

# **11*i* Implement and Use General Ledger**

**Student Guide**

**Vol 3**

14869GC10  
Production 1.0  
March 2001  
D31984

**ORACLE®**

**Copyright © Oracle Corporation, 2001. All rights reserved.**

This documentation contains proprietary information of Oracle Corporation. It is provided under a license agreement containing restrictions on use and disclosure and is also protected by copyright law. Reverse engineering of the software is prohibited. If this documentation is delivered to a U.S. Government Agency of the Department of Defense, then it is delivered with Restricted Rights and the following legend is applicable:

#### **Restricted Rights Legend**

Use, duplication or disclosure by the Government is subject to restrictions for commercial computer software and shall be deemed to be Restricted Rights software under Federal law, as set forth in subparagraph (c)(1)(ii) of DFARS 252.227-7013, Rights in Technical Data and Computer Software (October 1988).

This material or any portion of it may not be copied in any form or by any means without the express prior written permission of the Education Products group of Oracle Corporation. Any other copying is a violation of copyright law and may result in civil and/or criminal penalties.

If this documentation is delivered to a U.S. Government Agency not within the Department of Defense, then it is delivered with "Restricted Rights," as defined in FAR 52.227-14, Rights in Data-General, including Alternate III (June 1987).

The information in this document is subject to change without notice. If you find any problems in the documentation, please report them in writing to Worldwide Education Services, Oracle Corporation, 500 Oracle Parkway, Box SB-6, Redwood Shores, CA 94065. Oracle Corporation does not warrant that this document is error-free.

Oracle and all references to Oracle Products are trademarks or registered trademarks of Oracle Corporation.

All other products or company names are used for identification purposes only, and may be trademarks of their respective owners.

#### **Authors**

Taite Darlington, Frank Colligan, John Hays, Barbara Nelson, Kristin Penaskovic, Jill Burton, Donald Kaplan, Carolyn Luk, Linda Wong, Karen dela Torre, and many others

**This book was published using:**

**Oracle® Tutor™**



# Table of Contents

---

<b>R11i Overview of general financial accounting process .....</b>	<b>1-1</b>
R11i Overview of the general financial accounting process .....	1-2
Objectives .....	1-3
Agenda .....	1-4
Overview .....	1-5
Oracle General Ledger Process.....	1-6
Major Functions and Features.....	1-7
Using Oracle General Ledger: Overview.....	1-8
Integrating with Subledgers .....	1-9
Review Question.....	1-10
Integrating with Subledgers .....	1-12
Using Open Interfaces .....	1-13
Sharing Information with Subledgers .....	1-14
Review Question.....	1-15
Elements Required for a Set of Books .....	1-17
Demonstration.....	1-18
Review Question.....	1-19
Chart of Accounts Structure .....	1-21
Accounting Calendar .....	1-22
Unlimited Currencies.....	1-23
Demonstration.....	1-24
Sharing a Set of Books across Oracle Applications.....	1-25
Flexible Account Hierarchies .....	1-26
Chart of Accounts Structure .....	1-27
Balancing Accounts .....	1-28
Intercompany Balancing.....	1-29
Summary Accounts.....	1-31
Defining Summary Accounts.....	1-32
Defining Financial Controls.....	1-33
Defining Shorthand Aliases .....	1-34
Defining Journal Sources.....	1-35
Defining Journal Categories .....	1-36
Defining Units of Measure .....	1-37
Maximizing Performance .....	1-38
Review Question.....	1-39
Concepts You Should Know.....	1-41
Review Question.....	1-42
Foreign Currency Concepts .....	1-44
Conversion.....	1-45
Revaluation Process.....	1-46
Translation .....	1-47
Overview .....	1-48
The Global Accounting Engine Program: Overview .....	1-49
AX General Structure .....	1-50
AX Technical Overview .....	1-51
Why Is the Global Accounting Engine Needed? .....	1-52
Features of the Global Accounting Engine.....	1-53
Components for Net Class .....	1-55
Before We Begin .....	1-56
Technical Assistance .....	1-57
Questions and Comments in 5 Minutes .....	1-58
Questions and Comments Now.....	1-59

Replay of This Net Class .....	1-60
<b>Implementing General Ledger 1 .....</b>	<b>2-1</b>
Oracle General Ledger Implementation Process - I .....	2-2
Help .....	2-3
Using Help .....	2-4
Practice Note.....	2-5
Objectives .....	2-6
Agenda.....	2-7
Oracle General Ledger Process.....	2-8
Elements Required for a Set of Books .....	2-9
Chart of Accounts Structure .....	2-10
Accounting Calendar .....	2-11
Unlimited Currencies.....	2-12
Chart of Accounts Structure .....	2-13
Creating Accounting Flexfields .....	2-14
Defining Value Sets.....	2-15
How to Create Value Sets.....	2-16
Demonstration.....	2-17
Validation Types.....	2-18
Review Question.....	2-19
How to Define the Accounting Flexfield Structure .....	2-20
Demonstration.....	2-21
Defining Segment Values .....	2-22
Flexible Account Hierarchies .....	2-25
How to Define Segment Values.....	2-26
Demonstration.....	2-27
How to Populate Attributes of a Segment Value .....	2-28
Demonstration.....	2-29
How to Enable and Disable Account Combinations.....	2-30
Demonstration.....	2-31
Segment Value Inheritance.....	2-32
Review Question.....	2-34
Using Dynamic Insertion.....	2-35
Defining Flexfield Security Rules .....	2-36
How to Define and Assign Flexfield Security Rules .....	2-37
Demonstration.....	2-38
Defining Cross-Validation Rules.....	2-39
How to Define Cross-Validation Rules .....	2-40
Demonstration.....	2-41
Helpful Reports.....	2-42
Summary.....	2-43
Practice 1 Overview.....	2-44
Practice 1 - Solution.....	2-45
Practice 1 - Solution (continued) .....	2-46
Practice 2 Overview.....	2-47
Practice 2 Overview (continued) .....	2-48
Practice 2 - Solution.....	2-49
Practice 2 - Solution (continued) .....	2-50
Practice 3 Overview.....	2-51
Practice 3 Overview (continued) .....	2-52
Practice 3 - Solution.....	2-55
Practice 3 - Solution (continued) .....	2-56
Practice 4 Overview.....	2-59
Practice 4 Overview (continued) .....	2-60
Practice 4 - Solution.....	2-61
Practice 4 - Solution (continued) .....	2-62

Practice 5 Overview.....	2-63
Practice 5 Overview (continued) .....	2-64
Practice 5 - Solution.....	2-65
Defining the Accounting Calendar .....	2-66
How to Define Period Types .....	2-67
Demonstration.....	2-68
How to Define a New Calendar .....	2-69
Demonstration.....	2-70
Calendar Auditing.....	2-71
How to Define Currencies .....	2-73
Demonstration.....	2-74
Predefined Rate Types .....	2-75
How to Define Conversion Rate Types .....	2-76
Demonstration.....	2-77
How to Define Daily Rates.....	2-78
Demonstration.....	2-79
Set of Books - Overview.....	2-80
How to Define a Set of Books .....	2-81
Demonstration.....	2-82
Set of Books Options - Closing Accounts .....	2-83
Set of Books Options - Journalling.....	2-84
Set of Books Options - Average Balances .....	2-85
Set of Books Options - Average Balances (continued).....	2-86
Set of Books Options - Budgetary Control .....	2-87
Set of Books Options - Multiple Reporting Currencies .....	2-88
Linking a Set of Books to a Responsibility.....	2-89
How to Assign a Set of Books to a Responsibility .....	2-90
Demonstration.....	2-91
Summary.....	2-92
Practice 5 Overview.....	2-93
Practice 5 Overview (continued) .....	2-94
Practice 5 - Solution.....	2-96
Practice 5 - Solution (continued) .....	2-97
Creating a Set of Books Considerations .....	2-100
Sharing a Set of Books Across Oracle Applications.....	2-101
Defining Your First Accounting Period.....	2-102
Accounting Flexfield Considerations .....	2-103
Identifying Business Requirements .....	2-104
Analyzing Reporting Requirements.....	2-106
Creating a Worldwide Chart of Accounts.....	2-107
Creating Vertical Structures.....	2-108
Using Independent and Dependent Segments.....	2-109
Designing Size and Segment Numbering Schemes .....	2-110
Sequencing the Segments .....	2-111
Using Dynamic Insertion and Cross Validation Rules .....	2-112
Using Flexfield Security Rules .....	2-113
Components for Net Class .....	2-114
Before We Begin .....	2-115
Technical Assistance .....	2-116
Questions and Comments in 5 Minutes .....	2-117
Questions and Comments Now.....	2-118
Replay of This Net Class .....	2-119
<b>Implementing General Ledger II .....</b>	<b>3-1</b>
Setting Up Financial Controls.....	3-2
Agenda.....	3-3
Objectives .....	3-4

Agenda.....	3-6
Overview .....	3-7
Agenda.....	3-8
Defining Journal Sources.....	3-9
Additional uses for Journal Sources .....	3-10
Predefined Journal Sources.....	3-11
Define Your Own Journal Sources .....	3-12
Freezing Journal Sources.....	3-13
Additional Considerations When You Define Journal Sources.....	3-14
Demonstration.....	3-15
Review Question.....	3-16
Agenda.....	3-17
Defining Journal Categories .....	3-18
Additional Uses for Journal Categories .....	3-19
Demonstration.....	3-20
Review Question.....	3-21
Agenda.....	3-22
Defining Shorthand Aliases .....	3-23
Defining Aliases to Represent Accounts .....	3-24
To Use Aliases.....	3-25
Tips on Using Aliases.....	3-26
Demonstration.....	3-27
Agenda.....	3-28
Defining Units of Measure .....	3-29
To Use Statistical Units of Measure .....	3-30
Reports.....	3-31
Demonstration.....	3-32
Agenda.....	3-33
Defining Suspense Accounts .....	3-35
Suspense Accounts in General Ledger .....	3-36
Examples of Suspense Accounts .....	3-37
Demonstration.....	3-38
Agenda.....	3-39
Balance Intercompany Journals.....	3-40
To Activate Intercompany Balancing .....	3-41
Agenda.....	3-42
Track Rounding Differences.....	3-43
To Activate Track Rounding Differences.....	3-44
Agenda.....	3-45
Average Balancing.....	3-46
To Activate Average Balance Processing.....	3-47
Agenda.....	3-48
Journal Approval .....	3-49
To Activate Journal Approval.....	3-50
Agenda.....	3-51
Journal Entry Tax .....	3-52
To Activate Journal Entry Tax.....	3-53
Agenda.....	3-54
Journal Reversal Criteria .....	3-55
Using Automatic Journal Reversal .....	3-56
Assigning Journal Reversal Criteria .....	3-58
Demonstration.....	3-61
Review Question.....	3-62
Agenda.....	3-63
AutoPost .....	3-64
AutoPost Criteria .....	3-65
Demonstration.....	3-67

Agenda.....	3-68
System Controls and Resources.....	3-69
Agenda.....	3-70
General Ledger Optimizer Program.....	3-71
Demonstration.....	3-73
Agenda.....	3-74
Setting Concurrent Program Controls.....	3-75
Allocating Memory.....	3-77
Demonstration.....	3-78
Agenda.....	3-79
Interim Tables.....	3-80
Review Question.....	3-83
Summary.....	3-84
<b>Maintain the General Ledger Chart of Accounts .....</b>	<b>4-1</b>
Using the Account Hierarchy Editor to Maintain Your Chart of Accounts.....	4-2
Objectives.....	4-3
Agenda.....	4-4
Overview.....	4-6
Agenda.....	4-7
Account Hierarchy Editor Features.....	4-8
Features.....	4-9
Agenda.....	4-10
Integrating with General Ledger.....	4-11
Parent Levels in an Account Hierarchy.....	4-13
Demonstration.....	4-14
Agenda.....	4-15
To Use the Account Hierarchy Editor.....	4-16
Account Hierarchy Editor window.....	4-17
Demonstration.....	4-18
Account Hierarchy Editor Segment Symbols.....	4-19
Multiple Hierarchy Diagrams.....	4-20
Displaying Segment Value Details.....	4-21
Agenda.....	4-22
Creating New Child Values.....	4-23
Demonstration.....	4-24
Agenda.....	4-26
Demonstration.....	4-27
Agenda.....	4-28
Duplicating Parent Hierarchies.....	4-29
Demonstration.....	4-33
Notes on the Duplicating Hierarchies Window.....	4-34
Notes on Using Wildcards.....	4-36
Previewing Hierarchies.....	4-37
Agenda.....	4-38
Modifying Descriptions for Groups of Values.....	4-39
How to Modify Descriptions.....	4-40
Demonstration.....	4-42
Agenda.....	4-43
Saving and Refreshing Hierarchies.....	4-44
Agenda.....	4-45
Adding and Changing Rollup Groups.....	4-46
Demonstration.....	4-47
Summary.....	4-48
Practice Account Hierarchy Editor Overview.....	4-49
Practice.....	4-50
Summary Accounts.....	4-58

Objectives .....	4-59
Agenda .....	4-60
Overview .....	4-62
Detail vs Summary Accounts .....	4-63
Defining Summary Accounts.....	4-64
Summary Account Examples.....	4-65
Parent Values and Rollup Groups.....	4-66
Agenda.....	4-67
Rollup Groups.....	4-68
Demonstration.....	4-69
Agenda.....	4-71
Summary Templates .....	4-72
Summary Accounts.....	4-73
Agenda.....	4-74
Summary and Parent Accounts.....	4-75
Template Values .....	4-76
Defining Summary Accounts.....	4-77
Demonstration.....	4-78
Agenda.....	4-79
Maintaining Summary Templates.....	4-80
Incremental Add/Delete Summary Templates Program .....	4-82
Summary Accounts Practice.....	4-85
Practice Questions .....	4-87
Agenda.....	4-89
Summary.....	4-90
Transferring Balances Between Accounts .....	4-91
Objectives .....	4-92
Agenda.....	4-93
Overview .....	4-95
Move and Merge Account Balances .....	4-96
General Ledger Functionality .....	4-97
Mass Maintenance Processes.....	4-98
Process Status .....	4-100
What Move/Merge Does.....	4-101
Conflicts.....	4-102
Agenda.....	4-104
Move/Merge Account Balances from a Single Source .....	4-105
Agenda.....	4-106
Move/Merge Account Balances from Multiple Sources.....	4-107
Move/Merge Prerequisites.....	4-108
Agenda.....	4-109
Move/Merge Limitations.....	4-110
Other Limitations.....	4-111
Agenda.....	4-112
Demonstration.....	4-113
Agenda.....	4-115
Demonstration.....	4-116
Notes.....	4-117
Practice Questions .....	4-118
Agenda.....	4-120
Summary.....	4-121
<b>Processing the GL 1 .....</b>	<b>5-1</b>
Journal Processing in General Ledger .....	5-2
Objectives .....	5-3
Agenda.....	5-4
Overview .....	5-6

Journal Entry Types .....	5-7
Journal Creation Methods .....	5-9
Journal Components .....	5-11
Journal Batch Level Information .....	5-12
Journal Entry Level Information .....	5-13
Journal Entry-Line Level Information .....	5-14
Accounting Calendar .....	5-15
Maintaining Calendar Flow .....	5-18
Importing Journal Entries .....	5-20
Agenda .....	5-22
Objectives .....	5-23
Agenda .....	5-24
Grouping Journals into Batches .....	5-25
Manual Journals .....	5-26
Reversing Journal Entries .....	5-27
Manual Entries .....	5-28
Demonstration .....	5-32
Additional Journal Actions .....	5-36
Journal Entry Practice Overview .....	5-37
1. Organizing Transactions into Journal Components .....	5-38
1. Continued .....	5-39
2. Create a Journal Batch .....	5-40
2. Continued .....	5-41
3. Enter Headcount Information .....	5-43
3. Continued .....	5-44
Calculating Tax on Journal Entries .....	5-45
Calculating Tax on Journal Entries Set of Books Level .....	5-46
Calculating Tax on Journal Entries Account-Level Default .....	5-47
Calculating Tax on Journal Entries Journal Entry-Level .....	5-48
Calculating Tax on Journal Entries Journal Entry Line-Level .....	5-49
Demonstration .....	5-50
Posting Journals .....	5-51
Correcting Unpostable Batches .....	5-53
Demonstration .....	5-54
Posting to a Prior Period .....	5-55
Notes on Posting to a Prior Period .....	5-56
Creating Reversing Journals .....	5-57
Assigning a Reversal Period to a Journal Entry .....	5-58
Reversing Journals with Predefined Periods .....	5-59
Reversing Journals without Predefined Periods .....	5-60
Reversing Journals Practice Overview .....	5-61
Reversing Journals Practice .....	5-62
Reviewing and Correcting Balances .....	5-65
Variance Inquiries .....	5-67
Drilling Down to Journal Detail .....	5-68
Demonstration .....	5-69
T-Accounts .....	5-70
Demonstration .....	5-71
Summary .....	5-72
Agenda .....	5-73
Using Applications Desktop Integrator to Enter Journals .....	5-74
Objectives .....	5-75
Overview .....	5-76
ADI Journal Wizard Features .....	5-77
Integrating with Oracle General Ledger .....	5-78
Prerequisites .....	5-79
Using ADI Journal Wizard .....	5-80

Create Journal Worksheet.....	5-81
Number of Journals.....	5-82
Create Journal Worksheet.....	5-83
Building Journal Worksheets.....	5-84
To Customize Your Journal Worksheet.....	5-85
Results.....	5-86
Demonstration.....	5-87
Entering Flexfield Combinations.....	5-88
Cross Validation Rules.....	5-89
Uploading Journal Entries to Oracle General Ledger.....	5-90
Using Journal Upload Options.....	5-91
Using Journal Import Options.....	5-93
Troubleshooting the Import Process.....	5-94
Demonstration.....	5-96
ADI Journal Wizard Practice 1 Overview.....	5-97
ADI Journal Wizard Practice 1.....	5-98
Viewing Journals in General Ledger.....	5-101
About Foreign Currency Journals.....	5-102
ADI Journal Wizard Practice 2 Overview.....	5-103
ADI Journal Wizard Practice 2.....	5-104
Other Uses for ADI Journal Wizard.....	5-107
Setting Up ADI Journal Wizard.....	5-108
Profile Options.....	5-110
Summary.....	5-113
Agenda.....	5-114
Executing Journal Import.....	5-115
Objectives.....	5-116
About Journal Import.....	5-117
Importing Journal Entries: Overview.....	5-118
Feeder Systems.....	5-119
Importing Descriptive Flexfields.....	5-120
Importing Journals.....	5-122
Reviewing Journal Import Data.....	5-124
Correcting Journal Import Errors.....	5-126
Deleting Journal Import Data.....	5-127
Summary.....	5-128
<b>Process the GL 2.....</b>	<b>6-1</b>
Journal Entry Automation Oracle General Ledger, Release 11i.....	6-2
Agenda.....	6-3
Objectives.....	6-5
Overview.....	6-6
Defining AutoPost Criteria.....	6-7
AutoPost Criteria.....	6-8
Demonstration.....	6-9
Running AutoPost.....	6-10
Schedule AutoPost.....	6-11
Agenda.....	6-12
Automatic Journal Reversal Overview.....	6-13
Journal Reversal Prerequisites.....	6-16
Using Automatic Journal Reversal.....	6-17
Agenda.....	6-19
AutoScheduling Overview.....	6-20
Using AutoScheduling.....	6-22
Scheduling Journals.....	6-23
Demonstration.....	6-24
Defining Financial Schedules.....	6-25

To Define a Financial Schedule.....	6-26
Scheduling a Request Using a Financial Schedule.....	6-27
Implementation Considerations for Journal Entry Automations.....	6-28
Agenda.....	6-29
Objectives.....	6-30
Overview.....	6-31
Features.....	6-32
Journal Approval Process.....	6-33
Setting Up Journal Approval.....	6-34
Prerequisites.....	6-37
Approval Methods.....	6-39
Demonstration.....	6-40
Approval Process.....	6-41
Summary.....	6-45
Agenda.....	6-46
Objectives.....	6-47
Recurring Journals: Overview.....	6-48
Recurring Journals.....	6-49
Defining Recurring Journals.....	6-52
Demonstration.....	6-54
Defining Recurring Journals.....	6-56
Mathematical Operators.....	6-57
Demonstration.....	6-58
Demonstration contd.....	6-59
Automatic Offset Example.....	6-60
Demonstration.....	6-61
Recurring Journal Practice Overview.....	6-62
Recurring Journal Practice.....	6-63
MassAllocations: Overview.....	6-69
MassAllocation Examples.....	6-70
MassAllocations Vs Recurring Journals.....	6-71
Defining MassAllocation Journals.....	6-72
MassAllocation Journals Example.....	6-73
Defining MassAllocation Journals.....	6-75
Demonstration.....	6-76
Defining MassAllocation Formulas.....	6-77
Rent Expense Example.....	6-78
Demonstration.....	6-80
Demonstration contd.....	6-81
Demonstration.....	6-82
MassAllocation Practice Overview.....	6-85
MassAllocation Practice.....	6-86
Summary.....	6-93
Agenda.....	6-94
AutoAllocation Workbench.....	6-95
Step-Down AutoAllocations.....	6-97
Parallel AutoAllocations.....	6-98
Business Benefits of AutoAllocation Workbench.....	6-99
Application Objects Supporting AutoAllocation Workbench.....	6-100
Using the AutoAllocation Workbench.....	6-101
AutoAllocation Set Types.....	6-102
AutoAllocations and Oracle Projects.....	6-104
AutoAllocation Sets and Oracle Workflow.....	6-105
Demonstration.....	6-108
Implementation Considerations for AutoAllocation Workbench.....	6-109
<b>R11i Period and Year-End Closing Process in Oracle General Ledger.....</b>	<b>7-1</b>

Period and Year-End Closing Process in Oracle General Ledger.....	7-2
Objectives .....	7-3
Agenda.....	7-4
Overview of the Period Closing Process .....	7-6
Period Closing Process .....	7-7
Period Closing Process Steps.....	7-8
Opening and Closing Periods .....	7-13
Demonstration.....	7-14
Review Question.....	7-15
Answer to Review Question .....	7-16
Agenda.....	7-17
Reporting in Oracle General Ledger.....	7-18
Financial Statement Generator Reporting.....	7-19
Standard Reporting .....	7-20
Demonstration.....	7-21
Agenda.....	7-22
Year-End Closing Journals .....	7-23
Income Statement Closing Journals.....	7-24
Retained Earnings Account Template .....	7-26
Income Statement Closing Journal Batch with Retained Earnings Account Template .....	7-27
Income Statement Offset Account Template .....	7-28
Income Statement Closing Journal Batch with Both Templates.....	7-30
Review Question.....	7-31
Answer to Review Question .....	7-32
Income Statement Closing Journals Account Range .....	7-33
Income Statement Closing Journals Period .....	7-37
Income Statement Closing Journals Source and Category.....	7-38
Reversing Income Statement Closing Journals.....	7-39
Income Statement Closing Journals Reversal Method.....	7-40
Comparing Reversal Methods .....	7-41
Balance Sheet Closing Journals.....	7-42
Balance Sheet Closing Journal Batch .....	7-43
Balance Sheet Closing Journals Account Range .....	7-44
Balance Sheet Closing Journals Period.....	7-46
Balance Sheet Closing Journals Source and Category.....	7-47
Balance Sheet Closing Journals Reversal Method.....	7-48
Demonstration.....	7-49
Review Question.....	7-50
Answer to Review Question .....	7-51
Agenda.....	7-52
Year-End Close Checklist.....	7-53
Summary.....	7-54
<b>Accounting for Intercompany Transactions.....</b>	<b>8-1</b>
Intercompany Balancing.....	8-2
Objectives .....	8-3
Agenda.....	8-4
Overview .....	8-5
Examples .....	8-6
Prerequisites.....	8-8
Overview .....	8-9
Intercompany Balancing .....	8-11
Overview .....	8-12
Business Benefits of Intercompany Balancing .....	8-14
Agenda.....	8-15
Intercompany Balancing Within a Single Set of Books.....	8-16
Review Question.....	8-19

Agenda.....	8-20
Intercompany Balancing Options .....	8-21
Standard Intercompany Balancing Example.....	8-22
Standard Intercompany Balancing Example contd.....	8-23
Intercompany Balancing Options .....	8-24
Enhanced Intercompany Balancing Example.....	8-25
Enhanced Intercompany Balancing Example contd.....	8-26
Intercompany Balancing Options .....	8-27
Intercompany Segment Balancing Example.....	8-28
Intercompany Balancing Options .....	8-30
Clearing Company Example Enhanced Intercompany Balancing.....	8-31
Clearing Company Example Enhanced Intercompany Balancing contd.....	8-32
Clearing Company Example Using the Intercompany Segment.....	8-34
Clearing Company Example Using the Intercompany Segment contd.....	8-35
Agenda.....	8-38
Setting Up Standard Intercompany Balancing.....	8-39
Setting Up Enhanced Intercompany Balancing and Intercompany Segment Balancing.....	8-40
Agenda.....	8-41
Implementation Considerations for Intercompany Balancing .....	8-42
Agenda.....	8-43
Entering Intercompany Transactions .....	8-44
Agenda.....	8-45
Summary.....	8-46
Global Intercompany System.....	8-47
Objectives .....	8-48
Agenda.....	8-49
Overview .....	8-50
Global Intercompany System (GIS).....	8-51
GIS Business Benefits .....	8-52
Global Intercompany System (GIS).....	8-53
Review Question.....	8-54
GIS Implementation.....	8-55
Single Instance GIS Implementation .....	8-56
GIS Implementation.....	8-57
Multiple Instance GIS Implementation.....	8-58
GIS Implementation.....	8-60
Multiple Instance GIS Implementation.....	8-61
GIS Enhancements: AutoAccounting .....	8-63
Intercompany Balancing Options .....	8-64
GIS Transaction Interface and Transfer Programs.....	8-65
Agenda.....	8-66
Setting Up GIS.....	8-67
Setting Up Subsidiaries.....	8-68
To Define a Subsidiary .....	8-69
Privileges .....	8-70
Subsidiary Transfer Options .....	8-71
Define Intercompany Transaction Types.....	8-72
Define Intercompany Clearing Accounts.....	8-73
Agenda.....	8-74
Define AutoAccounting Rules.....	8-75
Demonstration.....	8-76
Agenda.....	8-84
Entering Intercompany Transactions .....	8-85
Manual Entry .....	8-86
Demonstration.....	8-87
Demonstration (contd).....	8-88
Demonstration.....	8-89

Demonstration (contd).....	8-90
Approving an Intercompany Transaction .....	8-91
Recurring Intercompany Transactions .....	8-92
Generating Recurring Intercompany Transactions .....	8-93
Demonstration.....	8-94
Reversing Intercompany Transactions.....	8-95
Agenda.....	8-96
Running the Intercompany Transfer Program .....	8-97
Agenda.....	8-98
Deleting Approved Intercompany Transactions .....	8-99
Agenda.....	8-100
GIS Reports .....	8-101
Agenda.....	8-103
Summary.....	8-104
<b>Manage Consolidations and Eliminations .....</b>	<b>9-1</b>
Manage Consolidations and Eliminations.....	9-2
Objectives .....	9-3
Agenda.....	9-4
Steps to Perform Consolidations.....	9-5
Overview of Consolidations .....	9-6
Consolidation Workbench .....	9-7
State Controller.....	9-8
State Controller Buttons.....	9-9
State Controller Button Colors .....	9-10
Agenda.....	9-11
Preparing Consolidation Data.....	9-12
Revaluation Process.....	9-13
Revaluation Example.....	9-14
Translation .....	9-15
Translation Example.....	9-16
Multiple Reporting Currencies and the Need for Translation.....	9-17
Running Trial Balance Reports.....	9-18
Review.....	9-19
Review Answers .....	9-20
Agenda.....	9-21
Overview of Transferring Consolidated Data .....	9-22
Transferring Subsidiary Data to the Parent.....	9-23
Transferred Balances Column.....	9-27
Reviewing and Posting Consolidation Journal Entries .....	9-28
Consolidation Audit and Exception Reports.....	9-29
Additional Consolidation Reports.....	9-30
Demonstration.....	9-31
Review.....	9-32
Review Answers .....	9-33
Agenda.....	9-34
Creating Eliminating Entries .....	9-35
Automatic Intercompany Eliminations Program .....	9-36
Steps to Generate Eliminating Entries .....	9-38
Demonstration.....	9-40
Formula-Based Eliminations .....	9-41
Demonstration.....	9-42
Review.....	9-43
Review Answers .....	9-44
Agenda.....	9-45
Performing Drilldowns .....	9-46
Drilling Down to Subsidiary Detail .....	9-47

Demonstration.....	9-48
Consolidation Reports .....	9-49
Practice 1 .....	9-50
Practice 1 Solution.....	9-52
Summary.....	9-54
<b>Consolidations Implementation.....</b>	<b>10-1</b>
Consolidations Implementation .....	10-2
Objectives .....	10-3
Agenda.....	10-4
Consolidation Implementation Considerations.....	10-5
Overview of Consolidations .....	10-7
Consolidation Tools.....	10-8
GCS Features and Benefits.....	10-9
Consolidating Multiple Companies with Single Set of Books.....	10-10
Creating Consolidated Reports Using the Financial Statement Generator (FSG) .....	10-11
Consolidating Multiple Companies with Multiple Sets of Books.....	10-12
Consolidating Data in Multiple Instances.....	10-14
Using Summary Accounts in Consolidations .....	10-15
Do You Need GCS?.....	10-16
Agenda.....	10-17
Steps to Setup GCS Consolidations.....	10-18
State Controller.....	10-19
State Controller Buttons.....	10-20
State Controller Button Colors .....	10-21
Defining a Consolidation Mapping.....	10-22
Steps to Define a Consolidation Mapping .....	10-24
Segment Rule Actions .....	10-27
Steps to Define a Consolidation Mapping .....	10-28
Mapping Rules.....	10-30
Segment Rollup Rules .....	10-32
Segment Rollup Rule Examples .....	10-33
Defining a Consolidation Mapping Set.....	10-34
Consolidation Hierarchy Viewer .....	10-35
Demonstration.....	10-36
Practice 1 .....	10-38
Practice 2 Solution.....	10-39
Agenda.....	10-40
Creating Eliminating Entries .....	10-41
Formula-Based Eliminations .....	10-42
Automatic Intercompany Eliminations Program .....	10-43
Defining an Elimination Set .....	10-45
Elimination Set Components .....	10-46
Source and Target Account Example .....	10-47
Source and Target Account Examples.....	10-48
Balancing Options for Eliminations.....	10-49
Allow Out of Balance Journal .....	10-50
Balance with Net Difference.....	10-51
Using Threshold Rules .....	10-52
Demonstration.....	10-53
Practice 2 .....	10-54
Practice 2 Solution.....	10-55
Summary.....	10-57
<b>Overview of the Budgeting Process.....</b>	<b>11-1</b>
Overview of the Budgeting Process.....	11-2
Objectives .....	11-3
Agenda.....	11-4

What is a Budget? .....	11-5
What is an Oracle Budget? .....	11-7
Anatomy of an Oracle Budget .....	11-9
Demonstration.....	11-10
The Budget Accounting Cycle.....	11-11
Review Question.....	11-12
Answer to Review Question .....	11-13
Agenda.....	11-14
Defining Budgets.....	11-15
Budget Methods.....	11-16
Budget Organizations .....	11-17
Anatomy of an Oracle Budget .....	11-19
Review Question.....	11-20
Agenda.....	11-22
Entering Budget Amounts .....	11-23
MassBudgeting .....	11-26
Demonstration.....	11-27
Agenda.....	11-28
Finalizing Budgets.....	11-29
Freezing a Budget.....	11-30
Budget Reports and Inquiries .....	11-31
Review Question.....	11-32
Answer to Review Question .....	11-33
Agenda.....	11-34
Additional Oracle Budgeting Tools .....	11-35
Demonstration.....	11-36
Summary.....	11-37
<b>R11i Creating and Maintaining Budget Balances Part I.....</b>	<b>12-1</b>
Creating and Maintaining Budget Balances I .....	12-2
Objectives .....	12-3
Agenda.....	12-4
Overview of Budget Entry Methods .....	12-6
Types of Budget Entry Methods .....	12-7
Agenda.....	12-8
Entering Budget Amounts .....	12-9
Using Budget Rules To Enter Budget Amounts .....	12-11
Budget Rule Types .....	12-12
Budget Rules and Your Calendar .....	12-13
Setting the Budget Rule Rounding Options.....	12-14
Practice 1 - Overview .....	12-15
Practice 1 Instructions.....	12-16
Practice 1 Instructions with Solution .....	12-17
Practice 2 .....	12-19
Practice 2 Solutions .....	12-20
Agenda.....	12-21
Budget Journals Process .....	12-22
Entering Budget Journals.....	12-23
Journal Entry Modes.....	12-24
Entering Budget Journals.....	12-25
Practice 3 - Overview .....	12-26
Practice 3 Instructions.....	12-27
Practice 3 Instructions with Solution .....	12-28
Agenda.....	12-29
About Budget Formulas.....	12-30
Defining Budget Formulas.....	12-31
Budget Formulas Process.....	12-32

Defining a Budget Formula Batch .....	12-33
Defining Budget Formulas.....	12-34
Mathematical Operators.....	12-35
Arguments .....	12-36
Calculating Budget Amounts.....	12-37
Using Budget Formulas .....	12-39
Practice 4 - Overview .....	12-40
Practice 4 Instructions.....	12-41
Practice 4 Instructions with Solution .....	12-42
Agenda.....	12-44
Transferring Budget Amounts .....	12-45
About Budget Amount Transfers.....	12-46
Transferring Budget Amounts .....	12-47
Practice 5 - Overview .....	12-48
Practice 5 Instructions.....	12-49
Practice 5 Instructions with Solution .....	12-50
Summary.....	12-52
<b>R11i Creating and Maintaining Budget Balances Part II .....</b>	<b>13-1</b>
Creating and Maintaining Budget Balances II.....	13-2
Objectives .....	13-3
Agenda.....	13-4
Overview of Budget Entry Methods.....	13-6
Types of Budget Entry Methods .....	13-7
Agenda.....	13-8
Overview of MassBudgeting .....	13-9
Defining MassBudgets.....	13-10
Defining MassBudget Journals.....	13-11
MassBudgeting or Formulas? .....	13-12
Defining a MassBudget Batch .....	13-13
Reviewing the MassBudget Status.....	13-14
Generating MassBudget Journals .....	13-15
Example - Demonstration .....	13-16
Agenda.....	13-17
Overview of the Applications Desktop Integrator .....	13-18
Audit Trail Implications.....	13-19
Overview of Budget Wizard .....	13-20
Budget Wizard Possibilities.....	13-21
Budget Wizard Key Benefits .....	13-22
Creating a Budget Worksheet.....	13-23
Changing How the Worksheet is Displayed .....	13-24
Changing the Display of Account Segments .....	13-25
Updating Balances Using ADI .....	13-26
Updating Balances Using Budget Rules .....	13-27
Creating Graphs .....	13-28
Uploading Budget Balances Using ADI .....	13-29
Verifying Budget Upload in ADI .....	13-31
Overview of Journal Wizard.....	13-32
Journal Wizard Possibilities.....	13-33
Creating a Journal Worksheet.....	13-34
Creating Journal Entries Using ADI.....	13-35
Uploading Journal Entries Using ADI.....	13-36
Example - Demonstration .....	13-38
Agenda.....	13-41
Overview of Budget Upload.....	13-42
Uploading Budgets from External Sources.....	13-43
Spreadsheet Design.....	13-44

