Oracle® Applications Desktop Integrator

User Guide

Release 7.2 for Windows

Part No. B13840-01

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Oracle Applications Desktop Integrator User Guide, Release 7.2 for Windows

Part No. B13840-01

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Preface

Welcome to the *Oracle Applications Desktop Integrator User Guide*, Release 7.2.

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

- The principles and customary practices of your business area.
- Oracle General Ledger (GL)
- Oracle Assets

  If you have never used GL, Oracle Assets or Oracle Applications, Oracle suggests you attend one or more of the Oracle Applications training classes available through Oracle University.

See Other Information Sources for more information about Oracle Applications product information.

Compatibility

Oracle Applications Desktop Integrator (ADI) is an integral part of Oracle Applications. ADI is a spreadsheet-based extension of GL and Oracle Assets that offers full-cycle accounting and asset management within the comfort and familiarity of a spreadsheet.

ADI works with any of the following Oracle databases:

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

ADI works with any of the following Oracle Applications:

- Release 10.7 or higher

How To Use This Guide

The *Oracle Applications Desktop Integrator User Guide* contains the information you need to understand and use ADI. This guide includes the following chapters and appendices:

- Chapter 1 provides an overview of ADI, discusses its key features, and explains how to get started with ADI.
- Chapter 2 contains an overview of the Budget Wizard and discusses how to use this wizard to create a budget worksheet.
- Chapter 3 contains an overview of the Journal Wizard and discusses how to use this wizard to create journal entries.
- Chapter 4 contains an overview of the Report Wizard and discusses how to use this wizard to create a report or content set.
- Chapter 5 provides an overview of the Analysis Wizard and discusses how to use this wizard to analyze Financial Statement Generator (FSG) reports.
- Chapter 6 contains an overview of the Account Hierarchy Editor and discusses how to use it to view and create hierarchies, and create rollup groups.
- Chapter 7 contains an overview of the Asset Wizard and discusses how to use it to create asset worksheets.
- Chapter 8 contains an overview of the Record Physical Inventory wizard and discusses how to use it to create inventory worksheets.
- Chapter 9 contains an overview of the Request Center and discusses how to use it to submit and publish requests, specify publishing options, use themes, and view and cancel requests.
- Appendix A attempts to answer some of the frequently asked questions that you might have related to technical and functional issues.
- Appendix B contains an overview of the Import Text File feature and it discusses how to use it to import data into a worksheet and create mapping templates for future conversions.
- Appendix C discusses how to specify toolbar options, general options, ledger options, request center options and language options.

- Appendix D discusses the command line submission and publishing options for financial statement (FSG) reports.
- Appendix E provides a description of the ADI toolbar and Request Center shortcut keys.

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Accessibility of Code Examples in Documentation

JAWS, a Windows screen reader, may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, JAWS may not always read a line of text that consists solely of a bracket or brace.

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This documentation may contain links to Web sites of other companies or organizations that Oracle does not own or control. Oracle neither evaluates nor makes any representations regarding the accessibility of these Web sites.

Other Information Sources

You can choose from many sources of information, including documentation, training, and support services, to increase your knowledge and understanding of ADI.

Related User's Guides

Applications Desktop Integrator Tutorial

This tutorial is designed to help you quickly learn about all of ADI's features. The tutorial is available for the Vision demonstration database.

Oracle General Ledger User Guide

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

Oracle Assets User Guide

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

Oracle Applications Flexfields Guide

This manual provides flexfields planning, setup, and reference information for the ADI and GL 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 Report Manager User Guide

This guide provides information on publishing reports to Report Manager. With this report distribution solution, reports can be unrestricted and available to all users via their personal home pages, or a variety of security models can be applied that allow only authorized users to view entire reports or parts of reports. Reports published to the Report Manager are accessed via the Oracle Business Intelligence System and the E-Business Suite Home Page.

Installation and System Administration

Oracle Applications Desktop Integrator Installation Guide

This manual contains information you need to successfully install ADI. It provides step-by-step information on how to install ADI, discusses post-install tasks, information on how to enable security in ADI, and how to configure ADI for Citrix and Windows Terminal servers.

Oracle Applications Installation Manual

This manual and the accompanying release notes provide information you need to successfully install Oracle Financials, Oracle Public Sector Financials, Oracle Manufacturing, or Oracle Human Resources in your specific hardware and operating system software environment.

Oracle Applications Upgrade Manual

This manual explains how to prepare your Oracle Applications products for an upgrade. It also contains information on finishing the upgrade procedure for each product. See this manual and the Oracle Applications Installation Manual when you plan to upgrade your products.

Oracle Applications System Administrator's Guide

This manual 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.

Oracle General Ledger Technical Reference Manual

This manual contains database diagrams and a detailed description of GL and related applications database tables, forms, reports, and programs. This information helps you convert data from your existing applications, integrate GL with non-Oracle Applications, and write custom reports for GL.

Oracle Assets Technical Reference Manual

This manual contains database diagrams and a detailed description of Oracle Assets and related applications database tables, forms, reports, and programs. This information helps you convert data from your existing applications, integrate Oracle Assets with non-Oracle Applications, and write custom reports for Oracle Assets.

Oracle Applications Product Update Notes

This book contains a summary of each new feature added since Oracle Applications Release 10.7, as well as information about database changes and seed data changes that may affect your operations or any custom report you have written. If you are upgrading from Release 10.6 or earlier, you should read this book.

Training and Support

Training

Oracle offers a complete set of training courses to help you and your staff master ADI and reach full productivity quickly. These courses are organized into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle University at any one of our many education centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep ADI working for you. This team includes your technical representative, account manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

Oracle*MetaLink*

Oracle*MetaLink* is your self-service support connection with web, telephone menu, and e-mail alternatives. Oracle supplies these technologies for your convenience, available 24 hours a day, 7 days a week. With Oracle*MetaLin*k, you can obtain information and advice from technical libraries and forums, download patches, download the latest documentation, look at bug details, and create or update TARs. To use Oracle MetaLink, register at (http://metalink.oracle.com/).

Alerts: You should check Oracle*MetaLink* alerts before you begin to install or upgrade any of your Oracle Applications. Navigate to the Alerts page as follows: Technical Libraries/ERP Applications/Applications Installation and Upgrade/Alerts.

Self-Service Toolkit: You may also find information by navigating to the Self-Service Toolkit page as follows: Technical Libraries/ERP Applications/Applications Installation and Upgrade.

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 that 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 Oracle Applications 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.

About Oracle

Oracle develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 160 software modules for financial management, supply chain management, manufacturing, project systems, human resources and customer relationship management.

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

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education, and support services, in over 145 countries around the world.

Your Feedback

Thank you for using ADI and this user guide.

Oracle values your comments and feedback. In this guide is a reader's comment form that you can use to explain what you like or dislike about ADI or this user guide. Mail your comments to the following address or call us directly at (650) 506-7200.

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1

Introduction to Oracle ADI

This chapter provides an overview of ADI, discusses its key features, and explains how to get started with ADI. Sections in this chapter include:

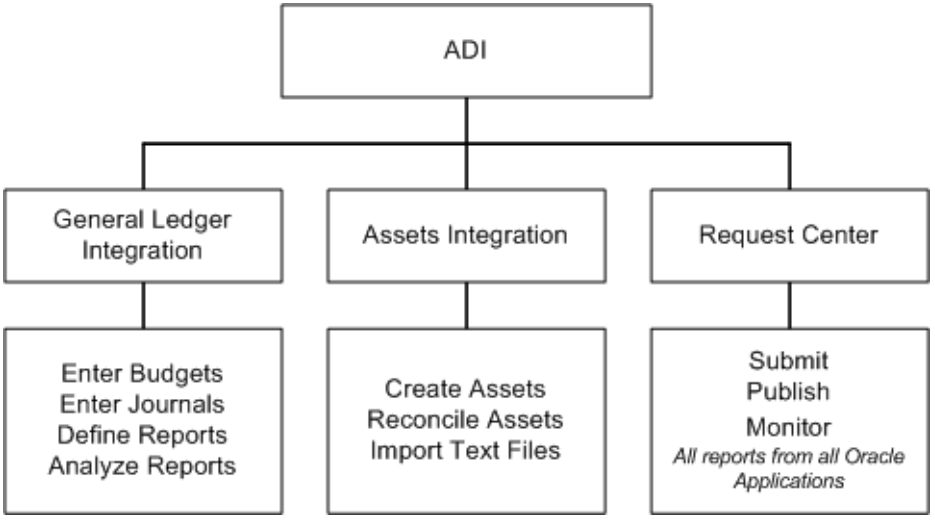
1.1 Overview

Oracle ADI is a spreadsheet-based extension to Oracle Applications that offers full cycle accounting and asset management within the comfort and familiarity of a spreadsheet. Oracle ADI combines a spreadsheet's ease of use with the power of Oracle Applications, to provide true desktop integration during every phase of your accounting cycle. You can create budgets, record transactions, add assets, reconcile inventory, and run financial statements and inventory reports all without leaving your spreadsheet.

You can run Oracle ADI as a stand-alone application, without installing the full client version of Oracle General Ledger (GL) or Oracle Assets on your PC. This gives you the ability to confirm and reconcile inventory, revise budgets, create journal entries, and define financial and asset reports from any location, without being connected to your server. You only need to connect when you want to transfer data to or from Oracle Applications.

Figure 1–1 describes how ADI integrates with other applications.

Figure 1–1 ADI Integration with Other Applications



1.2 Oracle ADI Key Features

Oracle ADI key features are as follows:

- Budget Wizard, Journal Wizard, Report Wizard, and Analysis Wizard to simplify your work with GL.
- Account Hierarchy Editor to graphically create, maintain, and review account structure hierarchies.
- Spreadsheet-based interface to simplify asset creation and physical inventory process.
- Request Center for submitting, monitoring, and publishing your reports.

1.3 Oracle ADI Integrations

Oracle ADI integrates with the following modules:

Oracle General Ledger

GL is a comprehensive financial management solution that enhances financial controls, data collection, information access, and financial reporting throughout the enterprise. It is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to work together.

Oracle Assets

Oracle Assets is a comprehensive asset management solution that ensures maintenance of accurate property and equipment inventory as well as optimal accounting and tax strategies. It is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to work together.

1.4 What's New in this Release

This document describes functionality to be delivered in the Oracle ADI Release 7.2. If you are using this product prior to the release, some new functionality may be dependent on integration with other Oracle products. See Oracle MetaLink for relevant product patches and documentation.

The following new features have been added to Oracle ADI in this release.

Drill Down to AX Sub-Ledger Details

If you are using the Global Accounting Engine (AX), you can use the Analysis Wizard to see the accounting engine details of AX journal entries in GL.

XBRL Support

eXtensible Business Reporting Language (XBRL) is an open specification for software that uses eXtensible Markup Language (XML) data tags to publish and exchange financial information across different kinds of software and technologies. ADI provides XBRL output option for generating reports using the Request Center.

Command Line Submission and Publishing Options

ADI provides the ability to submit and publish FSG reports by specifying the required parameters to a command line utility, and allowing the process to be integrated with a third-party scheduler.

1.5 Signing onto ADI

You can access ADI directly from the PC on which you have installed it. Alternatively, if you have installed it on a Citrix or Window Terminal server, you can access it from other PCs. For more information, see Citrix or Windows Terminal Server documentation.

To use Oracle Applications, you need an Oracle Applications sign on, which consists of a unique username and password. These are different from the username and password you use to sign on to your computer. If you are not sure of your Oracle Applications sign on, consult your system administrator.

Oracle Applications security is based on your sign on since this connects you to your *responsibilities*, which control your access to applications, functions, reports, and data.

> **Note:** You must define at least one database before you can successfully sign on to Oracle Applications.

To sign on to ADI:

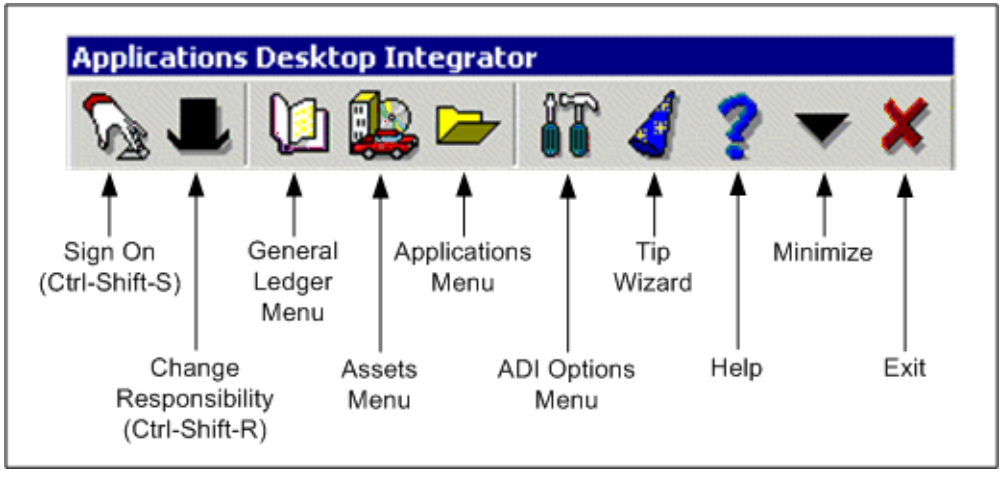
1. Start ADI, and then click the Sign On icon from the toolbar.
2. From the Database list, select the applications database to which you want to connect. For details, see Section 1.7, "Selecting an Applications Database".

3. Enter your username and password.
4. Select the Use Last Responsibility check box if you want to use the same responsibility you used during your last session, and then choose OK. For details, see Section 1.8, "Choosing a Responsibility".

1.6 Using the ADI Toolbar

When you start ADI, a toolbar appears. After you sign on, the system determines the functions you are authorized to access. Icons for these functions appear on the toolbar, if you have enabled them in your options settings. Figure 1–2 describes the main toolbar icons. For more details about using the toolbar, see Appendix C, "Toolbar and Other Options".

Figure 1–2 Applications Desktop Integrator — Toolbar Icons



Until you successfully sign on to ADI, you have access only to those icons and functions that do not interact with your applications database. For example, you can perform any of the daily work you need to do in an Excel spreadsheet; open a saved budget worksheet, apply budget rules, work with Oracle Assets data, or create a graph. You can also sign on to Oracle Applications, change your ADI options, and access the Help functions. You cannot download budget balances, use Budget Wizard, Journal Wizard, or Report Wizard, upload balances to the interface tables, monitor requests, or submit processes, because these functions require that ADI be

connected to your applications database. You also do not have access to Oracle Assets until you successfully sign on.

> **Note:** ADI observes the same password security as the application you are accessing. If your password has expired or you experience problems with your password, contact your system administrator for assistance.

After you sign on to ADI, you may not have access to specific features and functions. ADI compares security options, set by your system administrator, to those set for your responsibility to determine which ADI features you can use. If you have trouble accessing certain ADI features, contact your system administrator for assistance.

> **Note:** For a complete list of ADI toolbar shortcuts, see Appendix E, "ADI Toolbar and Request Center Shortcut Keys".

1.7 Selecting an Applications Database

The Select Database window allows you to select a database, edit database specifications, and add or delete a database. Note that you will not have access to this window if your system administrator has defined a fixed list of database connections.

To use an applications database with ADI, you must specify the following parameters:

- Current database name and description. You can choose any name and description.

  > **Note:** The database name you choose must have at least six characters.

- GWYUID (Gateway User ID), FNDNAM, and Connect String, which are system level parameters for your database.

- NCA Connection. If you want to launch NCA applications from the ADI toolbar, you must specify the entire name and directory location of the applet bat file.
- Server ID. This is required only if the database is using Applications Server Security.

> **Note:** Check with your system administrator for specifying information such as, system level parameters, NCA connections, and server ID.

Selecting Applications Database

To select an applications database:

1. From the Signon window, click Define Databases.

> **Note:** This option will not be available if your system administrator has defined a fixed list of database connections.

2. In the Select Database window, select the appropriate applications database from the Current Database list.

   While adding or editing a database, specify the appropriate database parameters as discussed in Section 1.7, "Selecting an Applications Database".

   - To add a database, click Add.
   - To edit the current database, click Edit.
   - To delete the current database, click Delete.

1.8 Choosing a Responsibility

A responsibility is the level of authority you have been given to access functions and data in Oracle Applications. Depending on your job requirements, you may have more than one responsibility, each of which is associated with one set of books in GL or Oracle Assets. Typically, your system administrator sets up your responsibilities.

You can use ADI to upload journals to the set of books to which you have been given access under a responsibility. You can also download budgets from GL,

modify them, and upload changes if your responsibility allows you to do so. You can generate and submit reports, and create assets, log physical inventory, and upload asset data for that set of books associated with your responsibility.

Note: If your responsibility is not associated with a set of books, you will not be able to use ADI's features.

1.8.1 Changing Responsibility

You can change responsibility before signing on to ADI or after signing on to ADI.

To change responsibility before signing on to ADI:

1. Sign on to ADI after deselecting the Use Last Responsibility check box in the Signon window.
2. In the Select Responsibility window, choose the appropriate responsibility.

Note: To change responsibility after you have signed on to ADI, click the Change Responsibility icon on the ADI toolbar.

1.9 Terms and Definitions

- AutoSelection
- AutoReduction or reduction criteria
- row set
- column set
- content set
- display group

AutoSelection

A feature in the list window that allows you to choose a valid value from the list with a single keystroke. When you display the list window, you can type the first character of the choice you want in the window. If only one choice begins with the character you enter, AutoSelection selects the choice, closes the list window, and enters the value in the appropriate field.

AutoReduction or reduction criteria

In addition to AutoSelection, you can also use a feature called AutoReduction to help you further simplify and accelerate your data entry. For example, you might want to shorten a list so that you have to only scan a subset of values before choosing a final value. Type in the first character or characters of the subset you want in the reduction criteria window. If there are several values that match, AutoReduction shortens the list to just those matching values. For details, see the AutoReduction section in the *Oracle Applications User Guide*.

row set

A report component that you can build within GL by defining all of the lines in your report. For each row, you can control the format and content, including line descriptions, indentations, spacing, page breaks, calculations, units of measure, precision and so on. A typical row set includes row labels, accounts and calculation rows for totals. For example, you might define a standard income statement row set or standard balance sheet row set.

column set

A report component you can build within GL by defining all of the columns in a report. You can control the format and content of each column, including column headings, spacing and size, calculations, units of measure, and precision. A typical column set includes a header column for headings and subheadings, currency assignments, amount types, and calculation columns totals. You can also define a column set with each column representing a different company to enhance consolidation reporting.

content set

A report component you can build within GL that defines the information in each report and the printing sequence of your reports. For example, you can define a departmental content set that prints one report for each department.

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, assume your organization has 50 departments and that department is one of your account segments. Also assume that you already have an FSG report for travel expenses, which you run weekly. By using a content set with your existing report definition, you can print a travel expense report for each department, in one report request. You can then distribute the reports to the 50 department managers for review purposes. For more information, see *Oracle General Ledger User Guide*.

display group

An optional report component in GL's Financial Statement Generator. Display groups determine the range of rows in a row set or columns in a column set that will be displayed or hidden in a financial report. Display groups are assigned to display sets. For more information, see *Oracle General Ledger User Guide*.

2

Using the Budget Wizard

This chapter contains an overview of the Budget Wizard and discusses how to use this wizard to create a budget worksheet. Sections in this chapter include:

2.1 Overview of ADI Budget Wizard

With the ADI Budget Wizard, you can download an existing budget from GL into Microsoft Excel, modify it in Excel, and then automatically upload revised budgets to GL.

You can also analyze budgets by downloading both actual and budget balances from GL, and then use Excel to perform comparisons between the actual and budget values.

Since ADI uses Excel to create budget worksheets, you can easily save your worksheets to your local hard disk or floppy disk, making it possible to edit them later, or perform budget analysis work, on a different PC, even when you are disconnected from your corporate database.

2.2 Working with Budget Worksheets

Topics in this section include:

- Section 2.2.1, "Creating a Budget Worksheet"
- Section 2.2.2, "Inserting a New Budget Account"
- Section 2.2.4, "Saving the Budget Worksheet to a Disk"
- Section 2.2.3, "Opening a Budget Worksheet"
- Section 2.2.5, "Using Notes"

2.2.1 Creating a Budget Worksheet

To create a budget worksheet:

1. From the ADI toolbar, choose Ledger > Enter Budgets. The Create Budget Worksheet window opens.
2. In the Criteria pane of this window, select the organization for which you want to create a budget worksheet. For more details, see Section 2.3.1, "Specifying Budget Criteria".
3. Optionally, click Limit Accounts to limit the number of accounts in the budget worksheet. For details, see Section 2.3.2, "Limiting Number of Accounts in the Budget Worksheet".
4. Optionally, click Set Characteristics to change the display characteristics of account segments. For details, see Section 2.3.3, "Changing Display Characteristics of Account Segments".

5. Select the appropriate budget from the Budget menu, currency from the Currency menu, and the appropriate period range.

   For details about budget, currency and period range, see Section 2.3, "Changing Budget Parameters".

6. In the Worksheet Options pane of the Create Budget Worksheet window, select the appropriate option. For details, see Section 2.3.4, "Specifying Worksheet Options".

   Note: If you change your budget criteria and the Update Budget Status option is not selected in the Budget page of the Ledger Option window, you must manually refresh your statistics display. For details, see Section 2.3.1, "Specifying Budget Criteria".

7. Click OK to create the budget worksheet. ADI creates the budget worksheet and downloads any existing budget balances from GL.

2.2.2 Inserting a New Budget Account

You can insert a new budget account into a budget worksheet. To do so:

1. Place the cursor anywhere in the row that is to follow the new budget account row.
2. From the ADI toolbar, choose Ledger > Insert Budget Account.

   The Select Account Segment Values window appears.

3. From the Account Alias menu, select the appropriate alias.

   In GL, you can define aliases for accounts or combinations of account segments. In an account alias, some or all of the account segments have assigned values, providing a shortcut method for entering accounts. If you have defined such aliases in GL, ADI displays these in the Account Alias list of values.

   When you select an Account Alias, ADI automatically inserts predefined values for the Segment, Value and Description fields in this window.

4. Choose OK to create the new budget account.

Note: The Budget Wizard validates the new account before creating it. If the segment values you specify are not for a valid account, the account is not created in your budget worksheet.

2.2.3 Opening a Budget Worksheet

To open a budget worksheet:

1. Choose File > Open from the Excel menu.
2. Select the path where the budget worksheet is located.
3. Select OK to open the file.

   If ADI is installed, but not running, ADI starts automatically when you open the budget worksheet.

2.2.4 Saving the Budget Worksheet to a Disk

To save the budget worksheet to a disk:

1. Choose File > Save As from the Excel menu.
2. Enter a name and specify a path for the budget worksheet file.
3. Choose OK to save the file.

2.2.5 Using Notes

You can add notes or comments to the amounts and accounts in your budget worksheet. You can also add a note for the entire budget. You may use notes and comments to annotate budget amounts, explain how an amount is calculated, or describe accounts.

Note: Budget Notes uses the cell note feature of Microsoft Excel. For more information about cell notes, see Excel user's guide or online help.

To add budget notes to a budget worksheet:

1. Position your cursor within the budget worksheet to one of these locations:
   - On a budget amount cell — to add a budget note to a specific amount in your budget worksheet.
   - On any cell within an account row — to add a budget note for a specific account in your budget worksheet.
   - Anywhere — to add a budget note for the entire budget worksheet.
2. From the ADI toolbar, choose Ledger > Add Budget Notes. The Add Budget Note window opens.
3. In this window, select one of the following:
   - **Budget** to add a budget note.
   - **Account** to add an account note.
   - **Amount** to add an amount note.
4. Click OK and then enter the text of your budget note in the Text Note region.

   A small red triangle appears at the upper right corner of the cell where the budget note is attached.
   - To edit or delete a note, right-click the worksheet cell where the note is attached, and then select Edit Comment or Delete Comment as appropriate.

Note: To see the note indicator in your budget worksheet, you must enable the Comment indicator only or Comment & indicator radio button in the Microsoft Excel Options window (Tools > Options > View).

See Appendix C, "Toolbar and Other Options" for more details about changing the information displayed in a worksheet.

2.3 Changing Budget Parameters

When you use the Budget Wizard to create a budget worksheet or edit budget criteria, you must specify certain parameters. After you specify these parameters, ADI creates a budget worksheet or modifies the currently open budget worksheet, based on the parameters you have provided.

