Oracle® Web Applications Desktop Integrator

User Guide

Release 11*i*

Part No. B12068-02

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Oracle Web Applications Desktop Integrator User Guide, Release 11*i*

Part No. B12068-02

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Oracle Web Applications Desktop Integrator User Guide, Release 11*i*

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Preface

Intended Audience

Welcome to Release 11*i* of the Oracle Web Applications Desktop Integrator User Guide.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- The Oracle Applications graphical user interface.

  To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

See Other Information Sources for more information about Oracle Applications product information.

How To Use This Guide

This document contains the information you need to understand and use Oracle Web Applications Integrator.

- Chapter 1 provides an introduction to and an overview of the Oracle Web Applications Desktop Integrator.
- Chapter 2 provides information on defining a spreadsheet layout.
- Chapter 3 provides information on creating a mapping that determines how data is imported into the spreadsheet.
- Chapter 4 provides information on creating a spreadsheet.

- Chapter 5 provides information on creating and uploading General Ledger journal entries using the Journals Integrator.
- Appendix A provides answers to frequently asked questions about the Oracle Web Applications Desktop Integrator.

Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Standards will continue to evolve over time, and Oracle is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For additional information, visit the Oracle Accessibility Program Web site at `http://www.oracle.com/accessibility/`.

Accessibility of Code Examples in Documentation JAWS, a Windows screen reader, may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, JAWS may not always read a line of text that consists solely of a bracket or brace.

Accessibility of Links to External Web Sites in Documentation This documentation may contain links to Web sites of other companies or organizations that Oracle Corporation does not own or control. Oracle Corporation neither evaluates nor makes any representations regarding the accessibility of these Web sites.

Other Information Sources

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Web Applications Integrator.

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides.

Online Documentation

All Oracle Applications documentation is available online (HTML or PDF). Online help patches are available on MetaLink.

Related Documentation

Oracle Web Applications Integrator shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other product documentation when you set up and use Oracle Web Applications Integrator.

You can read the documents online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle Store at http://oraclestore.oracle.com.

Documents Related to All Products

Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of Oracle Web Applications Integrator (and any other Oracle Applications products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

You can access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

Documents Related to This Product

Oracle General Ledger User's Guide

This guide provides an introduction to the Oracle General Ledger and outlines how to create and upload correct journal entries.

Installation and System Administration

Oracle Web Applications Desktop Integrator Implementation Guide

This guide provides information on implementing and maintaining the Web Applications Desktop Integrator.

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications, the Oracle8 technology stack, and the Oracle8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user's guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be either at Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

Maintaining Oracle Applications

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. It also provides information to help you build your custom Oracle Forms Developer 6*i* forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Other Implementation Documentation

Multiple Reporting Currencies in Oracle Applications

If you use the Multiple Reporting Currencies feature to record transactions in more than one currency, use this manual before implementing Oracle Web Applications Integrator. This manual details additional steps and setup considerations for implementing Oracle Web Applications Integrator with this feature.

Multiple Organizations in Oracle Applications

This guide describes how to set up and use Oracle Web Applications Integrator with Oracle Applications' Multiple Organization support feature, so you can define and support different organization structures when running a single installation of Oracle Web Applications Integrator.

Oracle Workflow Administrator's Guide

This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

Oracle Workflow Developer's Guide

This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User's Guide

This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

Oracle Workflow API Reference

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup and reference information for the Oracle Web Applications Integrator implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Metalink

Oracle Manufacturing APIs and Open Interfaces Manual

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes APIs and open interfaces found in Oracle Manufacturing.

Oracle Order Management Suite APIs and Open Interfaces Manual

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes APIs and open interfaces found in Oracle Order Management Suite.

Oracle Applications Message Reference Manual

This manual describes Oracle Applications messages. This manual is available in HTML format on the documentation CD-ROM for Release 11i.

Oracle Common Application Components Implementation Guide

Many CRM products use components from CRM Application Foundation. Use this guide to correctly implement CRM Application Foundation.

Training and Support

Training

Oracle offers training courses to help you and your staff master Oracle Web Applications Integrator and reach full productivity quickly. You have a choice of educational environments. You can attend courses offered by Oracle University at any one of our many Education Centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization’s structure, terminology, and data as examples in a customized training session delivered at your own facility.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Web Applications Integrator working for you. This team includes your Technical Representative, Account Manager, and Oracle’s large staff of consultants and support specialists with expertise in your business area, managing an Oracle8*i* server, and your hardware and software environment.

Oracle*MetaLink*

Oracl*eMetaLink* is your self-service support connection with web, telephone menu, and e-mail alternatives. Oracle supplies these technologies for your convenience, available 24 hours a day, 7 days a week. With Oracl*eMetaLin*k, you can obtain information and advice from technical libraries and forums, download patches,

download the latest documentation, look at bug details, and create or update TARs. To use MetaLink, register at (http://metalink.oracle.com).

Alerts: You should check Oracle*MetaLink* alerts before you begin to install or upgrade any of your Oracle Applications. Navigate to the Alerts page as follows: Technical Libraries/ERP Applications/Applications Installation and Upgrade/Alerts.

Self-Service Toolkit: You may also find information by navigating to the Self-Service Toolkit page as follows: Technical Libraries/ERP Applications/Applications Installation and Upgrade.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using Oracle Applications can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 160 software modules for financial management, supply chain management,

manufacturing, project systems, human resources and customer relationship management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education, and support services, in over 145 countries around the world.

1

Introduction to Oracle Web Applications Desktop Integrator

This chapter discusses the key features and process flows of Oracle Web Applications Desktop Integrator (Web ADI). Sections in this chapter include:

1.1 Overview

Web ADI brings Oracle E-Business Suite functionality to a spreadsheet, where familiar data entry and modeling techniques can be used to complete Oracle E-Business Suite tasks. You can create formatted spreadsheets on your desktop that allow you to download, view, edit, and create Oracle E-Business Suite data. Data entry shortcuts (such as copying and pasting or dragging and dropping ranges of cells) or even using formulas to calculate amounts, can all be used to save time. You can combine speed and accuracy by invoking lists of values for fields within the spreadsheet.

