

Oracle EBS 12.2 Upgrade

IACS Financials

USER MANUAL

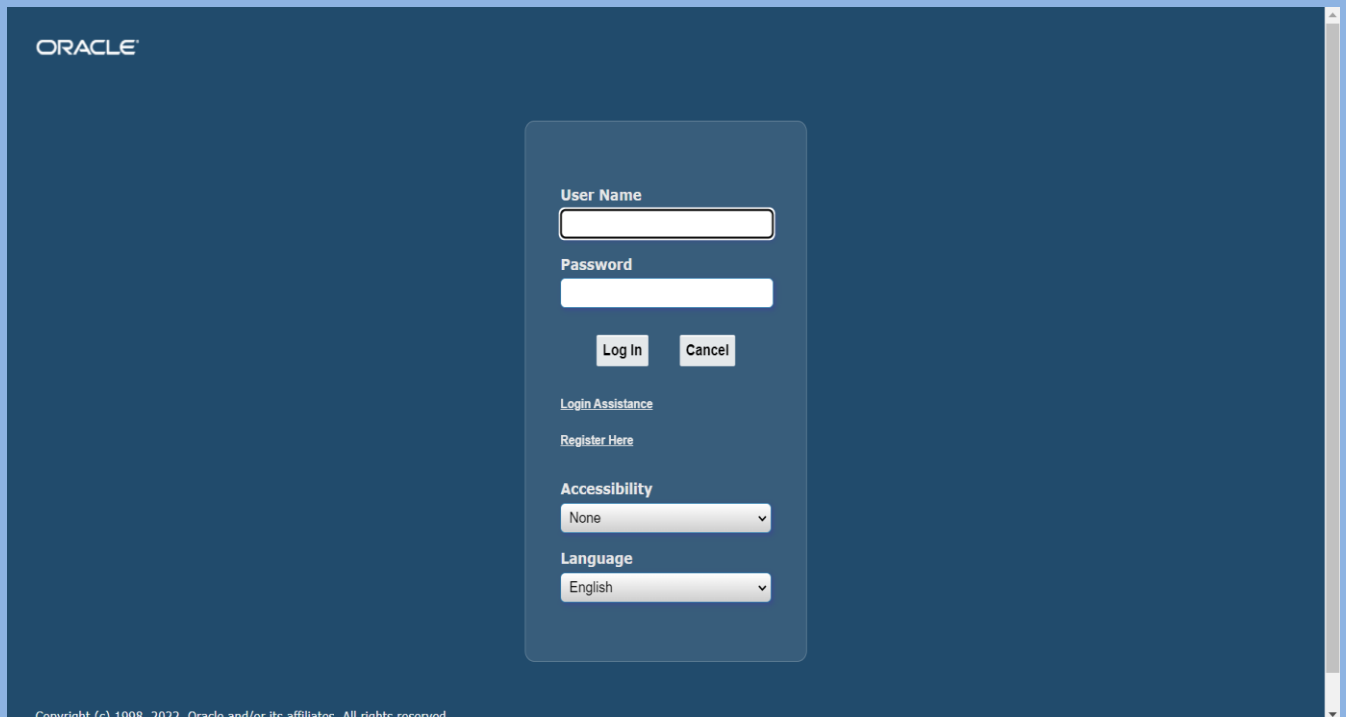
Log In and Approval



ORACLE®

Log In and Approval Screen User Manual

Log In to Oracle : When Open the Oracle below page will open. Where we can log in to oracle with User Name and Password.

