



Training & Consultancy for Business People

# Applications Desktop Integrator

Computer Services

## DESKTOP INTEGRATION



ADI is a stand alone application, which provides integration between the Oracle applications and Excel spreadsheets. With ADI you can:

- Create journals in a spreadsheet and upload them into Oracle
- Create budgets in a spreadsheet and upload them into Oracle
- Run reports and publish them to a spreadsheet
- Analyse reports and drill down to the transactions
- View and manage your accounts hierarchies

Because you enter your budgets and journals directly into the Excel spreadsheet, you can use standard shortcuts for data entry, e.g. drag and drop, copy and paste, range fills, etc.

When using ADI you have the same username, password and responsibilities as for the Oracle applications. When you create journals or budgets using an ADI template, ADI validates your data against the chart of accounts in Oracle General Ledger, enforcing any security or cross validation rules already defined. You can then upload your journals to Oracle General Ledger.

## CREATING A JOURNAL TEMPLATE

Choose **Enter Journals** from the Ledger menu on the ADI toolbar to create a new journal template. The standard journal template doesn't include **Journal Name**, **Journal Description** or **Line Description**. Use **Edit Layout** to add these into the template.

## ENTERING A JOURNAL

Upl	Company	Department	Account	Marketing	Intercompany	Spare	Debit	Credit	Description	Messages
R	11	81002	31291	00000000	00	000000		152	Receipts not posted	
R	11	00000	635101	00000000	00	000000		152	Receipts not posted	
Totals:								152	152	

When the journal is complete, you can **Upload to Interface** via the **Ledger** menu.

## REQUEST CENTRE












Use ADI's Request Centre to monitor and submit requests to Oracle.

Database	Request	Username	Phase	Status	Program Name	Request Date
Sandpit	BB23464	STEWART7	Pending	Standby	Journal Import	11/04/2005 15:53:31
Sandpit	BB23464	STEWART7	Pending	Normal	Profit & Loss	18/04/2005 15:52:45

## REQUEST CENTRE TOOLBAR

- Submit a standard or financial report
- Show details of selected request
- Cancel selected request
- View output file or log file
- Format report output
- Publish selected report
- Publish selected report set
- Report Manager Tools
- Print output or log files
- Monitor request
- Add selected request to Hotlist
- Stop monitoring selected request
- Stop monitoring all requests
- Signon to Oracle
- Disconnect from Oracle
- Change Oracle responsibility
- Launch Applications Desktop Integrator
- Launch Oracle Applications
- Request Centre options
- Launch Help
- Minimise Request Centre window
- Exit Request Centre
- Pending Requests Indicator

## ADI TOOLBAR

-  Signon to ADI
-  Change responsibility
-  Access General Ledger features
-  Access Fixed Asset features
-  Access other applications
-  Access ADI options
-  Set TipWizard options
-  Launch Help
-  Minimise ADI toolbar
-  Account Hierarchy Viewer
-  Close ADI

## ADI SHORTCUTS

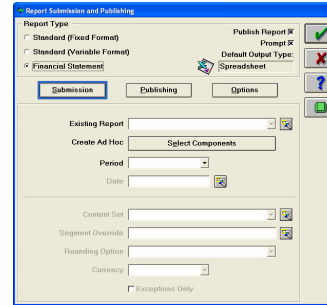
- Sign On..... Ctrl-Shift-S
- Change Responsibility..... Ctrl-Shift-R
- Enter Budgets..... Ctrl-Shift-B
- Enter Journals..... Ctrl-Shift-T
- Define Report..... Ctrl-Shift-D
- List of Values..... Ctrl-Shift-L
- Upload to Interface..... Ctrl-Shift-U
- Apply Budget Rule..... Ctrl-Shift-Z
- Apply Budget Note..... Ctrl-Shift-N
- Create Graph..... Ctrl-Shift-G
- Request Centre..... Ctrl-Shift-W
- Oracle Applications..... Ctrl-Shift-A
- Launch Excel..... Ctrl-Shift-E
- ADI Options Menu..... Ctrl-Shift-O
- Help..... Ctrl-Shift-H
- Minimise Toolbar..... Ctrl-Shift-M
- Exit..... Ctrl-Shift-X

## PUBLISHING & ANALYSING REPORTS

Submit a report via the Ledger menu on the ADI toolbar or the Submit Report button on the Request Centre toolbar.

Choose an existing financial statement report, and add / amend any optional FSG components. Alternatively, submit an ad-hoc report built from standard FSG components.

Publish your report output to a spreadsheet, web page or text file.

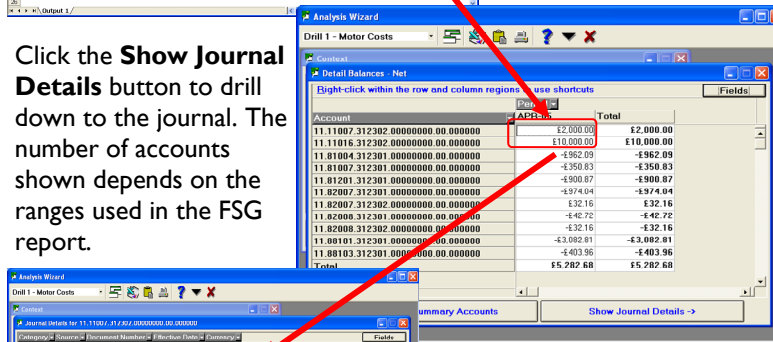


	JUL-04	AUG-04	SEP-04	OCT-04	NOV-04	DEC-04	JAN-05	FEB-05	MAR-05	ADI-05	APR-05	Year
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
17 Other Period Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18 TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19 Total Period Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20 Motor Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	0.00	0.00
21 TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	0.00	0.00
22 TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	0.00	0.00

When your report has completed, you can analyse it further with the Analysis Wizard.

To analyse one of the values on your report, double-click on the value.

Click the **Show Journal Details** button to drill down to the journal. The number of accounts shown depends on the ranges used in the FSG report.



If the journal originated in a sub-ledger, click the **Show Subledger Detail** button to

drill down to the sub-ledger transaction. At each stage in the analysis, you can export the data from the Analysis Wizard to Excel.



## ACCOUNTS HIERARCHY EDITOR

Use the Accounts Hierarchy Viewer in ADI to view or maintain the Chart of Accounts hierarchies. A parent level contains a parent segment value that has one or more child segment values associated with it. Parent levels are displayed in Account Hierarchy Editor in a top-down fashion. The level 1 parent is always the topmost parent. The remaining parent levels, starting with level 2, are referred to as lower level parents. A parent account can be the child of a higher level parent.

When you select a parent level in ADI, you also select its child values, including any lower level parents. The Account Hierarchy Editor displays your account hierarchies graphically in one or more scrolling Hierarchy Diagram windows. From a Hierarchy Diagram window, you can build, modify, and view account hierarchies. You build hierarchies by selecting values from the Segment Values window, dragging them to the Hierarchy Diagram window, then dropping them onto the required parent. The first value you place in the Hierarchy Diagram window becomes the topmost (parent) node of the displayed hierarchy. When you place this first value, the Account Hierarchy Editor automatically displays the value, plus any descendants.

