

Work Instruction

Open a Saved Folder

Purpose

Use this procedure to open a saved folder.

Prerequisites

- You have previously created a custom folder and saved it. Refer to the work instruction "Set and Save a Customized Query in a Folder."

Navigator Path

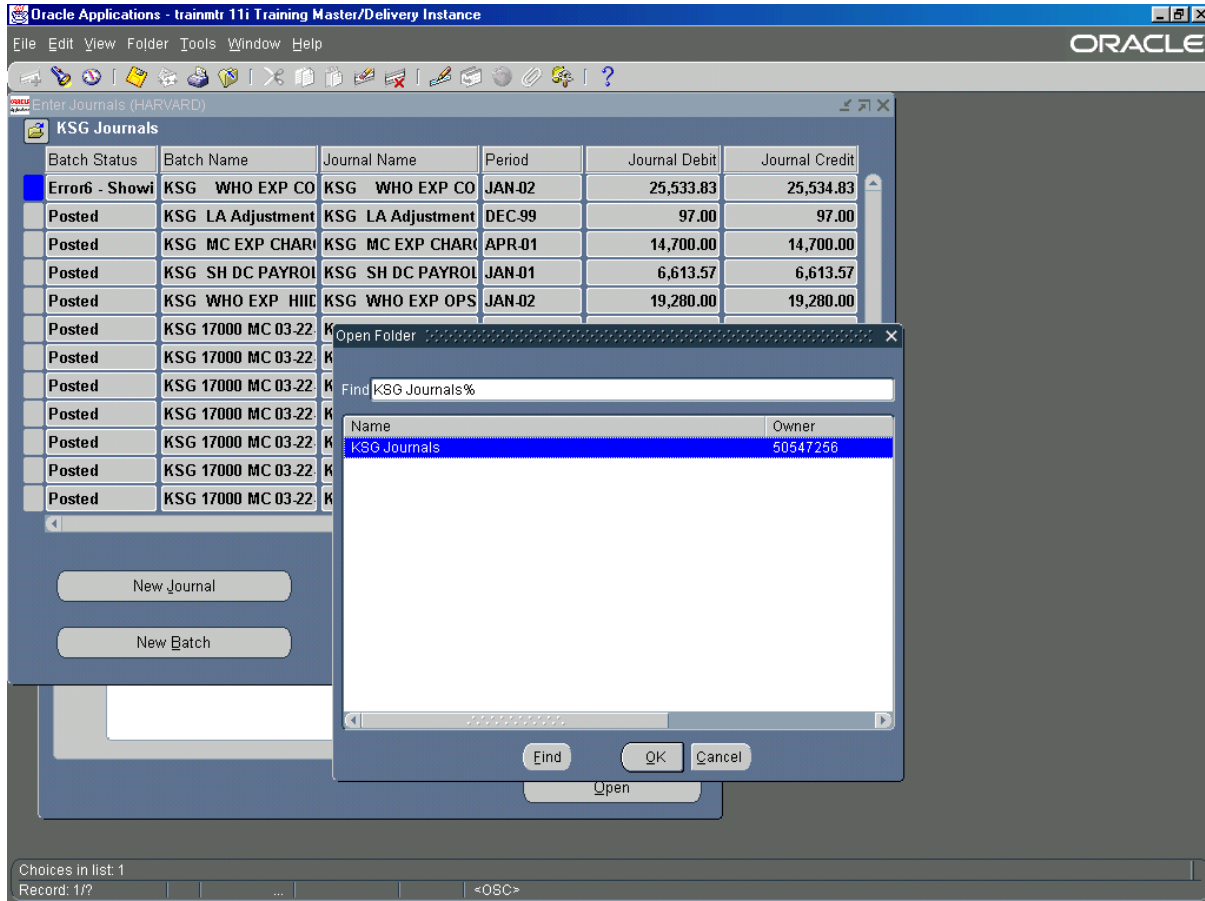
- **Journals → Enter**



Procedure

1. Close the *Find Journals* screen, leaving the *Enter Journals* screen open.

Open Folder



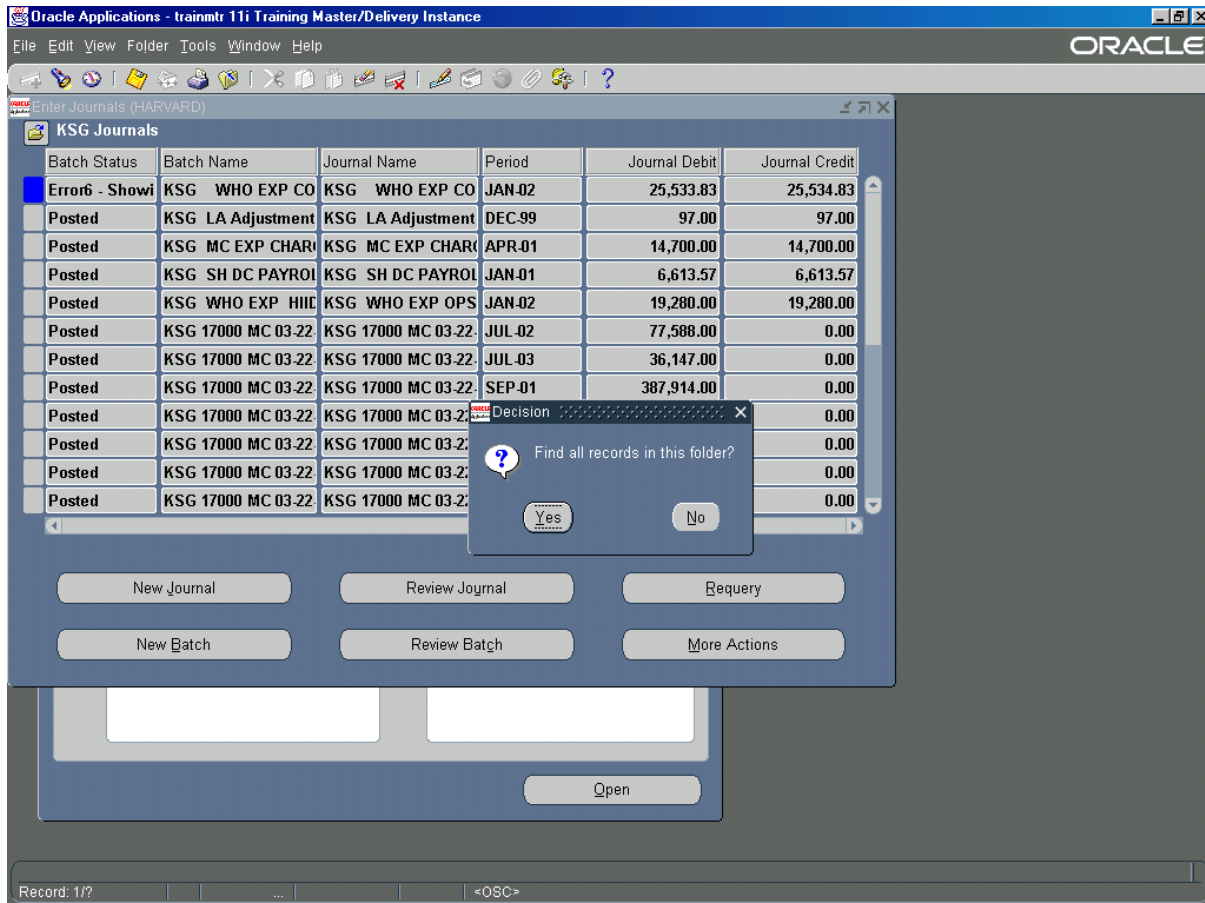
The screenshot shows the Oracle Applications interface for 'Enter Journals (HARVARD)'. A table titled 'KSG Journals' is displayed with columns: Batch Status, Batch Name, Journal Name, Period, Journal Debit, and Journal Credit. The table contains several rows of journal entries. An 'Open Folder' dialog box is overlaid on the table, with a search field containing 'KSG Journals%' and a list of results showing 'KSG Journals' with owner '50547256'. The 'OK' button is highlighted.

Batch Status	Batch Name	Journal Name	Period	Journal Debit	Journal Credit
Error6 - Show	KSG WHO EXP CO	KSG WHO EXP CO	JAN-02	25,533.83	25,534.83
Posted	KSG LA Adjustment	KSG LA Adjustment	DEC-99	97.00	97.00
Posted	KSG MC EXP CHAR	KSG MC EXP CHAR	APR-01	14,700.00	14,700.00
Posted	KSG SH DC PAYROL	KSG SH DC PAYROL	JAN-01	6,613.57	6,613.57
Posted	KSG WHO EXP HIIC	KSG WHO EXP OPS	JAN-02	19,280.00	19,280.00
Posted	KSG 17000 MC 03-22				
Posted	KSG 17000 MC 03-22				
Posted	KSG 17000 MC 03-22				
Posted	KSG 17000 MC 03-22				
Posted	KSG 17000 MC 03-22				
Posted	KSG 17000 MC 03-22				
Posted	KSG 17000 MC 03-22				

3. Select the folder you want to display.


4. Click .

Decision



