

Release 6.3 January 25, 2015

- **Finance**
- **Grants**
- **HR**
- **Faculty Dashboard**
- **Access Updates**

Finance

- The columns on the Dept Accounting > Transactions tab have been updated to make it easier to reconcile. ([click here for more information](#))
- A new column on the Dept Accounting > Transactions tab called Recon Ready? has been added to help you reconcile transactions. ([click here for more information](#))
- The Actuals MTD and Actuals YTD columns on the Dept Accounting > Ledger Rollup tab now displays data based on what you choose in the Acct Pd (Accounting Period) search field. ([click here for more information](#))
- The Actuals MTD and Actuals LTD columns on the Dept Accounting > OSR Ledger Rollup tab now display data based on what you choose in the Acct Pd (Accounting Period) search field. ([click here for more information](#))
- On the Financial Reporting tab, the reports have been grouped into categories and four new reports have been added. ([click here for more information](#))
- On the Dept Accounting > Transactions tab, you can now mouse over the chartfields that display in the search results to see a description of the chartfield. ([click here for more information](#))
- The Account descriptions on the Dept Accounting > Transactions tab now shows the detailed description.
- The Account search field on the Dept Accounting > Transactions and Dept Accounting > Ledger Rollup tabs now let you enter multiple accounts. For example, you can enter 558914; 558913 in the Account field to search for both accounts at the same time. You need to separate the values with a semi-colon.
- The Program and Cost Code fields on the Dept Accounting > Ledger Rollup tab now let you enter multiple values in the search field. Separate the values with a semi-colon.
- The security on the Source chartfield has been changed to now let you see all activity related to a single Source. Before this release, you could only see Source activity if the Source was used in conjunction with a department you had access to.
- The Home > Dashboard tab now shows both project and program information. Before this release, the tab only showed project information.

Grants

- There are two additional views on the Dept Accounting > Grants tab. ([click here for more information](#))
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HR

1. On the HR > Employees tab, a supervisor now has access to view the employee information of their direct reports. This access is automatically granted, so additional security requests are not required.
 2. The exported file from the HR > Employees tab now has additional fields, such as home address and TIMS supervisor.
 3. A bug that was using an incorrect base rate when exporting the Employees list to Excel has been fixed. The export now uses the correct base rate.
 4. The HR > Payroll tabs now display primary and secondary job information.
 5. Any time a new HR report is added, access to that report is now automatically granted to current HR users. You no longer need to request access to an added report.
 6. On the HR > Reports tab, the position number has been added to the Expected End Date Report.
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Faculty Dashboard

- All faculty are now automatically granted access to the Instructor Grading Patterns link on the Home > Dashboard tab.
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Access Updates

- People with access to the Tools > Access Request tab can now access the original request. ([click here for more information](#))

Updated columns on the Dept Accounting > Transaction tab

The columns on the Transactions tab have been reorganized to make it easier to reconcile. Key fields on the revised layout are listed below. More detailed documentation on reconciliation will be made available in the next couple weeks, along with two large venue demos and a webinar.

This column ...	Shows ...
Description	depending on the transaction type, contains the vendor ID and name (for AP vouchers), journal line description (for GL Journals), or the employee name (for HR Payroll).
Trans Type	the type of transaction, such as vouchers, GL journals, or encumbrances.
Trans ID	the document ID and, for some transactions the document date.
Reference 1	depending on the transaction type, contains check/ACH # and payment date (for vouchers), journal ref description (for GL journals), or the PID (for payroll expenses. The PID is not yet available for payroll encumbrances).
Reference 2	shows related document ID where applicable. For AP vouchers, shows the PO ID; for Payroll, the pay date, such as M06.

Description	Trans Type	Trans ID	Reference 1	Reference 2
T527800_ER_0000027537	GL_JOURNAL	0000021203 31-DEC-2014	50070898	
T527434_ER_000002791	GL_JOURNAL	0000021203 31-DEC-2014	50083708	
T527434_ER_000002791	GL_JOURNAL	0000021203 31-DEC-2014	50083708	

New “Recon Ready?” column on the Dept Accounting > Transactions tab

A new column has been added to the Dept Accounting > Transactions tab called Recon Ready?. When an expense transaction is posted, it is eligible to be reconciled, and the Recon Ready? column displays a “Y”.

Every transaction goes through these steps:

1. Create the transaction.
2. Budget check the transaction.
3. Approve the transaction. (Campus responsibility ends here.)
4. Post the transaction. (This is the responsibility of Central Office. The Posting process runs several times per day.)

