

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.

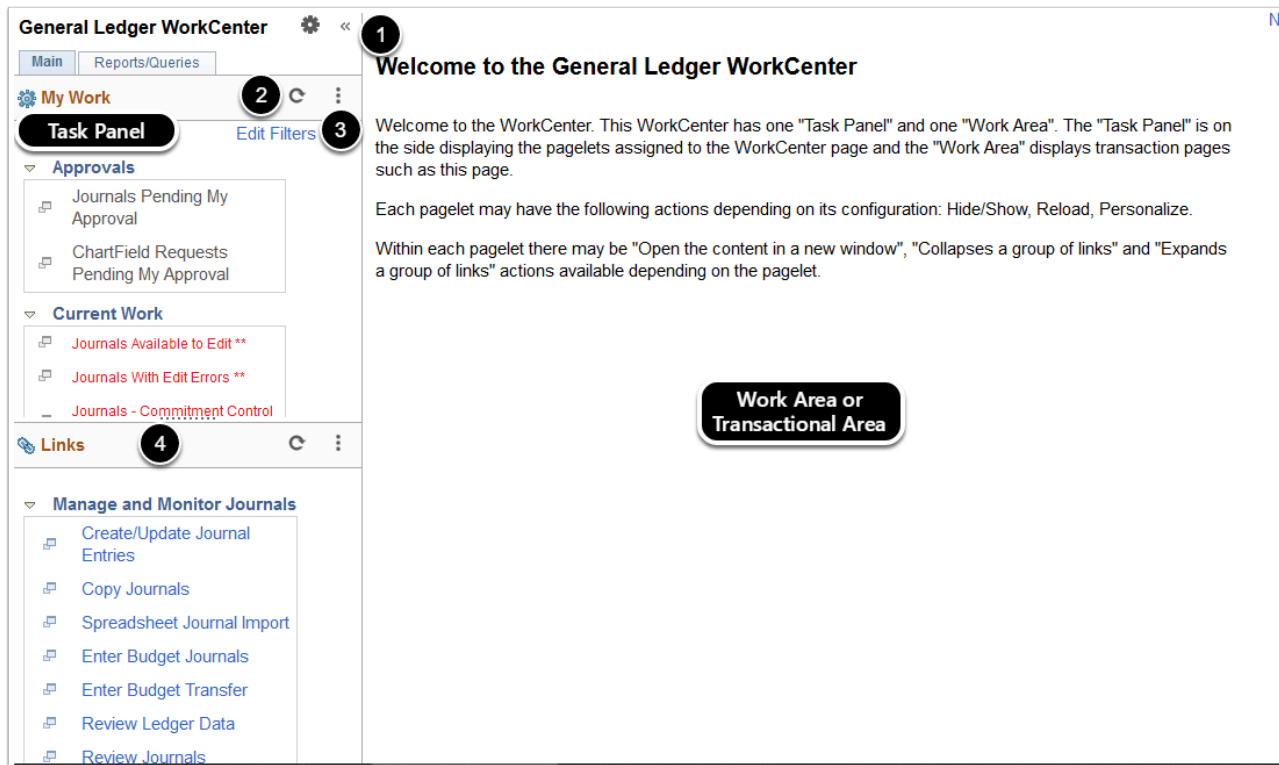
Using General Ledger WorkCenter

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.



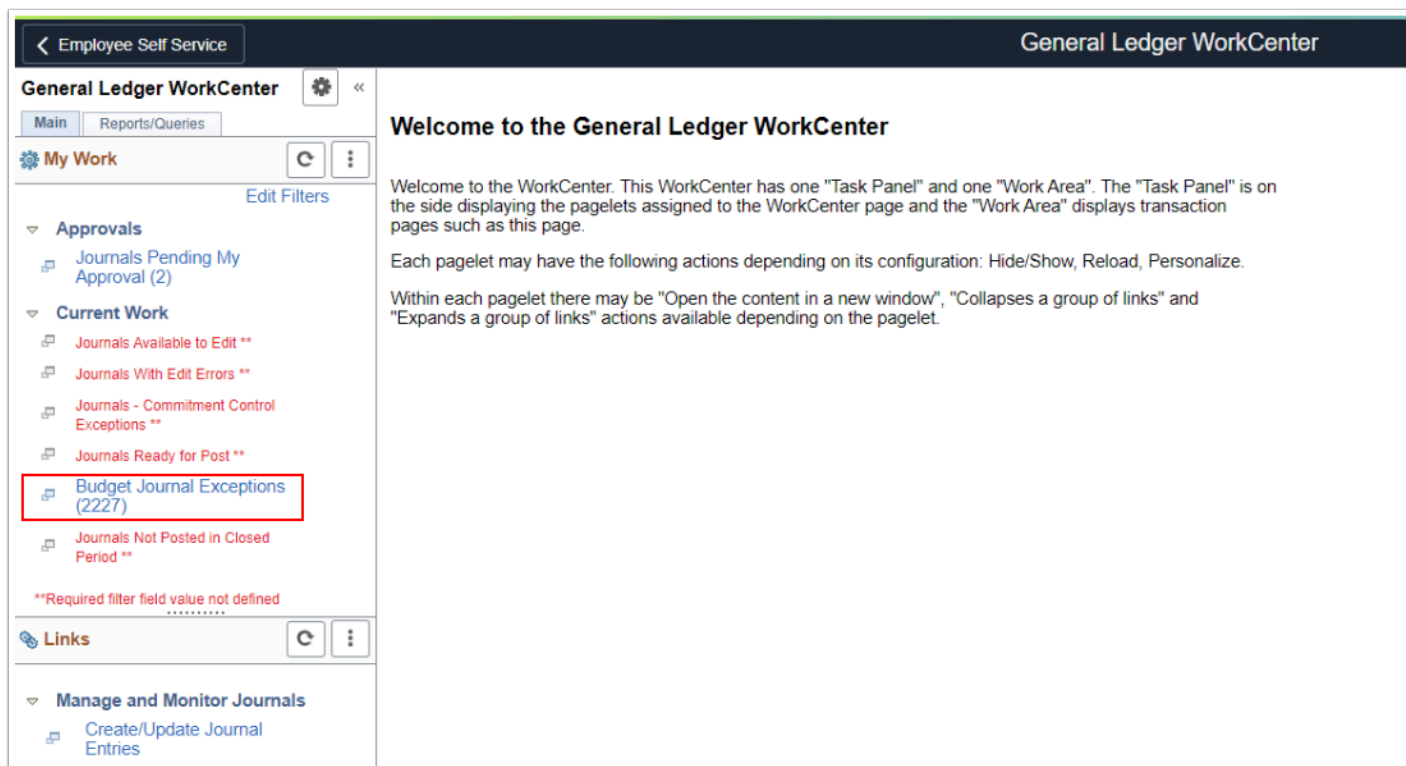
The screenshot shows the General Ledger WorkCenter interface. On the left is a 'Task Panel' with sections: 'My Work' (containing 'Approvals' and 'Current Work'), 'Links', and 'Manage and Monitor Journals'. On the right is the 'Work Area or Transactional Area' with a 'Welcome to the General Ledger WorkCenter' message. Numbered callouts indicate: 1. Welcome message; 2. Refresh icon; 3. Ellipsis menu; 4. Task Panel expand/collapse arrows.

