Using GL WorkCenter

Purpose: Use this document as a reference for using the General Ledger WorkCenter in ctcLink.

Audience: Finance/General Ledger staff.

You must have at least one of these local college managed security roles:

- ZZ General Ledger Workcenter

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

The **General Ledger WorkCenter** is a role-based central navigational component that is designed to help users of the General Ledger application organize and streamline their workload. It provides a single place to perform a broad range of tasks without leaving the WorkCenter, such as journal functions with exception alerts, monthly closing activities, or reconciliation and reporting, resulting in improved efficiency, productivity, and effectiveness. The WorkCenter is a global configuration that can be tailored to individual requirements. It will be delivered with the most common tasks and links that are applicable to most users.

A WorkCenter is divided into a **Task** area and a **Work** area. You click on a link to perform the Task in the Work area, without ever leaving the WorkCenter. When you are finished with a Task, you can quickly select the next one, and open it in the Work area. This functionality improves efficiency and effectiveness, and reduces the need to keep navigating through the menu structure to perform your job duties.

The **General Ledger WorkCenter** is composed of the following pagelets. Each pagelet is discussed in this Quick Reference Guide.

The pagelets are:

- **My Work pagelet** - Access to your most commonly-performed tasks, including exceptions and alerts for items requiring your attention.

- **Links pagelet** - Access your most commonly-used pages. This pagelet is similar to the **Favorites** menu, but more user-friendly.
- **Queries pagelet** - Access Query Manager, public queries, private queries, and pivot grids.
- **Reports and Processes pagelet** - Access reports and processes that you use most often.

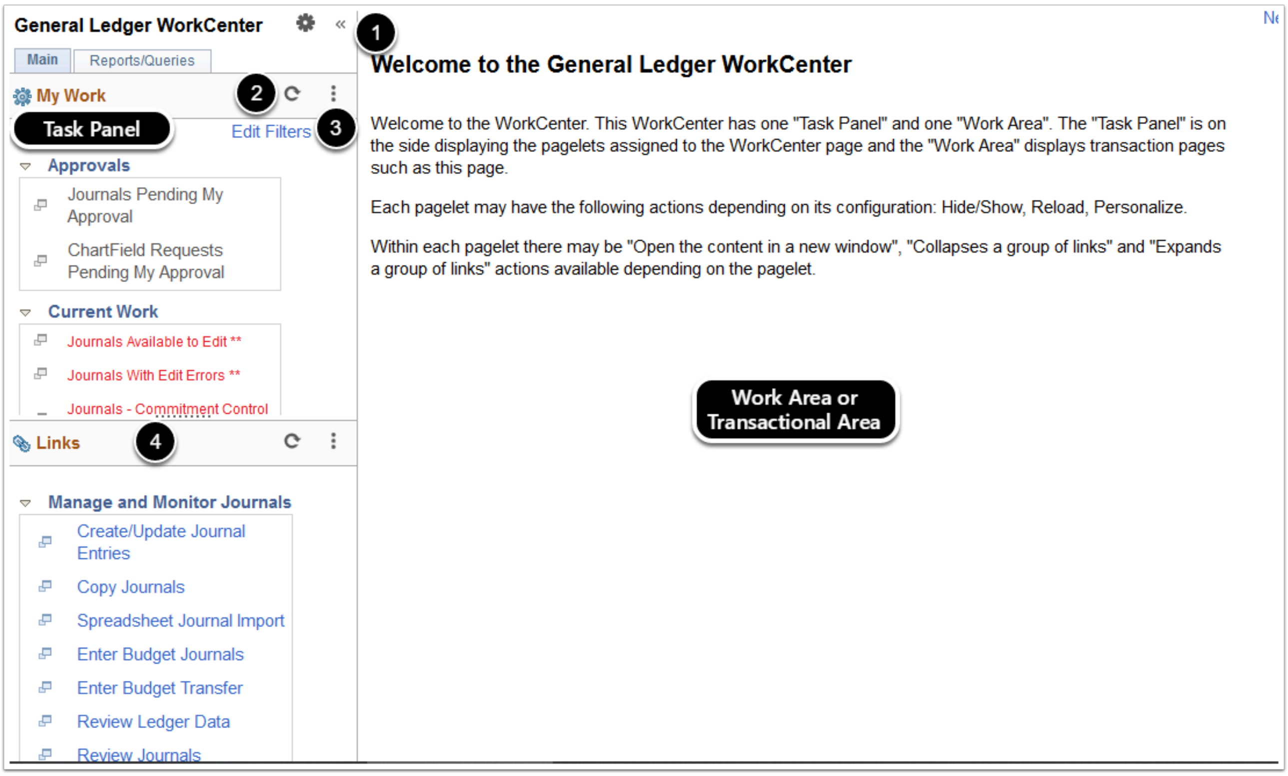
Using General Ledger WorkCenter

Navigation: General Ledger > GL WorkCenter

The **General Ledger WorkCenter** welcome page displays.

Navigational hints:

1. **Two side arrows** - select to expand/collapse the Task Panel.
2. **Refresh icon** - select to refresh the page to see changes.
3. **Ellipsis or 3 vertical dots** - personalize icon.
4. **Ten horizontal dots** - select and drag up or down to view Task Panel areas.

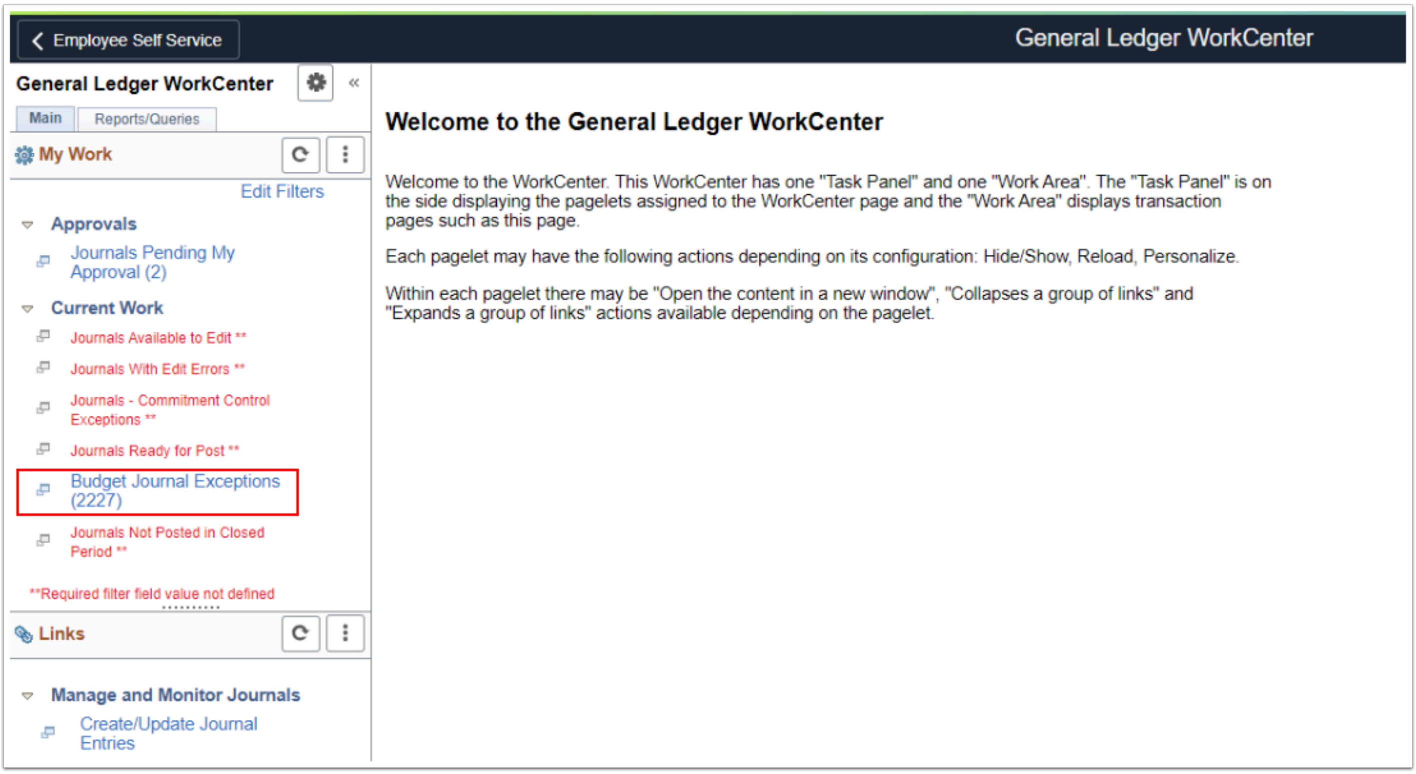


Using the My Work Pagelet

The My Work pagelet will be pre-configured with many links that can assist users in performing day-to-day General Ledger accounting duties. It will show the statuses and counts (if desired) for journal entries and notification of journals pending approval for a user. Selecting a link will open a Work area pagelet where actions can be taken, such as approving a journal or editing a journal to correct errors, etc.

1. The **Approvals** section consolidates links to these transactional areas:
    - Journals Pending My Approval (depending upon your security/processing roles)
2. The **Current Work** section consolidates links to these transactional areas:
    - Journals Available to Edit
    - Journals With Edit Errors
    - Journals - Commitment Control Exceptions
    - Journals Ready for Post
    - Budget Journal Exceptions
    - Journals Not Posted in Closed Period

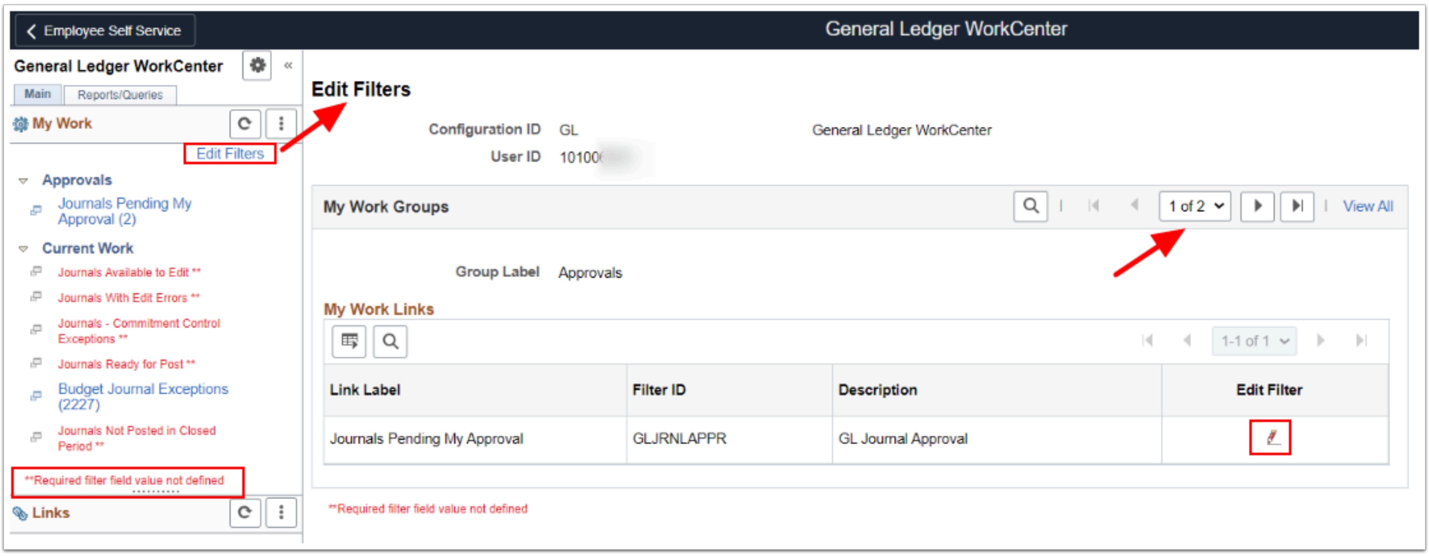
Users cannot add links to the My Work pagelet, only modify the display options.