Once you are done editing the spreadsheet, you can use Web ADI's validation functionality to validate the data before uploading it to the Oracle E-Business Suite. Validation messages are returned to the spreadsheet, allowing you to identify and correct invalid data.

The fields that appear in the spreadsheet, where they appear, and their default values can all be customized through Web ADI's Layout functionality. This allows you to create a more productive work environment by removing unnecessary fields from the spreadsheet, and by organizing the spreadsheet in a way that conforms to your practices.

1.2 Key Features

Oracle Web ADI includes the following features:

Works Via Internet

Web ADI uses Internet computing architecture to lower the total cost of ownership by having the product centrally installed and maintained. No installation is required on client machines; you need only Microsoft Internet Explorer and Microsoft Excel. This architecture also provides superior performance over a WAN or dialup connection, since the exchange between client and server is simplified through the use of HTML.

Spreadsheet Interface

Spreadsheets provide a familiar interface that is common in the business environment. Familiar editing capabilities such as copying and pasting data, and moving ranges of cells can be used to create or edit large amounts of data. Recurring data entry is possible by saving a spreadsheet, and then uploading it at needed intervals, such as every month or every quarter. Spreadsheets offer additional flexibility in the way work is done; they can be sent to others for approval or review, and they can be edited when disconnected from a network.

Validates Data

All data in the spreadsheet can be validated against Oracle E-Business Suite business rules before it is uploaded. This includes validation against key and descriptive flexfields. Data is validated against accounts, segment security rules, and cross validation rules. If any errors are found, messages are returned directly to the spreadsheet, enabling you to correct the errors and successfully upload the data.

Customizations

Use Layout functionality to determine what fields appear in your spreadsheet, where they appear, and if they contain default values. These definitions can be saved, reused, and modified as needed.

Import Data

Have data automatically imported into your Web ADI spreadsheets when they are created. This information can come from the Oracle E-Business Suite or from a text file. Imported information can be quickly modified in Excel, validated, and uploaded to the Oracle E-Business Suite. This feature can be useful when migrating data from a legacy system to the Oracle E-Business Suite.

1.3 Oracle E-Business Suite Functionality Available on the Desktop

The Oracle E-Business suite task you perform on the desktop is determined by the Integrator you select in Web ADI. Web ADI is shipped with the General Ledger Journals integrator. This integrator allows you to create General Ledger journals in Excel. Other integrators are available as separate patches.

1.4 Accessing Oracle Web Applications Desktop Integrator

You can access Web ADI functionality through a Self Service link on your personal homepage.

Prerequisites

The following are the prerequisites for Web ADI:

- One of the following operating systems must be installed on the client PC:
  - Windows ME
  - Windows NT 4.0 with Service Pack 3 or later
  - Windows 2000
  - Windows XP
  - Windows 98
- Internet Explorer 5.0 or greater installed on your machine.
- One of the following versions of Excel:
  - 97
  - 2000
  - 2003
  - XP

For Web ADI to work with Excel XP, you must:

1. Open Excel
2. Go to Tools > Macro > Security > Trusted Sources
3. Check the "Trust access to Visual Basic Project" option

- Make sure your browser security settings will allow a spreadsheet to be created on your desktop.
  1. Navigate to Tools > Internet Options and choose the Security tab.
  2. Select Local Intranet and choose the Custom Level button.
  3. Set the following option to Prompt:

     Initialize and script Active X controls not marked as safe

Login

Oracle Applications

Responsibility

Desktop Integration

Desktop Integration is the default responsibility to use to access Web ADI. Keep in mind that responsibilities may have been customized in your operating environment. See your system administrator for any information on site-specific customizations.

Navigation

Personal Homepage > Desktop Integration > Create Document
Create Document is the default link to use to create a spreadsheet on your desktop. Your system administrator may have created a different link for you to use.

Steps

1. Click **Desktop Integration**.
2. Click **Define Layout, Define Mapping,** or **Create Document**. Define a layout that determines what fields appear in your spreadsheet. Define a mapping to allow data to be imported into the spreadsheet.

1.5 Process Flow for Oracle Web Applications Desktop Integrator

Web ADI uses the following process to upload data to the Oracle E-Business Suite:

1. Define a layout that determines what fields appear in your spreadsheet.
2. Define a mapping to allow data to be imported into the spreadsheet.
3. Create the spreadsheet.
4. Upload the data to the Oracle E-Business Suite.
5. Monitor the progress of your upload.

2

Defining a Layout

Sections in this chapter include:

2.1 Overview of Defining a Layout

Layouts allow you to customize the user interface presented in the spreadsheet you create. Layout functionality can be used to determine the fields in a spreadsheet, their position, and any default values that automatically populate the fields.

A layout must be defined before you create a spreadsheet in the Create Document flow. Some integrators offer predefined layouts that can be used, or you can use the Define Layout flow to create a layout.

You can:

- Define a new layout
- Modify an existing layout
- Duplicate a layout from the list and save it under a different name. You can then modify this duplicated layout.
- Delete a layout from the list

2.2 Defining a New Layout

Use this procedure to define or modify a layout.

Login

Oracle Applications

Responsibility

Desktop Integration

Navigation

Personal Homepage > Desktop Integration > Define Layout

Steps

1. Click **Define Layout**. The Layout window opens.
2. Select an Integrator.
3. Click **Go**. The Select Layout window opens.
4. Click **Define Layout** to define a new layout.
5. Enter a name and layout key for the new layout.

- **Layout Name:** Name that you will see in the Create Document flow
- **Layout Key:** Key that is used to internally identify the layout, and you cannot change the layout key once it is specified.

  Key names must:

  - Contain no spaces
  - Consist of uppercase, numeric, or underscore characters

  It is recommended that you use the form keyname_your initials to create a unique key name. For example, NEWBUDGET_AD.

6. Click **Continue**. The Define Layout window opens. The Define Layout window allows you to determine the placement of fields, add optional fields, and set default values.
7. Select the values for the fields. Required fields are listed first. All required fields must be included in your layout. Include optional fields by clicking the Select checkbox.

