Oracle® Web Applications Desktop Integrator

Implementation and Administration Guide

Release 11*i*

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Oracle Web Applications Desktop Integrator Implementation and Administration Guide, Release 11*i*

Part No. B15518-01

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Preface

Intended Audience

Welcome to Release 11*i* of the *Oracle Web Applications Desktop Integrator Implementation and Administration Guide*.

This guide assumes that you have a working knowledge of the following:

- The principles and customary practices of your business area.

- The Oracle Applications graphical user interface.

To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

See Related Information Sources on page viii for more Oracle Applications product information.

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Structure

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A Implementing Web ADI

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C Frequently Asked Questions

Related Information Sources

Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of Oracle Web Applications Desktop Integrator (and any other Oracle Applications products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes. You can access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

Oracle General Ledger User Guide

Use this manual when you plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define additional rate types, and enter daily rates.

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user's guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be either at Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

Maintaining Oracle Applications

Use this guide to help you run the various AD utilities, such as AutoUpgrade, Auto Patch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

Multiple Reporting Currencies in Oracle Applications

If you use the Multiple Reporting Currencies feature to record transactions in more than one currency, use this manual before implementing Oracle Web Applications Desktop Integrator. This manual details additional steps and setup considerations for implementing Oracle Web Applications Desktop Integrator with this feature.

Multiple Organizations in Oracle Applications

This guide describes how to set up and use Oracle Web Applications Desktop Integrator with Oracle Applications' Multiple Organization support feature, so you can define and support different organization structures when running a single installation of Oracle Web Applications Desktop Integrator.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup and reference information for the Oracle Web Applications Desktop Integrator implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on MetaLink.

Oracle Applications Message Reference Manual

This manual describes Oracle Applications messages. This manual is available in HTML format on the documentation CD-ROM for Release 11*i*.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

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

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row

in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

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

1

Introduction to Web ADI

This chapter covers the following topics:

- Overview
- Key Features
- Using Web ADI
- Process Flow for Web ADI
- Accessing Web ADI

Overview

Web ADI brings Oracle E-Business Suite functionality to a spreadsheet, where familiar data entry and modeling techniques can be used to complete Oracle E-Business Suite tasks. You can create formatted spreadsheets on your desktop that allow you to download, view, edit, and create Oracle E-Business Suite data. Data entry shortcuts (such as copying and pasting or dragging and dropping ranges of cells) or even using formulas to calculate amounts, can all be used to save time. You can combine speed and accuracy by invoking lists of values for fields within the spreadsheet.

After editing the spreadsheet, you can use Web ADI's validation functionality to validate the data before uploading it to the Oracle E-Business Suite. Validation messages are returned to the spreadsheet, allowing you to identify and correct invalid data.

The fields that appear in the spreadsheet, where they appear, and their default values can all be customized through Web ADI's Layout functionality. This allows you to create a more productive work environment by removing unnecessary fields from the spreadsheet, and by organizing the spreadsheet in a way that conforms to your practices.

Key Features

Oracle Web ADI includes the following features:

Works Via Internet

Web ADI uses Internet computing architecture to lower the total cost of ownership by having the product centrally installed and maintained. No installation is required on client machines; you need only a Web browser and Microsoft Excel. This architecture also provides superior performance over a WAN or dialup connection, since the exchange between client and server is simplified through the use of HTML.

Spreadsheet Interface

Spreadsheets provide a familiar interface that is common in the business environment. You can use familiar editing capabilities such as copying and pasting data, and moving ranges of cells to create or edit large amounts of data. Recurring data entry is possible by saving a spreadsheet, and then uploading it at needed intervals, such as every month or every quarter. Spreadsheets offer additional flexibility in the way work is done; they can be sent to others for approval or review, and they can be edited when disconnected from a network.

Validates Data

All data in the spreadsheet can be validated against Oracle E-Business Suite business rules before it is uploaded. This includes validation against key and descriptive flexfields. Data is validated against accounts, segment security rules, and cross validation rules. If any errors are found, messages are returned directly to the spreadsheet, enabling you to correct the errors and successfully upload the data.

Customizations

You can use the layout functionality to determine what fields appear in your spreadsheet, where they appear, and if they contain default values. These definitions can be saved, reused, and modified as needed.

Import Data

Wed ADI automatically imports data into your Web ADI spreadsheets whenever you create them. This information can come from the Oracle E-Business Suite or from a text file. Imported information can be quickly modified in Excel, validated, and uploaded to the Oracle E-Business Suite. This feature can be useful when migrating data from a legacy system to the Oracle E-Business Suite.

Using Web ADI

The Oracle E-Business suite task you perform on the desktop is determined by the integrator you select in Web ADI. Web ADI is shipped with the General Ledger Journals integrator. This integrator allows you to create General Ledger journals in Excel. Other integrators are available as separate patches.

You can access Web ADI functionality through a Self Service link on your personal home page.

Prerequisites

The following are the prerequisites for Web ADI:

- Client PC with Windows ME, Windows NT 4.0 (with Service Pack 3 or later), Windows 2000, Windows XP, or Windows 98 installed on it.

- A Web browser supported by the E-Business Suite installed on the client PC.

  If you are running a version of Web ADI prior to BNE.D, you must use Internet Explorer 5.0 or greater; otherwise, see Oracle*MetaLink* note 285218.1, "Recommended Browsers for Oracle Applications 11*i*," for the list of supported browsers.

- Microsoft Excel 97, 2000, 2002, or 2003 installed on the client PC.

Changing Macro Security Settings for Excel XP/2003

For Web ADI to work with Microsoft Excel 2002/2003, you must change the macro settings for Excel 2002/2003. To do so:

1. In Excel, from the Tools menu, select **Macro**, then **Security**, then **Security Level**.

2. Select the "Medium" option.

3. Select the **Trusted Sources** tab.

4. Select the "Trust access to Visual Basic Project" option.

Changing Browser Security Settings

> **Note:** If you are running Web ADI version BNE.D, you do not need to perform this step.

If you are running a version of Web ADI prior to version BNE.D, you must change your Internet Explorer security settings to allow a spreadsheet to be created on your desktop. To do so:

1. In Internet Explorer, from the Tools menu, choose **Internet Options**. Select the Security tab.

2. Select Local Intranet, then choose **Custom Level**.

3. Set the option **Initialize and script Active X controls not marked as safe** to "Prompt."

Process Flow for Web ADI

Web ADI uses the following process to upload data to the Oracle E-Business Suite:

1. Define a layout that determines what fields appear in your spreadsheet.

> **Note:** Layouts may already been defined for your spreadsheet. See the product-specific documentation to determine if you are required to define the layout.

