



General Ledger WorkCenter

The General Ledger WorkCenter is designed to be a navigational center for end users. The New Core-CT Fluid functionality provides new ways to organize and navigate to some of your most commonly used pages. The General Ledger WorkCenter features a revamped Fluid look which helps end users become more efficient by accessing frequently used pages and pagelets, based on their general ledger security roles. This job aid walks users through the basic functionalities of the new fluid General Ledger WorkCenter.

***Important Note*:** *Users must have their Filters defined to see results in the **My Work** section. For more information on how to define **Filters**, refer to the [WorkCenter Personalization](#) job aid.*

General Ledger WorkCenter

Navigation:



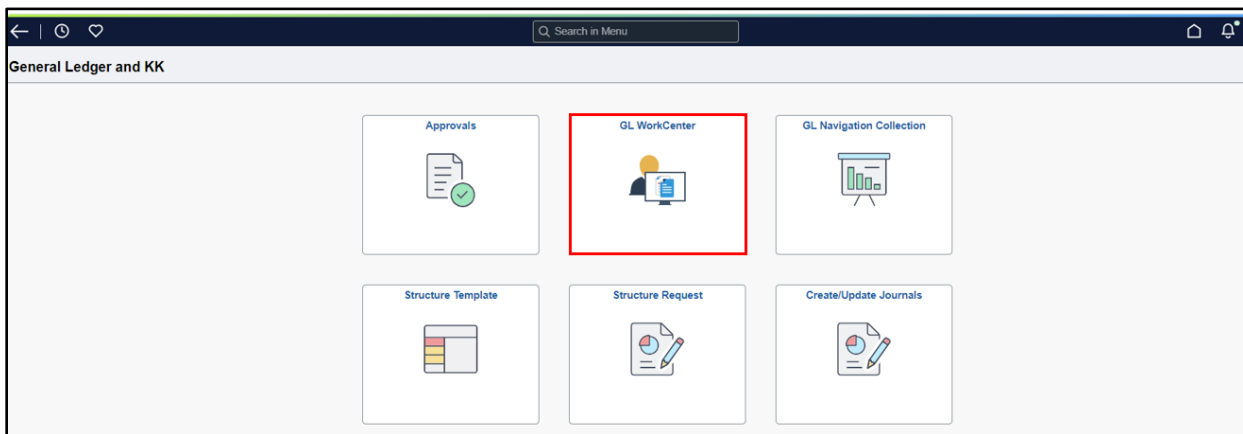
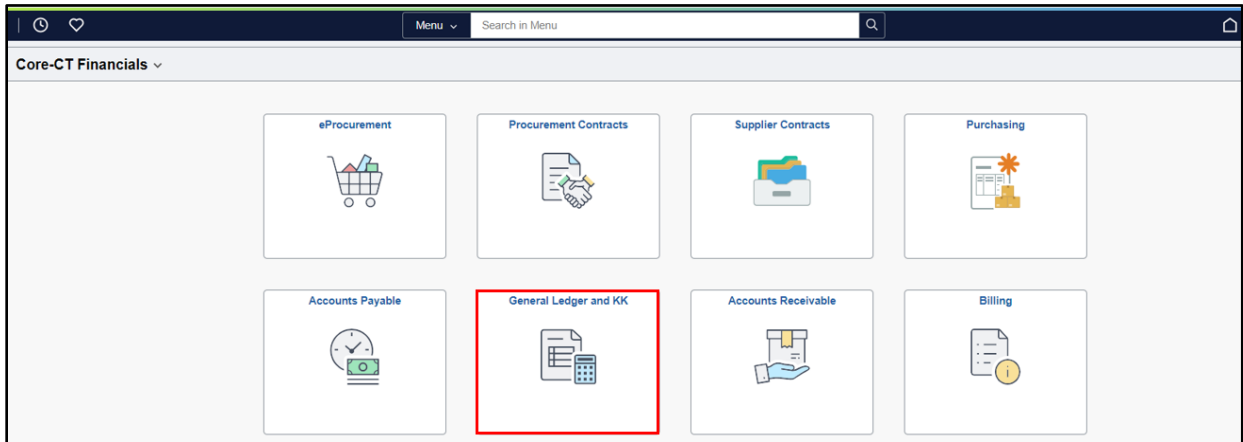
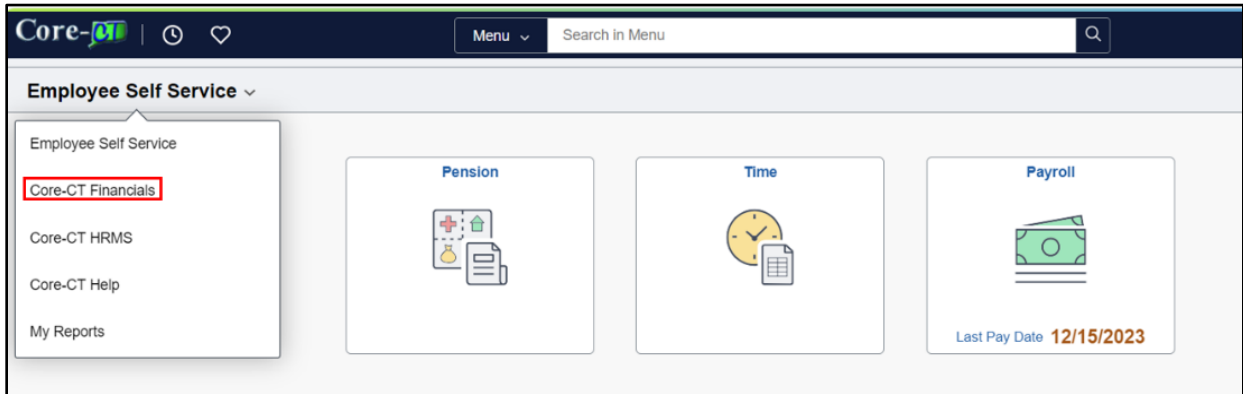
Nav Bar > Menu > General Ledger > GL WorkCenter

