

**Practices for Lesson 1:
Oracle Financials Cloud:
Budgetary Control and
Encumbrance Accounting
Overview**

Practices for Lesson 1

There are no practices for Lesson 1.

Practices for Lesson 2:
Introducing Oracle Cloud
Navigation and Using Setup
Pages for Maintenance

Practices for Lesson 2: Overview

Overview

In these practices, you will be:

- Running Session Warmers.
- Getting Started in Oracle Cloud Applications.
- Exploring infolets.
- Using personalizations.
- Exploring the Functional Setup Manager.

Practice 2-1: Running Session Warmers

Overview

In this practice you will run the session warmers on the windows landing pad. The process caches the pages on the landing pad browser which helps with navigation on the main pages. Run this process only one time per student machine.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

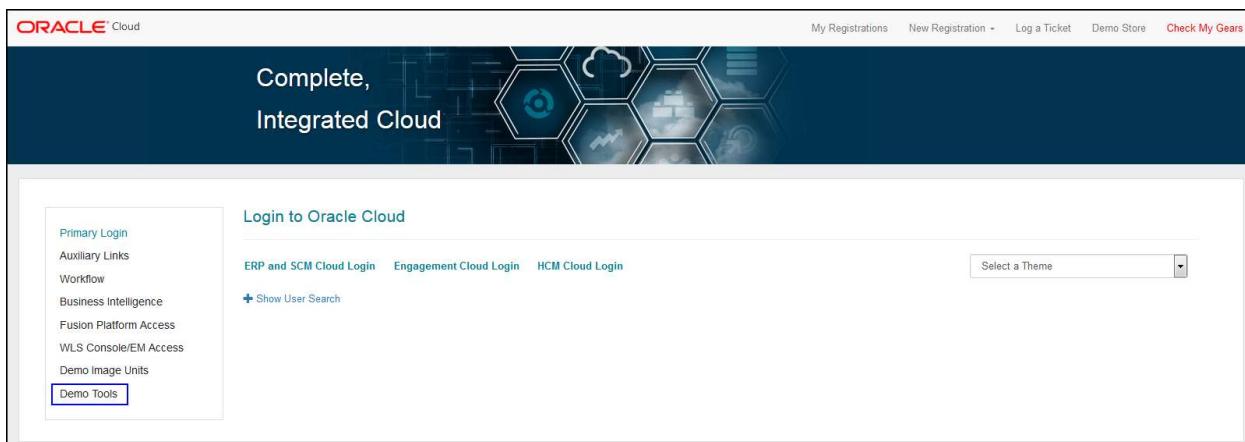
Use the following usernames with the password assigned by OU Operations for all activities unless otherwise specified.

- Students: FASXX.Student where XX = 01 to 40
- Instructors: FASXX.Instructor where XX = 00, 99

Tasks

Note: The processes cache the pages on the landing pad browser which helps with navigation on the main pages. Run these processes only one time per student machine.

1. Open **Firefox** and enter the application's URL as provided by your instructor.
2. Navigate to: **Demo Tools**.



3. Select **Session Warmers**.

4. Select **FIN** and run each **FIN SESSION WARMERS** script.

	Session Warmers
CRM	FIN SESSION WARMERS
PROJ	FIN
HCM	Payables
FIN	BI
PROC	
SCM	

5. Sign in as your **FASXX.Student** user as assigned by the instructor.
Note: Popups should launch and automatically close. (If popup's don't open, check that popup blocker is not enabled on the browser.) Be patient, each popup takes 3 to 4 minutes to run.
6. Close the **Cloud Application – Index Page** tab.

Practice 2-2: Getting Started in Oracle Cloud Applications

Overview

In this practice, you are introduced to Oracle Cloud Applications and the basic navigation features.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

1. From the **Environment Landing Page**, select **Primary Login**.

ORACLE Cloud

My Registrations New Registration - Log a Ticket Demo Store Check My Gears

Complete, Integrated Cloud

Demo Tools
Access to GSE Demo Applications

GSE Credit Card Entry (Expenses)	GSE Link Editor
GSE UserName Change Tool	GSE BI User Update
GSI File Manager	Update ICS Connections
Apps UX Team Hosted Demos	Employee Portal
GSE DisplayName Change Tool	Session Warmers
GSE Delete BI Cache	ODC Enablement
Pair EPBCS	GSE Submit Quote To Cash ESS Processes
GSE Generate CRM Emails	

2. Select the **ERP and SCM Cloud Login** link.

ORACLE Cloud

My Registrations New Registration - Log a Ticket Demo Store Check My Gears

Complete, Integrated Cloud

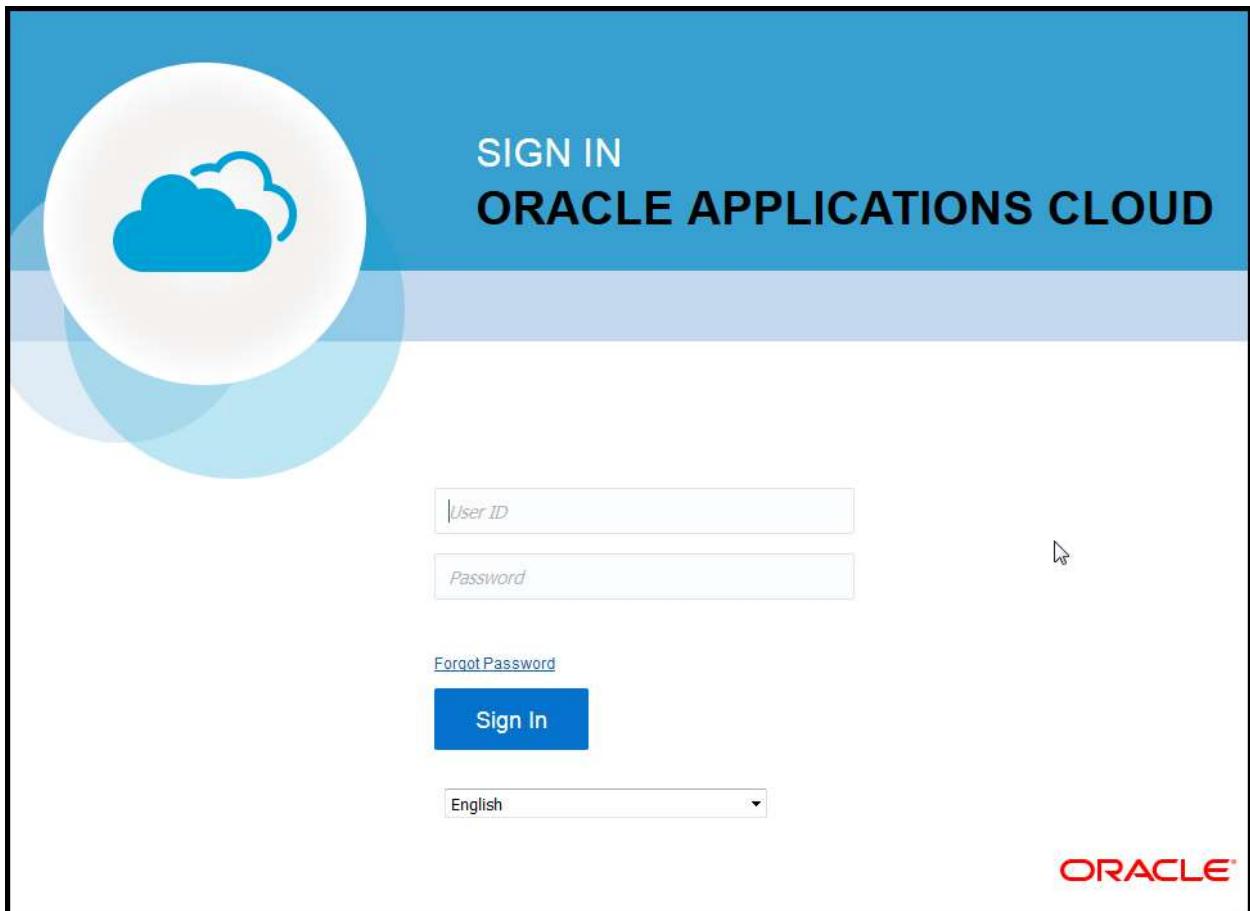
Login to Oracle Cloud

ERP and SCM Cloud Login Engagement Cloud Login HCM Cloud Login

Select a Theme

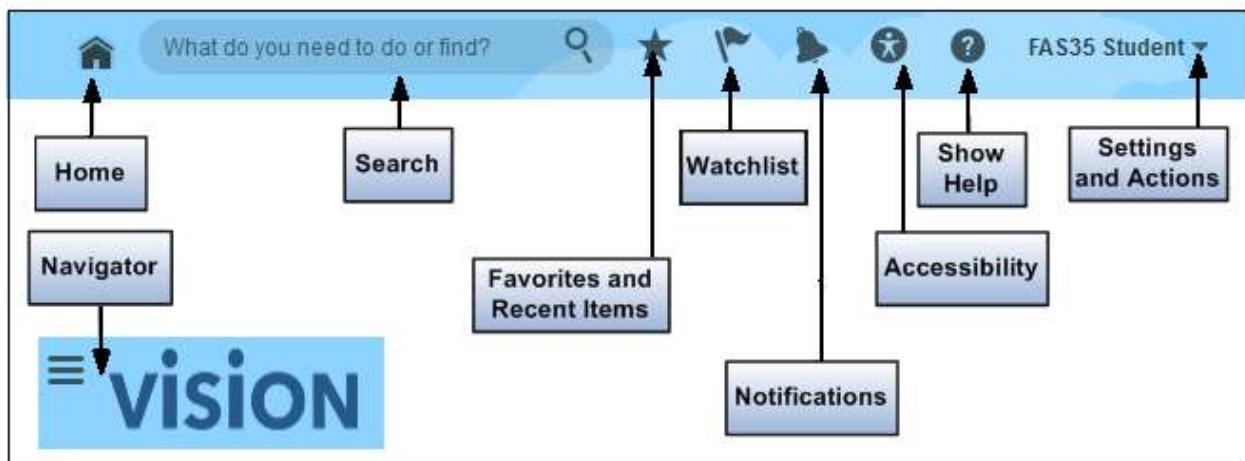
Show User Search

3. Sign in as **Your User** (as assigned by the instructor).



4. Click the **Sign in** button.
After you sign in, you start on the **Welcome Springboard**, which contains one or more icons that allow you to access application pages directly.
5. Click on the **Receivables** group icon to see the pages available.
6. The global area at the top of the page is always available no matter where you are in Oracle Cloud Applications.

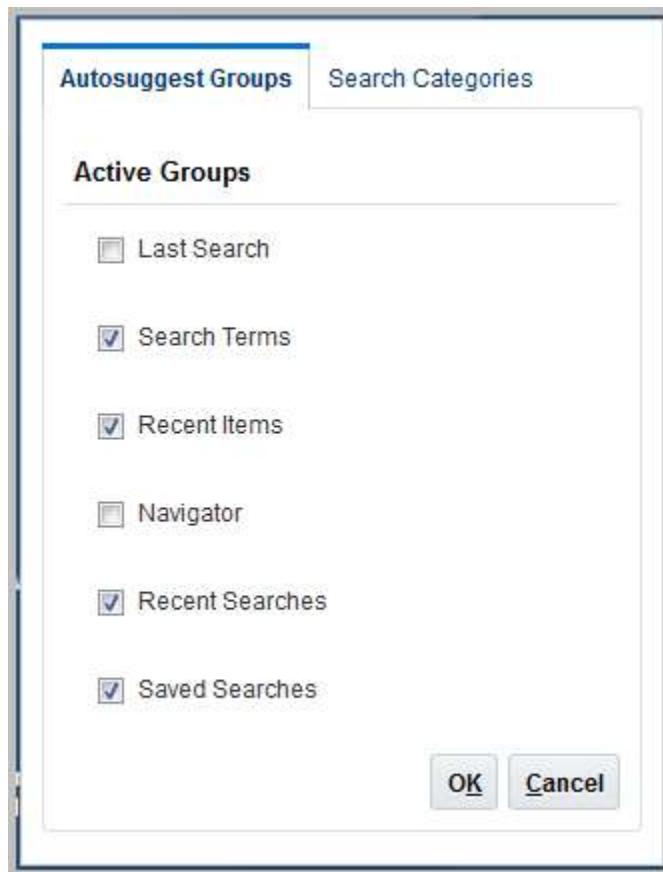
7. Use the menus, icons, and tabs at the top in the **Global Area** provide access to features relevant to any page in Oracle Cloud Applications.



8. Use the **Accessibility** icon to set accessibility preferences. You can also access preferences through the **Personalization** menu found under your username.
9. Use the **Show Help** icon to toggle on or off **Oracle Cloud Applications Help**. The Help icons appear within pages when toggled on and give you access to page or field-related help topics.
10. The **Search** icon in the global area lets you run a quick keyword search and, from the search results, navigate to the page that contains what you are looking for.
11. Click In the **Search** field. A window opens with Recent Items and Recent Searches.

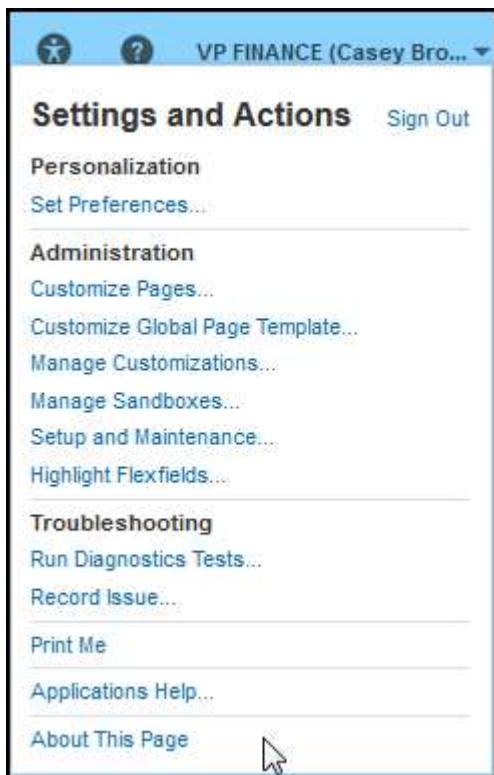


12. Click the **Personalize** gear in the upper right hand corner of the Search window to open a window where you can narrow your search by groups or categories.



13. Enter **Navigate** in the search field and click **Enter**.
14. Review the topics that appear. Open one of the topics.
15. Close the topic and the **Search Results** window.

16. Select your username to open the Setting and Actions menu > **Set Preferences**. You can set other preferences such as time zone and language. Also, where available, you can personalize the content and layout of the current page.



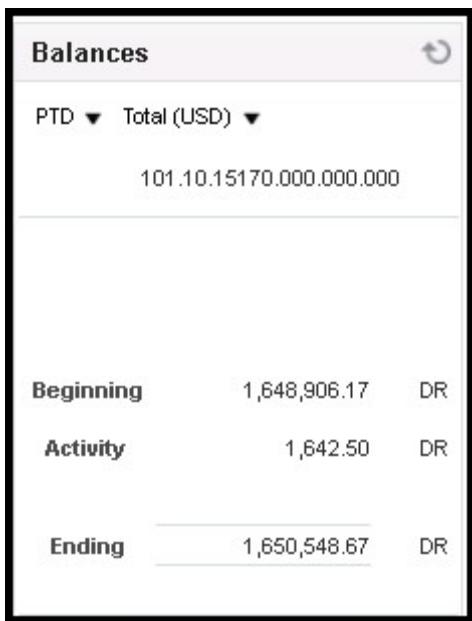
17. Click the **Applications Help** link on the Settings and Actions menu. A new tab opens on the browser.
18. Enter **Work Areas** in the search box. Click **Search**.
19. Click on Help Type and deselect everything but Video.
20. Click Apply.
21. Click and watch the video **Exploring Work Areas**.
The video does not run within the Oracle University and some client firewalls. Note the name and search for it on Google on your laptop.
22. Close the page that opened to display help.
23. Click the **Navigator** icon > **General Accounting: Journals**. If required, select the **US Primary Ledger Data Access Set**. The Journals work area appears.
Note: A work area contains the complete set of tasks, reports, embedded analytics, searches, or other content that you need to accomplish the tasks associated with a business goal. Work areas consist of many regions.
 - The local area is where you do your work.
 - The **Tasks** icon in the upper right corner opens the **Panel** on the right where you can select actions, searches, or reports.

24. Check the **Data Access Set** above the title **Journals** at the top of the page.
25. If it is not set to **US Primary Ledger**, click the **Change** link next to the **Data Access Set** and select **US Primary Ledger**.

26. Click the **Tasks** panel tab to open the **Tasks Panel**. 
27. Click the **Manage Journals** link.
28. In the **Search** region, enter **Accounting Period: 01-15**.
29. Click the **Search** button.
30. Click the first **Journal** link.
31. After the journal loads, click the first journal line.

32. Click the **Refresh** icon  in the contextual pane on the far right side of the page.

Note: When you select a record, any contextual information for the record is displayed in the **contextual area** on the right hand side of the **work area**. The **contextual area content** is driven by what you do in the **local area**.



Balances		
PTD ▾ Total (USD) ▾		
101.10.15170.000.000.000		
Beginning	1,648,906.17	DR
Activity	1,642.50	DR
Ending	1,650,548.67	DR

Note: The **Balances** pane (contextual area) is displayed and can show additional information specific to the selected journal line.

As needed, you can resize or collapse the **regional or contextual area** to dedicate more space to the **local area**.

33. Click the **Collapse Pane** button  in the center of the page on the right.
34. Click the **Home** icon.
35. Click your username and then the **Sign Out** link to sign out to end your session of Oracle Cloud Applications and click **Confirm**.

Practice 2-3: Exploring Infolets

Overview

In this practice, you will learn to explore Infolets to help monitor your close and daily activates.

Assumptions

Sign in as **Casey.Brown** and the assigned password.

Tasks

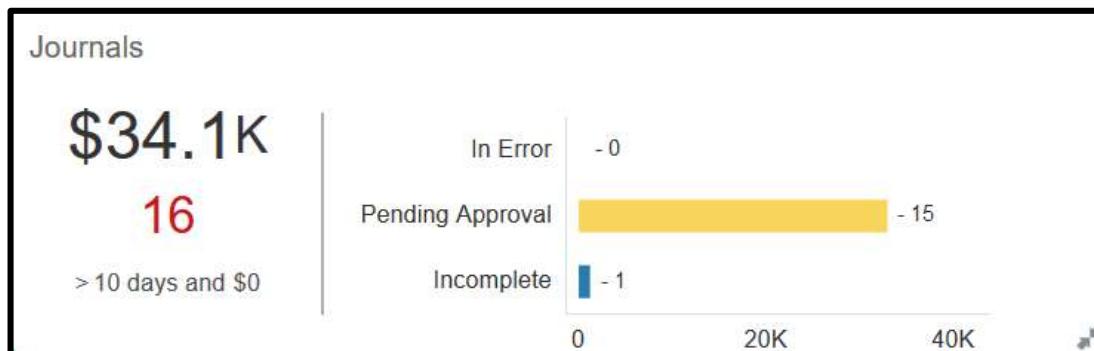
1. Navigate to: **Home** page > **Page Control** dot for **General Accounting Infolets**.



2. Hover over the center of the **Close Calendar** infolet to view the accounting period Start and End Dates.

Tip: Place the cursor on the Day and wait for few seconds to show the Start and End Dates.

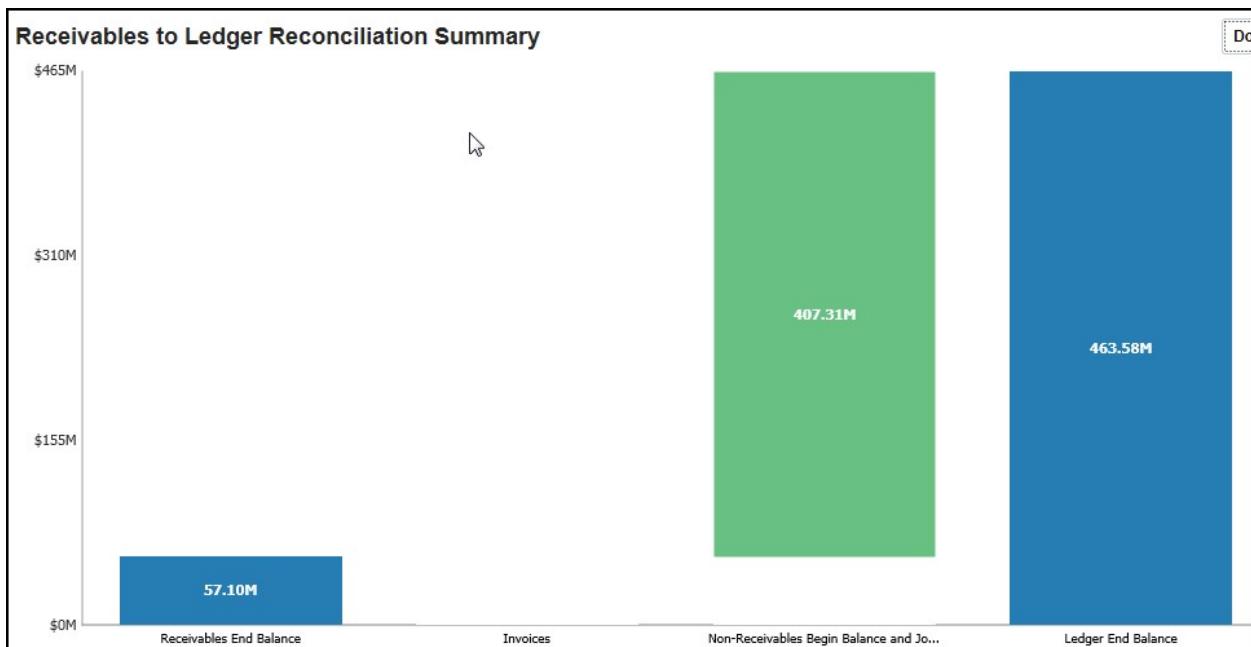
3. Click the **More** link in the **Open Subledgers** infolet to view the status of the general ledger and all associated subledgers.
4. Click **Done** to close.
5. Click the **Back View** arrow on the bottom right of the **Journals** infolet.
6. Click the **Expanded View** double arrow on the bottom right of the **Journals** infolet to view more journal details. For example: **Expanded View**



7. Click on the **Incomplete** bar to view the journals.
8. Click on a journal batch name to open the journal.
9. Click **Cancel**.
10. Click the **Vision** logo.
11. Make sure that you are on **General Accounting Infolets**, Page Control dot.

