# Finance – TechnologyOne Cloud Upgrade 🕥

*Finance* – *TechnologyOne is scheduled to be upgraded on the weekend of* **20/21 October 2018**. *This upgrade involves moving the plaform 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.

# Contents

Access Finance System Turn the Pop-up Blocker on or off Copy / Paste via Cloud Clipboard Print in Cloud Upload Journal from Spreadsheet Server Folders Open, Edit & Save XLOne Reports Uploading of files from desktop to cloud How to open and view BASWARE attachments View your DP Jobs

Journals and purchase requisition workflow



#### 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.

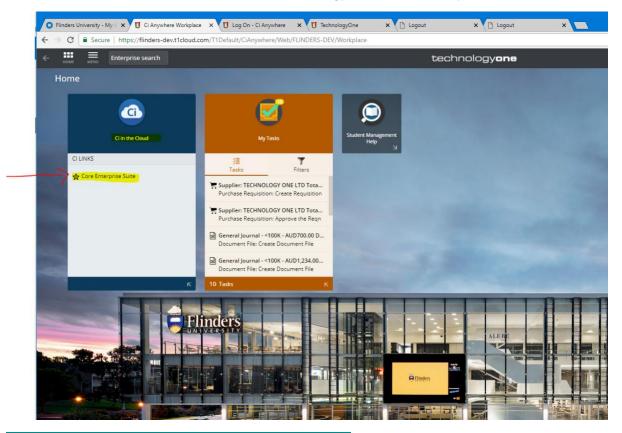
Any browser can be used, and Citrix is no longer required.

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 (<u>ids@flinders.edu.au</u>) 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

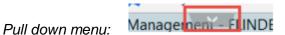
- 1. On your computer, open browser
- 2. Go to a page where pop-ups are blocked.

- 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.



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 -

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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).

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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)

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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.

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

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

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## How to run Assets crystal reports

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

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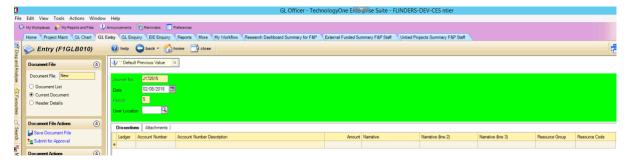
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| 263         Example Test1 Nanc2           260         Ramy Set1 Nanc2           260         Ramy Set1 Nanc2           260         Ramy Set1 Nanc2           261         Ramy Set1 Nanc2           262         Ramy Set1 Nanc2           263         Ramy Set1 Nanc2           264         Ramy Set1 Nanc2           265         Ramy Set1 Nanc2           268         Ramy Set1 Nanc2   | Cu.         01 032 01518 0222         2926 [Earmy Entit] Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2           Cu.         01 032 01518 0222         2026 Ramy Entit Nan2 <tr< td=""><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr<>   | 5      |          |                       |         |           |          |            |     |              |        |       |      |
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| 263 Ramya Fest1 Nanc2         263 Ramya Fest1 Nanc2   | GL         01.032.01518.0222         263.Ramya Tenti Nan2           GL  |        |          |                       |         |           |          |            |     |              |        |       |      |
| 260 Ramya Festi Nanc2           261 Ramya Festi Nanc2           262 Ramya Festi Nanc2           263 Ramya Festi Nanc2           265 Ramya Festi Nanc2           265 Ramya Festi Nanc2           268 Ramya Festi Nanc2           268 Ramya Festi Nanc2           268 Ramya Festi Nanc2           269 Ramya Festi Nanc2           260 Ramya Festi Nanc2           260 Ramya Festi Nanc2           263 Ramya Festi Nanc2           264 Ramya Festi Nanc2           265 Ramya Festi Nanc2           266 Ramya Festi Nanc2           267 Ramya Festi Nanc2           268 Ramya Festi Nanc2   | 0L         01 0122 01518 0222         205 Ramy Tent 1 Nan2           0L         01 0122 01518 0222         205 Ramy Tent 1 Nan2           0L         01 0122 01518 0222         205 Ramy Tent 1 Nan2           0L         01 0122 01518 0222         205 Ramy Tent 1 Nan2           0L         01 0122 01518 0222         205 Ramy Tent 1 Nan2           0L         01 0122 01518 0222         205 Ramy Tent 1 Nan2           0L         01 0122 01518 0222         205 Ramy Tent 1 Nan2           0L         01 0122 01518 0222         205 Ramy Tent 1 Nan2           0L         01 0122 01518 0222         205 Ramy Tent 1 Nan2           0L         01 0122 01518 0222         205 Ramy Tent 1 Nan2           0L         01 0122 01518 0222         205 Ramy Tent 1 Nan2           0L         01 0122 01518 0222         205 Ramy Tent 1 Nan2           0L         01 012 01518 0222         205 Ramy Tent 1 Nan2           0L         01 012 01518 0222         205 Ramy Tent 1 Nan2           0L         01 012 01518 0222         205 Ramy Tent 1 Nan2           0L         01 012 01518 0222         205 Ramy Tent 1 Nan2           0L         01 012 01518 0222         205 Ramy Tent 1 Nan2           0L         01 012 01518 0222         205 Ramy Tent 1 Nan2   | 3      |          |                       | 203     | Ramya Tes | 11 Narr2 |            |     |              |        |       |      |
| 260 Ramya Festi Nanc2           261 Ramya Festi Nanc2           263 Ramya Festi Nanc2           264 Ramya Festi Nanc2           265 Ramya Festi Nanc2           268 Ramya Festi Nanc2   | QL         01.032.01518.0222         260.Ramya Tenti Nanz           QL         01.032.01518.0222         250.Ramya Tenti Nanz           QL         01.032.01518.0222         734.Ramya Tenti Nanz   | ,<br>) |          |                       |         |           |          |            |     |              |        |       |      |
| 265 Ramya Fest 1 Nan2           267 Ramya Fest 1 Nan2           268 Ramya Fest 1 Nan2   | QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         268 Ramy Breath Nan2           QL         01 032 01518 0222         258 Ramy Breath Nan2           QL         01 032 01518 0222         258 Ramy Breath Nan2           QL  |        |          |                       |         |           |          |            |     |              |        |       |      |
| 200 Ramya Fest1 Nan2           201 Ramya Fest1 Nan2           202 Ramya Fest1 Nan2           203 Ramya Fest1 Nan2           204 Ramya Fest1 Nan2           205 Ramya Fest1 Nan2           207 Ramya Fest1 Nan2           208 Ramya Fest1 Nan2  | QL         01.032.01518.0222         208.Ramya Tenti Nanz   |        |          |                       |         |           |          |            |     |              |        |       |      |
| 260 Ramya Fest1 Nan2         260 Ramya Fest1 Nan2           261 Ramya Fest1 Nan2         260 Ramya Fest1 Nan2   | OL         01.032.01518.0222         268 Ramya Text1 Nan2           OL         01.032.01518.0222         273 Ramya Text1 Nan2           OL         01.032.01518.0222         273 Ramya Text1 Nan2           OL         01.032.01518.0222         273 Ramya Text1 Nan2   | ï      |          |                       |         |           |          |            |     |              |        |       |      |
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| 263 Ramya Test 1 Narc2         .  | CL         01 032 01518 0202         268 Ramya Test1 Nan2           CL         01 032 01518 0202         263 Ramya Test1 Nan2           CL         01 032 01518 0202         263 Ramya Test1 Nan2           CL         01 032 01518 0202         263 Ramya Test1 Nan2           CL         01 032 01518 0202         263 Ramya Test1 Nan2           CL         01 032 01518 0202         263 Ramya Test1 Nan2           CL         01 032 01518 0202         263 Ramya Test1 Nan2           CL         01 032 01518 0202         263 Ramya Test1 Nan2           CL         01 032 01518 0202         263 Ramya Test1 Nan2   |        | GL       | 01.032.01518.2022     | 263     | Ramya Tes | t1 Narr2 |            |     |              |        |       |      |
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| 263 Ramya Test1 Nan?<br>263 Ramya Test1 Nan?<br>263 Ramya Test1 Nan?<br>263 Ramya Test1 Nan?<br>.7434 Ramya Test1 Nan?  | GL         01.032.015f8.0202         2658 Ramya Teet1         Nam2           GL         01.032.015f8.0202         7343 Ramya Teet1         Nam2   |        |          |                       |         |           |          |            |     |              |        |       |      |
| 263 Ramya Test1 Nan2 .<br>263 Ramya Test1 Nan2 .<br>263 Ramya Test1 Nan2 .<br>-7343 Ramya Test1 Nan2 .  | GL         01 032 01518 2022         263 Ramya Test1         Nan2         .           GL         01 032 01518 2022         263 Ramya Test1         Nan2         .           GL         01 032 01518 2022         263 Ramya Test1         Nan2         .           GL         01 032 01518 2022         263 Ramya Test1         Nan2         .           GL         01 032 01518 2022         -7434 Ramya Test1         Nan2         .   | ł      |          |                       |         |           |          |            |     |              |        |       |      |
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4. In the GL Entry  $\rightarrow$  for example click on the 'General Journal (GLJN).

