What is GovsSuite?

- GovsSuite is Austin Peay's new ERP/HCM system
- This is where we will now enter all of our accounting information starting July 1, 2025.
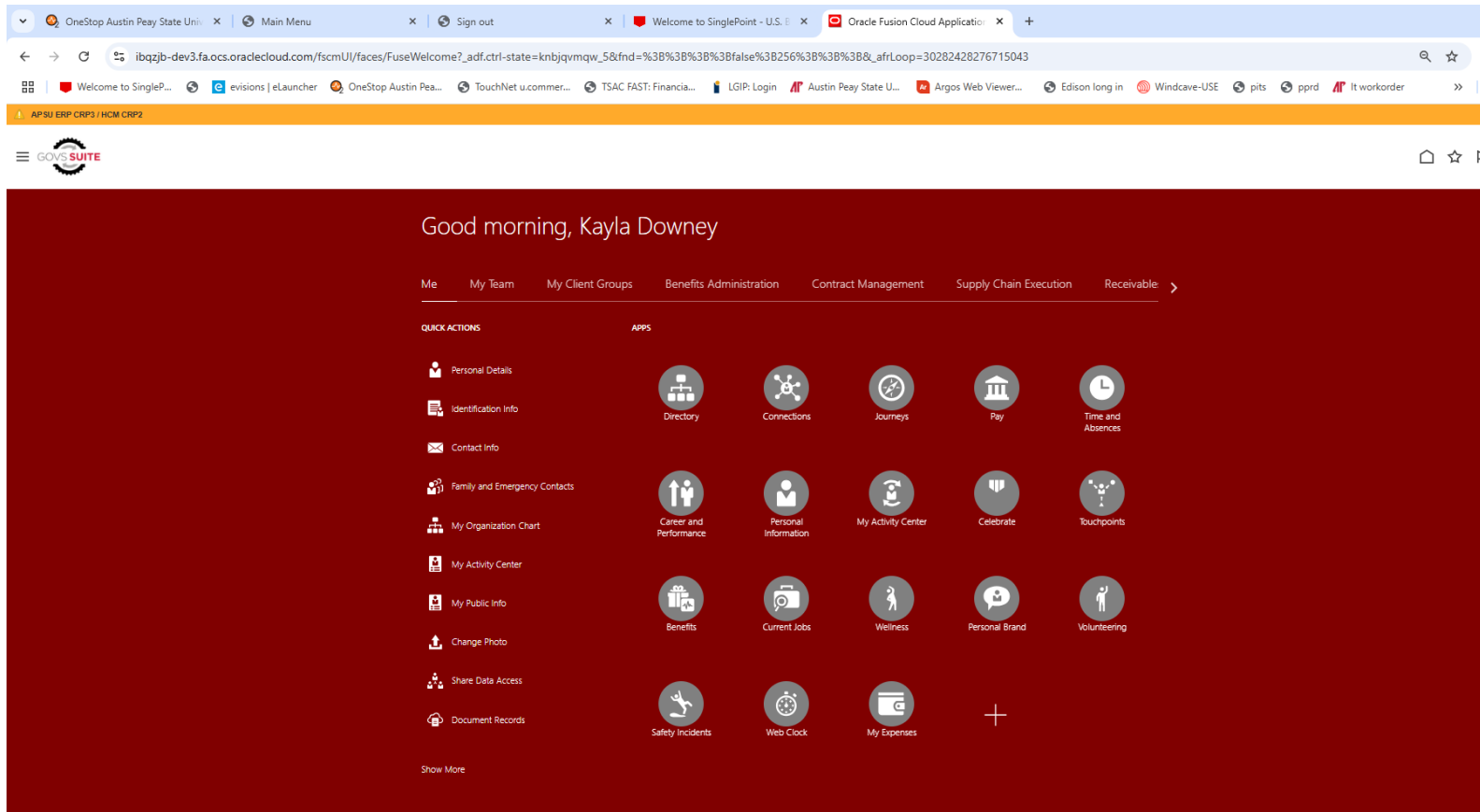
GovsSuite

When you log into your GovsSuite, you will have a bar at the top with the modules you can access. You will navigate to the general accounting module, then journals for our journal entries.