There are two groups of parameters you can specify: budget criteria and worksheet options. In addition, you can view the budget status.

2.3.1 Specifying Budget Criteria

To specify budget parameters:

1. From the ADI toolbar, choose Ledger > Enter Budgets. The Create Budget Worksheet window opens.
2. From the Organization menu, select the appropriate budget organization. Budget organizations are defined in GL, and it determines the accounts against which you can budget.

   Note: If the budget organization you select is password protected, ADI prompts you to enter the password. Enter the password, and then click OK.

3. Click Limit Accounts if you want to limit the number of accounts in the budget worksheet. For details, see Section 2.3.2, "Limiting Number of Accounts in the Budget Worksheet".
4. Click Set Characteristics if you want to change display characteristics of account segments. For details, see Section 2.3.3, "Changing Display Characteristics of Account Segments".
5. From the budget menu, select the appropriate budget. Budgets are defined in GL.

   Note: You can download data from frozen budgets or budgets that require Budget Journals; however, you cannot upload any changes to GL.

6. From the Currency menu, select the currency defined for your selected budget organization.
7. From the Period Start/End Range, select the starting and ending period for your selected budget.
8. From the Worksheet options, select the appropriate worksheet. For details, see Section 2.3.4, "Specifying Worksheet Options".
9. In the Status pane, click the question mark icon beside the Number of Accounts field. ADI displays the number of accounts you can download to the worksheet.

   If you change your budget criteria and the Update Budget Status option is not selected in the Budget page of the Ledger Options window, you must manually refresh your statistics display. To do so, click the question mark button beside the Number of Accounts field.

   The Allows Update field displays whether you can update a budget or not. If a budget cannot be updated, the Reason field displays the reason why it cannot be updated.

2.3.2 Limiting Number of Accounts in the Budget Worksheet

To limit the number of accounts in a budget worksheet:

1. From the ADI toolbar, choose Ledger > Enter Budgets. The Create Budget Worksheet window opens.
2. Click Limit Accounts to open the Select Account Segment Ranges window.
3. In this window, you can limit the number of accounts in the budget worksheet by selecting the appropriate segments, and then choosing an appropriate range (high or low) for the segments you have selected.
4. Enter or choose your account segment values, and then click OK.

2.3.3 Changing Display Characteristics of Account Segments

To change display characteristics of account segments:

1. From the ADI toolbar, choose Ledger > Enter Budgets. The Create Budget Worksheet window opens.
2. Click Set Characteristics to open the Set Display Characteristics window. In this window, there are four columns. Table 2–1 discusses the display characteristics in detail.

Table 2–1 Create Budget Worksheet window — Setting Display Characteristics

This column...	Determines...
Display Order	The sequence in which your account segments appear (as columns) in your budget worksheet.
Show Desc	Description of account segment values you can display in your budget worksheet.
Sort Order	The sorting order of your account.
Sort Direction	Whether an account segment is sorted in ascending or descending order.

3. In the Display Order column, select the account segment whose display order you want to change, and then move it up or down.
4. Select the check box for each account segment (shown in the Display Order column) whose description you would like to display in your budget worksheet.
5. In the Sort Order column, select the account segment whose sort order you want to change, and then move it up or down.
6. For each account segment, select a Sort Direction from the related list, and then click OK.

2.3.4 Specifying Worksheet Options

Worksheet options control the information that appears in your budget worksheet.

To specify worksheet options:

1. From the ADI toolbar, choose Ledger > Enter Budgets. The Create Budget Worksheet window opens.
2. In this window, select the appropriate options:
   - **Workbook/New** to create your budget worksheet as a new Excel workbook.
   - **Workbook/Current** to create your budget worksheet as a new worksheet within the current Excel workbook. (This option is available only when you already have an Excel workbook open.)
   - **Include/Budgets Only** to create a single Excel worksheet that contains values for the budget you defined with your budget criteria selections.

- **Include/Budgets and Actuals** to create two Excel worksheets in the same Excel workbook. One sheet contains budget values; the other, actual values, based on your budget criteria selections.

Note: If you choose Budgets and Actuals, you can update your budget balances and view your actual balances. You cannot update actual balances.

2.4 Working with Open Budget Worksheets

Even while you are working on an open budget worksheet, you can use the Budget Wizard to create budget worksheets, refresh budget values and edit budget criteria.

To create worksheets, refresh worksheet values or change budget criteria:

1. While viewing a budget worksheet, choose Ledger > Enter Budgets. The ADI Budget Wizard window opens.
2. Select one of the following radio buttons in this window:
   - **Create Budget Worksheet** to create additional budget worksheets in the same session. The Create Budget Worksheet window opens. For details on entering information in this window, see Section 2.2.1, "Creating a Budget Worksheet".
   - **Refresh Budget Values** to refresh budget worksheet values with existing GL budget balances.

Note: If your budget organization is password-protected, ADI prompts you to enter the password.

ADI replaces the worksheet budget values with the existing budget balances from GL, based on the current edited budget worksheet parameters. ADI prompts you to replace any worksheet budget values that have changed since you last uploaded amounts to GL.

   - **Edit Budget Criteria** to change the budget, budget organization, currency, or period range for a budget worksheet. The Edit Budget Worksheet window opens. This window is similar to the Create Budget Worksheet window. For details on entering information in this window, see Section 2.2.1, "Creating a Budget Worksheet".

2.5 Updating Budget Balances

You can use Excel functions, such as copy and paste, and values and formulas, to update the values in your budget worksheet. You can easily insert new budget accounts into your budget worksheet, and use budget rules to divide a value among a range of cells or multiply the values in a range of cells by a constant. Finally, you can perform additional budget modeling by inserting new worksheets.

If you manually replace existing values in a budget worksheet, the system flags modified rows by placing a flag character in the Upload column. When you upload your budget worksheet to GL, you can choose to upload all rows in the worksheet, or only those marked with the flag character.

Note: If you use Excel's copy and paste functions to replace an existing value, ADI does not enter a flag character in the Upload column. You can manually enter one by placing your cursor in the upload column cell where you want the flag character, and then enter any character or number from your keyboard.

2.5.1 Updating Budget Balances Manually

To update budget balance manually:

1. While viewing a budget worksheet, edit your budget balances by entering new values, copying and pasting values from other cells, or by entering Excel formulas.

   If you copy and paste values from other cells, remember to manually enter a flag character in the Upload column.

2. Upload the budget worksheet from ADI to GL. For details, see Section 2.6, "Uploading Budgets from ADI to GL".

2.5.2 Updating Budget Balances Using Budget Rules

When you are building your budget with ADI, you can use the Apply Budget Rule feature to quickly generate entries in your budget. This feature is quite useful when the values in a range of cells remain the same or are computed in the same manner. You apply a budget rule to a range of cells in your worksheet.

To update budget balance using budget rules:

1. While viewing a budget worksheet, to quickly generate entries in your budget, choose Ledger > Apply Budget Rule. The Apply Budget Rule window opens.
2. From the Rule menu in this window, select the appropriate rule. There are four budget rules. Each performs a different operation on your range of specified cells. Table 2–2 provides a description of the budget rules.

Table 2–2 Apply Budget Rule window — Budget Rules

Rule	Description
Divide Evenly by Row	Takes an amount you specify, divides it by the number of *columns* in your specified range, and then enters the result in each *cell* of the specified range. For example, consider a range that consists of three columns and five rows (15 total cells). If the amount you specify is 1,500, the result placed in each cell is 500.
Divide Evenly by Cells	Takes an amount you specify, divides it by the number of *cells* in your specified range, and then enters the result in each *cell*. For example, consider the same range noted in the previous example. If you select Divide Evenly by Cells, the result placed in each cell is 100.
Repeat per Cell	Takes an amount you specify, and then places it in every cell of the specified range.
Multiply Each Cell by a Factor	Multiplies each cell in the specified range by an amount you enter.

3. In the Amount field, enter the amount for which you want to apply the budget rule.

> **Note:** The Range field is view-only.

4. Click OK to apply the budget rule.

2.6 Uploading Budgets from ADI to GL

Topics in this section include:

- Section 2.6.1, "Uploading Budget Balances from Worksheet to Interface Table"
- Section 2.6.2, "Importing Budget Balances from Interface Table to GL"

After entering or modifying budget balances in a worksheet, you must upload the amounts to GL for posting. You can choose to replace or increment the existing GL budget balances.

Uploading budgets is a two-step process. First, you must upload worksheet budget balances to the interface table. Second, you must import the balances from the interface table to GL.

> **Note:** If the budget name, budget organization name, or any such information that you enter contains an apostrophe, budget upload can fail. Rename the information to upload the budget successfully.

2.6.1 Uploading Budget Balances from Worksheet to Interface Table

To upload budget balances from the budget worksheet to the interface table:

1. While viewing a budget worksheet that has been modified, choose Ledger > Upload to Interface. The Upload Budgets to Interface window opens.

   > **Note:** If the budget organization is password-protected, ADI prompts you to enter the password.

2. Select the appropriate upload option. You can select four options to upload and import your budgets. Table 2–3 describes these options in detail.

Table 2–3 Upload Budgets to Interface window — Budget Upload Options

Option	Description
Rows to Upload	Select: ■ **Flagged Rows** to upload only those rows that are marked with a flag character in the upload column of your worksheet. ■ **All Rows** to upload all values in your worksheet, regardless of whether changes have been made.

Table 2–3 Upload Budgets to Interface window — Budget Upload Options

Option	Description
Upload Mode	Determines whether the values in GL are replaced or increased by the values in your budget worksheet. Select: ■ **Replace** to replace the GL amounts. ■ **Increment** to increase them.
Pre-Validation	You can pre-validate your budget data before you upload it to GL. By pre-validating, you can minimize the possibility of the GL budget import process failing because of a validation error. **Note**: Regardless of whether you choose to pre-validate your budget data, the GL budget import process still performs the usual server-side validation activities. You can choose one of the two pre-validation options for your budget data: ■ **Full** to pre-validate all budget data for which a list of values is available, and to perform segment security checking. ■ **None** to perform segment security checking only. **Note**: Segment security checking is performed only if you have defined segment security rules. If the GL profile option, GLDI: Force Full Validation, is set to yes, ADI performs full validation of your budget data. You cannot change this option from the Budget Wizard.
Duplicate Rows in Interface Table	Determines whether the system warns you before older rows of duplicate values, already in the GL Budget Interface table, are deleted by values in the new rows being uploaded. Select: ■ **Prompt Before Deletion of Existing Row** for ADI to display a warning message. ■ **Always Delete Existing Row** for ADI to perform the deletion automatically.
Start Budget Import	Select this check box to automatically start the budget import concurrent request after uploading your budget amounts. The budget import process will not start if you do not select this check box or if there are errors in the budget upload.

3. Click OK to initiate the upload process.

After the budget upload completes, ADI displays a window with the following information:

- Number of rows successfully uploaded.
- Number of errors in the upload to the GL Budget Interface table.
- Budget import request ID (if there are no errors in upload).

Additionally, it displays a message indicating that a watch request has been submitted for the budget post request ID (if there are no errors in upload).

If there were no errors in the budget upload, ADI:

- Submits your budget import concurrent request.
- Submits a watch request to monitor your concurrent request.

When the process completes, ADU displays the completion status. For budget lines which were not uploaded successfully, ADI provides an explanation in the Messages section of the budget worksheet. If you have selected Show Upload Success Indicator in the General Options window, ADI displays status indicators in the Messages section for each budget line.

2.6.2 Importing Budget Balances from Interface Table to GL

To import budget balances from the interface table to GL:

1. From the ADI toolbar, choose Ledger > Submit Process > Budget Import. The Select Process Type window opens.
2. In this window, select the Budget Import radio button, and then click Query. The Parameters region displays the budgets that are available for import.
3. Select the budget whose balances you want to import to GL.
4. Click OK to start a budget import concurrent request. When the process completes, ADI displays the completion status.

2.7 Viewing Budgets Graphically Using ADI

You can use ADI to view your budget balances as area charts, bar graphs, column graphs, line graphs, or pie charts. If you download both budget and actual balances from GL, you can plot both values on your graph.

2.7.1 Creating a Graph with Budget Values

To create and display a graph of your budget values:

1. Select the contiguous range of cells you want to view as a graph.

   Note: Select only those worksheet cells that contain budget values. Do not select column headings and row labels when you specify the range. ADI automatically uses the column headings and row labels from your budget worksheet as labels in your graphs.

2. From the ADI toolbar, choose Ledger > Create Graph.

   ADI creates your graph in a new worksheet in your Excel workbook. The appearance of the graph depends on your budget worksheet parameters, as well as the default settings you have defined for graphs.

   The system gives the graph a name relative to the budget worksheet. For example, if the worksheet is named Budget1, the graph is named Chart1A. A second graph for the same budget worksheet is named Chart1B, and so on. There is a limit of 26 graphs for any single budget worksheet.

3. To delete a graph, choose Edit > Delete Sheet from the Excel menu.

3

Using the Journal Wizard

This chapter contains an overview of the Journal Wizard and discusses how to use this wizard to create journal entries. Sections in this chapter include:

3.1 Overview of Journal Wizard

With the Journal Wizard, you can create journal entries using Microsoft Excel, and then automatically upload them to GL. You can make journal entries using journal worksheets created automatically by the Journal Wizard. These journal worksheets include fields for all of the journal entry information required by your organization's specific implementation of GL.

With the Journal Wizard you can:

- Customize journal worksheets by adding supplemental journal entry information.
- 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 GL database.
- Open one or more accounting periods for a set of books.

3.2 Working with Journal Worksheets

You can use the Journal Wizard to create customized journal worksheets in Microsoft Excel. From a journal worksheet, you can enter journal entries, and then upload and post them to GL.

Topics in this section include:

- Section 3.2.1, "Creating a Journal Worksheet"
- Section 3.2.2, "Creating Additional Journal Worksheets in the Same Session"
- Section 3.2.3, "Saving the Journal Worksheet to a Disk"
- Section 3.2.4, "Opening a Saved Journal Worksheet"

3.2.1 Creating a Journal Worksheet

To create a journal worksheet:

1. From the ADI toolbar, choose Ledger > Enter Journals. The Create Journal Worksheet window opens.

2. In this window, select a journal type. The options are:

   - **Functional Actuals** to create actual journal entries using the functional currency for your selected set of books.
   - **Foreign Actuals** 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.
   - **Budgets** to create journal entries that are to be posted against a budget.
   - **Encumbrances** to create journal entries to update encumbrance balances.

   For specific information about creating various journal types, see Section 3.4.1, "Creating Functional Actuals, Budgets or Encumbrances" and Section 3.4.2, "Creating Foreign Actuals".

3. From the Number of Journals pane of the Create Journal Worksheet window, select the number of journals. The options are:

   - **Single** to prepare an individual journal entry. Information common to all lines in the journal entry is reflected in the journal worksheet header. This includes Category, Source, Currency, and Accounting Date. For each line of the actual entry, you can enter information such as account, debit amount, and credit amount.
   - **Multiple** to prepare multiple journal entries. All information pertaining to a journal entry, even that which is common to more than one line, is entered on each line of a multiple journal entry.

     With multiple journal entries, you can combine journal entries that have different categories, sources, and currencies in a single journal worksheet. You can then upload these different journal entries at the same time. When GL imports the entries from the GL interface table, it separates the lines into appropriate entries and batches.

4. Select the appropriate worksheet options. The options are:

   - **New Workbook** to create the journal worksheet as a new Excel workbook.
   - **Current Workbook** to create the journal worksheet as a new worksheet within the current Excel workbook. This option is available only when you have an open worksheet.

5. Click OK to create the journal worksheet.

3.2.2 Creating Additional Journal Worksheets in the Same Session

To create additional journal worksheets in the same session:

1. While viewing a journal worksheet, from the ADI toolbar, choose Ledger > Enter Journals. The Create Journal Worksheet window opens.
2. Repeat Steps in Section 3.2.1, "Creating a Journal Worksheet".

> **Note:** You can create additional journal worksheets using different applications databases or responsibilities. To do so, sign on to the desired database and responsibility before creating your new worksheet.

3.2.3 Saving the Journal Worksheet to a Disk

To save the journal worksheet to a disk:

1. Select File > Save As from the Excel menu.
2. Enter a name and specify a path for the journal worksheet file.
3. Choose OK to save the file.

3.2.4 Opening a Saved Journal Worksheet

To open a save journal worksheet:

1. Select File > Open from the Excel menu.
2. Select the path where the journal worksheet is located.
3. Choose the journal worksheet name and select OK to open the file.

   If ADI is installed, but not running, ADI starts automatically when you open the journal worksheet.

3.3 Customizing Journal Worksheets

To customize journal worksheets:

1. While viewing a journal worksheet, from the ADI toolbar, choose Ledger > Enter Journals. The Create Journal Worksheet window opens.
2. Click Edit Layout to open the Define Worksheet Layout window. This window comprises the Worksheet, Header and Lines pages.

3. In the Worksheet page, select the appropriate options. The Worksheet page is similar to the Create Journal Worksheet window. When you select the appropriate option, the Create Journal Worksheet window opens. For details on entering/selecting information in this window, see Section 3.2.1, "Creating a Journal Worksheet".

4. In the Header page, select the appropriate fields. Table 3–1 describes the details of the required, optional and moving fields of the Define Worksheet Layout window — Header page.

Table 3–1 Define Worksheet Layout window — Header page

Field Type	Description
Required fields	▪ Headers for functional actual and foreign actual journals always display the journal Category, Source, Currency, and Accounting Date. ▪ Budget journal headers include the budget name, but not the accounting date. ▪ Encumbrance journal headers include the encumbrance type. You cannot change the required fields that appear in your journal header; however, you can rearrange their sequence. For details, see Moving fields (field type).
Optional fields	You can include additional fields in your journal worksheet. Optional fields include: Group ID, Batch Name, Batch Description, Journal Name, Journal Description, Journal Reference, Reverse Journal, Reversal Period, and Clearing Company. To display any of the optional fields as a row in your header, select the check box beside its name. The Reversal Period field can be added to functional actual, foreign actual and encumbrance journals, and used to upload journals to adjustment periods.
Moving fields	Use the directional buttons to change the display sequence of required or optional fields in your journal worksheet. First, select the field whose sequence you want to change. Then, choose one of the four directional buttons. The field description moves immediately in the Required fields list or Optional fields list.

5. Select the Database Columns check box to display the database columns in the Optional fields pane of the Define Worksheet Layout window.

When you select the Database Columns check box, the information in the required and optional fields changes. You can see the GL_INTERFACE column names, rather than the descriptions of what those columns represent. The column names display option is provided for technical users of GL. Unless absolutely necessary, leave this check box deselected.

6. Select the Sample check box to see a preview of your custom journal worksheet. The preview window is dynamic and reflects your changes immediately.
7. In the Lines page, select the appropriate fields. Table 3–2 describes the details of the required, optional and moving fields of the Define Worksheet Layout window — Lines page.

Table 3–2 Define Worksheet Layout window — Lines page

Field Type	Description
Required fields	▪ Journal lines for functional actual and foreign actual journals always display Account, Debit, and Credit columns. ▪ Budget journal lines include the Period column. Multiple-entry budget journals include the Budget Name, but not Accounting Date. ▪ Multiple-entry journals include journal category, source, currency, and accounting date fields. ▪ Multiple-entry encumbrance journal lines include the Encumbrance type field. You cannot change the required fields that appear in your journal lines; however, you can rearrange their sequence. For details, see Moving fields (field type).

Table 3–2 Define Worksheet Layout window — Lines page

Field Type	Description
Optional fields	You can include additional fields of information in your journal worksheet. Optional fields include: Description, Stat Amount, Reconciliation Reference, Invoice Date, Tax Code, Invoice Identifier, Invoice Amount, VAT Context, Line DFF Context, Line DFF 1 to 10, Captured Info Context, Captured Info DFF 1 to 10, Line Detail Report, Source Detail Report, Additional Line Info 1 to 8. ■ Multiple-entry journal worksheets include: Group ID, Batch Name, Batch Description, Journal Name, Journal Description, Journal Reference, Reverse Journal, Reversal Period, and Clearing Company. ■ Foreign Actuals journal worksheets include Converted Debit and Converted Credit. To display any of the optional fields as a column in your journal lines, select the check box beside its name. The Reversal Period field can be added to functional actual, foreign actual and encumbrance journals, and used to upload journals to adjustment periods.
Moving fields	Use the directional buttons to change the display sequence of the required or optional fields in your journal worksheet. First, select the field whose sequence you want to change. Then, choose one of the four directional buttons. The field description moves immediately in either the Required fields list or Optional fields list.

3.4 Creating Journal Entries

Topics in this section include:

- Section 3.4.1, "Creating Functional Actuals, Budgets or Encumbrances"
- Section 3.4.2, "Creating Foreign Actuals"

You can enter four types of journal entries in your journal worksheet: functional actuals, foreign actuals, budgets, or encumbrances. There are only slight variations in the information you need to enter for each type of journal entry. Sections that follow describe how to enter the information in detail.

Note: You can enter journals only for adjusting periods in GL. For non-adjusting periods, see *Oracle General Ledger User Guide*.

3.4.1 Creating Functional Actuals, Budgets or Encumbrances

To create functional actuals, budgets, or encumbrances journal entries:

1. Create a journal worksheet. For details, see Section 3.2.1, "Creating a Journal Worksheet".
2. Enter the journal header information.

   Note that:

   - Journal worksheets support entering effective and reversal dates for sets of books that have average balance processing enabled.
   - Accounting date is not required for Budget journals.
   - If the GL profile option, GLDI: Journal Source, is enabled, the journal source specified in the profile option is inserted automatically into the journal worksheet. You cannot change this value.
3. Enter the following information:
   - Budget for budget journal entries.
   - Encumbrance type for encumbrance journal entries.
4. Enter an account for each journal line by entering the account directly or by choosing from the list of values.
5. Enter a debit or credit amount for each journal line. You can use Excel formulas to enter your amounts.
6. If you have customized the journal worksheet, enter information for any optional fields as appropriate.
7. To insert additional rows into the journal template, unprotect your worksheet by selecting Tools > Protection > Unprotect from the Excel menu.
8. Upload your journals to GL.

3.4.2 Creating Foreign Actuals

To create foreign actuals journal entries:

1. Create a journal worksheet. For details, see Section 3.2.1, "Creating a Journal Worksheet".
2. Enter the category and source information as appropriate. By default, the worksheet displays Adjustment (for category) and Spreadsheet (for source information).

3. Enter the accounting date, currency, and conversion type as appropriate.
4. Enter the conversion date and/or conversion rate, as required:
   - If you select the User conversion type, you must enter a conversion rate; however, do not enter the conversion date.
   - If you selected a conversion type other than User, you must enter a conversion date; however, do not enter the conversion rate. GL provides the rate when you import your journals.
5. Enter account, debit or credit amount for each journal line as appropriate.

   Note that:
   - GL automatically calculates the converted value for foreign currency amounts. You can override this by selecting the Converted Debit and Converted Credit check boxes on the Lines page of the Define Worksheet Layout window. GL uses the converted value you enter.
   - Journals uploaded from ADI to GL must pass Euro currency validation checks.

     EMU Fixed is the only type currency that can be used for ADI journals with a Euro derived rate. The exchange rate is derived from rate tables, maintained by GL. For details, see *Oracle General Ledger User Guide*.
6. If you have customized the journal worksheet, enter information for any optional fields as appropriate.
7. To insert additional rows into the journal template, unprotect your worksheet by selecting Tools > Protection > Unprotect from the Excel menu.
8. Upload your journals to GL.

Note: With the MRC Account Type Specific Conversion feature, you no longer have to repeatedly run revaluation and translation to get your most current reporting currency balances. With ADI Release 7.0 and above, this functionality can be extended to foreign currency journals entered in the primary set of books.

For more information, see MRC Account Type Specific Conversion, *Oracle Multiple Reporting Currencies in Oracle Applications*, posted on Oracle MetaLink.

3.5 Uploading Journal Entries

Topics in this section include:

- Section 3.5.1, "Profile Options that Determine the Journal Upload Process"
- Section 3.5.2, "Uploading Journal Entries from Worksheet to Interface Table"
- Section 3.5.3, "Importing Journals from the Interface Table to GL"

After creating journal entries in a journal worksheet, you must upload them to GL for posting. Uploading is a two-step process. First, you must upload your journal entries to the interface table. Second, you must import the journal entries from the interface table to GL.