12. Click on the **AP Reconciliation or AR Reconciliation** infolet.

A quick click shows a highly graphic visualization in the form of a waterfall chart that bridges the difference between the subledger and the GL balances. For example:



13. Click the **View Report** link on the bottom of the chart.
14. Click **Done** to close all open pages and return to the **General Accounting** infolet page.
15. Click on the **Page Control** dot to return to the **Welcome Springboard**.
16. Click the **Payables** icon to open the *Payables* springboard strip.
17. Click on the **Invoices** icon.
18. Click on the arrow at the bottom of the **Holds** infotile to see the detailed table information change.
19. Click the **Home** icon to return to the **Welcome Springboard**.
20. Select the name **Casey.Brown** and click **Sign Out**.
21. Log back in using your FASXX.Student User as assigned by your instructor.

Practice 2-4: Using Personalizations

Overview

In this practice you will be:

- Setting user preferences.
- Creating a saved search.
- Configuring columns.

Assumptions

Sign in as FASXX.Student as assigned by the instructor.

Setting User Preferences

Tasks

1. Navigate to: **Your username > Set Preferences.**



2. Navigate to: **Tasks > Regional.**
3. Change the **Time Zone** to **Your Time Zone**.
4. Click **Save**.
5. Click on any other tasks to view the details.

6. Click the **Vision** logo or the **Home** icon to return to the **Welcome Springboard**.

Creating a Saved Search

7. Navigate to: **General Accounting > Journals > Tasks** panel tab > **Manage Journals**.
8. Enter or select the following:

Field	Value
Source	Manual
Category	Adjustment
Batch Status	Posted

The screenshot shows the Vision software interface with the title bar 'VISION'. Below it, a search bar displays 'Data Access Set: US Primary Ledger [Change]'. The main area is titled 'Manage Journals' with a 'Search' section. The search criteria are defined by several dropdown menus:

- Journal: Starts with (dropdown menu)
- Journal Batch: Starts with (dropdown menu)
- Accounting Period: Equals (dropdown menu)
- Source: Equals (dropdown menu) set to 'Manual'
- Category: Equals (dropdown menu) set to 'Adjustment'
- Batch Status: Equals (dropdown menu) set to 'Posted'

At the bottom of the search section are buttons for 'Search', 'Reset', 'Save...', 'Add Fields ▾', and 'Reorder'. Above the search section, there are tabs for 'Basic', 'Manage Watchlist', 'Saved Search', and 'All Journals', with 'Basic' being the active tab. A note at the top right says '** At least one is required'.

9. Click **Save**.
10. Enter or select the following:

Field or Checkbox	Value
Name	Posted Manual Adjustments
Set as Default	Deselect
Run Automatically	Select

11. Click **OK**.
12. View the results.
13. Click **Done**.
14. Navigate to: **Tasks** panel tab > **Manage Journals**.

15. From the **Saved Search** drop down, select **Posted Manual Adjustments**.

The screenshot shows the 'Manage Journals' search interface. At the top, there are search filters for Journal, Journal Batch, Accounting Period, Source, Category, and Batch Status. Below the filters, there are buttons for Basic, Manage Watchlist, Saved Search, All Journals, and Done. A note says '** At least one is required'. At the bottom, there are buttons for Search, Reset, Save..., Add Fields, and Reorder.

16. View the results.

17. Click **Done**.

Configuring Columns

18. Navigate to: **General Accounting > General Accounting Dashboard**.

19. Click **View > Account Group > Travel Costs**.

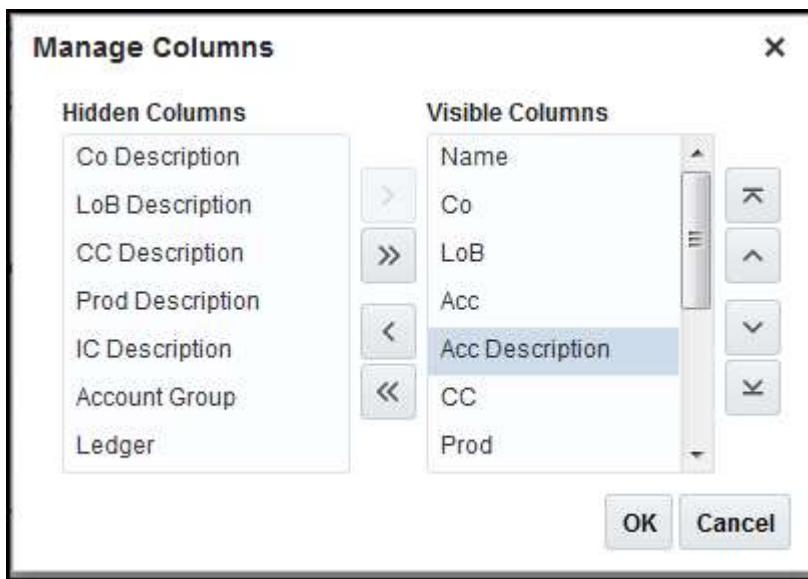
20. Click **View > Columns > Manage Columns**.

The screenshot shows the 'Manage Columns' interface. On the left, there are sections for Account Group, Transaction Status, and Query By Example. The main area shows columns for LoB, Acc, CC, Prod, IC, 01-10, 01-10, Change, and C. A sidebar on the left lists hidden columns: Name, Ledger, Co, LoB, Acc, CC, and CC Description. The 'Manage Columns' button is highlighted. At the bottom, there is a table with two rows of data.

Accounted Amount	Transaction Type	Provider	Receiver	Issue	Accounting Period	Batch Number	Description
1,420.00 USD	I/C Adjustment	US1 I/C Org	US2 I/C Org		12-15	2050	
32,600.00 USD	I/C Adjustment	US1 I/C Org	US2 I/C Org		12-15	2058	

21. From the **Hidden Columns** section, move **Acc Description** to the **Visible Columns** section and use the **Up** arrow to bring it next to **Acc**.

22. Move Ledger from the Visible Columns to the Hidden Columns.



23. Click OK.

24. Click the Detach button.

25. Click on the Acc Column.

Detached Table										
	Name	Co	LoB	Acc	Acc Description	CC	Prod	IC	01-10	01-10
	Mid West	101	10	62000	Freight and Shi...	500	000	000	0.00 USD	0.00 USD
	Great Lakes	101	10	60530	Hotel / Accommo...	400	000	000	0.00 USD	0.00 USD
	Southeast	100	10	60521	Meals	430	000	000	0.00 USD	0.00 USD
	Northwest	101	10	60513	Car Rental	400	000	000	0.00 USD	0.00 USD
	Northeast	101	10	60512	Airfare	430	000	000	0.00 USD	0.00 USD
	Southwest	100	10	60512	Airfare	400	000	000	0.00 USD	0.00 USD
	West Coast	101	10	60511	Rail & Other Tra...	400	000	000	0.00 USD	0.00 USD
	Gulf Coast	101	10	60500	Travel Expenses	430	000	000	0.00 USD	0.00 USD
	Mid Atlantic	100	10	60500	Travel Expenses	430	000	000	0.00 USD	0.00 USD
	Central	100	10	60500	Travel Expenses	400	000	000	0.00 USD	0.00 USD

26. Click the Descending Down Arrow.

27. View the results.

28. Click Detach.

Practice 2-5: Exploring the Functional Setup Manager

Overview

In this practice, you will be:

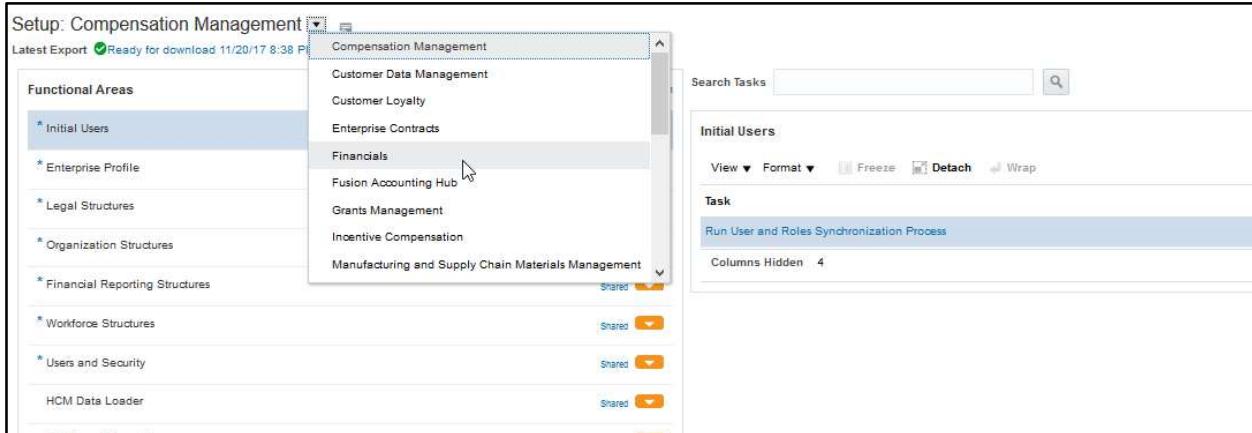
- Navigating to the Functional Setup Manager.
- Selecting the Financials Offering.
- Exploring the General Ledger setup tasks.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

1. Navigate to: **Setup and Maintenance**.
2. Click the **Financials** offering from the drop down available at **Setup**.

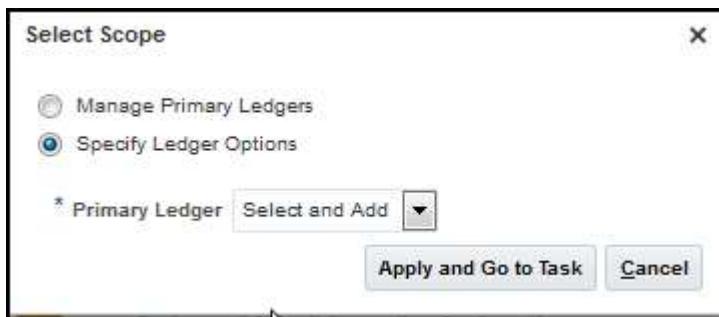


3. In the **Functional Areas** section, Click **General Ledger**.

- In the **General Ledger** section and under **Scope** next to **Specify Ledger Options**, click the **Select** link.

The screenshot shows the 'Setup: Financials' page. On the left, there's a list of 'Functional Areas' with checkboxes and 'Shared' buttons. The 'General Ledger' area is highlighted with a blue selection bar. On the right, a 'General Ledger' section displays a list of tasks. Under 'Manage Primary Ledgers', the 'Specify Ledger Options' task is highlighted with a blue selection bar and has a 'Selected...' button next to it. Other tasks listed include 'Manage Secondary Ledgers', 'Specify Ledger Options', 'Complete Primary to Secondary Ledger Mapping', 'Review and Submit Accounting Configuration', 'Open First Period', and 'Manage Data Access Sets'. There are also 'Selected...' buttons for each of these tasks.

- Select **Specify Ledger Options**.
- Click the **Primary Ledger** drop down.
- Select **Select and Add**.



- Click **Apply and Go to Task**.

9. In the first **Query by Example** field, enter **US**.

Select and Add: Primary Ledger

Manage Primary Ledgers

Primary Ledger	Description	Chart of Accounts	Accounting Calendar	Currency
Canada Primary Ledger	Vision Ca...	CA Chart of Accounts	AccountingM...	CAD
China Primary Ledger	Vision Chi...	CN Chart of Accounts	AccountingM...	CNY
Corporate Primary Ledger	Vision Cor...	US Chart of Accounts	AccountingM...	USD
Fin Svcs IFRS INS PL	Fin Svcs I...	Fin Svcs Chart of Accounts	AccountingM...	USD
Fin Svcs UK Primary AD...	Fin Svcs U...	Fin Svcs Chart of Accounts	AccountingM...	GBP
Fin Svcs US Primary AD...	Fin Svcs U...	Fin Svcs Chart of Accounts	AccountingM...	USD
Fin Svcs USGAAP INS PL	Fin Svcs U...	Fin Svcs Chart of Accounts	AccountingM...	USD
Fin Svcs USSTAT INS PL	Fin Svcs U...	Fin Svcs Chart of Accounts	AccountingM...	USD
France Primary Ledger	Vision Fra...	FR Chart of Accounts	AccountingM...	EUR

10. Hit **Enter**.
11. If not highlighted, highlight the **US Primary Ledger** by clicking on the box next to the name (do not click the name **US Primary Ledger** name link.)

Select and Add: Primary Ledger

Manage Primary Ledgers

Primary Ledger	Description	Chart of Accounts	Accounting Calendar	Currency	SI
US Primary Ledger	Vision US ...	US Chart of Accounts	AccountingM...	USD	

Columns Hidden: 2

Save and Close Cancel

12. Click **Save and Close**.

13. Click **Cancel**.

Note: Several other tasks also now scoped with the **US Primary Ledger**.

**Practices for Lesson 3:
Implementation Options for
Budgetary Control**

Practices for Lesson 3: Overview

Overview

In these practices, you will be:

- Managing Budgetary Control Options.
- Creating a Control Budget.
- Opening Budget Periods.
- Loading Budget Amounts.

Demonstration 3-2: Managing Budgetary Control Options

Overview

In this demonstration, you will be viewing options for managing budgetary control.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

1. Navigate to: **Setup and Maintenance > Financials > Budgetary Control and Encumbrance Accounting > Manage Budgetary Control**.
2. Search for **Progress US Primary Ledger** and click on **Progress US Primary Ledger**.
Check the setups related to ledger for Budgetary Control.

The screenshot shows the configuration interface for the Progress US Primary Ledger. At the top, there's a title bar with 'Edit Budgetary Control and Encumbrance Accounting: Progress US Primary Ledger: Pr...' and three buttons: 'Save', 'Save and Close', and 'Cancel'. Below the title, under the heading 'Ledger: Progress US Primary Ledger', there are several configuration options:

- A checkbox labeled 'Enable budgetary control for the ledger and all journal sources and categories' is checked.
- A 'Control Budget Filter' section with three radio button options: 'Ledger only' (unchecked), 'Project' (unchecked), and 'Ledger or project' (checked).
- A checkbox labeled 'Fail budgetary control for budget dates not in valid budget date range' is unchecked.
- A checkbox labeled 'Enable encumbrance accounting' is checked.
- A field labeled '* Reserve for Encumbrance Account' containing the value '1001-0000-00000-31130-0000-00000000' with a magnifying glass icon to its right.

At the bottom, there's a section titled 'Budgetary Control Exceptions' with a table:

* Journal Source	* Journal Categories
Closing Journal	All
Open Balances	All
Revaluation	All

3. Scroll down to find the setups related to **Progress US Business Unit**.

Business Unit: Progress US Business Unit

Budgetary Control		Encumbrance Accounting						
<input checked="" type="checkbox"/> Enable		<input checked="" type="checkbox"/> Enable						
Default Date Rule	Current transaction budget date	Default Date Rule	Current transaction accounting date					
Procure-to-Pay Business Functions								
Business Function	Budgetary Control			Encumbrance Accounting Enabled	Transaction Type Details			
	Enabled	Partial Reservation	Reservation Point					
	Requisitioning	Yes	No			Approval	Yes	
	Procurement	Yes	No			Approval	Yes	
	Receiving	Yes	No					
Payables Invoicing	Yes	Yes						
Project Accounting Business Function								
<input checked="" type="checkbox"/> Enable budgetary control for all transaction sources and documents								
Budgetary Control Exceptions								
View ▾ + × * Transaction Source * Documents No data to display.								

4. Click **Save and Close**.

5. Click **Done**.

Practice 3-3: Creating a Control Budget

Overview

In this practice, you will be creating your own Control Budget for Progress US Primary Ledger.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

1. Navigate to: **Setup and Maintenance > Financials > Budgetary Control and Encumbrance Accounting > Manage Control Budgets.**
2. Click **Create**.
3. Enter:

Field	Value
Name	XXBudget
Budget Calendar	GOV Calendar
From Period	JUL-YY where YY is current year
To Period	JUN-YY where YY is current year
Source Budget Type	Other
Source Budget Name	XXBudget (defaults)
Currency	USD
Default Rate Type	Corporate
Control Level	Absolute
Ledger	Progress US Primary Ledger
Project	No project on the transaction
Budget Manager	Harold Wilson
Allow budget increase adjustments	Selected
Allow budget decrease adjustments	Selected
Allow budget decrease adjustments below funds available	Not selected

Allow Overrides	Selected
-----------------	----------

Create Control Budget

Action ▾ Save ▾ Cancel

Status Not ready for use - defining

* Name 04Budget	* Currency USD	* Ledger Progress US Primary Ledger
Description	* Default Rate Type Corporate	Project No project on the transaction
* Budget Calendar GOV Calendar	Control Level Absolute	* Budget Manager Harold Wilson
* From Period JUL-18	Tolerance Percentage	<input checked="" type="checkbox"/> Allow budget increase adjustments
* To Period JUN-18	Tolerance Amount	<input checked="" type="checkbox"/> Allow budget decrease adjustments
* Source Budget Type Other		<input type="checkbox"/> Allow budget decrease adjustments below funds available
* Source Budget Name 04Budget		<input checked="" type="checkbox"/> Allow overrides

4. In the **Control Budget Structure** section, click **Add Row** for each of these:

Segment
Fund
Department
Account

Control Budget Structure

View ▾ + × Reorder Budget Segments

Budget Segment	Account: Tree Details
Fund	Tree
Department	View ▾ Format ▾ + ×
Account	* From Period * To Period * Tree Version * Tree Label No data to display.

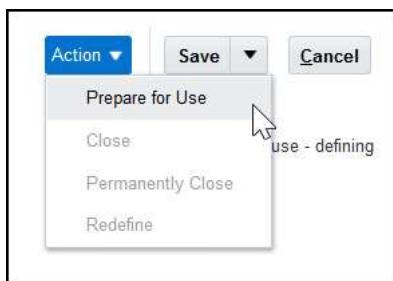
5. In the **Override Rules** section, enter or select:

Field or Option	Value
Maximum Override Amount	100,000
Notify budget manager when no overrides are available	Selected
Notify budget manager when overrides are taken	Selected

6. Click **Add Row** and enter.

Field	Value
Enabled	Selected
Name	\$10k Override
Description	Override up to \$10k
Type	Insufficient funds
Amount	10,000
Transaction Types	All
User Assignments	Sean Murphy

7. Click **Save**.
8. Click **Actions**.
9. Select **Prepare for Use**.



10. Click **Yes**.
11. Click **OK**.
12. Click **Done**.

Practice 3-4: Opening Budget Periods

Overview

In this practice you will be opening the budget periods related to the Control Budget defined for loading budget amounts and for creating transactions.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

1. Navigate to: **Budgetary Control > Budgetary Control Dashboard > Tasks panel tab > Period Close > Budget Period Statuses.**
2. Select the **XBudget** link.
3. For the **Current Period**, change the status to **Open**.

Edit Budget Period Statuses					
Control Budget 16Budget ▾					
Budget Calendar AccountingMMYY					
Latest Open Period Jun-18					
Actions ▾ View ▾ Mass Period Status Update ▾					
Period Name	Period Number	Budget Year	Start Date	End Date	Status
Jan-18	1	2018	1/1/18	1/31/18	Available for budgeting
Feb-18	2	2018	2/1/18	2/28/18	Available for budgeting
Mar-18	3	2018	3/1/18	3/31/18	Available for budgeting
Apr-18	4	2018	4/1/18	4/30/18	Available for budgeting
May-18	5	2018	5/1/18	5/31/18	Available for budgeting
Jun-18	6	2018	6/1/18	6/30/18	Open
Jul-18	7	2018	7/1/18	7/31/18	Available for budgeting
Aug-18	8	2018	8/1/18	8/31/18	Available for budgeting

4. Click **Save and Close**.
5. Click **OK**.
6. Click **Done**.

Practice 3-5: Loading Budget Amounts

Overview

In this practice you will be loading budget amounts for the control budget created.