Recon Ready?	Reconciled
Y	
Y	
Y	

Notes:

- For vouchers, posting is separate from payment. Just because a voucher shows a “Y” in the Recon Ready? column does not necessarily mean that it has been paid. If a voucher has been paid, you will see a payment reference and payment date in the Reference 1 column.
- For expense budgets, you only need to reconcile budget and expense ledgers. For revenue budgets, you need to reconcile budget and recognized ledgers. The following table shows the ledger names by fund type.

Fund	EXPENSE		REVENUE	
	Budget Ledger	Expense Ledger	Budget Ledger	Recognized Ledger
F&A	F&A_BUD	F&A_EXP	OSR does not have revenue ledgers.	
OSR	OSR_BUD	OSR_EXP	Used only by Central Offices	
State	STAT_EX_BD	STAT_EX_EX	STAT_RV_BD	STAT_RV_RE
Trust	TRST_EX_BD	TRST_EX_EX	TRST_RV_BD	TRST_RV_RE

The MTD and YTD columns on the Dept Accounting > Ledger Rollup tab

The Actuals MTD and Actuals YTD columns on the Ledger Rollup tab now show MTD information based on what you choose in the Acct Pd (Accounting Period) search field. The Actuals YTD column shows the YTD balance based on the latest month you choose in the Acct Pd search field.

Example 1: The screenshot below shows the Actuals MTD and Actuals YTD balances where no accounting period is selected. The current period is Period 7, so the Actuals MTD is the MTD balance in Period 7 as of that day, and the Actuals YTD shows the YTD balance as of that day.

Actuals MTD	Actuals YTD
0.00	0.60
0.00	0.60
11,337.21	157,634.11
0.00	2,411.05
3,845.62	53,171.78

Example 2: In this example, Period 5 is selected from the Acct Pd search field. The Actuals MTD amount shows the final Actuals MTD balance for Period 5, and the final Actuals YTD amount as of the end of Period 5.

Actuals MTD	Actuals YTD
0.16	0.16
0.16	0.16
20,732.51	123,614.17
241.50	2,411.05
7,311.96	41,626.88

The Actuals MTD and Actuals LTD columns on the Dept Accounting > OSR Ledger Rollup tab
The Actuals MTD column on the OSR Ledger Rollup tab now shows MTD information based on what you choose in the Acct Pd (Accounting Period) search field. The Actuals YTD column shows the life-to-date balance.

Example: The screenshot below shows the Actuals MTD for November 2014 for a particular project. The Actuals LTD number is the life-to-date balance as of the same date, i.e., November 2014.

Actuals MTD	Actuals LTD
0.00	0.00
646.02	1,175.76
2,255.34	9,021.36
1,184.12	3,583.48
3,069.50	6,823.50

Updates to the Financial Reporting tab

The reports under the Financial Reporting tab have been organized into four groups, and all reports are now under one of these groups:

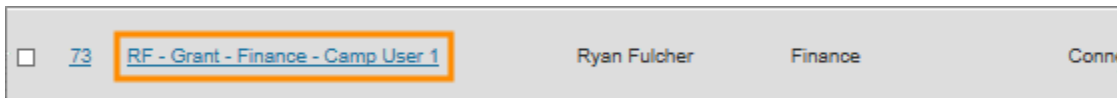
- Ledger/Account
- Cash/Balance
- Cost Codes (the cost code reports are not included in this release)
- Miscellaneous

In addition, four new reports have been added:

Report	Description
Income Statement	This report categorizes actual revenues and expenditures into operating and non-operating. You can filter by fund type and department.
Suspense Activity Report	This report pulls the summary and details by department for Account 511190 – Suspense/Default Payroll Clearing. A second tab of this report pulls the suspense source activity where the Account is not 511190.
Actuals Ledger Report	This report shows actuals beginning balances, revenues, and expense by account type. It also shows certain asset account types, such as cash, investments, Accounts Receivable, and Accounts Payable.
Line Description Deposits Report	This report provides the descriptions for School of Medicine deposit journal ID's that begin with ARD.

Access to the original request from the Tools > Access Request tab

Everyone who has access to the Access Request tab can now see the details of the request by clicking the request link.



Rollover on chartfields on Dept Accounting > Transactions tab

On the Dept Accounting > Transactions tab, you can now mouse over the chartfields that display in the search results to see a description of the chartfield.

Fund	Source	Account	Dept ID	Project	Program
29505	19113	441836	653001		
29505	19113				
29500	19113	540000	245400		

Dept 245400: FS-Bldg Svcs-Housing Maint

Additional views on the Dept Accounting > Grant Profile tab

Two views have been added to the Dept Accounting > Grant Profile tab, for a total of three views. The three views are:

- Grant Profile. This is a general search page for grants.
- (new) C&G Expenditures – Summary. This page shows grant financial data by rolled up account.
- (new) C&G Expenditures – Account Level. This page shows grant financial data at a detailed account level.

C&G Expenditures - Summary

C&G Expenditures – Account level