

# Oracle® Financials RXi Reports Administration Tool

User Guide

Release 11*i*

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**ORACLE®**

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# Send Us Your Comments

**Oracle Financials RXi Reports Administration Tool User Guide, Release 11*i***

**Part No. A81232-02**

Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this user guide. Your input is an important part of the information used for revision.

- Did you find any errors?
- Is the information clearly presented?
- Do you need more information? If so, where?
- Are the examples correct? Do you need more examples?
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If you find any errors or have any other suggestions for improvement, please indicate the document title and part number, and the chapter, section, and page number (if available). You can send comments to us in the following ways:

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Redwood Shores, CA 94065  
USA

If you would like a reply, please give your name, address, telephone number, and (optionally) electronic mail address.

If you have problems with the software, please contact your local Oracle Support Services.



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# Preface

Welcome to Release 11i of the *Oracle® Financials RXi Reports Administration Tool User Guide*.

This user guide includes information to help you effectively work with Oracle Financials RXi Reports Administration Tool and contains detailed information about the following:

- Overview and reference information
- Specific tasks that you can accomplish with Oracle Financials RXi Reports Administration Tool
- How to use Oracle Financials RXi Reports Administration Tool windows
- Oracle Financials RXi Reports Administration Tool programs, reports, and listings
- Oracle Financials RXi Reports Administration Tool functions and features

This preface explains how this user guide is organized and introduces other sources of information that can help you use Oracle Financials RXi Reports Administration Tool.

## About this User Guide

This user guide documents the Oracle Financials RXi Reports Administration Tool and supplements our core Financials user guides. This user guide also includes tips about using core functionality to meet your country's legal and business requirements, as well as task and reference information. The following chapters are included:

- Chapter 1 provides an overview of the Oracle Financials RXi Reports Administration Tool and describes how to create, define, and modify attribute sets in RXi reports.
- Chapter 2 describes how to print RXi reports using attribute sets.
- Chapter 3 describes tasks related to managing RXi reports and attribute sets.
- Appendix A describes standard navigation paths in RXi.
- Appendix B lists all the RXi reports available in Oracle Financials.



## Audience for this Guide

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle Financials RXi Reports Administration Tool.

If you have never used Oracle Financials RXi Reports Administration Tool, we suggest you attend one or more of the Oracle training classes available through Oracle University.

- The Oracle Applications graphical user interface.

To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User Guide*.

See Other Information Sources for more information about Oracle Applications product information.

## Other Information Sources

You can choose from other sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Financials RXi Reports Administration Tool.

If this user guide refers you to other Oracle Applications documentation, use only the Release 11i versions of those guides unless we specify otherwise.

### Online Documentation

All Oracle Applications documentation is available online (HTML and PDF). The technical reference guides are available in paper format only. Note that the HTML documentation is translated into over twenty languages.

The HTML version of this guide is optimized for onscreen reading, and you can use it to follow hypertext links for easy access to other HTML guides in the library. When you have an HTML window open, you can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

- You can use the Search feature to search by words or phrases.
- You can use the expandable menu to search for topics in the menu structure we provide. The Library option on the menu expands to show all Oracle Applications HTML documentation.

You can view HTML help in the following ways:

- From an application window, use the help icon or the help menu to open a new Web browser and display help about that window.
- Use the documentation CD.
- Use a URL provided by your system administrator.

Your HTML help may contain information that was not available when this guide was printed.

### Related User Guides

This user guide documents country-specific functionality developed in addition to our Oracle Financials core products. Because our country-specific functionality is used in association with our core Financials products and shares functional and setup information with other Oracle Applications, you should consult other related user guides when you set up and use Oracle Financials RXi Reports Administration Tool.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at <http://oraclestore.oracle.com>.

### **Oracle Applications User Guide**

This guide explains how to navigate the system, enter data, and query information, and introduces other basic features of the GUI available with this release of Oracle Financials RXi Reports Administration Tool (and any other Oracle Applications product).

You can also access this user guide online by choosing "Getting Started and Using Oracle Applications" from the Oracle Applications help system.