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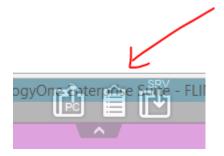
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| 30 | GL     | 01.032.01518.2022     | 263    | Ramya Test1 | Narr2              |                    |
| 31 | GL     | 01.032.01518.2022     | 263    | Ramya Test1 | Narr2              |                    |
| 32 | GL     | 01.032.01518.2022     | 263    | Ramya Test1 | Narr2              |                    |
| 33 | GL     | 01.032.01518.2022     | -7343  | Ramya Test1 | Narr2              |                    |
| 34 |        |                       | 0      |             |                    |                    |

7. Paste this in the clipboard of TechnologyOne -



| ÷              | Clear To IME To clip Close   |   |                |
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| Delete         | Enter Space None   |   |                |
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| 4              |  | Þ | 1              |

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.

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|            | 0  |      | Cut                      |          |          |          | Ctrl+X     | nts 😨 Reminders 📃 Preferences   |      |  |  |  |  |
|            |  |      | Сору                     |          |          | 0        | Ctrl+C     | Enquiry ElE Enquiry Reports More My Workflow Research Dashboard Summary for F&P External Funded | Sumr |  |  |  |  |
|            |  |      | Paste                    |          |          |          | Ctrl+V     |   |      |  |  |  |  |
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| <u>)</u> . | ag a   |      | Find (On                 | This S   | creen)   |          | Ctrl+F     |   |      |  |  |  |  |
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Once pasted the data the following screen would appear.
 <u>Note: -</u> Do not navigate the page or browse any other application while the paste special process is in place.

