Dallas County Auditor's Office

Oracle R12 Navigation

ORACLE®

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The Basics

Internet Explorer

Internet Explorer (IE) is a web browser that runs web-based applications like Oracle Financials. It has its own tools and features, some that that also can help with other applications like Odyssey, Outlook, Kronos, Etc.   Right click any blue area to the right or above the tabbed screen. Check or un-check the listed options. (Recommend Favorites, Command Bar and Status Bar)
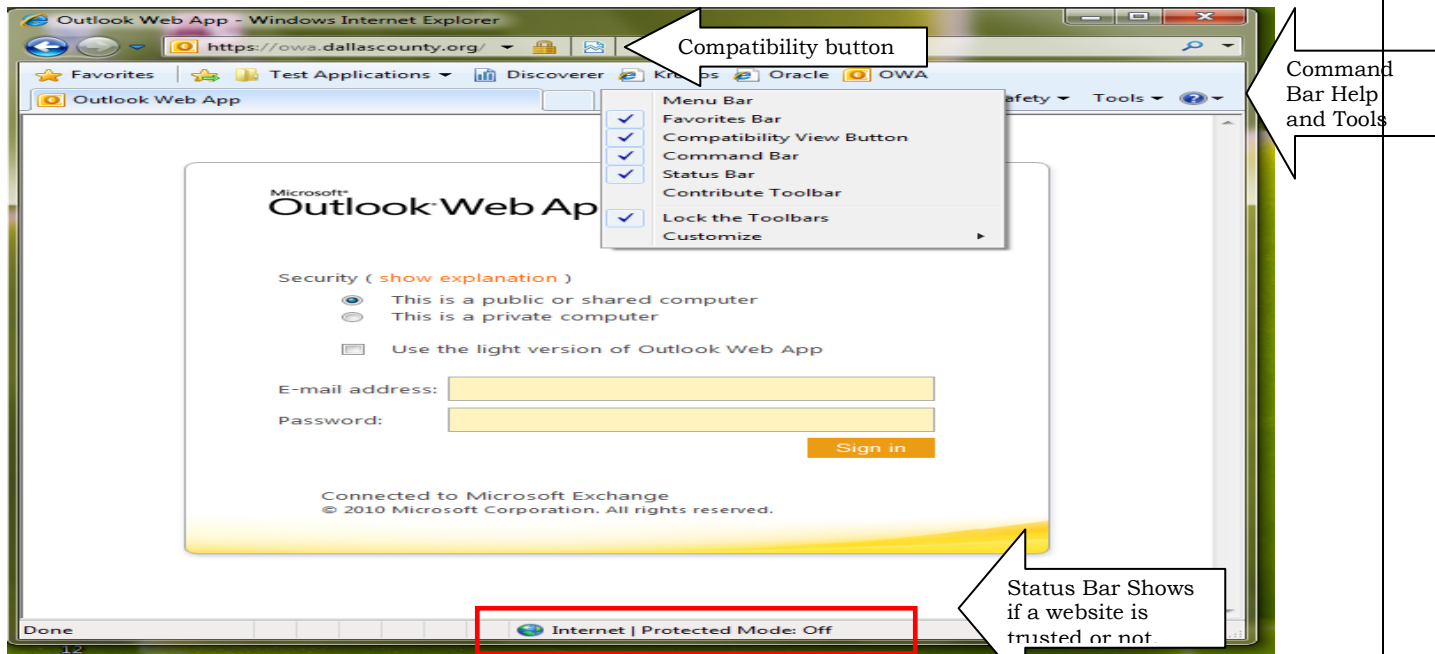
Oracle works best with IE version 8 you can click Help (?) and select about Internet Explorer to see the version on your machine. If your version is higher you can make it work better by clicking the Compatibility View Button next to the refresh button. You may need to add the button first.
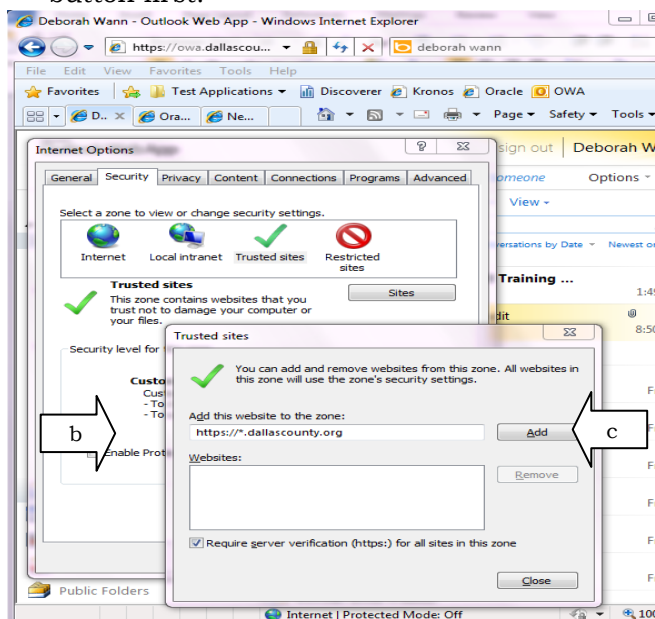
Trusted Sites: Internal applications should be trusted within IE.

1. Tools (click)
2. Internet Options (Click)
3. Security (Tab) (Click)
4. Trusted Sites Green Check (Click)
5. Trusted sites Diaolog box
    a. Remove the check box
    b. Enter websites and c. click Add
        https://*.dallascounty.org
        http://*.dallascounty.org
6. Close when finished.

IE Export Setting: Stay at the security tab choose the Custom Level Button. Scroll to this setting and click enable.

Sometimes computer
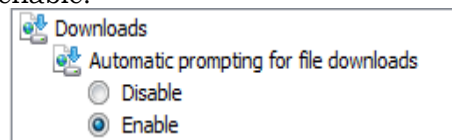
changes will require these settings to be redone.

Logging On to Oracle Applications

1. Locate the Dallas County Folder. It will be on the G drive.
2. Choose the **Dallas County ESS** shortcut to go directly to Oracle.

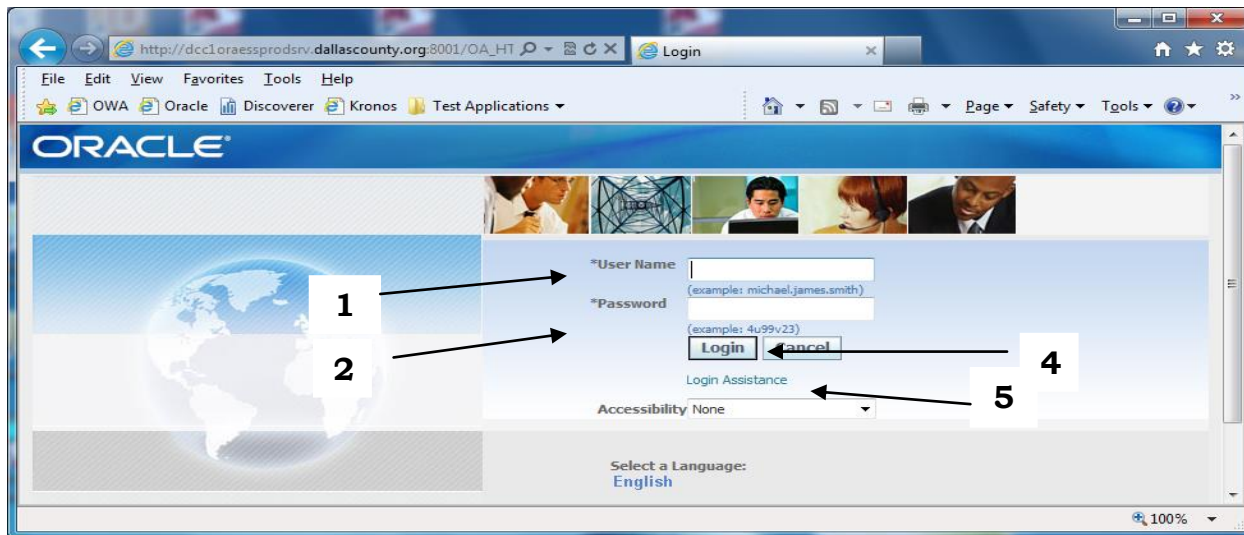3. Oracle Kronos for Windows will take to a menu first. But from there you can choose Oracle Applications.

After choosing an entry point for Oracle Applications, the E-Business Suite Login window will appear:

You need an Oracle Applications **Username** and **Password** to log on to Oracle Applications.

TIP: When this screen is displayed you can save the URL link to your favorites as part of the drop down list or vertical tool bar. Use the Favorites menu option or the Favorites star icon to save the URL. You can rename and remove favorites using the right mouse click menu.
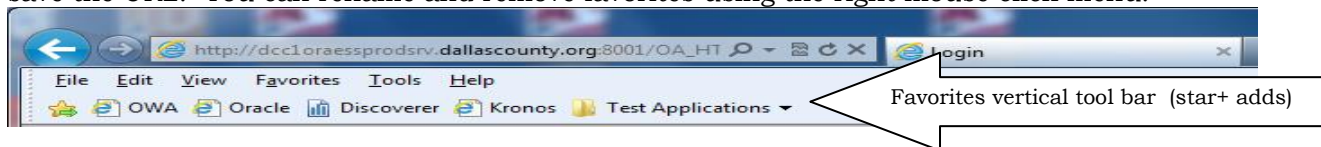
To log on to Oracle Applications:
1. Enter your User Name. (Usually First Initial and Last Name or your Employee Number). **[Tab]**
2. Enter your Password.
   (Notice your password does not appear on the screen. This prevents others from seeing it. Keep your password confidential to prevent unauthorized access to Oracle).
3. Click the **Login** button or press the **[Enter]** key.
4. *Login Assistance?* This feature lets you reset your password if you are locked out instead of calling the Service Desk but, first you must set up your Dallas County Email address in DC Employee Self Service (ESS).

   Navigate to ESS responsibility and the *View, Update Personal Information* function and update the Organization Email Address.

Using the Oracle Home Page

When you log in to Oracle Applications your E-Business Suite Home page is displayed. This is the *web* based portion of Oracle.   You will notice that as you navigate to the applications you may see a different technology.   Oracle is in the process of migrating completely to this web based format and if your areas of interest are Purchasing, AP and HR/Payroll you may not use the forms versions.

Changing Your Password

A suggestion is to change your Oracle password when your network and Outlook passwords change to keep them the same.

   1.   Click on Preferences
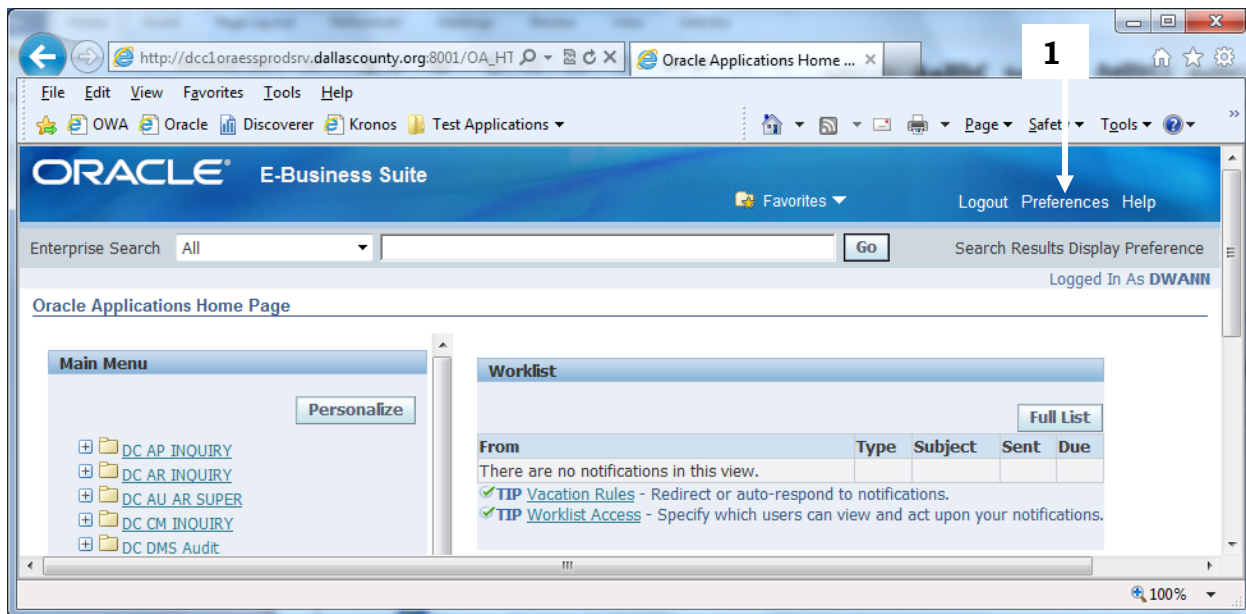
   2.   Enter the required information. **Note:** Use the **[Tab]** key or the mouse to navigate between fields. **Do not press [Enter]**
   3.   Click the Apply button. Your new password takes effect immediately.

