CAL POLY

CORPORATION

SUNGARD® PUBLIC SECTOR

# ONESolution Getting Started

Information Technology
Cal Poly Corporation
CPC Admin Building 15
San Luis Obispo, CA 93407
Phone: 805.756.5900 • Fax: 805.756.5052
Email: cpchelp@calpoly.edu
Web Site: http://www.calpolycorporation.org/
Revised: February 2015

# Table of Contents

# I. An Introduction to the ONESolution User's Guide

*This section explains a little about ONESolution and provides information about the contents of the ONESolution User's Guide. It includes information about who should use the guide, how it is organized, and what special features it contains. New user should read this Introduction carefully before continuing.*

## 1.1. What is ONESolution?

ONESolution is the name for a fully integrated suite of financials, grant management, human resources, and payroll system, developed by SunGard Public Sector Company, located in Chico, CA. The software was originally designed to support the basic accounting needs of university auxiliaries. It was recently renamed from IFAS to ONESolution. The following modules are used at the Cal Poly Corporation.

| **Financials:** | |
|---|---|
| AP | Accounts Payable processes payments to vendors for products and services purchased on credit. |
| AR | Accounts Receivable is used to track and monitor charges and payments from customers. |
| BK | Bank Reconciliation is used to track all checks written and reconcile the organization's bank statements. |
| BU | The Budgeting System is a subsystem within the GL designed for creating current and future year budgets. |
| EN | Encumbrance is a subsystem within Purchasing that keeps track of funds committed but not yet spent. Funds are encumbered at the time a requisition is created and relieved when items are paid. |
| FA | Fixed Assets monitors assets (e.g. computers, furniture, and equipment) from acquisition to retirement and calculates depreciation for the General |
| GL | General Ledger is the focal point of all accounting functions, and is used to keep track of and report all budget and actual financial information that that relates to the organization. |
| GM | Grants Management is used to manage contracts and grants that have been awarded to the university. |

| | |
|---|---|
| PE | The Person-Entity system is used to maintain name and address information for customers and vendors. |
| PO | Purchasing is used to track requisitions and purchase orders through their life cycle. |
| **Human Resources** | |
| HR | Human Resources is used to manage employee information including recruitment, job classifications, benefit assignments, etc. |
| PY | Payroll manages payments for employees including wages, medical, retirement, tax deductions, etc. |

## 1.2. The ONESolution Getting Started User's Guide: who should read it, and what is its purpose?

The guide really is aimed at users who have never used the system before, or who use it so rarely that it is difficult to recall even the basics. It covers the fundamentals of logging on and off the system, navigating through menu trees, performing basic inquiries, running reports, answers to frequently asked questions, and who to call for additional assistance.

## 1.3. Are there additional sources of information?

Additional ONESolution User Guides are available from the CPC Business Office, which contain more in-depth information about using the individual modules. Contact the IT Help Desk to find a guide to meet your needs. The help desk can be reached by calling 756-5900, by sending e-mail to cpchelp@calpoly.edu, or creating an SRS request.

There is also information on the CPC website (www.calpolycorporation.org) regarding specific policies and procedures regarding transactions that are entered into the ONESolution system. For example, Purchasing policies are fully outlined in the policy section under Administration and policies for administering grants can be found under Sponsored Programs.

## 1.4. What if I don't know where to start?

With this guide and a little practice, you should be able to become familiar with the basic ONESolution functions in no time. The screens might look intimidating at first, and it may seem like there is a lot to learn, but it's really easier than it looks. Everything you need is either within this guide, in one of the references listed, or an email or an SRS call away.

## 1.5. Can I obtain training for ONESolution?

The CPC Business Office conducted various training sessions at the time the ONESolution system was implemented. It is expected that most departments will find it easier to conduct training internally thereafter, training new staff as they come on board by existing staff who are adept at using the system. However, special training sessions can be arranged, if needed. Contact the IT Help Desk for more information.

# II. First Things First

*This section provides information about obtaining an ONESolution User ID, making sure your system can run ONESolution, accessing help, and logging on and off the system.*

## 2.1. How do I obtain access to ONESolution?

If you need access to information in ONESolution to do your job, you must obtain authorization from your department and the CPC Business Office. In addition, you may require software to be installed on your computer, but most people will be able to access ONESolution via their web browser.

## 2.2. How do I obtain a User ID?

You must obtain a User ID before you can access the ONESolution system. Your user ID will determine what screens you can access and what functions you can perform.

An ONESolution account request form must be submitted to the CPC Business Office in order to obtain a User ID. The form can be obtained online at http://www.calpolycorporation.org/. Requests will be processed within 3 days of receipt. Your logon information, which includes your User ID and password, will be mailed to you through campus mail. You will need this information when you get to the General Logon Instructions section of the guide.

## 2.3. ONESolution System Requirements

The ONESolution system is designed and supported on the Microsoft Windows platform ***only.*** Even if you run ONESolution from the web, you still need to be running Windows due to the fact the system relies on Active X controls. These controls are not supported on Macintosh or Linux operating systems. The system appears to run fine from Windows emulators such as Virtual PC, but SunGard and the CPC Business Office do not support this configuration. If you run into client issues, you are on your own.

The minimum client configuration supported by SunGard is a multi-core x86-based CPU at 2.0 GHz processor or faster, 2GB RAM, with at least 20GB hard drive running Windows 7 or later, Internet Explorer 9.0 or above and Adobe Acrobat Reader 10.0 or above. However, a more realistic baseline configuration would be an i-Series (2$^{nd}$ or 3$^{rd}$ series) processor with 8GB RAM, 20GB *free* disk space.

