# **ONESolution General Information**

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# Requesting Access and Logging in to ONESolution

To request access to the ONESolution system, a supervisor or the DCC for your department should fill out the online request form on the County's intranet site

http://countyintranet/FormsData/requestfamisaccess.htm

		×
	ountyintranet/FormsData/requestfamisaccess.htm 🔎 🕆 🖒 🄗 Request OneSolution Access 🗙 💮 🏠 orites Tools Help	99 O
x €Convert ▼ 🗟 S		
		_
		$\sim$
Count	ty of Santa Cruz	
Deer	wood for ONEColution and/or E7 ONE Access	
Req	juest for ONESolution and/or EZ-ONE Acces	5
Audit	tor - Controller's Office	
<b>D</b> . <b>C</b> .		
Please fill ou	ut the fields below to request access:	
Demined		
Required Access:	ONESolution EZ-ONE	
USERID:		
Employee		
Name:		
Employee		~
Title <sup>.</sup>		

The auditor's office will record the security settings for the new user, and will submit a request to ISD for the new user's ONESolution access and security.

Once a user has been granted access to the ONESolution system the user can log on as follows:

1. Double click the ONESolution Production icon on your computer desktop



2. Enter your User Name beginning with co\ and password. Your password is the same that you use to log on to your workstation computer unless you are part of an outside district and ISD has specifically assigned you a password.

	Server Name: sczsq23.co.santa-cruz.ca.us Version: 16.2.17161.2 Environment: Production
User Name:	co\aud045
Password:	
	Logon Remember Me
Last Logon:	11/14/2017 10:44:44 AM
	Change Password

3. Click Logon



4. The ONESolution home screen will load after several moments

### **ONESolution Home Screen**

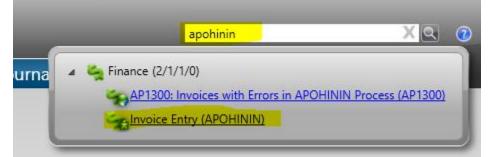
The ONESolution Home screen is the initial point of navigation when you log in to the ONESolution system.

	D	NESolutio	on		County of Santa	Cruz   Log Off			_	XQ	7
				Budge	t Item Detail	GL Journal and	Budget	PO and AP	GL Chart o	f Accou	nts
OP	EN WI	NDOWS									0
RE	CENT II	EMS Description	Su	te^	MANAGE DESKTO	P PENDING TASKS	JOBS	JOB OUTPUT			₹×
5		Load Delimited Data File	4		My Work	All ~	1		Multiselect	Options	0
1		Open Hold Invoice Entry			Off Auto Refre	sh   <u>On</u> Group Tas	iks   0ff	Out of Office			
-		Browse ENDB Accumulators			Suite Descript	on			Module	Action	
1		Check Encumbrance Original Fiscal Y	ear 🗸		Guile OH24519				AP WORKFLOW		
-		Check Encumbrance Totals	8		GH24519				AP_WORKFLOW		
1		PO Status Report			🦌 <u>ОН24550</u>	L			AP_WORKFLOW		
-		Direct Update of Encumbrance Trans	actions		OH24930	1			AP_WORKFLOV		
-		Organization Key Info.	8		AR038061				AR_APPROVAL CM STATUS	マ X C マ X C	_
-		Select OH Invoice Entries for Paymen			18C0873				CM STATUS	V X L	
		Create/Update Open Hold Invoice Se			1803396				CM STATUS	VIXIC	_ ∠
1		Purchase Requests							K K 1 /	17 📡	21
-		Contract Management Information	-								
3					11/14/2017 10:16	:52 AM Record syn C	ollection	Test Environment 👔	⊖ ⊕		
		۵ 🌔 📌 🕯		Þ   🕨				_		General Ledger	

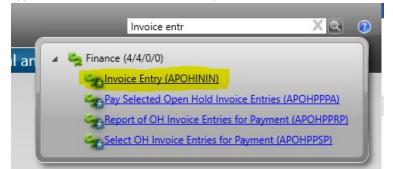
#### 1. The search field



This is one of the most common points of access to the various ONESolution modules. Each module has a screen mask which can be entered directly into the search field. The example below is the invoice entry screen where the screen mask is APOHININ.



In addition to entering the screen mask, you can enter the description of the screen. As you type, the list of screens will modify itself



### 2. Module tabs



#### Each tab contains the commonly used screens based on business process



### 3. Open Windows



As you complete work in ONESolution you will likely have multiple screens and modules open at once. You can see the screens you currently have open in the Open windows area. If you would like to access one of the screens, just click the image of the screen located in the Open Windows area.

OPEN WINDOWS		
APOHININ - Invoice	POUPPR - Purchase Requests	
RECENT ITEMS		MANAGE DESKTOP PENDING

If you would like to close one of the windows you have open, you can click the Close button

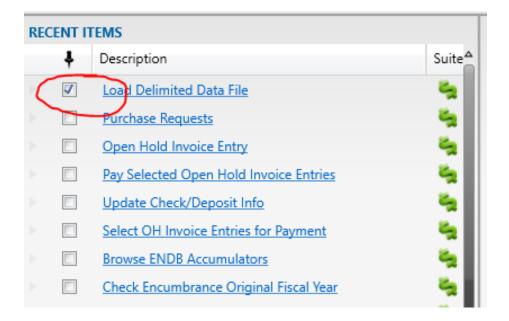
APOHININ - Invoice	POUPPR - Purchase
Entry	Requests
	Activate

#### 4. Recent Items

RECENT ITEMS					
	ŧ	Description	Suite		
	1	Load Delimited Data File	2		
		Purchase Requests	Š		
		Open Hold Invoice Entry	Š		
		Pay Selected Open Hold Invoice Entries	Š		
		Update Check/Deposit Info	Š		
		Select OH Invoice Entries for Payment	š.		
		Browse ENDB Accumulators	š.		
		Check Encumbrance Original Fiscal Year	š.		

