



**GOVERNMENT OF SAMOA
MINISTRY OF FINANCE**

Technology One - Finance One

Navigation Guide

Table of Contents

- 1.1. Logging into Finance One
- 1.2. Changing Password
- 1.3. Workplace
 - 1.3.1 Selecting a Workplace
 - 1.3.2 Workplace Layout
 - 1.3.3 Home and My Workplace
 - 1.3.4 Tab Layout
 - 1.3.5 Tab Content
- 1.4. User Icons
- 1.5. Work Page Icons
- 1.6. Closing an Active Page
- 1.7. Other Toolbars
- 1.8. Task Panes

1. LOGGING INTO FINANCE ONE

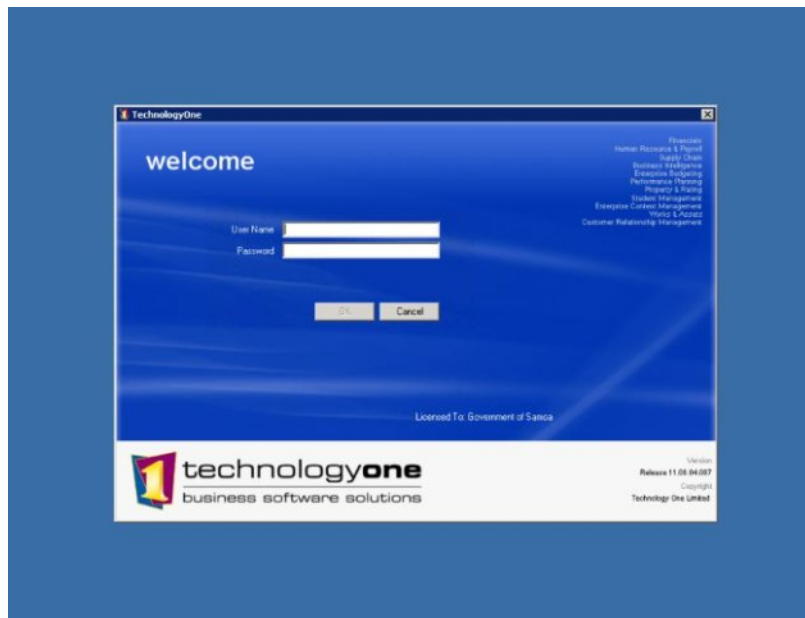
1. To login click on the Finance One icon on your desktop.



2. Select Finance One – Production (unless you wish to go into the training area to practice).

3. Click <OK>

4. Enter Login and Password. (System Support Unit has a list of all User Names if you have forgotten user name or password).



5. Click <OK> and the workplace screen will appear

2. CHANGING PASSWORD

Once you have logged into the system, click on File in the top left hand corner.

To change your password click FILE, choose CHANGE PASSWORD and the image below will appear