# III. Accessing ONESolution

## 3.1. Logging in to ONESolution

You will need your to have your ONESolution User ID and Password handy in order to log on to the system the first time. The CPC Business Office furnishes this information to you through the campus mail after you submit an ONESolution Access Request. With that in hand, you can log in to ONESolution by following the steps below:

1. In order to log in to the ONESolution system, double click on the ONESolution shortcut on your desktop. This may change and when it does, IT will provide new instructions.


2. Type in your user id and Windows password, and then click the "Enter" key. The Windows password is the one you use to log in to your computer.

**Note: Be sure to enter "fdn-calpoly\" in front of your user id.**

**Figure 1 - ONESolution Log in Screen**

## 3.2. Logging Off

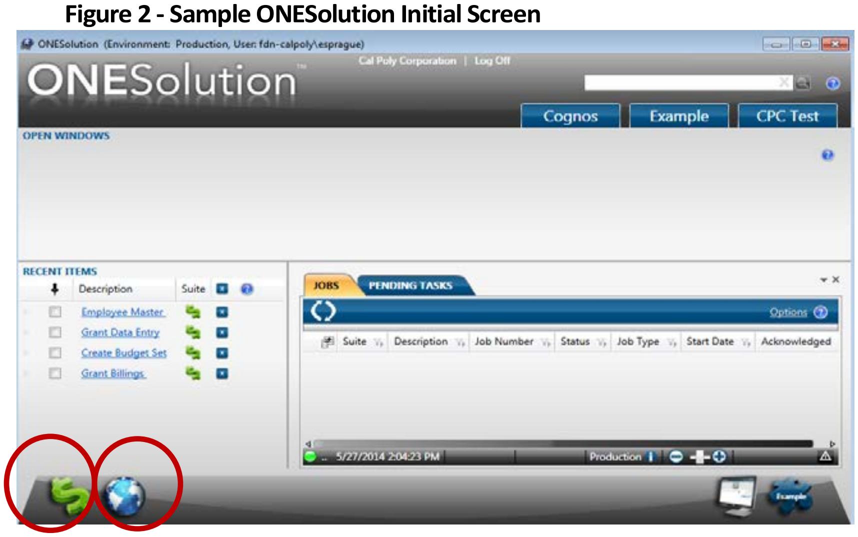
Logging off ONESolution is easy, and it can be done in a number of ways. You can one of the three methods below:

- Click Log Off at the top of the ONESolution main menu
- Click the red X on top right hand corner of the screen. OR
- Click the icon on the top left hand corner, and then click "Close".


## 3.3. Screen Navigation

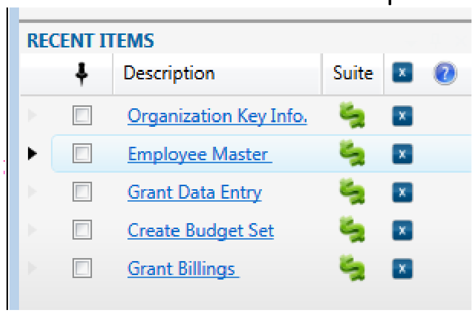
Once you log in, you will be presented with the main screen that may look like this. Notice the two icons on the bottom left corner of the screen. If you hover over your mouse on the dollar sign icon, you will see that it is for the "Finance" system. Click this icon to access all of your finance and HR/Payroll modules, except for the Cash Receipts module. To access the Cash Receipts module, click on the earth icon.

**Figure 2 - Sample ONESolution Initial Screen**



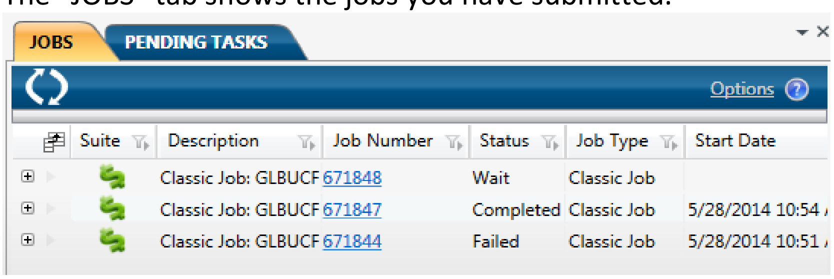
### 3.3.1. Recent Items

An area of the menu lists the places you have visited recently.




### 3.3.2. Jobs Tab

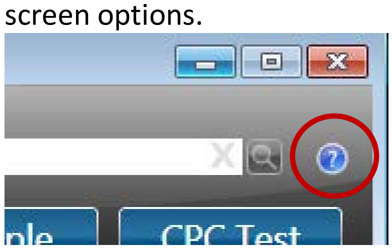
The "JOBS" tab shows the jobs you have submitted.




### 3.3.3. Manage Desktop


### 3.3.4. Help Button

Click the  on the upper right hand corner of the screen to learn more about the screen options.



