

DAY 1

9.00am – 9.30am

Welcome and Introduction

9.30am – 10.15am

Managing System Access

- ✓ Access Control Overview
 - ✓ Conceptual Overview of Access Control

Maintaining Functions

- ✓ Types of Functions
- ✓ Naming Conventions
- ✓ Creating Functions
- ✓ (Training Exercise Manual – Ex 1)

10.15 - 10.30am Morning Tea

10.30am – 12.15 am

Group Functions in Roles and Assigning Roles to Profiles

- ✓ Creating Roles
- ✓ Assigning Functions to Roles
- ✓ Maintaining a Role's Workplace
- ✓ Creating Profiles
- ✓ Assigning Roles to Profiles
- ✓ (Training Exercise Manual – Ex 2, 3 & 4)

12.15 – 1.00pm Lunch

1.00pm – 3.00pm

Managing User Access

Defining Financial Delegations

- ✓ Using financial delegations
- ✓ (Training Exercise Manual – Ex 5)

Authorisation Codes

- ✓ Using authorisation codes to determine user access to functionality
- ✓ (Training Exercise Manual – Ex 6)

Security Categories

- ✓ Using security categories to determine user access to data
- ✓ (Training Exercise Manual – Ex 7)

Managing User Access

- ✓ Managing user access to the system additional functionality
- ✓ (Training Exercise Manual – Ex 8)

3.00 - 3.15pm Afternoon Tea

3.15pm – 4.30pm

Maintaining Authorisations

- ✓ Specifying user, profile or role authorisations

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System Administration

- ✓ (Training Exercise Manual – Ex 9)

Managing User Access to the System

- ✓ Using security schemes to validate user passwords
- ✓ Managing users who access the system
- ✓ (Training Exercise Manual – Ex 10)

DAY 2

9.00am – 9.15am

Agenda Overview

9.15am – 10.15am

Setting up T1 Systems

System and Site Profiles

- ✓ Defining your system and site preferences
- ✓ (Training Exercise Manual – Ex 11)

System Addresses

- ✓ Recording addresses to use throughout the system
- ✓ (Training Exercise Manual – Ex 12)

Calendars

- ✓ Defining period using calendars
- ✓ (Training Exercise Manual – Ex 13)

Standard Codes

- ✓ Using standard codes for configuration settings

- ✓ (Training Exercise Manual – Ex 14)

System Variables

- ✓ How to manage system variables
- ✓ (Training Exercise Manual – Ex 15)

10.15 - 10.30am Morning Tea

10.30am – 12.15 am

Selection Types and Selection Codes

- ✓ Using selection types and codes to apply attributes to TechnologyOne entities
- ✓ (Training Exercise Manual – Ex 16)

Charts and Chart Accounts

- ✓ Chart Types
- ✓ Chart Structure
- ✓ Account Validation
- ✓ (Training Exercise Manual – Ex 17)

Ledgers

- ✓ Primary Ledgers & Subsidiary Ledgers
- ✓ Ledger Types
- ✓ Period Sequence
- ✓ Commitments & Funds Tracking
- ✓ (Training Exercise Manual – Ex 18)

Processing Groups

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System Administration

- ✓ Concepts
- ✓ Subsidiary Ledgers
- ✓ (Training Exercise Manual – Ex 19)

12.15 – 1.00pm Lunch

1.00pm – 3.00pm

Managing Data Entry Elements

Document Types

- ✓ Using document types to group documents for processing, re-transmission and reporting
- ✓ (Training Exercise Manual – Ex 20)

Formats

- ✓ Format Maintenance
- ✓ Format Controls
- ✓ (Training Exercise Manual – Ex 21)

Rate Types

- ✓ Using Rate Code calculations during data entry
- ✓ (Training Exercise Manual – Ex 22)

Document Registers

- ✓ Managing documents using document registers
- ✓ (Training Exercise Manual – Ex 23)

Item Codes

- ✓ Using Item Codes during data entry
- ✓ Profile Codes

- ✓ Using Profile Code dissection defaults during data entry
- ✓ (Training Exercise Manual – Ex 24)

Profile Types

- ✓ Using Profile Code dissection defaults during data entry
- ✓ (Training Exercise Manual – Ex 25)

3.00 - 3.15pm Afternoon Tea

3.15pm – 4.30pm

Distributed Processor

- ✓ Overview of the DP and how it works

Server Folders

- ✓ Using Server Folders
- ✓ (Training Exercise Manual – Ex 26)

Session Review

- ✓ Questions
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