

Work Instruction

Set Up and Save a Customized Query and Format in a Folder

Purpose

Use this procedure to create a custom folder and have the folder automatically run a query to return certain journals.

Trigger

You frequently perform the same query and would like to save it for repeated use.

Navigator Path

- **Journals → Enter**

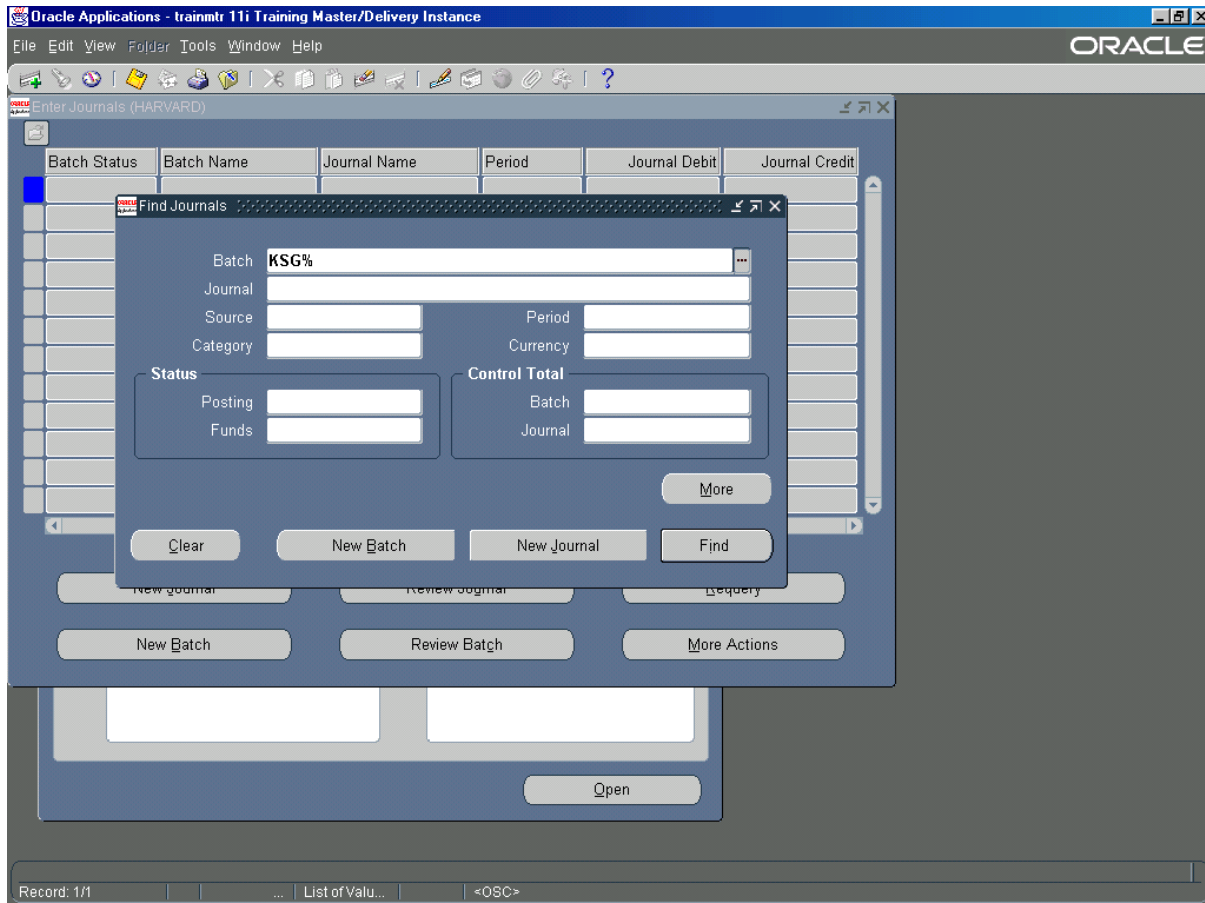


Procedure



1. Perform one of the following:

If You Are	Go To
Creating and saving a query	Step 2
Customizing columns and not creating a query	Step 5

Find Journals



2. As required, complete or review the following fields:

Field Name	R/O/C	Description
Batch	O	Full or partial description of the batch name  Use the % sign if entering a partial description Example: KSG%
Journal	O	Full or partial description of the journal name  Use the % sign if entering a partial description
Period	O	Period for which the journal was created