### **Oracle Financials Common Country Features User Guide**

This manual describes functionality developed to meet specific legal and business requirements that are common to several countries in a given region. Consult this user guide along with your country-specific user guide and your financial product's manual to effectively use Oracle Financials in your country.

### **Oracle Financials Country-Specific User Guides**

These manuals document functionality developed to meet legal and business requirements in countries that you do business in. Look for a user guide that is appropriate to your country; for example, see the Oracle Financials for the Czech Republic User Guide for more information about using this software in the Czech Republic.

### **Oracle General Ledger User Guide**

Use this manual when you plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so that you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define additional rate types and enter daily rates. This manual also includes complete information on implementing budgetary control.

## **Oracle Purchasing User Guide**

Use this manual to read about entering and managing the purchase orders that you match to invoices.

## **Oracle Payables User Guide**

This manual describes how accounts payable transactions are created and entered into Oracle Payables. This manual also contains detailed setup information for Oracle Payables. Use this manual to learn how to implement flexible address formats for different countries. You can use flexible address formats in the suppliers, customers, banks, invoices, and payments windows in both Oracle Payables and Oracle Receivables.

## **Oracle Receivables User Guide**

Use this manual to learn how to implement flexible address formats for different countries. You can use flexible address formats in the suppliers, customers, banks, invoices, and payments windows in both Oracle Payables and Oracle Receivables. This manual also explains how to set up your system, create transactions, and run reports in Oracle Receivables.

## **Oracle Assets User Guide**

Use this manual to add assets and cost adjustments directly into Oracle Assets from invoice information.

## **Oracle Projects User Guide**

Use this manual to learn how to enter expense reports in Projects that you import into Payables to create invoices. You can also use this manual to see how to create Project information in Projects which you can then record for an invoice or invoice distribution.

## **Oracle Cash Management User Guide**

This manual explains how you can reconcile your payments with your bank statements.

## **Using Oracle HRMS - The Fundamentals**

This user guide explains how to setup and use enterprise modeling, organization management, and cost analysis. It also includes information about defining payrolls.

## **Oracle Workflow Guide**

This manual explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes.

## **Oracle Financials Open Interfaces Guide**

This guide contains a brief summary of each Oracle Financial Applications open interface.

## **Oracle Applications Character Mode to GUI Menu Path Changes**

This is a quick reference guide for experienced Oracle Applications end users migrating from character mode to a graphical user interface (GUI). This guide lists each character mode form and describes which GUI windows or functions replace it.

## **Multiple Reporting Currencies in Oracle Applications**

If you use Multiple Reporting Currencies feature to report and maintain accounting records in more than one currency, use this manual before implementing Oracle Financials RXi Reports Administration Tool. The manual details additional steps and setup considerations for implementing Oracle Financials RXi Reports Administration Tool with this feature.

## **Multiple Organizations in Oracle Applications**

If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Oracle Financials installation, use this guide to learn about setting up and using Oracle Financials with this feature.

There are special considerations for using Multiple Organizations in Europe with document sequences, legal entity reporting, and drill-down from General Ledger. Consult the Multiple Organizations in Oracle Applications guide for more information about using Multiple Organizations in Europe.

## **Oracle Applications Flexfields Guide**

This guide provides flexfields planning, setup, and reference information for your implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

## **Oracle Alert User Guide**

Use this guide to define periodic and event alerts that monitor the status of your Oracle Applications data.

## **Oracle Applications Implementation Wizard User Guide**

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

## **Oracle Applications Developer's Guide**

This guide contains the coding standards followed by Oracle Applications development. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Oracle Developer forms so that they integrate with Oracle Applications.

## **Oracle Applications User Interface Standards**

This guide contains the user interface (UI) standards followed by Oracle Applications development. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

# Installation and System Administration

## **Installing Oracle Applications**

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time it takes to install Oracle Applications and the Oracle 8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

## **Oracle Financials Country-Specific Installation Supplement**

Use this manual to learn about general country information, such as responsibilities and report security groups, as well as any post-install steps required by some countries or the Global Accounting Engine.

