OHIO UNIVERSITY

Title:	Oracle Navigation	Document ID: NAV0010
Replaces:	Oracle Navigation	Date Modified: 08/07/2014

Purpose: This procedure details basic features of navigating within Oracle Applications. It includes searching for accounting periods, account strings, budget numbers, suppliers, projects, and journal entries, including search features in the web based Oracle windows. Miscellaneous features include exporting data, popular toolbar icons, folder tools, and the zoom feature.

For Questions Contact: Finance Customer Care at financecustomercare@ohio.edu or 740.597.6446.

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WELCOME TO ORACLE E-BUSINESS SUITE, VERSION 12.1.3

Welcome to the Oracle E-Business (eBiz), version 12.1.3. Use this navigation document to aid you in accessing information. Refer to the Table of Contents for quick access to specific information.

BROWSERS FOR ORACLE E-BUSINESS SUITE, VERSION 12.1.3

Operating System	Supported Browsers
*Windows 8	IE 10
*Windows 7	IE 8, IE 9, and IE 10
*Windows Vista	IE 7, IE 8, and IE 9
*Windows XP	IE 6, IE 7, and IE 8
*Window systems also are certified for Firefox browsers: Firefox ESR 24.3.6 or higher OR Firefox ESR XX.x	
MAC OS X v10.7.5 or higher	Safari 6.0x (x=2 or higher)
MAC OS X v10.8.2 or higher	Safari 6.0x (x=2 or higher)
MAC OS X v10.9.1 or higher	Safari 7.0x (x=1 or higher)

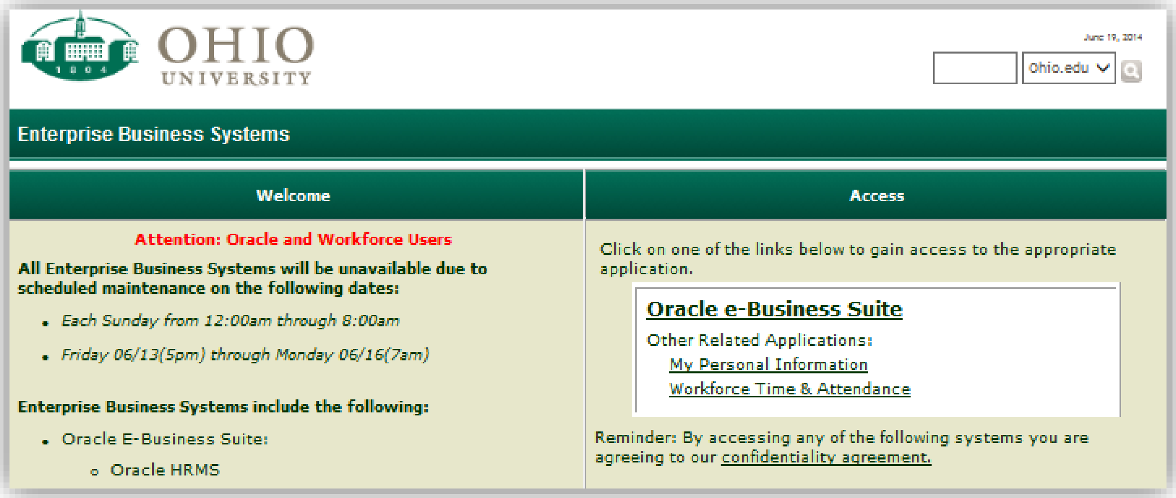
ATTN: PLEASE VERIFY THAT YOU ARE USING A CERTIFIED BROWSER PRIOR TO LOGIN TO EBIZ.

GOOGLE CHROME IS NOT A CERTIFIED BROWSER.

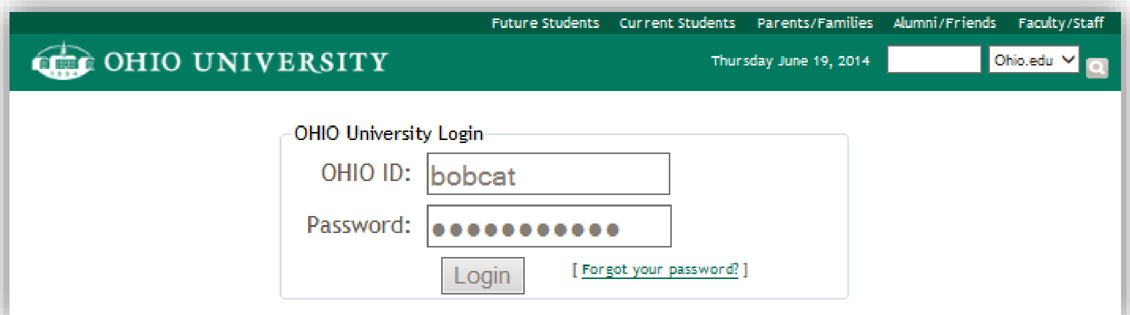
LOGIN TO EBIZ

Navigate to Oracle Enterprise Business Systems window using the following navigation path;

1. Enter the Enterprise Business Systems URL into your browser window address bar; http://www.ohio.edu/ebiz/ebiz.html.
2. Click **Oracle e-Business Suite** link.

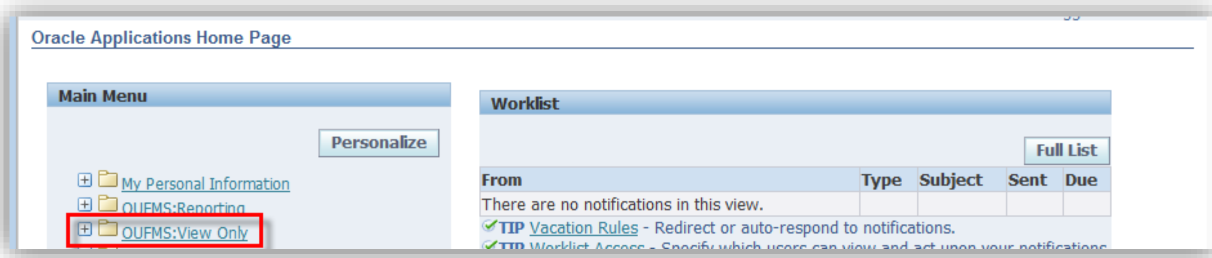


3. Enter **OHIO ID** and **Password.** Click **Login** button.



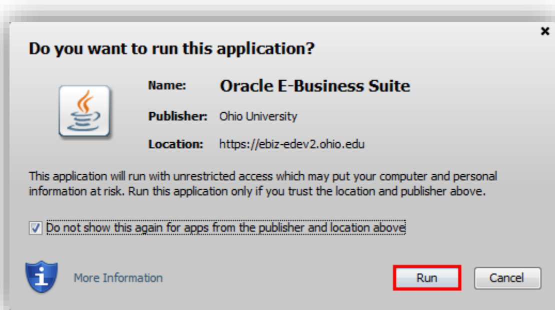
4. Once you are logged into Oracle e-Business and are on the Oracle Applications Home Page you may access any of your responsibilities.

NOTE: A responsibility is a predefined set of data, menus, and forms that define your particular level of access to Oracle application menus. The OUFMS: View Only responsibility allows end users the capability to search for and view data in the system.



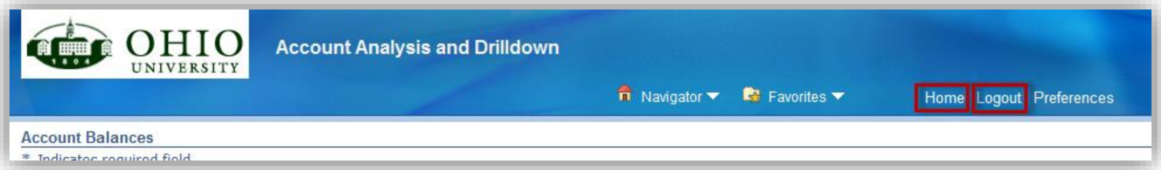
5. Click the **appropriate** link to open the desired module. A popup window displays.

6. Oracle eBiz requires the use of Java Runtime Environment (JRE). If JRE is not already loaded on your computer, you will be prompted to load the software. If you have questions or concerns, please contact the OIT Service Desk (740.593.1222).



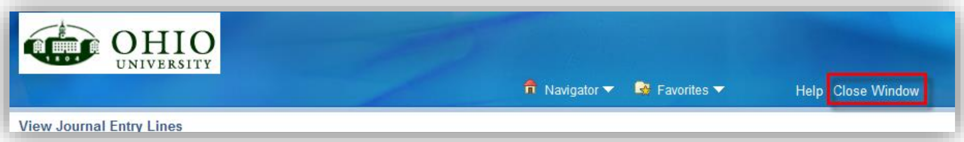
EXIT EBIZ

Depending on your current screen, you can have several processes to exit the system.
If you are on one of the Oracle HTML windows and you see the *Home* and *Logout* links at the top of the window, follow these directions.

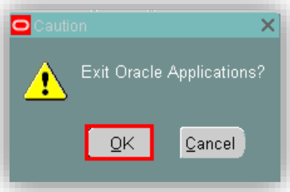


1. To return Home (Main Menu), click the **Home** link at top of window.
2. To logout of Oracle E-Business Suite, click the **Logout** link at top of window. Go to step #4.

If you have the *Close Window* link at the top of the window, follow these directions.



3. To logout of Oracle web based forms, click the **Close Window** link at top of window.
4. The Oracle Applications windows remain open.
5. To exit the system, click the **File** menu option and click the **Exit Oracle Applications** option.
6. A *Caution* window displays to confirm your selection. Click **OK** to exit the system.

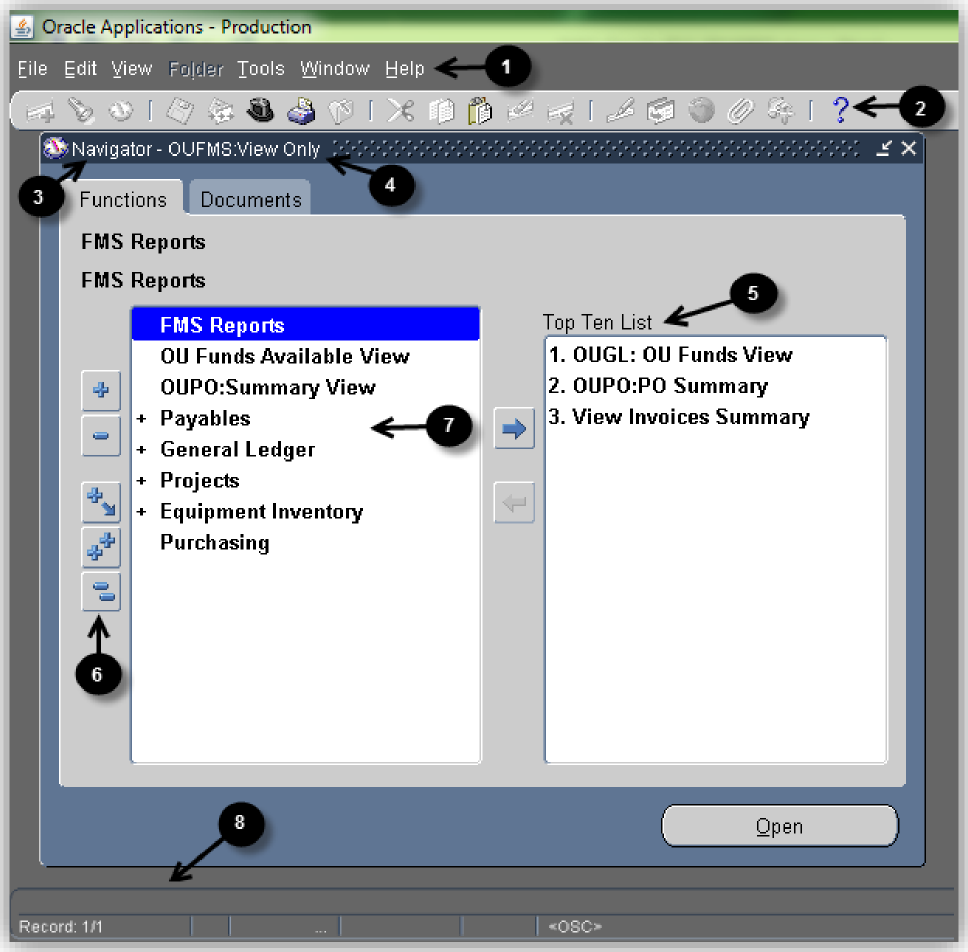


SWITCH RESPONSIBILITY

Each user has at least one responsibility in Oracle. If you are a user that has more than one responsibility you can switch responsibilities ("change hats") within Oracle.

1. Click **File>Switch Responsibility** from the menu bar or click the **Switch Responsibility**  icon. The *Responsibilities* window displays.
2. Click the appropriate **Responsibility.**
3. Click **OK**. The *Navigator* window for the new responsibility displays.

THE NAVIGATOR WINDOW



Part	Function
❶	Menu bar
❷	Tool bar
❸	Window title bar: includes the window title and either the user responsibility (on the Navigator window) or the document number (on most other windows).
❹	Current responsibility
❺	Top Ten List used to provide direct access to frequently used options
❻	Expand and collapse menu
❼	Displays the available menu options for the current responsibility
❽	Status Bar-When conducting searches it will display the number of records retrieved.

ORACLE TOOLBAR ICONS

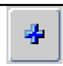
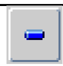
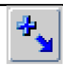
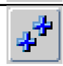
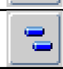
The toolbar is a collection of icons (buttons), where each button performs a specific action. Each toolbar button replicates a commonly used menu bar item. Depending on the context of the current field or window, a toolbar button can be enabled (in color) or disabled (in grey). You can display help or a tool tip for an enabled toolbar button by hovering your mouse over the button.

NOTE: To return to the Navigator (main menu) anytime click on the **Show Navigator** icon .

Oracle Toolbar Menu Icons		
Menu Item	**ICON**	**Description**
New		Creates a new record in the active form
Find		Displays the Find window to retrieve records
Show Navigator		Displays the Navigator window, which brings you back to the main menu
Save		Saves any pending changes in the active form
Next Step		Updates the Process workflow in the Navigator by advancing you to the next step in the process and saves pending changes in the active form.
Switch Responsibility		Allows user the ability to change responsibility ("change hats")
Print		Prints the current screen
Close Form		Closes all windows of the current form
Cut		Cut the current selection to the clipboard
Copy		Copies current selection to the clipboard
Paste		Pastes from the clipboard into the current field
Clear Record		Erases the current record from the form on data entry screens
Delete		Deletes the current record from the database on data entry screens
Edit Field…		Displays the Editor window for the current field; this is useful if the data for the field exceeds the displayed field size.
Zoom		Invokes custom defined Zoom (drilldown behavior).
Translations…		Not applicable for Ohio University.
Attachments…		Invokes the Attachments window. If one or more attachments already exist, the icon changes to a paper clip on a piece of paper.
Folder Tools		Displays the folder tool palette for working with screens with customizable folders
Window Help		Displays Oracle standard help for the current window (not OU specific text)

EXPAND AND COLLAPSE BUTTONS

On the Navigation screen, some menu options are shown with a plus sign (+) to the left. Items that begin with a (+) plus can be expanded to further sub-levels until you find the specific option by highlighting the line and selecting one of the following buttons:

Button	Function
	*Expand* button expands the highlighted menu item. ***Note:*** Menu items with a "+" to the left of them have submenus and can be expanded.
	*Collapse* button collapses the highlighted expanded menu. ***Note:*** Menus with a "-" to the left of them have submenus and may be collapsed.
	*Expand Branch* button expands all branches of the highlighted menu.
	*Expand All* button expands all menus and submenus.
	*Collapse All* button collapses all expanded menus and submenus.

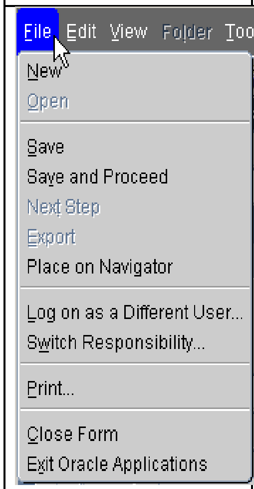
You may also click the plus (+) or minus (-) symbol to expand or collapse a menu item.

