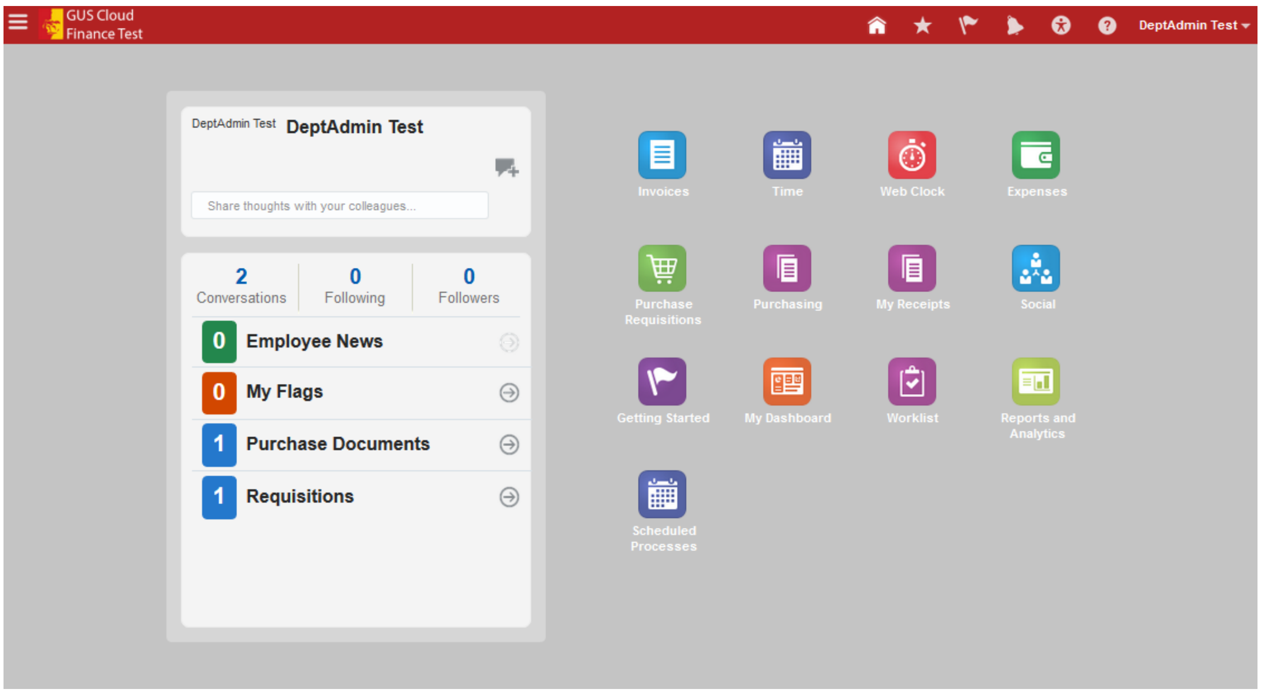
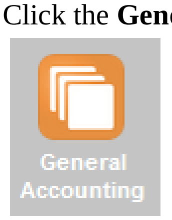
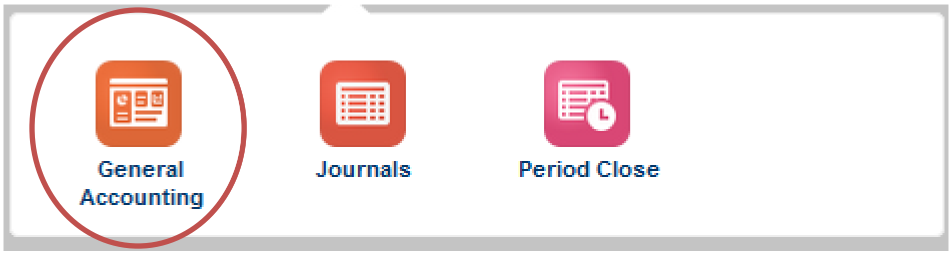
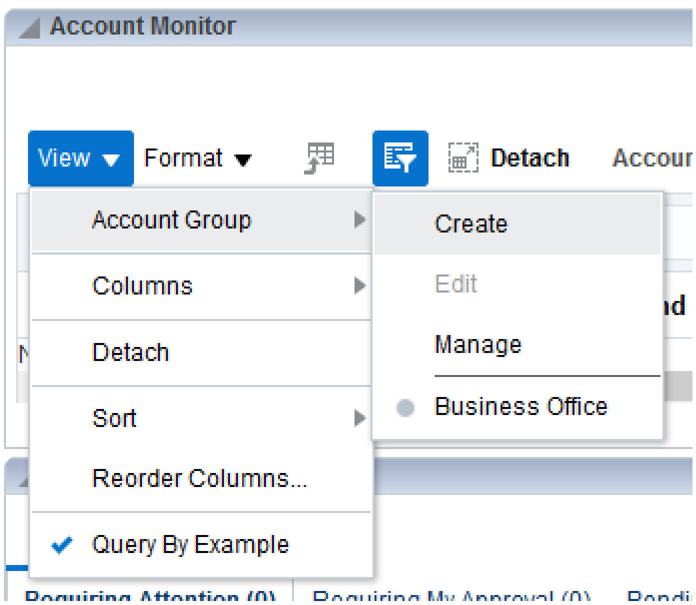
Job Aid

