Technology One User Guide

Finance Directorate

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Note for New Users

If there are any queries regarding any aspects in this guide, please contact
FinanceSystemSupport@acu.edu.au in the first instance.

Part 1: Log on to T1

Open an internet browser such as Firefox, Edge or Chrome.

Enter the URL address in the space provided or click on the link below
https://acuservice.t1cloud.com/T1Default/CiAnywhere/Web/ACUSERVICE/LogOn/$S1_STAFF

Click on "Log on using ACU Single Sign On" and use your ACU network credentials to log in.
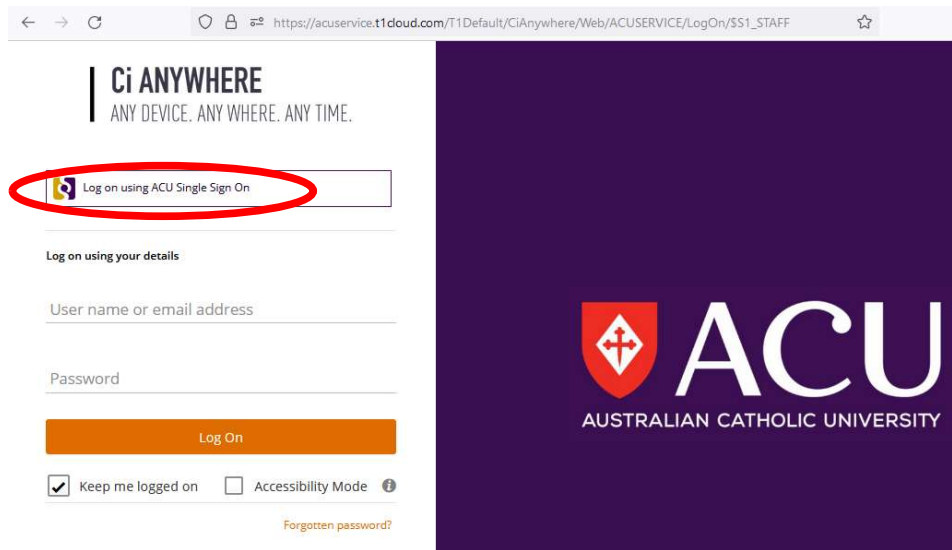
For example, if your name is Joe Bloggs and your ACU network ID is jobloggs, the SSO login name is jobloggs@acu.edu.au and password will be your ACU network password.

Once logged in, you will be in the Ci Anywhere platform. Click on ACU Purchasing Officer to create purchase requisitions, or ACU AR Requisitioner CiA to create debtor invoices.
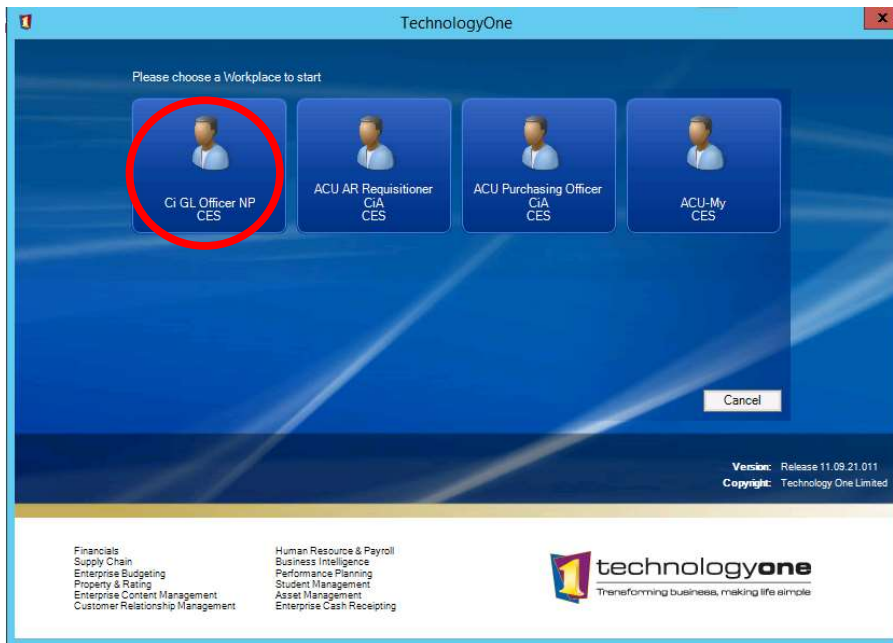
User guides regarding purchasing and debtor invoicing are available on Sharepoint.
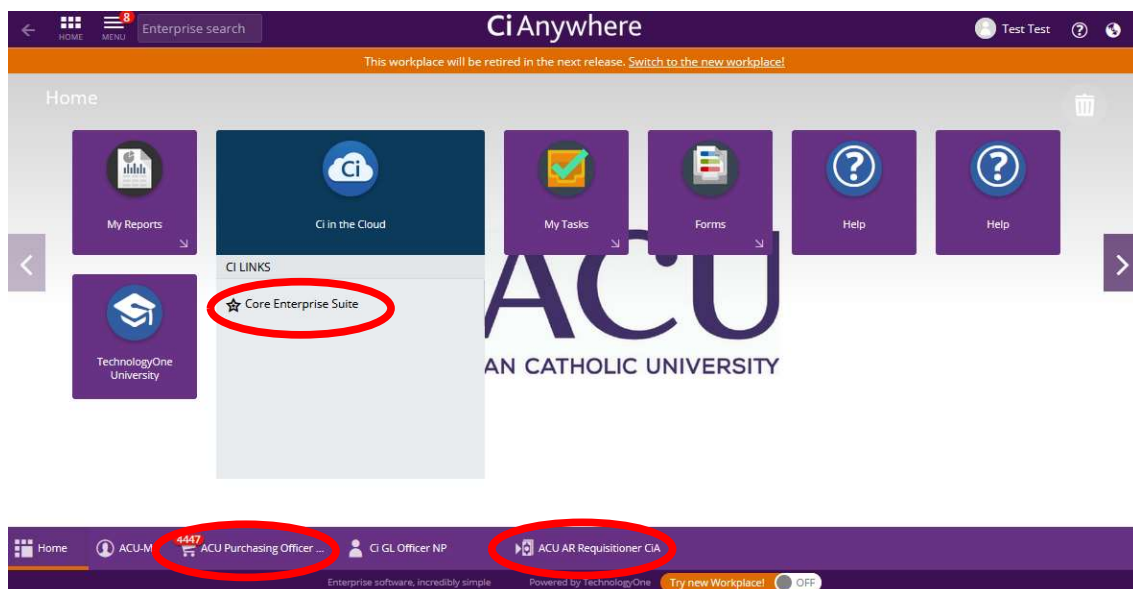
Alternatively, click on "Core Enterprise Suite" to open a Ci platform session

The "GL Officer" role is required to access the reports and the detailed transaction enquires (General and payroll).

