AppsControl

Training Guide

Software Version 6.5.5

LogicalApps

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Chapter 1

About AppsControl

AppsControl monitors and regulates changes to fields in Oracle Applications. It can apply any of three “control types,” which subject field-value changes to increasing degrees of review:

- Audit: AppsControl tracks changes to fields, and presents a history of those changes in reports. However, this control type allows users to make changes freely.
- Reason Code: AppsControl once again tracks field changes and presents change history in reports. Moreover, when a user changes the value of a field, AppsControl requires the user to enter a reason code and may send notification of the change to another person or role (if a recipient of the notification has been specified). No approval is required for the change to be made.
- Approval: AppsControl again tracks changes to field values and presents change history in reports. When a user changes the value of a field, AppsControl not only requires the user to give a reason for the change, but also sends a request for approval to a specified person or role. The approval must be accepted or rejected, and the requesting user must acknowledge an approval. A change is implemented only when it is approved and acknowledged.

AppsControl enforces rules — one for each field — to implement these controls. You can use a form called the AppsControl Wizard to view these rules or to create them manually. As an alternative to creating individual rules, you can upload already-created rules from a “content spreadsheet,” and then use the Wizard to confirm that they have been uploaded correctly. Logical Apps provides more than 1,500 change-control objects that you can tailor to your organization's needs.

Moreover, you can create "subscribers" for each AppsControl rule; in other words, you can define circumstances under which a control takes effect. For a given field you can, for example, designate some users who are subject to change control and others who are not. Or you can impose controls selectively for responsibilities, operating units, or other entities. If no subscriber is defined for a rule, its control applies universally.

Before You Start

Before you can use AppsControl to set up change control, make sure you have done the following:

- In AppsFlow, define workflow roles to be used for notifications and approvals of field-value changes.
- In AppsAudit, validate that tables being audited contain primary keys.
- In AppsForm:
  1. Turn on the Event Tracker for the forms you want to control.
  2. Go to each form and navigate to all the fields, blocks, and tabs you want to control.
  3. Close the form.

Chapter 2

Creating Control Rules Manually

The AppsControl Wizard enables you to create new control rules. As an alternative, you can upload already-created rules from a "content spreadsheet" (see Chapter 3). In the Wizard, you can also view existing rules, either to modify them or to confirm that content-spreadsheet rules have been uploaded correctly.

Starting AppsControl

To start AppsControl:

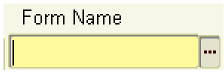
1. Log on to Oracle Applications.
2. Select the LogicalApps responsibility in the Oracle Applications list. (Ensure first that the LogicalApps responsibility is available to you.)
3. A selection of Logical Apps applications appears. Click on the AppsControl option.

Both the AppsControl Wizard and an AppsControl Find form appear on screen, with the Find form initially active.

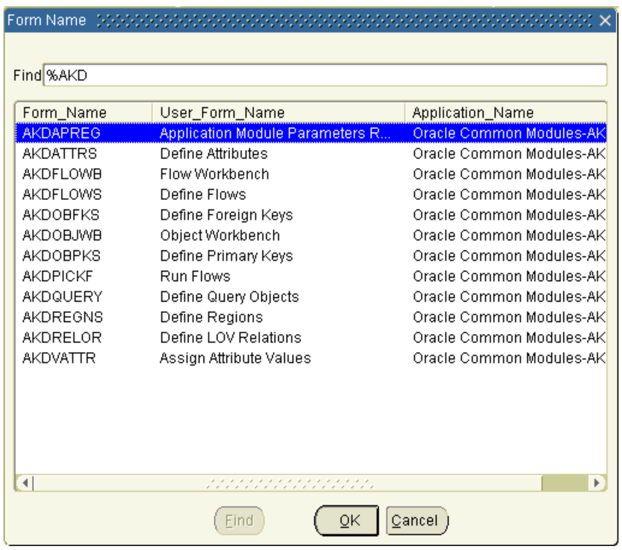
If you close AppsControl, you can restart it by double-clicking on the AppsControl option in the Logical Apps Navigator that remains on your screen. (Or, click on the option once, and then click on the Open button.)

Making Selections in AppsControl

When you click in a text box to enter data, AppsControl presents a list icon to the right of the box. It looks like an ellipsis:



When you click on this icon, AppsControl opens a window in which you can produce a filterable list of values that may be entered in the text box. When appropriate, the window also contains information related to each selectable item. For example, in a list of form names (those used by underlying program code), each entry also includes the corresponding user form name (the label that is visible to the user of an Oracle Application) as well as the name of the application that uses the form.

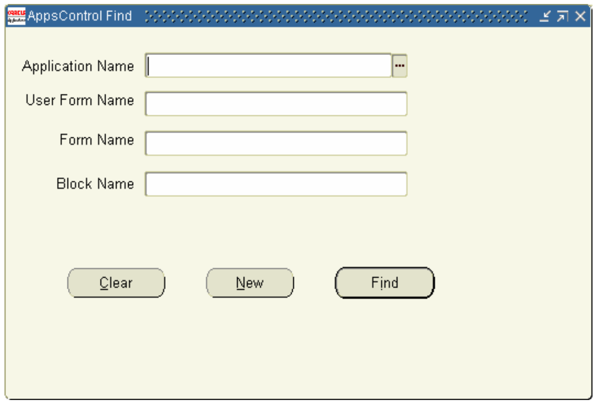


To use this window:

1. Click in the Find box and type a string of characters for which AppsControl should search. You can use the percent sign (%) to stand for any string of characters. For example, the string *AKD* would return all entries that begin with those letters, while the string *%AKD* would return all enters in which those letters appear in any position. The percent sign alone would return all possible entries.
2. Click on the Find button. AppsControl returns a list of items that match your search criteria.
3. Scroll through the list and click on the item you want.
4. Click on the OK button.

Finding Control Rules

When you start AppsControl, a Find form is initially active:



If you intend to create new control rules, you can simply click on its New button; in this case, the Wizard becomes the active form but displays no rule data.

However, you can also use the Find form to load existing control rules into the AppsControl Wizard: To search for all rules, simply click on the Find button. Or, to search for a selection of rules, supply values in any combination of the filtering fields:

- Application Name: From the list, select an Oracle Application containing fields for which you want to view control rules. Or, leave the box blank to select all applications.
- User Form Name: This box presents a list of the form names that are visible to the user of an Oracle Application. Choose one containing fields for which you want to view control rules. Or, leave the list box blank to select all forms.
- Form Name: This box presents a list of the form names that are used internally by the system. If you've made a selection in the User Form Name box, AppsControl automatically fills this box with the corresponding system form name. If you make a selection in this box, it overrides the value in the User Form Name box — AppsControl displays fields from the form identified by the system form name. You can leave this box blank to select all forms.
- Block Name: From the list, select a form block containing fields for which you want to view control rules. Or, leave the box empty to select all blocks in a form (if you selected one in the Form Name or User Form Name box), or all blocks in all forms (if you made no form-name selection), or all blocks in all applications (if you made no application selection).