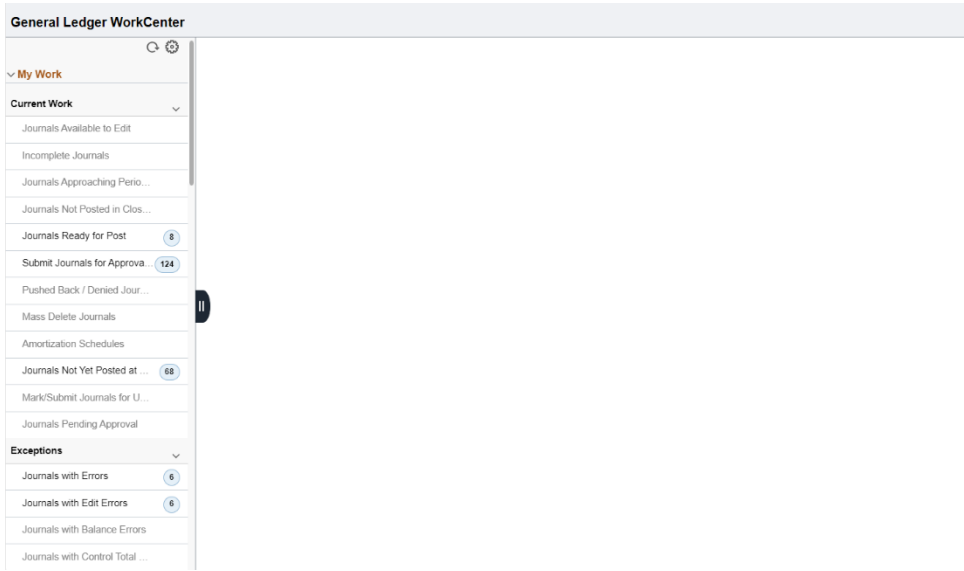
Or

Select Core-CT Financials

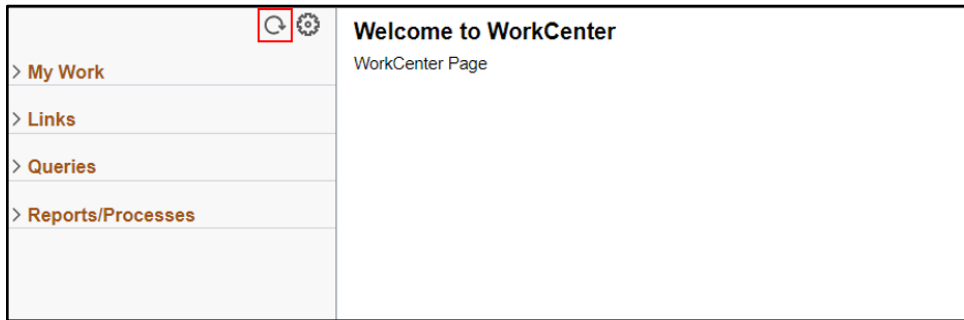
Click General Ledger Tile

Click General Ledger WorkCenter

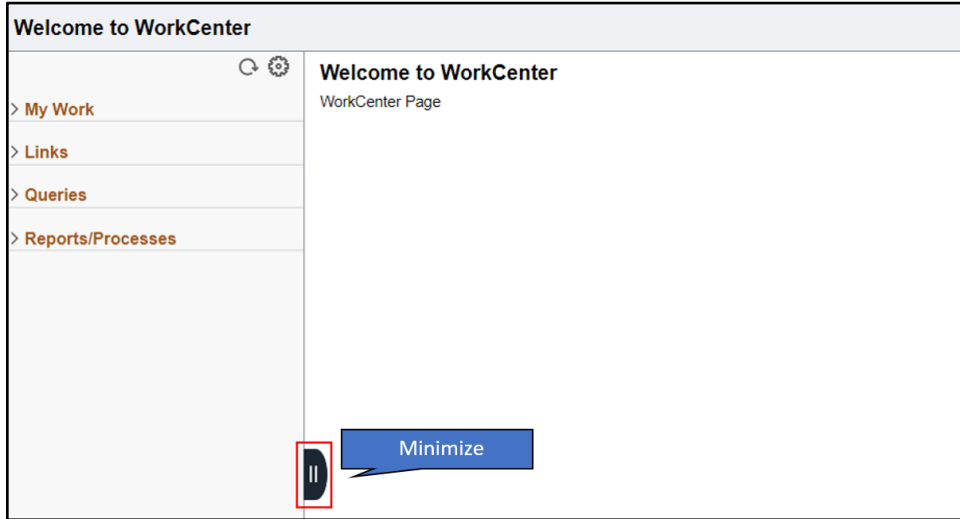




- **Using the WorkCenter**
- To refresh the page, click the **Refresh** button located in the upper left corner of **Settings**.



- To minimize the **General Ledger WorkCenter**, click the **Minimize** button located in the middle of the left-hand navigation bar.



➤ **My Work.**

The **My Work** dropdown includes links to pages that an end user would need to access daily. Additionally, it can include exceptions and alters, where the user must take action.

➤ **Current Work and Exceptions.**

General Ledger WorkCenter

My Work

Current Work

Journals Available to Edit 12

Incomplete Journals 13

Journals Approaching Perio...

Journals Not Posted in Clos... 3

Journals Ready for Post 6

Submit Journals for Approva...

Pushed Back / Denied Jour...

Mass Delete Journals 15

Amortization Schedules

** Journals Not Yet Posted a...

Mark/Submit Journals for U... 11154

Journals Pending Approval 5

Exceptions

Journals with Errors 17

Journals with Edit Errors 5

Journals with Balance Errors 12

Journals with Control Total...

