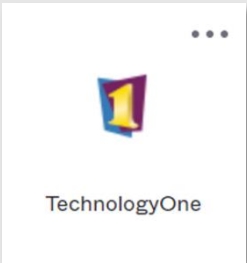




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Access to Technology One Ci Anywhere



1. Navigate to Okta from <https://flinders.okta.com/user/welcome#>.
2. Select the **Technology One** App from the OKTA menu.
3. You will be asked to authenticate using your **FAN** in Okta.
4. You may have a choice of many Technology One Apps, therefore consider which environment you are seeking to access: **DEV** or **TRAIN**.

1 General Ledger Role

From the menu items, select the **General Ledger Role**. Variations of this role will also be created for:

1. General Ledger Browser
2. General Ledger Update
3. Grants Office
4. Business Partners
5. Financial Management
6. Finance Officers
7. CFO and Associate Directors
8. Flinders Living Manager

Note: If users have access to more than 3 roles, the **FlinU General Ledger Role** may be found in all roles.

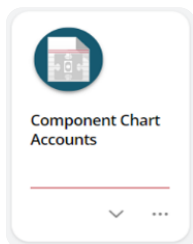
Home My **FlinU General Ledger** 123 FlinU PFD Project Management 43 FlinU Security Team 9 All Roles

FlinU General Ledger

My Reports 9 My Tasks 34 FlinU General Ledger Data Entry Component Chart Accounts Executive Information Enquiry General Ledger Balances

More (4) 80 Reports (12)

2 How to view Chart of Accounts



1. Select the “**Component Chart Accounts**” chiclet in the user profile. This will be called “Project Chart Accounts” in FlinU Grants Office.

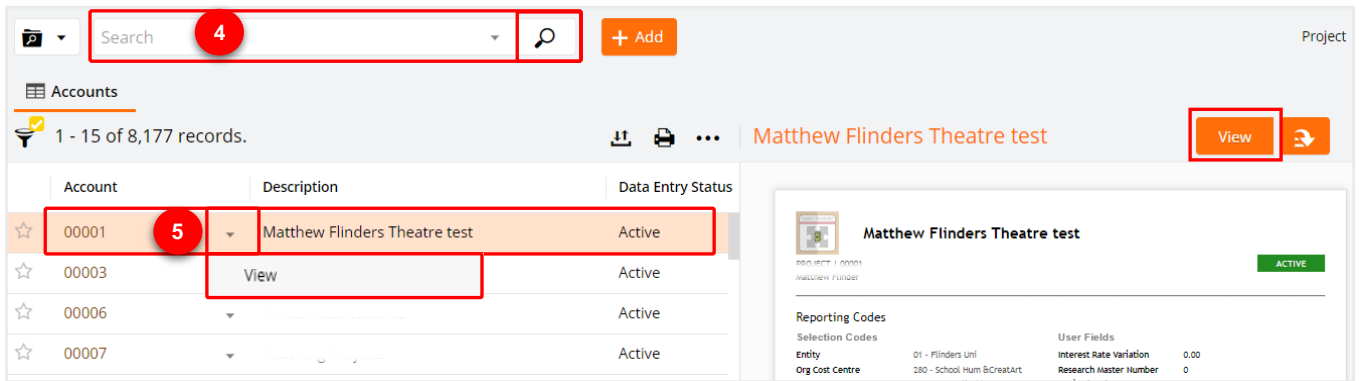
2. Click on the **exchange arrow** icon on the top right of your screen.