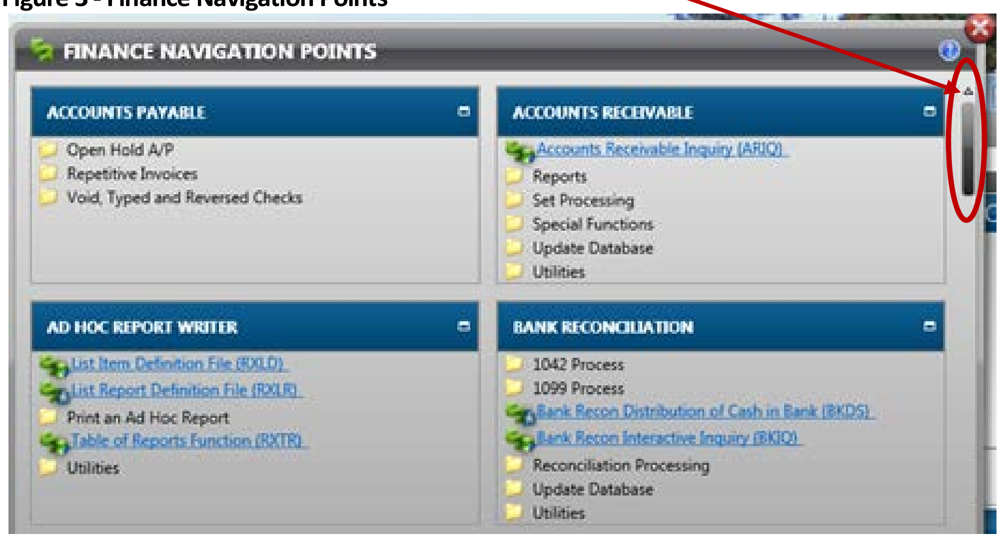
# IV. Finance Navigation Points

After you have logged into the ONESolution, you can access screens of interest by using the command window, recent items, menu tree, or by setting up Favorites.

When you type in first two letters of the module, in which you are interested, the system will list the menu masks that begin with those letters. For example, the example shows the list of screens that begin with the letters “GL” which are General Ledger module.

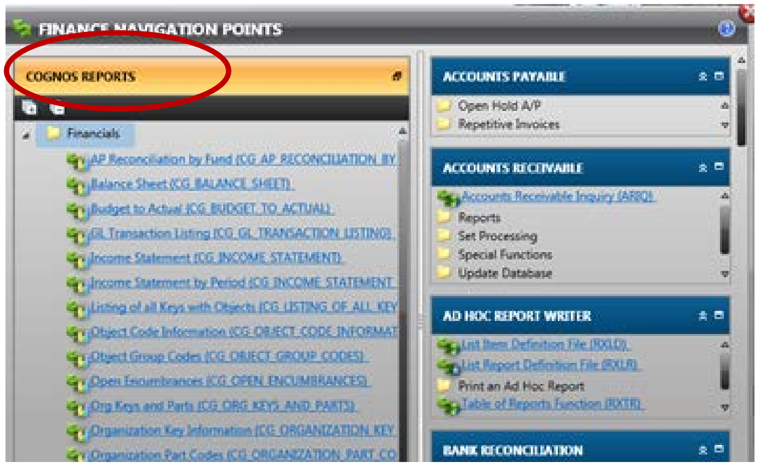
Below screen appears when you click on the dollar sign icon on the previous screen. This is the Finance Navigation Main Menu. Again, you will use this menu for access the whole suite of ONESolution system, with the exception of Cash Receipts, which you will access via the earth icon. You can use the scroll bar on the right hand side to scroll up or down to see more items.

**Figure 3 - Finance Navigation Points**

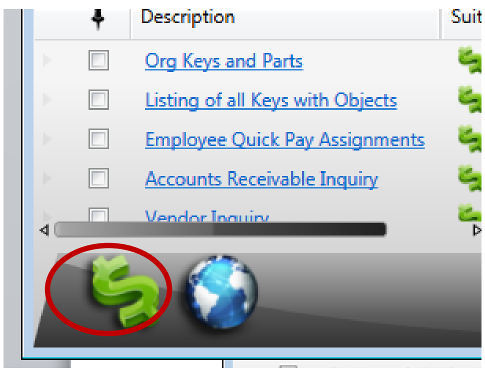



If you click on an item, Cognos Reports, for example, an expanded menu for that category will show on the left hand side of the screen. The item header works as a toggle bar. If you click Cognos Reports again, the menu shrinks.

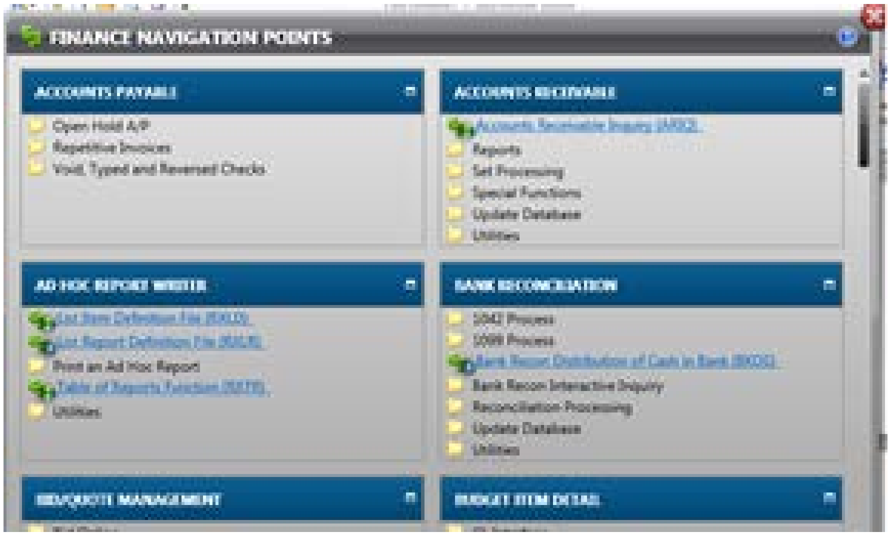
**Figure 4 - Cognos Report Menu**




Most occasional users find the menus to be most useful. First, click the dollar sign to enter the "Finance" system.




When the "Finance Navigation Points" appears, use the scroll bar on the right to scroll up or down to locate the module you wish to access.