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| GL          | 01.032.01518.2022       | Flinders Uni | F&PS       | F&PS Operating | Trav dom other |   | 257.00            | Ramya Test1               | Nam2               |                    |
| GL          | 01.032.01518.2022       | Flinders Uni | F&PS       | F&PS Operating | Trav dom other |   | 258.00            | Ramya Test1               | Narr2              |                    |
| GL          | 01.032.01518.2022       | Flinders Uni | F&PS       | F&PS Operating | Trav dom other |   | 259.00            | Ramya Test1               | Narr2              |                    |
| GL          | 01.032.01518.2022       | Flinders Uni | F&PS       | F&PS Operating | Trav dom other |   | TechnologyO       | ne Enterprise Suite       | ×                  |                    |
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## 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

| 1                | System       | Admini       | strator -                | ALL - Tecl            | hnology |
|------------------|--------------|--------------|--------------------------|-----------------------|---------|
| <u>F</u> ile     | <u>E</u> dit | <u>V</u> iew | <u>T</u> ools            | <u>A</u> ctions       | Windo   |
| C                | À My Wa      | orkplaces    | 💑 Em                     | ployee Work;          | place ( |
|                  | Home         | Sys          | tem (F                   | inancials             | Suppl   |
| ٦.               | Sear         | ch           |                          |                       | ()      |
| Drag             | server       | folder       |                          |                       |         |
| and              | S            |              |                          | laintenance           | •       |
| Drag and Analyse |              |              | r Folder \<br>r Folder \ | /iewer<br>/iewer_My F | Reports |
| yse              |              |              |                          |                       |         |
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| 😽 Favourites     |              |              |                          |                       |         |
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| 9                |              |              |                          |                       |         |
| Search           |              |              |                          |                       |         |
| 와                |              |              |                          |                       |         |

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

| Basware Import | Fraedom Import | Domestic Payment Run | <b>Overseas Payment Run</b> | 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.

| My Workplaces 🚵 Employee Workplace 🛉<br>Home System Financials Supply |  |  |   | talls & Upgrades More   |             |   |   |
|---|--|--|---|---|-------------|---|---|
| Explore Interp  | mome dose  | S clear Pretrieve  | 💈 refresh 🔛 views *   |   |             |   |   |
| Actions to Perform  | Server Folder  |  |   |   |             |   |   |
|   |  | -  |   |   |             |   |   |
| XDelete   | Server Folder Code BA  | ANKSTAT 💁 Bank Stat  | tement Load   |   |             |   |   |
| G Add File  |  |  |   |   |             |   |   |
| Create Folder   | Server Folders   |  |   |   |             |   |   |
| Save As   | P 🕜 help   | S clear D retrieve   |   |   |             |   |   |
|   | P neip   | S cicar Pretrieve  |   |   |             |   |   |
|   | On the Full of   |  |   |   |             |   |   |
|   | Server Folders   |  |   |   |             |   |   |
|   | Search: BANKST   | TAT  | Retrieve Saved Search   |   |             |   |   |
|   | Ca ocacit pronot   |  |   |   |             |   |   |
|   |  |  |   |   |             |   |   |
|   |  |  |   |   |             |   |   |
|   |  | e to group by that column  |   |   |             |   |   |
|   | Svr Rid Code Descripti   | ion  | Narration 1   | Narration 2   | Narration 3 | Sub-Folder  | Path Type   |
|   | Svr Rd Code Descripti  | lon<br>Initions  |   |   | Narration 3 | \vts\Alert  | Relative to System Di   |
|   | Svr Rid Code Descripti<br>SALRT Alet Defi<br>SALRT CF Alet Use   | ion<br>initions<br>er Configurations   | This folder stores the configuration  | Narration 2<br>of alerts for users  | Narration 3 | \ts\Alet<br>\AletConfig   | Relative to System Di<br>Relative to Data Direc   |
|   | Svr Rid Code Descripti<br>SALRT Alert Def<br>SALRT CF Alert Use<br>SALRT US Alerts De  | ion<br>Initions<br>er Configurations<br>efinition User O/R   | This folder stores the configuration<br>User overrides  |   | Narration 3 | Vts/Alert<br>VAlertConfig<br>Vts/Alert  | Relative to System Dir<br>Relative to Data Direc  |
|   | Svr Rid Code Descripti<br>SALRT Alert Def<br>SALRT CF Alert Use<br>SALRT US Alerts De<br>SAPP BIN DLL Dre  | ion<br>Initions<br>& Configurations<br>efinition User O/R<br>ectory  | This folder stores the configuration<br>User overrides<br>DLL Directory   |   | Narration 3 | VitsVAlert<br>VAlertConfig<br>VitsVAlert<br>VitsVapp_tbVbin   | Relative to System Di<br>Relative to Data Direc<br>Relative to Custom Di  |
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|   | Sur Rd Code Description<br>\$42,812T CA Alent Use<br>\$44,817T US Alent Use<br>\$42,827T US Alent Use<br>\$42,827 US Alent Use<br>\$42,827 US Alent USA<br>\$42,827 USA<br>\$43,827 USA<br>\$44,827 USA<br>\$45,827 US | ion<br>Interna<br>Configurations<br>diretion (User O/R<br>cotory<br>atting Audt Reports<br>et Server Location<br>et Server Location<br>when Directory<br>atting Audt Reports<br>anone Export Directory in R1<br>Reports Directory in R1<br>Reports Directory in R1<br>Reports Accounts Receivable<br>Reports Accounts Receivable<br>Reports Accounts Receivable<br>Reports Accounts Receivable   | The folder stores the configuration<br>User overhels<br>DLL Decidory<br>Asset Posting Audit Reports<br>Location where attachment files will be<br>Billing Posting Audit Reports<br>Cash Generation Audit Reports<br>Commissions Export Directory in R1<br>Caystal Reports Tispeed by Technology 1<br>Caystal Reports Tispeed by Technology 1  | of alerts for users<br>saved to on a server<br>for Finance One Allocations<br>for Finance One Accounts Payable<br>for Finance One Accounts Reservable   | Narration 3 | Ver Vera<br>Vera Config<br>Vers Vera<br>Vera Vera<br>Vera Vera<br>Vera Vera<br>Vera<br>Vera<br>Vera<br>Vera<br>Vera<br>Vera<br>Vera   | Relative to System Dir<br>Relative to Data Direc<br>Relative to Custom Dir<br>Relative to Custom Dir<br>Relative to Data Direc<br>Relative to System Dir<br>Relative to System Dir  |
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|   | Sur Rd Code Description<br>\$42,457 Code Description<br>\$44,457 LG Alent Use<br>\$44,857 LG Alent Use<br>\$44,857 LG Alent Use<br>\$44,857 LG Alent Use<br>\$44,857 LG Alent Use<br>\$44,157 LG Alent Use<br>\$44,157 LG Alent Use<br>\$44,157 LG Alent Use<br>\$45,157 LG Alent Use<br>\$5,577 LG Al   | ion<br>Interna<br>Configurations<br>drintion User O/R<br>citoty<br>utting Audu Reports<br>ent Server Location<br>View Directory<br>starting Audu Reports<br>ione Export Directory in R1<br>leports Accounts Reports<br>leports Accounts Revealed<br>leports Billing  | The folder stores the configuration<br>User overnides<br>DLL Dectory<br>Asset Posting Audit Reports<br>Location where attachment files will be<br>Billing Posting Audit Reports<br>Cam Generation Audit Reports<br>Commissions Export Directory in R1<br>Crystal Reports Shipped by Technology 1<br>Crystal Reports Shipped by Technology 1<br>Crystal Reports Shipped by Technology 1<br>Crystal Reports Shipped by Technology 1   | of alerts for users<br>seved to on a server<br>for Finance One Alocations<br>for Finance One Accounts Payable<br>for Finance One Accounts Receivable<br>for Finance One Asset System<br>for Finance One Billing<br>for Charges and Billing                          | Narration 3 | Ver Vera<br>VeelConfig<br>Ves Veet<br>Vera voe Solow<br>Ved Veet<br>Ved vaset<br>Ved valates<br>Ved   | Peldare to System De<br>Peddreve to Oato Der<br>Peddreve to Oato Der<br>Peddreve to System D<br>Peddreve to Oato Dere<br>Peddreve to System D<br>Peddreve to System D<br>Peddreve to System D<br>Peddreve to System D<br>Peddreve to System D  |
|   | Sur Rd Code Description<br>\$42,812T Cd Alent Use<br>SALET Alent Use<br>SALET LS Alent Use<br>SALET LS Alent Use<br>SALET LS Alent Use<br>SALET LS Alent Description<br>SALET Alent Alent Alent<br>SALET   | on<br>Instons<br>Configurations<br>diretion User ()/R<br>cotory<br>atting Audt Reports<br>ent Server Location<br>Jrive Directory<br>atting Audt Reports<br>inne Eport Directory in R11<br>Algorist Dror Allocation<br>leports Accounts Payable<br>leports Accounts Payable<br>leports Accounts Republe<br>leports Accessing<br>Audt System<br>One Oydal Reports<br>Report Charges and Billing  | This folder stores the configuration<br>User overrides<br>DLL Directory<br>Asset Posting Audit Reports<br>Location where attachment files will be<br>Billing Posting Audit Reports<br>Cash Generation Audit Reports<br>Commissions Export Directory in R1<br>Crystal Reports Shipped by Technology 1<br>Crystal Reports Shipped by Technology 1 | of elets for users<br>aaved to on a server<br>for Finance One Alecations<br>for Finance One Accounts Repeated<br>for Finance One Accounts Repeated<br>for Finance One Acset System<br>for Pinance One Billing<br>for Charges and Billing<br>for Charges and Billing | Namaton 3   | Ver View<br>Viert Config<br>Vis Viert<br>Vis lapp, (b bin<br>Viol Vaset<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistormerts<br>Vistor  | Path Type<br>Relative to System Dire<br>Relative to Cataon Dir<br>Relative to Cataon Dir<br>Relative to Catao Dire<br>Relative to Datao Direc<br>Relative to System Dir<br>Relative to System Dir |