Editing the My Work Link Filters

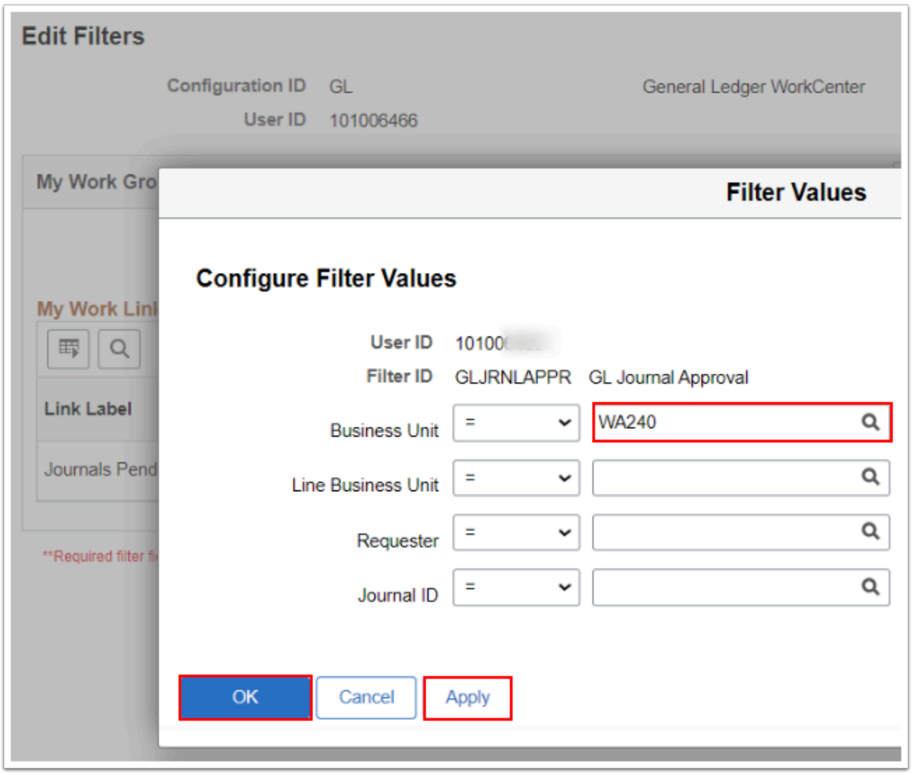
1. Before you can use any of the My Work links, you must define the required filter values. Under the **My Work** section, select the **Edit Filters** link to open the Edit Filters pagelet in the Work Area.
2. Select each Configure Link(s) (pencil icon) to open the Configure Filter Values page and input filter parameters such as Business Unit.

Line items in red and require configuration; ****Required filter field values not defined**. Also note 1 of 2 pages to configure.



3. Enter the appropriate field values and select the **Apply** button and then the **OK** button.

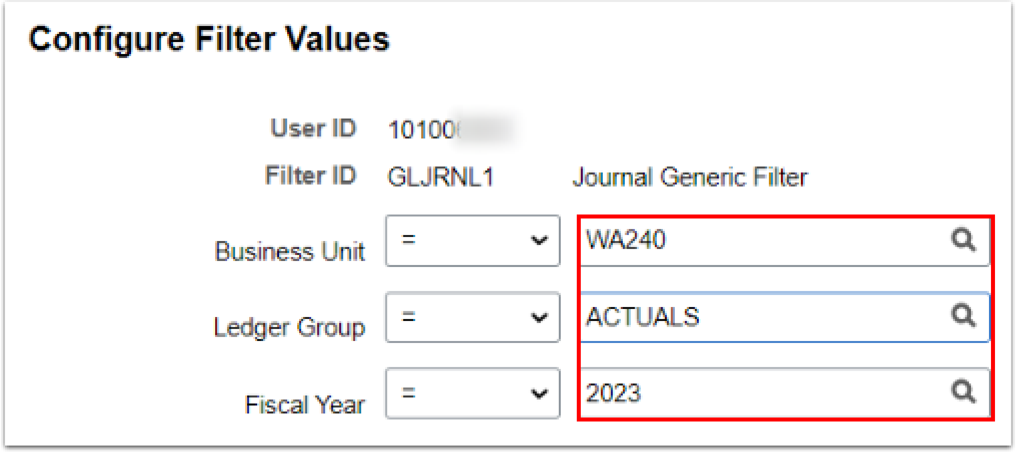
Notice the **expand/collapse triangle** in the bottom right hand of the Filter Values page. Select, hold and expand/collapse window to adjust.



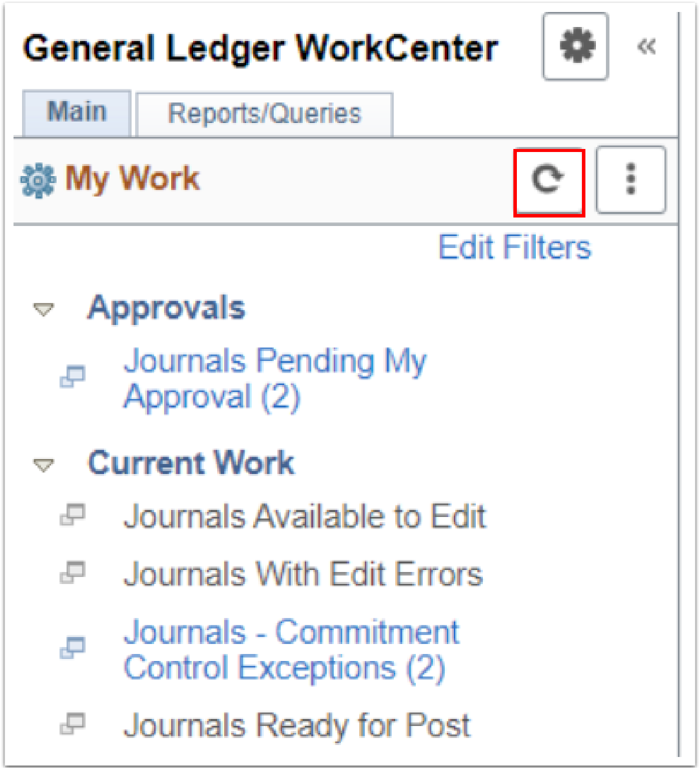
4. If necessary, repeat the above steps to activate each My Work link displayed in red. The My Work area is ready for use when all filters are activated. Once activated, links will change colors from Red to Blue or Black.

- Links displayed in **Blue** indicate active links that have items requiring action.
- Links displayed in **Black** indicate active links, but no items in that link require action.

As a general Rule for the GL My Works filters, the required fields are **Business Unit, Ledger Group,** and **Fiscal Year.**



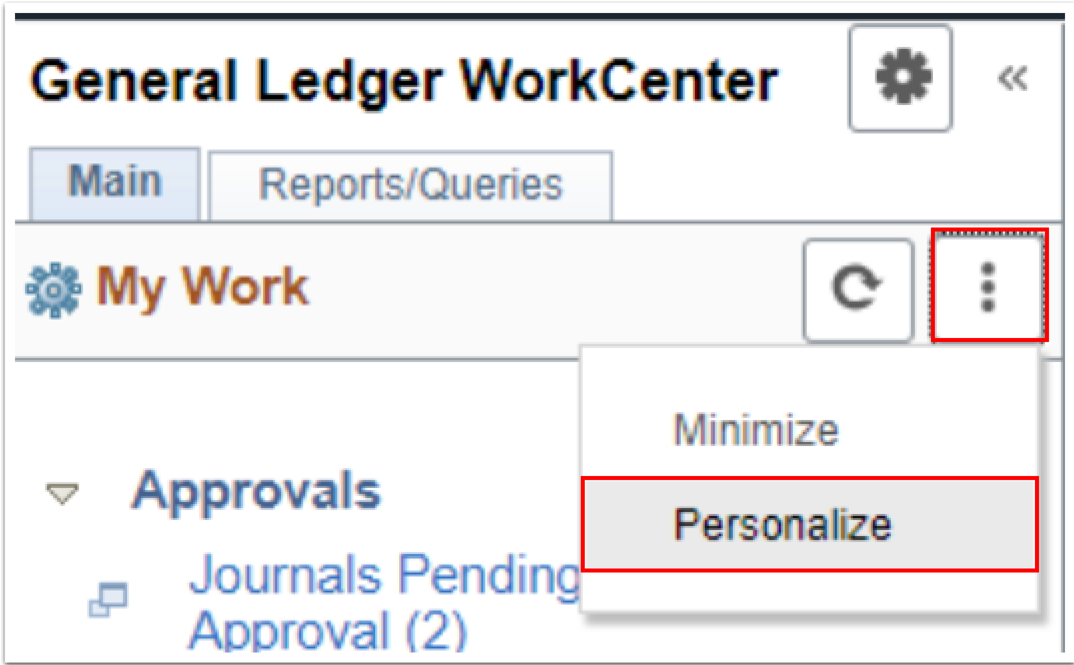
Note: When changes are made in the GL WorkCenter areas, you will be prompted to refresh the pagelet to see your changes. Click on the **Refresh icon** in that area.