Choosing a Responsibility

Look at the pane labeled Main Menu. Each high level folder represents a responsibility. A responsibility is the way that Oracle allows a person to accomplish a specific job. The name of the responsibility gives an indication of the following:

- The application in which the job is performed: Accounts Payable (AP), General Ledger (GL) or Purchasing (PO).
- The position of the job being performed (Inquiry Only: Inquiry, Supervisor: Super, S1, S2, Clerical: C1, C2).

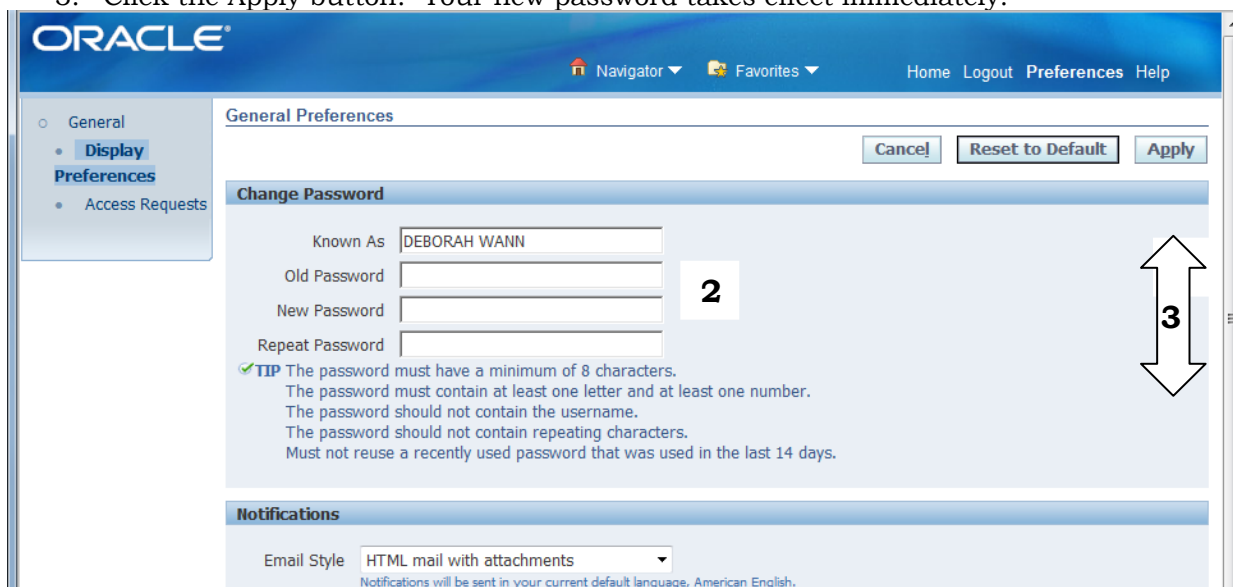You can have multiple responsibilities but only one can be active at a time in a single Oracle session. When you click on the responsibility name or the + sign, menu options appear and you can drill down till you reach functions. Click on a function and it will take you to an application window.

Another option is to click a Favorite.   Favorites is drop down list that you manage to help you quickly get to a function. The Favorites options are discussed in more detail shortly.
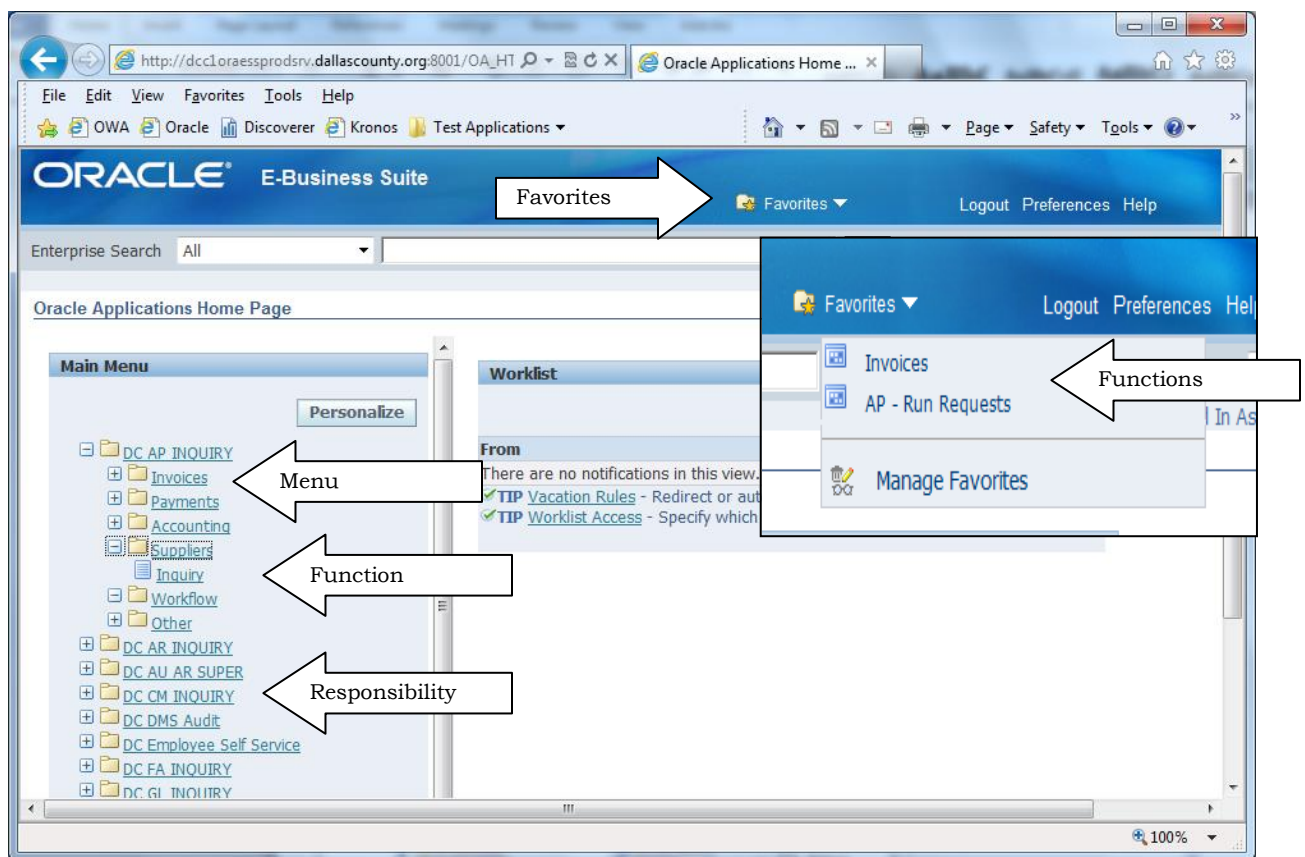
The Worklist pane will display Oracle notifications. An example of this is when you have your password automatically reset or if you are in the approval hierarchy within purchasing.

The first time you invoke a forms based function Oracle opens the "Oracle Application R12 – Windows Internet Explorer window.

This additional window provides some behind the scenes support for the forms based technology. Do not close unless you are finished using oracle.

TIP: Oracle may give you a dialog box asking for you to grant permission to run a program check the do not show me this again box and select yes to prevent message from appearing again.
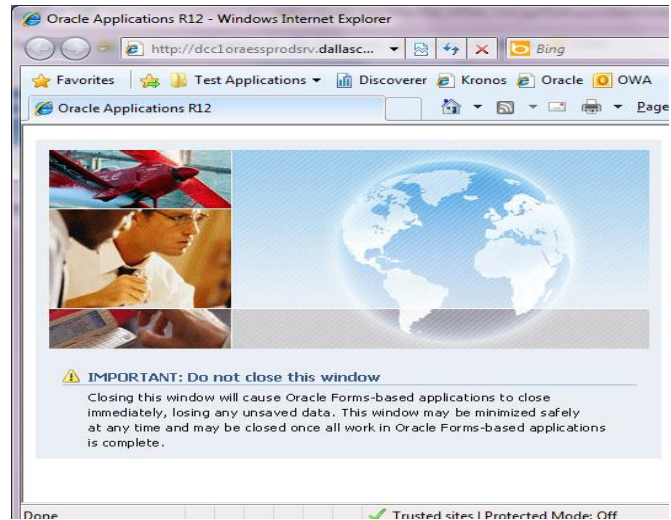
Oracle will open a third window that will be related to the Java coffee cup icon on your windows tool bar. This new window can contain navigation, information and data entry screens. So at any given time you might have three active windows associated with oracle open at the same time.

There is a fair amount of duplication between web and forms navigation. At some point the Oracle Forms based technology will be removed and Oracle will be completely web based.
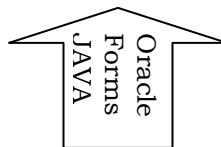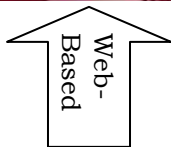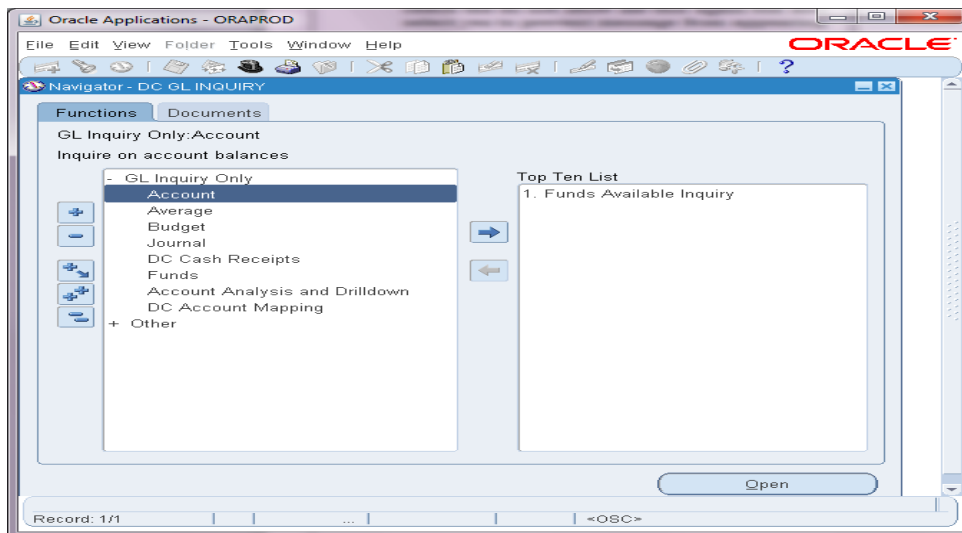
Setup & Using Favorites

Oracle provides Favorites on your home page that allows you to navigate to specific functions quickly instead of having to hunt or drill down to them.   Favorites can cross applications and responsibilities so organizing them can be key.

To add or remove options from the Favorites list, select **Favorites and then Manage Favorites.**
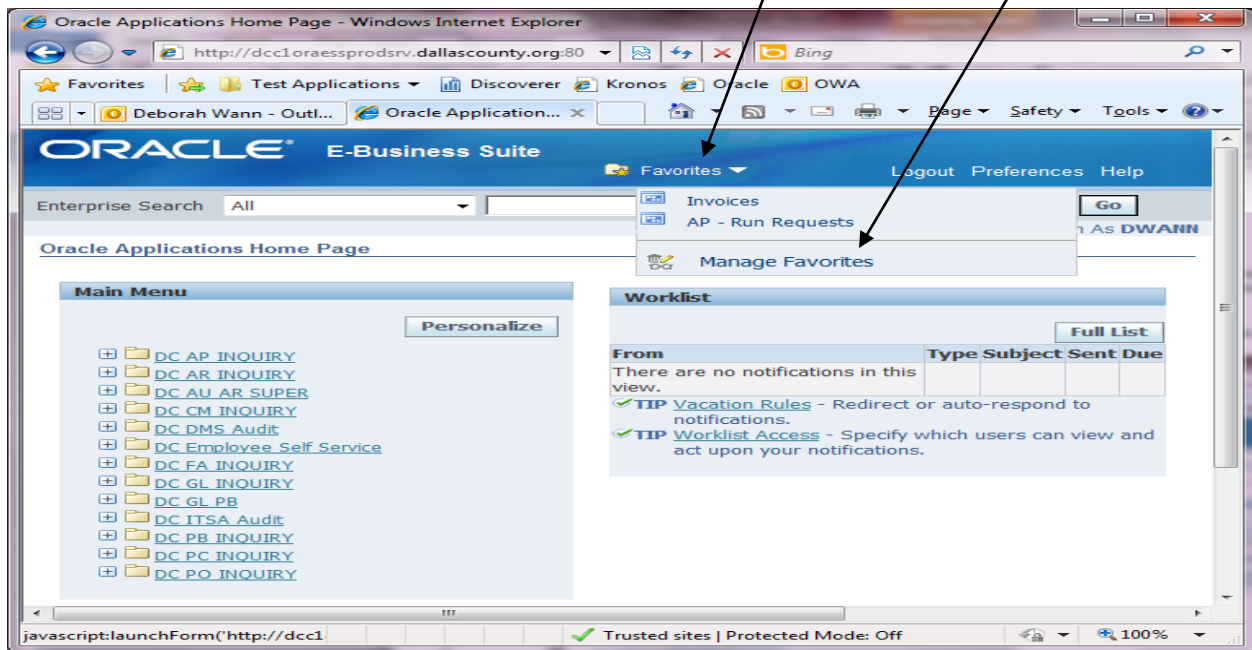
If you are on a functional web page like View Pay Slip under DC Employee Self Service you may see a slightly different drop down when you select favorites.