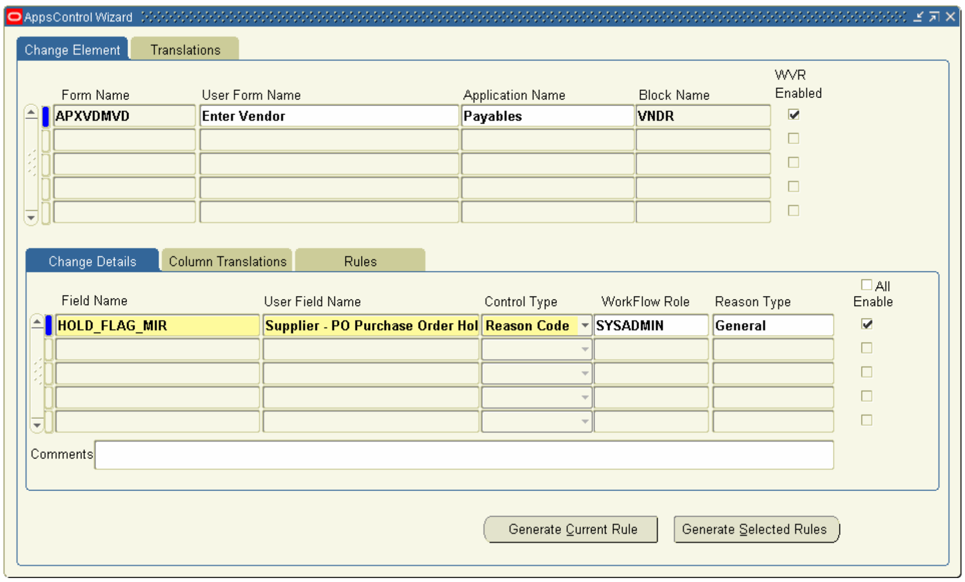
After entering values, click the Find button. Or, to discard the filtering selection you have made and start over, click on the Clear button.

After being used, the Find form remains open in the background. To bring it to the foreground and use it again, click on it (drag any other forms, such as the Wizard, out of the way). If you close it, you can reopen it: Click on View in the menu bar, then on Find in the View menu. Or, click on the Find icon, located second from the left in the tool bar. (It looks like a flashlight.)

Creating Control Rules

To create a control rule in the AppsControl Wizard, first create an empty row in the upper grid of the form that appears when the Change Element tab is selected. If you clicked on the New button in the Find form, you've already accomplished this. Otherwise, use any of the following methods:

- If the Change Element grid contains any empty rows, click in the first one.
- Click on the New button, which is first on the left in the Oracle Applications tool bar. (It looks like this: .)
- Click on File in the Oracle Applications menu bar, then New in the File menu.



Selecting a Block of Controllable Fields

In the empty row you've created (in the upper grid under the Change Element tab), specify a block of fields in an Oracle Applications form. Enter values in these fields:

- Form Name: This box accepts form names that are used internally by the system. Select one containing fields for which you want to create control rules. When you make a selection in the Form Name box, AppsControl automatically inserts corresponding entries in the User Form Name and Application Name boxes.
- User Form Name: This box accepts user form names (those visible to the user of an Oracle Application). If you made a selection in the Form Name box, AppsControl inserted the correct User Form Name here. If you select a User Form Name first, AppsControl inserts an appropriate value for Form Name, but not Application Name.
- Application Name: This box accepts the name of the Oracle Application that uses the form you specified in the previous two boxes. If you began by making a selection in the Form Name box, AppsControl has inserted the correct Application Name here. If you began by making a User Form Name selection, you can type an application name here. Or, click in the Form Name box, then in any other box in the row to have AppsControl generate the appropriate value.

- Block Name: This box accepts the names of field blocks that appear in the form you have selected. Choose the block that contains fields for which you want to create control rules. You must use the Event Tracker in AppsForm before performing this step. Otherwise, no block values appear in the Block Name box.

  Note
  You can type values into the User Form Name, Application Name, and Block Name boxes. However, use caution; if you enter an incorrect value, change tracking is not properly enabled.

- WVR Enabled: You must select the check box if you have chosen a form (in the Form Name field) associated with a When Validate Record event. You must clear the check box if the form is not. Generally, AppsControl selects or clears the check box appropriately for the chosen form, and you should accept the default setting.

  If a form is associated with a When Validate Record event and the check box is selected, AppsControl applies the control rules you create when a user attempts to save changes to any controlled fields on the form.

  If the form is not associated with a When Validate Record event and the check box is cleared, AppsControl write-protects the fields for which you create Reason Code or Approval control rules. The user can then modify each field value in the AppsControl Change Request form (see page 19).

Creating Control Rules for Fields in the Selected Block

In the lower grid of the AppsControl Wizard, select individual fields and enter control-rule values for them. In each row of this grid, you can select values for one of the fields in the block you specified in the upper grid.

1 Ensure that the Change Details tab is selected, then enter these values:

   - Field Name: Enter the name by which the underlying code calls the field you want to control. Select from the list (items are available if you have used the Event Tracker in AppsForm to capture them; see page 2), or type a value.
   - User Field Name: AppsControl automatically selects a user field name (the label visible to the user of an Oracle Application) corresponding to the Field Name you selected in the previous box. You can replace it with another value. This name appears in the Change Request form and in notifications.
   - Control Type: Select the level of control you want to apply to the field — Audit, Reason Code, or Approval. For control-type definitions, see page 1.
   - WorkFlow Role: Select the person or role who reviews changes made to the field. For the Approval control type, you must enter a WorkFlow Role value; it designates the person who approves changes. For the Reason Code control type, you may enter a WorkFlow Role value to designate a person notified of the change. WorkFlow Role does not apply for the Audit control type.
   - Reason Type: Select the name for a group of reason codes (see “Creating Reason Codes” on page 9). A user who changes the Oracle Applications field can apply any reason code belonging to the group you select here. You must select

a reason type if you selected the Approval or Reason Code control type; a Reason Type selection does not apply if you selected the Audit control type.

- Enable: To activate a change-control rule for a field, select the check box to the right if its row; clear the check box to turn off the rule. Or, select or clear the All check box, at the upper right of the Change Details panel, to enable or disable all rules currently displayed in the panel.
- Comments: Type a comment that explains the business risk addressed by the change-control rule you are creating.