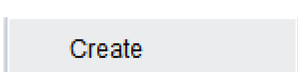
Using Account Monitor

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.

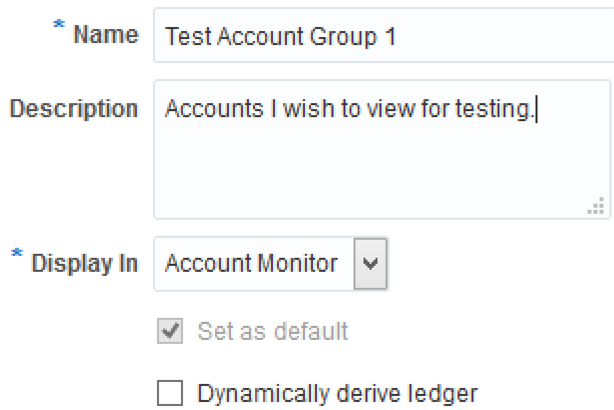


Step	Action
1.	Click the **Home** icon at the top right of the screen to access the **Gus Cloud Springboard**. 
2.	Click the **General Accounting** icon on the home page. 

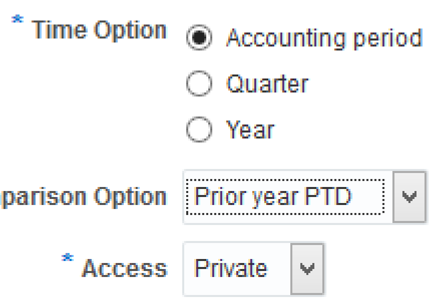
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3.</td><td>The General Accounting icon will expand with more options. Click on the General Accounting Dashboard icon.

</td></tr>
<tr><td>4.</td><td>Account Monitor is displayed on the General Accounting Dashboard. To view or create an account group, click on View and then Account Group.


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.</td></tr>
<tr><td>5.</td><td>Click on Create to make a new account group.

</td></tr>
</table>

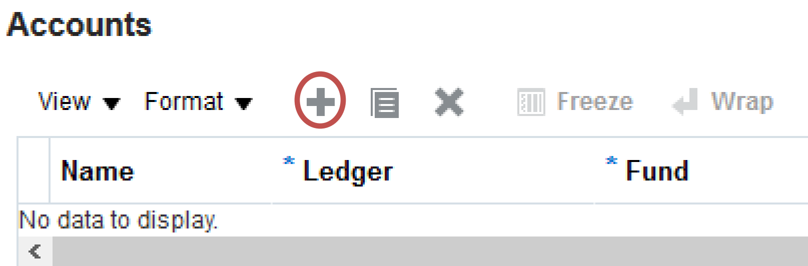
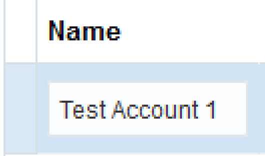
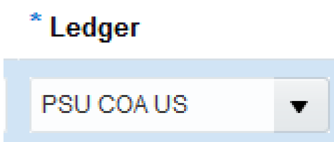
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>Provide a Name and Description for the new account group.

