

# Oracle<sup>®</sup> Applications Desktop Integrator Tutorial

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Primary Author: Taite Darlington

Major Contributors: Karen dela Torre, Frank Colligan

Contributors: Jeff Caldwell, Brett Hooker, Colleen McKenna,

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# Preface

Welcome to Release 6.0 of the *Oracle Applications Desktop Integrator Tutorial*. This tutorial corresponds to Release 6.0 of Oracle Applications Desktop Integrator.

This tutorial provides step-by-step instructions to help you quickly and easily learn how to use the features of Applications Desktop Integrator (ADI) for General Ledger and Oracle Assets. You should only use ADI together with Oracle Applications.

ADI will work with any of the following Oracle databases:

- Oracle RDBMS version 7.1.6 or higher (7.1.5 for Open VMS).

ADI will work with any of the following Oracle Applications:

- Release 10.7 or higher.

ADI will work with any of the following General Ledger databases:

- Release 10.7 character mode, Smart Client, or NCA.
- Release 11.0.

ADI will work with any of the following Oracle Assets databases:

- Release 10.7 character mode, Smart Client, or NCA.
- Release 11.0.



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## About This Tutorial

This tutorial uses the Vision 11 demonstration database for examples and exercises. Most of the instructions in this manual are also applicable to earlier releases of the Vision demonstration database. However, if you are using the Global demonstration database, please refer to Oracle Applications Desktop Integrator Tutorial, Release 3.2.

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## Assumptions

This guide assumes you have a basic understanding of accounting, your organization's accounting process, and the flow of transactions from your organization's subledgers to the general ledger.

This guide also assumes you are familiar with Oracle General Ledger and Oracle Assets. If you have never used Oracle General Ledger, Oracle Assets, or the Oracle Applications Desktop Integrator, we suggest you attend one or more of the related training classes available through Oracle Education Services

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## Do Not Use Database Tools to Modify Oracle Applications Data

Oracle provides powerful tools you can use to create, store, change, retrieve and maintain information in an Oracle database. But if you use Oracle tools like SQL\*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications window can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications windows, you may change a row in one table without making corresponding changes in related tables. If your tables are unsynchronized, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications windows to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. But, if you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL\*Plus and other database tools do not keep a record of changes.



***Consequently, we STRONGLY RECOMMEND that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless we tell you to do so in our manuals.***

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## Other Information Sources

You can choose from many sources of information, including documentation, training, and support services, to increase your knowledge and understanding of Oracle Applications Desktop Integrator, General Ledger, and Oracle Assets.

## Related User's Guides

The guides listed below provide detailed information about configuring and using Oracle Applications Desktop Integrator, Oracle General Ledger, and Oracle Assets. If you do not have the printed version of these guides, you read them online from within Oracle Applications, by using the Applications Documentation program icon or the Help menu. You can also find them by choosing the Library button from the Oracle Applications Desktop Integrator and online help for General Ledger and Oracle Assets.

### **Oracle Applications Desktop Integrator User's Guide**

This guide describes how to use Applications Desktop Integrator's (ADI) Budget, Journal, Report, and Analysis Wizards for General Ledger and Create Assets, Reconcile Physical Inventory, and Import Assets for Oracle Assets. You can use these spreadsheet-based tools for entering journals, entering and revising budgets, maintaining your asset inventory, and creating financial reports. The guide also describes how to use the Request Center to submit and monitor concurrent requests, then download the report output for publishing to a spreadsheet or a web page.

### **Oracle General Ledger User's Guide**

This guide is a complete source of information about General Ledger. It contains overviews as well as task and reference information about the General Ledger accounting cycle, journal entry, budgeting, consolidation, financial reporting, multi-currency, encumbrance accounting, standard reports and listing, and setting up General Ledger.



### **Oracle Assets User's Guide**

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This guide provides information on using Oracle Assets to maintain your assets, including information on Mass Additions, the Mass Additions interface, Physical Inventory, and the Physical Inventory interface.

## **Installation and System Administration**

### **Oracle Applications Desktop Integrator Installation Guide, Release 6.0**

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This manual provides information you need to successfully install Oracle Applications Desktop Integrator in your specific hardware and operating system software environment.

## **Other Information**

### **Training**

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Oracle Education offers a complete set of training courses to help you and your staff master Oracle Applications. We can help you develop a training plan that provides thorough training for both your project team and your end users. We will work with you to organize courses appropriate to your job or area of responsibility.

Training professionals can show you how to plan your training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. You can attend courses at any one of our many Educational Centers, or you can arrange for our trainers to teach at your facility. In addition, we can tailor standard courses or develop custom courses to meet your needs.

### **Support**

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From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Order Entry, General Ledger, and Oracle Assets working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.



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## About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 45 software modules for financial management, supply chain management, manufacturing, project systems, human resources, and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education, and support services, in over 140 countries around the world.

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## Thank You

Thank you for using Oracle General Ledger, Oracle Assets and this user's guide.

We value your comments and feedback. At the end of this manual is a Reader's Comment Form you can use to explain what you like or dislike about Oracle Applications Desktop Integrator, Oracle General Ledger, Oracle Assets or this user's guide. Mail your comments to the following address or call us directly at (650) 506-7000.

Oracle Applications Documentation Manager  
Oracle Corporation  
500 Oracle Parkway  
Redwood Shores, CA 94065  
U.S.A.

Or, send electronic mail to [appsdoc@us.oracle.com](mailto:appsdoc@us.oracle.com).





CHAPTER

# 1

## Getting Started

This chapter contains lessons that explain how to perform the following tasks:

- How to start and signon to ADI
- Configure ADI for your personal use
- Use the ADI toolbar

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## Overview

This tutorial describes the concepts and functionality of the Applications Desktop Integrator (ADI) and the Request Center in a hands-on format.

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## About ADI

ADI is a spreadsheet-based extension of Oracle Applications. It provides full-cycle accounting within the comfort and familiarity of a spreadsheet for General Ledger and Oracle Assets. By combining the ease of use of a spreadsheet with the power of Oracle General Ledger and Oracle Assets, ADI provides true desktop integration during every phase of the accounting cycle.

You can create budgets, record transactions, and run financial statements, standard reports, and listings, all without leaving your spreadsheet. Create assets, reconcile physical inventory and import asset data from other formats, also within a spreadsheet environment. You can drill down on financial statement balances, revealing the underlying numbers that make up the balances. You can print physical inventory reports.

ADI includes the Diagnostic Wizard, Budget Wizard, Journal Wizard, Report Wizard, Account Hierarchy Editor, Analysis Wizard, and Create Assets, Record Physical Inventory, and Import Text File features. The Request Center is an independent application that works with ADI to submit, monitor, and publish reports for all Oracle Applications.

## Diagnostic Wizard

The Diagnostic Wizard examines the Windows environment to ensure the stability of ADI, as well as all Windows software. It provides specific feedback with instructions for corrective action when it finds issues such as incorrect settings for ADI, file versions, registries, or configuration. It can even apply the latest OLE patches. With this handy ADI utility, you can quickly troubleshoot and correct installation problems.



## **Budget Wizard**

The Budget Wizard provides a spreadsheet-based budget entry screen. It facilitates simple data entry and modeling in a disconnected environment.

Use the Budget Wizard to automatically build a budget spreadsheet based on the budgets and budget organizations you set up within General Ledger. You can download existing budget balances from General Ledger or create a new budget. You can enter your new budget balances manually, use budget rules, or use formulas and models. You can dynamically add new budget accounts, while validating the new account against security rules. You can then automatically graph your budgets, and even compare budget and actual balances using a variety of graph styles. Afterward, you can save a budget spreadsheet on your PC and work on it at any time. When you are satisfied with your budget, you can automatically upload your new budget balances into General Ledger.

## **Journal Wizard**

With the Journal Wizard, you can design and automatically generate journal entry worksheets which utilize popular spreadsheet data entry techniques. You enter journal entries directly in a spreadsheet so that you can take advantage of spreadsheet data entry shortcuts, such as copying and pasting or dragging and dropping ranges of cells, or even using formulas to calculate journal line amounts.

Applications Desktop Integrator validates your data against the accounts and reference information you defined in General Ledger. It also enforces segment security and cross validation rules. You can then automatically upload your journals to General Ledger. Before uploading, however, you can save and distribute your journal worksheets for approval.

## **Report Wizard**

The Report Wizard provides a spreadsheet-based interface to Oracle General Ledger's financial reporting engine, the Financial Statement Generator (FSG). The Report Wizard seamlessly supports report definitions for all user levels. Novice users can define simple reports entirely within a spreadsheet, intermediate users can use a combination of spreadsheets and assistance windows, and advanced users can use configurable property sheets which allow for even quicker data entry than in the spreadsheet alone.



Most importantly, the spreadsheet interface allows users to manage the reporting process within the comfort and familiarity of a spreadsheet, while still taking advantage of the FSG's reusable and interchangeable report objects, server-based processing for high performance, and report scheduling for efficient use of system resources.

## **Analysis Wizard**

The Analysis Wizard combines dynamic report drilldown with OLAP analysis capabilities. You can drill directly from FSG spreadsheet reports into Oracle General Ledger without having to predefine drilldown paths. You can select individual amounts from spreadsheet reports and drill directly into the underlying financial details. You can also change Period or Amount Type during drilldown, to analyze another period or create a trend report without generating a new report.

The Analysis Wizard presents you with the complete range of accounts that support a particular reported amount, including summary accounts, detail accounts, and journals. You can tailor your view of the financial information by using drill options and drop down menus, so that you can display account descriptions and filter out unneeded accounts. You can also instantly pivot financial information online to work through what-if and what-happened scenarios.

## **Account Hierarchy Editor**

The Account Hierarchy Editor allows you to create, maintain, and manipulate General Ledger account structures from a single location, using an intuitive and easy to learn drag and drop interface. Use the Account Hierarchy Editor to keep your account structure consistent with changes in your organization. You can create new parent and child values or modify dependencies in an existing hierarchy, copy your current hierarchy to make changes without affecting the original, or create a new independent hierarchy to model a pending reorganization.

The Account Hierarchy Editor and the Report Wizard facilitate time based reporting with date effective hierarchies.

## **Create Assets**

The Create Assets feature provides a spreadsheet-based interface to simplify asset creation. Use the Create Assets feature to automatically build personalized asset entry spreadsheets based on the information required by your organization's specific implementation of Oracle





Assets. You can enter your asset data manually, use the list of values, and take advantage of Excel's data entry shortcuts. You can also map data files from legacy systems or third party payables applications into the asset worksheet. When you are satisfied with the worksheet, the Create Assets feature automatically uploads the data into Oracle Assets.

## **Reconcile Physical Inventory**

The Record Physical Inventory feature provides a spreadsheet-based interface to simplify the physical inventory process. Use the Record Physical Inventory feature to automatically build personalized physical inventory spreadsheets based on the information required by your organization's specific implementation of Oracle Assets. You can enter your physical inventory data manually, use the list of values, and take advantage of Excel's data entry shortcuts. You can also map files created from scanned barcode data into the physical inventory worksheet. When you are satisfied with the worksheet, the Record Physical Inventory feature automatically uploads the data into Oracle Assets

## **Import Text File**

The Import Text File feature allows you to import data from legacy systems, third party payables applications, barcode scanners, or any other flat data file sources, to your worksheet. Using the Import Text File feature, you can map fields in your source file to fields in your worksheet. Once you have created the map using the Import Text File feature, you can save it and apply it to future conversions.

## **Request Center**

The Request Center is an enterprise report management tool for centralized report submission, monitoring, and publishing. Not only can you submit both predefined and ad hoc FSG's, but you can also produce any standard report or listing from any Oracle Application.

The Request Center monitors concurrent requests and automatically notifies you when your reports, journal uploads, or budget uploads are complete. You can then view your concurrent request log or report using your web browser, a spreadsheet, or any word processor or editor. You can even categorize your concurrent requests by adding specific requests to a Hot List for immediate access in the future. You can also schedule your request at a later date and time.

After defining your FSG reports, you can submit them directly from the spreadsheet or the desktop environment. Although you submit reports from your PC, reports run on the server for maximum processing efficiency. In addition, you can submit any Oracle Application report or listing as permitted by your responsibility.

Using the Request Center, you can publish your reports to:

- A web page
- A spreadsheet
- A plain text format
- A database

### **Web Publishing**

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With web publishing, you can eliminate printing reports for manual distribution by creating output in HTML format and publishing your HTML reports directly to a web site. You can even choose to automatically apply report themes to web output.

Each time you run the report, you also have the option of automatically updating the web page. When report output is expanded over a chart of account segment, such as cost center, the Request Center optionally creates links in your web page to each department's report so that you can easily maintain the information. By linking a spreadsheet version of your report to the web page, you can easily distribute analyses throughout an organization. Analysts can download the spreadsheet version as needed.

### **Database HTML Publishing**

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The Request Center can publish reports directly into the database. You can then access these reports using a standard web browser from three home pages: the Web Reporting Kiosk, the Oracle Business Intelligence System (BIS) home page, or the Self-Service Web Applications home page.

Database HTML publishing offers all the benefits of web publishing and eliminates the need for hard-copy report distribution by creating output in HTML format. The key difference between web and database publishing is where the reports are stored. Web publishing stores reports on a web server or a local machine. Published database HTML reports are stored in the database. Reports stored in the database let create report libraries that chronicle historical information. You can also manage report security for database published reports with a number



of security models. Reports published to a web server have more limited security options.

### **Spreadsheet Publishing**

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The Request Center also automatically copies report output back to the spreadsheet while applying custom formatting, such as colors, fonts, and a corporate logo. You can automatically apply report themes to output.

### **Plain Text**

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The Request Center can also automatically copy report output to an ASCII file without formatting.

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## Before Starting the Tutorial

This section describes requirements for this tutorial and the tasks that you must perform before taking the tutorial.

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### Tutorial Requirements

Before using this tutorial, make sure of the following:

- Applications Desktop Integrator version 6.0 or later is installed on your PC.
- The VISION demo database is installed on your server.  
**Note:** The Vision database is shipped with Oracle Applications Release 10.7 and later. If you are using an earlier version of Oracle General Ledger, use the Global tutorial instead.
- Your PC is configured to connect to the database and view reports from the server.
- Either Microsoft Excel 7 (Win 95) or Excel 8 (Win 97), 32 bit only, is installed on your PC.
- Either Netscape Navigator or Microsoft Internet Explorer is installed on your PC.

**Note:** Oracle Applications Release 10.7 and higher is required to use Oracle Assets with ADI. Physical Inventory is only available with Oracle Applications Release 11 and higher. If you cannot use Create Assets, Reconcile Inventory, and Import Text File features, see your system administrator.

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### Setting Up the Tutorial

#### Running the Diagnostic Wizard

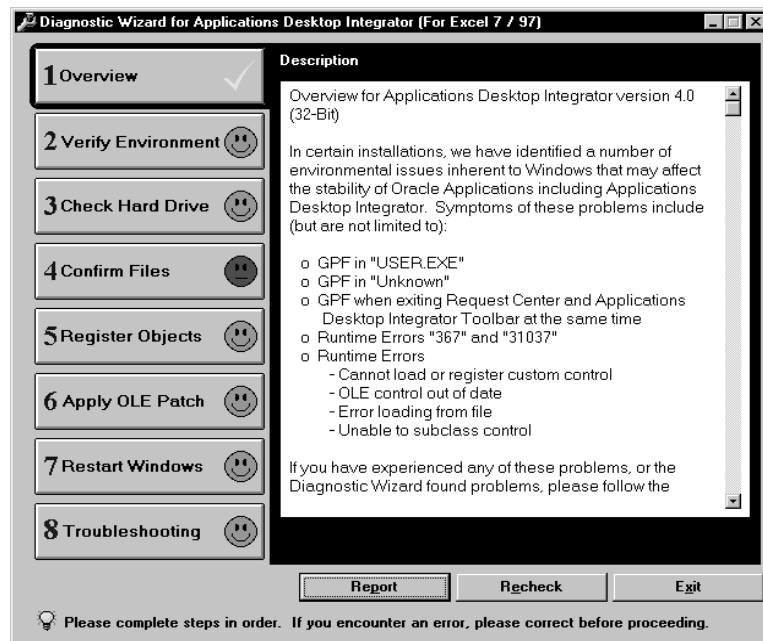
To facilitate trouble-free use of ADI, you first run the diagnostic wizard.

► **To run the Diagnostic Wizard:**

1. Locate the Diagnostic Wizard icon on your desktop and double click on it.



The Diagnostic Wizard performs a system check. The results of the test appear.



2. Click on each button to get more details about the specific test and its result.

If the Diagnostic Wizard finds problems, a red indicator appears to flag areas that need to be fixed. Click on the appropriate bar to get more information about the problem and suggestions on how to fix it.

3. When you complete the diagnostic test, click Exit to close the Diagnostic Wizard.

## Setting Up the Tip Wizard

The Tip Wizard allows you to interact with an animated character that will appear and explain what actions can be taken for each ADI function. Imagine a talking robot, genie, parrot, or sorcerer, that walks

into your computer and guides you through ADI. You can choose from four characters and reduce the learning curve as you proceed through the ADI Tutorial.

See: *Applications Desktop Integrator Installation Guide* for more information on installing the Tip Wizard.

## Setting Up the Web Publishing Folder

When you use ADI's web publishing feature, you publish your web output to a folder called, web server.

1. On your PC, create a folder called *web server*.

## Setting Options

Applications Desktop Integrator is highly configurable, with an extensive set of options for customizing the look and feel of budget, journal, report, asset, and physical inventory worksheets. ADI saves the options you select, so you only need to set them one time.

### ► To start ADI:

1. Choose the ADI icon on your desktop or choose the Windows Start button and select Programs > Oracle ADI > Applications Desktop Integrator.

The ADI toolbar will appear on your desktop.

2. Choose the Signon button.

The Oracle Applications Signon window appears.





3. Enter the username and password that you use to sign on to Oracle Applications (for example, OPERATIONS/WELCOME).
4. Select the database you want to use.
5. For this tutorial, you should use the GENERAL LEDGER, VISION OPERATIONS USA responsibility.

If you check Use Last Responsibility, ADI chooses the responsibility you used during your previous ADI session. Otherwise, ADI prompts you to choose a responsibility from the same list of responsibilities that you use to access Oracle Applications (for example, GENERAL LEDGER, VISION OPERATIONS USA).

6. Choose OK, the button pictured as a checkmark, to sign on.

After ADI connects to the database, your toolbar includes additional buttons. The Request Center starts, but it is minimized.

You are now ready to set options that indicate how you want to work with ADI.

## General Options

You can customize the ADI user interface by making selections from the General Options.

### ► To set general options:

1. Choose the Options button in the ADI toolbar, and select General Options.
2. Select the **Worksheet Colors** tab to choose color options for your worksheet.

For this option...	Make this entry...
Field Text	White
Field Background	Blue
Context Text	Black
Context Background	Yellow
Data Entry Area	White
Sheet Background	Gray

3. Select the **Theme Defaults** side-tab to choose default formatting options for your report.

For this option...	Make this entry...
Report Title	Arial 16, bold, no italic, bright yellow text, forest green background, no border



Report Heading	Arial 10, bold, no italic, forest green text, white background, no border
Column Headings	Arial 10, bold, italic, black text, bright yellow background, border
Line Items	Arial 10, bold, no italic, white text, forest green background, border
Amounts	Arial 10, no bold, no italic, black text, white background, border
Logo	<i>appslogo.bmp</i> or a bitmap image of your corporate logo
Include Border	Checked
Include Shadow	Checked
Align	Left
With	Heading

4. Select the **Settings** tab.

For this option...	Make this entry...
Start ADI When Opening Workbook	Checked
Start Request Center at Signon	Checked
Show Upload Success Indicator	Checked
Zero Pad Account Values	Checked
Enable Hot Keys	Checked
Always On Top	Checked

5. Select the **Installation** tab Options to setup ADI for your installation.

Run Custom Macros	Checked
Perform Self-Check at Startup	Checked
Play Sounds for Events	Checked
Integrator Directory	C:\Oraclehome\GLDI90
Integrator Program Filename	GLDI9032.exe
Applications Program Filename	AIAP45.exe

## Ledger Options

You set Ledger options to customize the interface and user defaults for the Budget Wizard, Journal Wizard, Report Wizard, and Analysis Wizard.

► **To set Ledger Options:**

1. Choose the Options button in the ADI toolbar, and select Ledger Options.
2. Select the **Budget** tab to indicate the appearance of your budget worksheets and graphs.





<b>For this option...</b>	<b>Make this entry...</b>
Decimal Places	Database
Minimum Width of Value Columns	12
Update Budget Status	Checked
Graph Style	3D Column
Generate Axes	Checked
Include Budgets and Actuals	Checked

3. Select the **Journal** tab to indicate the appearance of your journal worksheets.

<b>For this option...</b>	<b>Make this entry...</b>
Apply Format to Fields	Arial 10, bold, no italic
Apply Format to Hints	Arial 8, no bold, no italic
Default Number of Rows	10
Minimum Width of Value Columns	12
Field Name Width	5
Context Width	3
Field Value Width	3

4. Select the **Report Definition** side-tab to indicate the appearance of your report definition worksheets.

<b>For this option...</b>	<b>Make this entry...</b>
Rows	10
Columns	5
Column Width	15
Line Item Width	24
Format	99,999,999
Factor	Units
Account Assignments Indicator	Royal blue
Calculations Indicator	Royal blue
Exceptions Indicator	Red
Make Copy Default	No
Enforcement Level	Do Not Prompt

5. Select the **Report Analysis** tab to indicate the drill and environment options.

6. Set the options as follows:

<b>For this option...</b>	<b>Make this entry...</b>
Display Segment Values	Individually
Minimum Amount Width	15
Show Totals	Checked
Double-Click Drill Enabled	Checked
Hide Windows When Navigating	Checked

## Request Center Options

The Request Center contains many options for customizing request notification and report publishing. You can also set these options from within the Request Center.

► **To set Request Center options:**

1. Choose the Options button in the ADI toolbar, and select Request Center Options.

<b>For this option...</b>	<b>Make this entry...</b>
Update Every	30 seconds
Query Last	100 Programs
Flash Notification	5 times
Display	All Programs
Play Sound When Request Completes	Checked (if your PC can play sounds)
Normal	wow.wav
Error	hornwhst.wav
Output Viewer	notepad.exe
Print Settings	MS Sans Serif, 8, no bold, no italic, page border

## Language Options

ADI is now fully National Language Support (NLS) compliant and translatable. The English version was available in October of 1998, with other languages following during the last calendar quarter of 1998. Please call support at 1-800-223-1711 to determine if your preferred language is available.

You can change the language displayed on your ADI forms and online help forms through the Set Language options selection. This NLS functionality is compatible with native Windows 95 and Windows NT operating systems and defaults to the regional settings for the current user.

► **To set Language options:**

1. Choose the Options button in the ADI toolbar, and select Language Options.

<b>For this option...</b>	<b>Make this entry...</b>
Language	Default (English US), or Specific
Font	MS Sans Serif, 10, Bold, or Specific

Help

Default (English US), or Specific



## Exiting ADI and the Request Center

- ▶ **To exit ADI and the Request Center:**
  1. Choose the Exit button on the ADI toolbar.  
ADI prompts you for confirmation about exiting.
  2. Choose the Yes button.
  3. Choose the Exit button in the Request Center toolbar to exit the Request Center.  
ADI prompts you for confirmation about exiting the Request Center.
  4. Choose the Yes button.

---

## Starting ADI

In this section, you will learn how to start Applications Desktop Integrator.

**Note:** You start ADI by double-clicking the ADI icon, you do not navigate to ADI from within Release 10SC of Oracle Applications.

► **To start ADI:**

1. Choose the ADI icon on your desktop OR  
Choose the Windows Start button > Programs > Oracle ADI > Applications Desktop Integrator.  
The Applications Desktop Integrator toolbar appears.
2. Choose the Signon button.  
The Oracle Applications Signon window appears.



3. Select the database that you want to use.
4. Enter the user name and password that you want to use to sign on to Oracle Applications (for example, OPERATIONS/WELCOME).  
**Note:** If you are using ADI on Citrix WinFrame, you must connect to the Citrix server as a unique user from others who are signed on to a ADI session on Citrix. This prevents conflicts between ADI sessions.
5. For this tutorial, you should use the GENERAL LEDGER, VISION OPERATIONS USA responsibility.

To use the same responsibility that you used in a previous ADI session, choose the Use Last Responsibility check box. Otherwise, ADI prompts you to choose a responsibility from the same list of



responsibilities that you use to access Oracle Applications (for example, GENERAL LEDGER, VISION OPERATIONS USA).

**Note:** If you are learning how to use the Create Assets or Record Physical Inventory features, select the Assets, Vision Operations (USA) responsibility instead.

6. Choose OK, the button pictured as a checkmark, to sign on.  
Your toolbar expands to include additional buttons.
7. Slowly move your cursor across the toolbar. Pause at each button to view a descriptive pop-up window.

---

## ADI Toolbar



You can access ADI's functions from the toolbar buttons or from the system's hot keys:



**Signon:** Enter your username and password, and choose a responsibility.

*Hot key:* [Ctrl-Shift-S].



**Change Responsibility:** Choose a different responsibility once you've signed on to your Application database.

*Hot key:* [Ctrl-Shift-R].





**General Ledger Poplist:** Choose General Ledger to access the following ADI wizards and General Ledger functionality.



**Enter Budgets:** Create budget worksheets, refresh values in the current budget worksheet, or edit the budget criteria for the current budget worksheet.

*Hot key:* [Ctrl-Shift-B].



**Enter Journals:** Create a worksheet for entering journals.

*Hot key:* [Ctrl-Shift-T].



**Define Report:** Define FSG reports or download existing report definitions.

*Hot key:* [Ctrl-Shift-D].



**Analyze Report:** Perform multidimensional analysis with report drilldown, completely within Excel.



**Account Hierarchy Editor:** Start the Account Hierarchy Editor, which you can use to manage your account structure. The button will not appear unless your responsibility allows you to modify account structures.



**List of Values:** Choose from a list of valid values for a particular item, such as currency or journal category.

*Hot key:* [Ctrl-Shift-L].



**Upload to Interface:** Upload your budget values or journal entries to the General Ledger interface tables. Provides the option to automatically start the Submit Process function (see below).

*Hot key:* [Ctrl-Shift-U].



**Submit Process:** Start any of these processes:

- Import budget values or journal entries from the interface tables to General Ledger. Your process can also be submitted automatically from the Upload to Interface function (See above).
- Delete journal import data from the General Ledger Interface
- Submit standard, standard (variable) or financial statement reports and publish on the web, in a spreadsheet or text file.



**Insert Budget Account:** Insert a new account row into a budget worksheet.



**Apply Budget Rule:** Use budget rules, such as Repeat per Cell or Divide Evenly by Row, to update your budgets.

*Hot key:* [Ctrl-Shift-Z].



**Add Budget Note:** Append notes to an entire budget, an account, or individual amounts in a budget worksheet.

*Hot key:* [Ctrl-Shift-N].



**Create Graph:** View your budget balances in graph form.

*Hot key:* [Ctrl-Shift-G].



**Assets Poplist:** Choose Assets to work with Oracle Assets functionality.



**Create Assets:** Create asset data in an Excel spreadsheet.



**Record Physical Inventory:** Enter physical inventory data in an Excel spreadsheet.



**Import Text File:** Import a text file containing asset or physical inventory data, which you format in an Excel spreadsheet and upload into Oracle Assets.



**List of Values:** Choose from a list of valid values for a particular item, such as location or category.

*Hot key:* [Ctrl-Shift-L].



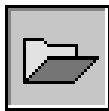
**Upload to Interface:** Upload your asset and physical inventory data to the Oracle Assets interface tables. Provides the option to automatically start the Submit Process function (see below).

*Hot key:* [Ctrl-Shift-U].



**Submit Process:** Start any of these processes:

- Post Mass Additions from the Mass Additions interface table to Oracle Assets or Start Physical Inventory Comparison Process. Your process can also be submitted automatically from the Upload to Interface function (See above).



**Applications Poplist:** Choose applications to access the Request Center, Oracle Applications, or Start Excel.



**Request Center:** Submit, monitor, and publish reports.

*Hot key:* [Ctrl-Shift-W].



**Oracle Applications:** Start Oracle Applications if it is installed on your PC. When you select this button, you will be asked to select an applications database. If you use the same database as for your ADI session, you will not have to enter your username and password in Oracle Applications.

*Hot key:* [Ctrl-Shift-A].



**Start Excel:** Start Microsoft Excel.

*Hot key:* [Ctrl-Shift-E].







**ADI Options Poplist:** Use to access general options for ADI, General Ledger, Request Center, and Language options. Also use to access sign on and ADI release information.

*Hot key:* [Ctrl-Shift-O].



**Toolbar Options:** Use to add, delete or arrange icons on the ADI toolbar.



**General Options:** Define general settings for your ADI interface environment. Set worksheet colors and default formatting for your report themes.



**Ledger Options:** Define default settings for Budget Wizard, Journal Wizard, Report Wizard, and Analysis Wizard.



**Request Center Options:** Set defaults for Request Center queries, and sound notifications. Define print settings.

*Hot key:* [Ctrl-Shift-W].



**Language Options:** Change the language ADI uses in windows, menus and tool tips. Set fonts and font characteristics.



**Information:** Check details for the set of books you are using and your current signon information. Check ID numbers related to your signon authority and the set of books you are accessing.



**About ADI:** ADI Release information.





**Tip Wizard:** Set Tip Wizard Options, display the greeting, or disable the Tip Wizard.



**Help:** Access the online help features of ADI.

*Hot key:* [Ctrl-Shift-H].



**Minimize:** Minimize the toolbar to an icon on the Windows desktop.

*Hot key:* [Ctrl-Shift-M].



**Exit:** Close and exit ADI.

*Hot key:* [Ctrl-Shift-X].



CHAPTER

# 2



## Creating Budgets and Journal Worksheets

This chapter contains lessons that explain how to perform the following tasks:

- Create budgets using the Budget Wizard
- Create and upload journals using the Journal Wizard

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## Creating Budgets With the Budget Wizard

In this section, you learn how to create budgets using the Budget Wizard.

---

### About the Budget Wizard

The Budget Wizard provides a spreadsheet-based budget entry screen which facilitates simple data entry and modeling in a disconnected environment.

Use the Budget Wizard to:

- Automatically build a budget spreadsheet based on the budgets and budget organizations you set up within Oracle General Ledger.
- Download existing budget balances from Oracle General Ledger or enter data for a new budget entirely within your budget worksheet.
- Enter your new budget balances manually, use budget rules, or use formulas and models.
- Insert new accounts into your budget worksheet. You can then automatically graph your budgets, and even compare budget and actual balances using a variety of graph styles.
- Save a budget spreadsheet on your PC and work on it at any time.
- Automatically upload your new budget balances into Oracle General Ledger when you are satisfied with them.



## Budget Wizard Features and Benefits

<b>Because the Budget Wizard does this...</b>	<b>You can...</b>
Automatically builds budget worksheets, based on the budget elements you define in Oracle General Ledger	Eliminate double maintenance by combining a commonly-used budgeting tool (spreadsheets) with the budget elements you define in Oracle General Ledger.
Provides a flexfield pop-up window to assist entering and validating new budget accounts	Use the spreadsheet to conveniently update your budget organization.
Enforces segment value security in budget worksheets	Protects sensitive data from unauthorized access.
Sets display characteristics (such as account descriptions and sort order), limits accounts to download, and filters budget information that meets criteria your specified	Customize your view of the budget data, enabling ease of maintenance and reporting.
Inserts budget accounts in the budget worksheet, while also applying segment value security rules	Add budget accounts directly from the worksheet, while validating the new account against security rules and the account ranges applied to your budgets.
Provides predefined budget rules, such as spreading an amount across a range of cells, as well as spreadsheet-based formulas and models	Automatically calculate your budget amounts using any type of formula.
Creates graphs of your budgets and actuals using a variety of graphing styles, such as bar graphs, line graphs, and even 3-D area graphs	Have a clear picture of how your budget and actual amounts compare for a wide range of accounts.
Provides budget notes to add descriptions to accounts and amounts in your budget	Justify or explain your budget without external documentation or paperwork.

---

## Building a Budget Worksheet

To build a budget worksheet, you specify the budget elements that you want to budget:

- **Budget.** Since you can create multiple budget versions, you need to specify the budget version and period range you want to use. You define a budget using the Define Budgets window in Oracle General Ledger.
- **Organization.** With budget organizations, you control which users can budget to certain accounts. For example, you may want cost center managers to enter only budget amounts for their own cost centers. You can define a budget organization for each cost center, and protect each organization with a different password; managers can only budget to their own cost center. You define budget organizations using the Define Budget Organization window in Oracle General Ledger.
- **Currency.** When you assign accounts to a budget organization, you specify the currency that you use to enter budget amounts for these accounts.

The Budget Wizard creates your budget worksheet by downloading all of the accounts that are assigned to your budget organization, along with any existing budget amounts.

► **To build your budget worksheet:**

1. Choose General Ledger from the ADI toolbar and select Enter Budgets from the List of Values.

The Create Budget Worksheet window appears.

- |                            |                  |
|----------------------------|------------------|
| 2. <b>In this field...</b> | <b>Select...</b> |
| Organization               | Operations       |
| Budget                     | ADJUSTED 1997    |
| Currency                   | USD              |
| Period Range               | JAN-97 to DEC-97 |

In the Status region of the window, notice the value in the Number of Accounts field. It indicates the number of accounts that are assigned to the Operations budget organization with a currency of USD.

You can limit the accounts that you want to download to your budget worksheet.

**Create Budget Worksheet**

**Criteria**

Organization: **Operations** ✓

Limit Accounts ✗

Set Characteristics ?

Budget: **ADJUSTED 1997**

Currency: **USD**

Period Range: **Jan-97** To **Dec-97**

**Worksheet Options**

**Workbook**

New  Current

**Include**

Budgets Only  Budgets and Actuals

**Status**

Number of Accounts: **1123** ?

Allow Update?: **Yes**

Reason: \_\_\_\_\_

3. Choose the Limit Accounts button.  
The Select Account Segment Ranges window appears
4. Use the list of values to select 5110 as the Account Low.
5. Type 5300 in the Account High field, and choose OK.

**Select Account Segment Ranges**

**Ranges**

Segment	Low	High
Company		
Department		
Account	5110	5300
Sub-Account		
Product		

✓ ✗ ?

Notice that the value in the Number of Accounts field was reduced, as you requested.



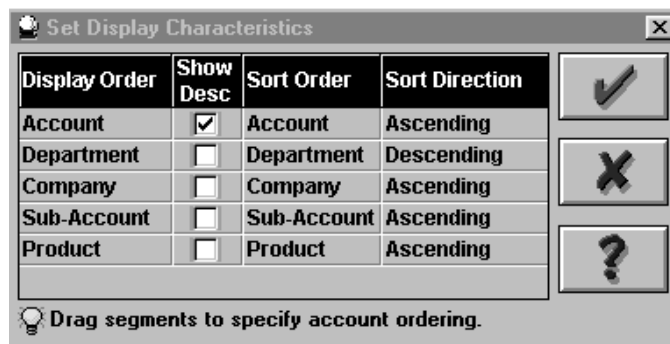
6. Choose the Set Characteristics button.

The Set Characteristics window appears. On this window, you can re-sequence and sort the segments and segment values in your budget worksheet. You can also choose the account descriptions you want to display.

7. Next you define the account structure that you want to use for budgeting.

The account structure is Company – Department – Account – Sub Account – Product. For budgeting purposes, however, you may be most interested in the natural account. Click on the Account segment in the Display Order column and drag it to the top of the column.

8. Click on the corresponding item in the Sort Order column and move it in the same way.
9. Change the Sort Direction to Descending for the Department segment.
10. Because you want to include descriptions for the account segment, check the Show Desc box for that segment.
11. Choose OK.



The Budget Wizard creates the budget worksheet with the natural account segment values in the leftmost column, sorted in ascending order. It sorts the accounts by Department in descending order. It displays the descriptions for the Account segment.

12. Choose OK in the Create Budget Worksheet window to build your budget worksheet.



## Viewing and Entering Budget Amounts

The Budget Wizard creates a budget worksheet that looks similar to the one in the following example. Note that the amounts and accounts in your worksheet may differ from the accounts and amounts in the following example.

Upt	Department	Acct	Co	Sub	Prd	Jan 97	Feb 97	Mar 97	Apr 97	May 97	Jun 97	Jul 97	Aug 97
						15000	15000	6451200	6988800	8084000	8084000	6988800	5913600
110	6300	01	0000	000		33333.33	33333.33	33333.33	312000	360000	360000	312000	264000
120	6110	01	0000	000		33333.33	33333.33	33333.33	1000000	201600	201600	174720	147840
120	6290	01	0000	000		33333.33	33333.33	33333.33	1000000	0	0	0	0
120	6300	01	0000	000		33333.33	33333.33	33333.33	1000000	180000	180000	156000	132000
130	6110	01	0000	000		33333.33	33333.33	33333.33	1000000	403200	403200	349440	295680
130	6300	01	0000	000		30000	1000000	1000000	1000000	144000	144000	124800	105600
140	6110	01	0000	000		403200	1000000	1000000	1000000	504000	504000	436800	369600
140	6300	01	0000	000		13920000	200000	200000	200000	200000	200000	0	0
402	6110	01	0000	000		403200	200000	200000	200000	200000	200000	524160	443520
402	6300	01	0000	000		120000	200000	200000	200000	200000	200000	156000	132000
404	6110	01	0000	000		537600	200000	200000	200000	200000	200000	698880	591360
404	6300	01	0000	000		144000	200000	200000	200000	200000	200000	187200	158400
410	6110	01	0000	000		295680	220000	220000	220000	220000	220000	384384	325248
410	6300	01	0000	000		0	0	0	0	80000	0	0	0
420	6110	01	0000	000		268800	295680	322560	349440	403200	403200	349440	295680
420	6210	01	0000	000		5000	5000	5000	5000	0	0	0	0
420	6220	01	0000	000		5000	5000	5000	5000	0	0	0	0
420	6300	01	0000	000		5000	5000	5000	5000	0	0	0	0
430	6110	01	0000	000		268800	295680	322560	349440	403200	403200	349440	295680
430	6300	01	0000	000		0	0	0	0	0	0	0	0
440	6110	01	0000	000		268800	295680	322560	349440	403200	403200	349440	295680
440	6300	01	0000	000		0	0	0	0	0	0	0	0

Your accounts appear in the gray region on the left of the budget worksheet, and the associated budget amounts appear in the white region on the right.

► **To view and enter budget amounts:**

1. View a larger region of the budget amount information by choosing the View Context and View Desc buttons at the top of the worksheet.

The context and account information disappears so that you can view more budget amounts.

2. Redisplay the context and account description by clicking on the View Content and View Desc buttons again.
3. You can change budget amounts by typing over the existing amounts. You can also use more sophisticated budgeting tools, including budget rules, formulas, and models.

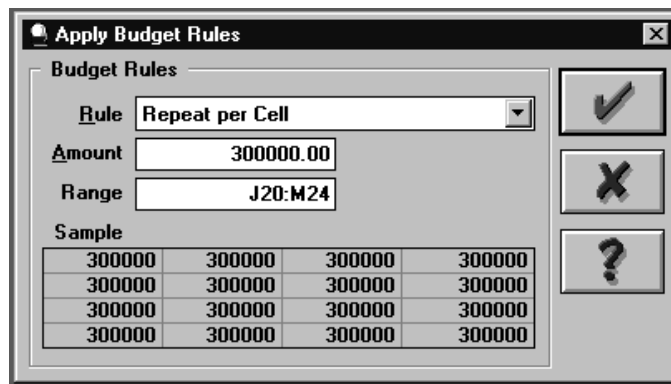


Type 400,000 in the cell corresponding to JAN-97 for the first account.

