Funds Available Database Inquiry and Excel Macro
Procedure Guide

I. What does the macro do?

The excel macro "AcctSeg022107.xls" contains macro instructions that create a workbook with two tabs: 1) tab ***Orig*** displaying the funds available information in its original database format, and 2) tab ***Parsed*** displaying the funds available information in a more-readable, user-friendly format, as described in Section II.

Before you proceed, we recommend that you read through sections II through VII, to better understand the steps involved. If you need assistance, or have questions not addressed in this guide, contact the LEAP Help Desk at ext. 4-0899. Additional training materials, system documentation and procedure guides may be found in the LEAP Documentation web page.

II. What are the Org and Parsed tabs?

Macro instructions in "AcctSeg022107.xls" have been coded to create an excel workbook, containing two tabs:

1. Tab ***Orig*** displays data in the original database format
2. Tab ***Parsed*** reformats the original database format in a more-readable display, by performing the following data element edits:
   a. Parsed data ; i.e., account number broken down by segment values
   b. Rows with "No-activity" are removed
   c. Account segment descriptors are displayed (VLOOKUP function)
   d. Inserts "account string less the natural account segment" column (CONCATENATE function)
   e. Adds column headers
   f. Filters data, by suppressing column header display, of data element descriptors

III. How do I begin the process?

Read through sections IV through VII below before you begin. Familiarize yourself with the step-by-step instructions in each section which guide you through a three-step process to complete the task: 1) download the excel macro file "AcctSeg022107.xls" from the LEAP web page, saving it to your desktop, 2) log into Oracle Apps, Reports to run a report inquiry, exporting the results to excel, and 3) run the macro instructions, in "AcctSeg022107.xls" to reformat the exported

IV. How do I download and save the macro?

1. Launch your web browser
2. Open the LEAP How to... web page, < http://bfa.sdsu.edu/~leap/howto.htm>
3. Click on the link, "Funds Available Database Inquiry and Excel Macro" to download the excel file "AcctSeg022107.xls"
4. Save the excel file "AcctSeg022107.xls" to your desktop (see note below)

Note: *save the file to your desktop with the same name, "AcctSeg022107.xls". If you rename the file, the macro instructions will fail, and the inquiry information will not be displayed.*

V. How do I enable macros?

After saving the excel file to your desktop (Section IV, Step 4), you need to open it, enable macros, and minimize the excel window (Step 1a through 1c below). After minimizing the excel window to the task bar, open your web browser to the Oracle Reports, Database Instance and run the inquiry, exporting the results to excel (Section VI). After the results have been exported to excel, you'll need to run the macro to reformat the database information as described in Section II above.

1. Open "AcctSeg022107.xls" file in excel
    a. A window titled "Microsoft Excel" displays
    b. Select <Enable Macros>
    c. Once the file opens, minimize screen

VI. How do I run the database inquiry and export the results to excel?

1. Run "funds available inquiry" in the Oracle Reports, database instance, exporting the results to excel
    a. Sign on to Oracle Reports, database instance, with "SDSU GL Inquiry" responsibility
    b. Select <Funds Inquiry>
    c. Specify the Period, Amount Type, and Account or Account Range you wish to see
    d. Once the results of your query appear, select <File> from the menu bar
    e. Then select <Export>

Note: *If the query returns more than 100 rows, a window titled, "Decision" displays. Follow steps f through j, and then continue with Section VII. If the query returns less than 100 rows skip ahead to Section VII now...*

    f. select <Continue to End>
    g. A window titled "File Download" displays
    h. Next, select <Save as> | <excel file>
    i. A window titled "Download complete" displays
    j. Select <Open>

VII. How do I initiate the macro to reformat the exported records?

1. Run macro
    a. Place your cursor in cell "A1" of the file you just saved
    b. Select <Tools> from the menu bar
    c. Select <Macro>
    d. A window titled "Macro" displays with the macro-name field set equal to "Funds Avail"
    e. Select <Run>