

# Finance – TechnologyOne Cloud Upgrade

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*Finance – TechnologyOne is scheduled to be upgraded on the weekend of **20/21 October 2018**. This upgrade involves moving the platform supporting the system, to the 'Cloud'.*

*In the main there is little change to the functions within the Finance TechOne system however, there are some changes that affect all users therefore, it is important you read this document so you are familiar with the changes that come into effect after the upgrade.*

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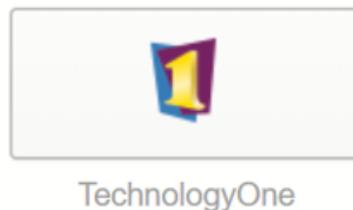
## How do I access TechOne Finance systems?

Access to Finance systems is via one application "Technology One" on your Okta dashboard. Once within the Technology One application, Finance modules will be available. Click on the appropriate module in the 'Ci in the Cloud' panel.

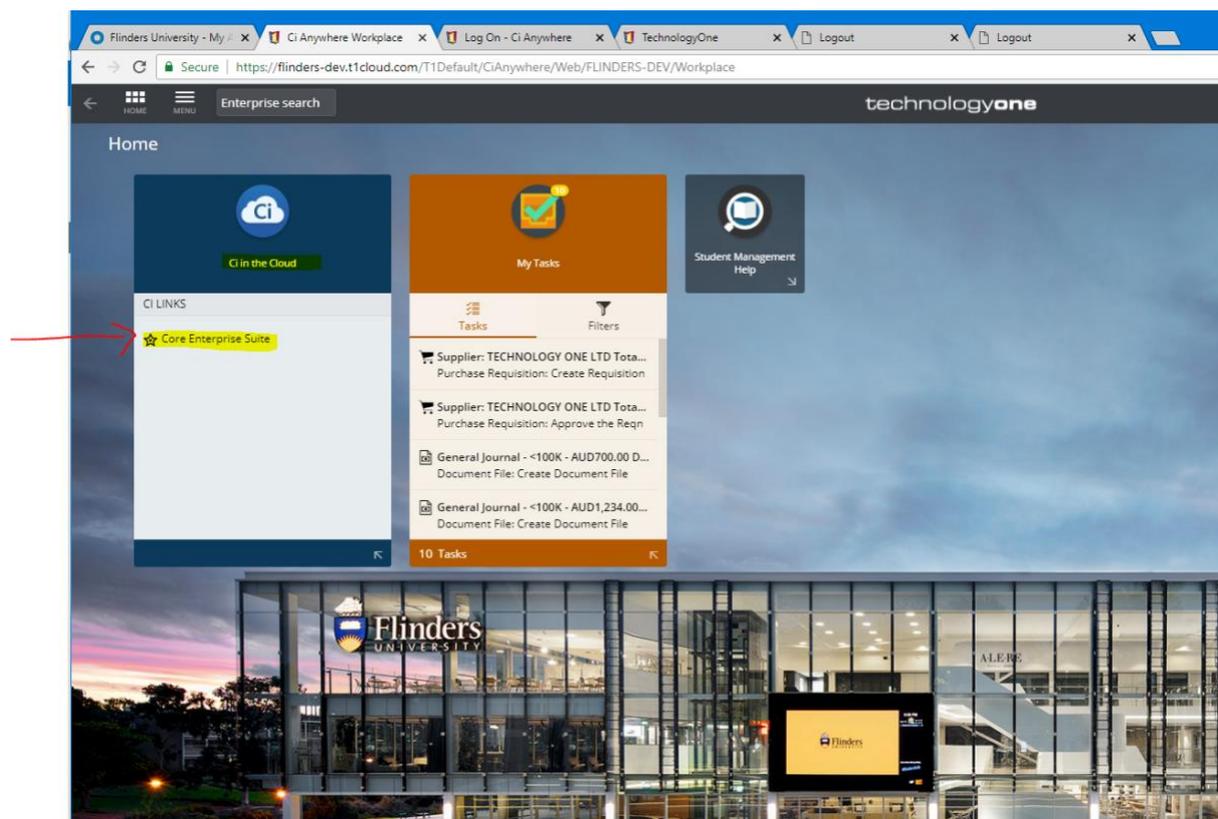
Any browser can be used, and Citrix is no longer required.

If you do not have the Technology One application on your Okta dashboard, you will need to apply to be a user via IDS helpdesk ([ids@flinders.edu.au](mailto:ids@flinders.edu.au)) or via the AssystNet application on your Okta dashboard.

To access TechOne Financials, Please click on the below icon from your OKTA dashboard.



Click on Core Enterprise Suite to access Technology One Financial System.



## How to turn the Pop-up Blocker on or off

**Block or allow pop-ups from a specific site**

1. On your computer, open browser
2. Go to a page where pop-ups are blocked.

3. In the address bar, click *Pop-up blocked*.
4. Click the link for the pop-up you want to see.
5. To always see pop-ups for the site, select *Always allow pop-ups from [site] Done*.
6. Also you may go to the browser settings and turn off the *Pop-up Blocker*.

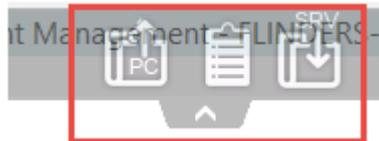
## How to copy/paste

Copying text between the desktop and a Student or Finance window needs to go via a new clipboard function, accessed from the top of the window.

At the top of the application window there are 3 new icons accessed via a pull down menu.