Software Compatibility.....	13-46
Uploading Budgets .....	13-47
Reviewing Budget Upload Results .....	13-48
Correcting Budget Upload Errors .....	13-49
Agenda.....	13-50
Freezing Budgets .....	13-51
Example - Demonstration .....	13-53
Summary.....	13-54
<b>R11i Review Budgets .....</b>	<b>14-1</b>
Review Budgets.....	14-2
Objectives .....	14-3
Agenda.....	14-4
Overview .....	14-6
Agenda.....	14-7
Overview .....	14-8
Performing an Account Inquiry .....	14-9
Reviewing Variances Between Account Balance Types .....	14-10
Accessing Additional Information from the Account Inquiry Window.....	14-11
Performing a Budget Inquiry .....	14-12
Reviewing Budget Balances in a Master Budget Inquiry .....	14-13
Reviewing Budget Balances in a Detail Budget Inquiry .....	14-14
Accessing Additional Information from the Budget Inquiry Window.....	14-15
Example - Demonstration .....	14-16
Agenda.....	14-17
Overview .....	14-18
Other Standard Reports.....	14-19
Using the Financial Statement Generator .....	14-20
Example - Demonstration .....	14-21
Agenda.....	14-22
Updating Budgets .....	14-23
Budget Journal Entries?.....	14-24
No Budget Journal Entries? .....	14-25
Example - Demonstration .....	14-26
Agenda.....	14-27
Freezing Budgets .....	14-28
Agenda.....	14-29
Overview .....	14-30
Summary.....	14-31
<b>Implementing Budgets.....</b>	<b>15-1</b>
Implementing Budgets.....	15-2
Objectives .....	15-3
Agenda.....	15-4
Calculating and Translating Budget Amounts.....	15-5
Anatomy of an Oracle Budget .....	15-6
Steps to Implement Budgets .....	15-7
Budget Structures.....	15-8
Top-Down Budgeting .....	15-9
Bottom-up Budgeting .....	15-10
Middle-out Budgeting.....	15-11
Agenda.....	15-12
Using Summary Accounts in Master and Detail Budgets.....	15-13
Summary Accounts.....	15-14
Maintaining Master-Detail Budget Relationships with Summary Accounts .....	15-15
Maintaining Master/Detail Relationships with Reporting Hierarchies .....	15-16
Creating a Budget .....	15-17
Steps to Create a Budget.....	15-18

Multiple Versions of a Budget.....	15-19
Steps to Create Master/Detail Budgets .....	15-20
Defining a Master Budget.....	15-21
Defining Detail Budgets .....	15-22
Standard Reports for Master and Detail Budgets.....	15-23
Demonstration.....	15-24
Practice 1 .....	15-25
Practice 1 Solution.....	15-26
Agenda.....	15-27
Defining Budget Organizations .....	15-28
Budget Organizations .....	15-29
Advantages of Budget Organizations .....	15-30
Steps to Define a Budget Organization.....	15-31
Defining Budget Accounts.....	15-34
Steps to Assign Account Ranges to Budget Organizations .....	15-35
Changing Account Ranges for Budget Organizations .....	15-38
Removing Account Ranges from a Budget Organization.....	15-39
AutoCopying Budget Organizations.....	15-40
Steps to AutoCopy Budget Organizations .....	15-41
Demonstration.....	15-42
Practice 2 Overview.....	15-43
Practice 2 Solution.....	15-44
Agenda.....	15-46
Budgetary Control .....	15-47
Encumbrances.....	15-49
Funds Checking .....	15-50
Budgetary Control in Oracle Payables.....	15-51
Budgetary Control in Oracle Purchasing .....	15-52
Defining an Account for Budgetary Control.....	15-53
Budgetary Control Options.....	15-54
Budgetary Control Options.....	15-55
Budgetary Control Options for Accounts .....	15-56
Budgetary Control Options for Journal Sources and Categories .....	15-57
Detail Level Budgetary Control.....	15-58
Summary Level Budgetary Control.....	15-59
Multiple Currency Transactions .....	15-60
Steps to Enable Budgetary Control.....	15-61
Budgetary Control and Encumbrance Reports.....	15-62
Budgetary Control and Encumbrance Inquiries.....	15-63
Practice 3 Overview.....	15-64
Practice 3 Solution.....	15-65
Summary.....	15-66
<b>R11i Integrating Oracle General Ledger with Oracle Financial Analyzer .....</b>	<b>16-1</b>
R11i Integrating Oracle General Ledger with Oracle Financial Analyzer.....	16-2
Objectives .....	16-3
Overview .....	16-4
Integration with Oracle General Ledger .....	16-6
Functions Enabled by Integration .....	16-7
Integration Process Flow .....	16-8
Data Models: Relational and Multidimensional .....	16-9
Data Dimension Concepts .....	16-10
Using the Two Data Models .....	16-11
Data Mapping .....	16-12
Review Question.....	16-13
Answer to Review Question .....	16-14
Setting Up Your Metadata .....	16-15

Defining Filters.....	16-16
Defining Summary Account Templates.....	16-17
Defining Dimensions.....	16-18
Defining Hierarchies.....	16-20
Defining a Hierarchy.....	16-22
Review Question.....	16-23
Answer to Review Question.....	16-24
Detail and Summary Financial Data Items.....	16-25
Financial Data Item - Transfer Options.....	16-26
Defining Financial Data Items.....	16-27
Assigning Filters and Templates.....	16-31
Defining Financial Data Sets.....	16-32
Review Question.....	16-34
Answer to Review Question.....	16-35
Demonstration.....	16-36
Two Step Process.....	16-37
Running Extraction Programs.....	16-38
Reviewing Status of Extraction Program.....	16-39
Extraction Programs.....	16-40
Hierarchy and Segment Values Extraction Programs.....	16-42
Calendar Extraction Program.....	16-43
Balances Extraction Program.....	16-44
Extract Incremental Balances Program.....	16-45
Currency and Period Rates Extraction Programs.....	16-46
Load Extracts Program.....	16-47
Review Question.....	16-48
Answer to Review Question.....	16-49
Review Question.....	16-50
Answer to Review Question.....	16-51
Using OFA to Load GL Data.....	16-52
Loading GL Data Extracts into OFA.....	16-54
Using Write Budgets Back to GL Feature.....	16-55
Writing Budgets from OFA to GL.....	16-56
Drill to GL Data.....	16-57
Review Question.....	16-59
Answer to Review Question.....	16-60
Summary.....	16-61
<b>R11i Overview of the Financial Reporting Process.....</b>	<b>17-1</b>
R11i Overview of Financial Reporting Process.....	17-2
Course Objective.....	17-3
Financial Reporting Process.....	17-4
Reporting and Analysis Capabilities.....	17-5
Standard Reports and Listings.....	17-6
Standard Reports and Listings (continued).....	17-7
Demonstration.....	17-9
Grouping Requests Into a Set.....	17-10
Review Question.....	17-11
Answer to Review Question.....	17-12
Financial Statement Generator.....	17-13
Customized Financial Reports.....	17-14
Review Question.....	17-15
Answer to Review Question.....	17-16
Application Desktop Integrator.....	17-17
Define Report.....	17-18
Request Center.....	17-19
Review Question.....	17-20

Answer to Review Question .....	17-21
Analyze Report .....	17-22
Demonstration.....	17-23
<b>R11i Utilizing Standard Financial Reports .....</b>	<b>18-1</b>
R11i Utilizing Standard Financial Reports .....	18-2
Course Objectives.....	18-3
Agenda.....	18-4
Overview .....	18-5
About Standard Reports.....	18-6
Submit Request Flow.....	18-7
Request Element Considerations .....	18-8
Request Element Considerations (continued).....	18-9
Grouping Requests Into a Set .....	18-10
Review Question.....	18-11
Answer to Review Question .....	18-12
How to Run Standard Reports, Listings and Request Sets .....	18-13
Demonstration.....	18-14
Agenda.....	18-15
Monitoring Standard Report Requests.....	18-16
Monitoring Phases .....	18-17
Cancelling and Placing Requests on Hold .....	18-18
How to Find Requests to Monitor.....	18-19
Demonstration.....	18-20
Review Question.....	18-21
Answer to Review Question .....	18-22
Color of Status Field.....	18-23
Demonstration.....	18-24
Agenda.....	18-25
Major Account Balance Standard Report Categories .....	18-26
General Ledger Reports .....	18-27
Account Analysis Reports .....	18-28
Trial Balance Reports .....	18-29
How to Review Account Balances in Reports .....	18-30
Demonstration.....	18-31
Review Question.....	18-32
Answer to Review Question .....	18-33
Summary.....	18-34
Practice 1 Overview.....	18-35
Practice 1 Solution.....	18-37
<b>R11i Run Interim Financial Reports - FSG Required Elements .....</b>	<b>19-1</b>
R11i Run Interim Financial Reports - FSG Required Elements .....	19-2
Course Objectives.....	19-3
Agenda.....	19-4
Overview .....	19-5
Required Components .....	19-6
Customized Financial Reports.....	19-7
Preparing Your Financial Reports .....	19-8
Lesson 1: Defining Row Sets.....	19-9
Defining Row Sets.....	19-10
Using Row Sets.....	19-11
Using Row Sets (continued) .....	19-12
Review Question.....	19-13
Answer to Review Question .....	19-14
Defining Calculations in Row Sets.....	19-15
Terminology .....	19-16
Review Question.....	19-17

Answer to Review Question .....	19-18
How to Define Row Sets .....	19-19
Demonstration.....	19-20
Practice 1 Overview.....	19-21
Practice 1 Solution.....	19-23
Reviewing Your Row Set Definitions .....	19-25
Reviewing Your Row Sets.....	19-26
Lesson 2: Defining Column Sets .....	19-27
Defining Column Sets.....	19-28
Using Column Sets .....	19-29
More About Column Sets .....	19-30
Review Question.....	19-31
Answer to Review Question .....	19-32
Applying Column Set Relative Headings .....	19-33
Applying Relative Headings for &POI and &DOI.....	19-34
Applying &BUDGET Relative Headings.....	19-35
Applying &ENCUMBRANCE Relative Headings .....	19-36
Applying &CURRENCY Relative Headings .....	19-37
Review Question.....	19-38
Answer to Review Question .....	19-39
Determining Your Financial Reporting Needs .....	19-40
Row Set and Column Set Overrides .....	19-41
Row Set and Column Set Override Summary .....	19-42
Review Question.....	19-45
Answer for Review Question.....	19-46
How to Define Column Sets .....	19-47
Demonstration.....	19-48
Practice 2 Overview.....	19-49
Practice 2 Solution.....	19-51
Reviewing Your Column Set Definitions .....	19-53
Lesson 3: Defining and Requesting FSG Reports .....	19-54
Defining and Requesting Financial Reports .....	19-55
Combining a Row Set and a Column Set to Define a Financial Report .....	19-56
Generic Report Definitions.....	19-57
Generic Report Definitions (continued).....	19-58
FSG Performance Improvement .....	19-59
How to Define Financial Reports .....	19-60
Demonstration.....	19-61
How to Run Financial Reports.....	19-62
Demonstration.....	19-63
How to Define Ad Hoc Reports.....	19-64
Demonstration.....	19-65
Practice 3 Overview.....	19-66
Practice 3 Solution.....	19-67
Summary.....	19-68
<b>R11i Run Interim Financial Reports and Information - FSG Optional Elements.....</b>	<b>20-1</b>
R11i Run Interim Financial Reports and Information - FSG Optional Elements .....	20-2
Objectives .....	20-3
Overview .....	20-4
Defining Content Sets.....	20-5
About Content Sets .....	20-6
Selecting Display Options .....	20-7
Selecting Display Options (continued) .....	20-8
Review Question.....	20-10
Answer to Review Question .....	20-11
How to Define Content Sets .....	20-12

Demonstration.....	20-13
Practice 1 Overview.....	20-14
Review Your Content Set Definitions .....	20-18
Defining Row Orders.....	20-19
About Row Orders.....	20-20
Ranking Methods.....	20-21
Order by Ranking, Display Description.....	20-22
Order by Ranking, Display Both .....	20-23
Order by Description, Display Description.....	20-24
Order by Description, Display Value.....	20-25
Order by Value, Display Description.....	20-26
Order by Value, Display Value.....	20-27
How to Define Row Orders .....	20-28
Review Question.....	20-29
Answer to Review Question .....	20-30
Demonstration.....	20-31
Practice 2 Overview.....	20-32
Practice 2 Solution.....	20-33
Reviewing Your Row Order Definitions .....	20-35
Defining Display Sets.....	20-36
Review Question.....	20-38
Answer to Review Question .....	20-39
How to Define Display Groups.....	20-40
Demonstration.....	20-41
How to Define Display Sets.....	20-42
Demonstration.....	20-43
Practice 3 Overview.....	20-44
Practice 3 Solution.....	20-45
Copy Report Objects.....	20-47
Copy Report Objects (continued) .....	20-48
How to Use AutoCopy.....	20-49
Demonstration.....	20-50
Handling Rounding Problems.....	20-51
Specifying Control Values.....	20-52
Review Question.....	20-53
Answer Review Question .....	20-54
Using Control Values .....	20-55
Demonstration.....	20-56
FSG Tips and Techniques.....	20-57
FSG Tips and Techniques (continued) .....	20-58
Defining a Logical Chart of Accounts .....	20-59
Defining Generic Row Sets .....	20-60
Using Existing Column Sets .....	20-61
Using the Expand and Both Options.....	20-62
Using Display Sets.....	20-63
Summary.....	20-64
<b>R11i Run Financial Reports with Oracle Applications Desktop Integrator.....</b>	<b>21-1</b>
R11i Run Financial Reports with ADI.....	21-2
Online Help.....	21-3
Using Online Help .....	21-4
Objectives .....	21-5
Agenda.....	21-6
Signing On to ADI.....	21-7
ADI Toolbar Icons.....	21-8
The Ledger Poplist.....	21-10
The Application Poplist .....	21-13

The ADI Options Poplist .....	21-14
ADI Key Equivalents.....	21-16
Customizing Your Toolbar .....	21-17
Moving Icons .....	21-18
Practice 1 Overview.....	21-19
Practice 1 Solution.....	21-21
Overview .....	21-24
Define Report Features.....	21-26
Integrating with Oracle GL.....	21-28
Creating Reports .....	21-29
Define Report Toolbar Icons .....	21-30
Report Indicator.....	21-32
Creating a Report Using Existing Report Objects .....	21-33
Using Existing Report Objects to Create a Report .....	21-34
Open an Existing Report.....	21-35
Practice 2 Overview.....	21-36
Practice 2 Solution.....	21-38
Updating Report Objects .....	21-40
Using Microsoft Excel Menu Options .....	21-41
How to Use Row and Column Properties .....	21-43
Using the Report Objects Window .....	21-44
How to Use the Report Navigator.....	21-46
Practice 3 Overview.....	21-47
Practice 3 Solution.....	21-50
Creating a New Report .....	21-52
How to Create a New Report.....	21-53
Practice 4 Overview.....	21-55
Practice 4 Solution.....	21-56
Practice 4 Solution (Overview).....	21-57
Saving and Submitting Reports .....	21-58
How to Submit Reports .....	21-59
Practice 5 Overview.....	21-60
Practice 5 Solution.....	21-66
Using Content Set Generator .....	21-77
How to Create a Content Set.....	21-78
Content Set Secondary Options .....	21-81
Practice 6 Overview.....	21-82
Practice 6 Solution.....	21-86
Setting Up Define Report .....	21-89
Using Profile Options .....	21-90
Summary.....	21-91
<b>R11i Submitting, Analyzing, and Publishing Reports .....</b>	<b>22-1</b>
R11i Submitting, Analyzing, and Publishing Reports .....	22-2
Objectives .....	22-3
Agenda.....	22-4
Overview .....	22-5
Agenda.....	22-6
Toolbar Icons.....	22-7
Toolbar Icons (continued).....	22-8
Request Center Tabs.....	22-12
Request Center Tabs (continued).....	22-13
Selecting a Report Type.....	22-14
Selecting a Report Type (continued) .....	22-15
Selecting Publishing Options.....	22-16
Selecting Options.....	22-17
How to Submit a Financial Report .....	22-18

Publishing a to a Spreadsheet .....	22-20
Publishing a Financial Report.....	22-21
Viewing a Financial Report Published to a Spreadsheet .....	22-22
Demonstration.....	22-23
Practice 1 Overview.....	22-24
Practice 1 Instructions with Solutions.....	22-25
Overview of Web Publishing.....	22-27
Publishing a Report to the Web .....	22-28
Publishing a Report to the Web (continued).....	22-29
Demonstration.....	22-30
Practice 2 Overview.....	22-31
Practice 2 Instructions with Solution .....	22-32
Publishing a Report to Text .....	22-34
Demonstration.....	22-35
Practice 3 Overview.....	22-36
Practice 3 Instructions with Solution .....	22-37
How to Submit a Standard Report .....	22-39
Demonstration.....	22-40
Practice 4 Overview.....	22-41
Practice 4 Instructions with Solution .....	22-42
Using Themes .....	22-44
Applying a Report Theme.....	22-45
How to Create a Theme .....	22-46
How to Customize a Theme.....	22-47
Demonstration.....	22-48
Practice 5 Overview.....	22-49
Practice 5 Instructions with Solution .....	22-50
Using Cell Level Formatting .....	22-53
Using Cell Level Formatting (continued).....	22-54
How to Use Cell Level Formatting.....	22-57
How to Use Cell Level Formatting (continued).....	22-58
Republish Report Output Manually .....	22-59
How to Republish Report Output Manually .....	22-60
Demonstration.....	22-61
Practice 6 Overview.....	22-62
Practice 6 Instructions with Solution .....	22-63
How to View Other Output Reports or Log Files .....	22-69
How to Monitor a Request.....	22-70
Demonstration.....	22-71
Practice 7 Overview.....	22-72
Practice 7 Instructions with Solution .....	22-73
Setting Request Center Options .....	22-75
Setting Request Center Options (continued).....	22-76
Specifying a Sound File for Request Completion.....	22-77
How to Specify a Sound File for Request Completion.....	22-78
Agenda.....	22-79
Analyze Report Features.....	22-80
Analyze Report Features (continued) .....	22-81
How to Start Analyze Report.....	22-82
How to Start Analyze Report (continued) .....	22-83
Using the Context Window.....	22-84
Using the Context Window (continued) .....	22-85
About the Analyze Report Toolbar.....	22-86
How to use the Analyze Report Toolbar.....	22-87
How to use the Analyze Report Toolbar (continued) .....	22-88
Possible Drilldown Flows.....	22-89
Demonstration.....	22-90

Practice 8 Overview.....	22-91
Practice 8 Instructions with Solution.....	22-92
Using Dimensions and Display Options.....	22-94
How to Change Your View.....	22-95
Demonstration.....	22-96
Practice 9 Overview.....	22-97
Practice 9 Instructions with Solution.....	22-98
How to Export to Microsoft Excel.....	22-100
Viewing Your Exported Data.....	22-101
Practice 10 Overview.....	22-102
Practice 10 Instructions with Solution.....	22-103
Setting Analyze Report Options.....	22-104
Setting Analyze Report Options (continued).....	22-105
Setting Profile Options.....	22-108
Summary.....	22-109
<b>R11i Implementing ADI.....</b>	<b>23-1</b>
R11i Implementing Applications Desktop Integrator (ADI).....	23-2
Objectives.....	23-3
Agenda.....	23-4
ADI Family.....	23-6
Oracle Applications and ADI.....	23-7
Supported Microsoft Excel Versions.....	23-8
ADI History.....	23-9
Review Question.....	23-11
Answer to Review Question.....	23-12
Agenda.....	23-13
General Ledger Functionality.....	23-14
Assets Functionality.....	23-15
Agenda.....	23-16
How to Sign On to ADI.....	23-17
ADI Toolbar Icon Descriptions.....	23-18
Ledger Options.....	23-20
Asset Options.....	23-23
Applications Options.....	23-25
Review Question.....	23-26
Answer to Review Question.....	23-27
Using the ADI Options Poplist.....	23-28
ADI Key Equivalents.....	23-29
Customizing Your Toolbar.....	23-31
Demonstration.....	23-32
Agenda.....	23-33
Using Diagnostic Wizard.....	23-34
Running a System Check.....	23-35
Setting up a Database in ADI.....	23-37
Demonstration.....	23-39
Setting ADI Options.....	23-40
Setting General Options: The Worksheet Colors Tab.....	23-41
Setting General Options: The Theme Defaults Tab.....	23-42
Review Question.....	23-45
Answer to Review Question.....	23-46
Setting General Options: The Settings Tab.....	23-47
Setting General Options: The Installation Tab.....	23-50
Setting Ledger Options: The Budget Tab.....	23-51
Setting Ledger Options: The Journal Tab.....	23-53
Setting Ledger Options: The Report Definition Tab.....	23-54
Setting Ledger Options: The Report Analysis Tab.....	23-56

Setting Request Center Options .....	23-59
Setting ADI Language Options.....	23-61
Viewing ADI Information .....	23-62
Demonstration.....	23-63
Using Security .....	23-64
Enabling Security Within ADI .....	23-65
Review Question.....	23-67
Answer to Review Question .....	23-68
Specifying a Security Model.....	23-69
Defining Function Security.....	23-71
Enabling ADI Security Profile Options .....	23-72
General Ledger Profile Options .....	23-73
Review Question.....	23-83
Answer to Review Question .....	23-84
Assets Profile Options .....	23-85
Security by Book .....	23-87
Application Validation Within ADI.....	23-88
Practice 1 Overview.....	23-89
Practice 1 Instructions with Solution .....	23-90
Practice 2 Overview.....	23-91
Practice 2 Instructions with Solution .....	23-92
Summary.....	23-95
<b>Accounting for Foreign and Multiple Currencies.....</b>	<b>24-1</b>
Accounting for Foreign and Multiple Currencies .....	24-2
Objectives .....	24-3
Agenda.....	24-4
Concepts You Should Know.....	24-5
Working with Multiple Currencies .....	24-6
Foreign Currency Concepts .....	24-7
Conversion.....	24-8
Example .....	24-9
Revaluation Process .....	24-10
Revaluation Example.....	24-11
Translation .....	24-13
Translation Example.....	24-14
Integrating with Subledgers .....	24-15
Agenda .....	24-16
Objectives .....	24-17
Prerequisites for Entering Foreign Currency Transactions .....	24-18
Defining and Enabling Currencies.....	24-19
Steps to Define Non-ISO Currencies .....	24-20
The Euro in Year 2000 .....	24-22
European Economic and Monetary Union.....	24-23
Steps to Define a New EMU Currency.....	24-24
Steps to Create an EMU Relationship for an Existing Currency .....	24-25
Steps to Enable Currencies .....	24-26
Defining a Set of Books.....	24-27
Predefined Daily Conversion Rate Types.....	24-28
Steps to Define a New Conversion Rate Type.....	24-29
Entering Daily Rates.....	24-30
Loading Daily Rates Automatically.....	24-31
Entering Daily Rates and MRC .....	24-32
Steps to Enter Daily Rates .....	24-33
Daily Rates Profile Options .....	24-34
Entering Period Rates .....	24-35
Steps to Enter Period Rates.....	24-36

Using Period Rates with EMU Currencies .....	24-37
Period Average Rates for EMU Currencies.....	24-38
Period-End Rates for EMU Currencies.....	24-39
Currency Derivations.....	24-40
Entering EMU Currency Period Rates.....	24-41
Running the Maintain Euro Period Rates Program.....	24-42
Summary.....	24-44
Practice 1 Overview.....	24-45
Practice 1 Solution.....	24-47
Agenda.....	24-49
Objectives.....	24-50
Entering Foreign Currency Journals.....	24-51
Methods for Entering Foreign Currency Journals.....	24-52
Entering Journals Using MRC.....	24-53
Steps to Create a New Batch with Multiple Journal Entries.....	24-54
Steps to Enter a Foreign Currency Journal.....	24-55
Steps to Change the Currency of Unposted Journal Entry.....	24-56
Posting Foreign Currency Journals.....	24-57
Steps to Post a Journal Entry Batch.....	24-58
Steps to Review Balance Information.....	24-59
Rounding Differences.....	24-60
Reporting on Foreign Currencies.....	24-61
Summary.....	24-62
Practice 2 Overview.....	24-63
Practice 2 Solution.....	24-65
Agenda.....	24-67
Objectives.....	24-68
Overview of Revaluing Balances.....	24-69
Revaluing Balances.....	24-70
Running Revaluation.....	24-71
Revaluation Prerequisites.....	24-72
Revaluation Options.....	24-73
Steps to Revalue Account Balances.....	24-74
Revaluation Currency Options.....	24-77
Currency Derivations and Revaluation.....	24-78
Currency Derivation of Functional Currency.....	24-79
Continuing the Revaluation Cycle.....	24-81
Generated Revaluation Journal Entries.....	24-82
Posting Unrealized Gains and Losses.....	24-83
Reversing Revaluation Journals.....	24-84
Posting Realized Gains and Losses.....	24-85
Summary.....	24-86
Practice 3 Overview.....	24-87
Practice 3 Solution.....	24-89
Agenda.....	24-91
Objectives.....	24-92
Overview of Translating Foreign Currency Balances.....	24-93
Translating Balances.....	24-94
Choosing Standard Translation or Multiple Reporting Currencies.....	24-95
Cumulative Translation Adjustment Account.....	24-96
Terms You Should Know.....	24-97
Defining Historical Rates.....	24-98
Historical and Nonhistorical Accounts.....	24-99
Translation Rules.....	24-100
Translating Balances.....	24-101
How to Choose the Translation Rule for Owners' Equity Accounts.....	24-102
Translating Historical Amounts.....	24-103

Steps to Enter Historical Rates .....	24-104
Steps to Translate Account Balances to a Foreign Currency .....	24-106
Reviewing Translated Balances .....	24-108
Summary .....	24-109
Practice 4 Overview .....	24-110
Practice 4 Solution .....	24-111
Working with Multiple Currencies Review .....	24-113
Summary .....	24-114
<b>R11i Using Multiple Reporting Currencies (MRC).....</b>	<b>25-1</b>
R11i Using Multiple Reporting Currencies (MRC).....	25-2
Module Objectives.....	25-3
Agenda.....	25-4
Overview .....	25-6
What is MRC? .....	25-8
Business Solutions.....	25-9
Overview .....	25-10
Reporting Balances and Transactions in Multiple Functional Currencies .....	25-11
Overview .....	25-12
Products Supporting MRC.....	25-13
Overview .....	25-14
When Do You Use MRC? .....	25-15
Agenda.....	25-16
Multiple Sets of Books Primary and Reporting.....	25-17
Example.....	25-18
Multiple Sets of Books .....	25-19
Agenda.....	25-20
Converting at a Transaction Level.....	25-21
Agenda.....	25-22
Inquiring and Reporting Transactions and Balances .....	25-23
Agenda.....	25-26
Working with the Euro .....	25-27
Working with the Euro: Considerations .....	25-28
Agenda.....	25-29
Determining Your Installation Type.....	25-30
Agenda.....	25-31
Planning Your MRC Implementation.....	25-32
Agenda.....	25-33
Determining MRC Starting Dates.....	25-34
First MRC Date / First MRC Period .....	25-35
First MRC Date/Period Guidelines.....	25-36
From Date .....	25-37
Agenda.....	25-38
Completing GL Setup Steps .....	25-39
Agenda.....	25-41
Performing Standard GL Activities .....	25-42
Summary.....	25-44



# Preface

---

## **Profile**

### **Prerequisites**

- R11i Navigating Oracle Applications

### **How This Course Is Organized**

This course is an instructor-led course featuring lecture and hands-on exercises. Online demonstrations and written practice sessions reinforce the concepts and skills introduced.

## **Related Publications**

### **Oracle Publications**

#### Additional Publications

- System release bulletins
- Installation and user's guides
- read.me files
- Oracle Magazine

# Typographic Conventions

## Typographic Conventions in Text

Convention	Element	Example
Bold italic	Glossary term (if there is a glossary)	The <i><b>algorithm</b></i> inserts the new key.
Caps and lowercase	Buttons, check boxes, triggers, windows	Click the Executable button. Select the Can't Delete Card check box. Assign a When-Validate-Item trigger to the ORD block. Open the Master Schedule window.
Courier new, case sensitive (default is lowercase)	Code output, directory names, filenames, passwords, pathnames, URLs, user input, usernames	Code output: <code>debug.set ('I", 300);</code> Directory: <code>bin (DOS), \$FMHOME (UNIX)</code> Filename: Locate the <code>init.ora</code> file. Password: User <code>tiger</code> as your password. Pathname: Open <code>c:\my_docs\projects</code> URL: Go to <code>http://www.oracle.com</code> User input: Enter <code>300</code> Username: Log on as <code>scott</code>
Initial cap	Graphics labels (unless the term is a proper noun)	Customer address ( <i>but</i> Oracle Payables)
Italic	Emphasized words and phrases, titles of books and courses, variables	Do <i>not</i> save changes to the database. For further information, see <i>Oracle7 Server SQL Language Reference Manual</i> . Enter <code>user_id@us.oracle.com</code> , where <i>user id</i> is the name of the user.
Quotation marks	Interface elements with long names that have only initial caps; lesson and chapter titles in cross-references	Select "Include a reusable module component" and click Finish.  This subject is covered in Unit II, Lesson 3, "Working with Objects."
Uppercase	SQL column names, commands, functions, schemas, table names	Use the SELECT command to view information stored in the LAST_NAME column of the EMP table.

Convention	Element	Example
Arrow	Menu paths	Select File→ Save.

Brackets	Key names	Press [Enter].
Commas	Key sequences	Press and release keys one at a time: [Alternate], [F], [D]
Plus signs	Key combinations	Press and hold these keys simultaneously: [Ctrl]+[Alt]+[Del]

## Typographic Conventions in Code

Convention	Element	Example
Caps and lowercase	Oracle Forms triggers	When-Validate-Item
Lowercase	Column names, table names	SELECT last_name FROM s_emp;
	Passwords	DROP USER scott IDENTIFIED BY tiger;
	PL/SQL objects	OG_ACTIVATE_LAYER (OG_GET_LAYER (`prod_pie_layer`))
Lowercase italic	Syntax variables	CREATE ROLE <i>role</i>
Uppercase	SQL commands and functions	SELECT userid FROM emp;

## Typographic Conventions in Navigation Paths

This course uses simplified navigation paths, such as the following example, to direct you through Oracle Applications.

(N) Invoice > Entry > Invoice Batches Summary (M) Query > Find (B) Approve

This simplified path translates to the following:

1. (N) From the Navigator window, select Invoice > Entry > Invoice Batches Summary.
2. (M) From the menu, select Query > Find.
3. (B) Click the Approve button.

### Notations :

(N) = Navigator

(M) = Menu

(T) = Tab

(I) = Icon

(H) = Hyperlink

(B) = Button

## Typographical Conventions in Help System Paths

This course uses a “navigation path” convention to represent actions you perform to find pertinent information in the Oracle Applications Help System.

The following help navigation path, for example—

(Help) General Ledger > Journals > Enter Journals

—represents the following sequence of actions:

1. In the navigation frame of the help system window, expand the General Ledger entry.
2. Under the General Ledger entry, expand Journals.
3. Under Journals, select Enter Journals.
4. Review the Enter Journals topic that appears in the document frame of the help system window.

## Getting Help

Oracle Applications provides you with a complete online help facility.

Whenever you need assistance, simply choose an item from the Help menu to pinpoint the type of information you want.

### To display help for a current window:

1. Choose Window Help from the Help menu, click the Help button on the toolbar, or hold down the Control key and type 'h'.

A web browser window appears, containing search and navigation frames on the left, and a frame that displays help documents on the right.

The document frame provides information on the window containing the cursor. The navigation frame displays the top-level topics for your responsibility, arranged in a tree control.

2. If the document frame contains a list of topics associated with the window, click on a topic of interest to display more detailed information.

3. You can navigate to other topics of interest in the help system, or choose Close from your web browser's File menu to close help.

### **Searching for Help**

You can perform a search to find the Oracle Applications help information you want. Simply enter your query in the text field located in the top-left frame of the browser window when viewing help, then click the adjacent Find button.

A list of titles, ranked by relevance and linked to the documents in question, is returned from your search in the right-hand document frame. Click on whichever title seems to best answer your needs to display the complete document in this frame. If the document doesn't fully answer your questions, use your browser's Back button to return to the list of titles and try another.

# **R11i Creating and Maintaining Budget Balances Part I**

## **Chapter 12**

# Creating and Maintaining Budget Balances I

---

## Creating and Maintaining Budget Balances I

Oracle General Ledger Release 11*i*

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Objectives

---

### Objectives

**After completing this lesson, you should be able to:**

- Enter budget amounts
- Enter budget journals
- Define budget formulas
- Transfer budget amounts

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Agenda

---

## Agenda

- Overview of budget entry methods
- Entering budget amounts
- Entering budget journals
- Defining budget formulas
- Transferring budget amounts

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Agenda

---

## Agenda

- **Overview of budget entry methods**
- Entering budget amounts
- Entering budget journals
- Defining budget formulas
- Transferring budget amounts

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Overview of Budget Entry Methods

---

### Overview of Budget Entry Methods

Oracle General Ledger provides many methods to enter budget data, depending on your specific organizational needs.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Budgeting Methods**

## Types of Budget Entry Methods

---

Budget Entry Method	Journal Entry Created?
Budget Amounts	No
Budget Journals	✓
Budget Formulas	No
MassBudget Journals	✓
Transferred Budget Amounts	✓
Budget Wizard	No
Journal Wizard	✓
Upload Budgets	No

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Defining Budgets**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Setting Up General Ledger > Defining Sets of Books > Defining Sets of Books**

When you define a budget, you choose whether to require budget journals for your budget. If you enabled the Require Budget Journals flag for your set of books, this option will already be selected and cannot be changed.

When you require budget journals, you can only use budget entry methods that create journals, namely budget journals, MassBudgets, budget transfers, consolidation of budget balances, and the Applications Desktop Integrator's Journal Wizard.

# Agenda

---

## Agenda

- Overview of budget entry methods
- **Entering budget amounts**
- Entering budget journals
- Defining budget formulas
- Transferring budget amounts

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Entering Budget Amounts

---

### Entering Budget Amounts

Enter budget amounts to replace any existing budget balances.

You can:

- Use **Single Row Mode** to enter budget amounts for each account in the budget organization one-by-one
- Use **Worksheet Mode** to enter budgets for several accounts at once
- Use **budget rules** to distribute budget amounts for all periods
- Enter **statistical budget amounts**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Entering Budget Amounts**

### Entering Budget Amounts

**When entering budget amounts, remember:**

- **Oracle General Ledger does not create journal entries when you enter budget amounts**
- **Assign the Entered budget entry type to the accounts for which you want to enter budget amounts**
- **You cannot enter budget amounts for a budget that is frozen**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Using Budget Rules To Enter Budget Amounts

---

### Using Budget Rules To Enter Budget Amounts

Budget rules are predefined methods for distributing and calculating amounts to all periods for an account. You can use budget rules to help you enter budgets quickly and easily.

Annual advertising budget



1,200,000

Budget rule: Divide evenly

Jan	Feb	Mar	Apr	May	Jun
100,000	100,000	100,000	100,000	100,000	100,000
Jul	Aug	Sep	Oct	Nov	Dec
100,000	100,000	100,000	100,000	100,000	100,000

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Budget Rule Types

---

### Budget Rule Types

- **Divide Evenly**
- **Repeat Per Period**
- **Prior Year Budget Monetary/Prior Year Budget Statistical**
- **Current Year Budget Monetary/Current Year Budget Statistical**
- **Prior Year Actual Monetary/Prior Year Actual Statistical**
- **Current Year Actual Monetary/Current Year Actual Statistical**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

- **Divide Evenly:** Evenly distribute the amount you enter across all accounting periods. You can set rounding options to handle any undistributed amount resulting from rounding calculations.
- **Repeat Per Period:** Repeat the amount you enter in each accounting period.
- **Prior Year Budget Monetary and Prior Year Budget Statistical:** Multiply the amount you enter by the prior year budget balance.
- **Current Year Budget Monetary and Current Year Budget Statistical:** Multiply the amount you enter by the current year budget balance.
- **Prior Year Actual Monetary and Prior Year Actual Statistical:** Multiply the amount you enter by the prior year actual balance.
- **Current Year Actual Monetary and Current Year Actual Statistical:** Multiply the amount you enter by the current year actual balance.

