



# **Dallas County Auditor's Office**

**ORACLE® R12**

## **Advanced Topics**

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### **Required Responsibilities**

This Advanced Oracle training will only be useful to those Dallas County employees that have Oracle access. The following table outlines the level of access to Oracle that management must provide to you to answer the specific question or perform the specified task.

<b>TO PERFORM OR ACCESS:</b>	<b>YOU WILL NEED THE MINIMUM RESPONSIBILITY LEVEL OF:</b>
Funds Available	GL Inquiry
How much a department has spent (general fund)	AP Inquiry
How much a department has spent (other funds, grants, projects)	AP Inquiry/ GL Inquiry
Budget encumbrances	PO Inquiry
PO/ Requisition Details	PO Inquiry
Employee Reimbursement	AP Inquiry
Vendor Payments	AP Inquiry

### **Frequently Asked Questions (FAQ)**

#### ***What is an account code combination?***

The cornerstone of financial reporting hinges upon the understanding of the elements of the Dallas County Account Code Combination.

This is what the account code combination could look like:

**00120.1070.02170.0000.0000.00000.00000.0000**

This is what it represents:

**Fund.Department.Account.Year.Program.Project.Grant.Future**  
**(1)      (2)      (3)      (4)      (5)      (6)      (7)      (8)**

Each group of numbers is called a segment.

- 1. Fund** – Texas county government utilizes fund level accounting so all reporting is by fund. Some funds also represent bank accounts.
- 2. Department** – Represents a full department and/or business unit within a department where detailed financial reporting is needed.
- 3. Account** - Account numbers represent different types of activity like **expenses** and **revenues** or accounting instruments such as assets, liabilities & payroll.
- 4. Year** - Currently this is used in conjunction with Project and Grant segments and will contain the fiscal year that grants were awarded or projects were started. For example the same grant can be awarded every year or every two years and financial reporting must be sensitive to the award period.



**TIP:** Prior to Fiscal Year **2007** the County followed the practice of using the current fiscal year for all combinations.

- 5. Program** - Program number represents a special program or a program related to a project. When this segment contains the word “Prog” that means that the account combination is a summarization of other accounts.
- 6. Project** – Project Numbers for projects or 00000
- 7. Grant** – Grant number for Grants or 00000
- 8. Future** – Reserved for future use currently always 0000

DALLAS\_CO

Fund **00120** General Fund

Department **0000** 0

Account **00000** Default

Year **0000** 0

Program **0000** 0

Project **00000** 0

Grant **00000** 0

Future **0000** 0

OK Cancel Combinations Clear Help

**Exercise:** Using **DC GL Inquiry** execute report request “**Chart of Accounts - Segment Values Listing**” to see what is available for each segment type above.

### What is an **accounting period**?

A Dallas County accounting period is a **calendar month** however it is on the fiscal year calendar. The format is **MON-FY-YY**

**MON** = Calendar **month**... JAN, FEB, MAR...OCT, NOV, and DEC

**FY** is a **constant** and does not change

**YY** = Fiscal **Year**

When use to indicate the end of a report criteria OCT-FY-14 would include the date 10/31/2013 because a new fiscal year starts in October.

### What is my **department's budget**, how are we doing?

#### General Operations:

Determination of financial status for departmental financials can be accomplished by using the following formula.

$$\text{(Fiscal Year to Date) Funds Available} = \text{Budgeted} - (\text{Actuals} + \text{Encumbrances})$$

**Funds Available:** Term used to describe **remaining expendable budget**.

**Fiscal Year to Date:** Describes the time frame relevant to determining **operational budget**. Measures from October 1<sup>st</sup> to the current period specified.

**Budgeted:** Established annually at the beginning of the fiscal year, October 1<sup>st</sup>, these amounts would be the allotment for spending during the course of the year.

**Actuals:** This reflects the actual funds applied to an account that would indicate actual funds paid to a vendor.

**Encumbrances:** Encumbrance is a **promise to pay** usually related to expense accounts. At Dallas County funds are encumbered when a requisition has been approved.

**Escrow Operations:**

Escrows are monies that belong to some-other entity that is being collected or managed by Dallas County. Escrows differ from each other and persons monitoring escrows must understand the rules that apply to their specific escrow.

Generally the determination of financial status for Escrow financials can be accomplished by using the following formula.

$$\text{(Project to Date) Funds Available} = \text{(Escrow Contributions/Liability + Revenue)} - \text{(Actual Expenses + Encumbrances)}$$

**Escrow Contributions/Liability:** This is where funds are kept before they are sent to their owners.

**Project To Date:** This means that amounts are the sum of monies since creation. There is no specific begin date.

**Revenue:** Funds brought into the County from the outside.

Tip: **Budgets** are still used to support purchasing rules but have no impact on supporting escrow reporting.

**Grant Operations:**

Grants are funded periodically and have a specific period of time for those funds to be used. The timeframe is typically not in line with the County’s fiscal year and is identified by the year segment. However, Grant funds available *are rolled forward* each fiscal year, funds available reporting will work the same as general operations by using the following formula.

$$\text{(Fiscal Year to Date) Funds Available} = \text{Budgeted} - \text{(Actuals + Encumbrances)}$$

There are several tools available to review financial information and a number of them will be discussed shortly.

**Budget Analysis Web Report**

Each month the Auditor’s Office publishes a budget analysis report online at the County website. You can locate Budget Analyses by going to the Financial Transparency page either from Auditor’s home page or from Transparency menu on the Dallas County home page. This is usually available 5+ days after the end of the month.

OR you can type the following path into your web browser.

[http://www.dallascounty.org/departments/auditor/budget\\_analysis.html](http://www.dallascounty.org/departments/auditor/budget_analysis.html)

Monthly Analysis (Departments)	FY10	FY11	FY12	FY13	FY14	FY15
October						
November						
December						
January						
February						
March						
April						
May						
June						
July						
August						
September						

Click on the Excel icon for the desired year and month. If the report has not been published the website will not prompt you with a download option.

Once you have downloaded the report you will have to navigate the tabs within the spread sheet to get to information meaningful to you.

Tabs are ordered by Fund Number/Department Number. Section totals and Grand totals are available for each column.

- Column A:** Expense Category, Expense account numbers and descriptions
- Column B:** Current Month Expenditures (for that report)
- Column C:** Encumbrances, Amounts that have been obligated but not yet paid
- Column D:** YTD Actual + Encumbrance, Year to date Expenditures + Column C (Encumbrances)
- Column E:** PCT of Budget, percent of allocated budget already used (“D”/”F”).
- Column F:** YTD Budget, budget amount as of that month. (Budgets may adjust during the year)
- Column G:** Remainder of Budget, amount available to you through the rest of the fiscal year.

Monthly Analysis of Budgeted Operations				Current Period: FEB-FY-15		
Fund=00105 (Road & Bridge), Department=2510 (Road Precinct #1)						
Account	Current Expenditures	Encumbrance	YTD Actual Plus	PCT of Bud	YTD Budget	Remainder of Budget
<b>SALARIES AND BENEFITS</b>						
01010 Salaries - Official	\$10,864.38	\$0.00	\$55,873.95	0.40	\$141,237.00	\$85,363.05
01020 Salaries - Assistant	20,202.59	0.00	90,286.15	0.36	250,470.00	160,183.85
01060 Salaries - Extra Help	1,051.87	0.00	5,308.13	0.31	17,198.00	11,889.87
01070 Automobile Allowance	715.04	0.00	3,932.72	0.42	9,300.00	5,367.28
01080 Mileage Reimbursement	51.55	0.00	625.59	n/m	0.00	(625.59)
01090 Salary Lag	0.00	0.00	0.00		(9,787.00)	(9,787.00)
01111 FICA	1,923.81	0.00	7,549.13	0.31	24,285.00	16,736.87
01112 Medicare	465.18	0.00	2,199.43	0.39	5,680.00	3,480.57
01113 PARS	13.67	0.00	69.01	n/m	0.00	(69.01)
01140 Insurance - Employer	3,510.48	0.00	20,409.19	0.34	59,500.00	39,090.81
01150 Fringe Benefits Retirement-Emplo	3,654.94	0.00	17,232.00	0.38	45,045.00	27,814.00
01190 Workers Compensation- County	29.77	0.00	133.90	n/m	0.00	(133.90)
Total Salaries and Benefits	42,483.28	0.00	203,619.20	0.38	542,930.00	339,310.80
<b>OPERATING EXPENSES</b>						
02050 Conference/Staff Development Ex	\$289.20	\$0.00	\$289.20	0.05	\$6,000.00	\$5,710.80
02080 Dues & Subscriptions	0.00	0.00	0.00		2,000.00	2,000.00
02090 Property Less than \$5000	0.00	0.00	0.00		2,000.00	2,000.00
02093 Computer Hardware less than \$500	0.00	0.00	0.00		1,000.00	1,000.00
02160 Office Supplies	80.15	1,795.48	2,229.34	0.78	2,855.33	625.99
02170 Postage	0.00	0.00	0.00		1,500.00	1,500.00
02180 Printing / Imaging Expense	0.00	0.00	0.00		500.00	500.00
02230 DDA - Spendable Balance	474.89	607.16	2,766.13	0.41	6,714.14	3,948.01
02530 County Auto Maintenance	0.00	0.00	0.00		1,000.00	1,000.00
02640 Maintenance/Labor on Building/Of	0.00	0.00	0.00		45.00	45.00
02720 Janitorial Supplies	0.00	0.00	0.00		500.00	500.00
02730 Small Tools	0.00	0.00	0.00		100.00	100.00
02760 Ground Maintenance	0.00	0.00	0.00		1,000.00	1,000.00
02950 Books & Supplements	0.00	0.00	0.00		100.00	100.00
02970 Uniforms	0.00	0.00	0.00		750.00	750.00
03095 Fuel	0.00	0.00	0.00		1,000.00	1,000.00
05590 Other Professional Fees	8,040.00	6,242.52	14,282.52	1.00	14,282.52	0.00
07020 Equipment Rental	0.00	0.00	0.00		94.00	94.00
07230 Utilities	0.00	0.00	2,209.38	0.15	15,000.00	12,790.62
Total Operating	8,884.24	8,645.16	21,776.57	0.39	56,440.99	34,664.42
<b>RESERVES</b>						
09130 New Program Contingency	\$0.00	\$0.00	\$0.00		\$8,165,535.46	\$8,165,535.46
Total Reserves	0.00	0.00	0.00		8,165,535.46	8,165,535.46
Grand Total	51,367.52	8,645.16	225,395.77	0.03	8,764,906.45	8,539,510.68