Pull down menu: 

Use the pull down menu to display the following icons



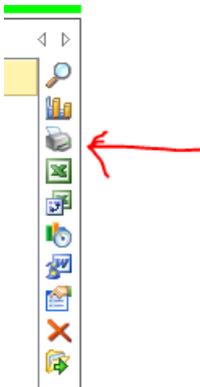
New Icons:

1. Copy from desktop to server
2. Clipboard
3. Copy from server to desktop

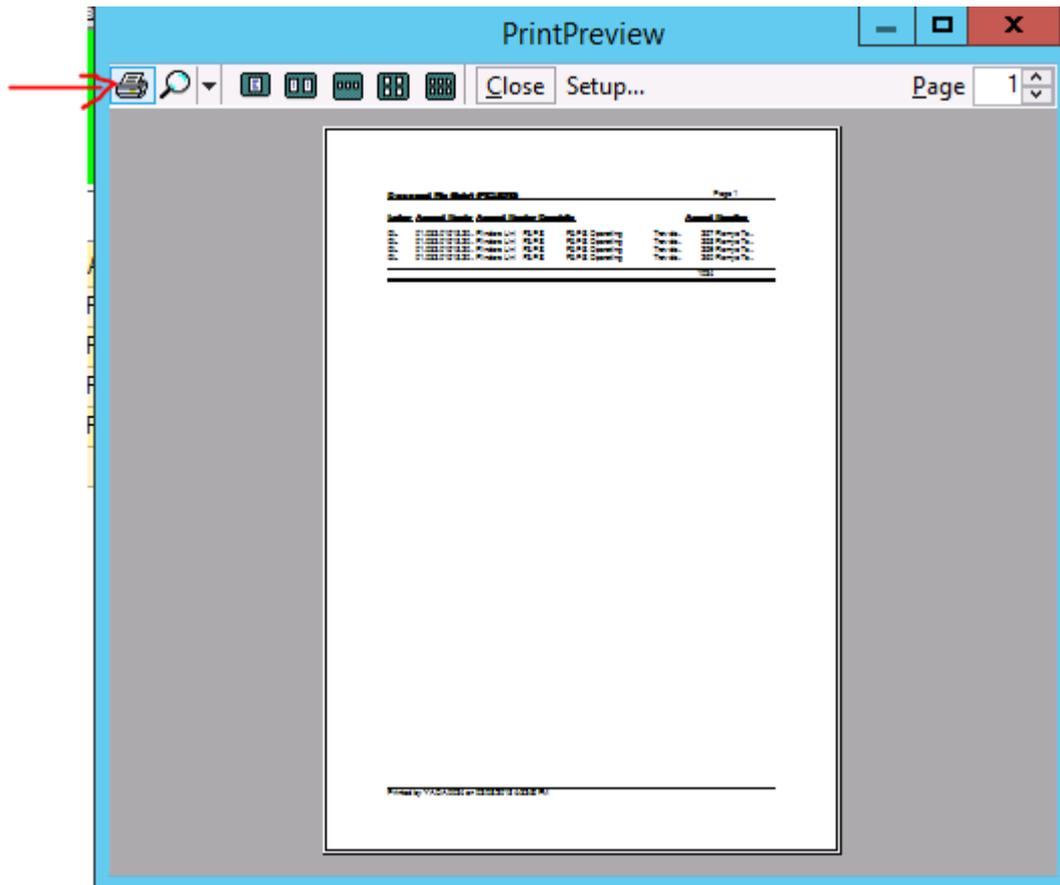
## How to print in the cloud

### Scenario 1 : How to do print screen.

1. Click on the printer icon as you can see in the below screen –



2. Then again click on the *Print* icon –



3. A printer page would appear, just click on Print to printout the page.

## **Scenario 2: How to print purchase order**

*Step1: Select the Requisition you need to print by highlighting the row (as shown in below snapshot).*

*Step2: Click on Release and Print Order (as shown in below snapshot).*

Flinders University - My ... Ci Anywhere Workplace ... TechnologyOne ... [CACMP-1320] FS\_069 - ... https://services-syd0101...

Secure | https://syd0101.cis.t1cloud.com/software/z0se9Xeb3UbQr4cpECaPMdzQOn8UeQRuPzDpV1R74Rach9Z1lX1BMLSHgncY1grn.html?8hWj

Purchasing Officer - TechnologyOne Enterprise S

File Edit View Tools Actions Window Help

My Workplaces My Reports and Files Announcements Reminders Preferences

Home Tasks I Perform **Requisitions** Orders Cancel Receipt Processing Enquire Reports My Workflow

List (INPUR005) help forward close clear retrieve

**Purchase Requisitions**

Select a Purchase Requisition to work on

Search: [ ] Retrieve Saved Search

Location = FU [X]  
 Supplier Name like [ ] [X]  
 Create User like YADA0024 [X]  
 Status One Of Suspended,Accepted,Not Appli [X]

[Add Criteria](#) [Clear Criteria](#) [Clear Values](#) [Save Search](#) [Load Search](#)

Location	Requisition Number	Supplier Name	Requisition Date	Order Amt Inc (AUD)	Units	Status	Sub Location	Reference Number
FU	VCO008884	TECHNOLOGY ONE L...	13/08/2018	160,000.00	0.0000	Suspended	VCO	
FU	VCO008885	TECHNOLOGY ONE L...	13/08/2018	45,000.00	0.0000	Accepted	VCO	
<input checked="" type="checkbox"/> FU	VCO008886	TECHNOLOGY ONE L...	13/08/2018	150,000.00	0.0000	Accepted	VCO	
FU	VCO008887	TECHNOLOGY ONE L...	13/08/2018	160,000.00	0.0000	Suspended	VCO	
FU	VCO008888	TECHNOLOGY ONE L...	13/08/2018	180,000.00	0.0000	Suspended	VCO	

Step 3: Click on Retrieve (as shown in below)

Step 4: Select the row by ticking the check box against that row (as shown in below)

Step 5: Click on Release and Print Selected Orders (as shown in below)

Flinders University - My ... Ci Anywhere Workplace ... TechnologyOne ... [CACMP-1320] FS\_069 - ... https://services-syd0101... Logou

Secure | https://syd0101.cis.t1cloud.com/software/z0se9Xeb3UbQr4cpECaPMdzQOn8UeQRuPzDpV1R74Rach9Z1lX1BMLSHgncY1grn.html?8hWpkje7

Purchasing Officer - TechnologyOne Enterprise Suite

File Edit View Tools Actions Window Help

My Workplaces My Reports and Files Announcements Reminders Preferences

Home Tasks I Perform **Requisitions** Orders Cancel Receipt Processing Enquire Reports My Workflow

Process (INPUO120) help back home close clear retrieve

**Orders Release and Print**

Select Requisitions created using  All Auth Codes  Selected Auth Code like \$DEFAULT [X]

Search: [ ] Retrieve Saved Search

Location = FU [X]  
 Supplier Name like [ ] [X]  
 Create User = YADA0024 [X]

[Add Criteria](#) [Clear Criteria](#) [Clear Values](#) [Save Search](#) [Load Search](#)

Select the Requisitions to Release and Print

<input type="checkbox"/>	Location	Sub Location	Requisition Number	Order Number	Result	Supplier Name	Processing C
<input checked="" type="checkbox"/>	FU	VCO	VCO008885	VCO008885		TECHNOLOGY O...	18ACT
<input type="checkbox"/>	FU	VCO	VCO008886	VCO008886		TECHNOLOGY O...	18ACT

Step 6: Below window will appear after performing the Step 5.