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.

Employee Self Service

General Ledger WorkCenter

General Ledger WorkCenter

Main

Reports/Queries

My Work

Edit Filters

Approvals

Current Work

Links

Configuration ID

GL

User ID

10100

General Ledger WorkCenter

My Work Groups

1 of 2

View All

Group Label

Approvals

My Work Links

1-1 of 1

Link Label	Filter ID	Description	Edit Filter
Journals Pending My Approval	GLJRNLAAPP	GL Journal Approval	

**Required filter field value not defined

**Required filter field value not defined

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.

Edit Filters

Configuration ID GL

User ID 101006466

General Ledger WorkCenter

My Work Groups

Filter Values

Configure Filter Values

User ID 10100

Filter ID GLJRNLAAPP GL Journal Approval

Business Unit = WA240

Line Business Unit =

Requester =

Journal ID =

OK

Cancel

Apply

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.

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



Configure Filter Values

User ID	10100		
Filter ID	GLJRN1	Journal Generic Filter	
Business Unit	=	WA240	Q
Ledger Group	=	ACTUALS	Q
Fiscal Year	=	2023	Q

💡 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.

General Ledger WorkCenter

Main Reports/Queries

My Work  

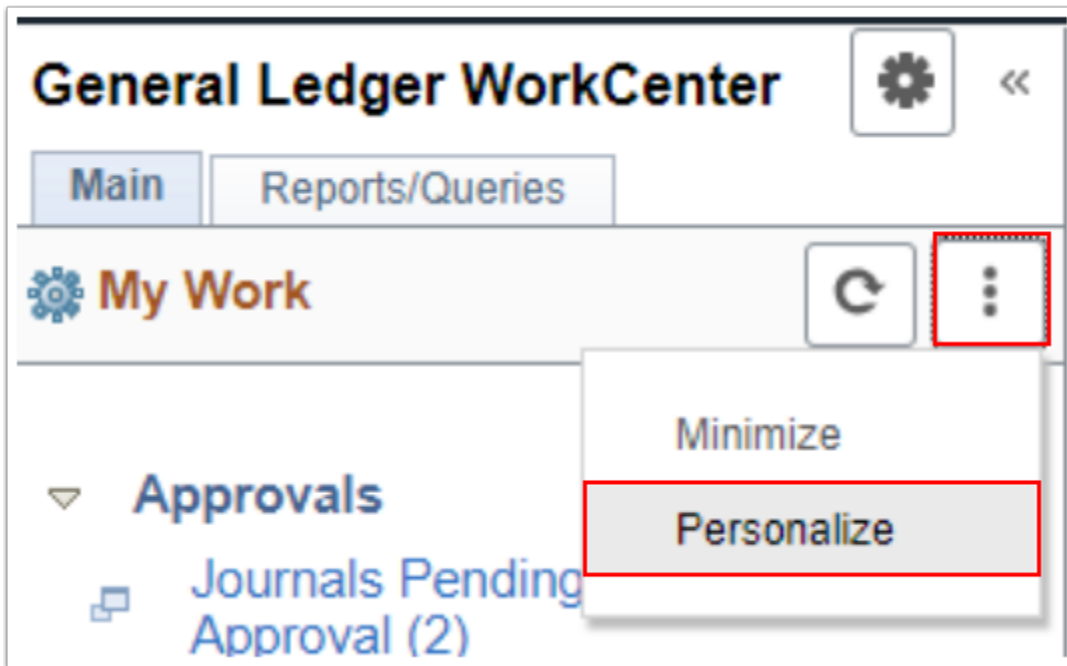
Edit Filters

- ▼ **Approvals**
 - Journals Pending My Approval (2)
- ▼ **Current Work**
 - Journals Available to Edit
 - Journals With Edit Errors
 - Journals - Commitment Control Exceptions (2)
 - Journals Ready for Post

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.

