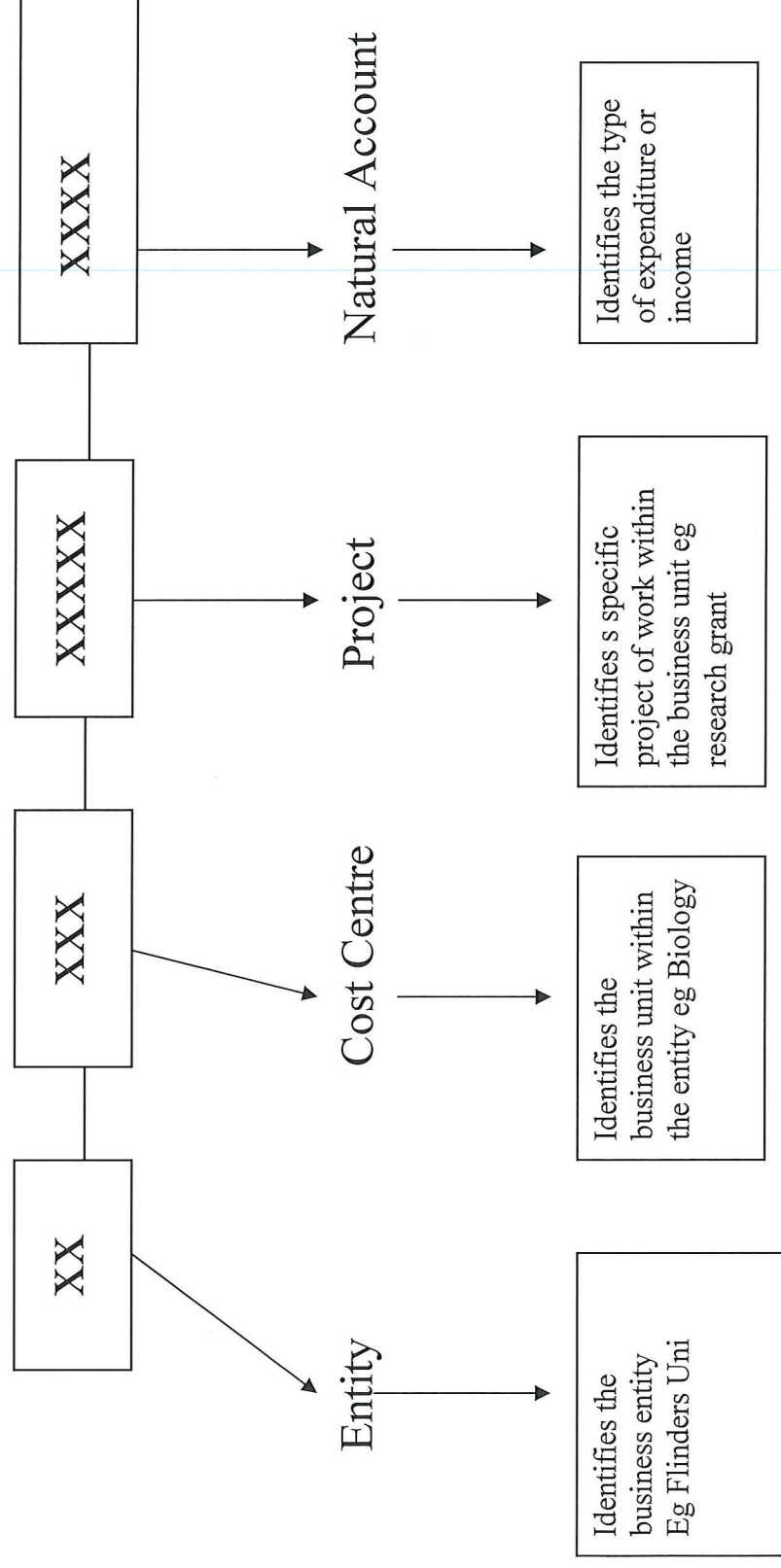


TECHONE FINANCIALS

Account Structure



Perform an Enquiry

Select the GL Enquiry 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 **Retrieve**

GL Officer - TechnologyOne Enterprise Suite - Production Database nter nber

File Edit View Tools Actions Window Help

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Enquire help close clear retrieve

Links to other Functions

- Account Details
- Period Balances
- Transaction Listing
- Commitment Listing
- Commitment Summary
- Note Reviews and Reminders
- Fund Account Enquiry

General Ledger Balances

Ledger Name: * GL Actuals 2013 [Show foreign currency balances](#)
Foreign currency balances may take some time to calculate for high volume accounts

Enter search criteria and click retrieve

Search: [Retrieve](#) [Saved Search](#) ☒ Only show accounts/commitments with a balance

Project like [Add Criteria](#) [Clear Criteria](#) [Clear Values](#) [Save Search](#) [Load Search](#) [Apply to Grid](#)

Drag a column header here to group by that column

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

Period Balances

Ledger Name: 13GLA GL Actuals 2013

Account Number: 01.032.01518.3228 Flinders Uni Fin Admin FSD Operating

Drag a column header here to group by that column

Period	Debit	Credit	Balance Amt
Period 0	0.00	0.00	0.00
Period 1	101.88	0.00	101.88
Period 2	38.18	0.00	140.06
Period 3	31.82	0.00	171.88
Period 4	25.18	0.00	197.06

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.

