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Student Guide
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Oracle 11i - Reporting

Oracle 11i - Reporting
Objectives

After this course, you should be able to:

- Run Oracle Standard Reports
- Run ADI Reports
- Run Discoverer Reports
Overview of Reporting

Oracle 11i provides three reporting tools:-

- **Oracle Standard Reports and Listings**

- **Application Desktop Integrator (ADI)**

- **Oracle Discoverer**

Overview of Reporting

Oracle provides you with a variety of reporting capabilities, including Standard Reports, Application Desktop Integrator (ADI) and Discoverer.

Cognos and Financial Statement Generator Reports will be covered in a separate reporting training course to be conducted at a later date.

Discoverer will only be rolled out to the users that require specific customised reports, and they will be provided with training when the reports are ready for them to use.
When to Use Standard Reports

Oracle 11i provides several types of reports and listings to meet your business needs. You can obtain account analysis information, budget information and many other types of data without customisation.

Standard Reports are reports that come seeded with Oracle 11i. These reports are non customised and provide basic reporting requirements. Example of some Oracle Standard Reports are:

- Account Analysis – (180 Char)
- Aging – 7 Bucket Report
- Purchase Order Distribution Detail Report

These reports are able to be viewed online, printed or exported to Excel. You are, however, unable to drilldown on the values. If you wish to drilldown on the values, you would use ADI or Discoverer.
When to Use ADI Reports

Use Applications Desktop Integrator’s Report Wizard and Analysis Wizard to do the following:

- To submit standard and financial reports from MS Excel
- To analyze and drill down on account balances from financial statements

Applications Desktop Integrator Elements

Report Wizard
- Provides a spreadsheet-based interface to General Ledger's financial reporting engine, the Financial Statement Generator (FSG).

reQuest Center
- Submits and monitors your concurrent requests, automatically notifying you when your financial reports, journal uploads, or budget uploads finish processing.

Analysis Wizard
- Combines multidimensional analysis with report drill-down completely within Microsoft Excel.

Note: You are able to run the same reports in ADI as you can in Oracle Standard Reports, but you can drill down on values to see the underlying data, without having to interrogate the Oracle system i.e. using account drill down etc.
When to Use Oracle Discoverer Reports

Use Oracle Discoverer to do the following:

- To query and report on information not available in standard reports that is stored in data marts, data warehouses, and online transaction processing systems
- To perform ad hoc query, reporting, analysis, and Web-publishing

When to use Oracle Discoverer

Oracle Discoverer is an intuitive ad hoc query, reporting, analysis, and Web-publishing tool that empowers business users at all levels of the organisation to gain access to information. Customised reports will be distributed through Oracle Discoverer to allow business users to access the data without seeing the complexity of the underlying data structure associated with customised reports. These reports will be rolled out to end users as they are required. Training for Faculty Accountants and MSC will be held in March 2006 to enable them to create their own customised reports and then train their staff according to their areas specific requirements.
Oracle 11i – Standard Reports and Listings
Lesson Objectives

After this lesson, you should be able to:

- Submit a report
- Create and run a request set
- Find requests
- Cancel/hold requests
- Reprint requests
- Change request options
Agenda

- Submit a report
- Create and run a request set
- Addition Request Options: Find requests, Cancel/hold requests, Reprint requests, Change request options
Submit Request Flow

Submit Request Flow gives you control over how you can run your requests. There are three elements involved in submitting a request:

- Selecting the request to be submitted
- Defining a submission schedule
- Providing completion options

Defining a schedule can be as simple as submitting “As Soon as Possible” or it can involve using a more complex schedule that you define when you first submit your request. The schedule may be used for other requests in the future.

Completion options enable you to deliver notification to others using Oracle Workflow, and specify which printers, and how many copies of the output you want to produce for each request.

You can submit as many requests as you like from the Submit Request window. You can even submit a request more than once if you want to run the same request with different parameter values.
In the Request screen you will see other system generated processes such as posting of journals, but all the request you see are generated by your responsibility.
Submit a Request

2. Run a Single Request.
3. (B) OK.
4. (Optional) Use the (B) Copy to take advantage of previously entered request submissions.
5. Or, select the Name of the report that you want to run from the list of available reports.
7. A Parameters window automatically appears if you select a request that requires parameter values. The prompts in the Parameters window are specific to the request that you select.
8. Enter the values in the required parameter fields and click OK. The Parameters window closes, and your parameter values are concatenated and displayed in the Parameters field.
Submission Schedule

1. (B) Schedule to open the Scheduling options window. The scheduling window provides you with several scheduling options.
   - Use a schedule you previously defined and saved
   - Define a new schedule
   - Run a request as soon as possible
   - Run a request at a specific time
   - Run a request repeatedly at specific intervals
   - Run a request on specific days of the week or month
   - Choose a combination of time and intervals

2. Choose a type of schedule.

3. To save your schedule, select the “Save this schedule for use again later” check box. You must also provide a unique name for each schedule you save, and you can provide additional information in the Description field.

4. (B) OK. You are returned to the Submit Requests window.
Defining Completion Options

The standard is to have the output copies set to 0. It is preferable that you view your output to ensure it is correct and then reprint the job. This is to ensure that requests with incorrect parameters are not sent to the printers.

• (B) Option in the Upon Completion region of the Submit Request window.
• Check the Save all Output Files checkbox to write your request to a file. If you want to view your report online, you must use this check box.
• Specify additional people to notify, upon completion of this report.
• Use the LOV to select the printers you want used to produce a hardcopy of your report.
• Enter the number of copies.
• (B) OK.
• (B) Submit Request when you are finished specifying scheduling and completion options.
Finding Your Request Using the Request ID

Oracle Applications assigns a request ID to each request when it is submitted so that you can identify the results of the request when it is complete.

You can use the request ID to query for your request output in the Requests window. Oracle Applications also assigns a new request ID number to each resubmission of a request and displays the request ID in the log file of the previous request.

We will cover the buttons on this screen towards the end of this lesson.
Account Analysis – (180 Char)
Review source, category and reference information to trace your transactions back to their original source. You can run this report to help identify the origin of journals created by Journal Import. This report prints the journal entry lines and beginning and ending balances of the accounts you request. For each journal entry line, the report prints the source, category, batch name, journal entry name, account, description, entry/line/source item reference information, and the debit or credit amount.

Parameters:
- Type:
  - Entry Item to generate a report showing EXTERNAL_REFERENCE from the GL_JE_HEADERS table. This reference appears only if you provided one in the Enter Journals form or if you used Journal Import.
  - Line Item to generate a report showing REFERENCE_1 from the GL_JE_LINES table.
- Source Item to generate a report showing REFERENCE_4 from the GL_JE_LINES table. These references appear only if you used Journal Import and included a journal voucher number, an invoice date and number, or some other source document information that helps you to identify the origin of this journal entry. This field shows if the source was Manual, Receivables, Payables etc and is the preferred value for this field.

- Currency: Choose the functional currency for your set of books i.e. AUD.
- Balance Type: Choose to report on Actual or Budget balances. If you select budget balances, you must choose the Budget Name on which to report. ECU does not use the encumbrance accounting method.
- Starting/Ending Period: Choose the accounting period range for your report. General Ledger starts a new page for every period in your range. You can run your report over multiple periods.
- Flexfield From/To: Enter the account range for your report.
- Order By: Choose to sort the journal entry lines of your report by Account Segment (i.e. flexfield), Balancing Segment (i.e. company segment), or Source name (i.e. Manual, Receivables, Payables etc).

**Account Analysis – Payables Detail (180 Char)**

Review functional currency balances and transactions for any account(s). You can use this report to reconcile asset additions imported into General Ledger from Oracle Payables. The report prints the beginning balance, journal entry lines, and ending balance of the accounts you request. For each journal entry line, the report prints the batch name, journal entry name, account, line description, vendor name, invoice number, and the debit or credit amount.

**Parameters:**

- Period Name: Choose any accounting period in your calendar. This report can only be run for one period at a time.
- Flexfield From/To: Enter the account range for your report.
- Currency: Choose the functionality currency for your set of books i.e. AUD.

**Account Analysis – Subledger Detail (180 Char)**

Review the details of subledger activity that has been posted to your General Ledger accounts. The report displays detail amounts for a specific journal source and category, in your functional currency. This report prints the journal entry lines and beginning and ending balances of the accounts you request. For each journal entry line, the report prints the accounting date, category, journal batch name, header, sequence, number, line, description, and amount. For each journal entry line, the report also prints subledger details, including the vendor or customer name, transaction number, associated transaction, sequence, number, line, and transaction type.

**Parameters:**

- Currency: Select the functional currency for your set of books i.e. AUD (optional).
- Starting/Ending Period: Enter or select the accounting period range for your report. General Ledger starts a new page for every period in your range.
• Flexfield From/To: Enter the account range for your report.
• Journal Source: (optional) Enter or select the journal source to use for creating the report.
• Journal Category: (optional) Enter or select the journal category to use for creating the report.
• Sort By: Choose to sort the journal entry lines of your report by Sequence or Vendor.

**General Ledger – (180 Char)**
Review journal information to trace each transaction back to its original source. General Ledger prints a separate page for each balancing segment value. For each journal line, the report prints the account affected, the concatenated description, the journal line amount, and the beginning and ending account balance. Additionally, for each journal line, the report prints journal details including source, category, journal name, and effective date. The report lists accounts in ascending order by account segment value, and it prints a "CR" next to credit amounts.

**Parameters:**
• Type:
  - Line Item to generate a report showing REFERENCE_1 from the GL_JE_LINES table.
  - Source Item to generate a report showing REFERENCE_4 from the GL_JE_LINES table. These references appear only if you used Journal Import.
  - Entry Item to generate a report showing EXTERNAL_REFERENCE from the GL_JE_HEADERS table. This reference may help you identify the origin of the journal entry and appears only if you provided one in the Enter Journals form or if you used Journal Import.
  - Document Number to generate a report showing the sequence number of the journal containing your journal line. A sequence number will only appear in your report if you are using sequential numbering and you have assigned a number to the journal containing your journal line.
• Currency: Choose the functional currency i.e. AUD.
• Balance Type: Choose Actual or Budget balances.
• Budget Name: If you chose the Budget balance type, you must select a budget name. Finally, if you chose the Actual balance type, General Ledger automatically enters N/A.
• Starting/Ending Period: Choose the range of accounting periods for your report.
• Flexfield From/To: Choose the range of accounts for your report.