MENU BARS

The main menu bar is located at the top of the window. When you click on a menu bar item, a drop down list of options will allow you to perform various function throughout the application. When you navigate to a window, specific options appearing in gray are unavailable in that particular window. To access the options in the menu using the keyboard, simultaneously press the **Alt** key and the **underscored letter** in the menu item you want to access. For example, pressing the *Alt* and *F* keys simultaneously would open the *File* menu. You may also access the File menu by clicking **File**.

MENU FUNCTIONS ARE BASED ON THE SCREEN FUNCTIONALITY. INQUIRY SCREENS WILL NOT USE ANY OPTIONS THAT INVOLVE CREATING, EDITING, OR SAVING TRANSACTIONS.

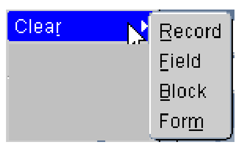
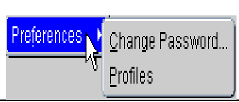
File Menu

Menu	Function
	**File Menu**

New	Creates a new record in the active form.
Open	Opens the detail window for the current selection.
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.
Export	Exports information in your current form to a browser window.
Place on Navigator	Creates an icon in the ***Documents*** tab of the Navigator.
Log on as a Different User…	Allows you to log on to Oracle Applications again as a different user.
Switch Responsibility…	Allows you to change your current responsibility
Print…	Prints your current window.
Close Form	Closes all windows of the current form.
Exit Oracle Applications	Quits Oracle Applications.

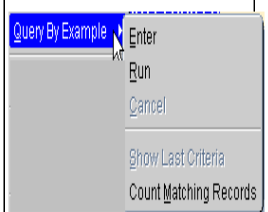
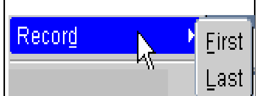
Edit Menu

Menu	Function
	**Edit Menu**

Undo Typing	Undoes any typing done in a field before the field is exited and returns the field to the most recent value.
Cut	Cut the current selection to the clipboard.
Copy	Copy the current selection to the clipboard.
Paste	Paste 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 window.

View Menu

Menu	Function
	**View Menu**

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 	This is used to find records : • 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	Switch between the summary and detail views of a combination block.
Requests	Displays the Requests window.

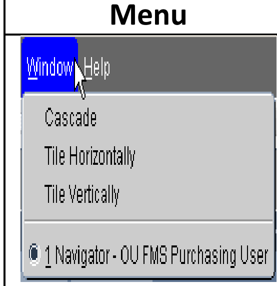
Folder Menu

The Folder menu and options are explained in the next section (Folder Tools).

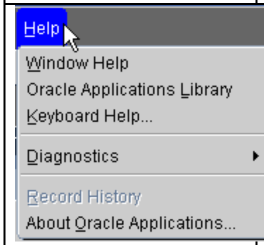
Tools, Inquire, Report Menus

The Tools, Inquire, and Report menu options vary by the currently selected window. Instructions are included in each document if these menu options are relevant to an OUFMS: View Only user.

Window Menu

<table>
<tr><th>Menu</th><th colspan="2">Function</th></tr>
<tr><td rowspan="5">
</td><td colspan="2"><u>W</u>indow Menu</td></tr>
<tr><td>Cascade</td><td>Displays any open windows in a “cascaded” or stair-stepped fashion.</td></tr>
<tr><td>Tile Horizontally</td><td>Displays any open windows in a horizontally “tiled” (non-overlapping) fashion.</td></tr>
<tr><td>Tile Vertically</td><td>Displays any open windows in a vertically “tiled” (non-overlapping) fashion.</td></tr>
<tr><td><u>1</u> (Title of Open Window)</td><td>Displays a list of open window titles in the order in which they are stacked.</td></tr>
</table>

Help Menu

Menu	Function
	**Help Menu**

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 keyboard shortcuts.
Diagnostics	There are multiple Diagnostics menus used for coding and debugging.
Record History	Displays information about who created and last updated the current record.
About Oracle Applications…	Displays information about the current Oracle instance, module, and form.

Keyboard shortcuts

Almost everything that can be accessed through the menu bar can be accessed using keyboard shortcuts.

1. Click the **Help** menu item, then click on **Keyboard Help**, or
2. Press **CTRL+K** to be reminded of the shortcut keys.

Function	Key
Actions LOV	Shift+Ctrl+F8
Block Menu	Ctrl+B
Clear Block	F7
Clear Field	F5
Clear Form	F8
Clear Record	F6
Commit	Ctrl+S
Count Query	F12
Delete Record	Ctrl+Up
Display Error	Shift+Ctrl+E
Down	Down
Duplicate Field	Shift+F5
Duplicate Record	Shift+F6
Edit	Ctrl+E
Enter Query	F11
Execute Query	Ctrl+F11
Exit	F4
Function 0	Shift+Ctrl+F10
Function 1	Shift+Ctrl+F1
Function 2	Shift+Ctrl+F2
Function 3	Shift+Ctrl+F3
Function 4	Shift+Ctrl+F4
Function 5	Shift+Ctrl+F5

Function	Key
Function 4	Shift+Ctrl+F4
Function 5	Shift+Ctrl+F5
Function 6	Shift+Ctrl+F6
Function 7	Shift+Ctrl+F7
Help	Ctrl+H
Insert Record	Ctrl+Down
List of Values	Ctrl+L
List Tab Pages	F2
Next Block	Shift+PageDown
Next Field	Tab
Next Record	Down
Next Set of Records	Shift+F8
Previous Block	Shift+PageUp
Previous Field	Shift+Tab
Previous Record	Up
Print	Ctrl+P
Prompt/Value LOV	Shift+Ctrl+F9
Return	Return
Scroll Down	PageDown
Scroll Up	PageUp
Show Keys	Ctrl+K
Up	Up
Update Record	Ctrl+U

FOLDER TOOLS

Folder Menu

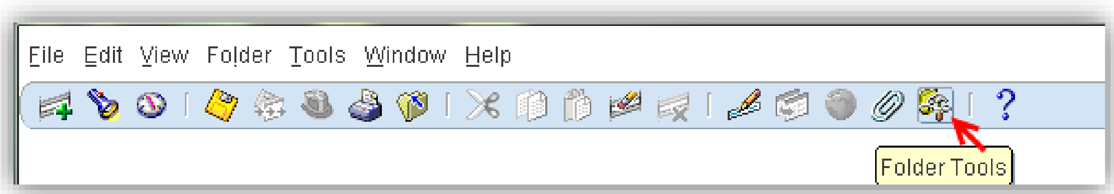
For some forms, you can personalize the presentation of data within a form by using a folder definition. With a folder definition you can modify the width, sequence, and prompts of the fields you want to display. Additional features of a folder definition are:

- Displaying only those fields you are interested in viewing.
- Displaying a subset of records based on your specific criteria.
- Automatically querying for a subset of records each time you open a specific folder.
- Keeping your folder customizations private or making them public for others to use.
- Making your customizations the default layout for a folder.

IN ORDER TO GET TO ENABLE A FOLDER MENU FOR A WINDOW YOU MUST SEARCH AND RETRIEVE DATA IN ORDER TO OPEN THE WINDOW WHERE THE CUSTOMIZABLE FOLDER IS LOCATED.

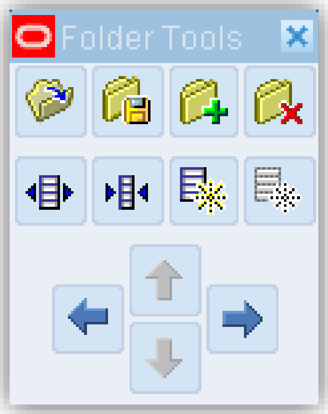
How Do You Know if a Form Folder Can Be Customized?

Open a form, i.e. Projects>Project Status Inquiry. An Open Folder button  appears in the upper-left corner of the window. Also, an enabled *Folder Tools* icon appears on the toolbar when your cursor is in a folder block.



Folder Tools Icon Opens the Folder Tools Palette

When you navigate to a folder block, the Folder Tools icon illuminates on the toolbar. Choose this icon to display the Folder Tools palette for your use. The Folder Tools palette includes buttons that replicate the actions of some commonly used Folder menu options. The Folder Tools palette buttons are explained top row first, left to right, then second row, etc.

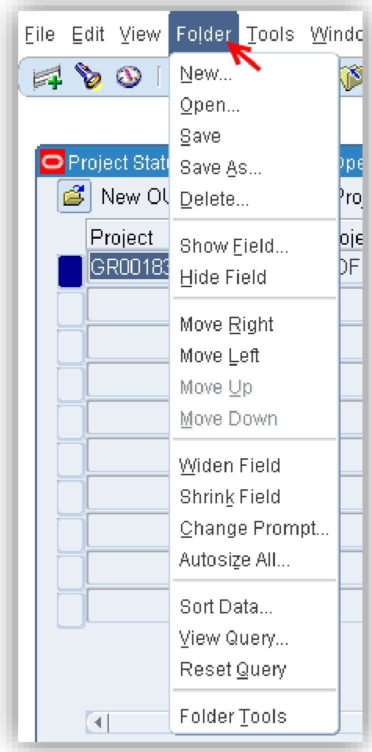


Folder Tools Palette	
Button	**Action**
Open Folder	Open an existing folder.
Save Folder	Save changes to the current folder.
Create New Folder	Create a new folder.
Delete Folder	Delete an existing folder.
Widen Field	Increase the width of a field.
Shrink Field	Decrease the width of a field.
Show Field	Show a field that is currently hidden.
Hide Field	Hide a currently field.
Move Left	Move the current field one column width to the left.
Move Right	Move the current field one column width to the right.
Move Up	Move the current field up one column.
Move Down	Move the current field down one column.

Folder Tools Menu Options

You can customize the presentation of data in a folder using the Folder menu. Many of these items are also available from the Folder Tools icon on the toolbar.

Menu Item	Action
New	Creates a new folder definition
Open	Opens a saved 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 (not available in all folders).
Move Down	Moves the current field down (not available in all folders).
Widen Field	Increases the width of the current field.
Shrink Field	Decreases the width of the current field
Change Prompt	Changes the heading prompt for the current field.
Autosize All	Adjusts all field widths proportionally to fill window. This cannot be undone without resizing each window.
Sort Data	Toggles the display of the Order By Buttons so you can specify the sort order for the first three field columns.
View Query	Displays query criteria for the current folder definition.
Reset Query	Erases the current query criteria.
Folder Tools	Displays the folder tool Palette



Folder Definitions

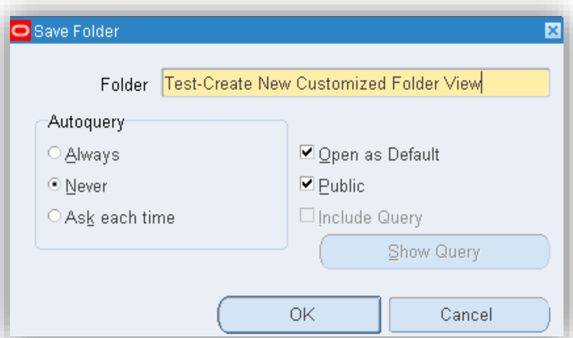
Once you customize a folder's layout and query criteria, you should save your customizations to a folder definition. You can create and save new folder definitions or open and delete existing folder definitions. When you open a new folder definition, the layout for the new folder definition replaces the layout for the current folder definition.

If you want to use a folder view for various data queries, do not save the query with the folder view. (See following sections)

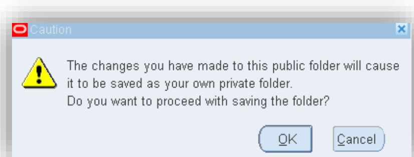
Create a New Folder without a Query

To create a new folder, or update an existing one, use the options from the folder menu. You can save a new folder as private or public if you want to share your customized view.

1. Perform a query on the particular form so there is data in the window in which you would like to create a folder.
2. Customize the window to your own preferences; hiding columns you don't need, show the ones you do, change column titles, and size. Use the *Folder Tools* icon or the *Folder* menu.
    - What fields are displayed
    - Width of fields
    - Order of columns displayed
3. Click on the Toolbar Menu **Folder>Save As**.
4. Enter a folder name in the *Folder* field.
5. Select the *Autoquery* option.
    - *'Always'* will save your existing query-the data you currently see in the window. If you do save the query, change the folder name to reflect that it is saved. Don't make the saved folder your default folder.
    - *'Never'* allows you to use the folder as a template for viewing results of future queries.
    - '*Ask each time'* will ask you which function you would like to perform each time.
6. Select the *Open as Default* option if you want this folder to be your default each time you access the particular form.
7. Select the *Public* option if you need to share the folder definition with other users. They can use it as their default folder, but only the creator of the folder can modify it.
8. Verify the *Include Query* option is unchecked.
9. Click **OK** button. *Caution* popup window displays.



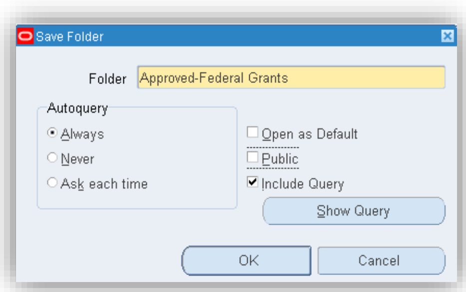
10. Click **OK**.



Create a New Folder as a Query

NOTE: When you save a folder definition, the search criteria/query is saved to the folder definition. When you perform another query on that same folder definition, you actually query on the subset of records that could possibly be shown in that block. If you want to perform a new query on all Oracle data, reset the query for the folder definition before performing another query.

1. Run the query to obtain the desired results. At least one record must result from the query for the folder to record the query.
2. Customize the window to your own preferences; hiding columns you don't need, show the ones you do, change column titles, and size. Use the *Folder Tools* icon or the *Folder* menu.
    - What fields are displayed
    - Width of fields
    - Order of columns displayed
3. Click on the Toolbar Menu **Folder>Save As.**
4. Enter a folder name in the *Folder* field.
5. Click **Always** radio button for the Autoquery frequency. The query will run every time you open the folder.
6. It is recommended that you leave the *Open as Default* and the *Public* options unchecked.
7. Click the **Include Query** checkbox.



8. Click **OK**. *Caution* popup window displays. Click **OK**.

Changing the Query Criteria for a Folder Definition

1. Choose **Folder > Reset Query** to clear the query criteria from the current folder definition. The folder retains the current name and field layout. A Caution popup window displays.

ATTN: THE FOLDER RETAINS THE CURRENT NAME AND FIELD LAYOUT.

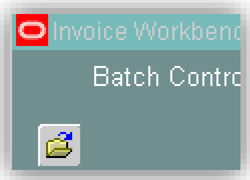
2. Click **OK** button.
3. Click **Find** icon.
4. Enter your new search criteria. Search results display.
5. Choose **Folder > Save** to save the new query to your current folder definition.

Open Predefined Folders Created by Finance

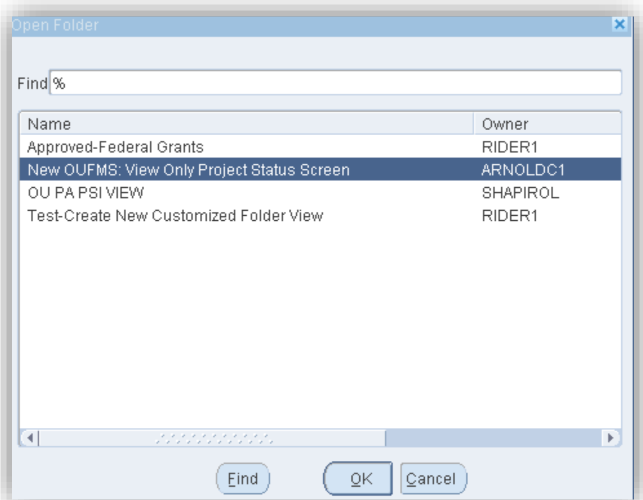
Within the various modules, Finance staff may have created a recommended folder view of menu options. Follow these directions to open, verify if there are predefined folders, and if applicable, save the folders.

