GN010: General Navigation in the Financial Management System (Oracle Cloud)
## Course Overview

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<th>Course Name</th>
<th>General Navigation in the Financial Management System (Oracle Cloud)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Duration</td>
<td>1 hour 45 minutes</td>
</tr>
<tr>
<td>Course Description</td>
<td>This course provides an overview of the Financial Management System project and application. Participants will learn how to interact with the home page, define user preferences, save favorites, respond to notifications, navigate to forms, enter data, perform online inquiries, and run reports. This course is intended for all users of the Financial Management System application.</td>
</tr>
<tr>
<td>Target Audience</td>
<td>All roles</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>None</td>
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Course Objectives

Upon completing this course, you will be able to:
• Explain the objectives and scope of the Financial Management System Implementation
• Log in to the application and navigate to a form from the Home page
• Set preferences
• Respond to notifications in the worklist
• Enter data in forms
• Search for data in the Financial Management System
• List and describe the reporting tools available in the Financial Management System
# Key Terms

<table>
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<tr>
<th>Key Terms</th>
<th>Definition</th>
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<tr>
<td>Retired Systems</td>
<td>Retired systems are systems that will no longer be used for transaction entry after go-live.</td>
</tr>
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<td>Notifications</td>
<td>A notification is a system-based alert that informs you that a task requires your attention.</td>
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<tr>
<td>Worklist</td>
<td>The worklist displays the full list of tasks that require your attention.</td>
</tr>
<tr>
<td>Inquiry</td>
<td>Inquiry is a method of searching for data in the system without running a report.</td>
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<tr>
<td>Scheduled Process</td>
<td>A scheduled process is a task in the system that is completed without user intervention on a predetermined schedule, or is submitted manually by a user.</td>
</tr>
<tr>
<td>Oracle Transactional Business Intelligence (OTBI)</td>
<td>OTBI is a self-service reporting tool used for viewing transactional data.</td>
</tr>
<tr>
<td>Financial Reporting Studio (FRS)</td>
<td>FRS is a tool used to develop and run financial reports such as income statements and balance sheets.</td>
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</table>
LESSON 1: INTRODUCTION TO THE FINANCIAL MANAGEMENT SYSTEM
Lesson Objectives

Upon completing this lesson, you will be able to:

• Explain the objectives of the Financial Management System Implementation
• List the types of activities that will take place in the new system
• Describe how the Financial Management System is part of the larger application landscape for the University
• Explain the major benefits of the new system
Financial Management System Implementation Overview

The Financial Management System will replace the existing financial applications, RIAS and Banner, with a single consolidated financial system for the entire University.
Implementation Scope

The scope of the implementation consists of functionality in the following areas:

- General Ledger
- Financial Reporting
- Accounts Payable (for payments only)
- Accounts Receivable (for Grants only)
- Cash Management
- Grants
- Projects
- Employee Expense Reports
System Functionality – Business Transactions

These major business transactions will be completed in the Financial Management System Application:

- **General Ledger**
  - Manual Journal Entries
  - Financial Inquiries and Reports

- **Awards**
  - Award Setup
  - Project Association

- **Accounts Receivable (for Grants and Contracts only)**
  - AR Invoices
  - Receipts

- **Accounts Payable (for payments only)**
  - Payment Processing
System Functionality – Business Transactions (Cont’d)

- **Cash Management**
  - Bank Reconciliation for AP and Grant AR

- **Employee Expense Reports**
  - Expense Reports

- **Projects**
  - Project Setup
  - Budgeting
  - Cost Collecting
  - Cost Adjustment
  - Revenue Recognition
  - Invoice Review (for Grants and Contacts only)
  - Reporting
Retired Systems

- The implementation of the new Financial Management System will retire the following systems:
  - Banner (for new transactions)
  - RIAS (for new transactions)
  - REX

- Student systems for legacy RBHS and legacy Rutgers will not be replaced by the Financial Management System

- You will continue to have access to the Controllers Reporting Library and the Financial Data Warehouse (FDW) to view historical data, even though Banner and RIAS will no longer be used to enter new transactions.
Data Conversion

What historical data will be available in the Financial Management System?

