

Upcoming General Ledger Enhancements

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New Features

- Audit Logging
- Keyword & Global Search (ElasticSearch)
- Department Manager Dashboard
- Forms Builder
- Reconciliation Manager
- Grants



Audit Logging

- Peoplesoft has enabled audit logging across Accounts Payable, General Ledger, and Asset Management
- Tracks the User ID and date/time of specific actions
- Does not track the changed values



Audit Logging – Asset Management

Enable Audit Logging

Application Name Asset Management

Documents Find First 1 of 1 Last

Document Name AM ASSETS Include Archive

Events Personalize | Find | First 1-23 of 23 Last

Enable▼	Event Name
<input checked="" type="checkbox"/>	Cost Adjustment
<input checked="" type="checkbox"/>	Non Financial Asset RET/ REI
<input checked="" type="checkbox"/>	Asset Accounting Entry Process
<input checked="" type="checkbox"/>	Cost Transfer
<input checked="" type="checkbox"/>	Cost Addition
<input checked="" type="checkbox"/>	Asset Accounting Entry Update
<input checked="" type="checkbox"/>	Update/ Delete Pending Txns
<input checked="" type="checkbox"/>	Asset Recategorization
<input checked="" type="checkbox"/>	Asset Reversal
<input checked="" type="checkbox"/>	Asset Basic Addition
<input checked="" type="checkbox"/>	Asset Express Addition



Audit Logging – General Ledger

Enable Audit Logging

Application Name General Ledger

Documents Find First 1 of 1 Last

Document Name GL JOURNAL Include Archive

Events Personalize | Find | First 1-11 of 11 Last


Enable	Event Name
<input checked="" type="checkbox"/>	Mark-to-Unpost Journal
<input checked="" type="checkbox"/>	Post Journal
<input checked="" type="checkbox"/>	Mark-to-Post Journal
<input checked="" type="checkbox"/>	Update Journal
<input checked="" type="checkbox"/>	Unpost Journal
<input checked="" type="checkbox"/>	Edit Journal
<input checked="" type="checkbox"/>	Delete Journal
<input checked="" type="checkbox"/>	Create Journal
<input type="checkbox"/>	Unmark-to-Unpost Journal
<input type="checkbox"/>	Journal Date Change
<input type="checkbox"/>	Unmark-to-Post Journal

Save Return to Search Previous in List Next in List Notify Refresh



Audit Logging

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit 98000 Journal ID 0000464559 Date 09/24/2017 Errors Only
 Template List Search Criteria View Audit Logs 

*Process Line

▼ Lines Personalize | Find | |

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class	Bud Ref	Project
<input type="checkbox"/>	1	98000	ACTUALS		714100	14000	7011000	11100	11000	2018	
<input type="checkbox"/>	2	98000	ACTUALS		714100	14000	7310000	11100	11000	2018	

▼ Totals Personalize | Find | View All | | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
98000	2	1,000.00	1,000.00	P	V



Audit Logging

Search Results								Personalize	Find	Print	Refresh	First	1-7 of 7	Last	
Business Unit	GL Journal ID	Journal Date	Event Name	Event Date Time	User ID	Process Instance	Message Text								
98000	0000464560	2017-09-24	Create Journal	09/24/2017 6:09:54.000000PM	OIITTHOMPSON		Journal has been created by Create/Update Journal Entries component.								
98000	0000464560	2017-09-24	Edit Journal	09/24/2017 6:10:38.110599PM	OIITTHOMPSON	10231684	Journal has been edited by Edit Journal process.								
98000	0000464560	2017-09-24	Update Journal	09/24/2017 6:12:17.000000PM	OIITSAXON		Journal has been updated by Create/Update Journal Entries component.								
98000	0000464560	2017-09-24	Update Journal	09/24/2017 6:13:04.000000PM	OIITSAXON		Journal has been updated by Create/Update Journal Entries component.								
98000	0000464560	2017-09-24	Edit Journal	09/24/2017 6:14:08.792800PM	OIITSAXON	10231685	Journal has been edited by Edit Journal process.								
98000	0000464560	2017-09-24	Update Journal	09/24/2017 6:17:34.000000PM	OIITTHOMPSON		Journal has been updated by Create/Update Journal Entries component.								
98000	0000464560	2017-09-24	Post Journal	09/24/2017 6:17:51.971245PM	OIITTHOMPSON	10231686	Journal has been posted by the Posting process.								