# V. ONESolution Finance Screens

All ONESolution Finance screens have the same basic visual structure, consisting of a **Ribbon Bar** for navigation and options, and a series of **Dockable Panels** for data (Figure 1).

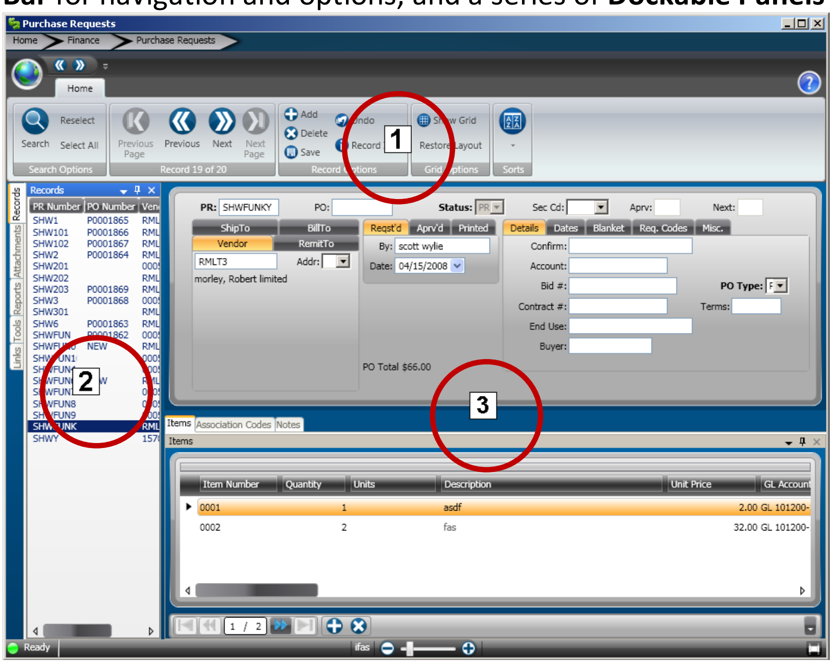



**Figure 5: Finance Screen**

## Ribbon Bar

The **Ribbon Bar** 1 contains most of the buttons and menus that you will use to control the functions of the screen. These functions include browsing records, going into Add or Search mode for the screen, switching between grid and non-grid mode, selecting different sort options, and bringing up lookup dialog boxes, in addition to many other functions.

## Dockable Panels

There are two types of **Dockable Panels**: **Option Panels** 2, and **Data Entry Panels** 3. Dockable panels can be rearranged to suit the user's needs.

## Option Panels

The **Option Panels** include the Records, Attachments, Reports, Tools, Links, and Favorites panels. All screens have the Records Option Panel, which can be thought of as the search results for the set of data you are working with. The other Option Panels may or may not appear for a given screen, depending on their applicability.

## Data Panel

Each **Data Panel** contains a related group of data entry fields. All screens contain a main panel in the top portion of the screen, below the Ribbon. The data in this panel corresponds to the selected entry in the Records Option Panel. Below the main panel may be one or more child panels organized by tabs (Figure 6).

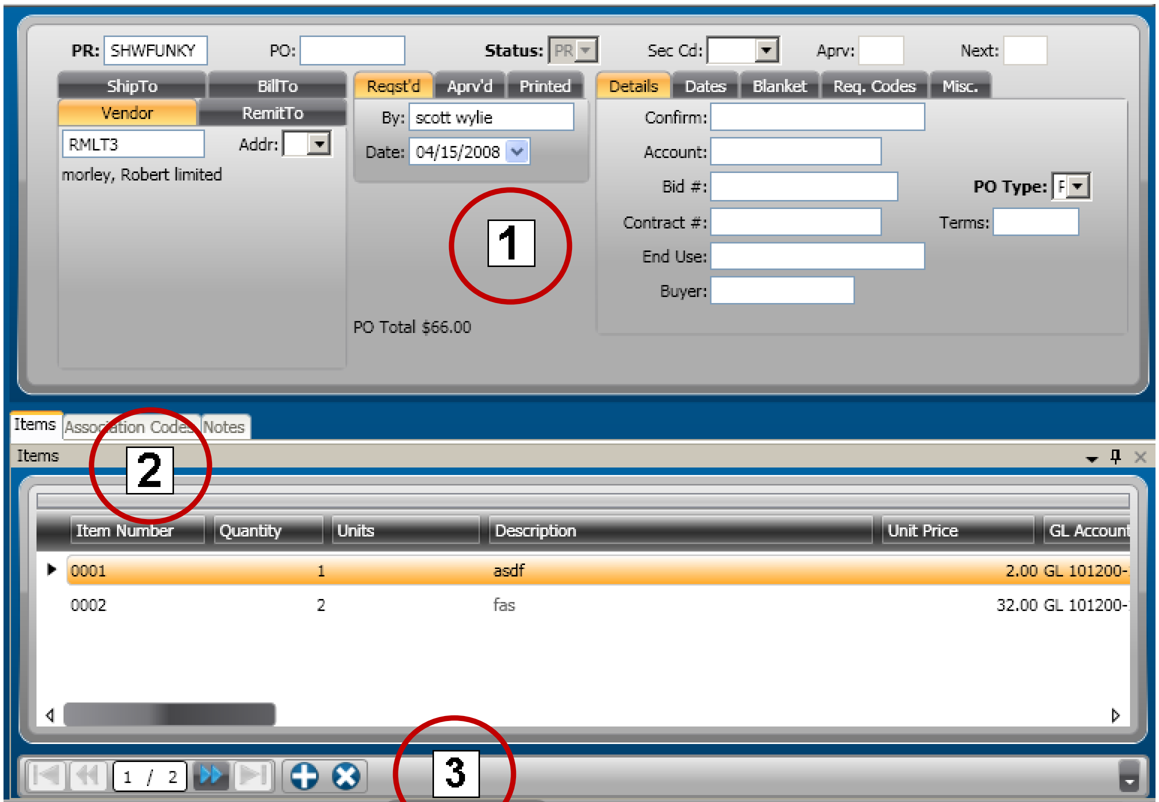


Figure 6: Data Entry Panels

Figure 7 shows a top-level panel$\boxed{1}$, and several tabbed child panels$\boxed{2}$. At the bottom of the selected child panel is the Child Toolbar$\boxed{3}$.