This is a list of the screens and utilities you access in ONESolution on a regular basis.

If there is a specific screen that you would like to always see on this list, you can click the check mark under the pin icon to "pin" the item to your recent items



Please note that if there is a system upgrade, which happens several times each year, you will lose your recent items. You may want to take a screen shot of your recent items and save it somewhere so you can quickly restore your recent items with your desired list.

Also, these settings depend on the workstation you use. If you get a new computer, or use computers at several different work stations, you will not see the same settings.

### 5. Pending Tasks Tab



The Pending Tasks tab is where you can see workflow items that are waiting for your approval or the approval from someone in a group which you are a part of. The specifics of this tab will be covered in a separate Workflow section.

#### 6. Jobs tab

	DING TAS	ks Jobs	JOB OUTPUT				Optic	ons 🕜
OOff	🔵 Auto R	efresh   Off	Show All User Jobs	On Sho	w Completed			
F	Suite 🏹	Description	→ Job Number →	Status 🏹	Job Type 🛛	Start Date	T)	Acknowl
					Classic Job	11/14/2017	11.54 444	
ŧ 🕨	×_	Classic Job: APOH	PPPA <u>1170920</u>	Completed	Classic JOD	11/14/2017	11:54 AM	
<b>+</b> ⊳ + ⊳	ي لا	Classic Job: APOHI Classic Job: APOHI		Completed Failed	Classic Job	11/14/2017		

If you run a job in ONESolution you will see the status of your job and access the resulting reports from the job in the Jobs tab.

The recommended setting for the jobs tab are shown here:

PENI	PENDING TASKS JOBS JOB OUTPUT									
	Auto R	efresh   Off	Show	All User Jobs	1.4	On Sha	w Completed		<u>Optic</u>	ons 🕐
	Auto N		Show					/		
Ē	Suite 🎧	Description	-Ye	Job Number	Tr	Status 👘	Job Type Th	Start Date	T)-	Acknowl
•	2	Classic Job: APOHF	PPA	1170920	-	Completed	Classic Job	11/14/2017	11:54 AM	
•	<b>1</b>	Classic Job: APOHF	PPA	1170919		Failed	Classic Job	11/14/2017	11:51 AM	E
•	2	Classic Job: APOHI	NVP	<u>1170917</u>	1	Completed	Classic Job	11/14/2017	11:45 AM	C

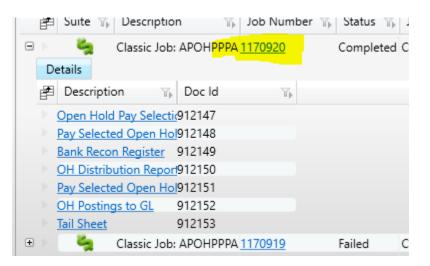
If you don't see the area where the jobs tab setting are, click the Options link:

PENI	DING TAS	ks JOBS	JOB OUTPUT					*>
$\langle \rangle$							Optic	ons 🕖
() Off	Auto R	efresh   Off	Show All User Jobs	On Sho	w Completed			
P	Suite 🏠	Description	∀ Job Number	∏ <sub>▶</sub> Status ∏ <sub>▶</sub>	Job Type 🛛	Start Date	Th:	Acknow
E	2	Classic Job: APOH	PPPA <u>1170920</u>	Completed	Classic Job	11/14/2017	11:54 AM	
	-		0004 1170010	Failed	Classic Job	11/14/2017	11.51 AM	E
•	<b>S</b>	Classic Job: APOH	PPPA 1170919	ralled	Classic Job	11/14/2017	TIDIAM	

When you run a job such as a batch proof listing you will receive a Job Number. The job number will appear in the Jobs tab. Once the status of the job is completed, click the "+" to open the job and access the report

PENDING TASKS JOBS JOB OUTPUT	<del>~</del> ×
$\langle \rangle$	Options 🕐
Off Auto Refresh   Off Show All User Jobs   On	Show Completed
🖉 Suite 🏹 Description 🖓 Job Number 🎲 Stat	tus 🖏 Job Type 🖏 Start Date 🖓 Acknowl
🕞 📄 🔩 Classic Job: APOHPPPA <u>1170920</u> Com	pleted Classic Job 11/14/2017 11:54 AM
Classic Job: APOHPPPA 1170919 Faile	d Classic Job 11/14/2017 11:51 AM
🕀 🕨 🍓 Classic Job: APOHINVP <u>1170917</u> Com	pleted Classic Job 11/14/2017 11:45 AM
Image: Suite Trip Description     Trip Job Numb       Image: Suite Trip Description     Trip Job Numb       Image: Suite Trip Description     Trip Job Numb       Image: Description     Trip Job Numb	er The Status The L Completed C
Open Hold Pay Selecti (912147         Pay Selected Open Hol912148         Bank Recon Register       912149         OH Distribution Report         912150         Pay Selected Open Hol         912151         OH Postings to GL       912152         Tail Sheet       912153	
Classic Job: APOHPPPA 1170919	Failed C

Don't click the blue job number. This is a partial tail sheet for your job and the information will likely not be useful to you unless your job failed and you are trying to determine why.



### 7. Job Output tab

**Note:** The functionality that was available on the Job Output tab is now available from screen mask SYUTFO



This is how you can access the archive of any job run in ONESolution. You use the same log in credentials you used to log into ONESolution. The SYUTFO screen does not require a log on.

If you know the date range when the transaction happened you can enter the correct range of dates and click Refresh

Go http://sczas84/finance/documents/ifasoutput.asp						
Finance Job Server Output						
	From:	10/14/2017				
	To:	11/14/2017				
		Refresh				
APOHBTBP-Set Proof Listing						

There will be a list of all the different types of jobs that happened during that date range.

