

11*i* Implement and Use General Ledger

Student Guide

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Preface

Profile

Prerequisites

- R11i Navigating Oracle Applications

How This Course Is Organized

This course is an instructor-led course featuring lecture and hands-on exercises. Online demonstrations and written practice sessions reinforce the concepts and skills introduced.

Related Publications

Oracle Publications

Additional Publications

- System release bulletins
- Installation and user's guides
- read.me files
- Oracle Magazine

Typographic Conventions

Typographic Conventions in Text

Convention	Element	Example
Bold italic	Glossary term (if there is a glossary)	The <i>algorithm</i> inserts the new key.
Caps and lowercase	Buttons, check boxes, triggers, windows	Click the Executable button. Select the Can't Delete Card check box. Assign a When-Validate-Item trigger to the ORD block. Open the Master Schedule window.
Courier new, case sensitive (default is lowercase)	Code output, directory names, filenames, passwords, pathnames, URLs, user input, usernames	Code output: <code>debug.set ('I', 300);</code> Directory: <code>bin (DOS), \$FMHOME (UNIX)</code> Filename: Locate the <code>init.ora</code> file. Password: User <code>tiger</code> as your password. Pathname: Open <code>c:\my_docs\projects</code> URL: Go to <code>http://www.oracle.com</code> User input: Enter <code>300</code> Username: Log on as <code>scott</code>
Initial cap	Graphics labels (unless the term is a proper noun)	Customer address (<i>but</i> Oracle Payables)
Italic	Emphasized words and phrases, titles of books and courses, variables	Do <i>not</i> save changes to the database. For further information, see <i>Oracle7 Server SQL Language Reference Manual</i> . Enter <code>user_id@us.oracle.com</code> , where <i>user_id</i> is the name of the user.
Quotation marks	Interface elements with long names that have only initial caps; lesson and chapter titles in cross-references	Select "Include a reusable module component" and click Finish. This subject is covered in Unit II, Lesson 3, "Working with Objects."
Uppercase	SQL column names, commands, functions, schemas, table names	Use the SELECT command to view information stored in the LAST_NAME column of the EMP table.

Convention	Element	Example
Arrow	Menu paths	Select File—> Save.

Brackets	Key names	Press [Enter].
Commas	Key sequences	Press and release keys one at a time: [Alternate], [F], [D]
Plus signs	Key combinations	Press and hold these keys simultaneously: [Ctrl]+[Alt]+[Del]

Typographic Conventions in Code

Convention	Element	Example
Caps and lowercase	Oracle Forms triggers	When-Validate-Item
Lowercase	Column names, table names	SELECT last_name FROM s_emp;
	Passwords	DROP USER scott IDENTIFIED BY tiger;
	PL/SQL objects	OG_ACTIVATE_LAYER (OG_GET_LAYER ('prod_pie_layer'))
Lowercase italic	Syntax variables	CREATE ROLE <i>role</i>
Uppercase	SQL commands and functions	SELECT userid FROM emp;

Typographic Conventions in Navigation Paths

This course uses simplified navigation paths, such as the following example, to direct you through Oracle Applications.

(N) Invoice > Entry > Invoice Batches Summary (M) Query > Find (B) Approve

This simplified path translates to the following:

1. (N) From the Navigator window, select Invoice > Entry > Invoice Batches Summary.
2. (M) From the menu, select Query > Find.
3. (B) Click the Approve button.

Notations :

(N) = Navigator

(M) = Menu

(T) = Tab

(I) = Icon

(H) = Hyperlink

(B) = Button

Typographical Conventions in Help System Paths

This course uses a “navigation path” convention to represent actions you perform to find pertinent information in the Oracle Applications Help System.

The following help navigation path, for example—

(Help) General Ledger > Journals > Enter Journals

—represents the following sequence of actions:

1. In the navigation frame of the help system window, expand the General Ledger entry.
2. Under the General Ledger entry, expand Journals.
3. Under Journals, select Enter Journals.
4. Review the Enter Journals topic that appears in the document frame of the help system window.

Getting Help

Oracle Applications provides you with a complete online help facility.

Whenever you need assistance, simply choose an item from the Help menu to pinpoint the type of information you want.

To display help for a current window:

1. Choose Window Help from the Help menu, click the Help button on the toolbar, or hold down the Control key and type 'h'.

A web browser window appears, containing search and navigation frames on the left, and a frame that displays help documents on the right.

The document frame provides information on the window containing the cursor. The navigation frame displays the top-level topics for your responsibility, arranged in a tree control.

2. If the document frame contains a list of topics associated with the window, click on a topic of interest to display more detailed information.

3. You can navigate to other topics of interest in the help system, or choose Close from your web browser's File menu to close help.

Searching for Help

You can perform a search to find the Oracle Applications help information you want. Simply enter your query in the text field located in the top-left frame of the browser window when viewing help, then click the adjacent Find button.

A list of titles, ranked by relevance and linked to the documents in question, is returned from your search in the right-hand document frame. Click on whichever title seems to best answer your needs to display the complete document in this frame. If the document doesn't fully answer your questions, use your browser's Back button to return to the list of titles and try another.

R11i Run Financial Reports with Oracle Applications Desktop Integrator

Chapter 21



Notations:

- (N) = Navigator
- (T) = Tab
- (I) = Icon
- (H) = Hyperlink
- (B) = Button
- (Help) = Oracle Applications Help System

Online Help

You can use online Help to assist you in Oracle Application Desktop Integrator.

Use Help to:

- **See an explanation of the toolbar icons**
- **See an explanation of each region of the Navigator**
- **See detailed information about each Oracle ADI window**

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Using Online Help

**To access Help paths in this course, start with
(Help) Oracle Financial Applications > Applications
Desktop Integrator.**

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Objectives

After this module, you should be able to:

- Identify the icons on the ADI toolbar
- Demonstrate customizing the toolbar
- Explain the Tip Wizard
- List the report creation options
- Identify the functions of the Define Report toolbar
- Modify an existing report or report components
- Describe the different methods for creating or modifying report components
- Use the Content Set Generator to create and modify content sets

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Agenda

Agenda

- **Getting Started with ADI**
- **Defining Financial Reports**

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Signing On to ADI

Use the ADI icon or the start menu to sign on to ADI

1. Start ADI directly from Microsoft Windows by double-clicking the ADI icon or using the start menu.
2. Click the sign-on button and select a database and enter username and password.
3. Select a responsibility from the same list of responsibilities that you use to access Oracle Applications.
4. Click the OK button to sign on. Upon connection, the toolbar will expand to include additional buttons.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > Signing On to ADI

ADI Toolbar Icons

ADI Toolbar Icon Descriptions

- **Sign On:** Enter your username, password, and responsibility
- **Change Responsibility:** Select a different responsibility after signing on to the database
- **Ledger:** Select from the Ledger options
- **Assets:** Select from the Assets options
- **Applications:** Select either Request Center, Oracle Applications, or Microsoft Excel
- **ADI Options:** Define options for your toolbar, worksheet colors, defaults, and settings

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Toolbar

ADI Toolbar Icons

ADI Toolbar Icon Descriptions

- **Tip Wizard:** Enable Tip Wizard and select options
- **Help:** Access the online Help features of ADI
- **Minimize:** Minimize the toolbar
- **Exit:** Close and exit ADI

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The Ledger Poplist

Ledger Options

- **Enter Budgets:** Create budget worksheets, refresh values, or edit the budget criteria for the current budget worksheet
- **Enter Journals:** Create a worksheet for entering journals
- **Define Report:** Start the Define Report, which can be used to define Financial Statement Generator (FSG) reports, download existing report definition, or create content sets
- **Analyze Report:** Start the Analyze Report, which can be used to drill into and analyze the complete range of accounts that support a particular reported amount.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Options > General Ledger Options

The Ledger Poplist

Ledger Options

- **View Account Hierarchy:** View and create segment values and hierarchies
- **List of Values:** Select from a list of valid values for a particular item, such as currency or journal category

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The Ledger Poplist

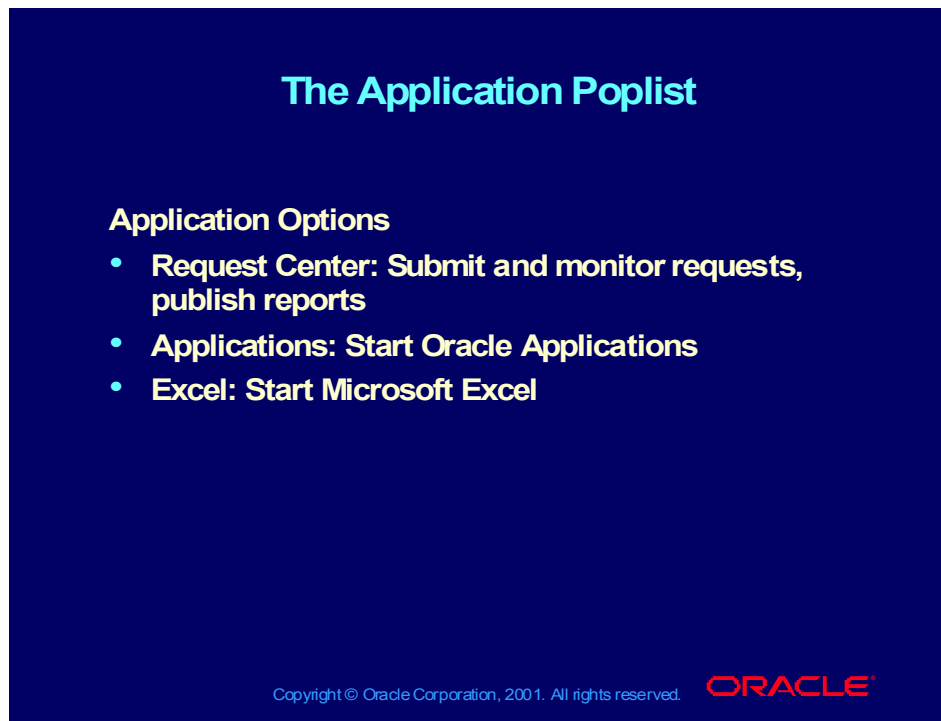
Ledger Options

- **Upload to Interface:** Upload your budget values or journal entries to the Oracle General Ledger interface tables and start the Submit process
- **Submit Process:** Start the Budget Import, Journal Import and Report Submission process
- **Insert Budget Account:** Insert a new account row into a budget worksheet
- **Apply Budget Rule:** Use budget rules, such as Repeat per Cell or Divide Evenly by Row, to update your budgets
- **Add Budget Note:** Append notes to an entire budget, to an account, or to individual amounts in a budget worksheet
- **Create Graph:** View your budget balances in graph form

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The Application Poplist



(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Toolbar

The ADI Options Poplist

The ADI Options Poplist

Using the ADI Options Poplist

- From the ADI Options poplist, you can modify your toolbar, set other options, and view information about ADI. The options listed under the toolbar are covered in the following pages.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Options

The ADI Options Poplist

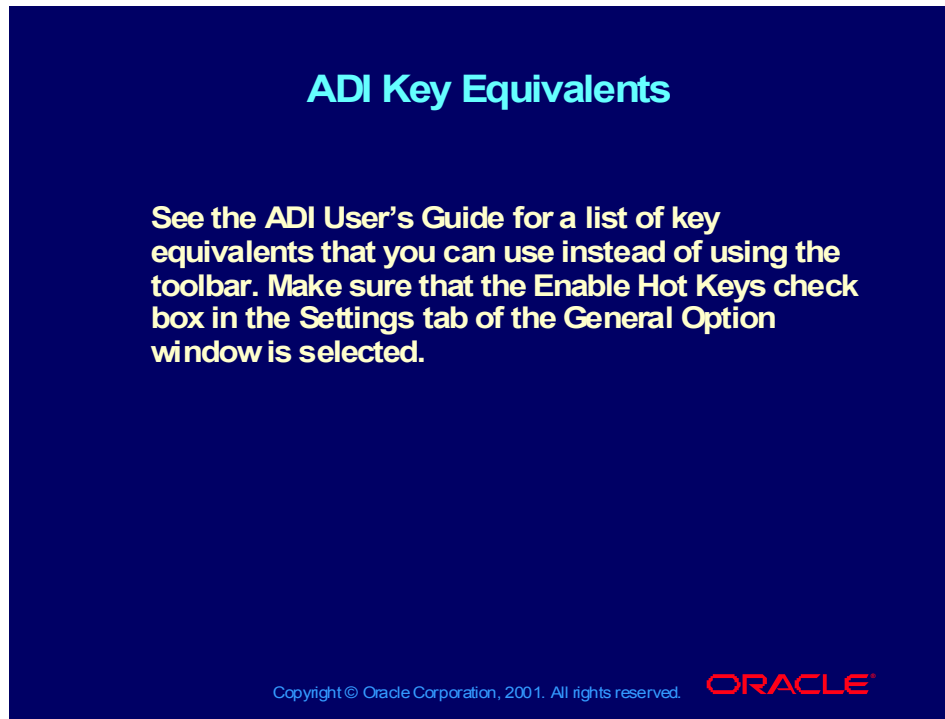
Using the Toolbar Poplist

- **Toolbar Options:** You can use Toolbar Options to add, delete, or arrange icons on the ADI toolbar.
- **Switch Orientation:** Selecting this option switches your toolbar from horizontal to vertical display (or vertical to horizontal).
- **Reset Icons:** Select this option to reset your toolbar to the default ADI toolbar.

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ADI Key Equivalents



(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Options > General Ledger Options

Customizing Your Toolbar

You can add icons to your toolbar to invoke Programs and processes external to ADI. From the Toolbar Options window, select the Add Icons tab. You must specify the following:

- **Description:** Name of the button that appears when you place the cursor over the button on the toolbar
- **Command Line:** Name of the program that you want to launch when you select the button
- **Working Directory:** Pathname to the program that is specified in the Command Line

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Options > Toolbar Options

Moving Icons

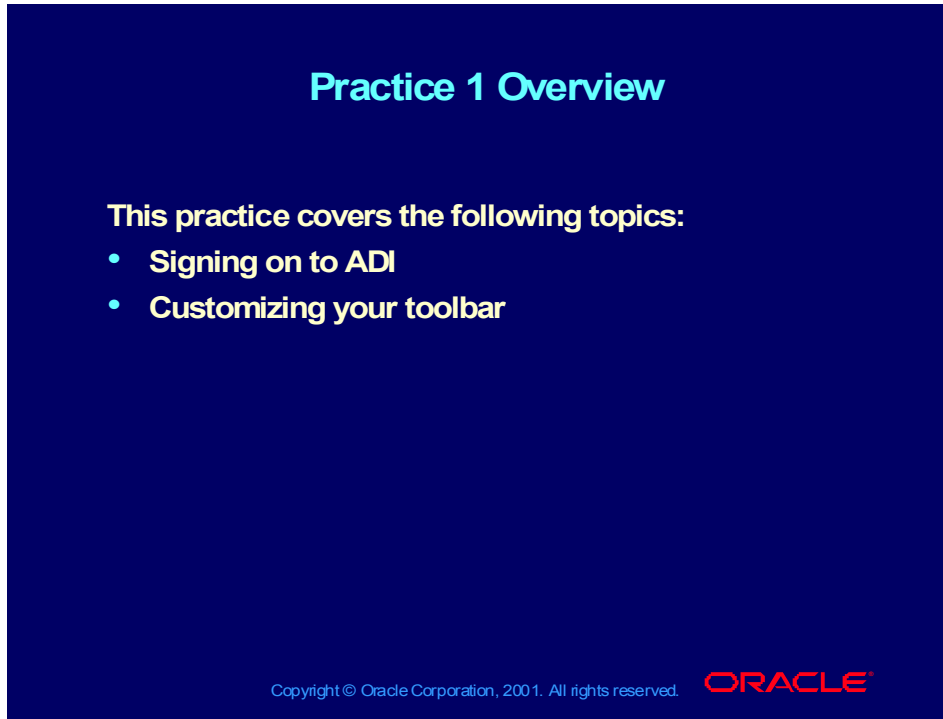
You can use the Move Icons tab to add and delete icons from your toolbar. You can also group and arrange icons on your toolbar.

- **+ or – sign:** Use these to see the contents of poplists related to icons on the main toolbar. You can move these icons to the main toolbar by using the left and right arrows.
- **Toolbar Icons:** Is the list of icons as they appear on the main ADI toolbar. If you select a poplist, such as Ledger, you will have a drop-down list instead of icons.
- **Separator button:** Use this to create groups of icons. Use the up and down arrows to change the order in which the icons appear on the toolbar.

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Practice 1 Overview

A blue rectangular slide with white text. At the top, it says "Practice 1 Overview". Below that, it says "This practice covers the following topics:" followed by a bulleted list: "• Signing on to ADI" and "• Customizing your toolbar". At the bottom right, there is a small copyright notice and the Oracle logo.

Practice 1 Overview

This practice covers the following topics:

- **Signing on to ADI**
- **Customizing your toolbar**

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Practice 1

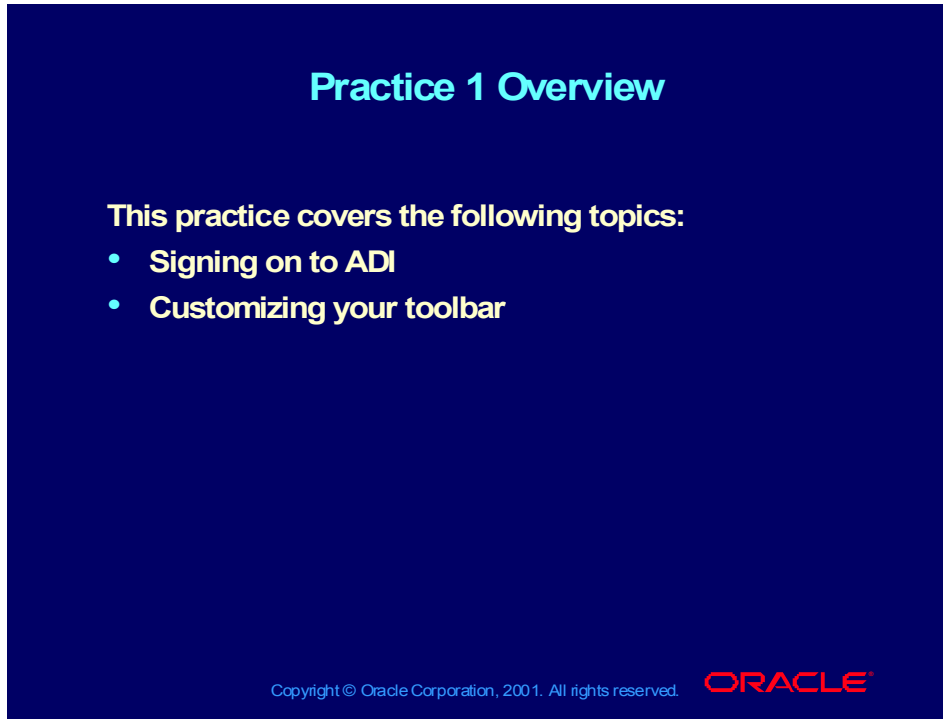
Instructions

In this practice, you will sign on to Applications Desktop Integrator (ADI) and customize your toolbar.

Step 1: Sign On to ADI

Sign on to ADI using the username, password, and database given to you by your instructor. Make sure to select General Ledger, Vision Operations (USA) responsibility.

Practice 1 Overview

A blue rectangular slide with white text. At the top, the title "Practice 1 Overview" is centered. Below it, the text "This practice covers the following topics:" is followed by a bulleted list of two items: "Signing on to ADI" and "Customizing your toolbar". At the bottom right, the Oracle logo is displayed in red, and at the bottom left, the copyright notice "Copyright © Oracle Corporation, 2001. All rights reserved." is written in small white text.

Practice 1 Overview

This practice covers the following topics:

- **Signing on to ADI**
- **Customizing your toolbar**

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Step 2: Customize Your Toolbar

1. Using the Toolbar Options icon in your toolbar, add the following icons to your toolbar:
 - Enter Budgets
 - Enter Journals
 - Define Report
 - Analyze Report
 - View Account Hierarchy
 - List of Values
 - Upload to Interface
2. Move these icons to the center of your toolbar and create separators before Enter Budgets and after Upload to Interface.
 - Remove the Assets icon from your toolbar
 - When you are finished, click OK.

Practice 1 Solution

Practice 1 Solution

This practice covers the following topics:

- **Signing on to ADI**
- **Customizing your toolbar**

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Practice 1 Solutions

Step 1: Sign On to ADI

1. Double-click the ADI icon on your desktop to start ADI.
2. Click the Sign on icon. The Signon window appears.
3. Select the database.
4. Enter the username and password given to you by the instructor.
5. Do not select Use Last Responsibility.
6. Click the green check mark (OK button) to sign on.
7. When the list of responsibilities appears, select General Ledger, Vision Operations (USA).

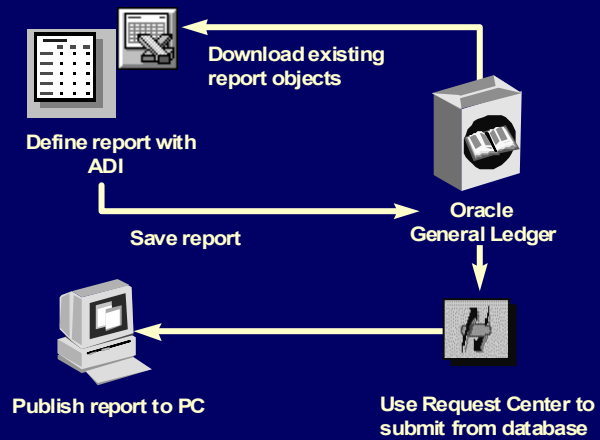
Step 2: Customize Your Toolbar

1. Click the Toolbar Options icon on the ADI toolbar.
Select Toolbar>Toolbar Options from the drop-down menu.
2. Click the Move Icons tab in the Toolbar Options window.
3. Place your cursor on the Ledger icon and click the plus sign (+) to see all available icons.
4. Place your cursor on the Enter Budgets icon in the Available Icons region so that it is highlighted. Click the right arrow in the center of the window to add the icon to the Toolbar Icons region.
5. Repeat step 4 for the Enter Journals, Define Report, Analyze Report, View Account Hierarchy, List of Values, and Upload to Interface icons.

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6. Place your cursor on the Assets icon in the Toolbar Icons region. Click the left arrow to remove it from the Toolbar Icons region.
7. Place your cursor on the Applications icon in the Toolbar Icons region. Click the separator button (-) on the right side of the window to create a separator following the Applications icon.
8. Place your cursor on the Enter Budgets icon. Click the up arrow and move the icon between the separator that you just created and the Applications icon.
9. Repeat step 8 for the icons you added in step 5.
10. Place your cursor on the Applications icon in the Toolbar Icons region. Click the separator button (-) on the right side of the window to create a separator after this icon.
11. When you are finished, Click the OK button. ADI will build your new toolbar.

Overview



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Overview

- **ADI Define Report is a graphical front-end alternative used to define new Financial Statement Generator (FSG) reports or create them from existing report components. The same terminology and logic is used for both Define Report and Oracle General Ledger FSG.**
- **After defining your report components, you must save them to Oracle General Ledger (GL) as FSG report objects in order to publish reports.**

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Overview

- You can download existing FSG reports or report components, modify them in Define Report, and then save the modified definition back to the database.
- When you are ready to publish your report, use the Request Center to submit and publish your report. You can choose to publish your report output as a spreadsheet, Web (HTML), or text file. The Request Center is discussed in the lesson on submitting and publishing reports.

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Define Report Features

- Provides a spreadsheet-based interface to the GL financial reporting engine, FSG
- Includes a wizard-driven interface that decreases the number of keystrokes required to define a report
- Expands upon the familiar spreadsheet interface by adding menu choices, including right mouse button support to quickly invoke a special Define Report menu
- Supports report definitions for all user levels; which method you choose depends on how comfortable you are with writing financial reports

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Define Report Features

- Includes a Report Navigator that gives you a clear understanding of the structure of even the most complex report
- Includes a new Content Set Generator that enables you to easily create new content sets or modify existing ones

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Integrating with Oracle GL

In Oracle GL, a report is made up of a row set and a column set. A financial report is the intersection of a row set and column set.

- **Defining a Row Set:** Generally, when you define a row set you define the account assignments. You also define the format of the rows, such as descriptions, indentations, and lines. A row can be a descriptive row or text only, composed of account assignments, or a calculation.
- **Defining a Column Set:** Generally, when you define a column set you define attributes of your report such as the format mask, factor, balance type, and relative period. You can define calculations, exceptions, and control values (for budgets and currency). You must also define column headings.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI >

Creating Reports

Creating Reports

With Define Report, you can create three types of reports:

- **A new report for which you define the report components**
- **A new report using existing FSG report objects**
- **An existing report already defined in Oracle General Ledger**

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Report Wizard > Report Toolbar

Define Report Toolbar Icons

Define Report Toolbar Icon Descriptions

- **Report Objects:** Display all active report and object properties, such as the Report, Row, Column, Content, and Row Order properties
- **Row Properties:** Display the Row Properties window, and display Row Account Assignments and Row Calculations
- **Column Properties:** Display the Column Properties window and display Account Assignments, Calculations, and Exceptions for Columns
- **Insert/Delete Row Object:** Insert and delete a line item (row) into your row set, or, for an existing line item, insert account assignments

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Define Report Toolbar Icons

Define Report Toolbar Icon Descriptions

- **Insert/Delete Column Object:** Insert and delete a column or column heading row into your report worksheet
- **Move Column Left:** Move a column to the left
- **Move Column Right:** Move a column to the right
- **Save Report to Database:** Save your report back to Oracle General Ledger
- **Refresh Report from Database:** Restore your report from the Oracle General Ledger database to your currently open report worksheet
- **Hide Tools:** Close the Define Report toolbar

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Report Indicator

The report worksheet displays the following report indicators:

- Collapse/Expand button (upper left) collapses and button (upper right) expands all related vertical and horizontal regions.
- Collapse/Expand button collapses or expands various regions of the worksheet. The plus button changes to a minus button to indicate that the region can be collapsed.
- Number: This number indicates how many ranges of accounts are entered for each row.
- Letter: The letter C indicates that there is a calculation. The letter E indicates that there is an exception.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Report Wizard > Collapsible/Expandable Regions

Creating a Report Using Existing Report Objects

Creating a Report Using Existing Report Objects

Creating a Report Using Existing Report Objects

- When you choose to create a new report with existing objects, you must select a row set and column set from the list. You can optionally select a content set or row order. If you want to maintain the integrity of any of the original components, you can choose to make a copy.
- Note: You can set up security to force a user to make a copy. You can also choose to make a copy as a default.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Report Wizard > Creating a Report Using Report Wizard

Using Existing Report Objects to Create a Report

Using Existing Report Objects to Create a Report

- **Select Define Report, then select Report Components, then click Next.**
- **Select a row set and column set.**
- **(Optional) Select a content set or row order or create new ones.**
- **(Optional) Copy existing components instead of using the original.**
- **Enter a report name and create the report in a new or current workbook and click finish to create the report worksheet.**

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Open an Existing Report

How to Open an Existing Report from General Ledger

- **Select Define Report then Load Existing Report and the report to load**
- **(Optional) Make a copy of the existing report.**
- **Create the report in either a new or current workbook.**

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Practice 2 Overview

Practice 2 Overview

This practice covers the following topics:

- **Downloading existing report objects**
- **Copying report objects**

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Instructions

In this practice, you will download existing report objects to create a new report that will be used in another practice. You will match the Report toolbar icons to descriptions.

Step 1: Use Existing Report Objects to Create a Report

1. Create a new report using the following components:
Row Set: Balance Sheet
Column Set: Consolidated B/S Column
2. Make sure to use a copy of each object instead of using the originals.
3. Name your report XX-Consolidated Balance Sheet, where XX = your unique identifier.
4. Open the report in a new Microsoft Excel worksheet.

Step 2: Use the Report Indicators

1. Choose to expand all vertical and horizontal regions.
2. Review the report definitions.
3. Choose to collapse all vertical and horizontal regions.

Step 3: Identify the Report Toolbar

Match each toolbar icon with a definition.

- 1 ____ Save report to the database
- 2 ____ Move a column to the left
- 3 ____ Refresh the report from Oracle GL

- 4 ____ Display the properties for the row
 - 5 ____ Do not display the toolbar
 - 6 ____ Add or delete a column
 - 7 ____ Position a column to the right
 - 8 ____ Display the properties for the report
 - 9 ____ Add or delete a row
 - 10 ____ Display the column information
- A BCDEFGHIJ

Practice 2 Solution

Practice 2 Solution

This practice covers the following topics:

- **Downloading existing report objects**
- **Copying report objects**

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Practice 2 Solutions

Step 1: Use Existing Report Objects to Create a Report

1. Click the Define Report icon on the toolbar.
2. Select Define Report.
3. Click the Next button to open the Report Wizard Step 2 window.
4. Select the Report Components Option.
5. Click the Next button to open the Report Wizard Step 3 window.
6. In the Row Set field, select Balance Sheet from the list.
7. Select the Make Copy check box next to the Row Set field.
8. In the Column Set field, select Consolidated B\S Column from the list.
9. Click the Make Copy? check box next to the Column Set field.
10. Click the Next button to open the Report Wizard Step 4 window.
11. In the Report Name field, enter XX-Consolidated Balance Sheet.
12. Click the Finish button to open your report in Microsoft Excel

Step 2: Use the Report Indicators

1. Click Button 2 to expand all vertical and horizontal regions.
2. Review the report.
3. Click Button 1 to collapse all vertical and horizontal regions.

Step 3: Identify the Report Toolbar

Match each toolbar icon with a definition.

- 1 H___ Save report to the database
- 2 F___ Move a column to the left
- 3 I___ Refresh the report from Oracle GL
- 4 B___ Display the properties for the row
- 5 J___ Do not display the toolbar
- 6 E___ Add or delete a column
- 7 G___ Position a column to the right
- 8 A___ Display the properties for the report
- 9 D___ Add or delete a row
- 10 C___ Display the column information A BCDEFGHIJ

Updating Report Objects

After you have created a report worksheet, you have options for either editing the existing definitions or creating new ones.

- **Microsoft Excel:** You can type directly in a cell or use the Report Wizard Menu.
- **Row and Column Properties:** You can use these two windows to enter report information.
- **Report Objects:** You can use one window with many tabs to enter report data. These windows are very similar to the report definition windows in Oracle GL.

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Using Microsoft Excel Menu Options

Define Report adds a number of options to your standard Microsoft Excel menu to give you another way of accessing many of the Define Report features.

Microsoft Excel Menu Path and Description:

- **Edit >Delete Report Object** - Deletes the currently selected report object, whether a line item, line account assignment, column, or column heading row
- **View >Summary Report Layout**: Changes the view to summary layout
- **View >Detail Report Layout**: Changes the view to a detail layout

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Report Wizard > Excel-based Menu Options

Using Microsoft Excel Menu Options

- **Insert >Insert Object:** Inserts a new row, account assignment, column, or column heading
- **ReportWizard:** Displays the toolbar, displays row and column properties, inserts items, moves columns, saves reports, and runs reports

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How to Use Row and Column Properties

How to Use Row and Column Properties

- Click the Row Properties or the Column Properties icon to bring up the appropriate Row Properties or Column Properties window.
- For rows, select Properties, Account Assignments, or Calculations.
- For columns, select Properties, Account Assignments, Calculations, or Exceptions.
- Make the necessary changes and Apply to view your changes.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Report Wizard > Excel-based Menu Options

Using the Report Objects Window

You can use the advanced features of Define Report by using the Report Objects window. To access the Report Objects window, click the Report Objects icon.

The following table explains the five tabs on the window:

- **Report:** Defines an FSG report, including the report name, description, required components, and optional components
- **Row:** Defines rows and row sets; can be used to enter format, display, and advanced options; can also be used for assigning accounts and creating row calculations

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Using the Report Objects Window

- **Column:** Defines columns and column sets, and can be used to assign accounts, enter calculations, and enter column exceptions for columns
- **Content:** Defines a content set for your report
Note: You can also use the Content Set Generator.
- **Row Order** Defines a row order in your report

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How to Use the Report Navigator

The Report Navigator provides instant access to any report object in the currently open report worksheet.

- Click the Display Report Navigator icon in the Report Objects window and select the report and expand or collapse to show the detail items.
- Select a detail item to immediately move to the appropriate tab and item in the Report Object properties window.
- (Optional) Click the Display Tip Window icon to display context-sensitive tips for defining report objects.

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Practice 3 Overview

Practice 3 Overview

This practice cover the following topics:

- **Using different data entry methods to change properties**
- **Entering column headings**
- **Assigning accounts to line items**

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Practice 3 Instructions

In this practice, you will use different entry methods to change report definition properties. Use the report from Practice 2.