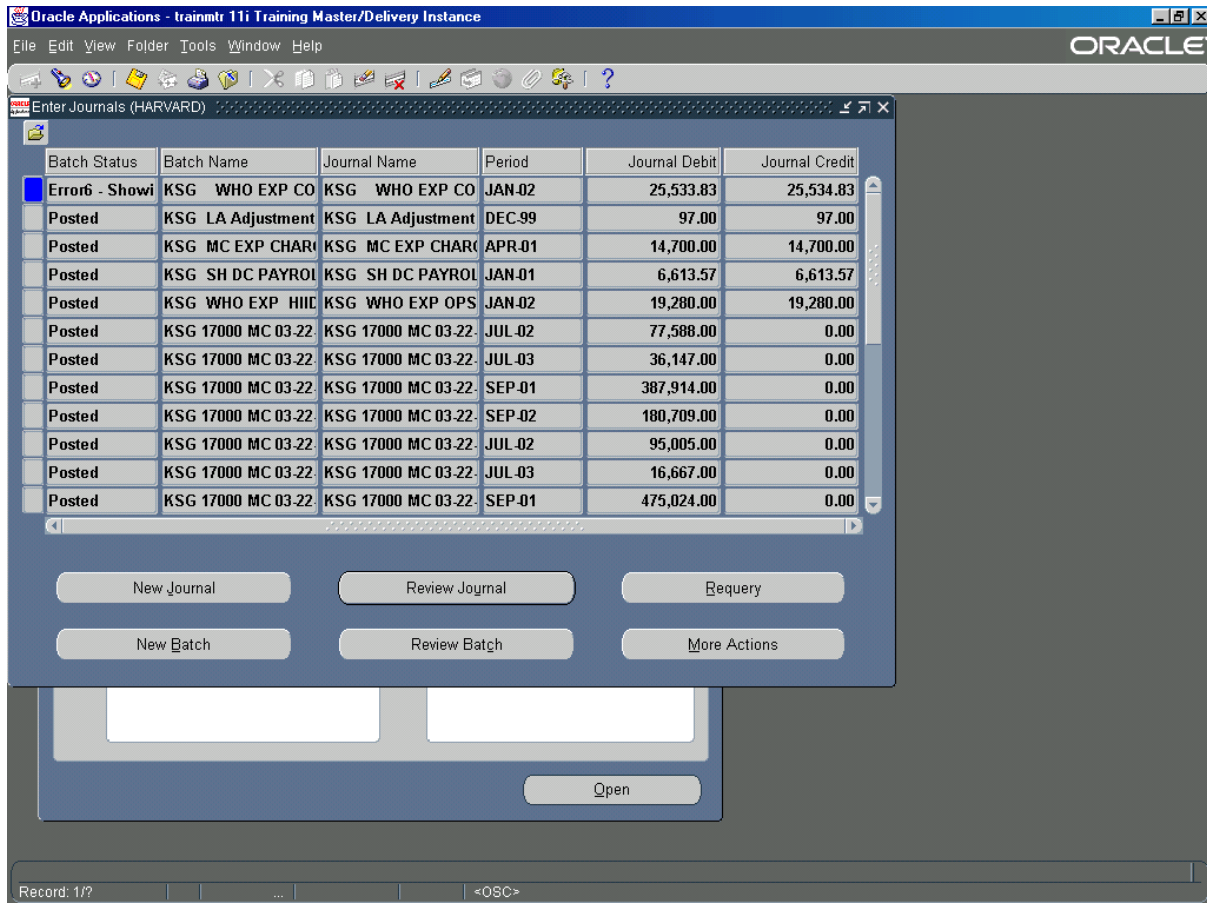
Field Name	R/O/C	Description
Category	O	Valid journal categories
Posting	O	Status of the batch Example: Posted

3. Click .

4. Perform one of the following:

If You Want To	Then	Go To
Customize columns that display on the <i>Enter Journals</i> screen	—	Step 5
Save the query without customizing the columns on the <i>Enter Journals</i> screen	Select Folder → Save As....	Step 8

