GL WorkCenter
What Is the GL WorkCenter?

• The GL WorkCenter is a central spot for navigation within PeopleSoft for GL users.

• It has been designed to help you do your work by making it easier to access commonly used pages and information needed to perform certain tasks without having to navigate between different menus.
Objectives for the GL WorkCenter Module

After completing this module you will be able to:

- Understand what the GL WorkCenter is
- Access the GL WorkCenter
- Navigate in the GL WorkCenter
- Work with Journals Ready for Processing
- Work with Incomplete Journals
- Work with Journals Approaching Period End
- Work with Journal Not Posted in Closed Period.
- Work with Journals with Errors
- Work with Journals with Commitment Control Exceptions
- Access and create links
- Access reports
About This Course

• Examples will be provided throughout this course to show how you can conduct various types of transactions within the WorkCenter.
  • **Please do not perform these transactions in the PeopleSoft system.** The transactions shown are for demonstration purposes only.
How to Access the GL WorkCenter

• Access the GL WorkCenter from the Homepage by clicking on the GL WorkCenter tile.
How Is the GL WorkCenter Organized?

- When you first enter the GL WorkCenter, you will see multiple headings on the left hand side:
  - **My Work**: contains pagelets for “Current Work” and “Exceptions”
  - **Links**: contains pagelets for “Manage and Monitor Journals” and “Other Links”.
  - **Reports/Processes**: contains links to FAST financial reports.
- You can also create or update journal entries directly from this page.
Some Tips for Working Within the GL WorkCenter

• The menu can still be used for navigation when you need to access an area of PeopleSoft that is not located within the GL WorkCenter.

• The navigation bar can be found by clicking on the button () at the top right of the page, and menus are available when you click on the Navigator button.
Some Tips for Working Within the GL WorkCenter (continued)

- You can also hide and show the WorkCenter headings by clicking on the hide and show buttons (which look like this ▼, ▶).
- If you click on the hide button, this will create more space within the WorkCenter to view other headings.
My Work Pagelet

- My Work Pagelet within the Main tab provides information and access to journals created by your OPRID that you need to take action on.

- It is organized in two sections:
  - **Current Work**: which can be used to access journals that have not been posted.
  - **Exceptions**: which identifies journals for which there is some type of error or problem that needs to be addressed.
My Work Pagelet (continued)

• It also identifies how many transactions are awaiting action.

• This is shown in a circle next to the My Work links.

• In the example to the right, there are:
  • 2 Journals Ready for Processing
  • 1 Incomplete Journals
  • 1 Journal Approaching Period End
  • 1 Journals Ready for Post
  • 1 Journals with Errors
My Work Pagelet (continued)

• After completing a transaction, refresh the pagelet using the refresh button.

• This will update the number of transactions or items shown.

• Note that the pagelet displays information on your own journals only.

• To view information on another user’s journals, the journal entry component must be accessed independently (as you would have done in the previous version of PeopleSoft).
Journals Ready for Processing

• Journals Ready for Processing includes the journals that you have finished working on and that are ready for budget check, edit and post.

• These can be worked on from the GL WorkCenter.

• Click on Journals Ready for Processing link which will produce the list of journals that are ready for processing.
Journals Ready for Processing (continued)

- Information can be reviewed about the journals by clicking on the General, Details 1 and Details 2 tabs.
Journals Ready for Processing (continued)

- This is an example of the information provided in the Details 1 tab.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accounting Period</th>
<th>Ledger Group</th>
<th>Ledger</th>
<th>ADB Date</th>
<th>Adjusting Entry</th>
<th>User</th>
<th>Journal Total Debits</th>
<th>Journal Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>5</td>
<td>ACTUAL</td>
<td></td>
<td>18/09/2018</td>
<td>Non-Adjusting Entry</td>
<td>A849</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>2019</td>
<td>7</td>
<td>ACTUAL</td>
<td></td>
<td>23/11/2018</td>
<td>Non-Adjusting Entry</td>
<td>A849</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>2019</td>
<td>7</td>
<td>ACTUAL</td>
<td></td>
<td>26/11/2018</td>
<td>Non-Adjusting Entry</td>
<td>A849</td>
<td>200.00</td>
<td>200.00</td>
</tr>
</tbody>
</table>
Journals Ready for Processing (continued)

- This is an example of the information provided in the Details 2 tab.