## **Upgrading Oracle Applications**

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process in general and lists database upgrade and product-specific upgrade tasks. You must be at either Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0 to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

## **Oracle Applications Product Update Notes**

Use this guide as a reference if you are responsible for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features and enhancements and changes made to database objects, profile options, and seed data for this interval.

## **Oracle Applications System Administrator's Guide**

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage processing.

## **Oracle Global Financial Applications Technical Reference Manual**

The *Oracle Global Financial Applications Technical Reference Manual* contains database diagrams and a detailed description of regional and related applications database tables, forms, reports, and programs. This information helps you convert data from your existing applications, integrate Oracle Financials with non-Oracle applications, and write custom reports for Oracle Financials.

You can order a technical reference manual for any product you have licensed. Technical reference manuals are available in paper format only.



# Training and Support

## **Training**

We offer a complete set of training courses to help you and your staff master Oracle Applications. We can help you develop a training plan that provides thorough training for both your project team and your end users. We will work with you to organize courses appropriate to your job or area of responsibility.

Training professionals can show you how to plan your training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. You can attend courses at any one of our many Educational Centers, or you can arrange for our trainers to teach at your facility. We also offer Net classes, where training is delivered over the Internet, and many multimedia-based courses on CD. In addition, we can tailor standard courses or develop custom courses to meet your needs.

## **Support**

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Financials RXi Reports Administration Tool working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

## Do Not Use Database Tools to Modify Oracle Applications Data

We **STRONGLY RECOMMEND** that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless we tell you to do so in our guides.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL\*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications forms, you might change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications forms to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. But, if you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL\*Plus and other database tools do not keep a record of changes.

## About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support and office automation, as well as Oracle Applications. Oracle Applications provides the E-business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, supply chain management, manufacturing, project systems, human resources and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and application products, along with related consulting, education and support services, in over 145 countries around the world.

## Thank You

Thank you for using Oracle Financials RXi Reports Administration Tool and this user guide.

We value your comments and feedback. Please use the Reader's Comment Form to explain what you like or dislike about Oracle Financials or this user guide. Mail your comments to the following address or call us directly at (650) 506-7000.

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Oracle Corporation  
500 Oracle Parkway  
Redwood Shores, CA 94065  
USA

Or send electronic mail to [globedoc@us.oracle.com](mailto:globedoc@us.oracle.com).

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# Using Attribute Sets

This chapter provides an overview of Oracle Financials RXi Reports Administration Tool and explains how to create, define, and modify attribute sets in RXi reports.

## Oracle Financials RXi Reports Administration Tool

The Oracle Financials RXi Reports Administration Tool lets you design the content and layout of your RXi reports. With the Oracle Financials RXi Reports Administration Tool, you can print the same report using different layouts, and you can control the data items included in your report. RXi lets you tailor your reports to meet statutory and other reporting requirements, and to create reports for your own internal use.

The Oracle Financials RXi Reports Administration Tool gives you great flexibility in managing your reporting requirements. Use the Oracle Financials RXi Reports Administration Tool to:

- Choose the columns to include in the report
- Format selected columns
- Order and group selected data
- Edit report and column headings
- Manage page size and other printing controls
- Generate reports in text, html, CSV (Comma-Separated Values), and tab-delimited formats

All formatting and column information is defined and maintained in *attribute sets*. Each RXi report comes with one or more attribute sets. Use the Attribute Set window to view default attribute sets that come standard with RXi. You can create user-defined attribute sets based on default attribute sets with the format and data that your company needs. You can further modify your user-defined attribute sets to meet additional company requirements.

You define and save attribute sets in the Attribute Set window. Assign an attribute set to a report when you print the report using the Standard Request Submission windows.

You can also use RXi reports and attribute sets with Variable Format Reports available from the Application Desktop Integrator.

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**Note:** The Application Desktop Integrator may not support all of the features of attribute sets defined using the Oracle Financials RXi Reports Administration Tool.