3. Select either the **Project**, **Cost Centre** or **Natural Account** option and click “**OK**”.

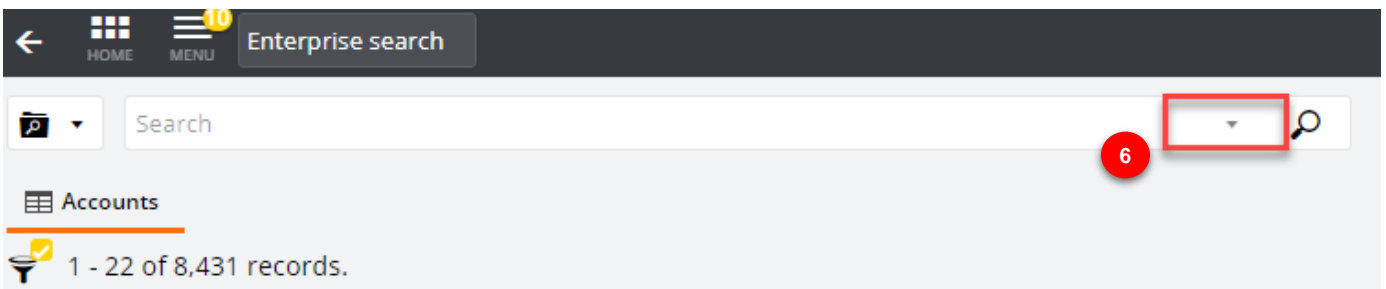
4. Select the account number from the list of accounts or alternatively, use the search bar to search the account number that you would like to **view**.

5. Click on the dropdown arrow next to the account number and select the “**View**” option or click the “**View**” button located in the top left corner.

Chart Name	Description
COSTCNTR	Cost Centre
NATACCT	Natural Account
PROJECT	Project

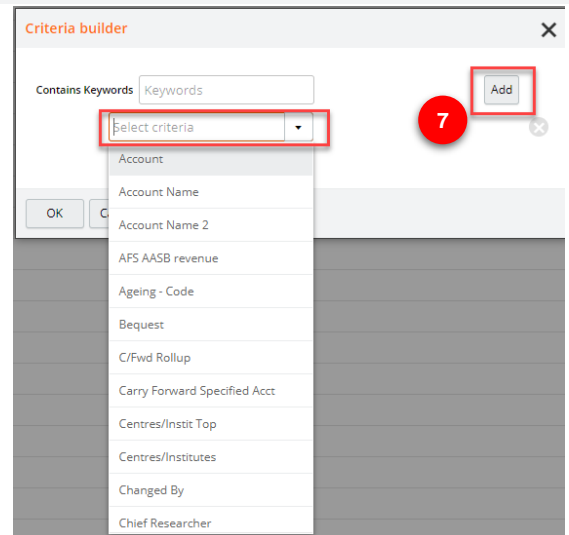
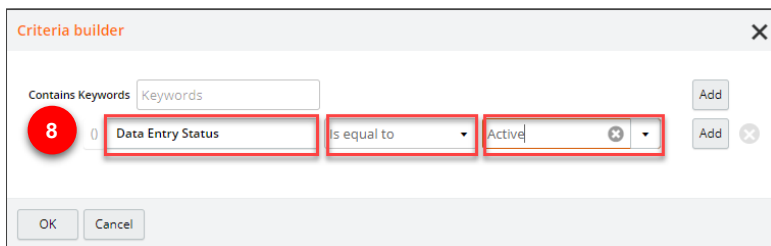