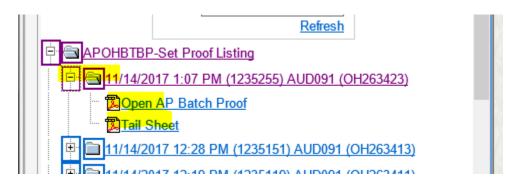
<u>ketresn</u> ÷ APOHBTBP-Set Proof Listing ÷ APOHBTDS-Dist Set to OH and GL ÷٠ APOHCS99-APOHCS ÷ APOHCSCW-APOHCS ÷ APOHCSDC-APOHCS ÷ APOHCSPA-APOHCS ÷ APOHCSPB-APOHCS ÷ APOHCSTU-APOHCS ÷ APOHINBP-Set Proof ÷ APOHINVP-Validate and Post ÷ APOHPPPA-Pay Selected Open Hold Entries ÷ APOHPPRP-Report of Entries for Payment

Click the "+" to expand that job type and you will see a complete listing of each job run during the date range. The list is sorted by date and time, and shows the user ID of the person who ran the job and Set ID for the transaction it was related to

APOHBTBP-Set Proof Listing

- 11/14/2017 1:07 PM (1235255) AUD091 (OH263423)
- 11/14/2017 12:28 PM (1235151) AUD091 (OH263413)
- The second secon
- 11/14/2017 9:08 AM (1234400) AUD091 (RVBATCH267768)
- 11/14/2017 8:36 AM (1234316) AUD117 (CW111417)

When you find the specific job, click the "+" to expand the specific job, to see all the reports that were generated with the job.



Clicking the report link will open a .PDF version of the report

You can use Ctrl+F to search for specific set IDs or user IDs. As you type, the matching results will be highlighted

PENDING TASKS JOBS JOB OUTPUT	
Go http://sczas84/finance/documents/ifasoutput.aspx	
Finance Job Server Output	Find ×
From: 10/14/2017 To: 11/14/2017 Refresh	Eind: AUD Match whole word only Match case Highlight all matches Previous Next
Image: Section of the sectio	
☐ ☐ <u>11/14/2017 12:28 PM (1235151)</u> AUD 091 (OH263413)	
Image: Constraint of the second sec	7768)
■ 11/14/2017 8:36 AM (1234316) AUD 117 (CW111417)	

### 8. Finance icon



Clicking the finance icon is another way to navigate to different screens in ONESolution. It can also be an indicator if there is a system issue.

ACCOUNTS PAYABLE	ACCOUNTS RECEIVABLE	1
🥥 Open Hold A/P	Accounts Receivable Inquiry (ARIQ)	
P-Card Processing	D Reports	
Repetitive Invoices	Set Processing	
Void, Typed and Reversed Checks	Special Functions	
	💭 Update Database	
	Dtilities	-
AD HOC REPORT WRITER	BANK RECONCILIATION	3
List Item Definition File (RXLD)	📁 1042 Process	
List Report Definition File (RXLR)	🤪 1099 Process	
Print an Ad Hoc Report	Bank Recon Distribution of Cash in Bank (BKDS)	
Table of Reports Function (RXTR)	Client Specific for Santa Cruz County	
Utilities	Reconciliation Processing	
	😕 Update Database	
	Utilities	
BID/QUOTE MANAGEMENT	BUDGET ITEM DETAIL	
🔰 Bid Online	📁 GL Interface	
Interactive Update	🤪 Update Budget Item Details	
Utilities	💭 Utilities	
Veb Pages		
CLIENT SPECIFIC WEB FORMS	CONTRACT MANAGEMENT	1
Request Forms (WFFORM)	Update Database	

Click the icon

An alphabetical list will appear with all the different areas in ONESolution. You will likely see some items that are grey. This indicates that you don't have security access to those areas.

If there is a system issue of some kind, the finance icon may appear dull and may have the words "Connecting" or something similar showing over the icon

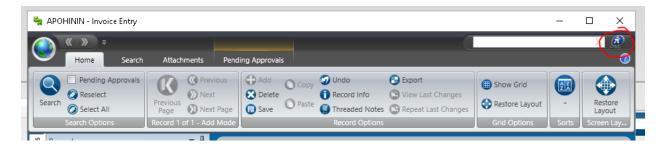


#### 9. Navigating Back to the Home Screen

While you are using ONESolution you may need to navigate back to the home screen. You can do this by clicking the item on your computer open window taskbar that says ONESolution and shows the round blue icon



Or, if you are using one of the ONESolution screens, you can click the round blue icon in the top right corner of the screen next to the search bar



### 10. Resizing Fields on the Home Screen

Hover you cursor over any of the dividing lines on the Home screen and when you see the cursor with two parallel lines and arrows point in opposite directions, you can drag the line in either direction to change the size of the field.



# Default Settings

When you begin using ONESolution there are several default setting that should be changed immediately.

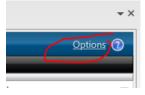
1. Jobs Tab on ONESolution Home Screen



The screen shot shows the suggested settings for the Jobs tab. The most important setting to change is the Show Completed setting. If this is off, every job that you run will disappear as soon as it is complete and you won't be able to access the reports you ran. Once you change this setting, you will be able to see the jobs you ran.

PENDING TASKS JOBS	JOB OUTPUT		
$\Diamond$			
Off Auto Refresh	Off Show All User Jobs One Show C	Completed	
🚰 Suite 🏹	Description	Tį.	Job Number
😑 🖌 🎽	Classic Job: APOHPPPA		1170920

Click the Options link to see these settings if you don't see them already



### 2. Show Attachments

When you access a module in ONESolution and enter a transaction, you will likely need to attach backup documentation to the transaction. You will have to make a change to your settings in order to do this.

