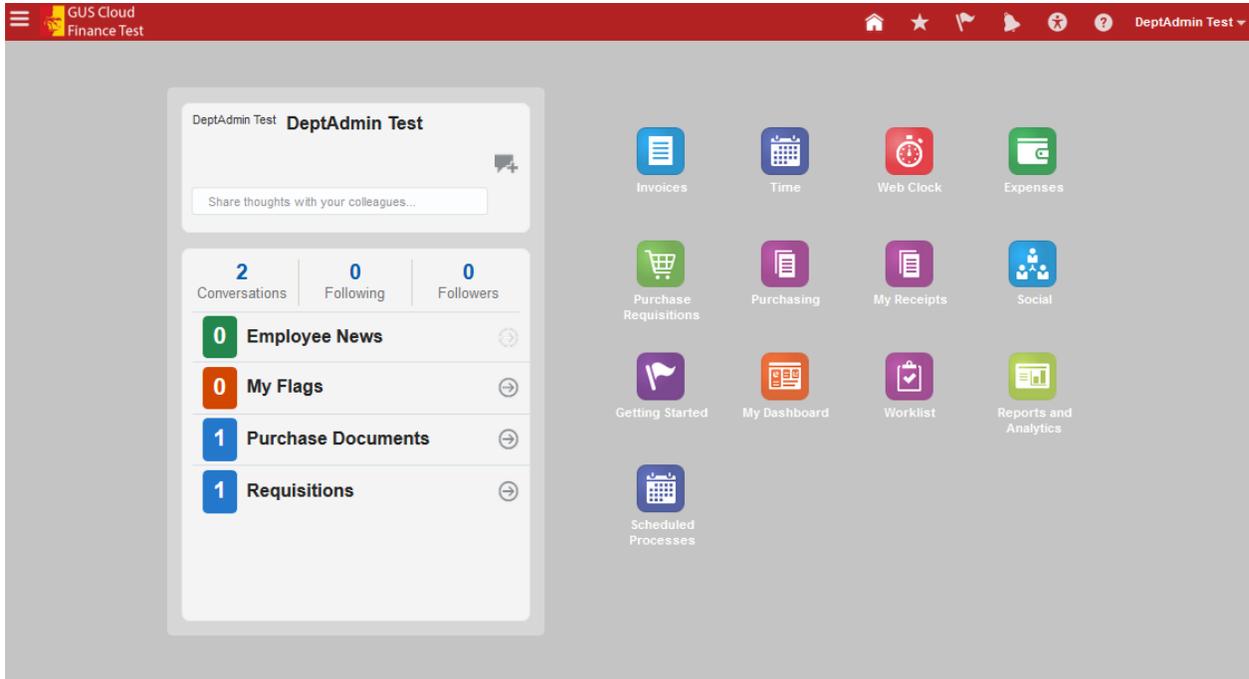


Job Aid

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.

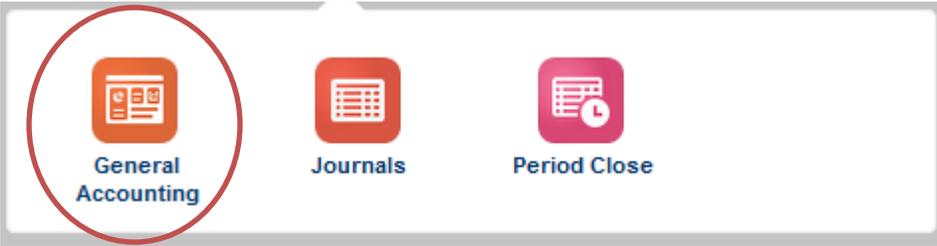
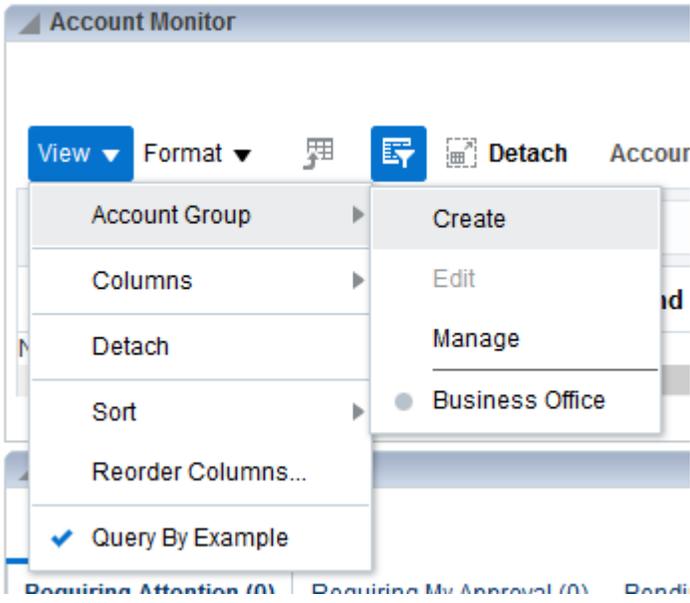
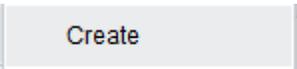


