# **Dallas County Auditor's Office**

# **Oracle R12 Navigation**



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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)

Outlook Web App - Windows Internet Explorer		
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🙀 Favorites 🛛 🚔 鷆 Test Applications 👻 👔 D	scoverer 🔊 Kr os 🔊 Oracle 💽 OWA	Command
Outlook Web App	Menu Bar	afety - Tools - 🕢 - 🛛 Bar Help
Öutlook <sup>-</sup> Web	<ul> <li>Favorites Bar</li> <li>Compatibility View Button</li> <li>Command Bar</li> <li>Status Bar</li> <li>Contribute Toolbar</li> <li>Lock the Toolbars</li> <li>Customize</li> </ul>	, and Tools
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E-mail address:		
Password:		
	Sign in	
Connected to Micro © 2010 Microsoft Corp	soft Exchange oration. All rights reserved.	
		Status Bar Shows if a website is
Done	Internet   Protected Mode: Off	trusted or not

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.

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Select a zone to view	or change security settings.	View -
Internet Loca	al intranet Trusted sites Restricted	rersations by Date + Newest of
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Trusted si	ites Sites	1:4
trust not to your files.	damage your computer or	dit Ø
(	Trusted sites	23 8:5
Security level for	You can add and remove websites from this z	one All websites in
Custo	this zone will use the zone's security settings.	
	Add this website to the zone:	
b	https://*.dallascounty.org	Add C
Enable Prot	Websites:	
v		Remove F
		F
	Require server verification (https:) for all sites in th	nis zone F
Public Folders		Close

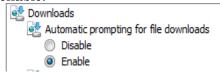
changes will require these settings to be redone.

**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)
- Trusted sites Diaolog box
   a. Remove the check box
  - b. Enter websites and c. click Add <u>https://\*.dallascounty.org</u> <u>http://\*.dallascounty.org</u>
- 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



# 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.

	_
ounty	
Name	Date modified
ACT Production	10/15/2012 1:47 PM
AIS Logon	3/14/2011 10:26 AM
Dallas County ESS	7/22/2013 3:57 PM
Discover_10g	7/22/2013 4:41 PM
Document Direct	1/27/2009 10:03 AM
Employee Directory	1/17/2013 10:05 AM
Forvus (CTRL)	1/26/2009 2:44 PM
Forvus (ENTER)	1/26/2009 2:45 PM
💫 J-Initiator	1/26/2009 3:41 PM
Kronos CLASSIC VIEW	10/25/2012 3:10 PM
Kronos NEW NAVIGATION VIEW	10/25/2012 3:12 PM
OnBase 10.0.0.83 [Production]	3/18/2011 3:52 PM
Oracle Kronos for Windows	7/22/2013 4:38 PM
Outlook Web Access	1/15/2009 3:37 PM

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

#### **Dallas County**

#### **Finance Applications**

Kronos CLASSIC VIEW Kronos NEW NAVIGATION VIEW Kronos Personal Time Stamp Oracle Applications After choosing an entry point for Oracle Applications, the E-Business Suite Login window will appear:

📀 🛞 🎯 http://dccloraessprodsrv.dallascounty.org.8001/0A_HT 🔎 🕶 🗟 d	đ× @Login ×	<b>- □ ×</b>
Eile Edit View Favorites Iools Help ♣ ᢓ OWA ᢓ Oracle M Discoverer ᢓ Kronos 🎉 Test Applications ▾	🛐 🔻 🖾 👻 🖃 👘 👻 <u>P</u> age 👻 Safety 🕶	T <u>o</u> ols ▼
ORACLE		<u> </u>
	*User Name (example: michael.james.smith) (example: 4u99v23)	E
2	Login Assistance 5	
	Select a Language: English	
		🔍 100% 🔻

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.

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File Edit ⊻iew Favorites Iools Help ﷺ ⋑ OWA ⋑ Oracle 폐 Discoverer ⋑ Kronos 🍶 Test Applications マ	Favorites vertical tool bar (star+ adds)

#### 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.

	🐧 Navigator 👻	😨 Favorites 👻	Home Logou	t Preferences Help
View, Update Personal Information				
Employee Name WANN, DEBORAH				Back
Basic Details				
Full Name WANN, DEBOR	RAH			Update
Marital Status Date of Birth				
Employee Number Organization Email Address DWANN@dalla	ascounty.org			
	5			