Now that the main screen components have been established, we can take a closer look at each one.

## 5.1. The Ribbon Bar

The Ribbon Bar is based on the interface of Microsoft Office, designed to make the features of the application more discoverable and accessible with fewer mouse clicks. It consists of an Application Menu Button, a Quick Access Menu, and one or more Ribbon Tabs that each contains one or more Ribbon Groups (Figure 3).


**Figure 7: The Ribbon**

Figure 8 shows the **Home Tab** of the Finance Ribbon Bar. The **Home Tab** appears on all screens, and contains the most common functions, which are grouped into several **Ribbon Groups**. The Groups are Search Options, Navigation, Record Options, Grid Options, Sorts, and Field Options.

### 5.1.1. The Search Button

The **Search button** 

puts the screen into **Search Mode**, where you can fill in data entry fields as search criteria. **Navigation** allows you to browse the main panels' records. The **Record Options Ribbon Group** contains buttons for going into **Add** mode to add a new record, saving changes, deleting the current record, etc. The **Grid** button toggles between grid and non-grid mode (see the section about Grid Mode for more details). The **Field Options Ribbon Group** appears only when the input focus is on a field that supports options, such as **Lookup** or **Seed Generation**.

Many of the commands on the Home Tab have Accelerator keys (hot keys) that are available (Table 1).

| Accelerator | Description |
|---|---|
| Control N | Next Record |
| Control P | Previous Record |
| Control E | Next Page of Records |
| Control B | Previous Page of Records |
| Control G | Toggle Grid |
| Control A | Add Mode |
| Control F | Search/Find Mode |

| | |
|---|---|
| Enter | Save Record (When not in a multiline text editor) |
| Control D | Delete Current Record |
| Control L | Lookup (when in supporting field) |
| Control T | Generate Seed (when in supporting field) |
| Control K | Change to Key-Object format (when in Account field) |
| Control U | Change to Fully Qualified format (when in Account field) |
| Control Q | Change to Quick format (when in Account field) |
| Control S | Show Account Splits (when in Account field) |
| Control C | Copy Record |
| Control V | Paste Record |
| Escape | Undo All Changes to Record |
| F1 | Help |
| Control-Shift-T | Enable Debug Tracing |

**Table 1: Keyboard Accelerators**

### 5.1.2. Home Ribbon Tab

The Home Ribbon Tab appears on all screens with little variation. When applicable, a number of other Ribbon Tabs appear. These include the Attachments Tab, the Account Options Tab, and the Pending Approvals Tab. The Attachments Ribbon Tab allows attachments to be loaded and associated with the record(s) on the screen.

### 5.1.3. Account Options Ribbon Tab

The Account Options Ribbon Tab (Figure 8) appears when input focus is on an Account Number, and provides options for account number formats, lookups, and account splitting.


**Figure 8: Account Options Ribbon Tab**

The Pending Approvals Ribbon Tab (Figure 9) appears when the current record has a workflow task associated with it.


**Figure 9: Pending Approvals Ribbon Tab**

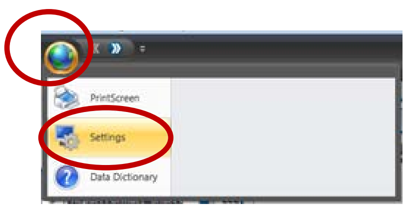
### 5.1.4. Application Menu Button

The Application Menu Button contains menu options for printing a screen and for changing user preferences, such as default ledgers, number of records to fetch, and other settings (Figure 10).


**Figure 10: Application Menu**

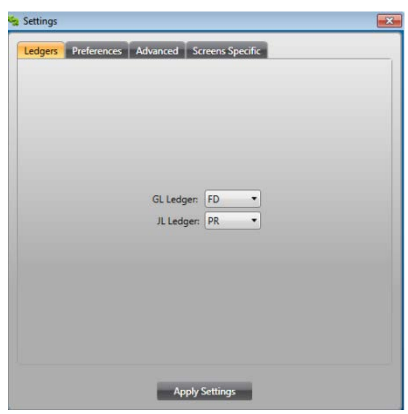
### 5.1.5. Settings

Click on the "Options" icon, and then click on "Settings."

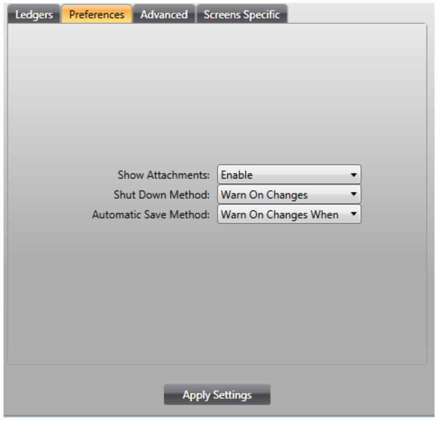



### 5.1.6. Ledgers Tab

Notice four tabs. On the first tab titled, "Ledgers," be sure "FD" and "PR" have been entered for the GL Ledger and JL Ledger, respectively, as below.