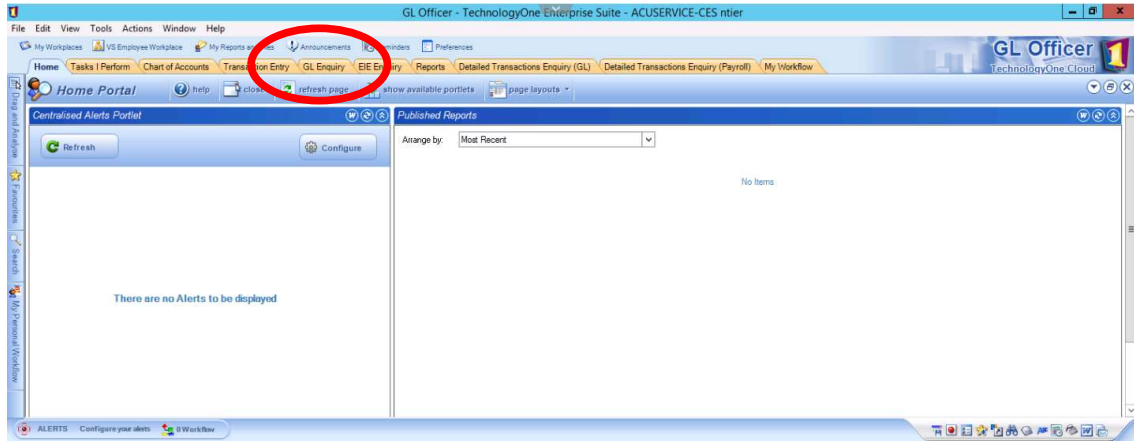Click on the "GL officer" icon to open the session.

If you need to use any other roles, click on the "My Workplaces" on the top blue ribbon and click on the relevant workplace.
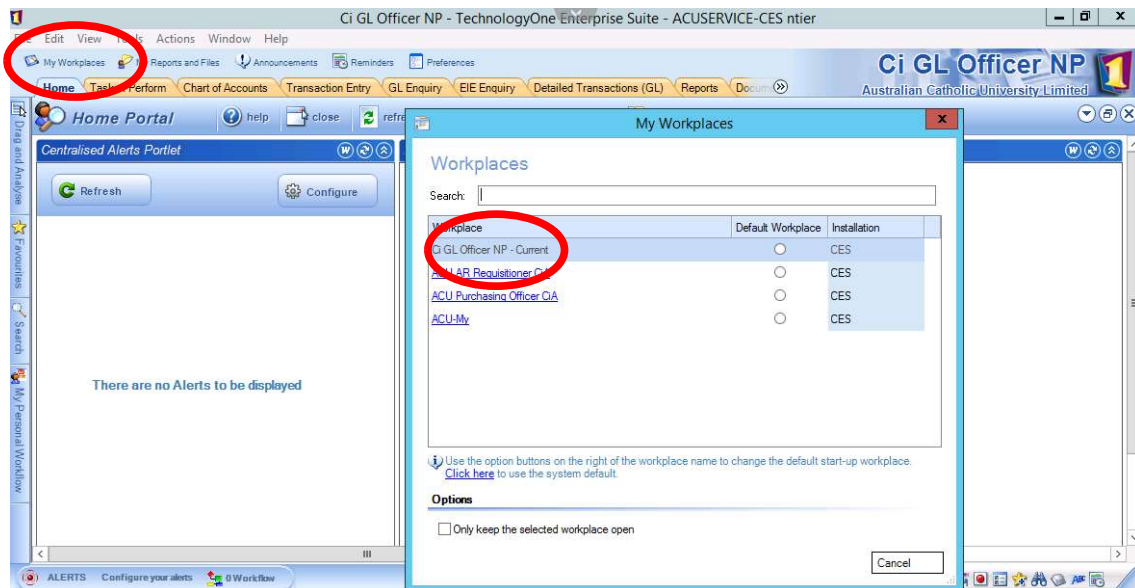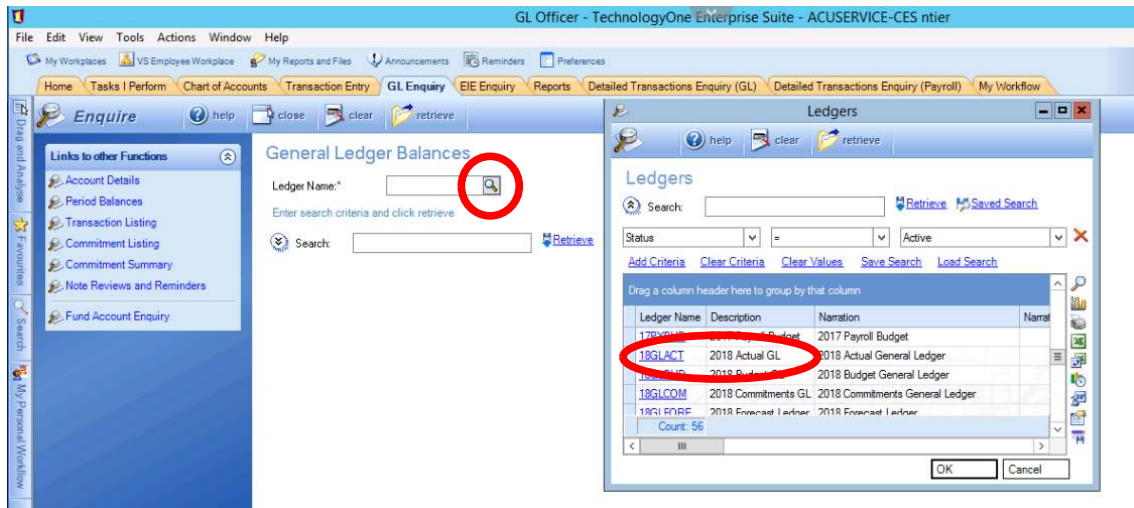

