

INTERNAL WORKFLOWS AND TRANSACTIONS

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Reference Materials can be found at:

http://www.utas.edu.au/docs/fin_services/forms/t1_documents/index.html

Document: “Basic Chart Structure” page 7

The Good News

- Automated Workflow for Internal University Transactions
- Utrans are initiated by the Supplier of the Goods or Service within Technology One
- Expenditure is approved online by the Budget Centre receiving the goods or service
- Can attach backup documents and workings to the transactions
- Online Utrans is approved and posted online
- NO MORE PAPER IDR's!

The Bad News

- It will be a new process to learn.
- Important to get income and expenditure coding correct at input

The Good News

- Corrections to transactions can be entered online
- No longer required to send spreadsheets to Finance
- Can attach backup documents and workings to the transaction

The Bad News

- It will be a new process to learn.

The Good News

- Funding transfers between faculties and divisions can be entered online
- No longer required to send spreadsheets to Finance
- Can attach backup documents and workings to the transaction

The Bad News

- It will be a new process to learn.

EXAMPLE OF INPUT SHEET

Finance Update Session
September 2009

The screenshot displays the 'UTAS Central Finance Officer' software interface. The main window title is 'UTAS Central Finance Officer - TechnologyOne Enterprise Suite - Testing Database direct 11.06.03.002 [JULIEM1]'. The application menu includes 'File', 'Edit', 'View', 'Tools', 'Actions', 'Window', and 'Help'. The navigation bar shows 'Home', 'Journal Entry', 'UTRAN Entry', 'AR Finance Adjustments', 'GL Enquiry', 'EIE Enquiry', 'Reports', 'My Workflow', and 'UTAS XLOne'. The 'Entry' button is highlighted in the left sidebar.

The main content area is titled 'UTAS Internals Jnl' and shows the following details:

- Journal No: 0000002
- Date: 1/09/2009
- Period: 1

A table with the following columns is displayed: Ledger, Account Number, Fund Source, Account Number Description, Activity, Units, Rate, Amount, Narrative, Narrative (line 2), and Narrative (line 3). The table contains one data row:

Ledger	Account Number	Fund Source	Account Number Description	Activity	Units	Rate	Amount	Narrative	Narrative (line 2)	Narrative (line 3)
RT	014077.36200.1	50	External Printi	PNT_REFRESH	0.000000	0.00	-200.00	Uniprint Charge for Printing	Research Materials	

The bottom status bar shows 'Dr+Cr 0.00', 'Lines 2', and 'Show Stats'. The Windows taskbar at the bottom includes the Start button, system tray, and several open applications: 'Inbox - Microsoft...', 'RE: Research proj...', 'Presentation templ...', '2009-10-08 Projec...', 'Oracle Business Int...', 'http://www.utas.e...', 'PC - Compatibility', and 'TechnologyOne En...'. The system clock shows '10:04 AM'.