Personalizing the My Work Pagelet

Once the Edit Filters have been activated, optional to personalize the **My Work** section appearance.

1. On the **Main** tab, select the three dot icon and then select **Personalize.**

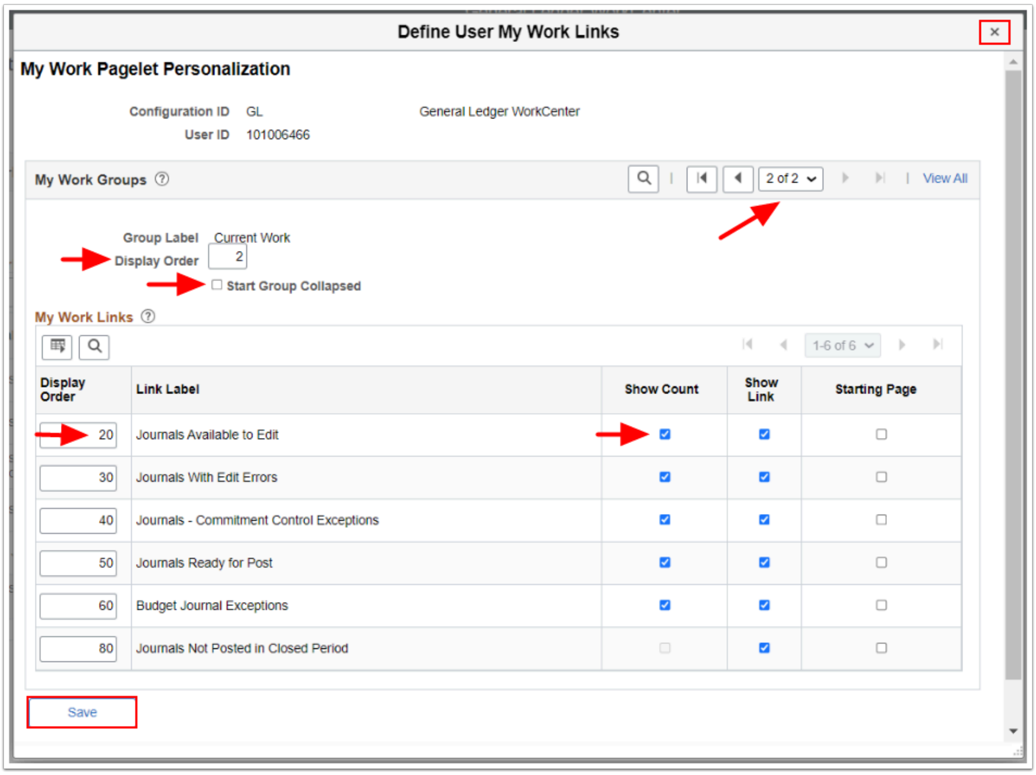


2. The **Define User My Work Links** page displays.
3. On this page, you can indicate the display order, if you want the groups collapsed or expanded, if the count or link should display, or if the link should open on the WorkCenter starting page.

Field Descriptions on the Personalization Page are listed below.

Field	Values	Description
Start Group Collapsed	Checked or Cleared	If checked, the Group will be collapsed when the user first accesses or refreshes the WorkCenter. Users can check or uncheck this box on their personal WorkCenters.
Show Count	Checked or Cleared	When checked, the number of items found by the Work Link will be displayed on the WorkCenter. Checking the box will cause a message to display that turning on counts may impact performance. Users can check or uncheck this box on their personal WorkCenters.
Show Link	Checked or Cleared	When checked, the Link will appear on the WorkCenter. Users can check or uncheck this box on their personal WorkCenters.
Starting Page	Checked or Cleared	When checked, the Link results will automatically populate the WorkCenter work area when the WorkCenter is loaded. Only one Link can be selected as the starting page. Users can check or uncheck this box on their personal WorkCenters.

4. Select **Save** to save any changes and then select the 'X' to close out the window to return to the main GL WorkCenter page. Note 1 of 2 pages worth of customization.



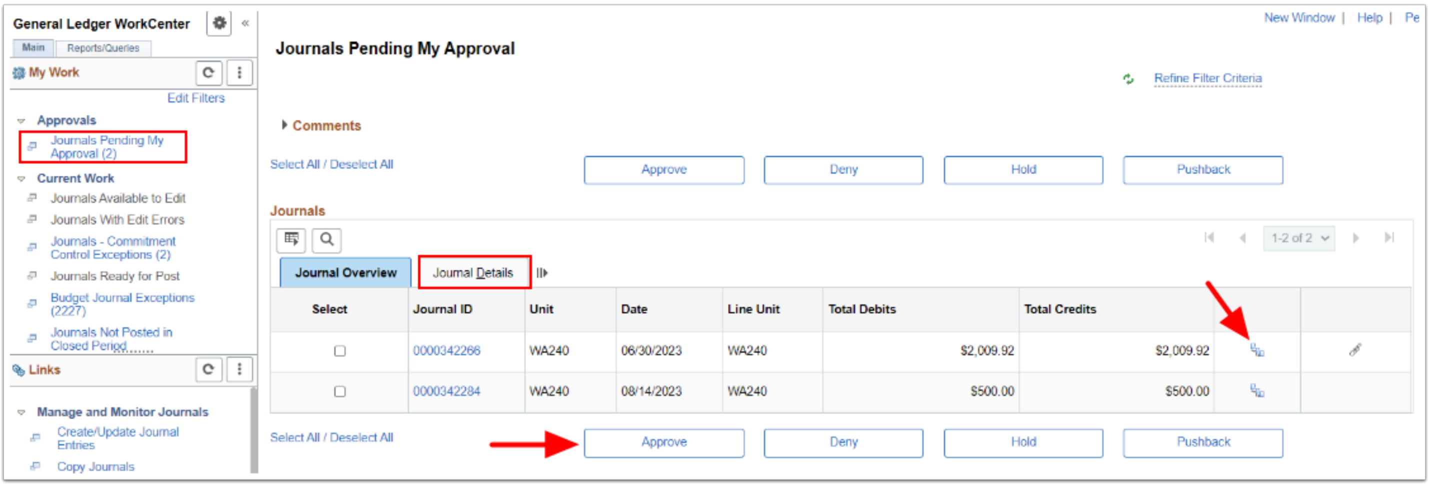
Using My Work Approvals Link

Only users who are Journal Approvers will see the **Journals Pending My Approval** link.

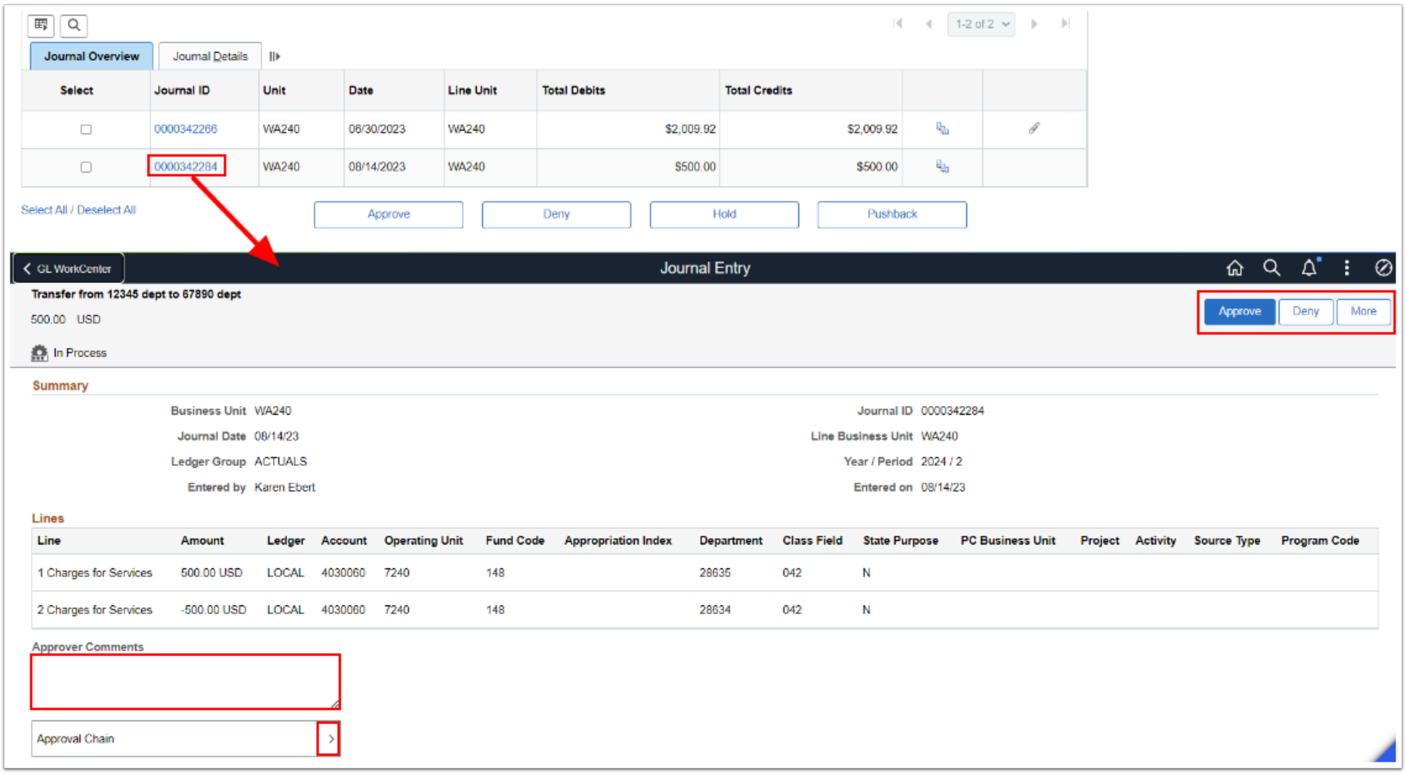
1. Expand the **Approvals** pagelet arrow to view/select the **Journals Pending My Approval** link.

2. The **Journals Pending My Approval** pagelet will include all journals in a user's queue, and there are buttons to perform the various Approval options:
   - **Approve**
   - **Deny**
   - **Hold**
   - **Pushback -** If you are the first Approver for a Journal, the **Pushback** button is inactive because there are no previous approvers to push the journal back to. You should **Deny** the journal instead.
3. Optional to view the Approval Workflow by selecting the blue cascading folders icon.