Note that:

- If you specify a Reversal Period, but leave the Reverse Journal field blank, the journal upload process will fail for that journal. In a multiple journal worksheet, only the specific journal row will fail during uploading.
- The Journal Wizard interprets three adjoining blank rows in a journal worksheet as the end of the journal entry. Therefore, any journal lines that appear after three blank rows are ignored when you upload your journals.
- If your account includes multiple segments with the same name, you should rename them so that the segment names are unique.
- If any information you enter, such as journal source or journal category, includes an apostrophe, the upload process will fail. In such a case, you must rename the information.

3.5.1 Profile Options that Determine the Journal Upload Process

Table 3–3 describes the profile options (set by your system administrator) that can determine the success or failure of the journal upload process.

Table 3–3 Profile Options for Journal Upload Process

Profile Option	Description
Create Group ID	When enabled, ADI creates a group ID for every journal upload. ADI then creates a message in the Template Type row in the context region of the worksheet after you upload journals. The message indicates the type of journal and the last group ID number used. A sample message: `Functional Journal (Last upload Group ID was 1310).` If you create a customized journal worksheet with a group ID column when this profile option is enabled, ADI does not override any group ID values that you enter in the worksheet when you upload. Instead, a message appears in the message box after every journal entry, stating: `Group ID has been replaced with a system generated value`. In addition, the standard Group ID message appears in the context region of your worksheet.
GLDI: Force Journal to Balance	When enabled, journals must balance or upload to GL will fail.
GLDI: Balance by Accounting Date	When enabled, journals for a non-average daily balance set of books must balance by accounting date or upload to GL will fail.
GLDI: Converted Entry Threshold	When enabled, the difference between converted debit and credit entry amounts must be less than or equal to a specific amount. The difference is posted to the largest journal entry line amount. When the difference exceeds the threshold amount, journal upload will fail.
GLDI: Force Full Validation	When set to Yes, ADI performs full validation of the journal data. You cannot change this option from the Journal Wizard.
Flexfields: Validate On Server	When set to Yes, cross-validation checking is performed.

3.5.2 Uploading Journal Entries from Worksheet to Interface Table

You can prevalidate journal data before uploading it to GL. By pre-validating, you can minimize the possibility of import errors.

Note that:

- Regardless of whether you choose to prevalidate your journal data, the GL journal import process performs server-side validation activities.
- If you copy and paste a journal line, ADI does not place a flag character in the Upload column for the new journal line. You can manually enter a flag by placing your cursor in the upload column cell where you want the flag character, and then typing any character or number from the keyboard.
- The Journal Wizard interprets three adjoining blank rows in a journal worksheet as the end of the journal entry. Therefore, any journal lines that appear after three blank rows are ignored when you upload your journals.
- Segment security checking is performed only if you have defined segment security rules.

Upload Procedure

To upload journal entries from a journal worksheet to the interface table:

1. While viewing your journal worksheet, from the ADI toolbar, choose Ledger > Upload to Interface. The Upload Journals to Interface window opens.
2. Select or enter upload options as appropriate. Table 3–4 discusses the various upload options for importing journal data.

Table 3–4 Upload Options for Importing Journal Data

Screen Element	Description
Flagged Rows (radio button)	You can upload only those rows that are marked with a flag character in the upload column.
All Rows (radio button)	You can upload all rows in your worksheet, regardless of whether changes have been made.
Full (radio button)	You can validate all journal data, including journal category, journal source, currency, date, and other journal fields for which a list of values is available. The system also performs cross-validation and segment security checking.
Partial (radio button)	You can validate all journal data except for accounts. Segment security checking is also performed.

Table 3–4 Upload Options for Importing Journal Data

Screen Element	Description
None (radio button)	Performs segment security checking only.
Start Journal Import (check box)	If selected, starts the journal import process automatically after the upload completes. If you choose to start the journal import process automatically after the upload completes, the system will do the following: ■ Submits your journal import request ■ Submits a watch request to monitor your journal import request ■ Displays errors in the upload to the interface table and the journal import request ID. ■ Displays a message indicating that a watch request has been submitted for the Journal Import Request ID.
Post Account Errors to Suspense (check box)	If selected, journal entry lines with account errors are posted to a predefined suspense account. **Note**: To use this function, suspense posting must be enabled in GL.
Create Summary Journals (check box)	■ If selected, GL summarizes all transactions that share the same account, period, and currency. ■ If not selected, GL creates a journal line for every row in your journal worksheet.
Descriptive Flex (list)	Select: ■ **Do Not Import** to prevent importing descriptive flexfields. ■ **Select With Validation** for GL to validate descriptive flexfield values. ■ **Select Without Validation** for GL to import descriptive flexfield values without validating them.

3. Click OK to start the journal upload.

   For rows that are not uploaded successfully, the system provides an explanation in the Messages section of the journal worksheet. If you select the Show Upload Success Indicator check box from the General Options window, the system also displays status indicators in the Messages section for each journal line.

   Note: You can upload a journal worksheet more than once, effectively creating multiple journals from the same spreadsheet.

3.5.3 Importing Journals from the Interface Table to GL

To import journals from the interface table to GL:

1. From the ADI toolbar, choose Ledger > Submit Process > Journal Import. The Select Process Type window opens.
2. Select the Journal Import (process type) radio button, and then click Query. The Parameters region displays the journals available for import.
3. Select the journal you want to import.
4. Optionally, select the Create Summary Journals check box if you want GL to summarize all transactions that share the same account, period, and currency. If you don't select this check box, GL creates a journal line for every row in your journal worksheet.
5. Optionally, select the Post Errors to Suspense Account check box if you want journal entry lines with account errors to be posted to a predefined suspense account.

   Note: To use this function, suspense posting must be enabled in GL.

6. Optionally, from the Import Descriptive Flexfields menu, choose one of the following:
   - **Do Not Import** to prevent importing descriptive flexfields.
   - **Import with Validation** for GL to import flexfield values after validating them.

- **Import without Validation** for GL to import descriptive flexfield values without validating them.

7. Optionally, from the Date Range Start and End menus, select the appropriate date range for the journal you want to import.

   If the record you have selected for import has journal lines with different accounting dates, the system displays the range of accounting dates included in your journal lines. To limit the lines imported, enter a different date range.

8. Choose OK to submit your request.

4

Using the Report Wizard

This chapter contains an overview of the Report Wizard and discusses how to use this wizard to create a report or content set. Sections in this chapter include:

4.1 Overview of ADI Report Wizard

With the ADI Report Wizard, you can define reports graphically in Microsoft Excel, and then upload the report definitions to GL as Financial Statement Generator (FSG) report objects. You can also download existing FSG reports, modify them using the Report Wizard, and then save the modified definitions to GL.

From the Report Wizard, you can directly access the Request Center's Report Submission and Publishing window to submit your report. You can also choose to download, format, and publish your report output as a spreadsheet, web page, or text file.

You can save reports or the report output to a file, which can then be transferred to another PC for further changes or review, even while being disconnected from the GL database.

Note: You can use ADI to distribute custom reports worldwide to your subsidiaries. Create a row and column set in GL and use the Report Wizard to create reports in Excel format. Zip the Excel reports and distribute it via the web. Your subsidiaries can open the Excel report and transfer the definitions to their own GLs.

4.2 Report Wizard Interface and Tools

Topics in this section include:

- Section 4.2.1, "Report Wizard Interface"
- Section 4.2.2, "Report Wizard Tools"

4.2.1 Report Wizard Interface

Reports appear as a graphical layout within an Excel worksheet. The report worksheet displays the report title, column headings, and line items that appear in the report. It also includes number placeholders to indicate where the main body of report information will appear.

The report worksheet displays report indicators (left of rows and above the columns), that instantly tell you whether:

- Account ranges have been assigned to a row or column. The indicator is the actual number of assigned account ranges.

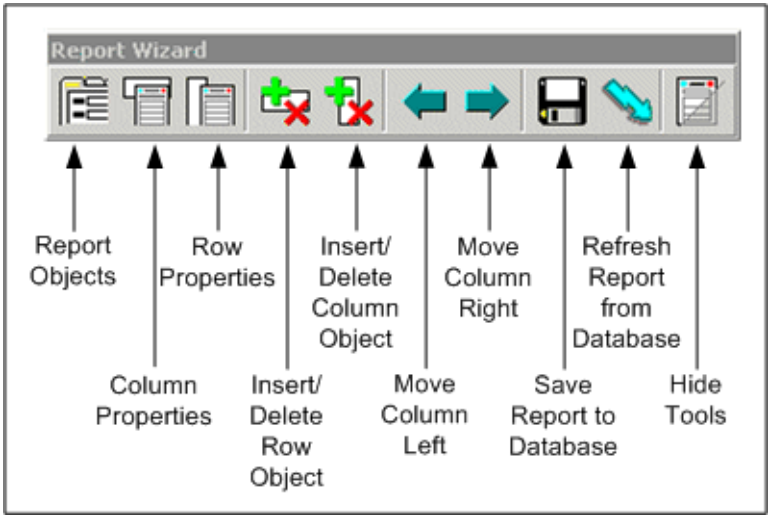
- Calculations have been defined. The indicator is a 'C'.
- Column exceptions have been defined. The indicator over the related column will be an 'E'.

4.2.2 Report Wizard Tools

You can use the Report Wizard tools to make changes to your report.

When you define a new report or open an existing report, the Reports Toolbar opens. Figure 4–1 describes the icons on the Reports Toolbar.

Figure 4–1 Reports Toolbar



The Report Wizard includes many useful features and tools to make it easy for users to create reports. You can create or modify row and column properties, column headings, account assignments, and row and column calculations. You can also create and assign content sets and row orders, and assign display sets.

If you choose to define a report by making entries directly in the report worksheet, the ADI toolbar provides several convenient buttons that makes report creation and editing easier:

- **Build**: Creates a report heading definition based on your column properties, such as amount type and period offset. Has the same effect as creating default headings in FSG.
- **Trim**: Removes leading and trailing spaces from column headings.
- **Refresh**: Applies changes made to column properties to the main body of the report worksheet.

4.3 Working with Reports

The Report Wizard provides step-by-step help for creating a report worksheet. Once you specify what task you want to accomplish, the wizard asks you a series of questions related to that task. After it has all of the information it needs, the wizard creates and displays the report worksheet in Excel. Topics in this section include:

4.3.1 Creating a Blank Report

To create a blank report:

1. From the ADI toolbar, choose Ledger > Define Report.

   The Report Wizard — Step 1 Select Report Task to Perform window opens.

2. In this window, select the Define Report to define a new report.

   The Report Wizard — Step 2 Select Source of Report Definition window opens.

3. In this window, select the Blank Report radio button, and then click Next.

   The Report Wizard — Step 3 Create a Blank Report window opens.

4. Enter a Report Name, and then enter values for the following fields:
   - Number of Rows: The number of rows to use in your report.
   - Number of Columns: The number of columns to use in your report.
   - Default Column Width: The width to use for each column.
   - Line Item Width: The width of the report area where the row labels will appear.
5. Select New Workbook as the destination for the report worksheet.
6. Click Next.
7. From the Format menu, select the appropriate format. For example, 999,999 or 999,999.99.
8. From the Factor menu, select the appropriate factor. For example, millions or billions.
9. Optionally, select Yes to create a trend report. The Report Wizard — Step 5 Report Trend Defaults window opens.
10. In this window, select one of the following balance types:
    - Actual to select actual balance type.
    - Budget to select budgeted balance type.
    - Encumbrance to select encumbrance balance type.

      With GL you can record pre–expenditures commonly known as encumbrances. The primary purpose of tracking encumbrances is to avoid overspending a budget. Encumbrances can also be used to predict cash outflow and as a general planning tool.

11. In Trend Options, select Forward or Backward to create a forward or backward looking report. This is an offset value.
12. In Increment, select Daily, Monthly or Quarterly to increment each column of the report.
13. Click Finish to create the report.

4.3.2 Creating a Report Using Report Components

To create a report using report components:

1. From the ADI toolbar, choose Ledger > Define Report.

   The Report Wizard — Step 1 Select Report Task to Perform window opens.

2. In this window, select the Define Report to define a new report.

   The Report Wizard — Step 2 Select Source of Report Definition window opens.

3. In the Report Wizard — Step 2 Select Source of Report Definition window, select the Report Components radio button, and then click Next. The Report Wizard — Step 3 Build Report Using Existing Components window opens.
4. In the Row Set field, select the appropriate row set.
5. In the Column Set field, select the appropriate column set.
6. Optionally, in the Content Set field, select the appropriate contents set.
7. Optionally, in the Row Order field, select the appropriate row order. You can order rows by segment values, column values, descriptions, or you can change the display sequence of segments.
8. Optionally, select the Make Copy check box beside each field to copy a report object, rather than use the original.

   Note: This check box is not available when you create new report objects.

9. Optionally, in the Display Set field, select the appropriate display set.

   With display sets and groups you can produce report variations which omit sensitive information or which include information normally not included in a report. For more information, see Oracle General Ledger User Guide.

10. Click Next to continue creating the report. The Report Wizard — Step 4 Additional Component Report Options window opens.
11. Enter a Report Name, and then enter values for the following fields:
    - Number of Rows: The number of rows to use in your report.
    - Number of Columns: The number of columns to use in your report.
    - Default Column Width: The width to use for each column.
    - Line Item Width: The width of the report area where the row labels will appear.
12. Select New Workbook as the destination for the report worksheet.
13. Choose Next.
14. From the Format menu, select the appropriate format. For example, 999,999 or 999,999.99.
15. From the Factor menu, select the appropriate factor. For example, millions or billions.
16. Optionally, select Yes to create a trend report. The Report Wizard — Step 5 Report Trend Defaults window opens.
17. In this window, select one of the following balance types:
    - Actual to select actual balance type.
    - Budget to select budgeted balance type.
    - Encumbrance to select encumbrance balance type.

      With GL you can record pre–expenditures commonly known as encumbrances. The primary purpose of tracking encumbrances is to avoid overspending a budget. Encumbrances can also be used to predict cash outflow and as a general planning tool.
18. In Trend Options, select Forward or Backward to create a forward or backward looking report. This is an offset value.
19. In Increment, select Daily, Monthly or Quarterly to increment each column of the report.
20. Click Finish to create the report.

4.3.3 Loading an Existing Report

To load an existing report:

1. From the ADI toolbar, choose Ledger > Define Report.

   The Report Wizard — Step 1 Select Report Task to Perform window opens.

2. In this window, select the Define Report to define a new report.

   The Report Wizard — Step 2 Select Source of Report Definition window opens.

3. In the Report Wizard — Step 2 Select Source of Report Definition window, select the Load Existing Report radio button, and then click Next. The ADI Reduction Criteria window opens.

4. In this window, enter the appropriate reduction criteria, and then select OK. The Report Wizard — Step 3 Load an Existing Report window opens.

5. Select the appropriate report, and then click Finish.

4.3.4 Opening a Saved Report

To open a saved report:

1. Select File > Open from the Excel menu.

2. Select the path where the report worksheet is located.

3. Choose the report worksheet name, and then select OK to open the file.

   If ADI is installed, but not running, ADI starts automatically when you open the report worksheet.

4.3.5 Adding or Deleting Rows and Columns

To add rows/columns or delete rows/columns in the report worksheet:

1. Place your cursor in the row/column that precedes the new row/column.

2. To add a row, from the Reports toolbar, choose Insert/Delete Row Object, and then choose Insert a Line Item. Alternatively, right-click, and then choose Insert Object > Line Item.

3. To delete a row, from the Reports toolbar, choose Insert/Delete Row Object, and then choose Delete Selected Line Item. Alternatively, right-click, choose Delete Object > Line Item.

4. To add a column, from the Reports toolbar, choose Insert/Delete Column Object, and then choose Insert a Column. Alternatively, right-click, and then choose Insert Object > Column.
5. To delete a column, from the Reports toolbar, choose Insert/Delete Column Object, and then choose Delete Selected Column. Alternatively, right-click, choose Delete Object > Column.

4.3.6 Changing Row/Column Properties

To change row/column properties:

1. Choose the row/column you want to change.
2. From the Reports toolbar, select the Row Properties or Column Properties icon as appropriate, and then click Properties. The Row Properties or Column Properties window opens.
3. Select the appropriate amount type, and then select an appropriate value for the amount type you have chosen. For example, if you select Currency, you can choose Any or Euro.
4. Click OK or Apply.

4.3.7 Adding Account Assignments to Row/Columns

Many of the fields in the Row Account Assignments window have lists where you can select from a list of values.

To easily change the actual account range, choose an existing account assignment from the Low Account or High Account columns. The Select Account Segment Ranges window appears, where you can select values for your account range.

If you plan to use the Analysis Wizard to perform account drill-downs, you can use null ranges for detail account ranges rather than using ranges that include 'T' for parent segment values.

To add account assignments to rows or columns:

1. Choose the row/column to which you want to add an account assignment.
2. From the Reports toolbar, choose Row Properties > Account Assignments or Column Properties > Account Assignments, as appropriate. The Row or Column Account Assignments window opens.
3. Enter/select appropriate information. Table 4–1 describes the account assignments window. For details about some of the fields in this window, see

the FSG Tasks section in the Financial Reporting chapter of the Oracle General Ledger User Guide.

Table 4–1 Row/Column Account Assignments window

Screen Element	Description
Row/Column menu	Select a row or column as appropriate.
Sign	Select a mathematical Sign (+ or –) to tell FSG whether to cumulatively add or subtract the balances for each account in the specified account range.
Low Account/High Account	Range of accounts assigned to the row or column.
Display	Enter a display type for each account segment. You must use a display type of T (Total) for each segment if you assign: ■ Accounts to a column. ■ Multiple account ranges to a row. For details, see the FSG Reference Information section in the Financial Reporting chapter of the Oracle General Ledger User Guide.
Smry	Select this option if you want to report only summary balances for the accounts in the specified range.
Activity	Select an Activity type (Dr, Cr or Net) to specify the types of balances to use for the accounts in each account range.
Set of Books	For each account range being assigned, enter a Set of Books from which FSG will derive account balances. If you do not enter a value, FSG will use the current set of books.

4. Click OK to exit this window or Apply to apply account assignments.

4.3.8 Performing Row/Column Calculations

To perform row/column calculations:

1. Choose the row/column for which you want to perform calculations.
2. From the Reports toolbar, choose Row Properties > Calculations or Column Properties > Calculations, as appropriate. The Row or Column Calculations window opens.

Note: Many of the fields in the Row/Column Calculations window have lists where you can select from a list of values.

3. Enter/select appropriate information. Table 4–2 describes the calculations window. For details on some of these calculations, see Accounting For Multiple Companies Using a Single Set of Books in the Oracle General Ledger User Guide.

Table 4–2 Row/Column Calculations window

Screen Element	Description
Row/Column menu	Select a row or column as appropriate.
Seq	Enter a sequence number for each step of your calculation. This controls the order FSG follows when performing the mathematical operations required to complete the calculation.
Operator	Valid operators include + (add), – (subtract), * (multiply), / (divide), % (percent), ENTER (enter value), AVERAGE (average of listed values), MEDIAN (median of listed values), STDDEV (standard deviation of listed values), and ABSTVAL (absolute value of listed values).
Constant	Enter a number to use as a Constant value. For example, as part of an earnings–per–share calculation, you might enter the number of outstanding common shares as the constant by which you divide net income.
Low	Instead of a constant, you can enter the Low sequence numbers corresponding to the range of rows or columns to use in your calculation.
High	Instead of a constant, you can enter the High sequence numbers corresponding to the range of rows or columns to use in your calculation.
Row Name	Instead of a constant or a sequence range, you can enter the name of a specific row or column to use in a calculation.

4. Click OK to exit this window or Apply to apply row calculations.

4.3.9 Defining Column Exceptions

To define column exceptions:

1. Choose the column for which you want to perform calculations.
2. From the Reports toolbar, select the Column Properties icon, and then click Exceptions. The Column Exceptions window opens.
3. In this window, select the appropriate column.
4. In the Flag field, set a flag by entering a single character to flag exceptions in your report.
5. In the Description field, enter a description for the column exception you're defining.
6. From the Condition field, select a condition (< , > , =, <= , >= or < >) and enter the constant to define your exception. You can enter as many conditions for your exception as you want. For details, see the Defining Column Exceptions section in the Oracle General Ledger User Guide.
7. Click OK to exit this window or Apply to apply column exceptions.

4.3.10 Saving Reports to the Database

After creating or modifying a report in the Report Wizard, you can save it directly to GL by using the Report Wizard or Reports Toolbar. Optionally, you can save a report as an Excel workbook file, perform further modifications in Excel (even while disconnected from your applications database), and then save the report to GL later.

Note: When you save a report to GL, ADI validates any control values specified in your report.

From the Report Wizard

To save a report from the Report Wizard:

1. From the ADI toolbar, choose Ledger > Report Wizard. The Report Wizard appears.
2. Do one of the following:
   - Select the Save Report to Database radio button, and then click Finish; OR
   - Click the Save Report to Database icon on the Reports toolbar.

4.3.11 Saving Reports to the Local Disk

To save a report worksheet to the local disk:

1. Select File > Save As from the Excel menu.
2. Enter a name and specify a path for the report worksheet file.
3. Click OK to save the file.

4.4 Managing Content Sets

The Report Wizard allows you to create content sets to use with your financial reports. You can automatically maintain content sets that you may want to subsequently use to produce reports for all levels of your reporting hierarchy (for example, cost center, department, and fund). When the reporting hierarchy changes, you can easily create a content set to produce reports based on the changed reporting hierarchy. By maintaining multiple 'point-in-time' content sets, you can easily perform time-based reporting by simply selecting the appropriate point-in-time content set when you run the financial report.

When generating a content set with the Report Wizard, you can specify one or more hierarchies, based on different parent segment values. The Report Wizard expands each hierarchy, beginning with the parent segment value, to create the individual rows of the content set. You can then control how each hierarchy is expanded by defining hierarchy attributes and filtering options.

4.4.1 Creating Content Set

To create a content set:

1. From the ADI toolbar, choose Ledger > Define Report. The Report Wizard — Step 1 Select Report Task to Perform window opens.
2. In this window, select Generate Content Set, and then click Next. The Report Wizard - Step 2 Generate Content Set window appears.

   To replace existing content set, in the Name field, enter the name of the content set you want to replace, and then select Replace existing Content Set.
3. In the Name field, enter a name for the content set. Click the Find icon to enter a reduction criteria for the content set you're creating.
4. From the Segment menu, select the appropriate segment. For example, the company or department for which you are creating the content set.

5. From the Parent Value menu, choose the appropriate parent value for the segment you have chosen.

   Report Wizard expands the parent to all of its detail levels and creates the necessary rows in the content set definition. All parent values below the root parent node are found, even if they are technically part of a child range.

6. Click Next. The Report Wizard - Step 3 Generate Content Set window appears.
7. Enter your hierarchy attributes. For details, see Section 4.4.3, "Specifying Hierarchy Attributes".
8. Click Next. The Report Wizard - Step 4 Generate Content Set window appears.
9. Enter your hierarchy filtering options.
10. Click Finish. The Report Wizard displays a graphical representation of the hierarchy you just created in your content set definition.
11. Click Finish to create the content set.

4.4.2 Adding Hierarchy to Existing Content Set

To add a hierarchy to an existing content set:

1. From the ADI toolbar, choose Ledger > Define Report. The Report Wizard — Step 1 Select Report Task to Perform window opens.
2. In this window, select Generate Content Set, and then click Next. The Report Wizard - Step 2 Generate Content Set window appears.
3. In the Name field, enter the name of the content set to which you want to add the hierarchy.
4. Select Add as the action you want to take.
5. Specify the segment and related parent value for the new hierarchy.
6. Enter your hierarchy attributes, and then click Next.
7. Enter your hierarchy filtering options.
8. Click Finish. The Report Wizard displays a graphical representation of the hierarchy you just created in your content set definition.
9. Click Finish to complete adding hierarchy to the existing content set.

4.4.3 Specifying Hierarchy Attributes

For each hierarchy that you add to a content set definition, you can enter the hierarchy attributes that control how the hierarchy is expanded. You can also specify whether you want the separate reports generated by the content set to be run sequentially or in parallel. Table 4–3 describes the hierarchy attributes.

