Oracle Financial Application
R13
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Accessing Oracle Financial Application

1. Open San Joaquin Delta College Website

- Go to the San Joaquin Delta College website by entering the URL deltacollege.edu in the browser of your choice.

  Recommendations: Use Chrome or Mozilla Firefox (Internet Explorer is not a recommended browser for the use of the Oracle Financial Application)

- Scroll to the bottom of the page and select Faculty & Staff Resources.
Scroll to the **For Staff** section and select **Oracle Finance Application**.

The login page for the Oracle Financial Application will appear in a separate browser window.
2. Login to the Oracle Finance Application

- Enter your email username and email password and select Login.
  The Oracle Finance Application will appear.

- Select the Home icon.
  The Oracle application springboard will appear.
Creating Requisitions

1. Access Requisitions Page

- Select the **Procurement** icon to open the Procurement folder.

- Select the **Purchase Requisitions** icon.
Note: You can also select the Purchase Requisitions link in the Navigator menu. The Requisitions page will appear.

- Select the **More Tasks** dropdown.
- Select the **Request Noncatalog Item** dropdown.
2. Update Requisition Preferences

- Select the **More Tasks** dropdown and then **Update Requisition Preferences**.

  The Edit Requisition Preferences page will appear.

- Select the check next to the charge account you wish to make the primary default charge account.

  *Note: This charge account will be the charge account that will be charged if a requisition is submitted and you do not change the account within the requisition details.*

  *Note: Select + to add charge accounts or X to delete charge accounts.*
Optional: Set up your Requisition Preferences to reflect the appropriate Business Unit (Funds) you will use when creating your purchase requisitions.

Note: You must set your Requisition Preferences initially, prior to creating any requisition.

See below for the Business Units and their corresponding funds.

<table>
<thead>
<tr>
<th>SJDC Business Unit</th>
<th>Auxiliary Business Unit</th>
<th>Foundation Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100 General Fund</td>
<td>5100 Bookstore</td>
<td>8300 Foundation</td>
</tr>
<tr>
<td>1200 Grants/Categoricals</td>
<td>5200 Food Services</td>
<td></td>
</tr>
<tr>
<td>1300 Parking Fund</td>
<td>7100 ASDC - Assoc Stud</td>
<td></td>
</tr>
<tr>
<td>3400 Farm</td>
<td>7200 ASDC - Rep Fee</td>
<td></td>
</tr>
<tr>
<td>4200 Bond</td>
<td>7500 Scholarships</td>
<td></td>
</tr>
<tr>
<td>3300 Child Development</td>
<td>7900 Trust</td>
<td></td>
</tr>
<tr>
<td>6100 Self Insurance</td>
<td>8100 Clubs</td>
<td></td>
</tr>
<tr>
<td>3900 RDA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4100 Capital Projects</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you are not sure what Business Unit to choose, please call your Fiscal Analyst and they will be happy to assist you.
3. Create Noncatalog Request

- Select **Goods or services billed by amount** in the **Item Type** dropdown to create a requisition by amount (i.e., Yearly open PO, Contracts, etc...).

- Select **Goods or services billed by quantity** in the **Item Type** dropdown to create a requisition by quantity.

  *Note: The Quantity and UOM Name will appear.*
Enter the required fields (displayed with an asterisk), supplier, and attachments:

- **Item Description**: This description of the item to be purchased. The detail of this description should follow the Purchasing Policy Guidelines.
- **Category Name**: The category name (i.e., commodity code) represents the item type and associated buyer.
- **Quantity**: The quantity field is required when creating a requisition billed by quantity.
- **UOM Name**: This unit of measure field is required when creating a requisition billed by quantity.
- **Supplier**: The supplier should represent an existing supplier that is searchable. If the supplier is a new supplier, select the **New supplier** checkbox directly above the **Supplier** field so that the Purchasing Department can create the supplier in the system. **Note**: For all new suppliers, please attach all required supporting documentation.
- **Attachments**: Select the + symbol to add attachments to the requisition.
- Select **Add to Cart** to add the line item to the requisition.