Step 1: Make Changes by Typing Directly

1. Change the name of the report to Balance Sheet by typing directly into the field.
2. Change the name of the line item ASSETS to COMPANY ASSETS.

Step 2: Change Account Assignments

1. Use the ReportWizard menu to display the detail layout of your report.
2. Find the account assignment for row 15, Cash and Short Term Investments.

Practice 3 Overview

Practice 3 Overview

This practice cover the following topics:

- Using different data entry methods to change properties
- Entering column headings
- Assigning accounts to line items

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3. Change the account assignment for department from 000-850 to 000-480.
4. Using the Row Properties icon, select Display Account Assignments.
5. Find row 20, Accounts Receivable - Net of Allowance and change the account assignment for department from 000-850 to 000-480.
6. Using the Report Objects window, find row 25, Other Current Assets.
7. Change the account assignment for department from 000-850 to 000-480.

Step 3: Update Report Definitions

1. Using the Report Objects window, change the row set name to XX Balance Sheet, where XX = your unique identifier.
2. Using the Report Objects window, change the column set name to XX Consolidated B/S, where XX = your unique identifier.
3. Use the ReportWizard menu to display the summary layout of your report.
4. Using the Report toolbar, switch the order of the two columns.
5. Change the column headings by clicking the Build button.
6. In the first column heading, change the Title 1 field to This Year.
7. In the second column heading, change the Title 2 field to Last Year.
8. Create a new line item between rows 75 and 85 (TOTAL ASSETS and LIABILITIES), using the ReportWizard menu in Microsoft Excel.
9. Number this row as 80 and leave the description blank.

Note: This is just an example of how to insert a row. Typically, you would use the Skip Lines Before or Skip Lines After feature to insert blank rows.

10. Do not close this report; you will use it later in another practice.

Practice 3 Solution

Practice 3 Solution

This practice cover the following topics:

- **Using different data entry methods to change properties**
- **Entering column headings**
- **Assigning accounts to line items**

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Step 1: Make Changes by Typing Directly

1. Use the report you created in Practice 6-1.
2. Put your cursor in the field below Report Title.
3. Change the name of the report to Balance Sheet by typing directly into the field.
4. Put your cursor in the field ASSETS.
5. Change the name of the line item ASSETS to COMPANY ASSETS.

Step 2: Change Account Assignments

1. From the ReportWizard menu, select Display Detail Layout.
2. Find the account assignment for row 15, Cash and Short Term Investments.
3. Change the account assignment for department from 000-850 to 000-480.
4. Using the Row Properties-Display Row Account Assignments window, find row 20, Accounts Receivable - Net of Allowance.
5. Put your cursor in the Low Assignment field.
6. In the Select Account Segment Ranges window, change the account assignment for department from 000-850 to 000-480.
7. Click the green check mark to close the Select Account Segment Ranges and Row Account Assignments windows.
8. Click the Report Objects icon on the Reports toolbar.
9. Click the Row tab.

10. Put your cursor in the Line field. Use the down arrow to find row 25, Other Current Assets.
11. Click the Account Assignments window.
12. Change the account assignment for department from 000-850 to 000-480.
13. Click the green check mark to close the Select Account Segment Ranges window.

Step 3: Update Report Definitions

1. Click the Row tab in the Report Objects window.
2. In the Row Set Name field, enter XX Balance Sheet, where XX = your unique identifier.
3. Select the Column tab in the Report Objects window.
4. In the Column Set Name field, enter XX Consolidated B/S, where XX = your unique identifier.
5. Click the green check mark to close the Report Objects window.
6. Using the ReportWizard menu, display the summary layout of your report.
7. Place your cursor in the first column, Balance as of &POI-13.
8. Click the Move Right icon on the Report toolbar to switch the order of the two columns.
9. Click the Build button to reset the column headings.
10. In the first column heading, change the Title 1 field to This Year.
11. In the second column heading, change the Title 2 field to Last Year.
12. Place your cursor on Line 85, LIABILITIES.
13. From the ReportWizard menu, select Insert Object-Line Item.
Note: Do not use the Insert Row feature of Microsoft Excel.
14. Number this row as 80 and leave the description blank.
15. Do not close this report; you will use it later in another practice.

Creating a New Report

Creating a New Report

Creating a New Report

- When you want to create a new report, you must select certain attributes, such as default number of rows and column size. ADI will build your report worksheet to your specifications. Regardless of your choices in these windows, you can always add, modify, or delete rows and columns.
- You can choose to create a trend report that sets up your columns in ascending or descending order of period.
- Hint: Before you define a new report, create a draft of the report on paper.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Report Wizard > Creating a Report Using Report Wizard

How to Create a New Report

- Click the **Define Report** icon and select **Blank Report**.
- Enter a report name, then enter values for each of the fields **Number of Rows**, **Number of Columns**, **Default Column Width**, **Line Item Width**.
- Select **New Workbook** or **Current Workbook**, then select a default format mask and factor to use in your report worksheet.

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How to Create a New Report

- (Optional) Select Yes to create a trend report.
- Select Actual, Budget, or Encumbrance as your trend report's balance type.
- Select Forward or Backward as the trend options roll to create a report in which the columns successively move forward or backward in time.
- Select Daily, Monthly, or Quarterly as the time increment for the trend report.
- Use the Define Report tools to change the row and column properties, enter column headings, assign accounts, and create row and column calculations.

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Practice 4 Overview



Instructions

Your supervisor has asked you to create a new trend report. The report should display the actual balances for the current and previous three months. It should also display six rows. Name your report XX Trend Report.

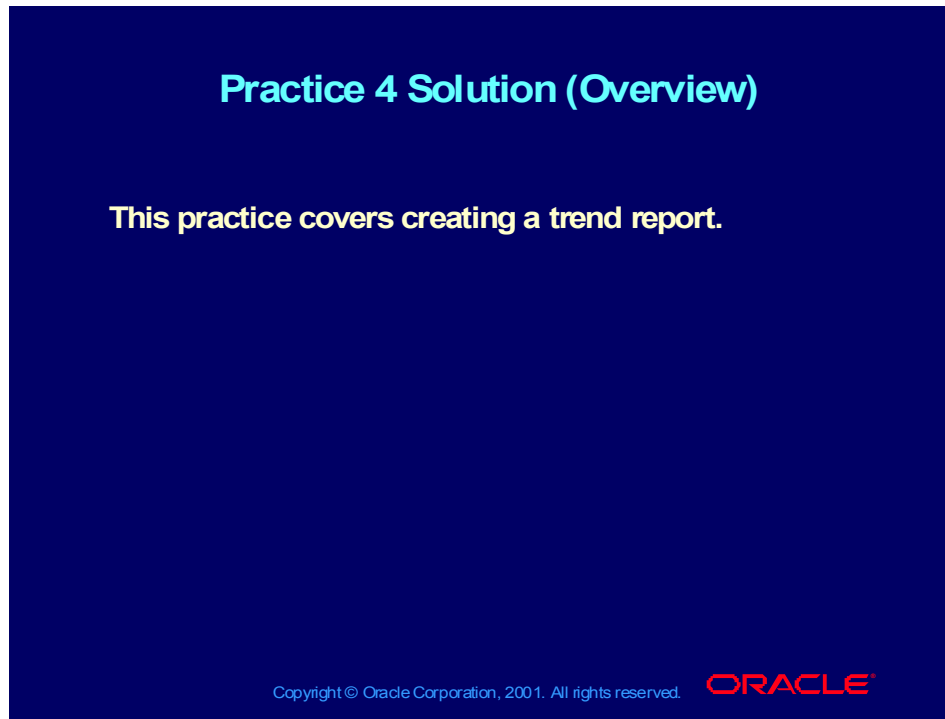
Practice 4 Solution



Practice 4 Solutions

1. Click the Define Report icon on the toolbar.
2. Select the Define Report option.
3. Click the Next button to open the Report Wizard Step 2 window.
4. Select the Blank Report option.
5. Click the Next button to open the Report Wizard Step 3 window.
6. In the Report Name field enter XX - Trend Report.
7. In the Number of Rows field, enter 6.
8. In the Number of Columns field, enter 4. Accept the remaining default values.
9. Click the Next button to open the Report Wizard Step 4 window.
10. Accept the default values for the Format and Factor fields, and select Yes to create a trend report.
11. Click the Next button to open the Report Wizard Step 5 window.
12. For the Balance Type, select Actual.

Practice 4 Solution (Overview)



Practice 4 Solutions

13. Select Backward as the trend option with the Monthly increment.
14. Click the Finish button to open your report.

Saving and Submitting Reports

Saving and Submitting Reports

After creating or modifying a report in Define Report, you can save it directly to Oracle GL by using Define Report, the Reports toolbar, or the Define Report menu on the Microsoft Excel menu bar.

- If it is not already displayed, open the Reports toolbar and select Save Report to Database.
- When the option window appears, click Yes to save the report.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Report Wizard > Saving a Report Using Report Wizard

How to Submit Reports

- **Select Submit Process >Report from the toolbar. Your report will default in the Existing Report field.**
- **The Report Submission and Publishing window appears and you can enter values for the submission parameters, publishing options, and report submission options.**
- **Submit your request, or Cancel to abort.**

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Practice 5 Overview

Practice 5 Overview

This practice covers the following topics:

- Creating a new report
- Defining a new row set
- Defining a new column set
- Saving your report
- Submitting your report

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Practice 5 Instructions

In this practice, you will define a new financial report.

Step 1: Define a New Report

1. Define a blank report called XX Bud/Act/Var.
2. Change the number of rows to 4 and the number of columns to 4. Accept the remaining default settings for the Step 3 and Step 4 windows. This is not a trend report.

Step 2: Define a Row Set

1. Using the Report Objects window, define a new row set called XX RW Row Set.

Note: Using the Report Objects window is a suggestion. There is more than one way to enter the report definition. You can use any of the methods that you have learned in prior practices.

2. Change the report title to Gross Profit Summary.

Practice 5 Overview

Practice 5 Overview

This practice covers the following topics:

- Creating a new report
- Defining a new row set
- Defining a new column set
- Saving your report
- Submitting your report

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3. Enter the following values for each line:

LINE	LINE ITEM	INDENT	SKIP AFTER	ROW NAME	CHANGE SIGN	CHANGE SIGN ON VARIANCE
10	CC- 410- 430		1	Label	N	N
20	Revenue	5	1	Revenue Accounts	Y	Y
30	Expenses	5	1	Expense Accounts	N	N
40	Gross Profit			Gross Profit	Y	Y

Practice 5 Overview

Practice 5 Overview

This practice covers the following topics:

- Creating a new report
- Defining a new row set
- Defining a new column set
- Saving your report
- Submitting your report

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SEQUENCE	ACCOUNT ASSIGNMENT	DISPLAY TYPE
20	+ 400.4150 to 400.4150 Note: Do not enter the Company, Sub-account or Product segments.	T for all segments
30	+ 400.5800 to 400.5800 Note: Do not enter the Company, Sub-account or Product segments.	T for all segments

4. On line 40, in the Underline Character Before field, type an underscore (_). In the Underline Character After field, type an equal sign (=).

Step 3: Enter Calculations

Define a calculation for row 40 to add ranges 10 through 39.

Practice 5 Overview

Practice 5 Overview

This practice covers the following topics:

- Creating a new report
- Defining a new row set
- Defining a new column set
- Saving your report
- Submitting your report

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Step 4: Define a Column Set

1. Create a new column set called XX RW Column Set.
2. Add the following columns using the values shown:

SEQUENCE	NAME	AMOUNT TYPE	CONTROL VALUE
10	PTD Actuals	PTD Actuals	
20	PTD Budget	PTD Budget	1
30	PTD Variance	PTD Variance	1
40	PTD Variance%	PTD Variance%	1

Practice 5 Overview

Practice 5 Overview

This practice covers the following topics:

- Creating a new report
- Defining a new row set
- Defining a new column set
- Saving your report
- Submitting your report

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Step 5: Associate Control Values

1. Click the Report tab and associate your control value to 1999 BUDGET.
2. Close the Report Objects window when done.
3. Collapse all expanded rows and columns in your worksheet.
4. Create default column headings by clicking the Build button. Edit your column headings as desired.

Step 6: Save and Submit

1. Save your report worksheet by clicking the Save Report to Database icon on the Report toolbar.
2. Click on the Ledger icon on the ADI toolbar.
3. Select Submit Process >Report.
4. Click the Publishing button and select Spreadsheet as the output type. Select Current Workbook as the spreadsheet option. Accept all other defaults.

Practice 5 Overview

Practice 5 Overview

This practice covers the following topics:

- Creating a new report
- Defining a new row set
- Defining a new column set
- Saving your report
- Submitting your report

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5. Submit the report and wait for your report to complete. When the Request Center window appears, click Yes to publish your report.

Step 7: Save Other Reports

1. After you have viewed your report, find the report you created in Practice 3 XX Consolidated Balance Sheet.
2. Save this report to the database. You will use this report in the next lesson.

Practice 5 Solution

Practice 5 Solution

This practice covers the following topics:

- **Creating a new report**
- **Defining a new row set**
- **Defining a new column set**
- **Saving your report**
- **Submitting your report**

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Practice 5 Solutions

Step 1: Define a New Report

1. Click the Define Report icon on the ADI toolbar.
2. Select the Define Report option, then click the Next button.
3. Select Blank Report, then click Next.
4. Name your report XX Bud/Act/Var.
5. Change the number of rows to 4 and the number of columns to 4. Accept the remaining default settings and click Next.
6. From the Step 4 window, accept all default settings for the Format and Factor. This is not a trend report. Click Finish.

Step 2: Define a Row Set

1. Select Report Objects from the Reports toolbar.
2. Click the Row tab in the Report Objects window.
3. Highlight the default row set name and change it to XX RW Row Set.

Practice 5 Solution

Practice 5 Solution

This practice covers the following topics:

- **Creating a new report**
- **Defining a new row set**
- **Defining a new column set**
- **Saving your report**
- **Submitting your report**

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4. Highlight the default report title name and change it to Gross Profit Summary.
5. Change the Line Item field for line 10 to CC 410 - 430.
6. To skip one line after this row, enter 1 in the Lines to Skip After field.
7. In the Row Name field, enter Label.
8. Place your cursor in the Line field and press the down arrow key to enter line 20.
9. Change line item 20 to the values shown in the following table:

SEQUENCE	NAME	AMOUNT TYPE	CONTROL VALUE
30	PTD Variance	PTD Variance	1
40	PTD variance %	PTD variance %	1

Practice 5 Solution

Practice 5 Solution

This practice covers the following topics:

- Creating a new report
- Defining a new row set
- Defining a new column set
- Saving your report
- Submitting your report

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LINE	LINE ITEM	INDENT	SKIP AFTER	ROW NAME	CHANGE SIGN	CHANGE SIGN ON VARIANCE
10	CC- 410- 430		1	Label	N	N
20	Revenue	5	1	Revenue Accounts	Y	Y
30	Expenses	5	1	Expense Accounts	N	N
40	Gross Profit			Gross Profit	Y	Y

Practice 5 Solution

Practice 5 Solution

This practice covers the following topics:

- **Creating a new report**
- **Defining a new row set**
- **Defining a new column set**
- **Saving your report**
- **Submitting your report**

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10. Click the Account Assignments button to open the Row Account Assignments window.
11. Put your cursor in the Segment Low field.
12. Enter the values shown on the table above.

Practice 5 Solution

Practice 5 Solution

This practice covers the following topics:

- **Creating a new report**
- **Defining a new row set**
- **Defining a new column set**
- **Saving your report**
- **Submitting your report**

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13. Click the green check mark to close the windows.
14. After you enter the account assignments, if the hourglass continues to be displayed, click the Report toolbar to display the Report Objects window.
15. Place your cursor in the Line field and press the down arrow key to enter line 30.
16. Change line item 30 to the following values, including the following account assignments.

LINE	ACCOUNT ASSIGNMENT	DISPLAY TYPE
20	+ 400.4150 to 400.4150 Note: Do not enter the Company, Sub-account or Product segments.	T for all segments
30	+ 400.5800 to 400.5800 Note: Do not enter the Company, Sub-account or Product segments.	T for all segments

Practice 5 Solution

Practice 5 Solution

This practice covers the following topics:

- **Creating a new report**
- **Defining a new row set**
- **Defining a new column set**
- **Saving your report**
- **Submitting your report**

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17. Click the green check mark to close the Select Account Segment Ranges and Row Account Assignments window.
18. Place your cursor in the Line field and press the down arrow key to enter line 40.
19. Change the line item to Gross Profit.
20. In the Underline Character Before field, type an underscore (_) In the Underline Character After field, type an equal sign (=).
21. Name the row Gross Profit.
22. Set Change Sign and Change Sign on Variance to Yes.

Practice 5 Solution

Practice 5 Solution

This practice covers the following topics:

- **Creating a new report**
- **Defining a new row set**
- **Defining a new column set**
- **Saving your report**
- **Submitting your report**

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Step 3: Enter Calculations

1. Define a calculation for this row (line 40) by clicking the Calculations button.
2. Enter 10 for the sequence number.
3. Accept the default (+) operator and tab to the Low field.
4. Enter 10 for the low range row and 39 for the high range row. This indicates which rows to add up when calculating amounts for the row. Defining your calculation this way enables you to insert rows in the future without having to redefine your calculation. When finished, click the green check mark to close the Row Calculations window.

Step 4: Define a Column Set

1. Click the Column tab and name your column set XX RW Column Set.
2. Name the first column (Sequence 10) PTD Actuals and select PTD-Actual as the amount type.

Practice 5 Solution

Practice 5 Solution

This practice covers the following topics:

- **Creating a new report**
- **Defining a new row set**
- **Defining a new column set**
- **Saving your report**
- **Submitting your report**

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3. Place your cursor in the Sequence field and press the down arrow key to enter column 20.
4. Name the second column PTD Budget.
5. In the Amount Type field, select PTD-Budget.
6. In the Control Value field, enter 1.
7. Repeat step 3 for the next two columns, using the following values:

SEQUENCE	NAME	AMOUNT TYPE	CONTROL VALUE
30	PTD Variance	PTD Variance	1
40	PTD variance %	PTD variance %	1

Practice 5 Solution

Practice 5 Solution

This practice covers the following topics:

- **Creating a new report**
- **Defining a new row set**
- **Defining a new column set**
- **Saving your report**
- **Submitting your report**

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Step 5: Associate Control Values

1. Click the Report tab and associate your control value to 1999 BUDGET.
2. Close the Report Objects window by clicking the green check mark.
3. Collapse all expanded rows and columns in your worksheet by clicking the small number 1 in the upper left corner of your worksheet for each axis.
4. Create default column headings by clicking the Build button. Click Yes when the message window appears asking if you want to continue with Build. Edit your column headings as desired.

Step 6: Save and Submit

1. Save your report worksheet by clicking the Save Report to Database icon on the Reports toolbar.
2. When the decision window appears, click Yes to save your report.

Practice 5 Solution

This practice covers the following topics:

- **Creating a new report**
- **Defining a new row set**
- **Defining a new column set**
- **Saving your report**
- **Submitting your report**

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Column Headings

3. Click the Ledger icon on the ADI toolbar. Select Submit Process >Report to submit your report. Your report will default into the Report Submission and Publishing window.
4. Click the Publishing button and select Spreadsheet as the output type. Select Current Workbook as the spreadsheet option.
5. Click the green check mark to submit the report. When the Request Center window appears, click the OK button.
6. When the Request Center decision window appears, click Yes to publish your report.

Practice 5 Solution

Practice 5 Solution

This practice covers the following topics:

- **Creating a new report**
- **Defining a new row set**
- **Defining a new column set**
- **Saving your report**
- **Submitting your report**

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Step 7: Save Other Reports

1. Find the report that you created in Practice 6-2, XX Consolidated Balance Sheet.
2. Save this report to the database by clicking the Save Report to Database icon on the Reports toolbar.

Using Content Set Generator

- **About Content Set Generator**
- You can use the graphical Content Set Generator to create or modify content sets.
- The Content Set Generator automatically creates complex content sets for advanced hierarchical reporting.
- You can quickly create point-in-time snapshots of any hierarchy.
- Over time, you can build up a collection of these date-effective hierarchies, which are encapsulated as content sets, and submit them at report run time.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Report Wizard > Generating Content Sets

How to Create a Content Set

- Click the **Define Report** icon from the ADI toolbar and select **Generate Content Set**.
- Enter a name for the content set or select an existing content set from the list of values.
- Enter your **Content Set Generator** primary options, then enter secondary options.

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How to Create a Content Set

- When the **Generate Content Set** window opens, you can either create a new content set or edit an existing one.
- You must choose the segment of your accounting flexfield for which you want to create the content set.
- Examples might be company, department, or account. You must also select a parent value. When you are ready, click the **Next** button.

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How to Create a Content Set

- **For each hierarchy you add to a content set definition, select the hierarchy attributes that control how the hierarchy is expanded. You must choose the Primary Options, Include, Sort By, Display Type, Run Reports and In Parallel**

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Content Set Secondary Options

- **Secondary options apply additional filtering to your primary options.**
- **You can set different display types for each segment of the account range that you specify, including, Low, High, Display, Filter Balances, Detail Only and Summary Only.**

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Practice 6 Overview

Practice 6 Overview

This practice covers the following topics:

- Creating a content set to expand rows
- Viewing the hierarchy
- Applying the content set to an existing report
- Defining another content set to expand reports

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Practice 6 Instructions

In this practice, you will create two content sets: one to expand rows within a report and one to create separate reports by department. You will export the hierarchy to a file and view the hierarchy.

Step 1: Create a Content Set

1. Using the Content Set Generator, create a new content set called XX Content Set.
2. Enter the following primary options:

SEGMENT	PARENT VALUE	INCLUDE	SORT BY	DISPLAY TYPE	RUN REPORTS
Department	400	Parents Children	Branch	Row Expand	Sequentially

3. Select Export in the Report Wizard - Step 5 Generate Content Set window.
4. Click Yes to create a tab-delimited file.
5. Make a note of the name and location of the file: _____.

Practice 6 Overview

Practice 6 Overview

This practice covers the following topics:

- Creating a content set to expand rows
- Viewing the hierarchy
- Applying the content set to an existing report
- Defining another content set to expand reports

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6. Finish the content set.

Step 2: View the Hierarchy in a File Using Windows Explorer, find, open, and view the file.

Step 3: Apply the Content Set to a Report

1. Using the Report Objects window, apply the content set to your report called XX Bud/Act/Var.
2. Use the Content tab to view the details of the content set for this report.

Step 4: Save the Report

Save your report to the database.

Step 5: Create Another Content Set

1. Using the Content Set Generator, create another content set called XX Web Content Set.

Practice 6 Overview

Practice 6 Overview

This practice covers the following topics:

- Creating a content set to expand rows
- Viewing the hierarchy
- Applying the content set to an existing report
- Defining another content set to expand reports

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2. Use the Content tab to view the details of the content set for this report.

Step 4: Save the Report

Save your report to the database.

Step 5: Create Another Content Set

1. Using the Content Set Generator, create another content set called XX Web Content Set.
2. Enter the following primary options:

SEGMENT	PARENT VALUE	INCLUDE	SORT BY	DISPLAY TYPE	RUN REPORTS REPORTS
Department	400	Parents	Branch	Report	Sequentially

Practice 6 Overview

This practice covers the following topics:

- **Creating a content set to expand rows**
- **Viewing the hierarchy**
- **Applying the content set to an existing report**
- **Defining another content set to expand reports**

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Practice 6 Solution

Practice 6 Solution

This practice covers the following topics:

- **Creating a content set to expand rows**
- **Viewing the hierarchy**
- **Applying the content set to an existing report**
- **Defining another content set to expand reports**

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Practice 6-5 Solutions

Step 1: Create a Content Set

1. Click the Define Report icon on the ADI toolbar.
2. Select Generate Content Set, then click Next.
3. In the Name field, enter XX Content Set and enter the primary options.
4. Click the Next button to go to the next window.
5. The following Step 5 window should appear:
6. Click Export.
7. Click Yes to create a tab-delimited file.
8. Make a note of the name and location of the file:_____.
9. Finish the content set.

Practice 6 Solution

Practice 6 Solution

This practice covers the following topics:

- **Creating a content set to expand rows**
- **Viewing the hierarchy**
- **Applying the content set to an existing report**
- **Defining another content set to expand reports**

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Step 2: View the Hierarchy in a File

1. Open Windows Explorer.
2. Find the file using the location that you noted in the prior step.
3. Open and view the file.

Step 3: Apply the Content Set to a Report

1. Find the worksheet with the report that you created in Practice 5
2. Click the Report Objects icon. The Report Objects window appears with the Report tab displayed.
3. Your report XX Bud/Act/Var should appear in the Name field.
4. In the Optional Components region, click inside the Content Set field. The Find window appears. Enter your XX as the reduction criteria to find your content set.
Click OK to close the window.

Practice 6 Solution

Practice 6 Solution

This practice covers the following topics:

- Creating a content set to expand rows
- Viewing the hierarchy
- Applying the content set to an existing report
- Defining another content set to expand reports

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5. Click the Content tab to view the details.
6. Click the green check mark to close the Report Objects window.

Step 4: Save the Report

1. Save your report by clicking the Save Report to Database icon on the Report toolbar.
2. When the decision window appears, click Yes.

Step 5: Create Another Content Set

1. Click the Define Report icon on the ADI toolbar.
2. Select Generate Content Set, then click Next.
3. In the Name field, enter XX Web Content Set and enter the primary options.
4. Click the Next button to go to the next window.
5. Click Finish in the next window, then Finish again to complete the content set.

Setting Up Define Report

Setting Up Define Report

You can set the following defaults when setting up Report Definition in the Ledger Options window.

- **Defaults:** Set the formatting options for rows, columns, column width, line item width, format, and factor.
- **Indicator:** Specify which colors to use to display Account Assignments, Calculations, and Exceptions report indicators on your report worksheet.
- **Copy Options** include Make Copy Default, Enforcement Level and Prompt.

Note: These options are overridden if the ADI security-related profile options are defined in GL.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Options > General Ledger Options > Report Definition Tab

Using Profile Options

Using Profile Options: You can set the following profile options for Define Report

- **GLDI: Report Wizard Privileges:** You may have one of four security levels assigned named None, Submit, Define, Define and Submit.
- **GLDI: AutoCopy Enforcement Level:** When working with existing reports or report objects, you can assign the profile options Enforce Copy, Enforce Original and None.

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Summary

In this lesson, you should have learned how to:

- **Identify the Define Report toolbar**
- **Create a new report, modify the components of an existing report, and download an existing report to a spreadsheet**
- **Use various methods to update report objects and attributes**
- **Create content sets using the Content Set Generator**

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R11i Submitting, Analyzing, and Publishing Reports

Chapter 22

R11i Submitting, Analyzing, and Publishing Reports

R11i Submitting, Analyzing, and Publishing Reports

**Oracle Applications Desktop Integrator,
Release 7.0**

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Objectives

Objectives

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

- **Identify the toolbar icons and tabs of the Request Center window and submit financial and standard reports**
- **Publish to a spreadsheet, Web page, text file and create themes to format report outputs**
- **Setup Request Center**
- **Identify the icons on the Analyze Report toolbar and drill down to various types of balances**
- **Manipulate dimensions to change your analysis views and export analysis to a Microsoft Excel**

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Agenda

Agenda

- **Overview of Submitting, Analyzing, and Publishing Reports.**
- Submitting and Publishing Reports
- Analyzing Reports

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Overview

- **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

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Agenda

Agenda

- Overview of Submitting, Analyzing, and Publishing Reports.
- **Submitting and Publishing Reports**
- Analyzing Reports

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Toolbar Icons

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

- **Submit Report** - Submit standard or financial reports to be run on your server
- **Show Request Details** - Show submission details, such as phase, status, and request date, for a selected request
- **Cancel Request** - Cancel a concurrent request
- **View Output/Log** - Download the report output or log file of a selected request and view it in the default output viewer

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Toolbar

Toolbar Icons (continued)

- **Publish Report** - Download and publish the report output of a selected request to a Web page, Microsoft Excel worksheet, or text viewer
- **Publish Sets** - Download and publish report and request sets, created in Oracle Applications, using the Request Center. You can apply publishing templates (themes and publishing options) to each report in the set then publish all reports in a Financial or Standard Report set. Publishing Templates can be saved and reused.
- **Report Manager Tools**- Set the formatting options for your report output (You can select from predefined report themes or define your own)

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Toolbar Icons (continued)

- **Print Output/Log** - Download a report output or log file and print it to a local or network printer
- **Monitor Request** - Select a request to monitor (The request is added to the Pending or Completed tab in the Request Center window)
- **Add Request to Hotlist** - Place a completed request in a special hotlist holding area (Deleting requests from the Completed tab does not affect the entries in the hotlist)
- **Stop Monitoring Selected Request** - Remove a selected request from either the Pending, completed, or Hotlist tabs of the Request Center window

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Toolbar Icons (continued)

- **Stop Monitoring ALL Requests** - Remove all requests from the Pending, Completed, or Hotlist tabs of the Request Center window
- **Signon** - Sign on to an Oracle Applications database (You must sign on before you can monitor requests for a specific database)
- **Disconnect** - Disconnect from the selected Oracle Applications database
- **Change Responsibility** - Select a different responsibility when you have signed on to the database
- **ADI** - Start ADI if it is installed on your PC

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Toolbar Icons (continued)

- **Oracle Applications** - Start Oracle Applications if they are installed on your PC (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)
- **Options** - Set the Request Center options
- **Help** - Access the Request Center online Help features
- **Minimize** - Minimize the Request Center window
- **Exit** - Close and exit the Request Center
- **Pending Request** - Indicates that a request is currently pending

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Request Center Tabs

Request Center Tabs

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

- **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)

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Request Center

Request Center Tabs (continued)

- **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)

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Selecting a Report Type

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 select from the following reports in the Report Type region:

- **Standard (Fixed Format)** - Submit any standard reports that are available in Oracle Applications if they are available to your responsibility
- **Standard (Variable Format)** - Submit any variable format report that enables the user to define the content and order of the report (variable reports are used only in Oracle Assets)

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Request Center > Submitting Reports

Selecting a Report Type (continued)

Selecting a Report Type (continued)

- **Financial Statement** - Submit any financial report that has been defined if your responsibility enables you to access the reports (Financial reports are used only in Oracle GL)

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Selecting Publishing Options

Selecting Publishing Options

You can publish report outputs to Web pages, a spreadsheet, or a text file. You can also choose to have the report published automatically after processing.

- **Publish Report** - If you select this, ADI will publish your report
- **Prompt** - If you select Prompt, a dialog box appears before the system publishes the report.
- **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

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Request Center > Setting Report Publishing Options

Selecting Options

Scheduling Report Processing

- 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.

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How to Submit a Financial Report

If your financial report or your report components are already defined, you can use the Request Center to submit and publish a report.

1. Click the **Submit Report** button on the **Request Center** toolbar and select **Financial Statement** as the **Report Type**.
2. You can select a report from the **Existing Report** poplist or query a report name.
3. To create an ad hoc report, leave the **Existing Report** field blank and click the **Select Components** button.

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How to Submit a Financial Report

4. Enter or select your other report parameters, including Period, Date, Content Set, Segment Override, Rounding Option, Currency, and Exceptions Only.

Note: If you run an existing report that already has a content set defined, you can override the original content set by specifying a new one when you submit the report.

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Publishing a to a Spreadsheet

Publishing a to a Spreadsheet

Set the following options if you choose Spreadsheet as your output type:

- **New Workbook** - Publishes the report to a new Microsoft Excel workbook
- **Current Workbook** - Publishes the report to the currently active Microsoft Excel workbook (You can add a new worksheet (Add Output) or replace an existing worksheet (Replace Output))
- **Apply Formatting** Applies the formatting specified in your selected theme (Do not select this option if you do not want formatting)

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Request Center > Setting Report Publishing Options > Spreadsheet Options

Publishing a Financial Report

The Request Center displays the actual financial report name instead of the text “Financial Statement Generator” in the Program Name column. This feature enables you to quickly identify and publish any financial statement that you have previously run.

- If you select the Prompt option in the Report Submission and Publishing window, when your request finishes, a Request Center decision window appears
- To publish now, click Yes. If you click No, you can publish at any time by using the Publish Output icon

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Viewing a Financial Report Published to a Spreadsheet

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.

