

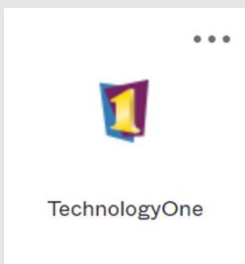


This Addendum is to be used in conjunction with the CiAnywere General Ledger User Guide for those who have access or role permission to create journals and create or modify chart accounts.

## Contents

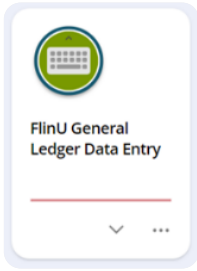
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### Access to Technology One Ci Anywhere



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 Enter a General Journal



1. Select the "FlinU General Ledger Data Entry" chiclet in the user profile.

2. Review the list of documents:

The screenshot shows a list of documents on the left and a detailed view of a document on the right. A red circle with the number '2' is placed over the document list. The detailed view shows a 'GENERAL JOURNAL' document with a 'SUSPENDED' status. The document details include:

- DOCUMENT FILE: 00427716
- GROUP: Default
- STATUS: SUSPENDED
- Journal No. (blank)
- Date: 24-Aug-2022
- Period: 5

Account Number	Description	Amount
Flinders Uni. FBPS Operating. Stationery	Test	100.00
Flinders Uni. FBPS Operating. Stationery	Test	100.00
Flinders Uni. FBPS Operating. Stationery	Test	100.00
Flinders Uni. FBPS Operating. Stationery	Test	100.00
Flinders Uni. FBPS Operating. Stationery	Test	100.00
Flinders Uni. FBPS Operating. Stationery	Test	100.00
	Debit	600.00
	Credit	0.00
	Balance	(600.00)

3. You can edit the view and customise the columns by clicking the **three dots** on the top centre.

4. This will also enable document filtering by clicking on the small **funnel icon** on the top left corner.

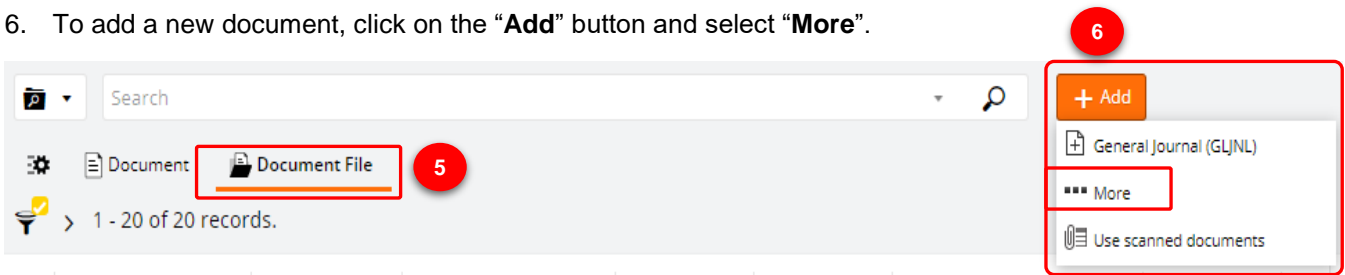
The screenshot shows a document list with a filter sidebar on the left and a view options menu on the right. A red circle with the number '4' is placed over the funnel icon in the filter sidebar. A red circle with the number '3' is placed over the three dots menu icon in the document list. The filter sidebar includes:

- Filter (with funnel icon)
- Clear all
- DOCUMENTS
- My Documents
- CREATION DATE
- Today
- Yesterday
- This Week
- Last Week
- This Month
- Last Month
- This Year
- Last Year
- Last 2 Years
- DOCUMENT FILE STATUS (Clear)
- Approved
- Suspended
- Posted
- Posting in Progress