## 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

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<u>File Edit View Favorites</u>	<u>T</u> ools <u>H</u> elp							
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Enterprise Search All			Go	Sea	rch Resul	ts Display P	reference	Ε
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Oracle Applications Home	Page							
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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 immediat	ely.
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ORACLE			navigator ▼	🗟 Favorites 🔻	Home	Logout	Preferences	Help
<ul> <li>General</li> <li>Display</li> </ul>	General Preference	S			Cancel	Reset	to Default	Apply
Preferences     Access Requests	Change Password							
	Known As Old Password			•				
	New Password			2				3
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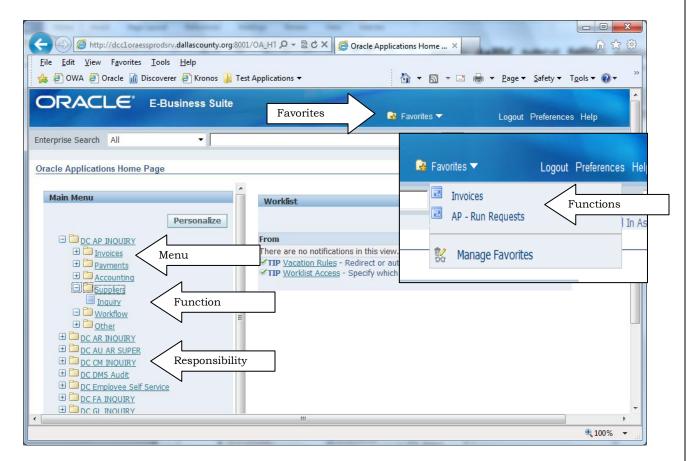
# Choosing a Responsibility

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.

#### 4/11/2018

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

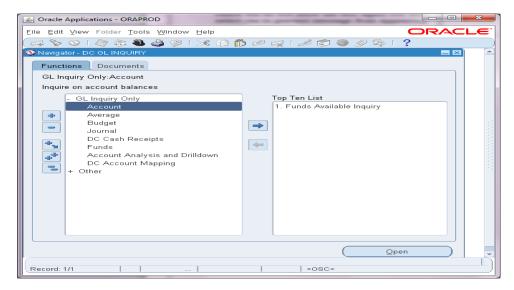
This additional window provides some behind the scenes support for the forms based technology. Do not close unless you are finished using oracle.

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.**/////

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Oracle Applications Home Page - Windows Internet Explore	er /	/		×
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Oracle Applications Home Page	🕵 Manage Favorites			- 11
Main Menu	Worklist			=
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E DC AR INQUIRY	There are no notifications in this			
🕀 🛄 DC AU AR SUPER	View. TIP Vacation Rules - Redirect (			
DC CM INQUIRY	notifications.	or auto-respond	1 10	
DC DMS Audit     DC Employee Self Service	TIP Worklist Access - Specify v		n view and	
DC FA INQUIRY	act upon your notifications	-		
E DC GL INQUIRY				
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javascript:launchForm('http://dcc1	Trusted sites   Protected Mode: Off			<b>-</b>

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.

😼 Favorites 🔽	Home	Logout	Prefere	nces
Invoices				
📧 AP - Run Request	S			
😵 Manage Favori	tes			
Add to Favorite	es			

Add to Favorites

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

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

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	Customize Favorites			
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Criteria	Description			Go
		D		
	Select Function Prompt No search conducted.	Description	Menu Hierarchy	Responsibility
	No search conducted.			E
	Selected to Display			
	TTD A formation many and be update able if the			hand dard in such such that the former that
	TIP A favorite may not be updateable if th current server hierarchy or is expired.		that lavorite was original	y added is not available from the
	TIP Only non oracle ebusiness suite links of	can be set to open in a new	window.	
	Select Favorites: Remove			
	Select All Select None			
	Move			
	Select Up Down Favorite	Description	Responsibility	URL Open in New Window
Current Favorites	Invoices		DC AP INQUIRY_OLD	
Favorites	AP - Run Requests	Requests: Run Form	DC AP INQUIRY_OLD	Displays the favorite entries for the
	Add URL			
				Cancel Apply
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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.