4. Type 500,000 in the cell corresponding to JAN-97 for the second account.
5. Highlight a 4x4 section of budget amounts, and choose the Apply Budget Rules button on the ADI toolbar.

The Apply Budget Rules window appears.

6. From the Rule field, choose Repeat per Cell.
7. In the Amount field, type 300,000 .



8. Choose OK.

The Budget Wizard entered 300,000 as the budget amount for all of the cells in the selected region.

It also set the Upload flag for the appropriate accounts.

---

## Inserting Budget Accounts

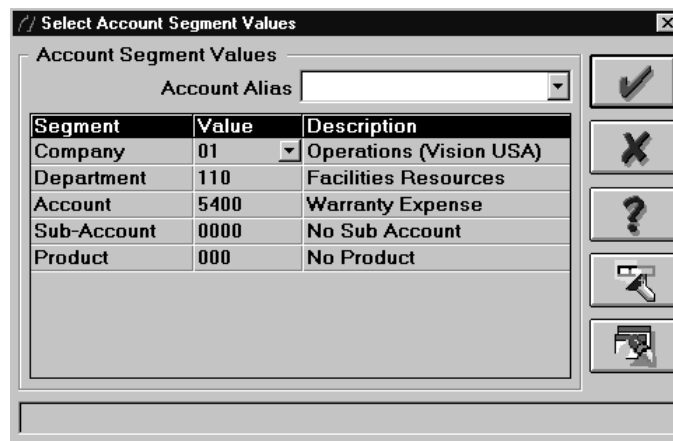
With the Budget Wizard, you can insert accounts into your budget worksheet. ADI verifies that the account is:

- not a duplicate on your spreadsheet
- a valid account
- part of the budget organization account range.



► **To insert budget accounts:**

1. Move the cursor on the row above where you want to insert a budget account.
2. Choose on the Insert Budget Account button.  
The Select Account Segment Value window appears.
3. Select the following flexfield combination: 01.110.5400.0000.000.
4. Choose OK.



The account is now inserted into the worksheet.

5. Enter 30,000 for Jan-97 for the inserted account.

---

## Filter Budget Values

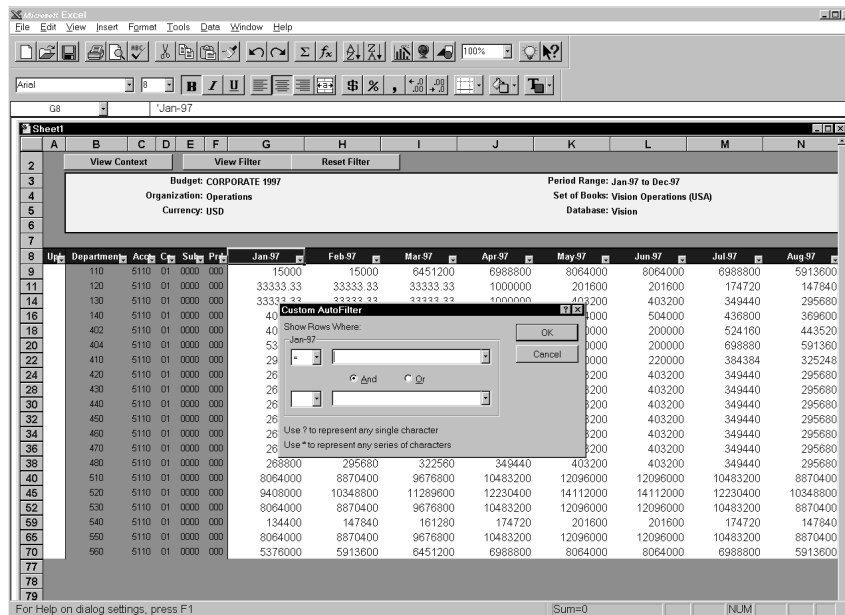
You can filter budget rows to select values, amounts, or descriptions. Rows that do not meet the criteria you specify are hidden so that you can focus on the information you want to work with.

► **To filter budget values:**

1. Choose the View Filter button.  
A filter button appears beside all the column headings of the budget.
2. Click on the Account column, and select 5110.

The Budget Wizard only displays rows for Account 5110 Cost of Sales.

3. Further filter your budget by clicking on the JAN-97 column.
  4. Select Custom as your filtering criteria.
- The Custom AutoFilter window appears.
5. Choose greater than (>) 400,000, and choose OK.



The Budget Wizard only displays rows for Account 5110 that have JAN-97 amounts greater than 400,000.

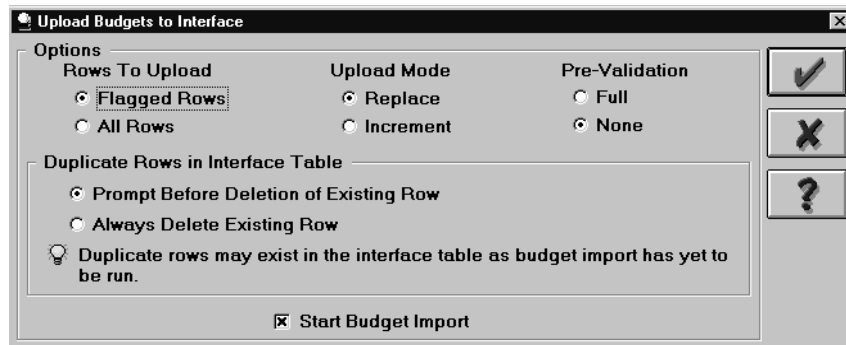
6. Choose the Reset Filter button to redisplay all the budget rows you downloaded.
7. Turn off the Filter arrows by choosing the View Filter button.

## Upload Budget Amounts

Now that you have updated budget amounts for accounts (by manually typing the amounts and by using a budget rule), you are ready to upload your budget amounts to Oracle General Ledger.

► **To upload budget amounts to Oracle General Ledger:**

1. Choose General Ledger from the ADI toolbar and select Upload to Interface from the List of Values.
2. The Upload Budgets to Interface window appears.

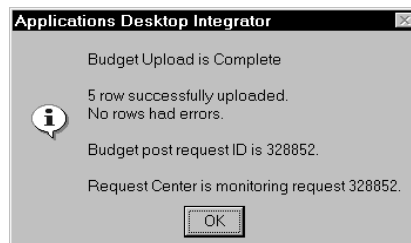


3. Check the following options:
  - Flagged Rows for Rows to Upload
  - Replace for Upload Mode
  - Prompt Before Deletion of Existing Rows
  - Start Budget Import.

Leave the default of None for Pre-Validation.

4. Choose OK to start the upload.

The Budget Wizard uploads your flagged rows to the Budget Interface table. It then starts a budget upload concurrent process, which updates your budget amounts in Oracle General Ledger. The Budget Wizard displays a message which looks like the following sample:



This message indicates that the budget upload concurrent process has begun. The process runs on the server so you can continue using the Budget Wizard while the process completes.

- Restore the Request Center by choosing Applications from the ADI toolbar and selecting Request Center from the List of Values.

Your concurrent request appears on the Pending tab, along with its status information.

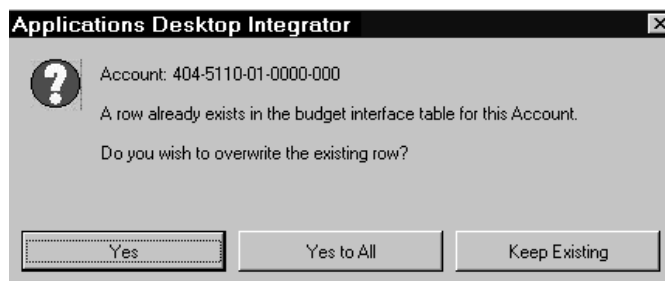
Database	Request ID	Username	Phase	Status	Program Name	Request Date
he030b	323324	OPERATION	Completed	Normal	Journal Import	09/10/1999 12:39:36 P
he030b	323320	OPERATION	Completed	Normal	RX-only: Additions by Perio	09/10/1999 9:58:46 AM
he030b	323318	OPERATION	Completed	Normal	MGT: Unbilled Receivables	09/09/1999 8:07:57 PM
he030b	323315	OPERATION	Completed	Normal	Income Statement Consolida	09/09/1999 7:24:44 PM
he030b	323314	OPERATION	Completed	Normal	Rolling Income Statement	09/09/1999 7:23:30 PM
he030b	323313	OPERATION	Completed	Normal	RX-only: Additions by Perio	09/09/1999 7:06:21 PM
he030b	323311	OPERATION	Completed	Normal	MGT: Unbilled Receivables	09/09/1999 6:35:22 PM
he030b	323310	OPERATION	Completed	Normal	Budget - Organization Listi	09/09/1999 6:06:09 PM

When the request finishes, the Request Center moves your request to the Completed tab. It notifies you that the process is complete by blinking at the bottom of your screen and playing a sound file (if your PC can play sound files).

- Minimize the Request Center.
- Scroll your worksheet to the right to view the Messages column.

A green success indicator appears in each row that you uploaded.

**Note:** If multiple users upload budget amounts for the same account simultaneously, the Budget Wizard asks if you want to overwrite the other budget amounts or leave the other budget amounts in the interface table. You will see a message similar to the following message:





Depending on your response, the following occurs:

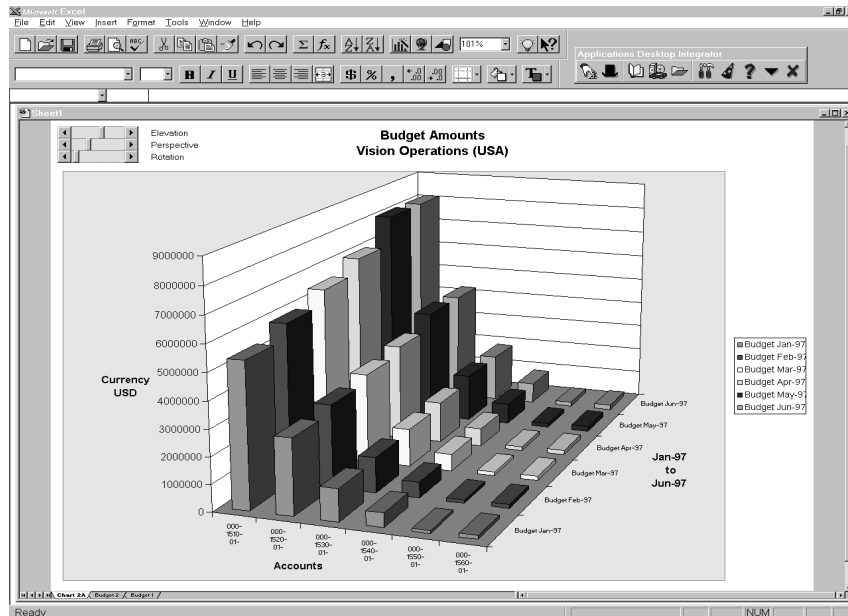
<b>If you choose...</b>	<b>The Budget Wizard...</b>
Yes	Overwrites the existing row and prompts you if it encounters another duplicate row.
Yes to All	Overwrites the existing row and all other duplicate rows.
Keep Existing	Leaves the earlier budget amount in the interface table.

---

## Graphing Budget Amounts

- ▶ **To graph budget amounts:**
  1. Select a 6x6 region of budget amounts on your budget worksheet.
  2. Choose General Ledger from the ADI toolbar and select Create Graph from the List of Values.

The Budget Wizard creates a new worksheet in your workbook which contains a 3D column graph of your budget amounts.



3. Change the orientation of the graph by moving the rotation slider at the top-left corner of the worksheet.

Alternatively, to rotate the graph real-time, first click anywhere on the graph to select it, then click on any corner of the graph and rotate.

4. Try different graph styles using the graphing toolbar.

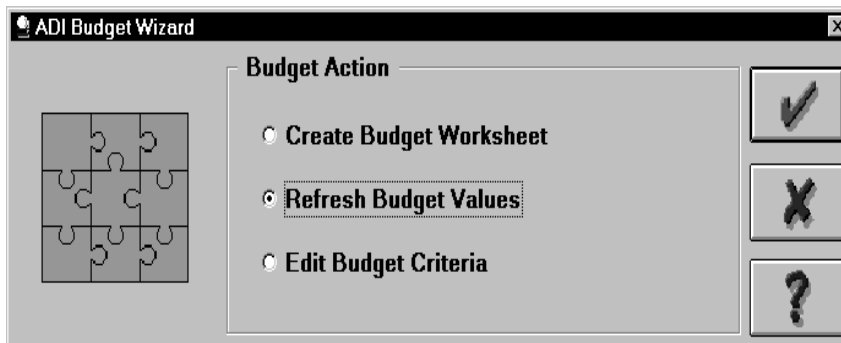
---

## Verifying the Budget Upload

After the Budget Upload process completes on the server, you can refresh your budget worksheet to see your updated amounts.

► **To verify the budget upload:**

1. Return to your budget worksheet by clicking the Budget 1 tab at the bottom of your workbook.
2. Highlight a region of budget amounts, and choose Clear All from the Edit menu.
3. Choose General Ledger from the ADI toolbar and select Enter Budgets from the List of Values. Check Refresh Budget Values.



4. Choose OK.

The Budget Wizard downloads the budget balances from the database, just as it did when you first created your budget worksheet. However, you modified some budget amounts since you initially created the worksheet. The Budget Wizard downloads the new amounts.





---

## Creating Models (Optional)

Just as you can use budget rules to automatically calculate budget amounts, you can also use formulas and models.

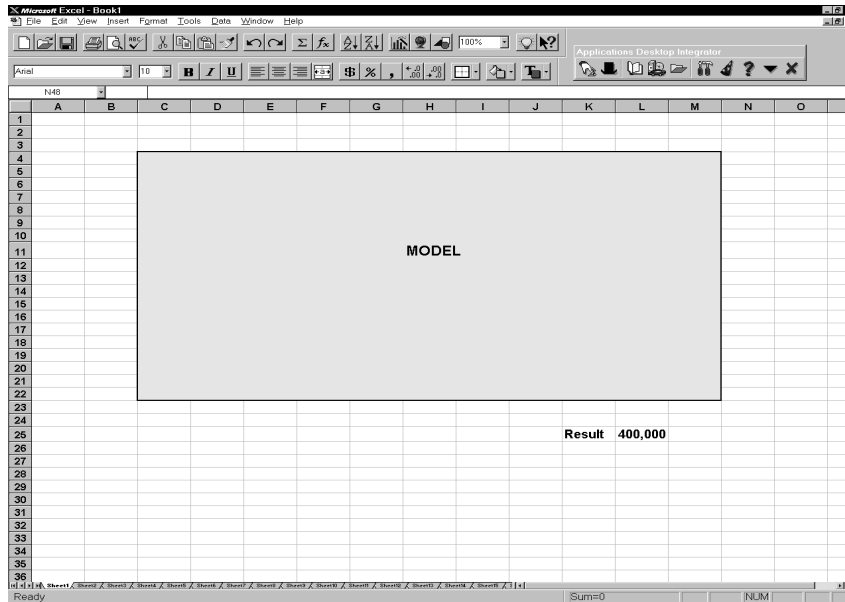
In this section, you will learn how to create a model and incorporate it into your budget worksheet.

Skip this lesson if you do not want to create a model at this time.

► **To create a model:**

1. From the Insert menu, choose to insert a worksheet.  
A blank worksheet, titled Sheet 3, appears.
2. Highlight roughly a 10x10 section of cells in the blank worksheet
3. For effect, format the highlighted section. Choose Cells from the Format menu and use the Border tab to add a border.
4. Use the Patterns tab to color the highlighted section, and choose OK.
5. Type the word *MODEL* in the middle of the section.
6. Type the word *Result* below your model, and type *400,000* in the next cell.

You will link that result to one of the cells in your budget worksheet.



7. Return to your budget worksheet. Type an equal sign (=) in one of the amount cells.
8. Immediately return to the model worksheet, click on the 400,000, and press Return.
9. Return to the budget worksheet, and notice that 400,000 now appears in place of the equal sign. Your cursor appears in the cell below the 400,000.  
The link is dynamic, so any changes to the model are reflected in the budget worksheet.
10. Return to the model worksheet, replace the 400,000 with 500,000. Return to the budget worksheet and notice that the 400,000 was automatically updated to 500,000.

When you upload your budgets to Oracle General Ledger, you upload the amounts that appear in the sheet. Therefore, you can work on your budgets for as long as needed, refining your models as you go. Any time you upload your budget amounts, you always upload the up-to-date results.



---

## Adding Notes to Amounts and Accounts

You can use budget notes to provide justifications, or explanations, for the amounts in your budget worksheet.

After uploading budgets to Oracle General Ledger, you can attach your budget worksheet to the Enter Budget Amounts window by using the Oracle Applications attachments feature.

► **To create a budget note for an amount and an account:**

1. Select an amount cell in your budget worksheet, choose General Ledger from the ADI toolbar and select Budget Notes from the List of Values.

The Add Budget Note window appears.



2. Choose to add a budget note to an amount by checking Amount.

The Cell Note window appears. Choose OK.

3. Type a note, such as *Approved by <your initials> on <date>*, and choose OK.

4. Press Tab to move the cursor to the next cell.

A red dot appears in the cell where you entered your note, indicating that a budget note is linked to the cell.

5. Repeat the previous steps, but choose to add a budget note to an account instead of an amount.

In this case, your budget note applies to all of the budget amounts for the account, not just a single amount.

---

## Using Attachments (Optional)

This lesson illustrates how to add your budget worksheet as an OLE attachment to the Enter Budget Amounts window.

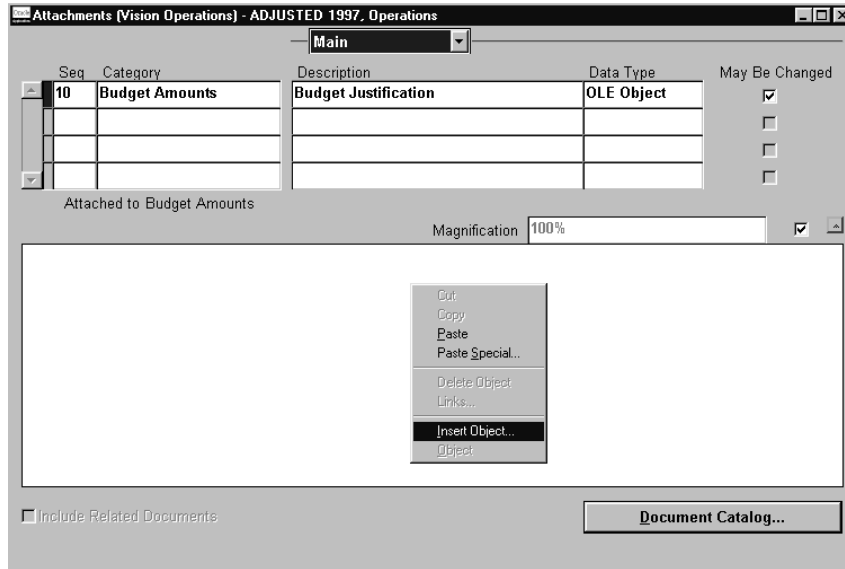
Skip this lesson if you do not want to use attachments at this point.

► **To use attachments:**

1. Save your spreadsheet, and minimize Excel.
2. Start Oracle General Ledger if it is not already running.
3. Navigate to the Enter Budgets window in Oracle General Ledger (standard path: Budgets Enter Amounts).
4. Choose the same budget organization, budget, currency, and period range that you used with the Budget Wizard.

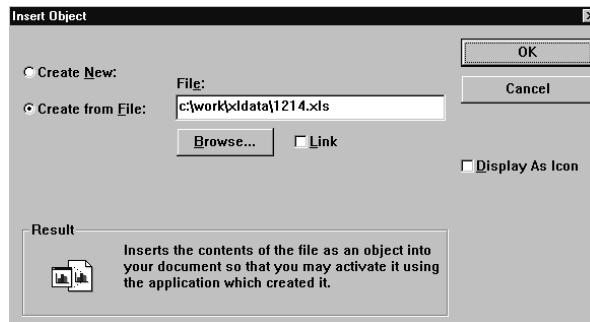
Organization: Operations  
Budget: ADJUSTED 1997  
Currency: USD  
Period Range: JAN-97 to DEC-97

5. Click in the Account field.  
The Find Accounts window appears.
6. Type 5110 in the Account Low field, and 5300 in the Account High field.
7. Choose OK to retrieve the accounts in this range that are assigned to your budget organization.  
These are the same accounts that are included in your budget worksheet, but they are in a different order in this window.
8. Click in the Budget Organization field, and choose the Attachments button.
9. To attach the spreadsheet you saved earlier, enter Budget Amounts for the category, Budget Justification for the description, and OLE Object for the data type.
10. Right-click in the white region at the bottom of the screen, and choose Insert Object.



The Insert Object window appears.

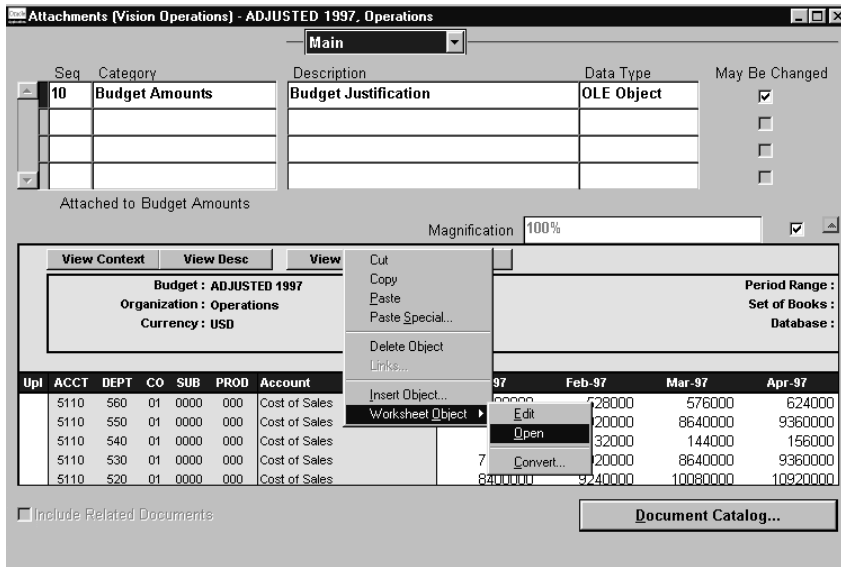
- Choose Create from File, and then use the Browse button to locate the spreadsheet that you saved.



- Do not check Link.

- Choose OK.

A section of your worksheet appears on the Attachments window.



14. Right-click and choose Worksheet Object Open to open the spreadsheet.

The notes are included with the worksheet, so anyone who queries this budget can view the budget justifications.

15. Close the Attachments window and the Enter Budget Amounts window.

16. Minimize Oracle General Ledger.

17. Restore Excel.



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## Creating and Uploading Journals With the Journal Wizard

In this section, you learn how to enter and upload journals using the Journal Wizard.

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### About the Journal Wizard

With the Journal Wizard, you can design and automatically generate journal entry worksheets, which utilize popular spreadsheet data entry techniques. You enter journal entries directly in a spreadsheet, so you can take advantage of data entry shortcuts, such as copying and pasting or dragging and dropping ranges of cells, or even using formulas to calculate journal line amounts.

ADI validates your data against the accounts and reference information that you defined in Oracle General Ledger. It also enforces segment security and cross validation rules. You can then automatically upload your journals to Oracle General Ledger. Before uploading, however, you can save and distribute your journal worksheets for approval.

### Journal Wizard Features and Benefits

<b>Because the Journal Wizard does this...</b>	<b>You can...</b>
Automatically builds spreadsheet-based journal entry worksheets based on the journal type	Work with a data entry screen that is tailored to your data entry requirements. It includes only the information that you want to enter.
Enables quick journal entry by copying and pasting journal lines, then making incremental modifications	Maximize productivity by decreasing the necessary keystrokes to enter data.
Define journal templates that you can modify and upload repeatedly	You can enter recurring journal entries by saving a journal worksheet, then uploading it whenever appropriate, such as every month.



Because the Journal Wizard does this...	You can...
Performs full validation of accounts with enforcement of segment security and cross validation rules, as well as other reference fields.	Build efficiency because you get real time feedback on errors to correct them on the spot.
Loads journals into Oracle General Ledger through the General Ledger open interface.	Leverage existing General Ledger functionality for importing journal entries from subledgers, and provide auditability through execution reports.

---

## Creating a Journal Worksheet

To build a journal worksheet, first specify the type of journals you want to enter. Choose from functional currency actual, foreign currency actual, budget, or encumbrance.

You also choose whether you want to enter a single journal entry or multiple journal entries. You choose single if all of your journal lines share common header information, such as accounting period, category, and currency. If your journal lines do not share this information, choose multiple journal entries so you can enter different header information for each journal line.

Based on your choices, the Journal Wizard automatically includes the journal information in your journal worksheet. You can always add more journal information.

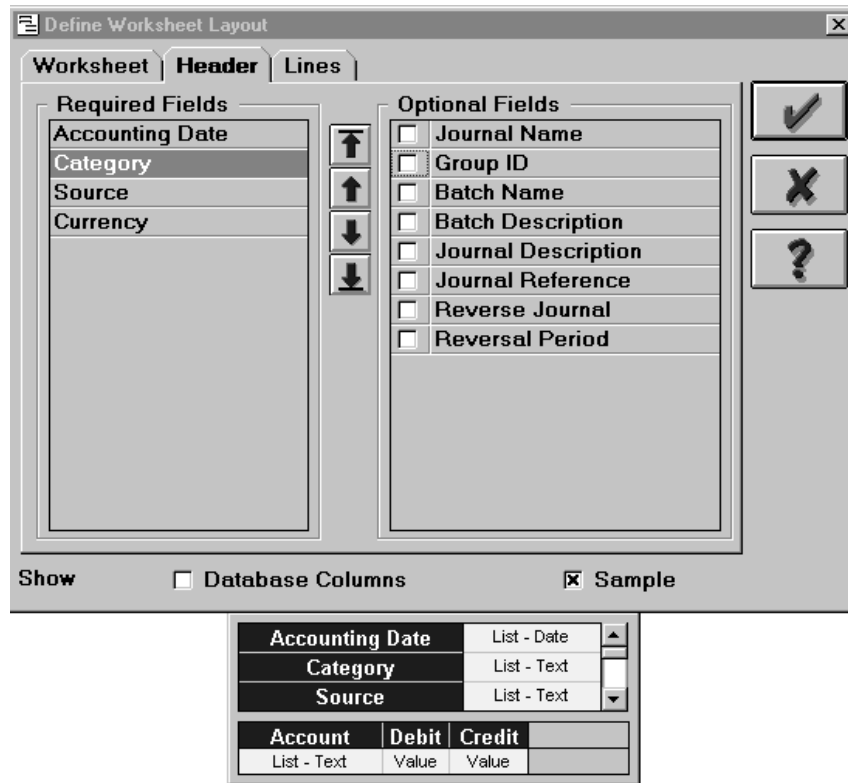
► **To create a journal worksheet:**

1. Choose General Ledger from the ADI toolbar and select Enter Journals from the List of Values.
2. Choose the Functional Actuals journal type, and choose to enter a single journal entry.
3. Choose the Layout Editor button in the Create Journals window.

The Define Worksheet Layout window appears. This window shows whether journal information is optional or required. It also lists optional journal information you can choose to include in your journal worksheet.



You can re-sequence both the required and optional information. You can choose to view a sample journal worksheet, which displays both the required journal information and any optional information you chose to include.



4. Choose one of the fields in the Required Fields list. Use the arrow buttons to re-sequence the fields. Scroll downward in the header region of the sample layout to see your new ordering.
5. Choose to include the Journal Name in the optional fields list by checking it.  
The journal name is now included in the sample layout.
6. Choose the Lines tab and add the Description field.  
It is now included in the sample layout.
7. Choose OK in the Define Worksheet Layout Window, and then choose OK in the Create Journal Worksheet window.



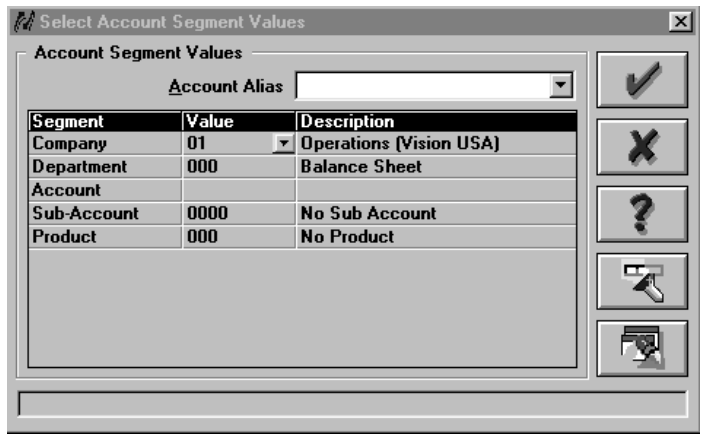


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## Entering Journals

► **To enter a journal:**

1. Type the journal header information.
2. Enter JAN-98 as the accounting date.  
The accounting date appears in the format that you chose for your spreadsheet.
3. The Journal Wizard provides full online validation. For example, Adjustment is the default category, but you can change this to any valid category.  
Double-click on the Adjustment value. The Select Category window appears. Double-click on any other category.
4. For the journal name, type *<your initials> JE #1*.
5. Double-click on any segment field (Co, Dept, Acct, etc.) in the first journal line.  
The Select Account Segment Values window appears, where you can type each segment value or choose from lists of valid values.



6. ADI reflects default segment values as defined in Oracle General Ledger. Leave the default value of 01 for Company.
7. Choose the Department field. From the list of values, choose Department 130.  
These values are validated real-time against the values defined in Oracle General Ledger. Notice that the Journal Wizard displays the description.

8. Type 5800 in the Account value field.

Even without using lists of values, the Journal Wizard provides real-time validation of your account values. The Journal Wizard supplies the description, Salaries, which corresponds to account 5800.

9. Leave the default values for Sub-Account and Product.

10. Choose OK to close the Select Account Segment Values window.

The Journal Wizard displays the values you chose in your Journal Worksheet.

11. Enter a debit of 2000 for this account.

You can define shorthand aliases to represent commonly-used accounts. Shorthand aliases save data entry time because you can enter an easy-to-remember name instead of a combination of segment values.

12. Double-click on any segment field in the second journal line.

The Select Account Segment Values window appears.

13. Choose Employee Exp. from the Account Alias field at the top of the window. Choose OK.

The Journal Wizard enters the corresponding account values in the journal worksheet.

14. Enter a debit of 1000 for this journal line.

15. Of course, you can type accounts directly into the journal worksheet instead of using the additional windows.

For the third journal line, type the combination 01.110.7740.1100.000, pressing Tab after each segment to enter the segment value in the appropriate worksheet column.

16. Enter a credit of 3000.

---

## Uploading Journal Entries

Now that you've entered a balanced journal entry, you are ready to upload it to Oracle General Ledger.

► **To upload journal entries:**

1. Choose the Upload to Interface button in the ADI toolbar.



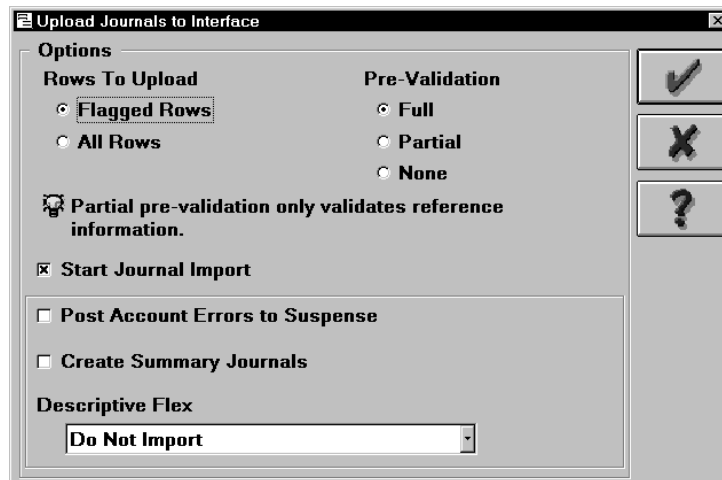
The Upload Journals to Interface window appears.

2. For the Rows to Upload option, choose Flagged Rows.
3. For the Pre-Validation option, choose Full.

Full Pre-Validation validates all journal data, including journal fields for which a list of values is available, including cross-validation rules.

**Note:** The Validate on Server profile option in Oracle Applications must be set to Yes. Partial pre-validation checks everything except cross-validation rules. If you select None, cross-validation is handled by the journal import program in Oracle General Ledger.

4. For the If Upload Errors are Encountered option, choose Do Not Upload Any Rows.
5. Check the Start Journal Import option.



6. Choose OK to start the upload.

The Journal Wizard uploads your flagged rows to the interface table, and it then starts a journal import concurrent process, which runs on the server.

The concurrent process creates journal entries in Oracle General Ledger, based on the journal information in the interface table. The Journal Wizard displays a message that looks similar to the following:



The message informs you that the journal import concurrent process has started. It runs in the background, so you can continue using the Journal Wizard while the process completes. The Request Center notifies you when the process completes by blinking at the bottom of your screen, and by playing sound if your PC can play sound files.

7. Notice that the Messages column displays a green success indicator in each row that you uploaded. To enable this feature, go to the ADI Toolbar and choose the Options icon. Select General Options. Choose the Settings tab in the window that appears. Be sure the Show Upload Success check box is checked.

During upload, the Journal Wizard validates your accounts and reference fields, such as source and category. If you entered invalid values for any of these fields, the Journal Wizard displays an error message when you upload. For example, if you entered an invalid category, you see the following:



In this case, you can use the list of values to choose a valid category, and then upload again.

---

## Using Data Entry Shortcuts

One of ADI's greatest strengths is the data-entry shortcuts it supports, since it uses a spreadsheet for data entry.

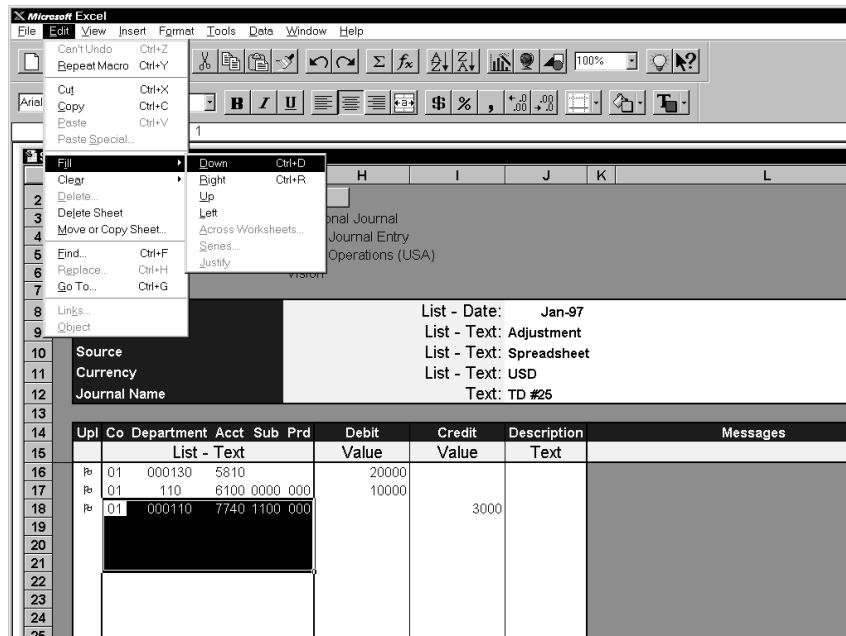


You will now learn how easy it is to copy journal lines, then quickly modify the copied lines instead of retyping them.

► **To use data entry shortcuts:**

1. Highlight the account combination in the third journal line of the journal worksheet that you just uploaded.
2. Drag downward to highlight the next three rows.
3. From the Edit menu, choose Fill Down.

The account segment values are copied down into the next three rows.



4. Replace the Department in the first new row with 120, the second new row with 130, and the third new row with 140.

You just entered three journal lines with only a few keystrokes. These same techniques will help you to quickly create much larger journal entries.

---

## Verifying the Journal Upload

After the Request Center notifies you that the journal import process is complete, you can verify that your journal entry was created in Oracle General Ledger.

► **To verify the journal upload:**

1. Start Oracle General Ledger if it is not already running.
2. Go to the Enter Journals window (standard path: Journals Enter).
3. You must ensure that the Enter Journals folder does not have an embedded query that may restrict the journal entries that are uploaded.  
Choose Reset Query from the Folder menu.
4. In the Find Journals window, choose the More button to display additional fields.
5. In the Journal field, type %<your initials>%.
6. In the Date Created From field, use the list of values to select the current date.
7. Choose the Find button to retrieve your journal.
8. Choose the Review Journal button in the Enter Journals folder to view the journal entry you uploaded from your spreadsheet. You can then modify the journal, or post the journal to update account balances.
9. Before proceeding to the Report Wizard section, return to Excel, close the Enter Journals window, and minimize Oracle General Ledger.





CHAPTER

# 3



## Creating Reports

This chapter contains lessons that explain how to perform the following tasks:

- Define reports using the Report Wizard
- Submit, monitor, and publish reports using the Request Center

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## Defining Reports With the Report Wizard

In this section, you learn how to create financial reports with the Report Wizard. You will create a six-month rolling income statement by simply specifying a few attributes and choosing accounts that you want to include in the report.

---

### About Report Wizard

The Report Wizard provides a spreadsheet-based interface to Oracle General Ledger's financial reporting engine, the Financial Statement Generator (FSG).

Novice users can define simple reports entirely within a spreadsheet. Intermediate users can use a combination of spreadsheets and assistance windows. Advanced users can use configurable property sheets which allow for even quicker data entry than in the spreadsheet alone.

Within the Report Wizard, you can use the Content Set Generator to automatically create complex content sets to achieve time-based reporting. Content sets override the row set definition of an existing report and replace the row set account assignments and/or display options. With Content Set Generator you can easily create content sets that represent your hierarchy at a point in time. If your structure changes, you can use these content sets to compare results against the current and prior hierarchies.



## Report Wizard Definition Features and Benefits

<b>Because the Report Wizard does this...</b>	<b>You can...</b>
Provides an intuitive user interface to Oracle General Ledger's Financial Statement Generator and powerful server-based processing	Maximize your efficiency.
The wizard-driven Content Set Generator automatically creates complex content sets	Quickly create point-in-time snapshots each time you reorganize your corporate hierarchy. You can produce comparative reports based on different hierarchies to determine the best rollup for your organization. Over time, you can create a collection of these date-effective hierarchies, which are encapsulated as content sets and then submitted at report runtime.
The Content Set Generator displays a graphical representation of the hierarchies it encapsulates.	Immediately visualize how reports will roll up. You can also check the hierarchy to ensure it is exactly what you want for your report.
Includes a wizard driven interface allowing users to quickly create new financial statements	The Report Wizard increases productivity by decreasing the number of keystrokes required to define a report.
Provides several different methods for defining reports including entering report attributes directly within a spreadsheet, using assistance windows, or using configurable property sheets	The Report Wizard seamlessly supports report definitions for all user levels. Novice users can define simple reports entirely within a spreadsheet. Intermediate users can use a combination of spreadsheets and assistance windows. Advanced users can use configurable property sheets. The additional assistance windows allow for faster data entry than in the spreadsheet alone.



