

Viewing archived transactions in TechOne Financials

How to access archived transactions via Accounts enquiry (GL, AP, or AR)

Go to Transaction Listing and check the box 'Include Archived Transactions'

The screenshot shows the 'Transaction Listing' page in the TechOne Financials system. The left-hand navigation pane is titled 'Links to other Functions' and lists various options. Under the 'Archive Options' section, the checkbox 'Include Archived Transactions' is checked and highlighted in yellow. The main content area is titled 'Transaction Listing' and contains the following fields:

- Ledger Name: 06GLA (with a search icon) GL Actuals 2006
- Account Number: 01.032.01518.0802 (with a search icon) Flinders Uni Fin Admin FSD Operating Sales of Non...

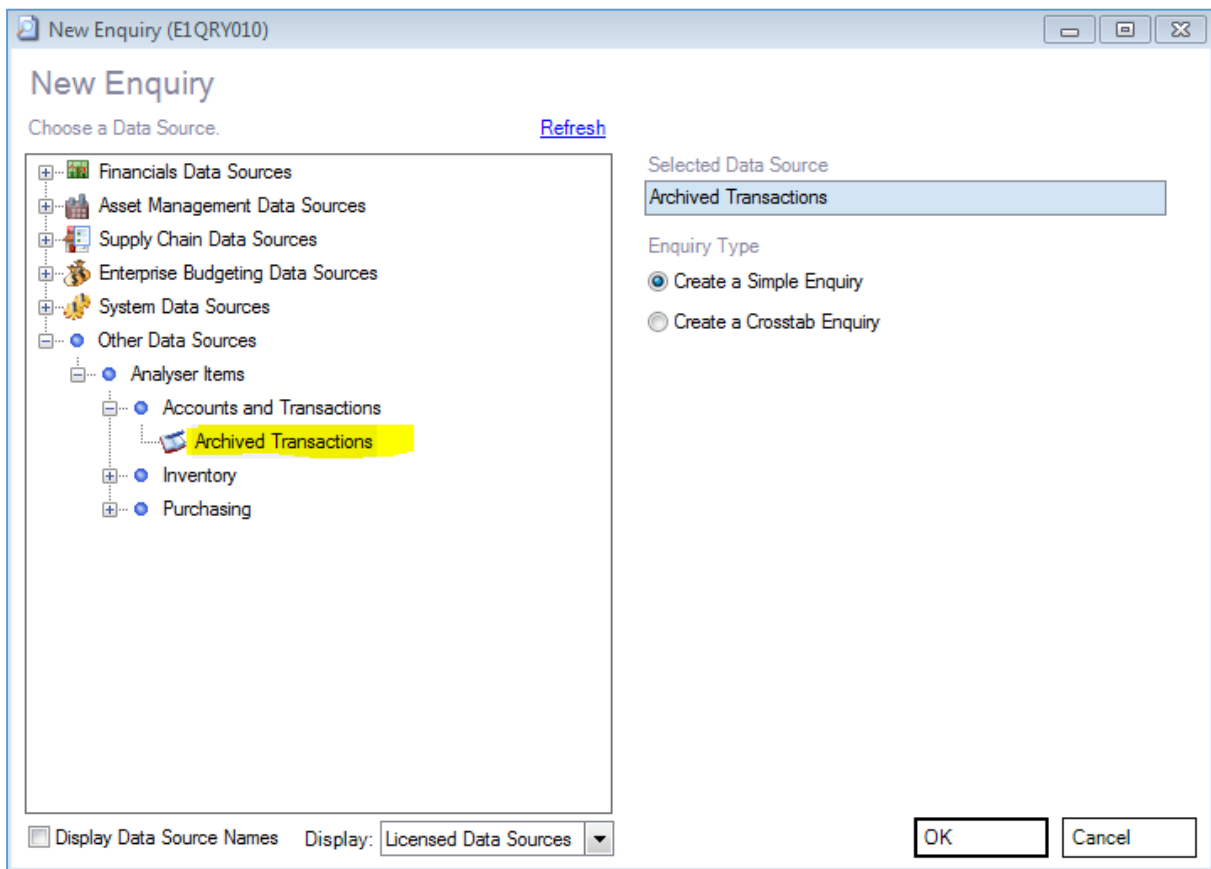
Below these fields, there is a search bar with a 'Retrieve' button and a 'Status' dropdown menu set to 'All'. A checkbox for 'All Periods' is also present. A note states: 'A consolidated account can also be entered eg 1-Q-@@@'. Below the search area, there is a section for grouping by column with a header row:

Date	Reference	Type	Period	Original Exchange Rate	Original Exchange Rate Date	Original Exchange Rate Table	Exchange Rate
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The main transaction listing area is currently empty, displaying a large 'Technology' watermark.

How to access archived transactions - BI enquiry

Go to Other Data Sources and select Archived Transactions from the Accounts and Transactions folder



How to access archived transactions – XLOne reporting

Go to Other Data Sources and select Archived Transactions from the Accounts and Transactions folder

