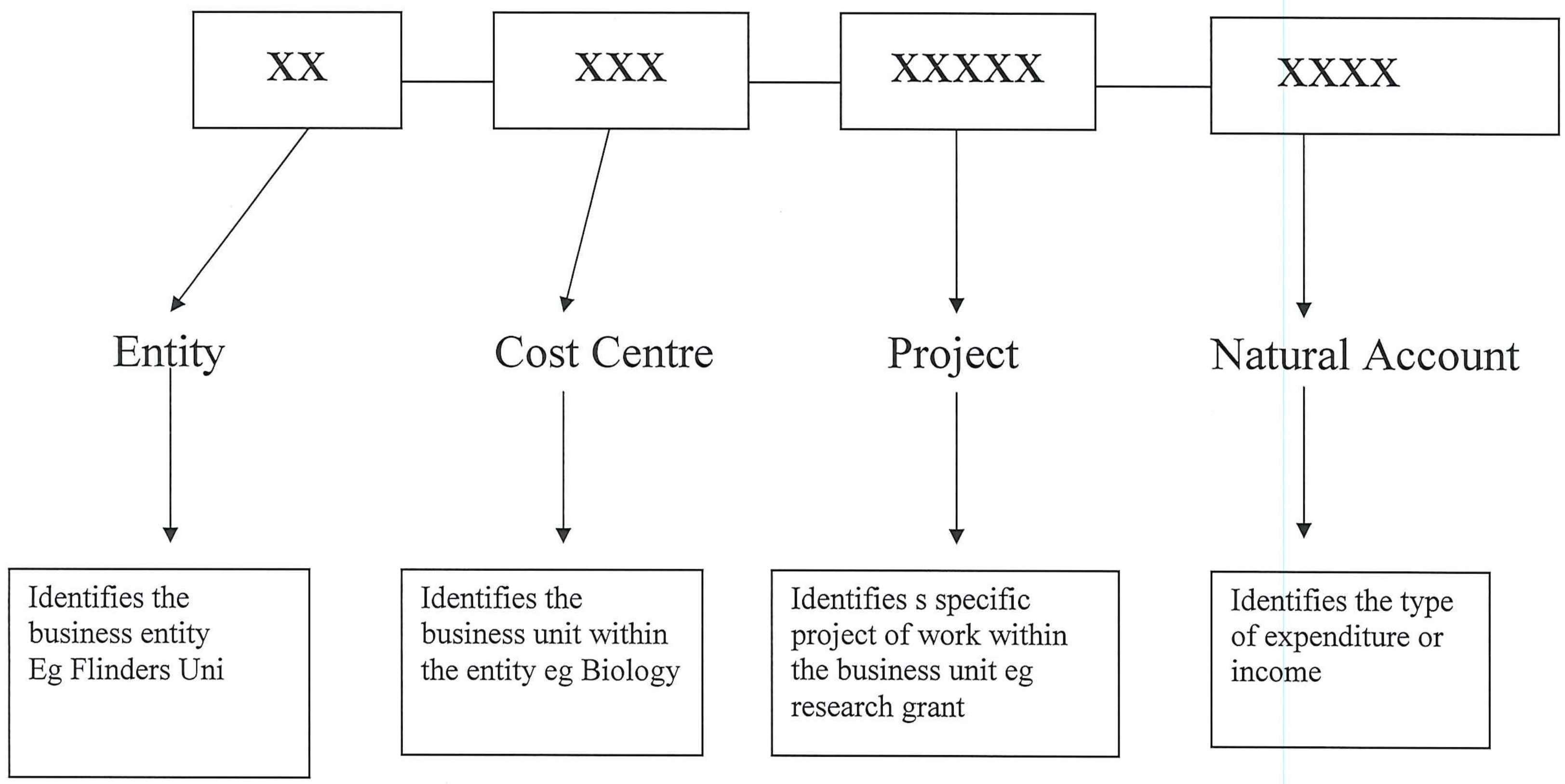
# TECHONE FINANCIALS
## Account Structure