Fu	unction Prompt run Description		Resp	onsibility -	
elec	t Functions: Add				S Previous 1-10 of 18 ▼ <u>Next 8</u>
	All Select None	Description		Menu Hierarchy	Responsibility
	Run	Requests: Run Form		Other : Requests	DC FA INQUIRY
	Run	Requests: Run Form		Other	DC DMS Audit
	Run	Requests: Run Form		Purchasing Inquiry : Reports	DC PO INQUIRY
	Run	Requests: Run Form		Control : Requests	DC AR INQUIRY
	Run	Requests: Run Form		Requests	DC ITSA Audit
	Run	Requests: Run Form		Other : Requests	DC AP INQUIRY_OLD
	Run	Requests: Run Form		Other : Programs	DC CM INQUIRY
	Run	Requests: Run Form		Other : Report	DC GL INQUIRY
	Review Allocation Runs	Review Allocation Runs		Allocations	DC GL PB
	Review Interest Runs	Review Interest Runs	<b>C</b>	Capitalization	DC GL PB
elec	t Functions: Add		Used	d to display the list of functions as a result of th ch	S Previous 1-10 of 18 - Next 8

• 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.

			oracle ebusiness suite link s: Remove	s can be set t	to open in a new	v window.
Select		Selec	<u>ct None</u>			
	м	ove				
Select	Up	Down	Favorite	Description	Responsibility	URL
		$\bigotimes$	Invoices		DC AP INQUIRY_OLD	
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	۲	$\odot$	Payslip	Payslip	DC Employee Self Service	/OA_HTML/OA.jsp? akRegionCode=PAY_PAYSLIP_TOP_SS&akRegionApplicationId=801&favRespId=50958&favRespAppId
	0	$\odot$		Requests: Run Form	DC AR INQUIRY	
	0	$\odot$		Requests: Run Form	DC ITSA Audit	
		$\odot$		Requests: Run Form	DC GL INQUIRY	

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.



1	Select			C Remove S	<u>s can be set t</u> Remove ction	o open in a new	W
	Select	All	Selec	<u>xt None</u>			
Move							
	Select	Up	Down	Favorite	Description	Responsibility	UF
		٨	$\odot$	Invoices		DC AP INQUIRY_OLD	
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		٨	$\odot$	Run (AR : Requests)	Requests: Run Form	DC AR INQUIRY	
I. Check for Removal		$\odot$	Run (ITSA: Requests)	Requests: Run Form	DC ITSA Audit		
		٨	$\odot$	Run (GL : Report)	Requests: Run Form	DC GL INQUIRY	

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.

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



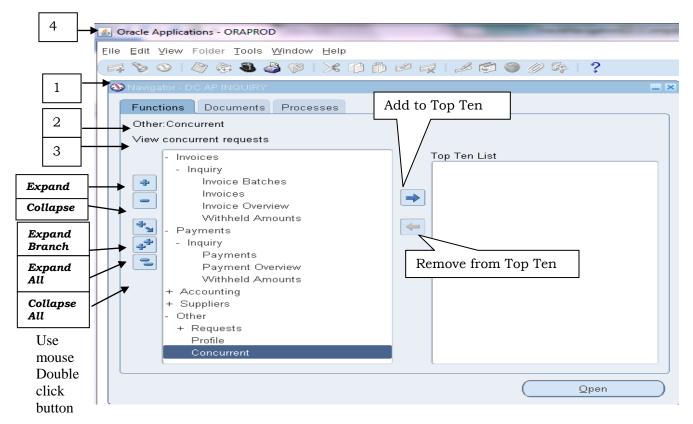
this your Oracle web page will be replaced. You can use the Oracle <- back button to return.

# **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.

Oracle Applications - ORAPROD	
le Edit View Folder Tools Window Help 🔍	Oracle Menu
a 📎 🛇 I 🖉 🎄 🚳 🥔 I 🗶 🗊 🎁	🔊 🛩 🕪 🛯 🧀 🧼 🖉 🍣 📔 🍞 🖌 Icon Toolbar
🕸 Navigator - DC PO INQUIRY	
Functions Documents Processes	
Purchasing Inquiry:	
+ Purchasing Inquiry + Supplier Inquiry	Top Ten List
	Open
	Obeu

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:

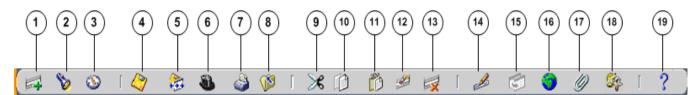
Oracle Menu	Pull down actions and sub forms <u>Click here to see full list of menu</u>					
	definitions. Not all features will be active depending on the form's intended					
	function.					
Icon Buttons	Display short cut functions in a single button.					
Message Line	Displays hints, warnings, or error 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.

