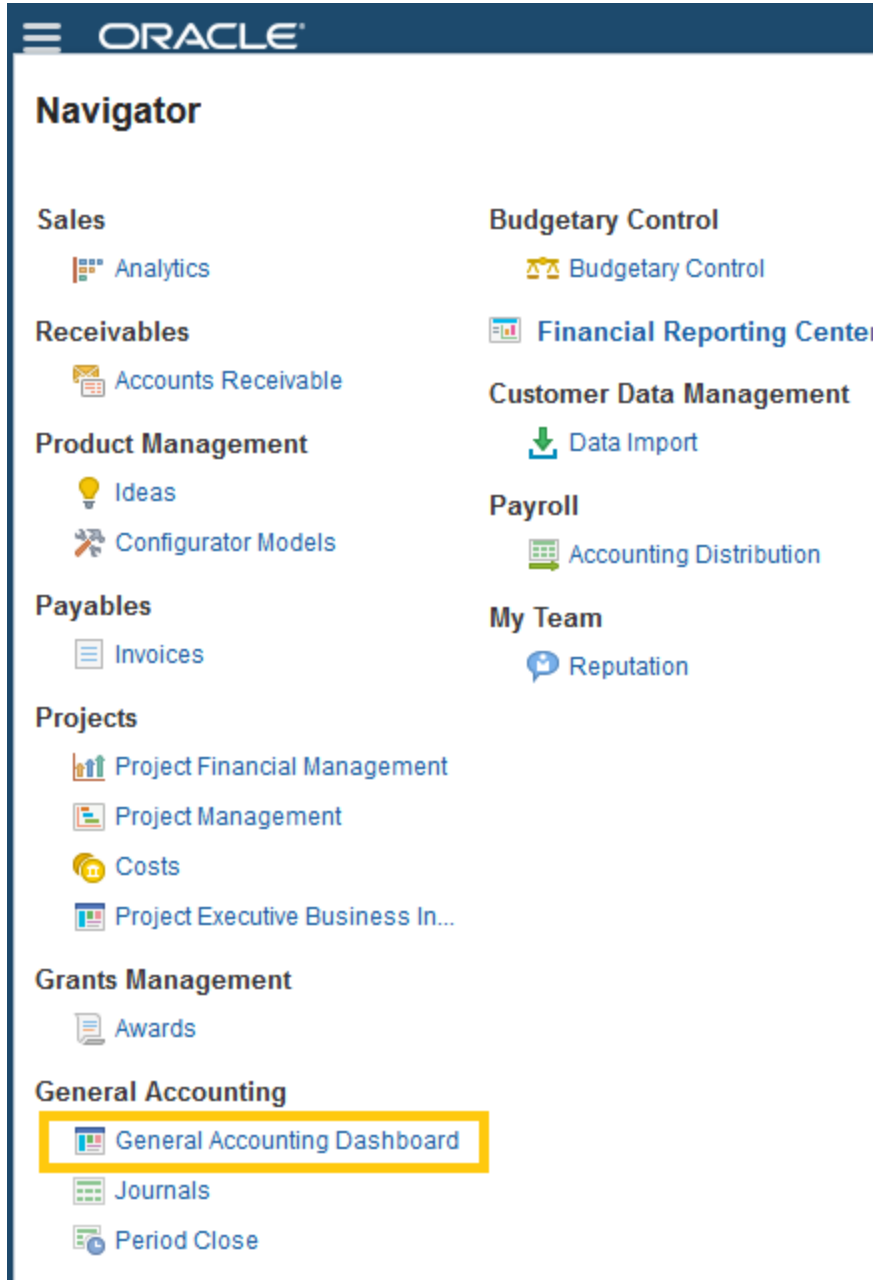


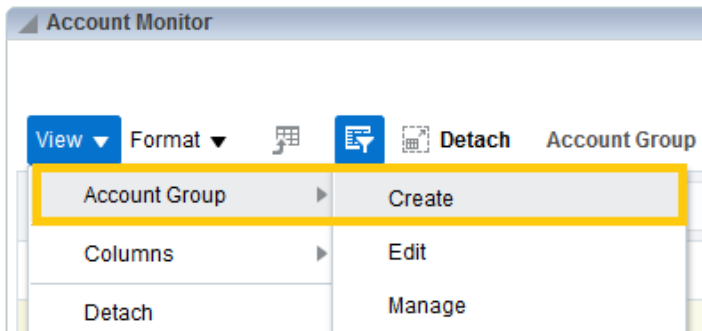
Configuring an Account Group in the Account Monitor

