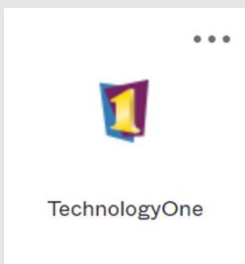**This Addendum is to be used in conjunction with the CiAnywere General Ledger User Guide for those who have access or role permission to create journals and create or modify chart accounts.**

Contents

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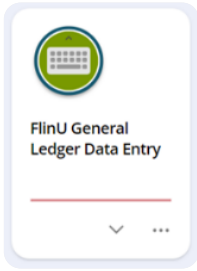
1. Select the "**FlinU General Ledger Data Entry**" chiclet in the user profile.

2. Review the list of documents:

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.
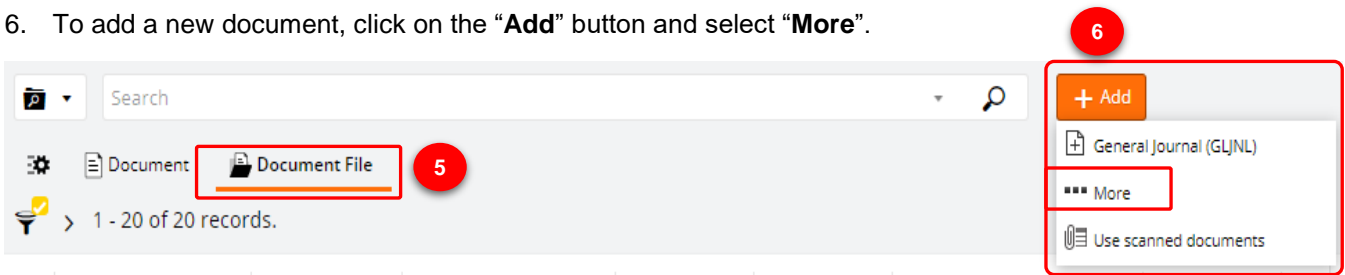
5. Use "**Document File**" to work on more than one Journal.

