

Working with Records
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Working with Records Overview

You add information to the NIS database by adding or revising a record. For example, when you add a vendor to the Address Book, you create a vendor record that is stored with other vendor records.

Depending on the program, the system might assign a “Next Number” to each new record. This record number is unique, and is used to identify and display a specific record.

Once records have been entered, they can be searched, changed, or deleted.

Working with Records Lesson

Procedure

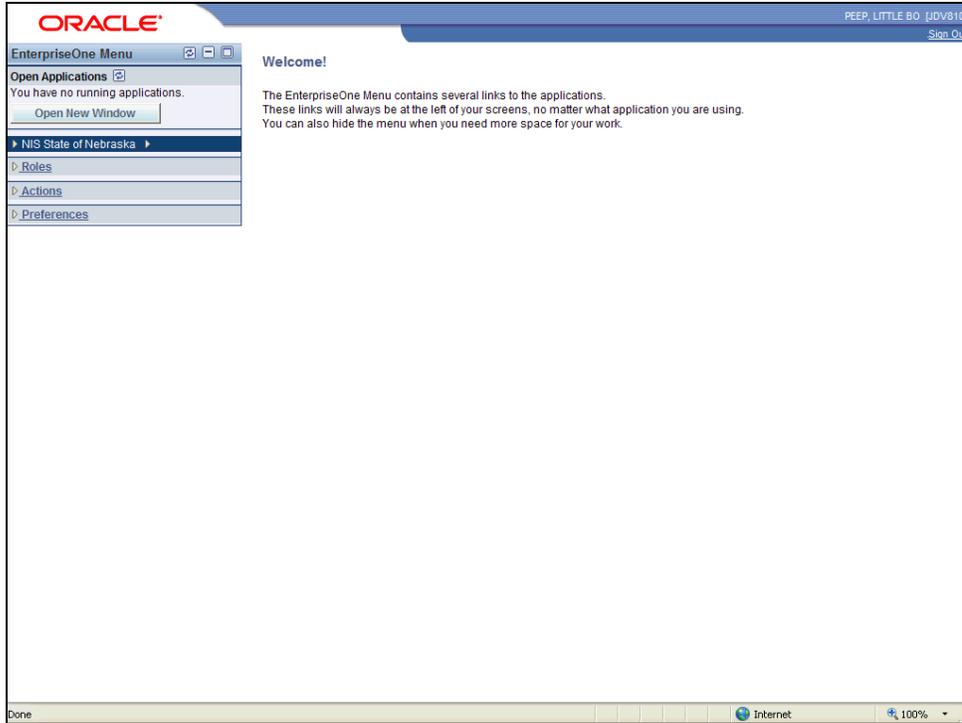
This work instruction shows how:

- ~ To Search for a Record
- ~ To Add a Record
- ~ To Change a Record
- ~ Delete a Record

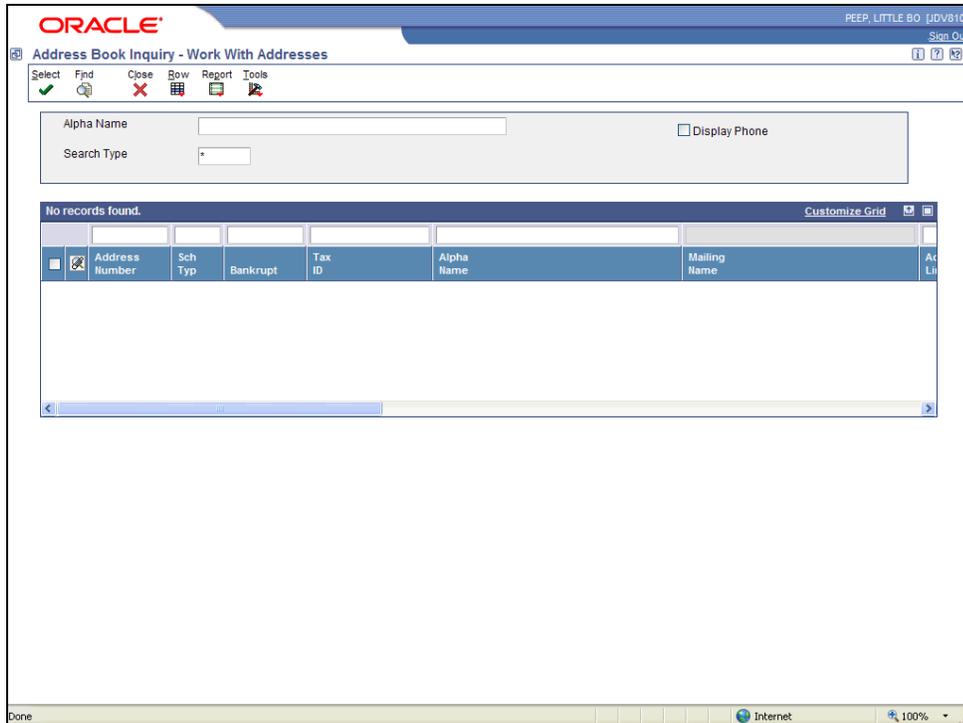
Step	Action
1.	In this exercise we will learn how to search for a Record in NIS. We will do this from the Address Book Inquiry screen. The methods taught here apply throughout NIS.