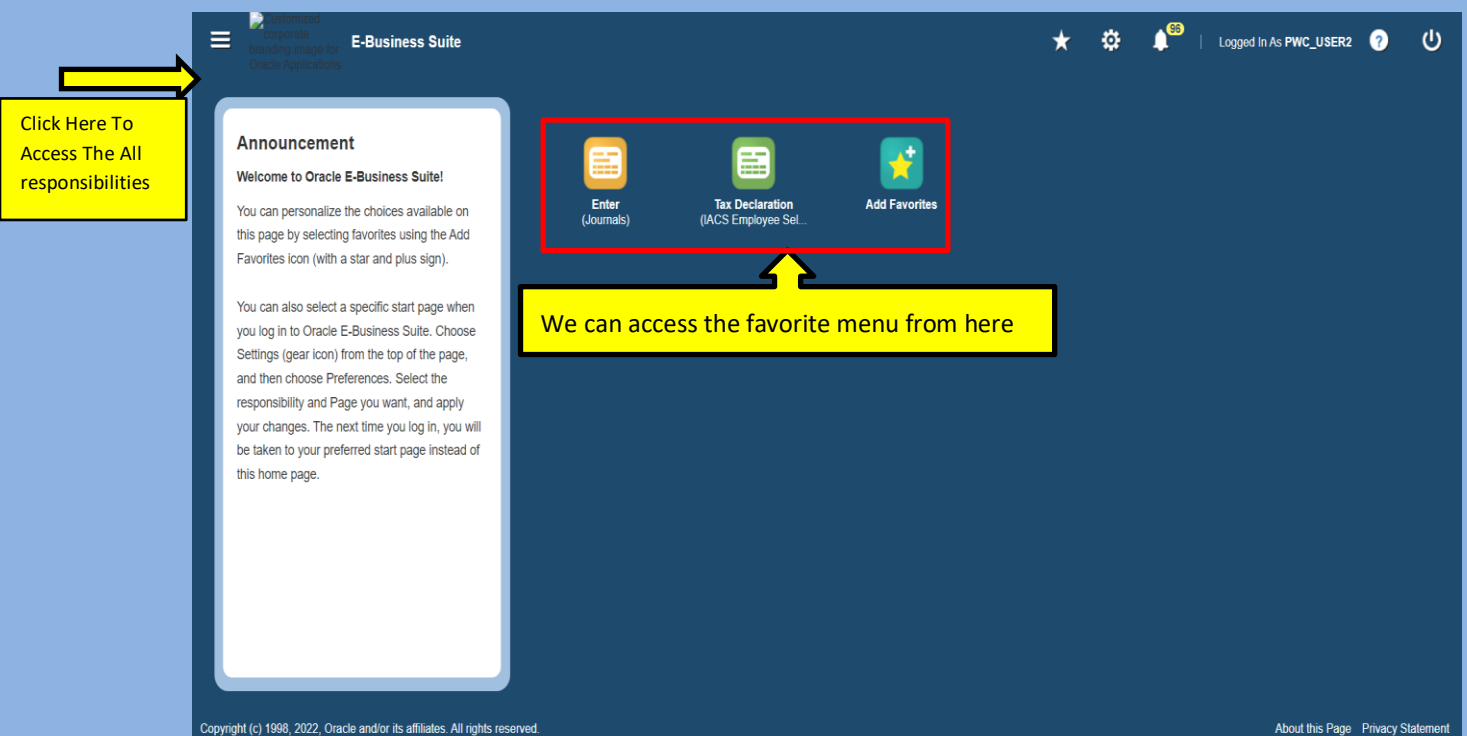


The image shows the Oracle E-Business Suite login screen. It features a dark blue background with the Oracle logo in the top left corner. In the center, there is a light blue login form with the following elements:

- User Name**: A text input field.
- Password**: A text input field.
- Log In** and **Cancel** buttons.
- [Login Assistance](#) and [Register Here](#) links.
- Accessibility**: A dropdown menu currently set to "None".
- Language**: A dropdown menu currently set to "English".

At the bottom of the page, there is a copyright notice: "Copyright (c) 1998, 2022, Oracle and/or its affiliates. All rights reserved."

After Login Below page will open.



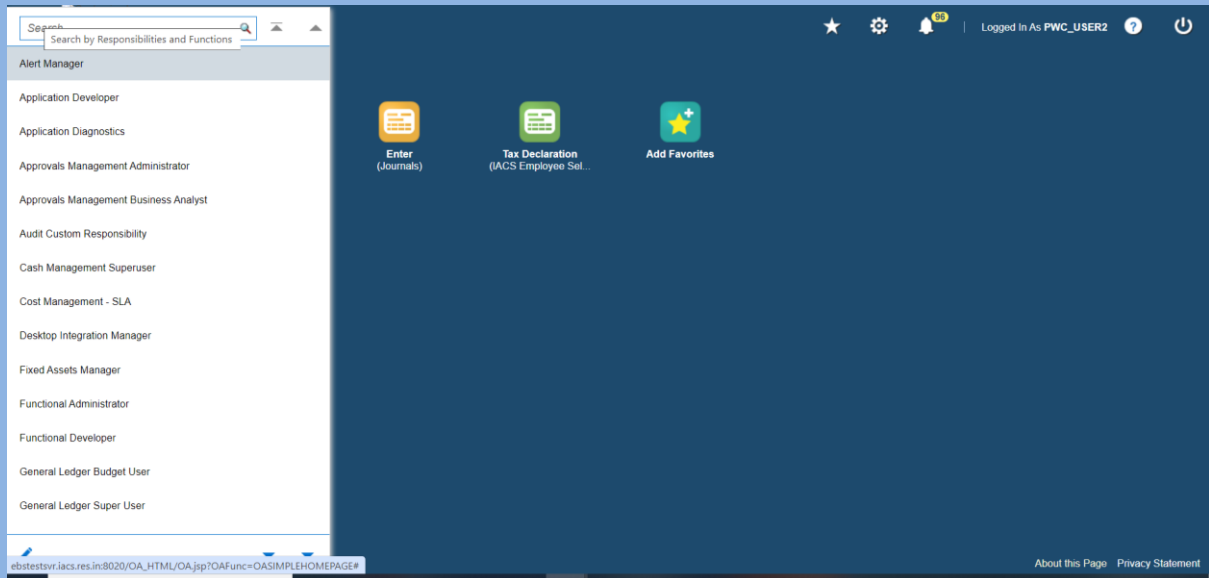
The image shows the Oracle E-Business Suite home page after login. The page has a dark blue header with the Oracle logo, "E-Business Suite", and a user profile "Logged In As PWC_USER2". A yellow arrow points to the hamburger menu icon on the left, with a callout box that says "Click Here To Access The All responsibilities".