6. To add a new document, click on the "**Add**" button and select "**More**".

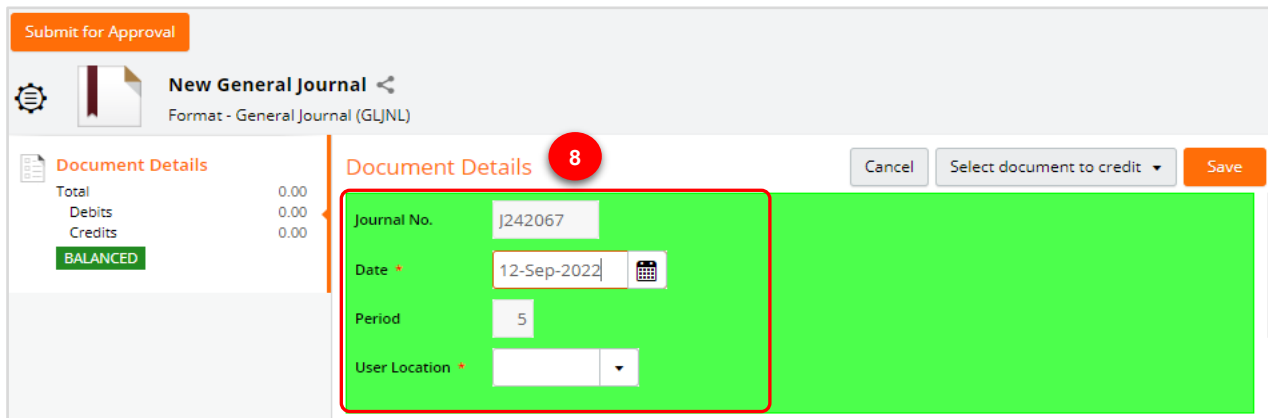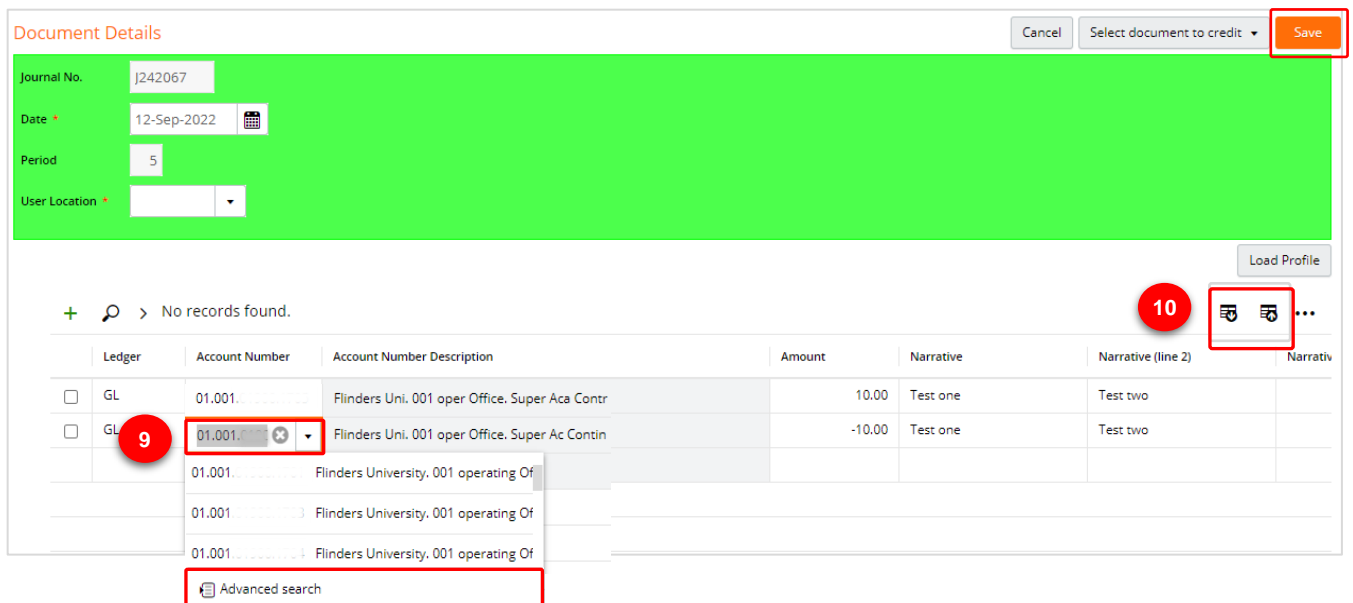
7. Select a format and click on the hyperlink.
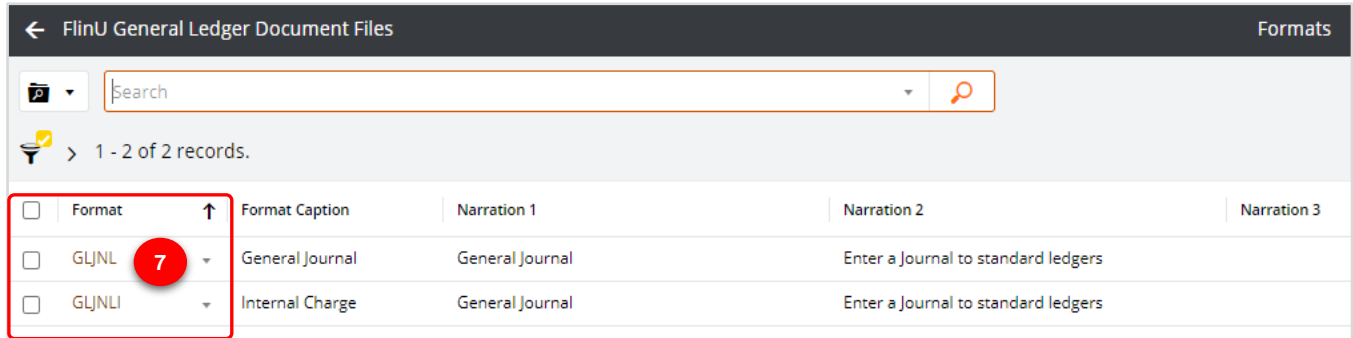
8. Enter the required data when a blank journal format appears on your screen.

9. To populate the fields on the bottom part of the screen, use the drop-down arrow and search for the account number.

10. 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.

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

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

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).