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**See also:** Using Standard Request Submission, *Oracle Applications User Guide*

## Working with Attribute Sets

Use the Attribute Set window to define attribute sets for RXi reports. The attribute set that you associate with an RXi report determines the layout and data content of the report.

By default, each RXi report already has one or more attribute sets associated with it. You can use one of these attribute sets to print reports, but you cannot modify a default attribute set. Instead, you copy and rename an attribute set, then apply new layout definitions to the renamed attribute set. Define as many attribute sets as you want for a report.

The Attribute Set window is the main window for working with attribute sets. You access all other windows and dialog boxes from the Attribute Set window.

From the Attribute Set window you can:

- Copy and rename an attribute set, using the Copy Attribute Set dialog box. See Copying a New Attribute Set on page 1-5.
- Define a new attribute set or modify an attribute set that you previously defined, using the Attribute Set window. See Defining or Modifying an Attribute Set on page 1-6.
- Define column formatting, using the Column Details window. See Defining Column Formatting on page 1-10.
- Define summary columns, using the Summary Details window. See Defining Summary Columns on page 1-14.



## Copying a New Attribute Set

Use the Copy Attribute Set dialog box to copy and rename an attribute set. You can copy either a default attribute set included with an RXi report, or an attribute set that you previously defined for the report.



### To copy an attribute set:

1. Navigate to the Attribute Set window.
2. In the Report Name field, choose the RXi report that you want.  
The Attribute Set field displays the report's first default attribute set.
3. In the Attribute Set field, enter the attribute set that you want.
4. Press the *Copy Attribute Set* button.  
The Copy Attribute Set dialog box appears.
5. In the Attribute Set field, enter a name for the new attribute set.
6. In the Short Name field, enter the internal short name for the new attribute set.
7. Press the OK button.

Return to the Attribute Set window with the name of the new attribute set displayed in the Attribute Set window. All of the column formats from the original attribute set are already defined.

## Defining or Modifying an Attribute Set

Use the Attribute Set window to define a new attribute set that you have just copied, or to modify an existing attribute set that you previously defined.

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**Note:** You should also refer to the documentation that came with your RXi reports for more information about the report's default attribute sets.

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The screenshot shows the 'Attribute Set' window with the following components:

- Report Name:** A text field with a dropdown arrow.
- Attribute Set:** A text field.
- Short Name:** A text field.
- Displayed Columns:** A tabbed interface with three tabs: 'Displayed Columns' (selected), 'Page Setup', and 'Default Format'.
  - Available:** A large empty box for selecting columns.
  - Displayed:** A large empty box for the selected columns.
  - Column Name:** A text field below each list.
  - Navigation:** Arrows between the 'Available' and 'Displayed' boxes, and up/down arrows on the right side of the 'Displayed' box.
- Buttons:** 'Copy Attribute Set...' and 'Column Details...' at the bottom.

### To define or modify an attribute set:

1. Navigate to the Attribute Set window.
2. In the Report Name field, choose the RXi report that you want.
3. In the Attribute Set field, enter the attribute set that you want to define or modify.

4. Navigate to the Displayed Columns alternative name region.

The Available list box displays all columns that are available for this report but not currently included in the report output of this attribute set. The Displayed list box displays the report columns that are included in the report output of this attribute set.

5. Use the Available list box to add a column to the report by selecting a column and pressing the Right arrow button.

The column name moves to the Displayed list box.

6. In the Displayed list box, remove a column from the report by selecting a column and pressing the Left arrow button.

The column name moves to the Available list box.

7. In the Displayed list box, arrange the order of columns in the report by selecting a column and pressing the Up or Down arrow button.

The order of the columns in the list is the left-to-right order that they appear in the report output.

8. In the Displayed list box, create breaking columns by selecting a column and pressing the Plus or Minus button.

Breaking columns are numbered in the Displayed list box. The number next to a column indicates the column grouping level. If a column does not have a number, this column is not used for grouping purposes.

9. Navigate to the Page Setup alternative name region by pressing the Page Setup tab.

10. In the Report Title field, enter the title that you want to appear on the report.

The default report title is the concurrent program name of the RXi report.