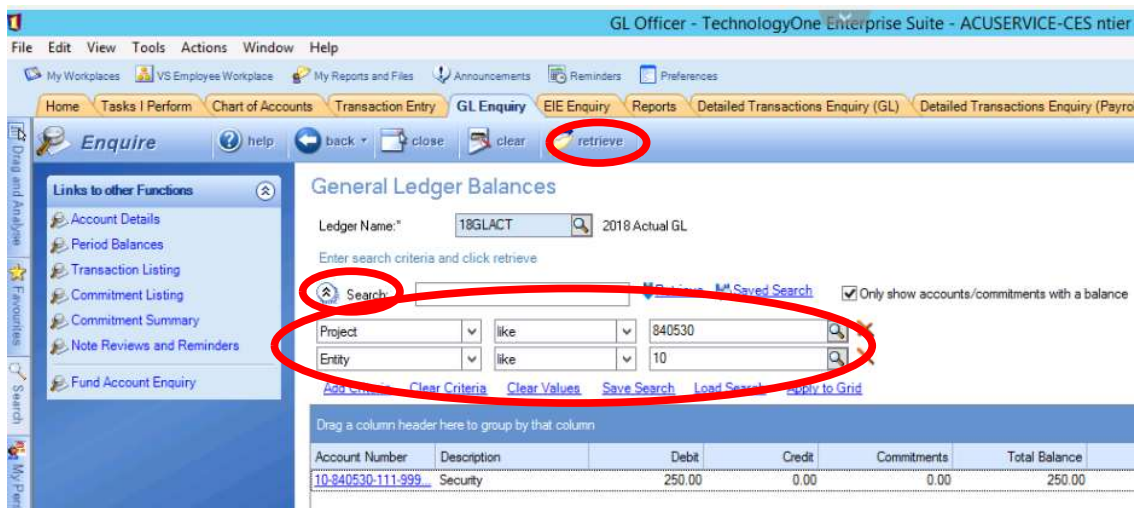To view reports, you require the "GL Officer" role.

Part 2: GL Enquiry

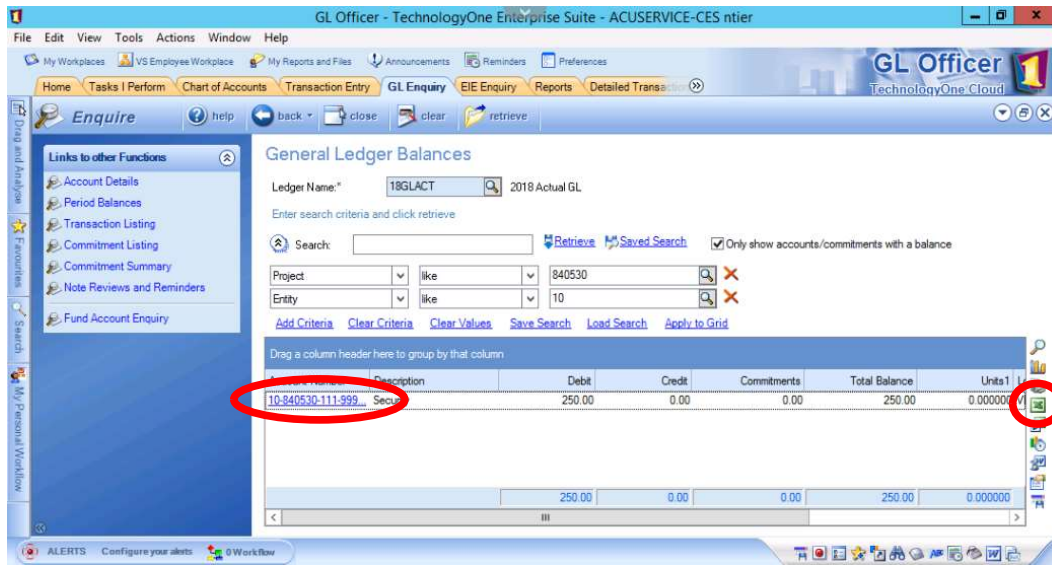Click on the "GL Enquiry" tab

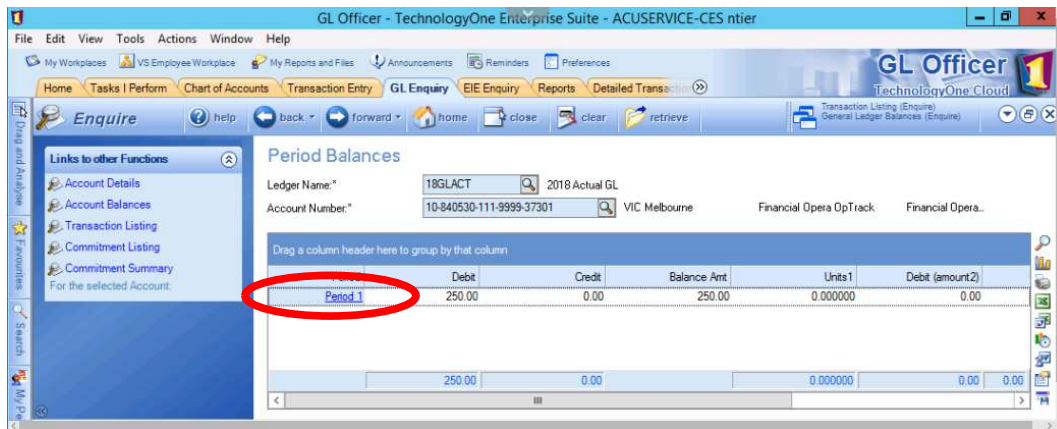Click on the search icon and select the required ledger (e.g. 2018 Actual GL)