1. Click on the Toolbar Menu **Folder>Open**. The *Open Folder* window displays the available folder views.

   You can also click on the *Open Folder* icon located in the upper-left corner of the window.



2. Click on **New OUFMS: View Only XXXXXXXXX Screen** created by **STAFF OHIO ID** (OWNER). Each folder definition name (XXXXXXXX) will be different based on name assigned the folder by the folder creator. The Grants & Contracts staff defined the XXXXXXX to be equivalent to the window name.



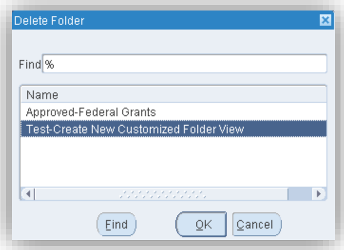
3. Click **OK** button.
4. Complete these same steps to select a folder view.

ATTN: GRANTS AND CONTRACTS ACCOUNTING STAFF HAS CREATED RECOMMENDED FOLDERS FOR PROJECT STATUS, TASK STATUS, RESOURCE STATUS, EXPENDITURE ITEM DETAILS, AND COMMITMENT DETAILS WINDOWS.

Delete a Folder Definition

To delete an existing folder definition that you created:

1. Click on the Toolbar menu **Folder > Delete**.
2. Click a folder **definition** in the list. You will only see folder definitions that you created.
3. Click **OK** to delete the definition.



NOTE: If you made your folder definition “public” and other users are referencing that folder definition as their “open as default” folder, that reference is deleted as well.

DESCRIPTIVE FLEXFIELDS (DFF)

Oracle uses Descriptive Flexfields (DFF) to customize the application and capture additional information that is important and unique to the business needs of Ohio University. The DFF is basically an informational box. DFF’s may be defined by the university in any of the modules. The DFF is represented by the DFF icon [ ]. If you are viewing data in a table format, the DFF icon will appear at the top of the column. The DFF will open a window with a window name specific to that particular module. For example, in the Purchasing module, the DFF opens a window titled *PO Headers* window.

SEARCH MODES

In Oracle forms, you may use a query to search for specific information. There are two ways to create queries: Find Screen and Query Mode.

Find Mode

Many of the menu options in Oracle provide a “find” screen to locate records. If not, you can use *Query Mode* to select records.

1. Access the Oracle window from which you want to initiate the search.
2. If the *Find* window does not automatically appear, click the **Find** Icon to open the particular *Find* window.
3. Enter search criteria in the appropriate fields. Use the wildcard symbol (%) before and after the search phrase or especially a partial search phrase.
4. Click **Find** button to initiate search. Results should display in current window.

Query Mode

1. Access the Oracle window from which you want to initiate the search.
2. Press **F11** key. This action activates the Query Mode. The searchable fields will turn blue indicating that the window/fields are in Query Mode.
3. Enter search criteria in the blue fields. Use the wildcard symbol (%) before and after the search phrase or especially a partial search phrase.
4. Press **Ctrl** key **+ F11** key to initiate search. Results should display in current window.
5. Press **F4** key to cancel query.

The Percent % Symbol is a Wildcard

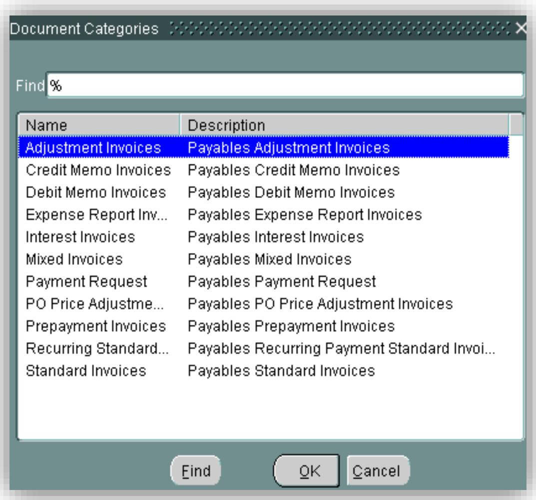
The "%" symbol is a wildcard when performing searches or narrowing lists of values. A wildcard refers to a character that can be substituted for any number of characters in a string.

Example: If you enter 89% in the PO Number field, the results will display all purchase orders with an "89" followed by any number (8900, 8901, 8920, 8921, etc.).

LIST OF VALUES

The List of Values (LOV) provides you with a powerful, easy-to-use data entry method that increases your accuracy and productivity. Using the LOV makes data entry an easy task for novice users, and experienced users can enter correct data with a minimum number of keystrokes. If you know the value, you can key the initial characters of the value and press the **Tab key**, either the value will be displayed or a list of values will be displayed.

1. Click the LOV icon  in the field. List of Values displays.



2. When you click the LOV icon, Oracle will display a window where you can enter list reduction criteria, if the field has a long list of values.

3. Follow the options below to limit the size of a LOV.
    - If you know the full name of the item you are searching for, in the *Find* field, enter the full name, and click **Find**.
    - If you know part of the item you are searching for:
        - Enter **%.**
        - In the *Find* field, enter any number of characters followed by a **%**.
        - Click the **Find** button. For example, if you enter %budget%, you will retrieve any data with the word or part of the word containing "budget."

AVOID USING ONLY THE % SYMBOL ONLY. THIS MAY CAUSE EXCESSIVE NETWORK TRAFFIC AND REDUCED PERFORMANCE FOR ALL USERS.

ACCOUNTING PERIODS

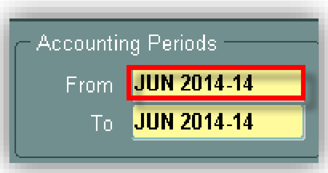
The Fiscal Year

Ohio's fiscal year runs from July 1st through June 30th. Fiscal year is referenced by the year when the fiscal year ends (Example: FY 2014 is July 1, 2013 through June 30, 2014).

Month End

The books for each month are closed on the fourth business day after the month ends. This allows finance staff time to process transactions before the closing process. At year end, you will receive reports for the (June) 1st Close and the (June) 2nd Close. This allows finance staff time to process all FY transactions and complete the Fiscal Year End Close. After the closing process, you will receive an email including the link to your online reports.

1. Click in the *From* field. The Accounting Periods From/To fields are defaulted with the current month Accounting Period.

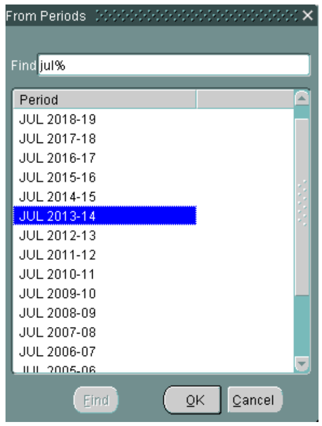


2. Enter the **Month, Calendar Year and Fiscal year** (JUN 2014-14)
    - Enter **JUN** and hit tab or
    - Enter **JUN 2014** and hit tab, or

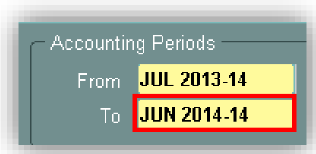
Click the **List of Values (LOV)** button. The *From Periods* window is displayed.

NOTE: The *To* field will populate with the same data entered in the *From* field. This period From/To combination would pull up one month of activity. The *To* field can be changed to select a range of accounting periods.

3. Enter a **partial description plus the wild card** (%).
4. Click **Find** button. The results are displayed.



5. Click the **selected Period** and click **OK.**
6. Click in the *To* field. (key value or use LOV).
7. Click the selected **Period** and click **OK**.



ACCOUNT STRINGS

Throughout Oracle eBiz, screens provide opportunities to query a single account or a range of accounts. Each segment field has a specific number of digits. The project field is the only alphanumeric segment.

- FUND TYPE = XXX (3 digits). To query an account range, enter (000-999).
- FUND= XXXX (4 digits). To query an account range, enter (0000-9999).
- ORGANIZATION=XXXXX (5 digits). To query an account range, enter (00000-99999).
- NATURAL ACCOUNT=XXXXXX (6 digits). To query an account range, enter (000000-999999).
- PROJECT=UNXXXXXXX (alphanumeric= 2 letters and 7 digits, except null project = all zeroes). To query the entire range of projects, enter nine 0's and nine Z's (000000000-zzzzzzzzz).

Account Code Structure

ATTN: THE ACCOUNT CODE STRUCTURE FOR A DEPARTMENT/PROGRAM/PROJECT IS:

Fund Type	Fund	Organization	Natural Account	Project	Task
XXX	XXXX	XXXXX	XXXXXX	XXXXXXXXX	XX.XX.XX

Fund Type

The *Fund Type* segment is three digits and is designated as the balancing segment within the account code structure. It is used to distinguish between the University and Foundation within FMS. Its main purpose within each of these entities is to group types of funds together.

Fund Type	Fund	Organization	Natural Account	Project	Task
XXX	XXXX	XXXXX	XXXXXX	XXXXXXXXX	XX.XX.XX

Fund

The *Fund* segment is four digits and differentiates between the pools of money that are used to record revenue and expenditures.

Fund Type	Fund	Organization	Natural Account	Project	Task
XXX	**XXXX**	XXXXX	XXXXXX	XXXXXXXXX	XX.XX.XX

Organization

The *Organization* segment is five digits and represents the core departments within the University.

Fund Type	Fund	Organization	Natural Account	Project	Task
XXX	XXXX	**XXXXX**	XXXXXX	XXXXXXXXX	XX.XX.XX

Natural Account

The *Natural Account* segment is six digits and is used to properly classify all accounting transactions. It is used to indicate whether an accounting line is recorded as an expense, revenue, asset, or liability.

Fund Type	Fund	Organization	Natural Account	Project	Task
XXX	XXXX	XXXXX	**XXXXXX**	XXXXXXXXX	XX.XX.XX

Project

The *Project* segment is nine digits and is used to capture costs of programs/projects/activities of the core departments (Organization) within the University. It is also the link to the Project Accounting module for those accounts that utilize it.

Fund Type	Fund	Organization	Natural Account	Project	Task
XXX	XXXX	XXXXX	XXXXXX	**XXXXXXXXX**	XX.XX.XX

Task

The *Task* segment is used in the Project Accounting (PA) module only to track the accounting of a transaction to a finer level of detail. This segment is used in the PA module only, which is currently only utilized for grant, contract, capital improvement, and plant fund accounts.

Fund Type	Fund	Organization	Natural Account	Project	Task
XXX	XXXX	XXXXX	XXXXXX	XXXXXXXXX	**XX.XX.XX**

Cost Center

ATTN: A Cost Center in the General Ledger is:

Fund Type, Fund, Organization, Natural Account, and Project

Example: 010-0000-20010-XXXXXX-UN2006000

A cost center in Project Accounting is:

Fund Type, Fund, Organization, Natural Account, Project, and Task

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Example: 010-0000-20010-XXXXXX-GA017434H-14.05

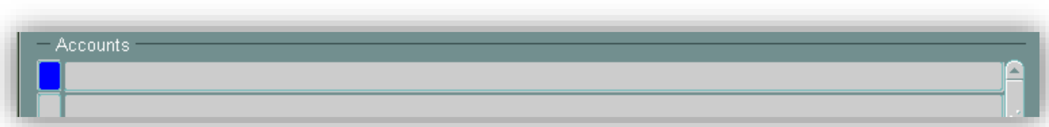
Low and High Values for Each Segment

There is a defined list of account code segment values. Since this list may change over time, please refer to the online Segment Values list on the Finance Customer Care Center web site.

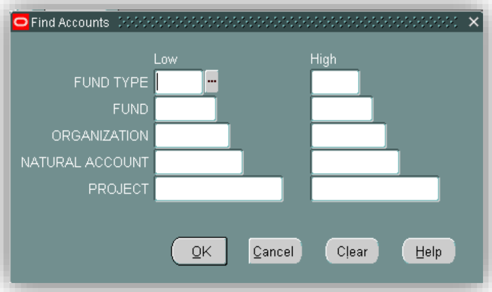
1. Enter the Customer Care Center URL into your browser window address bar; http://www.ohio.edu/finance/customercare/index.cfm .
2. Click on **Segment Values** link.
3. Click **Open**.
4. Click on the **appropriate tab** at the bottom of the excel sheet (Fund Type, Fund, Organization, Natural Account, Project). View segment values.

Entering Account Strings

1. Click anywhere on the first row of the *Accounts* section. A blue highlight appears in the row.



2. The *Find Accounts* window is displayed.



3. Enter data manually or use the List of Values (LOV). See next two sections.

Enter Data Manually

1. Enter the appropriate value in the each *Low/High* segment field (i.e., Accounting Flexfields).
2. Use the tab key to move between Account code segments.

NOTE: System automatically moves you to the High field in each segment and transfers the same entry. Leave this default in all the High fields if you are querying one account code combination

3. Enter value in *Fund Type / Low* field (i.e., 010).
4. If querying a range of Fund Types, enter value in *Fund Type /High* field (i.e., 010) then **tab.**
5. Enter value in the *Fund / Low* field (i.e., 0000).
6. If querying a range of Fund accounts, enter value in *Fund /High* field (i.e., 0000), then **tab.**
7. Enter value in the *Organization / Low* field (i.e., 20000).
8. If querying a range of Organizations, enter value in the *Organization /High* field (i.e., 29999), then **tab.**
9. Enter value in *Natural Account / Low* field (i.e., 300000).
10. If querying a range of Natural Accounts, enter value in *Natural Account /High* field

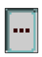
    (i.e., 958000), then **tab**.
11. Enter value in the *Project / Low* field (Alphanumeric Format, i.e., UN2006000). The first two characters must be capitalized. The only exception is the null project which is nine zeroes. If querying a range of all Projects see section below.
12. If querying a range of Projects, enter the value in *Projects/High* field (Alphanumeric Format: XX#######).The first two characters must be capitalized. The only exception is the null project which is nine zeroes. If querying a range of all Projects see section below.

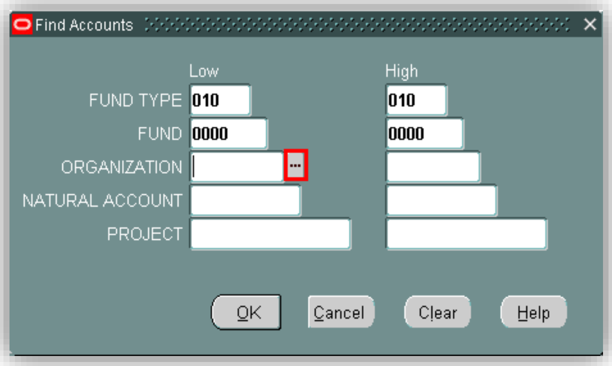
13. Click **OK** button after the range is entered in the *Find Accounts* window**,** the valid account code combination results display in the *Accounts* section of the *Account Inquiry* window.

14. Press the down/up arrow keys on your keyboard to move from one account code combination to the next or use your mouse on the vertical scroll bar (located to the right of the Accounts section) to move from one account code combination to the next.

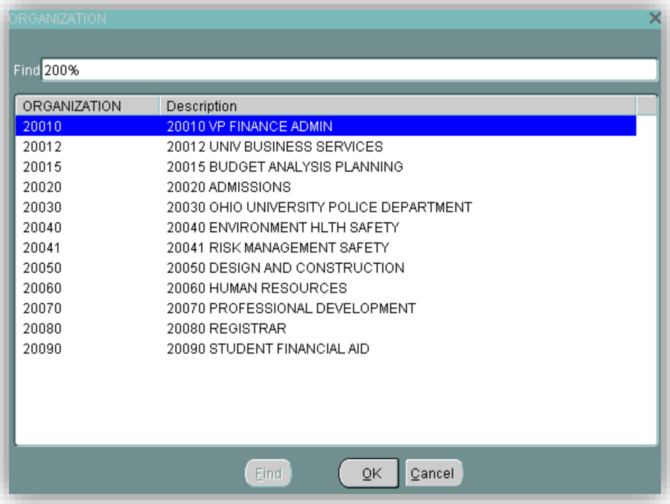
Enter Data Using the List of Values (LOV)

Each segment field within the account code combination has an LOV available for use. The data can be entered into each segment if known, or use the LOV to pick from the available options.