#### 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 <u>Attachments</u>).

18. The Folder Tools icon invokes the Folder Tools palette window (see <u>Customizing the Presentation</u> 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.

underlying validation functions.	
Find Requisitions	
Operating Unit DALLAS_CO Requisition Number Preparer Buyer Reference Num	le Type Requester Modified Import Source
Line	Line Type
Line Status Date Ranges Sourcing Deliver To Related Docume Item, Rev Category Description Supplier Item	Results
Clear	New Find (B) Default Button
Buttons: Buttons can be clicked with a mouse, Pr can be invoked using the Enter Key if they are the def outline. To clear the Supplier search screen using [A List Of Values (LOV): When you navigate to a te the right you have entered a field using a LOV. A LO to pass validation a distinct item from the underlying remain blank. Note: For dates the LOV will be a cale Key in a full or partial value (wildcards are supported automatically). And press the (TAB) button on your k You can use the (ENTER) button instead of the (TAB) on the search/entry screen once the LOV validation is attempt to Find the Requestor.	fault button usually noted by a darker <b>Alt]</b> + c. ext box and icon symbol () appears to V will allow you to search for a value but list must be chosen or the field must endar. and the rightmost wildcard is provided eyboard or click the LOV icon. button but it will invoke default button
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	Preparers       Image: Comparison of the second secon
(OK) or press (Enter) or refine your search and Click [Find].	Find Preparer Employee Number

Dallas County, Auditor's Office

Find Requisitions						
Operating Unit	DALLAS_CO					
Requisition Number		Туре				
Preparer		Requester				
Buyer	Preparers		×			
Reference Num						
	Find TK%					
Line	Preparer	Employee Number				
	TACKABERRY, JOHN B	24636				
Line Status Date Ranges	TACKER, BETTY LOUISE	29250	14			
	TACKER, EDNA L	8008				
	TACKITT, RUTH	21538				
ltem, Rev	TALKINGTON, JANELLE J	7696				
Catedorv	TALKINGTON, KYLE	36001				



- 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 1<sup>st</sup>, 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.

Suppliers								
Search								
At least one search criteria is required. Inc	luding part of cupplicals parts	o or number will improve the	coarch parformanco. Eiol	de are care inconsitiu				
At least one search oftena is required. The	Supplier Name CK	e or number with improve the	search performance. The	us are case insension	Tax Registration Nu	mber		
	Supplier Number				D-U-N-S Nu			
	Taxpayer ID				Employee Nu	mber		
Hide More Options								
Alternate Supplier Name	2		Reporting Name					
Inactive Date From	📄 То		Payment Terms					
One Time	(example: 20-Oct-2014) (exa	mple: 20-Oct-2014)	Pay Group					
Supplier Type			Federal Reportable					
		•	Income Tax Type					•
Parent Supplier Name		4	State Reportable					
Parent Supplier Number Payment Priority From		To						
		0						
Go Clear 🖌 Acti	on Button							
$\setminus$ –								
Search Results								
							③ Previous 1-15	▼ <u>Next 15</u> ⊘
Supplier Name 🔺	Course New New York	Devent Constitution Name	T TD	Terr Desidentia	Number 1	-U-N-S Number		
ACK SOLUTIONS INC	Supplier Number 90550	Parent Supplier Name	e Taxpayer ID	Tax Registration	n Number L	-0-N-5 Number	Employee Number	Update
ECK (PROGRAM MANAGEMENT)	90595							22

## **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

Bat Ei	ind ind All		UIRY)							Batch A	Actual Total		
<u></u>	Query By E	xample 🕨	Ta	ixpaγer ID	Түре		PO Numbe	er Trading Pa	Supplier Nu	n Supplier Site	Invoice Date	Invoice Num	In
DAL	Record		Eirst		Standard			ATOS ORI			24-JUN-2005	1∨16051	U
	ranslation	(S	Last		Standard		1	ATOS ORI	117646	POB0X7147	24-JUN-2005	1∨16042	U
DAL -	ttachment			j	Standard		1	ATOS ORI	117646	POBOX7147	24-JUN-2005	1∨16040	U
DAL St	ummary/E	Detail			Standard			ATOS ORI	117646	POB0X7147	24-JUN-2005	I∨16045	
	General		21	ines	3	Holds		<u>4</u> ∨iew Paγm	ents 5 S	cheduled Pavme	nts 6 View Prep	ayment Applica	ations
10	General		21					2 ····· · · · · · · · · · · · · · · · ·					
10	General		21			Total Gros		11,666.67	Retaine		Net		
2	Type	Amount		PO Numbe		Total Gros	ss	11,666.67		d [	Net Receipt Number	Receipt Line	
Num			666.67			Total Gros	ss	11,666.67		d [		Receipt Line	Qui
Num	Туре					Total Gros	ss	11,666.67		d [		Receipt Line	Qui
Num	Туре					Total Gros	ss	11,666.67		d [		Receipt Line	
Num	Туре					Total Gros	ss	11,666.67		d [		Receipt Line	Qu:
Num 1	Туре					Total Gros	ss	11,666.67		d [		Receipt Line	Qui