## Budget - Funds Available Analysis Report

The Budget - Funds Available Analysis Report provides totals by account and account type for budget, actual and encumbrance amounts allowing for the calculation of available funds. Parameters allow for further control over grouping and totaling. Knowledge of the accounting structure at Dallas County and this report will allow a person to look at budget status from various angles.

This single Request can be executed using the responsibility **DC GL INQUIRY**.  
**DC GL INQUIRY → Report → Run.** Select “Single Request” the click “OK”. Type “Budget” and click the “Tab” key. Select “Budget-Funds Available Analysis”

In the Parameters screen fill in your parameters for:

1. **Page Break Segment:** Provides the highest level of summarization and a range can be applied to reduce the volume of the report. The account segment is already handled by the report so choose one of the remaining 7 segments. (see account combinations)
2. **Lower Page Break Range:** Must provide a range for the page break segment parameter. (The report will return page totals for each unique value within the range.)
3. **Higher Page Break Range:** Must provide a range for the page break segment parameter
4. **Secondary Segment:** Provides grouping and totals within each unique value of the page break segment.
5. **Account Type:** The report is a summary of accounts you can limit your report to a specific account type or choose X for all accounts.
6. **Budget** = Select a specific budget you are reporting on. (FY#### is the active/working budget, LAB#### is the legally adopted budget) The period name is linked to the chosen budget.
7. **Period Name:** Select a Month and Fiscal Year. This would represent the *last reporting period* included on the report. SEP-FY-2014 would represent an end date of 09/30/2014.
8. **Report Type:**
  - Year-to-Date-Extended (**YTDE**). This will return information from October 1<sup>st</sup> to period name specified. This will work for most reporting needs gives you the year-to-date values plus carry forward from prior years.
  - Project-to-Date (**PJTD**) should be used target lifetime actuals and encumbrances. Especially useful when targeting grant awards and projects. The budget and the funds available should be ignored.
  - Period-to-date (**PTD**) will only give you the totals of what occurred within the period selected. Consider it a snap shot. The actual amounts will be populated, budget and encumbrances may be populated, and funds available will usually be negative and should be disregarded.
  - Quarter-to-date-extended (**QDTE**) works like period-to-date targeting the quarter identified by the period selected and ending with the period selected.
- **Encumbrance Type** = **All** (recommended)
- **Summary Template** is not currently used at Dallas County.

Features:

- Grouping of the report is Page Break Segment (Range)/Secondary Segment/Accounting Type. Account totals are the lowest level of detail displayed on the report. Totals occur at each grouping level and grand totals are also provided.



## How do I see the details?

### Funds Available Inquiry

Want to look for funds available without sifting through a report? Perhaps you want to drill down to the activity that impacts the funds available? Use the **Funds** option under the **GL Inquiry** menu. It allows you to research the summary accounts that are used for funds checking relating to purchasing and requisitioning.

1. Choose Amount Type – Year to Date Extended
2. Choose the current budget
3. Choose the current period to get up to the second available funds
4. Account Level = Detail.
5. Click under Account in the grid to enter Account Range  
Fund:00120 Dept:5210 Year 0000 (Ranges left blank will return all values)

The screenshot shows the Oracle Funds Available Inquiry interface. At the top, the 'Selection Criteria' section includes: Ledger: DALLAS\_CO, Budget: FY2015, Period: APR-FY-15, Amount Type: Year To Date Extended, Encumbrance Type: ALL, and Account Level: All. A 'Periods' pop-up window is open, listing periods from OCT-FY-15 to OCT-FY-16 with their statuses (Closed, Open, Future - Entry, Never Opened). A callout box points to the 'Closed' status, stating 'Closed periods are final. Open periods can except changes'. Below this, an 'Find Accounts' pop-up window is open, showing search criteria for Fund (00120), Department (5210), and Year (0000). A callout box points to the 'Find Accounts' button, labeled with the number '5'. The main window displays a 'Summary test' grid with columns for Account, Budget, Encumbrance, Actual, and Funds Available. The grid contains several rows of account data, including one with a negative 'Funds Available' value of -132.00. Below the grid, 'Encumbrance Amounts' are shown for Commitment (0.00), Obligation (-52.50), and Other (52.50). A list of steps is overlaid on the right side of the screenshot:

6. Click [OK]

The Account grid works the same way on several inquiries so we will cover a few of its features here:

- The Account section will be updated with all available accounts that match the criteria specified whether they have activity or not.
- Click on different account lines. Notice that the account description changes as do the encumbrance breakdowns.
- To change the account search criteria click under the Account column to set focus and click Find Icon and the Find Account pop up will be returned to you.

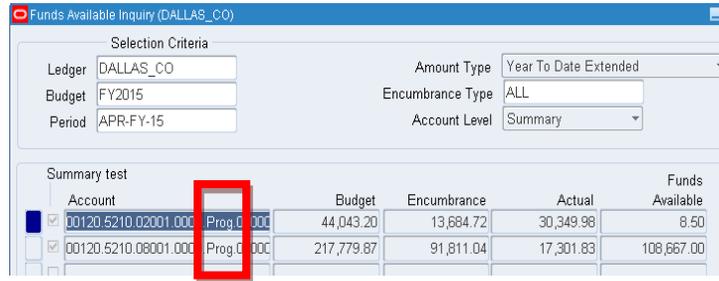
7. Change the Account range From 01999 To 03999

Why do some of the accounts have negative **funds available**? Dallas County uses a control that allows related accounts to be individually over budget as long as the sum does not exceed funds available. This control is a summary account.

**Summary Accounts:** Summary accounts 02001 (Operational) & 08001 (Capital) are used for funds checking. Account ranges that make up the summary groups can be found by running the **“Chart of Account – Rollup Range Listing”**

8. Change Account Level to Summary
9. Navigate to the account column when the Find Account pop-up appears remove the To and From Account and click OK.

*What is different about this account?  
In this example how much does this department have available to spend from their operational budget?*

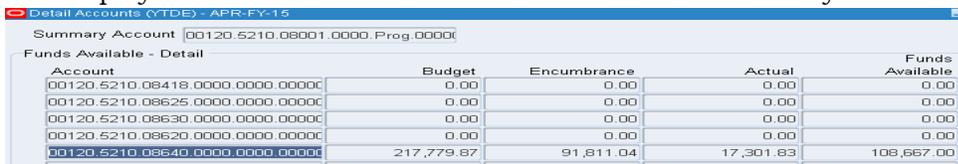


The rest of this section will focus on how to use the **Tools** Menu to drill down to the specifics behind these stats. Highlighted options can be selected and this will change as you navigate.

What accounts make up the Capital Summary account?