- The amounts that you see represent a range of account values
- To view additional details, you can either publish your report with a content set or use the Analyze Report feature of ADI
- Analyze Report will be covered later in this module

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Demonstration

This demonstration shows you how to:

- Submit a financial report
- Publish to a spreadsheet
- **Request Center > Submit Report > (B)Submission**

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Practice 1 Overview

Practice 1 Overview

This practice covers the following topics:

- **Submitting a financial report**
- **Publishing to a spreadsheet**

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Practice 1 Instructions with Solutions

Practice 1 Instructions with Solutions

In this practice, you will select and publish a report to a spreadsheet.

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Practice Instructions

In this practice, you will select and publish a report to a spreadsheet.

Step 1: Select the Report

You need to submit the Class Act/Bud/Var report for the latest open period. Make sure to include the XX Content Set.

Step 2: Select Publishing Options

Publish your output to a new spreadsheet worksheet, applying the Turtle theme.

Accept the remaining defaults.

Hint: If you need help, you can either go back to the lesson for more information, or review the solutions.

Practice Solution

Step 1: Select the Report

1. Click the Request Center on the task bar at the bottom of your screen.
2. Click the Submit Request icon on the Request Center toolbar.
3. In the Report Type region, select Financial Statement.
4. In the Existing Report field, select your XX Act/Bud/Var report from the list of values.
5. Put your cursor in the Period field. The latest open period defaults. Use May of the current year as the period for the report. In the Content Set field, you

should see the content set XX Content Set. If you do not, use the list of values to find it.

6. Click the Publishing button.

Step 2: Select Publishing Options

1. Select the Spreadsheet output type.
2. Select the Spreadsheet options, New Workbook, Add Output, Apply Formatting.
3. Click the Options button. Accept the defaults.
4. Click the green check mark to submit the report.
5. Click OK to acknowledge the submission of the report.
6. Your request will be in the Pending tab in the Request Center window. When the Request Center prompt appears, click Yes.
7. View your output in your spreadsheet. Notice the output tabs for each department. You can click on each tab to see a report for each department.

Overview of Web Publishing

- Web publishing eliminates printing reports for manual distribution. You can publish reports directly to a Web site by linking output to an HTML Web page on a corporate intranet or on the Internet
- Interested users log in to the Web site to subscribe to or view selected reports. Those users who need to analyze the report further can download a spreadsheet version of the report from the Web site
- You can apply report themes or custom formatting, such as colors, fonts, and a corporate logo, to make your outputs look more professional
- Each time you run the report, you have the option of automatically updating the Web page

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Publishing a Report to the Web

Publishing a Report to the Web

Set the following options for your Web output type:

- **Publish To** - Enter a path and filename for the Web page that ADI will create. If a Publish To value has been defined within the theme, it will override any value that you enter now
- **Launch Browser** - This option displays report output in your browser
- **Include Spreadsheet** - Check this box to download both web page and spreadsheet output. This option only appears for FSG and Ad Hoc reports.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Request Center > Setting Report Publishing Options > Local Web Page Options

Publishing a Report to the Web (continued)

- **Include Text (Plain) File** - Check this box to download both web page and text output. This option only appears for standard and variable format reports.
- **Include Printable Copy** - Check this box to download a web-based version of the report that is suitable for printing. This option only appears for standard and variable format reports.
- **Link Reports** - Use this option to link financial report pages when you use a content set
- **Separate Directories** - Use this option to save financial report pages to separate subdirectories when you use a content set

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Demonstration

This demonstration shows you how to:

- Publish a financial report to the Web
- Use a content set
- **Request Center > Submit Report > (B)Publishing**

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Practice 2 Overview

Practice 2 Overview

This practice covers the following topics:

- **Publishing a financial report to the Web**
- **Using a content set**

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Practice 2 Instructions with Solution

Practice 2 Instructions with Solution

In this practice, you will submit and publish to the Web an ad hoc financial report with a content set.

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Practice Instructions

In this practice, you will submit and publish to the Web an ad hoc financial report with a content set.

Scenario

You need to publish a financial report to the web. Also, you need to include the budget and content set as instructed below. You should publish this report to a Web page instead of a spreadsheet.

Step 1: Select Your Report and Content Set

1. From the Report Submission and Publishing window, select Financial Statement as the report type.
2. Select Create Ad Hoc Report and submit the report with the XX RW Row Set and XX RW Column Set.
3. Include your XX Web Content Set.
4. Select the 1999 BUDGET.
5. Submit the report for latest open period.

Step 2: Select Publishing Options

1. Publish your output to the Web, applying the Turtle theme.
2. Accept the remaining defaults.

Hint: If you need help, you can either go back to the lesson for more information, or review the solutions.

Practice Solution

Step 1: Select Your Report and Content Set

1. Click the Request Center on the task bar at the bottom of your screen.
2. Click the Submit Request icon on the Request Center toolbar.
3. Select Financial Statement as the report type.
4. Click the Select Components button.
5. From the list of values, select XX RW Row Set, XX RW Column Set and XX Web Content Set.
6. Select the 1999 BUDGET from the list of values.
7. Click the green check mark to close the window.
8. In the Period field, select the latest open period (it should default).
9. Accept the remaining default values and click the Publishing button.

Step 2: Select Publishing Options

1. Select the Web output type.
2. Select the Web Options Launch Browser, Include Spreadsheet, Link Reports, Separate Directories.
3. Click the green check mark.
4. Click OK to acknowledge the submission of the report.
5. Your request will be in the Pending tab in the Request Center window. When the Request Center window appears, click Yes.
6. View your report. Notice how each department report has its own link.

Publishing a Report to Text

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

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Request Center > Setting Report Publishing Options > Text Options

Demonstration

This demonstration shows you how to publish a financial report to text

- **Request Center > Submit Report > (B)Publishing**

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Practice 3 Overview

Practice 3 Overview

This practice covers publishing a financial report to text.

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Practice 3 Instructions with Solution

Practice 3 Instructions with Solution

In this practice, you will submit a financial report that is published to text.

- **Select a Financial Report**
- **Publish to Text**

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Practice Instructions

In this practice, you will submit a financial report that is published to text.

Scenario

You need to include a financial report for the month of January 1998 within a document, so you decide to publish to text.

Step 1: Select a Financial Report

Select the XX Consolidated Balance Sheet report from the list of values and run the report for the period Jan-98.

Step 2: Publish to Text

Publish the output to text.

Hint: If you need help, you can either go back to the lesson for more information, or review the solutions.

Practice Solution

Step 1: Select a Financial Report

1. Select the Request Center on the task bar at the bottom of your screen.
2. Click the Submit Request icon on the Request Center toolbar.
3. Select a Financial Statement report type.
4. In the Existing Report field, select XX Consolidated Balance Sheet from the list of values.
5. In the Period field, select Jan-98 from the list of values.
6. Click the Publishing button.

Step 2: Publish to Text

1. Select the Text (Plain) output type.
2. Select the options Launch Viewer.
3. Click the Options button. Accept the defaults.
4. Click the green check mark to submit the report.
5. Click OK to acknowledge the submission of the report.
6. Your request will be in the Pending tab of the Request Center window.
When the Request Center window appears, click Yes.
7. View the output.

How to Submit a Standard Report

How to Submit a Standard Report

1. Click the **Submit Report** icon in the **Request Center** toolbar select **Standard (Fixed Format)** as the report type.
2. Select the standard report that you want to run and enter your standard report parameters.
3. Click the **Submission** button to display the standard report submission parameters and click the **Publishing** button to set your report publishing options.

Note: The list of standard reports depends on which responsibility you chose

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Note: The list of standard reports depends on which responsibility you chose

Demonstration

This demonstration shows you how to:

- Submitting a standard report
- Publishing to a spreadsheet
- **Request Center > Submit Report**

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Practice 4 Overview

Practice 4 Overview

This practice covers the following topics:

- **Submitting a standard report**
- **Publishing to a spreadsheet**

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Practice 4 Instructions with Solution

Practice 4 Instructions with Solution

In this practice, you will submit a standard report and publish it to a spreadsheet.

- **Standard report: Chart of Accounts - Segment Values Listing**
- **Output type: Spreadsheet**

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Practice Instructions

In this practice, you will submit a standard report and publish it to a spreadsheet.

Scenario

You need to submit the standard report Chart of Accounts - Segment Values Listing.

You want to publish it to a spreadsheet so that you can save it as a file. You will publish it in a new workbook.

Step 1: Select Standard Report

From the Submit Report window, select the standard report Chart of Accounts - Segment Values Listing. From the Segment Name drop-down box, select Account.

Step 2: Select Publishing Options

Publish your output to a new worksheet, applying the Turtle theme. Accept the remaining defaults.

Hint: If you need help, you can either go back to the lesson for more information, or go forward to the solutions.

Practice Solution

Step 1: Select Standard Report

1. Click the Request Center on the task bar on the bottom of your screen.
2. Click the Submit Request icon on the Request Center toolbar.

3. Select a Standard (Fixed Format) report type.
4. In the Report field, select Chart of Accounts - Segment Values Listing from the list of values.
5. Click the Submission button or press [Tab].
6. Enter the parameters Segment Name: Account
7. Click the Publishing button.

Step 2: Select Publishing Options

1. Select the Spreadsheet output type.
2. Select the options: New Workbook
3. Click the green check mark (OK) to submit the report.
4. Click OK to acknowledge the submission of the report.
5. Your request will be in the Pending tab of the Request Center window. When the Request Center prompt appears, click Yes.
6. View your report in a spreadsheet.

Using Themes

- You can format any report request that you submit through the Request Center by applying a report output theme when you publish the report
- You can create new themes or customize existing themes in a spreadsheet environment by using a combination of ADI and Microsoft Excel formatting features
- You can fine-tune your themes by using tokens and cell level formatting to control the appearance of your financial reports down to the cell level; that is, the intersection of a row and a column

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Request Center > Setting Report Submission Options > Formatting Report Output > Using Report Output Themes

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.

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How to Create a Theme

1. Click the **Format Report Output** icon on the **Request Center** toolbar.
2. Click **Create** and select the report type: **Financial Statement**, **Standard (Fixed Format)**, or **Standard (Variable Format)**. ADI creates a theme based on the **Theme Defaults** tab of the **General Options** window
3. **Customize** the theme worksheet as described in the next section, and **save** your theme.

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How to Customize a Theme

1. From the Report Output Themes window, click the folder icon to open the theme that you want to customize then click the Customize button and select the report output feature that you want to change.
3. Define your formatting choices within each tab of the Format Cells window.
4. (Optional) Click Publish To, then select a default path and filename to use for publishing Web-based reports with this theme.
5. (Optional) Click Background, then select an image file to use as a background for any report that you create with this report output theme.

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Demonstration

This demonstration shows you how to:

- Creating a custom theme
- Publishing a standard report to a spreadsheet
- Modifying a theme
- **Request Center > Format Report Output**

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Practice 5 Overview

Practice 5 Overview

This practice covers the following topics:

- **Creating a custom theme**
- **Publishing a standard report to a spreadsheet**
- **Modifying a theme**

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Practice 5 Instructions with Solution

Practice 5 Instructions with Solution

In this practice, you will create a custom theme and publish a standard report with this theme.

- Create your custom background and theme
- Use your theme to publish a standard report to a spreadsheet
- Modify your theme and publish report to web

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Practice Instructions

In this practice, you will create a custom theme and publish a standard report with this theme.

Scenario

You just received a memo from your manager informing you that he did not like the Turtle theme on the reports that you sent him. You need to create a basic theme that includes a logo and a simple background.

Step 1: Create Custom Theme

1. Using the Format Report Output button on the Request Center toolbar, create a custom theme for a standard report.
2. Select the Grey.bmp file for this background. Do not click the Publish to button.

Hint: Look for the file in the GLDI90\Themes\Backgrounds directory.

3. Save the theme as an Excel spreadsheet to the Themes directory, and name it XXTheme1.xls; replace XX with your initials.
4. Close both the theme and the Report Output Themes windows.

Step 2: Publish Standard Report to a Spreadsheet

1. From the Submit Report window, select the Standard report Chart of Accounts -Account Hierarchy. There are no parameters for this report.
2. Publish this report to a spreadsheet and use your new theme.

3. View your report. Notice the column sizes. You will need to modify this theme to match this report. Do not close this report.

Step 3: Modify Theme and Republish Report

1. Using the Report Output Themes window, open your theme. Change the width of column A to 72 and the width of column B to 60.
2. Save your theme and close the window.
3. Make sure that the report you just published is open.
4. In the Request Center window, select the report you just published.
5. Click the Publish Output icon to republish this report.
6. Republish your report to the current workbook and select Replace Output.
7. When your report finishes, if you see a line in the middle of your report, select the menu path Tools—>Options. Clear the Page Breaks check box in the Window Options region of the View tab. Notice how the report looks with the new column widths.

Step 4: Republish the Report to the Web

1. From the Request Center window, select the report that you just published.
2. Click the Publish Output icon to republish this report.
3. Select Web as the output type, instead of spreadsheet.
4. View your report.

Hint: If you need help, you can either go back to the lesson for more information, or review the solutions.

Practice Solution

Step 1: Create Custom Theme

1. Click the Format Report Output icon on the Request Center toolbar. The Report Output Themes window opens.
2. Click the Create button.
3. Select Standard (Fixed Format). A new Microsoft Excel worksheet opens.
4. In the Report Output Themes window, click the Background button.
5. From the GLDI90\Themes\Background directory, select the Grey.bmp file and click Open.
6. The background of the report is now a gray pattern. The path of the background picture appears on the worksheet in the Background field.
7. Leave the Publish To field clear.
8. From the Microsoft Excel menu, select File—>Save As.
9. Save the theme as a Microsoft Excel spreadsheet to the Themes directory and name it XXTheme1.xls; replace XX with your initials. Your theme can now be applied to published reports.
10. Close your new theme.
11. Close the Report Output Themes window.

Step 2: Publish Standard Report to a Spreadsheet

1. Click Submit Report on the Request Center toolbar.

2. From the Submit Report window, select the Standard (Fixed Format) report Chart of Accounts - Account Hierarchy. There are no parameters for this report.
3. Click the Publishing button.
4. Select the Spreadsheet output type.
5. In the Apply Theme field, enter the path and filename for your new theme. You can use the flashlight icon to find the file.
6. Click the green check mark to submit the report.
7. Click OK to acknowledge the submission of the report.
8. Your request will be in the Pending tab in the Request Center window. When the Request Center prompt appears, click Yes.
9. View your report.
10. Do not close this report. You will replace this output in the next step.

Step 3: Modify Theme and Republish Report

1. Click Format Report Output on the Request Center toolbar.
2. Click the Open icon (folder) and find your theme. Click OK to open it.
3. Change the width of column A to 72 by clicking column A and dragging it to the right.
4. Change the width of column B to 60.
5. Save your changes and close the theme.
6. Make sure that your report is open.
7. In the Request Center window, locate the report that you just published by putting your cursor on the line.
8. Click the Publish Output icon on the Request Center toolbar.
9. Select Current Workbook and Replace Output.
10. Click OK.
11. View your report.
12. To remove the page break, select Tools—>Options from the Microsoft Excel menu. The Options window appears.
13. Clear the Page Breaks check box in the Windows Options of the View tab.
14. View your new report. Notice how the columns are sized differently.

Step 4: Republish the Report to the Web

1. In the Request Center window, select the report you just published.
2. Click the Publish Output icon to republish this report.
3. Select Web as the output type, instead of spreadsheet.
4. View your report.

Using Cell Level Formatting

You can format individual cells in your financial report themes to refine the appearance of your report output. This feature works for financial reports with Oracle GL releases 11i, 11 and 10.7

- **Cell level formatting overrides the formatting you defined for the report title, report headings, column headings, line items, and amounts when you created or customized report output themes**
- **Cell level formatting for releases 11 and 10.7 follow different processes. For directions regarding 10.7, see Oracle Applications Desktop Integrator User's Guide**

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Request Center > Formatting Report Output > Customizing Themes for Financial Reports > Cell Level Formatting

Using Cell Level Formatting (continued)

- In the report title, report heading, and column heading regions of your theme, you can format any cell or range of cells, and the formatting will be displayed in your report output. Instead of using the Report Output Themes window, you make your changes directly in Microsoft Excel
- You can also enter tokens, text, or numbers in any cell within these regions, to be displayed in your report output. A token enables the report to reference information from the database, such as set of books, report currency, or submission date. A token must begin with an ampersand (&)

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Request Center > Formatting Report Output > Customizing Themes for Financial Reports > Cell Level Formatting

Using Cell Level Formatting (continued)

Your report definition, created in Oracle GL or ADI, uses sequence numbers to locate the position of rows and columns in your report output. Use these sequence numbers in your report themes to apply formatting to specific areas of your report definition. The Request Center matches the formatting specified in your report theme with the information in your report definition to generate formatted report output.

- Sequence numbers also act as tokens by automatically inserting row and column descriptions in the Line Item and Column Heading regions of your report output

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Using Cell Level Formatting (continued)

- To view sequence numbers associated with your report you can:
 - Use the Report Wizard (Define Report) capability to view the report
 - Use the View Output/Log Button in the Request Center toolbar and select View Output File.
- Create a specific theme for each financial report you have defined, so that the rows and columns of the theme match the rows and columns of the report

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How to Use Cell Level Formatting

1. **Create a new theme worksheet (see the section on how to create a theme for details).**
2. **In column A of your report theme, select the row that you want to format and enter the ampersand symbol (&), followed by the row sequence number that you want to use.**
3. **Select Format Cells, or select Format—>Cells from the menu. Use the Format Cells window in Microsoft Excel to make font color, style, and size changes.**

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How to Use Cell Level Formatting (continued)

4. **Locate the column that you want to format and select the cell beneath the column heading and enter the ampersand symbol (&), followed by the column sequence number that you want to use.**
5. **Use Microsoft Excel's formatting capabilities to format a cell or range of cells. The Request Center uses sequence numbers to reference formatting instructions your report theme with the information in your report definition to generate your formatted report output.**

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Republish Report Output Manually

- You may decide to republish a report and change the theme. You can use the Publish Output option to change the theme of a previously published report
- You can also publish a report that was submitted but not published (the Publish Report check box was cleared). Report requests listed on the Request Center Completed tab or Hotlist tab can be published manually

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How to Republish Report Output Manually

1. **Select the report from the Request Center Completed tab or Hotlist tab.**
2. **Click the Publish Output icon on the Request Center toolbar.**
3. **From the Apply Themes drop-down list, select the report theme that you want to use.** Apply Theme is not enabled if publishing output to text.
4. **Select the output type for your report and complete the appropriate publishing options for the output type.**
5. **Click OK to publish the report, or Cancel to abort.**

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Demonstration

This demonstration shows you how to:

- Create custom themes for financial reports
- Change the format of a published financial report
- **Request Center > Format Report Output**

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Practice 6 Overview

Practice 6 Overview

This practice covers the following topics:

- **Creating custom themes for financial reports**
- **Changing the format of a published financial report**

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Practice 6 Instructions with Solution

Practice 6 Instructions with Solution

In this practice, you will create another custom theme and use it for your financial report

- Create cell level formatting for your theme by changing font colors and sizes and moving the text to the center.
- Publish a report using this theme to both a spreadsheet and the Web.

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Practice Instructions

In this practice, you will create another custom theme and use it for a financial report, the Company Balance Sheet. You will create cell level formatting for this theme by changing font colors and sizes and moving the text to the center. You will publish a report using this theme to both a spreadsheet and the Web.

Scenario

The following is an example of the report definition. When you create a custom theme for a financial report, it is recommended that you have a copy of the definition in order to format specific rows and columns.

You will need this information to create your custom theme for row and column sequences. Notice the column sequence numbers. You will move the text between the columns. Notice the row sequence numbers. You will format specific text and rows as well.

Step 1: Create a Custom Theme for a Financial Report

1. Click the Format Report Output button on the Request Center toolbar.
2. Format cells A3–G3 with a white pattern.
3. Delete row 4, which is an extra report title line.
4. Move the Oracle Applications icon to cell A3.
5. Remove the default tokens in cells B3–B6 by selecting Clear—>Contents from the Edit menu.
6. Add the following tokens, making sure that the spelling and case are identical.

Note: It will look like you are typing in column D.

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Cell Cell Name

C3 &SetOfBooksName

C4 &ReportTitle

C5 For the Month Ending: &POINAME0

7. Change the cell formatting to the following:

Cell Formatting

C3 Arial 22, dark blue, bold

C4 Arial 18, dark blue, bold

C5 Arial 11, dark blue, bold

8. Put your cursor in cell A4. You should see Report Heading in the name box in the upper left corner of your screen. This is the beginning of the report heading area.
9. Move your cursor to cell A5. What is in the name box?
10. In what cell does Column Headings begin? _____
11. Delete rows 7–9 to eliminate the space between the title and the headings.
12. Change the height of rows 6 and 7 to 13.

Step 2: Format Line Items

1. Move the line item text between column sequence numbers 10 and 20 by clicking the right-arrow Move Line Items button.
2. Change the background color of the line items column (where you see text) to ivory and the font color to black.
3. Apply the background color light turquoise to column A from row 7 through row 19 (only where you see text), using Microsoft Excel formatting.
4. Change the background color of rows 7 and 8 (the column heading region) to gray.
5. Increase the width of columns A and C to 20. Increase the width of column B to 50.

Cell Cell Name

C3 &SetOfBooksName

C4 &ReportTitle

C5 For the Month Ending: &POINAME0

Cell Formatting

C3 Arial 22, dark blue, bold

C4 Arial 18, dark blue, bold

C5 Arial 11, dark blue, bold

Step 3: Use Cell Level Formatting

1. Change the &default_line_format text to Arial 11, green. Unless indicated, all row text will print with this color.

Hint: Put your cursor over the color in the Format Cells window to view the color name.

2. Look at the report defined in step 1 of this practice. Notice rows 5 and 85. You will change the formatting specifically for these cells as well as 145 and 160. On the next line, after `&default_line_format`, type `&5 Assets`. Format in Arial 12, dark red.
3. On the next line, type `&85 Liabilities`. Format in Arial 12, dark red.
4. On the next line, type `&145 Owner's Equity`. Format in Arial 12, dark red.
5. On the next line, type `&160 Total Liabilities and Owner's Equity`. Format in Arial 12, blue.
6. Highlight this row from column A through column E with a gray background. Select a border on the top and bottom. Change the amount format to \$, decimals, no pennies, and parentheses to indicate a negative amount.
7. Delete rows 15 to 19.
8. Delete columns D to G.
9. Save the theme as a Microsoft Excel spreadsheet to the Themes directory, and name it `XXBalSheetTheme.xls`; replace XX with your initials.
10. Close the theme window.

Step 4: Submit the Financial Report to a Spreadsheet

1. In the Submit Report window, select a Financial Statement report type.
2. In the Existing Report field, select Company Balance Sheet and publish this report for the period of Jan-98.
3. Publish this report to a spreadsheet and use your new theme.

Step 5: Republish the Report to the Web

1. From the Request Center window, select the report that you just published.
2. Republish this report, changing the output type from Spreadsheet to Web.
3. View your report.

Hint: If you need help, you can either go back to the lesson for more information, or review the solutions.

Practice Solution

Step 1: Create a Custom Theme for a Financial Report

1. In the Request Center window, select Format Report Output.
2. Click the Create button in the Report Output Themes window, and select Financial Statement. A new Microsoft Excel window opens.
3. Close the Report Output Themes window.
4. Highlight cells A3–G3 and click the right mouse button.
5. Select Format Cells. The Format Cells window opens. You can also open this window by selecting Format—>Cells from the menu or by using the Microsoft Excel toolbar. Formatting cells will be used throughout this practice. Use these directions to access the window.
6. Click the Patterns tab and select white to change the color of these cells. When you are done, click OK.
7. Click row 4 and click the right mouse button to open the Edit menu.

8. Select Delete to delete the row.
9. Click the Oracle Applications icon once. Click and drag it to cell A3.
10. Highlight cells B3–B6. From the Edit menu, select Clear—>Contents to delete the cells.
11. Add the following tokens, making sure that the spelling and case are identical.

Note: It will look like you are typing in column D.

Cell	Cell Name
C3	&SetOfBooksName
C4	&ReportTitle
C5	For the Month Ending: &POINAME0

12. Using the Format Cells window, change the cell formatting to the following:

Cell	Formatting
C3	Arial 22, dark blue, bold
C4	Arial 18, dark blue, bold
C5	Arial 11, dark blue, bold

13. Put your cursor in cell A4. You should see Report Heading in the name box in the upper left corner of your screen. This is the beginning of the report heading area.

14. Move your cursor to cell A5. What is in the name box? A5

15. In what cell does Column Headings begin? A10

Cell	Cell Name
C3	&SetOfBooksName
C4	&ReportTitle
C5	For the Month Ending: &POINAME0
Cell	Formatting
C3	Arial 22, dark blue, bold
C4	Arial 18, dark blue, bold
C5	Arial 11, dark blue, bold

16. Delete rows 7–9 to eliminate the space between the title and the column headings (See step 7 for details on how to delete rows).
17. Change the height of rows 6 and 7 by highlighting the rows, clicking the right mouse button and selecting Row Height. In the Row Height window, enter 13 and click OK.

Step 2: Format Line Items

1. Move the line item text between column sequence numbers 10 and 20 by using the right-arrow Move Line Items button.
2. Change the background color of the line items column (where you see text) to ivory and the font color to black.
3. Apply the background color light turquoise to column A from row 7 through row 19 (only where you see text), using Microsoft Excel formatting.

4. Change the background color of rows 7 and 8 (the column heading region) to gray.

Move Line

Pattern = ivory

Font color = black

Items arrow buttons

5. Increase the width of columns A and C to 20. Increase the width of column B to 50. To widen the columns, highlight the column, click the right mouse button and select Column Width, or select Format—>Column—>Width from the menu.

Step 3: Use Cell Level Formatting

1. Change the &default_line_format text to Arial 11, green. Unless
2. indicated, all row text will print with this color.

Hint: Put your cursor over the color in the Format Cells window to view the color name.

3. Look at the report definition under step 1 of this practice. Notice rows 5, 85, and 145. You will change the formatting specifically for these cells.
4. To format at the cell level, on the next line, after &default_line_format, type &5 Assets. Format in Arial 12, dark red. When you publish the Company Balance Sheet report with this theme, ADI will format the description of row sequence 5 with this formatting.
5. On the next line, type &85 Liabilities. Format in Arial 12, dark red.
6. On the next line, type &145 Owner's Equity. Format in Arial 12, dark red.
7. On the next line, type &160 Total Liabilities and Owner's Equity. Format in Arial 12, blue.

Highlight this row from column A through column E with a gray background.

Select a border on the top and bottom. Change the amount format to \$, decimals, no pennies, and parentheses to indicate a negative amount.

8. Delete rows 15 to 19.
9. Delete columns D to G.
Your theme should look like the following:
10. Save the theme as a Microsoft Excel spreadsheet to the Themes directory, and name it XXBalSheetTheme.xls; replace XX with your initials.
11. Close the theme window.

Step 4: Submit the Financial Report to a Spreadsheet

1. Click Submit Report on the Request Center toolbar.
2. In the Report Submission and Publishing window, select the Financial Statement report type.
3. In the Existing Report field, select Company Balance Sheet from the list of values.
4. Select Jun-98 in the period field.

5. Click the Publishing button.
6. Select Spreadsheet as the output type.
7. In the Apply Theme field, enter the path and filename for your new theme. You can use the flashlight icon to find the file.
8. Click the green check mark to submit the report.
9. Click OK to acknowledge the submission of the report.
10. Your request will be in the Pending tab in the Request Center window. When the Request Center prompt appears, click Yes.
11. View your report with the new formatting.

Step 5: Republish the Report to the Web

1. In the Request Center window, select the report that you just published.
2. Click the Publish Output icon.
3. Change the output type from Spreadsheet to Web.
4. Click OK.
5. View your report.

How to View Other Output Reports or Log Files

How to View Other Output Reports or Log Files

Report logs are used to document submission details and report parameters.

1. From the Completed tab or Hotlist tab of the Request Center window, select the entry for the completed report.
2. Click the View Output/Log icon on the Request Center toolbar, select View Output File or View Log File. The output or log file is downloaded and then opened in the default output viewer that you specified in the Request Center Options window.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Request Center > Viewing Report Output and Logs

How to Monitor a Request

1. **Start the Request Center if it is not already running, and select Monitor Request.**
2. **Select requests to include in the list by setting the selection criteria.**
3. **To stop monitoring a request, select the request from one of the tabs and click Stop Monitoring Selected Request on the Request Center toolbar.**

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Demonstration

This demonstration shows you how to:

- View request details of a completed report
- Clear all monitored requests from the Request Center
- **Request Center > Format Report Output (T)Completed**

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Practice 7 Overview

Practice 7 Overview

This practice covers the following topics:

- **Viewing request details of a completed report**
- **Clearing all monitored requests from the Request Center**

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Practice 7 Instructions with Solution

Practice 7 Instructions with Solution

In this practice, you will use the request center to do the following:

- View the request details of your completed report
- Add it to your hotlist
- Clear all completed requests

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Practice Instructions

In this practice, you will view the request details of a complete report, add it to your hotlist, and clear all completed requests.

Step 1: View Request Details

Select the first report shown on the Completed tab of the Request Center. View the request details of this report.

Step 2: Add the Request to the Hotlist

Add the first report that is shown on the Completed tab of the Request Center to your hotlist.

Step 3: Clear Requests

Clear the Request Center of all requests.

Hint: If you need help, you can either go back to the lesson for more information, or review the solutions.

Step 1: View Request Details

1. Open the Request Center window.
2. Click the Completed tab and highlight the first report shown.
3. Click the Show Request Details icon on the Request Center toolbar, then click OK when you are finished.

Step 2: Add Request to the Hotlist

1. Highlight the first report on the Completed tab.
2. Click the Add Request to Hot List icon on the Request Center toolbar.

3. View the same request in the Hot List tab.

Step 3: Clear Requests

1. Click Select Stop Monitoring All Requests on the Request Center toolbar.
2. The Request Center is now cleared of all requests.

Setting Request Center Options

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

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Request Center > Setting Request Center Options

Setting Request Center Options (continued)

Setting Request Center Options (continued)

- **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 (At installation, the language defaults from the one set at the database)

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Request Center > Setting Request Center Options

Specifying a Sound File for Request Completion

Specifying a Sound File for Request Completion

You can have an audible alert notify you when a request finishes processing or when an error occurs. All you need to do is select a sound (WAV) file.

- When you install ADI, some sound files are added to the Orant\GLDI90\Sounds or orawin95\GLDI90\Sounds directory on your PC. You can use one of these sound files or provide your own.
- The error alert only recognizes processes that have completed in error in the Concurrent Manager.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Request Center > Specifying a Sound File for Request Completion

How to Specify a Sound File for Request Completion

How to Specify a Sound File for Request Completion

1. Click the **Options** button on the **Request Center** toolbar and select the **Play Sound When Request Completes** check box.
2. For successful completions, click the **Find** button for the **Normal** field. For errors, click the **Find** button for the **Error** field.
3. From the **Choose Sound File** window, select the drive, directory, and filename for your sound file.
4. (Optional) Click the **Test** button to hear the sound you selected.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Request Center > Specifying a Sound File for Request Completion

Agenda

Agenda

- Overview of Submitting, Analyzing, and Publishing Reports.
- **Submitting and Publishing Reports**
- Analyzing Reports

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Analyze Report Features

Analyze Report Features

- **Analyze Report offers full support for average balances and cross-set of books drilldown**
- **Segment security is enforced using the Oracle General Ledger (GL) profile option FSG: Enforce Segment Value Security**
- **With multidimensional data analysis, you can drag account segments, periods, and other dimensions to different areas of your drill window. Analyze Report reorganizes the displayed information to reflect your new dimensions**
- **Data can be exported to Microsoft Excel or the Windows clipboard**

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Analysis Wizard > Analysis Wizard Features

Analyze Report Features (continued)

Analyze Report Features (continued)

- You can drill down to summary accounts, detail accounts, journal details, and subledger details

Note: Before you can use Analyze Report, you must use Request Center to publish a financial report to a Microsoft Excel spreadsheet.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Analysis Wizard > Analysis Wizard Features

How to Start Analyze Report

1. Publish a financial report to a Microsoft Excel spreadsheet and select a specific financial amount (not a calculated amount).
2. Click **Analyze Report** on the Applications Desktop Integrator (ADI) toolbar or double-click on the amount.

Note: You must enable the double-click analysis functionality in the Environment region of the Default Drill Options window for Analyze Report.

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How to Start Analyze Report (continued)

3. The Context window opens, displaying information about the amount on which you have chosen to drill down. Included is the amount, what the amount includes (Detail, Summary, or Both balances), the period, the currency, and the amount type.