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+l 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] +	Gives you next set of records based on
	[F8] on Grid	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)

- Continue Retrieve the next 100 records and repeat the decision window unless all records have been retrieved.
- Continue to End Retrieve all records queried and display the last record of the query.
- Stop Display the last record of the records retrieved.

ullet Decision ())))))))))))))))))))))))))))))))))))									
100 more records have been retrieved, and an unknown number									
of additional records remain.									
Continue         Stop         Continue to End									

# 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	[Ctrl] + F11 (Use caution)	Executes the Query and depending on
Example-> Run		entry results will be return and data entry mode is turned on.
View->Query by	[F4]	Returns form to data entry mode without
Example-> Cancel		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

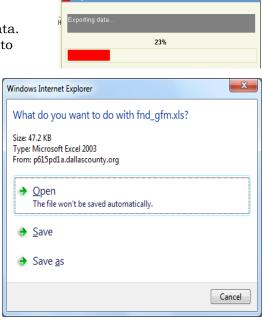
- 1. Go to the **File** menu and select **Export**.
- 2. You may receive a progress bar while Oracle is retrieving data.
- 3. Once the data has been retrieved Oracle turns control over to Internet Explorer (IE) you web browser.
- 4. You will be asked to save or open the data file. You may have to go 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.



Microsoft Excel	
	u are trying to open, 'fnd_gfm.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is sted source before opening the file. Do you want to open the file now?
	Yes No Help

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 <u>pasted</u> into a document or saved.* 

1. Select Print from the File Menu or click on the printer icon on the menu bar.

<u>O</u> pen	) 🎒 💱 I 💥 🜔 I	揽 💋 🥪 🖉 🖉	r 🌍 🎯 🕼	🏟 I ? 🛛					
	INQUIRY)								
Save Save and Proceed						Batch A	Actual Total		
Next Step									
Export	Sustomer Taxpayer ID	Туре	PO Numbe	r Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
Place on Navigator		Credit Memo		ATOS ORI	117646	POBOX7147	25-MAR-200	√15784	USD
Log on as a Different User		Credit Memo		ATOS ORI	117646	POBOX7147	22-APR-200	∨15866	USD
Switch Responsibility		Credit Memo		ATOS ORI	117646	POBOX7147	25-MAY-200	IV15943	USD
Print		Credit Memo		ATOS ORI	117646	POBOX7147	25-AUG-200	IV16193	USD
Summary	0.755	Amount			Status			!	
ltems Retainage	-3,750		.00 USD -3,750.00			Status Validated Accounted Yes			
Prepayments Applied	[						proval Not Rec	wirod	
Withholding	[						Holds 0	lanca	
-	-3,750	100			Schedu	Ied Paγment H			
Subtotal					Ocheud	icu i ayincin i			
Subtotal Tax	L								
					Descriptio	in 🛛			
Тах						1515 2 2015 14 5	704 144 0 000	5 CREDIT FOR	

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.

Print	
General Page Setup Appearance	e
Print Service	
Name: \\D03SRECPRINT1\RC04AD	ADMP3   Properties
Status: Accepting jobs	
Type:	
Info:	Print To <u>F</u> ile
Print Range	Copies
IIA ®	Number of copies: 1
O Pages 1 To 1	✓ Collate
	Print Cancel

# **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.

#### <u>To Submit a Request:</u>

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.

Find Requests	_ = ×	Submit a New Request 000000000000000000000000000000000000
OMy Completed Requests		What type of request do you want to run?
OMy Requests In Progress		Single Request
● <u>All My Requests</u>		This allows you to submit an individual request.
<ul> <li>Specific Requests</li> </ul>		Request Set
Request ID		This allows you to submit a pre-defined set of
Name		requests.
Date Submitted		
Date Completed		( <u>QK</u> <u>Cancel</u> )
Status		
Phase		
Requestor		
	Include Reguest Set Stages in Query	On the <b>Submit a New Request</b> Window, select either <b>Single Request</b> or <b>Request</b>
Order By	Request ID 🗸	Set and click OK.
	Select the Number of Days to View: 7	Request sets are seldom used and should be explained by a peer or
Submit a <u>N</u> ew Requ	est <u>C</u> lear Find	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.

OSubmit Request 3000	••••••••••••••••••••••••••••••••••••••
Run this Request	
N	()
1 Name	
Parameters	2
Language	└V
	Language Settings Debug Options
At these Times	As Soon as Possible Schedule
Upon Completion	
	I Save all Output Files
4 Layout Notify Print to	Options
(	Sub <u>m</u> it Cancel

- 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.