- **Field Name:** Name of the field.
- **Placement:** Defines the location of the field on the spreadsheet. Choices are Context, Header, and Line. In your spreadsheet:
  - **Context:** Appears at the top of the spreadsheet as read only, contextual information.
  - **Header:** Fields whose values do not change for every record you are uploading. This region appears above the line region in the spreadsheet.
  - **Line:** Fields whose values change belong in the line region. This is data you add and modify. For example, Account, Debit, and Credit fields should be in the line region.
- **Default Value:** Define the default value. For example, for a currency field, the Default Value might be USD.
- **Default Type:** Specify the type of default:
  - **None:** Use when there is no Default Value specified.
  - **Constant:** Use when the text entered in the Default Value field will be used as the default value in the spreadsheet.
  - **Environment:** Use to reference an environment variable when setting a default for a field. Values for the Environment Default Type:

    sob.chartofaccountsid: ID of the chart of accounts assigned to your current set of books.

    sob.periodsetname: Name of the calendar assigned to the current set of books.

    sob.transactioncalendarid: ID of the calendar assigned to the current set of books.

    sob.setofbooksid: ID of the current set of books.

    sysdate: System date

    database: Name of current database

    oauser.id: ID of your current Oracle Applications user.

    sob.accountedperiodtype: Value for the Period Type in the current set of books definition.

    sob.currencycode: Currency for current set of books.

sob.latestencumbranceyear: Last encumbrance year of the current set of books.

sob.adbflag: Flag will return True or False depending on the current set of books having average balances enabled.

sob.consolidationflag: Flag will return True or False depending on the current set of books being a consolidation set of books.

- **SQL:** Use to run a SQL statement to determine the default for the field. Web ADI will run the SQL statement entered in the Default Value field and automatically populate the spreadsheet with the result. If more than one value is returned from the query, the first value is used. You can use the following tokens in the SQL statement you enter in the Default Value field:

  $profile$.profileName: Enter the name of the profile option, and its value for the current user's profile will be returned.

  env.userid: Returns the current user ID.

  env.appid: Returns the current application ID.

  env.respid: Returns the current responsibility ID.

  env.language: Returns the current session language.

- **Parameter:** Use to reference a parameter that your system administrator stores in the form function (Self Service Link) you use to access the Create Document flow.

8. When you have completed your field definitions, click **Apply**.

2.3 Renaming Layouts

You can rename existing layouts.

Steps

1. Navigate to the Select Layout window and select a layout to update.
2. Click **Update**. The Update Layout window opens.
3. Enter a new layout name.
4. Click **Apply** to save the renamed layout.

2.4 Updating Layouts

You can update existing layouts as required.

Steps

1. Navigate to the Select Layout window and select a layout to update.
2. Click **Update**. The Update Layout window opens.
3. Click **Continue**.
4. Edit the layout fields that appear in your spreadsheet.
5. Click **Apply** to save the modified layout.

2.5 Duplicating Layouts

You can duplicate existing layouts and then edit them as required.

Steps

1. Navigate to the Select Layout window and select a layout to copy.
2. Click **Duplicate**. The Duplicate Layout window opens.
3. Enter the name and key for the new layout.
4. Click **Apply** to create the duplicate layout.

2.6 Deleting Layouts

You can delete selected layouts.

Steps

1. Navigate to the Select Layout window and select a layout to delete.
2. Click **Delete**. The Delete Layout Warning window opens.
3. Click **OK**. You will receive a confirmation of the deletion.

3

Defining a Mapping

Sections in this chapter include:

3.1 Overview of Defining a Mapping

You can choose to automatically import data into the spreadsheet during the Create Document flow, as discussed in Section 4, "Creating a Document". When you choose to import data on the Content page, you are then prompted to select a mapping. Web ADI requires a mapping in order to determine where imported data should be placed in the spreadsheet.

Mapping associates columns in the imported data with columns in the spreadsheet. You do not need to create new mappings for fields that do not have data, or if a mapped field is not included in the spreadsheet. Multiple mappings need be created for Content only if the associations between the downloaded columns and the fields in the spreadsheet change. If you import text files with varied data structures, you may have to define more than one mapping for the text file.

3.2 Defining Mapping

Use this procedure to define mapping between source data and columns in a spreadsheet.

Login

Oracle Applications

Responsibility

Desktop Integration

Navigation

Personal Homepage > Desktop Integration > Define Mapping

Steps

1. Click **Define Mapping**. The Mapping window opens.
2. Select an Integrator.

   Choose the Integrator you will use to import information into a spreadsheet as part of the Create Document process.
3. Click **Go**. The Select Content window opens. Content indicates the information you will import into your spreadsheet. One or more mappings can be defined for a particular Content.
4. Select a Content to import. For example, Text File.
5. Click **Go**. The Select Mapping window opens. The Select Mapping window allows you to create, edit, view, and delete mappings for a Content.
6. Click Define Mapping. The Define Mapping window opens.
7. Enter a name for the new mapping, a mapping key, and the number of columns to be mapped.

- **Mapping Name:** Name that you will use in the Create Document flow
- **Mapping Key:** Key that is used to internally identify the mapping. You cannot change the mapping key once it is specified.

  Key names must:

  - Contain no spaces
  - Consist of uppercase, numeric, or underscore characters

It is recommended that you use the form keyname_your initials to create a unique key name. For example, NEWMAP_SE.

- **Number of Columns:** Enter the number of columns. This can be an estimate. Columns can be added or deleted later in the Define Mapping process.

8. Click **Next**. The Define Mapping - Source to Target Columns window opens.
9. Associate columns being imported from the Content to fields in the spreadsheet. Click the list of values for the Source Column to view a list of available columns to import, and to search for Source Columns. Enter the search criteria and click **Go**. Click the radio button next to the column name and then click select to select columns to map. If you know the name of the Source Column, you can type it directly into the field without using the list of values.