Table 4–3 Hierarchy Attributes

Screen Element	Description
Include Parents (check box)	You can generate a separate report for each parent value in the hierarchy. A parent value is a value that has one or more child values associated with it. A parent value can be assigned to a rollup group. You create parent–child relationships by defining a range of child values that belong to a parent value. You can use parent–child relationships for reporting and other application purposes. For details, see Parent and Child Values and Rollup Groups section in the Oracle General Ledger User Guide.
Include Children (check box)	Select to generate a separate report for each child value in the hierarchy. A child value is a value that lies in a range of values belonging to a parent value. It can belong to more than one parent value, and is not a dependent value; that is, the actual value of the child does not depend on the value of another segment. You create parent–child relationships by defining a range of child values that belong to a parent value. For details, see Parent and Child Values and Rollup Groups section in the Oracle General Ledger User Guide.
Sort by Branch (radio button)	Select to sort reports by organization branch.
Sort by Level (radio button)	Select to sort reports by organization level.
Display Type (menu)	Allows you to select the content set display type. This display type applies to all of the rows that Report Wizard generates in the content set definition for the parent segment specified in your hierarchy. For more information, see Content Set Display Types, *Oracle General Ledger User's Guide.*
Run Reports — Sequentially (radio button)	Select to process multiple reports in sequential order.

Table 4–3 Hierarchy Attributes

Screen Element	Description
Run Reports — In Parallel (radio button)	Select to process multiple reports at the same time.

Note: The run reports option operates on the entire content set, rather than for each hierarchy within the content set.

5

Analyzing Financial Statement Generator Reports

This chapter contains an overview of the Analysis Wizard and discusses how to use this wizard to analyze Financial Statement Generator (FSG) reports. Sections in this chapter include:

- Section 5.1, "Overview of Analysis Wizard"
- Section 5.3, "Using the Analysis Wizard"
- Section 5.3, "Using the Analysis Wizard"

5.1 Overview of Analysis Wizard

The Analysis Wizard helps you to drill down to relevant financial information within Oracle Applications to analyze spreadsheet-based FSG reports in detail and perform multidimensional data analysis. While drilling down, you can use drag-and-drop capabilities to pivot accounting dimensions and quickly reorganize financial data to perform 'what-if' and 'what-happened' analysis of both summary and detailed financial information. The Analysis Wizard helps you quickly detect trends and exceptions in the financial data that underlies your reported amount.

The wizard provides access to the complete range of accounts that support a particular reported amount. You can select an individual account and drill down to its summary balances, detail balances, journal lines, and down to the subledger details. You can view journal entries — including translated transaction details created by the Global Accounting Engine — and associated details that originate from Oracle subledgers, including Payables, Receivables, Assets, Projects, Purchasing, Inventory, WIP, and AX.

It provides full support for average balances, ensures segment security (using the GL profile option, FSG: Enforce Segment Value Security), and supports multiple database access.

5.2 Prerequisites for Using Analysis Wizard

Prerequisites are discussed in the sections that follow.

- Section 5.2.1, "Profile Options"
- Section 5.2.2, "Published Reports from Request Center"

5.2.1 Profile Options

Table 5–1 describes the profile options for which your system administrator may grant you responsibilities.

Table 5–1 Profile Options for using the Analysis Wizard

Profile Option	Description
GLDI: Analysis Wizard Privileges	If enabled for your responsibility, allows you to use Analysis Wizard.
GLDI: Allow Drilldown Across Books	If enabled for your responsibility, allows you to drill down across sets of books. You can see account balances that make up an FSG report amount, even if they are from different sets of books. **Note**: This profile option does not allow users to drill down from a consolidated parent set of books to a subsidiary set of books.
GLDI: Maximum Effective Ranges for Drilldown	If specified, allows you to drill down across maximum account ranges. This setting, a positive integer greater than zero, specifies the maximum account ranges that can be drilled down with the Analysis Wizard. **Note**: Check with your System Administrator to optimize this setting to meet your drill down and system performance needs.

Note: If these profile options are not available in your Release of GL, all ADI users are given access to the Analysis Wizard automatically. For details, see the Enabling Security chapter in the *Oracle Applications Desktop Integrator Installation Guide*.

5.2.2 Published Reports from Request Center

You must use the Request Center to publish a financial (FSG) report's output to an Excel spreadsheet. Only such reports (that is, reports published using the Request Center) can be analyzed using the Analysis Wizard.

Note: When you define your FSG report rows and columns, use null ranges for detail account ranges rather than use ranges that include 'T' for parent segment values. This generally makes the Analysis Wizard drill down operations more efficient.

5.3 Using the Analysis Wizard

Topics in this section include:

5.3.1 Starting Analysis Wizard

The Analysis Wizard includes a toolbar and the Context window. The Context window displays detailed information about the amount you have selected to drill down.

To start Analysis Wizard:

1. Use the Request Center to publish a financial (FSG) report's output to an Excel spreadsheet. For more details, see Chapter 9, "Using the Request Center".
2. Select a financial amount in the report output worksheet.
3. From the ADI toolbar, select Ledger > Analyze Report.

   The Context window opens, and displays details pertaining to the amount you have selected.
4. Optionally, change attributes such as, amount, period, and effective range to view details without returning to the FSG report output.
5. Optionally, click Drill Options to change the options for the current drill.
6. Optionally, click Data Source to open the Drill Source window. It displays reference information pertaining to the amount in the Context window. The information includes the GL database, application, workbook name, worksheet name, and worksheet cell.

Note: If there are any missing columns in your FSG report output, the Analysis Wizard context information may be displayed incorrectly. You can change the period in the Context window to display the correct information.

5.3.2 Selecting Effective Account Range

The effective account ranges are based on the row/column account assignments, content set, report segment override, and column segment override used to generate the FSG report.

The profile option, GLDI: Maximum Effective Ranges for Drilldown, controls the number of effective ranges you can drill down upon.

To select an effective account range in subsequent drill downs:

1. From the Context window, click View/Filter.

   The Effective Ranges window opens.

2. For each effective account range you want to include in your drill downs, select the Include check box. You must select at least one effective account range.

3. Click OK to save your changes.

5.3.3 Viewing Summary and Detail Accounts

You can drill down to view the summary accounts and amounts if summary account ranges have been defined for the amount in the Context window. Similarly, you can view detail accounts and amounts if detail account ranges have been defined for the amount. From the summary accounts and detail accounts windows, you can drill down further to view journal details. Within any drill down window, you can pivot and filter the displayed information for analysis purposes.

5.3.3.1 Summary Accounts

To drill down to summary accounts:

1. From the Context window, click Show Summary Accounts.

   The Summary Balances window appears.

2. To drill down further, select a summary balance, and then click Show Detail Accounts. This displays the balances of the detail accounts associated with the summary balance.

Note: You can drill down to journal details from the Summary Balances or Detail Balances window, by clicking Journal Details.

5.3.3.2 Detail Accounts

To drill down to detail accounts:

1. From the Context window, click Show Detail Accounts.

   The Detail Balances window appears.

2. To view the summary balances for the detail account, click Show Summary Accounts.

5.3.4 Creating Pivot Information

To create pivot information in drill down windows:

1. From the drill down window, select one of the relocatable grey heading boxes from the row headings, column headings, or page areas.
2. Drag the heading box to a new location in one of the three areas, and then drop it. Alternatively, right-click to access the shortcut menu, and then choose the desired pivot action. You can choose Move to Page, Move to Column, or Move to Row.

   The Analysis Wizard rearranges the data to give you a different view for analysis.

5.3.5 Filtering Information

To filter information in drill down windows:

1. In the drill down window, place the cursor in the area directly below the row or column heading whose displayed values you want to filter.
2. Right-click to access the shortcut menu, and then choose Filter Values. The Filter Values window appears.
3. Select the Show check box for each value you want to display in your drill down window.
4. Click OK to save your changes.

Note: To remove filters in drill down windows, place the cursor in the area directly below the row or column heading whose displayed values are currently filtered. Right-click to access the shortcut menu, and then choose Show All Values.

5.3.6 Viewing Subledger Detail

You can view subledger transactions that originated from Oracle Payables, Receivables, Assets, Projects, Purchasing, Inventory and WIP. Table 5–2 describes the subledgers you can drill down to depending on the version of ADI and Oracle Applications you are using.

Table 5–2 Subledger Drill Down Options

ADI Version	Oracle Applications Version	Subledger you can drill to
7.1	11i	AX, AR, AP, Assets, Projects, Purchasing, Inventory, and WIP.
7.0	11i	AR, AP, Assets, Projects, Purchasing, Inventory, and WIP
7.0	11.0	AR, AP
6.0	11.0 and earlier	AR, AP

To drill down to subledger detail:

1. From the Detail Accounts window, select a detail balance and click Show Journal Details.

   The Journal Details window appears.

2. Select a journal entry and click Show Subledger Details.

   The Subledger Details window appears.

   You can view the details for transactions that originated from the Oracle subledger.

6

Using the Account Hierarchy Editor

This chapter contains an overview of the Account Hierarchy Editor and discusses how to use it to view and create hierarchies, and create rollup groups. Sections in this chapter include:

6.1 Overview of Account Hierarchy Editor

The Account Hierarchy Editor allows you to graphically create, maintain, and review account structures. You can use this editor to define new parent and child segment values, and change parent/child dependencies. It also permits you to create rollup groups. Rollup groups are parent segment value groups that you can use to create summary accounts.

Instead of using the Key Segment Values feature in GL, you can use the Account Hierarchy Editor, to define a hierarchy for a segment of your chart of accounts. In addition to building multiple hierarchies, you can use it to change existing hierarchies, regardless of whether you have defined them in GL or ADI. When you create hierarchies — using the drag and drop feature of this editor — ADI automatically updates parent segment attributes, as you build hierarchies.

6.2 Prerequisites for Using Account Hierarchy Editor

The prerequisites for using Account Hierarchy Editor are as follows:

- The View Account Hierarchy option is available only if your responsibility allows you to modify account structures.
- The GL profile option, GL AHE: Saving Allowed, must be set to Yes if you want to modify and save account hierarchies. If you change parent/child relationships that affect existing summary accounts, you must delete and recreate your summary templates in GL or run the Incremental Add/Delete Summary Accounts program.
- If you use budgetary control with summary accounts, you cannot change child, parent, and rollup summary account relationships with the Account Hierarchy Editor.
- If you want to create rollup groups, the groups must be unfrozen for the current chart of accounts. For details, see Defining Key Flexfields in *Oracle Applications Flexfields Guide*.

6.3 Using the Account Hierarchy Editor

Parent levels are displayed in Account Hierarchy Editor in a top-down fashion. A parent level contains a parent segment value that has one or more child segment values. When you select a parent level in Account Hierarchy Editor, you are selecting the parent segment value and all of its child values, which include lower level parents and their associated child values.

The Account Hierarchy Editor comprises two windows: Segment Values and Hierarchy Diagram. While Segment Values displays segment values, Hierarchy Diagram displays your account hierarchies graphically in one or more windows. To build a hierarchy, you must select values from Segment Values, and then drag and drop them into Hierarchy Diagram.

6.3.1 Opening the Account Hierarchy Editor

To open the Account Hierarchy Editor:

1. From the ADI toolbar, choose Ledger > View Account Hierarchy.

   Note: The View Account Hierarchy option is available only if your responsibility allows you to modify account structures.

   When you start the Account Hierarchy Editor, ADI displays the following message: Do you plan on saving changes in this Account Hierarchy Editor session?

2. Select one of the following options:

   - **Yes** to prevent other users from modifying the segments you are working on.
   - **No** to allow other users to modifying the segments you are working on.

   The Account Hierarchy Editor opens.

3. From the Chart of Accounts menu, select the appropriate accounts. For example, Corporate Accounting Flex.

4. From the Segment menu, select the appropriate segment. For example, Company or Department.

   The Account Hierarchy Editor displays the Segment Values window and Hierarchy Diagram window.

6.3.2 Adding New Parent Values

To add new parent values:

1. Open the Account Hierarchy Editor. For details, see Section 6.3.1, "Opening the Account Hierarchy Editor".

2. In the Segment Values window, click New parent value.

   The Parent Attributes window opens.

3. In the Segment Value field, enter a new segment value.

   The segment value must conform to the security rules you have defined for the value set associated with the segment. The Account Hierarchy Editor validates the value you enter.

4. Optionally, in the Description field, enter a description for the hierarchy you are creating.

5. Optionally, from the Rollup Group menu, select the appropriate rollup group. For creating a rollup group, see Section 6.3.11, "Creating Rollup Groups".

6. If you are creating a parent value for the natural account segment, select an Account Type.

7. Optionally, select the Enable check box if you want to use this segment value.

   Note: You cannot delete segment values. You can only disable segment values by deselecting the Enabled check box.

8. Optionally, in the Effective field, enter a start and end date for this parent value.

9. Optionally, click New to open the Range window. This window allows you to define a new parent or child range for the hierarchy you're creating. For details, see Section 6.3.4, "Adding Parent/Child Ranges".

10. Optionally, click Merge to open the Preview Merged Ranges window. This window allows you merge child ranges. For details, see Section 6.3.5, "Merging Child Ranges".

11. Click OK to create the parent value.

6.3.3 Adding New Child Values

To add new child values:

1. Open the Account Hierarchy Editor. For details, see Section 6.3.1, "Opening the Account Hierarchy Editor".

2. In the Segment Values window, click New child value.

   The Child Attributes window opens.

3. In the Segment Value field, enter the segment value for this child value.
4. Optionally, in the Description field, enter a description for this child value.
5. From the Account type menu, select the appropriate account type.
6. Optionally, in the Effective region, enter a start date and end date for this child value.
7. Optionally, select the Enabled check box to enable this child value.

> **Note:** You cannot delete segment values. You can only disable segment values by deselecting the Enabled check box.

8. Optionally, select the Allow Budgeting and Allow Posting check box(es).

> **Note:** You can also set Allows Budgeting and Allow Posting for the individual segment values. However, the account Allow Posting and Allow Budgeting attributes do not override the attributes for the individual segment values. For example, if you allow posting to an account containing a segment value that does not allow posting, you will not be able to post to that account. For details, see the Defining Accounts section in the *Oracle General Ledger User Guide*.

9. Click OK to create the child value.

6.3.4 Adding Parent/Child Ranges

The Parent Attributes window permits you to add one or more parent/child ranges to the parent range you have currently selected in the Segment Values window. When you add/parent child ranges, they maintain their earlier hierarchy.

After you add parent/child ranges, you can drag and drop the parent value into the Hierarchy Diagram to view them graphically.

To add parent or child ranges to an existing parent range:

1. Open the Account Hierarchy Editor. For details, see Section 6.3.1, "Opening the Account Hierarchy Editor".

2. In the Segment Values window, double-click a parent value.

   The Parent Attributes window opens.

3. Click New to open the Range window. This window allows you to define a new parent or child range for the hierarchy you are creating.

4. Select the Parent Range or Child Range option, and then specify a start and end range.

   Range segment values must conform to security rules you have defined for the value set associated with the segment. Values are validated when you close the Parent Attributes window.

   Note: You can enter overlapping child ranges for a parent segment value; however, each segment value in the overlapping ranges is assigned to the parent only once.

   If you change parent/child relationships that affect existing summary accounts, you must delete and recreate your summary templates in GL or run the Incremental Add/Delete Summary Accounts program.

5. Click OK to add this new parent or child range to the existing parent range.

6.3.5 Merging Child Ranges

The Parent Attributes window permits you to merge the child range of one or more parent ranges to the parent range you have currently selected in the Segment Values window. When you merge child ranges, they no longer maintain hierarchies with their former parent values.

After you merge child ranges, you can drag and drop the parent value into the Hierarchy Diagram to view them graphically.

To merge child ranges to an existing parent value:

1. Open the Account Hierarchy Editor. For details, see Section 6.3.1, "Opening the Account Hierarchy Editor".

2. In the Segment Values window, double-click a parent value.

   The Parent Attributes window opens.

3. Click Merge to open the Preview Merged Ranges window. This window displays the current child ranges and merged child ranges (if any).
4. Click Accept Merge to merge the current child ranges.
5. Click OK to merge the child range to the existing parent range.

6.3.6 Modifying Segment Value Description

In the Modify Node Descriptions window, you can change the description of groups of parent and child segment values within a hierarchy. You can also search and replace groups of description, isolate changes to a specific hierarchy level, or modify individual segment value descriptions.

To modify segment value descriptions:

1. Open the Account Hierarchy Editor. For details, see Section 6.3.1, "Opening the Account Hierarchy Editor".
2. In the Hierarchy Diagram window, drag and drop an existing hierarchy (parent value) from the Segment Values window.
3. Select the entire hierarchy by choosing the top most parent or sub-parent within the hierarchy.
4. Right-click to open the shortcut menu. From this menu, choose Modify Node Descriptions.

   The Modify Node Descriptions window opens.
5. In the Find What field, enter the description you want to change.
6. In the Replace With field, enter the new description.
7. From In Level menu, select the appropriate value. Options are: ALL, 1 or 2.

   For example, if you select 2 for the second level, your description changes apply only to the segment values in the second level.
8. Optionally, limit your description by selecting the Parent or Child check box.
9. Click Find to start your search. The Replacement Description region appears.

   Use the Replacement Description region to review new and original descriptions before you apply any changes.
10. Click Replace to apply changes.
11. Click Save to record your changes.

6.3.7 Viewing Account Hierarchies

To view account hierarchies:

1. Open the Account Hierarchy Editor. For details, see Section 6.3.1, "Opening the Account Hierarchy Editor".
2. Drag and drop the parent segment from the Segment Values window to the Hierarchy Diagram window.

> **Note:** If you drag and drop new child values on to a parent in the Hierarchy Diagram window, ADI automatically updates the assigned child ranges in the Parent Attributes window.

3. Optionally, to display multiple hierarchies simultaneously, from the File menu, choose New. A new Hierarchy Diagram opens. Drag and drop the parent segment from Segment Values to the new Hierarchy Diagram.

6.3.8 Adding Hierarchies

Instead of using the Key Segment Values feature in GL, you can use the Account Hierarchy Editor to define a hierarchy for a segment of your chart of accounts. In addition to building new hierarchies, you can use the Account Hierarchy Editor to change existing hierarchies, regardless of whether you have defined them in GL or ADI.

> **Note:** You can use the Account Hierarchy Editor only for segments with value sets using Independent validation.

To add hierarchies:

1. Open the Account Hierarchy Editor. For details, see Section 6.3.1, "Opening the Account Hierarchy Editor".
2. Drag and drop the parent value into the Hierarchy Diagram to view the hierarchy graphically.
3. Double-click the parent segment value representing the top-most node of your hierarchy.

   The Parent Attributes window opens.

4. Click New to open the Range window. Repeat Steps in Section 6.3.4, "Adding Parent/Child Ranges".
5. Optionally, click Merge to open the Preview Merged Ranges window. Repeat Steps in Section 6.3.5, "Merging Child Ranges".
6. Click OK to add this new parent or child range to the hierarchy in the Hierarchy Diagram window.
7. Click Save to save your account hierarchy.

6.3.9 Duplicating Parent Hierarchies

You must have an existing hierarchy before you can duplicate a hierarchy. To create a hierarchy, see Section 6.3.7, "Viewing Account Hierarchies".

The duplicated hierarchy inherits all of the attributes from the source hierarchy, such as account type, rollup groups, effective dates, enabled status, and lower level parents and children. However, the new hierarchy is completely independent of the source hierarchy. Any changes that you make to the new hierarchy will not affect the source hierarchy unless both hierarchies share the same parent and child values.

When you duplicate a hierarchy, you can replace lower-level parent segment values using wild card searches, or you can specify the new parent segment values directly.

Note: You can replace lower level parent values when you duplicate hierarchies; however, you cannot replace child values.

To change child segment values in the duplicate hierarchy, delete the child segment value, and then create a value or drag and drop an existing one from the Segment Values window.

To duplicate hierarchies:

1. Open the Account Hierarchy Editor. For details, see Section 6.3.1, "Opening the Account Hierarchy Editor".
2. In the Hierarchy Diagram window, select the appropriate node you want to duplicate.
3. Right-click to open the shortcut menu. From this menu, choose Duplicate Hierarchy to open the Duplicate Hierarchy window.
4. In the New Top Level Parent field, enter the new top level parent.

5. Optionally, in the Description field, enter a description for the new top level parent you are creating.
6. In Replace Lower Level Parent Values region, select the following options:
   - Find Parent to enter the lower level parent segment value you want to replace. You can enter a single parent segment value or use the wildcard symbol (?) to select multiple parent segment values.
   - Replace With to specify the value you want to replace.
   - From In Parent Level menu, choose the appropriate option. You must replace higher level parent segment values first. For example, you must replace level 2 parent segment values before replacing level 3 parent segment values.

   Note: If you do not complete Step 6, you will get an exact duplicate of the original hierarchy.

   To build your duplicate hierarchy one step at a time, repeat Step 6 as often as necessary, making small changes each time. To see the effect of each incremental change, click Preview before making the next change.
7. After you specify the replacement parameters, click Add to add the replacement criteria in the Replacement Order pane.

   You can add as many replacement criteria as you want. When you click Preview, the Account Hierarchy Editor applies your replacement criteria in the order that they appear in the Replacement Order pane.

   Note: The order of your replacement criteria is important. You must replace higher level parent segment values before you replace any lower level parent segment values. The Account Hierarchy Editor warns you if you try to replace lower level parent segment values first.
8. Click Preview to review your duplicate hierarchy, which appears in a new hierarchy diagram window.
9. When you review the duplicate hierarchy, choose one of the following options from the Duplicate Hierarchy window:

- **Undo** to reverse the last change you made while replacing lower level parent values. It also restores the replacement criteria to the Replacement Order list. You can remove the criteria, and then define new replacement criteria.
- **Undo All** to reverse all changes and close the duplicate hierarchy diagram window.
- **Accept** to save the duplicate hierarchy locally. Note that it does not save the duplicate hierarchy to the database.

10. Click Save to save changes to the database.

6.3.10 Finding Segment Values

In the Account Hierarchy Editor, you can quickly search a segment value by specifying the segment value or description. To narrow your search, you can specify whether the segment value or description is a parent or child value.

To search for segment values or segment value descriptions:

1. Open the Account Hierarchy Editor. For details, see Section 6.3.1, "Opening the Account Hierarchy Editor".
2. Select any segment value in the Segment Values window. Right-click to open the Find menu.
3. Choose Find to open the Find Segment window.
4. In the Find What field, enter the segment value or description of the segment value you want to find.
5. Optionally, select the Parent and/or Child check box to limit your search to parent and child values respectively.

> **Note:** Select both Parent and Child check boxes to find all values.

6. In the Search for Segment region, choose the Value or Description check box depending on the parameter you have entered in the Find What field.
7. Click Find Next to find the segment value or description.

6.3.11 Creating Rollup Groups

Rollup groups are groups of parent segment values that you can use to create summary accounts. In the Rollup Groups window, you can create, edit and delete rollup groups.

> **Note:** When you change the contents of a rollup group used in a summary template, you must delete and recreate your summary accounts.

To create a rollup group:

1. Open the Account Hierarchy Editor. For details, see Section 6.3.1, "Opening the Account Hierarchy Editor".
2. From the Edit menu, choose Rollup Groups. The Rollup Groups window appears.
3. Click New to open the Rollup Group window.
4. Enter a name and description for the new rollup group.
5. Click OK to create the rollup group.
6. Optionally, to edit the description of a group, select the rollup group in the Rollup Groups window, and then click Edit. In the Description field, make the appropriate changes.
7. Optionally, to delete a group, select the rollup group in the Rollup Groups window, and then click Delete.
8. Click Save on the Account Hierarchy toolbar.

7

Using the Create Asset Wizard

This chapter contains an overview of the Asset Wizard and discusses how to use it to create asset worksheets. Sections in this chapter include:

7.1 Overview of Create Asset Wizard

The Create Asset Wizard provides a spreadsheet-based interface to simplify asset creation in a disconnected environment. You can use this wizard to automatically build personalized asset entry spreadsheets based on the information required by your organization's specific implementation of Oracle Assets. You can enter your asset data manually, use list values, and take advantage of Excel's data entry shortcuts. You can also import data files from legacy systems or third party payables applications into the asset worksheet. After you have finished your worksheet, you can upload it to Oracle Assets.

