



Quick Reference Tip Sheet

LAST REVISED DATE: 05/01/2017

General Information

Task	Process Information
Commitment Control Budget Status Report	Use the Budget Status Report to display budget, pre-encumbrance, encumbrance, expense and the available budgeted expense balance for the
Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.	chosen Chartfield criteria.

GEARS Navigation

Commitment Control > Budget Reports > Budget Status	Favorites 🔻	Main Menu

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	v Value" Tab.	Eind an Existing Value Add a New Value Run Control ID
2.	Enter a Run Control ID This name can provide about the type of crite report. No spaces are). e information eria in the e allowed.	Run Control ID:
3.	Click the Add bu	itton.	
4.	In the Report Request Parameters box, enter the following information:	Busine Ledger (In mos Report Reques *Ledge	ss Unit – This value will always be 'MDJUD'. – Select the Commitment Control ledger group from which you would like to report. st cases, you would use the ledger group of OPER_DTL.) t Parameters *Unit MDJUD Q Administrative Office of Court
5.	Click on the Refresh	button to blow	v out the chartfield detail criteria.

		ChartField Selection Sequence ChartField Name 1 Batch Agency 2 Program Cost Account 3 Fund 4 Account 5 Program Code 6 Appropriation Number 7 Approp Year Department Department	Include CF	Subtotal	Personalize Find 💷 🏭 Value 60091 Q 0001 Q 1 Q	First 1-14 of 14 Last To Value		
		SequenceChartField Name1Batch Agency2Program Cost Account3Fund4Account5Program Code6Appropriation Number7Approp YearDepartment	Include CF	Subtotal	Value	To Value Q 60091 Q 3003 Q		
		1 Batch Agency 2 Program Cost Account 3 Fund 4 Account 5 Program Code 6 Appropriation Number 7 Approp Year Department Department			00091 Q 00001 Q 0001 Q	Q 60091 Q 3003 Q Q Q		
		2 Program Cost Account 3 Fund 4 Account 5 Program Code 6 Appropriation Number 7 Approp Year Department Department			60091 Q 0001 Q	60091 Q 3003 Q		
		3 Fund 4 Account 5 Program Code 6 Appropriation Number 7 Approp Year Department			0001 Q	3003 Q		
		4 Account 5 Program Code 6 Appropriation Number 7 Approp Year Department			Q	Q		
		5 Program Code 6 Appropriation Number 7 Approp Year Department			Q	0		
		6 Appropriation Number 7 Approp Year Department				~		
		7 Approp Year			Q	٩		
		Department	\checkmark		AY2017	AY2017		
					Q	٩		
		Activity			্	Q		
		Budget Period			Q	Q		
		PC Business Unit			্	٩		
1		Project			٩	٩		
		Source Type			٩	Q		
		Statistics Code			Q	Q		
s	Save the run 🛛 🛄	parameters for the next time	of use by clic	king the	Bave button.			
3.	Click on the Run	button to start the report.						
	Confirm the	Process Scheduler Request						
9. 🔤	Commit the		Run Control ID 123					
9. (E	Budget Status Report line is	User ID lisa.gutierrez			Run Control ID 123			
9. (E F	Budget Status Report line is selected (checked) and click on	User ID lisa.gutierrez Server Name	~	Run Date	Run Control ID 123 02/13/2017 III			
9. (E F a	Budget Status Report line is selected (checked) and click on	User ID lisa.gutierrez Server Name Recurrence	× ×	Run Date Run Time	Run Control ID 123 02/13/2017 Image: Control ID 123 10:26:06PM R	eset to Current Date/Time		
9. (E F s a	Budget Status Report line is selected (checked) and click on	User ID lisa.gutierrez Server Name Recurrence Time Zone	~	Run Date Run Time	Run Control ID 123 02/13/2017 Im 10:26:06PM R	eset to Current Date/Time		
9. (E F s	Budget Status Report line is selected (checked) and click on	User ID lisa.gutierrez Server Name Recurrence Time Zone Process List Select Description	✓ ✓	Run Date Run Time	Run Control ID 123 02/13/2017 Im 10:26:06PM R rocess Type *Type	eset to Current Date/Time *Format Distribution		
9. (E F s a	Budget Status Report line is selected (checked) and click on	User ID lisa.gutierrez Server Name Recurrence Time Zone Process List Select Description Budget Status Report	Process N GLS8020	Run Date Run Time lame P	Run Control ID 123 02/13/2017 Im 10:26:06PM R rocess Type Type QR Report Web	eset to Current Date/Time *Format Distribution PDF Distribution		