The new item is a short cut to allow you to add the current screen directly to your favorites.

A screen will be provided to allow you to give the favorite a nick name. Click the Apply button to save.
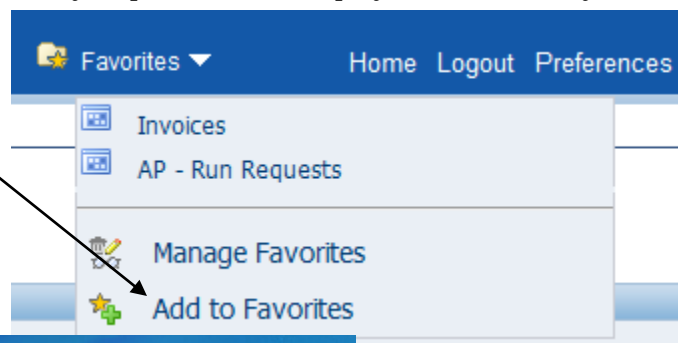
Add to Favorites

Favorite Information

* Favorite Name	Payslip
Description	**Payslip**
Responsibility	**DC Employee Self Service**
Application Short Name	**PER**

Home Logout Preferences

Privacy Statement

The Manage Favorites option will be how you add Forms based functions and make changes to the existing list.

To add to Favorites:
- Search and Select do one of the following.
  - Responsibility - Select a responsibility click **Go** and all the functions for that responsibility will be displayed in the **Select Function Prompt** area
  - Type a key word like "run", "pay" or "invoice" and click **Go** and all the function that include that word in the menu prompt will be returned in the **Select Function Prompt** area.

- Click the select check box for each of the functions you want on your favorites and click the **Add** button.

In this example there are Run functions under multiple responsibilities. Choose a couple and click the Add button. Notice how these functions move to the next section of the form.

Selected to Display

✔TIP A favorite may not be updateable if the responsibility from which that favorite was originally added is not available from the current server hierarchy or is expired.
✔TIP Only non oracle ebusiness suite links can be set to open in a new window.

Select Favorites: [Remove]

Select All | Select None

Select	Up	Down	Favorite	Description	Responsibility	URL
☐	⊙	⊙	Invoices		DC AP INQUIRY_OLD	
☐	⊙	⊙	AP - Run Requests	Requests: Run Form	DC AP INQUIRY_OLD	
☐	⊙	⊙	Payslip	Payslip	DC Employee Self Service	/OA_HTML/OA.jsp? akRegionCode=PAY_PAYSLIP_TOP_SS&akRegionApplicationId=801&favRespId=50958&favRespAppId=
☐	⊙	⊙	Run (Control : Requests)	Requests: Run Form	DC AR INQUIRY	
☐	⊙	⊙	Run (Requests)	Requests: Run Form	DC ITSA Audit	
☐	⊙	⊙	Run (Other : Report)	Requests: Run Form	DC GL INQUIRY	

[Add URL]

[Cancel] [Apply]

Click the **Apply** button. You will be back at the home page.
Notice that your favorites list has changed.

Running reports is a very popular function in Oracle but how do you know which responsibility you are going to when you have more than one?

You can give yourself a tip by re-naming the favorite. Return to Manage Favorites.

⭐ Favorites ▼   Logout Preferences

🔲 Invoices
🔲 AP - Run Requests
📄 Payslip
🔲 Run (Control : Requests)
🔲 Run (Requests)
🔲 Run (Other : Report)

📝 Manage Favorites

Selected to Display

✔TIP A favorite may not be updateable if the responsibility from which that
✔TIP Only non oracle ebusiness suite links can be set to open in a new win

Select Favorites: [Remove]   ← 2. Remove function

Select All | Select None

Select	Up	Down	Favorite	Description	Responsibility	URL
☐	⊙	⊙	Invoices		DC AP INQUIRY_OLD	
☐	⊙	⊙	AP - Run Requests	Requests: Run Form	DC AP INQUIRY_OLD	
☐	⊙	⊙	Payslip	Payslip	DC Employee Self Service	/OA akR
☐	⊙	⊙	Run (AR : Requests)	Requests: Run Form	DC AR INQUIRY	
☐	⊙	⊙	Run (ITSA: Requests)	Requests: Run Form	DC ITSA Audit	
☐	⊙	⊙	Run (GL : Report)	Requests: Run Form	DC GL INQUIRY	

← 1. Check for Removal

[Add URL]

Notice that I have changed the name under the **Favorite** column to reflect the module. Click **Apply** button to save.

You can Select with a check box one or more functions and click **Remove** to remove a single favorite.

You can use the **Up** and **Down** arrow keys to change placement on the list.

To save and review your changes click the **Apply** button.

Open in New Window

☐
☐
☐
☐
☐
☑

The Add URL button will allow you to enter a web address that is outside of Oracle. MAKE sure that you click the Open new window check box on the far right. If you don't do this your Oracle web page will be replaced. You can use the Oracle <- back button to return.

Using Oracle Forms Navigator

When you see this screen you have entered the Oracle Forms powered by JAVA this platform has its own navigation and most prefer to continue to use if they are working mostly in the forms-based application.   The Navigator uses collapsable menus but you will see the same functions names on the web side. One drawback is you can only see functions for one responsibility can be displayed at a time.

TIP: Do not close out the Navigator window while in Oracle unless you are trying to quit.
TIP: The Top Ten List is like your favorites from the web page. You can have up to 10 favorite functions on your Top 10 List for each responsibility.
Tip: You can highlight a title and use the action buttons or double click to expand or collapse.
Tip: Highlight a function to update Top Ten List or OPEN (Click Open button)
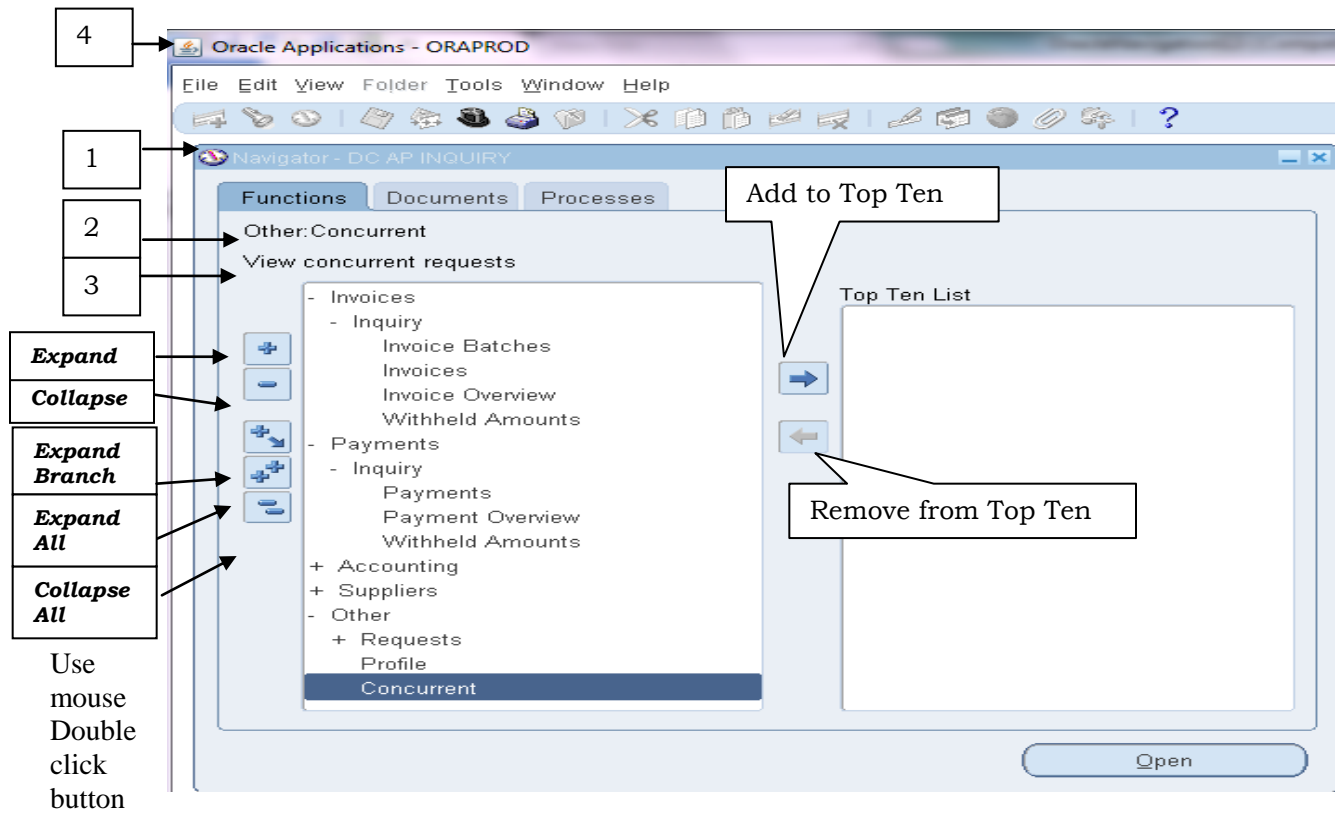
Look for these information areas.
1. Provides the name of the Oracle form and current responsibility
2. Displays the name of the item currently selected
3. Displays a description of that item
4. This bar tells you the name of the current database. If you are working in a test environment it should also tell you when the database was copied from production.

Using Menus, Toolbars & Icons w/in Forms
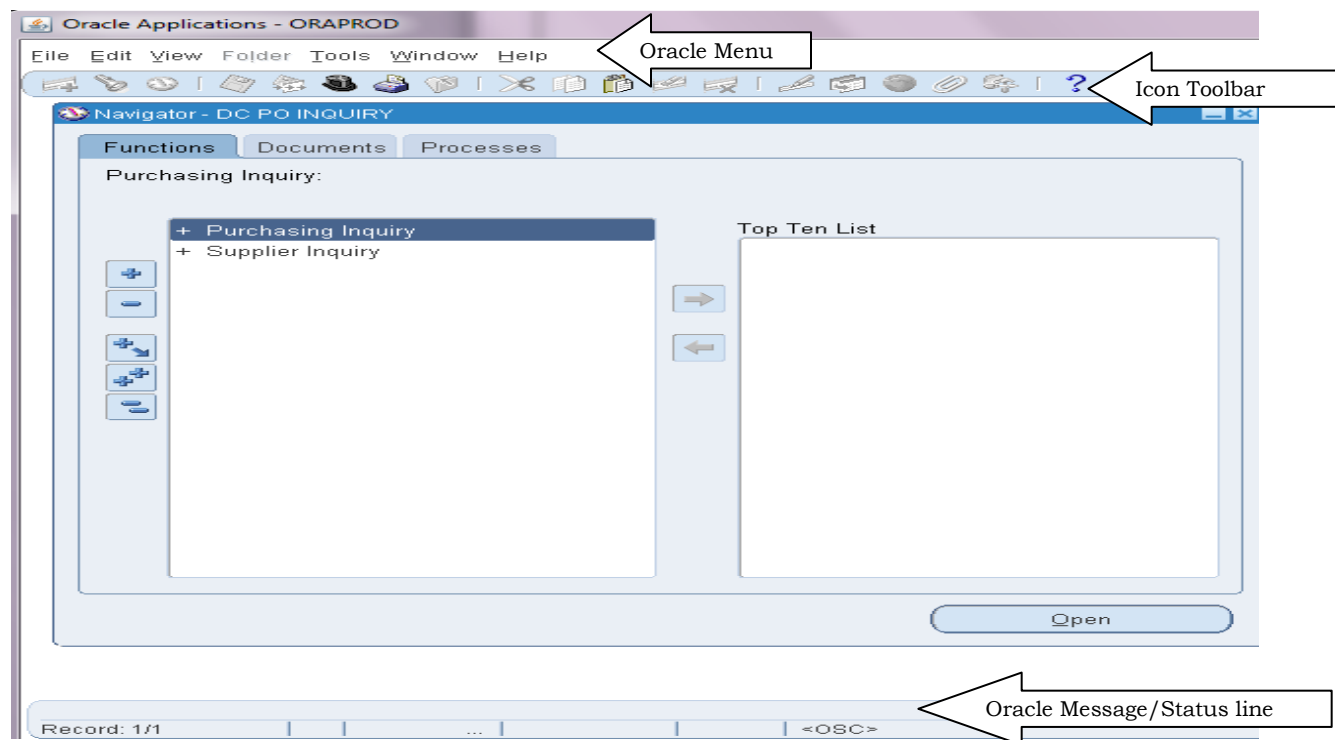
Within Oracle Applications, there is usually more than one way to accomplish a task. The Toolbar, Short Cut keys, and Hot keys are a few examples. See **Help>Keyboard Help** for a list of Short Cut keys.

