

ERP APPLICATION – QUICK CARDS

HOW-TO DOCUMENTS FOR THE HCM MODULE

TABLE OF CONTENTS

TABLE OF CONTENTS	1
INTRODUCTION	2
TECHNICAL ISSUES	3
A. User Not Receiving Emails from the application.	3
B. How to Set Up a Skype Meeting on Microsoft Outlook Desktop Application	4
C. How to create a Request set.....	6
D. Steps to update grade point value	16
E. How to Create a Responsibility	19
F. Pushing Inward/Outward RMS Transactions into the ERP application.....	21
G. Moving Transaction from user1 to user2.....	23
H. Bar Code Settings.....	25
FINANCE	30
A. How to run AP list	30
B. Expired Transactions	33

INTRODUCTION

This is a quick reference manual to show users how to carry out specific tasks on the ERP application. You will require a valid login to the ERP application and must have a responsibility for the specific module to complete the tasks.

This manual is based on the Technical Issues module of the application is to be discussed. For easy reference, use the Table of Contents to navigate.

If you require any help, please contact as a first line of support, your respective ICT officers. If the issue is still unresolved, log on to the Sysaid application where you can log a request. The ICT department at the Headquarters office will respond.

If this is urgent or you have not received a reply within 2 hours, please contact Toyin Arowolo of the ICTD department at Arowolo.oluwatoyin@africa-re.com or Toe, Lazard on lazard.toe@africa-re.com.

TECHNICAL ISSUES

A. User Not Receiving Emails from the application.

Navigation: Home

Once logged in, at the top right corner of the screen, **select 'Preferences'**.

Scroll to the bottom of the screen for the field **'Email Style'**.

If the Email style option is **'Disabled'**, change to **'HTML mail'** as shown below. This setting ensures the delivery of Emails.

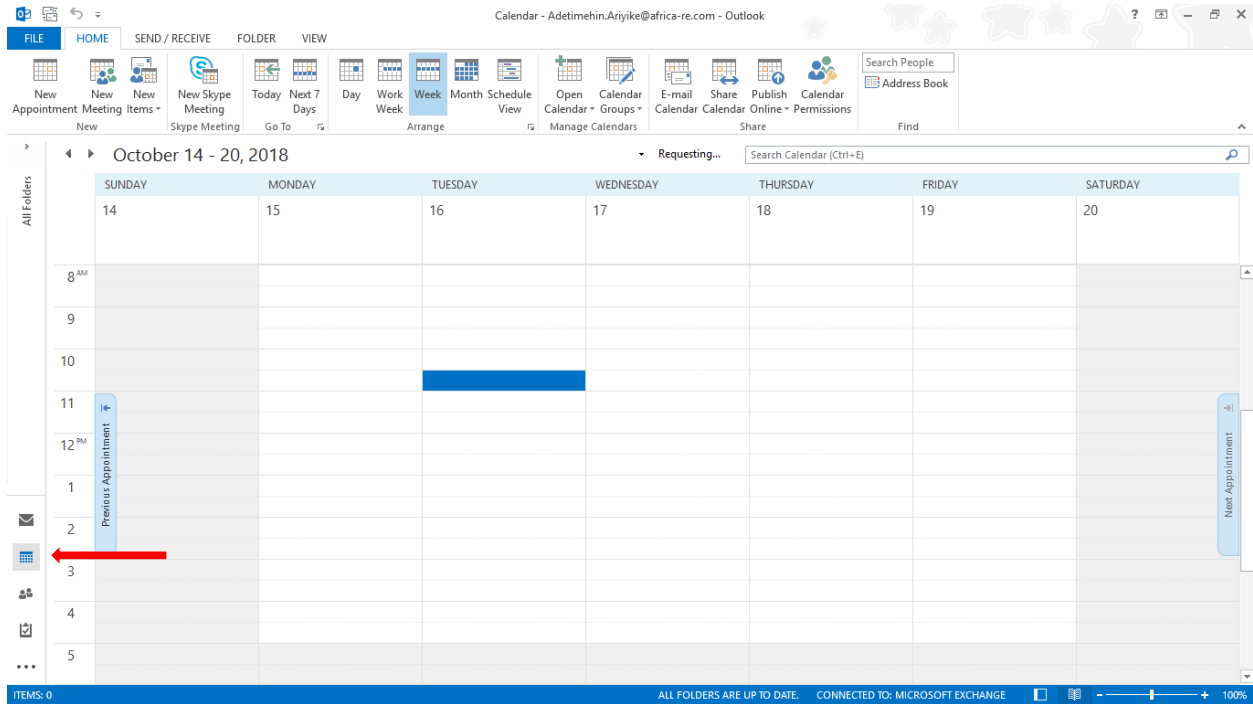
Responsibility	ARC Employee Self Service	▼
Page	Suspended Actions	▼
Notifications		
Email Style	HTML mail	▼
Notifications will be sent in your current default language, American English.		

Click on the **Apply** button.

B. How to Set Up a Skype Meeting on Microsoft Outlook Desktop Application

Navigation: Microsoft Outlook Desktop Application

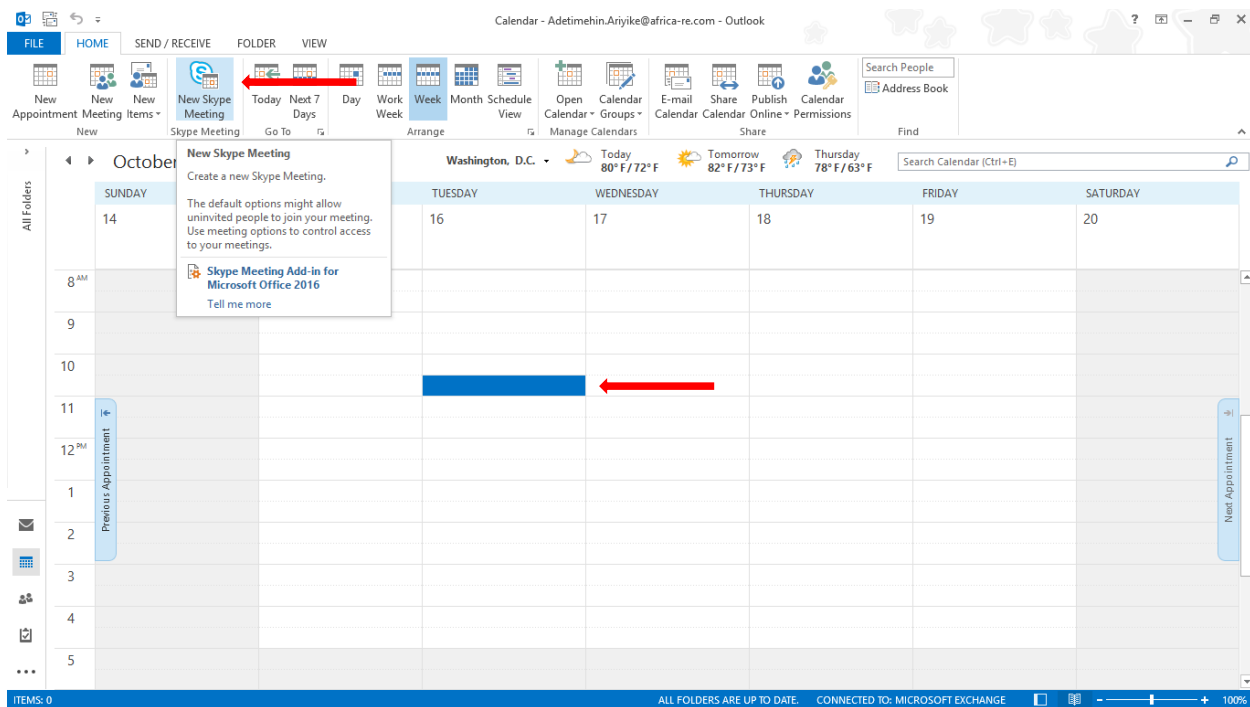
Open the **Microsoft Outlook** application and click the **calendar icon** at the bottom left of the screen, please see red arrow below.



A new screen will appear

Select a **calendar slot** to add meeting (see blue rectangle in the image below)

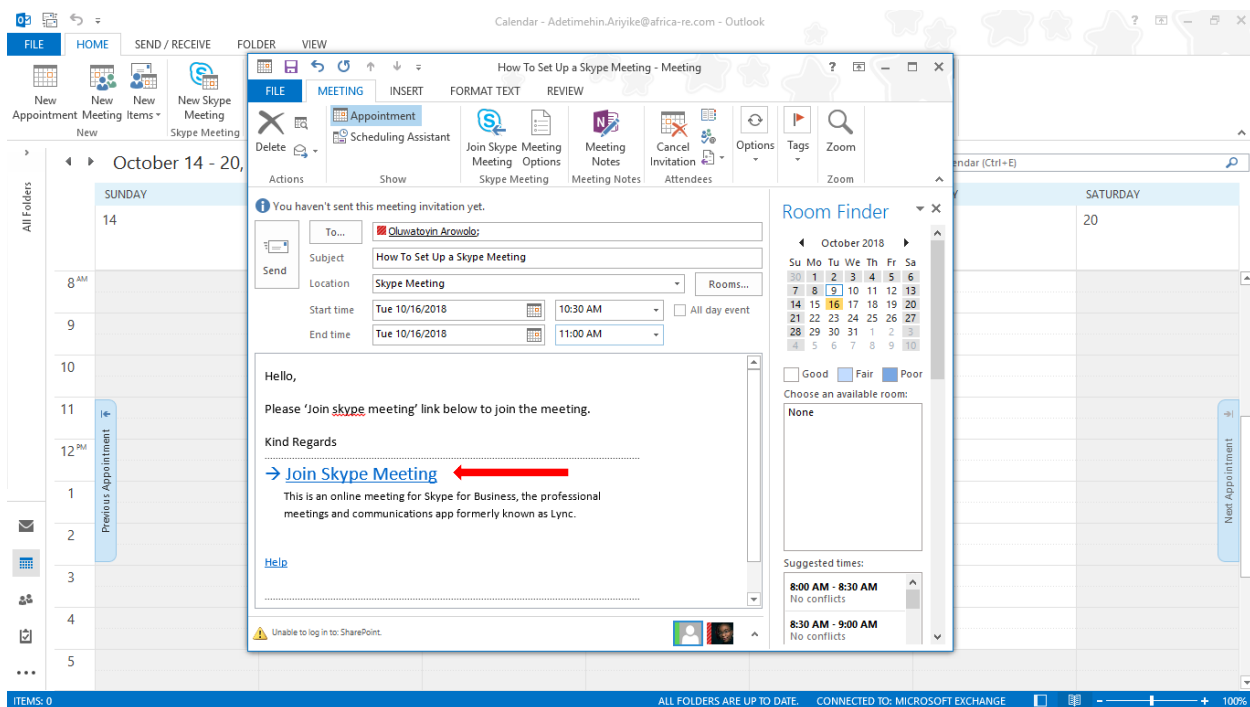
Then click '**new Skype meeting**' in the options listed above (also see image below)



Once clicked, a screen will pop up

Input meeting details here including meeting participants, duration of meeting, location (set by default to Skype) and any additional messages you may wish to add

The '**Join Skype Meeting**' message in blue is the link for the Skype meeting and can be clicked once meeting commences to join.