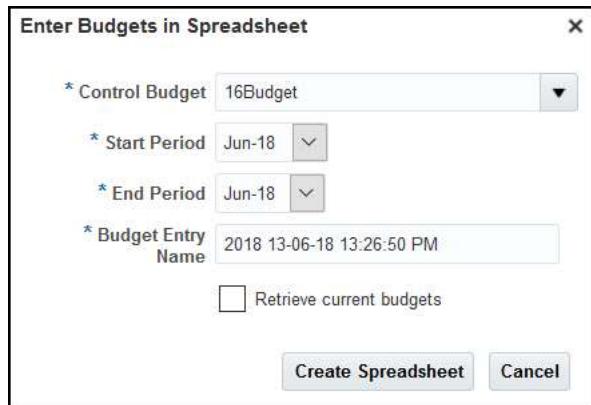
Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

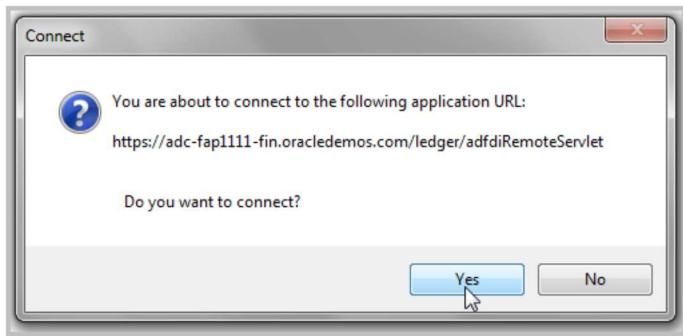
Tasks

1. Navigate to: **Budgetary Control > Budgetary Control Dashboard > Tasks panel tab > Budgets > Enter Budgets in Spreadsheet.**
2. Select:

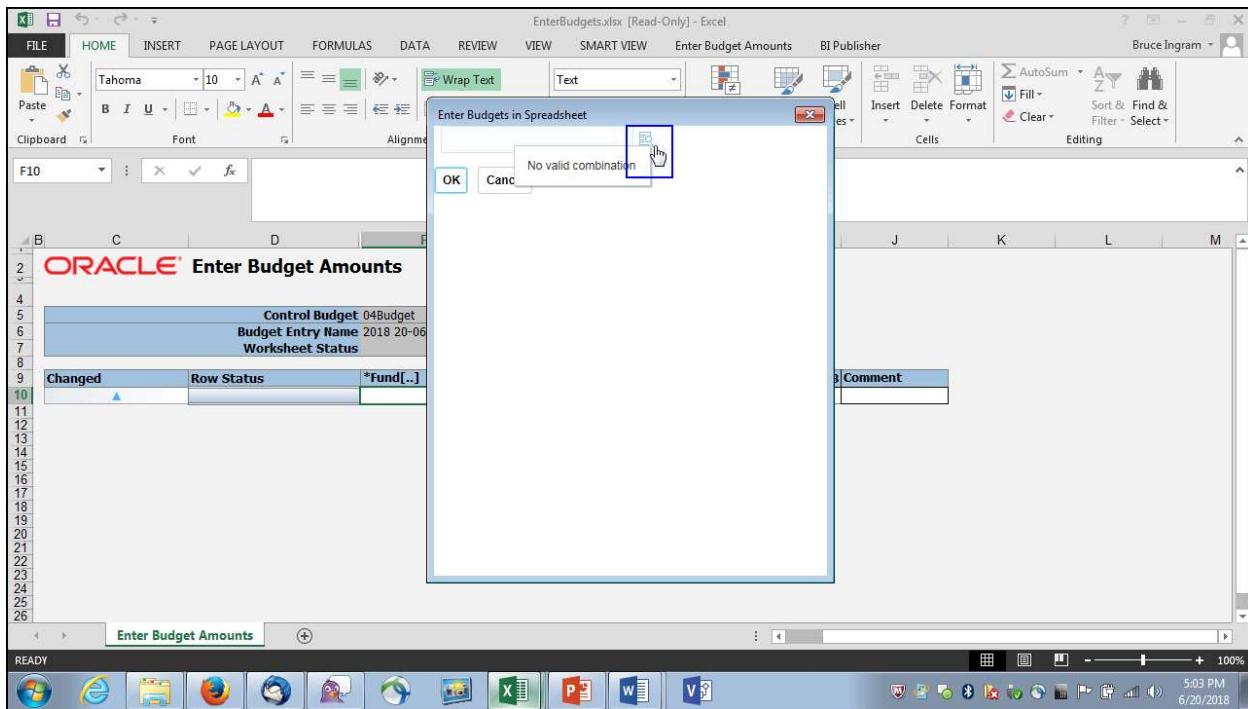
Field	Value
Control Budget	XXBudget
Start Period	Current Period
End Period	Current Period



3. Click **Create Spreadsheet**.
4. Select the radio button **Open with**
5. Click **OK**
6. Click **Enable Editing**.
7. Click **Yes**.



8. Sign in with your **FASXX.Student** and password.
9. Double-click on the cell in the **Fund** column.
10. Click on the Select icon.



11. Enter the following and click **OK** twice.

Fund	Department	Account	Period
1001	13500	56100	10,000
1001	13500	56300	500

ORACLE® Enter Budget Amounts

Control Budget 01Budget Budget Entry Name 2018 25-06-18 16:04:18 PM Worksheet Status						
Changed	Row Status	*Fund[..]	*Department[..]	*Account[..]	JUN-18	Comment
▲		1001	13500	56100	10,000	
▲		1001	13500	56300	500	

12. Click on the **Enter Budget Amounts** ribbon.
13. Click **Import Amounts as Entered**.



14. Click **OK** twice.

Review the Entered Budget Amounts

15. Navigate to: **Budgetary Control > Budgetary Control Dashboard > Tasks panel tab > Budgets > Review Budget Entries**.
16. Select:

Field	Value
Control Budget	XXBudget
Start Period	Current Period
End Period	Current Period

17. Click **Search**.

Review Budget Entries

* Control Budget 04Budget		* From Budget Period JUN-18		Budget Entry Name									
Budget Currency USD		* To Budget Period JUN-18		Justification									
Budget Account Filter 0 Filter Conditions Defined													
View <input type="button" value="View"/> <input type="button" value="Print"/> <input type="button" value="Excel"/> <table border="1"> <thead> <tr> <th>Budget Entry Date</th> <th>Budget Entry Name</th> <th>Total Entered Amount</th> <th>Justification</th> </tr> </thead> <tbody> <tr> <td>6/20/18</td> <td>2018 20-06-18 ...</td> <td>500,000.00</td> <td></td> </tr> </tbody> </table>						Budget Entry Date	Budget Entry Name	Total Entered Amount	Justification	6/20/18	2018 20-06-18 ...	500,000.00	
Budget Entry Date	Budget Entry Name	Total Entered Amount	Justification										
6/20/18	2018 20-06-18 ...	500,000.00											

18. Click on **Budget Entry Name** link.

View Budget Entry: 2018 20-06-18 21:13:43 PM

Control Budget: 04Budget Budget Entry Date: 6/20/18

Budget Currency: USD

View ▾ Detach Wrap Budget Period All

Budget Account	Budget Period	Entered Amount	Comment
1001-13500-56100	JUN-18	500,000.00	

Done

19. Click **Done** twice.

Practices for Lesson 4: Using Budgetary Control Features

Practices for Lesson 4: Overview

Overview

In these practices, you will be:

- Managing Roles for Your User.
- Defining Your User as a Procurement Agent.
- Creating a Purchase Requisition.
- Processing the Purchase Requisition to Order.
- Creating an Invoice with PO Matching.
- Using Budget Override Request.

Demonstration 4-6: Managing Roles for Your User

Overview

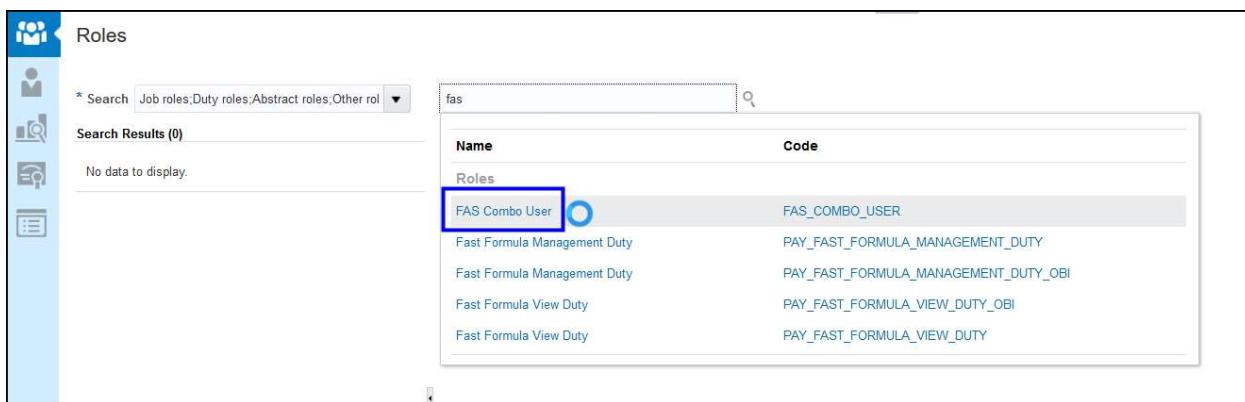
In this demonstration you will be shown how to add roles to FAS Combo User which are required to access the Progress US Business Unit for creating transactions.

Assumptions

Sign in as your FASXX.Instructor.

Tasks

1. Navigate to: **More...> Tools > Security Console**.
Note: Click **OK** to any warnings.
2. In the **Search** field, enter **FAS**, wait for the search results and select **FAS Combo User**.



The screenshot shows the 'Roles' page in the Security Console. A search bar at the top contains 'fas'. Below it, a table lists roles. The first row, 'FAS Combo User', is highlighted with a blue border. To its right, under 'Code', is 'FAS_COMBO_USER'. Under 'Roles', there are four entries: 'Fast Formula Management Duty', 'Fast Formula Management Duty', 'Fast Formula View Duty', and 'Fast Formula View Duty'. Each entry has a corresponding code listed to its right.

3. Click the **Actions** icon in the **Search Results** and select **Edit Role**.



The screenshot shows the 'Edit Role' dialog for 'FAS Combo User'. On the left, the 'Search Results (1)' panel shows the role's name ('FAS Combo User'), code ('FAS_COMBO_USER'), and a description section. On the right, the 'FAS Combo User' panel displays the 'Role Name' as 'FAS Combo User'. Below it is a list of privileges: 'Order Orchestration Administration', 'Subledger Accounting Transaction', 'Submit Balance Forward Bill Print', and 'Customer Account Information Ma'. A dropdown menu on the right side of the dialog lists actions: 'Edit Role' (which is highlighted with a blue border), 'Copy Role', 'Compare Roles', and 'Simulate Navigator'.

4. Click **Next** three times.
5. At Role Hierarchy page, Click **Add Role**.

Role Name	Role Code	Inherited by Role Name	Inherited by Role Code
Absence Implementation	ORA_BEN_ABSENCE_IMPLEMENTATION_DUTY	Human Capital Management Application Administrator	ORA_HRC_HUMAN_CAPITAL_MANAGEMENT_APPLICATION_ADMINISTRATOR_JOB
Academic Period Fee Maintenance	ORA_HES_ACADEMIC_PERIOD_FEE_MAINTENANCE_DUTY	Higher Education Application Administrator	ORA_HEY_HIGHER_EDUCATION_APPLICATION_ADMINISTRATOR_JOB

6. Enter **Accounts Payable Manager Progress US Business Unit**.
7. Select the first row.

8. Click **Add Role Membership**.
9. Click **OK**.
10. Repeat the steps from 7 to 10 to add the following roles:

Role
Accounts Payable Supervisor Progress US Business Unit
Advanced Procurement Requester Progress US Business Unit
Procurement Preparer Progress US Business Unit
Procurement Requester Progress US Business Unit

11. Click **Next** twice.
12. Click **Save and Close**.
13. Click **OK**.

Practice 4-7: Defining Your User as a Procurement Agent

Overview

In this practice, you will be defining your user as a procurement agent.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

1. Navigate to: **Setup and Maintenance > Financials > Payables**.
2. For to the **Manage Procurement Agents** task, click the **Selected Scope** link.
3. With the **Manage Procurement Agents** option selected, select **Select and Add** from the **Business Unit** drop-down list.
4. Click **Apply and Go to Task** button.
5. Search and select the **Progress US Business Unit**.
6. Click **Save and Close**.
7. Click **Create**.
8. Select:

Field	Value
Procurement BU	Progress US Business Unit
Agent	Student, FASXX

9. Accept all the defaults under Agent Access.

Edit Procurement Agent: Student, FAS17

Procurement BU Progress US Business Unit
Agent Student, FAS17
Default Requisitioning BU
Default Printer
Status Active

Agent Access

View ▾

Action	Allowed	Access to Other Agents' Documents
Manage Requisitions	<input checked="" type="checkbox"/>	None
Manage Purchase Orders	<input checked="" type="checkbox"/>	None
Manage Purchase Agreements	<input checked="" type="checkbox"/>	None
Manage Negotiations	<input checked="" type="checkbox"/>	None
Manage Sourcing Programs	<input checked="" type="checkbox"/>	None
Manage Catalog Content	<input checked="" type="checkbox"/>	Not Applicable
Manage Suppliers	<input checked="" type="checkbox"/>	Not Applicable
Manage Supplier Qualifications	<input checked="" type="checkbox"/>	None
Manage Approved Supplier List Entries	<input checked="" type="checkbox"/>	Not Applicable
Analyze Spend	<input checked="" type="checkbox"/>	Not Applicable

Save Save and Close Cancel

10. Click Save and Close.

11. Click OK.

12. Click Done.

Practice 4-8: Creating a Purchase Requisition

Overview

In this practice, you will be:

- Updating your requisition preferences.
- Creating a requisition using the features of Budgetary Control.

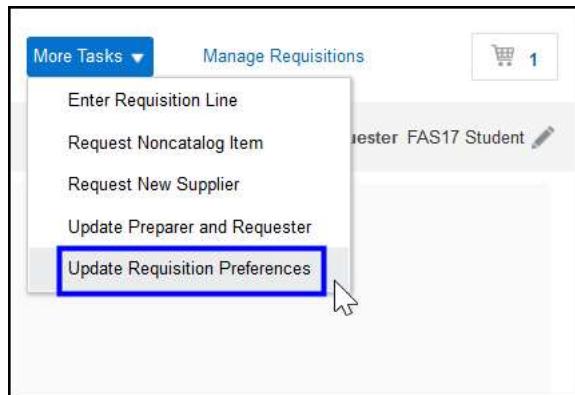
Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

Updating Requisition Preferences

1. Navigate to: **More... > Procurement > Purchase Requisitions**.
2. Click the drop down arrow next to **More Tasks** and select **Update Requisition Preferences**.



3. Enter or select the following

Field	Value
Requisitioning BU	Progress US Business Unit (defaults)
Requester	Student, FASXX (defaults)
Deliver-to Location	Reston

Edit Requisition Preferences

There are errors in your requisition preferences. [View errors](#)
Select the requisitioning BU where your preferences will be applicable.

Requisitioning BU Progress US Business Unit ▾

Shipping and Delivery

* Requester Student, FAS17

* Deliver-to Location Reston

Destination Type Expense ▾

Billing

Projects

Project Number

Task Number

Expenditure Type

Expenditure Organization

Contract Number

Funding Source

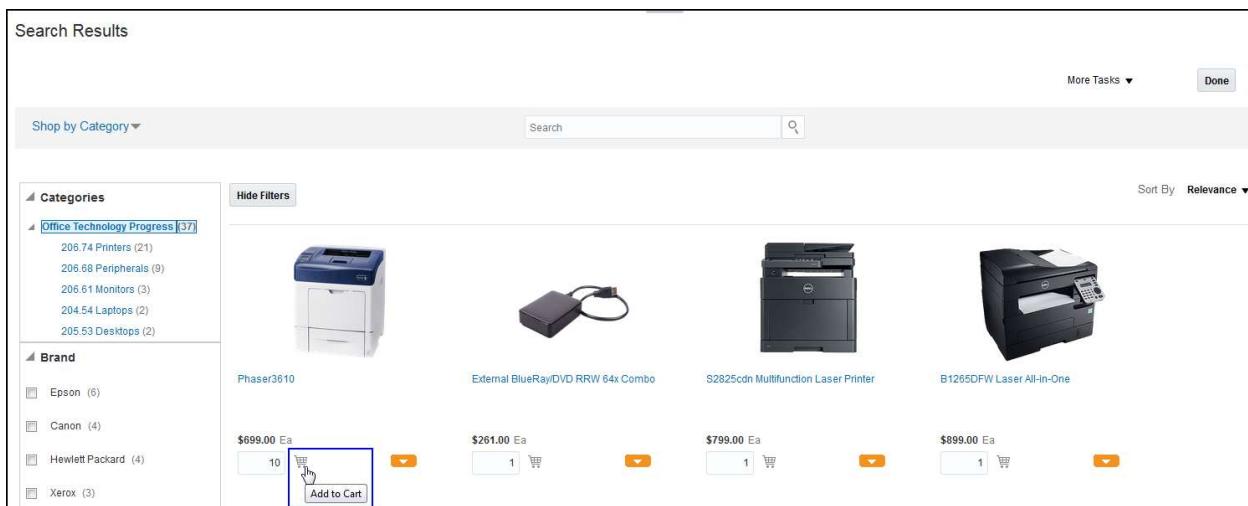
Favorite Charge Accounts +

Primary	* Nickname	* Charge Account	Delete
No data to display.			

- Click **Save and Close**.

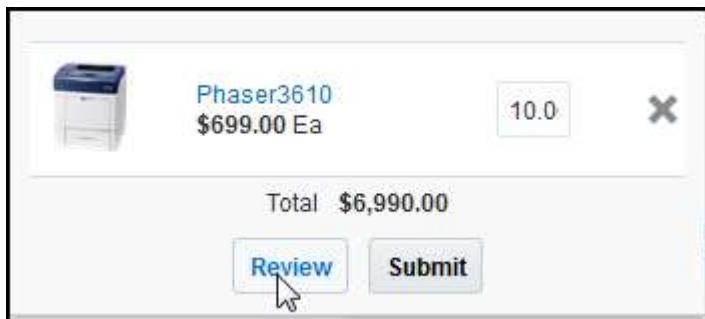
Creating a Purchase Requisition

- Click the drop down arrow on **Shop by Category**
- Select **Office Technology Progress**.
- For the **Phaser3610**, change the quantity to **10**.
- Click **Add to Cart**.



- Click **Cart Icon**

10. Click **Review**.



11. In **Delivery** section, enter the **Suggested Buyer** as **Student, FASXX**.

* Requester Student, FAS17

Urgent No

Requested Delivery Date 6/22/18

Suggested Buyer Student, FAS17

12. Click **Check Funds**.

13. Click **View Funds Check Results**.



14. From **View** drop down, select **Budget**.

Funds Check: Requisition 915244						
View		Transaction	Budget	Control Budgets Impacted by Control Budgets		
View		Transaction	Budget			
Line-Di	Status	Requested Charge Account		Budget Account	Budget Period	Control Budget
1-1	Passed budgetary constraint	6,990.00 US	1001-0000-13500-56100-0000-00	1001-13500-56100	JUN-18	00Budget
1-1	Passed budgetary constraint	6,990.00 US	1001-0000-13500-56100-0000-00	1001-13500-56100	JUN-18	01Budget
1-1	Passed budgetary constraint	6,990.00 US	1001-0000-13500-56100-0000-00	1001-13500-56100	JUN-18	04Budget
1-1	Passed budgetary constraint	6,990.00 US	1001-0000-13500-56100-0000-00	1001-13500-56100	Jun-18	16Budget
1-1	Passed budgetary constraint	6,990.00 US	1001-0000-13500-56100-0000-00	1001-13500-56100	JUN-18	99Budget
1-1	Passed budgetary constraint	6,990.00 US	1001-0000-13500-56100-0000-00	1001-13500-50000	FY1-18	Progress Adopted Budget

15. View the **XXBudget** line.

Funds Check: Requisition 915244					
View		Budget	Control Budgets Impacted by Transaction Lines		
View		Future Funds Available	Funds Status	All	
Budget	Status	Requested	Available	Budget Manager	
00Budget-1001-13500-	Passed	6,990.00 USD	500,000.00 USD	Harold Wilson	
01Budget-1001-13500-	Passed	6,990.00 USD	499,510.00 USD	Harold Wilson	
04Budget-1001-13500-	Passed	6,990.00 USD	500,000.00 USD	Harold Wilson	
99Budget-1001-13500-	Passed	6,990.00 USD	500,000.00 USD	Harold Wilson	
Progress Monthly-1001	Passed	6,990.00 USD	-22,657.00 USD	Harold Wilson	
16Budget-1001-13500-	Passed	6,990.00 USD	589,020.00 USD	Harold Wilson	

16. Click **Done**.

17. Click **OK**.

18. Make a note of the **Requisition Number**.

19. Click **Submit**.

20. Click **OK**.

21. Click **Manage Requisitions** and find the status of Requisition as **Approved** and Funds Status as **Liquidated**.

Note: Please wait for few minutes and refresh the search results to find the updated statuses. The status changes from Reserved to Liquidated because the system is automatically generating a purchase order for your requisition.



The screenshot shows a table titled "Manage Requisitions" with the following data:

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
915244	Phaser3610	6/21/18	6,990.00 USD	Approved	Liquidated	

Columns Hidden: 5

22. Click **Done**.

Practice 4-9: Viewing the Purchase Order

Overview

In this practice, you will be using the features of Budgetary Control while Viewing the Purchase Order.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

23. Navigate to: **More... > Procurement > Purchase Orders > Tasks panel tab > Requisitions > View Requisition Lines.**
24. Enter your **Requisition number**.
25. Click **Search**.
26. Click on the **Order Number** link.
27. Make a note of the **Order Number**.

