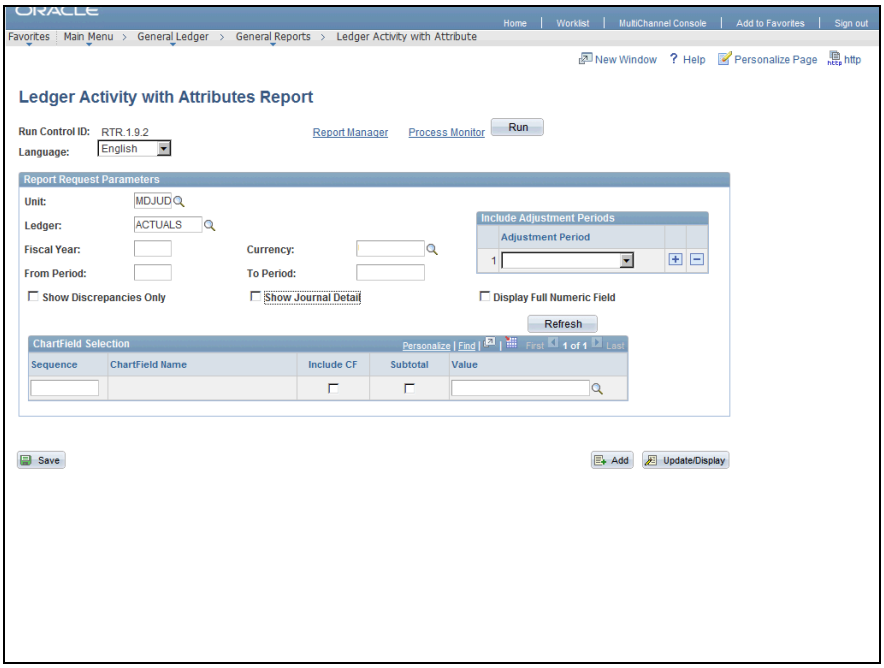
Step	Action
4.	The **Ledger Activity with Attribute** search page displays. **NOTE:** If you have previously created a run control ID for this process, you can search for it on the **Find and Existing Value** tab. When a run control does not exist, create a new one on the A**dd a New Value** tab. For this topic, click the **Add a New Value** tab to create a new run control. Add a New Value



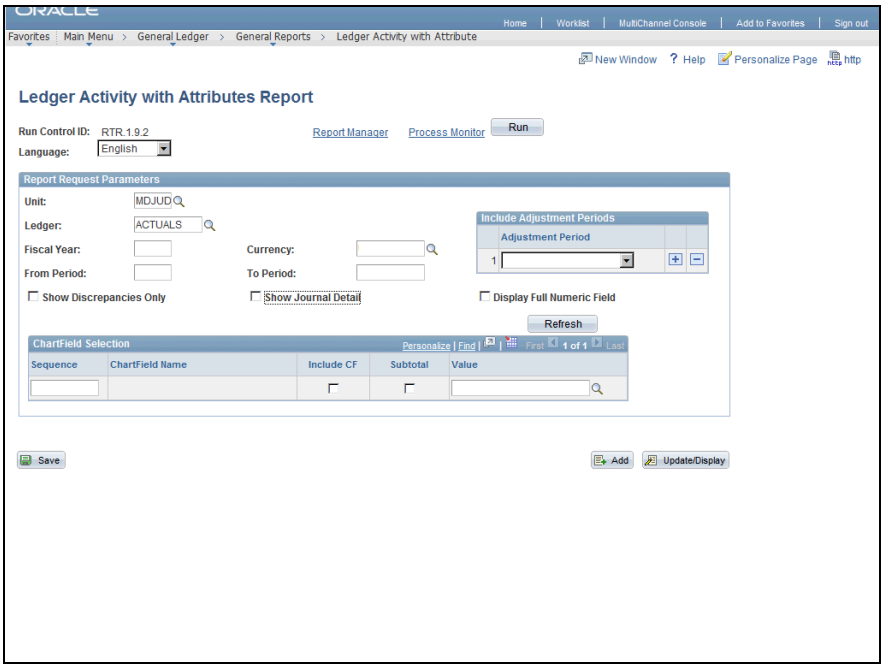
Step	Action
5.	Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "**RTR.1.9.2**".



Step	Action
6.	Click the **Add** button. Add

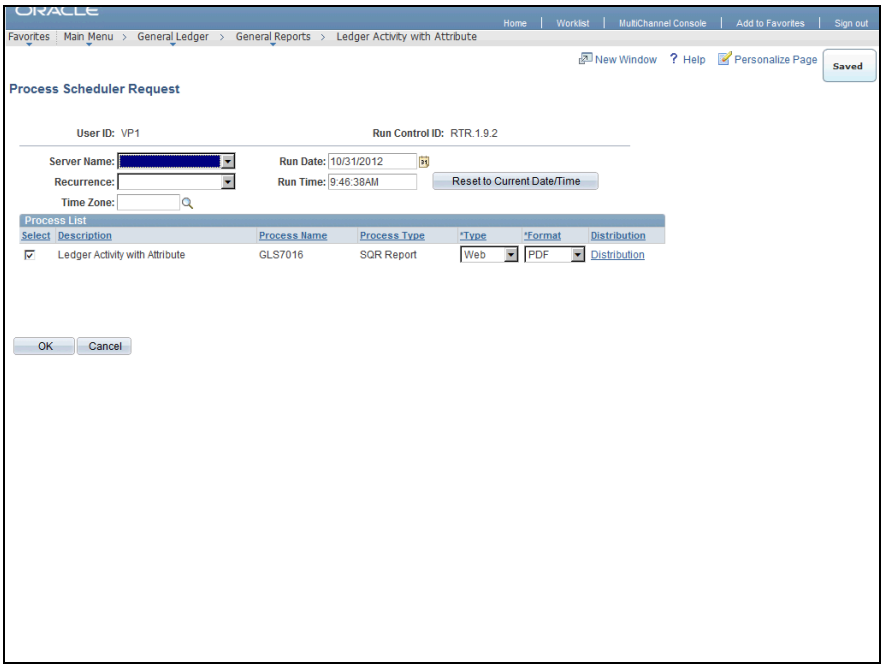


Step	Action
7.	The **Ledger Activity with Attributes** page displays. The values for the **Unit** and the **Ledger** should default to the "MDJUD" and "ACTUALS".

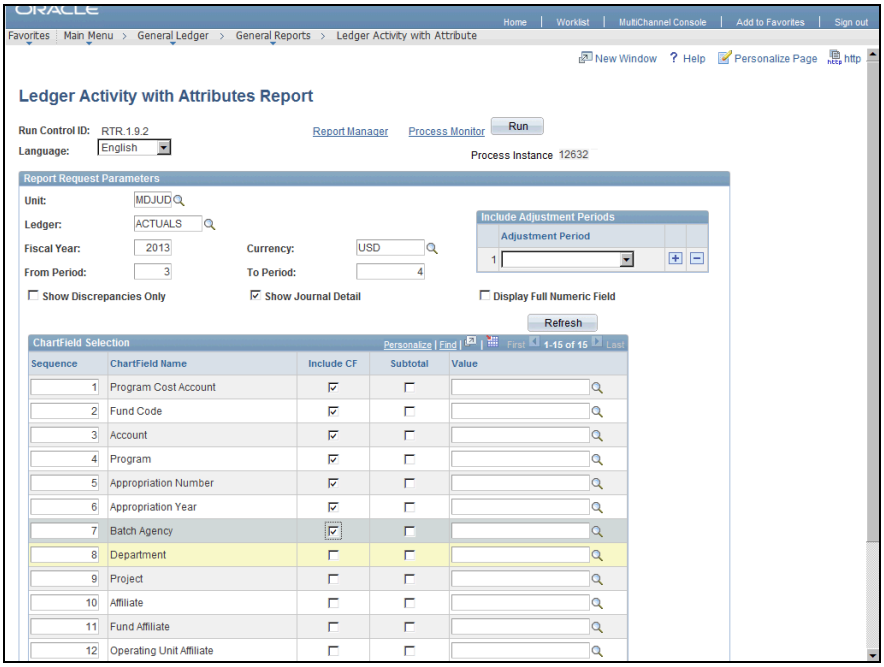


Step	Action
8.	Enter the desired information into the **Fiscal Year** field. Enter a valid value e.g. "**2013**".
9.	Enter "**USD**" into the **Currency** field.
10.	Enter a period range for which to run the report using the **From Period** and **To Period** fields. Enter the desired information into the **From Period** field. Enter a valid value e.g. "**3**".
11.	Enter the desired information into the **To Period** field. Enter a valid value e.g. "**4**".
12.	Click the **Show Journal Detail** option. ☐ Show Journal Detail
13.	Click the **Refresh** button. Refresh

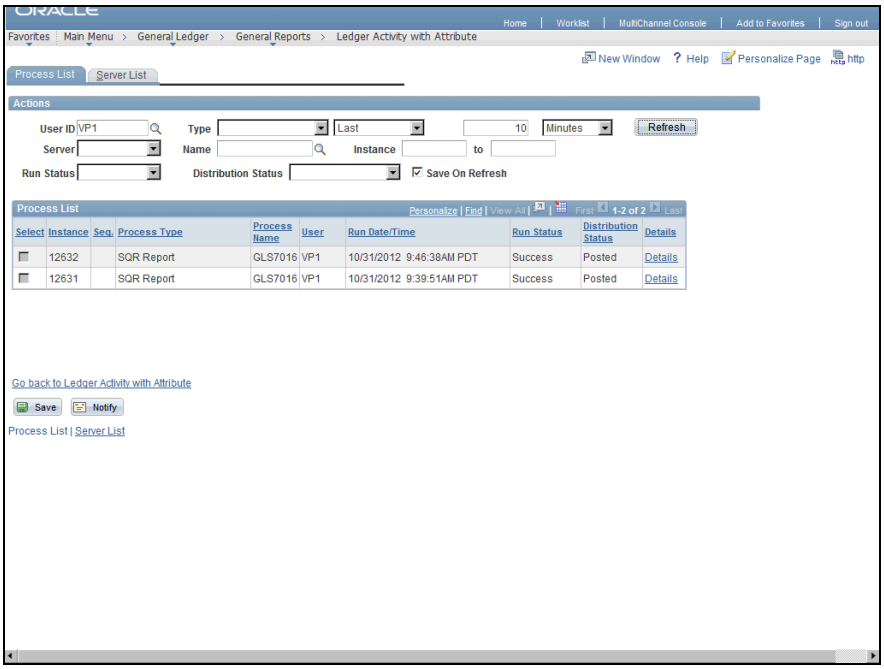
Step	Action
14.	In the **Chartfield Selection** section, click the **Include CF** options for the following Chartfield values: 1. **Program Cost Account** 2. **Fund Code** 3. **Account** 4. **Program** 5. **Appropriation Number** 6. **Appropriation Year** 7. **Batch Agency**
15.	Click the **Save** button. Save
16.	Click the **Run** button. Run



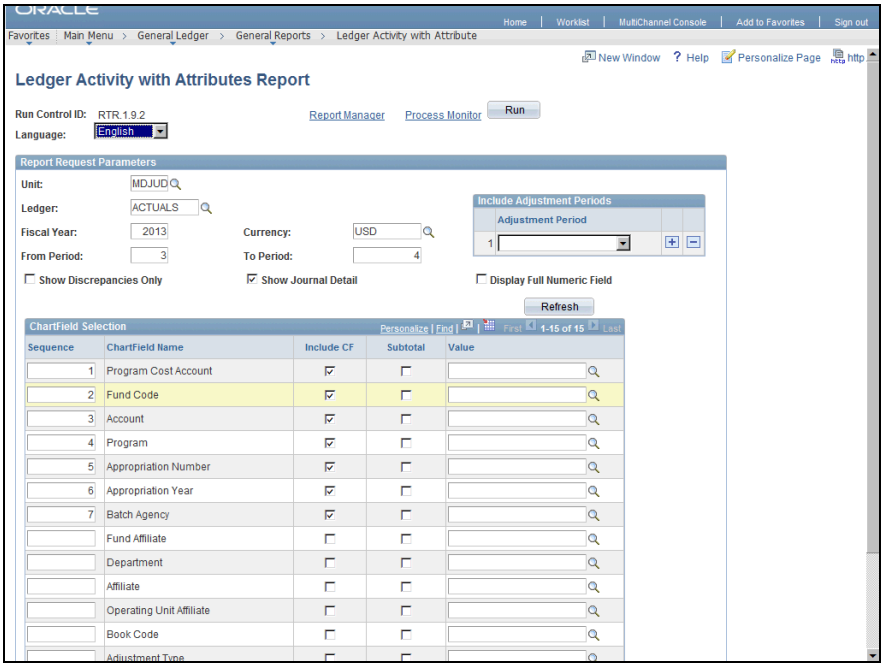
Step	Action
17.	The **Process Scheduler Request** page displays. Accept all values on this page. Click the **OK** button. OK



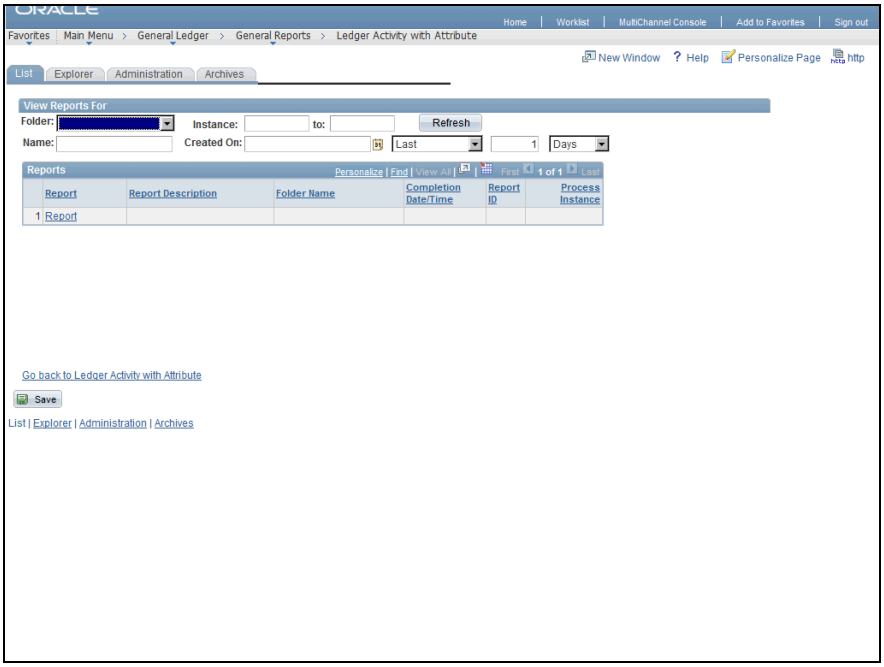
Step	Action
18.	The **Ledger Activity with Attributes Report** run control page displays. Take note of the Process Instance number in the top right corner of the page.
19.	Click the **Run** button. Run



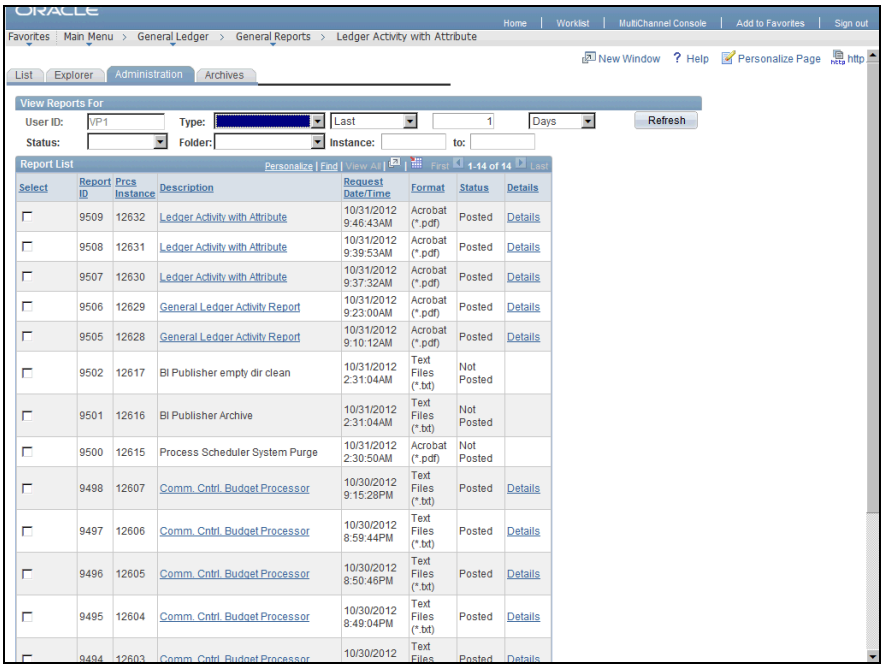
Step	Action
20.	The **Process Monitor - Process List** page displays. The process you ran is listed by process instance number in the **Process List** section.
21.	Click the **Refresh** button periodically until the run status is "Success" and the Distribution Status is "Posted". Refresh
22.	After the process runs successfully, click the **Go back to Ledger Activity with Attribute** link. Go back to Ledger Activity with Attribute



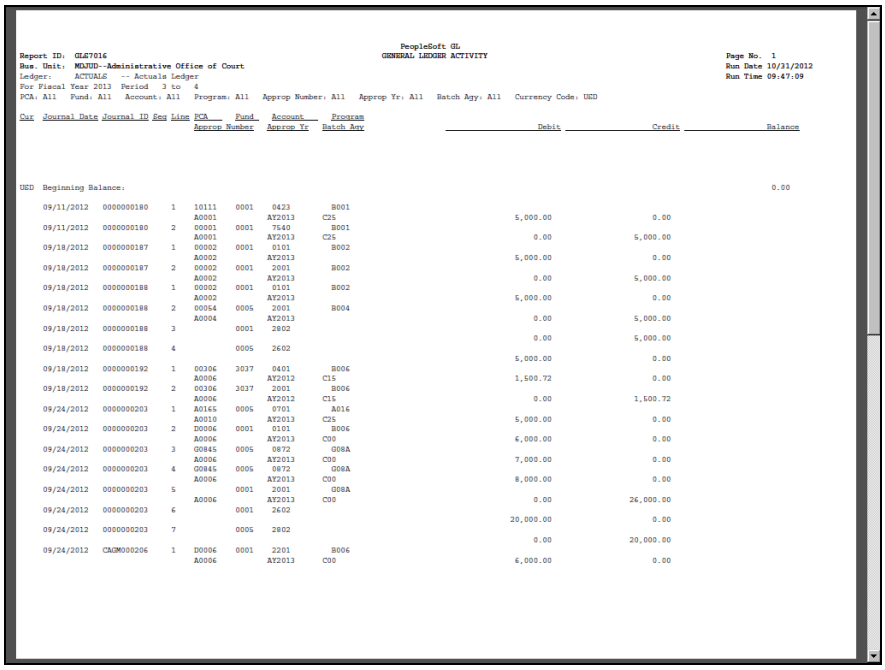
Step	Action
23.	The **Ledger Activity with Attributes Report** run control page displays. Click the **Report Manager** link to retrieve the report. Report Manager



Step	Action
24.	The **Report Manager - List** page displays. Click the **Administration** tab. Administration



Step	Action
25.	The **Report Manager - Administration** page displays. Click the **Ledger Activity with Attribute** link to open the **Ledger Activity with Attribute** report. Ledger Activity with Attribute



PeopleSoft GL
GENERAL LEDGER ACTIVITY

Report ID: GLG7016
Bus. Unit: MDJUD--Administrative Office of Court
Ledger: ACTUALS -- Actuals Ledger
For Fiscal Year 2013 Period 3 to 4
PCA: All Fund: All Account: All Program: All Approp Number: All Approp Yr: All Batch Agy: All Currency Code: USD

Page No. 1
Run Date 10/31/2012
Run Time 09:47:09

Cur	Journal Date	Journal ID	Seq	Line	PCA / Approp Number	Fund / Approp Yr	Account / Batch Agy	Program	Debit	Credit	Balance
USD	Beginning Balance:										0.00
	09/11/2012	0000000180		1	10111	0001	0423	B001			
					A0001		AY2013	C25	5,000.00	0.00	
	09/11/2012	0000000180		2	00001	0001	7540	B001			
					A0001		AY2013	C25	0.00	5,000.00	
	09/18/2012	0000000187		1	00002	0001	0101	B002			
					A0002		AY2013		5,000.00	0.00	
	09/18/2012	0000000187		2	00002	0001	2001	B002			
					A0002		AY2013		0.00	5,000.00	
	09/18/2012	0000000188		1	00002	0001	0101	B002			
					A0002		AY2013		5,000.00	0.00	
	09/18/2012	0000000188		2	00054	0005	2001	B004			
					A0004		AY2013		0.00	5,000.00	
	09/18/2012	0000000188		3		0001	2802				
									0.00	5,000.00	
	09/18/2012	0000000188		4		0005	2602				
									5,000.00	0.00	
	09/18/2012	0000000192		1	00306	3037	0401	B006			
					A0006		AY2012	C15	1,500.72	0.00	
	09/18/2012	0000000192		2	00306	3037	2001	B006			
					A0006		AY2012	C15	0.00	1,500.72	
	09/24/2012	0000000203		1	A0145	0005	0701	A016			
					A0010		AY2013	C25	5,000.00	0.00	
	09/24/2012	0000000203		2	D0006	0001	0101	B006			
					A0006		AY2013	C00	6,000.00	0.00	
	09/24/2012	0000000203		3	G0845	0005	0872	G08A			
					A0006		AY2013	C00	7,000.00	0.00	
	09/24/2012	0000000203		4	G0845	0005	0872	G08A			
					A0006		AY2013	C00	8,000.00	0.00	
	09/24/2012	0000000203		5		0001	2001	G08A			
					A0006		AY2013	C00	0.00	26,000.00	
	09/24/2012	0000000203		6		0001	2602				
									20,000.00	0.00	
	09/24/2012	0000000203		7		0005	2802				
									0.00	20,000.00	
	09/24/2012	CAGM000206		1	D0006	0001	2201	B006			
					A0006		AY2013	C00	6,000.00	0.00	

Step	Action
26.	The **General Ledger Activity** report displays. Review the information. Print the report using the internet browser settings, if desired.
27.	You have successfully completed the *Running the Ledger Activity with Attributes Report* topic. You have learned how to: - Run the Ledger Activity with Attributes report **End of Procedure.**

Running the Journal Entry Detail Report

The **Journal Entry Detail** report displays all journal entries that were entered in the system for the Judiciary business unit (MDJUD) and ledger within a specified date range.