C. How to create a Request set

Request set is used mostly for the dependent program which needs to run in the sequence order.

Two methods to create the request set

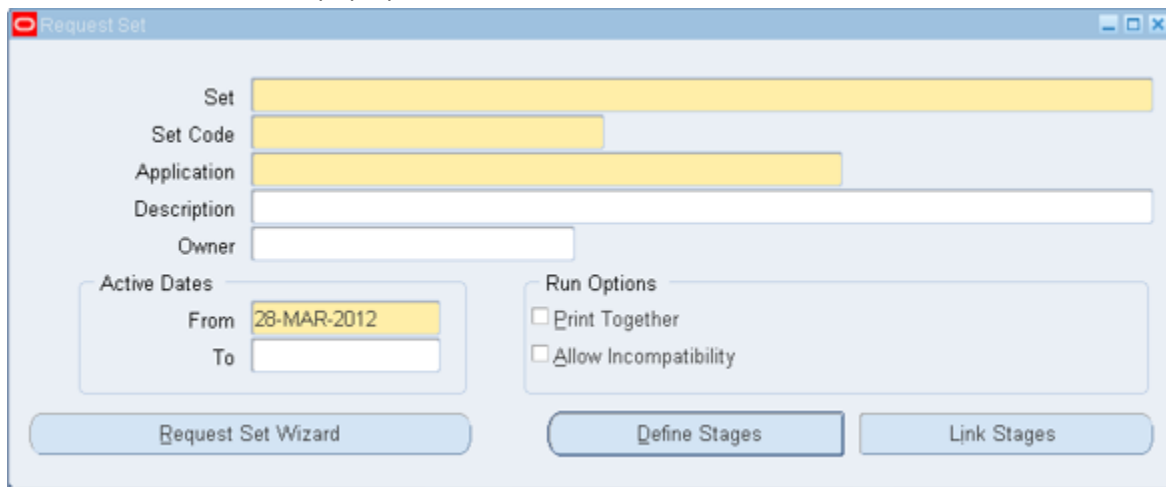
1. Manual method
2. Wizard method

Manual method:

Navigation: system administrator

Open the system administrator and **click** on concurrent, then **click** on set.

Once clicked a screen will pop up.



Enter the values (for example)

Set –XXSATISH weekly report

Set code – XXSATISH WEEKLY REPORT

Application – Application Object Library

Description – XXSATISH Weekly Reports

Owner – SATISH (you can select from the list of values)

Request Set

Set: XXSATISH Weekly Report

Set Code: XXSATISH WEEKLY REPORT

Application: Application Object Library

Description: XXSATISH Weekly Reports

Owner: SATISH

Active Dates

From: 28-MAR-2012

To:

Run Options

☐ Print Together

☐ Allow Incompatibility

Request Set Wizard Define Stages Link Stages

Then now, you **click** on Define Stages

Stages

Set: XXSATISH Weekly Report Set Application: Application Object Library

Display Sequence

Stage	Description

Stage Details

Stage Code:

Function

Function: Standard Evaluation Parameters

Application: Application Object Library

☐ The Return Value of This Stage Affects the Set Outcome

☐ Allow Incompatibility

Requests

Stages

Set: Set Application:

Display Sequence

Stage	Description
10 Active Responsibilities and Users	

Stage Details

Stage Code:

Function

Function: Parameters

Application:

☐ The Return Value of This Stage Affects the Set Outcome

☐ Allow Incompatibility

Requests

Also, give the display sequence and stage (concurrent program name), then the stage code as 10. Then **click** on the request button.

Stage Requests

Set: Set Application:

Stage:

Programs

Seq	Program	Application	Description	Allow Stage Function to Use This Program's Results
10	Active Responsibilities and Users	Application Object Library	Active Responsibilities and Users	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Print Options

Copies: Style:

☒ Save Printer:

Parameters

Give the sequence value and program as concurrent program name. In the same way repeat the steps, depending on your requirement.

Stages

Set Set Application

Display Sequence

Stage	Description
10	Active Responsibilities and Users
20	Users of a Responsibility

Stage Details

Stage Code

Function

Function

Application

☐ The Return Value of This Stage Affects the Set Outcome

☐ Allow Incompatibility

Then again **click** on the **request** button.

Stage Requests

Set: Set Application:

Stage:

Programs ☐

Allow Stage Function to Use This Program's Results

Seq	Program	Application	Description	
10	Users of a Responsibility	Application Object Library	Print a report showing users with a	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Print Options

Copies: ☒ Save

Style: Printer:

Once your concurrent request are done in the define stage, then **go back** to the main request.
Set **form** and then **click** on link stages

Link Stages

Set: Set Application:

Start Stage:

Display Sequence

	Name	Success	Warning	Error
10	Active Responsibilities and Users			
20	Users of a Responsibility			

Stage To Proceed To On...

Stage Properties

Description:

☐ The Return Value of this Stage Affects the Set Outcome

Specify the next concurrent program name in the success, warning or error places of the first concurrent program

Link Stages

Set: Set Application:

Start Stage:

Display Sequence: Stage To Proceed To On...

	Name	Success	Warning	Error
10	Active Responsibilities and Users	Users of a Responsibility	Users of a Responsibility	
20	Users of a Responsibility			

Stage Properties

Description:

☐ The Return Value of this Stage Affects the Set Outcome

Done Cancel

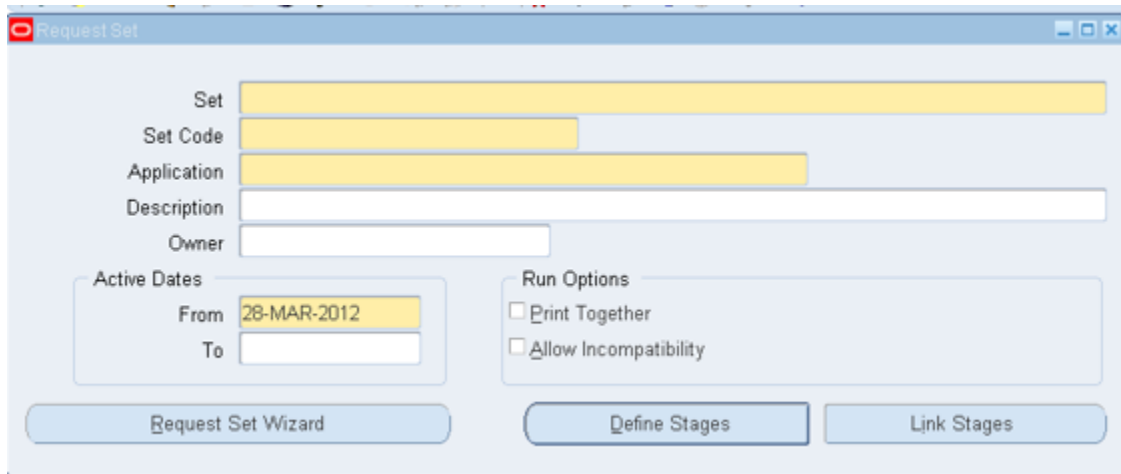
Then **click** on the **done** button, and **attach** this request set to the request group as per your requirement and then **switch** the **responsibility** to that responsibility and **submit** the request.

Wizard Method:

Navigation: system administrator

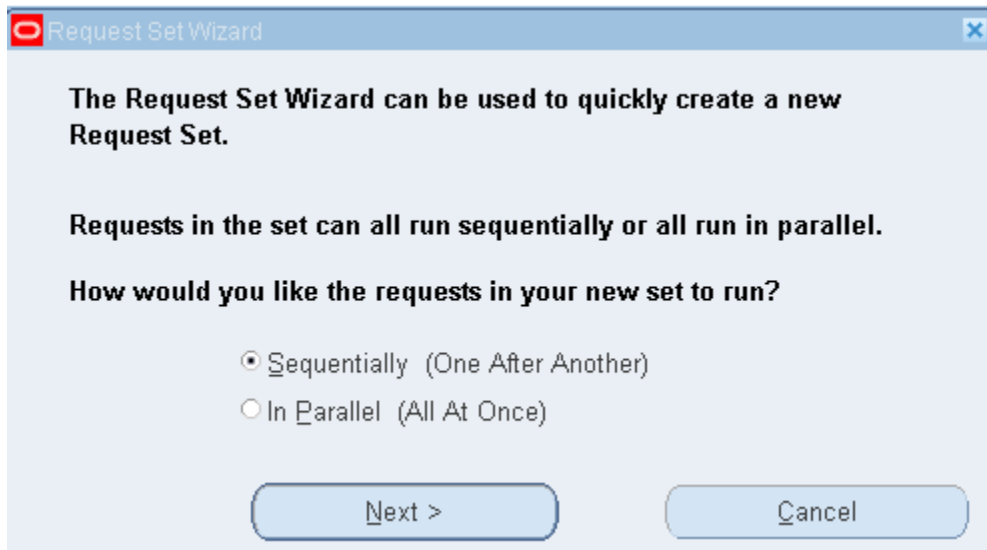
Open the system administrator and **click** on concurrent, then **click** on set.