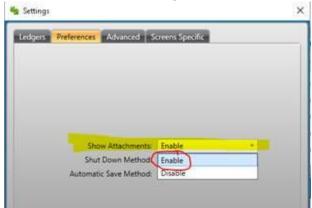
Click the Globe icon in the top left corner of the screen



#### Select Settings



#### In the Preferences tab, change Show Attachments to Enable



### **Click Apply Settings**



You will now see the Attachments tab at the top of your screen for adding new attachments



And an Attachments tab on the left side of your screen for viewing attached documents



### 3. Pending Approvals

Click the Globe icon in the top left corner of the screen



Select Settings



In Screen Specific tab, change Pending Approvals to Enable

Ledgers Preferences Advanced S	creens Specific		
Initial Screen Mode:	Search Mode		
Initial Filter:	Default	<b>*</b>	
Always Filter:	Default	*	
Pending Approvals	Enable	×	
QBE Lookups	Enable	a second	
	Disable		

### **Click Apply Settings**



You will now see a Pending Approvals tab at the top of your screen where you can approve transactions and see where transactions are in the Workflow process

🍇 apohin	IIN - Invoice	Entry					
	• • •						
	Home	Search	Attachments	Pendi	ng Approvals		
	User	C	Group	Action	Date		Comments
Refresh							
Approvals						History	
10 Attest			- A				

# Workflow

Most transactions entered into ONESolution are connected to an electronic Workflow approval process so that transactions can be thoroughly reviewed prior to posting the transaction.

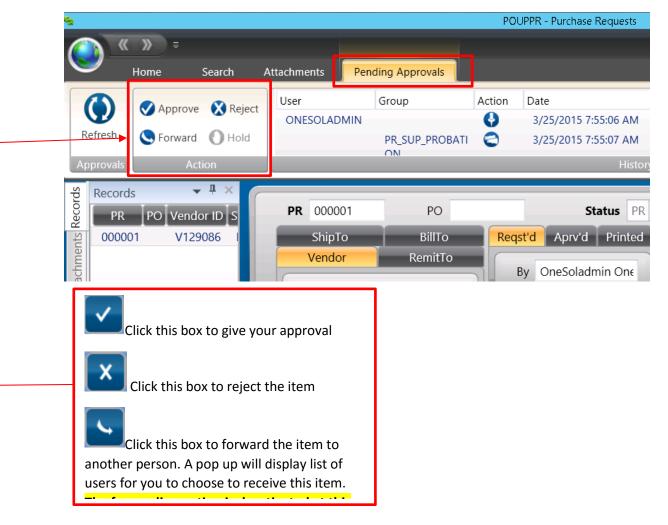
### Transaction Originator

When you enter a transaction in ONESolution you will initiate the Workflow process by doing the first approval of a transaction. This approval indicates that you are completely finished with the data entry portion or the transaction and you have attached all the required documentation.

There are two options for completing the initial approval of a transaction

### 1. Pending Approvals Tab

Click the Pending approvals tab in the module. The buttons shown below will be available for you to use. If you are the transaction originator you will likely not use the Reject option. Do not use the Forward option. This does not work correctly.



After you give your approval, a Comments box will appear. You do not need to enter a comment, but you may. The comment will be visible in the Pending Approvals tab and will be associated with the transaction forever.

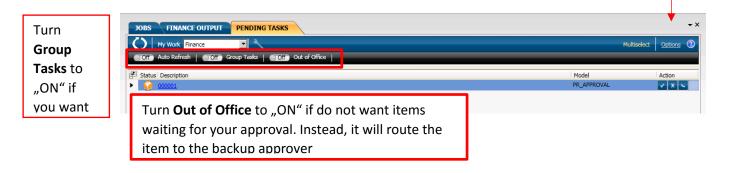
### Transaction Approver

### Pending Tasks Tab

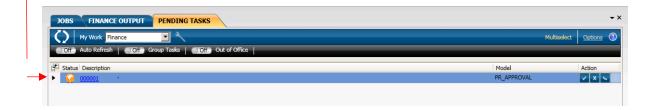
1. To view what is waiting for your approval, click on the "PENDING TASKS" tab

		PENDING TASKS	JOBS FINANCE OUTPUT
Multiselect Options (			My Work Finance
Action	Model		E Status Description
	PR_APPROVAL		<u> <u> <u> </u> <u> </u></u></u>

2. Click on "Options" to display additional options



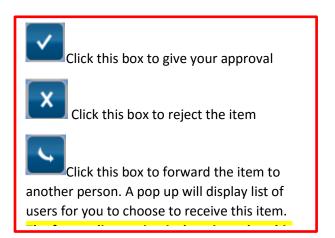
- 3. To view the details of the item before giving your approval, click on the item on the list and it will take you to the screen and display the data.



4. You can click on "My Work" to select certain types of items waiting for you to approve:

JOBS FINAN	CE OUTPUT PENDING TASKS	- ×
My Work	Ali 👻 🔧	Multiselect Options 🕖
	All	
🚰 Suite Destript	Finance	Module Action
► ዿ <u>0000 1</u>	Public Administration	PR_APPROV.
	PR Approval	

5. To approve or reject the item click on the appropriate box under Action





**6.** Comment box will pop up when you either approve, reject or forward. Key in your comment and click "OK"

Comments		
		- 1
	Ok Cancel	

### **Pending Approvals Tab**

- 2. Go to the desired screen for which you may have pending approvals by typing the screen mask in the right corner, or by clicking on recent items if available:
  - a. POUPPR for Purchase Requests
  - b. APOHININ for Claims/AP transactions
  - c. ARBTCRUB for Cash Receipts
  - d. GLJEUM for Journal Entries
  - e. CMUPCM for Contracts
- 3. Enable the "Pending Approvals" by clicking on the