4. Folder Location where you can view your file.

| System Administrator - ALL - Tech  | nologyOne Enterprise Suite - Production       | Database direct                  |  |  |
|--|---|----------------------------------|--|--|
| ile Edit View Tools Actions  |   | i Database direct                |  |  |
| My Workplaces Lemployee Workpla  |   | ements 😨 Reminders 📰 Preferences |  |  |
|  |   |                                  |  |  |
| Home System Financials   | Supply Chain Human Resource & Payr            | oll Asset Management Contracts   | Budgeting CPM Installs & Up                              | grades More                                    |
| Actions to Perform Collecte Co | help 🚮 home 📑 close 🆻                         | clear 🧭 retrieve 💈 refres        | sh 🔛 views 🔻   |  |
| Actions to Perform   | Server Folder                                 |                                  |  |  |
| Delete   | Server Folder Code BANKS                      | TAT 🔍 Bank Statement Load        |  |  |
| Add File   |   |                                  |  |  |
| Create Folder  | Criteria                                      |                                  |  |  |
| Create Folder  |   | -                                |  |  |
| Calific  | Name  | Type<br>Folder                   | Size Date Modified<br>1/08/2018 7:59:33 AM               | Date Created<br>14/08/2012 4:06:02 PM          |
|  | Loaded<br>Hold                                | Folder                           |  | 14/08/2012 4:08:02 PM<br>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                               |  |
|  | 20-7-18.nai.out                               | OUT File                         | 6 KB 31/07/2018 7:57:28 AM                               |  |
|  | 19-7-18.nai.out                               | OUT File                         | 5 KB 31/07/2018 7:45:17 AM                               |  |
|  | 18-7-18.nai.out                               | OUT File<br>OUT File             | 3 KB 31/07/2018 7:34:24 AM<br>4 KB 31/07/2018 7:23:14 AM | 31/07/2018 7:34:24 AM<br>31/07/2018 7:23:14 AM |
|  | 17-7-18.nai.out                               | OUT File                         | 4 KB 31/07/2018 7:23:14 AM<br>3 KB 31/07/2018 7:16:44 AM | 31/07/2018 7:23:14 AM<br>31/07/2018 7:16:44 AM |
|  | <u>16-7-18.nai.out</u><br>13-7-18.nai.out.out | OUT File                         | 0 KB 31/07/2018 7:16:44 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 10 milliout                              |                                  | 2 L/D 20/07/2010 5.00.001 M                              |  |