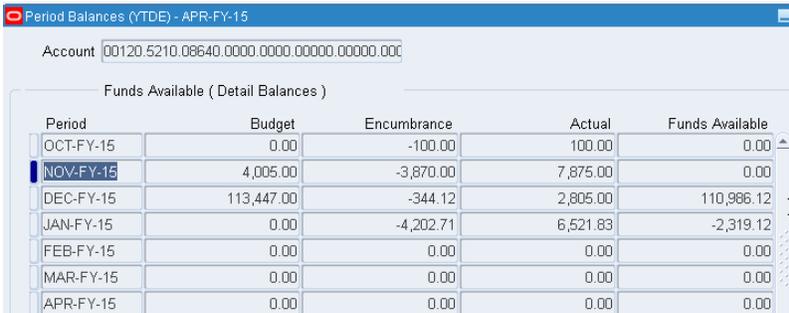


10. Highlight the Capitol summary account => **Tools** Menu => **Detail Accounts**. This action will display in a new window the accounts within this Summary account.



*How can I see what makes up the Encumbrance and actual amounts?*

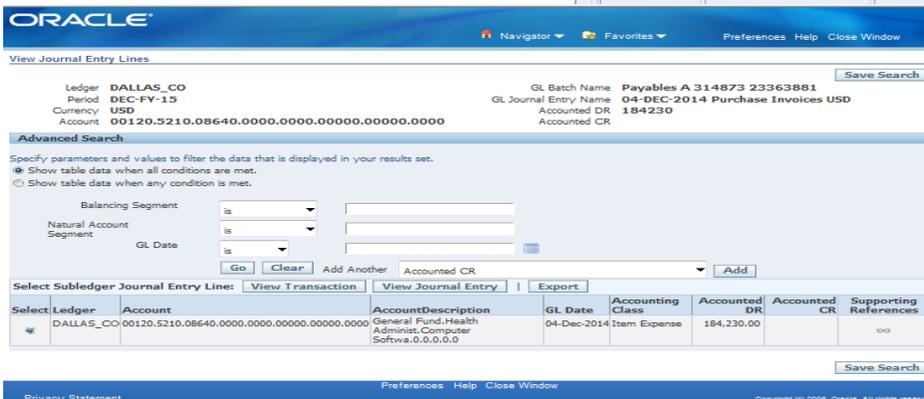
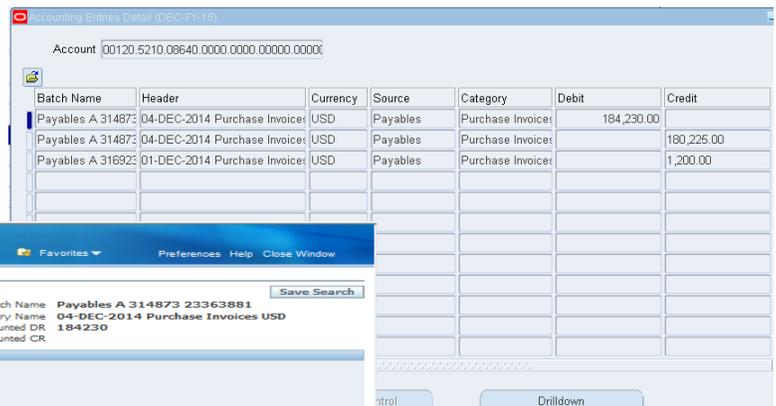
11. Highlight the account of interest and **Tools** Menu => **Period Balances**



**Period Balances** will show you a month by month snapshot of what has happened. You can look at period balances at the account or the summary level.

12. Select a period and use the Tools menu to drill down to the specific journals that make up the displayed statistic. This displays the Accounting Detail screen.

13. Highlight a specific line and click **“Drilldown”** to see what transactions in initiated the journal entry. If the Drilldown button is not enabled this is most likely a manual journal entry. The **“Journal”** button can let you see the original journal in its entirety.



From this screen make sure the line you are interested in is selected and click the **View Transaction** button.

## GL Account Inquiry

What if you need to see what happened from one date to another and funds available was your focus. If you wanted to find out what you spent from your “Office Supplies” account?

Return to the **Navigator window** and choose **Account**. The Account query lets you examine various aspects of a single or set of combinations for a single or set of financial periods.

**Note:** Before clicking on “Account”, go to “Tools” and uncheck “Close Other Forms”.

1. Choose one or more Accounting Periods. Notice that the “To” date will change when the “From” date is changed. This may not be expected behavior.

The screenshot shows the Oracle GL Account Inquiry window for DALLAS\_CO. The window is divided into several sections:

- Ledger/Ledger Set:** Name: DALLAS\_CO, Currency: USD.
- Accounting Periods:** From: OCT-FY-12, To: JUL-FY-12.
- Currency:** Type: Total, Entered: (empty).
- Primary Balance Type:** Actual (selected), Budget, Encumbrance.
- Secondary Balance Type:** (empty).
- Budget:** (empty).
- Encumbrance Type:** (empty).
- Factor:** Units (selected), Thousands, Millions, Billions.
- Summary Template:** (empty).
- Accounts:** A list of accounts with the first one (00120.5210.02160.0000.0000.0000.0000.0000) selected.
- Description:** General Fund.Health Administ.Office Supplies.0.0.0.0.0.
- Buttons:** Show Balances, Show Journal Details, Show Variance.

2. Primary Balance Type: Select Actual
3. Put your cursor in the first Accounts line and click Find icon. Enter the “**Office Supplies**” account from **General fund** and **Health Administration** department.
4. Click OK.

**“Show Balances”:** Shows totals for each period within the range.

**“Show Journal Details”:** Shows all journal entries for the entire period range.

You can also choose [Journal Details] from the Show Balances screen and see the journal entries for that specific period.

Let’s look at the Journal Detail.



Did you know you can export these journal entries into Excel?

Journals (DALLAS\_CO) - 00120.5210.02160.0000.0000.0000.0000.0000,OCT-FY-12->JUL-FY-12

Balance Type: Actual      Currency Type: Total

Batch	Journal Entry	Source	Entered Currency	Line	Entered Debit	Entered Credit
37141 Payab	Purchase Invoices	Payables	USD	142	5.12	
37141 Payab	Purchase Invoices	Payables	USD	143	23.74	
37141 Payab	Purchase Invoices	Payables	USD	144	69.40	
37141 Payab	Purchase Invoices	Payables	USD	145	116.48	
37301 Payab	Purchase Invoices	Payables	USD	44	57.76	
37341 Payab	Purchase Invoices	Payables	USD	40	220.00	
37781 Payab	Purchase Invoices	Payables	USD	77	97.80	
37781 Payab	Purchase Invoices	Payables	USD	78	194.45	
37781 Payab	Purchase Invoices	Payables	USD	79	209.92	
AJG NOV SU	AJG NOV SUPPLY	Manual	USD	75	5.79	
38201 Payab	Purchase Invoices	Payables	USD	102	309.36	
38361 Payab	Purchase Invoices	Payables	USD	77	64.84	

Buttons: Drilldown      Show Full Journal      Detail Balances

The **Source column** tells you how the entry made it into Oracle. **Manual** indicates that independent journal entries were made and **Payables** means that journals were created from the accounts payable process usually from an invoice.

Place your cursor on a line with the source of Payables. Note that the **[Drilldown]** button activates. This allows you to navigate to the invoice within AP that parented this journal entry. From there you can see the purchase order, supplier and detail information about the invoice.

Click [[Show Full Journal](#)] to see more about how information got to the GL (try one marked Manual Entry).

The screenshot shows the Oracle Journals window for 'Journals (DALLAS\_CO) - AJG NOV SUPPLY CHARGES 18-NOV-2011 13:49:40'. The window is divided into several sections:

- Journal Details:** Journal Name: AJG NOV SUPPLY CHARGES; Description: JE 13914 NOV SUPPLY CHARGES; Ledger: DALLAS\_CO; Category: Interfund; Period: NOV-FY-12; Effective Date: 18-NOV-2011; Balance Type: Actual; Document Number: 13914; Clearing Company: (empty); Tax: Not Required; Control Total: (empty).
- Conversion:** Currency: USD; Date: 18-NOV-2011; Type: User; Rate: 1.
- Reverse:** Date: (empty); Period: (empty); Method: Switch Dr/Cr; Status: Not Reversed.
- Lines:** A table with columns: Line, Account, Debit (USD), Credit (USD), Description. The table contains 8 rows of journal entries, all with a description of 'JE 13914 NOV SUPPLY CHARGES'. The total debit is 6,110.83 and the total credit is 6,110.83.
- Other Information:** Acct Desc: General Fund.Jail Diversion.Office Supplies.0.0.0.0.0.
- Buttons:** Line Drilldown... and T Accounts...