<table>
<thead>
<tr>
<th>Reversal Code</th>
<th>Reversal Adjustment Period</th>
<th>ADB Reversal Code</th>
<th>ADB Reversal Date</th>
<th>Suspense Status</th>
<th>Reference Number</th>
<th>Unpost Date</th>
<th>Document Sequence</th>
<th>Adjustment Type</th>
<th>SJE Type</th>
<th>Original Date</th>
<th>Date Code Adj</th>
<th>Journal Creation Date</th>
</tr>
</thead>
</table>
Journals Ready for Processing (continued)

- You can also select the Show All tab, which will display all information on a single line.

Journals Ready for Processing

<table>
<thead>
<tr>
<th>Unit</th>
<th>Journal ID</th>
<th>Journal Date</th>
<th>UnPost</th>
<th>Sequence</th>
<th>Line Unit</th>
<th>InterUnit</th>
<th>Description</th>
<th>Status</th>
<th>Budget Status</th>
<th>Source</th>
<th>Lines</th>
<th>Fiscal Year</th>
<th>Accounting Period</th>
<th>Ledger Group</th>
<th>Ledger</th>
<th>ADB Date</th>
<th>Adjusting Entry</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUNIV</td>
<td>0000340154</td>
<td>19/09/2018</td>
<td>No</td>
<td>test not posted to closed peri</td>
<td>Errors</td>
<td>Not Budget Checked</td>
<td>RSH</td>
<td>2</td>
<td>2019</td>
<td>5</td>
<td>ACTUAL</td>
<td>18/09/2018</td>
<td>Non-Adjusting Entry</td>
<td>AB49</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QUNIV</td>
<td>0000340157</td>
<td>26/11/2018</td>
<td>No</td>
<td>test budget errors</td>
<td>Valid</td>
<td>Error in Budget Check</td>
<td>RSH</td>
<td>4</td>
<td>2019</td>
<td>7</td>
<td>ACTUAL</td>
<td>26/11/2018</td>
<td>Non-Adjusting Entry</td>
<td>AB49</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Journals Ready for Processing (continued)

- Alternatively, click on any Journal ID from the list and this will open up a sub-page containing information about a specific journal.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Journal ID</th>
<th>Journal Date</th>
<th>UnPost Sequence</th>
<th>Line Unit</th>
<th>InterUnit</th>
<th>Description</th>
<th>Status</th>
<th>Budget Status</th>
<th>Source</th>
<th>Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUNIV</td>
<td>0000340154</td>
<td>18/09/2018</td>
<td>QUNIV</td>
<td>No</td>
<td>test not posted to closed peri</td>
<td>Errors</td>
<td>Not Budget Checked</td>
<td>RSH</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>QUNIV</td>
<td>0000340155</td>
<td>23/11/2018</td>
<td>QUNIV</td>
<td>No</td>
<td>test adding numbers to workcon</td>
<td>Edit Req'd</td>
<td>Not Budget Checked</td>
<td>RSH</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>QUNIV</td>
<td>0000340157</td>
<td>26/11/2018</td>
<td>QUNIV</td>
<td>No</td>
<td>test budget errors</td>
<td>Valid</td>
<td>Error in Budget Check</td>
<td>RSH</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
Journals Ready for Processing (continued)

- Click on the Journal ID link and a Journal Entry page opens up.
- The Journal Entry can be edited directly from the sub-page.
- Close the sub-page.
Journals Ready for Processing (continued)

• To process any of the journals, select the journal(s) to be processed using the check boxes, then select an action from the Actions drop down list at the bottom of the page.

• The actions available to you will be based on your user security and may include budget check, edit and post.
Journals Ready for Processing (continued)

• Click on the action you wish to complete, you will be given a message once the process has been successfully scheduled.

• Remember to refresh the pagelet afterwards to update the number of transactions.
Incomplete Journals

- To view or work with Incomplete Journals, click on the link provided in the pagelet.
Incomplete Journals (continued)

- This will take you to a list of Incomplete Journals that you have created.
- Click on the Journal ID link to get more information about any individual journal entry.

### Incomplete Journals

<table>
<thead>
<tr>
<th>Unit</th>
<th>Journal ID</th>
<th>Journal Date</th>
<th>UnPost Sequence</th>
<th>Line Unit</th>
<th>InterUnit</th>
<th>Description</th>
<th>Status</th>
<th>Budget Status</th>
<th>Source</th>
<th>Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUNIV</td>
<td>0000340153</td>
<td>22/11/2018</td>
<td>QUNIV</td>
<td>No</td>
<td></td>
<td>Test for Journals Approaching</td>
<td>Incomplete</td>
<td>Not Budget Checked</td>
<td>RSH</td>
<td>2</td>
</tr>
</tbody>
</table>
Incomplete Journals (continued)

- This will open up a sub-page to the Journal Entry component.
- After you have updated the journal entry (using your existing process), save the information, then close the subpage.
Incomplete Journals (continued)

- The My Work Pagelet can be refreshed by clicking on the refresh button.
- If you have just completed a journal, the number in the circle will change.
Journals Approaching Period End

- To view or work with Journals Approaching Period End, click on the link provided in the pagelet.
Journals Approaching Period End (continued)

- This will take you to a list of Journals Approaching Period End that you have created.