Step 7: Now select the Print option by ticking the box and removing any ticks against any other box. Printer Name would be by default **CLOUDPRINTER**. Now click on OK button.

Document Transmission (Maintenance) (F1MGK030)

help home clear

Actions to Perform  
View Processing History

Processing Options

Transmission Method

- Print
- Fax
- Email
- Export
- Window

Details

Document Definition  
PORDER

Sections to Display

- Print
- Attachments
- Expand All Collapse All Find

Document Transmission

Print

The Document will be printed using the following settings.

No. of Copies: 1

Printer Name: CLOUDPRINTER

Report Folder: \\f05ba02e-756f-492f-bb7f-a4a83287c679f05ba02e-75

Report Name: 0f1\_PUPRT01.rpt

Attachments

Selected attachments will be transmitted along with the primary report

<input checked="" type="checkbox"/>	Label	Date	File Extension	Notes
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OK Cancel

Step 8: Below screen would appear with message showing "Your Purchase Order is ready to be viewed". Click on it.

Orders Release and Print

Requisitions created using All Auth Codes

Selected Auth Code like SDEFAULT

Search: Retrievs Saved Search

ion FU

ler Name like

e User YADA0024

Criteria Clear Criteria Clear Values Save Search Load Search

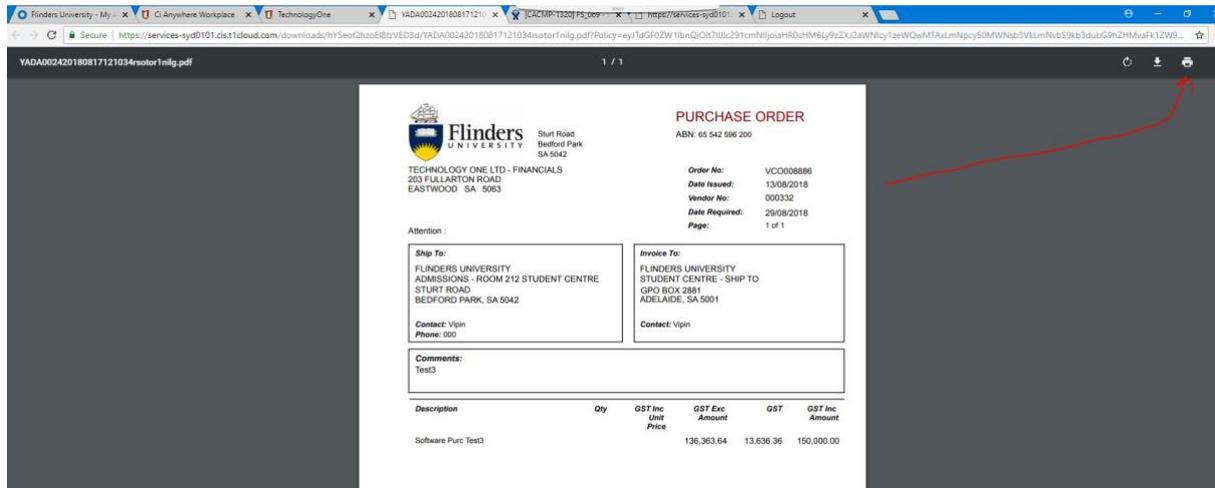
Location	Sub Location	Requisition Number	Order Number	Result	Supplier Name	Processing Group	Supplier Ledger	Supplier Account	Order Amt Inc (AUD)	Units	Tot Nbr Lines	Create User	Requisition Date	Comp
J	VCO	VCO008886	VCO008886	Released and DP print job...	TECHNOLOGY O...	18ACT	AP	000332	150,000.00	0.0000	1	YADA0024	13/08/2018	Test

Your Purchase Order is ready to be viewed.

Powered by TechnologyOne

ICD3.tmp.xlsx RCPT\_3.ETLS's.pkg Show all

Step 9: This will open the PDF document in your browser as shown below, now you may print it.



## How to run Assets crystal reports

1. Open existing Asset report
2. Expand the Output Options and select the Format option (usually pdf)

**Asset Cost Movement Report Summary**

**General**

Destination:\*

Asset Register:\*

Book Number:\*

Date From:\*

Date To:\*

**Extended Criteria**

There are currently no extended criteria for this report.  
[Add Criteria](#)

**Output Options**

When a report is not being sent directly to a printer, you may specify the file format in which the report is generated. Some destination types and export formats also allow you to specify extra details about how the report is produced.

Format:\*  

File Destination:\* **Acrobat Format (PDF)**

File Name: HTML 3.2

Svr Fid Code:\* HTML 4.0 (DHTML)

Formatting Options

These options are used to format the report for export.

Separator:

Export Mode:  Start

Report and Page

Export

Do not export

Group sections:

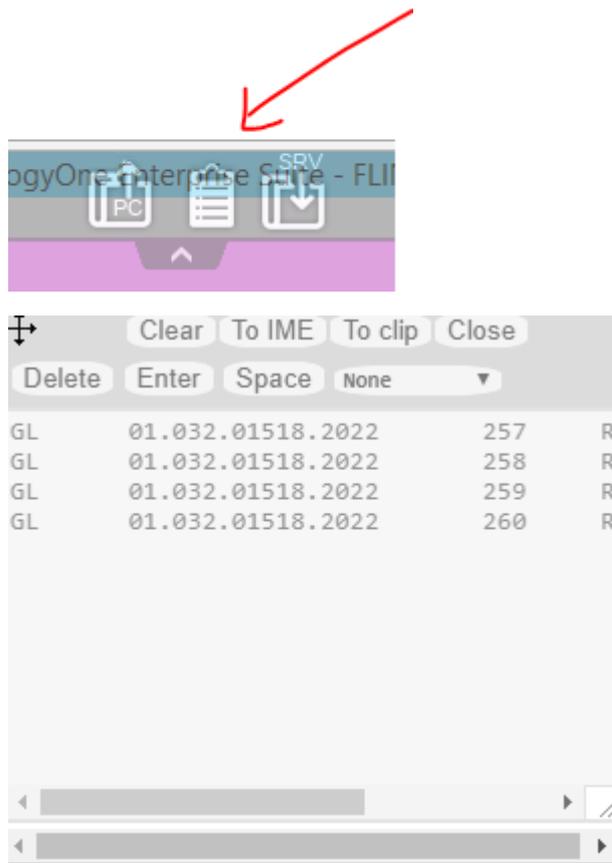
Export  Isolate Group sections

Do not export



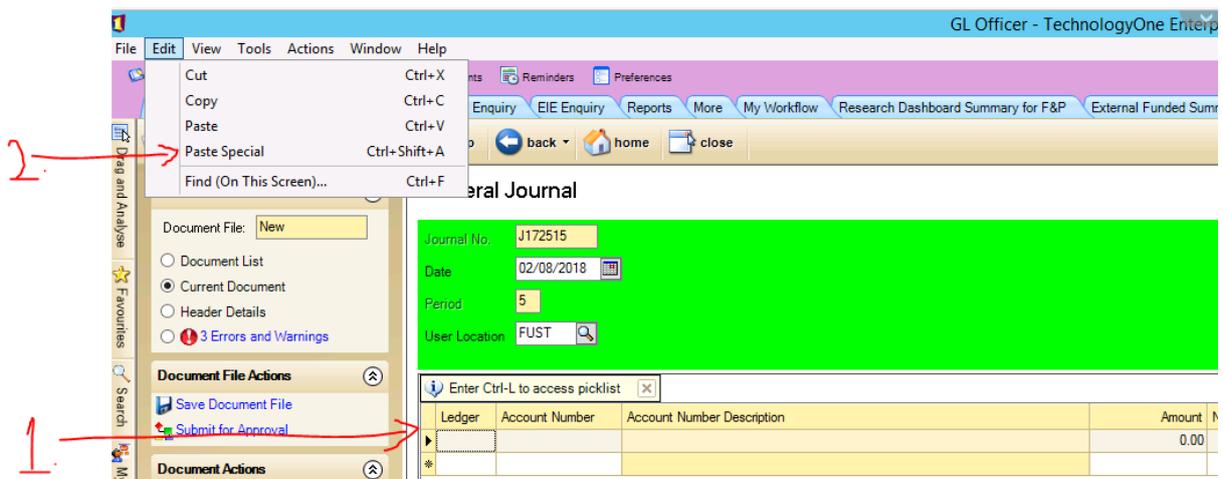


7. Paste this in the clipboard of TechnologyOne –

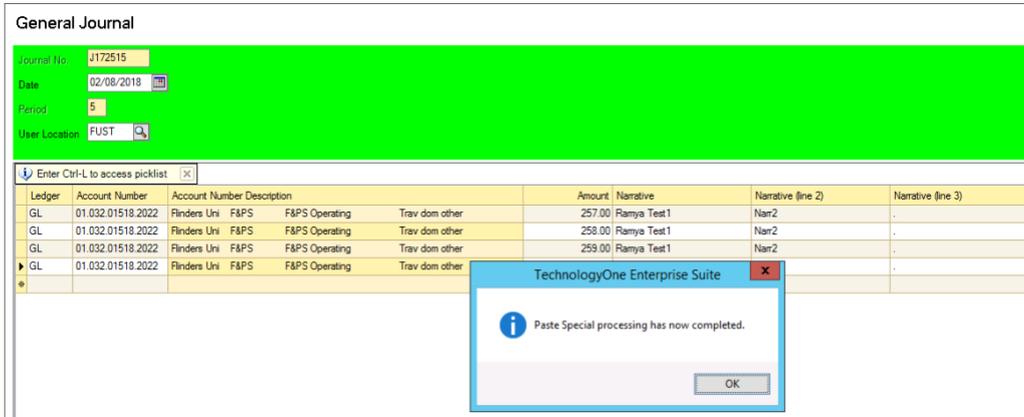


Once pasted in the clipboard then click on close to close the clipboard window.

8. Then highlight the first cell on the ledger (which is a starting point for copy / paste). Now click on edit to 'paste special' the data in the Journal.



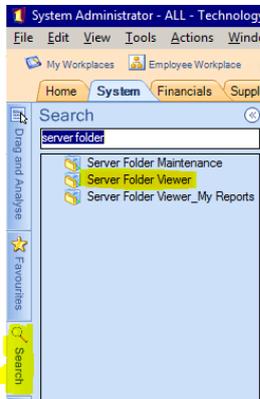
9. Once pasted the data the following screen would appear.  
**Note:** - Do not navigate the page or browse any other application while the paste special process is in place.



## How authorised staff can access and view server folders

To access and view server folders user needs to follow the below steps –

1. Click on the search box and type '**Server Folder Viewer**' and enter



2. Below are the folders locations which can be located based on the requirement –

Basware Import	Fraedom Import	Domestic Payment Run	Overseas Payment Run	Fraedom Project Extract	Bank Statement Load	Budget Imports	StarRez Direct Debits
BW_APBFI	FRAEDOM	PAY_EFT	TRAVELEX	FRAED_PR	BANKSTAT	BUDGET	STARREZD
BW_APBIN							
BW_APBPI							
BW_EPBIN							
BW_STBIN							

3. 'Sub-folder' highlighted in Yellow shows where the file resides.

System Administrator - ALL - TechnologyOne Enterprise Suite - Production Database direct