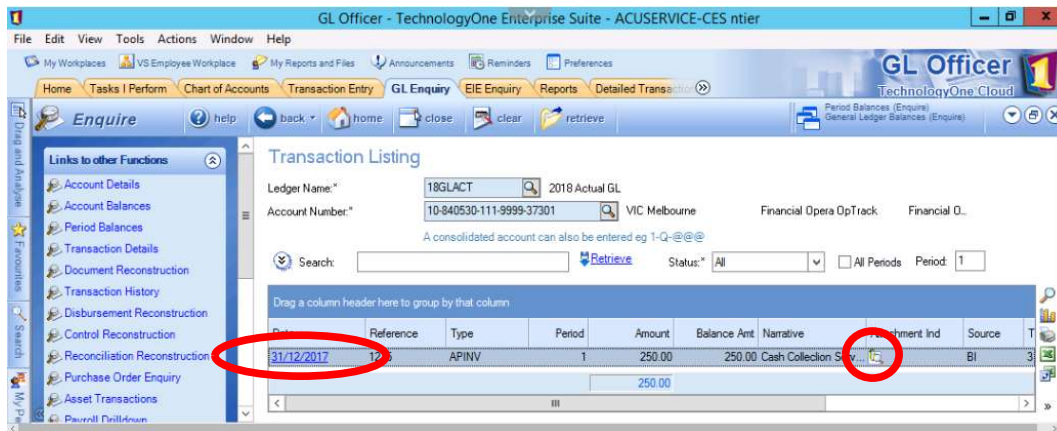Click "Search" to add criteria to your query, then click "Retrieve"

The results can be exported to Excel by clicking the "Excel" icon. Alternatively, click on the "Account Number" to drill down to Period Balances.

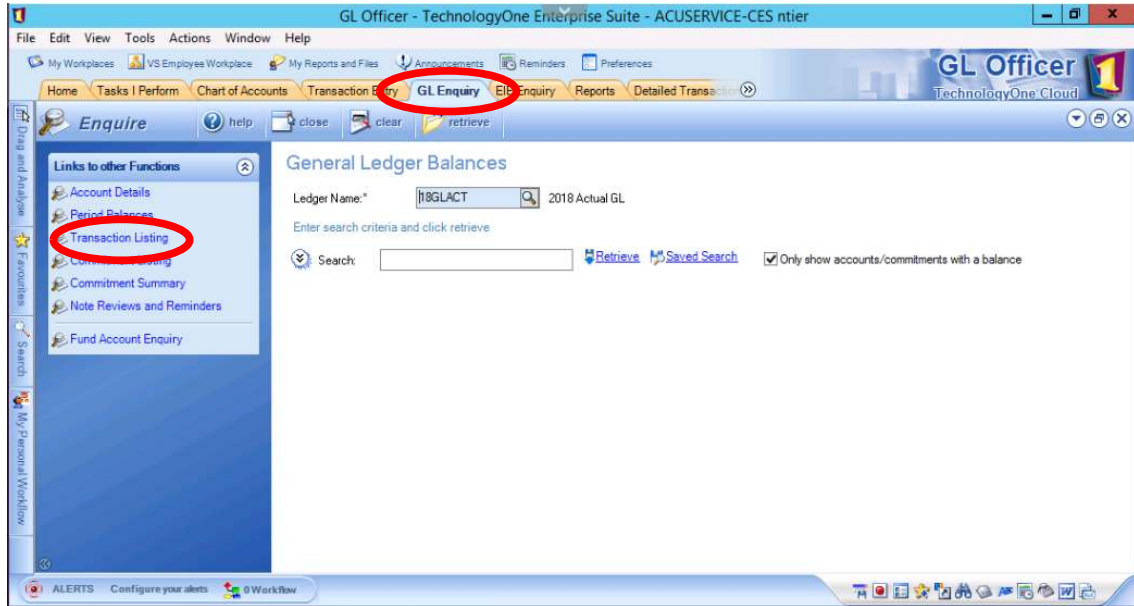From the Period Balances, click on the "Period" to drill down to Transactions

From the Transaction Listing, you can see attachments by clicking on the icon. Click on the Date to see further details regarding the transaction.
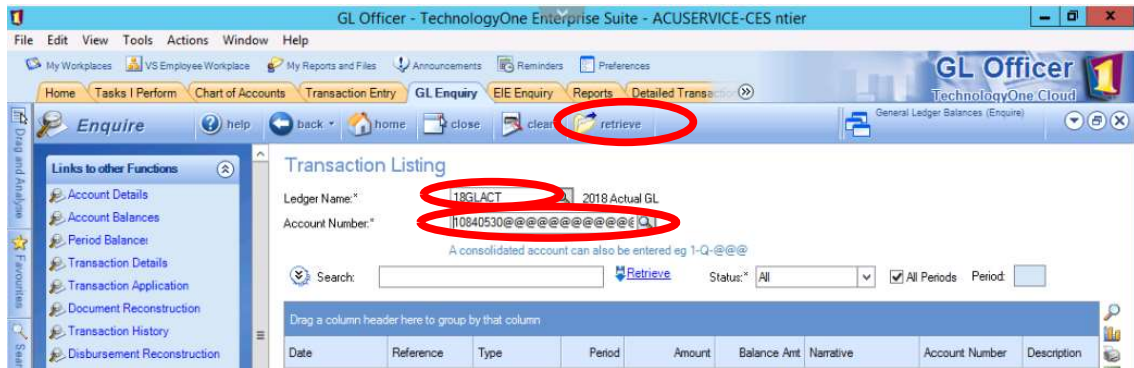
Part 3: Transaction Listing