Most forms have four common parts:

Oracle Menu	Pull down actions and sub forms Click here to see full list of menu definitions. Not all features will be active depending on the form's intended function.
Icon Buttons	Display short cut functions in a single button.
Message Line	Displays hints, warnings, or error information.
Status Line	Displays status information about the current window or field, such as query-mode and record-count information.

Pop-up Menus

A right-mouse pop-up menu is available on all text items. It replicates a subset of functionality contained on the main pull-down menu, including up to 10 product-specific entries which would also be on the Tools, Actions or Reports menus.

The pop-up menu should only appear if the user does a right-mouse click in the field that already has focus; right-mouse clicking on the noncurrent field should do nothing.

13

2

The Forms Toolbar
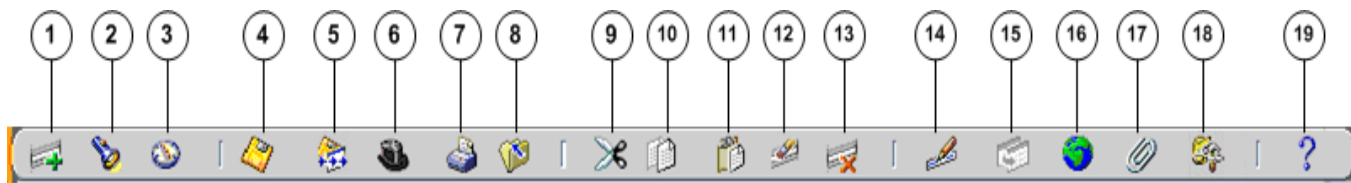
The toolbar icons and the actions they perform are as follows:

1. The **New** icon opens a new record.
2. The **Find...** icon invokes the **Find** window.
3. The **Show Navigator** icon invokes the **Navigator** window.
4. The **Save** icon saves your data.
5. The **Next Step** icon advances you to the next step of a process (see Launch Business Processes).
6. The **Switch Responsibilities** icon invokes the list of your responsibilities for you to choose another.
7. The **Print...** icon prints the current screen. In some cases it may print a report associated with the current data.
8. The **Close Form** icons closes all windows of the current form.
9. The **Cut** icon cuts the current selection to the clipboard.
10. The **Copy** icon copies the current selection to the clipboard.
11. The **Paste** icon pastes from the clipboard into the current field.
12. The **Clear Record** icon erases the current record from the form.
13. The **Delete** icon deletes the current record from the database.
14. The **Edit Field...** icon displays the **Editor** window for the current field.
15. The **Zoom** icon invokes customer-defined drill-down behavior.
16. The **Translations...** icon invokes the **Translations** window (see Creating Translations for a Record).
17. The **Attachments** icon invokes the **Attachments** window. If attachments already exist, the icon appears as a paperclip holding paper (see Attachments).
18. The **Folder Tools** icon invokes the **Folder Tools** palette window (see Customizing the Presentation of Data).
19. The **Window Help** icon invokes online help for the current window.

Using Wildcard Values

Wildcards are symbols that represent one or more characters where the values are not known, often used in search related functions. Different technologies use different symbols to represent wildcards, here we will discuss Oracle's wildcards.
- Percent **(%)** represents any number of unknown characters
- Underline (_) represents a single character wildcard, in your search criterion.

You could use wildcards in combination.
A% would return all values that start with A, from A to AZ TURNER FALLS CAPITA
%A would return all values that end with A, from to A to AZ TURNER FALLS CAPITA
A%FALLS%A would return AZ TURNER FALLS CAPITA and ANDREW FALLS PENYA
___**A%** would return all values where the 4 position had an A, 123A Rest Inc or A DAYNE MARGUGLIO

Typically usage of wildcards is uniform… so once you understand wildcard techniques you can apply them where wildcards are supported.

Field and Button Behavior

Fields may appear the same until you navigate to them, then you may receive hints of underlying validation functions.
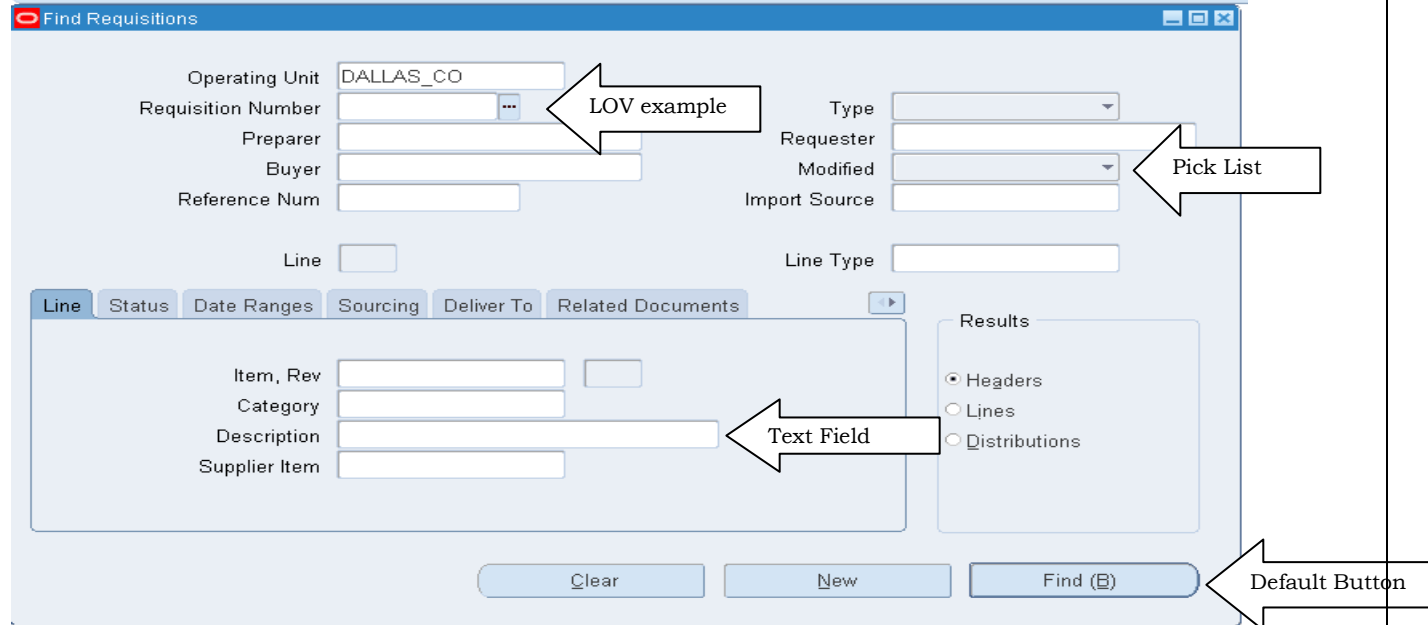
Buttons: Buttons can be clicked with a mouse, Pressing **[Alt]** + underlined letter or they can be invoked using the Enter Key if they are the default button usually noted by a darker outline.   To clear the Supplier search screen using [**Alt]** + c.

List Of Values (LOV): When you navigate to a text box and icon symbol (...) appears to the right you have entered a field using a LOV.   A LOV will allow you to search for a value but to pass validation a distinct item from the underlying list must be chosen or the field must remain blank.   **Note:** For dates the LOV will be a calendar.

Key in a full or partial value (wildcards are supported and the rightmost wildcard is provided automatically). And press the **(TAB)** button on your keyboard or click the LOV icon.

You can use the **(ENTER)** button instead of the **(TAB)** button but it will invoke default button on the search/entry screen once the LOV validation is passed. In this example it would attempt to Find the Requestor.

You can also click the LOV Icon without entering a value and the dialog box will look like this.

If your entry returns multiple values the LOV dialog box will be return with values where you can choose your selection by highlighting it click **(OK)** or press **(Enter)** or refine your search and Click **[Find]**.
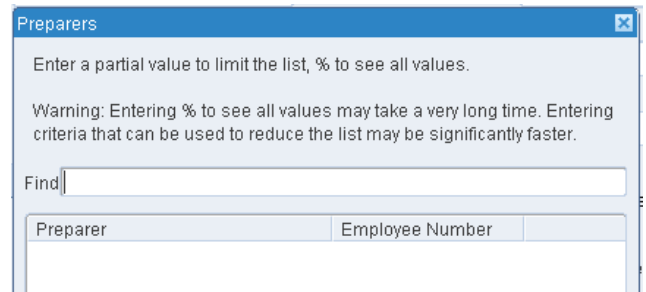
Tips:

- To avoid excessive network traffic and reduced performance, try to enter criteria other than just '**%**' when searching for names or control items such as invoice numbers, etc.
- If you start with criteria on the LOV text box you must **"refine" search criteria not change**. If you need to change your criteria cancel the dialog box and change the initial search value.
- If a search form is behaving oddly use the **[Clear]** button to make sure all values are reset and blanks are removed.

TIP: Dates are always formatted in Oracle in the <u>dd-mmm-yyyy</u> layout (day-month-year). mmm is the abbreviated name of the month like MAR for March. Dates can be entered without dashes and with only the last two characters of the year (<u>ddmmmyy</u>) and Oracle will auto-expand them. (For example for the date of March 1st, 2008 enter 01MAR08).

Pick Lists: Like LOVs this field's validation requires selection of an item from the provided list. This list has its values automatically displayed for you.

Text Fields: Will not always have a LOV Icon displayed when you navigate to them. In most cases if you are on a search/find screen you should be able to use wildcards.

Web Search Forms: These forms are not case sensitive and you press the GO button to initiate the search and the results are listed below the criteria. There are no LOV only search fields and pick lists. Some forms will have you click a link to drill down like the supplier name but in this case you must click the update Icon.

Record & Field Navigation

Switch responsibilities to DC AP Inquiry and select Invoices. Search for a trading partner/supplier that starts with "Atos"

Common Navigation: Forms can display a single record or contain grids that display multiple records. Navigation commands are listed below. Try them on the Atos results... Change the folder to see a more efficient organization of the columns. Creating folders is an
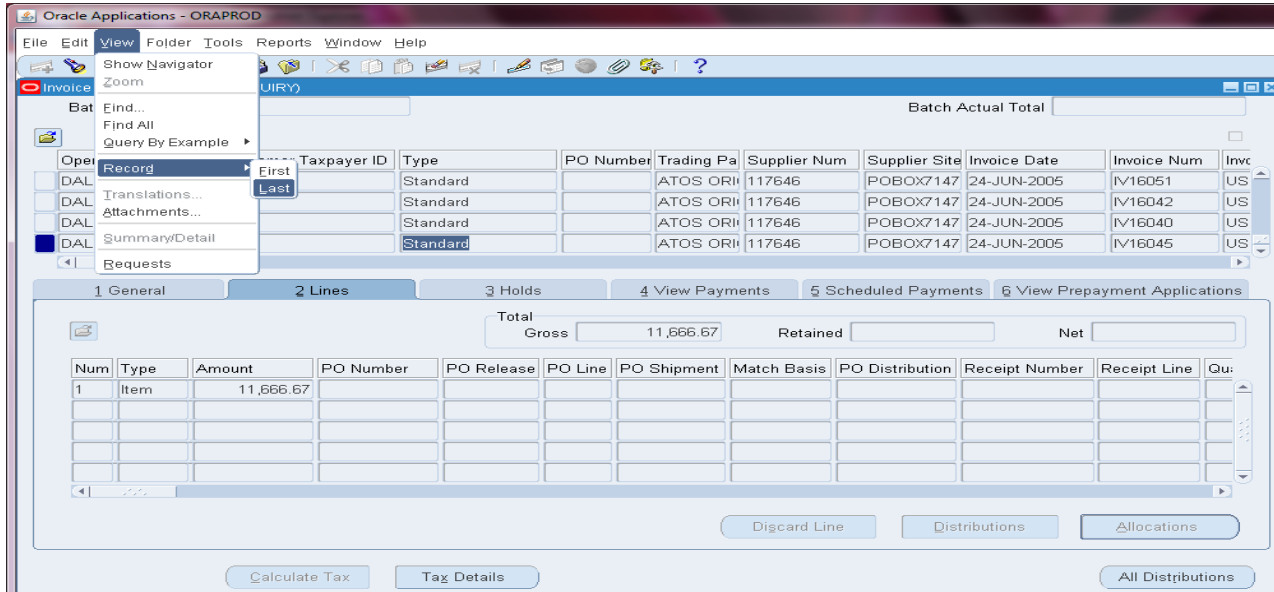
advanced topic.