The screenshot shows the Oracle Applications interface for 'Enter Journals'. A table lists journal entries with columns for Batch Status, Batch Name, Journal Name, Period, Journal Debit, and Journal Credit. A 'Decision' dialog box is overlaid on the table, asking 'Find all records in this folder?' with 'Yes' and 'No' buttons. Below the table are buttons for 'New Journal', 'Review Journal', 'Requery', 'New Batch', 'Review Batch', and 'More Actions'. At the bottom, there is an 'Open' button and a status bar showing 'Record: 1/?'.

Batch Status	Batch Name	Journal Name	Period	Journal Debit	Journal Credit
Error6 - Show	KSG WHO EXP CO	KSG WHO EXP CO	JAN-02	25,533.83	25,534.83
Posted	KSG LA Adjustment	KSG LA Adjustment	DEC-99	97.00	97.00
Posted	KSG MC EXP CHAR	KSG MC EXP CHAR	APR-01	14,700.00	14,700.00
Posted	KSG SH DC PAYROI	KSG SH DC PAYROI	JAN-01	6,613.57	6,613.57
Posted	KSG WHO EXP HIIC	KSG WHO EXP OPS	JAN-02	19,280.00	19,280.00
Posted	KSG 17000 MC 03-22	KSG 17000 MC 03-22	JUL-02	77,588.00	0.00
Posted	KSG 17000 MC 03-22	KSG 17000 MC 03-22	JUL-03	36,147.00	0.00
Posted	KSG 17000 MC 03-22	KSG 17000 MC 03-22	SEP-01	387,914.00	0.00
Posted	KSG 17000 MC 03-22	KSG 17000 MC 03-22			0.00
Posted	KSG 17000 MC 03-22	KSG 17000 MC 03-22			0.00
Posted	KSG 17000 MC 03-22	KSG 17000 MC 03-22			0.00
Posted	KSG 17000 MC 03-22	KSG 17000 MC 03-22			0.00
Posted	KSG 17000 MC 03-22	KSG 17000 MC 03-22			0.00

- Click  to find all the records in the folder.



This changes your *Enter Journals* screen to display your custom folder.

Result

You have successfully opened a saved folder and run a saved query. Select **File** → **Close Form** to exit the Journal form.