2. Define a mapping to allow data to be imported into the spreadsheet.

> **Note:** A mapping may already be defined for your spreadsheet. See the product-specific documentation to determine if you are required to define a mapping.

3. Create the spreadsheet.

4. If the spreadsheet integration allows upload, you can upload the data to the Oracle E-Business Suite.

5. Monitor the progress of your upload.

Accessing Web ADI

System Administrators:

System Administrators can access Web ADI functionality from the Desktop Integration responsibility. Use this responsibility to access the following functionality:

- Create Document

- Define Layout

- Define Mapping

- Setup Options

- Manage Document Links

End Users:

Because Web ADI can be integrated with Oracle E-Business Suite applications according to product-specific business flows, end user access depends on individual product implementations.

Generally, the product implementation follows one of two methods:

- The product integrates the generate spreadsheet functionality within its own functional page flow. Web ADI is used in the background to generate the spreadsheet. This is the most common method.

- The product provides a self-service form function that invokes the Web ADI Create Document page flow.

See the product-specific documentation for details on accessing the Desktop Integration functionality.

2

Administering Web ADI

This chapter covers the following topics:

- Defining Layouts
- Defining a New Layout
- Defining Mappings
- Defining a New Mapping
- Defining Setup Options for Key Flexfields

Defining Layouts

Layouts allow you to customize the user interface presented in the spreadsheet you create. Layout functionality can be used to determine the fields in a spreadsheet, their position, and any default values that automatically populate the fields.

A layout must be defined before you create a spreadsheet in the Create Document flow. Some integrators offer predefined layouts, or you can use the Define Layout flow to create a layout.

> **Note:** Unless you are using the System Administrator responsibility, you must be granted access to an integrator to modify its layout. Specific form functions grant access to specific integrators. See the product-specific documentation for information regarding access to individual integrator layouts.

You can:

- Define a new layout
- Modify an existing layout
- Duplicate a layout from the list and save it under a different name. You can then modify this duplicated layout.
- Delete a layout from the list

Defining a New Layout

Use this procedure to define or modify a layout.

Steps:

1. From the Oracle Applications navigator, select the **Define Layout** link. This may be under the Desktop Integration responsibility, or it may be located under a different responsibility assigned to you by your system administrator.

2. In the Define Layout window, select an integrator.

3. In the Select Layout window, define a new layout. Enter a name and layout key for the new layout. Layout key is used to internally identify the layout. You cannot change the layout key after it is specified.

> **Note:** Key names must consist of uppercase, numeric, or underscore characters and should not contain spaces.
>
> It is recommended that you use the form keyname_your initials to create a unique key name. For example, NEWBUDGET_AD.

4. In the Define Layout window, select the appropriate values for the fields. The Define Layout window allows you to determine the placement of fields, add optional fields, and set default values. All required fields must be included in your layout. Include optional fields by selecting the Select check box. The table that follows describes the fields in the Define Layout window.

Description of Fields in the Define Layout Window

Fields	Description
Placement	Defines the location of the field on the spreadsheet. Choices are Context, Header, and Line. In your spreadsheet: • **Context**: Appears at the top of the spreadsheet as read-only, contextual information. • **Header**: Fields whose values do not change for every record you are uploading. This region appears above the line region in the spreadsheet. • **Line**: Fields whose values change for every record that is uploaded to Oracle Applications. This is the data you add and modify. For example, in the Journals integrator, Account fields should be in the line region.
Default Type - Constant	Used when the text entered in the Default Value field is used as the default value in the spreadsheet.

Fields	Description
Default Type - Environment	Used to reference an environment variable when setting a default for a field. Values are as follows:

- **sob.chartofaccountsid**: ID of the chart of accounts assigned to your current set of books

- **sob.periodsetname**: Name of the calendar assigned to the current set of books

- **sob.transactioncalendarid**: ID of the calendar assigned to the current set of books

- **sob.setofbooksid**: ID of the current set of books

- **sysdate**: System date

- **database**: Name of the current database

- **oauser.id**: ID of your current Oracle Applications user

- **sob.accountedperiodtype**: Value for the Period Type in the current set of books definition

- **sob.currencycode**: Currency for the current set of books

- **sob.latestencumbranceyear**: Last encumbrance year of the current set of books

- **sob.adbflag**: This flag returns True or False values if the current set of books have average balances enabled

- **sob.consolidationflag**: This flag returns True or False values if the current set of books is a consolidation set of books

Fields	Description
Default Type -SQL	Used to run a SQL statement to determine the default for the field. Web ADI runs the SQL statement entered in the Default Value field and automatically populates the spreadsheet with the results. If more than one value is returned from the query, it uses the first value.
	You can use the following tokens in the SQL statement for the Default Value field:
	• **$profiles$.profilename**: Returns the value for the current user's profile when you enter the name of the profile option.
	• **env.userid**: Returns the current user ID.
	• **env.appid**: Returns the current application ID.
	• **env.respid**: Returns the current responsibility ID.
	• **env.language**: Returns the current session language.
Default Type - Parameter	Used to reference a parameter that your system administrator stores in the form function (Self Service Link) that you use to access the Create Document flow. The parameters that can be referenced are specific to each integrator. See the product-specific documentation for the valid values for the default type.

Defining Mappings

You can choose to automatically import data into the spreadsheet during the Create Document flow, as discussed in Creating a Document, page 3-1. When you choose to import data on the Content page, Web ADI prompts you to select a mapping. Web ADI requires a mapping in order to determine where imported data should be placed in the spreadsheet.

Mapping associates columns in the imported data with columns in the spreadsheet. You do not need to create new mappings for fields that do not have data, or if a mapped field is not included in the spreadsheet. You need to create multiple mappings for Content only if the associations between the downloaded columns and the fields in the spreadsheet change. If you import text files with varied data structures, you may have to define more than one mapping for the text file.

> **Note:** You must be granted access to an integrator to modify its mappings. Specific form functions grant access to specific integrators. See the product documentation for the form functions that must be added to your menu to have access to an integrator's list of mappings.

Defining a New Mapping

Use this procedure to define mapping between source data and columns in a spreadsheet.

Steps:

1. From the Oracle Applications Navigator, select the Define Mapping link. This may be under the Desktop Integration responsibility, or it may be located under a different responsibility assigned to you by your system administrator.