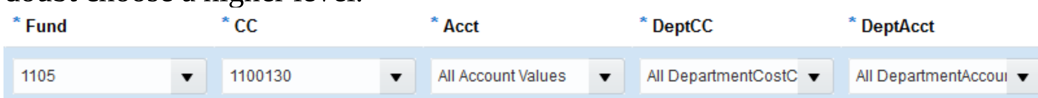
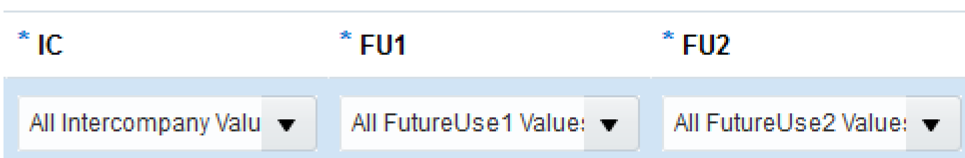
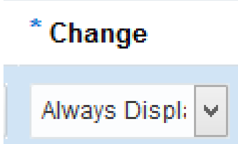


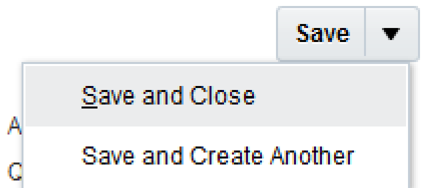
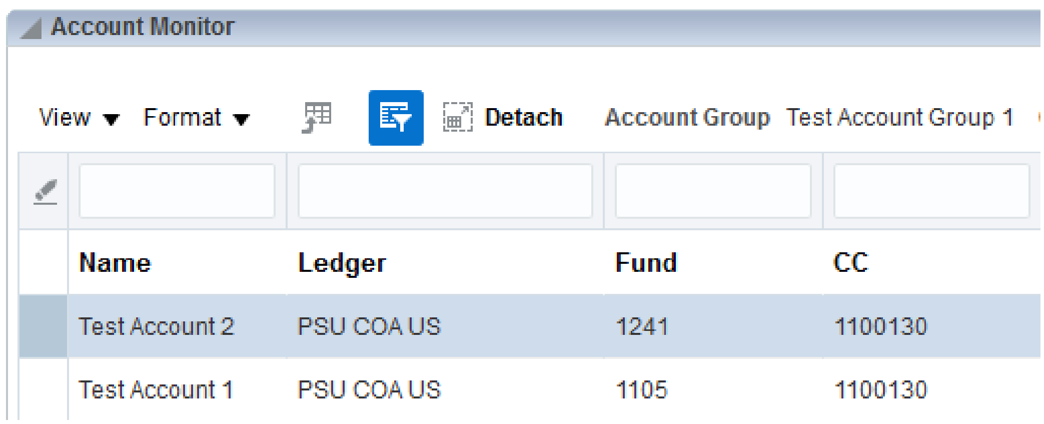
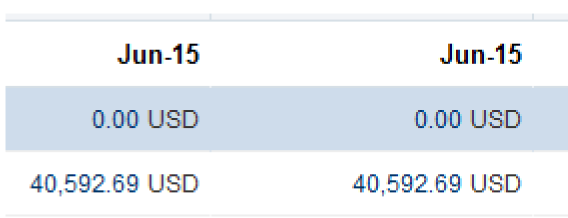
Tip: Your default account group is the one you will automatically see each time you navigate to the General Accounting Dashboard. The first account group you create will automatically be set as your default, but you can change the default after you've created another group.</td></tr>
<tr><td>7.</td><td>Complete the other required fields for the new account group.