Line	Account	Debit (USD)	Credit (USD)	Description
5	00120.4014.02160.0000.0000.0000.0000	33.19		JE 13914 NOV SUPPLY CHARGES
10	00120.3137.02160.0000.0000.0000.0000	331.92		JE 13914 NOV SUPPLY CHARGES
15	00120.0900.12240.0000.0000.0000.0000	165.96		JE 13914 NOV SUPPLY CHARGES
20	00467.0000.02160.2012.0000.00000.080	165.96		JE 13914 NOV SUPPLY CHARGES
25	00120.1020.02160.0000.0000.0000.0000	4.98		JE 13914 NOV SUPPLY CHARGES
30	00120.4031.02160.0000.0000.0000.0000	165.96		JE 13914 NOV SUPPLY CHARGES
35	00120.1070.02160.0000.0000.0000.0000	99.58		JE 13914 NOV SUPPLY CHARGES
40	00120.1022.02160.0000.0000.0000.0000	66.38		JE 13914 NOV SUPPLY CHARGES
		6,110.83	6,110.83	

Entries are placed into the GL in something called **journal batches**.

For applications like AP that feed the GL these journal batches can be quite large.

You can use the Query/Find features to look for a specific entry.



Note: when using wildcards, the account must use the **Decimal placeholders** and you cannot exceed the **segment size**.

i.e. `%.02160.%` would return the entry targeted from the journal details.

**Wildcards** are symbols that represent one or more characters where the values are not known, often used in search related functions.

Notice when AP journals verses manual journals are selected, the “Drilldown” button is available. Look at budget and encumbrance data for the same period.

## DC General Ledger Report (180 characters)

Use responsibility **DC GL Inquiry** and the **DC General Ledger Report (180 characters)** to see all journal activity for a single or set of account combinations. The advantage of using the General Ledger is that it includes applicable corrections via manual journal entries.

The image shows two overlapping dialog boxes from an Oracle application. The top dialog, titled 'Submit Request', contains a 'Run this Request...' section with a 'Copy...' button. Below this, there are four input fields: 'Name' (General Ledger - (180 Char)), 'Operating Unit' (empty), 'Parameters' (DALLAS\_CO.USD.Total.Source Item.A.N/A.MAY-FY-08.JUL-FY-08.00120\1070\02170\00), and 'Language' (American English). The bottom dialog, titled 'Parameters', contains several fields: 'Ledger/Ledger Set' (DALLAS\_CO), 'Ledger Currency' (USD), 'Currency Type' (Total), 'Type' (Source Item), 'Balance Type' (A), 'Budget or Encumbrance Name' (N/A), 'Starting Period' (MAY-FY-08), 'Ending Period' (JUL-FY-08), 'Account From' (00120.1070.02170.0000.0000.000000.000000.0000), and 'Account To' (00120.1070.02170.0000.0000.000000.000000.0000). Arrows point to the 'Type', 'Balance Type', 'Starting Period', 'Ending Period', and 'Account From' fields. The 'Parameters' dialog also has 'OK', 'Cancel', 'Clear', and 'Help' buttons at the bottom.

Enter the Parameters as shown above.

- **Type**
  - Document Number: Shows the sequence number of journal containing your journal line.
  - Entry Item: Will show the external reference field from the journal entry headers
  - Line Item: Shows Reference \_1 from the Lines table (Journal import)
  - Source Item: Shows Reference\_4 from the Lines table (Journal import) and is most commonly used.
- **Balance Type**
  - A - Actual
  - E - Encumbrance
  - B - Budget
- **Starting and Ending Periods**: only allow Month and Fiscal Year selection.
- **Account From and Account To**: Designate desired account code combination range. You will need to fill out all segments.

Account	Description	Date	Journal Amount	Account Balance
00120.1070.02170.0000.0000.00000.00000.0000	General Fund.00-County Audit.Postage.0.0.0.0.0			
	MAY-FY-08			
Manual	Interfund JW FIN AUD POSTAGE CHARGE JW FIN AUD JV 9076 POST	22-MAY-08	52.33	Begin Balance: 1,856.74 DR
Payables	Purchase Invoices Purchase Invoices USD Supplement to FedEx pur	27-MAY-08	40.90	
Payables	Purchase Invoices Purchase Invoices USD Supplement to P.O. 1980	27-MAY-08	61.64	
	MAY-FY-08			End Balance: 2,011.61 DR
Manual	Interfund JW FIN AUD POSTAGE CHARGE JW FIN AUD POSTAGE CHAR	24-JUN-08	138.08	
	JUN-FY-08			End Balance: 2,149.69 DR
Manual	Interfund JW FIN AUD POSTAGE JULY 0 JW FIN AUD JV 9289 POST	22-JUL-08	189.94	
Payables	Purchase Invoices Purchase Invoices USD Supplement to FedEx pur	22-JUL-08	21.94	
Payables	Purchase Invoices Purchase Invoices USD Supplement to FedEx pur	16-JUL-08	59.10	
Payables	Purchase Invoices Purchase Invoices USD Supplement to FedEx pur	16-JUL-08	159.55	
	JUL-FY-08			End Balance: 2,580.22 DR

### What is an Encumbrance?

Funds are encumbered (similar to being set aside now to ensure availability for a future obligation) through Requisitions and Purchase Orders. Departments obtain goods and services through the Requisitions process in Oracle. The Requisition must be approved, and assigned to a Dallas County Buyer who creates a Purchase Order for the selected supplier.

### Encumbrance Detail Report

Navigate to **DC PO INQUIRY**. Select **Requests** → **Run** → **Single Request**. **Click OK**. The Name of the report is **Encumbrance Detail Report**. (NOT DC Encumbrance Detail) **Click OK**. Click the **“Tab”** key in order to fill in the eight (8) segments.

**Submit Request**  
Run this Request...  
Name: Encumbrance Detail Report  
Operating Unit: DALLAS\_CO  
Parameters: 00470\6010\01020\0000\0000\00000\00000\0000\0000\00470\6010\07930\0000\0000\0000  
Language: American English

**Parameters**  
Title: \_\_\_\_\_  
Accounts From: 00470.6010.01020.0000.0000.00000.00000.0000  
To: 00470.6010.07930.0000.0000.00000.00000.0000  
Cost Centers From: \_\_\_\_\_  
To: \_\_\_\_\_  
Encumbrance Dates From: \_\_\_\_\_  
To: \_\_\_\_\_  
Document Type: \_\_\_\_\_  
Vendors From: \_\_\_\_\_  
To: \_\_\_\_\_  
Dynamic Precision Option: 0 -999,999,990

**DALLAS\_CO**  
Fund: 00470  
Department: 6010  
Account: 01020  
Year: 0000  
Program: 0000  
Project: 00000  
Grant: 00000  
Future: 0000

In the Parameters screen fill in your parameters for:

- **Title** = Leave Blank (Click the "Tab" key to access the eight segments form)
- **Cost Center From/To** = Leave Blank
- **Encumbrance Date From/To** = Leave Blank
- **Everything else can be left blank**

Click **OK**  
Submit

```

DALLAS_CO                               Encumbrance Details Report                Report Date: 18-APR-2016 09:32

Report Parameters
Accounts From: 00470.6010.01020.0000.0000.0
To: 00470.6010.07930.0000.0000.0
Cost Centers From:
To:
Encumbrance Dates From:
To:
Vendors From:
To:
Document Type:

DALLAS_CO                               Encumbrance Details Report                Report Date: 18-APR-2016 09:32
Page: 2 of 45
    
```

Charge Account: 00470.6010.02160.0000.0000.00000.00000.00000

PO# - Release	Source	Reserved Date	Line	Shipment	Distribution	Item Description	Entered Amount	Functional Amount
241401	Vendor	09-MAY-11	1	1	1	Open PO for Office Depot office supplies through online/weeb -based internet account #25068420, effective 5/6/2011- 5/31/2011. Users and approvers are Mary Rankin and Reese Belew for Law Libraries, Fund 470, Dept. 6010.	9.33	9.33
246145	Vendor	05-OCT-11	1	1	1	FY 2012 Open	303.44	303.44





## View Purchase Order Details

Navigate to **DC PO INQUIRY— Purchase Order Summary**.