15. Once you are confident that the journal has been created correctly, click on the "**Submit for approval**" button on the top left corner.
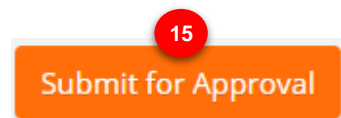
16. You will be prompted to select the name of the approver by selecting "**Pool Member**" from the drop down list or or by using the "**Advanced search**" option.
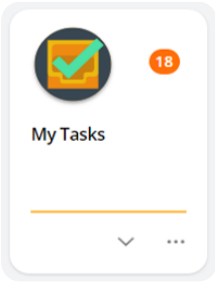
## 2   Approve a Journal entered by Another User

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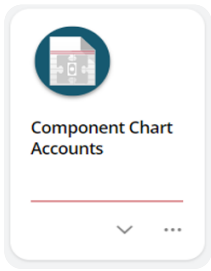

2.   Select the appropriate journal from the list of Journals listed on the left-hand side of your screen.

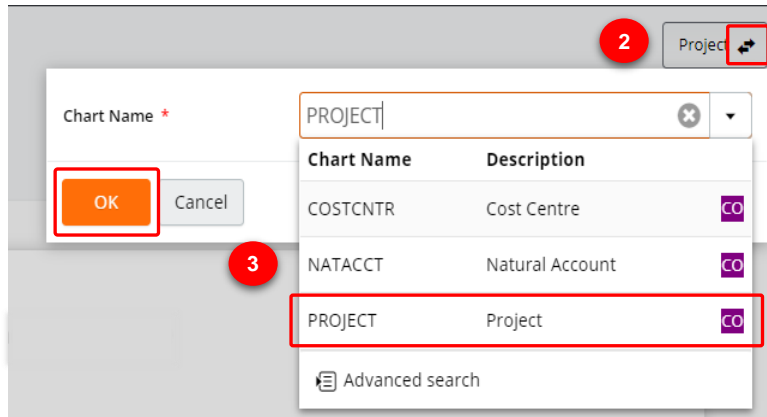3.   You are now able to check the details in the journal.

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.
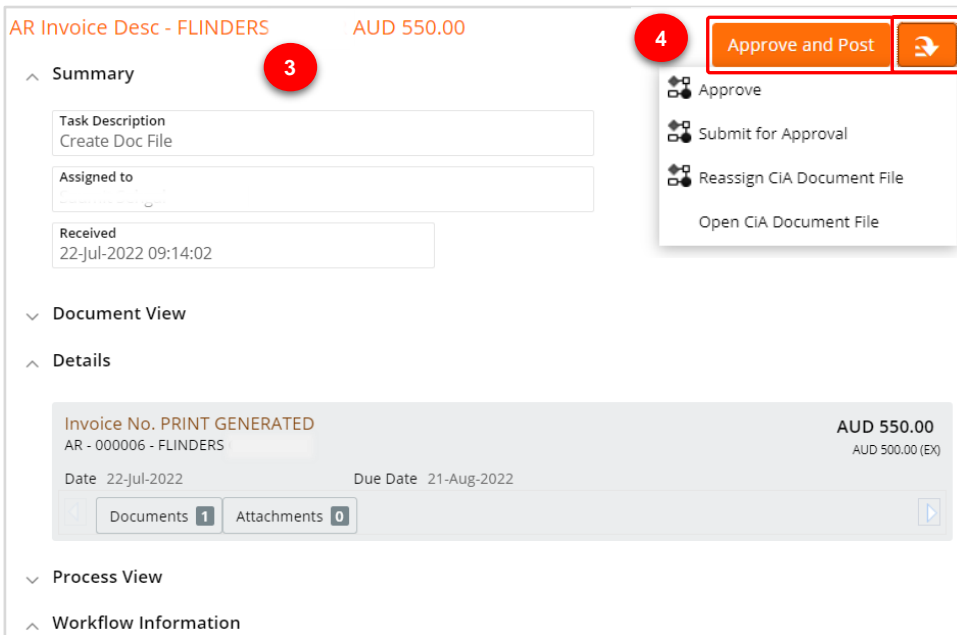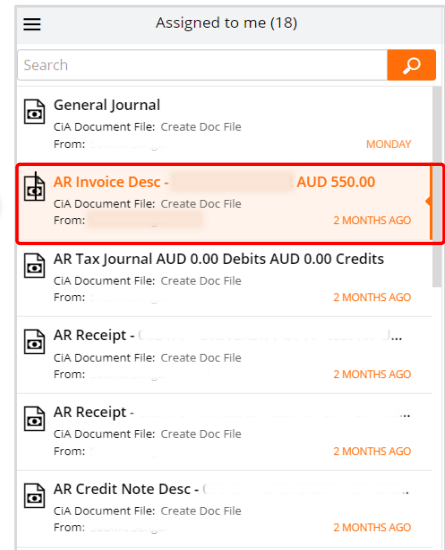
3   Maintain a Chart Account