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



2. Select **View > Account Group > Create**.

General Accounting Dashboard



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

* Name

Description

* Display In

* Time Option Accounting period
 Quarter
 Year

* Comparison Option

* Access

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

* Name

Description

* Display In

Set as default

* Time Option Accounting period
 Quarter
 Year

* Comparison Option

* Access

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 period
 Quarter
 Year

* Comparison Option Prior year YTD

* Access

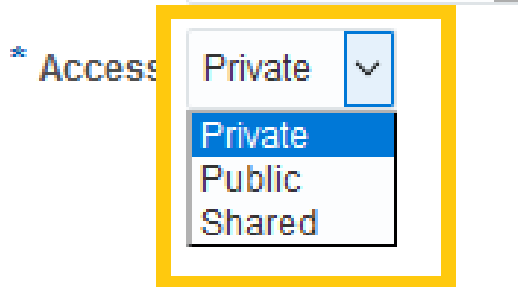
- Budget PTD
- Budget QTD
- Budget YTD
- Prior period PTD
- Prior year PTD
- Prior year QTD
- Prior year YTD**

These are the options and comparisons available

Time Option	Comparison Option
Accounting Period	<input type="radio"/> Budget PTD <input type="radio"/> Budget QTD <input type="radio"/> Budget YTD <input type="radio"/> Prior period PTD <input type="radio"/> Prior year PTD <input type="radio"/> Prior year QTD <input type="radio"/> Prior year YTD
Quarter	<input type="radio"/> Budget QTD <input type="radio"/> Budget YTD <input type="radio"/> Prior quarter QTD <input type="radio"/> Prior year QTD <input type="radio"/> Prior year YTD
Year	<input type="radio"/> Budget YTD <input type="radio"/> Prior year YTD

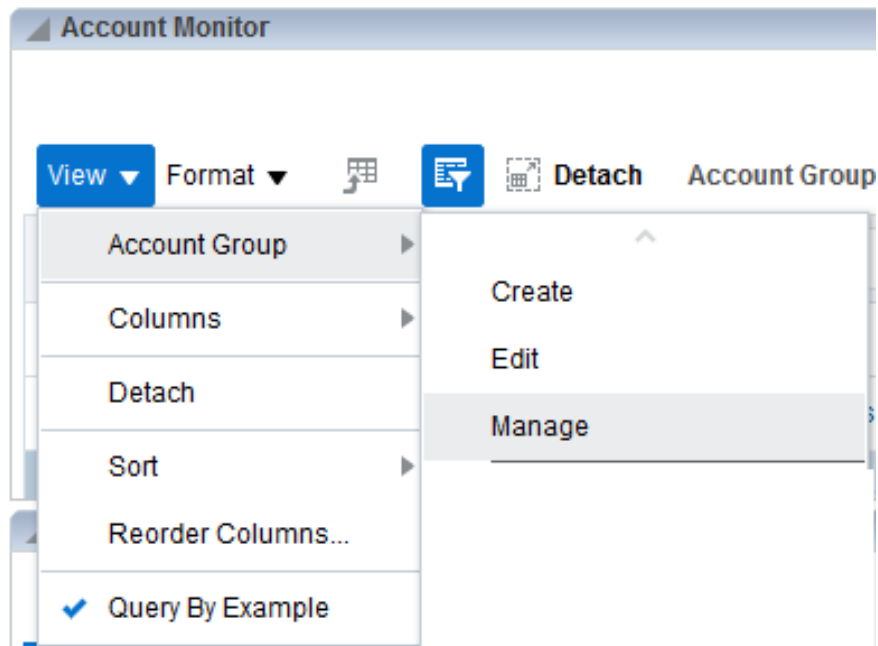
6. Set Access

- 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

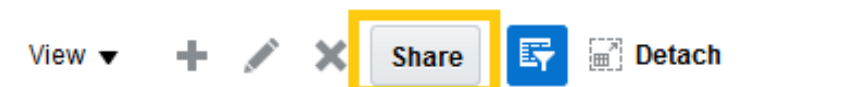


Note: To set shared access, navigate to the **Manage Account Group** page

General Accounting Dashboard



Manage Account Groups



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	* Ledger	* 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