Define User My Work Links

My Work Pagelet Personalization

Configuration ID: GL General Ledger WorkCenter
User ID: 101006466

My Work Groups 2 of 2 | View All

Group Label: Current Work
Display Order: 2
☐ Start Group Collapsed

My Work Links 1-6 of 6

Display Order	Link Label	Show Count	Show Link	Starting Page
20	Journals Available to Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30	Journals With Edit Errors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
40	Journals - Commitment Control Exceptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
50	Journals Ready for Post	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
60	Budget Journal Exceptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
80	Journals Not Posted in Closed Period	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

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.

- 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.
- 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**.

General Ledger WorkCenter

Journals Pending My Approval

Comments

Select All / Deselect All

Approve Deny Hold Pushback

Journals

Journal Overview Journal Details

Select	Journal ID	Unit	Date	Line Unit	Total Debits	Total Credits
<input type="checkbox"/>	0000342266	WA240	06/30/2023	WA240	\$2,009.92	\$2,009.92
<input type="checkbox"/>	0000342284	WA240	08/14/2023	WA240	\$500.00	\$500.00


Select All / Deselect All


Approve Deny Hold Pushback

- 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**.
- From this page, optional to perform actions such as **Approve**, **Deny** and **More** to assist in the approval decision.

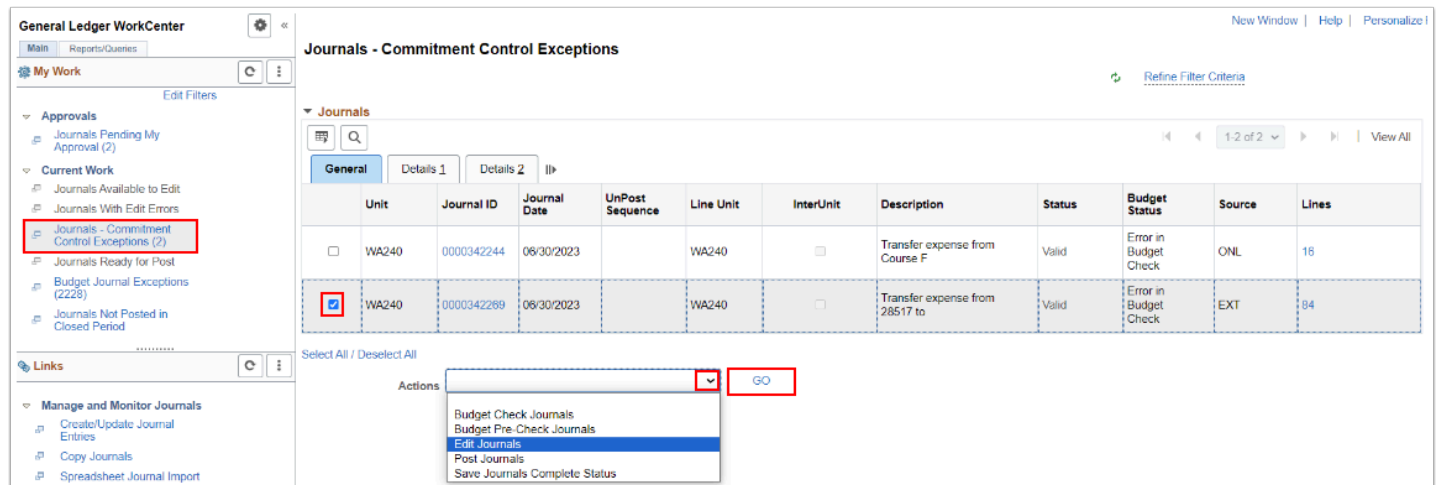
Using My Work Links - Viewing Transactions & Errors

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.

