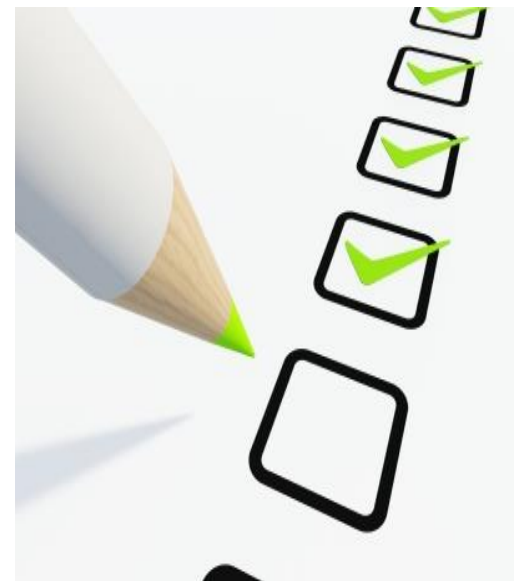


Reporting General Ledger (GL)



What we will cover:

- General Budget and Finance & GEARS Information
- Dates
- Account Structure
- General Ledger Review & Reports
- Clean-up Tips
- Best Practices



General Budget and Finance & GEARS Information





The screenshot shows the CourtNet homepage with a navigation bar. A red arrow points to the 'Administration' link in the navigation bar.

CourtNet
Maryland Courts Intranet

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- Human Resources
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Reference

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- State Law Library
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 - Instructions
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- more

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Budget and Finance

As the Department of Budget and Finance for the Administrative Office of the Courts, we are pleased to offer this web site to assist you. Our mission is to provide accurate, reliable, and timely financial related services to the Maryland Judiciary.

The Department of Budget and Finance is comprised of two units: Accounting Operations, and Budget and Reports, which collectively handle the accounting, budgeting, and all financial services of the Judiciary. Key functional responsibilities include accounts payable, revenue, accounts receivable, formulation, presentation, justification and execution of the Judiciary budget, as well as oversight of the security and operational aspects of the GEARS financial software system.

Accounting Operations

This unit is comprised of two areas, Accounts Payable and Revenue, each with a corresponding supervisor. The Accounts Payable unit covers the following areas: payment of invoices to vendors for goods and services, telephone, utilities, rents, masters, senior judges, interpreters, and other expenses and payments to employees for travel, reimbursement, and training/education. The Revenue unit covers the following areas: processing of Certificates of Deposits, Revenue 120-adjustments, disbursement transmittals, traffic, bond and other revenue refunds; local, agency, special fund allocations, printing, reconciliation and distribution of monthly revenue reports.

Budget and Reports

This unit is comprised of two areas, Budget and Reports, each with a corresponding supervisor. The Budget unit covers the following areas: maintenance of the chart of accounts, review and approval of requisitions Judiciary-wide for budget availability and object coding, monitors budget to actual expenditures throughout the year, encumbrance tracking, budget formulation, budget projections and budget revisions, working and petty cash funds, and 1099 reporting. The Reports Unit covers the following areas: inter-agency transfers, monitoring of submitted work/data with GAD, processing of adjustments, printing, reconciliation and distribution of monthly expenditure reports, as well as vendor file maintenance.

NEW Please see [Newsflash](#) for documentation from the FY2022 Budget Workshop.

Tammy Sitar

Director

410-260-1419

Melanie Holsey

Deputy Director

410-260-1579

Staff Directory

Sitar, Tammy, Director	410-260-1419	Budget and Reports	
Holsey, Melanie, Deputy Director	410-260-1579	Sherrill, Ralph, Manager	410-260-1244
Office Manager		Budget	
Coolahan, Dianna	410-260-1415	VACANT, Supervisor	
Accounting Operations		Emrick, Stephanie	410-260-1592
Brazerol, Dana, Manager	410-260-1379	Grote, Daniel	410-260-1593
Revenue		Gugliotta, Trish	410-260-1251
Bishop, Suzie, Supervisor	410-260-1413	Reports	
Davis, Vesta, Lead Worker	410-260-1297	Hall, Jaye, Supervisor	410-260-1242
Cawthorne, Marlene	410-260-1403	Acosta, Ashley	410-260-1404
Hall, Greta	410-260-1241	Geissdorfer, Joan	410-260-1422
Tingen, Crystal	410-260-1238		
Accounts Payable			
Brown, Trudy, Supervisor	410-260-1378		
Philson, Renee, Lead Worker	410-260-1412		
Blair, Antoinette	410-260-1742		
Dagirmanjian, Hoa	410-260-1747		
Foote, Cinda	410-260-1578		
Mickens, Jasmine	410-260-1748		

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Forms

NOTE: These forms are fillable and can be completed using your PC. The information you input will not save (unless you have purchased and installed Adobe Acrobat or other software on your PC). For this reason, you should print the form once it is completed and make a copy for your records.

- | | |
|---|---|
| Adjustment Form Court of Special Appeals | Revenue Adjustments Form (Instructions) |
| Undeliverable Check Address Form | Petty Cash Replenishment Form |
| CCU - Debt Adjustment | Petty Cash Voucher Form |
| CCU - Debt Referral Form | Purchase Card Adjustment Form |
| CCU - New Client Form | Working Fund Account Form - Establish or Increase |
| GEARS General Ledger Journal Entry Template | Working Fund Check Request |
| Judiciary Accounts Receivable Summary for Circuit Courts | |
| Judiciary Accounts Receivable Summary for District Courts | |

Other Miscellaneous Forms and Information

- [Sale Tax Exemption Certificate \(Comptroller\)](#)
- [Agency Bank Account Request Form \(X1\) \(General Accounting/Comptroller\)](#)
- [Judiciary Expense Account Form and Travel Regulations \(Facilities Administration web page\).](#)
- [IRS W-9 Instructions](#)
- [IRS W-9 Form \(Request for Taxpayer Identification Number and Certification\)](#)

NEW Please see [Newsflash](#) for documentation from the FY2022 Budget Workshop.

Tammy Sitar
Director
410-260-1419

Melanie Holsey
Deputy Director
410-260-1579

Department of Budget and Finance – GEARS

General Ledger Journal Template



Maryland Judiciary
 GEARS General Ledger Journal Form
 Journal for the Month of
JULY

AGENCY NAME: Dept of Budget & Finance

DATE: 7/1/2020

PREPARED BY: Jaynise Hall

JOURNAL ID NUMBER: #XXXXXXXX (as assigned by GEARS)

LOCAL FINANCE APPROVAL XXXX

Journal Date	Approp Year	PCA	ACCOUNT NUMBER	CHARGE AMOUNT +	CREDIT AMOUNT -	PO Number	Voucher Number / Document / Jnl #	DESCRIPTION
07/01/2020	20	60091	0995		222.00	n/a	00123456	VZA12301 - JKL Office Supply
	20	60091	0912	222.00				Reallocate P-Card charge
	20	60091	0995		11.00	n/a	00123563	VZA22105 - Open Up Locksmith Service
	20	60091	0912	11.00				Reallocate P-Card charge
				233.00	233.00			Be sure to attach additional supporting documentation to the online GEARS journal as well.

Posted by: XXXX Scanned By: XXXX



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Newsflash

On June 18 and June 24, 2020, the Department of Budget and Finance held webinars for the FY2022 Budget Workshop. Please review the [presentation](#) and [handbook](#) for important information concerning preparation of your FY2022 budget. Please note, budget forms are anticipated to be emailed in early August and will include your FY20 actual expenditures.