2. In the Mapping window, select an integrator.

3. In the Select Content window, select a content to import. For example, Text File.

   Content indicates the information you will import into your spreadsheet. One or more mappings can be defined for a particular content.

4. In the Select Mapping window, select Define Mapping. Enter a name for the new mapping, a mapping key, and the number of columns to be mapped.

   Mapping key is used to internally identify the mapping. It cannot be changed after you specify the key name. Key names must not contain spaces.

   > **Note:** It is recommended that you use the form, keyname_your initials, to create a unique key name. For example, NEWMAP_SE.

   > Number of columns in an estimate. Columns can be added or deleted later in the Define Mapping process.

5. In the Define Mapping - Source to Target Columns window, associate columns being imported from the content to fields in the spreadsheet.

   - Click the list of values for the Source Column to view a list of available columns to import, and then enter the search criteria. (If you know the name of the Source Column, you can type it directly into the field without using the list of values.) Click the radio button next to the column name, and then click select to select columns to map.

     - Use the Target Column field next to each Source Column to create a mapping between the two fields. The Target Column list of values contains a list of columns that can exist in a spreadsheet. You may add new rows if more columns need to be mapped. Click the list of values for the Target Column to view a list of available columns to import, and then enter the search criteria. Click the radio button next to the column name, and then click select to select columns to map.

     - Some Target Columns support the translation of ID values from Source Columns. To find out if the translation of IDs is supported by a specific column, select that column and click Lookup. If the column supports the ID translation, a check box appears under Lookup for that column name. To perform the ID translation, select the Lookup check box for the desired columns.

6. Apply the mapping definition you have created.

Defining Setup Options for Key Flexfields

With Web ADI version BNE.D, you have the option to set right-justification and zero padding for every segment of a key flexfield, regardless of this setting at the value set level.

Lists of values for flexfields apply character format masks after a segment value has been selected. These format masks such as right-justify and zero padding and maximum

character width are derived from the flexfield value set definition. Use the Web ADI Setup Options feature to override the values specified in the value set definition.

To set the right-justify and zero-fill format mask for a key flexfield, or for specific segments within the key flexfield structure:

1. From the Oracle Applications Navigator, select Desktop Integration, then Setup Options.

2. Choose **Select Key Flexfields**.

3. To apply the right-justify and zero-fill format mask to every segment of a flexfield, select it from the list.

4. To apply the format mask to specific segments of the key flexfield, choose **Select Structure**, then select the appropriate segments.

The **Overridden** column will display the number of segments selected.

3

Creating a Document

This chapter covers the following topics:

- Overview
- Creating a Spreadsheet
- Uploading and Downloading Data from Spreadsheets
- Monitoring Concurrent Requests
- Adding Rows to a Spreadsheet

Overview

The Create Document workflow guides you through steps that allow you to configure your spreadsheet. This section only applies to those products that instruct users to create documents through a form function that calls the Web ADI Create Document page flow. See your product documentation for information specific to accessing its spreadsheet functionality.

> **Note:** Before you create your spreadsheet, make sure at least one layout has been defined. Layouts determine the fields that appear in the spreadsheet you will create. If you intend to automatically import information into the spreadsheet, make sure that a mapping has been defined. For details on defining layouts and mapping, see Administering Web ADI, page 2-1.

After you have defined the parameters for your spreadsheet, you can review them before creating the spreadsheet.

The Create Document process varies depending on how it is implemented. Also, some of the parameters in the Create Document windows might be pre-configured by your system administrator.

Creating a Spreadsheet

Use this procedure to create a spreadsheet on your desktop to which you can import data from the Oracle E-Business Suite.

Steps:

1. From the Oracle Applications Navigator, select the link appropriate for your product to create a document. The Create Document page flow is accessed differently by product. Please see your product documentation for details.

   You can reduce the number of steps to create a spreadsheet by saving your selections to a shortcut. This shortcut is displayed at the beginning of the Create Document process.

2. Select a shortcut or None.

3. In the Viewer window, select the viewer that you want to use to open your spreadsheet. For example, Excel 2000.

   Select the Reporting check box only if you want to create a spreadsheet that does not allow data upload.

4. In the Integrator window, select an integrator. The integrator defines the task you will be performing. For example, to use spreadsheets to upload data to General Ledger, select General Ledger - Journals Integrator.

   > **Note:** You must be granted access to an integrator by your system administrator. Specific form functions grant access to specific integrators. See the product documentation for information on your product's form functions.

5. In the Layout window, select a layout. Layouts determine which fields are included in your spreadsheet, their placement, and any default values. See Administering Web ADI, page 2-1 for details on defining custom layouts.

6. In the Content window, select the content to import. This window allows you to define a blank spreadsheet (None option) or automatically populate the spreadsheet (Text File option) with data. There may be other options available, depending on your environment.

   Depending on the integrator you are using, when you select a specific content, Web ADI prompts you for mapping information and parameters required by the content. If you have selected the Text File option, the Mapping window opens. If you have selected the None option, the Review window opens. See Administering Web ADI, page 2-1 for details on defining custom mappings.

7. Specify the file name and mapping to use in order to map the text file or other data to the spreadsheet columns. You can import files from your local system.

   - Indicate the delimiter used in the text file. Enter the delimiter directly into the text field if you select Other.

   - Select Ignore Consecutive Delimiters if you do not want to insert a null value into the spreadsheet when two delimiters exist side by side in the text file.

   - Enter the line in the text file where you want to start importing. The first few lines in a text file may be header information that you do not want to import into the spreadsheet.

     > **Note:** If you work in a multi-byte environment, save the text file with UTF-8 encoding before importing the text file.

8. In the Review window, optionally, click Save. The Select Shortcut window allows you to select a shortcut that appears at the beginning of the Create Document flow. Specify the shortcut name and choose the settings you want to save. Any settings that you save will be pre-specified whenever you use this shortcut, and the pages displaying those settings will be skipped.

    > **Note:** System administrators can save the shortcut to a form function, and attach the form function to a user's menu.

9. Create your spreadsheet by selecting Create Document (or the link specified by your product documentation). The spreadsheet opens in Microsoft Excel and displays the data you have imported. After you have finished modifying the spreadsheet, you can upload the data.

    If you are running WebADI version BNE.D, your browser will prompt you to download the file "WebADI.xls". Select Open to open Excel, then select Enable Macros. The Excel file will open and a small window will open that will format the Excel file. Do not close the window or use Excel until this window indicates that formatting is complete.