11. In the Group Display Type field, enter one of these values:

- **Group Left** – to place breaking columns to the left of non-breaking columns
- **Group Above** – to place breaking columns above non-breaking columns

*(continued)*

12. In the Page Width and Page Height fields, enter the number of characters to designate the page width and page height of the report (text output only).

---

**Note:** There are no default values for these fields. If you do not enter a value in the Page Width field, the report prints as one line with no wrapping. If you do not enter a value in the Page Height field, the report is only one page long, and Print commands such as Current Page and Number of Pages have no meaning.

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13. In the Print Report Headings region, indicate the report headings to print in the report heading by checking the appropriate checkbox.

| Check this check box... | To print...  |
|-------------------------|--|
| Title                   | The report title.  |
| Organization Name       | <p>Either your organization name, or the value from the interface table used by the report (for example, set of books, operating unit, legal entity). If the RXi report does not support this feature, no value is printed.</p> <p><b>Note:</b> See the documentation for the RXi report for more information.</p> |
| Page Number             | The current page number.   |
| Parameters              | Parameter names and values.  |
| Submission Date         | The submission date in the report heading.   |
| Functional Currency     | <p>The functional currency code. If the RXi report does not provide this information, no value is printed.</p> <p><b>Note:</b> See the documentation for the RXi report for more information.</p>  |
| Total Pages             | The total number of pages in the report.   |
| Page Break Columns      | The first group level in the report heading. If the values of the first group level change, the report generates a page break.   |

14. Navigate to the Default Format alternative name region by pressing the Default Format tab.

- 15.** In the Default Date Format field, enter a date format mask. The default is DD-MON-YY.

The date format mask applies to date columns that do not have a separate date format definition, as well as to date parameter values.

- 16.** In the Default Date Time Format, enter a date-time format mask. The default is DD-MON-YY hh:mm:ss.

The date-time format mask applies to the report submission date, as well as to date-time parameter values.

- 17.** Save your work.

## Defining Column Formatting

Use the Column Details window to define formatting attributes for individual columns in a report. In the Column Details window, you can define:

- Column title printed in the report
- Column length
- Column ordering
- Date and number format masks
- Currency code
- Presentation of number values

All changes are optional and depend on your reporting needs. The Format Mask field is for date and number columns only. The Currency Column field is for currency columns only. The Precision, Minimum Accountable Unit, and Units fields are for number columns only.

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**Note:** You can only enter a value in one of these fields for any given attribute set.

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The Sum and Count check boxes in the Column Details window are display only. To define summed or counted columns, and to change the level at which summed or counted values are printed, navigate to the Summary Details window by selecting a column and pressing the Sum or Count button. See Defining Summary Columns on page 1-14 for more information.

[illegible]

**To define column formatting:**

1. Navigate to the Attribute Set window.
2. In the Report Name field, choose the RXi report that you want.
3. In the Attribute Set field, enter the attribute set that you want.
4. Navigate to the Column Details window by pressing the Column Details button.

The Column Details window appears. The Level field displays the grouping level for each column. The Column Name field displays the interface table column name for each column.

- 5. In the Attribute Name field, enter a new column heading.**

(continued)

6. In the Length field, change the length (in characters) of a column.

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**Note:** A column heading longer than the value that you enter wraps to the next line. Column data in a report that is longer than the value that you enter is truncated.

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7. In the Ordering field, enter one of these values for each column:

- **Ascending** – to print column values in ascending order
- **Descending** – to print column values in descending order
- **None** – to print without ordering column values

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**Note:** You must order the values in breaking columns.

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8. In the Format Mask field, enter your own date or number format mask for a column, for example, *YYYY-MM-DD* for dates or *9.999.990,00* for numbers.

- **Number format mask** – If you want to enter your own number format mask, make sure that the format mask is less than or equal to the value in the Length field, and that the number format is long enough to accommodate the length of number values in your reports. If you enter a number format mask, the report does not use the Currency Column, Precision, and Minimum Accountable Units fields.
- **Date format mask** – The default date format mask is taken from the Default Format alternative Name region of the Attribute Set window.