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Step	Action
2.	Click the NIS State of Nebraska link. NIS State of Nebraska
3.	Click the Address Book link. Address Book
4.	Click the Address Book Inquiry link. Address Book Inquir
5.	The fields: Address Number, Sch Typ, Bankrupt, Tax ID, Alpha Name , etc. are the QBE (Query By Example) fields.



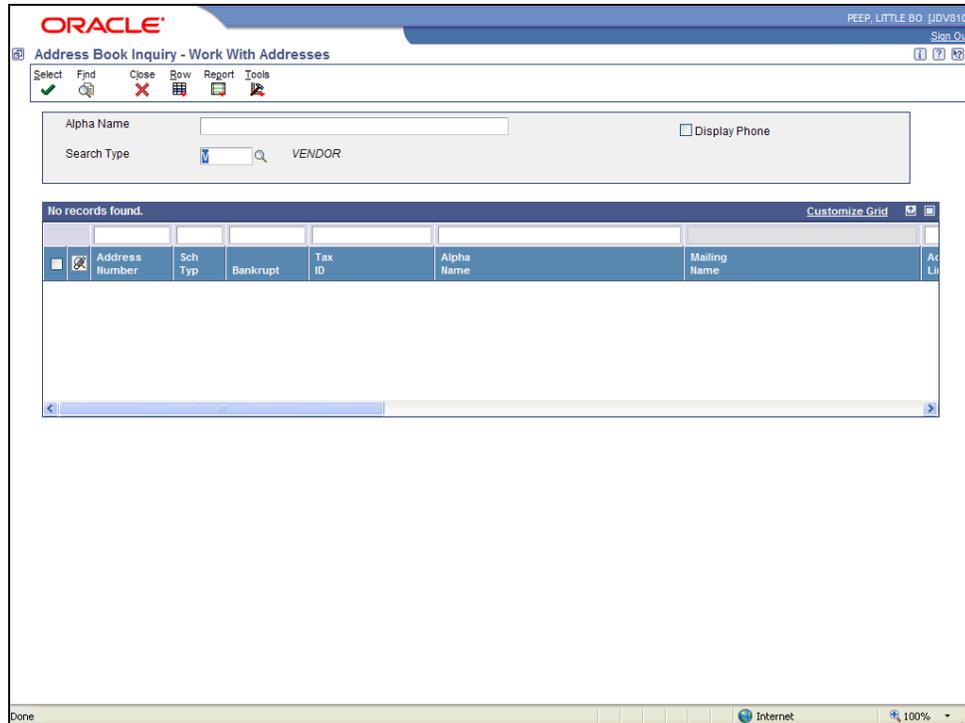
Step	Action
6.	Click in the Search Type field. <div style="border: 1px solid black; width: 50px; height: 20px; display: flex; align-items: center; justify-content: center;">*</div>
7.	Click the Visual Assist (F2) button. <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">🔍</div>

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Step	Action
8.	Click the Go to end button. 
9.	Click the V option. 
10.	Click the Select (Ctrl+Alt+S) button. 