    > **Note:** You cannot copy an entire worksheet to a different worksheet; however, you can copy row and column values from one worksheet to another Web ADI worksheet, and then upload the data. Copying the entire worksheet is not supported because, while rows and columns are copied, the macro code behind the Web ADI worksheet is not copied over to the new sheet.

Uploading and Downloading Data from Spreadsheets

Uploading Data

After creating and modifying your spreadsheet, you can upload the data to Oracle Applications.

> **Note:** Not all spreadsheets support upload.

Use the following procedure to upload data:

Steps

1. While viewing your spreadsheet, choose Upload from the Oracle menu. The Upload Parameters window appears.

2. Select the desired parameters. See the table that follows for details.

    > **Note:** Upload parameters depend on the integrator you select. Moreover, your system administrator might disallow you from changing upload parameters using the Web ADI: Allow Set Parameters profile option. See your product documentation for information on the available parameters.

3. Start the upload process. After the upload process completes, the upload window indicates whether or not the upload was successful. Web ADI returns messages to the spreadsheet identifying all rows containing invalid values. If the data in any

rows are invalid, Web ADI does not upload any of the data in the spreadsheet. You must correct all errors to successfully upload the spreadsheet.

The table that follows describes the upload parameters that you can use to upload data.

Using Upload Parameters

Upload Parameter	Description
All Rows	Select to upload all rows in your spreadsheet, regardless of whether changes have been made.
Flagged Rows	Select to upload only those rows that are marked with a flag character in the Upl column of your spreadsheet. Web ADI displays a flag character against a row that has changed.
Validate Before Upload	Recommended. Pre-validating prevents invalid data from being uploaded to Oracle Applications. It is useful when you expect the import process to be quite lengthy or when you plan to run it unattended, such as overnight.

Downloading Data

Download enables you to refresh data that you have imported into your spreadsheet. This option is available only if the spreadsheet contains imported data. To download or refresh data, from the Oracle menu select **Download**.

> **Note:** Any new rows of data or other modifications that you have made on the spreadsheet will be overwritten when you use **Download** to refresh the data.
>
> If you are running Web ADI version BNE.D, and you imported data from a text file, **Download** will not be available.

Monitoring Concurrent Requests

The upload process of some of the integrators starts a concurrent program to import the data you have uploaded to an interface table in Oracle Applications. You can monitor concurrent requests from the spreadsheet.

To monitor concurrent requests from the spreadsheet, select the Oracle menu, then Monitor. The Monitor Requests window displays the last 10 concurrent requests submitted by the current user.

Adding Rows to a Spreadsheet

To add rows to an open spreadsheet:

Steps:

1. Unprotect the spreadsheet: Select Tools, then Protection, then Unprotect Sheet.

2. Select a row in the lines section of the spreadsheet.

3. Select Insert, then Rows. Repeat to add as many rows as you need. Web ADI displays a flag in the Upl column beside every row you add.

4. Protect the spreadsheet by selecting Tools, then Protection, then Protect Sheet.

A

Implementing Web ADI

This appendix covers the following topics:

- Overview
- Installing the Web ADI Patch
- Granting Users the Ability to Create Documents

Overview

This section applies to all integrators that use the Create Document page flow. It describes how to set up form functions to call the Web ADI Create Document page flow. Once set up, the user can create a spreadsheet to download and upload data to a specific product. Use this appendix in conjunction with the product-specific documentation.

Installing the Web ADI Patch

When you install the Web ADI patch, it automatically creates form functions, menus, and responsibilities.

Form Functions

The table that follows describes the form functions that are automatically created when you install the Web ADI patch. The General Ledger Journals integrator is installed with Web ADI, all other integrators are installed separately.

Form Functions

Form Function	Description
BNE_ADI_CREATE_ DOCUMENT	Allows users to access the Create Document Page flow for the General Ledger - Journals integrator. This is a series of pages that prompts users for parameters that determine how a formatted spreadsheet is generated on the desktop.
BNE_ADI_DEFINE_ LAYOUT	Allows users access to the user interface to define layouts. Users are prompted for a layout in the Create Document Page flow. The layout determines the fields that are included in the spreadsheet, their placement, and whether they have default values.
BNE_ADI_DEFINE_ MAPPING	Allows users to access the interface to define mappings. Mappings are used to import information into a spreadsheet. Users can select content in the Create Document Page flow to import information from a text file or from Oracle Applications tables into a spreadsheet. The mapping associates data in the content with fields in the spreadsheet.
BNE_ADI_LOB_ MANAGEMENT	Specific to the Human Resources application. You do not need to give users access to this form function unless they use mail merge functionality in Oracle HRMS. See MetaLink note 228527.1 for more information on HRMS functionality.
BNE_ADI_SETUP_O PTIONS	Allows system administrators to define right-justification and zero-fill format masking for key flexfields. This setting will override the flexfield value set definition.

Menu

The Desktop Integration Menu is created with the following prompts:

- Create Document (BNE_ADI_ CREATE_DOCUMENT)
- Define Layout (BNE_ADI_DEFINE_LAYOUT)
- Define Mapping (BNE_ADI_DEFINE_MAPPING)
- Manage Document Links (BNE_ADI_LOB_MANAGEMENT)
- Setup Options (BNE_ADI_SETUP_OPTIONS)

Responsibility

The Desktop Integration responsibility is created with the Desktop Integration Menu.

Granting Users the Ability to Create Documents

The sections that follow apply to integrators that are accessed through the Create Document page flow. The following topics are covered:

- Using the Seeded Form Functions, Menu, and Responsibility
- Creating Form Functions
- Including Parameter Values in the Create Document Form Function
- Specifying Skipped Pages Parameters
- Allowing Users to Create Documents with a Single Mouse Click
- Providing Users a Secured List of Values

- Including Parameters for Default Values in Layouts

Using the Seeded Form Functions, Menu, and Responsibility

General Ledger - Journals users can use the Create Document, Define Layout, and Define Mapping form functions under the Desktop Integration menu. For all other products, consult your product documentation for information on accessing these functions.

You may also choose to create other responsibilities and menus to restrict access to the available form functions. Some users may only need to create documents, while others are responsible for creating mappings and layouts.

Creating Form Functions

System Administrators can create form functions using these steps for integrators that are used through the Create Document page flow; however, see your product documentation for the form function that must be placed in the same menu structure for access to the integrator.