- “Update Journal” action is recorded every time the journal is saved
- If re-edit was required, then at least one value was changed
- Will be in place in Spring 2018 at the latest

Keyword Search

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

Keyword Search

Add a New Value

Search Criteria

Business Unit = 

Journal ID begins with

Journal Date = 

Document Sequence Number begins with

Line Business Unit = 

Journal Header Status =

Budget Checking Header Status =

Source = 


Entered By begins with 

Attachment Exist =

Case Sensitive

Search

Clear

Basic Search 

Save Search Criteria



Keyword Search

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

Note: Keyword Search will return results last updated 6 days ago (09/18/2017 8:06:10AM) [Search Tips](#)

▼ **Search Criteria**

Keywords

- Search Operators in ElasticSearch
 - * Wildcard
 - “ ” Exact match
 - & All words must appear
 - | Return results for any of the words
 - ! Phonetic Search
 - \$ Stemming (typing \$install will find installing, installation, etc)
 - ~ Fuzzy Search (meant to catch misspellings)



Keyword Search

Search Results

Filter by

Business Unit

98000 (3527)

Journal Date



2017 (13)
 2016 (12)
 2015 (29)
 2014 (224)
 2013 (360)
 2012 (517)
 2011 (714)
 2010 (771)
 2009 (695)
 2008 (192)
 Less...

Journal Status

Posted to Ledger(s) (3526)
 Journal Entry Incomplete (1)

Note: Keyword Search will return results last updated 6 days ago (09/18/2017 8:06:10AM)

50 of 3527 results are displayed.

View as:  

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
98000	0000300048	10/15/2008	0	(blank)	98000	Posted	Valid	ACTUALS ONL	USD	2	397581.3300	
98000	0000300052	10/15/2008	0	(blank)	98000	Posted	Valid	ACTUALS ONL	USD	2	607825.7200	
98000	0000300046	10/15/2008	0	(blank)	98000	Posted	Valid	ACTUALS ONL	USD	2	983740.3000	
98000	0000300101	10/23/2008	0	(blank)	98000	Posted	Valid	ACTUALS ONL	USD	2	807919.8300	
98000	0000300100	10/23/2008	0	(blank)	98000	Posted	Valid	ACTUALS ONL	USD	2	504005.3500	
98000	0000300131	10/27/2008	0	(blank)	98000	Posted	Valid	ACTUALS ONL	USD	2	775647.9700	
98000	0000300324	11/12/2008	0	(blank)	98000	Posted	Valid	ACTUALS ONL	USD	2	1412059.9100	
98000	0000300429	11/21/2008	0	(blank)	98000	Posted	Valid	ACTUALS ONL	USD	2	680530.9800	
98000	0000300426	11/21/2008	0	(blank)	98000	Posted	Valid	ACTUALS ONL	USD	2	793183.5700	
98000	0000300498	11/26/2008	0	(blank)	98000	Posted	Valid	ACTUALS ONL	USD	2	1933015.8600	
98000	0000300787	12/11/2008	0	(blank)	98000	Posted	Valid	ACTUALS ONL	USD	2	544865.9700	
98000	0000300820	12/15/2008	0	(blank)	98000	Posted	Valid	ACTUALS ONL	USD	2	680725.5300	
98000	0000544129	07/30/2010	0	(blank)	98000	Posted	Valid	ACTUALS ONL	USD	2	42210.2800	
98000	0000544123	07/30/2010	0	(blank)	98000	Posted	Valid	ACTUALS ONL	USD	2	1076019.4500	

Returns any journal with the keyword in the journal long description or the line description



Keyword Search

Search Results

2017 | [Clear All Filters](#)

Filter by

Business Unit

98000 (13)

Journal Date

07: July (1)
06: June (1)
05: May (2)
04: April (3)
03: March (2)
[More...](#)

Journal Status

Posted to Ledger(s) (12)
Journal Entry Incomplete (1)

Source

Note: Keyword Search will return results last updated 6 days ago (09/18/2017 8:06:10AM)

View as:

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
98000	AR00397268	01/30/2017	0	(blank)	98000	Posted	Valid	ACTUALS	AR	USD	2	25000
98000	AP00397486	01/30/2017	0	(blank)	98000	Posted	Valid	ACTUALS	AP	USD	292	593551.9300
98000	AP00399481	02/02/2017	0	(blank)	98000	Posted	Valid	ACTUALS	AP	USD	148	46663.4900
98000	AP00410425	02/10/2017	0	(blank)	98000	Posted	Valid	ACTUALS	AP	USD	8	11703.3300
98000	AP00419933	03/13/2017	0	(blank)	98000	Posted	Valid	ACTUALS	AP	USD	16	829.2600
98000	AP00418335	03/24/2017	0	(blank)	98000	Posted	Valid	ACTUALS	AP	USD	112	4735.2600
98000	AP00423605	04/07/2017	0	(blank)	98000	Posted	Valid	ACTUALS	AP	USD	94	167440.7400
98000	AP00428343	04/07/2017	0	(blank)	98000	Posted	Valid	ACTUALS	AP	USD	30	398.3000
98000	AP00428759	04/21/2017	0	(blank)	98000	Posted	Valid	ACTUALS	AP	USD	280	218751.1000
98000	AP00443739	05/16/2017	0	(blank)	98000	Posted	Valid	ACTUALS	AP	USD	48	307.5200
98000	AP00445186	05/31/2017	0	(blank)	98000	Posted	Valid	ACTUALS	AP	USD	116	297316.7100
98000	AP00455340	06/23/2017	0	(blank)	98000	Posted	Valid	ACTUALS	AP	USD	302	664413.9200
98000	0000461771	07/10/2017	0	(blank)	98000	Incomplete	Not Ch'k'd	ACTUALS	ONL	USD	14	20241.3300

Use predefined filters to easily refine search criteria



Global Search

Search Results

General Ledger | wire

View Search Results

2687 results for keyword: "wire"

36000

Journal Date

- 2017 (147)
- 2016 (229)
- 2015 (255)
- 2014 (286)

More

Journal Status

Posted to Ledger(s) (2672)

Journal - **36000** | 0001146826 | 2014-12-23
Journal: Payroll Wire - Monthly - Pay D | Status: U | Source: ONL | Total: 2591319.94 USD | Lines: 3 | Entered by: SDEMMON

Journal - **36000** | 0000909564 | 2013-03-20
Journal: Payroll Wire - Unclaimed Prope | Status: P | Source: ONL | Total: -68.85 USD | Lines: 6 | Entered by: SDEMMON

Journal - **36000** | 0000644250 | 2011-05-04
Journal: Payroll Wire - Monthly - Pay D | Status: U | Source: ONL | Total: 314780.33 USD | Lines: 3 | Entered by: DFJAHR

Journal - **36000** | 0001051900 | 2014-04-16
Journal: Payroll Wire - Unclaimed Prope | Status: U | Source: ONL | Total: 76.44 USD | Lines: 6 | Entered by: SDEMMON

50 rows

Can search within a particular module...



Global Search

The screenshot shows a web interface for 'Employee Self Service' with a 'Search Results' header. A search bar contains the text 'xerox copier' and a dropdown menu is set to 'All'. Below the search bar, it indicates '558 results for keyword: "xerox copier"'. A left-hand navigation menu lists categories: Vouchers (134), Journals (131), Requisitions (121), Purchase Orders (69), Assets (62), and Receipts (41). The main content area displays a list of search results for copiers, each with a unique ID, name, and status. A vertical scrollbar on the right indicates 50 rows.

Employee Self Service Search Results

View Search Results All xerox copier

558 results for keyword: "xerox copier"

50 rows

- Asset - 36000 | 000000006432 | **Copier**
Asset Status - Disposed | Acquisition Date:2003-06-30 | Asset Type - Machinery | Asset Subtype - | Model - DC432 | Manufacturer - Xerox
- Asset - 36000 | 000000400717 | **Xerox Copier Model WC53335PT W**
Asset Status - In Service | Acquisition Date:2012-03-30 | Asset Type - Machinery | Asset Subtype - | Model - Xerox Copier | Manufacturer - GA Duplication productsINS<
- Asset - 36000 | 000000500617 | **Xerox WorkCentre Color Copier/**
Asset Status - In Service | Acquisition Date:2017-06-02 | Asset Type - Machinery | Asset Subtype - | Model - | Manufacturer - Xerox
- Asset - 36000 | 000000500394 | **Xerox W7225PT Copier Printer f**
Asset Status - In Service | Acquisition Date:2017-03-08 | Asset Type - Machinery | Asset Subtype - | Model - Xerox W7225pt Copier | Manufacturer - GA Duplicating
- Asset - 36000 | 000000500256 | **Xerox WorkCentre 5335PT Copier**

