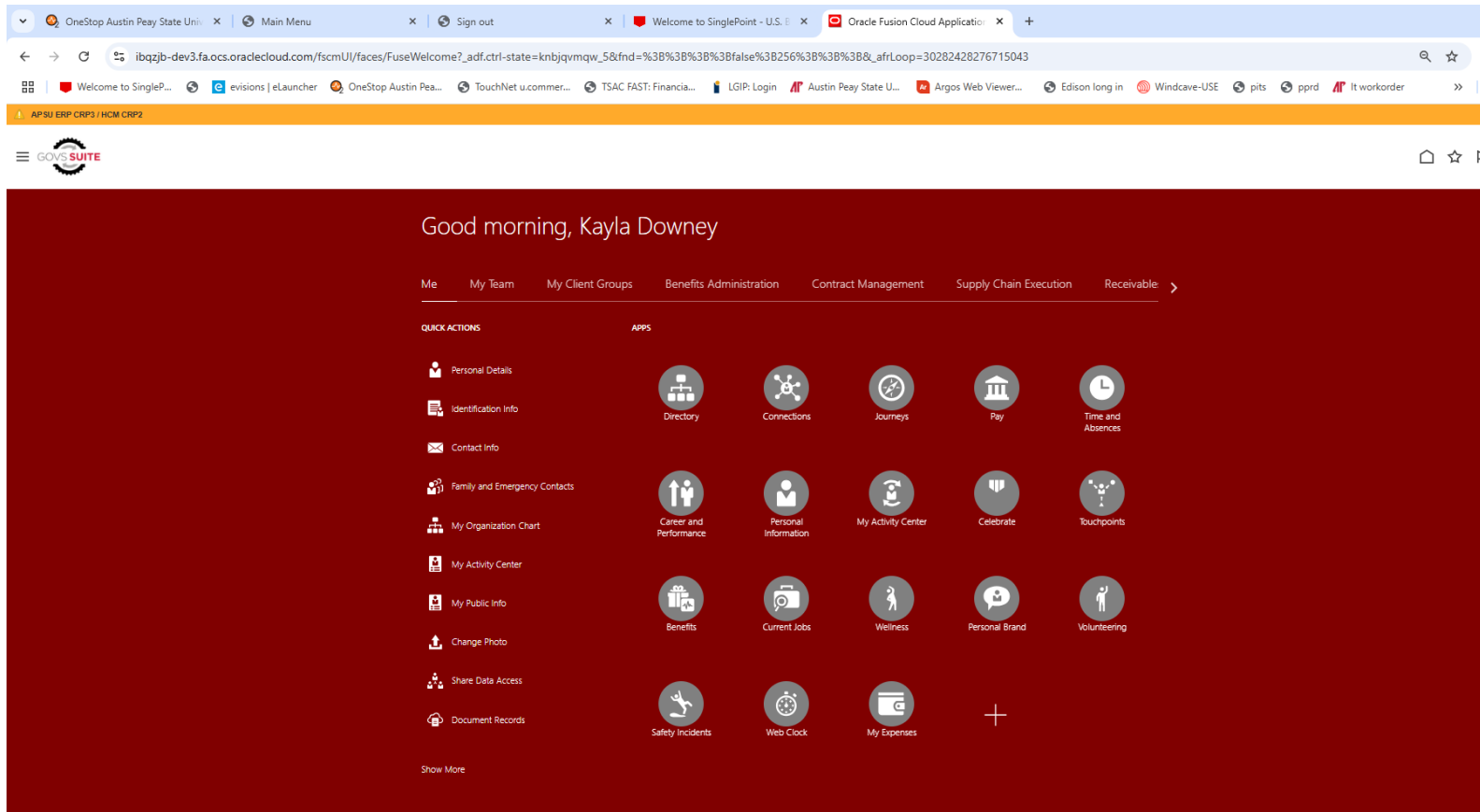


GOVS SUITE- GET EXCITED!

Journal Entries

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!

The screenshot displays the GovsSuite dashboard interface. At the top, a navigation bar includes modules: Receivables, Product Management, Payables, Projects, Grants Management, **General Accounting** (circled in red), and Intercompany Acco. Below this, the 'QUICK ACTIONS' section contains 'Manage Journals' and 'Create Journal'. The 'APPS' section features icons for 'General Accounting Dashboard', 'Journals' (circled in red), and 'Period Close', followed by a plus sign. A 'Show More' link is present. The 'Things to Finish' section shows a list of journal entries with their status and creation date.