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.</td></tr>
</table>

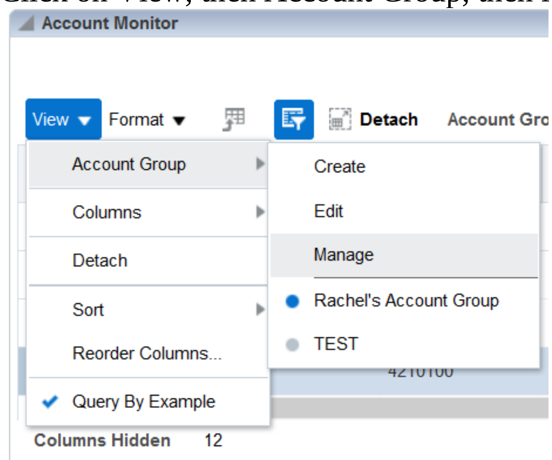
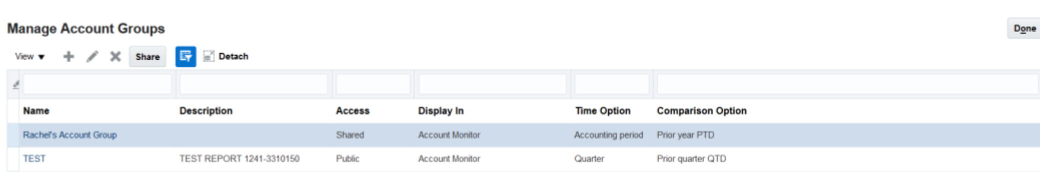
Step	Action
8.	Click + under Accounts to add an account to the new account group. 
9.	Select a name for this specific account 
10.	Select the Ledger for this specific account 

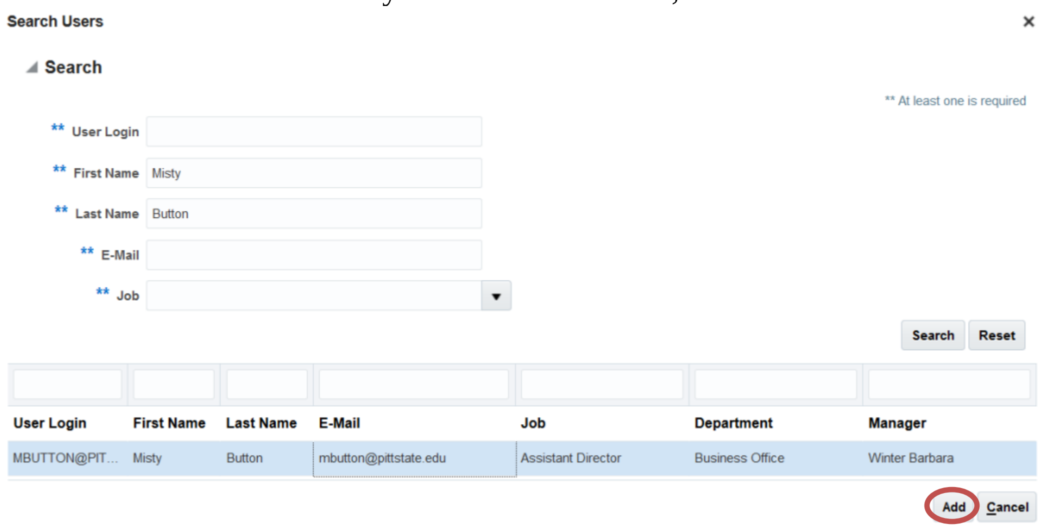
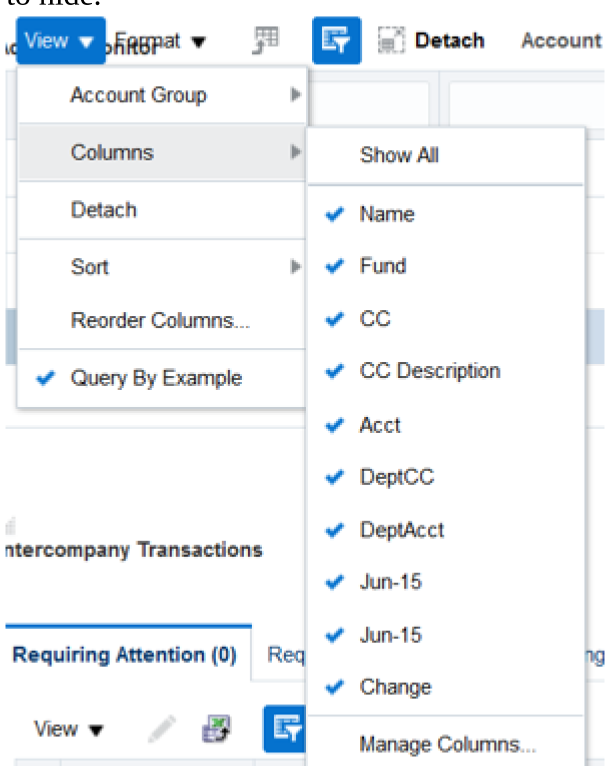
Step	Action
11.	Select segment values for this specific account. You have the option to report at hierarchy levels. For Cost Centers, you can choose a department to see all of the cost centers that are assigned to that department. Department values are alphabetic values in all caps like 'BUSOF'. For Accounts, you can choose categories like 'OOE' to see all of the account codes under it, utilities for example. You can always start at a hierarchy level and drill down to the detail, so when in doubt choose a higher level.  **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 
12.	Choose when you want the % change to display on the report  **Tip:** It is a good idea to hit 'Save' at this point to make sure your work is saved.
13.	To add another account to this account group, click the '+' again and repeat steps 9-12.