...or across all modules



Global Search

Employee Self Service Search Results

View Search Results All xerox copier

7 results for keyword: "xerox copier"

Vouchers (7) 2017 (7) Clear All

Invoice Date

- 06: June (2)
- 05: May (1)
- 04: April (1)
- 03: March (3)

Voucher - 36000 | 05335604
Supplier: Georgia Duplicating Products Inc. | Date: 2017-06-08 | Style: Regular Voucher | Amount: 5467 USD | Entered By: dcampbell77 | Invoice ID: IN139868 | Entry Status: Postable | Source: Online

Voucher - 36000 | 05331814
Supplier: Georgia Duplicating Products Inc. | Date: 2017-03-22 | Style: Regular Voucher | Amount: 7436.91 USD | Entered By: dcampbell77 | Invoice ID: IN117038 | Entry Status: Postable | Source: Online

Voucher - 36000 | 05331270
Supplier: Georgia Duplicating Products Inc. | Date: 2017-03-08 | Style: Regular Voucher | Amount: 5667 USD | Entered By: dcampbell77 | Invoice ID: IN112976 | Entry Status: Postable | Source: Online

Voucher - 36000 | 05333675

7 rows

- Predefined filters



Department Manager Dashboard

- New functionality that will allow Department Managers to view financial data, including budgets, pre-encumbrances, encumbrances, expenses, and the detail behind these numbers in one place.
- 1st phase (December 2017) will include:
 1. Department Manager Expense Dashboard
 2. Department Manager Revenue Dashboard



Dashboard Preview

Employee Self Service Department Manager Expenses

98000

Budget Reference: 2017

Account

- 700000 (215)
- 500000 (85)
- 600000 (77)
- 727000 (45)

[More](#)

Fund

- 10000 (101)

700000 600000 [Clear All](#)

Pivot Grid - Collapse All

Press hold icon and drag and drop to column or row below. [Need help?](#)

Column Values

Row Account

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (Sum)	Expense Amount (Sum)	Remaining Budget (Sum)
- All	2715941257.640	589.170	19765507.600	2655020580.770	41154580.100
600000	1181934.030	0.000	0.000	1131770.130	50163.900
700000	2714759323.610	589.170	19765507.600	2653888810.640	41104416.200



Dept Manager Dashboard Target Users

- The Dashboard is geared toward non-traditional financial users such as faculty and department managers
- Users that do not have current access to PeopleSoft Financials
- Current iStrategy users



Dept Manager Dashboard Benefits

- Real-time data rather than previous day data
- Department Level Security
- Drilldown capability
- Export to Excel
- Option to save search criteria
- Mobile functionality

*Please see *Department Manager Dashboard* presentation for additional details



Forms Builder

The Forms and Approval Builder enables you to design online forms, specify the approval process they require, and deploy them to users within your organization. Use this feature to convert manual procedures within your organization to paperless processes that include workflow-based approvals and an audit trail for tracking progress.



Forms Builder

Forms Designer Wizard

Design Form

1 2 3 4 5 6

Step 3: Form Fields

Form REFERENCE

Left Column

	*Label	*Use Type	*Length	Field Status	Details			
<input type="checkbox"/>	1 Employee ID	Text	20	Activated	Details		↓	+ -
<input type="checkbox"/>	2 Employee Name	Text	20	Activated	Details	↑	↓	+ -
<input type="checkbox"/>	3 Department	Code	4	Activated	Details	↑	↓	+ -
<input type="checkbox"/>	4 Justification	Text	254	Activated	Details	↑		+ -

↓ Move to Right Column ↑ Move to Left Column

Right Column

	*Label	*Use Type	*Length	Field Status	Details			
<input type="checkbox"/>	1 Checkout Date	Date	10	Activated	Details		↓	+ -
<input type="checkbox"/>	2 Return Date	Date	10	Activated	Details	↑		+ -

Single column style
Fields of right column will be moved under the fields of left column.

- Simple forms only
- Two columns at most



Forms Builder

Form Instructions Attachments

PCard Purchase Approval

*Subject

Priority 3-Standard ▾

Due Date

Status Initial

Purchase Date

Supplier

Total Purch Price

Purchaser

Please provide detailed item listing with Quantity and Price:

1.

254 characters remaining

2.

254 characters remaining

3.

254 characters remaining



Forms Builder

Form Instructions Attachments

Seq # 1

PCard Purchase Approval

*Subject

Priority

Due Date

Status

Purchase Date

Supplier

Total Purch Price

Purchaser

Please provide detailed item listing with Quantity and Price:

1.