Click on the "GL Enquiry" tab. Select "Transaction Listing"
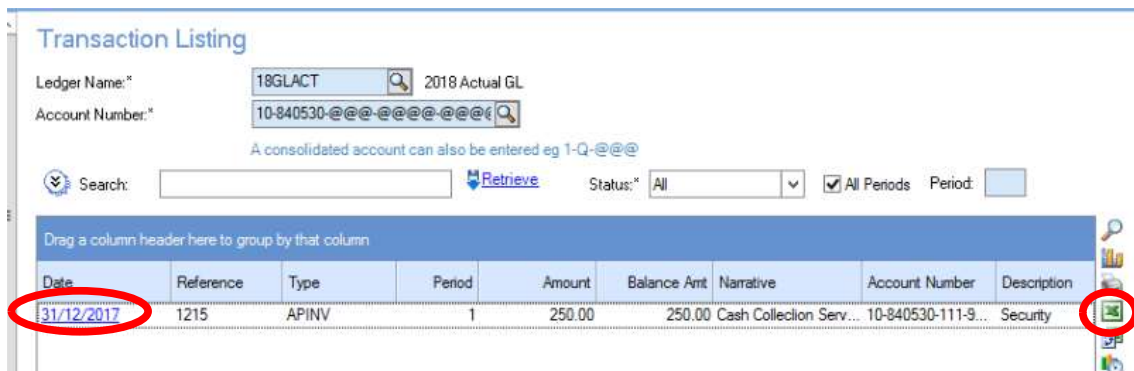

Select a "Ledger Name". Enter the account string, then click "Retrieve". Note:

- There are 20 digits in the account string
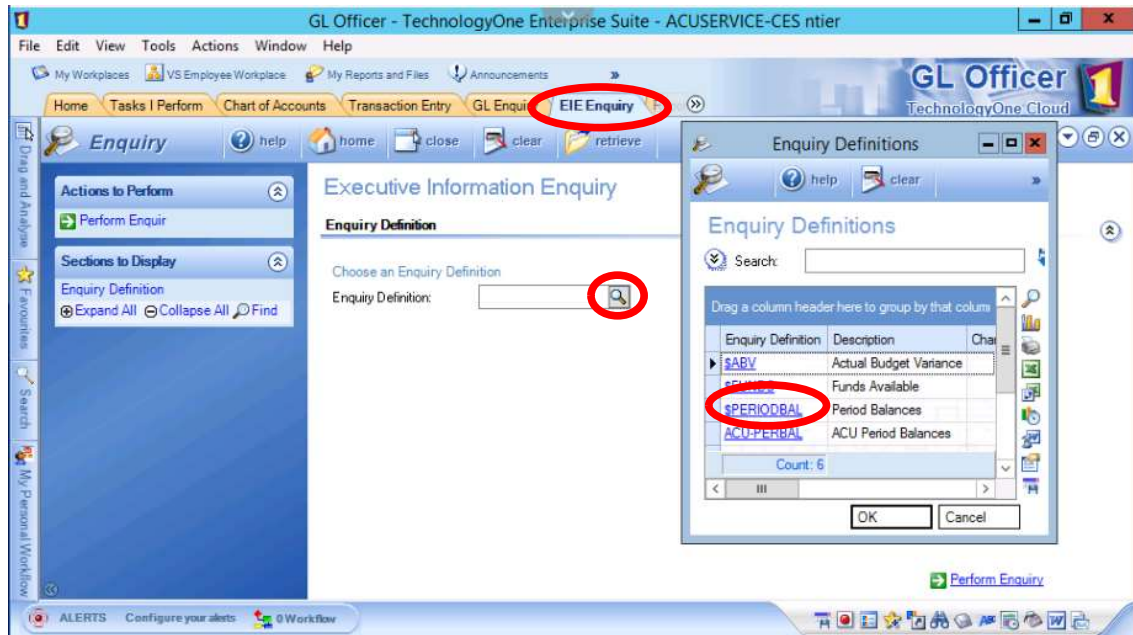- If there are any digits you don't know, use the "@" as a wildcard as per sample below