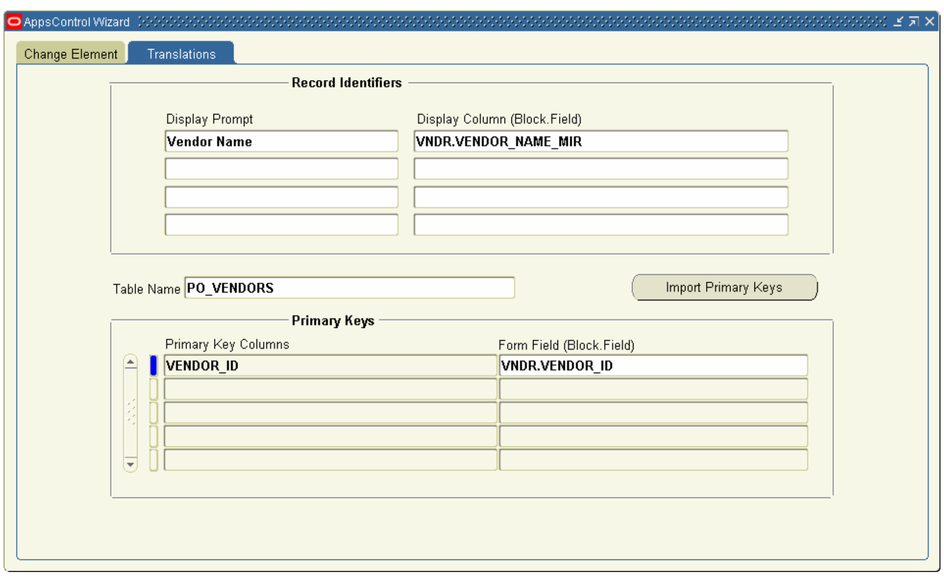
2 Click on the Column Translations tab.

- Under User Field Name, AppsControl supplies the display name of the field you want to control (it's a copy of the value in the User Field Name box of the Change Details tab). You cannot change this value.
- Under Column Name, select the name of the database column that corresponds to the value entered in User Field Name — the column that stores data entered in the field.

Using the Translations Tab to Select Record Identifiers

In the Translations tab, you associate change-controlled fields with other fields that identify the individual record to which changes apply. The values you select here are valid for any fields in the block you selected under the Change Element tab.

For example, if you were to apply change control to a field that provides information about vendors, you would use the Translations tab to specify a field or fields that identify a vendor whose record has changed.



Click on the Translations tab and fill in the following values.

- Display Prompt: Type a name for the record-identifying field. (You may choose any name that has meaning for you, although it's typical to apply the user field name that's already established for the field.)

When a user changes a controlled field, he may (depending on the control type applied to the field) complete a Change Request form (see page 17). The Display Prompt value appears as a label in that form. (In the illustration on page 18, it's the label *Vendor Name* near the top of the Change Request form.)

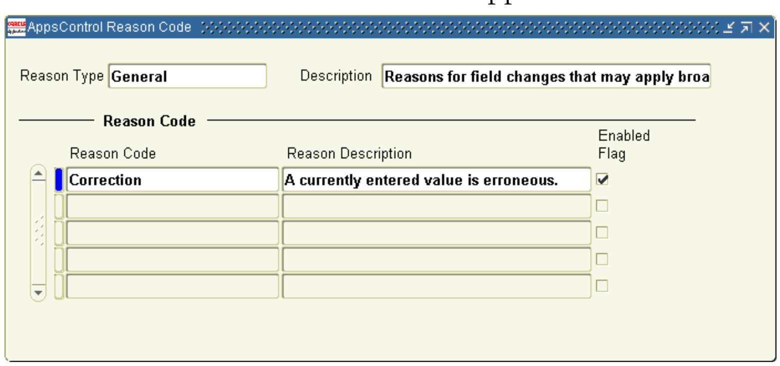
- Display Column (Block.Field): Select the name of the field you want to use for record identification. Use the format *BLOCK.FIELD*, in which *BLOCK* is the name by which underlying code recognizes the form block that contains the field you want to use, and *FIELD* is the name by which underlying code calls the field you want. The block does not have to match the block you specified under the Change Element tab.
- Table Name: Select the name of the database table that corresponds to the block you specified under the Change Element tab.
- Primary Keys: Click on the Import Primary Keys button. Under the label *Primary Key Columns*, AppsControl lists the names of the primary keys for the table you selected in the Table Name box. You cannot change these values.
- Form Field: For each database column name entered under the Primary Key Columns label, type the name of the corresponding form field. Once again, use the format *BLOCK.FIELD*, in which *BLOCK* is the name by which underlying code recognizes the form block that contains the field, and *FIELD* is the name by which underlying code calls the field you want.

Creating Reason Codes

When a field is assigned the Reason Code or Approval control type, a user who makes a change to the field must use a Change Request form to select a reason for the change. Each reason is one in a group of codes assigned to the field.

To create both reason codes and the groups to which they belong:

1. Click on Tools in the Oracle Applications menu bar, then on AppsControl Reason Code in the Tools menu. An AppsControl Reason Code form appears:



2. Create the reason-code group. Fill in these boxes:
   - Reason Type: Type a name for the group to which reason codes are to belong. This value is available for selection in the Reason Type box of the Change Details grid (page 7).
   - Description: Type a description for the group of reason codes.

3 Create reason codes that belong to this group of codes. Devote each row of the Reason Code grid to one code. Fill in these boxes:

- Reason Code: Type a unique name for a reason code. This will appear in the list of values in the AppsControl Change Request form.
- Reason Description: Type a description of the code you have created.
- Enabled Flag: Select the checkbox to put the reason code into effect. Clear the checkbox to disable the reason code. When a code is disabled, it is not available for selection by a user who makes a change to a controlled field even if its group of rules has been assigned to that field.

4 Save the reason codes: Select File from the Oracle Applications Menu bar, then Save from the File menu.

5 Close the AppsControl Reason Code form: Click on the × symbol in its upper right corner.

To open an already existing group so that you can modify or add to its reason codes:

1. Open the Reason Code form: Click on Tools in the Oracle Applications menu bar, then on AppsControl Reason Code in the Tools menu.
2. Click on View in the menu bar, then on Query by Example in the View menu, and then on Enter in the Query submenu.
3. The Reason Type and Description boxes in the Reason Code form turn blue. In these boxes, type enough information to identify uniquely the group you want to open. (Typically, the name of the group in the Reason Type box is sufficient.)
4. Click on View in the menu bar, then on Query by Example in the View menu, and then on Run in the Query submenu.

Finishing the Control-Rule Generation

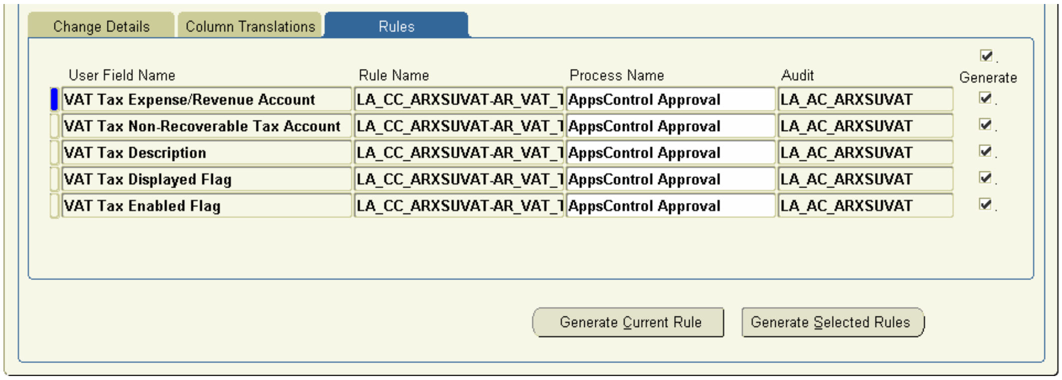
When you complete the foregoing configuration tasks for any number of fields, you can generate rules that implement your work, either one at a time or collectively. To generate a single rule:

1. Click on either the Change Details or Rules tab in the bottom grid of the Change Element form.
2. Click on the row for which you want to generate a rule. A rectangle to its left turns blue.
3. Click on the Generate Current Rule button.