After completing topic, you will be able to:

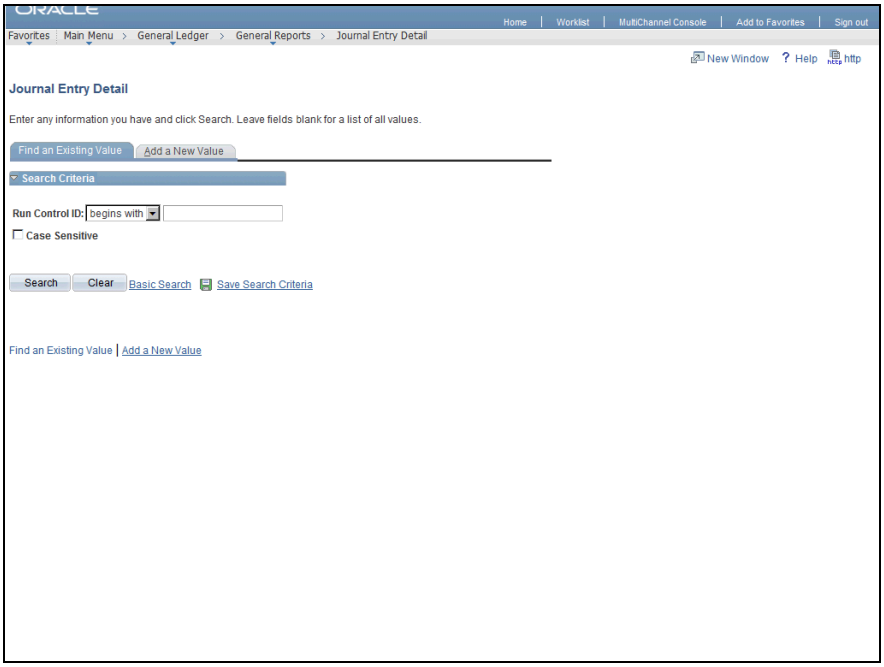
- Create a new run control for the **Journal Entry Detail** report

- Enter process request parameters
- Generate the **Journal Entry Detail** report

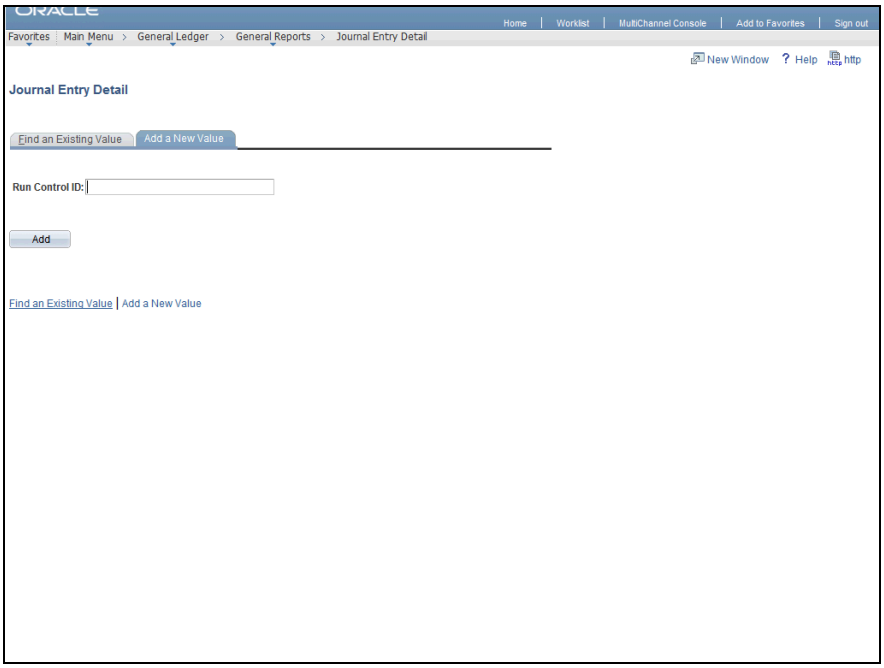
Procedure

In this topic, you will run the **Journal Entry Detail** report.

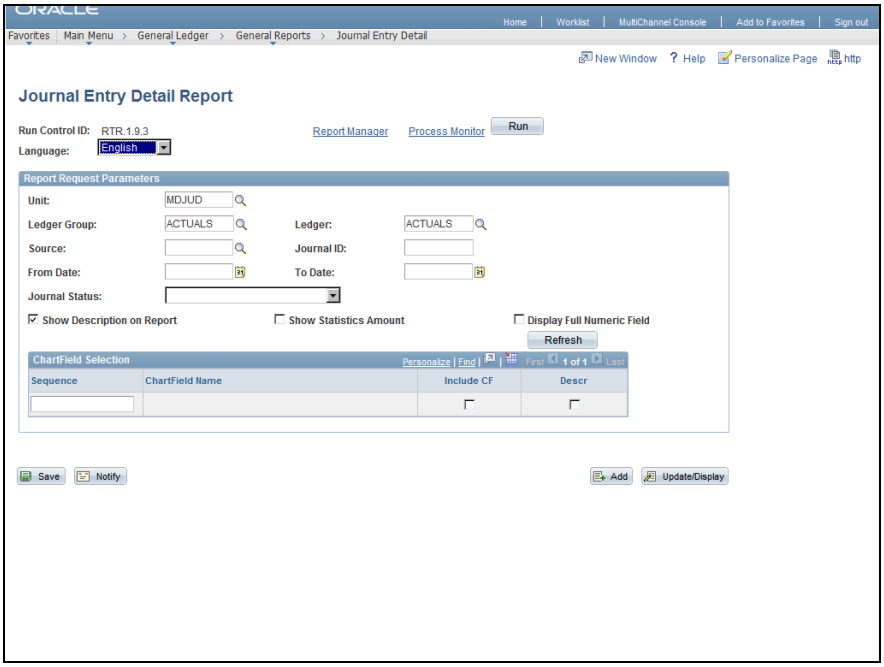
Step	Action
1.	Begin by navigating to the **Journal Entry Detail** page. Click the **General Ledger** link. ▷ General Ledger
2.	Click the **General Reports** link. General Reports
3.	Click the **Journal Entry Detail** link. Journal Entry Detail



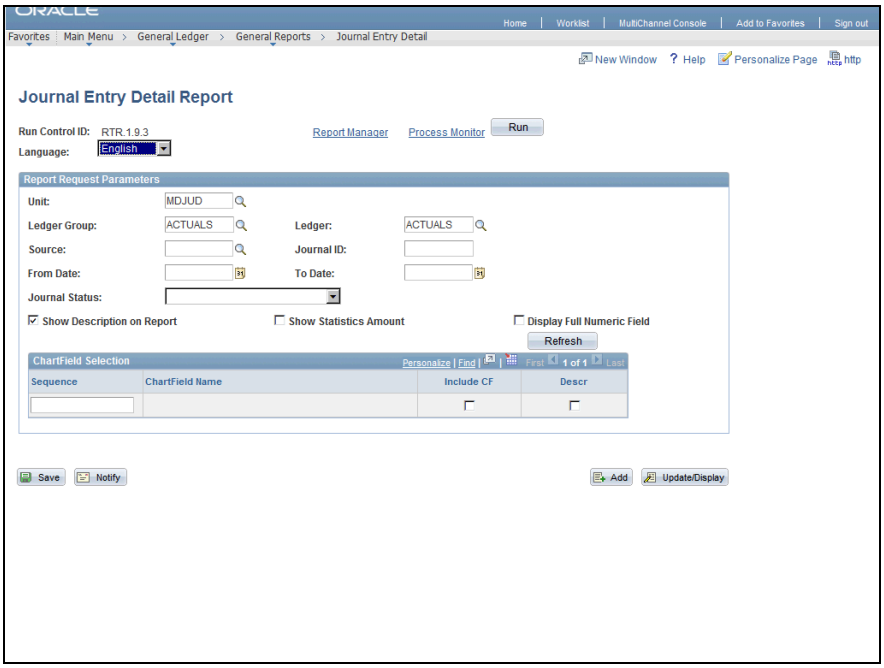
Step	Action
4.	The **Journal Entry Detail** search page displays. **NOTE:** If you have previously created a run control ID for this process, you can search for it on the **Find and Existing Value** tab. When a run control does not exist, create a new one on the **Add a New Value** tab. For this topic, click the **Add a New Value** tab to create a new run control. Add a New Value



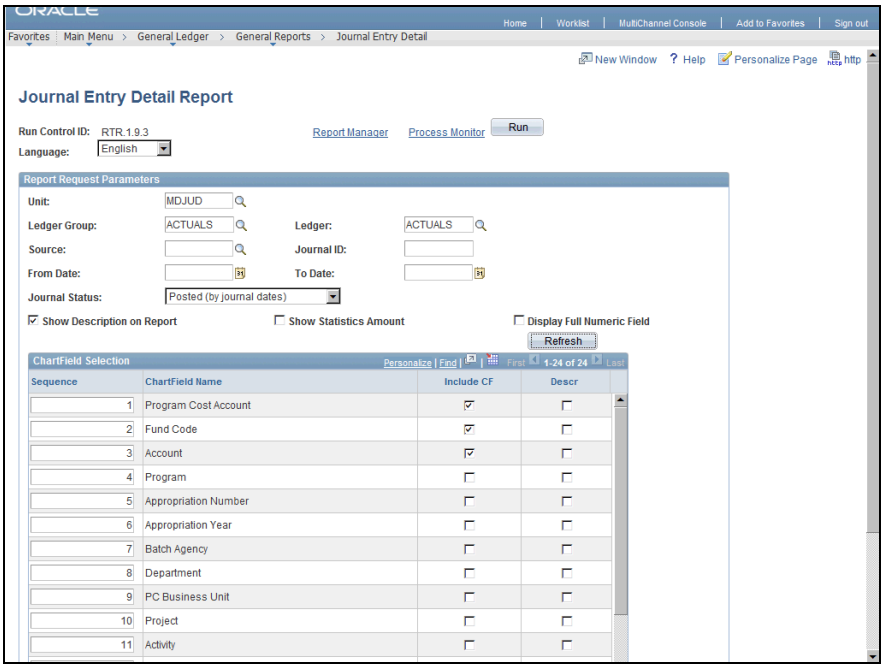
Step	Action
5.	The **Add a New value** page displays. Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "**JRNL_ENTRY**".
6.	Click the **Add** button. Add



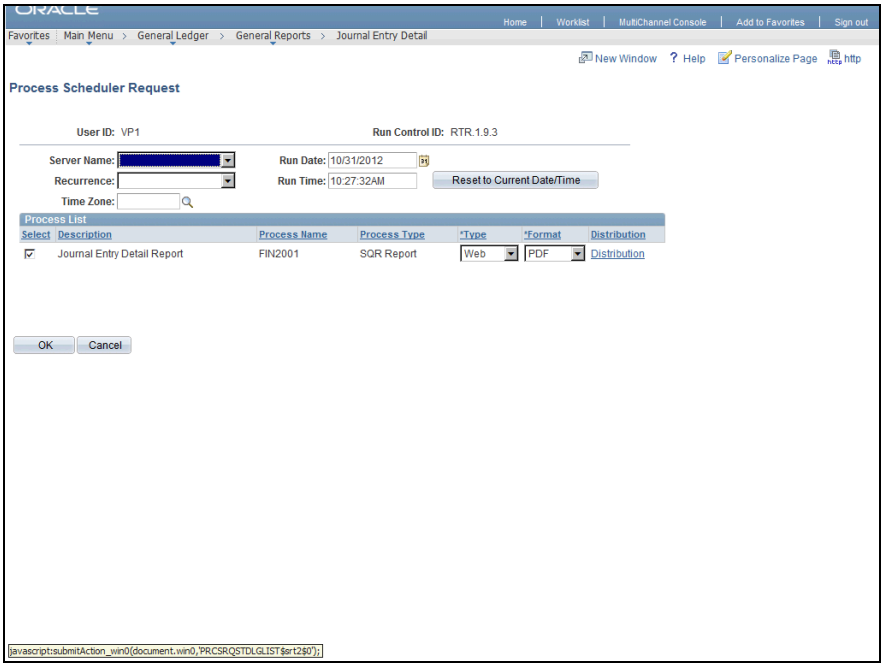
Step	Action
7.	The **Journal Entry Detail Report** page displays. The values for the **Unit, Ledger Group** and the **Ledger** should default to "MDJUD" and "ACTUALS".



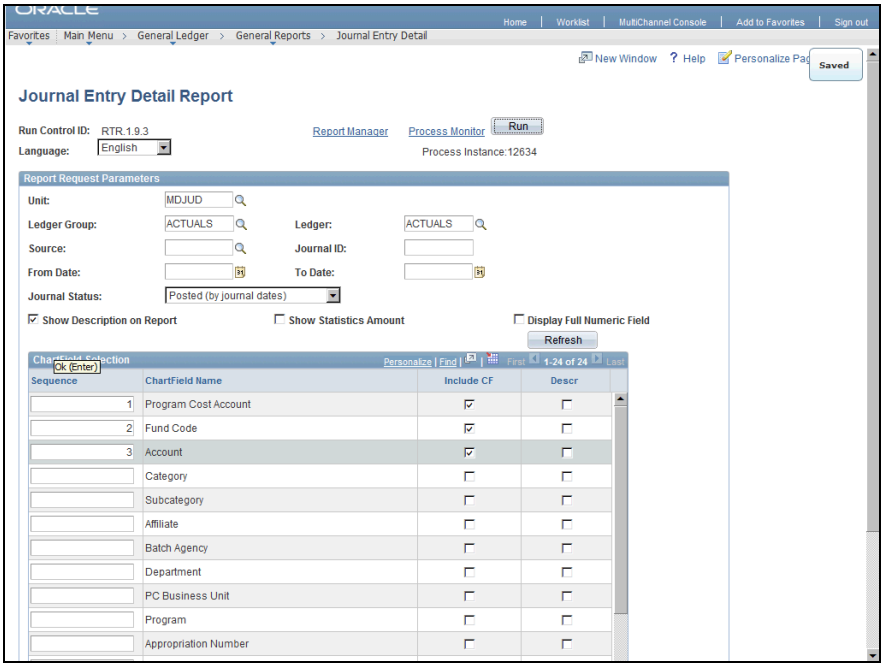
Step	Action
8.	Click the **Journal Status** list.
9.	Click the **Posted (by journal dates)** list item. Posted (by journal dates)
10.	Click the **Refresh** button. Refresh



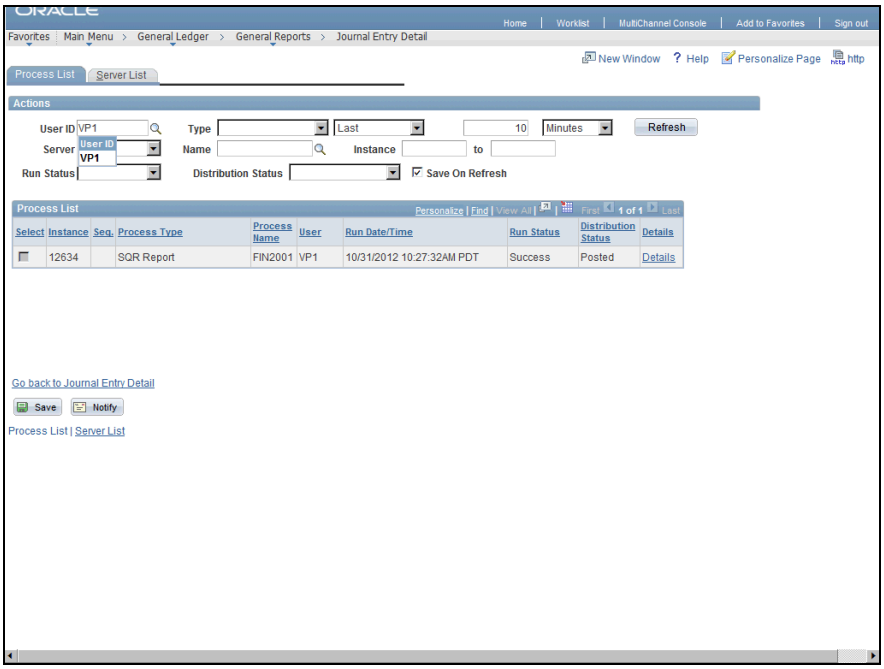
Step	Action
11.	The **Chartfield Selection** section displays. Click the **Include CF** options for the following Chartfield values: 1. **Program Cost Account** 2. **Fund Code** 3. **Account**
12.	Click the **Run** button. Run



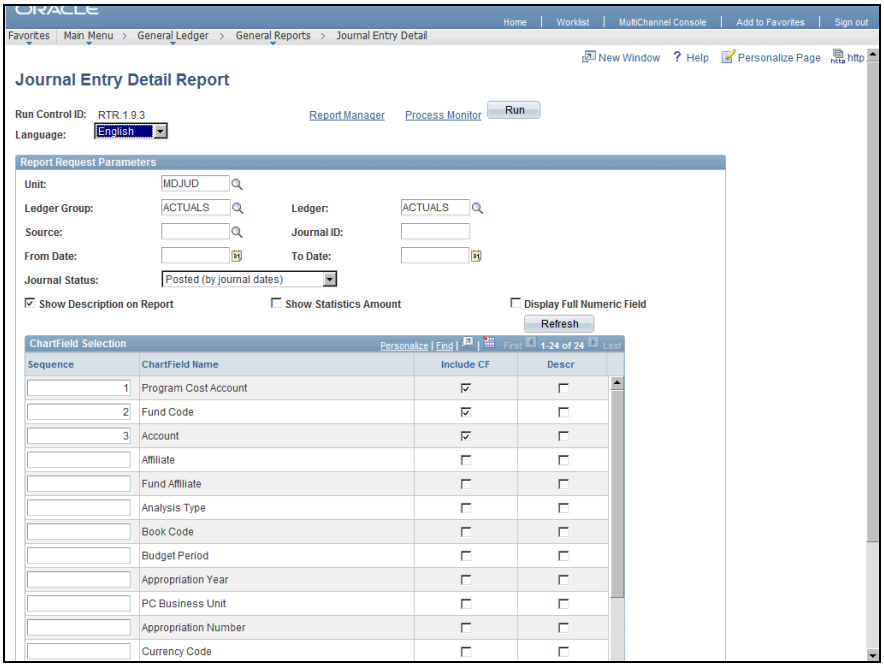
Step	Action
13.	The **Process Scheduler Request** page displays. Accept all values on this page. Click the **OK** button. OK



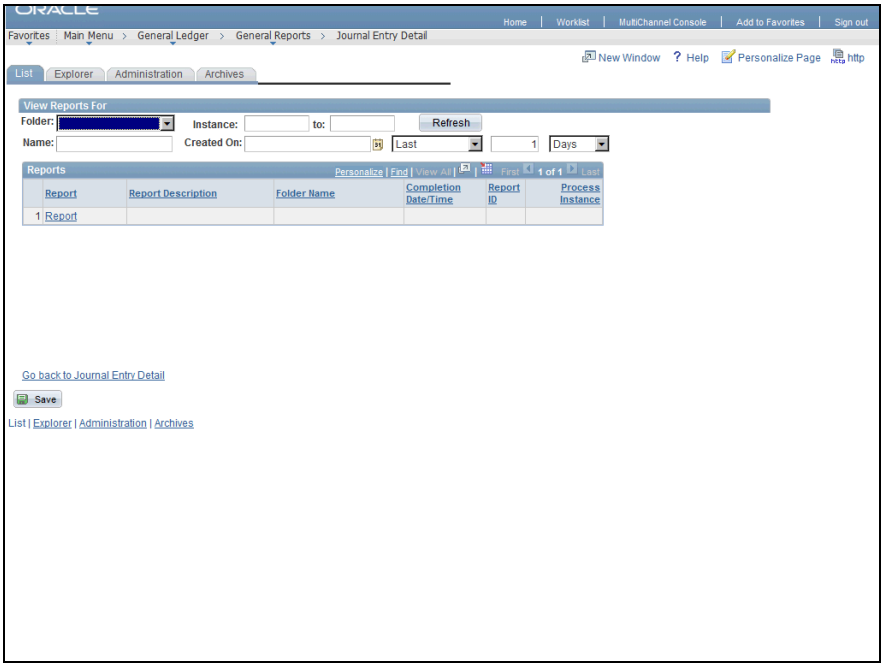
Step	Action
14.	The **Journal Entry Detail Report** run control page displays. Take note of the Process Instance number in the top right corner of the page.
15.	Click the **Process Monitor** link. Process Monitor



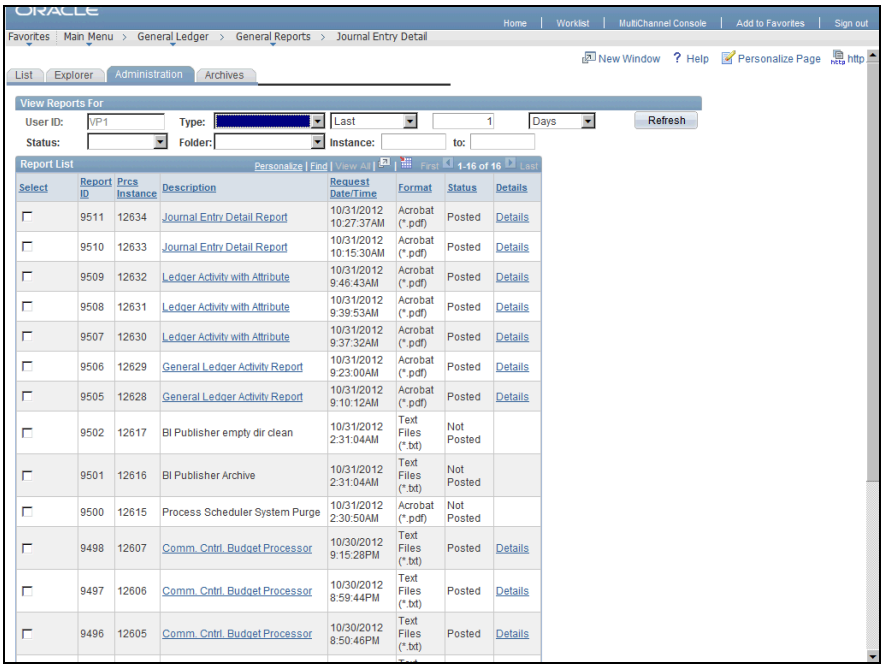
Step	Action
16.	The **Process Monitor - Process List** page displays. The process you ran is listed by process instance number in the **Process List** section.
17.	Click the **Refresh** button periodically until the Run Status is "Success" and the Distribution Status is "Posted". Refresh
18.	After the process runs successfully, click the **Go back to Journal Entry Detail** link. Go back to Journal Entry Detail