The screenshot shows the Oracle Financials Cloud interface with the 'Requisition Lines' tab selected. The search results table displays a single row for a requisition line. The columns include Requisition, Line, Line Description, Requester, Quantity, UOM Name, Price, Amount, Currency, Order, Negotiation, and Life Cycle. The 'Order' column for the selected row contains the value '703574'. The 'Requester' column shows 'Student, FAS04'. The 'Line' column shows '1'. The 'Line Description' column shows 'Phaser3610'. The 'Quantity' column shows '10'. The 'UOM Name' column shows 'Ea'. The 'Price' column shows '699.00'. The 'Amount' column shows '6,990.00'. The 'Currency' column shows 'USD'. The 'Negotiation' column shows '703574'. The 'Life Cycle' column shows '703574'. The 'Actions' menu is visible at the top left of the table.

28. Find the Funds Status as **Reserved** both at header and line levels.

Purchase Order: 70357

General

- Procurement BU: Progress US Business Unit
- Requisitioning BU: Progress US Business Unit
- Sold-to Legal Entity: Progress US Legal Entity
- Bill-to BU: Progress US Business Unit
- Order: 70357
- Status: Open
- Funds Status: Reserved
- Buyer: PABQI-B001
- Creation Date: 6/21/16

Terms

- Required Acknowledgment: None
- Payment Terms: 2/10 Net 30
- Shipping Method: FedEx
- Freight Terms: Buyer pays freight
- FOB: Origin

Additional Information

Customer PO:

Lines	Schedules	Distributions					
Actions ▾ View ▾	Print	PDF					
Line Item	Description	Quantity UOM	Price	Ordered	Status	Funds Status	Details
1	Phaser300	10 Ea	699.00	6,990.00	Open	Reserved	

Columns Hidden: 44

29. At the **Header** level, click on the **Reserved** link.
30. Change the view to **Budget**.
31. Observe the **Available Funds** for **XXBudget** reduced to **\$493,010** (which is \$500,000 - \$6,990).

Funds Reservation: Purchase Order 703574

Control Budgets Impacted by Transaction Lines

Budget	Status	Requested	Available	Budget Manager
00Budget-1001-13500-	Passed	0.00 USD	493,010.00 USD	Harold Wilson
01Budget-1001-13500-	Passed	0.00 USD	492,520.00 USD	Harold Wilson
04Budget-1001-13500-	Passed	0.00 USD	493,010.00 USD	Harold Wilson
99Budget-1001-13500-	Passed	0.00 USD	493,010.00 USD	Harold Wilson
Progress Monthly-1001	Passed	0.00 USD	-29,647.00 USD	Harold Wilson
16Budget-1001-13500-	Passed	0.00 USD	582,030.00 USD	Harold Wilson

Done

32. Click **Done** twice.

Practice 4-10: Creating an Invoice with PO Matching

Overview

In this practice, you will be using the features of Budgetary Control while creating an Invoice with PO Matching.

Assumptions

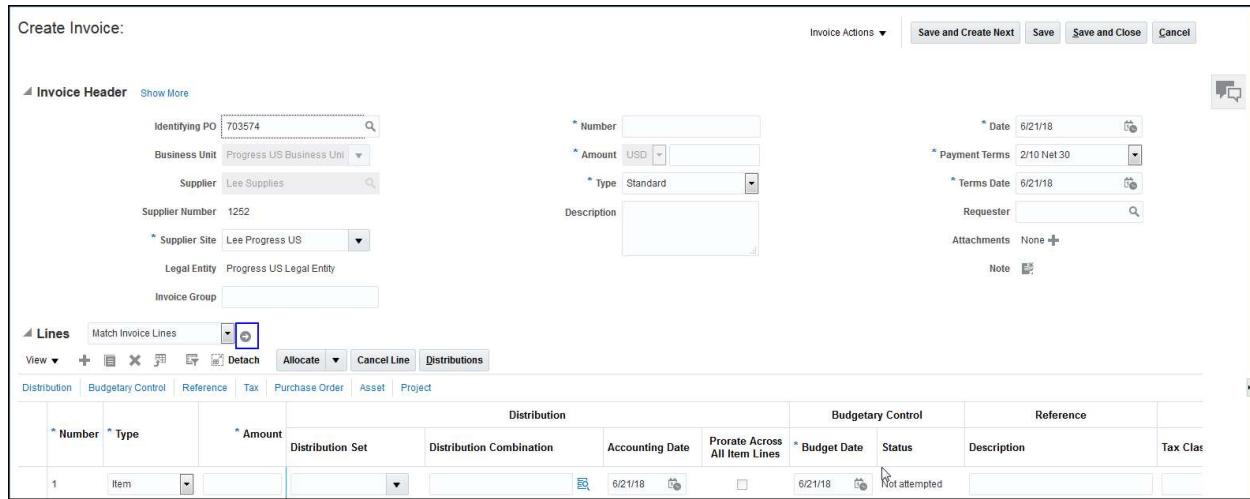
Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

1. Navigate to: **Payables > Invoices >Tasks panel tab > Create Invoice.**
2. In the **Identifying PO** field enter and select your purchase order number.
Note: Most of the values will automatically populated after entering the Purchase Order number.
3. Enter:

Field	Value
Number	XXBudget_101
Amount	6990.00

4. In the Lines section, Click the **Go** icon for **Match Invoice Lines**.



The screenshot shows the 'Create Invoice' screen in Oracle Financials Cloud. The 'Lines' section is active, displaying a table with columns for Number, Type, Amount, Distribution Set, Distribution Combination, Accounting Date, Prorate Across All Item Lines, Budget Date, Status, Description, and Tax Class. A button labeled 'Match Invoice Lines' is visible above the table. The 'Match' checkbox is checked for the first row.

5. Select the check box **Match** for the PO line.

Match Invoice Lines

Search Advanced Saved Search Match Invoice Lines

View ▾ Detach Allocate Distributions

Match	Line			Item Description	Purchase Order		Receipt		Ship-to Location	Need-by Date	Item Number
	Quantity	Unit Price	* Amount		Number	Line	Schedule Number	Line			
<input checked="" type="checkbox"/>	10	699.00	6,990.00	Phaser3610	703574	1	1	Reston	6/28/18		

PO 703574, Line 1, Schedule 1: Details

Ordered	10	Received	N/A	UOM	Ea
Available	10	Accepted	N/A	Match Basis	Quantity
Billed	0	Returned	N/A	Invoice Match Option	Order
Shipped	0	Consumed	N/A	Payment Terms	2/10 Net 30
Freight Terms Buyer pays freight					

Apply OK Cancel

6. Click **Apply**
7. Click **OK**.
8. Click **Invoice Actions** drop down arrow.
9. Select **Validate**.
10. In the **Invoice Summary** section, click on the **Reserved** link.

Create Invoice: 04Budget_101

Invoice Actions Save and Create Next Save Save and Close Cancel

Last Saved 6/21/18 8:17 PM

Invoice Header Show More

Identifying PO 703574	* Number 04Budget_101	Date 6/21/18
Business Unit Progress US Business Unit	* Amount USD 6,990.00	* Payment Terms 2/10 Net 30
Supplier Lee Supplies	Type Standard	Terms Date 6/21/18
Supplier Number 1252	Description	Requester
Supplier Site Lee Progress US		Attachments None
Legal Entity Progress US Legal Entity		Note
Invoice Group		

Invoice Summary

Status

- Validation Validated
- Funds Reserved
- Account Coding Not required
- Approval Not required
- Accounting Unaccounted
- Paid Unpaid

Holds

- Installments 0
- Line Variance 0
- Distribution Variance 0
- Manual Holds 0
- System Holds 0
- Supplier Site No

Payments

- Due Date 7/21/18
- Payments 0.00 USD

Lines Match Invoice Lines

View + Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution			Budgetary Control		
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status
1	Item	6,990.00			6/21/18	Reserved	Phase	

Taxes

11. Change the view to **Budget**.
12. Observe the **Funds Check** status is **Passed** for **XXBudget**.

✓ Funds Reservation: Invoice 04Budget_101

View Budget ▾

Control Budgets Impacted by Transaction Lines

View ▾ View Future Funds Available Funds Status All ▾

Budget	Status	Requested	Available	Budget Manager
► 00Budget-1001-13500- Passed	0.00 USD	493,010.00 USD	Harold Wilson	
► 01Budget-1001-13500- Passed	0.00 USD	492,520.00 USD	Harold Wilson	
► 04Budget-1001-13500- Passed	0.00 USD	493,010.00 USD	Harold Wilson	
► 99Budget-1001-13500- Passed	0.00 USD	493,010.00 USD	Harold Wilson	
► Progress Monthly-1001 Passed	0.00 USD	-29,647.00 USD	Harold Wilson	
► 16Budget-1001-13500- Passed	0.00 USD	582,030.00 USD	Harold Wilson	

Done



13. Click **Done**.

14. Click **Save and Close**.

Practice 4-11: Using Budget Override Request

Overview

In this practice, you will be:

- Verifying the Budgetary Control Balances.
- Creating an Invoice exceeding funds available.
- Processing the Invoice by using Budget Override.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

Verifying the Budgetary Control Balances

1. Navigate to: **Budgetary Control > Budgetary Control**.
2. Go to **Tasks Panel > Budgets > Review Budgetary Control Balances**.
3. Make sure the default Control Budget is selected to **XXBudget**.
4. In the **Search** region, enter the following and click **Search**.

From Budget Period	Current Period
To Budget Period	Current Period
Fund	All Fund Values
Department	All Department Values
Account	56300

Review Budgetary Control Balances

Control Budget: 16Budget

From Budget Period: Jun-18

To Budget Period: Jun-18

Funds Available: All amounts

Currency: USD

Account: 56300

Fund: All Fund Values

Department: All Department Values

Search | Reset

View: Detach | Wrap

Fund	Department	Account	Budget Period	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	Total Consumption	Funds Available Amount	Funds Available (%)
1001	13500	56300	Jun-18	1,100.00	0.00	0.00	0.00	600.00	600.00	500.00	45.45

5. View the **Funds Available Amount** as **500** and click **Done**.

Creating an Invoice exceeding funds available

6. Navigate to: **Payables > Invoices**.
7. Go to **Tasks Panel > Invoices > Create Invoice**.
8. Enter the following at header region

Note: Invoice amount should exceed the Funds Available Amount for Budget Override Request.

Business Unit	Progress US Business Unit
Supplier	Lee Supplies
Number	XXBudget_102
Amount (USD)	600
Type	Standard
Date	Current Date
Payment Terms	Immediate

The screenshot shows the 'Create Invoice' interface. At the top, there's a 'Create Invoice:' label and a 'Invoice Actions' dropdown with buttons for 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'. Below this, the 'Invoice Header' section is expanded, showing the following data:

- Identifying PO: [empty]
- Business Unit: Progress US Business Unit
- * Supplier: Lee Supplies
- * Number: 15Budget_102
- * Amount: USD 600.00
- * Type: Standard
- * Date: 6/25/18
- * Payment Terms: Immediate
- * Terms Date: 6/25/18
- Description: [empty]
- Requester: [empty]
- Attachments: None
- Note: [empty]
- Supplier Number: 1252
- * Supplier Site: Lee Progress US
- Legal Entity: Progress US Legal Entity
- Invoice Group: [empty]

9. In **Lines** region, enter **3500** as **Amount**.
10. Enter **1001-0000-13500-56300-0000-0000-00000000** as Distribution Combination.
11. Click **Invoice Actions** drop down button and select **Validate**.
12. In **Invoice Summary** region, click on **Funds** status **Partially Reserved**.

Create Invoice: 14Budget_102

Invoice Header

Identifying PO	Date: 6/25/18
Business Unit: Progress US Business Unit	* Payment Terms: Immediate
* Supplier: Lee Supplies	Terms Date: 6/25/18
Supplier Number: 1252	Requester:
* Supplier Site: Lee Progress US	Attachments: None
Legal Entity: Progress US Legal Entity	Note:
Invoice Group:	

Lines

Match Invoice Lines		View		Detach		Allocate		Cancel Line		Distributions	
Distribution	Budgetary Control	Reference	Tax	Purchase Order	Asset	Project					
* Number: 14Budget_102	Type: Standard	Amount: 600.00		Distribution Set: 1001-0000-13500-56300-0000-0000-000	Accounting Date: 6/25/18	Prorate Across All Item Lines: <input checked="" type="checkbox"/>	Budget Date: 6/25/18	Status: Failed	Description:	Tax:	
1	Item	600.00									

Taxes

Invoice Summary

- Status**: Validation: Needs review, Funds: Partially reserved (highlighted)
- Approval**: Not required
- Accounting**: Unaccounted
- Paid**: Unpaid
- Holds**: Instalments: 0, Line Variance: 0, Distribution Variance: 0, Manual Holds: 0, System Holds: 1, Supplier Site: No
- Payments**: Due Date: 6/25/18, Payments: 0.00 USD

13. Change the view to **Budget** by selecting it from the drop down at **View**.
14. Observe the status of **XXBudget Check Funds** is **Failed** and find the message “**Override is available for the failure**”.

Funds Reservation: Invoice 14Budget_102

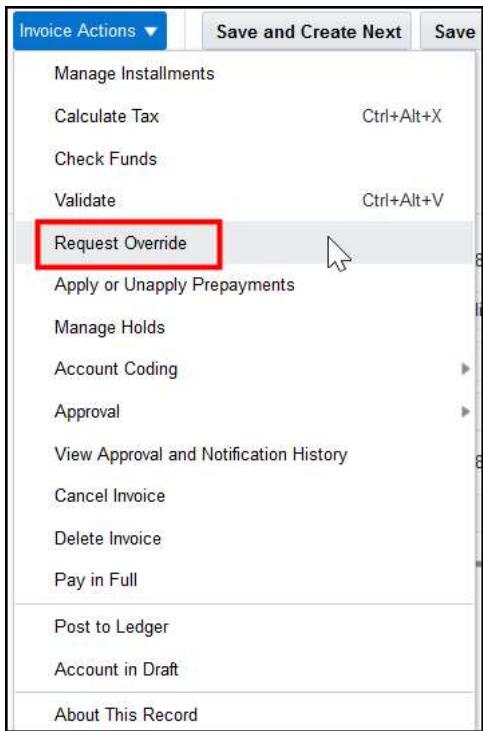
View Transaction **Funds have been partially reserved. Override is available for the failure.**

Transaction Lines Impacted by Control Budgets

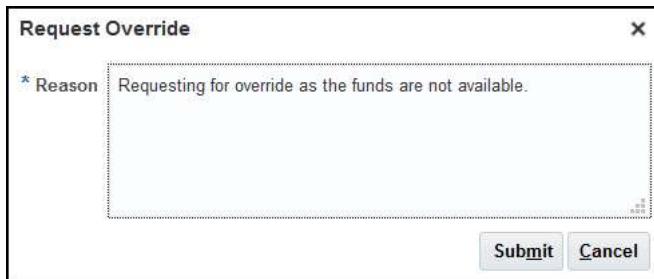
Line-Di Status	Requested Distribution Account	Budget Account	Budget Period	Control Budget	Budget Manager
1-1 × Override available by of 600.00 USD 1001-0000-13500-56300-0000-0000C 1001-13500-56300	1001-0000-13500-56300-0000-0000C	1001-13500-56300	Jun-18	01Budget2	Harold W.
1-1 × Override available by of 600.00 USD 1001-0000-13500-56300-0000-0000C 1001-13500-56300	1001-0000-13500-56300-0000-0000C	1001-13500-56300	Jun-18	16Budget	Harold W.

Done

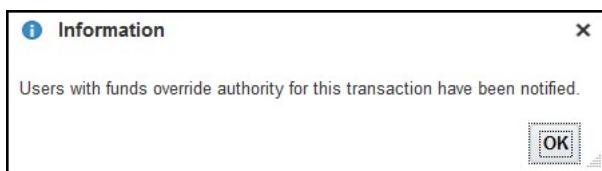
15. Click **Done**.
16. Click **Invoice Actions** drop down button and select **Request Override**.



17. Enter the reason for Request Override and click **Submit**.



18. Click **OK** on the Information window.



19. In **Invoice Summary** region, click again on **Funds** status **Partially Reserved** to find the Overrider as per the Control Budget setups.

Funds Reservation: Invoice 14Budget_102

View Transaction Funds have been partially reserved. Override is available for the failure.

Transaction Lines Impacted by Control Budgets

View ▾ Funds Status Failed ▾

Line-Di Status	Requested Distribution Account	Budget Account	Budget Period	Control Budget	Budget Manager
1-1 Override available by of 600.00 USD 1001-0000-13500-56300-0000-000C 1001-13500-56300			Jun-18	01Budget2	Harold W.
1-1 Override available by of 600.00 USD 1001-0000-13500-56300-0000-000C 1001-13500-56300			Jun-18	16Budget	Harold W.

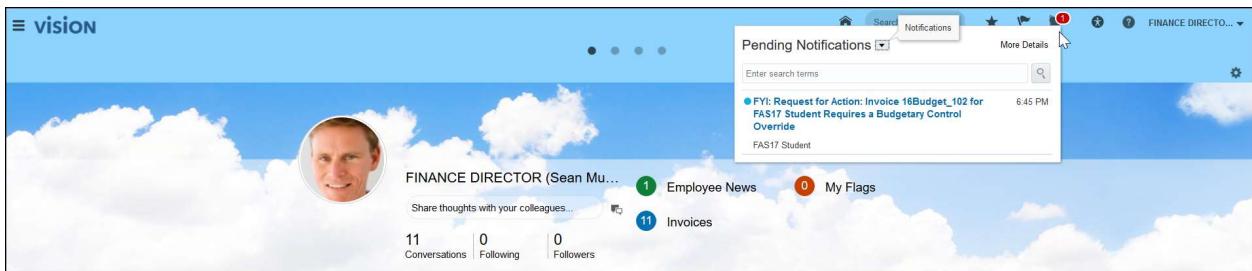
Override Request Notifications

View ▾

Requester	Overrider	Last Notification Sent Date	Notification Count
FAS01 Student	Sean Murphy	6/25/18	1

Done

20. Click **Done**.
21. Click your username and then the **Sign Out** link to sign out.
22. Click **Confirm**.
23. Sign in as **sean.murphy** user.
24. Check the **Notifications** icon to find the Budget Override request.



25. Click on the notification which will open the notification in another window.
- Note:** If the additional window is not opened, kindly check if Pop-ups are blocked.
26. Click on the **Recommended Actions** available in the notification.

Request for Action: Invoice 16Budget_102 for FAS17 Student Requires a Budgetary Control Override

[Dismiss](#) [Actions ▾](#)

Details

Assignee	Sean Murphy	Requester	FAS17 Student
From	FAS17 Student	Request Date	6/12/18 6:45 PM
Assigned Date	6/12/18 6:45 PM		
Task Number	227206		

Recommended Actions

This transaction has failed budgetary control validation. You are requested to override the failure. View transaction details and perform funds override.

27. Invoice will be opened in a new window. Click **Override Funds**.

Invoice: 16Budget_102

[Done](#)

Business Unit	Progress US Business Unit	Invoice Amount	3,500.00 USD	Invoice Type	Standard
Legal Entity Name	Progress US Legal Entity	Unpaid Amount	3,150.00 USD	Intercompany invoice	No
Supplier or Party	Lee Supplies	Payment Currency	USD	Description	
Supplier Site	Lee Progress US	Conversion Rate Type		Funds Status	Partially reserved
Address	11900 MARKET ST, RESTON, VA 20190 FAIRFAX	Conversion Rate		Attachment	None
Invoice Date	6/12/18	Conversion Date			

[Lines](#) [Payments](#)

Items

Actions ▾ View ▾ View Distributions View Results Override Funds Print Detach											
Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order	Receipt	Consumption Advice	Tax Determinants
			Budget Date	Funds Status							
1	3,500.00		6/12/18	Failed							Reston

Summary Tax Lines

Shipping and Handling											
Line	Tax Regime Name	Tax Name	Tax Status Name	Tax Jurisdiction Name	Tax Rate	Rate	Amount	Line	Type	Amount	
No tax.										No shipping and handling.	

28. Enter **Justification** for Overriding Funds and click **Submit**.

Override Funds

* Justification: Funds Approved.

[Submit](#) [Cancel](#)

29. Observe the funds status changes to **Reserved with warning**.

Invoice: 16Budget_102

Business Unit	Progress US Business Unit	Invoice Amount	3,500.00 USD	Invoice Type	Standard
Legal Entity Name	Progress US Legal Entity	Unpaid Amount	3,150.00 USD	Intercompany Invoice	No
Supplier or Party	Lee Supplies	Payment Currency	USD	Description	
Supplier Site	Lee Progress US 1900 MARKET ST, RESTON, VA 20190 FAIRFAX	Conversion Rate Type		Funds Status	⚠ Reserved with warning
Address		Conversion Rate		Attachment	None
Invoice Date	6/12/18	Conversion Date			

Lines Payments

Items

Actions ▾ View ▾ View Distributions View Results Override Funds Detach

Line	Amount	Description	Budgetary Control		Purchase Order		Receipt		Consumption Advice		Tax Determinants		
			Budget Date	Funds Status	Qu.	Unit Price	UOM Name	Number	Line	Schedule	Number	Line	Number
1	3,500.00		6/12/18	⚠ Reserved with warning									Reston

Summary Tax Lines

Shipping and Handling					
Line	Tax Regime Name	Tax Name	Tax Status Name	Tax Jurisdiction Name	Tax Rate
					Rate

No tax.

Amount Line Type Amount

No shipping and handling.

- Click the username and then the **Sign Out** link to sign out.
- Click **Confirm**.
- Sign in as your **FASXX.Student** user as assigned by the instructor.
- Navigate to: **Payables > Invoices > Recent Infotile**.
- Click the **XXBudget_102** Invoice link.