Password Rules	
Minimum	6 characters
Maximum	10 characters

Remember to check out the other functionality available on the toolbar

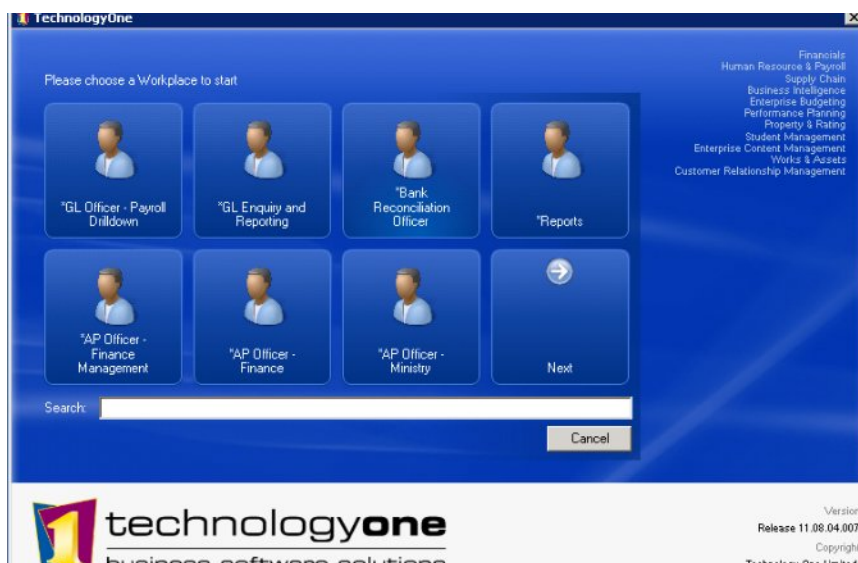
1.3 WORKPLACE

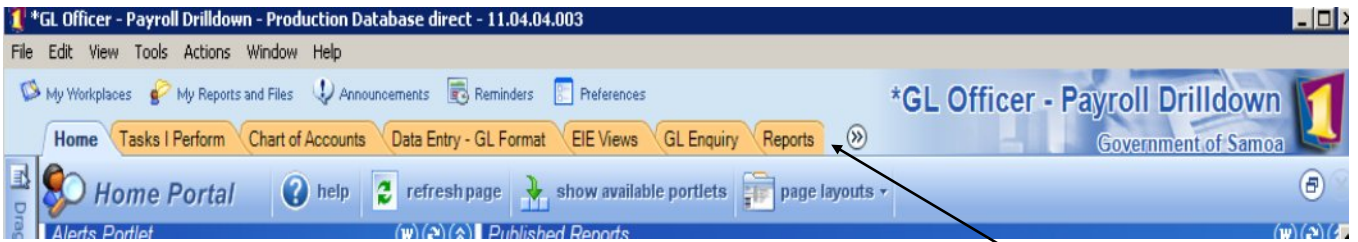
All Finance ONE users are assigned a *workplace* /s, which generally describes their place in the organization and defines the functions relevant to the type of tasks they perform, i.e.: AP Officer, AR Officer, and Cashier.

Depending on your position but generally you will have access to more than one workplace, i.e. if you are an AR officer, you will have access to the AR Officer – Ministry and GL Reports and Enquiry workplace.

1.3.1 *Selecting your workplace*

Once you have logged into finance ONE, your screen will display the workplaces you have access to:





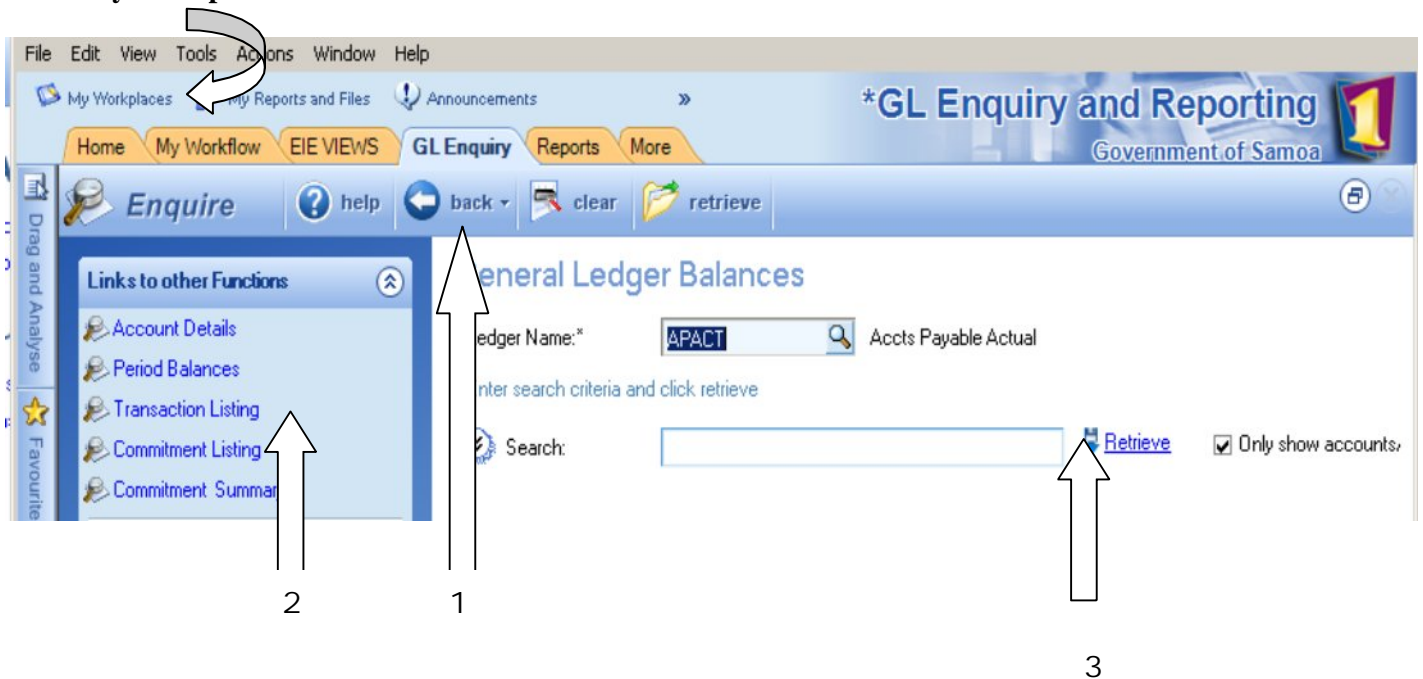
1.3.2 Workplace layout

Within the workplace, functions are organized in a series of tabs that run across the screen. What tabs you get depend on the role and workplace you have been assigned. A series of tabs for a cashier will differ from an AR Officer as there are obvious differences in functions performed. Whilst there maybe common features, generally the tab series differs from workplace to workplace.

1.3.3 About Home and my Workplaces

Home tab is always the first tab of any workplace and the place you first enter after logging in. Once logged into a work place, and you want to access another workplaces you can do so through

My Workplaces



1.3.4 Tab Layout

Under each tab, the layout is divided into three (3) sections. Each tab has:

1. A menu bar offering a standard suite of functions like clear, retrieve
2. A task pane which stores new and related functions
3. A working area where you view, enter and retrieve data

1.3.5 Tab Content

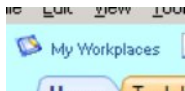
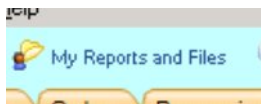

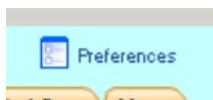

For the GL enquiry & reporting workplace there are 6 tabs:

1. **Home** – is always the first tab of any workplace and the place you first enter after logging in
2. **My workflow** – contains your inbox for tracking of data flow in particular the approving of data entry (i.e. journals, purchase requisitions). This is constant and is in each workplace
3. **EIE views** – Executive Information Enquiry. Allows you to build a specific enquiry. In contrast to GL enquiry, you can select only the fields you want to enquire on
4. **GL Enquiry** – allows you to enquire on data by ledger.

5. **Reports** - lists the reports you can run for certain areas, i.e. Month end, transaction reports, financial management reports, ledger reports, commitment reports etc.
6. **More** – lists standard enquiries and user documentation (User manuals for Finance ONE)

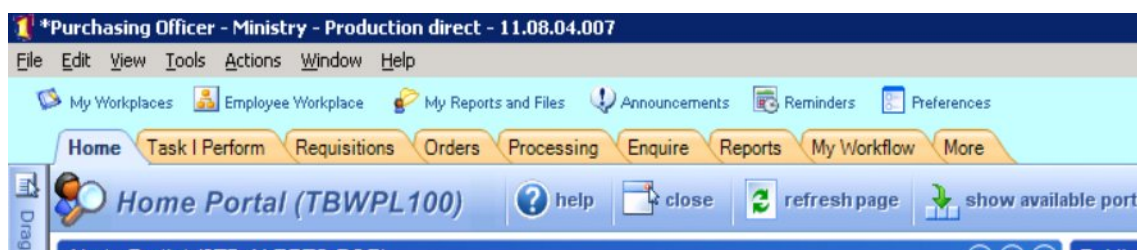
1.4 USER ICON

These icons sit below the grey toolbar and above the tabs to the work pages.