Step	Action
14.	When all accounts have been added to the account group, click the drop down arrow next to Save, and choose 'Save and Close'. 
15.	Back at the General Accounting Dashboard, the new account group is automatically displayed.  **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. 

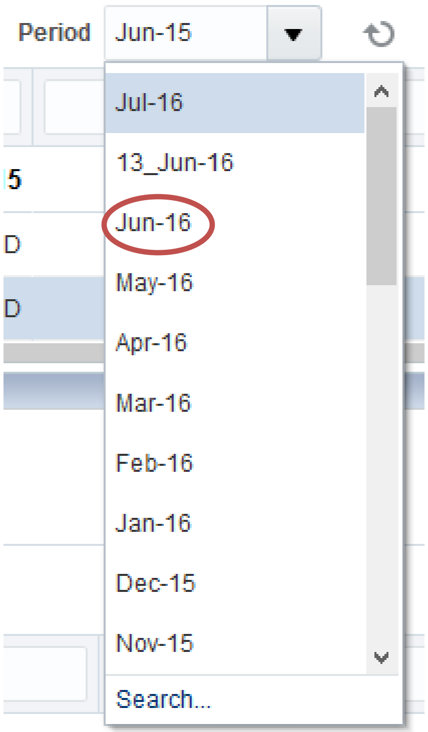
Job Aid

Using Account Monitor

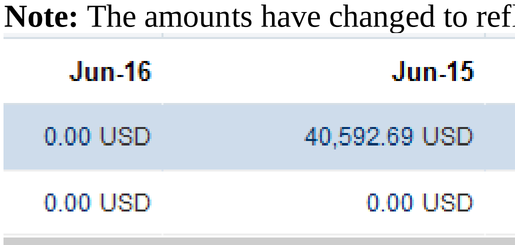
Step	Action
16.	If you chose to create a shared account group, you can now choose who to share your account group with. Click on View, then Account Group, then Manage. 
17.	Click on the account group you wish to share, and lick the  button. 
18.	This opens the Share Account Groups window.  Click the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

Step	Action
19.	Search for and select the user you wish to share with, then click 
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.  **Tip:** Hide IC, FU1, and FU2 since they will always be zero.

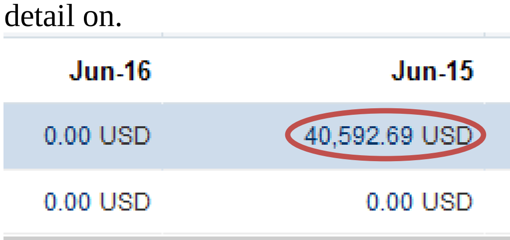
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>21.</td><td>Change the accounting period by selecting a different option from the Period drop down list.



Note: The amounts have changed to reflect the chosen period



</td></tr>
<tr><td>22.</td><td>Drill into the financial data by clicking on an amount that you wish to get more detail on.