9. In the Currency Column field, enter the column name from the interface table that contains the currency code, if this column is a currency column.

The currency column in the interface table is used to correctly format column values. For example, USD (US dollars) values use two decimal places, while JPY (Japanese yen) does not use decimal places.

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**Note:** If you enter a value in the Currency Column field, the report does not use the number format mask or the Precision and Minimum Accountable Units fields.

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10. In the Precision field, enter the number of decimal places used to print number values.

For example, if you enter 3, the report prints the number 1.23456 as 1.234. The report does not round up the last decimal place.

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**Note:** If you enter a value in the Precision field, the report does not use the number format mask or the Currency Column and Minimum Accountable Units fields.

---

---

11. In the Minimum Accountable Units field, enter a minimum accountable unit to format numbers.

A minimum accountable unit truncates numbers in the column to multiples of the value that you enter. For example, for a column displaying stock prices in units of 1/16, enter .0625.

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---

**Note:** If you enter a value in the Minimum Accountable Units field, you cannot use the number format mask or the Currency Column and Precision fields.

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---

12. In the Units field, specify the basic display unit for numbers.

For example, if you enter 1,000,000, the number 2,345,000 is printed in the report as 2.345. You can also use the Units field in conjunction with the Precision field. For example, if you specify a precision of 1, then the number 2,345,000, with a basic display unit of 1,000,000 prints as 2.3.

13. Save your work.

## Defining Summary Columns

Use the Summary Details window to define columns as summary columns in a report. A *summary column* is a column whose values are either summed or counted. You can designate the summed and counted levels printed, and you can rename the default summary prompts.

The Summary Details window displays the report summary levels and the column grouping levels for the column that you select in the Column Details window.

The report summary levels are:

- **Page Total Sum** – The sum or count of records on the current page.
- **Running Page Total** – The sum or count of records up to and including the current page.
- **Previous Page Total** – The sum or count of records up to but not including the current page.
- **Report Total Sum** – The sum or count of records in the entire report.

The grouping levels displayed in the Summary Details window are all grouping levels up to, but not including, the grouping level for the selected column. For example, a report contains these grouping levels:

1 - Payment Currency

2 - Bank

2 - Branch

2 - Account

3 - Date

3 - Supplier Name

3 - Supplier Site

3 - Payment Method

Invoice Number

Invoice Amount

Taxable Amount

If you print the number of suppliers (count on Supplier Name), the Supplier Name column shows six summary levels: four report summary levels, grouping level 1 (Payment Currency), and grouping level 2 (Bank, Branch, and Account).

If you print total purchases (sum on Invoice Amount), the Invoice Amount column shows seven summary levels: four report summary levels, grouping level 1 (Payment Currency), grouping level 2 (Bank, Branch, Account), and grouping level 3 (Date, Supplier Name, Supplier Site, Payment Method).

| Level | Summary Level | Prompt | Display                             |
|-------|---------------|--------|-------------------------------------|
|       |               |        | <input checked="" type="checkbox"/> |
|       |               |        | <input type="checkbox"/>            |
|       |               |        | <input type="checkbox"/>            |
|       |               |        | <input type="checkbox"/>            |
|       |               |        | <input type="checkbox"/>            |
|       |               |        | <input type="checkbox"/>            |
|       |               |        | <input type="checkbox"/>            |
|       |               |        | <input type="checkbox"/>            |

**To define summary details for a column:**

1. Navigate to the Attribute Set window.
2. In the Report Name field, choose the RXi report that you want.
3. In the Attribute Set field, enter the attribute set that you want.
4. Navigate to the Column Details window by pressing the Column Details button.

The Column Details window appears.

*(continued)*

5. Select the column heading that you want, then navigate to the Summary Details window by pressing the Sum Details or Count Details button.

Press the Sum Details button to summarize column values. This button is available for number columns only. Press the Count Details button to count column records. This button is available for all columns, since you can count the number of records in any column.