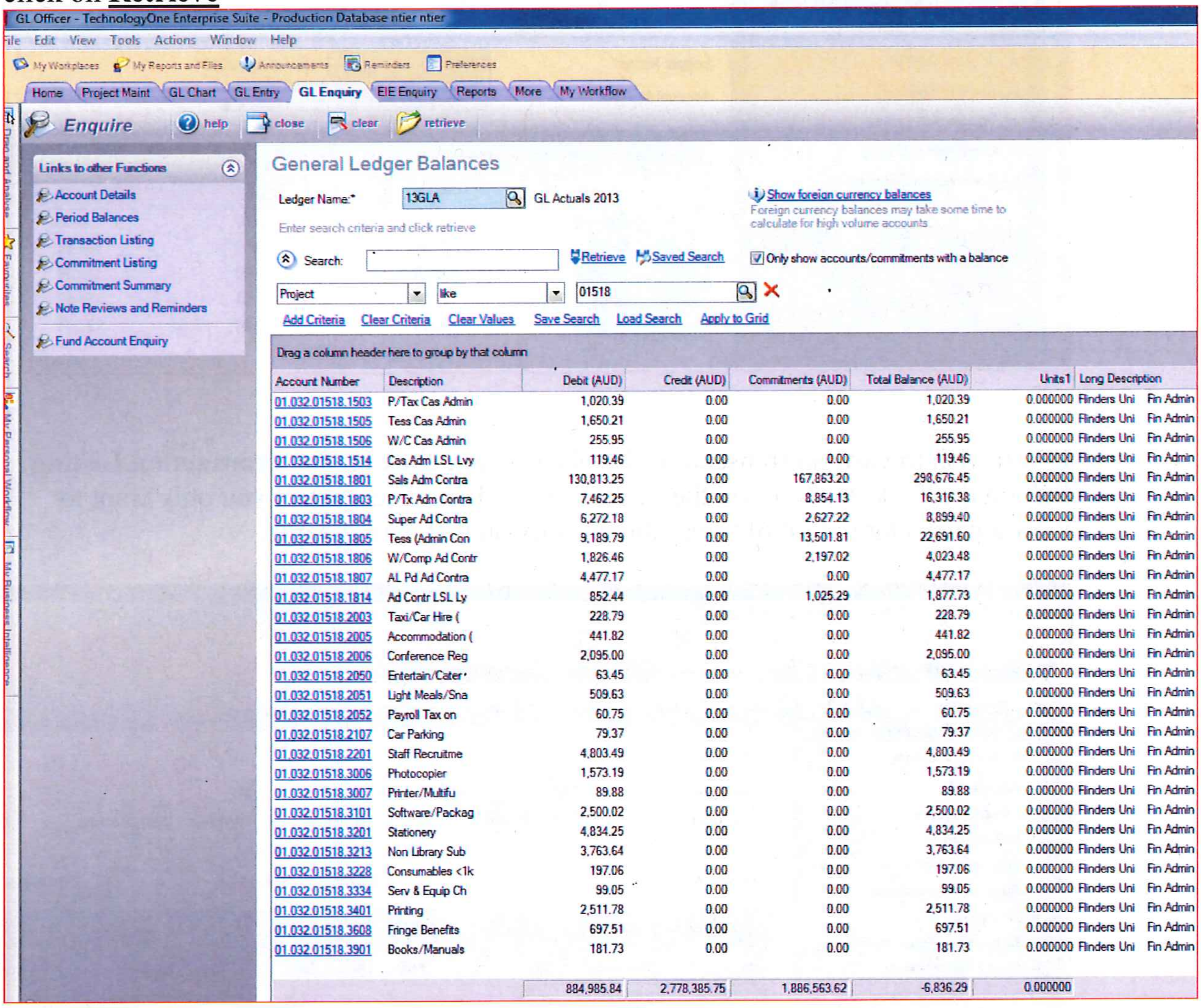
# Perform an Enquiry

Select the <u>GL Enquiry</u> tab from your Workplace to display the Account Balances Ledger search criteria.