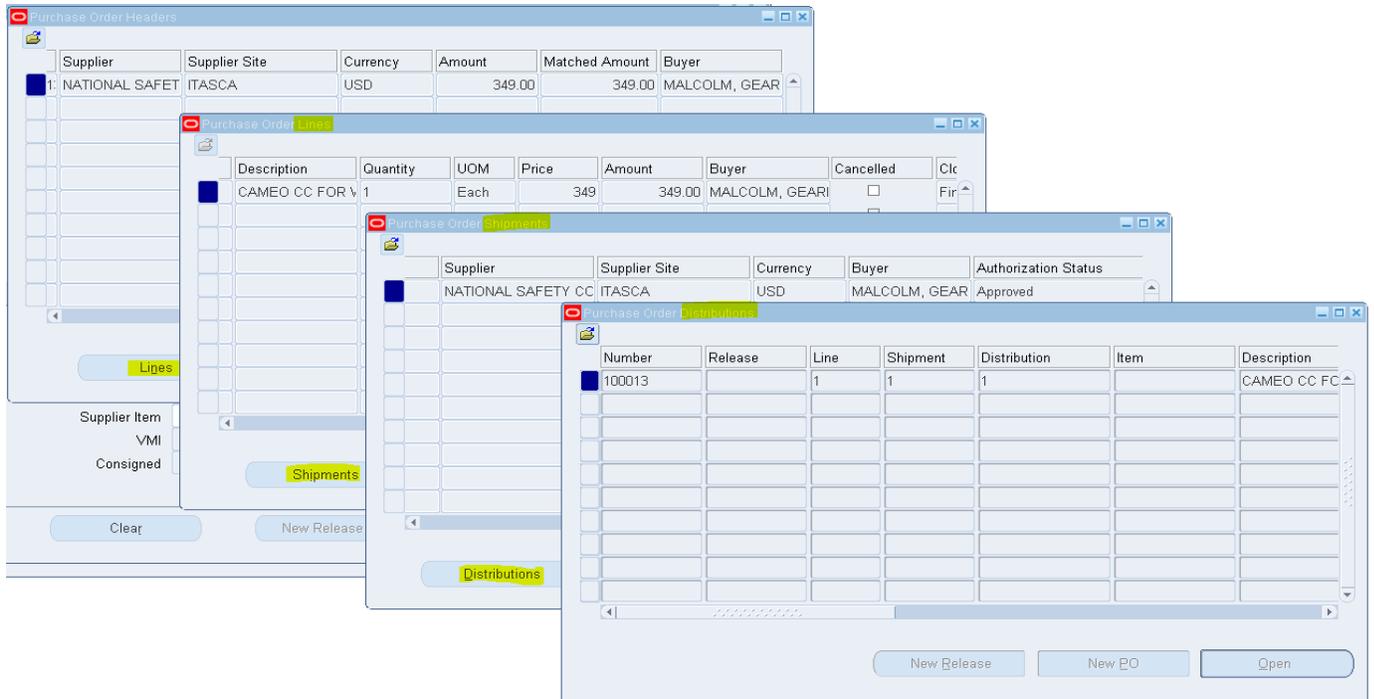
Entering the PO number and clicking on Find is the quickest way to PO details. However this search screen has some fairly unique features.

The tabs allow you to expand additional search criteria on the Purchase Order.

Selecting a button in the Results section will control what is returned:

- **Header:** Ship To (Department), Supplier name, Amount, Approval Status, Order Date, and Buyer.
- **Lines:** Item Category (Hint Ctrl+E will provide code details) Description, Quantity, Price, Amount, Unit of Measure, and Buyer.
- **Shipments:** Shipment Amount, Quantity, Quantity Due, Quantity Received, Quantity Accepted, Quantity Billed, Quantity Cancelled, and Matching Type
- **Distributions:** Shows the same things as the Line information, but also shows the account code combination in the Charge Account field.

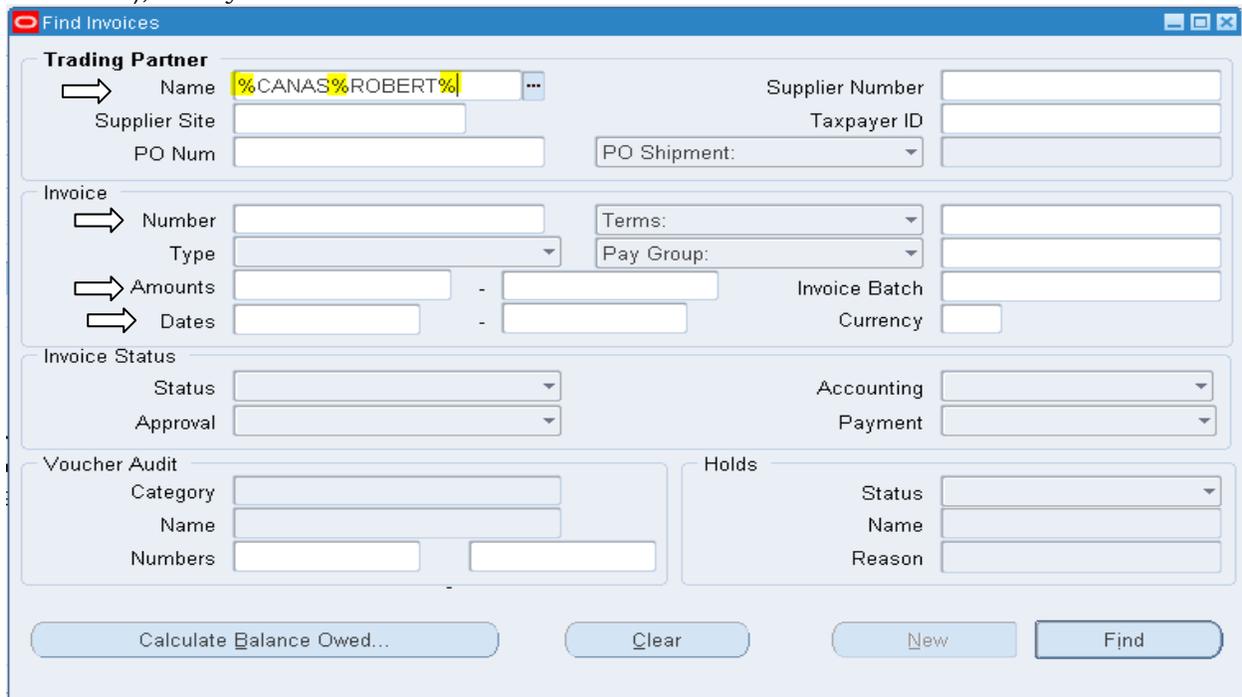
This might be helpful when PO have multiple lines.



**\*What happened to my Employee Reimbursement?**

Navigate to **DC AP INQUIRY** → **Invoices** → **Inquiry** → **Invoices**.

Search by name (**%Last name%First name% format**), or **invoice number** (the last date of travel in the MM-DD-YY format), or the **amount** owed (no commas or dollar signs), pertinent dates (DD-MM-YYYY), or any combination of the above. Click **Find**.



At the bottom of the screen, **click on tab #4** to View Payments. Values are: Payment Method, Document Number, Payment Date and GL Date fields indicates that the payment has been made.

Invoice Workbench (DC AP INQUIRY)

Batch Control Total:  Batch Actual Total:

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
DALLAS_CO		Expense Report		CANAS JR	125078	OFFICE	22-MAR-200	032207	USD
DALLAS_CO		Expense Report		CANAS JR	125078	OFFICE	23-JUN-2007	062307	USD
DALLAS_CO		Expense Report		CANAS JR	125078	OFFICE	17-APR-2011	041713	USD
DALLAS_CO		Expense Report		CANAS JR	125078	OFFICE	12-JUN-2013	061213	USD

1 General | 2 Lines | 3 Holds | **4 View Payments** | 5 Scheduled Payments | 6 View Prepayment Applications

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken
Check	120402302	08-MAY-2007	08-MAY-2007	<input type="checkbox"/>	164.13	
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Buttons: Calculate Tax, Tax Details, All Distributions, Payment Overview

If the Date or Payment information is blank, click on **tab #5** to view **Scheduled Payments**.  
**(EX: Name:%ROBERT%SABRI% Invoice Number: %040616%)**

### Has this Vendor been paid?

Navigate to **DC AP INQUIRY** → **Invoices** → **Inquiry** → **Invoices**.  
 Search by Supplier name, and/or invoice number, amounts or dates (if known).

Invoice Workbench (DC AP INQUIRY)

Batch Control Total:  Batch Actual Total:

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
DALLAS_CO	SYS11978	Standard	280789	STAPLES	130649	STAPLES_A	08-NOV-2011	3248202100	USD
DALLAS_CO	SYS11978	Standard	281122	STAPLES	130649	STAPLES_A	07-FEB-2011	3256796272	USD
DALLAS_CO	SYS11978	Standard	270211	STAPLES	130649	STAPLES_A	18-JAN-2014	3220414300	USD
DALLAS_CO	SYS11978	Standard	269840	STAPLES	130649	STAPLES_A	15-FEB-2014	3223050292	USD

1 General | 2 Lines | 3 Holds | **4 View Payments** | 5 Scheduled Payments | 6 View Prepayment Applications

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken
Check	120638060	16-DEC-2014	16-DEC-2014	<input type="checkbox"/>	467.50	
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Buttons: Calculate Tax, Tax Details, All Distributions, Payment Overview