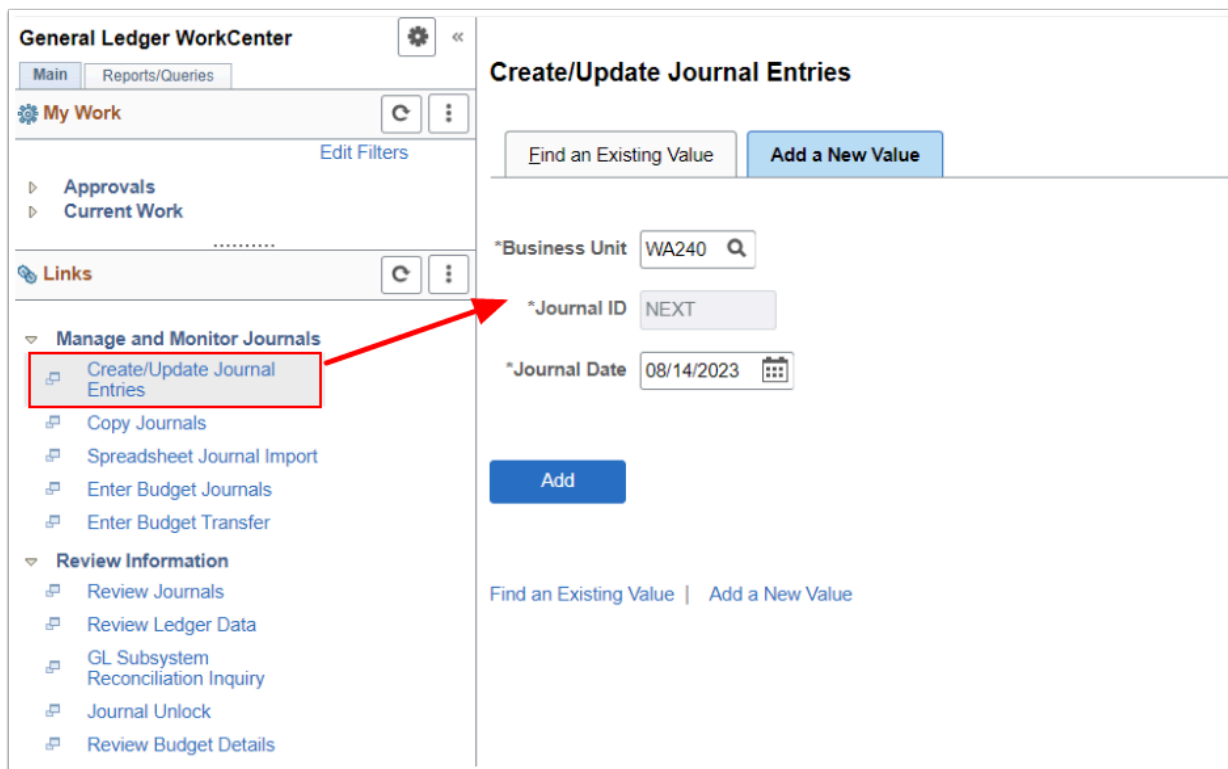


The screenshot displays the 'General Ledger WorkCenter' interface. On the left, the 'My Work' section is expanded, showing 'Journals - Commitment Control Exceptions (2)' with a red box around it. The main area shows a table of journal entries. The second entry is selected, and the 'Actions' dropdown menu is open, showing options like 'Budget Check Journals', 'Edit Journals', and 'GO'.

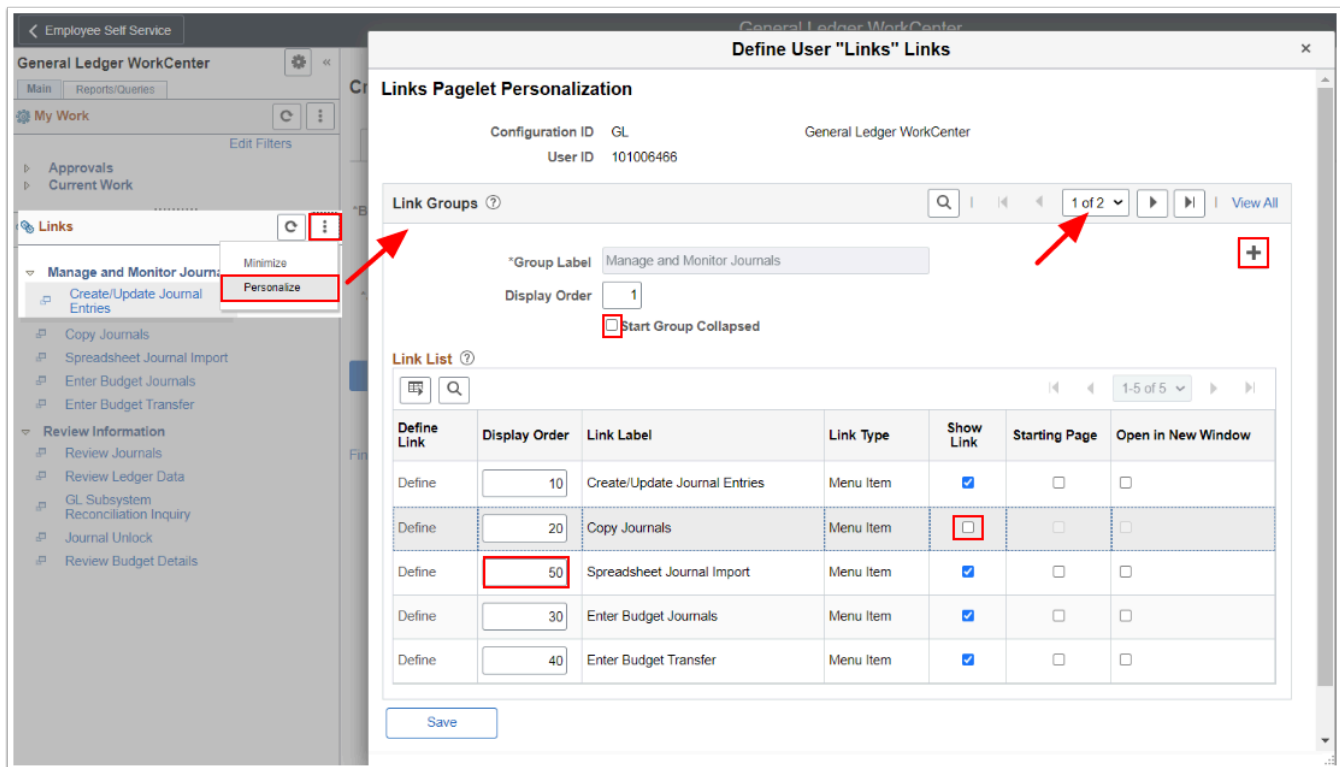
Unit	Journal ID	Journal Date	UnPost Sequence	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines
WA240	0000342244	08/30/2023		WA240		Transfer expense from Course F	Valid	Error in Budget Check	ONL	16
WA240	0000342269	08/30/2023		WA240		Transfer expense from 28517 to	Valid	Error in Budget Check	EXT	84