Enter the Ledger Name or select from the Picklist (either click on the search button, or press F7) – should default to this ledger after the initial enquiry

Search for a particular account by entering as much of the account as is known – the more details entered, the more limited the amount of searching required –

click on **<u>Retrieve</u>**



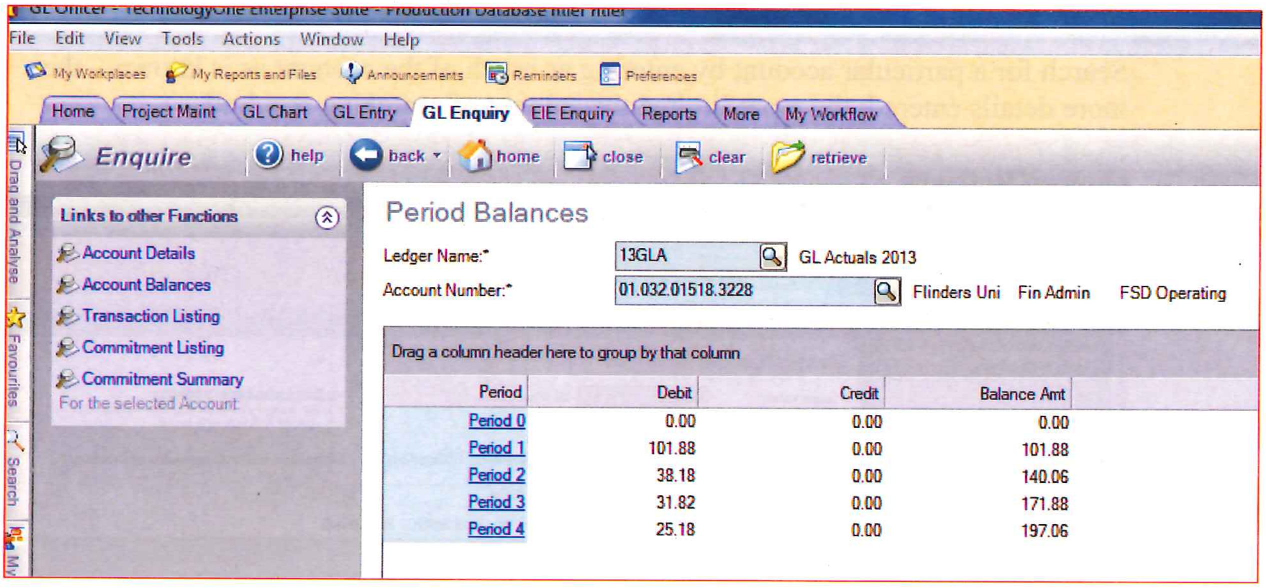

| Account Number | Description | Debit (AUD) | Credit (AUD) | Commitments (AUD) | Total Balance (AUD) | Units1 | Long Description | |
|---|---|---|---|---|---|---|---|---|
| 01.032.01518.1503 | P/Tax Cas Admin | 1,020.39 | 0.00 | 0.00 | 1,020.39 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.1505 | Tess Cas Admin | 1,650.21 | 0.00 | 0.00 | 1,650.21 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.1506 | W/C Cas Admin | 255.95 | 0.00 | 0.00 | 255.95 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.1514 | Cas Adm LSL Lvy | 119.46 | 0.00 | 0.00 | 119.46 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.1801 | Sals Adm Contra | 130,813.25 | 0.00 | 167,863.20 | 298,676.45 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.1803 | P/Tx Adm Contra | 7,462.25 | 0.00 | 8,854.13 | 16,316.38 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.1804 | Super Ad Contra | 6,272.18 | 0.00 | 2,627.22 | 8,899.40 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.1805 | Tess (Admin Con | 9,189.79 | 0.00 | 13,501.81 | 22,691.60 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.1806 | W/Comp Ad Contr | 1,826.46 | 0.00 | 2,197.02 | 4,023.48 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.1807 | AL Pd Ad Contra | 4,477.17 | 0.00 | 0.00 | 4,477.17 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.1814 | Ad Contr LSL Ly | 852.44 | 0.00 | 1,025.29 | 1,877.73 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.2003 | Taxi/Car Hire ( | 228.79 | 0.00 | 0.00 | 228.79 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.2005 | Accommodation ( | 441.82 | 0.00 | 0.00 | 441.82 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.2006 | Conference Reg | 2,095.00 | 0.00 | 0.00 | 2,095.00 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.2050 | Entertain/Cater' | 63.45 | 0.00 | 0.00 | 63.45 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.2051 | Light Meals/Sna | 509.63 | 0.00 | 0.00 | 509.63 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.2052 | Payroll Tax on | 60.75 | 0.00 | 0.00 | 60.75 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.2107 | Car Parking | 79.37 | 0.00 | 0.00 | 79.37 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.2201 | Staff Recruitme | 4,803.49 | 0.00 | 0.00 | 4,803.49 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.3006 | Photocopier | 1,573.19 | 0.00 | 0.00 | 1,573.19 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.3007 | Printer/Multifu | 89.88 | 0.00 | 0.00 | 89.88 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.3101 | Software/Packag | 2,500.02 | 0.00 | 0.00 | 2,500.02 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.3201 | Stationery | 4,834.25 | 0.00 | 0.00 | 4,834.25 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.3213 | Non Library Sub | 3,763.64 | 0.00 | 0.00 | 3,763.64 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.3228 | Consumables <1k | 197.06 | 0.00 | 0.00 | 197.06 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.3334 | Serv & Equip Ch | 99.05 | 0.00 | 0.00 | 99.05 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.3401 | Printing | 2,511.78 | 0.00 | 0.00 | 2,511.78 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.3608 | Fringe Benefits | 697.51 | 0.00 | 0.00 | 697.51 | 0.000000 | Flinders Uni | Fin Admin |
| 01.032.01518.3901 | Books/Manuals | 181.73 | 0.00 | 0.00 | 181.73 | 0.000000 | Flinders Uni | Fin Admin |
| | | 884,985.84 | 2,778,385.75 | 1,886,563.62 | -6,836.29 | 0.000000 | | |