Server Folder Code: BANKSTAT Bank Statement Load

Svr Fld Code	Description	Narration 1	Narration 2	Narration 3	Sub-Folder	Path Type
SALET	Alert Definitions				vts\Alert	Relative to System Directory
SALET_CF	Alert User Configurations	This folder stores the configuration	of alerts for users		vts\Alert\Config	Relative to Data Directory
SALET_US	Alerts Definition User O/R	User overrides			vts\Alert	Relative to Custom Directory
SAPP_BIN	DLL Directory				vts\app_bin	Relative to Data Directory
SASSEB	Asset Posting Audit Reports	Asset Posting Audit Reports			hold\asset	Relative to Data Directory
SATT	Attachment Server Location	Location where attachment files will be	saved to on a server		attachments	Relative to Data Directory
SAUDIT	Audit Archive Directory				audit	Relative to Data Directory
SBILLING	Billing Posting Audit Reports	Billing Posting Audit Reports			hold\vbilling	Relative to Data Directory
SCASHGEN	Cash Generation Audit Reports	Cash Generation Audit Reports			hold\vcdefault	Relative to Data Directory
SCOMEXP	Commissions Export Directory in R1	Commissions Export Directory in R1			vexport\incomes	Relative to Data Directory
SCRW_ALL	Crystal Reports Dir for Allocation	Crystal Reports Shipped by Technology 1	for Finance One Allocations		vts\crystal\csw_f1\all	Relative to System Directory
SCRW_AP	Crystal Reports Accounts Payable	Crystal Reports Shipped by Technology 1	for Finance One Accounts Payable		vts\crystal\csw_f1\ap	Relative to System Directory
SCRW_AR	Crystal Reports Accounts Receivable	Crystal Reports Shipped by Technology 1	for Finance One Accounts Receivable		vts\crystal\csw_f1\ar	Relative to System Directory
SCRW_AS	Crystal Reports Asset System	Crystal Reports Shipped by Technology 1	for Finance One Asset System		vts\crystal\csw_f1\as	Relative to System Directory
SCRW_B1	Business One Crystal Reports				vts\crystal\csw_b1	Relative to System Directory
SCRW_BS	Crystal Reports Billing	Crystal Reports Shipped by Technology 1	for Finance One Billing		vts\crystal\csw_f1\bs	Relative to System Directory
SCRW_CAB	Crystal Reports Charges and Billing	Crystal Reports Shipped by Technology 1	for Charges and Billing		vts\crystal\csw_f1\cab	Relative to System Directory
SCRW_CCY	Crystal Reports Currency Manager	Crystal Reports Shipped by Technology 1	for Finance One Currency Manager		vts\crystal\csw_f1\ccy	Relative to System Directory
SCRW_CLT	Crystal Reports Stationery	Crystal Reports Shipped by Technology 1	for Stationery		vts\crystal\csw_f1\clnt	Relative to System Directory
SCRW_CT	Crystal Reports Contracts	Crystal Reports Shipped by Technology 1	for Contract Management Module		vts\crystal\csw_f1\ct	Relative to System Directory

4. Folder Location where you can view your file.

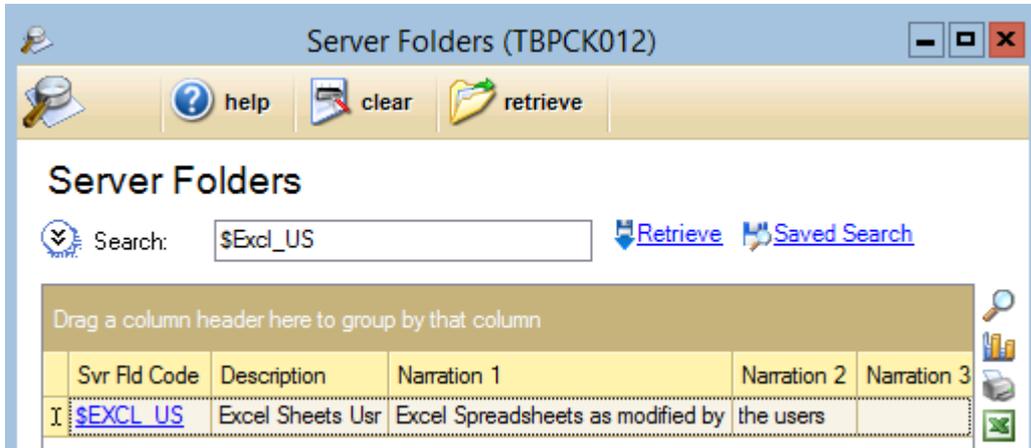
System Administrator - ALL - TechnologyOne Enterprise Suite - Production Database direct

Server Folder Code: BANKSTAT Bank Statement Load

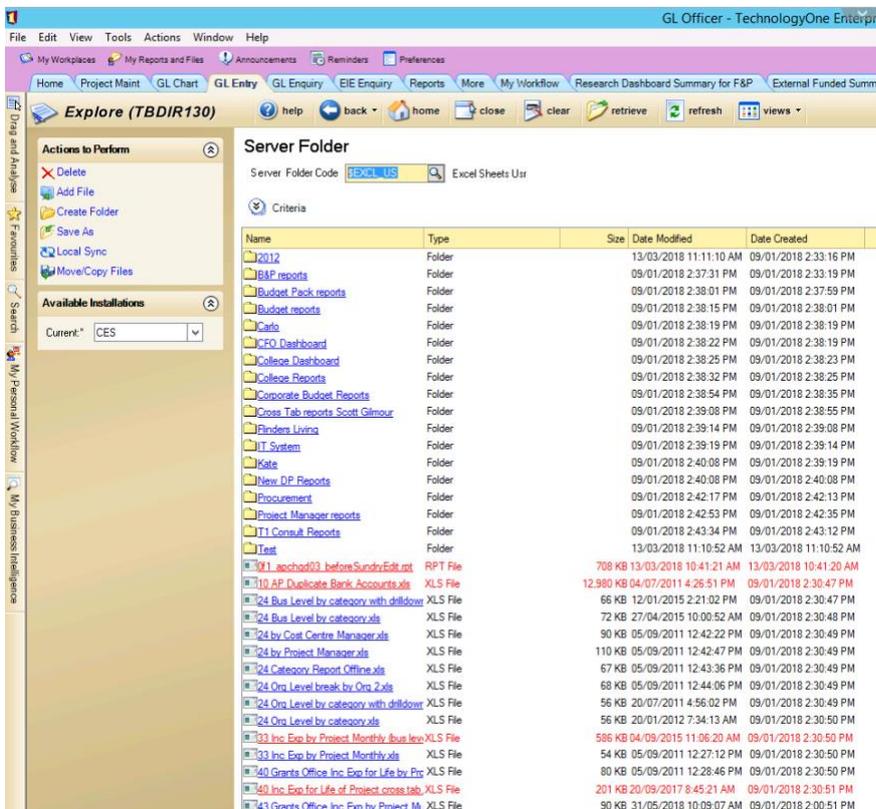
Name	Type	Size	Date Modified	Date Created
Loaded	Folder		1/08/2018 7:59:33 AM	14/08/2012 4:06:02 PM
Hold	Folder		11/12/2017 11:06:31 AM	10/12/2015 3:13:06 PM
31-7-18.nai.out	OUT File	5 KB	1/08/2018 7:59:30 AM	1/08/2018 7:59:29 AM
30-7-18.nai.out	OUT File	3 KB	31/07/2018 9:23:51 AM	31/07/2018 9:23:51 AM
27-7-18.nai.out	OUT File	4 KB	31/07/2018 9:04:07 AM	31/07/2018 9:04:07 AM
26-7-18.nai.out	OUT File	3 KB	31/07/2018 8:52:17 AM	31/07/2018 8:52:17 AM
25-7-18.nai.out	OUT File	3 KB	31/07/2018 8:43:16 AM	31/07/2018 8:43:16 AM
24-7-18.nai.out	OUT File	3 KB	31/07/2018 8:28:32 AM	31/07/2018 8:28:32 AM
23-7-18.nai.out	OUT File	4 KB	31/07/2018 8:13:00 AM	31/07/2018 8:13:00 AM
20-7-18.nai.out	OUT File	6 KB	31/07/2018 7:57:28 AM	31/07/2018 7:57:28 AM
19-7-18.nai.out	OUT File	5 KB	31/07/2018 7:45:17 AM	31/07/2018 7:45:17 AM
18-7-18.nai.out	OUT File	3 KB	31/07/2018 7:34:24 AM	31/07/2018 7:34:24 AM
17-7-18.nai.out	OUT File	4 KB	31/07/2018 7:23:14 AM	31/07/2018 7:23:14 AM
16-7-18.nai.out	OUT File	3 KB	31/07/2018 7:16:44 AM	31/07/2018 7:16:44 AM
13-7-18.nai.out.out	OUT File	0 KB	31/07/2018 7:12:09 AM	31/07/2018 7:12:09 AM
12-7-18.nai.out	OUT File	3 KB	30/07/2018 5:18:09 PM	30/07/2018 5:18:09 PM
11-7-18.nai.out	OUT File	3 KB	30/07/2018 5:06:59 PM	30/07/2018 5:06:59 PM