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Using the Context Window

The Context window includes the following five buttons:

- **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

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Using the Context Window (continued)

- **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

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About the Analyze Report Toolbar

About the Analyze Report Toolbar

From the Analyze Report toolbar, you can access all the features of Analyze Report for drilling down to detail accounts and balances.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Analysis Wizard > Analysis Wizard Toolbar

How to use the Analyze Report Toolbar

How to use the Analyze Report Toolbar

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 (Analyze Report displays a print preview window first. From the preview window, you can set your print options)
5. **General Options** - Set the default drill options

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Analysis Wizard > Analysis Wizard Toolbar

How to use the Analyze Report Toolbar (continued)

How to use the Analyze Report Toolbar (continued)

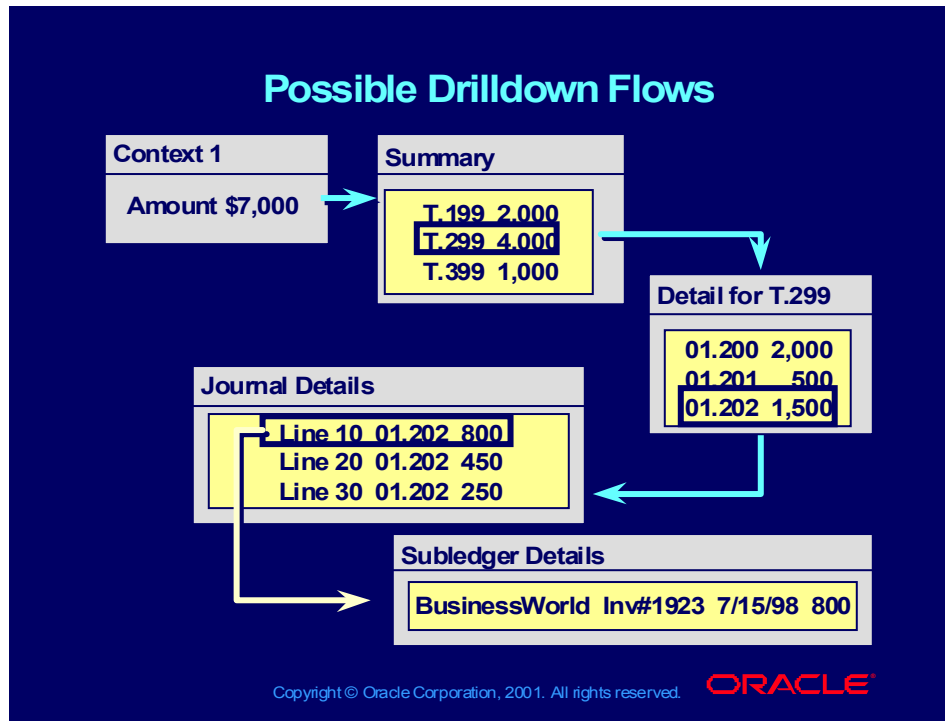
6. **Show Performance Information** - Display technical information about a highlighted amount in the currently active drill window
7. **Help** - Access the online Help features of Analyze Report
8. **Minimize** - Minimize the toolbar
9. **Exit** - Close and exit Analyze Report

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**(Help) Oracle Financial Applications > Applications Desktop
Integrator > Analysis Wizard > Analysis Wizard Toolbar**

Possible Drilldown Flows



Demonstration

This demonstration shows you how to:

- **Submit a financial statement to your spreadsheet**
- **Drill down on an expense amount**
- **View the account ranges and detail accounts that make up the amount**
- **Define drill options**
- **Application Desktop Integrator > Ledger > Analyze Report**

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Practice 8 Overview

This practice covers the following topics:

- **Submitting a financial statement to your spreadsheet**
- **Drilling down on an expense amount**
- **Viewing the account ranges and detail accounts that make up the amount**
- **Defining drill options**

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Practice 8 Instructions with Solution

Practice 8 Instructions with Solution

In this practice, you will submit a financial report and use Analyze Report to view account details.

- Submit and publish a financial report with content set
- Drill down to period expense detail
- View and select drill options
- View account ranges and detail accounts that comprise an amount

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Practice 8 Instructions

In this practice, you will submit a financial report and use Analyze Report to view account details.

Step 1: Submit and Publish a Financial Report

1. Submit and publish the Summary Income Statement for the period Jun-97 to a spreadsheet.
2. Use the content set Expand by Sales Department for this financial report.

Step 2: Drill Down on an Amount and View Details

1. Drill down on operating expenses for QTD-Actual for Jun-97.
What is this amount? _____
2. View the ranges for this amount. How many effective ranges does this amount have? _____
3. View the drill options for this amount and select the following options:
 - Show Account Type
 - Suppress Zero Balances
 - Show Outline Indicators
 - Show Totals
 - Include Descriptions for Account Segment
4. View the detail accounts that make up this amount.

What is the ending balance in the Total column? _____
How does this amount relate to the amount in the Summary Income Statement? _____

Note: Do not close the Detail Balances window in Analyze Report. You will use this window for the next practice.

Step 1: Submit and Publish a Financial Report

1. Click the Submit Request icon on the Request Center toolbar.
2. Select Financial Statement.
3. Select the Summary Income Statement report for the period Jun-97. Use the Expand by Sales Department content set.
4. Click Publishing and select the Spreadsheet output type.
5. Click the green check mark to submit your report, then click OK when the message appears that your report was submitted successfully.
6. When the Request Center prompt appears, click Yes to publish your report.

Step 2: Drill Down on an Amount and View Details

1. Select the amount for Jun-97 operating expenses for QTD-Actual. What is this amount? 2,071,176.00
2. Click the Analyze Report icon to open the Context window and drill down on this amount.
3. Click View/Filter to see the ranges. How many effective ranges does this amount have? Two
4. Click OK to close this window.
5. Click the Drill Options button.
6. Select or enter the values: Individually; Account, Show Account Type, Suppress Zero Balances, Show OutlineIndicators, Show Totals
7. Click OK to close the Drill Options window.
8. Click the Show Detail Accounts button.
9. Use the scroll bar on the right to get a better view.
10. What is the ending balance in the Total column? 2,071,175.92. How does this amount relate to the amount in the Summary Income Statement?
They are identical. The total amount shown reconciles with the amount that you initially drilled down on.

Note: Do not close the Detail Balances window in Analyze Report. You will use this window for the next practice.

Using Dimensions and Display Options

You can use the online analytical processing (OLAP) capabilities of Analyze Report 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
- Analyze Report 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

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Analysis Wizard > Drilling Down to Summary and Detail Accounts

How to Change Your View

How to Change Your View

How to Change Your View

- Simply drag one segment (such as the account segment) from one dimension (the row dimension) and drop it into another dimension (such as the column dimension)
- Use your right mouse button to quickly move segments to the row dimension or the page dimension
- The right mouse button also enables you to show all values or to limit the values to view by filtering the values

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Analysis Wizard > Drilling Down to Summary and Detail Accounts

Demonstration

This demonstration shows you how to:

- Manipulate dimension values to change how you view your data
- Limit the periods to view
- Limit the accounts to view
- Show the journal details of a selected amount
- **Application Desktop Integrator > Ledger > Analyze Report > Context window > (B) Show Details > Detail Balances**

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Practice 9 Overview

Practice 9 Overview

This practice covers the following topics:

- **Manipulating dimension values to change how you view your data**
- **Limiting the periods to view**
- **Limiting the accounts to view**
- **Showing the journal details of a selected amount**

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Practice 9 Instructions with Solution

Practice 9 Instructions with Solution

In this practice, you will change dimension values to change how you view your data including the following:

- Limiting the periods to view
- Limiting the accounts to view
- Showing the journal details of a selected amount

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Practice Instructions

In this practice, you will change the dimensions in your drill. You will view the journal details of an account balance, as well.

Step 1: Change Your View

1. Click the Company dimension value and drag it to the upper left corner of the window, below the Analysis Wizard toolbar. Do the same with the Sub-Account, Product, and Type dimensions. Company, Sub-Account, Product, and Type are now page dimensions.
2. Move the Account, Account Description, and Department dimensions by dragging them to the column area.
3. Click the Period dimension with the right mouse button and select Move to Row.

Step 2: Limit the Periods to View

View the periods Apr-97 and May-97 only.

Step 3: Change Your View Again

Change your view again to look like the following example, but this time do not view accounts 7410 through 7510.

Hint: Click Account with the right mouse button and select Filter Values.

Step 4: Show Journal Details

One of the most powerful features of Analyze Report is its ability to show journal details for a number.

1. View the Show Journal Details for Account 01.402.7110.0000.000 for Apr-97.
2. When finished reviewing the journal entry, return to the Detail Accounts window.

Practice Solution

Step 1: Change Your View

1. Click the Company dimension value and drag it to the upper left corner of the window, below the Analysis Wizard toolbar. Do the same with the Sub-Account, Product, and Type dimensions. Company, Sub-Account, Product, and Type are now page dimensions.
2. Move the Account, Account Description, and Department dimensions by dragging them to the column area.
3. Click the Period dimension with the right mouse button and select Move to Row.

Step 2: Limit the Periods to View

1. Click the down arrow on the Period dimension to display the data values for the period. Notice that Apr-97, May-97, and Jun-97 have been selected.
2. Clear Jun-97. Your matrix now displays only values from Apr-97 to May-97.

Step 3: Change Your View Again

1. Move the Period dimension back to the column area. Enable Jun-97.
2. Move the Department and Account dimensions back to the row area.
3. Move the Company dimension back to the row area, before Department. Move the Sub-Account and Product dimensions to the row area, after Account. Minimize the width of the Period columns.
4. Place the cursor anywhere in the Account column and click the right mouse button. Select Filter Values from the drop-down menu.
5. Clear the check boxes for accounts 7410, 7420, 7450, and 7510.

Step 4: Show Journal Details

1. Select the value for Account 01.402.7110.0000.000 for Apr-97.
2. Click the Show Journal Details button. The following window appears:
3. Click Return to Detail Accounts.

How to Export to Microsoft Excel

How to Export to Microsoft Excel

1. Select an amount in the Detail Balances - Net window and click Export to Excel on the Analyze Report toolbar.
2. Under Export, select Current Window to export the entire window.
3. Under Workbook, select New to export to a new workbook, or Current to export to the open workbook.
4. Select the Apply Formatting check box to format the worksheet in the same way as the Analyze Report window, with colors and lines
5. View your export in a spreadsheet.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Analysis Wizard > Analysis Wizard Toolbar

Viewing Your Exported Data

ADI creates a new worksheet using the account combinations, periods, and balances from the drilldown window.

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Practice 10 Overview

Practice 10 Overview

This practice covers exporting data to Microsoft Excel.

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Practice 10 Instructions with Solution

Practice 10 Instructions with Solution

In this practice, you will export data from the drill window to Microsoft Excel.

- **Export: Current Window and Workbook: Current**
- **Use Apply Formatting option**

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Practice Instructions

In this practice, you will export data from the drill window to Microsoft Excel.

Using the report drilldown from the previous practice, store the results of your analysis on your current spreadsheet workbook.

Practice Solution

1. Click the Export to Excel option on the Analyze Report toolbar.
2. Select Export: Current Window and Workbook: Current.
3. Select the Apply Formatting option.
4. Click Finish to export to Excel.
5. Maximize Microsoft Excel. The following window appears:
6. Exit Analyze Report.

Setting Analyze Report Options

- Click the **General Options** button on the **Analyze Report** toolbar
- Optionally, you can click the **Options** icon on the **ADI** toolbar, then select **Ledger Options** from the list of values
- Click the **Report Analysis** tab to open the window **Current Drill Options**

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Setting Analyze Report Options (continued)

Select **Grouped** to have your account segments displayed as one value, or **Individual** to perform multidimensional analysis of your drill-down data.

- **Show Account Type** - Select this option to automatically show the account type when you drill down to detail accounts
- **Suppress Zero Balances** - Select this option if you do not want zero balance amounts to be displayed in your drill windows.
- **Show Outline Indicators** - Select this option displays expand or collapse indicators in your drill windows.

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Setting Analyze Report Options (continued)

- **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.
- **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 Analyze Report icon.

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Setting Analyze Report Options (continued)

- **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.

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Setting Profile Options

You can set the following profile options for Analyze Report:

- **GLDI: Maximum Effective Ranges for Drilldown (optional)** You can set the maximum effective ranges for drilldown for Analyze Report
- **GLDI: Allow Drilldown Across Books When working with Analyze Report**, this option enables the user to drill down across sets of books
- **GLDI: Analysis Wizard Privileges** This option enables or disables access to Analyze Report

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Applied Technology > Oracle Applications System Administration > Setting Profile Options > System Profile Value Window

Summary

In this module you should have learned how to:

- **Identify the toolbar icons and tabs of the Request Center window and submit financial and standard reports**
- **Publish to a spreadsheet, Web page, text file and create themes to format report outputs**
- **Setup Request Center**
- **Identify the icons on the Analyze Report toolbar and drill down to various types of balances**
- **Manipulate dimensions to change your analysis views and export analysis to a Microsoft Excel**

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R11*i* Implementing ADI

Chapter 23

R11i Implementing Applications Desktop Integrator (ADI)

R11i Implementing Applications Desktop Integrator (ADI)

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Objectives

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

- **Explain the ADI features**
- **Describe the ADI functionality**
- **Demonstrate how to sign on to ADI**
- **Demonstrate how to set up ADI**

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Agenda

Agenda

- Overview of the ADI features
- Overview of the ADI functionality
- Signing on to ADI
- Setting up ADI

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Agenda

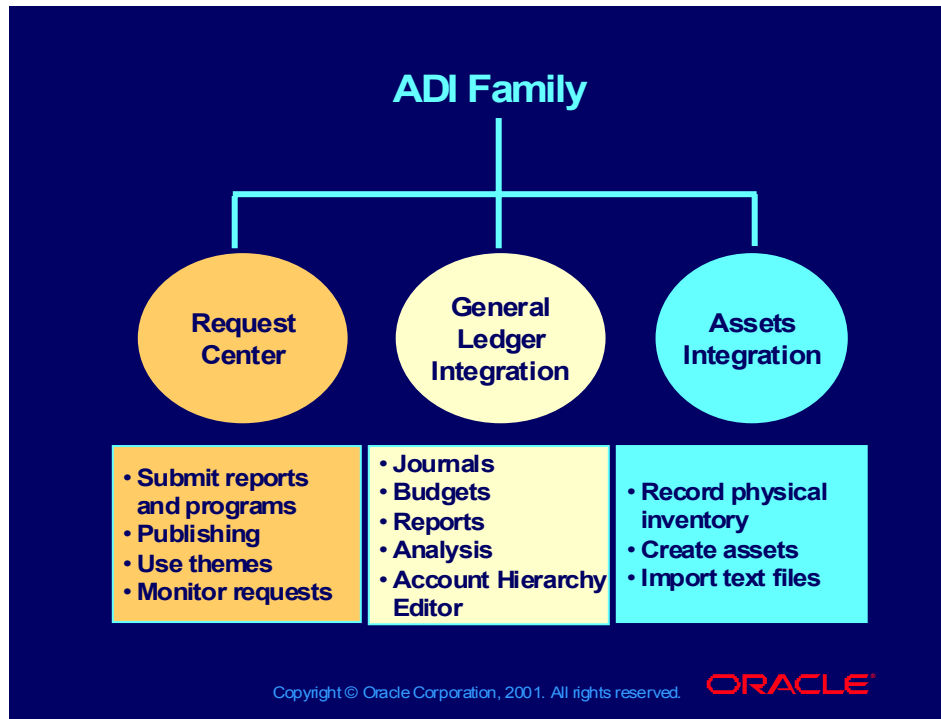
Agenda

- **Overview of the ADI features**
- Overview of the ADI functionality
- Signing on to ADI
- Setting up ADI

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ADI Family



Oracle Applications and ADI

- ADI is a family of products that provide a spreadsheet front end to Oracle Applications.
- ADI is compatible with:
 - Oracle Assets Release 10.7 and later.
 - Oracle General Ledger 10.7 and later.

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Supported Microsoft Excel Versions

Supported Microsoft Excel Versions

The following are the Microsoft Excel versions that are supported:

- Microsoft Excel 7.0
- Microsoft Excel 97
- Microsoft Excel 2000

Note: Earlier versions of Microsoft Excel are no longer supported in this release.

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ADI History

- ADI used to be known as **General Ledger Desktop Integrator (GLDI)** because it could only function with **Oracle General Ledger**.
 - It was included with the **Oracle General Ledger** installation disks.

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ADI History

- With release 4.0, integration for Oracle Assets was added, and the name was changed from GLDI to ADI.
- Until version 4.0, the installation disk also included functionality for other applications, including Oracle Assets Report eXchange, Human Resource Management System Application Data Export, and Oracle Projects Connect.
- These products are still available with the exception of Oracle Assets Report eXchange, which is now part of the Request Center.

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Review Question

Review Question

Applications Desktop Integrator used to be known as:

- 1. Oracle Projects Connect**
- 2. Fixed Asset Desktop Integrator**
- 3. Oracle Assets Report eXchange**
- 4. General Ledger Desktop Integrator**
- 5. Human Resource Management System Application Data Export**

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Answer to Review Question

Applications Desktop Integrator used to be known as:

1. Oracle Projects Connect
2. Fixed Asset Desktop Integrator
3. Oracle Assets Report eXchange
- 4. General Ledger Desktop Integrator**
5. Human Resource Management System Application Data Export

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Agenda

Agenda

- Overview of the ADI features
- **Overview of the ADI functionality**
- Signing on to ADI
- Setting up ADI

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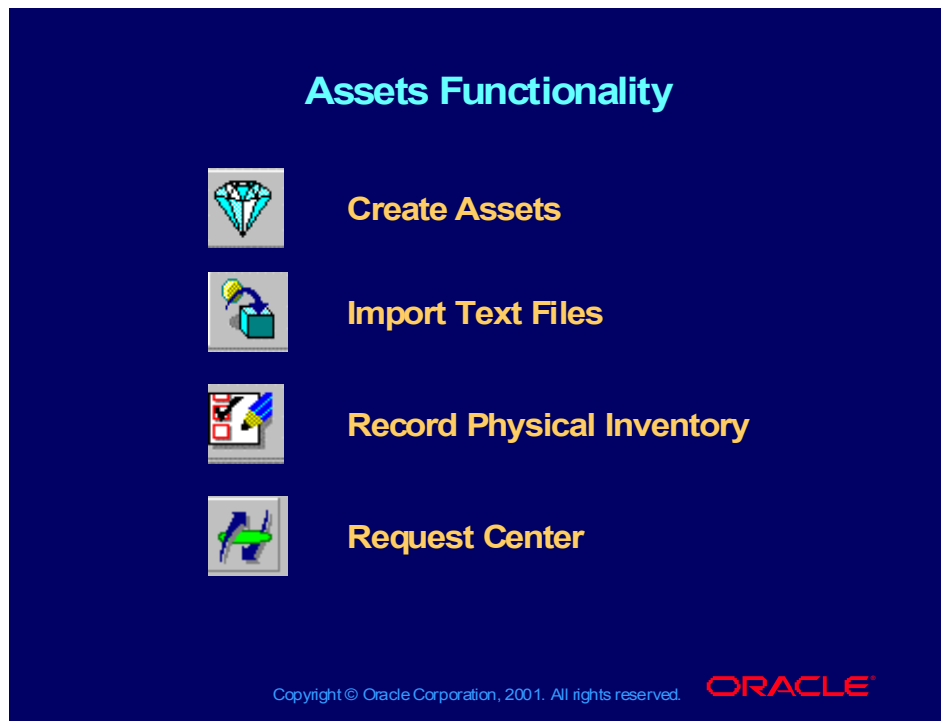
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General Ledger Functionality



(Help) Oracle Financial Applications > Applications Desktop Integrator > Introduction > General Ledger

Assets Functionality



(Help) Oracle Financial Applications > Applications Desktop Integrator > Introduction > Oracle Assets

(Help) Oracle Financial Applications > Applications Desktop Integrator > Introduction > Oracle Applications

Agenda

Agenda

- Overview of the ADI features
- Overview of the ADI functionality
- **Signing on to ADI**
- Setting up ADI

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How to Sign On to ADI

- To use Oracle Applications, you need an Oracle Applications sign-on, which consists of a unique username and password.
 - These are different from the username and password you use to sign on to your computer.
 - If you are not sure of your Oracle Applications sign-on, consult your system administrator.
- Oracle Applications security is based on your sign-on, since this connects you to your responsibilities, which control your access to applications, functions, reports, and data.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > Signing on to ADI

ADI Toolbar Icon Descriptions

ADI Toolbar Icon Descriptions	
Icon Name	Description
Sign On	Enter your username, password, and responsibility
Change Responsibility	Select a different responsibility once you have signed on to the database
Ledger	Select from the Ledger options
Applications	Select either Request Center, Oracle Applications, or Microsoft Excel

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Toolbar

ADI Toolbar Icon Descriptions

ADI Toolbar Icon Descriptions

Icon Name	Description
ADI Options	Define options for your toolbar, worksheet colors, defaults, and settings
Tip Wizard	Enable Tip Wizard and select options
Help	Access the online Help features of ADI
Minimize	Minimize the toolbar
Exit	Close and exit ADI

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Ledger Options

Ledger Options	
Option	Description
Enter Budgets	Create budget worksheets, refresh values, or edit the budget criteria for the current budget worksheet
Enter Journals	Create a worksheet for entering journals
Define Report	Start the Define Report, which can be used to define Financial Statement Generator (FSG) reports, download existing report definition, or create content sets
View Account Hierarchy	View and create segment values and hierarchies

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Toolbar

Ledger Options

Option	Description
List of Values	Select from a list of valid values for a particular item, such as currency or journal category
Upload to Interface	Upload your budget values or journal entries to the Oracle General Ledger interface tables and start the Submit process
Submit Process	Start any of these processes: <ul style="list-style-type: none">• Budget Import• Journal Import• Report Submission

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Ledger Options

Ledger Options

Option	Description
Insert Budget Account	Insert a new account row into a budget worksheet
Apply Budget Rule	Use budget rules, such as Repeat per Cell or Divide Evenly by Row, to update your budgets
Add Budget Note	Append notes to an entire budget, to an account, or to individual amounts in a budget worksheet
Create Graph	View your budget balances in graph form

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Asset Options

Asset Options	
Option	Description
Create Assets	Create an asset worksheet, enter asset data, and upload to Oracle
Record Physical Inventory	Create a physical inventory worksheet, enter inventory data, and upload to Oracle Assets
Import Text File	Import a text file containing asset or physical inventory data that you can format in a Microsoft Excel spreadsheet and upload to Oracle Assets

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Toolbar

Asset Options

Asset Options

Option	Description
List of Values	Select from a list of valid values for a particular item, such as location or category
Upload to Interface	Upload your asset and physical inventory data to the Oracle Assets interface tables; submit the import
Submit Process	Start either of these processes: <ul style="list-style-type: none">• Post Mass Additions• Compare Physical Inventory

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Applications Options

Applications Options	
Option	Description
Request Center	Submit and monitor requests, publish reports
Applications	Start Oracle Applications
Excel	Start Microsoft Excel

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Toolbar

Review Question

Review Question

Using the Upload to Interface option, you can upload budget values or journal entries to the Oracle General Ledger interface tables, or upload your asset and physical inventory data to the Oracle Assets interface tables.

1. True
2. False

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Answer to Review Question

Using the Upload to Interface option, you can upload budget values or journal entries to the Oracle General Ledger interface tables, or upload your asset and physical inventory data to the Oracle Assets interface tables.

1. True

2. False

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Using the ADI Options Poplist

From the ADI Options poplist, you can modify your toolbar, set other options, and view information about ADI.

- **Toolbar Options:** You can use Toolbar Options to add, delete, or arrange icons on the ADI toolbar.
 - You can customize your toolbar and display icons in any order you choose.
- **Switch Orientation:** Selecting this option switches your toolbar from horizontal to vertical display (or vertical to horizontal).
- **Reset Icons:** Select this option to reset your toolbar to the default ADI toolbar.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Options > Toolbar Options

ADI Key Equivalents

ADI Key Equivalents

Icon/Option	Key Equivalents
Sign On	[Ctrl] + [Shift] + S
Change Responsibility	[Ctrl] + [Shift] + R
Enter Budgets	[Ctrl] + [Shift] + B
Enter Journals	[Ctrl] + [Shift] + T
Define Report	[Ctrl] + [Shift] + D
List of Values	[Ctrl] + [Shift] + L
Upload to Interface	[Ctrl] + [Shift] + U
Apply Budget Rule	[Ctrl] + [Shift] + Z

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ADI Key Equivalents

ADI Key Equivalents

Icon/Option	Key Equivalents
Add Budget Note	[Ctrl] + [Shift] + N
Create Graph	[Ctrl] + [Shift] + G
Request Center	[Ctrl] + [Shift] + W
Oracle Applications	[Ctrl] + [Shift] + A
Excel	[Ctrl] + [Shift] + E
ADI Options Menu	[Ctrl] + [Shift] + O
Help	[Ctrl] + [Shift] + H
Minimize	[Ctrl] + [Shift] + M
Exit	[Ctrl] + [Shift] + X

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Customizing Your Toolbar

You can add buttons to your toolbar to invoke programs and processes external to ADI. From the Toolbar Options window, select the Add Icons tab.

You must specify the following:

- **Description:** Name of the button that appears when you place the cursor over the button on the toolbar.
- **Command Line:** Name of the program that you want to launch when you select the button.
- **Working Directory:** Pathname to the program that is specified in the Command Line.

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Demonstration

This demonstration covers:

- **How to sign on to ADI**
- **The ADI toolbar icon descriptions**
- **The Ledger and Asset options**
- **The Applications options**
- **Using the ADI Options Poplist**

(N) ADI > Signon
(N) ADI > Ledger
(N) ADI > Assets
(N) ADI > Applications
(N) ADI > Options

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Agenda

Agenda

- Overview of the ADI features
- Overview of the ADI functionality
- Signing on to ADI
- **Setting up ADI**

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Using Diagnostic Wizard

The Diagnostic Wizard verifies the Microsoft Windows environment to ensure the stability of Applications Desktop Integrator (ADI), as well as all Windows software.

The Diagnostic Wizard automatically goes through a checklist of more than 60 items, and gives specific feedback with instructions for corrective actions when it finds issues such as incorrect settings within ADI, file versions, registries, and configurations.

It can even apply the latest object linking and embedding (OLE) patches. This ADI utility enables you to troubleshoot installation problems quickly and gives you the tools to fix them.

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Running a System Check

How to Run a System Check by Using Diagnostic Wizard.

- 1. To run the Diagnostic Wizard, select Start→Programs→Oracle ADI→ADI Diagnostic Wizard.**
- 2. Click each numbered button to get more details about the specific test and its result.**

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Running a System Check

3. If the Diagnostic Wizard finds problems, a red indicator replaces the green one to flag the area that needs to be fixed. Click the appropriate button to get more information about the problem and suggestions on how to fix it.
4. When you have completed the diagnostic test, click Exit to close the Diagnostic Wizard.

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Setting up a Database in ADI

How to Set Up a Database in ADI:

1. From the Signon window, click the Define Database icon.
2. Click the green plus sign button to add a new database. When you have defined a database, you can use the pencil button to edit or the red X button to delete.
3. In the Name and Description fields, enter the name and description of the database. The name must be at least six characters. You can enter any name and description.

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Setting up a Database in ADI

4. The GWYUID (Gateway User ID), FNDNAM, and Connect String fields are system-level parameters for your database. You must enter text in these fields. If you do not know this information, consult your system administrator.
5. The NCA Connection field is used if you want to launch NCA applications from the ADI toolbar. You must specify the entire name and directory location of the applet .bat file. See your system administrator for more information.
6. The Server ID field is used for database security. Consult your database administrator for this information.

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Demonstration

Demonstration

This demonstration covers setting up a database in ADI.

(N) ADI > Signon > Define Databases > Add

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Setting ADI Options

- The ADI Options poplist enables you to access general options for ADI, General Ledger, Request Center, and language. You can also view sign on and ADI release information.
- When you are ready to set your ADI options, click the Options icon on the toolbar. Select the option that you would like to set from the poplist.

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Setting General Options: The Worksheet Colors Tab

Setting General Options: The Worksheet Colors Tab

Worksheet Colors: Select default color settings for journal, budget, report, asset, and physical inventory worksheets.

- You can set colors for field text, field background, context text, context background, data entry area, and sheet background.
- The sample worksheet to the left of the Workbook Regions options reflects your color choices as you make them.

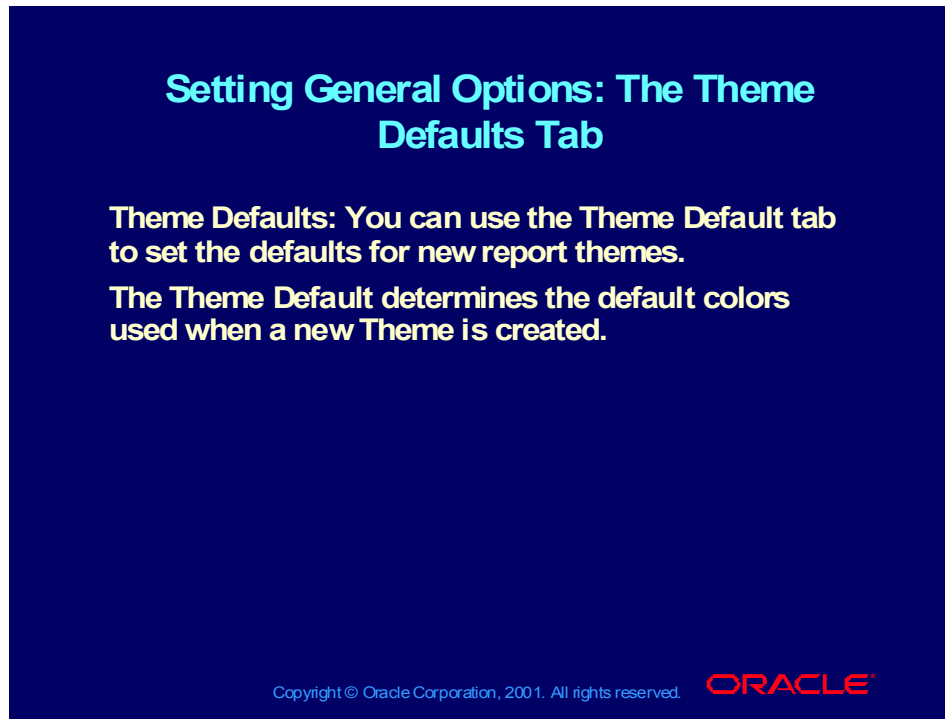
Note: These color choices apply only to worksheets, not to report output. You make report output color selections by using the Theme Defaults tab.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Options > General Options > Worksheet Colors Tab

Setting General Options: The Theme Defaults Tab



(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Options > General Options > Theme Defaults Tab

Setting General Options: The Theme Defaults Tab

- **Region:** From the Theme drop-down list, you can select Report Title, Report Heading, Column Headings, Line Items, or Amounts. Once selected, the choices you make affect the related region, as reflected in the sample report output.
 - For each theme option, you can set the font to use for displaying text, the font size, whether text is bold or italic, the text and background colors, and whether the report area should be enclosed by a border.
 - To select colors, select either the text or background color field. When the Select Color window appears, select a color, then click OK.

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Setting General Options: The Theme Defaults Tab

- **Logo:** You can specify an image file to be displayed on your report output.
 - Specify the path and filename for the image, or click the Find button to browse your directory structure for the file you want. Once you select your image, you can set formatting options.
 - As you make your selections, ADI updates the sample image on the right side of the window.

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Review Question

Review Question

You make report output color selections by using the Worksheet Colors tab.

- 1. True**
- 2. False**

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Answer to Review Question

Answer to Review Question

You make report output color selections by using the Worksheet Colors tab.

1. True
- 2. False**

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Setting General Options: The Settings Tab

Setting General Options: The Settings Tab	
Setting	Description
Start ADI when Opening Workbook	Select this option if you want ADI to start automatically (if it is not already running) whenever you open an ADI worksheet in Excel.
Start Request Center at Signon	Select if you want the Request Center to start automatically when you start ADI.
Show Upload Success	Select if you want ADI to display upload success indicators on your worksheets. The indicators tell you whether related lines uploaded successfully. Regardless of this setting, error lines are always displayed.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Options > General Options > Settings Tab

Setting General Options: The Settings Tab

Setting General Options: The Settings Tab

Setting	Description
Zero Pad Account Values	Select if you want account segment values to be zero-padded. For example, an account number of 50, where the segment is four characters in length, will display as 0050.
Enable Hot Keys	Select this check box to enable the special hot keys that are mapped from your keyboard to the ADI functions. See the ADI User's Guide for a list of hot keys.