### Budget Rules and Your Calendar

- You can use the Divide Evenly, 4/4/5, 4/5/4, or 5/4/4 budget rules for spreading amounts throughout each quarter, only if your calendar uses 12 or 13 periods per year
- Oracle General Ledger divides the base amount among your budgeting periods and rounds the distribution amounts to the minimum accountable unit of the budget currency
- You can set rounding options to handle any undistributed amount resulting from rounding calculations

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Setting the Budget Rule Rounding Options

---

### Setting the Budget Rule Rounding Options

Set rounding options to handle differences resulting from amounts that cannot be divided evenly.

You can specify these rounding options:

- Ignore rounding errors
- Post the rounding differences to a specific budget period

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**The default rounding option is to ignore any rounding errors.**

## Practice 1 - Overview

---

### Practice 1 - Overview

This practice covers using budget rules to enter budget amounts.

**(N) Budgets > Enter > Amounts**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Practice 1 Instructions

---

### Practice 1 Instructions

A memo from the manager of the *OPERATIONS* budget organization asks you to enter budget data for the current fiscal year using the budget called *<Unique Identifier> CONSULTING*.

1. Determine which budget rule is best suited for each entry listed below.
2. Enter the budget amounts using the appropriate budget rules.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 1 Instructions

Enter these budget amounts using the appropriate budget rules:

Entry	Description	Account	Budget Amount
1	Headcount	01-120-9110-0000-000	40 persons/month
2	Misc. expense	01-420-7740-2103-000	\$100 per person/month
3	Airfare	01-420-7640-2103-000	\$96,000/year
4	Car Rental	01-420-7650-2103-000	6% of budgeted airfare

#### Caution

Be sure to save the entry for Entry 1. Entry 2 is dependent on your saving Entry 1 first.

Also save Entry 3 because Entry 4 is dependent on your saving Entry 3 first.

## Practice 1 Instructions with Solution

---

### Practice 1 Instructions with Solution

A memo from the manager of the *OPERATIONS* budget organization asks you to enter budget data for the current fiscal year using the budget called *<Unique Identifier> CONSULTING*.

1. Determine which budget rule is best suited for each entry listed below.
2. Enter the budget amounts using the appropriate budget rules.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE®

### Practice 1 Solutions

#### Solution Steps for Entry 1

1. Open the Enter Budget Amounts window.
2. In the Budget Organization field, query the OPERATIONS budget organization.
3. In the Budget field, select *<Unique Identifier> CONSULTING*.
4. With your cursor placed in the Accounting Periods From field, click on the List of Values icon to automatically populate the dates.
5. Enter STAT as the Currency.
6. Work in Worksheet Mode.
7. Hit the Tab key to open the Find Accounts window.
8. Enter 01-120-9110-0000-000 as the Low and High Account Range.
9. Select the Budget Rules button.
10. Enter the Repeat per Period rule and enter an Amount of 40 for the Headcount.
11. Select OK.
12. Select the Save icon to save your work; then select Post.

**Note:** It is important to save.

#### Solution Steps for Entry 2

1. Change the Currency field to USD and enter account 01-420-7740-2103-000.

---

Copyright © Oracle Corporation, 2000. All rights reserved.

2. Select the Budget Rules button.
3. In the Rules field, choose Current Year Budget Statistical, enter the Amount 100, and specify the Account 01-120-9110-0000-000. The statistical value of 40 employees will be multiplied with the \$100 value.
4. Select OK. The value 4000 should populate each month.
5. Select the Save icon to save this entry.

### **Solution Steps for Entry 3**

1. Enter or query account 01-420-7640-2103-000 and select the Budget Rules button.
2. Choose Divide Evenly and enter the Amount of \$96,000 in the Amount field.
3. Select OK.
4. Save this entry.

### **Solution Steps for Entry 4**

1. Enter or query account 01-420-7650-2103-000 and choose the Budget Rules button.
2. Select Current Year Budget Monetary as the Rule.
3. Enter .06 in the Amount field.
4. In the Account field, enter 01-420-7640-2103-000 (Airfare Expense).
5. Select OK. You should see the value 480 in each month.
6. Save your work.
7. Post your work.

## Practice 2

---

### Practice 2

In this practice, answer these questions by naming the appropriate budget rule for each scenario:

1. Budget a total of \$120,000 in salary expense, with equal amounts assigned to each of the periods in the calendar.
2. Budget \$9,658 per month for depreciation without entering the data for each month individually.
3. Employee benefits will be 30% of budgeted salary expense.
4. Sales revenue is unevenly distributed over the quarter, with a larger proportion at the end of each quarter.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Practice 2 Solutions

---

### Practice 2 Solutions

In this practice, answer these questions by naming the appropriate budget rule for each scenario:

1. Budget a total of \$120,000 in salary expense, with equal amounts assigned to each of the periods in the calendar. Divide Amount Evenly
2. Budget \$9,658 per month for depreciation without entering the data for each month individually. Repeat Amount Each Period
3. Employee benefits will be 30% of budgeted salary expense. Current Year Budget Monetary
4. Sales revenue is unevenly distributed over the quarter, with a larger proportion at the end of each quarter. 4/4/5

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE®

# Agenda

---

## Agenda

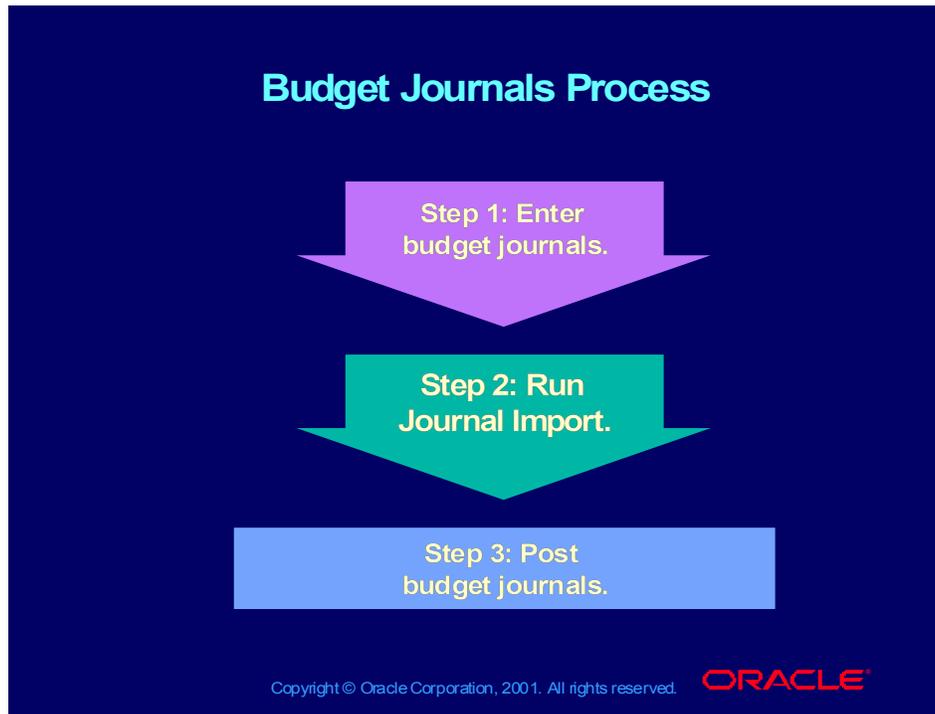
- Overview of budget entry methods
- Entering budget amounts
- **Entering budget journals**
- Defining budget formulas
- Transferring budget amounts

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE®

## Budget Journals Process

---



**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Entering Budget Journals**  
**Processing Budget Journals**

1. Enter accounts and amounts in budget journals.
2. Run Journal Import to create unposted journals based on the accounts and amounts you entered in step 1.
3. Post the journals created in step 2 to update budget balances.

## Entering Budget Journals

---

### Entering Budget Journals

- You can use budget rules to calculate budget journal amounts
- You can enter statistical budget journals for accounts that are assigned a currency of STAT
- You can review and change your budget journals before posting them
- When you post budget journals, the journal amounts update existing budget balances

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

If you have existing budget amounts and then later decide to modify them, you can type over the amounts and a new journal entry will be created for you.

**Note:** If you use budgetary control, you must use budget journals to enter amounts in your funding budget (i.e., the budget you use to enforce budgetary control).

## Journal Entry Modes

---

Journal Entry Modes	
Entry Mode	Types of Amounts to Enter
Journal Mode	Enter incremental amounts
Worksheet Mode	Enter ending amounts
Single Row Mode	Enter ending amounts

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**

You can use Worksheet Mode or Single Row Mode to enter budget journal amounts. When using Worksheet Mode or Single Row Mode, enter the total budget amount for each period. Oracle General Ledger creates the debit or credit entry to achieve the desired ending balance.

**Note:** When you use budget rules in Journal Mode, Oracle General Ledger calculates the appropriate debit or credit needed to achieve the balance that you enter for the account type.

## Entering Budget Journals

---

### Entering Budget Journals

**When entering budget journals, remember:**

- **Use budget journals to maintain an audit trail for your budget balances**
  - **Oracle General Ledger *does* create journal entries when you enter budget journals**
- **Assign the Entered budget entry type to the accounts for which you want to enter budget journals**
- **You cannot enter budget journals for a budget that is frozen**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

Use budget journals to maintain an audit trail for your budget balances. Other budget entry methods update budget balances directly.

## Practice 3 - Overview

---

### Practice 3 - Overview

This practice covers entering a budget journal.

**(N) Budgets > Enter > Journals**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Practice 3 Instructions

---

### Practice 3 Instructions

A memo from your controller asks you to adjust the Airfare Expense amount that you entered in Practice 1. Your controller wants a budget journal created for this adjustment called *<Unique Identifier> Airfare Budget*.

1. Adjust the amounts for January and March for the Airfare Expense account (01-420-7640-2103-000). Adjust January to \$4,000 and adjust March to \$12,000.
2. Create a budget journal for this adjustment called *<Unique Identifier> Airfare Budget* and run Journal Import.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 3 Instructions

A memo from your controller asks you to adjust the Airfare Expense amount that you entered in Practice 1. Adjust the amounts for January and March for the Airfare Expense account (01-420-7640-2103-000). Adjust January to \$4,000 and adjust March to \$12,000. Create a budget journal for this adjustment called *<Unique Identifier> Airfare Budget* and run Journal Import.

Use the same budget organization called OPERATIONS and the same budget called *<Unique Identifier> CONSULTING*.

## Practice 3 Instructions with Solution

---

### Practice 3 Instructions with Solution

A memo from your controller asks you to adjust the Airfare Expense amount that you entered in Practice 1. Your controller wants a budget journal created for this adjustment called *<Unique Identifier> Airfare Budget*.

1. Adjust the amounts for January and March for the Airfare Expense account (01-420-7640-2103-000). Adjust January to \$4,000 and adjust March to \$12,000.
2. Create a budget journal for this adjustment called *<Unique Identifier> Airfare Budget* and run Journal Import.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 3 Solutions

1. Open the Enter Budget Journals window.
2. Specify the Budget Organization OPERATIONS.
3. Specify the Budget *<Unique Identifier> CONSULTING*.
4. Place your cursor in the Accounting Periods From field and select the list of values icon to populate the dates.
5. When the Find Accounts window appears, enter 01-420-7640-2103-000 as the low and high range.
6. Choose the Worksheet Mode or Single Row Mode.
7. Move to the January period and enter an amount of 4,000.
8. Move to the March period and enter 12,000.
9. Select Create Journals.
10. Enter *<Unique Identifier> Airfare Budget* in the Journal Batch field.
11. Enter Budget for the category.
12. Select Run Journal Import.
13. Select Done.
14. Save your work.

---

Copyright © Oracle Corporation, 2000. All rights reserved.

# Agenda

---

## Agenda

- Overview of budget entry methods
- Entering budget amounts
- Entering budget journals
- **Defining budget formulas**
- Transferring budget amounts

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE®

## About Budget Formulas

---

### About Budget Formulas

- Use budget formulas to calculate budget amounts
- Budget formulas can be simple or complex
- You can use any combination of fixed amounts and account balances from the current period, prior period, or same period last year, including:
  - actual or budget amounts
  - statistics
  - period-to-date or year-to-date balances

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Defining Budget Formulas**

## Defining Budget Formulas

---

### Defining Budget Formulas

With budget formulas, you can calculate recurring budget amounts based on other budget amounts or on actual results.



Headcount budget (HC) = 1,000 employees



Per head salary budget = 40,000 each



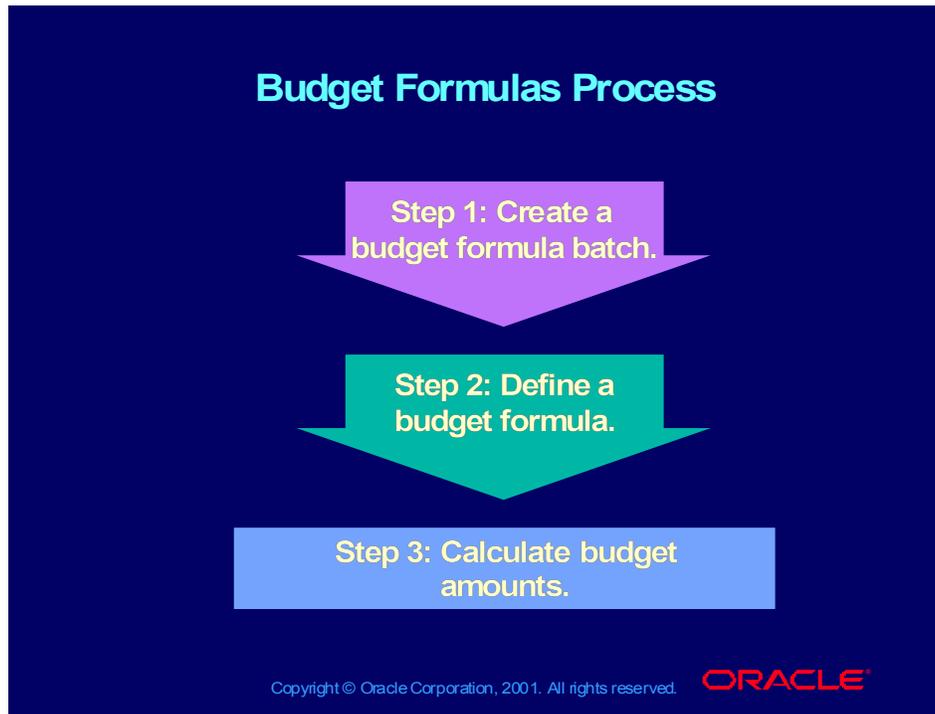
Total salary budget = 40,000,000  
(1000 X 40,000)

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Budget Formulas Process

---



Follow a three-step process to create budget formulas:

- Create budget formula batch: Use the Define Budget Formula window to define a budget formula batch.
- Define budget formula: In the Define Budget Formula window, define a budget formula consisting of constant amounts and/or account balances.
- Generate budget amounts: Use the Calculate Budget Amounts window to run budget formulas to calculate amounts for specific accounting periods. Oracle General Ledger replaces any existing budget amount.

## Defining a Budget Formula Batch

---

### Defining a Budget Formula Batch

- When you define budget formulas, you create a budget formula batch which contains one or more budget entries
- Each budget entry contains one or more budget formulas
- Use budget batches and budget entries to group your budget formulas
- You can choose AutoCopy in the Define Budget Formula window to copy budget formula entries from an existing batch to your new batch

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

For example, you might combine all formulas for a single department or division into one batch, or group all formulas for certain types of calculations into separate entries.

### Defining Budget Formulas

For each step in the formula:

- Number each step to determine the order of operations
- Associate an operator with each step of the formula
  - Select *Enter* to store the associated number
  - Select a mathematical operator without an associated argument to operate on the two most recently stored numbers
- Enter either an amount or an account combination

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

# Mathematical Operators

---

<b>Mathematical Operators</b>	
<b>Operator</b>	<b>Description</b>
Enter	Stores the associated number
+	Adds the associated number to the most recently stored number
-	Subtracts the associated number from the most recently stored number
*	Multiplies the associated number by the most recently stored number
/	Divides the associated number into the most recently stored number

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**

Use mathematical operators to complete your formulas and associate an operator with each step of the formula.

### Arguments

**When using account combinations as arguments in a budget formula:**

- **Choose actual or budget balances**
- **Select PTD to use period-to-date balances or YTD to use year-to-date balances**
- **Choose Monetary or STAT currency**
- **Choose whether to use current period balances, previous period balances, or same period last year balances**
- **Specify the current period during recurring journal generation**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

You can select a mathematical operator without an associated argument to operate on the two most recently stored numbers.

### Calculating Budget Amounts

**You must calculate budget amounts if:**

- **You define or change your budget formulas**
- **You change the accounts that you use in your formulas**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Calculating Budget Amounts

---

### Calculating Budget Amounts

In the Calculate Budget Amounts window:

1. Enter your budget name.
2. Select the unfrozen formula batches that you want to use to calculate budget amounts.
3. Enter the accounting periods for which you want to calculate budget amounts.
4. Choose *Calculate*.
5. Save your work.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

You cannot calculate budget amounts for a frozen budget or a budget with no open years.

### Using Budget Formulas

**When using budget formulas, remember:**

- **Oracle General Ledger does not create journal entries when you use budget formulas**
- **Define your budget organizations and assign the Calculated budget entry type to the accounts that you want to budget to**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Practice 4 - Overview

---

### Practice 4 - Overview

This practice covers defining budget formulas and calculating budget amounts.

**(N) Budgets > Define > Formula**

**(N) Budgets > Generate > Formula**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Practice 4 Instructions

---

### Practice 4 Instructions

A memo from your controller asks you to calculate the Salaries Expense account (01-420-5800-2103-000) budget amount at \$3,000 per budgeted person per month.

1. Define a budget formula.
2. Calculate the Salaries Expense.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 4 Instructions

1. Define a budget formula called *<Unique Identifier> Salaries Formula* to calculate Salaries Expense (01-420-5800-2103-000) at \$3,000 per budgeted person per month. Use Headcount account (01-120-9110-0000-000) from your *<Unique Identifier> CONSULTING* budget. Name the journal entry for this formula *<Unique Identifier> Salary* with a category of allocation and USD currency.
2. Calculate the Salaries Expense for the *<Unique Identifier> CONSULTING* budget for the fiscal year containing the latest open period (January to December).

**Note:** Remember, you do not have to post this entry. This method does not create a journal entry for you to post.

3. When complete, inquire on all of your previously entered budget balances to date.

## Practice 4 Instructions with Solution

---

### Practice 4 Instructions with Solution

A memo from your controller asks you to calculate the Salaries Expense account (01-420-5800-2103-000) budget amount at \$3,000 per budgeted person per month.

1. Define a budget formula.
2. Calculate the Salaries Expense.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 4 Solutions

#### Step 1 Solution

1. Open the Define Budget Formula window.
2. Enter <Unique Identifier> Salaries Formula for the Budget Formula Batch Name.
3. Enter <Unique Identifier> Salary as the journal name.
4. Enter Allocation as the Category and USD as the Currency.
5. Select the Lines button.
6. In the Line field, enter a line number (for example, 10).
7. In the Account field, enter 01-420-5800-2103-000.
8. Use the Tab key to move you to the Step field in the Formula region.
9. Enter the following values:

Step	Operator	Amount	Account	Balance Type	Amount Type
1	Enter	3000			
2	x		01-120- 9110-0000-000	Budget	PTD

**Note:** Do not forget to use the scroll bar to enter the Currency Type of STAT and the Current Period period.

Save your work.

#### Step 2 Solution

1. Open the Calculate Budget Amounts window.

---

Copyright © Oracle Corporation, 2000. All rights reserved.

2. In the Budget field, choose <Unique Identifier> CONSULTING from the list of values.
3. Enter the From and To (Jan to Dec) latest open periods.
4. Select the check box to the left of the desired batch.
5. Select the Calculate button. Oracle General Ledger submits a concurrent process to calculate budget amounts and replaces account balances.

# Agenda

---

## Agenda

- Overview of budget entry methods
- Entering budget amounts
- Entering budget journals
- Defining budget formulas
- **Transferring budget amounts**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Transferring Budget Amounts

## Transferring Budget Amounts

Transfer fixed amounts or percentages of budget balances between account combinations within the same budget.

FY 01 PLAN		
	Salary	Benefits
cc100	\$3000	\$1000
cc200	\$2000	\$ 750
cc300	\$2500	\$ 900

Transfer \$500 from Salaries to Benefits for cc100.

FY 01 PLAN		
	Salary	Benefits
cc100	\$2500	\$1500
cc200	\$2000	\$ 750
cc300	\$2500	\$ 900

FY 01 PLAN		
	Salary	Benefits
cc100	\$3000	\$1000
cc200	\$2000	\$ 750
cc300	\$2500	\$ 900

Transfer 10% from cc200 Salaries to cc300 Salaries.

FY 01 PLAN		
	Salary	Benefits
cc100	\$3000	\$1000
cc200	\$1800	\$ 750
cc300	\$2700	\$ 900

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Transferring Budget Amounts

### About Budget Amount Transfers

- You can transfer budget amounts from one account to another within any budget
  - The accounts may belong to the same or different budget organizations
- You can transfer fixed amounts or a percentage of an account's balance
- When you leave the Budget Transfer window, Oracle General Ledger automatically runs Journal Import to create an unposted budget journal batch
- To update your budget balances, post the budget journal batch

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Transferring Budget Amounts

- When transferring budget amounts, remember that Oracle General Ledger **does** create an audit trail
- When transferring budget amounts using budgetary control, you can choose these options for your budget journal batch:
  - Check funds to verify available funds
  - Reserve funds
  - Review the batch status
  - View the resulting budgetary control transactions

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Practice 5 - Overview

---

### Practice 5 - Overview

This practice covers transferring budget data.

**(N) Budgets > Enter > Transfer**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Practice 5 Instructions

---

### Practice 5 Instructions

A memo from your controller authorizes the transfer of various expense amounts.

1. Transfer a fixed amount of Car Rental expense and a percentage of Airfare expense to the Miscellaneous expense account with the *OPERATIONS* budget organization and the *<Unique Identifier> CONSULTING* budget for the latest open period (DEC-YY).

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 5 Instructions

A memo from your controller authorizes the transfer of various expense amounts.

Transfer a fixed amount of Car Rental expense and a percentage of Airfare expense to the Miscellaneous expense account with the *OPERATIONS* budget organization and the *<Unique Identifier> CONSULTING* budget for the latest open period (DEC-YY).

1. Transfer \$3,000 from the Car Rental account (01-420-7650-2103-000) to the Miscellaneous Expense account (01-420-7740-2103-000).
2. Transfer 25% of Airfare Expense (01-420-7640-2103-000) to the Miscellaneous Expense account (01-420-7740-2103-000).
3. Review and post the journal entries.

## Practice 5 Instructions with Solution

---

### Practice 5 Instructions with Solution

A memo from your controller authorizes the transfer of various expense amounts.

1. Transfer a fixed amount of Car Rental expense and a percentage of Airfare expense to the Miscellaneous expense account with the OPERATIONS budget organization and the <Unique Identifier> CONSULTING budget for the latest open period (DEC-YY).

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 5 Solutions

#### Step 1 Solution

1. Open the Budget Transfer window.
2. In the Budget field, enter <Unique Identifier> Consulting.
3. In the From Budget Organization field, enter OPERATIONS and enter the From Account 01-420-7650-2103-000.
4. Enter OPERATIONS as the To Budget Organization and enter the To Account 01-420-7740-2103-000.
5. Choose the Transfer Amounts button.
6. Enter the DEC Period.
7. Enter 3000 in the Amount field and then save your work.

#### Step 2 Solution

1. In the From Budget Organization field, enter OPERATIONS and enter the From Account 01-420-7640-2103-000.
2. Enter OPERATIONS as the To Budget Organization and enter the To Account 01-420-7740-2103-000.
3. Choose the Transfer Amounts button.
4. Enter the DEC Period.
5. Enter 25 in the % field.
6. Save your work.

#### Step 3 Solution

---

Copyright © Oracle Corporation, 2000. All rights reserved.

1. Open the Find Journals form.
2. In the Batch Name field, enter *%Transfer%*.
3. Select Find.
4. Select your Journal Batch and select Review Journal.
5. To post, select More Actions >Post.

## Summary

---

### Summary

In this lesson, you should have learned how to:

- Enter budget amounts
- Enter budget journals
- Define budget formulas
- Transfer budget amounts

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# **R11i Creating and Maintaining Budget Balances Part II**

## **Chapter 13**

## Creating and Maintaining Budget Balances II

---

### **Creating and Maintaining Budget Balances II**

**Oracle General Ledger Release 11*i***

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Objectives

**After completing this lesson, you should be able to:**

- **Define MassBudgets**
- **Use the Applications Desktop Integrator**
- **Upload budgets from external sources**
- **Freeze budgets**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Agenda

---

### Agenda

- **Overview of budget entry methods**
- **Defining MassBudgets**
- **Using the Applications Desktop Integrator**
- **Uploading budgets from external sources**
- **Freezing budgets**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Agenda

---

## Agenda

- **Overview of budget entry methods**
- Defining MassBudgets
- Using the Applications Desktop Integrator
- Uploading budgets from external sources
- Freezing budgets

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Overview of Budget Entry Methods

---

### Overview of Budget Entry Methods

Oracle General Ledger provides many methods to enter budget data, depending on your specific organizational needs.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Budgeting Methods**

## Types of Budget Entry Methods

---

Budget Entry Method	Journal Entry Created?
Budget Amounts	No
Budget Journals	<input checked="" type="checkbox"/>
Budget Formulas	No
MassBudget Journals	<input checked="" type="checkbox"/>
Transferred Budget Amounts	<input checked="" type="checkbox"/>
Budget Wizard	No
Journal Wizard	<input checked="" type="checkbox"/>
Upload Budgets	No

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Defining Budgets**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Setting Up General Ledger > Defining Sets of Books > Defining Sets of Books**

When you define a budget, you choose whether to require budget journals for your budget. If you enabled the Require Budget Journals flag for your set of books, this option will already be selected and cannot be changed.

When you require budget journals, you can only use budget entry methods that create journals, namely budget journals, MassBudgets, budget transfers, consolidation of budget balances, and the Applications Desktop Integrator's Journal Wizard.

## Agenda

---

### Agenda

- Overview of budget entry methods
- **Defining MassBudgets**
- Using the Applications Desktop Integrator
- Uploading budgets from external sources
- Freezing budgets

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE®

## Overview of MassBudgeting

---

### Overview of MassBudgeting

- **MassBudgeting gives you the flexibility to allocate budget amounts to ranges of accounts throughout your organization using simple formulas**
- **All MassBudget formulas use this equation:**

Allocation Amount = A \* B/C (A times B divided by C)

A= Cost Pool

B= Usage Factor

C = Total Usage

Note: Each factor in this equation relates to a separate formula line.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Defining MassBudgets**

### **MassBudgeting Example**

With a simple MassBudgeting formula, you can calculate new budget amounts based on the previous year actuals, or on other budgets.

Assume you have a total 2001 budget that you want to distribute based on each department's contribution to the total 2000 revenue. The budget formula would be as follows:

2001 Dept. Budget = Total 2001 Budget \* (Dept. Revenue/Total 2000 Revenue)

When you generate this MassBudgeting formula, General Ledger calculates the percentage of revenue for which the department was responsible, then allocates that percentage of the total 2001 budget to the department.

## Defining MassBudgets

---

### Defining MassBudgets

- Step 1: Define a MassBudget batch.**
- Step 2: Enter formulas and formula lines.**
- Step 3: Validate the MassBudget batch.**
- Step 4: Review the validation.**
- Step 5: Generate MassBudget.**

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

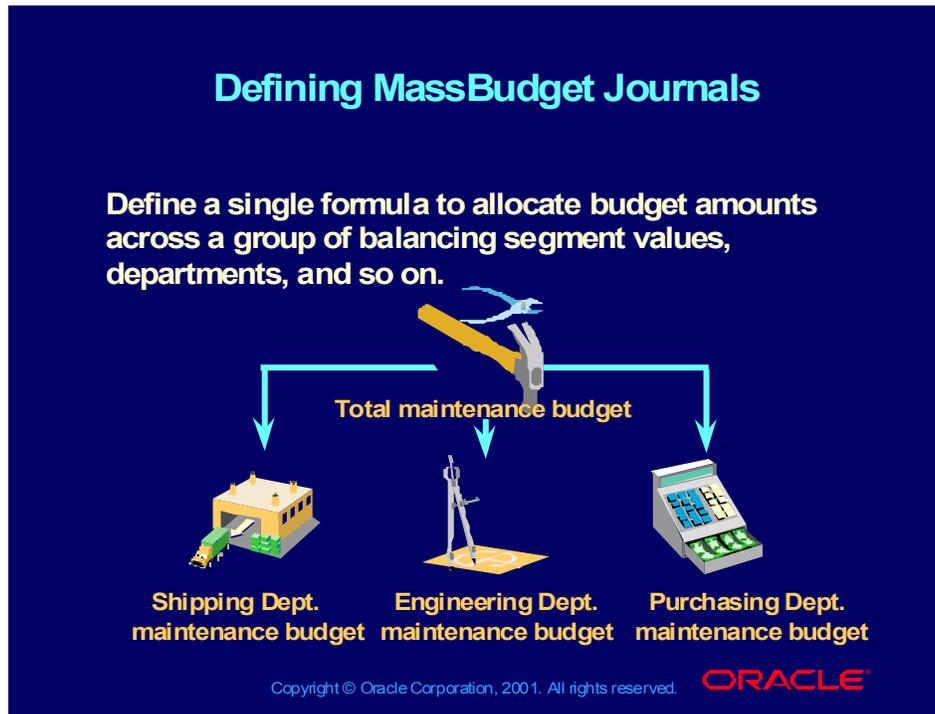
### Procedure for Creating a MassBudget

- Create a MassBudget.
  - Use the Define MassBudgets window.
  - After defining a MassBudgeting formula, choose Validate All to run a concurrent process to validate all unvalidated formulas, not just the ones in this particular batch.
  - Review the formulas defined for any MassBudget batch using the MassAllocations formula listing. Request this listing from the Submit Requests window and specify any MassBudgeting batch, or leave the report parameter blank to report on all batches.
- 2. Generate MassBudget journals.
  - Use the Generate MassBudget Journals window to run MassBudgeting to create a MassBudget journal batch from a validated formula for the specified periods.

After generating MassBudget journals, you must review the unposted batch, and then post the batch.

## Defining MassBudget Journals

---



**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Defining MassBudgets > Assigning Segment Types**

### About Segment Types

When you enter an account in a formula line, you must assign one of the following segment types to each segment:

- Looping (L): Assign only to parent segment values. Looping includes child values assigned to the parent values in the formula. The allocation program runs each formula once for each corresponding child value.
- Summing (S): Assign only to parent segment values to sum the account balances of all the child segment values assigned. For example, if you enter a parent containing five child values, the sum of all child account balances is used in each MassBudget formula.
- Constant (C): Assign to a child segment value to use the detail account balance associated with the child. You can also use with parent segment values if a summary account is associated with the parent.

The combination of parent/child segment values and types tells Oracle General Ledger which related accounts are used by that portion of the formula.

## MassBudgeting or Formulas?

---

### MassBudgeting or Formulas?

Depending on your formula and entry needs, choose either MassBudgeting or budget formulas.

	MassBudgeting	Budget Formulas
Journal entry created?	Yes	No
Formulas per journal entry	One formula for many lines	Many formulas per journal entry
Formulas per journal line	One formula per journal entry	One formula per line
Formula	A*B/C	Any formula
Looping segments allowed?	Yes	No

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Defining a MassBudget Batch

- You can create a new MassBudget or use AutoCopy to copy an existing MassBudget
- You must have your budget organizations and budgets already defined
- Define your budget organizations and assign the Calculated budget entry type to the accounts to which you want to budget
- Enter or calculate budgets to ensure that the existing budget amounts for your allocation accounts are current

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Reviewing the MassBudget Status

---

### Reviewing the MassBudget Status

After you enter your MassBudget formulas, validate the batch to verify that your allocation formulas conform to the allocation formula definition rules.

After validation, review the MassBudget status:

Valid	Batch is validated
Not Validated	MassBudgeting validation program has not been run
In Process	MassBudgeting Validation program has started
Error	Batch errors found

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

**Note:** If your batch fails validation, use the Request ID to locate the problems on the MassAllocations/MassBudgeting Validation Report. Correct your errors in the Define MassBudgets window. When you save your changes and close the window, you can validate all unvalidated batches.

## Generating MassBudget Journals

---

### Generating MassBudget Journals

- **When you generate MassBudget formulas, Oracle General Ledger creates budget journal entries based on your MassBudget formulas**
  - **Full Allocation Method**
  - **Incremental Allocation Method**
- **Use the Enter Journals window to review and change any unposted MassBudget journal batches**
- **Post the MassBudget journal batches to update your budget balances**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

Choose the Full allocation method to generate journals that reverse previous allocations and post new allocation amounts. Choose the Incremental allocation method when you want to update allocated balances without reversing the previously allocated amounts.

## Example - Demonstration

---

### Example - Demonstration

This demonstration covers how to define  
MassBudgets and generate MassBudget journals.

**(N) Budgets > Define > MassBudget**

**(N) Budgets > Generate > MassBudget**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Agenda

---

## Agenda

- Overview of budget entry methods
- Defining MassBudgets
- **Using the Applications Desktop Integrator**
- Uploading budgets from external sources
- Freezing budgets

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Overview of the Applications Desktop Integrator

---

### Overview of the Applications Desktop Integrator

ADI includes the Budget Wizard and Journal Wizard to simplify your budgeting work with Oracle General Ledger.

A/C	Debit	Credit
01.100.1120.000.000.000	\$100	
01.100.4160.000.000.000		\$75
01.100.4199.000.000.000		\$25

Budget Worksheet/  
Journal Worksheet



GL\_BUDGET\_INTERFACE



Oracle  
General Ledger

ORACLE

Copyright © Oracle Corporation, 2001. All rights reserved.

(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Entering Budgets Using ADI

## Audit Trail Implications

---

### Audit Trail Implications

- When you use the Budget Wizard, Oracle General Ledger does not create an audit trail
- When you use the Journal Wizard, Oracle General Ledger **does** create an audit trail

Use this ADI feature...	Instead of this Oracle General Ledger window...
Budget Wizard	Enter Budget Amounts window
Journal Wizard	Enter Budget Journals window

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Overview of Budget Wizard

---

### Overview of Budget Wizard

#### The Budget Wizard:

- Automatically builds a budget worksheet based on the budgets and budget organizations that you set up within Oracle General Ledger
- Downloads all of the account combinations that are assigned to your budget organization, along with any existing budget amounts

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Applications Desktop Integrator > Budget Wizard**

### Budget Wizard Possibilities

**With Budget Wizard, you can:**

- **Download or modify existing budget balances from Oracle General Ledger, or create a new budget**
- **Create and update balances manually, using budget rules, or using formulas and models**
- **Graph the budget values in your worksheet as area charts, bar graphs, column graphs, line graphs, or pie charts**
- **Analyze and compare actual and budget values**
- **Save a budget worksheet to your PC**
- **Upload new budget balances to Oracle General Ledger**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Budget Wizard Key Benefits

- **Eliminates double maintenance by combining a spreadsheet with the budget elements that you define in Oracle General Ledger**
- **Automatically calculates your budget amounts using any type of formula**
- **Provides a clear picture of how your budget and actual amounts compare for a wide range of accounts**
- **Allows you to justify or explain your budget using budget notes; no external documentation or paperwork is required**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Creating a Budget Worksheet

---

### Creating a Budget Worksheet

1. Choose *General Ledger* from the ADI toolbar and select *Enter Budgets*.
2. Enter your budget worksheet parameters. You can also:
  - Select *Limit Accounts* to further limit the range of accounts
  - Select *Set Characteristics* to change the display and sort order of account segments
3. Choose *OK*

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

You can choose to build a single worksheet with budgets only, or a separate worksheet for budgets and another worksheet for actuals.