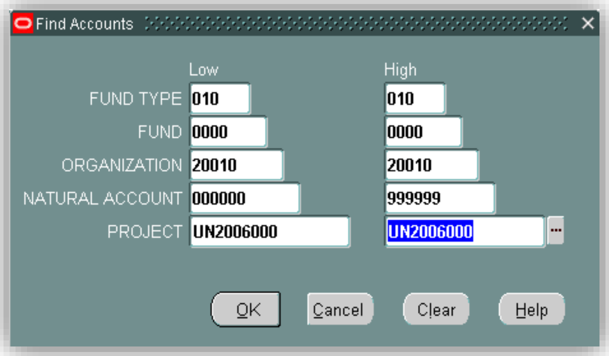
1. Click in the each segment field.
2. Click the **LOV**  button in a field. The segment name window is displayed.



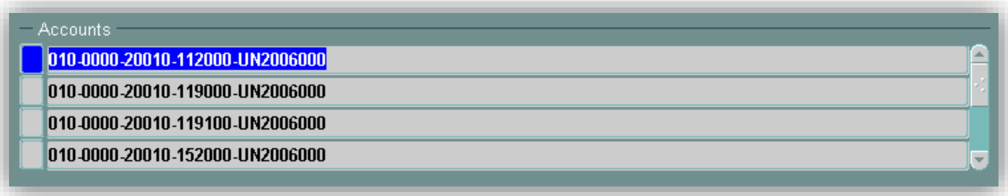
3. Click in the **Find** field.
4. Enter a **partial description** plus the **wildcard (%)**. The results are displayed. For example;
    - Enter 200% to find a list of organizations that begin with 200
    - Enter %VP Finance% that would list any organizations in the Description field including this text.



5. Scroll through the list to click on the **appropriate option**.
6. Click **OK.** The selected option is now displayed in the account code segment field.
7. Continue using the LOV for each account code segment or enter manually.



8. After the range is entered in the *Find Accounts* window**,** click **OK.** The valid account code combination results display in the *Accounts* section of the *Account Inquiry* window.



9. Press the **down/up arrow** keys on your keyboard to move from one account code combination to the next or use your mouse on the vertical scroll bar (located to the right of the Accounts section) to move from one account code combination to the next.

Query One Account Code Combination

To query a single account, the same values need to appear in both the Low and High segment fields. The system automatically moves you to the High field in each segment and transfers the same entry. You will leave this default in all the High fields if you are querying one account code combination. Or if you want to query one account code combination but with all natural accounts, only enter a range in the natural account field. See natural account information below.

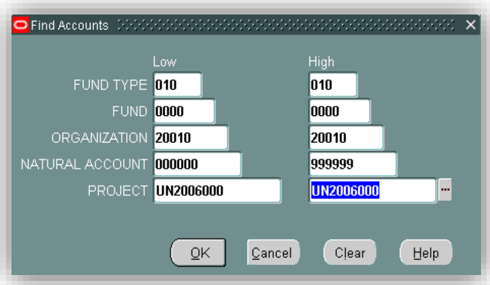
Query Account Code Ranges

To query a complete range in a specific account code segment you can either;

1. Enter **0's** in the *Low* fields and **9's** in the *High* fields, unless it is for the Project segment then enter **0's** in the *Low* fields and **z's** in the *High* fields, or

   EXAMPLE:

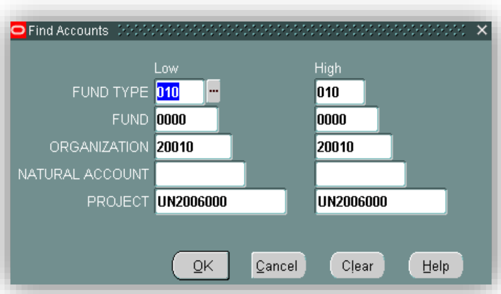
   If you want all natural account codes in the account code: 010-0000-20010-XXXXXX-UN200600, enter all zeroes in the low field and all nines in the high field in the *Natural Account* segment.



2. Leave the account code segment *Low/High* fields blank. It will query all available values in that particular account code segment.

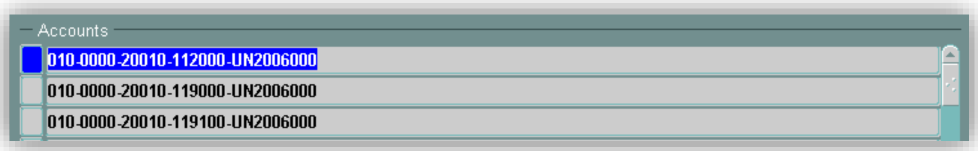
   ATTN: IT IS NOT RECOMMENDED TO LEAVE MORE THAN ONE ACCOUNT SEGMENT BLANK.

   THE QUERY MAY CAUSE THE SYSTEM TO SLOW DOWN CONSIDERABLY.



3. Click **OK** button**.** After the range is entered in the Find Accounts window, the valid account code combination results display in the *Accounts* section of the *Account Inquiry* window.

OHIO UNIVERSITY

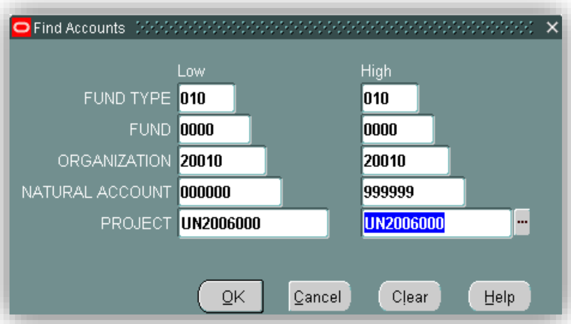


4. Press the down/up arrow keys on your keyboard to move from one account code combination to the next or use your mouse on the vertical scroll bar (located to the right of the Accounts section) to move from one account code combination to the next.

Query a Single Account with All Natural Account Code Transactions

If you want to query one account code combination but with all natural account code transactions, only enter a range in the natural account field.

1. Enter **000000** in the *Natural Account / Low* field.
2. Enter **999999** in the *Natural Account / High* field.



Example: The values entered in the Find Accounts window above, will produce results for one account code combination: 010-0000-20010-UN2006000 with all relevant Natural Account codes.

3. Click **OK.** After the range is entered in the Find Accounts window, the valid account code combination results are displayed in the *Accounts* section of the *Account Inquiry* window.

Query a Range of Project Accounts

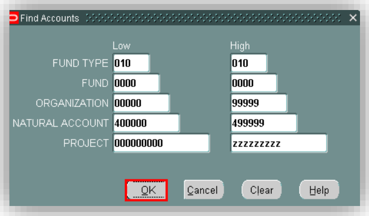
To query for a range of Project account code combinations enter a unique combination into both the Low and High segment fields. The project segment is the only alphanumeric segment field.

1. If querying a range of Projects, enter the value in the *Project / Low* field (Alphanumeric Format: XX#######). The first two characters must be capitalized. The only exception is the null project which is nine zeroes.

2. If querying a range of Projects, enter the value in the *Projects/High* field (Alphanumeric Format: XX#######). The first two characters must be capitalized. The only exception is the null project which is nine zeroes.
3. Click **OK.** After the range is entered in the Find Accounts window, the valid account code combination results are displayed in the *Accounts* section of the *Account Inquiry* window.

ATTN: TO QUERY FOR ALL PROJECTS IN A SPECIFIC SUBSET OF FUND TYPE/FUND/ORGANIZATION COMBINATIONS, ENTER NINE 0'S IN THE LOW FIELD AND NINE Z'S IN THE HIGH FIELDS.

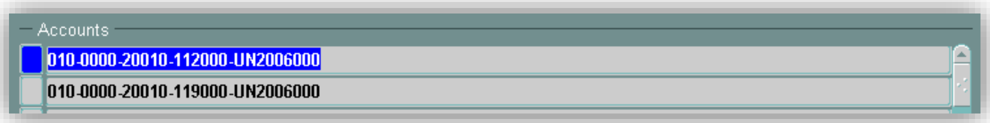
NOTE: In the example below, the query will display **all Projects** in the specific subset of Fund Type 010, Fund 0000, all Organizations, and all Projects, but only Natural Accounts from 400000-499999.



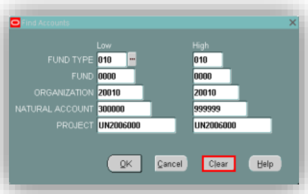
Querying a New Range of Account Codes

You can modify the original account code range or clear your results to query a new range of accounts;

1. Click in the first line of the *Accounts* section.



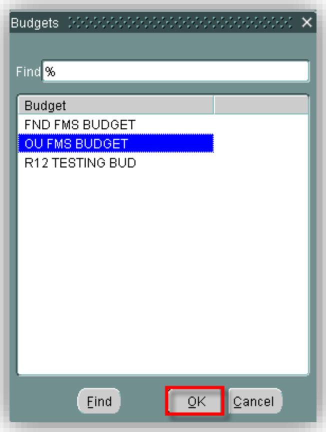
2. Click the **Find** icon  in the toolbar. The *Find Accounts* window displays.



3. Click the **Clear** button to make modifications to the selection criteria or to start a new query.
4. Enter values in Low/High account code segments. Refer to the *Enter Data Manually or Use List of Values (LOV)* section above.
5. Click **OK** button.

BUDGET NAMES

1. Click in the *Budget* field.
2. Click the **List of Values (LOV)** button. The *Budgets* window is displayed.
3. Click on the **OU FMS BUDGET** option. This is the default budget option.
    - OU FMS BUDGET-Ohio University Financial Management System Budget
4. Click **OK** button. Results are displayed in the Budget section.

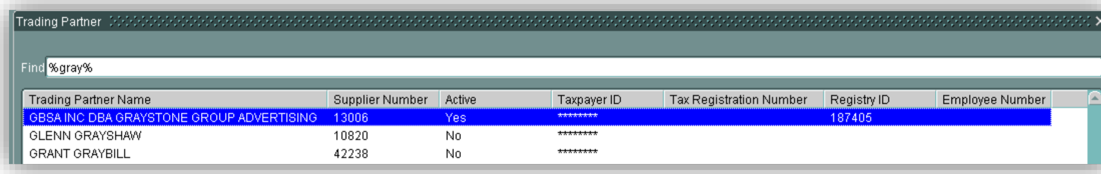


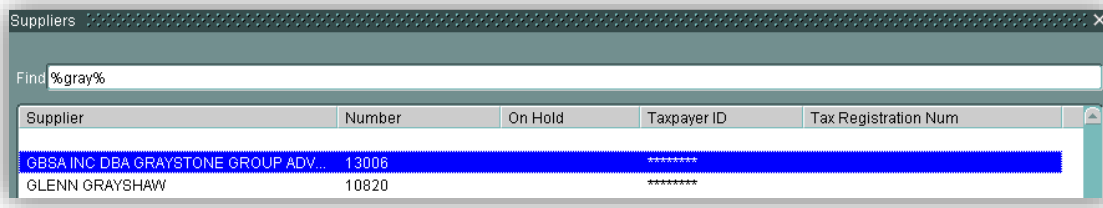
SUPPLIERS/TRADING PARTNER

Supplier Name or Trading Partner is used throughout Oracle eBiz. You may either enter or search for the Supplier name or Trading Partner name.

1. Either click in the *Supplier* field and enter the name or partial name of the supplier plus the wildcard, or click the *List of Values (LOV)* button and enter **name of Supplier**. It is recommended to enter a partial description plus the wildcard (%). The wildcard should be used in the beginning and end of the description entered. Supplier names may be entered differently in the Supplier tables than the familiar DBA or "Doing Business As" name.

2. Click **Find** button.
    - If you searched from the *Supplier* field and there is an exact match, the supplier name will be automatically entered in the *Name* field.
    - If you searched from the *Supplier* field and there is not an exact match, the *Supplier* window is displayed with a listing of supplier names that include "gray". Scroll down the list and click the **appropriate supplier name**. Then, click **OK** button.
    - If you searched from the LOV, the *Suppliers* window is displayed with a listing of supplier names that include "gray". Scroll down the list and click the **appropriate supplier name**. Then, click **OK** button.





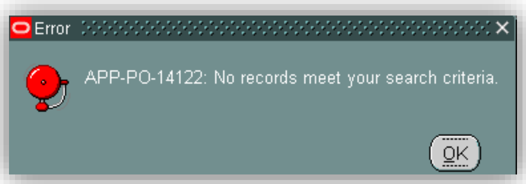
NOTE: In the above example the end user was looking for Graystone Advertising. The actual supplier name was entered as GBSA INC DBA GRAYSTONE GROUP ADVERTISING. The supplier name would not have displayed in the result set if the end user had entered “gray%”. Since there was part of the supplier name before “GRAY,” the wildcard (%) must also be entered before the name description as well as after the name description.

Entering search criteria- Supplier/Trading Partner (error message)

If you enter a supplier name that is not in the system or is a non-supplier you will get one of two errors. A message at the bottom of the window and/or a popup window.

Error #1-Message displays at the bottom of the Supplier/Trading Partner window.

Error #2-An error popup window displays the error message.



PROJECTS

Project Number is labeled as either "Project" or "Number" on the various screens in Oracle eBiz.

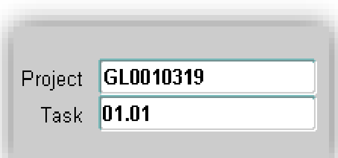
ATTN: SEE THE LIST OF PROJECT PREFIXES BELOW.

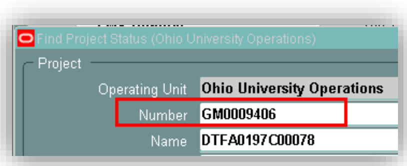
At Ohio, *Project Numbers* use a prefix which identifies the type of Project.

Project Prefix Table				
Prefix	**Type of Account**		**Prefix**	**Type of Account**
GR	Grants		GM	Grants - Monthly Billing
GL	Grants - Letter of Credit		GQ	Grants - Quarterly Billing
GE	Grants - End of Period Billing		GA	Grants- Annual Billing
GC	Research Challenge		GF	Grants-Foreign Sponsor
UM	Capital Improvement		UE	University Endowments
PR	Renewal & Replacement - Contract Project		PH	Plant Fund – Indirect Project – Not a Construction
PL	Plant Fund - Capital Project		PC	Plant Fund Contract Project - Not a Construction

Entering Project search criteria- Project Number

1. Project/Number: Enter the project number (key value or use the LOV).
    - Enter the **project number**: i.e., GL0010319, or **partial project number** plus the wildcard and click **Find**, or
    - Click in the *Project/Number* field and click the ***LOV*** icon. The *Project/Project Numbers* window is displayed. Enter the **partial project number plus the wildcard (%)** before and after the partial project number. Click **Find** button. Click on the **desired project number**. Click **OK**. Click **Find**.
2. Task: Once the Project number is entered, to search for the task number associated with the project;
    - Click in the Task field.
    - Click **LOV** icon. Task window is displayed. Only Tasks associated with the Project will display.
    - Click the **desired task number**.
    - Click **OK**.



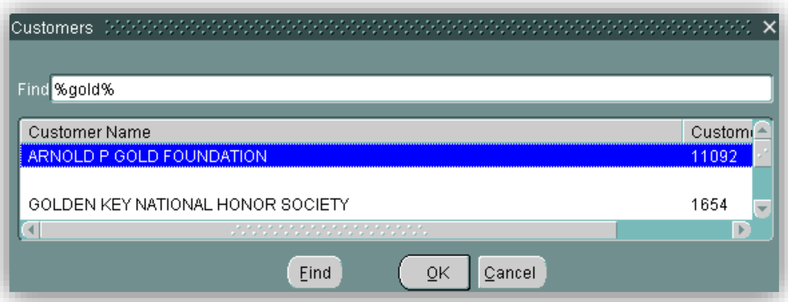


Entering Project Search Criteria- Customer

The Customer in Oracle Projects module is the name of the granting agency.