Step	Action
1.	Click the Home icon at the top right of the screen to access the Gus Cloud Springboard . 
2.	Click the General Accounting icon on the home page. 

Job Aid

Using Account Monitor



Step	Action
3.	<p>The General Accounting icon will expand with more options. Click on the General Accounting Dashboard icon.</p> 
4.	<p>Account Monitor is displayed on the General Accounting Dashboard. To view or create an account group, click on View and then Account Group.</p>  <p>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.</p>
5.	<p>Click on Create to make a new account group.</p> 

Job Aid

Using Account Monitor



Step	Action
6.	<p>Provide a Name and Description for the new account group.</p> <p>* Name <input type="text" value="Test Account Group 1"/></p> <p>Description <input type="text" value="Accounts I wish to view for testing."/></p> <p>* Display In <input type="text" value="Account Monitor"/> ▼</p> <p><input checked="" type="checkbox"/> Set as default</p> <p><input type="checkbox"/> Dynamically derive ledger</p> <p>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.</p>
7.	<p>Complete the other required fields for the new account group.</p> <p>* Time Option <input checked="" type="radio"/> Accounting period <input type="radio"/> Quarter <input type="radio"/> Year</p> <p>* Comparison Option <input type="text" value="Prior year PTD"/> ▼</p> <p>* Access <input type="text" value="Private"/> ▼</p> <p>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.</p>

Job Aid

Using Account Monitor



Step	Action						
8.	<p>Click + under Accounts to add an account to the new account group.</p> <p>Accounts</p> <p>View ▼ Format ▼ + Freeze Wrap</p> <table border="1"><thead><tr><th>Name</th><th>* Ledger</th><th>* Fund</th></tr></thead><tbody><tr><td colspan="3">No data to display.</td></tr></tbody></table> <p>< <input type="text"/></p>	Name	* Ledger	* Fund	No data to display.		
Name	* Ledger	* Fund					
No data to display.							
9.	<p>Select a name for this specific account</p> <p>Name</p> <p><input type="text" value="Test Account 1"/></p>						
10.	<p>Select the Ledger for this specific account</p> <p>* Ledger</p> <p><input type="text" value="PSU COA US"/> ▼</p>						