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

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

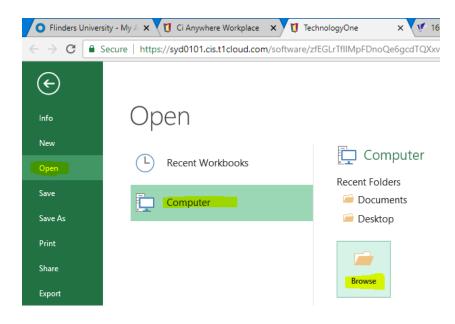
| ß                     | Server Folders (TBPCK012) |                     |               |             |             |   |  |  |  |  |  |
|-----------------------|---------------------------|---------------------|---------------|-------------|-------------|---|--|--|--|--|--|
| 👂 🕜 he                | lp 📑 clear                | pretrieve           |               |             |             |   |  |  |  |  |  |
| Server Folders        |                           |                     |               |             |             |   |  |  |  |  |  |
| Search: SE            | Search: SExcl_US          |                     |               |             |             |   |  |  |  |  |  |
| Drag a column heade   | er here to group by       | that column         |               |             |             |   |  |  |  |  |  |
| Svr Fld Code Des      | scription Na              | mation 1            |               | Narration 2 | Narration 3 |   |  |  |  |  |  |
| I <u>SEXCL US</u> Exc | el Sheets Usr Exc         | cel Spreadsheets as | s modified by | the users   |             | × |  |  |  |  |  |

- 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

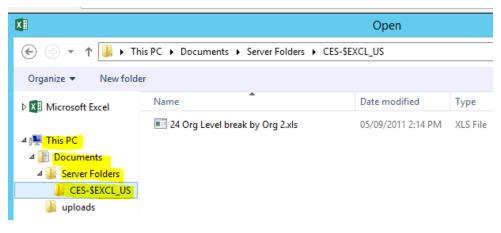
| My Workplaces 🧬 My Reports and Files | Announcements 🐻 Reminders 🚺 Pref         | erences                 |  |  |
|--------------------------------------|--|-------------------------|--|--|
| Home Project Maint GL Chart GL       | Entry GL Enquiry ElE Enquiry R           | eports More My Workflow | Research Dashboard Summary for F               | &P External Funded Su                          |
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| > Explore (TBDIR130)                 | 🕜 help 🕒 back 👻 🏠 t                      | iome 📑 close 🍠 clea     | ar 🧭 retrieve 💈 refresh                        | views *  |
| Actions to Perform                   | Server Folder                            |                         |  |  |
|                                      |  |                         |  |  |
| × Delete                             | Server Folder Code                       | Since Sheets Usr        |  |  |
| Add File                             |  |                         |  |  |
| Create Folder                        | Criteria                                 |                         |  |  |
| (🖉 Save As                           | Name                                     | Туре                    | Size Date Modified                             | Date Created                                   |
| C Local Sync                         |  | Folder                  |  | 09/01/2018 2:33:16 PM                          |
| Move/Copy Files                      | 2012                                     | Folder                  | 09/01/2018 2:37:31 PM                          | 09/01/2018 2:33:16 PM                          |
| a movercopy rines                    | B&P reports                              | Folder                  |  |  |
| Available Installations (\$)         | Budget Pack reports                      | Folder                  | 09/01/2018 2:38:01 PM<br>09/01/2018 2:38:15 PM | 09/01/2018 2:37:59 PM<br>09/01/2018 2:38:01 PM |
|                                      | Budget reports                           | Folder                  |  | 09/01/2018 2:38:01 PM<br>09/01/2018 2:38:19 PM |
| Current:" CES Y                      | Carlo                                    |                         | 09/01/2018 2:38:19 PM                          |  |
|                                      | CFO Dashboard                            | Folder                  | 09/01/2018 2:38:22 PM                          | 09/01/2018 2:38:19 PM                          |
|                                      | College Dashboard                        | Folder                  | 09/01/2018 2:38:25 PM                          | 09/01/2018 2:38:23 PM                          |
|                                      | College Reports                          | Folder                  | 09/01/2018 2:38:32 PM                          | 09/01/2018 2:38:25 PM                          |
|                                      | Corporate Budget Reports                 | Folder                  | 09/01/2018 2:38:54 PM                          | 09/01/2018 2:38:35 PM                          |
|                                      | Cross Tab reports Scott Gimour           | Folder                  | 09/01/2018 2:39:08 PM                          | 09/01/2018 2:38:55 PM                          |
|                                      | Finders Living                           | Folder                  | 09/01/2018 2:39:14 PM                          | 09/01/2018 2:39:08 PM                          |
|                                      | CIT System                               | Folder                  | 09/01/2018 2:39:19 PM                          | 09/01/2018 2:39:14 PM                          |
|                                      | <u>Kate</u>                              | Folder                  | 09/01/2018 2:40:08 PM                          | 09/01/2018 2:39:19 PM                          |
|                                      | New DP Reports                           | Folder                  | 09/01/2018 2:40:08 PM                          | 09/01/2018 2:40:08 PM                          |
|                                      | Procurement                              | Folder                  | 09/01/2018 2:42:17 PM                          | 09/01/2018 2:42:13 PM                          |
|                                      | Project Manager reports                  | Folder                  | 09/01/2018 2:42:53 PM                          | 09/01/2018 2:42:35 PM                          |
|                                      | T1 Consult Reports                       | Folder                  | 09/01/2018 2:43:34 PM                          | 09/01/2018 2:43:12 PM                          |
|                                      | Test                                     | Folder                  | 13/03/2018 11:10:52 AM                         | 13/03/2018 11:10:52 AM                         |
|                                      | 01 apchod03 before SundryEdt.rpt         | RPT File                | 708 KB 13/03/2018 10:41:21 AM                  | 13/03/2018 10:41:20 AM                         |
|                                      | 10 AP Duplicate Bank Accounts xls        | XLS File                | 12,980 KB 04/07/2011 4:26:51 PM                | 09/01/2018 2:30:47 PM                          |
|                                      | 24 Bus Level by category with drildon    | XLS File                | 66 KB 12/01/2015 2:21:02 PM                    | 09/01/2018 2:30:47 PM                          |
|                                      | 24 Bus Level by category xls             | XLS File                | 72 KB 27/04/2015 10:00:52 AM                   | 09/01/2018 2:30:48 PM                          |
|                                      | 24 by Cost Centre Manager xls            | XLS File                | 90 KB 05/09/2011 12:42:22 PM                   | 09/01/2018 2:30:49 PM                          |
|                                      | 24 by Project Manager xls                | XLS File                | 110 KB 05/09/2011 12:42:47 PM                  | 09/01/2018 2:30:49 PM                          |
|                                      | 24 Category Report Offline xls           | XLS File                | 67 KB 05/09/2011 12:43:36 PM                   | 09/01/2018 2:30:49 PM                          |
|                                      | 24 Org Level break by Org 2 xls          | XLS File                | 68 KB 05/09/2011 12:44:06 PM                   |  |
|                                      | 24 Org Level by category with drildow    | XI S File               | 56 KB 20/07/2011 4:56:02 PM                    | 09/01/2018 2:30:49 PM                          |
|                                      | 24 Org Level by category xls             | XLS File                | 56 KB 20/01/2012 7:34:13 AM                    | 09/01/2018 2:30:50 PM                          |
|                                      | 33 Inc Exp by Project Monthly (bus le    |                         | 586 KB 04/09/2015 11:06:20 AM                  |  |
|                                      | 33 Inc Exp by Project Monthly dis le     | XLS File                | 54 KB 05/09/2011 12:27:12 PM                   |  |
|                                      | 40 Grants Office Inc Exp for Life by P   |                         | 80 KB 05/09/2011 12:28:46 PM                   |  |
|                                      | 40 Inc Exp for Life of Project cross tal |                         | 201 KB 20/09/2017 8:45:21 AM                   | 09/01/2018 2:30:51 PM                          |
|                                      | 43 Grants Office Inc Exp by Project N    | Evro ne                 | 90 KB 31/05/2018 10:09:07 AM                   | 00/01/2010 2:00:01 PM                          |