Invoices

Scanned

0 0 17

0-7 8-14 15+

Recent 24 Hours

2

Holds

67 Validation

136 Purchasing

0 Other

Approval

0 Pending

1 Others

1 Rejected

Prepaid

0 0 24

0-30 31-60 61+

View ▾ X Print Detach Create Validate Cancel Post to Ledger

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status
16Budget_102	3,500.00 USD	Lee Supplies	Lee Progress US	Validated	Unaccounted	Not paid
16Budget_10	6,990.00 USD	Lee Supplies	Lee Progress US	Validated	Unaccounted	Not paid

- In **Invoice Summary** region, check the Validation status showing **Validated** and Funds status as **Reserved with warning**.

Edit Invoice: 16Budget_102

Invoice Actions ▾ Save Save and Close Cancel Last Saved 6/12/18 7:11 PM

Invoice Header Show More

Identifying PO	* Number 16Budget_102	Date 6/12/18
Business Unit Progress US Business Unit	* Amount <input type="text" value="USC"/> 3,500.00	* Payment Terms Immediate
Supplier Lee Supplies	Type Standard	Terms Date 6/12/18
Supplier Number 1252	Description	Requester <input type="text"/>
Supplier Site Lee Progress US		Attachments None
Legal Entity Progress US Legal Entity		Note <input type="text"/>
Invoice Group		

Lines Match Invoice Lines View ▾ + Detach Allocate ▾ Cancel Line Distributions

Distribution		Budgetary Control		Reference						
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description	Tax

Invoice Summary

Status
Validation Validated
Funds Reserved with
Account Code Not required
Approval Not required
Accounting Unaccounted
Paid Unpaid
Holds
Installments 0
Line Variance 0
Distribution Variance 0
Manual Holds 0
System Holds 0
Supplier Site No

36. Click **Cancel**.
37. Click the username and then the **Sign Out** link to sign out.
38. Click **Confirm**.

**Practices for Lesson 5:
Implementation Options for
Encumbrance Accounting**

Practices for Lesson 5: Overview

Overview

In these practices, you will be:

- Creating Purchase Requisition and View Encumbrance Accounting Entries.
- Creating a Purchase Order and View Encumbrance Accounting Entries.
- Creating a Payables Invoice and View Encumbrance Accounting Entries.
- View Encumbrance Accounting Journal Entries in GL.

Practice 5-12: Creating Purchase Requisition and Viewing Encumbrance Accounting Entries

Overview

In this practice, you will be:

- Creating a purchase requisition.
- Opening a ledger period.
- Viewing encumbrance accounting entries for purchase requisitions.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

Creating a Purchase Requisition

1. Navigate to: **More... > Procurement > Purchase Requisitions.**
2. Click the drop down arrow on **Shop by Category**
3. Select **Office Technology Progress.**
4. For the **Phaser3610**, click **Add to Cart.**
5. Click **Cart** Icon
6. Click **Review.**
7. In **Delivery** section, enter the **Suggested Buyer** as **Student, FASXX.**

The screenshot shows the Oracle Purchase Requisition creation interface. Under the 'Line 2: Details' tab, the 'Delivery' section is selected. It contains fields for Requester (Student, FAS17), Deliver-to Location Type (Internal), Deliver-to Location (Reston), Deliver-to Address (1910 Oracle Way, RESTON, VA 20190 Fairfax, UNITED STATES), Urgent (No), Requested Delivery Date (6/22/18), and Suggested Buyer (Student, FAS17). The 'Suggested Buyer' field is highlighted with a blue box.

8. Click **Submit.**
 9. Make a note of the **Requisition Number.**
 10. Click **OK.**
 11. Click **Manage Requisitions** and find the status of Requisition as **Approved** and Funds Status as **Liquidated**.
- Note:** Please wait for few minutes and refresh the search results to find the updated statuses. The status changes from Reserved to Liquidated because the system is automatically generating a purchase order for your requisition.

12. Click **Done**.

STOP: Your instructor performs the following steps.

Opening a Ledger Period

13. Navigate to: **General Accounting > Period Close**.
14. Click the **Change** link.
15. Select **Progress US Primary Ledger**.
16. Click **OK**.

Opening the Current Period for Your Primary Ledger.

17. Click the **General Ledger** link.
18. Select the current period.
19. Click **Open Period**.
20. Click **OK**.
21. Click **Done**.
22. Click **Refresh** until the current period is in the **Open** status.

Viewing Encumbrance Accounting entries for Purchase Requisitions

23. Navigate to: **More... > Tools > Scheduled Processes**.
24. Click **Schedule New Process**.
25. Search for **Create Accounting**
26. Click **OK** twice.
27. Enter or select the following parameters:

Parameter	Value
Subledger Application	Purchasing
Ledger	Progress US Primary Ledger
Process Category	Purchase Requisition
Accounting Mode	Final
Process Events	All
Report Style	Detail
Transfer to General Ledger	Yes
Post to General Ledger	Yes
Journal Batch	Encumbrance
Include User Transaction Identifiers	No

Process Details

X

Process Options **Advanced** **Submit** **Cancel**

Name	Create Accounting
Description	Creates subledger journal entries.
Schedule	As soon as possible
Submission Notes	

Basic Options

Parameters

* Subledger Application	Purchasing
* Ledger	Progress US Primary Ledg
Process Category	Purchase Requisition
* End Date	6/22/18
* Accounting Mode	Final
* Process Events	All
* Report Style	Detail
* Transfer to General Ledger	Yes
* Post in General Ledger	Yes
Journal Batch	Encumbrance
* Include User Transaction Identifiers	No

28. Click **Submit**.
29. Click **OK**.
30. Refresh until the status of **Create Accounting Execution Report** process shows **Succeeded**.
31. Select the **Create Accounting Execution Report** row.
32. Scroll to the **Output** section.
33. Click the **Default Document** link.

Scheduled Processes

Overview

▶ Search Saved Search | Last 24 hours ▾

Search Results

View Flat List Hierarchy

Actions ▾ View ▾ Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log

Name	Process ID	Status	Scheduled Time	Submission Time
Carry Forward Subledger Accounting Balances	1351414	Queued	6/22/18 3:49 PM UTC	6/22/18 3:49 PM UTC
Open General Ledger Periods	1351413	Succeeded	6/22/18 5:25 PM UTC	6/22/18 5:25 PM UTC
Create Accounting Execution Report	1351408	Succeeded	6/22/18 3:50 PM UTC	6/22/18 3:50 PM UTC
Post Journals for Single Ledger	1351407	Succeeded	6/22/18 3:50 PM UTC	6/22/18 3:50 PM UTC
Import Journals: Child	1351406	Succeeded	6/22/18 3:50 PM UTC	6/22/18 3:50 PM UTC
Post Subledger Journal Entries: Subprocess	1351405	Succeeded	6/22/18 3:49 PM UTC	6/22/18 3:49 PM UTC
Post Subledger Journal Entries	1351404	Succeeded	6/22/18 3:49 PM UTC	6/22/18 3:49 PM UTC

Attachment ESS_L_1351408

Output

1 of 4

Automatic Zoom

34. Select **Open with**.
35. Click **OK**.
36. Review the **Commitment** journals created.
37. Close the output file.

Practice 5-13: Verifying a Purchase Order and Viewing Encumbrance Accounting Entries

Overview

In this practice, you will be:

- Verifying the Purchase Order.
- Viewing Encumbrance Accounting entries for Purchase Order.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Verifying the Purchase Order

Tasks

1. Navigate to: **More... > Procurement > Purchase Orders > Tasks panel tab > Requisitions > View Requisition Lines.**
2. Enter your **Requisition** number.
3. Click **Search**.
4. Click on the **Order Number** link.
5. Make a note of the **Order Number**.
6. Click **Done**.

STOP: Your instructor performs the following steps.

Viewing Encumbrance Accounting entries for Purchase Orders

7. Navigate to: More... > Tools > Scheduled Processes.
8. Click **Schedule New Process**.
9. Search for **Create Accounting**
10. Click **OK** twice.
11. Enter or select the following parameters:

Parameter	Value
Subledger Application	Purchasing
Ledger	Progress US Primary Ledger
Process Category	Purchase Order
Accounting Mode	Final
Process Events	All
Report Style	Detail

Transfer to General Ledger	Yes
Post to General Ledger	Yes
Journal Batch	Encumbrance PO
Include User Transaction Identifiers	No

12. Click **Submit**.
13. Click **OK**.
14. Refresh until the status of **Create Accounting Execution Report** process shows **Succeeded**.
15. Select the **Create Accounting Execution Report** row.
16. Scroll to the **Output** section.
17. Click the **Default Document** link.
18. Select **Open with**.
19. Click **OK**.
20. Review the **Obligation** journals created.
21. Close the output file.

Practice 5-14: Creating a Payables Invoice and View Encumbrance Accounting Entries

Overview

In this practice you will be:

- Creating a PO matched Invoice.
- Viewing Encumbrance Accounting entries for Invoice.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

Creating a PO matched Invoice

1. Navigate to: **Payables > Invoices >Tasks panel tab > Create Invoice.**
2. In the **Identifying PO** field enter and select your purchase order number.
Note: Most of the values will automatically populated after entering the Purchase Order number.
3. Enter:

Field	Value
Number	XXBudget_103
Amount	699.00

4. In the **Lines** section, Click the **Go** icon for **Match Invoice Lines**.
5. Select the check box **Match** for the PO line.
6. Click **Apply**
7. Click **OK**.
8. Click **Invoice Actions** drop down arrow.
9. Select **Validate**.
10. Click **Save and Close**.

STOP: Your instructor performs the following steps.

Viewing Encumbrance Accounting entries for Purchase Orders

11. Navigate to: More... > Tools > Scheduled Processes.
12. Click **Schedule New Process**.
13. Search for **Create Accounting**

14. Click **OK** twice.
15. Enter or select the following parameters:

Parameter	Value
Subledger Application	Payables
Ledger	Progress US Primary Ledger
Process Category	Invoices
Accounting Mode	Final
Process Events	All
Report Style	Detail
Transfer to General Ledger	Yes
Post to General Ledger	Yes
Journal Batch	Encumbrance AP
Include User Transaction Identifiers	No

16. Click **Submit**.
17. Click **OK**.
18. Refresh until the status of **Create Accounting Execution Report** process shows **Succeeded**.
19. Select the **Create Accounting Execution Report** row.
20. Scroll to the **Output** section.
21. Click the **Default Document** link.
22. Select **Open with**.
23. Click **OK**.
24. Review the journals created.
25. Close the output file.

Practice 5-15: View Encumbrance Accounting Journal Entries in GL

Overview

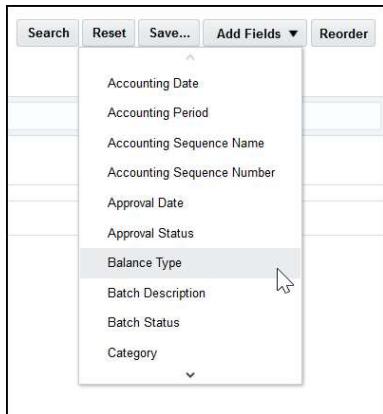
In this practice, you will be viewing Encumbrance Accounting Journal entries in General Ledger.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

1. Navigate to: **General Accounting > Journals**.
2. Verify the Data Access Set. Select **Primary US Primary Ledger** if not selected by default.
3. Go to **Tasks panel tab > Journals > Manage Journals**.
4. Click **Add Fields** drop down and select **Balance Type**.



5. Select **Current Period** as **Accounting Period** and **Encumbrance** as **Balance Type**.
6. Click **Search**.
7. Click on the **Journal Batch of Encumbrance AP Payables....**

Data Access Set: Progress US Primary Ledger [Change]								
Manage Journals								
<input type="button" value="Search"/> Actions ▾ View ▾ Format ▾ + <input type="button" value="Detach"/> Wrap Post Batch Reverse Batch Reverse Journal Basic Manage Watchlist Saved Search All Journals								
Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status	
JUN-18Purchase Invoices ...	Encumbrance AP Payable...	JUN-18	Payables	Purchase Invoic...	21,669.00 USD	21,669.00 USD	Posted	
JUN-18Purchase Invoices ...	Payables E 13502640000...	JUN-18	Payables	Purchase Invoic...	279.00 USD	279.00 USD	Posted	
JUN-18Purchase Invoices ...	Payables E 13502790000...	JUN-18	Payables	Purchase Invoic...	699.00 USD	699.00 USD	Posted	
JUN-18Purchase Order 30...	Encumbrance PO Purchas...	JUN-18	Purchasing	Purchase Order	21,669.00 USD	21,669.00 USD	Posted	
JUN-18Purchase Order 30...	Purchasing E 1350241000...	JUN-18	Purchasing	Purchase Order	2,097.00 USD	2,097.00 USD	Posted	

8. In **Journal Lines** section, click on the **Credit Amount** link.

Journal Lines								
<input type="button" value="Search"/> Actions ▾ View ▾ Format ▾ + <input type="button" value="Detach"/> Wrap								
Line	* Account	Entered (USD)			Description			
		Debit		Credit				
1	1001-0000-13500-56100-0000-0000-000			21,669.00	Journal Import Created			
2	1001-0000-00000-31130-0000-0000-000		21,669.00		Journal Import Created			
Total		21,669.00		21,669.00				
Columns Hidden 11								

Note: The credit amount will be different than the screenshot depending on the number of students.

9. In **Subledger Journal Lines** page, click **View Journal Entry**.

Data Access Set: Progress US Primary Ledger									
Subledger Journal Lines									
Ledger Progress US Primary Ledger			Account 1001-0000-13500-56100-0000-0000-00000000						
Journal Source Payables			Account General Fund-Balance Sheet-General Accounting-General supplies-Description None-Balance Sheet-Unspecified						
View ▾	<input type="button" value="View Journal Entry"/>	<input type="button" value="Detach"/>	Accounting Date	Transact Number	Accounting Class	Accounted (USD)	Event Type	Line Description	Attachments
						Debit	Credit		
			6/22/18	04Budg...	Purchase order	699.00	Invoice Validated		None
			6/21/18	04Budg...	Purchase order	6,990.00	Invoice Validated		None
			6/18/18	01Budg...	Purchase order	6,990.00	Invoice Validated		None
			6/16/18	16Budg...	Purchase order	6,990.00	Invoice Validated		None
1001-0000-13500-56100-0000-0000-00000000: Transaction Information									
<input type="button" value="View Transaction"/>									

10. Verify the Journal Lines, Accounting Class, Encumbrance Type and Line Description.

Journal Entry: 16Budget_103

Actions ▾ View Transaction Done

Journal

General Transaction Details Ledger Attributes Additional Information

Ledger Progress US Primary Ledger Completion Date 6/14/18
Status Final Legal Entity Name
Accounting Date 6/14/18 Entry Type Standard
Entry Description Supplier : Lee Supplies , Supplier Site : Lee Progress US , Invoice Type : Standard

Journal Lines

View ▾ Detach Override Account

Line Account	Accounted (USD)		Accounting Class	Encumbrance Type	Line Description	Supporting References
	Debit	Credit				
1 1001-0000-00000-31130-0000-0000-00000000	699.00		Reserve for encumbrance	Obligation	Reserve for encumbrance	
2 1001-0000-13500-56100-0000-0000-00000000		699.00	Purchase order	Obligation		
Total	699.00	699.00				

11. Click **Done** twice.

12. Click **Cancel**.

13. Click **Done**.

Practices for Lesson 6: Reporting on Budgetary Control and Encumbrance Accounting

Practices for Lesson 6: Overview

Overview

In these practices, you will be:

- Using the Budget Monitor.
- Exploring Smart View.
- Creating a report from the Financial Reporting Studio.
- Viewing BI Publisher reports.
- Using the OTBI Budgetary Control Subject Area for analysis.

Practice 6-16: Using the Budget Monitor

Overview

In this practice, you will be:

- Defining your own Budget Account Group.
- Viewing the Budget Consumed Infolet and drill down to transaction.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

Define Budget Account Group

1. Navigate to: **Budgetary Control > Budgetary Control Dashboard**.
2. In the **Budget Monitor** section, click the **View** menu.



3. Select **Budget Account Group > Create**.
4. Enter:

Field	Value
Name	XXBudget Account Group
Control Budget	XXBudget
Description	For tracking available funds
Set as Default in my Budget Monitor	Select
Display on my infolet	Select

Create Budget Account Group

General

* Name	16Budget Account Group	Funds Availability as a Percentage of Budget
* Control Budget	16Budget	
Description	For tracking available funds	Starting from 100% Funds Availability
		Running Low
		Critically Low

Set as default in my Budget Monitor

Display on my infolet

Save ▾ Cancel

5. In the **Budget Accounts** section, click the **Add Row** button.
6. Enter:

Field	Value
Budget Account Label	XXGeneral Supplies Budget
Fund	1001
Department	13500
Account	56100

Budget Accounts

View ▾ Format ▾ + X Freeze Wrap

Budget Account Label	* Fund	* Department	* Account
General Supply	1001	13500	56100

7. Select the **Save** drop-down list.
8. Click **Save and Close**.
9. In the **Budget Monitor** section, find the details of Budget, Consumption and Funds Available.

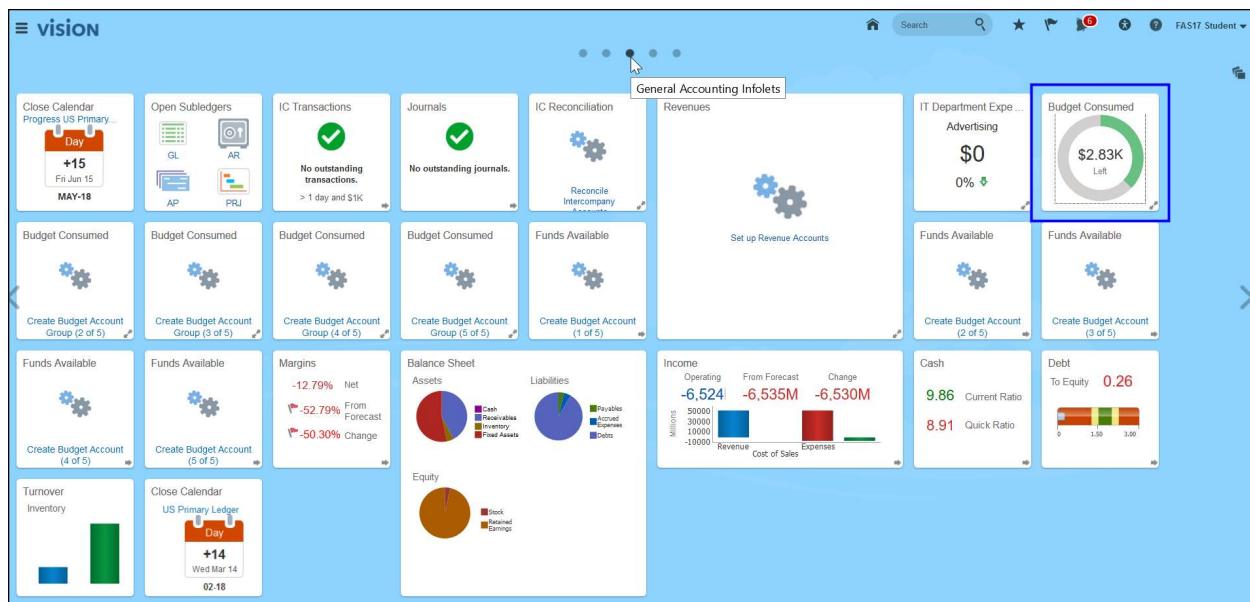
Budgetary Control Dashboard

Budget Monitor

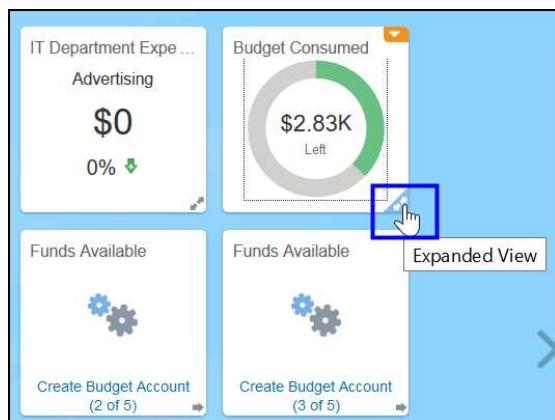
View	Jun-18	* Balance	Period to date		
Fund	Department	Account	Budget (USD)	Consumption (USD)	Funds Available
Total	Total		Amount (USD)	Budget (%)	
1001	13500	56100	4,510.00	1,677.00	2,833.00

Viewing the Budget Consumed Infolet and drill down to transaction

10. Navigate to: Home page > Page Control dot for General Accounting Infolets to find Budget Consumed Infolet.



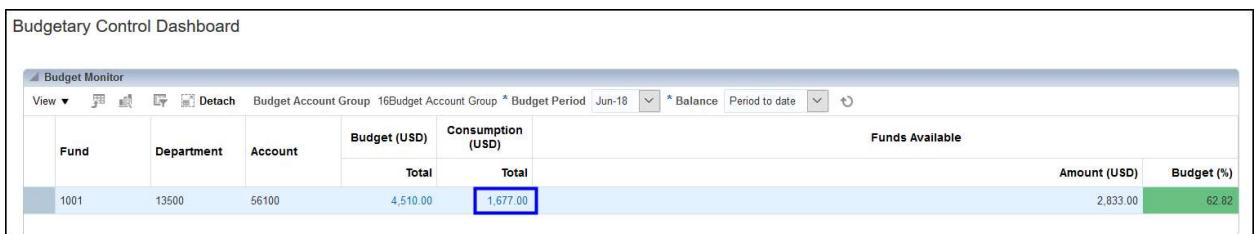
11. Hover over the center of the **Budget Consumed** infolet to view the Total Budget, Used and Budget Accounts Requiring Attention.
12. Click on the **Expanded View** icon of **Budget Consumed**.