   Use the Target Column field next to each Source Column to create a mapping between the two fields. Click the list of values for the Target Column to view a list of available columns to import, and to search for Target Columns. Enter the search criteria and click **Go**. Click the radio button next to the column name and then click select to select columns to map. The Target Column list of values contains a list of columns that can exist in a spreadsheet. You may add new rows if more columns need to be mapped.
10. Some Target Columns support the translation of ID values from Source Columns into user values to download into a spreadsheet. To find out if the translation of IDs is supported by a specific column, select that column and click **Lookup**. If the column supports the ID translation, a checkbox will appear under Lookup for that column name. To perform the ID translation, select the Lookup checkbox for the desired columns.
11. When you have completed your mapping definition, click **Apply**.

3.3 Renaming Mappings

You can rename existing mappings.

Steps

1. Navigate to the Select Mappings window and select a mapping to update.
2. Click **Update**. The Update Mapping window opens.
3. Enter a new mapping name.
4. Click **Apply** to save the renamed mapping.

3.4 Updating Mappings

You can update existing mappings as required.

Steps

1. Navigate to the Select Mapping window and select a mapping to update.
2. Click **Update**. The Update Mapping window opens.
3. Edit the Mapping fields to associate source columns with target columns.
4. Click **Apply** to save the mapping under the new name.

3.5 Duplicating Mappings

You can duplicate existing mappings and then edit them as required.

Steps

1. Navigate to the Select Mapping window and select a layout to copy.
2. Click **Duplicate**. The Duplicate Mapping window opens.
3. Enter the name for the new mapping.
4. Click **Apply** to save the duplicate mapping.

3.6 Deleting Mappings

You can delete selected mappings.

Steps

1. Navigate to the Select Mappings window and select a mapping to delete.
2. Click **Delete**. The Delete Mapping Warning window opens.
3. Click **OK**. You will receive a confirmation of the deletion.

4

Creating a Document

Sections in this chapter include:

This chapter describes the steps for creating a spreadsheet using the Create Document page flow. For specific information on the Journals Integrator, see Section 5, "Creating Journal Entries in Oracle General Ledger".

This chapter describes all of the tasks of creating a spreadsheet. Before you create your spreadsheet, make sure at least one layout has been defined. Layouts determine the fields that appear in the spreadsheet you will create. If you intend to automatically import information into the spreadsheet, make sure that a mapping has been defined. For details on defining layout, see Section 2, "Defining a Layout"; for details on defining mapping, see Section 3, "Defining a Mapping".

4.1 Overview of Creating a Spreadsheet

The Create Document workflow guides you through steps that allow you to configure your spreadsheet. As you complete the steps, a guide bar at the top of the

window lets you know where you are in the process. In addition, the parameters you select are listed at the top of the window.

Once you have defined the parameters for your spreadsheet, you can review them before creating the spreadsheet. You can cancel spreadsheet creation at any time during the process.

The Create Document process you see may vary. Also, some of the parameters in the Create Document windows might be pre-configured by your system administrator.

4.2 Creating a Spreadsheet

Use this procedure to create a spreadsheet on your desktop that will allow you to interact with the Oracle E-Business Suite.

Login

Log into Oracle Applications and navigate to your personal homepage. Under Navigate, click **Desktop Integration**. Under Desktop Integration, click **Create Document**.

Responsibility

Desktop Integration

Navigation

Personal Homepage > Desktop Integration> Create Document

Steps

1. Click **Create Document**. The Create Document Shortcuts window opens.

   You can reduce the number of steps to create a spreadsheet by saving your selections to a shortcut that will be shown at the beginning of the Create Document process. You can create shortcuts by saving the settings you have selected at the end of this process.

2. Select a shortcut to bypass pages that prompt for the selections saved in the shortcut.

   Select **None** if you do not want to use a shortcut. You may also delete a shortcut by selecting it and clicking Delete.

3. Click **Continue**. The Viewer window opens. The viewer is the program that you will use to view the spreadsheet you are creating.
4. In the Viewer window, define the following:
   - **Viewer:** Select the Viewer that will be used to open your spreadsheet. For example, Excel 2000.
   - **Reporting:** Check this box to create a spreadsheet that does not allow upload. Do not check this box if you will be using an integrator to upload data later in the process.
5. Click **Next**. The Integrator window opens. The selection on this page determines the integrator you will use.
6. Select an integrator. The integrator defines the task you will be performing. For example, to use spreadsheets to create journals to upload into the General Ledger, select General Ledger - Journals Integrator. See Section 5, "Creating Journal Entries in Oracle General Ledger" for details on the Journals Integrator.
7. Click **Next**. The Layout window opens. Layouts determine which fields are included in your spreadsheet, their placement, and any default values. See Section 2, "Defining a Layout" for details on defining custom layouts.
8. Select the layout to use.
9. Click **Next**. The Content window opens. The Content window allows you to define a blank spreadsheet or automatically populate the spreadsheet with data when it is created.
10. Specify the Content to import:
    - **None:** Select to create a blank spreadsheet that contains default values from the layout definition.
    - **Text File:** Select to automatically import data into the spreadsheet from a text file.

    There may be other content available as well, depending on your environment.
11. Click **Next**. When a specific content is selected, the next page in the flow will prompt you for mapping information and parameters required by the content. If you selected the Content type Text File, the Mapping window will open. Otherwise, the Review window will open. See Section 3, "Defining a Mapping" for details on defining custom mappings.
12. Specify the filename and the mapping to use in order to map the text file or other data to the spreadsheet columns. You can choose to import a file from

your hard drive, or to use a file that has already been imported. All files that have been imported are saved on the server so they are centrally stored for reuse.

If you select a Local File:

- You can use the Browse button to open a window to search for the file on your hard drive.
- If the file with the same name has already been imported, check the "Overwrite" box if you want to overwrite the file currently residing on the server with the one you are importing.
- Indicate the delimiter used in the text file. Enter the delimiter directly into the text field if "Other" is selected.
- Check "Ignore Consecutive Delimiters" if you do not want to insert a null value into the spreadsheet when two delimiters exist side by side in the text file.
- Enter the line in the text file where you want to start importing. The first few lines in a text file may be header information that you do not want to import into the spreadsheet.