Journals Available to Edit 12 rows

Actions

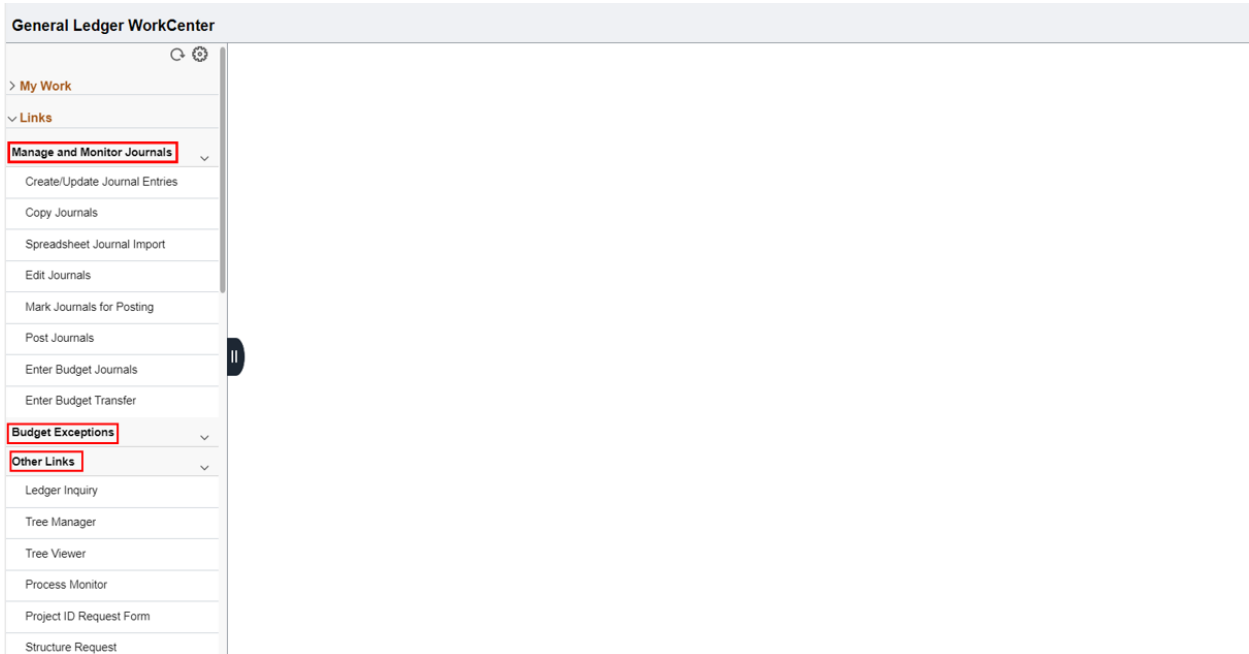
General Detail 1 Detail 2 Show All

Unit	Journal ID	Journal Date	UnPost Sequence	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines
STATE	0002296900	02/21/2024		STATE	No	Reclass BR from 2023 to 2022 f	Edit Req'd	Not Budget Checked	ONL	2
STATE	0002296902	02/21/2024		STATE	No	Reclass BR from 2023 to 2022 f	Edit Req'd	Not Budget Checked	ONL	2
STATE	0002296903	02/21/2024		STATE	No	Reclass BR from 2023 to 2022 f	Edit Req'd	Not Budget Checked	ONL	2
STATE	0002297015	03/05/2024		STATE	No		Edit Req'd	Not Budget Checked	ONL	2
STATE	0002297116	04/02/2024		STATE	No		Edit Req'd	Not Budget Checked	ONL	1
STATE	0002297118	04/02/2024		STATE	No		Edit Req'd	Not Budget Checked	ONL	1
STATE	0002297119	04/02/2024		STATE	No		Edit Req'd	Not Budget Checked	ONL	1
STATE	BI02296890	02/13/2024		STATE	No	BI Billing	Edit Req'd	Valid	BI	2