13. Click **Show More**.



14. Click on Amount link in Consumption on Budgetary Control Dashboard.



15. Click on Amount link in Expenditures on Review Budgetary Control Balances.



16. Click XXBudget_103 link to open the details of Invoice.

Review Budgetary Control Transactions

Control Budget: 16Budget Balance Type: Expenditure
 Budget Period: Jun-18 Balance: 978.00 USD
 Budget Account: 1001-13500-56100 Budget Currency: USD

Budget Transactions

Budget Date Transaction Related Transaction Reserved Transaction Amount Activity				Reserved	Liquidated
6/14/18	T101		279.00 USD	Reservation	279.00
6/14/18	16Budget_103		699.00 USD	Reservation	699.00

17. Verify the details of Invoice and click Done thrice.

Invoice: 16Budget_103

Business Unit: Progress US Business Unit	Invoice Amount: 699.00 USD	Invoice Type: Standard
Legal Entity Name: Progress US Legal Entity	Unpaid Amount: 629.10 USD	Intercompany Invoice: No
Supplier or Party: Lee Supplies	Payment Currency: USD	Description:
Supplier Site: Lee Progress US	Conversion Rate Type:	Funds Status: Reserved
Address: 11900 MARKET ST, RESTON, VA 20190	Conversion Rate:	Attachment: None
Invoice Date: 6/14/18	Conversion Date:	

Lines **Payments**

Items

Line	Amount	Description	Budgetary Control		Purchase Order		Receipt		Consumption Advice		Tax Determinants	
			Budget Date	Funds Status	Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	699.00	Phaser3610	6/14/18	Reserved	1	699 Ea	703570	1	1	Reston		

Summary Tax Lines

Line	Tax Regime Name	Tax Name	Tax Status Name	Tax Jurisdiction Name	Tax Rate	Rate	Amount	Line	Type	Amount
No tax.							Shipping and Handling			
							No shipping and handling.			

Totals

Tax charges summary	Items	699.00
Inclusive Tax	Freight	0.00

Practice 6-17: Exploring Smart View

Overview

In this practice, you will be:

- Creating an ad hoc analysis in Smart View.
- Defining a Report with the Query Designer in Smart View

Assumptions

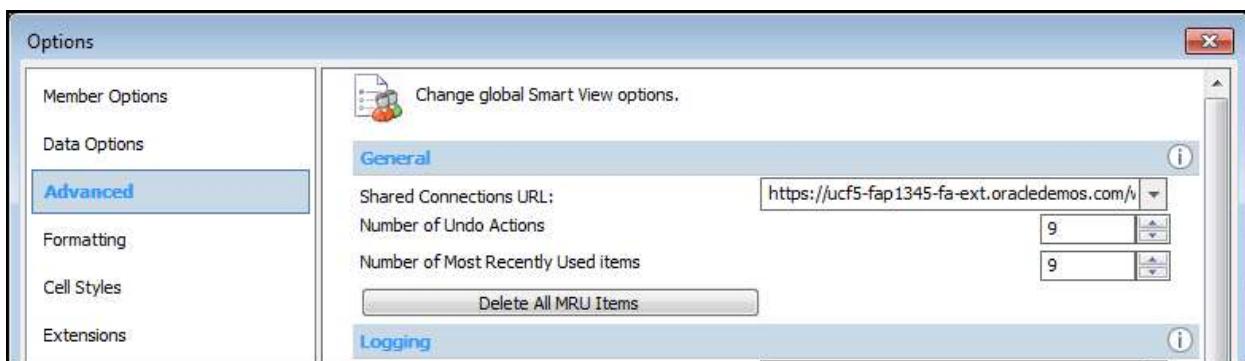
Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

Configuring Smart View to Connect to Oracle Cloud Applications.

Note: This is done using the **Smart View Shared Connections URL**. Do this by copying a URL from **Workspace**.

1. Navigate to: **Financial Reporting Center**.
2. Click on the **Tasks** panel tab icon at the far right of the page and then click the **Open Workspace for Financial Reporting** link.
3. In the **Workspace URL**, remove **/index.jsp**.
4. Copy the URL that remains, for instance: **https://ucfX-fapXXXX-fa-ext.oracledemos.com/workspace**. Where **XXXX** is the Instance unique for your class.
5. Open Excel using **Start > Programs > Microsoft Office > Microsoft Excel 2007**.
6. Navigate to: **Smart View ribbon > Options > Advanced**.
7. In the **Shared Connections URL** field, replace everything before **/SmartViewProviders** with the copied URL.

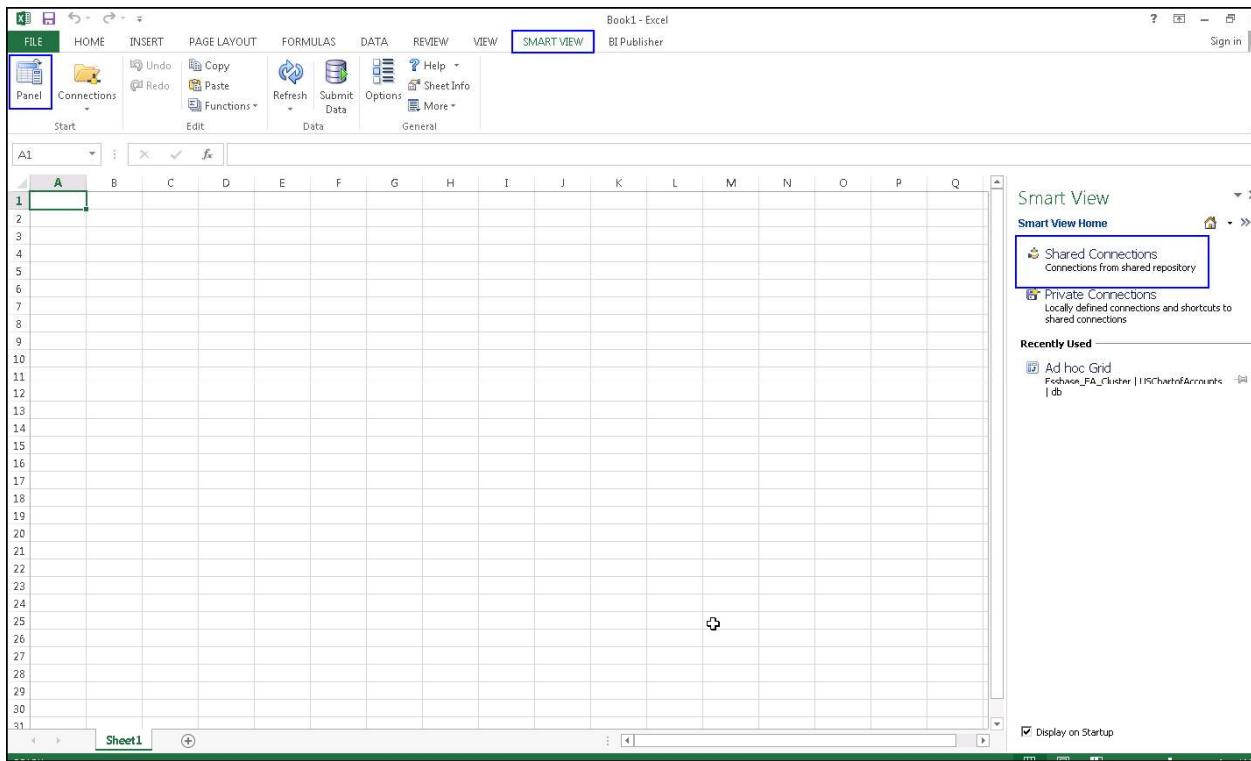


8. Click **OK**.

Creating an Ad Hoc Analysis

9. Go to the **Smart View ribbon > Panel**.

10. Click **Shared Connections**.



11. Sign in with your **FASXX.Student** username and password credentials.

12. Click the **Select Server to proceed** drop-down list.

13. Select **Oracle @ Essbase** from the list of shared connections.

14. Expand the **Essbase_FA_Cluster**.

15. Expand the **XCC_MonthlyReporting** cube.

16. Highlight **db** (do not expand db.)

Note: A list of functions appears on the panel.

17. Click **Connect**.

Note: Be patient, it might take a little time.

18. Click **Ad hoc Analysis**.

19. Go to the **Essbase** ribbon > **POV**.

Note: This **Point of View** (POV) window enables you to select values for your data dimensions, so you can pinpoint the information that you want in your Excel analysis. This window can be floating or docked at the top or side of the screen. Drag the title bar to move or dock the window.

20. Open the **Fund** dimension by clicking the drop-down arrow and selecting the ellipsis or ... link. To move to the next dimension, click on the Dimension drop-down arrow in the Member Selection dialog box. Remove each default selection using the **Remove** icon in the center of the window. Select the following values using the **Add** button in the center of the window:

Dimension	Value
Fund	1001-General Fund
Department	[All Department Values].[13500]
Account	56100-General supplies
Amount Type	Budget to Date
Balance Amount	Funds Available

21. Click **OK**.
 22. Click **AccountingPeriod** in column **A** row **3**.
 23. Right-click **Smart View > Member Selection**.
 24. Remove the default value and expand the current year and quarter
 25. Select the current year and move it to the selected section.
 26. Click **OK**.
 27. Click **Control Budget** in column **B** row **2**.
 28. From the **Essbase** ribbon, select **Member Selection**.
 29. Select your **XXBudget** and move it to the selected section.
 30. Click **OK**.
 31. On the POV, click **Refresh**.

The screenshot shows an Excel spreadsheet titled 'Book1 - Excel' with the 'BI Publisher' ribbon tab selected. The main menu includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, SMART VIEW, ESSBASE, and BI Publisher. The ESSBASE tab is active. The ribbon also has sections for Analysis, Data, and Smart View.

The worksheet contains data for '04Budget' dated JUN-18, with row 2 labeled '04Budget' and row 3 showing 'JUN-18' and '492311'. A 'POV Sheet1_1' dialog box is open, displaying various filters and settings for the analysis.

The right side of the screen shows the 'Smart View' pane, which lists 'Shared Connections' under 'Oracle BI Essbase'. It includes a tree view of various database connections and objects, such as '1001-General Fund', 'All Department Values', '56100-General supplies', 'Budget to Date', and 'Funds Available'. There are also buttons for 'Add to Private connections', 'Ad hoc analysis', 'Create new Smart Slice', 'New Smart Query Sheet', and 'More >'.

Saving the Analysis

32. Click **Save**.
33. Select **My Documents**.
34. Name it: **XXFunds Available**.
35. Click **Save**.
36. Close **Excel**.

Practice 6-18: Creating a Report from Financial Reporting Studio

Overview

In this practice, you will be creating a new financial report from Financial Reporting Studio.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

Obtaining a URL for the Financial Reporting Studio

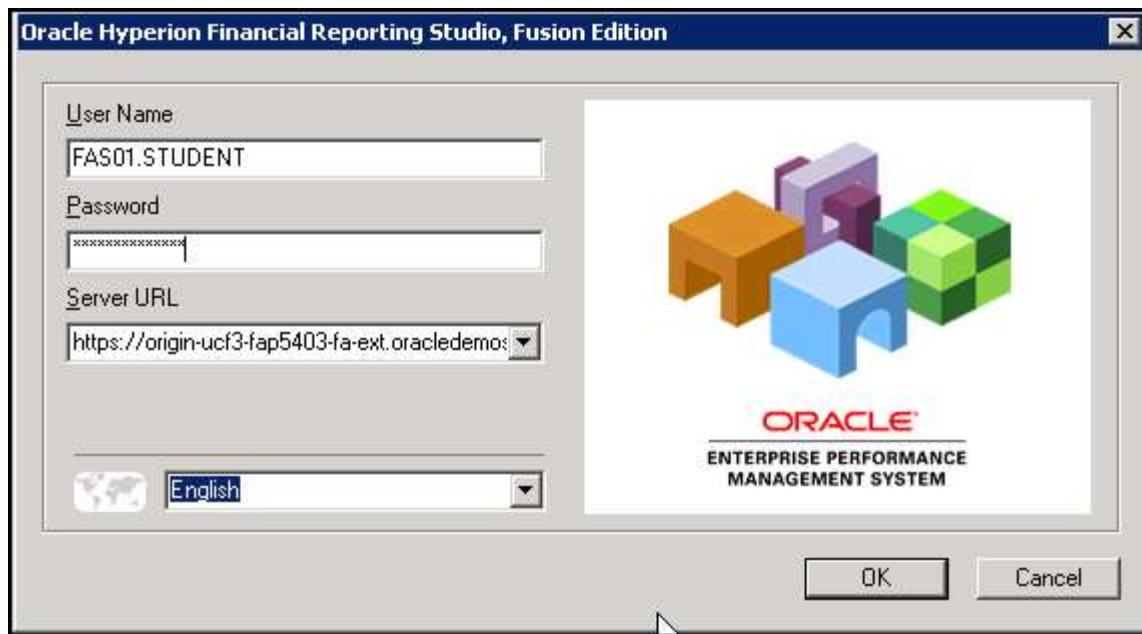
1. Navigate to: **Financial Reporting Center**.
2. Click on the Tasks panel tab icon at the far right of the page and then click the **Open Workspace for Financial Reporting** link.
3. In the **Workspace URL**, remove `/workspace/index.jsp`.
4. Copy the URL that remains, for instance: <https://ucfX-fapXXXX-fa-ext.oracledemos.com>. Where **XXXX** is the Instance unique for your class.

Note: You use this **Server URL** when you login to the **Financials Reporting Studio** in step 7.

Accessing the Financial Reporting Studio on your desktop

5. Navigate to **Start menu > Programs > Oracle > Financial Reporting Studio > Financial Reporting Studio**.
6. Enter your **FASXX.Student** name and password.

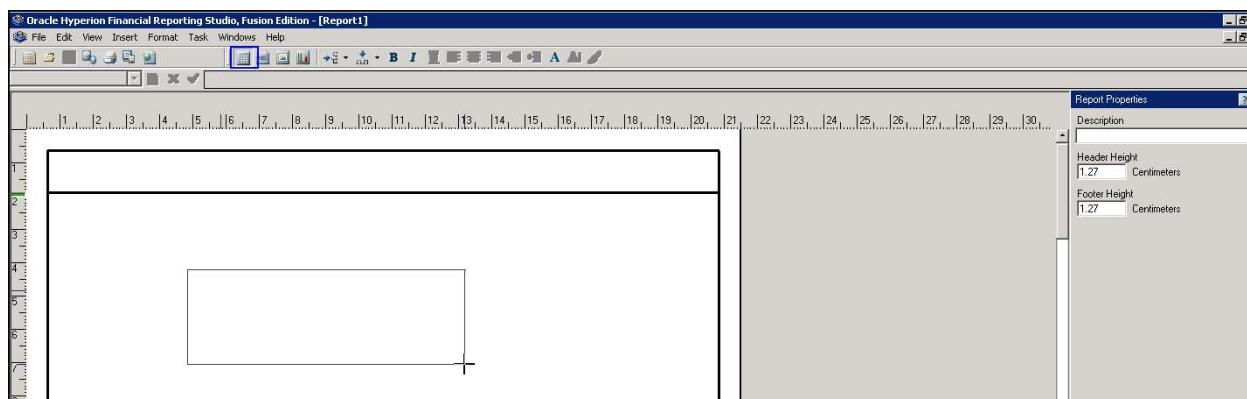
- Paste the copied URL into the Server URL and add **origin-** before **ucfX**. For example, <https://origin-ucfX-fapXXXX-bi.oracledemos.com>.



- Click **OK**.

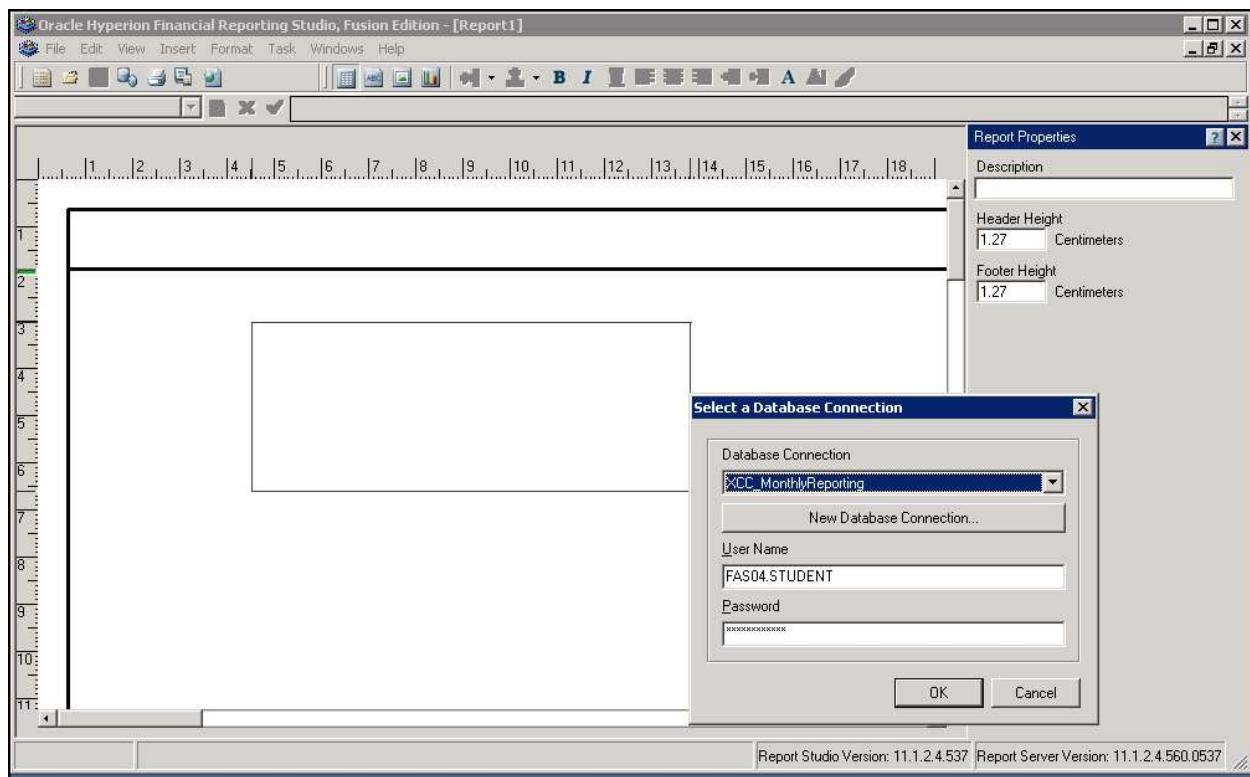
Defining a New Report and Grid

- Click the **New Report** button (first icon on the tool bar) or **File** menu > **New** > **Report**.
- From the menu click on **View** > **Guidelines**.
- Click the **New Grid** button (first icon in the second set on the tool bar).
- Draw a box on the pallet to create the grid for your report.



- Click the **Database Connection** list.

14. Select XCC_MonthlyReporting.



15. Click OK.

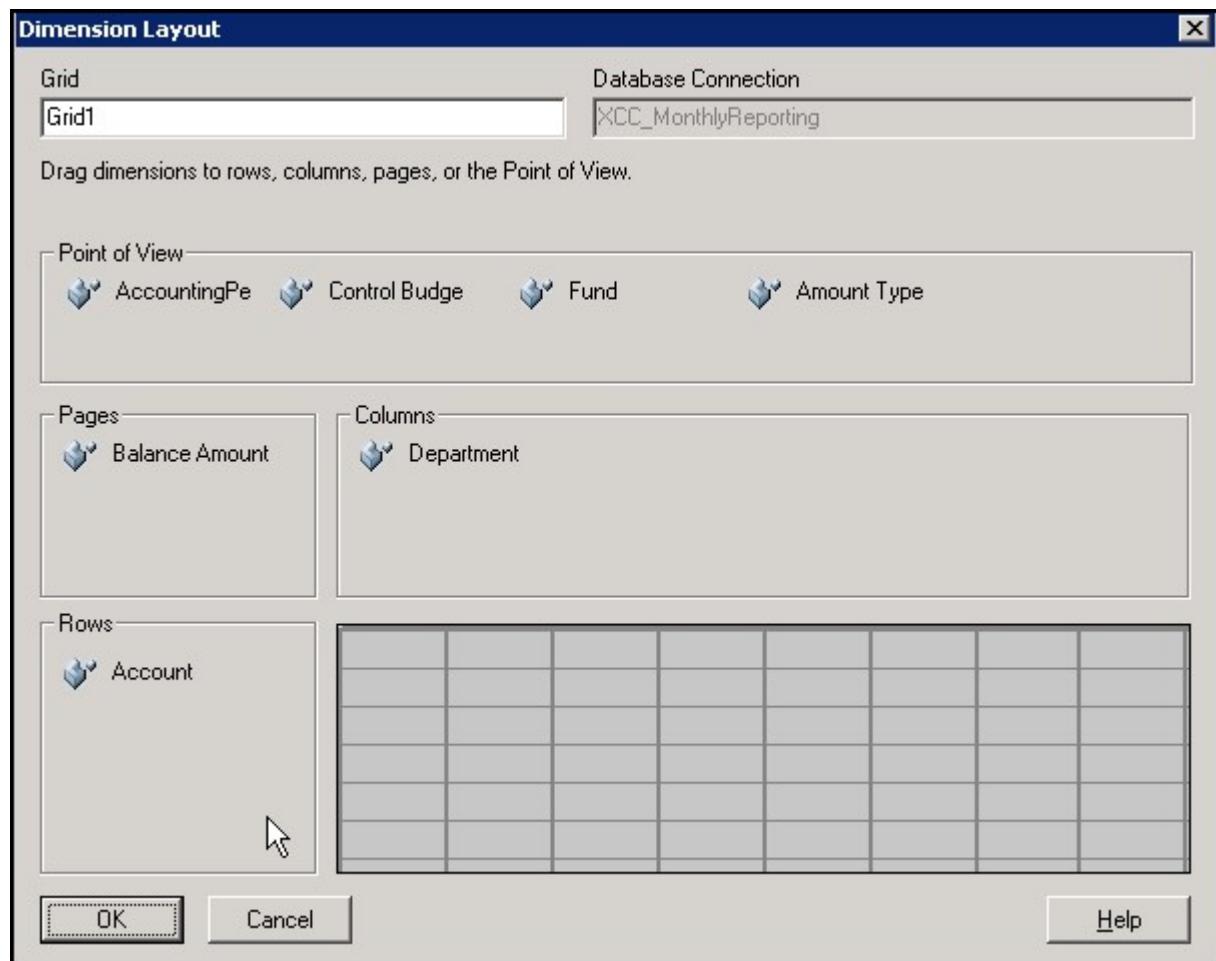
Note: The **Dimension Layout** window that opens to arrange your dimensions in one of the three report levels: pages, columns, and rows.