All of the above parameters are saved against the text file on the server and are reused when you choose to import the file again.

Note: If you are operating in a multi-byte environment, you must save the text file with UTF-8 encoding before importing the text file.

13. Click **Next**. The Review window will open. The Review window displays the choices you made as you created the spreadsheet.
14. Optionally, click **Save.** The Select Shortcut window displays. The Select Shortcut window allows you selected to a shortcut that appears at the beginning of the Create Document flow. Specify the shortcut name and choose the settings you want to save. Any settings you save will be pre-specified whenever you use this shortcut, and the pages displaying those settings will be skipped. The shortcut name will appear in the list of shortcuts on the Create Document Shortcuts window. System administrators can save the shortcut to a form function that can be attached to a user's menu.
15. Click **Apply** to save the shortcut and return to the Review Window.

16. Click **Create Document** to create your spreadsheet. Excel will open and display your spreadsheet, containing any data you have imported. After you have finished modifying the spreadsheet, you can upload the data.

> **Note:** You cannot copy an entire worksheet to a different workbook. However, you can copy row values from one sheet to another Web ADI sheet and upload. Copying the entire worksheet is not supported because, while rows and columns are copied, the macro code behind the Web ADI worksheet is not copied over to the new sheet and none of the Web ADI functionality (such as Upload or List of Values) will work.

Features of Spreadsheets

- **Structure of the Spreadsheet:** The context region appears at the top of the spreadsheet and contains contextual information that cannot be edited. The header region is directly below the context. Fields in the header can be edited. The values entered in the header are common to all the rows in the line region. The line region appears below the header and is editable. The line region contains the individual rows that will be uploaded to Oracle Applications. These regions are determined by layout definitions. See Section 2, "Defining a Layout" for details.
- **Upload Flag:** When you add or change data, a flag appears in the Upl column in the line region of the spreadsheet. When you start the upload process, you can choose to upload all rows or only the flagged rows.

  If you copy and paste a line of data, the spreadsheet does not place a flag character in the Upl column for your new journal line. You can manually enter a flag by double-clicking in the data cell.
- **Hint Text**: The list region contains a shaded hint area. These hints give you information about a field, including:
  - **Data Type:** Text, Date, or Number.
  - **List of values:** "List" indicates that you can retrieve a list of values for the field by double-clicking on the cell, or by selecting the cell and then selecting List of Values from the Oracle menu. Some lists of values will appear as drop down menus.
  - **Required Fields:** Required fields are indicated with an asterisk (*).

- **View Context:** Clicking the View Context button displays or hides the journal worksheet context information at the top of the worksheet.
- **View Header:** Clicking the View Header button displays or hides the journal worksheet header information, located just below the context information.

4.3 Uploading Data from Spreadsheets

After creating and modifying your spreadsheet, you can upload its data to Oracle Applications.

Steps

To upload data from a spreadsheet to the Oracle Applications:

1. While viewing your spreadsheet, choose Upload from the Oracle menu. The Upload Parameters window appears.
2. Select the desired parameters. See Section 4.3.1, "Using Upload Parameters" for details.

   Note: There may not be any upload parameters for you to choose depending on the integrator you selected and whether or not your system administrator has prevented the selection of upload parameters with the BNE Allow Set Parameters profile option.

3. Click **Upload** to start the upload process. After the upload process completes, the upload window will indicate whether or not the upload was successful. Messages will be returned to the spreadsheet that will identify all rows containing invalid values. If any rows in an upload are found to be invalid, none of the data in the spreadsheet will be uploaded. You must correct all errors in order to successfully upload the spreadsheet.

4.3.1 Using Upload Parameters

You may have access to options that control the upload process. Any number of the following parameters will be available:

- **Rows to Upload:** Controls which rows in the spreadsheet to upload:
  - **All Rows:** Select to upload all rows in your spreadsheet, regardless of whether changes have been made.

- **Flagged Rows:** Select to upload only those rows that are marked with a flag character in the Upl column of your spreadsheet. A flag character will appear against a row that has changed.

- **Validate Before Upload:** Recommended. Pre-validating will prevent invalid data from being uploaded to Oracle Applications. Pre-validating is useful when you expect the import process to be quite lengthy or when you plan to run it unattended, such as overnight.

4.4 Monitoring Concurrent Requests

The upload process of some integrators start a concurrent program to import the data you uploaded to an interface table to Oracle Applications. You can monitor concurrent requests from the spreadsheet.

Steps

1. Select Oracle > Monitor to monitor concurrent requests.
2. Enter a specific Request ID you want to monitor or leave the field blank to monitor all your requests. Choose Completed, In Progress, or Both from the menu to further refine the requests to monitor.

Select Refresh and click **Monitor** to update the status of the request. You can display a list of requests by selecting each request and clicking Monitor.

You can search for requests by Request ID or owner. Expand the Search criteria section to search.

4.5 Adding Rows to a Spreadsheet

To add rows to an open spreadsheet:

Steps

1. Unprotect the spreadsheet by selecting Tools > Protection > Unprotect Sheet.
2. Select a row in the lines section of the spreadsheet.
3. Select Insert > Rows.
4. Repeat Insert > Rows selection to add as many rows as you need. The rows you add will have a flag in the Upl column.
5. Protect the spreadsheet by selecting Tool > Protection > Protect Sheet.

4.6 Saving a Spreadsheet to Disk

You can save a spreadsheet that you have created to your disk.

Steps

1. Select File > Save As.
2. Browse to the desired location for the saved file.
3. Click **OK**.

4.7 Opening a Saved Spreadsheet

You can open a Web ADI spreadsheet that you have saved to disk.

Steps

1. Open the spreadsheet.
2. Attempt to use any of the options in the Oracle menu (Upload, Monitor, Download, List of Values, About).
3. You will be prompted to log into Oracle Applications.
4. Select a Responsibility. You must select the same responsibility that was used to create the spreadsheet you are attempting to open.
5. Modify the spreadsheet as needed.
6. Upload or save the spreadsheet when you are finished.