7.2 Creating Asset Worksheets

To create an asset worksheet:

1. From the ADI toolbar, choose Assets > Create Asset.

   The Create Asset wizard starts.

   Note: If you have a locally-saved asset worksheet, double-click to open the worksheet. If ADI is installed, but not running, the ADI toolbar starts automatically when you open the asset worksheet.

2. From the Select Corporate Depreciation Book menu, select the appropriate book.

   Note: The Oracle Assets profile option, FA: Security Profile, extends to users working with Oracle Assets in ADI. Your list of choices may be limited to sets of books associated with your responsibility. For more information, see *Oracle Assets User Guide*.

3. Optionally, from the Select Layout menu, choose the appropriate layout.

   If you do not choose a layout option, the wizard automatically selects the default layout. For more details, see Section 7.3, "Creating Layout Templates".

4. Click OK to create the Asset Worksheet.

   ADI displays the Asset Worksheet. It comprises two main areas: header and context.

The header region contains details such as Corporate Book, Database, Accounting Date, Asset Type, Depreciate, and In Physical Inventory. Some of these cells will be locked and your choices may be limited to sets of books associated with your responsibility.

The context region consists of columns for Upl (upload), Asset Number, location details, categories, units and cost.

Note: ADI automatically places a flag character in the Upload column for every asset entry that you make.

You can enter data manually or import data from legacy systems or third party payables applications to your asset worksheet. For details, see Appendix B, "Importing Text Files".

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5. In the Context region, enter the asset number in the Asset Number column.
6. In the Location column, enter appropriate information. Double-click inside any row to open the Account Segment Values window, and select the appropriate segment values (country, state, etc.)
7. In the Category column, enter appropriate information. Double-click inside any row to open the Account Segment Values window, and select the appropriate major and minor category (server, software, etc.).
8. Enter appropriate values in the Units and Costs columns. Double-click inside any row to open the Account Segment Values window, and select the appropriate values.
9. Optionally to, add more rows, unprotect the worksheet, and then choose Insert > Rows from the Excel menu.
10. Optionally to, create additional worksheets in the same session, from the ADI toolbar, choose Assets > Create Asset, and then continue with entering information as discussed in this section.

Note: When you create additional worksheets, you can choose the New Workbook or Current Workbook options in the Create Assets wizard.

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11. Click Save to save the asset worksheet locally.

    After you create an asset worksheet, you must upload the worksheet to Oracle Assets. For details, see Section 7.4, "Uploading Asset Data to Oracle Assets".

7.3 Creating Layout Templates

Layout templates allow you to select the fields that should be included in the asset worksheet. They also control the order in which the data fields appear in your worksheet.

You can create a new layout template or edit, view, copy, rename, or delete an existing layout template. Additionally, you can make layouts available to other users by making it public.

To create a new layout template:

1. From the ADI toolbar, choose Assets > Create Asset.

   The Create Asset wizard starts.

2. In the Create Assets window, click Actions > New.

   Note: The Actions button is located beside the Select Layout menu.

3. In the New Layout window, enter a name for the new layout, and then click OK.

   The Edit Layout window opens.

4. Optionally, select the Public check box to make this layout template available to other users.

   Note: The fields in the Header region are mandatory.

   The Lines region contains some mandatory fields (indicated by a red asterisk) that you must include in the layout template.

5. Drag and drop the following fields to the Lines region to make them available in your template:
   - Header level mandatory fields — Accounting Date, Asset Type, Depreciate, and In Physical Inventory.
   - Context level mandatory fields — Asset Number, Location, Category, Units, Cost, Description, Expense Account, and Date Placed in Service.
6. Optionally, from the Available Fields region, drag and drop required fields to the Lines region to make them available in your template.
7. Optionally, to omit fields in your worksheet, from the Lines region, drag and drop fields that you do not require to the Available Fields region.
8. Optionally, use the arrow keys above the Line region to move your columns to the left, right or extreme corners of the layout template.
9. Click OK to create the template.
10. Optionally, to customize an existing layout template, from the Select Layout menu, choose the template you want to customize, and then choose Actions > View/Edit.
11. Optionally, to copy an existing layout template, from the Select Layout menu, choose the template you want to copy, and then choose Actions > Copy. In the Copy Layout window, enter a new name for the template you want to copy.

    Similarly, you can rename an existing layout template by choosing Actions > Rename.

    Continue to create an asset worksheet using the Create Asset wizard using the appropriate layout template.

7.4 Uploading Asset Data to Oracle Assets

After creating asset data using an asset worksheet, you must upload asset data to Oracle Assets. Uploading is a two-step process. First, you must upload your asset data to the interface table. Then, you must post the asset data from the interface table to Oracle Assets.

- Section 7.4.1, "Uploading Asset Data to the Interface Table"
- Section 7.4.2, "Posting Assets from the Interface Table to Oracle Assets"

7.4.1 Uploading Asset Data to the Interface Table

ADI automatically places a flag character in the Upload column for every asset entry in your asset worksheet. When you start the asset upload process, you can choose to process all rows or only the rows that are marked for upload.

> **Note:** If you copy and paste an asset entry, ADI does not place a flag character in the Upload column for your new asset entry. You can manually enter one by placing your cursor in the upload column cell where you want the flag character, and then type any character or number.

To upload asset data from an asset worksheet to the interface table:

1. Open the asset worksheet.
2. From the ADI toolbar, choose Assets > Upload to Interface.

   The Upload Assets to Interface window opens.
3. In the Rows to Upload region, select one of the following options:
   - **Flagged Rows** to upload only those rows that are marked with a flag character in the upload column of your worksheet.
   - **All Rows** to upload all rows in your worksheet.
4. In the Create Assets region, select one of the following options:
   - **Create Assets Now (Post)** to start the Create Assets process and create assets automatically after the upload completes.

   > **Note:** You can select the Create Assets Now (Post) check box only if you have also selected an asset status of Post from the Asset Status menu (see step that follows).

5. From the Asset Status menu, select one of the following options:
   - **New** to upload a new asset worksheet.
   - **On Hold** to upload an asset worksheet that has been put on hold.
   - **Post** to post the information to Oracle Assets.
6. Click OK to upload your asset worksheet

Note: The Upload process validates all asset data, and verifies field type and length. ADI also performs flexfield validation, cross-validation and segment security checking. In addition, ADI makes sure that required fields are entered when the asset status is set to Post. If the asset status is set to On Hold or New, null entries in the required data fields are accepted.

For rows that were not uploaded successfully, ADI provides an explanation in the Messages section of the asset worksheet. If you select the Show Upload Success Indicator check box in the General Options window, ADI displays status indicators in the Messages section for each asset entry.

If you have selected the Create Assets Now (Post) option, ADI submits your Create Assets Now request and submits a concurrent request to monitor your request.

7.4.2 Posting Assets from the Interface Table to Oracle Assets

You can post assets to Oracle Assets only after you upload asset data from asset worksheets to the interface table.

To post assets from the interface table to Oracle Assets:

1. From the ADI toolbar, choose Assets > Submit Process > Post Mass Additions.

   Note: When you post mass additions to Oracle Assets, this process will not submit the Mass Additions Posting Report. You need to submit this request separately.

2. Select the corporate depreciation book for which you want to post your mass additions.

   An asset can belong to any number of depreciation books, but must belong to only one corporate depreciation book. You must assign a new asset to a corporate depreciation book before you can assign it to any tax books. You can only assign the asset to a book for which you defined the asset category. Oracle Assets defaults financial information from the asset category, book, and date placed in service. For more details, see the Depreciation Rules section in the *Oracle Assets User Guide*.

3. Choose OK to submit your request.

8

Using the Record Physical Inventory Wizard

This chapter contains an overview of the Record Physical Inventory wizard and discusses how to use it to create inventory worksheets. Sections in this chapter include:

8.1 Overview of Record Physical Inventory Wizard

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

With this wizard, you can:

- Customize physical inventory worksheets.
- Use the powerful spreadsheet features of Microsoft Excel to create worksheets.
- Save a physical inventory worksheet to a file, which can then be transferred to another PC for further changes, even while being disconnected from the Oracle Assets database.
- Generate comparison reports to determine if assets are missing or are in the wrong location.

8.2 Prerequisites for Using the Wizard

Prerequisites for using the Record Physical Inventory wizard are as follows:

- You must create a physical inventory in Oracle Assets before you can use the ADI Inventory Wizard.
- Ensure that the In Physical Inventory check box is selected for all assets in Oracle Assets that you want to include when you generate the Physical Inventory Comparison report.

For more details, see the Physical Inventory section in the Asset Maintenance chapter of the *Oracle Assets User Guide*.

8.3 Creating Physical Inventory Worksheet

To create a physical inventory worksheet:

1. From the ADI toolbar, choose Assets > Record Physical Inventory.

   The Record Physical Inventory wizard starts.

Note: If you have a locally-saved inventory worksheet, double-click to open the worksheet. If ADI is installed, but not running, the ADI toolbar starts automatically when you open the inventory worksheet.

2. From the Select Inventory menu, choose the appropriate inventory.
3. Optionally, from the Select Layout menu, choose the appropriate template.

   If you do not choose a layout option, the wizard automatically selects the default layout.

   Table 8–1 describes the mandatory fields required for creating inventory templates.

   Inventory layout templates are similar to asset layout templates. For more details on creating templates, see Section 7.3, "Creating Layout Templates" in Chapter 7, "Using the Create Asset Wizard".

Table 8–1 Mandatory Fields for Creating Inventory Templates

Field	Description
Location	A mandatory header level field used in the inventory template.
Units	A mandatory header level field used in the inventory template.
Asset Number Tag Number Serial Number	Additional fields used in the inventory template. It is mandatory to use one of these fields when you create an inventory template.

4. Click OK to create the inventory worksheet.

   ADI displays the Inventory Worksheet. It comprises two main areas: header and context.

   The header region contains details such as Inventory Name, Database, and Location. Some of the cells in the header area will be locked and your choices may be limited to sets of books associated with your responsibility.

   The context region consists of columns for Upl (upload), Asset Number, Units, Description and Messages.

Note: ADI automatically places a flag character in the Upload column for every asset entry that you make.

You can enter data manually in the inventory worksheet or import data from barcode scanner devices into your physical inventory worksheet. For details, see Appendix B, "Importing Text Files".

5. In the Location column, enter appropriate information. Double-click inside any row to open the Account Segment Values window, and select the appropriate segment values (country, state, etc.)
6. In the Units column, enter appropriate information.
7. In the Asset Number, Tag Number and/or Serial Number columns, enter appropriate information.
8. Optionally, to add more rows, unprotect the worksheet, and then choose Insert > Rows from the Microsoft Excel menu.
9. Optionally, to create additional worksheets in the same session, from the ADI toolbar, choose Assets > Record Physical Inventory, and then continue with entering information as discussed in this section.

Note: When you create additional worksheets, you can choose the New Workbook or Current Workbook options in the Record Physical Inventory wizard.

10. Click Save to save the inventory worksheet locally.
11. After you create an inventory worksheet, you must upload the worksheet to Oracle Assets. For details, see Section 8.4, "Uploading Physical Inventory Data to Oracle Assets".

8.4 Uploading Physical Inventory Data to Oracle Assets

After creating inventory data using an inventory worksheet in ADI, you must upload the data to the FA_INV_INTERFACE table in Oracle Assets. After you have uploaded your physical inventory data and run the Physical Inventory comparison program, Oracle Assets generates a status code based on the information it has stored about the asset and the information you have provided during the physical inventory process.

After completing the comparison, the comparison program updates the FA_INV_INTERFACE table, indicating the assets in physical inventory that cannot be reconciled with the assets in Oracle Assets, and, if necessary, the type of adjustment that needs to be made (either a unit adjustment or location adjustment). If there are no differences between the Oracle Assets data and the physical inventory data for a particular asset, and the asset meets the other requirements for inclusion in the physical inventory process, the asset will automatically have a status of RECONCILED. If there are differences between the Oracle Assets data and the physical inventory data for a particular asset, or the asset does not meet the requirements for inclusion in the physical inventory process, another status code will be assigned to the asset. You can view the comparison data online using the Find Physical Inventory Comparison window, or by running the Physical Inventory Comparison Report from the Request Center.

For more details, see the Loading Physical Inventory Data and Physical Inventory Comparison Program sections in the Asset Maintenance chapter of the *Oracle Assets User Guide*.

After you finish running physical inventory and generating reports, you need to reconcile your physical inventory data with your Oracle Assets data. For more details, see the Reconciliation section in the Asset Maintenance chapter of the *Oracle Assets User Guide*.

8.4.1 Uploading Inventory Data from the Worksheet

ADI automatically places a flag character in the Upload column for every inventory entry in your worksheet. When you start the inventory upload process, you can choose to process all rows or only the rows that are marked for upload.

> **Note:** If you copy and paste an inventory entry, ADI does not place a flag character in the Upload column for your new entry. You can manually enter one by placing your cursor in the upload column cell where you want the flag character, and then type any character or number from your keyboard.

To upload inventory data from an inventory worksheet:

1. While viewing your physical inventory worksheet, from the ADI toolbar, choose Assets > Upload to Interface.

   The Upload Physical Inventory to Interface window opens.

2. In the Rows to Upload region, select one of the following options:
   - **Flagged Rows** to upload only those rows that are marked with a flag character in the upload column of your worksheet.
   - **All Rows** to upload all rows in your worksheet, regardless of whether changes have been made.
3. In the Duplicate Assets region, select one of the following options:
   - **Do Not Upload** to prevent ADI from uploading the physical inventory worksheet rows. An error message will be displayed on the worksheet indicating the rows that were not uploaded successfully.
   - **Increment Units** to allow ADI to add the units in the physical inventory worksheet row to the corresponding entry already made in the FA_INV_INTERFACE table.
   - **Replace Units** to allow ADI to replace the entries in the FA_INV_INTERFACE table with the new rows in the physical inventory worksheet.
4. In the Compare Physical Inventory region, select one of the following options:
   - **Run Comparison** to start the inventory comparison process automatically after the upload completes.
   - **View Results** to automatically run the inventory comparison report when you upload the physical inventory data.
5. Click OK to start the inventory upload.
   - If you have selected the Run Comparison option, ADI verifies whether your inventory data is valid and submits a concurrent request to run the inventory comparison program.
   - If you have selected the View Results option, ADI submits an additional concurrent request to generate a report so that the comparison data can be viewed.
   - If there are errors in the upload, ADI does not submit any concurrent requests.
   - If there are no errors in the upload, ADI displays the inventory comparison request ID, and displays a message indicating that a concurrent request has been submitted for the inventory comparison process request ID.
   - If you have selected the Show Upload Success Indicator from the General Options window, ADI displays status indicators in the Messages section for each inventory entry.

8.4.2 Viewing Results of the Comparison Program

You can view a comparison of the inventory data you have uploaded using ADI to Oracle Assets by checking View Results when you select your upload options. This triggers a concurrent request that runs the report. The report will be monitored in the Request Center. You can publish this report using the Request Center to Microsoft Excel, a text file, or html file.

For more details about the inventory comparison program, see the Physical Inventory Comparison Program section in the Asset Maintenance chapter of the *Oracle Assets User Guide*.

To view the results of the Physical Inventory Comparison:

1. From the ADI toolbar, choose Assets > > Submit Process > Compare Physical Inventory.

   The Submit Physical Inventory Comparison window opens.

2. In this window, select the following options:

   - Category to run the comparison program for a particular category.
   - Location to run the comparison program for a particular location.

   Note: Select both options if you want to run the comparison program for a category and location combination.

   For more details, about category and location, see Setup Steps section of the System Setup chapter in the *Oracle Assets User Guide*.

3. Highlight the inventory records for which you wish to run the comparison program.
4. Select the View Results check box to automatically run the inventory comparison report in the Request Center.
5. Click OK to run the comparison program and view the results of the comparison in a report, if you have selected the View Results check box in the previous step. You may also double click the records for which you want to run the comparison program to submit your request(s).

9

Using the Request Center

This chapter contains an overview of the Request Center and discusses how to use it to submit and publish requests, specify publishing options, use themes, and view and cancel requests. Sections in this chapter include:

9.1 Overview of Request Center

You can use the Request Center as a centralized tool for submitting, monitoring, and publishing reports. With the Request Center, you can:

Submit Reports: You can submit Standard (Fixed Format and Variable Format) or Financial Statement reports from the Request Center. You can also schedule your reports to run at specific times and intervals using Oracle application's request submission features.

Publish Report or Request Sets: Publish a set of reports, Standard Reports, or Financial Reports that you frequently use from GL and Oracle Assets. Additionally, process all reports in your Request Set based on the themes, submission, and publishing options that you apply to each report.

View Requests: Retrieve request submission details or logs and view them in your preferred text viewer.

Cancel Requests: Cancel any pending requests you have submitted.

Format Reports: Use report themes to format report output. Additionally, create themes or customize existing themes and apply their formatting to your reports.

Publish Output: Download and publish a selected request's report output to a web page, Excel worksheet, text viewer, XBRL, or into Report Manager.

Publish Reports: Publish your reports to a spreadsheet, text file, or web pages stored on a local server or Report Manager.

View or Print Reports: View your reports from a spreadsheet, text viewer or web browser. Reports you publish to a Report Manager can be accessed via Oracle Self Service Web Applications or the Report Manager Kiosk.

Monitor Requests: Monitor specific requests and receive automatic notification when they have completed.

Sign On/Off: Sign on to or disconnect from applications databases, and change responsibility from within the Request Center.

Launch Other Products: Launch ADI and other Oracle Applications directly from the Request Center toolbar.

9.2 Using the Request Center

The sections that follow discuss how to start the request center and specify request center options.

> **Note:** For Request Center shortcuts, see Appendix E, "ADI Toolbar and Request Center Shortcut Keys".

9.2.1 Starting Request Center

To start the Request Center:

1. From the Start menu, choose Programs > Oracle ADI > Request Center. Alternatively, from the ADI toolbar, click Application > Request Center.
2. Sign on to a database, using your Oracle Applications username and password.

9.2.2 Specifying Request Center Options

You can set various Request Center options from the Options window.

To specify request center options:

1. Start the Request Center. For details, see Section 9.2.1, "Starting Request Center".
2. Click Options on the Request Center toolbar to open the Options window.
3. In this window, specify various request center options. For details, see Section C.4, "Specifying Request Center Options" in Appendix C, "Toolbar and Other Options".

9.3 Submitting Reports

Table 9–1 describes the types of reports you can submit using the Request Center.

Table 9–1 Report Types Available for Submission using the Request Center

Report Type	Description
Standard (Fixed Format)	You can submit any of the standard reports that are available in Oracle Applications, if they are available for your responsibility.

Table 9–1 Report Types Available for Submission using the Request Center

Report Type	Description
Standard (Variable Format)	You can submit any standard (variable format) report for Oracle Assets, if your responsibility allows.
Financial Statement	You can submit any financial statement reports (FSG) that have been defined, if your responsibility allows you to access the reports.
Ad Hoc	You can define and submit an ad hoc report.
RXi Reports	Submit RXi reports with attribute sets defined in Oracle Applications.

9.3.1 Submitting Standard Reports

The procedure for submitting a standard fixed format and variable format report is similar except that you have to specify reduction criteria for a variable format report.

To submit a standard report:

1. Click Submit Report on the Request Center toolbar.

   The Report Submission and Publishing window appears.

2. Select one of the following options:
   - **Standard (Fixed Format)** to submit the fixed format report.
   - **Standard (Variable Format)** to submit the variable format report.
3. Optionally, select the Publish Report check box if you want the report to be published automatically after it finishes running.

   Note: If you do not select the Publish Report check box, the Publishing button will not be available. You have to manually set the publishing options and then publish the report.

4. Optionally, select the Prompt check box if you want ADI to prompt you before it publishes the report automatically.

   If you select the Publish Report check box, and if the Prompt check box is not selected, ADI automatically publishes the report.

5. From the report list, select the standard report you want to run. Alternatively, click Find to query a report name.
6. ADI prompts you to enter the reduction criteria. Do one of the following:
   - For fixed format reports, click OK and do not enter any reduction criteria.
   - For variable format reports, enter the appropriate reduction criteria.
7. Click Submission for ADI to display report parameters.
8. Select or enter standard report parameters in the region below the list.

   Note: For details about each report's parameters, see *Oracle Applications User Guide*. For example, see Running Standard Reports and Listings (*Oracle General Ledger User Guide*) for description of GL report parameters.

9. Optionally, click Publishing to set your report publishing options. For details, see Section 9.5, "Specifying Publishing and Submission Options".
10. Optionally, click Options to set your report submission options. For details, see Section 9.5, "Specifying Publishing and Submission Options".
11. Click OK to submit your request.

    When you submit a request, you will receive a message containing the Request ID number. The request ID number is displayed on the Pending and Completed pages of the Request Center. Locate your request by choosing the Pending or Completed tabs in the Request Center. Each page displays reports by:

    - Request ID number
    - Financial report name under the column Program Name
    - Program name under the column Program Name for Standard (Fixed Format) and Standard (Variable Format) reports

9.3.2 Submitting Financial Statements or Ad Hoc Reports

The procedure for submitting financial statements and ad hoc reports is similar except that for ad hoc reports, you must select the required and optional ad hoc components.

To submit a financial statement or ad hoc reports:

1. Click Submit Report on the Request Center toolbar.

   The Report Submission and Publishing window appears.

2. Select Financial Statement as the report type.

3. Optionally, select the Publish Report check box if you want the report to be automatically published after it finishes running.

4. Select the Prompt check box if you want ADI to prompt you before it publishes the report automatically.

   If you select the Publish Report check box, and if the Prompt check box is not selected, ADI automatically publishes the report.

5. Do one of the following:

   - To submit a financial report, from the Existing Report list, select a report. Alternatively, click Find to query a report name. ADI prompts you to enter the reduction criteria. For financial statements, click OK and do not enter any reduction criteria.
   - To submit an ad hoc report, leave the Existing Report field blank and click Select Components to open the Select Ad Hoc Report Components window. Enter the ad hoc report component details. For details, see Section 9.6.1, "Specifying Report Objects for Ad Hoc Reports".

6. Click Submission for ADI to display report parameters.

7. Optionally, from the Period menu, select the appropriate period. For example, Jan-02.

8. Optionally, from the Date, Content Set, Segment Override, Rounding Option and Currency menu, select the appropriate options.

9. Optionally, select the Exceptions Only check box to submit reports for exceptions only.

   Note: If you run an existing report that already has a content set defined, you can override the original content set by specifying a new one when you submit the report.

10. Optionally, click Publishing to set your report publishing options. For details, see Section 9.5, "Specifying Publishing and Submission Options".

11. Optionally, click Options to set your report submission options. For details, see Section 9.5, "Specifying Publishing and Submission Options".

12. Click OK to submit your request.

    When you submit a request, you will receive a message containing the Request ID number. The request ID number is displayed in the Pending and Completed pages of the Request Center. Locate your request by choosing the Pending or Completed tabs in the Request Center. Each page lists reports by:

    - Request ID number.
    - Financial report name under the column Program Name.
    - Program name under the column Program Name for Standard (Fixed Format) and Standard (Variable Format) reports.

9.3.3 Submitting an RXi Report

You can submit any RXi Report defined in Oracle Applications from the Request Center. The Request Center will monitor the submission and publication of your report. Formatting attributes and publishing parameters, defined in Oracle Applications, are applied to your report. In addition, security rules, defined in Oracle Applications, are extended to users submitting RXi reports from the Request Center.

> **Note:** Standard Request Center formatting and publishing options, such as report themes and output types, cannot be applied to RXi reports.
>
> You must create RXi reports in Oracle Applications with applied attribute sets and publishing parameters.

To submit an RXi report:

1. Click Submit Report on the Request Center toolbar.

   The Report Submission and Publishing window appears.

2. Select RXi as the report type.

3. Click Publishing and Options to review how formatting and publishing options were applied in Oracle Applications.

Formatting and publishing options will automatically be assigned by the Request Center. These options cannot be changed.

4. Click OK to submit your RXi report.

   The Request Center monitors the submission and publication of your RXi report.

9.4 Publishing Reports and Changing Template Options

You can submit report sets and request sets from any Oracle application. You can submit sets to group reports you frequently need, such as reports you rely on for month end closing.

- Report Sets support FSG reports submitted from GL.
- Request Sets support Financial and Standard reports submitted from any Oracle Application, such as GL, Oracle Assets, Oracle Receivables, or Oracle Payables.