230 characters remaining

2.

222 characters remaining

3.

233 characters remaining



Forms Builder

Form **Instructions** Attachments

PCard Purchase Approval





Please enter the indicated information, providing as much detail as possible.





Instructions can include as much detail as desired, including images

Form **Instructions** Attachments

Seq # 1 **PCard Purchase Approval**

*Subject

Download Templates			Personalize Find View All  	First  1 of 1  Last
	Description	Attached File		Open
1				Open

Upload your attachments					Personalize Find View All  	First  1 of 1  Last
	*Description	Attached File	Attach	Open		
1	<input type="text" value="masterBCAT.pdf"/>	masterBCAT.pdf	<input type="button" value="Attach"/>	Open	<input type="button" value="+"/>	<input type="button" value="-"/>

Can attach a template for required documentation



Forms Builder - Approval

PCard Purchase Approval

Subject Approval request for office supplies

Review/Edit Approvers

▼ PCard Purchase Approval: 1:Initiated

1

Not Routed

Multiple Approvers

 SUPERVISOR

OK

Submit

- Interest ?
- Approval levels ?



Reconciliation Manager

General Ledger > Perform Reconciliation

PeopleSoft's Account Reconciliation provides a flexible tool by which to configure and manage the account reconciliation process. It streamlines and accelerates the reconciliation of accounts to be performed for each accounting period so that organizations can provide supporting documentation required by external auditors as well as identify and correct errors in a timely manner in preparation of monthly financial statements, annual audits, external filings and disclosures, and so on.



Reconciliation Manager

Reconciliation Manager allows you to:

- Assign responsibilities for reconciliations
- Attach reconciliation documentation
- Add notes and comments
- Submit reconciliations for approval
- Retain reconciliations in a central location

Reconciliation Manager does not:

- Perform the reconciliations for you



Reconciliation Manager

Define reconciliations for accounts or account ranges, determine default responsibility, and required frequency



Run Create Reconciliation Process



Reconciliation Workbench

Reconciliation Workbench

Inquiry Name INQUIRY

Search Criteria

Search

Save Search

Select All Deselect All

Action

Go

Save Changes

Reconciliations



	Select	Due Date	Reconciliation Status	As of Date	Account	Complete Date	Reconciler	Approver
1	<input type="checkbox"/>	10/10/2017	In Progress	09/30/2017	118100	10/05/2017	OIITSAXON	OIITTHOMPSON
2	<input type="checkbox"/>	10/10/2017	New/Assigned	09/30/2017	118500	10/08/2017	OIITSAXON	OIITTHOMPSON

Return to Search

Notify



Reconciliation Workbench

Reconciliation Workbench

Inquiry Name RECONS

Search Criteria

Search

Save Search

Select All Deselect All

Action

Go

Save Changes

Reconciliations



	Select	Due Date	Reconcilia	Account	Complete Date	Reconciler	Approver
1	<input type="checkbox"/>	10/10/2017	In Progress	09/30/2017 118100	<input type="text"/>	OIITSAXON	OIITTHOMPSON
2	<input type="checkbox"/>	10/10/2017	New/Assigned	09/30/2017 118500	<input type="text"/>	OIITSAXON	OIITTHOMPSON

Approve
Mark as Hold
Mark as In Progress
Mark as Not Assigned
Submit for Approval

Notify

Statuses, due dates and available actions are all configurable



Reconciliation Workbench

Reconciliation Workbench

Inquiry Name INQUIRY

Search Criteria

Search

Save Search

Select All Deselect All

Action

Go

Save Changes

Reconciliations

Personalize | Find | | First 1-2 of 2 Last

Chartfields Assignments

Select	Instructions	Expected Amount	Calculated Amount	Period End Date	Calculate	Recon Rule	Comments	Attachments
1 <input type="checkbox"/>	Instructions	13,000,000.00	13,094,211.77	09/30/2017	Calculate	CASH_BAL	Comments	Attachments
2 <input type="checkbox"/>	Instructions		6,222.29	09/30/2017	Calculate	CASH_BAL	Comments	Attachments

- Calculate link calculates balance at Period End Date
- Can add Comments and Attachments



Grants

- ITS is currently in the exploratory phase of a Grants Implementation
- Once implementation resource requirements are determined, we should have a better idea of timeline
- May be able to employ a phased approach



Questions / Discussion