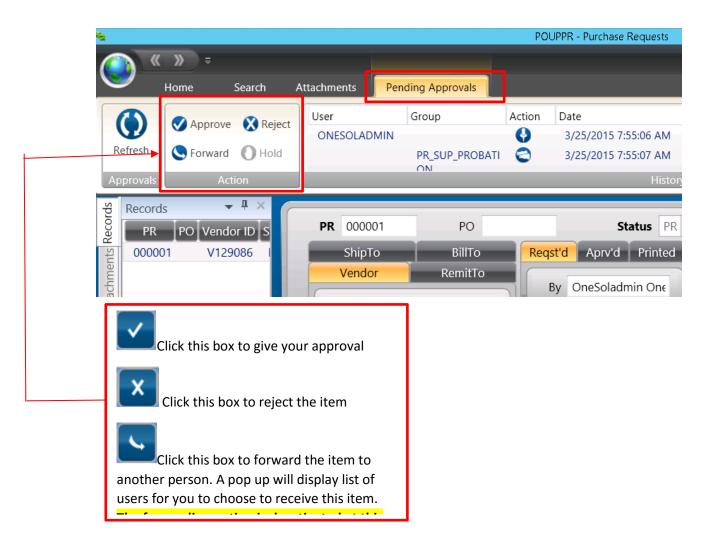


<u>4</u>		POUPPR - Purch	nase Requests		_ 0 ×
Home Search	Attachments Pending Approvals				(*) (*) (*)
Refresh Approvals Action	ONESOLADMIN 3/25/2015 7			~	
Records         P ×           PR         PO         Vendor (D) S           000001         V129086         1           V129086         1         1	PR 000001 PO Vendor Remitto Shipto Billto V125086 Addr P1 • FIIST ALARM SECURITY AND PATROL INC 1111 ESTATES DR, 2ND FLR APTOS, CA 95003 Phone Cd: •	Reptd Aprvd Printed By OneSoladmin OneS Date 03/25/2015 PO Total: Invoiced: Balance:	cladmin S169.42 S0.00 Continuing P Cust / Or Cont Cont Cont Cont Cont Cont Cont Cust / Or Cont	Cd 5740 V Aprv Blanket Req. Codes Misc erson der # CONVERSION Bil# act # V d Use	PO Type 8 • W Pay By Amount Account Terms
	Items Association Codes Compliance Notes Items Items Quantity QLAccount O003 1 GL 574000-62	381 / JL J69000 -62381		ription SE ISSUE A CHANGE ORDER TO PO 46134 TC	↓ 4 Unit Price Extended Amt D COF 169.42
4 ↓ 3	I = 10 − 11 22 PL Production Environment ■ 0 − 11				

4. Click on "Settings" to open the settings option, click on "Screens Specific Tab and choose "Enable" for Pending Approvals. Then click "Apply Settings". NOTE: this is a one-time setting. You do not need to perform this action again.



5. Pending Approvals Tab should now be available:

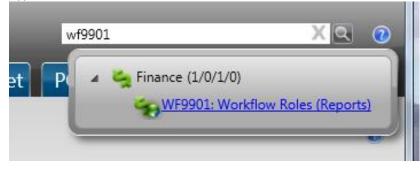


### Workflow Reports

WF9901: Workflow Roles

This CDD report is run to see what workflow roles have been assigned to a specific user.

1. Type WF9901 into the search bar



2. Enter the selection criteria you would like to use on the prompt screen

CDD Report Criteria Prompts							
	WF9901:	: Workflow Roles / No	Criteria				
	Selectio No Cri	on Criteria	Enter the value for Use Enter the value for Use Short Format?		* * Y		
	<b>?</b> Help					Open Report in New Window	🛃 Submit
WF9901: Workflow Ro	les / No	Criteria					
Selection Criteria		Enter the value for	User ID:	SUP*		]	
No Criteria	•	Enter the value for Short Format?	User Name:	* Y		]	
8 Help					Ope	en Report in New Window	🔊 Submit

3. Click the Submit button

port in New Window	🛃 Submit

4. A report will appear which shows the workflow roles that are assigned to the user or users that match the selection criteria you entered on the prompt screen

	AP_SUP_CO 3.00 CR_APRV_0	SUP392	Role Title AP_SUP_COURTS James Owen Role Title CR_APRV_COURTS	james.owen@santacruzcourt.org
	1.00	SUP392	James Owen	james.owen@santacruzcourt.org
Role ID	CR_ENTRY	COURTS	Role Title CR_ENTRY_COURTS	
	1.00	SUP320	Lynne McClain	lynne.mcclain@santacruzcourt.org
	2.00	SUP151	Aurora Magana	aurora.magana@santacruzcourt.org

WF1100: Report of Workflow task list Items waiting by User This CDD report shows all the items waiting for approval from a specific user or in a specific workflow.

1. Type WF1100 into the search bar

		wf1100	X Q 0
GL Jou	🔺 😋 Finance (1	L/0/1/0) 00: Report of Workflow tasklist Iten	ne waiting by User (Reports)
	2 WELL	oo. Report of Worknow taskist iten	is waiting by oser (neports)

2. Enter the selection criteria you would like to use on the prompt screen

Selection Criteria		Enter the value for IFAS User ID	*		
No Criteria		Enter the value for Workflow Model ID	*		
Default	•				
Deladic					
Phelp	orkflow t	asklist Items waiting by User / Default		Open Report in New Window	🔊 Subr
Phelp	orkflow t			Open Report in New Window	🔊 Subn
Phelp F1100: Report of Wo	orkflow t	asklist Items waiting by User / Default Enter the value for IFAS User ID Enter the value for Workflow Model ID	AUD045	Open Report in New Window	🔊 Subn

3. Click the Submit button

port in New Window	🛃 Submit

4. A report will appear which shows the items that are pending approval from the user or users that match the selection criteria you entered on the prompt screen