Job Aid

Using Account Monitor

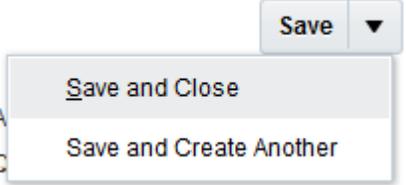
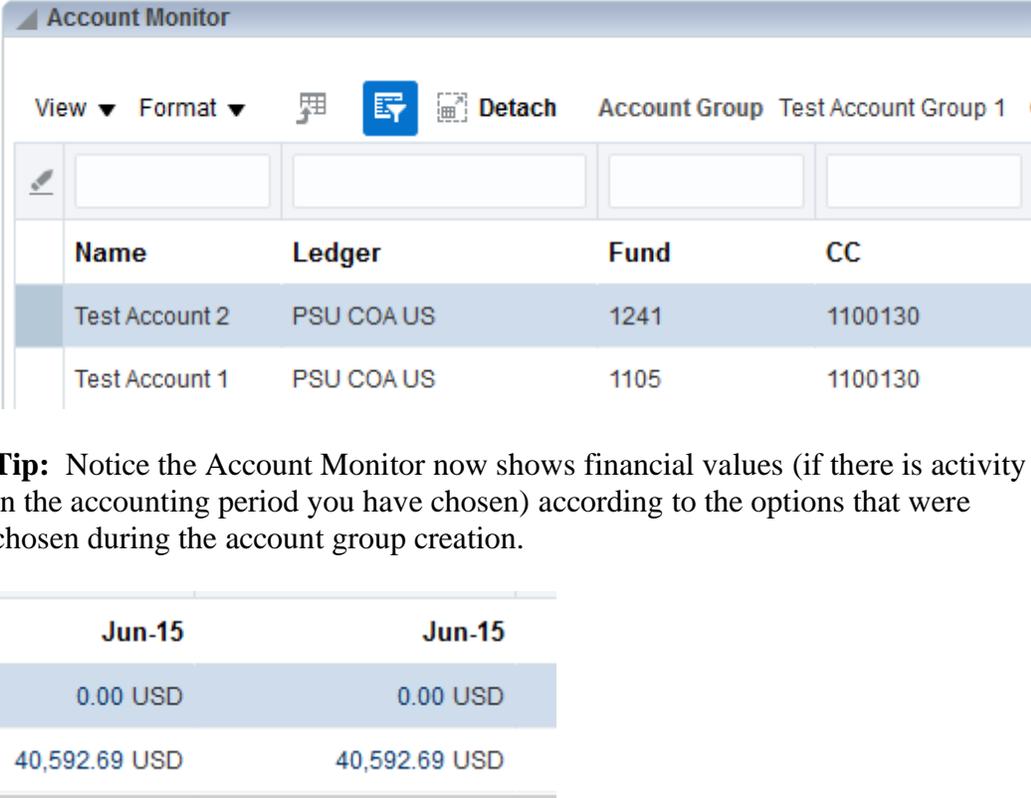


Step	Action
11.	<p>Select segment values for this specific account. You have the option to report at hierarchy levels.</p> <p>For Cost Centers, you can choose a department to see all of the cost centers that are assigned to that department. Department values are alphabetic values in all caps like 'BUSOF'.</p> <p>For Accounts, you can choose categories like 'OOE' to see all of the account codes under it, utilities for example.</p> <p>You can always start at a hierarchy level and drill down to the detail, so when in doubt choose a higher level.</p> <div data-bbox="365 806 1406 894" style="border: 1px solid #ccc; padding: 5px;"> <p>* Fund * CC * Acct * DeptCC * DeptAcct</p> <p>1105 1100130 All Account Values All DepartmentCostC All DepartmentAccour</p> </div> <p>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.</p> <p>Note: 'All Values' should always be chosen for IC, FU1, and FU2</p> <div data-bbox="365 1192 1330 1346" style="border: 1px solid #ccc; padding: 5px;"> <p>* IC * FU1 * FU2</p> <p>All Intercompany Valu All FutureUse1 Value: All FutureUse2 Value:</p> </div>
12.	<p>Choose when you want the % change to display on the report</p> <div data-bbox="365 1457 602 1593" style="border: 1px solid #ccc; padding: 5px;"> <p>* Change</p> <p>Always Displ: ▼</p> </div> <p>Tip: It is a good idea to hit 'Save' at this point to make sure your work is saved.</p>
13.	<p>To add another account to this account group, click the '+' again and repeat steps 9-12.</p>