Because the Report Wizard does this...	You can...
Expands upon spreadsheet menu choices including right mouse button support to quickly invoke a special Report Wizard menu	Decrease training activities because The Report Wizard builds upon the already familiar user interface of Excel.
Includes a Report Navigator	Easily visualize and navigate through reports. You can get a clear understanding of the structure of even the most complex reports. You can quickly locate any attribute of any report component.

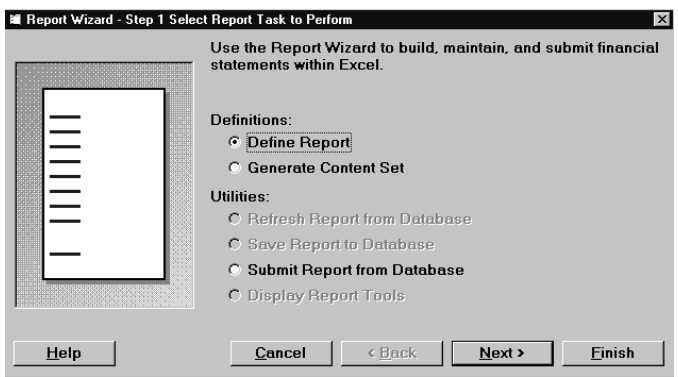
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## Creating a Report Definition Worksheet

In this lesson, you create a six-month rolling income statement.

► **To create a report definition worksheet:**

1. Choose General Ledger from the ADI toolbar and select Define Report from the List of Values.
2. In the Definitions field, check Define Report, and choose the Next button.



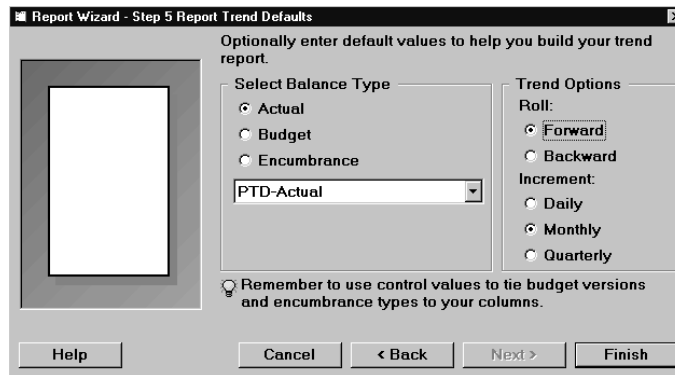


3. Choose to use a blank report for your report definition, and choose the Next button.
4. For the report name, type *<your initials> Income Statement*.
5. Since this is a 6-month rolling report, increase the number of columns to 6.
6. Choose the Next button.

Notice that the format mask is 99,999,999 and the factor is units. These choices tell the Report Wizard to allow enough room in each column for numbers up to 99,999,999 and to report in base currency units instead of thousands or millions.

7. Choose to define a trend report. Choose the Next button.
8. For Select Balance Type, choose the Actual option, and select PTD-Actual from the drop-down list.
9. For the Trend Options, choose to roll forward and increment monthly.

These choices tell the Report Wizard to report on PTD-Actual balances in all 6 columns, to roll through a 6-month period from the leftmost column to the rightmost, and to roll from the earliest period to the latest period.



10. Choose Finish to build a report definition worksheet.

You just completed half of the report definition process, as the attributes you specified are all that is necessary to define the columns of your report.

To complete your report definition, you just need to define your line items.

---

## The Report Wizard Toolbar



When you create a new report or open an existing one, Report Wizard displays the Reports Toolbar.

Slowly drag your cursor across the toolbar to show the brief description for each button.



**Report Objects:** Display all report and object properties. These include Report, Row, Column, Content, and Row Order properties that are active for the currently displayed report.



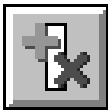
**Row Properties:** Display the Row Properties window. From here you can see all of the properties associated with each of your row definitions. You can also choose to display additional windows showing Row Account Assignments and Row Calculations.



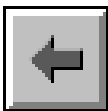
**Column Properties:** Display the Column Properties window. From here you can see all of the properties associated with each of your column definitions. You can also choose to display additional windows showing Column Account Assignments, Column Calculations, and Column Exceptions.



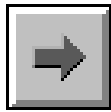
**Insert/Delete Row Object:** Insert a new line item (row) into your row set, or, for an existing line item, insert account assignments. You can also delete a line item or its account assignments.



**Insert/Delete Column Object:** Insert a new column or column heading row into your report worksheet. You can also delete a column or column heading row.



**Move Column Left:** Move a column to the left.



**Move Column Right:** Move a column to the right.



**Save Report to Database:** Save your report back to General Ledger. If you want to save your report to a diskette for later editing, use the File Save function in your spreadsheet.



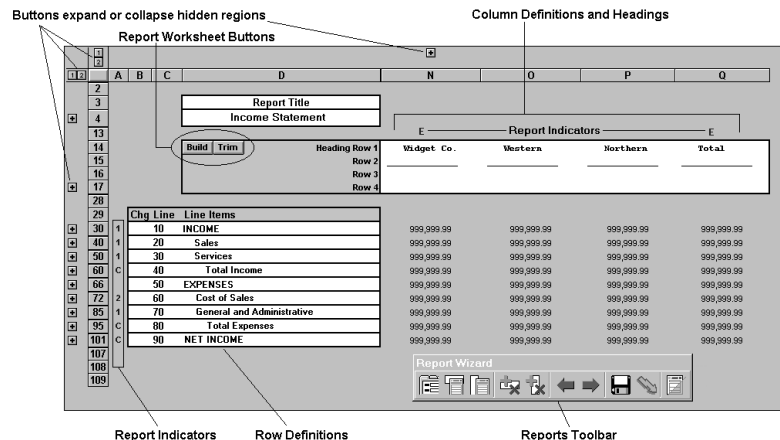
**Refresh Report From Database:** Restore your report from the General Ledger database to your currently open report worksheet.



**Hide Tools:** Close the Reports Toolbar.

## The Report Definition Worksheet

The following diagram illustrates the different regions of a report definition worksheet. Note that your report definition worksheet will not include everything in the diagram because your worksheet represents a new report, while the following diagram represents a complete report.



The report indicators indicate whether accounts, calculations, or exceptions are entered for each row and column. Numbers indicate how many ranges of accounts are entered for each row, while the letter C indicates a calculation, and the letter E indicates an exception definition.

---

## Using the Report Definition Worksheet

The Report Wizard automatically enters the attributes you specified, such as balance type and factor, in hidden regions in the worksheet.

You use the plus sign (+) buttons along the top and left sides of the report worksheet to display hidden regions.

When you display a hidden region, the plus sign (+) button changes to a minus sign (-). By expanding and collapsing hidden regions, you can enter report attributes directly in your spreadsheet, yet you can always see how your report will look when you run it.

► **To use the Report Definition worksheet:**

1. Choose the plus sign (+) button to the left of the report title (the topmost + button).

The hidden region expands to display the name of the report, row set, and column set. The Report Wizard automatically groups your rows into a row set and your columns into a column set. Row sets and column sets can be reused in new reports.

2. Choose the minus sign (-) button to hide the row set and column set names.
3. Choose the plus sign (+) button to the left of the column heading (the second + button from the top).
4. Notice that the Report Wizard automatically entered the column attributes based on the choices you made when you built the report definition worksheet.

For example, the Report Wizard enters PTD-Actual as the amount type for every column. It also enters the period offset for each column, from 0 to 5, because you specified that this is a trend report and that periods should roll from the earliest to the latest.

5. Notice the column headings in the report. FSG automatically replaces &POI with the period-of-interest when you run the



report. Thus, you can run the report every month, and your headings always display the correct periods.

6. To hide the column set attributes, choose the minus sign (-) button next to the column set .

---

## Entering Line Items

You are already half finished producing this report. Your columns are defined. Now, you are ready to finish defining your report by entering line items

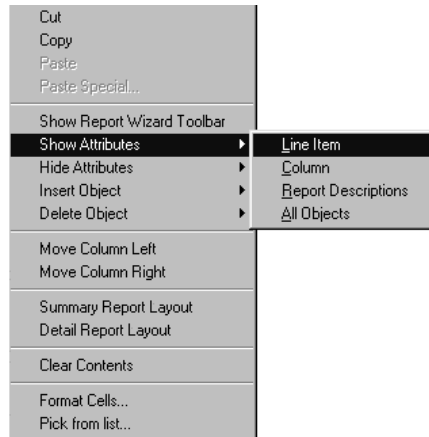
► **To enter line items:**

1. Select the first line item and type *REVENUE* over Line 1. This row will be a heading row.
2. Select the second line item, and type five spaces and the word, *Product*.
3. Select the third line item, and type five spaces and the word, *Service*.
4. Select the fourth line item, and type five spaces and the word, *Training*.
5. Select the fifth line item, and type five spaces and the word, *Expense*.

Normally, you would continue making entries for each row in the report. For the purposes of this lesson, you can stop now and begin entering accounts for the rows you defined.

6. Right-click on the Product line item.

A Report Wizard menu appears. You can access many Report Wizard functions through this menu.



7. From the menu, choose Show Attributes, and then Line Item.

This menu choice has the same effect as pressing the plus sign (+) button that corresponds to the line item.

8. Examine the row attributes.

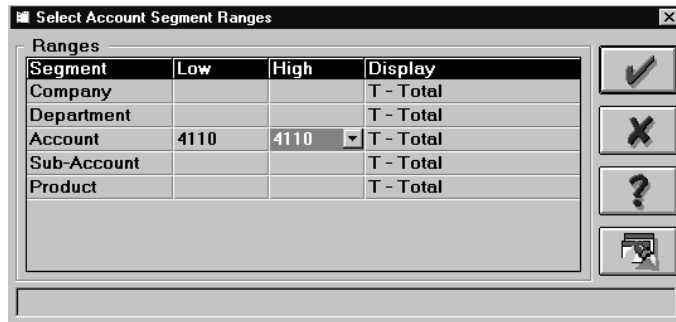
Use the row name to refer to this row in calculations. The display field indicates if this row should be displayed. For example, you would not display the row if you were only using it for calculation purposes. The level of detail allows you to specify who should be able to view certain rows.

9. Right-click on the Product line item, and choose Insert Object and then Line Account Assignment.

An Account Assignments region appears in your spreadsheet.

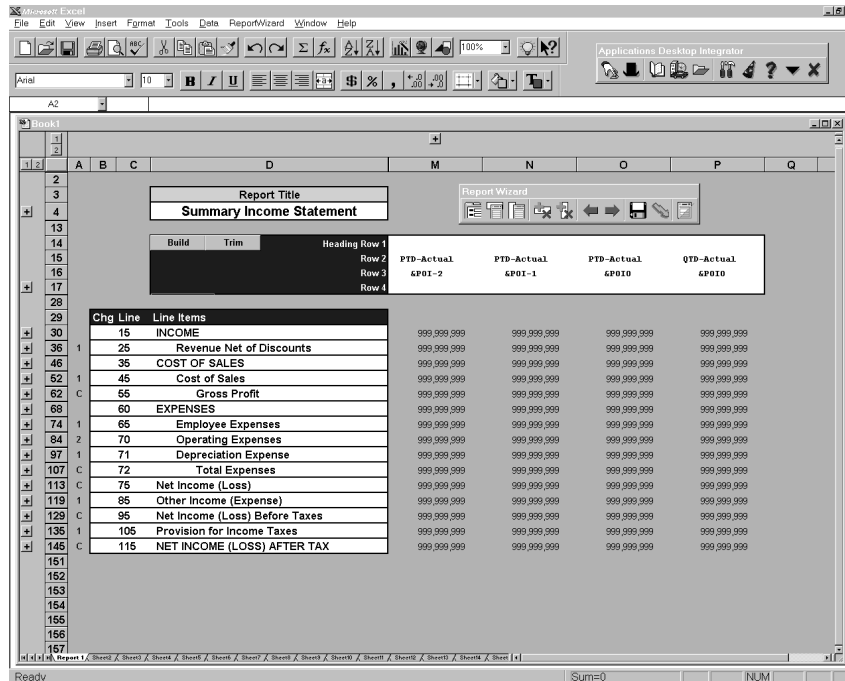
You can type account assignments directly in this region, or use a list of values to enter accounts.

10. Double-click anywhere in the Account Assignments region to open the Select Account Segment Ranges window.



11. Select the Account Low cell to open a list of values for the Account field.
12. Select account 4110, and choose OK to close the list of values.
13. Choose OK to close the Select Account Segment Ranges window.

Notice that 4110 is listed as both the low and high account value. Therefore, the Product line item displays the total balance for account 4110 (Hardware), across all companies, departments, sub-accounts and products.



14. Right-click and choose Summary Report Layout to hide the row attributes. You can once again see how the report will appear when you run it.
15. Right-click on the Service line item, and choose Insert Object and then Line Account Assignment.
16. Double-click anywhere in the Account Assignments region to open the Select Account Segment Ranges window.
17. Type 4120 in the Account Low cell and 4130 in the Account High cell (without opening the list of values).
18. Choose OK to close the Select Account Segment Ranges window.  
The Report Wizard enters your range in the worksheet.
19. Right-click and choose Summary Report Layout to hide the row attributes.
20. Right-click on the Training line item, and choose Insert Object and then Line Account Assignment.
21. Type 4140 directly in the Account Low cell, and press Tab.  
Notice that 4140 is automatically copied over to the Account High.



22. Right-click and choose Detail Report Layout. You can now see all hidden regions.
23. Scroll downward to see the account range that is assigned to each row.
24. Save your report by pressing the Save button in the Report Wizard toolbar.

You just created an income statement. It is as simple as specifying a few attributes, such as balance type and period offset, and then entering accounts.

Next, learn how to download an existing report to view a complete report definition.

## Downloading an Existing Report

You can define reports from scratch, from existing report objects such as row sets and column sets, or by downloading an existing report.

In the last lesson, you defined a report from scratch. In this lesson, you will download an existing report.

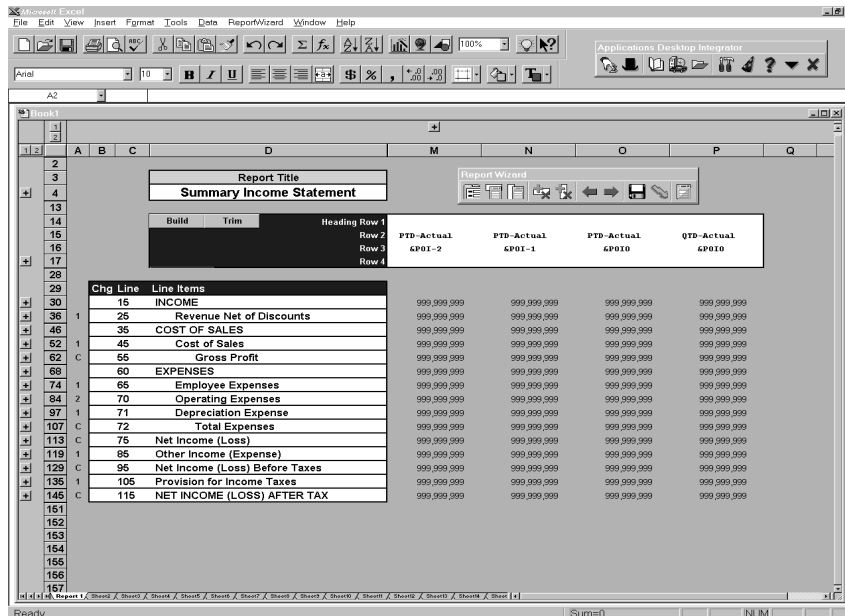
### ► To download an existing report:

1. Choose General Ledger from the ADI toolbar and select Define Report from the List of Values.
2. Choose to define a report, and choose Next.
3. Choose to load an existing report, and choose Next.
4. Type *Summary Income Statement*, and choose OK.
5. Choose Finish.

A message appears asking if you want to make a copy of the report or use the original report.

6. Choose to use the original.

The Report Wizard downloads the report to your spreadsheet.



- Expand and collapse the different regions to show the various attributes.

## Using Advanced Features to Define Reports

Report worksheets include the most common report attributes used in defining reports. A novice user can define reports completely within the report definition worksheet, while a more advanced user can take advantage of report definition aids such as the Report Objects window.

You can use the Report Objects window to include different report objects and attributes as you define financial reports.

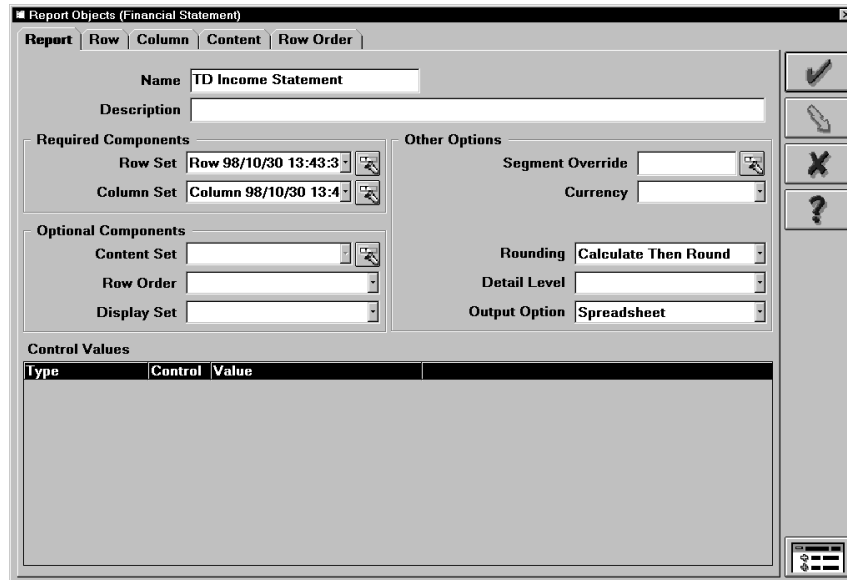
In this lesson, you also learn how to use the Report Navigator to obtain instant access to any report object within a report.

### ► To use the Report Objects window:

- Choose the Report Objects button in the Report Wizard toolbar.

The Report Objects window appears. It includes a tab for each report object.

- Next, you will flip through the tabs to see the attributes for each report object. Start by choosing the Report tab.



The Report tab indicates the report objects, or components, that are assigned to your report. You use the Report tab to specify attributes that affect your entire report, such as the currency and level of detail.

You also use the Report tab to specify whether you want your report to produce standard output (which is useful when reviewing a report using a word processor or text editor) or spreadsheet output (which is useful when downloading a report to a spreadsheet or an HTML file). Notice that the output option is set to Spreadsheet because you will run this report and download the output to the web and to Excel.

3. Choose the Row tab.

The Row tab includes all of your line items and associated attributes. You use the Row tab to enter accounts for each row, just as you already did in the report worksheet. You can also define calculations such as subtotals.

4. Choose the Column tab.

The Column tab includes all of your column definitions. You use the Column tab to assign accounts to your columns; however, it is more common to enter accounts for your line items.

You can also enter calculations for your columns. You can even enter exception conditions to automatically flag amounts if certain



conditions are met. For example, you can have the Report Wizard display an asterisk (\*) if your prior year numbers are greater than your current year numbers for any revenue line item.

5. Choose the Content tab.

The Content tab includes information for defining a content set for your report. You use a content set to automatically generate multiple versions of a report. For example, you can use a content set to break your income statement out by department. When you run the report, the Report Wizard produces a separate income statement for each department.

Note that the features in the Content tab are identical to the Define Content Set features in Oracle General Ledger. Do not confuse it with the Content Set Generator, which uses the parent-child hierarchy structure in the General Ledger to automatically create content sets.

6. Choose the Row Order tab.

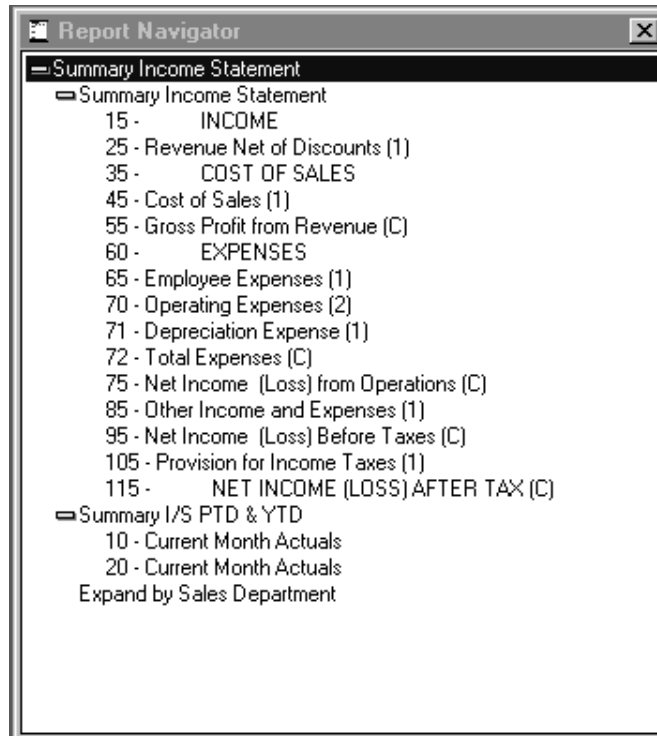
The Row Order tab includes information for you to order rows in your report. Use a row order to control the order and display of line items in your report. For example, you can choose to expand your revenue line items to display a separate row for each product. You can then use a row order to sort the different products and display both the product value and description.

► **To use the Report Navigator:**

1. If the Report Navigator is not already open, press the Display Report Navigator button in the Report Objects window.

The Report Navigator appears. It provides instant access to any report object, such as rows and columns.





2. Choose the minus sign (-) beside Summary Income Statement at the top of the window.

The navigator collapses to show only the topmost level of the report hierarchy, the report itself.

3. Choose the plus sign (+) to expand one level and show the row set, column set, and content set that make up the report.
4. Choose the plus sign (+) beside the row set and column set to see the rows and columns that are assigned to them.
5. Choose various rows and columns, and the content set, to see that the Report Objects window is synchronized with the navigator.

You have now seen how the Report Navigator provides instant access to any report object within a report.

6. Close the Report Navigator and Report Objects window.

## Generating Content Sets

You can generate complex content sets for advanced time-based reporting. Content sets work by overriding the row set definition of an existing report and replacing the row set account assignments and/or display options.

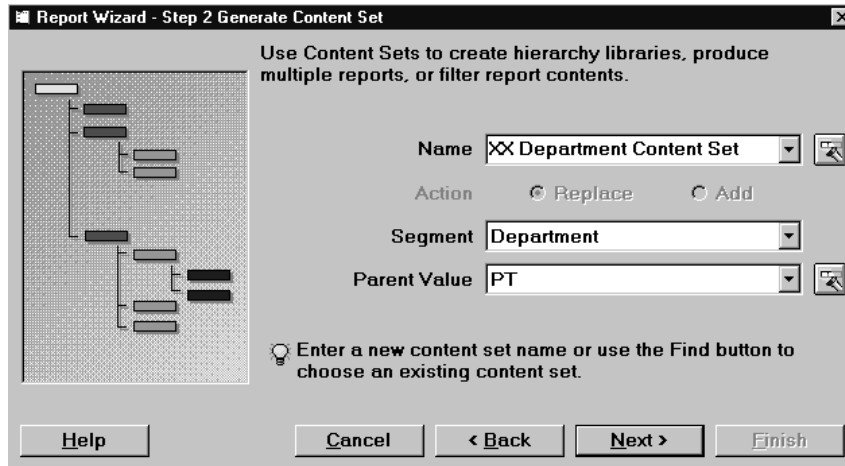
You can create point-in-time snapshots of your organizational structure, in the form of content sets, and then reuse them in subsequent periods for comparative analysis. As a result, you can run reports that compare similar items even if your organizational structure changes.

Another advantage of using Content Set Generator, instead of simply defining the content set in the Report Components window, is that the Content Set Generator uses parent values that you define in the General Ledger to create a content set based on the hierarchical structure. This feature saves a significant amount of time for structures with complex and dynamic hierarchies.

In this lesson, you learn how to generate a content set that prints separate reports for each department.

► **To generate a content set:**

1. Choose General Ledger from the ADI toolbar and select Define Report.
2. Choose Generate Content Set, and choose Next.  
The Generate Content Set window appears.
3. In the Name field, type *XX Department Content Set* (where *XX* is your initials).
4. In the Segment field, select Department.
5. In the Parent Value field, select PT.



6. Choose the Next button.  
The next window appears.

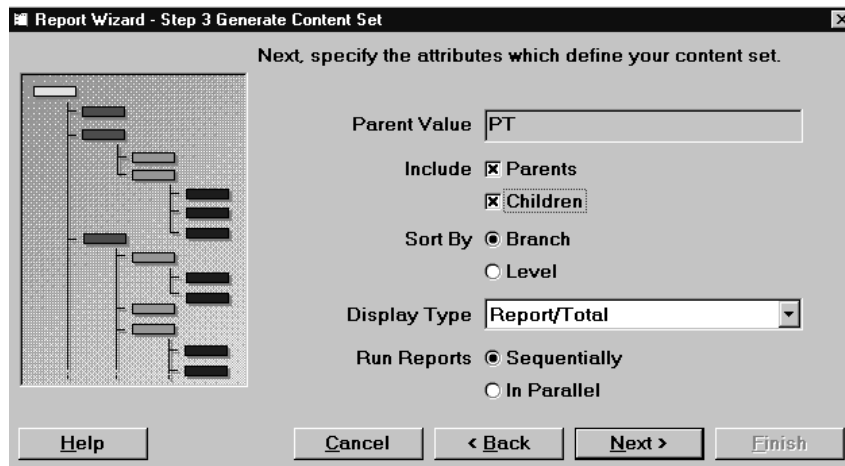
7. Choose the following content set attributes:

**In this field...**

Include  
Sort By  
Display Type  
Run Reports

**Choose this option...**

Parents and Children  
Branch  
Report/Total  
Sequentially



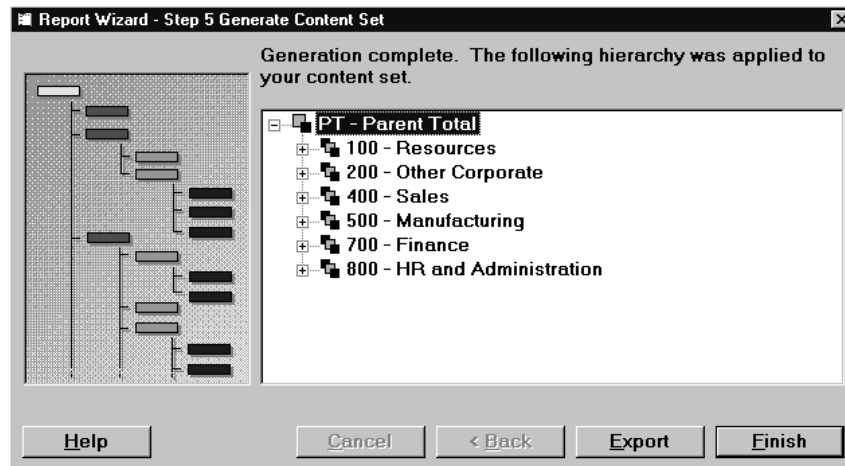
8. Choose the Next button.

The next window appears.

You have the option to filter other segments and change their display options, and to filter detail or summary balances.

9. Choose Finish to accept the defaults on this window and generate the content set.

The following screen appears and includes a tree structure using the same format as the Account Hierarchy Editor in General Ledger.



10. Expand the Department 100 segment value by selecting the plus sign (+) to the left of this value.

Both parent and children values are included in your content set. You also have the option to export an expanded view of your tree structure in tab-delimited format to an external file.

11. Choose finish to complete the generation process.

The content set you created is now available for use.



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## Producing Reports With the Request Center

Earlier in this tutorial you learned that the Request Center monitors concurrent requests that are submitted through ADI and that it notifies you when those requests are complete.

In this section, you learn how to use the Request Center to submit, monitor, and publish reports.

---

### About the Request Center

The Request Center is a centralized reporting tool that you can use to submit, monitor, and publish financial reports, standard (fixed format) reports, standard (variable format) reports from all Oracle Applications. You can publish to a web site, a database, an Excel spreadsheet, or a plain text file while applying report themes.

*Report themes* are custom templates that you use to quickly format your reports with colors, fonts, and a corporate logo. You can quickly produce boardroom-ready reports without any additional effort.

When you publish your reports to a web page, you can leverage Oracle's publish, subscribe, and pull-on-demand report distribution model. The Request Center publishes your report to a dedicated web page on the corporate intranet so that you can provide information online and on time. You can categorize your concurrent requests by adding specific requests to a Hot List for immediate access in the future. You can also attach a spreadsheet version of the report to your web page so that readers can download the fully-formatted spreadsheet report for further analysis.

When you want to publish your reports to a secured web site, you can choose the security model that best fits your needs:

- **User/Group-Based Security Provided by Web Server:** The Oracle Web Server provides a built-in security feature that validates against the user and report relationships you manually define for your web site.
- **Security Rules in Oracle Database Enforced by Web Server:** Leverage the relationships between users and reports already defined in your database.

## Request Center Features and Benefits

<b>Because the Request Center does this...</b>	<b>You can...</b>
Submits, monitors, and publishes reports from a single report management tool	Save time and effort by using a single point of interface for your reporting needs.
Submits any financial, standard (fixed format), or standard (variable format) report	Conveniently submit reports without logging into the application. You can also monitor your report submissions.
Publish: Automatically publishes formatted report output to a web page	Eliminate the resource-intensive push report distribution model.
Subscribe: Allows interested users to view reports from a secure web page	Control access to reports with password protection for the web page. Authorized users view information when they need it.
Pull on Demand: Downloads a report in spreadsheet format directly from the web page	Use the corporate intranet more effectively to distribute reports for further analysis.
Provides the option of updating the web page each time you run the report.	Set up your web page once, and refresh it automatically with the latest information.
Optionally creates links in your web page to each report when using a content set to publish reports broken out by segment value	Eliminate the need for multiple web pages and reduces maintenance.
Publish web reports that are broken out by segment values to separate directories on your web server	Secure access to your output and determine the directories where your reports reside on your web server. You can then determine the access rights to those directories.
Automatically downloads financial reports to Excel	Efficiently distribute and use reports for further analysis.



<b>Because the Request Center does this...</b>	<b>You can...</b>
Enforces security rules by filtering balances from reports based upon user responsibility	Prevents unauthorized access to financial information.
Allows you to change the content set at report run time	Report financial results based on past, present, or future reporting hierarchies without creating and ad hoc report.
Displays log and non-financial reports using any word processor or text editor	Access report details and non-financial reports using familiar desktop editors.
Creates customized themes to use in formatting output at the most granular level.	Easily standardize the presentation of report output and maintain a consistent look to your frequently-run reports.
Monitors any concurrent requests submitted from any Oracle Application.	Have one-stop shopping for concurrent request monitoring and review.
Organizes requests by status, and provides a hot list for specific requests.	Immediately locate and access specific requests.
Sets selection criteria by user, program, or request ID when adding jobs to watch.	Quickly find jobs to add to the monitored list.
Schedules reports to run and automatically publishes them at a later date and time.	Determine when you want to submit reports.
Supports simultaneous connections to multiple databases.	Concurrently monitor requests across multiple databases without requiring users to repeatedly connect and disconnect.

When you start ADI and connect to a database, the Request Center starts and connects to the same database. However, you can also run the Request Center independently of ADI by double-clicking the Request Center icon.

The Request Center contains these tabs:



- **Pending tab.** Displays concurrent requests that are pending or running.
- **Completed tab.** Displays concurrent requests that are completed. After a request is completed, the Request Center moves it from the Pending tab to the Completed tab.
- **Hotlist tab.** Displays completed requests that you added to the hotlist. The hotlist offers easy access to specific requests by only listing the requests that you selected.
- **Databases tab.** Displays the databases that you defined. The Databases tab also indicates the databases you are using.

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## The Request Center Toolbar

Restore the Request Center by choosing Applications from the ADI toolbar and select Request Center from the List of Values. Select the Completed tab and slowly drag your cursor across the Request Center toolbar to show short descriptions of each button.



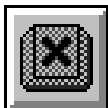
The Request Center toolbar buttons are explained below:



**Submit Report:** Submit any financial, standard (fixed format), or standard (variable format) report within Oracle Applications.



**Show Request Details:** Shows summarized data on submitted requests.

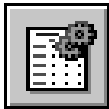


**Cancel Request:** Cancel pending or running requests.



**View Output/Log:** Display the output, or log reports relating to a request.





**Report Manager:** Use to publish and manage reports on the database.



**Publish Output:** Publish selected output to the Web, an Excel spreadsheet, or a plain text file.



**Format Report Output:** Create and modify report themes.



**Print Output/Log:** Print the output or log reports to a selected printer.



**Monitor Request:** Use search criteria to select requests that you want to monitor.



**Add Request to Hotlist:** Add selected request to the Hotlist tab.



**Stop Monitoring Selected Request:** Remove the selected request from the current tab.



**Stop Monitoring All Requests:** Remove all requests from the current tab.



**Signon:** Connect to a database. You can connect to multiple databases simultaneously, allowing you to concurrently monitor requests across multiple databases.



**Disconnect:** Disconnect from a database.



**Change Responsibility:** Change to a different responsibility within Oracle Applications.



**Applications Desktop Integrator:** Logon to ADI, or if ADI is running, maximize ADI.



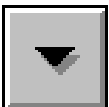
**Oracle Applications:** Logon to Oracle Applications.



**Options:** Set Request Center options, such as toolbar icon size, the text editor to use for viewing report outputs, and the sound played when a request completes.



**Help:** Access the online help features of the Request Center.



**Minimize:** Minimize the Request Center.



**Exit:** Close and exit the Request Center.



**Request Pending:** Request Pending – dynamic button

---

## Creating and Editing Themes

ADI currently offers three levels of formatting capability depending upon the report type. At the most basic level, you can use themes to customize company logos, background colors, and field widths. You



can apply these basic themes to all report types – financial, standard, and standard variable formats.

A step beyond these basics is region level formatting. With this capability, you can customize output for elements such as report titles, report headings, column headings, and line items. These features are available for financial and standard (variable format) reports.

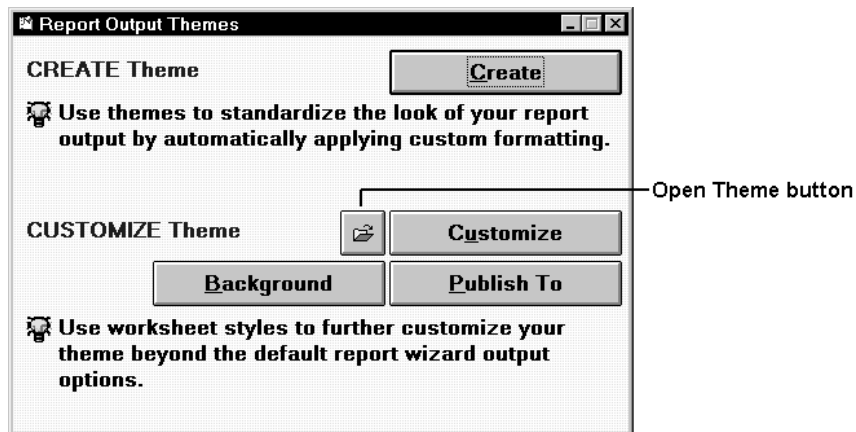
Finally, cell level formatting offers the most advanced functions. With cell level formatting, you can specify characteristics such as fonts, borders, indentation, and alignment right down to each cell in your worksheet. This feature is available for all financial reports.

Themes can be saved and applied to any report output that you publish. You can edit existing report output themes and also create new ones. In addition, ADI comes with some sample themes that are ready to use.

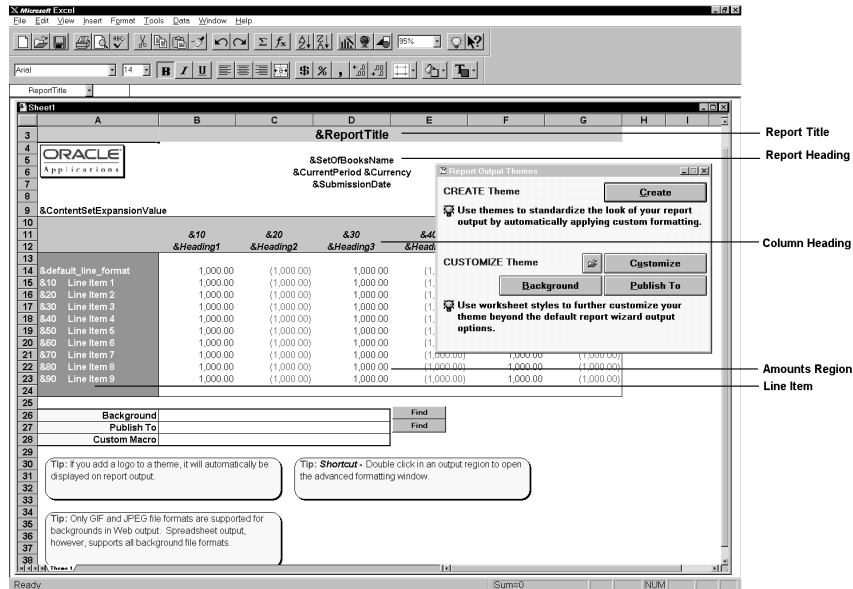
► **To create and edit themes for financial reports:**

1. Maximize the Request Center, and choose the Format Report Output button from the Request Center toolbar.

The following window appears:



2. Choose the Create button to create a report theme.  
A menu appears containing the three report output type options.
3. Choose Financial Report from the menu.  
ADI starts Excel and creates a basic theme worksheet similar to the following example. You can then customize this basic theme.



4. Choose the Customize button.

Note how the selections correspond to the key report components displayed on the theme worksheet.

5. Choose Report Title from the selections.

The standard Format Cells window in Excel appears.

6. Change the background color, and choose OK. Choose OK again on the Style window.

The background color for the Report Title is now the color you chose.

7. Alternatively, you can double click on a cell in a report region and change the options for that region. Double click on a cell in the Line Item region.

8. Change the font to a different color, and choose OK. Choose OK again at the Style window.

The font for the line items is now the font that you chose.

9. You can also choose a background for your report theme. Choose the Background Find button.

The Request Center displays a list of background files.

10. Select the cream.bmp file, and choose Open.



The background of the report is now a cream-colored pattern. The path of the background picture appears on the worksheet in the Background Picture field. Optionally, you can use the Find button next to the path to select the background.