Menu	Shortcut Keys	Function
View->Record->First	[Alt]+v+d+f on Grid	**Navigates to first selected record**
View->Record->Last	[Alt]+v+d+1 on Grid	**Navigates to the last selected record**
	[UP Arrow] on Grid	**Navigates to previous record**
	[Down Arrow] on Grid	**Navigates to Next record**
	[Page Up] on Grid	**Gives you previous set of records based on the size of the grid**
	[Page Up] on Form	**Displays the Previous record**
	[Page Down] or [Shift] + [F8] on Grid	**Gives you next set of records based on the size of the grid**
	[Page Down]	**Gives you the next record**
	[Tab]	**Navigates to the next field**
	[Shift]+[Tab]	**Navigates to the previous field**
	[Enter]	**Select the default button on the Screen Usually has Bold outline.**

Use the View->Record->Last menu option to navigate to the last record. If more than 100 records are queried, a decision window opens prompting you to either: (CHOOSE STOP)
- o Continue - Retrieve the next 100 records and repeat the decision window unless all records have been retrieved.
- o Continue to End - Retrieve all records queried and display the last record of the query.
- o Stop - Display the last record of the records retrieved.
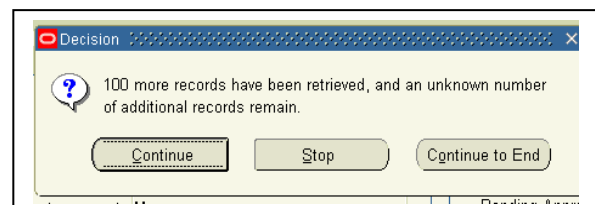
Using Query by Example

When entering an oracle function (Invoices) the related search screen is often automatically displayed. It can also be invoked at any time using the flash light icon. The search functionality should be your first method of searching. Its strengths are in supporting ranges and LOVs.

The alternative search method is called Query by Example. It can be invoked on forms and on grids. You can use query language to search for harder to find information but there is more risk.
1. Navigate to the screen or grid that you want to query.
2. Use the menu or short cut to initiate the query-by-form entry
3. Enter criteria (this will not be remembered)
4. Execute or cancel

Caution: Query by example is independent from any previous filtering criteria like previous searches.   If you Execute the Query without providing a condition you will attempt to bring back all records… 20+ years worth of invoices on this screen… There is no safeguard to stop after 100 records.   Your session is lost until it times out and you will have to start a new session… and using Ctrl+Alt+Delete and task manager to end Oracle it is still running on the server and you have impacted the performance of Oracle in general.

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

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.

Entries are case sensitive.   Most data entered into Oracle is UPPER CASE.

| Operator	Meaning	Example Expression
=	equals	= 'Janet', = 107
!=	is not	!= 'Bob', != 109
>	greater than	> 99.1, > '01-JAN-2004'
>=	at least	>= 55
<	less than	< 1000.00
<=	at most	<= 100
#BETWEEN	between two values	#BETWEEN 1 AND 1000 #BETWEEN '01-JAN-2003' AND '31-JAN-2003'
%	Wildcard	ATOS% Same rules as on search functions

Exercise: Will be combined with the Export function next.

Exporting Data from Oracle Grids

Whatever data is selected in your search/query by form activity can be exported to Excel.

When the data you want to export is presented
1. Go to the **File** menu and select **Export**.
2. You may receive a progress bar while Oracle is retrieving data.
3. Once the data has been retrieved Oracle turns control over to Internet Explorer (IE) you web browser.
4. You will be asked to save or open the data file. You may have to go to the windows tool bar to see this message. Usually it will flash at you. Choose Open to view your data and determine your next steps.
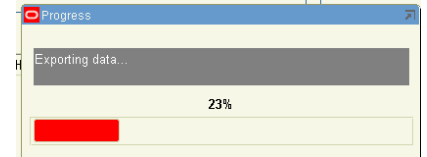
> Tip: If the Windows Internet Explorer window does not display you need to check your IE settings and make sure Oracle is a trusted site and the download prompt property is set. See setups.

> Tip: Oracle 12i will produce the pop up message below for Windows 7 users. This message will often hide behind your other windows. If the IE screen is un-responsive minimize your windows until you find this message and click Yes.
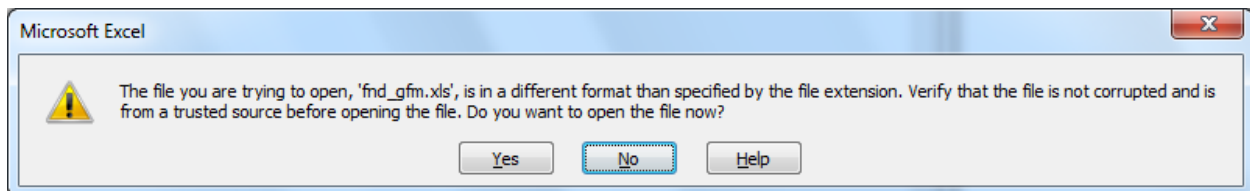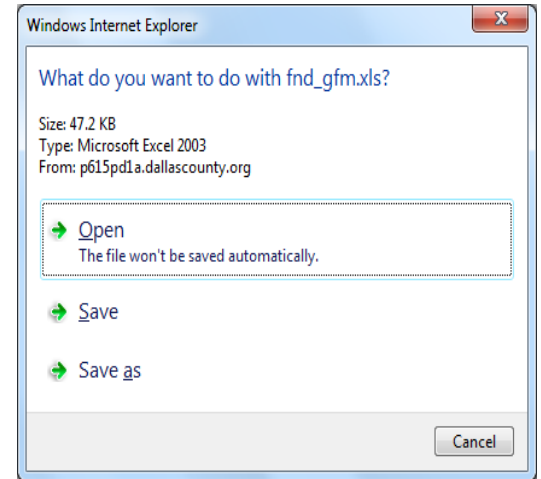
At this point you can use Excel to modify your data and "Save As" to save in the current version of Excel.

Exercise:

1. Using the Search Function, find **Credit Memo** Invoices (Invoice Type is Credit Memo) for **Staples** our current Office supply vendor for the current month.
2. <u>Change</u> search criteria to search for **Standard** Invoices.
3. Get the count of invoices for the current Staples supplier for the current or previous month where the Invoice amount > $50.
4. Export first 100 records.

   Trading partner =
   Invoice Type =
   Invoice Date =
   Invoice Amount =

Printing a Form Window (Screen)

Oracle will print the active screen using two methods discussed below. *Use windows methods [Alt] + Print Screen and Snipping Tool accessory to create a picture of all or part of your screen which can be pasted into a document or saved.*

1. Select Print from the File Menu or click on the printer icon on the menu bar.
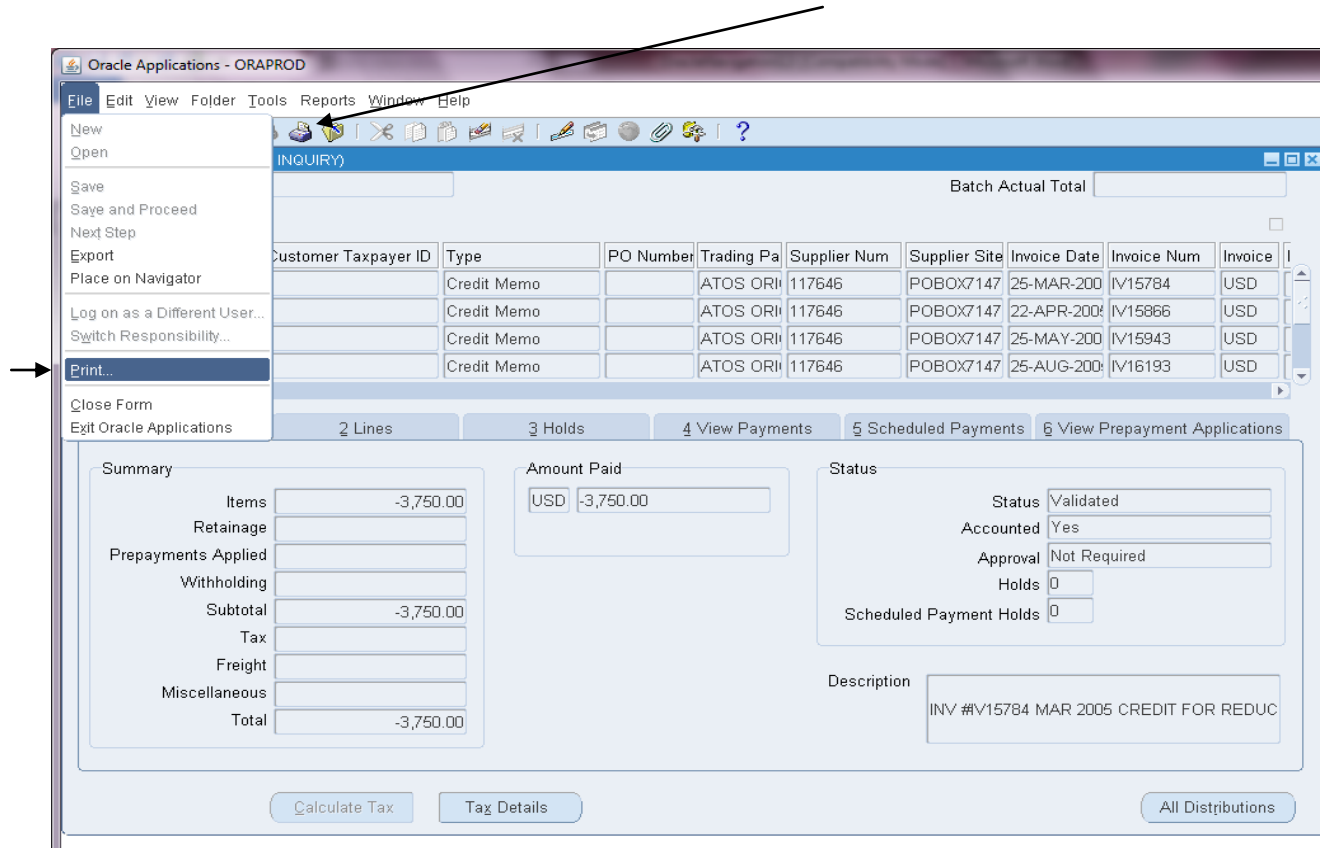
2. The print window appears (this may be a little slow occasionally) with your windows Default Printer in the name box. You can change your default printer if desired by clicking on the down arrow button. You can also change other printing features like orientation, paper type and margins. Click Print when finished.
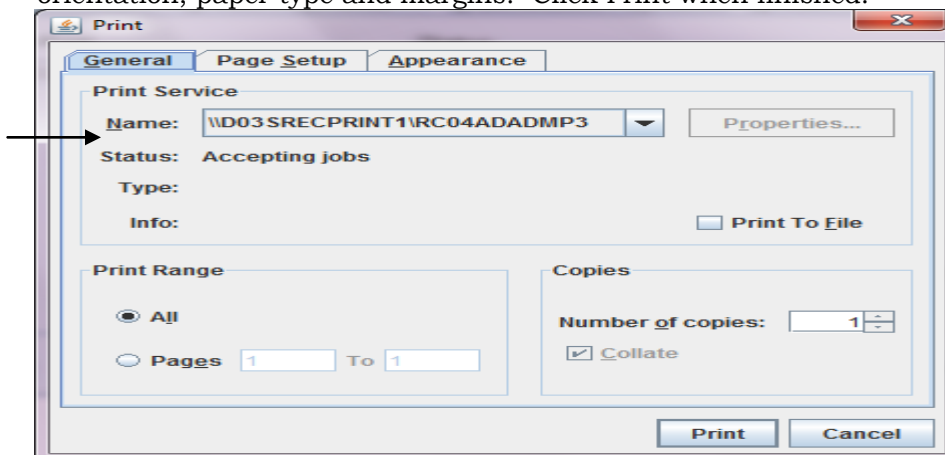
Submitting Requests

The term Request can represent most anything that can execute outside of the forms and screens that you are navigating.   Most used requests are reports that are available for financial reporting.   Sometimes pushing a button or completing an activity will initiate a request in those cases there will be no need for you to do something special.

However, the majority of the time you must find, define specifications, schedule and determine delivery options on requests. Thankfully, you will only see requests that are proper for the navigation path you are at.