View ▾ Format ▾ + ☰ ✕ 🔒 Freeze ↶ Wrap

Name	* Ledger	* Unit
NAME	Rutgers Ledger ▾	All Unit Values ▾

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

Accounts

View ▾ Format ▾ + ☰ ✕ 🔒 Freeze ↶ Wrap

Name	* Ledger	* Unit
NAME	Rutgers Ledger ▾	900 ▾

- ii. Parent Value Example for Unit

Accounts

View ▾ Format ▾ + ☰ ✕ 🔒 Freeze ↶ 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.

* **Change** **Threshold**

Decrease by Less than Amount USD

- Always Display
- Decrease by Less than Amount
- Decrease by Less than Percentage
- Decrease by More than Amount
- Increase by More than Amount
- Increase by Less than Amount
- Increase by Less than Percentage
- Increase by More than Percentage
- Decrease by More than Percentage
- Not Equal
- Equal**

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

* **Time Option** Accounting Period Quarter Year

* **Comparison Option** Prior year PTD

* **Access** Private

Save Cancel

- Save and Close**
- Save and Create Another

- 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.

View Format [Icons] [Detach] Account Group Suspense GL Comparison Option Prior period PTD Period NOV-17

Name	Ledger	Unit	Unit Description	Division	Organization	Location	Fund Type
Payroll Suspense GL	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization ...	All Location Val...	All Fund ...
Telephone Suspense	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization ...	All Location Val...	All Fund ...
Banner AR Suspense	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization ...	All Location Val...	All Fund ...
Scholarship	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization ...	All Location Val...	All Fund ...
SARS AR	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization ...	All Location Val...	All Fund ...
FAMS	Rutgers Ledger	All Unit Values	All Unit Values	All Division Values	All Organization ...	All Location Val...	All Fund ...

Period dropdown menu: NOV-17, JAN-17, DEC-17, NOV-17, OCT-17, SEP-17, AUG-17, JUL-17, JUL-ADJ-17, JUN-ADJ-16

NOV-17 [Refresh]

Type	Business Line	Account	Activity	IntraUnit	Future	NOV-17	OCT-17
Type Va...	All Business Li...	10994	All Activity Values	All IntraUnit Valu...	All Future Values	37,959.51 USD	5,190.00 USD
Type Va...	All Business Li...	10995	All Activity Values	All IntraUnit Valu...	All Future Values	0.00 USD	0.00 USD
Type Va...	All Business Li...	10998	All Activity Values	All IntraUnit Valu...	All Future Values	0.00 USD	0.00 USD
Type Va...	All Business Li...	10993	All Activity Values	All IntraUnit Valu...	All Future Values	-54,246.93 USD	400,533.01 USD
Type Va...	All Business Li...	10991	All Activity Values	All IntraUnit Valu...	All Future Values	-49,395.25 USD	2,491,349.90 USC
Type Va...	All Business Li...	10992	All Activity Values	All IntraUnit Valu...	All Future Values	-441.00 USD	433,140.00 USD

Period dropdown menu: NOV-17, JAN-17, DEC-17, NOV-17, OCT-17, SEP-17, AUG-17, JUL-17, JUL-ADJ-17, JUN-ADJ-16

View Format [Icons] [Detach] Account Group Suspense GL Comparison Option Prior period PTD Period JAN-17

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

JAN-17 [Refresh]

Location	Fund Type	Business Line	Account	Activity	IntraUnit	Future	JAN-17	DEC-17
All Location Val...	All Fund Type Va...	All Business Li...	10994	All Activity Values	All IntraUnit Valu...	All Future Values	0.00 USD	26,908.14 USD
All Location Val...	All Fund Type Va...	All Business Li...	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	All 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...	All Future Values	0.00 USD	295,924.50 USC