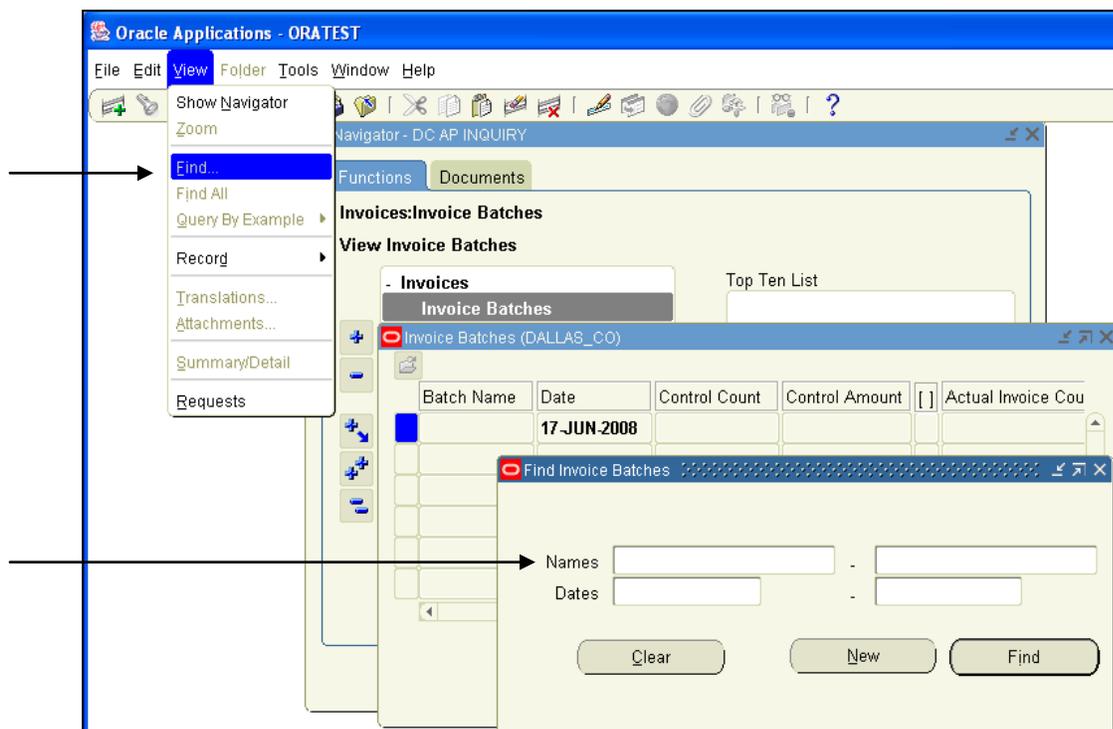
The Invoices screen will provide the Invoice Date, Number, Amount, Description, GL Date, Payment and Method (check/other).

## Find Versus Query

Oracle Applications provides you with easy-to-use search capabilities to access application information. You can quickly retrieve and review all available information in your database without having to remember the information displayed in windows, or print lengthy reports to see the data. Instead, you can simply run a query to obtain the information you want and review the data online in the same window used to enter the data.

Navigate to **DC AP INQUIRY → Invoices → Inquiry → Invoice Batches**

**View/Find:** If you want to query for records in your current block or window, the simplest way to proceed is to use Find. **Find displays a window that lets you specify search criteria.** A Find window contains fields for entering search criteria that are specific to the current block and often validate the search criteria you enter against a list of valid values.

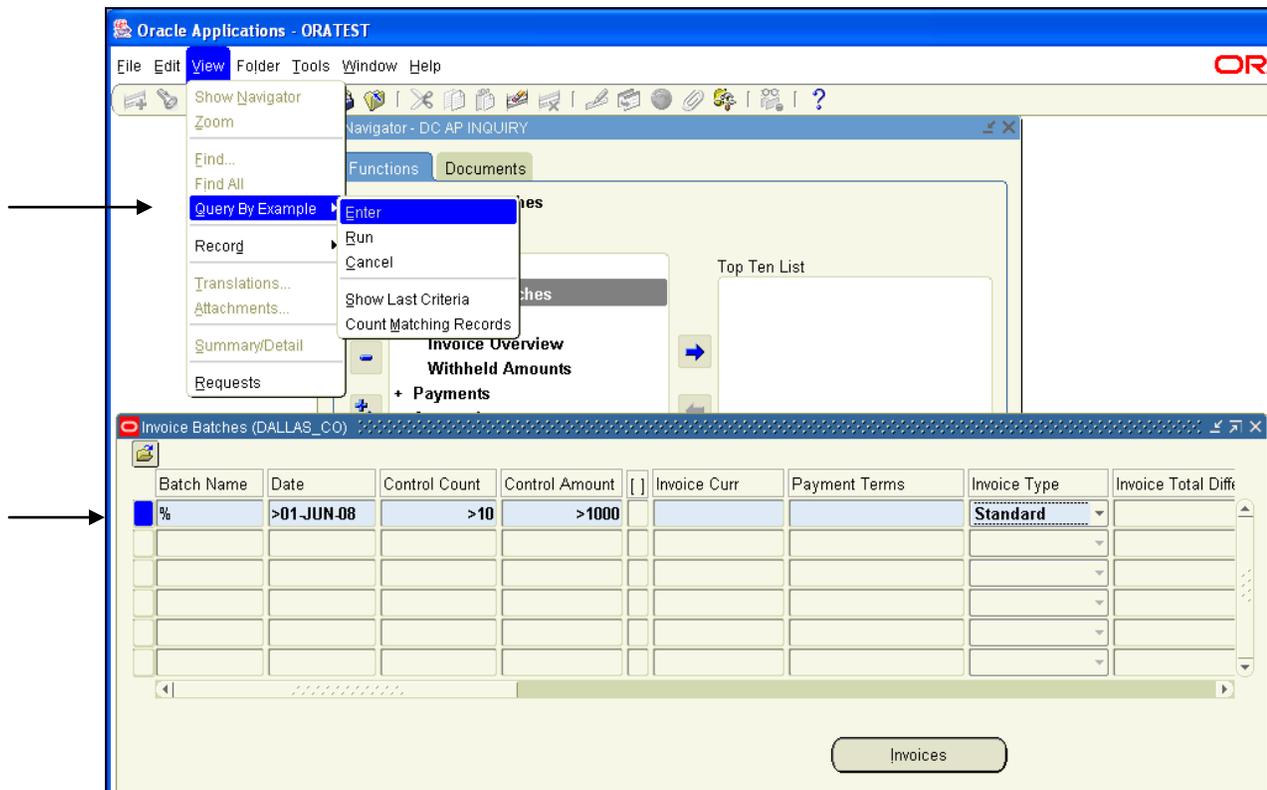


**Find** is user friendly, allows for entry by specific information (not case sensitive), text string with wildcard (%) or LOV (where it is available). Find fields, however, limit the search criteria. **(EX: Names: %CANAS%ROBERT%, Dates: 01-DEC-15)**

**Query-by-example:** If you want to retrieve a group of records based on more sophisticated search criteria than what Find allows, you can use a feature called query-by-example, under View. As an expert user you can use query-by-example to specify complex search criteria in **any** of the fields, or **multiple** fields of your current block. The search criteria to help you pinpoint the specific data of interest can include:

- specific values,
- phrases containing wildcard characters, and/or
- phrases containing query operators

**HINT:** The query field is case sensitive. The first letter is usually capitalized



**EX:** Date >01-JAN-15, Invoice Type: “Standard”

**Direct entry windows:** View/ Query by Example/ Enter (OR **F11** key) allows direct entry into fields to help retrieve records of interest. If a field allows queries, the color will change from tan to light blue. Scrolling to the right reveals all available fields.

Menu	Shortcut Keys	Function
View->Query by Example-> Enter	[F11]	<b><u>Sets the data form in Enter Query mode. At this point search criteria can be entered.</u></b>
View->Query by Example-> Run	[Ctrl] + F11	<b><u>Executes the Query and depending on entry results will be return and data entry mode is turned on.</u></b>
View->Query by Example-> Cancel	[F4]	<b><u>Returns form to data entry mode without performing query.</u></b>
	[F4]	<b><u>Ends/ Cancels current activity. Can also be used to exit forms, etc.</u></b>
	[F12]	<b><u>Returns the record count only based on entered query. Count will be displayed on the message line.</u></b>

**EX:** If >01-JUN-08 is in the date field, and the control amount query is for amounts greater than \$1,000, than only records for amounts both over \$1,000 and dated after June 1<sup>st</sup> are returned.