#### Santa Cruz County Pending workflow tasklist items by IFAS user

User ID: AUD045	Rep	ort Date: 06/09/2016	
Model ID: AP_WORKFLOW Model Description: Invoice Approval			
Instance Description	Assigned	Activity ID	
Set: OH125500~ Vendor: V102496~ Invoice: TEST16H01296~ Date: 9/11/2015~ Amount: 1,000.00	02/16/16 16:05	A1	
Set: UPLOADTEST011~ Vendor: V69~ Invoice: TEST125~ Date: 3/28/2016~ Amount: 100.00	06/07/16 16:39	A1	
Set: UPLOADTEST011~ Vendor: V69~ Invoice: TEST126~ Date: 3/28/2016~ Amount: 900.00	06/07/16 16:39	A1	
Set: UPLOADTEST011~ Vendor: V69~ Invoice: TEST129~ Date: 3/28/2016~ Amount: 150.00	06/07/16 16:39	A1	
Set: UPI OADTEST011~ Vendor: V69~ Invoice: TEST130~ Date:	06/07/16 16-39	Δ 1	

### **ONESolution Finance Modules Overview**

ONESOIUCIONTIN	ance modules ove
Accounts Payable Data Entry Screen:	APOHININ
Accounts Receivable Data Entry Screen:	
Cash Receipts Data Entry Screen:	ARBTCRUB
Contract Manageme Data Entry Screen:	
Fixed Assets Data Entry Screen:	FAUPAS
Grant Management Data Entry Screen:	GMUPGM
Journal Entry Data Entry Screen:	GLJEUM
Purchasing Data Entry Screen:	POUPPR

# ONESolution Data Entry Screen Customization

### Grid Mode

Most ONESolution Screen open data fields organized like this:

Invoice		Vendor ID	Addr Cd 💙 PO 👻
nvoice Date	•		Partial Y Extract
Security Code	ÿ		
Payment Type	v		ivoice Status
Payment Terms	v		Separate Chec
ser Invoice Total			Join With 🗸 🗸
stem Invoice Total	0.0000000		

Alternately, users can switch their screen to Grid mode. Grid mode changes the data fields to be more linear which can simplify data entry. Grid Mode can also be customized by the user based on their preferences.

1. Click the Show Grid button in the top ribbon bar of the ONESolution screen



2. The data from the top portion of the screen will appear in a linear configuration. If you have multiple records, you will see all of these records stacked on top of each other

Sea	rch Options		Rec	cord 1 of 21	Re	cord Options	Grid C	Options S	orts Screen Layout		
	nvoice V		2	Invoice		Vendor ID		Addr Cd	Invoice Date	•	Security Code
CKTEST		/127396 /127396	E	CKTEST		V127396		R1	01/15/2015		1210
CKTEST		/127396	Þ.	CKTEST2		V127396		R1	01/15/2015		1210
CKTEST	3 \	/127396	Þ.	CKTEST1		V127396		R1	01/15/2015		1210
CKTEST	·9 \	/127396	2	CKTEST3		V127396		R1	01/15/2015		1210

3. The information showing in the bottom section of the screen will be related to the record highlighted in the upper section

🖆 Invoice	Vendor ID	Addr Cd	Inv
CKTEST	V127396	R1	01/1
CKTEST2	V127396	R1	01/1
CKTEST1	V127396	R1	01/1
CKTEST3	V127396	R1	01/1
CKTEST9	V127396	R1	01/2
4 4500 20201	V125021	D.1	0.4.5
nvoice Details Invoice Text 1099	s		
nvoice Details			
Main Misc			
GL Account	GL ~ 122100 61410 JL ~ PKEY OBJ	WO	
Description	New Ck Test		Qu
PO#	~ P/F P ~		Unit
Due Date	01/16/2015 • 1099 Flag: D 1099 Dflt:	Tax	1
		_	
Received Date	<ul> <li>Relate To EX ~</li> </ul>	<ul> <li>Tax 2</li> </ul>	2

4. The information in the bottom section can also be set in Grid Mode by using the button at the bottom of the screen

Authorized Date	•	Div	GEN ~
Second Ref		Misc	v
Product ID			
▶ [ • • • • • • • • • • • • • • • • • •	ment	ut of Grid Mode (Ci	trl+G)
	proted the program — which gives ge apartment buildings and condom	seven companies th	ne exclusive i

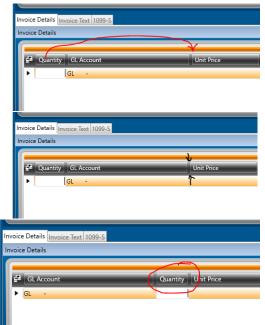
5. The information from the bottom section of the screen will now appear in a linear configuration

In	voice	Details Invo	pice Text 1099-S			
In	ivoice	e Details				
6						
	2	Quantity	Unit Price	GL Account	Extended Amount	Description
	₽ ►	Quantity 1	L	GL Account .21 GL 122100-61410		Description

- 6. Grid mode can be customized in a variety of ways to meet your data entry preferences. We suggest moving all the fields you always enter data into to the left side if the screen in the order you like to do the data entry.
  - a. Resizing Fields Hold you cursor between the field headings and drag left and right to adjust the width of the field

Invoice	Details Invoice Text 1099-S
Invoice	e Details
#	Quantity Unit Price
₽	Quantity Jnit Price
# •	Quantity Unit Price

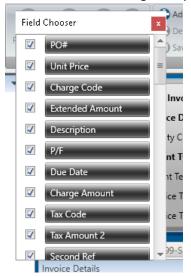
b. Moving Fields – Click the field heading you would like to move, then drag the field to the desired location and drop the field when you see two arrows indicating the new location for the field.