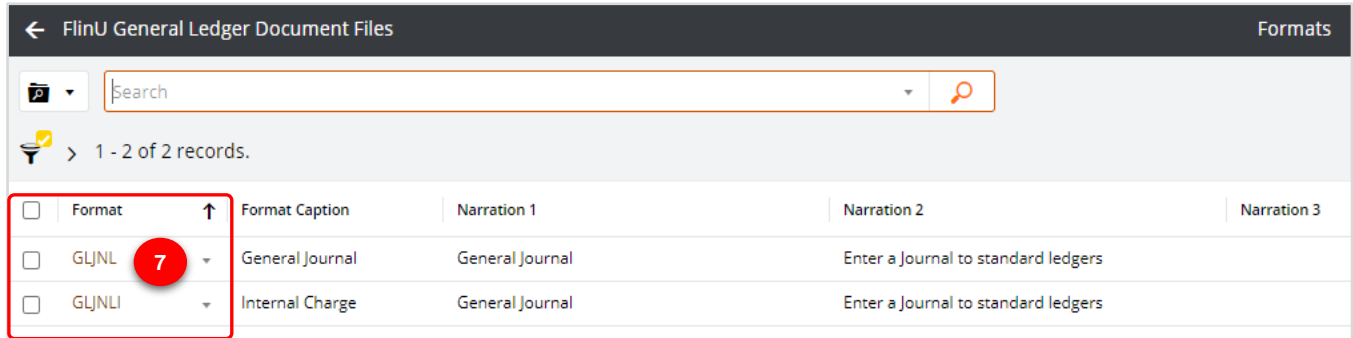
The document list shows 1 - 20 of 20 records. The view options menu includes:

- Grid view (checked)
- Card view
- Thumbnail view
- Customise columns
- Show/hide grouping

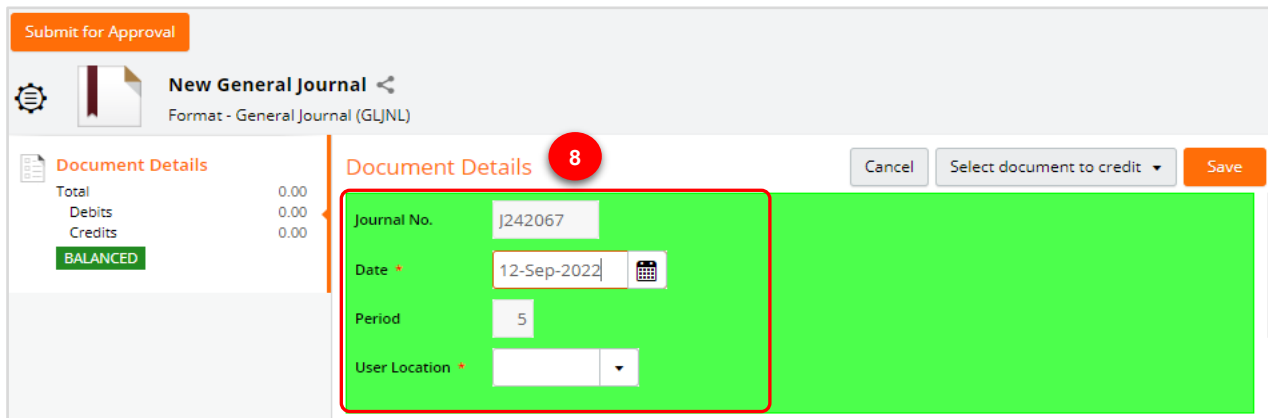
- Use “**Document File**” to work on more than one Journal.
- To add a new document, click on the “**Add**” button and select “**More**”.