We will no longer have to submit the journal via PDF/email! Oracle has workflow allows us to create and approve the journal within the same system! LONG LIVE THE EMAILS!

GovsSuite-Manual Journal Entry

Once you have selected the journal, you will click the taskbar. This is where all our "jobs" can be found. To create a journal, you will select "create journal".

Data Access Set: APSU Primary Ledger [Change]

Journals

Journals

Requiring Attention | Incomplete | Import Errors

View ▼ Format ▼ 🔲 🔲 🔒 Freeze 🔲 Detach 📊 Wrap ↻

	Accounted		Source	Journal Batch	Accounting Period	Issue
	Debit	Credit				
	50.00	50.00	Spreadsheet	KD Test2 Spreadsheet A 30000000...	FEB-25	The budgetary control couldn't be completed for the batch. You must review details on the Enter Journals page.

Columns Hidden 1

Journals
- Manage Journals
- Create Journal
- Create Journal in Spreadsheet
- Create Encumbrance Journal in Spreadsheet
- Run AutoPost
- Run AutoReverse
- Manage Approvals

Clearing Accounts Reconciliation
- Reconcile Clearing Accounts Automatically
- Reconcile Clearing Accounts Manually
- Reverse Reconciliation

Allocations
- Create Allocation Rules
- Generate General Ledger Allocations
- Generate Intercompany Allocations

Journal Import
- Import Journals
- Correct Import Errors
- Delete Import Data

Subledger Accounting
- Create Accounting
- Create Subledger Journal
- Create Subledger Journals in Spreadsheet
- Review Subledger Journals
- Manage Accounting Errors
- Adjust Supporting Reference Balances

Taxable Transactions
- Create Taxable Transactions in Spreadsheet
- Correct Taxable Transactions in Spreadsheet

GovsSuite-Manual Journal Entry

- Within Oracle, there is an option to have journal batches. This is essentially creating multiple entries in one big batch. We will continue entering the journals individually for now.

- At the top of the screen, you can enter a description, select the accounting period and balance type(should always be actual), and add your attachments.

- In the journal section, you will enter the journal description, the ledger should always be primary, accounting date, and category.

GovsSuite-Manual Journal Entry

What do I select for the category?

- In Oracle, we can use categories for journal entries to help identify the transactions easier with bank reconciliations.
- We are currently developing the different categories as we work through implementation. If you have any suggestions, please let us know.
- For now, we will use addition.

* Category

APSU ACCRUAL

Accrual

Accrual Clearing

Acquisition Cost

Addition

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Ent

Currency

Debit | Credit | Date | Rate Typ

GovsSuite-Manual Journal Entry

- The bottom half of the screen is the actual journal information.
- This is where we will enter the accounts, FOAPS as we now call them. Oracle gives us an easy entry. You may have to expand the column to see, but there is a search bar beside the field.

GovsSuite-Manual Journal Entry

- This opens the search field for the FOAPs.
- There are a few changes with the FOAPS moving into Oracle.
- First you will notice we have an Alias field. This is to help departments find the correct FOAP combination.
- When you click the drop-down arrow, you can search for your organization.
- Our organization accounts will change, moving into Oracle. We do have a mapping we will provide to departments.
- To search for an Alias, you can use the wildcard (%) in the front and back of the search.

GovsSuite-Manual Journal Entry

- Once you find the organization you are searching for click okay.
- This will populate the FOAP.
- You will notice a few changes:
- Entity: This is how we will distinguish between the F chart and the A chart.
- In your fund, there will be an A or F in front of the number. This is to ensure the fund and entity match.
- If you are entering a line for a grant (project), you must also enter the PPM segment of the FOAP.
- *please note in Oracle, all FOAP fields (new segments included) MUST have 0's in the value if they are not being used*

GovsSuite-Manual Journal Entry

- If you select the drop-down menu, you can search for the account. You can also key in the accounts on the main screen and select from the menu at the bottom.
- Once all the FOAP information is entered, click okay.