| 1                             |              |                         |  |                    |              |
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| <u>F</u> ile                  | <u>E</u> dit | <u>V</u> iew            | <u>T</u> ools  | <u>A</u> ctions    | <u>W</u> ind |
| 6                             | My Wa        | rkplaces                | 🧬 Му   | Reports and        | Files        |
|                               | Home         | e Sys                   | tem (F   | inancials          | Suppl        |
|                               | Sear         | ch                      |  |                    | $\otimes$    |
| Drag                          | xlone n      | e                       |  |                    |              |
| Drag and Analyse 😽 Favourites |              | Run a<br>XLOne<br>XLOne | n XLOne<br>n XLOne<br>e Reporti<br><mark>e Reporti</mark><br>e Reporti | Report<br>ng<br>ng |              |
| C Search                      | $\leq$       |                         |  | _                  |              |

e. Now click on File Menu  $\rightarrow$  Computer  $\rightarrow$  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  $\rightarrow$  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

| System Administrator - ALL - TechnologyOne Enterprise Suite - Production Database direct   |                                    |                                |  |                       |  |  |  |  |  |  |  |
|--|------------------------------------|--------------------------------|--|-----------------------|--|--|--|--|--|--|--|
| le <u>E</u> dit <u>V</u> iew <u>T</u> ools <u>A</u> ctions <u>W</u> indo   | w <u>H</u> elp                     |                                |  |                       |  |  |  |  |  |  |  |
| 🗭 My Workplaces 🛛 📓 Employee Workplace 🧯   | My Reports and Files 🛛 🔱 Announcem | ents 🐻 Reminders 📗 Preferences |  |                       |  |  |  |  |  |  |  |
| Home System Financials Supply  | Chain Human Resource & Payroll     | Asset Management Contracts     | Budgeting CPM Installs & Up                              | grades More           |  |  |  |  |  |  |  |
| Sexplore Sexplore  | 🏠 home 📑 close 🔜                   | clear 🧭 retrieve 💈 refres      | sh 🔛 views 🔻   |                       |  |  |  |  |  |  |  |
| Actions to Perform  Control Co | Server Folder                      |                                |  |                       |  |  |  |  |  |  |  |
|  | Server Folder Code BANKSTA         | 🔟 🔍 Bank Statement Load        |  |                       |  |  |  |  |  |  |  |
| 🔙 Add File   |                                    |                                |  |                       |  |  |  |  |  |  |  |
| Create Folder  | 🛞 Criteria                         |                                |  |                       |  |  |  |  |  |  |  |
| Save As  |                                    | 1                              |  |                       |  |  |  |  |  |  |  |
| 🥬 Save As  | Name                               | Туре                           | 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 A                                    |                       |  |  |  |  |  |  |  |
|  | <u>31-7-18.nai.out</u>             | OUT File                       | 5 KB 1/08/2018 7:59:30 AM                                | 1/08/2018 7:59:29 AM  |  |  |  |  |  |  |  |
|  | <u>30-7-18.nai.out</u>             | OUT File                       | 3 KB 31/07/2018 9:23:51 AM                               |                       |  |  |  |  |  |  |  |
|  | 27-7-18.nai.out                    | OUT File<br>OUT File           | 4 KB 31/07/2018 9:04:07 AM<br>3 KB 31/07/2018 8:52:17 AM |                       |  |  |  |  |  |  |  |
|  | 26-7-18.nai.out                    | OUT File                       | 3 KB 31/07/2018 8:52:17 AM<br>3 KB 31/07/2018 8:43:16 AM |                       |  |  |  |  |  |  |  |
|  | 25-7-18.nai.out<br>24-7-18.nai.out | OUT File                       | 3 KB 31/07/2018 8:43:16 AM<br>3 KB 31/07/2018 8:28:32 AM |                       |  |  |  |  |  |  |  |
|  | 23-7-18.nai.out                    | OUT File                       | 4 KB 31/07/2018 8:13:00 AM                               |                       |  |  |  |  |  |  |  |
|  | 20-7-18.nai.out                    | OUT File                       | 6 KB 31/07/2018 7:57:28 AM                               |                       |  |  |  |  |  |  |  |
|  | 19-7-18.nai.out                    | OUT File                       | 5 KB 31/07/2018 7:45:17 AM                               |                       |  |  |  |  |  |  |  |
|  | 18-7-18.nai.out                    | OUT File                       | 3 KB 31/07/2018 7:34:24 AM                               |                       |  |  |  |  |  |  |  |
|  | 17-7-18.nai.out                    | OUT File                       | 4 KB 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 10                            | OUT Els                        | 3 LD 30/07/3010 E-06-E0 DM                               | 30/07/3010 E-02-E0 DM |  |  |  |  |  |  |  |