Assigned to Me	Created by Me
10	0

1 week ago	3 weeks ago	3 weeks ago	3 weeks ago
APPROVED Journal Batch KD test spreadsheet Spreadsheet A 300000009360216...	APPROVED Journal Batch KD Accrual test (6,000.00 USD) from Kayla Downey Requires...	APPROVED Journal Batch KD Test 3 (7,300.00 USD) from Kayla Downey Requires Approval	The asset additi asset KD Test ha completed. Clic message to revi
Kayla Downey	Kayla Downey	Kayla Downey	
Dismiss	Dismiss	Dismiss	Dismiss

Show More

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 300000000...	FEB-25	The budgetary control couldn't be completed for the batch. You must review details on the Enter Journals page.

Columns Hidden 1

Home

Star

Flag

Notification

KD

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

GovSuite-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.

Data Access Set: APSU Primary Ledger

Create Journal ⓘ

Journal Batch ⓘ | Show More

Journal Batch

Description

* Balance Type Actual ▼

* Accounting Period JUN-25 ▼

Attachments None +

Journal ⓘ | Show More

Journal

Description

* Ledger APSU Primary Ledger ▼

* Accounting Date 6/1/2025 ⓘ

* Category ▼

Journal Lines ⓘ

Actions ▼ View ▼ Format ▼ + - X Y Z Detach ⓘ

Line	* Account	Currency	Entered (USD)		Date	Conversion			Accounted (USD)		Unit of Measure	Statistical Quantity	Additional Information	Reconciliation Reference	Reconciliation Status	Reconciliation Group	Reconciliation Date
			Debit	Credit		Rate Type	Rate	Inverse Rate	Debit	Credit							
1		USD US Dollar			6/1/2025	User	1	1									
2		USD US Dollar			6/1/2025	User	1	1									
Total																	

Save ▼ Complete ▼ Post ▼ Cancel ⓘ

Batch Actions ▼

Source Manual

Approval Status Required

Funds Status Not attempted

Batch Status Unposted

Completion Status Incomplete

Currency USD US Dollar ▼

Conversion Date 6/1/2025

Conversion Rate Type User

Conversion Rate 1

Inverse Conversion Rate 1

Projected Balances

PTD ▼ Total ▼

No lines selected.

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

	Currency	Ent	Debit	Credit	Date	Rate Typ
+ [Icon] X [Icon]						

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.

[illegible]

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.

Account

Hide Segments

Alias

Entity

Fund

Organization

Account

Program

Activity

PPM_Project

InterFund 000000 Default Interfund

Future 000000 Default Future Value

Search Reset OK Cancel

Account

Hide Segments

Alias

Entity

Fund

Organization

Account

Program

Activity

PPM_Project

InterFund

Future

Search

Search Reset OK Cancel

Funds Status Not attempted

Batch Status Unposted

Completion Status Incomplete

Statistical Quantity Additional Information Reconciliation Reference Reconciliation Status

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*

Account

☐ Hide Segments

Alias: 803150-Hand Village ▼

Entity: A ▼ Austin Peay State University

Fund: A333010 ▼ Residence Halls

Organization: 803150 ▼ Hand Village

Account: ▼

Program: 700 ▼ Auxiliary Enterprise

Activity: 000000 ▼ Default Activity

PPM_Project: 00000000 ▼ Default Project

InterFund: 000000 ▼ Default Interfund

Future: 000000 ▼ Default Future Value

Search Reset | OK Cancel

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.

Search and Select: Account

Search Advanced

Match ☒ All ☐ Any

Value

Description

Search Reset

Value	Description
15030	Inventory Copier Supplies
74110	Printing of Supplies by Institution
74120	Printing of Supplies Outside Instit
74510	Office Supplies
74515	Office Supplies APSU Bookstore
74520	Instructional Supplies
74521	Instr Supplies Software
74529	Instr Supplies Minor Eq
74530	Operational Supplies
74540	Supplies Credit Card