1. Either click in the *Name* field and enter the name or partial name of the customer plus the wildcard, or click the *List of Values (LOV)* button and enter **name of Customer**. It is recommended to enter a partial description plus the wildcard (%). The wildcard should be used in the beginning and end of the description entered. Official customer names may be entered slightly different in the *Customers* tables than the familiar name.

2. Click **Find**.
   - If you searched from the *Name* field and there is an exact match, the customer name will be automatically entered in the *Name* field.
   - If you searched from the *Name* field and there is not an exact match, the *Customers* window is displayed with a listing of customer names that include "gold". Scroll down the list and click the **appropriate customer name**. Then, click **OK**.
   - If you searched from the LOV, the *Customers* window is displayed with a listing of customer names that include "gold". Scroll down the list and click the **appropriate customer name**. Then, click **OK** button.



NOTE: In the above example the end user was looking for Gold Foundation. The actual customer name was entered as ARNOLD P GOLD FOUNDATION. The supplier name would not have displayed in the result set if the end user had entered "gold%". Since there was part of the supplier name before "GOLD", the wildcard (%) must also be entered before the name description as well as after the name description.

Entering Project search criteria- Project Status

Project Statuses: Only Approved or Closed is used by OU.

Entering Project search criteria- Project Category

Project Type can be:

- Agency-Agency-**INDIRECT**
- AUX CAPITAL IMPROV-Capital Improvements for Auxiliaries-**INDIRECT**
- CAPITAL ALL COSTS-Capital Projects – All cost categories-**INDIRECT**
- CAPITAL IMPROVEMENTS-Capital Improvement Projects-**INDIRECT**
- CAPITAL PROJECT-DOES NOT REQUIRE COMPLETE ASSET DEFINITION-**CAPITAL**
- FEDERAL-Federal Contract-**CONTRACT**
- FEDERAL IND BURDEN-Federal Indirect Projects with Burdening-**INDIRECT**
- FEDERAL INDIRECT-Federal Indirect-**INDIRECT**
- FEDERAL PELL-Federal Contract-Pell -**CONTRACT**
- FEDL AIRPORT-Federal Airport Auxiliary-**CONTRACT**
- FEDL RES&DINING-Federal Residence & Dining-**INDIRECT**
- HB EQUIPMENT-HB Equipment-Do not use
- HB EQUIPMENT-HB Equipment-Indirect Project-Not Contract or Construction-**INDIRECT**
- LOCAL-Local Contract-**CONTRACT**
- LOCAL IND BURDEN-Local Indirect Projects with Burdening-**INDIRECT**
- LOCAL INDIRECT-Local Indirect-**INDIRECT**
- OTH GOVT INDIRECT-Other Government Indirect-**INDIRECT**
- OTHER GOVERNMENT-Other Government Contract-**CONTRACT**
- OU CAPITAL PROJECT-OU Capital Project-Do not use
- OU ENDOW OTHER-OU Endowment Other-**INDIRECT**
- OU ENDOWMENT-OU Endowments for Student Aid-**INDIRECT**
- PLANT FUND MISC-IND-PLANT FUND MISCELLANEOUS-**INDIRECT**
- PRIVATE GIFTS INDIRECT-Private Gifts, Grants and Contracts Indirect-**INDIRECT**
- PRIVATE-Private Contracts-**CONTRACT**
- PRIVATE GIFTS-Private Gifts, Grants and Contracts-**CONTRACTS**
- PRIVATE ICA-Private Intercollegiate Athletics-**INDIRECT**
- PRIVATE IND BURDEN-Private Indirect Projects with Burdening-**INDIRECT**
- PRIVATE INDIRECT-Private Indirect-**INDIRECT**
- RENEWAL & REPLAC-IND-Renewal & Replacement Accounts for Plant Funds-**INDIRECT**
- RESEARCH CHALLENGE-Research Challenge Accounts-**INDIRECT**
- STATE-State Contracts-**CONTRACT**
- STATE AIRPORT-State Airport Auxiliary-**CONTRACT**
- STATE APPROPRIATIONS-State Appropriations-**INDIRECT**
- STATE IND BURDEN-State Indirect Projects with Burdening-**INDIRECT**
- STATE INDIRECT-State Indirect-**INDIRECT**

Entering Project search criteria- Project Category

Project Categories can be:

- Agency-Agency
- AUX CAPITAL IMPROV-Capital Improvements for Auxiliaries
- CAPITAL IMPROVEMENTS-Capital Improvements
- CAPITAL PROJECT-Capital Project
- ENDOWMENTS-Endowments
- FEDERAL GRANTS-Federal Grants
- HB EQUIPMENT-HB Equipment
- LOCAL-Local Grants and Contracts
- OTHER GOVERNMENT-Other Government
- PRIVATE-Private Grants and Contracts
- PRIVATE GIFTS-Private Gifts, Grants and Contracts
- STATE-State Grants and Contracts
- STATE APPROPRIATION-State Appropriation

ENCUMBRANCES

Throughout Oracle eBiz, users often have the option of specifying whether or not to show encumbrance data on the screens. You may also specify what types of encumbrances to include.

1. Click in the *Encumbrance Type* field.
2. Enter the **Encumbrance Type**.
   Depending on what window is retrieving encumbrance type data there are different defaults.
3. *All* Encumbrance Type option is the default. Accept the default or click the **List of Values (LOV)** button. The *Encumbrance Types* window is displayed.
4. Click on the appropriate **Encumbrance Type** as described in the next table.

Encumbrance Type Option	**Description**
ALL	Includes all encumbrance types.
Commitment	An encumbrance you record when a purchase requisition is approved.
Invoice	An encumbrance you record when an invoice is approved.
Obligation	An encumbrance you record when a purchase order is approved.

5. Click **OK**. The encumbrance type is displayed in the *Encumbrance Type* section.

JOURNAL SEARCH

You can search from the *Find Journals* window or the *Journal Entry Inquiry* window. You can enter search criteria in one of more fields to initiate your search depending on the information you have available to you.

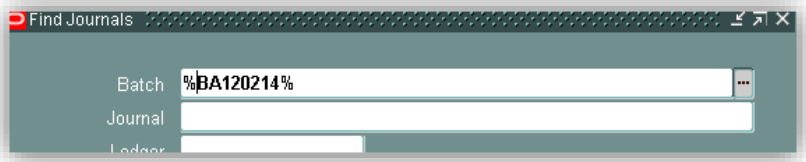
Enter Search Criteria on Find Journals Window

Path: FMS View Only>General Ledger>Journal>Find Journals window

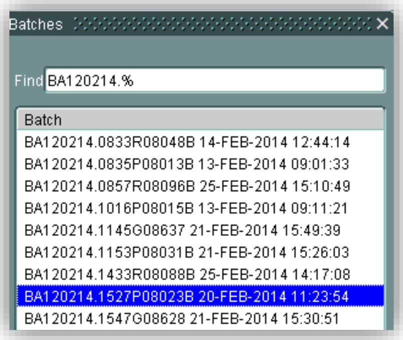
If you use the *Find Journals* window to conduct a search, you can search from any of the available fields. Use the *Period* and *Category* fields, if the Batch or Journal name is unknown.

Batch

1. Click in the *Batch* field.



2. Enter **Batch name** (either key value or use LOV). If using the LOV, the *Batches* window displays.
3. Enter the **Batch name** or **partial description plus the wildcard (%)** in the *Find* field**.**
4. Click the Find button. Results are displayed in the Batch Section.
5. Click the appropriate **Batch name**.



6. Click **OK**. You are returned to the *Find Journals* window.
7. Either click the **Find** button to initiate the search query or continue to add criteria to fields to narrow the search. If you click the **Find** button the *Journal Entry Inquiry* window will display. For further details, refer to the *Journal Entry Inquiry* window section.

NOTE: You can search from all the other fields using the same process as the *Batch* field above.

Journal

Enter the *Journal* name (either key value or use LOV).

Source

Enter the *Source* (either key value or use LOV).

Category

Enter the *Category* (either key value or use LOV). Some examples of Category names are Adjustment, Internal Billing, Purchases, Payroll, etc.).

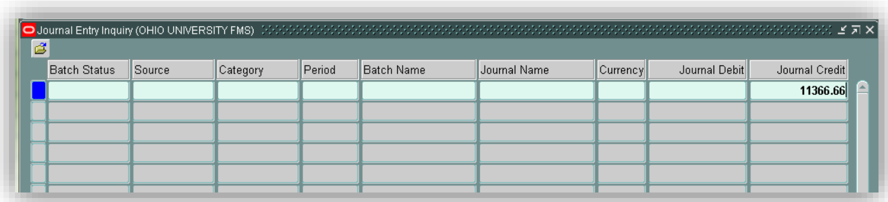
Period

Enter the *Period* (either key value or use LOV).

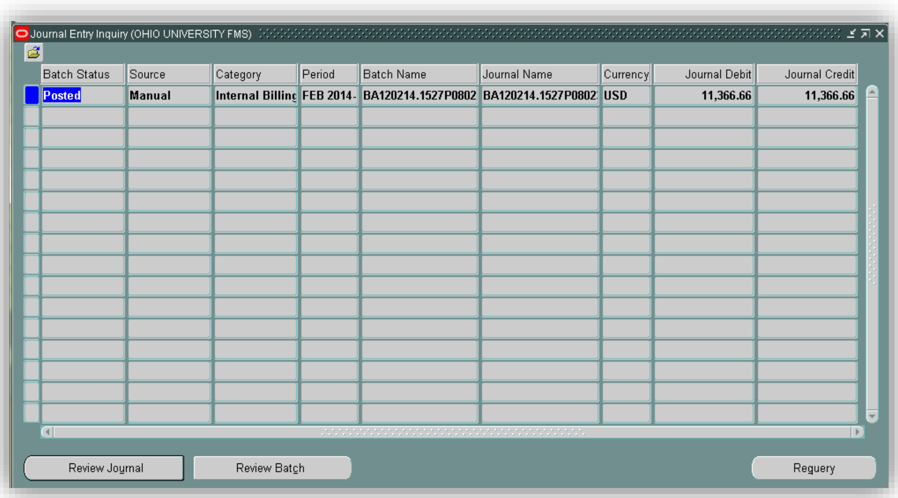
Enter Search Criteria on Journal Entry Inquiry Window

Path: FMS View Only>General Ledger>Journal>Find Journals window

1. Close the *Find Journals* window. The *Journal Entry Inquiry* window is open.
2. Press the **F11** key. The fields become searchable and turn a light green color (color may vary depending on your computer display settings).



3. Enter your search criteria into any field. You may enter criteria in more than one field.
4. Press **Ctrl** key plus **F11** key at the same time to initiate the search.
5. Press **F4** key to cancel the search.



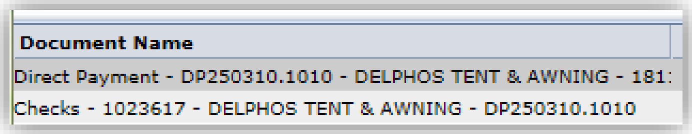
ZOOM TO IMAGED DOCUMENTS FROM ORACLE WINDOWS

The university uses the OnBase system to store imaged documents. If an imaged document is available for an item/row, the **Zoom** icon will be illuminated.

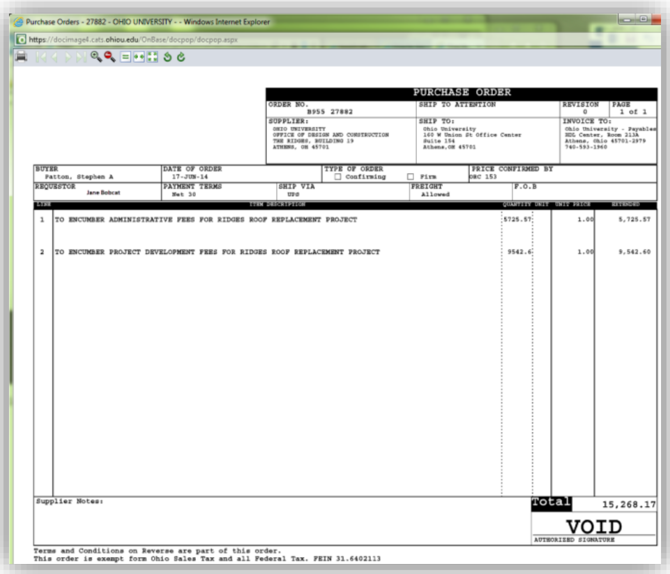
NOTE: The only purchase orders that are imaged are manually entered purchase orders that are printed and mailed to the supplier.

1. Click on the row of the document (if more than one).
2. Click the zoom icon in the menu toolbar. The document opens.

3. If there are multiple documents linked, they will be listed under Document Name.

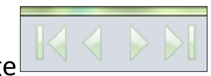
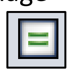
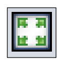


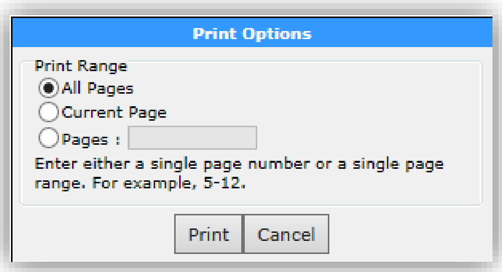
4. Click a document to open it (sample document below).

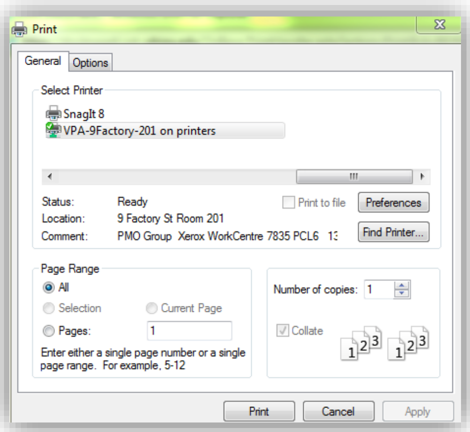


View or Print Any Imaged Document

1. With the document image displayed in the OnBase popup window, view or print the document.

- To view:
    - Click on the left and right arrows to page through documents over one page, starting with First Page, Previous Page, Next Page, and Last Page  .
    - *Zoom in* on the image .
    - *Zoom out* on the image .
    - Click on *Actual Size*  icon.
    - Click on *Fit Width*  icon.
    - Click on *Fit In Window*  icon.
    - Click on *Rotate Counterclockwise*  icon.
    - Click on *Rotate Clockwise*  icon.
- To print:
    - Click on the Print  icon. The *Print Options* window displays.
    - Click on the **appropriate radio buttons** for All Pages, Current Pages, or Pages.
    - Click **Print** button. The Print widow displays.
    - Click **Print button** again.

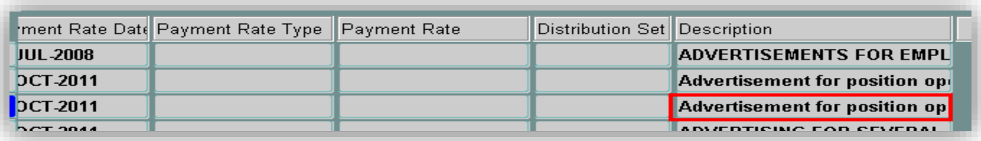




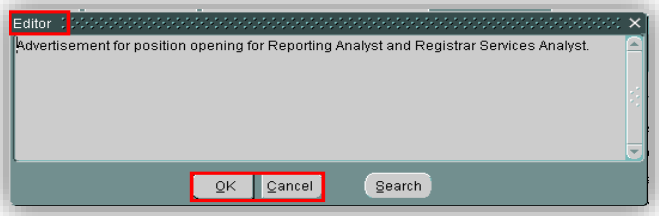
VIEW / EXPAND FIELD DESCRIPTIONS

In order to view information in a field that is not fully displayed you can either expand the field to read the field information or click the **Edit Field** icon to read the field information.

1. Display the Editor window for the current field to view more information.
    - Click in **the field** that you want to expand.