On April 21, 2020, Tammy Sitar, Deputy Director, sent a [FY20 Close email](#) containing the [FY20 YE Close Schedule](#) and [FY20 YE Checklist](#) detailing important dates and deadlines for a successful year-end (originally distributed via a GEARS Update on April 10), along with the [FY20 Encumbrance Form](#). Please review this information, share with your office staff as needed and reply with any questions or concerns. In addition, please be sure to review all GEARS email updates and the GEARS site to stay current on year-end processing.

On November 21, 2019, the Department of Budget and Finance hosted our annual Accounting Day at the new Maryland Judicial Center. [\[See photos and more\]](#)

Approximately 200 representatives from the state's Circuit Courts and District Court locations, as well as court related units, programs, and Administrative Office of the Courts departments were GEARED up and ready for the 16th annual Judiciary Accounting Day.

The morning then kicked into high gear for information sharing and the collective audience heard two presentations: [GEARS update](#) and [MDEC Update](#). After the morning group presentations, participants were able to select and attend four of the following sessions that focused on GEARS functionality and other issues as indicated below.

- [Accounts Payable, Tips and Tools](#)
- [Accounts Payable – Managing and Researching PTP Documents](#)
- [General Ledger and Commitment Control](#)
- [District Court Headquarters](#)
- [Internal Audit District Court](#)
- [Internal Audit Circuit Courts](#)
- [Order to Cash Tips and Tools](#)
- [Buying Stuff – Procurement Department](#)
- [Travel Forum](#)

The MDEC team would like to provide this [document](#) as follow-up to questions and concerns raised during their presentation.

On October 15, 2019, Tammy Sitar, Director, distributed an [invitation](#) and [agenda](#) Accounting Day, which will be held on Thursday, November 21. Please review this information and RSVP as indicated, if you plan to attend.

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Maryland Judiciary Coronavirus (COVID-19) Internal Updates. [Read more.](#)

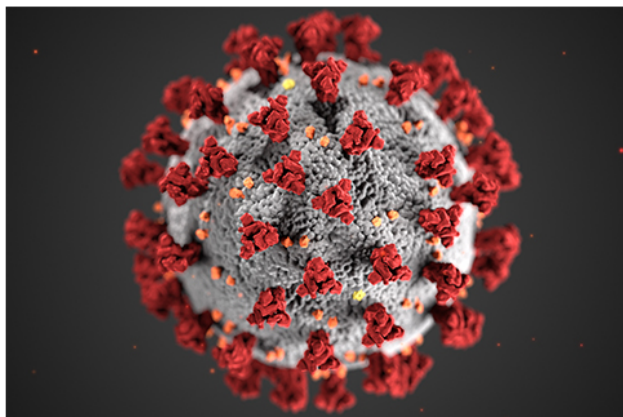
[Message from Chief Judge Mary Ellen Barbera | Pro Bono Service](#)

October 13, 2020

Dear Colleagues,

The last week of October traditionally has been designated by the American Bar Association as a national celebration of pro bono service. Each year, throughout October, we work to showcase Maryland’s robust spectrum of pro bono opportunities and dedicated volunteers. Each year, I also have reached out to all Maryland judges to encourage local pro bono service. Each year, the efforts made by judges and the corresponding response have strengthened pro bono engagement throughout Maryland.

[Read more.](#)



Maryland Judiciary Coronavirus (COVID-19) Updates

Quick Links

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Odyssey Navigator (Odyssey 2018.1)	Photography/Video Request Form
2020 Legislative Committee Report	Judicial Council
Facilities Administration	Circuit Court Forms Index
Employee Handbook	District Court Forms Index
Information Security	New/Revised Forms Index
Employee Policies (MD Rule 16-806)	Commissioners
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Welcome to GEARS

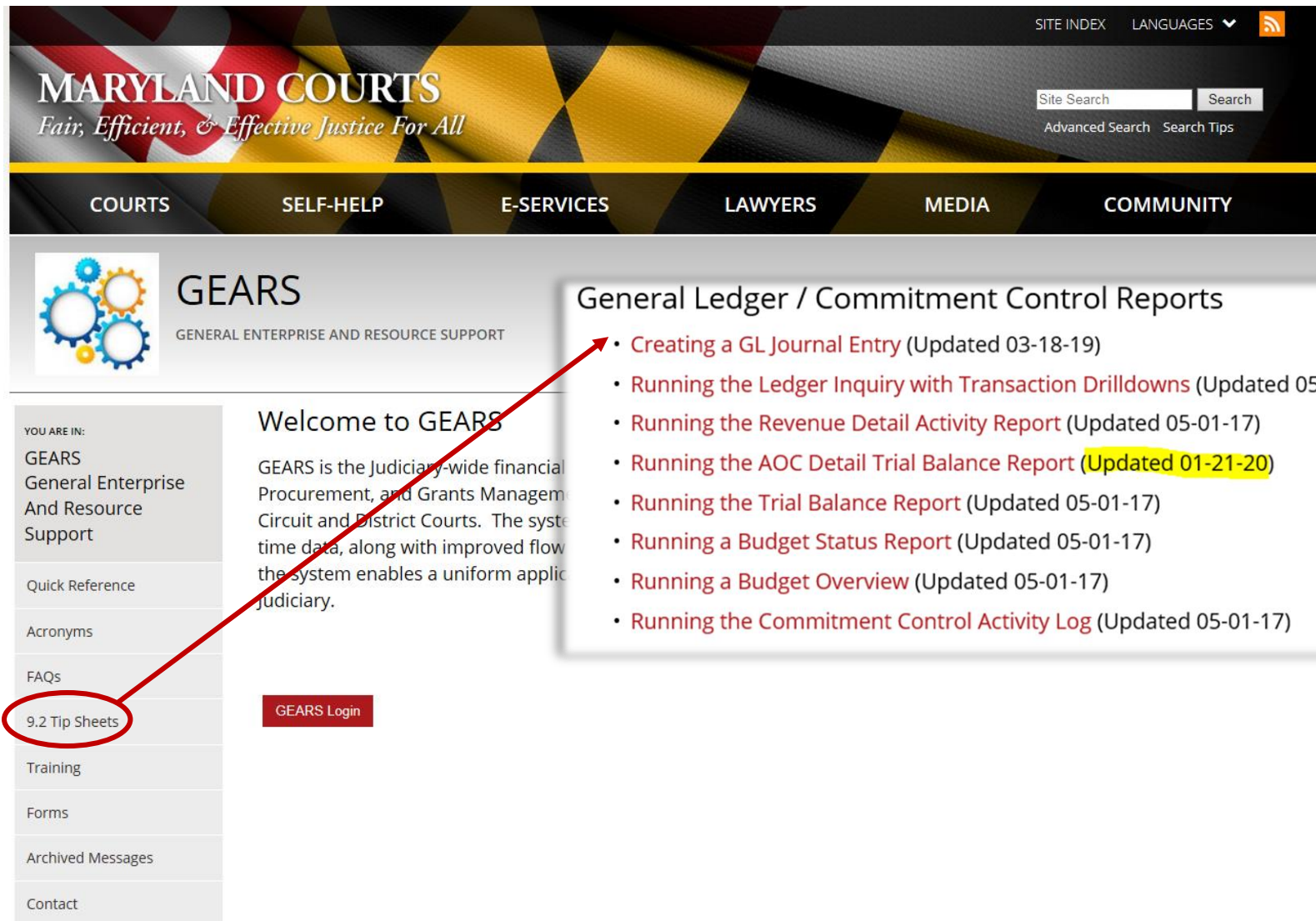
GEARS is the Judiciary-wide financial system that supports the Budget, Finance, Procurement, and Grants Management processes, as well as Local Court Accounting for Circuit and District Courts. The system went live July 1, 2013 and allows for centralized real-time data, along with improved flow of information, transactions and reports. In addition, the system enables a uniform application of our policies and procedures across the Judiciary.

Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.


[GEARS Login](#)

WHAT'S NEW

- [GEARS Update Emails](#)
- [Accounting Day Information \(CourtNet\)](#)




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Welcome to GEARS

GEARS is the Judiciary-wide financial Procurement, and Grants Management system for the Circuit and District Courts. The system provides real-time data, along with improved flow and reporting. The system enables a uniform application across the judiciary.

[GEARS Login](#)

General Ledger / Commitment Control Reports

- [Creating a GL Journal Entry](#) (Updated 03-18-19)
- [Running the Ledger Inquiry with Transaction Drilldowns](#) (Updated 05-01-17)
- [Running the Revenue Detail Activity Report](#) (Updated 05-01-17)
- [Running the AOC Detail Trial Balance Report](#) (Updated 01-21-20)
- [Running the Trial Balance Report](#) (Updated 05-01-17)
- [Running a Budget Status Report](#) (Updated 05-01-17)
- [Running a Budget Overview](#) (Updated 05-01-17)
- [Running the Commitment Control Activity Log](#) (Updated 05-01-17)

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Tip Sheets

General

- [Running a BI Publisher Report](#) (Updated 05-01-17)
- [Using the Notify Function](#) (Updated 05-01-17)
- [Security Role Definitions for Users](#) (Updated 02-01-17)
- [How to Look Up Vendor Information](#) (Updated 05-01-17)
- [Reports Matrix](#) (Updated 12-29-17)
- [What to Do If You Get a Closed Period Message](#) (Added 04-21-16)
- [Internet Explorer Maintenance](#) (Added 05-11-17)
- [How to Add, Edit and Delete Favorites](#) (New 01-02-18)
- [How to Schedule a Query](#) (New 10-25-18)

Order-to-Cash - Billing/Accounts Receivable

- [User Guide Cover](#) (Updated 05-01-17)

Last Revised Date: 12/29/2017

GEARS Reports Matrix

Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
BUDGETS	1		Budgets Overview	Ad-hoc	View budget activity for one or more budgets as well as the ability to drill down to the details that support the budgetary balances displayed on the search results.	Main Menu > Commitment Control > Review Budget Activities > Budgets Overview
	2	How do I know what transactions went against my budget(s)?	Budget Details	Ad-hoc	View budget activity for one budget as well as the ability to drill down to the details supporting the budgetary balances displayed on the search results.	Main Menu > Commitment Control > Review Budget Activities > Budget Details
	3		Budget Status Report	Ad-hoc	View budget activity for one or more budgets, based on user specified report parameters.	Main Menu > Commitment Control > Budget Reports > Budget Status
	4	How do I find the cause of the budget exception(s)?	Review Budget Check Exceptions	Ad-hoc	In addition to clicking the 'error' hyperlink on a transaction (that has a budget error), an alternate method of retrieving budget exception detail is the 'Review Budget Check Exceptions'.	Main Menu > Commitment Control > Review Budget Check Exceptions > (Note: Select a transaction type – Accounts Payable, General Ledger, Revenues, etc.)
	5	How can I see how my Req/PO/Voucher impacted my budget?	Commitment Control Activity Log	Ad-hoc	Use the Activity Log to show how and which budgets are impacted during the budget checking process, as well as the nature of the source transaction lines.	Main Menu > Commitment Control > Review Budget Activities > Activity Log
	6	How can I review open PO or non-PO requisition details throughout the year by PCA, Appropriation or Object?	RESTRICTED ACCESS TO DBF: Year End Open PO and Requisition Analysis Reports	Year-End / Projections	Prior to the go-live of GEARS, the Maryland Judiciary used a series of reports created by DBF and then uploaded into the AS400 for analysis. Several reports have been developed in GEARS to meet this need.	Main Menu > Commitment Control > AOC Custom Reports > Year End Reports

Last Revised Date: 12/29/2017

GEARS Reports Matrix

Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
GENERAL LEDGER	1	Where can I see a report that shows all year-to-date transactions, by Chartfields, in the General Ledger?	Trial Balance Report	Ad-hoc	This report combines detail and summary balance information (revenue or expense). It shows the ending ledger balances for the specified year and period by ChartField combination (such as PCA and Account). Also displays subtotals by ChartField and prints a final total for debits and credits. Replaces the FMIS ledger reconciliation DAFT200.	Main Menu > General Ledger > General Reports > Trial Balance
	2	Where can I see GL and source module transactions by PCA and date range?	Detail Trial Balance Report	Ad-hoc	The General Ledger Detail Trial Balance Report displays detailed revenue or expense transaction information from the General Ledger, including source information (i.e., voucher details). This report also displays journal line details (i.e., Journal ID, Line, Amount, and Journal Source) for your PCA. This report replaces the FMIS reports that were being distributed by the Department of Budget and Finance and can be run at any time.	Main Menu > General Ledger > General Reports > GL Trial Balance Detail Report
	3	Where can I find balances in the GL ACTUALS ledger by select Chartfields?	Ledger Inquiry with Transaction drilldowns	Ad-hoc	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.	Main Menu > General Ledger > Review Financial Information > Ledger
	1	Where can I find a summary by account of my revenue deposit for a day?	AOC Bill Funds Allocation Rpt	Daily Bus	Summary report by PCA and Account, of the revenue deposit transactions for a specific Treasury Code (deposit ticket #) and Z-Date. This report is for Cash and Checks only. Should match the actual deposit sent to the bank for a given date.	Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts
	2	Where can I see a summary of all the credit card payments for a day?	AOC Credit Card FAR Report	Daily Bus	Summary report by PCA and Account, of the Credit Card transactions for a specific Z-Date.	Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts

Dates



Dates – What do they mean?



Every Transaction has three dates associated with it.

- **Accounting Date** - This is the date in which the detailed accounting information is recorded for the transaction.
- **Budget Date/Period** - This is the budget date/period (generally the fiscal year) that the transaction is recorded against (i.e. we are in Budget/Fiscal Year of FY2020).
- **Appropriation Year** - This represents the year the transaction is being recorded against and a budget should reside in the correct AY year for the transaction in the current Budget Period (i.e. currently we are in AY2020).

Expenses against the current fiscal year would have accounting and budget dates of 11.19.19, and with an AY year of AY2020. The accounting date will fall within the budget date/period and default to the transaction processing date (unless you are processing at year-end). The AY year aligns with the current fiscal year unless you are recording expenses against prior period accruals or encumbrances. For example, if you were recording an invoice today against an AY2019 encumbrance, the accounting date would be 11.19.19, the budget date would be 11.19.19/FY20 and the AY year would be AY2019.