OK Cancel

Account

Hide Segments

Alias

Entity Austin Peay State University

Fund Residence Halls

Organization Hand Village

Account

Program Auxiliary Enterprise

Activity Default Activity

PPM_Project Default Project

InterFund Default Interfund

Future Default Future Value

OK Cancel

Rate	Inverse Rate	edit
1	1	

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


Journal Lines

ActionsViewFormat+XJEEYDetachWrap

Line	Account	Currency	Entered (USD)		Date	Conversion			Accounted (USD)		Unit of Measure	Statistical Quantity	Additional Information	Reconciliation Reference	Reconciliation Status	Reconciliation Group	Reconciliation Date
			Debit	Credit		Rate Type	Rate	Inverse Rate	Debit	Credit							
1	A-A333010-803150-74510-700-000000-	USD L		50.00	8/1/2025	User		1	1		50.00						
2		USD L			8/1/2025	User		1	1								
Total				50.00							50.00						

Accounts ▼ view ▼ Format ▼ T EY Detach Wrap												
	Line	* Account	Currency	Entered (USD)		Conversion				Accounted (USD)		Unit
				Debit	Credit	Date	Rate Type	Rate	Inverse Rate	Debit	Credit	
▶	1	A-A333010-803150-74510-700-000000-000000	USD US Dollars		50.00	3/14/2025	User	1	1		50.00	
▶	2	A-A333010-000000-11010-000-000000- EQ	USD US Dollars	50.00		3/14/2025	User	1	1	50.00		
	Total			50.00	50.00					50.00	50.00	

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

A white dialog box with a green checkmark icon in the top left corner. The title is "Confirmation". The text inside says: "The journal requires approval before it can be posted, and has been forwarded to the approver." There is an "OK" button in the bottom right corner.

QUESTIONS?

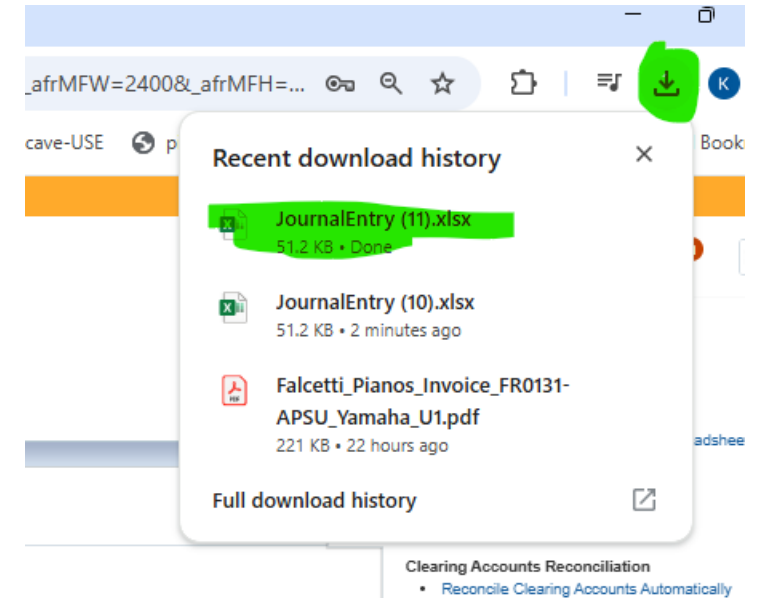
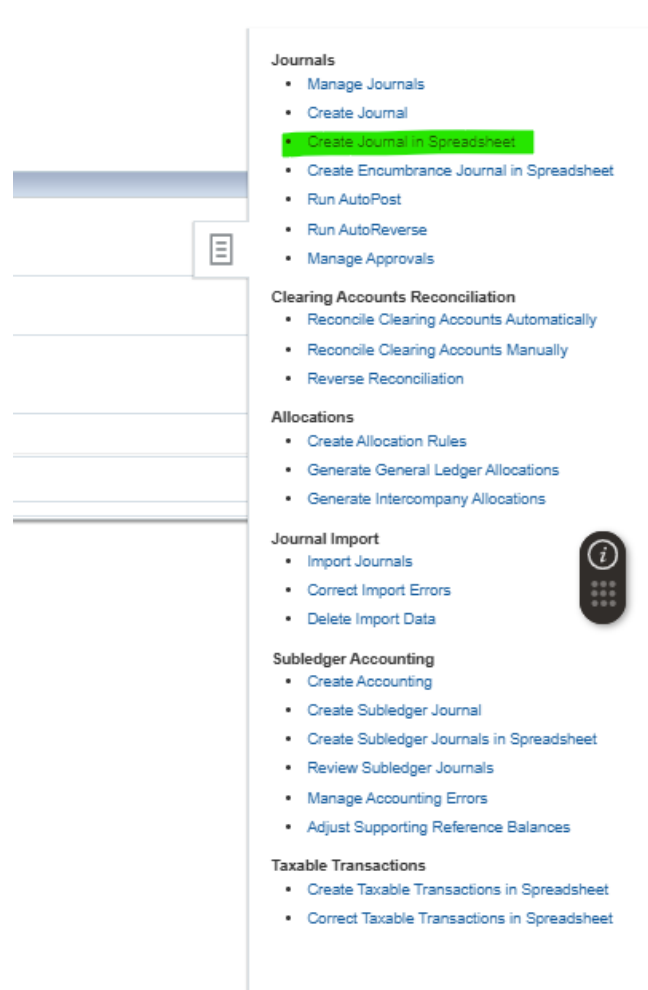
Manual journals

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



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.