- 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

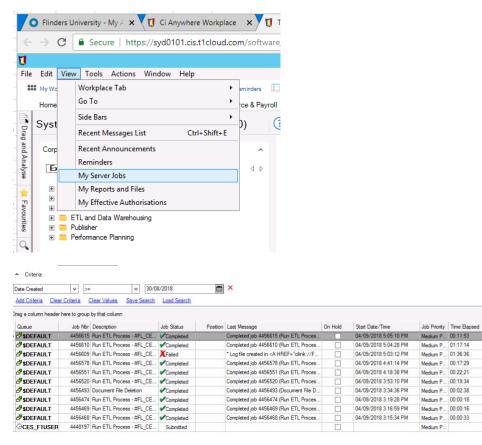
| Transactio      | on Listing  |                |        |              |                      |                 |                 |        |            |          |         |                  |                              |  |
|-----------------|---|----------------|--------|--------------|----------------------|-----------------|-----------------|--------|------------|----------|---------|------------------|------------------------------|--|
| Ledger Name:*   |   |                |        |              |                      |                 |                 |        |            |          |         |                  |                              |  |
| Account Number: | Account Number." 01.032.01518.3704 Q. Finders Uni F&PS EVES Operating Consultancy F |                |        |              |                      |                 |                 |        |            |          |         |                  |                              |  |
|                 | A consolidated account can also be entered eg 1-Q-@@@                               |                |        |              |                      |                 |                 |        |            |          |         |                  |                              |  |
| 🔇 Search:       |   |                | 4      | Retrieve S   | tatus:* All          | ✓ □ A           | Periods Period: | 5      |            |          |         |                  |                              |  |
| Drag a column h | eader here to group   | by that column |        |              |                      |                 |                 |        |            |          |         |                  |                              |  |
| Date            | Reference   | Туре           | Period | Amount (AUD) | Balance Amt<br>(AUD) | Narrative       | Attachment Ind  | Source | Tax Date   | Units1   | Notes F | Retention Amount | Original Retention<br>Amount |  |
| 08/05/2018      | 1138  | APBIN          | 5      | 15,900.00    | 15,900.00            | PROJECT: DESIGN | <u>C</u>        | AP     | 08/05/2018 | 0.000000 |         | 0.00             | 0.00                         |  |
|                 |   |                |        |              |                      |                 | 1               |        |            |          |         |                  |                              |  |

2. The attachment will open in another tab

| 2   |                                  |                                |                        |             |                       |
|---|----------------------------------|--------------------------------|------------------------|-------------|-----------------------|
| ← → Ø https://basware.flinders.edu.au/imageviewer/?docid=29                                   | 9855CFB313D4FD8AE039541805FD7748 | &SelectedView=All              |                        |             |                       |
| O Flinders University - My Applic 🚺 Ci Anywhere Workplace                                     | TechnologyOne                    | services-syd0101.cis.t1cloud.c | 🉆 Basware Image Viewer | × 🖉 Flin    | ders University - Teo |
| File Edit View Favorites Tools Help   |                                  |                                |                        |             |                       |
| 👍 🕘 Web Slice Gallery 🔻 <table-cell-rows> Sharing files and folders 🙆 Techn</table-cell-rows> | ology One Financials             |                                | - T                    |             |                       |
| basware   |                                  |                                |                        |             |                       |
|   |                                  |                                |                        |             |                       |
| Basware ImageViewer   |                                  |                                |                        |             |                       |
| Select view   |                                  |                                |                        |             |                       |
| Invoice data  |                                  |                                |                        |             | $\cap \cap$           |
| Postings  |                                  |                                |                        | B 🖶         | $\Theta \oplus  _{J}$ |
| History<br>First page   | Printed by:                      |                                | Date:                  |             |                       |
| All pages   | situ0002                         |                                | 31/08/2018 11:5        | 51:55 AM    |                       |
| All   | Supplier n                       | ame:                           | Invoice Number         | r:          |                       |
| Include Attachments   | WENE                             | THIS .                         | 1138                   |             |                       |
|   |                                  |                                |                        |             |                       |
|   | Invoice                          | Data                           |                        |             |                       |
|   |                                  |                                |                        |             |                       |
|   | Field Nam                        | e                              | Value                  |             |                       |
|   | Ledger Na                        | me                             | Financial Servic       | es Division |                       |
|   | Supplier                         |                                | 030269                 |             |                       |
|   |                                  |                                |                        |             |                       |