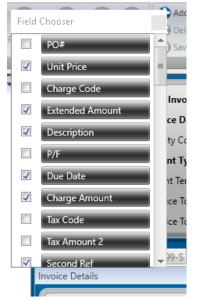
c. Removing Fields – You can remove fields from view that you don't ever want to enter data into. Click the column icon at the left end of the column titles



The field chooser dialog box opens with check boxes for each field



Uncheck the box next to any field you don't want to see



d. Restoring grid layout – Sometimes you make a mistake when customizing the grid mode. To restore the layout of the top section click the Restore Layout button in the top section

io ord Info aded Notes ord Options	<ul> <li>Export</li> <li>View Last Changes</li> <li>Repeat Last Changes</li> </ul>	<ul> <li>Show Grid</li> <li>Restore Layout</li> <li>Grid Options</li> </ul>	Sorts	Restore Layout Screen Layout	
Ţ		Vendor ID			Addr Cd

To restore the layout in the bottom section, click the arrow button on the bottom right corner of the screen



### Select Grid Options and click Restore Layout



# Searching for Transactions

Any Screen in ONESolution can be used to search for transactions that match search criteria you select.

1. Go to the desired transaction screen in ONESolution and click the Search button:

APOHININ - Invoice Entry		1			
Home Searc	h Attachments	Pending Appro	vals		
Search Options	Previous Page Record 1 of 1	Page	C Add O C C Delete C Save O P	Record Info	1997 Contraction Contraction
Records Invoice Vendor ID User		Invo	Invoice ice Date	•	
lttachments			rity Code	•	

2. All of the fields on the screen will blank out. You can enter selection criteria into most fields to retrieve all the transactions that match the entered selection criteria.

APOHININ - Invoice Enti	y V				
	arch Attachments	Pending Appr	rovals		
<ul> <li>Pending Approvals</li> <li>Reselect</li> <li>Select All</li> <li>Search Options</li> </ul>	() () () () Record 1 of 1 - Sea	🐼 Delete		Info Street Last	
Records • 4 ×	Invoice Security		•	Vendor ID V1548	30

3. Click the apply button to retrieve the matching search results.



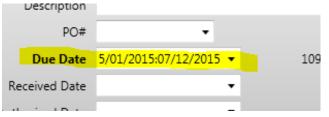
4. The Records column on the left side of the screen will populate will all the items that match your entered criteria, which you have security access to view.

APOHININ - Invoice Entry	States and s	
Home Search	Attachments Pending	J Approvals
Pending Approvals Pending Appro	Previous Previous Next Page Record 1 of 1	Add Copy 2 Add Copy 2 Delete Page 2 Save Paste 2
Reco ▼ 4 ×	Invoice	TEST00.0031
	Invoice Date	09/11/2015 🔹
chme	Security Code	1220 -
Atta	Payment Type	CHK • Check
Tools Attachments	Payment Terms	-

5. You can search for partial information by entering an asterisk as a wild card



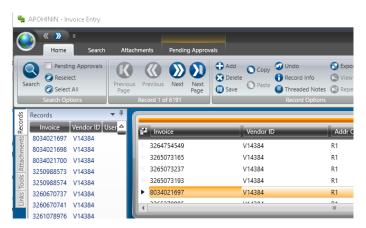
6. You can search for a range by entering a :



7. Generally all fields can be used as search fields, but you might discover that some fields work better than others, and some fields may not work at all.

# Sorting in Grid Mode

When you have completed a search and have a long list of matching transactions, you might want to sort the transactions by certain criteria. If I am looking at all the accounts payable records for a specific vendor or any other search criteria, I can sort them by any of the column headings.



Drag the column heading you want to sort the information by into the orange line above the column headings



The area above the column headings will expand and you can drop the column heading into the expanded area



Now, the data is sorted so you can see how many items for each sort criteria



Security Code 🔺					
<ul> <li>         • 0340 (19 items)         <ul> <li></li></ul></li></ul>					
	Vendor ID	Addr Cd	Invoice Date	<ul> <li>Security Code</li> </ul>	Payment Typ
8035361861	V14384	R1	07/31/2015	0600	СНК
8035998061	V14384	R1	09/15/2015	0600	СНК
8036390148	V14384	R1	10/15/2015	0600	СНК
8036596892	V14384	R1	10/31/2015	0600	СНК
8037575150	V14384	R1	01/15/2016	0600	СНК
8037868167	V14384	R1	01/31/2016	0600	СНК
Đ 0910 (11 items)					

And you can expand the sort items to see the matching transaction details

# **Inquiry Screens**

### **GLIQ-** Account Balance Inquiry

This screen will show specific information related to GL/JL Keys and Objects including Account Balances, Transactions, Un-posted Transactions, Encumbrances, Un-posted Encumbrances, and Budget Adjustments.

1. Enter information into the top section of the screen related to the GL/JL Key and object you would like information on

() «	ount Balance Inquiry					-	_				X
Page	Previous Next Next Page ecord 1 of 66	Restore Layout Screen Layout									
Att 🔻 🎙 🗙	Ledger: JL -		ar: 2016 •	Level: OB -	Account State	us:	Transaction Fi Start Date:		End Date:	6/30/2016	Ţ
			CA FEM	SODE I DID	FIGT FOMM			., .,	Life Date.	0/30/2010	_
	62330 Results		OBJ CATG	CLAS BALN	BCNT	AGCT	Low Amount:		High Amount:	0/30/2010	

2. Expand the tabs in the lower [portion of the screen to see information about the selection you have made

Account Balance by Period
Transactions
Unposted Transactions
Encumbrances
Unposted Encumbrances
Unposted Budget Adjustments

3. Click the arrow to expand the Total Exp and Enc area of the Account Information window

Account Information	
Description:	DPW-BOULDER CREE / DPW SERVICES-GEN
Fiscal Year:	2016
Balance Type:	DR
Current:	0.00
Total Exp & Enc:	494
Unencumbered Balance:	-4.94

- Account Information Description: DPW-BOULDER CREE / DPW SERVICES-GEN Fiscal Year: 2016 Balance Type: DR Current: 0.00 Posted: 4.94 Unposted: 8.00 Encumbrances: 0.00 Pre-Encumbrances: 0.00 Pre-Encumbrances: 0.00 Total Exp & Enc: 4.94
- 4. This will show more encumbrance information