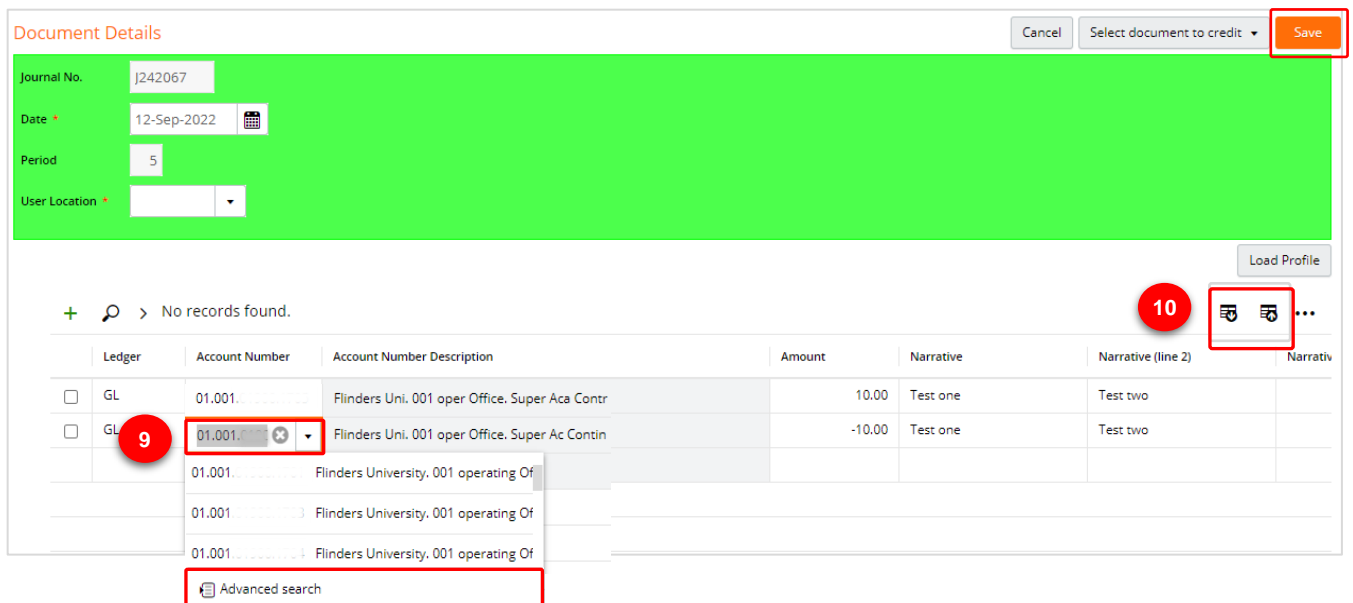
- Select a format and click on the hyperlink.



- Enter the required data when a blank journal format appears on your screen.



- To populate the fields on the bottom part of the screen, use the drop-down arrow and search for the account number.
- You can also download and upload journals in Excel formats by clicking the **down arrow** and **up arrow** icons.



11. To bulk upload journals, you will need to export an empty journal format. Click on the **down arrow** to “*Export to Excel*” icon as shown below.

Document Details

Journal No. J242077  
 Date \* 20-Jan-2023  
 Period 5  
 User Location \* FUST

Cancel Select document to credit Save

Load Profile

+ 🔍 > No records found.

Ledger	Account Number	Account Number Description	Amount	Narrative	Narrative (line 2)	Narrative
			0			

12. Populate the Ledger, Account Number, Amount and Narrative columns on sheet 1 of this document.

AutoSave ON Document Line Table (1) - Excel

File Home Insert Page Layout Formulas Data Review View Developer Help Acrobat Power Pivot Tell me what you want to do

Clipboard Font Alignment Number Styles Cells

C15

Ledger	Account Number	Account Number Description	Amount	Narrative	Narrative (line 2)	Narrative (line 3)	Resource Group Code	Resource Code	Line Number	Document	Document File
GL			0.00						000000000001.000000	000000000001.000000	00427742

13. Save the excel spreadsheet and click on the **down arrow** to “*Import from Excel*” as shown below and upload the template.

Document Details

Journal No. J242077  
 Date \* 20-Jan-2023  
 Period 5  
 User Location \* FUST

Cancel Select document to credit Save

Load Profile

+ 🔍 > 1 - 2 of 2 records.

Ledger	Account Number	Account Number Description	Amount	Narrative	Narrative (line 2)	Narrative
			0			

+ 🔍 > No records found.

Importing from Excel...

14. Once your journal entry is finished click save. Click on **Attachments** on the left-hand side menu to add all your supporting documents. (The attachments tab won't appear until the journal has been saved).

Submit for Approval

Enterprise search

Data Entry

General Journal (GLJNL) - J242077

Document Details

Total	0.00
Debits	10.00
Credits	10.00

BALANCED

Attachments

0 attachments

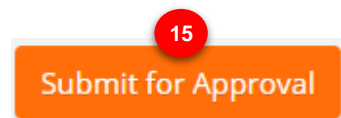
View in ECM + Add

Search

No Attachments found.

Attachment Label	Date Created	Unique Number	Sequence I
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15. Once you are confident that the journal has been created correctly, click on the **“Submit for approval”** button on the top left corner.



16. You will be prompted to select the name of the approver by selecting **“Pool Member”** from the drop down list or by using the **“Advanced search”** option.