Job Aid

Using Account Monitor

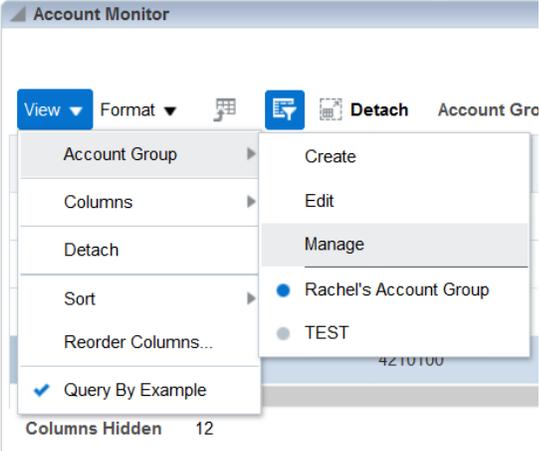
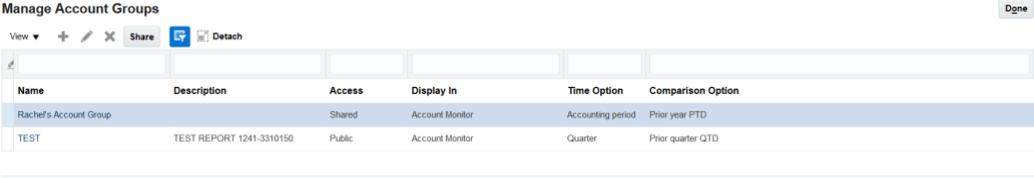


Step	Action
14.	<p>When all accounts have been added to the account group, click the drop down arrow next to Save, and choose 'Save and Close'.</p> 
15.	<p>Back at the General Accounting Dashboard, the new account group is automatically displayed.</p>  <p>Tip: Notice the Account Monitor now shows financial values (if there is activity in the accounting period you have chosen) according to the options that were chosen during the account group creation.</p>

Job Aid

Using Account Monitor

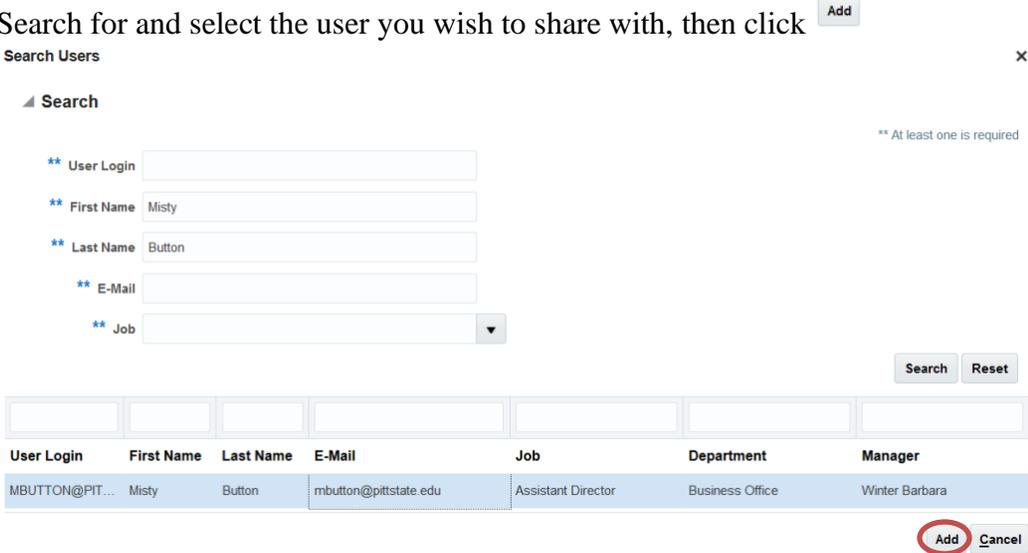
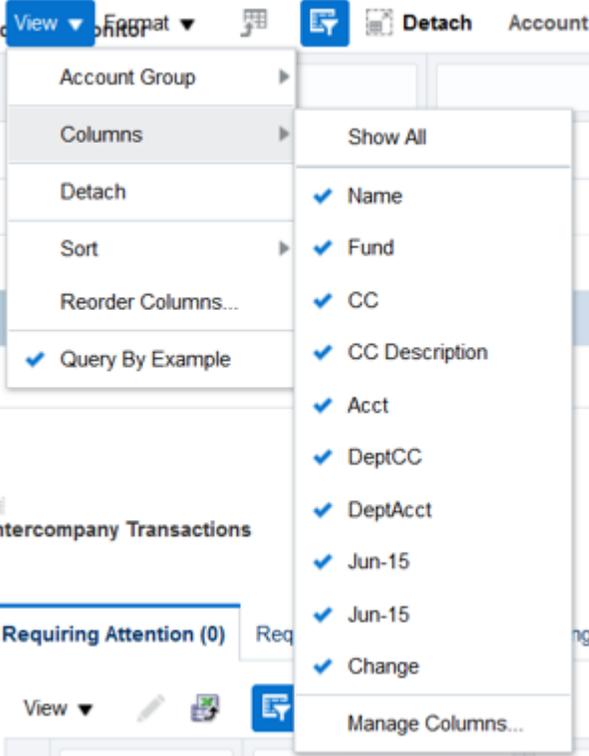