Enter Journals

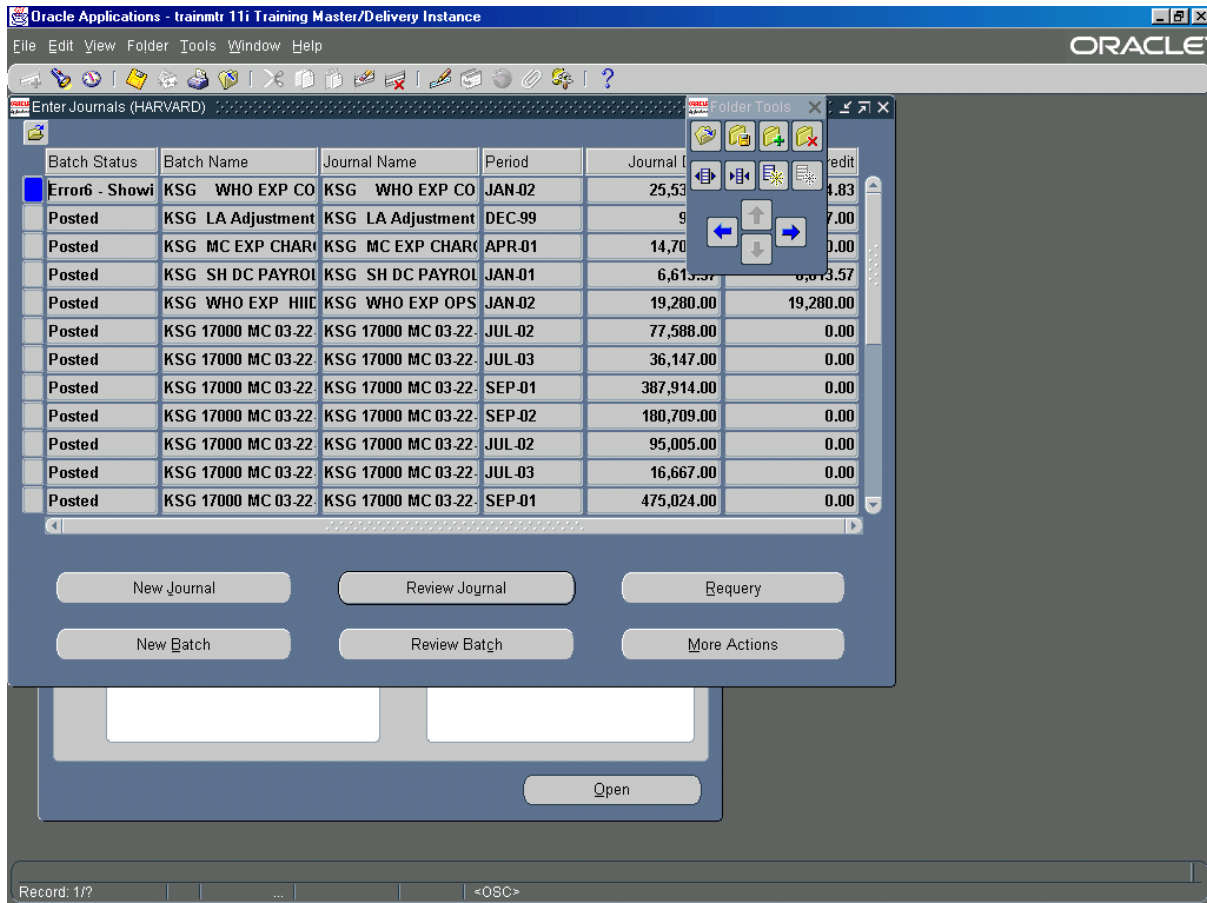


The screenshot shows the Oracle Applications 'Enter Journals' window. The window title is 'Oracle Applications - trainmtr 11i Training Master/Delivery Instance'. The menu bar includes 'File', 'Edit', 'View', 'Folder', 'Tools', 'Window', and 'Help'. The toolbar contains various icons for file operations and help. The main area displays a table of journal entries with columns for Batch Status, Batch Name, Journal Name, Period, Journal Debit, and Journal Credit. 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/?' and '<OSC>'.

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	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	SEP-02	180,709.00	0.00
Posted	KSG 17000 MC 03-22	KSG 17000 MC 03-22	JUL-02	95,005.00	0.00
Posted	KSG 17000 MC 03-22	KSG 17000 MC 03-22	JUL-03	16,667.00	0.00
Posted	KSG 17000 MC 03-22	KSG 17000 MC 03-22	SEP-01	475,024.00	0.00