Selecting the Point of View Dimensions for the Grid

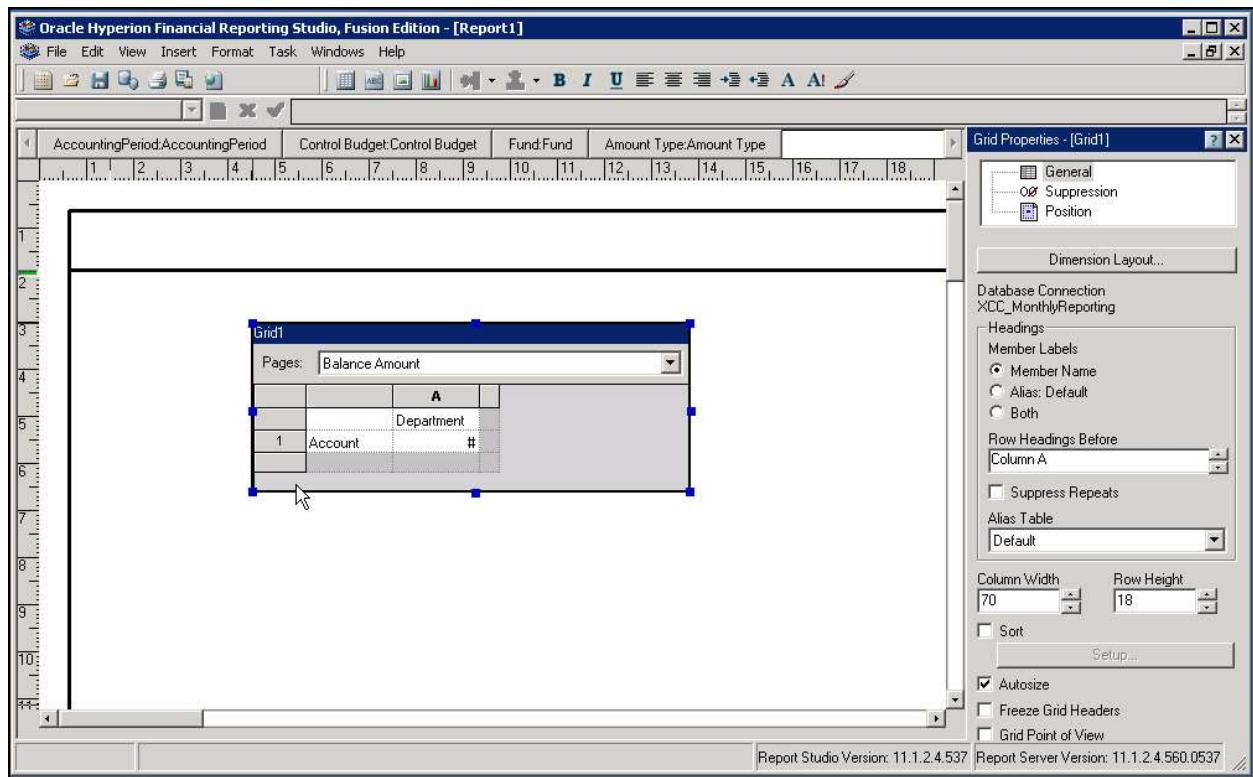
16. Drag and drop the following dimensions to the following grid sections:

Tip: Click the icon in front of the name to select for dragging.

Dimension	Grid Section
Department	Columns
Account	Rows
Balance Amount	Pages



17. Click OK.

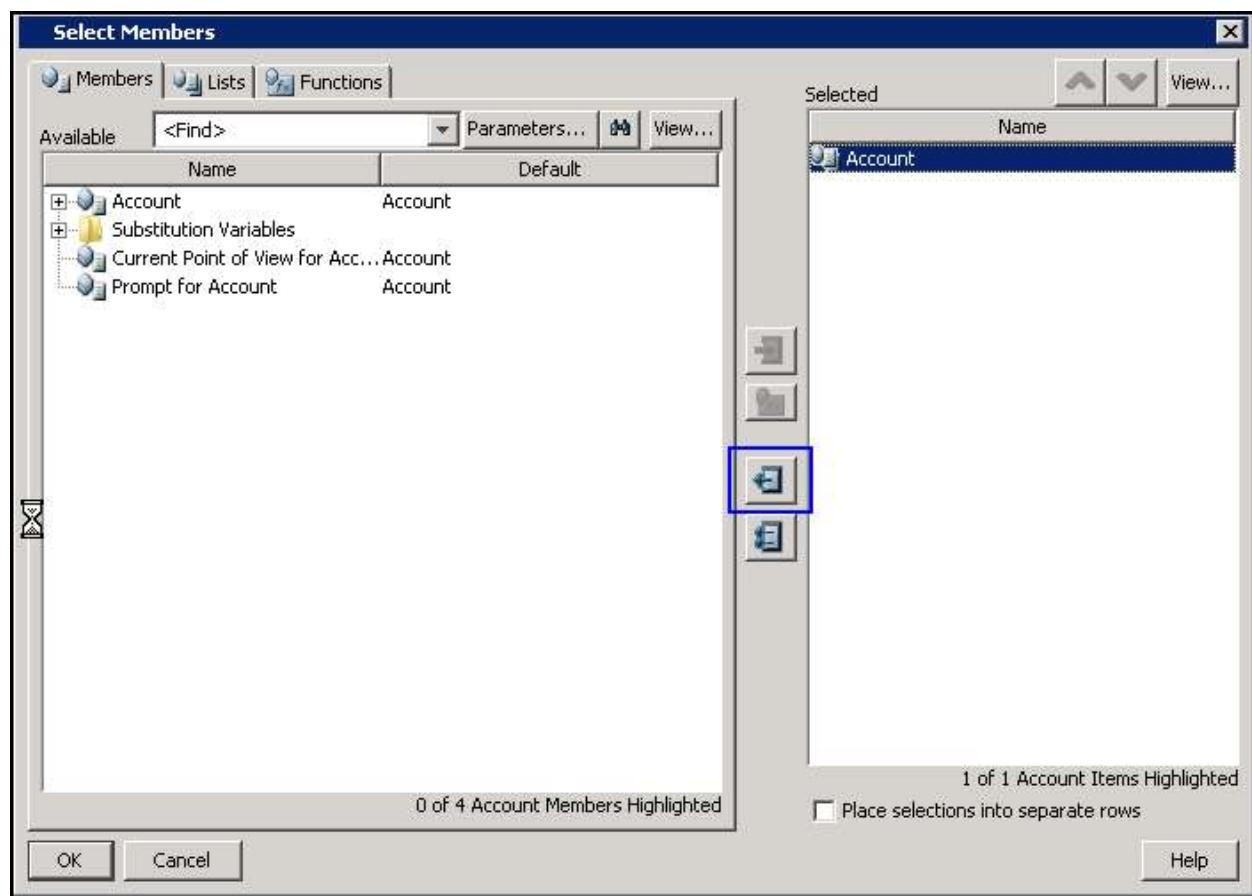


Selecting the Account Dimension Member

18. Double-click Account.

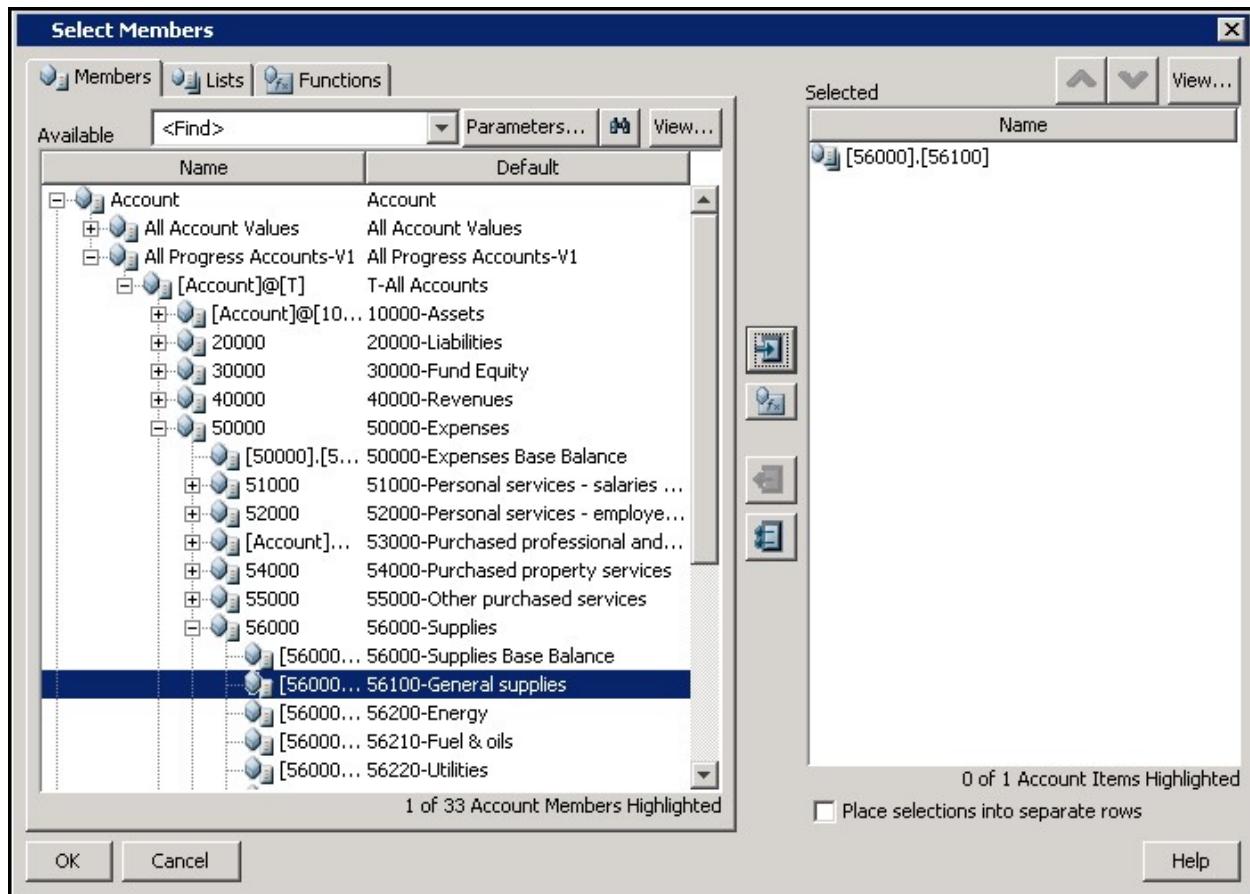
Note: This opens the Select Members window.

19. In the **Selected** section, click on **Account** and then click the **Remove** icon.



20. In the **Available** section, expand **Account > All Progress Accounts-V1 > [Account]@[T] > 50000 > 56000**.
21. Select using the **Default** column **56100-General supplies**.

22. Click the **Add** icon.



23. Click **OK**.

Saving your report

24. Click **File > Save As**.

25. Double click on **My Folders**.

26. Enter the name for the report: **XXBudget Balances**.

27. Click **Save**.

Warning: Save often.

Selecting Department Dimension Member

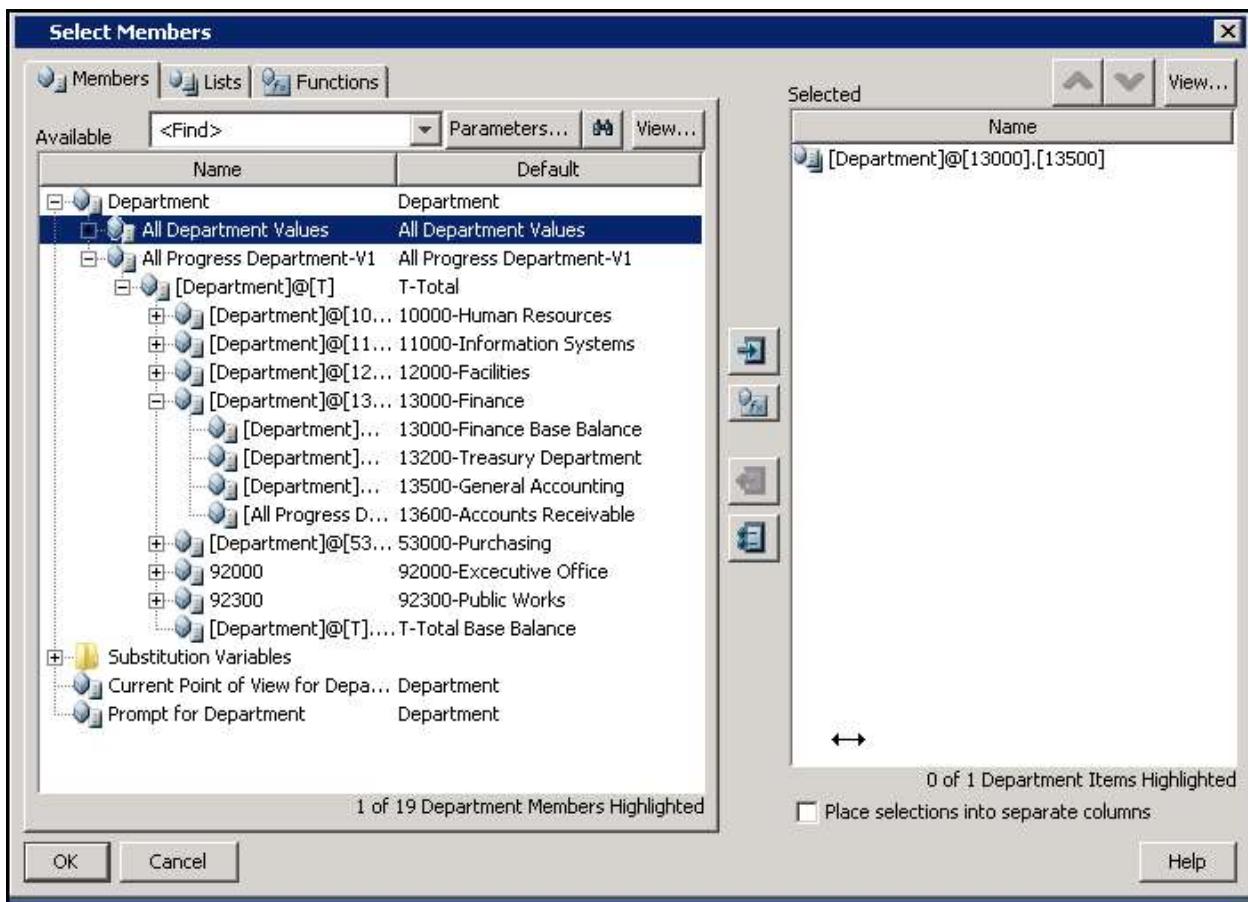
28. Double Click on **Department** in Column A.

29. In the **Selected** section, click on **Department** and then click the **Remove** icon.

30. In the **Available** section, expand **Department > All Progress Department-V1 > [Department]@[T] > [Department]@[13000]**.

31. Select using the **Default** column **13500-General Accounting**.

32. Click the **Add** icon.

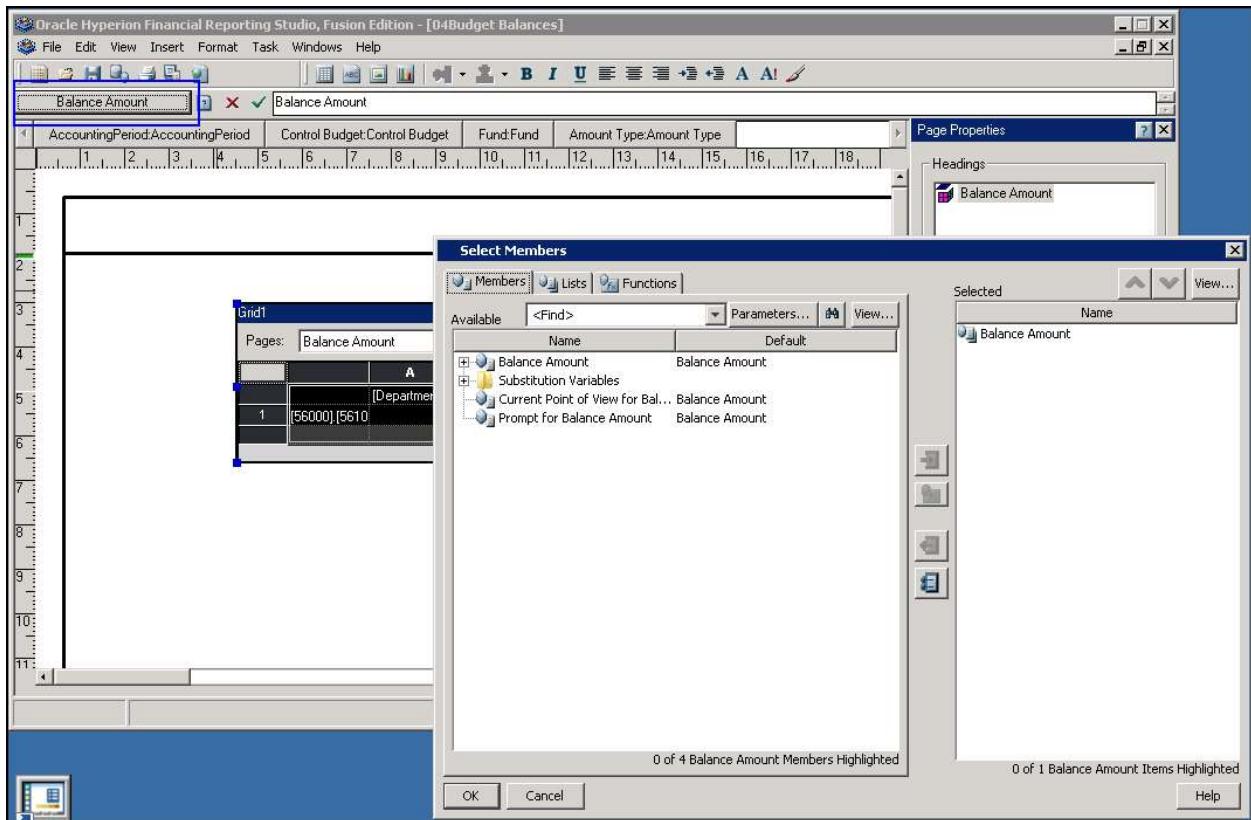


33. Click **OK**.

Selecting the Balance Amount Dimension Members

34. In the **Grid1**, click on **Pages**.

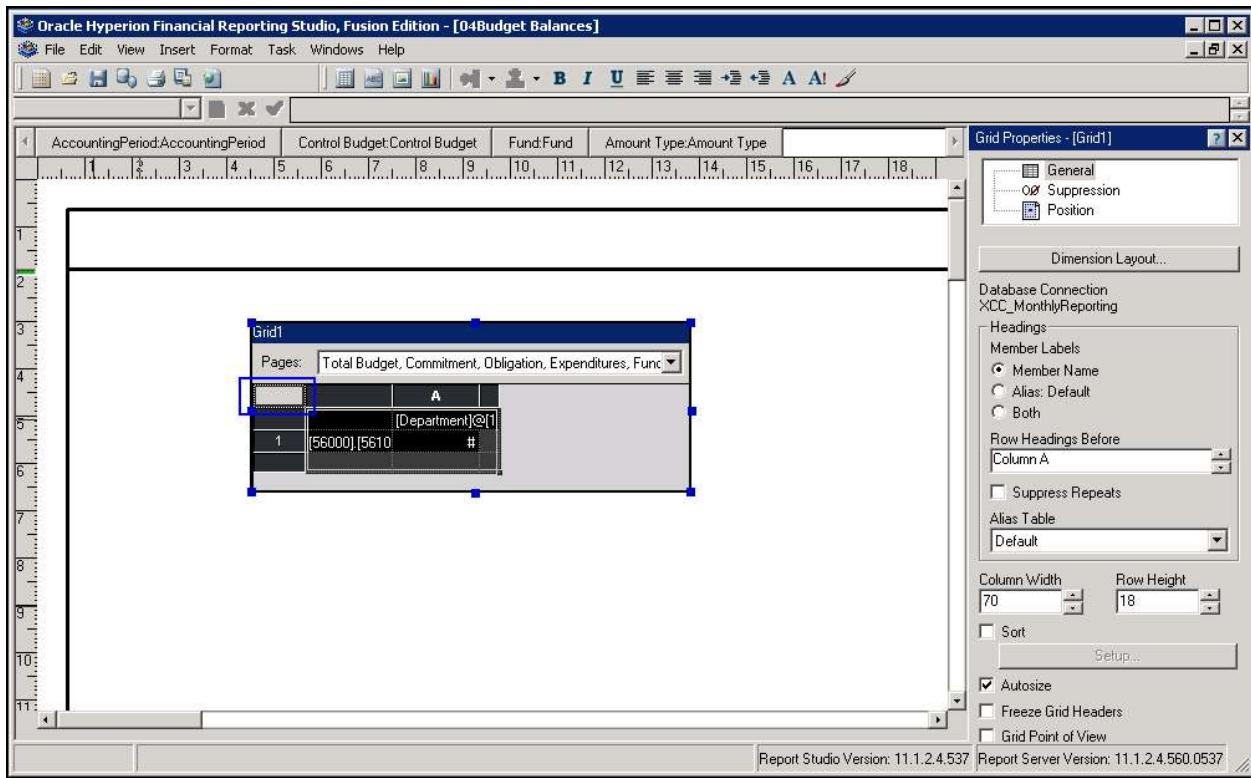
35. Click on the **Balance Amount** dimension.