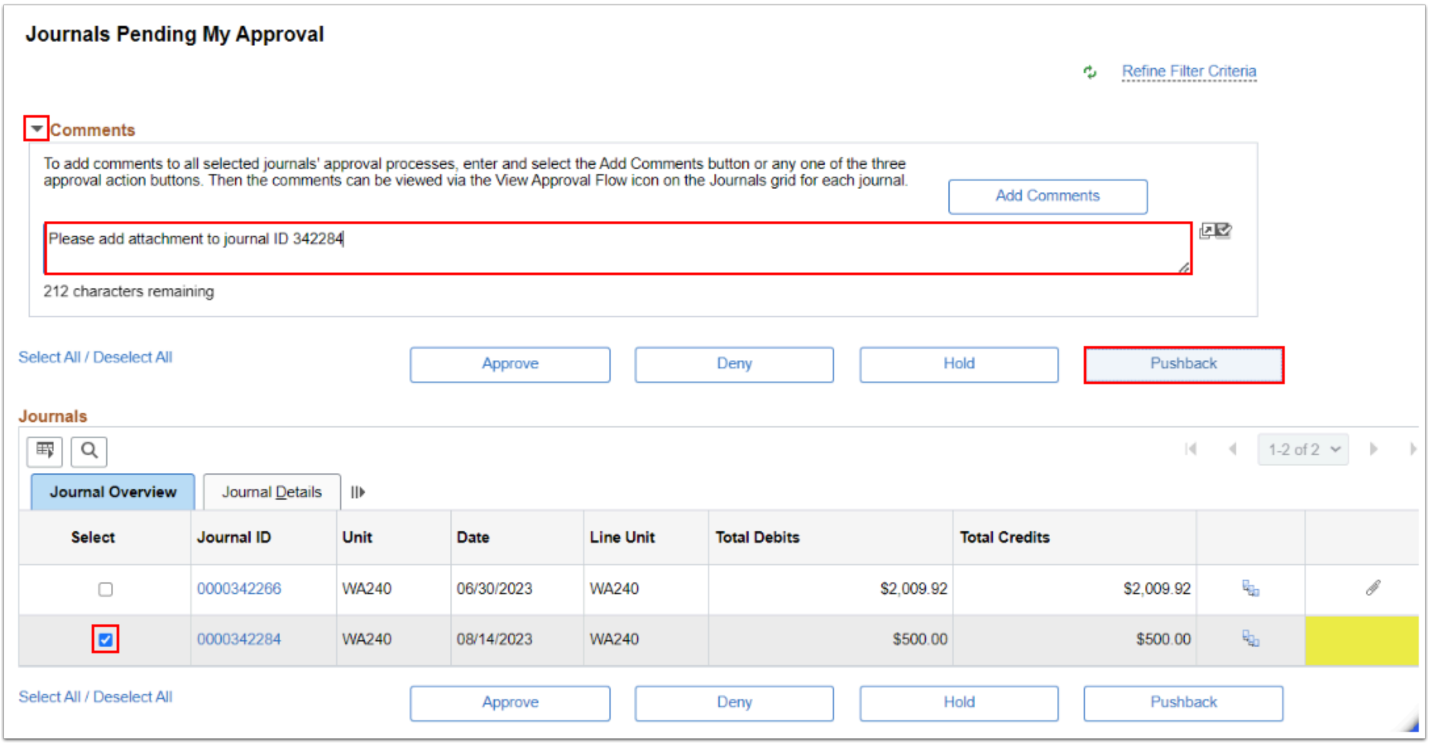
View additional information on the **Journal Details** tab. View if an **Adjusting Entry** as well as the **Fiscal Year, Period, Status, Journal Description** and **Requester.**



4. Optional to select the **Journal ID** hyperlink that will open the Journal Entry details page. You can review the **Journal lines**, add **Approver Comments** or view the **Approval Chain.**
5. From this page, optional to perform actions such as **Approve, Deny** and **More** to assist in the approval decision.



The Journals Pending My Approval page also includes a Comments section where you can add comments to all selected journals' approval processes. Section the drop down arrow next to Comments to utilize this functionality.



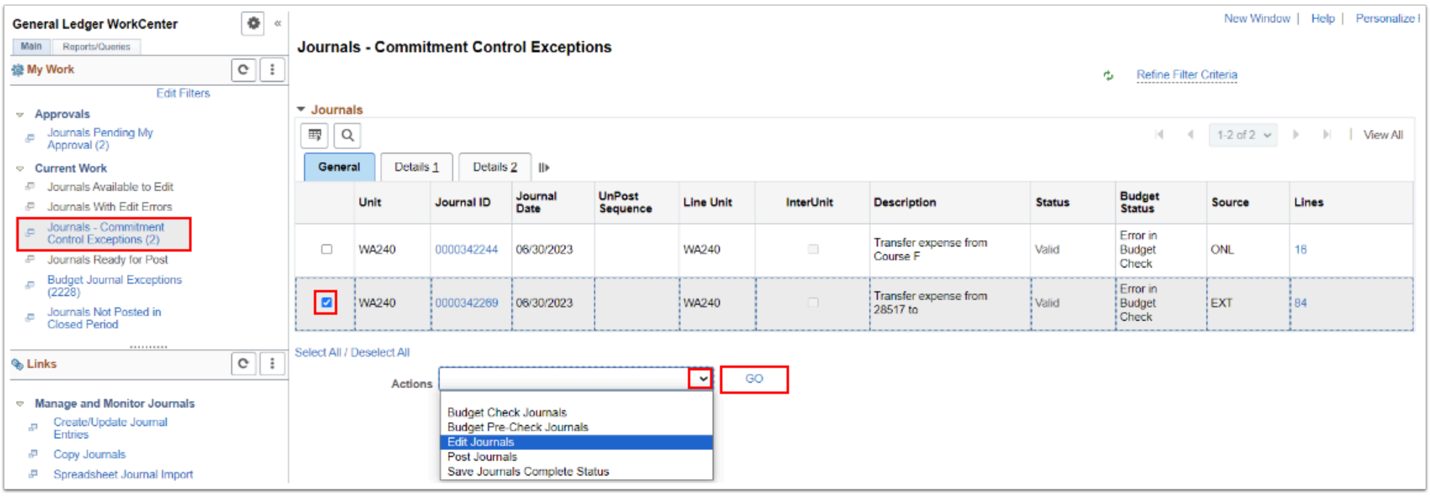
Using My Work Links - Viewing Transactions & Errors

Once the required field values are entered, refresh the page and view Transactions and/or Errors.

Select the **Current Work** item expand arrow to review. The number of items will come after the title, for example, the 'Journals - Commitment Control Exceptions (2)' has '2' items to view.

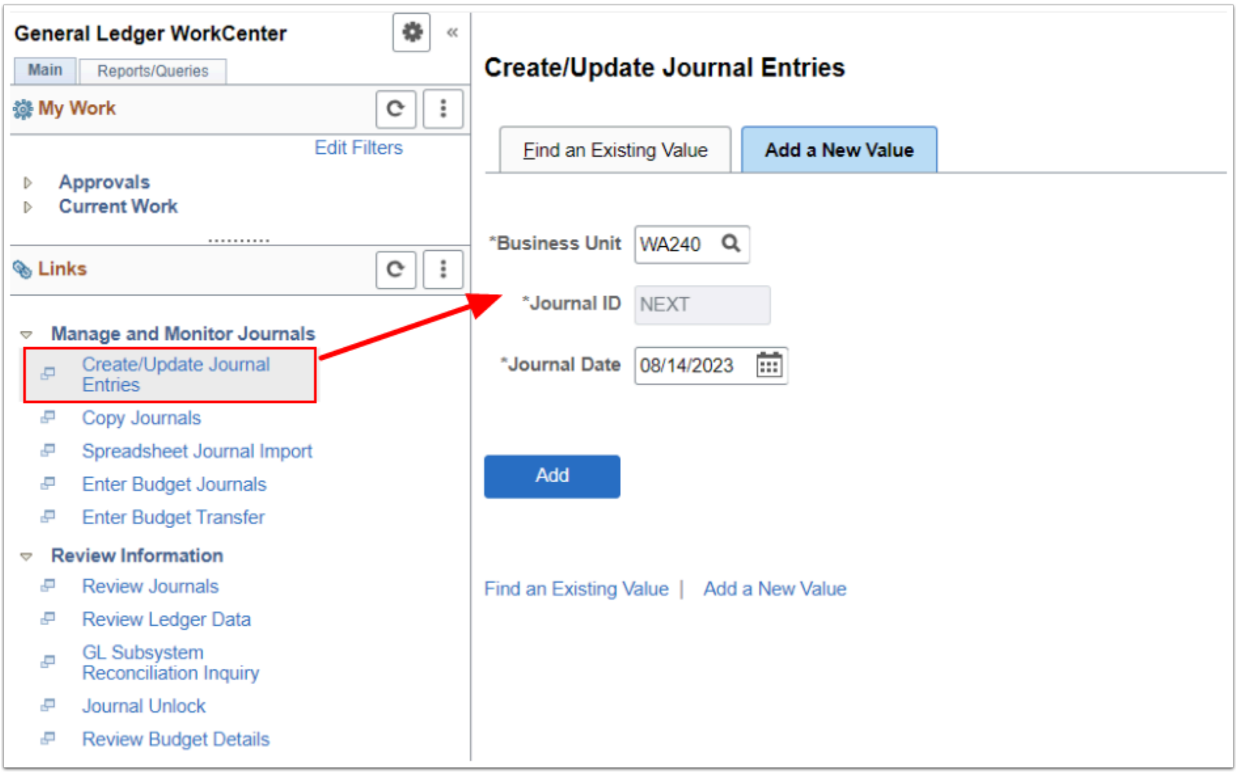
Depending upon the transaction selection, optional to utilize additional navigation or analysis tools:

1. The **Actions** drop down arrow box to select an Action and/or process then select **GO.**
2. Select additional tabs within the Transactions page, i.e. **Details 1** and **Details 2**.
3. Select the **luggage tag icon** to view the entire line item.
4. Drill into the line item by selecting the **blue** hyperlinks.