To generate any number of rules at once:

1. Click on the Rules tab in the bottom grid of the Change Element form.
2. Select the Generate check box for each of the rows for which you want to generate rules. Or, select the check box at the upper right of the Rules panel to choose all rows displayed in the panel. (If you clear that check box, you deselect all rows from rule generation.)

3 Click on the Generate Selected Rules button to create rules for all the rows you have selected.



Once you have generated rules, click on Tools in the Oracle Applications menu bar, then on AppsAudit Compile Audit Objects in the Tools menu. Verify that the process has run successfully under View/Reports.

The rules tab provides information about rules that have been generated, which varies according to control type:

- The Rule Name field displays a name for the rule, but is populated only for the Reason Code and Approval control types.
- The Process Name field identifies the workflow process that sends notification of a change to a reviewer. It's always populated for an Approval rule, is populated for a Reason Code rule only if a value for that rule is entered in the WorkFlow Role field of the Change Details tab, and is never populated for an Audit rule.
- The Audit field displays the name of an "audit group" that applies to the controlled field. (AppsControl "directs" AppsAudit to perform auditing at the database level. The controlled field corresponds to a database column; the column exists in a database table; and to track changes to columns in a table, AppsAudit places the table in an audit group.) This field is populated for all three control types.

Defining Subscribers for AppsControl Rules

Once a Reason Code or Approval rule is created, you can open the rule in Logical Apps AppsForm to create "subscribers" for it. A subscriber is a filter that selects users, responsibilities, or other entities to which a rule applies. Thus, you can enforce change controls selectively — for example specifying that the control defined for a field be implemented for some users, but not for others.

As you create subscribers, you can filter on these entities: responsibility, profile, operating unit, inventory organization, user; the value entered in a field or returned by a database function or SQL statement; or a subscriber list (itself a selection of users, responsibilities, or other entities).

To define a subscriber for an AppsControl Rule:

1. After you have generated rules (page 10), locate the AppsControl rule for which you want to define subscribers:
   a. In the upper grid of the AppsControl Wizard, select the row corresponding to the block that contains the controlled field.
   b. In the lower grid of the AppsControl wizard, click on the Rules tab and then select the row corresponding to the field itself.
   c. In the Rules panel, navigate to the Rule Name field. Ensure that the entire rule name is selected, and then press Ctrl+C to copy it.
2. Close AppsControl (click on the × symbol in the upper right corner of the AppsControl Wizard). In the Logical Apps Navigator, double-click on AppsRules. In the AppsRules form, ensure that the AppsForm tab is selected.
3. Query for the AppsControl rule:
   a. Press the F11 key.
   b. Ensure that the cursor is located in the Rule Name field, and press Ctrl+V to copy the name of the AppsControl rule into the Rule Name field.
   c. Press Ctrl+F11.
4. Click on the Rule Subscribers button. The Subscribers form opens; in it, create and save the subscriber for the rule. For complete information on defining subscribers, see “Creating Subscribers” in the *AppsForm Training Guide*.

Note
Within the system administrator responsibility, a System Profile Values form enables users to configure profiles, each at several levels: site, application, responsibility, user, server, or organization. Each of these levels constitutes a “field” (and the value entered for an individual profile is a “field instance”), so that an AppsControl rule to control profile-value changes at any of these levels affects all profiles at that level.

If you need to control changes to the values of individual profiles (while leaving others uncontrolled), create an AppsControl rule for the appropriate field (for example, PROFILE_VALUES.SITES_VISIBLE_VALUE for site-level profiles). Then create subscribers for the rule, in which the Filter Type is Data, the Filter Name is the name of the field that holds profile names (PROFILE_VALUES.USER_PROFILE_OPTION_NAME), the Operator is Equal, and the Dependent Value is the name of the profile you want to control.

Chapter 3

Uploading or Migrating Control Rules

AppsControl includes a "content spreadsheet," which contains more than 1,500 fully configured change-control rules. Your Professional Services representative reviews this spreadsheet with you to determine which rules are appropriate for your site.

Whether you upload rules from a content spreadsheet or create them individually in the AppsControl Wizard, you can "migrate" them — copy them from one Oracle Applications instance to another.

In either case, you make use of concurrent requests you launch from the Logical Apps Navigator or from AppsControl. To run a concurrent request from the Navigator:

1. Click on View in the menu bar, then on Requests in the View menu.
2. A Find Requests form opens. Click on its Submit a New Request button. In the Submit a New Request dialog, click on Single Request and then on the OK button.
3. A Submit Request form opens. In its Name list of values, select the concurrent request you want.
4. A Parameters form appears. Supply parameter values and click on the OK button. (Parameters vary by request; some are required and others optional. See the description of each request for a discussion of its parameters.)
5. In the Submit Request form, click on the Submit button. At the next prompt, note the request number, and then click on No to return to the Find Requests form.
6. If you choose to view a request log, click on the Specific Requests button. Type the ID number for your request in the Request ID field, and click on the Find button. A Requests form opens; click on its View Log button.

Uploading Rules from a Content Spreadsheet

To upload rules from a content spreadsheet, first review and prepare them:

1. Review the spreadsheet with your Professional Services team member. Select the rules that target fields for which you want to implement controls. Type the letter *Y* in the Upload column for each of these rules.
2. Create a flat file containing the rules you've selected: From the Tools menu in Excel, select the Create CSV for AppsControl option. Specify the destination for the CSV file and select the Save button.
3. A control total message displays the number of rules written. To verify the completeness of your upload file, compare this with the number of rows you selected.

To upload the file you've prepared:

1. FTP the CSV file to the /usr/tmp UNIX directory of the instance in which the rules are to be used.
2. Open the Navigator in the Logical Apps responsibility and run the LA AppsControl Data Load concurrent request. Supply the following parameters:
   - File Name: Type in the name of the CSV file to be loaded. This parameter is mandatory.
   - File Location: Type in the UNIX path to the file to be loaded. This parameter is mandatory.
   - Debug Mode: Select Yes to enable debug functionality for the load, or No to disable the functionality.
   - Load Data: Select Yes if the data is to be loaded into the AppsControl rule repository. Select No if this is a data validation run only.
3. Open AppsControl (page 3). Click on Tools in the menu bar, then on AppsAudit Compile Audit Objects in the Tools menu. A pop-up note informs you of a concurrent request ID number. Click on the OK button to clear the message.