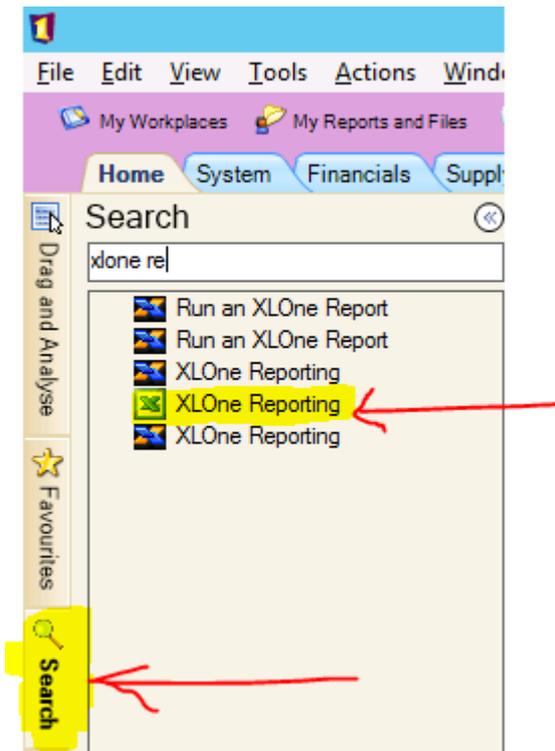
## How authorised staff can open, edit and save XLOne reports

1. Search for Server Folder Viewer in the TechOne Search
2. In the Search enter **\$EXCL\_US** and click on Retrieve
  - a. Select **\$EXCL\_US**

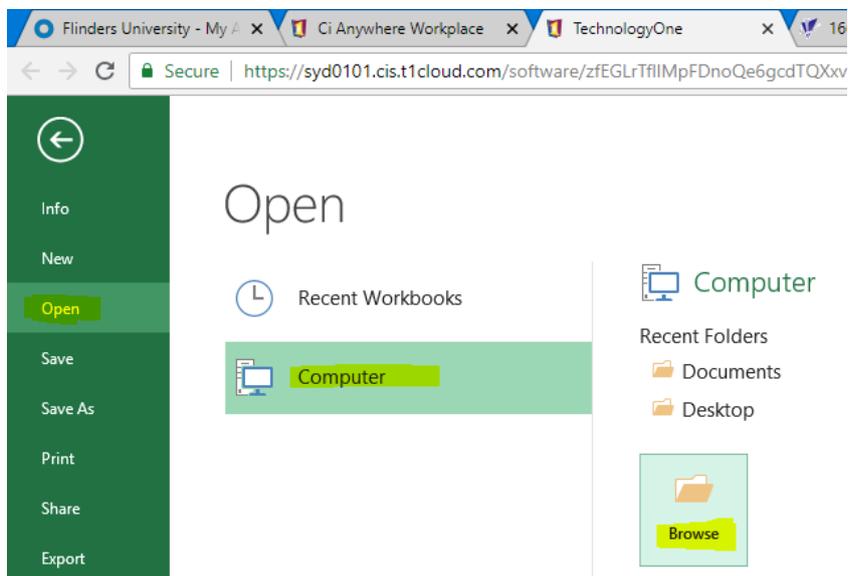


3. Below screen will appear.
  - a. Now select the file which you want to open
  - b. Click on Local Sync (you can find this in your left window pane – Under actions to perform)
  - c. Now go to Search (you can find this in your left window pane), type **XLONE REPORTING** as search criteria (screenshot below)
  - d. Double click on **XLONE REPORTING**

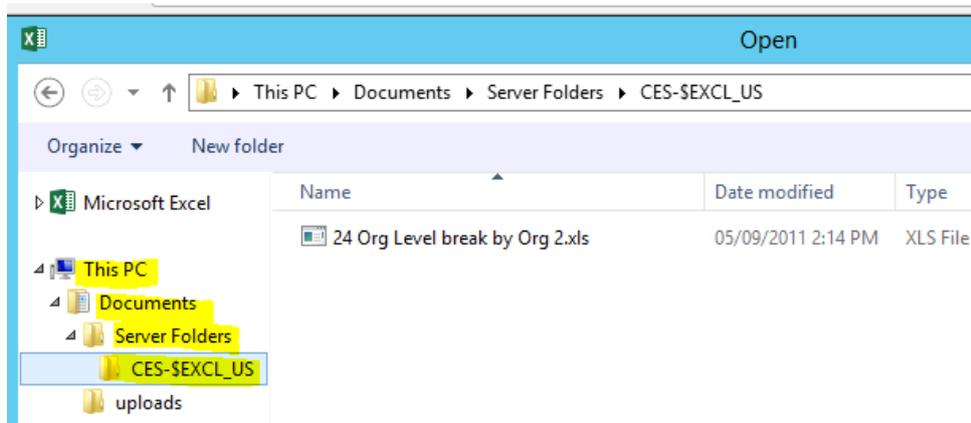




e. Now click on File Menu → Computer → Browse



f. Select the file which you had local Sync under the below path.