On the left side, there is an "Announcement" section with the text: "Welcome to Oracle E-Business Suite! You can personalize the choices available on this page by selecting favorites using the Add Favorites icon (with a star and plus sign). You can also select a specific start page when you log in to Oracle E-Business Suite. Choose Settings (gear icon) from the top of the page, and then choose Preferences. Select the responsibility and Page you want, and apply your changes. The next time you log in, you will be taken to your preferred start page instead of this home page."

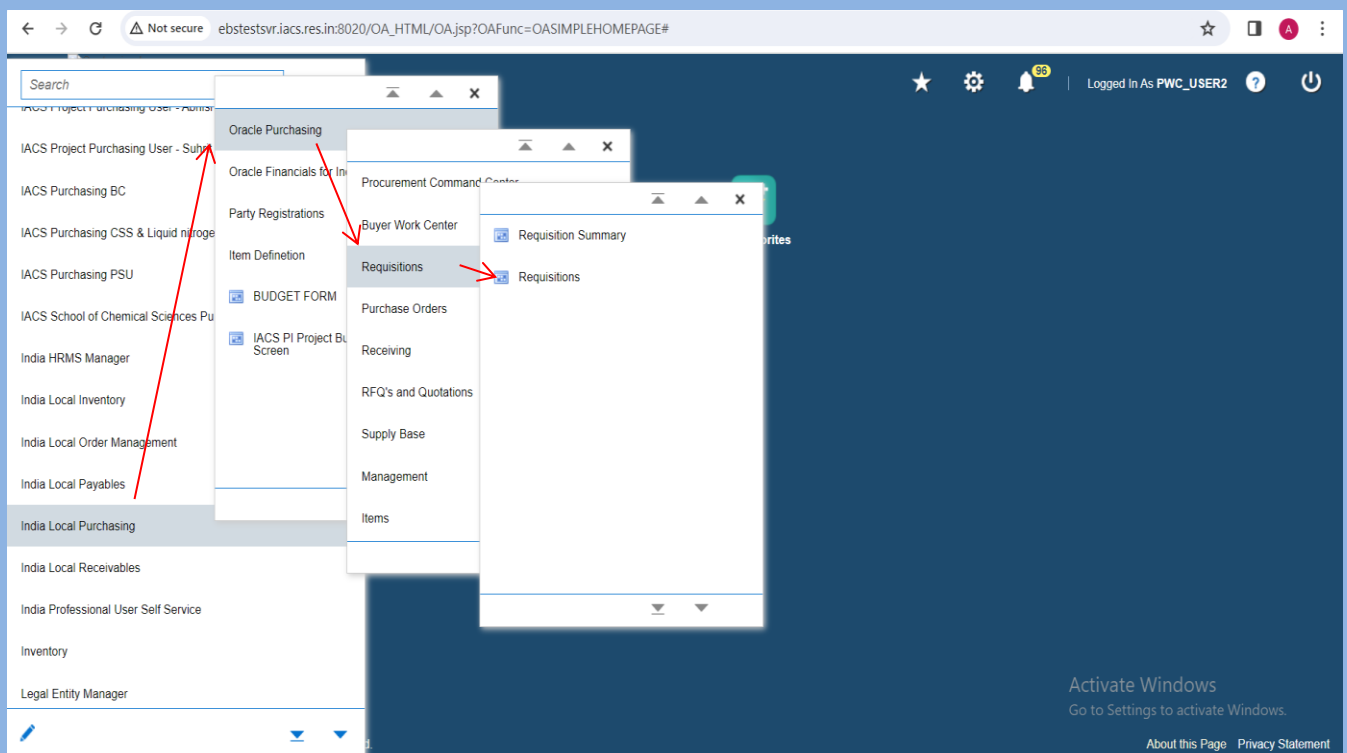
In the center, there is a red-bordered box containing three icons: "Enter (Journals)", "Tax Declaration (IACS Employee Sel..)", and "Add Favorites". A yellow arrow points to the "Add Favorites" icon, with a callout box that says "We can access the favorite menu from here".