### How to Build Additional Worksheets in the Same Session

1. While viewing a budget worksheet, reselect the Budget Wizard icon from the ADI toolbar.
2. Select *Create Budget Worksheet*, then select *OK*.
3. Enter your budget worksheet criteria.
4. Select *OK* to create the new budget worksheet.

### Refreshing Values with Existing Oracle General Ledger Budget Balances

1. From the budget worksheet, reselect the Budget Wizard icon.
2. Select *Refresh Values*.
3. Select *OK*. Budget Wizard replaces the worksheet budget values with the existing budget balances from Oracle General Ledger. This action also replaces any values you have changed in the worksheet since you last uploaded amounts to Oracle General Ledger.

## Changing How the Worksheet is Displayed

---

### Changing How the Worksheet is Displayed

You can change how the information in your budget worksheet is displayed. For example, you can choose to hide or display the context information at the top of the worksheet to give yourself more room to enter budget numbers.

Button	Description
View Context	Hides or displays context information
View Desc	Views or hides your account segment description
View Filter	Views, sets, and turns off your budget worksheet filters
Reset Filter	Resets all your budget worksheet filters to their default values

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Changing the Display of Account Segments

---

### Changing the Display of Account Segments

You can change any of these columns in your budget worksheet:

Column Name	Purpose
Display Order	Determines the sequence in which the account segments appear
Show Desc	Determines whether the account segment's description is displayed
Sort Order	Determines the sorting order of the account

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Updating Balances Using ADI

You can update budget balances in the budget worksheet:

- Use Excel functions, such as copy and paste values and formulas
- Use the Apply Budget Rule feature
- Insert new worksheets

The Budget Wizard uploads the modified budget balances to Oracle General Ledger.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Updating Balances Using Budget Rules

---

### Updating Balances Using Budget Rules

1. Select a range of cells in the worksheet to apply the budget rules.
2. Select *Apply Budget Rule* from the ADI toolbar.
3. Select a budget rule, then enter an amount.
4. Select *OK* to apply the budget rule.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

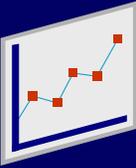
Select a budget rule:

- Divide Evenly by Row: Divides the amount across each selected row
- Divide Evenly by Cell: Divides the amount into all of the selected cells
- Repeat per Cell: Repeats the amount in each cell selected
- Multiply Each Cell by a Factor: Multiplies the value in each cell by the entered amount

## Creating Graphs

---

**Creating Graphs**



1. **Select a range of cells that you want to view as a graph. Select only those cells that contain, or could contain, budget values.**
2. **Choose *General Ledger* from the ADI toolbar and select *Create Graph*. ADI creates a new worksheet in your Excel workbook and instantly creates your graph.**

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**

**Note:** Since you can transfer both actual and budget values from Oracle General Ledger to Excel, you can also plot both values on your graph.

### Uploading Budget Balances Using ADI

When your budget worksheet is complete, upload the amounts to Oracle General Ledger for posting:

1. Choose *General Ledger* from the ADI toolbar and select *Upload to Interface* from the list of values.
2. Enter your budget upload options.
3. Choose *OK* to initiate the upload process.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE®

### Uploading Budget Balances Using ADI

4. When the process completes, choose *General Ledger* from the ADI toolbar and select *Submit Process > Budget Import*.
5. Select the budget and organization whose balances you want to import to Oracle General Ledger.
6. Choose *OK* to initiate the budget import process.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Verifying Budget Upload in ADI

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

1. View the budget worksheet that you uploaded.
2. Highlight a region of budget amounts and choose *Clear All* from the Edit menu.
3. Select the Budget Wizard icon in the ADI toolbar.
4. Select *Refresh Budget Values*.
5. Select *OK*.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

## Overview of Journal Wizard

---

### Overview of Journal Wizard

Use the Journal Wizard to create budget journal entries:

- Enter budget journals in the Journal Wizard's journal worksheets in Excel
- Upload and post the budget journals from ADI to Oracle General Ledger

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Applications Desktop Integrator > Journal Wizard**

### Journal Wizard Possibilities

**With Journal Wizard, you can:**

- **Customize journal worksheets**
- **Use formulas to calculate journal amounts**
- **Save a journal worksheet to your PC**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Creating a Journal Worksheet

---

### Creating a Journal Worksheet

1. Choose *General Ledger* from the ADI toolbar and select *Enter Journals*.
2. Select your journal worksheet options. You can also:
  - Select *Edit Layout* to customize the journal worksheet
3. Choose *OK*

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE®

### Creating Journal Entries Using ADI

1. In the journal worksheet, enter the header information.
2. Enter a budget.
3. Enter an account for each journal line.
4. Enter a debit or credit amount for each journal line.
  - Enter information for any optional fields, if you customized the journal worksheet
5. Upload your journals to Oracle General Ledger.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Uploading Journal Entries Using ADI

When your journal worksheet is complete, upload the journals to Oracle General Ledger for posting:

1. Choose *General Ledger* from the ADI toolbar and select *Upload to Interface* from the list of values.
2. Enter your journal upload options.
3. Choose *OK* to initiate the journal upload process.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Uploading Journal Entries Using ADI

4. When the process completes, choose *General Ledger* from the ADI toolbar and select *Submit Process > Journal Import*.
5. Enter your *Select Process Type* options.
6. Choose *OK* to initiate the journal import process.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

## Example - Demonstration

---

### Example - Demonstration

This demonstration covers:

- **Creating a budget by using Budget Wizard**
- **Modifying budget amounts by using budget rules and formulas**
- **Uploading budget data from Budget Wizard to Oracle General Ledger**

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Step 1: Creating a Budget Worksheet

First, create a budget worksheet.

1. Log on to Applications Desktop Integrator (ADI) using your Logon and password as defined by your instructor. Select the appropriate Responsibility.
2. Choose the Budget Wizard icon from the toolbar.
3. In the Organization field, select the Operations organization.
4. Select Limit Accounts. In the SubAcct field, choose your unique subaccount number. Select OK.
5. Select Set Characteristics. Select the Show Description check box for Account and Department. Select OK.
6. In the Budget field, select the *<Unique Identifier> Consulting* budget. The Currency and Period Range will default.
7. Select New for the Workbook.
8. Select Budgets.
9. Select OK. ADI builds your budget worksheet.

### Step 2: Entering Budget Amounts

Enter the following budget amounts using a variety of methods and rules:

<b>Dept Account</b>	<b>Budget Rule and Amount for Year</b>
420 7650	Same amount each period of \$4,200
420 7740	Divide \$25,800 evenly for the year

---

Copyright © Oracle Corporation, 2000. All rights reserved.

420 7120 Allocate \$1,800 per month for January-June; \$1,900 per month for July-December

1. Highlight the rows January through December that correspond to Department 420 and account 7650.
2. Select the Apply Budget Rules icon.
3. Select Repeat per Cell and enter the amount 4200. Click OK.
4. Highlight the rows January through December that correspond to Department 420 and account 7740.
5. Select the Apply Budget Rules icon.
6. Select Divide Evenly by Row and enter the amount 25800. Click OK.
7. Highlight the rows January through June that correspond to Department 420 and account 7120.
8. Select the Apply Budget Rules icon.
9. Select Repeat per Cell and enter the amount 1800. Do the same for July through December entering the amount 1900. Click OK.

### Step 3: Entering Formulas

The total annual travel expenses (Account 7650, 7640, and 7740) for the three travel accounts is \$250,000. This amount should be divided as follows for the January through December range:

Account	Allocation Percentage
7650	25%
7640	50%
7740	25%

**Hint:** Use two budget rules for this one. First, highlight the entire range of cells and delete the amounts. Then use the budget rule Divide Evenly by Row for the amount 250,000. The second budget rule is Multiply Each Cell by a Factor for the percentage amount in decimals.

1. Highlight the range for January through December that corresponds to Department 420 and accounts 7650, 7640, 7740 and press [Delete] to delete those ranges.
2. Select the Apply Budget Rules icon.
3. Select Divide Evenly by Row and enter the amount 250,000. Click OK.
4. Highlight the January through December range for account 7650 and select Apply Budget Rules icon again and select the Multiply Each Cell by a Factor rule. Enter the amount .25 to represent 25%.
5. Highlight the January through December range for account 7640 and select Apply Budget Rules icon again and select the Multiply Each Cell by a Factor rule. Enter the amount .50 to represent 50%.
6. Highlight the January through December range for account 7740 and use the Multiply Each Cell by a Factor rule for 25%.

### Step 4: Adding a Budget Note

Add a Budget Note to the budget amount that specifies how you calculated the annual budget for Department 420, Account 7640.

1. Highlight the January through December periods for Department 420, Account 7640.
2. Click the Budget Notes icon.
3. Select Amount for the Note Placement. Click OK.
4. Enter the following note: *“Calculation: 50% x \$250,000 (Annual Travel Budget) Joe Smith February 12.”*
5. In your worksheet, pass your cursor over the January amount to view the Budget Note.

### **Step 5: Filtering Your Budget Data**

Filter your budget view to only display the Top 10 amounts for June.

1. Place your cursor in the first row in June and select the View filter button.
2. Select Top 10 and enter Top 10 Items.
3. Select All to view all the amounts again.
4. Select Custom and select greater than (>) 2,000. Select OK.
5. Select Custom again and select equal (=) 1,800 or greater than (>) 2,000.

### **Step 6: Uploading Your Budget**

1. Choose the Upload icon from the toolbar. Accept all defaults and select OK. Acknowledge the Budget Upload message by clicking the OK button.
2. Open the Request Center to monitor your request. Switch between Pending and Completed requests by using the tabs.
3. Once your request is complete toggle back to Oracle Applications.

### **Step 7: Viewing Your Budget Balances in General Ledger**

1. Open Oracle Applications.
2. View your budget balances online using the Account Inquiry window.
3. Select January through December to review. Notice that the alternative region is set to Primary Balance Type with Actual balances selected (these should be the default). Change the alternative region to Secondary Balance Type and select Budget. Your cursor moves to the Budget field. Use the list of values to select the budget version updated in step 4.
4. Click in the Accounts field to open the Find Accounts window. Enter your account ranges. Be sure to use your unique subaccount value. Select OK to query your accounts.

Select the Show Variance button to view Actual, Budget, and Variance amounts. Review the amounts and ensure they agree with your journal entries and budgeted amounts.

# Agenda

---

## Agenda

- Overview of budget entry methods
- Defining MassBudgets
- Using the Applications Desktop Integrator
- **Uploading budgets from external sources**
- Freezing budgets

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE®

## Overview of Budget Upload

---

**Overview of Budget Upload**

You can use the power of any spreadsheet to develop your budgets, then upload them to Oracle General Ledger.

A/C	Debit	Credit
01.100.1120.000.000.000	\$100	
01.100.4160.000.000.000		\$75
01.100.4199.000.000.000		\$25

Spreadsheet

The diagram illustrates the budget upload process. A spreadsheet icon is shown with an arrow pointing to a box labeled 'GL\_BUDGET\_INTERFACE'. From this box, another arrow points to the 'Oracle General Ledger' icon, which is a green cube with a dollar sign and the text 'GL' on its face.

GL\_BUDGET\_INTERFACE

Oracle  
General Ledger

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Uploading Budgets**

## Uploading Budgets from External Sources

---

### Uploading Budgets from External Sources

There are two main considerations for uploading budgets from external sources:

**Spreadsheet design**

**Software compatibility**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Spreadsheet Design

- **Make certain that each spreadsheet contains all the information required by Oracle General Ledger, including:**
  - **Budget Name**
  - **Budget Organization Name**
  - **Fiscal Year**
  - **Amounts**
  - **Account Combinations**
  - **Currency Code**
  - **Update Type (Replace or Add)**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Spreadsheet Design

- Use a different spreadsheet for each budget organization
- Organize your budget information according to the structure of the `GL_BUDGET_INTERFACE` table

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Software Compatibility

1. After you use a spreadsheet application to create a budget, save the budget in ASCII format.
2. Use any file transfer program to move the file from your PC to the server where Oracle is installed.
3. Use SQL\*Loader to move the information from the file to the `GL_BUDGET_INTERFACE` table.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Uploading Budgets

---

### Uploading Budgets

After you transfer your budget data to the `GL_BUDGET_INTERFACE` table:

1. Open the Upload Budgets window and enter the budget and budget organization that will receive the uploaded budget amounts.
2. Select *Upload*.
3. Review the Budget Spreadsheet Upload Execution report for the status of your uploaded budget information.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

#### **(N) Budgets > Enter > Upload**

You can upload budgets for all of your budget organizations by entering All for your budget organization.

Oracle General Ledger prompts for a password if the specified budget organization is protected by a password.

If you are uploading to a new account that does not fall within an account range assigned to the budget organization you are uploading and you have dynamic insertion enabled, Oracle General Ledger creates the new account but does not assign it to the budget organization.

## Reviewing Budget Upload Results

---

### Reviewing Budget Upload Results

**Oracle General Ledger validates uploaded data and reports errors in the Budget Spreadsheet Upload Execution report. Use this report to review budget upload results.**

**View all posted and unposted budget information for each budget organization.**

**Use the Key section on unposted accounts to identify validation errors.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Correcting Budget Upload Errors

- If your worksheet contains errors, Oracle General Ledger does not post to account combinations
- Correct the errors in the spreadsheet, then reload the budget information
- To prevent double counting, populate the UPDATE\_LOGIC\_TYPE column with "R" in order to rerun Budget Upload in Replace mode

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Agenda

---

## Agenda

- Overview of budget entry methods
- Defining MassBudgets
- Using the Applications Desktop Integrator
- Uploading budgets from external sources
- **Freezing budgets**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Freezing Budgets

---

### Freezing Budgets

- Use the **Freeze Budget** window to freeze a budget, budget organization, budget formula batch, or range of budget account combinations to prevent accidental or unauthorized changes
- You can also freeze or unfreeze an entire budget by changing the budget status in the **Define Budget** window
- You can unfreeze any budget or budget element that is currently frozen

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Freezing Budgets**

### Freezing Budgets

- **When you freeze budget organizations, you cannot budget to the account combinations belonging to that budget organization for the budget specified**
- **When you freeze formulas or ranges of account combinations, you cannot use those formulas or budget to those account combinations for the budget specified**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Example - Demonstration

---

### Example - Demonstration

This demonstration covers how freeze and unfreeze a budget.

**(N) Budgets > Freeze**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Summary

---

### Summary

In this lesson, you should have learned how to:

- Define MassBudgets
- Use the Applications Desktop Integrator
- Upload budgets from external sources
- Freeze budgets

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# **R11i Review Budgets**

## **Chapter 14**

## Review Budgets

Oracle General Ledger Release 11*i*

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Objectives

**After completing this lesson, you should be able to:**

- **Perform online inquiries on budgets**
- **Use standard reports to review budgets**
- **Update budgets**
- **Freeze and unfreeze budgets**
- **Translate budget balances**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Agenda

---

### Agenda

- Overview of reviewing budget information
- Performing online inquiries on budgets
- Using standard reports to review budgets
- Updating budgets
- Freezing and unfreezing budgets
- Translating budget balances

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Agenda

---

## Agenda

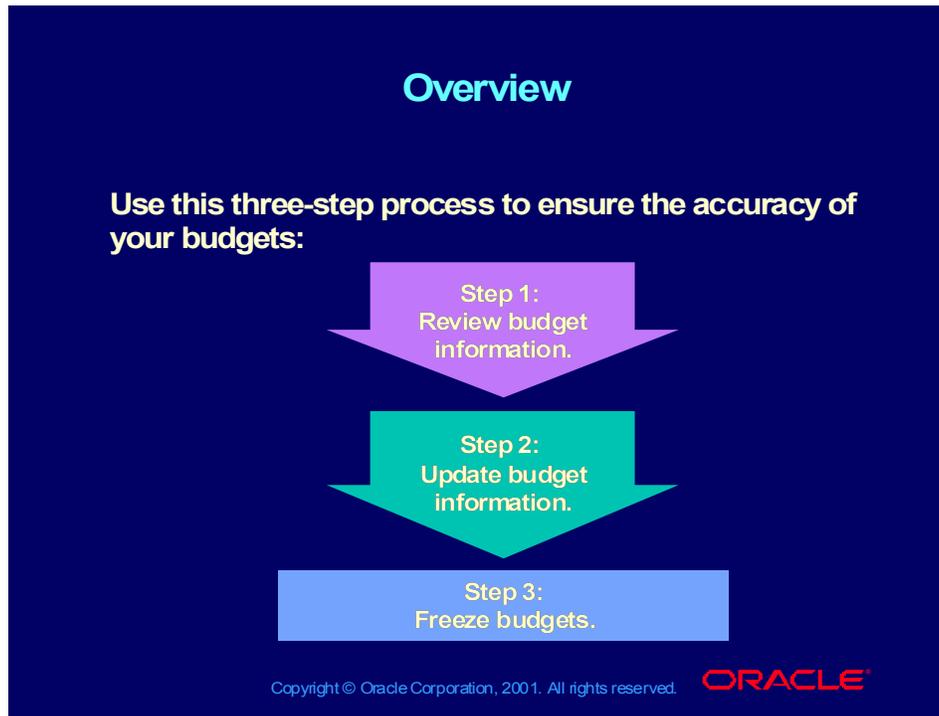
- **Overview of reviewing budget information**
- Performing online inquiries on budgets
- Using standard reports to review budgets
- Updating budgets
- Freezing and unfreezing budgets
- Translating budget balances

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Overview

---



# Agenda

---

## Agenda

- Overview of reviewing budget information
- **Performing online inquiries on budgets**
- Using standard reports to review budgets
- Updating budgets
- Freezing and unfreezing budgets
- Translating budget balances

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Overview

You can review your budget data online with these two methods:

- **Account Inquiry**
  - Use this method when you want to view specific account balances
- **Budget Inquiry**
  - Use this method when you want to review master and detail budgets

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Performing an Account Inquiry

---

### Performing an Account Inquiry

Use the Account Inquiry window to:

- View actual, budget, and encumbrance account balances for summary and detail accounts
- Compute variances between two balance types for both summary and detail accounts

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Online Inquiries > Performing an Account Inquiry**

## Reviewing Variances Between Account Balance Types

---

### Reviewing Variances Between Account Balance Types

When you perform an account inquiry, you can calculate the variance between a primary balance type and a secondary balance type.

Oracle General Ledger calculates variances according to this formula:

$$\text{Variance} = \text{Primary Balance Type} - \text{Secondary Balance Type}$$

For example, to see how much you have overspent your budget, enter an Actual primary balance type and a Budget secondary balance type.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Online Inquiries > Performing an Account Inquiry >

### Reviewing Variances Between Balance Types

**Note:** You cannot include variances in your Account Inquiry if you choose to inquire on all currencies.

## Accessing Additional Information from the Account Inquiry Window

---

### Accessing Additional Information from the Account Inquiry Window

After performing an online inquiry, you can drill down to see additional details:

- Drill down from summary balances to detail account balances
- Drill down from an account inquiry to review your budget journal detail (only if budget amount was entered using a budget journal)
  - Drill down to the subledger transactions from the budget journals

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

You can view journal and subledger transaction information as balanced accounting entries or in the form of T-accounts.

## Performing a Budget Inquiry

---

### Performing a Budget Inquiry

Use the Budget Inquiry window to:

- Review master and detail budgets
- Compare summary balances between master and detail budgets
- Check for budget variances and violations

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Performing a Budget Inquiry**

## Reviewing Budget Balances in a Master Budget Inquiry

### **Reviewing Budget Balances in a Master Budget Inquiry**

**When you perform an inquiry on a master budget, you can choose any of these Inquiry Types:**

- **Drill down this Budget**
  - View master budgets, then drill down to the detail accounts
- **Query Detail Budgets**
  - View master and detail budgets together, then drill down to the detail accounts
- **Query Budget Violations Only**
  - View only those periods for which the sum of the detail budget balances exceeds the master budget balance

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Reviewing Budget Balances in a Detail Budget Inquiry

---

### Reviewing Budget Balances in a Detail Budget Inquiry

When you perform an inquiry on a detail budget, you can choose only the Drilldown this Budget Inquiry Type, and then drill down to the detail accounts.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

## Accessing Additional Information from the Budget Inquiry Window

---

### Accessing Additional Information from the Budget Inquiry Window

After performing an online inquiry, you can drill down to see additional details:

- Drill down from summary balances to detail account balances
- Drill down from a master or detail budget inquiry to review your budget journal detail (only if budget amount was entered using a budget journal)

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Example - Demonstration

---

### Example - Demonstration

This demonstration covers how to perform an online inquiry.

**(N) Inquiry > Account**

**(N) Inquiry > Budget**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Agenda

---

## Agenda

- Overview of reviewing budget information
- Performing online inquiries on budgets
- **Using standard reports to review budgets**
- Updating budgets
- Freezing and unfreezing budgets
- Translating budget balances

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Overview

Review your budgets by using these standard reports and listings:

- **Budget Organization Listing**
  - Reviews the details of a specific budget organization
- **Budget Organization Range Listing**
  - Reviews the details of the account ranges assigned to a specific budget organization
- **Budget Trial Balance**
  - Reviews your general ledger budget account balances and activity for a specific currency

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Standard Reports and Listings > Budget Reports and Listings**

### Other Standard Reports

Oracle General Ledger also provides other reports that you can use to review your budget data:

- Budget Hierarchy Listing
- Frozen Budget Accounts Listing
- Master/Detail Budget
- Summary/Detail Budget
- Unbudgeted Master/Detail Accounts
- Budget Journals by Flexfield
- Budgetary Control Transactions
- Funds Available Analysis

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Using the Financial Statement Generator

---

### Using the Financial Statement Generator

You can also use the Financial Statement Generator to run customized and ad hoc reports to review your budget data. You can:

- Include budgets, encumbrance types, and currencies in a report
- Compare budget balances against actual balances

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Financial Statement Generator (FSG) > FSG Tasks > Including Budgets, Encumb, and Curr in an FSG Report**

## Example - Demonstration

---

### Example - Demonstration

This demonstration covers how to use standard reports and listings to review your budgets.

**(N) Other > Requests**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Agenda

---

## Agenda

- Overview of reviewing budget information
- Performing online inquiries on budgets
- Using standard reports to review budgets
- **Updating budgets**
- Freezing and unfreezing budgets
- Translating budget balances

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE®

## Updating Budgets

---

**Updating Budgets**

**Review your budget data prior to finalizing your budgets. To make manual updates to your budget, use the appropriate adjustment window:**

**Budget journal entries?**

Use either the **Enter Budget Journals** or the **Enter Journals** window to make updates.



**No budget journal entry?**

Use the **Enter Budget Amounts** window or the **Budget Wizard** to make updates.

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Entering Budget Amounts**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Entering Budget Journals**

## Budget Journal Entries?

---

### Budget Journal Entries?

Use the Enter Budget Journals window or the Enter Journals window to update these budget entry types:

- MassBudget Journals
- Transferred Budget Amounts
- Budget Balance Consolidation
- Journal Wizard

If the budget journals are...	Use this window to make updates...
Posted	Enter Budget Journals
Unposted	Enter Journals

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## No Budget Journal Entries?

---

### No Budget Journal Entries?

Use the Enter Budget Amounts window or the Budget Wizard to update these budget entry types:

- Budget Formulas
- Budget Amounts
- Budget Wizard
- Upload Budgets

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Example - Demonstration

---

### Example - Demonstration

This demonstration covers how to update your budgets.

**(N) Budgets > Enter > Journals**

**(N) Journals > Enter**

**(N) Budgets > Enter > Amounts**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Agenda

---

## Agenda

- Overview of reviewing budget information
- Performing online inquiries on budgets
- Using standard reports to review budgets
- Updating budgets
- **Freezing and unfreezing budgets**
- Translating budget balances

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE®

## Freezing Budgets

---

### Freezing Budgets

- To prevent accidental or unauthorized changes, you can freeze a budget, budget organization, budget formula batch, or range of budget account combinations
- You can also unfreeze any budget or budget element that is currently frozen

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Budgeting > Freezing Budgets**

## Agenda

---

### Agenda

- Overview of reviewing budget information
- Performing online inquiries on budgets
- Using standard reports to review budgets
- Updating budgets
- Freezing and unfreezing budgets
- **Translating budget balances**

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE®

### Overview

Use the Translate Balances window to translate your budget account balances from your functional currency to another currency.

- Enter the Source budget whose account balances you want to translate
  - Ensure that the budget year containing the period you are translating is open in your source budget
- Enter the Target budget that you want to calculate translated account balances for (you can translate one source into one or more target budgets)

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Applications Help Library > Oracle Financial Applications > Oracle General Ledger > Multi-Currency > Translating Balances > Overview**

**(N) Currency > Translation**

## Summary

---

### Summary

In this lesson, you should have learned how to:

- Perform online inquiries on budgets
- Use standard reports to review budgets
- Update budgets
- Freeze and unfreeze budgets
- Translate budget balances

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**



# **R11i Implementing Budgets**

## **Chapter 15**

## Implementing Budgets

Oracle General Ledger Release 11*i*

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Objectives

After completing this module, you will be able to do the following:

- Describe budget implementation considerations
- Create a new budget
- Define budget organizations
- Assign account combination ranges to budget organizations
- Use AutoCopy to copy budget organizations.
- Create budget hierarchies
- Describe budgetary control and encumbrances

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Agenda

---

## Agenda

- **Budget implementation considerations**
- **Creating a hierarchical budget**
- **Defining a budget organization**
- **Using budgetary control and encumbrances**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Calculating and Translating Budget Amounts

---

### Calculating and Translating Budget Amounts

Oracle budgets can be set up to calculate the same way actuals are calculated.

- For example, if you allocate total benefit costs to cost centers based on headcount, you can budget headcount and total benefit costs, and let Oracle General Ledger create detailed cost center budgets for you.
- Oracle budget balances can be translated to create budget versus actual reports in reporting currencies.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Anatomy of an Oracle Budget

---

## Anatomy of an Oracle Budget

A budget consists of periods, accounts, and amounts.

<b>Name: FY2001</b>		
Jan-2001 to Dec-2001		
001-010      .....      \$3000		
002-200      .....      \$1500		

← Periods

← Accounts

← Amounts

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Steps to Implement Budgets

---

### Steps to Implement Budgets

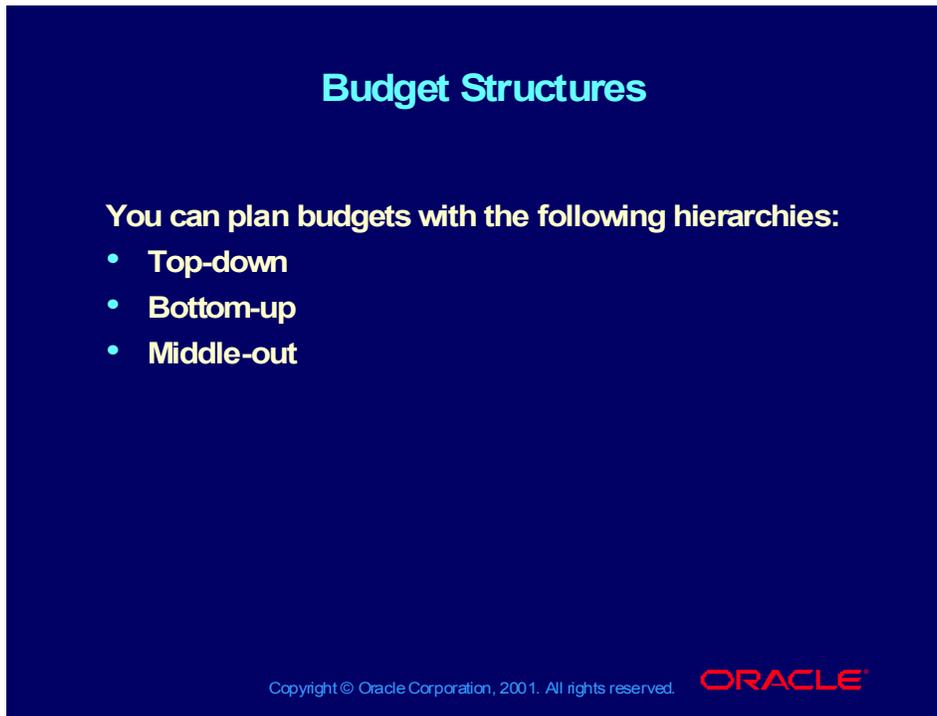
Step 1: Plan budget structure, other implementation decisions.

Step 2: Create budgets and hierarchies.

Step 3: Set up budget organizations.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**



**Budget Structures**

You can plan budgets with the following hierarchies:

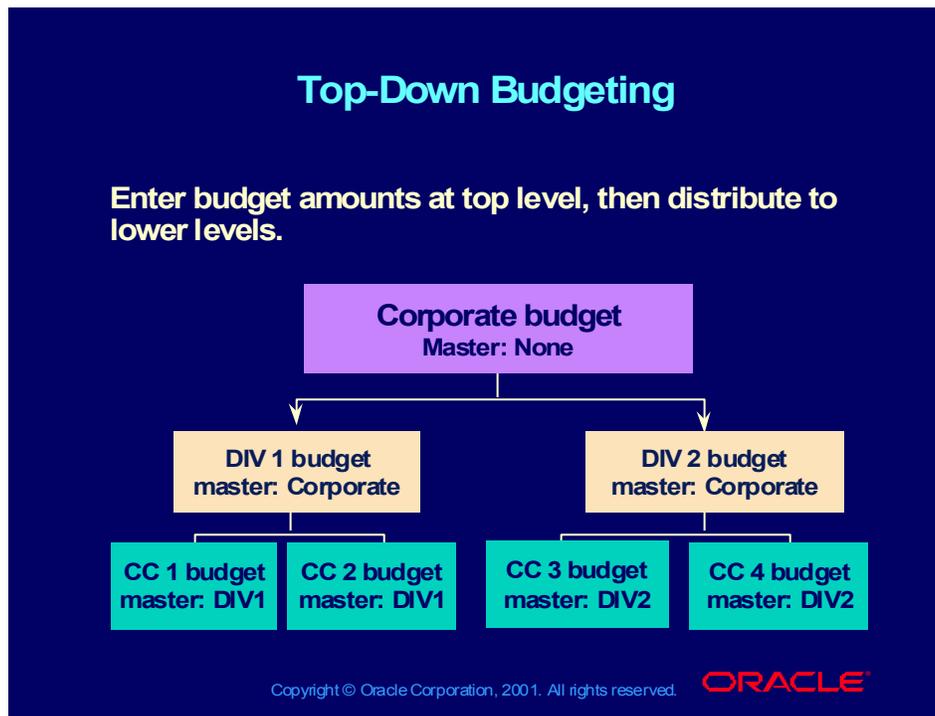
- Top-down
- Bottom-up
- Middle-out

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**

**(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Budgeting > Budgeting Methods > Using Top Down**

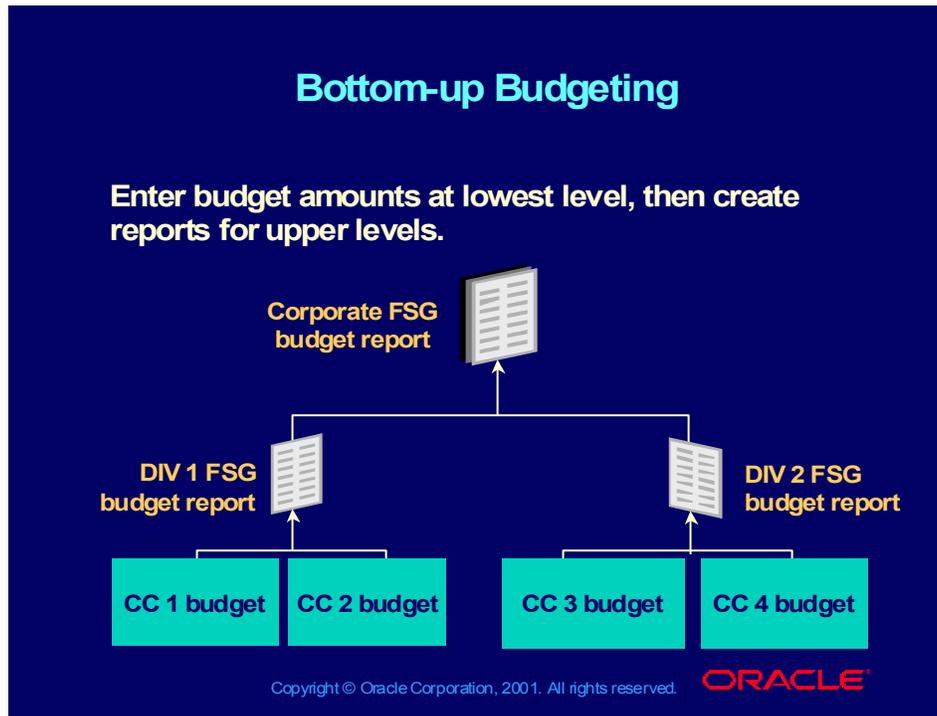
# Top-Down Budgeting

---



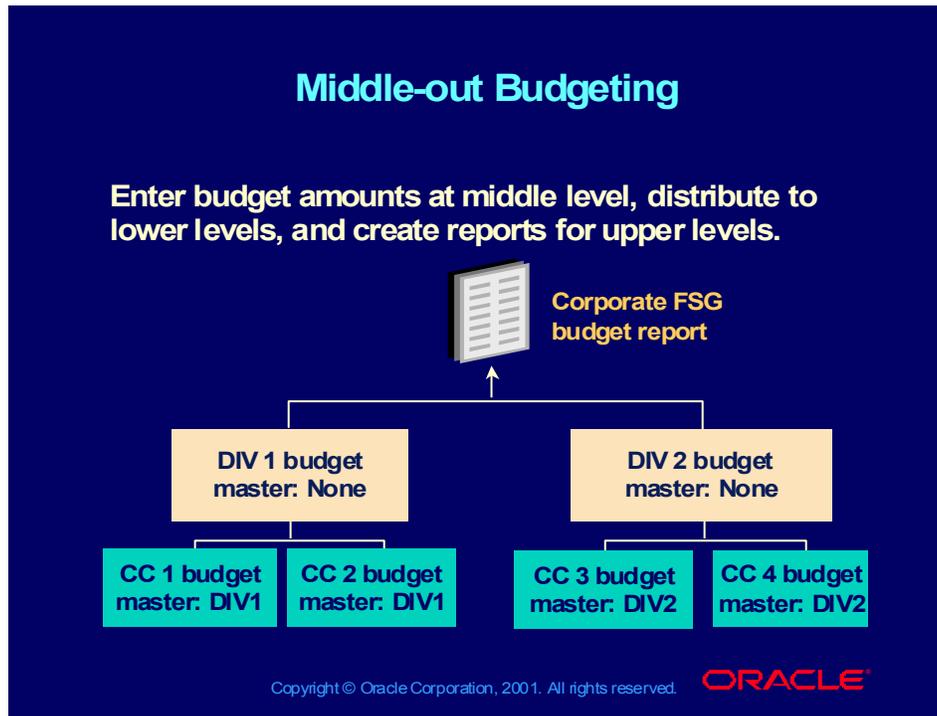
# Bottom-up Budgeting

---



# Middle-out Budgeting

---



# Agenda

---

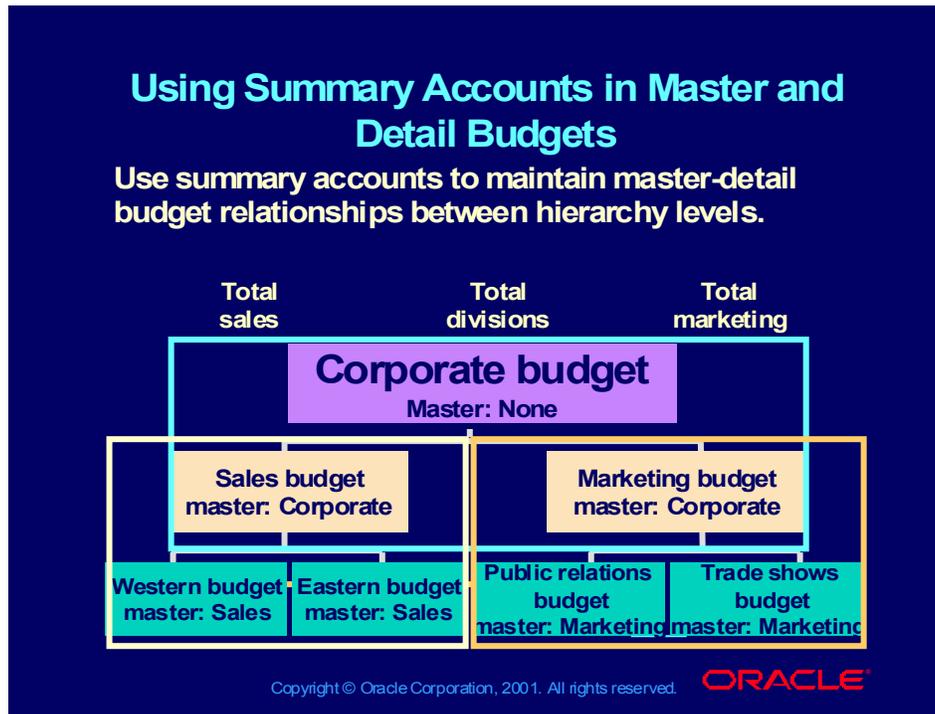
## Agenda

- Budget implementation considerations
- **Creating a hierarchical budget**
- Defining a budget organization
- Using budgetary control and encumbrances

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Using Summary Accounts in Master and Detail Budgets



# Summary Accounts

---

**Summary Accounts**

**Summary accounts store the sum of the balances of groups of detail accounts.**

Summary Revenue Account.....	15,000
Detailed Revenue Account A.....	10,000
Detailed Revenue Account B.....	3,000
Detailed Revenue Account C.....	2,000

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**



## Maintaining Master-Detail Budget Relationships with Summary Accounts

---

### Maintaining Master-Detail Budget Relationships with Summary Accounts

- **Summary account balances represent the sum of other account balances.**
- **You can use summary accounts for faster reporting, online inquiry, budget formulas, and allocations.**
- **Assign summary accounts to the master budget to:**
  - **Distribute budgeted amounts to detail budgets.**
  - **Rollup amounts from detail budgets to master budgets in reports and inquiries.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Maintaining Master/Detail Relationships with Reporting Hierarchies

---

### Maintaining Master/Detail Relationships with Reporting Hierarchies

- You can also set up Financial Statement Generator (FSG) reports with hierarchical reporting instead of using summary accounts.
- Best used when primary use for summarization is reporting.
  - You cannot reference reporting hierarchies in formulas, allocations, or online inquiries.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Creating a Budget

---

### Creating a Budget

In Oracle General Ledger, you create a budget by designating Amounts to a combination of an Account and a Period.