To create your own form functions:

- Set the Type to SSWA SERVLET FUNCTION for all Web ADI form functions

- Set the HTML Call for all Web ADI form functions to oracle.apps.bne.webui. BneApplicationService

- To create a form function allowing people to create documents, set the parameter field to bne:page=BneCreateDoc

- To create a form function allowing people to define layouts, set the parameter field to bne:page=BneDefineLayout

- To create a form function allowing people to define Mappings, set the parameter field to bne:page=BneMappingTemplate

Including Parameter Values in the Create Document Form Function

When users create documents they are prompted for a number of parameters that determine how their spreadsheet will be created. These parameters can be specified within the form function to secure parameter values and force users to use certain values. When users access the Create Document page flow, pages prompting users for values specified in the form function will not be displayed; this reduces the number of steps they must take to create documents.

The table that follows provides a description of each parameter that determines page flows.

Page	Parameter	Required/ Optional	Description
Viewer	Bne:viewer	Required	The desktop program that will be used to view the spreadsheet.
Viewer	Bne:reporting	Required	If selected, the spreadsheet created will not allow upload of data.
Integrator	Bne:integrator	Required	Indicates that the Oracle Application task users will be using the desktop.
Layout	Bne:layout	Required	The Layout determines the fields in the spreadsheet, their placement, and their default values. Valid values depend on the integrator you select.
Content	Bne:content	Optional	Points to information that will be imported into the spreadsheet. Valid values depend on the integrator you select.
Map	Bne:map	Required, if Content is chosen	Provides the relationship between data in the content and fields in the spreadsheet. Valid values depend on the integrator you select.
Map	Bnectl:file	Required, if Text File Content is chosen	Indicates that the file that will be imported into the spreadsheet. **Note**: The Map page is displayed only if one of the parameters, Bne:map or Bnectl:file is selected. Other parameter values may be displayed on this page depending on the Content that was selected.

Specifying Skipped Pages Parameters

If a page is to be skipped, every parameter on that page must be specified in the form function. Follow these steps to create a form function with specified parameter values:

1. Log in to Self Service Applications and select the Create Document Function (make sure this user has the System Administrator responsibility).

2. Select the parameter values you want to save in the Page Flow.

3. Click Save in the Review Page. The Select Shortcut window opens.

4. Enter a name for your form function in the Shortcut Name field. This name will have the prefix BNE_ when you search for it in Oracle Applications.

5. Select Save to Form Function.

6. Select the parameters you want to save to the form function. If you do not save some of the parameters, users have to manually select them when they create documents.

   Viewer and Reporting must be saved if they are not be displayed to users. If you have users with different versions of Excel creating documents for upload in English, you may want to create separate form functions; one for each viewer.

7. Log in to Oracle Forms with the System Administrator responsibility and attach the form function to a menu. Under Application, select Menu, and search for BNE_ (name entered in Step 4). You must attach the function to the same menu that contains the form function that grants access to the integrator.

Allowing Users to Create Documents with a Single Mouse Click

To allow users to skip the Review page while creating documents, you must specify a "noreview=Yes" parameter in the form function. If this parameter is specified in the form function along with other parameters (as discussed in Specifying Skipped Pages Parameters, page A-4), users can create documents with a single mouse click by selecting the Self-Service menu function.

1. Log in to Oracle Applications with the System Administrator responsibility. Navigate to the Form Function Screen and look up the Create Document form function you created with all of the required parameter values.

2. Go to the Parameter field, place the cursor at the end of the string in this field and enter: &bne:noreview=Yes.

Providing Users a Secured List of Values

You might want to grant access to several parameter values. Hard coding these parameter values in the form function would require you to create a Self-Service link for every parameter you wish to grant to a user. You can work around this by allowing users to choose from a restricted list of parameter values.

For example, twenty layouts may be defined for an integrator; however, you can create a form function that will allow users to see only ten. You can do this by defining more then one value for the bne:layout parameter in the form function definition.

1. Log in to Oracle Applications with the System Administrator responsibility.

2. Navigate to the Form Function Screen and look up a form function that calls the Create Document page flow.

3. Go to the Parameter field and locate the parameter you want to secure and add a comma-separated list of valid values, or a partial value that includes a wild card that will return more than one parameter value.

   Parameter values can be referenced by their internal key names or by their user visible values.

   The sections that follow discuss how to enter internal keys, enter user values, and use wild cards.

Entering Internal Keys

1. Parameter values are saved in the format of the Application Short Name:Key; For example, bne:integrator=

   BNE:JOURNALS_115&bne:layout = BNE:FUNCT_ACT_SINGLE_11I.

   To give the user two options for a Layout, you would enter bne:layout=

   BNE:FUNCT_ACT_SINGLE_11I,BNE:FUNCT_ACT_MULTIPLE_11I.

2. If you are only using the Journals Integrator, all of your parameter values will be using the BNE Application Short Name.

   There are two methods to determine the key for a parameter. Users are required to enter keys when defining layouts and mappings that can be referenced by the form functions you create. If they follow the standard for creating keys for their layouts and mappings (See Administering Web ADI, page 2-1 for information on Defining Mappings and Defining Layouts), you should be able to derive the key for a layout based on its name and the name of the person who created it.

Another method to ensure that you have entered a valid value for a parameter is to go through the Create Document page flow, select the layout you want to grant to users, and click Save on the Review page to create a form function. For this, log in as System Administrator, look up the form function and see the key that was saved for the layout.

Entering User Values

If you do not know the key value for a layout, your form function may reference the name of the layout that is seen in the Create Document page flow.

1. Navigate to the Select Layout page and choose the layouts you want the user to access. Layouts may be "Functional Actuals – Single" and "Functional Actuals – Multiple".

2. Log in as System Administrator and look up the form function.

3. Go to the parameter field and enter a comma separated list of the layout names using the following format:

   ```
   parameter name=USER_NAME:user name,USER_NAME:user name
   ```

   In this example, you would enter: "bne:layout=USER_NAME:Functional Actuals – Single, USER_NAME:Functional Actuals - Multiple".

   > **Note:** The user name you enter in the form function must match the names you see in the Create Document page flow.

Using Wild Cards

You may create restricted lists by entering a value for the bne:layout parameter that includes a wild card (%). The wild card character (%) must be escaped with "25". In this example, you would enter `bne:layout=USER_NAME:Fu%25` to restrict the list to "Functional Actuals – Single" and "Functional Actuals – Multiple". These will be the layouts shown to the user because they are the only layouts whose names begin with "Fu".