**Journals - General (180 Char)**
The General Journals Report is available in three different formats. You can request a report of Posted Journals, Unposted Journals or Error Journals. Each are described below.

**Parameters:**
• Type:
  - Line Item to generate a report showing REFERENCE_1 from the GL_JE_LINES table.
- Source Item to generate a report showing REFERENCE_4 from the GL_JE_LINES table. These references appear only if you used Journal Import and included a journal voucher number, an invoice date and number, or some other source document information that helps you to identify the origin of this journal.

- Posting Status: Choose the Posted status.

- Posted Journals: Review your posted journal batches and the journals associated with each posted journal batch. This information allows you to trace your transactions back to the original source. The report prints the line number, account, transaction date, description, line/source item, the debit or credit amount, and the statistical amount for each journal line. Totals are provided for all journal lines within a journal, and all journals within a journal batch. In addition, totals are provided for your journal source, and a grand total is provided for all of the debit and credit amounts included in your report.

- Unposted Journals: Review your unposted journal batches and their associated journals. This information allows you to trace your transactions back to the original source. The report prints the line number, account, transaction date, description, line/source item, the debit or credit amount, and the statistical amount for each journal line. Totals are provided for all journal lines within a journal, and all journals within a journal batch. In addition, totals are provided for your journal source, and a grand total is provided for all of the debit and credit amounts included in your report.

- Error Journals: Review your error journal batches and their associated journals. This information allows you to trace your transactions back to the original source. Journal batches become error journals if posting fails; they do not lose their error status until they are posted successfully. The report prints the line number, account, transaction date, description, line/source item, the debit or credit amount, and the statistical amount for each journal line. Totals are provided for all journal lines within a journal, and all journals within a journal batch. In addition, totals are provided for your journal source, and a grand total is provided for all of the debit and credit amounts included in your report.

- Currency: Choose the functional currency.

- Period: (optional) Choose any accounting period in your calendar. If you leave this field blank, the report will include posted journal batches for all accounting periods.

- Start/End Date: (optional) Enter the posting date range for your report. If you skip these fields, the report will include journal batches posted on any date.

- Source: (optional) Choose the journal entry source for your report. If you leave this field blank, the report will include posted journal batches from all sources.

- Batch Name: (optional) Choose any posted journal batch. If you leave this field blank, the report will include all posted journal batches which comply with the other parameters.

**Trial Balance Summary 1 Report**

Review general ledger actual account balances and activity summarised by account segment value. You can run this report for balances and activity entered in your functional currency or translated to a foreign currency. The report prints a line for each account segment value and lists them in ascending order. For each account segment value, the report prints the value,
description, beginning balance, net of all debit or credit transactions, and ending balance for the period you request. When run in YTD mode, the Begin Balance column lists begin balances for accounts in the first period of the fiscal year irrespective of the period for which the report is run. When run in PTD mode, the Begin Balance column lists begin balances for accounts in the target period for which the report is run.

Parameters:

- Pagebreak Segment: Choose any account segment other than your account segment. General Ledger prints a separate page for each value of the segment you choose.
- Pagebreak Segment Low/High: Enter the range of Pagebreak Segment values for your report.
- Currency: Choose your functional currency or a foreign currency. If you choose a foreign currency, this report shows your account balances translated to that currency. If you choose a foreign currency, account balances shown depict net activity for the period, not debit and credit activity.
- Period: Choose any open accounting period in your calendar.
- Amount Type: Choose PTD (period-to-date), YTD (year-to-date), or PJTD (project-to-date).
Use the Invoice on Hold Report to identify invoices on hold. The report provides you the total number and amount (in your functional currency) of invoices on hold, which can be helpful for your accounts payable metrics. Run the Invoice Validation process before submitting this report to obtain the most up-to-date hold information. To obtain additional detail and help research invoices on matching hold, you can use the Matching Hold Detail Report. The Invoice on Hold Report is divided into four sections:

- The first section gives you information about all invoices that have a hold name assigned to them. If the hold on the invoice is related to the invoice being matched to a purchase order, then the report shows the purchase order number. If the hold is related to one or more invalid distribution account number(s) and the parameter Display Invalid Account Number is set to Yes, each unique invalid account number will be shown in the Description column. Payables subtotals the invoices on hold by hold name or supplier, depending on how you choose to order the report.
• The second and third sections of the report print only if you do not specify a hold name for the Hold Name parameter. These two sections show invoices held for payment at the scheduled payment or supplier site level. These holds do not cause a hold name to be placed on the invoice. The Invoices with Scheduled Payment Holds section lists invoices with one or more scheduled payments on hold. The Invoices with Supplier Site Set to Hold All Payments section, lists invoices held and the site name where the hold condition is set.

• The fourth section, Invoice Hold Name Descriptions, lists all predefined and user-defined hold names and their descriptions, and it shows whether the hold allows accounting. This section serves as a reference for understanding holds placed on your invoices.

Parameters:

• Hold Name: If you want to review only invoices with a specific hold applied, enter the name. Leave this parameter blank if you want the report to include the Invoices with Scheduled Payment Holds section and the Invoices with Supplier Site Set to Hold All Payments section.

• Supplier Name: Enter a supplier name, or leave it blank.

• Order By: This parameter controls the sorting for the first report section. You can choose to sort and subtotal by hold or supplier.

• On Hold by Period Option: Enter Yes to subtotal the invoices by the period of their invoice date.

• From/To Entered Date: Payables displays invoices with holds that were applied on and between the From Entered Date and the To Entered Date.

• Include Due or Discount Date: The report includes invoices that have a due or discount date within a range you specify, using the From/To Due or Discount Date parameters.
  - Due: Payables lists only invoices that have a due date within the range you specify.
  - Discount: Payables lists only invoices that have a discount date within the range you specify.

• Include Hold Descriptions: Change this parameter to No if you do not want to include the last section of the report as a reference of hold descriptions.

• Display Invalid Account Number: Change this parameter to Yes if you would like to see each unique invalid account combination displayed in the description column for each invoice.

Matching Hold Detail Report

Use the Matching Hold Detail Report to review detailed accounts payable and purchasing information for invoices with matching holds and matching hold releases. You can print this report before initiating a payment batch to determine whether to manually release any invoices for payment. You can print this report for all invoices with matching holds and releases during a time period you specify, or you can print this report to review only invoices with matching holds applied or released since the last time you submitted Invoice Validation. This report can assist you in identifying suppliers that frequently have invoices on matching hold. This report can also help you to respond to supplier questions on delayed
payments. To review invoices with matching and other types of holds, you can use the Invoice on Hold Report. The report may display more than one match status for an invoice because more than one match rule can be violated. Each invoice can be matched to more than one purchase order line, and each matching hold can have a release reason. Payables displays the match status and detail invoice information. For example, a matching status of Qty Ord means that the quantity billed exceeds the quantity ordered. Payables displays both these quantity amounts so you can identify the variance. If a hold exists on one or more purchase order lines, the invoice status is HELD. If all holds have been released, the invoice status is RELEASED. The Matching Hold Detail Report also provides you with a listing of matching status and matching release codes with descriptions.

Parameters

- Matching Hold Status. Enter the Matching Hold Status for the invoices you want to review in this report.
  - Hold. Print this report only for invoices on matching hold.
  - Release. Print this report only for invoices released from matching hold.
  - Null. Print this report for all invoices, regardless of whether they are held or released. If you select Release or leave this field blank, the report includes matched invoices that you have cancelled. Cancelled invoices have a Matching Hold Status of Released. Payables displays zero for the invoice amount of a cancelled invoice.
- Supplier Name. If you want to limit the report to one supplier’s invoices, enter the supplier name.
- Active Period Start/End Date. Payables lists the invoices with matching holds and releases created or updated on or between the Active Period Start Date and Active Period End Date.
- All Validations. Payables prints all invoices with matching holds and releases with invoice dates in the range between the Active Period Start Date and the Active Period End Date.

Prepayment Status Report

Use the Prepayments Status Report to review the unapplied prepayments and unpaid or partially paid invoices for a supplier. You can compare the invoices and prepayments for a supplier to determine if there are outstanding prepayments which you can apply against unpaid invoices. You can submit the report for either Temporary or Permanent prepayments, or a combination of a specific prepayment type with credit/debit memos and invoices. You can view the distribution detail for validated and paid prepayment invoices. Payables displays the prepayment item distributions that have an amount remaining greater than zero. The report provides subtotals for the prepayments, credit/debit memos, and invoices in each currency for a supplier. The subtotal for prepayments includes validated and paid prepayments. You can apply only a paid temporary prepayment to an invoice. All amounts and subtotals are displayed in the invoice currency. The subtotal for available prepayments is displayed as a negative amount. The subtotal for Permanent prepayments is displayed as a positive amount. The report also provides a total of the available prepayments, credit/debit memos, and invoices, which is the sum of the three subtotals, in each invoice currency for the supplier. A positive total indicates the invoice amount outstanding for a supplier if all available prepayments are applied and all outstanding...
credit/debit memos are paid. A negative total indicates the prepayment or credit/debit memo amount still available, if all existing invoices are fully paid by applying available prepayments and credit/debit memos. Payables groups the report by supplier name, invoice currency and payment currency combination, and invoice type. Data is then sorted by invoice date and invoice number.

**Parameters**

- Include Invoices: Enter a value to determine if Payables includes standard invoices in the report.
  - Yes. Include all unpaid or partially paid invoices for the supplier(s) you specify.
  - No. Do not include invoices in this report.

- Include Credit/Debit Memos: Enter a value to determine if Payables includes unpaid and partially paid credit and debit memos in the report. You might want to include these on the report so that you can determine the full, net balance due to a supplier that has available prepayments.
  - Yes
  - No

- Supplier Type: Enter a value to limit the report to a particular supplier type. Leave this field blank to report on all supplier types.

