Enterprise Accounting System (EAS)

General Ledger Training- Overview

EAS Help Desk (202) 994-4948
EAS General Ledger Training Agenda

- Overview
- How to Log-In
- Creating a Cash deposit Journal
- Creating a Non-Cash Journal
- Approving Journals
- Inquire on Account Balance
- Inquire on Funds Available
- Inquire on Journal Entries
- Running Standard Reports
- Running FSGs
- Banner/Oracle Mapping Table
Overview

1. Chart of Accounts
   - 9 segment – Entity (2), Account (5), Organization (6), Funding Source (7), NAC (1), Function (3), Location (2), Activity (6) and Future (6)
   - Shorthand Alias values (6 digits) are used for data entry (sometimes referred to as banner index)

2. Journal approval
   - Cash departmental and Cash summary journal – Preparer > Colonial Central Processing Unit
   - Remote Deposit journal - Preparer > Remote Deposit Approver
   - Cash Credit Card journal – Preparer > Comptroller’s Approver responsibility
   - Cash Only journal – Preparer > Comptroller’s Approver responsibility (WIP)
   - Non-cash department journals – Preparer > Departmental Approver responsibility > Comptroller’s Approver responsibility
EAS Website

1. Login with your netid and password.
2. Important message concerning new features, documentation changes, system outages, etc.
3. EAS website has five folders:
   - System Access*
   - Training and Support*
   - EAS Forms*
   - Communication
   - Feedback
   - Project Information
Training and Support

- Training
- Documentation*
- EAS Reports**
- Discussion Forum
- Frequently Asked Questions
- Policy and Procedures

*SAIG Website
Training & Support - Documentation

- Documentation can be found at: SAIG.gwu.edu
  - Quick Link – Training
    - Self Study Guides
    - GL documentation
    - SC documentation
  - Quick Link - Forms
    - COA Listing - Natural Account Descriptions
    - COA Maintenance Form
    - Steps for Requesting Changes to COA
  - Frequently Asked Questions
1. Select one of your responsibilities to view all of the reports available to that responsibility (to view all EAS reports select 'ALL EAS Responsibilities'), or
2. Select the report classification (departmental, core, or both) to view the list of your reports that fall under those headings, or
3. Enter a keyword that may match the report title or business purpose of a report.
4. Once you have made the report selection, provided is:
   - Business Purpose of report
   - Sample parameter page (click link)
   - Sample report (click link)
Log Into EAS

1. Click Connect
2. Enter the userid and password received from EAS Security team.
Main Menu

1. EAS Main Menu lists the Responsibilities you are assigned

2. Make the responsibility selection
   - GW GLXXXXX – GL functions and reports
   - GW SCXXXX – Requisitions functions and AP/PO reports

3. GW GL Entry allow updates and inquiry capabilities

4. GW GL Inquiry allow only inquiry capabilities

5. Worklist provides easy access to approving journal entry requests.
Navigator inside the Application

1. The +, -, ++, -- buttons expand and contract the menu options

2. The arrow keys add and subtract forms from your Top Ten List

3. To select the form from your top ten list by:
   - Double click on the form
   - Highlight the form and select open
   - From the keyboard select the number for the form (hit 4 for account inquiry)
Preparing for Journal Entry

1. Journal Name
   - Cash Deposits (system numbering)
   - Non-cash Journal (AOD – all other departments)
   - See instructions on Comptroller’s website on journal naming

2. Journal Category
   - Cash journals - Cash departmental, Cash credit card
   - Non cash journals – Adjustment

3. Journal Description
   - Be specific and add meaningful descriptions

4. Attaching documents to journal entries
   - Attached word files, excel files, PDF

5. Journal Entry Line descriptions
   - Copies from journal description but can be updated or change, be specific and add meaningful descriptions

6. Use of appropriate accounts
   - Do not use Salary accounts
   - Do not use 49xxx and 59xxx accounts (use by auxiliary service providers)
   - Do not use 31xxx accounts
   - Gifts must be deposited with the Development Office
Cash Journal Entry

1. Journal Name (system generated)
2. JE Description
3. Current Period defaults
4. Select appropriate Cash category (reference GL documentation)
5. Enter Cash account code
6. Enter department account code
7. Descriptive flexfield identifies the distribution of deposit, cash, checks
8. Journal must balance (debit equals credit)
9. Cash journals are forwarded to Cashier’s office for approval (Select Reserve Funds tab, Approve tab)
Non-Cash Journal Entry

1. Adjustment journal can be created for current or future periods.
2. Attaching documentation to journal as backup for the creation of journal. Attachments are identified via yellow sheet through paper clip.
3. Journal must balance (debits equal credits)
4. Non-Cash Journals –Journals are forward to the departmental approving responsibility, then to Comptroller’s for final review, approval and posting (Reserve and Approve tabs).
Approving Journal Entries