Migrating AppsControl Rules

The method you use to copy AppsControl rules from one instance to another depends upon whether (and if so, how) you have modified them in the source instance:

- If you have uploaded rules from a content spreadsheet to a source instance and have neither changed them nor added rules to them, simply upload the same rules from the content spreadsheet to the destination instance.
- If you have uploaded rules from a content spreadsheet, added subscribers to some or all of them, but made no other changes, upload the same rules from the content spreadsheet to the destination instance. Then, open AppsForm on the source instance and use its Migration Utility to migrate each of the AppsControl rules to which you have added subscribers. For information on using this utility, see "AppsForm Migration" in the *AppsForm Training Guide*.

- If you have used the AppsControl Wizard either to create rules or to modify rules uploaded from a content spreadsheet, open the Logical Apps Navigator on the source instance and run a concurrent request called LA AppsControl Data Export. This request takes the following parameters:
  - File Location: Type in the UNIX path to the export file you are creating. This parameter is mandatory.
  - File Name: Type a name for the export file you are creating. This parameter is mandatory.
  - Application: Select one Oracle Application to export rules associated with that application, or leave the parameter blank to export rules associated with all applications.
  - Form: This parameter is available only if you have made a selection for the Application parameter. Select a form used by the application to export only control rules associated with that form, or leave the parameter blank to export rules associated with all forms.
  - Block: This parameter is available only if you have made a selection for the Form parameter. Choose a block that belongs to the selected form to export only control rules associated with that block, or leave the parameter blank to export rules associated with all blocks.
  - Table: This parameter becomes available only if you have made a selection for the Block parameter. Choose the database table that corresponds to the selected block, or leave the parameter blank.
  - Field: This parameter becomes available only if you have made a selection for the Table parameter. Choose a form field that belongs to the selected block (and for which data is stored in the selected table) to export only the single control rule for that field, or leave the parameter blank to export control rules for all fields on the block.
  - Control Type: Select one of the three control types to export only rules that implement that control type, or leave the parameter blank to export all types of rules.
  - Enabled Flag: Select Yes to export only those rules for which the Enabled Flag check box (page 8) is checked; Select No to export only those rules for which the Enabled Flag check box is cleared; or leave the parameter blank to export rules configured in both ways.

  Then, use the file you create to run the LA AppsControl Data Load concurrent request on the destination instance. (Follow the procedure described in "Uploading Rules from a Content Spreadsheet," page 14.)
- Finally, if you've created or modified rules in the AppsControl Wizard and added subscribers to one or more of them, combine the directions in the previous two bullet points. Run LA AppsControl Data Export on the source instance; use the resulting file to run LA AppsControl Data Load on the destination instance; and then use the AppsForm Migration Utility to migrate all AppsControl rules with subscribers from the source instance to the destination instance.

Chapter 4

Applying Changes to Controlled Fields

When you enter or modify data in an Oracle Applications field that is subject to change control, the process you follow depends on the control type assigned to the field.

Audit

If a field is under Audit change control, any change you make is captured and available for reporting. However, you need not select a reason code or obtain an approval, so there is no change to your ordinary procedure. Fields under Audit change control are not distinguished visually from fields that are not subject to change control.

Reason Code or Approval

In most cases, a field subject to Reason Code or Approval change control appears in bright yellow on its Oracle Applications form. (On some forms, however, certain controlled fields are not distinctively colored; this depends on Oracle form functionality.)

AppsControl may handle changes to the values of these fields in either of two ways, depending on whether the fields exist on a form associated with a When Validate Record event, and therefore whether the WVR Enabled check box in the AppsControl Wizard is selected for each block of the form (see page 7).

- If so, AppsControl allows the user to make changes to the fields, but imposes the controls when the user attempts to save the changes. The user would open a Change

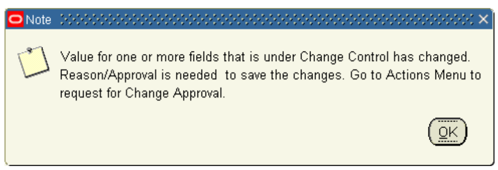
Request form to offer reasons, and if appropriate to begin the approval process, for all the changed fields at once.

- If not, AppsControl write-protects the controlled fields, and a user cannot make changes to them directly. For each field, the user would instead open the Change Request form and enter the new field value there — as well as offer a reason for the change and, if appropriate, initiate the approval process. In this case, the user can modify only one field at a time in the Change Request form.

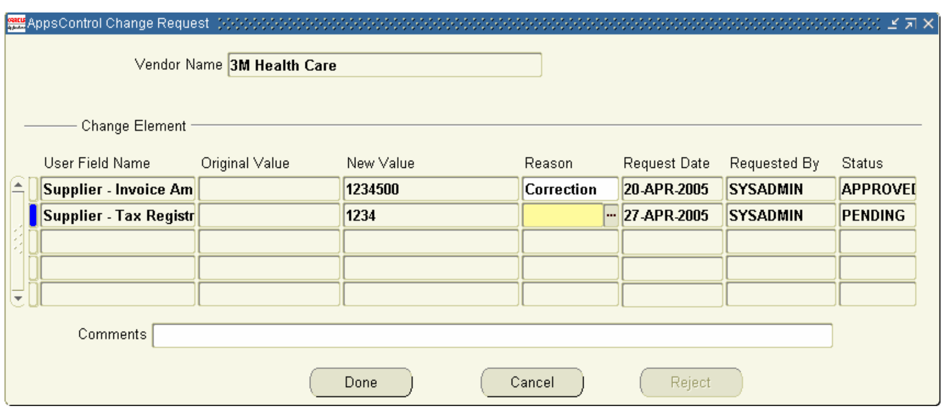
Change Control with WVR Enabled

To change the values of controlled fields on a form associated with the When Validate Record event:

1. Enter new values in any number of controlled fields as you ordinarily would.
2. Save the changes: Click on file in the menu bar, and then Save in the File menu. Or, click on the Save button, located fourth from the left in the tool bar (it looks like a disk).
3. The following message appears. Click on the OK button to clear it.



4. Click on Actions in the Oracle Applications menu bar, then on AppsControl Change Request in the Actions menu. The following form appears:



The form devotes a row to each of the changes you are making (and, in other rows, displays information on changes made in prior sessions). In each row that applies to a new change, most of the fields provide information but do not accept input. These include User Field Name, Original Value, New Value, Request Date, Requested By, and Status.

5. In each row that applies to a new change, click in the Reason field to select a reason from a list of those configured for the field.
6. In the Comments text box, you may add any comments you deem appropriate. These comments appear on the Change History Report (see page 25). The Com-

ments text box displays information specific to whatever row you've selected in the grid — it presents an already-recorded comment for an old change or, for a new change, it clears so that a new comment may be entered.