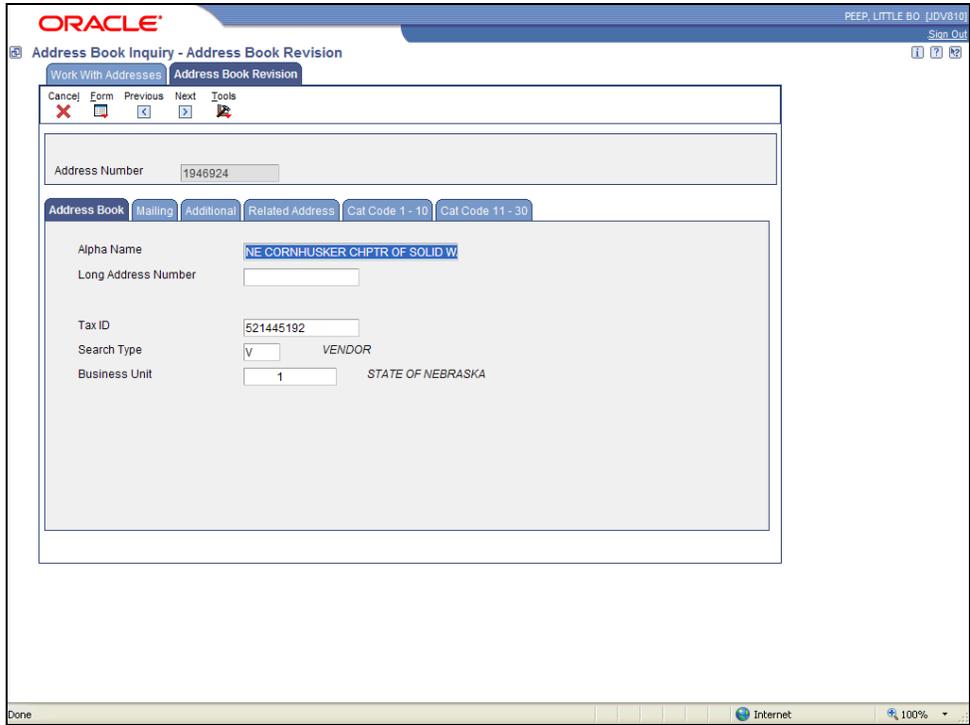


Step	Action
11.	Click the Find (Ctrl+Alt+I) button. 
12.	Click in the Alpha Name field.
13.	Enter the desired information into the Alpha Name field. Enter a valid value e.g. "*husker*" .
14.	Click the Find (Ctrl+Alt+I) button. 
15.	Click in the Tax ID field. 
16.	Enter the desired information into the Tax ID field. Enter ">48000000" .
17.	Click the Find (Ctrl+Alt+I) button. 
18.	Click the 1946924 option. 

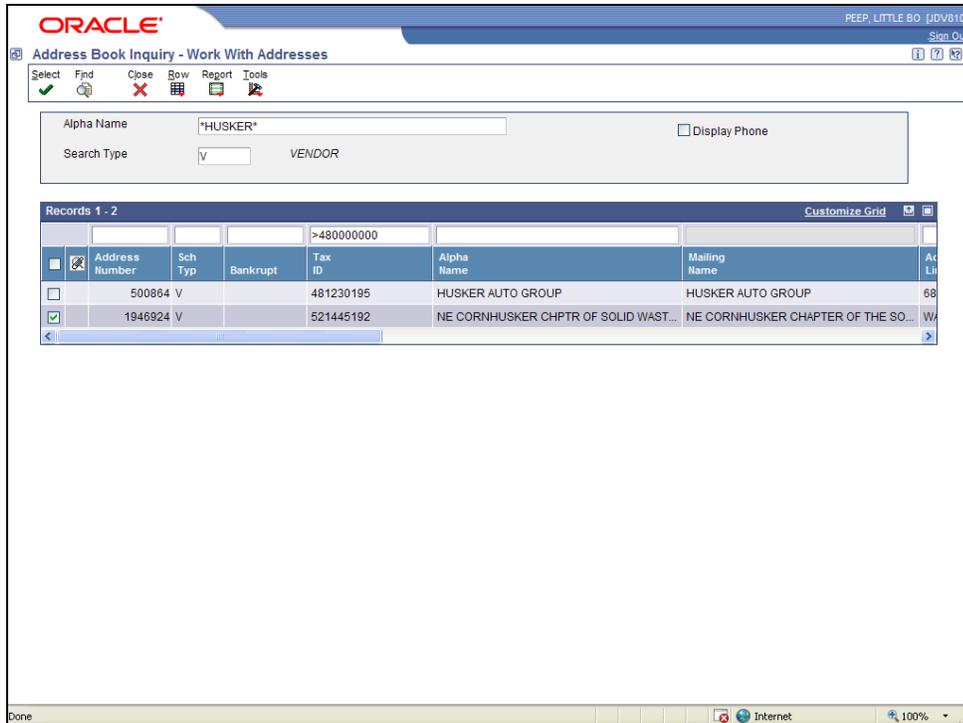
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Step	Action
19.	Click the Select (Ctrl+Alt+S) button.
20.	This brings up the Address Book Revision screen.



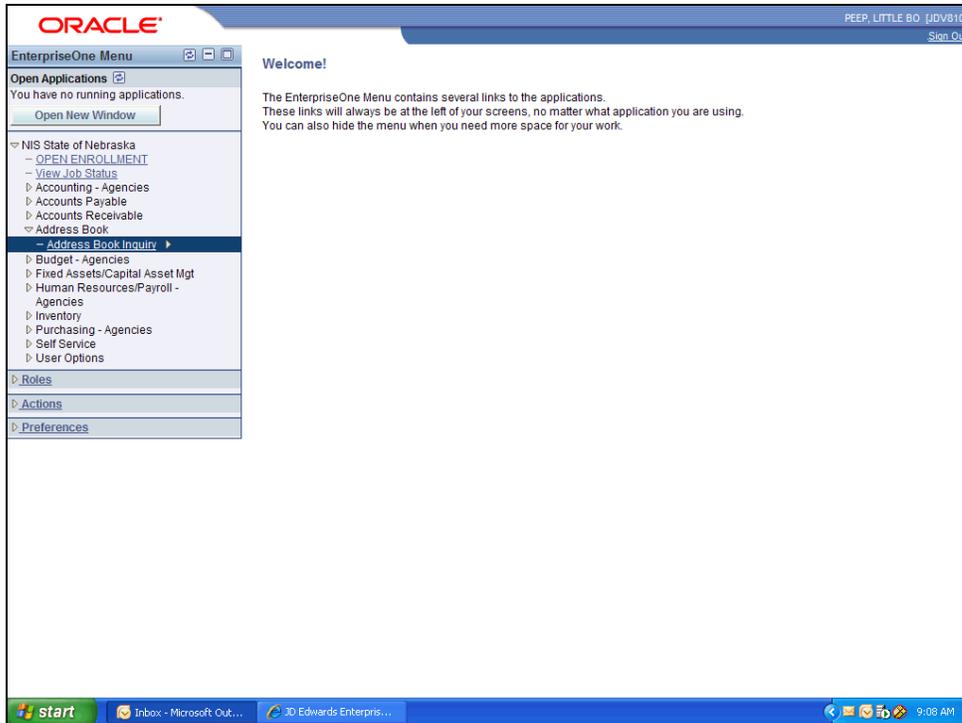
Step	Action
21.	Click the Cancel (Ctrl+Alt+L) button.