Dates-Voucher 00550199-Current FY



Favorites > Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher Activity Inquiry > Regular Entry



Summary | Related Documents | **Invoice Information** | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Business Unit MDJUD
 Voucher ID 00550199
 Voucher Style Regular Voucher
 Invoice Date 08/20/2019

Invoice No 6-711-53770
Accounting Date 08/26/2019
 Pay Terms NET00 Due Now
 Basis Date Type Acct Date

Invoice Total	
Line Total	6.54
*Currency	USD
<hr/>	
Total	6.54
Difference	0.00

Session Defaults
 Comments(0)
[Attachments \(1\)](#)
 Approval History

FEDEX
 Vendor ID 0000007431
 ShortName FEDEX-002
 Location 001
 *Address 1

Control Group A091-FY20
 Accrual Voucher

Save Action [dropdown] Run Calculate Print

Copy From Source Document

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 6.54

SpeedChart
 Ship To AOC-NON_PO
 Description 1167-1269-5

One Asset

Calculate

Distribution Lines Personalize | Find | View All | First 1 of 1 Last


GL Chart	Exchange Rate	Statistics	Assets											
Copy Down	Line	*GL Unit	Batch Agy	Approp Yr	PCA	Account	Merchandise Amt	Budget Date	Quantity	Approp Number	Program	Fund	Dept	PC Bus Unit
<input type="checkbox"/>	1	MDJUD	C25	AY2020	60091	0301	6.54	08/26/2019		A0006	B006	0001		

Dates—Voucher 00557080—Prior AY

Summary | Related Documents | **Invoice Information** | AOC MD Payment | Payments | Voucher Attributes | Error Summary


Business Unit MDJUD Invoice No PSI1064801

Voucher ID 00557080 **Accounting Date** 09/24/2019

Voucher Style Regular Voucher Pay Terms NET00  Due Now

Invoice Date 08/30/2019 Basis Date Type Acct Date

DALY COMPUTERS INC

Vendor ID 0000005455 Control Group A161-FY20 

ShortName DALYCOMPUT-001 Accrual Voucher

Location 000

*Address 1


Invoice Total

Line Total	7,384.55
*Currency	USD
<hr/>	
Total	7,384.55
Difference	0.00

Session Defaults
Comments(0)
Attachments (1)
Approval History

Save Action Run Calculate Print

► Copy From Source Document

Invoice Lines  Find | View All First 1 of 6 Last

Line 1 SpeedChart

*Distribute by Quantity Ship To AOCWH02

Item Description INV PSI1064801 PO 73579

Quantity 5.0000

UOM EA

Unit Price 156.70000


Line Amount 783.50

Calculate

Purchase Order One Asset

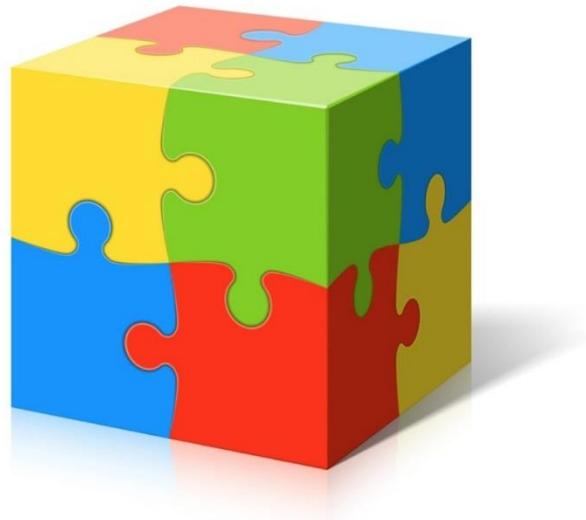
MDJUD|0000073579|2|1
Associate Receiver(s)

Force Price

▼ Distribution Lines Personalize | Find | View All |  First 1 of 1 Last

Copy Down	Line	*GL Unit	Batch Agy	Approp Yr	PCA	Account▲	Merchandise Amt	Budget Date	Quantity	Approp Number	Program	Fund	Dept	PC Bus Unit
<input type="checkbox"/>	1	MDJUD	C25	AY2019	90001	0858	783.50	09/24/2019	5.0000	A0009	B009	0001		MDJUD

Accounting Structure



- Batch County/Agency Code (3) – Expenditure = C25 for all but District Court
District Court = C50 only
Revenue = CXX based on County
- Appropriation (AXXXX) – Judiciary Program Number, A0006 AOC
- Sub-Program (4) – Based on Funding Type, subcategory of Program, B006 AOC
- PCA (5) – Expenditure and Revenue have different PCAs, 60091 AOC DBF
- Fund (4) – General, Federal, Special, and Reimbursable, 0001 General Funds
- Account Class (4) – Category, 0900 Supplies & Materials
- Account (4) – Specific Account number, 0902 Supplies



Accounting Code Structure

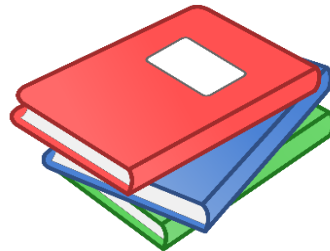


Finance Agency	C00	
BC	C00 - C79	
Batch County	C00-C24, C25, C36	Circuit Court Clerks, Expenditures, Rev Adjs
	C50, C51-C74, C76, C77	District Court Expenditures, District Court, Rev Adjs, MATS
Appropriation	A0001	Court of Appeals
	A0003	Circuit Court Judges
	A0004	District Court, Drug Court, Federal Funds
	A0006	AOC-Administrative Offices of the Court
	A0010	Circuit Courts
Sub Programs/Programs	B001	Court of Appeals
	B003, C003, D003	Circuit Court Judges, Law Clerks, Masters
	B004, B044, B045	District Court, Drug Court Federal Funds
	B006, G08A	AOC, Grants
	A015, J090, Z260	Circuit Court Locations
PCA		
Program Cost Account	10001, 10061, 10091	Court of Appeals Admin, Court of Appeals, State Reporter's Office
	30001, 30019, L3021	Circuit Court Judges Admin, CC Masters CSEA Reimb., Law Clerk
60091	40501, 52441, 52449	District Court, Drug Court, Drug Court Federal Funds
60 09 1		
Program-60 Location-09 Fund-1		
Fund	0001	General Funds
	0003, 3003, 3008, 3037	Special Funds
	0005	Federal Funds
	0009	Reimbursable Funds
Object	0400	Travel
	0300	Communications
	0900	Supplies and Materials
	1300	Fixed Charges
Account	0401	In State Routine Travel
Object	0301	Postage
	0902	General Office Supplies
	1301	Rent

General Ledger – GL Review and Reports



- GL Ledger Journal is an online inquiry tool that shows journal information posted to the general ledger.
- Most journals in the general ledger are a combination of entries with various PCAs and journals are secured by chartfield security, which can not be accessed by all. Chartfield security is tied directly to your PCA access.
(DBF staff can drill into the journals.)
- *General Ledger > Review Financial Information > Journal*



When retrieving data from GEARS for the first time a run control must be setup.

- Follow the bread crumbs to the inquiry or run control
- Select ‘Add a New Value’
- Name the inquiry or run control – the name can not have spaces, underscore can be used in place of spaces.

(Once a inquiry or run control has been saved; it can not be deleted or the name can not be changed)

It is suggested to have at least two formats-

- A generic format – data changes often
- A routine format – data remains primarily the same, a report that’s run routinely weekly, monthly, or annually

(When an inquiry or run control is closed, the current data overrides the previous data)

Favorites ▾ | Main Menu ▾ > General Ledger ▾ > Review Financial Information ▾ > Journals



Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Inquiry Name begins with ▾ BASIC

Search

Clear

Basic Search



Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Review Financial Information ▾ > Journals



Journal Inquiry

Journal Criteria

Inquiry BASIC

*Unit MDJUD

*Ledger ACTUALS

*Year 2020

*From Period 1

*To Period 12

Suspense Status

Journal ID 0000244051

Status

Source

Currency

Stat

Document Type

Date Code Adj

User

Document Sequence

Sort By Journal Id

Max Rows 100

Attachment Exist

Search Delete Clear

Journals

Personalize | Find | First 1 of 1 Last

Date	Journal ID	Status	Suspense Status	Descr	User	Unit IU	Source	Unpost Date
06/29/2020	0000244051	Posted	No Susp	P-Card adjustments for April 2	LISA.LEE	MDJUD	ONL	06/29/2020