6. Click on the Search dropdown to add “Criteria” to narrow down your search.

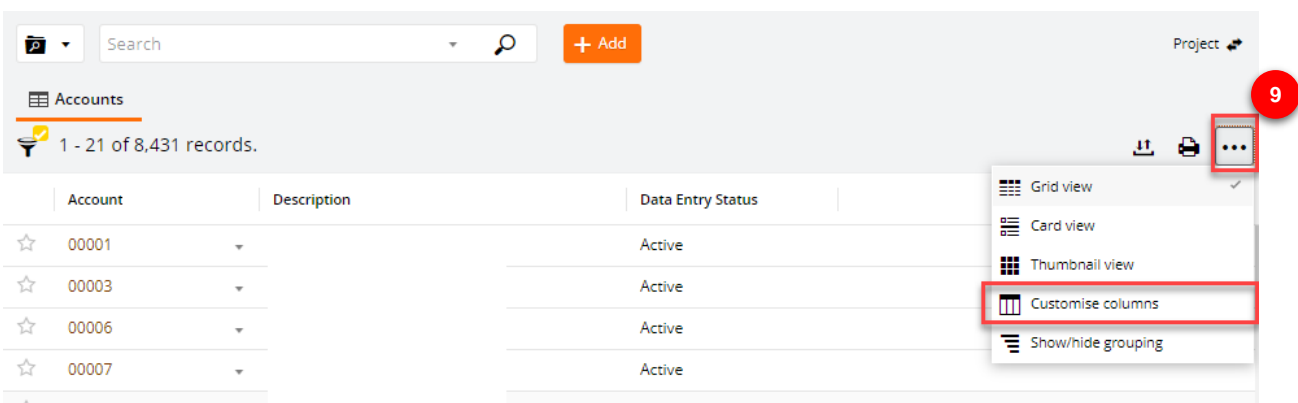


7. A Criteria builder box will appear on your screen. Click on “Add” to select your criteria from the dropdown list.

8. Fill out Criteria box, for example if you would like to view only Active Projects you select “Data Entry Status” “is equal to” “Active”.

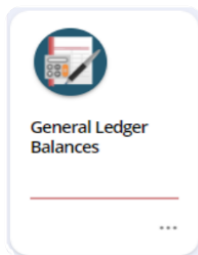


9. To add more columns click on the ellipsis (...) which will provide you with a dropdown list. Select “Customise columns”.



10. Once the Customise Column screen appears, you can choose additional column from the left-hand side by clicking on it. Click “OK” to save

3 General Ledger Balances Enquiry



1. Select "General Ledger Balances" chiclet in the user profile.

2. Click on the **exchange arrow** icon and then from the drop-down list select the appropriate ledger.

3. Click "OK" once selected.

Note: You can also use the advanced search option to search for the ledger.

4. You are now able to view and select from all the accounts in this ledger on the left side of your screen.

5. You can filter the accounts by clicking on the **funnel icon** using various filter criteria.

Account	Debit (AUD)	Credit (AUD)	Description
01.001.0	0.00	1,015.26	Flinders Uni C
01.001.0	0.00	11,218.18	Flinders Uni C
01.001.0	0.00	187.76	Flinders Uni C
01.001.0	524,639.49	0.00	Flinders Uni C
01.001.0	32,044.31	0.00	Flinders Uni C
01.001.0	56,765.25	0.00	Flinders Uni C
01.001.0	11,612.55	0.00	Flinders Uni C

6. You can also view accounts in a grid or card view or customise the columns by clicking the **three dots** and then selecting the desired option.

The screenshot displays a financial ledger with the following data:

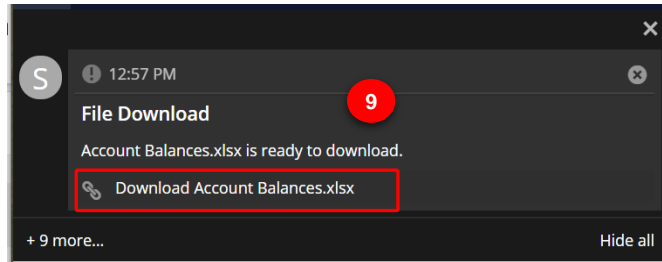
Account	Debit (AUD)	Credit
☆ 01.001.01618.1599	0.00	
☆ 01.001.01618.1799	0.00	11,218.18
☆ 01.001.01900.1700	0.00	187.76

Annotations in the image include:

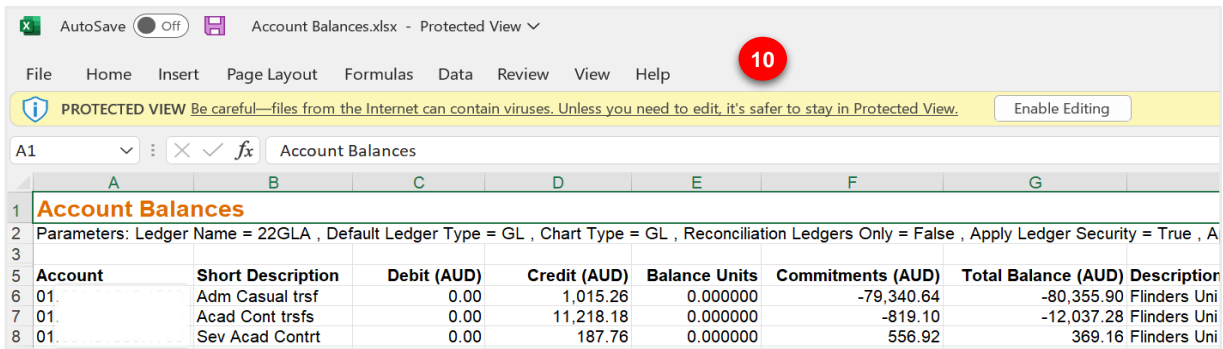
- A red circle with the number '8' highlights the printer icon at the top center.
- A red circle with the number '6' highlights the 'three dots' menu icon at the top right.
- A red box highlights the 'Excel' and 'PDF' download options in the top menu.
- A red box highlights the view options: 'Grid view' (selected), 'Card view', 'Thumbnail view', 'Customise columns', and 'Show/hide grouping'.
- A red box highlights the dropdown arrow next to the account number '01.001.01900.1700'.
- A red box highlights the dropdown menu for the selected account, listing options: 'View period balances', 'View account', 'Transaction listing', 'Commitment listing', 'Commitment summary', 'Foreign currency balances', and 'Ledger notes'.

7. Once the account is selected, you can click on the small **down arrow** on the right-hand side of the account number to access the drilldown options.
8. The Ledger can be downloaded in **Excel** or **PDF** format by clicking on the small printer icon on the top centre of the screen and then selecting the desired option.

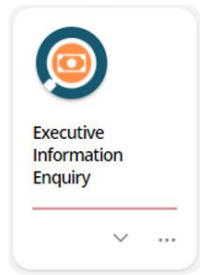
9. When the download is complete, the following message will appear.
You will now be able to download the Excel workbook by clicking on the hyperlink.



10. The file will then automatically open in an Excel window.



4 Executive Information Enquiry



1. Select the “Executive Information Enquiry” chiclet in the user profile.

2. Select the relevant Executive Information Enquiry from the list.

<input type="checkbox"/>	Enquiry Description	Owner	Definition Description
<input type="checkbox"/>	Actual Budget Variance	System	Actual Budget Variance (\$ABV)
<input type="checkbox"/>	Actual comparisons multi years	System	Actual comparisons multi years (MULTIYRBAL)
<input checked="" type="checkbox"/>	Budget vs Actual	System	Budget vs Actual (BUD_ENQ)
<input type="checkbox"/>	Flinders CP 5 Year Funds Available	System	Flinders CP 5 Year Funds Available (CP_FUNDS)

3. Populate the Executive Information Enquiry Parameters then click the “OK” button.

4. Click on the down arrow and select “Customise drilldown path” to obtain a customised view.

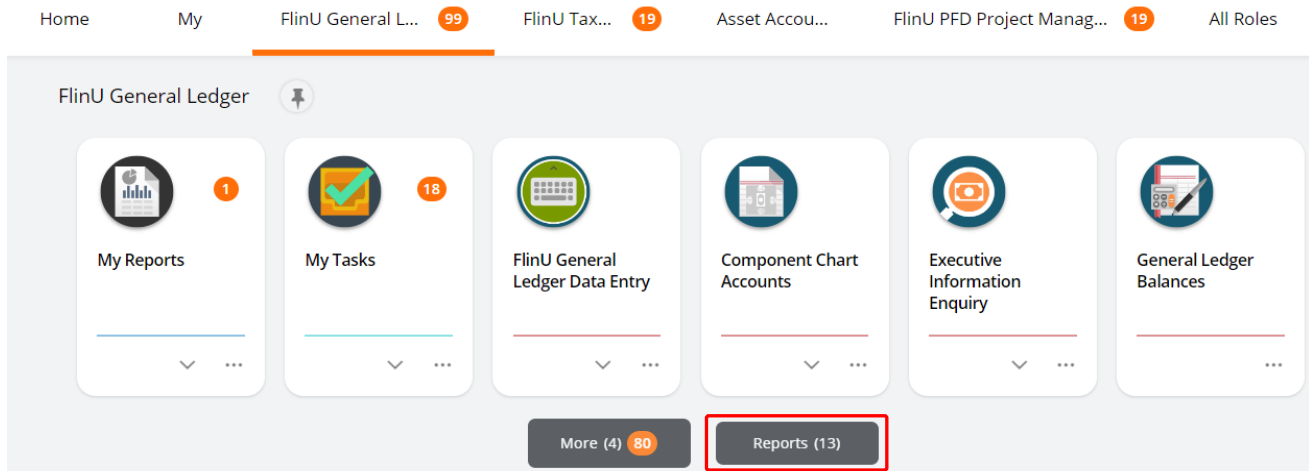
	Carry Forward	Revenue
01 - Flinders University	()	.60
03 - Flinders Partners	0.00	0.00