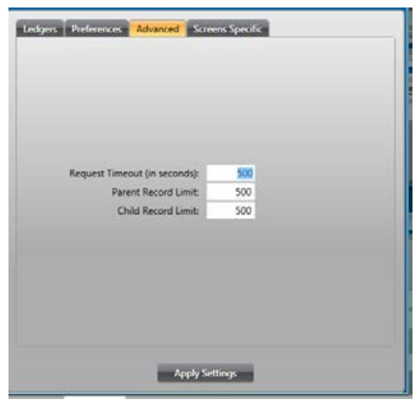
### 5.1.7. Preferences Tab



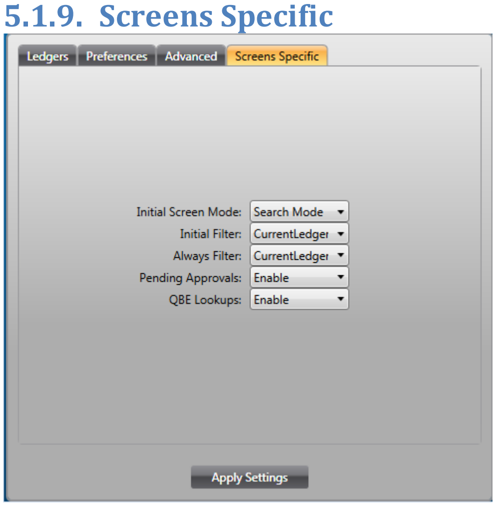

For the “Preferences” tab, the recommended values are shown below.

### 5.1.8. Advanced

The “Advanced” tab controls how many records you want the system to retrieve at any given time. You can change this value to something higher, but keep in mind that entering a high value may affect the time it takes for the system to load the screen, as it would need to retrieve a large number of records.




### 5.1.9. Screens Specific




Screen Specific tab controls how you want each screen to behave. For example, when you set the “Initial Screen Mode” to “Search Mode,” you will be presented with a blank screen upon opening the screen. You can then enter the values of the fields to narrow down your search criteria.

## 5.2. Options Panels

The option panels are generally lists of available options of different types: Records, Attachments, Reports, Tools, Links, and Favorites.

### 5.2.1. Records Option Panel

The **Records Option Panel** lists the current Search Results for the main (top) panel data. Clicking on a record in this list will navigate the screen to the selected record. By default, 35 records are shown at a time, and you can page forward and backward using the ribbon. You can also change the number shown by changing your preferences under the Application Menu Button. Keep in mind that the larger this is set, the longer it will take to load data.

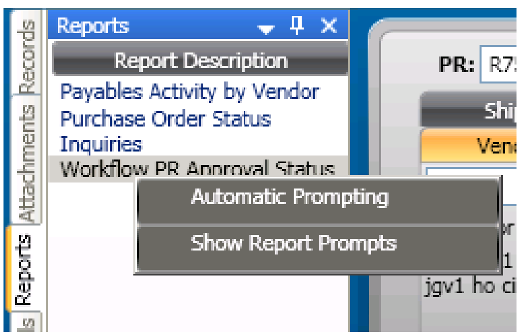



Figure 11: Reports Option Panel

The **Reports Option Panel** (Figure 11) shows a list of CDD Reports that can be run from the screen, if any. These Reports must be preconfigured, and if configured correctly, can send the current screen data to the report as selection criteria. You can right click a report to get options on how to run it (whether you want to be prompted for criteria or not).

### 5.2.2. Attachments Option Panel

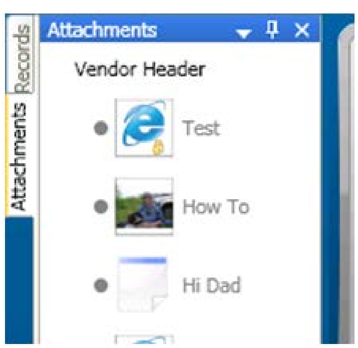



Figure 12: Attachments Option Panel

The **Attachments Option Panel** (Figure 12) shows thumbnails of any attachments to the current record. Clicking on an attachment will bring up the image viewer for a full size view of the attached document.

### 5.2.3. Reports Option Panel

The **Reports Option Panel** (Figure 13) shows a list of CDD Reports that can be run from the screen, if any. These Reports must be preconfigured, and if configured correctly, can send the current screen data to the report as selection criteria.

You can right click a report to get options on how to run it (whether you want to be prompted for criteria or not).

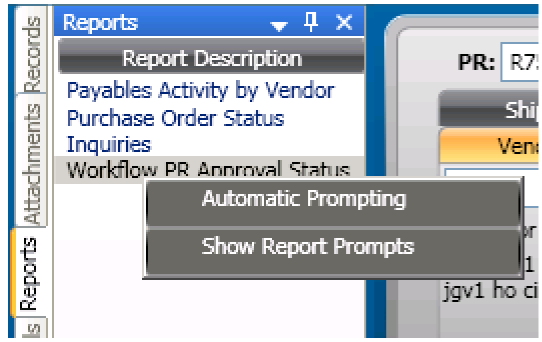



**Figure 13: Reports Option Panel**

### 5.2.4. Tools Option Panel

If the current screen has tools associated with it, the **Tools Option Panel** (Figure 14) shows a list of Tools that can be launched.