The results can be exported to Excel by clicking the "Excel" icon. Alternatively, click on the date in the transaction listing to see further details.
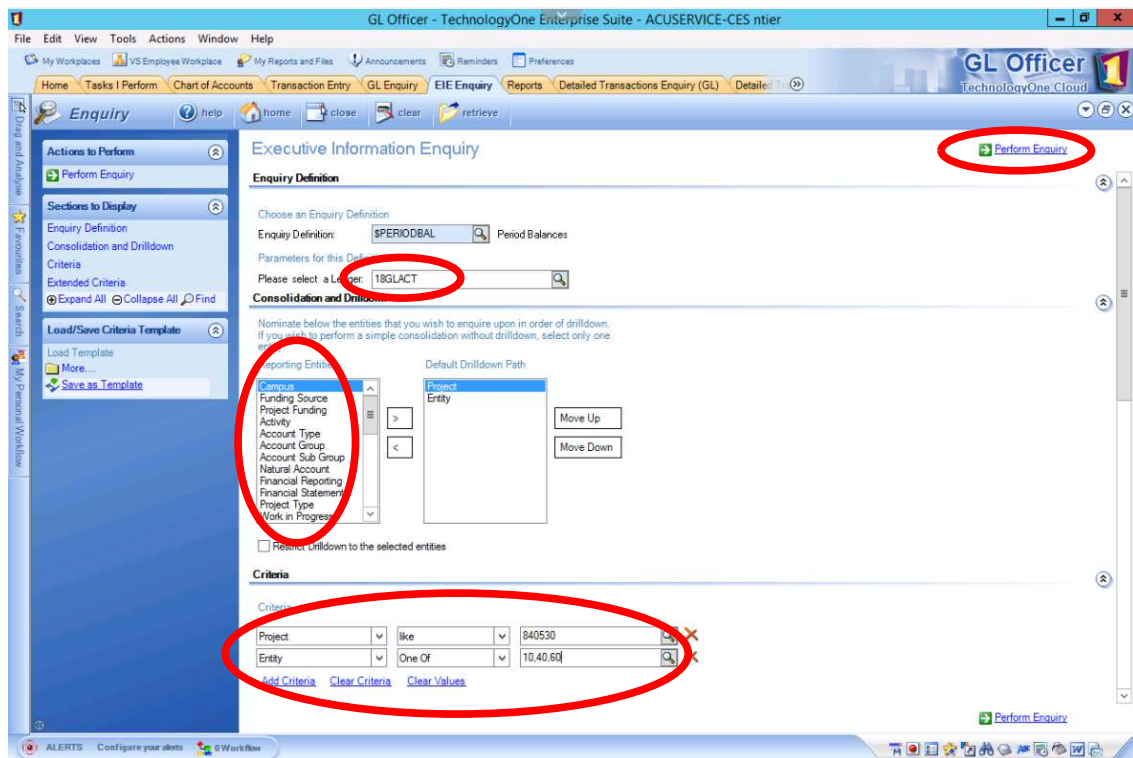
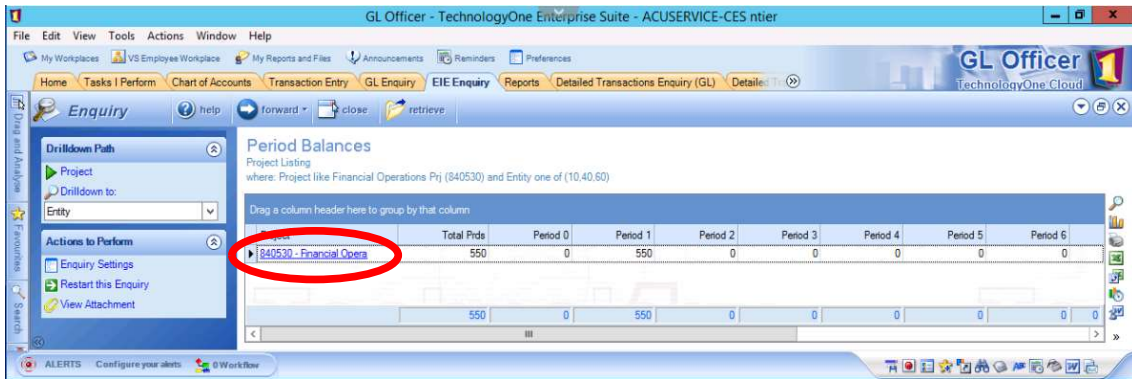## Part 4: EIE Enquiry

Click on the "EIE Enquiry" tab.

Click on the search button to select the Enquiry Definition. Select "Period Balances"

Choose the criteria for your query then "Perform Enquiry" (do not select "Retrieve")

Results will be displayed by Period. Click on the blue link to drilldown to the next level.
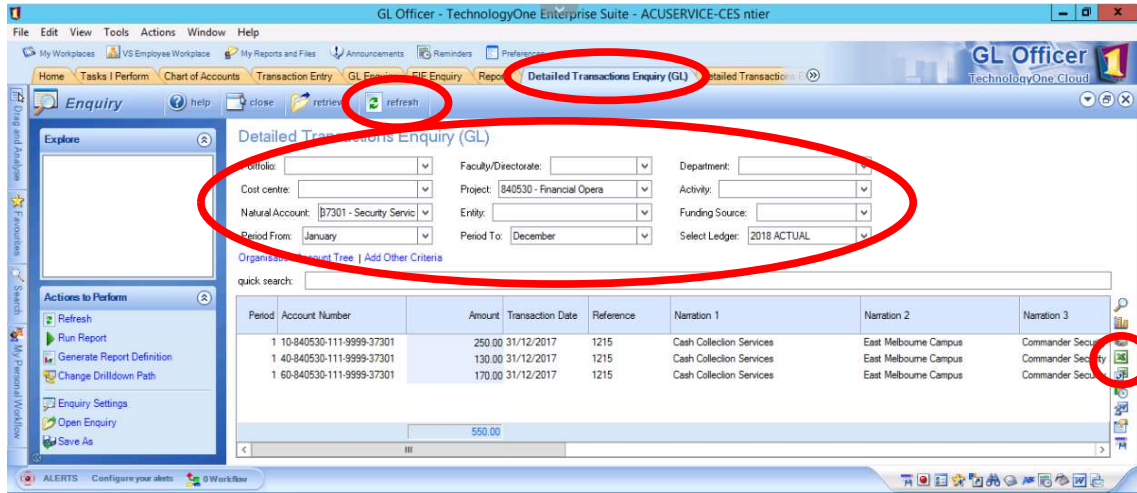

The results can be exported to Excel by clicking the "Excel" icon. Alternatively, click on the blue links to see further details.
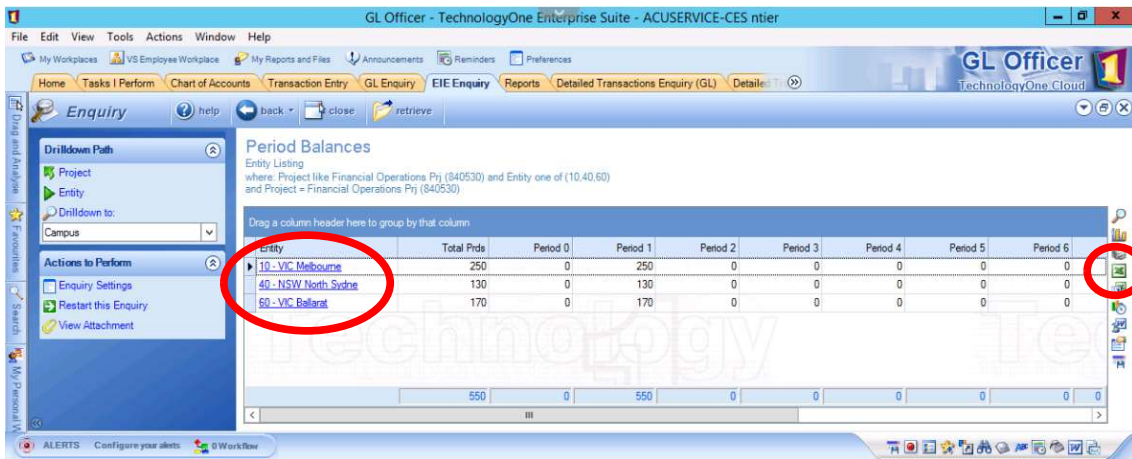
Part 5: Detailed Transactions Enquiry (GL)

Click on the "Detailed Transactions Enquiry (GL)" tab.

