



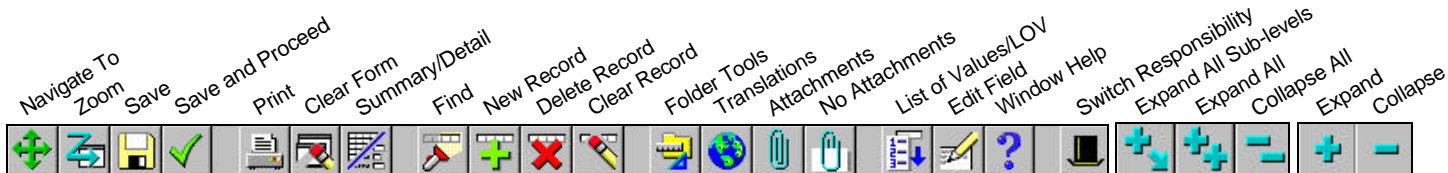
FINANCE SYSTEM

Quick Reference Guide

Oracle Applications Version 11

Financial Services & Computing Services July 2002

Toolbars



Menus

Action
Navigate To...
Zoom
Save
Save and Proceed
Print...
Export...
Place on Navigator
Refresh
Close Window
Close Form
Exit Oracle Applications

Edit
Cut
Copy
Paste
Clear Field
Duplicate Field Above
List of Values...
Edit Field...
New Record
Delete Record
Clear Record
Duplicate Record Above
Translations...
Attachments...
Select All
Deselect All
Clear Block
Clear Form

Query
Find...
Find All
Enter
Run
Cancel
Show Last Criteria
Count Matching Records
Get More Records

Go
Next Field
Previous Field
Next Record
Previous Record
First Record
Last Record
Next Block
Previous Block
Summary/Detail

Folder
New...
Open...
Save
Save As...
Delete...
Show Field...
Hide Field
Move Right
Move Left
Move Up
Move Down
Widen Field
Shrink Field
Change Prompt...
Autosize All...
Show Order By
View Query...
Reset Query...
Folder Tools

Special
special 1 (See Note 1)
special 2
special 3
special 4
special 5
...

Window
Cascade
Tile
Arrange Icons
1. First window
2. Second window
3. Third window
...

Help
Window Help
Oracle Applications Library
Keyboard Help...
Display Database Error...
Tools
View My Requests
About This Record...
About Oracle Applications...

Note:

- Menu options will vary according to your Financial Responsibilities and which window, form, block or field is active.
- To select a menu using the keyboard, hold down the Alt key and press the underlined letter.

Keyboard shortcuts

F4	Exit/Cancel Query
F5	Clear Field
F6	Clear Record
F7	Clear Block
F8	Clear Form
F11	Enter Query
Shift + F5	Duplicate Field
Shift + F6	Duplicate Record
Shift + F7	Next Primary Key
Shift + F8	Next Set of Records
Shift + PageDown	Next Block
Shift + PageUp	Previous Block
Shift + Ctrl + E	Display Error
Shift + Tab	Previous Field

Down Arrow	Next Record
Up Arrow	Previous Record
Tab	Next Field
PageDown	Scroll Down
PageUp	Scroll Up

Ctrl + E	Edit
Ctrl + K	Show Keys
Ctrl + L	List of Values/LOV
Ctrl + P	Print
Ctrl + S	Save
Ctrl + Down	Insert Record
Ctrl + Up	Delete Record
Ctrl + F11	Execute Query

Before you begin

Step 1

Complete a **Finance System Access Form** if you wish to access the QUT Finance System, and fax the completed form to Financial Services, Finance and Facilities, Gardens Point, Fax 5064. Copies of this form are available from:

http://www.abs.qut.edu.au/forms/pdf/finance_access_form.pdf

You will be notified by Financial Services of your Finance System username and password via internal mail.

Email qut.orastaff@qut.edu.au for further information.

Step 2

Complete a **Financial Delegations Form** if a new position is being created or the financial delegations of a current position are being increased, and fax the completed form to Financial Services, Finance and Facilities, Gardens Point, Fax 5064. Copies of this form are available from:

http://www.abs.qut.edu.au/forms/pdf/financial_delegation_form.pdf

Email qut.orastaff@qut.edu.au for further information.

Step 3

Contact your local computing support officer (CSO) or the Staff Computing HelpDesk on Ext 4275 to arrange for the Finance System client software (Win98/NT/2000) to be installed onto your computer.

Phone Ext 4275 or email helpdesk@qut.edu.au for further information.

Getting started

You can access the QUT Finance System from an on-campus computer or off-campus via the QUT Dial-in Service.

1. Start the Finance System software.
2. Enter your Finance System username and password.
3. Click the **Connect** button or press the **Enter** key.
4. Select a Responsibility.

For information on how to use the Finance System refer to the training materials on the Financial Services web site:

<http://www.abs.qut.edu.au/as/fin/training.html>

Getting help

Module	Issue	Email
Accounts Payable	Accounts Payable enquiries	qut.finap@qut.edu.au
Accounts Receivable	Accounts Receivable enquiries	qut.finar@qut.edu.au
	New customers (Accounts Receivable debtors)	qut.fincustomer@qut.edu.au
Budgets	Operating budget enquiries	qut.finbudgets@qut.edu.au
Fixed Assets	Equipment	qut.finfra@qut.edu.au
General Ledger	General Ledger enquiries	qut.fingl@qut.edu.au
	Research & Special Accounts	qut.finresearch@qut.edu.au
	Financial Reports	qut.finreports@qut.edu.au
Purchasing	Purchasing enquiries	qut.finpo@qut.edu.au
	Corporate Card	qut.fincard@qut.edu.au
	New suppliers/vendors	qut.finvendor@qut.edu.au
	Travel Requisitions	qut.fintravel@qut.edu.au
Other	Access to the Finance System	qut.orastaff@qut.edu.au
	Software installations	helpdesk@qut.edu.au
	Training courses	qut.fintrain@qut.edu.au
	Policies & procedures	qut.finteam@qut.edu.au