- Use the Define Budget window to specify the accounting periods that you want to include in your budget.
- Use the Define Budget Organization window to specify accounts by defining a budget organization, then assigning appropriate accounts to that organization.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**For more information, see:**

**(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Budgeting > Defining Budgets**

## Steps to Create a Budget

---

### Steps to Create a Budget

1. Enter the budget Name and Description.
2. Enter the status of your budget.
  - Open: The budget is available for update and budget entry.
  - Current: The budget is open, and is the default budget for most budgeting and inquiry forms.
  - Frozen: The budget is unavailable for update or budget entry.
3. (Optional) Choose to maintain an audit trail.
4. Enter the First and Last periods of your budget. You can enter a range of up to 60 periods.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Multiple Versions of a Budget

---

### Multiple Versions of a Budget

You can copy existing budgets to create multiple versions of a budget for what if analysis

- Example, one budget for aggressive growth, another for moderate growth, and a third for slow growth



**Aggressive Growth  
Division 1**



**Moderate Growth  
Division 1**



**Slow Growth  
Division 1**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Steps to Create Master/Detail Budgets

---

### Steps to Create Master/Detail Budgets

1. **Define a Master Budget.**
2. **Define Detail Budgets.**
3. **Set up budget accounts.**
4. **Define Master/Detail Budget Relationships.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Defining a Master Budget

- Define master budgets using the Define Budget window.
- Enter a name and period range, then open the budget year.
- Master budget organizations:
  - The master budget organization should include only the accounts that represent higher-level budgeting.
  - If you have master budgets at different hierarchy levels, define a separate organization for each level of master budgets.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

For more information, see:

**(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Budgeting > Budgeting Methods > Creating Master/Detail Budgets**

### Defining Detail Budgets

- Define detail budgets using the Define Budget window.
- Optionally assign detail budgets to an appropriate master budget by entering the name of the master budget in the Master Budget field.
- The same master budget can be assigned to one or more detail budgets.
- Detail budget organizations:
  - You can define a budget organization for each detail budget.
  - The organization should include only accounts that represent lower-level budgeting.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Standard Reports for Master and Detail Budgets

---

### Standard Reports for Master and Detail Budgets

- Use the **Submit Requests** window to request the following standard reports and listings to review your master-detail budget relationships and budget organization details.
- **Budget Hierarchy Listing**
  - **Master-Detail Budget Report**
  - **Summary-Detail Budget Report**
  - **Unbudgeted Master-Detail Accounts Report**
  - **Budget Organization Range Listing**

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

For more information, see:

**(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Budgeting > Budget Reports and Listings**

#### **Budget Hierarchy Listing**

- Lists master/detail budget relationships.

#### **Master/Detail Budget Report**

- Compares budgeted amounts between master and detail budgets.
- Highlights exceptions when detail budgets exceed their master budgets.

#### **Summary/Detail Budget Report**

- Lists the transactions in the detail budget for which there are no corresponding budgeted amounts in the master budget.

#### **Budget Organization Range Listing**

- Lists details including budgetary control options of budget organizations by account range.

### Demonstration

This demonstration shows how to create master and detail budgets in Oracle General Ledger.

**(N) Budgets >Define >Budget**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Practice 1

---

### Practice 1

**Practice 1 content:**

- **Define a budget**
- **Assign a budget to a master budget**

Copyright © Oracle Corporation, 2001. All rights reserved.

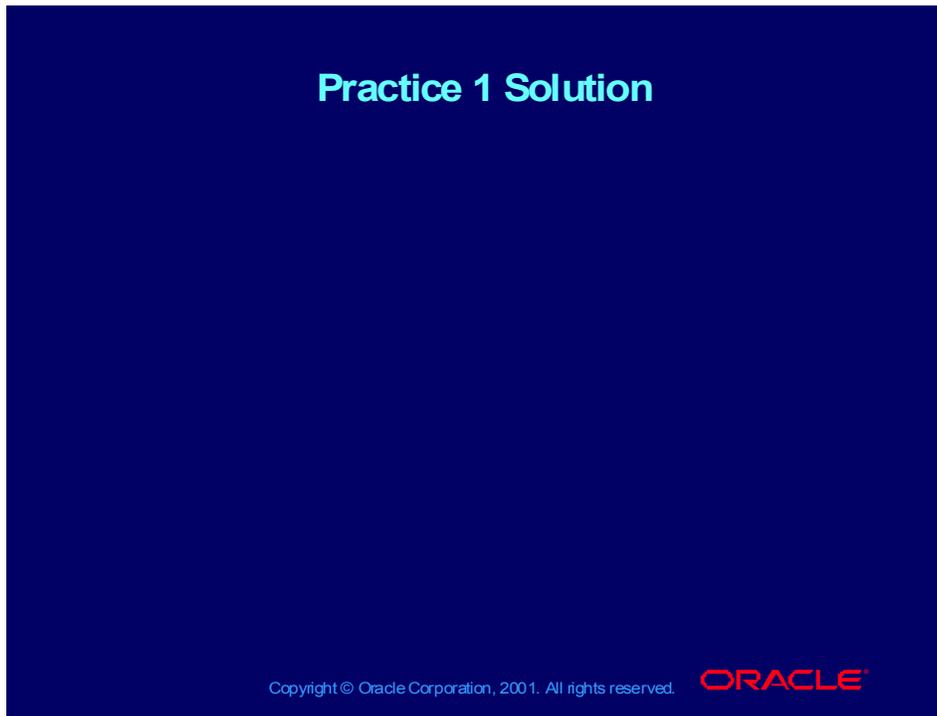
**ORACLE**

### Instructions

- Define a budget called <Unique Identifier> Consulting for the periods January through December for the latest open year. Use your terminal number for your unique identifier.
- This budget does not require budget journals and has an open status.
- Open the first (and only) fiscal year for this budget.
- Assign the budget to the master budget created by your instructor.

## Practice 1 Solution

---



1. Navigate to the Define Budget window.  
(N) Budgets > Define > Budget
2. In the Name field, enter <Unique Identifier> Consulting.
3. Optionally enter a Description of your choice.
4. Specify Open for Status.
5. Do not select the Require Budget Journals check box.
6. In the Budget periods region, place your cursor in the First field, and select JAN-YY from the list of values. Enter DEC-YY in the Last field.  
**Note:** “YY” should be the latest open year.
7. In the Master Budget field, select the budget defined by your instructor.
8. Select the Open Next Year button.  
At the “are you sure...” prompt, click YES.
9. The Date Created field will automatically populate with today’s date.
10. Note your request ID.

# Agenda

---

## Agenda

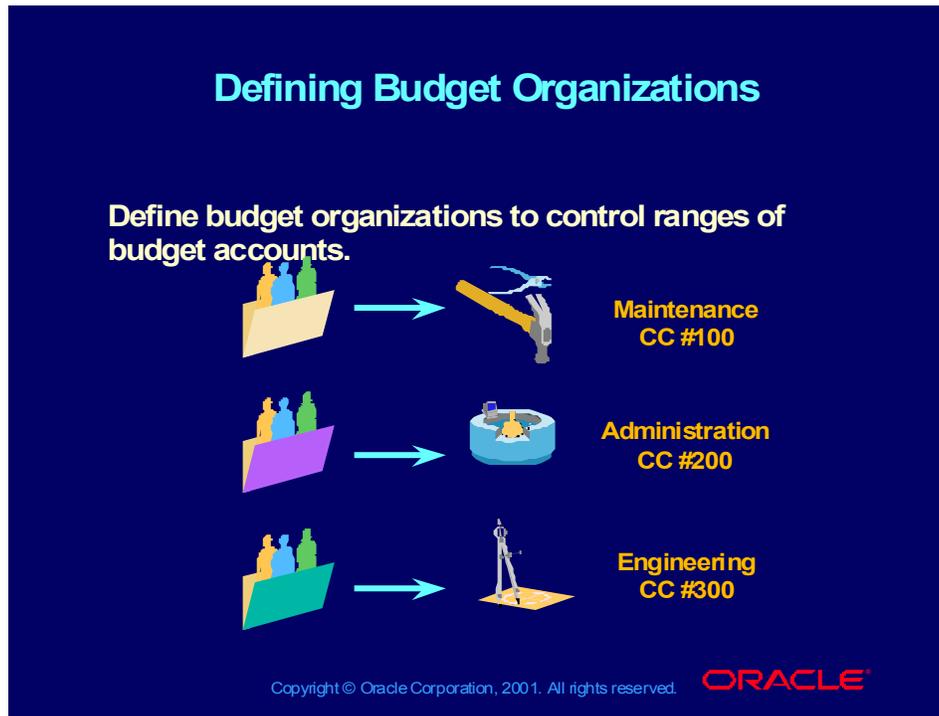
- Budget implementation considerations
- Creating a hierarchical budget
- **Defining a budget organization**
- Using budgetary control and encumbrances

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Defining Budget Organizations

---



**(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Budgeting > Defining Budget Organizations**

### Budget Organizations

**Budget organizations:**

- **Contain ranges of accounts that make up the budget.**
- **Represent departments, cost centers, divisions, or other groups for which you enter and maintain budget data.**
- **Options:**
  - **ALL budget organization**
  - **Password to restrict access**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Advantages of Budget Organizations

---

### Advantages of Budget Organizations

- You can inquire and report on data for a budget organization.
- You can freeze the budget for a budget organization, while still working on the data for other budget organizations.
- You can set up security for a budget organization to restrict access.
- You can set up an ALL budget organization to include all account ranges.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Steps to Define a Budget Organization

---

### Steps to Define a Budget Organization

1. From the Define Budget Organization window, enter a Name and Description for the budget organization.
  - To define a budget organization that includes a specific range of accounts, enter a unique name.
  - To create a budget organization that automatically includes all accounts, enter the name "ALL."
  - You can have an "ALL" budget organization in addition to other, specialized budget organizations.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Steps to Define a Budget Organization

2. Enter the Ordering Segment.
  - The selected account segment is used to sort accounts when you review the budget organization assignments, and when you use the Enter Budget Amounts and Enter Budget Journals windows.
3. Enter the Display Sequences.
  - Use this sequence to change the order of your account segments in the Enter Budget Amounts and Enter Budget Journals windows.
  - For each segment, enter a unique sequence number from 1 to n, where n is the number of segments in your account.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Steps to Define a Budget Organization

---

### Steps to Define a Budget Organization

#### 4. Options

- Enable Password Security to prevent unauthorized changes.
- Enter Effective From and To Dates if you want to set a specific range of time when you can use this budget organization.

#### 5. Assign accounts to the budget organization

- Choose Ranges to assign ranges of accounts
- Choose AutoCopy to copy account ranges from an existing budget organization
- If you are creating an ALL budget organization, you do not need to assign accounts.

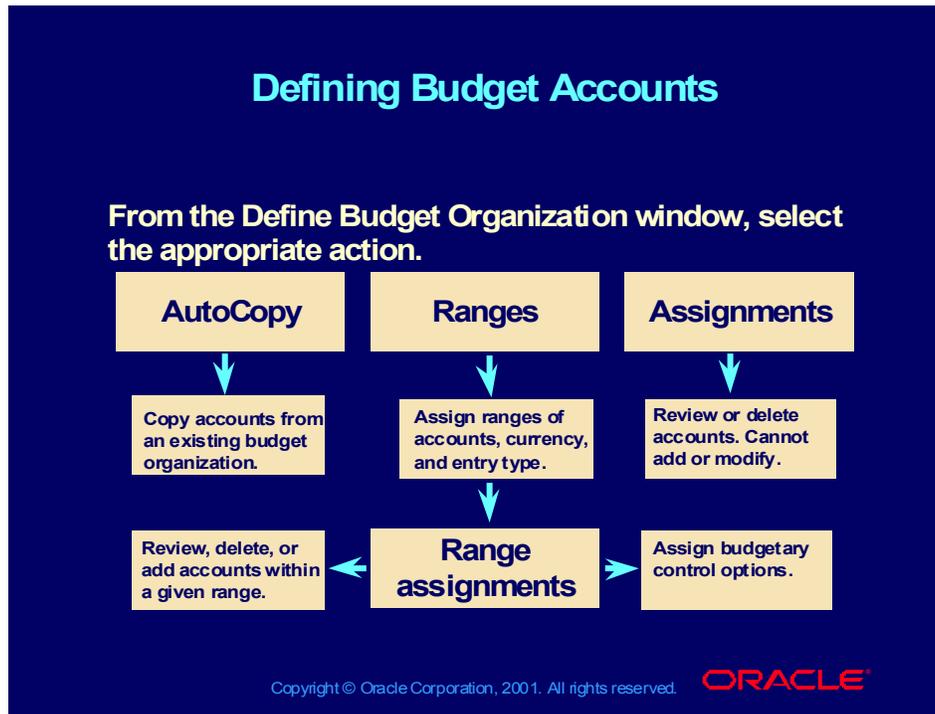
#### 6. Run Budget Organization Listing to check results.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Defining Budget Accounts

---



**(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Budgeting > Defining Budget Organizations > Assigning Account Ranges to a Budget**

## Steps to Assign Account Ranges to Budget Organizations

---

### Steps to Assign Account Ranges to Budget Organizations

1. Enter the Account Ranges.
  - The ranges cannot overlap other account ranges with the same currency for any budget organization in that set of books.
2. Select the budget entry type for each range.
  - Use “Entered” to enter budget amounts and journals, upload budgets, or transfer budget amounts.
  - Use “Calculated” to enter budget formulas or use MassBudget journals to enter budget amounts.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Steps to Assign Account Ranges to Budget Organizations

---

### Steps to Assign Account Ranges to Budget Organizations

3. Enter the Currency for each account range.
  - If you selected the “Entered” budget entry type, you can enter any enabled currency.
  - If you selected the “Calculated” budget entry type, you must enter the functional currency for your set of books or STAT.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Steps to Assign Account Ranges to Budget Organizations

---

### Steps to Assign Account Ranges to Budget Organizations

4. **Save your work.**
  - A concurrent process is automatically submitted to search the GL combinations table for existing code combinations within the range specified.
  - Wait for the process to finish before entering specific accounts.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Changing Account Ranges for Budget Organizations

---

### Changing Account Ranges for Budget Organizations

- **Navigate to the Range Assignments window.**
- **Change the account ranges.**
  - **Specific accounts must be within the designated account range.**
  - **Existing combinations within the range will be automatically added to an organization.**
  - **New combinations must be added in the Range Assignments window.**
- **When you save your work, the Maintain Budget Organization program is run.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Removing Account Ranges from a Budget Organization

### **Removing Account Ranges from a Budget Organization**

- **Navigate to the Range Assignments window.**
  - **To remove an account temporarily, delete its row. The range will still exist for temporarily deleted accounts. It will be recreated when the Maintain Budget Organization program is run.**
  - **To delete accounts permanently, open the Account Ranges window and delete the range that includes the accounts you want to delete.**
- **When you save your work, the Maintain Budget Organization program is run.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## AutoCopying Budget Organizations

---

**AutoCopying Budget Organizations**

Copy accounts and corresponding ranges from an existing budget organization to a new budget organization. Specify an override for at least one Accounting Flexfield segment.

Source budget organization



Maintenance  
CC #100

Segment override

Balancing Segment	_____
Cost Center	<u>200</u>
Account	_____

}

New budget organization



Administration  
CC #200

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**

**(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Budgeting > Defining Budget Organizations > Copy Acct Ranges from an Existing Budget**

## Steps to AutoCopy Budget Organizations

---

### Steps to AutoCopy Budget Organizations

1. **Navigate to the Define Budget Organization window, and select the budget organization you want to copy from.**
2. **Enter Segment Overrides to select the account segment values you want to change for the new budget organization.**
  - **You must designate at least one segment override because you cannot assign identical accounts to multiple budget organizations.**
3. **When you save your work, a concurrent process is automatically submitted.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Demonstration

This demonstration shows how to define a budget organization, assign account ranges, and how to copy account ranges to a budget organization in Oracle General Ledger.

**(N) Budgets >Define >Organizations**

**(N) Budgets >Define >Organizations**

**(B) Ranges (B) Range Assignments**

**(N) Budgets >Define >Organizations**

**(B) AutoCopy**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Practice 2 Overview

---

### Practice 2 Overview

- **Practice contents:**
  - Copying a budget organization
  - Modifying a budget organization
- **Scenario**
  - A memo from your controller asks you to set up a budget organization called <Unique Identifier> US SALES and assign various accounts to this budget organization.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Step 1: Defining a New Budget Organization

Define a new budget organization named <Unique Identifier> US SALES. Use your initials or your two-digit terminal number for your unique identifier. Sequence the order of segments however you like.

### Step 2: Assigning Account Ranges

Assign the following account ranges to your new budget organization, replacing xxxx with your Subaccount segment value.

Line	Low	High	Type	Currency
10	01-420-7120-xxxx-000	01-420-7740-xxxx-000	Entered	USD
20	01-410-9110-xxxx-000	01-430-9110-xxxx-000	Entered	STAT
30	01-410-5800-xxxx-000	01-420-5800-xxxx-000	Calculated	USD

Save your work and wait for the concurrent processes to finish.

### Step 3: Assigning New Accounts

Assign the following new accounts to the appropriate ranges:

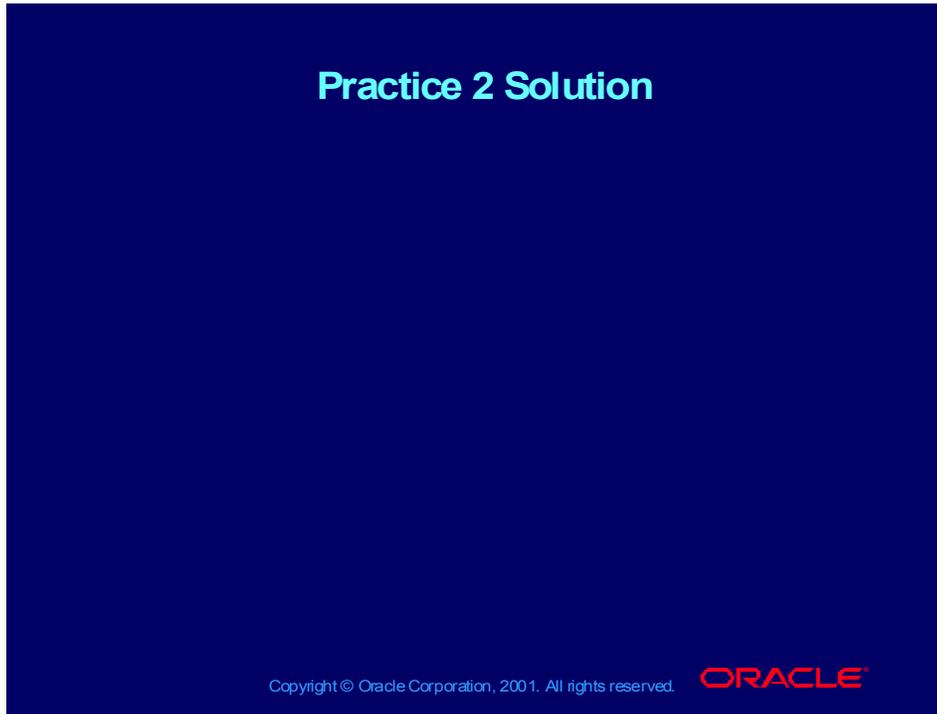
Line	Account Description	Account Number
10	Car Rental Expense	01-420-7650-xxxx-000
10	Airfare Expense	01-420-7640-xxxx-000
10	Miscellaneous Expense	01-420-7740-xxxx-000
10	Public Relations Expense	01-420-7120-xxxx-000

---

Copyright © Oracle Corporation, 2000. All rights reserved.

## Practice 2 Solution

---



### Step 1 Solution

1. Navigate to the Define Budget Organization window.  
(N) Budget > Define > Organization
2. In the Organization field, enter *<Unique Identifier> US SALES*.  
Note that Oracle General Ledger displays the name of your natural account segment in the Ordering Segment field.
3. Click in the Display Sequence field. When the Display Sequence popup window appears, enter a number in each field to specify a sequence order in which you would like your account to display (for example, enter 1,2,3,4,5,6). Choose OK to close this window.
4. Skip the remaining fields.
5. Select OK to save your work. Note your Request ID.

### Step 2 Solution

1. Choose the Ranges button and enter the following values.

Line	Low	High	Type	Currency
10	01-420-7120-xxxx-000	01-420-7740-xxxx-000	Entered	USD
20	01-410-9110-xxxx-000	01-430-9110-xxxx-000	Entered	STAT
30	01-410-5800-xxxx-000	01-420-5800-xxxx-000	Calculated	USD

2. Click the Save button to save your work.
3. Select View > Requests from the menu to check the status of your process. Wait for the concurrent process to complete before going on to the next step.

### Step 3 Solution

1. Place your cursor on line 10 and select the Range Assignments button.
2. Enter the following:

<b>Line</b>	<b>Account Description</b>	<b>Account Number</b>
10	Car Rental Expense	01-420-7650-xxxx-000
10	Airfare Expense	01-420-7640-xxxx-000
10	Miscellaneous Expense	01-420-7740-xxxx-000
10	Public Relations Expense	01-420-7120-xxxx-000

3. Save your work.

## Agenda

---

### Agenda

- Budget implementation considerations
- Creating a budget
- Creating a hierarchical budget
- Defining a budget organization
- Using budgetary control and encumbrances

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

**(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Budgeting > Budgetary Control**

**(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Budgeting > Budgetary Control Options**

### Budgetary Control

- **Budgetary control is the process of recording budget data and tracking encumbrance and actual data against the budget.**
- **You can track budget or encumbrance data using one of the following methods:**
  - **Encumbrance accounting**
  - **Budgetary amounts**
- **Funds checking is the feature of budgetary control that helps prevent overspending budgets by verifying available funds online before processing a transaction.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Budgeting > Funds Checking**

### Budgetary Control

- **Budgetary control requires funds reservation for any transactions you enter in General Ledger, Oracle Purchasing or Oracle Payables.**
- **You can only post journal entries that pass funds reservation.**
  - **If you enable this option, you must enter a reserve for encumbrance account for the set of books.**
- **If you do not enable budgetary control, you cannot perform funds check or reservation in General Ledger, Oracle Purchasing or Oracle Payables.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Encumbrances

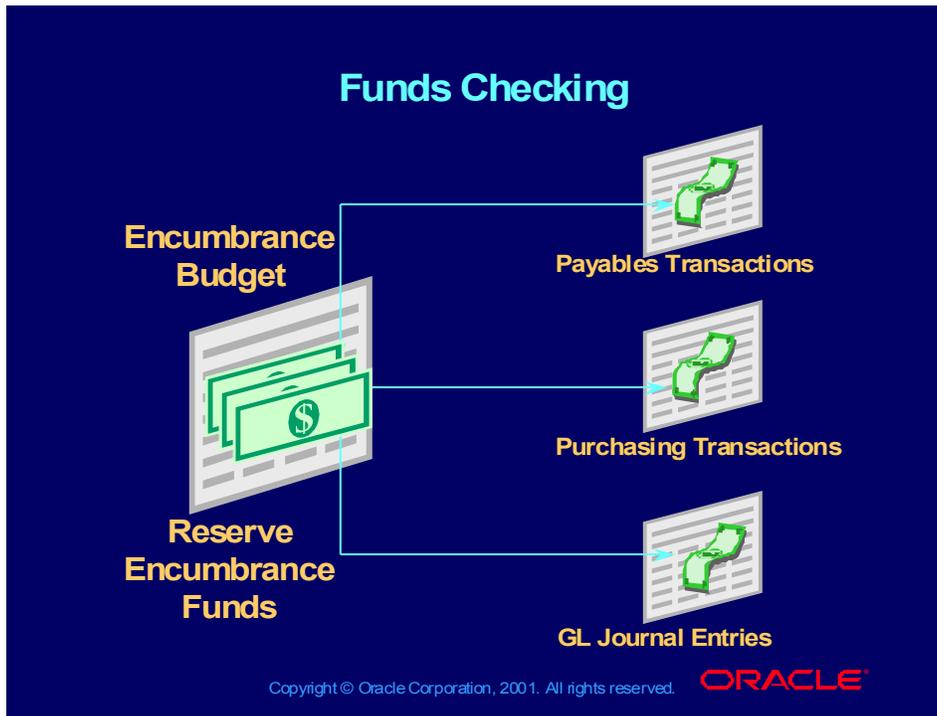
- Use encumbrances to track pre-expenditures (encumbrances) and avoid overspending on a project.
- For full capabilities, use budgetary controls, which are set up when you define a set of books.
  - If you choose this option, encumbrances are created automatically for your transactions in General Ledger, Oracle Purchasing and Oracle Payables.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Funds Checking

---



### Budgetary Control in Oracle Payables

- You can check available funds when you enter an invoice.
- When you enter an invoice and match it to a purchase order, you can indicate it is a final match, which can automatically liquidate excess encumbrances and increase available funds.
- Approval processes place holds on invoices that do not pass matching within your tolerances.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Budgetary Control in Oracle Purchasing

- You can reserve funds for a document at any point in the approval cycle, including:
  - Purchase and Internal Requisitions
  - Internal Requisitions
  - Auto-created and Standard Purchase Orders
  - Releases of Blanket Purchase Agreements
  - Planned Purchase Agreements
- You can check funds at any level of a purchasing document.
- Funds are not reserved for a purchasing document until you take an action that includes reserving funds.
- When you record accounting entries at receipt or during receipt accruals, encumbrances associated with the purchase order are reversed.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Defining an Account for Budgetary Control

- **Make the Company segment a balancing segment.**
  - Oracle ensures that journal entries are balanced (debits = credits) for each value of the balancing segment
  - This ensure that journals balance by company
- **If you allow Dynamic Insertion for new accounts:**
  - **Detail budgetary control:** new account's budget is treated as zero when you check funds.
  - **Summary budgetary control:** new account is included with summary accounts.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Budgetary Control Options

- **Funds Check Level: controls extent of budgetary control**
  - **None: no funds checking**
  - **Advisory: online notification when funds fail funds checking; still reserves funds for transactions**
  - **Absolute: prohibits reserving funds for a transaction unless funds are available**
- **Tolerance Percent and Tolerance Amount**
  - **Allows transactions to exceed budget within certain tolerances**
  - **Applies to individual distribution amounts by transaction**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Budgetary Control Options

- **Override Amount**
  - Allows override of transactions that fail absolute budgetary control
  - Exercised on funds reservation, not funds checking
- **Amount Type and Boundary:** sets up funds checking intervals (PTD, QTD, YTD, PJTD)
- **Latest Encumbrance Year:** indicates how far in the future you can enter encumbrances for budgetary control.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Budgetary Control Options for Accounts

- **Assign budgetary control options to a range of accounts, using the Define Budget Organization window.**
- **Determines the level of detail for funds checking for specific accounts.**
- **When you create new accounts that fall within a range of account assignments with Advisory or Absolute, GL automatically updates budget organizations with new accounts.**
- **Includes: Funds Check Level, Amount Type, Boundary, Funding Budget, and Automatic Encumbrance flag.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Budgetary Control Options for Journal Sources and Categories

---

### Budgetary Control Options for Journal Sources and Categories

- Enforces budgetary control options by type of transaction.
- To enable, define a budgetary control group, then assign options to combinations of source and category.
- Example:
  - Perform advisory budgetary control on journal imports from payroll
  - Avoid funds checking on month end journal entry batches called “Month End Adjustments”

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Detail Level Budgetary Control

- **Controls expenditures against a budget amount for a specific account**
- **Must budget to every account for which you enable budgetary control**
- **If you use dynamic insertion:**
  - **Be sure to budget to newly inserted accounts before checking funds or reserving funds for transactions using the new accounts.**
  - **Funds checker assumes budget amount is zero, and transaction may fail funds check.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Summary Level Budgetary Control

- Provides control over expenses at a department or cost center level, or expense category.
- Allows you to check funds at different levels within a cost center, and disallow transactions only if a cost center budget does not have available funds.
- To implement:
  1. Define rollup groups to summarize budget, actual and encumbrance amounts for each department and roll them up into a division.
  2. Define summary accounts and assign budgetary control options for each summary template.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Multiple Currency Transactions

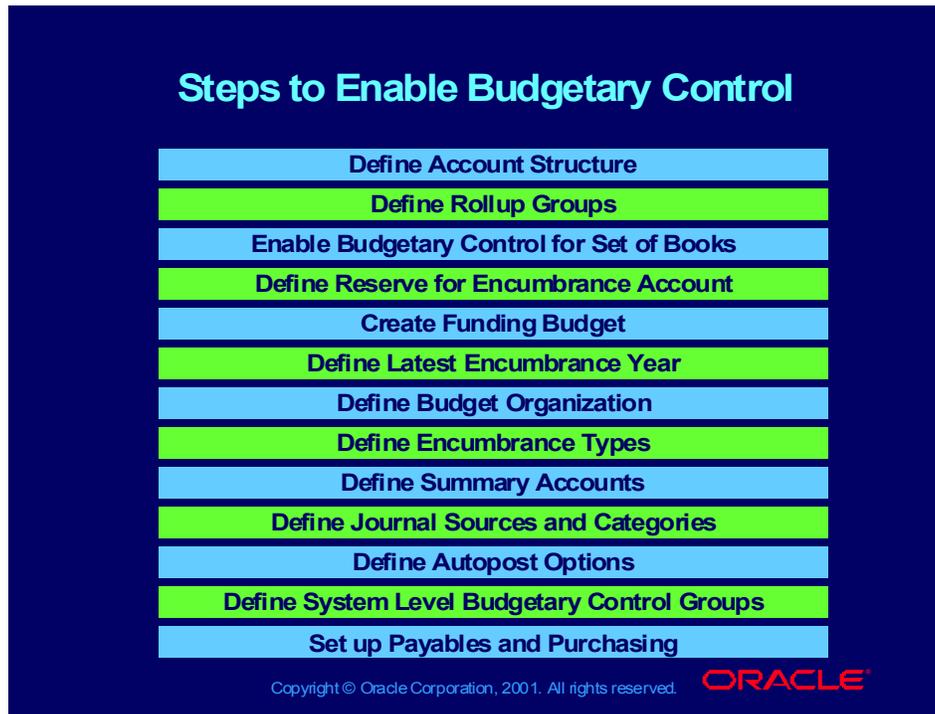
- You can enter purchase orders and invoices in a foreign currency and check funds for them.
- Payments should be made in the invoice currency
- You can manually enter encumbrances only in the functional currency
- You can run foreign currency journal reports and review trial balances for amounts entered in a foreign currency
- You can view available funds only in the functional currency

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Steps to Enable Budgetary Control

---



**(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Budgeting > Funds Checking > Setting Up Budgetary Control**

## Budgetary Control and Encumbrance Reports

---

### Budgetary Control and Encumbrance Reports

- Encumbrance Trial Balance Report
- Open Encumbrance Balance with Transaction Detail Report
- Funds Available Analysis Report
- Budgetary Control Transactions Report
- Financial Statement Generator (FSG) reports that you design to report on encumbrances and funds available

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Budgeting > Reports**

## Budgetary Control and Encumbrance Inquiries

---

### Budgetary Control and Encumbrance Inquiries

- Review Encumbrances
- View Funds Available
- Review Budgetary Control Transactions
- Review Budgetary Control Transaction Detail

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Budgeting > Inquiries**

## Practice 3 Overview

---

### Practice 3 Overview

Match these answers with the questions below:

- a. Oracle Purchasing
- b. Budgetary control
- c. Oracle Payables
- d. Advisory
- e. Encumbrance Year
- f. Funds checking
- g. Dynamic insertion

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Questions

1. Enables you to predetermine if funds are available before processing an invoice or purchase order.
2. Enables you to maintain budgetary control relationships when you create new accounts.
3. The process of recording budget data and tracking encumbrance and actual data against the budget.
4. When you record accounting entries, encumbrances are reversed in this application.
5. You can automatically liquidate excess encumbrances and increase available funds in this application.
6. Funds check level that provides online notification when funds fail funds checking, but still reserves funds for transactions.
7. Indicates how far in the future you can enter encumbrances for budgetary control.