5. Select the appropriate enquiry from the list then click the “OK” button on the top right corner.

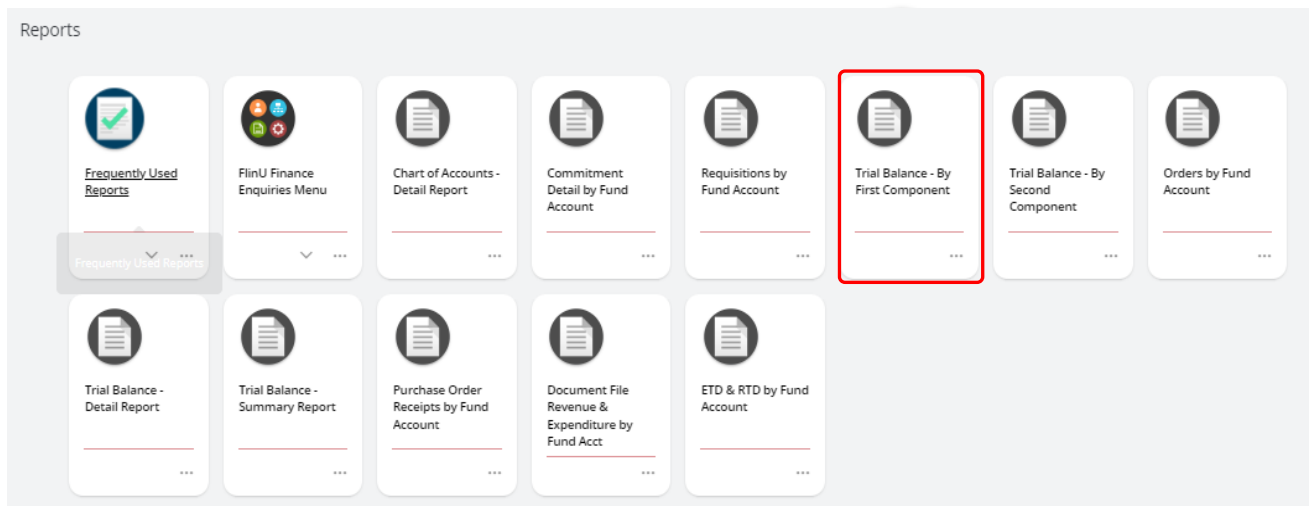
6. You can also reorder the columns by dragging them up and down in the table on the right side of the screen.

5 Run a Report

1. Depending on your role, additional Reports will be added to your profile. To access a report, select the “**Reports**” button in the user profile.