B

Creating Journal Entries

This appendix covers the following topics:

- Overview
- Creating Journal Entries
- Translating ID Values for Mappings
- Using Layouts
- Creating Journals and Uploading Data
- Creating Functional Actuals Journals
- Creating Foreign Actuals Journals
- Creating Budget Journals
- Creating Encumbrance Journals
- Setting Profile Options for General Ledger Integration

Overview

Web ADI provides integration with the Oracle General Ledger (GL) to enable creation of journal entries through the Journals Integrator. The GL Journals Integrator allows you to define journal spreadsheets that you can modify and upload repeatedly.

Web ADI validates data against the accounts, security rules, and reference information defined in GL. After validating data, you can automatically upload your journals to GL.

With the GL Journals Integrator, you can:

- Customize spreadsheets by defining layouts.
- Define default values for journal worksheet fields.
- Use the powerful spreadsheet features of Excel. For example, you can use formulas to calculate journal amounts.
- Save a journal worksheet to a file, which can then be transferred to another PC for further changes, even while being disconnected from the network.
- Users can enter recurring journal entries by saving a journal spreadsheet, and then uploading it whenever appropriate, such as every month.

Creating Journal Entries

Use this procedure to create a spreadsheet for GL journal entry, using the Journals Integrator. For GL guidelines and rules, see the *Oracle General Ledger User Guide.*

- Define a set of books. Journal worksheets support effective and reversal dates for sets of books that have average balance processing enabled.

- Open one or more accounting periods for your set of books.

- Create a spreadsheet, as described in Creating a Document, page 3-1.

    > **Note:** You can use the BNE_ADI_CREATE_DOCUMENT form function to access the General Ledeger - Journals integrator. If you use another form function to access the Create Document page flow, ensure that one of the following form functions is assigned to your responsibility:
    >
    > - Create Document, Enter Budget Journals, Enter
    >
    > - Journals, Enter Encumbrances, and Import Journals

- Have your administrator set the optional profile options in GL. For details, see Setting Profile Options for General Ledger Integration, page B-8.

Steps

1. From the Oracle Applications Navigator, select Desktop Integration, then Create Document.

2. Create a spreadsheet as described in Creating a Document, page 3-1.

3. Modify the spreadsheet as desired:

    - Enter an account for each journal line by entering the account directly or by choosing from the list of values.

    - Enter a debit or credit amount for each journal line. You can use Excel formulas to enter your amounts.

    - Enter information for any optional fields, if you have customized the worksheet layout.

4. Upload your journals to GL by choosing Upload from the Oracle menu. See Uploading and Downloading Data from Spreadsheets, page 3-3 for details.

    > **Note:** If you specify a Reversal Period, but leave the Reverse Journal field blank, the journal upload process will fail for that spreadsheet.

    > Uploading the journal entries is a two step process, involving uploading the data to the interface table, and then, importing it to GL.

    > The table that follows describes the parameters that you can choose for uploading journals.

Parameter	Description
Rows to Upload	Controls which rows in the spreadsheet to upload
Validate Before Upload (check box)	Recommended. Select to pre-validate your journal data before you upload. Pre-validating will minimize the possibility that the journal import process will fail because of a validation error.
Automatically submit journal import (check box)	Starts the import process automatically after the upload completes. If the upload is successful, an import concurrent request will be submitted. See Monitoring Concurrent Requests, page 3-4 for details.
Post Errors to Suspense Account	If there are any account errors, the journal import program will post the errors to a predefined suspense account. **Note**: For this functionality to work, suspense posting must be enabled in General Ledger.
Create Summary Journals (check box)	Allows the journal import to summarize all transactions that share the same account, period, and currency.
Descriptive Flexfields	If your spreadsheet contains descriptive flexfields, permits you to select the following options to import Descriptive Flexfield information from your spreadsheet after Web ADI uploads it to the interface table. • Do Not Import: Prevents the import program from importing information from the interface table to Oracle Applications. • Import Without Validation: Allows the import program to import descriptive flexfield values without validating them. • Import With Validation: Allows the import program to validate and import descriptive flexfield values.

Translating ID Values for Mappings

In the Define Mapping window, some Target Columns support the translation of ID values from Source Columns into user values for downloading to a spreadsheet. To find out if the translation of IDs is supported by a specific column, select that column and click Lookup. If the column supports the ID translation, a check box appears under Lookup for that column name. To perform the ID translation, select the Lookup check box for the desired columns.

For the General Ledger - Journals integrator, ID values in Source Columns mapped to the following Target Columns can be translated, as listed below:

• **Balance Type:** Select DESCRIPTION from GL_LOOKUPS where LOOKUP_CODE = *ID value*

• **Encumbrance Type:** Select ENCUMBRANCE_TYPE from GL_ENCUMBRANCE_ TYPES where ENCUMBRANCE_TYPE_ID = *ID value*

• **Budget Name:** Select BV.BUDGET_NAME from GL_BUDGET_VERSIONS BV, GL_BUDGETS B where BV.BUDGET_VERSION_ID = *ID value*

• **Journal Type:** Select MEANING from GL_LOOKUPS where LOOKUP_CODE = *ID value*

- **Reverse Journal:** Select MEANING from FND_LOOKUPS where LOOKUP_CODE = *ID value*

  > **Note:** To create and updated mappings for the General Ledger - Journals integrator, one of the following form functions must be added to your menu:

  - Create Document, Enter Budget Journals, Enter
  - Journals, Enter Encumbrances, and Import Journals

Using Layouts

You may use predefined layouts to create journals or create custom layouts. The following layouts are shipped with the General Ledger Journals integrator:

- **Functional Actuals- Single:** Allows you to create single actual journal entries using the functional currency for your selected set of books.

- **Functional Actuals - Multiple:** Allows you to create multiple actual journal entries using the functional currency for your selected set of books.

The table that follows describes the values you should use when you create custom layouts for various journal types.

