

GL Navigation

From the Oracle Navigation screen, select the appropriate Oracle responsibility and navigate to the initial Oracle form.

Function	Navigation
Account Inquiry	Inquiry --> Account
Adding the New Fund Value to	Setup --> Financials --> Flexfield
Budget Transfer Approval	Journals --> Enter
Budget Transfer Journal	Budget --> Enter --> Transfer
Close Current GL Period	Setup --> Open/Close
Consolidation Data Transfer	Consolidation --> Transfer --> Data
Copy Budget	Budget --> Define --> Budget
Create Cross Validation Rule	Setup --> Financials --> Flexfield
Create Reversal Journal	Journals --> Enter --> <Find>
Creating Security Rules	Setup --> Financials --> Flexfield
Define Budget Organization	Budget --> Define --> Budget Organization
Define Consolidation	Consolidation --> Define --> Consolidation
Define Interfund Journals	Journals --> Enter --> <New>
Define New Budgets	Budgets --> Define --> Budget
Define Recurring Journal	Journals --> Define --> Recurring
Define Reverse Criteria	Setup --> Journal --> Auto Reverse
Define Mass Allocation Journals	Journals --> Define --> Allocation
Define Auto Allocation	Journals --> AutoAllocation -->
Define the Elimination Journals	Consolidation --> Elimination --> Define
Disable Cross validation Rule	Setup --> Financials --> Flexfield
Disable Old Office Value	Setup --> Financials --> Flexfield
Disable Security Rules	Setup --> Financials --> Flexfield
Encumbrance Carry Forward	Journals --> Generate --> Carry Forward
Enter Agency Manual Journal	Journals --> Enter --> <New Journal>
Enter the Budget Journals	Budget --> Enter --> Journal
Enter the Budget Journals using ADI	Journals --> Launch Journal Wizard
FSG	Reports --> Request --> Financials

Function	Navigation
Fund Inquiry using Account & Summary Template	Inquiry --> Funds
Generate Mass Allocation Journals	Journals --> Generate --> Allocation
Generate Single Recurring Journal	Journals --> Generate --> Recurring
Generate Elimination Journals	Consolidation --> Elimination --> Generate
Generate Auto Allocation Journals	Journals --> AutoAllocation --> Workbench
Import Interface Journals from Outside Systems (CCT Cashiering, CCG JD E1 Payroll, CCH Siemens Billing)	View Request --> Submit a New Request --> Single Request--> (Name of custom CC Request)
Journal Approval - Accept	Journals --> Enter --> <Find>
Journal Approval - Reject	Journals --> Enter --> <Find>
Journal Approval - Request more information	Journals --> Enter --> <Find>
Mass Maintenance - Moving/Merging Account Balances	Setup --> Other --> Mass Maintenance
Open Adjustment Period	Setup --> Open/Close
Open First Period of Next Year	Setup --> Open/Close
Open Next GL Period	Menu Bar --> View --> Request
Open Next GL Period	Setup --> Open/Close
Override Budget Fund Check Fail	Journals --> Enter --> New Journal
Re-assign Child Value from One Parent Value to Another Parent Value	Setup --> Financials --> Flexfield --> Key --> Values
Reconcile GL Balances to Subledger	Journals --> Enter --> New
Retained Earning Journals in Primary Ledger	View Request --> Single Request --> Close Process - Create Income Statement Closing Journals
Retained Earning Journals in Secondary Ledger	View Request--> Single Request--> Close Process - Create Income Statement Closing Journals
Reversal Encumbrance Journal - Manual	Journals --> Encumbrance
Run GL Month End Report	Other --> Report --> Run
Run Standard Reports	Other --> Report --> Run
Secondary Ledger Adjustments	Journals --> Enter--> New
Security Rules allow only allowed COA Values	Journals --> Enter --> <New Journal>
System Department Account Check	Journals --> Enter
System Funds Account Check	Journals --> Enter
System Object Account /Agency/ Dollar Check	Journals --> Enter
Upload Journal using Web ADI	Journals --> Enter



ORACLE GENERAL LEDGER QUICK REFERENCE GUIDE

Journal Entry

Find Journals

The Find Journals window is used to create a new journal or search for a journal using one or more of the displayed

Journal

The Journal window is used to view and manage journal

Chart of Accounts (COA)

The Cook County Chart of Accounts (COA) consists of six segments: 1) Fund, 2) Office, 3) Program, 4) Object Account, 5) Interfund and 6) Future.