To Submit a Request:

Use your favorites or choose a responsibility and navigate either a Request or Run form.
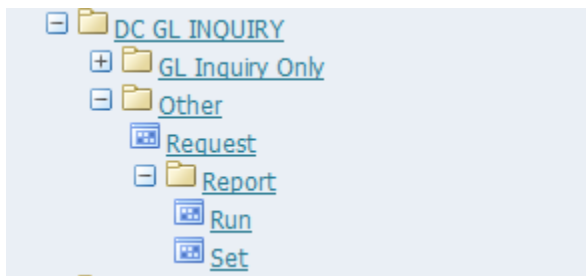
You can also get to the Request form from the View menu -> View Request, if you are already in a form like Invoices.

Requests opens the Find Request form (Click Submit a New Request Button) and Run opens Submit a New Request pop-up directly.

On the **Submit a New Request** Window, select either **Single Request** or **Request Set** and click **OK.**

Request sets are seldom used and should be explained by a peer or supervisor before executing one.

For most Single Requests you will simply pick the request by name and provide the parameters. Other request options have defaults that work well in most cases.   This is a great place to use the help (?) icon to review options if you feel the defaults are not adequate.

1. On the **Submit Request** window enter the name of the report or process or in the **Request Name** field or select from the list of values.
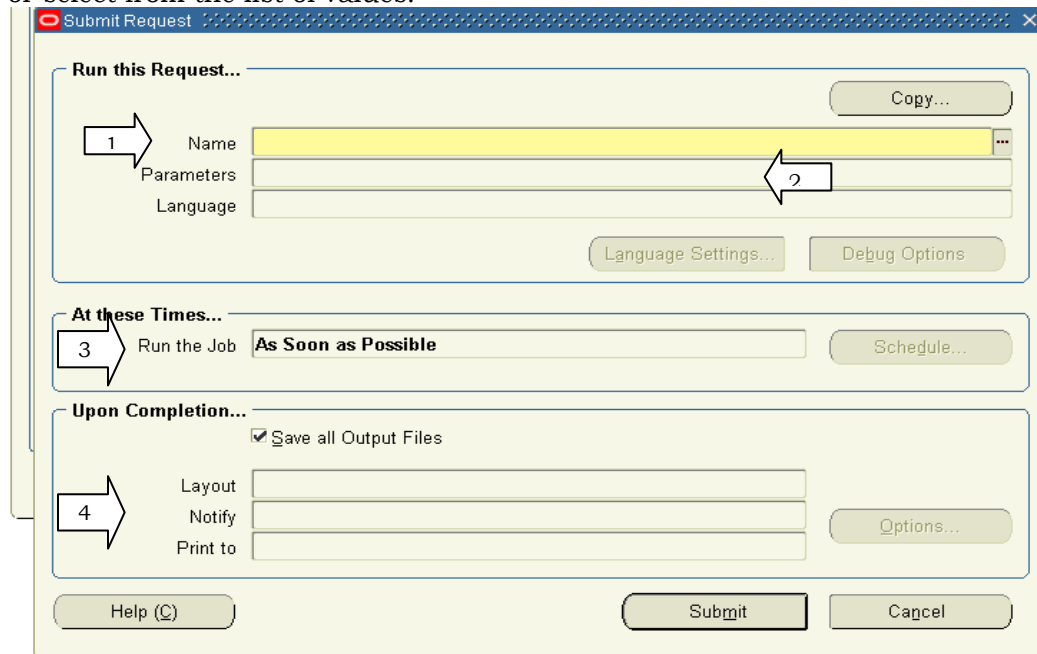
2. Enter all Parameters necessary to run the request. Parameter screens will be different from request to request.   A Parameter is information that limits the report to meaningful information. You have to go to the application module user guide for information about the business purpose of specific requests. Those that start with DC were written for Dallas County.

3. **At these times:** Will specify when the request executes. Using the default, "As Soon as Possible" will cause your request to be placed in a Queue with other user requests and will be executed in sequence and priority order.

   Which is why if the request is expected to run long then it is recommended to change this to Once and pick a time after 5:00 pm. So it is less likely to compete with other users.

   Selecting periodically can let you schedule re-occurring requests.
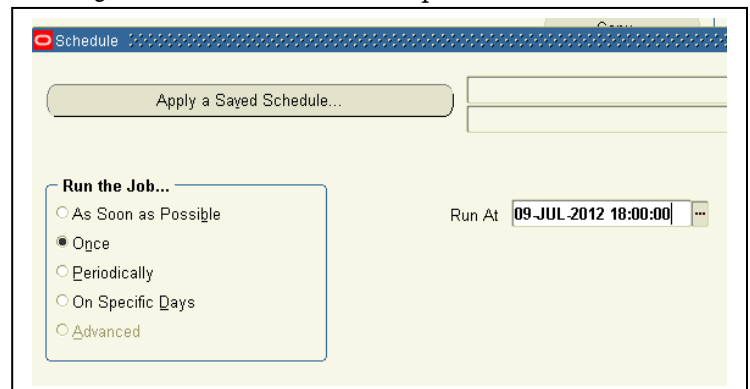
4. Upon Completion (Click Options button to change)
   a. **Save Output** is checked and allows you to view. View files are saved for 7 days.
   b. Check the printer in the Print To box. Click on **Options.**
   c. Copies = 0 is to help save paper by requiring users to look reports before printing. Oracle printers are also network printers with different names.
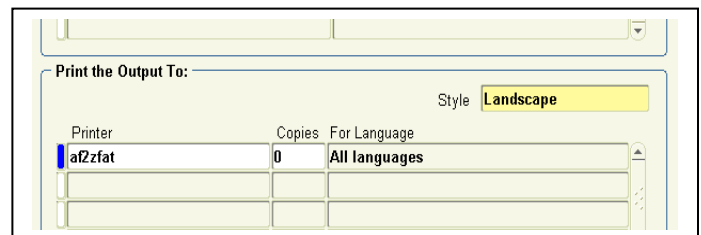
Note: Printer default values are determined by the Printer profile setting within your user profile (Edit -> Preferences –> Profile). These can be modified.   Certain reports may have a required style or printer that you cannot change.

5. Click the Submit button to submit your request. Oracle Applications will assigns a request ID to each request submission. You can use the request ID to query for your request output in the Completed Requests window.
6. You can use the Copy button to "copy" settings from a previous run. You will have an opportunity to adjust parameters and settings before you submit.

7. Click **Refresh Data** until the Phase shows Completed. Click **View Output** to see the report on the screen.

You can also review your Requests at anytime by navigating the "Requests", using the forms View menu and select Requests or **[Alt]+v+r** using keyboard shortcuts.

View Details: Lets you see the report setups and time started and ended. This is useful if you submit a report multiple times and want to verify which one you want to use.

View Log: Lets you see messages created regarding the generation of the report. This might include error messages and warnings.

Cancel Request: If the request has not completed and you no longer want to run it or you realize it has an invalid setup you should select the request and press the Cancel Request button.

Exercise:

1. Navigate to the DC GL Inquiry run form and pick the request "Chart of accounts – Segment values listing".
2. Choose the parameter value "Accounts"
3. Copy the request and change the parameter to "Projects"
4. Schedule the request to run in 5 minutes.
5. Close the forms till you get to the Navigation Menu
6. Find your requests? Review your output and review your logs

Print a Report Request

If you have submitted a report request but did not send it to a printer, you may print the request from the View Output screen by clicking **TOOLS** on the main menu line, selecting Copy File. The report will open in Internet Explorer and you can format/print or save as a file from there.
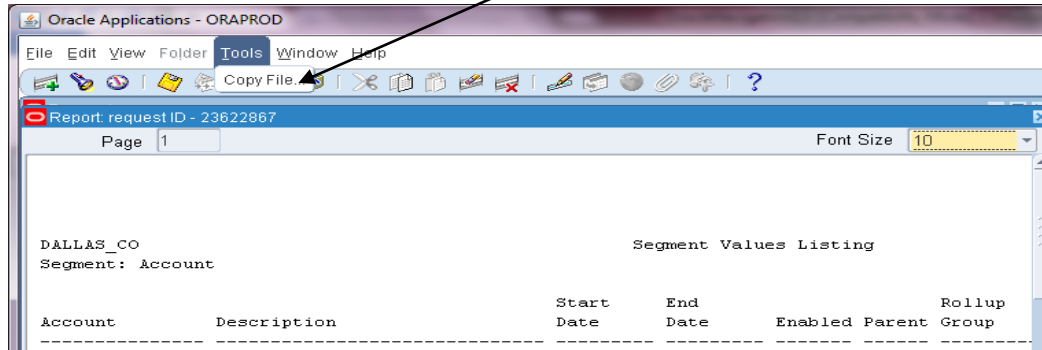
Some reports have very specialized formatting requirements and need to be printed directly from Oracle but, you don't want to run the job again.   Select the successful run under the requests window and choose the Tools Menu and select Reprint/Republish.
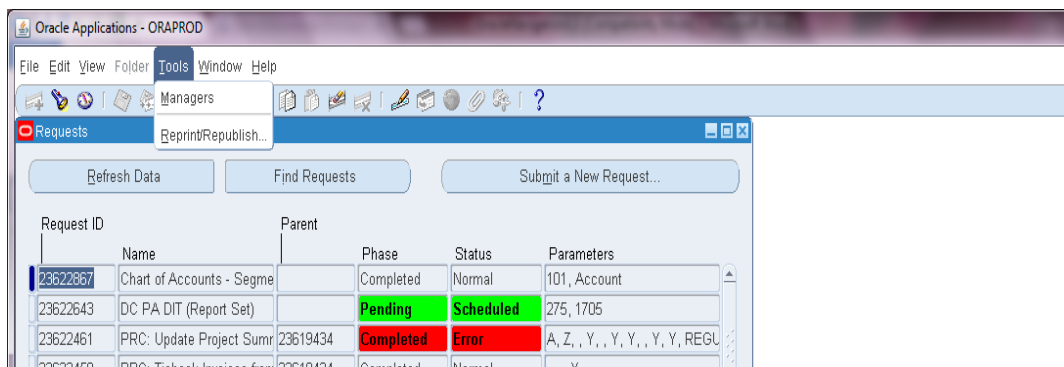
Change the Copies from 0 to 1, verify or select printer and click apply. A new request will be submitted and the print will be sent to the designated printer.
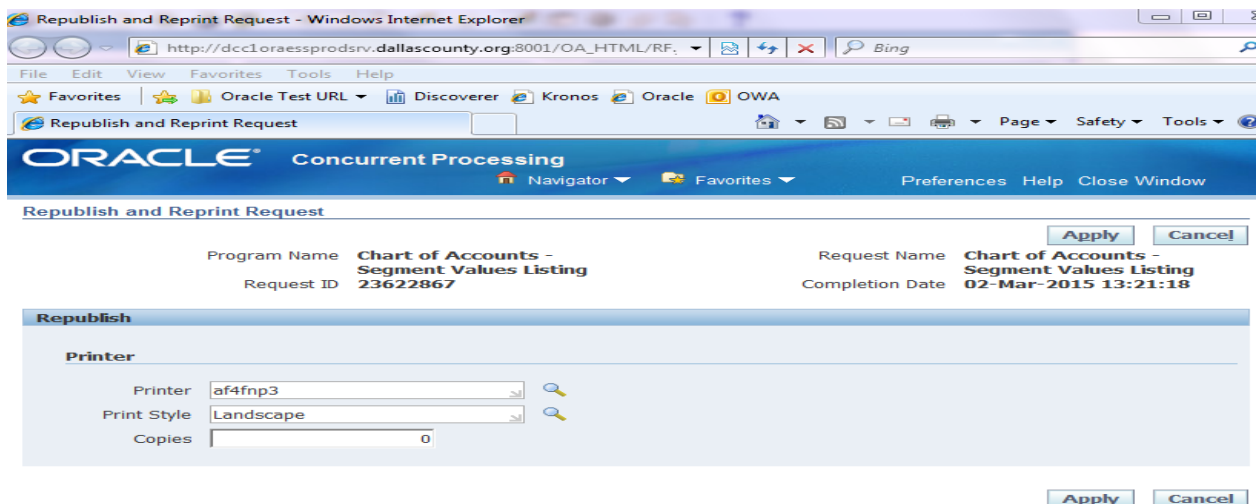
If you need to change the printer click the magnifying glass. Enter all or part of the printer name in the Search by field and click Go.   You must select a printer and then click the Select button.

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Printer ▼ %z   Go

Results

                                                                    ⊙ Previous 1-15 ▼ Nex

Select	Quick Select	Printer	Description
○	🖨	7zjpq	Tax Office 4th floor
◉	🖨	aa3zfan	DC Admin. Audit
○	🖨	aa4zhnw	Payroll

When done making changes click Apply. Close the window to move on to your next task....