Print the Output To: ——		Style Landscape	
Printer	Copies	For Language	
af2zfat	0	All languages	A

**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.

Apply a Sayed Schedule.	
Run the Job	
⊂As Soon as Possi <u>b</u> le	Run At 09-JUL-2012 18:00:00
• Once	
○ <u>P</u> eriodically	
◯ On Specific <u>D</u> ays	
O Advanced	

- 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.

Request ID		Parent		~	
	Name		Phase	Status	Parameters
<b>5283885</b>	DC AP Minority Payment	t	Running	Normal	01-JAN-2007, 20-MAY-200
5283869	DC AP Minority Payment	t	Completed	Normal	05-MAY-2008, 06-MAY-20
Hole	d Request	View Det <u>a</u> ils			View Output
Canc	el Request	Diagnostics		(	View Log

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.

4	Oracle Applic	ations - (	DRAPROD			1000	the second second		and the owner of the	-	
E	le ⊑dit ⊻iew	Folder	Tools Window	Help							
	科 🏷 🚳 I	le 🖉	Copy File.	> 🗊	Ď 📂 😽	1 📣 🖾	🅘 🥖 🎭 I 💈	?			
C	Report: requ	est ID - 2	3622867								×
	Page	1						Font	Size 10		-
											aaa 🕨
	dallas_co						Segment Val	ues Listir	ıg		20
	Segment: A	lecount	5			Start	End			Rollup	
	Account		Description			Date	Date	Enabled	Parent	Group	
											••

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.

Oracle Applications - ORAPROD						
Eile Edit ⊻iew	Eile Edit View Folder Tools Window Help					
📢 🏷 🚳 🗆	🗐 🏷 😳   🖉 😤 Managers 👔 🖒 🛤 🛒   🎜 🚳 🖉 🖗 🖓 👫 ?					
Requests	Reprint/Republish				_ 0	
Refresh Data Find Requests St			Su	b <u>m</u> it a New Request		
Request ID		Parent				
	Name		Phase	Status	Parameters	
23622867	Chart of Accounts - Segme		Completed	Normal	101, Account	
23622643	DC PA DIT (Report Set)		Pending	Scheduled	275, 1705	
23622461	PRC: Update Project Sumr	23619434	Completed	Error	A, Z, , Y, , Y, Y, Y, Y, Y, REGU ;	
03800360	DDC: Tishack Invoices from	22610424	Completed	Normal	V Y	

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.

🤗 Republish and Reprint Request - Windows Internet Explorer	
💭 🗢 😰 http://dcc1oraessprodsrv.dallascounty.org:8001/OA_HTML/RF, 👻 😒 🗲 🔀 Bing	م
File Edit View Favorites Tools Help	
🚖 Favorites 🛛 👍 🌗 Oracle Test URL 👻 📊 Discoverer 🔊 Kronos 🍙 Oracle 🔟 OWA	
🍘 🕶 👘 👻 Page 🕶	Safety 👻 Tools 👻 🔞
ORACLE®       Concurrent Processing	Close Window
Republish and Reprint Request	
Program Name Chart of Accounts - Request Name Chart of A	alues Listing
Republish	
Printer	
Printer af4fnp3 Print Style Landscape Copies 0	
	Apply Cancel
24	

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.

Searc	h					
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						
Resul	ts					
			S Previous 1-15 ▼ Nex			
Select	Quick Select	Printer	Description			
$\odot$		7zjpq	Tax Office 4th floor			
۲	<b>1</b>	aa3zfan	DC Admin. Audit			
	<b>.</b>	aa4zhnw	Pavroll			

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

🔗 Republish and Reprint Request		· 🔊 • 🖃 🖶 • I	Page 🔻 Safety 👻 Tools 👻 🕡
	rent Processing Navigator ▼ 🛛 😽 Favorites ▼	Preference	s Help Close Window
Confirmation Your request for Reprint existing out	put has been scheduled. The Re	equest ID is 23622975	
Republish and Reprint Request			
Program Name Chart Segme Request ID 23622	ent Values Listing		OK Chart of Accounts - Segment Values Listing 02-Mar-2015 13:35:08
Republish			
Printer       af4fnp3         Print Style       LANDSCAPE         Copies       1			
			ОК

#### 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  $\rightarrow$  Purchasing Inquiry  $\rightarrow$  Report  $\rightarrow$  Run
- 2. Type: %XML% Tab