Use the filters provided to enter your search criteria. Then click "Refresh"

The results can be exported to Excel by clicking the "Excel" icon.

## Part 6: Detailed Transactions Enquiry (Payroll)

Click on the "Detailed Transactions Enquiry (Payroll)" tab.

Use the filters provided to enter your search criteria. Then click "Refresh"
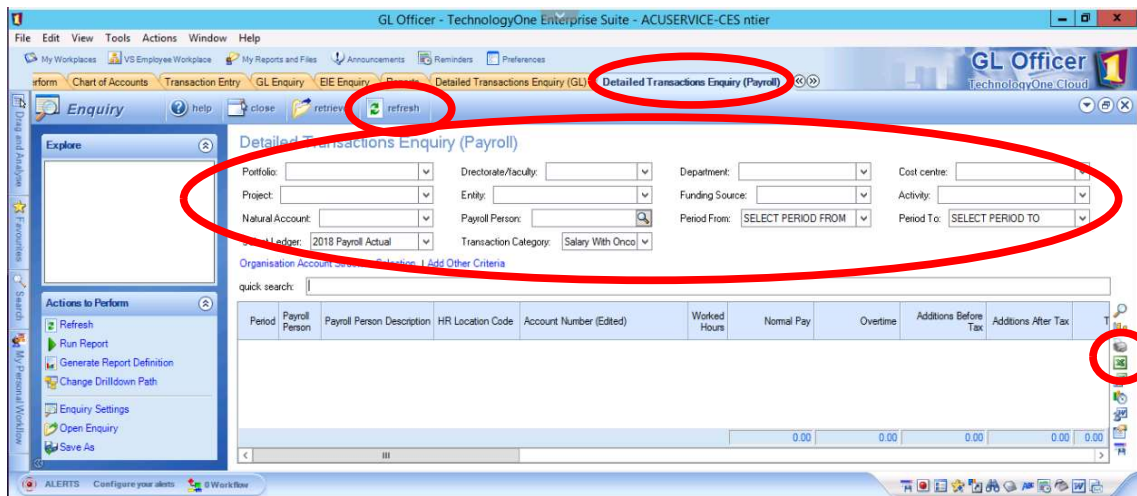
The results can be exported to Excel by clicking the "Excel" icon.