🔵 Republish and Reprint Request   🏠 ▼ 🔲 ▼ ⬜ 🖨 ▼ Page ▼ Safety ▼ Tools ▼ ❓▼

ORACLE® Concurrent Processing
🏠 Navigator ▼   ⭐ Favorites ▼   Preferences Help Close Window

📋 **Confirmation**
   Your request for Reprint existing output has been scheduled. The Request ID is 23622975

Republish and Reprint Request

                                                                                    OK

            Program Name **Chart of Accounts -**   Request Name **Chart of Accounts -**
                          Segment Values Listing   **Segment Values Listing**
            Request ID **23622966**   Completion Date **02-Mar-2015 13:35:08**

Republish

   Printer

            Printer **af4fnp3**
        Print Style **LANDSCAPE**
            Copies **1**

                                                                                    OK

BI Publisher (XML):

The Upgrade to R12 has introduced a new reporting technology. It is BI Publisher and it uses a format called XML that allows report designers to pull the contents of a report from Oracle and presented as FILE formats instead of Oracle Preview.   Many reports have been redesigned to use this technology and more are to come.

The purpose of this training is to give you some general insight on this new technology.

How do I know my report is an XML report? One way to tell is that Oracle in most cases tags the report name with XML. The reports developed at Dallas County using this technology will in most cases have EXCEL at the end.

Exercise:

1. **Navigate to** DC PO INQUIRY → Purchasing Inquiry → Report → Run
2. **Type:** %XML% **Tab**
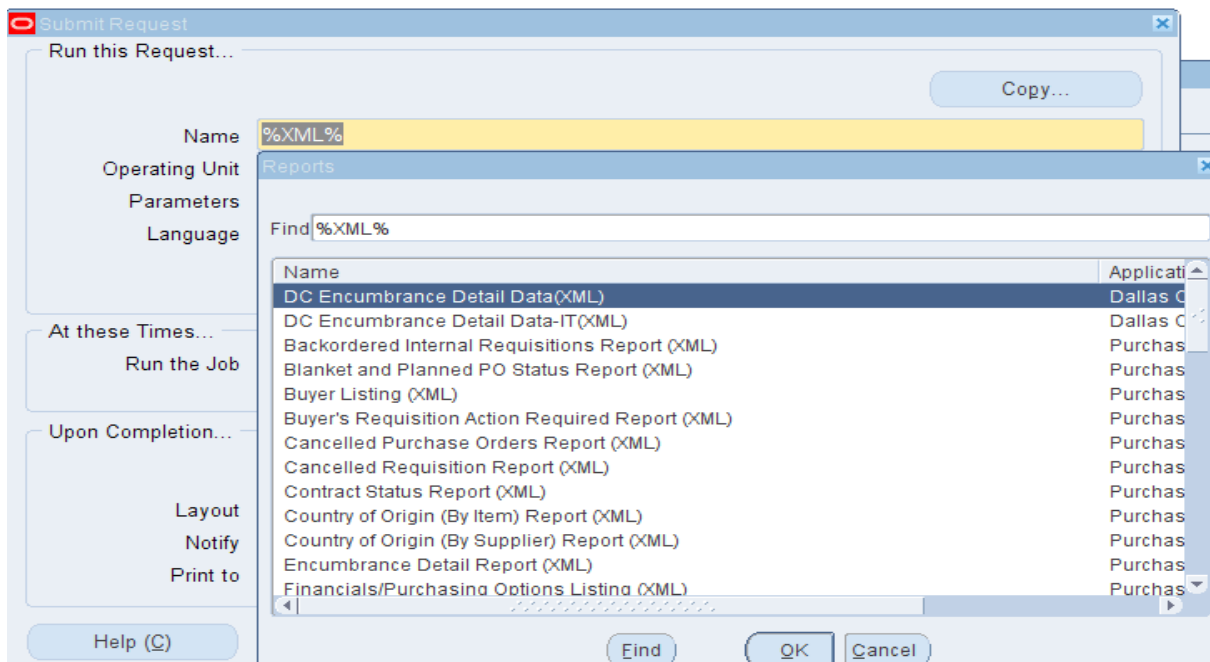
3. **Select** the Encumbrance Detail Report.
4. **Cancel** the Parameters box.
5. **Find** the Layout section. The other way to tell is to look at the Layout on the report itself.   All XML reports must have a layout.
6. **Click** the Options button within the Upon Completion Section to expand the Layout information.

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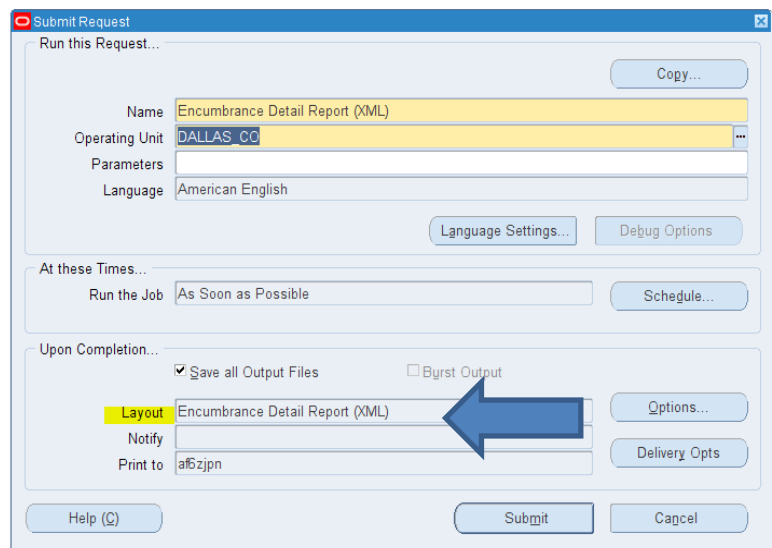
7. **Navigate** to the Format column and click the LOV button to the right. This allows you to see the different formats.
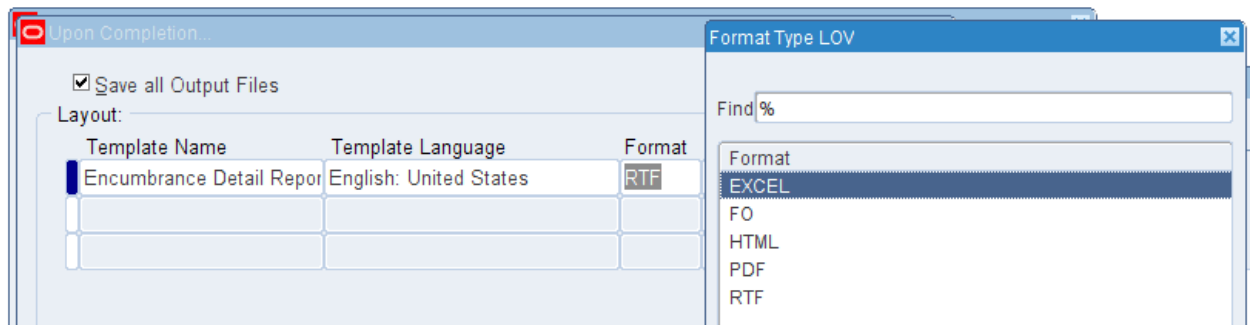
- RTF – will open in Microsoft Word
- PDF – will open in PDF viewer
- EXCEL – will open in excel
- HTML – will open in Internet Explorer
- FO and XML are not recommended for general use if you see them.

HINT: *Whatever the report designer wants you to use it will be the default.* Changing from RTF to PDF is fairly safe. A lot of reports that default to RTF can produce output to excel. This might be helpful if you are attempting to manipulate the data like needing to sort or filter. Keep in mind how it looks in Excel can be quite different than the other formats. You might see DC versions of these XML reports where we enhanced the Excel version to be user friendly. Each report must be assessed individually.

8. **Click** *Cancel* and *OK* to close the LOV and Upon Completion windows.
9. **Navigate** to Parameters this should open the Parameters window
10. **Enter** Accounts From and to Fund = 00120-00120, Department = Your department or 1070-1070, Account= 00000-99999, Year= 0000-0000, Project & Grant = 00000 – 00000, Future = 0000-0000
11. **Enter** Encumbrance Dates From = first of last month, To = todays date
12. **Click** OK and Submit
13. **Navigate** to the Request screen and select your report.
14. **Click** View Output, Internet Explorer is going to pop up a window for you. Notice is gives you the file size, generated file name and what program it will be opened in.
15. **Choose** Open (You may or may not want to keep this report so open it first before you save it.) It is normal to get a Download from site message the larger the file the longer this takes.
16. **Find** the file. Usually RTF and PDF files will pop up right in front of you. If not and the download message has gone away or is not seen then look for it using the program icon on your task bar. In this example you would be looking for Word.
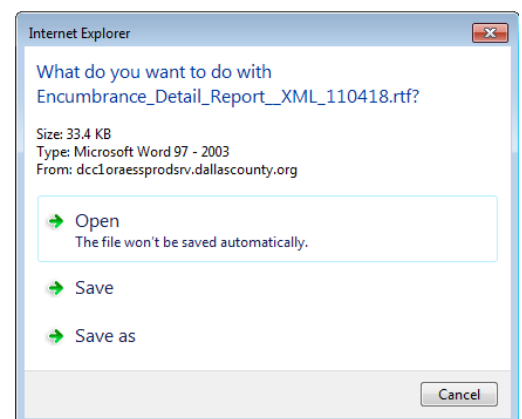
17. ON YOUR OWN. Use the Copy Single Request functionality and change the RTF Output to EXCEL. When you open the file the download message is not going away. EXCEL always creates an extra pop –up window that you have to respond to.   This popup window may hide from you and you will have to click Excel to find it, especially if Excel is already open. You cannot complete the download until you click "Yes".
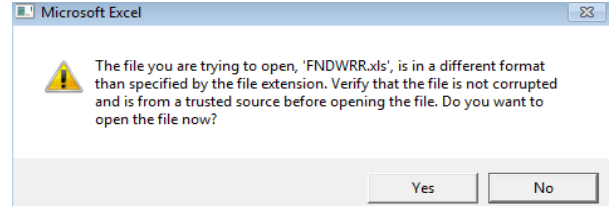
   HINT: Another Quirk about the EXCEL format is that if keep the file outside of Oracle you must always save as an Excel Workbook. It is not a normal excel file in its original state.

18. ON YOUR OWN. Using the same parameters choose the DC Encumbrance Detail Data (XML) and see what a custom excel report looks like.

Closing Actions

1. To close a form. This may contain multiple windows Select File> Close Form or use the Close Form Icon

2. To close a single window within a form click the x at the upper right of the screen.

3. Select File>Exit Oracle Applications to close Oracle forms application or the red X at upper right hand corner.

[F4] key can be used to close forms and eventually the Oracle Application.
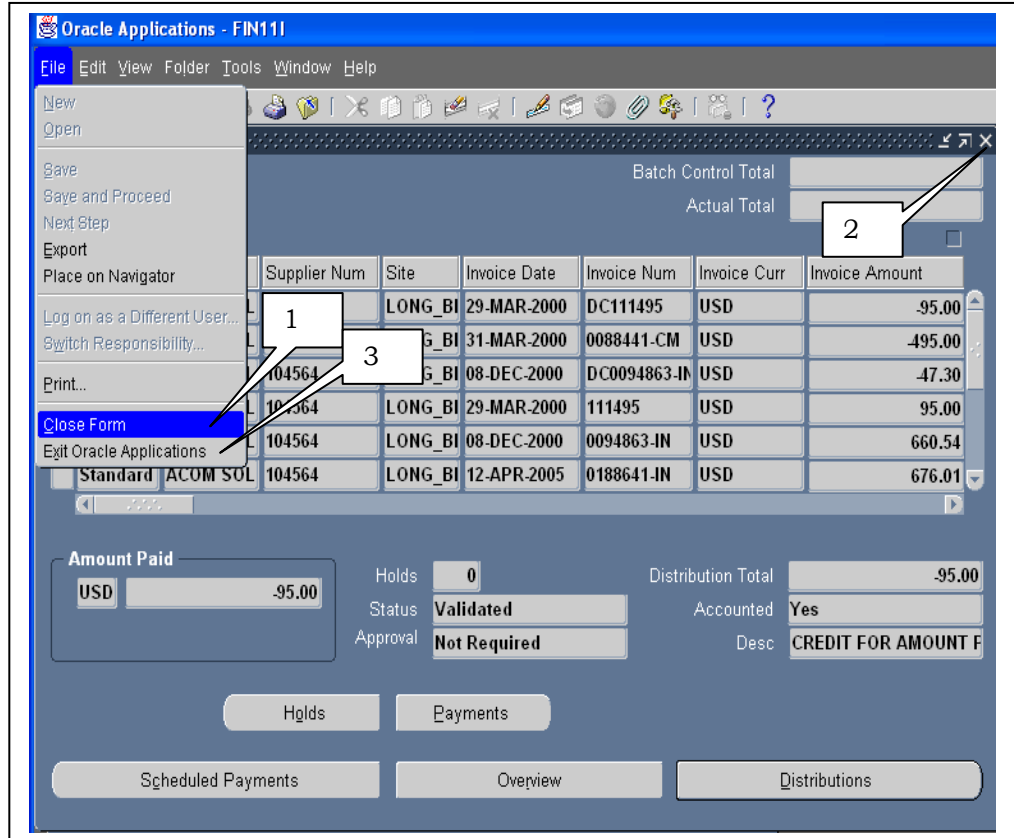
and