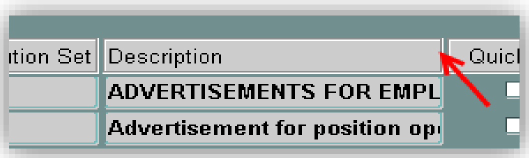


    - Click the **Edit Field** icon in the toolbar. The *Editor* window displays the full description.



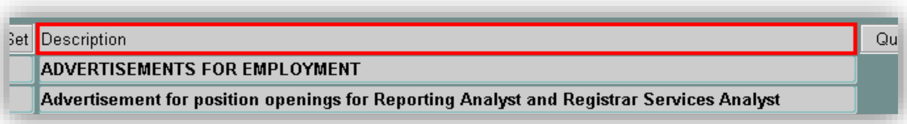
    - Click **OK** or click **Cancel** to close the window.

2. Expand the field to read.
    - Left-click **the line** on the right-side of the column header of the field to expand it and read the information in the field. A double-headed arrow should appear.



    - While holding down the mouse, pull the column to the right far enough to read the field description (see full field descriptions next).

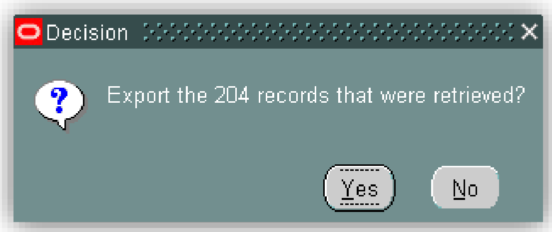
NOTE: As soon as you release the mouse, the main grid will return to the original view with the first column displayed. If you were moving a column to the right of the original view, you will need to scroll to the right to view it again. You will see the full description displayed.



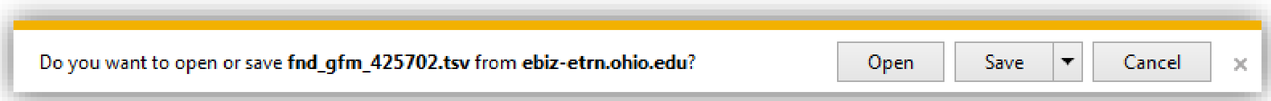
EXPORTING SCREEN DATA FROM AN ORACLE FORMS WINDOW

When your query results are displayed in the window, you may want to export the queried results.

1. Click on the Toolbar menu **File>Export.** A *Progress* popup window displays. If there are more than 100 records, a *Decision* popup window displays asking you to Continue, Stop, or Continue to End.
2. Once all the records have been selected, a Decision popup window displays. Click **Yes.**



3. A Progress window displays a status bar as Oracle exports the data. A popup window displays at the bottom of the screen.



4. Click the **down arrow** on the Save button then click **Save As** button. The file is a .tsv file.
5. Save to a file location.
6. Open Excel.
7. Click **File>Open**, find the location of the file

BE SURE TO CHANGE FILE EXTENSIONS TO "ALL FILES (*.*)"

8. Click **File name**
9. Click **Open**. The Text Import Wizard displays.
10. Click the **Delimited** radio button. Leave everything else the same. Then click **Next**.
11. Click the **Tab** checkbox, and then click **Finish**.
12. Excel displays the queried and exported results. Format the Excel worksheet as desired.
13. Save the spreadsheet.

WEB BASED ORACLE EBIZ WINDOWS

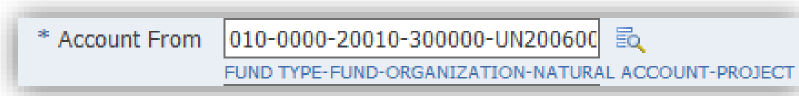
Enter Search Criteria- Account From/To Field

Follow these steps to enter search account code combinations in both the *Account From* field and the *Account To* field. This feature is available on the General Ledger>*Account Analysis and Drilldown* window.

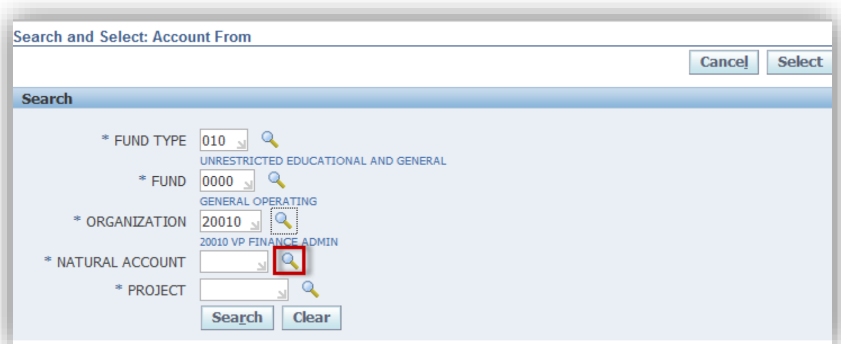
WARNING: THE SEARCH CRITERIA IS CASE SENSITIVE. THE ACTUAL ACCOUNT CODE COMBINATIONS MUST BE VALID COMBINATIONS. GENERIC RANGE VALUES CANNOT BE USED IN THESE FIELDS, E.G., YOU CANNOT USE THE RANGE 000000 THROUGH 999999 IN THE NATURAL ACCOUNT CODE FIELD.

---

1. Click in the *Account From* field.
2. Enter Account Code combination:
   - Manually enter the account code combination in the following format; Fund Type-Fund-Organization-Natural Account-Project (xxx-xxxx-xxxxx-xxxxxx-UNxxxxxxx), or

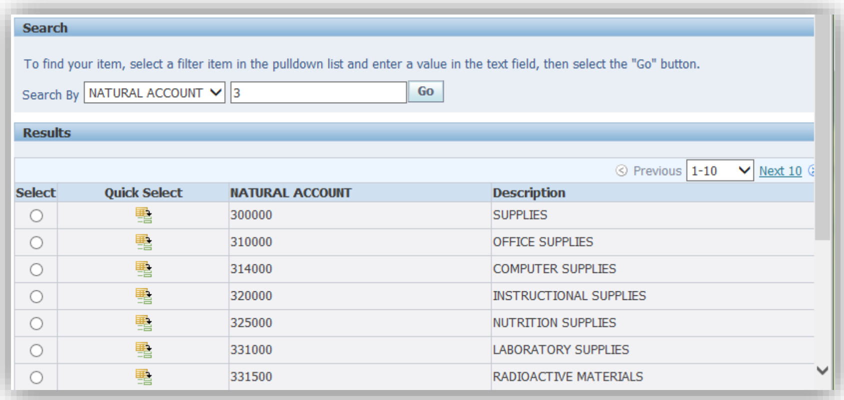


   - Click the search icon to display *Search and Select: Account From* window.



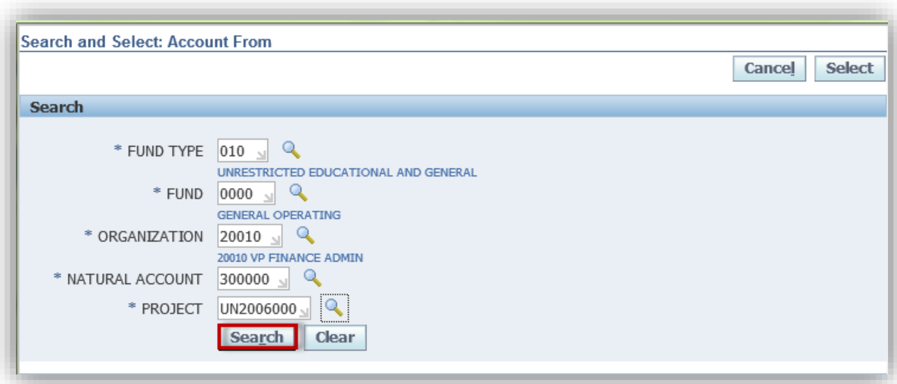
   - Enter the **value** in each field, or
   - Click the **Search** icon to display the *Search and Select* window.
     - Enter a **partial value** then click the **Go** button. If you don't know a partial value, you can click the **Go** button and it will display the entire set of values for that particular account code segment.

In the example below, the user entered a "3" in the search field. The resulting query results display every Natural Account code that begins with a "3".



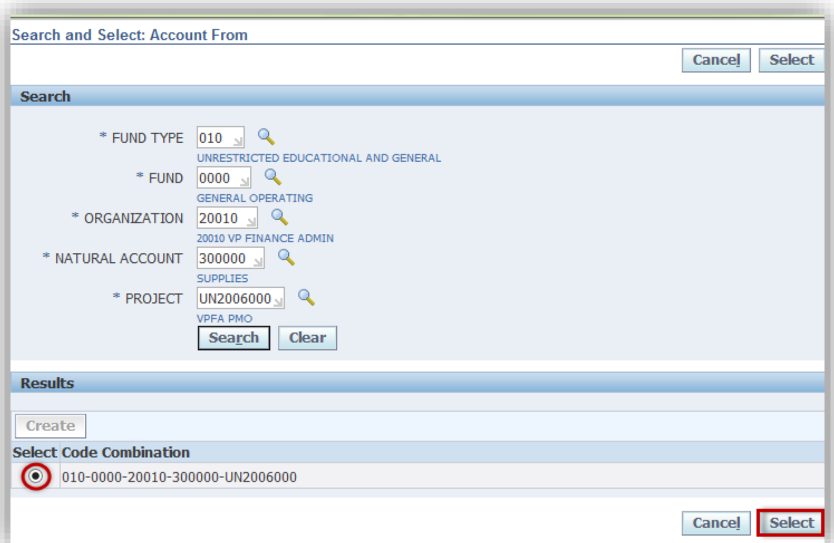
- Click on the Quick Select link displayed on the row of the appropriate value. The value will be displayed in the account code field.
- Continue to enter values or use the search feature until all the account code segments are complete.

○ Click **Search** to initiate the search for the account code combination. The query results will display in the *Results* section of the window.

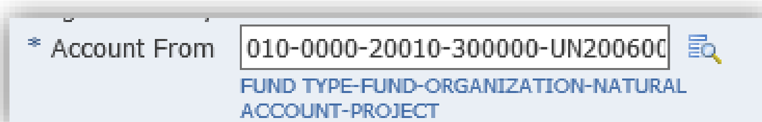


○ Click the **radio button** to the left of the account code combination.

○ Click **Select**.



- The *Account From* field is completed with the account code combination.



3. Follow these same steps to enter search criteria in the *Account To* field.

	REMINDER: The search criteria is case sensitive. The Account Analysis and Drilldown is a web based feature. The actual account code combinations must be valid combinations. Generic range values cannot be used in these fields, e.g., you cannot use the range 000000 through 999999 in the natural account code field.

Enter Search Criteria- Balance Type

Choose the appropriate Balance Type: **Actual, Budget, Encumbrance**.

Actual Balance Type

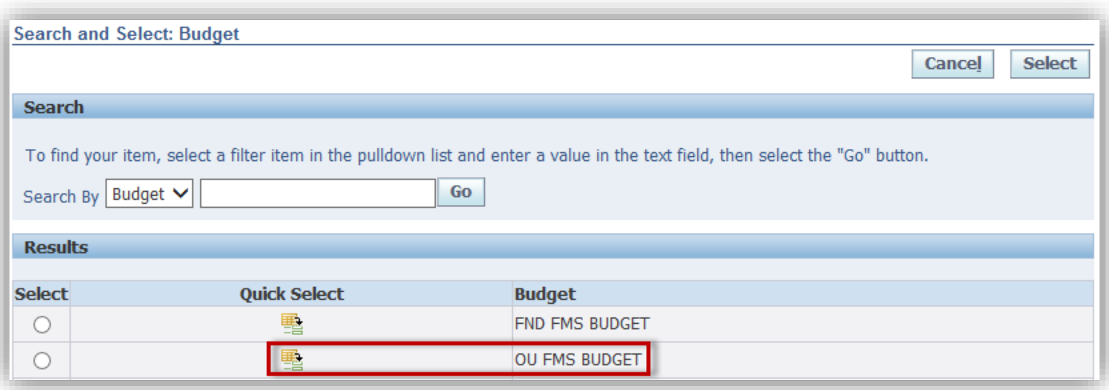
Click the **dropdown arrow** in the *Balance Type* field and click **Actual** to query for balances and journal details of actual transactions. Actual is the default option.

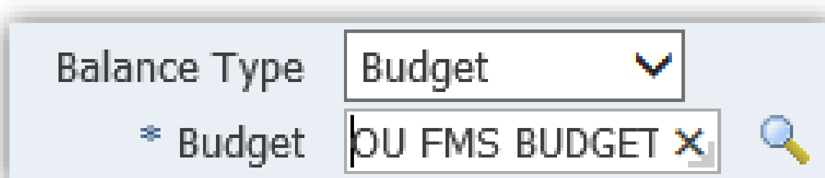
Budget Balance Type

Query for balances and journal details of budget transactions.

1. Click the **dropdown arrow** in the *Balance Type* field and click **Budget.** A Budget field is displayed.
2. Enter the **Budget description,** which is **OU FMS BUDGET**, or
3. Click the **Search** icon to display the *Search and Select: Budget* window.
4. Click the **Go** button to display the Budget descriptions.
5. Click on the Quick Select link displayed on the row of OU FMS BUDGET. The value will be displayed in the Budget field. OU does not use the FND FMS BUDGET.

OU FMS BUDGET-Ohio University Financial Management System Budget The value will be displayed in the Budget field.

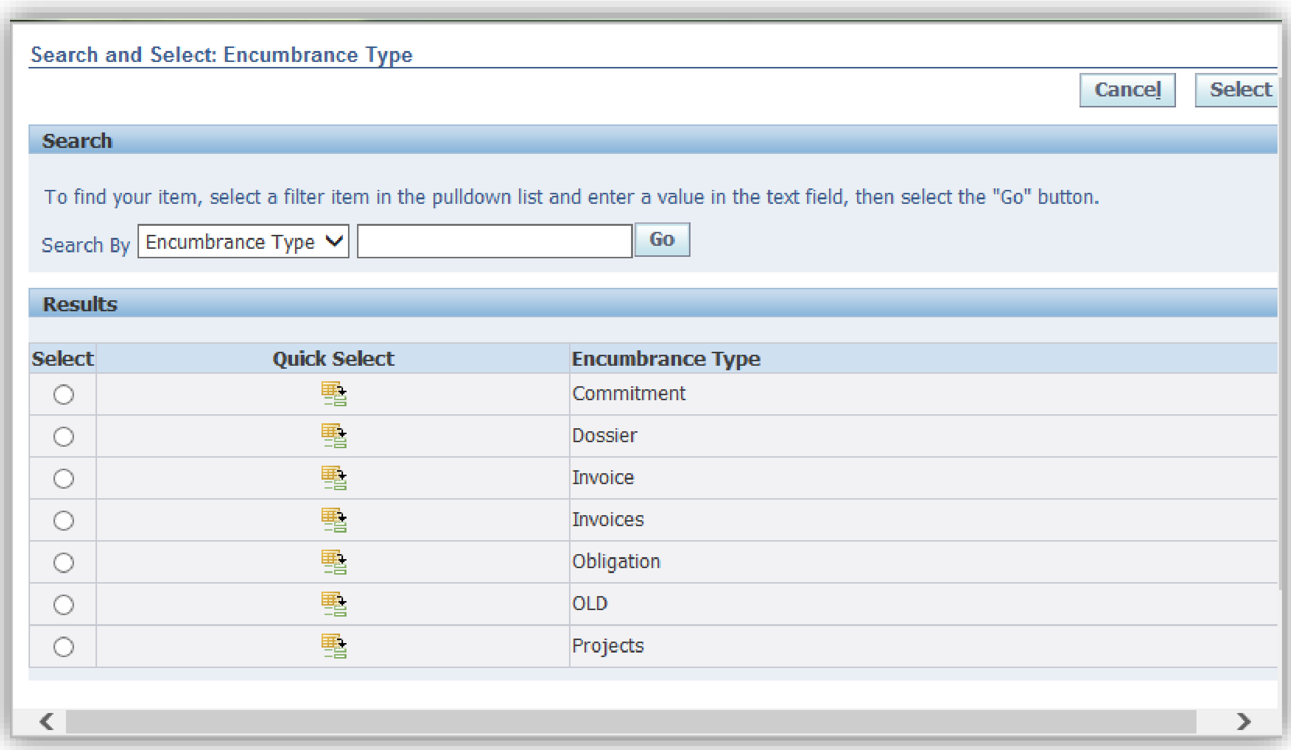




Encumbrance Balance Type

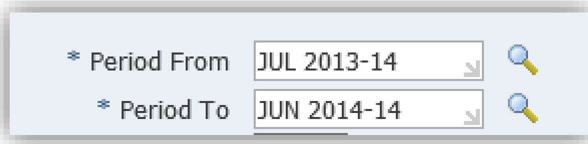
Query for balances and journal details of encumbrance transactions.