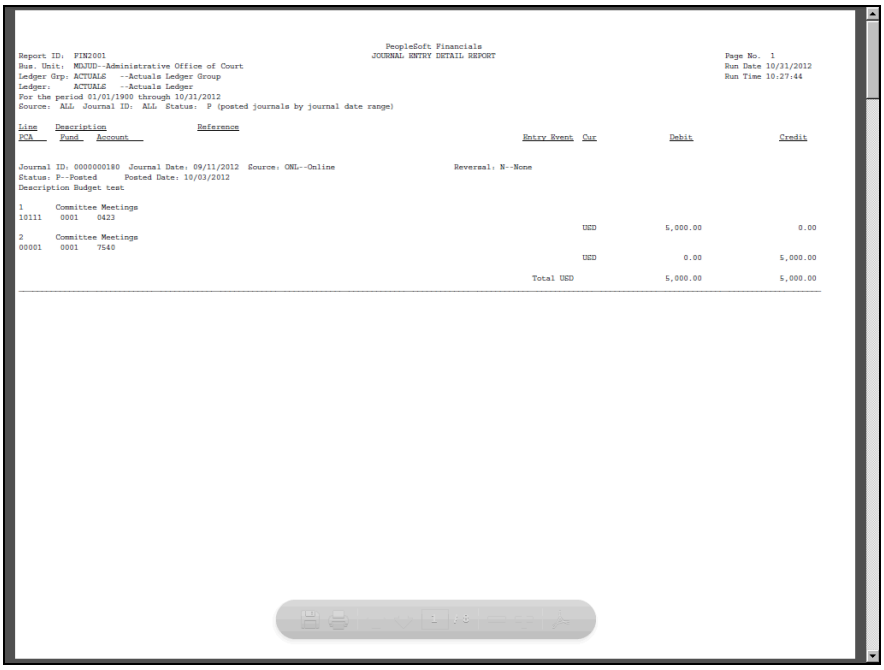
Step	Action
19.	The **Journal Entry Detail Report** run control page displays. Click the **Report Manager** link to retrieve the report. Report Manager



Step	Action
20.	The **Report Manager - List** page displays. Click the **Administration** tab. Administration



Step	Action
21.	The **Report Manager - Administration** page displays. Click the **Journal Entry Detail Report** link to open the J**ournal Entry Detail Report.** Journal Entry Detail Report



```
                                                    PeopleSoft Financials
Report ID:  FIN2001                                 JOURNAL ENTRY DETAIL REPORT                                  Page No.  1
Bus. Unit:  MDJUD--Administrative Office of Court                                                                Run Date 10/31/2012
Ledger Grp: ACTUALS   --Actuals Ledger Group                                                                     Run Time 10:27:44
Ledger:     ACTUALS   --Actuals Ledger
For the period 01/01/1900 through 10/31/2012
Source:  ALL  Journal ID:  ALL  Status:  P (posted journals by journal date range)

Line   Description                 Reference
PCA    Fund   Account                                                    Entry Event  Cur          Debit              Credit

Journal ID: 0000000180  Journal Date: 09/11/2012  Source: ONL--Online                Reversal: N--None
Status: P--Posted       Posted Date: 10/03/2012
Description Budget test

1      Committee Meetings
10111   0001    0423
                                                                                     USD        5,000.00               0.00

2      Committee Meetings
00001   0001    7540
                                                                                     USD            0.00           5,000.00

                                                                              Total USD         5,000.00           5,000.00
```

Step	Action
22.	The **Journal Entry Detail Report** displays in a new window. If desired, print the report using the internet browser options.
23.	You have successfully completed the *Running the Journal Entry Detail Report* topic. You have learned how to: - Enter process request parameters for the **Journal Entry Detail** report - Generate and view the J**ournal Entry Detail** report **End of Procedure.**

Running the Ledger vs Journal Integrity Report

The **Ledger vs Journal Integrity** report checks for any discrepancy between Ledger and Journal tables within a specified period range.

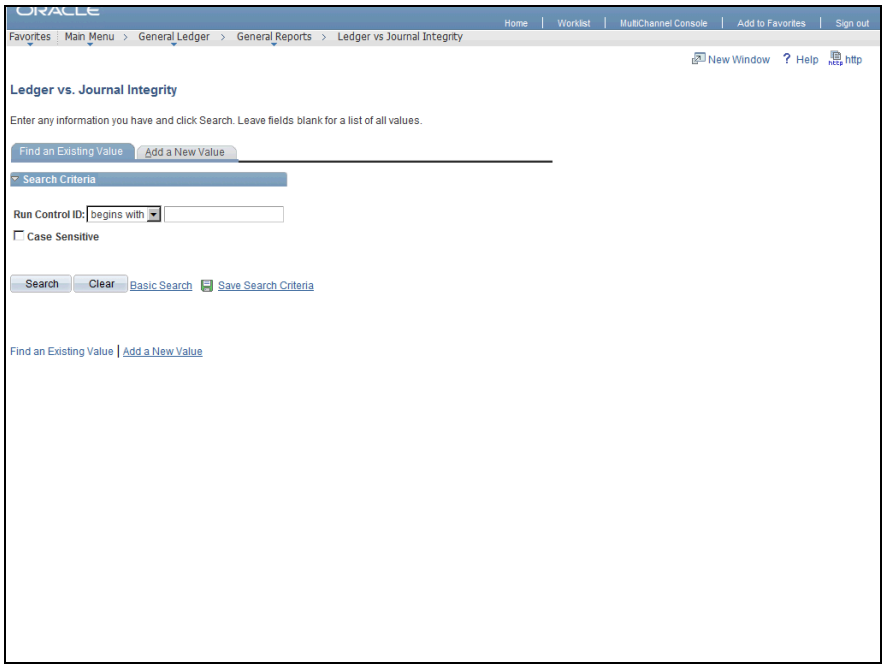
After completing this topic, you will be able to:

- Create a new run control for the **Ledger vs Journal Integrity** report
- Enter process request parameters
- Generate the **Ledger vs Journal Integrity** report

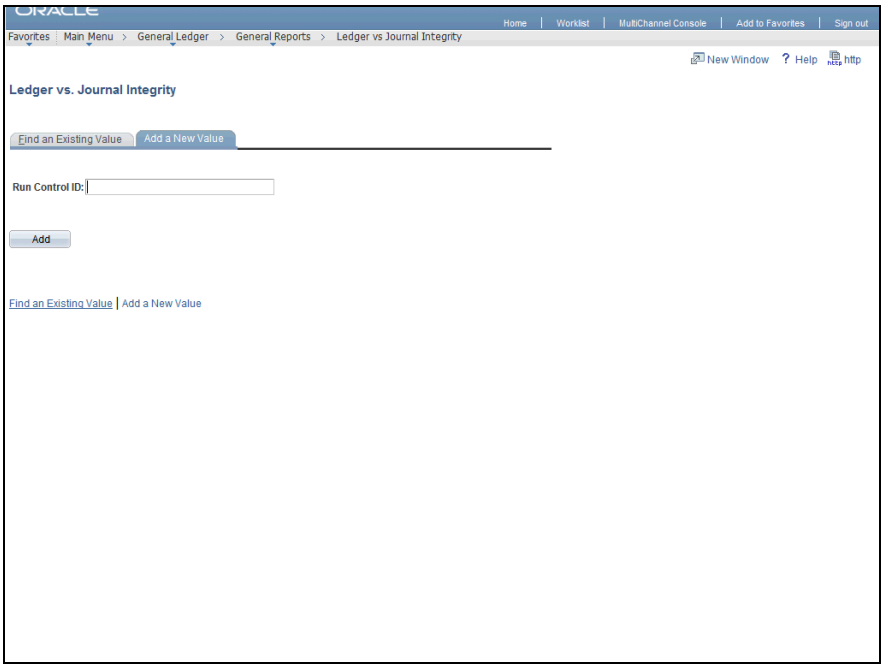
Procedure

In this topic, you will run the **Ledger vs Journal Integrity** report.

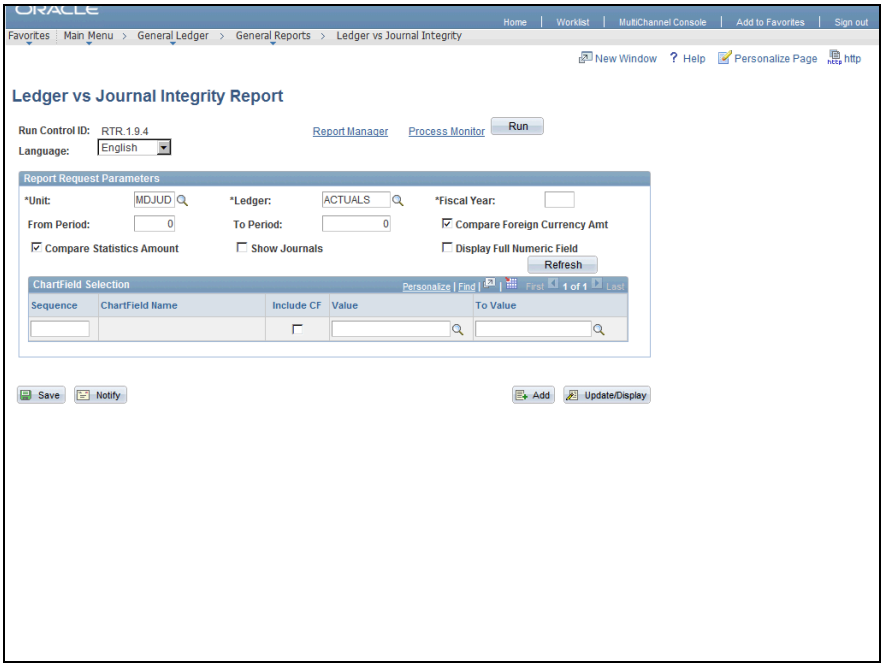
Step	Action
1.	Navigate to the **Ledger vs. Journal Integrity Report** page. Click the **General Ledger** link. ▷ General Ledger
2.	Click the **General Reports** link. General Reports
3.	Click the **Ledger vs Journal Integrity** link. Ledger vs Journal Integrity



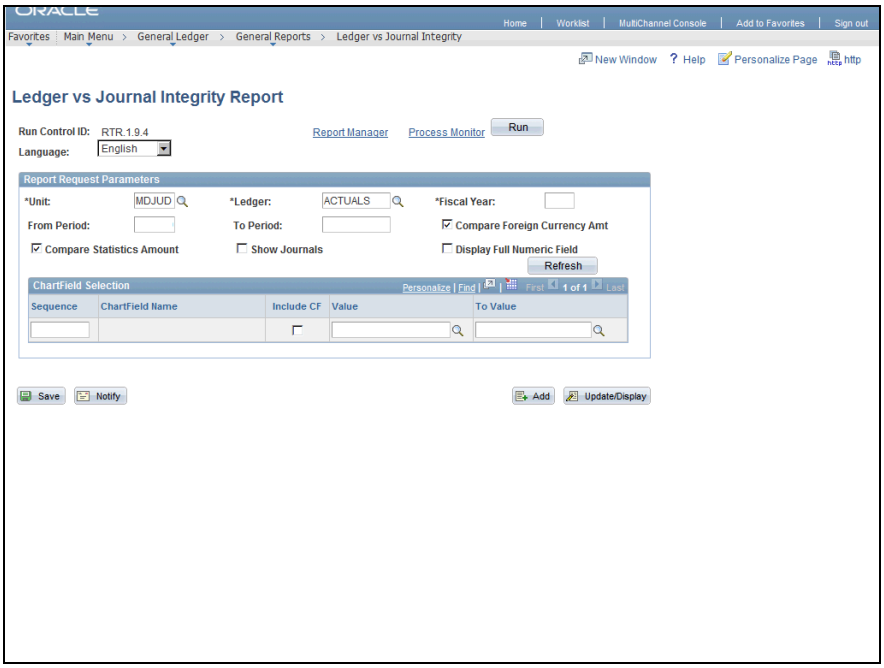
Step	Action
4.	The **Ledger vs. Journal Integrity** search page displays. **NOTE:** If you have previously created a run control ID for this process, you can search for it on the **Find and Existing Value** tab. When a run control does not exist, create a new one on the **Add a New Value** tab. For this topic, click the **Add a New Value** tab to create a new run control. Add a New Value



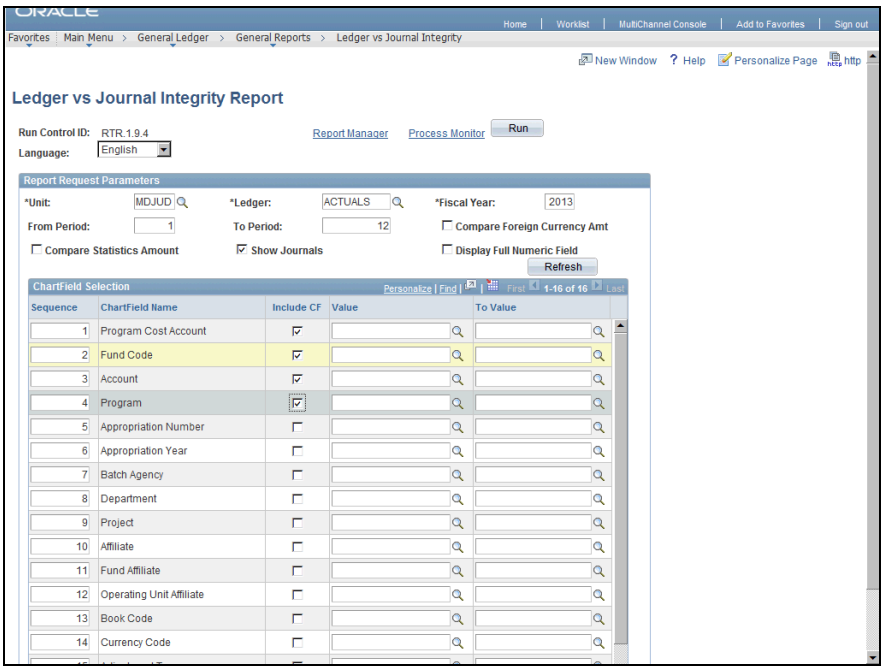
Step	Action
5.	Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "**RTR.1.9.4**".
6.	Click the **Add** button. Add



Step	Action
7.	The **Ledger vs. Journal Integrity Report** run control page displays. The values for the **Unit** and the **Ledger** fields should default to "MDJUD" and "ACTUALS".

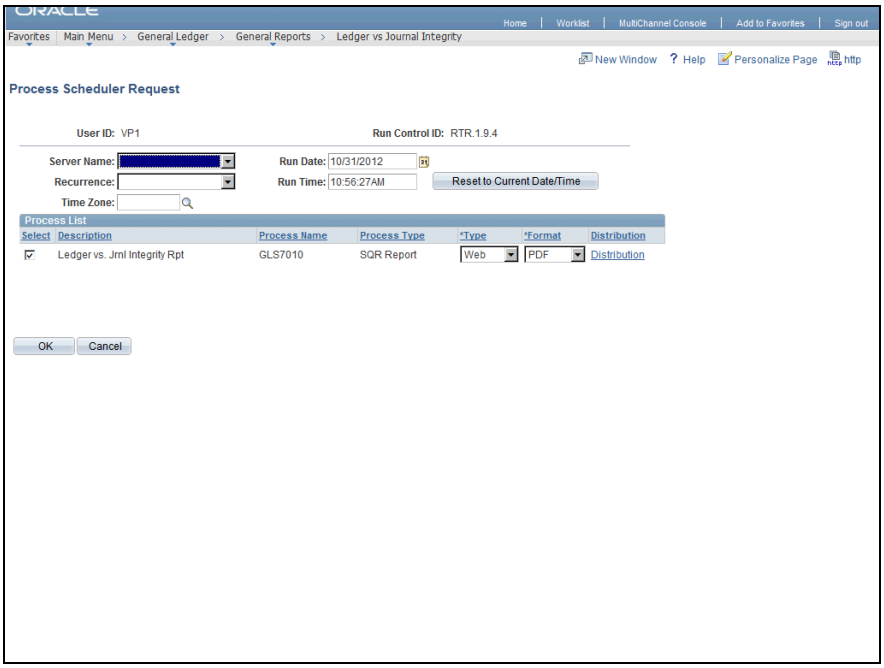


Step	Action
8.	Enter the desired information into the **Fiscal Year** field. Enter a valid value e.g. "**2013**".
9.	Enter the desired information into the **From Period** field. Enter a valid value e.g. "**1**".
10.	Enter the desired information into the **To Period** field. Enter a valid value e.g. "**12**".
11.	Click the **Show Journals** option. ☐ Show Journals
12.	Click the **Compare Statistics Amount** option. ☐ Compare Statistics Amount
13.	Click the **Refresh** button. Refresh

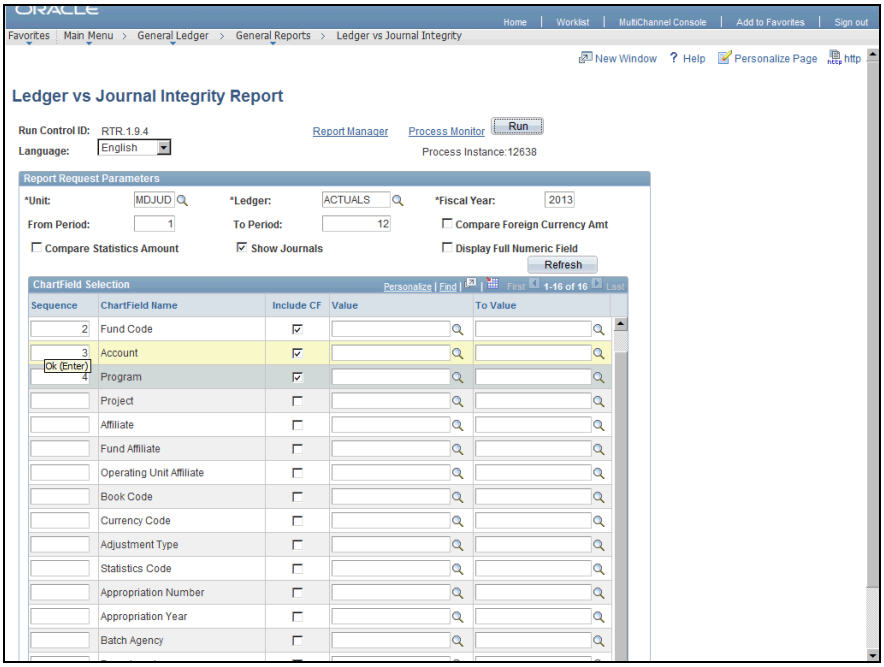


Step	Action
14.	The **Chartfield Selection** section displays. Click the **Include CF** options for the following Chartfield values: 1. **Program Cost Account** 2. **Fund Code** 3. **Account** 4. **Program**

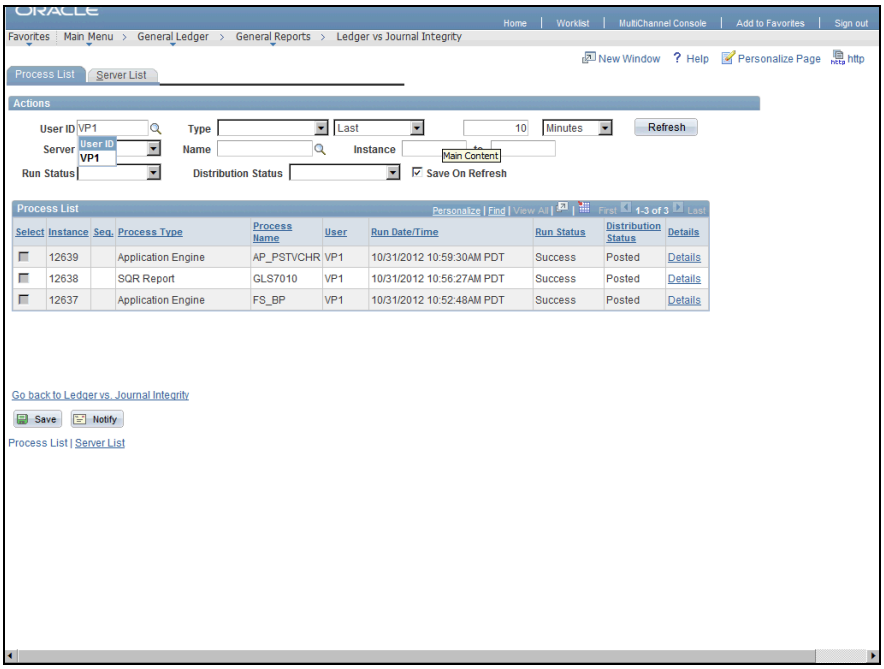
Step	Action
15.	Click the **Save** button. Save
16.	Click the **Run** button. Run



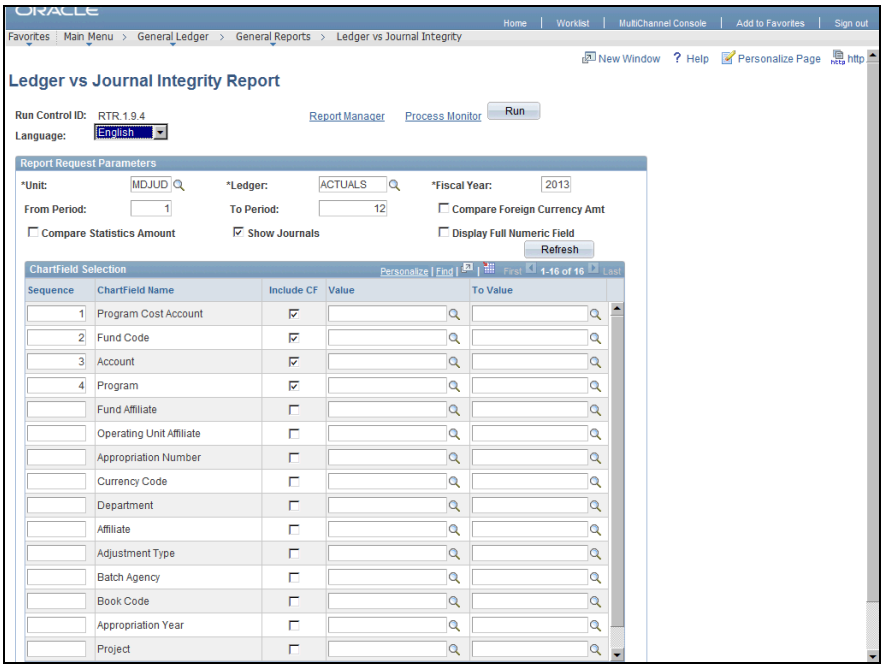
Step	Action
17.	The **Process Scheduler Request** page displays. Accept all values on this page. Click the **OK** button. OK
18.	The **Ledger vs Journal Integrity Report** run control page displays. Take note of the process instance number in the top right corner of the page.