Query is a powerful tool that renders nearly every entry field into a search field using the following operators:

Operator	Meaning	Example Expression
=	equals	= 'Tshibamba', = 107
!=	is not	!= 'Daniel', != 109
>	greater than	> 99.1, > '01-JAN-04'
>=	at least	>= 55
<	less than	< 1000.00
<=	at most	<= 100
#BETWEEN	between two values	#BETWEEN 1 AND 1000
%	Wildcard	STAP%

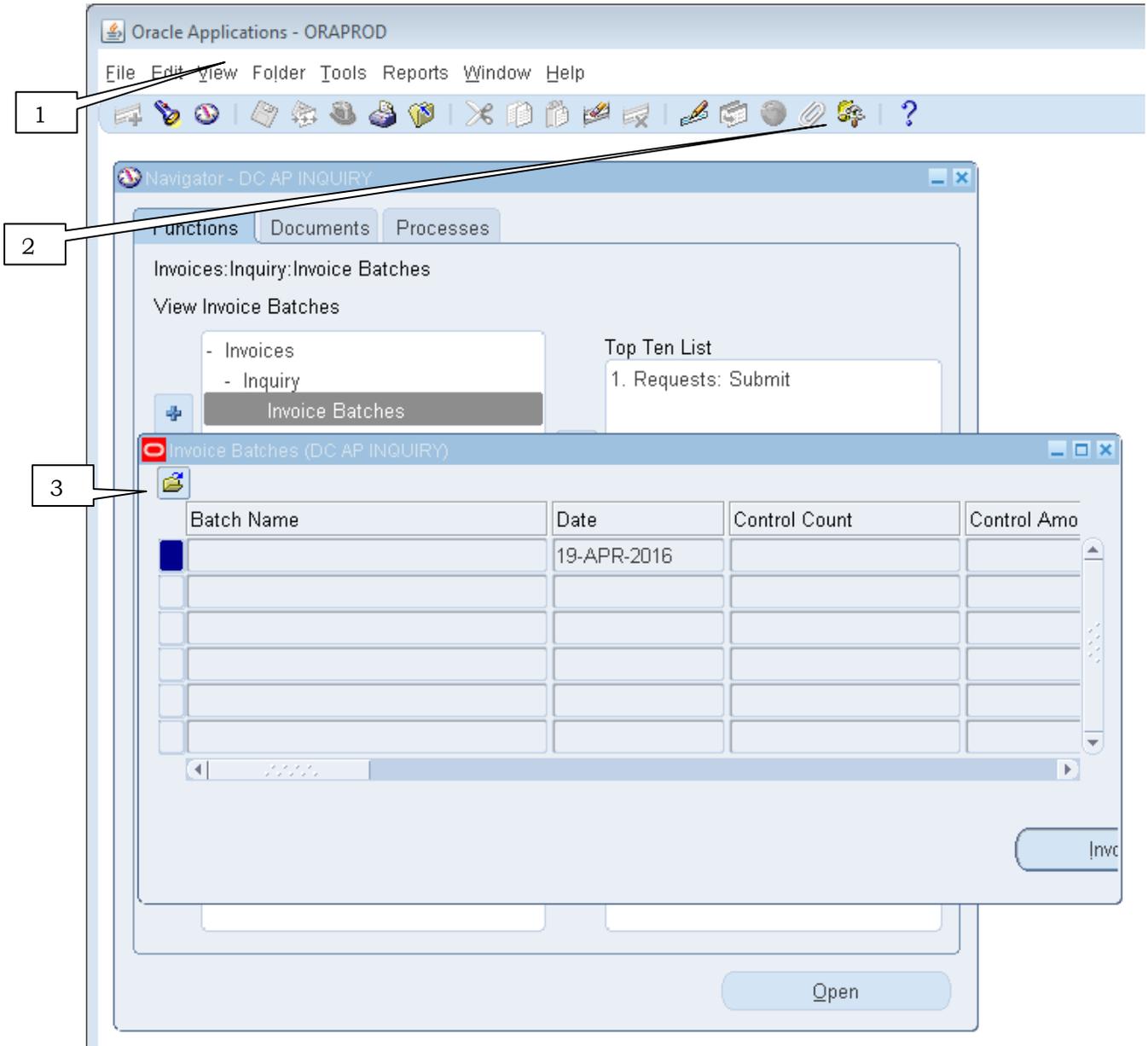
**Remember:** Query by example is independent from any previous filtering criteria like previous searches.

**Attention:** In Enter Query mode, all check boxes are initially in a null state. To use a check box as a search criterion, you must explicitly check or uncheck it.

## How to **Change Screen Appearance Using Folders?**

A folder block is a special block whose layout you can customize. The following helps you distinguish a folder block from a regular block.

1. An enabled **Folder menu** appears in the main menu bar when your cursor is in a folder block.
2. An enabled **Folder Tools button** appears on the toolbar when your cursor is in a folder block.
3. An **Open Folder button** appears in the upper left corner of a folder block.



## Creating a custom folder

When you first sign-on to Oracle Applications and navigate to a folder block, what you see is the original default folder or a folder defined by your system administrator.

You can customize a folder block's layout, create query criteria to retrieve just a subset of records, display those records in a different layout and save your customizations as a folder.

You can create, save, and open folders as well as delete folders that you have created.

You can modify this default folder and save your customizations to be the new default. When you open a new folder, the layout for the new folder simply replaces the layout for the current folder.

A custom default folder can be distinguished from the original default folder -- a custom default folder always displays its name next to the Open Folder button.

**Before creating a custom folder, you should save the original default folder by giving it a unique name.** This enables opening the original folder by choosing it from a list of predefined folders.

### To Save a Folder:

Navigate to **DC AP INQUIRY → Invoices → Inquiry → Invoice Batches**

1. Select "Save As..." from the **Folder Menu** to save the current folder under a new name.
2. Complete the Folder Name (ORIGINAL FOLDER) and Autoquery (Never) information requested in the Save Folder window.
3. Click OK.