The Summary Details window appears.

6. In the Prompt field, enter a new prompt name for a report summary level or grouping level to print in the report.

You can include the interface table column name of another column in the prompt to create a dynamic prompt. For example, *Total for [SOB\_NAME]*.

---

**Note:** If several columns share the same group level, summary function, and summary prompt, these columns are printed together on one line under one prompt.

---

7. Check the Display check box next to each report summary level and grouping level that you want to include in the report.
8. Press the OK button.

You return to the Column Details window. The Sum or Count check box is checked for the selected column.

9. Repeat steps 5 to 8 for each column that you want to summarize.
10. Save your work.

---

# Printing RXi Reports

This chapter explains how to print RXi reports using attribute sets.

## Using the RXi Reports Concurrent Program

Use the Publish RX Reports concurrent program to generate an RXi report. You can generate an RXi report with one of the report's default attribute sets, or with an attribute set that you defined in the Attribute Set window. The report prints according to the layout definition of the attribute set. You can print reports in text, html, CSV, or tab-delimited format.

There are two steps involved in generating an RXi report:

- Run the RXi report to extract data to the temporary interface table.
- Run the Publish RX Reports concurrent program to print the extracted data with the attribute set and output format that you want.

The RXi report and Publish RX Reports concurrent program can run together in one step, depending on the setup of RXi reports and concurrent programs:

- If you run the RXi report and Publish RX Reports concurrent program together in one step, the RXi report parameters include the Publish RX Reports concurrent program parameters.
- If you need to run the RXi report and Publish RX Reports concurrent program in two separate steps, submit the RXi report to retrieve data, then submit the Publish RX Reports concurrent program to print data.

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---

**Note:** If you use two steps to generate the report, use the Requests window to obtain the request ID of the RXi report. You need to enter the request ID to print a report that was previously run.

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---

Use the Standard Request Submission windows to submit the RXi report and the Publish RX Reports concurrent program.

**See also:** Using Standard Request Submission, *Oracle Applications User Guide*

---

## Publish RX Reports Report Parameters

If you run the RXi report and Publish RX Reports concurrent program together in one step, the Attribute Set and Output Format parameters are included in the list of RXi report parameters.

If you need to submit the Publish RX Reports concurrent program separately after you run the RXi report, use the Requests window to obtain the RXi report request ID.

Enter these parameters to specify the desired reporting options:

### **Request ID**

Enter the request ID for the RXi report that you want to generate (if necessary).

### **Attribute Set**

Enter the attribute set that you want to use to generate the report.

### **Output Format**

Enter *Text*, *HTML*, *CSV*, or *Tab Delimited*.





---

# Managing RXi Reports and Attribute Sets

This chapter describes tasks related to managing RXi reports and attribute sets.

## Purging RXi Report Data

Use the Purge Data from RX Interface Tables concurrent program to purge data from the RX interface tables.

Most RXi reports insert data into an interface table before generating the report with an attribute set. You can periodically run the Purge Data from RX Interface Tables concurrent program to remove this data.

Use the Standard Request Submission windows to submit the concurrent program Purge Data from RX Interface Tables.

**See also:** Using Standard Request Submission, *Oracle Applications User Guide*

### Report Parameters

Enter these parameters to specify the desired reporting options:

#### **Number of Days**

Enter the number of days prior to the current day that you want to purge data from. The program purges all data that exists before the number of days that you enter.

#### **Report**

Enter the name of the RXi report to purge from the interface table. If you do not enter a value in this field, Oracle Applications purges data according to the value in the Number of Days parameter.

## Managing Access to RXi Reports and Attribute Sets

User access to RXi reports means that a user also has access to any data retrieved into the interface table by RXi reports. Since an attribute set controls the content of the report output, you must assign attribute sets to a responsibility if you want to restrict data access.

Use the Define Security window to assign RXi report attribute sets to responsibilities. You can assign one or more responsibility to each attribute set.