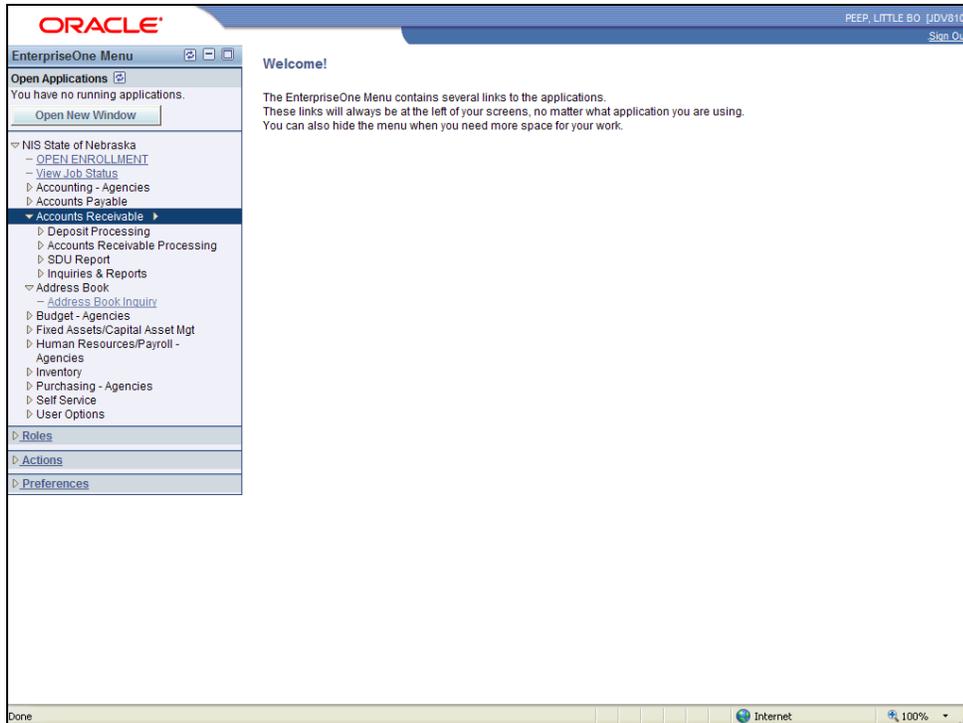
Step	Action
22.	Click the Close (Ctrl+Alt+L) button. 
23.	In this exercise we will learn how to add a Record in NIS. We will do this from the Standard Invoice Entry screen. The methods taught here apply throughout NIS.

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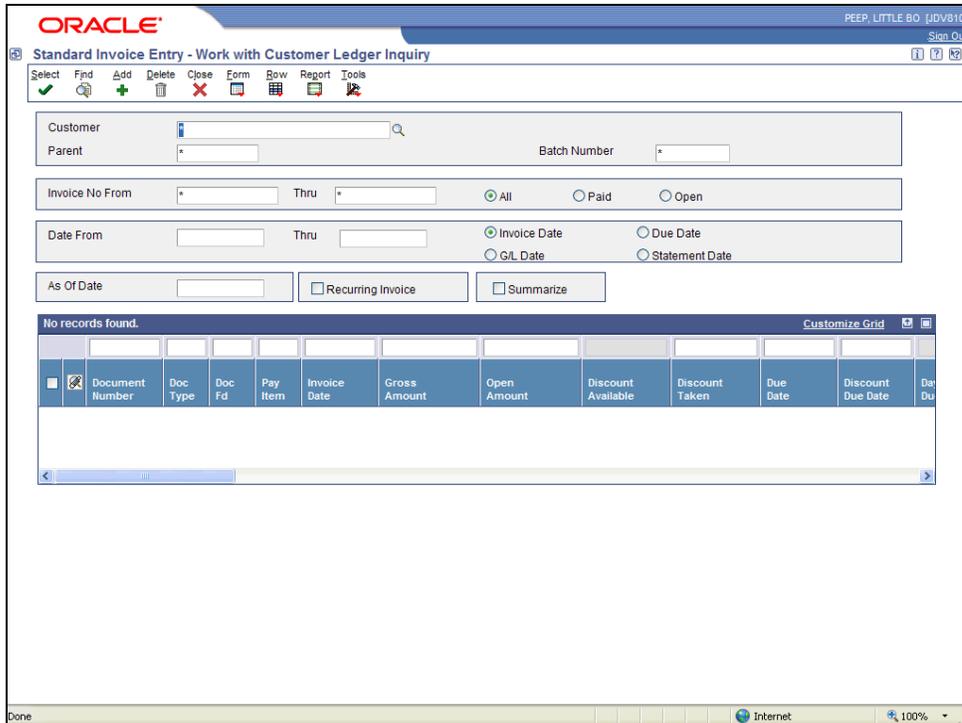
Step	Action
24.	Click Accounts Receivable . <input data-bbox="370 1098 574 1125" type="text" value="Accounts Receivable"/>



