

Department and GL Code Manager

ClearTrial v4.6



ClearTrial v4.6 extends the flexibility and configurability of ClearTrial PLAN with the introduction of the Department and GL Code Manager. This new feature allows you to easily configure ClearTrial to support your organization's hierarchy and financial processes.

The Department and GL Code Manager allows you to create organization-specific departments and GL codes to be accessible within plans. This feature enables you to map labor and costs to departments and GL codes by Provider for a single parameter such as resources, locations, tasks, or costs. You also have the flexibility to edit an existing ClearTrial-defined department and GL code to be substituted and assigned across your plans.

In addition, you can define specific business rules to align with your organization's business processes with the map by Rule (Advanced Mode) functionality. In this mode, you can set up and define business rules for default department and GL code assignments within your plans if you need to set default assignments for specific business scenarios.

In support of the Department and GL Code Manager, various ClearTrial reports at both the Plan and Portfolio levels have been enhanced with the new capability to group data by department and/or GL code. Such reports include the Pass-Through and 3rd Party Costs, Monthly Budget reports, and Resource Demand by Date reports.

Department and GL Code Manager Scenarios

Below are two examples illustrating how you can leverage the Department and GL Code Manager, along with plan reports, to view and report on the data needed.

Scenario 1: You want to view and report on a summary of your budget fees for labor and costs by your own specific departments for each service provider. You have custom departments for your internal work versus your outsourced work. You manually map your internal plan labor and costs to your custom departments offline.

Solution: Use the Monthly Budget Report to roll-up your budget fees and costs by user-defined departments.

1. Select "Departments/Functional Areas" from the Maintain Menu.
2. Create a new user-defined department by clicking the New button.
3. Provide a code, name, and description for your department. Add more departments if needed. Save and close.
4. Click the Map Labor and Costs button. You will be redirected to the Edit Department Mapping Screen, where you can toggle between mapping labor and costs.

While on the Labor tab, ensure you are mapping by resource. To verify, check the label in the upper right corner of the screen that indicates the level you are actively mapping in.

5. For mapping labor, you can map each resource to any of the departments in the system, including your user-defined departments, by both internal and outsourced providers.

Note: You can provide a quick default department for all resources at once by selecting a resource in the Default row, and then manage by exception to assign a subset of resources to a different department.

6. For mapping costs, you can map each pass-through or miscellaneous cost to any of the departments in the system, including your user-defined departments, by your internal and outsourced providers.

While on the Costs tab, ensure you are mapping by cost. To verify, check the label in the upper right corner of the screen that indicates the level you are actively mapping in.

Note: You can provide a quick default department for all costs at once by selecting a resource in the Default row, and then manage by exception to assign a subset of costs to a different department.

7. When you are finished defining your department mappings, click Save and Close.
8. Return to the Plan List Screen and open a plan. Navigate to the Monthly Budget Report on the Reports tab.
9. Within the Monthly Budget Report dialog, select providers, timeline options, and other details you need included in the report.

In the “Group By” section, use the left/right arrows to select which data you need from the list of available reporting groups for your report output. Select Department and any other applicable data parameters you need in the report.

You can configure the ordering of the data displayed in the report by moving the reporting groups in the list with the up/down arrows.

10. Click Ok to generate the report.

Scenario 2: You want to view a summary of your budget fees for all tasks performed by one of your outsourced providers and assign it to a specific GL code called “Consulting.”

Solution: Use the GL Code Manager to create a user-defined rule that maps all tasks performed by a specific outsourced provider to a custom GL code. Then, use the Monthly Budget Report to roll-up budget fees by providers and GL codes.

1. Select “GL Codes” from the Maintain Menu.
2. Create a new GL code named “Consulting.”

You can create new user-defined departments by clicking the New button and providing a code, name and description.

3. Click the Map Labor and Costs button. You will be redirected to the Edit Department Mapping Screen, where you can toggle between mapping labor and costs.
4. While on the Labor tab, select the Mapping by Link in the upper right corner and choose the map by Rule (Advanced Mode) option.

You will be redirected to a screen with initially no rules defined. Click on the Add Rule button to get started and define your business rule.

5. Within the GL Code Mapping Rule dialog, select the outsourced provider from the Providers tab. Leave the defaulted “Any” option selected for the Locations tab since your business rule is not location-specific and leave the defaulted “Any” option selected for the Tasks tab since your rule will apply to all tasks done by this vendor. Then, assign to the “Consulting” GL code.

Note: You can also identify additional or edit/delete existing department mapping rules here. If you have multiple rules, the rules will be evaluated in the order they appear. You can reorder the rules by using the Drag to Order functionality to set the order of precedence for your business rules.

6. Return to the Plan List Screen and open a plan. Navigate to the Monthly Budget Report on the Reports tab.
7. Within the Monthly Budget Report dialog, select to group by the specified outsourced provider and GL code.
8. Click Ok to generate the report.