Save Return to Search Notify

Add Update/Display

GL – Journal Inquiry Details

Favorites > Main Menu > General Ledger > Review Financial Information > Journals



Journal Inquiry Journal Inquiry Details

Ledger Criteria

Go To Journal Criteria

Journal Header

Journal ID	0000244051	Date	06/29/2020	Schedule	
Ledger Group	ACTUALS	Original Date	06/29/2020	Process	No Request
Source	ONL	Date Posted	06/30/2020	Total Lines	8
Journal Status	Posted	Reversal Date		User ID	LISA.LEE
Balanced	DR=CR	Reversal	None	InterUnit BU	MDJUD
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	P-Card adjustments for April 2020 Kevin Jones				

[View Attachment \(1\)](#)

All Lines From/To
 From Line To Line

Totals by Currency

Find | View All First 1 of 1 Last

Currency	USD	Debit Amount	7,132.89	Credit Amount	7,132.89	Net	0.00
----------	-----	--------------	----------	---------------	----------	-----	------

Journal Line

Personalize | Find | View All | First 1-8 of 8 Last


Line #▲	Line Descr	SpeedType	Amount (In Transaction Currency)▼	Currency	Batch Agy	PCA▼	Account	Program	Approp Number	Approp Yr	Fund	Dept
1	Packaged Software	60101	-743.89	USD	C25	60101	0930	B006	A0006	AY2020	0001	
2	Software Licenses	60141	743.89	USD	C25	60141	0858	B006	A0006	AY2020	0001	
3	DP Other Contractual Services	60101	-2,400.00	USD	C25	60101	0898	B006	A0006	AY2020	0001	
4	Software Licenses	60141	2,400.00	USD	C25	60141	0858	B006	A0006	AY2020	0001	
5	Packaged Software	60101	-3,234.00	USD	C25	60101	0930	B006	A0006	AY2020	0001	
6	Software Licenses	R1600	3,234.00	USD	C25	R1600	0858	R160	A0010	AY2020	0001	
7	Packaged Software	60101	-755.00	USD	C25	60101	0930	B006	A0006	AY2020	0001	
8	Association Dues	60091	755.00	USD	C25	60091	1305	B006	A0006	AY2020	0001	

- GL Ledger Inquiry is an online inquiry tool that shows information posted to the general ledger.
- Most journals in the general ledger are a combination of entries with various PCAs and journals are secured by chartfield security, which can not be accessed by all. Chartfield security is tied directly to your PCA access.
(DBF staff can drill into the journals.)
- *General Ledger > Review Financial Information > Ledger*



GL – Ledger Inquiry Run Control

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Review Financial Information](#) > [Ledger](#)



Ledger Inquiry

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

Ledger Criteria

Inquiry Name BASIC	*Unit MDJUD	*Ledger ACTUALS	*Fiscal Year 2020	*From Period 1	*To Period 12	Currency
				Stat Code	Date Code View	
	<input type="checkbox"/> Show YTD Balance			<input type="checkbox"/> Include Closing Adjustments		Max Ledger Rows 100
	<input checked="" type="checkbox"/> Show Transaction Details			<input type="checkbox"/> Only in Base Currency		

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

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	0301		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	60091		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			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"/>	

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	998

GL – Ledger Results

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Review Financial Information](#) > [Ledger](#)

GEARS
MARYLAND JUDICIARY

Ledger Inquiry

Transaction Details

▶ Ledger Criteria

Go To [Inquiry Criteria](#)

Transaction Criteria

Transaction Details Find | [View 1](#) | First 1-4 of 4 Last

Ledger by Period and Chartfields Personalize | Find | [Print](#) | 1 of 1

Period	Account	Account Description	stat
2 0301		Postage	

Amount (in Transaction Currency) 38.82 USD Amount (in Base Currency) 38.82 USD

Journals Personalize | Find | [Print](#) | First 1-2 of 2 Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
APA0218836	AP Accruals	08/20/2019		0.00	N	32.28	USD	32.28	USD
APA0219184	AP Accruals	08/27/2019		0.00	N	6.54	USD	6.54	USD

Ledger by Period and Chartfields Personalize | Find | [Print](#) | 1 of 1

Period	Account	Account Description	stat
3 0301		Postage	

Amount (in Transaction Currency) 42.49 USD Amount (in Base Currency) 42.49 USD

Journals Personalize | Find | [Print](#) | First 1-3 of 3 Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
APA0220377	AP Accruals	09/10/2019		0.00	N	17.48	USD	17.48	USD
APA0220634	AP Accruals	09/12/2019		0.00	N	6.54	USD	6.54	USD
APA0221555	AP Accruals	09/24/2019		0.00	N	18.47	USD	18.47	USD

Ledger by Period and Chartfields Personalize | Find | [Print](#) | 1 of 1

Period	Account	Account Description	stat
4 0301		Postage	

Amount (in Transaction Currency) 56.73 USD Amount (in Base Currency) 56.73 USD

Journals Personalize | Find | [Print](#) | First 1-2 of 2 Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
APA0222940	AP Accruals	10/09/2019		0.00	N	7.02	USD	7.02	USD
APA0224325	AP Accruals	10/28/2019		0.00	N	49.71	USD	49.71	USD

Ledger by Period and Chartfields Personalize | Find | [Print](#) | 1 of 1

Period	Account	Account Description	stat
--------	---------	---------------------	------

- Report that shows summary balance information.
 - Prints YTD debit and credit totals through monthly period selected (they are not netted).
- Does not show budget information.
- Allows user to see all summary level activity **posted** to the General Ledger (JGEN).
- *GL>General Reports>Trial Balance*



GL - Trial Balance Run Control

Favorites > Main Menu > General Ledger > General Reports > Trial Balance



Trial Balance Report

Run Control ID Basic

Report Manager Process Monitor

Run

Language English

Process Instance:2173058

Report Request Parameters

Unit MDJUD

*Ledger ACTUALS

Include Adjustment Periods

Fiscal Year 2020

Period 12

Adjustment Period

Currency Option Base

Currency

1

Display Full Numeric Field

Date Code All

Refresh

ChartField Selection

Personalize | Find | First 1-14 of 14 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Approp Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AY2020	AY2020
2	Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3	Program Cost Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	60091	60091
4	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0301	0397
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Batch Agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Appropriation Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save Return to Search Previous in List Next in List Notify

Add Update/Display

GL - Trial Balance Report



Report ID: GLS7012
 Bus. Unit: MDJUD--Administrative Office of Court
 Ledger: ACTUALS -- Actuals Ledger
 As of Year 2020 and Period 12
 Base Currency: USD

PeopleSoft GL
 TRIAL BALANCE

Page No. 1
 Run Date 11/05/2019
 Run Time 11:52:48
 Prcs Instance: 2173058

Approp Yr	Fund	PCA	Account	Cur	Transaction Debit	Transaction Credit
AY2020	0001	60091	AOC BUDGET AND FINANCE	USD	210.32	0.00
			0301 Postage			
			0306 Cell Phones	USD	1,433.49	0.00
<u>Total for PCA 60091</u>					<u>1,643.81</u>	<u>0.00</u>
<u>Total for Fund 0001</u>					<u>1,643.81</u>	<u>0.00</u>
<u>Total for Approp Yr AY2020</u>					<u>1,643.81</u>	<u>0.00</u>
Total for Ledger				USD	1,643.81	0.00

- Customized report that shows all **posted** details to the General Ledger that are part of the balance as requested in the report parameters.
- Does not show budget information.
- This report was designed to match the layout of the FMIS DAE100 report.