Step	Action
25.	Click the Accounts Receivable Processing link. Accounts Receivable Processing
26.	Click the Invoicing link. Invoicing
27.	Click the Enter & Print Invoice link. Enter & Print Invoice
28.	Click the Standard Invoice Entry link. Standard Invoice Entry

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Step	Action
29.	Click the Add (Ctrl+Alt+A) button. 

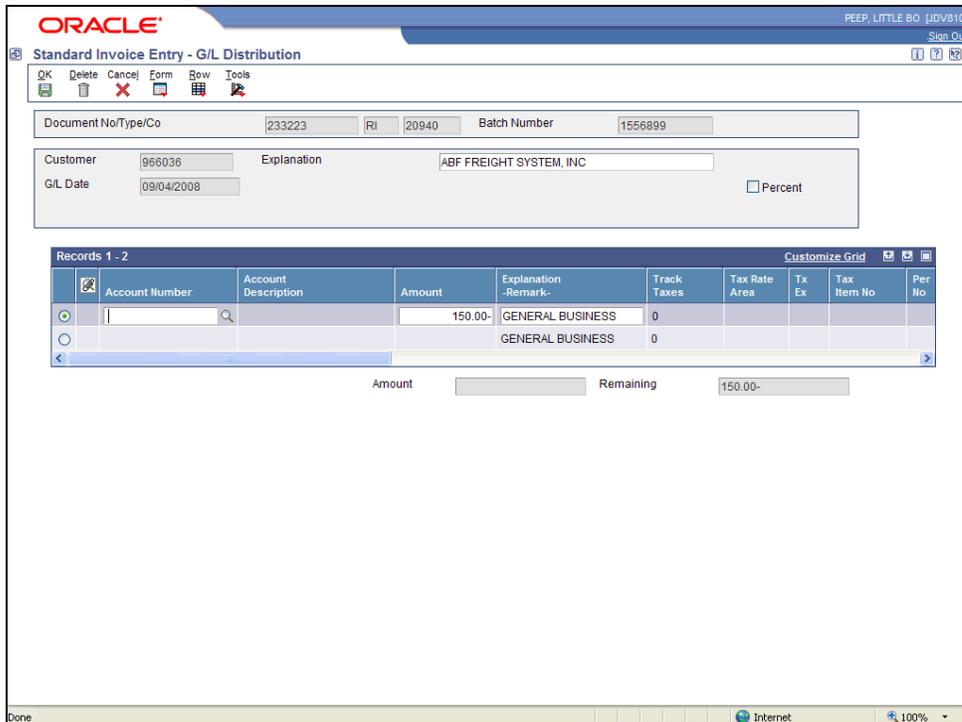
Step	Action
30.	Click in the Customer field. <input type="text"/>
31.	Enter the desired information into the Customer field. Enter a valid value e.g. "966036" .
32.	Click in the Fund field. <input type="text"/>
33.	Enter the desired information into the Fund field. Enter a valid value e.g. "20940" .
34.	Click in the Invoice Date field. <input type="text"/>
35.	Click the Visual Assist (F2) button. <input type="button" value="F2"/>
36.	Click the 4 link. <input type="button" value="4"/>