Oracle GL Glossary

Glossary of Oracle specific GL terminology

Term	Definition
<i>Account Hierarchy</i>	An Oracle Financials feature you use to perform summary level funds checking. An account hierarchy lets Oracle Purchasing and General Ledger quickly determine the summary accounts into which your detail accounts roll up.
<i>Accounting Flexfield</i>	The code you use to identify a general ledger account in an Oracle Financials application. Each Accounting Flexfield segment value corresponds to a summary or rollup account within your chart of accounts.
<i>Attribute</i>	An Oracle Financial Analyzer database object that links or relates the values of two dimensions. For example, you might define an attribute that relates the Sales District dimension to the Region dimension so that you can select data for sales districts according to region.
<i>AutoReduction</i>	An Oracle Applications feature in the list window that allows you to shorten a list so that you must scan only a subset of values before choosing a final value. Just as Auto-Reduction incrementally reduces a list of values as you enter additional character(s), pressing [Backspace] incrementally expands a list.
<i>AutoSkip</i>	A feature specific to flexfields where Oracle Applications automatically moves your cursor to the next segment as soon as you enter a valid value into a current flexfield segment. You can turn this feature on or off with the user profile option Flexfields:AutoSkip.
<i>Budget Interface Table</i>	An Oracle General Ledger database table that stores information needed for budget upload.
<i>Budgetary Control</i>	An Oracle Financials feature you use to control actual and anticipated expenditures against a budget. When budgetary control is enabled, you can check funds online for transactions, and you can reserve funds for transactions by creating encumbrances. Oracle Financials automatically calculates funds available (budget less encumbrances less actual expenditures) when you attempt to reserve funds for a transaction. Oracle Financials notifies you online if funds available are insufficient for your transaction.

Term	Definition
<i>Context Field Prompt</i>	A question or prompt to which a user enters a response, called a context field value. When Oracle Applications displays a descriptive flexfield pop-up window, it displays your context field prompt after it displays any global segments you have defined. Each descriptive flexfield can have up to one context prompt.
<i>Context Segment Value</i>	A response to your context-sensitive segment. The response is composed of a series of characters and a description. The response and description together provide a unique value for your context-sensitive segment.
<i>Descriptive Flexfield</i>	A field that your organization can extend to capture extra information not otherwise tracked by Oracle Applications. A descriptive flexfield appears in your window as a single character, unnamed field. Your organization can customize this field to capture additional information unique to your business.
<i>Dimension Values</i>	Elements that make up an Oracle Financial Analyzer dimension.
<i>Document Sequence Number</i>	A number that is manually or automatically assigned to your documents to provide an audit trail. For example, you can choose to sequentially number invoices in Oracle Receivables or journal entries in General Ledger.
<i>Flexfield</i>	An Oracle Applications field made up of segments. Each segment has an assigned name and a set of valid values. Oracle Applications uses flexfields to capture information about your organization. There are two types of flexfields: key flexfields and descriptive flexfields.
<i>Key Flexfield</i>	An Oracle Applications feature you use to build custom fields in which you can enter and display information relating to your business. The General Ledger Accounting Flexfield is a key flexfield.
<i>Pop-up Window</i>	An additional window that appears on an Oracle Applications form when your cursor enters a particular field.
<i>Segments</i>	The building blocks of your chart of accounts in Oracle General Ledger. Each account is comprised of multiple segments. Users choose which segments will make up their accounts; commonly-used segments include company, cost center, and product.