> **Note:** To create and edit layouts for the General Ledger - Journals integrator, one of the following form functions must be added to your menu:

  - Create Document, Enter Budget Journals, Enter
  - Journals, Enter Encumbrances, and Import Journals

Values for Custom Layouts

Journal Type	Balance Type and Default Type	Default Value for Balance Type	Other Values
Functional Actuals Journals	Add Balance Type to the context region and enter "Constant" for default type.	Enter "Actual"	Add the following fields to your layout if you want to create a reverse journal: Reverse Journal and Reversal Period.
			Add the following fields to your layout if you want to include VAT information: VAT Context, Invoice Date, Tax Code, Invoice Identifier, and Invoice Amount.
Foreign Actuals Journals	Add Balance Type to the context region and enter "Constant" for default type.	Enter "Actual"	Add Conversion Type, Conversion Rate, and Conversion Date to the layout. (Conversion Rate and Conversion Date must both be in the lines or header region.)
			Add the following fields to your layout if you want to create a reverse journal: Reverse Journal and Reversal Period.
			Add the following fields to your layout if you want to include VAT information: VAT Context, Invoice Date, Tax Code, Invoice Identifier, and Invoice Amount.
Budget Journals	Add Balance Type to the context region and enter "Constant" for default type.	Enter "Budget"	Add Organization, Budget Name, and Period to the layout. The Organization field must be added to the header region.
Encumbrance Journals	Add Balance Type to the context region and enter "Constant" for default type.	Enter "Encumbrance"	Add Encumbrance Type to the layout.
			Add the following fields to your layout if you want to create a reverse journal: Reverse Journal and Reversal Period.

Creating Journals and Uploading Data

Topics in this section include creating functional actuals journals, foreign actuals journals, budget journals, and encumbrance journals.

Creating Functional Actuals Journals

Use the GL Journals integrator to create actual journal entries using the functional currency for your selected set of books. You must first have a layout defined with the relevant fields before using it to create your journal spreadsheet. For details, see Using Layouts, page B-4.

After you create a spreadsheet using your functional actuals layout, follow these steps to enter and upload your journal information.

Steps

1. Select and enter values for Category, Source, Currency, Accounting Date.

   Note: Journal worksheets support entering effective and reversal dates for sets of books that have average balance processing enabled.

2. Enter an Account for each journal line by entering the account directly or by choosing from a list of values.

3. Enter a Debit or Credit amount for each journal line. You can use Excel formulas to enter your amounts.

4. Enter information for an optional field that you specified if you customized the spreadsheet.

5. Upload your spreadsheet to GL by selecting Upload from the Oracle menu. See Uploading/Downloading Data from Spreadsheets, page 3-3 for details.

Creating Foreign Actuals Journals

Use the GL Journals integrator to create actual journal entries using a foreign currency. A foreign currency is one which is different from the functional currency for your selected set of books. You must first have a layout defined with the relevant fields before using it to create your journal spreadsheet. For details, see Using Layouts, page B-4.

After creating a spreadsheet using your foreign actuals layout, follow these steps to enter and upload your journal information.

Steps

1. Select and enter values for the Category, Source, Currency, Accounting Date, and Conversion Type.

2. Enter the Conversion Date and/or Conversion Rate, as required:

   - If you select the conversion type, "User", enter a Conversion Rate. Do not enter a Conversion Date.

   - If you select any other conversion type, enter a Conversion Date. Do not enter a Conversion Rate. GL automatically provides the rate when you import your journals.

3. Enter an Account for each journal line.

4. Enter a Debit or Credit amount for each journal line.

   Note: GL automatically calculates the converted value for foreign currency amounts. You can override this by selecting the Converted Debit and Converted Credit optional fields in the Update Layout window. In such cases, GL uses the converted values you enter.

5. Enter information for any optional fields in the journal worksheet.

6. Upload your spreadsheet to the GL by selecting Oracle, then Upload. See Uploading/Downloading Data from Spreadsheets, page 3-3 for details.

Creating Budget Journals

Use the GL Journals integrator to create journal entries that are posted against a budget. You must first have a layout defined with the relevant fields before using it to create your journal spreadsheet. For details, see Using Layouts, page B-4.

After creating a spreadsheet using your budget layout, follow these steps to enter and upload your journal information.

Steps

1. Select and enter values for Category, Source, Currency, Organization, Budget Name, and Period.

    > **Note:** Accounting Date is not required for Budget journals.

2. Enter an Account for each journal line by entering the account directly or by choosing from a list of values.

3. Enter a Debit or Credit amount for each journal line. You can use Excel formulas to enter your amounts.

4. Enter information for an optional field that you specified if you customized the spreadsheet.

5. Upload your spreadsheet to the GL by selecting Oracle, then Upload. See Uploading/Downloading Data from Spreadsheets, page 3-3 for details.

    > **Note:** Budget journals do not need to balance.

Creating Encumbrance Journals

Use the GL Journals integrator to create journal entries to update encumbrance balances. You must first have a layout defined with the relevant fields before using it to create your journal spreadsheet. For details, see Using Layouts, page B-4.

After creating a spreadsheet using your encumbrance layout, follow these steps to enter and upload your journal information.

Steps

1. Select and enter values for Accounting Date, Currency, Category, Source, and Encumbrance Type.

2. Enter an Account for each journal line by entering the account directly or by choosing from a list of values.

3. Enter a Debit or Credit amount for each journal line. You can use Excel formulas to enter your amounts.

4. Enter information for an optional field that you specified if you customized the spreadsheet.

5. Upload your spreadsheet to the General Ledger by selecting Oracle, then Upload. See Uploading/Downloading Data from Spreadsheets, page 3-3 for details.

    > **Note:** Encumbrances journals do not need to balance.

Setting Profile Options for General Ledger Integration

Topics in this section include:

The table that follows describes the profile options required for GL integration.

Profile Options Required for GL Integration

Profile Option	Description
GLDI: Converted Entry Threshold	Web ADI forces converted currency journals to balance within a set threshold amount before journal upload.
GLDI: Balance by Accounting Date	Web ADI forces journal amounts to balance by accounting date before journal upload.
Web ADI: Allow Set Parameters	When set to Yes (Default), users will have the ability to change their upload parameters.
ADI: Use Function Security	Prevent users from uploading GL journals by setting the option to Yes for a user profile. If the profile option is enabled, one of the following functions must be in the menu assigned to the user's current responsibility to allow upload: Enter Budget Journals, Enter Journals, Enter Encumbrances, and Import Journals. If the responsibility does not have access to any of these functions, errors will occur when the user selects Upload from the Oracle menu in Excel.
	You can assign one of these form functions to a user's self service responsibility without having it appear on the Self-Service home page by not giving it a prompt in the responsibility's menu.
GLDI: Create Group ID	Web ADI can automatically generate a Group ID during a GL Journals Integrator upload. Use this option to trace journals posted in the GL to specific Web ADI users. You can choose to generate a Group ID based on the internal User ID, a combination of the internal User ID and the Julian date, or an automatic sequence number.
	The value derived for this profile option will always be uploaded, even if the field does not exist in the worksheet, or if the Group ID field exists in the worksheet and contains a value.