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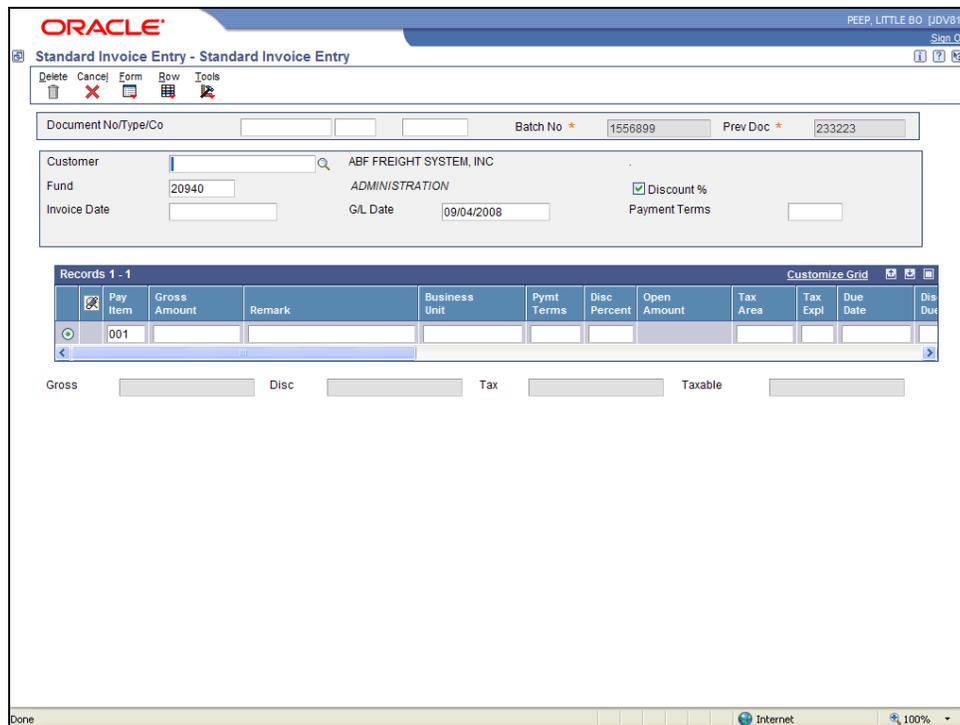
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Step	Action
37.	Click the OK button. 
38.	Click in the G/L Date field. <input type="text"/>
39.	Enter the desired information into the G/L Date field. Enter a valid value e.g. "9/4/08" .
40.	Click in the Gross Amount field. <input type="text"/>
41.	Enter the desired information into the Gross Amount field. Enter "150.00" .
42.	Click in the Remark field. <input type="text"/>
43.	Enter the desired information into the Remark field. Enter "General Business" .
44.	Click the OK (Ctrl+Alt+O) button. 



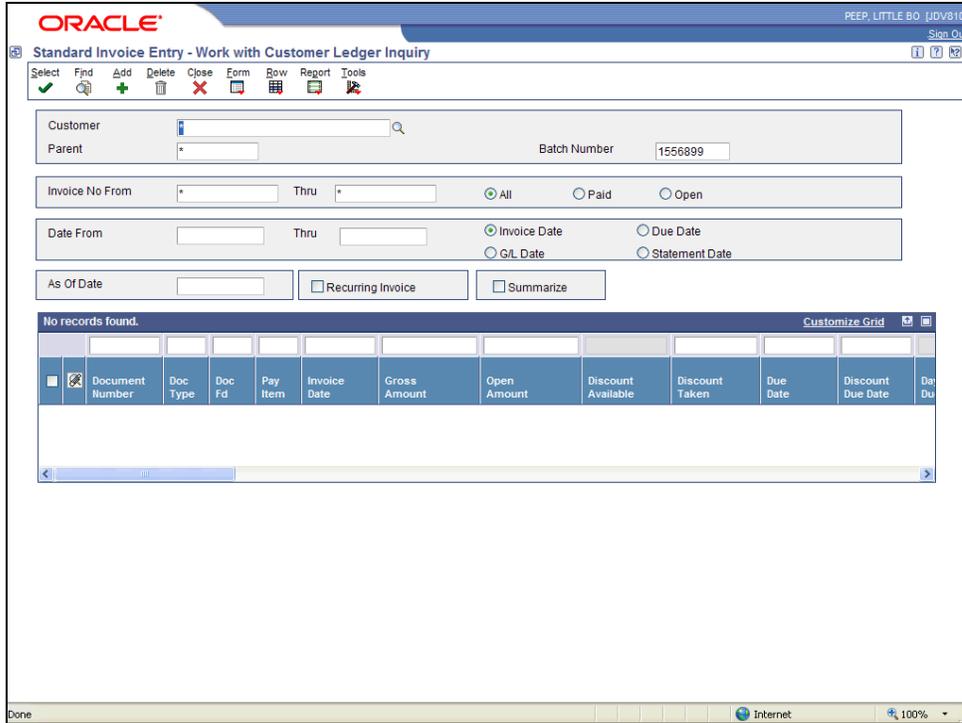
Step	Action
45.	Click in the Account Number field. <input style="width: 100px; height: 20px;" type="text"/>
46.	Enter the desired information into the Account Number field. Enter " 22.474100 ".
47.	Click in the Amount field. <input style="width: 100px; height: 20px;" type="text" value="150.00-"/>
48.	Enter the desired information into the Amount field. Enter " -150.00 ".
49.	Click the OK (Ctrl+Alt+O) button.