Customizing the Links Pagelet

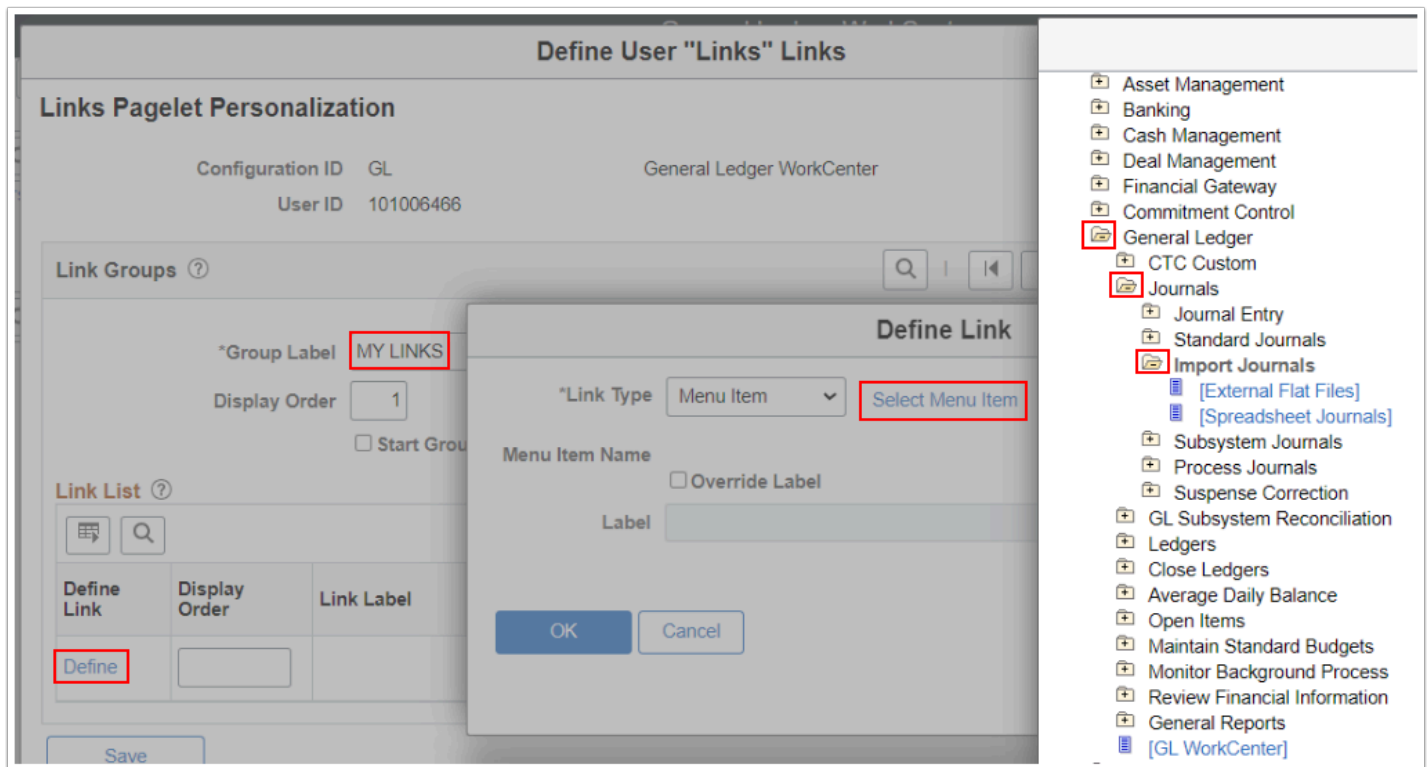
-  Links in the WorkCenter take you directly to the pages that you need to perform your job functions. You can click the link to open the page in the Work Area. Or you can click the icon to the left of the link to open the page in another browser.



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 [+]**.

Define User "Links" Links
✕

Links Pagelet Personalization

Configuration ID GL
 User ID 101006466

General Ledger WorkCenter

Link Groups ?

|
 ◀◀ ◀ 2 of 3 ▶ ▶▶ |
 [View All](#)

*Group Label
+ -

Display Order

☐ Start Group Collapsed

Link List ?

◀◀ ◀ 1-1 of 1 ▶ ▶▶

Define Link	Display Order	Link Label	Link Type	Show Link	Starting Page	Open in New Window		
Define	<input type="text"/>	External Flat Files	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-

Save

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

General Ledger WorkCenter
⚙️ ◀

Main
Reports/Queries

My Work
⌂ ⋮

Edit Filters

▶ Approvals
▶ Current Work

Links
⌂ ⋮

▼ MY LINKS
▶ External Flat Files

▼ Manage and Monitor Journals
▶ Create/Update Journal Entries
▶ Enter Budget Journals
▶ Enter Budget Transfer
▶ Spreadsheet Journal Import

▼ Review Information
▶ Review Journals
▶ Review Ledger Data
▶ GL Subsystem Reconciliation Inquiry
▶ Journal Unlock
▶ Review Budget Details