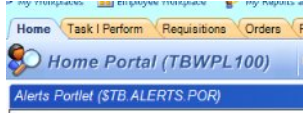



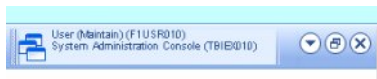


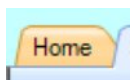
ICON	NAME	DESCRIPTION / FUNCTION
	My Workplace	Click on this icon to access another Workplace that you have been given access to. This has the ability to give access to different tasks
	My Reports and Files	This is a User specific area for the user's reports and files
	Announcements	Click on this icon to view Announcements. This will display a ll processes in the systems that have been run with your user id. e.g. reports that have been run, document files that have been posted etc.
	Preference	User Preferences can be modified by clicking on this icon
	Reminders	Popup notifications that you can create to be sent to you on certain dates to remind you to do something in the application.

1.5 WORK PAGE ICONS

These will vary depending on which **tab** has been opened.




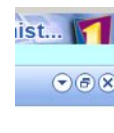
The following is a sample of some of the commonly seen icons. Many of the icons similar to those used by Microsoft Word or Excel.

ICON	NAME	DESCRIPTION / FUNCTION
	Home Portal	Each Workplace has a Home Portal. This will show various portlets depending on the workplace.
	Alerts Portlet	Click on the <u>Configure</u> link to configure an alert to be displayed and notified. Click on <u>Refresh</u> link to set the refresh rate
	Help	This icon is used to access the Help function
	Back Button (within a function)	This icon is used to move back within each function or system menu
	Windows	This icon shows other work 'sheets' screen or pages that are open. Check it regularly.
	Export	When this button appears it will export the contents of the page into an Excel Workbook
	Arrows	Used to collapse or to expand a pane within the window
	Home	This will return to the first screen of the tab it is on.

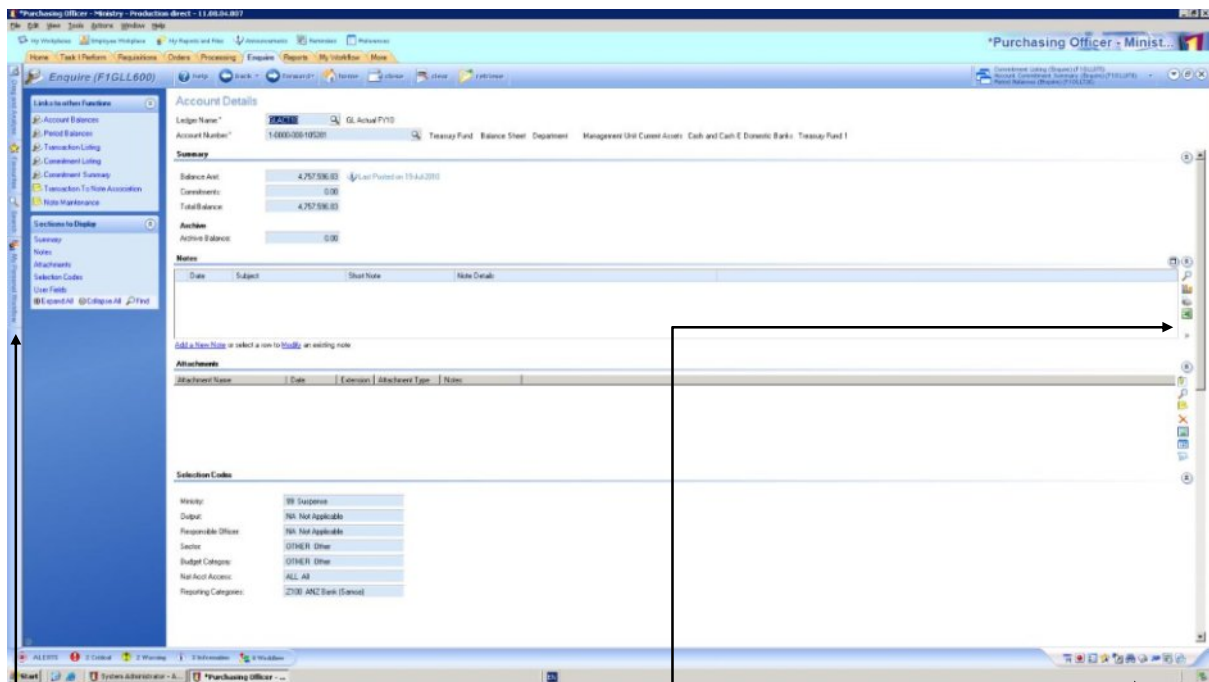
1.6 CLOSING AN ACTIVE PAGE



Click on the  on the toolbar of the active sheet, in the same way that you would in Microsoft Word or Excel. The location is shown more clearly below.