A grid populates with a summary of the balance of each ledger account with a total at the bottom of each column

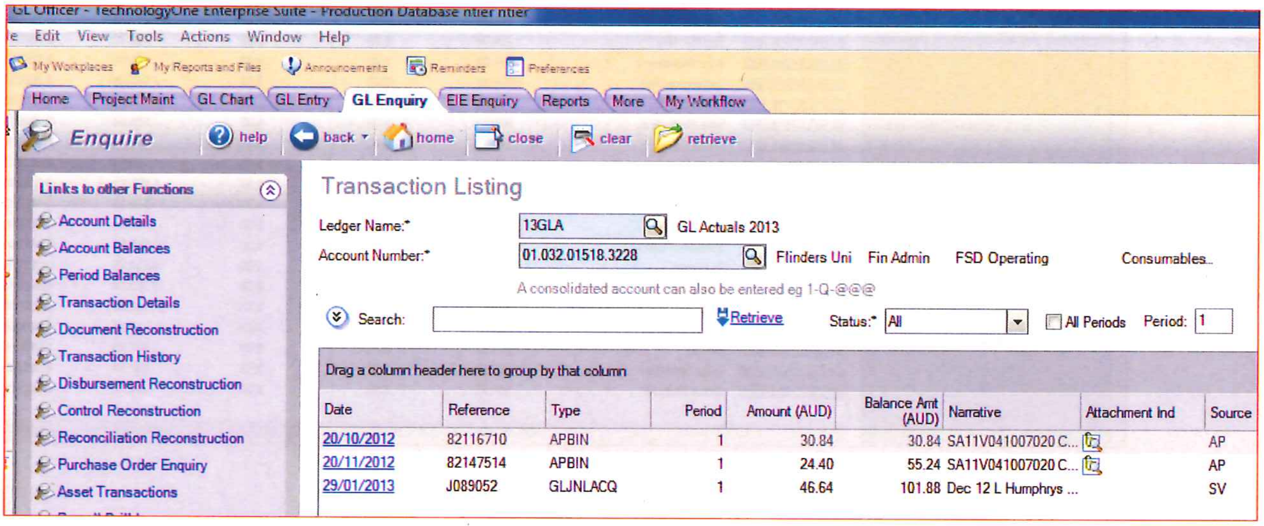
## Transaction Enquiry by Drilldown

Click on the Account Number that you wish to enquire upon

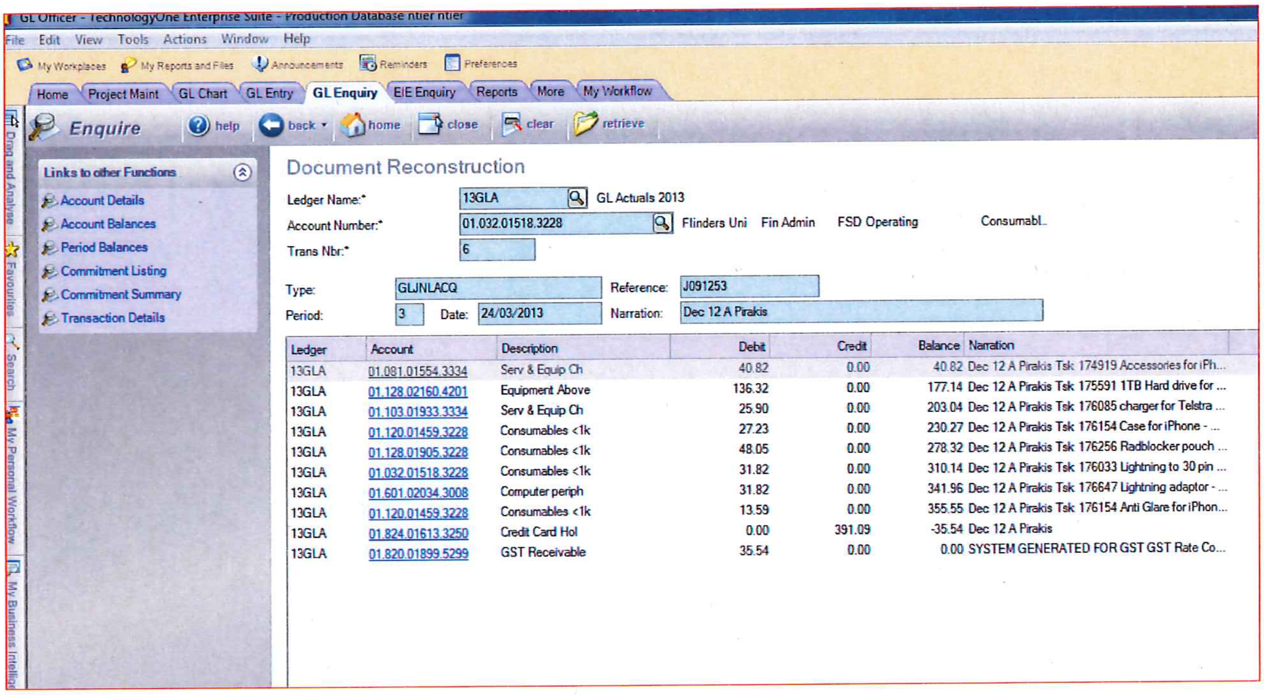
**Period balances** screen will display a list of balances for each period for that account number




If you wish to view all transactions in this account, click on the **Transaction Listing** link on the Task Pane (3rd on the Links to other Functions list). If you only want to view a particular period of transactions, click on that period name.




Further drilldown is possible by highlighting the line for enquiry & then clicking on **Document Reconstruction** on the Task Pane.




The original journal is displayed.

This screen can be dumped into Excel by clicking on the excel button on the Grid Icon Toolbar & then printed locally, if desired.

Alternatively the screen snapshot can be printed by clicking on the envelope on the Footer Toolbar – select "Send snapshot of the entire screen to **Printer**

It is recommended that you change the page setup to Landscape

These snapshots & dumps to Excel can be done on any screen of the enquiry drilldown

Return to the original enquiry screen by clicking on the Home button

Clear the Search criteria, ready for another enquiry.

Other methods of enquiry include searching by name (or part thereof) or by clicking on the Search button & adding criteria

You can save any Search Criteria by clicking on the Save Criteria link & creating a template. You can re-use the saved search criteria by clicking on the Load Criteria link.

You can also enquire on commitments by clicking on Commitment Listing on the Task Pane