- Supplier Name: Enter a name to limit the report to a particular supplier. Leave this field blank to generate a report for all suppliers.

- From/To Date: You can limit the report to invoices and prepayments with an invoice date on or between the dates you specify.

- Prepayment Type: Select the type of prepayments to report, either Permanent or Temporary.

- Show Prepayment Distributions:
  - Yes. Payables reports distribution number, charge account, amount remaining, purchase order number, and receipt number for each prepayment distribution having an amount remaining greater than zero.
  - No. Payables does not report prepayment distribution level information.

**Supplier Payment History**

This report provides totals for the payments made to each supplier site, each supplier, and all suppliers included in the report. If you choose to include the invoice details, Payables displays the paid invoice’s invoice number, date, invoice amount, and amount paid by the payment. This report also displays the void payments for a supplier site, but does not include the amount of the void payment in the payment total for that supplier site. The report lists supplier payments alphabetically by supplier and site. You can additionally order the report by Payment Amount, Payment Date, or Payment Number. All amounts are displayed in the payment currency.

**Parameters**

- Invoice Detail: Enter Yes to include invoice details for each payment.
The Printed Purchase Order Report (Landscape) prints your purchase orders. Purchasing lets you specify the purchase orders you want to review or print on your preprinted form. The printed purchase orders are the hard copy document you print on a preprinted form and distribute through the mail or fax to confirm orders you have requested or confirmed with your suppliers.

**Parameters:**
- **Print Selection (Required):** Select one of the following options:
  - Print the report for all purchase orders. This is the default for no entry.
  - Print the report only for changed purchase orders.
  - Print the report only for new purchase orders.
- **Buyer (Optional):** Select a buyer name to restrict the report to a specific buyer.
- **Purchase Order Numbers From/To (Optional):** To restrict the report to a range of purchase orders, select the beginning and ending numbers.
Release Numbers From/To (Optional): To restrict the report to a range of releases, select the beginning and ending numbers.

Release Dates From/To (Optional): To restrict the report to a release date range, enter the beginning and ending dates.

Approved (Optional): Select Yes or No to indicate whether the report is restricted to approved purchase orders.

Test (Optional): Select Yes or No to indicate whether the report is a test.

Print Releases Option: Enter Y or N to indicate whether you want Blanket and Planned Purchase Order releases to be automatically printed with the Blanket and Purchase Order Agreements.

Sort By (Optional): Select one of the following options:
  - Sort the report by buyer name and purchase order number.
  - Sort the report by purchase order number.

Dynamic Precision Option (Required): Enter the decimal precision for quantities on the report.

Fax Enabled / Fax Number: Select Fax Enabled and enter a Fax Number to automatically send a facsimile of the document. Attention: If you entered a Purchase Order Numbers From/To range, all of the purchase orders in that range must use the same supplier site. Otherwise, the purchase orders will be sent to the same facsimile number you enter here. (The Fax fields will be disabled if the purchase orders aren’t from the same supplier site.) Selecting Fax Enabled without entering a Fax Number sends the document to your facsimile server once it is approved. Depending on your CommercePath setup, you can choose where or when to send the documents that are stored on your facsimile server.

**Purchase Order Distribution Detail Report**

The Purchase Order Distribution Detail Report shows account distributions for a range of purchase orders. The Quantity Ordered is the uncancelled shipment quantity. For planned purchase order shipments, this quantity excludes cancelled quantities and any scheduled release quantities associated with the shipment.

**Parameters:**

- **Currency:** Select the functionality currency i.e. AUD
- **PO Numbers From/To (Optional):** Enter the beginning and ending purchase order numbers.
- **Creation Dates From/To (Optional):** Enter the beginning and ending creation dates.
- **Suppliers From/To (Optional):** Enter the beginning and ending supplier numbers.
- **Buyer (Optional):** Enter a buyer name to restrict the report to a specific buyer.
- **Failed Funds Only (Required):** Enter Yes or No to indicate whether you want to restrict the report to purchase orders that failed funds checking.
- **Sort By (Optional):** Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:
  - Sort the report by purchase order number.
  - Sort the report by supplier.
Account Status Report

Use this report to review your customer accounts. For each customer in your Account Status report, the report displays all open debit items, credit items, and total balance due in your functional currency.

Parameters:

- Set of Books Currency: Currency you want to use for this report.
- Order by: Collector, Customer or Customer Number.
- Account Status low/high:
- Collector low/high:
- Customer Name low/high:
- Customer Number low/high:
Aging Reports

Use the Receivables Aging reports to review information about outstanding receivables as of a specific date. These reports can print both detail and summary information about your customer’s current and past due invoices. Receivables also gives you the option to age or summarise on-account credits, unidentified payments, and on-account and unapplied cash amounts. The aging reports are sorted by company with each item allocated to a company. Receivables aging reports do not include customers with a zero balance. Review information about open items using these aging reports:

- Aging - 4 Buckets and Aging - 7 Buckets: Use these two reports during reconciliation.

Parameters:

- **Order By:** The option that you want Receivables to use to sort your information. For example, you can sort by:
  - Customer: This option displays customer balances only, no invoice detail.
  - Transaction Type: This option displays invoice detail by transaction type. Note: If you set the Order By parameter to Type, you cannot set the Show On Account parameter to Summarise.

- **Report Summary:** The type of report summary. The Invoice Summary option prints information on all customers’ open receivables. The Customer Summary option prints customers’ names with their total open balances.

- **Report Format:** Format parameters include ‘Brief’ and ‘Detailed’, and affects customer information, not transaction information. The Brief format prints customer name and customer number with item information. The Detailed format also prints customer’s city and state with contact name and telephone number.

- **As of GL Date:** Receivables includes all open items whose GL date is before or the same as the date you enter, and whose GL date closed is after the date you enter. The default is the current date.

- **Aging Bucket Name:** Receivables prints your report information from the bucket set you specify. The default bucket set is ’Standard’. You define different aging bucket sets in the Aging Buckets window.

- **Show Open Credits/Show On Account:** Choose whether to print credit items for your customers. Choose one of the following options:
  - Do Not Show: Receivables does not include these credit items in your customer’s balances. In this case, Receivables does not display any of your identified or unidentified payments, or on-account credit memos.
  - Age: Receivables ages your credit items and includes the credit amounts in the appropriate aging bucket columns. This is the default option.
  - Summarize: Receivables displays the sum of your credit items in the Customer Credit Memos, Customer Payments, and the Customer Balance rows.

- **Show Receipts at Risk:** Receipts at Risk are receipts that have either not been cleared or factored receipts that have not been risk eliminated. Select one of the following values for your report:
  - Age: Include receipts at risk in this report. Receivables displays the receipts at risk with other open receipts in the appropriate bucket and includes them when determining the customer’s balance.
- **Summarize:** Receivables displays the sum of your receipts at risk in the Customer Credit Memos, Customer Payments, and the Customer Balance rows.
- **Do Not Show:** Receipts at risk will not be included in this report. This value is used as the default.

**Billing and Receipt History**
Use this report to review a detailed list of transactions for the date range that you specify. You can also see all the activities against each transaction. This report prints one line for each activity against the transaction.

**Parameters:**
- **Customer Name:** Receivables selects and prints information between the low and high values you specify for your customer name range. If two customers with the same name exist, then Receivables includes both customers on the report. To include a specific customer on a report, use the Customer Number parameter.
- **Customer Number:** Receivables selects and prints information between the low and high values you specify for your customer number range.
- **Invoice Number:** The transaction number range to include in the report.
- **Balance Due:** Receivables selects and prints transactions from the balance due range you specify.
- **Account Status:** Receivables selects and prints information between the low and high values you specify for your Account Status range.

**Customer Credit Snapshot Report**
Use this report to see an overview of your customer’s credit history. This report provides aging, customer credit history, and a brief look at the last transactions Receivables recorded for this customer.

**Parameters:**
- Bucket Set: Enter the bucket set to use for aging. You can enter any bucket set with a bucket set type of Credit Snapshot.
- Collector: Receivables prints information for collectors between the low and high values you specify. Receivables prints all collectors by default.
- Customer Name: Receivables prints information for customer names between the low value and high value you specify. Receivables prints all customers by default.
- Customer Number: Receivables prints information for customer numbers between the low value and high value you specify. Receivables prints all customers by default.
- Reporting Level: Leave as per the default.
- Reporting Context: Leave as per the default.

**Customer Listing Detail and Summary Reports**
Use the Customer Listing Detail report to review detail customer information entered for each customer. Use the Customer Listing Summary report to review summary information about
your customers. You can view customer name, customer number, status, and any addresses and site uses you entered for your customers.

**Parameters:**

- **Order By:** The option you want Receivables to use to sort your information. For example, you can sort by:
  - Collector
  - Currency Code
  - Customer Name
  - Customer Number
  - Range of Dates
  - Transaction Type
  - Alternate Name

  **Note:** If the profile option AR: Sort Customer Reports by Alternate Fields is Yes and you choose to sort information by Customer Name, Receivables sorts information in certain reports according to the value you enter in the Alternate Name field in the Customers window. Otherwise, Receivables sorts information according to the Customer Name field.

- **Customer Name:** Receivables selects and prints information between the low and high values you specify for your customer name range. If two customers with the same name exist, then Receivables includes both customers on the report. To include a specific customer on a report, use the Customer Number parameter.

- **Customer Number:** Receivables selects and prints information between the low and high values you specify for your customer number range.

- You are also able to sort on Site, City, State, Zip Code and Customer Status

**Print Invoice Reports**

Use the Print Invoices window to submit your invoices, debit memos, chargebacks, deposits, guarantees, invoices against deposits, invoices against guarantees, credit memos, on-account credits, and adjustments for printing. You can print a batch of invoices, new invoices, selected invoices, and adjustments.

**Parameters:**

- **Invoice Print Batch of Invoices:** Choose this option to display Batch, Transaction Class, Transaction Type, Tax Registration Number, and Open Invoices Only in your report.

- **Invoice Print New Invoices:** Choose this option to display Transaction Type, Transaction Class, Print Date, Installment Number, Open Invoices Only and Tax Registration Number in your report.