Step	Action
16.	<p>If you chose to create a shared account group, you can now choose who to share your account group with.</p> <p>Click on View, then Account Group, then Manage.</p> 
17.	<p>Click on the account group you wish to share, and lick the Share button.</p> 
18.	<p>This opens the Share Account Groups window.</p>  <p>Click the + to add a user</p>

Job Aid

Using Account Monitor

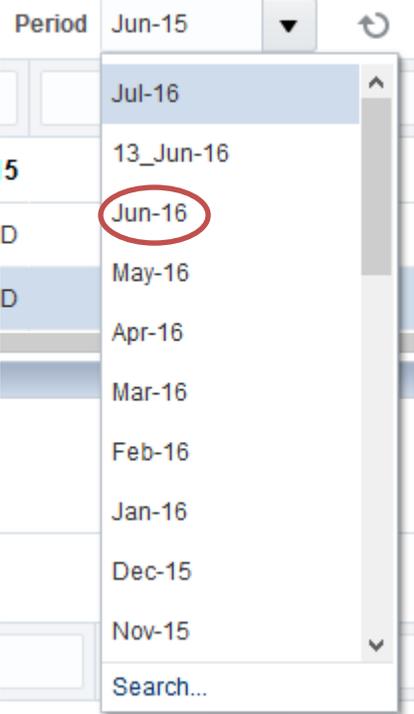


Step	Action
19.	<p>Search for and select the user you wish to share with, then click </p> 
20.	<p>Back at the General Accounting Dashboard, you can hide columns that you don't wish to view by clicking on View>Columns and selecting the columns you wish to hide.</p>  <p>Tip: Hide IC, FU1, and FU2 since they will always be zero.</p>

Job Aid

Using Account Monitor



Step	Action						
21.	<p>Change the accounting period by selecting a different option from the Period drop down list.</p>  <p>Note: The amounts have changed to reflect the chosen period</p> <table border="1" data-bbox="365 1249 868 1459"> <thead> <tr> <th>Jun-16</th> <th>Jun-15</th> </tr> </thead> <tbody> <tr> <td>0.00 USD</td> <td>40,592.69 USD</td> </tr> <tr> <td>0.00 USD</td> <td>0.00 USD</td> </tr> </tbody> </table>	Jun-16	Jun-15	0.00 USD	40,592.69 USD	0.00 USD	0.00 USD
Jun-16	Jun-15						
0.00 USD	40,592.69 USD						
0.00 USD	0.00 USD						
22.	<p>Drill into the financial data by clicking on an amount that you wish to get more detail on.</p> <table border="1" data-bbox="365 1564 868 1764"> <thead> <tr> <th>Jun-16</th> <th>Jun-15</th> </tr> </thead> <tbody> <tr> <td>0.00 USD</td> <td>40,592.69 USD</td> </tr> <tr> <td>0.00 USD</td> <td>0.00 USD</td> </tr> </tbody> </table>	Jun-16	Jun-15	0.00 USD	40,592.69 USD	0.00 USD	0.00 USD
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Job Aid