Flat File Journal Import

Find an Existing Value

Add a New Value

*Run Control ID

WA240_FLAT_FILE_JRNL_IMPORT

Add


Find an Existing Value

Add a New Value

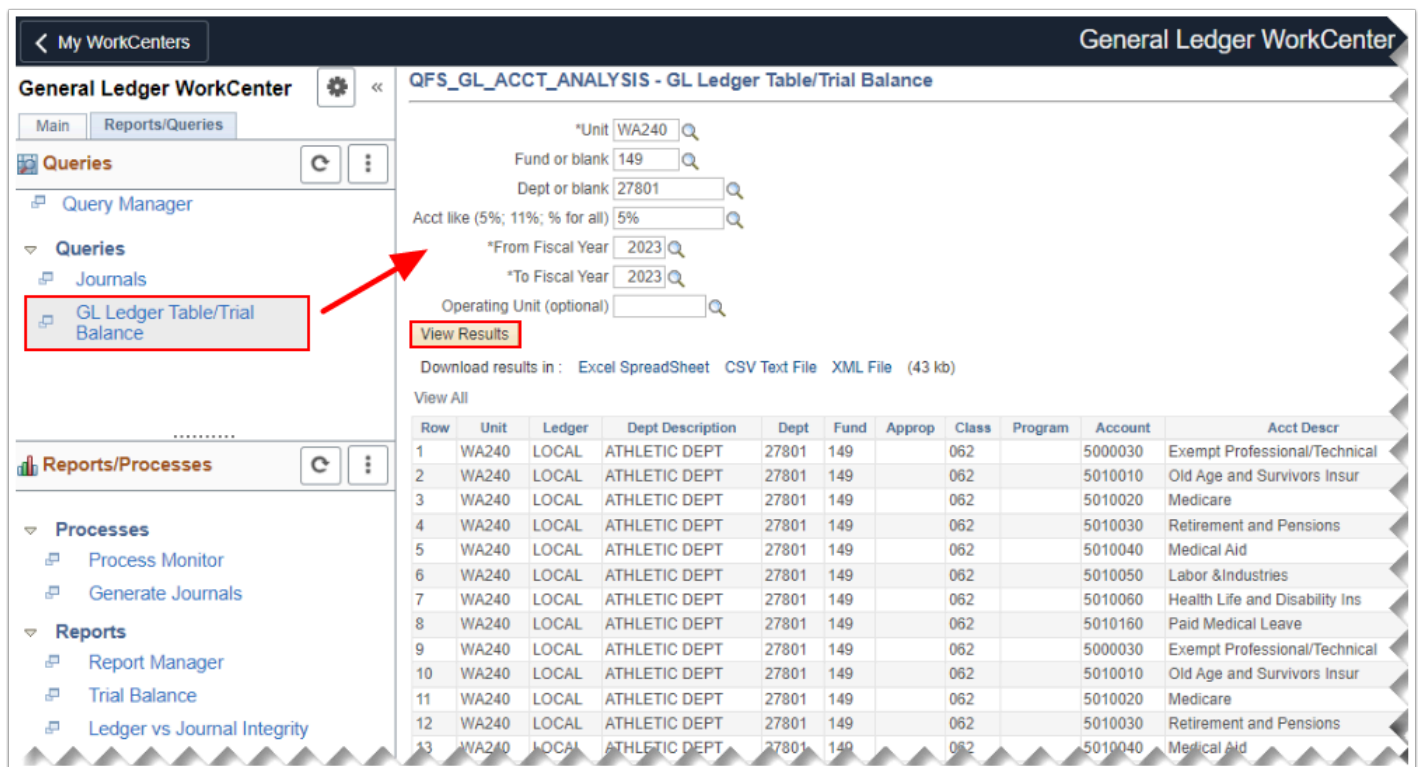
Using GL WorkCenter

Page 15

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.