❖ *WARNING: Be sure to review your parameter selection when using this tool. These reports can become very large and can affect system performance!*

- *GL>General Reports>GL Trial Balance Detail Report*

GL - Detail Trial Balance Run Control



GL Trial Balance Detail Report

Run Control ID Basic

Report Manager

Process Monitor

Run

Report Request Parameters

GL Trial Balance Detail Report

*Business Unit: MDJUD *Ledger: ACTUALS *Fiscal Year: 2020 Approp Year (eg: AY2020): AY2020

*Accounting Period From: 1 *Accounting Period To: 12

*Batch Agency From: C25 *Batch Agency To: C25

*PCA From: 60091 *PCA To: 60091

Account From: 0301 Account To: 0397

Project ID From: Project ID To:

Fund Code: 0001

GL - Detail Trial Balance Report



AOC GENERAL LEDGER DETAIL TRIAL BALANCE REPORT

BUSINESS UNIT: MDJUD
 LEDGER: ACTUALS
 BATCH AGENCY FROM: C25
 PCA FROM: 60091
 ACCOUNT FROM: 0301

FISCAL YEAR: 2020
 BATCH AGENCY TO: C25
 PCA TO: 60091
 ACCOUNT TO: 0397

PERIOD FROM: 1 PERIOD TO: 12 APPROP YEAR: AY2020

PAGE NO: 1
 RUN DATE: 05-NOV-2019
 Run Time: 12:49:55

Pros Instance: 2173059

BATCH	DOC	NBR	VOUCHER	INVOICE	JRNL DATE	PCA	ACCOUNT	TRANS AMT	CUSTOMER/VENDOR	PROJECT	JRNL ID	LINE	PD	ACCT DT	APPROP YE
C25	VZA08304	00548848	6-704-98958		08/20/2019	60091	0301	32.28	FEDEX		APA0218636	4	2	08/19/2019	AY2020
C25	VZA09111	00550199	6-711-53770		08/27/2019	60091	0301	6.54	FEDEX		APA0219184	5	2	08/26/2019	AY2020
								38.82							
								0301	Monthly Activity:						
C25	VZA11207	00551845	6-719-12714		09/10/2019	60091	0301	17.48	FEDEX		APA0220377	2	3	09/03/2019	AY2020
C25	VZA12109	00553301	6-725-76445		09/12/2019	60091	0301	6.54	FEDEX		APA0220634	2	3	09/09/2019	AY2020
C25	VZA15410	00556566	6-739-68802		09/24/2019	60091	0301	18.47	FEDEX		APA0221555	2	3	09/20/2019	AY2020
								42.49							
								0301	Monthly Activity:						
C25	VZA17506	00558604	6-747-23613		10/09/2019	60091	0301	7.02	FEDEX		APA0222940	1	4	10/01/2019	AY2020
C25	VZA20309	00560905	6-753-54256		10/28/2019	60091	0301	49.71	FEDEX		APA0224325	1	4	10/08/2019	AY2020
								56.73							
								0301	Monthly Activity:						
C25	VZA21808	00563064	6-761-55190		11/01/2019	60091	0301	72.28	FEDEX		APA0224822	1	5	10/16/2019	AY2020
								72.28							
								0301	Monthly Activity:						
								0301	Beginning Balance:	0.00					
								0301	Period Activity:	210.32					
								0301	Ending Balance:	210.32					
C25	VZA05101	00545754	9834701047		08/06/2019	60091	0306	394.24	VERIZON WIRELESS		APA0217195	10	2	08/06/2019	AY2020
								394.24							
								0306	Monthly Activity:						
C25	VZA11701	00553649	9836694063		09/11/2019	60091	0306	368.67	VERIZON WIRELESS		APA0220508	9	3	09/10/2019	AY2020

GL – Detail Trial Balance Report



AOC GENERAL LEDGER DETAIL TRIAL BALANCE REPORT

BUSINESS UNIT: MDJUD
 LEDGER: ACTUALS FISCAL YEAR: 2020
 BATCH AGENCY FROM: C25 BATCH AGENCY TO: C25
 PCA FROM: 60091 PCA TO: 60091
 ACCOUNT FROM: 0301 ACCOUNT TO: 0397
BATCH DOC NBR VOUCHER INVOICE


PERIOD FROM: 1 PERIOD TO: 12 APPROP YEAR: AY2020

PAGE NO: 2
 RUN DATE: 05-NOV-2019 Prcs Instance: 2173059
 Run Time: 12:49:59

<u>BATCH</u>	<u>DOC NBR</u>	<u>VOUCHER</u>	<u>INVOICE</u>	<u>JRNL DATE</u>	<u>PCA</u>	<u>ACCOUNT</u>	<u>TRANS AMT</u>	<u>CUSTOMER/VENDOR</u>	<u>PROJECT</u>	<u>JRNL ID</u>	<u>LINE</u>	<u>PD</u>	<u>ACCT DT</u>	<u>APPROP YR</u>
				0306		Monthly Activity:	368.67							
C25	VZA18801	00560707	9838704636	10/09/2019	60091	0306	368.67	VERIZON WIRELESS		APA0222940	13	4	10/07/2019	AY2020
C25	VZA23601	00566573	9840737625	10/31/2019	60091	0306	301.91	VERIZON WIRELESS		APA0224706	10	4	10/31/2019	AY2020
				0306		Monthly Activity:	670.58							
				0306		Beginning Balance:	0.00							
				0306		Period Activity:	1,433.49							
					0306	Ending Balance:	1,433.49							
Ending Balance Grand Total:							1,643.81							

GL – Ledger Inquiry

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Review Financial Information](#) > [Ledger](#)



Ledger Inquiry

Transaction Details

[Ledger Criteria](#)

Go To [Inquiry Criteria](#)

Transaction Criteria

Transaction Details Find | [View 1](#) | First 1-4 of 4 | Last

Ledger by Period and Chartfields Personalize | Find | [Print](#) | 1 of 1

Period	Account	Account Description	stat
2 0301		Postage	

Amount (in Transaction Currency) 38.82 USD Amount (in Base Currency) 38.82 USD

Journals Personalize | Find | [Print](#) | First 1-2 of 2 | Last

Journal ID	Line Descr	Date	Seq	stat Amt N/R	Amount (In Transaction Currency)	Currency	Amount (In Base Currency)	Base Currency
APA0218636	AP Accruals	08/20/2019		0.00 N	32.28	USD	32.28	USD
APA0219184	AP Accruals	08/27/2019		0.00 N	6.54	USD	6.54	USD

Ledger by Period and Chartfields Personalize | Find | [Print](#) | 1 of 1

Period	Account	Account Description	stat
3 0301		Postage	

Amount (in Transaction Currency) 42.49 USD Amount (in Base Currency) 42.49 USD

Journals Personalize | Find | [Print](#) | First 1-3 of 3 | Last

Journal ID	Line Descr	Date	Seq	stat Amt N/R	Amount (In Transaction Currency)	Currency	Amount (In Base Currency)	Base Currency
APA0220377	AP Accruals	08/10/2019		0.00 N	17.48	USD	17.48	USD
APA0220634	AP Accruals	08/12/2019		0.00 N	6.54	USD	6.54	USD
APA0221555	AP Accruals	08/24/2019		0.00 N	18.47	USD	18.47	USD

