



RIT FINANCIAL APPLICATIONS

Happy Anniversary! *Lyn Quagliata*

The one year anniversary of RIT's conversion to Oracle Financial Applications was on October 1st. We have made a lot of progress over the last year but we know that we still have lots of work to do.

October 1999

The last year has been a challenging one for users of the system and we are committed to finding ways to make the system easier to use for everyone.

Volume 1, Issue 1

The Accounting Department will publish a RIT Financial Application Newsletter approximately every six weeks. Our goal is to fill the newsletter with information that you can use immediately. If you have suggestions for articles, please send a message to our accounting e-mail address at acctg@rit.edu.

Inside this Issue

HAPPY ANNIVERSARY!

In addition to the newsletter, we will be publishing a Question and Answer corner on the Controller's Office web page. We hope that this will provide you with timely information that addresses commonly asked questions.

1

General Ledger Users

Reprint function

We currently have 325 active responsibilities in Oracle General Ledger and approximately 350 active users campus wide. Leslie Fitzpatrick, our Functional System Administrator, sets up responsibilities and maintains system security. If you have a question about your access to the general ledger, please call Leslie at ext. 5-6980.

2

Training

Too Many Reports!

We are continuing to train to new users and to offer refresher training as well. Information regarding training dates and class registration will be published regularly on the Controller's Office web page.

3

How to Default Your Printer

If you would like to request specialized training for yourself or for a group of individuals in your department, please contact Andrea Napoli, our Accounting Supervisor, at ext. 5-2911. We will be happy to arrange training to meet your specific needs.

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Next Issue

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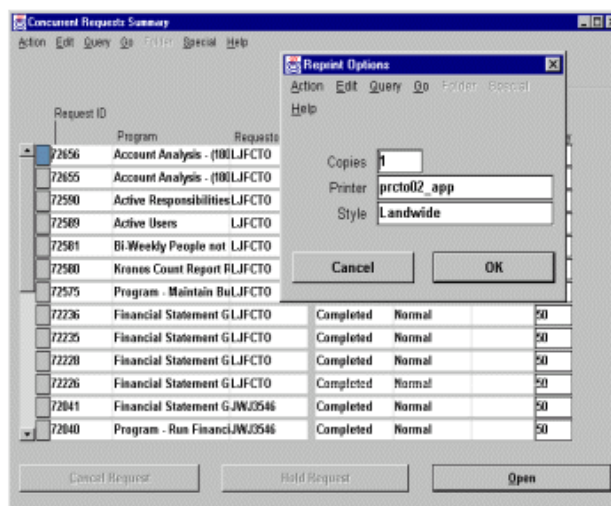
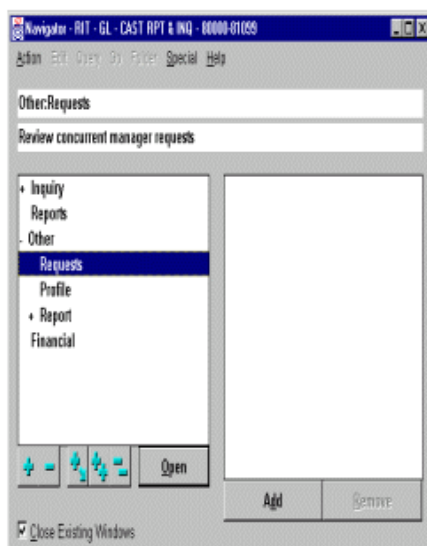
Reprint Function

Andrea Napoli

One of the common questions we receive is "How can I go back and print a report that has completed, but was not submitted to print?" The answer to this question is called the "Reprint Function".

In the box to the right is a brief set of steps to follow to reprint reports.

1. Once the report you submitted has completed, make a note of the request id number.
2. Return to the Navigator Screen.
3. Double click on the "Other" menu option.
4. Double click on the "Requests" menu option.
5. Under the "Query" menu select Find All.
6. Find the request id for the report you want to reprint, and place the cursor in that row.
7. Under the "Special" menu select "Reprint".
8. The "Reprint Options" screen will open. Select the number of copies and the printer, and click "OK".
9. Click on the "Save" icon on the tool bar, (third icon from the left, picture of a disk).
10. Under the "Help" menu select "View My Requests" to view the progress of the reprint requests.



Too Many Reports!