**General Ledger:**
- Two years of historical **summary** data will be migrated to the new general ledger for fiscal years 2015 and 2016, as well as the first three months of fiscal year 2017.
- Details for the first three months of FY17 will be converted to the new general ledger.
- Details for FY16, FY15 and prior will remain in the legacy systems.

**Sponsored Projects:**
- Life-to-date historical data will be available for active awards.
- Two years of historical data will be available for non-active awards.

**Non-Sponsored Projects:**
- For non-sponsored projects, the net balance on the project as of October 2016 will be converted. Details for non-sponsored projects for July 2016 through September 2016 would be available in legacy systems, including the RBHS Controller’s Reporting Library, and the new financial data warehouse for legacy Rutgers.
The Financial Management System is part of a larger application landscape that includes the systems shown below:
Benefits

The Financial Management System will provide the following benefits:

- Enhanced reporting and decision making
- Incorporation of the Projects sub ledger
- Detailed drill-down between modules
- Robust transaction controls
- Greater ability to control billing on grants and contracts
- System-based employee expense reports
Knowledge Check

Multi-Select

Which of the following business transactions will be performed in the new Financial Management System? Select all that apply.

A. Manual Journal Entries
B. Award Setup
C. Purchasing
D. Employee Expense Reports
Lesson Objectives

You are now able to:

• Explain the objectives of the Financial Management System Implementation
• List the types of activities that will take place in the new system
• Describe how the Financial Management System is part of the larger application landscape for the University
• Explain the major benefits of the new system
Financial Management System Training

LESSON 2: GETTING STARTED WITH THE FINANCIAL SYSTEM
Lesson Objectives

Upon completing this lesson, you will be able to:

• Log in to the application
• Navigate to a form from the Home page
• Save a form to the Favorites menu
• Respond to notifications in the worklist
Logging In

You will sign into the Financial Management System with your existing NetID and password.

• A link to the application will be distributed before go-live.
• You can also access the system using the URL below:
  https://cas.rutgers.edu/login?service=http%3a%2f%2fshib.oirt.rutgers.edu%2fidp%2fAuthn%2fRemoteUser

Logging In

You will sign into the Financial Management System with your existing NetID and password.

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The Home Page

The Home page in the Financial Management System is your starting point for navigating to forms, setting preferences, and responding to notifications.

- Expand the Navigator bar to navigate to a form.
- Click the Home button to return to the Home page.
- Access Favorites and Recent Items at any time.
- Respond to Notifications that require your attention.
- Quickly access a form by clicking on a Navigation Tile. The tiles that appear on the Home page depend on the roles assigned to you.
Personalization

You can customize and personalize many features in the Financial Management System.  
• When you log in for the first time, you may wish to define preferences that will apply throughout the application.  
• For example, you can change the date, time, and number format used in the system in the Regional Preferences section.

Click on Set Preferences.

Click on the arrow next to your name.
Personalization (Cont’d)

Select your preferences.

Select your preferences.

Save your changes.
Navigating from the Navigator

- Navigate to a form using the **Navigator** at the left of your screen.

Click on the **Navigator**.

Click on the **Work Area** to which you want to navigate.
Navigating from a Navigation Tile

- Navigate to a form by clicking the **Navigation tiles** on the home screen.

If applicable, click on a **Work Area** beneath the Navigation Tile.
Navigating to a Form

- You will arrive at a Work Area, which summarizes key details within a functional area.
- A Task List may appear on either the left or right-hand side of the Work Area.

**Work Area**

**Task List**

- **Journals**
  - Manage Journals
  - Create Journal
  - Create Journal in Spreadsheet
  - Create Encumbrance Journal in Spreadsheet
  - Run AutoPost
  - Run AutoReverse

- **Allocations**
  - Create Allocation Rules
  - Generate General Ledger Allocations
  - Generate Intercompany Allocations

Click the **Tasks** button to expand the Task List.