Once clicked a screen will pop up.



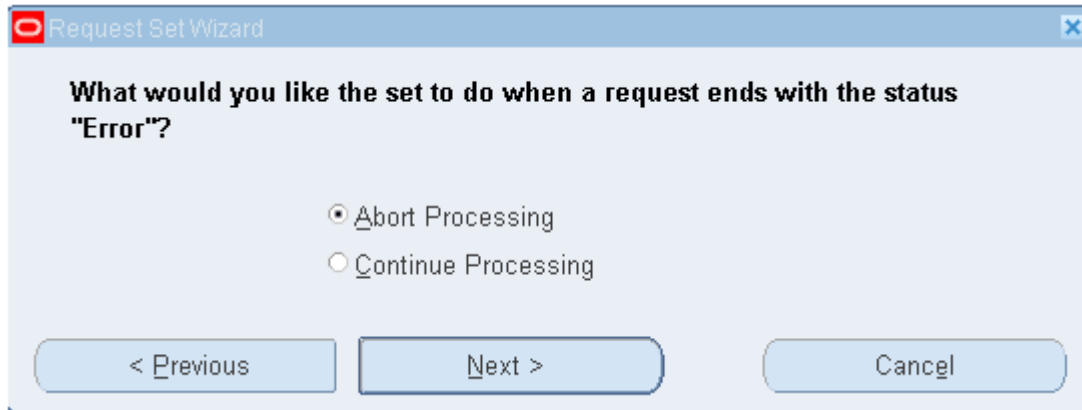
The 'Request Set' dialog box contains several input fields and buttons. The fields are: 'Set' (a long yellow bar), 'Set Code' (a yellow bar), 'Application' (a yellow bar), 'Description' (a white bar), and 'Owner' (a white bar). Below these are two sections: 'Active Dates' with 'From' (28-MAR-2012) and 'To' (a white bar), and 'Run Options' with checkboxes for 'Print Together' and 'Allow Incompatibility'. At the bottom are three buttons: 'Request Set Wizard', 'Define Stages', and 'Link Stages'.

Then **click** on **request set wizard** button



The 'Request Set Wizard' dialog box displays instructional text: 'The Request Set Wizard can be used to quickly create a new Request Set.' and 'Requests in the set can all run sequentially or all run in parallel.' It then asks 'How would you like the requests in your new set to run?' with two radio button options: 'Sequentially (One After Another)' (selected) and 'In Parallel (All At Once)'. At the bottom are 'Next >' and 'Cancel' buttons.

Select the **sequentially** or **parallel** button depending on your requirement, then click on the next button



Request Set Wizard

What would you like the set to do when a request ends with the status "Error"?

☒ Abort Processing

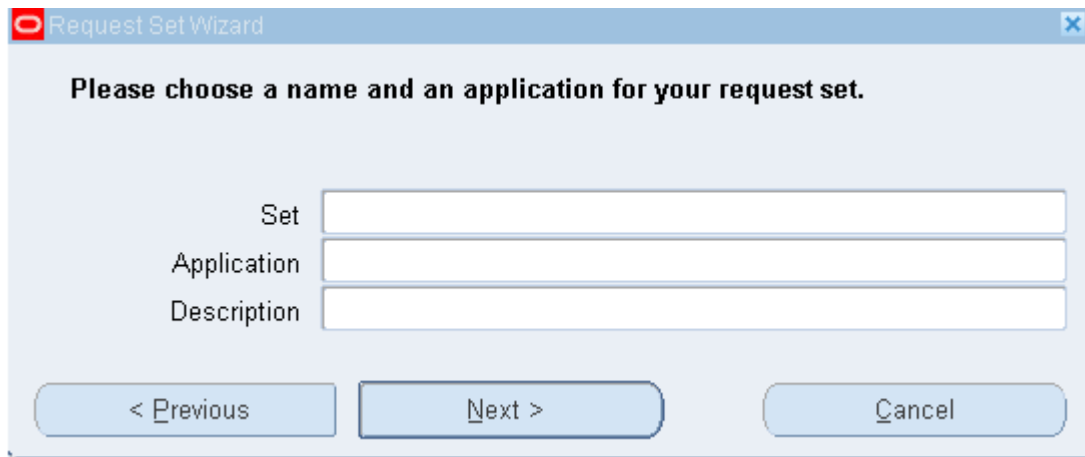
☐ Continue Processing

< Previous Next > Cancel

Whenever the request sets (any concurrent program in the request set) goes error then, the process should be aborted.

We can continue the process, if we select the parallel request set, because the concurrent program are not dependable on one another. In sequential concurrent programs may be dependent.

Click the **next** button



Request Set Wizard

Please choose a name and an application for your request set.

Set

Application

Description

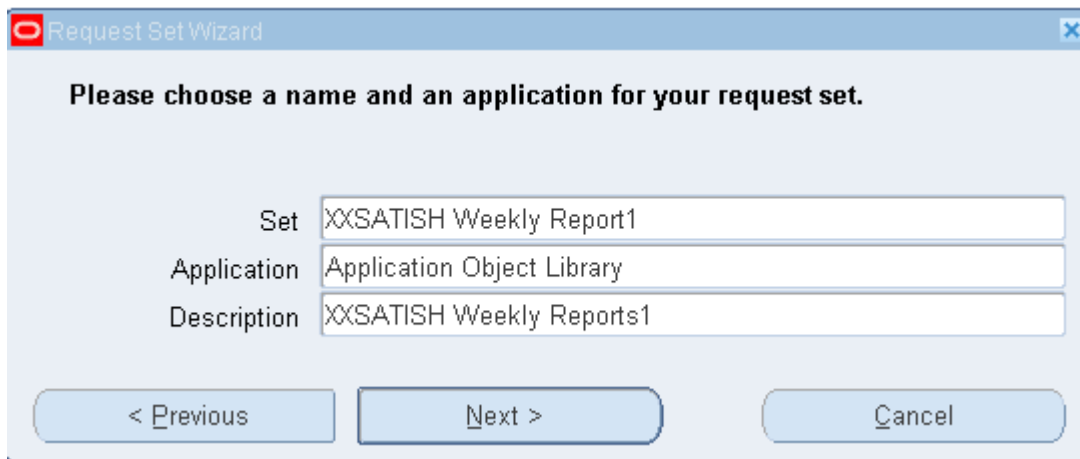
< Previous Next > Cancel

Enter the values for

Set – XXSATISH Weekly Report1

Application – Application Object Library

Description – XXSATISH Weekly Report1



Request Set Wizard

Please choose a name and an application for your request set.

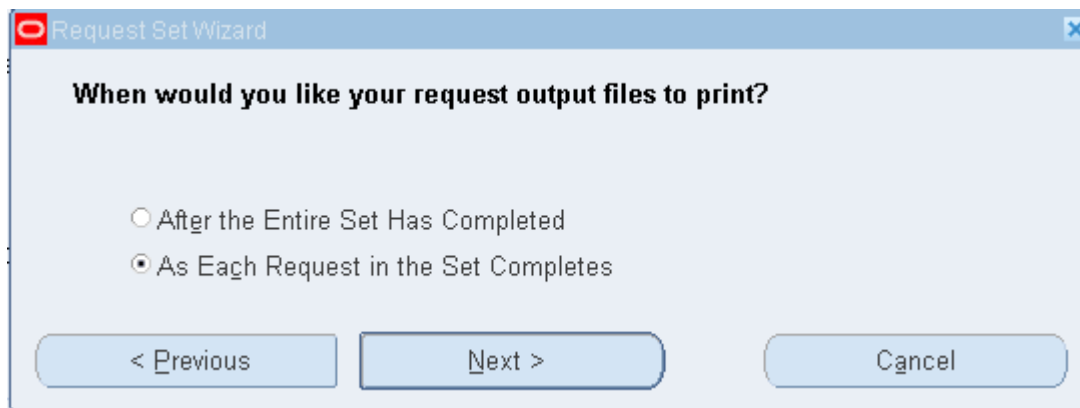
Set: XXSATISH Weekly Report1

Application: Application Object Library

Description: XXSATISH Weekly Reports1

< Previous Next > Cancel

And **click** on the **next** button



Request Set Wizard

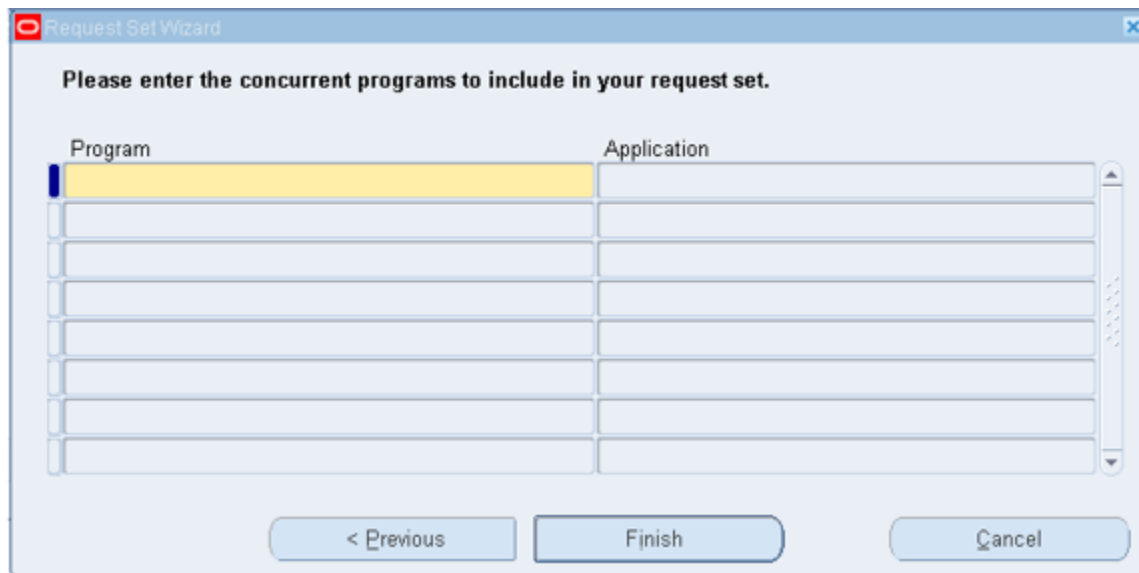
When would you like your request output files to print?