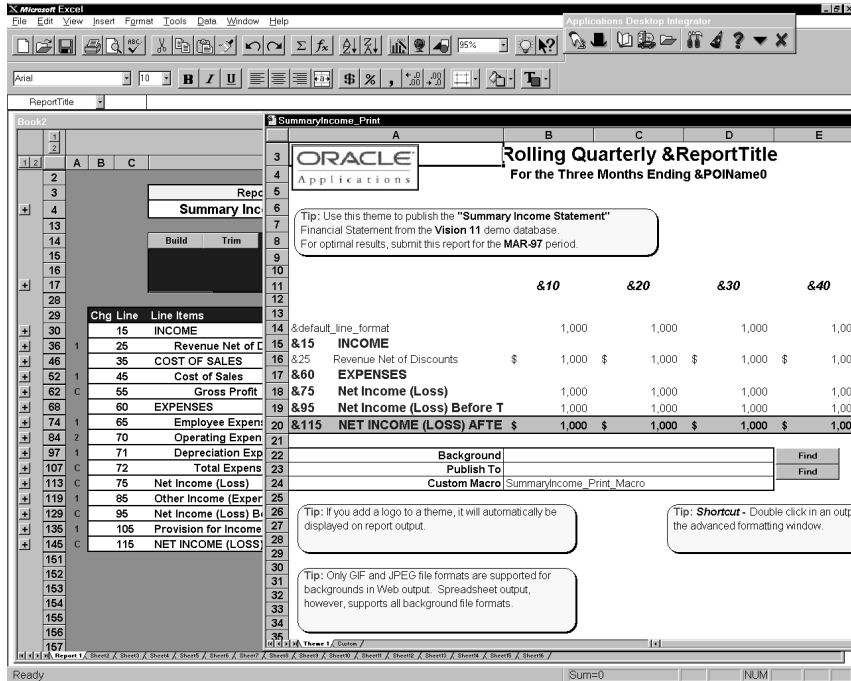
11. You can indicate where you want to publish your web reports. In the Publish To field, type a path and file name (for example, c:\temp\report1.htm) for the output.

The path appears in the Publish To area of the worksheet. Optionally, you can use the Find button next to the path to select where to publish this theme output.

12. Save the theme as *XXtheme.xls* (where *XX* is your initials). Your theme can now be applied to published reports.
13. Close Excel, and close the Report Output Themes window.

► **To format financial reports at the cell level:**

1. From the Excel File menu, choose Open.
2. Navigate to your Oracle Home directory and choose `gldi90 > themes > vision11 > summaryincome_print.xls`. This is a report theme.
3. Download the report Summary Income Statement into a separate new workbook. This is the report definition worksheet.  
See: [Downloading an Existing Report: page 3 – 13](#).
4. From the Excel toolbar, choose `Window > Arranged > Tiled`. Your screen should look like the following:



Note the matching sequence numbers between the theme, summaryincome\_turtle.xls and the report definition worksheet.

ADI uses sequence numbers to locate the positions of rows and columns in your report output. ADI matches the formatting specified in your report theme with the information in your report definition worksheet to generate formatted output, cell by cell.

5. Click on the theme, summaryincome\_print.xls and maximize it.
6. Save the file as theme2XX.xls where XX is your initials.
7. Click on any cell in the Amounts region of theme2XX.xls.
8. From the Excel toolbar, choose Format > Cell. Choose the font tab. Change the font, font style, font color, or font size. Choose the border tab. Change the border, line style, or line color. Choose OK.
9. Click on the &ReportTitle token.

ADI uses tokens to reference information from the report definition you set up in General Ledger. You can type the ampersand symbol (&) and the token identifier to reference report titles, set of books name, current period, currency, and more.

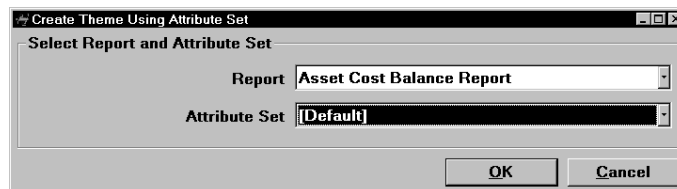


See the Applications Desktop Integrator User's Guide for more information on tokens available for your report themes.

10. Click the right mouse button to open the Excel toolbar. Choose Format Cells. Choose the Alignment tab. Change the text alignment. Choose OK.
11. Click on the cell containing the row sequence &15INCOME.
12. From the Excel toolbar, choose Format > Cell. Choose the Patterns tab. Change the cell shading or pattern. Choose OK.
13. Highlight a column of cells in the Amounts region.
14. From the Excel toolbar, choose Format > Cell. Choose the Number tab. Change the category to Percentage.
15. Click on the right Move Line Item Position button. Note that the line item column moves to the right. This feature allows you to place the line item text column anywhere within the amounts region of the report.
16. Save your theme. Your theme can now be applied to published reports.
17. Close Excel.

► **To create and edit themes for standard (variable format) reports:**

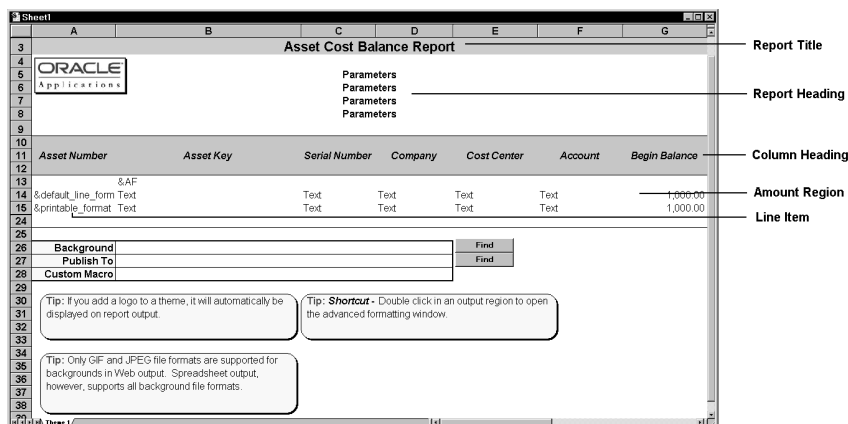
1. Make sure you are using an Assets responsibility.
2. Maximize the Request Center and choose the Format Report Output button from the Request Center toolbar.  
The Report Output Themes window appears.
3. Choose the Create button to create a report theme.  
A menu appears containing the three report output types.
4. Choose Standard (Variable Format) Report.  
The Create Theme Using Attribute Set window appears.



- From the Report poplist, select Asset Cost Balance Report. From the Attribute Set poplist, select the Default attribute set. You can also create personalized attribute sets. See:

ADI launches Excel and creates a basic theme worksheet similar to the following example. You can then customize this basic theme. Note that the columns in the theme reflect the information in the attribute set.

**Hint:** Note the columns in your theme appear wide. To make the columns narrower, choose Format > Column > Width and enter a value, such as 15 or 20.



- Choose the Customize button.
- Note how the selections correspond to the key report components displayed on the theme worksheet.
- Choose Report Title from the selections.
- The Excel Format Cells window appears.
- Change the background color, choose OK. Choose OK again in the Style window.
- The background color for the Report Title is now the color you chose.
- Alternatively, you can double click on a cell in a report region and also change the options for that region. Double click on a cell in the Column Heading region.
- Change the font to a different color, and choose OK. Choose OK again in the Style window.





The font color for the column headings is now the color that you chose.

11. Highlight the cells in the first column. Right click and select Format Cells. Change the pattern and choose OK.

The background for the first column is now the pattern that you chose.

12. Highlight the cell in the third column on default\_line\_format. Right click and select Format Cells. Change the number format on the default\_line\_format so that it has no decimal places. This dictates the format of the entire column. Choose OK.
13. You can also choose a background for your report theme. Choose the Background Find button.

The Request Center displays a list of background files.

14. Select the blue.bmp file, and choose Open.

The background of the report is now a blue colored pattern. The path of the background picture appears on the worksheet in the Background Picture field. Optionally, you can use the Find button next to the path to select the background.

15. ADI automatically supplies a valid path and filename. You can change this if you want by typing a value.

Optionally, you can use the Find button next to the path to select where to publish this theme output.

16. Save the theme as XXtheme2.xls (where XX is your initials). Your theme can now be applied to published reports.

---

## Submitting Financial and Standard Reports

The Request Center provides you with a centralized facility for submitting, monitoring, and publishing reports. You can choose your report publishing method and determine when you want to run your report. By selecting the Submit Report button you can access all of this functionality in one central location. You can use the Request Center to submit both financial reports or any standard report or listing in any Oracle Applications.

In the following lesson, you submit a financial report, publish it to the web, and download a spreadsheet version of the report from the web.

► **To submit a financial report:**

1. Choose the Submit Report button on the Request Center toolbar.  
The Report Submission and Publishing window appears.
2. You can choose to run a Financial, Standard (Fixed Format), or Standard (Variable Format) report type. The report types determine the options that are available in the Submission and Publishing option areas.
3. In the Report Type field, check Financial Statement.

The screenshot shows the 'Report Submission and Publishing' dialog box. The 'Report Type' section has three radio buttons: 'Standard (Fixed Format)', 'Standard (Variable Format)', and 'Financial Statement'. The 'Financial Statement' option is selected. To the right of these options are three checkboxes: 'Publish Report' (checked), 'Prompt' (checked), and 'Default Output Type: Web'. Below these are three buttons: 'Submission' (highlighted with a black border), 'Publishing', and 'Options'. On the right side of the dialog, there are three icons: a checkmark, an 'X', and a question mark. The main area of the dialog contains several fields: 'Existing Report' (a text field with a search icon), 'Create Ad Hoc' (a button labeled 'Select Components'), 'Period' (a dropdown menu), 'Date' (a text field with a search icon), 'Content Set' (a dropdown menu), 'Segment Override' (a text field with a search icon), 'Rounding Option' (a dropdown menu), and 'Currency' (a dropdown menu). At the bottom, there is an unchecked checkbox labeled 'Exceptions Only'.

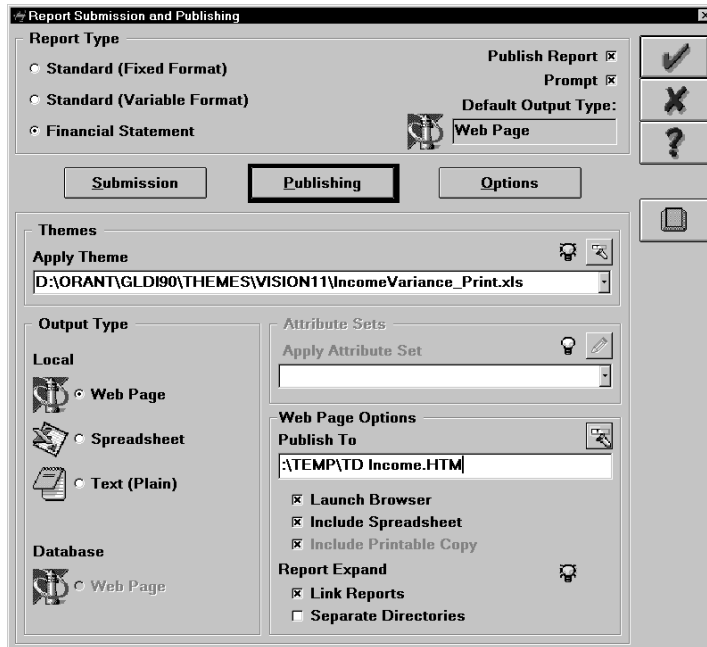
You can either run an existing financial report or create an ad hoc report from financial report components, such as row sets and column sets.

4. Select the Existing Report field, and type *Summary Income Statement*.
5. In the Period field, select MAR-97.
6. Leave the defaults in the other fields, and choose the Publishing button.

Next, you indicate if you want to publish to the web, a spreadsheet, or a plain text file. You also select the report theme you want use.

7. For the Output Type, choose Web.
8. For the Publish option, choose Prompt.
9. In the Themes region, choose the Find button to open the themes directory.
10. Choose the file, vision 11\summaryincome\_print.xls.
11. In the Publish To field of the Web Options region, ADI automatically supplies a valid path and file name. You can change this if you want.
12. Check Launch Browser, Include Spreadsheet, and Link Reports.

Your window should look similar to the following example:

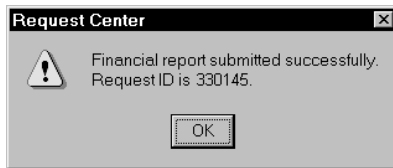


13. Choose the Options button.
 

On this window, you can indicate:

  - If you want to run your report at a later date and time
  - If you want to print your output.
  - A printing location.
14. For this lesson, leave the default values in these fields. Choose the OK button to submit your report.

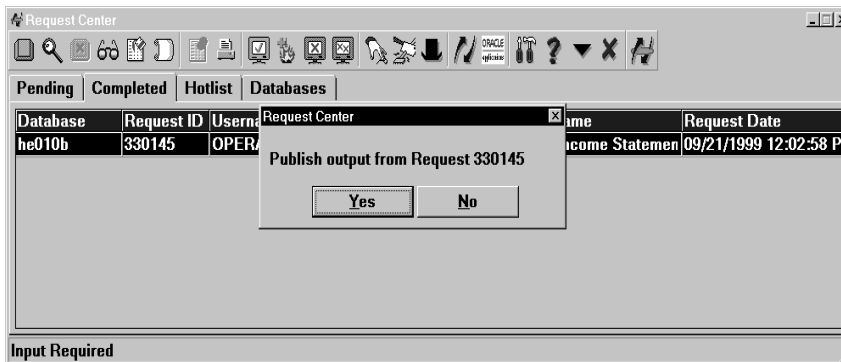
The Report Submission and Publishing window closes, and the following message appears:



15. Choose OK.

16. Choose the Pending tab in the Request Center.

Notice that your request is listed. When the request is complete, the Request Center flashes. The request then appears on the Completed tab.



When your request is complete, a message appears asking you if you want to publish your output.

17. Select the Yes button.

The Request Center starts your web browser and applies your theme to the report. Your report looks similar to the following example.

	<i>PTD-Actual Jan-97</i>	<i>PTD-Actual Feb-97</i>	<i>PTD-Actual Mar-97</i>	<i>QTD-Actual Mar-97</i>
<b>INCOME</b>				
Revenue Net of Discounts	\$ 10,708,333	\$ 16,259,559	\$ 20,354,674	\$ 47,322,566
<b>COST OF SALES</b>				
Cost of Sales	5,205,000	10,205,000	9,705,000	25,115,000
Gross Profit	5,503,333	6,054,559	10,649,674	22,207,566
<b>EXPENSES</b>				
Employee Expenses	170,000	190,000	210,000	570,000
Operating Expenses	868,735	875,305	863,793	2,607,832
Depreciation Expense	2,000	2,000	2,000	6,000
Total Expenses	1,040,735	1,067,305	1,075,793	3,183,832
<b>Net Income (Loss)</b>	4,462,599	4,987,254	9,573,881	19,023,734
Other Income (Expense)	0	0	0	0
<b>Net Income (Loss) Before Taxes</b>	4,462,599	4,987,254	9,573,881	19,023,734

Note that the Request Center applied the Turtle theme to your report. Also notice that a separate report was published for each department. Since you selected the Link Reports option in the Publishing window, ADI automatically establishes links to those reports on your web page.

Note: The Request Center Messages window appears, detailing information about the published request. This is especially helpful when multiple requests complete at the same time.

18. Switch from the Department 402 report to the Department 404 report by selecting the Department 404 link on the left side of the window.
19. When you defined your Publishing options, you selected to include a spreadsheet with your web output. Notice the Excel icon in the upper left corner of your window. Choose this icon to download the Department 404 report to Excel.

The report downloads and opens as an Excel worksheet.

	PTD-Actual Jan-97	PTD-Actual Feb-97	PTD-Actual Mar-97	QTD-Actual Mar-97
<b>INCOME</b>				
Revenue Net of Discounts	\$ 10,708,333	\$ 16,259,559	\$ 20,354,674	\$ 47,322,566
<b>COST OF SALES</b>				
Cost of Sales	5,205,000	10,205,000	9,705,000	25,115,000
Gross Profit	5,503,333	6,054,559	10,649,674	22,207,566
<b>EXPENSES</b>				
Employee Expenses	170,000	190,000	210,000	570,000
Operating Expenses	868,735	875,305	863,793	2,607,832
Depreciation Expense	2,000	2,000	2,000	6,000
Total Expenses	1,040,735	1,067,305	1,075,793	3,183,832
<b>Net Income (Loss)</b>	4,462,599	4,987,254	9,573,881	19,023,734
Other Income (Expense)	0	0	0	0
<b>Net Income (Loss) Before Taxes</b>	4,462,599	4,987,254	9,573,881	19,023,734

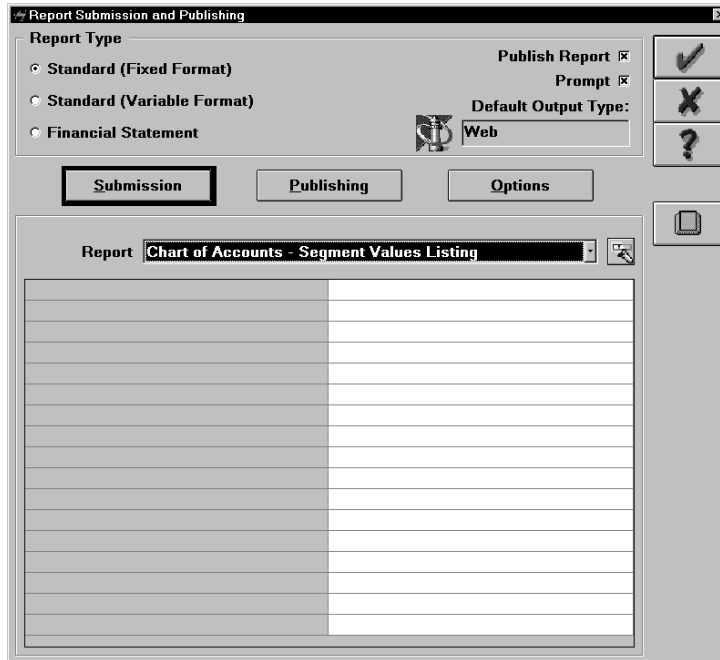
20. Save your spreadsheet report for later use. Name the file *XXincome.xls* (where *XX* is your initials).

21. Close Excel, and close your browser.

► **To submit a standard report:**

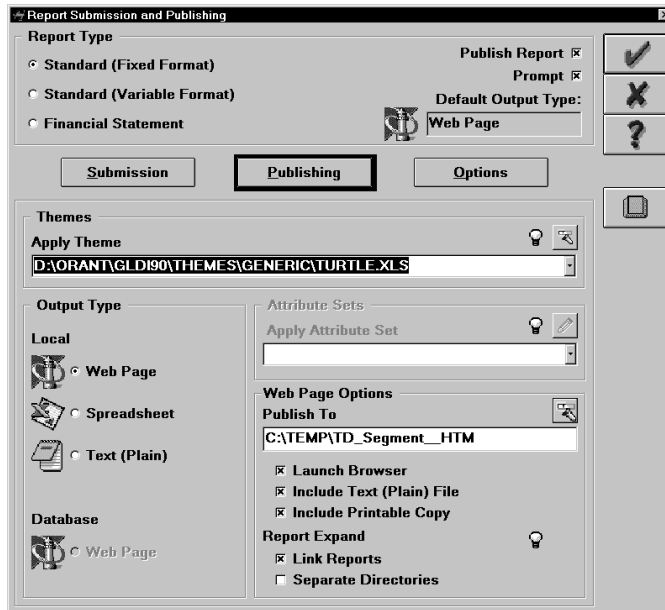
1. Maximize the Request Center, if it is not maximized.
2. Choose the Submit Report button.
3. In the Report Type field, choose Standard.
4. Choose the Report field, and type *Chart of Accounts – Segment Values Listing*.
5. Choose OK.
6. Press the Tab key to enter the standard report parameters.
7. Select Department for the Segment Name.

Your screen will look like the following example:



8. Choose the Publishing button.
9. In the Output Type region, select the Web option.
10. In the Themes region, choose the Find button to select Cinnamon.xls as the report theme.
11. In the Publish To field of the Web Options region, ADI automatically supplies a valid path and file name. You can enter a different path and file name if you want.

Your screen should look similar to the following example:

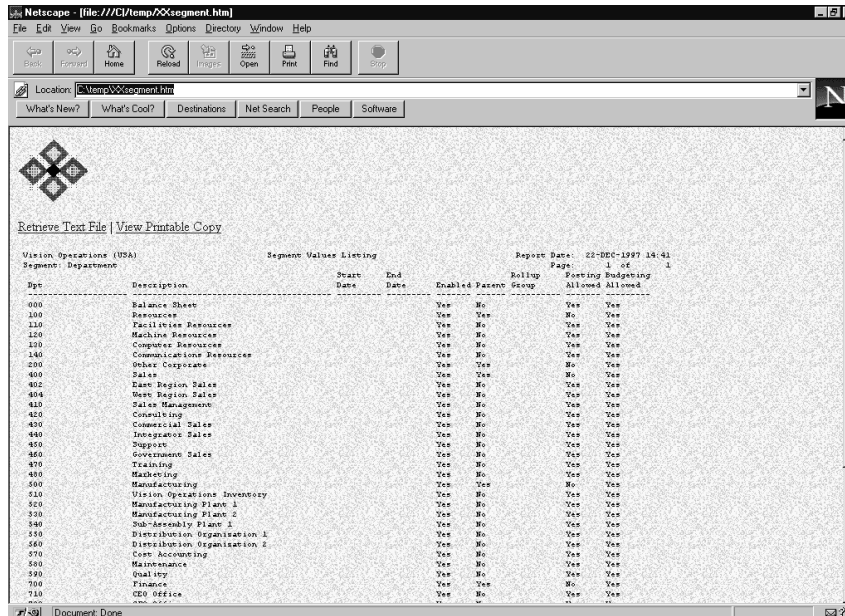


12. Choose OK to submit the report.
13. When the report is complete, select Yes to publish the output.

**Note:** The Request Center Messages window appears, detailing information about the published request. This is especially helpful when multiple requests complete at the same time.

The Request Center starts your browser and publishes your standard report to the web.





14. Notice the two options at the upper left corner of your screen. You can Retrieve a Text File or View a Printable Copy. Select View a Printable Copy.

The Request Center creates a version of your report that is sized to fit your page for printing.

15. Close your web browser, and return to the Request Center.

## Submitting Standard (Variable Format) Reports

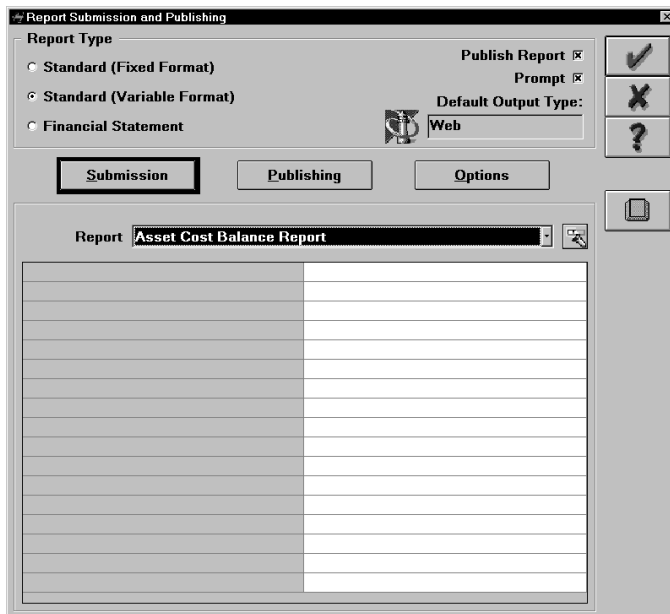
Variable format reports allow you to customize the format of standard report output for Asset reports only. You can choose which information to include in the report, as well as how the information is placed and sorted within the report.

► **To submit a standard (variable format) report:**

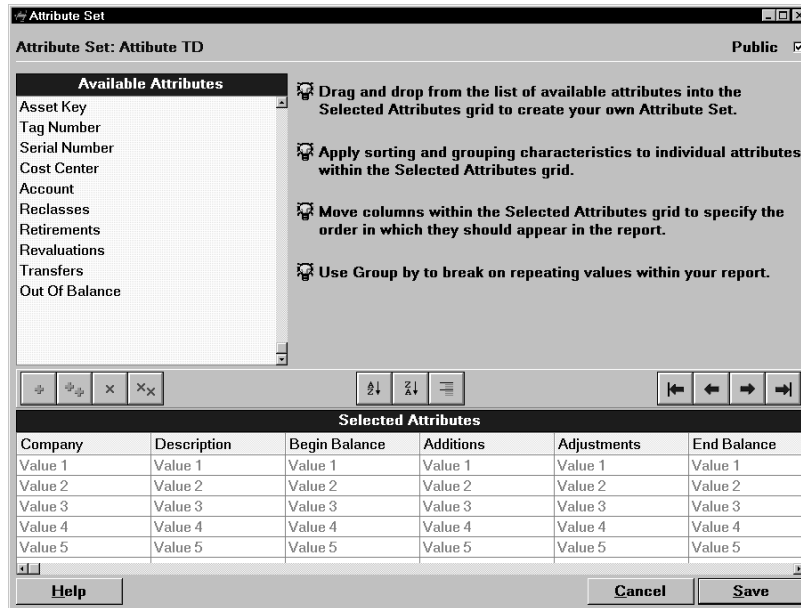
1. Maximize the Request Center if it is not maximized.
2. Choose the Change Responsibility button and select Assets, Vision Operations (USA).
3. Choose the Submit Report button.

4. In the Report Type field, choose Standard (Variable Format).
5. Choose the Report field and type *Asset Cost Balance Report*.
6. Choose OK.
7. Press the Tab key to enter the variable format report parameters.
8. Select OPS CORP for the Book.
9. Select Jan-97 for the Begin Period.
10. Select Jan-97 for the End Period.

Your display will look like the following:



11. Choose the Publishing button.
12. In the Publish region, select the Prompt option.
13. In the Output Type region, select the Spreadsheet option.
14. In the Themes region, ADI automatically supplies the seeded Theme associated with this report, `gldi90 > themes > variable > asset_cost_bal.xls`.
15. In the Attribute Sets region, choose the Actions button and select New.



16. Enter the name Attribute XX (where XX are your initials) in the window that appears.
17. Drag and drop from the list of Available Attributes to the Selected Attributes region below.
18. Use the Ascending, Descending, and Group By buttons to apply sorting and grouping characteristics to the Selected Attributes columns.
19. Move columns within the Selected Attributes grid to specify the order in which they should appear in the report.
20. Save your work.

Your display should look like the following:



21. Choose OK to submit the report.
22. When the report is complete, select Yes to publish the output.

The Request Center starts your browser and publishes your variable format report to a spreadsheet.

The Request Center Messages window appears, detailing information about your request. This is especially helpful when submitting multiple requests.

---

## Managing Requests

- ▶ **To view request logs:**
  1. Choose the Completed tab, and ensure that your last report is highlighted.
  2. Choose the View Output/Log button in the Request Center toolbar, and choose View Log File.

```
LOG1C.tmp - Notepad
File Edit Search Help
-----+-----
Oracle General Ledger: Version : 9.0.9 - Development
Copyright (c) Oracle Corporation 1979, 1991. All rights reserved.
GLXRLSEG module: Chart of Accounts - Segment Values Listing
-----+-----
Current system time is 21-DEC-1997 14:11:44
-----+-----
| Starting concurrent program execution...
-----+-----
Arguments
-----
P_SEGMENT_NAME=Department
P_SET_OF_BOOKS_ID=1
-----
Output is not being printed because
-----
number of copies specified is 0
-----+-----
Concurrent request completed successfully
Current system time is 21-DEC-1997 14:11:46
-----+-----
```

The log gives information about the processing of your request. It can be useful in diagnosing errors in your concurrent requests.

3. Close the log.

► **To add requests to the Hotlist:**

You can add specific requests to the Hotlist for easy access.

1. Select a request on the Completed tab.
2. In the Request Center toolbar, choose the Add Request to Hotlist button.
3. Choose the Hotlist tab. Your request appears on the hotlist.
4. Select this request. In the Request Center toolbar, choose the Stop Monitoring Selected Request button.

Notice that the request is no longer in the Hotlist tab.

You can clear out all your requests on the hotlist with the Stop Monitoring ALL Requests button. You can clean out your list of completed requests periodically, yet still maintain easy access to important requests.

---

## Monitoring Requests Across Multiple Databases (Optional)

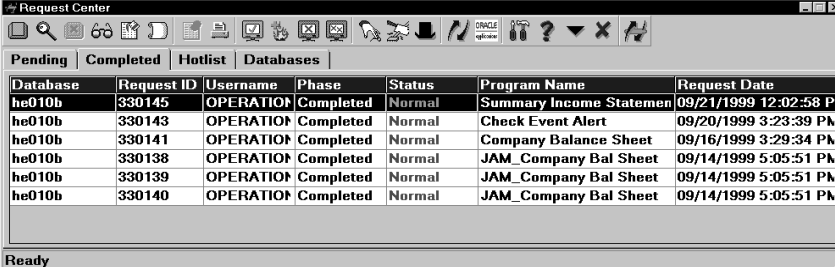
Skip this lesson unless you have access to multiple databases.

You can connect to multiple databases using the Request Center and concurrently monitor requests across all databases that you are connected to.

► **To monitor requests across multiple databases:**

1. Choose the Databases tab.

A list of all databases that are defined in either the Request Center or ADI appears.



The screenshot shows the Oracle Request Center window with the 'Databases' tab selected. The table below lists several requests, all of which are completed.

Database	Request ID	Username	Phase	Status	Program Name	Request Date
he010b	330145	OPERATION	Completed	Normal	Summary Income Statement	09/21/1999 12:02:58 P
he010b	330143	OPERATION	Completed	Normal	Check Event Alert	09/16/1999 3:23:39 PM
he010b	330141	OPERATION	Completed	Normal	Company Balance Sheet	09/16/1999 3:29:34 PM
he010b	330138	OPERATION	Completed	Normal	JAM_Company Bal Sheet	09/14/1999 5:05:51 PM
he010b	330139	OPERATION	Completed	Normal	JAM_Company Bal Sheet	09/14/1999 5:05:51 PM
he010b	330140	OPERATION	Completed	Normal	JAM_Company Bal Sheet	09/14/1999 5:05:51 PM

2. Select any database to which you are not already connected, and press the Signon button in the Request Center toolbar.
3. Enter your username and password, and then choose OK.
4. Choose the Monitor Request button, and select the database.

You are now connected to two databases, and you can monitor concurrent requests from both.

---

## Cancelling Requests

You can cancel pending requests or requests which are still running from the Request Center.

► **To cancel requests:**

1. Select a request from the Pending tab.
2. Choose the Cancel Request button from the Request Center toolbar.

A confirmation message is displayed. Select Yes to cancel the request.



3. Choose the Completed tab. Note that the cancelled request is displayed with a status of either Cancelled or Terminated. The Cancelled status indicates that the request was still pending at the time it was cancelled. The Terminated status indicates that the request was already running at the time it was cancelled.







CHAPTER

# 4

## Analyzing Reports

This chapter contains lessons that explain how to perform the following tasks:

- Drill down through balances
- Integrate with other desktop applications

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## Drilling Down Through Reports Using the Analysis Wizard

In this section, you learn how to drill down from spreadsheet reports using the Analysis Wizard.

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### About the Analysis Wizard

The Analysis Wizard combines dynamic report drilldown with OLAP analysis capabilities. It performs online report drilldown completely within the desktop environment. You can select individual amounts from spreadsheet reports and drill directly into the underlying financial details.

The Analysis Wizard presents the complete range of accounts which support a particular reported amount, including summary accounts, detail accounts, and journals.

The versatility of the Analysis Wizard increases productivity by enabling you to quickly detect trends and exceptions in financial data and simultaneously expand the organization's knowledge of the relationships between components of financial information.

With the Analysis Wizard, you can do the following:

- Drill into the Oracle Applications database real time so that you are assured that the financial information is the most accurate and up-to-date available.
- Tailor your view of the financial information by using drill options and drop down menus, enabling them to display account descriptions and filter out unneeded accounts.
- Drill across multiple periods within a single window, including period-to-date, quarter-to-date, year-to-date, and life-to-date balances.
- Pivot financial information online to work through what-if and what-happened scenarios, rather than writing several custom reports.
- Using drag and drop functionality, you can sort accounting dimensions, such as charts of accounts, periods, and ledgers within a multidimensional view to quickly reorganize summary and detail financial information.

Alternatively, you can compare figures across multiple business units, departments, or product lines to pinpoint a specific piece of information.



## Analysis Wizard Features and Benefits

<b>Because the Analysis Wizard does this...</b>	<b>You can...</b>
Provides the ability to drill directly from spreadsheet reports into account details in Oracle General Ledger, Accounts Receivable, and Accounts Payable.	Perform analysis on spreadsheet reports to determine the account details that make up a particular amount.
Has multidimensional analysis capabilities to pivot your accounting dimensions in real time.	Reorganize financial information on the fly, rather than writing several custom reports.
Enforces segment value security rules during drilldown.	Secure sensitive accounting information against unauthorized viewing.
Dynamically drills into underlying details without having to pre-define drilldown paths.	Perform value-added analysis quickly because you avoid wasting time on non-value added activities, such as defining drill-down paths.
Drills between multiple levels of detail, including summary accounts, detail accounts, journal lines, and subledger details.	Access the level of accounting details appropriate to the financial information that you require.
Drills across multiple periods, including Period-To-Date, Quarter-To-Date, Year-To-Date, and Life-To-Date balances.	Simultaneously view several periods of financial information to detect trends and exceptions in your data.
Drills across multiple sets of books.	Simultaneously view financial information across sets of books to compare and contrast reported amounts.
Simultaneously drills into multiple reported amounts.	Easily compare different reported amounts online.
Allows you to change periods or Amount Types during drilldown	Analyze another period or create a trend analysis without generating a new report.

Because the Analysis Wizard does this...	You can...
Drills into underlying financial details in real time.	Analyze reported amounts using the most accurate and up-to-date financial information available.
Drilling focuses only on the reported amount you choose.	Drill only into the amount you are interested in, without creating unnecessary layers of spreadsheets.
Automatically saves the results of your analysis into formatted spreadsheet, or to the clipboard for further analysis.	Store the results of your analysis with your spreadsheet report for further distribution and easy access.

---

## Analyzing a Report Balance

The Analysis Wizard provides you with insight into the underlying financial details for a selected balance in a report.

In this lesson, you use the Analysis Wizard to drill down on a balance in the Summary Income Statement that you ran in the Request Center section of this tutorial.

► **To drill down on a balance:**

1. Maximize the ADI toolbar.
2. Start Excel and open the Summary Income Statement Spreadsheet Report that you downloaded from the web in the previous lesson. Your screen will look similar to the following example:

Department=402 (East Region Sales)				
	PTD-Actual Apr-97	PTD-Actual May-97	PTD-Actual June-97	QTD-Actual June-97
<b>INCOME</b>				
Revenue Net of Discounts	\$ 10,708,333	\$ 16,239,539	\$ 20,334,674	\$ 47,322,566
<b>COST OF SALES</b>				
Cost of Sales	5,205,000	13,895,472	9,705,000	28,805,472
Gross Profit	5,503,333	2,364,087	10,649,674	18,517,094
<b>EXPENSES</b>				
Employee Expenses	170,000	190,000	210,000	570,000
Operating Expenses	868,735	(2,813,167)	863,793	(1,082,640)
Depreciation Expense	2,000	2,000	2,000	6,000
Total Expenses	1,040,735	(2,623,167)	1,075,793	(506,640)

You will now use the Analysis Wizard to drill down on an amount in the Income Statement.

3. Select the Operating Expenses balance for the period QTD-Actual Jun-97.
4. Choose General Ledger from the ADI toolbar and select Analyze Report from the List of Values. The Context window appears.

**Context**

Attributes

Amount: \$1,191,189.00

Amount Includes: Detail balances only

Period: Jun-97

Currency: USD Functional

Amount Type: QTD-Actual

Effective Ranges: 2 View / Filter

< Show Summary Accounts Show Detail Accounts ->

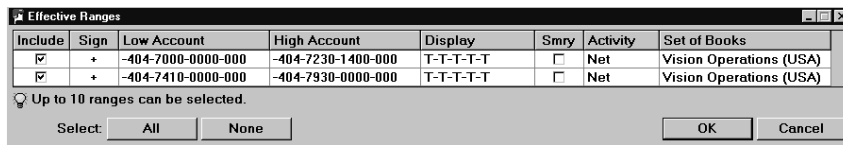
Reference

Drill Options Data Source



The Context window shows all the attributes of the number that you drilled down on. Notice that there are two effective ranges for the number you drilled.

5. Select View/Filter to see the ranges. Note that you can focus your drill by selecting the ranges you want to analyze.

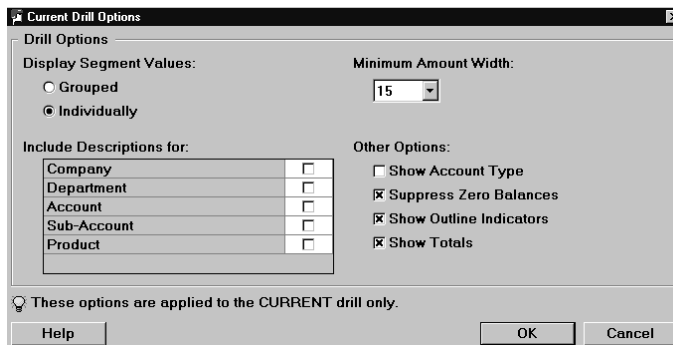


6. Select OK to exit this screen.

► **To view drill options:**

Notice the reference region at the bottom of this window. It includes the Drill Options button and the Data Source button.

1. Choose the Drill Options button. The following window appears:



2. Ensure that Show Outline Indicators is checked.  
You can include descriptions for your account segments.
3. Choose OK to exit the window.

► **To show detail accounts:**

You will now drill down to the detailed accounts that aggregate into the number that you selected.

1. Choose the Show Detailed Accounts button.

2. Maximize the Detailed Balances – Net window to better view the information. The following window appears:

Detail Balances - Net						Fields			
Co	Dpt	Acct	Sub	Prd	Period	Apr-97	May-97	Jun-97	Total
01	404	7110	0000	000		23,272.45			23,272.45
		7120	0000	000		23,272.45			23,272.45
		7210	0000	000		24,619.74			24,619.74
		7220	0000	000		12,309.87			12,309.87
		7230	0000	000		4,103.29			4,103.29
		7410	0000	000		113,987.71			113,987.71
		7420	0000	000		134,294.14			134,294.14
		7450	0000	000		15,530.71			15,530.71
		7510	0000	000		26,412.74			26,412.74
		7530	0000	000		18,078.17			18,078.17
		7620	0000	000		23,437.25			23,437.25
		7640	0000	000		150,000.00	150,000.00	150,000.00	450,000.00
		7650	0000	000		3,000.00	3,000.00	3,000.00	9,000.00
		7660	0000	000		950.00	950.00	950.00	2,850.00
		7670	0000	000		30,100.00	30,100.00	30,100.00	90,300.00
		7680	0000	000		240.00	240.00	240.00	720.00
		7695	0000	000		29,050.00	29,050.00	29,050.00	87,150.00
		7710	0000	000		18,000.00	18,000.00	18,000.00	54,000.00
		7730	0000	000		1,150.00	1,150.00	1,150.00	3,450.00
		7740	0000	000		24,800.00	24,800.00	24,800.00	74,400.00
<b>Total</b>						<b>676,608.52</b>	<b>257,290.00</b>	<b>257,290.00</b>	<b>1,191,188.52</b>

Notice that the total amount reconciles to the amount you drilled down on.

## Using Dimensions and Display Options

You can use Analysis Wizard's OLAP capabilities to pivot your report dimensions in real time. This feature enables you to work through what-if and what-happened scenarios, rather than writing several custom reports.

Notice that the Analysis Wizard created a matrix showing the detailed accounts by period. The matrix has three dimensions: page, row, and column. The current window only has two: row and column. The row dimension values are the flexfield segment values and the column dimension values are time. Let's change our view of the data by manipulating our dimension values.