🗢 Submit Request		×
Run this Request		
	Copy	
Name	%XML%	
Operating Unit	Reports	×
Parameters		
Language	Find %XML%	
	Name	Applicati
	DC Encumbrance Detail Data(XML)	Dallas C
At these Times	DC Encumbrance Detail Data-IT(XML)	Dallas C 🌾
	Backordered Internal Requisitions Report (XML)	Purchas
Run the Job	Blanket and Planned PO Status Report (XML)	Purchas
	Buyer Listing (XML)	Purchas
Upon Completion	Buyer's Requisition Action Required Report (XML)	Purchas
open completion	Cancelled Purchase Orders Report (XML)	Purchas
	Cancelled Requisition Report (XML)	Purchas
Lavout	Contract Status Report (XML)	Purchas
Layout	Country of Origin (By Item) Report (XML)	Purchas
Notify	Country of Origin (By Supplier) Report (XML)	Purchas
Print to	Encumbrance Detail Report (XML)	Purchas
	Financials/Purchasing Options Listing (XML)	Purchas T
Help ( <u>C</u> )	Eind QK Cancel	

- 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.
- Click the Options button within the Upon Completion Section to expand the Layout information.

		(Сору
Encumbrance Detail Report (XML)		
DALLAS_CO		•
American English		
	Language Settings	Debug Options
As Soon as Possible		Sche <u>d</u> ule
Save all Output Files	Burst Output	
Encumbrance Detail Report (XML)		Options
		Delivery Opts
af6zjpn	•	Denvery Oprs
	Submit	Cancel
	DALLAS_CO         American English         As Soon as Possible         ✓ Save all Output Files         Encumbrance Detail Report (XML)	DALLAS CO American English Language Settings As Soon as Possible Save all Output Files Encumbrance Detail Report (XML) af5zjpn

7. **Navigate** to the Format column and click the LOV button to the right. This allows you to see the different formats.

Ipon Completion		Format Type LOV	l
☑ Save all Output Files Layout: Template Name Template Language	Format	Find %	
Encumbrance Detail Repor English: United States	RTF	EXCEL FO	
		HTML	
		RTF	

- 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
- 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.

Internet Explorer	×
What do you want to do with Encumbrance_Detail_Report_XML_110418.rtf?	
Size: 33.4 KB Type: Microsoft Word 97 - 2003 From: dccLoraessprodsrv.dallascounty.org	
Open The file won't be saved automatically.	
→ Save	
→ Save as	
Ca	ancel

Yes

23

No

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

#### Microsoft Excel

The file you are trying to open, 'FNDWRR.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

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.

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.

#### 🖉 Oracle Applications - FIN111 <u>File</u> Edit View Folder Tools Window Help New 🍐 🚳 I 🗶 🗊 🎁 🥙 🥪 I 🏄 🗐 🌒 🧳 👫 I 混 I 🤶 2 Export Supplier Num Site Invoice Date Invoice Num Invoice Curr Invoice Amount Place on Navigator LONG\_BI 29-MAR-2000 DC111495 USD -95.00 Log on as a Different User. 1 G BI 31-MAR-2000 0088441-CM USD 495.00 Switch Responsibility. 3 104564 DC0094863-IN USD G BI 08-DEC-2000 47.30 Print... 10,064 LONG\_BI 29-MAR-2000 111495 USD 95.00 lose Form 104564 LONG BI 08-DEC-2000 0094863-IN USD 660.54 Exit Oracle Applications 🖌 Standard ACOM SOL 104564 LONG\_BI 12-APR-2005 0188641-IN USD 676.01 D Amount Paid 0 Distribution Total -95.00 -95.00 USD Validated Yes Approval Not Required CREDIT FOR AMOUNT F Holds Payments Scheduled Payments Overview Distributions

#### 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.

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# Reference

### **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.

<u>Comment</u>: 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:

<u>N</u> ew	Opens a new record in the active form.
<u>O</u> pen	Opens the detail screen for the current selection. Typically only used with the Tree item.
<u>S</u> ave	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.
Nex <u>t</u> 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.
<u>L</u> og on as a Different User	Exits the application and displays the Oracle Applications Logon window.
S <u>w</u> itch Responsibility	Closes all active windows and displays the Responsibility window.
<u>P</u> rint	Prints your current window. An application may override this action to allow printing of one or more specific reports instead.
<u>C</u> lose Form	Closes all windows of the current form.
E <u>x</u> it Oracle Applications	Quits Oracle Applications.

