Using Account Monitor



This Job Aid walks through the process of creating an account group in Account Monitor, viewing account groups in Account Monitor, and drilling down to journal entry data via the Account Monitor. Account monitor is a tool used to view period activity and drill down to transaction detail. It does not provide a total cost center balance.

S Cloud ance Test				⋒ ★ (*	🎐 😚 🚱 Þ
DeptAdmin Test DeptAdmin Test	7 4		Time	Web Clock	Expenses
2 0 Conversations Following	0 Followers	Purchase Requisitions	Purchasing	My Receipts	Social
0 Employee News 0 My Flags	0 0	Getting Started	My Dashboard	Worklist	Reports and Analytics
1 Purchase Documents 1 Requisitions	Θ	Scheduled			

Step	Action
1.	Click the Home icon at the top right of the screen to access the Gus Cloud Springboard .
2.	Click the General Accounting icon on the home page.



Step	Action
3.	The General Accounting icon will expand with more options. Click on the General Accounting Dashboard icon.
	General Accounting
4.	Account Monitor is displayed on the General Accounting Dashboard. To view or create an account group, click on View and then Account Group .
	Account Monitor
	View View Format View Format View
	Account Group Create
	Columns Edit
	N Detach Manage
	Sort Business Office
	Reorder Columns
	 Query By Example
	Populiting Attention (0) Populiting My Approval (0) Populi
	Tip: Account groups that you have created, as well as account groups that have been shared by others are available at the bottom of the list.
5.	Click on Create to make a new account group.
	Create



Step	Action		
6.	Provide a Name and Description for the new account group.		
	* Name Test Account Group 1		
	Description Accounts I wish to view for testing.		
	* Display In Account Monitor		
	Set as default		
	Dynamically derive ledger		
	Tip: Your default account group is the one you will automatically see each time you navigate to the General Accounting Dashboard. The first account group you create will automatically be set as your default, but you can change the default after you've created another group.		
7.	Complete the other required fields for the new account group.		
	* Time Option Accounting period Quarter		
	⊖ Year		
	* Comparison Option Prior year PTD		
	* Access Private V		
	Tip: This is where you can set an account monitor to be private, shared, or public. A private account group can only be seen by you. A public account group can be viewed by anyone in GUS Cloud. Choosing Shared will allow you to select users to share your account group with.		



Step	Action					
8.	Click + under Accounts to add an account to the new account group.					
	Accounts					
	View 🔻 Format 👻 🔳 🗶 💷 Freeze 📣 Wrap					
	Name *Ledger *Fund					
	No data to display.					
	<					
9.	Select a name for this specific account					
	Name					
	Test Account 1					
10.	Select the Ledger for this specific account					
	* Ledger					
	PSU COALIS -					



Step	Action				
11.	Select segment values for this specific account. You have the option to report at hierarchy levels. For Cost Centers, you can choose a department to see all of the cost centers that are assigned to that department. Department values are alphabetic values in all caps like 'BUSOF'.				
	For Accounts, you can choose categories like 'OOE' to see all of the account codes under it, utilities for example.				
	doubt choose a higher lev	el.		stall, so when hi	
	* Fund * CC	* Acct	* DeptCC	* DeptAcct	
	1105 🔹 1100130	All Account Values	▼ All DepartmentCostC ▼	All DepartmentAccour 🔻	
	 Tip: Notice that 'All Values' is an option for each segment. Consider which segment you are trying to report on. If you want all transactions for a single cost center, select that cost center under 'CC' and use 'All Values' for the remaining segments. Note: 'All Values' should always be chosen for IC, FU1, and FU2 				
	* IC	* FU1	* FU2		
	All Intercompany Valu 🔻	All FutureUse1 Valu	e: 🔻 All FutureUse:	2 Value: 🔻	
12.	Choose when you want th	ne % change to disp	play on the report		
	* Change				
	Always Displ: 🗸				
	Tip: It is a good idea to l	nit 'Save' at this po	pint to make sure you	ır work is saved.	
13.	To add another account to 9-12.	this account grou	p, click the '+' again	and repeat steps	