7 Click on the Done button.

Change Control with WVR Disabled

To change the values of controlled fields on a form that is not associated with the When Validate Record event:

1 Select (click on) a controlled field whose value you want to change. Note that if you try to enter a value in the field, the status bar near the bottom of the screen displays the message "Field is protected against update."

2 With the field selected, click on Actions in the menu bar, and then on AppsControl Change Request in the Actions menu.

- If you are attempting to modify a list of values, its Find form opens, presenting a selection of entries appropriate for the field. Click on one and on the OK button. The Change Request form then opens and displays your selection in the New Value field.
- If you are attempting to modify a data-entry field, the Change Request form opens immediately, and the New Value field is blank. Type the value you want in the New Value field.

In either case, some fields provide information but do not accept input. These include User Field Name, Original Value, Request Date, Requested By, and Status.

3 Click in the Reason field to select a reason from a list of those configured for the field.

4 In the Comments text box, you may add any comment you deem appropriate.

5 Click on the Done button.

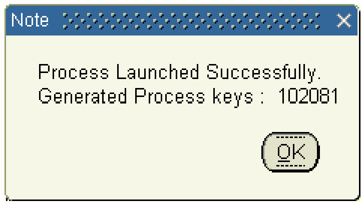
6 Repeat this process for each controlled field you want to change. When you finish making changes, save your work: Click on file in the menu bar, and then Save in the File menu. Or, click on the Save button, located fourth from the left in the tool bar (it looks like a disk).

Completing the Approval Process

If you are working with a field assigned the Reason Code control type, the process of changing the field value is complete. (You can still undo such a change: reopen the Change Request form, select the row that represents the change, and click on the Reject button.)

If, however, the field was assigned the Approval control type, the status of the change remains pending (as shown in the Status column of the Change Request form), and you cannot make further changes to the field until the pending change is approved or rejected. An approval decision involves the following additional steps:

1 When you close the Change Request form, the following message appears, informing you that the approval workflow process has begun. Click the OK button to clear it.



2 The individual (or workflow role) assigned to approve the change receives a notification that the change is pending.

3 The user clicks on the notification to open it, review the information, and optionally add a comment:

4 The user also clicks one of the following buttons:

- Approve: A notification of the approval is sent to the original requester, who must acknowledge the acceptance.
- Reject: The change cannot be made.
- Reassign: The decision to approve or reject is reassigned to another user

In the case of approval, the field-value change is not made until the original requester acknowledges the approval. This user opens the form on which the field appears, selects the field, and receives a dialog box offering the option to update the field. If the requester clicks on the Yes button, the field is updated. If the user selects the No button, the change is postponed, but not cancelled. Eventually the requester must select the Yes button because the change has been approved.

Chapter 5

Viewing Reports

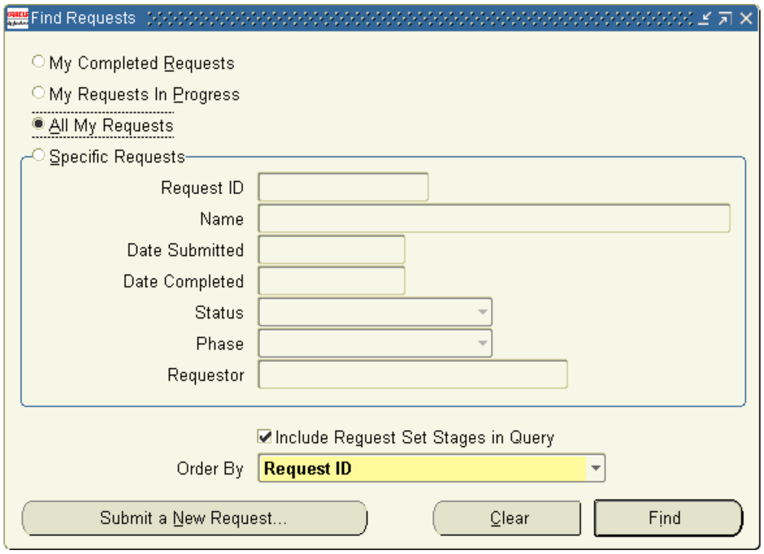
AppsControl includes three reports, which allow you and the auditors to understand what's happening with the fields you have under control.

- The Logical Apps AppsControl Change History Report shows you the history of changes to fields you have under change control.
- The Logical Apps AppsControl Control Listing Report shows you all the objects you have under control, first by application and then by responsibility.
- The Logical Apps AppsControl Approver Performance Report provides statistics about the numbers of approvals, rejections, and pending decisions, and the time required for decisions, for each person authorized to approve changes.

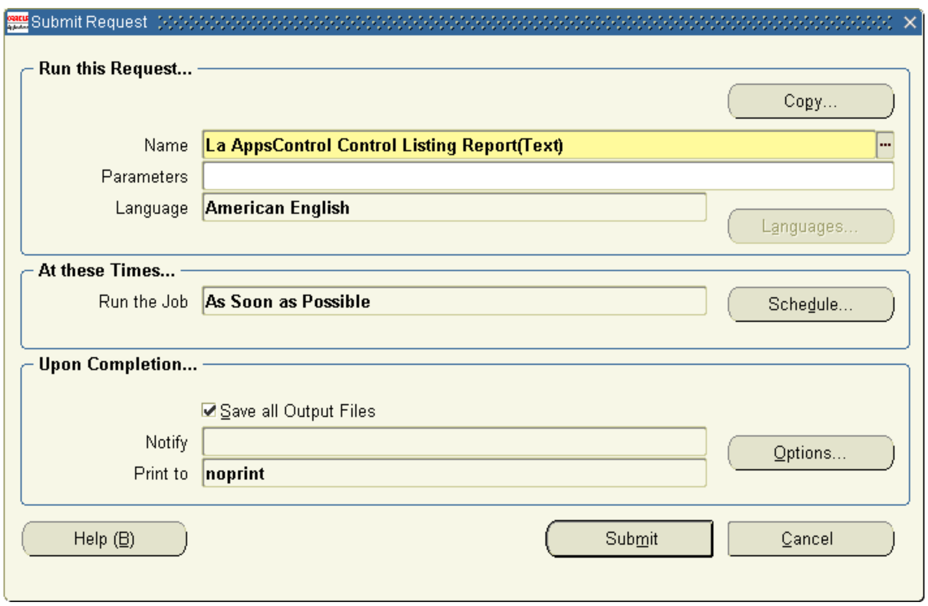
Running Reports

To run any of the reports:

1 With the Logical Apps Navigator open, click on View in the Oracle Applications menu bar, then on Requests on the View menu. The Find Requests form appears (as shown at the top of the next page).



2 Click the Submit a New Request button. At the prompt, select Single Request and click OK. The Submit Request form appears.