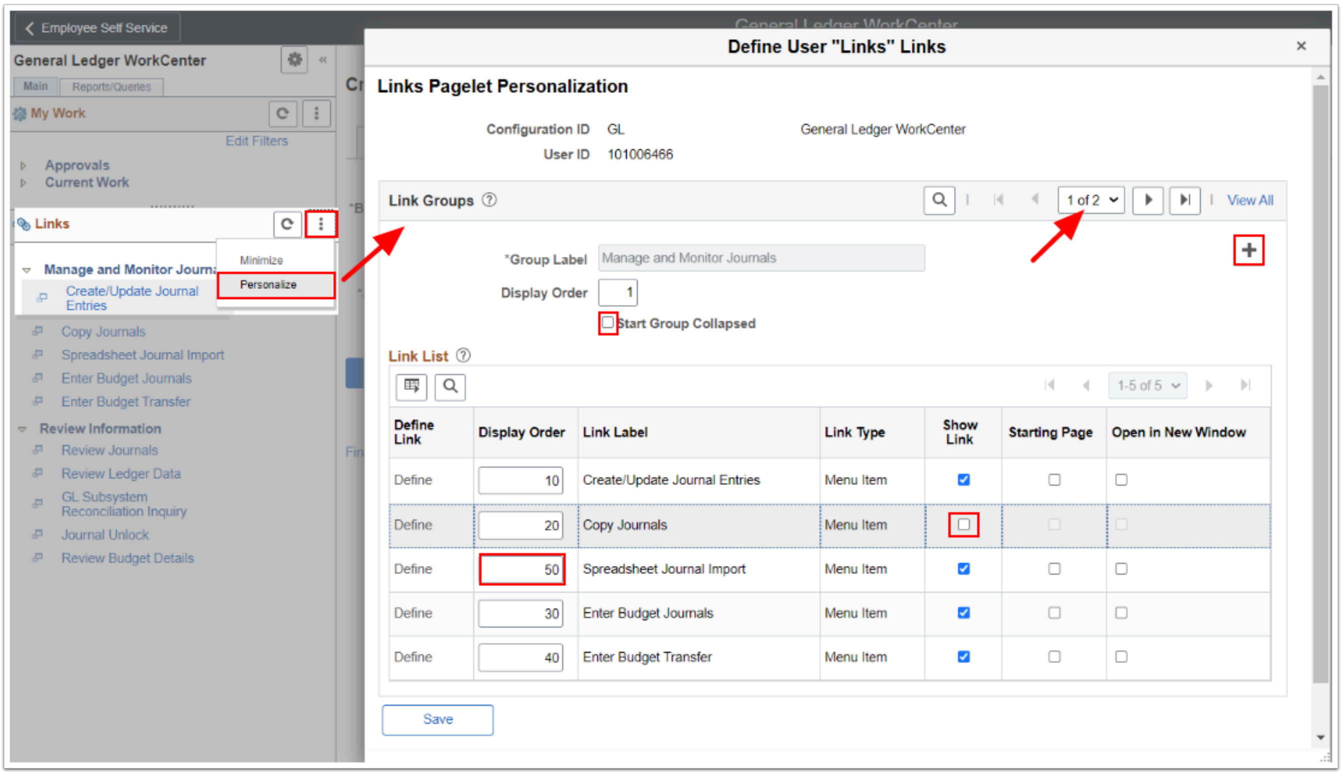


Customizing the Links Pagelet

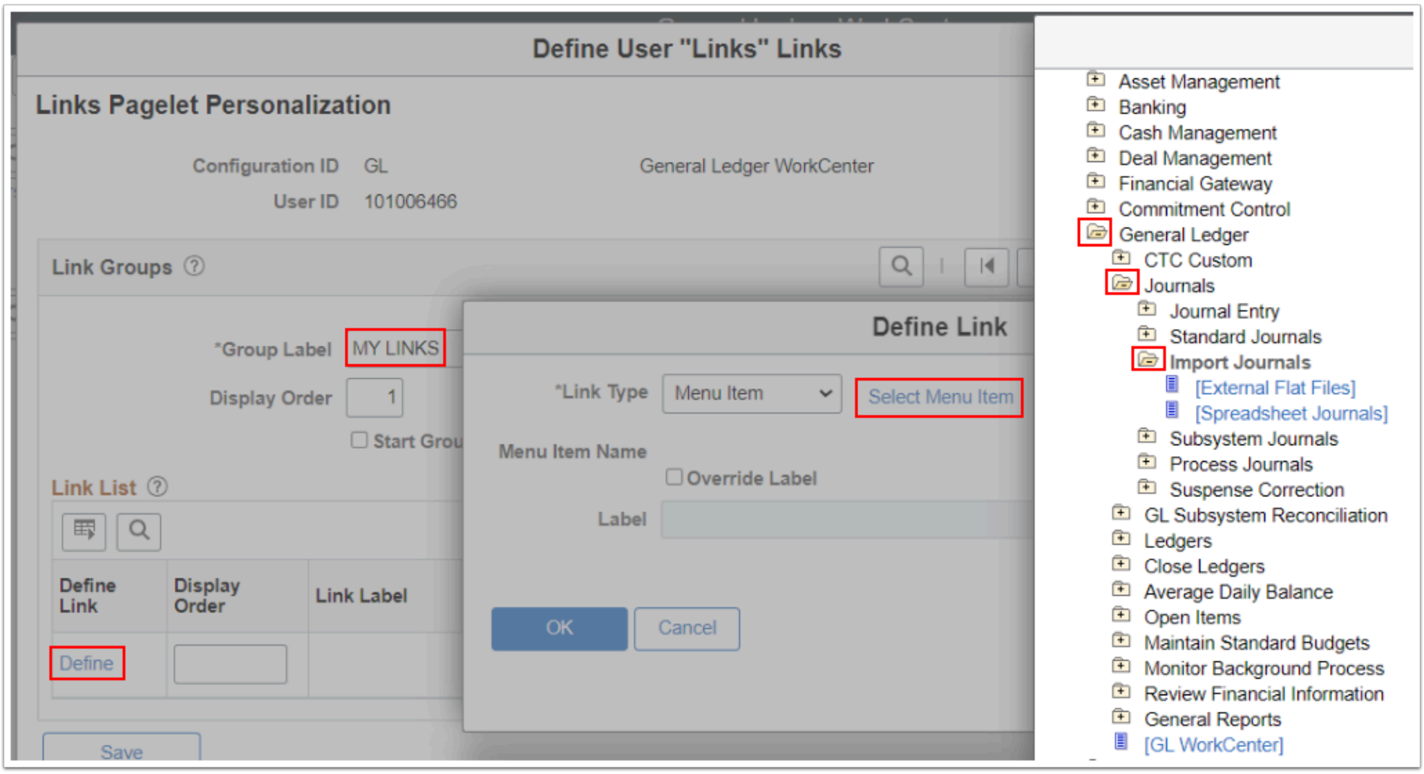
Links in the WorkCenter take you directly to the pages that you need to perform your job functions. You can click the link to open the page in the Work Area. Or you can click the icon to the left of the link to open the page in another browser.



1. To customize the Links section, select the ellipsis or vertical three dots and then select **Personalize.**
2. The **Define User "Links" Links** window displays. Note: 1 of 2 pages displays.
3. Available customization:
   - Reorder the Link List 'Display Order'.
   - Select or Deselect the 'Show Link' boxes.
   - Select or Deselect 'Start Group Collapsed'.
4. Optional to create your own Link Group by selecting the **Plus icon**.

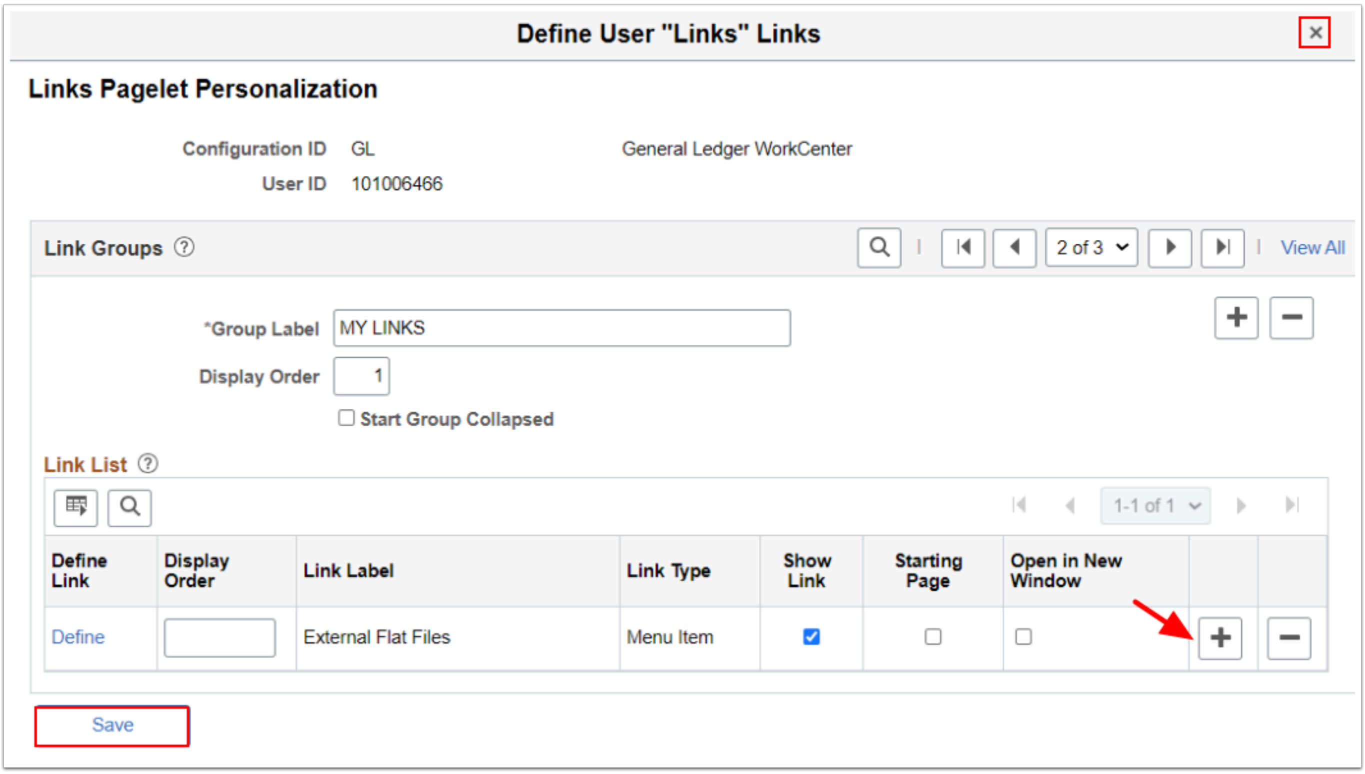


5. The **Links Pagelet Personalization** page displays.
6. Under the Link Groups section, enter a new Group Label name, i.e. **MY LINKS.**
7. Under the Link List section, select the **Define** link.
8. The Define Link window displays. Select the **Select Menu Item** link.
9. The main 'Navigation: NavBar' options displays depending upon your security roles/view access.
10. Scroll down to view various folders. Select the **General Ledger** folder and drill into additional folders to add a custom 'link' to your WorkCenter. Select the **OK** button.