Use the Define Security window in conjunction with other security measures to limit user access to RXi reports. To limit access to RXi reports, you must perform these three tasks:

- Assign each RXi report to a responsibility.
- Assign the Publish RX Reports concurrent program to a responsibility.
- Assign RXi report attribute sets to responsibilities.

The screenshot shows the 'Define Security' dialog box. The 'Report Name' field contains 'RX-only: Czech Export Tax Report'. The 'Attribute Set' field contains 'Default'. The 'Responsibility' field is a list box that is currently empty. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

### To assign an attribute set to a responsibility:

1. Navigate to the Define Security window by choosing Define Security from the Tools menu.
2. In the Report Name field, enter the RXi report that you want.

*(continued)*

3. In the Attribute Set field, enter the attribute set that belongs to the RXi report that you want.
4. In the Responsibility fields, enter the responsibilities that can have access to this attribute set.
5. Press the OK button.
6. Repeat steps 2 to 5 for each RXi report and attribute set that you want.
7. Save your work.

### **RXi Report and Attribute Set Menu Access**

By default, the Attribute Set window and the Purge Data from RX Interface Tables concurrent program are only available from the Report eXchange Designer responsibility. To use the Attribute Set window and the Purge Data from RX Interface Tables concurrent program from other responsibilities, add the *FA\_RX\_MAIN* menu.

Use the Menus window in the System Administrator responsibility to add the *FA\_RX\_MAIN* menu. To restrict users to query-only access to attribute sets, add the function *RXi:Administration* to the Menu Exclusions for the responsibility that you choose.

**See also:** Overview of Oracle Applications Security, *Oracle Applications System Administrator's Guide*

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# **Standard Navigation Paths**

This appendix describes how to navigate to each window in RXi.

# Standard Navigation Paths

Although your system administrator may have customized your navigator, typical navigation paths include:

| Window Name   | Navigation Path                     |
|---------------|-------------------------------------|
| Attribute Set | Report eXchange Designer: Setup RXi |

---

## RXi Reports

This appendix lists all of the RXi reports. You can use the Oracle Financials RXi Reports Administration Tool with any of these reports.

# RXi Reports

These tables list the RXi reports that you can use with the Oracle Financials RXi Reports Administration Tool.

## General Ledger

| Report              |
|---------------------|
| Journals - Check    |
| Journals - Day Book |
| Journals - General  |
| Journals - Voucher  |

## Payables

| Report                  |
|-------------------------|
| Actual Payment Report   |
| Payment Register Report |

## Receivables

| Report                                     |
|--|
| Actual Receipt Report                      |
| Adjustment Register Report                 |
| Applied Receipts Register Report           |
| Miscellaneous Transactions Register Report |
| Receipt Register Report                    |
| Transaction Register Report                |
| U.S. Sales Tax Report Header Level Report  |
| U.S. Sales Tax Report Line Level Report    |



## Fixed Assets

### Report

---

Accumulated Depreciation Balance Report

---

Additions by Date-Placed-in-Service Report

---

Additions by Period Report

---

Additions by Responsibility Report

---

Asset Cost Balance Report

---

Asset Listing by Period Report

---

Asset Maintenance Report

---

CIP Cost Balance Report

---

Capitalizations Report

---

Cost Adjustments Report

---

Cost Clearing Reconciliation Report

---

Fixed Assets Book

---

Hypothetical What-If Depreciation Analysis Report

---

Mass Additions Report

---

Mass Reclassification Preview Report

---

Mass Reclassification Review Report

---

Physical Inventory Comparison Report

---

Physical Inventory Missing Assets Report

---

Property Tax Report

---

Reclass Report

---

Reserve Ledger Report

---

Retirements Report

---

Revaluation Reserve Balance Report

---

Transfers Report

---

What-If Depreciation Analysis Report

Cross-Product

| Report                        |
|-------------------------------|
| Financial Tax Register Report |

Globalizations

| Report  |
|---|
| Czech Export Tax Report                         |
| General Ledger Reconciled Transactions Report   |
| General Ledger Unreconciled Transactions Report |
| Tax Reconciliation by Taxable Account Report    |
| Thai Output Tax Summary Report                  |

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