5. Select **Folder** → **Folder Tools** or click the  icon.




Folder Tools




Batch Status	Batch Name	Journal Name	Period	Journal Debit	Journal Credit
Error6 - Show	KSG WHO EXP CO	KSG WHO EXP CO	JAN-02	25,534.83	0.00
Posted	KSG LA Adjustment	KSG LA Adjustment	DEC-99	9,700.00	0.00
Posted	KSG MC EXP CHAR	KSG MC EXP CHAR	APR-01	14,700.00	0.00
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	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
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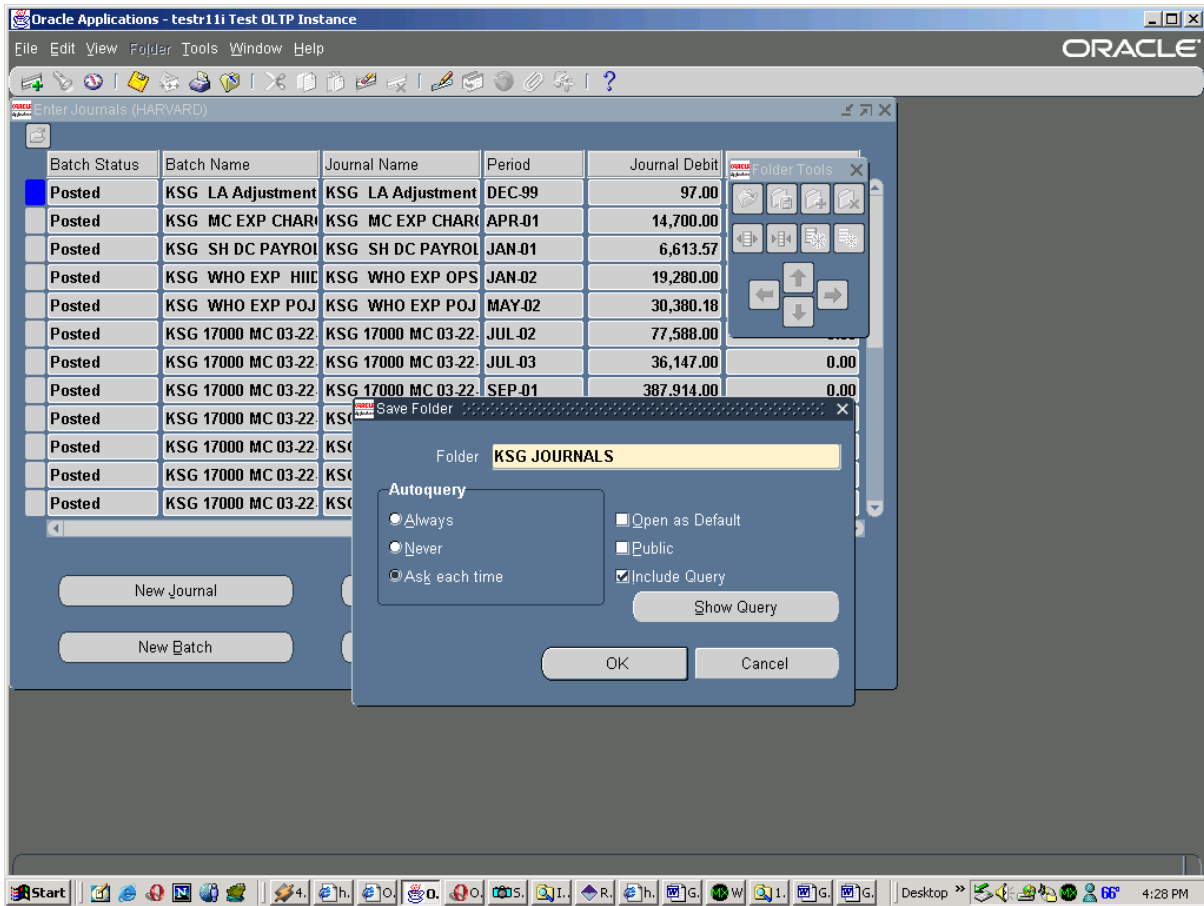
6. Perform one of the following:

If You Need To	Then
Widen a column	1. Select the column to widen 2. Click 
Narrow a column	1. Select the column to narrow 2. Click 

If You Need To	Then
Add a column	1. Select the field where the column should be added 2. Click  3. Select the field you want inserted from the list 4. Click OK Example: Add Batch Description and Budget Name
Delete a column	1. Select the field to remove from the <i>Enter Journals</i> screen. 2. Click 
Move a column	1. Select the column to move from the <i>Enter Journals</i> screen  2. Click

7. Click  to go to the *Save Folder* window.

Save Folder



8. As required, complete or review the following field:

Field Name	R/O/C	Description
Folder	R	Custom folder name Example: KSG JOURNALS

9. Select the appropriate Autoquery option

- **Always** runs the query each time you open the form and limit the journals returned
- **Never** does not run the specific query when opening the form and returns all journals
- **Ask each time** displays a window asking if the query should be run.



Do not select **Open as Default** as all work instructions are based on the Oracle default folder, and opening as a default can make it more difficult for the help desk to assess any problems. Also, do not select **Public** as this would allow everyone to see your custom folder.

10. Click



Result

You have successfully set up a custom query. Select **File** → **Close Form** to exit the Journal form.