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Setting General Options: The Settings Tab

Setting General Options: The Settings Tab

Setting	Description
Always on Top	Select this check box to force Windows to always display the toolbar on top of all other open windows.
Display Tip Wizard	Select this check box if you want to use Microsoft Agent. In the Character File window, enter the path name for the character you want to use. Click the Show Characters button to test display the Agent (that is, the genie, wizard, parrot, or robot).

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Setting General Options: The Installation Tab

Setting General Options: The Installation Tab

Setting	Description
Run Custom Macros	When you publish reports with a theme that has a custom macro attached, the macro will automatically run if this option is selected.
Perform Self-Check at Startup	Select this option if you want ADI to perform a self-check when you start the system.
Play Sounds for Events	Select this option if you want ADI to play sounds for events such as error messages.
Write Statistics	Select this option if you want ADI to gather statistics for analysis when you run performance-testing scenarios.
Directory and Files region	Do not modify these items unless told to do so by your system administrator.

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Setting Ledger Options: The Budget Tab

Setting Ledger Options: The Budget Tab

Option Name	Description
Decimal Places	The number of decimal places (up to 5)
Minimum Width of Value Columns	The minimum column width in worksheets
Update Budget Status	The option to have the system automatically update the budget status information on the Create Budget Worksheet window any time you make changes to your budget worksheet parameters, such as number or accounts that will be retrieved

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Options > General Ledger Options > Budget Tab

Setting Ledger Options: The Budget Tab

Setting Ledger Options: The Budget Tab

Option Name	Description
Graph Style	The graph style, such as Area or Bar
2D or 3D	To display two- or three-dimensional graphs
Generate Axes	To include values as labels on the axes of graphs
Include Budgets and Actuals	To graph both budget and actual values

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Setting Ledger Options: The Journal Tab

Setting Ledger Options: The Journal Tab	
Region Name	Description
Apply Format to	<ul style="list-style-type: none">• Select Fields or Hints. Fields appear as row and column headings. Hints appear as detail Information.• Select the font and size, and the Italic or Bold check boxes.
Layout	<ul style="list-style-type: none">• Set the default number of rows for the number of journal lines displayed in your journal worksheet.
Header	<ul style="list-style-type: none">• Set the minimum width of columns. Set display widths for field name, context, and field value in a journal worksheet header. The range of values is 1 to 10 columns.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Options > General Ledger Options > Journal Tab

Setting Ledger Options: The Report Definition Tab

Setting Ledger Options: The Report Definition Tab	
Region	Option
Defaults	Set the formatting options for rows, columns, column width, line item width, format, and factor.
Indicator	Specify which colors to use to display Account Assignments, Calculations, and Exceptions report indicators on your report worksheet. They indicate the number of account ranges assigned to your row or column, as well as whether there are calculations or column exceptions defined.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Options > General Ledger Options > Report Definition Tab

Setting Ledger Options: The Report Definition Tab

Setting Ledger Options: The Report Definition Tab

Region	Option
Copy Options	<ul style="list-style-type: none">• Make Copy Default: Choose this option to have the Copy check boxes selected when you create new report objects or define a new report.• Enforcement Level: Select Prompt to have ADI ask whether you want to make a copy or use the original report or report object. Select Do Not Prompt to disable the prompts. <p>Note: These options are overridden if the ADI security-related profile options are defined in General Ledger.</p>

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Setting Ledger Options: The Report Analysis Tab

Setting Ledger Options: The Report Analysis Tab	
Option	Description
Display Segment Values	Select Grouped to have your account segments displayed as one value, or Individual to perform multidimensional analysis of your drilldown data.
Account Type	Select this option to show the account type automatically 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 to display expand or collapse indicators in your drill windows.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > ADI Options > General Ledger Options > Report Analysis Tab

Setting Ledger Options: The Report Analysis Tab

Setting Ledger Options: The Report Analysis Tab

Option	Description
Totals	Select this option to include totals for rows and columns in your drill windows.
Include Descriptions for	Select this option to display descriptions for your account balancing segment, cost center segment, and natural account segment.
Minimum Amount Width	Select the minimum column width to use.

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Setting Ledger Options: The Report Analysis Tab

Setting Ledger Options: The Report Analysis Tab

Option	Description
Double Click Drill Enabled	Select this option to drill down by double-clicking an amount from one of the displayed drill windows, or to drill down on amounts from your spreadsheet-published report output without having to select the Analyze Reports 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	Select a number for the maximum number of drill context windows that you can have active at one time.

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Setting Request Center Options

Setting Request Center Options

Option Name	Description
Limits	Set limits for Request Center functions.
Sounds	Specify a sound file for request completion
Output Viewer	Select the program you want to use to view report output or request logs whenever you choose the View Output/Log button from the Request Center toolbar.

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Setting Request Center Options

Setting Request Center Options

Option Name	Description
Print Settings	Choose the Print Settings button to specify a default font to use when printing reports to a local printer.
Language Options	Choose the Language Options button to change the language that the Request Center uses in windows, menus, and tool tips.

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Setting ADI Language Options

Setting ADI Language Options

If U.S. English is not your native language, you can change the language that ADI uses in windows, menus, and tool tips, as well as the font and font characteristics.

1. Click the Options button, then select Language Options from the list of values.
2. In the Language Options window, select “Use default” to use U.S. English. To use another language, select Specific, then choose a language.
3. (Optional) Change the font if the language uses unique characters.
4. Click OK to save your work.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > Language Options

Viewing ADI Information

- From the ADI toolbar, you can display information about your signon details.
- Select the Functional tab to display functional information, such as the set of books name associated with your current responsibility or whether dynamic insertion is set to Yes.
- Select the Technical tab to review technical information, such as identification numbers and language details. You can also enable the SQL Trace function.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > Displaying Signon Information

Demonstration

This demonstration covers:

- **Setting General Options**
- **Setting Ledger Options**
- **Setting Request Center Options**
- **Setting Language Options**
- **Viewing ADI information**

(N) ADI > Options > General Options

(N) ADI > Options > Ledger Options

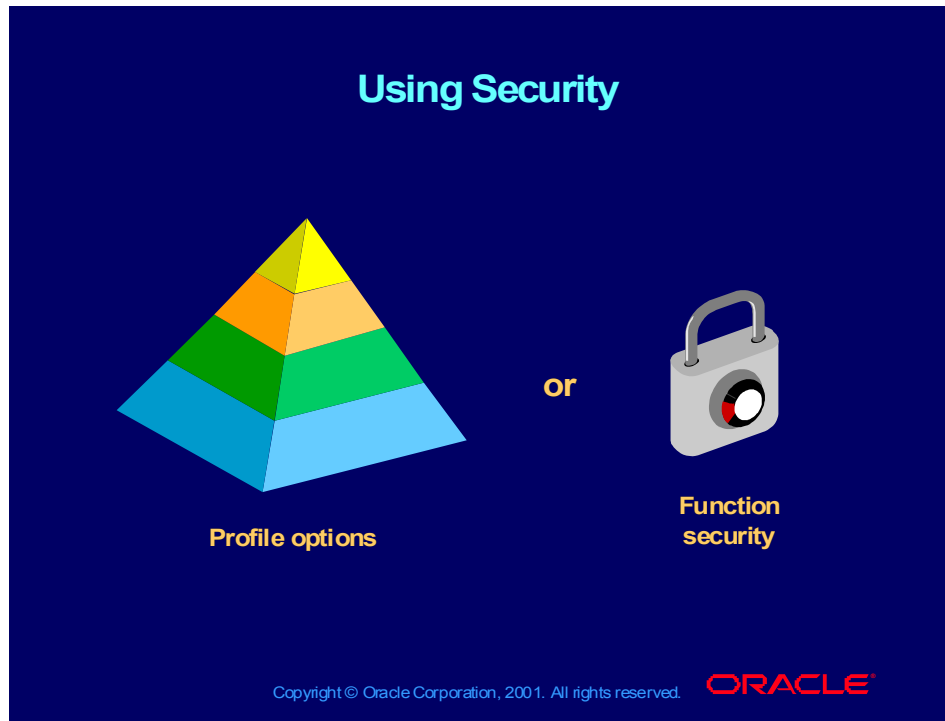
(N) ADI > Options > Request Center Options

(N) ADI > Options > Language Options

(N) ADI > Options > Information

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Enabling Security Within ADI

- ADI security is enforced through either profile options or function security.
 - Profile options are defined by the System Administrator and can be set at the user, responsibility, application, or site levels.
 - Function security is based on the functions defined for your responsibility in the standard applications.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started with ADI > Security

Enabling Security Within ADI

- By default, access to ADI is not restricted; all users have access to all functions.
- If you want to control access to ADI icons and features, you must first decide which security model to implement.
- Define the profile option **ADI: Use Function Security** to enable this feature. If the profile option is set to No, profile option security will be used.

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Review Question

Review Question

The two security options in ADI are _____ and _____.

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Answer to Review Question

Answer to Review Question

The two security options in ADI are profile options and function security.

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Specifying a Security Model

If you wish to control access to ADI icons and features, you must first decide which security model to implement:

- **Function Security:** allows you to control access to specific Oracle Applications functions for each defined responsibility.
- **Profile Options:** allows you to specify how Oracle Applications controls access to and processes data based on defined profile options. This model gives you finer control over user access because you can set security at the user, responsibility, application, or site level.

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Specifying a Security Model

To specify your security model:

1. Define the profile option ADI: Use Function Security for your database.
2. Set the profile option ADI: Use Function Security to:
 - Yes to use the function security model
 - No to use the profile options model
3. If you selected the function security model, assign functions to your defined responsibilities in Oracle Applications.
4. If you selected the profile options model, define the ADI security profile options.

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Defining Function Security

- If you choose to use the function security model, you must create responsibilities that include or exclude particular functions.
- To do this, sign on to Oracle Applications using the System Administrator responsibility and navigate to the Responsibility Definition window.
- You can also group your functions under a Menu which you can then assign to a responsibility.

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Enabling ADI Security Profile Options

Once you have defined the ADI security profile options, you must enable them in Oracle Applications. For each profile option, you need to enter the value for the security level you want.

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General Ledger Profile Options

GLDI: Journal Wizard Privileges

- You can have one of four security levels assigned:
 - **Entry:** You can only enter journals in a journal worksheet.
 - **Entry, Upload:** You can enter journals and upload them to the GL Interface table.
 - **Entry, Upload, Submit:** You can enter journals, upload them, and submit journal import processes.
 - **None:** You have no access to any Enter Journals features.

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General Ledger Profile Options

GLDI: Journal Source (Optional)

- **This option controls whether or not the source can be changed from Enter Journals.**
 - **When you set this profile option in General Ledger, the specified journal source will always be used when the user creates journals using Journal Wizard.**
 - **This source cannot be changed from within General Ledger.**

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General Ledger Profile Options

GLDI: Converted Entry Threshold (Optional)

- You can set a threshold amount within which converted journals must balance before upload to General Ledger.

GLDI: Balance by Accounting Date (Optional)

- When this option is enabled, journal amounts must balance by accounting date before upload to General Ledger.

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General Ledger Profile Options

GLDI: Create Group ID (Optional)

- When this option is enabled, ADI generates a Group ID automatically during journal upload. Use this profile option to trace journals posted in GL to specific ADI users.

GLDI: Force Journal to Balance (Optional)

- When this option is enabled, journal entries must balance before upload to General Ledger.

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General Ledger Profile Options

GLDI: Force Full Validation (Optional)

- **ADI enforces full pre-validation of budget or journal data before the data is uploaded to General Ledger. If set to Yes, this option will override the selected journal upload criteria in the Upload Journal window.**

GLDI: Budget Wizard Privileges

- **Security levels for Enter Budgets are the same as for Enter Journals, except that they pertain to creating and uploading budgets and submitting budget import processes.**

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General Ledger Profile Options

GLDI: Enforce Budget Wizard Segment Security

- ADI enforces segment security rules that have been defined in General Ledger. This profile option applies only to budgets downloaded to the Budget Wizard.

GLDI: AHE Privileges

- When this option is enabled, the user can access the Account Hierarchy Editor.

GL AHE: Saving Allowed

- This option enables users to save any changes they make to the account structure from the Account Hierarchy Editor.

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General Ledger Profile Options

GLDI: Report Wizard Privileges

- You may have one of two security levels assigned:
 - Define: You can only define reports.
 - Define, Submit: You can define and submit reports.

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General Ledger Profile Options

GLDI: AutoCopy Enforcement Level

- You can assign one of three security levels:
 - **Enforce Copy:** When working with existing reports or report objects, the user must create copies rather than use the originals that are stored in the Oracle Applications database.
 - **Enforce Original:** When working with existing reports or report objects, the user must work with the originals.
 - **None:** To select working with copies or originals.

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General Ledger Profile Options

GLDI: Maximum Effective Ranges for Drill down (Optional)

- With this option, you can set the maximum effective ranges for drilldown for the Analysis Wizard.

GLDI: Analysis Wizard Privileges

- This option enables access to Analysis Wizard and can be set to Yes or No.

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General Ledger Profile Options

GLDI: Allow Drilldown Across Books

- When working with Analyze Reports, this option enables the user to drill down across sets of books.

ADI: Allow Sysadmin to View All Output (Optional)

- When enabled, this option allows the system administrator to view all output from the Request Center.

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Review Question

Which profile option controls whether or not a user can access the Account Hierarchy Editor?

- 1. GLDI: AHE Privileges**
- 2. GL AHE: Saving Allowed**
- 3. GLDI: Force Full Validation**
- 4. GLDI: AutoCopy Enforcement Level**
- 5. ADI: Allow Sysadmin to View All Output**

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Answer to Review Question

Which profile option controls whether or not a user can access the Account Hierarchy Editor?

1. GLDI: AHE Privileges

2. GL AHE: Saving Allowed

3. GLDI: Force Full Validation

4. GLDI: AutoCopy Enforcement Level

5. ADI: Allow Sysadmin to View All Output

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Assets Profile Options

FADl: Create Assets Privileges

- You can assign one of four security levels:
 - **Entry:** User can only enter assets in a worksheet.
 - **Entry, Upload:** User can enter assets and upload them to the Oracle Assets Interface table.
 - **Entry, Upload, Submit:** User can enter assets, upload them, and submit Post Mass Additions processes.
 - **None:** User has no access to any Create Assets features.

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Assets Profile Options

FADI: Physical Inventory Privileges

- You can assign one of four security levels:
 - **Entry:** User can only enter physical inventory in a worksheet.
 - **Entry, Upload:** User can enter physical inventory and upload to the Oracle Assets Interface table.
 - **Entry, Upload, Submit:** User can enter physical inventory, upload, and submit Physical Inventory Comparison processes.
 - **None:** User has no access to any physical inventory features.

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Security by Book

Oracle Assets Security By Book is extended to ADI users. This feature is effective only with Oracle Assets, Release 11i. If the profile option FA: Security Profile is enabled, user access is controlled in two key areas:

- **The list of values for the Corporate Depreciation Book in the Asset Creation window is limited according to the Set(s) of Books that the user's responsibility grants.**
- **The list of values for Standard and Variable Format Reports that have the Book parameter is limited to the Set(s) of Books that the user's responsibility grants.**

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Application Validation Within ADI

Flexfield Validation

- ADI performs full flexfield validation for table-validated value sets as long as the list of values is used.

Cross-Validation Rules

- ADI always enforces cross-validation rules when using the list of values. You must be connected to the server to use the list of values.
- If the profile option Flexfields:Validate On Server is set to Yes, cross-validation checking is done before the data reaches the interface table. Otherwise it is done during import.

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Practice 1 Overview

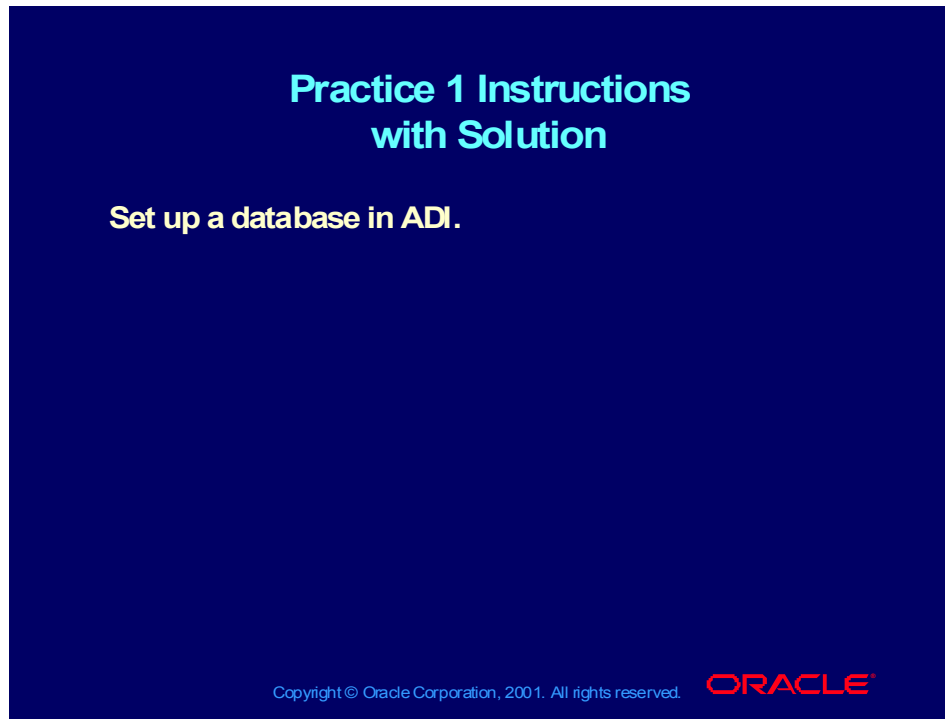
Practice 1 Overview

This practice covers setting up a Database in ADI.

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Practice 1 Instructions with Solution



Practice 1 Instructions

In the Signon window, select the Define Database icon.

Enter the name and description of the database.

The instructor will provide the information for the GWYUID (Gateway User ID), FNDNAM, and Connect String fields.

Practice 1 Solutions

1. Navigate to the Signon window.
(N) ADI > Signon
2. Click the Define Database icon.
3. Click the green plus sign button to add a new database. When you have defined a database, you can use the pencil button to edit it.
4. In the Name and Description fields, enter the name and description of the database. The name must be at least six characters. You can enter any name and description.
5. The GWYUID (Gateway User ID), FNDNAM, and Connect String fields are system-level parameters for your database. You must enter text in these fields. Use the information given to you by the instructor.

Practice 2 Overview

Practice 2 Overview

This practice covers:

- **Signing on to ADI**
- **Changing worksheet color defaults**
- **Setting theme defaults**
- **Identifying settings and installation**
- **Viewing ADI information**

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Practice 2 Instructions with Solution

Practice 2 Instructions with Solution

Signon to ADI and change the worksheet color defaults, set theme defaults, identify settings and installation, and view ADI information.

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Practice 2 Instructions

Step 1: Signon to ADI

Sign on to ADI using the username, password, and database given to you by your instructor. Make sure to select General Ledger, Vision Operations (USA) responsibility.

Step 2: Change the Worksheet Colors

After selecting the General Options from the toolbar, view the settings in the Worksheet colors tab. Set the following options in the Worksheet Colors tab:

Workbook Region	Color
Field Text	White
Field Background	Purple
Context Text	Black
Context Background	Light blue
Data Entry Area	White
Sheet Background	Dark gray

Step 3: Change Theme Defaults

Set the following options in the Theme Defaults tab:

Region	Background	Text
Report Title	Black	Red
Report Heading	White	Blue

Column Headings	Black	Blue
Line Items	Red	White
Amounts	Black	White

Step 4: Identify Settings

Identify the feature in the Settings tab that correlates to each of the following descriptions:

1. The toolbar can always be seen: _____
2. Display indicators on your worksheet: _____
3. Use key equivalents for ADI: _____
4. When you open an ADI worksheet, also start ADI: _____
5. An account number of 50 would display as 0050: _____
6. The submitting and publishing feature of ADI would start when ADI was started: _____

Hint: Review the Settings tab in the General Options window, or review the lesson.

Step 5: Create a Journal Worksheet with New Colors

Create a journal worksheet to test your new layout colors.

Practice 2 Solutions

Step 1: Signon to ADI

1. Navigate to the Signon window.
(N) ADI > Signon
2. The Oracle Applications Signon window appears.
3. Select the database to which you want to connect.
4. Enter the username and password that you use to sign on to Oracle Applications.
5. Select a responsibility from the same list of responsibilities that you use to access Oracle Applications.
6. Click the green check mark (the OK button) to sign on. After ADI connects to the database, your toolbar will expand to include additional buttons.

Step 2: Change the Worksheet Colors

1. Click the Options icon on your toolbar. Select General Options from the list.
2. View the settings in the Worksheet Colors tab. Set the following options:

Workbook Region	Color
Field Text	White
Field Background	Purple
Context Text	Black
Context Background	Light blue

Data Entry Area	White
Sheet Background	Dark gray

Step 3: Change Theme Defaults

1. Select the Theme Defaults tab and set the following options:

Region	Text	Background
Report Title	Black	Red
Report Heading	White	Blue
Column Headings	Black	Blue
Line Items	Red	White
Amounts	Black	White

Step 4: Identify Settings

Identify the feature in the Settings tab that correlates to each of the following descriptions:

1. The toolbar can always be seen: **Always on Top**
2. Display indicators on your worksheet: **Show Upload Success Indicator**
3. Use key equivalents for ADI: **Enable Hot Keys**
4. When you open an ADI worksheet, also start ADI: **Start ADI when Opening Workbook**
5. An account number of 50 would display as 0050: **Zero Pad Account Values**
6. The submitting and publishing feature of ADI would start when ADI was started: **Start Request Center at Signon**

Step 5: Create a Journal Worksheet with New Colors

1. Click the Enter Journals icon in your toolbar.
2. The Create Journal Worksheet window appears. Accept all defaults and click the green check mark.
3. Your worksheet should appear.

Summary

In this course, you should have learned how to:

- Explain the ADI features
- Describe the ADI functionality
- Demonstrate how to sign on to ADI
- Demonstrate how to set up ADI

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Accounting for Foreign and Multiple Currencies

Chapter 24

Accounting for Foreign and Multiple Currencies

Oracle General Ledger Release 11*i*

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Objectives

Objectives

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

- **Define foreign currencies, including the European Monetary Union (EMU) currency**
- **Enter foreign currency journals**
- **Revalue foreign currency balances**
- **Translate foreign currency balances**

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Agenda

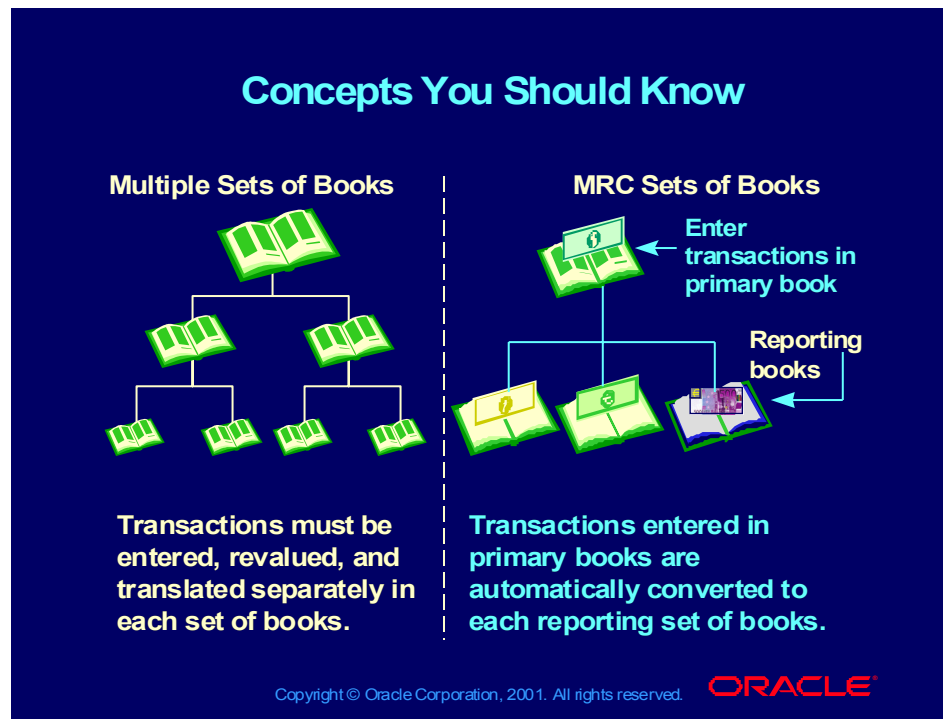
Agenda

- **Overview of translation and revaluation**
- Defining foreign currencies and conversion rates
- Creating foreign currency journals
- Revaluing foreign currency balances
- Translating foreign currency balances

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Concepts You Should Know



For more information, see:

(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Multi-Currency

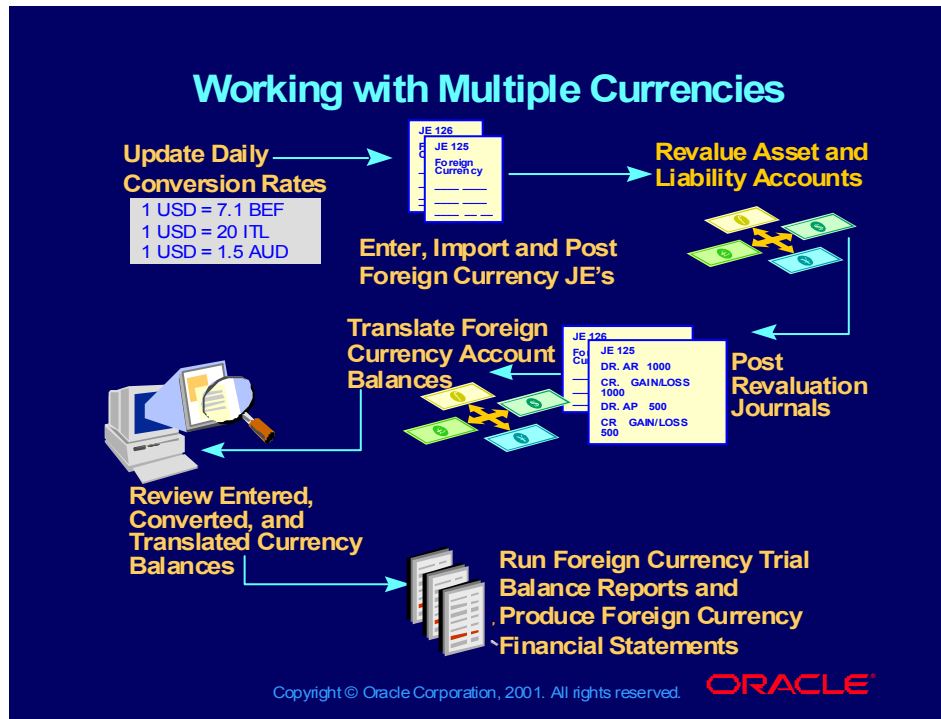
Set of Books

Before you begin this unit, you should be aware of some concepts regarding sets of books. A set of books consists of the following elements: an accounting calendar, an account structure, and currency. If one of these elements is different, you must create a separate set of books.

Multiple Reporting Set of Books

Multiple Reporting Currencies (MRC). MRC is beneficial for companies who must regularly and routinely report its transactions and financial results in multiple currencies, other than its primary functional currency. With MRC, you create a primary set of books and then associate one or more reporting sets of books (with different currencies) to that primary set of books. Day-to-day transactions are entered in the primary set of books where they are converted to the designated currencies for the reporting sets of books.

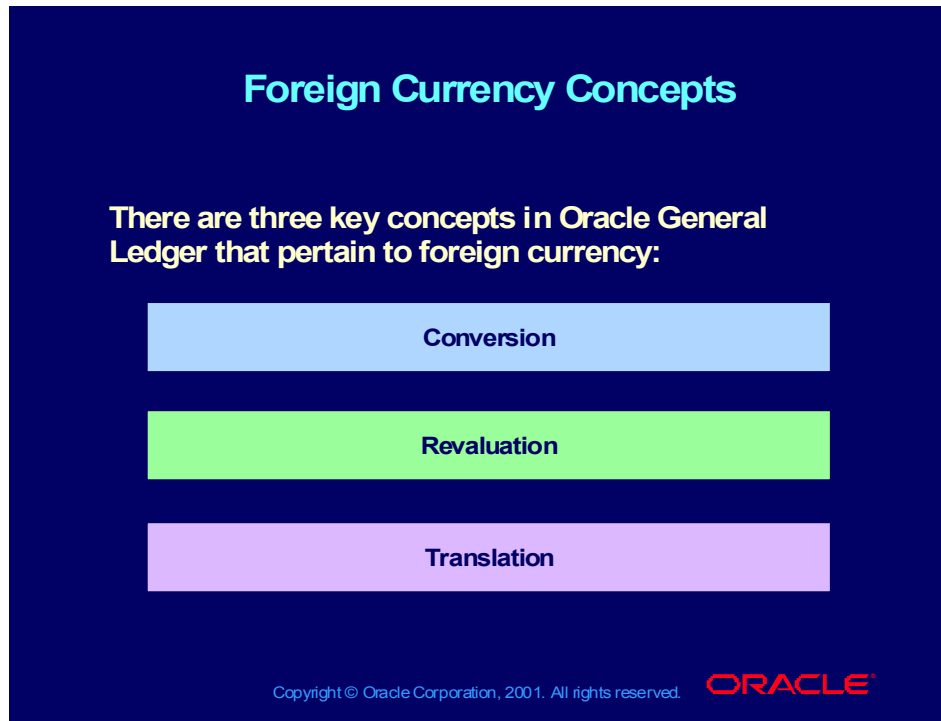
Working with Multiple Currencies



Working with Multiple Currencies

- Update your daily conversion rates regularly.
- Enter, import, and post foreign currency journals.
- Revalue asset and liability accounts whose balances are denominated in a foreign currency.
- Post the revaluation journal batch to adjust your unrealized gain/loss account for exchange rate fluctuations.
- Translate account balances before consolidating sets of books with different functional currencies, or to report account balances in an alternate currency.
- Review entered, converted, and translated currency balances.
- Run foreign currency Trial Balance reports.
- Produce foreign currency financial statements

Foreign Currency Concepts



Conversion

Conversion refers to foreign currency transactions that are immediately converted at the time of entry to the functional currency of the set of books in which the transaction takes place.

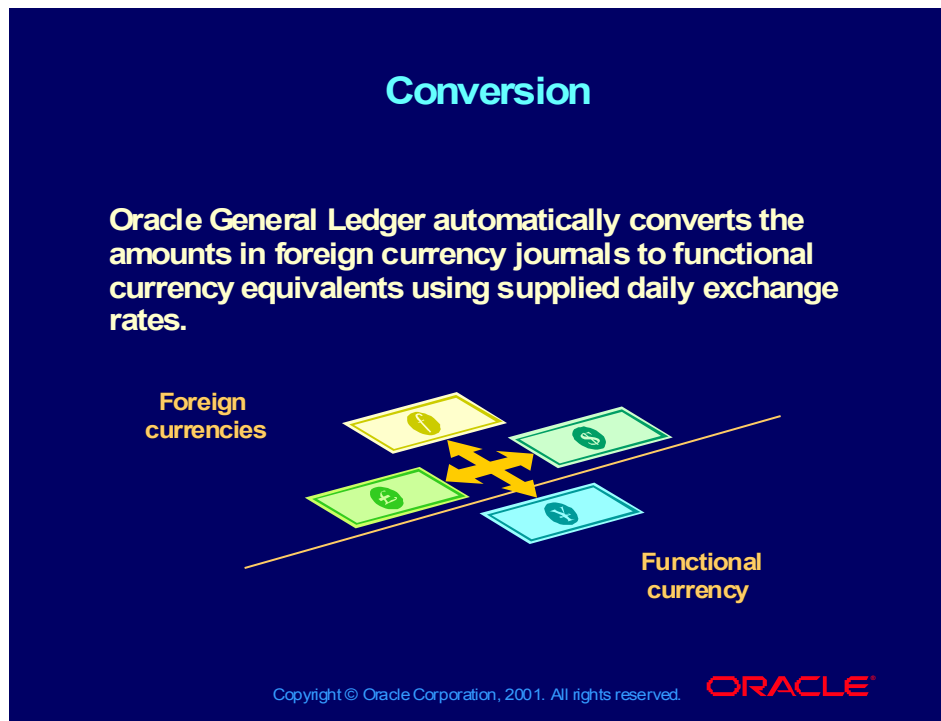
Revaluation

Revaluation adjusts liability or asset accounts that may be understated or overstated at the end of a period due to a significant fluctuation in the exchange rate between the time the transaction was entered and the end of the period. It restates balances using proper period end rate.