Click on a Task from the list to navigate to a form.
Navigating to a Form (Cont’d)

The form appears, allowing you to complete the task at hand.
Favorites and Recent Items

View favorites and recent items

- A list of Favorites and Recent Items is available on the page header of the application.

Use Favorites and Recent Items to quickly navigate to a form that you access frequently and/or accessed recently.
Favorites and Recent Items

- You can save frequently-accessed forms to your list of Favorites in the Financial Management System.
- Unlike Recent Items, Favorites are static and will remain as bookmarks until you edit or delete them.
- Favorites can also be organized into Folders.

- Forms that you accessed recently will be saved to your list of Recent Items.
- You can use this list to quickly return to a recently accessed form.
- The list of Recent Items is dynamic, so forms will be replaced with more recently accessed forms as you continue to use the application.
Notifications and Approvals

View and respond to system notifications

- When a task requires your attention in the system, a notification will display on the Notifications icon in the page header.
- Access the notifications in two ways
  - Notification icon on the home screen
  - Navigator menu

### Method 1

![Oracle Interface]

Welcome, FIN Deloitte!

You have a new home page!

Click on the **Notifications** item to see and respond to recent notifications that require your attention.
Notifications and Approvals (Cont’d)

- Follow this path: Navigator > Tools > Worklist. All notifications will appear here as well.

Method 2

Function-specific notifications are shown here.
Responding to Notifications in the Worklist

The full list of tasks that require your attention can be accessed from the worklist.

1. Click the **Tools** tile.
2. Click the **Worklist** tile.
3. The worklist is organized into different tabs by functional area (for example, Financials, Projects, etc.).
4. Search for tasks by their status.
5. Click on a task and take the needed action.
Responding to Notifications in the Worklist

Open a notification and take action by clicking the **Actions** button.

**Journal Batch Test Full Approval (10) for David** requires approval

**Details**
- **Assignee:** FIN Directive
- **Submitted By:** Debra Vassallo
- **Description:** Test Full Approval
- **Source:** Manual
- **Total Accounted Debt:** 10.00 USD
- **Total Accounted Credit:** 10.00 USD

**Journals**
- **Ledger:** Rutgers Ledger
- **Journal:** Test Full Approval
- **Accounting Date:** 5/2/16

**Journal Lines**

<table>
<thead>
<tr>
<th>Account</th>
<th>Currency</th>
<th>Entered (USD)</th>
<th>Conversion</th>
<th>Accounted (USD)</th>
<th>Line Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.0000.0000.0020</td>
<td>USD</td>
<td>10.00</td>
<td>User</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>100.0000.0000.0020</td>
<td>USD</td>
<td>10.00</td>
<td>User</td>
<td>10.00</td>
<td></td>
</tr>
</tbody>
</table>
Knowledge Check

Match the following

Match the following terms to their definitions.

A. Worklist
B. Personalization
C. Navigation
D. Favorites
E. Notification

1) Frequently accessed items
2) Appears when a task requires your attention
3) The list of tasks that require your attention.
4) Customize many features in the system.
5) Tiles that appear on your homepage.
Lesson Objectives

You are now able to:
• Log in to the application
• Navigate to a form from the Home page
• Save a form to the Favorites menu
• Respond to notifications in the worklist
LESSON 3: ENTERING DATA
Lesson Objectives

Upon completing this lesson, you will be able to:
• Describe the main components of a data entry form
• Enter data in forms
Data Entry Forms

- Data entry forms consist of the following main components:
Data Entry Forms

• Forms are organized into regions of related information. For example, the Create Journal form is organized into Journal Batch, Journal Header, and Journal Lines regions.

Regions can be expanded or collapsed as needed. Click **Show More** to show additional fields in a region. These fields are usually optional.
Data Entry Forms

- Fields are used to enter information and can be free text, search and select, drop-down, etc. Type or select data in fields as needed. Advance between fields quickly by pressing **Tab** on your keyboard.
- Fields marked with an asterisk (*) are required fields.
Data Entry Forms

- Buttons perform a specific action when clicked.
- Single-action buttons vs. multi-action buttons
  - Single-action buttons perform a single action (for example, Cancel).
  - Multi-action buttons can perform several different actions. These buttons have a drop-down arrow which presents the various different actions that the button can perform (for example, Save and Close, Save and Create Another).