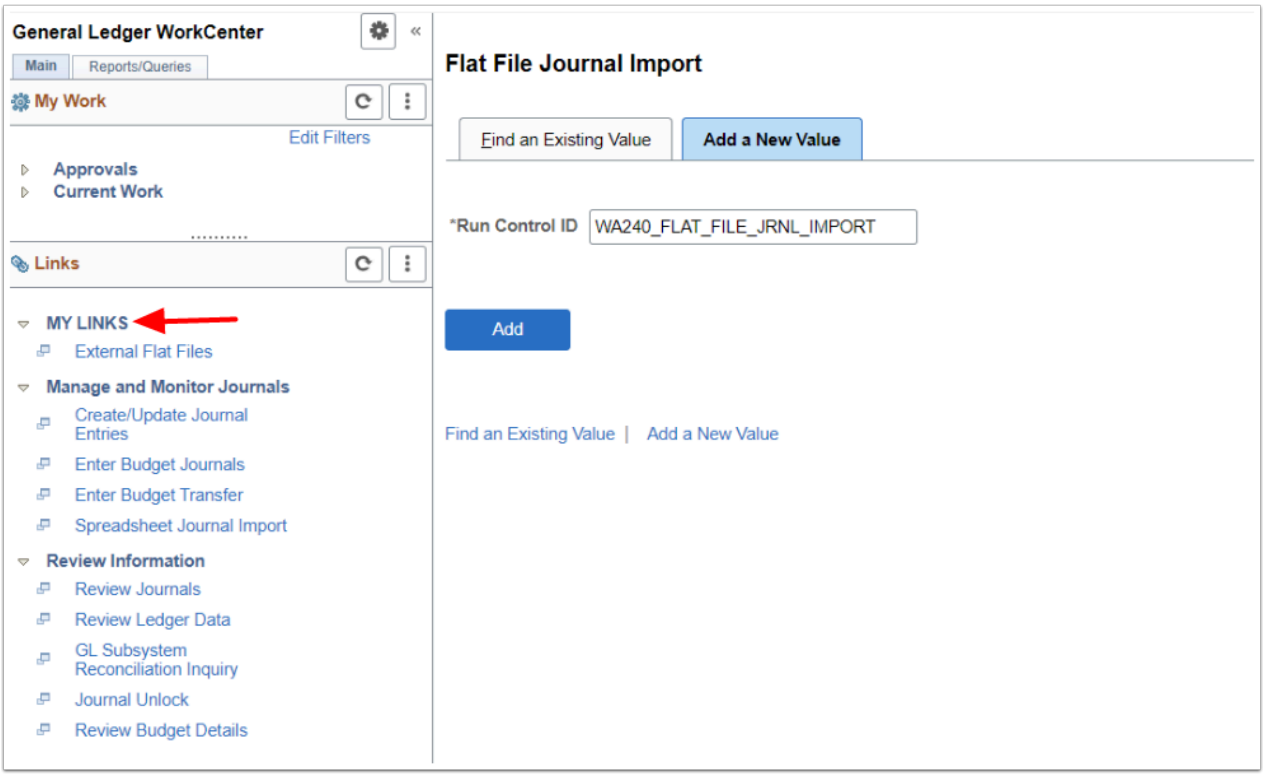


11. Select **Save** and select the **'x'** to close out the Links Pagelet Personalization page.

Optional to add and define additional personalized link item(s) by selecting the **plus icon [+].**



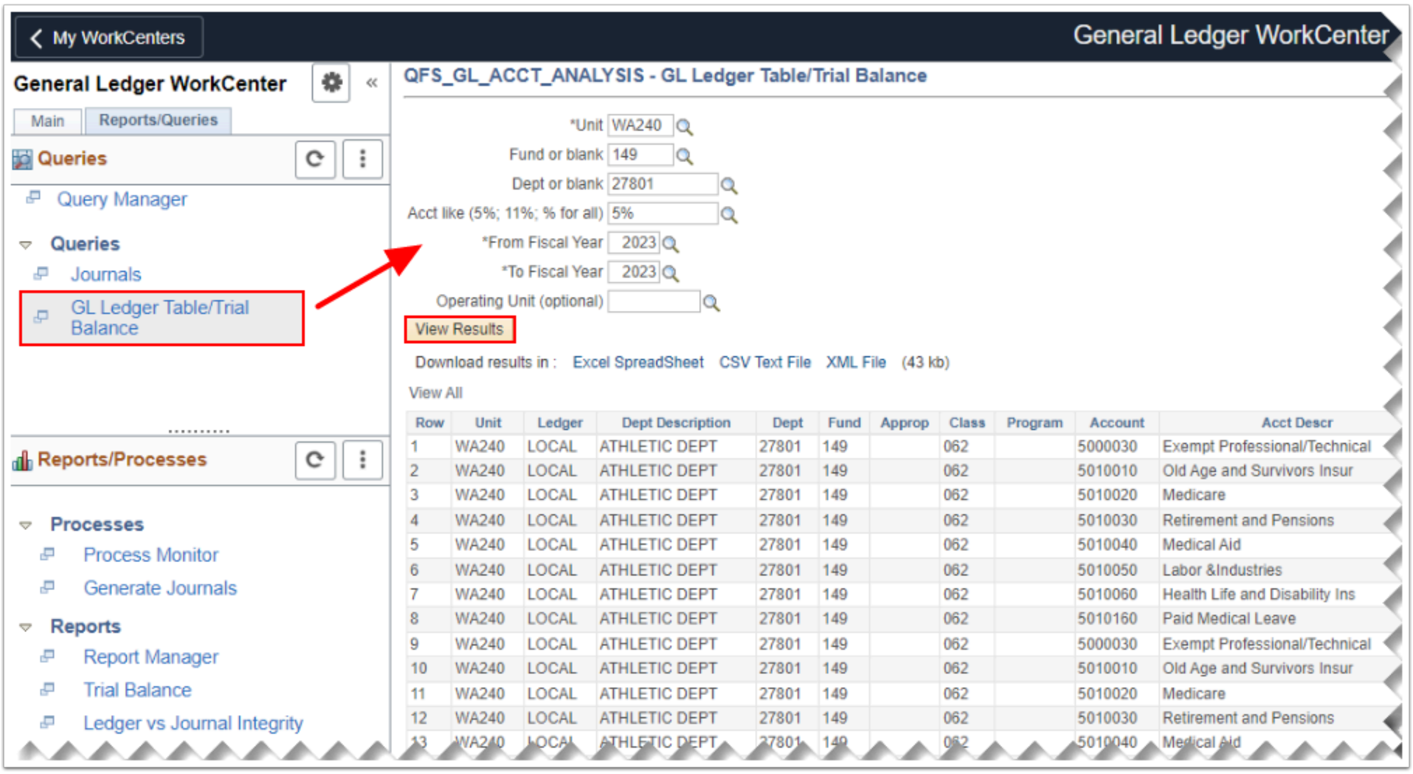
The new Links 'MY LINKS' group has been added.



Queries Pagelet

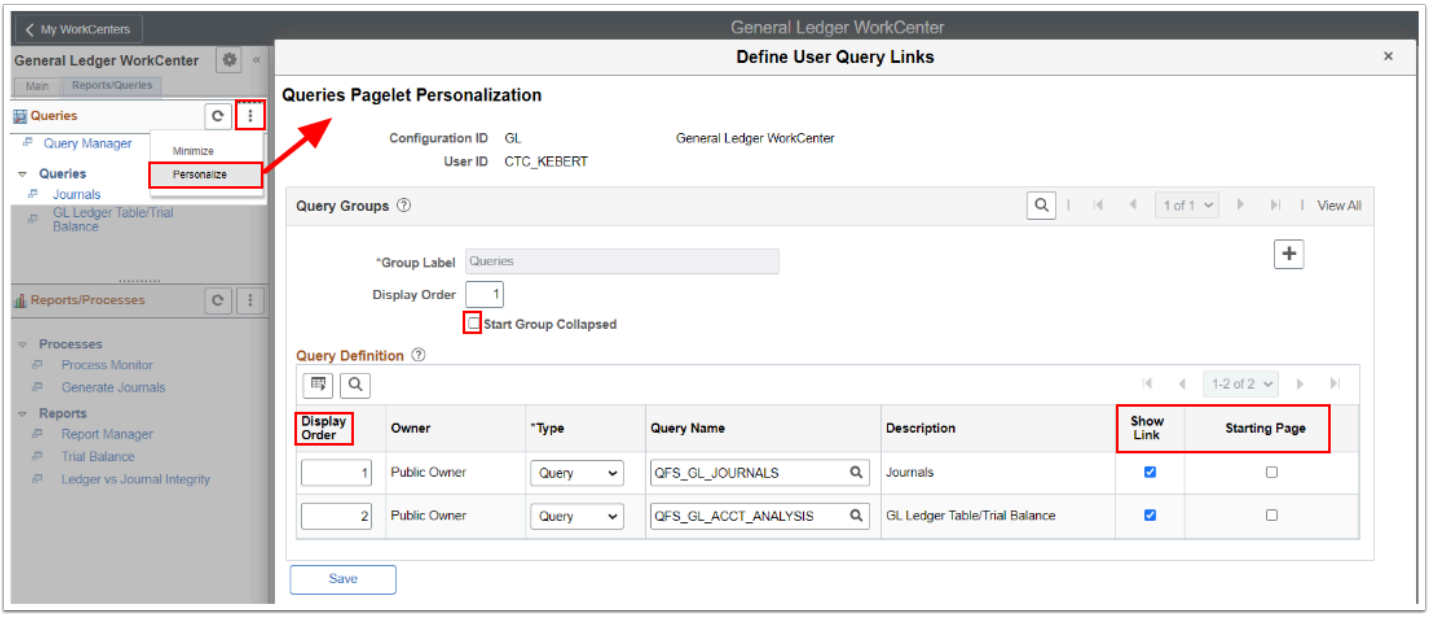
The **Queries** section displays commonly used Queries for your GL WorkCenter. Predefined default Queries will display.

1. Under the **Queries** section, select a query **link**.
2. The Query displays in the transaction area.
3. Enter the search criteria and select view results.