☐ After the Entire Set Has Completed

☒ As Each Request in the Set Completes

< Previous Next > Cancel

Most times what we use is “**As each request in the set completes**” because, if any concurrent programs is completed, we can **click** on view out and we can view the output of that concurrent program and also, if the request set is not completed too.



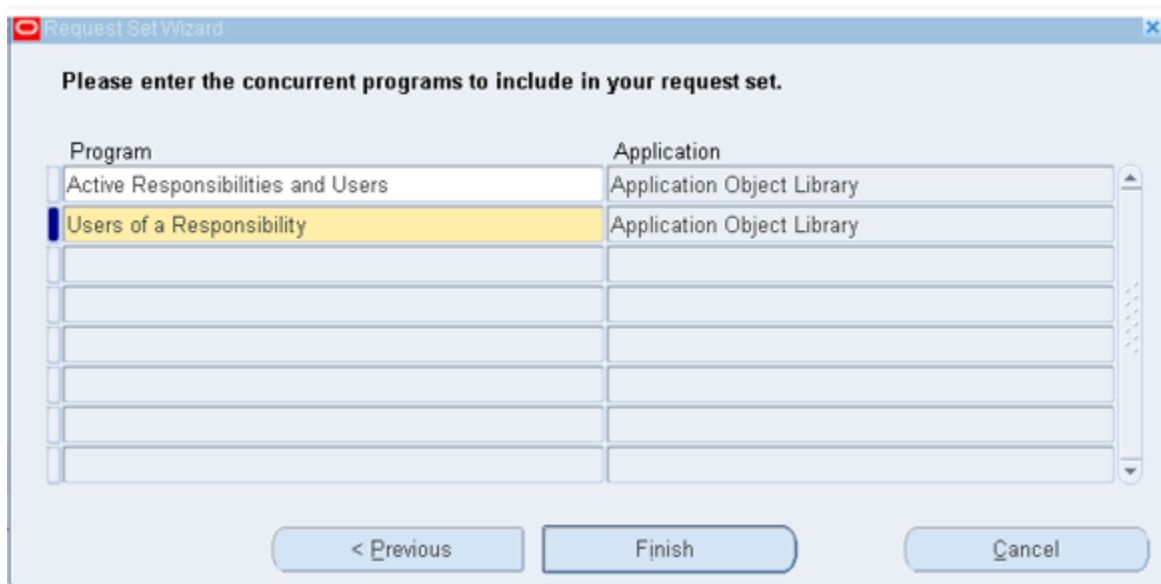
Request Set Wizard

Please enter the concurrent programs to include in your request set.

Program	Application

< Previous Finish Cancel

Please **enter** all concurrent program which you want to attach to the request set.



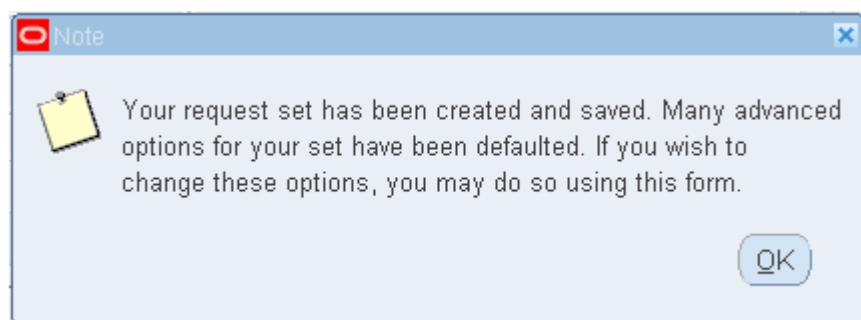
Request Set Wizard

Please enter the concurrent programs to include in your request set.

Program	Application
Active Responsibilities and Users	Application Object Library
Users of a Responsibility	Application Object Library

< Previous Finish Cancel

Then **click** on the **finish** button



Note

Your request set has been created and saved. Many advanced options for your set have been defaulted. If you wish to change these options, you may do so using this form.

OK

It will display the message **that your request set, has been created and saved.**

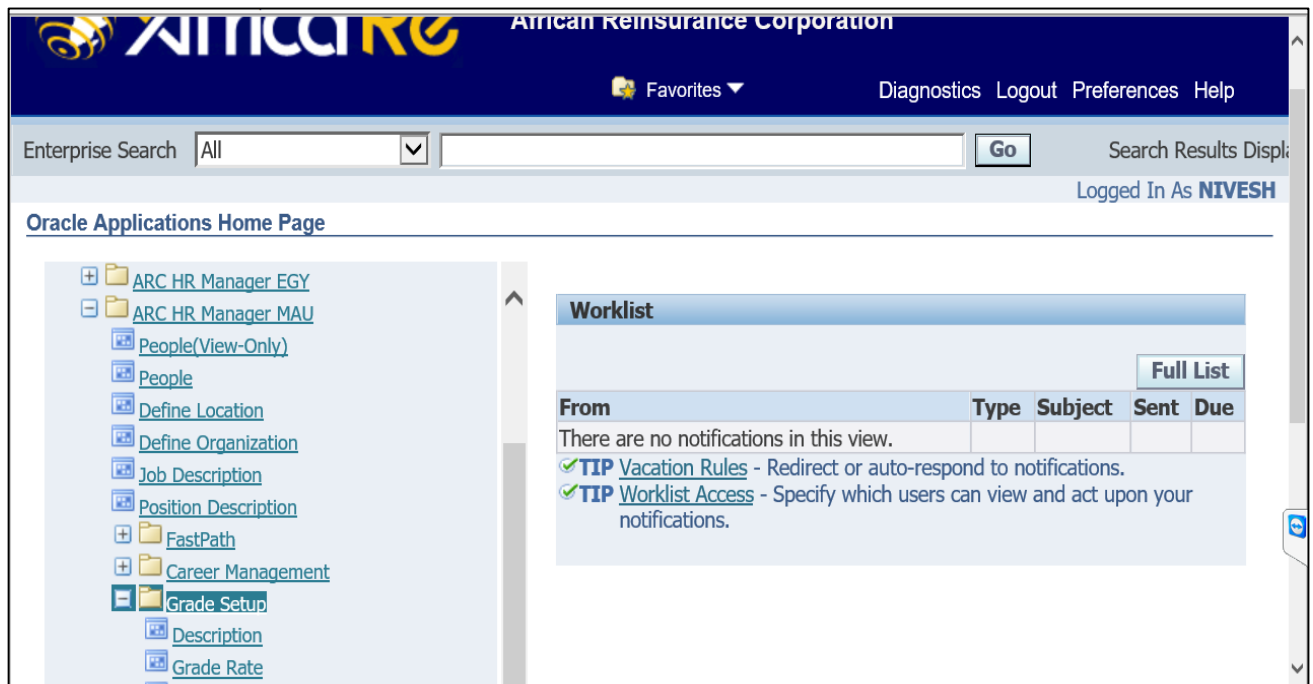
Then **click** the **OK** button.

Then **query** for your request set and **check** it.

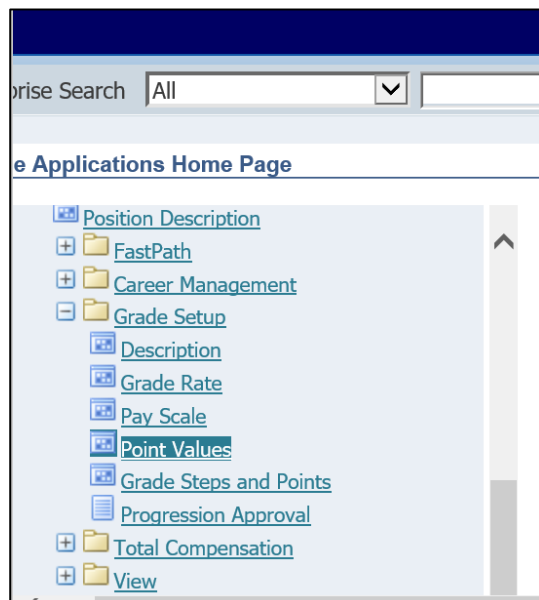
In wizard method set code is generated by itself.

D. Steps to update grade point value

1. **Log in** with an **Accounts HR Manager** Responsibility.
2. **Navigate to** >>ARC HR Manger >>Grade Setup



3. Under **Grade Setup** Menu, Click on **point values**



4. Once the form is opened, Please **change** the **effective date** to 01-JAN-2019

The screenshot shows the Oracle Applications interface for the 'ARC PRODUCTION INSTANCE'. The main window is titled 'Scale Rate: 01-JAN-2019'. It contains fields for 'Name', 'Units', and 'Pay Scale'. Below these is a table for 'Progression Point Values' with columns: Point, Currency, Value, Effective Dates From, and To. An 'Alter Effective Date' dialog box is open in the foreground, showing 'Effective Date' as '01-JAN-2019' and 'Today's Date' as '11-JAN-2019'. The dialog has buttons for 'OK', 'Reset', and 'Cancel'. An 'Open' button is also visible at the bottom of the main form.

5. **Enter** in query mode (**F11**) and search the point scale values for your county.