Step	Action
50.	Click the Cancel (Ctrl+Alt+L) button.
51.	In this exercise we will learn how to change a Record in NIS. We will do this from the Standard Invoice Entry screen. The methods taught here apply throughout NIS.

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Step	Action
52.	Click the Find (Ctrl+Alt+I) button. 
53.	Click the 233223 option. 
54.	Click the Select (Ctrl+Alt+S) button. 

The screenshot shows the Oracle Standard Invoice Entry application. At the top, the Oracle logo is visible. The window title is "Standard Invoice Entry - Standard Invoice Entry". Below the title bar, there are several fields for document information: Document No/Type/Co (233223 RI), 20940, and Batch No * (1556899). Customer information includes Customer (966036 ABF FREIGHT SYSTEM, INC), Fund (20940 ADMINISTRATION), Invoice Date (09/04/2008), and GL Date (09/04/2008). A "Discount %" checkbox is checked. Below this is a grid titled "Records 1 - 2" with columns: Pay Item, Gross Amount, Remark, Business Unit, Pymt Terms, Disc Percent, Open Amount, Discount Taken, Tax Area, and Tax Expl. The first record (001) has a Gross Amount of 150.00 and Remark "GENERAL BUSINESS". Below the grid, there are summary fields for Gross (150.00), Disc, Tax, and Taxable.

Step	Action
55.	Click in the Gross Amount field. 
56.	Enter the desired information into the Gross Amount field. Enter " 160.00 ".
57.	Click the OK (Ctrl+Alt+O) button. 

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ORACLE® PEEP, LITTLE BO [JDV/810] Sign Out

Standard Invoice Entry - G/L Distribution 1 2 3

OK Delete Cancel Form Row Tools

Document No/Type/Co: 233223 RI 20940 Batch Number: 1556899

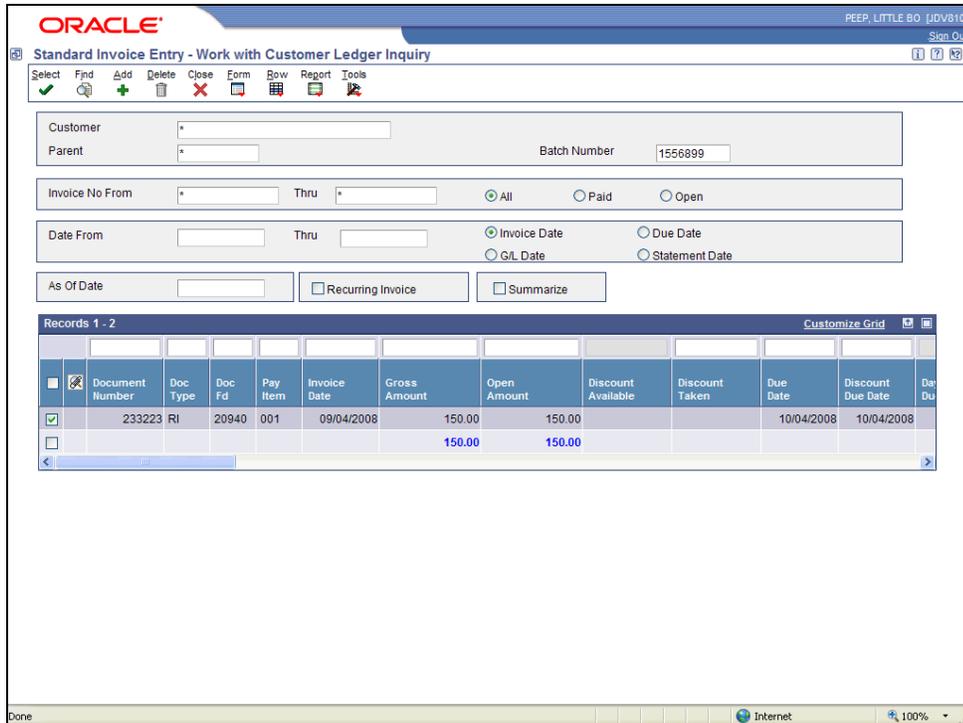
Customer: 966036 Explanation: ABF FREIGHT SYSTEM, INC
 GL Date: 09/04/2008 Percent

Records 1 - 2		Customize Grid							
	Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tx Ex	Tax Item No	Per No
	22.474100	GENERAL BUSINESS FEES	150.00-	GENERAL BUSINESS	0				0
				GENERAL BUSINESS	0				