36. In the **Selected** section, click on **Balance Amount** and then click the **Remove** icon.
37. In the **Available section**, expand **Balance Amount**.
38. Select and Add the following to the Selected section:

Member
Total Budget
Commitment
Obligation
Expenditures
Funds Available

39. Click **OK**.
 40. Click the **Grid** object (the intersection of rows and columns on the left margin).
- Note:** This activates the grid and opens the **Grid Properties** sheet.



41. Right-click the **Grid** object.
42. Select **Grid Point of View**.
43. Click the **AccountingPeriod: User Point of View for AccountingPeriod** button.
44. Select for following members for each dimension:

Dimension	Member
AccountingPeriod	Current Period
Control Budget	XXBudget
Fund	1001
Amount Type	PTD

45. Click **OK**.

Previewing the Report

46. Click **File > PDF Preview**.
47. Use the **Next Page** button to see all the columns.
48. Go back to your definition and adjust anything that does not look correct.

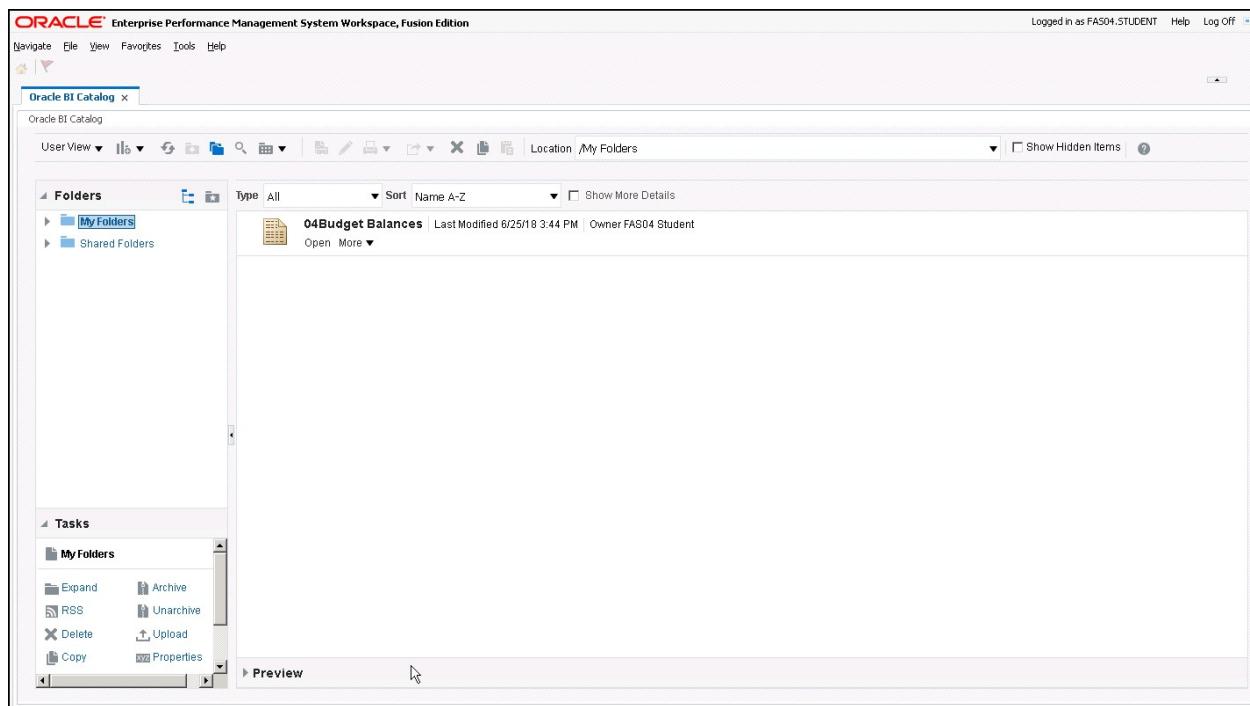
Opening the report from Workspace

Note: The report may not open from Firefox, use Internet Explorer instead.

49. Sign in to the application.
50. Navigate to: **Financial Reporting Center**.
51. Click on the Tasks panel tab icon at the far right of the **Overview** page and then click **Open Workspace for Financial Reports**.

Note: This opens a new web page entitled **Enterprise Performance Management System Workspace, Fusion Edition**.

52. Click on **Navigate > Applications > BI Catalog**.
53. Click on **My Folders**. Your **XXBudget Balances** should be visible.



54. Click **Open**.



55. Use the **Page** drop down to changes pages.
56. Close the **XXBudget Balances**.

Practice 6-19: Viewing BI Publisher Reports

Overview

In this practice, you will be

- Viewing BI Publisher Report - Budgetary Control Analysis report.
- Viewing Budgetary Control Exception Analysis Report from Scheduled Processes.

Assumptions

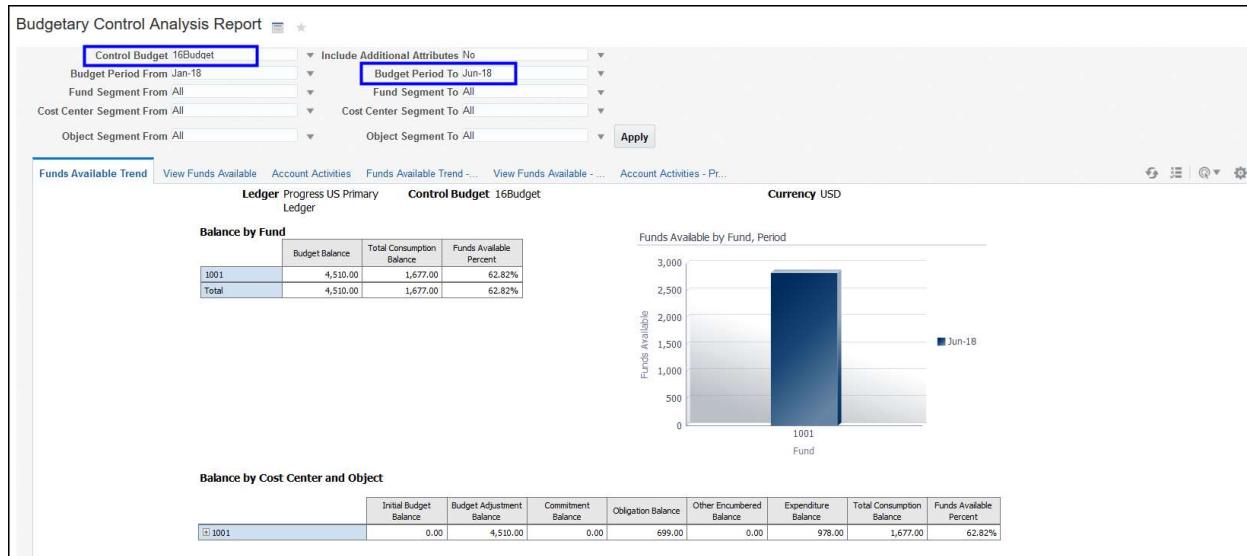
Sign in as **Harold.Wilson** user login who is the Budget Manager for **XXBudget**.

Tasks

Viewing BI Publisher Report - Budgetary Control Analysis report

1. Navigate to: **Financial Reporting Center**.
2. Click on the **All** tab.
3. In the **Search** field, enter **Budgetary Control Analysis Report** and click **Search**.
4. Select the **Budgetary Control Analysis Report**.
5. Select the following parameters and click **Apply**:

Parameter	Value
Control Budget	XXBudget
Budget Period To	Current Period



6. Click **View Funds Available** tab.

7. Click **Done**.

Viewing Budgetary Control Exception Analysis Report from Scheduled Processes

8. Navigate to: **More...Tools > Scheduled Processes**.
9. Click **Schedule New Process**.
10. Click on the **Name List of Values** and then click the **Search** link.
11. Enter **Budgetary** and click **Search**.
12. Select the **Budgetary Control Exception Analysis Report**.
13. Click **OK** twice.
14. For the **Control Budget** parameter, select **FY14 Monthly Reporting**.
15. For the **From Budget Period**, enter **JAN-14** and for **To Budget Period**, enter **JUN-14**

Process Details

Process Options **Advanced** **Submit** **Cancel**

Name	Budgetary Control Exception Analysis Report	<input type="checkbox"/> Print output	<input type="checkbox"/>
Description	Lists budgetary control funds balance activity ...		
Schedule	As soon as possible	Submission Notes	<input type="text"/>

Basic Options

Parameters

* Control Budget	FY14 Monthly Reporting	<input type="button" value="▼"/>
* From Budget Period	JAN-14	<input type="button" value="▼"/>
* To Budget Period	JUN-14	<input type="button" value="▼"/>
* Include Additional Attributes	No	<input type="button" value="▼"/>

Budget Account Filter 0 Filter Conditions Defined

16. Click **Submit**.
17. Click **OK**.
18. Click the **Refresh** icon in the **Search Results** section.
19. Keep refreshing until the status is **Succeeded**.
20. Select the **Budgetary Control Exception Analysis Report** row.
21. Scroll to the **Output** section and click the **Default Document** link in the **Output Name** column.

Scheduled Processes					
Overview					
Search Results					
Actions	View	Schedule New Process	Resubmit	Put On Hold	Cancel Process
	<input checked="" type="radio"/> Flat List <input type="radio"/> Hierarchy				
Name	Process ID	Status	Scheduled Time	Submission Time	
Billing History Report	1181791	Succeeded	4/13/17 2:05 PM UTC	4/13/17 2:05 PM UTC	
Output					
<input type="button" value="XML Data"/> <input type="button" value="Diagnostic Log"/> <input type="button" value="Republish"/>					
Output Name	Template	Format	Locale	Time Zone	Calendar Status Send
Default Document	Billing History Report	PDF	English (United States)	UTC	<input checked="" type="checkbox"/> <input type="button" value=""/>

22. Select the radio button **Open with** and click **OK**.

23. View the report.

Ledger	Progress US	Control Budget	FY14 Monthly Reporting				Currency	USD					
Primary Ledger													
Budgetary Control Validation Failures													
Budget Period	Insufficient Funds		Insufficient Funds Force Passed		Budget Period Not Open		Budget Period Closed						
JAN-14	Total	0	Total	0	1001	645	Total	0	645				
	Insufficient Funds - Pending Transactions			Control Budget Not In Use		Invalid Transaction Data		Restricted Budget Adjustments					
	Total	0	Total	0	Total	0	Total	0	0				
Activity Details													
Activity Status	Budget Account	Budget Date	Activity Status	Transaction Type	Transaction Number	Transaction Action	Transaction Amount	Transaction Currency	Activity Type				
Budget period not open for control budget	1001-00000-21 120	2014-01-15	Budget period not open for control budget	General ledger journal	Spreadsheet A 3000000762 18850 442955 N JAN-14	Reserve journal	1,288,473.17	USD	Reservation				
	1001-11200-53 200	2014-01-15	Budget period not open for control budget	General ledger journal	Spreadsheet A 3000000762 18850 442955 N JAN-14	Reserve journal	0.00	USD	Reservation				
	1001-11200-53 300	2014-01-15	Budget period not open for control budget	General ledger journal	Spreadsheet A 3000000762 18850 442955 N	Reserve journal	0.00	USD	Reservation				

24. Close the Output file.

Practice 6-20: Using the OTBI Budgetary Control Subject Area for Analysis

Overview

In this practice, you will be:

- Creating an analysis from the Reports and Analytics work area.
- Using the Budgetary Control Balances Real-Time Subject Area.
- Running the analysis and generating an Excel file.

Assumptions

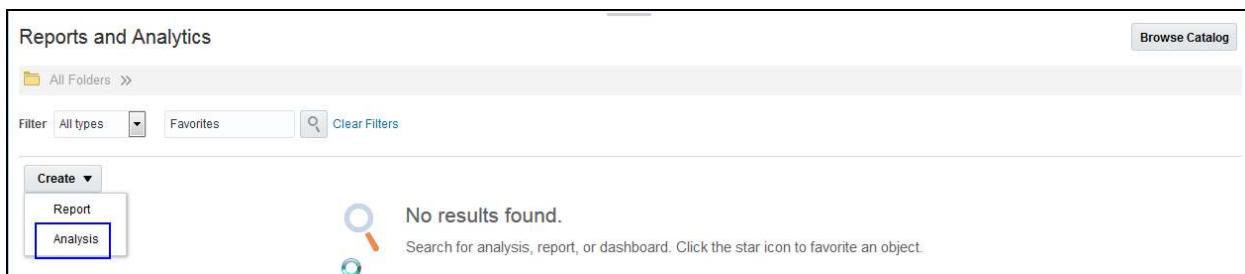
Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

1. Navigate to: **Tools > Reports and Analytics**.

Note: If you don't see **Reports and Analytics** on the navigator, go to: <https://ucfX-fapXXXX-fs.oracledemos.com/homePage/faces/AtkReportingPaneWorkArea> and sign in as the FASXX.Student user assigned to you by the instructor.

2. Click **Create > Analysis**.



3. Select **Budgetary Control Balances Real-Time** Subject Area.
4. Click **Continue**.

Select Subject Area

Continue **Cancel**

Search Search

<input type="checkbox"/> Benefits - Action Items Real Time	Real time information on action items for participants to enroll in a benefit or to...
<input type="checkbox"/> Benefits - Billing Real Time	Create real-time billing reports for participants receiving benefits from an organi...
<input type="checkbox"/> Benefits - Court Orders Real Time	Real time information on court orders to monitor qualified medical support cour...
<input type="checkbox"/> Benefits - Enrollment Opportunities Real Time	Real time information on eligible choices for a participant.
<input type="checkbox"/> Benefits - Enrollments Real Time	Real time enrollment information for plan participants.
<input type="checkbox"/> Benefits - Potential Life Events Real Time	Real time information on all life events for a person, including identification of w...
<input type="checkbox"/> Benefits - Setup Real Time	Real time information on program, plan type, plan, option, and other object defi...
<input checked="" type="checkbox"/> Budgetary Control - Balances Real Time	Real time information about budgetary control balances. This includes budget....
<input type="checkbox"/> Budgetary Control - Transactions Real Time	Real time information about transactions that have been validated with budgeta...
<input type="checkbox"/> CRM - CRM Activity Contact Real Time	Used to analyze/report on all the Contacts/Contact Roles on an Activity. Cont...
<input type="checkbox"/> CRM - CRM Activity Objective Real Time	Used to analyze/report on all the Objectives defined on an Activity. This SA ca...
<input type="checkbox"/> CRM - CRM Activity Real Time	
<input type="checkbox"/> CRM - CRM Activity Resource Real Time	Used to analyze/report on all the Resources/Resource Roles on an Activity. R...
<input type="checkbox"/> CRM - CRM Interaction Aggregate	
<input type="checkbox"/> CRM - CRM Interaction Service Requests Real Time	

5. Expand the **Budgetary Control Balances Real-Time** subject area.

Create Analysis

Select Columns **Select Views** **Edit Table** **Edit Graph** **Sort and Filter** **Highlight** **Save** **Done**

Create Analysis: Select Columns
Select columns to include in the analysis.

Subject Areas

- Budgetary Control - Balances Real Time
 - Award
 - Balances
 - Control Budget
 - Control Budget Account
 - Ledger
 - Project
 - Time

Selected Columns

Name	Interaction	Hidden

Back **Next** **Submit** **Cancel**

6. Select the following attributes within the specified folders:

Note: You can select more than one at a time by using the Shift or Ctrl key and then click the **Add** button to move them to the **Selected Columns** section.

Folder	Selection
Control Budget	Control Budget
	Budget Manager
Balances	Budget > Total Budget
	Consumption > Commitments
	Consumption > Expenditures
	Consumption > Obligations
	Funds Available > Funds Available Amount
	Funds Available > Funds Available Percentage

Create Analysis

Done

Select Columns Select Views Edit Table Edit Graph Sort and Filter Highlight Save

Back Next Submit Cancel

Create Analysis: Select Columns

Select columns to include in the analysis.

Subject Areas

- Budgetary Control - Balances Real Time
 - Award
 - Balances
 - Budget
 - Budget Adjustments
 - Initial Budget
 - Total Budget
 - Unreleased Budget
 - Consumption
 - Commitments
 - Expenditures
 - Obligations
 - Other Anticipated Expenditure
 - Funds Available
 - Funds Available Amount
 - Funds Available Percentage
 - Reservation Category

Selected Columns

Name	Interaction	Hidden
Control Budget	Default	<input type="checkbox"/>
Budget Manager	Default	<input type="checkbox"/>
Total Budget	Default	<input type="checkbox"/>
Commitments	Default	<input type="checkbox"/>
Expenditures	Default	<input type="checkbox"/>
Obligations	Default	<input type="checkbox"/>
Funds Available Amount	Default	<input type="checkbox"/>
Funds Available Percentage	Default	<input type="checkbox"/>

7. Move **Funds Available Amount** above **Commitments** by selecting **Funds Available Amount** and using the **Up** arrow.
8. Click **Next**.
9. In the **Title** field, enter **Budget Balances**.
10. For the **Table** option, select **Table (recommended)**.
11. Select **Preview**.

Create Analysis: Select Views

Select views to include in the analysis.

Title: Budget Balances

Table: Table (recommended)

Graph: None

Layout: Table above Graph

Preview

Control Budget	Budget Manager	Total Budget	Commitments	Expenditures	Obligations	Funds Available Percentage
16Budget	Harold Wilson	4,510	0	978	699	62.816

12. Click **Next** four times.
13. In the **Save In** section, select **My Folders**.
14. Click the **Create New Folder** icon.

Create Analysis

Done

Select Columns Select Views Edit Table Edit Graph Sort and Filter Highlight Save

Back Next Submit Cancel

Create Analysis: Save

Enter analysis name and location to save it.

Analysis Name:

Description:

Save In:

- > **My Folders**
- > Shared Folders

15. Enter **XXBudget Balances**.
16. Click **OK**.
17. Expand **My Folders**.
18. Select your new **XXBudget Balances** folder.
19. In the **Analysis Name** field enter **XXBudget Analysis**.
20. Click **Submit**.
21. Click **OK**.
22. In the **Reports and Analytics** page, navigate **All Folders > My Folders > XXBudget Balances**.
23. Click **XXBudget Analysis**.

The screenshot shows the Oracle Business Intelligence Reports and Analytics interface. At the top, there's a breadcrumb navigation bar: 'All Folders > My Folders > 16Budget Balances'. Below it is a search bar with filters for 'All types' and 'Favorites', and a 'Clear Filters' button. A 'Create' button is also present. The main area displays a single item: '16Budget Analysis', which has a star icon, a small graphic icon, and a blue rectangular box highlighting it. To the right of the item are details: 'Created By FAS17 Student', 'Last Updated By', and a 'More' link.

24. Click **Done**.
25. Click **Browse Catalog**.
26. Expand **My Folders**.
27. Select **XXBudget Balances**.
28. For **XXBudget Analysis**, select **More > Export > Excel 2007+**.

The screenshot shows the Oracle Business Intelligence Catalog interface. The left sidebar shows 'Folders' with 'My Folders' expanded, showing '16Budget Balances' (which is highlighted with a blue box) and other sub-folders like 'Drafts' and 'Shared Folders'. The main pane displays a file named '16Budget Analysis' with details: 'Last Modified 6/16/18 1:12 PM | Owner FAS17 Student'. Below the file name are actions: 'Open', 'Edit', and 'More'. A context menu is open under 'More', showing options: 'Print', 'Export', 'Add to Briefing Book', 'Schedule', 'Delete', 'Copy', 'Rename', 'Add to Favorites', 'Create Shortcut', 'Archive', 'Properties', and 'Permissions'. The 'Export' option is highlighted, and its submenu is open, showing 'PDF', 'Excel 2007+' (which is highlighted with a blue box), 'Powerpoint 2007+', and 'Web Archive (.mht)'.

29. Select **Open with**.
30. Click **OK**.
31. Close **Excel**.
32. Click **OK**.

Practices for Appendix A: Integration with Projects

Practices for Lesson A: Overview

There are no practices for this lesson.