# Configuring an Account Group in the Account Monitor

1. Navigate to the **General Accounting Dashboard** page using the Navigator.

Navigator	
Sales Analytics	Budgetary Control
Receivables	E Financial Reporting Center Customer Data Management
Product Management          Ideas         Product Models	Data Import Payroll     Accounting Distribution
Payables	My Team
Projects          Image: Project Financial Management         Project Management         Ocosts         Project Executive Business In	
Grants Management Awards General Accounting	
General Accounting Dashboard Journals Period Close	

2. Select View > Account Group > Create.

**General Accounting Dashboard** 

	Accour	nt Monitor				
	View 🔻	Format 🔻	玾	Ę	Detach	Account Group
	Acc	Account Group			Create	
	Columns  Detach			Edit		
				Manage		

Other options include:

- a. Edit to change an existing account group.
- b. **Manage** to create, edit, or delete account groups. In the Manage Account Group you can enable sharing of account groups with other users.
- 3. Enter the account group name and description, and for Display In select Account Monitor

Data Access Set: Rutgers Ledger						
Create Account Group			:	Save	•	<u>C</u> ancel
* Name	Enter Name	* Time Option	Accounting per	iod		
Description	Enter Description		<ul> <li>Quarter</li> <li>Year</li> </ul>			
	.i.	* Comparison Option	Prior year PTD	~		
* Display In	Account Monitor	* Access	Private ~			

4. Select the **Set as default** check box if the account group is used as the default account in the Account Monitor. The setting gives the user a unique default view of account groups in various display targets. Note: If you are creating an account group for the first time, this will be automatically selected and greyed out.

Data Access Set: Rutgers Ledger					
Create Account Group				Save V	<u>C</u> ancel
* Name	Enter Name		Accounting per	riod	
Description	Enter Description		<ul> <li>Quarter</li> <li>Year</li> </ul>		
	.:	* Comparison Option	Prior year PTD	~	
* Display In	Account Monitor	* Access	Private 🗸		
	Set as default				

#### 5. Select a Time Option and Comparison Option

For example, if you would like to monitor a month end balance, choose the Time Option of "Accounting period" and if you would like a comparison amount from last year for that same month choose a Comparison Option of "Prior year YTD"

	* Time Option      Accounting perio     Quarter     Year				
* Com	nparison Option * Access	Prior year PTD Budget PTD Budget QTD Budget YTD Prior period PTD Prior year PTD Prior year QTD Prior year YTD			

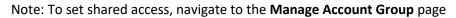
### These are the options and comparisons available

Time Option	Comparison Option
Accounting Period	<ul> <li>Budget PTD</li> </ul>
	<ul> <li>Budget QTD</li> </ul>
	<ul> <li>Budget YTD</li> </ul>
	<ul> <li>Prior period PTD</li> </ul>
	<ul> <li>Prior year PTD</li> </ul>
	<ul> <li>Prior year QTD</li> </ul>
	<ul> <li>Prior year YTD</li> </ul>
Quarter	<ul> <li>Budget QTD</li> </ul>
	<ul> <li>Budget YTD</li> </ul>
	<ul> <li>Prior quarter QTD</li> </ul>
	<ul> <li>Prior year QTD</li> </ul>
	<ul> <li>Prior year YTD</li> </ul>
Year	<ul> <li>Budget YTD</li> </ul>
	<ul> <li>Prior year YTD</li> </ul>

#### 6. Set Access

- a. Private: For your use only
- b. Public: For use by all users who have access
- c. Shared: For use by users you specify and have access





## **General Accounting Dashboard**

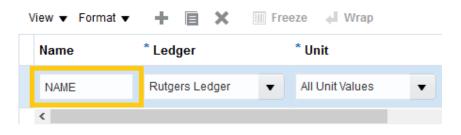
int Group	Þ		~	
1115	►		Create	
h		E	Edit	
		1	Manage	
	•	-		
ler Columns	s			
By Example	9			
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- 7. Enter the chart of account string segment values you want to monitor in the **Accounts** section.
  - a. Click on the **plus sign** to add an entry row. You can add multiple chart of accounts string rows as necessary.

Accounts		
View 🔻 Format 🔻	+ = ×	💷 Freeze 🚽 Wrap
Name	* Le Add Row	* Unit
No data to display.		
<		

 b. Give each account group a short Name that is easily recognizable. Names can be edited by navigating to the Actions menu > Edit on the Account Monitor region on the General Accounting Dashboard.

#### Accounts



- c. Enter either parent or child values for each segment of the account. Make sure to always select Rutgers Ledger for the Ledger.