---

Copyright © Oracle Corporation, 2000. All rights reserved.

## Practice 3 Solution

---

### Practice 3 Solution

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

1. Enables you to predetermine if funds are available before processing an invoice or purchase order. **f. Funds checking**
2. Enables you to maintain budgetary control relationships when you create new accounts. **g. Dynamic insertion**
3. The process of recording budget data and tracking encumbrance and actual data against the budget. **b. Budgetary control**
4. When you record accounting entries, encumbrances are reversed in this application. **a. Oracle Purchasing**
5. You can automatically liquidate excess encumbrances and increase available funds in this application. **c. Oracle Payables**
6. Funds check level that provides online notification when funds fail funds checking, but still reserves funds for transactions. **d. Advisory**
7. Indicates how far in the future you can enter encumbrances for budgetary control. **e. Encumbrance Year**

---

Copyright © Oracle Corporation, 2000. All rights reserved.

### Summary

You have learned how to:

- Create a new budget and assign a master budget by using the Define Budget window
- Define budget organizations by using the Define Budget Organization window
- Assign accounts and account ranges to budget organizations by using the Account Ranges and Account Assignments windows
- AutoCopy budget organizations by using the AutoCopy Budget Organization window
- Create budget hierarchies by using the Define Budget and Summary Accounts windows
- Implement budgetary control and encumbrances

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# **R11i Integrating Oracle General Ledger with Oracle Financial Analyzer**

## **Chapter 16**

# R11i Integrating Oracle General Ledger with Oracle Financial Analyzer

---

## **R11i Integrating Oracle General Ledger with Oracle Financial Analyzer**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Objectives

---

### Objectives

After completing this lesson, you should be able to do the following:

- Define metadata in Oracle GL (GL) used by Oracle Financial Analyzer (OFA)
- Extract data from GL and load that data into OFA
- Write budget data back to GL from OFA
- Drill to GL details from OFA

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Overview

#### Oracle Financial Analyzer

- Uses a multidimensional database to enable online analytical processing (OLAP)
- Integrates a central source of management data with reporting, analysis, budgeting, and planning tools.
- Provides methods needed to perform critical financial functions such as
  - Controlling costs
  - Analyzing performance
  - Evaluating opportunities
  - Formulating future direction

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

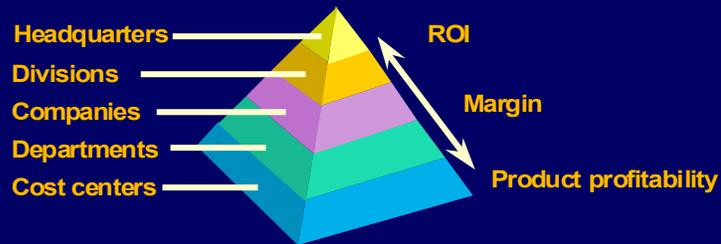
For a more complete overview and information about mapping data from Oracle General Ledger to Oracle Financial Analyzer, see Chapter 1, “Introduction,” in *Integrating Oracle Financial Analyzer with Oracle General Ledger, Release 11i* (Part Number A86564-01).

# Overview

---

## Overview

You can tailor your data flows and access to meet the needs of users throughout an organization.



Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Integration with Oracle General Ledger

#### OFA integration with GL

- Eliminates duplicate data entry.
- Enables mapping from GL to OFA hierarchies and dimensions.
- Reduces data maintenance by creating links between GL and OFA so that modifications in GL to hierarchies and other data structures modify OFA.
- Enables users to drill to detail in balances, journals, and subledger transactions.
- Provides methods to create and maintain multiple budgets in GL.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Functions Enabled by Integration

---

### Functions Enabled by Integration

- **Transferring data using a GL interface that accurately maps account balance data to OFA**
- **Loading and distribution of actual and budget data to individual users**
- **Analyzing GL data online**
- **Budgeting at the department or enterprise levels**
- **Collecting and uploading budget data to GL**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Integration Process Flow

---

### Integration Process Flow

1. Install GL and OFA.
2. Define metadata in GL.
3. Extract GL data to interface.
4. Load data from interface to OFA.
5. Solve hierarchies and distribute data.
6. Analyze data using OFA, return to step 3 if necessary.
7. Create and submit budgets in OFA.
8. Solve budgets, refine and return to step 5 if necessary.
9. Load budgets from OFA to GL, return to step 3 as necessary.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

For a flow diagram of this process, see Chapter 1, “Introduction,” in *Integrating Oracle Financial Analyzer with Oracle General Ledger, Release 11i* (Part Number A86564-01).

### Data Models: Relational and Multidimensional

- **GL uses relational data model to process and store transactions.**
  - Used to maintain and report account balances
- **OFA uses multidimensional data model to enable online analysis.**
  - Used to review period-end data

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Data Dimension Concepts

- **Dimension**
  - Database objects that organize data in financial data items
  - Defined by assigning one or more GL account segments
- **Dimension value**
  - Elements that make up a dimension
- **Financial data item**
  - Database objects built with dimensions, that store or calculate data
  - Each item has a balance type such as actual, budget, statistical, and so on.

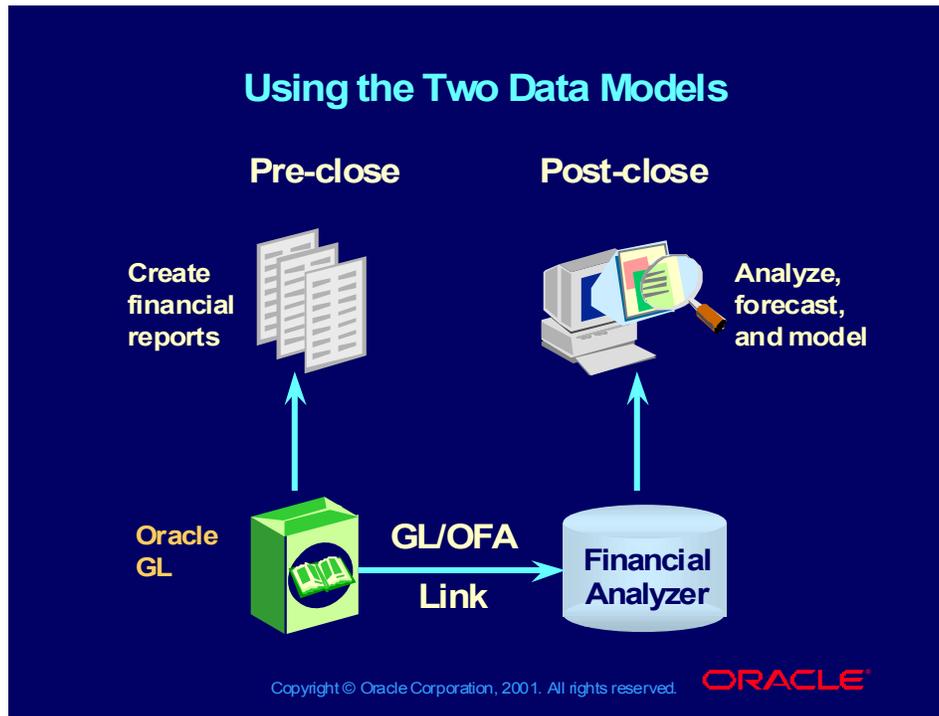
Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

For more information about data dimensions and mapping data from GL to OFA, see Chapter 1, “Introduction,” in *Integrating Oracle Financial Analyzer with Oracle General Ledger, Release 11i* (Part Number A86564-01).

## Using the Two Data Models

---



# Data Mapping

## Data Mapping

- Map GL metadata to OFA
- OFA generates dimensions, values, and so on.

GL	<u>Company</u>	<u>Cost Center</u>	<u>Account</u>	<u>Product</u>	Segments
	01	300	4000	313	
	02	340	4130	406	Segment values
			4240	726	
			5170	819	

OFA	<u>Org</u>	<u>Line</u>	<u>Product</u>	Dimensions
	A01.300	4000	313	
	A01.340	4130	406	Dimension values
	A02.300	4240	726	
	A02.340	5170	819	

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

## Review Question

---

### Review Question

Which of the following is assigned to a dimension definition in GL?

1. Financial data item
2. Metadata
3. Multidimensional value
4. Account segment
5. Object

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Answer to Review Question

---

### Answer to Review Question

**Which of the following is assigned to a dimension definition in GL?**

1. Financial data item
2. Metadata
3. Multidimensional value
- 4. Account segment**
5. Object

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Setting Up Your Metadata

---

**Setting Up Your Metadata**

To define metadata in GL you define:

- Step 1: Filters. (optional)**
- Step 2: Dimensions and dimension values.**
- Step 3: Hierarchies. (optional)**
- Step 4: Financial data items.**
- Step 5: Financial data sets.**

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**

For more information and detailed instructions about how to define metadata, see Chapter 3, “Defining Metadata in General Ledger,” in *Integrating Oracle Financial Analyzer with Oracle General Ledger, Release 11i* (Part Number A86564-01).

## Defining Filters

---

### Defining Filters

- **Create a filter to include or exclude ranges of segment values to be imported from GL into OFA.**
  - **Initially include the entire range of segment values and then exclude the appropriate ranges**
- **Assign filters to a dimension definition. If you do not assign a filter, OFA creates dimension values using all of the segment values.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Defining Filters

Oracle General Ledger > Setup > Analyzer > Filters

## Defining Summary Account Templates

---

### Defining Summary Account Templates

- For each account segment specify one of the following:
  - D for a summary account of every detail segment
  - T for a summary account that sums the balances for all detail segments
  - Rollup group name for a summary account for each assigned parent segment
- A template can not be defined with all D or all T template values.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Defining Summary Account Templates

Oracle General Ledger > Setup > Accounts > Summary > Template

## Defining Dimensions

---

### Defining Dimensions

- Define the dimensions that will organize your data, before exporting data from GL to OFA
  - If you select Summary, OFA selects parent values for the segments you specify. You must have summary account templates defined to use this option.
  - Object Name, Object Prefix, and Object Value Prefix are internal identifiers for the dimension.
- Assign a detail or parent segment, based on the dimension's Level.
- Optionally assign a filter to each segment.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Defining Dimensions

Oracle General Ledger > Setup > Analyzer > Dimensions

### Defining Dimensions

- **Choose an Account Type**
  - For the natural account segment, you can change the Account Type to Asset, Liability, Owners' Equity, Revenue, and Expense. The default is All.
- **GL seeds a dimension called Time**
  - You can query Time, but cannot update or delete the dimension.
  - No segments are assigned to this dimension.
  - OFA creates the Time dimension using the GL accounting calendar.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Defining Hierarchies

**Defining Hierarchies**

- Specify summary or drill to GL dimensions
- OFA creates hierarchies, from GL parent-child definitions, for online summary and drill to GL.

Account Segment	Value	Parent?	Children
GL	4000	<input checked="" type="checkbox"/>	4300, 4800
	4300	<input checked="" type="checkbox"/>	4340 – 4350
	4340		
	4350		
	4800		

OFA

Line Dimension

```
graph TD; L4000[L4000] --> L4300[L4300]; L4000 --> L4800[L4800]; L4300 --> L4340[L4340]; L4300 --> L4350[L4350];
```

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**

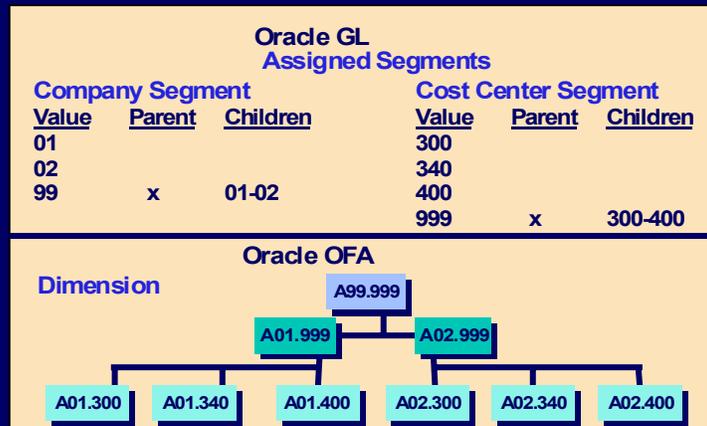
### Defining Hierarchies

Oracle General Ledger > Setup > Analyzer > Hierarchies

# Defining Hierarchies

## Defining Hierarchies

You can define hierarchies for dimensions with multiple segments.



Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

## Defining a Hierarchy

---

### Defining a Hierarchy

- You can choose any dimension as the Base Dimension.
- You can only use one hierarchy for each dimension.
- OFA uses the Sequence numbers to determine the order to drill to GL data through the segments.
- The root node is a parent segment value which is the topmost node of a hierarchy.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Defining Hierarchies

Oracle General Ledger > Setup > Analyzer > Hierarchies

## Review Question

---

### Review Question

Which of the following would you use to prevent a series of natural accounts from being imported from GL to OFA?

1. Sequence number
2. Dimension
3. Filter
4. Hierarchy
5. Summary account

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Answer to Review Question

**Which of the following would you use to prevent a series of natural accounts from being imported from General ledger to OFA?**

1. Sequence number
2. Dimension
- 3. Filter**
4. Hierarchy
5. Summary account

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Detail and Summary Financial Data Items

---

### Detail and Summary Financial Data Items

- **Create detail financial data items by assigning detail dimensions.**
- **Assign detail or summary dimensions to summary financial data items**
  - **Define summary account templates in GL**
  - **Assign at least one summary dimension to a summary financial data item.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Defining Financial Data Items

Oracle General Ledger > Setup > Analyzer > Financial Data Items

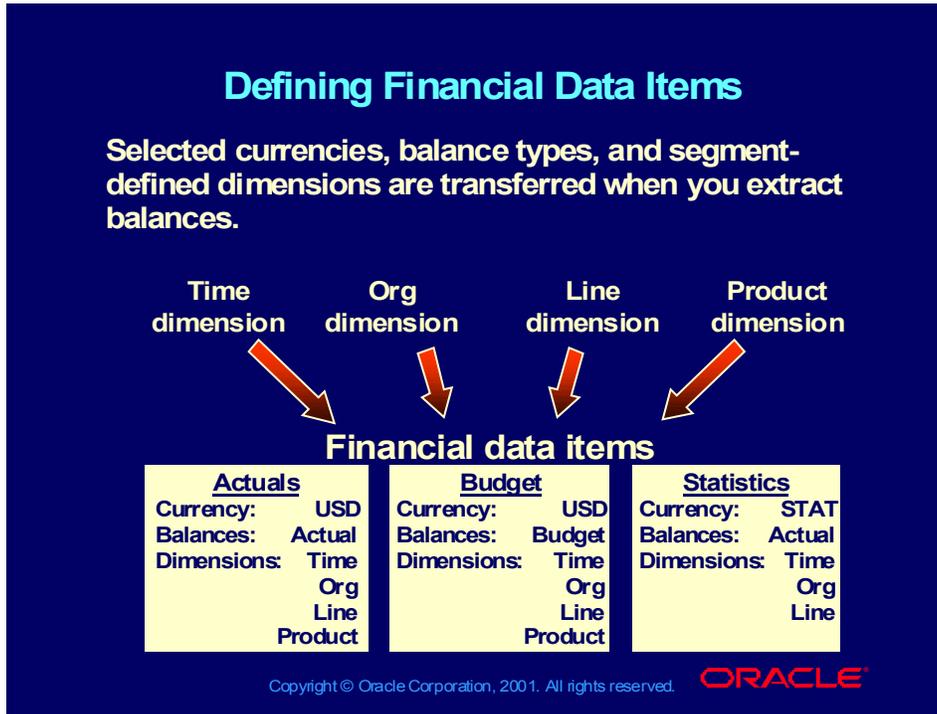
### Financial Data Item - Transfer Options

- **Transfer level: detail or summary**
- **Balance types: actual, budget, encumbrance, and average**
- **Currency type: functional, foreign entered, foreign translated, statistical, and functional & statistical**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Defining Financial Data Items



## Defining Financial Data Items

---

### Defining Financial Data Items

- Name is used by GL to identify the financial data item. OFA uses Name on reports, graphs, and worksheets.
- In the Balances region, if you choose a balance type of
  - Budget, enter the name of your budget in the Budget field.
  - Encumbrance, specify the type of encumbrance: Obligation, Commitment, or Total Encumbrances.
- If you do not choose a currency type, the system defaults to Functional Only.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Defining Financial Data Items

Oracle General Ledger > Setup > Analyzer > Financial Data Items

### Defining Financial Data Items

- **In the Level field, if you select**
  - **Detail, you can assign only detail dimensions.**
  - **Summary, you can assign detail and summary dimensions.**
- **No entry is necessary in the Status field. If you specified**
  - **Detail, the Status will display as Validated.**
  - **Summary, the status will display as Unvalidated. You must perform the Validation process to update the status to Validated.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Defining Financial Data Items

- **OFA uses the Object Name internally for the variable that it creates from a data item.**
- **Sparse dimensions, which contain few data points, should be sequenced after dense dimensions to improve load and calculation performance.**
- **If dimensions are dense, the Time dimension should be assigned to the last sequence line.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

For more information about how dense and sparse dimensions affect performance and how to properly sequence dimensions, see Chapter 3, “Defining Metadata in General Ledger,” in *Integrating Oracle Financial Analyzer with Oracle General Ledger, Release 11i* (Part Number A86564-01).

## Assigning Filters and Templates

---

### Assigning Filters and Templates

- **Filters and templates can be assigned to Financial Data Items in the Filters and Summary Templates regions. This is optional.**
- **If you choose the Object Level of Summary for your financial data item, select Validate to update the status from Unvalidated to Validated.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Defining Financial Data Items

Oracle General Ledger > Setup > Analyzer > Financial Data Items

## Defining Financial Data Sets

---

### Defining Financial Data Sets

Financial data sets enable you to simultaneously view and compare multiple financial data items, such as actuals and budgets.

- Define a financial data set after you define financial data items.
- Define only one financial data set for each chart of accounts.
- Use financial data items from multiple sets of books only if the sets of books use the same chart of accounts.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Defining Financial Data Items

Oracle General Ledger > Setup > Analyzer > Financial Data Set

## Defining Financial Data Sets

---

### Defining Financial Data Sets

- Segment sort order should mirror the order of dimensions defined in the financial data item.
- Segment order of your data set should not be changed.
- The Time dimension can be ignored when specifying the sort order.
- Sequence numbers must be assigned to segments, even if the segment is not mapped to a dimension.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Defining Financial Data Items

Oracle General Ledger > Setup > Analyzer > Financial Data Set

## Review Question

---

### Review Question

**Which one of the following dimensions should be sequenced before other dimensions to improve loading and calculation performance?**

1. Summary
2. Dense
3. Detail
4. Sparse
5. Segment

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Answer to Review Question

**Which one of the following dimensions should be sequenced before other dimensions to improve loading and calculation performance?**

1. Summary
- 2. Dense**
3. Detail
4. Sparse
5. Segment

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Demonstration

---

### Demonstration

This demonstration shows you how to define:

- **Filters**  
(N)Oracle GL > Setup > Analyzer > Filters
- **Dimensions**  
(N)Oracle GL > Setup > Analyzer > Dimensions
- **Hierarchies**  
(N)Oracle GL > Setup > Analyzer > Hierarchies
- **Financial data items and data set**  
(N)Oracle GL > Setup > Analyzer > Financial Data Items  
(N)Oracle GL > Setup > Analyzer > Financial Data Set

Copyright © Oracle Corporation, 2001. All rights reserved.

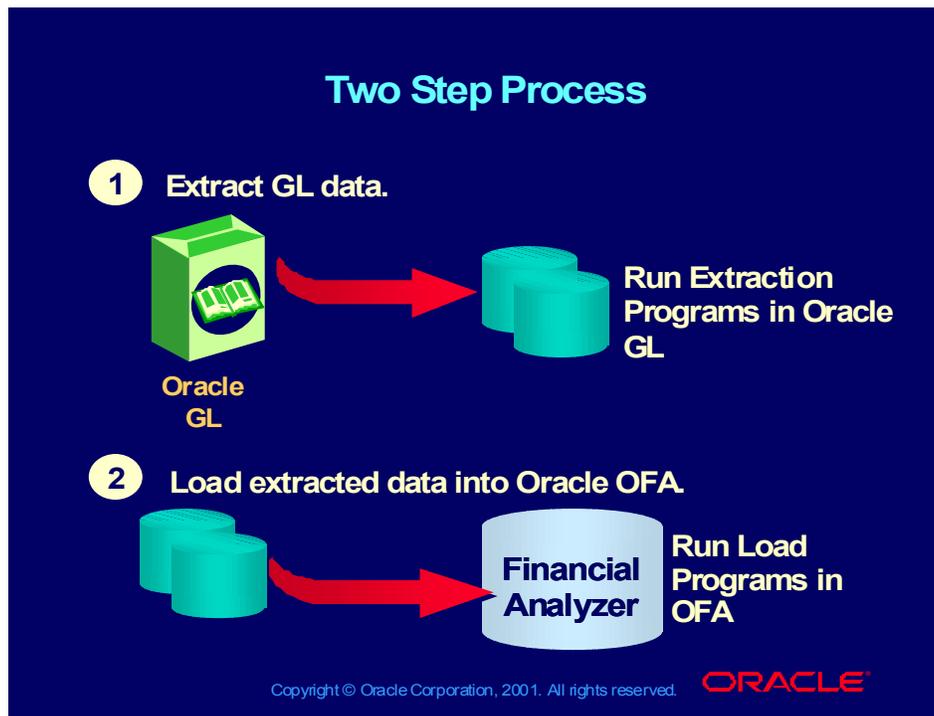
ORACLE

### Defining OFA Data Elements

- Oracle General Ledger > Setup > Analyzer > Filters
- Oracle General Ledger > Setup > Analyzer > Dimensions
- Oracle General Ledger > Setup > Analyzer > Hierarchies
- Oracle General Ledger > Setup > Analyzer > Financial Data Items
- Oracle General Ledger > Setup > Analyzer > Financial Data Set

## Two Step Process

---



For more information about how to extract data from GL to be loaded into OFA, see Chapter 4, “Extracting Financial Data from General Ledger,” in *Integrating Oracle Financial Analyzer with Oracle General Ledger, Release 11i* (Part Number A86564-01).

## Running Extraction Programs

---

### Running Extraction Programs

- Run extraction programs in the Submit Requests window of General Ledger .
- Choose a request name from the list of
  - All GL requests by selecting the List of Values button.
  - Request Name field by entering “Analyzer” and pressing the tab key.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Running Extraction Programs

Oracle General Ledger > Reports > Request > Standard

## Reviewing Status of Extraction Program

---

### Reviewing Status of Extraction Program

The Transfer Requests window automatically queries all submitted requests. Each request displays one of the following status indicators:

- **Extracting:** The program is extracting data.
- **New:** Data extraction is complete. Data is ready to be loaded into OFA.
- **Loading:** OFA is loading the extracted data.
- **Loaded:** The data load is complete.
- **Cancel:** The transfer request was canceled.
- **Error:** A transfer request error occurred.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Transfer Requests

Oracle General Ledger > Reports > Request > Analyzer

### Extraction Programs

These programs generate data files that must be processed by OFA.

- **Segment Values**
  - Creates dimensions and financial data items
  - Creates segment metadata in GL
  - Must be run before Balances or Hierarchy
- **Calendar**
  - Creates custom time dimension in OFA
  - Run to create new fiscal year periods
- **Balances**
  - Transfers balances from GL to OFA
  - Usually run at the close of the period

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Extraction Programs

- **Currency**
  - Creates OFA currency-from and to dimensions
  - Use when you update currencies and rates
- **Period Rates**
  - Transfers period rates from GL to OFA
  - Run once per period
- **Hierarchy**
  - Creates dimension hierarchies and add values
  - Run when hierarchies are modified
- **Load extracts**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Hierarchy and Segment Values Extraction Programs

---

### Hierarchy and Segment Values Extraction Programs

#### Hierarchy

- OFA creates hierarchies using parent-child relationships defined in GL.

#### Segment Values

- OFA uses the extract file to
  - Define dimensions and financial data items.
  - Update segment metadata.
  - Update dimension descriptions.
- This must be the first extraction process run after the mapping process in GL.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Calendar Extraction Program

This program instructs OFA to create Time dimensions for one fiscal year, based on GL accounting calendar.

- For each accounting period in the year
- For each quarter and the year
- Roll-up hierarchy for periods, quarters, and the year

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Balances Extraction Program

- **GL account balances are written to a temporary file. OFA loads balances from that file.**
  - **Install the GL concurrent manager on the same machine as the OFA server so that OFA can locate the temporary files created by GL.**
- **You can not extract balances for more than 30 accounting periods in a single run.**
- **If there are no GL balances, no temporary extract file is created and the request status is Error.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Extract Incremental Balances Program

---

### Extract Incremental Balances Program

To update balance data one or more times during a period, use the Extract Incremental Balances program to only capture the changes to balance data.

- Incremental extracts can only be performed after an initial run of the Extract Full Balances program.
- A Full Balance extract must be performed if the financial data set or the hierarchies have been changed.
- After running the Delete Incremental Balances program, a Full Balance extraction must be run.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Currency and Period Rates Extraction Programs

---

### Currency and Period Rates Extraction Programs

#### Currency:

- OFA creates from-currency and to-currency dimensions that load exchange rates from GL to OFA.
- You must run the Period Rates Extraction program.
- You can not assign these dimensions to financial data items.

#### Period Rates:

- OFA selects period-end and period-average exchange rates.
- This program requires from-currency and to-currency dimensions.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Load Extracts Program

- **Indicates completion of other GL data extraction programs**
  - **When GL data extraction programs have completed, data can be loaded into OFA.**
- **Used to control OFA data loading process**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Review Question

---

### Review Question

Which of the following extraction programs updates dimension descriptions?

1. Balances
2. Metadata
3. Segment Values
4. Hierarchy
5. Dimensions

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Answer to Review Question

---

### Answer to Review Question

Which of the following extraction programs updates dimension descriptions?

1. Balances
2. Metadata
3. Segment Values
4. Hierarchy
5. Dimensions

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Review Question

---

### Review Question

The Calendar Extraction program creates calendar dimensions for which of the following time periods?

1. Fiscal year
2. Open periods
3. Next period
4. Prior periods
5. Calendar year

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Answer to Review Question

The Calendar Extraction program creates calendar dimensions for which of the following time periods?

1. Fiscal year
2. Open periods
3. Next period
4. Prior periods
5. Calendar year

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Using OFA to Load GL Data

After completion of GL data extraction, run the “Submit Load from GL” program in OFA to

- Create dimensions, dimension values, and hierarchies.
- Load financial data into variables in the shared database.
- Solve your data across the Time, Account, and other hierarchies.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

For more information about how to load data extracted from GL into OFA, see Chapter 5, “Loading Financial Data into Financial Analyzer,” in *Integrating Oracle Financial Analyzer with Oracle General Ledger, Release 11i* (Part Number A86564-01).

### Using OFA to Load GL Data

These tasks are normally completed by an OFA system administrator using OFA processes.

- In the Oracle GL interface, enter GL access settings:
  - Financial data set - defined in GL
  - GL account - with read/write access
  - Host string - set in SQL\*Net configuration of Oracle Express Server
- In the Submit Load from GL dialog box you can automatically or manually control OFA Task Processor.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Loading GL Data Extracts into OFA

OFA creates, defines, populates, and updates

- **Balances**
  - Dimension values
  - Financial data items
- **Calendar**
  - GL Time dimension
- **Currency and Period Rates**
  - From- and to-currencies
  - Exchange rate financial data item
- **Hierarchies and Segments**
  - Segment metadata and descriptions

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Using Write Budgets Back to GL Feature

---

### Using Write Budgets Back to GL Feature

Use this feature to transfer budget data prepared in OFA to GL.

- Data structures must have originated in GL.
- Data extracted from the OFA database to an interface table is loaded to GL balance tables.
- The budget upload process can be automatically triggered or manually initiated.
- More than one budget can be written to GL for comparative reporting purposes.
- The write back can be made to a new budget, not only to the originating budget.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

For more information about writing budget data back from OFA to GL, see Chapter 7, “Writing Budget Data Back to General Ledger,” in *Integrating Oracle Financial Analyzer with Oracle General Ledger, Release 11i* (Part Number A86564-01).

### Writing Budgets from OFA to GL

After budgets have been created or revised, the OFA administrator must:

1. **Identify the budget data to be written to GL.**
  - Financial data items
  - Calendar periods
2. **Specify fill values for aggregated segments not mapped to dimensions.**
  - Budgets must be entered to detail accounts.
3. **Map summary financial data items to detail account**
4. **Select a method; either replace or increment.**
5. **Initiate write back process to specific budget.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

For more information about writing budget data back from OFA to GL, see Chapter 7, “Writing Budget Data Back to General Ledger,” in *Integrating Oracle Financial Analyzer with Oracle General Ledger, Release 11i* (Part Number A86564-01).

### Drill to GL Data

In an OFA report you can 'Drill to GL' to view detail or summary data in GL.

- From OFA, Analysis Wizard can drill to:
  - Detail account balances
  - Journals
  - Subledger transactions
  - Actual, budget, encumbrance, and average daily balances
  - Functional, statistical, foreign entered, and statistical currency types
- ADI 7.0 or later must be installed on your PC.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Drill to Subledger Transactions

ADI can be used to drill to subledger transactions in:

- Oracle Assets
- Oracle Inventory
- Oracle Payables
- Oracle Projects
- Oracle Purchasing
- Oracle Receivables
- Oracle Work in Process (WIP)

For more information about drilling to detail data in GL using the Applications Desktop Integrator, see Chapter 6, "Working with Financial Data in Financial Analyzer," in *Integrating Oracle Financial Analyzer with Oracle General Ledger, Release 11i* (Part Number A86564-01).

### Drill to GL Data

- **The GLDI: Analysis Wizard Privileges profile option must be enabled for your responsibility.**
- **You can not drill**
  - **On parent values.**
  - **On calculated amounts.**
  - **From worksheets.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Review Question

---

### Review Question

**Which of the following transfer tasks must be requested from OFA, not GL?**

- 1. Loading**
- 2. Extracting**
- 3. Allocating**
- 4. Deleting**
- 5. Canceling**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Answer to Review Question

---

### Answer to Review Question

**Which of the following transfer tasks must be requested from OFA, not GL?**

1. Loading
2. Extracting
3. Allocating
4. Deleting
5. Canceling

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Summary

---

### Summary

In this lesson, you should have learned how to:

- Define metadata in GL
- Extract data from GL for use by OFA
- Coordinate with OFA processes that use GL data
  - Loading extracted data to OFA
  - Drilling to GL data using ADI
  - Writing budget data from OFA to GL

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

For technical information about the data loading process, implementation considerations, error messages, and frequently asked questions (FAQ), see Chapter 8, “Technical Reference,” in *Integrating Oracle Financial Analyzer with Oracle General Ledger, Release 11i* (Part Number A86564-01).



# **R11i Overview of the Financial Reporting Process**

## **Chapter 17**

## R11i Overview of Financial Reporting Process

---



## Course Objective

---

### Course Objective

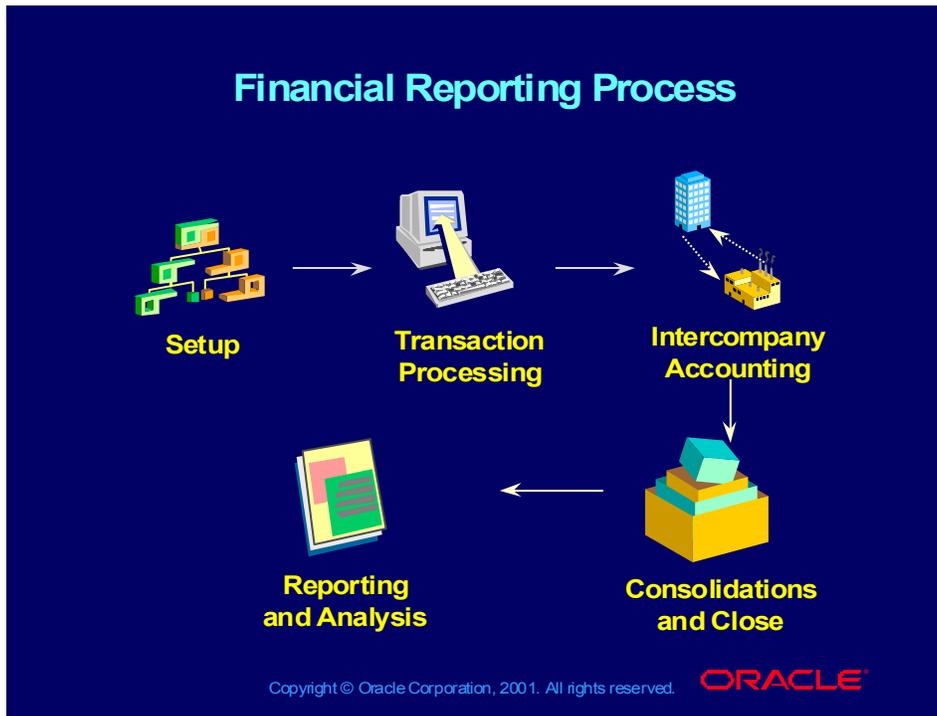
**After completing this lesson, you should be able to describe the reporting and analysis capabilities in Oracle General Ledger, Oracle Applications Desktop Integrator and Oracle Financial Analyzer.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Financial Reporting Process

---



### Reporting and Analysis Capabilities

- **Oracle General Ledger**
  - Standard reports and listings
  - Financial Statement Generator (FSG)
- **Applications Desktop Integrator (ADI)**
  - Report Wizard
  - Request Center
  - Analysis Wizard
- **Oracle Financial Analyzer (OFA)**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Standard Reports and Listings

Oracle General Ledger gives you a complete set of standard reports. Categories of standard reports and listings include

- **Account Analysis:** Accumulated balances of a range of accounts and all journal entry lines that affect that range.
- **Budget:** Information about your budgets and budget organizations, including account assignments and budget hierarchies.
- **Chart of Accounts:** Information about the accounts in your chart of accounts, including segment values, rollup ranges, and suspense accounts.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Standard Reports and Listings (continued)

- **Multi-Company Accounting and Consolidation:** Information about your multi-company accounting and consolidation activities. Intercompany transactions made can be viewed using GL's CENTRA feature.
- **Currency:** Daily, period, and historical rates that you defined for foreign currencies.
- **Financial Statement Generator:** Summary or detail information about the definitions of your Financial Statement Generator report components, reports, and report sets.
- **General Ledger:** Beginning and ending account balances, and all journal entry lines affecting each account balance in your functional and foreign currencies.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Standard Reports and Listings (continued)

---

### Standard Reports and Listings (continued)

- **Journals:** Journal information in functional and foreign currencies, including posted, unposted, and error journals. You can also review journal activity for particular periods and balancing segments.
- **Trial Balance:** Account balances and activity for functional and foreign currencies, budgets, encumbrances, and actuals.
- **Execution:** Automatically generated after concurrent processes have completed.
- **Other:** Information about MassAllocation/MassBudget definitions, recurring journal formulas, statistical units of measure, and value-added taxes received and paid.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Demonstration

In this demonstration, we will show you the available standard reports and listings. We will also submit a standard request.

(N) Reports—>Requests—>Standard

Copyright © Oracle Corporation, 2001. All rights reserved.