Translation

Translation refers to the act of restating an entire set of books or balances for a company from the functional currency to a foreign currency.

Conversion



Conversion

Conversion uses a daily rate that either you supply when you enter your foreign currency transaction or that Oracle General Ledger looks up in the Daily Rates table.

When you post foreign currency transactions, Oracle General Ledger maintains a separate balance for all accounts entered in a foreign currency and their equivalent balances in the functional currency.

The conversion functionality allows you to:

- Segregate portions of an account balance by the different currencies used in each transaction.
- Specifically identify the source currencies of a functional balance, a key component of performing proper revaluation of the balance.

Example

Example

On May 17, an organization provides consulting services to a foreign company for 10,000 foreign dollars. The exchange rate at the time of the payment is 0.8 functional dollars per foreign dollar.

Entered Journal Entry Lines

Dr. Accounts Receivable.....	10,000 foreign dollars
Cr. Revenue.....	10,000 foreign dollars

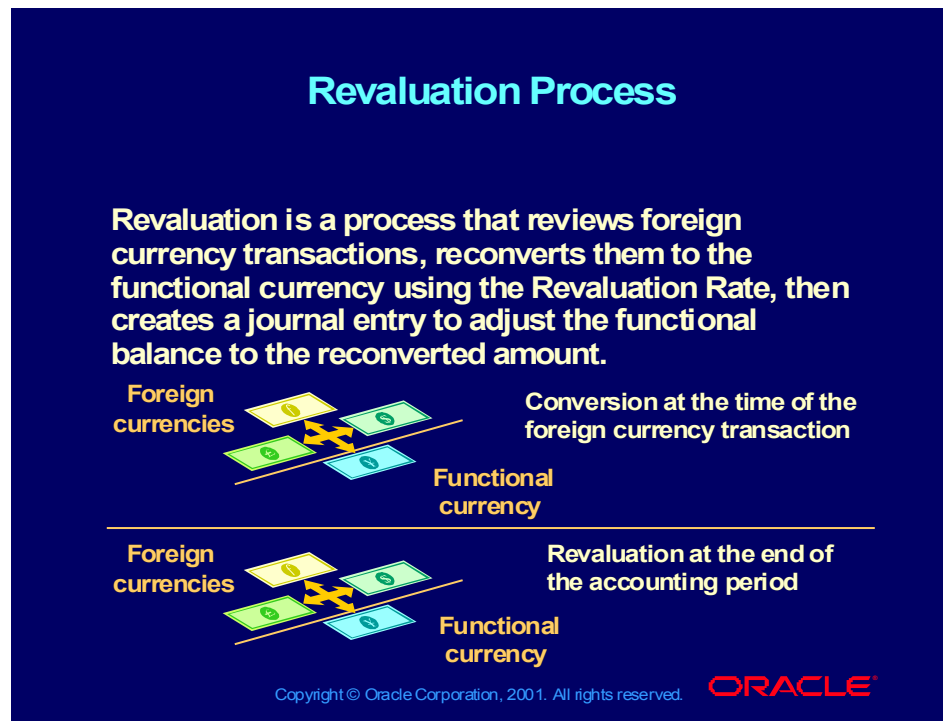
Automatically Converted Journal Entry Lines in Foreign Currency

Dr. Accounts Receivable	8,000 functional dollars
Cr. Revenue.....	8,000 functional dollars

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Revaluation Process



Revaluation

The revaluation process performs the following:

- Finds all accounts (within a range of specified accounts) in which all or a portion of the balance is derived from foreign currency transactions.
- Takes the foreign currency portion of the account balance and revalues it using the Revaluation Rate from the Period Rates table. The Revaluation Rate is the inverse of the Period End Rate (expressed as $1/\text{Period End Rate}$).
- Figures the difference between the current cumulative functional balance of these foreign transactions and the revalued functional currency balance calculated using the Revaluation Rate.
- Creates an unposted journal batch to adjust the account balance to the new revalued balance. The offset account is the Unrealized Gain/Loss account specified when you run the revaluation process.
- Note: Revaluation is necessary only while the obligation remains unsettled. The Realized Gain/Loss will be recorded by the appropriate subledger (Accounts Payable or Accounts Receivable) at the time the obligation is settled.

Because all balances are restated to a single currency, you can also use this process to enable reconciliation of your foreign subsidiary intercompany accounts.

Revaluation Example

Revaluation Example

On May 31, the receivable for the previously converted May 17 consulting services remains uncollected and the organization wants to report on its financial position.

- **The exchange rate has risen to 0.81.**
- **The receivable is still for 10,000 foreign dollars, but that receivable is now worth 8,100 functional dollars.**

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Revaluation Example

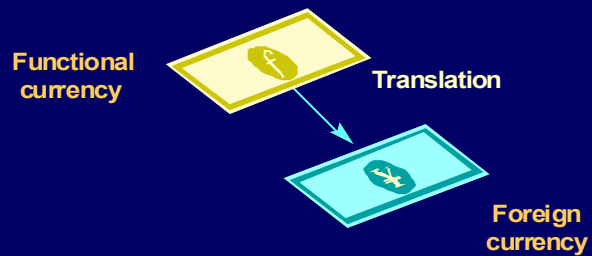
Revaluation Example			
<i>Before Revaluation</i>			
Foreign Receivable		Functional Receivable	
10,000		8,000	
<hr/>			
<i>After Revaluation</i>			
Foreign Receivable		Functional Receivable	
10,000		8,100	
		Functional Unrealized Gain	
			100

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Translation

Translation

Foreign currency translation is a process that enables you to restate your functional currency account balances into a reporting currency.



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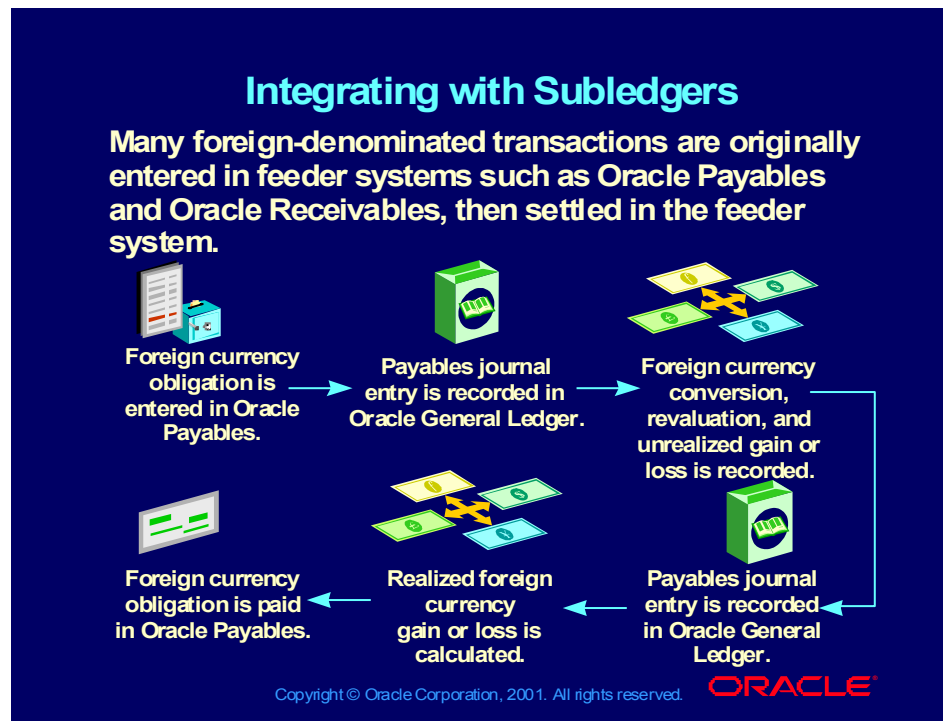
Translation Example

Functional Currency Income Statement		Functional Currency Balance Sheet	
Revenue	7,000	Assets	Liabilities
Expense	(4,000)	100,000	60,000
Net Income	3,000		Owner's Equity
			40,000
Period Average Rate = 0.72		Period End Rate = 0.75	Historical Rate = 0.70
Foreign Currency Income Statement		Foreign Currency Balance Sheet	
Revenue	5,040	Assets	Liabilities
Expense	(2,880)	75,000	45,000
Net Income	2,160		Owner's Equity
			28,000

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Integrating with Subledgers



Foreign Currency Transactions from Subledgers

Each subledger handles foreign currency conversion slightly different, depending upon the application's system options and the rate type.

Companies should implement procedures for users entering exchange rates online to avoid inconsistencies in rates between applications. The procedures for entry and maintenance of exchange rates should be addressed by a joint team of all affected applications.

Agenda

Agenda

- Overview of translation and revaluation
- **Defining foreign currencies and conversion rates**
- Creating foreign currency journals
- Revaluing foreign currency balances
- Translating foreign currency balances

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Objectives

Objectives

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

- Define and enable new currencies
 - Non-ISO currencies
 - European Economic and Monetary Union (EMU) currencies
- Enter period rates for all types of currencies including EMU currencies
- Define daily conversion rate types
- Enter daily rates

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For more information, see:

(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Multi-Currency

Prerequisites for Entering Foreign Currency Transactions

Prerequisites for Entering Foreign Currency Transactions

Before you can enter foreign currency transactions, there are a number of steps you must complete.

1. Define new currencies.
2. For EMU currencies, establish an EMU relationship with an existing currency.
3. Enable currencies.
4. Define sets of books.
5. Define daily conversion rate types.
6. Enter daily rates.

In addition, you will need to enter period rates for revaluation and translation.

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Enabled Currencies

The only currency that is initially enabled is the U.S. dollar (USD). To use a currency other than U.S. dollars, you must define (if not already defined) and enable that currency in Oracle General Ledger.

The Euro

Oracle Applications and General Ledger include specific features to support the new pan-European currency, the euro. General Ledger comes with a predefined currency for the euro, with a currency code of EUR.

Defining and Enabling Currencies

Defining and Enabling Currencies

- Oracle Applications has predefined all currencies specified in ISO standard #4217.
- U.S. Dollars(USD) is the only currency that is enabled initially.
- To use a currency other than U.S. Dollars (USD), you must enable the currency.
- Use the Currencies window to define non-ISO (International Standards Organization) currencies, and to enable/disable currencies.

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For more information, see:

**(Help) Oracle Applications Help > Oracle Financial Applications >
Oracle General Ledger > Multi-Currency > Defining Currencies**

Steps to Define Non-ISO Currencies

Steps to Define Non-ISO Currencies

(N) Setup > Currencies > Define

1. Enter the following:

- Code to identify currency
- Currency Name and Description
- (Optional) Select Issuing Territory.
- Symbol, such as \$
- Precision
 - number of digits to right of decimal used in regular currency transactions
- Extended Precision
 - number of digits to right of decimal to be used in calculations
 - must be equal to or greater than Precision

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For more information, see:

(Help) Oracle Applications Help > Oracle Financial Applications >
Oracle General Ledger > Currencies > Defining Currencies

Steps to Define Non-ISO Currencies

Enter the following, continued:

- **Minimum Accountable Unit**
 - designates smallest denomination
 - does not need to correspond to precision
 - **If EMU currency, define Currency Derivation options**
 - **(Optional) Effective Dates**
2. **Enable the currency**

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The Euro in Year 2000

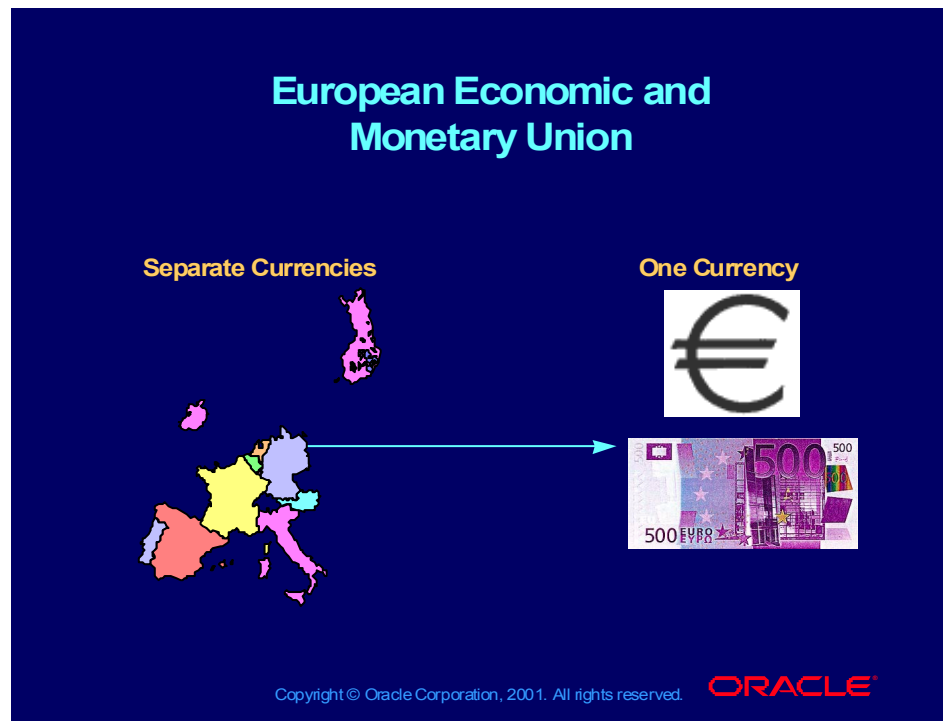


In February 1992 members of the European Union (EU) signed the Maastricht treaty and agreed to form the European Economic and Monetary Union (EMU). The schedule for introduction of the EMU as published by the European Commission is as follows:

Date	Event
Spring 1998	Decision on EMU conversion rates set
January 1, 1998	Euro exists
	Conversion rates locked
	Bank transactions and settlements in Euro
January 1, 2002	Coins and notes issued
July 1, 2002	National currencies withdrawn

Note: The following countries are members of the first group of the EMU: France, Germany, Ireland, Finland, Belgium, Luxembourg, The Netherlands, Austria, Italy, Spain, and Portugal. In spring 2000 Greece was added.

European Economic and Monetary Union



The Euro

Oracle Applications and General Ledger include specific features for defining the relationships between the official currency (euro) of the European Monetary Union (EMU) and the national currencies of EMU member states. For each EMU currency, you define its Euro-to-EMU fixed conversion rate and the effective starting date.

Doing Business in Euro and National Currencies

Existing national currencies are defined as nondecimal denominations of the euro. This means that the euro has two monetary units in an EMU country: the euro unit, and the National Currency Unit (NCU). A national currency unit has a fixed relationship to the euro, just as a cent has a fixed relationship (100:1) with a dollar.

EU Countries Not Joining Monetary Union

By contrast to EMU countries, where the former national currency has a fixed rate relationship to the euro, organizations outside EMU countries that wish to comply with euro requirements will need to maintain and support floating exchange rates between their national currency and the euro.

Steps to Define a New EMU Currency

Steps to Define a New EMU Currency

(N) Setup > Currencies > Define

1. Follow the steps for defining a currency.
2. While defining the currency, select Euro Derived as the Currency Derivation Type.
3. Enter the **Currency Derivation Factor**. This is the fixed conversion rate by which you multiply one euro to derive the equivalent EMU currency amount.
4. Enter the Currency Derivation **Effective Starting Date**. This is the date on which the relationship between the EMU currency and the euro effectively starts.
5. Complete the steps for defining a currency.

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For more information, see:

(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Multi-Currency > Currencies > Defining European Monetary Union Relationships

(N) Setup > Currencies > Define

Steps to Create an EMU Relationship for an Existing Currency

Steps to Create an EMU Relationship for an Existing Currency

(N) Setup > Currencies > Define

1. Navigate to the Currencies window and select the currency.
2. Select EMU derived as the Currency Derivation Type.
3. Enter the Currency Derivation Factor between the Euro and the EMU currency.
4. Enter the Currency Derivation Effective starting date.

NOTE: You must create the EMU relationship for your existing currency before you enter period rates for any period that is the same as or which follows the period of the effective starting date.

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Steps to Enable Currencies

Steps to Enable Currencies

(N) Setup > Currencies > Define

1. From the Currencies window, select the currency.
2. (Optional for Euro currencies) select the Euro Currency as the Currency Derivation Type.
3. Select the Enabled box.
4. Save your work.

NOTE: Although Oracle Applications has many predefined currencies, only the currency U.S. Dollars (USD) is initially enabled.

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For more information, see:

(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Multi-Currency > Currencies > Defining European Monetary Union Relationships

Defining a Set of Books

(N) Setup > Financials > Books > Define

- If you need to report on your account balances or at the transactions level in multiple currencies, define a primary set of books using your functional currency and additional sets of books using your reporting currencies.
- Set up the Rounding Differences account to automatically post rounding differences that occur during currency conversion.
- Set up the Cumulative Translation Adjustment account to post any net adjustments resulting from translation or revaluation to this account in accordance with SFAS #52 (U.S.).

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For more information, see:

(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Setting Up General Ledger > Defining Sets of Books

Predefined Daily Conversion Rate Types

Predefined Daily Conversion Rate Types

RateType	Description
Spot	An exchange rate used to perform conversion based on the rate on a specific date.
Corporate	An exchange rate used to standardize rates for your company.
User	An exchange rate you specify when you enter a foreign currency journal entry.
EMU Fixed Rate	An exchange rate General Ledger provides automatically when you enter journals (after the EMU effective starting date) when translating values from one EMU currency to another.

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For more information, see:

(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Multi-Currency > Defining Conversion Rate Types

Steps to Define a New Conversion Rate Type

Steps to Define a New Conversion Rate Type

(N) Setup > Currencies > Rates > Types

1. Navigate to the Conversion Rate Types window.
2. Enter a name and description for the new conversion rate type.

NOTE: The only rate type reserved for use by Oracle Financials is the User rate type. User rates are directly entered by the user when a transaction is entered.

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Entering Daily Rates

Entering Daily Rates

- **One set of daily rates is used for all sets of books within an Applications instance.**
- General Ledger uses daily rates to perform foreign currency journal conversions.
 - You can maintain daily conversion rates between any two non-EMU currencies
 - For EMU currencies, you can only enter daily rates between the EMU currency and other currencies if the date precedes the EMU currency's effective starting date.
 - In addition, you can enter a range of dates for a single exchange rate in the Enter Rates By Date Range window.

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For more information, see:

(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Multi-Currency > Entering Daily Rates

Loading Daily Rates Automatically

- General Ledger provides the **GL_DAILY_RATES_INTERFACE** table that you can use to automatically insert, update, or delete daily rates in the **GL_DAILY_RATES** table.
- General Ledger validates the rows in the interface table before making changes in the **GL_DAILY_RATES** table.
- **Warning:** Always use the interface table to load your daily rates into General Ledger. Do not load rates directly into the **GL_DAILY_RATES** table; this can corrupt your daily rates data.

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Entering Daily Rates and MRC

- In MRC daily rates are used to convert your primary set of books' journals to the appropriate reporting currencies when the journals are copied to your reporting sets of books.
- Daily rates must be defined before you post journals in your primary set of books.

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Steps to Enter Daily Rates

Steps to Enter Daily Rates

(N) Setup > Currencies > Rates > Daily

1. Navigate to the Daily Rates window.
2. Select the currency.
3. Change the To: currency (functional currency) that will be displayed automatically. If your functional currency is an EMU currency, the To currency defaults to EUR.
4. Enter the conversion Date and Type.
5. Enter the conversion rate to be used to convert foreign currency journal amounts into functional currency equivalents.

Rates entered in one column will be converted to the inverse in the other column.

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Daily Rates Profile Options

- **Enforce Inverse Relationship During Entry:**
 - **Yes:** rates in both From and To Currency columns have inverse relationship. If either rate is changed, the inverse is automatically recalculated.
 - **No:** change rates in both columns independently.
- **Journals: Display Inverse Rate**
 - Displays inverse exchange rates in Enter Journals and other windows.

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Entering Period Rates

Entering Period Rates

Enter for Actual or Budget amounts

Period Rate	Description
Period-Average Rate	Used to perform currency translation (income statement accounts)
Period-End Rate	Used to perform currency translation (balance sheet accounts) Inverse is used for revaluation rate (or you can enter revaluation rate directly)
Revaluation Rate	Used to perform revaluation Inverse is used for period-end rate (or you can enter period-end rate directly)

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For more information, see:

**(Help) Oracle Applications Help > Oracle Financial Applications >
Oracle General Ledger > Multi-Currency > Entering Period Rates**

Steps to Enter Period Rates

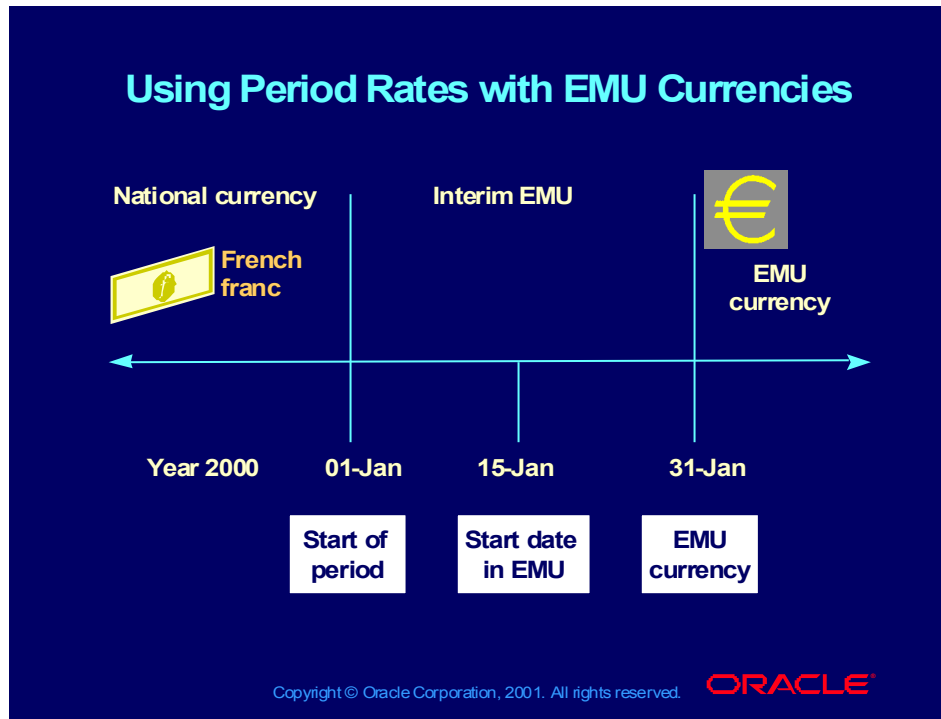
(N) Setup > Currencies > Rates > Period

1. Navigate to the Period Rates window.
2. In the To field, enter the Currency you want to translate.
3. Choose the Balance Type and accounting Period for the period rates.
4. Enter the Period-Average rate for the accounting period.
5. Enter the period-end rate for the accounting period or enter the revaluation rate.

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Using Period Rates with EMU Currencies



Period Average Rates for EMU Currencies

Period Average Rates for EMU Currencies

(3) From Currency Currency Derivation	To Currency Currency Derivation			
	Other	Euro	EMU	Interim EMU
Other	Entered	Entered (1)	Derived (1)	Entered
Euro	Entered	N/A	Derived (2)	Entered
EMU	Entered	Derived (2)	Derived (2)	Entered
Interim EMU	Entered	Entered	Entered	Entered

- (1) After you close the Period Rates window, the Maintain Period Rates program is run, which creates these derived rates, based on period-average and period-end rates you have entered.
- (2) Rates are derived automatically when you open a new period or budget year.
- (3) The From Currency is also the set of books' functional currency.

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Period-End Rates for EMU Currencies

Period-End Rates for EMU Currencies

(4) From Currency Currency Derivation	To Currency Currency Derivation			
	Other	Euro	EMU	Interim EMU
Other	Entered	Entered (1)	Derived (1)	Entered
Euro	Entered	N/A	Derived (2)	Entered
EMU	Entered	Derived (2)	Derived (2)	Entered
Interim EMU	Entered	Derived (3)	Derived (3)	Derived (3)

- (1) After you close the Period Rates window, the Maintain Period Rates program is run, which creates these derived rates, based on period-average and period-end rates you have entered.
- (2) Rates are derived automatically when you open a new period or budget year.
- (3) The rate is derived from the Period Rates window when you enter the period-average rate for the period.
- (4) The From Currency is also the set of books' functional currency.

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Currency Derivations


Currency Derivations			
Currency Derivation	Type	Effective	Examples/Notes
Other	Null (blank)	N/a	USD, JPY, AUD (currencies of some non-EMU countries)
Euro	Euro Currency	N/a	EUR. The official single currency of the European Monetary Union
EMU	EMU Derived	Any day of the effective starting period	FRF, DEM, BEF, etc.
Interim EMU	EMU Derived	Any day other than the first day of the effective starting period.	FRF, DEM, BEF, etc.

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Currency Derivation

- Other: National currencies of EMU member states are treated as having a currency derivation of Other for periods preceding their effective starting date in the European Monetary Union.
- EMU: Regarding Period Rates, National currencies of EMU member states for all full periods following the effective starting date are considered to have a currency derivation of EMU.
- Interim EMU
 - Period Rates Note: National currencies of EMU member states for the effective starting period are considered to have a currency derivation of Interim EMU.
 - Note: Applies only when the effective starting date is not the first day of the period. Also, the currency derivation is only in effect for the first period. It becomes EMU for all subsequent periods.

Entering EMU Currency Period Rates

- **EMU Fixed Rate relationship is used for EMU to EMU translation and revaluation** 
 - **Example: When translating British Pounds to French Francs, British Pounds are translated to euro using EMU fixed rate, then to French Francs using EMU fixed rate.**
- **EMU to non-EMU rate can be entered if you set the profile option: Allow Direct EMU/Non-EMU User Rates, to YES**

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Running the Maintain Euro Period Rates Program

Running the Maintain Euro Period Rates Program

- **Creates derived period-average and period-end rates based on period rates you have entered.**
 - **Actuals:** creates derived rates for all closed, open, and future enterable periods in current set of books
 - **Budgets:** creates derived rates for all periods up through the last period of the latest open budget year.
- **Run through Submit Request window whenever you add or change an EMU currency**

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Running the Maintain Euro Period Rates Program

The Maintain Euro Period Rates program runs automatically in the following situations:

- When you use the Period Rates window to enter period rates from another currency to the Euro currency.
- If your set of books' functional currency is Euro or an EMU currency, it runs automatically after you open your first or subsequent accounting periods.
- If your set of books' functional currency is Euro or an EMU currency, it runs automatically after you open your first or subsequent budget years.
- Derived rates will be created for each period in your budget year.

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Summary

This lesson covered the following topics:

- **Defining and enabling new currencies, such as Non-ISO and EMU currencies**
- **Entering period rates for all types of currencies**
- **Defining daily conversion rate types and entering daily rates**

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Practice 1 Overview

Practice 1 Overview

Practice contents:

- **Defining currencies**
- **Defining conversion rate types**
- **Defining daily conversion rates**

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Practice 1 Overview

Practice 1 Overview

Scenario

Your organization is about to start doing business with the country of Oraclia. The VP of Finance wants you to define Oraclia's currency, the Oraclian dollar, and a new conversion rate type called Private. He also asks you to use the Private conversion rate type to enter a conversion rate for converting Oraclian dollars to U.S. dollars in the latest open period. The conversion rate of 1.0671 U.S. dollars is equivalent to one Oraclian dollar.

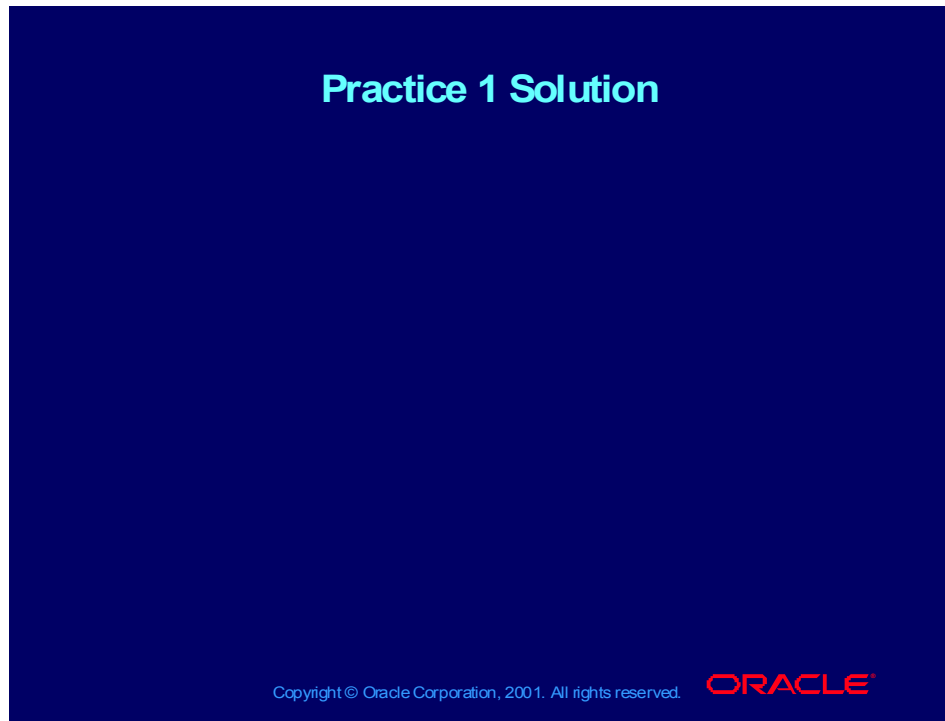
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Instructions

1. Open the Currencies window and enter <Unique Identifier> OCL as the currency code and <Unique Identifier> Oraclian dollars as the currency name. Use your initials or your two-digit terminal number for the unique identifier.
 - Leave the Issuing Territory field blank.
 - Use a precision of 2.
 - Do not enter a minimum accountable unit.
2. Open the Conversion Rate Types window. Enter the name <Unique Identifier> Private and a description of the Private conversion rate type.
3. Open the Daily Rates window. Enter the Oraclian currency code, <Unique Identifier> OCL in the From Currency field.
 - Enter any date in the latest open period.
 - Choose the <Unique Identifier> Private conversion rate type.
 - Enter a rate of 1.0671 USD to <Unique Identifier> OCL.

Practice 1 Solution



Step 1 Solution

1. Open the currencies window.
(N) Setup > Currencies > Define
2. Enter <Unique Identifier> OCL in the Code field. For example, 01OCL.
3. Enter <Unique Identifier> Oraclian Dollars in the Name field.
4. Optionally enter a Description.
5. Leave Issuing Territory and Symbol blank.
6. Enter 2 for Precision and 5 for Extended Precision.
7. Leave the Minimum Accountable Unit field blank.
8. In the Effective Date From field, enter today's date. Leave the To field blank.
9. Select the Enabled check box.
10. Save your work and close this window.

Step 2 Solution

1. Open the Conversion Rates Types window.
(N) Setup > Currencies > Rates > Types
2. Enter <Unique Identifier> Private.
3. Optionally enter a description.
4. Save your work and close this window.

Step 3 Solution

1. Open the Daily Rates window

(N) Setup > Currencies > Rates > Daily

2. In the Currency From field, choose the currency you defined (for example, 01OCL) from the list of values.
3. Tab to the Type field, and choose your Conversion Type (for example, 01Private) from the list of values.
4. Tab to the USD to <Unique Identifier> OCL field and enter 1.0671. Press the tab key again to populate the <Unique Identifier> OCL to USD field. This field should populate with the value .9371192953.
5. Save your work.

Agenda

Agenda

- Overview of translation and revaluation
- Defining foreign currencies and conversion rates
- **Creating foreign currency journals**
- Revaluing foreign currency balances
- Translating foreign currency balances

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Objectives

Objectives

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

- **Enter journals in any currency**
- **Post foreign currency journals**
- **Review foreign currency journal amounts and account balances in entered and converted currencies**
- **Run reports in any currency**

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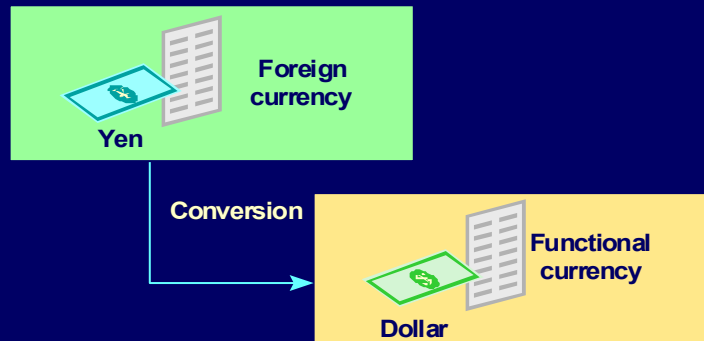
For more information, see:

(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Journal Entry > Entering Foreign Currency Journals

Entering Foreign Currency Journals

Entering Foreign Currency Journals

Oracle General Ledger converts journal amounts entered in a foreign currency to functional currency equivalents using daily conversion rates.