1.7 OTHER TOOLBARS



The screen has 3 main toolbars

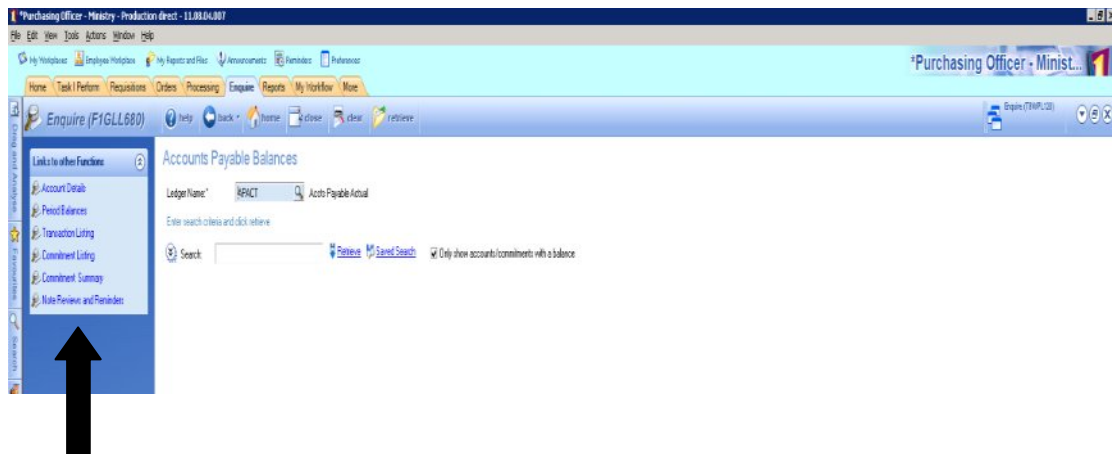
- Grid Toolbar, on the **right hand side**, allows you to
 - Search for data
 - Display and print the data in the grid
 - Create an Excel spreadsheet from the data
 - Group and summarise the data
 - Delete row(s)
 - Add a row at a time

- Grid toolbar on **the bottom**, allows you to
 - Word (report) options
 - View available functions
 - Add current functions to favourites list
 - Send a short cut of this function to the desktop
 - Find on this screen
 - Function key
 - Send options
 - Quicktext
 - Reminders
 - Save layout options
 - Notices (templates) options
 - Function alerts appear in blue shaded area to left


- Toolbar on the **left hand side**
 - Drag and Analyse
 - Favourites
 - Menu Searching
 - Workflow

Please note that the functionality of the toolbar changes with the functions of the screen

1.8 TASK PANES



This will always appear on the left hand side of the function screen within the workplace tab. It can be considered a ‘super’ navigation device, allowing you to move around and select items relevant to the current function. **Keep a watch on the functions available in this area.**

The size of the pane on display can be altered either by using the  icon (look in the lower left hand corner) or by dragging the edge of the pane.

The view and the contents of each Workplace tab Task Pane area changes depending on the tab that is open. The most common Task Pane areas are:

- Sections Actions e.g. Stepping up or down a level
- Links Document File Actions
- New Document Actions e.g. opening a new document.

TECHNOLOGY ONE – FINANCE ONE STRUCTURE

This concept training covers an overview of the Technology One – Finance One structure possibilities and its influence across the product modules including enquiring and reporting.

This structure within Finance One is essentially held by two areas;

- Charts – which hold the descriptive information for an account, and
- Ledgers – which contains the transactional details for a nominated account.

The Chart can be seen as the ‘map’ which specifies the Account Number structure and the validation that takes place for the accounts. It can also contain key account contact person and address details, even payment method information.

Ledgers contain the transaction details against the Natural Account codes within a nominated Chart. The type of information recorded for a ledger and the processing which can occur on a Ledger are dependent upon the Chart Type for the Ledger. Numerous types of Ledgers exist in the Technology One – Finance One system.

- General Ledger (used for General Ledger and Budgets)
- Accounts Payable (used for Creditors)
- Accounts Receivable – (used for Debtors)
- Sales Analysis
- Project Reporting