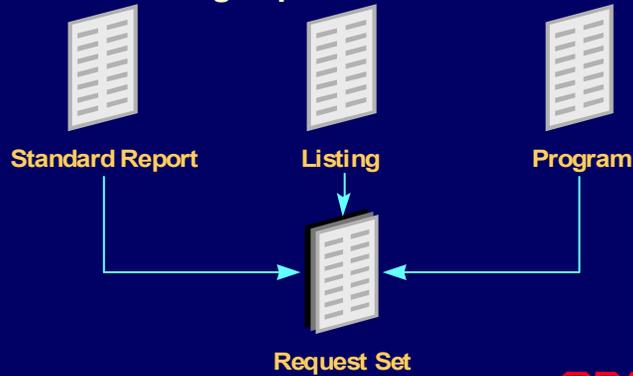
ORACLE®

## Grouping Requests Into a Set

---

### Grouping Requests Into a Set

You can combine standard requests, which include reports, listings and programs, into a request set to submit them as a group.



Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

## Review Question

---

### Review Question

**Request sets are a quick and convenient way to run several reports with predefined print options and parameter values.**

- A. True**
- B. False**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Answer to Review Question

---

### Answer to Review Question

**Request sets are a quick and convenient way to run several reports with predefined print options and parameter values.**

- A. True**
- B. False

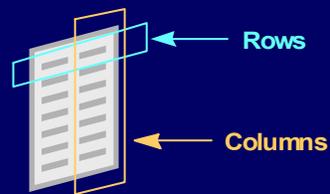
Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Financial Statement Generator

Oracle General Ledger's Financial Statement Generator (FSG) is a powerful and flexible financial report building tool you can use to build your own custom financial reports without programming.

FSG Report



Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE®

### Customized Financial Reports

Use a four-step process to define and run your FSG reports.

1. Define row sets.

2. Define column sets.

3. Define financial reports and report sets.

4. Request financial reports and report sets.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Review Question

---

### Review Question

**You can use FSG to define reports online with complete control over the rows, columns, and content of your reports.**

- A. True**
- B. False**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Answer to Review Question

---

### Answer to Review Question

**You can use FSG to define reports online with complete control over the rows, columns, and content of your reports.**

- A. True**
- B. False

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Application Desktop Integrator

Combine the power of FSG report creation, submission, publishing, and analysis within your spreadsheet environment



### Define Report

Define and submit FSG reports



### Request Center

Submit and publish reports and monitor any concurrent program



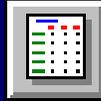
### Analyze

Drill down to account balances

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Define Report



- **Define new financial reports in a spreadsheet**
- **Build financial reports from existing report components in a spreadsheet**
- **Use Content Set Generator to create or modify content sets quickly**
- **Upload report definitions to Oracle General Ledger**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Request Center



- **Submit any standard fixed, variable format, or financial report from a central location**
- **Publish the output to a spreadsheet or Web page automatically**
- **Format reports by applying themes**
- **Use cell-level formatting to enhance the appearance of your reports**
- **Monitor your concurrent requests**
- **Create a hotlist to mark important requests for quick reference**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Review Question

---

### Review Question

You can use the Request Center to:

- A. Publish reports to a spreadsheet or Web page
- B. Monitor concurrent requests
- C. Format reports by applying themes
- D. Create a hotlist to mark important requests for quick reference
- E. All of the above

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Answer to Review Question

---

### Answer to Review Question

**You can use the Request Center to:**

- A. Publish reports to a spreadsheet or Web page
- B. Monitor concurrent requests
- C. Format reports by applying themes
- D. Create a hotlist to mark important requests for quick reference
- E. All of the above**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Analyze Report

---

### Analyze Report



- **Drill down to several levels of detail from a report:**
  - **Summary balances**
  - **Detail balances**
  - **Journal lines**
  - **Subledger details**
- **Use drag-and-drop capabilities to change the view**
- **Modify the drilldown parameter online to produce ad hoc inquiries**
- **Export user-defined analysis to Microsoft Excel as a report**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Demonstration

---

### Demonstration

**In this demonstration, we will show you how to use the Request Center to submit a financial report and publish the output to a spreadsheet.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**



# **R11i Utilizing Standard Financial Reports**

## **Chapter 18**

# R11i Utilizing Standard Financial Reports

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Course Objectives

**After completing this lesson, you should be able to do the following:**

- **Run standard reports and listings**
- **Monitor the status of standard report requests**
- **Review account balances**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Agenda

---

## Agenda

- **Run standard reports and listings**
- **Monitor report requests**
- **Review reports**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Overview

**Oracle General Ledger gives you a complete set of standard reports. Categories of standard reports and listings include:**

- Account Analysis
- Budget
- Chart of Accounts
- Multi-Company Accounting and Consolidation
- Currency
- Financial Statement Generator
- General Ledger
- Journals
- Trial Balance
- Execution
- Other

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### About Standard Reports

Oracle General Ledger provides several types of standard reports and listings to meet your business needs.

- You can obtain information from standard reports such as journal reports, general ledgers, account analyses and trial balances
- You can also obtain key non-financial information for charts of accounts, row sets, column sets, content sets, reporting hierarchies, consolidation definitions, recurring journal formulas and others

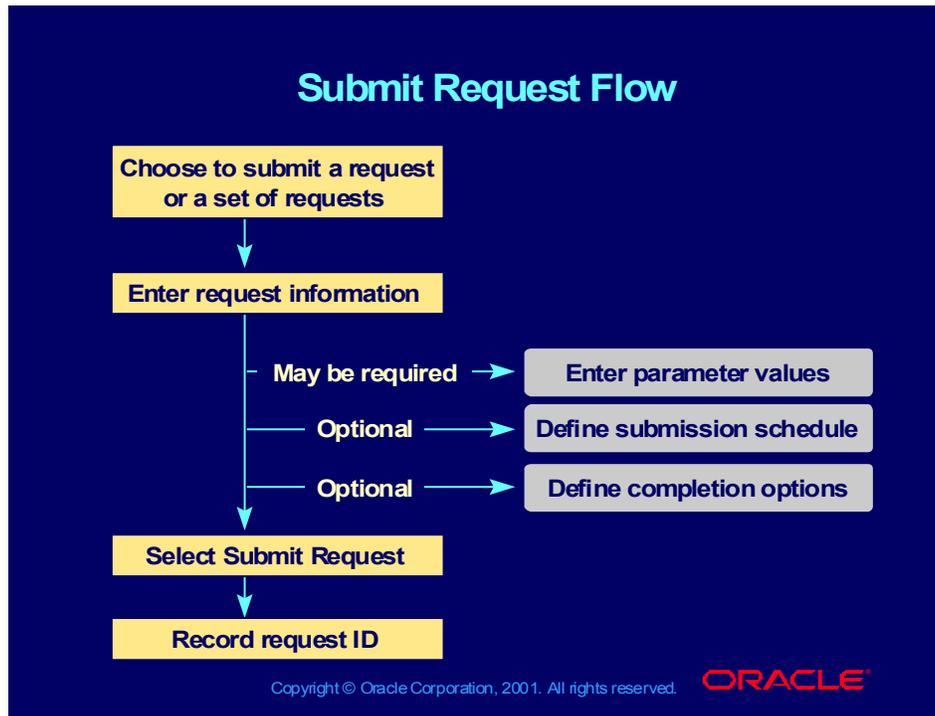
Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Standard Reports and Listings > Running Standard Reports and Listings**

## Submit Request Flow

---



### Request Element Considerations

- **Selecting the request or request set to be submitted**  
May require you to provide request parameters and the output language
- **Defining a submission schedule**  
Submit as soon as possible or use a more complex schedule that you define and use again
- **Providing completion options**  
Deliver request output to others and specify printers and number of copies for each request

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Request Element Considerations (continued)

---

### Request Element Considerations (continued)

- You can submit as many requests as you like from the Submit Request window
- You can even submit a request more than once if you want to run the same request with different parameter values

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Grouping Requests Into a Set

---

### Grouping Requests Into a Set

You can combine standard requests, which include reports, listings and programs, into a request set to submit them as a group.



Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

## Review Question

---

### Review Question

In general, which of the following is not a consideration for running standard report requests?

- A. Request parameters
- B. Submission schedule
- C. Specifying rows and columns
- D. Completion options

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Answer to Review Question

In general, which of the following is not a consideration for running standard report requests?

- A. Request parameters
- B. Submission schedule
- C. Specifying rows and columns**
- D. Completion options

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# How to Run Standard Reports, Listings and Request Sets

---

## How to Run Standard Reports, Listings and Request Sets

Use the Submit Request window to submit a report request.

1. Choose to submit a single request or a request set.
2. Select the name of the request or request set.
3. Select a schedule.
4. Select Completion Options.
5. Submit your request.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Standard Reports and Listings > Running Standard Reports and Listings**

### Demonstration

In this demonstration, we will show how to define a report request.

**(N) Reports—>Request—>Standard**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Agenda

---

### Agenda

- **Run standard reports and listings**
- **Monitor report requests**
- **Review reports**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Monitoring Standard Report Requests

---

### Monitoring Standard Report Requests

Each concurrent request has a life cycle consisting of four phases. Within each phase, a concurrent request has a specific condition or status.

Phase	Status	
Pending	- Normal	- Standby
	- Scheduled	- Waiting
Running	- Normal	- Paused
	- Resuming	- Terminating
Completed	- Normal	- Error
	- Warning	- Cancelled
	- Terminated	
Inactive	- Disabled	- On Hold
	- No Manager	

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Monitoring Phases

---

### Monitoring Phases

- **Pending: The request has not started running**
  - You can change some of the request's parameters, scheduling and completion options or place the request on hold if it has not started running
- **Running: The request has started running**
- **Completed with a Normal Status: The request has completed successfully**
- **Completed with an Error Status: The request has completed unsuccessfully**
  - Select **Diagnostics** in the **Requests** window to view any diagnostic messages about the error

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Standard Reports and Listings > Running Standard Reports and Listings**

### Cancelling and Placing Requests on Hold

- Choose the request you want cancel, then select **Cancel Request** in the **Requests** window to cancel any concurrent process that has not yet been completed
- You can put any concurrent process on hold if it has not yet started running

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## How to Find Requests to Monitor

---

### How to Find Requests to Monitor

Use the Requests and Find Requests windows to find requests to monitor.

- When you initially navigate to the Requests window, the Find Requests window opens so you can specify the types of requests you want to see
- Use the Specific Requests region to view requests that you did not submit, by entering a requester other than yourself or using wildcards
- Depending on the value of the profile option Concurrent: Report Access Level, some concurrent requests may not be shown

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Standard Reports and Listings > Running Standard Reports and Listings**

### Demonstration

In this demonstration, we will show you how to find requests for monitoring.

**(N) Other—>Requests**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Review Question

---

### Review Question

**You can put any concurrent process on hold if it has not yet been completed.**

- A. True**
- B. False**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Answer to Review Question

---

### Answer to Review Question

**You can put any concurrent process on hold if it has not yet been completed.**

- A. True**
- B. False

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Color of Status Field

The color of the Status field indicates the request's status.

- **Red:** The request has been completed with a status of **ERROR**
- **Yellow:** The request either has been completed with a status of **WARNING** or is currently **INACTIVE**
- **Green:** The request is **PENDING** or **RUNNING**
- **Gray:** The request has been completed with a status of **NORMAL**, **CANCELLED**, or **TERMINATED**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Demonstration

In this demonstration, we will show you how to monitor the schedule, completion options, concurrent manager's queue, and diagnostics.

**(N) Other—>Requests**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Agenda

---

## Agenda

- **Run standard reports and listings**
- **Monitor report requests**
- **Review reports**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Major Account Balance Standard Report Categories

---

### Major Account Balance Standard Report Categories

Three major categories of standard reports to review account balances are the following:

- General Ledger reports
- Account Analysis reports
- Trial Balance reports

The same security rules that you define for other Oracle General Ledger functions are now shared by Trial Balance, Account Analysis, and General Ledger standard reports.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### General Ledger Reports

**The General Ledger reports list the beginning and ending account balances and all journal lines affecting each account balance in your functional currency and foreign currencies.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Account Analysis Reports

---

### Account Analysis Reports

**The Account Analysis reports show the accumulated balances of a range of accounts and all journal entry lines that affect that range.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Trial Balance Reports

---

### Trial Balance Reports

**The Trial Balance reports list account balances and activity for functional and foreign currencies for budgets, encumbrances, and actuals.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## How to Review Account Balances in Reports

---

### How to Review Account Balances in Reports

Use the Submit Request window to select reports that are useful for reviewing account balances.

1. Select an account balance report.
2. Submit your request.
3. Review output when completed.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Standard Reports and Listings > Running Standard Reports and Listings**

## Demonstration

---

### Demonstration

In this demonstration, we will show you how to select an account balances report from the Submit Request window.

**(N) Other—>Report—>Run**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Review Question

---

### Review Question

**Which one of the following is correct?**

- A. The General Ledger reports list account balances and activity for functional and foreign currencies for budgets, encumbrances, and actuals.**
- B. The Account Analysis reports show the accumulated balances of a range of accounts and all journal entry lines that affect that range.**
- C. The Trial Balance reports list the beginning and ending account balances and all journal lines affecting each account balance in your functional currency and foreign currencies.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Answer to Review Question

**Which one of the following is correct?**

- A. The General Ledger reports list account balances and activity for functional and foreign currencies for budgets, encumbrances, and actuals.
- B. The Account Analysis reports show the accumulated balances of a range of accounts and all journal entry lines that affect that range.**
- C. The Trial Balance reports list the beginning and ending account balances and all journal lines affecting each account balance in your functional currency and foreign currencies.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Summary

**This lesson covered the following topics:**

- **Running standard reports and listings**
- **Monitoring the status of your standard report requests**
- **Reviewing account balances**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Practice 1 Overview

---

### Practice 1 Overview

This practice covers the following topics:

- Submitting a standard report
- Monitoring your request in the Concurrent Manager
- Viewing your report online

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 1

#### Scenario

Your manager has asked you to run a Journals - Batch Summary report and a Journals - Entry report for the Journal Batches created in October 1997. After you have submitted both reports, view your request and report output online.

**Important:** Record your request ID after submitting each report.

#### Submit the Journals - Batch Summary Report

Submit the Journals - Batch Summary report using the following report parameters. Remember to record your request ID.

#### Report Parameters for Journals - Batch Summary

Currency Code: USD

Start Date: 01-OCT-1997

End Date: 31-OCT-1997

Balancing Segment: 01

Adjustment Period: No

#### Submit the Journals - Entry Report

Submit the Journals - Entry report using the following report parameters. Remember to record your request ID.

Report Parameters for Journals - Entry

Currency Code: USD

Company: 01

---

Copyright © Oracle Corporation, 2000. All rights reserved.

Start Account: 1110  
End Account: 4110  
Start Period: 01-OCT-1997  
End Period: 31-OCT-1997

## Practice 1 Solution

---

### Practice 1 Solution

This practice covers the following topics:

- Submitting a standard report
- Monitoring your request in the Concurrent Manager
- Viewing your report online

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 1 Solution

1. Open the Submit Request window.  
(N) Reports—>Request—>Standard
2. Select Single Request as the type of request, then select OK.
3. In the Name field, enter Journals - Batch Summary and press [Tab].
4. Enter the report parameters and then select OK.
5. Select Submit to run the report.
6. For the next request, select Journals - Entry in the Request Name field.
7. Enter the report parameters and then select OK.
8. To view your submitted requests, open the Requests window.
  - a. (N) Other—>Report—>View
  - b. (N) Other—>Requests
9. Place your cursor on your request ID number and then select View Output to view your report.

---

Copyright © Oracle Corporation, 2000. All rights reserved.



# **R11i Run Interim Financial Reports - FSG Required Elements**

## **Chapter 19**

# R11i Run Interim Financial Reports - FSG Required Elements

---

## R11i Run Interim Financial Reports - FSG Required Elements

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Course Objectives

---

### Course Objectives

After completing this module, you should be able to do the following:

- Define row sets
- Define column sets
- Define column headings
- Define financial reports and report sets
- Request financial reports and report sets

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Agenda

---

## Agenda

- **Lesson 1: Defining Row Sets**
- **Lesson 2: Defining Column Sets**
- **Lesson 3: Defining and Requesting FSG Reports**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

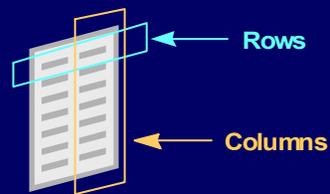
# Overview

---

## Overview

**Oracle General Ledger's Financial Statement Generator (FSG) is a powerful and flexible financial report building tool you can use to build your own custom financial reports without programming.**

FSG Report



Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Required Components

---

### Required Components

- **Row set:** Defines all of the rows in your financial report. You control the format, content and the account assignment included in each row.
- **Column set:** Defines all of the columns in your financial report. You control the format, content and usually the periods included in each column.
- **Report:** A combination of at least a row set and a column set comprise a financial report.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Customized Financial Reports

Use a four-step process to define and run your FSG reports.

1. Define row sets.

2. Define column sets.

3. Define financial reports and report sets.

4. Request financial reports and report sets.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Preparing Your Financial Reports

- You should first draft your financial report on paper showing the rows and columns. Then you define the row set, column set, or financial report.
- Sketching the financial report in advance helps you plan the format and content of your financial report.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Lesson 1: Defining Row Sets

---

### Lesson 1: Defining Row Sets

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Defining Row Sets

---

## Defining Row Sets

Define the format and content of rows in financial reports.

Row Set A →

Income Statement Company 1		
	PTD	YTD
Sales	3,000	6,200
Returns	<u>1,000</u>	<u>1,000</u>
Net Sales	2,000	5,200

Row Set B →

Balance Sheet Company 1		
	THIS YR	LAST YR
Cash	100	200
Investments	600	400
Receivables	980	700

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Using Row Sets

**A single row set can be used for many different financial reports.**

- **For example, a row set can be used for an income statement report for the current period. It can also be used to produce an income statement for any other entity, such as company, division or group.**
- **Also, this same row set could be used for a new income statement report for the period, quarter, and year to date balances.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Using Row Sets (continued)

- **Row sets allow you to define the format and content of rows in your financial reports. Normally, account assignments are entered in the row set, but calculations can also be entered there.**
- **You can define the format mask, heading, subheading, currency, account assignments, amount type, exception condition, and calculation totals for each row.**
- **You can define which Oracle General Ledger balance type to use in a row, but usually balance type is define in a column.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Review Question

---

### Review Question

**Which one of the following is incorrect?**

- A. You can define all of the rows in your financial report using row sets.**
- B. You can define all of the columns in your financial report using column sets.**
- C. FSG reports are predefined financial reports supplied with Oracle General Ledger.**
- D. A single row set can be used for many different financial reports.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Answer to Review Question

**Which one of the following is incorrect?**

- A. You can define all of the rows in your financial report using row sets.
- B. You can define all of the columns in your financial report using column sets.
- C. FSG reports are predefined financial reports supplied with Oracle General Ledger.**
- D. A single row set can be used for many different financial reports.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Defining Calculations in Row Sets

You can define calculations in row sets by selecting the mathematical operators provided by Oracle General Ledger.

- **+** = Add
- **-** = Subtract
- **\*** = Multiply
- **/** = Divide
- **%** = Percent
- **AVERAGE** = The average of listed values
- **ENTER** = Enter value
- **MEDIAN** = The median of listed values
- **STDDEV** = The standard deviation of listed values
- **ABS** = The absolute value of listed values

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Terminology

- **Median** - The midpoint or middle value
- **Average** - The value obtained by dividing the sum total by the number of individual values composing the total
- **Standard deviation** - A value that measures the probability that a certain value in a range of values is centered around its average
- **Absolute value** - The value of a real number, which always results in a positive number regardless of initial sign (+, -)

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Review Question

---

### Review Question

If you want to define formulas in your row set calculations, Oracle General Ledger provides the mathematical operator MEAN to calculate the average of the listed values.

- A. True
- B. False

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Answer to Review Question

---

### Answer to Review Question

If you want to define formulas in your row set calculations, Oracle General Ledger provides the mathematical operator MEAN to calculate the average of the listed values.

- A. True
- B. False**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## How to Define Row Sets

---

### How to Define Row Sets

Use the Row Set window to define row sets.

1. Name your row set
2. Define details and format options
3. Specify account assignments for rows
4. Define calculations for rows that account assignments were not defined

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Financial Statement Generator (FSG) > FSG Tasks > Defining Row Sets**

## Demonstration

---

### Demonstration

In this demonstration, we will show you how to define a row set.

(N) Reports → Define → Row Set

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

## Practice 1 Overview

---

### Practice 1 Overview

This practice covers the following topics:

- Defining a row set
- Specifying format options for a row set
- Assigning accounts to a row set
- Defining rules for the calculation of row totals and subtotals

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 1 Overview

A memo from your controller requests a five-month overhead summary financial report showing actual balances rounded to thousands for departments 410, 420, and 430 combined. The current period is May of the latest open year. Here is a sample of what the financial report run for the period MAY-99 should look like:

	JAN-99	FEB-99	MAR-99	APR-99	MAY-99
OVERHEAD					
Salaries					
Airfare					
Car Rental					
Miscellaneous					
<hr/>					
TOTAL					
<hr/> <hr/>					

Define a row set named <Unique Identifier> Row Set. Use your initials or your two-digit terminal number as your unique identifier.

Define the rows per the sample financial report layout.

Use format options to indent and underline as shown.

---

Copyright © Oracle Corporation, 2000. All rights reserved.

Assign the following accounts:

Line	Line Item	Indent	Account Range Low	Account Range High
10	OVERHEAD		Choose to skip 1 Line After this row	
20	Salaries	3	01.410.5800.0000.000	01.430.5800.0000.000
30	Airfare	3	01.410.7640.0000.000	01.430.7640.0000.000
40	Car Rental	3	01.410.7650.0000.000	02.430.7650.0000.000
50	Miscellaneous	3	01.410.7740.0000.000	02.430.7740.0000.000

Assign the following for the TOTAL row. Use row calculations to define your TOTAL row.

Line	Line Item	Indent	Underline Character		Seq Operator	Low	High
			Before	After Calculation			
100	TOTAL	0	-	=			
					10	+	11 59

Accept the default display type T for each segment. Use the same Line Item name for the Row Name.

**Hint:** In order to keep the Row Set as generic as possible, you should total on each segment of the Accounting Flexfield. You could also use a parent value to point to a range of child values. For example, parent value 400 for the department might point to a range of child values between 410 and 430. Therefore, if a new cost center is added, its account balance would automatically be included in the Parent Value 400 without having to modify the Row Set.

### Step 2: Running an Ad Hoc Report

Request an ad hoc financial report called <Unique Identifier> Report-1 by combining the row set you defined in step 1 and the predefined PTD, QTD, YTD Actual column set. The runtime period is MAY-YY (the latest open year).

View the financial report online from the Requests window.

## Practice 1 Solution

---

### Practice 1 Solution

This practice covers the following topics:

- Defining a row set
- Specifying format options for a row set
- Assigning accounts to a row set
- Defining rules for the calculation of row totals and subtotals

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 1 Solution

#### Step 1 Solution

Navigate to the Row Set window.

(N) Reports—>Define—>RowSet

Enter your unique row set name, <Unique Identifier> Row Set in the Name field. Skip the Description field.

Select Define Rows to open the Rows window.

Enter the sequence number 10 in the Line field. The Line field determines what order the rows will be displayed. Enter OVERHEAD in the Line Item field. This name will appear on the financial report.

In the After field in the Lines to Skip region, enter 1. This will produce a blank line after the row Overhead.

Enter Overhead in the Row Name field to act as a label. This field will not print.

When you are finished, place your cursor on the Line field and press the down arrow key to enter a new row.

Enter 20 in the Line field and enter Salaries in the Line Item field.

Enter 3 in the Indent field.

In the Row Name field, enter the same name used for the Line Item field (Salaries).

Select Account Assignments. Accept the default “+” sign and enter the following account range:

01-410-5800-0000-000 to 01-430-5800-0000-000:

Save your work and close the Account Assignments window and place your cursor in the Line field and press the down arrow key.

Repeat the process used for line 20 for lines 30, 40 and 50. The account assignments should be as follows:

Line	Line Item	Indent	Account Range Low	Account Range High
30	Airfare	3	01.410.7640.0000.000	01.430.7640.0000.000
40	Car Rental	3	01.410.7650.0000.000	02.430.7650.0000.000
50	Miscellaneous	3	01.410.7740.0000.000	02.430.7740.0000.000

Follow the same procedure for the TOTAL row. Enter 100 in the line field to allow space for future additions to your row set. Also enter the following underline characters: Before “\_” and After “=”.

Enter TOTAL in the Row Name field.

Select Calculations.

Enter a number in the Sequence field of the Calculations region. Accept the “+” in the Operator field.

Skip the Constant field and enter the range including the sequence numbers for your Salaries, Airfare, Car Rental, and Miscellaneous rows in the Sequence Low and High fields. For example, enter 20 for Low and 50 for High.

Save your work.

## Step 2 Solution

Navigate to the Run Financial Reports window.

(N) Reports—>Request—>Financial

Select Define Ad Hoc Report.

In the Title field, enter <Unique Identifier> Report -1.

Enter the name of the Row Set you defined in Step 1.

In the Column Set field enter PTD,QTD,YTD Actual.

Select OK to save your work. Oracle General ledger automatically returns you to the Run Financial Reports window.

Enter MAY-YY in the Period field.

**Note:** “YY” represents the latest open year.

In the Currency field, enter USD.

Select Submit Request and note your concurrent request ID.

When your request completes, select Help—>View My Request.

Select View Output to view your financial report online.

### Reviewing Your Row Set Definitions

Review row set component definitions using standard FSG listings requested from the Submit Request window.

- Use the FSG–Row Set Summary Listing to review the name and description of the row set and the chart of accounts.
- Use the FSG–Row Set Detail Listing to review the row sequence name and description, amount type, period offset, currency, format and display options, account assignment, and calculation for each row of a row set.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Reviewing Your Row Sets

**The main difference between these two financial reports is that the FSG–Row Set Summary Listing summarizes all row sets while the FSG–Row Set Detail Listing details only one row set.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Lesson 2: Defining Column Sets

---

### Lesson 2: Defining Column Sets

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Defining Column Sets

---

## Defining Column Sets

Define the format and content of columns in financial reports.

Column Set A

Income Statement Company 1		
	PTD	YTD
Sales	3,000	6,200
Returns	<u>1,000</u>	<u>1,000</u>
Net Sales	2,000	5,200

Column Set B

Balance Sheet Company 1		
	THIS YR	LAST YR
Cash	100	200
Investments	600	400
Receivables	980	700

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Using Column Sets

- **Column sets allow you to define the format and content of columns in your financial reports. Normally, calculations are entered in the column set, but account assignments can also be entered there.**
- **You can define the format mask, heading, subheading, currency, account assignments, amount type, exception condition, and calculation totals for each column.**
- **You can build column sets graphically with the Column Set Builder.**
- **You define which Oracle General Ledger balance type to use in a column.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### More About Column Sets

- You can define calculations to perform a variety of complex computations, including absolute value, in your financial report.
- The calculations can reference other columns in the financial report.
- You can define a new column set, copy an existing column set, or use one of the standard column sets provided by Oracle General Ledger.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Review Question

---

### Review Question

**Which one of the following is correct?**

- A. Column sets allow you to define the format and content of rows in your FSG reports.**
- B. You can build a column set graphically with the Column Header Builder.**
- C. When you define a column set, you indicate which Oracle General Ledger transaction type, not balance type, you want to include in the column.**
- D. You can define calculations to perform a variety of complex computations in your financial report.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Answer to Review Question

**Which one of the following is correct?**

- A. Column sets allow you to define the format and content of rows in your FSG reports.
- B. You can build a column set graphically with the Column Header Builder.
- C. When you define a column set, you indicate which Oracle General Ledger transaction type, not balance type, you want to include in the column.
- D. You can define calculations to perform a variety of complex computations in your financial report.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Applying Column Set Relative Headings

You use relative headings to create dynamic column headings whose content changes depending on the period you specify when you run the financial report.

- **&POI (Period of Interest)**
- **&DOI (Date of Interest)**
- **&BUDGET**
- **&ENCUMBRANCE**
- **&CURRENCY**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Applying Relative Headings for &POI and &DOI

Enter **&POI** followed by a number from **-999** to **+999** that refers to the relative period offset of your column. For example, enter **&POI0** to display amounts for the period you specify at run time, enter **&POI-1** to display amounts one period before the period you specify at run time.

**&DOI** is used like **&POI** except the offset number refers to days instead of periods.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Applying &BUDGET Relative Headings

---

### Applying &BUDGET Relative Headings

Enter **&BUDGET** followed by a control value number to print the budget name assigned to the control value number when you define your financial report.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Applying &ENCUMBRANCE Relative Headings

---

### Applying &ENCUMBRANCE Relative Headings

Enter **&ENCUMBRANCE** followed by a control value number to print the encumbrance type assigned to the control value number when you define your financial report.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Applying &CURRENCY Relative Headings

---

### Applying &CURRENCY Relative Headings

Enter &CURRENCY followed by a control value number to print the currency assigned to the control value number when you define your financial report.

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

## Review Question

---

### Review Question

Enter &POI followed by a number from only -99 to +99 that refers to the month number of your column. For example, enter &POI10 to display amounts for the period of October.

- A. True
- B. False

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Answer to Review Question

---

### Answer to Review Question

Enter &POI followed by a number from only -99 to +99 that refers to the month number of your column. For example, enter &POI10 to display amounts for the period of October.

- A. True
- B. False

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Determining Your Financial Reporting Needs

---

### Determining Your Financial Reporting Needs

Oracle provides 14 standard column sets that cover a variety of generic financial reporting requirements. Your specific reporting needs depend on a number of factors, such as:

- Type of business
- Size of business
- Organizational structure
- Management preferences

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Row Set and Column Set Overrides

---

### Row Set and Column Set Overrides

A conflict exists if different values are entered for the same option in the row and column set.



Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

## Row Set and Column Set Override Summary

---

### Row Set and Column Set Override Summary

- **Row overrides column**
  - **Amount Type**
  - **Period Offset**
  - **Control Value (You must assign same currency or budget type at row and column level.)**
  - **Format Mask**
  - **Factor**
  - **Display Zero**
  - **Level of Detail**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Row Set and Column Set Override Summary

---

### Row Set and Column Set Override Summary

- **Column overrides row**
  - **Override Row/Column Calculations (Conflict exists only if the same value, Yes or No for report cells, is entered at both the row and the column set levels.)**
  - **Activity (Dr, Cr, Net)**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Row Set and Column Set Override Summary

- **Other conflicts**
  - **Accounts (Report uses intersecting accounts)**
  - **Summary (You must assign the same summary option at the row and column level)**
  - **Currency (You must assign the same currency at the row and column level)**
  - **Change Sign (Yes overrides No)**
  - **Change Sign on Variance (Yes overrides No)**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Review Question

---

### Review Question

**The row will override the column for conflicts involving amount type, period offset, factor, display zero, and level of detail.**

- A. True**
- B. False**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Answer for Review Question

---

### Answer for Review Question

**The row will override the column for conflicts involving amount type, period offset, factor, display zero, and level of detail.**

**A. True**

B. False

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### How to Define Column Sets

Use the Column Set window to define column sets.

1. Name your column set
2. Define details and format options
3. Define headings for columns
4. Define calculations for columns
5. Define exceptions for columns
6. Specify account assignments for columns that calculations were not defined

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Financial Statement Generator (FSG) > FSG Tasks > Defining Column Sets**

### Demonstration

In this demonstration, we will show you how to define a column set.

(N) Reports—>Define—>Column Set

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Practice 2 Overview

---

### Practice 2 Overview

This practice covers the following topics:

- Defining a column set
- Entering attributes for each column
- Defining column exceptions
- Defining column headings

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 2 Overview

You will now define the columns for your Overhead Summary financial report run for the period MAY-99.

U.S. Operations Overhead Summary May-99						
PTD-Actuals In Thousands	JAN-99 &POI-4	FEB-99 &POI-3	MAR-99 &POI-2	APR-99 &POI-1	MAY-99 &POI-10	TOTAL
OVERHEAD	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
Salaries	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
Airfare	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
Car Rental	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
Miscellaneous	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
TOTAL	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
	=====	=====	=====	=====	=====	=====

#### Step 1: Defining a Column Set

Define a column set named <Unique Identifier> Column Set. Use your initials or your two-digit terminal number as your unique identifier.

Use a factor of thousands.

Enter an amount type of PTD-Actual for all columns except the TOTAL column. Enter the appropriate period offset for each column (For example, -4 for JAN and 0 for MAY).

---

Copyright © Oracle Corporation, 2000. All rights reserved.

Use column calculations to Define the TOTAL column. Define an exception to highlight expenses in your TOTAL column that exceed \$250,000.

Define default headings.

Add a note to the far left margin that reads “PTD-Actuals in Thousands.”

**Step 2: Running an Ad Hoc Report**

Request an ad hoc report called <Unique Identifier> Report by combining the column set defined in step 1 with the row set defined in Practice 1. The runtime period is MAY-YY (the latest open year).

View the financial report online from the Requests window.

## Practice 2 Solution

---

### Practice 2 Solution

This practice covers the following topics:

- Defining a column set
- Entering attributes for each column
- Defining column exceptions
- Defining column headings

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 2 Solution

#### Step 1 Solution

Navigate to the Column Set window.

(N) Reports—>Define—>ColumnSet

Enter your unique column set name < *Unique Identifier* > Column Set in the Name field.

Select Build Column Set to open the Column Set Builder window.

Enter 10 in the Sequence field of the first column.

Enter the name for the column in the Name field (for example, *Period 1*).

Enter PTD-Actual in the Amount Type field.

Enter -4 in the Offset field. Note: -4 will produce January when the financial report is run for May.

Select the More Column Options button.

Enter Thousands in the Factor field.

Select OK.

Click the New Column icon on the Column Set Builder window—the green plus sign that overlaps the column symbol—to add the next column.

Repeat the process used for January for February, March, April and May incrementing the sequence number and decreasing the offset. For the Total column follow the instructions below.

---

Copyright © Oracle Corporation, 2000. All rights reserved.

Click the Create Default Heading button to automatically create your column headings.

Move your cursor to the far left margin and enter the phrase "PTD-Actuals in Thousands".

**Note:** Any column-specific information, such as a legend, should be included in your column heading. For example, you may want to include a legend or note detailing the exceptions you have defined or indicating that the amounts are displayed in thousands.

Adjust the Total column heading by adding the word Total to the last column.

**Note:** POI stands for Period of Interest. The reference of &POI will result in the correct month automatically being entered in the headings for you.

Select Apply to save your work.

Select Cancel to close the window.

From the Column Set window click the Define Columns button.

Use the Down Arrow key to move to the Total column.

Click the Calculations button to open the Calculations window.

Enter a number in the Sequence field.

Accept the "+" default in the Operator field.

Enter a range including the sequence numbers for the January, February, March, April, and May columns.

Save your work and close the Calculations window.

Select Exceptions.

Enter \* in the Flag field. Skip the description field and select ">Greater Than" in the Condition field. Enter 250,000 in the Constant field.

Save your work by selecting the Save icon.

## **Step 2 Solution**

Navigate to the Run Financial Reports window.

(N) Reports—>Request—>Financial

Select Define Ad Hoc Report.

In the Title field, enter <Unique Identifier> Report.

Enter the name of the Row Set and Column Set you defined in previous practices.

Select OK to save your work. Oracle General ledger automatically returns you to the Run Financial Reports window.

Enter MAY-YY in the Period field.

**Note:** "YY" represents the latest open year.

In the Currency field, enter USD.

Select Submit Request and note your concurrent request ID.

When your request completes, select Help—>View My Request.

Select View Output to view your financial report online.

### Reviewing Your Column Set Definitions

Review column set component definitions using standard FSG listings requested from the Submit Request window.

- Use the FSG–Column Set Summary Listing to review the name and description of the column set and the chart of accounts.
- Use the FSG–Column Set Detail Listing to review the column sequence name and description, amount type, period offset, currency, format and display options, account assignment, and calculation for each column of a column set.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Lesson 3: Defining and Requesting FSG Reports

---

### Lesson 3: Defining and Requesting FSG Reports

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Defining and Requesting Financial Reports

### Defining and Requesting Financial Reports

Mix and match row sets and column sets to define a variety of financial reports.