5. Currently we are not able to export any information on this screen to Excel. Once we upgrade to version 15.3, you will be able to export information from the Transactions tab to Excel

Fiscal Year	Period	Date	Description	Debit	-
2016	02	08/03/2015	acct#1360-4889-9		\$4.9
1					

### POIQ- Purchasing Inquiry

This screen will show information related to POs and Contracts

1. Enter your selection into any of the fields in the top section of the screen

pproved by:	Buyer:	Vendor ID:	Vendor Name:	
		Vendor ID:	vendor ivanie.	
PO Status:	PO Type:			
		PO Number: 16C0097A	Contract Nu	
PR Number:		FO Number: 1000097A	Contract Nu	
	_	Buyer:	Venc	
PR Number: Approved by: PO Status:	_			

2. As you enter a selection, the lover portions of the screen will populate based on what you enter

PR	PO	Contract #	Ву	AprvB	/ Bi	uyer	Vendor ID	VendorName	Sta
000085	16C0097A	16C0097A	AUD045	Kevin B	ratcher		V99999	VENDORLESS VEN	IDC PP
Purchase Order Summ	larv								
	,								
PR: 000085	DO:	16C0097A	C4	tus: PP 🔻	Sec Cd: 5	- 000	Aprv: APRV		
Vendor RemitT	o ShipTo BillTo	Reqst'd	Aprv'd Printe	ed 🛛 🗖	etails Dates	Blanket Req.	Codes Misc.		
V99999	Addr: R1	Byr	AUD045		onfirming Person:				
VENDORLESS VE					-				
VENDORLESS VE	NDOK	Date:	07/06/2015		Cust / Order #:				
701 OCEAN STRE	ET				Bid #:			PO Type: C	
ROOM 100		PO To	tal: S	\$150,000.00	Contract #:	16C0097A	Ŧ	🗹 Pay By An	nount
SANTA CRUZ, CA	\$ 95060				End Use:	_	A	unt Terms:	_
		Invoic	ed:	\$86,435.60	End Use:		ACCO	unit terms:	- 10
	_				Buyer:				

3. Click to expand the tabs in the lower portion of the screen to see information related to your selection

		Invoiced:	\$86,435.60 End Use: Buyer:
Items			
🖆 Item Number	Quantity	GL Account	Units
•	0001	1 GL 591000-62386	EA
1	11		
[◀] ◀] 1 / 1]			
Encumbrances			
Encumbrances Receiving			
	15		

4. None of the information on this screen can be exported to Excel

### PEIQ- Vendor Inquiry

This screen will show general information about vendors including POs, invoices, and payments.

PO#: Invoice #:   State: Country:   ID: V15480   PO#: Invoice #:   State: Country:	Name:	ID:		Tax ID:		SSN:		Status:	
ID:     V15480     Tax ID:       PO#:     Invoice #:	PR#:	PO#:		Invoice #:		Check Number:		Prod Id:	
PO#: Invoice #:	City:	State:		Country:		Zip:			
PO#: Invoice #:									
PO#: Invoice #:									
PO#: Invoice #:									
PO#: Invoice #:									
	Name:		ID	V15480	Ta	x ID:			
State: Country:	Name:		ID:	V15480	Ta	x ID:			
State: Country:	Name: PR#:			V15480					
	PR#:		PO#:	V15480	Invoi	ce #:			
	Name:		ID:	V15480	Ta	x ID:			
			PO#:	V15480	Invoi	ce #:			

1. Enter your selection into any of the fields in the top section of the screen

2. As you enter a selection, the lover portions of the screen will populate based on what you enter

Purchase Requisitions/Orders									
<ul> <li>Invoices</li> </ul>									
Invoice	Invoice Date	Description	Dist Amount	Account	Statu				
6821	08/28/2015	RX FORMS	\$37.94	GL 361231-62223	PD				
6821	08/28/2015	RX FORMS	\$302.69	GL 361231-62223	PD				
6696	07/01/2015	SHIPPING CHARGE	\$19.21	GL 361331-62223	PD				
6696	07/01/2015	PRINTING RX FORMS	\$298.93	GL 361331-62223	PD				
6605	04/22/2015	RX SECURITY FORMS	\$37.94	GL 361231-62223	PD				
0000									

3. Click to expand the tabs in the lower portion of the screen to see information related to your selection

Invoices								
Invoice	Invoice Date	Description	Dist Amount	Account				
6821	08/28/2015	RX FORMS	\$37.94	GL 361231-62223				
6821	08/28/2015	RX FORMS	\$302.69	GL 361231-62223				
6696	07/01/2015	SHIPPING CHARGE	\$19.21	GL 361331-62223				
6696	07/01/2015	PRINTING RX FORMS \$298		GL 361331-62223				
6605	04/22/2015	RX SECURITY FORMS	\$37.94	GL 361231-62223				
6605	04/22/2015	RX SECURITY FORMS	\$302.59	GL 361231-62223				
Payments								
Bank ID	Document Type	Number	Amount	Status				
02	СНК	00479631	\$340.63	СХ				
02	СНК	00471692	\$340.56	СХ				
02	СНК	00463059	\$340.53	СХ				
02	СНК	00461044	\$415.55	CX				

- 4. None of the information on this screen can be exported to Excel
- 5. This screen is particularly useful to see the status of a check issued to a vendor. In the Payments tab, a status of CX indicates that the check has been cashed, A status of IS means the check has been printed, but has not been cashed yet.

Payments							
	Bank ID	Document Type	Number	Amount	Status	Date	
Þ	02	СНК	00479631	\$34063	сх	10/19/2015	
Ŀ.	02	СНК	00471692	\$340.56	CX	08/11/2015	