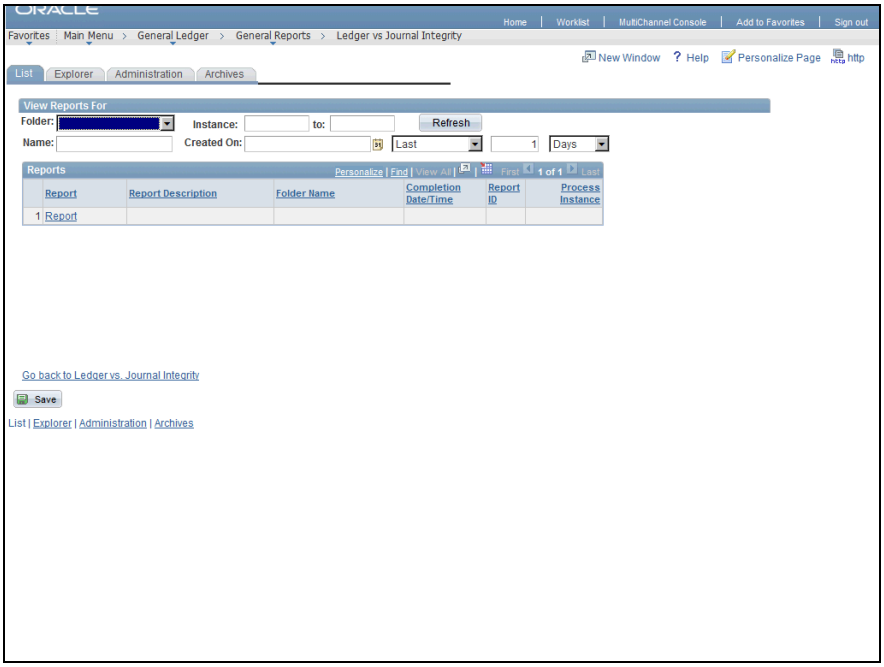
Step	Action
19.	Click the **Process Monitor** link. Process Monitor
20.	The **Process Monitor - Process List** page displays. The process you ran is listed by process instance number in the **Process List** section.



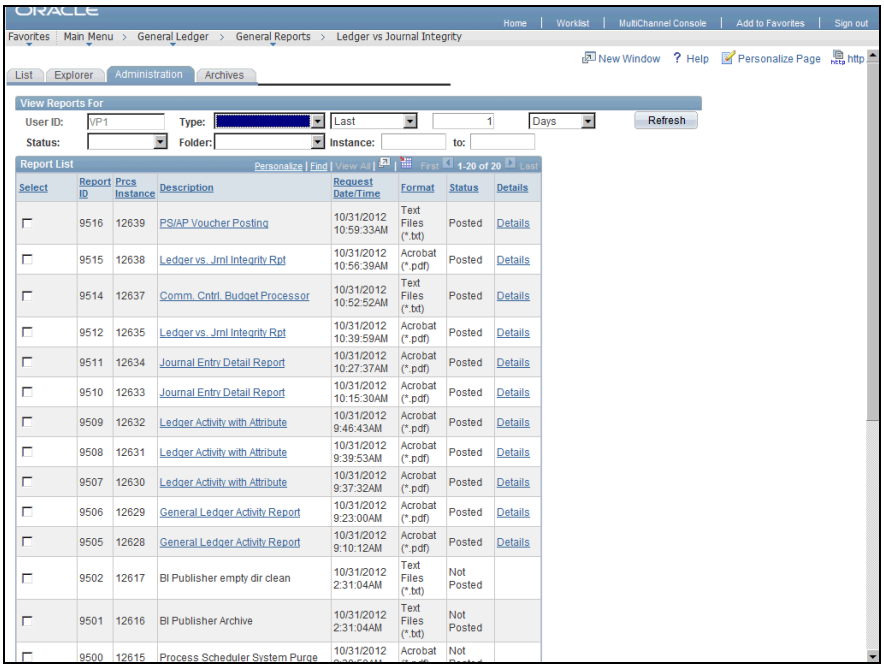
Step	Action
21.	Click the **Refresh** button periodically until the **Run Status** is "Success" and the **Distribution Status** is "Posted" for the process you have just run. Refresh
22.	After the process runs successfully, click the **Go back to Ledger vs. Journal Integrity** link. Go back to Ledger vs. Journal Integrity



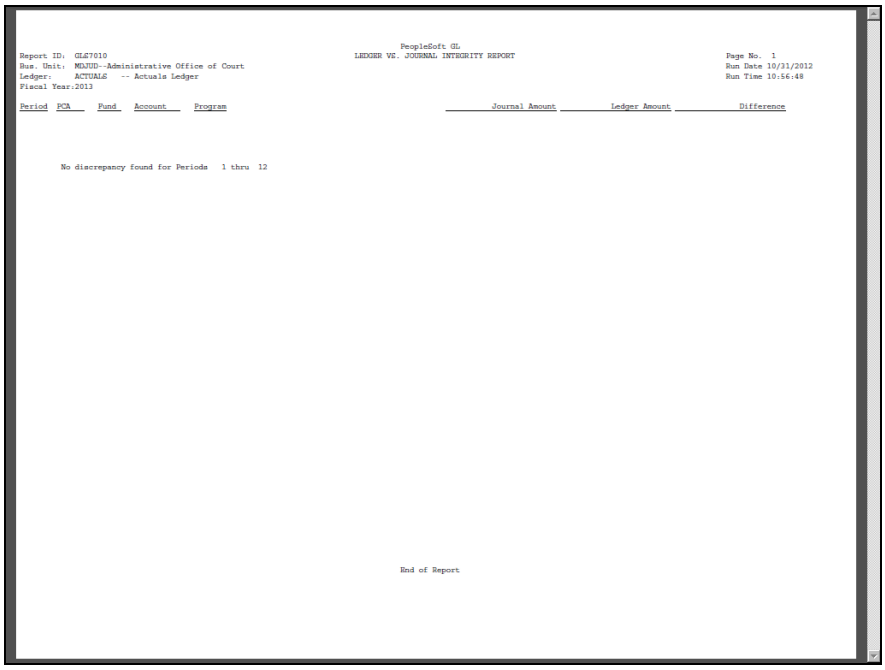
Step	Action
23.	The **Ledger vs Journal Integrity Report** run control page displays. Click the **Report Manager** link to retrieve the report. Report Manager



Step	Action
24.	The **Report Manager - List** page displays. Click the **Administration** tab. Administration



Step	Action
25.	The **Report Manager - Administration** page displays. Click the **Ledger vs. Jrnl Integrity Rpt** link to open the **Ledger vs. Journal Integrity Report**. Ledger vs. Jrnl Integrity Rpt



PeopleSoft GL
LEDGER VS. JOURNAL INTEGRITY REPORT

Report ID: GLG7010
Bus. Unit: MAJUD--Administrative Office of Court
Ledger: ACTUALS -- Actuals Ledger
Fiscal Year:2013

Page No. 1
Run Date 10/31/2012
Run Time 10:56:48

Period	PCA	Fund	Account	Program	Journal Amount	Ledger Amount	Difference

No discrepancy found for Periods 1 thru 12

End of Report

Step	Action
26.	The **Ledger vs. Journal Integrity Report** displays in a new window. Print the report using the internet browser options, if desired.
27.	You have successfully completed the *Running the Ledger vs Journal Integrity Report* topic. You have learned how to: - Run the Ledger vs. Journal Integrity report **End of Procedure.**

Running the Trial Balance Report

The **Trial Balance** report displays the ending ledger balances for the specified year and period by Chartfield combination. The report also displays subtotals by Chartfield, and Prints a final total for debits and credits.

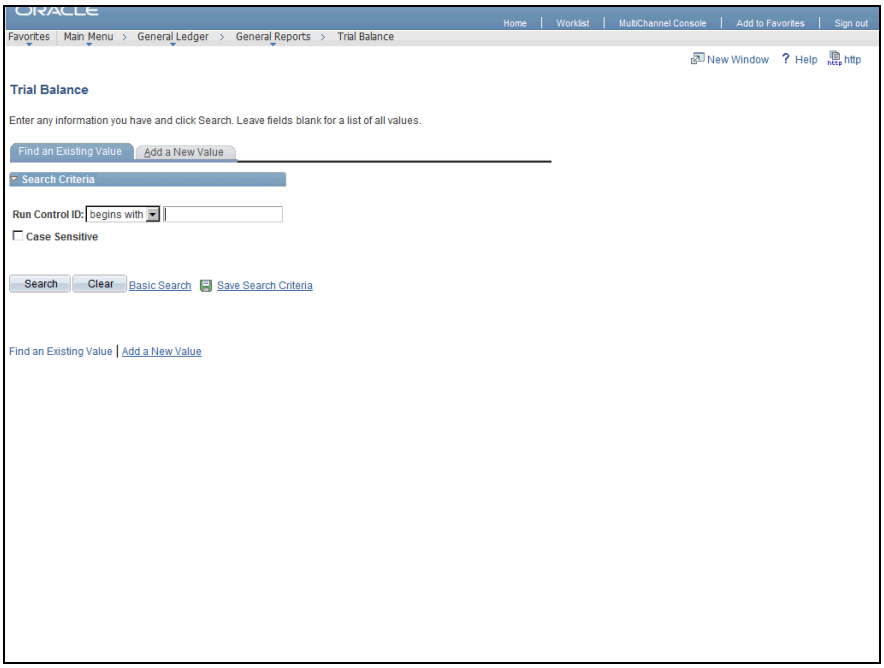
After completing this topic, you will be able to:

- Create a new run control for the **Trial Balance** report
- Enter process request parameters
- Generate the **Trial Balance** report

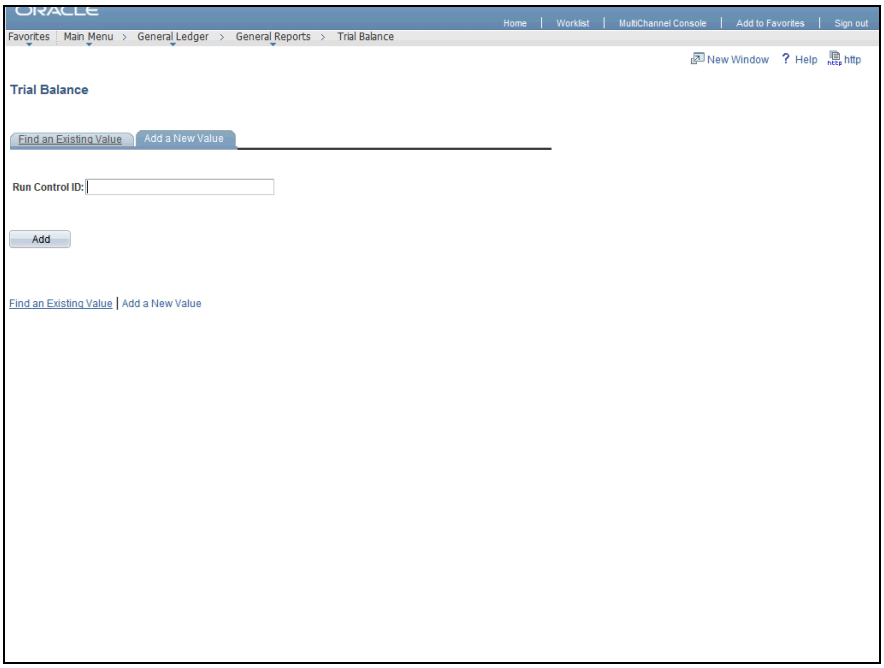
Procedure

In this topic, you will run the **Trial Balance** report.

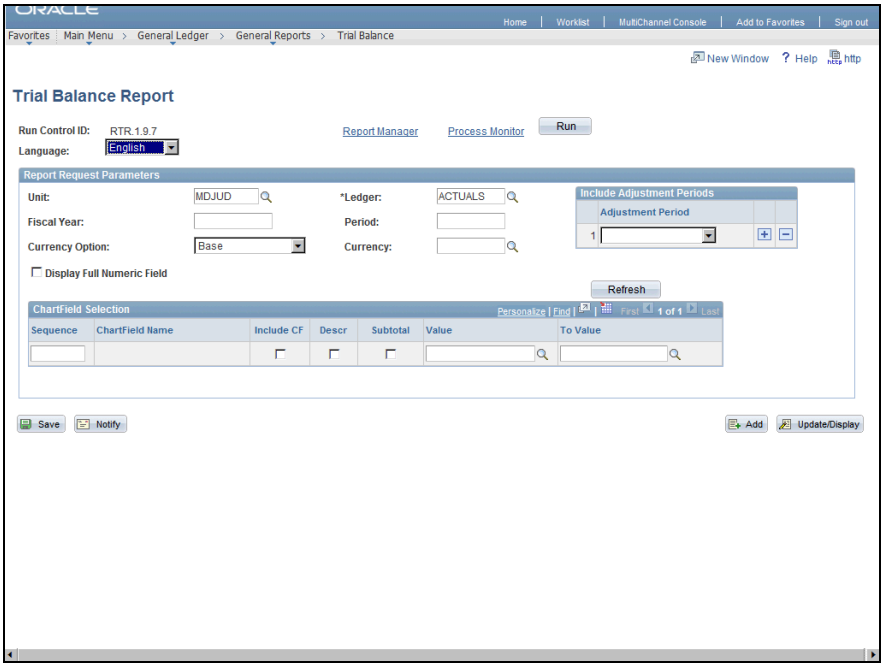
Step	Action
1.	Navigate to the **Trial Balance** page. Click the **General Ledger** link. General Ledger
2.	Click the **General Reports** link. General Reports
3.	Click the **Trial Balance** link. Trial Balance



Step	Action
4.	The **Trial Balance** search page displays. **NOTE:** If you have previously created a run control ID for this process, you can search for it on the **Find and Existing Value** tab. When a run control does not exist, create a new one on the **Add a New Value** tab. For this topic, click the **Add a New Value** tab to create a new run control. Add a New Value

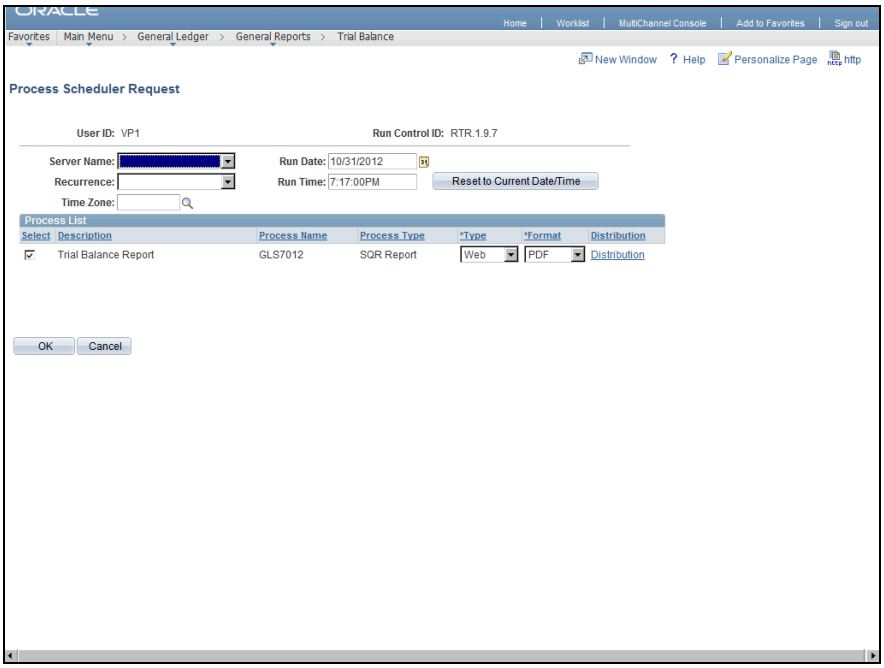


Step	Action
5.	The **Add a new Value** page displays. Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "**RTR.1.9.7**".
6.	Click the **Add** button. Add

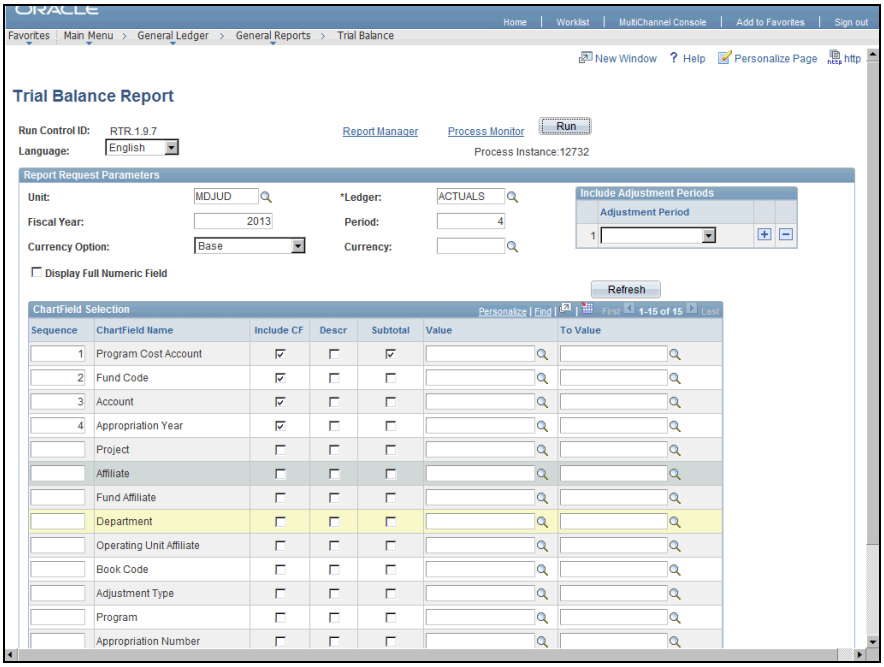


Step	Action
7.	The **Trial Balance Report** run control page displays. Verify that the **Unit** defaults to "MDJUD" and the **Ledger** field defaults to "ACTUALS".
8.	Enter the desired information into the **Fiscal Year** field. Enter a valid value e.g. "**2013**".
9.	Enter the desired information into the **Period** field. Enter a valid value e.g. "**4**".
10.	Click the **Refresh** button. Refresh
11.	Click the **Include CF** option for the Program
12.	Click the **Include CF** option for the **Fund Code** Chartfield.
13.	Click the **Include CF** option for the **Account** Chartfield.
14.	Click the **Include CF** option for the **Appropriation Year** Chartfield.
15.	You can sub-total the report by one of the Chartfields selected. Click the **Subtotal** option for the appropriate Chartfield.

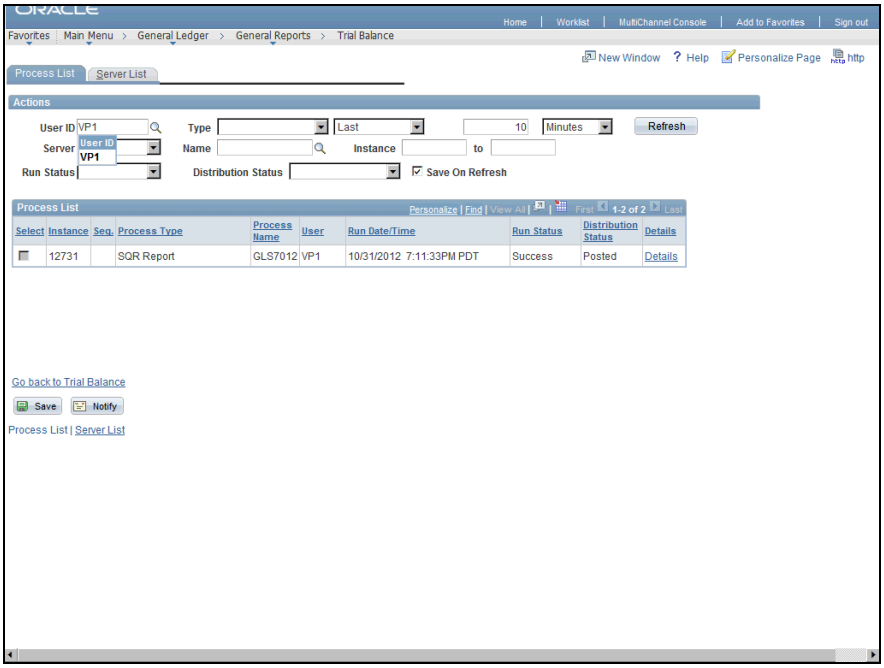
Step	Action
16.	Click the **Save** button. Save
17.	Click the **Run** button. Run



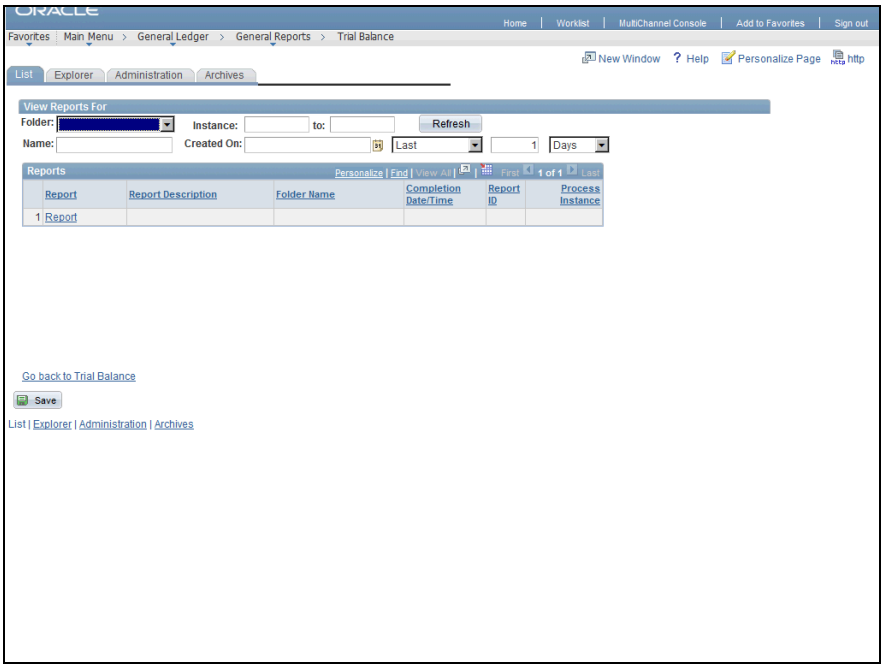
Step	Action
18.	The **Process Scheduler Request** page displays. Accept all values on the page. Click the **OK** button. OK
19.	The **Trial Balance Report** run control page displays. Take note of the Process Instance number in the top right corner of the page.