Income Statement Company 1			
	THIS YR		LAST YR
Row Set A →	Sales	6200	5500
	Returns	1000	500
	Net Sales	5200	5000

Balance Sheet Company 1				
	PTD	YTD		
Row Set B →	Cash	80	100	
	Investments	300	600	
	Receivables	750	900	

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

## Combining a Row Set and a Column Set to Define a Financial Report

---

### Combining a Row Set and a Column Set to Define a Financial Report

- Once you define a financial report, you can save it and use it whenever you run a financial report or define a report set.
- You can copy a financial report you have already defined and modify the new financial report as necessary.
- You can also define ad hoc financial reports as necessary to meet special reporting needs.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Generic Report Definitions

- **Generic Columns Sets**
  - **Trend reports:** Columns containing actual amounts for multiple consecutive periods
  - **Control reports:** Actual, budget, and variance columns
  - **Growth reports:** Columns with amounts for year to year comparisons
- **Income Statements**
  - **Functional:** Breaks out expenses by functional area
  - **Natural Account:** Lists expenses by account or groups of related accounts

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Generic Report Definitions (continued)

- **Balance Sheets**
  - Detail balance sheet accounts
  - Summary balance sheet accounts
- **Other Reports**
  - Statement of changes to financial position
  - Daily activity reports

**Note: You can define these reports at whatever level of detail is appropriate for your business.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### FSG Performance Improvement

- Enhances the performance of financial reports with accounts assignments that employ a large number of parent values with children values
- Set the profile option “FSG: Enable Search Optimization” to Yes to take advantage of this feature
- Available for the most recent version (11.5.3) of Oracle General Ledger R11i

**Note:** The degree of the performance improvement is relative to the number of child ranges for the parents used in the account assignments of the FSG reports.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## How to Define Financial Reports

---

### How to Define Financial Reports

Use the Define Financial Report window to define your financial report.

1. Name and title your financial report
2. Select required row and column sets.
3. Select optional content, order and display sets.
4. Select other financial report options.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Financial Statement Generator (FSG) > Defining Financial Reports**

## Demonstration

---

### Demonstration

In this demonstration, we will show you how to define a financial report.

(N) Reports → Define → Report

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

## How to Run Financial Reports

---

### How to Run Financial Reports

Use the Run Financial Reports window to run your financial report.

1. Select financial report.
2. Enter accounting period.
3. Select currency if needed.
4. Specify runtime options.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Financial Statement Generator (FSG) > FSG Tasks > Running Financial Reports**

## Demonstration

---

### Demonstration

In this demonstration, we will show you how to run a financial report.

(N) Reports—>Request—>Financial

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

## How to Define Ad Hoc Reports

---

### How to Define Ad Hoc Reports

Use the Define Ad Hoc Report window to define your ad hoc financial report.

1. Select required row and column sets.
2. Select optional content, order, and display sets.
3. Run your financial report.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Financial Statement Generator (FSG) > FSG Tasks > Defining Ad Hoc Reports**

### Demonstration

In this demonstration, we will show you how to define an ad hoc financial report.

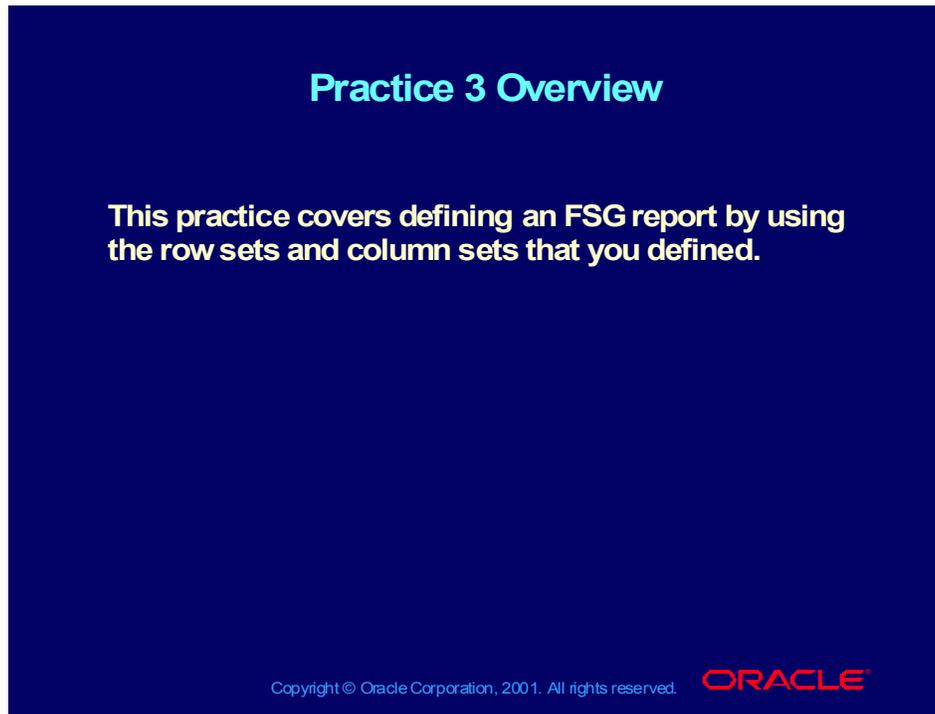
(N) Reports—>Request—>Financial (B) Define Ad Hoc Report

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Practice 3 Overview

---

A dark blue rectangular slide with white text. The title 'Practice 3 Overview' is at the top in a light blue font. Below it, a paragraph explains the practice's focus on defining an FSG report using row and column sets. At the bottom, there is a copyright notice and the Oracle logo.

**Practice 3 Overview**

This practice covers defining an FSG report by using the row sets and column sets that you defined.

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**

### Practice 3 Overview

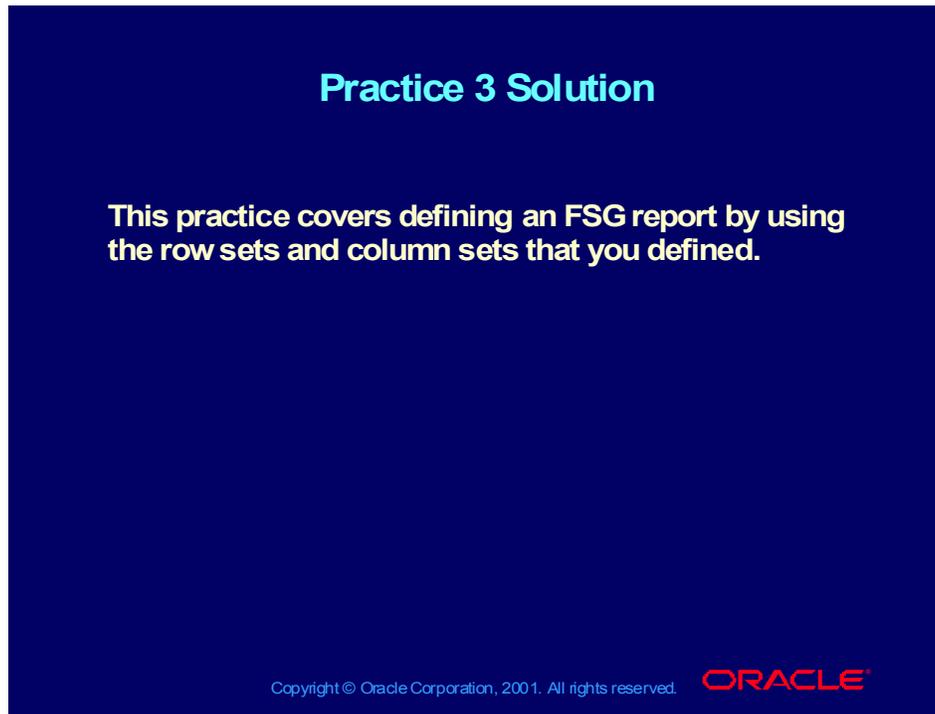
#### Instructions

Now that you have defined a column set, you can combine it with your row set to define a simple financial report called *<Unique Identifier> 5 Month Rolling Overhead*. Select the column set and row set from the previous practices to define your simple financial report. Do not submit your financial report. Select Run Report to open the Run Financial Reports window.

Select your financial report from the list of values and enter MAY-YY (the latest open year) as the period to run the financial report and USD currency.

## Practice 3 Solution

---

A dark blue rectangular slide with white text. The title 'Practice 3 Solution' is at the top in a bold, cyan font. Below it, a paragraph explains the practice's focus: 'This practice covers defining an FSG report by using the row sets and column sets that you defined.' At the bottom right, the Oracle logo is displayed in red, and at the bottom left, the copyright notice 'Copyright © Oracle Corporation, 2001. All rights reserved.' is written in small white text.

**Practice 3 Solution**

This practice covers defining an FSG report by using the row sets and column sets that you defined.

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**

### Practice 3 Solution

Open the Define Financial Report window.

(N) Reports—>Define—>Report

Enter the name <Unique Identifier> 5 Month Rolling Overhead.

Optionally enter a description of this financial report.

Enter the <Unique Identifier> Row Set and the <Unique Identifier> Column Set.

Select Run Report to open the Run Financial Reports window.

### Summary

In this module, you should have learned how to:

- Define row sets
- Define column sets
- Define column headings
- Define financial reports and report sets
- Request financial reports and report sets

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# **R11i Run Interim Financial Reports and Information - FSG Optional Elements**

## **Chapter 20**

# R11i Run Interim Financial Reports and Information - FSG Optional Elements

---

## **R11i Run Interim Financial Reports and Information - FSG Optional Elements**

Copyright © Oracle Corporation, 2000. All rights reserved.

**ORACLE**

## Objectives

---

### Objectives

After this course, you should be able to do the following:

- Define content sets
- Define row orders
- Define display sets
- Copy report objects
- Handle rounding problems
- Specify control values

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Overview

Use the powerful features of Oracle General Ledger's Financial Statement Generator to do the following:

- **Override segment values and display options in row sets and print multiple reports in a specific order by using content sets**
- **Modify the order of expanded detail rows in a report by defining row orders**
- **Control the display of ranges of rows and columns in a report by defining display sets**
- **Create new report objects by copying using AutoCopy and then modifying the copied report objects**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Defining Content Sets

## Defining Content Sets

You can define content sets to override segment values and produce multiple versions of a single report.



Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### About Content Sets

- The most powerful component of all FSG components is the content set.
- By assigning a content set to a report request, you can generate hundreds of similar reports in a single run. The content set controls how the numerous reports differ from each other. For example, you can define a departmental content set that prints a separate report for each department.
- Content sets work by overriding the row set definition of an existing report and replacing the row set account assignments and display options.
- Content sets can be saved as part of a report definition, or can be added dynamically at the time you request an FSG report.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Selecting Display Options

When defining content sets, you can enter a display option for each account segment range. You can designate how you want to display information in a report and whether to print single or multiple reports.

- **RE (Row/Expand):** Choose RE to expand the range and display all segment values. If you are using parent values, enter the same value in the High and Low fields. Oracle General Ledger displays only the children (or grandchildren). This is the same as selecting Expand when defining row sets.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Selecting Display Options (continued)

---

### Selecting Display Options (continued)

- **RT (Row/Total):** Choose RT to total the range and display only the total for the segment values. This is the same as selecting Total when defining row sets.
- **RB (Row/Both):** Choose RB to expand and total the range and display all segment values plus the total for the segment values. This is the same as selecting Both when defining row sets.
- **CT (Column/Total):** Choose CT to total the range and to display only the total for the segment values in that column. This has no effect on the report display.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Selecting Display Options (continued)

- **PE (Report):** Choose PE to expand the range and create a separate report for each segment value in the range. If you are using parent values, enter the same value in the High and Low fields. Oracle General Ledger displays only the children (or grandchildren).
- **PT (Report/Total):** Choose PT to total the segment value range and display the total on one page.
- **N (No override):** Choose N to use display options entered in the row set definition.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Review Question

---

### Review Question

**Content sets work by overriding the column set definition of an existing report and replacing the column set account assignments and display options.**

- A. True**
- B. False**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Answer to Review Question

---

### Answer to Review Question

**Content sets work by overriding the column set definition of an existing report and replacing the column set account assignments and display options.**

- A. True
- B. False**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## How to Define Content Sets

---

### How to Define Content Sets

Use the Content Set window to define content sets.

1. Name your content set.
2. Select Parallel or Sequential processing.
3. Enter sequences for account ranges.
4. (Optional) Override the row set's segment value range.
5. (Optional) Select content set display type options.
6. (Optional) Select summary account reporting options.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Financial Statement Generator (FSG) > FSG Tasks > Defining Content Sets**

## Demonstration

---

### Demonstration

This demonstration shows how to define a content set.

**(N) Reports—>Define—>Content Set**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Practice 1 Overview

---

## Practice 1 Overview

This practice covers the following topics:

- Defining a Content Set
- Defining a Report Using Three Components

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 1 Scenario

A memo from the Controller requests separate Overhead Summary reports for each of the Sales departments. To do this, you must create a content set for your existing *< Unique Identifier > 5 Month Rolling Overhead* report.

**Dept. 410**  
**Sales Management**

**U.S. Operations**  
Overhead Summary  
MAY-YY

<b>PTD-Actuals</b> <b>In Thousands</b>	<b>JAN-YY</b> <b>&amp;POI-4</b>	<b>FEB-YY</b> <b>&amp;POI-3</b>	<b>MAR-YY</b> <b>&amp;POI-2</b>	<b>APR-YY</b> <b>&amp;POI-1</b>	<b>MAY-YY</b> <b>&amp;POI-10</b>	<b>TOTAL</b>
OVERHEAD	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
Salaries	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
Airfare	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
Car Rental	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
Miscellaneous	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
TOTAL	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx

### Step 1: Define a Content Set

- Define a content set using the range 410 to 430 for department.
- Name your content set *< Unique Identifier > PE Content Set*.  
Use your initials or the number given by your instructor.

---

Copyright © Oracle Corporation, 2000. All rights reserved.

- Select the display option PE (Page Expand) to create a separate report for each sales department and process your reports sequentially.

**Step 2: Define a Report Using Three Components**

- Define an ad hoc report called *< Unique Identifier >* Department Overhead. Combine your content set with the row and column set indicated by your instructor for use in this report.
- View your report online.

---

## Practice 1 Solution

This practice covers the following topics:

- Defining a Content Set
- Defining a Report Using Three Components

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 1 Solutions

#### Step 1 Solution

1. Navigate to the Content Set window.  
(N) Reports—>Define—>Content Set
2. Enter your unique name <Unique Identifier> PE Content Set in the Name field.
3. Select Sequential in the Type field.
4. In the Account Assignments region, enter a number in the Sequence field.
5. In the Account Low/High list of values window, enter only segment values for the department segment. Enter 410 as the low and 430 as the high. Enter PE in the Display field for the department segment.  
**Note:** By specifying only a department override, you accept everything else as defined in your row set.
6. Select No in the Summary field.
7. Save your work.

#### Step 2 Solution

1. Navigate to the Run Financial Reports window.  
(N) Reports—>Request—>Financial

---

Copyright © Oracle Corporation, 2000. All rights reserved.

2. Select Define Ad Hoc Report.
3. In the Title field, enter *<Unique Identifier>* Department Overhead.
4. Enter the name of the row set and column set indicated by your instructor.
5. Choose OK to save your work. Oracle General Ledger automatically returns you to the Run Financial Reports window.
6. Enter MAY-YY (the latest open year) in the Period field.
7. Enter USD in the Currency field.
8. In the scrolling region, enter your content set in the Content Set field.
9. Select Submit and note your concurrent request ID.
10. Select Help—>View My Requests to find your request.
11. Select View Output to view your report online.

### Review Your Content Set Definitions

Review content set component definitions using standard FSG listings requested from the Submit Request window.

- Use the **FSG – Content Set Summary Listing** to review the names, descriptions, and processing types of all the content sets defined for your current set of books.
- Use the **FSG – Content Set Detail Listing** to review the processing type, account assignments and summary account reporting options for a content set.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Defining Row Orders

---

### Defining Row Orders

Modify the order of detail rows in a report.

Row Definition from Row Set

	Low	High	Display
Company	01	01	T
Cost Center	100	400	E
Account	4000	4000	T



Produces Unordered Rows

<u>Sales</u>	<u>Sep-99</u>	<u>Oct-99</u>	<u>Nov-99</u>	<u>Dec-99</u>
Fremont (200)	45,505	41,303	44,518	48,697
Newport (300)	48,821	47,448	48,415	46,950
Belmont (400)	43,340	46,296	42,547	42,998
United (100)	46,684	43,855	46,103	44,746

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### About Row Orders

You can use a row order to control how expanded detail rows are displayed in your report. You can:

- Display account descriptions in addition to or instead of segment values
- Sort detail rows by amounts displayed in a column
- Sort detail rows by account segment values or segment value descriptions
- Rearrange the sequence of your account segments to fit specific reporting needs
- Suppress header descriptions for particular account segments

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Ranking Methods

Oracle General Ledger offers several ways to order and display expanded detail rows. Choose a ranking method and choose to display segment values, segment value descriptions, or both. A partial list includes the following:

- Order by ranking, display description
- Order by ranking, display both value and description
- Order by description, display description
- Order by description, display value
- Order by value, display description
- Order by value, display value

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Order by Ranking, Display Description

---

### Order by Ranking, Display Description

Sales by Cost Center	SEP-99	OCT-99	NOV-99	DEC-99
Fremont	45,505	41,303	44,518	48,697
Newport	48,821	47,448	48,415	46,950
United	46,684	43,855	46,103	44,746
Belmont	43,340	46,296	42,547	42,998

Here the detail rows for sales are in descending order on the balances for DEC-99, and cost center descriptions are displayed.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Order by Ranking, Display Both

---

### Order by Ranking, Display Both

Sales by Cost Center	SEP-99	OCT-99	NOV-99	DEC-99
200 Fremont	45,505	41,303	44,518	48,697
300 Newport	48,821	47,448	48,415	46,950
100 United	46,684	43,855	46,103	44,746
400 Belmont	43,340	46,296	42,547	42,998

Here the detail rows for sales are in descending order on the balances for DEC-99, and the cost center values and descriptions are displayed.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Order by Description, Display Description

---

### Order by Description, Display Description

Sales	SEP-99	OCT-99	NOV-99	DEC-99
Belmont	43,340	46,296	42,547	42,998
Fremont	45,505	41,303	44,518	48,697
Newport	48,821	47,448	48,415	46,950
United	46,684	43,855	46,103	44,746

Here the detail rows for sales are ordered alphabetically by cost center description, and cost center descriptions are displayed.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Order by Description, Display Value

---

### Order by Description, Display Value

Sales	SEP-99	OCT-99	NOV-99	DEC-99
400	43,340	46,296	42,547	42,998
200	45,505	41,303	44,518	48,697
300	48,821	47,448	48,415	46,950
100	46,684	43,855	46,103	44,746

Here the detail rows for sales are ordered alphabetically by cost center description, and cost center values are displayed.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Order by Value, Display Description

---

### Order by Value, Display Description

Sales	SEP-99	OCT-99	NOV-99	DEC-99
United	46,684	43,855	46,103	44,746
Fremont	45,505	41,303	44,518	48,697
Newport	48,821	47,448	48,415	46,950
Belmont	43,340	46,296	42,547	42,998

Here the detail rows for sales are ordered alphanumerically by cost center value, and cost center descriptions are displayed.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Order by Value, Display Value

---

### Order by Value, Display Value

Sales	SEP-99	OCT-99	NOV-99	DEC-99
100	46,684	43,855	46,103	44,746
200	45,505	41,303	44,518	48,697
300	48,821	47,448	48,415	46,950
400	43,340	46,296	42,547	42,998

Here the detail rows for sales are ordered alphanumerically by cost center value, and cost center values are displayed.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## How to Define Row Orders

---

### How to Define Row Orders

Use the Row Order window to define row order only when you have expanded rows. To define row order:

1. Name and describe the row order.
2. Enter Rank by Column selections.
3. Enter Account Display selections.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Financial Statement Generator (FSG) > FSG Tasks > Defining Row Orders**

## Review Question

---

### Review Question

**Which combinations of ranking method and display segment will produce a report that may be difficult to follow?**

- A. Order by ranking, display both**
- B. Order by description, display description**
- C. Order by value, display description**
- D. Order by description, display value**
- E. Order by value, display value**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Answer to Review Question

---

### Answer to Review Question

**Which combinations of ranking method and display segment will produce a report that may be difficult to follow?**

- A. Order by ranking, display both
- B. Order by description, display description
- C. Order by value, display description**
- D. Order by description, display value
- E. Order by value, display value

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Demonstration

---

### Demonstration

This demonstration shows you how to define a row order.

**(N) Reports**—>**Define**—>**Order**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Practice 2 Overview

---

### Practice 2 Overview

This practice covers the following topics:

- Defining a Content Set to Expand Rows
- Defining a Row Order
- Run an Ad Hoc Report Combining a Content Set and Row Order

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 2

The Controller requests that each sales department's expenses for the last five months be expanded and included in one report.

#### Step 1: Define a Content Set to Expand Rows

Define a new content set named *< Unique Identifier > RE Content Set*. Use the number given by your instructor for the unique identifier. Use departments 410–430. Select the display option RE (Row Expand) to expand the department range and display child values.

#### Step 2: Define a Row Order

Define a row order named *< Unique Identifier > Row Order* to sort the child values in each Overhead category in descending order by the values in the Total column. Choose Order By Ranking and a segment display type of Value.

#### Step 3: Run an Ad Hoc Report Combining a Content Set and Row Order

Request an ad hoc report called *< Unique Identifier > Expanded Sales* for the May period in the latest year. Include the row set and column set given by your instructor. Also specify your new content set and row order (created in steps 1 and 2) as run-time options in the Run Financial Reports window. View your report online.

---

Copyright © Oracle Corporation, 2000. All rights reserved.

## Practice 2 Solution

---

### Practice 2 Solution

This practice covers the following topics:

- Defining a Content Set to Expand Rows
- Defining a Row Order
- Run an Ad Hoc Report Combining a Content Set and Row Order

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 2 Solutions

#### Step 1 Solution

1. Navigate to the Content Set window.  
(N) Reports—>Define—>Content Set
2. Enter your unique name, < *Unique Identifier* > RE Content Set, in the Name field.
3. Select Sequential in the Type field.
4. Enter a number in the Sequence field.
5. In the Account Low/High list of values window, enter only segment values for the department segment. Enter 410 as the low and 430 as the high. Enter RE instead of PE in the Display field for only the department segment. This is the same as entering E for the department in the row set (the remaining segments have T values).
6. Save your work.

#### Step 2 Solution

1. Navigate to the Row Order window.  
(N) Reports—>Define—>Order
2. Enter your unique row order name, < *Unique Identifier* > Row Order, in the Name field.
3. Skip the Description field and enter either the name or the sequence number of your total column from your content set < *Unique*

---

Copyright © Oracle Corporation, 2000. All rights reserved.

*Identifier* > Content Set in the Rank By Column region. Select Descending in the Ranking field.

4. In the Account Display region, enter 2 in the Seq (Sequence) field and Department in the Segment field. This will maintain the current account segment sequence with Department as the second segment (Co-Department-Account-Sub Account-Product).
5. Select Ranking in the Order By field and Value in the Display field.
6. Save your work.

### Step 3 Solution

1. Navigate to the Run Financial Reports.  
(N) Reports—>Request—>Financial
2. Select Define Ad Hoc Report.
3. In the Title field, enter < *Unique Identifier* > Expanded Sales.
4. Enter the name of the Row Set and Column Set indicated by your instructor. Select OK.
5. Enter MAY-YY (the latest open year) in the Period field. Accept the default USD in the Currency field.
6. Enter the name of your content set, < *Unique Identifier* > RE Content Set, and row order, < *Unique Identifier* > Row Order, in the appropriate fields.
7. Select Submit to run your report and note your concurrent request ID.
8. Select Help—>View My Requests from the menu to monitor your report.
9. Select View Output to view your report online.

## Reviewing Your Row Order Definitions

---

### Reviewing Your Row Order Definitions

Review row order component definitions using standard FSG listings requested from the Submit Request window. Use the FSG-Row Order Detail Listing to review the row order name and description, ranking, segments and segment display types, sequences, order by and widths of the row order.

Copyright © Oracle Corporation, 2001. All rights reserved.

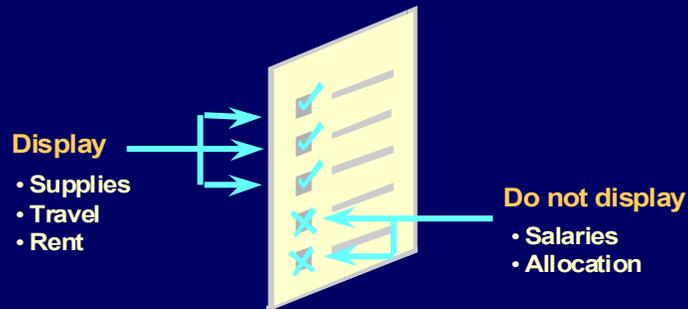
ORACLE®

## Defining Display Sets

---

### Defining Display Sets

With display sets and groups, you can produce report variations that omit sensitive information or that include information normally not included in a report. To do this, simply indicate which rows or columns should or should not be displayed.



Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

## Defining Display Sets

---

### Defining Display Sets

Oracle General Ledger formats the report around the hidden information. The headings remain visible, there are no vertical or horizontal shifts of remaining rows or columns, and there is no retotalling of rows or columns.

Expense Statement		
Research Department		
	THIS YR	LAST YR
Supplies	100	200
Travel	600	400
Rent	980	700
Salaries	410	300
Allocations	220	190

Expense Statement		
Research Department		
	THIS YR	LAST YR
Supplies	100	200
Travel	600	400
Rent	980	700
Salaries		
Allocations		

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Review Question

---

### Review Question

**Display sets automatically recalculate the nondisplayed rows and columns and replace their values with 0.**

- A. True**
- B. False**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Answer to Review Question

---

### Answer to Review Question

**Display sets automatically recalculate the nondisplayed rows and columns and replace their values with 0.**

- A. True
- B. False**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## How to Define Display Groups

---

### How to Define Display Groups

You can use display groups to identify the ranges of rows and columns. You can assign display groups to display sets to control which rows and columns appear on a report.

- Use the Display Group window to name and describe the display group.
- Enter a row or column set, or leave blank for a generic display group.
- Enter the From and To Sequence of the row or column set to be modified.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Financial Statement Generator (FSG) > FSG Tasks > Defining Display Sets**

## Demonstration

---

### Demonstration

This demonstration shows you how to define a display group.

**(N) Reports—>Define—>Display—>Group**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## How to Define Display Sets

---

### How to Define Display Sets

You can use the Display Set window to define a display set.

1. Name and describe your display set.
2. Enter the row and/or column set that you want to override display of the rows or columns.
3. Enter the display group sequence and choose the the display option for each display group assignment.
4. Enter the display group names.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Financial Statement Generator (FSG) > FSG Tasks > Defining Display Sets**

## Demonstration

---

### Demonstration

This demonstration shows you how to define a display set.

**(N) Reports—>Define—>Display—>Set**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Practice 3 Overview

---

### Practice 3 Overview

This practice covers the following topics:

- Defining a row display group
- Defining a column display group
- Defining a display set

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 3

#### Scenario

A memo from the controller requests the same report as in Practice 2, without displaying salary actual amount for the month of February.

#### Step 1: Define Display Groups and Create a Display Set

Define and combine two display groups into a display set called <Unique Identifier> Display Set. Name the display group to hide salaries <Unique Identifier> Suppress Salaries, and name the display group to hide the February-YY period <Unique Identifier> Suppress Feb. Use the number given by your instructor for the unique identifier.

**Hint:** Disable Display for the Display Set by clearing the Display check box.

- Request an ad hoc report entitled <Unique Identifier> Expanded Sales without Salary and view the report using the row and column set indicated by your instructor. Specify the content set and row order defined in the last practice as runtime options in the Run Financial Reports window.
- View your report online.

## Practice 3 Solution

---

### Practice 3 Solution

This practice covers the following topics:

- Defining a row display group
- Defining a column display group
- Defining a display set

Copyright © Oracle Corporation, 2001. All rights reserved.

ORACLE

### Practice 3 Solutions

#### Step 1 Solution

1. Navigate to the Display Group window.  
(N) Reports—>Define—>Display—>Group
2. Enter your unique name, <Unique Identifier> Suppress Salaries, in the Name field. Skip the description field and enter your row set, <Unique Identifier> Row Set, in the Row Set field.
3. Enter the sequence number (20) for the salary of your row set in both the From Sequence and To Sequence fields. Note that your single row has now been expanded to three rows using a content set.
4. Save your work.
5. Return to the first field of the same window and use the down arrow to insert a new record.
6. Enter your unique name, <Unique Identifier> Suppress Feb, in the name field. Skip the description field and enter your column set, <Unique Identifier> Column Set, in the Column Set field.
7. Enter the sequence number for the FEB-YY column of your column set in both the From Sequence and To Sequence fields.
8. Save your work.

#### Step 1 Solution (continued)

---

Copyright © Oracle Corporation, 2000. All rights reserved.

9. Navigate to the Display Set window by selecting the Define Display Set button or selecting (N) Reports—>Define—>Display—>Set.
  10. Enter your unique display set name, *<Unique Identifier>* Display Set, in the Name field. Skip to the Report Display Options region.
  11. Enter a number in the Sequence field and specify your row group in the Row Group field. Be sure to clear the Display check box.
  12. Enter a higher number in the second line of the Sequence field and enter your column group name in the Column Group field. Be sure to clear the Display check box.
- Save your work.

## Step 2 Solution

1. Navigate to the Run Financial Reports window.  
(N) Reports—>Request—>Financial
2. Select Ad Hoc Report.
3. In the Title field, enter *<Unique Identifier>* Expanded Sales without Salary.
4. Enter the name of the row set and column set you have been working with in the appropriate fields.
5. Save your work by choosing OK. Oracle General Ledger will return you to the Run Financial Reports window.
6. Note that Oracle General Ledger names your ad hoc report and enters that name in the Report field. Use the list of values to select MAY-YY (the latest open year) in the Period field. Accept the default USD in the Currency field.
7. Locate the Content Set field in the scrolling region and enter the name of your content set. Enter the name of your row order in the Row Order field and your display set in the Display Set field.
8. Select Submit to save your work and note your concurrent request ID.
9. Monitor your request in the Request window using View Request from the Help menu.
10. When your request completes successfully, select Report and review your report online.

## Copy Report Objects

---

**Copy Report Objects**

Create new report objects by copying using **AutoCopy** and then modifying the copied report objects. Report objects that can be AutoCopied include:

- Row Set
- Column Set
- Content Set
- Row Order
- Display Set
- Report
- Report Set

Copyright © Oracle Corporation, 2001. All rights reserved. **ORACLE**

### Copy Report Objects (continued)

- You can copy existing row sets, column sets, content sets, row orders, display sets, reports, and report sets to create new report objects.
- After you copy a report object, you can modify the new object.
- If you change a report object that is shared by multiple reports, the change will affect all the reports.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### How to Use AutoCopy

Use the AutoCopy window to copy report objects.

1. Select the type of report component (report object) you want to copy.
2. Enter the source and target names of the report object.
3. Select Copy to copy the report object.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Financial Statement Generator (FSG) > FSG Tasks > Copying Report Objects**

## Demonstration

---

### Demonstration

This demonstration shows you how to copy report objects.

**(N) Reports**—>**AutoCopy**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

# Handling Rounding Problems

---

## Handling Rounding Problems

Oracle General Ledger offers two choices for rounding issues. For example: Format is 999,999; Factor is Thousands

Calculate Then Round Option		
	Calculated as	Displayed as
Cash	1,100	1
Accounts Receivable	1,200	1
Prepaid Expenses	<u>1,300</u>	<u>1</u>
Total Current Assets	3,700	4 ←

Round Then Calculate Option		
	Calculated as	Displayed as
Cash	1,100	1
Accounts Receivable	1,200	1
Prepaid Expenses	<u>1,300</u>	<u>1</u>
Total Current Assets	3,700	3 ←

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Specifying Control Values

**When assigning budgets or currencies to a report:**

- You must specify a row set or column set that has control values linked to specific budgets or currencies.
- You must assign the same budget or currency to intersecting row and column control values.
- You cannot enter currencies in the report definition if the report does not contain a row or column set with a currency control value.
- You must specify a budget when your report includes rows or columns which use related amount types such as PTD-Budget.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Review Question

---

### Review Question

Which of the following is *not* a correct statement about specifying control values?

- A. To include budgets and multiple currencies in a report, you must specify a row set or column set that has control values linked to specific budgets or currencies.
- B. You must assign the same budget or currency to intersecting row and column control values.
- C. You must specify a budget when your report includes rows or columns that use related amount types such as PTD-Budget.
- D. You must specify control values in numerical order beginning with 1.
- E. You cannot enter currencies in the report definition if the report does not contain a row or column set with a currency control value.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Answer Review Question

---

### Answer Review Question

Which of the following is *not* a correct statement about specifying control values?

- A. To include budgets and multiple currencies in a report, you must specify a row set or column set that has control values linked to specific budgets or currencies.
- B. You must assign the same budget or currency to intersecting row and column control values.
- C. You must specify a budget when your report includes rows or columns that use related amount types such as PTD-Budget.
- D. You must specify control values in numerical order beginning with 1.**
- E. You cannot enter currencies in the report definition if the report does not contain a row or column set with a currency control value.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Using Control Values

1. Use the Control Value window to create and assign control values.
2. Enter control values for budgets, encumbrances, currencies, and currency types.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

**(Help) Oracle Financial Applications > Oracle General Ledger > Financial Statement Generator (FSG) > FSG Tasks > Including Budgets, Encumbrances, and Currencies in an FSG Report**

### Demonstration

This demonstration shows you how to use control values.

**(N) Reports—>Define—>Report (B) Control Values**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### FSG Tips and Techniques

**By following these recommendations, you can maximize your reporting flexibility and keep report maintenance to a minimum:**

- **Draft your reports on paper first**
- **Define a logical chart of accounts**
- **Define generic row sets and use existing column sets**
- **Use the Expand and Both options when defining row and column sets**
- **Choose the rounding option for your calculations**
- **Change the order of detail rows**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### FSG Tips and Techniques (continued)

- Use content sets and display sets for your report
- Use AutoCopy
- Transfer report objects from one database to another

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

## Defining a Logical Chart of Accounts

---

### Defining a Logical Chart of Accounts

**You can significantly reduce the amount of report maintenance by using ranges or parent segment values in defining your row sets, column sets, or content sets.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Defining Generic Row Sets

**You can minimize report maintenance by restricting the number of row sets you use. You can produce detailed expense reports for all your cost centers by including all or most of your expense accounts in a row set. If you specify that you do not want to display a zero balance in your row set, rows will only appear in your reports when there are nonzero amounts.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Using Existing Column Sets

**Review the existing column sets to see if they meet your reporting requirements.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Using the Expand and Both Options

You can simplify defining your row or column sets by using the **Expand** and **Both** options.

- The **Expand** option helps you create multiple rows from a single row definition.
- The **Both** option helps you create detail rows and a total row from a single row definition.

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Using Display Sets

**You can tailor your report to meet the needs of various departments by displaying just the pertinent information for each group.**

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**

### Summary

In this module, you should have learned how to:

- Define content sets by using the Content Set window
- Define row orders by using the Row Order window
- Define display sets by using the Display Group and Display Set windows
- Copy report objects by using the AutoCopy window
- Handle rounding problems
- Specify control values by using the Control Values window

Copyright © Oracle Corporation, 2001. All rights reserved.

**ORACLE**