Using Account Monitor

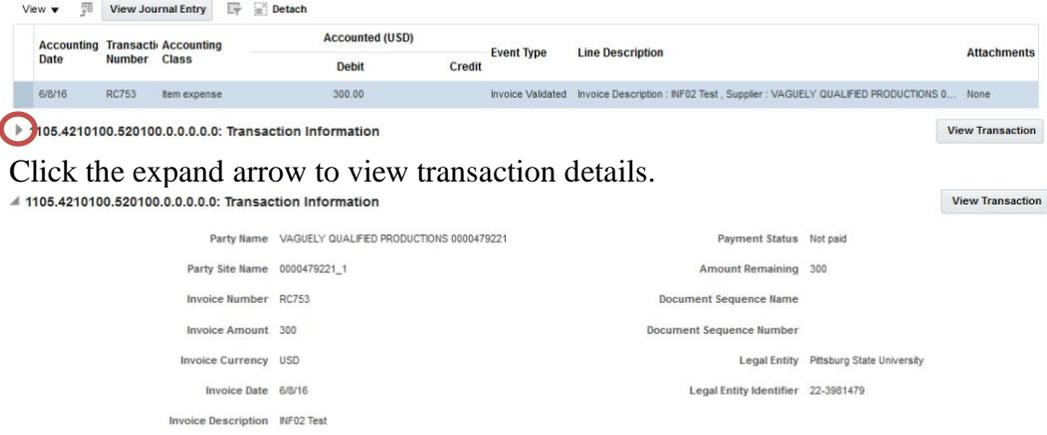
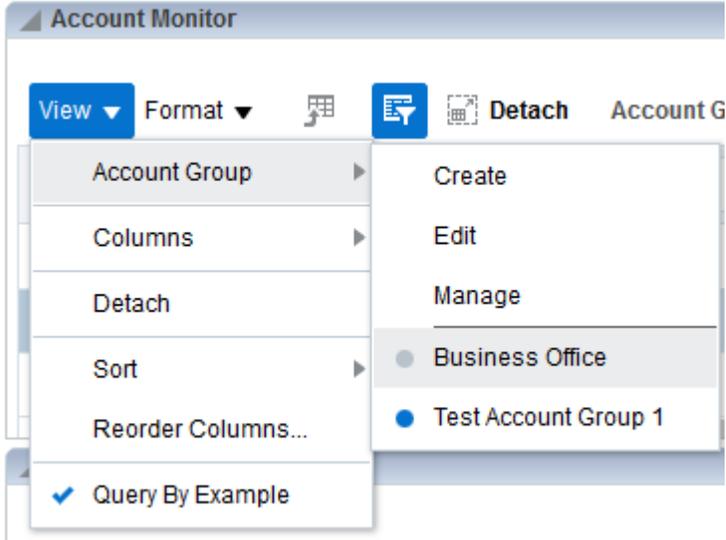


