

- Funding Transfers have now been split between:
 - Transfers with Other Budget Centres
 - Transfers within Own Budget Centre
- Transfers within Own Budget Centre is defined as those budget centres you have delegation over
- Some existing documents will relocate under new headings

- Funding Transfers with Other Budget Centres include two document formats:
 - General Funding Transfer
 - Foundation Transfer
- These are initiated by the BC paying the funds (one side of the transaction only)
- The document then needs to be completed and approved by the BC receiving the funds

FUNDING TRANSFERS – With other BC's

Finance Update Session
April 2011

Documents		Allowable Accounts	
General Funding Transfer	Existing	10500 10510 20500	Funding Transfers UTAS Contributions to Contracts Cost Recovery – Salaries
Foundation Funding Transfer	Existing	18005 18006 35050	UTAS Payments to Foundation UTAS Payments to Foundation – Capital Foundation Payments to UTAS



- Funding Transfers within your own Budget Centres (delegation) includes three new documents and two existing documents:
 - General Funding Transfer ****new****
 - Salary Recharge / Buyback
 - Contracts Funding Transfer ****new****
 - Institutes / Colleges Funding Transfer ****new****
 - Other Recharges

- Initiated and approved within own budget centre/s
- Both sides of the transaction to be completed before selecting: “Submit” or “Refer to Someone else”.
- Delegation levels apply. If it is within your delegation:
 - Submit will approve both sides of the transaction.
- Please note that the natural account is hardcoded in the document (with exception of the “Other Recharges”)

FUNDING TRANSFERS – Within own BC

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Documents		Allowable Accounts	
General Funding Transfer	**New**	10500	Funding Transfers*
Salary Recharge / Buybacks	Existing (relocated to new heading)	20500	Salary Recharges / Buybacks
Contracts Funding Transfer	**New**	10510	UTAS Contribution to Contracts
Institutes / Colleges Funding Transfer	**New**	10505	University Budget Funding to Institutes / Colleges
Other Recharges	Existing (relocated to new heading)	Any natural account can be used <u>except</u> those listed above (including Foundation accounts)	

*If you wish to move funds on 10520 “Internally Funded Strategic Initiatives” account, please contact either Nadyne Russell or Caroline George



- Three new documents:
 - ✓ General Funding Transfer
 - where BC's want to transfer funds between their own projects (where Budget Transfers are not applicable)
 - ✓ Contracts Funding Transfer
 - Where Research or other Contract specifies a contribution by the University
 - ✓ Institutes / Colleges Funding Transfer
 - For use by University Institutes and Colleges

New Look Transaction Processing Tab

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April 2011

The screenshot displays the UTAS Admin Officer web application interface. The browser title bar reads "UTAS Admin Officer - TechnologyOne Enterprise Suite - Development Database direct 11.06.04.005 [JULIEM1]". The application header includes a menu bar with "File", "Edit", "View", "Tools", "Actions", "Window", and "Help". Below this is a navigation bar with tabs for "Home", "Project Enquiries", "Other Enquiries", "Transaction Processing" (which is active), "Transaction Processing Assistance", "Third Party Systems", "Admin Reports", "Specialist Reports", "Scheduled Reports", "My Workflow", and "Other". The "Transaction Processing" tab is expanded, showing a sub-menu with "help", "close", "refresh page", "show available lists", and "page layouts". The main content area is organized into a grid of sections, each with an icon and a list of links:

- UTAS Purchasing**
 - Purchase Requisitions - Long Form
 - Purchase Requisitions - Short Form
- UTAS Petty Cash Custodian Reimbursements**
 - Petty Cash
 - My Petty Cash Document Files
- UTAS Customer Invoices**
 - Customer Invoice
 - My Customer Document Files
- UTAS Journals**
 - Correcting Journal - General Use
 - My Correcting Journal Document Files
 - Copy/PasteTemplate - Correcting Journal
- UTAS Transfers within Own Budget Centre**
 - General Funding Transfer
 - Salary Recharge / Buybacks
 - Contracts Funding Transfer
 - Institutes / Colleges Funding Transfer
 - Other Recharges
 - My Within Budget Centre Transfer Document Files
- UTAS Budget Centre Commitments**
 - Budget Centre Commitment Journal
 - Budget Centre Commitment Journal with Reversing Entry
 - My Budget Centre Commitment Journal Document Files
- UTAS Internal Transactions (UTRANs)**
 - General Use
 - Asset Management Work Orders
 - Information Technology Resources
 - My UTRAN Document Files
- UTAS Funding Transfers with Other Budget Centres**
 - General Funding Transfer
 - Foundation Funding Transfer
 - My Funding Transfers with Other BC Document Files
- UTAS Internal Purchases**
 - CAPS Transfer
 - ITR Product Request
 - My CAPS Transfer Document Files
 - My ITR Purchase Request Document Files

The left sidebar contains navigation options: "Drag and Analyse", "Favourites", "Search", and "My Personal Workflow". The top right corner features the "UTAS Admin Officer" logo and the "University of Tasmania" name.