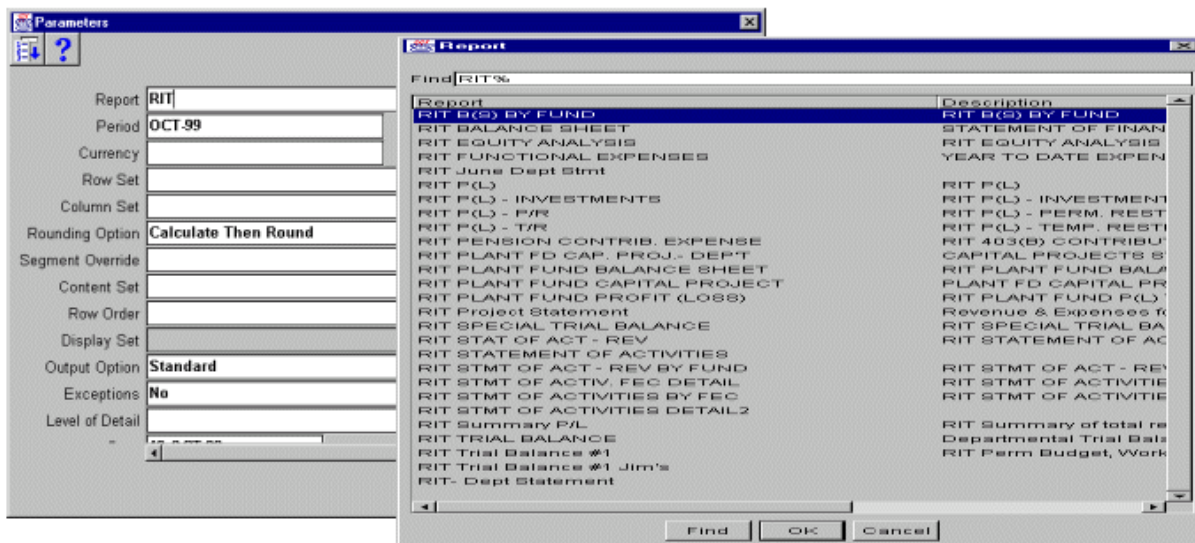
Leslie Fitzpatrick

If you don't want to scroll through the List of Values for Reports to select a FSG Report Name, there is an option called a "Report Set". A Report set is a group of Reports that can be run all at once, or only one or two may be selected to run.

We have created a Report Set called; "RIT REPORT SET". It includes the following FSG reports; RIT- Dept Statement, Capital Equipment Stmt, RFA Grants Statement, RFA Other Projects Statement, NTID - Dept Stmt, and Agency Report. Using the Report Set means that you won't have to scroll through a large list of FSG reports to find the one that you want. Only the reports that are commonly used by the Reporting & Inquiry users are available to be selected.

Report Sets that include FSG reports may not be run from the "Submit Requests" screen, accessed by double clicking on "Reports" in your Navigator screen. The "RIT REPORT SET" may be run thru the "RUN FINANCIAL REPORTS" screen, which is accessible by double clicking on the "Financial" menu option in your Navigator screen. In the "RUN FINANCIAL REPORTS" screen, next to "Individual Reports" click on the down arrow and select "Single Report Set". With your cursor in the Report Set's name field, click on the List of Values icon and select "RIT REPORT SET". Select the reports you wish to run from the group that appears by clicking on the blank square to the left of the Report

Name. Unfortunately you cannot print to your networked printer from this screen. You can, however, use the reprint option, (See page 2) to print them on your networked printer. You may want to consider reducing the List of Values for Reports. Type in the first few letters of the Report you wish to select in the Report Name field, and hit the "TAB" key. The List of Values window will open with a reduced list of reports that start with those same letters.



How to Set Up A Default Printer

Leslie Fitzpatrick

The list of networked printers for printing Oracle reports is quite long and the name of your printer may not be easy to recognize in the List of Values.

You may set up your networked printer in Oracle so that whenever you are selecting your print options, your printer's name defaults and you don't have to select it from the list of values.

1. In the Navigator screen double click on the "Other" menu option, and then on "Profile".
2. Under the "Query" menu click on "Enter".
3. In the "Profile Name" field type "Pri%".
4. Under the "Query" menu click on "Run".
5. Place the cursor in the first field in the "User Value" column.
6. Click on the "List of Values" icon on the tool bar, and select your Printer's name from the list.
7. Click on the "Save" icon on the tool bar to save the settings.

In the box to the right are step-by-step instructions.

Next Issue:

Leslie Fitzpatrick

- ◆ FSG Report Printing using "Reporting & Inquiry Online" Responsibility.
- ◆ Dynamic Insertion Overview
- ◆ General Ledger Cheat Sheet
- ◆ Tips for preparing Journal Entries for Salary corrections.