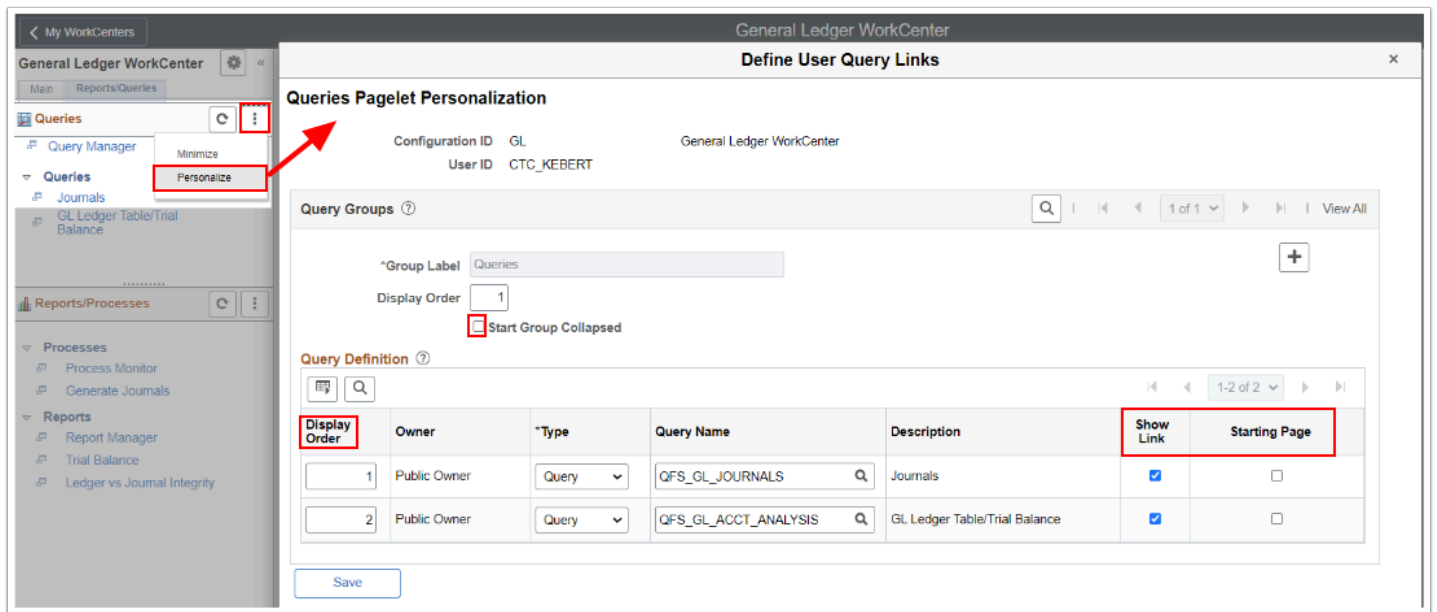


The screenshot shows the General Ledger WorkCenter interface. On the left, the 'Queries' section is expanded, showing a list of queries. The 'GL Ledger Table/Trial Balance' query is highlighted with a red box. A red arrow points from this box to the 'View Results' button in the main area. The main area displays the 'QFS_GL_ACCT_ANALYSIS - GL Ledger Table/Trial Balance' query results. The results are shown in a table with columns: Row, Unit, Ledger, Dept Description, Dept, Fund, Approp, Class, Program, Account, and Acct Descr. The table contains 13 rows of data for the Athletic Department.

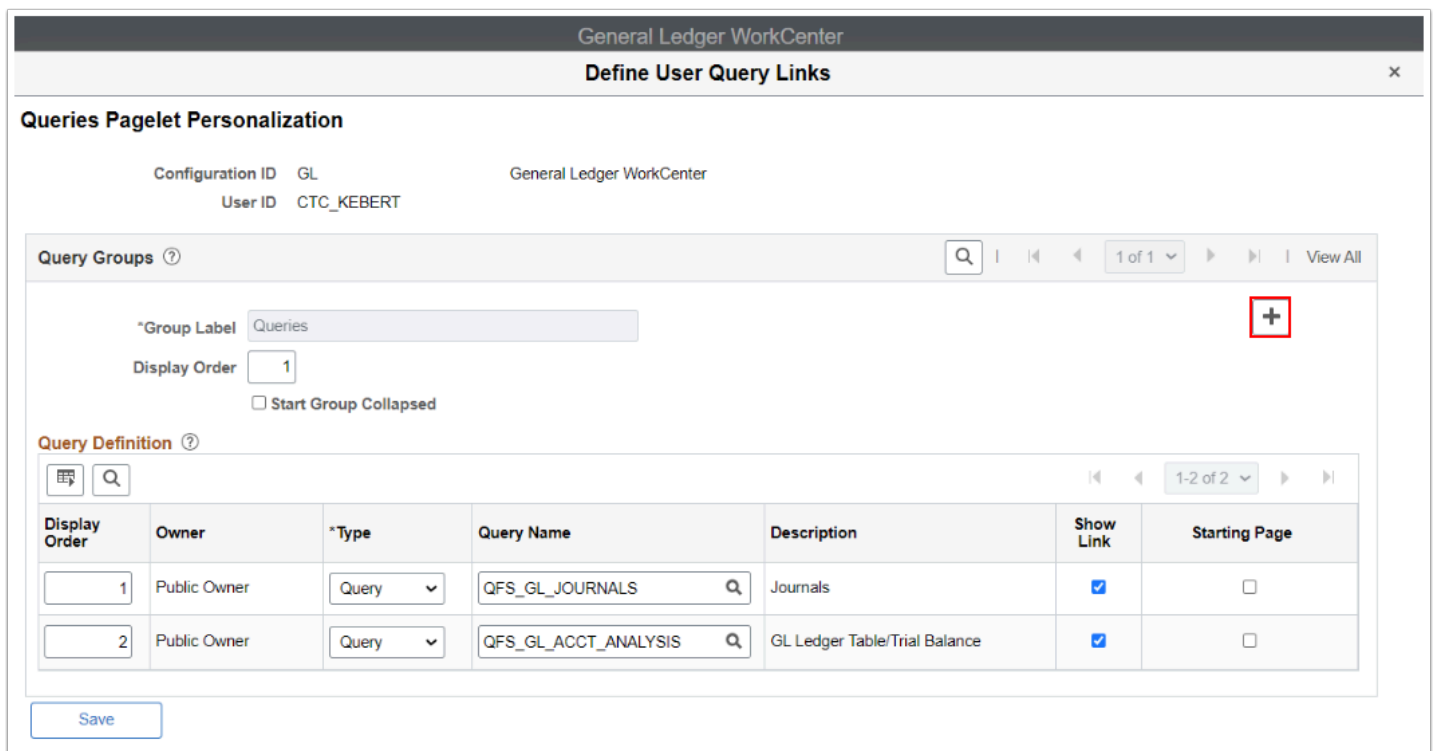
Row	Unit	Ledger	Dept Description	Dept	Fund	Approp	Class	Program	Account	Acct Descr
1	WA240	LOCAL	ATHLETIC DEPT	27801	149		062		5000030	Exempt Professional/Technical
2	WA240	LOCAL	ATHLETIC DEPT	27801	149		062		5010010	Old Age and Survivors Insur
3	WA240	LOCAL	ATHLETIC DEPT	27801	149		062		5010020	Medicare
4	WA240	LOCAL	ATHLETIC DEPT	27801	149		062		5010030	Retirement and Pensions
5	WA240	LOCAL	ATHLETIC DEPT	27801	149		062		5010040	Medical Aid
6	WA240	LOCAL	ATHLETIC DEPT	27801	149		062		5010050	Labor & Industries
7	WA240	LOCAL	ATHLETIC DEPT	27801	149		062		5010060	Health Life and Disability Ins
8	WA240	LOCAL	ATHLETIC DEPT	27801	149		062		5010160	Paid Medical Leave
9	WA240	LOCAL	ATHLETIC DEPT	27801	149		062		5000030	Exempt Professional/Technical
10	WA240	LOCAL	ATHLETIC DEPT	27801	149		062		5010010	Old Age and Survivors Insur
11	WA240	LOCAL	ATHLETIC DEPT	27801	149		062		5010020	Medicare
12	WA240	LOCAL	ATHLETIC DEPT	27801	149		062		5010030	Retirement and Pensions
13	WA240	LOCAL	ATHLETIC DEPT	27801	149		062		5010040	Medical Aid