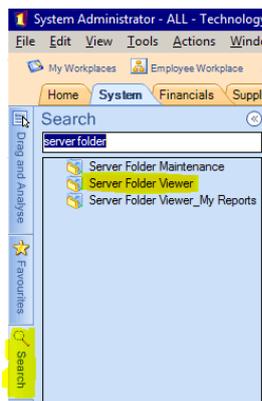
g. Double click on the file and open it.

h. Make changes as required.

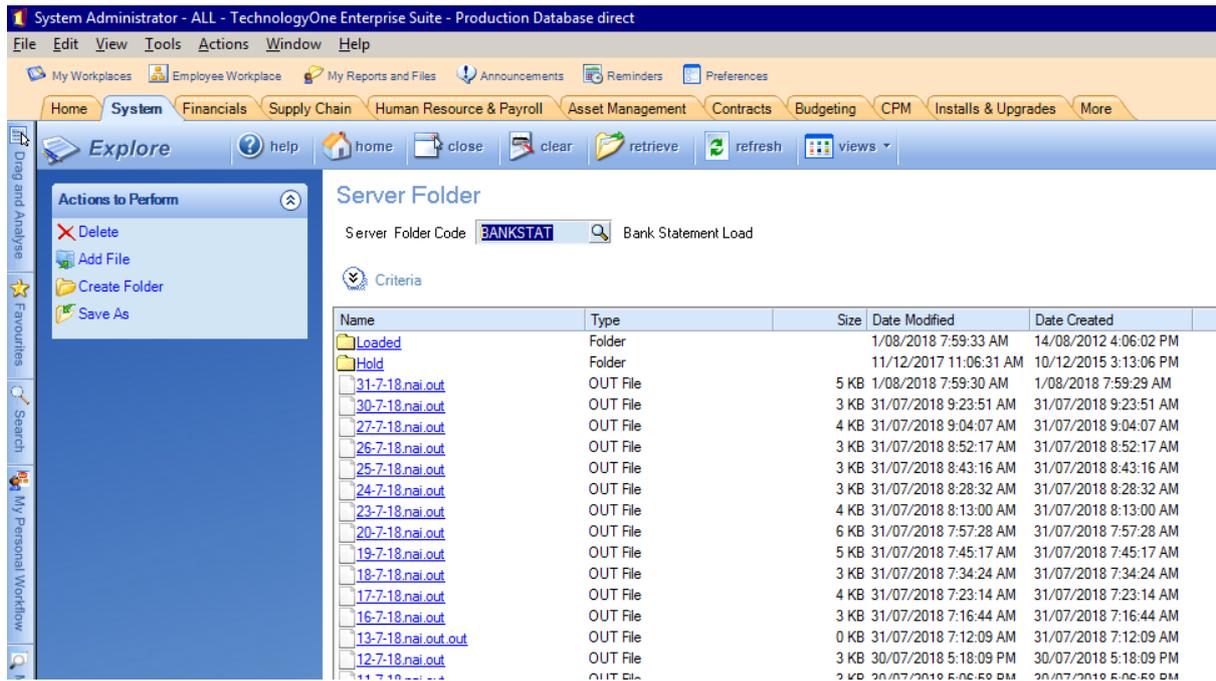
i. Now save the file by clicking File Menu → Save.

## How to upload files from desktop/PC to cloud environment

1. Select the file from desktop or PC which you want to upload into Cloud.
2. Go to TechnologyOne into cloud and click on the search box and type '**Server Folder Viewer**' and enter



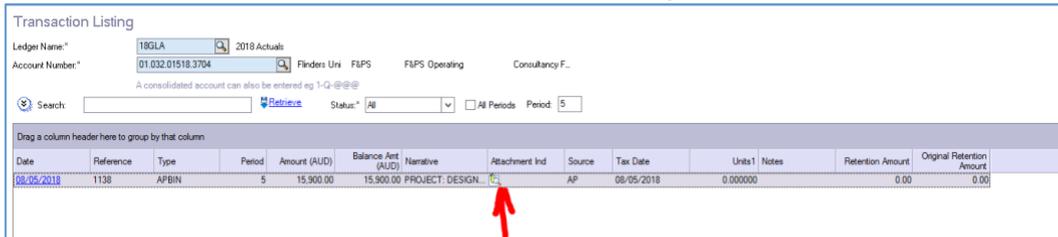
3. Double click on Server Folder Viewer and search for the folder location



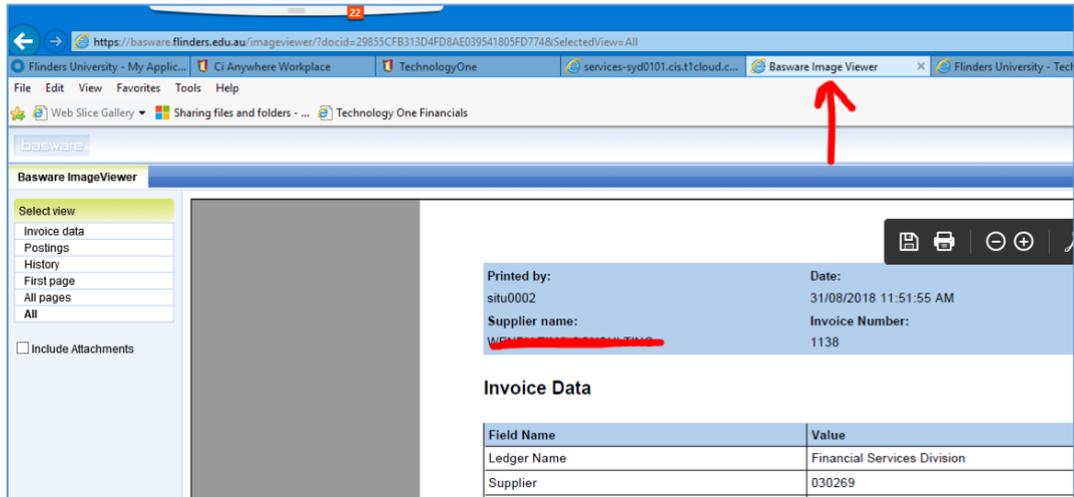
4. Now drag the file which you have selected on desktop or PC and drop into the cloud folder.
5. Now the file copying process from desktop or pc to cloud is complete.