- Implementation due for 2nd May 2011 – please help us by:
 - ✓ Having all outstanding Funding Transfers/ Other Budget Centre Recharges and Salary Recharges for April posted.
 - ✓ Taking these documents off-line on Wed 27 April 2011.
 - ✓ **Please ensure all documents are finalised before Easter.**



- Reasons to put AP Invoices on hold:
 - ✓ Goods / Services not yet received
 - ✓ Waiting on additional documentation from supplier
 - ✓ Student not yet commenced
- How to put documents on hold:
 - ✓ Select the AP invoice that you wish to hold.
 - ✓ Select “Hold UTAS document file”
 - ✓ Enter hold date (date you want to hold it to), reason and comments.
 - ✓ A clock symbol will appear indicating it’s on hold.

DOCUMENTS – “On Hold”

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April 2011

The screenshot displays a workflow management application. On the left is a navigation pane with sections for 'Overdue AP Workflow Items', 'Actions for a Task', 'Create New Workflow Items', and 'Links to other Functions'. The 'Hold Utas Document File' option is circled in red. The main area shows a table of tasks with columns for Priority, Hold status, Workflow Name, Entity Keys, From, Assigned User, Workflow Pool, and Description. A modal dialog titled 'Hold Workflow Task (Workflow Operation) (TBWKF420)' is open, showing details for 'UTAS Document File 076775'. The dialog includes fields for 'Hold Date' (12/04/2011), 'Hold Time' (12:00:00 PM), 'Reason' (REFERRAL - Awaiting response), and a 'Comments' field containing 'Waiting on confirmation goods have been received by Reesearcher'. The status bar at the bottom indicates 3 Critical, 1 Warning, 11 Information, and 0 Workflow alerts.

Pri	H	At	Workflow Name	Entity Keys	From	Assigned User	Workflow Pool	Description
			AP_REVIEWED	075821	MSMITH3	DCLERK	DEFAULT	SCAN_PDLA07MAR1101 - Laerdal PL - 212-01015 SimMan 3G - \$
			AP_REVIEWED	081151	GCOLEMAN	AHSTEEN	DEFAULT	SCAN_RGSS06APR1101 - DA Information Services PL - Text bo
			AP_REVIEWED	081310	DSTEFFEN	DSTEFFEN	DEFAULT	AP Invoice - Christian Eric Messer - Refund of Bond from 2010 - \$2
			AP_REVIEWED	081328	LGARTH	DWILSON	DEFAULT	AP Adjustment - DA Information Services PL - Credit for inv 763004
			AP_REVIEWED	081467				
			AP_REVIEWED	072757				
			AP_REVIEWED	073412				
			AP_REVIEWED	074474				
			AP_REVIEWED	076445				
			AP_REVIEWED	076625				
			AP_REVIEWED	076755				
			AP_REVIEWED	076775				
			AP_REVIEWED	076839				
			AP_REVIEWED	077387				
			AP_REVIEWED	077557				
			AP_REVIEWED	077558				
			AP_REVIEWED	077559				
			AP_REVIEWED	077885				
			AP_REVIEWED	078011				
			AP_REVIEWED	078012				
			AP_REVIEWED	078420				
			AP_REVIEWED	078658				
			AP_REVIEWED	079099	PETERS4	PJLLOYD	DEFAULT	SCAN_RGKR24MAR1130 - Green Ponds Guest House S & P Loui
			AP_REVIEWED	079163	JOANR	MSMITH3	DEFAULT	SCAN_RGSS24MAR1133 - Vos Construction and Joinery - UTAS I
			AP_REVIEWED	079288	KROLES	ABEL	DEFAULT	SCAN_RGKR25MAR1129 - Corporate Express Australia Head Offi
			AP_REVIEWED	079294	KROLES	ABEL	DEFAULT	SCAN_RGKR25MAR1129 - Corporate Express Australia Head Offi
			AP_REVIEWED	079343	BEMUNRO	DPLANKO	DEFAULT	SCAN_RGLA25MAR1130 - Morris Pest Control - Service report no.
			AP_REVIEWED	079409	RUSHAW	NLE	DEFAULT	SCAN_RGKR25MAR1132 - All About Catering - Business Lunch - :
			AP_REVIEWED	079564	CBRINDLE	DWILSON	DEFAULT	SCAN_RGLA28MAR1102 - Lexis Nexis Butterworths - SSA Period
			AP_REVIEWED	079569	BEMUNRO	BIRD MJ	DEFAULT	SCAN_RGLA28MAR1102 - State Fire Commission - Tas Fire Serv
			AP_REVIEWED	079982	SELEENAS	DWILSON	DEFAULT	SCAN_RGSS30MAR1120 - Linfox Armaquard - Acc 6U56357_Ta
			AP_REVIEWED	079983	DWILSON	LOISA	DEFAULT	SCAN_RGSS30MAR1120 - Linfox Armaquard - Acc 6U56360_Lib
			AP_REVIEWED	080100	JOCELYNC	KTSMITH	DEFAULT	SCAN_RGSS30MAR1125 - D & M Shipping Containers - Hire 20 S
			AP_REVIEWED	080168	JANINEM	JLKVACS	DEFAULT	SCAN_RGKC31MAR1125 - Princes Street Newsagency - newspa
			AP_REVIEWED	080353	GINA	PRTRAILL	DEFAULT	SCAN_RGLA31MAR1130 - Dionex Pty Limited - CarboPAC PA-10
			AP_REVIEWED	080380	SHAYNESD	CJFISHER	DEFAULT	SCAN_ANSS31MAR1101 - ARPANSA - Cred to orig inv AR117012
			AP_REVIEWED	080509	JOCELYNC	CHOPPING	DEFAULT	SCAN_RGKC01APR1105 - Programmed Property Services - Repa