► **To use dimensions and display options:**

1. Click on the Company dimension value and drag it to the upper left corner of the window below the Analysis Wizard toolbar.
2. Do the same with Sub–Account and Product.  
Company, Sub–Account, and Product are now page dimensions.
3. Move the Account and Department dimensions by dragging them to the column area.
4. Right click on the Period dimension and choose Move to Row.

Your window looks similar to the following example:

Period	7110	7120	7210	7220	7230
Apr-97	23,272.45	23,272.45	24,619.74	12,309.87	4,103.29
May-97					
Jun-97					
Total	23,272.45	23,272.45	24,619.74	12,309.87	4,103.29

5. Select the down arrow on Period to display the data values for Period. Notice that Apr–97, May–97, and Jun–97 are selected.



6. Uncheck Jun–97.  
Your matrix now displays only values from Apr–97 to May–97.
7. Move the Period dimension back to the column area.
8. Check Jun–97 in the list in the Period field.
9. Move the Department and Account dimensions back to the row area.



10. Move the Company dimension back to the row area, before Department.
11. Move the Sub-Account and Product dimensions to the row area after Account.

Your window looks like the following example:

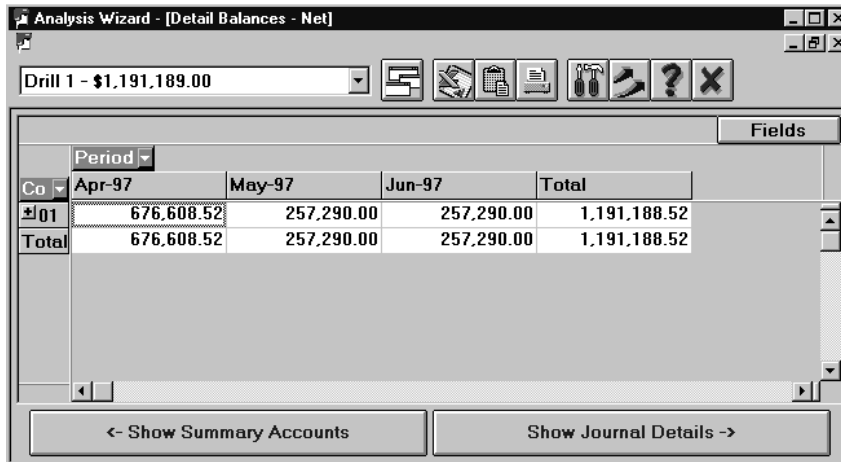
					Period				Fields
Co	Dpt	Acct	Sub	Prd	Apr-97	May-97	Jun-97	Total	
-01	404	7110	0000	000	23,272.45			23,272.45	
		7120	0000	000	23,272.45			23,272.45	
		7210	0000	000	24,619.74			24,619.74	
		7220	0000	000	12,309.87			12,309.87	
		7230	0000	000	4,103.29			4,103.29	
		7410	0000	000	113,987.71			113,987.71	
		7420	0000	000	134,294.14			134,294.14	
		7450	0000	000	15,530.71			15,530.71	
		7510	0000	000	26,412.74			26,412.74	
		7530	0000	000	18,078.17			18,078.17	
		7620	0000	000	23,437.25			23,437.25	
		7640	0000	000	150,000.00	150,000.00	150,000.00	450,000.00	
		7650	0000	000	3,000.00	3,000.00	3,000.00	9,000.00	
		7660	0000	000	950.00	950.00	950.00	2,850.00	
		7670	0000	000	30,100.00	30,100.00	30,100.00	90,300.00	
		7680	0000	000	240.00	240.00	240.00	720.00	
		7695	0000	000	29,050.00	29,050.00	29,050.00	87,150.00	
		7710	0000	000	18,000.00	18,000.00	18,000.00	54,000.00	

You can control which values are displayed in your window in several ways.

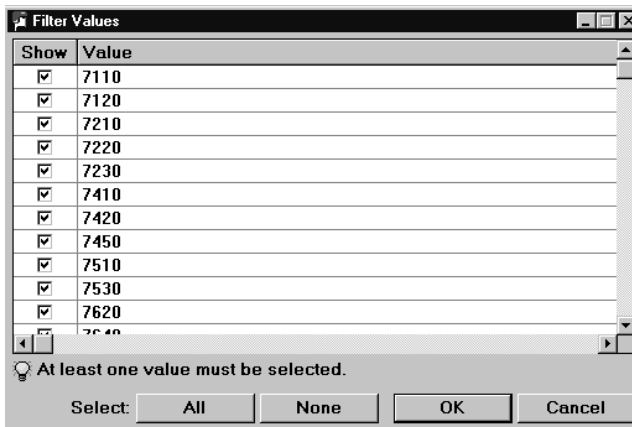
The minus sign (-) next to the Company segment value, 01, indicates that all the values for Company 01 in the matrix are expanded.

12. Choose the minus sign to collapse all the values for Company 01.

The values for Company 01 are now collapsed, as indicated by the plus sign.



13. Choose the plus sign to expand Company again.
14. Another way to control the values is to right click in the row or column. Place the cursor anywhere in the Account column and right click.  
A drop down menu appears. Note all the options, and choose Filter Values.



- You will use a shortcut to select Account 7210.
15. Choose the None button to deselect all the values.
  16. Select the value 7210, and choose OK.

The window only shows the account that contains Account 7210. Note that your totals have changed to reflect the accounts that you have filtered out.

- Right click on Acct again, and select Show All Values.

The window once again show all accounts.

► **To show journal detail:**

You can use the Analysis Wizard to show journal details for almost any number. You can see the journal transactions that make up a number or examine transactions imported from Accounts Receivable or Accounts Payable.

- Select the value for Account 01.404.7110.0000.000 for Apr-97.
- Choose the Show Journal Details button.

The following window appears:

Line	Description	Accounted DR	Accounted CR	Stat
202	Journal Import Created	23,241.58	0.00	0.00
58	Journal Import Created	30.87	0.00	0.00
<b>Total</b>		<b>23,272.45</b>	<b>0.00</b>	<b>0.00</b>

Notice that two journal entries make up your balance. You can display multiple fields at the same time.

- Select Batch Name and drag it to the row heading between Line and Description.

The Batch Name appears.

You can also view subledger transaction activity supporting journal entries for Oracle Accounts Receivable and Payables.



► **To show subledger detail:**

1. Select the value for the Batch Name Payables 10350.
2. Choose the Show Subledger Details button.
3. Maximize the Subledger Details window to better view the information. The following window appears:

Vendor Name	Invoice Number	Line	Description	Dist. Amount	Dist. Base Amount	Base Amount
Capp Consulting	CA08173	5		\$30.87	\$0.00	\$0.00
Total				\$30.87	\$0.00	\$0.00

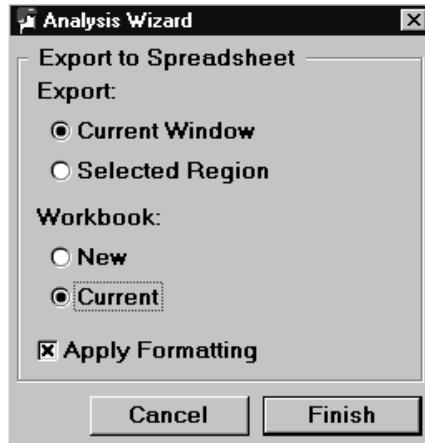
The Analysis Wizard can drill down to the exact transactions that make up the balances on your reports, all from the spreadsheet.

4. Choose the Return to Journal Details button.
5. Choose the Return to Detail Accounts button.

► **To export data to Excel**

With Analysis Wizard, you can store the results of your analysis with your spreadsheet report for further distribution and easy access.

1. In the Analysis Wizard toolbar, choose the Export to Excel option. The Export to Spreadsheet window appears.



2. In the Export field, choose Current Window.
3. In the Workbook field, choose Current.
4. Choose the Finish button to export to Excel.
5. Maximize Excel. The following window appears.

				Apr-97	May-97	Jun-97	Total
6	01	404	7110 0000 000	23,272.45	0.00	0.00	23,272.45
7	01	404	7120 0000 000	23,272.45	0.00	0.00	23,272.45
8	01	404	7210 0000 000	24,619.74	0.00	0.00	24,619.74
9	01	404	7220 0000 000	12,309.87	0.00	0.00	12,309.87
10	01	404	7230 0000 000	4,103.29	0.00	0.00	4,103.29
11	01	404	7410 0000 000	113,987.71	0.00	0.00	113,987.71
12	01	404	7420 0000 000	134,294.14	0.00	0.00	134,294.14
13	01	404	7450 0000 000	15,530.71	0.00	0.00	15,530.71
14	01	404	7510 0000 000	26,412.74	0.00	0.00	26,412.74
15	01	404	7530 0000 000	18,078.17	0.00	0.00	18,078.17
16	01	404	7620 0000 000	23,437.25	0.00	0.00	23,437.25
17	01	404	7640 0000 000	150,000.00	150,000.00	150,000.00	450,000.00
18	01	404	7650 0000 000	3,000.00	3,000.00	3,000.00	9,000.00
19	01	404	7660 0000 000	950.00	950.00	950.00	2,850.00
20	01	404	7670 0000 000	30,100.00	30,100.00	30,100.00	90,300.00
21	01	404	7680 0000 000	240.00	240.00	240.00	720.00
22	01	404	7695 0000 000	29,050.00	29,050.00	29,050.00	87,150.00
23	01	404	7710 0000 000	18,000.00	18,000.00	18,000.00	54,000.00
24	01	404	7730 0000 000	1,150.00	1,150.00	1,150.00	3,450.00
25	01	404	7740 0000 000	24,800.00	24,800.00	24,800.00	74,400.00
26			<b>Total</b>	676,608.52	257,290.00	257,290.00	1,191,188.52

---

## Changing Report Attributes and Creating Adhoc Trend Reports

You can change your report attributes to analyze another period or amount type, or even create a trend report on the fly. This feature allows you to create adhoc reports without requiring you to define another FSG report. You can export the results to an Excel spreadsheet.

► **To change Report Attributes and create Adhoc Trend Reports:**

1. Select the Analysis Wizard Context Window and change the period to Oct 98.
2. Change the amount type to Y-T-D Actual.
3. Choose the Drill Options button from the toolbar and select:
  - Display Segment Values Individually
  - Show Outline Indicators
  - Include Descriptions for Account
4. Choose the Show Detail Accounts button.
5. Move the Co, Dpt, Sub, Prd, and Qtr dimensions to the top.
6. Select Account Dimension and filter accounts 7110, 7120, 7210, 7220.
7. Choose the option, Export the Adhoc Report to Excel.
8. In the Export field, choose Current window.
9. In the Workbook field, choose Current.
10. Choose the Finish button to export to Excel.
11. Maximize Excel.

You have created an adhoc report for the months January to October 1998 for accounts 7110 to 7220. You were not required to create a report dimension.

12. Exit Analysis Wizard.



---

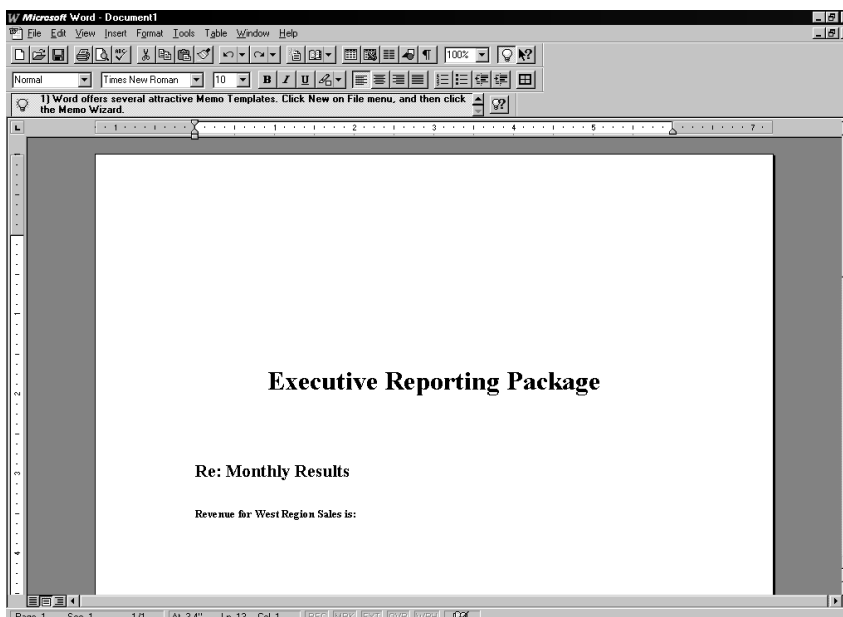
## Integration With Other Desktop Applications

So far, this tutorial has shown how ADI integrates with a spreadsheet. In this section, you learn how to integrate ADI with other desktop applications, such as word processors or presentation applications.

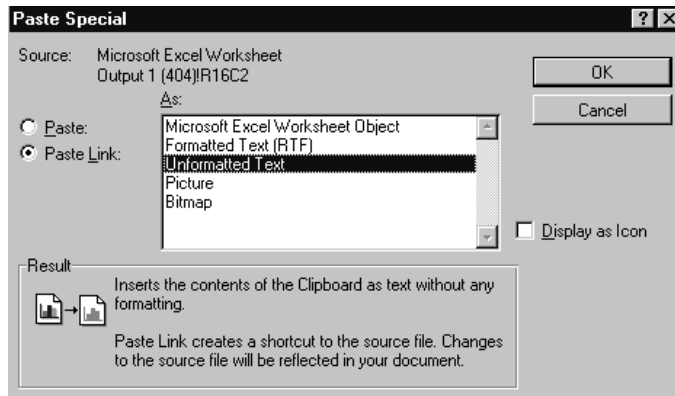
Suppose that you deliver a summary reporting package to senior management at the end of every month. The reporting package includes several financial statements plus a cover page.

► **To integrate with other desktop applications:**

1. Create a sample cover page by starting Word and typing:



2. Return to the Summary Income Statement output on Excel.
3. Select the Revenue Net of Discounts balance for PTD APR-97 for West Region Sales from your report output.
4. Choose Copy from the Edit menu.
5. Return to Microsoft Word.
6. Click to the right of *Revenue for West Region Sales is*.
7. Choose Paste Special from the Edit menu. Choose to paste a link.



The net revenue number appears.

8. Save the document, and exit Word.
9. Rerun the Summary Income Statement report for JUL-97.
10. Choose the same publishing options that you selected when you ran this report in the Request Center section of the tutorial.
11. Choose OK, and submit the report.
12. When the report is complete, choose Yes to publish the report.
13. Switch to the 404 West Region Sales report, and download the report.
14. Overwrite the old version of the report by giving it the same name as the old file.
15. Start Word, and open the saved cover page document.

The link that you pasted into the Word document is maintained and the net revenue number is updated.

Your entire monthly reporting package is now automated by integrating ADI with Excel and Word.





CHAPTER

# 5



## Account Hierarchy Editor

This chapter contains lessons that explain how to perform the following tasks:

- Define accounts
- Create new account hierarchies
- Duplicate hierarchies
- Modify groups of descriptions within a hierarchy

---

## Defining Accounts with the Account Hierarchy Editor

In this section, you will learn how to create, maintain, and view account structures using the Account Hierarchy Editor. You will also duplicate existing hierarchies to create time-based hierarchies that can be used in content sets to generate reports using the Report Wizard.

---

### About the Account Hierarchy Editor

With the Account Hierarchy Editor you can create, maintain, simulate, view, and print account hierarchies. The Account Hierarchy Editor's drag and drop graphical user interface is intuitive, flexible, and easy to learn. Use the Account Hierarchy Editor with Financial Statement (FSG) Content Sets to quickly create time-based reporting structures.

<b>Because the Account Hierarchy Editor does this...</b>	<b>You can...</b>
Provides a graphical representation of account hierarchies that can be viewed, manipulated, and printed	Quickly and clearly understand complex organization and account structures.
Uses a simple drag and drop interface to build and modify your organization	Rapidly reorganize business entities (cost centers, accounts, etc.). View the results of these changes immediately in organization structure, financial statements, internal reports and more.
Provides a single location for creating and maintaining child segment values, parent segment values, and rollup groups	Maintain your chart of accounts in one location, eliminating the need to move among multiple screens.



<b>Because the Account Hierarchy Editor does this...</b>	<b>You can...</b>
Allow only those users with proper authorization to modify hierarchies	Allow all users to view and print hierarchies while ensuring that only authorized users can modify and save changes to the account hierarchies.
Allows you to copy a hierarchy then make changes to that hierarchy without affecting the original	Create what-if and scenario based hierarchy reporting. Copy an existing hierarchy, modify it and compare the new hierarchy to the original to analyze potential changes in your organization.

---

## Opening the Account Hierarchy Editor

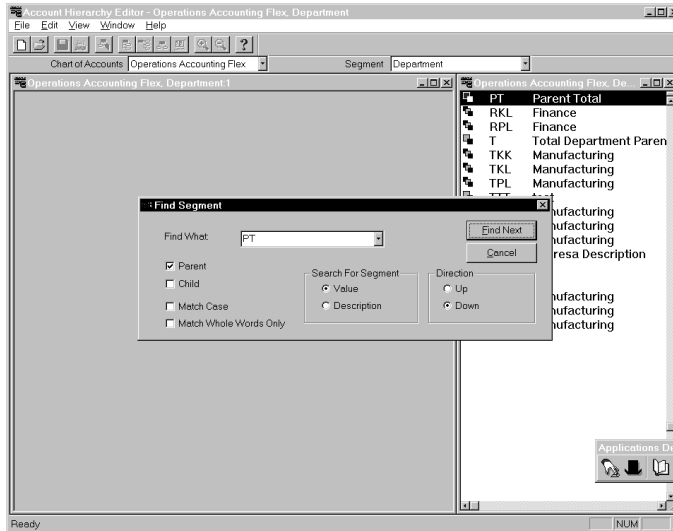
To view or work with account hierarchies, first open the Account Hierarchy Editor and define the chart of accounts you wish to view, modify, or duplicate.

- ▶ **To open the Account Hierarchy Editor:**
  1. Choose ledger from the ADI toolbar and select View Account Hierarchy from the list of values.
  2. Select the Operations Accounting Flex as the chart of accounts you wish to modify.
  3. Select the Department segment as the segment value you want to modify.

---

## Finding Segments

You can easily look for segments in your hierarchy by searching for the segment value or description.



► **To find segments in the Segment Values window:**

1. Highlight any segment value in the Segment Value window. For example, highlight New child value.
2. Click your right mouse button and choose Find. You can also select Find from the Edit menu.

The Find Segment window appears.

3. Specify the following:

In this field....	Specify or choose.....
Find What	PT
Parent	check
Child	unchecked
Match Case	unchecked
Match Whole Words Only	unchecked
Search For Segment	Value
Direction	Down

**Table 5 - 1 (Page 1 of 1) Completing the Find Segment window.**

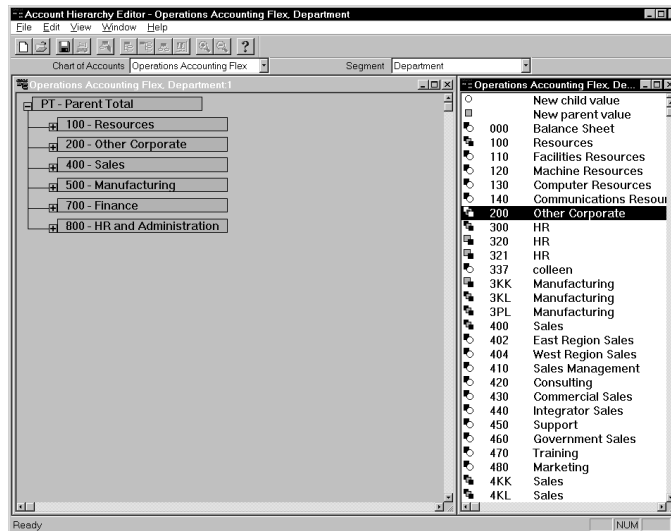
4. Select Find Next.

5. The Segment Value PT should now be highlighted in the Segment Value window.
6. Select Cancel to close the Find Segment window.

---

## Viewing Account Hierarchies:

You can use the Account Hierarchy Editor to view any existing hierarchy. Once you have your hierarchy in the Hierarchy Diagram window, you can modify or duplicate the hierarchy or change descriptions in the hierarchy.



- **To view and modify an existing account hierarchy:**
1. Drag and drop the parent value PT from the Segment Values window to the Hierarchy Diagram window.  
Your hierarchy is displayed. Parent PT is the parent of parent values 100, 200, 400, 500, 700, and 800.
  2. Remove the 100 value from this hierarchy by highlighting it and dragging to the Segment Values window.
  3. Double-click on PT to open the Parent Attributes window.
  4. Place your cursor in the Ranges window.
  5. Highlight Parent 200->200.

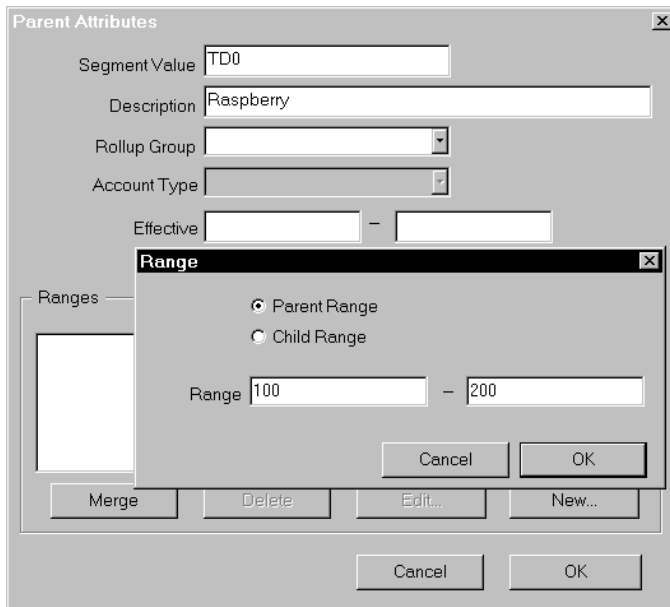


6. Select the Delete button to remove 200 from the PT parent.
7. Click OK to close the window.  
The PT parent should now only have child values 400, 500, 700, and 800.
8. Remove the PT parent hierarchy from the Hierarchy Diagram window by dragging and dropping it back to the Segment Values window.

---

### Creating New Account Hierarchies:

You can create new hierarchies by choosing New Parent Value in the Segment Value window.



► **To create a new account hierarchy:**

1. Double-click the New parent value icon in the Segment Values window.  
The Parent Attributes window appears.
2. In the Segment Value field, enter <XX>0, where XX is your initials.  
In the Description field, enter Raspberry.

**Note:** You will use this description in the next section.

3. Skip the remaining fields, then select the New button.

The Range window appears.

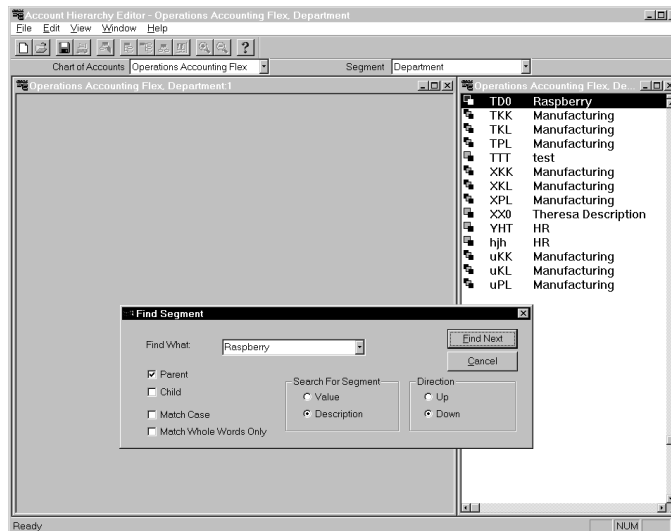
4. Select the Parent Range check box.
5. Enter 100–200 in the Range fields.
6. Click OK in the Range window and click OK in the Parent Attributes window.

Your new hierarchy has been created.

---

## Finding Segment Descriptions

You can search for segment descriptions using the Find Segment window.



► **To find a segment value using its description:**

1. Place your cursor on the New Parent value icon in the Segment Values window.
2. Click your right mouse button and choose Find. You can also select Find from the Edit menu.

The Find Segment window appears.

- Specify the following to find the parent value you created in the previous section:

In this field....	Specify or choose.....
Find What	Your initials, or the description Raspberry
Parent	check
Child	unchecked
Match Case	unchecked
Match Whole Words Only	unchecked
Search For Segment	Description
Direction	Down

**Table 5 - 2 (Page 1 of 1) Finding Segment Descriptions**

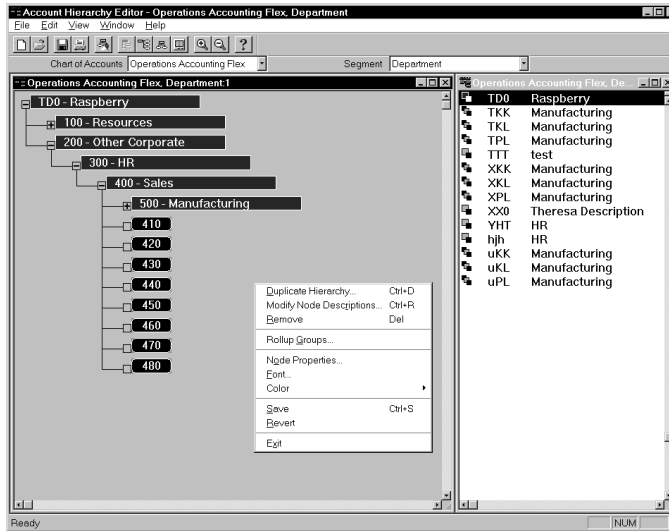
- Select Find Next.  
Your <XX>0 parent should be located.
- Drag and drop your <XX>0 parent value to the Hierarchy Diagram window.
- Add the following parents to your <XX>0 hierarchy by dragging and dropping them from the Segment Values window to the Hierarchy Diagram window.  
Make parent 300 a child of parent 200.  
Make parent 400 a child of parent 300.  
Make parent 500 a child of parent 400.
- Save your work by choosing the Save icon.

---

## Duplicating Hierarchies

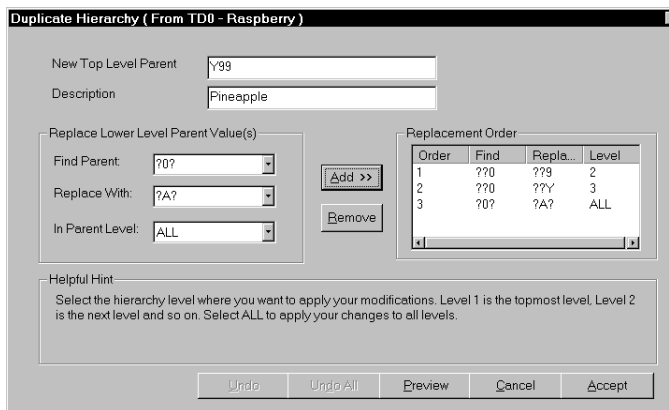
Duplicate any existing hierarchy. You can rename lower level parent levels in any hierarchy you wish to duplicate.





► **To duplicate a hierarchy:**

1. Select the <XX>0 parent in the Hierarchy Diagram window. The entire hierarchy is highlighted.
2. Use your right mouse button to select Edit > Duplicate Hierarchy. The Duplicate Hierarchy window appears.



3. Complete the fields in the Duplicate Hierarchy window as follows:

In this field...	Enter this value...	Comments
New Top Level Parent	Y99	You are entering the new top level parent value.
Description	Pineapple	
Find Parent	??0	You are instructing the system to find any three character parent values that ends with 0.
Replace With	??9	You are instructing the system to replace any third character 0 it finds with 9.
In Parent Level	2	You are instructing the system to search for and replace parent values in the second level of the hierarchy.

**Table 5 - 3 (Page 1 of 1) Duplicate hierarchy window**

4. Choose the Add button to populate the Replacement Order window.
5. Return to the Replace Lower Level Parent Value(s) region and complete the following fields:

In this field...	Enter this value...	Comments
Find Parent	??0	You are instructing the system to find any three character parent values that ends with 0.
Replace With	??Y	You are instructing the system to replace any third character 0 it finds with 9.
In Parent Level	3	You are instructing the system to search for and replace parent values in the third level of the hierarchy.

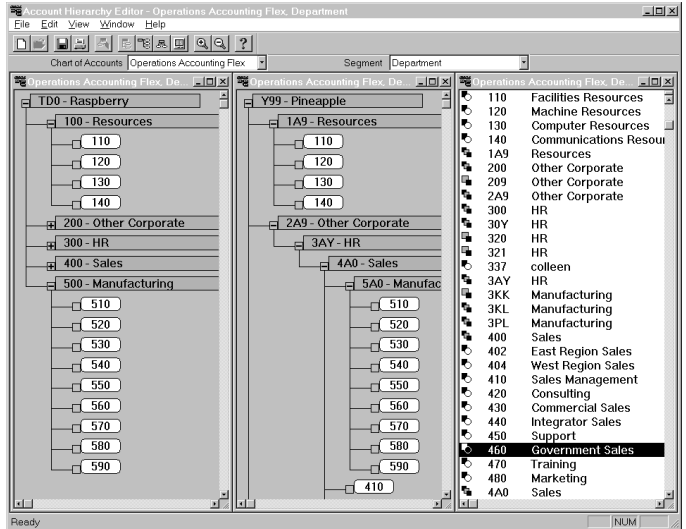
**Table 5 - 4 (Page 1 of 1) Duplicate hierarchy window**

6. Choose the Add button to move your replacement criteria to the Replacement Order window.
7. Return to the Replace Lower Level Parent Value(s) region and complete the following fields:

In this field...	Enter this value...	Comments
Find Parent	?0?	You are instructing the system to find any three character parent values that have a second character value of 0.
Replace With	?A?	You are instructing the system to replace any second character 0 it finds with A.
In Parent Level	ALL	You are instructing the system to search for and replace parent values in all levels of the hierarchy.

Table 5 – 5 (Page 1 of 1) Duplicate hierarchy window

8. Choose the Preview button.



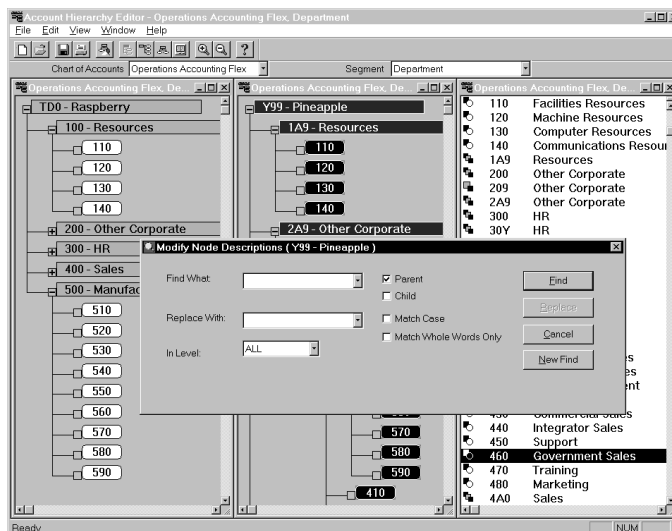
A third Hierarchy Diagram window appears with your duplicated hierarchy.

9. Choose the Accept button.

Note how the descriptions, child values, and other attributes were copied to the new hierarchy.

## Modifying Groups of Descriptions in a Hierarchy

In the Modify Node Descriptions window, you can modify groups of descriptions in a hierarchy quickly. This feature works well when you need to duplicate hierarchies and rename lower level parent segment descriptions.



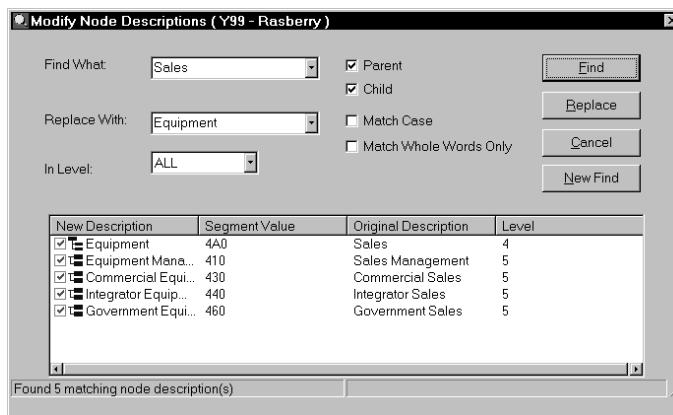
- ▶ **To modify groups of descriptions within a hierarchy:**
  1. Select the Y99 parent you just created in the Hierarchy Diagram window.
    - The entire hierarchy is highlighted.
  2. Note the descriptions of the parent and child values.
  3. Use your right mouse button to select Edit > Modify Node Descriptions.
    - The Modify Node Descriptions window appears.
  4. Complete the Modify Node Descriptions window as follows:

In this field...	Enter this value...
Find What	Sales
Replace With	Equipment

In this field...	Enter this value...
Level	ALL
Parent	checked
Child	checked

**Table 5 – 6 (Page 2 of 2) Modify Node Descriptions**

5. Choose the Find button.



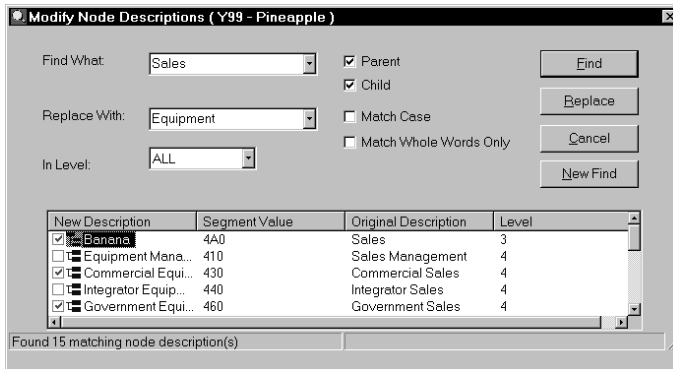
The lower portion of the window shows the results of your search. Notice that your New and Old descriptions are displayed. The checkmarks indicate that you want to change the description of the segment value. Clear the checkmark to preserve the original description.

6. Click inside the New Description field and click your right mouse button.

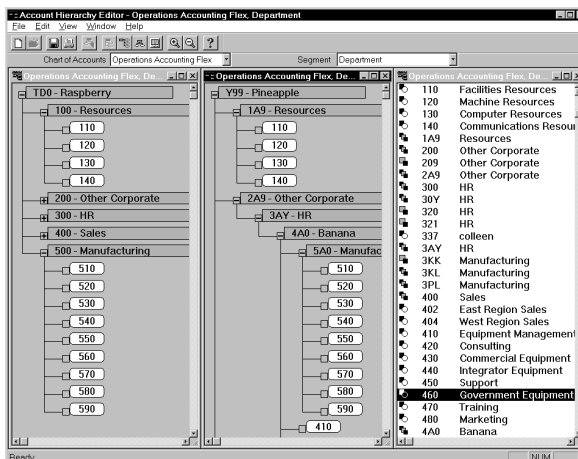
The Rename menu appears.

7. Rename the description with Banana.

8. (Optional) Clear the checkmark from one or more segment values.



9. Choose Replace.



10. Save your work.

## Time-Based Reporting

You can create point-in-time snapshots of your organizational structure, in the form of content sets and then reuse them in subsequent periods for comparative analysis. As a result, you can run reports that compare similar items even if your organizational structure changes.

In a previous section you created the XX Department Content Set based upon the structure of value PT in Department Segment Value Set. Then you modified the PT structure to remove the value 100 resources. The XX Department Content Set you defined will remain static, even



though the structure has changed since it was first defined. If you want to establish the new reporting structure in a content set, you need to create a new content set.







CHAPTER

# 6



## Creating Assets and Reconciling Physical Inventory

This chapter contains lessons that explain how to perform the following tasks:

- Create Assets
- Record and reconcile Physical Inventory

---

## Creating Assets Using ADI

In this section, you will learn how to create assets using ADI. Before starting this section of the tutorial, you must first change your responsibility to Assets, Vision Operations.

---

### About the Create Assets Feature

ADI provides a spreadsheet-based interface to simplify asset creation in a disconnected environment.

Use ADI's Create Assets feature to:

- Automatically build personalized asset entry spreadsheets based on the information required by your organization's specific implementation of Oracle Assets.
- Enter your asset data manually, use the list of values, and take advantage of Excel's data entry shortcuts.
- Map data files from legacy systems or third party applications into the asset worksheet.
- Save an asset spreadsheet on your PC and work on it at any time.
- Automatically upload the data into Oracle Assets when you are satisfied with the worksheet.



## Create Assets Features and Benefits

Because ADI does this.....	You can.....
Automatically define and generate personalized spreadsheet-based asset creation worksheets.	Tailor the asset worksheet to your data entry requirements – include only the information that you want to enter.
Enables quick asset entry through spreadsheet Cut, Copy, and Paste functionality.	Maximize productivity by decreasing the necessary keystrokes to enter data.
Provides Lists of Values for easy access to valid field information.	Ensure accuracy since the need to manually look up valid field entries is eliminated.
Maps data files into asset worksheets when used with the Import Text File feature.	Convert data from legacy asset systems without writing custom SQL scripts. Bridge the gap between third party payables systems and Oracle Assets using a spreadsheet based interface.
Defines asset layout templates which can be modified and reused.	Enter assets by defining an asset layout once, then using the layout to build consistent worksheets whenever necessary.
Full validation of accounts with enforcement of security and cross validation rules, as well as other reference fields.	Get real time feedback on errors to correct them on the spot, building efficiency.

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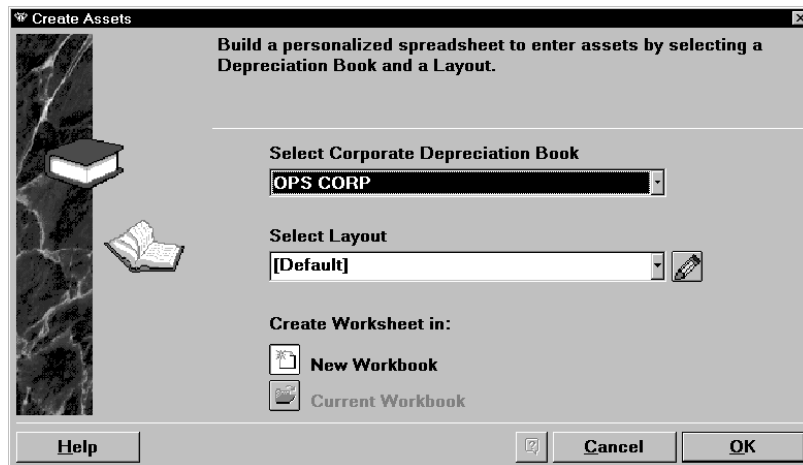
## Building an Asset Worksheet

To build an asset worksheet, you specify the elements that you want to use:

- **Corporate Depreciation Book:** An asset can belong to any number of depreciation books, but must belong to only one corporate depreciation book. You must assign a new asset to a corporate depreciation book before you can assign it to any tax books.

- **Layout Template:** Layout templates allow you to select the fields that should be included in the asset worksheet. They also control the order in which the data fields appear on your worksheet. Layout templates are saved in the database and can be edited, viewed, copied, renamed, or created from scratch.

Based on your choices, ADI automatically builds the asset worksheet.