For each report in your set, you can apply formatting and publishing options. You can save these options to a template.

To publish a report/request set or change publishing options for a defined template:

1. Submit a Report Set or Request Set from any Oracle application, such as GL or Oracle Assets. Note the Request ID.
2. Start the Request Center. For details, see Section 9.2.1, "Starting Request Center".
3. Click Publish Sets on the Request Center toolbar.

   The Publish Sets window opens.
4. Select one of the following options:
   - Click Publish to publish the reports. The Publish - Select a Set window opens.
   - Click Define to define publishing options. The Define - Select a Set window opens.
5. Select one of the Financial Reports displayed in the respective windows. Alternatively, click Query to search for the report you want to publish, and then select it.

6. Click OK to open the Select Publishing Options <for set name> window. All the reports and their publishing options for your set are displayed in this window.
7. Click Find beside the Publishing Template field to find the appropriate template.
8. Click Find beside the Timeframe field to select the time frame for the report.
9. Select the check box for the report(s) you want to publish. You can make multiple selections or click Select All to select all reports.
10. Click Publishing Options beside each report to specify publishing options for each report separately. For example, you can select the output type as Web Page for one report and Spreadsheet for another.

    The Publishing Options window appears. For details, see Section 9.5, "Specifying Publishing and Submission Options".
11. Click OK in the Select Publishing Options window to publish all your reports.

    The reports in your set will be published, and if you have selected the Define option, your publishing options will be saved under the template name you have defined.

Note: Publishing options must be specified for all reports in your report set or request set. The Request Center does not process reports for which publishing options have not been specified.

Reports in a request set are published only when all the reports are complete.

9.5 Specifying Publishing and Submission Options

Publishing options are similar for standard and financial reports except that for standard variable format reports, you can specify an attribute set. You can publish your report output to web pages, a spreadsheet, text file, or Report Manager.

Topics in this section include:

- Section 9.5.1, "Opening the Publishing Page"
- Section 9.5.2, "Applying Themes"
- Section 9.5.3, "Specifying Output Type Options"

- Section 9.5.4, "Applying Attributes"
- Section 9.5.5, "Specifying Submission and Printing Options"

9.5.1 Opening the Publishing Page

To open the Publishing page:

1. Click Submit Report on the Request Center toolbar.

   The Report Submission and Publishing window appears.

2. Select the appropriate report type.
3. Optionally, if ADI prompts you to enter reduction criteria, enter the appropriate reduction criteria for the report.
4. Click Submission to specify report parameters.
5. Click Publishing to open the Publishing page.

   In this page, you can apply themes, specify output type options, apply attributes, and specify publishing and printing options. For details, see the sections that follow.

9.5.2 Applying Themes

You create themes or customize existing themes in a spreadsheet environment using a combination of ADI and Microsoft Excel formatting features. For details, see Section 9.7, "Using Themes".

To apply a theme while publishing a report:

1. Open the Publishing page. For details, see Section 9.5.1, "Opening the Publishing Page".
2. Click Find above the Apply Theme field.
3. In the Request Center window, select the appropriate theme, and then click Open.

9.5.3 Specifying Output Type Options

You can publish your report as local web page, spreadsheet, in text format, or to the Report Manager.

To specify output type options:

1. Open the Publishing page. For details, see Section 9.5.1, "Opening the Publishing Page".
2. Select the appropriate output type options. Table 9–2 describes the options available when you choose Local Web Page as your Output Type when publishing a report. For more details on some of the options discussed in this table, see *Oracle Report Manager User Guide.*

Table 9–2 Local Web Page Options in the Publishing Page

Option	Description
Publish To (path field)	Enter a path and filename for the web page you want to create. Optionally, click Find to locate the directory you want. **Note**: If a Publish To value has been defined in the theme you've chosen, it overrides any value you enter now.
Launch Browser (check box)	Select this option to display the report output in a browser.
Include Spreadsheet (check box)	Select this option to view both web page and spreadsheet output. When you view the report in the browser, it displays a link, which you can choose to retrieve the spreadsheet version of the report. Available for FSG and Ad Hoc reports only.
Include Text (Plain) File (check box)	Select this option to view both web page and text output. When you view the report in your browser, it displays a link, which you can choose to retrieve the text version of the report. Available for standard reports only.
Include Printable Copy (check box)	Select this option to view a web-based version of the report that is suitable for printing. When you view the report in your browser, it displays a link, which you can choose to display the printable version of the report. Available for standard reports only.
Link Reports (check box)	If you have used a content set when you defined your report, you can select this option to include links to the separate report pages. **Note**: If you select the Link Report check box, ADI creates a separate frame which contains navigation entries to all the report files created by ADI.

Table 9–2 Local Web Page Options in the Publishing Page

Option	Description
Separate Directories	If you have used a content set when you defined your report, select this option to save each report page to distinct subdirectories. You may want to create distinct directories for each report for security reasons. You cannot define security access for files; however, you can define security access for directories. **Note**: If you have used content sets in your report definition and you want to publish to the web, use Link Reports and Separate Directories together to create meaningful web reports.
New Workbook	Select this option to publish the report to a new Microsoft Excel workbook using the theme you have selected.
Current Workbook	Select this option to publish the report to the currently active Microsoft Excel workbook. You can choose: ■ **Add Output**: to create the report as a new worksheet. ■ **Replace Output**: to overwrite an existing worksheet.
Apply Formatting (check box)	Select this option only if you want to apply the theme specified in the Apply Theme list. If you want to create a worksheet with no formatting, choose the nocolor.xls theme from the Apply Theme list.
Publish To	Select this option to enter a path and filename for the text file report. Optionally, click Find to locate the directory you want.
Launch Viewer	Displays the specified output viewer after the report output is complete if you select this option.
Publish To (path field)	Allows you to specify a path to publish your report.
Timeframe	Allows you to choose a publishing time frame. Options are all based on calendars defined in GL. **Note**: You can use Timeframe to distinguish between a series of revised reports that have the same name.
Value Security	Select this option to choose a security model. This field is available only if you are publishing an FSG report and you have selected Secured in the Organize Folders window.

Table 9–2 Local Web Page Options in the Publishing Page

Option	Description
Availability	Allows you to specify when the report should be released. Options include: Now, On Hold, and Specified Date and Time
Previewer(s)	Allows you to select one or more previewers. Previewer can only be used in conjunction with the On Hold Availability.
Include Text (Plain) File	Allows you to include a plain text file in your report.
Include Printable Copy	Allows you to include a printable copy in your report.

9.5.4 Applying Attributes

You can use attribute sets to arrange information for GL, Oracle Accounts Receivable, and Oracle Assets reports using the standard variable format report type.

To specify attributes:

1. Open the Publishing page. For details, see Section 9.5.1, "Opening the Publishing Page".

   Note: You can specify attributes for standard variable format reports only.

2. In this page, click Actions in the Attribute Sets region, and then choose one of the following options:
   - **New** to create an attribute set.
   - **View/Edit** to view or edit an existing attribute set.
   - **Copy** or **Rename** to copy or rename an attribute set.
   - **Delete** to delete an attribute set.
3. When you click New or View/Edit, the Attribute Set window opens.

   Note: You can copy or rename the default attribute set as a base template to create a new attribute set.

4. Optionally, in this window, from the Available Attributes region, drag and drop the required attributes to the Selected Attributes region.
5. Optionally, click Add or Delete to add or delete available attributes to and from the Selected Attributes grid.
6. Optionally, apply sorting and group characteristics to attributes in columns by using the Ascending, Descending, and Group By buttons.
7. Optionally, move columns within the Selected Attributes grid to specify the order in which they should appear in your report.
8. Click Save to record your changes.

9.5.5 Specifying Submission and Printing Options

When you submit a report for processing, you can specify the Oracle Applications request submission options. You can schedule the report to be processed at a specific time and date. You can also choose to print your report to a local or network printer, and you can specify the number of copies to print.

To set the report submission options:

1. Open the Publishing page. For details, see Section 9.5.1, "Opening the Publishing Page".
2. Click Options.
3. Optionally, enter the date and time you want to submit your report. Alternatively, click Set Date/Time to use the graphical Calendar window to select a date and time.
4. Optionally, select the Local Printer check box, and then choose the printer name if you want to print the report to a local printer.
5. Optionally, select the Server Printer check box, and choose the printer name if you want to print the report to a network printer.
6. Optionally, enter the number of copies of the report you want to print.
7. Complete the report submission process.

9.6 Specifying Report Options

Topics in this section include:

- Section 9.6.1, "Specifying Report Objects for Ad Hoc Reports"
- Section 9.6.2, "Specifying Report Publishing Options"
- Section 9.5.5, "Specifying Submission and Printing Options"

9.6.1 Specifying Report Objects for Ad Hoc Reports

Before you can submit an ad hoc report from the Report Submission and Publishing window, you must specify the report objects you want to use to create the report.

To specify report objects for an ad hoc report:

1. Click Submit Report on the Request Center toolbar.

   The Report Submission and Publishing window appears.

2. Select Financial Statement as the report type.
3. Click Select Components to open the Select Ad Hoc Report Components window.
4. Click Find beside the Row Set field, and then select a row set.

   Note: When you click Find, ADI prompts you to enter the reduction criteria. You don't have to specify reduction criteria for ad hoc reports. Click OK to continue.

5. Click Find beside the Column Set field, and then select a column set.

   Note: When publishing to a spreadsheet, the column set in the report must be <= 255 columns.

6. Optionally, click Find beside the Content Set field, and then select the content set.
7. Optionally, from the Row Order menu, select the appropriate row order. For example, Drill Down or Account Format.

8. From the Display Set menu, select the appropriate display set. For more information, see the Defining Display Sets section in the Financial Reporting chapter of the *Oracle General Ledger User Guide*.
9. Click OK to return to the Report Submission and Publishing window.
10. Complete the report submission process.

9.6.2 Specifying Report Publishing Options

You can choose to have the report automatically published after your request completes processing. If you do not select the automatic option, you have to manually publish reports that are displayed in the Completed or Hotlist pages of the Request Center.

9.6.2.1 Publishing Report Output Automatically

To publish report output automatically:

1. Click Submit Report on the Request Center toolbar.

   The Report Submission and Publishing window appears.
2. Select the Publish Report check box to automatically publish your report.

   Note: If you do not select the Publish Report check box, the Publishing option will not be available. In such a case, you must publish the report output manually.
3. Select the Prompt check box if you want ADI to prompt you before it publishes the report automatically.

   If you select the Publish Report check box, and if the Prompt check box is not selected, ADI automatically publishes the report.
4. Click Publishing to open the Publishing page.
5. In this page, select the appropriate options. For details, see Section 9.5, "Specifying Publishing and Submission Options".
6. Click Options to open the Submission Options page.
7. In this page, select the appropriate options. For details, see Section 9.5, "Specifying Publishing and Submission Options".
8. Complete the report submission process.

9.6.2.2 Publishing Report Output Manually

To publish report output manually:

1. Select the report from the Completed or Hotlist page.

   Note: To publish a financial report that was submitted from GL, the Output Option in the Define Financial Report window in GL must be set to Spreadsheet.

2. Click Publish Report on the Request Center toolbar.
3. From the Apply Themes list, select the report theme you want to use for the published report. For details, see Section 9.5, "Specifying Publishing and Submission Options".

   Note: If you republish a financial report, the Request Center applies the last theme you have used to your republished financial report output. You can choose a different theme from the Apply Themes list.

4. Select the Output Type for your report and complete the appropriate publishing options. For details, see Section 9.5, "Specifying Publishing and Submission Options".
5. Choose OK to publish the report.

   The Request Center Messages window opens and displays the status of the request ID.

9.7 Using Themes

You can apply themes to format your report output for any report request that you submit through the Request Center. You can create themes or customize existing themes in a spreadsheet environment using a combination of ADI and Microsoft Excel formatting features. You can define fonts, font styles, and sizes, report backgrounds and colors, add a corporate logo to your report, and more.

You can fine tune your themes by using tokens and cell level formatting to control the appearance of your report output down to the cell level.

You can define specific report formatting options before saving them as a report output theme. After you save a theme, you can apply it to any report output that you download to Microsoft Excel or publish as a web page. You can also edit and create themes.

9.7.1 Changing Current Theme

When you republish a report, the Request Center automatically applies the last theme you applied to your report type. You can change the theme from the Publishing page in the Report Submission and Publishing window. For details, see Section 9.5, "Specifying Publishing and Submission Options".

To change the current theme:

1. Select the report you want to republish from the Completed page.
2. Click Publish Report on the Request Center toolbar.
3. From the Apply Themes list, select the report theme you want to use for the published report. For details, see Section 9.5, "Specifying Publishing and Submission Options".

> **Note:** When you change the theme of a spreadsheet-based report, use the Replace Output feature. Otherwise, you will get two copies of the same report, but with different formatting.

Continue publishing your report. For details, see Section 9.6.2.2, "Publishing Report Output Manually".

9.7.2 Creating a Theme

To create a theme:

1. Click Format Report Output on the Request Center toolbar to open the Report Output Themes window.

> **Note:** Click any of the light bulb icons in the Report Output Themes window to display helpful tips about creating or customizing themes.

2. Click Create, and then select one of the following options:
   - Financial Statement
   - Standard (Fixed Format)
   - Standard (Variable Format)

   ADI creates a theme worksheet using the options specified on the New Theme Tab of General Ledger Options window. For details, see Appendix C, "Toolbar and Other Options".
3. Customize the theme worksheet. For details, see Section 9.7.3, "Customizing Themes".
4. Save your theme by choosing File > Save As from the Microsoft Excel menu.

Suggestion: Store all of your themes in the same directory on your PC. This makes it easier to find them. Also, if you have a lot of themes, group them in subdirectories under your main themes directory.

9.7.3 Customizing Themes

While customizing themes, note:

- Cell level formatting and formatting with tokens will override the general formats you establish using customize themes.
- The Request Center cannot extract the names of embedded images from a theme that is used to publish report output to the web. Instead, the Request Center looks in the theme directory for a GIF or JPEG file with the same name as the theme. If it finds a matching GIF or JPEG file, the Request Center displays the image at the top of each report page.
- The Request Center uses the most appropriate graphics file format when publishing reports that include a background. For example, if you choose a BMP file when publishing web output, the Request Center first tries to locate a GIF file of the same name. If a GIF file cannot be found, Request Center uses the specified BMP file.

To customize themes:

1. Click Format Report Output on the Request Center toolbar to open the Report Output Themes window.
2. Click Open to open Microsoft Excel.
3. Click Open on the Microsoft Excel toolbar to open the theme you want to customize.
4. Optionally, in the Report Output Themes window, click Background to choose to use a background for any report you create with this report theme.
5. Optionally, if you want to insert a logo in your report theme, select a cell and choosing Insert > Picture from the Microsoft Excel menu.
6. Optionally, format the column widths in your theme using formatting capabilities in Microsoft Excel.
7. Optionally, change Report Title, Report Heading, Column Headings, Line Items or Amounts from within Microsoft Excel or by clicking Customize in the Report Output Themes window.
8. Optionally, click Publish To, and then select a default path and filename to use for publishing web-based reports with this theme. The related HTML files for the report are always stored in this location, regardless of the location you specify when you submit the report request. Use this feature when you need to periodically publish reports to a consistent location.
9. Optionally, enter the name of the macro in the Spreadsheet Custom Macro cell.

   Note: If the macro and report theme are located in the same workbook, you can enter the name of the macro.

   If the macro is located in a separate workbook, that workbook must be open. You can save the workbook that contains the macro in the xlStart directory so that it is always loaded when Microsoft Excel is launched. With this option, you must enter the name of the workbook and macro (workbook.xls! macro).

10. Optionally, click the right or left Line Item position to move the line item column to your desired column location.

    Your report output positions the line item column based on your theme definition.

11. Optionally, you can customize themes applied to financial reports, using tokens to place titles, set of books, reporting period, report date and more anywhere in your financial report. For details, see Section 9.8, "Formatting Themes with Tokens".
12. Save your theme.

9.8 Formatting Themes with Tokens

You can customize themes applied to financial reports, using tokens to place titles, set of books, reporting period, report date and more anywhere in your financial report.

- Section 9.8.1, "Placing a Token in Report Themes"
- Section 9.8.2, "Formatting with Line Item Tokens"
- Section 9.8.3, "Formatting with Line Item Image Tokens"

9.8.1 Placing a Token in Report Themes

To place a token in your report theme:

1. Create a new theme or modify an existing report theme. For details, see Section 9.7.2, "Creating a Theme" or Section 9.7.3, "Customizing Themes".
2. Select a cell and type the ampersand symbol (&) followed by the token. Table 9–3 describes the formatting tokens for all reports except standard variable format reports and Table 9–4 describes the formatting tokens for standard variable format reports.
3. Format the cell using Microsoft Excel's formatting features.

   Your financial report output displays the formatting you specified.

Note: Enter &Blank in a cell to prevent the display of any information from that cell in your report output.

Enter &FastFormatting in any empty cell in your worksheet to disable all cell level formatting. This allows you to quickly publish FSG reports for large volume of reports when cell level formatting is not required.

Table 9–3 Formatting Tokens for All Reports

Description	Token	Reference Setting
Blank	&Blank	n/a
Content Set Expansion Value	&ContentSetExpansion Value	Report Submission and Publishing window
Current Period	&CurrentPeriod	Period, Report Submission and Publishing window
Day of Interest Date	&DOIDATE[n]	Period, Report Submission and Publishing window
Day of Interest Day	&DOIDAY[n]	Period, Report Submission and Publishing window
FastFormatting	&FastFormatting	Disables all cell level formatting
Period of Interest Month	&POIMonth[n]	Period, Report Submission and Publishing window
Period of Interest Quarter	&POIQUARTER[n]	Period, Report Submission and Publishing window
Period of Interest Start Date	&POI StartDate[n]	Period, Report Submission and Publishing window
Period of Interest Year	&POIYear[n]	Period, Report Submission and Publishing window
Report Currency	&Currency	Report Submission and Publishing window
Report Title	&ReportTitle	Existing Report, Report Submission and Publishing window
Report Published by	&ReportPublishedBy	User Name
Request ID	&ConcurrentRequestID	Request Center
Set of Books	&SetofBooksName	Set of books name
Save In XL 95 Format	&SaveInXL95Format	Report accessibility: Microsoft Excel 97 users can publish web output viewable by Microsoft Excel 95 users
Submission Date	&SubmissionDate	Date, Report Submission and Publishing window

Table 9–4 Formatting Tokens for Standard Variable Format Reports

Token	Description
&AF	Autofit - ADI sets the width of the column to the number of characters of the largest output in that column.
&default_line_format	Determines the formatting for the displayed output. All other cells below this cell in a column assume the same formatting characteristics.
&printable_format	Determines the formatting for the printed output. All other cells below this cell in a column assume the same formatting characteristics.

9.8.2 Formatting with Line Item Tokens

You can use line item tokens to replace line item text and expanded line item text in your financial report output. (Table 9–5 describes the line item tokens you can use to format reports.) Line item tokens can be placed anywhere in the line item column. Formatting you apply to any cell in the Parent line item row is applied to expanded rows in your financial report output.

Table 9–5 Line Item Tokens

Token	Description
&T <Parent Line Item> <Replacement Text>	Replace Total value for parent to replace the Total value for an expanded row.
&R <Line Item Text> <Replacement Text>	Replace line item text to replace any line item text.

To place a line item token in your report theme:

1. Choose any blank cell in the line item column to place your token.
2. Enter &T or &R to use a token.
3. Enter a space and the Parent line item or line item text you want to replace, surrounded by brackets. For example, enter _<Revenue>.
4. Enter a space and the new name you wish to use. For example, _<Total Revenue>.
5. Save your work.

Note: Any line item text you wish to replace must be specified exactly as it appears in the report definition. Indented text and multiple words must be entered exactly as the original, including all spaces and case.

9.8.3 Formatting with Line Item Image Tokens

You can use line item image tokens with sequence numbers to format lines above or below the row you specify.

You must enter this token information in a specific order:

&L <sequence number> <line image above the row> <line image below the row>

Where:

&L: indicates that you want to use a line item image token.

Sequence number: is the sequence number of the row you want to format.

Line image above the row: is the token indicating the line type above the row.

Line image below the row: is the token indicating the line type below the row.

For example, the token line, &L<30>ND, instructs ADI to locate the row identified by sequence number 30, to place no line above the row, and to add a double line below the row.

Table 9–6 describes the line item tokens you can use to format reports.

Table 9–6 Line Item Image Tokens

Description	Token	Reference Setting
No Line	&N	<first setting above the row> <second setting below the row>
Single Line	&S	<first setting above the row> <second setting below the row>
Double Line	&D	<first setting above the row> <second setting below the row>

To place a line item token in your report theme:

1. Choose any blank cell in the line item column to place your token.
2. Enter &L to use a token.
3. Enter the sequence number of the row you want to format.
4. Enter N (no line), S (single line), or D (double line) for the type of line you want above the row and below the row.
5. Save your work.

9.9 Applying Cell Level Formatting

You can format individual cells in your financial report themes to refine the appearance of your report output. This feature works for financial reports with GL Release 11i, 11.0, and 10.7.

Note: Cell level formatting overrides the formatting you have defined for Report Title, Report Headings, Column Headings, Line Items, and Amounts in customized report output themes.

Cell level formatting (for Release 11i, 11.0, and 10.7) follows different processes. See sections that follow.

In the report title, report heading, and column heading regions of your theme, you can format any cell or range of cells and the formatting is applied to your report output. You may also enter tokens, text, or numbers in any cell within these regions that you want to display in your report output.

Note: You can remove rows from the Header region in your theme.

9.9.1 Applying Cell Level Formatting for Release 11.x

The report definition, created in GL or ADI, uses sequence numbers to locate the position of rows and columns in your report output. You can use these sequence numbers in your report themes to apply formatting to specific areas of your report definition. The Request Center matches the formatting specified in your report theme with the information in your report definition to generate formatted reports.

Sequence numbers also act as tokens by automatically inserting row and column descriptions in the Line Item and Column Heading areas of your report output. To view sequence numbers associated with your report, see report definition in GL, or choose View Output/Log > View Output File in the Request Center toolbar.

To apply individual cell formatting to financial statement reports (Release 11.0 and later):

1. Use your report definition or view output in the Request Center to note the row and column sequence numbers for the cell or range of cells you wish to format.
2. In column A of your report theme, select the row you wish to format.
3. Enter the ampersand symbol (&) followed by the row sequence number you wish to use.
4. Locate the column you wish to format, and then select the cell beneath the column heading.
5. Enter the ampersand symbol (&) followed by the column sequence number you wish to use.
6. Use Microsoft Excel's formatting capabilities to format a cell or range of cells as you like.

   The Request Center uses sequence numbers to reference formatting instructions in the report theme with the information in the report definition to generate the formatted report output.

Note: The Request Center searches for sequence numbers in the report output theme to determine format. If sequence numbers are not specified in the report output theme, it formats the report output using the steps described in Section 9.9.2, "Applying Cell Level Formatting for Release 10.7".

If you have upgraded to ADI 4.0 or later versions, tokens, line items, and sequence numbers are applied to report themes you have created in earlier ADI releases when you first publish a financial report using that theme.

9.9.2 Applying Cell Level Formatting for Release 10.7

To apply individual cell formatting to a financial statement report output (Release 10.7):

1. In column A of the report theme, select the cell for the row you wish to format.
2. Enter the name of the line item you wish to use as a format definition. For example, if your financial report definition contains a line item, Net Income, type Net Income in the selected cell.
3. Use Microsoft Excel's formatting capabilities to format a cell or range of cells in that row.

The Request Center uses the theme to format information in the Net Income row of the report definition. It runs a series of processes to format your financial reports.

- It first looks for line item names in the report theme and report definition. If the search finds matching line item names, for example Net Income, then formatting for Net Income in the report theme is assigned to the designated row in your report output.
- If your report definition has more rows than specified in your report theme, it formats those extra rows based on the following criteria:
  - High level formatting for themes is based on region styles. Your spreadsheet contains report title, report heading, column heading, line item, and amounts regions. ADI provides default styles for these regions. If all other format choices listed above are exhausted, the Request Center uses default styles to format your report output.
  - The first cell in any column in the amount region determines the formatting for all cells below it in that column.

9.9.3 Applying Formatting for Expanded Rows

Your report definitions may include children rows as an expansion of a parent row. When you format cells in the first expanded row, the expanded rows that follow assume the same formatting. You can also format a cell or range of cells in any expanded row.