DOCUMENTS – “On Hold”

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- Once your document is on hold a symbol will appear next to the invoice indicating its on hold.

The screenshot displays a workflow management interface. On the left, a sidebar contains a search bar, a tree view of workflow pools, and a list of actions for a task. The 'Hold Utas Document File' action is circled in red. The main area shows a table of tasks with columns for priority, hold status, workflow name, entity keys, from, assigned user, workflow pool, and description. The task with ID 016775 is circled in red, showing a hold icon in the 'At' column.

Pri	H	At	Workflow Name	Entity Keys	From	Assigned User	Workflow Pool	Description
			AP_REVIEWED	075821	MSMITH3	DCLERK	DEFAULT	SCAN_POLA07MAR1101 - Laerdal PL - 212-01015 SimMan 3G - \$321,684.00
			AP_REVIEWED	081151	GCOLEMAN	AHSTEEN	DEFAULT	SCAN_RGSS06APR1101 - DA Information Services PL - Text books - \$376...
			AP_REVIEWED	081310	DSTEFFEN	DSTEFFEN	DEFAULT	AP Invoice - Christian Eric Messer - Refund of Bond from 2010 - \$250.00
			AP_REVIEWED	081328	LGARTH	DWILSON	DEFAULT	AP Adjustment - DA Information Services PL - Credit for inv 763004 15-5-09 - ...
			AP_REVIEWED	081467	ADAVIS	MMSTAR	DEFAULT	AP Invoice - 3 Documents Total \$1,170.00
			AP_REVIEWED	072757	TRIGOLI	TROYF	DEFAULT	SCAN_RGKC14FEB1103 - State Fire Commission - Tas Fire Service - Extingu...
			AP_REVIEWED	073412	LDOOLAN	BIRDMJ	DEFAULT	SCAN_RGKC17FEB1114 - Derek Ring Plumbing PL - Repairs to gutting on...
			AP_REVIEWED	074474	SELEENAS	PBRASSIN	DEFAULT	SCAN_RGSS25FEB1113 - Total Freight Solutions PL - Con Note 1 AD6281...
			AP_REVIEWED	076445	LDOOLAN	BIRDMJ	DEFAULT	AP Invoice - Pennos Paint Pros PL - Old AMC Stud Accom Paint - \$705.10
			AP_REVIEWED	076625	BEMUNRO	CJGRIST	DEFAULT	SCAN_RGSS10MAR1121 - SPT Security PL - two inspections of accomdati...
			AP_REVIEWED	076755	KROLES	PPILCHER	DEFAULT	SCAN_ANKR10MAR1102 - DA Information Services PL - Credit for invoice Z...
			AP_REVIEWED	016775	LDOOLAN	BIRDMJ	DEFAULT	SCAN_RGKR10MAR1124 - Derek Ring Plumbing PL - Repairs to leaking un...
			AP_REVIEWED	076839	MJHAZELL	BARRY	DEFAULT	AP Invoice - Macquarie Builders - Asset Mment Serv Inv - \$269.50
			AP_REVIEWED	077387	BEMUNRO	ROWLANDP	DEFAULT	SCAN_RGSS16MAR1120 - Collings Property Services PL - Contract Ref 61...
			AP_REVIEWED	077557	LDOOLAN	BIRDMJ	DEFAULT	SCAN_RGKR17MAR1129 - RL Williams Builders - Remove and replace flys...
			AP_REVIEWED	077558	LDOOLAN	BIRDMJ	DEFAULT	SCAN_RGKR17MAR1129 - RL Williams Builders - Install vents for fridge cab...
			AP_REVIEWED	077559	LDOOLAN	BIRDMJ	DEFAULT	SCAN_RGKR17MAR1129 - RL Williams Builders - Fix display cabinets - Sea...
			AP_REVIEWED	077885	LDOOLAN	BIRDMJ	DEFAULT	SCAN_RGKR18MAR1116 - Derek Ring Plumbing PL - Replace tap on drink...
			AP_REVIEWED	078011	LDOOLAN	BIRDMJ	DEFAULT	AP Invoice - RL Williams Builders - repair leak over archive room - \$434.50
			AP_REVIEWED	078012	LDOOLAN	BIRDMJ	DEFAULT	AP Invoice - RL Williams Builders - move AMC library shelving - \$880.00
			AP_REVIEWED	078420	BEMUNRO	ROWLANDP	DEFAULT	SCAN_RGKR22MAR1118 - IPS Speciality Cleaning - Contract cleaning for F...
			AP_REVIEWED	078658	LBLAZELY	IRENEG	DEFAULT	Petty Cash - Petty Cash - Petty Cash Float Reimbursement for - \$166.50
			AP_REVIEWED	079099	PETERS4	PULLOYD	DEFAULT	SCAN_RGKR24MAR1130 - Green Ponds Guest House S & P Louis - Accom...
			AP_REVIEWED	079163	JOANR	MSMITH3	DEFAULT	SCAN_RGSS24MAR1133 - Vos Construction and Joinery - UTAS Morris Mill...
			AP_REVIEWED	079328	KROLES	ABEL	DEFAULT	SCAN_RGKR25MAR1129 - Corporate Express Australia Head Office - 10 pe...