10.	Click the Process Monitor link.	
11.	Click on the Refresh button until the process is listed with a Run Status of 'Success' and a Distrib Status of 'Posted'.	rocess List Server List Iew Process Request For User ID Jisa.gutierrez × Type ✓ Last ✓ 2 Days Refresh Server ✓ Name Q Instance From Instance To Run Status ✓ Distribution Status ✓ ✓ Save On Refresh Process List Personalize Find View All Image: Find 1.9 of 9 Last elect Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Status 1052865 SQR Report GLS8020 Jisa.gutierrez 02/13/2017 10:26:06PM EST Success Posted Details
12.	Click on the Go back to Budget Stat	^{tus} link.
13.	Click on the Report Manager link	k.
14.	Click on the Administration ta	ab.
15.	Click on the ^{Budget Status Repo link that corresponds to the process date and time that w run. The report will open as PDF new window.}	ort List Explorer Administration Archives View Reports For User ID lisa.gutierrez Type VLast I Days Refresh Was Status V Folder VInstance to Report List Personalize Find View All 2 Refresh 1-9 of 9 Last Select Report Prcs Description Request Select Roport Instance Description Request 1007540 1052865 Budget Status Report 02/13/2017 Acrobat 10.28.38PM (* pdf) Posted Details

16.

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

Report ID Bus. Unit Ledger Gr Currency	D: GLS8020 C: MDJUDAdministrative Office of Court CP: OPER_DTL Operating Detail Ledger Group : USD	BUD	PeopleSoft GL BUDGET STATUS REPORT				Page No. 1 Run Date 02/13/2017 Run Time 22:40:03	
Chartfiel	lds Criteria							
Approp Number: All values Approp Yr: AY2017		Fund: 0001	Fund: 0001 to 3003		Account: All values		Program: All values	
Batch Aqy	<u>PCA</u> Fund	Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remainir	
ACCOUNT	mber Approp Vr							
COE	60091 0001							
0102	Additional Assistance B006							
A0006	AV2017 2017 Approp Year	2 000.00	0.00	0.00	0.00	0.00	2 00	
		_,					-,	
C25	60091 0001							
0104	Overtime B006							
A0006	AY2017 2017 Approp Year	2,500.00	0.00	0.00	0.00	0.00	2,50	
C 25	C0001 0001							
0201	Bostage Boos							
20006	AV2017 2017 Approp Vorr	21 000 00	0.00	0.00	0.00	124 10	20.96	
A0000	MIZOI/ ZOI/ WDDIOD IGHI	21,000.00	0.00	0.00	0.00	154.19	20,86	
C25	60091 0001							
0302	Telephone B006							
A0006	AY2017 2017 Approp Year	0.00	0.00	0.00	0.00	0.63	-	
C25	60091 0001							
0306	Cell Phones B006							
A0006	AY2017 2017 Approp Year	2,000.00	0.00	0.00	0.00	370.72	1,62	
C25	60081 0001							
0401	In State Operations B006							
A0006	AY2017 2017 Approp Year	4,650.00	0.00	0.00	0.00	170.00	4 48	
		1,150100	5.00	2.00			-, 10	
C25	60091 0001							
0403	Out of State Operations B006							
A0006	AY2017 2017 Approp Year	100.00	0.00	0.00	0.00	0.00	10	
C25	60091 0001							
0801	Advertising &Legal Publication B006	0 865 55			0.55	0.67		
AU006	A12017 2017 Approp Year	2,700.00	0.00	U.00	U.00	0.00	2,70	
C25	60091 0001							
0804	Printing/Reproduction B006							
A0006	AY2017 2017 Approp Year	1,450.00	0.00	0.00	0.00	0.00	1,45	
C25	60091 0001							
0809	Equipment Maint, Repair & Rent B006							
	AV2017 2017 Approp Voar	27 600 00	0.00	0.00	4 107 32	3 357 77	20.13	

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