- **Invoice Print Preview Report:** Choose this option to review the invoices, debit memos, chargebacks, deposits, guarantees, credit memos, on-account credits that will print if you specify these report parameters.

- **Invoice Print Selected Invoices:** Choose this option to display Transaction Class, Transaction Type, Transaction Number, Print Date, Customer Class, Customer, Installment Number, Open Invoices Only, and Tax Registration Number.
Demonstration & Practice

Guided Demonstration

- Run a Standard Report
Guided Demonstration - Running Reports and Programs

In this demonstration you will be shown how to run an Oracle Standard Report, for this example we will be using the Account Analysis – (180 Char) Report.

Responsibility: ECU Generic Reporting and Inquiries

1. (N) Report Requests > Run Standard Report

2. Select the Single Request radio button

3. (B) OK

4. Select report from the LOV
   - Account Analysis – (180 Char)

5. (B) OK

6. Enter Parameters

7. (B) OK

8. (B) Schedule
   - You do not need to click this button if you do not wish to schedule your report. The system default is as soon as possible i.e. your report will run as soon as you submit it.
   - Review the different options, but select to run the Job as soon as possible.
9. (B) OK

10. (B) Options
    - You do not need to click this button if you do not change any of the options. The system default is for no print.
    - Review the different options and make any amendments. In the training environment there are not printed to print, so leave the printer as noprint and copies as 0.

11. (B) OK

12. (B) Submit

13. (B) Refresh Data until the report has a Phase of complete and a Status of normal

14. (B) View Output
Practice - Running Reports and Programs

Overview

In this practice, you will run an Account Analysis (180 Char) Report.

Assumptions

- You must have access to the Training database on which to complete this practice.
- Where XX is referenced, you will use the number shown on the training terminal you are using.

Tasks

**Log on to the System**
- Username = ecutrnXX
- Password = ecutrnXX
- Responsibility = ECU Generic Reporting and Inquiries

2. Select parameters that are appropriate to your area, or use the example provided in the solution.
3. Submit the Report to run.
4. View the output of your Report.
Solution – Running Reports and Programs

Responsibility: ECU Generic Reporting and Inquiries

1. (N) Report Requests > Run Standard Report

2. Select the Single Request radio button

3. (B) OK

4. Select report from the LOV
   – Account Analysis – (180 Char)

5. (B) OK

6. Enter Parameters

![Parameters window]

7. (B) OK

8. (B) Schedule
   – You do not need to click this button if you do not wish to schedule your report. The system default is as soon as possible i.e. your report will run as soon as you submit it.
   – Review the different options, but select to run the Job as soon as possible.
9. (B) OK

10. (B) Options
   - You do not need to click this button if you do not change any of the options. The system default is for no print.
   - Review the different options and make any amendments. In the training environment there are not printed to print, so leave the printer as noprint and copies as 0.

11. (B) OK

12. (B) Submit

13. (B) Refresh Data until the report has a Phase of complete and a Status of normal

14. (B) View Output
• Submit a report
• Create and run a request set
• Addition Request Options: Find requests, Cancel/hold requests, Reprint requests, Change request options
Defining a Request Set

By defining request sets, you can submit the same set of requests regularly by using a single transaction. You use the Request Set window to create and edit request sets. You can also use the Request Set Wizard to create simple request sets.
Request Set Stages

Organising Requests with Stages

Request sets are divided into one or more stages which are linked to determine the sequence in which your requests are run. Each stage consists of one or more requests that you want to run in parallel (at the same time in any order). For example, in the simplest request set structure, all requests are assigned to one stage. This allows all requests to run in parallel.

To run requests in sequence, you assign requests to different stages, and then link the stages in the order you want the requests to run.

The concurrent manager allows only one stage in a request to run at a time. When one stage is complete, the next stage is submitted. A stage is not considered complete until all of the requests in the stage are complete. One advantage of using stages is the ability to run several requests in parallel and then move sequentially to the next stage. This enables you to create more versatile and efficient request sets.
Request Set

Use the Request Set window to create and edit request sets.

1. (N) Request Set.

2. You can create the Request Set manually or using the Request Set Wizard which will step you through the screens.

3. (B) Request Set Wizard.

4. Accept the default value to run your Requests Sequentially. This will create one stage for each request in the set.

5. Accept the default to Abort Processing if one of your requests ends in Error.

6. Enter the required information for your Request Set

7. Accept the default print option of As Each Request in the Set Completes

8. Select the concurrent programs that you wish to run

9. (B) Finish
Stages

The value for the Display Sequence is defaulted in sequence as you enter your stages. You may change the display order of the stages by modifying the field.

1. Enter a name for the stage.
2. Enter a Description for your stage.
3. Enter a Short Code for the stage. This code is used internally to reference the stage.
4. Function: accept the default value for this field - Standard Evaluation.
5. Use the Return Value of this Stage Affects the Set Outcome check box if you want to ensure that the request set’s completion status is equal to the completion status of this stage. **Note:** If you select this box for more than one stage, the completion status of the request set will equal the completion status of the last of these stages to run in the set.
6. Use the Allow Incompatibility box as described above, to determine if this stage is incompatible with other concurrent processing programs.
7. Click Requests to display the Stage Requests window.
Requests in a Stage

Adding Requests to a Stage

In this window you define which requests you want to include in this stage.

1. Select the program(s) you want to include in your request set. Note that the description of the request you choose and its associated application appears in the Description and Application fields.

2. Specify the number of Copies of output to print, the Style to print, the Printer to print to, and whether to save the output to an operating system file.

3. Use the Allow Stage Function to Use This Program’s Result’s check box to indicate which programs or reports should be included.

4. Click Parameters to display the Request Parameters window.
Request Parameters

The Request Parameters window lets you customise the parameter values of a specific request in a request set. The fields at the top of the Request Parameters window list general information about the current request set and the request for which you can customise the parameter values.

The multi-row portion of the window lists the parameters for that request.

How to Define Parameters for the Requests

1. The Sequence field displays the order in which each request parameter appears when you run the request in the Submit Requests window. The Prompt field is a display-only field that shows the request parameter's prompt.

2. Check the Display check box to specify that you can see a request parameter at submission time, or uncheck the check box to specify that a parameter should not be displayed at submission time.

3. Check the Modify check box to specify that you can insert or change the value for a request parameter at submission time, or uncheck the check box to specify that a parameter cannot be changed at submission time.
4. Use the Shared Parameter field to set a default value for a parameter that occurs in more than one report or program of a request set. Once you enter the same parameter label in the Shared Parameter field for each occurrence of the same parameter, the value that you assign to the first occurrence of the parameter becomes the default value for all subsequent occurrences of the parameter. The shared parameter label simply enables you to set an initial default value for all occurrences of the same parameter so you can avoid typing the same value all over again for every occurrence of the parameter.

5. Optionally enter a Default Type and Value for the parameter.

6. Save your work and close this window OR

7. Go back to the Stage Requests window to add more requests to the request set stage.

8. You can select a request more than once if you want to run the same request with different default parameter values.

9. To start a new stage, return to the Stage window and choose New Record from the File Menu.
Link Stages

Now that you have defined your stage or stages, you will need to link them in the order that you want them to run.

How to Link the Stages

1. Click the Links button on the Requests Sets window.
2. Enter the Start Stage - the first stage submitted for the request set.
3. Enter the stages you want to run following the first stage in the Success, Warning, and Error columns.
   - To ensure that a particular stage follows the preceding stage regardless of the completion status, enter the desired stage in all three columns.
   - To stop the request set if a stage ends in Error, leave the Error column blank.

Any time you do not specifically indicate which stage should follow for a completion status, the request set will exit on that completion status.

In the above example, the request set will always exit if stage 1 returns a completion status of error. The set will also exit or end after stage 2 no matter what status is returned.
Example of Assigning Request Sets

After you define a request set, it becomes your private request set. You can run it as long as you have access to a standard Submit Requests window that does not limit access to specific requests.

Other users can run the request set only if your system administrator assigns the request set to their responsibility’s request group. It is possible to have a request set in your request group that contains individual requests that are not in your request group.

• You can only edit request sets that you own.
• You can add any requests in your request group to the request set.
• You can delete any request from a request set that you own.

You will need to contact the Systems Team if you wish to share or gain access to another person’s Request Set.
Demonstration & Practice

Guided Demonstration

- Create a Request Set
- Run a Request Set
Guided Demonstration - Creating and Running a Request Set

Responsibility: ECU Generic Reporting and Inquiries

Create your Request Set

1. (N) Report Requests > Request Set.
   − Note: You can create a new request set, or amend an existing request set from this screen.

2. (B) Request Set Wizard (do not fill in any other fields).

3. (B) Next to accept the default value to run your Requests Sequentially. This will create one stage for each request in the set.

4. (B) Next to accept the default to Abort Processing if one of your requests ends in Error.

5. Enter the Required information for your Request Set.
   − Enter XX Weekly Reports as the Request Set name.
   − Select General Ledger as the Application name.
   − Enter XX Weekly Reports as the Description.

6. (B) Next.

7. (B) Next to accept the default print option of As Each Request in the Set Completes.

8. Select the concurrent program(s) that you want to run.
   − In this case we are going to select Account Analysis – (180 Char) to run three times for different flexfield parameters. For this exercise to work correctly, you must select the Account Analysis – (180 Char) Report and follow the Solutions.
   − Alternatively you could select different report i.e. Account Analysis – Payables Detail (180 Char), Account Analysis – Subledger Detail (180 Char).
9. (B) Finish.

10. (B) OK.

11. (B) Define Stages to review your three stages.
12. (B) Request for the first of the Account Analysis – (180 Char) reports

13. (B) Parameters to view the parameters.
   - Shared Parameters Column: Enter a short name description of the field, this must be manually selected.
− Type Column: Select the correct type using the LOV i.e. Constant if you want the same field to be defaulted each time you run the report.
− Value Column: Enter the parameter you require. This must be manually entered and match the exact name of the parameters.
− For your first Request Parameters set-up the Parameters as shown in the screen below.
− **Do NOT Amend any lines that default a value such as SQL Statement.**
− Flexfield From: 99999.0541.5010.SA.01.01
− Flexfield To: 99999.0541.5010.SA.06.01

14. Ctrl-S to save the request parameters.

15. Return to your Stages window and click on your second report.

16. (B) Requests

17. (B) Parameters
   − Complete the parameters as per the screen shot below. Note that you do not need to enter the Default Type and Value columns if you enter the Shared Parameters column.
   − **Do NOT Amend any lines that default a value such as SQL Statement.**
   − Flexfield From: 67000.2400.5010.SA.01.01
   − Flexfield To: 67000.2400.5010.SA.06.01
18. Ctrl-S to save the request parameters.