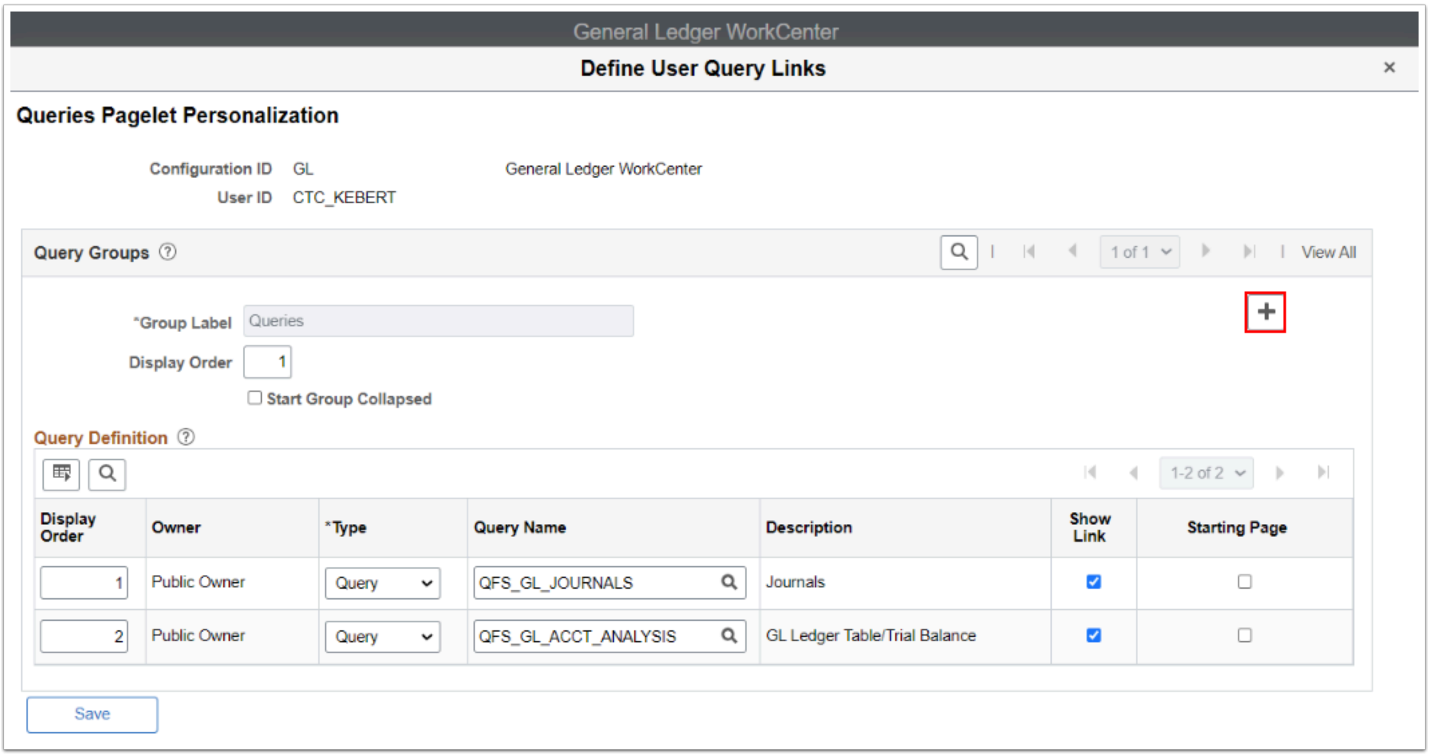


Optional to Personalize the **Queries** section on your WorkCenter and create your own Queries Group. Add additional favorite queries.

4. Select the three dot icon and select **Personalize.**
5. The **Define User Query Links** page displays.
6. On this page you can configure the display order (if the second query should display before the first, then give the second query a Display Order value lower than the first query), the show link, and starting page options.

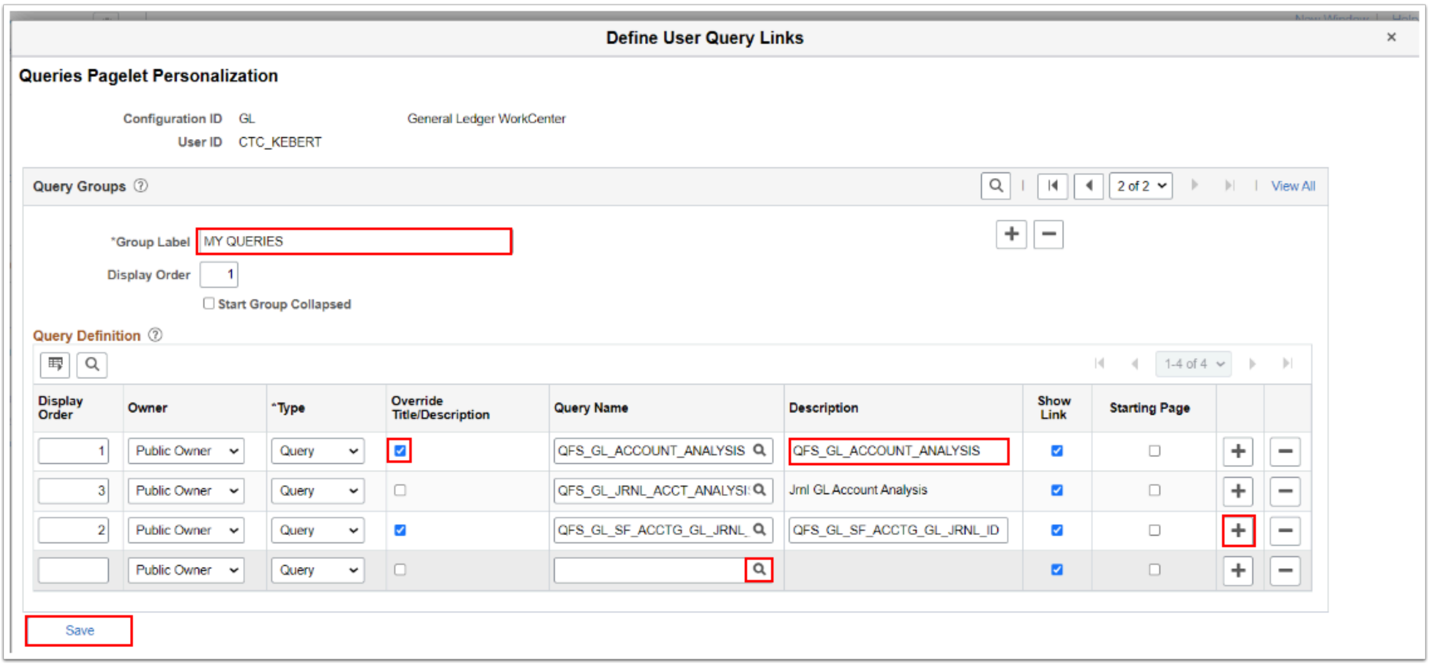


7. Optional to add your own queries to the WorkCenter. Select the **plus icon** to add a new Query Group.

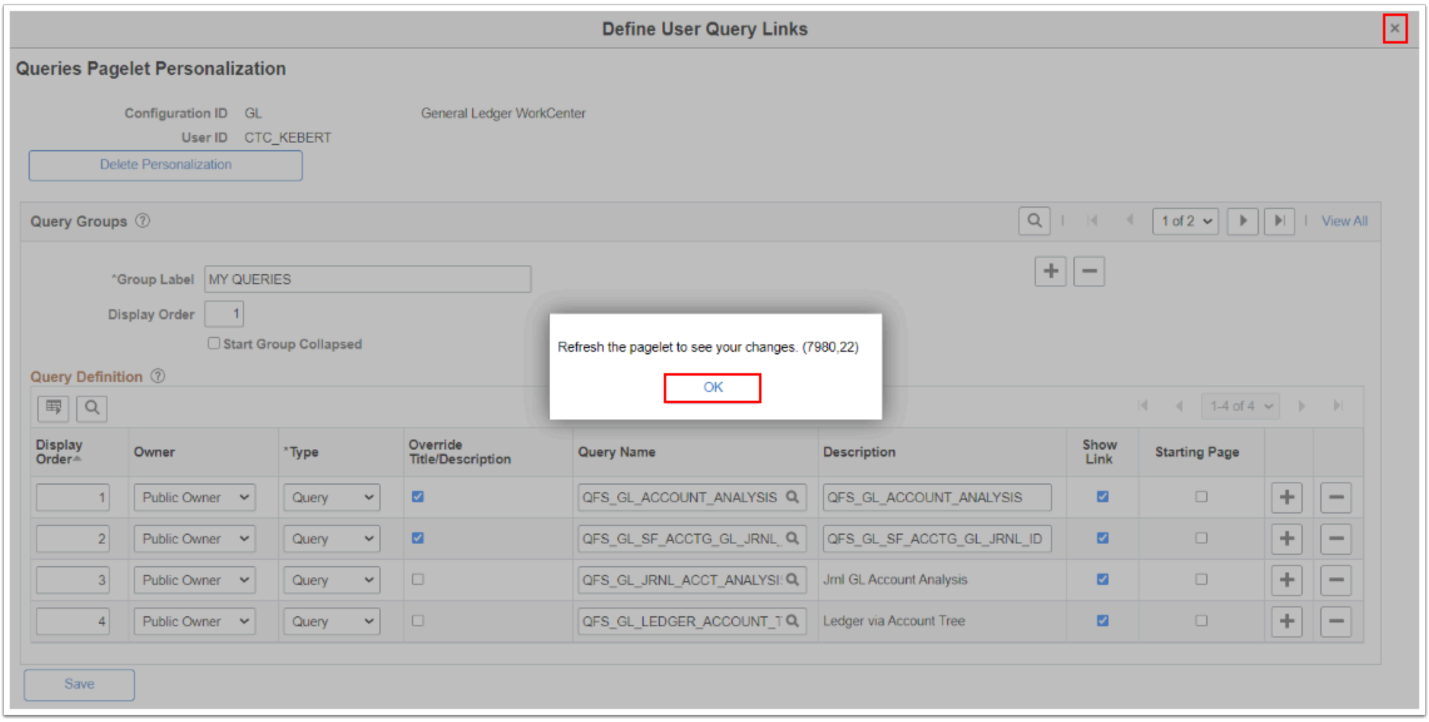


8. Input a Group Label and display order, example below is 'MY QUERIES'.
9. In the Query Definition section, input the **Display Order** then the **Query Name.**
10. Enter desired query or select the magnifying glass look up tool in this field to use the basic or advanced lookup as needed.
11. Optional to select the **plus/minus icon**s [+] at the end of the row to add/delete row(s).
12. Select **Save.**