-  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.



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



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

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

Define User Query Links

Queries Pagelet Personalization

Configuration ID GL General Ledger WorkCenter
User ID CTC_KEBERT

Query Groups Q 1 2 of 2 View All

*Group Label MY QUERIES + -

Display Order 1 Start Group Collapsed

Query Definition 1-4 of 4

Display Order	Owner	Type	Override Title/Description	Query Name	Description	Show Link	Starting Page		
1	Public Owner	Query	<input checked="" type="checkbox"/>	QFS_GL_ACCOUNT_ANALYSIS	QFS_GL_ACCOUNT_ANALYSIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-
3	Public Owner	Query	<input type="checkbox"/>	QFS_GL_JRNL_ACCT_ANALYSIS	Jrnl GL Account Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-
2	Public Owner	Query	<input checked="" type="checkbox"/>	QFS_GL_SF_ACCTG_GL_JRNL	QFS_GL_SF_ACCTG_GL_JRNL_ID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-
	Public Owner	Query	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-

Save

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

Define User Query Links

Queries Pagelet Personalization

Configuration ID GL General Ledger WorkCenter
User ID CTC_KEBERT

Delete Personalization

Query Groups Q 1 1 of 2 View All

*Group Label MY QUERIES + -

Display Order 1 Start Group Collapsed

Query Definition 1-4 of 4

Refresh the pagelet to see your changes. (7980,22)

OK


Display Order	Owner	Type	Override Title/Description	Query Name	Description	Show Link	Starting Page		
1	Public Owner	Query	<input checked="" type="checkbox"/>	QFS_GL_ACCOUNT_ANALYSIS	QFS_GL_ACCOUNT_ANALYSIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-
2	Public Owner	Query	<input checked="" type="checkbox"/>	QFS_GL_SF_ACCTG_GL_JRNL	QFS_GL_SF_ACCTG_GL_JRNL_ID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-
3	Public Owner	Query	<input type="checkbox"/>	QFS_GL_JRNL_ACCT_ANALYSIS	Jrnl GL Account Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-
4	Public Owner	Query	<input type="checkbox"/>	QFS_GL_LEDGER_ACCOUNT_T	Ledger via Account Tree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-

Save

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

General Ledger WorkCenter ⚙️ <<

Main Reports/Queries

Queries  ⋮

Query Manager

MY QUERIES

- QFS_GL_ACCOUNT_ANALYSIS
- QFS_GL_SF_ACCTG_GL_JRNL_ID
- Jrnl GL Account Analysis
- Ledger via Account Tree

Queries

- Journals
- GL Ledger Table/Trial Balance

QFS_GL_ACCOUNT_ANALYSIS - GL Account Analysis

*Unit 🔍

Project (Optional) 🔍

Account (Optional) 🔍

Year (Optional) 🔍

Fund (Optional) 🔍

Dept (Optional) 🔍

Period (Optional)

Journal ID (Optional)

Class (Optional)

Operating Unit (Optional) 🔍

Journal Date From(Optional) 📅

To Journal Date (Optional) 📅

Source (Optional)

View Results

Row	Unit	Year	Period	Oper Unit	Account	Acct Descr	Type	Fund	Approp	Dept	Dept Descr	Clas
-----	------	------	--------	-----------	---------	------------	------	------	--------	------	------------	------

Reports/Processes Pagelet

- i** 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.

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

General Ledger WorkCenter

My WorkCenters

General Ledger WorkCenter

Main Reports/Queries

Queries

Query Manager

MY QUERIES

QFS_GL_ACCOUNT_ANALYSIS

QFS_GL_SF_ACCTG_GL_JRNL_ID

Jrnl GL Account Analysis

Ledger via Account Tree

Queries

Journals

GL Ledger Table/Trial Balance

Reports/Processes

Processes

Process Monitor

Generate Journals

Reports

Report Manager

Trial Balance

Ledger vs Journal Integrity

Process List Server List

View Process Request For

User ID CTC_KEBERT Type Last 1 Days Refresh

Server Name Instance From Instance To Clear

Run Status Distribution Status Save On Refresh Report Manager Reset

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribu Status
<input type="checkbox"/>	3846450		Application Engine	GL_JEDIT_0	CTC_KEBERT	08/14/2023 8:29:36AM PDT	Success	Posted

Save Notify

Process List | Server List

💡 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'.