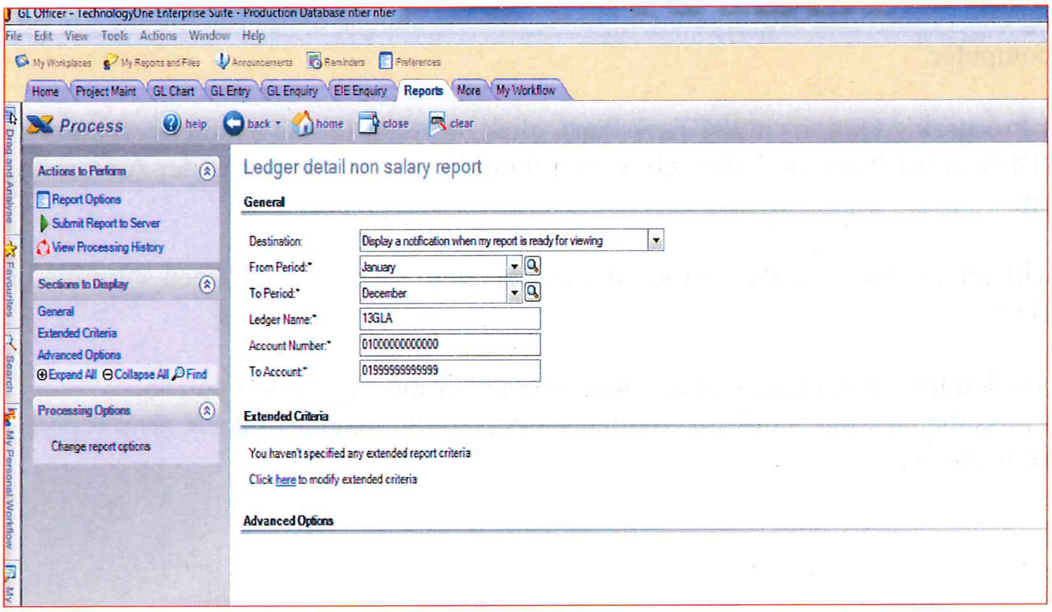
Alternatively, you can run a Ledger Detail Report (account transactions).

# Transaction Reports

Select Reports Tab

Click on Ledger Detail Non Salary Report

There are a variety of ways you can run your report




**General**:

**Destination** – multiple choices are available
"Print the report to window" is good to use until you are familiar with the reports
This is only available to Flinders Desktop users
Alternatively, if using N Tier, the equivalent option is "Display a notification when my report is ready for viewing"

Send to My Reports & Files – the default file name is Report_LedgerDetail.xls – change this to make it meaningful in your folder. Run this on the DP & then check in My Reports & Files

Send to My Group's Reports & Files – not currently available at Flinders

Email the Report – make sure you enter the full email address correctly – add @flinders.edu.au (or equivalent) & change the default file name 'Report_LedgerDetail.xls' to something meaningful to you

**From & To Periods** – quickpicks available

**Ledger Name** – defaults to current year actuals

**From Account** – use the entire account string (eg 01032015180000)

**To Account** – complete the range (eg 01032015189999)

If using Print the report to a window option, the default is “Run job on this computer” under Processing Options in the Task Pane.

Click on Start Processing.
Once completed, the report will be displayed.
Printing is available through this window.

If using any of the other Destination options, you can choose to not run job the job on your computer.

Under Processing Options in the Task Pane, click on “Run Job on another computer using Distributed Processor” then click on Submit Request to Server under Actions to Perform

You will get a message at the bottom of your screen to say Job… has been submitted to the DP.

Once the job has completed, you will receive another message to tell you so.
If you miss the message, click on Announcements in the Header Links & your report will be displayed

## Financial Reports

Example 1

**43 Inc/Exp by Project Multiple Org Level Report**
**General**:

**Destination** – multiple choices are available (but not Print the report to the printer)

**Entity** - defaults to entity 01 which can be changed from the picklist

**Org Level** – choose between cost centre & School/Faculty level (Org 1,2,3)

**Project** – enter project number or leave as ALL

**Source** – enter source or leave as ALL

Select **Month**

Select **Year**

**Realtime Commitments** – leave as Yes if running the report for the current month, No if running for a prior month

**Cost Centre Value/Org Level 1/Org Level 2/Org Level 3** – enter the value in the field that reflects the level you have chosen as above

Extended Criteria
If wanting to run more than one Source at a time (recurrent sources), go to Extended Criteria
Select Uni Source Level 1 & enter the relevant code

Run the Job
If the Destination is the default "Print the report to the window":
Processing Options – Run job on this computer

Actions to Perform – Start Processing
After the report has completed, it can be printed or saved from the excel window

All other choices under Destination are the same process as Transaction Reports

Example 2

**53 Inc/Exp Project Summary Multiple Org Level Report**
**General:**

**Destination** – multiple choices are available (but not Print the report to the printer)

**Entity** - defaults to entity 01 which can be changed from the picklist

**Bus Level** – choose between cost centre & Business Level (busl 1,2,3)

**Source** – enter source or leave as ALL

Select **Month**

Select **Year**

**Cost Centre Value/Business Level 1/ Business Level 2/ Business Level 3** – enter the value in the field that reflects the level you have chosen as above