► **To build your asset worksheet:**

1. Choose the Assets icon from the ADI toolbar and select Create Assets from the poplist.  
The Create Assets window appears.
2. Choose OPS Corp from the Select Corporate Depreciation Book poplist.
3. Next, we will define a layout for your spreadsheet. You can choose an existing layout or select a defined layout from the Select Layout poplist.

We will create a new layout for your spreadsheet. Select the Actions button (pencil icon) and Select New from the poplist.

The Actions button displays tasks that you can perform with Layout Templates. Layout Templates are saved in the database and can be reused.

Below is a list of options you may choose using the Actions button:

**New:** Choose this option to create a new layout template.

**View/Edit:** Choose this option to view or edit an existing layout template.

**Note:** When you choose this option when the default template is selected, you have the option only to view the default template. You cannot edit the default template.

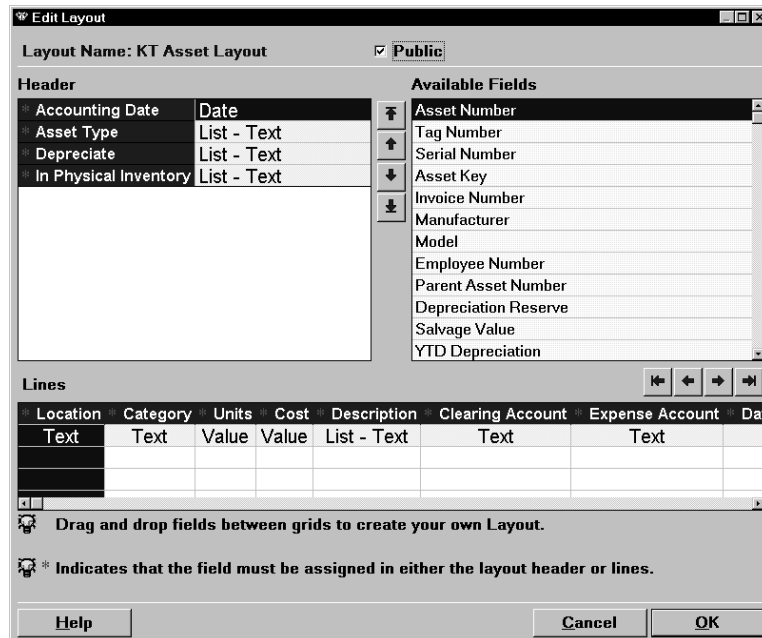
**Copy:** Choose this option to copy an existing layout template.

**Rename:** Choose this option to rename an existing layout template.

**Note:** You cannot rename the default template.

**Delete:** Choose this option to delete an existing layout template.

**Note:** You cannot delete the default template.



4. For the layout name, type your initials and *Asset Layout*.

The Edit Layout window appears. This window shows the list of available fields that can be included in the asset worksheet. You can drag and drop fields from the Available Fields region to the Header and Lines grids to create the layout template. You can also re-sequence the fields by using the directional arrow buttons. Required fields that must be assigned to either the Header or Lines grids are marked with a red asterisk.



5. Use your mouse to drag and drop the following fields from the Available Fields grid into the Header grid.

Accounting Date

Asset Type

Depreciate

In Physical Inventory

6. Use your mouse to drag and drop the following fields from the Available Fields grid into the lines grid.

Location

Category

Units

Cost

Description

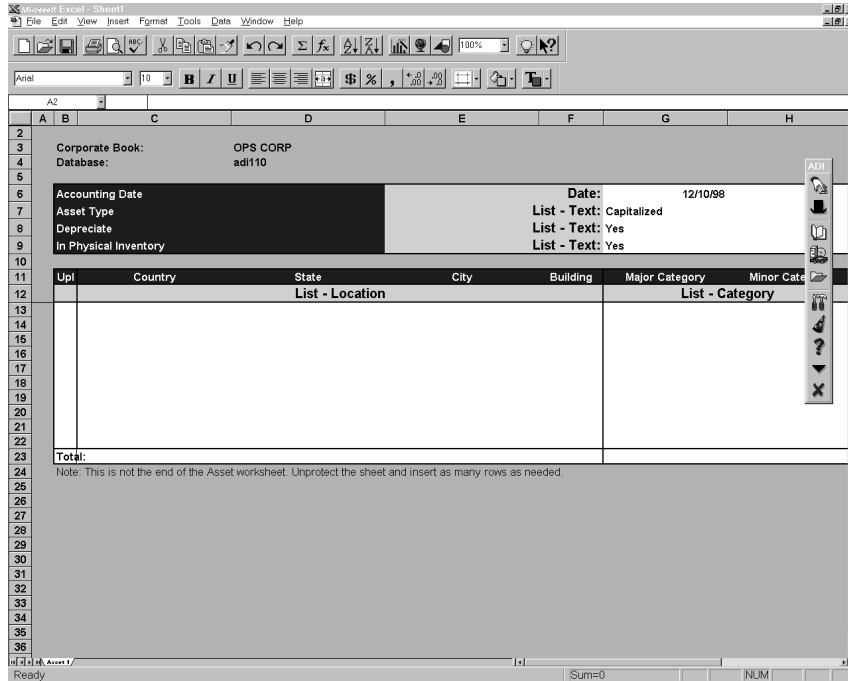
Expense Account

Clearing Account

Date Placed in Service

7. Choose one of the fields in the Header grid. Use the directional arrow buttons to re-sequence the fields.
8. Choose one of the fields in the Lines grid. Use the directional arrow buttons to re-sequence the fields.
9. Choose OK in the Edit Layout window. Choose OK in the Create Assets window.

ADI creates an asset worksheet that reflects your choices. Your asset sheet should look similar to the following:



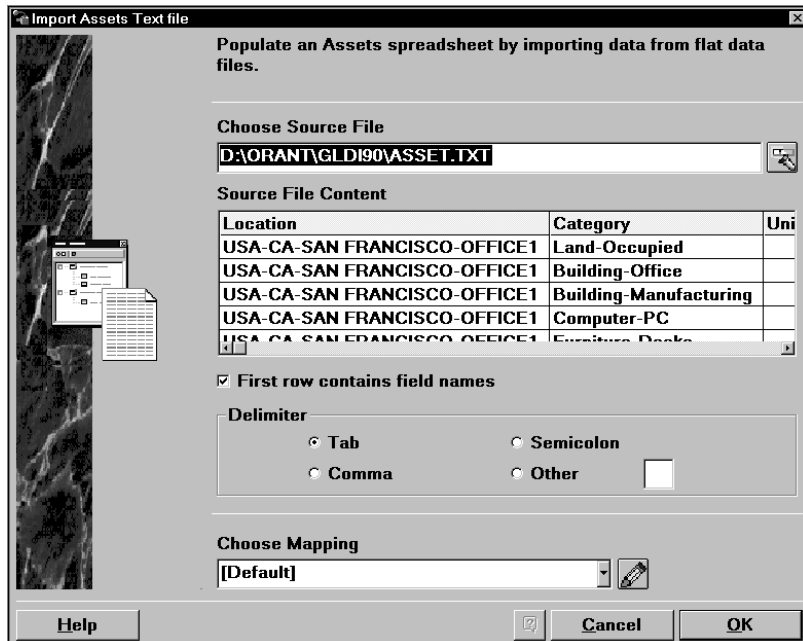
Please note:

- The asset worksheet header and lines regions list the fields you chose, in the sequence you chose.
- The Accounting Date defaults to today's date.
- The Asset Type defaults to Capitalized.
- Depreciate defaults to Yes.
- In Physical Inventory defaults to Yes.

## Entering Asset Data

You can enter information into the asset worksheet either manually or by using the Import Text File feature to map data from a text file into the asset worksheet.

Begin by using the Import Text File feature to populate the asset worksheet with data from an external source.



► **To enter data into an asset worksheet:**

1. Choose the Assets icon from the ADI toolbar and select Import Text File from the poplist.

The Import Assets Text File window appears.

- |                                |                             |
|--------------------------------|-----------------------------|
| 2. <b>In this Field...</b>     | <b>Select...</b>            |
| Source File                    | OracleHome\GLDI90\ASSET.TXT |
| First row contains field names | Checked                     |
| Delimiter                      | Tab                         |

3. Choose the Actions button in the Import Assets Text File window. Select New from the poplist.

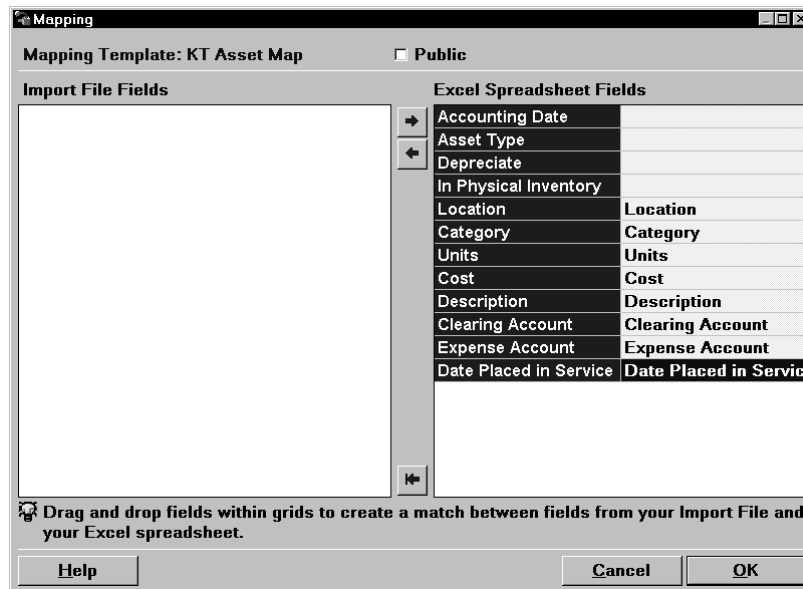
The Actions button displays tasks that you can perform with Mapping Templates. Mapping Templates are saved in the database and can be reused.

4. For the mapping template name, type your initials and *Asset Map*. Choose OK.

The Mapping window appears. This window shows the list of fields that are in the source text file, and the list of fields that are in the asset spreadsheet. You can use either the directional arrow buttons or simply drag and drop fields from the Import Files Fields



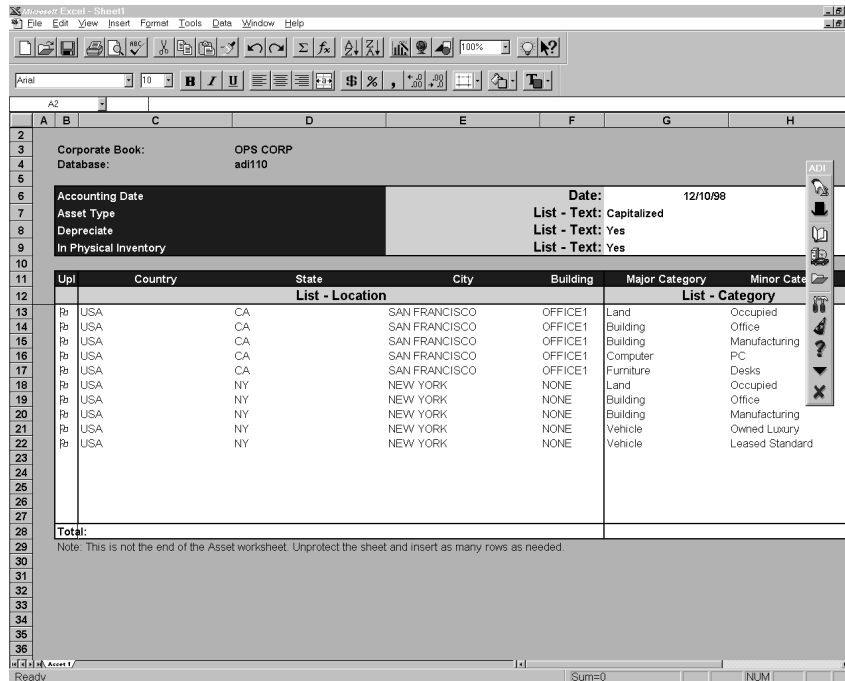
region to the corresponding field in the Excel Spreadsheet Fields region.



5. Use your mouse to drag and drop fields from the Import File Fields region to the corresponding field in the Excel Spreadsheet Fields region.
6. Choose OK in the Mapping window. Choose OK in the Import Assets Text File window.

ADI maps the data from the source file into the asset worksheet you created.

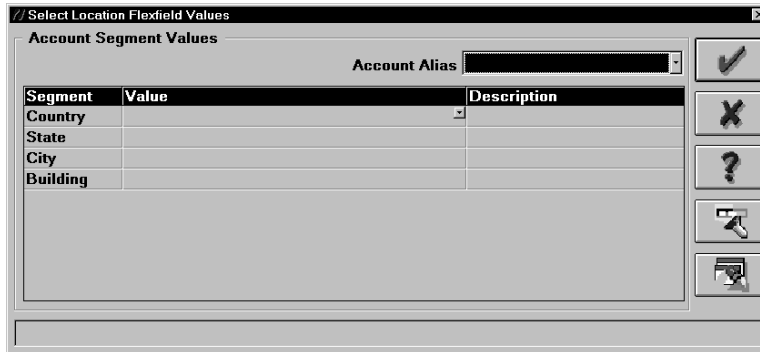
Your asset worksheet should look similar to the following:



**Note:**

- The data from the source text file has been mapped to fields in the asset worksheet. The mapping was accomplished for the fields you chose, in the pairing you chose.
  - Upload flag is set for every row in the asset worksheet that was mapped from the source text file.
7. Double-click on any Location segment field (Country, State, City, etc.) on the twenty-third worksheet line.

The Select Location Flexfield Values window appears, where you can type each segment value or choose from the lists of valid values.



8. Choose the Country field. From the list of values, choose Country USA.

These values are validated real-time against the values defined in Oracle Assets. Notice that ADI displays the description.

9. Type *CA* in the City value field.

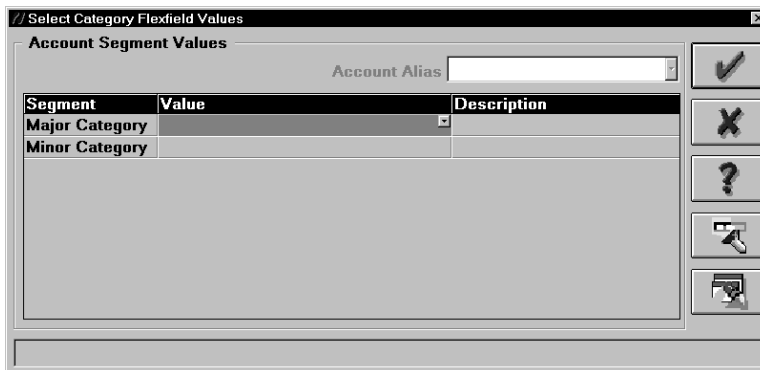
Even without using lists of values, ADI provides real-time validation of your account values. ADI supplies the description, California, which corresponds to State CA.

10. Choose the City field. From the list of values, choose City San Francisco.

11. Type *None* in the Building value field.

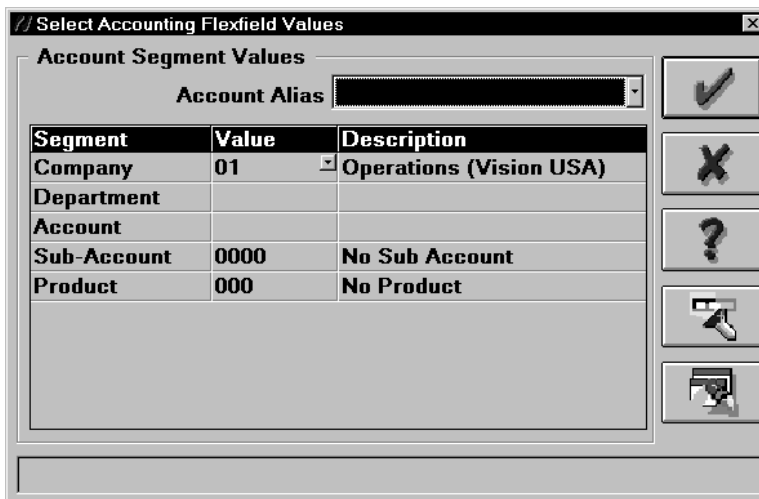
12. Double-click on either Category segment field (Major or Minor) in the twenty-third worksheet line.

The Select Category Flexfield Value window appears, where you can type each segment value or choose from list of valid values.



13. Choose the Major Category field. From the list of values, choose Category Computer.
14. Type *NC* in the Minor Category value field.
15. Enter Units of 10 for this asset.
16. Enter a Cost of 500 for this asset.
17. Double-click on any Clearing Account segment field (Co, Dept, Acct, etc.).

The Select Accounting Flexfield window appears, where you can type each segment or choose from list of values.



18. ADI reflects default segment values as defined in Oracle General Ledger. Leave the default value of 01 for Company.
19. Choose the Department field. From the list of values, choose Department 000.

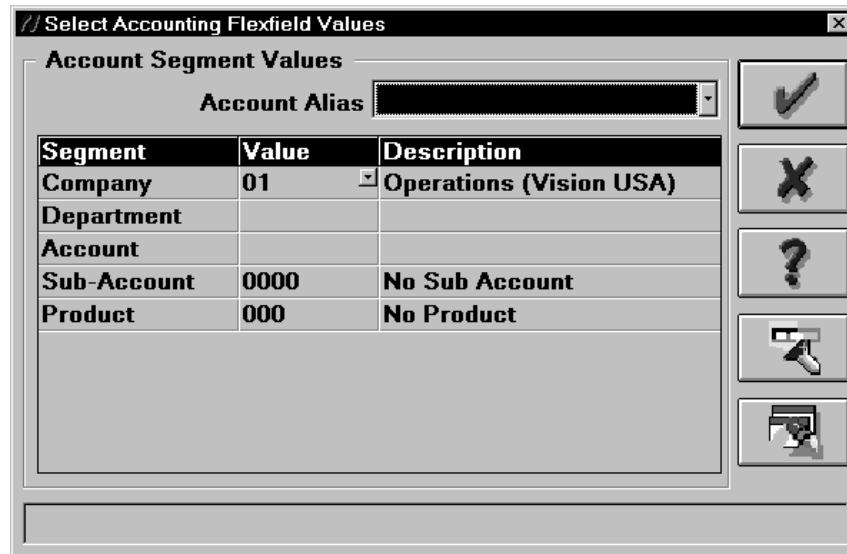
These values are validated real-time against the values defined in Oracle General Ledger. Notice that ADI displays the description.

20. Type *1570* in the Account value field.

Even without using lists of values, ADI provides real-time validation of your account values. ADI supplies the description, Asset Clearing, which corresponds to account 1570.

21. Leave the default values for Sub-Account and Product.
22. Double-click on any Expense Account segment field (Co, Dept, Acct, etc.).

The Select Accounting Flexfield window appears, where you can type each segment or choose from the list of valid values.



23. ADI reflects default segment values as defined in Oracle General Ledger. Leave the default value of 01 for Company.
24. Choose the Department field. From the list of values, choose Department 480.  
These values are validated real-time against the values defined in Oracle General Ledger. Notice that ADI displays the description.
25. Type *7360* in the Account value field.  
Even without using lists of values, ADI provides real-time validation of your account values. ADI supplies the description, Depreciation Computers & Software, which corresponds to account 7360.
26. Leave the default values for Sub-Account and Product.
27. Enter a Date Placed in Service of 3/1/97 for this asset.

---

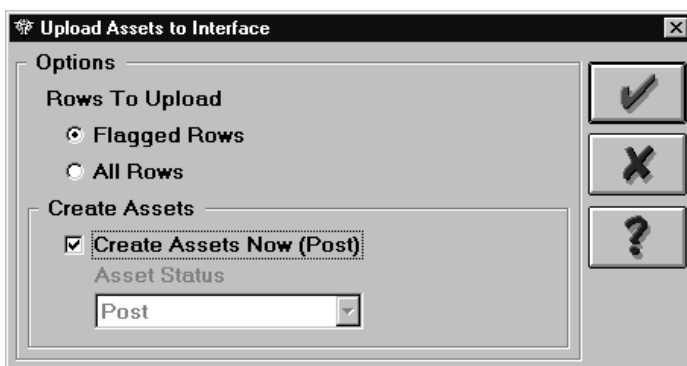
## Uploading Asset Entries

Now that you've entered asset data into your worksheet, you are ready to upload it to Oracle Assets.

► **To upload asset entries:**

1. Choose the Assets icon from the ADI toolbar and select Upload to Interface from the poplist.

The Upload Assets to Interface window appears.



2. For the Rows to Upload option, choose Flagged Rows.
3. Check the Create Assets Now (Post) option.

The Asset Status automatically defaults to Post. When the Asset Status is set to Post, the upload process validates all asset data: verifies field type and length, performs flexfield validation, checks cross-validation rules, enforces segment security, and ensures that data for all required fields has been entered.

If the Create Assets Now option is not selected, the Asset Status may be set to New or On Hold. In this case, full validation is again performed on the data entered in the asset worksheet, but blank entries in the required data fields are accepted.

4. Choose OK to start the upload.

ADI uploads your flagged rows to the Oracle Assets mass additions interface table. It then starts the post mass additions concurrent process, which runs on the server.

The concurrent process creates asset entries in Oracle Assets, based on the information in the interface table. ADI displays a message that looks similar to the following:



The message informs you that the post mass additions concurrent process has started. It runs in the background, so you can continue using ADI while the process completes. The Request Center notifies you when the process completes by blinking at the bottom of your screen, and by playing sound if your PC can play sound files.

5. Notice that a batch id has been automatically assigned to the uploaded entries. The batch id is displayed in the Header region of the asset worksheet, and allows you to easily track uploaded entries in the Mass Additions table in Oracle Assets.
6. Notice that the Messages column in the asset worksheet displays a green success indicator in each row that was uploaded. To enable this feature, go to the ADI toolbar and select the Options icon. Choose the Settings tab in the window that appears. Be sure that the Show Upload Success check box is marked.

During upload, ADI validates your accounts and reference fields, such as Category and Location. If you entered invalid values for any of these fields, ADI displays an error message when you upload. For example, if you entered an invalid category, you will see the following:



In this case, you can use the list of values to choose a valid category, and then upload again.

---

## Verifying the Asset Upload

After the Request Center notifies you that the post mass additions process is complete, you can verify that your asset was created in Oracle Assets.

► **To verify the asset upload:**

1. Start Oracle Assets.
  2. Choose Inquiry > Financial Information from the Navigator window.
  3. In the Find Assets window, you can use the poplist to Find assets by Detail, Assignment, Invoice, Lease, or Project. Select Find by Assignment.
  4. Enter the Corporate Book, OPS Corp. Choose the Find button to query the assets.
-





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## Recording Physical Inventory Using ADI

In this section, you will learn how to record physical inventory using ADI.

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### About the Record Physical Inventory Feature

The Record Physical Inventory feature provides a spreadsheet-based interface to simplify the physical inventory process.

Use the Record Physical Inventory feature to:

- Automatically build personalized inventory spreadsheets based on the information required by your organization's specific implementation of Oracle Assets.
- Enter your inventory data manually, use the list of values, and take advantage of Excel's data entry shortcuts.
- Map data files created by barcode scanners into the inventory worksheet.
- Save a physical inventory spreadsheet on your PC and work on it any time.
- Automatically upload the data into Oracle Assets when you are satisfied with the worksheet.

## Reconcile Inventory Features and Benefits

Because ADI does this.....	You can.....
Automatically define and generate personalized spreadsheet-based physical inventory worksheets.	Tailor the physical inventory worksheet to your data entry requirements – it includes on the information that you want to enter.
Enables quick physical inventory entry through spreadsheet Cut, Copy, and Paste functionality.	Maximize productivity by decreasing the necessary keystrokes to enter data.
Provides Lists of Values for easy access to valid field information.	Ensure accuracy by eliminating the need to manually look up valid field entries.
Maps data files into physical inventory worksheets when used with the Import Text File feature	Take advantage of bar code scanner technology to gather physical inventory information quickly and accurately.
Constructs physical inventory worksheets which can be used while disconnected from the database.	Mobilize the asset maintenance process by automating inventory data collection at scattered company locations.
Defines physical inventory layout templates which can be modified and reused.	Enter physical inventory by defining an inventory layout once, then using the layout to build consistent worksheets whenever necessary.
Automatically launches the Physical Inventory Comparison Program and Report.	Maintains an accurate fixed asset database by reconciling physical to system asset inventories and highlighting differences between the two.

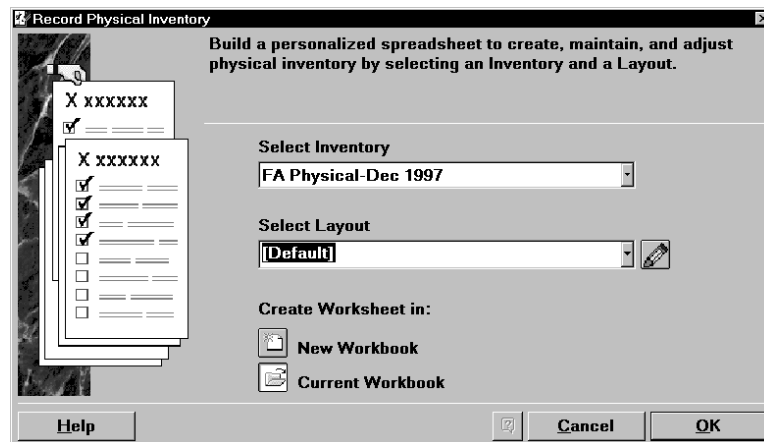
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## Building a Physical Inventory Worksheet

To build a physical inventory worksheet, you specify the elements that you want to use:

- **Physical Inventory:** Select the physical inventory for which you want to run the assets reconciliation. Inventory names are defined in Oracle Assets. Only open inventories can be chosen. An inventory is open when it does not have an associated End Date.
- **Layout Template:** Layout templates allow you to select the fields that should be included in the physical inventory worksheet. They also control the order in which the data fields appear in your worksheet. Layout templates are saved in the database and can be edited, viewed, copied, renamed, or created from scratch.

Based on your choices, ADI automatically builds the physical inventory worksheet.



► **To build your physical inventory worksheet:**

1. Choose the Assets icon from the ADI toolbar and select Record Physical Inventory from the poplist.  
The Record Physical Inventory window appears.
2. In the Select Inventory field, choose FA Physical-Dec 1997 from the poplist.
3. Choose the Actions button in the Record Physical Inventory window. Select New from the poplist.

The Actions button displays tasks that you can perform with Layout Templates. Layout Templates are saved in the database and can be reused.

Below is a list of options you may choose using the Actions button:



**New:** Choose this option to create a new layout template.

**View/Edit:** Choose this option to view or edit an existing layout template.

**Note:** When you choose this option when the default template is selected, you have the option only to view the default template. You cannot edit the default template.

**Copy:** Choose this option to copy an existing layout template.

**Rename:** Choose this option to rename an existing layout template.

**Note:** You cannot rename the default template.

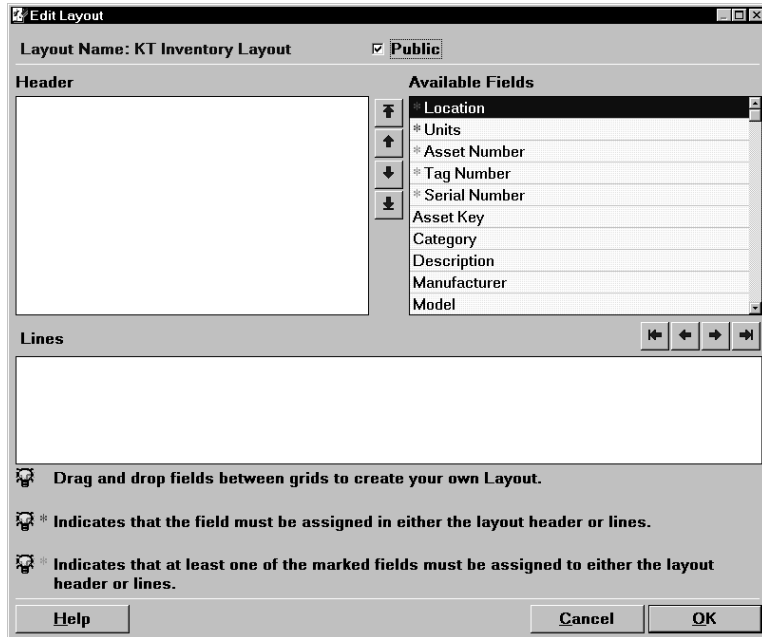
**Delete:** Choose this option to delete an existing layout template.

**Note:** You cannot delete the default template.

4. For the layout name, type your initials and *Inventory Layout*.

The Edit Layout window appears. This window shows the list of available fields that can be included in the asset worksheet. You can drag and drop fields from the Available Fields region to the Header and Lines regions to create the layout template. You can also order the fields by using the directional arrow buttons.

Required fields that must be assigned to either the Header or Lines regions are marked with a red asterisk. Conditionally required fields are marked with a green asterisk. You must assign at least one of the conditionally required fields to either the Header or Lines region.



5. Use your mouse to drag and drop the following fields from the Available Fields region into the Header region.

Location

6. Use your mouse to drag and drop the following fields from the Available Fields region into the lines region.

Asset Number

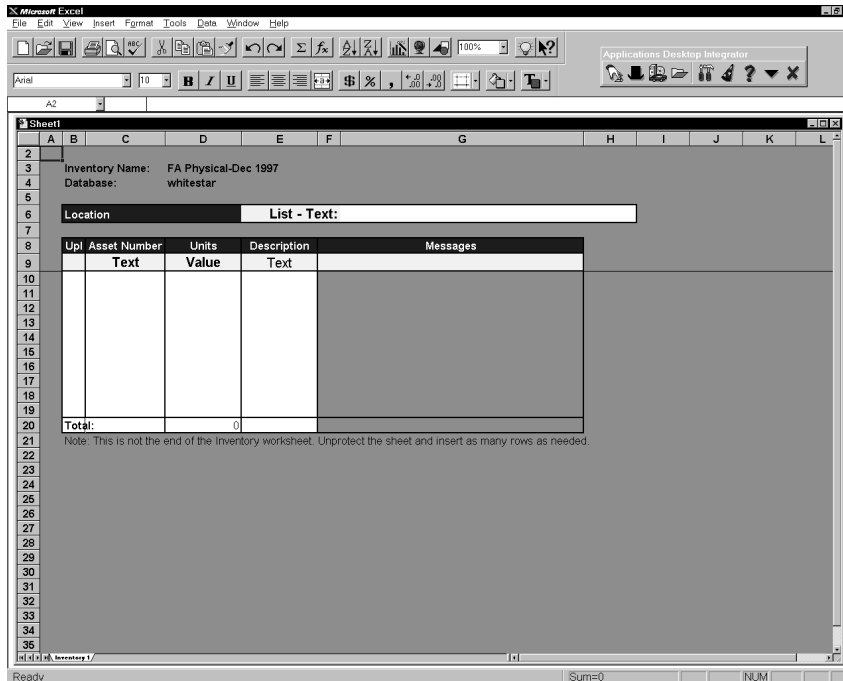
Units

Description

7. Choose one of the fields in the Lines region. Use the directional arrow buttons to re-sequence the fields.
8. Choose OK in the Edit Layout window. Choose OK in the Record Physical Inventory window.

ADI creates a physical inventory worksheet that reflects your choices.

Your physical inventory worksheet should look similar to the following:



Note the following:

- The physical inventory worksheet header and lines regions list the fields you chose, in the sequence you chose.

## Entering Physical Inventory Data

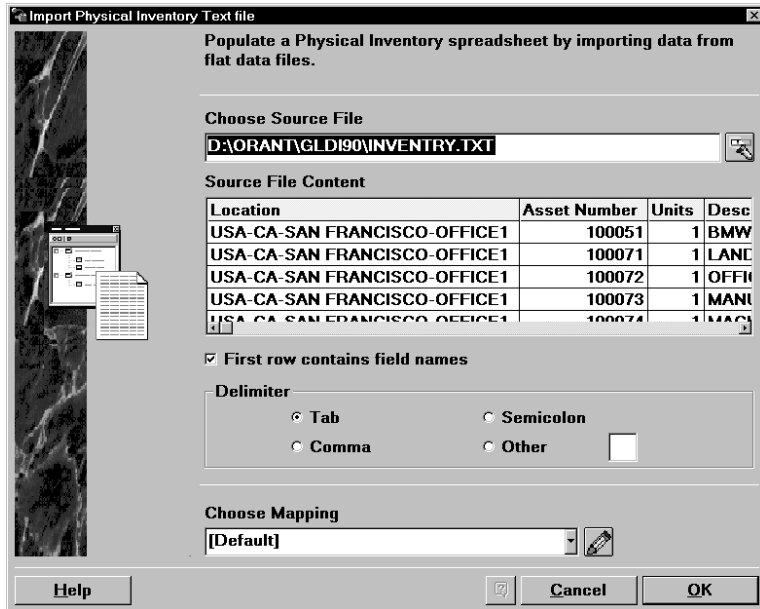
You can enter information into the physical inventory worksheet either manually or by using the Import Text File feature to map data from a text file into the worksheet.

Begin by using the Import Text File feature to populate the physical inventory worksheet with data from an external source.

### ► To enter data into a physical inventory worksheet:

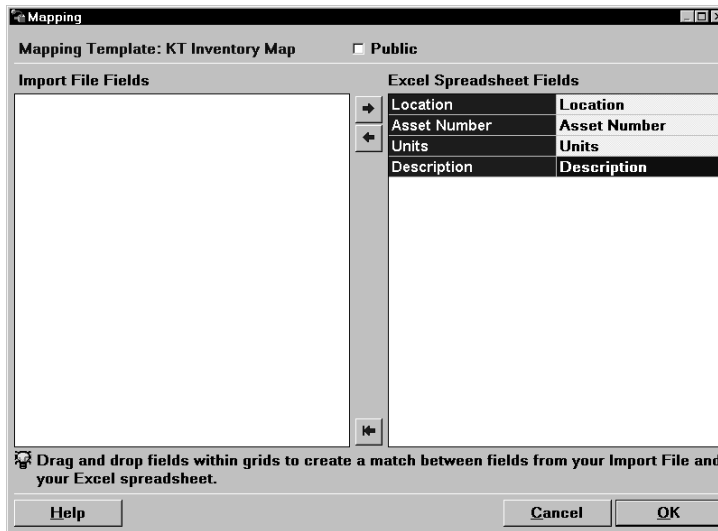
1. Choose the Assets icon from the ADI toolbar and select Import Text File from the poplist.
2. **In This Field...** **Select...**  
Source File OracleHome\GLDI90\INVENTORY.TXT

First row contains field names    Checked  
Delimiter                            Tab



3. Choose the Actions button in the Import Physical Inventory Text File window. Select New from the poplist.
4. For the mapping template name, type your initials and *Inventory Map*. Choose OK.

The Mapping window appears. This window shows the list of fields that are in the source text file, and the list of fields that are in the physical inventory spreadsheet. You can use either the directional arrow buttons or simply drag and drop fields from the Import File Fields region to the corresponding field in the Excel Spreadsheet Fields region.



5. Use your mouse to drag and drop fields from the Import File Fields region to the corresponding field in the Excel Spreadsheet Fields region.
6. Choose OK in the Mapping window. Choose OK in the Import Physical Inventory Text File window.

ADI maps the data from the source file into the physical inventory worksheet.

Your physical inventory worksheet should look like the following:



Upl	Asset Number	Units	Description	Messages
Rb	100051	1	BMW 8501	
Rb	100071	1	LAND	
Rb	100072	1	OFFICE BUILDING	
Rb	100073	1	MANUFACTURING BUILDING	
Rb	100074	1	MACK TRUCK	
Rb	100075	2	LEASED VEHICLE	
Rb	100076	30	PC	
Rb	100077	30	DESK	
Rb	100081	1	DRILL PRESS	
Rb	100082	5	FINANCIAL APPS SOFTWARE	
<b>Total:</b>		73		

Note the following:

- The data from the source text file has been mapped to fields in the physical inventory worksheet. The mapping was accomplished for the fields you chose, in the pairing that you chose.
- Upload flag is set for every row in the physical inventory worksheet that was mapped from the source text file.

You've entered data into the physical inventory worksheet automatically by mapping information from a text file. You can also enter data directly in the spreadsheet, taking advantage of lists of values and spreadsheet data entry shortcuts.

7. Enter an asset number of 100091, a description of *Oak Desk*, and units of 18 on the twentieth worksheet line.
8. Highlight the asset number in the twentieth journal line.
9. Place your mouse on the border of the cell until it turns into a cross.
10. Drag downward to fill the next row.
11. Replace the Description in the new row with *PC Multimedia*.

Now that you have physical inventory data in your spreadsheet, we will upload this information to Oracle Assets.

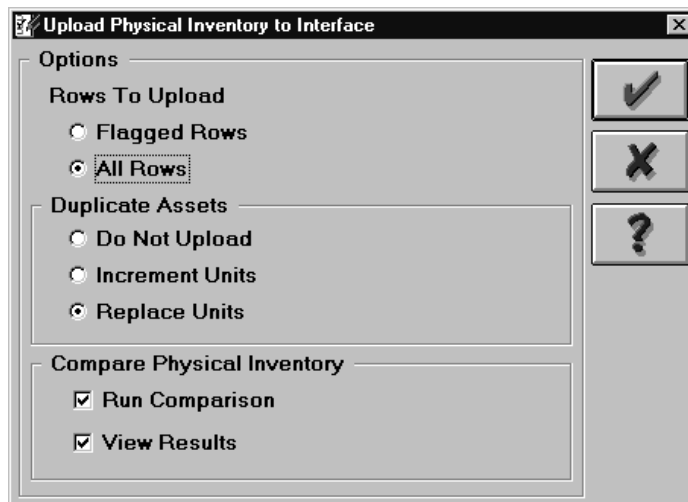
---

## Uploading Physical Inventory Entries

Follow the steps below to upload physical inventory data to Oracle Assets.

- ▶ **To upload physical inventory entries to Oracle Assets:**
  1. Choose the Assets icon from the ADI toolbar and select Upload to Interface from the poplist.

The Upload Physical Inventory to Interface window appears.



2. For the Rows to Upload option, choose All Rows.
3. For the Duplicate Assets option, choose Replace Units.
4. Check the Run Comparison option.
5. Check the View Results option.
6. Choose OK to start the upload.

ADI uploads your rows to the Oracle Assets physical inventory interface table. It then starts two concurrent processes – the physical inventory comparison program and the physical inventory comparison report. Both of these processes run on the server.



The comparison program attempts to match each asset in the physical inventory table to an asset in the production system. The comparison report then shows the results of the comparison program.

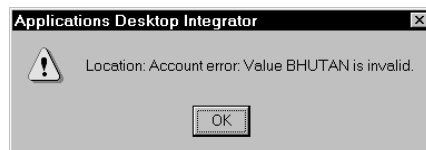
ADI displays a message that looks similar to the following:



The message informs you that the physical inventory comparison program and report concurrent processes have started. It runs in the background, so you can continue using ADI while the processes complete. The Request Center notifies you when the processes complete by blinking at the bottom of your screen, and by playing sound if your PC can play sound files.

7. Notice that the Messages column in the physical inventory worksheet displays a green success indicator in each row that was uploaded. To enable this feature, go the ADI toolbar and select the Options icon. Choose the Settings tab in the window that appears. Be sure that the Show Upload Success check box is marked.