For example Egypt we will have

- Basic Salary_Egypt
- Staff Rent Subsidy_Egypt
- Transport Allowance_Egypt

Please note we will have three scales for each county to update in the application

- Basic Salary
- Transport
- Staff Rent Subsidy

6. **Click on** the **point values** and **update** it to new amount

Oracle Applications - *****ARC PRODUCTION INSTANCE *****

File Edit View Folder Tools Window Help

Scale Rate: 01-JAN-2019

Name: Transport Allowance_Egypt Units: Money []

Pay Scale: ARC_PAY_SCALE_Egypt

Progression Point Values

Point	Currency	Value	Effective Dates From	To
1	Egyptian Pound	4000	01-FEB-2018	
2	Egyptian Pound	2000.00	01-FEB-2018	
3	Egyptian Pound	2000.00	01-FEB-2018	
4	Egyptian Pound	2000.00	01-FEB-2018	
5	Egyptian Pound	2000.00	01-FEB-2018	

+ Mass Information eXchange: MIX

Open

7. **Save** the changes with option update

Oracle Applications - *****ARC PRODUCTION INSTANCE *****

File Edit View Folder Tools Window Help

Scale Rate: 01-JAN-2019

Name: Transport Allowance_Egypt Units: Money []

Pay Scale: ARC_PAY_SCALE_Egypt

Progression Point Values

Point	Currency	Value	Effective Dates From	To
1	Egyptian Pound			
2	Egyptian Pound			
3	Egyptian Pound			
4	Egyptian Pound			
5	Egyptian Pound			

+ Mass Information eXchange: MIX

Choose an option:

Update Keep history of existing information

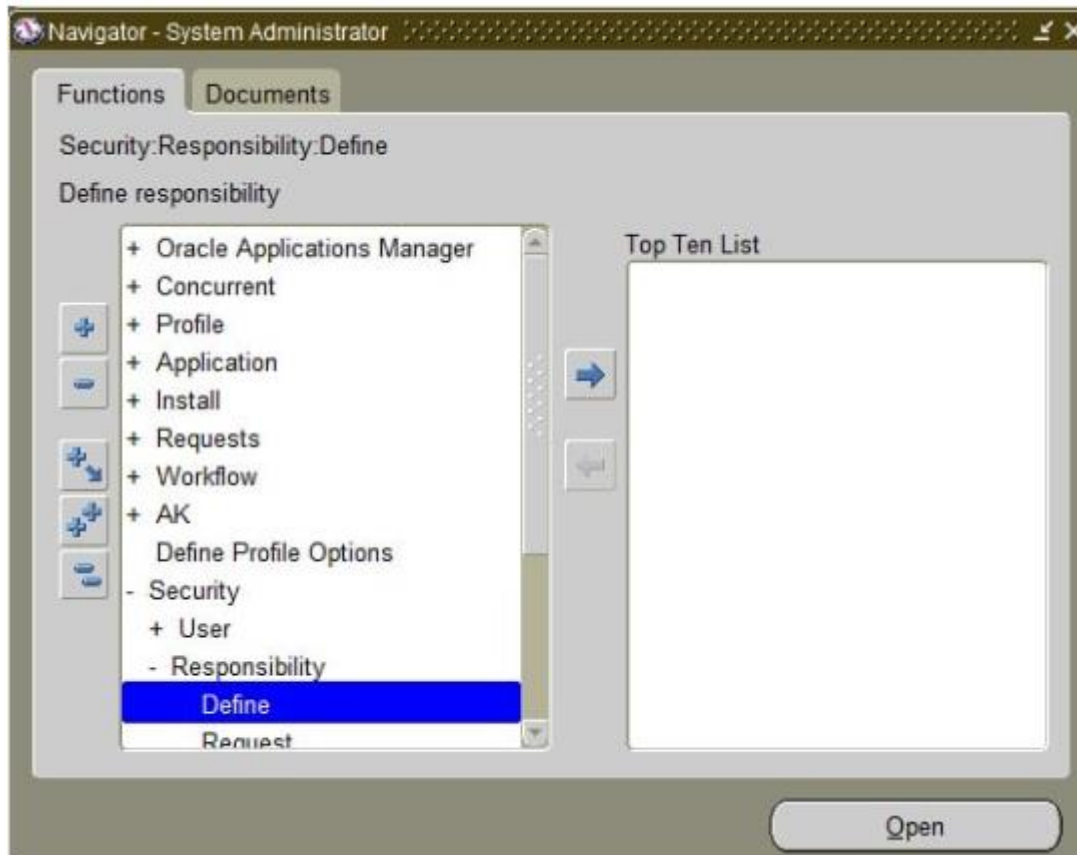
Correction Correct existing information

8. Repeat step 5 to 7 for all the points

E. How to Create a Responsibility

1. Switch to System Administrator responsibility and **navigate** to below path

Navigation: System Administrator → Security → Responsibility → Define



2. The below screen will appear. **Fill** in the required information

Responsibilities

Responsibility Name
Application
Responsibility Key
Description

Effective Dates
From **01-MAR-2017**
To

Available From
☒ Oracle Applications
☐ Oracle Self Service Web Applications
☐ Oracle Mobile Applications

Data Group
Name
Application

Menu
Web Host Name
Web Agent Name

Request Group
Name
Application

Menu Exclusions | **Excluded Items** | **Securing Attributes**

Type	Name	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Once you **fill** the above details, responsibility form will look as below

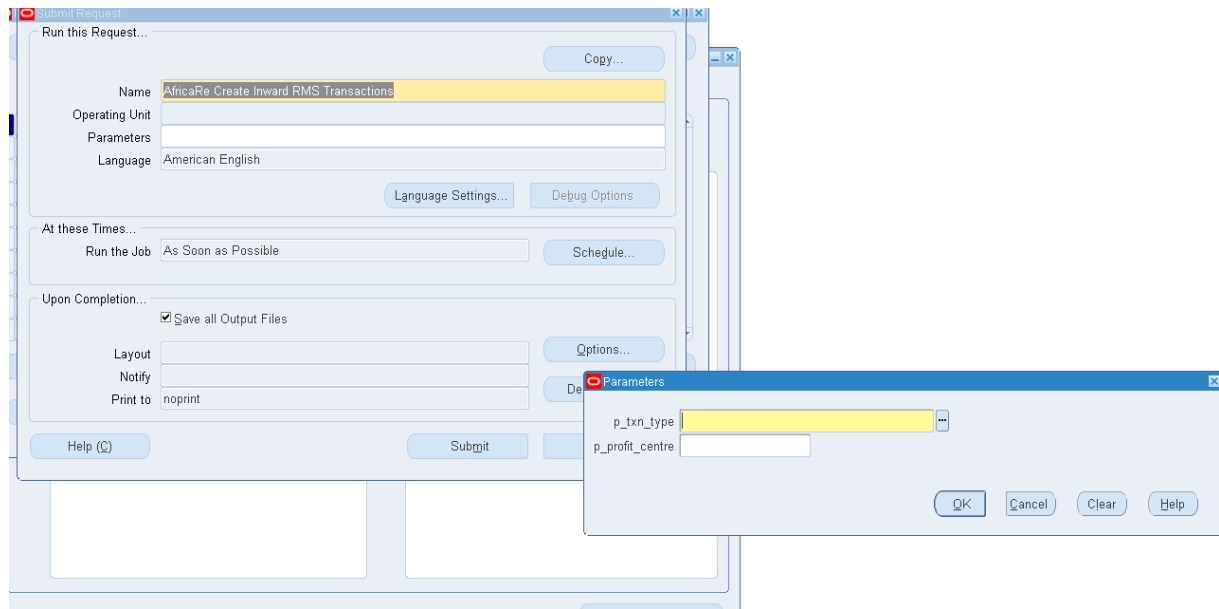
Type	Name	Description
Function		

F. Pushing Inward/Outward RMS Transactions into the ERP application.

Navigation: Log into oracle forms with the appropriate responsibility.

Choose **single request** (to run a single concurrent program) or **request set** (to run a set of concurrent programs), then select ok.

The **submit a new request form** opens



Enter the following values:

P_profit_centre: <<Profit Centre>> E.g. WES

For Inward transactions

Name: AfricaRe Create Inward RMS Transaction

For Outward transactions

Name: AfricaRe Create Outward RMS Transaction

Once the program name is selected, a dialog box pops up.

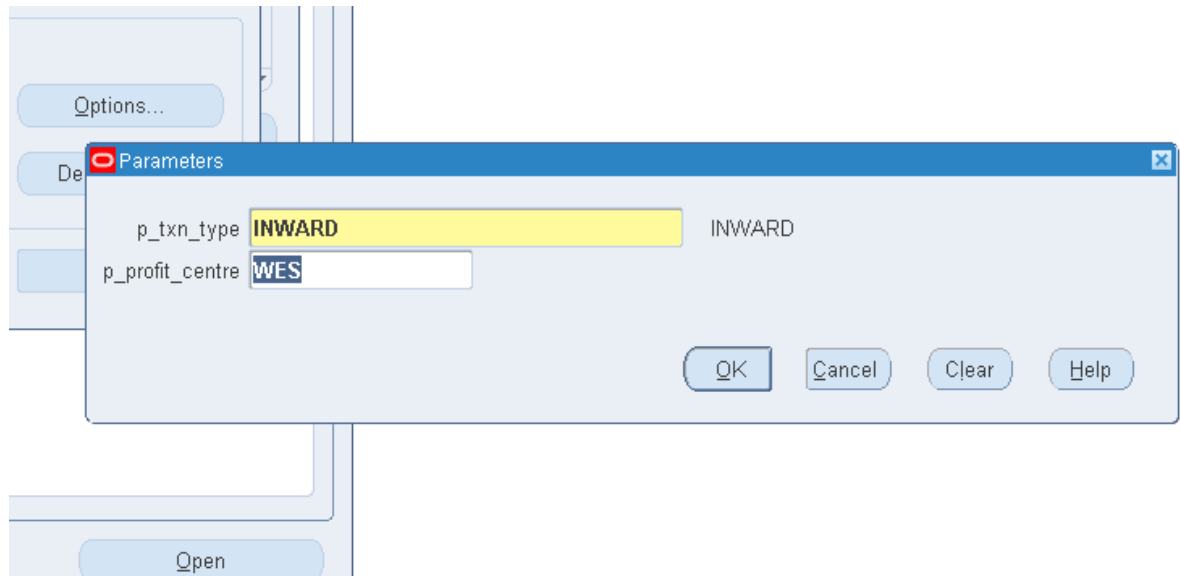
Enter the following values in the fields shown:

p_txn_type: INWARD (Inward transactions) or INWARD_R (Reversed inward transactions)

p_txn_type: OUTWARD (Outward transactions) / OUTWARD_R (Reversed outward transactions)

Click the **OK** button.