4.8 Downloading Data to a Spreadsheet

Download enables you to refresh data you have imported into your spreadsheet. Download is not available if the spreadsheet does not contain imported data.

Steps

Select Oracle > Download to refresh imported data.

> **Note:** Any new rows of data or other modifications you have made on the spreadsheet will be overwritten when you use Download to refresh the data. Be sure to use Download only when you want to start over with the original data.

5

Creating Journal Entries in Oracle General Ledger

Sections in this chapter include:

5.1 Overview of Creating Journal Entries

Web ADI provides integration with the Oracle General Ledger to enable creation of journal entries through the Journals Integrator. The General Ledger - Journals Integrator allows you to define journal spreadsheets which you can modify and upload repeatedly.

Web ADI validates data against the accounts, security rules, and reference information defined in the General Ledger. Once Web ADI has validated the data, you can automatically upload your journals to the General Ledger.

With the General Ledger Journals Integrator you can:

- Customize spreadsheets by defining layouts.
- Define default values for journal worksheet fields.
- Use the powerful spreadsheet features of Excel. For example, you can use formulas to calculate journal amounts.
- Save a journal worksheet to a file, which can then be transferred to another PC for further changes, even while disconnected from your network.
- Users can enter recurring journal entries by saving a journal spreadsheet, and then uploading it whenever appropriate, such as every month.

5.2 Creating Journal Entries

Use this procedure to create a spreadsheet for General Ledger journal entry, using the Journals Integrator. For General Ledger guidelines and rules, see the *Oracle General Ledger User's Guide*.

Prerequisites

- Define a set of books. Journal worksheets support entering effective and reversal dates for sets of books that have average balance processing enabled.
- Open one or more accounting periods for your set of books.
- Create a spreadsheet, as described in Section 4, "Creating a Document".
- Have your administrator set the following optional profile options in General Ledger:
  - **GLDI: Converted Entry Threshold:** Web ADI forces converted currency journals to balance within a set threshold amount before journal upload.
  - **GLDI: Balance by Accounting Date:** Web ADI forces journal amounts to balance by accounting date before journal upload.
  - **GLDI: Create Group ID (GLDI_CREATE_GROUP_ID):** When enabled, Web ADI automatically generates a Group ID during journal upload. Use this profile option to trace journals posted in GL to specific Web ADI users. You can choose to generate a Group ID based upon the internal User ID, a combination of the internal User ID and the Julian date, or an automatic sequence number.
  - **ADI: Use Function Security (ADI_USE_FUNCTIONAL_SECURITY):** Prevent users from uploading by setting to "Yes" for a user profile. If enabled, one of the following functions must be in the menu assigned to the

user's current responsibility to allow upload: Enter Budget Journals, Enter Journals, Enter Encumbrances, and Import Journals. If the responsibility does not have access to any of these functions, an error will be received when the user selects "Upload" from the Oracle menu in Excel.

- **Web ADI: Allow Set Parameters:** When enabled, users will have the ability to change their upload parameters

Login

Oracle Applications

Responsibility

Desktop Integration

Navigation

Personal Homepage > Desktop Integration > Create Document

Steps

To create journal entries:

1. Create a spreadsheet as described in Section 4, "Creating a Document". Make these choices while using the Create Document page flow:
   - **Viewer:** Excel
   - **Integrator:** General Ledger - Journals
   - **Content:** Text File (optional)
2. Modify the spreadsheet as desired.
   - Enter an Account for each journal line by entering the account directly or by choosing from a list of values.
   - Enter a Debit or Credit amount for each journal line. You can use Excel formulas to enter your amounts.
   - Enter information for any optional fields that you specified if you customized the worksheet layout.

3. Upload your journals to General Ledger by choosing Oracle > Upload. See Section 4.3, "Uploading Data from Spreadsheets" for details.

> **Note:** If you specify a Reversal Period but leave the Reverse Journal field blank, the journal upload process will fail for that spreadsheet.

Uploading the journal entries is a two step process, involving uploading the data to the interface table, and then, importing it to the General Ledger.

Uploading Journals - Upload Parameters

These upload parameters are available when you upload your journal spreadsheet:

- **Rows to Upload:** Controls which rows in the spreadsheet to upload:
- **Validate Before Upload:** Recommended. Select this checkbox to pre-validate your journal data before you upload. Pre-validating will minimize the possibility that the journal import process will fail because of a validation error.
- **Automatically submit journal import:** Select this checkbox to start the import process automatically after the upload completes. If the upload is successful, an import concurrent request will be submitted. See Section 4.4, "Monitoring Concurrent Requests" for details.
  - **Post Errors to Suspense Account:** If there are any account errors, the journal import program will post the errors to a predefined suspense account. For this functionality to work, suspense posting must be enabled in General Ledger.
  - **Create Summary Journals:** Select this checkbox to have journal import summarize all transactions that share the same account, period, and currency.
  - **Descriptive Flexfields:** If your spreadsheet contains descriptive flexfields, decide whether or not the import program will import this information after Web ADI uploads it to the interface table.
    * **Do Not Import:** Descriptive Flexfield information in your spreadsheet will not be imported from the interface table to Oracle Applications
    * **Import Without Validation:** Select to have the import program import descriptive flexfield values without validating them

* **Import With Validation:** Select to have the import program validate and import descriptive flexfield values.

5.3 Mappings for Journal Spreadsheets

In the Define Mapping window, some Target Columns support the translation of ID values from Source Columns into user values to download into a spreadsheet. To find out if the translation of IDs is supported by a specific column, select that column and click **Lookup**. If the column supports the ID translation, a checkbox will appear under Lookup for that column name. To perform the ID translation, select the Lookup checkbox for the desired columns.