If formatting is not applied to any expanded rows, the Request Center uses the defaults (above) to assign formatting.

To format an expanded row:

1. Activate the cell below the Parent row in column A of your report theme.
2. Enter the ampersand symbol (&) and sequence number of the Parent row.
3. After entering the sequence number, enter E and the number for the position of the child row (for example, &20E1).
4. Use Microsoft Excel's formatting capabilities to format any cell or range of cells.

Note: You must enter and format each expanded row as a separate row in your report theme.

9.10 Viewing Report Output and Logs

To view output or log files using the Request Center:

1. Select the completed report from the Completed page.
2. Click View Output/Log on the Request Center toolbar. A list appears. For log files, choose View Log File.

   ADI downloads the output or log file and opens it in the default output viewer you have specified in the Request Center Options window.

9.11 Monitoring and Cancelling Requests

Topics in this section include:

- Section 9.11.1, "Monitoring Requests"
- Section 9.11.2, "Cancelling Requests"

9.11.1 Monitoring Requests

When you start ADI, the Request Center starts automatically. Any request that you submit from ADI is automatically monitored. When one of these requests finishes, the Request Center displays the completion status, if you have selected the Notify When Complete check box while submitting the request.

You can choose to monitor other requests as well, including those which are submitted from other Oracle Applications. New requests are placed automatically on a 'pending' or 'completed' list, depending on the status. When a pending request

is finished, the Request Center automatically moves the monitored request from the pending list to the completed list.

> **Note:** When you submit an FSG report request, the name of the report appears in the column Program Name, on the Pending or Completed tab.

You can use the toolbar in the Request Center window to access Request Center features.

There are four tabs you can select to view different information:

- **Pending**: Displays all pending requests that you have submitted.
- **Completed**: Displays all completed requests that you submitted.
- **Hotlist**: Displays any completed requests that you have added to the hotlist.
- **Databases**: Displays all applications databases you have defined. It indicates whether you are connected to the database and shows how many requests related to the database are complete, pending, and hotlisted.

9.11.1.1 Start Monitoring Requests

To monitor a request:

1. Start the Request Center if it is not already running. For details, see Section 9.2.1, "Starting Request Center". Alternatively, if ADI is running, from the ADI toolbar, click Applications > Request Center.
2. Click Monitor Request on the Request Center toolbar to open the Select Request to Monitor window. It displays all requests submitted under your responsibility.
3. Choose which requests to include in the list by specifying the following Selection Criteria. Table 9–7 describes the selection criteria you can use for monitoring requests.

Table 9–7 Selection Criteria for Reports

Select this Option...	To...
Request Status: Incomplete	Include pending, running, or paused requests in the list.
Request Status: Complete	Include completed requests in the list.

Table 9–7 Selection Criteria for Reports

Select this Option...	To...
Request Owner: [username]	View only your own requests. **Note**: The Request Center displays the username you used to sign on to Oracle Applications.
All Users	View requests submitted by all users. **Note**: This option is available to system administrators only.
Further Limit By: Nothing	View all requests that meet your Request Status and Request Owner selections.
Program Name	Specify a program name to limit the requests that appear in the list to only those with the same program name.
Request ID	Specify a request ID to limit the requests that appear in the list to only those with the same request ID.

Note: To query FSG reports, choose Program Name from the Further Limit By list. In the second list, choose Financial Statement Generator. The query results present you with a list of FSG report names.

4. Click Query to retrieve a list of requests that meet the selection criteria you have specified.

   You can limit this list to the most recent number of requests you specified on the Options window, by selecting the Return Last Requests check box.

5. Select a request from the list.
6. Click Add to add the request. The Request Center places the request in the Pending or Completed page, depending on the status.
7. Repeat the above steps to add multiple requests.
8. Click Close when you have finished adding requests.

Note: When ADI completes monitoring requests, they are automatically moved from the Pending page to the Completed page in the Request Center window.

9.11.1.2 Stop Monitoring Requests

To stop monitoring a request:

1. Select the request you want to stop monitoring from the Pending, Completed, or Hotlist page of the Request Center window.
2. Click Stop Monitoring Selected Request on the Request Center toolbar.

> **Note:** To stop monitoring all requests and remove them from the Pending, Completed, or Hotlist pages, click Stop Monitoring All Requests on the Request Center toolbar.

9.11.2 Cancelling Requests

You can cancel pending requests or requests (under your responsibility) that are still running from the Request Center. Anyone with a system administrator responsibility can cancel any pending request.

> **Note:** When you submit report or request sets, a request ID is created for each report processed in the set. You can cancel only individual reports that have a request ID and request sets.

To cancel requests:

1. Select a request from the Pending page.
2. Click Cancel Request on the Request Center toolbar.
3. Select Yes to cancel the request.
4. Click the Completed tab. Verify whether the Completed page displays the cancelled request with a status of either Cancelled or Terminated.
   - Cancelled status indicates that the request was still pending at the time it was cancelled.
   - Terminated status indicates that the request was already running at the time it was cancelled.

A

Oracle ADI Frequently Asked Questions

This appendix attempts to answer some of the frequently asked questions that you might have related to technical and functional issues. For installation related questions, see the FAQ section of *Oracle Applications Desktop Integrator Installation Guide*.

Answers to frequently asked questions about this product may also be found on Oracle MetaLink (http://metalink.oracle.com/). The main sections in this FAQ include:

A.1 Technical Issues

This section attempts to answer some of the frequently asked questions on technical issues.

Question: What versions of Microsoft Excel can I use with ADI?

You can use Microsoft Excel 97, 2000, 2003, or XP with ADI version 7.1 or later.

Question: What versions of Oracle Applications are supported?

The following versions of Oracle Applications are supported:

- Oracle General Ledger Release 10.7 (character mode, 10SC, NCA) or later.
- Oracle Assets Release 10.7 or later.

Question: What should I do if I have problems signing on to ADI?

You need to define at least one applications database. This tells ADI how to connect to your database. For information on defining a database, see Section 1.7, "Selecting an Applications Database" in Chapter 1, "Introduction to Oracle ADI".

Question: What should I do if I get a runtime error when I sign on?

This problem can occur with older versions of ADI when you do not have a budget or budget organization defined for your set of books. To fix this problem, define a budget or budget organization, or obtain a more recent version of ADI.

Question: When I try to sign on to ADI, I receive a message stating: "Error: ORA-12505: TNS:listener could not resolve SID given in connect descriptor." I can successfully use TNSping to verify that there is a listener on the server. What does this error mean?

This is a SQL Net error indicating that the SID does not exist on this host. Since you can TNSping, there is a listener on the host server, but the SID you are trying to connect to does not exist on this host.

You must ensure that the SID defined in your TNSNAMES.ORA file is synchronized with the SID on the host.

Question: What does it mean when I receive the message "Could not establish an Oracle Objects session" when I try to sign on to ADI?

This message means that ADI cannot locate the %ORACLE_HOME%BIN directory in the path. The Oracle Installer should have added this directory to the path when you installed ADI. For more information, see Installing Oracle ADI, *Oracle Applications Desktop Integrator Installation Guide*.

If this directory was not added to the path, complete the following steps to add it manually:

1. Log in to Windows as a user with Administrator privileges.
2. For Windows NT 4.0/2000, choose Start > Settings > Control Panel > System (icon).

   If you use a different Windows operating system, see the relevant documentation for this operating system.
3. Do one of the following:
   - For Windows NT 4.0, choose the Environment tab.
   - For Windows 2000, choose the Advanced tab and then click Environment Variables.
4. Select the Path variable, located in the System Variables region.
5. Add the %ORACLE_HOME%BIN path to the beginning of the variable in the Value region (for example, C:\ORANT\BIN;%SystemRoot%;...)
6. Choose OK to close the System window, and then close the Control Panel window.
7. Shut down and restart Windows NT 4.0/2000 before running ADI.

Question: What should I do if I get runtime error 1005 when ADI builds a new journal or budget worksheet?

This error occurs when Microsoft Excel tries to set printed page settings, and no printer is installed. Make sure that you have installed at least one printer in Windows. Also, you must select one of your installed printers as the default printer.

Question: What should I do if I get a runtime error and only a partially built journal or budget worksheet?

Check your AUTOEXEC.BAT file to ensure that the %ORACLE_HOME%IN directory is present. Usually, it will appear as follows:
"PATH=C:RAWININ;C:OS;C:INDOWS"

Question: When I'm using ADI with Microsoft Excel 97, why does Microsoft Excel continually ask if I want to disable macros?

Microsoft Excel 97 includes a feature to help prevent Microsoft Excel macro viruses from infecting your PC. This feature assumes that any macro that runs automatically when a worksheet is opened (including the ADI Microsoft Excel add-in) may be a virus. If you use up-to-date virus software to protect your PC, it is probably safe to disable Microsoft Excel 97's macro virus detection feature.

You can disable macro virus detection in Microsoft Excel 97 on the popup window that appears when Microsoft Excel 97 detects an automatically run macro. Deselect the Always Ask Before Opening Workbooks with Macros check box, then choose Enable Macros to continue.

Question: Why do I receive a "Cannot find macro {filename}!{macroname}" error after opening a saved workbook?

Microsoft Excel 97 includes a macro virus protection feature that disables all of the macros within a workbook to prevent them from running. While this successfully prevents a macro virus from attacking your PC, it also prevents any application written in Microsoft Excel from working.

We recommend that you install on your PC, and keep current, one of the many commercially available anti-virus software products. This will protect your PC from all viruses, not just Microsoft Excel macro viruses.

After you have installed an anti-virus product, disable the Microsoft Excel macro virus protection feature as follows:

1. From the Microsoft Excel menu, choose Tools > Options.
2. Select the General tab.
3. Deselect the Macro Virus Protection check box.

Question: What causes "Null Segment Value in Account" messages or "Invalid <field_name>" (when the field value is valid) errors?

Account segment "above prompts" (list of values prompts) must be unique, and cannot be the same as any field names used in your journal worksheet. Ensure that your "above prompts" are unique using the Define Key Flexfield Segments window in GL.

Question: Where are my ADI preferences stored?

ADI 3.0 (or later) stores preferences in the Windows Registry under the keys named HKEY_CURRENT_USER/Software/ORACLE/ADI and GLDI. If you upgrade from an earlier version of ADI, your custom preferences and values will be transferred automatically to the Windows Registry.

Question: Now that I can view my log and output files using the Request Center, can I change the report viewer?

Yes. You can use the Request Center options window to define your report viewer.

Question: What should I do if I get General Protection Faults (GPF) and other errors?

You can use the ADI Diagnostic Wizard to help solve such problems. This interactive tool guides you through a step-by-step process that eliminates many known problems. You can run the Diagnostic Wizard by choosing its program icon from the Oracle for Windows (or Windows NT) program group.

Question: Do I need to apply the 10SC patch to use ADI security?

No. You can manually set the profile options using the Application Developer responsibility. For details, see Enabling Security with ADI in the *Oracle Applications Desktop Integrator Installation Guide*.

Question: What should I do if I get a SQL error when trying to submit an FSG report through Reports?

This happens because Reports is unable to locate your printer. If you:

- Do not want to print reports, set the profile option, Concurrent: Report Copies, to 0.
- Want to print reports, set the Printer profile option and ensure that the profile option, Concurrent: Report Copies, is set to 1 or greater.

Question: What should I do if I get the message "Data source name not found and no default driver specified" when ADI is building a budget worksheet?

Make sure that the database names you have defined in ADI do not include special characters, such as commas, dollar signs, and pound signs. We recommend that you restrict the characters used in your database names to spaces, the characters A through Z, and the numbers 0 through 9.

Question: Why doesn't ADI's context-sensitive online help work properly with Internet Explorer?

If ADI's web-based online help has been installed locally on your PC, context-sensitive online help will not work properly with Internet Explorer. This is caused by a problem in Internet Explorer that prevents it from recognizing properly formatted URL references when those references are to web pages stored on a local drive.

You can resolve this problem by installing your ADI help files on a central web server within your organization and accessing online help from there. Note that this solution will also save a lot of disk space on the individual PCs within your organization since ADI's online help files do not have to be installed on each PC.

Question: Is the system security breached by giving users GWYUID, FNDNAM and Connect String information?

No. The transparency of the GWYUID and FNDNAM to users is in accordance with AOL security standards for client/server applications. Access to all tables is not possible with this information. Users may gain limited access to some basic tables through SQL. However, these records can only be viewed, and not updated. If your site does not want to expose this information to users, you can do so by defining all the database connections a user has access to in a secured DBC directory. Users will not be able to view any of the connection details for the fixed set of databases that have been defined for them. For details, see Post-Installation Tasks chapter in *Oracle Applications Desktop Integrator Installation Guide*.

Question: What formatting features are supported in the Web Output option?

The Web Output format recognizes the following report formatting features:

- Column Widths. If there is any value in the column that does not fit within the assigned column width, the browser automatically increases the width of the entire column to accommodate the entire view.
- Alignment
- Font Name
- Font Size

  Table A–1 provides an explanation of how the Microsoft Excel fonts are mapped to HTML fonts.

Table A–1 Microsoft Excel Fonts Mapped to HTML

Microsoft Excel Font Size	HTML Font Size
Size < 10	Size = 1
Size >= 10 and Size < 12	Size = 2
Size >= 12 and Size < 14	Size = 3
Size >= 14 and Size < 18	Size = 4
Size >= 18 and Size < 24	Size = 5
Size >= 24 and Size < 36	Size = 6
Size >= 36	Size = 7

- Font Types — Bold and Italic
- Colors — Fore Color and Background Color
- Images — Background Image and Logo

Features, such as cell borders, background patterns, font underline, page settings, custom formatting macros, etc., available in Microsoft Excel are not supported in Web Output.

A.2 Functional Issues

This section attempts to answer some of the frequently asked questions on functional issues.

Question: Where can I find documentation for ADI?

ADI documentation is available from the following sources:

- Online help (Click Help from anywhere within ADI)
- Oracle ADI Tutorial and *Oracle Applications Desktop Integrator User Guide*. These documents can be downloaded from http://docs.oracle.com. They may also be ordered through Oracle Documentation Sales.
- *Oracle Applications Desktop Integrator Installation Guide* explains how to install ADI. This document can be downloaded from http://docs.oracle.com.

Question: What Releases of Microsoft Excel does ADI support?

- Support for Microsoft Excel 97 (Office 97) became available with ADI Release 2.1.
- Support for Microsoft Excel 2000 became available with ADI Release 6.0.
- Support for Microsoft Excel XP became available with ADI Release 7.1.
- Support for Microsoft Excel 2003 became available with ADI Release 7.1.

Question: How does ADI relate to Oracle Financial Analyzer?

The ADI Budget Wizard provides a spreadsheet-based budget entry screen that facilitates simple data entry and modeling in a disconnected environment. Oracle Financial Analyzer provides complex budget modeling in a distributed environment.

The ADI Report Wizard provides a spreadsheet-based reporting tool for quickly creating and running financial reports. Oracle Financial Analyzer provides online analytical processing (OLAP) and reporting with balance drill down, as well as report pivoting, within a distributed environment.

Question: Can ADI be used with Lotus 1-2-3?

No, there are no current plans to provide Lotus support. ADI runs in Microsoft Excel only.

Question: What languages are available for ADI?

For details about languages supported by ADI, see Section C.5, "Specifying Language Options".

Question: What security is available for ADI?

ADI enforces the same username, password, and responsibility security as Oracle Applications. Also, you may choose to use function security or profile options, both defined in Oracle Applications.

See the *Oracle Applications Desktop Integrator Installation Guide* for specific security information.

Note: Segment value security became available with ADI Release 2.0.

Question: How can I change the budget name, organization, currency, or period range of an existing budget worksheet?

From the ADI toolbar, choose Ledger > Budget Wizard > Edit Budget Criteria.

Question: How can I use a single ADI worksheet with several databases?

You can create a worksheet for each database in a single workbook, and then copy and paste or create cell references from one worksheet to the other.

Question: Are there plans to support table-validated value sets within ADI?

This feature became available with ADI Release 2.0.

Question: What does it mean when I receive the messages: This action cannot be completed because the Microsoft Excel - Sheet1 application [EXCEL] is busy. Microsoft Excel is not running, or is unavailable.

This message appears if you are in cell 'EDIT' mode when you try to perform another action. If you exit edit mode by leaving the active cell, you will not get this message.

Question: How can a character-mode GL customer obtain and use ADI?

Order the ADI software, which is free for supported customers. Character-mode users can then communicate with their database using ADI, which interacts with GL's open interfaces Applications_INTERFACE (using Journal Import) and Applications_BUDGET_INTERFACE (using Budget Upload).

Question: Can I download actuals and use them as a basis for a budget?

Yes. The Budget Wizard allows you to download budgets and actuals into separate worksheets in the same workbook. You can then copy and paste your actual amounts into your budget worksheet or create cell references from your actuals worksheet to your budget worksheet. You can also create a budget model that references your actual amounts.

Question: Now that I can use Reports to get my FSG output into Microsoft Excel, what happens if my report exceeds the Microsoft Excel 16,000 line limitation?

Report output is not bound by the Microsoft Excel line limitation. The Request Center automatically splits report output into 16,000 line blocks for Microsoft Excel 7, and 65,000 line blocks for Microsoft Excel 97, and it places them separate worksheets within the workbook. If you fill a workbook, the Request Center automatically opens another workbook and continues adding worksheets.

Question: Does ADI support cross-validation rules?

ADI enforces cross-validation rules if you set the GL profile option, Flexfields: Validate on Server, to Yes. This feature became available with ADI Release 2.0.

Question: What does it mean when I try to view an FSG report and I get a Reports window to format my report?

In Production 15, we modified the FSG engine to add a method for the Request Center to determine how to segment the output since the different output regions (Report Heading, Column Headings, Line Items, and Amounts) can have different formats.

When running against Production 14, this feature is not available. Therefore, before the output is automatically loaded into Microsoft Excel, a Request Center window pops-up with a sample of the actual output and prompts you to position a few pointers to mark the region boundaries. This window is similar to Microsoft Excel's Text Import feature, but easier to use (with drag and drop). Also, the Request Center uses default positioning that will work with most reports.

Question: Can I use ADI if I require Budget Journals?

Yes. You can use the Journal Wizard, which performs uploads through the journal API and creates journals. You cannot use the Budget Wizard since it uploads using the budget API, which does not create journals. Therefore, create budgets in a standard budget worksheet, and then cut and paste the amounts into a journal worksheet for uploading.

Question: Can I insert rows with new code combinations for upload after downloading a budget?

Yes. ADI includes the Budget Wizard, which you can use to insert new budget accounts. From the ADI toolbar, choose Ledger > Insert Budget Account. Note that the added accounts must fall into the budget organization that was originally downloaded.

Question: Can I create and upload a new budget worksheet without first doing a budget download?

No. You must create the budget worksheet in Microsoft Excel first, even if you have to download a single account. If you want to upload data from another source, create the budget worksheet, then use Microsoft Excel's cell referencing or cut and paste functions to transfer amounts into the worksheet.

Question: Is it possible to permit users to download without giving them upload privileges (without defining a password for the budget organization)?

Yes. The ADI security profile options, available in GL, provide this level of control. For details about enabling security within ADI, see *Oracle Applications Desktop Integrator Installation Guide*.

Question: Why do my period names appear as numbers after retrieving report output into Microsoft Excel using Reports?

Microsoft Excel converts any value that looks like a date into its numeric equivalent. To ensure that Microsoft Excel treats your period names as labels, put at least one space before the &POI token in the report definition column headings.

Question: Are Standard (Variable Format) reports available for all Oracle Applications?

Release 11i supports Standard (Variable Format) reports for GL, Oracle Assets and Oracle Accounts Receivable.

Question: Can I submit report sets through the Request Center?

Report set submission is not yet supported, but you can publish report sets through the Request Center.

Question: Can I perform cell level formatting with report themes?

Yes. You can format financial reports at the cell level using report themes. For more information, see Section 9.9, "Applying Cell Level Formatting" in Chapter 9, "Using the Request Center".

Question: Is ADI a web-enabled product?

No. ADI is a client/server application. However, ADI can be implemented in a three tier architecture using environments such as CitrixWinFrame and Windows Terminal Server.

If you are using only Journal Wizard in ADI, then you may use Oracle Web ADI, which is a web-enabled product that has implemented Journal Wizard functionality using the Internet Computing Architecture. Physical Inventory, Create Assets, and Budget Wizard functionality will soon be available in Web ADI.

Question: Can I run a financial statement between different sets of books?

Yes. If the set of books contain the same chart of accounts and if the set of books for the report is determined based on the user's responsibility. If the set of books for the report is defined within the report itself, you must first make a copy of the report using Report Wizard, and then change the set of books in the definition of the report copy.

Question: Can I drill down on a financial report amount generated by a row or column calculation using the Analysis Wizard?

No. You can drill down only on financial report amounts associated with account segments.

Question: Why aren't custom filters working on account segment values in budget worksheets?

You may notice unpredictable results when you apply a custom filter to an account segment value column of your budget worksheet. This is because Microsoft Excel treats the values in these columns as text, rather than numeric. We recommend that you check your results carefully. Also, you may find that you need to precede your specified filter value with a single or double quote character. For example, >= "3750.

Question: Why do I receive the message "Select an amount on a Financial Report worksheet..." when I attempt to use the Analysis Wizard?

If multiple copies of Microsoft Excel are running on your PC, ADI is unable to correctly determine which copy to use with the Analysis Wizard. You can resolve this one of two ways:

- Close all copies of Microsoft Excel except the one from which you want to drill down.
- Enable the environment option. Double-click Drill Enabled on the Default Drill Options window in the Analysis Wizard, and then select the amount on which you want to drill down by double-clicking on the amount.

Question: Why does the Analysis Wizard display an amount that is different from the original financial report amount I drilled down upon?

There are several reasons why the drill down results of the Analysis Wizard can differ from the amount on the financial report. This may occur when:

- Your report format is different from the original entry. For example, your report format may be set to 000,000 compared to your original entry which contained two decimal places 000,000.00.
- You change the drill down period or amount type in the Analysis Wizard context window.
- The amount in the financial report is an expanded row of a line item. In this case, the drill down will show the total of all expanded rows for the current line item.
- If a column from the original column set fails to be included, then drill down may incorrectly calculate the period for the drill. Change the period using the context window.
- Flexfield segment security rules may prevent a user with a particular responsibility from using the drill down feature to view original journal entries created under a different responsibility.
- Journals may have been posted after the report was run.

Question: When I upload my asset worksheet, I receive an error message stating that certain fields in my worksheet must have a value. When I check the worksheet, the fields do contain values. Why do I receive this error message?

Table A–2 describes the dependent fields in the Asset worksheet. Dependent fields depend on other fields for complete validation.

Table A–2 Dependent Fields in the Asset Worksheet

This field is dependent on...	This independent field
YTD Depreciation	Cost
Salvage Value	Cost
Depreciation Reserve	Cost
Date Placed in Service	Category
Original Depr Start Date	Conversion Date

ADI cannot validate Oracle Assets business rules if the dependent field is placed in the Header Region of the asset worksheet and the independent field is placed in the Lines Region of the worksheet.

For example, if the field, YTD Depreciation (dependent field), is placed in the Header Region and the field, Cost (independent field), is placed in the Lines Region, the following error is displayed in the worksheet Message column upon upload: "YTD Depreciation must have a value."

To correct or avoid this error, you can:

- Place both dependent and independent fields in the Header Region.
- Place both dependent and independent fields in the Lines Region.
- Place the independent field in the Header Region and the dependent field in the Lines Region.

Question: Can I access GL Account Hierarchy Editor through ADI?

The GL Account Hierarchy Editor is available through ADI 3.2 and higher. It supports the following releases:

- Character Mode: 10.6, 10.7
- Smart Client: 10.6 Prod 15, 10.7 Prod 16

- NCA: 10.7, 11.0.0+
- Applications: 11*i*

The Account Hierarchy Editor is available in English language only.

Question: Why can't I access the Switch Themes feature from the Request Center?

The Switch Themes feature is available for use only with spreadsheet output with ADI Releases 3.2 and earlier. You cannot use this feature to switch themes for web or text output. Also, you cannot apply cell level formatting with Switch Themes.

For ADI releases 4.0 and higher, you can republish your worksheet using a different theme. Republishing allows you to apply themes for any output type: spreadsheet, web, or text. Also, ADI releases 4.0 and higher support cell level formatting.