Click the **Submit** button.



Once the program run is complete, **confirm** the transactions are on the ERP by:

- a. Ensure the program run is successful. The status is completed and the phase is normal.
- b. *****

G. Moving Transaction from user1 to user2

1. The user must be a **sys admin**.
2. Switch to System Administrator responsibility and **navigate** to below path

Navigation: System Administrator → administrator workflow → workflow → notification

Fill in the information required

Workflow Configuration

Vacation Rules

Notification Search

Signature Evidence Store

Notifications

Enter filter criteria such as Notification ID, Owner, To, From, Workflow Type, Type Internal Name, Subject

* Indicates required field

Search

Notification ID

Find the Notification matching this Notification ID only, other search parameters will be ignored

Owner

All Employees and Users

To

All Employees and Users

KIUNGA, Janet

From

All Employees and Users

* Status

Open

Workflow Type

Type Internal Name

Subject

* Sent Date

Any Time

* Due Date

Any Time

* Priority

All

Go

Clear

Select Notifications: Open Reassign Close

Select All Select None

Select	From	Type	Subject	Sent	Due	End Date
<input type="checkbox"/>	AP Invoice Approval	Invoice 0001500 from Rekad Services & Horticultural Services (300000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	27-Jan-2019	01-Feb-2019		
<input type="checkbox"/>	AP Invoice Approval	Invoice 000050 from Makind Technical Company (10000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	27-Jan-2019	01-Feb-2019		
<input type="checkbox"/>	AP Invoice Approval	Invoice 0000278 from Mudashiru Kuoye Furniture & Company (15000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	27-Jan-2019	01-Feb-2019		
<input type="checkbox"/>	AP Invoice Approval	Invoice 0000151 from JUDE INTERNATIONAL COMPANY (20000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019		
<input type="checkbox"/>	AP Invoice Approval	Invoice 0000325 from LegalMind Chambers (20000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019		

Click ok

Administration: Notification Search >

Reassign Notifications as Group

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification.

Cancel Submit

* Indicates required field

Selected Notifications

Previous

1-10

Next 10

From	Message Type	Subject	Sent	Due Date
AP Invoice Approval	Invoice	NOOKU/AA/PS2018 from Paul NOOKU (120000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019
AP Invoice Approval	Invoice	MIKANO/0001 from MIKANO INTERNATIONAL LIMITED (36190.48 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019
AP Invoice Approval	Invoice	83338 from Kings Guards Nigeria (40000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019
AP Invoice Approval	Invoice	3752 from Ajumogobia & Okeke Barristers and Solicitors (5000000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019
AP Invoice Approval	Invoice	0151195 from Dees Travels & Tours Limited (2519226 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019
AP Invoice Approval	Invoice	83342/83343 from Kings Guards Nigeria (728750 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019
AP Invoice Approval	Invoice	0087789/0039162 from Cactus Investments Limited (317800 NGN) requires your approval, escalated from MGBEADICHIE, Rita	27-Jan-2019	01-Feb-2019
AP Invoice Approval	Invoice	005565 from Osephy Tech Global Limited (30000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	27-Jan-2019	01-Feb-2019
AP Invoice Approval	Invoice	ARCO000276 from Eko Hotel And Suites (1505000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	27-Jan-2019	01-Feb-2019
AP Invoice Approval	Invoice	126677/28/NOV from 21st Century Technologies Limited (132824 NGN) requires your approval, escalated from MGBEADICHIE, Rita	27-Jan-2019	01-Feb-2019

Previous

1-10

Next 10

Reassign all selected

* Assignee

All Employees and Users

MGBEADICHIE, Rita

☒ Delegate your response

☐ Transfer notification ownership

Comments

As requested

Return to Worklist

Cancel Submit

About this Page

Privacy Statement

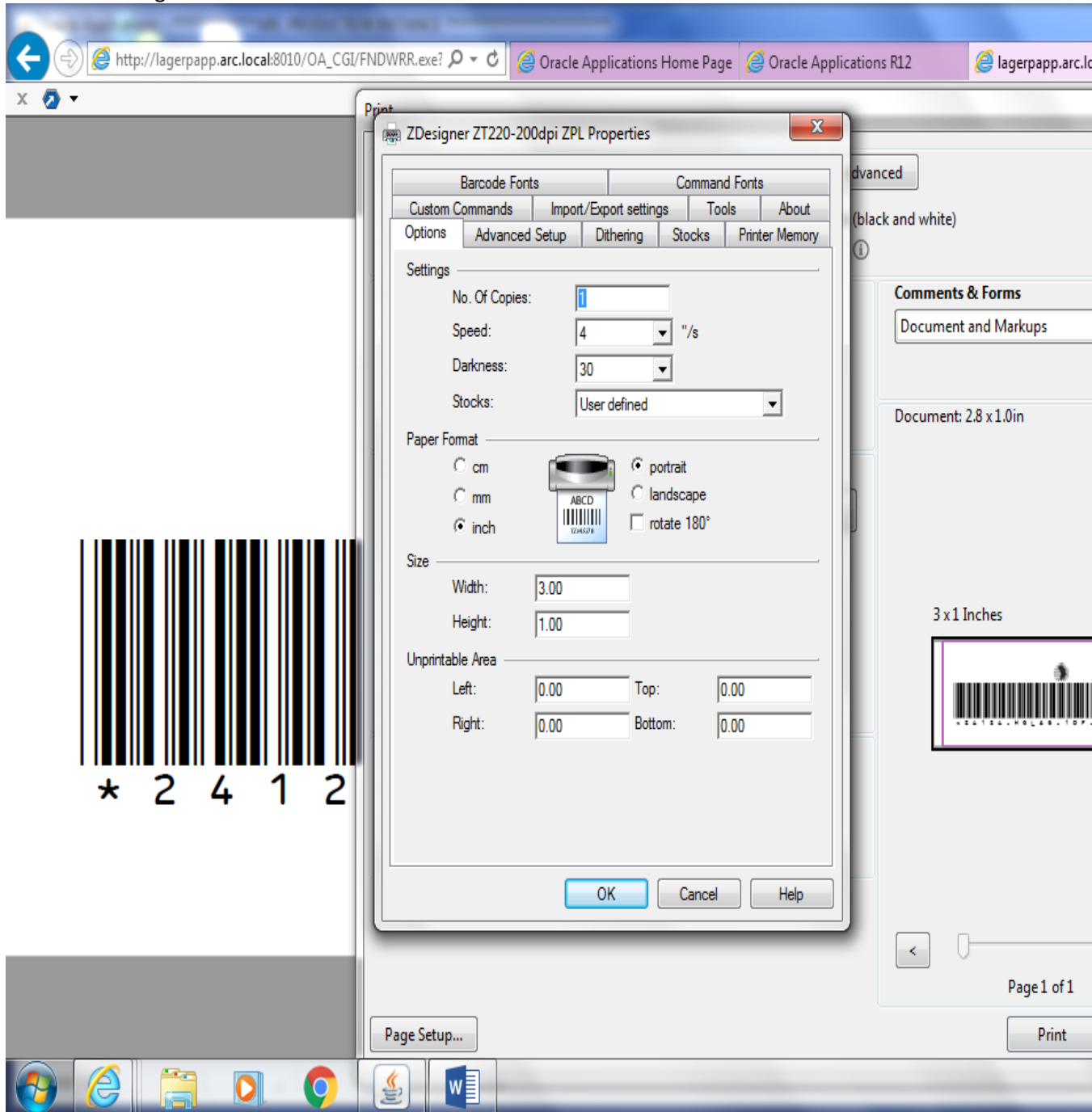
Home Developer Studio Business Events Status Monitor Notifications Administration Home Logout Preferences Help Diagnostics

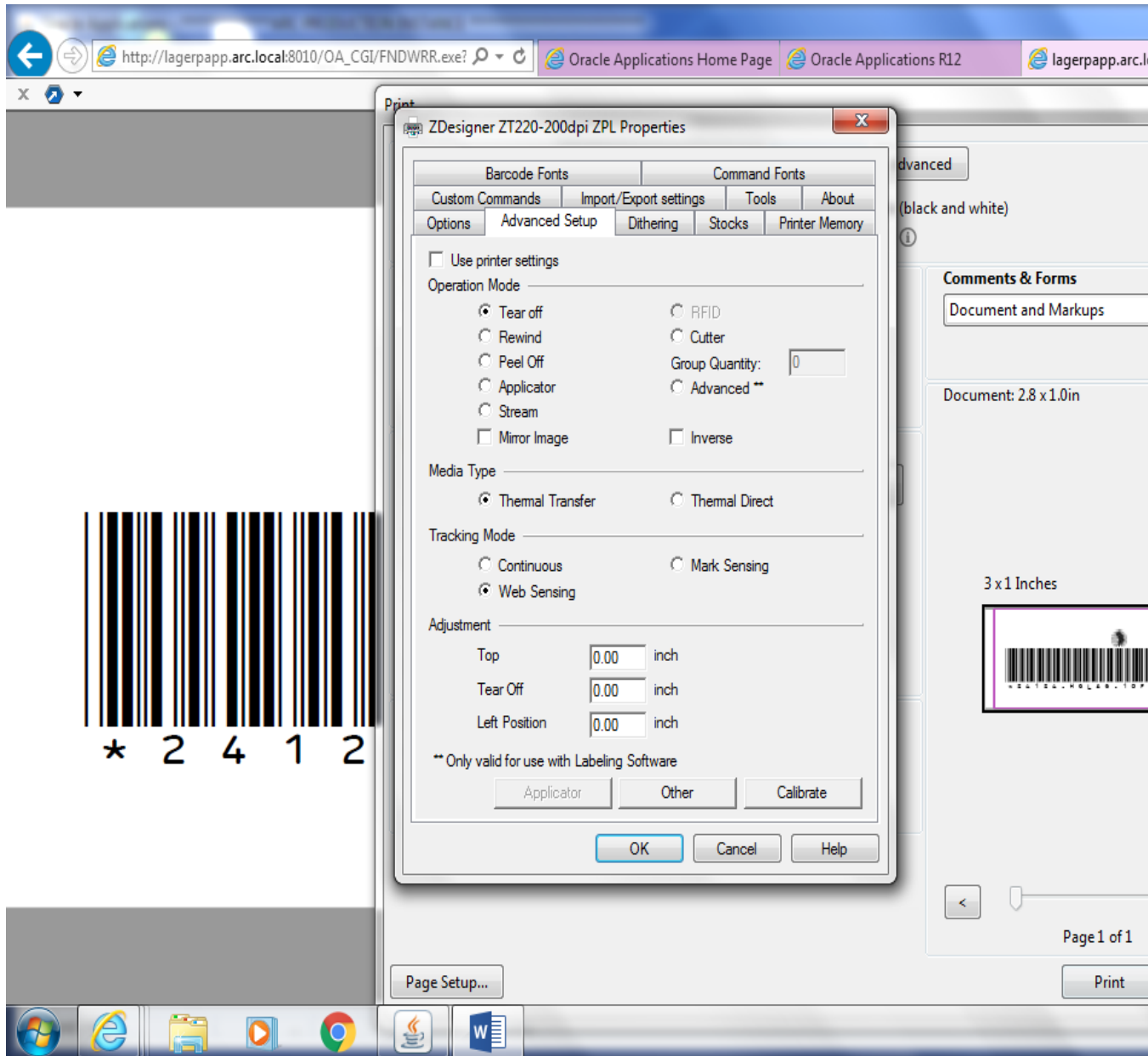
Copyright (c) 2006, Oracle. All rights reserved.