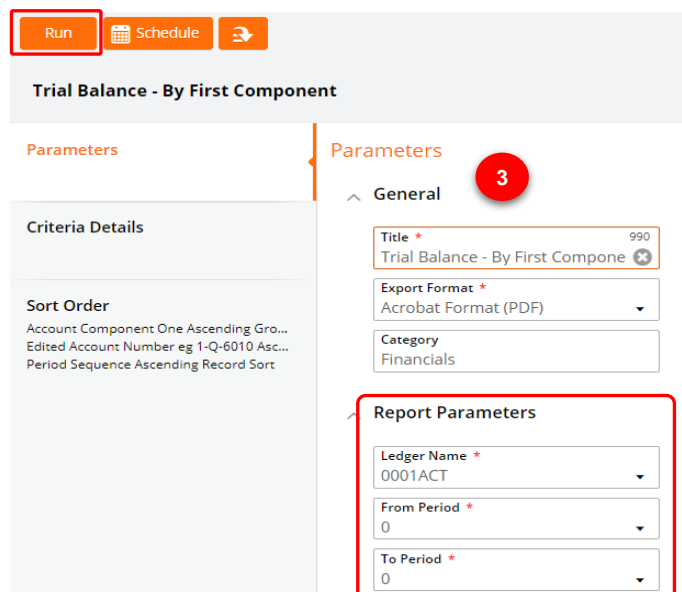


2. From the list of reports, select the report you would like to run.

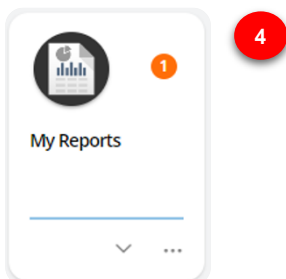


Alternatively

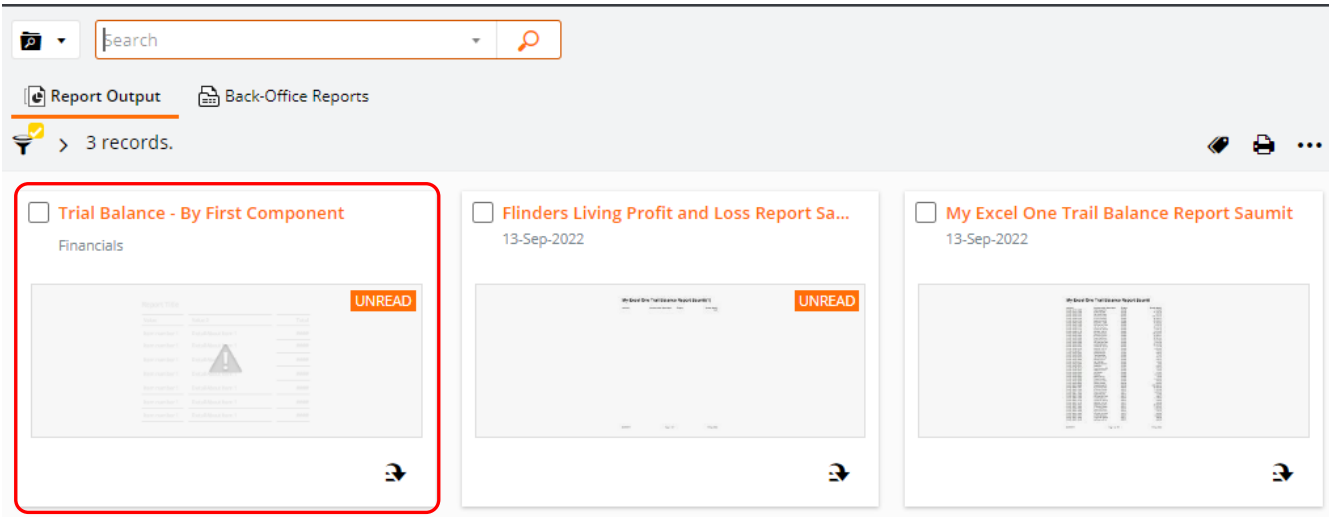
3. Populate the **Parameters** section of the reports then click the “**Run**” button on the top left of the screen.