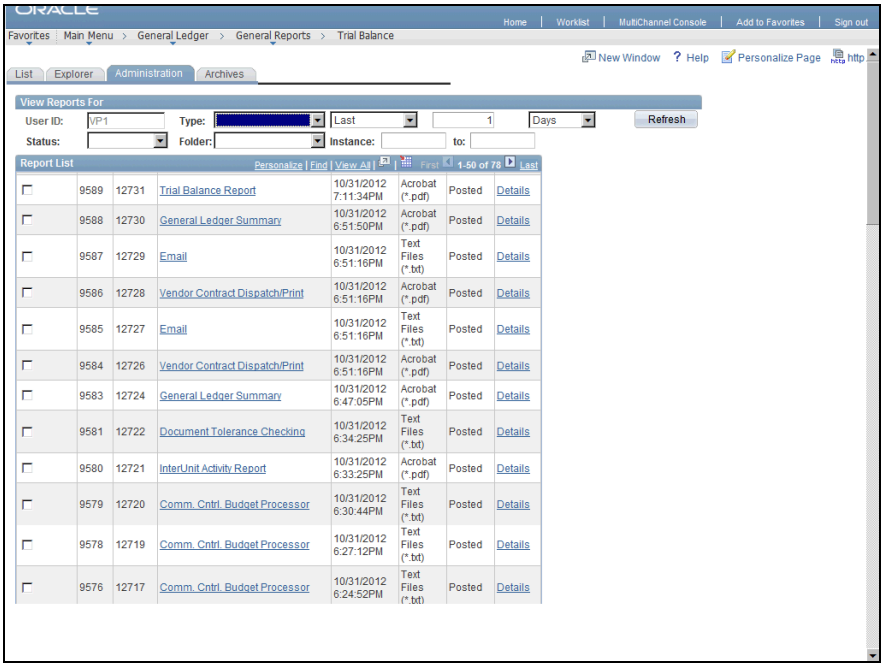
Step	Action
20.	Click the **Process Monitor** link. Process Monitor



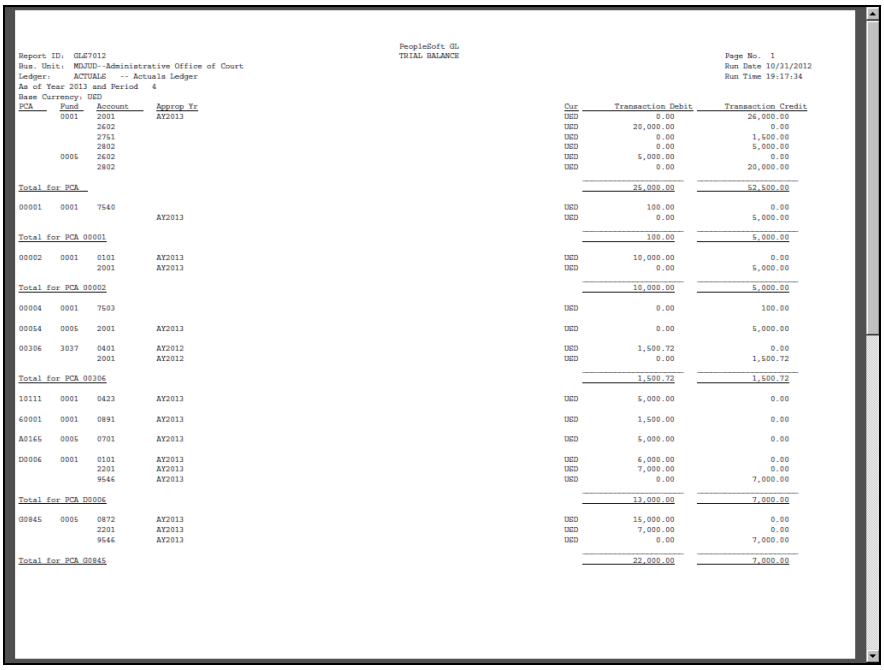
Step	Action
21.	The **Process Monitor - Process List** page displays. The process you ran is listed by process instance number in the **Process List** section.
22.	Click the **Refresh** button periodically until the **Run Status** is "Success" and the **Distribution Status** is "Posted" for the process you have just run. Refresh
23.	After the process has run successfully, click the **Go back to Trial Balance** link. Go back to Trial Balance
24.	The **Trial Balance Report** run control page displays. Click the **Report Manager** link to retrieve the report. Report Manager



Step	Action
25.	The **Report Manager - List** page displays. Click the **Administration** tab. Administration



Step	Action
26.	The **Report Manager - Administration** page displays. Click the **Trial Balance Report** link to open the **Trial Balance Report**. Trial Balance Report



```
Report ID:  GL67012                                   PeopleSoft GL                                          Page No.  1
Bus. Unit:  MOJUD--Administrative Office of Court     TRIAL BALANCE                                          Run Date 10/31/2012
Ledger:     ACTUALS   -- Actuals Ledger                                                                      Run Time 19:17:34
As of Year 2013 and Period   4
Base Currency: USD
PCA     Fund   Account    Approp Yr                                   Cur   Transaction Debit   Transaction Credit
        0001   2001       AY2013                                      USD              0.00            26,000.00
               2602                                                   USD         20,000.00                0.00
               2751                                                   USD              0.00             1,500.00
               2802                                                   USD              0.00             5,000.00
        0005   2602                                                   USD          5,000.00                0.00
               2802                                                   USD              0.00            20,000.00

Total for PCA                                                                     25,000.00            52,500.00

00001   0001   7540                                                   USD            100.00                0.00
                          AY2013                                      USD              0.00             5,000.00

Total for PCA 00001                                                                  100.00             5,000.00

00002   0001   0101       AY2013                                      USD         10,000.00                0.00
               2001       AY2013                                      USD              0.00             5,000.00

Total for PCA 00002                                                               10,000.00             5,000.00

00004   0001   7503                                                   USD              0.00               100.00

00054   0005   2001       AY2013                                      USD              0.00             5,000.00

00306   3037   0401       AY2012                                      USD          1,500.72                0.00
               2001       AY2012                                      USD              0.00             1,500.72

Total for PCA 00306                                                                1,500.72             1,500.72

10111   0001   0423       AY2013                                      USD          5,000.00                0.00

60001   0001   0891       AY2013                                      USD          1,500.00                0.00

A0165   0005   0701       AY2013                                      USD          5,000.00                0.00

D0006   0001   0101       AY2013                                      USD          6,000.00                0.00
               2201       AY2013                                      USD          7,000.00                0.00
               9546       AY2013                                      USD              0.00             7,000.00

Total for PCA D0006                                                               13,000.00             7,000.00

G0845   0005   0872       AY2013                                      USD         15,000.00                0.00
               2201       AY2013                                      USD          7,000.00                0.00
               9546       AY2013                                      USD              0.00             7,000.00

Total for PCA G0845                                                               22,000.00             7,000.00
```

Step	Action
27.	The **Trial Balance Report** displays in a new window. Print the report using the internet browser options, if desired.
28.	You have successfully completed the *Running the Trial Balance Report* topic. You have learned how to: - Run the Trial Balance report **End of Procedure.**

Running the Standard Journals Report

The **Standard Journals** report lists standard journal entries and their status.

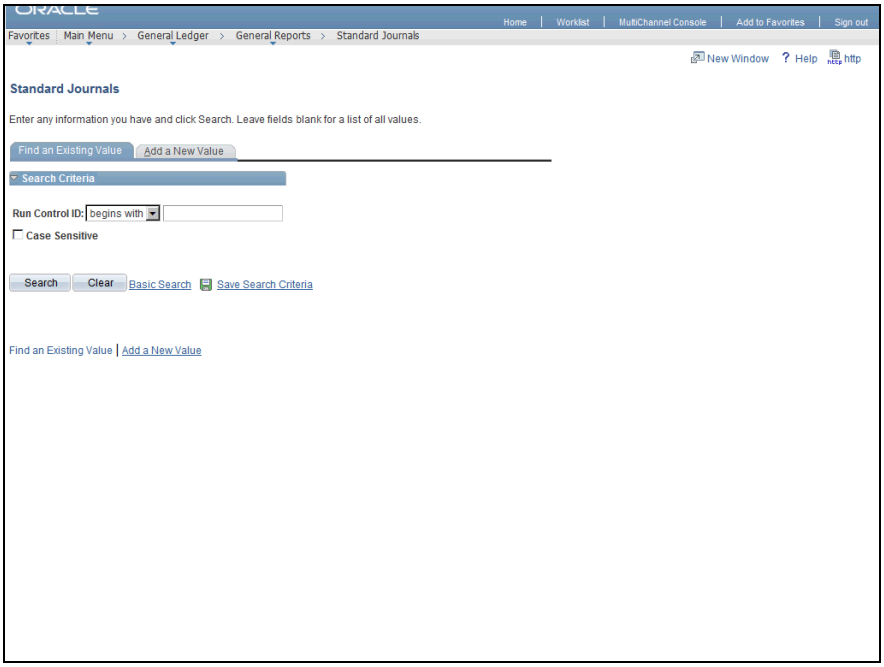
After completing this topic, you will be able to:

- Create a new run control for the **Standard Journals** report
- Enter process request parameters
- Generate the **Standard Journals** report

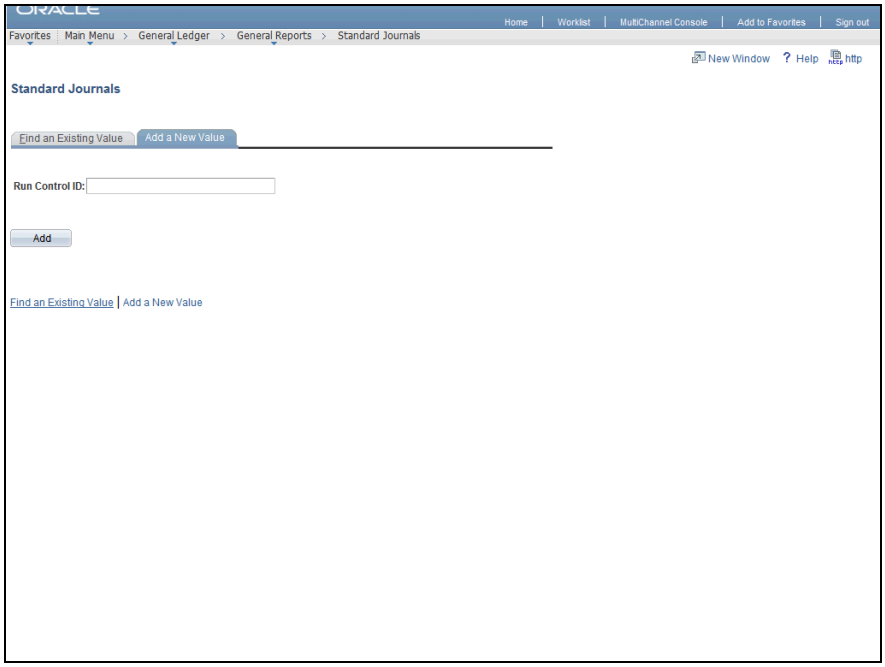
Procedure

In this topic, you will run the **Standard Journals** report.

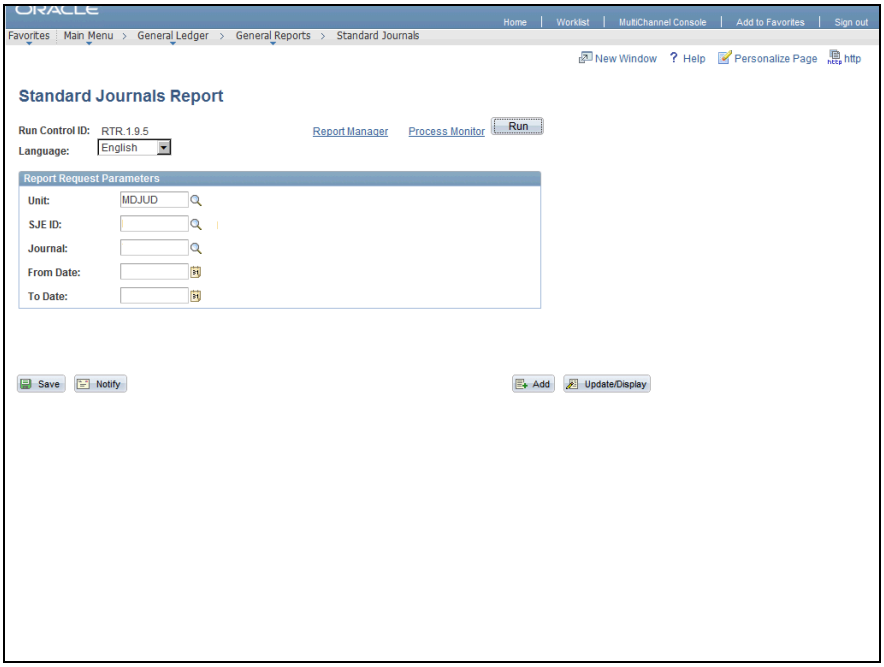
Step	Action
1.	Navigate to the **Standard Journals** page. Click the **General Ledger** link. ▷ General Ledger
2.	Click the **General Reports** link. General Reports
3.	Click the **Standard Journals** link. Standard Journals



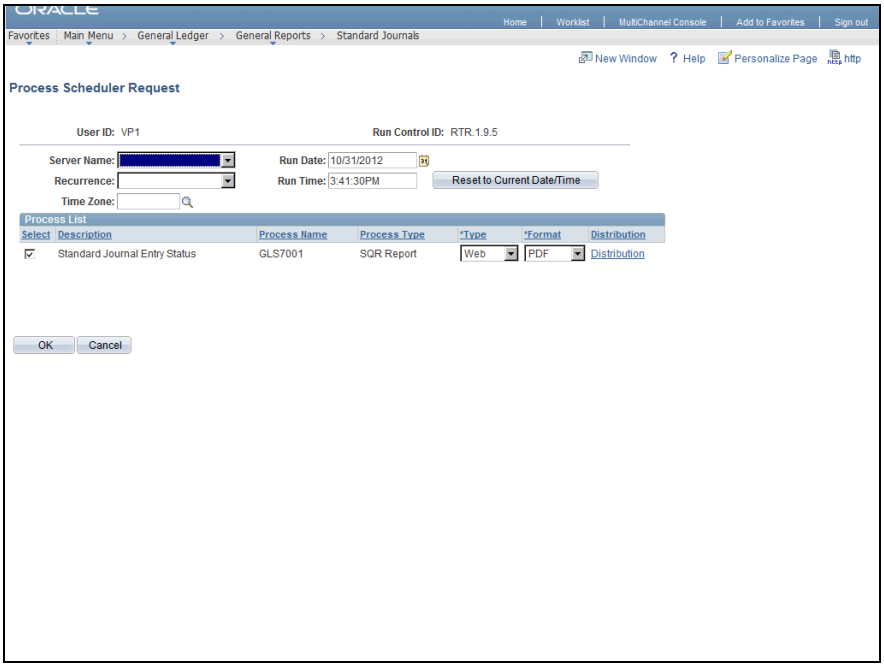
Step	Action
4.	The **Standard Journals** search page displays. **NOTE:** If you have previously created a run control ID for this process, you can search for it on the **Find and Existing Value** tab. When a run control does not exist, create a new one on the **Add a New Value** tab. For this topic, click the **Add a New Value** tab to create a new run control. Add a New Value



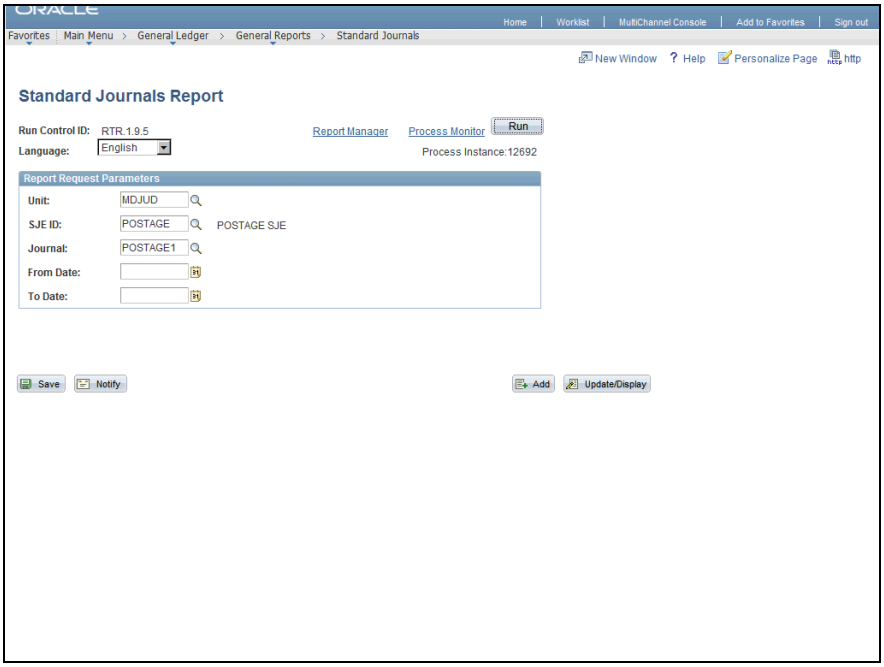
Step	Action
5.	The **Add a New Value** tab displays. Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "**RTR.1.9.5**".
6.	Click the **Add** button. Add



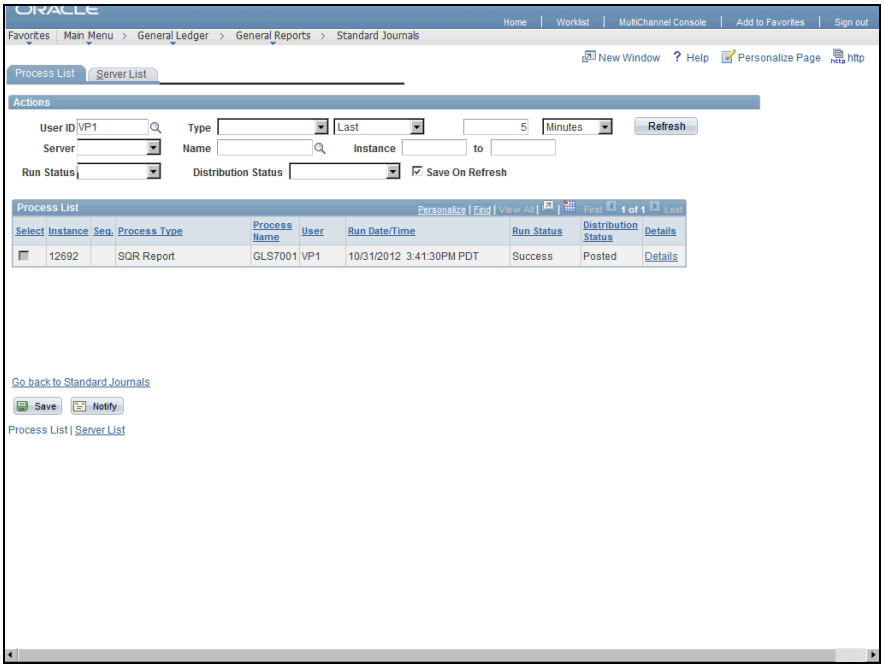
Step	Action
7.	The **Standard Journals Report** run control page displays. Verify that the **Unit** field displays "MDJUD".
8.	Enter the Standard journal Entry ID into the **SJE ID** field. Enter a valid value e.g. "**POSTAGE**".
9.	Enter the Journal ID into the **Journal** field. Enter a valid value e.g. "**POSTAGE1**".
10.	Click the **Run** button. Run



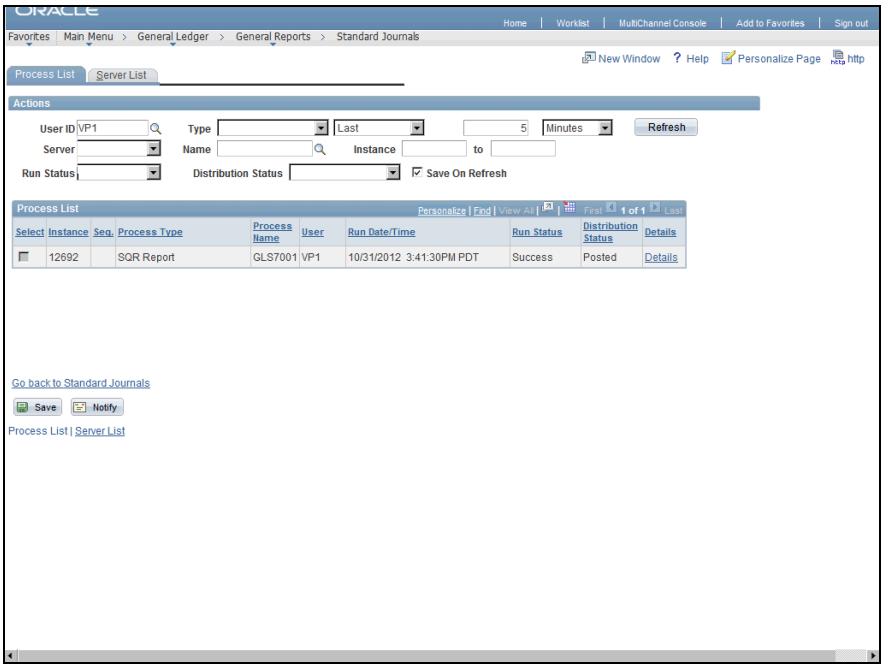
Step	Action
11.	The **Process Scheduler Request** page displays. Accept all values on this page. Click the **OK** button. OK
12.	The **Standard Journal Report** run control page displays. Take note of the process instance number displayed in the top right corner of the page.