GovsSuite-Manual Journal Entry

- Your accounting strand is then showing.
- You will enter the amount for that line in either the credit or debit field.
- Scroll to the right and enter the line description.
- We will no longer have journal types: ZCD, ZCR, FT01, Z25, FUPLOAD. They are all one entry.
- When we move to Oracle, we will no longer have a bank fund 990000. This mean we will use the associated offsetting fund. In this example, we are using fund A333010

GovsSuite-Manual Journal Entry

- When you have entered all necessary information, you will go to the top of the page and click save, complete, and post.
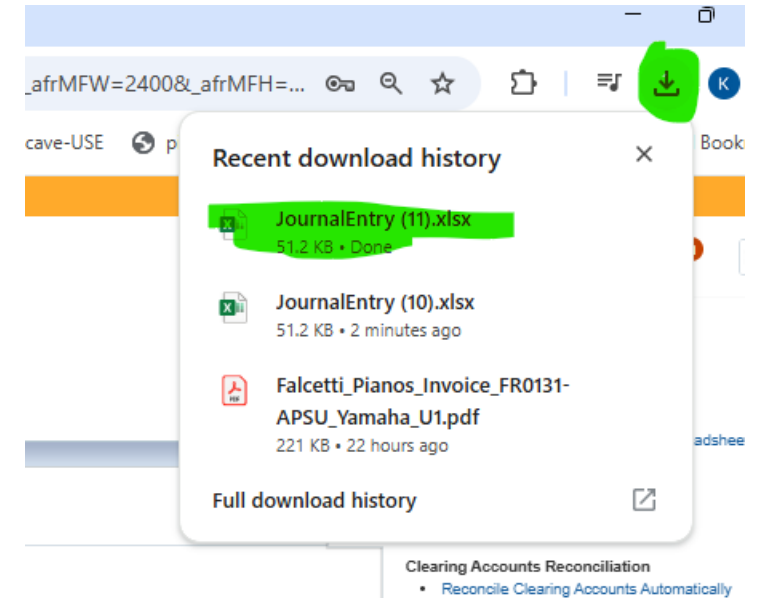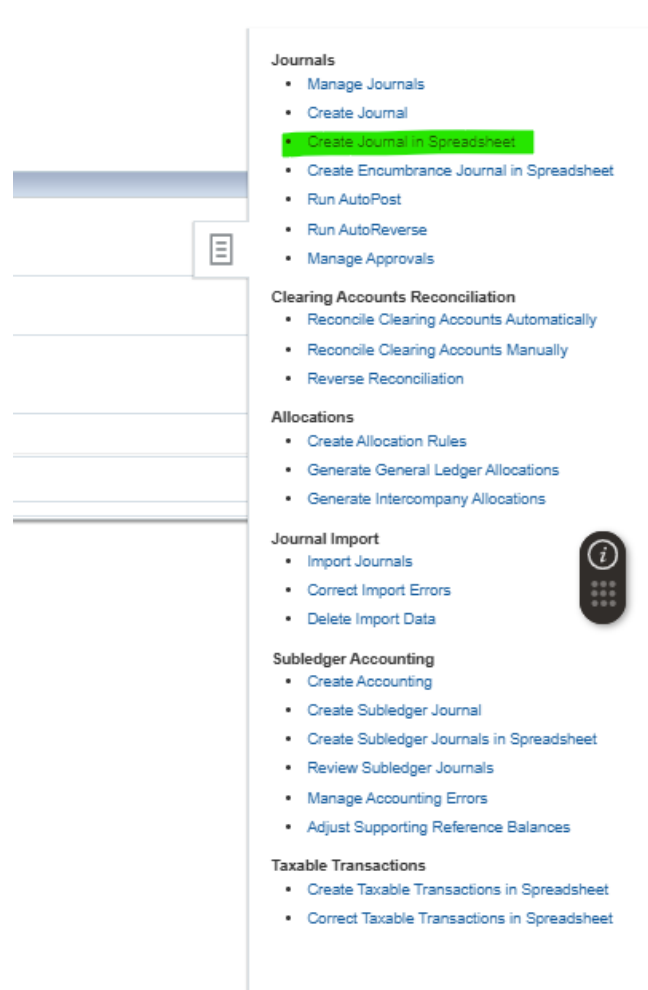
QUESTIONS?