During upload, ADI validates your accounts and reference fields, such as Category and Location. If you entered invalid values for any of these fields, ADI displays an error message when you upload. For example, if you entered an invalid location, you will see the following:



In this case, you can use the list of values to choose a valid location, and then upload again.

---

## Viewing the Physical Inventory Comparison Results

After the Request Center notifies you that the physical inventory comparison process is complete, you can view the results of the comparison program. There are two ways to do this:

- Physical Inventory Comparison window
- Physical Inventory Comparison Report

### **Using the Physical Inventory Comparison Window:**

---

1. Start Oracle Assets
2. Navigate to the Find Physical Inventory Comparison window (Physical Inventory > Comparison > View).
3. Enter the name of the physical inventory to view the results for the entire physical inventory. If you want to narrow the search criteria, you can enter additional parameters, such as category or location.
4. Choose Find.

### **Using the Physical Inventory Comparison Report:**

---

1. Start the Request Center.
  2. Select the report from the Completed tab.
  3. Choose the Publish Output button from the Request Center toolbar.
  4. Select the Output Type of Text.
  5. In the Publish To field of the Text Options region, type a valid path and file name: for example: C:\temp\XXcompare.txt, where XX is your initials.
  6. Choose OK to publish the report.
-



CHAPTER

# 7

## Report Manager Kiosk

This chapter contains lessons that explain how to perform the following tasks:

- Publish reports to the database using the Request Center
- Define Security Access models
- Manage your Report Manager documents and files
- Customize the Report Manager to your specific needs
- Access database reports from the Report Manager kiosk.

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## Report Manager

Earlier in this tutorial, you learned how to use the Request Center to submit, monitor, and publish reports. In this chapter, you will learn how to publish reports into the database and view them using a standard browser.

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### Overview

By using the Request Center to publish reports to a web page, you utilize the efficient internet framework for report dissemination, drastically reducing the costs associated with traditional paper report distribution.

Report Manager is a natural extension to this publish, subscribe, and pull-on-demand report distribution model. The Report Manager has two powerful features:

- The Request Center allows you to publish reports directly into the database.
- The Report Manager Kiosk allows you to access database reports using a standard web browser.

With Report Manager, you can create point-in-time document libraries which are 100% pure internet, 100% pure database. This means that your information is stored in an environment which is secure yet readily available to authorized users.

### Key Benefits

- **Secured Access to Reports**

Report Manager leverages the same user and responsibility framework already in place within the standard application. Report producers can be confident that only authorized personnel can view report contents. Report security is managed at the core database level as opposed to the web server level.
- **Self-Service Access to Reports**

Report Manager offers a centralized kiosk for report information. Authorized users can easily access the reports via a standard browser. In addition, Report Manager is fully compatible with Oracle Self-Service web applications and Business Intelligence System (BIS). Users will be able to access



Self-Service functions and BIS reports, along with Request Center output, from a web browser.

- Support for Point-in-Time Reports

Report Manager output is stored in the database and is a static representation of point-in-time information. Point-in-time reports such as year-end financial statements are stored in a stable repository and are easily available for user reference. Users do not have to run these reports just to view the information - the information is already in the database.

<b>Because Report Manager does this...</b>	<b>You can...</b>
Provides a centralized source for point in time reports	Access business information from a central site using a standard browser.
Organizes reports using a hierarchical tree structure that corresponds to user responsibilities	Enjoy quick and intuitive access to reports. The hierarchical tree structure can be expanded or collapsed, lending itself to rapid report mining.
Supports general public access to reports	Make documents such as the Company Annual Report available to everyone in the organization via the internet.
Secures access to reports, requiring user to sign on before granting admittance	Ensure that confidential reports are completely protected against unauthorized access.
Allows reports to be previewed by designated users before general release	Verify report appearance and placement before the report is made available to the end audience.
Kiosk can be customized to include the company logo as well as default home pages for the public and secured access menus respectively	Reflect your company culture and values within the Kiosk, contributing to the creation of a "sticky" site.



<b>Because Report Manager does this...</b>	<b>You can...</b>
Provides pop lists for expansion values and timeframes	Quickly view multiple versions of the same report based upon varying expansion values and timeframes. This facilitates data comparison and trend detection.
Attaches spreadsheets or text files to reports	Download spreadsheet or text versions of the report for further analysis.
Uploads all file types into the database	Store files in the database, simultaneously allowing universal access and controlled management.
Performs upload validation to detect if duplicate files exist in the database	Promote efficient usage of database resources and detect possible file integrity breaches.

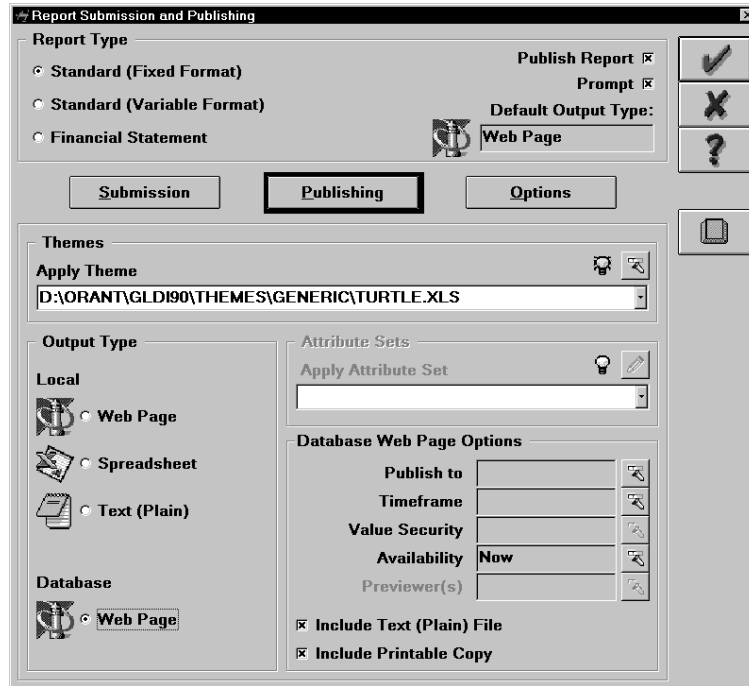
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## **Publishing a Report to the Database**

The Request Center is an enterprise report management tool that allows you to submit, monitor, and publish all reports from Oracle Applications. By publishing reports into the database, you can create point-in-time document libraries that can be quickly accessed using any web browser.

In the following lesson, you submit a financial report, publish it to the database, view the report from the database using a browser, and download a spreadsheet version of the report from the database.





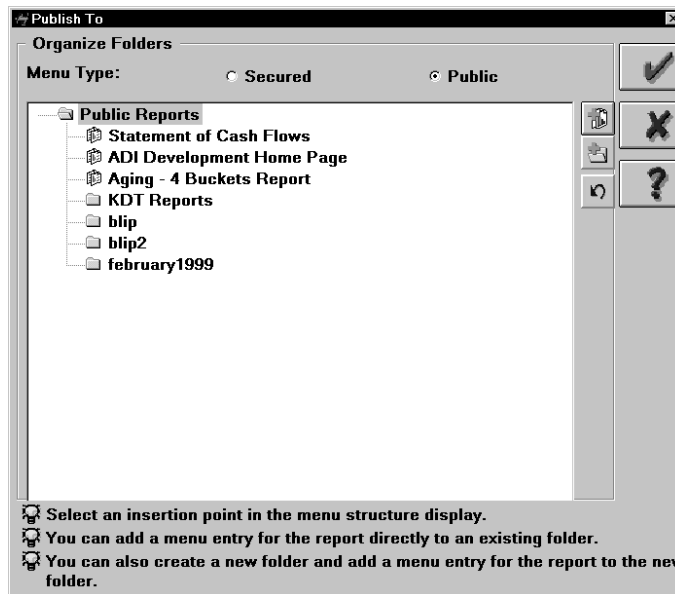
► **To Publish a Report to the Database:**

1. Choose the Submit Report button on the Request Center toolbar.  
The Report Submission and Publishing window appears.
2. You can choose to submit any Report Type for publishing into the database.
3. In the Report Type field, select Financial Statement.
4. Select the Existing Report Field, and type Statement of Cash Flows.
5. In the Period field, select Mar-97.
6. Leave the defaults in the other fields, and choose the Publishing button.
7. For the Output Type, choose Database Web Page.
8. In the Database Web Page Options region, choose the Find button next to the Publish To text box.

The Publish To window appears. This window is used to specify where your report should be placed. It controls how the report will be located by your audience when they navigate to the Report

Manager Kiosk, Oracle Self-Service Web Applications home page, or the BIS home page.

9. Select Public as the Menu Type.
10. Highlight the folder, Public Reports.
11. Select the Add Menu Entry icon. The Add Menu Entry window appears. Note that Statement of Cash Flows defaults as the title.



12. Select the OK button. The Add Menu Entry window closes, and you are returned to the Publish To window.

**Note:** Note that a new menu entry has been created with the title Statement of Cash Flows. This is where the report will be placed when it is being viewed from the Report Manager Kiosk.

13. Select the OK button. The Publish To window closes, and you are returned to the Report Submission and Publishing window.

**Note:** The Publish To text box has been updated with Public Reports\Statement of Cash Flows.

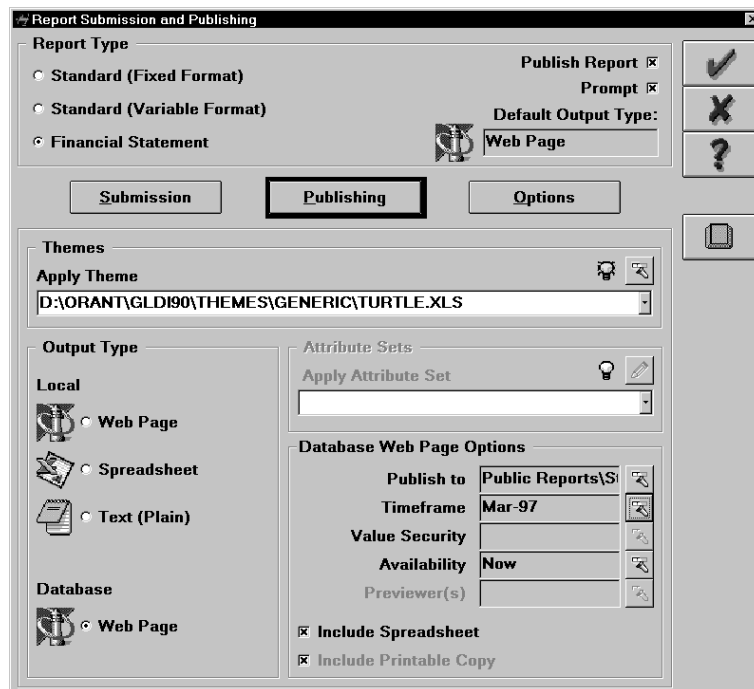
14. In the Database Web Page Options region, choose the Find button next to the Timeframe text box.

The Timeframe List of Values window appears. This window displays all of the accounting periods created in the General Ledger

standard applications. You can use the Timeframe to distinguish between different versions of the same report. This is especially handy during the period close cycle when you are generating successive draft versions of the report before finalizing your results. For example, you could distinguish each report version with the Timeframes Interim 1, Interim 2, and Final.

15. Choose the Cancel button.
16. The Timeframe defaults to Mar-97, the period for which you are submitting the report.

Your screen should look like the following:



17. Choose OK to submit the report.
18. Choose the Pending tab in the Request Center.

Your request is listed. When the request is complete, a message window appears confirming the success of the request submission. The request then appears on the completed tab.

► **To View a Report Published To the Database:**

1. Launch your web browser.

2. Navigate to the Report Manager Kiosk.
3. From the Kiosk navigation frame, double-click on the Statement of Cash Flows. Your window should look similar to the following example:

**Statement of Cash Flows**  
 Timeframe: Mar-97  
 Vision Operations (USA)  
 Period: Mar-97 currency USD  
 Submitted: 14-SEP-99 11:40:56

	Period Ending Mar-97
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Net Income	58,777.00
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation and amortization	169.00
Provision for bad debts	0.00
Provision for returns	0.00
Increase in trade receivables	(208,999.00)
Increase in prepaid and refundable income taxes	0.00
Increase in prepaid expenses and supplies	0.00
Increase in accounts payable	180,582.00
Increase in income taxes	12,489.00
Increase in other accrued liabilities	0.00
Decrease in customer advances and unearned revenues	546.00
Increase (decrease) in deferred income taxes	0.00
Increase (decrease) in other non-current liabilities	0.00
Net cash provided by operating activities	43,542.00
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Purchases of cash investments	0.00
Proceeds from maturities of cash investments	0.00
Capital expenditures	18,562.00
Increase in other assets	0.00

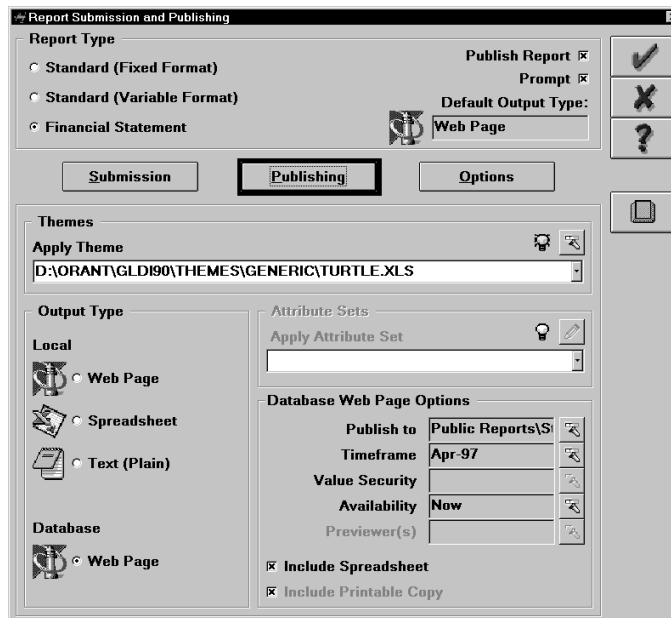
4. When you defined your Publishing options, you elected to include a spreadsheet with your Web Page output. Notice the Excel icon in the upper left corner of the content frame. Choose this icon to download the Statement of Cash Flows report to Excel.

The report downloads and opens as an Excel worksheet.

► **To Create Point In Time Report Libraries**

1. Choose the Submit Report button from the Request Center toolbar. The Report Submission and Publishing window appears.
2. You can choose to submit any Report Type for publishing into the database.
3. In the Report Type field, select Financial Statement.
4. Select the Existing Report Field, and type Statement of Cash Flows.
5. In the Period field, select Apr-97.

6. Leave the defaults in the other fields, and choose the Publishing button.
7. For the Output Type, choose Database Web Page.  
Note that the Publish To text box in the Database Web Page Options region is automatically set to the last Menu used for this report: Public Reports\Statement of Cash Flows.
8. Your screen should look like the following:



9. Choose OK to submit the report.
10. Choose the Pending tab in the Request Center.
11. When the report request has completed, navigate to the Report Manager Kiosk and select the Statement of Cash Flows report. You now have two versions of the report: one for the Mar-97 timeframe and one for the Apr-97 timeframe.

**Statement of Cash Flows**

Timeframe: Apr-97

Vision Operations (USA)  
 Period: Apr-97 currency USD  
 Submitted: 14-SEP-99 12:51:06

	Period Ending Apr-97
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Net Income	52,358.00
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation and amortization	221.00
Provision for bad debts	(945.00)
Provision for returns	0.00
Increase in trade receivables	(109,732.00)
Increase in prepaid and refundable income taxes	0.00
Increase in prepaid expenses and supplies	0.00
Increase in accounts payable	230,721.00
Increase in income taxes	14,436.00
Increase in other accrued liabilities	130.00
Decrease in customer advances and unearned revenues	1,363.00
Increase (decrease) in deferred income taxes	0.00
Increase (decrease) in other non-current liabilities	0.00
Net cash provided by operating activities	188,551.00
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Purchases of cash investments	0.00
Proceeds from maturities of cash investments	0.00
Capital expenditures	18,562.00
Increase in other assets	0.00

## Security and Preview Options

When you publish reports to the database, you can choose to make these reports available to the public or available only to authorized personnel.

In the previous lesson you learned how to publish a report into the database and how to view it using a standard browser. The report was published into a public access menu and was available to all users.

In this lesson, you will learn how to restrict access to a report so that only authorized users can view it. You will also learn how to delay a report's availability until a future date, and how to grant preview privileges to select users.

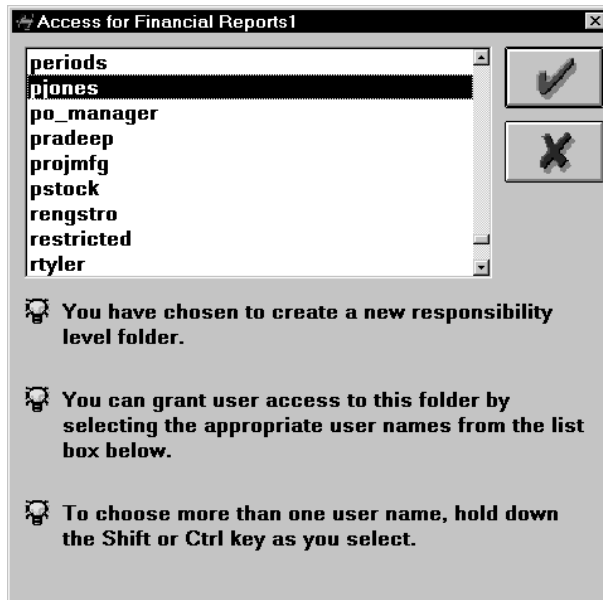
### ► To Publish A Secured Report To the Database:


1. Choose the Submit Report button from the Request Center toolbar.  
The Report Submission and Publishing window appears.
2. In the Report Type field, select Financial Statement.



3. Select the Existing Report Field, and type Summary Income Statement.
4. In the Period field, select Mar-97.
5. Leave the defaults in the other fields, and choose the Publishing button. Note that this report is submitted with a Sales Department Content Set.
6. For the Output Type, choose Database Web Page.
7. In the Database Web Page Options region, choose the Find button next to the Publish To text box.  
The Publish To window appears.
8. Select Secured as the Menu Type.
9. Expand the Operations folder.
10. Choose the Add Folder button.  
The Add Folder window appears.
11. Enter the title, Financial Reports, and choose OK.

The Access For Financial Reports window appears. This window allows you to grant access to responsibility level Folders to other users.



- 
12. Choose the user PJONES from the list. Choose OK.
  13. In the Publish To window, double click the newly created Financial Reports folder to open.
  14. Select the Insert Menu Entry icon. The Add Menu Entry window appears. Note that Summary Income Statement is the listed entry.
  15. Select the OK button. The Add Menu Entry window closes, and you are returned to the Publish To.

Note that a new menu entry has been created with the Title, Summary Income Statement. This is where the report will be placed when it is being viewed.

16. Select the OK button. The Publish To window closes, and you are returned to the Report Submission and Publishing window.

**Note:** The Publish To text box has been updated with Operations\Financial Reports\Summary Income Statement.

17. Select the Find button next to the Availabilty text box.

The Availablity window appears. You can choose to make the report available immediately, at an indefinite time in the future, or at a specific date and time.

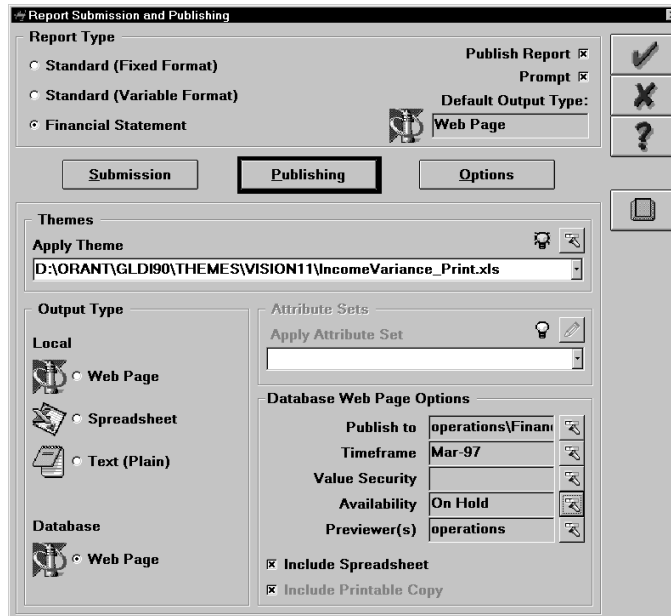
18. Choose the On Hold option to make the report available at an indefinite time in the future.
19. Choose OK. The Availability window closes, and you are returned to the Report Submission and Publishing window.

**Note:** The Availability text box has been updated to On Hold.

20. The Previewer text box has also been set to the user operations. You can grant report preview privileges to more users by selecting the Find button next to the Previewer text box.

Your screen should look like the following example.





21. Choose OK to submit the report.
22. Choose the Pending tab in the Request Center.
23. Note that your request is listed. When the request is complete, a message appears confirming the success of the request submission. The request then appears on the completed tab.

► **To Preview a Report:**

1. Launch your web browser.
2. Navigate to the Report Manager.
3. Choose the Signon button at the bottom of the Kiosk navigation frame.

The Report Manager Signon page is displayed.

4. Enter the your user name and password, PJONES>Welcome to sign on.

The navigation frame is updated to show all the reports and functions for your security setting.

5. Expand the Financial Reports folder and select the Summary Income Statement.

Your screen should look similar to the following:

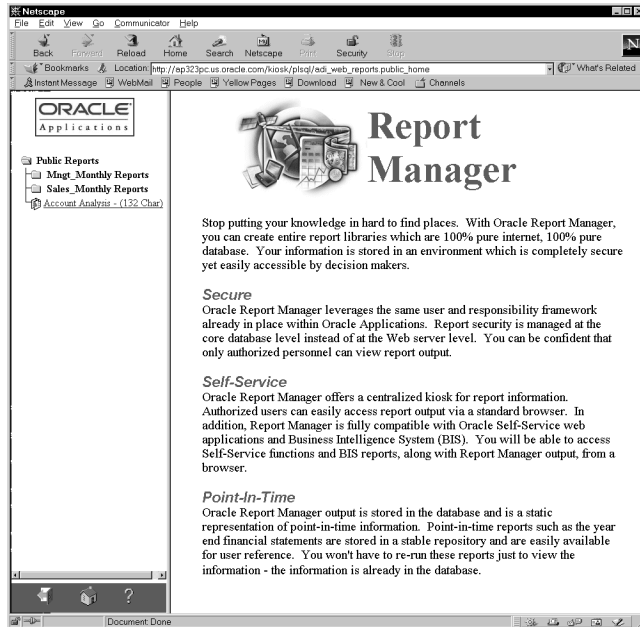
Sum. Inc. Stmt.  
 Timeframe: Mar-97 Expanded value: 402 View  
 Make Available Now When: 15 SEP 1999 16 .02 Save In Review

ORACLE Applications

**Rolling Quarterly Summary Income Statement**  
 For the Three Months Ending Mar-97  
 Department=402 (East Region Sales)

	<i>PTD-Actual Jan-97</i>	<i>PTD-Actual Feb-97</i>	<i>PTD-Actual Mar-97</i>	<i>QTD-Actual Mar-97</i>
<b>INCOME</b>				
Revenue Net of Discounts	10,708,333	16,259,559	20,354,674	47,322,566
<b>COST OF SALES</b>				
Cost of Sales	5,205,000	10,205,000	9,705,000	25,115,000
Gross Profit	5,503,333	6,054,559	10,649,674	22,207,566
<b>EXPENSES</b>				
Employee Expenses	170,000	190,000	210,000	570,000
Operating Expenses	862,735	875,305	863,793	2,601,832
Depreciation Expense	2,000	2,000	2,000	6,000
Total Expenses	1,040,735	1,067,305	1,075,793	3,183,832
Net Income (Loss)	4,462,599	4,987,254	9,573,881	19,023,734
Other Income (Expense)	0	0	0	0

6. In the previous exercise, the Summary Income Statement was published with an Availability of On Hold. As such, authorized users who would normally have access to the Summary Income Statement are barred from viewing the report until it is released.
7. Select the Logout button at the bottom of the Kiosk navigation frame.  
 The Report Manager Kiosk home page is displayed.



8. Select the Signon button at the bottom of the Kiosk navigation frame. The Report Manager Kiosk Signon page is displayed.

The navigation frame is updated to show all the reports and functions for your security setting.

9. Enter the Username and password, Operations\Welcome.
10. Expand the Financial Reports folder and select the Summary Income Statement.

Your screen should look similar to the following:

11. You have signed on as a designated Previewer of the Summary Income Statement. You are allowed to preview the report and decide when the report should become available to other authorized users.

12. Select the Make Available: Now check box.

The following message appears to confirm your decision:

**Note:** When you release one of the report outputs under preview status, all of the report outputs under preview status for the specific timeframe are released.

13. Choose OK. The Summary Income Statement for Mar-97 timeframe is now available to all authorized users.

14. Select the Signon button at the bottom of the Kiosk navigation frame.

The Report Manager Signon page is displayed.

15. Enter the user name and password. PJONES\Welcome.

The navigation frame is updated to show all the reports and functions for your security setting.

16. Select the Summary Income Statement report from the navigation tree.

**Note:** You can now view the report with this user name and password.

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## Uploading Files to the Database



In addition to reports, you can use the Request Center to upload other files directly into the database. You can upload files ranging from a web page to a word document.

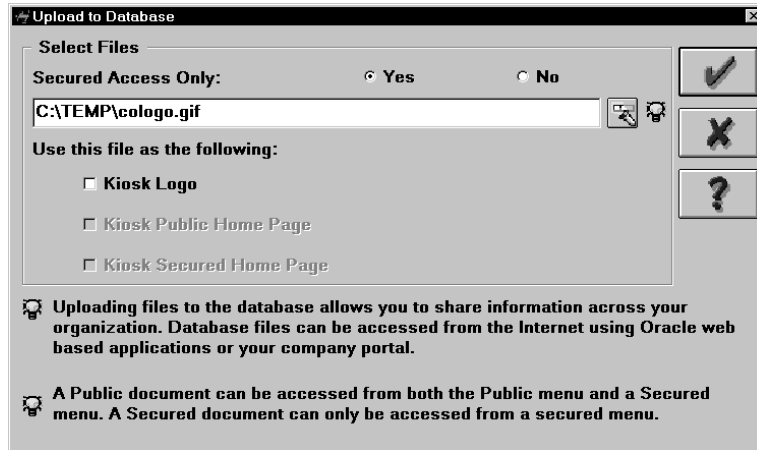
In this lesson, you will learn how to upload a graphics file and use it as the company logo for the Report Manager. You will also learn how to upload a web page which will be used as the Kiosk home page.

### ► Uploading Your Company Logo:

1. Choose the Report Manager Tools button from the Request Center toolbar.  
The Report Manager window appears.
2. Choose the Upload Files button from the Report Manager window.
3. In the Select Files region, choose the Find button and select any image file (gif, Jpeg, or Jpeg file) as the file to be uploaded.
4. Notice the file usage options at the bottom of the window. Enable the Kiosk Logo check box.
5. Choose OK.

Your image file will be uploaded to the database.

► **Uploading the Kiosk Home Page:**



1. Choose the Report Manager Tools button from the Request Center toolbar.
2. Choose the Upload button.  
The Upload to Database window appears.
3. In the Files region, choose the Find button and select any web page (htm or html file) as the file to be uploaded.
4. Notice the file usage options at the bottom of the window. Enable both the Kiosk Public Home Page and the Kiosk Secured Home Page check boxes.
5. Choose OK to save your work.

► **Viewing Your Uploaded Files:**

1. Launch your web browser.
2. Navigate to the Report Manager Kiosk.
3. Notice that the logo in the Kiosk Navigation frame displays your chosen logo.
4. Notice that the home page in the Kiosk content frame displays your selected web page.

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## File Maintenance



Additional Report Manager tools help you manage reports and files which have been uploaded into the database. You can adjust the placement of entries in the menu structure, add new entries, or delete them.

In this lesson, you will learn how to create a new folder and add a new menu entry. You will also learn how to move a menu entry up and down the tree structure.

► **Adding a New Folder:**

1. Choose the Report Manager Tools button from the Request Center toolbar.

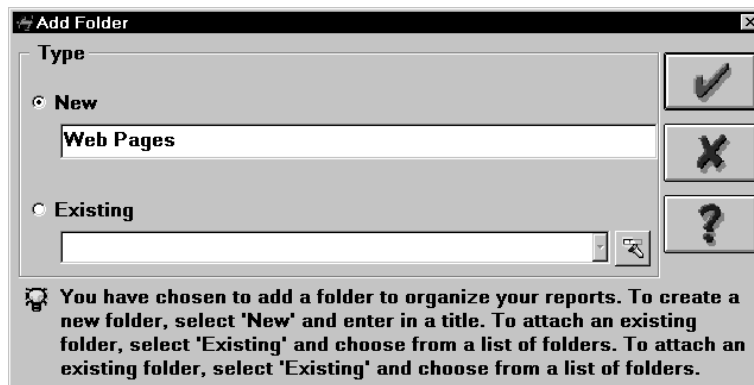
The Report Manager window appears.

2. Choose the Organize Folders button from the Report Manager window.

The Organize Folders window appears.

3. Choose the Secured Menu Type and expand the Operations folder. Select the Add Folder button.

The Add Folder window appears.



4. Enter the new title, Web Pages, in the Title text box and select the New radio button. You can choose existing titles from a list of values in the Existing Title text box and selecting the Existing radio button.

5. Choose OK to create the new folder.

The Add Folder window closes and the Access window appears.

6. You can assign access based upon responsibility to this folder. For now, do not select any of the choices from the list and close the window.

You are brought back to the Publish To window. Note that you have created a new folder called Web Pages.

7. Select the Operation folder and select the Add Folder button.
8. Select the New button from the Type region, and enter Statutory Reports in the Title text box.
9. Choose OK to create the new folder. Close the Access window.

You have created two new folders: Web Pages and Statutory Reports.

► **Adding a New Menu Entry:**

1. Choose the Report Manager Tools button from the Request Center toolbar.

The Report Manager window appears.

2. Choose the Organize Folders button from the Report Manager window.

The Organize Folders window appears.

3. Expand the Statutory Reports folder and select the Add Menu Entry button from the Menu Editor window.

The Add Menu Entry window appears.



**Add Menu Entry**

Type

Function

Web Address

Title

URL

✓

✕

?

You have chosen to add an entry to the menu. To attach an entry for a function that is stored in the database, select 'Function' and choose from a list of values. To attach an entry that links to a web site, select 'Web Address' and enter in a title and the URL for the site.

4. Enter Oracle Home in the Title text box.

5. Select the Web Address radio button from the Type region. Enter `http://www.oracle.com` in the URL text box.
6. Choose OK to create the new menu entry.  
The Add Menu Entry window closes and you are brought back to the Organize Folders. Note that you have created a new menu entry for Oracle Home in the Statutory Reports folder.
7. Choose OK to save the change you made to the menu structure.

► **Moving Menu Entries**

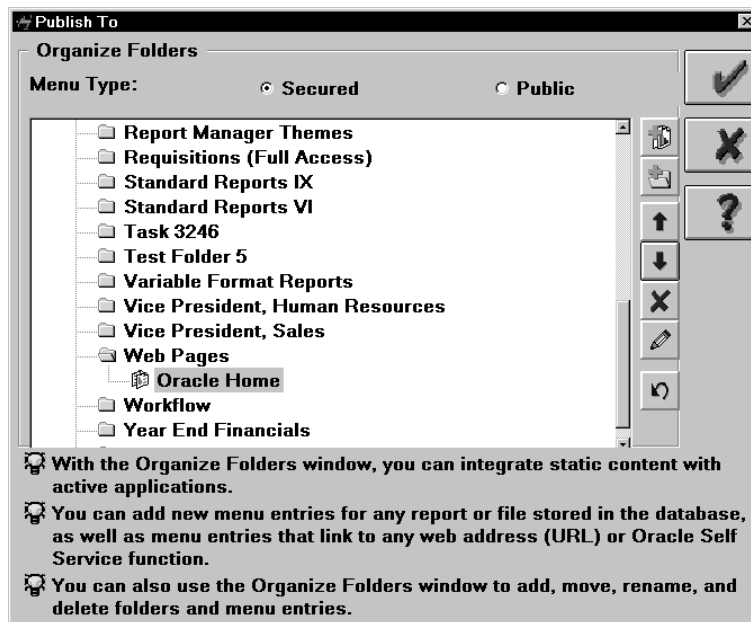
1. Choose the Report Manager Tools button from the Request Center toolbar.

The Report Manager window appears.

2. Choose the Organize Folders button from the Report Manager window.

The Organize Folders window appears.

3. Expand the Web Pages folder by double clicking in it.
4. Expand the Statutory Reports folder and select the Oracle Home menu entry. Select the Move Down button. The Oracle Home menu entry moves down into the Web Pages folder.







5. Choose OK to save the changes you made.

► **Viewing Menu Changes:**

1. Launch your web browser.
2. Navigate to the Report Manager Kiosk. Sign on as Operations\Welcome. Your screen should look similar to the following.
3. Notice that the Kiosk navigation frame reflects the changes you've made through the Organize Folders window.





# Glossary

**account hierarchy** An Oracle Applications feature you use to perform summary level funds checking. An account hierarchy lets Oracle Purchasing and Oracle Order Entry quickly determine the summary accounts into which your detail accounts roll up.

**Account segment** One of up to 30 different sections of your Accounting Flexfield, which together make up your general ledger account code. Each segment is separated from the other segments by a symbol you choose (such as -, /, or \). Each segment typically represents an element of your business structure, such as Company, Cost Center or Account.

**Account segment value** A series of characters and a description that define a unique value for a particular value set.

**account structure** See *Accounting Flexfield structure*.

**accounting calendar** The calendar that defines your accounting periods and fiscal years in Oracle General Ledger. You define accounting calendars using the Accounting Calendar window. Oracle Financial Analyzer will automatically create a Time dimension using your accounting calendar.

**Accounting Flexfield** The code you use to identify a general ledger account in an Oracle Applications application. Each Accounting Flexfield segment value corresponds to a summary or rollup account within your chart of accounts.

**Accounting Flexfield structure** The account structure you define to fit the specific needs of your organization. You choose the number of segments, as well as the length, name, and order of each segment in your Accounting Flexfield structure.

**Accounting Flexfield value set** A group of values and attributes of the values. For example, the value length and value type that you assign to your account segment to identify a particular element of your business, such as Company, Division, Region, or Product.

**ad hoc** Concerned with or formed for a particular purpose. For example, ad hoc tax codes or an ad hoc database query.

**aggregate balance** The sum of the end-of-day balances for a range of days. There are three types of aggregate balances: period-to-date (PTD), quarter-to-date (QTD), and year-to-date (YTD). All three are stored in the General Ledger database for every calendar day.

**allocation entry** A recurring journal entry you use to allocate revenues or costs.

**archive table** Oracle Order Entry copies your account balances from the Balances Table (GL\_BALANCES) to your Archive Table (GL\_ARCHIVE\_BALANCES). Oracle Order Entry copies your journal details from the Journal Entry tables (GL\_JE\_BATCHES, GL\_JE\_HEADERS, and GL\_JE\_LINES) to your archive tables (GL\_ARCHIVE\_BATCHES, GL\_ARCHIVE\_HEADERS, and GL\_ARCHIVE\_LINES).

**archive tablespace** The tablespace where your archive table is stored. A tablespace is the area in which an Oracle7 database is divided to hold tables.

**attribute** An Oracle Financial Analyzer database object that links or relates the values of two dimensions. For example, you might define an attribute that relates the Sales District dimension to the Region dimension so that you can select data for sales districts according to region.

**AutoCopy – budget organizations** A feature that automatically creates a new budget organization by copying account assignments from an existing budget organization.

**AutoCopy – budgets** A feature that automatically creates a new budget by copying all of the data from an existing budget. Budget AutoCopy copies budget amounts only from open budget years.

**AutoOffset** A feature that automatically determines the offset (or credit) entry for your allocation entry. AutoOffset automatically calculates the net of all previous journal lines in your allocation entry, reverses the sign, and generates the contra amount.

**AutoReduction** An Oracle Applications feature in the list window that allows you to shorten a list so that you must scan only a subset of values before choosing a final value. Just as AutoReduction incrementally reduces a list of values as you enter additional character(s), pressing [Backspace] incrementally expands a list.

**AutoSelection** A feature in the list window that allows you to choose a valid value from the list with a single keystroke. When you display the list window, you can type the first character of the choice you want in the window. If only one choice begins with the character you enter, AutoSelection selects the choice, closes the list window, and enters the value in the appropriate field.



**AutoSkip** A feature specific to flexfields where Oracle Applications automatically moves your cursor to the next segment as soon as you enter a valid value into a current flexfield segment. You can turn this feature on or off with the user profile option Flexfields:AutoSkip.

**average balance** The amount computed by dividing an aggregate balance by the number of calendar days in the related range.

**average exchange rate** An exchange rate that is the average rate for an entire accounting period. General Ledger automatically translates revenue and expense account balances using period-average rates in accordance with FASB 52 (U.S.). And, for companies in highly inflationary economies, General Ledger uses average exchange rates to translate your non-historical revenue and expense accounts in accordance with FASB 8 (U.S.). Also known as **period-average exchange rate**.

**back-value transactions** Transactions whose effective date is prior to the current accounting date. Also known as *value-dated transactions*.

**balances table** A General Ledger database table that stores your account balances, called GL\_BALANCES.

**balancing segment** An Accounting Flexfield segment that you define so that General Ledger automatically balances all journal entries for each value of this segment. For example, if your company segment is a balancing segment, General Ledger ensures that, within every journal entry, the total debits to company 01 equal the total credits to company 01.

**bank statement** A report sent from a bank to a customer showing all transaction activity for a bank account for a specific period of time. Bank statements report beginning balance, deposits made, checks cleared, bank charges, credits, and ending balance. Enclosed with the bank statement are cancelled checks, debit memos, and credit memos. Large institutional banking customers usually receive electronic bank statements as well as the paper versions.

**budget** Estimated cost, revenue, labor hours or other quantities for a project or task. Each budget may optionally be categorized by resource. Different budget types may be set up to classify budgets for different purposes. In addition, different versions can exist for each user-defined budget type: current, original, revised original, and historical versions. The current version of a budget is the most recently baselined version. .

**budget formula** A mathematical expression used to calculate budget amounts based on actual results, other budget amounts and statistics. With budget formulas, you can automatically create budgets using complex equations, calculations and allocations.

**budget hierarchy** A group of budgets linked at different levels such that the budgeting authority of a lower-level budget is controlled by an upper-level budget.

**budget interface table** An Oracle General Ledger database table that stores information needed for budget upload.

**budget organization** An entity (department, cost center, division or other group) responsible for entering and maintaining budget data. You define budget organizations for your company, then assign the appropriate accounts to each budget organization.

**budget rules** A variety of shorthand techniques you can use to speed manual budget entry. With budget rules you can divide a total amount evenly among budget periods, repeat a given amount in each budget period or enter budget amounts derived from your account balances.

**budget upload** The ability to transfer budget information from a spreadsheet to Oracle Order Entry. For example, with the spreadsheet interface you can upload budget information from your spreadsheet to Oracle Order Entry.

**budgetary account** An account segment value (such as 6110) that is assigned one of the two budgetary account types. You use budgetary accounts to record the movement of funds through the budget process from appropriation to expended appropriation.