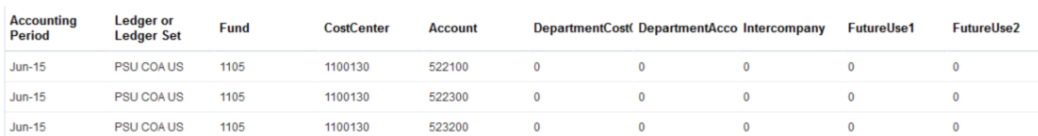


</td></tr>
</table>

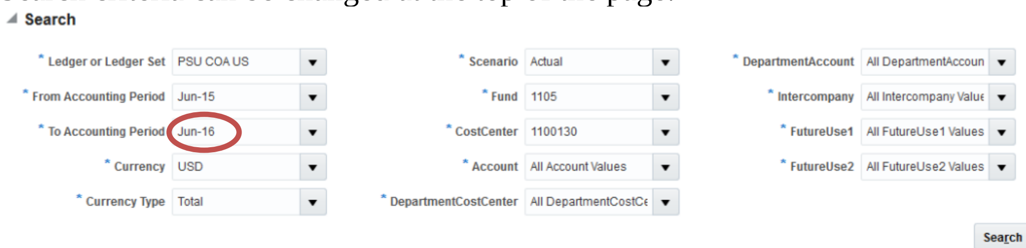
Job Aid

Using Account Monitor

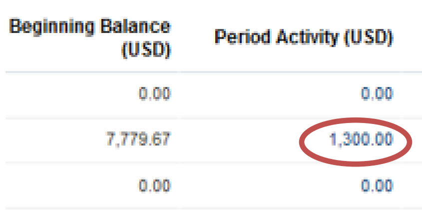
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>23.</td><td>The Inquire on Detail Balances page is displayed. Under Search Results, detailed results are displayed broken down by the full GL String.



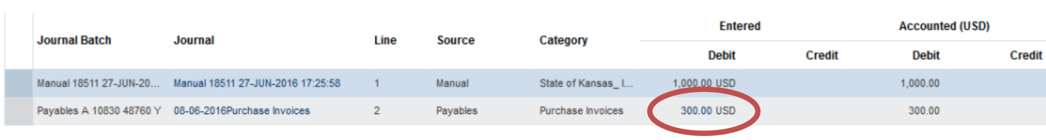
</td></tr>
<tr><td>24.</td><td>Search criteria can be changed at the top of the page.



Tip: Change the scenario from Actual to Encumbrances to see your encumbered items.</td></tr>
<tr><td>25.</td><td>Click on an amount under Period Activity to drill even further into the data



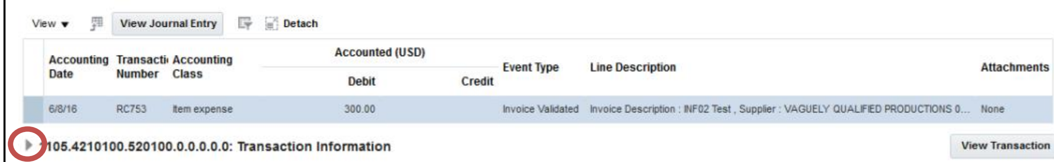
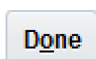
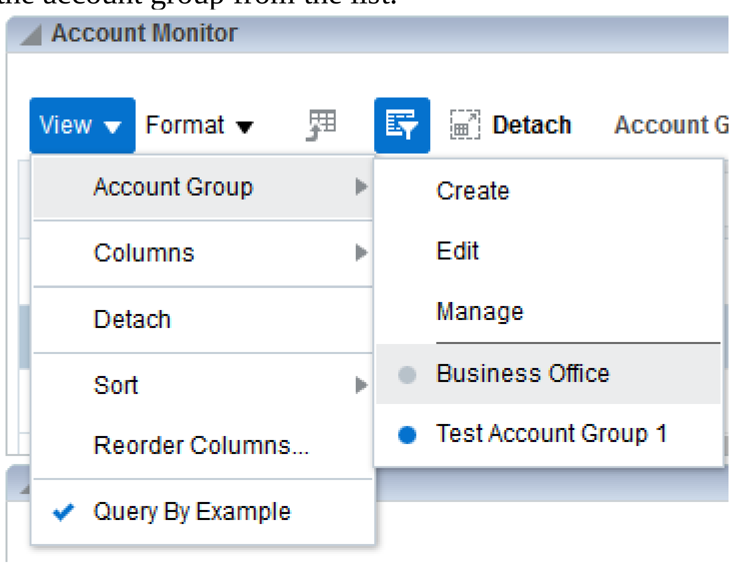
</td></tr>
<tr><td>26.</td><td>The journal entries that make up the period activity balance are displayed. Click on an amount to drill further.



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.</td></tr>
</table>

Job Aid

Using Account Monitor

Step	Action
27.	The invoices that make up the line you drilled into will be displayed.  Click the expand arrow to view transaction details.  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.  **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.