[illegible]

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.

ORACLE

Create Journal

* Required **At least one is required

If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.

Data Access Set

Journal

Description

*Ledger

*Accounting Date

Adjusting Period

Worksheet Status

APSU Primary Ledger

KD Test 3

KD Test 3

APSU Primary Ledger

3/14/2025

*Group ID

*Source

*Category

Reversal Period

Reversal Date

Reference Date

Journal Attachment URLs

Journal Validation Status

300000009360216

Spreadsheet

Journal Lines

Changed	Row Status	*Entity [..]	*Fund [..]	*Organization [..]	*Account [..]

Category

APSU ACCRUAL

Accrual

Accrual Clearing

Acquisition Cost

Addition

Adjust Retirement

Adjustment

Allocations

Balance Initializ...

Balance Sheet ...

Balance Transfer

Billed

Billed Earned

Billed Unearned

Billing Reclassifi...

Search

Reset

OK

Cancel

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

X

Hide Segments

Alias

Entity

Fund

Organization

Account

Program

Activity

PPM_Project

InterFund

000000

Default Interfund

Future

000000

Default Future Value

Search

Reset

|

OK

Cancel

[illegible]

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.

The screenshot displays the GovsSuite Spreadsheet Journal interface. The top section shows a table with columns for data entry. The bottom section shows the 'Submission Options' dialog box and a 'Confirmation' message.

*Future [...]	*Currency	**Entered Debit	**Entered Credit	Conversion Date	Conversion Rate Type	Conversion Rate	Accounted Debit	Accounted Line Credit Description	Statistical Quantity	Clearing Company	Line Descriptive Flexfield Context	Line Descriptive Flexfield Values	Captured Information Context	Captured Information	Recon Refere
000000	USD		100.00					KD Test 3							
000000	USD	100.00						KD Test 3							

The 'Submission Options' dialog box is open, showing the following options:

- Submission**
 - ☐ Save to Interface
 - ☒ Submit Journal Import
 - ☐ Submit Journal Import and Posting
- Import**
 - ☒ No
- Descriptive**
 - ☐ Yes with validation
- Flexfields**
 - ☐ Yes without validation
- Other**
 - ☐ Defer Account Validations to Journal Import
- Options**
 - ☒ Send Email Notification for Journal Import Failures

The 'Confirmation' dialog box shows the message: "Your process 766076 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.

...

Data Access Set: APSU Primary Ledger [Change]

Manage Journals ?

Done

Search

Basic Manage Watchlist Saved Search All Journals

Actions View Format + / Detach Post Batch Reverse Batch Reverse Journal

	Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
	KD Test	KD Test 14-MAR-2025 10.2...	MAR-25	Manual	Addition	50.00 USD	50.00 USD	Posted
	KD Test 2	KD Test 2 14-MAR-2025 11...	MAR-25	Manual	Addition	50.00 USD	50.00 USD	Posted
	KD Test 3 Addition	KD Test 3 Spreadsheet A 3...	MAR-25	Spreadsheet	Addition	100.00 USD	100.00 USD	Unposted
	MAR-25 Purchase Invoices	Payables A 688171000001 ...	MAR-25	Payables	Purchase Invoices	100.00 USD	100.00 USD	Posted
	MAR-25 Purchase Invoices	Payables A 7056850000001 ...	MAR-25	Payables	Purchase Invoices	100.00 USD	100.00 USD	Posted
	MAR-25 Purchase Invoices	Payables A 7504790000001 ...	MAR-25	Payables	Purchase Invoices	349.99 USD	349.99 USD	Posted
	MAR-25 Purchase Invoices	Payables A 758931000001 ...	MAR-25	Payables	Purchase Invoices	6,000.00 USD	6,000.00 USD	Posted
	MAR-25 Purchase Invoices	Payables A 759075000001 ...	MAR-25	Payables	Purchase Invoices	100.00 USD	100.00 USD	Posted
	MAR-25 Purchase Invoices	Payables A 759136000001 ...	MAR-25	Payables	Purchase Invoices	100.00 USD	100.00 USD	Posted
	MAR-25 Purchase Invoices	Payables A 759214000001 ...	MAR-25	Payables	Purchase Invoices	100.00 USD	100.00 USD	Posted
	MAR-25 Purchase Invoices	Payables A 781280000001 ...	MAR-25	Payables	Purchase Invoices	150.00 USD	150.00 USD	Posted
	MAR-25 Purchase Invoices	Payables A 781336000001 ...	MAR-25	Payables	Purchase Invoices	155.00 USD	155.00 USD	Posted