- To release :
 - ✓ Select: "Release Hold UTAS Document File"



- ITR Product Requests
- Please note there are additional fields now available – these are now mandatory:
 - Please complete the **Job Description** field so you can easily identify what you have purchased on any enquiries.
 - Please complete the **Requested for** field on the product request (to indicate who purchase is for)
- This will facilitate the purchase and implementation of software and hardware for the user

- Please remember to put relevant attachments and backup documents to assist with audit enquiries.
 - ✓ For example: attaching a transaction listing with the transaction to be corrected highlighted.
- Supporting documentation is mandatory for the following documents:
 - ✓ Correcting Journals
 - ✓ Salary Recharges/Buybacks



- Remember when you go on leave to delegate your workflow:
 - ✓ Go to “My Workflow” Tab
 - ✓ Under “Links to Other Functions” click on “User Delegations
 - ✓ Under “Actions to Perform” click on “Add Delegation”
 - ✓ Complete the required fields in the “User Delegation Detail” box



- Please remind your managers to delegate their workflows before they go on leave
- Remember – if you are delegating to someone with a lesser delegation than yourself, please notify T1F.Help@utas.edu.au so we can alter the delegation levels.



- Under the “My Workflow” tab
- Under “Links To Other functions” select “User Parameters”
- For each category enter the username of who you wish to be your default workflow approver. You must make sure that the username is correct and in CAPITALS – e.g. GARRYH and also that person is a valid user.