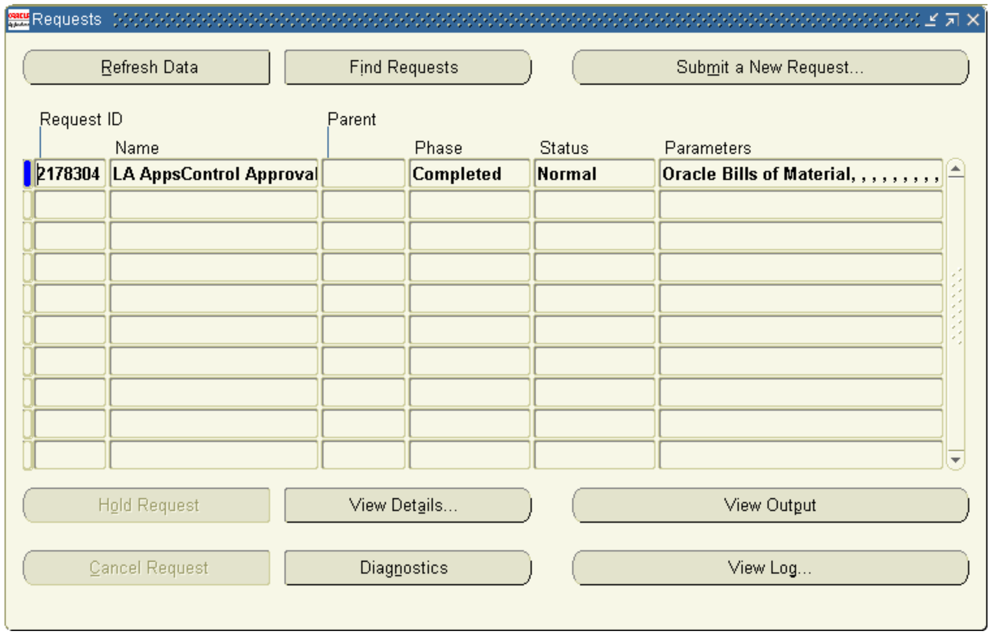
3 In the Name list, locate and select the name of the report you want to view. Click on the OK button.

4 The Parameters form appears. To filter the entries in a report, select values for any number of parameters; or, to include all possible entries in a report, leave all the parameter list boxes blank. Parameters vary from one report to another (see the description of each report for a discussion of its parameters).

5 In the Submit Request form, click on the Submit button. At the next prompt, make a note of the request number; then click Yes to run another report or No to return to the Find Requests form.

6 To see your report and its progress, click the My Requests in Progress radio button and then the Find button. Or click the Specific Reports button, type the request number for your report in the Request ID field, and click the Find button.

7 A Requests form shows the status of your request. When it informs you that the report is completed, click on the View Output button. The report appears. (From this form, you can also click the Submit a New Request button to begin the process of generating another report.)



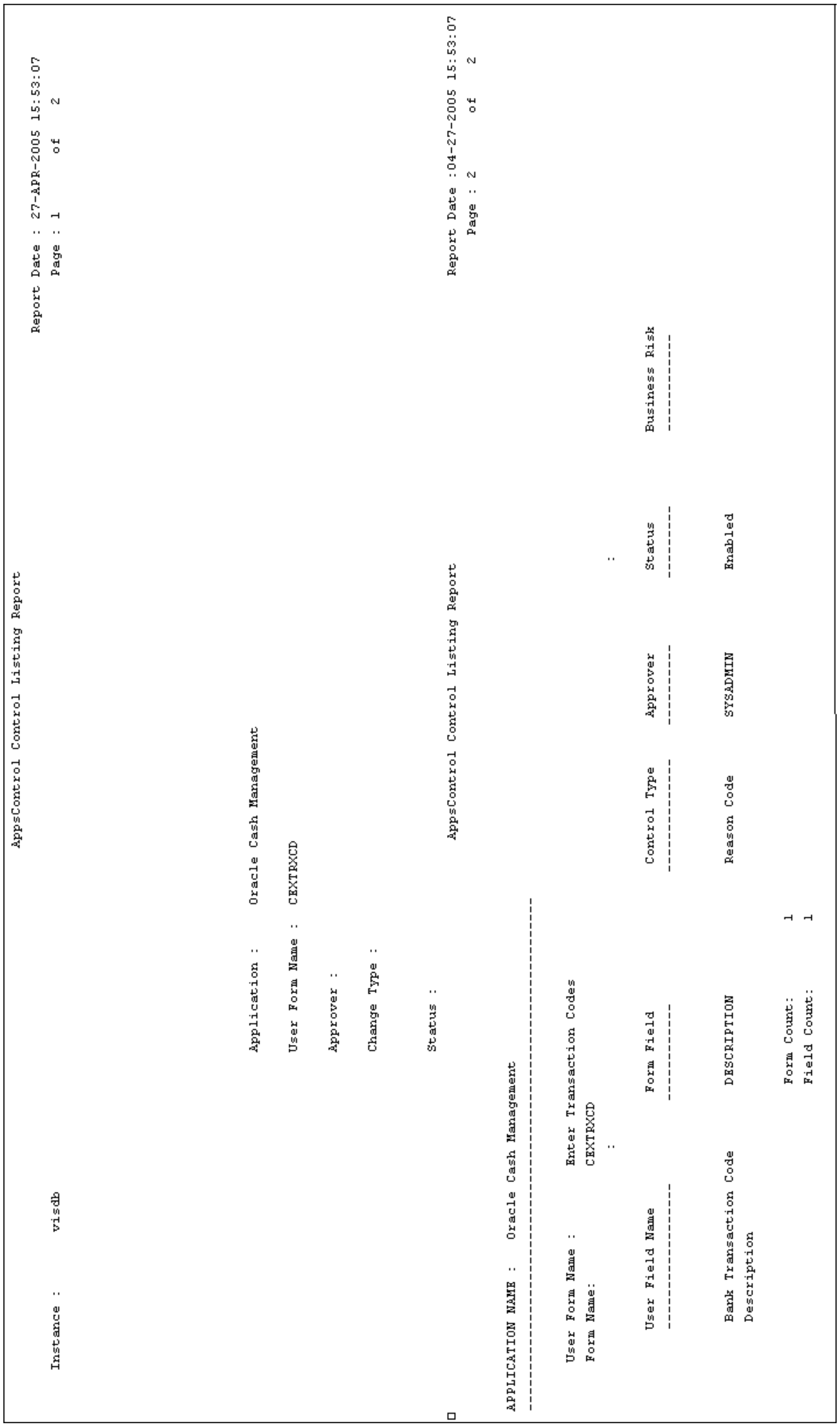
Control Listing Report

The Logical Apps AppsControl Control Listing Report shows you all the objects you have under control. As you generate the report, you can select the following parameters:

- Application: Select an application name from the list or leave the box blank. If you select a name, the report lists only controlled fields that apply to the application you choose. If you leave the box blank, the report lists controlled fields for all applications.
- Form Name: Select the internal name for a form or leave the box blank. (You can make a selection in this box only if you have also made a selection in the Application box.) If you select a form, the report lists only controlled fields that appear in that form. If you leave the box blank, the report lists controlled fields for all forms.
- Approver: Select the name of a person or group with authority to approve or reject field-value changes, and the report lists controlled fields subject to that approver's judgment. Or leave the box blank to list controlled fields that apply to all approvers.
- Change Type: Select Audit, Reason Code, or Approval to limit the report to fields of the control type you select. Or leave the box blank to include all control types.