# Edit Menu

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

<u>U</u> ndo Typing	Returns the field to the value it had when it gained focus.
Cu <u>t</u>	Cuts the current selection to the clipboard.
<u>С</u> ору	Copies the current selection to the clipboard.
<u>P</u> aste	Pastes the contents of the clipboard into the current field.
Duplicate	
<u>R</u> ecord Above	Copies all values from the prior record to the current record.
<u>F</u> ield Above	Copies the value of the current field from the prior row.
Clear	
<u>R</u> ecord	Erases the current record from the window.
<u>F</u> ield	Clears the data from the current field.
<u>B</u> lock	Erases all records from the current block.
For <u>m</u>	Erases any pending changes from the current form.
<u>D</u> elete	Deletes the current record from the database.
<u>S</u> elect All	Selects all records (for blocks with multi-select).
Deselect <u>A</u> ll	Deselects all selected records except for the current record (for blocks with multi-select).
<u>E</u> dit Field	Displays the Editor window for the current field.
Preferences	
<u>C</u> hange Password	. Displays the Change Password dialog box.
<u>P</u> rofiles	Displays the Profiles form.

# **View Menu**

The View menu provides you with the following options:

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

<u>Q</u> uery by Example	
Enter	Invokes Enter Query mode to enter search criteria for a query by example.
<u>R</u> un	Executes the query by example.
<u>C</u> ancel	Cancels the query by example by exiting from Enter Query mode.
<u>S</u> how Last Criteria	Recovers the search criteria used in the previous query by example.
Count <u>M</u> atching Records	Counts the number of records that would be retrieved if you ran the current query by example.
Recor <u>d</u>	
<u>F</u> irst	Moves the cursor to the first record.
<u>L</u> ast	Moves the cursor to the last record.
<u>T</u> ranslations	Displays the Translations window.
<u>A</u> ttachments	Displays the Attachments window.
<u>S</u> ummary/Detail	Switches between the summary and detail views of a combination block.
<u>R</u> equests	Shows the Request form.

### **Folder Menu**

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

<u>N</u> ew	Creates a new folder definition.
<u>O</u> pen	Opens an existing folder definition.
<u>S</u> ave	Saves changes to the current folder definition.
Save <u>A</u> s	Saves current folder definition to a new name.
<u>D</u> elete	Deletes an existing folder definition.
Show <u>F</u> ield	Displays a field that is currently hidden.
<u>H</u> ide Field	Hides the current field.
Move <u>R</u> ight	Moves the current field to the right.
Move <u>L</u> eft	Moves the current field to the left.
Move <u>U</u> p	Moves the current field up.
<u>M</u> ove Down	Moves the current field down.
<u>W</u> iden Field	Increases the width of the current field.
Shrin <u>k</u> Field	Decreases the width of the current field.
Change Prompt	Changes the prompt for the current field.
Autosi <u>z</u> e 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.
<u>V</u> iew Query	Displays the query criteria for the current folder definition.
Reset <u>Q</u> uery	Erases the current query criteria.
Folder <u>T</u> ools	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.

CascadeDisplays any open windows in a "cascaded" or stair-stepped fashion.Tile HorizontallyDisplays any open windows in a horizontally "tiled" (non-overlapping) fashion.Tile VerticallyDisplays 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:

<u>W</u> indow Help	Displays help for the current window.
Oracle Applications <u>L</u> ibrary	Displays a window that lists all available Oracle Applications help text.
<u>K</u> eyboard Help	Displays the current key mappings of specific functions and menu options.
<u>D</u> iagnostics	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.
<u>D</u> isplay Database Error	Displays the last database error.
<u>E</u> xamine	Displays the underlying Oracle Forms block and item corresponding to a field on the form.
Test <u>W</u> eb Agent	Performs a check of the Web Agent to determine if it is configured properly.
<u>T</u> race	Toggles on or off the SQL Trace facility for the current session. SQL Trace provides performance information on individual SQL statements.
De <u>b</u> ug	Turns on the Oracle Forms Debugger, provided the form you are currently in was started in debug mode.
<u>P</u> roperties	The Properties submenu provides diagnostic information for Items and Folders.
<u>I</u> tem	Displays the values for properties of the current item.
<u>F</u> older	Writes diagnostic information about the current folder to a file in the temporary directory.
<u>C</u> ustom Code	The Custom Code submenu is an option group, allowing you to change the mode of the custom library.
<u>N</u> ormal	The custom library is used. This is the default.
<u>O</u> ff	Turns the custom library off, disabling Zooms and any other custom code.
<u>R</u> ecord History	Displays information about the current record.
About <u>O</u> racle Applications	Displays information about the current application, including version and environment information.

# **Basic GUI Terminology**

button.

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

# 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.