**Budgetary Account** An account that contains a budgetary account.

**budgetary account type** Either of the two account types Budgetary DR and Budgetary CR.

**budgetary control** An Oracle Applications feature you use to control actual and anticipated expenditures against a budget. When budgetary control is enabled, you can check funds online for transactions, and you can reserve funds for transactions by creating encumbrances. Oracle Applications automatically calculates funds available (budget less encumbrances less actual expenditures) when you attempt to reserve funds for a transaction. Oracle Applications notifies you online if funds available are insufficient for your transaction.

**business day** Days on which financial institutions conduct business. In General Ledger, you choose which days of the calendar year are defined as business days. You can include or exclude weekends and holidays as needed.

**business group** The highest level of organization and the largest grouping of employees across which a company can report. A business group can correspond to an entire company, or to a specific division within the company.

**child segment value** A detail-level segment value that is part of a parent segment value. See also *parent segment value*.

**chart of accounts** The account structure your organization uses to record transactions and maintain account balances.



**chart of accounts structure** A classification of account segment values that assigns a particular range of values a common characteristic. For example, 1000 to 1999 might be the range of segment values for assets in the account segment of your accounting flexfield.

**column set** A Financial Statement Generator report component you build within Oracle Order Entry by defining all of the columns in a report. You control the format and content of each column, including column headings, spacing and size, calculations, units of measure, and precision. A typical column set includes a header column for headings and subheadings, currency assignments, amount types, and calculation columns totals. You can also define a column set with each column representing a different company to enhance consolidation reporting.

**commitment** An encumbrance you record when you complete a purchase requisition.

**concurrent manager** A unique facility that manages many time-consuming, non-interactive tasks within Oracle Applications for you, so you do not have to wait for their completion. When you submit a request in Oracle Applications that does not require your interaction, such as releasing shipments or running a report, the Concurrent Manager does the work for you, enabling you to complete multiple tasks simultaneously.

**concurrent process** A non-interactive task that you request Oracle Applications to complete. Each time you submit a non-interactive task, you create a new concurrent process. A concurrent process runs simultaneously with other concurrent processes (and other interactive activities on your computer) to help you complete multiple tasks at once.

**concurrent queue** A list of concurrent requests awaiting completion by a concurrent manager. Each concurrent manager has a queue of requests waiting to be run. If your system administrator sets up your Oracle Application to have simultaneous queuing, your request can wait to run in more than one queue.

**concurrent request** A request to Oracle Applications to complete a non-interactive task for you. You issue a request whenever you submit a non-interactive task, such as releasing a shipment, posting a journal entry, or running a report. Once you submit a request, Oracle Applications automatically takes over for you, completing your request without further involvement from you or interruption of your work.

**consolidation** A General Ledger feature that allows you to combine the results of multiple companies, even if they are in different sets of books with different currencies, calendars, and charts of account. The Consolidated Billing Invoice program lets you print a single, monthly invoice that includes all of your customer's transactions for the period. This lets you send one consolidated billing invoice instead of a separate invoice for each transaction.

**consolidation set of books** A set of books that has average balance processing enabled and that is defined as a consolidation set of books. A consolidation set of books must be used to consolidate average balances using the balances consolidation method.

**consumption tax** An indirect tax imposed on transfer of goods and services at each stage of their supply. The difference between output tax (tax collected for revenue earned from the transfer) and the input tax (tax paid on expense paid on the transfer) will be the tax liability to the government. This tax is, in concept, value added tax (VAT).

**content set** A report component you build within General Ledger that defines the information in each report and the printing sequence of your reports. For example, you can define a departmental content set that prints one report for each department.

**context field prompt** A question or prompt to which a user enters a response, called a context field value. When Oracle Applications displays a descriptive flexfield pop-up window, it displays your context field prompt after it displays any global segments you have defined. Each descriptive flexfield can have up to one context prompt.

**context field value** A response to your context field prompt. Your response is composed of a series of characters and a description. The response and description together provide a unique value for your context prompt, such as 1500, Journal Batch ID, or 2000, Budget Formula Batch ID. The context field value determines which additional descriptive flexfield segments appear.

**context response** See *context field value*.

**context segment value** A response to your context-sensitive segment. The response is composed of a series of characters and a description. The response and description together provide a unique value for your context-sensitive segment, such as Redwood Shores, Oracle Corporation Headquarters, or Minneapolis, Merrill Aviation's Hub.

**context-sensitive segment** A descriptive flexfield segment that appears in a second pop-up window when you enter a response to your context field prompt. For each context response, you can define multiple context segments, and you control the sequence of the context segments in the second pop-up window. Each context-sensitive segment typically prompts you for one item of information related to your context response.

**conversion** A process that converts foreign currency transactions to your functional currency. See also *foreign currency conversion*.





**corporate exchange rate** An exchange rate you can optionally use to perform foreign currency conversion. The corporate exchange rate is usually a standard market rate determined by senior financial management for use throughout the organization. You define this rate in Oracle General Ledger.

**cross-validation rules** Rules that define valid combinations of segment values a user can enter in an account. Cross-validation rules restrict users from entering invalid combinations of account segment values.

**Cumulative Translation Adjustment** A balance sheet account included in stockholder's equity in which Oracle Order Entry records net translation adjustments in accordance with FASB 52 (U.S.). You specify the account you want to use for Cumulative Translation Adjustment when you define each set of books in the Set of Books window.

**current dimension** The Oracle Financial Analyzer dimension from which you are selecting values. The current dimension is the one you specified in the Dimension box of the Selector window. Choices you make and actions you take in lower-level windows ultimately affect this dimension by selecting values from it to include in a report, graph, or worksheet.

**current object** The Oracle Financial Analyzer object upon which the next specified action takes place. Generally, the current object is the one most recently selected. However, if you use a highlight a group of objects, such as data cells in a column, the first object in the group is the current object.

**DBA library** If an Oracle Financial Analyzer database object belongs to a DBA library, it means that the object was created by an administrator and cannot be modified by a user.

**database table** A basic data storage structure in a relational database management system. A table consists of one or more units of information (rows), each of which contains the same kind of values (columns). Your application's programs and windows access the information in the tables for you.

**dependent segment** An account segment in which the available values depend on values entered in a previous segment, called the independent segment. For example, the dependent segment Sub-Account 0001 might mean Bank of Alaska when combined with the independent segment Account 1100, Cash, but the same Sub-Account 0001 might mean Building #3 when combined with Account 1700, Fixed Assets.

**descriptive flexfield** A field that your organization can extend to capture extra information not otherwise tracked by Oracle Applications. A descriptive flexfield appears in your window as a single character, unnamed field. Your organization can customize this field to capture additional information unique to your business.

**detail budget** A budget whose authority is controlled by another budget.

**dimension** An Oracle Financial Analyzer database object used to organize and index the data stored in a variable. Dimensions answer the following questions about data: "What?" "When?" and "Where?" For example, a variable called Units Sold might be associated with the dimensions Product, Month, and District. In this case, Units Sold describes the number of products sold during specific months within specific districts.

**dimension label** A text label that displays the name of the Oracle Financial Analyzer dimension associated with an element of a report, graph, or worksheet. For example, the data markers in a graph's legend contain dimension labels that show what data each data marker represents. Dimension labels can be short, meaning they display the object name of a dimension, or user-specified, meaning they display a label that you typed using the Dimension Labels option on the Graph, Report, or Worksheet menus.

**dimension values** Elements that make up an Oracle Financial Analyzer dimension. For example, the dimension values of the Product dimension might include Tents, Canoes, Racquets, and Sportswear.

**display group** A range of rows or columns in your row set or column set for which you want to control the display in your report. You assign a display group to a display set where you specify whether you want to display or hide your rows or columns.

**display set** A Financial Statement Generator report component you build within Oracle Order Entry to control the display of ranges of rows and columns in a report, without reformatting the report or losing header information. You can define a display set that works for reports with specific row and column sets. Alternatively, you can define a generic display set that works for any report.

**document sequence number** A number that is manually or automatically assigned to your documents to provide an audit trail. For example, you can choose to sequentially number invoices in Oracle Receivables or journal entries in General Ledger. See also *voucher number*.

**dynamic insertion** An Accounting Flexfields feature that allows you to enter and define new combinations of segment values directly in a flexfield pop-up window. The new combination must satisfy any cross-validation rules before it is accepted. Your organization can decide if an Accounting Flexfield supports dynamic insertion. If an account does not support dynamic insertion, you can only enter new combinations of segment values using the Define Accounts window

**effective date** The date a transaction affects the balances in the general ledger. This does not have to be the same as the posting date. Also known as the *value date*.

**encumbrance** See *encumbrance journal entry*.



**encumbrance accounting** An Oracle Financials feature you use to create encumbrances automatically for requisitions, purchase orders, and invoices. The budgetary control feature uses encumbrance accounting to reserve funds for budgets. If you enable encumbrance accounting only, you can create encumbrances automatically or manually; however, you cannot check funds online and Oracle Financials does not verify available funds for your transaction. See also *budgetary control*.

**encumbrance journal entry** A journal entry you create online that increases or relieves your encumbrances. Encumbrance entries can include encumbrances of any type. You can enter manual encumbrance entries, define encumbrance allocations, or use Journal Import to import encumbrance entries from other financial systems.

**encumbrance type** An encumbrance category that allows you to track your anticipated expenditures according to your purchase approval process and to more accurately control your planned expenditures. Examples of encumbrance types are commitments (requisition encumbrances) and obligations (purchase order encumbrances).

**end-of-day balance** The actual balance of a general ledger account at the end of a day. This balance includes all transactions whose effective date precedes or is the same as the calendar day.

**exchange rate** A rate that represents the amount of one currency that you can exchange for another at a particular point in time. Oracle Applications use the daily, periodic, and historical exchange rates you maintain to perform foreign currency conversion, revaluation, and translation.

**exchange rate type** A specification of the source of an exchange rate. For example, a user exchange rate or a corporate exchange rate. See also *corporate exchange rate*, *spot exchange rate*.

**export** A utility that enables you to copy data from an Oracle7 table to a file in your current directory. The export utility is part of the Oracle7 Relational Database Management System.

**export file** The file the export utility creates in your directory. Export files must have the extension .dmp. It is wise to name the export file so it identifies the data in the table. For example, if you are saving fiscal year 1994 for your Fremont set of books, you might call your export file FY94FR.dmp.

**factor** Data upon which you perform some mathematical operation. Fixed amounts, statistical account balances, account balances, and report rows and columns are all data types you can use in formulas.

**FASB 52 (U.S.)** See *SFAS 52*.

**FASB 8 (U.S.)** See *SFAS 8*.

**feeder program** A custom program you write to transfer your transaction information from an original system into Oracle Application interface tables. The type of feeder program you write depends on the environment from which you are importing data.

**financial data item** An Oracle Financial Analyzer database object that is made up of either a variable, or a variable and a formula. For example, a financial data item called "Actuals" would be a variable, while a financial data item called "Actuals Variance" would be made up of a variable (Actuals) and a formula that calculates a variance.

**Financial Statement Generator** A powerful and flexible tool you can use to build your own custom reports without programming. You can define reports online with complete control over the rows, columns and contents of your report.

**fiscal year** Any yearly accounting period without regard to its relationship to a calendar year.

**fixed rate currencies** Currencies with fixed exchange rates. For example, the Euro and currencies of countries in the European Monetary Union (EMU).

**FlexBudgeting** A feature that uses budget formulas and statistics to create a flexible budget. For example, a manufacturing organization may want to maintain a flexible budget based on actual units of production to eliminate volume variances during an analysis of actual versus budgeted operating results.

**flexfield** An Oracle Applications field made up of segments. Each segment has an assigned name and a set of valid values. Oracle Applications uses flexfields to capture information about your organization. There are two types of flexfields: key flexfields and descriptive flexfields.

**folder** A flexible entry and display window in which you can choose the fields you want to see and where each appears in the window.

**foreign currency** A currency that you define for your set of books for recording and conducting accounting transactions in a currency other than your functional currency. See also *exchange rate*, *functional currency*.

**foreign currency conversion** A process that converts a foreign currency journal entry into your functional currency. Oracle Order Entry automatically converts currency whenever you enter a journal entry in a currency other than your functional currency. Oracle Order Entry multiplies the daily exchange rate you define or the exchange rate you enter to convert amounts for your functional currency. You can view the results of foreign currency conversion in the Enter Journals window. See also *foreign exchange gain or loss*.

**foreign currency exchange gain or loss** The difference in your functional currency between the invoiced amount and the payment amount when applying a receipt to an invoice. A realized gain exists if the receipt amount in your functional currency exceeds the invoice amount; a loss exists if the invoice amount in your functional currency exceeds the amount of the payment. Such gains and losses arise from fluctuations in exchange rates of the receipt currency between the invoice date and the payment date. See also *realized gain or loss*, *unrealized gain or loss*.



**foreign currency journal entry** A journal entry in which you record transactions in a foreign currency. Oracle Order Entry automatically converts foreign currency amounts into your functional currency using an exchange rate you specify. See also *foreign currency*, *functional currency*.

**foreign currency revaluation** A process that allows you to revalue assets and liabilities denominated in a foreign currency using a period-end (usually a balance sheet date) exchange rate. Oracle Order Entry automatically revalues your foreign assets and liabilities using the period-end exchange rate you specify. Revaluation gains and losses result from fluctuations in an exchange rate between a transaction date and a balance sheet date. Oracle Order Entry automatically creates a journal entry in accordance with FASB 52 (U.S.) to adjust your unrealized gain/loss account when you run revaluation.

**foreign currency translation** A process that allows you to restate your functional currency account balances into a reporting currency. Oracle Order Entry multiplies the average, periodic, or historical rate you define by your functional currency account balances to perform foreign currency translation. Oracle Order Entry translates foreign currency in accordance with FASB 52 (U.S.). Oracle Order Entry also remeasures foreign currencies for companies in highly inflationary economies, in accordance with FASB 8 (U.S.).

**formula entry** A recurring journal entry that uses formulas to calculate journal entry lines. Instead of specifying amounts, as you would for a standard entry, you use formulas, and Oracle Order Entry calculates the amounts for you. For example, you might use recurring journal entries to do complex allocations or accruals that are computed using statistics or multiple accounts.

**function security** An Oracle Applications feature that lets you control user access to certain functions and windows. By default, access to functionality is *not* restricted; your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

**functional currency** The principal currency you use to record transactions and maintain accounting data within Oracle Order Entry. The functional currency is usually the currency in which you perform most of your business transactions. You specify the functional currency for each set of books in the Set of Books window.

**funding budget** A budget against which accounting transactions are checked for available funds when budgetary control is enabled for your set of books.

**funds available** The difference between the amount you are authorized to spend and the amount of your expenditures plus commitments. You can track funds availability at different authority levels using the Online Funds Available inquiry window, or you can create custom reports with the Oracle Order Entry Financial Statement Generator.

**funds checking** The process of certifying funds available. You can check funds when you enter actual, budget, or encumbrance journals. When you check funds, Oracle Applications compares the amount of your transaction against your funds available and notifies you online whether funds are available for your transaction. Oracle Applications does not reserve funds for your transaction when you check funds.

**funds reservation** The process of reserving funds available. You can reserve funds when you enter actual, budget, or encumbrance journals. When you reserve funds, Oracle Applications compares the amount of your transaction against your funds available and notifies you online whether funds are available for your transaction.

**historical exchange rate** A weighted-average rate for transactions that occur at different times. Oracle Order Entry uses historical rates to translate owner's equity accounts in accordance with FASB 52 (U.S.). For companies in highly inflationary economies, Oracle Order Entry uses historical rates to remeasure specific historical account balances, according to FASB 8.

**HP Notation** Mathematical logic upon which EasyCalc is based. HP Notation is used by Hewlett-Packard calculators. HP Notation emphasizes straightforward, logical entry of data, and de-emphasizes complicated parenthetical arrangements of data.

**import** A utility that enables you to bring data from an export file into an Oracle7 table. The import utility is part of the Oracle7 Relational Database Management System. This utility is used to restore archived data.

**import journal entry** A journal entry from a non-Oracle application, such as accounts payable, accounts receivable, and fixed assets. You use Journal Import to import these journal entries from your feeder systems.

**integer data type** Any Oracle Financial Analyzer variables with an integer data type containing whole numbers with values between -2.14 billion and +2.14 billion.

**intercompany journal entry** A journal entry that records transactions between affiliates. General Ledger keeps your accounting records in balance for each company by automatically creating offsetting entries to an intercompany account you define.

**Item Validation Organization** The organization that contains your master list of items. You define this organization by setting the OE: Item Validation Organization profile option. See also *organization*.



**journal details tables** Journal details are stored in the database tables GL\_JE\_BATCHES, GL\_JE\_HEADERS, and GL\_JE\_LINES.

**journal entry** A debit or credit to a general ledger account. See also *manual journal entry*.

**journal entry category** A category in which Oracle Order Entry describes the purpose or type of journal entry. Standard journal entry categories include accruals, payments, and vouchers.

**journal entry source** The source by which Oracle Order Entry identifies and differentiates the origin of journal entries. Standard journal entry sources include payables, payroll, personnel, and receivables.

**Journal Import** A General Ledger program that creates journal entries from transaction data stored in the General Ledger GL\_INTERFACE table. Journal entries are created and stored in GL\_JE\_BATCHES, GL\_JE\_HEADERS, and GL\_JE\_LINES.

**jurisdiction code** An abbreviated address that is specific to a Tax Supplier and more accurate than a simple five digit zip code.

**key flexfield** An Oracle Applications feature you use to build custom fields in which you can enter and display information relating to your business. The General Ledger Accounting Flexfield is a key flexfield.

**lamp** A one-word message that Oracle Applications displays in the message line of any window to notify you that a particular feature is available for a particular field.

**manual journal entry** A journal entry you enter at a computer terminal. Manual journal entries can include regular, statistical, intercompany and foreign currency entries.

**Many-to-Many attribute** In Oracle Financial Analyzer, a relationship between one or more values of one base dimension with one or more values of a second base dimension. For example, if you have a Many-to-Many attribute definition where the first base dimension is Organization and the second base dimension is Line Item, then a single organization can be related to several line items, and a single line item can be related to several organizations.

**MassAllocations** A single journal entry formula that allocates revenues and expenses across a group of cost centers, departments, divisions, and so on. For example, you might want to allocate your employee benefit costs to each of your departments based on headcount in each department.

**MassBudgeting** A feature that allows you to build a complete budget using simple formulas based on actual results, other budget amounts, and statistics. For example, you may want to draft next year's budget using last year's actual results plus 10 percent or some other growth factor. With MassBudgeting, you can apply one rule to a range of accounts.

**master budget** A budget that controls the authority of other budgets.

**message distribution** A line at the bottom of the toolbar that displays helpful hints, warning messages, and basic data entry errors.

**message line** A line on the bottom of a window that displays helpful hints or warning messages when you encounter an error.

**meta data** Data you enter in Oracle General Ledger to represent structures in Oracle Financial Analyzer. Meta data consists of the dimensions, segment range sets, hierarchies, financial data items, and financial data sets you define in Oracle General Ledger. When you load financial data from Oracle General Ledger, Oracle Financial Analyzer creates dimensions, dimension values, hierarchies, and variables based on the meta data.

**model** A set of interrelated equations for calculating data in Oracle Financial Analyzer.

**multi-org** See *multiple organizations*.

**multiple organizations** The ability to define multiple organizations and the relationships among them within a single installation of Oracle Applications. These organizations can be sets of books, business groups, legal entities, operating units, or inventory organizations.

**Multiple Reporting Currencies** An Oracle General Ledger feature that allows you to report in your functional currency and in one or more foreign currencies.

**natural account segment** In Oracle General Ledger, the segment that determines whether an account is an asset, liability, owners' equity, revenue, or expense account. When you define your chart of accounts, you must define one segment as the natural account segment. Each value for this segment is assigned one of the five account types.

**nesting** The act of grouping calculations to express the sequence of routines in a formula. Traditional mathematical nesting uses parenthesis and brackets. Oracle Order Entry EasyCalc uses a straightforward and logical nesting method that eliminates the need for parenthetical expressions.

**net allocation** Allocation in which you post the net of all allocations to an allocated-out account.

**obligation** An encumbrance you record when you turn a requisition into a purchase order.

**One-to-Many attribute** A relationship in Oracle Financial Analyzer where one or more values of a base dimension are related to a single value of an aggregate dimension. For example, if you have a One-to-Many attribute definition where the base dimension is Organization and the aggregate dimension is Level, each organization can be related to only a single level.





**operator** A mathematical symbol you use to indicate the mathematical operation in your calculation.

**organization** A business unit such as a company, division, or department. Organization can refer to a complete company, or to divisions within a company. Typically, you define an organization or a similar term as part of your account when you implement Oracle Financials. See also *business group*.

**parameter** See *report parameter*.

**parent segment value** An account segment value that references a number of other segment values, called child segment values. Oracle Order Entry uses parent segment values for creating summary accounts, for reporting on summary balances, and in MassAllocations and MassBudgeting. You can create parent segment values for independent segments, but not for dependent segments. Oracle Financial Analyzer uses parent and child segment values to create hierarchies. See also *child segment value*.

**period type** You use accounting period types to define your accounting calendar.

**period-average exchange rate** See *average exchange rate*.

**period average-to-date** The average of the end-of-day balances for a related range of days within a period.

**period-end exchange rate** The daily exchange rate on the last day of an accounting period. Oracle Order Entry automatically translates asset and liability account balances using period-end rates, in accordance with FASB 52 (U.S.). When you run revaluation for a period, Oracle Order Entry automatically uses the inverse of your period-end rate to revalue your foreign currency denominated assets and liabilities in accordance with FASB 52 (U.S.). For companies in highly inflationary economies, Oracle Order Entry uses period-end rates to remeasure the balances of asset and liability accounts according to FASB 8 (U.S.).

**personal library** If an Oracle Financial Analyzer database object belongs to a personal library, it means that the object was created by the workstation user and can be modified.

**planned purchase order** A type of purchase order you issue before you order delivery of goods and services for specific dates and locations. You usually enter a planned purchase order to specify items you want to order and when you want the items delivered. You later enter a shipment release against the planned purchase order to order the items.

**pop-up window** An additional window that appears on an Oracle Applications form when your cursor enters a particular field.

**posting date** The date a journal transaction is actually posted to the general ledger.

**profile option** A set of changeable options that affect the way your applications run. In general, profile options can be set at one or more of the following levels: site, application, responsibility, and user. Refer to the Profile Option appendix in the *Oracle General Ledger User's Guide* for more information.

**project segment** To set up your account, you define the individual segments of your general ledger account code. You can define a project segment to enter your project identifier. You define all key attributes of the segment, including field length, position of the segment within your account, prompt, type of characters (numeric or alphanumeric), and default value (optional).

**project segment value** The identifier (project name, number, or code) you use to designate each project. After you define a project segment in your account, you set up a project in Oracle Order Entry by simply defining a project segment value. For example, you could define a project name (ALPHA), a project number (583), or a project code (D890).

**proprietary account** An account segment value (such as 3500) assigned one of the five proprietary account types. The five types include Asset, Liability, Owner's Equity, Revenue, and Expense.

**Proprietary account** An account that contains a proprietary account.

**proprietary account type** Any of the five account types: Asset, Liability, Owner's Equity, Revenue, and Expense.

**proprietary funds** A fund type that uses accounting and reporting techniques similar to commercial enterprises. Examples of proprietary funds include internal service funds, such as a central motor pool or central public works facility, and enterprise funds.

**purchase order (PO)** A document used to buy and request delivery of goods or services from a supplier.

**purchase order encumbrance** A transaction representing a legally binding purchase. Oracle Purchasing subtracts purchase order encumbrances from funds available when you approve a purchase order. If you cancel a purchase order, Oracle Purchasing creates appropriate reversing encumbrances entries in your general ledger. Also known as **obligation, encumbrance** or **lien**.

**quarter average-to-date** The average of the end-of-day balances for a related range of days within a quarter.

**query** A search for applications information that you initiate using an Oracle Applications window.

**realized gain or loss** The actual gain or loss in value that results from holding an asset or liability over time. Realized gains and losses are shown separately on the Income Statement. See also *unrealized gain or loss, foreign currency exchange gain or loss*.

**recurring formula** See *recurring journal entry*.

**recurring journal entry** A journal entry you define once; then, at your request, General Ledger repeats the journal entry for you each accounting period. You use recurring journal entries to define automatic consolidating and eliminating entries. Also known as **recurring formula**.



**report** A combination of at least a row set and column set, and optionally a content set, display group, row order, and runtime options, such as currency and override segment name, that you can define and name. When you request financial statements, you can enter this name, and Oracle Order Entry automatically enters the report components and runtime options for you. You simply specify the accounting period. Oracle Order Entry automatically enters the rest.

**report component** An element of a Financial Statement Generator report that defines the format and content of your report. Report components include row sets, column sets, content sets, row orders, and display sets. You can group report components together in different ways to create custom reports.

**report headings** A descriptive section found at the top of each report giving general information about the contents of the report.

**report option** See *report parameter*.

**report parameter** Options that let you sort, format, select, and summarize the information in your reports.

**report set** A group of reports that you submit at the same time to run as one transaction. A report set allows you to submit the same set of reports regularly without having to specify each report individually. For example, you can define a report set that prints all of your regular month-end management reports.

**reporting currency** The currency you use for financial reporting. If your reporting currency is not the same as your functional currency, you can use foreign currency translation to restate your account balances in your reporting currency.

**reporting hierarchies** Summary relationships within an account segment that let you group detailed values of that segment to prepare summary reports. You define summary (parent) values that reference the detailed (children) values of that segment.

**requisition encumbrance** A transaction representing an intent to purchase goods and services as indicated by the completion and approval of a requisition. Oracle Purchasing subtracts requisition encumbrances from funds available when you reserve funds for a requisition. If you cancel a requisition, Oracle Purchasing creates appropriate reversing entries in your general ledger. Also known as **commitment, pre-encumbrance** or **pre-lien**.

**Reserve for Encumbrance** A portion of fund balance you use to record anticipated expenditures. In Oracle Applications, you define your Reserve for Encumbrance account when you define your set of books. Oracle Applications uses your Reserve for Encumbrance account to create offsets for unbalanced encumbrance entries you create in Oracle Purchasing, Oracle Payables, and General Ledger.

**Reserve for Encumbrance account** The account you use to record your encumbrance liability. You define a Reserve for Encumbrance account when you define your set of books. When you create encumbrances automatically in Oracle Purchasing or Oracle Order Entry, General Ledger automatically creates a balancing entry to your Reserve for Encumbrance account as you post your encumbrance journal entries. General Ledger overwrites the balancing segment for your Reserve for Encumbrance account, so you automatically create the reserve for encumbrance journal entry to the correct company.

**responsibility** A level of authority within Oracle Order Entry. Each responsibility provides a user with access to a menu and a set of books. You can assign one or more responsibilities to each user. Responsibilities let you control security in Oracle Order Entry.

**responsibility report** A financial statement containing information organized by management responsibility. For example, a responsibility report for a cost center contains information for that specific cost center, a responsibility report for a division manager contains information for all organizational units within that division, and so on. A manager typically receives reports for the organizational unit(s) (such as cost center, department, division, group, and so on) for which he or she is responsible.

**revaluation** See *foreign currency revaluation*.

**revaluation gain/loss account** An income statement account you specify in which Oracle Order Entry records net revaluation gains and losses, in accordance with FASB 52 (U.S.). You specify the account you want to use for unrealized revaluation gains and losses in the Run Revaluation window. You can change your revaluation gain/loss account as often as you want. When you run revaluation, Oracle Order Entry creates a batch of revaluation journal entries that adjust your revaluation gain/loss account. Oracle Order Entry also marks the journal entries for reversal in the next accounting period.

**revaluation journal entry** A journal entry that is automatically created when you run revaluation for a range of accounts denominated in a foreign currency. Oracle Order Entry creates a batch of revaluation journal entries when the exchange rate used for conversion on your transaction date differs from the exchange rate on your balance sheet date. Oracle Order Entry creates a journal entry to adjust an income statement gain and loss account for exchange rate fluctuations, in accordance with FASB 52 (U.S.).



**revaluation status report** A report that summarizes the results of your revaluation. Oracle Order Entry automatically generates this report whenever you revalue foreign asset and liability account balances for an accounting period in your calendar. You can review this report to identify accounts that were revalued in Oracle Order Entry and journal batches and entries that were created because of the revaluation.

**reversing journal entry** A journal entry General Ledger creates by reversing an existing journal entry. You can reverse any journal entry and post it to any open accounting period.

**rollup group** A collection of parent segment values for a given segment. You use rollup groups to define summary accounts based on parents in the group. You can use letters as well as numbers to name your rollup groups.

**root node** A parent segment value in Oracle General Ledger that is the topmost node of a hierarchy. When you define a hierarchy using the Hierarchy window, you specify a root node for each segment. Oracle Financial Analyzer creates a hierarchy by starting at the root node and drilling down through all of the parent and child segment values. See also *parent segment value*.

**row order** A report component that you use to modify the order of detail rows and account segments in your report. You can rank your rows in ascending or descending order based on the amounts in a particular column and/or by sorting your account segments either by segment value or segment value description. You also specify display options, depending on the row ranking method you choose. For example, if you want to review Total Sales in descending order by product, you can rank your rows in descending order by the Total Sales column and rearrange your segments so that product appears first on your report.

**row set** A Financial Statement Generator report component that you build within Oracle Order Entry by defining all of the lines in your report. For each row, you control the format and content, including line descriptions, indentations, spacing, page breaks, calculations, units of measure, precision and so on. A typical row set includes row labels, accounts and calculation rows for totals. For example, you might define a standard income statement row set or a standard balance sheet row set.

**rule numbers** A sequential step in a calculation. You use rule numbers to specify the order in which you want Oracle Order Entry to process the factors you use in your budget and actual formulas.

**segments** The building blocks of your chart of accounts in Oracle General Ledger. Each account is comprised of multiple segments. Users choose which segments will make up their accounts; commonly-used segments include company, cost center, and product.

**segment values** The possible values for each segment of the account. For example, the Cost Center segment could have the values 100, which might represent Finance, and 200, which might represent Marketing.

**selection tools** A set of tools in Oracle Financial Analyzer that provide shortcut methods for selecting the values that you want to work with in a report, graph, or worksheet.

**sales tax** A tax collected by a tax authority on purchases of goods and services. The supplier of the good or service collects sales taxes from its customers (tax is usually included in the invoice amount) and remits them to a tax authority. Tax is usually charged as a percentage of the price of the good or service. The percentage rate usually varies by authority and sometimes by category of product. Sales taxes are expenses to the buyer of goods and services.

**sales tax structure** The collection of taxing bodies that you will use to determine your tax authority. 'State.County.City' is an example of a Sales Tax Structure. Oracle Order Entry adds together the tax rates for all of these components to determine a customer's total tax liability for a transaction.

**set of books** A financial reporting entity that uses a particular chart of accounts, functional currency and accounting calendar. You must define at least one set of books for each business location.

**SFAS 52 (U.S.)** Statement of Financial Accounting Standards number 52, issued by the Financial Accounting Standards Board (FASB), which dictates accounting and reporting standards for translating foreign currency transactions in the United States. Oracle Order Entry translates and revalues such transactions according to SFAS 52 (U.S.) standards. Usually, SFAS 52 (U.S.) mandates the use of a period-end exchange rate to translate asset and liability accounts, and an average exchange rate to translate revenue and expense accounts. Foreign currency denominated assets and liabilities are revalued using a period-end rate on each balance sheet date, to reflect the period-end exchange rate in accordance with SFAS 52 (U.S.). You specify the account used for revaluation gains and losses in the Run Revaluation window. You maintain the rates used for translation and revaluation in the Define Period Rates and Define Historical Rates forms. SFAS 52 (U.S.) also mandates that you post any out-of-balance amounts arising from translation to a Cumulative Translation Adjustment account included in stockholders equity. You define the Cumulative Translation Adjustment account in the Set of Books window.



**SFAS 8 (U.S.)** Statement of Financial Accounting Standards number 8, issued by the Financial Accounting Standards Board (FASB), which mandates that you use a historical exchange rate for all accounts based on past purchase exchanges, and that you use a current exchange rate for all accounts based on current purchase, current sale, and future exchanges. Oracle Order Entry remeasures specific account balances using historical rates you specify for companies in highly inflationary economies according to the standards of SFAS 8 (U.S.). SFAS 8 (U.S.) also mandates that you record any out-of-balance amounts arising from translation to an income/expense account included in your income statement.

**shortdecimal data type** Oracle Financial Analyzer variables with a shortdecimal data type contain decimal numbers with up to 7 significant digits.

**shortinteger data type** Oracle Financial Analyzer variables with a shortinteger data type contain whole numbers with values between -32768 and +32768.

**shorthand flexfield entry** A quick way to enter key flexfield data using shorthand aliases (names) that represent valid flexfield combinations or patterns of valid segment values. Your organization can specify flexfields that will use shorthand flexfield entry and define shorthand aliases for these flexfields that represent complete or partial sets of key flexfield segment values.

**skeleton entry** A recurring journal entry the amounts of which change each accounting period. You simply define a recurring journal entry without amounts, then enter the appropriate amounts each accounting period. For example, you might define a skeleton entry to record depreciation in the same accounts every month, but with different amounts due to additions and retirements.

**spot exchange rate** A daily exchange rate you use to perform foreign currency conversions. The spot exchange rate is usually a quoted market rate that applies to the immediate delivery of one currency for another.

**spreadsheet interface** A program that uploads your actual or budget data from a spreadsheet into Oracle Order Entry.

**standard balance** The usual and customary period-to-date, quarter-to-date, or year-to-date balance for an account. The standard balance is the sum of an account's opening balance, plus all activity for a specified period, quarter, or year. Unlike an average balance, no additional computations are needed to arrive at the standard balance.

**standard entry** A recurring journal entry whose amount is the same each accounting period. For example, you might define a standard entry for fixed accruals, such as rent, interest, and audit fees.

**Standard Request Submission** A standard interface in Oracle Applications in which you run and monitor your application's reports and other processes.

**STAT** The statistical currency Oracle General Ledger uses for maintaining statistical balances. If you enter a statistical transaction using the STAT currency, Oracle General Ledger will not convert your transaction amounts.

**statistical journal entry** A journal entry in which you enter nonfinancial information such as headcount, production units, and sales units.

**statistics** Accounting information (other than currency amounts) you use to manage your business operations. With Oracle Order Entry, you can maintain budget and actual statistics and use these statistics with budget rules and formulas.

**status line** A status line appearing below the message line of a root window that displays status information about the current window or field. A status line can contain the following: ^ or v symbols indicate previous records before or additional records following the current record in the current block; **Enter Query** indicates that the current block is in Enter Query mode, so you can specify search criteria for a query; **Count** indicates how many records were retrieved or displayed by a query (this number increases with each new record you access but does not decrease when you return to a prior record); the <**Insert**> indicator or *lamp* informs you that the current window is in insert character mode; and the <**List**> *lamp* appears when a list of values is available for the current field.

**step-down allocation** An allocation upon which you run another allocation. For example, you might allocate parent company overhead to operating companies based on revenues. You can then use a step-down allocation to allocate overhead to cost centers within the operating companies based on headcount.

**summary account** An account whose balance represents the sum of other account balances. You can use summary accounts for faster reporting and inquiry as well as in formulas and allocations.

**tablespace** The area in which an Oracle database is divided to hold tables.

**tax authority** A governmental entity that collects taxes on goods and services purchased by a customer from a supplier. In some countries, there are many authorities (e.g. state, local and federal governments in the US), while in others there may be only one. Each authority may charge a different tax rate. Within Oracle Order Entry, tax authority consists of all components of your tax structure. For example: California.San Mateo.Redwood Shores for State.County.City. Oracle Order Entry adds together the tax rates for all of these locations to determine a customer's total tax liability for an invoice.

**tax codes** Codes to which you assign sales tax or value-added tax rates. Oracle Receivables lets you choose state codes as the tax code when you define sales tax rates for the United States. (Receivables QuickCode)





**tax engine** A collection of programs, user defined system parameters, and hierarchical flows used by Oracle Order Entry to calculate tax.

**tax exempt** A customer, business purpose, or item to which tax charges do not apply.

**Tax Identification Number** In the United States, the number used to identify 1099 suppliers. If a 1099 supplier is an individual, the Tax Identification Number is the supplier's social security number. If a 1099 supplier is a corporation, the Tax Identification Number is also known as the Federal Identification Number.

**tax location** A specific tax location within your tax authority. For example 'Redwood Shores' is a tax location in the Tax Authority California.San Mateo.Redwood Shores.

**tax type** A feature you use to indicate the type of tax charged by a tax authority when you define a tax name. Oracle Order Entry uses the tax type during invoice entry to determine the financial impact of the tax. When you enter a tax of type Sales, Oracle Order Entry creates a separate invoice distribution line for the tax amount. When you enter a tax of type Use, Oracle Order Entry does not create the invoice distribution line.

**template** A pattern that Oracle Order Entry uses to create and maintain summary accounts. For each template you specify, Oracle Order Entry automatically creates the appropriate summary accounts.

**Time dimension** An Oracle Financial Analyzer dimension whose values represent time periods. A time period can be a month, quarter, or year. The length of the Time dimension's values is determined by the Width option on the Maintain Dimension window.

**translation** See *revaluation. foreign currency translation*.

**unrealized gain or loss** The measured change in value of an asset or liability over time. Oracle Payables provides a report (the Unrealized Gain and Loss Report) that you can submit from the standard report submission form at any time to review your unrealized gains and losses. See also *realized gain or loss*.

**use tax** A tax that you pay directly to a tax authority instead of to the supplier. Suppliers do not include use tax on their invoices. You sometimes owe use tax for goods or services you purchased outside of, but consumed (used) within the territory of a tax authority. Use taxes are liabilities to the buyer of goods and services. You can define a tax name for use taxes. When you enter a use tax name on an invoice, Oracle Order Entry does not create an invoice distribution or general ledger journal entry for the tax.

**user profile** See *profile option*.

**value** Data you enter in a parameter. A value can be a date, a name, or a code, depending on the parameter.

**value set** A group of values and related attributes you assign to an account segment or to a descriptive flexfield segment. Values in each value set have the same maximum length, validation type, alphanumeric option, and so on.

**value added tax (VAT)** A tax on the supply of goods and services paid for by the consumer, but collected at each stage of the production and distribution chain. The collection and payment of value added tax amounts is usually reported to tax authorities on a quarterly basis and is not included in the revenue or expense of a company. With Oracle Order Entry, you control the tax names on which you report and the reference information you want to record. You can also request period-to-date value added tax reports.

**variable** An Oracle Financial Analyzer database object that holds raw data. Data can be numerical, such as sales or expense data, or textual, such as descriptive labels for products.

**variable text** Variable text is used when dialog boxes or their components are unlabeled or have labels that change dynamically based on their current context. The wording of variable text does not exactly match what you see on your screen.

**voucher number** A number used as a record of a business transaction. A voucher number may be used to review invoice information, in which case it serves as a unique reference to a single invoice.

**weighted-average exchange rate** An exchange rate that Oracle Order Entry automatically calculates by multiplying journal amounts for an account by the translation rate that applies to each journal amount. You choose whether the rate that applies to each journal amount is based on the inverse of the daily conversation rate or on an exception rate you enter manually. Oracle Order Entry uses the weighted-average rate, instead of the period-end, average, or historical rates, to translate balances for accounts assigned a weighted-average rate type.

**year average-to-date** The average of the end-of-day balances for a related range of days within a year.

**Zoom** A forms feature that is obsolete in GUI versions of Oracle Applications.



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