1. Click the **dropdown arrow** in the *Balance Type* field and click **Encumbrance.** An Encumbrance field is displayed.
2. Enter the **Encumbrance description**, or
3. Click the **Search** icon to display the *Search and Select: Encumbrance Type* window.
4. Click the **Go** button to display the Encumbrance Type descriptions.
5. Click on the Quick Select link displayed on the row of the appropriate value. The value will be displayed in the Encumbrance Type field.

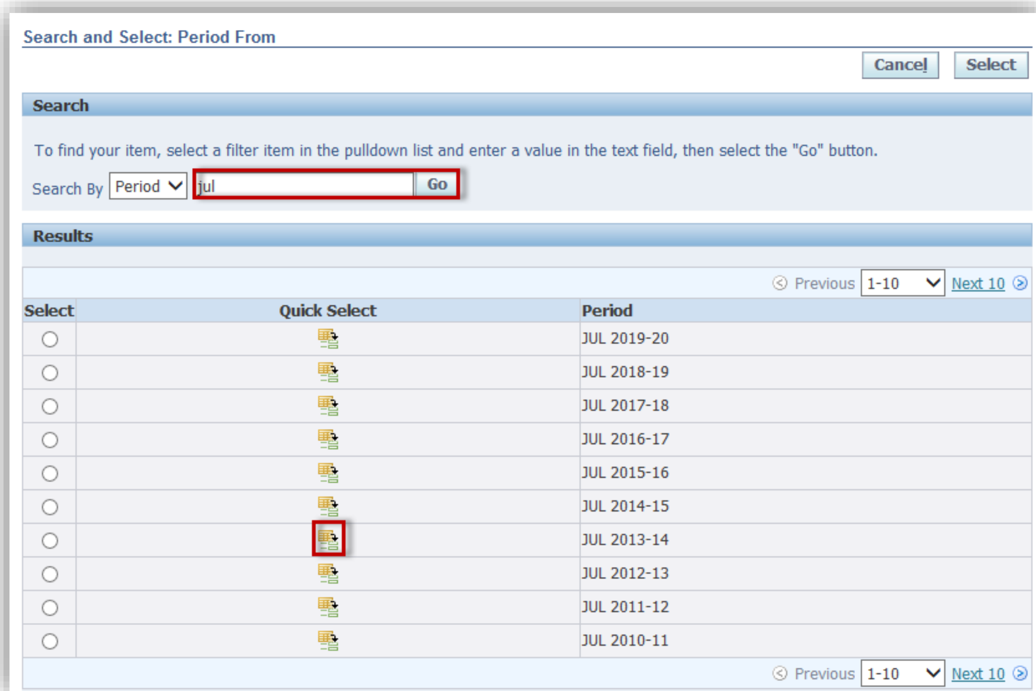


Enter Search Criteria- Period From /To

Follow these steps to enter search criteria in both the *Period From* and *Period To* field. Both fields will display the default of the current accounting period. To change the Accounting From/To fields;



1. Click in the *Period* From field.
2. Enter the **Period** description, (month, calendar year, fiscal year, e.g., JUL 2013-14), or
3. Click the **Search** icon to display the *Search and Select: Period From* window.
4. Enter a **partial value** then click the **Go** button. If you don't know a partial value, you can click the **Go** button and it will display the entire set of values.



5. Click on the Quick Select link displayed on the row of the desired accounting period. The value will be displayed in the *Period From /To* field.
6. Follow these same steps to enter search criteria in the *Period To* field.

Sort Search Results- in Web Based Oracle Windows

Once you have search results displayed in the web based Oracle window, you can sort the data, if the sort feature is available in the column header.

Export | Previous 1-10 Next 10

Ledger	Account	Period	Currency	PTD	PTD Converted	YTD	YTD Converted	Summary Accounts
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN2006000	OCT 2013-14	USD	29.04		29.04		
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN2006000	NOV 2013-14	USD	103.98		133.02		
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN2006000	DEC 2013-14	USD	102.52		235.54		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	JUL 2013-14	USD	168.95		168.95		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	AUG 2013-14	USD	213.22		382.17		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	SEP 2013-14	USD	39.25		421.42		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	OCT 2013-14	USD	519.25		940.67		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	NOV 2013-14	USD	180.70		1,121.37		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	JAN 2014-14	USD	9.30		1,130.67		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	FEB 2014-14	USD	160.15		1,290.82		

1. Click in the column header. If an arrow appears in the column header you can sort that data.
2. Sort the data to view it by Period and back again to sort by Account code, if desired.
    - Click in the title bar of the results, in the particular column by which you want to sort. The data is sorted in ascending order. An up arrow appears.
    - Click in the column to reverse the order of the data to appear in descending order. A down arrow appears.

Export | Previous 1-10 Next 10

Ledger	Account	Period	Currency	PTD	PTD Converted	YTD	YTD Converted	Summary Accounts
OHIO UNIVERSITY FMS	010-0000-20010-600000-UN2006000	JUL 2013-14	USD	90.00		90.00		
OHIO UNIVERSITY FMS	010-0000-20010-510000-UN2006000	JUL 2013-14	USD	59.95		59.95		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	JUL 2013-14	USD	168.95		168.95		
OHIO UNIVERSITY FMS	010-0000-20010-611000-UN2006000	JUL 2013-14	USD	16.00		16.00		
OHIO UNIVERSITY FMS	010-0000-20010-551000-UN2006000	JUL 2013-14	USD	430.31		430.31		
OHIO UNIVERSITY FMS	010-0000-20010-550000-UN2006000	JUL 2013-14	USD	214.96		214.96		
OHIO UNIVERSITY FMS	010-0000-20010-314000-UN2006000	JUL 2013-14	USD	102.25		102.25		
OHIO UNIVERSITY FMS	010-0000-20010-600000-UN2006000	AUG 2013-14	USD	132.00		222.00		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	AUG 2013-14	USD	213.22		382.17		

    - Click in the Account column to sort by account code combinations, either in ascending or descending order.

Ledger	Account	Period	Currency	PTD	PTD Converted	YTD	YTD Converted	Summary Accounts
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN2006000	DEC 2013-14	USD	102.52		235.54		
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN2006000	NOV 2013-14	USD	103.98		133.02		
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN2006000	OCT 2013-14	USD	29.04		29.04		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	FEB 2014-14	USD	160.15		1,290.82		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	APR 2014-14	USD	139.58		1,545.95		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	MAR 2014-14	USD	115.55		1,406.37		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	JUL 2013-14	USD	168.95		168.95		

3. To view all the query results, click the **Next 10** link in the bottom right corner of window. Click the **Previous** link to go back to previously viewed results, or click the **down arrow** and return to previously viewed results.

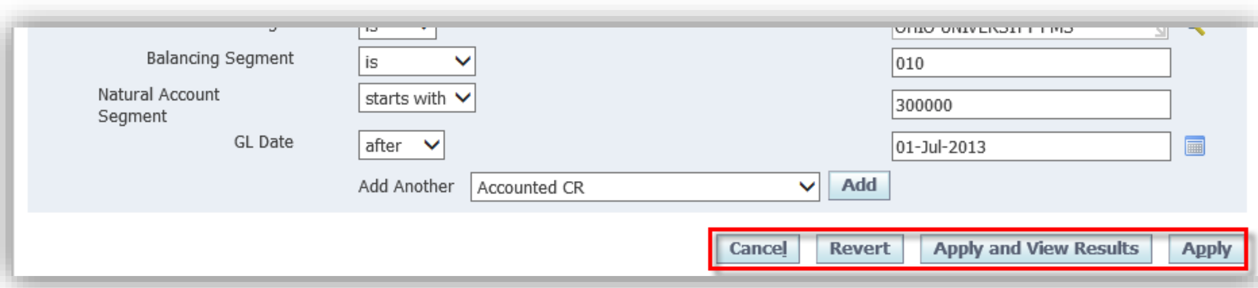
Defining Personalize Views in Web Based Oracle Windows

Create View (Search)

Refer to individual training documents to access how to search from specific Oracle web based windows; General Ledger-Account Analysis and Drilldown, General Ledger-Account Inquiry, General Ledger-Journal Entry Inquiry, etc.

Save the Created or Updated View

After customizing the view of the results table, you can;



1. Click **Apply and View Results** (see button highlighted in red in above screen shot) to save and immediately view the results of the updated view (search).
   Depending on what window you were on either the *View Journal Entry Lines>Views* window or the *Account Balances>Views* window is displayed with the updated results. View results. For more detailed instructions to view results refer to the *Access a Saved View (Search)* section.
2. Click **Apply** (see button highlighted in red in above screen shot) to save the updated view (search). The *Personalize Views* window is displayed. The saved views are listed.
3. Click **Revert** (see button highlighted in red in above screen shot) to revert back to the existing view. This can be used if you have started to edit search parameters in the existing view and you want to start over but with all the original search parameters without canceling and selecting the view again.
4. Click **Cancel** to cancel saving the new view.

Access a Saved View (Search)

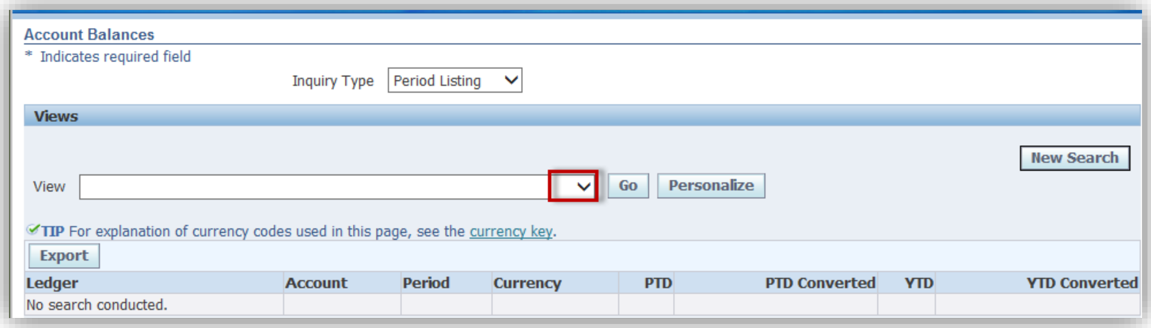
To access the saved views depends on your current location in the system.

1. You can access the saved Views from *Account Analysis and Drilldown* window, *Account Inquiry* window, or from *Journal Inquiry* window.
   - Account Analysis and Drilldown to Saved Views:
     - To access saved views that were previously created follow the path: Click **General Ledger** > Click **Account Analysis and Drilldown.** The *Account Balances* window is displayed. Go to step #4.

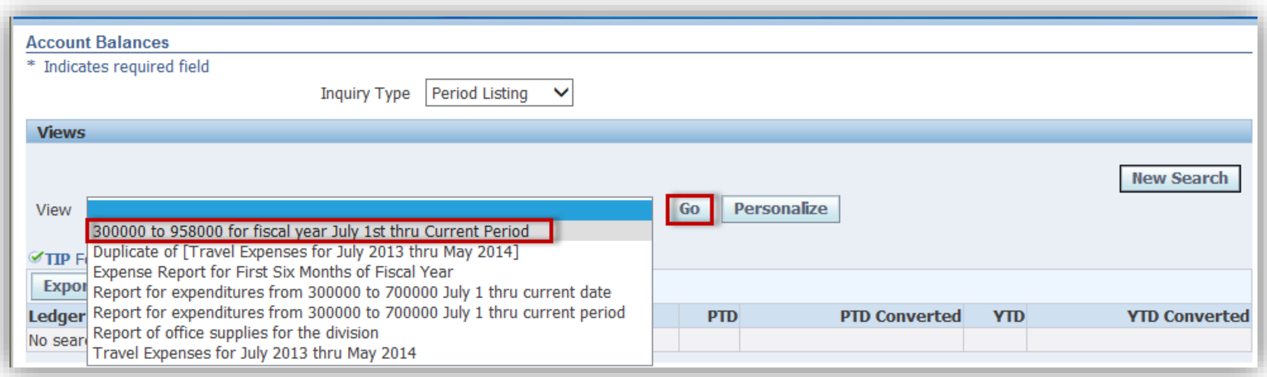
- To access a saved view directly after creating the view and applying (saving) the query, click on **Saved Views** button. Go to next step #4.

  - Journal Inquiry to Saved Views:
    - To access from login; Click **General Ledger** > Click **Journal.** Enter your search criteria, then drilldown to the *View Journal Entry Lines.*
    - Click on **Views** button. Go to step #4.
  - Account Inquiry to Saved Views:
    - To access from login; Click **General Ledger** > Click **Account.** Enter your search criteria, then drilldown to the *View Journal Entry Lines.*
    - Click on **Views** button. Go to step #4.

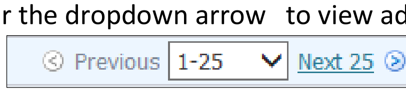
2. Click the **dropdown** arrow in the *View* field.



3. Click on the **appropriate view (saved search)**.



4. Click **Go**. Oracle will display the results of the original search criteria for that saved view. View existing results.
5. Click the ***Next ##*** link or the dropdown arrow to view additional pages of the search results.



6. To drilldown, click the PTD dollar amount. For more detailed instructions, refer to the *General Ledger-Account Inquiry* document.

Personalize / Edit a Saved View (Search)

Access saved views that were previously created in order to update an existing view, duplicate a view (then rename it and edit it), or delete a view. You can also create a new view from *the Personalize Views* window by selecting the *Create View* button.

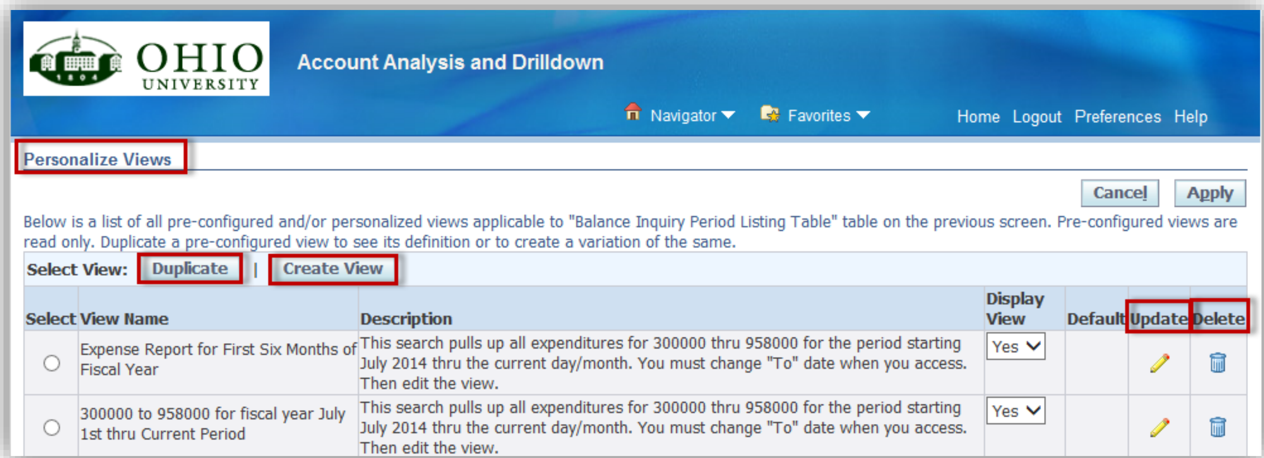
1. You can access the Personalize Views window from *Account Analysis and Drilldown* or from *Journal Inquiry*. You can get to the Views window several ways depending on your current location in the system.