STATE	BI02296896	02/16/2024		STATE	No	BI Billing	Edit Req'd	Valid	BI	0

➤ **Links.**

The **Links** dropdown includes additional links to pages, or other areas of interest, for the user.

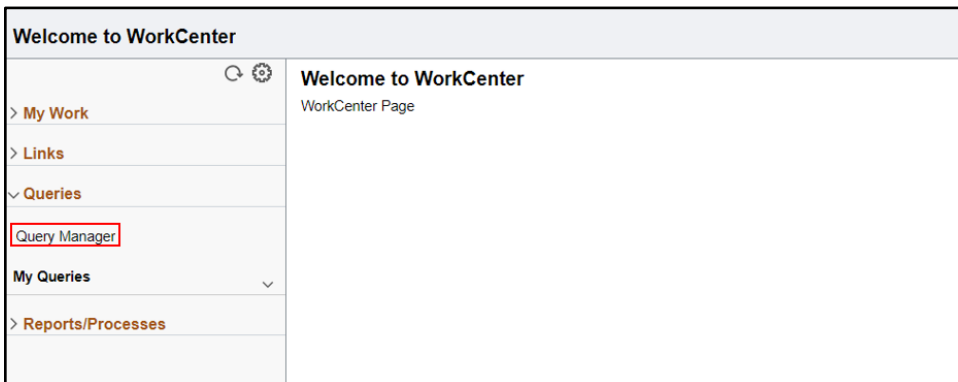
➤ **Manage and Monitor Journals, Budget Exceptions, and Other Links.**



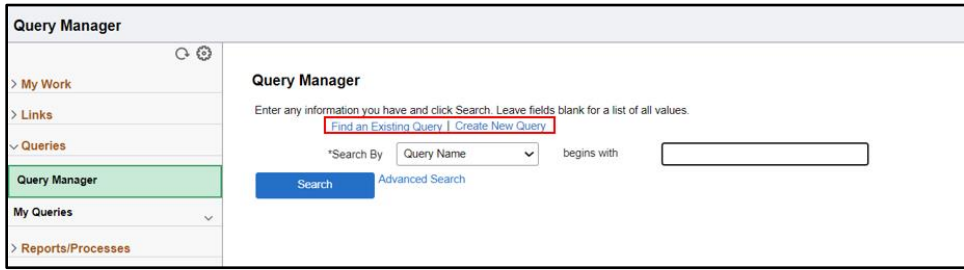
➤ **Queries.**

The **Queries** section includes links to **Query Manager**, public and private queries, and pivot grids.

➤ **Query Manager.**



- Using the **Search** function, users can pull up existing queries.
- Users may also click the **Create New Query** instead of the **Find an Existing Query** link.



➤ **Reports/Processes.**

The **Reports/Processes** dropdown stores different reports and processes users may need to perform daily.

➤ **Monitor, Journal Reports, and Budget Reports and Inquiries.**