1. Navigate to Other>Notification Summary or Worklist on Main Menu page
2. Select and open the journal for review
   - You can open the journal entry by selecting Enter Journal
   - You can open the document attached to the journal (paperclip on taskbar)
   - Approve or Reject the journal (transfer button will appear for core offices)
3. You can add comments to your response
Inquiry

1. Inquire on Account Balance
   - Balance Types- Actual, Budget, Encumbrances
   - Use Summary Templates
   - Use folder technology to add additional fields to the view
   - Retrieve data can be exported to Excel
   - Payables Drilldown functionality

2. Inquire of Budget

3. Inquire on Funds Available

4. Inquire on Journal Entry
   - Find the journals you created
   - Find journals
     - Only view journal lines based on access
Inquire on Account Balance

1. Inquire on Account Balance*
   - Balance Types- Actual, Budget, Encumbrances
   - Posted transactions
   - Use Summary Templates
   - Use folder technology to add additional fields to the view
   - Retrieved data can be exported to Excel
   - Payables Drilldown and Show Full Journal functionality

2. Enter the selection criteria
   - Accounting period (s)
   - Primary Balance Type
   - Account information
Inquire on Fund Available

1. Funds Available includes posted activity as well as those funds that have been reserved.
   - Use Summary Templates
   - Retrieved data can be exported to Excel
2. Enter the selection criteria
   - Budget
   - Period
   - Amount Type
   - Account String
   - Other detail options are the Tool icon on taskbar
Inquire on Journal Entries

1. Find the journals you created or other journal entries
   - Only view journal lines based on access

2. Enter the selection criteria
   - Enter the Batch or Journal Name
   - Source
   - Period
   - Posting Status
   - More options

3. Review Journal for details
   - View journal lines based on access
Reports

1. Run FSG reports (Financial Statement Generator reports, based on GL balances, not transactions)
   - FSG can be run through the application, best run through Report Manager option
   - Check with UBO and Comptroller’s office for reporting needs

2. Run Standard Requests
   - Check EAS Reports for standard for business purpose and list of reports
   - Major reports GL-324 Budget Performance Reports, GL-329 Account Detail report, GL-055 Account Hierarchy Report
   - Reports can be scheduled to run

3. View GW Monthly Financial Reports
   - Online reports run weekly that include BPRS, AP/PO reports
BPRs (Budget Performance Reports)

1. GL-324A Budget Performance Report - Summary (PDF format) - report analyzes actual vs budget.
   - Can be run off parent value
2. GL-324A Budget Performance Report - Summary (CSV format) – this is the Excel version of the report above
   - Can be run off parent value
3. GL-324B Budget Performance Report - Detail (PDF format) – report provides detail transactional information for an organization and funding source
4. GL-324B Budget Performance Report - Detail (CSV format) – this is the Excel version of the report above
5. To run the report:
   - Enter the appropriate budget Name
   - Period
   - Organization/Funding Source
GL 329 Account Detail Report

1. This report allows the user to analyze the transactional activity relating to a selected account code combination or range of account code combinations. Users can review source, category and reference information to trace general ledger transactions back to their original source.
   - The report is CSV format and can be imported to Excel

2. To run the report complete the parameter page
   - Include Flexfield From/To: Segment value(s)
     - Exclude Flexfield From/To: If applicable, segment value(s) to exclude if a range is selected, otherwise click OK
   - Balance Type: Actual, Budget or Encumbrance
   - Period From/To: Single period or a range (Example: Jul-06/Dec-06)
   - Budget or Encumbrance: Name for the budget or encumbrance type selected
   - Include Beg and End Balance? Yes or No
   - Include Net Amount Column? Yes or No (column added, nets drs/crs)
   - Include User Data? (additional fields are added to report, check EASIER for details)
   - Include Supply Chain Details? Yes (default) or No
   - Create or Approved By: Optional
GL-055 Chart of Account Segment Listing

1. The report can be used to analyze the reporting structure of the business entity. It is used to organize the finances of the entity, departments and schools and to segregate expenditures, revenue, assets and liabilities in order to give a better understanding of the condition of the entity.
   - There is no security to report, it does not display financial data
   - The report output in in CSV format, to import into Excel.

2. To run the report
   - Enter the name of the segment value
   - Select the value to run (parent), or leave blank.
Running FSG through Report Manager Option

1. FSG reports (Financial Statement Generator reports, based on GL balances, not transactions)
   - Work with UBO and Comptroller’s on reporting needs

2. To run an FSG:
   - Navigate to Report Manager>Financial Report Submission
   - Enter report name, period, report template, report repository name and submit

3. Once completed, select the Publish and Presentation output.

Please see documentation for more details.
**Chart of Accounts Mapping**

**MSA Conversion Mapping**
- Table used to translated the MSA COA to Oracle COA (no updates)

**Banner-Oracle Interface Mapping**
- Used by interfaces to establish GL account code
- Query the form to find the Banner indexes for a particular organization, orgs for a department.....
- The form is not based on a user access in EAS
- Query mode F11 to enter query, Ctrl F11 to run the query
EOM