

Application Desktop Integrator (ADI)

1 day

Delegates:

This course is designed for end users, managers, financial professionals and technical support staff.

Objectives:

By the end of this course delegates will be able to use the Applications Desktop Integrator to produce reports, publish reports in the Request Centre, create journal entries, create budgets and use the Analysis Wizard to perform drilldowns.

Topics Covered:

- Overview and Benefits of ADI
- Getting Started with ADI
 - Sign On to ADI
 - The ADI Toolbar
 - Select a Database and a Responsibility
 - ADI Options
- ADI Journal Wizard
 - Create and Customize Journal Worksheets
 - Create Journal Entries using ADI
 - Upload Journals from ADI to the GL
 - Query GL to Find Uploaded Journals
- Budget Wizard
 - Create and Alter Budget Worksheets
 - Insert a New Budget Account
 - Upload Budgets from ADI to the GL
- ADI Request Centre
 - Define and Submit Reports
 - Format Report Output
 - Create and Apply Report Output Themes
 - View Report Output and Logs
 - Monitor and Cancel Requests
- ADI Report Wizard
 - Define Reports using ADI Report Wizard
 - Change Reports Using the Report Wizard
 - Link ADI Reports to FSG Reports
- Analysis Wizard
 - Drill Down to Summary and Detail Accounts
 - Drill Down to Subledger Detail

Requirements:

Familiarity with Oracle General Ledger.

Pre-Requisites Courses:

- General Ledger

Follow-On Courses:

- General Ledger Setup & Management
- Accounts Receivable
- Accounts Payable
- Asset Management