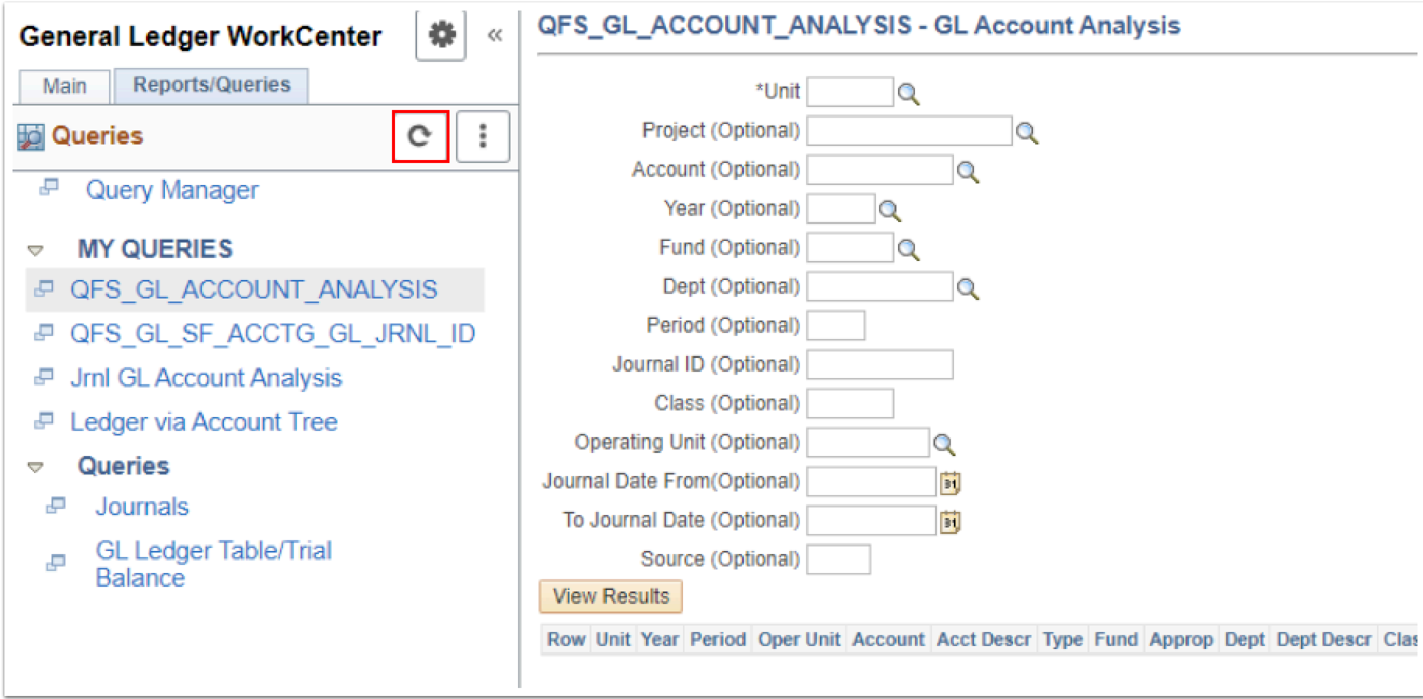
Optional to override the Title/Description by selecting the **Override Title/Description check box** and manually entering a Description.



13. A message will display to refresh the pagelet to see your changes. Select **OK.**
14. Close out the Personalization page by selecting the **'X'** in the upper right hand corner to return to the GL WorkCenter.



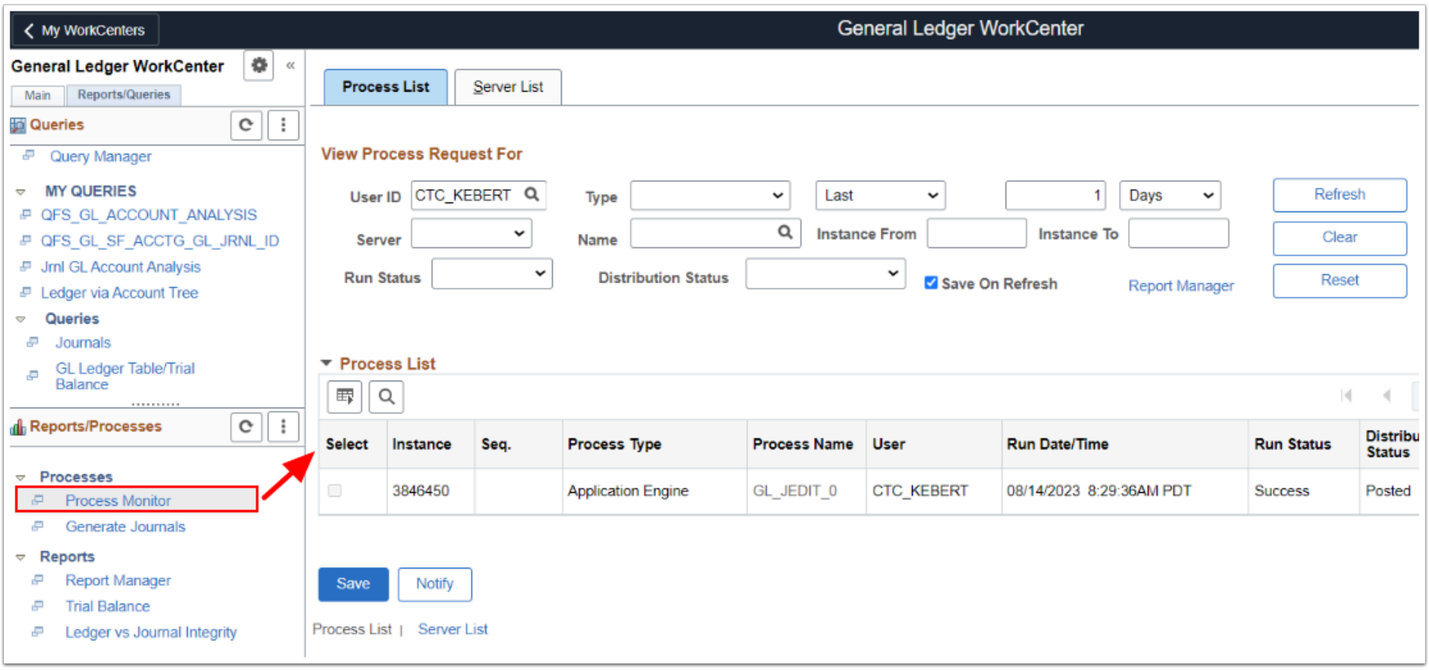
Refresh the pagelet to see your changes. The added Query Group and new queries will then be available.



Reports/Processes Pagelet

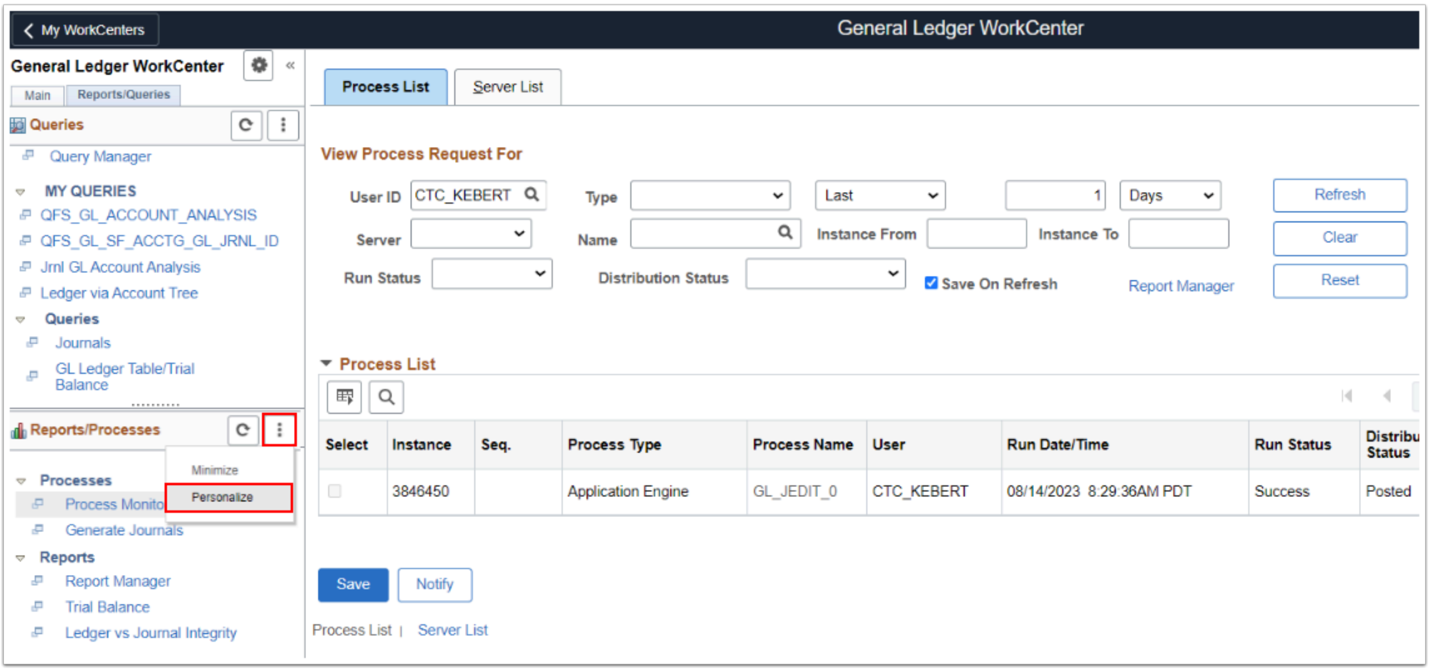
The **Reports/Processes** section includes access to frequently used reports and processes. The links in this section take you directly to the Run Control page for common reports or processes. Predefined default Reports/Processes displays.

1. By selecting one of the selections from the task panel, the report/process opens up in the transaction area.



Similar to the steps how to Customize the Queries Pagelet, optional to Personalize the **Report/Processes** section on your WorkCenter by creating your own Reporting Group. Select the ellipsis or vertical three dots and then select **Personalize.** Available customization:

- To create your own Reports/Process Link Group select the **Plus icon**.
- Enter or use the lookup tool to add Report Name. Select the **plus icon [+]** to add additional Reports.
- Optional reorder the Link List 'Display Order'.
- Select or Deselect the 'Show Link' boxes.
- Select or Deselect 'Start Group Collapsed'.



2. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. This video includes audio and closed captioning. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to access the Customizing the GL WorkCentertraining session. This link will open in a new tab/window.