  **Note:** All line items should be added to cart before you will submit the requisition.

  **Note:** Each line item will be added to the cart and the cart number will display.

  **Note:** Include the shipping and freight charges as separate line items (Category Name of these lines should match the original line item’s category name).

  **Note:** Only one supplier per requisition is allowed, thus you only need to enter the supplier on the first line item of the requisition.

- Select **Done** once all requisition lines have been added to the cart.

  The **Requisitions** summary page will appear.
- Select the cart icon to view the items in the cart, then select **Review** to open the requisition to review the line item details before submitting the requisition.

  *Note: It is important to review the requisition first to confirm the charge accounts you wish to use.*

The **Requisition** page will appear.
Select the Actions dropdown and then select Edit. The Edit Requisition page will appear.

Select down the page to view the line item details below and verify the charge accounts used for each line item in the requisition.
- Select **Submit** at the top of the page when ready to submit the requisition.

Optional: Select the **Save** dropdown and then **Save and Close** to save the requisition as a draft.
Search for a Charge Account

You can search for charge accounts in both the Preferences and Requisition pages by selecting the icon next to the charge account field. Once you select the field, a dialog will appear that gives you the option to either search by an alias (i.e., KFS account # and object code) or by entering one or more segment fields.

- Select the Search Charge Account icon to search for a charge account.

The Charge Account search page will appear.

- Optional: Select the Alias dropdown to search for a charge account using the account alias.

Note: If you know the Fund, Source, Organization, Program, Activity, SubActivity, or Object Code, you can enter those segments and then Ok directly in this window.

Note: The Interfund and Future1 segments are currently not being used and will always display “0000”. Although these segments are not used, they are needed as part of the Oracle charge account number and must always be included.
• **Select Search.**

• **Enter the alias in the Alias text field and the select Search to find the associate Oracle Account.**
Select the line to add and then select Ok.

The appropriate account segments will appear in the Charge Account window.

Select Ok.
Search for a Requisition by Requester, Requisition #, or Purchase Order #

You can search requisitions in the system that have been created by another user. The Manage Requisitions page allows you to search for these requisitions by either the requestor name, requisition number, or purchase order number.

- Select the Manage Requisitions link.
The **Manage Requisitions** page will appear.

- Enter the following to search for a requisition:
  - A user name in the **Entered by** field will allow you to search for a requisition created by another user.
  - A requisition number in the **Requisition** field will allow you to search for a requisition by the requisition number.
  - A purchase order number in the **Order** field will allow you to search for a requisition by the purchase order number.

- Select **Search** once you have entered a field to search on. The results will display in **Search Results** section at the bottom of the page.
Access the Delta Actual Versus Budget Reports

- Select the **Reports and Analytics** link in the **Navigator** menu.

  The Reports and Analytics page will appear.

  *Note: Selecting the star next to the report will allow you to see favorites.*
- Select **All Folders** to view the folders in the system.

- Select the **Shared Folders** folder.
- Select the **Custom** folder.

- Select the **Financials** folder.
- Select the **Budget Versus Actual** folder.

- Select either the **Delta Budget Versus Actual** or **Delta Budget Versus Actual without Alias** report.

  *Note: The Delta Budget Versus Actual without Alias report defines all accounts from all Business Units with or without budget, regardless of an Alias associated or not.*

  *Note: Select the star to the left of the report name to save the report as a Favorite.*
Note: Due to role permissions, you may or may not see the data in other reports displayed on the page.

- Select the **Fiscal Officer** dropdown to view accounts for the specified Fiscal Officer(s).

- Select **Apply**.
The Delta Budget Versus Actual Report will appear.

The Delta Budget Versus Actual Report provides the following:

- **Fiscal Officer** name(s) – names of those Fiscal Officers selected.
- **Alias** – KFS account number and object code.
- **Description** – description of the account
- **Account** – Oracle account number, where the segments include:
  - Fund
  - Source
  - Organization
  - Program
  - Activity
  - SubActivity
  - Object
  - Interfund
  - Future1
- **Budget** – Account budgeted amount.
- **Encumbered**
- **Actual**
- **Available**
- **Available Percent**
- **Committed**