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Methods for Entering Foreign Currency Journals

Foreign Currency Journals

- You can enter foreign currency journal entries directly in the Enter Journals window or, alternatively, you can enter foreign currency journals in a Microsoft Excel worksheet created in the Journal Wizard and take advantage of the spreadsheet's functionality.

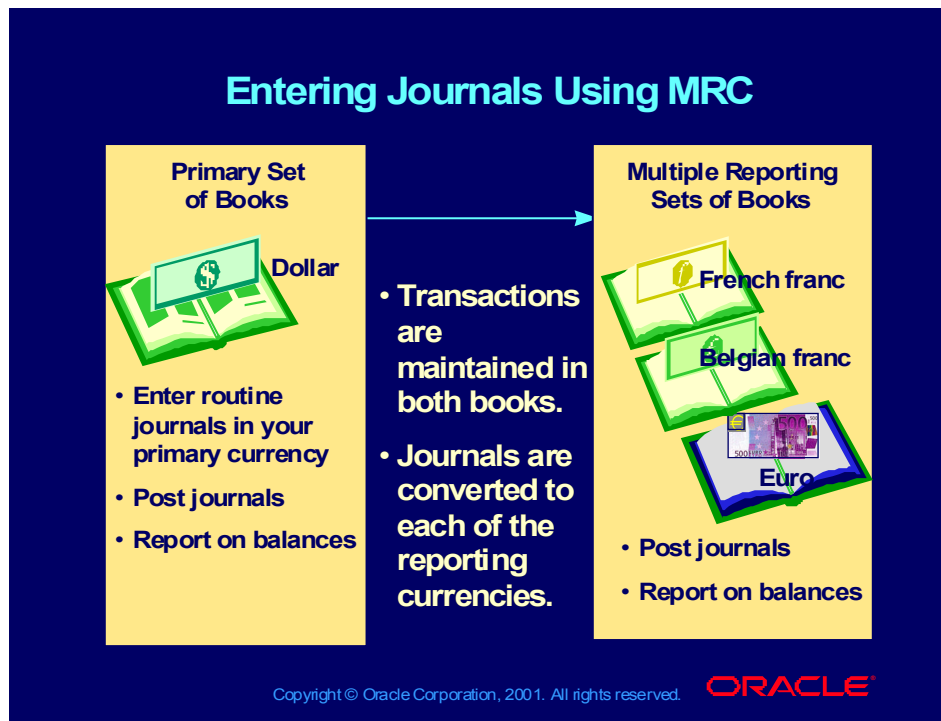
Foreign Currency Journal Batches

- You can organize journal entries with common attributes into batches. All journal entries in a batch must share the same period. If you do not want to enter batch information, you can enter a journal directly.

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Entering Journals Using MRC



Steps to Create a New Batch with Multiple Journal Entries

Steps to Create a New Batch with Multiple Journal Entries

(N) Journals > Enter > (B)New Batch >

1. Navigate to the Find Journals window and select New Batch.
2. (Optional) Enter a batch name.
3. Enter the accounting period.
4. Enter a description for the batch.
5. Select the Journal Type (Standard or Average)
6. (Optional) Enter a Control Total.
7. Select Journals.

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For more information, see:

(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Journal Entry > Creating Journal Batches

Steps to Enter a Foreign Currency Journal

Steps to Enter a Foreign Currency Journal

(N) Journals > Enter > (B)New Batch > (B) Journals

1. Navigate to the Enter Journals window
2. Enter the journal information and specify the foreign currency type.
3. Enter the journal currency conversion information:
 - Effective Date must be within accounting period.
 - Conversion Date defaults to Effective Date.
 - Enter the conversion Type.
 - Enter conversion Rate if User Type is chosen.
4. Enter the journal lines in the foreign currency.
5. If profile option Journals: Allow Multiple Exchange Rates is enabled, you can override converted line amounts.

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For more information, see:

(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Journal Entry > Entering Foreign Currency Journals

Steps to Change the Currency of Unposted Journal Entry

Steps to Change the Currency of Unposted Journal Entry

**(N) Journals > Enter > (B)New Batch >
(B) Journals > (B) Change Currency**

1. Navigate to the Enter Journals window and select the batch and journal entry.
2. Select Change Currency.
3. Enter the currency conversion information:
 - The conversion Date must be within the accounting period. It is the posting date for the journal entry. Default is the Effective Date displayed in More Details window.
 - Select the conversion Type and enter the conversion Rate if needed.
4. Post the journal entry and save your work.

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For more information, see:

**(Help) Oracle Applications Help > Oracle Financial Applications >
Oracle General Ledger > Journal Entry > Changing the Journal Entry
Currency**

Posting Foreign Currency Journals

Posting Foreign Currency Journals

When you post foreign currency journals, Oracle General Ledger maintains both entered balances and converted balances in the GL_BALANCES TABLE.

GL_BALANCES TABLE					
CC_ID	CURRENCY	PERIOD_ NET_DR	PERIOD_ NET_CR	PERIOD_ NET_DR_BEQ	PERIOD_ NET_CR_BEQ
41357	FOREIGN	10,000		8,000	
39872	FOREIGN		10,000		8,000
41357	FUNCTIONAL	8,000			
39872	FUNCTIONAL		8,000		

Note: BEQ stands for base (functional) equivalent.

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Posting Foreign Currency Journals

You can post journal batches or journals to update the account balances of your detail and summary accounts. You can post from the Post Journals window or from the More Actions window when you are entering or reviewing a journal entry.

If you post a journal entry into a prior year, General Ledger adjusts your retained earnings balance for the effect on your income and expense accounts.

Hint: Run a Trial Balance Report whenever you post to a previous fiscal year to ensure that your Retained Earnings account is properly reconciled.

Multiple Reporting Currencies

If you use General Ledger's Multiple Reporting Currencies feature, General Ledger generates unposted journal batches in your reporting sets of books automatically. You must post entries in your primary set of books as well as in each of your reporting sets of books.

Note: You must define appropriate daily rates for your reporting currencies before you post journals in your primary set of books.

Steps to Post a Journal Entry Batch

Steps to Post a Journal Entry Batch

**(N) Journals > Enter > (B)New Batch >
(B) Journals (B) More Actions**

1. Navigate to the Journals window and query the journal you want to post.
2. Select More Actions.
3. Select Post.
 - This submits a concurrent request to post the batch.
 - The entire batch that contains the journal entry will be posted.
3. Review the Posting Execution Report to determine if there were any errors during posting.

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For more information, see:

**(Help) Oracle Applications Help > Oracle Financial Applications >
Oracle General Ledger > Journal Entry > Posting Journal Batches**

Steps to Review Balance Information

Steps to Review Balance Information

(N) Inquiry > Account (B) Show Balances

1. Navigate to the Account Inquiry window.
2. Enter the range of Accounting Periods to include in your inquiry.
3. Specify the currency (All or Single).
4. Select the Currency Type (Entered or Translated).
5. Choose Primary Balance Type.
6. Specify whether to view Actual, Budget, or Encumbrance balances.
7. Specify the Factor for display and precision.
8. Enter the accounts to review.
9. Click Show Balances.

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For more information, see:

(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Online Inquiries > Account Inquiry > Performing an Account Inquiry

Rounding Differences

- When you enter a foreign currency journal, the entered amounts may be in balance, but the converted amounts may be out of balance due to rounding errors that occur during conversion.
- You can specify a separate Rounding Differences account in the Set of Books form to track the imbalances that occur during the conversion of foreign currency journals.

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Reporting on Foreign Currencies

Review the conversion rates defined for any accounting period using standard listings requested from the Submit Requests window.

Foreign Currency Listings	
Name	Description
Daily Conversion Rates Listing	Lists the daily conversion rates defined for a specific foreign currency and accounting period. This information is also available online.
Historical Rates Listing	Lists defined historical translation rates and amounts. This information is also available online.
Period Rates Listing	Lists defined exchange rates for any accounting period, including the period-average and period-end translation rates and revaluation rates. This information is also available online.

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Summary

This lesson covered the following topics:

- **Entering journals in any currency**
- **Viewing journal amounts and account balances in entered and converted currencies**
- **Running reports in any currency**

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Practice 2 Overview

Practice 2 Overview

Practice contents:

- Entering a foreign currency journal entry
- Reviewing foreign currency accounting information by using foreign currency standard reports

Scenario

- You need to enter and review a foreign currency journal entry to capture consulting revenue and the resulting receivable in Oraclian dollars.

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Step 1: Creating a Journal Batch Using a Foreign Currency

1. Create a journal batch named <Unique Identifier> Consulting Revenues for the latest open period. Use your initials or the two-digit terminal number for the unique identifier.
2. Name the journal entry Consulting Revenues and enter Accrual for the journal category. Choose the <Unique Identifier> OCL currency defined in the last practice, Practice 1.
3. Enter the appropriate conversion date and the conversion rate time <Unique Identifier> Private.
4. Enter the following journal lines.
 - Debit the Accounts Receivable account 01-000-1210-xxxx-000 for 360,000 Oraclian dollars.
 - Credit the Consulting Revenue account 01-430-4130-xxxx-000 for 360,000 Oraclian dollars.
 - Replace xxxx with your unique subaccount segment.
 - View the conversion results in the scrolling region.

Note: that Oracle General Ledger displays your journal amounts entered in Oraclian dollars and converted to U.S. dollars using the rate you defined.

Step 2: Posting and Reviewing Your Batch

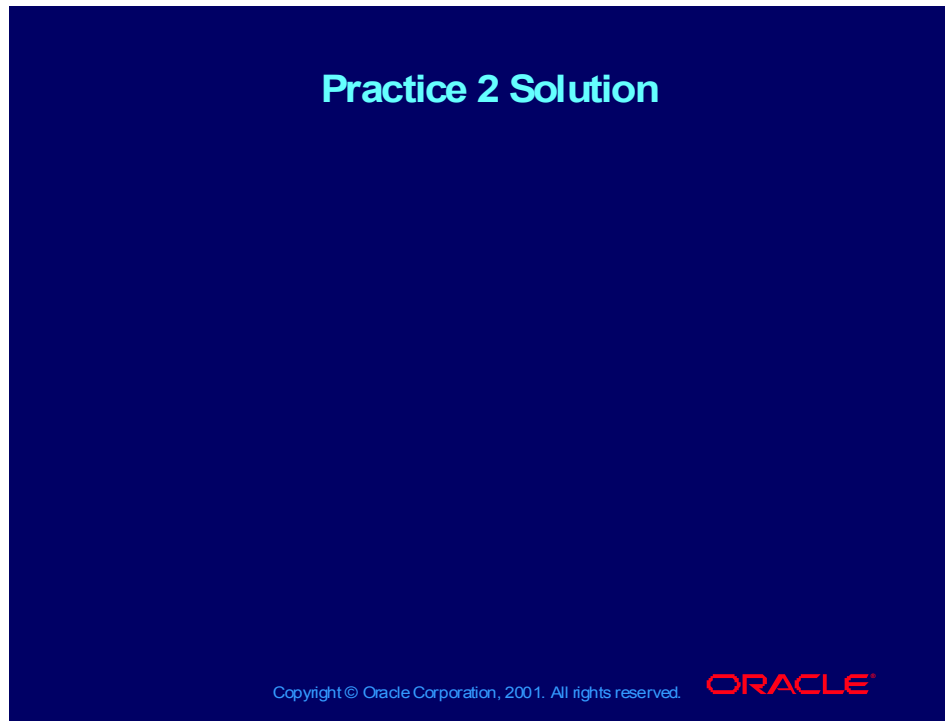
Approve, then post your journal batch and review the posted account balances online.

Step 3: Running a Foreign Currency Journals Report

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Run a Foreign Currency Journals Report for currency code <Unique Identifier> OCL and the latest open accounting period. Choose the Line Item type and the posting status.

Practice 2 Solution



Step 1 Solution

1. Navigate to the Enter Journals window.
(N) Journals > Enter
2. Select New Batch and enter your batch name in the Batch field. Accept the default latest open period in the Period field.
3. Select Journals to open the Journals window.
4. Enter the journal entry name in the Journal field.
5. Use the list of values to select Accrual in the Category field.
6. Use the list of values to select *<Unique Identifier> OCL* in the Currency field.
7. Enter the date in the latest open period.
8. Use the list of values to enter your conversion rate type in the Type field.
9. On one line, debit the Accounts Receivable account 01-000-1210-xxxx-000 for 360,000 Oraclian dollars.
10. On the next line, credit the Consulting Revenue account 01-430-4130-xxxx-000 for 360,000 Oraclian dollars..
11. View the conversion results in the scrolling region.

Step 2 Solution

1. Select More Actions > Post to post your batch.
2. Navigate to the Concurrent Manager and view your requests:
 - Select View > Requests and select your batch.

- Click Refresh Data in the Concurrent Manager until the posting is completed.
3. Navigate to the Account Inquiry window.
(N) Inquiry > Account
 4. In both the From and To Accounting Period fields accept the default latest open period
 5. In the Currency field, use the list of values to enter *<Unique Identifier> OCL*.
 6. Query the range of accounts 01-000-1210-xxxx-000 to 01-430-4130-xxxx-000, replacing xxxx with your unique identifier.
 7. Select Show Balances to view account balances.

Step 3 Solution

1. Navigate to the Submit Request window.
(N) Reports > Request > Standard
2. Select a Single Report.
3. Use the list of values to select Report in the type field and to select Journals–Foreign Currency (132 Char) in the Name field.
4. In the Parameters list of values, select Line Item in the Type field, Posted in the Posting Status field, *<Unique Identifier> OCL* in the Currency field.. Skip the remaining fields.
5. Click the OK button and submit your request. Note your concurrent request ID number.
6. Navigate to the Concurrent Manager and view your requests:
Select View > Requests and select your report.
7. Click Refresh Data in the Concurrent Manager until the report is completed.
8. When the process complete, select the View Output button to view your report online.

Agenda

Agenda

- Overview of translation and revaluation
- Defining foreign currencies and conversion rates
- Creating foreign currency journals
- **Revaluing foreign currency balances**
- Translating foreign currency balances

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Objectives

Objectives

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

- **Define revaluation rates**
- **Run revaluation and record unrealized gains/losses**
- **Reverse revaluation journals**

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For more information, see:

**(Help) Oracle Applications Help > Oracle Financial Applications >
Oracle General Ledger > Multi Currency > Revaluing Balances**

Overview of Revaluing Balances

Overview of Revaluing Balances

Revalue account balances to reflect the change in the foreign currency rate from the date a transaction is entered and the reporting date. The revaluation process posts the change in the converted balances to the **Unrealized Gain/Loss Account**.



Paris

Original U.S. Receivable
1000 French francs
550 U.S. dollars

Revalued U.S. Receivable
1000 French francs
600 U.S. dollars

USD Unrealized Gain
50 U.S. dollars



Chicago

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Revaluing Balances

- You can revalue balance sheet accounts that are denominated in a foreign currency in accordance with SFAS 52 (U.S.).
- Revaluation reflects changes in conversion rates between the date of journal entry and the date of receipt/ payment of the foreign currency amount.
- General Ledger posts the change in converted balances against the unrealized gain/loss account you specify.
- You can revalue a single account or ranges of accounts.

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Running Revaluation

When you run revaluation, General Ledger:

- **Creates a revaluation batch containing a separate journal entry for each revalued foreign currency.**
- **Creates the revaluation adjustments in your functional currency.**
- **Automatically defines the reversal period as the next accounting period.**

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Revaluation Prerequisites

Before you run revaluations, you should do the following:

- **Define an unrealized gain/loss account**
- **Define a revaluation rate for each currency for each period for which you want to run revaluation**

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Revaluation Options

- **PTD Revaluation for Income Statement Accounts**
 - You can specify whether you want to revalue income statement accounts using the period-to-date (PTD) or year-to-date (YTD) balances.
 - Revaluing the PTD balances creates weighted average YTD balances with average period rates, and produces more accurate results in compliance with SFAS No. 52 standards.
 - PTD revaluation produces separate journal entries to revalue balance sheet accounts and income statement accounts.

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Steps to Revalue Account Balances

Steps to Revalue Account Balances

(N) Currency > Revaluation

1. Navigate to the Revalue Balances window.
2. Enter the accounting period for the revaluation.
3. Enter the Unrealized Gain/Loss Account.
4. Select the Currency Option:
 - Single currency: a specific foreign currency
 - EURO+EMU: all currencies whose currency derivation is euro, EMU, and Interim EMU
 - All currencies: all foreign currencies

For all currencies, General Ledger revalues each foreign currency only if a period rate exists for the currency and period.

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Steps to Revalue Account Balances

Steps to Revalue Account Balances

6. If you choose **Single currency**, enter the currency. In addition, you may need to enter a **Rate**.
7. Enter an **Account Low** and **High** for each range of accounts to revalue.
 - If the profile option: **GL:Revaluation AutoQuery Last Run Range** is set to **Yes**, the **Revalue Ranges** automatically displays the **GL account number ranges** last used.
 - You can use these ranges and proceed with the revaluation, or you can delete the record and enter new account number ranges.

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Steps to Revalue Account Balances

Steps to Revalue Account Balances

8. **Select Revalue.**
 - General Ledger launches a concurrent process.
9. **The Revaluation Report is automatically generated. Review the status of your account revaluation.**
10. **Post the revaluation journal batch.**

MRC: When you post a revaluation journal in your primary set of books, it is converted to the reporting sets of books.

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Revaluation Currency Options

Revaluation Currency Options

You can select the following currency options:

Currency Option	Description
Single	Revalue one specific foreign currency.
EURO+EMU	Revalue all currencies with EURO, EMU, and interim EMU derivation
All currencies	Revalue all foreign currencies

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Currency Derivations and Revaluation

Currency Derivations and Revaluation

Currency Derivation	Description
Other	Currencies are revalued using the rate defined in the Revalue Balances window.
EURO EMU Fixed EMU	Currencies are revalued using fixed conversion rate.
Interim EMU	Currencies are revalued as follows for the following currency options: <ul style="list-style-type: none">▪ Other – rate defined in Revalue Balances window▪ Euro, EMU, Interim EMU – fixed conversion rate▪ All Currencies – rate defined in Revalue Balances window

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Currency Derivation of Functional Currency

Currency Derivation of Functional Currency			
Currency Option	Other	Euro or EMU	Interim EMU
Single	Revalues standard balances denominated in the selected currency using the specified rate.	Revalues standard balances for euro, EMU, and Interim EMU using fixed conversion rate. Other currencies are revalued using the rate for the currency and period.	Revalues standard balances for euro, EMU, and Interim EMU using fixed conversion rate. Other currencies are revalued using the rate for the currency and period.
EURO+EMU	Revalues standard balances for euro, EMU, or Interim EMU currencies using the rate for the currency and period.	Revalues standard balances for euro, EMU, and Interim EMU using fixed conversion rate.	Revalues standard balances for euro, EMU, and Interim EMU using fixed conversion rate.

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Currency Derivation

- Other: National currencies of EMU member states are treated as having a currency derivation of Other for periods preceding their effective starting date in the European Monetary Union.
- EMU: Regarding Period Rates, National currencies of EMU member states for all full periods following the effective starting date are considered to have a currency derivation of EMU.
- Interim EMU
 - Period Rates Note: National currencies of EMU member states for the effective starting period are considered to have a currency derivation of Interim EMU.
 - Note: Applies only when the effective starting date is not the first day of the period. Also, the currency derivation is only in effect for the first period. It becomes EMU for all subsequent periods.

Currency Derivation of Functional Currency

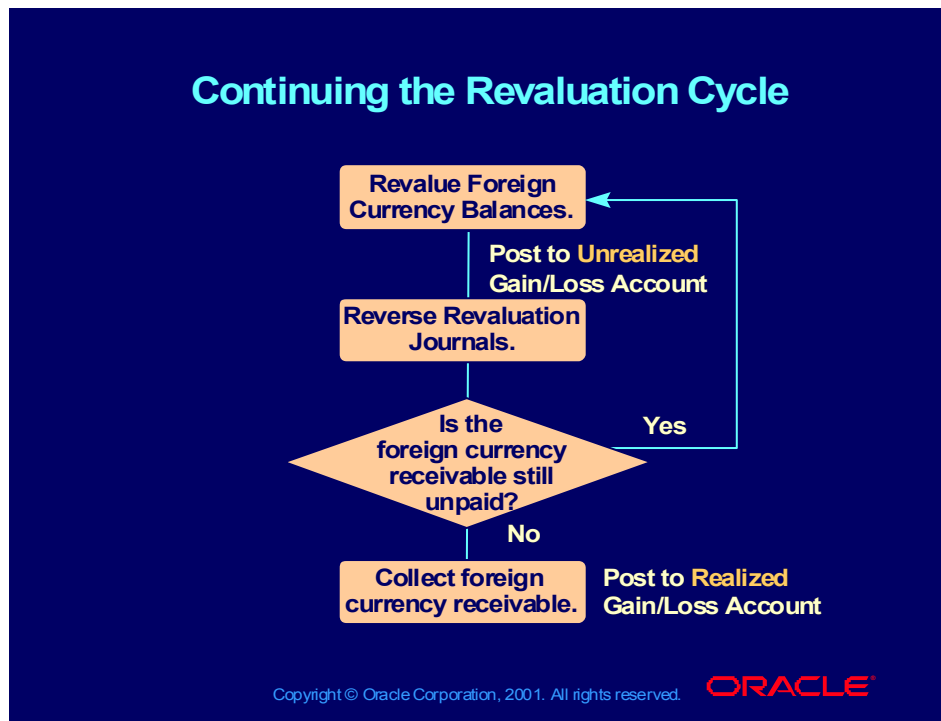
Currency Derivation of Functional Currency

Currency Option	Other	Euro or EMU	Interim EMU
All	Revalues all standard balances denominated in a currency other than the functional currency using the rate for the currency and period.	Euro or EMU currencies are not revalued. Other currencies are revalued using the rate for the currency and period. Interim EMU currencies are revalued using in the fixed conversion rate.	Revalues all standard balances denominated in a currency other than the functional currency using the rate for the currency and period.

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Continuing the Revaluation Cycle



Generated Revaluation Journal Entries

Generated Revaluation Journal Entries

GL Account Type	Primary Journal Line	Offset Journal Line
Asset	Target Asset Account	Selected Gain/Loss Account
Liability	Target Liability Account	Selected Gain/Loss Account
Revenue	Target Revenue Account	Cumulative Translation Adjustment Account
Expense	Target Expense Account	Cumulative Translation Adjustment Account
Capital	No entry	No entry

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Posting Unrealized Gains and Losses

- You post the difference between the conversion amount at the time of the original transaction and the conversion amount (at the updated revaluation rate) at the end of the current accounting period.
- If the functional dollar balance (of the revalued receivable) is higher than the originally converted functional dollar amount, you record the difference as an unrealized gain.
- If the revalued amount is lower than the original, you record the difference as an unrealized loss.

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Reversing Revaluation Journals

Reversing Revaluation Journals

- After reporting on revalued balances, reverse the revaluation journals and restore the account balances to the original functional currency (FC) amounts.

Revaluation Journal Entry

Dr. Foreign Receivables.....	10,000 FC
Cr. Unrealized Gain/Loss Account.....	10,000 FC

↓ Create and Post Reversal

Dr. Unrealized Gain/Loss Account.....	10,000 FC
Cr. Foreign Receivables.....	10,000 FC

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Posting Realized Gains and Losses

- When a foreign receivable is paid, you post the difference between the conversion amount at the time of the original transaction and when the receivable is settled to the Realized Gain/Loss account.
- **NOTE:** Because you always reverse your revaluation journals, prior revaluations have no effect on the amount posted.

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Summary

This lesson covered the following topics:

- **Defining revaluation rates**
- **Running revaluation and recording unrealized gains and losses**
- **Reversing revaluation journals**

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Practice 3 Overview

Practice 3 Overview

Practice contents:

- Defining a revaluation rate
- Running revaluation

Scenario

You possess an outstanding receivable in Oraclian dollars and you want to print accurate accounting reports for the latest open period. Define the revaluation rate and run revaluation for the affected account balance.

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Your instructor will demonstrate this practice for you.

Step 1

- Enter rates for actual balances for the latest open period.
- Enter <Unique Identifier> OCL as the To Currency. Note that if you have not previously defined and enabled the Oraclian dollar, you must do so prior to completing this practice. Be sure to use your initials or the two-digit terminal number for the unique identifier.
- Enter 0.85 as the Period-Average Rate (Revaluation uses only the revaluation rate, but the period-average rate is required when defining period rates for foreign currencies.).
- Skip the Period-End Rate and enter a Revaluation Rate of 1.1494. Note that Oracle General Ledger calculates the period-end rate as the reciprocal of the revaluation rate, or 0.87.

Step 2

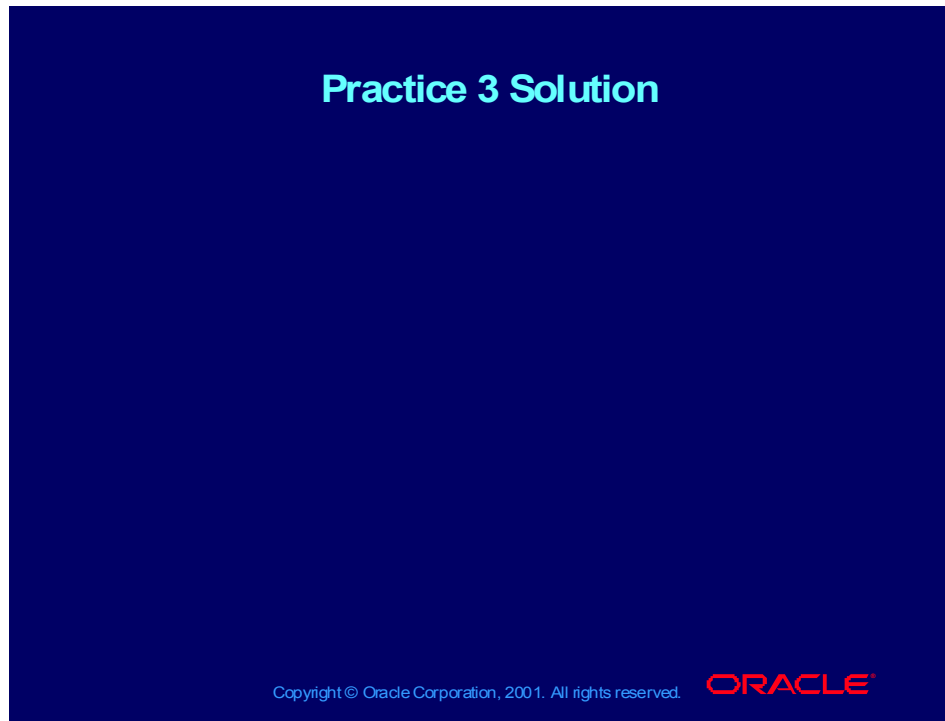
- Run revaluation for the latest open period and currency <Unique Identifier> OCL.
- Specify 01.740.7864.xxxx.000 as the Unrealized Gain/Loss account. Replace xxxx with your unique subaccount number.

Step 3

- Review and post the revalued journal to update account balances. Note that Oracle General Ledger named the batch Revalues<Period> <Date> <Time>.

- The journal entry has the foreign currency as the currency and the journal will show a zero balance. Note that the converted amounts are nonzero. This is correct—Do not delete the batch!

Practice 3 Solution



Step 1 Solution

1. Navigate to the Period Rates window.
(N) Setup > Currencies > Rates > Period
2. Accept the default USD in the From Currency field. Enter <Unique Identifier> OCL in the To Currency field.
3. Select Actual in the Balance type field, and the latest open period in the Period field.
4. Enter 0.85 in the Average field.
5. Skip the End field and enter 1.1494 in the Revaluation field.
6. Save your work and note your concurrent request ID.

Step 2 Solution

1. Navigate to the Revalue Balances window.
2. (N) Currency > Revaluation
3. Enter the latest open period in the Period field and <Unique Identifier> OCL in the Currency field.
4. Specify 01.740.7864.xxxx.000 as the Unrealized Gain/Loss account.
5. Enter the Rate 1.1494.
6. Enter balance sheet accounts only (do not enter any P&L account).
7. Save your work and note your concurrent request ID.

Step 3 Solution

1. When your concurrent process completes, navigate to the Post Journals window.
(N) Journals > Post
2. Locate your batch and select it for posting.
3. Save your work and note your concurrent request ID.
4. After the journal has posted, select View Output and review the journal.

Agenda

Agenda

- Overview of translation and revaluation
- Defining foreign currencies and conversion rates
- Creating foreign currency journals
- Revaluing foreign currency balances
- **Translating foreign currency balances**

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Objectives

Objectives

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

- Describe the purpose of the Cumulative Adjustment Account
- Define historical rates
- Translate account balances into any currency
- Describe how Multiple Reporting Currencies (MRC) handles translation

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For more information, see:

**(Help) Oracle Applications Help > Oracle Financial Applications >
Oracle General Ledger > Multi Currency > Translating Balances**

Overview of Translating Foreign Currency Balances

Overview of Translating Foreign Currency Balances

Oracle General Ledger allows translation of actual or budget balances from the functional currency into any reporting currency.

- Oracle General Ledger multiplies your functional currency account balances by the average, periodic, or historical rate you define.
- Running translation does not create journals for any functional currency account balance.
- Running translation adds lines to the GL_BALANCES table to store balances in the desired currency so that you can view and report on account balances in any foreign currency.

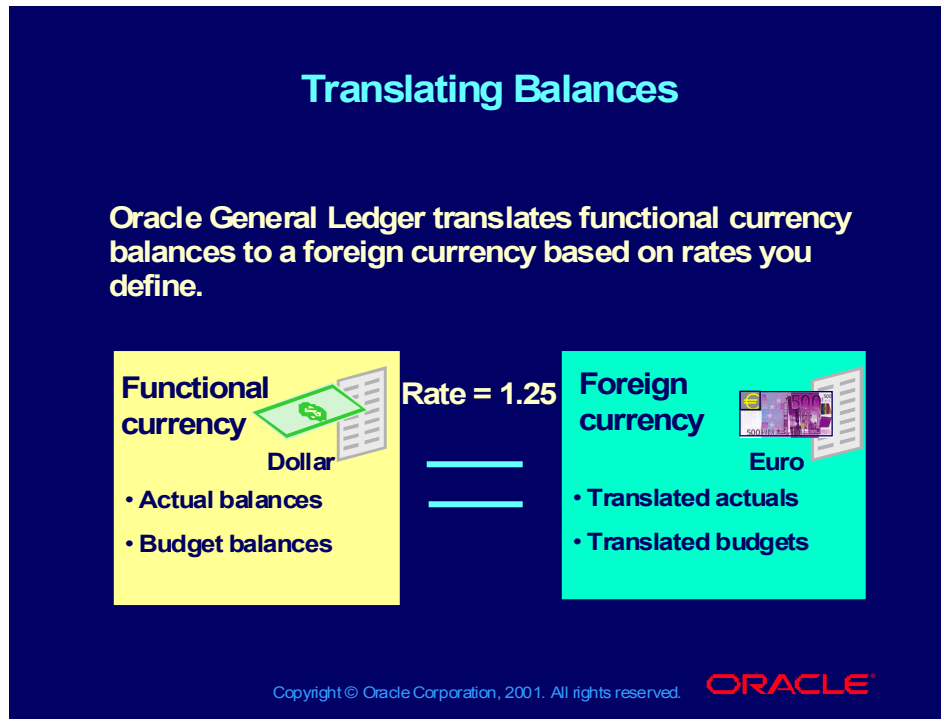
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For more information, see:

(Help) Oracle Applications Help > Oracle Financial Applications > Oracle General Ledger > Multi Currency > Translating Balances > Overview

Translating Balances



Translate Actual and Budget Balances

You can translate your actual and budget account balances from your functional currency to another currency.

Average Balance Processing

If you have average balance processing enabled, you can translate average balances as well as standard balances. When you translate average balances, General Ledger uses averages of different rates, depending on whether the system is translating a nonhistorical account or a historical account

Euro Currency

If you want to report financial results in euro, you can use General Ledger's translation feature to translate your account balances from your functional currency to euro.

Choosing Standard Translation or Multiple Reporting Currencies

Choosing Standard Translation or Multiple Reporting Currencies

Standard Translation	MRC Translation
<ul style="list-style-type: none">• Amounts translated at the account balances level• For consolidation needs• Period or historical rates used to translate balances	<ul style="list-style-type: none">• Amounts automatically converted at the transactions level• For monthly foreign currency reporting• Daily rates used to translate amounts• Allows inquiry and reporting of reporting currencies directly from subledgers

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Translation

General Ledger's translation feature is used to translate amounts from your functional currency at the account balances level. Use standard translation if you only need balances for reporting.