At the bottom of the page, there is a copyright notice: "Copyright (c) 1998, 2022, Oracle and/or its affiliates. All rights reserved." and links for "About this Page" and "Privacy Statement".

To Access the all responsibilities click on the three lines on top left side, after that below field will be visible.



When we will click on the required responsibility, the functions of that responsibility will open like below screen.



To access the notification click on the bell icon on the top right section, it will open a summarizer version of all notification. If we required full version of the notification then we need to click on the desired notification or click on the “Go to full Worklist”

 **E-Business Suite**

Logged In As **PWC_USER2**

My Worklist

OFFICE, DIRECTOR Standard Purchase Order IACS-G/DFFIC/24...	08-Apr-2024	OK
OFFICE, DIRECTOR Purchase Requisition 2350000126 has been ap...	07-Apr-2024	OK
OFFICE, DIRECTOR Standard Purchase Order IACS-P/MISAP/2301...	03-Mar-2024	OK
OFFICE, DIRECTOR Purchase Requisition 2351000107 has been ap...	03-Mar-2024	OK
OFFICE, DIRECTOR Standard Purchase Order IACS-G/LIBAD/2301...	23-Feb-2024	OK
Approval workflow database error occurs while ...	23-Feb-2024	OK
OFFICE, DIRECTOR Purchase Requisition 2350000123 has been ap...	23-Feb-2024	OK
OFFICE, DIRECTOR Standard Purchase Order IACS-P/SSPID/2301...	23-Feb-2024	OK

[Go To Full Worklist](#)

Announcement

Welcome to Oracle E-Business Suite!

You can personalize the choices available on this page by selecting favorites using the Add Favorites icon (with a star and plus sign).

You can also select a specific start page when you log in to Oracle E-Business Suite. Choose Settings (gear icon) from the top of the page, and then choose Preferences. Select the responsibility and Page you want, and apply your changes. The next time you log in, you will be taken to your preferred start page instead of this home page.

Enter (Journals)

Tax Declaration (IACS Employee Sel...)

Activate Windows
Go to Settings to activate Windows.

To Approve or reject a notification, Approver is eligible to approve or reject the notification through the summarize version of notification or from the full version.

 **E-Business Suite**

Logged In As **DIRECTOR**

My Worklist

Accounts Payable Reminder: Invoice 111rrr from A.K. Enterprises...	20-Mar-2024 Due in 5 day	Approve	Reject
Accounts Payable Reminder: Invoice TEST BILL01 from SPL Infot...	20-Mar-2024 Due in 5 day	Approve	Reject

[Go To Full Worklist](#)

Announcement

Welcome to Oracle E-Business Suite!

You can personalize the choices available on this page by selecting favorites using the Add Favorites icon (with a star and plus sign).

You can also select a specific start page when you log in to Oracle E-Business Suite. Choose Settings (gear icon) from the top of the page, and then choose Preferences. Select the responsibility and Page you want, and apply your changes. The next time you log in, you will be taken to your preferred start page instead of this home page.

Add Favorites

Activate Windows
Go to Settings to activate Windows.

Worklist

View Open Notifications Go

Select Notifications: [Open](#) [Reassign](#) [Close](#) |

From ▲	Type ▲	Subject ▲	Sent ▲	Due ▲
☐ Accounts Payable	AP Invoice Approval	Reminder: Invoice TEST BILL01 from SPL Infotech (125,000.00 INR) requires your approval	20-Mar-2024	25-Mar-2024
☐ Accounts Payable	AP Invoice Approval	Reminder: Invoice 1111rrr from A K. Enterprises (10,000.00 INR) requires your approval	20-Mar-2024	25-Mar-2024

 TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Table Diagnostics

Activate Windows