WORKFLOW - Default Approvers

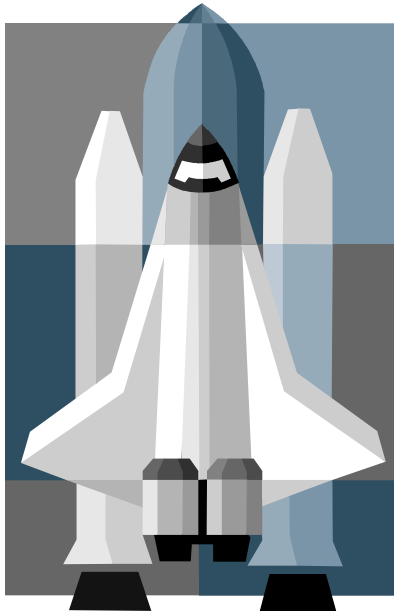
Finance Update Session
April 2011

The screenshot shows the UTAS Admin Officer interface. The title bar reads 'UTAS Admin Officer - General - TechnologyOne Enterprise Suite - Production Database direct 11.06.04.005 [T_ROWELL]'. The menu bar includes 'File', 'Edit', 'View', 'Tools', 'Actions', 'Window', and 'Help'. Below the menu bar are several icons for 'My Workplaces', 'Employee Workplace', 'My Reports and Files', 'Announcements', 'Reminders', and 'Preferences'. A navigation bar contains tabs for 'Home', 'Project Enquiries', 'Other Enquiries', 'Transaction Processing', 'Transaction Processing Assistance', 'Third Party Systems', 'Admin Reports', 'Specialist Reports', 'Scheduled Reports', and 'My Workflow'. The main content area is titled 'Maintain (TBP030)' and 'UTAS Workflow Approvers for user T_ROWELL'. On the left, there is a sidebar with 'Actions to Perform' containing 'Reset to Defaults' and 'Save'. The main table has the following data:

Variable Description	Value
GL Workflow Approver	GARRYH
AP Workflow Approver	GARRYH
AR Workflow Approver	GARRYH
Purchasing Workflow Approver	GARRYH

- Save your settings
- You are able to change your default workflow approver at any time, and may be required to do so if your workflow approver becomes no longer suitable i.e. that user leaves the position they were in, and someone else fills the position.

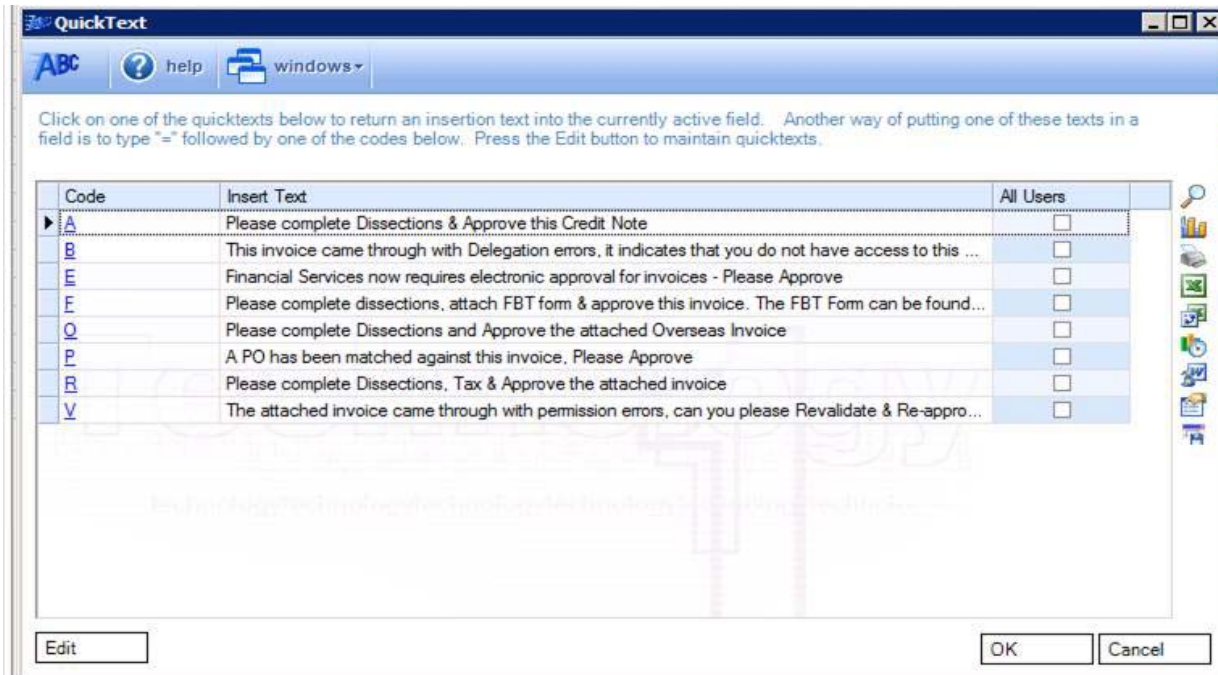
- After much testing and discussions with key users, it has been decided that Workflow Escalations will not be implemented at this time



- Please contact the T1F Helpdesk to advise if staff have left your area or the University.
 - ✓ We will reassign their current workflows and remove their access.
- If a staff member has moved to a new area within UTAS.
 - ✓ A new form will need to be filled in to gain the appropriate security access for that new area.



- Quicktext:
 - ✓ Go to “Tools” > “Quicktext”



- ✓ To use = <then code>