Submit for Approval

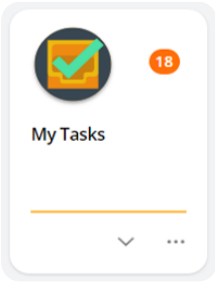
This will complete the current task Create Doc File. The next task is: Approve Doc File

Pool Member \*

Pool member	Full Name
\$TB.DPUSER	Distributed Processor
111111	Pool Member 1
222222	Pool Member 2
333333	Pool Member 3
555555	Pool Member 5

Advanced search

## 2 Approve a Journal entered by Another User

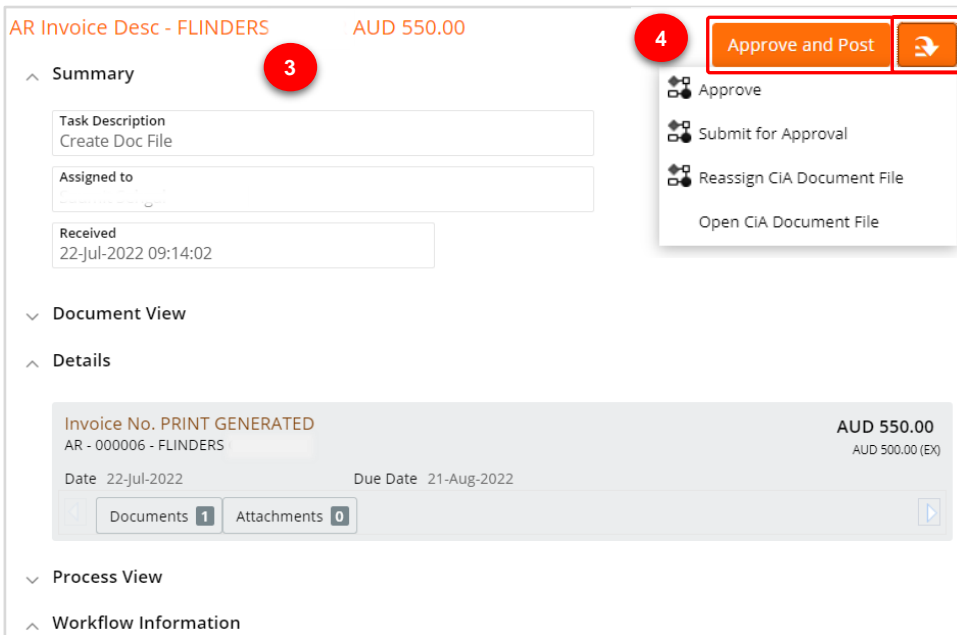
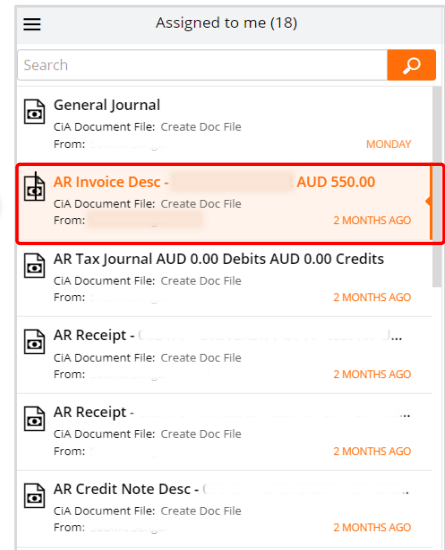


1. Select the "My Tasks" chiclet in the user profile.

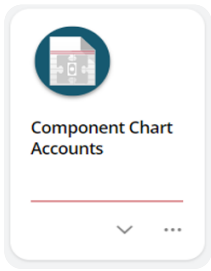
2. Select the appropriate journal from the list of Journals listed on the left-hand side of your screen.