Click on these buttons to perform actions like save, save and close, complete, post and cancel.
Data Entry Forms

• Some forms also contain drop-down menus that provide additional options.
• These menus are often present when you are entering data in a grid or table, and provide functionality related to the records entered in the grid / table (for example, Actions > Add Row).

Open the drop-down menu to take action.
Knowledge Check

Multi-Select

Which character is used to identify a required field in the Financial Management System? Select the correct answer.

A. Hash (#)
B. Asterisk (*)
C. Dollar ($)
D. Hyphen (-)
Lesson Objectives

You are now able to:
• Describe the main components of data entry form
• Enter data in forms
Lesson Objectives

Upon completing this lesson, you will be able to:

• Describe the key components of search forms
• Search for data in the Financial Management System
• Save frequently-executed searches
• Review search results in the Financial Management System
• Export search results to Excel
Using Inquiry Forms to Find Data

Inquiry forms consist of two regions: **Search** area and **Search Results**.

**Search**: Enter search criteria to define what type of information you want to appear in the search results region.

**Search Results**: Review the results of your search as needed.

Toggle between basic and advanced search here.

Save the search by clicking here.
Entering Search Criteria

Required Search Criteria

• Required search criteria are marked with an asterisk.
  – You must populate all of these fields to execute the search.
• Some fields are marked with a double asterisk.
  – This means that you must populate at least one of these fields to execute the search.
• Fields without an asterisk are optional
  – You do not need to populate these fields to execute the search.

• Note: additional optional criteria can usually be added to search form by clicking the **Add Fields** button and selecting the field(s) that you want to add to the form.
Entering Search Criteria

Query Operators

- Search criteria can be used in conjunction with operators to further refine the type of information you want to see.
- Click the **Advanced** button to add query operator fields to inquiry forms.
- Select the operator in the field to the left of the search criteria field.
- Common operators include:
  - Starts with / ends with
  - Equals / does not equal
  - Less than / greater than
  - Less than or equal to / greater than or equal to
  - Between
  - Contains / does not contain
  - Is blank / is not blank
Saving Search Criteria

If you frequently execute the same search, you can save time by saving the search criteria.

- To save search criteria:
  - Populate the desired search criteria on the form and click the Save button.
  - Enter a name for the search.
  - Determine whether you want to save the search as a default (if so, the search criteria will automatically populate into the form every time you load the form).
  - Determine whether you want to run the search automatically each time the form loads.
  - Click the OK button.

This search result can be saved by clicking the Save button.

Name the search criteria and set it as default or let it run automatically.
Saving Search Criteria
Executing a Saved Search

- If you did not select the “Run Automatically” option, but did select “Set as Default,” simply click the Search button to execute the search.
- If you did not select the “Run Automatically” option or the “Set as Default” option, select the saved search from the list of saved search and click the Search button.
Viewing Search Results and Exporting them to Excel

Viewing Search Results in the Financial Management System

- Search results appear in the Search Results region of the form.
- Add other columns to the form to see hidden details as needed.
  - View menu > Columns > Select the desired column
- Sort search results in ascending or descending order as needed.
- Click on a search result to view the selected record in more detail.
- Search results can also be exported to Excel for additional analysis.
- Click the Export to Excel button to export the search results to Excel.

Click on this icon to export the search results to Excel.
Query by Example
Query by Example Overview

You can use Query by Example to filter existing search results.