Manual journals

GovsSuite- Spreadsheet Journal

- Another way to process journals is through a spreadsheet. You will need an excel add in for this function.

 Users, beware, if you have a spreadsheet server, you'll need to enable the add-on before you continue.

- You will click create journal in spreadsheet instead of create journal.

- Open the downloaded excel

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Recent download history ×

JournalEntry (11).xlsx
51.2 KB • Done

JournalEntry (10).xlsx
51.2 KB • 2 minutes ago

Falcetti_Pianos_Invoice_FR0131-APSU_Yamaha_U1.pdf
221 KB • 22 hours ago

Full download history

Clearing Accounts Reconciliation
- Reconcile Clearing Accounts Automatically

GovsSuite- Spreadsheet Journal

- When you open the spreadsheet click enable editing at the top.
- It will then ask if you would like to connect, select yes.
- You will then enter your oracle User ID and Password until single sign-on is working.

GovsSuite- Spreadsheet Journal

- At the top of the spreadsheet, fill in the necessary information.
- If you double-click into the field with the *, you are able to search the field as you could in the system.
- If this entry is an accrual entry that requires a reversal entry, you can now set it within the journal.

GovsSuite-Spreadsheet Journal

- In the journal lines fields, you can again double-click into the cell, and a search will pop up as it did before in the system directly.

Accounts ✕

[   ] 🟩

OK   Cancel

Key Flexfield ✕

◢ Hide Segments

Alias   [▼]

Entity   [▼]

Fund   [▼]

Organization [▼]

Account   [▼]

Program   [▼]

Activity [▼]

PPM_Project [▼]

InterFund 000000 [▼] Default Interfund

Future   000000 [▼] Default Future Value

Search   Reset | OK   Cancel

Changed	Row Status	*Entity [..]	*Fund [..]	*Organization [..]	*Account [..]	*Program [..]	*Activity [..]	*PPM_Project [	*InterFund [..]	*Future [..]	*Currency	**Entered Debit	**Entered Credit	Convers Date
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GovsSuite- Spreadsheet Journal

- You will then enter the currency (USD), Debit or Credit amount, and Line description.
- When all the information is entered, you click submit at the top of the page.
- A submission option box will appear. You will select the following: Submit Journal Import(this will allow you to add your attachments), No, and Send Email Notification for Journal Import Failures. Then click submit.
- It will then tell you that the process has been submitted.

GovsSuite- Spreadsheet Journal

- We still need to add attachments!
- To do so, exit excel. Open oracle, go back to general accounting, journals, task and manage journals.
- From there, you will search for your journal. Once you find your entry, click the blue hyperlink at this point it will say unposted.

GovsSuite- Spreadsheet Journal

- Once you pull your journal up, you can review and add your attachments.
- By clicking the plus sign by attachments, you will upload any backup.
- Once you review, select post and the journal will go through the approval workflow.

GovsSuite- New Features- Validation rule codes

- Another change is the addition of validation rule codes. This means that if an incorrect FOAP combination exists, Oracle will not allow the entry to proceed.

- When this happens, the error code will pop up in the top left, instructing you on how to correct the error. This will hopefully prevent correction entries in the future.

QUESTIONS?

Spreadsheet Journals

GovsSuite

- For approvers, you will notice a bell at the top right side of your screen. This is your notification.

- Once you click the bell, a list will appear of everything waiting for your approval. You can click the hyperlinks to view the entries.

- From there, you are able to view the entry in more detail, approve or reject.

GovsSuite

- To click the view journal, it will open the journal screen; you can access the attachments from this screen.
- From this screen you are able to approve or reject as well.
- When you go back to the journal after approving it, you will see the batch status is posted.

QUESTIONS?

Journals/Approvals/Oracle