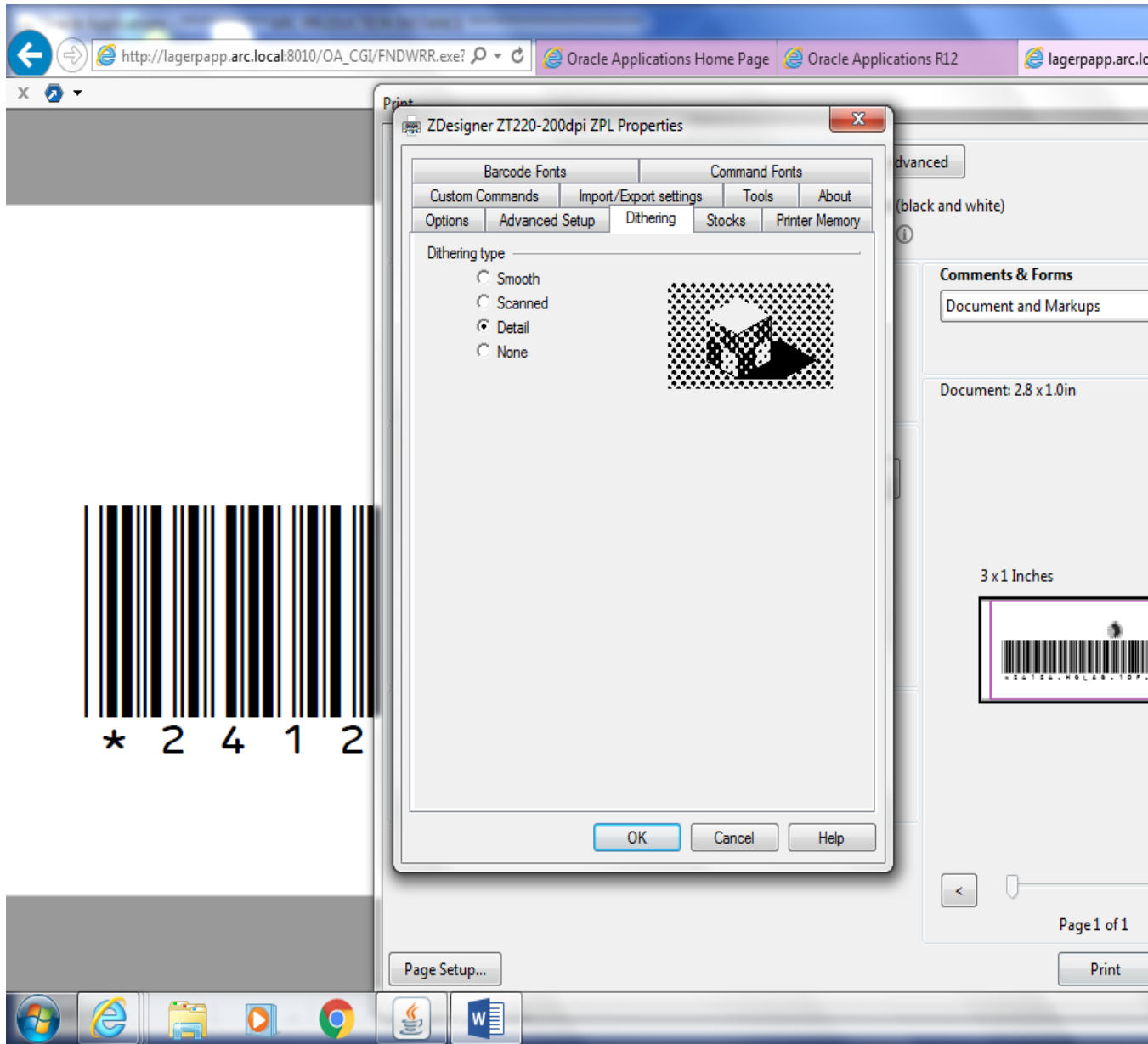
Click on submit

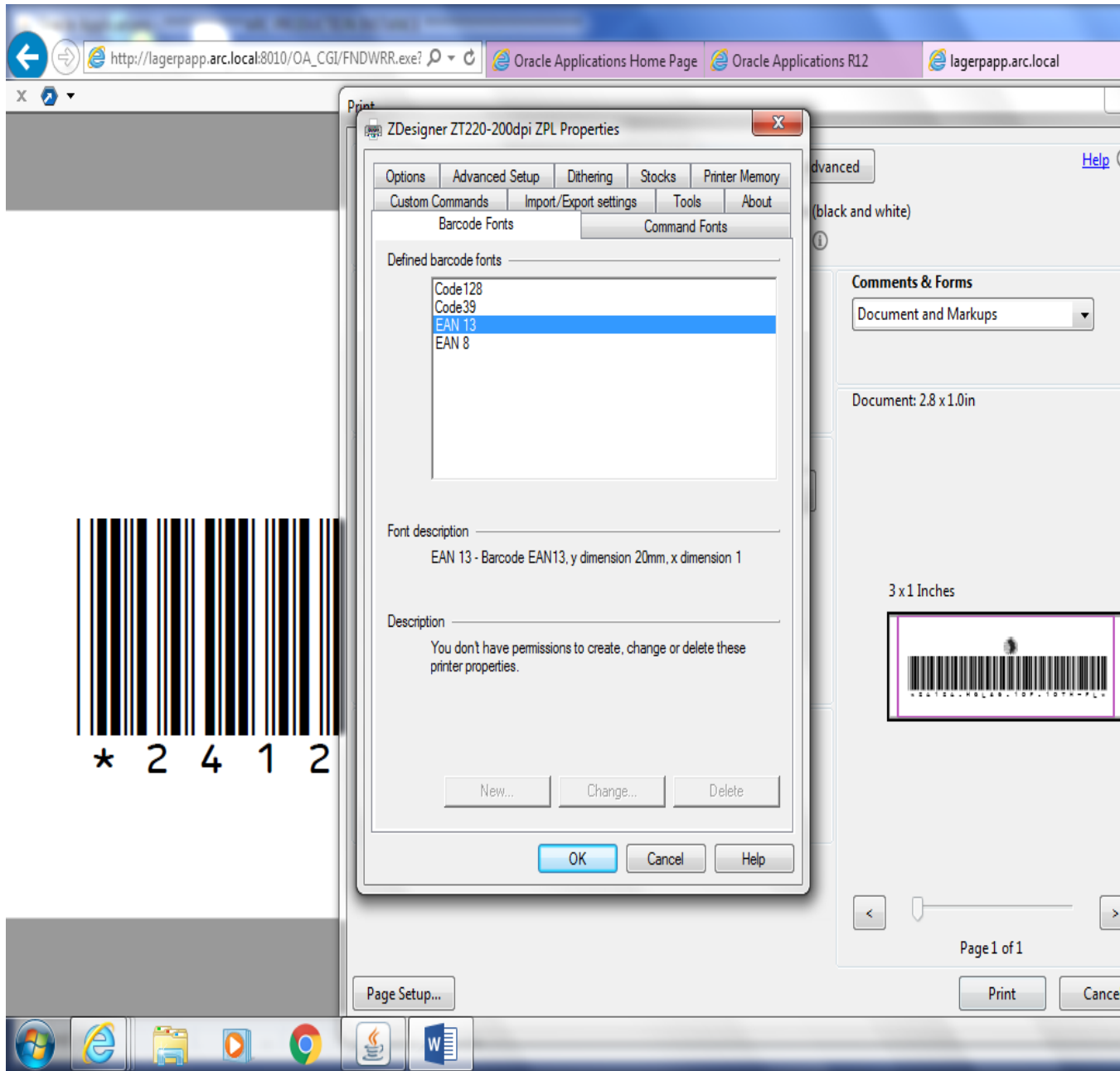
24

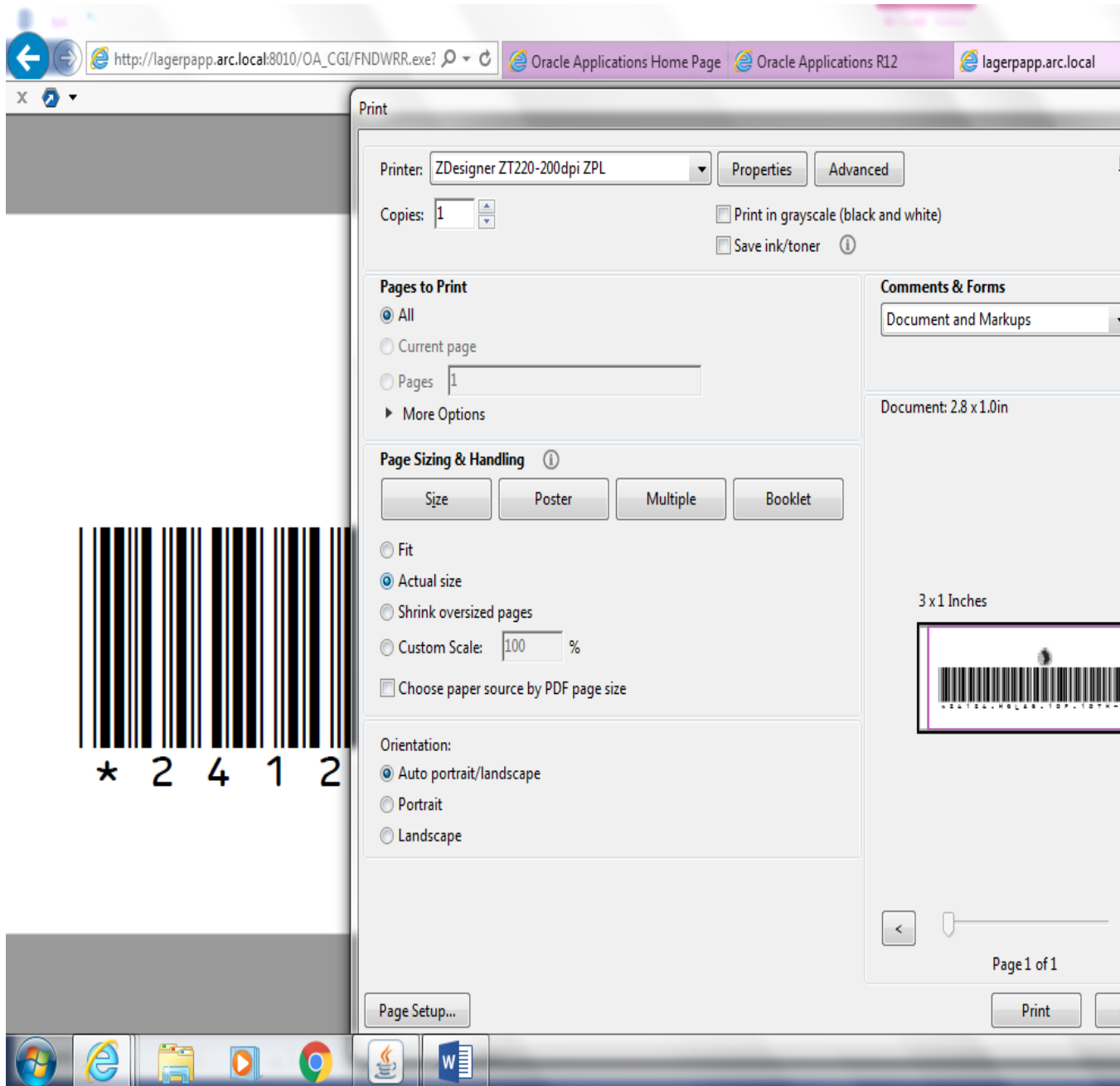
H. Bar Code Settings











FINANCE

A. How to run AP list

1. Go to invoice workbench, **query** the invoice for which you want to run **AP list**

2. Go to application diagnostics responsibility and **click** on Diagnose. Below page appears **Select the application by clicking “Select Application”**

- Search and Select: Application

Cancel

Select

Search

To find your item, enter a word or multiple words separated by comma in the text field(wild cards allowed); select 'Application Name' or 'Application Short Name' from the drop down and click the "Go" button.

Search By

Application Short Name

SQLAP

Go

Results

Select All

Select None

Select Application Short Name	Application Name
<input checked="" type="checkbox"/> SQLAP	Payables

Cancel

Select

- | | | | | | |
|--|----------------------|---|--|----------------------|--|
| <input type="checkbox"/> | RDA | <p>This data collection test will collect file system and database information to support bug investigation. This test should be used to capture a snapshot of system information whenever desired, or upon the request of support.</p> <p>Parameters:
 Responsibility Id - Required. Use the list of values to select a valid responsibility.
 Application Shortname - Required. Use the list of values to select a valid application short name.
 Unmask sensitive data - Optional. Masking of sensitive data is by default enabled. Set this parameter to 'Yes' to disable masking.
 APPS Schema Username and APPS Schema Password - Optional. Required to gather database specific information.</p> <p>Note: APPS Schema Username and APPS Schema Password must be entered if RDA is required for a Service Request (System Administrator's or DBA's can normally provide these parameter values)</p> | | | |
| <input type="checkbox"/> | Diagnostic Pack | <p>To resolve any issues with the execution of this test, please refer to the Diagnostics FAQ.</p> <p>This diagnostic test will display the version details of all diagnostic tests. The responsibility parameter must be entered and can be any valid responsibility.</p> | | | |
| | Setup | To resolve any issues with the execution of this test, please refer to the Diagnostics FAQ . | | | |
| | Accounting | | | | |
| | Internet Expense | | | | |
| | Invoice | | | | |
| <input checked="" type="checkbox"/> | Invoice Data | <p>This diagnostic test will display all of the data for all of the tables used to process an invoice in Payables. This test is applicable for all invoice and payment issues.</p> <p>Parameters
 Responsibility Id - Required. Use the list of values to select a valid responsibility.
 Invoice Id - Required. If the invoice id is not known, enter search criteria and optionally enter supplier name to utilize the invoice id list of values.
 Choose an invoice from the list of values provided. List of values can be further restricted by providing a partial or full document number (or invoice id).
 Include GL Tables - Optional. Yes is the default value.
 Include Related Data - Optional. Yes is the default value.
 Max Lines Displayed - Optional. 500 is the default value.</p> | | 10-Dec-2012 08:35:22 | |
| <input type="checkbox"/> | 1099 Missing Invoice | <p>To resolve any issues with the execution of this test, please refer to the Diagnostics FAQ.</p> <p>This diagnostic test will check why a particular invoice was not picked up in 1099 report</p> <p>Parameters:
 Use the supplier name to limit the values returned by the invoice id list of values.
 Enter a (partial) invoice number or invoice id in the invoice id parameter and then click on the list of values to retrieve the corresponding invoice id(s).