- The Query by Example (QBE) bar appears above the column headers in the search results grid.
  - If the QBE bar is not visible, you can enable it by clicking the Query by Example icon.
- To filter search results using QBE, type the filter criteria in the QBE bar and press Enter.
Query by Example

Query by Example Operators

Query operators can also be used with the Query by Example functionality. However, unlike standard inquiry, you must manually enter the query operator in the criteria field.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;</td>
<td>Greater than</td>
</tr>
<tr>
<td>&lt;</td>
<td>Less than</td>
</tr>
<tr>
<td>&gt;=</td>
<td>Great than or equal to</td>
</tr>
<tr>
<td>&lt;=</td>
<td>Less than or equal to</td>
</tr>
<tr>
<td>and</td>
<td>And</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong></td>
</tr>
<tr>
<td></td>
<td>You can use this operator only in conjunction with other operators, for example: &gt;0 and &lt;=1000.</td>
</tr>
<tr>
<td>or</td>
<td>Or</td>
</tr>
</tbody>
</table>
Knowledge Check

True or False

In order to execute a search, you must populate all the fields marked with a double asterisk sign.

A. True
B. False
Lesson Objectives

You are now able to:

• Describe the key components of search forms
• Search for data in the Financial Management System
• Save frequently-executed searches
• Review search results in the Financial Management System
• Export search results to Excel
Financial Management System Training

LESSON 5: REPORTS
Lesson Objectives

Upon completing this lesson, you will be able to:

• List the reporting tools available in the Financial Management System
• Describe the purpose of each reporting tool
• Submit a scheduled process
Overview of Reporting Tools

There are a number of reporting tools available in Financial Management System:

<table>
<thead>
<tr>
<th>Reporting Tool</th>
<th>Description</th>
</tr>
</thead>
</table>
| Financial Reporting Studio (FRS)      | • For summary reporting of account balances  
• Allows for expansion of COA hierarchy values and drilldown to details.  
• Results can be exported to Excel, PDF, Word, PowerPoint  
• Examples are P&L’s, Trial Balance |
| Business Intelligence (BI) Publisher  | • Ideal for high volume, highly-formatted transaction-based reports providing details of current operational data.                           |
| Standard Reports                      | • Provides an inventory of standard reports in the application across each of the modules.                                                  |
| Oracle Transactional Business Intelligence (OTBI) | • Similar to Discoverer  
• For querying transactional data  
• Choose from a large array of reportable data objects within functional subject areas. |
Scheduled Process - Overview

Some reports are generated by submitting a process in the Financial Management System.

A process is a series of steps completed by the system to produce a desired result. For example, you can submit a process to generate a report or create accounting entries for sub ledger transactions.

Most processes will be scheduled to run on a periodic basis, but you can also submit processes manually under special circumstances (usually to generate a report).
Go to the navigation pane and click More. Click on Scheduled Processes.
Scheduled Process - Submit a Scheduled Process

Click on Schedule New Process.

Search for Transaction Detail Report in the Name drop-down. Use ‘%’ as a wildcard symbol.

Click on the Transaction Details Report and press OK.
Scheduled Process - Submit a Scheduled Process (Cont’d)

A pop-up window appears when you click on the process.

Click the Advanced button to get more options.

Enter information in Business Unit, From Transaction Number, To Transaction Number fields.

You can choose to run the process As soon as possible or Using a schedule.
Scheduled Process - Submit a Scheduled Process (Cont’d)

Submit the process.

Submit the form.

Overview

Search

Search Results

View ▼ Flat List ▼ Hierarchy


Cornerstone

Transforming the Way We Work at Rutgers
The process report has successfully been run. A new section opens up which has the report. Click on the document under the **Output Name** column to open the report.
Knowledge Check

Multiple Choice

Which of the following tools is used to report on transactional details in the Financial Management System? Select the correct answer.

A. Financial Reporting Studio
B. OTBI
C. Standard Reports
D. Intelligence Perspective
Lesson Objectives

You are now able to:

- List the reporting tools available in the Financial Management System
- Describe the purpose of each reporting tool
- Submit a scheduled process
Cloud Financials Training

COURSE CONCLUSION
Course Summary

You are now be able to:

- Explain the objectives and scope of the Financial Management System Implementation
- Log in to the application and navigate to a form from the Home page
- Set preferences
- Respond to notifications in the worklist
- Enter data in forms
- Search for data in the Financial Management System
- List and describe the reporting tools available in the Financial Management System