19. Return to your Stages window and click on your third report.

20. (B) Requests

21. (B) Parameters
   - Flexfield From: 03100.0541.0200.SA.01.01
   - Flexfield To: 03100.0541.0212.SA.06.01
22. Ctrl-S to save the request parameters.

23. Return to the Request Set window.

24. (B) Link Stages to view the default values you selected to link your stages. Notice the Start stage value and the values for Success, Warning and Error.

25. (B) Cancel after you have completed your review.


**Print your Request Set**


28. Select the Request Set radio button

29. (B) OK

30. Select your XX Weekly Reports from the LOV

31. Complete the data parameter values for the first report. The remaining parameters will default based on what you have set-up in the Request Set.
– Reminder: you will only need to select a date parameters for your report, as this was not defined during your request set stage. If you wanted the report to have the same date each time you ran it, you would set that up in the Request Set.

32. (B) OK to close the parameter window.

33. (B) Submit to submit the request.

34. (B) Refresh.

35. Three reports will be generated.

36. Click the line with the first completed Account Analysis – (180 Char) Report.

37. (B) View Output to see the report on line.
Practice - Creating and running a Request Set

Overview

In this practice you will create a Request Set and use Standard Request Submission to run the Request Set.

Assumptions

- You must have access to the Training database on which to complete this practice.
- Where XX is referenced, you will use the number shown on the training terminal you are using.

Tasks

Log on to the System
- Username = ecutrnXX
- Password = ecutrnXX
- Responsibility = ECU Generic Reporting and Inquiries

1. Create a Request Set called XX Weekly Reports. **XX should be your initials.**

2. Attach three Account Analysis – (180 Char) Reports with the same parameters except for the flexfield which should vary.
   - Hint: look in the Solutions sections for screen shots to assist you with this.
   - Note: You must follow the Solutions to this exercise closely. If you want to set up further Request Sets for different reports, following the information provided, the reports will error. If you have any queries, please contact the Oracle 11i Team for assistance.

3. Run the Request Set.

4. View the Output of the Reports to ensure that they match the parameters you input.
Solution – Creating and running a Request Set

Responsibility: ECU Generic Reporting and Inquiries

Create your Request Set

1. (N) Report Requests > Request Set.
   - Note: You can create a new request set, or amend an existing request set from this screen.

2. (B) Request Set Wizard (do not fill in any other fields).

3. (B) Next to accept the default value to run your Requests Sequentially. This will create one stage for each request in the set.

4. (B) Next to accept the default to Abort Processing if one of your requests ends in Error.

5. Enter the Required information for your Request Set.
   - Enter XX Weekly Reports as the Request Set name.
   - Select General Ledger as the Application name.
   - Enter XX Weekly Reports as the Description.

6. (B) Next.

7. (B) Next to accept the default print option of As Each Request in the Set Completes.

8. Select the concurrent program(s) that you want to run.
   - In this case we are going to select Account Analysis – (180 Char) to run three times for different flexfield parameters. For this exercise to work correctly, you must select the Account Analysis – (180 Char) Report and follow the Solutions.
   - Alternatively you could select different report i.e. Account Analysis – Payables Detail (180 Char), Account Analysis – Subledger Detail (180 Char).
9. (B) Finish.

10. (B) OK.

11. (B) Define Stages to review your three stages.
12. (B) Request for the first of the Account Analysis – (180 Char) reports

13. (B) Parameters to view the parameters.
   - Shared Parameters Column: Enter a short name description of the field, this must be manually selected.
- Type Column: Select the correct type using the LOV i.e. Constant if you want the same field to be defaulted each time you run the report.
- Value Column: Enter the parameter you require. This must be manually entered and match the exact name of the parameters.
- For your first Request Parameters set-up the Parameters as shown in the screen below.
- **Do NOT Amend any lines that default a value such as SQL Statement.**
- Flexfield From: 99999.0541.5010.SA.01.01
- Flexfield To: 99999.0541.5010.SA.06.01

14. Ctrl-S to save the request parameters.

15. Return to your Stages window and click on your second report.

16. (B) Requests

17. (B) Parameters
   - Complete the parameters as per the screen shot below. Note that you do not need to enter the Default Type and Value columns if you enter the Shared Parameters column.
   - **Do NOT Amend any lines that default a value such as SQL Statement.**
   - Flexfield From: 67000.2400.5010.SA.01.01
   - Flexfield To: 67000.2400.5010.SA.06.01
18. Ctrl-S to save the request parameters.

19. Return to your Stages window and click on your third report.

20. (B) Requests

21. (B) Parameters
   - Flexfield From: 03100.0541.0200.SA.01.01
   - Flexfield To: 03100.0541.0212.SA.06.01
22. Ctrl-S to save the request parameters.

23. Return to the Request Set window.

24. (B) Link Stages to view the default values you selected to link your stages. Notice the Start stage value and the values for Success, Warning and Error.

25. (B) Cancel after you have completed your review.


**Print your Request Set**


28. Select the Request Set radio button

29. (B) OK

30. Select your XX Weekly Reports from the LOV

31. Complete the data parameter values for the first report. The remaining parameters will default based on what you have set-up in the Request Set.
– Reminder: you will only need to select a date parameters for your report, as this was not defined during your request set stage. If you wanted the report to have the same date each time you ran it, you would set that up in the Request Set.

32. (B) OK to close the parameter window.

33. (B) Submit to submit the request.

34. (B) Refresh.

35. Three reports will be generated.

36. Click the line with the first completed Account Analysis – (180 Char) Report.

37. (B) View Output to see the report on line.
Agenda

- Submit a report
- Create and run a request set
- Addition Request Options: Find requests, Cancel/hold requests, Reprint requests, Change request options
Finding Requests

Since all reports, programs, and request sets are run as concurrent requests in Oracle Applications, you can navigate to the Request window to view the progress and output of all your concurrent requests, and you can change aspects of a request’s processing options. You can use the Request window (summary and detail) to view a list of all the submitted concurrent requests, check whether your request has run, change aspects of a request's processing options, diagnose errors, or find the position of your request in the queues of available concurrent managers.

How to Use the Request Window

2. Use the Find Requests window to specify the types of requests you want to see.
   - Completed requests
   - Requests in progress
   - All of your requests
- Specific Request - use the find criteria fields as you would for any other find window to specify as many or as few details as you need to locate the desired request information.

3. Enter specific criteria in the Find window that appears, or click Find to display all of your requests that you have submitted.

4. Use the Order By poplist to specify the order in which you want your requests displayed.
Performing Concurrent Processing Tasks

You can click various buttons in this window to perform tasks relating to concurrent processing.

- **Refresh Data button**: The Requests window will not automatically refresh in order to display updated progress of your request. Use this button to requery the lines in the request table.

- **Find Requests button**: Displays the Find Request window to perform a search for additional requests.

- **Submit a New Request button**: Displays the Submit Requests window to submit a new request to the concurrent manager.

- **Hold Request and Cancel Request buttons**: These buttons illuminate if the concurrent manager has not already begun running the program. You can Hold or Cancel a request by using these buttons. If the request is already running the Cancel button will terminate the request.

- **View Details button**: Displays the Details window to view detailed information about your request, for example, submission dates, scheduling and other information. If a
request has not already run, you can change selected fields so that the updated
information will affect your request when it is run by the concurrent manager.

- **Diagnostics button**: Displays diagnostic information about your request such as when it
  ran and if it completed successfully.

- **View Output button**: Displays an online format of your report. **Note**: Reports that
  produce an output other than a text file (for example HTML or PDF) are displayed in a
  browser. If you set the profile option VIEWER: TEXT to Browser, your text files are also
  displayed in a browser as opposed to the Report Viewer. VIEWER: TEXT may also be
  set to display your output in a text editor such as Microsoft Word, or in a spreadsheet
  such as Microsoft Excel.

- **View Log button**: Displays information about the request regarding arguments used and
  other technical information.

- Screen colors help you identify the status of the request.
  - Green: Pending, running or scheduled requests
  - Yellow: Completed requests with a status of Warning
  - Red: Requests that complete with a status of Error
Four Phases of a Concurrent Request

The Concurrent Requests Summary window displays a phase and status summary for each concurrent request listed in the window.

A concurrent request has a life cycle consisting of the following phases:

- Pending: The request is waiting to be run.
- Running: The request is running.
- Completed: The request has finished execution.
- Inactive: The request cannot yet be run.

During each phase, a concurrent request has a specific condition or status. The table lists each phase/status combination and describes its meaning in relation to a request.

Pending Phase

A program in the Pending phase can be in one of four statuses:

- Normal: The program is waiting for an available manager.
- Waiting: A child program is waiting for a parent to mark it ready to run.
• Standby: A program is waiting for another incompatible program in the same logical database to complete.
• Scheduled: A program’s scheduled start time has not yet elapsed.

**Running Phase**
A program in the Running phase can be in one of four statuses:
• Normal: Program is in progress.
• Paused: A parent program is waiting for one or more child programs to complete.
• Resuming: A parent program is continuing after the completion of one or more child programs.
• Terminating: The program is being terminated.

**Completed Phase**
A program in the Completed phase can be in one of five statuses:
• Normal: Program completed successfully.
• Warning: Program completed successfully but with warning messages.
• Error: Program failed to complete successfully.
• Terminated: A running program was terminated.
• Canceled: A pending or inactive program was canceled before it started.