- Click on any Journal ID from the list and this will open up a sub-page containing information about a specific journal.

### Journals Approaching Period End

<table>
<thead>
<tr>
<th>Unit</th>
<th>Journal ID</th>
<th>Journal Date</th>
<th>UnPost Sequence</th>
<th>Line Unit</th>
<th>InterUnit</th>
<th>Description</th>
<th>Status</th>
<th>Budget Status</th>
<th>Source</th>
<th>Lines</th>
<th>Fiscal Year</th>
<th>Accounting Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUNIV</td>
<td>0000340159</td>
<td>27/12/2018</td>
<td>QUNIV</td>
<td>No</td>
<td></td>
<td>Test journals approaching period</td>
<td>Valid</td>
<td>Valid</td>
<td>FIN</td>
<td>2</td>
<td>2019</td>
<td>8</td>
</tr>
<tr>
<td>QUNIV</td>
<td>0000340160</td>
<td>31/12/2018</td>
<td>QUNIV</td>
<td>No</td>
<td></td>
<td>Test journals close to period</td>
<td>Valid</td>
<td>Valid</td>
<td>FIN</td>
<td>2</td>
<td>2019</td>
<td>8</td>
</tr>
</tbody>
</table>
Journals Approaching Period End (continued)

- Journals Approaching Period End should either be copied to a new fiscal, or posted in the current period (using your existing process), save the information, then close the subpage.
Journals Not Posted in Closed Period.

- To view or work with Journals Not Posted in Closed Period, click on the link provided in the pagelet.
Journals Not Posted in Closed Period (continued)

- This will take you to a list of Journals Not Posted in Closed Period that you have created.
- Click on any Journal ID from the list and this will open up a sub-page containing information about a specific journal.

<table>
<thead>
<tr>
<th>Journal ID</th>
<th>Date</th>
<th>Description</th>
<th>Budget Status</th>
<th>Source</th>
<th>Lines</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUNIV 0000340154</td>
<td>18/09/2018</td>
<td>test not posted to closed period errors</td>
<td>Not Budget Checked</td>
<td>RSH</td>
<td>2</td>
<td>2019</td>
</tr>
</tbody>
</table>
Journals Not Posted in Closed Period (continued)

• You have 2 options with Journal Not Posted in Closed Period. If the journal is no longer required it will need to be deleted. If the journal is still required you will need to copy the journal to an open period and delete the old journal currently in the closed period. Both actions can be found in the process drop down box.
Journals Ready for Post

- To view or work with Journals Ready for Post, click on the link provided in the pagelet.
- Journals Ready for Post will have a Valid (V) journal and header status.
- Journals that are Ready for Post will post through the overnight processes.
Journals With Errors

- In a similar manner, you can address Journals with Errors.
- Open up the list of Journals with Errors by clicking on the link.
Journals With Errors (continued)

- More information can be obtained via the General, Details 1, Details 2, and Show All tabs, or,
- By clicking on the Journal ID link which will open a sub-page to the Journal Entry component.
Journals With Errors (continued)

- You can also click the Errors link to review the errors.
Journals With Errors (continued)

• After clicking on the Errors link, information on the selected error will populate in a box below the listing of all errors.

• The error can be reviewed and corrected via the Journal ID link.
Journals With Errors (continued)

- After correcting the Journal Entry, the subpage can be saved and then closed.
- Next refresh the My Work pagelet and if the journal errors have been corrected, the number in the circle button will change.
Journals – Commitment Control Exceptions

- To see Journals with Commitment Control Exceptions, click on the associated link.
Journals – Commitment Control Exceptions (continued)

- This will display a list of Journals with Commitment Control Exceptions.
- Review the data for all lines by using the tabs at the top, or by clicking on any specific Journal ID to get more information on a specific journal.
- As an example, we will click on the journal ID outlined in the list below.