Columns Hidden 38

- 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.

Journal Lines																	
<div> <div>Actions</div> <div>View</div> <div>Format</div> <div>+</div> <div>✖</div> <div>📄</div> <div>📄</div> <div>📄</div> <div>📄</div> <div>📄</div> <div>📄</div> <div>📄</div> <div>📄</div> <div>📄</div> <div>📄</div> <div>📄</div> <div>📄</div> <div>📄</div> </div>																	
Line	Account	Currency	Entered (USD)		Conversion				Accounted (USD)		Unit of Measure	Statistical Quantity	Additional Information	Reconciliation Reference	Reconciliation Status	Reconciliation Group	Reconciliation Date
			Debit	Credit	Date	Rate Type	Rate	Inverse Rate	Debit	Credit							
1	A-A110001-100000-74150-400-000000-00	USD US Dollar	55.00		3/14/2025	User	1	1	55.00						Unreconciled		
2	A-A110001-100014-74150-400-000000-00	USD US Dollar		55.00	3/14/2025	User	1	1		55.00					Unreconciled		
Total			55.00	55.00					55.00	55.00							

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.



Good morning, Terrell Bell

[Me](#) [My Team](#) [My Client Groups](#) [Benefits Administration](#) [Contract Management](#) [Supply Chain Execution](#)

Notifications

ACTION REQUIRED

Journal Batch KD Test 14-MAR-2025 10:28:24 (50.00 USD) from Kayla Downey Requires Approval

Kayla Downey

TRANSFERRED

Journal Batch JM Test (10.00 USD) from Jacklyn Milam Requires Approval

Jacklyn Milam

Show All

Journal Batch KD Test 14-MAR-2025 10:28:24 (50.00 USD) from Kayla Downey Requires Approval

[View Journal](#) [Actions](#) [Approve](#) [Reject](#)

Journal Batch Approval

50.00 USD

KD Test 14-MAR-2025 10:28:24

MAR-25, Manual

test

Journals

Details	Amount
3/14/2025, KD Test	50.00 USD
APSU Primary Ledger	
Addition	
test	
A-A333010-803150-74510-700-000000-00000000-000000-000000	
KD Test	CR 50.00
A-A333010-500000-11010-000-000000-00000000-000000-000000	
KD Test	DR 50.00
Batch Total	50.00 USD

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.

GOVS SUITE

Meta Access Set: APSU Primary Ledger

Edit Journal ?

Journal Batch: KD Test 14-MAR-2025 10:28:24 ? | [Show More](#)

Journal Batch	KD Test 14-MAR-2025 10:28:24
Description	test //
Balance Type	Actual
* Accounting Period	MAR-25
Attachments	None

Journal ? | [Show More](#)

Journal	KD Test
Description	test //
* Ledger	APSU Primary Ledger
Accounting Date	3/14/2025
* Category	Addition

Journal Lines ?

Actions View Format +

Detach Wrap

	Line	* Account	Entered (USD)		Description
			Debit	Credit	
	▶ 1	A-A333010-803150-74510-700-000000-00		50.00	KD Test
	▶ 2	A-A333010-500000-11010-000-000000-00	50.00		KD Test
	Total		50.00	50.00	

Columns Hidden 11

Save Post Approve Reject Cancel

Batch Actions ▼

Source	Manual
Approval Status	In process
Funds Status	Not attempted
Batch Status	Unposted
Completion Status	Complete

KD Test ▼
 >
 <+>x Journal Actions ▼

Currency	USD US Dollar
Conversion Date	3/14/2025
Conversion Rate Type	User
Conversion Rate	1
Inverse Conversion Rate	1

QUESTIONS?

Journals/Approvals/Oracle