  - ii. Parent Value Example for Unit

#### Accounts

View 🔻 Format 👻	+ 🖹 🗙	🕅 Freeze 斗 Wrap	
Name	* Ledger	* Unit	
NAME	Rutgers Ledger	▼ 9TT	•
<			

- d. Select when to display the account in the **Change** field.
  - i. Always Display
  - ii. Decrease by Less than Amount
  - iii. Decrease by Less than Percentage
  - iv. Decrease by More than Amount
  - v. Increase by More than Amount
  - vi. Increase by Less than Amount
  - vii. Increase by Less than Percentage
  - viii. Increase by More than Percentage
  - ix. Decrease by More than Percentage
  - x. Not Equal
  - xi. Equal
- e. Enter **Threshold** which is the criteria that is being measured against. **Threshold** is used in conjunction with the **Change** selection. Note: If Always Display is chosen, no Threshold selection is available.

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Decrease by More than Percentage Not Equal	>		Percentage Amount Amount Amount Percentage Percentage	Less thar More than lore than less than less than lore than	Decrease by Decrease by Increase by I Increase by I Increase by I Increase by I Decrease by Not Equal	

8. Click Save and Close or Save and Create Another.

			Save	•	<u>C</u> ancel		1
* Time Option	Accounting p	р	<u>S</u> a	ve an	d Close		
	O Quarter		Save and Create Another			nother	
<sup>c</sup> Comparison Option	O Year	D	~				
* Access	Private ~						

9. After saving your Account Group, your results should appear in the Account Monitor section. Note that the Period is a parameter and can be changed to view results for different periods.

Vie	ew 🔻 Format 👻 🎵	🖙 🔛 Detach	Account Group Su	spense GL Compa	rison Option Prior p	eriod PTD Perioc	NOV-17 🔻	Ð
1							JAN-17	^
	Name	Ledger	Unit	Unit Description	Division	Organization	DEC-17	Ту
	Payroll Suspense GL	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization	NOV-17	nd 1
	Telephone Suspense	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization	OCT-17 SEP-17	nd 1
	Banner AR Suspense	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization	AUG-17	nd 1
	Scholarchip	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization	JUL-17	nd 1
	SARS AR	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization	JUL-ADJ-17	nd 1
	FAMS	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization	JUN-ADJ-16	nd 1

NOV-17	ಲ								
JAN-17	-								
DEC-17		уре	Business Line	Account	Activity	IntraUnit	Future	NOV-17	OCT-17
NOV-17		Type Va	All Business Li	10994	All Activity Values	All IntraUnit Valu_	All Future Values	37,959.51 USD	5,190.00 USD
OCT-17		Type Va	All Business Li	10995	All Activity Values	All IntraUnit Valu	All Future Values	0.00 USD	0.00 USD
SEP-17 AUG-17		Type Va	All Business Li	10998	All Activity Values	All IntraUnit Valu.	All Future Values	0.00 USD	0.00 USD
AUL-17		Type Va	All Business Li	10993	All Activity Values	All IntraUnit Valu	All Future Values	-54,246.93 USD	400,633.01 USD
AUL-ADJ-17		Type Va_	Al Business LI	10991	All Activity Values	All InbaUnit Valu	All Future Values	-49.395.25 USD	2,491,349.90 USC
JUN-ADJ-16		T)pe Va	All Business LI	10992	All Activity Values	All IntraUnit Valu	All Future Values	-441.00 USD	433,140.00 USD

4								
	Name	Ledger	Unit	Unit Description	Division	Organization	Location All Location Val	Fund T All Fund
	Payroll Suspense GL	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization		
	Telephone Suspense	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization	All Location Val	All Fun
	Banner AR Suspense	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization	All Location Val	All Fun
	Scholarchip	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization	All Location Val	All Fun
	SARS AR	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization	All Location Val	All Fun

Location	Fund Type	Business Line	Account	Activity	IntraUnit	Future	JAN-17	DEC-17
All Location Val	All Fund Type Va	Al Business Li	10994	All Activity Values	All IntraUnit Valu	All Future Values	0.05 USD	26,808.14 USD
All Location Val	All Fund Type Va	All Business U.,	10995	All Activity Values	All IntraUnit Valu	All Future Values	0.00 USD	0.00 USD
All Location Val	All Fund Type Va	All Business Li	10998	All Activity Values	All IntraUnit Valu	All Future Values	0.00 USD	0.00 USD
All Location Val	All Fund Type Va	All Business Li	10993	All Activity Values	Alt IntraUnit Valu	All Future Values	-162,235.91 USD	184,150.17 USD
All Location Val.	All Fund Type Va	All Business Li.	10991	All Activity Values	All IntraUnit Valu	At Future Values	0.00 USD	295,924.50 USC