3. You are now able to check the details in the journal.

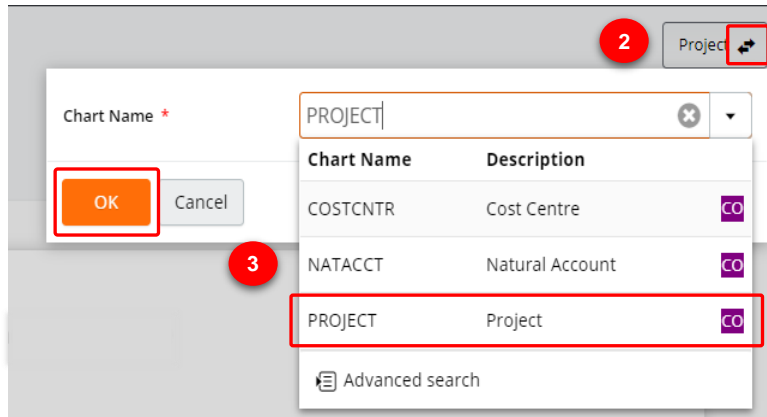
4. Once you have validated the journal you can either select the "Approve and Post" button on the top right corner or choose from the other options by clicking on the down arrow.



### 3 Maintain a Chart Account



1. Select the “**Component Chart Accounts**” chiclet in the user profile.

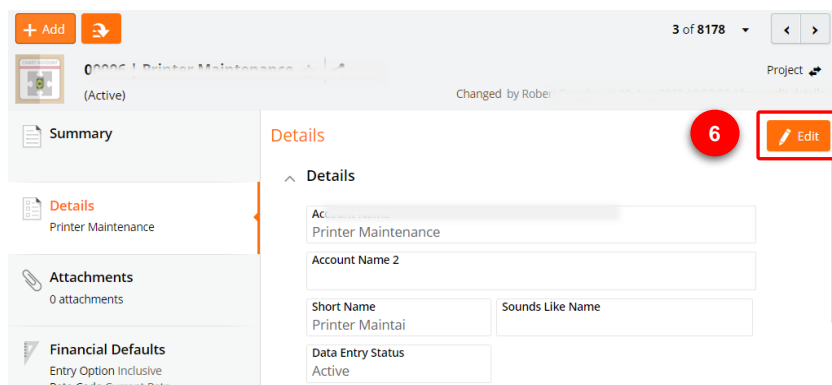
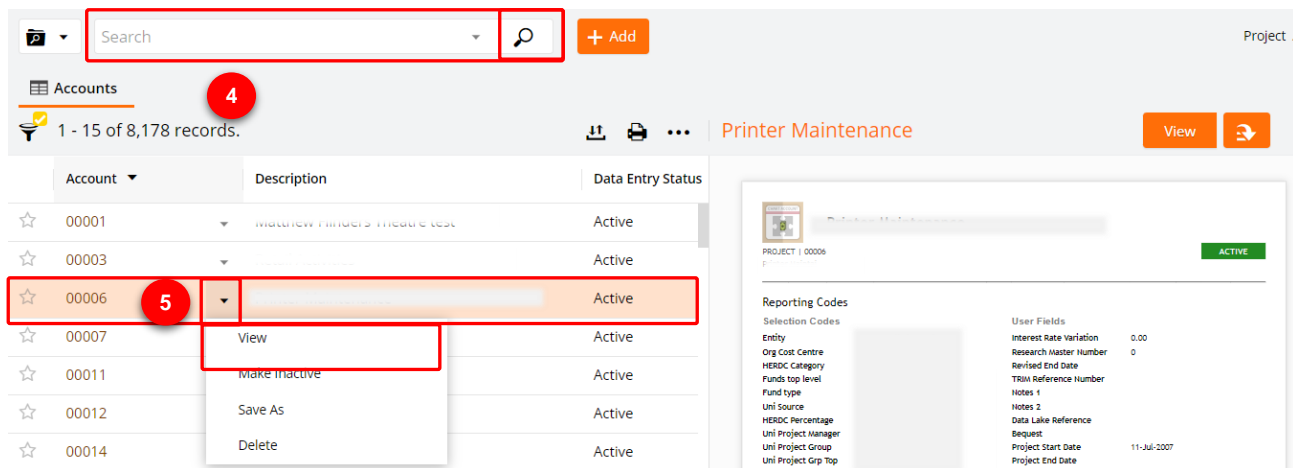


2. Click on the **exchange arrow** icon on the top right of your screen.

3. Select the “**Project 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 maintain.

5. Click on the dropdown arrow next to the account number and select the “**View**” option.



6. Select the section in which the changes are required and click on the “**Edit**” button.

7. Make the desired changes and then click on “**Save**” button



### 3.1 Add a new Project Account

1. To create a new Project Account, click the "Add" button.
2. Select PROJECT chart and click on "Generate Next Account Number".