**Inactive Phase**
A program in the Inactive phase can be in one of three statuses:
• Disabled: The requested program has not been enabled for execution.
• On Hold: The requested program has been placed on hold.
• No Manager: There is no manager defined to run this type of request.
Canceling or Holding a Request

2. (B) Specific Request option and enter the Request ID or other appropriate search criteria or select another appropriate option.
3. (B) Find.
4. With the cursor on the request you want click (B) CANCEL, then (B) OK
   - If the request’s phase is Pending or Inactive the request is canceled
   - If the request’s phase is Running the request is terminated
   - If you cancel a Request Set all requests in the set are automatically canceled
5. With the cursor on the request you want (B) HOLD.
6. (M) Save.
Reprint

Reprinting a Report That Has Already Been Run
1. Navigate to the View Requests window.
2. Query your request so that it is displayed as a record in the Requests window.
3. Select the specific request that you want to reprint.
4. To reprint a report, select Tools > Reprint/Republish from the menu.
5. Enter your printer and the number of copies you require.
6. (B) Apply.
7. (B) OK.
Changing Request Options

If your request or request set has not started running, you can change how your request or request set runs and prints its output by using the Requests window.

**How to Change the Request Options of a Request or Request Set**

2. (B) Find to search for your request or request set ID.
3. (B) View Details - if your report is Pending or Scheduled
   - Change the start date and time for your request or request set.
   - Change the printer
   - Change the number of copies you want to print,
   - Change whether Oracle Application saves your report output
   - A System Administrator can change the Priority
In this lesson you should have learned how to:

- Submit a report
- Create and run a request set
- Find requests
- Cancel/hold requests
- Reprint requests
- Change request options
Objectives

After completing this lesson, you should be able to do the following:

- Get Started
- Use the Report Centre
- Use the Analysis Wizard
Overview

Applications Desktop Integrator (ADI) is an extension to Oracle Applications that offers full cycle accounting within the familiarity of a spreadsheet.

ADI Elements

Report Wizard:

• Using a spreadsheet, access General Ledger's Financial Statement Generator (FSG). Take advantage of FSG's reusable and interchangeable report objects, server-based processing for high performance, and report scheduling.

Analysis Wizard:

• Select amounts from a spreadsheet report and drill into the underlying financial information. The complete range of accounts supporting an account balance are available; summary balances, detail balances, journal lines, and subledger detail. Use drag and drop to pivot accounting dimensions and reorganize financial data to analyze "what if" and "what happened" analysis of both summary and detail financial information.

Request Center:

• Submit, monitor, and publish any Standard (Fixed Format), Standard (Variable Format) or Financial (FSG) report. Publish the output to a spreadsheet, the Web, or directly to the database, while also applying custom formatting such as colors, fonts, and a corporate logo. Format reports using themes that can be reused. Monitor any concurrent request submitted by any Oracle Application against any database.
**Note:** This training material is a brief overview of ADI within the new Oracle 11i system. A more indepth training manual will be produced by the MSC Report Team and will be rolled out during 2006.
Agenda

- Getting Started
- Request Centre
- Analysis Wizard
Getting Started

When starting the Applications Desktop Integrator (ADI), the ADI Toolbar appears. Before signing on, you have access to any functionality that does not require connection to a database, such as report worksheets.

**ADI Toolbar**

- **Signon:** Sign on to Applications Desktop Integrator (ADI) with your user name, password, and responsibility as per Oracle 11i.
- **Applications:** Access applications such as Request Center, Oracle Applications, or Excel.
- **Options:** Access general ADI options or options specific to General Ledger, Request Center, and Language.
- **Close**
- **Minimize**
- **Help**
- **Tip Wizard**
Tip Wizard:
• Set Tip Wizard Options, display the Tip Wizard greeting, or disable the Tip Wizard.

Help:
• Launch Oracle Applications Help.

Minimize:
• Minimize the ADI toolbar.

Close:
• Close Applications Desktop Integrator (ADI).

Access ADI's functions from the toolbar buttons or from the keyboard using keyboard shortcuts or "hot keys". For a list of hot keys, see the Applications Desktop Integrator User Guide. Depending on security rules and your responsibility defined by your system administrator, you may not have access to all the toolbar functionality.
Signing On to ADI

Applications Desktop Integrator (ADI) uses the same username and password security as the application you are accessing. ADI validates profile options, set by the System Administrator, to determine which features of ADI can be accessed and what functions can be performed by a user.

1. (I) Signon
2. Enter your Username and password are as per your Oracle 11i username and password
3. Select the FINTRN1 Database. This will change when you login to Oracle 11i production.
4. You will then receive a message that ADI is processing your request to logon.

You can change the orientation of the ADI Toolbar
1. (I) Options
2. Toolbar
3. Switch Orientation
You can customise your Applications Desktop Integrator (ADI) Toolbar to:

- Create shortcuts to programs and processes external to ADI
- Arrange and group the icons displayed on the toolbar

**Toolbar Options**

**Reset Icons:**
- Reset the Applications Desktop Integrator (ADI) toolbar to the default ADI toolbar icons.

**Add Icons Tab:**
- Define custom toolbar buttons to launch programs and processes external to ADI. For each custom icon you choose to display on the toolbar, you must specify:
  - Description: A name for the button.
  - Command Line: The path and name of the program you want to associate with the toolbar button. This is the program that launches when you choose the button.
  - Working Directory: The pathname to the program executable.

**Move Icons Tab:**
- Use this tab to move icons to and from the ADI toolbar. You can group and arrange icons on the toolbar.
  - Available Icons window: Lists the icons you can place on the toolbar. Click on the + sign to see the contents of poplists related to icons on the main toolbar.
  - Toolbar Icons window: Lists the icons as they appear on the toolbar.
  - Use the separator button to create groups of icons on the main toolbar to reflect your style of working with ADI.
Ledger Options

Report Definition Options:

- Choose settings to define new reports, or to copy report objects in the Report Definition tab. Use the Report Wizard to define report objects which are row sets, column sets, content sets, and row order.

Defaults:

- Specify the following default values:
  - Rows: Number of rows to use for new report worksheets.
  - Columns: Number of columns to use for new report worksheets.
  - Column Width: Width to use for each column definition.
  - Line Item Width: Width of the report area where the row labels appear.
  - Format: Format mask to use for amounts in the report.
  - Factor: The factor (Billions, Millions, Thousands, Units, or Percentiles) to use for displaying numeric values.

Indicators:

- The colors used to display the Account Assignments, Calculations, and Exception report indicators on your report worksheet. The report indicators are the small symbols that appear to the left of your row definitions or above your column definitions. They indicate...
the number of account ranges assigned to a row or column, as well as whether there are calculations defined or column exceptions applied.

Copy Options:
- When you use the Report Wizard, the following options determine whether the copy check boxes are checked or unchecked in the wizard windows:
  - Make Copy Default: Select Yes and the copy check boxes are checked whenever you create new report objects or define a new report as you are guided through the wizard windows.

Enforcement Level:
- Determine ADI prompt messages as you move through the wizard windows.

Prompt:
- ADI displays a message asking if you want to make a copy or use the original report or report object as you are guided through the Report Wizard.

Do Not Prompt:
- ADI does not display a message.

Enforce Default:
- ADI enforces the setting you select in the Make Copy Default field.

Note: These options are overridden if the ADI security related profile options are defined in General Ledger.
Ledger Options

Report Analysis Options

✓ Drill Options
✓ Environment Options

Ledger Options

Report Analysis Options: Set options to help you drill down on financial reports in the Report Analysis tab. If you change these settings, the change only apply to new drill that you initiate.

Drill Options Region: Select from the following:

- Display Segment Values: Check the Grouped check box to have your account segments displayed together as one value. Select the Individually check box to have your account segments displayed separately.
- Minimum Width Amount: Enter the minimum column width used for the amount columns in your drill windows.
- Include Descriptions: Mark the appropriate check box to display account descriptions in your drill window for your account segments. Including descriptions can adversely affect the performance of your drilldowns. Include only descriptions for critical account segments.
- Show:
  - Account Type: Automatically show the account type when you drill down to detail accounts.
  - Suppress Zero Balances: Choose this option if you do no want zero balance amounts to be displayed in your drill windows.
  - Show Outline Indicators: Choose this option to display expand/collapse indicators in your drill windows.
- Show Totals: Automatically included totals for the rows and columns in your drill windows.

Environment Options Region: Choose from the following:

- Double Click Drill Enabled: Mark this check box to enable drilldown by choosing an amount from one of the displayed drill windows.
- Hide Windows When Navigating: Mark this check box to close the active drill window when you drill up to the previous or down to the next drill window.
- Maximum Active Drills: Enter a number for the maximum number of drill context windows you can have active at one time.

Note: Open drill windows consume system resources. If you have too many drill windows open, you can impair the performance of your system.
Demonstration & Practice

- Logon to ADI

Guided Demonstration & Practice
Guided Demonstration – Log on to ADI

Start > Programs > Oracle ADI > Application Desktop Integrator

1. (I) Signon by clicking the Signon button (the hand).

2. You will be prompted to enter your Username and Password. These will be the same as your Oracle 11i logon.

3. Click to Green Tickbox

4. ADI will then connect to the data base

5. Your ADI toolbar will now change to include a TopHat.

6. Navigate to the Request Center.
Practice – Log on to ADI

Overview

In this practice, you will:-

− Signon to ADI

Assumptions

• You must have access to the Training database on which to complete this practice.

• Where XX is referenced, you will use the number shown on the training terminal you are using.

Tasks

Log on to the System

− Username = ecutrnXX
− Password = ecutrnXX
− Responsibility = FINTRN1

1. Signon to ADI using the information above.
Solution – Log on to ADI

Start > Programs > Oracle ADI > Application Desktop Integrator

1. (I) Signon by clicking the Signon button (the hand).

2. You will be prompted to enter your Username and Password. These will be the same as your Oracle 11i logon.

3. Click to Green Tickbox

4. ADI will then connect to the data base

6. Your ADI toolbar will now change to include a TopHat.

7. Navigate to the Request Center.
Agenda

- Getting Started
- Request Centre
- Analysis Wizard
The Request Center provides a central location for submitting, publishing, and monitoring reports and concurrent programs for any Oracle Application. Some of the benefits of Request Center include:

- Publishing reports automatically to a web page or spreadsheet
- Using themes to format reports
- Formatting at the cell level
- Monitoring any concurrent request submitted from any Oracle Application across multiple databases
Request Center Icons and Tabs

From the Request Center toolbar, you can access all of the Request Center features for submitting, monitoring, and publishing your reports.