Step	Actio	n			
14.	When all accounts have been added to the account group, click the drop down arrow next to Save, and choose 'Save and Close'.				
	A C	<u>Save and Close</u> Save and Create /	Save		
15.	Back autor	at the General A matically display Account Monitor	Accounting Dashboard red.	I, the new accou	ant group is
	VI	ew 🔻 Format 🔻	🚰 🔄 Detac	h Account Gro	up Test Account Group 1
	<u>.</u>				
		Name	Ledger	Fund	СС
		Test Account 2	PSU COA US	1241	1100130
		Test Account 1	PSU COA US	1105	1100130
	Tip: in the chose	Notice the According per enduring the accounting the according the accor	ount Monitor now sho iod you have chosen) count group creation.	ws financial val according to the	ues (if there is activity options that were
		Jun-15	Jun-15		
		0.00 USD	0.00 USD		
	40,	592.69 USD	40,592.69 USD		



Step	Action
16.	If you chose to create a shared account group, you can now choose who to share your account group with.
	Click on View, then Account Group, then Manage.
	View ▼ Format ▼ Image: Detach Account Group Account Group ▶ Create
	Columns Edit
	Detach Manage
	Sort Rachel's Account Group
	Reorder Columns 4210100
	Columns Hidden 12
17.	Click on the account group you wish to share, and lick the share button.
	Manage Account Groups Dgne Vew ▼ + ✓ X Share Gr
	Mame Description Access Display in Time Option Comparison Option
	Racher's Account Group Shared Account Monitor Account Monitor Provide TEST TEST REPORT 1241-3310150 Public Account Monitor Quarter Prior guarter QTD
18.	This opens the Share Account Groups window. Share Account Groups: Rachel's Account Group
	Name Rachel's Account Group Time Option Accounting period Description Comparison Option Prior year PTD
	Display In Account Monitor Owner Rachel Cameron
	Assigned Users
	User Login Full Name E-Mail Job Department No data to display: Columns Hidden 3
	Click the + to add a user

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Step Action 19. Add Search for and select the user you wish to share with, then click Search Users × Search ** At least one is required ** User Login ** First Name Misty ** Last Name Button ** E-Mail ** Job • Search Reset First Name Job User Login Last Name E-Mail Department Manager Assistant Director MBUTTON@PIT.. Misty mbutton@pittstate.edu Business Office Winter Barbara Button Add <u>C</u>ancel 20. Back at the General Accounting Dashboard, you can hide columns that you don't wish to view by clicking on View>Columns and selecting the columns you wish to hide. View View View 毘 Detach Account Account Group Þ Columns Þ Show All Detach Name Fund Sort CC Reorder Columns... CC Description Query By Example Acct DeptCC DeptAcct ntercompany Transactions Jun-15 Jun-15 Requiring Attention (0) Reg hg Change -3 5 View v Manage Columns... Tip: Hide IC, FU1, and FU2 since they will always be zero.





Step	Action			
21.	Change the ac drop down list	counting per	iod by selecti	ng a different option from the Period
	Period Jun-15	5 🔻	Ð	
	Jul-16		^	
	5 ^{13_Ju}	n-16		
	D Jun-16	$\mathbf{\mathcal{D}}$		
	May-16	3	11 - E	
	Apr-16			
	Mar-16	5	1 H	
	Feb-16	3		
	Jan-16	5		
	Dec-1	5		
	Nov-15	5	¥	
	Search	1		
	Note: The ame	ounts have c	hanged to ref	lect the chosen period
	Jun-16		Jun-15	
	0.00 USD	40,5	592.69 USD	
	0.00 USD		0.00 USD	
22.	Drill into the f detail on.	inancial data	a by clicking o	on an amount that you wish to get more
	Jun-16		Jun-15	
	0.00 USD	40,5	592.69 USD	
	0.00 USD		0.00 USD	