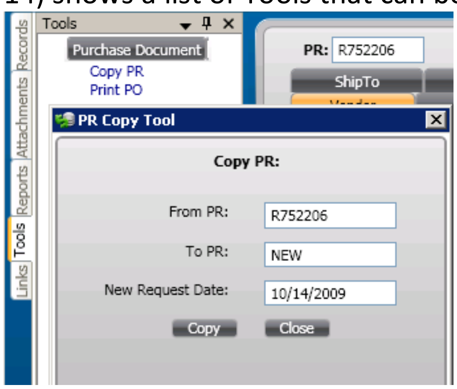



**Figure 14: Tools Option Panel**

### 5.2.5. Links Option Panel

The **Links Option Panel** (Figure 15) allows you to navigate to another screen that is associated with the current screen, without going back to the main Finance Client window. Some Links in the list will send record values from the current screen, so that the linked-to screen uses that data to filter the search results. Some Links navigate to another screen, and some launch classic Finance Jobs on the application server.

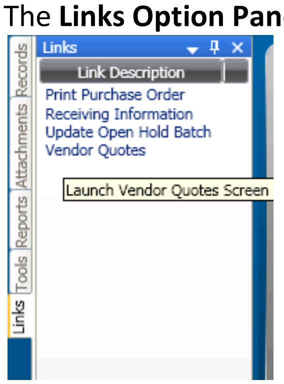



**Figure 15: Links Option Panel**

### 5.2.6. Favorites Option Panel

The **Favorites Option Panel** is similar to the Reports, Tools, and Links panels, but contain options that are configurable for a given environment.

## 5.3. Grid Mode

Many data entry panels support Grid mode, giving the user an option between a data entry Form view (Figure 15), or a Grid view (Figure 16).

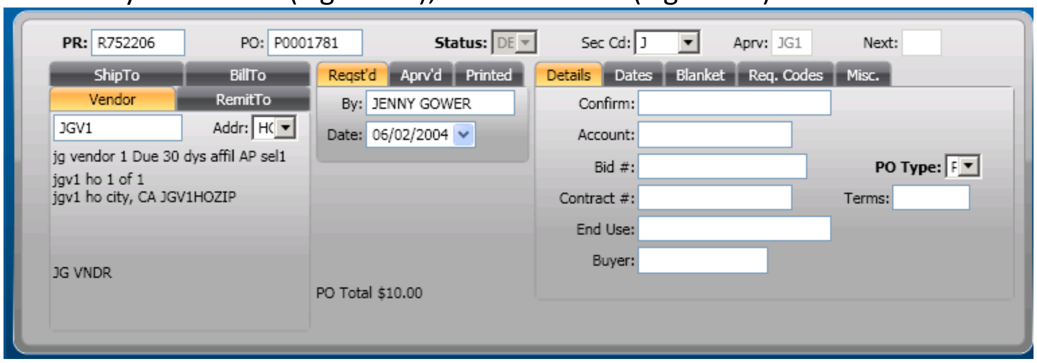



**Figure 15: Data Entry Form View**

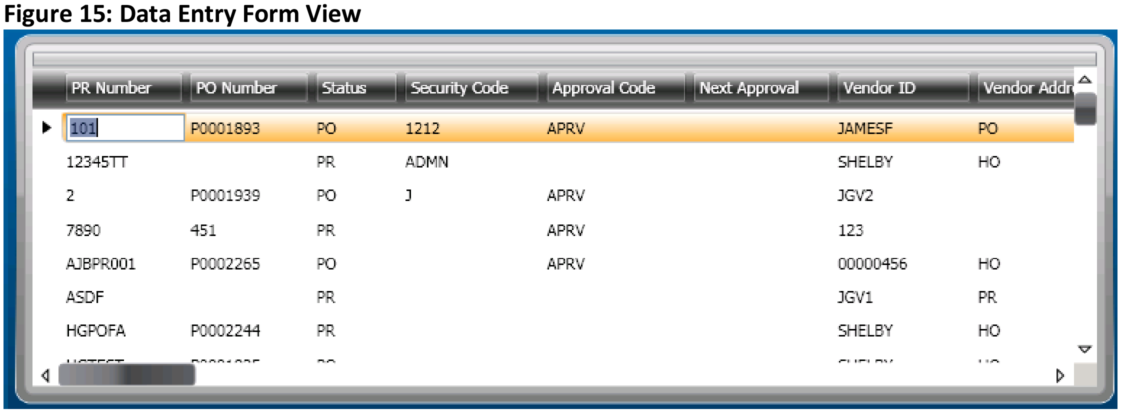



**Figure 16: Same Panel with Grid View**

In the Grid mode, columns can be rearranged by clicking and dragging the column headers, and placing them wherever desired, as well as resizing them. These preferences are preserved so that when you open this screen later, your column order, and size will be the same. In addition, providing all records have been fetched for a given selection, you can click on a grid column to sort by that column. If there are additional rows in the database that are not loaded in your screen, this sorting is disabled. Normally, you would use the Sort button in the Ribbon to fetch different sorted sets of data.

Toggling between grid and non-grid mode is done using the Show Grid/Hide Grid button on the Ribbon (for the main panel) or on the Child Toolbar (for child panels).

One last feature of the Grid is the ability to Group By a given field. Figure 17 shows PO Items Grouped by the Quantity field.