## How to open and see Basware attachments

1. Click on the attachment link in the transaction listing screen



## 2. The attachment will open in another tab



## How to view DP Jobs

### 1. Click on View Tab and Click on My Server Jobs.

The screenshot shows a web browser window with the 'View' menu open. The 'My Server Jobs' option is highlighted. Below the menu, there is a search criteria section and a table of job execution results.

Criteria: Date Created >= 30/08/2018

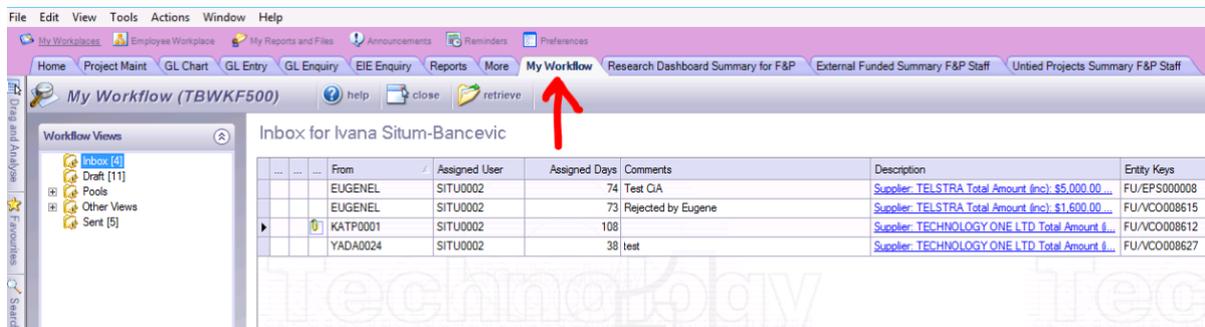
Buttons: Add Criteria, Clear Criteria, Clear Values, Save Search, Load Search

Drag a column header here to group by that column

Queue	Job Nbr	Description	Job Status	Position	Last Message	On Hold	Start Date/Time	Job Priority	Time Elapsed	Installation Id
SDEFAULT	4456615	Run ETL Process - #FL_CE	Completed		Completed job 4456615 (Run ETL Proces...	<input type="checkbox"/>	04/09/2018 5:05:10 PM	Medium P...	00:11:53	CES
SDEFAULT	4456610	Run ETL Process - #FL_CE	Completed		Completed job 4456610 (Run ETL Proces...	<input type="checkbox"/>	04/09/2018 5:04:28 PM	Medium P...	01:17:14	CES
SDEFAULT	4456609	Run ETL Process - #FL_CE	Failed		* Log file created in <A HREF="click://F...	<input type="checkbox"/>	04/09/2018 5:03:12 PM	Medium P...	01:36:36	CES
SDEFAULT	4456578	Run ETL Process - #FL_CE	Completed		Completed job 4456578 (Run ETL Proces...	<input type="checkbox"/>	04/09/2018 4:41:14 PM	Medium P...	00:17:29	CES
SDEFAULT	4456551	Run ETL Process - #FL_CE	Completed		Completed job 4456551 (Run ETL Proces...	<input type="checkbox"/>	04/09/2018 4:18:38 PM	Medium P...	00:22:21	CES
SDEFAULT	4456520	Run ETL Process - #FL_CE	Completed		Completed job 4456520 (Run ETL Proces...	<input type="checkbox"/>	04/09/2018 3:53:10 PM	Medium P...	00:19:34	CES
SDEFAULT	4456493	Document File Deletion	Completed		Completed job 4456493 (Document File D...	<input type="checkbox"/>	04/09/2018 3:34:36 PM	Medium P...	00:02:38	CES
SDEFAULT	4456474	Run ETL Process - #FL_CE	Completed		Completed job 4456474 (Run ETL Proces...	<input type="checkbox"/>	04/09/2018 3:19:28 PM	Medium P...	00:00:18	CES
SDEFAULT	4456469	Run ETL Process - #FL_CE	Completed		Completed job 4456469 (Run ETL Proces...	<input type="checkbox"/>	04/09/2018 3:16:59 PM	Medium P...	00:00:16	CES
SDEFAULT	4456468	Run ETL Process - #FL_CE	Completed		Completed job 4456468 (Run ETL Proces...	<input type="checkbox"/>	04/09/2018 3:15:34 PM	Medium P...	00:00:33	CES
CES_FIUSER	4448197	Run ETL Process - #FL_CE	Submitted			<input type="checkbox"/>		Medium P...		CES

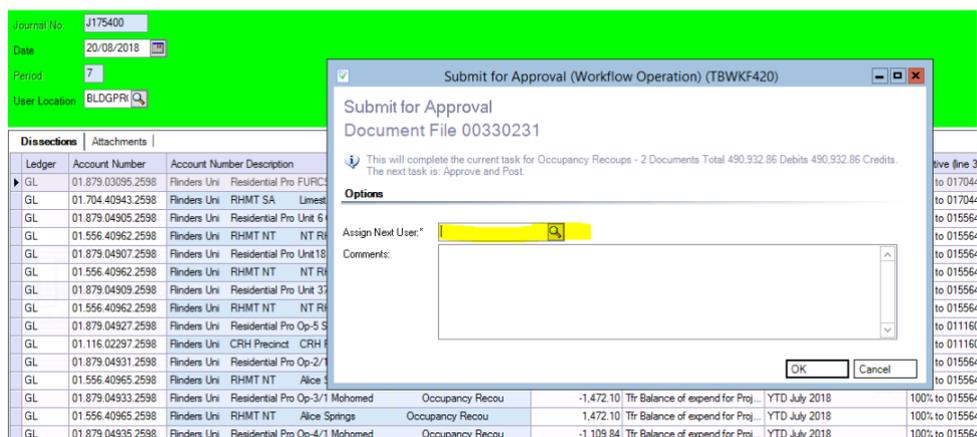
## Journals and purchase requisition workflow

You can continue to action journals and purchase requisitions workflow items from My Workflow as per usual



Please note that Resource Pool options has been removed from the workflow. To assign next user when submitting a document for approval please select the most appropriate person from the search list.

General Journal



## Who to contact for support

[ids@flinders.edu.au](mailto:ids@flinders.edu.au)