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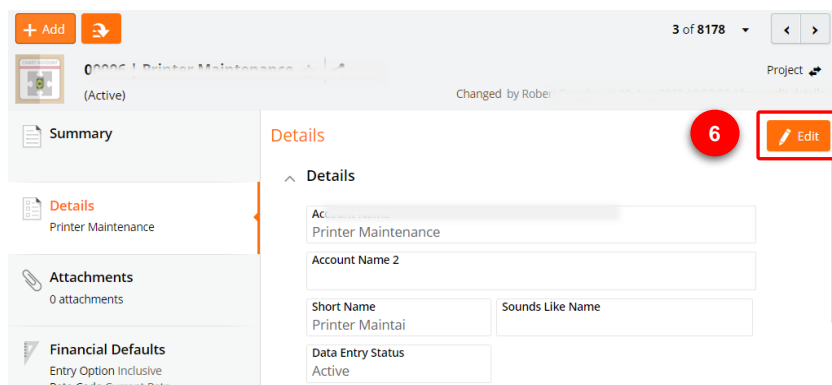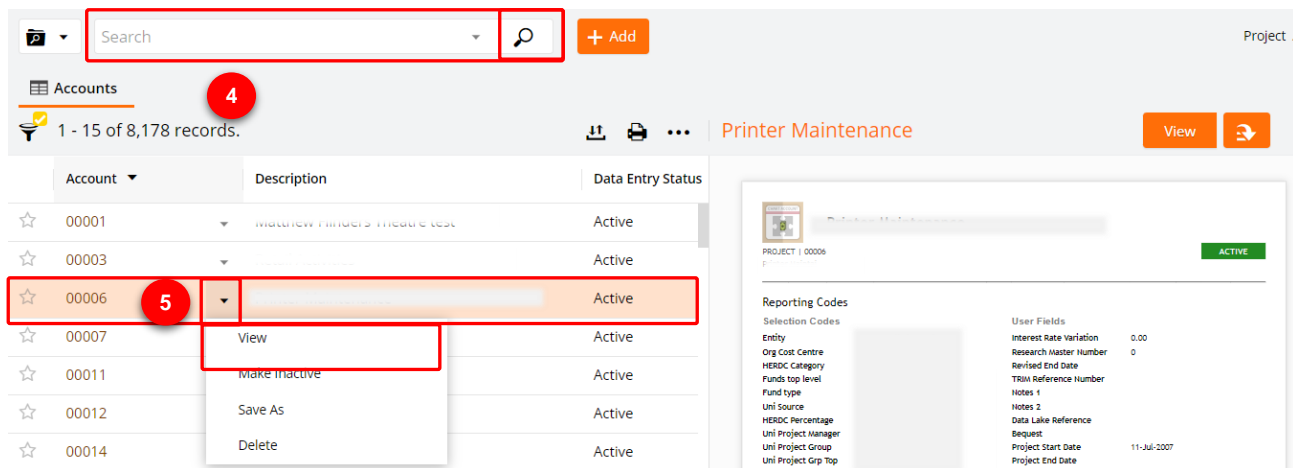
6. Select the section in which the changes are required and the click on the "**Edit**" button.

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".**

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

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.

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.
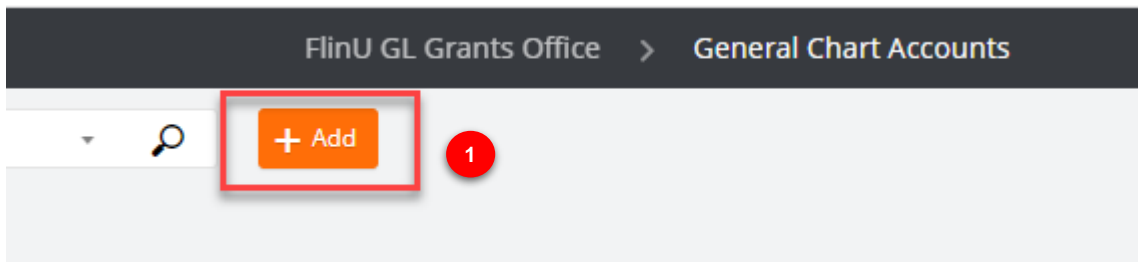
![Flinders University]

3.2 Add a GL Combination

7. Select "**General Chart Accounts**" chiclet in the user profile
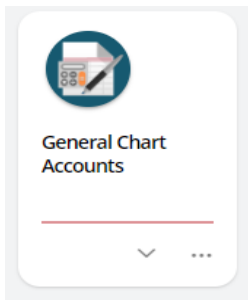
8. To create a new GL Combination, click the "Add" button

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).