C

Frequently Asked Questions

This appendix covers the following topics:

- General Issues
- Technical Issues

General Issues

General issues are as follows:

Are there plans to develop Web ADI Integrators for Budgets and Oracle Assets?

Budget and Asset integration are top priorities and will be among the first solutions after the initial General Ledger — Journals Integrator release.

Is the ADI client server version still supported?

Version 7.2 will be supported.

Do any Web ADI components need to be installed on the desktop?

No. You need only a Web browser and Microsoft Excel.

How will new integrators be added?

New integrators will be added as separate patches. These patches will be shipped with the products related to the integrators.

Why must I set my intranet browser security setting "Initialize and script ActiveX controls not marked as safe" to "Prompt"?

This is only required for versions previous to Web ADI BNE.D.

Web ADI requires Internet Explorer to make a connection to Excel to create spreadsheets. No ActiveX control is actually downloaded or run, though the security setting is named that way. When an HTML document attempts to make the connection to Excel, Internet Explorer looks at its security settings to determine if this should be allowed. By default, it is disabled.

We do not recommend to any user to set the value to Enabled, because we cannot assume that all such requests are valid. If an end user is concerned about security, then they can choose "No - Do Not Proceed" on the dialog box, and no spreadsheet will be created.

Why can't I get past the login page after pressing a Web ADI form function on the PHP?

The GUEST user name defined in the .dbc file cannot be the same as your Oracle Applications user name. When you select a Web ADI form function, a guest login to the

database is performed based on the .dbc setting. The Web ADI application requires log in to the database before it can attempt to take any action, such as validating your login name and password or getting the profile option to see that Single Sign-On (SSO) server support is enabled. Reference information regarding the Guest user account can be found in the *Oracle Applications System Administrator's Guide*.

Are reference fields supported when entering key and descriptive flexfield information into the spreadsheet?

No. Reference fields are not currently supported; however, there are plans to support this Oracle Applications Flexfield feature. See enhancement 2809958 for the current status of this feature.

Will Request Center functionality, such as report publishing and drill down, be included in Web ADI?

This functionality has been included in Oracle Report Manager version FRM.G. This release includes the ability to publish (with themes) Standard, RX, and FSG reports to the Web from an Oracle Applications interface. See "About Oracle Report Manager Mini-pack 11i.FRM.G," MetaLink note 280631.1.

My spreadsheet has only 10 rows for entering data. How can I increase the number of lines so that I can enter more than 10 records?

Yes, you can increase the number of rows to enter more records. To increase the number of rows you must unprotect the worksheet and then insert rows: From the Tools menu select Protection, then Unprotect Sheet. For more details, refer Microsoft Excel Help.

Can I copy my entire Web ADI worksheet to a different workbook?

You cannot copy an entire worksheet to a different workbook; however, you can copy row and column values from one worksheet to another Web ADI worksheet and then upload the data. Web ADI does not support copying the entire worksheet because Excel copies only the rows and columns. If you copy entire worksheets, the macro code behind the Web ADI worksheet is not copied over to the new sheet.

Can I copy a spreadsheet to a PC running a different language?

Spreadsheets can be copied between operating systems running different languages under the following conditions:

- A spreadsheet generated on any language on Windows 98, NT, 2000, ME, or XP can be copied and used on a Windows NT, 2000, or XP machine running a different language. For example, you can copy spreadsheets from French Windows 98 to German Windows NT; however, you cannot copy spreadsheets from French Windows 98 to German Windows 98.

- A spreadsheet that is copied onto a Windows 98 or ME machine must be generated on an operating system running the same language.

Technical Issues

Technical issues are as follows:

How is Web ADI installed?

Web ADI was first included in 11.5.8. You can get the current version by applying the latest patch set.

What versions of Excel can be used with Web ADI?

Microsoft Excel 97, 2000, 2002, and 2003 are currently supported.

Why is Excel 97 or greater needed?

VBA code in Microsoft Excel 97 or greater is capable of receiving OLE commands from the browser.

What internet browsers are supported by Web ADI?

With Web ADI version BNE.D, all browsers supported by the E-Business Suite 11*i* are supported. Microsoft Internet Explorer 5 or later is required for earlier versions of Web ADI.

Is the Apple Macintosh supported?

Although not currently supported, work is currently underway to support Apple Macintosh.

What versions of Oracle Applications does Web ADI support?

Release 11 and 11*i* are supported.

How does Web ADI utilize the Internet Computing Architecture (ICA)?

ICA is a three-tiered framework with desktop, middle, and database tiers. For Web ADI, the desktop tier will make a direct connection to the HTTP server. The business logic is controlled through Java components, which are executed by an appropriate module. The modules connect to the data server as necessary to complete their assigned instructions. Web ADI business logic and properties will be installed on the middle tier. The Apache listener is required on the middle tier.

How does the desktop tier communicate with the middle tier?

The desktop tier makes a direct connection to the HTTP server on the middle tier. It uses standard Web protocols such as HTTP, HTTPS, or SSL.

What is the role of the middle tier?

Oracle Applications software and tools are deployed and managed on this tier. This tier eliminates the need to install and maintain application software on each desktop client. The software also has the potential to scale with load by moving components to separate hosts. Network traffic is kept low by passing only data, instead of passing graphical information like some screen scraping technologies. Web ADI business logic is installed on the middle tier.

How does the middle tier communicate with the database tier?

The middle and database tiers communicate via SQL*Net, Net8, or JDBC.

What is the role of the database tier?

The database tier holds all data and data-intensive programs, and processes all SQL requests for data. Machines in this tier do not communicate directly with applications users, but rather with machines on the middle tier that mediate these communications, or with other servers on the database tier.

Why is Cabo needed?

Cabo is the technology that renders HTML pages for the Web ADI user interface.

Is installation documentation available?

> The About Document on Oracle *MetaLink* contains Web ADI installation instructions. The most recent version, About Web Applications Desktop Integrator Mini-pack 11i.BNE.D, is note 287080.1.

How can I import text files in a multi-byte environment?

> If you use a multi-byte environment, you must save the text file with UTF-8 encoding before importing the text file.

Does Web ADI support Single Sign-On (SSO)?

> Yes. Web ADI is SSO capable when used in an E-Business Suite environment. No extra configuration of Web ADI with SSO is required. The first version to support SSO is BNE.C Rup5.

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