Step	Action
23.	The Inquire on Detail Balances page is displayed. Under Search Results, detailed results are displayed broken down by the full GL String.
	Accounting Ledger or Period Ledger Set Fund CostCenter Account DepartmentCost(DepartmentAcco Intercompany FutureUse1 FutureUse2
	Jun-15 PSU COA US 1105 1100130 522100 0 0 0 0 0 0
	Jun-15 PSU COA US 1105 1100130 522300 0 0 0 0 0 0
	Jun-15 PSU COA US 1105 1100130 523200 0 0 0 0 0
24.	Search criteria can be changed at the top of the page.
	* Ledger or Ledger Set PSU COA US 🔹 * Scenario Actual 🔹 * DepartmentAccount All DepartmentAccount
	* From Accounting Period Jun-15 🔹 * Fund 1105 👻 * Intercompany Value 💌
	* To Accounting Period Jun-16 🗸 * CostCenter 1100130 👻 * FutureUse1 All FutureUse1 Values 👻
	* Currency USD 🗸 Account All Account Values 👻 * FutureUse2 All FutureUse2 Values 🗸
	* Currency Type Total * DepartmentCostCenter All DepartmentCostCe
	Search
	Tip: Change the scenario from Actual to Encumbrances to see your encumbered items.
25.	Click on an amount under Period Activity to drill even further into the data
	Beginning Balance (USD) Period Activity (USD)
	0.00 0.00
	7,779.67 1,300.00
	0.00 0.00
26.	The journal entries that make up the period activity balance are displayed. Click on an amount to drill further.
	Entered Accounted (USD)
	Debit Credit Debit Credit
	Manual 18511 27-JUN-20 Manual 18511 27-JUN-2016 17:25:58 1 Manual State of Kansas_L 1.000.00 USD 1,000.00
	Payabes A 10/3/0 40/00 Y UG-00-2016PUIChase Invoices 2 Payabes PuIChase Invoices 300.00 USD 300.00
	Note: All transactions (Expense Reports, Invoices, Purchase Requisitions) are posted in the system as Journal Entries. For example, invoice transactions will show a journal name of the date followed by 'Purchase Invoices'. Clicking on a journal name will take you to that journal, which will include multiple invoices. Therefore, it is better to drill into the dollar amount.



Step	Action
27.	The invoices that make up the line you drilled into will be displayed.
	Vew v 👎 View Journal Entry 🖙 🔄 Detach
	Accounting Transacti Accounting Accounting Event Type Line Description Attachments Date Number Class Debit Credit
	6/8/16 RC753 Item expense 300.00 Invoice Validated Invoice Description : NF02 Test , Supplier : VAGUELY QUALIFED PRODUCTIONS 0 None
	View Transaction
	Click the expand arrow to view transaction details.
	Party Name VAGUELY QUALFED PRODUCTIONS 0000479221 Payment Status Not baid
	Party Site Name 0000479221_1 Amount Remaining 300
	Invoice Number RC753 Document Sequence Name
	Invoice Amount 300 Document Sequence Number
	Invoice Currency USD Legal Entity Pttsburg State University
	Invoice Description INF02 Test
	Here you can see details of the selected transaction, such as supplier name.
	amount, and for invoices-whether it is paid or not.
28.	Click Done to return to the previous page until back at the General Accounting Dashboard.
29.	To switch between Account Groups, click on View, Account Group, and choose
	the account group from the list.
	Account Monitor
	View 🔻 Format 🗶 🛒 🖃 Detach Account G
	Account Group Create
	Columns Edit
	Detach Manage
	Sort Business Office
	Reorder Columns Test Account Group 1
	✓ Query By Example
	Tip: You can always go back and make changes to an account group by clicking the Edit button.





Step	Action
30.	You have reached the end of the Using Account Monitor Job Aid.