Ledger by Period and Chartfields Personalize | Find | [Print](#) | 1 of 1

Period	Account	Account Description	stat
4 0301		Postage	

Amount (in Transaction Currency) 56.73 USD Amount (in Base Currency) 56.73 USD

Journals Personalize | Find | [Print](#) | First 1-2 of 2 | Last

Journal ID	Line Descr	Date	Seq	stat Amt N/R	Amount (In Transaction Currency)	Currency	Amount (In Base Currency)	Base Currency
APA0222940	AP Accruals	10/09/2019		0.00 N	7.02	USD	7.02	USD
APA0224325	AP Accruals	10/28/2019		0.00 N	49.71	USD	49.71	USD

Ledger by Period and Chartfields Personalize | Find | [Print](#) | 1 of 1

Period	Account	Account Description	stat
--------	---------	---------------------	------

KK – Budget Overview

[Favorites](#) > [Main Menu](#) > [Commitment Control](#) > [Review Budget Activities](#) > [Budgets Overview](#)

GEARS
 MARYLAND JUDICIARY

Inquiry Results

Business Unit MDJUD
 Ledger Group OPER_DTL
 Type of Calendar Detail Budget
 Amounts in Base Currency USD
 Revenue Associated:

[Return to Criteria](#) Max Rows

Ledger Totals (2 Rows)

Budget	Expense	Encumbrance	Pre-Encumbrance	Budget Balance	Associate Revenue	Available Budget

Budget Overview Results

	Budget Period	Approp Yr	PCA	Account	Budget	Pre-Encumbrance	Encumbrance	Expense	Budget	Ledger Group
1	2020	AY2020	60091	0301	3,125.00	0.00	0.00	222.04	2,902.96	OPER_DTL
2	2020	AY2020	60091	0306	5,800.00	0.00	0.00	1,433.49	4,366.51	OPER_DTL

Activity Log

Ledger OP_DTL_EXP

Personalize | Find | View All | | | First 1-11 of 11

Tran Date	Tran Line	Document Label	Document ID	Year	Budget Period	Approp Yr	PCA	Account	Monetary Amount	Period	Fun
07/15/2019		1 Voucher ID:	00539608	2019	2020	AY2020	60091	0301	-7.04	12	000
08/26/2019		1 Voucher ID:	00550199	2020	2020	AY2020	60091	0301	6.54	2	000
09/09/2019		1 Voucher ID:	00553301	2020	2020	AY2020	60091	0301	6.54	3	000
10/01/2019		1 Voucher ID:	00558604	2020	2020	AY2020	60091	0301	7.02	4	000
07/15/2019		1 Voucher ID:	00539608	2020	2020	AY2020	60091	0301	7.04	1	000
10/17/2019		1 Voucher ID:	00563082	2020	2020	AY2020	60091	0301	11.72	4	000
09/03/2019		1 Voucher ID:	00551845	2020	2020	AY2020	60091	0301	17.48	3	000
09/20/2019		1 Voucher ID:	00556566	2020	2020	AY2020	60091	0301	18.47	3	000
08/19/2019		1 Voucher ID:	00548848	2020	2020	AY2020	60091	0301	32.28	2	000
10/08/2019		1 Voucher ID:	00560905	2020	2020	AY2020	60091	0301	49.71	4	000
10/16/2019		1 Voucher ID:	00563064	2020	2020	AY2020	60091	0301	72.28	4	000

Voucher 00563082 - Unposted



Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Voucher Search > Regular Entry

GEARS
MARYLAND JUDICIARY

- Summary
- Related Documents
- Invoice Information
- AOC MD Payment
- Payments
- Voucher Attributes
- Error Summary

Business Unit MDJUD
Voucher ID 00563082
Voucher Style Regular
Vendor Name FEDEX
PO BOX 371461
PITTSBURGH, PA 15250-7461

Invoice Date 10/22/2019
Invoice No 6-775-36239
Invoice Total 11.72 USD

Entry Status Postable
Match Status No Match [Approval History](#)
Approval Status Approved
Post Status Unposted

Pay Terms Due Now
Voucher Source Online
Origin ONL
Created On 10/16/2019 12:11PM
Created By MIA.M.WILLIAMS
Last Update 10/28/2019 2:47PM
Modified By TAMMY.SITAR
ERS Type Not Applicable
Close Status Open

Budget Status Valid
Budget Misc Status Valid
***View Related**

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [AOC MD Payment](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Maintenance Tips



General Ledger Clean-up

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Use Saved Search:

Business Unit:

=

MDJUD



Journal ID:

begins with

Journal Date:

=



Ref Doc:

begins with

Line Business Unit:

=



Journal Header Status:

=

Budget Checking Header Status:

=

Source:

=

Entered By:

begins with

Attachment Exist:

=

Case Sensitive

- Deleted
- Journal Entry Incomplete
- Journal Has Errors
- No Status - Needs to be Edited
- Posted to Ledger(s)
- Posting Incomplete
- Unposted
- Upgrade Journal - Can't Unpost
- Valid Journal - Edits Complete
- Valid SJE Model -- Do Not Post

Search

Clear

Basic Search




Save Search Criteria

Delete Saved Search

Find an Existing Value | Add a New Value

General Ledger Attachments

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

 **GEARS**
MARYLAND JUDICIARY

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

▼ **Search Criteria**

Use Saved Search:

Business Unit = ▾ 🔍

Journal ID begins with ▾

Journal Date >= ▾ 📅

Ref Doc begins with ▾

Line Business Unit = ▾ 🔍

Journal Header Status = ▾

Budget Checking Header Status = ▾

Source = ▾ 🔍

Entered By begins with ▾ 🔍

Attachment Exist = ▾

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)

No matching values were found.

[Find an Existing Value](#) | [Add a New Value](#)

MISSION & VISION JOBS SITE INDEX LANGUAGES ▾ 

MARYLAND COURTS
Fair, Efficient, & Effective Justice For All

Site Search Search
Opinions Search Search Tips

COURTS SELF-HELP E-SERVICES LAWYERS MEDIA COMMUNITY

YOU ARE IN:

GEARS
General Enterprise
And Resource
Support

Quick Reference

Acronyms

FAQs

9.2 Tip Sheets

Training

Forms

Archived Messages

Contact

Tip Sheets

General

- [Running a BI Publisher Report](#) (Updated 05-01-17)
- [Using the Notify Function](#) (Updated 05-01-17)
- [Security Role Definitions for Users](#) (Updated 02-01-17)
- [How to Look Up Vendor Information](#) (Updated 05-01-17)
- [Reports Matrix](#) (Updated 12-29-17)
- [What to Do If You Get a Closed Period Message](#) (Added 04-21-16)
- [Internet Explorer Maintenance](#) (Added 05-11-17)
- [How to Add, Edit and Delete Favorites](#) (New 01-02-18)
- [How to Schedule a Query](#) (New 10-25-18)

Order-to-Cash - Billing/Accounts Receivable

- [User Guide Cover](#) (Updated 05-01-17)
- [Order-to-Cash Overview](#) (Updated 11-16-17)
- [Daily Revenue Deposit Process](#) (Updated 10-04-18)
--Flowchart - [Daily Revenue Deposit](#) (Updated 06-30-17)