 All other parameters are required.</p> | | | |
| | Payment | To resolve any issues with the execution of this test, please refer to the Diagnostics FAQ . | | | |
| | HTML Platform | | | | |
| <div> <div>Select test:</div> <div> <div>Execute</div> <div>Add to batch</div> <div>Schedule</div> <div>Select Application</div> </div> </div> | | | | | |

- 31

Execute Test: Invoice Data

Cancel Submit

Request Details

* Request Name **Invoice Data:30-Dec-2012 17:57:35**
A name is required for this request. Enter a meaningful name or use the system-generated defaults.

Inputs

Responsibility ID	<input type="text"/>		Include GL Tables	<input type="text"/>	
Search Criteria	<input type="text"/>		Include Related Data	<input type="text"/>	
Supplier Name	<input type="text"/>		Max Rows Displayed	<input type="text"/>	
Invoice Id	<input type="text"/>				

Cancel Submit

6. **Select the responsibility, Invoice ID or Check ID and the Supplier Name from LOV. Select search criteria as “Invoice or Check” and include GL tables and Include Related Data as YES. Max Rows Displayed as 500. Also, find the parameters filled screen for your reference. Upon filling the parameters, click on submit**

Execute Test: Invoice Data

Cancel Submit

Request Details

* Request Name **Invoice Data:30-Dec-2012 17:57:35**
A name is required for this request. Enter a meaningful name or use the system-generated defaults.

Inputs

Responsibility ID	50657		Include GL Tables	Yes	
Search Criteria	Invoice		Include Related Data	Yes	
Supplier Name	A A ENGINEERING		Max Rows Displayed	500	
Invoice Id	16228				

Cancel Submit

7. **After submitting the below page appears. Click on refresh button till the time download report column enable with check-box**

Refresh

TIP Click refresh to see the status of the request

Test Details

Application Group	Payables Invoice	Test Executable	Invoice Data oracle.apps.ap.diag.APListWrapper
-------------------	------------------	-----------------	--

Request Details

Submitted On	30-Dec-2012 18:08:03	Status	In Progress
Last Refreshed On	30-Dec-2012 18:08:04		
Elapsed Time	1 sec		

Execution Details

Responsibility ID	Search Criteria	Supplier Name	Invoice Id	Include GL Tables	Include Related Data	Max Rows Displayed	Execution Time	View Report	Download Report
50657	Invoice	A A ENGINEERING	16228	Yes	Yes	500	30-Dec-2012 18:08:03		

[Return to Select Test](#) Refresh

8. **Once report is ready to download. The check-box gets enabled in download report column. Find the enabled screen for your reference**

Test Details									
Application Group		Payables Invoice				Test Invoice Data		Test Executable oracle.apps.ap.diag.APListWrapper	
Request Details									
Submitted On		30-Dec-2012 18:08:03				Status		Completed	
Last Refreshed On		30-Dec-2012 18:08:16							
Elapsed Time		13 sec							
Execution Details									
Responsibility ID	Search Criteria	Supplier Name	Invoice Id	Include GL Tables	Include Related Data	Max Rows Displayed	Execution Time	View Report	Download Report
50657	Invoice	A A ENGINEERING	16228	Yes	Yes	500	30-Dec-2012 18:08:03		
Return to Select Test									

- Report is ready for view as well as for downloading. For downloading **click** on check-box on download report. To view **click** on check-box on view report.

B. Expired Transactions

Backup the gl_je_batches

Create table gl_je_batch_bak as **select * from** gl_je_batches

Update gl_je_batches

Set approval_status_code = 'R'

Where je_batch_id = **367229**

And approval_status_code = 'I'

And status = 'U';

Select approval_status_code, status **from** gl_je_batches

Where je_batch_id=**367229**

Create table gl_je_batch_bak_31jan19 as **select * from** gl_je_batches