Amount: 150.00- Remaining: 10.00-

Done Internet 100%

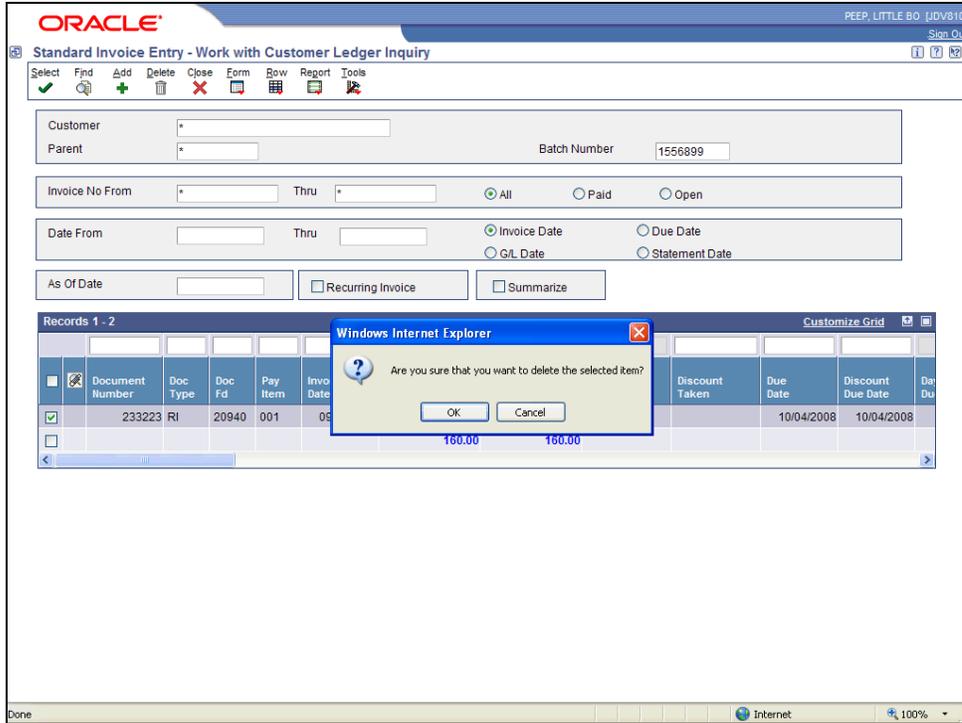
Step	Action
58.	Click in the Amount field.
59.	Enter the desired information into the Amount field. Enter " -160.00 ".
60.	Click the OK (Ctrl+Alt+O) button.
61.	In this exercise we will learn how to delete a Record in NIS. We will do this from the Standard Invoice entry screen. The methods taught here apply throughout NIS.

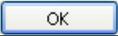


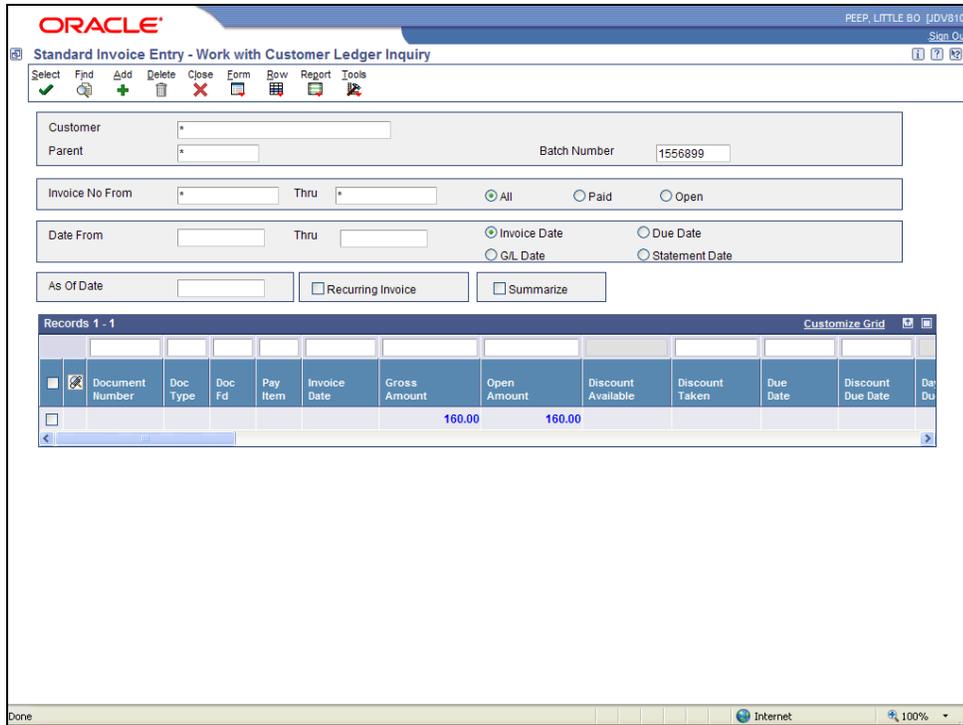
Step	Action
62.	Click the Find (Ctrl+Alt+I) button. 
63.	Click the 233223 option. 
64.	Click the Delete (Ctrl+Alt+D) button. 

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Step	Action
65.	Click the OK button. 



Step	Action
66.	Click the Close (Ctrl+Alt+L) button. 
67.	You have successfully completed this lesson. End of Procedure.