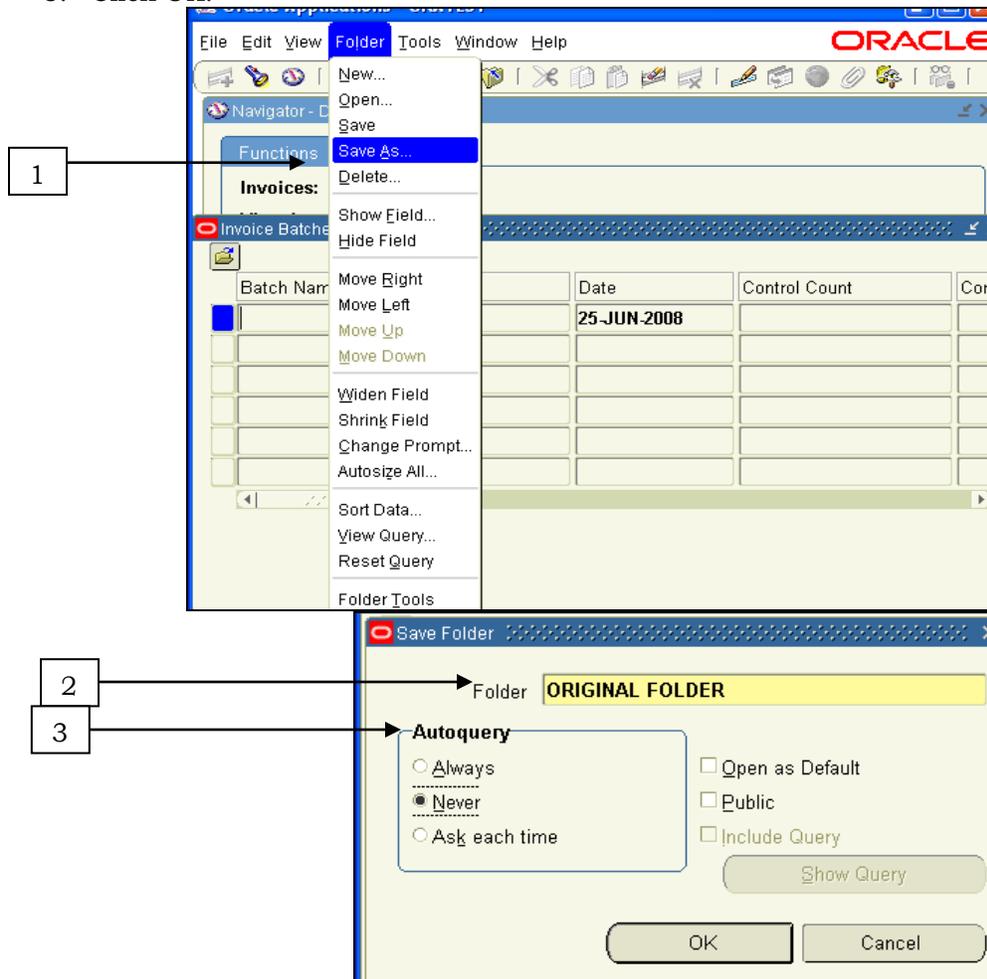


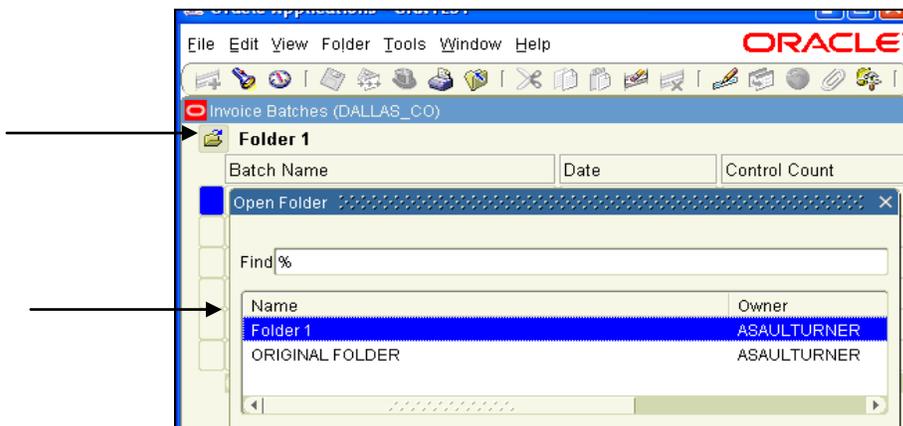
Figure 1

**To Create a New Folder:**

1. Select New from the Folder Menu.
2. The Save Folder popup appears (See Figure 1 above)
3. Enter a new Folder Name.  
**Note:** The name must be unique.
4. Mark an Autoquery option:
  - **Always** --- Automatically queries for a subset of records each time you open the folder. This option is **not** recommended as it may slow the system response.
  - **Never** --- Does not query
  - **Ask each time** --- Opens the decision when the folder is opened. Click Yes to query.

Never should be the option if you are just formatting the screen.  
Ask should be the option if you are wanting to force a query by example.
5. Select **“Open as Default”** to make this new folder open as your default each time you navigate to this folder.
6. Select **“Public”** if you want other Oracle Applications users to have access to this folder. (Others can use this folder, but only you can modify it.)  
**Note:** If you modify a public folder, saving it makes it a private folder.
7. Click OK when you are done.

The name that you assign to this folder appears in the upper left corner of the folder block next to the Open Folder button, whenever you open this folder.

**To Open Another Folder:**

1. Select **Open** from the **Folder Menu** or click the **Open Folder** icon next to the folder name
  2. Select a folder from the list window that appears.
  3. Click OK to replace the current folder with the new folder.
- You can see all available folders, including the original default folder that you saved.

**To Recover the Original Default Folder:**

If you have created a new folder and made it the default, the original default folder can be recovered by performing these steps.

1. Select **Save As** from the **Folder Menu** when you are in the custom default folder.
2. **Unmark** the **“Open as Default”** in the Save As window that appears.
3. Click the OK button when you are done.
4. Close and reopen the form to display the original default folder.

**To Save Changes to a Folder:**

1. Click **Save** on the Folder Menu to save any layout or query changes made to the current folder.

**Note:** If you save a folder to "Open as Default", then open another folder and save that second folder also as "Open as Default", the second folder becomes the new default.

**To Delete an Existing Folder You Created:**

1. Select **Delete** from the Folder Menu.
2. Select a folder from the list.
3. Click OK to delete the folder.

**Note:** You can only delete folders you have created. If there are any pending changes to the information in the folder, you will be prompted to save the changes or cancel the delete. If another user is referencing the folder as their "Open as Default" folder, their reference will be deleted.

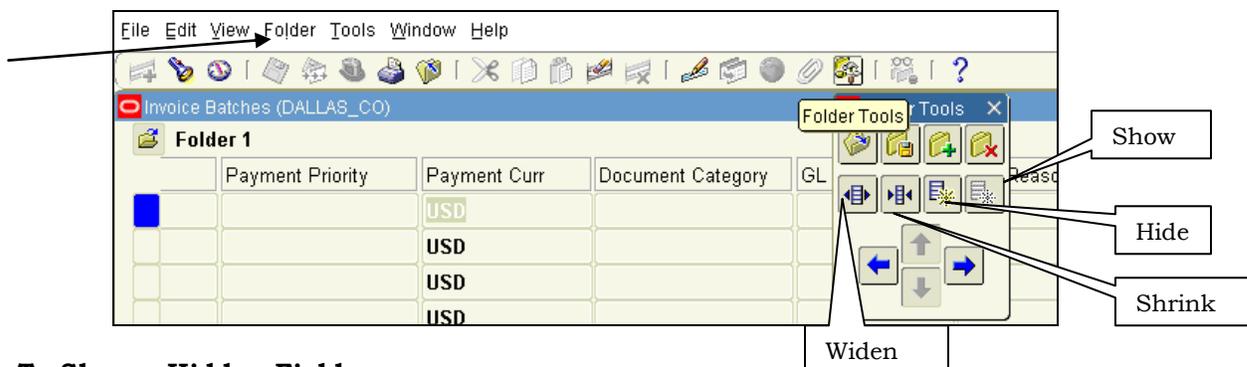
## Changing a Folder Layout

The Folder Menu and Folder Tools provide you with many options to help you customize your folder layout.

**To Hide a Field:**

1. Select **Hide Field** from the Folder Menu or select the Hide Field icon from the Folder Tools to remove the current field from the folder layout.

**Note:** Your cursor moves to the next field. Some fields cannot be hidden.

**To Show a Hidden Field:**

1. Select **Show Field** from the Folder Menu or select the icon from the Folder Tools.
2. Select a value from the list.
3. Click OK to display the field in the folder layout.

**Note:** The new field is inserted after the current field, and the cursor moves to the new field.

**To Widen or Shrink the Width of a Field:**

1. Select **Widen Field** or **Shrink Field** from the Folder Menu or Folder Tools.

**Note:** This increases or decreases the width of the current field.

**To Move a Field to the Right or Left:**

1. Select **Move Right** or **Move Left** from the Folder Menu or Folder Tools.  
**Note:** This swaps the position of the current field with the field to its right or left, in a multi-record block, or moves the current field one character-width to the right or left, in a single-record block.

**To Autosize All the Fields of a Folder:**

1. Select **Auto size All** from the Folder Menu.  
**Note:** This resizes displayed fields based on a sample of values for the field in the block, ensuring that no field is smaller than the width of it's prompt.

**To Rename a Field Name (Prompt):**

1. Select **Change Prompt** from the Folder Menu, or right click on the name(prompt).
2. Enter a new prompt name in the Alter Prompt window. Select Default, to recover the original prompt name for the field.
3. Click OK.

## ***Saving Folder Search Criteria***

A main advantage of a folder block is that you can customize it to display only the records you want to see. You can easily alter the query criteria for a folder and save the criteria with a folder. You can also control the sorting order of the records you display in a multi-record folder.

**To Define Query Criteria for a Folder:**

1. Run the query you want, either by using Query Find or Query-by-Example.
2. Select **Save As** from the Folder Menu if you want to save the query criteria in a folder.
3. Enter a name for the folder.
4. Select the Autoquery Option Group.
  - **Always** The query will be automatically performed each time you open the folder.
  - **Never** The query will be saved with the folder, but will not automatically run when you open the folder.
  - **Ask Each Time** Will be prompted when you open the folder to decide if you would like the query to be performed immediately.
5. Click the **OK** button when you are done.

**Notes:**

- When you save a folder, the query criteria remains with the folder.
- When you perform another query on that same folder, your new query will only be performed on the subset of records retrieved by the folder.
- If you want to perform a new query-by-example on the complete set of records, you need to first reset the query for the folder definition before performing another query.

**To View the Query Criteria for a Folder:**

1. Select **View Query** from the Folder Menu.

**To Reset the Query Criteria for a Folder:**

1. Select **Reset Query** from the Folder Menu.
2. Perform another query.
3. Click Save from the Folder Menu to save the new query to your current folder.

**To Alter the Sorting Order of Data in a Multi-Record Folder:**

1. Select **Sort Data** from the Folder Menu.
2. Click the drop down arrow to switch any one of three settings:
  - **Ascending** -- sorts the column in ascending order.
  - **Descending** -- sorts the column in descending order.
  - **No Order** -- does not sort the column.
3. Click OK to sort the query in your folder to apply any changes of ordering to the records.
4. Clicking on the column name (prompt) reverses the order immediately.
5. Select Save or Save As from the Folder Menu to save this query criteria and layout.

**Example:** Suppose you want to create a folder definition called “Unposted” Batches in the Journal Entry folder block of your Oracle General Ledger application. You want this folder definition to automatically display unposted batch records.

1. Go to the **Batch Status** field (if it is not already displayed choose Show Field from the Folder menu).
2. Hit the F11 key or choose Enter from the Query menu to perform a query-by-example.
3. Enter the value Unposted (first letter is capitalized) in the Batch Status field
4. CTRL + F11 or choose Run from the Query menu to retrieve all unposted batch records.

Choose Save or Save As from the Folder menu to save this query criteria and layout. Enter a unique name to identify the folder. Make sure to set the Auto Query option group to the desired behavior.

**Hint:** Change responsibly to DC GL INQUIRY.