Upcoming General Ledger Enhancements
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

<table>
<thead>
<tr>
<th>Document Name</th>
<th>AM ASSETS</th>
</tr>
</thead>
</table>

Events

<table>
<thead>
<tr>
<th>Enable</th>
<th>Event Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Cost Adjustment</td>
</tr>
<tr>
<td>✓</td>
<td>Non Financial Asset RET/REI</td>
</tr>
<tr>
<td>✓</td>
<td>Asset Accounting Entry Process</td>
</tr>
<tr>
<td>✓</td>
<td>Cost Transfer</td>
</tr>
<tr>
<td>✓</td>
<td>Cost Addition</td>
</tr>
<tr>
<td>✓</td>
<td>Asset Accounting Entry Update</td>
</tr>
<tr>
<td>✓</td>
<td>Update/Delete Pending Txns</td>
</tr>
<tr>
<td>✓</td>
<td>Asset Recategorization</td>
</tr>
<tr>
<td>✓</td>
<td>Asset Reversal</td>
</tr>
<tr>
<td>✓</td>
<td>Asset Basic Addition</td>
</tr>
<tr>
<td>✓</td>
<td>Asset Express Addition</td>
</tr>
</tbody>
</table>
# Audit Logging – General Ledger

## Enable Audit Logging

**Application Name**: General Ledger

### Documents

**Document Name**: GL JOURNAL

<table>
<thead>
<tr>
<th>Events</th>
<th>Event Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable</td>
<td>Mark-to-Unpost Journal</td>
</tr>
<tr>
<td>Enable</td>
<td>Post Journal</td>
</tr>
<tr>
<td>Enable</td>
<td>Mark-to-Post Journal</td>
</tr>
<tr>
<td>Enable</td>
<td>Update Journal</td>
</tr>
<tr>
<td>Enable</td>
<td>Unpost Journal</td>
</tr>
<tr>
<td>Enable</td>
<td>Edit Journal</td>
</tr>
<tr>
<td>Enable</td>
<td>Delete Journal</td>
</tr>
<tr>
<td>Enable</td>
<td>Create Journal</td>
</tr>
<tr>
<td>Enable</td>
<td>Unmark-to-Unpost Journal</td>
</tr>
<tr>
<td>Enable</td>
<td>Journal Date Change</td>
</tr>
<tr>
<td>Enable</td>
<td>Unmark-to-Post Journal</td>
</tr>
</tbody>
</table>

**Save**  **Return to Search**  **Previous in List**  **Next in List**  **Notify**  **Refresh**
# Audit Logging

![Audit Logging Interface](image)

## Lines

<table>
<thead>
<tr>
<th>Select</th>
<th>Line</th>
<th>Unit</th>
<th>Ledger</th>
<th>SpeedType</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Bud Ref</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>98000</td>
<td>ACTUALS</td>
<td></td>
<td>714100</td>
<td>14000</td>
<td>701100</td>
<td>11100</td>
<td>11000</td>
<td>2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>98000</td>
<td>ACTUALS</td>
<td></td>
<td>714100</td>
<td>14000</td>
<td>731000</td>
<td>11100</td>
<td>11000</td>
<td>2018</td>
<td></td>
</tr>
</tbody>
</table>

## Totals

<table>
<thead>
<tr>
<th>Unit</th>
<th>Total Lines</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Journal Status</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>98000</td>
<td>2</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>P</td>
<td>V</td>
</tr>
</tbody>
</table>
Audit Logging

- “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 Entry

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
- Journal Date
- Document Sequence Number
- Line Business Unit
- Journal Header Status
- Budget Checking Header Status
- Source
- Entered By
- Attachment Exist

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria
Keyword Search

- **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

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

Use predefined filters to easily refine search criteria
Global Search

Can search within a particular module...
Global Search

...or across all modules
Global Search

- Predefined filters

View Search Results

7 results for keyword: "xerox copier"

Voucher - 36000 | 05335004
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 | 05333075
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

### Department Manager Expenses

**Pivot Grid**

<table>
<thead>
<tr>
<th>Column</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>700000</td>
<td>(215)</td>
<td></td>
</tr>
<tr>
<td>600000</td>
<td>(86)</td>
<td></td>
</tr>
<tr>
<td>627000</td>
<td>(45)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10000</td>
<td>(101)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Reference</th>
<th>2017</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total Budget Amount (Sum)</th>
<th>Pre Encumbered Amount (Sum)</th>
<th>Encumbered Amount (Sum)</th>
<th>Expense Amount (Sum)</th>
<th>Remaining Budget (Sum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>2715941257.640</td>
<td>589.170</td>
<td>19765507.600</td>
<td>2655020580.770</td>
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<tr>
<td>600000</td>
<td>1181934.030</td>
<td>0.000</td>
<td>0.000</td>
<td>1131770.130</td>
</tr>
<tr>
<td>700000</td>
<td>2714759323.610</td>
<td>589.170</td>
<td>19765507.600</td>
<td>2653888810.640</td>
</tr>
</tbody>
</table>
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
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

- Simple forms only
- Two columns at most
Forms Builder

PCard Purchase Approval

* Subject

Priority 3-Standard

Status Initial

Due Date

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
PCard Purchase Approval

Subject: Approval request for office supplies

Priority: Standard

Status: Initial

Due Date: 03/26/2017

Purchase Date: 09/27/2017

Supplier: Office Depot

Total Purch Price: $50.00

Purchaser: Julie Thompson

Please provide detailed item listing with Quantity and Price:

1. 2 reams of paper $5 each

230 characters remaining

2. 3 staplers for new staff $4 each

222 characters remaining

3. 1. Toner cartridge $25

233 characters remaining
Forms Builder

Instructions can include as much detail as desired, including images

Can attach a template for required documentation
Forms Builder - Approval

- 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

<table>
<thead>
<tr>
<th>Inquiry Name</th>
<th>INQUIRY</th>
</tr>
</thead>
</table>

### Search Criteria

- Search
- Save Search

### Reconciliations

<table>
<thead>
<tr>
<th>Select</th>
<th>Due Date</th>
<th>Reconciliation Status</th>
<th>As of Date</th>
<th>Account</th>
<th>Complete Date</th>
<th>Reconciler</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10/10/2017</td>
<td>In Progress</td>
<td>09/30/2017</td>
<td>118100</td>
<td>10/05/2017</td>
<td>OIITSAXON</td>
<td>OIITTHOMPSON</td>
</tr>
<tr>
<td></td>
<td>10/10/2017</td>
<td>New/Assigned</td>
<td>09/30/2017</td>
<td>118500</td>
<td>10/08/2017</td>
<td>OIITSAXON</td>
<td>OIITTHOMPSON</td>
</tr>
</tbody>
</table>

- Return to Search
- Notify
Reconciliation Workbench

Statuses, due dates and available actions are all configurable
Reconciliation Workbench

- 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