   Account Analysis and Drilldown to Personalize Views window
   - To access from login; click **General Ledger** > Click **Account Analysis and Drilldown.** The *Account Balances* window is displayed.
   - Click on **Saved Views** button or **New Search** button then **Saved Views** button depending on your location in the system.

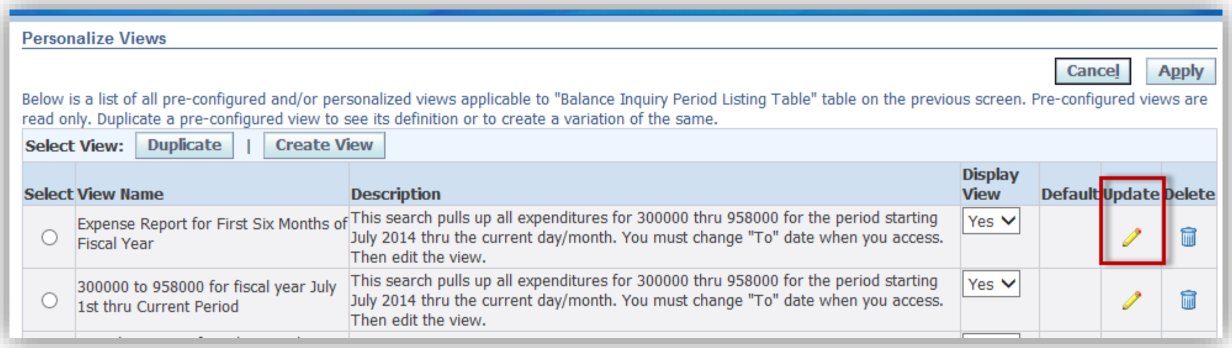
   Journal Inquiry to Personalize Views window.
   - To access from login; Click **General Ledger** > Click **Journal.** Enter your search criteria, then drilldown to the *View Journal Entry Lines.*
   - Click on **Views** button.

2. Click the **Personalize** button.

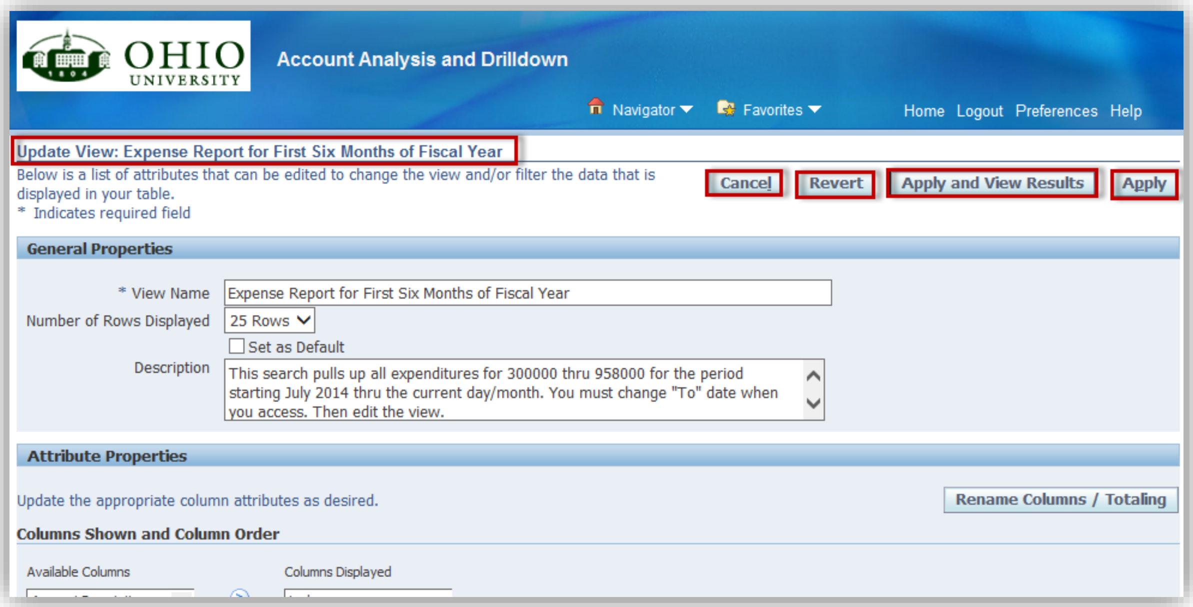
ATTN: FROM THE PERSONALIZE VIEWS WINDOW THE FOLLOWING OPTIONS ARE AVAILABLE; DUPLICATE A SAVED VIEW, CREATE A NEW VIEW, UPDATE A SAVED VIEW, OR DELETE A SAVED VIEW.



Update a Saved View (Search) from the Personalize Views Window



1. Click **Update** to update an existing view. *The Update View: Name of View* window is displayed. The view (search) originally created is displayed.

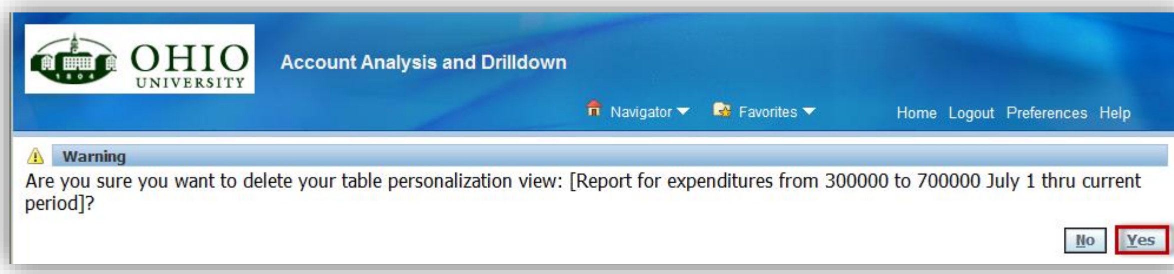


2. Edit applicable search criteria fields. For more detailed instructions refer to *Create View* section above.
3. Save the search. For more detailed instructions refer to the *Save the Created or Updated View* section in this document.

Delete a Saved View (Search) from the Personalize Views Window

1. Click the **Delete** icon in the row of the saved view you wish to delete.

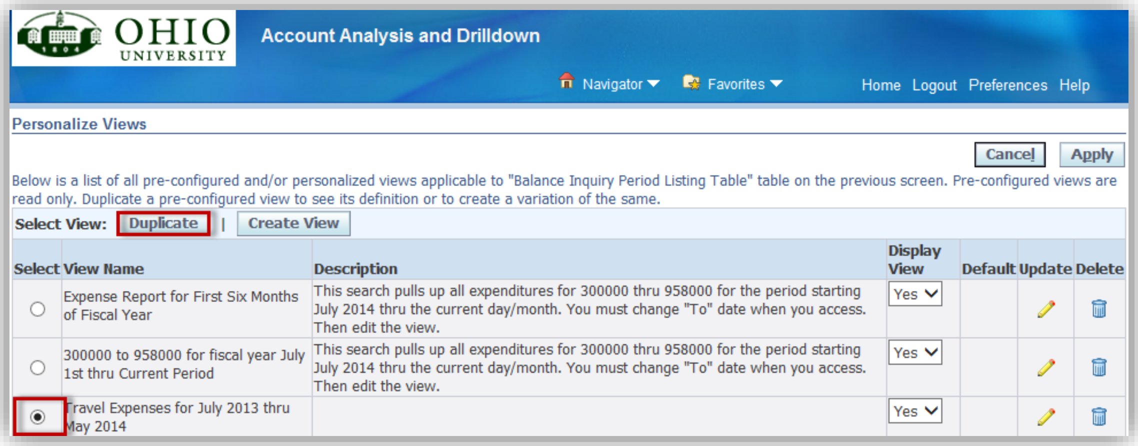
   NOTE: A warning window is displayed with a question; Are you sure you want to delete your table personalization view: [Search Name]?



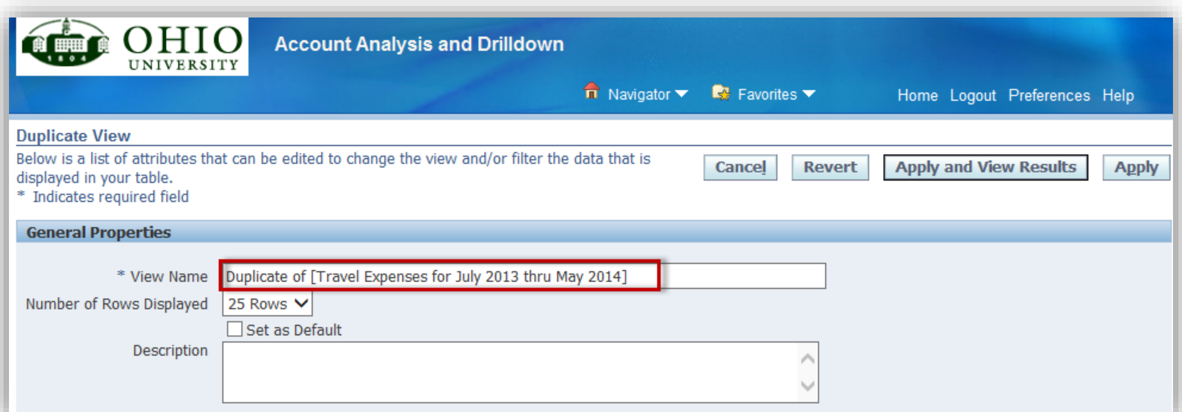
2. Click **Yes** to delete the view. You are returned to the Personalize Views window.

Duplicate a Saved View (Search) from the Personalize Views Window

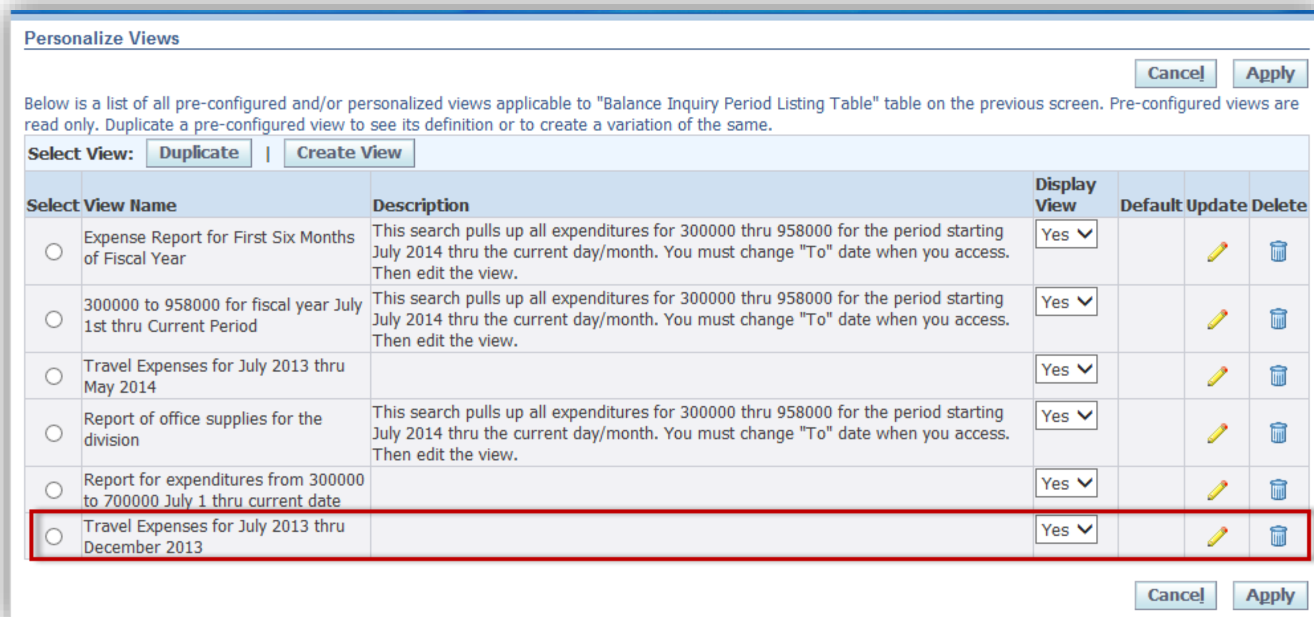
A view can be copied or duplicated and then edited and saved. This will save time from creating a new view if only a few search parameters need to be edited.



1. Click the **Select** radio button to the left of the view you want to duplicate.
2. Click **Duplicate**. The Duplicate View window is displayed. The page defaults to the display settings and query options of the saved existing view.
3. The View Name field will display the original description of the saved view with the words “Duplicate of” in front of it. Enter the **View Name** to match the applicable new search parameters.
4. Edit the applicable search parameters. Refer to the *Create View (Search)* section in this document for detailed instructions.

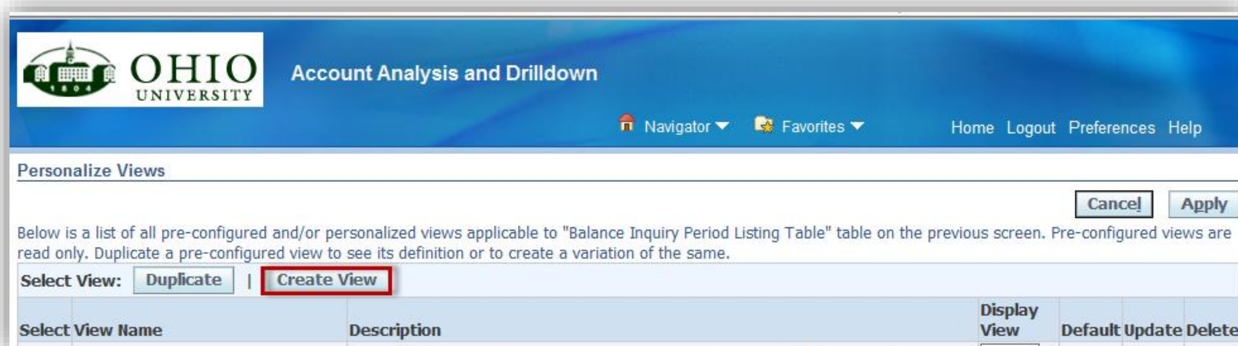


5. Save the search. For more detailed instructions refer to the *Save the Created or Updated View* section in this document.



Create a New View (Search) from the Personalize Views Window

A new view can be created from the *Personalize Views* window. The process to create a view is the same as creating a view from any accessible window that displays the Create View button. The page defaults to the pre-seeded display settings, where no query options are set.



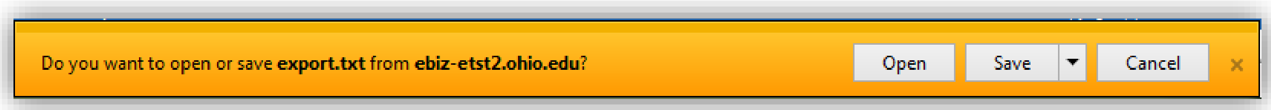
1. Click **Create View**. The *Create View* window is displayed.
2. Enter the view name, set search parameters, and save the view. Refer to the *Create View (Search)* section in this document for detailed instructions.

Exporting Screen Data from an Oracle Web Based Window

The Export button is located on several windows in the OUFMS: View Only>Accounts Responsibility in the Oracle web based windows. Query the records you want to export. To Export the data:

1. Click **Export** button 

. A popup window displays at the bottom of your screen.



2. Click **down arrow** on the Save button then click **Save As** button. The file is a .txt file.
3. Save to a file location.
4. Open Excel.
5. Click **File>Open**, find the location of the file.

BE SURE TO CHANGE FILE EXTENSIONS TO "ALL FILES (*.*)"

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6. Click **File name**
7. Click **Open**. The Text Import Wizard displays.
8. Click the **Delimited** radio button. Leave everything else the same. Click the **Next** button.
9. Click the **Tab** checkbox, and then click **Next**.
10. Click the **General** radio button and click **Finish**.
11. Excel displays the queried and exported results. Format the Excel worksheet as desired.
12. Save the spreadsheet.