Enterprise search Component Chart Account

+ Add 1

Add Template Add Chart Account

Details

Chart Name \* PROJECT (Project)

Account (AAAAA) \* 13156 Generate Next Account Number 2

Account Name \*

Account Name 2

Short Name Sounds Like Name

Data Entry Status \* Active

3. Enter the first digit of the project account for example, "1".

Add Chart Account

Details

Chart Name \* PROJECT (Project)

Account (AAAAA) \* 13156

Account Name \*

Account Name 2

Generate Next Account Number

Account Number Input Mask A

Account Number \* 1 3

OK Cancel

4. It will automatically generate the next available project code stating with 1XXXX.
5. Now you can add the all the other details relevant to the new project such as account name, entity, cost centre, project manager etc.

#### Add Chart Account

Details

Chart Name \* PROJECT (Project)

Account (AAAAA) \* 13156 4

Account Name \* TRAIN 5

Account Name 2 60

Short Name TRAIN

Sounds Like Name TRAIN

Data Entry Status \* Active

Reporting Codes

Entity \* 01 (Flinders University)

Org Cost Centre \* 500 (MPH Rehabilitat...)

6. Once you have entered all the information, make sure you save it. Note, once the new account has been saved you will need to click on the Edit button to make any additional changes.

#### Details

Details

Account Name TRAIN 6

Account Name 2

Short Name TRAIN

Sounds Like Name TRAIN

Data Entry Status Active

Reporting Codes

Entity 01 (Flinders Uni)

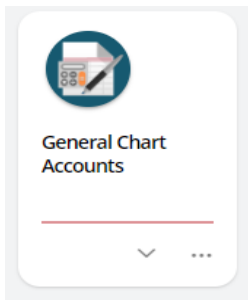
Org Cost Centre 500 (MPH Rehabilitation)

Edit

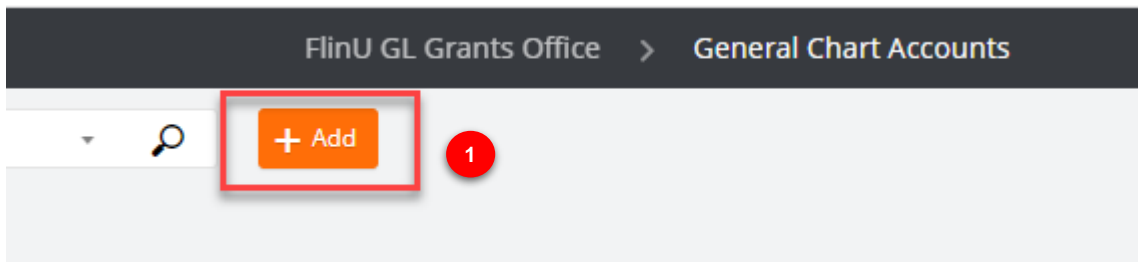


## 3.2 Add a GL Combination

7. Select “General Chart Accounts” chiclet in the user profile



8. To create a new GL Combination, click the “Add” button



9. Ensure the Chart Name is GL (General Ledger). Enter the new GL Combination, Account Name and Short description as show in the screenshot below. Keep the Data Entry Status as ‘Active’. (Unless you need to make the combination inactive).

A screenshot of the 'Add Chart Account' form. The form is titled 'Add Chart Account' and has a 'Cancel' button and a 'Save' button (highlighted with a red box). The form contains several fields: 'Chart Name' (dropdown menu with 'GL (General Ledger)' selected), 'Account (AA.AAA.AAAAA.NNNN)' (dropdown menu with '\*\*.500.13597.\*\*\*\*' selected, highlighted with a red box and a red circle with the number '2'), 'Account Name' (text input with 'TEST' entered, highlighted with a red box and a red circle with the number '3'), 'Account Name 2' (empty text input), 'Short Name' (text input with 'TEST' entered, highlighted with a red box), 'Sounds Like Name' (text input with 'TEST' entered), and 'Data Entry Status' (dropdown menu with 'Active' selected, highlighted with a red box and a red circle with the number '4'). The form also has a sidebar with options: 'Add Account', 'Details', 'Attachments', 'Bank Account', 'Financial Defaults', and 'Foreign Currency'. The top navigation bar shows 'Enterprise search', 'General Chart Account', and the user name 'Sheenal Singh'.