Security Review – Definitions


GEARS Security Role Definitions

Last Updated: 02/01/2017
web

PeopleSoft Role	Description	Assignment Information
MDJ_GEN_QUERY_VIEWER	This role provides the user with access to run queries in the PeopleSoft system. The user cannot create, edit or delete queries.	All GEARS Users
MDJ_GL_DAILY_TRN	Used for email notifications about the status of GL interface processing.	GEARS Team members and DBF GL Supervisors/Directors
MDJ_GL_INQUIRY	This role is designed to provide inquiry access to the General Ledger module. This may be used for looking up transactions in process. It is not designed to have any transaction editing capabilities.	Users who require view-only access to General Ledger
MDJ_GL_JRNL_APPROVER	This role is for General Ledger Online Journal Approval. User must have been configured by the Workflow Administrator to receive approvals through workflow.	Circuit Court Journal approvers and DCHQ
MDJ_GL_JRNL_CREATOR_DBF	This role allows DBF users to manage Journal edits, additions, and deletions in GEARS.	DBF
MDJ_GL_JRNL_CREATOR_FIELD	This role allows field users to manage Journal edits and additions in GEARS.	Field Accounting personnel
MDJ_GL_MONTHEND_PROCESSOR	Allows DBF users to create and run month-end reconciliation processes for General Ledger.	DBF
MDJ_GL_REPORT	This role is designed to provide access to reports for the General Ledger module.	Users who manage General Ledger Transactions for the organization
MDJ_GL_YEAREND_PROCESSOR	Allows DBF users to create and run year-end reconciliation processes for General Ledger.	DBF Budget Analysts, Managers and Directors
MDJ_INTERNAL_AUDIT	This role is for Internal Auditors only. They must not have transactional access as well.	Internal Auditors
MDJ_IN_INQUIRY	This role is designed to provide inquiry access to the Inventory module. This may be used for looking up transactions in process. It is not designed to have any transaction editing capabilities.	Users who require view-only access to Inventory

Security Review - Query

[Favorites](#) > [Main Menu](#) > [Reporting Tools](#) > [Query](#) > [Query Viewer](#)



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query										Personalize	Find	View All	First	1-2 of 2	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites						
AOC_SECTY_USERS_BY_PCA	User Security Rule by PCA	Public	SEC	HTML	Excel	XML	Schedule	Lookup References	Favorite						
AOC_SECTY_USERS_BY_RULE	Users by Security Rule	Public	SEC	HTML	Excel	XML	Schedule	Lookup References	Favorite						

My Favorite Queries										Personalize	Find	First	1-10 of 10	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove					
AOC_AP_REV_REFUNDS	Revenue Refunds	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	-					
AOC_DEPOSIT_BUS_REV_ALL	Business Unit and ZDate Range	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	-					
AOC_GL_DBF_JRNL_NOT_POST	Valid journals that didn't post	Public	GL	HTML	Excel	XML	Schedule	Lookup References	-					
AOC_SECTY_USERS_BY_PCA	User Security Rule by PCA	Public	SEC	HTML	Excel	XML	Schedule	Lookup References	-					
AOC_SECTY_USERS_BY_RULE	Users by Security Rule	Public	SEC	HTML	Excel	XML	Schedule	Lookup References	-					
DBF_JRNLS_WITHOUT_ATTACHMENT	Journals without attachments	Public		HTML	Excel	XML	Schedule	Lookup References	-					

Security Review – By Rule

- Query – AOC_SECTY_USERS_BY_RULE

AOC_SECTY_USERS_BY_RULE - Users by Security Rule

RULE (e.g. JUD22)

Include Locked Accounts?

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (39 kb)

[View All](#)

	User	Security Rule	Role Name
1	B:	AOI	MDJ_AP_ANALYST
2	BI	AOI	MDJ_AP_INQUIRY
3	BF	AOI	MDJ_AP_REPORT
4	BF	AOI	MDJ_GEN_PEOPLESOFT_USER
5	BF	AOI	MDJ_GEN_QUERY_VIEWER
6	BF	AOI	MDJ_KK_INQUIRY
7	BF	AOI	MDJ_KK_REPORT
8	BF	AOI	MDJ_PO_FIELD_ANALYST
9	BF	AOI	MDJ_PO_INQUIRY
10	BF	AOI	MDJ_PO_RCVR
11	BF	AOI	MDJ_PO_REPORT
12	BF	AOI	MDJ_PV_INQUIRY
13	BF	AOI	MDJ_PV_REQ
14	C/	AOI	MDJ_AP_ANALYST
15	C/	AOI	MDJ_AP_INQUIRY
16	C/	AOI	MDJ_AP_REPORT
17	C/	AOI	MDJ_GEN_PEOPLESOFT_USER
18	C/	AOI	MDJ_GEN_QUERY_VIEWER
19	C/	AOI	MDJ_GL_INQUIRY
20	C/	AOI	MDJ_GL_JRNL_CREATOR_FIELD
21	C/	AOI	MDJ_GL_REPORT
22	C/	AOI	MDJ_PO_FIELD_ANALYST
23	C/	AOI	MDJ_PO_INQUIRY
24	C/	AOI	MDJ_PO_PCARD_CRD_HLDR
25	C/	AOI	MDJ_PO_RCVR
26	C/	AOI	MDJ_PO_REPORT
27	C/	AOI	MDJ_PV_INQUIRY
28	C/	AOI	MDJ_PV_REQ

- Query – AOC_SECTY_USERS_BY_PCA

AOC_SECTY_USERS_BY_PCA - User Security Rule by PCA

PCA

Include Locked Accounts?

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (41 kb)

[View All](#)

	User	PCA	Security Rule	Role Name
1	BI	6 1	AOC_I	MDJ_AP_ANALYST
2	BI	6 1	AOC_I	MDJ_AP_INQUIRY
3	BI	6 1	AOC_I	MDJ_AP_REPORT
4	BI	6 1	AOC_I	MDJ_GEN_PEOPLESOFT_USER
5	BI	6 1	AOC_I	MDJ_GEN_QUERY_VIEWER
6	BI	6 1	AOC_I	MDJ_KK_INQUIRY
7	BI	6 1	AOC_I	MDJ_KK_REPORT
8	BI	6 1	AOC_I	MDJ_PO_FIELD_ANALYST
9	BI	6 1	AOC_I	MDJ_PO_INQUIRY
10	BI	6 1	AOC_I	MDJ_PO_RCVR
11	BI	6 1	AOC_I	MDJ_PO_REPORT
12	BI	6 1	AOC_I	MDJ_PV_INQUIRY
13	BI	6 1	AOC_I	MDJ_PV_REQ
14	C.	6 1	AOC_I	MDJ_AP_ANALYST
15	C.	6 1	AOC_I	MDJ_AP_INQUIRY
16	C.	6 1	AOC_I	MDJ_AP_REPORT
17	C.	6 1	AOC_I	MDJ_GEN_PEOPLESOFT_USER
18	C.	6 1	AOC_I	MDJ_GEN_QUERY_VIEWER
19	C.	6 1	AOC_I	MDJ_GL_INQUIRY
20	C.	6 1	AOC_I	MDJ_GL_JRNL_CREATOR_FIELD
21	C.	6 1	AOC_I	MDJ_GL_REPORT
22	C.	6 1	AOC_I	MDJ_PO_FIELD_ANALYST
23	C.	6 1	AOC_I	MDJ_PO_INQUIRY
24	C.	6 1	AOC_I	MDJ_PO_PCARD_CRD_HLDR
25	C.	6 1	AOC_I	MDJ_PO_RCVR
26	C.	6 1	AOC_I	MDJ_PO_REPORT
27	C.	6 1	AOC_I	MDJ_PV_INQUIRY
28	C.	6 1	AOC_I	MDJ_PV_REQ

- Weekly/Regular To Do List
 - Review outstanding Requisitions, PO's, & Vouchers
 - ✓ Budget Error
 - ✓ Pending Approval
 - ✓ Pushed Back
 - ✓ Close Req's and PO's
- Monthly To Do List
 - Budget Overview and/or Status Report
 - Detail Trial Balance
- Periodic review of GEARS security access
- Year-End Memo and Year-End Check list





**If you have any questions,
please do not hesitate to
contact us. We are happy
to assist you!**