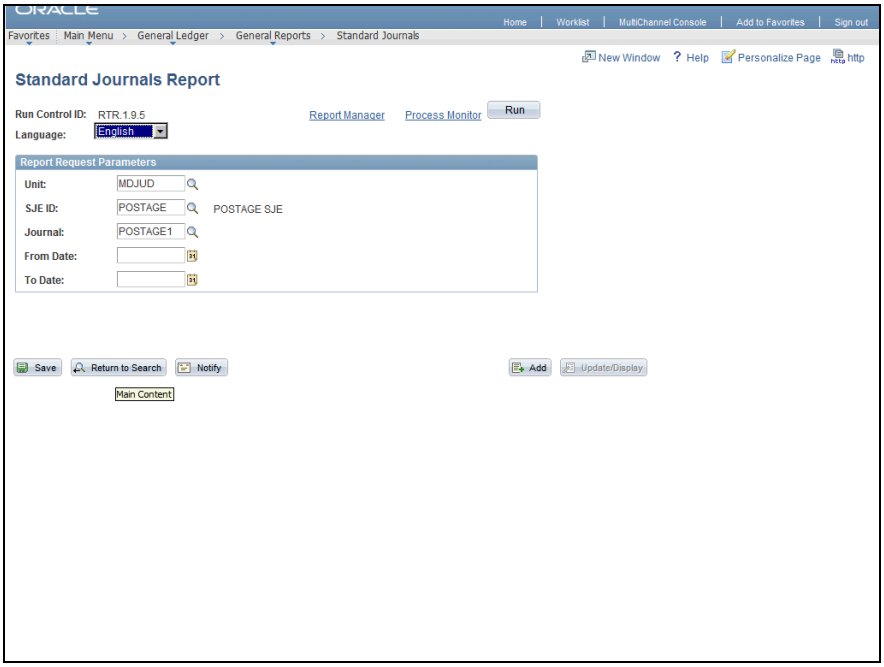
Step	Action
13.	Click the **Process Monitor** link. Process Monitor



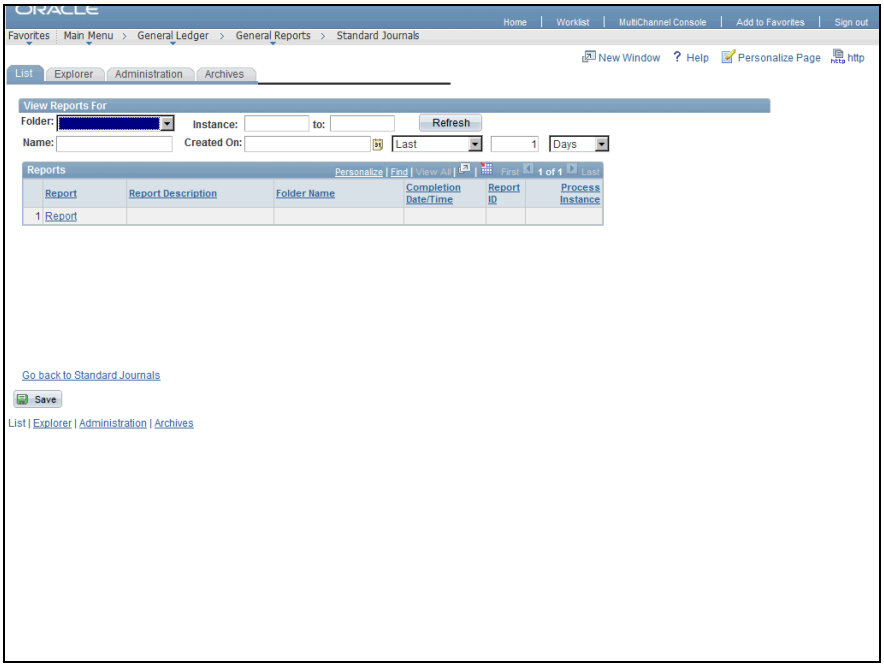
Step	Action
14.	The **Process Monitor - Process List** page displays. The process you ran is listed by process instance number in the **Process List** section.



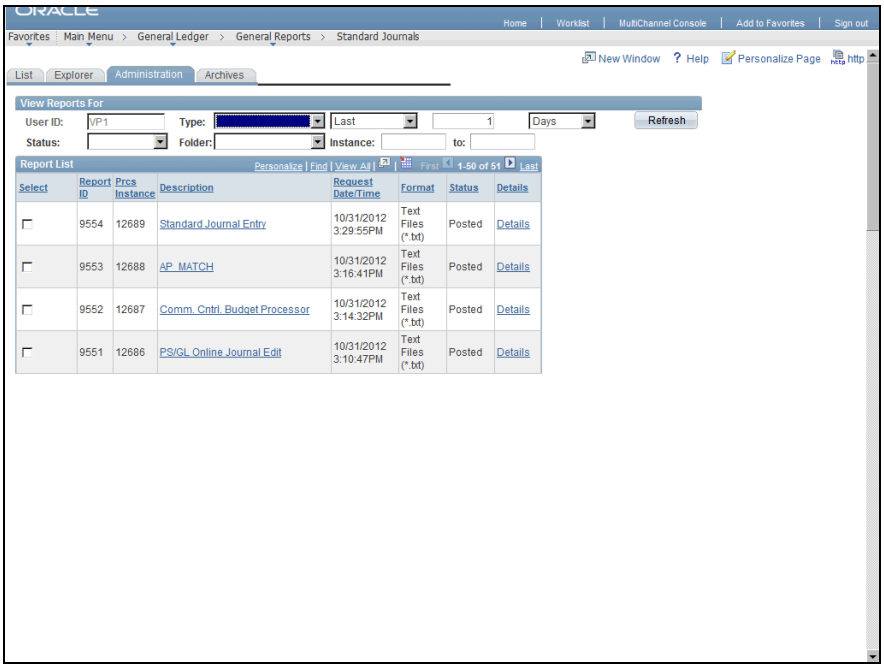
Step	Action
15.	If needed, click the **Refresh** button periodically until the **Run Status** is "Success" and the **Distribution Status** is "Posted" for the process you have just run. Refresh
16.	Click the **Go back to Standard Journals** link. Go back to Standard Journals



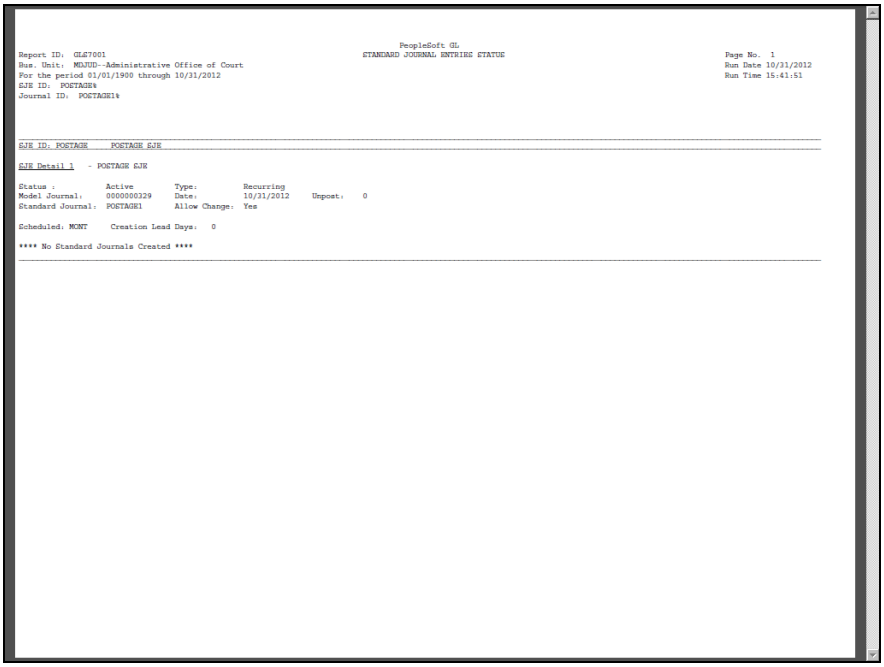
Step	Action
17.	The Standard Journals Report run control page displays. Click the **Report Manager** link. Report Manager



Step	Action
18.	The **Report Manager - List** page displays. Click the **Administration** tab. Administration



Step	Action
19.	The **Report Manager - Administration** page displays. Click the **Standard Journal Entry** link to open the **Standard Journal Entry Report.** Standard Journal Entry



PeopleSoft GL
STANDARD JOURNAL ENTRIES STATUS

Report ID: GLS7001
Bus. Unit: MOJUD--Administrative Office of Court
For the period 01/01/1900 through 10/31/2012
SJE ID: POSTAGE%
Journal ID: POSTAGE1%

Page No. 1
Run Date 10/31/2012
Run Time 15:41:51

SJE ID: POSTAGE POSTAGE SJE

SJE Detail 1 - POSTAGE SJE

Status : Active Type: Recurring
Model Journal: 0000000329 Date: 10/31/2012 Unpost: 0
Standard Journal: POSTAGE1 Allow Change: Yes

Scheduled: MONT Creation Lead Days: 0

**** No Standard Journals Created ****

Step	Action
20.	The **Standard Journal Entries Report** displays in a new window. Print the report using the internet browser options, if desired.
21.	You have successfully completed the *Running the Standard Journals Report* topic. You have learned how to: - Run the Standard Journals report **End of Procedure.**

Running the General Ledger Summary Report

The **General Ledger Summary** report summarizes journal totals within a ledger by Chartfield.

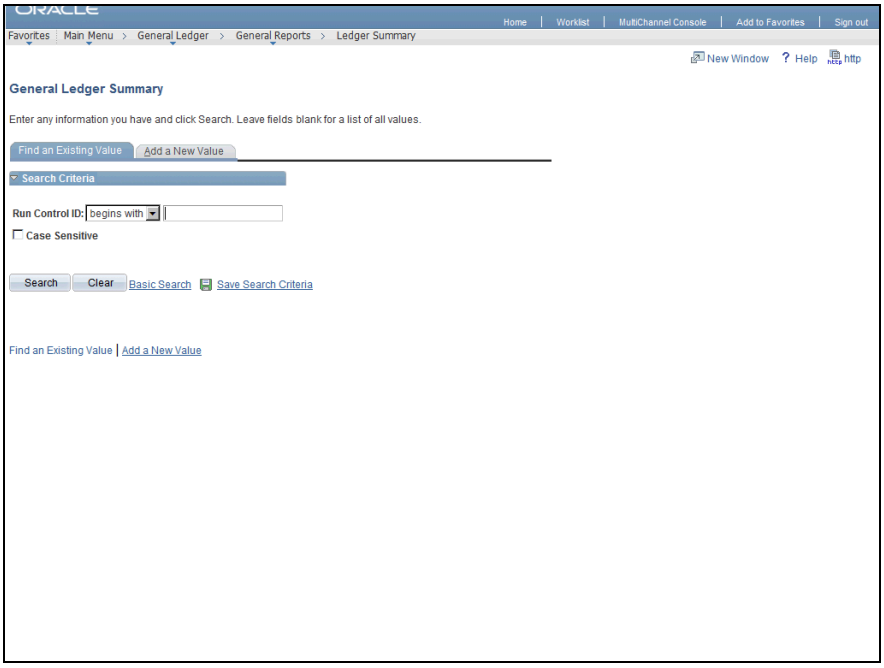
After completing this topic, you will be able to:

- Create a new run control for the **General Ledger Summary** report
- Enter process request parameters
- Generate the **General Ledger Summary** report

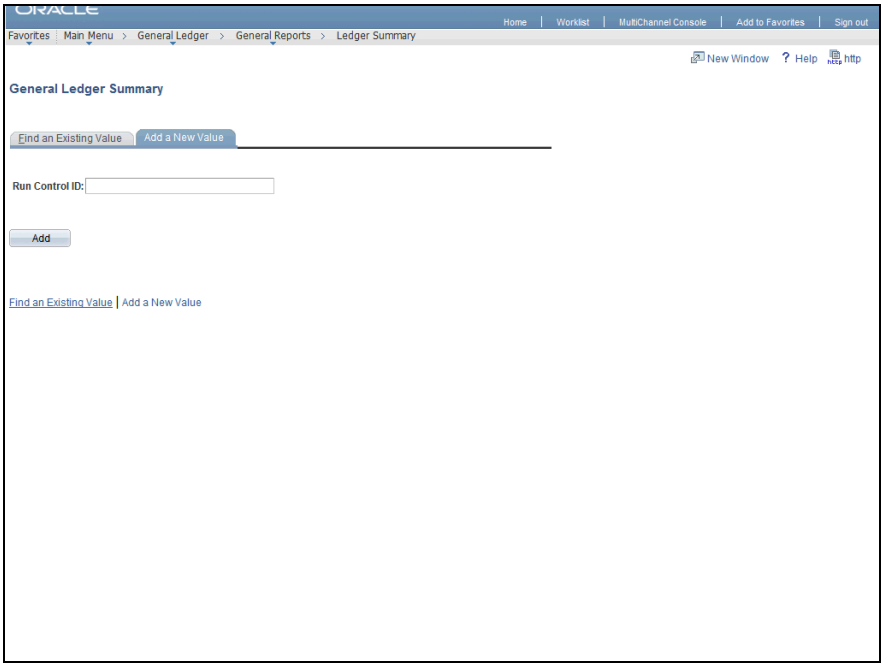
Procedure

In this topic, you will run the **General Ledger Summary** report.

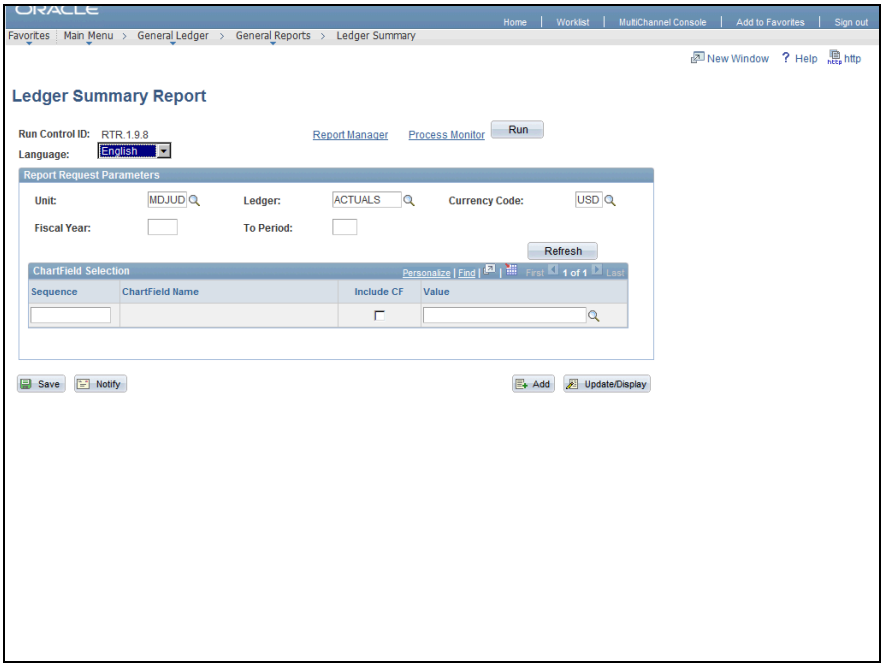
Step	Action
1.	Navigate to the **General Ledger Summary** page. Click the **General Ledger** link. ▷ General Ledger
2.	Click the **General Reports** link. General Reports
3.	Click the **Ledger Summary** link. Ledger Summary



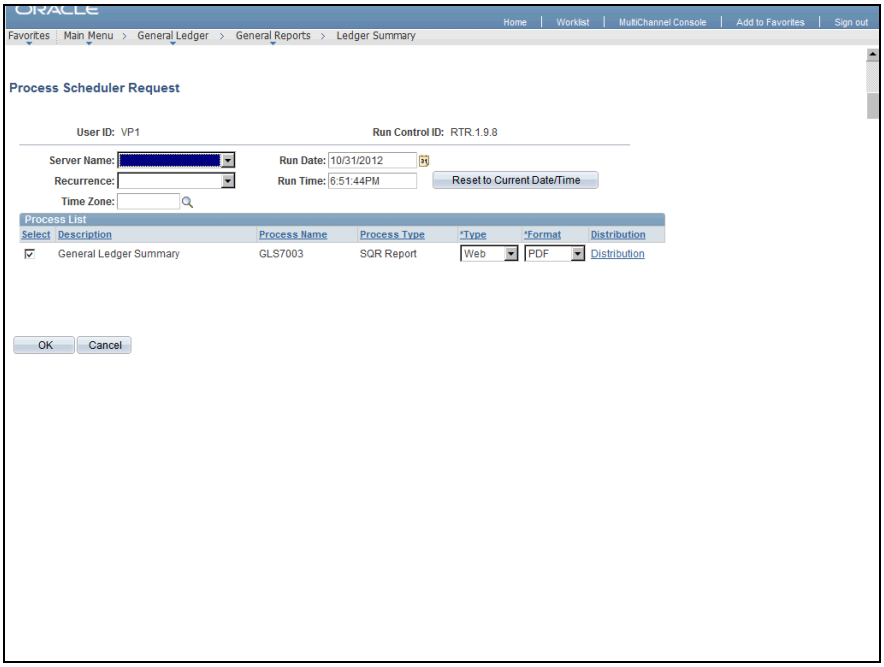
Step	Action
4.	The **General Ledger Summary** run control search page displays. **NOTE:** If you have previously created a run control ID for this process, you can search for it on the **Find and Existing Value** tab. When a run control does not exist, create a new one on the **Add a New Value** tab. For this topic, click the A**dd a New Value** tab to create a new run control. Click the **Add a New Value** tab. Add a New Value



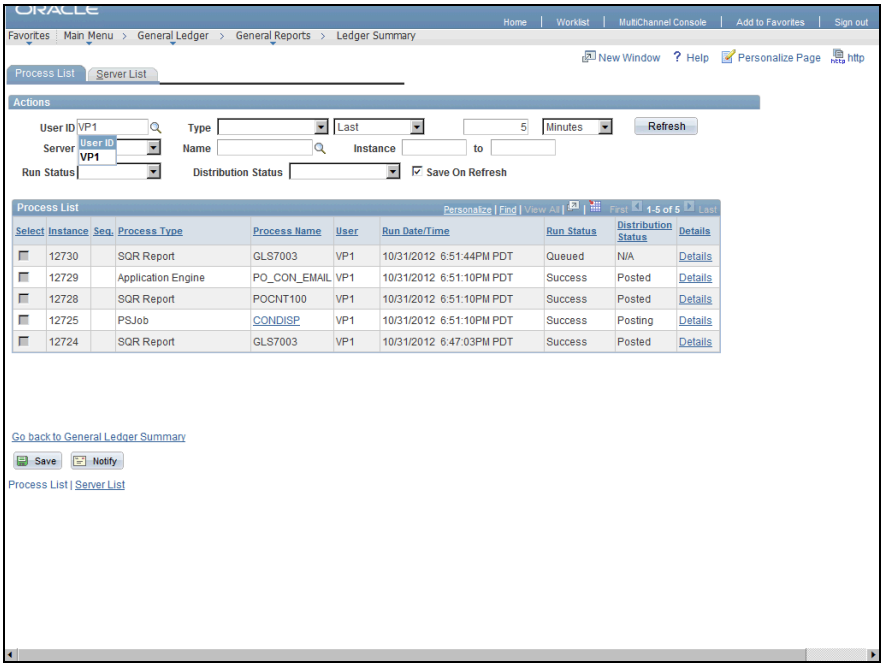
Step	Action
5.	The **Add a New Value** page displays. Enter the desired information into the **Run Control ID** field.
6.	Click the **Add** button. Add



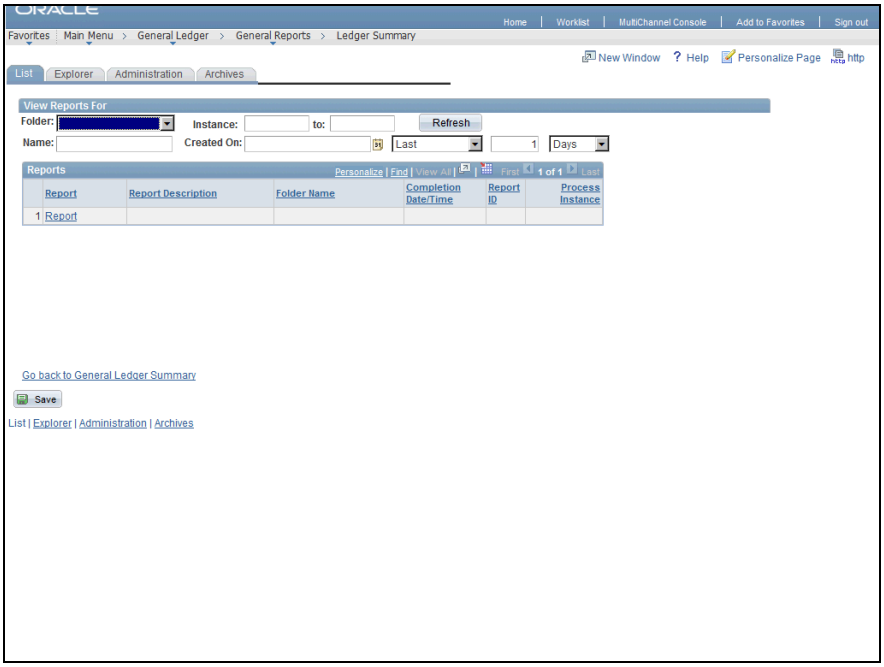
Step	Action
7.	The **Ledger Summary Report** run control page displays. The values for the **Unit** and the **Ledger** field default to "MDJUD" and "ACTUALS". The Currency Code defaults to "USD".
8.	Enter the desired information into the **Fiscal Year** field. Enter a valid value e.g. "**2013**".
9.	Enter the desired information into the **To Period** field. Enter a valid value e.g. "**4**".
10.	Click the **Refresh** button. Refresh
11.	Click the **Include CF** option for the **Program Cost Account** Chartfield.
12.	Click the **Include CF** option for the **Fund Code** Chartfield.
13.	Click the **Include CF** option for the **Account** Chartfield.
14.	Click the **Include CF** option for the **Appropriation Year** Chartfield.
15.	The **Chartfield Selection** section displays. Click the **Include CF** options for the following Chartfield values: 1. **Program Cost Account** 2. **Fund Code** 3. **Account** 4. **Appropriation Number**
16.	Click the **Save** button. Save
17.	Click the **Run** button. Run



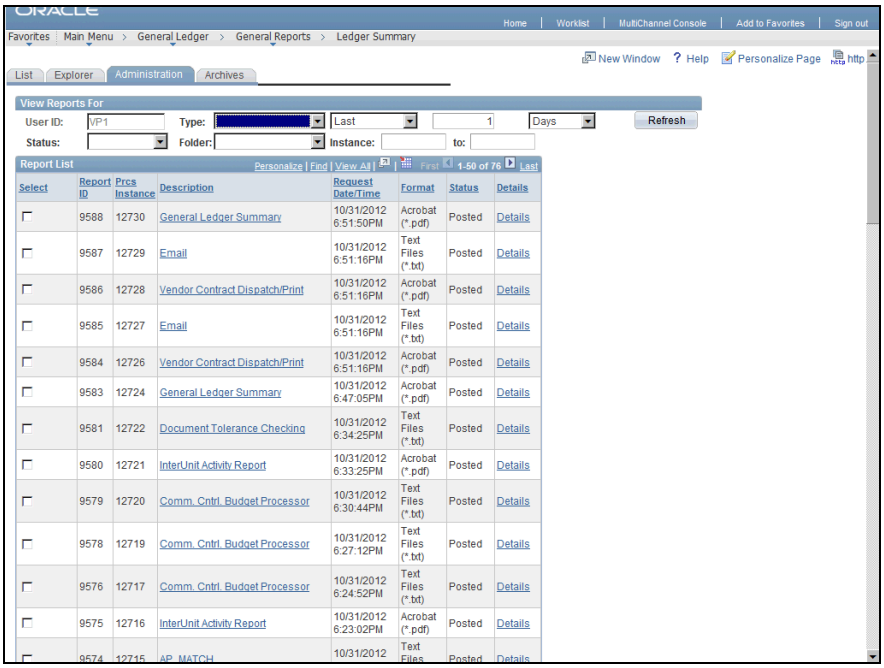
Step	Action
18.	The **Process Scheduler Request** page displays. Accept values on this page. Click the **OK** button. OK
19.	Take note of the process instance number in the top right corner of the page. Click the **Process Monitor** link. Process Monitor
20.	The **Process Monitor - Process List** page displays. The process you ran displays by process instance number in the **Process List** section.