**Instructor Note:**
The following highlighted buttons are the most commonly used buttons within ADI.

1. **Submit Report:** Submit standard or FSG reports to be run on your server.
2. **Show Request Details:** Show submission details, such as phase, status, and request date, for a selected request.
3. **Cancel Request:** Cancel a concurrent request.
4. **View Output/Log:** Download the report output or log file of a selected request and view it in the default output viewer.
5. **Format Report:** Set the formatting options for your report output. You can select from predefined report themes or define your own.
6. **Publish Output:** Download and publish the report output of a selected request to a web page, Microsoft Excel worksheet, text viewer, or into the database.
7. Publish Report and Request Sets: Download and publish report sets generated by Oracle Applications. You can assign publishing options to all the reports in your set and save these options to use again.


9. Print Output/Log: Download a report output or log file and print it to a local or network printer.

10. Monitor Request: Select a request to monitor. The request is added to the Pending or Completed tab in the Request Center window.

11. Add Request to Hotlist: Place a completed request in a special hotlist holding area so you can review it later. Deleting requests from the Completed tab does not affect entries in the hotlist.

12. Stop Monitoring: Remove a selected request from either the Pending, Completed, or Hotlist tabs of the Request Center window.

13. Stop Monitoring ALL Requests: Remove all requests from the Pending, Completed, or Hotlist tabs of the Request Center window.

14. Signon: Sign on to an Oracle Applications database. You must sign on before you can monitor requests for a specific database. All databases to which you are signed on are shown in the Databases tab of the Request Center window.

15. Disconnect: Disconnect from the selected Oracle Applications database.

16. Change Responsibility: Select a different responsibility than the one you have signed on to.

17. ADI: Start ADI, if it is installed on your PC.

18. Oracle Applications: Start Oracle Applications. When you click this button, you will be asked to select an applications database. If you select the same database that you are using for your Request Center session, you will not have to enter your username and password in Oracle Applications.

19. Options: Set the Request Center options.

20. Help: Access the Request Center online Help features.

21. Minimize: Minimize the Request Center window.

22. Exit: Close and exit the Request Center.

23. Pending Request Indicator: Indicates that a request is currently pending.
Request Center Tabs

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

- Pending
- Completed
- Hotlist
- Databases

Pending:
- Displays all pending requests. You can add a pending request to the pending list by clicking the Monitor Request icon from the Request Center toolbar.

Completed:
- Displays all completed requests. You can add a completed request to the completed list by clicking the Monitor Request icon from the Request Center toolbar.

Hotlist:
- Displays any completed requests that you have added to the hotlist by clicking the Add Request to Hotlist icon from the Request Center toolbar.

Databases:
- Displays all Oracle Applications databases that you have defined. This tab also indicates whether you are connected to the database and shows how many requests related to the database are Complete, Pending, and Hotlisted.

Note: The Hotlist can be used to store completed reports that you would like to view at a later time. You do not need to republish these reports if the information does not change. For example, a Chart of Account Listing report is a long report to run. If you do not add new accounts to your chart of accounts very often, you may not need to resubmit the report.
Selecting a Report Type

When you click the Submit icon in the Request Center toolbar, you open the Report Submission and Publishing window. You can submit the following types of reports from the Request Center toolbar:

- **Standard (Fixed Format):** Submit any of the standard reports that are available in Oracle Applications, if they are available to your responsibility.
- **Standard (Variable Format):** This functionality is not currently used by ECU.
- **Financial Statement:** Submit any financial statement report (FSG) that have been defined, if your responsibility enables you to access the reports. Note: Financial reports (FSGs) are used only in Oracle General Ledger.

**Note:** Some reports do not contain a list of values to enter parameters. Therefore, you need to enter the parameters manually.
Selecting Publishing Options

You can publish report outputs manually or automatically. The following types of report outputs are available:

- Web Page
- Spreadsheet
- Text

Publish Report:
- Check the Publish Report check box to have ADI automatically publish your report.

Prompt:
- Check the Prompt check box to have the system ask you before it publishes the report. If you do not select Publish Report, you can publish your report later by clicking the Publish Output icon on the Request Center toolbar.

Output Type:
- Select how you want to publish your report output.

Themes:
- Select a theme to apply formatting to your report. (Themes are covered later in the lesson).

Options region:
- Select options based on the output type that you have selected.
Additional Publishing Options

Spreadsheet Output Type

- **Spreadsheet Options:**
  - New Workbook
  - Current Workbook
  - Apply Formatting

- **Text Output Options:**
  - Publish To
  - Launch Viewer

Publishing a Report to Text

- Set the following options if you select Text as your output type:
  - Publish To: Enter a path and filename for the text file that the Request Center will create. Optionally, click the Find button to locate the directory you want.
  - Launch Viewer: Select this option to enable Request Center to start your specified output viewer, download the report, and display it.
Submission and Publishing Options

Select publishing options, including the following:

- Submission Options
  - Date
  - Time
- Publishing Options
  - Local Printer
  - Server Printer
  - Number of Copies

Submission and Publishing Options

When you submit a report for processing, you can set the Oracle Applications Request Submission options, including scheduling the report to be processed at a specific time on a specific date. You can also choose to print your report to a local or network printer, and you can specify the number of copies to print.
Publishing a Financial Report

You can publish the report now or at a later time if you select the Prompt option.

Selecting the Prompt option enables a decision window to appear in the Report Submission and Publishing window after the report is done.

Viewing a Financial Report Published to a Spreadsheet

After you publish a financial report to a spreadsheet, you can save it as a file to send as an attachment. To view additional details, you can either publish your report with a content set or use the Analysis Wizard feature of ADI.
ECU reports are published with a standard theme. If you require a change to the theme or a new theme constructed, please contact the MSC Reporting Team for them to create and distribute.

Applying a Report Theme

- When you submit the report from the Report Submission and Publishing window or publish a report by using the Request Center Publish Output button, enter the path and name of the theme that you want to use in the Apply Theme field. A theme can be applied to any report published to the Web or a spreadsheet.
Setting Request Center Options

You can set the following Request Center options:

- **Update Every**
  - The interval, in seconds, that the Request Center waits between queries while monitoring requests.

- **Query Last**
  - The number of requests that are retrieved in the Select Request to Monitor window when you click the Query button. (This can be changed when monitoring.)

- **Flash Notification**
  - The number of times the title bar flashes when a request completes.

- **Display**
  - The Oracle Applications requests that are monitored by selecting the application name from the drop-down list.

- **Sounds**
  - The audible alert when a request finishes processing.

- **Output Viewer**
  - The program that you want to use to view report output or request logs.

- **Print Settings**
  - The default font used when printing reports to a local printer.
Language Options:

• The language used in windows, menus, and tool tips.
Demonstration & Practice

- Publish an ADI Report to a Spreadsheet
- Publish an ADI Report to the Web

Guided Demonstration & Practice
Guided Demonstration - ADI Publish a Report to a Spreadsheet

Select the Report

1. Launch ADI
2. Logon to ADI using the Sign on Icon from the ADI toolbar.
3. Select the Request Center on the task bar at the bottom of your screen.
4. Select the Submit Request icon on the Request Center toolbar.
5. In the Report Type region, select Standard (Fixed Format).
6. In the Existing Report field, select the Account Analysis – (180 Char) report from the list of values.
7. Put your cursor in the parameters area and select the parameters as per the screen shot below.

8. Click the Publishing button.

Select Publishing Options

9. Accept the default Generic/Apps theme shown in the following screenshot:
10. Click the Options button. Accept the defaults.

11. Click the green check mark to submit the report.

12. Click the OK button to acknowledge the submission of the report.

13. Your request will be in the Pending tab in the Request Center window. When the Request Center prompt appears, click Yes.

14. Select the green checkmark in the Request Center Message box that appears.
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<th>Batch Name</th>
<th>JE Name</th>
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Account Analysis Report

Your AB Name

Currency: AUD

Accounts From: 00000, 0000.5010.00.00.00

To: 99999, 9999.5010.21.99.99

Balance Type: Actual

Period: 36-06
Practice - ADI Publish a Report to a Spreadsheet

Overview

In this practice, you will:-
  − run an ADI report
  − publish it to a spreadsheet.

Assumptions

• You must have access to the Training database on which to complete this practice.

• Where XX is referenced, you will use the number shown on the training terminal you are using.

Tasks

Log on to the System
  − Username = ecutrnXX
  − Password = ecutrnXX
  − Responsibility = ECU Generic Reporting and Inquiries

1. Run an Account Analysis – (180 Char) report.

2. Select parameters to fit your business needs.
  − Hint: Refer to the solutions to this practice for parameters of this report.
  − Also refer to the previous chapter (Standard Reports) for a description and parameters options for all reports that are available in Oracle 11i.

3. Publish the report to a spreadsheet.
Solution – ADI Publish a Report to a Spreadsheet

Select the Report

1. Launch ADI
2. Logon to ADI using the Sign on Icon from the ADI toolbar.
3. Select the Request Center on the task bar at the bottom of your screen.
4. Select the Submit Request icon on the Request Center toolbar.
5. In the Report Type region, select Standard (Fixed Format).
6. In the Existing Report field, select the Account Analysis – (180 Char) report from the list of values.
7. Put your cursor in the parameters area and select the parameters as per the screen shot below.

8. Click the Publishing button.

Select Publishing Options

9. Accept the default Generic/Apps theme shown in the following screenshot:
10. Click the Options button. Accept the defaults.

11. Click the green check mark to submit the report.

12. Click the OK button to acknowledge the submission of the report.

13. Your request will be in the Pending tab in the Request Center window. When the Request Center prompt appears, click Yes.

14. Select the green checkmark in the Request Center Message box that appears.
### Account Analysis Report

**Source:** AEU

**Currency:** iRD

**Accounts From:** 080000, 090010.00.00.00

**To:** 090009, 090010.11.09.00

**Balance Type:** Actual

**Period:** 3ec-06

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</table>

**Beginning Balance:** 208,014.10 DR

**Ending Balance:** 209,459.10 DR
Agenda

- Getting Started
- Request Centre
- Analysis Wizard
Overview of Analysis Wizard

The Analysis Wizard provides advanced spreadsheet report drilldown. Its multidimensional capabilities enhance traditional report drilldown by enabling you to detect trends in your data during drilldown.

