

Quick Reference Tip Sheet

LAST REVISED DATE: 05/01/2017

General Information

Task	Process Information
<p>Running the Trial Balance Report</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>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.</p>

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.	<p>Trial Balance</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID</p>
2.	<p>Enter a Run Control Id</p> <p>This is the name you would like to save your parameters selected as. No spaces are allowed.</p>	<p>Run Control ID</p>
3.	Click the button.	

4. In the **Report Request Parameters** box, enter the following information.

- **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.

(NOTE: Period 1 = July, Period 2 = August, ... Period 12 = June)

Trial Balance Report

Run Control ID 123 Report Manager Process Monitor **Run**

Language English

Report Request Parameters

Unit MDJUD *Ledger ACTUALS **Include Adjustment Periods**

Fiscal Year 2017 Period 7 Adjustment Period

Currency Option Base Currency 1

Display Full Numeric Field Date Code All

Refresh


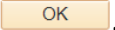



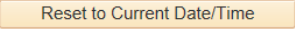

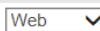
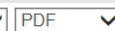
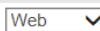
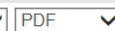
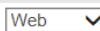
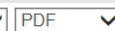













5. Click on the **Refresh** button to blow out the chartfield detail criteria.

6. Add criteria to the **ChartField Selection** area.

- **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.

ChartField Selection							Personalize	Find	First	1-14 of 14	Last
Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value					
1	Batch Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
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"/>	AY2017	AY2017					
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"/>							

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

<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 <i>lisa.gutierrez</i> Run Control ID 123</p> <p>Server Name  Run Date <input type="text" value="02/13/2017"/> </p> <p>Recurrence  Run Time <input type="text" value="10:57:25PM"/> </p> <p>Time Zone <input type="text"/> </p> <p>Process List</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>	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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<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web 	PDF 	Distribution															
<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 </p> <p>View Process Request For</p> <p>User ID <input type="text" value="lisa.gutierrez"/>  Type  Last  <input type="text" value="2"/> Days  </p> <p>Server  Name <input type="text"/>  Instance From <input type="text"/> Instance To <input type="text"/></p> <p>Run Status  Distribution Status  <input checked="" type="checkbox"/> Save On Refresh</p> <p>Process List Personalize Find View All  First 1-11 of 11 Last</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>1052867</td> <td></td> <td>SQR Report</td> <td>GLS7012</td> <td><i>lisa.gutierrez</i></td> <td>02/13/2017 10:57:25PM EST</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"/>	1052867		SQR Report	GLS7012	<i>lisa.gutierrez</i>	02/13/2017 10:57:25PM EST	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
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<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>																				

15. Click on the [Trial Balance Report](#) link that corresponds to the process date and time that was run.

The report will open as PDF in a new window.

The screenshot shows the 'Administration' tab selected. Under 'View Reports For', the 'User ID' is 'isa.gutierrez', 'Type' is 'Last', and 'Instance' is '1'. There is a 'Refresh' button. Below this, the 'Report List' table is visible with the following data:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1007542	1052867	Trial Balance Report	02/13/2017 10:59:37PM	Acrobat (*.pdf)	Posted	Details

16.

Report ID: GLS7012
 Bus. Unit: MDJUD--Administrative Office of Court
 Ledger: ACTUALS -- Actuals Ledger
 As of Year 2017 and Period 7
 Base Currency: USD

PeopleSoft GL
TRIAL BALANCE

Page No. 1
Run Date 02/13/2017
Run Time 22:59:50
Prcs Instance: 1052867

Batch	Agy	PCA	Fund	Program	Approp Number	Approp Yr	Cur	Transaction Debit	Transaction Credit
C25		90003	3003	D009	A0009	AY2017	USD	983,477.97	0.00
Total for Ledger							USD	983,477.97	0.00

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