#### How to view DP Jobs

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



## Journals and purchase requisition workflow

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

| File Edit View Tools Actions Window                    |   |        | iles 🔱 Announcements | s Reminders   | Preferences    |                                   |                                   |                                      |  |  |  |  |  |
|--|---|--------|----------------------|---------------|----------------|-----------------------------------|-----------------------------------|--------------------------------------|--|--|--|--|--|
| Home Project Maint GL Chart GL                         | Entry   | GL Enq | uiry EIE Enquiry     | Reports More  | My Workflow Re | esearch Dashboard Summary for F&P | External Funded Summary F&P Staff | Untied Projects Summary F&P Staff    |  |  |  |  |  |
| 🦻 My Workflow (TBWKF500) 🔹 🕲 help 📑 close 📂 retrieve 🔨 |   |        |                      |               |                |                                   |                                   |                                      |  |  |  |  |  |
| Workflow Views   | Workflow Views 🛞 Inbox for Ivana Situm-Bancevic |        |                      |               |                |                                   |                                   |                                      |  |  |  |  |  |
| Inbox [4]     Draft [11]                               |   |        | . From 🗸             | Assigned User | Assigned Days  | Comments                          | Description                       | Entity Keys                          |  |  |  |  |  |
| Pools  |   |        | EUGENEL              | SITU0002      | 74             | Test CiA                          | Supplier: TELSTRA Total An        | nount (inc): \$5,000.00 FU/EPS000008 |  |  |  |  |  |
| 🔅 🕀 Other Views  |   |        | EUGENEL              | SITU0002      | 73             | Rejected by Eugene                | Supplier: TELSTRA Total An        | nount (inc): \$1,600.00 FU/VCO00861  |  |  |  |  |  |
| 🦉 🤅 Sent [5]   | •   | Û      | KATP0001             | SITU0002      | 108            |                                   | Supplier: TECHNOLOGY ON           | VE LTD Total Amount ( FU/VCO008612   |  |  |  |  |  |
|  |   |        | YADA0024             | SITU0002      | 38             | test                              | Supplier: TECHNOLOGY ON           | NE LTD Total Amount () FU/VCO00862   |  |  |  |  |  |
| se C Search  |   |        |                      |               |                |                                   |                                   |                                      |  |  |  |  |  |

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.

| Genera      | al Journal        |                                      |                    |  |                    |                                |                                |            |
|-------------|-------------------|--------------------------------------|--------------------|--|--------------------|--------------------------------|--------------------------------|------------|
| Journal No. | J175400           |                                      |                    |  |                    |                                |                                |            |
| Date        | 20/08/2018        |                                      |                    |  |                    |                                |                                |            |
| Period      | 7                 |                                      |                    | Submit for Ap                                  | proval (Workflo    | w Operation) (TBWKF42          | 20) – 1                        | • ×        |
| User Locati |                   |                                      | Submit for A       | pproval  |                    |                                |                                |            |
|             |                   |                                      |                    | File 0033023                                   | 1                  |                                |                                |            |
| Dissectio   | Attachments       |                                      | Document           | ne 0033023                                     |                    |                                |                                |            |
| Ledger      | Account Number    | Account Number Description           | This will compl    | ete the current task for<br>Capprove and Post. | or Occupancy Recou | os - 2 Documents Total 490,932 | 2.86 Debits 490,932.86 Credits | tive (li   |
| GL          | 01.879.03095.2598 | Flinders Uni Residential Pro FURC    |                    | . Approve and Post.                            |                    |                                |                                | to 01      |
| GL          | 01.704.40943.2598 | Flinders Uni RHMT SA Limes           | Options            |  |                    |                                |                                | to 01      |
| GL          | 01.879.04905.2598 | Flinders Uni Residential Pro Unit 6  |                    |  |                    |                                |                                | to 01      |
| GL          | 01.556.40962.2598 | Flinders Uni RHMT NT NT R            | Assign Next User:* |  | Q                  |                                |                                | to 01      |
| GL          | 01.879.04907.2598 | Flinders Uni Residential Pro Unit 18 | Comments:          |  |                    |                                | ^                              | to 01      |
| GL          | 01.556.40962.2598 | Flinders Uni RHMT NT NT R            |                    |  |                    |                                |                                | to 01      |
| GL          | 01.879.04909.2598 | Flinders Uni Residential Pro Unit 3  | 7                  |  |                    |                                |                                | to 01      |
| GL          | 01.556.40962.2598 | Flinders Uni RHMT NT NT R            |                    |  |                    |                                |                                | to 01      |
| GL          | 01.879.04927.2598 | Flinders Uni Residential Pro Op-5    |                    |  |                    |                                | ~                              | to 01      |
| GL          | 01.116.02297.2598 | Flinders Uni CRH Precinct CRH        | ŧ                  |  |                    |                                |                                | to 01      |
| GL          | 01.879.04931.2598 | Flinders Uni Residential Pro Op-2/   | 1                  |  |                    |                                | OK Cancel                      | to 01      |
| GL          | 01.556.40965.2598 | Flinders Uni RHMT NT Alice           | 4                  |  |                    |                                | Cancel                         | to 01      |
| GL          | 01.879.04933.2598 | Rinders Uni Residential Pro Op-3/    | 1 Mohomed Oc       | cupancy Recou                                  | -1,472.10          | Tfr Balance of expend for Proj | YTD July 2018                  | 100% to 01 |
| GL          | 01.556.40965.2598 | Rinders Uni RHMT NT Alice            | Springs Occup      | ancy Recou                                     | 1,472.10           | Tfr Balance of expend for Proj | YTD July 2018                  | 100% to 01 |
| GL          | 01.879.04935.2598 | Rinders Uni Residential Pro Op-4/    | 1 Mohomed Oc       | cupancy Recou                                  | -1,109.84          | Tfr Balance of expend for Proj | YTD July 2018                  | 100% to 01 |

Who to contact for support

ids@flinders.edu.au