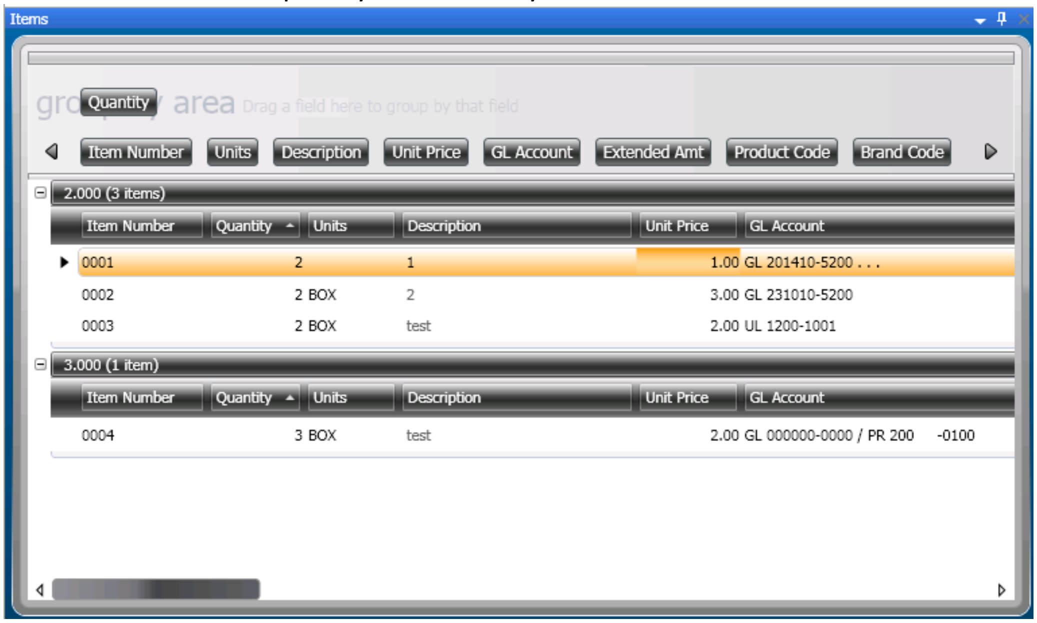



**Figure 17: Grid Group By**

# VI. Frequently Asked Questions

*The following section is a compilation of commonly asked questions to assist you with IFAS. Although we tried to think of all of the possible questions you might have, it is quite possible that we will have missed a few. For all non-urgent questions, please create an SRS ticket. Alternatively, contact the IT Help Desk at 756-5900 or cpchelp@calpoly.edu if you require further assistance.*

**Q.** What should I do if I forget my password?

**A.** Contact the IT Help Desk at 6-5900 to have it reset.

**Q.** When I run a report against one of my Org Keys, I'm not getting any data, but I know there should be data out there. What's wrong?

**A.** Your Org Key security access may not be set up correctly. Contact the Financials Security Administrator, Karen Brown to confirm your access.

**Q.** I'm not sure what some of the selection fields for the report I want to run mean or what I'm supposed to enter. How do I find out what these codes mean?

**A.** Most of the terms and codes used in report selection criteria become second nature after you've used the system for a little while. Refer to a list box on a screen where the field is used to see the full translation. Or take a look in the Glossary section of this guide. If you're still not sure, contact the IT Help Desk.

**Q.** I can't find a report that gives me the information I'm after. How do I request a custom report?

**A.** You need to start by defining what kind of information you need in as much detail as possible. You should list the fields you need, the sort order you want, totals to calculate, selection criteria, etc. You should then contact the IT Help Desk and we will direct you to a representative from the Corporation Business Office that will try to find an existing report that meets your needs. If such a report cannot be found, IT can provide an estimated schedule and labor cost to develop the report for you.

**Q.** How do I find out what fund or organization key is associated with a particular department?

**A.** The GLUPKY inquiry is helpful for this. After accessing the screen, use QBE to search for the director or the description or other identifying information.

**Q.** How do I find out what accounts or object codes I should use for different expenses, such as equipment, training, and supplies?

**A.** The GLUPOB inquiry is helpful for this. You can use QBE to search on a partial object code or partial description, or you can scroll through all the object codes in grid mode. There is also a report called GL Object Code that allows you to list them all, or a subset based on criteria.

**Q.** How do I find out how much money I have left in my budget for a particular account?

**A.** There are several ways, but one popular approach is to run an Account Balance Report for the Org Key and Object Code you are interested in.

**Q.** How do I find out if my purchase order has been received? How about finding out whether the invoice has been paid?

# VII. Glossary of Terms

*This section provides a brief introduction to some of the acronyms, terms and codes commonly used with IFAS.*

| Term | Description |
|---|---|
| **Budget Version** | IFAS can support multiple versions of a budget as it evolves over time. The Foundation will be using 4 budget versions:<br>**PR** Proposed<br>**BD** Board Approved<br>**AJ** Adjusted<br>**FN** Final (Derived from Board Approved + Adjustments) |
| **Common Code** | The ONESolution system is designed to be flexible, in that features can be activated (or deactivated) through the use of values specified in "common codes". For example, common codes define the numbering conventions used for purchase orders, the types of addresses that are valid for a customer, and the tolerances permitted for receiving an order over the specified amount |
| **ELF** | **E**asy **L**aser **F**orms. ONESolution provides for printing customized forms, such as purchase orders, invoices, and checks, laser printers using a tool called ELF. |
| **Recurring Calculations** | Recurring Calculations is the newer version of the Recurring Journal Entry. RC was introduced with ONESolution to replace the RJE to improve the process. |
| **RJE** | Recurring Journal Entry is used for calculating recurring transaction processing, usually at month-end or year-end to automate processes. |
| **QBE** | This stands for Query By Example and is the tool used to find record(s) of interest in IFAS based on specific field values. |
| **Wildcards** | %, *, @<br>Wildcard symbols. For example, to find all the records that start with ABC enter ABC% in the search field. |
| | |
| | |