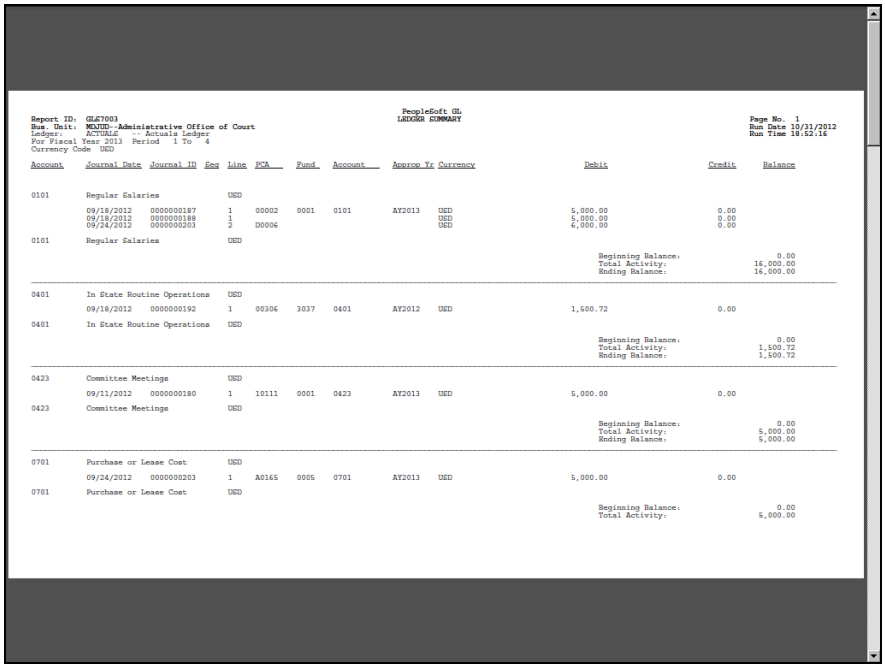
Step	Action
21.	Click the **Refresh** button periodically until the **Run Status** is "Success" and the **Distribution Status** is "Posted" for the process you have just run. Refresh
22.	After the process has run successfully, click the **Go back to General Ledger Summary** link. Go back to General Ledger Summary
23.	The **Ledger Summary Report** run control page displays. Click the **Report Manager** link to retrieve the report. Report Manager



Step	Action
24.	The **Report Manager - List** page displays. Click the **Administration** tab. Administration



Step	Action
25.	The **Report Manager - Administration** page displays. Click the **General Ledger Summary** link to open the **General Ledger Summary Report**. General Ledger Summary



PeopleSoft GL
LEDGER SUMMARY

Report ID: GLS7003
Bus. Unit: MSJUD--Administrative Office of Court
Ledger: ACTUALS -- Actuals Ledger
For Fiscal Year 2013 Period 1 To 4
Currency Code USD

Page No. 1
Run Date 10/31/2012
Run Time 18:52:16

Account	Journal Date	Journal ID	Seq	Line	PCA	Fund	Account	Approp Yr	Currency	Debit	Credit	Balance
0101	Regular Salaries		USD									
	09/18/2012	0000000187	1		00002	0001	0101	AY2013	USD	5,000.00	0.00	
	09/18/2012	0000000188	1						USD	5,000.00	0.00	
	09/24/2012	0000000203	2		D0006				USD	6,000.00	0.00	
0101	Regular Salaries		USD									
										Beginning Balance:		0.00
										Total Activity:		16,000.00
										Ending Balance:		16,000.00
0401	In State Routine Operations		USD									
	09/18/2012	0000000192	1		00306	3037	0401	AY2012	USD	1,500.72	0.00	
0401	In State Routine Operations		USD									
										Beginning Balance:		0.00
										Total Activity:		1,500.72
										Ending Balance:		1,500.72
0423	Committee Meetings		USD									
	09/11/2012	0000000180	1		10111	0001	0423	AY2013	USD	5,000.00	0.00	
0423	Committee Meetings		USD									
										Beginning Balance:		0.00
										Total Activity:		5,000.00
										Ending Balance:		5,000.00
0701	Purchase or Lease Cost		USD									
	09/24/2012	0000000203	1		A0165	0005	0701	AY2013	USD	5,000.00	0.00	
0701	Purchase or Lease Cost		USD									
										Beginning Balance:		0.00
										Total Activity:		5,000.00

Step	Action
26.	The **General Ledger Summary** report opens in a new window. Print the report using the internet browser options, if desired.
27.	You have successfully completed the *Running the General Ledger Summary Report* topic. You have learned how to: - Run the General Ledger Summary report **End of Procedure.**

Running the Journal Entry with Attributes Report

The **Journal Entry with Attributes** report lists all journal entries and the corresponding chartfield attributes that were entered in the system for a business unit and ledger within the date range specified.

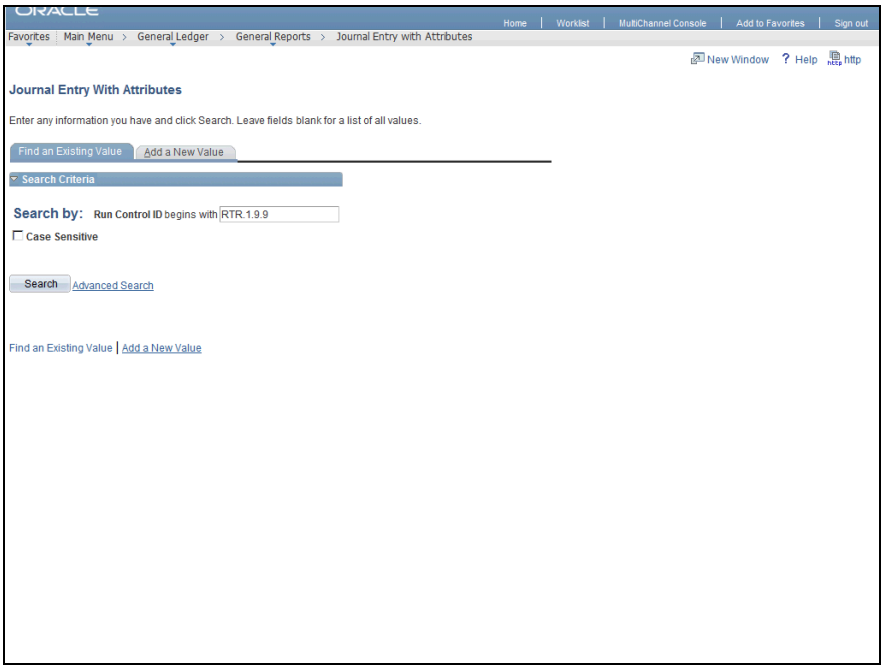
After completing this topic, you will be able to:

- Create a new run control for the **Journal Entry with Attributes** report
- Enter process request parameters
- Generate the **Journal Entry with Attributes** report

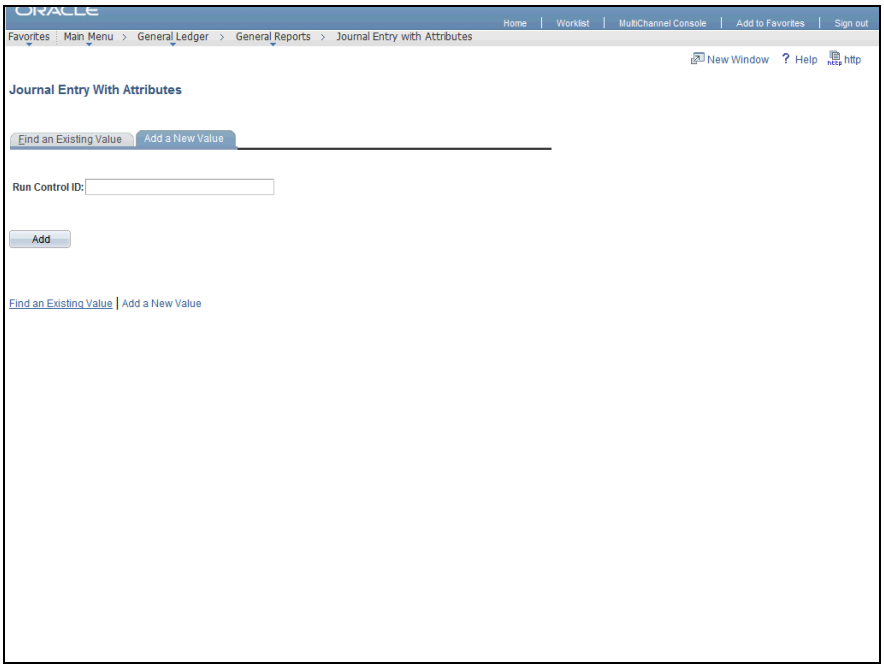
Procedure

In this topic, you will run the **Journal Entry with Attributes** report.

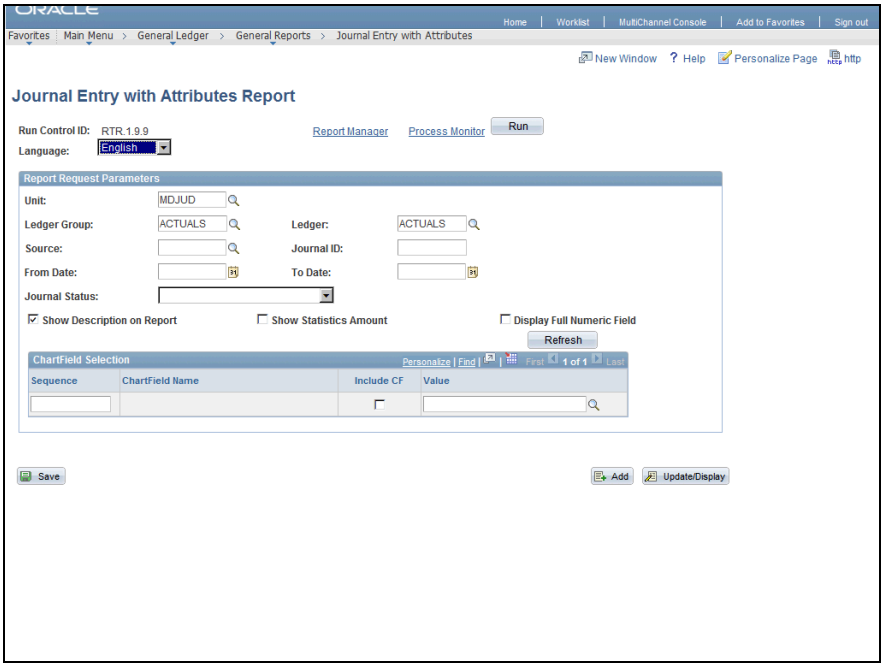
Step	Action
1.	Navigate to the **Journal Entry with Attributes** page. Click the **General Ledger** link. ▷ General Ledger
2.	Click the **General Reports** link. General Reports
3.	Click the **Journal Entry with Attributes** link. Journal Entry with Attributes



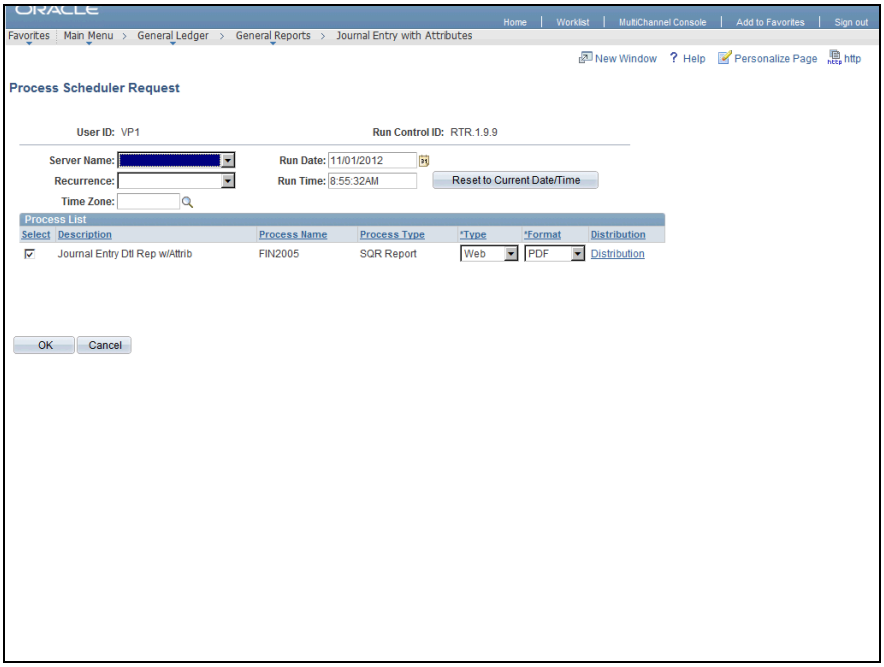
Step	Action
4.	The **Journal Entry with Attributes** search page displays. **NOTE:** If you have previously created a run control ID for this process, you can search for it on the **Find and Existing Value** tab. When a run control does not exist, create a new one on the **Add a New Value** tab. For this topic, click the **Add a New Value** tab to create a new run control. Add a New Value



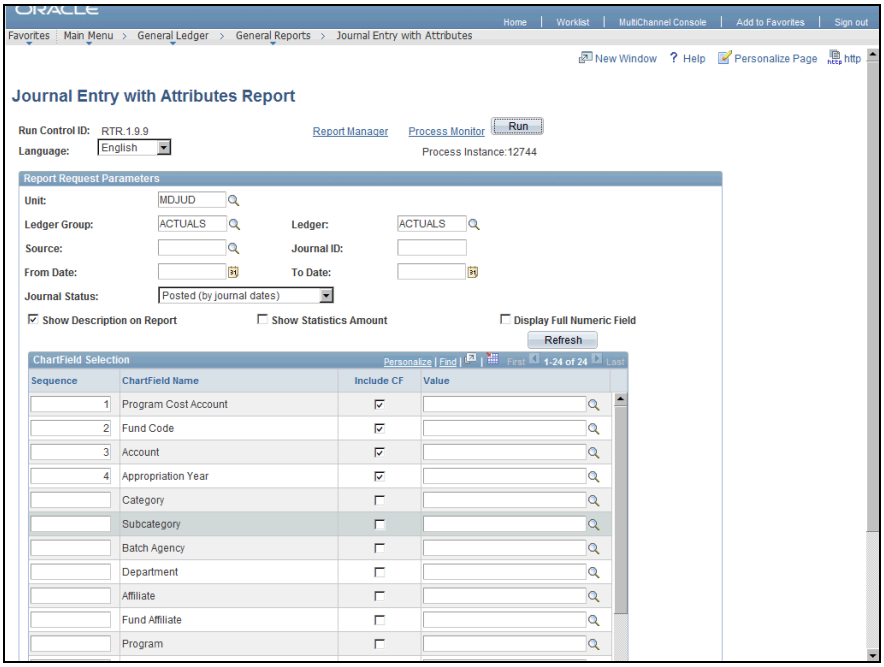
Step	Action
5.	Enter the desired information into the **Run Control ID** field.
6.	Click the **Add** button. Add
7.	The **Journal Entry with Attributes Report** run control page displays. The values for the **Unit, Ledger Group** and **Ledger** fields should default to "MDJUD" and "ACTUALS".



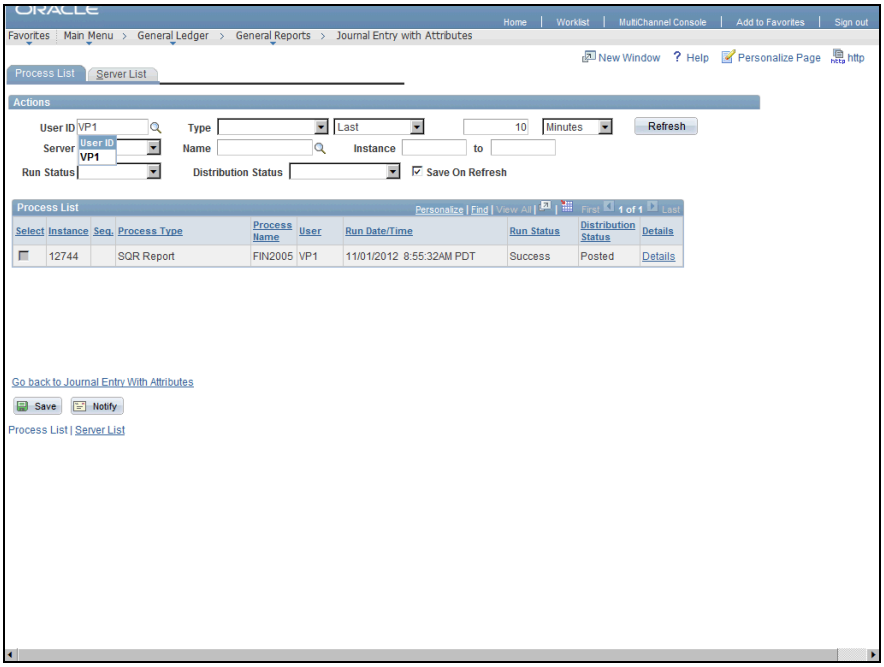
Step	Action
8.	Click the **Journal Status** list and select the **Posted (by journal dates)** list item.
9.	Click the **Refresh** button. Refresh
10.	The **Chartfield Selection** section displays. Click the **Include CF** options for the following Chartfield values: 1. **Program Cost Account** 2. **Fund Code** 3. **Account** 4. **Appropriation Year**
11.	Click the **Save** button. Save
12.	Click the **Run** button. Run



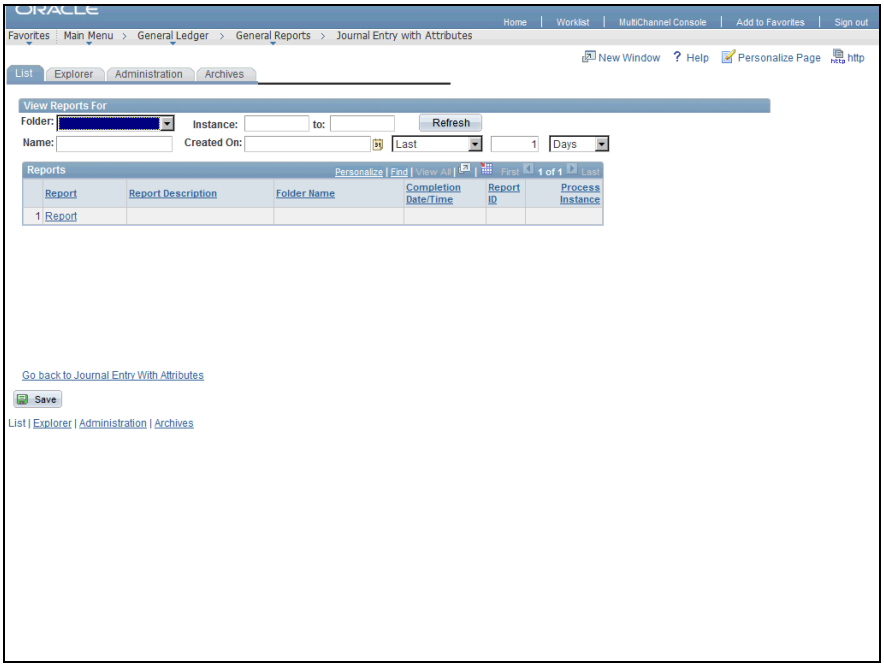
Step	Action
13.	The **Process Scheduler Request** page displays. Accept the defaulted fields on this page. Click the **OK** button. OK



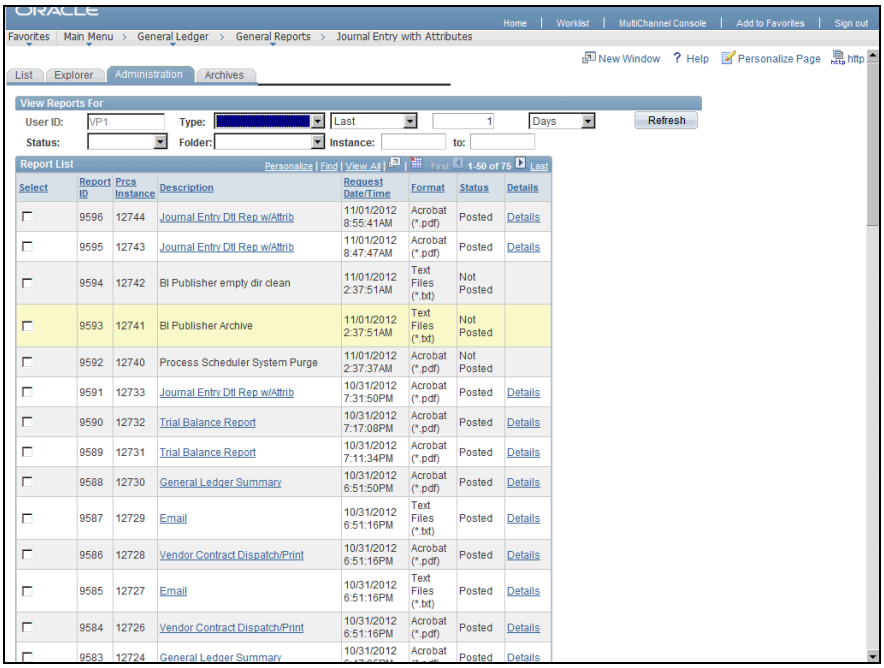
Step	Action
14.	Take note of the Process Instance number in the top right corner of the page. Click the **Process Monitor** link. Process Monitor
15.	The **Process Monitor - Process List** page displays. The process you ran is listed by process instance number in the **Process List** section.
16.	If needed, click the **Refresh** button periodically until the **Run Status** is "Success" and the **Distribution Status** is "Posted" for the process you have just run.