Transaction Listing

Ledger Name: 13GLA GL Actuals 2013

Account Number: 01.032.01518.3228 Flinders Uni Fin Admin FSD Operating Consumables...

A consolidated account can also be entered eg 1-Q-@@@

Search: Retrieve Status: All All Periods Period: 1

Drag a column header here to group by that column

Date	Reference	Type	Period	Amount (AUD)	Balance Amt (AUD)	Narrative	Attachment Ind	Source
20/10/2012	82116710	APBIN	1	30.84	30.84	SA11V041007020 C...		AP
20/11/2012	82147514	APBIN	1	24.40	55.24	SA11V041007020 C...		AP
29/01/2013	J089052	GLJNLACQ	1	46.64	101.88	Dec 12 L Humphrys ...		SV

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

Document Reconstruction

Ledger Name: 13GLA GL Actuals 2013
 Account Number: 01.032.01518.3228 Flinders Uni Fin Admin FSD Operating Consumabl...
 Trans Nbr: 6

Type: GLINLACQ Reference: J091253
 Period: 3 Date: 24/03/2013 Narration: Dec 12 A Pirakis

Ledger	Account	Description	Debit	Credit	Balance	Narration
13GLA	01.081.01554.3334	Serv & Equip Ch	40.82	0.00	40.82	Dec 12 A Pirakis Tsk: 174919 Accessories for iPh...
13GLA	01.128.02160.4201	Equipment Above	136.32	0.00	177.14	Dec 12 A Pirakis Tsk: 175591 1TB Hard drive for ...
13GLA	01.103.01933.3334	Serv & Equip Ch	25.90	0.00	203.04	Dec 12 A Pirakis Tsk: 176085 charger for Telstra ...
13GLA	01.120.01459.3228	Consumables <1k	27.23	0.00	230.27	Dec 12 A Pirakis Tsk: 176154 Case for iPhone - ...
13GLA	01.128.01905.3228	Consumables <1k	48.05	0.00	278.32	Dec 12 A Pirakis Tsk: 176256 Radblocker pouch ...
13GLA	01.032.01518.3228	Consumables <1k	31.82	0.00	310.14	Dec 12 A Pirakis Tsk: 176033 Lightning to 30 pin ...
13GLA	01.601.02034.3008	Computer periph	31.82	0.00	341.96	Dec 12 A Pirakis Tsk: 176647 Lightning adaptor - ...
13GLA	01.120.01459.3228	Consumables <1k	13.59	0.00	355.55	Dec 12 A Pirakis Tsk: 176154 Anti Glare for iPhon...
13GLA	01.824.01613.3250	Credit Card Hol	0.00	391.09	-35.54	Dec 12 A Pirakis
13GLA	01.820.01899.5299	GST Receivable	35.54	0.00	0.00	SYSTEM GENERATED FOR GST GST Rate Co...

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

The screenshot shows the 'GL Officer - TechnologyOne Enterprise Suite' application window. The 'Reports' tab is selected in the top navigation bar. On the left, a sidebar contains sections for 'Actions to Perform' (Report Options, Submit Report to Server, View Processing History), 'Sections to Display' (General, Extended Criteria, Advanced Options, Expand All, Collapse All, Find), and 'Processing Options' (Change report options). The main area is titled 'Ledger detail non salary report' and contains three sections: 'General' with fields for Destination (a dropdown menu), From Period (January), To Period (December), Ledger Name (13GLA), Account Number (0100000000000000), and To Account (0199999999999999); 'Extended Criteria' with a message 'You haven't specified any extended report criteria' and a link 'Click here to modify extended criteria'; and 'Advanced Options'.

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:

Example 1 – Major Cost Centre top level only

Under **Consolidation & Drilldown**

Select **Cost Centre**

Click on the right sideways arrow > to take the list into the 'Default Drilldown Path' box.

Note: 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.

Example 2 – Cost Centre/Projects level only

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.

Note: 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 **Document Reconstruction** 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.

TO VIEW FUNDS AVAILABLE

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 **Perform Enquiry**

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.

CREATING A TEMPLATE

If you use the same enquiry method frequently, you can **create a template**.

Enter your Settings and Criteria and then click on **Save as Template** 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.