For the General Ledger - Journals integrator, ID values in Source Columns mapped to the following Target Columns can be translated, as listed below:

- **Balance Type:** Select DESCRIPTION from GL_LOOKUPS where LOOKUP_CODE = *ID value*
- **Encumbrance Type:** Select ENCUMBRANCE_TYPE from GL_ ENCUMBRANCE_TYPES where ENCUMBRANCE_TYPE_ID = *ID value*
- **Budget Name:** Select BV.BUDGET_NAME from GL_BUDGET_VERSIONS BV, GL_BUDGETS B where BV.BUDGET_VERSION_ID = *ID value*
- **Journal Type:** Select MEANING from GL_LOOKUPS where LOOKUP_CODE = *ID value*
- **Reverse Journal:** Select MEANING from FND_LOOKUPS where LOOKUP_CODE = *ID value*

5.4 Functional Actuals Journals

Use the General Ledger Journals integrator to create actual journal entries using the functional currency for your selected set of books. You must first have a layout defined with the relevant fields before using it to create your journal spreadsheet.

5.4.1 Layouts

You may use predefined layouts to create Functional Actuals journals or you may define your own. The following layouts are shipped with the General Ledger Journals integrator:

- **Functional Actuals – Single:** Create single actual journal entries using the functional currency for your selected set of books.

- **Functional Actuals - Multiple:** Create multiple actual journal entries using the functional currency for your selected set of books.

If you define your own layout, you must:

- Have the Balance Type appear in the context region
- Enter Actual for the Default Value for Balance Type
- Set the Default Type for Balance Type to Constant

5.4.2 Creating Journals

Once you have created a spreadsheet using your functional actuals layout, follow these steps to enter and upload your journal information.

Steps

1. Select and enter values for Category, Source, Currency, Accounting Date.

   Note: Journal worksheets support entering effective and reversal dates for sets of books that have average balance processing enabled.

2. Enter an Account for each journal line by entering the account directly or by choosing from a list of values.
3. Enter a Debit or Credit amount for each journal line. You can use Excel formulas to enter your amounts.
4. Enter information for an optional field that you specified if you customized the spreadsheet.
5. Upload your spreadsheet to the General Ledger by selecting Oracle > Upload. See Section 4.3, "Uploading Data from Spreadsheets" for details.

5.5 Foreign Actuals Journals

Use the General Ledger Journals integrator to create actual journal entries using a foreign currency. A foreign currency is one which is different from the functional currency for your selected set of books. You must first have a layout defined with the relevant fields before using it to create your journal spreadsheet.

5.5.1 Layouts

You may use predefined layouts to create Foreign Actuals journals or you may define your own. The following layouts are shipped with the General Ledger Journals integrator:

- **Foreign Actuals - Single**: Create single actual journal entries using a foreign currency.
- **Foreign Actuals - Multiple:** Create Multiple actual journal entries using a foreign currency.

If you define your own layout, you must:

- Have the Balance Type appear in the context region
- Enter Actual for the Default Value for Balance Type
- Set the Default Type for Balance Type to Constant
- Add Conversion Type, Conversion Rate, and Conversion Date to the layout. Conversion Rate and Conversion Date must both be either in the lines or header region.

5.5.2 Creating Journals

Once you have created a spreadsheet using your foreign actuals layout, follow these steps to enter and upload your journal information.

Steps

1. Select and enter values for the Category, Source, Currency, Accounting Date, and Conversion Type.
2. Enter the Conversion Date and/or Conversion Rate, as required:
   - If you selected conversion type User, you must enter a Conversion Rate. You do not enter a Conversion Date.
   - If you selected a conversion type other than User, you must enter a Conversion Date. You do not enter a Conversion Rate. General Ledger provides the rate when you import your journals.
3. Enter an Account for each journal line.

4. Enter a Debit or Credit amount for each journal line.

> **Note:** General Ledger automatically calculates the converted value for foreign currency amounts. You can override this by selecting the Converted Debit and Converted Credit optional fields in the Update Layout window. General Ledger will use the converted value you enter.

5. Enter information for any optional fields in the journal worksheet.
6. Upload your spreadsheet to the General Ledger by selecting Oracle > Upload. See Section 4.3, "Uploading Data from Spreadsheets" for details.

5.6 Budget Journals

Use the General Ledger Journals integrator to create journal entries that are posted against a budget. You must first have a layout defined with the relevant fields before using it to create your journal spreadsheet.

5.6.1 Layouts

You may use predefined layouts to create Budget journals or you may define your own. The following layouts are shipped with the General Ledger Journals integrator:

- **Budgets - Single:** Create single journal entries that are to be posted against a budget.
- **Budgets - Multiple:** Create multiple journal entries that are to be posted against a budget.

If you define your own layout, you must:

- Have the Balance Type appear in the context region
- Enter Budget for the Default Value for Balance Type
- Set the Default Type for Balance Type to Constant
- Add Organization, Budget Name, and Period to the layout. The Organization field must be added to the header region.

5.6.2 Creating Journals

Once you have created a spreadsheet using your budget layout, follow these steps to enter and upload your journal information.

Steps

1. Select and enter values for Category, Source, Currency, Organization, Budget Name, and Period.

   Note: Accounting Date is not required for Budget journals.

2. Enter an Account for each journal line by entering the account directly or by choosing from a list of values.
3. Enter a Debit or Credit amount for each journal line. You can use Excel formulas to enter your amounts.
4. Enter information for an optional field that you specified if you customized the spreadsheet.
5. Upload your spreadsheet to the General Ledger by selecting Oracle > Upload. See Section 4.3, "Uploading Data from Spreadsheets" for details.

   Note: Budget journals do not need to balance.

5.7 Encumbrance Journals

Use the General Ledger Journals integrator to create journal entries to update encumbrance balances. You must first have a layout defined with the relevant fields before using it to create your journal spreadsheet.

5.7.1 Layouts

You may use predefined layouts to create encumbrance journals or you may define your own. The following layouts are shipped with the General Ledger Journals integrator:

- **Encumbrances - Single:** Create single journal entries to update encumbrance balances.
- **Encumbrances - Multiple:** Create multiple journal entries to update encumbrance balances.