4. To close web based applications there should always be a <u>Logout or Logoff</u>. DO NOT click the upper right hand x since this only closes your browser window nothing else leaving your application session open and possibly vunerable.
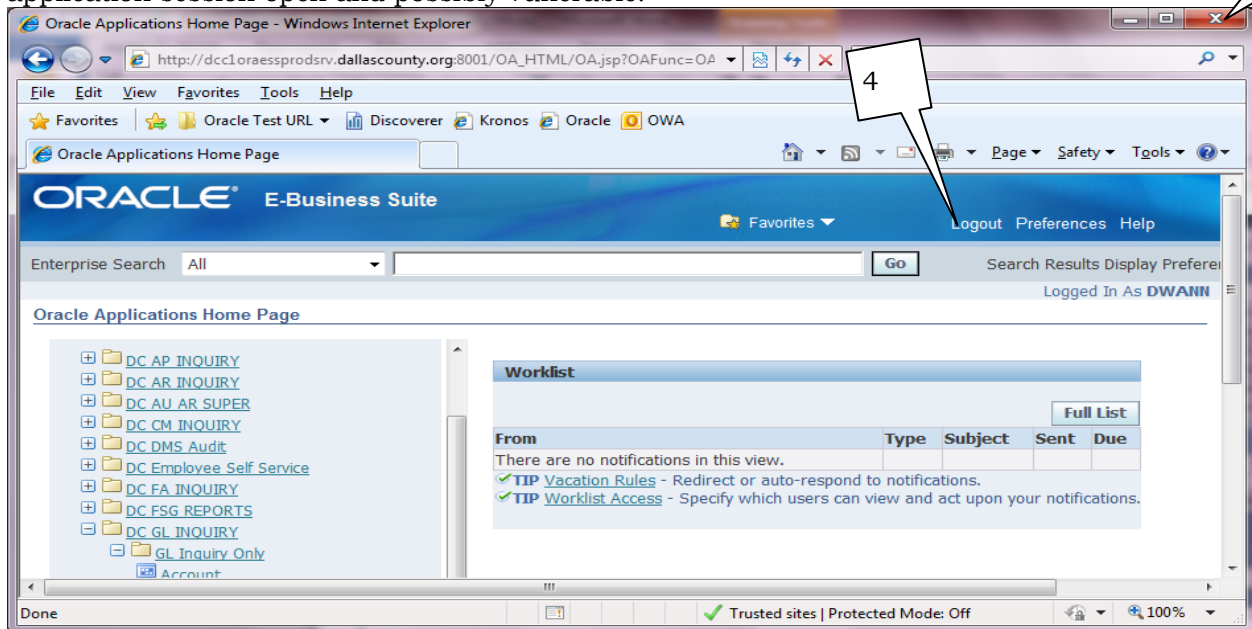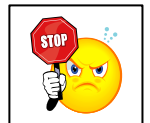
<u>Reference</u>

IT Access Control Policy

Dallas County has established an IT Access Control Policy. Pertinent Sections are included below.

1.3 General Password Directives

- Account passwords must never be shared or revealed to anyone else besides the authorized user.

- Account passwords must not be written down or recorded in a readable format.

- Passwords must not be hard coded in scripts or clear text files.

    Comment: Examples include but are not limited to system shell scripts, batch jobs, and documents.

- All vendor-supplied default passwords must be changed prior to use of the system for the County's business.

Be aware of best practices security requirements Dallas County will be adhering to:

1.8 Password Design/Construction

- Passwords must have a minimum of 6 characters and must contain 3 of the following 4:
    - i.   lower case alpha
    - ii. upper case alpha
    - iii. numeric
    - iv. special character

- Password changes must be automatically forced at least once every 90 days.

- Initial passwords must be changed by the associated user prior to gaining access to the target information system.

- The practice of reusing the same password when prompted for a change is prohibited. Systems must enable password history to maintain a password history for accounts. The history file must maintain at the last four passwords.

For your reference:

1.11 Access Control Policy Deviation

- Deviations to the Dallas County Access Control Policy will be in accordance with Dallas County code Div 11 sec 74-841.

If you believe your password has been compromised, inform your supervisor immediately.

Menu Definitions

File Menu

The File menu lets you perform several actions in Oracle Applications:

New	Opens a new record in the active form.
Open	Opens the detail screen for the current selection. Typically only used with the Tree item.
Save	Saves any pending changes in the active form.
Save and Proceed	Saves any pending changes in the active form and advances to the next record.
Next Step	Updates the Process workflow in the Navigator by advancing to the next step in the process.
Place on Navigator	Creates an Icon in the Documents tab of the Navigator which can be used to recall the active form and its current record.
Log on as a Different User...	Exits the application and displays the Oracle Applications Logon window.
Switch Responsibility...	Closes all active windows and displays the Responsibility window.
Print...	Prints your current window. An application may override this action to allow printing of one or more specific reports instead.
Close Form	Closes all windows of the current form.
Exit Oracle Applications	Quits Oracle Applications.

Edit Menu

Use the Edit menu to edit your data in Oracle Applications:

Undo Typing	Returns the field to the value it had when it gained focus.
Cut	Cuts the current selection to the clipboard.
Copy	Copies the current selection to the clipboard.
Paste	Pastes the contents of the clipboard into the current field.
Duplicate	
Record Above	Copies all values from the prior record to the current record.
Field Above	Copies the value of the current field from the prior row.
Clear	
Record	Erases the current record from the window.
Field	Clears the data from the current field.
Block	Erases all records from the current block.
Form	Erases any pending changes from the current form.
Delete	Deletes the current record from the database.
Select All	Selects all records (for blocks with multi-select).
Deselect All	Deselects all selected records except for the current record (for blocks with multi-select).
Edit Field...	Displays the Editor window for the current field.
Preferences	
Change Password...	Displays the Change Password dialog box.
Profiles	Displays the Profiles form.

View Menu

The View menu provides you with the following options:

Show Navigator	Displays the Navigator window.
Zoom	Invokes custom defined zooms.
Find...	Displays the Find window to retrieve records.
Find All	Retrieves all records.

Query by Example

Enter	Invokes Enter Query mode to enter search criteria for a query by example.
Run	Executes the query by example.
Cancel	Cancels the query by example by exiting from Enter Query mode.
Show Last Criteria	Recovers the search criteria used in the previous query by example.
Count Matching Records	Counts the number of records that would be retrieved if you ran the current query by example.
Record	
First	Moves the cursor to the first record.
Last	Moves the cursor to the last record.
Translations...	Displays the Translations window.
Attachments...	Displays the Attachments window.
Summary/Detail	Switches between the summary and detail views of a combination block.
Requests	Shows the Request form.

Folder Menu

The Folder menu lets you customize the presentation of data in a folder:

New...	Creates a new folder definition.
Open...	Opens an existing folder definition.
Save	Saves changes to the current folder definition.
Save As...	Saves current folder definition to a new name.
Delete...	Deletes an existing folder definition.
Show Field...	Displays a field that is currently hidden.
Hide Field	Hides the current field.
Move Right	Moves the current field to the right.
Move Left	Moves the current field to the left.
Move Up	Moves the current field up.
Move Down	Moves the current field down.
Widen Field	Increases the width of the current field.
Shrink Field	Decreases the width of the current field.
Change Prompt...	Changes the prompt for the current field.
Autosize All...	Adjusts all field widths to completely show their data.
Sort Data...	Specifies sort order for the first three fields by ascending, descending and no ordering.
View Query...	Displays the query criteria for the current folder definition.
Reset Query	Erases the current query criteria.
Folder Tools	Displays the folder tool palette.

Tools, Reports and Actions Menus

The Tools menu displayed on the left represents the pull-down options available when the Navigator window is active.

Two additional menus with default labels of Reports and Actions may also be used. These menus are not displayed by default.

Each menu may contain up to fifteen product-specific entries. Examples of product-specific entries may include a list of commonly used Inquiry windows in the application, or a commonly used window that a user may want to display for a quick reference.

Window Menu

The Window menu displays the names of all open application windows and window placement options.

Cascade	Displays any open windows in a "cascaded" or stair-stepped fashion.
Tile Horizontally	Displays any open windows in a horizontally "tiled" (non-overlapping) fashion.
Tile Vertically	Displays any open windows in a vertically "tiled" (non-overlapping) fashion.
1 (Open Window)	Displays a list of open windows.

Help Menu

Use the Help menu to get additional information about Oracle Applications:

Window Help	Displays help for the current window.
Oracle Applications Library	Displays a window that lists all available Oracle Applications help text.
Keyboard Help…	Displays the current key mappings of specific functions and menu options.
Diagnostics	All of the entries in these menus are used for debugging. You may be asked to use some of these functions if you need to contact Oracle Support. Before you can use these functions, your system administrator must give you access.
Display Database Error	Displays the last database error.
Examine	Displays the underlying Oracle Forms block and item corresponding to a field on the form.
Test Web Agent	Performs a check of the Web Agent to determine if it is configured properly.
Trace	Toggles on or off the SQL Trace facility for the current session. SQL Trace provides performance information on individual SQL statements.
Debug	Turns on the Oracle Forms Debugger, provided the form you are currently in was started in debug mode.
Properties	The Properties submenu provides diagnostic information for Items and Folders.
Item	Displays the values for properties of the current item.
Folder	Writes diagnostic information about the current folder to a file in the temporary directory.
Custom Code	The Custom Code submenu is an option group, allowing you to change the mode of the custom library.
Normal	The custom library is used. This is the default.
Off	Turns the custom library off, disabling Zooms and any other custom code.
Record History	Displays information about the current record.
About Oracle Applications…	Displays information about the current application, including version and environment information.

Basic GUI Terminology

Before using Oracle Applications, you should familiarize yourself with the specifics of your GUI (Graphical User Interface) environment and how to perform basic tasks, such as using a menu or selecting an item. In doing so, you should encounter and become familiar with the following generic terms:

Desktop	The part of your computer monitor that displays information and your work also referred to as your screen.
Window	A box around a set of related information items on your desktop.
Menu	A list that appears in a bar across the top of a window that consists of commands or actions you can perform.
Click	Press and release of the mouse button while the mouse pointer is on a particular item.
Double-click	Rapidly clicking the mouse button twice while the mouse pointer is on a particular item.
Drag	Click and hold the mouse pointer on the item to move, then move the mouse dragging the item to a new position.
Select	Highlight the item and initiate the action associated with the item by either double-clicking the item or clicking once on the item and pressing [Enter].
Scroll Bar	A vertical or horizontal bar that appears on a window whose contents are not entirely visible. Hidden information can be viewed through clicking on the arrows, dragging on the box in the scroll bar moving it upward or downward, or clicking in the bar itself to move to the previous or next page.
[AAA]	Denotes a key to press or a series of keystrokes.

Note: The mouse button that we refer to in the terms above is the mouse button that you program for selecting text and choosing items, usually the left mouse button.

Glossary

Application – a group of programs that Oracle sells as a set. This term is synonymous with Module. Examples of applications include Accounts Payable, General Ledger and Purchasing.

Change Request – a request to change the required behavior of a system, usually from a user as a result of reviewing current behavior.

Chart of Accounts – a field in Oracle composed of several different pieces of information called segments. These segments include the fund, department, account, and other related information that is used in the general ledger to define a transaction or event.

Custom Reports – reports designed to fit the client's needs as well as to implement functionality that is not met by standard Oracle reports.

Customization – programming code added to Oracle in order to implement business functionality that is not met with Oracle's standard functionality.

Database Instance – one set of database management processes and an allocated area in memory for managing those processes.

Descriptive Flexfield – a text field that may be added to track an important piece of information for which a field does not already exist in the application.

Key Flexfield – a key field in Oracle that contains multiple segments. For example, the account coding is a Key Flexfield that could contain individual segments such as fund, organization, program and line item.

Modification – a change in the configuration of Oracle, does not require code changes.

Module – a group of programs that Oracle sells as a set. This term is synonymous with Application. Examples include Accounts Payable, General Ledger and Purchasing.

Oracle Responsibilities Matrix – a responsibility is a level of authority in Oracle Applications that lets you access only those functions and data appropriate to fulfill your role in the organization.

Production – the systems environment that supports live business operations in Oracle.

Patch – an update to improve the functionality of the application software.

Query – a request for Oracle Applications to return only those records that match the user defined criteria. Users can perform queries to retrieve records from most screens in Oracle Applications, including those used for data entry.

Quickpick – a list of valid entries for a particular field. Users can view the list by clicking on the List of Values (LOV) Icon on the Toolbar or by typing the first known characters of the subject to display a condensed list of only those values containing the characters entered.