If you use MRC and have properly initialized your reporting set of books' balances you can report directly from your reporting sets of books without running Translation. Use MRC if you need transaction level detail for reporting.

Automatic Translation with MRC

Oracle General Ledger's Multiple Reporting Currencies (MRC) feature is not intended as a replacement for General Ledger's translation feature.

However, if you are using MRC, you do not need to run translation (except when you initialize balances in your reporting sets of books). MRC converts amounts from your functional currency to a reporting currency at the transactions level.

Note: Use General Ledger's standard translation feature instead of MRC if you only need to translate financial statements for consolidation purposes.

If you use MRC and need to report budget amounts in your reporting currency, you must translate the budget amounts in your primary books, then consolidate the translated balances to your reporting books.

Cumulative Translation Adjustment Account

Cumulative Translation Adjustment Account

Use the Cumulative Translation Adjustment account to capture the differences of amounts that are translated using different rates.

- Amount is adjusted to balance translated accounts
- For multiple companies or balancing entities in a set of books, adjustment is made for each entity
- Not used for budget balance translations

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Purpose of the Cumulative Translation Account

When you translate your actual balances into another currency, differences will exist due to the different translation rates that are used such as Period-End versus Period-Average versus Historical. General Ledger automatically captures the net difference in the Cumulative Translation Adjustment account.

You assign a Cumulative Translation Adjustment (CTA) account when you create a set of books. You can set the account type to Owner's Equity to create a translation adjustment on your balance sheet or, if you are using remeasurement, based on U.S. FASB 52, you can set it to Revenue or Expense to create a translation gain/loss on your income statement.

Balancing Multiple Companies

If you have multiple companies or balancing entities within a set of books, General Ledger automatically creates a translation adjustment account for each company or balancing entity.

Note: No balancing adjustments are made when you translate budget balances because budgets do not need to balance. If you want to balance your budgets, you must prepare a separate manual journal entry.

Terms You Should Know

Terms You Should Know

Period end rate:	The daily rate on the last day of your period (Used for Asset and Liability accounts)
Period average rate:	The average of your daily rates throughout your period (Used for Revenue and Expense accounts)
Historical rate:	A weighted average rate for transactions that occur at different times (Used for Equity accounts)

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Defining Historical Rates

Historical Rates

- You should define a historical rate before running translation to avoid having to retranslate your balances using that rate.
- For certain long-term accounts, you can stabilize the translated balances by defining fixed historical rates.
- If you use currencies of countries in highly inflationary economies, use historical rates to remeasure specific historical account balances in accordance with U.S. FASB 8.

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For more information, see:

**(Help) Oracle Applications Help > Oracle Financial Applications >
Oracle General Ledger > Multi Currency > Translating Balances >
Notes on Translation with Historical Rates and Amounts**

Historical and Nonhistorical Accounts

- **When you translate average balances, General Ledger uses averages of different rates, depending on whether the system is translating a nonhistorical account or a historical account:**
 - **Nonhistorical Accounts:** Uses averages of daily rates for the rate type specified in the Set of Books window.
 - **Historical Accounts:** Uses a weighted average of the historical rates across the number of periods in the specified range being translated.

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Translation Rules

Translation Rules	
Account Type	Translation Rule
Revenue and Expense	Period-to-Date (PTD) Rule $PTD (xlt) = Rate \times PTD (func)$
Assets and Liabilities	Year-to-Date (YTD) Rule $YTD (xlt) = Rate \times YTD (func)$

(xlt) = translated currency
(func) = functional currency

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For more information, see:

**(Help) Oracle Applications Help > Oracle Financial Applications >
Oracle General Ledger > Multi Currency > Translating Balances >
Notes on Translating Owner's Equity Accounts**

General Ledger uses one of two translation rules: Period-to-Date (for Revenue and Expense accounts) or Year-to-Date (for Asset and Liability accounts). You can choose to use either of these rules to translate owners' equity. If you do not choose a rule, Period-to-Date will be assigned.

Translating Balances

Translating Balances

Account Type	Balance/Rate Used in Translation
Assets and Liabilities	Cumulative balance at Period End Rate
Revenue and Expense	Period balances at Period Average Rates
Equity	Cumulative balance at Period End Rate unless Historical Rates are defined for these accounts

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How to Choose the Translation Rule for Owners' Equity Accounts

How to Choose the Translation Rule for Owners' Equity Accounts

- Review the setting for the profile option **GL: Owners Equity Translation Rule**.
 - **PTD:** Owners' equity is translated using the **Period-to-Date** rule.
 - **YTD:** Owners' equity is translated using the **Year-to-Date** rule.
- **NOTE:** If you do not maintain historical rates in your set of books, General Ledger creates them for each period for which you translate your owners' equity accounts, using period-average rates (if you use the PTD rule) or period-end rates (if you use the YTD rule).

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Translating Historical Amounts

- For accounts using historical rates/amounts you can use either:
 - The amount you provide
 - Historical rate times the account balance
- If the profile is set to use PTD amounts, then the translated balance is the $[\text{PTD balance}] \times [\text{this month's historical rate}] + [\text{prior month's YTD translated amount}]$

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Steps to Enter Historical Rates

Steps to Enter Historical Rates

(N) Setup > Currencies > Rates > Historical

1. Open the Historical Rates window.
2. Enter the Target Currency. It can be any foreign currency.
3. Enter the Period and the Account to which the historical rate applies.
4. Enter either Rate or Amount.
 - If you enter a rate, Oracle General Ledger multiplies the functional currency balance of your account by this rate.
 - If you enter an amount, Oracle General Ledger uses that amount for translation.

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Steps to Enter Historical Rates

Steps to Enter Historical Rates

5. Assign Historical as the Rate Type.
6. Save your work.
 - Oracle General Ledger runs a concurrent process to assign historical rates to the accounts.
- NOTE:
 - You can enter historical rates for a range of accounts by selecting Assign by Ranges, then enter an account Low and High.
 - The Weighted Average Rate Type is used for dual currency processing.

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Steps to Translate Account Balances to a Foreign Currency

Steps to Translate Account Balances to a Foreign Currency

(N) Currency > Translation

1. Open the Translate Balances window. The Functional Currency for your set of books is shown as the currency you are translating.
2. Select Actual or Budget for the Balance Type to translate.
3. Select All or enter a single Balancing Segment Value.
4. Enter any enabled currency (other than your functional currency) as the Target Currency.
5. Enter the Period name.

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Steps to Translate Account Balances to a Foreign Currency

Steps to Translate Account Balances to a Foreign Currency

6. If you are translating budget amounts, enter the Source and Target budget.
 - Do not translate more than one source budget into the Target budget for which you want to calculate translated account balances.
 - You can translate one source budget into more than one target budget.
7. Select Translate to translate account balances.

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Reviewing Translated Balances

- **Perform online inquiries on translated balances for any account in a set of books. Specify the translation currency in the Account Inquiry window.**
- **Run the Translation Trial Balance Report which lists account balances and period activity after running translation.**

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Summary

This lesson covered the following topics:

- Using the Cumulative Translation Account to balance translated amounts
- Describing the difference between standard translation and translation with Multiple Reporting Currencies
- Defining historical rates in the **Historical Rates window**
- Translating account balances into any currency and reviewing your translation results

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Practice 4 Overview

Practice 4 Overview

Practice contents:

- Entering historical rates
- Translating actual balances

Scenario

- The VP of Finance wants you to define an historical rate and use the appropriate rates to translate all balances into Oraclian dollars.

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Instructions

Step 1

Enter a historical rate of 0.92 for account 01-000-3310-xxxx-000.

Step 2

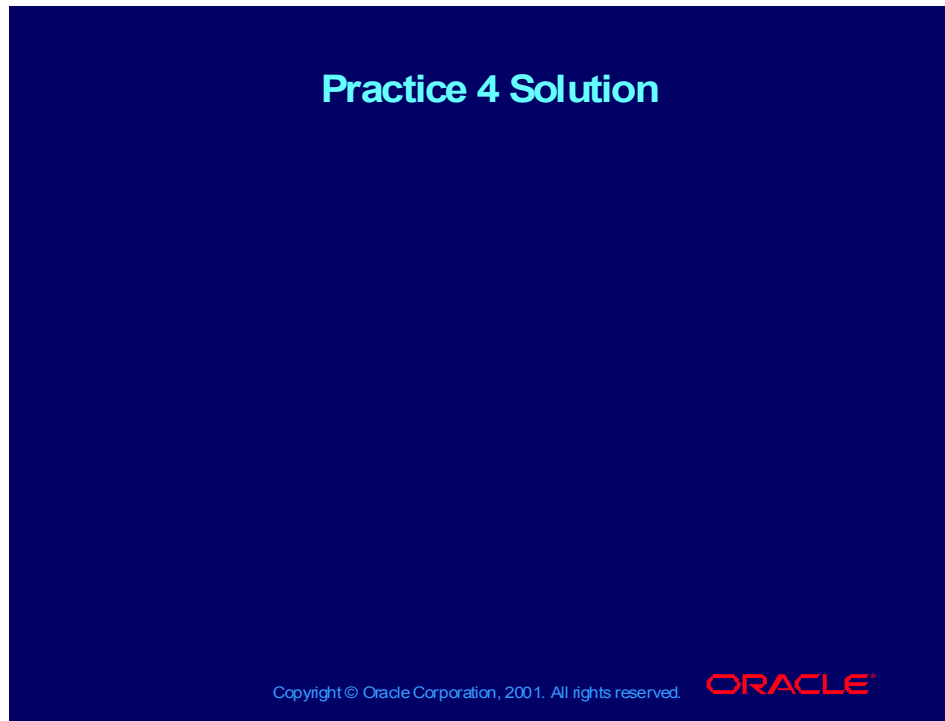
Translate actual balances for company 01 for the latest open period.

- Enter *<Unique Identifier> OCL* as the To Currency.
- If you have not previously defined and enabled the Oraclian dollar, do so now. Be certain to use your initials or two-digit terminal number for the unique identifier.
- Verify that Oracle General Ledger runs a concurrent process to translate account balances into Oraclian dollars.

Step 3

Run a Translation Trial Balance Report to view the results of your translation. Select the *<Unique Identifier> OCL* currency and the latest open period.

Practice 4 Solution



Step 1 Solution

1. Navigate to the Historical Rates window.
(N) Setup > Currencies > Rates > Historical
2. Enter <Unique Identifier> OCL in the Target Currency field.
3. Enter the latest open period in the Period field, the account above in the Account field, and 0.92 in the Rate field. Leave the Amount field blank.
4. Accept the default Historical in the Rate Type field and save your work.

Step 2 Solution

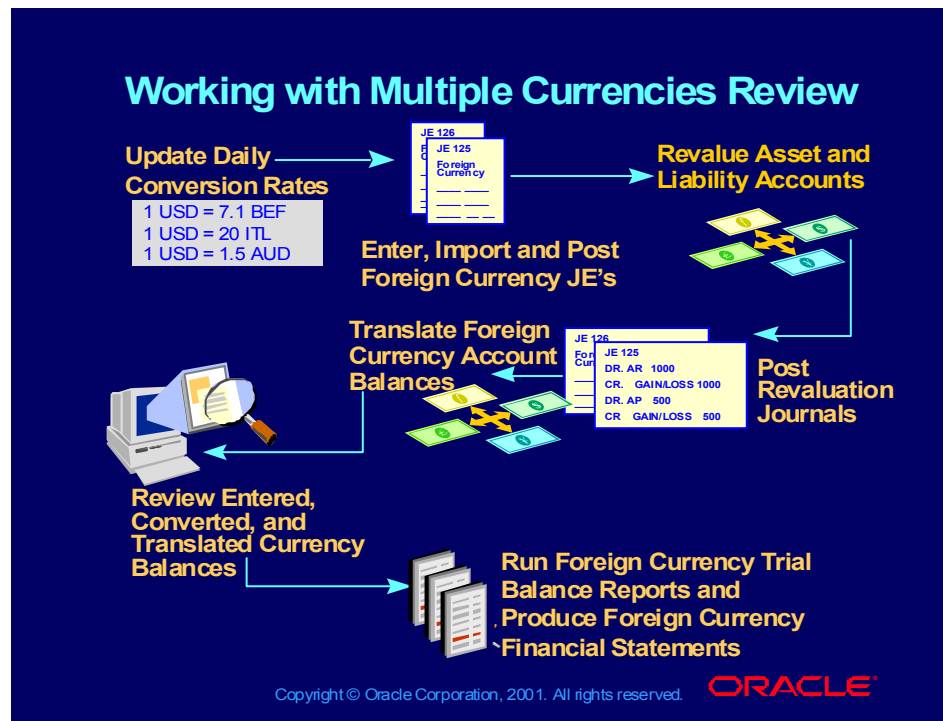
1. Navigate to the Translate Balances window.
(N) Currency > Translation
2. Select Actual in the Balance Type field, leave the All box clear, and enter 01 in the Balancing Segment Value field.
3. Use the list of values to enter <Unique Identifier> OCL in the Target Currency field.
4. Select the latest open period in the Period field.
5. Save your work and note your concurrent request ID.

Step 3 Solution

1. Navigate to the Submit Requests window.
2. (N) Reports > Request > Standard
3. Select Single Request.
4. Use the list of values to select Trial Balance–Translation in the Name field.

5. In the Parameters list of values window, enter 01 as Low and High values.
6. Use the list of values to enter *<Unique Identifier> OCL* in the Currency field and the latest open period in the Period field.
7. Save your work and note your concurrent request ID.
8. Navigate to the Concurrent Manager and after the report is completed, review it online.
 - View > Requests
 - After the report is completed, select View Output.

Working with Multiple Currencies Review



- Update your daily conversion rates daily.
- Enter, import, and post foreign currency journals.
- Revalue asset and liability accounts whose balances are denominated in a foreign currency.
- Post the revaluation journal batch to adjust your unrealized gain/loss account for exchange rate fluctuations.
- Translate account balances before consolidating sets of books with different functional currencies, or to report account balances in an alternate currency.
- Review entered, converted, and translated currency balances.
- Run foreign currency Trial Balance reports.
- Produce foreign currency financial statements

Summary

This module covered the following topics:

- **Defining currencies, period rates, and conversion rates for all types of currencies, including the EMU currencies**
- **Entering foreign currency journals**
- **Running Revaluation**
- **Translating foreign currency balances**

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R11*i* Using Multiple Reporting Currencies (MRC)

Chapter 25

R11i Using Multiple Reporting Currencies (MRC)

R11i Using Multiple Reporting Currencies (MRC)

Oracle General Ledger

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Module Objectives

After completing this module, you should be able to:

- **Explain the basic theory of MRC**
- **Describe the MRC life cycle, including:**
 - **Planning for and preparing to implement MRC**
 - **Setting up MRC**
 - **Performing recurring MRC related activities in General Ledger**

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Agenda

Agenda

- Overview of MRC
- Understanding primary vs. reporting sets of books
- Converting at a transaction level
- Inquiring and reporting transactions and balances
- Working with the euro
- Determining your installation type
- Planning your MRC implementation
- Determining MRC starting dates
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- Performing standard GL activities

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Overview

- What is MRC?
- Reporting balances and transactions in multiple *functional currencies*
- Products supporting MRC
- When do you use MRC?

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Overview

- **What is MRC?**
- Reporting balances and transactions in multiple *functional currencies*
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- When do you use MRC?

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What is MRC?

A set of unique features in Oracle Applications that allow organizations to report and maintain accounting records:

- **at the *transaction level***
- **in more than one *functional currency***

MRC benefits those organizations that must routinely report their transactions and financial results in multiple currencies, other than their primary functional currency.

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Business Solutions

- Transitioning to the euro 
- Supporting operations in countries with highly inflationary economies
- Supporting corporate exchange rates
- Reporting to management globally

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Overview

- What is MRC?
- **Reporting balances and transactions in multiple *functional currencies***
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Reporting Balances and Transactions in Multiple Functional Currencies

Reporting Balances and Transactions in Multiple *Functional Currencies*

- Perform online inquiries and generate reports, with GL account *balances* stated in reporting currencies, without first translating primary functional currency amounts
- Perform online inquiries and generate reports of detail subledger *transactions*, with amounts stated in reporting currencies (no translation necessary)
- Build custom FSG reports with amounts stated in reporting currencies
- Consolidate subsidiary reporting currency account balances to the parent set of books

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- What is MRC?
- Reporting balances and transactions in multiple *functional currencies*
- **Products supporting MRC**
- When do you use MRC?

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Products Supporting MRC

- **Oracle General Ledger**
- **Oracle Receivables**
- **Oracle Payables**
- **Oracle Projects**
- **Oracle Assets**
- **Oracle Purchasing**
- **Oracle Global Accounting Engine**

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Overview

- What is MRC?
- Reporting balances and transactions in multiple *functional currencies*
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- **When do you use MRC?**

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When Do You Use MRC?

- When your organization must regularly and routinely support statutory and legal reporting of *both transactions and GL account balances* in multiple reporting currencies, other than the primary functional currency
- When any of these conditions exist:
 - operate in a country that is part of the European Economic and Monetary Union
 - operate in a country whose unstable currency makes it unsuitable for managing your business
 - need to report in a common functional currency other than the transaction currency or your primary functional currency

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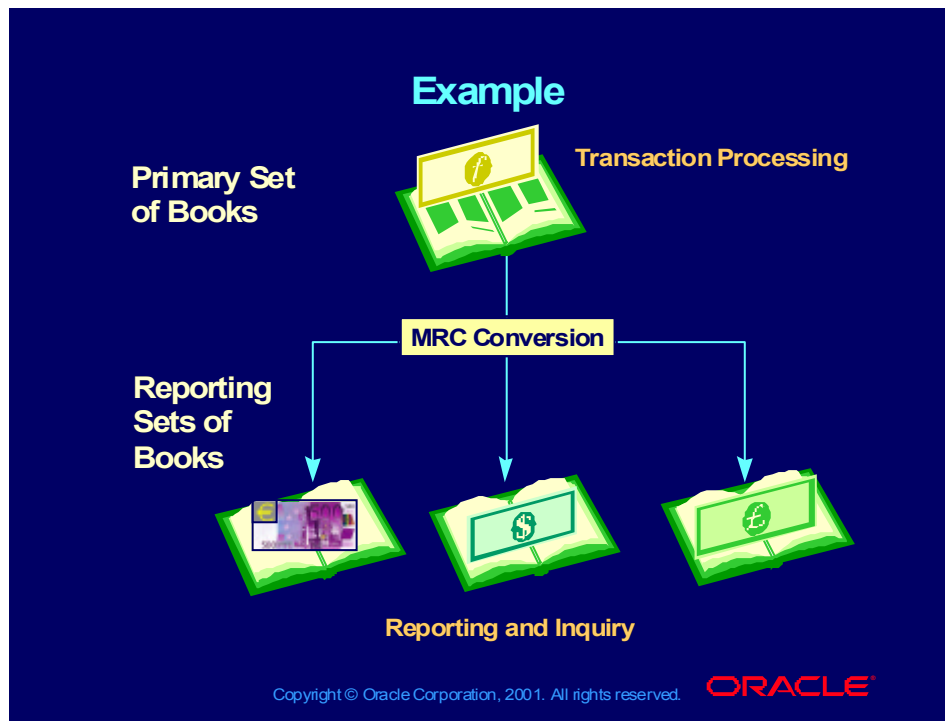
Multiple Sets of Books Primary and Reporting

- One primary set of books (PSOB)
 - Uses your *primary* functional currency
- One or more reporting sets of books (RSOB)
 - Each using a *reporting* functional currency
 - Each *assigned* to the primary set of books

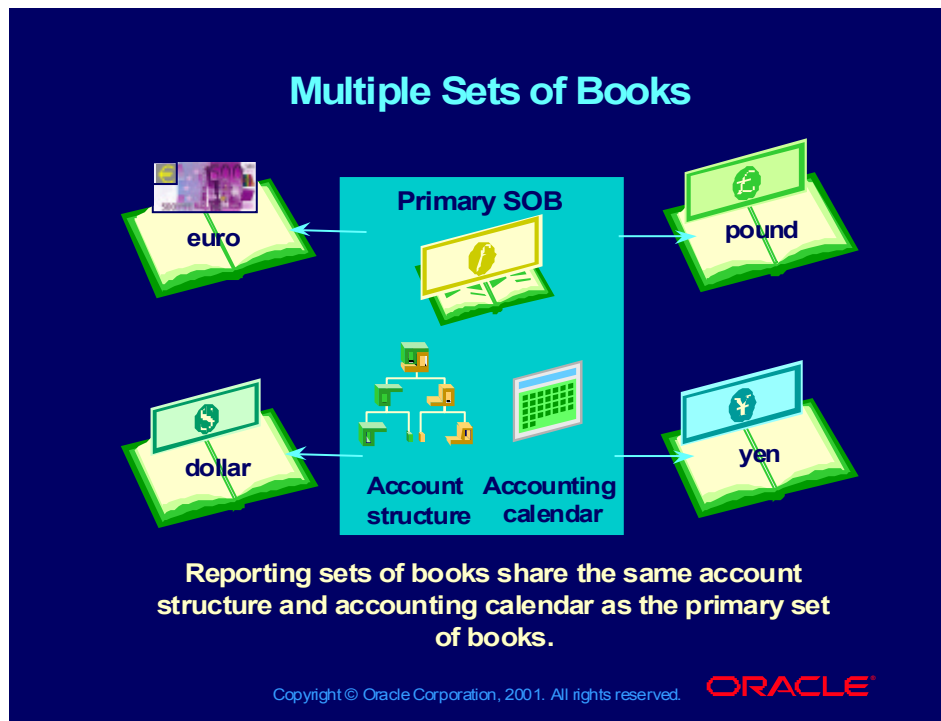
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Example



Multiple Sets of Books



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Converting at a Transaction Level

Amounts are converted to reporting currencies:

- in subledgers, when transactions are entered
- in General Ledger, when journals are posted

Conversion:

- occurs automatically
- is made from the transaction currency to reporting currency
- follows special requirements for euro and national currency units (NCU) of EMU participating countries

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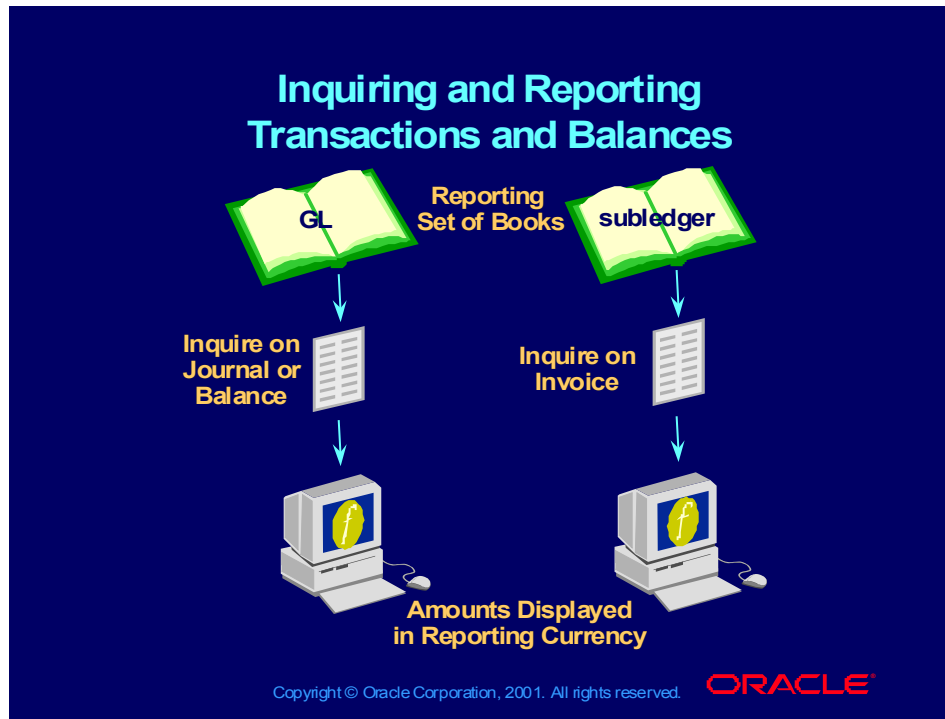
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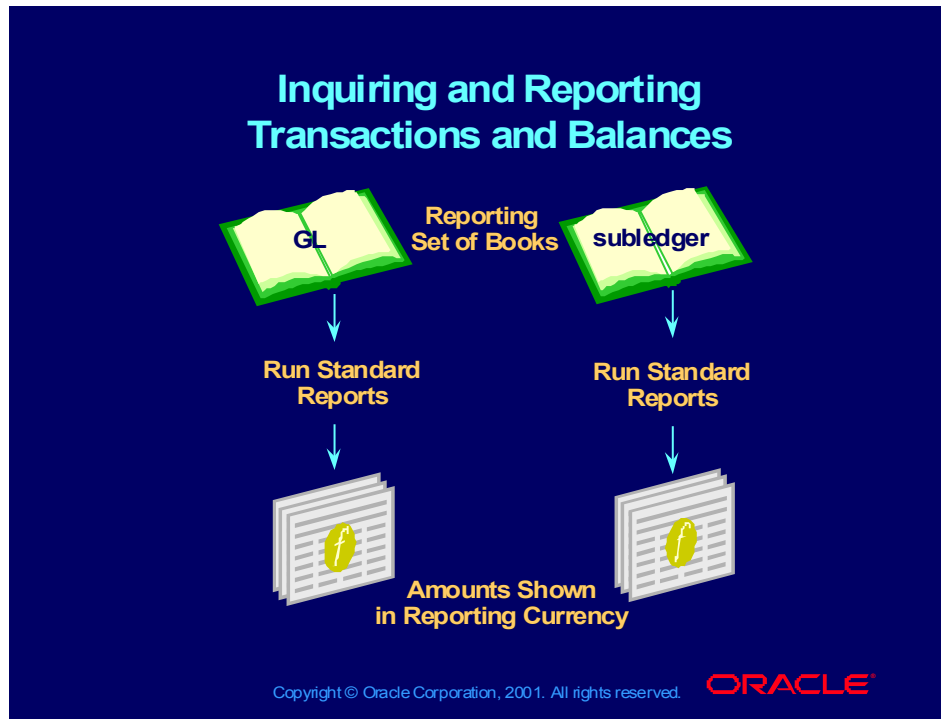
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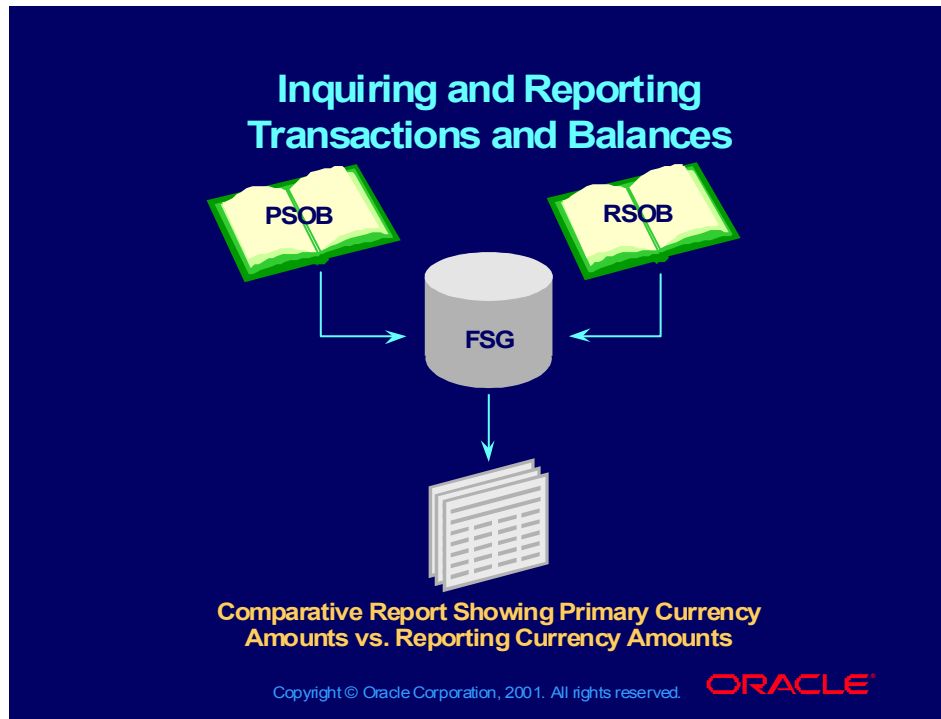
Inquiring and Reporting Transactions and Balances



Inquiring and Reporting Transactions and Balances



Inquiring and Reporting Transactions and Balances



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Working with the Euro

Implementing MRC positions your organization to begin converting to the euro at will and provides these immediate benefits:

- **dual visibility at the transaction level -- amounts expressed in euro or your national currency unit (NCU)**
- **accounting in euro and NCU**
- **choice of reporting in euro or NCU**
- **first step to adopting the euro as your primary functional currency (1-2-3 EFC)**
- **BASDA certified**

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Working with the Euro: Considerations

- Transactions upgrade utilities
- Euro migration utilities

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Determining Your Installation Type

- **Fresh Install** — New customers who install Oracle Applications for the first time and enable MRC
- **Upgrade Scenario One** — Existing customers who enable MRC for new set of books or operating unit
- **Upgrade Scenario Two** — Existing customers who enable MRC for an existing set of books or operating unit with open and/or reversible transactions in subledgers

Installation type determines your planning effort and whether you need to run the transactions upgrade utilities

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Planning Your MRC Implementation

- **Effort varies by installation type**
 - **Fresh Install & Upgrade Scenario One: moderate planning and preparation effort**
 - **Upgrade scenario two: extensive planning, preparation, and coordination effort**
- **Important consideration for all installation types**
 - **Choosing your MRC starting dates**

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Determining MRC Starting Dates

- **First MRC Date / First MRC Period**
- **From Date**

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First MRC Date / First MRC Period

- **The First MRC Date is the first day of the First MRC Period.**
- **First MRC Period is:**
 - **the first period for which you want to use MRC to convert transactions to your reporting currencies**
 - **the period in which beginning account balances are initialized in reporting sets of books**

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First MRC Date/Period Guidelines

- Consider choosing the first day of your fiscal year since:
 - all balance types are fully synchronized on this date
 - you won't need to work with partial year balances in reporting sets of books
- Should be first period of a quarter to ensure correct QTD balances
- Choose first day of fiscal year if using average balance processing in General Ledger
- (Upgrade Scenario Two) First future-enterable period, or first never-opened period in General Ledger for the primary set of books

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From Date

- The first date for which MRC will start converting new transactions to reporting currencies
- MRC compares the From Date to the transaction date for GL, AP, and AR.
If From Date <= Trx Date then Convert
- MRC compares the From Date to the entered date for Purchasing.
If From Date <= Entered Date then Convert
- Set manually for GL, AP, AR, and Purchasing
- Set automatically for Assets and Projects (No comparison made -- MRC either “on” or “off”)

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Completing GL Setup Steps

- **Step 1: Enable or define primary set of books (PSOB)**
- **Step 2: Enable and/or define reporting currencies**
- **Step 3: Define reporting sets of books (RSOB)**
- **Step 4: Assign RSOB to PSOB**
- **Step 5: Define conversion options for each application**
- **Step 6: Define GL conversion rules**
- **Step 7: Define reporting responsibilities**
- **Step 8: Assign RSOB to reporting responsibilities**

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Completing GL Setup Steps

- **Step 9: Open initial period in RSOB**
- **Step 10: Initialize account balances in new PSOB**
 - Journal Import is recommended method
 - Use automatic posting
 - Journal source and category used for Journal Import should be included in your GL Conversion Rules (Step 6)
- **Step 11: Open the First MRC Period in all sets of books**

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Performing Standard GL Activities

- Opening periods
- Entering and posting journals
- Reversing journals
- Approving journals
- Performing account inquiries in reporting sets of books
- Sequence numbers
- Entering budgets
- Encumbrances and Budgetary Control

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Performing Standard GL Activities

- **Revaluation**
- **Translation and Consolidation**
- **Mass Maintenance**

It is important that you complete MRC-related activities in the correct order, for:

- **Period-begin tasks**
- **Day-to-day tasks**
- **Period-end tasks**

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Summary

In this course, you should have learned how to:

- Explain the basic theory of MRC
- Describe the MRC life cycle, including:
 - Planning for and preparing to implement MRC
 - Setting up MRC
 - Performing recurring MRC related activities in General Ledger

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