If you define your own layout, you must:

- Have the Balance Type appear in the context region
- Enter Encumbrance for the Default Value for Balance Type
- Set the Default Type for Balance Type to Constant
- Add Encumbrance Type to the layout

5.7.2 Creating Journals

Once you have created a spreadsheet using your encumbrance layout, follow these steps to enter and upload your journal information.

Steps

1. Select and enter values for Accounting Date, Currency, Category, Source, and Encumbrance Type.
2. Enter an Account for each journal line by entering the account directly or by choosing from a list of values.
3. Enter a Debit or Credit amount for each journal line. You can use Excel formulas to enter your amounts.
4. Enter information for an optional field that you specified if you customized the spreadsheet.
5. Upload your spreadsheet to the General Ledger by selecting Oracle > Upload. See Section 4.3, "Uploading Data from Spreadsheets" for details.

Note: Encumbrances journals do not need to balance.

5.8 Reverse Journals

You can create reverse journals for encumbrance, foreign actuals and functional actuals journals. Add the following fields to your layout if you want to create a reverse journal:

- Reverse Journal
- Reversal Period

5.9 Value Added Tax (VAT) Journals

You can include VAT information with functional and function actuals journals. Add all of the following fields to your layout if you want to include VAT information:

- VAT Context
- Invoice Date
- Tax Code
- Invoice Identifier
- Invoice Amount

A

Frequently Asked Questions

This appendix lists frequently asked questions related to the Oracle Web Applications Desktop Integrator (Web ADI).

Are there plans to develop Web ADI Integrators for Budgets and Oracle Assets?

Offering Budget and Asset integration are top priorities and will be among the first solutions after the initial General Ledger - Journals Integrator release.

Is the ADI client server version still supported?

The latest release of the client server version will be supported.

Do any Web ADI components need to be installed on the desktop?

No, you will need Microsoft Internet Explorer and Microsoft Excel.

What versions of Excel can be used with Web ADI?

At this time, Excel 97, 2000, 2003, and XP are supported.

What internet browser does Web ADI require?

Internet Explorer 5 or later is required.

How will new integrators be added?

Integrators will be added to an instance by applying additional patches.

Why must I set my Intranet browser security setting "Initialize and script ActiveX controls not marked as safe" to "Prompt"?

Web ADI requires Internet Explorer to make a connection to Excel so that the spreadsheets can be created. No ActiveX control is actually downloaded or run. It is the security setting that has special name. When our HTML document attempts to make the connection to Excel, Internet Explorer looks at its security settings to determine if this should be allowed. In a default installation, this particular security setting is set to Disabled.

This means that Web ADI's request is denied, and the spreadsheet cannot be created. We do not want ANY user to set the value to Enabled, because we cannot assume that all such requests are valid. The appropriate middle ground is the Prompt setting, which causes a dialog box to appear when we attempt to invoke Excel from Internet Explorer. If an end user is concerned about security, then they can choose No - don't proceed on the dialog, and no spreadsheet will be created. If the user wishes to create the spreadsheet, then the user allows this one request to go through. Note that the user had just clicked the Create Document button within the Web ADI user interface before this dialog appears, and as such they know that they just asked for a spreadsheet to be created, and for security reasons they are now being asked for confirmation by Internet Explorer to allow this to happen. So in conclusion, Web ADI does not require you to download any ActiveX controls, it is asking for permission to invoke Excel from Internet Explorer.

Does Web ADI work with Single Sign-On?

Yes, but there are some additional configuration steps. See the *Oracle Web Applications Desktop Integrator Implementation Guide* for more information.

Why can't I get past the login page after pressing a Web ADI form function on the PHP?

The GUEST user name defined in the .dbc file cannot be the same as your Oracle Applications user name. When you select a Web ADI form function, a guest login to the database is performed based on the .dbc setting. The Web ADI application is required to login to the database before it can attempt to take any action, such as validate your login name and password, or get the profile option to see that Single Sign On (SSO) server support is enabled. Reference information regarding the Guest user account can be found in the *Oracle Applications System Administrators Guide*.

Can I copy a spreadsheet to a PC running a different language?

Spreadsheets can be copied between operating systems running languages under the following conditions:

- A spreadsheet generated on any language Windows 98, NT, 2000, ME, or XP can be copied and used on a Windows NT, 2000, or XP machine running any language.
- A spreadsheet that is copied onto a Windows 98 or ME machine must be generated on an operating system running the same language.

Are reference fields supported when entering Key and descriptive flexfield information into the spreadsheet?

Although reference fields are not currently supported, there are plans to support this Oracle Applications Flexfield feature. See enhancement 2809958 for the current status of this feature.

Will Request Center functionality, such as report publishing and drill down be included in Web ADI?

Request Center functionality migrated to the web will become a part of Report Manager. Web ADI is not designed to be a reporting tool. Web ADI focuses on enabling you to download and upload information from a document residing on the desktop (spreadsheets, word processing, project planning).

Request Center is currently being migrated to the Web in a separate product (Report Manager). It will not be a one to one mapping of every feature. We are doing the migration in light of other reporting projects such as DBI, RXi, and Reports 9i, which means that we will only migrate the Request Center functionality that is unique to Request Center (for example. FSG publishing, theme management, and attribute set management). We are currently designing web based submission and publishing for FSGs. The majority of Request Center users are asking for FSG submission and publishing on the web, so that is our focus. Once we have migrated client/server ADI functionality to the web, we will have two products:

- Web ADI for desktop integration
- Report Manager for report publishing, distribution, and presentation

My spreadsheet is only created with 10 rows for entering data. How can I increase the number of lines so I can enter more than 10 records?

To increase the number of rows you must:

1. Unprotect the sheet by selecting Tools > Protection > Unprotect Sheet.
2. Select a row in the lines section.
3. Select Insert > Rows.

Can I copy my entire Web ADI worksheet to a different workbook?

You cannot copy an entire worksheet to a different workbook. However, you can copy row values from one sheet to another Web ADI sheet and upload. Copying the entire worksheet is not supported because Excel copies only the rows and columns. The macro code behind the Web ADI worksheet is not copied over to the new sheet, therefore none of the Web ADI functionality such as Upload or List of Values will work.