Question: When I specify a BMP file as the company logo in my Theme, why does the resulting spreadsheet output display an icon with a GIF filename?

To insert bitmap image files into Themes, choose Insert > Picture from the Microsoft Excel toolbar. Do not insert your images by choosing Insert > Object from the Microsoft Excel toolbar.

Question: How can I enter both numbers and letters into an accounting flexfield without having it converted into an exponential number during upload?

From the ADI toolbar, choose Options > General Options > Settings (tab). Deselect the Zero Pad Account Values check box.

Question: Are there naming conventions to use with my ADI worksheets?

You can use any name you like. Be sure to eliminate any spaces in your worksheet name. Microsoft Excel macros do not function correctly if there are spaces in the worksheet name. See the following examples:

- Test1.xls - correct
- Test 1.xls - incorrect

Question: What do I do when the data columns in my standard report are not split in the right places?

You can create a theme or modify an existing theme to match the widths of the columns in your theme with those in the report output. You can use the Import Wizard to easily match theme columns with report output columns. To align columns:

1. Publish your report to text format using the Request Center.
2. Open the text file in Microsoft Excel using the Import Wizard.
3. Set the boundaries for each column within the Import Wizard in Microsoft Excel.
4. Use these column widths in your theme.
5. Save your theme and use it to publish the report.

Question: Does ADI provide descriptive flexfield validation?

No. ADI does not provide descriptive flexfield validation.

Question: Does Analysis Wizard support Consolidated Balance Inquiries?

No. You may drill down to the journal details of a consolidated parent Set of Books, but you cannot drill into the subsidiary balance that was consolidated to the parent.

B

Importing Text Files

This appendix contains an overview of the Import Text File feature and it discusses how to use it to import data into a worksheet and create mapping templates for future conversions. Sections in this chapter include:

B.1 Overview of Importing Text Files

The Import Text File feature allows you to import data from legacy systems, third party payables applications, barcode scanners, or any other flat data file sources to asset or inventory worksheets. While importing data, you can create mapping templates to map fields in your source file to fields in your asset or inventory worksheets. After creating the mapping template, you can save it and apply it for future conversions.

B.2 Importing Data into a Worksheet

To import data into your worksheet:

1. Open an asset or physical inventory worksheet.
2. From the ADI toolbar, choose Assets > Import Text File.

   The Import Text File window opens.
3. Click Find beside the Choose Source File field to locate the source file you want to import, and then select it.
4. Select the First Row Contains Field Names check box to include the first row of your data file that contains header information.
5. In the Delimiter region, select the appropriate delimiter. Options are: Tab, Comma, Semicolon, or Other.

   If you choose Other, enter the delimiter used in your data file in the field beside the Other option.
6. From the Choose Mapping menu, select the appropriate mapping template. If you do not select a mapping template, ADI applies the default template. For details, see Section B.3, "Creating Mapping Templates".
7. Click OK to import data.

B.3 Creating Mapping Templates

Mapping templates allow you to map data in a data file to the fields on your asset or inventory worksheets. After creating a mapping template, you can save it and apply it for future conversions.

The Mapping window allows you to create, edit, view, copy, rename or delete a mapping template. Also, mapping templates can be made available to other users by making them public.

B.3.1 Creating Mapping Templates

To create a mapping template:

1. Open an asset or physical inventory worksheet.
2. From the ADI toolbar, choose Assets > Import Text File.

   The Import Text File window opens.
3. Click Find beside the Choose Source File field to locate the source file you want to import, and select it.
4. Click Actions beside the Choose Mapping menu.
5. Click New, and then enter a name for the mapping template.

   The Mapping window opens. This window comprises two panes: Import File Fields and Excel Spreadsheet Fields.
6. Select the Public check box to make this mapping template available to other users.
7. Drag and drop the required fields from your source file and use the directional buttons to arrange the fields in the mapping template.
8. Click OK to create the mapping template.
9. Optionally choose Actions > View/Edit to view or edit an existing template.
10. Optionally choose Actions > Copy, Rename or Delete to copy, rename or delete an existing template.

C

Toolbar and Other Options

This appendix discusses how to specify toolbar options, general options, ledger options, request center options and language options. Sections in this chapter include:

- Section C.1, "Specifying Toolbar Options"
- Section C.2, "Specifying General Options"
- Section C.3, "Specifying Ledger Options"
- Section C.4, "Specifying Request Center Options"
- Section C.5, "Specifying Language Options"

C.1 Specifying Toolbar Options

To change toolbar options:

1. From the ADI toolbar, choose > Options > Toolbar > Toolbar Options.

   The Toolbar Options window opens. This window comprises two pages: Move Icons and Add Icons.

2. Optionally, in the Move Icons page, you can add icons from the Available Icons list pane to the Toolbar Icons pane to add the icons to your ADI toolbar.

3. Optionally, in the Add Icons page, add icons. For example, you can add ADIQCSTD.EXE, from the BIN directory where you have installed ADI, to add the Request Center Options button to the Available Icons pane. Move this icon to the Toolbar Icons page to add this icon to your ADI toolbar.

4. Optionally, to remove icons from the Toolbar Icons pane, select the icon, and then click Delete.

5. Optionally, choose > Options > Toolbar > Switch Orientation to change the toolbar from the vertical position to a horizontal position or vice versa.

6. Optionally, choose > Options > Toolbar > Reset Icons to reset icons on the toolbar.

C.2 Specifying General Options

To specify general options:

1. From the ADI toolbar, choose > Options > General Options.

   The General Options window opens. It comprises four pages: Worksheet Colors, Theme Defaults, Settings and Installation.

2. Optionally, in the Worksheet Colors page, select default color settings for journal, budget, report, and asset worksheets.

3. Optionally, in the Theme Defaults page, select defaults for new report themes.

   Report theme defaults are also used when the theme you specify for publishing a report does not exist or is damaged.

4. Optionally, in the Settings page, change options as required. Table C–1 describes the options available in the Settings page.

Table C–1 Settings Page in the General Options window

Option	Description
Start ADI when Opening Workbook	Select this option if you want ADI to start automatically (if it is not already running) whenever you open a budget, journal, or report worksheet in Excel.
Start Request Center at Signon	Select this option if you want the Request Center to start automatically when you start ADI.
Show Upload Success Indicator	Select this option if you want ADI to display upload success indicators on your budget, journal, and asset worksheets. The indicators tell you whether related budget, journal, or asset lines were uploaded successfully.
Zero Pad Account Values	Select this option if you want account segment values to be zero padded. For example, an account number of 50, where the segment is four characters in length, will display as 0050.
Enable Hot keys	Select this option to enable the special hot keys that are mapped from your keyboard to ADI's functions. This is an alternative to using a mouse.
Always on Top	Select this option to force Windows to always display the toolbar on top of all other open windows.
Tip Wizard	Select this option if you want to use the Microsoft Agent. In the Character File window, enter the path name for the character you wish to use. Click Show Characters to test and display the Agent.

5. Optionally, in the Installation page, change options as required. Table C–2 describes the options available in the Installation page.

Table C–2 Installation Page in the General Options window

Option	Description
Run Custom Macros	Functionality reserved for a future version. In a future version of ADI, you will be able to run custom macros before and after certain ADI processes.
Perform Self-Check at Startup	Select this option if you want ADI to perform a self-check when you start the system.
Play Sounds for Events	Select this option if you want ADI to play sounds for events such as error messages.
Write Statistics Files for Support	Select this option if you want ADI to gather statistics when you run performance testing scenarios.

Table C–2 Installation Page in the General Options window

Option	Description
Accessibility Mode	Select this option when using a screen reader.
Directory and Files region	Used to specify the Integrator Directory, User Settings Directory, Integrator Program Filename, and Applications Program Filename. Do not modify these directories and files region without verifying with your system administrator.

C.3 Specifying Ledger Options

To specify ledger options:

1. From the ADI toolbar, choose > Options > Ledger Options.

   The Ledger Options window opens. This window comprises four pages: Budget, Journal, Report Definition, and Report Analysis.

2. In the Budget page, select the required options. Table C–3 describes the options available in the Budget page of the Ledger Options window.

Table C–3 Budget Page of the Ledger Options window

Option	Description
Decimal Places	The number of decimal places (up to five) ADI displays for all values in your worksheet. The default is Database, which draws the decimal places option from your GL database.
Minimum Width of Value Columns	The Microsoft Excel column width to use as the minimum width for each of your budget worksheet value columns.
Update Budget Status	Select this option if you want ADI to automatically update the budget status information on the Create Budget Worksheet window anytime you make changes to your budget worksheet parameters.
Generate Axes	Select this option to include these values as labels on the axes of your graphs.
Include Budgets and Actuals	Select this option if you want ADI to create graphs for both your budget and actual values in the Microsoft Excel workbooks where you have elected to include both budget and actual amounts.

3. In the Journal page, select the required options.

The Journal page allows you to change the appearance of fields and hints in your journal worksheet. While fields appear as row and column headings in your template, hints appear as the detail information below or to the right of the headings. Table C–4 describes the options in the Journal page of the Ledger Options window.

Table C–4 Journal Page of the Ledger Options window

Option	Description
Default Number of Rows	Select or enter a value from 1 to 65,500 for the number of journal lines you want to display in your journal worksheet.
Minimum Width of Value Columns	Select or enter a value from 1 to 20 for the minimum width to use while displaying amount fields.
Header region (Field Name, Context, and Field Value)	Used to set the display widths for Field Name, Context, and Field Value in a journal worksheet header. Width is expressed as the number of Microsoft Excel worksheet columns used to display the item. The range of values is 1 to 10 columns. Select or enter a valid value for each item in the template header.

4. In the Report Definition page, select the required options. Table C–5 describes the options in the Report Definition page of the Ledger Options Window.

Table C–5 Report Definition page of the Ledger Options Window

Option	Description
Rows	Number of rows to use for the new report worksheets.
Columns	Number of columns to use for the new report worksheets.
Column Width	Width to use for each column definition.
Line Item Width	Width of the report area where the row labels appear.
Format	Format mask to use for amounts in the report.
Factor	The factor (billions, millions, thousands, units, or percentiles) to use for displaying numeric values.
Indicator	The colors to use to display the account assignments, calculations, and exceptions report indicators on your report worksheet. Report indicators are small symbols that appear to the left of your row definitions or above your column definitions. They indicate the number of account ranges assigned to a row or column, and whether there are calculations defined or column exceptions applied.

Table C–5 Report Definition page of the Ledger Options Window

Option	Description
Copy Options	When you use the Report Wizard, the following options determine whether the copy check boxes are selected or deselected in the wizard windows. You can set the following defaults: ■ **Make Copy Default** — If you select Yes, the copy check boxes are selected whenever you create new report objects or define a new report as you are guided through the wizard windows. ■ **Enforcement Level** — These settings determine which ADI prompts to display as you move through the wizard windows. ■ **Prompt** — ADI prompts you to make a copy, or use the original report or report object as your are guided through the report wizard. ■ **Do Not Prompt** — ADI does not display a prompt. ■ **Enforce Default** — ADI enforces the setting you select in the Make Copy Default field. If set to Yes, you cannot change the check box settings as you are guided through the report wizard. **Note**: These options are overridden if the ADI security-related profile options are defined in GL.

5. In the Report Analysis page, select the required options. Table C–6 describes the options available in the Report Analysis Page of the Ledger Options window.

Table C–6 Report Analysis Page of the Ledger Options Window

Option	Description
Grouped	Select this option to display account segments together as one value.
Individually	Select this option to display account segments separately. **Note**: You must select this option if you want to perform multidimensional analysis of your drill down data.
Balancing Segment/Cost Center Segment/Account Segment	Select this option to include descriptions for various segments. Including descriptions affect the performance of drill downs. Oracle suggests that you include descriptions only for critical account segments.

Table C–6 Report Analysis Page of the Ledger Options Window

Option	Description
Account Type	Automatically shows the account type when you drill down to detail accounts.
Zero Balances	Select this option if you do not want zero balance amounts to be displayed in drill windows.
Outline Indicators	Select this option to display expand/collapse indicators in drill windows. This option is useful when you are performing multidimensional analysis.
Show Totals	Select this option to automatically include totals for the rows and columns in drill windows.
Minimum Amount Width	Select this option to enter the minimum column width to use for the amount columns in drill windows.
Double Click Drill Enabled	Select this option to enable the ability to drill down by choosing an amount from one of the displayed drill windows. You can also use this feature to drill down on amounts from your spreadsheet-published report output, that is, you do not have to choose the Analysis Wizard from the ADI toolbar.
Hide Windows When Navigating	Select this option to close the active drill window when you drill up to the previous or down to the next drill window. Only one drill window will be open at any time.
Maximum Active Drills	Enter a number for the maximum number of drill context windows you want to activate at one time. **Note**: If you have too many drill windows open at the same time, it can affect system performance.

C.4 Specifying Request Center Options

To specify request center options:

1. From the ADI toolbar, choose > Options > Request Center Options.

   The Options window opens.

2. Select or enter the required options. Table 9–8 describes the options available in the Request Center Options window.

Table 9–8 Request Center Options

Option	Description
Update Every	Select this option to specify the time interval for ADI to monitor requests. For example, if you set the interval to 60, the system checks every 60 seconds to see if your request has completed processing.
Query Last	Select this option to specify the number of requests to be retrieved in the Select Request to Monitor window when you query reports.
Flash Notification	Select this option to specify the number of times the Request Center title bar should flash when a request is completes.
Display	Select this option to limit the number of Oracle application requests monitored by the Request Center. If you select the All option, you can monitor requests from all installed Oracle Applications.
Output Viewer	Select this option to choose the program you want to use to view the report output or request logs whenever you click the View Output/Log icon on the Request Center toolbar. You can enter the path and program name directly, or click Find to search your computer for the program you want.
Printer Settings	Select this option to specify a default font to use when printing reports to a local printer.
Language Options	Select this option to change the language that the Request Center uses in windows, menus, and tool tips.

3. Click OK after changing the options.

C.5 Specifying Language Options

Languages supported by ADI include:

Arabic, Brazilian, Portuguese, Canadian French, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hebrew, Hungarian, Italian, Japanese, Korean, Latin American, Spanish, Norwegian, Polish, Portuguese, Romanian, Russian, Simplified Chinese, Slovak, Spanish, Swedish, Thai, Traditional Chinese, and Turkish.

To change language options:

1. From the ADI toolbar, choose > Options > Language Options.

   The Language Options window opens.

2. In the Language region, select Use default to use U.S. English.
3. To use any other language, select Specific, and then select the language from the list.
4. Click OK to apply your language selections.

D

Command Line Submission and Publishing Options for FSG Reports

This appendix discusses the command line submission and publishing options for financial statement (FSG) reports. Sections in this chapter include:

- Section D.1, "Overview of Submission and Publishing Options"
- Section D.2, "Prerequisites"
- Section D.3, "Input Parameters"

D.1 Overview of Submission and Publishing Options

You can submit and publish FSG reports by specifying the required parameters to a command line utility, ADIQCCOM.EXE, allowing for the process to be integrated with a third-party scheduler.

D.1.1 Specifying Default Values

Where a value contains a comma, you must use a second comma to indicate that the comma is part of the string and not the delimiter. For example, “General Ledger,, Vision Operations (USA)”. When you have to use the default value, ensure that you leave a space between the commas, that is, “, ,”.

Any value that is not indicated as required (for details, see Table D–1, "Input Parameters for FSG Reports"), may be left out, and will have a default value included during submission or publishing.

Note: For better performance, Oracle recommends that you should specify values for the parameters, period, date, rounding option, and currency, rather than using default values.

D.2 Prerequisites

Prerequisites are as follows:

- Only FSG reports can be submitted and published using ADIQCCOM.EXE.
- Only the Local - Web Page output option is available.
- If the Request Center is already connected, the publishing utility uses the same username and responsibility. The utility does not recheck the username/password/responsibility. It assumes that the security details have not changed since the first time the user signed on to a database using the Request Center, and that the PC on which the executable is running is secure.
- The utility accepts only single requests. Any concurrent requests, while processing an existing request, will be rejected.

D.3 Input Parameters

Table D–1 describes the input parameters for publishing and submitting FSG reports from the command line.

Table D–1 Input Parameters for FSG Reports

Name	Required	Type	Description	Values	Default
Username	Yes	Security	Oracle Applications Username.	--	--
Password	Yes	Security	Password for Oracle Applications Username.	--	--
Instance	Yes	Security	Database name as defined in the ADI Sign On window.	--	--
Responsibility	Yes	Security	Responsibility you want to use. It is case sensitive.	--	--
Report Type	--	Submission	The utility supports only financial statement (FSG) reports.	F	F
Report Name	Yes	Submission	Report name you want to generate. It is case sensitive.	--	--
Period	Yes	Submission – Financial Statement	FSG parameter. Allows you to specify a period for the report. When you do not specify the period, it uses the latest used period. Period is case sensitive.	--	--
Date	Yes	Submission – Financial Statement	Allows you to specify dates for the period. By default, it selects the closest valid date for the supplied period to today's date. Format: YYYY/MM/DD.	--	--
Content Set	--	Submission – Financial Statement	Allows you to override the content set in the Report Definition.	--	--
Segment Override	--	Submission – Financial Statement	Allows you to specify segment override values for the account segments you want to override.	--	--
Rounding Option	Yes	Submission – Financial Statement	Allows you to use rounding option for calculations. You can use either Calculate then Round (C) or Round then Calculate (R). It checks for the rounding option defined in the Report Definition. If it is not defined in the Report Definition, it defaults to Calculate then Round.	C, R	C

Table D–1 Input Parameters for FSG Reports

Name	Required	Type	Description	Values	Default
Currency	Yes	Submission – Financial Statement	Allows you to specify the currency for the report. By default, it selects the currency from the Report Definition. If no currency is defined for the Report Definition, it uses the currency of the set of books.	--	--
Exceptions Only	--	Submission – Financial Statement	Exceptions only flag.	Y, N	N
Output Type	--	Publish	Only Local - Web Page is supported.	L	L
Publish	--	Publish	Publishes the report automatically after it finishes running.	Y, N	Y
Prompt	--	Publish	If you specify Y, prompts the user before publishing the report.	Y, N	N
Theme	Yes	Publish	Publishing parameter. Allows you to specify the path to the theme you want to use in publishing the report.	--	--
Publish To	--	Publish – Local	Allows you to specify the path and filename for the report. By default, it publishes the report to the Temp directory and the filename will be "name_of_the_report.htm".	--	--
Launch Browser	--	Publish – Web Page	If you specify Y, it displays the completed report in a browser when it finishes publishing.	Y, N	N
Include Spreadsheet	--	Publish –Financial Statement - Web Page	If you specify Y, it publishes a spreadsheet version of the report, and includes a link in the web page to retrieve this spreadsheet.	Y, N	Y
Link Reports	--	Publish	If you specify Y, it provides an option to link separate reports that are generated when an FSG report is run with a content set.	Y, N	Y
Separate Directories	--	Publish	If you specify Y, it provides an option to create separate directories for each report generated when an FSG report is run with a content set.	Y, N	Y

The publishing utility updates a log file, ADIQCCOM.LOG, and this log file is available from the same directory where ADIQCCOM.EXE is being executed. For every submission, it provides information, such as timestamp, time taken to process the submission, whether it was successful or not, and the parameters.

D.3.1 Usage Examples

To specify input parameters:

1. Go the command prompt of the drive where you have installed ADI.
2. Specify the following parameters. This is an example of calling the executable with all parameters.

   ADIQCCOM OPERATIONS, WELCOME, VISION, General Ledger,, Vision Operations (USA), F, Company Balance Sheet, Feb-02, 2002/02/28, , , C, USD, N, L, Y, N, C:\orant\GLDI90\THEMES\VISION11\CompBalSheet_Print.xls, C:\Documents\Company_Balance_Sheet.HTM, N, Y, Y, Y
3. Specify the following parameters. This is an example of calling the executable with less parameters by utilizing the defaults.

   ADIQCCOM OPERATIONS, WELCOME, VISION, General Ledger,, Vision Operations (USA), , Company Balance Sheet, , , , , , , , , , C:\orant\GLDI90\THEMES\VISION11\CompBalSheet_Print.xls, C:\Documents\Company_Balance_Sheet.HTM, , , ,
4. Optionally, open the ADIQCCOM.LOG to check your submission status.

E

ADI Toolbar and Request Center Shortcut Keys

This appendix provides ADI toolbar and Request Center shortcut keys. Sections in this chapter include:

- Section E.1, "ADI Toolbar Shortcut Keys"
- Section E.2, "Request Center Shortcut Keys"

E.1 ADI Toolbar Shortcut Keys

Table E–1 describes the ADI toolbar shortcut keys.

Table E–1 ADI Toolbar Shortcuts

Function	Shortcut
About ADI	Ctrl + Shift + Alt + Y
Analyze Report	Ctrl + Shift + Alt + Z
Apply Budget Note	Ctrl + Shift + N
Apply Budget Rule	Ctrl + Shift + Z
Change Responsibility	Ctrl + Shift + R
Create Assets Trace	Ctrl + Shift + Alt + S Ctrl + Shift + Alt + T
Create Graph	Ctrl + Shift + G
Define Report	Ctrl + Shift + D
Enter Budgets	Ctrl + Shift + B
Enter Journals	Ctrl + Shift + T
Exit ADI	Ctrl + Shift + X
General Ledger Options Show Header	Ctrl + Shift + Alt + G Ctrl + Shift + Alt + H
General Options Reset Filter	Ctrl + Shift + Alt + Q Ctrl + Shift + Alt + R
Help	▪ Ctrl + Shift + H ▪ Ctrl + Shift + I ▪ Ctrl + Shift + J ▪ Ctrl + Shift + K
Import Text File Show Trim	Ctrl + Shift + Alt + L Ctrl + Shift + Alt + M
Information	Ctrl + Shift + Y
Insert Budget Account	Ctrl + Shift + Alt + I
Language Options	Ctrl + Shift + C

Table E–1 ADI Toolbar Shortcuts

Function	Shortcut
List of Values	Ctrl + Shift + L
Minimize	Ctrl + Shift + M
Options Menu	Ctrl + Shift + O
Oracle Applications	Ctrl + Shift + A
Record Physical Inventory	Ctrl + Shift + Alt + V
Request Center	Ctrl + Shift + W
Request Center Options Enable ADI Toolbar	Ctrl + Shift + Alt + W Ctrl + Shift + Alt + X
Sign on	Ctrl + Shift + S
Start Excel	▪ Ctrl + Shift + E ▪ Ctrl + Shift + F
Submit	Ctrl + Shift + Q
Submit Asset	Ctrl + Shift + Alt + A
Submit Budget Clear Trace Debug	Ctrl + Shift + Alt + B Ctrl + Shift + Alt + C Ctrl + Shift + Alt + D
Submit Journal	Ctrl + Shift + Alt + J
Submit Physical Inventory	Ctrl + Shift + Alt + P
Submit Report	Ctrl + Shift + V
Tip Wizard Enable/Disable	Ctrl + Shift + Alt + U
Tip Wizard Options	Ctrl + Shift + Alt + K
Toolbar Options Show Content	Ctrl + Shift + Alt + N Ctrl + Shift + Alt + O
Upload to Interface	Ctrl + Shift + U
View Account Hierarchy Editor Show Filter	Ctrl + Shift + Alt + E Ctrl + Shift + Alt + F
Wizard Options	Ctrl + Shift + P

E.2 Request Center Shortcut Keys

Table E–2 describes the Request Center shortcut keys.

Table E–2 Request Center Shortcuts

Function	Shortcut
Add Request to Hotlist	Ctrl+Alt+Q
Applications Desktop Integrator	Ctrl+Alt+A
Cancel Request	Ctrl+Alt+C
Change Responsibility	Ctrl+Alt+G
Disconnect	Ctrl+Alt+I
Exit	Ctrl+Alt+X
Format Report Output	Ctrl+Alt+F
Help	Ctrl+Alt+H
Minimize	Ctrl+Alt+N
Monitor Request	Ctrl+Alt+M
Options	Ctrl+Alt+O
Oracle Applications	Ctrl+Alt+L
Print output/Log	Ctrl+Alt+T
Publish Output	Ctrl+Alt+P
Publish Report and Request Sets	Ctrl+Alt+U
Report Manager Tools	Ctrl+Alt+E
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