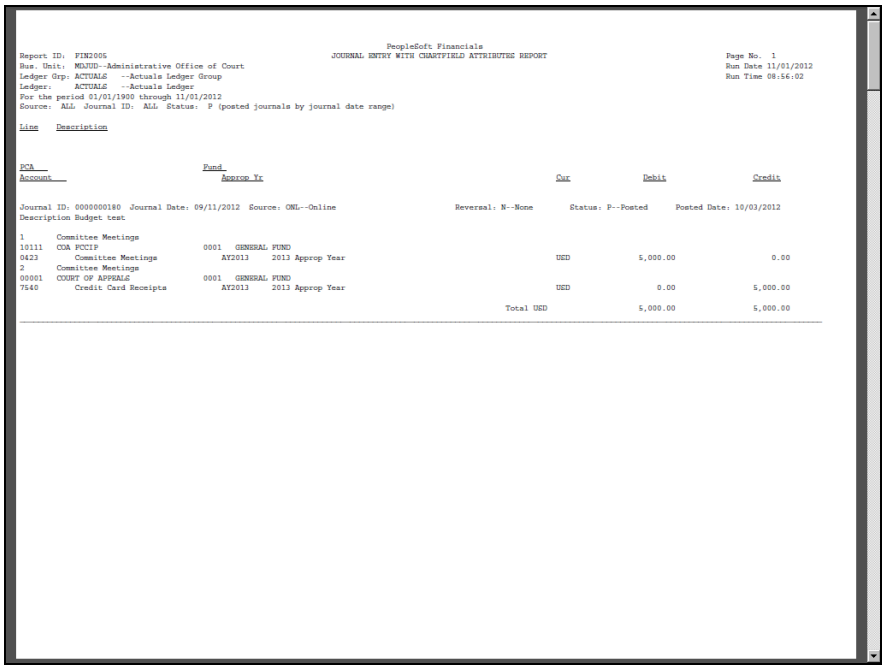
Step	Action
17.	Click the **Go back to Journal Entry With Attributes** link. Go back to Journal Entry With Attributes
18.	The **Journal Entry with Attributes Report** run control page displays. Click the **Report Manager** link to retrieve the report. Report Manager



Step	Action
19.	The **Report Manager - List** page displays. Click the **Administration** tab. Administration



Step	Action
20.	The **Report Manager - Administration** page displays. Click the **Journal Entry Dtl Rep w/Attrib** link to open the Journal **Entry Detail Report with Attribute**. Journal Entry Dtl Rep w/Attrib



```
                                                    PeopleSoft Financials
Report ID:  PIN2005                                 JOURNAL ENTRY WITH CHARTFIELD ATTRIBUTES REPORT                    Page No.  1
Bus. Unit:  MAJUD--Administrative Office of Court                                                                      Run Date 11/01/2012
Ledger Grp: ACTUALS   --Actuals Ledger Group                                                                           Run Time 08:56:02
Ledger:     ACTUALS   --Actuals Ledger
For the period 01/01/1900 through 11/01/2012
Source:  ALL  Journal ID:  ALL  Status:  P (posted journals by journal date range)

Line    Description


PCA                                 Fund
Account                                 Approp Yr                                                   Cur          Debit          Credit


Journal ID: 0000000180  Journal Date: 09/11/2012  Source: ONL--Online                  Reversal: N--None      Status: P--Posted      Posted Date: 10/03/2012
Description Budget test

1       Committee Meetings
10111   COA PCCIP                   0001   GENERAL FUND
0423        Committee Meetings          AY2013     2013 Approp Year                                 USD        5,000.00              0.00
2       Committee Meetings
00001   COURT OF APPEALS            0001   GENERAL FUND
7540        Credit Card Receipts        AY2013     2013 Approp Year                                 USD            0.00          5,000.00

                                                                                          Total USD         5,000.00          5,000.00
```

Step	Action
21.	The **Journal Entry with Chartfield Attributes Report** displays in a new window. Print the report, if desired.
22.	You have successfully completed the *Running the Journal Entry with Attributes Report* topic. You have learned how to: - Run the Journal Entry with Attributes report **End of Procedure.**

Running the Journal Line/Accounting Reconciliation Report

The **Journal Line / Accounting Reconciliation** report compares journal entry lines in **General Ledger** with accounting entries in the originating sub-module (e.g., Payables, Accounts Receivable or Billing).

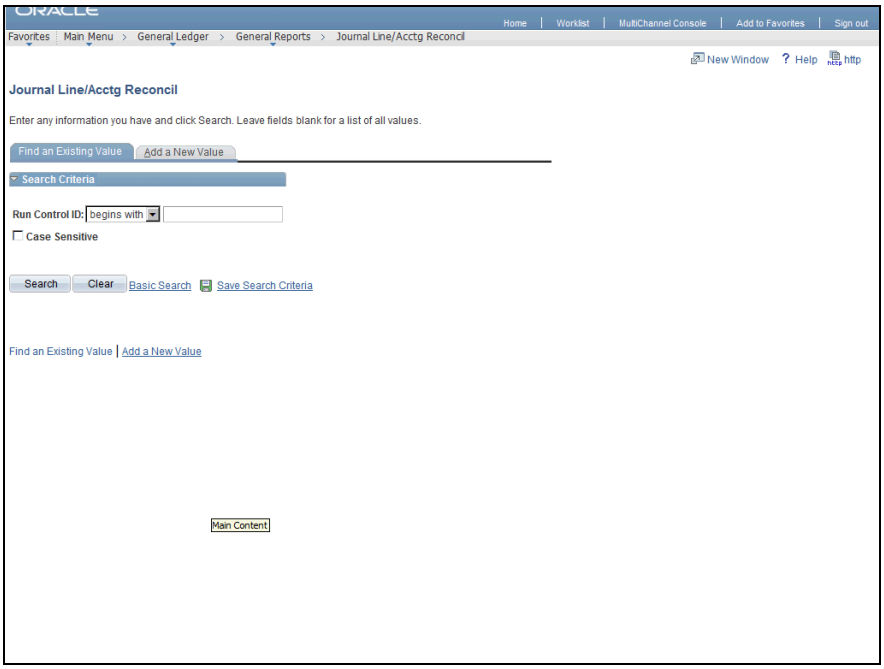
After completing this topic, you will be able to:

- Create a new run control for the **Journal Line / Accounting Reconciliation** report
- Enter process request parameters
- Generate the **Journal Line / Accounting Reconciliation** report

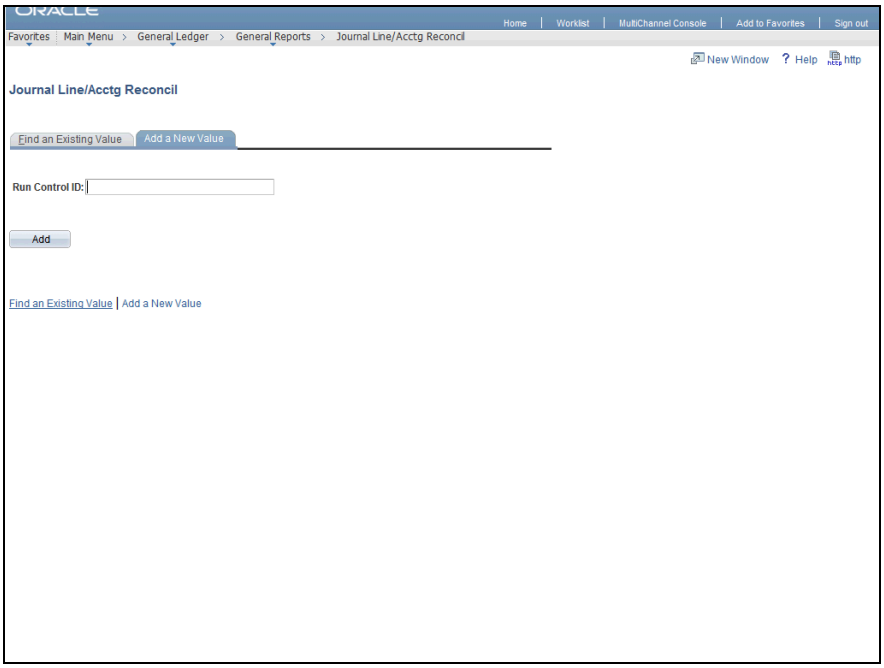
Procedure

In this topic, you will run the **Journal Line / Accounting Reconciliation** report.

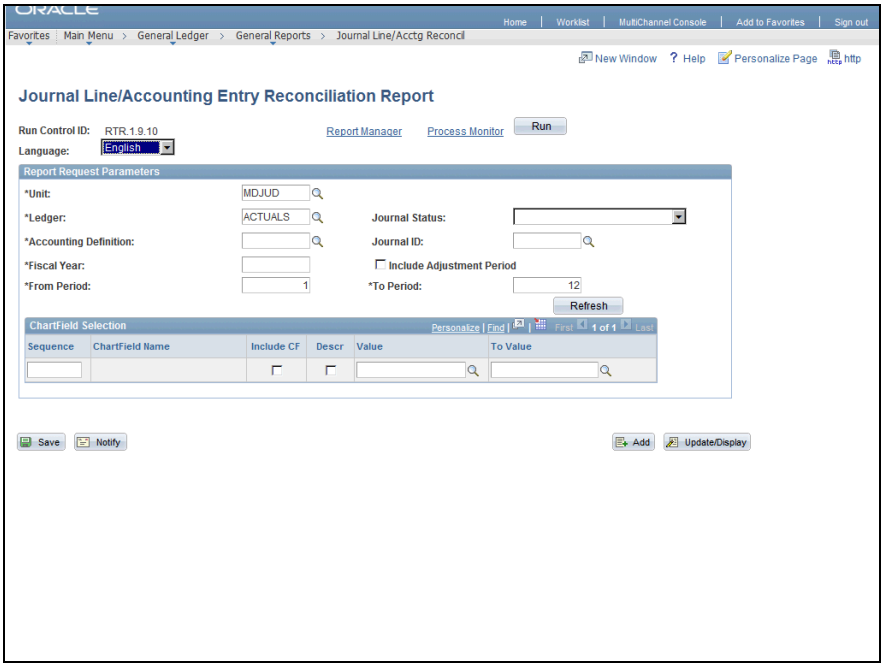
Step	Action
1.	Navigate to the **Journal Line/Acctg Reconil** page. Click the **General Ledger** link. General Ledger
2.	Click the **General Reports** link. General Reports
3.	Click the **Journal Line/Acctg Reconcil** link. Journal Line/Acctg Reconcil



Step	Action
4.	The **Journal Line/Acctg Reconcil** search page displays. **NOTE:** If you have previously created a run control ID for this process, you can search for it on the **Find and Existing Value** tab. When a run control does not exist, create a new one on the **Add a New Value** tab. For this topic, click the **Add a New Value** tab to create a new run control. Add a New Value

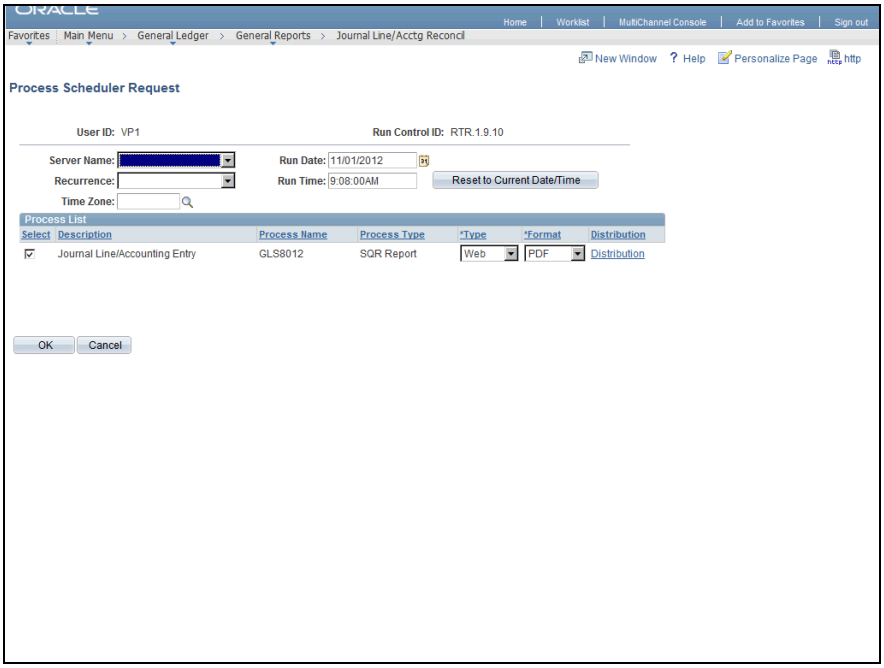


Step	Action
5.	The **Add a New Value** tab displays. Enter the desired information into the **Run Control ID** field.
6.	Click the **Add** button. Add

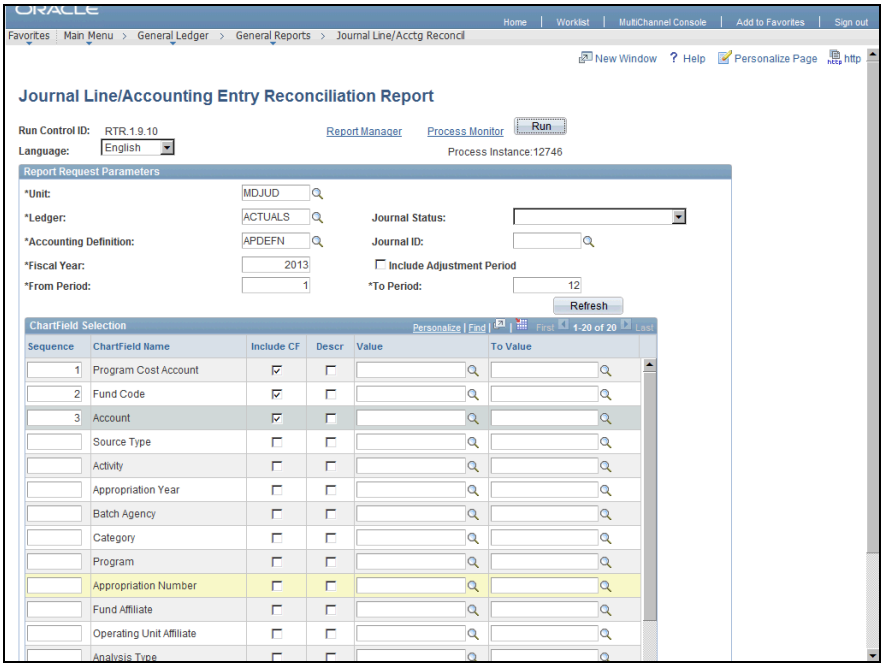


Step	Action
7.	The **Journal Line/Accounting Entry Reconciliation Report** run control page displays. The values for the **Unit** and the **Ledger** fields should default to "MDJUD" and "ACTUALS".
8.	Enter the desired information into the **Accounting Definition** field. Enter a valid value e.g. "**APDEFN**".
9.	Enter the desired information into the **Fiscal Year** field. Enter a valid value e.g. "**2013**".
10.	The period range for which the report will run defaults. Update the period range for which you want to run the report in the **From** and **To Period** fields.
11.	Click the **Refresh** button. Refresh
12.	The **Chartfield Selection** section displays. Click the **Include CF** options for the following Chartfield values: 1. **Program Cost Account** 2. **Fund Code** 3. **Account**
13.	Click the **Save** button. Save

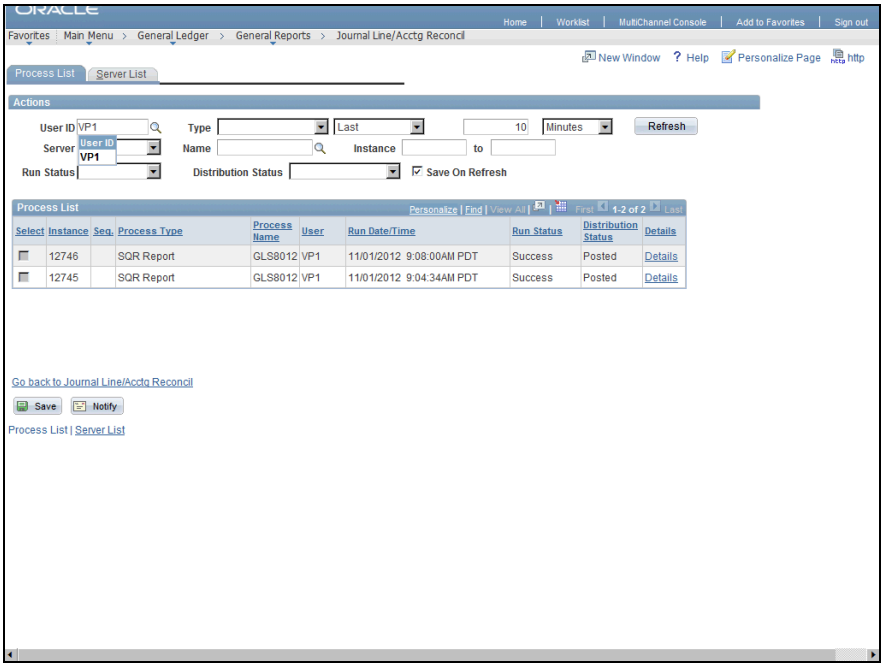
Step	Action
14.	Click the **Run** button. Run



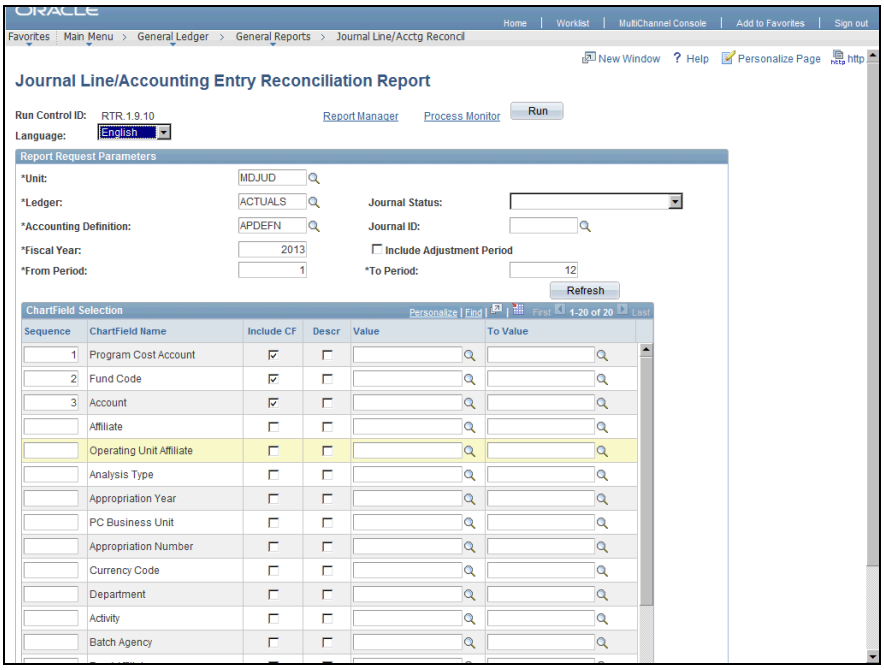
Step	Action
15.	The **Process Scheduler Request** page displays. Accept the default fields on this page. Click the **OK** button. OK



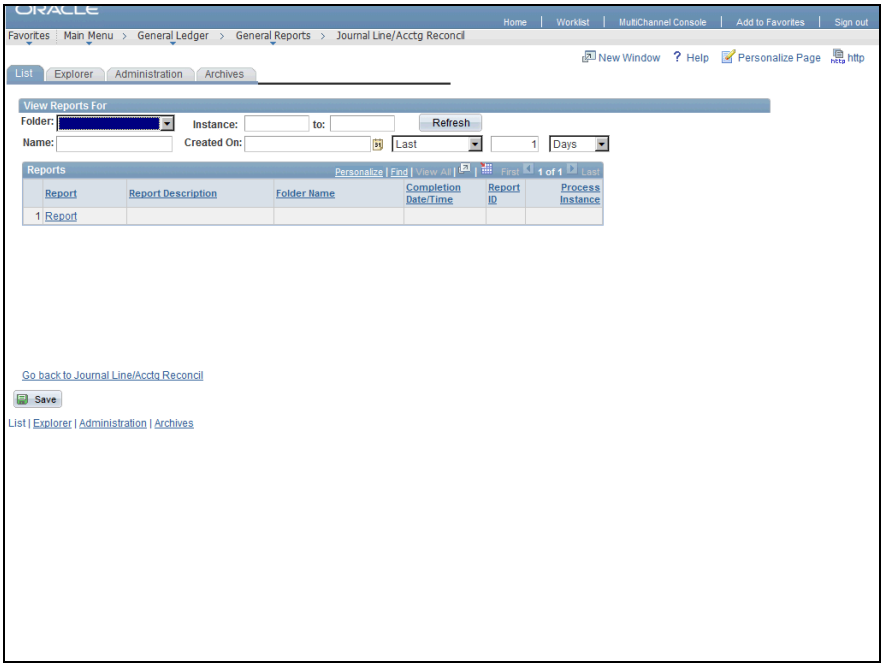
Step	Action
16.	Take note of the process instance number in the top right corner of the page. Click the **Process Monitor** link. Process Monitor



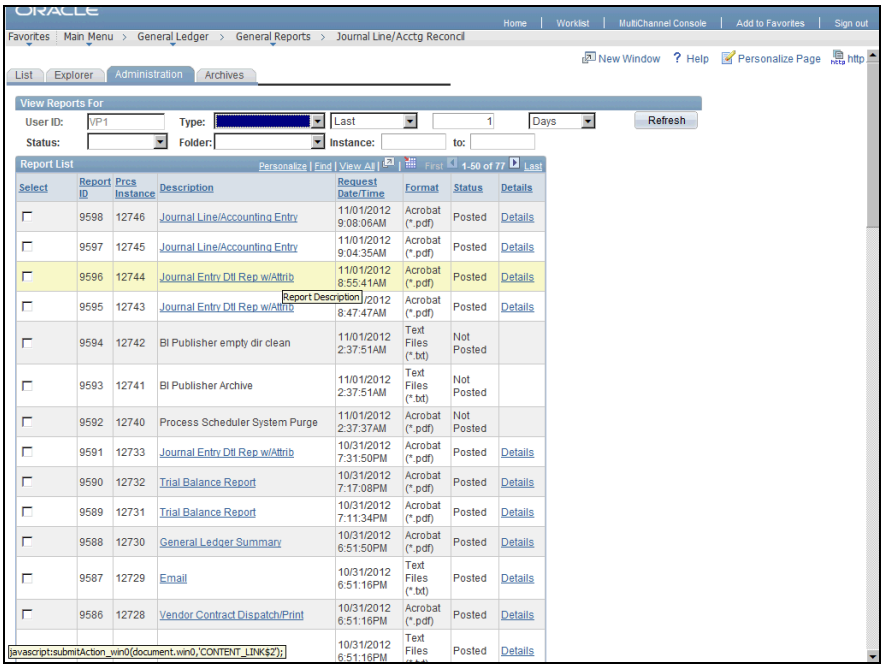
Step	Action
17.	The P**rocess Monitor - Process List** page displays. The process you ran is listed by process instance number.
18.	If needed, click the **Refresh** button periodically until the **Run Status** is "Success" and the **Distribution Status** is "Posted" for the process you have just run.
19.	Click the **Go back to Journal Line/Acctg Reconcil** link. Go back to Journal Line/Acctg Reconcil



Step	Action
20.	Click the **Report Manager** link to retrieve the report. Report Manager



Step	Action
21.	The **Report Manager - List** page displays. Click the **Administration** tab. Administration



Step	Action
22.	The **Report Manager - Administration** page displays. Click the **Journal Line/Accounting Entry** link for the report you just ran. Journal Line/Accounting Entry
23.	The **Journal Line/Accounting Entry Reconciliation Report** displays in a new window. Print the report, if desired.
24.	You have successfully completed the *Running the Journal Line/Acctg Reconciliation Report* topic. You have learned how to: - Run the Journal Line/Acctg Reconciliation report **End of Procedure.**