Part 7: Management Reports

Click on the "Report" tab. Click on the report that you wish to run.
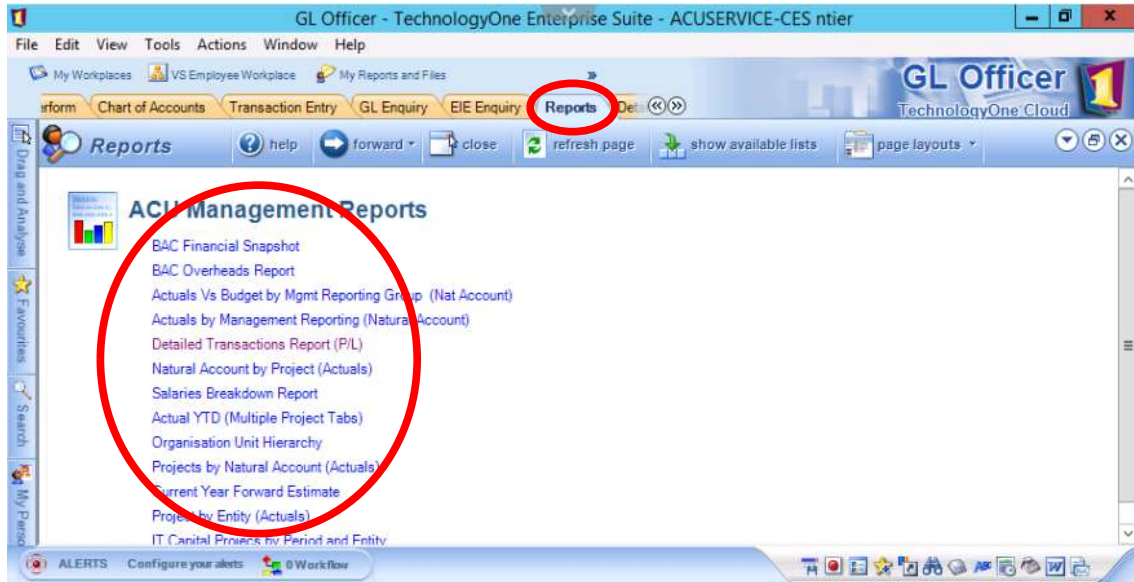
There are drop down boxes to select your reporting criteria. Enter the criteria for your report and click "Submit Request to Server".
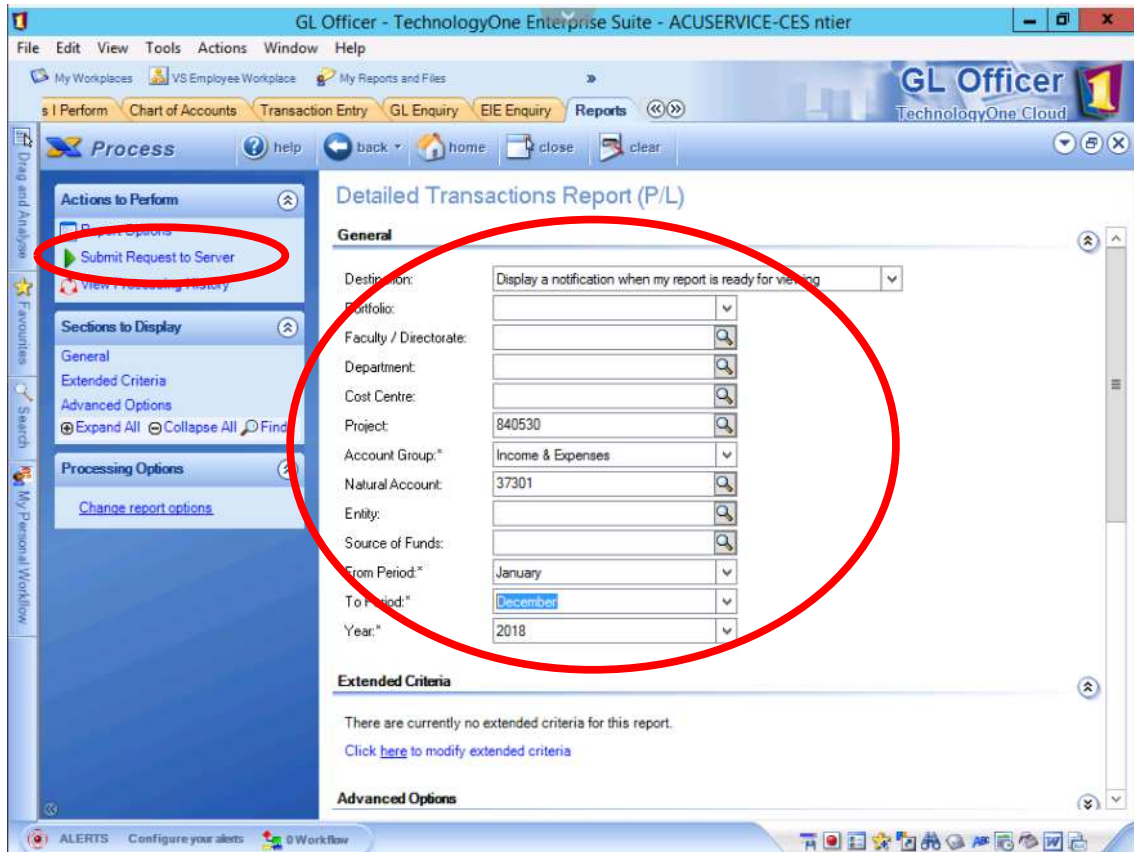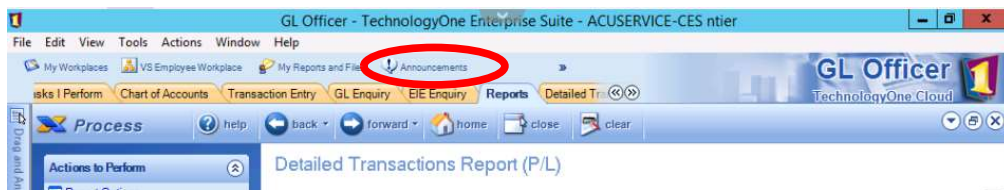
The Progress bar will show the job status.
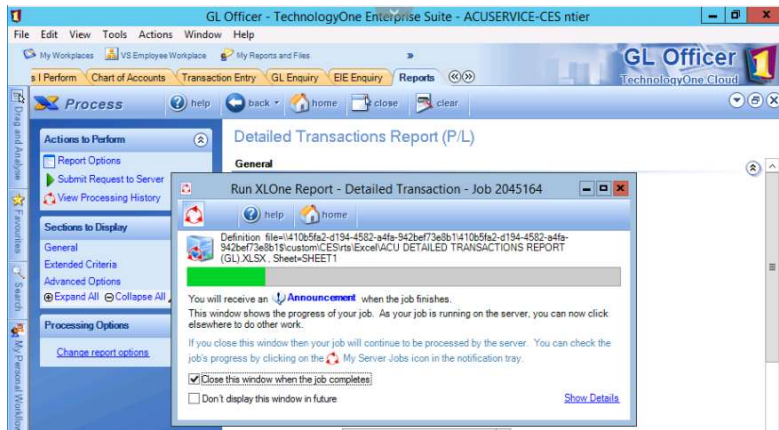
Once complete, an announcement will appear. Click on the link to see the report.
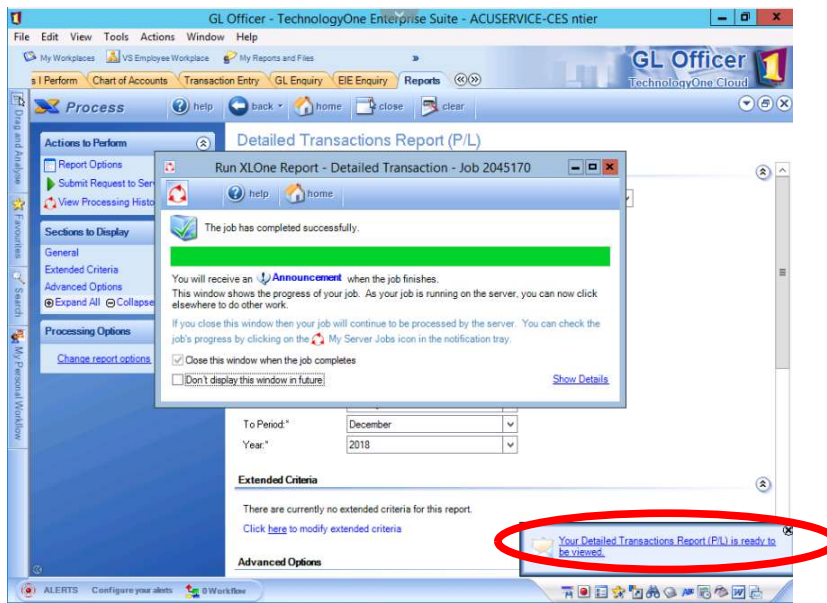
Alternatively, click on "Announcements". This will show the reports available for viewing.

Select the report you want, click "Save", then "Open"

The report will open in Excel.