![Image of Journals - Commitment Control Exceptions table]

<table>
<thead>
<tr>
<th>Unit</th>
<th>Journal ID</th>
<th>Journal Date</th>
<th>UnPost Sequence</th>
<th>Line Unit</th>
<th>InterUnit</th>
<th>Description</th>
<th>Status</th>
<th>Budget Status</th>
<th>Source</th>
<th>Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUNIV</td>
<td>0000340157/</td>
<td>26/11/2018</td>
<td>QUNIV</td>
<td>No</td>
<td>test budget errors</td>
<td>Valid</td>
<td>Error in Budget Check</td>
<td>RSH</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
Journals – Commitment Control Exceptions (continued)

- This will pull up all the details about this specific journal item.
- To access the exceptions, click on the Lines tab at the top of the page, then click on the link under Budget Status.
• A new window will open, displaying the Budgets with Exceptions component.

• Resolve the budget exceptions as you normally would (using your existing processes), then close the window.
Journals – Commitment Control Exceptions (continued)

• If you have the ability to Budget Check Journals, this can be done from within the GL WorkCenter.
• Select the journals to be budget checked by clicking the check boxes.
• Then select Budget Check Journals from the Actions drop-down list, and click GO.
• You should receive the following message.
• Click OK, and refresh the My Work Pagelet.
• If the budget check is complete and valid, the number in the circle button will change.
• Please note that you will have to wait for the process to complete for the WorkCenter values to refresh.
Editing Filters

• By default, the My Work Pagelet is set to capture all outstanding journal activities based on your Operator ID.

• Personalize the My Work Pagelet by using the Edit Filters link.

• This will allow you to change the settings to show a subset of outstanding GL transactions rather than all relevant transactions linked to your ID.

• To do this, begin by clicking on the Edit Filters link located in the top right hand to pull up options for editing filters.
Editing Filters (continued)

- Next select the activity for which you would like to modify the filters by clicking on the line you wish to modify.
- For example, click on the Journals Ready for Processing line.
Editing Filters (continued)

- First you will need to choose how you would like to filter and add a value.
- As an example, we can set this to show only transactions over a certain dollar value.
Editing Filters (continued)

- To do this, you would key in the dollar amount, then click on the done button in the top right corner.

- Note that:
  - The done button will save the changes and close the pop-up box in one step.
  - The cancel button will not save the changes and will close the pop-up box.
Editing Filters (continued)

• Next refresh the pagelet to see how this has changed the number of transactions.

• This process can be repeated to set filters for other journal activities, or to change the filters.

• Multiple filters can be added.
  • For example, you could set a filter on “Accounting Period” and “Source” to show transactions for a specific accounting period and department.
Editing Filters (continued)

• Note that if you set filters to view the current Accounting Period only, you will need to manually change this once the next accounting period starts.

• The same would apply if you set your filter to the current Fiscal Year.

• Once you set your filters, they will remain as is and you will not need to reset them when you log in.

• Remove the filters at any time by repeating the process and deleting the filter setting.
Links Pagelet

- The Links Pagelet provides you with easy access to commonly performed activities for managing journals.
- You can also create your own links.
Links Pagelet (continued)

- The Manage Journals category allows you to:
  - Create or update journal entries, or
  - Copy journals.
- Click on the Create/Update Journal Entries link.
Links Pagelet (continued)

- When you click on the Create/Update Journal Entries link, the Create/Update Journal Entries page will display on the right hand side of the screen and you can create or update journal entries using your existing processes.
Links Pagelet (continued)

- Click on the Copy Journals link.

- The Copy Journals page will display on the right hand side of the screen and you can copy journal entries following existing processes.
Links Pagelet (continued)

- To create your own link, click on the settings button and select Personalize.

- Note that a link can be created to any navigational path in PeopleSoft, including modules outside of GL such as Accounts Payable or Purchasing.
Links Pagelet (continued)

- As an example, let’s create a link to requisitions activities within the links tab.
- First, you will need to click the edit button within the “My Links” Group.
Links Pagelet (continued)

- Create a Group Label in the field; “My Links”.
- Click on the Define link.
Links Pagelet (continued)

- When the dialogue box appears, click on Select Menu Item.
- This will allow you to define the path of the link.

![Define Link dialogue box]

- Link Type: Menu Item
- Select Menu Item
- Menu Item Name
- Override Label
- Link Label
Links Pagelet (continued)

- A list of folders will appear that represents the PeopleSoft menu. (Your own list may look different than this image, but the concept will be the same).
- Select any menu item you want; you are not restricted to GL items.
Links Pagelet (continued)

- Once the pagelet is refreshed, you will be able to see your customization in the Links Pagelet and access the new link you just added.
Reports Tab

• The Reports/Processes heading provides a quick link to commonly used FAST reports that may be of interest to PeopleSoft users.

• For further information on FAST, please click here: FAST Reporting Tool.