4. To access the report that was just run, select the “**My Reports**” chiclet in the user profile.



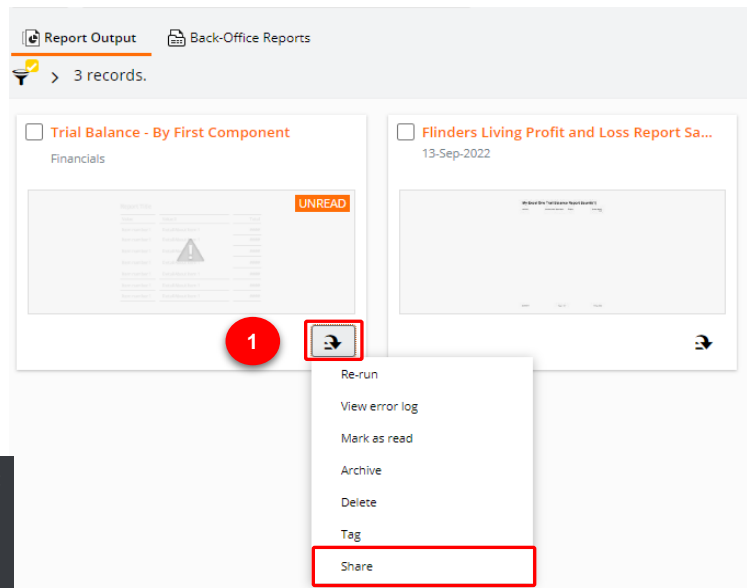
5. You will notice a recently run report will be highlighted as “UNREAD”. Click on the report to open. Previously



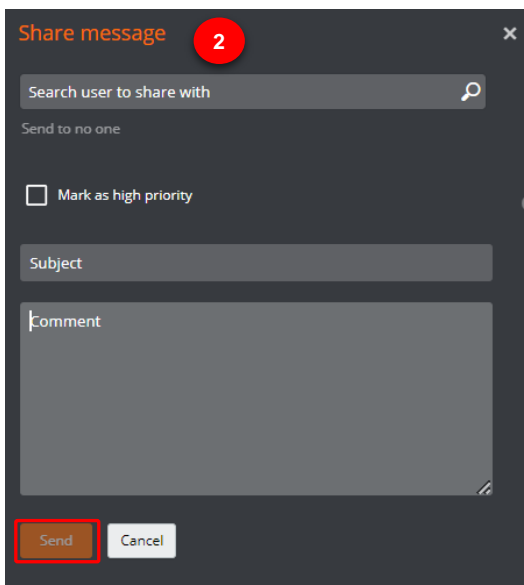
5.1 Share a Report with Another User

There are multiple actions that you can perform once the report has been created.

1. To share the report with another user, click on the down arrow and select “Share”.

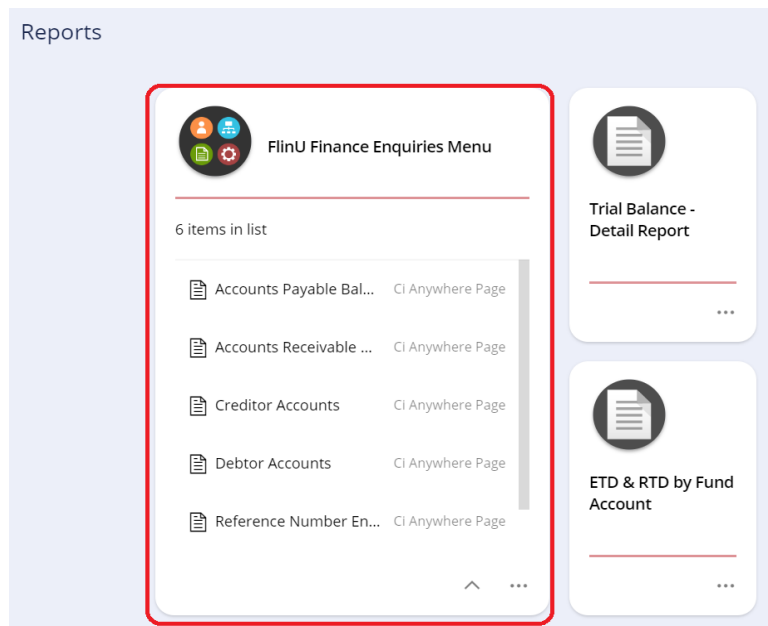


2. Populate the required fields then click on the “Send” button.



6 Other Enquiries

In the **Reports** section, you will find various other generic enquires in Enquiries Menu.



For example, if you select **Reference Number enquires**, from the FlinU Finance Enquires Menu, you can search a journal number that has already been posted into TechOne.

Enterprise search

Search

1 - 1 of 1 record.

Document Reference	Sequence	Document Register	Comment	Amount
J242077	0	JOURNAL		1