Step	Action																																								
23.	<p>The Inquire on Detail Balances page is displayed. Under Search Results, detailed results are displayed broken down by the full GL String.</p> <table border="1"> <thead> <tr> <th>Accounting Period</th> <th>Ledger or Ledger Set</th> <th>Fund</th> <th>CostCenter</th> <th>Account</th> <th>DepartmentCost</th> <th>DepartmentAcco</th> <th>Intercompany</th> <th>FutureUse1</th> <th>FutureUse2</th> </tr> </thead> <tbody> <tr> <td>Jun-15</td> <td>PSU COA US</td> <td>1105</td> <td>1100130</td> <td>522100</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Jun-15</td> <td>PSU COA US</td> <td>1105</td> <td>1100130</td> <td>522300</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Jun-15</td> <td>PSU COA US</td> <td>1105</td> <td>1100130</td> <td>523200</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Accounting Period	Ledger or Ledger Set	Fund	CostCenter	Account	DepartmentCost	DepartmentAcco	Intercompany	FutureUse1	FutureUse2	Jun-15	PSU COA US	1105	1100130	522100	0	0	0	0	0	Jun-15	PSU COA US	1105	1100130	522300	0	0	0	0	0	Jun-15	PSU COA US	1105	1100130	523200	0	0	0	0	0
Accounting Period	Ledger or Ledger Set	Fund	CostCenter	Account	DepartmentCost	DepartmentAcco	Intercompany	FutureUse1	FutureUse2																																
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Jun-15	PSU COA US	1105	1100130	523200	0	0	0	0	0																																
24.	<p>Search criteria can be changed at the top of the page.</p> <p>▲ Search</p> <p>* Ledger or Ledger Set: PSU COA US * From Accounting Period: Jun-15 * To Accounting Period: Jun-16 * Currency: USD * Currency Type: Total</p> <p>* Scenario: Actual * Fund: 1105 * CostCenter: 1100130 * Account: All Account Values * DepartmentCostCenter: All DepartmentCostCe</p> <p>* DepartmentAccount: All DepartmentAccount * Intercompany: All Intercompany Valur * FutureUse1: All FutureUse1 Values * FutureUse2: All FutureUse2 Values</p> <p>Search</p> <p>Tip: Change the scenario from Actual to Encumbrances to see your encumbered items.</p>																																								
25.	<p>Click on an amount under Period Activity to drill even further into the data</p> <table border="1"> <thead> <tr> <th>Beginning Balance (USD)</th> <th>Period Activity (USD)</th> </tr> </thead> <tbody> <tr> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>7,779.67</td> <td>1,300.00</td> </tr> <tr> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>	Beginning Balance (USD)	Period Activity (USD)	0.00	0.00	7,779.67	1,300.00	0.00	0.00																																
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0.00	0.00																																								
7,779.67	1,300.00																																								
0.00	0.00																																								
26.	<p>The journal entries that make up the period activity balance are displayed. Click on an amount to drill further.</p> <table border="1"> <thead> <tr> <th rowspan="2">Journal Batch</th> <th rowspan="2">Journal</th> <th rowspan="2">Line</th> <th rowspan="2">Source</th> <th rowspan="2">Category</th> <th colspan="2">Entered</th> <th colspan="2">Accounted (USD)</th> </tr> <tr> <th>Debit</th> <th>Credit</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>Manual 18511 27-JUN-20...</td> <td>Manual 18511 27-JUN-2016 17:25:58</td> <td>1</td> <td>Manual</td> <td>State of Kansas, L...</td> <td>1,000.00 USD</td> <td></td> <td>1,000.00</td> <td></td> </tr> <tr> <td>Payables A 10830 48760 Y</td> <td>08-06-2016Purchase Invoices</td> <td>2</td> <td>Payables</td> <td>Purchase Invoices</td> <td>300.00 USD</td> <td></td> <td></td> <td>300.00</td> </tr> </tbody> </table> <p>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.</p>	Journal Batch	Journal	Line	Source	Category	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		Payables A 10830 48760 Y	08-06-2016Purchase Invoices	2	Payables	Purchase Invoices	300.00 USD			300.00									
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		Debit	Credit	Debit	Credit																																				
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Payables A 10830 48760 Y	08-06-2016Purchase Invoices	2	Payables	Purchase Invoices	300.00 USD			300.00																																	

Job Aid

Using Account Monitor



Step	Action
27.	<p>The invoices that make up the line you drilled into will be displayed.</p>  <p>Click the expand arrow to view transaction details.</p> <p>Here you can see details of the selected transaction, such as supplier name, amount, and for invoices-whether it is paid or not.</p>
28.	<p>Click Done to return to the previous page until back at the General Accounting Dashboard.</p> 
29.	<p>To switch between Account Groups, click on View, Account Group, and choose the account group from the list.</p>  <p>Tip: You can always go back and make changes to an account group by clicking the Edit button.</p>

Job Aid

Using Account Monitor



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