**Realtime Commitments** – leave as Yes if running the report for the current month, No if running for a prior month

Extended Criteria
If wanting to run more than one Source at a time (recurrent sources), go to Extended Criteria
Select Uni Source Level 1 & enter the relevant code

Run the Job
If the Destination is the default "Print the report to the window":

Processing Options – Run job on this computer

Actions to Perform – Start Processing
After the report has completed, it can be printed or saved from the excel window

All other choices under Destination are the same process as Transaction Reports

# EIE ENQUIRY (EXECUTIVE INFORMATION ENQUIRY)

## TO VIEW BALANCES/ ACTUALS BY EACH PERIOD

### EIE Enquiry Tab

In the 'Executive Information Enquiry' screen, click on **'Enquiry Definition'** and select **PERIODBAL** from the Pick List.
From the Ledger pick list select **11GLA** (or current year).

Under **Consolidation & Drilldown,** choices are displayed. There are many levels of enquiry you can perform.
Here are some examples:

<u>Example 1 – Major Cost Centre top level only</u>
Under **Consolidation & Drilldown**

Select **Cost Centre**

Click on the right sideways arrow > to take the list into the 'Default Drilldown Path' box.
<u>Note:</u> Instead of using the arrow > to move headers over, you can double click on the header and it will then move over to the 'Default Drilldown Path' box.

Next, move down to the **Criteria** area and make selections through the picklist eg
Organisation Level 1 = 010( EHLT) This is the highest level for cost centres

Click on **Add Criteria** & make selections again eg
Uni Source = 001

Click on **Perform Enquiry**

All Cost Centres for Org Level 1 are now displayed for this source type over 12 periods.
You can drilldown further by clicking on the **Task Pane Drilldown Path** & select Project & click on one of the cost centres link.

Select **Transactions** for a particular project from the list
Click on Close in the ButtonBar

The lowest level of drilldown is Transactions but you can end the enquiry at any level by clicking on **Enquiry Settings** – this will hold your enquiry settings & criteria, so you can just replace what is different **or** click on **Restart this Enquiry** – the enquiry settings remain but the criteria is cleared out.

<u>Example 2 – Cost Centre/Projects level only</u>
Under **Consolidation & Drilldown**

Select **Project**, **Natural Account** and then **Transactions**
Click on the right sideways arrow > to take the list into the 'Default Drilldown Path' box.

<u>Note:</u> Instead of using the arrow > to move headers over, you can double click on the header and it will then move over to the 'Default Drilldown Path' box.

Next, move down to the **Criteria** area and make selections through the picklist eg
Cost Centre = eg 032

Click on **Perform Enquiry** – the drilldowns will be displayed in the order of your Default Drilldown Path ie projects, natural accounts, then transactions.

If there is a particular transaction that you want further detail on (eg the full general ledger journal details), click on **<u>Document Reconstruction</u>** under **'Links to Other Functions'** (which is in the toolbar on the left of screen) and the whole working document is displayed. Close the forms by clicking on close in the ButtonBar until the **Actions to Perform** task bar is visible – click on **Enquiry Settings** to return you to the front screen.

## <u>TO VIEW FUNDS AVAILABLE</u>

In the 'Executive Information Enquiry' screen, click on **'Enquiry Definition'** and select **FLINFUNDS**

Select Ledger: **11GLA** or current year

Period – defaults to current

Under **Consolidation & Drilldown** area select, **Project, Natural Account, & Transactions/Commitments** to appear in the **Default Drilldown Path** box.

Under **Criteria** select Cost Centre eg. Cost Centre = 032

Click on **<u>Perform Enquiry</u>**

Totals (funds available) per project will be displayed – further drilldown to natural accounts then transactions/commitments is available by clicking on the project. You can then choose from the Task Pane which column (from Revenue, **Expenses,** Salary Commitments & Commitments to further drilldown to.
You can also use the Grid Icon Toolbar to drop the data into excel, print the screen, change the layout etc.

## <u>CREATING A TEMPLATE</u>

If you use the same enquiry method frequently, you can **create a template.**
Enter your Settings and Criteria and then click on **<u>Save as Template</u>** under **Load/Save Criteria Template.** Note: each Template must have a different name.
Enter a Template Name and Description then click on OK. The Template is now saved in your settings in the Task Bar on the left of screen.