Analysis Wizard Features

- You can use the advanced spreadsheet drilldown
- You can change dimensions to create new reports instantaneously
- You can export drilldown windows to Microsoft Excel

Note: Before you can use Analysis Wizard, you must use Request Center to publish a financial report to a Microsoft Excel spreadsheet.
How to Start Analysis Wizard

The Context window includes the following five buttons:

- View/Filter
- Show Summary Accounts
- Show Detail Accounts
- Drill Options
- Data Source

How to Start Analysis Wizard

View/Filter:
- View all of the effective account ranges associated with the amount in the Context window.

Show Summary Accounts:
- Drill down to the summary accounts and amounts if summary account ranges have been defined in the Context window.

Show Detail Accounts:
- Drill down to the detail accounts and amounts if detail account ranges have been defined in the Context window. This button shows the most information.

Drill Options:
- Change the drill options.

Data Source:
- Open the Drill Source window to view reference information such as the GL database, application, workbook name, worksheet name, and worksheet cell.
From the Analysis Wizard toolbar, you can access all the features of Analysis Wizard for drilling down to detail accounts and balances.

Icon Name and Description
1. Window: Navigate to an open drilldown window
2. Export to Excel: Export the highlighted balance information to a Microsoft Excel worksheet.
3. Export to Clipboard: Export the highlighted balance information to the Windows clipboard.
4. Print: Print the currently active drill window. Analysis Wizard displays a print preview window first. From the preview window, you can set your print options and change the width of individual drill window columns.
5. Help: Access the online Help features of Analysis Wizard.
6. Minimize: Minimize the toolbar.
Analysis Wizard Drilldown Flows

The diagram in the slide depicts graphically the drilldown flows that are possible with Analysis Wizard.

Note:

- The Show Summary Accounts button is only available when summary accounts are defined for the context amount. This functionality is not used by ECU.
- The Show Detail Accounts button is only available when detail account ranges are defined for the context amount.
- Drill to complete views of any underlying Oracle subledger transactions for further accounting entry analysis, including transactions from Receivables, Payables, Projects, Assets (except Depreciation), Purchasing, Inventory, and Work in Process.
- During the drill down process, you can view your accounting entries in a T-Account format or a Summary Activity format.
- The T-Account format provides a graphical display of your accounting entry in T-Accounts for both summary and detail financial information.
- The Summary Activity format displays your accounting entries in a trial balance layout.
Using Dimensions and Display Options

You can use the online analytical processing (OLAP) capabilities of Analysis Wizard to pivot your report dimensions, your individual account segments, in real time. This enables you to work through various scenarios, rather than writing several custom reports. Analysis Wizard creates a matrix showing the detailed accounts by period. The matrix has three dimensions: page, row, and column.

Note: The row dimension values are the flexfield segment values, and the column dimension values are time.
Applications Desktop Integrator (ADI) creates a new worksheet using the account combinations, periods, and balances from the drilldown window.
Setting Up Analysis Wizard

Display Segment Values:
- Select Grouped to have your account segments displayed as one value, or Individually to perform multidimensional analysis of your drill-down data.

Account Type:
- Select this option to automatically show the account type when you drill down to detail accounts.

Zero Balances:
- Select this option if you do not want zero balance amounts to be displayed in your drill windows.

Outline Indicators:
- Select this option displays expand or collapse indicators in your drill windows.

Totals:
- This option includes totals for rows and columns in your drill windows.

Include Descriptions for:
- This options displays descriptions for your account balancing segment, cost center segment, and natural account segment.

Minimum Amount Width:
- Use this field to select the minimum column width to use.

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Double Click Drill Enabled:
- Select this option to drill down by double-clicking an amount from one of the displayed drill windows, or drill down on amounts from your spreadsheet-published report output without having to select the Analysis Wizard icon.

Hide Windows When Navigating:
- Select this option to close the active drill window when you drill up to the previous or down to next drill window.

Maximum Active Drills:
- Use this field to select a maximum number of drill context windows you can have active at one time.

Note: Each open drill window consumes system resources. Use the Maximum Active Drills option to prevent accidental overload of your PC.
Demonstration & Practice

Guided Demonstration & Practice

- Analyse your Report
Practice - Drill Down and Move Dimensions

Overview

In this practice, you will:-
- run an ADI Financial Report
- publish it to a spreadsheet
- Analyse the Report

Assumptions

- You must have access to the Training database on which to complete this practice.
- Where XX is referenced, you will use the number shown on the training terminal you are using.

Tasks

Log on to the System
- Username = ecutrnXX
- Password = ecutrnXX
- Responsibility = ECU Generic Reporting and Inquiries

1. Run a Financial Statement.
   - You must select an existing report and period.

2. Publish the report to a spreadsheet.

3. Drilldown to the figures underlying the report.
(N) Request Center > Report Output

1. Navigate to the Request Center.

2. Create a Financial Statement.
   - Note: Do not select a content set or a segment override and this will return all values.

3. Select the Publishing button and select Spreadsheet as the Output Type.

4. Select OK.

5. When your request is complete, your spreadsheet should launch. If not, go to the Request Center and select the completed tab. Highlight your report and select the Publish button.

6. Select one of the amounts on the spreadsheet.

7. Select the General Ledger button from the ADI toolbar and select Analyze Report or double-click on the amount to launch Analysis Wizard.

   The Analysis Wizard toolbar and Context window appear. The Context window displays information about the amount on which you have chosen to drill down.

8. Review the five buttons in the Context window:
   - View/Filter: Choose this button to see all the effective ranges associated with the amount in the Context window.
   - Show Summary Accounts: This functionality is not used by Oracle 11i.
   - Show Detail Accounts: Select this button to drill down to see the detail accounts and amounts if detail account ranges have been defined in the Context window.
   - Drill Options: Chose this button to change the options for the current drill.
– Data Source: Choose this button to open the Drill Source window, which shows reference information pertaining to the amount in the Context window such as GL database, application, workbook mane, worksheet name, and worksheet cell.

9. Select the Show Detail Accounts button. The Detail Balances window opens.

10. Select a detail balance. Select the Show Journal Details button.

11. From the drilldown window, select one of the relocatable grey heading boxes from the row headings, column headings, or page areas.

12. Drag the heading box to a new location in one of the three areas, then drop it.

13. The Analysis Wizard rearranges the displayed data as needed to give you a different view for analysis.

Drilling Down to Subledger Details

14. From the Detail Accounts window, select a detail balance and select Show Journal Details button. The Journal Details window appears.

15. Select a journal entry and select the Show Subledger Details button. The Subledger Details window appears. You can see detail for transactions that originated from the Oracle subledger.
**Guided Demonstration - Drill Down and Move Dimensions**

(N) Request Center > Report Output

1. Navigate to the Request Center.

2. Create a Financial Statement.
   - Note: Do not select a content set or a segment override and this will return all values.

3. Select the Publishing button and select Spreadsheet as the Output Type.

4. Select OK.

5. When your request is complete, your spreadsheet should launch. If not, go to the Request Center and select the completed tab. Highlight your report and select the Publish button.

6. Select one of the amounts on the spreadsheet.

7. Select the General Ledger button from the ADI toolbar and select Analyze Report or double-click on the amount to launch Analysis Wizard.

The Analysis Wizard toolbar and Context window appear. The Context window displays information about the amount on which you have chosen to drill down.

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   - Show Summary Accounts: This functionality is not used by Oracle 11i.
   - Show Detail Accounts: Select this button to drill down to see the detail accounts and amounts if detail account ranges have been defined in the Context window.
   - Drill Options: Chose this button to change the options for the current drill.

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9. Select the Show Detail Accounts button.
   The Detail Balances window opens.

10. Select a detail balance. Select the Show Journal Details button.

11. From the drilldown window, select one of the relocatable grey heading boxes from the row headings, column headings, or page areas.

12. Drag the heading box to a new location in one of the three areas, then drop it. Alternatively, select the right mouse button, then select the desired pivot action from the menu. You can choose Move to Page, Move to Column, or Move to Row.

13. The Analysis Wizard rearranges the displayed data as needed to give you a different view for analysis.

**Drilling Down to Subledger Details**

14. From the Detail Accounts window, select a detail balance and select Show Journal Details button. The Journal Details window appears.

15. Select a journal entry and select the Show Subledger Details button. The Subledger Details window appears. You can see detail for transactions that originated from the Oracle subledger.
After completing this lesson, you should be able to do the following:

- Get Started
- Using Report Centre
- Using Analysis Wizard
Objectives

After completing this lesson, you should be able to:

- Logon to Discoverer
- Run a Discoverer Report
- View a Discoverer Report
Discoverer: Logon

Oracle Discoverer
1. Start > Programs > Oracle Discoverer 4 > Desktop Edition
2. You will be asked to Connect to Oracle Discoverer.
3. Enter your Username and Password as per your Oracle 11i information. The connect string will be FINPROD
4. (B) Connect
5. You will be prompted to choose your responsibility. Most end users will only have one responsibility.
6. (B) OK
**Oracle Discoverer**

When customised Oracle reports have been written they will be distributed by Oracle Discoverer. These reports will be written on an ad hoc basis over the coming months.

1. You need to select the icon to Open an Existing Workbook. Only Faculty Accountants and selected MSC staff will be able to create customised Discoverer reports. The training for this function will be rolled out by MSC Reporting in March 2006.
2. You will then be prompted to select Report location. In all cases the report will be located on the Database, so you need to select the icon for Database.
3. You will be shown a list of workbooks to open. These workbooks have been created and are only available to certain users, so the screen shot above may vary depending on your role.
4. Select the report you wish to run.
5. (B) Open
Oracle Discoverer

1. If you are required to complete any parameters i.e. date, journal number etc, you will be prompted to complete this information from the drop down lists.

2. The report will then run and produce output as per the above.

3. You are then able to export the report to excel, print the report or re-run the report with different parameters.