- Status: Select from the list to have the report list fields whose controls have been Disabled or Enabled, or leave the box blank to have the report include both types.

The Control Listing Report looks like this:



AppsControl Control Listing Report

Instance : visdb

Report Date : 27-APR-2005 15:53:07
Page : 1 of 2

Application : Oracle Cash Management
User Form Name : CEXTRXCD
Approver :
Change Type :
Status :

AppsControl Control Listing Report

Report Date :04-27-2005 15:53:07
Page : 2 of 2

APPLICATION NAME : Oracle Cash Management

User Form Name : Enter Transaction Codes
Form Name: CEXTRXCD

User Field Name	Form Field	Control Type	Approver	Status	Business Risk
Bank Transaction Code Description	DESCRIPTION	Reason Code	SYSADMIN	Enabled	

Form Count: 1
Field Count: 1

Change History Report

The Logical Apps AppsControl Change History Report shows the history of changes for fields under change control. As you generate the report, you can select the following parameters:

- Application: Select an application name from the list or leave the box blank. If you select a name, the report lists only changes that apply to the application you choose. If you leave the box blank, the report lists changes for all applications.
- Form Name: Select the internal name for a form or leave the box blank. (You can make a selection in this box only if you have also made a selection in the Application box.) If you select a form, the report lists only changes that appear in that form. If you leave the box blank, the report lists changes for all forms.
- Field Name: Select the name for a field or leave the box blank. (You can make a selection in this box only if you have also made selections in the Application and User Form Name boxes.) If you select a field, the report lists only changes for that field. If you leave the box blank, the report lists changes for all fields.
- Record Identifier 1: Select the name of a field configured as a record identifier (see page 8) to have the report include changes associated with that identifier. Or leave the box blank to include changes associated with all identifiers.
- Record Identifier 2: Select the name of a second field configured as a record identifier (see page 8) to have the report include changes associated with that identifier. Or leave the box blank to include changes associated with all identifiers.
- Approve Status: Select Approved, Rejected, Pending, or Closed to have the report include only field-value changes at the status you select. Or leave the box blank to include field-value changes at all statuses.
- Requested By: Select the name of a user to have the report include field-value change requests made by that user, or leave the box blank to have the report include change requests made by all users.
- Approved By: Select the name of a person or group with authority to approve field-value changes to have the report show histories of change requests subject to that approver's judgment. Or leave the box blank to list change requests that apply to all approvers.
- Request Date From: Type a beginning date for the report; any requests earlier than that date would be excluded. Use the format configured for your instance of Oracle. Or, leave the box blank to include requests for all dates.
- Request Date To: Type an end date for the report; any requests later than that date would be excluded. Again, use the format configured for your instance of Oracle. Or, leave the box blank to include requests for all dates.

The Change History report looks like this:

```
                                        AppsControl Change History Report
                                                                                         Page : 2       of    2

APPLICATION NAME :  Inventory
--------------------------------------------------------

 Form Name :         INVIDITM
 User Form Name :    INVIDITM

 Field Name :        DESCRIPTION_MIR

 User Field Name :   Description

 Record Identifier Old Value     New Value     Change Type   Change Date Changed By    Approved By     App.Date   Status      Reason Code  Comments
 ----------------  --------      --------       ---------     ----------  --------      ---------       --------  ------      ----------   ---------------------
 75100001 | 204    Printer       Printer       Approval      28-JUN-05   SYSADMIN      SYSADMIN      28-JUN-05   CLOSED     Correction   yes
                   Mechanism     Mechanism

 75100001 | 204    Printer       Test1         Approval      28-JUN-05   SYSADMIN      SYSADMIN      28-JUN-05   REJECTED   Correction
                   Mechanism
APPLICATION NAME :  Payables
--------------------------------------------------------

 Form Name :         APXVDMVD
 User Form Name :    Enter Vendor

 Field Name :        VAT_REGISTRATION_
                     NUM_MIR
 User Field Name :   Supplier - Tax Registration
                     Number

 Record Identifier Old Value     New Value     Change Type   Change Date Changed By    Approved By     App.Date   Status      Reason Code  Comments
 ----------------  --------      --------       ---------     ----------  --------      ---------       --------  ------      ----------   ---------------------
 3G                              12345         Approval      28-JUN-05   ACORELLI      ACORELLI      28-JUN-05   PENDING    Correction   This change updates
 Communications,                                                                                                                           a missing value.
 Inc.
```

Approver Performance Report

The Logical Apps AppsControl Approver Performance Report provides statistics about the numbers of approvals, rejections, and pending decisions, as well as the time field-value change requests have spent in the system. As you generate the report, you can select the following parameters:

- Application: Select an application name from the list or leave the box blank. If you select a name, the report lists only controlled fields that apply to the application you choose. If you leave the box blank, the report lists controlled fields for all applications.
- Approver: Select the name of a person or group with authority to approve or reject field-value changes, and the report lists controlled fields subject to that approver's judgment. Or leave the box blank to list controlled fields that apply to all approvers.

The Approver Performance report looks like this:

AppsControl Approver Performance Report

Parameters:

Application:

Approver:

Instance : visdb

Date : 04-27-2005 16:16:10

AppsControl Approver Performance Report

Instance : visdb
Date : 04-27-2005 16:16:10
Page : 2 Of 2

Approver : SYSADMIN

Application Name	Pending	Days Outstanding	Approved	Days Outstanding	Rejected	Days Outstanding	Total Days Outstanding
Application Object	1.00	2.10	25.00	0.68	0.00	0.00	0.74
Application Report	2.00	8.06	11.00	0.00	0.00	0.00	1.24
Oracle Assets	0.00	0.00	22.00	0.90	0.00	0.00	0.90
Oracle Bills of Ma	0.00	0.00	6.00	0.00	0.00	0.00	0.00
Oracle General Led	3.00	7.19	5.00	0.00	1.00	6.20	3.08
Oracle Inventory	6.00	6.60	11.00	0.00	0.00	0.00	2.33
Oracle Master Sche	0.00	0.00	6.00	0.00	0.00	0.00	0.00
Oracle Public Sect	9.00	7.06	29.00	0.60	6.00	5.80	2.63
Oracle Purchasing	0.00	0.00	5.00	1.60	0.00	0.00	1.60
Oracle Receivables	7.00	6.23	0.00	0.00	0.00	0.00	6.23
Totals:	28.00	6.66	120.00	0.52	7.00	5.86	1.87

Approver : EBUSINESS-MFG

Application Name	Pending	Days Outstanding	Approved	Days Outstanding	Rejected	Days Outstanding	Total Days Outstanding
Oracle Assets	1.00	7.89	0.00	0.00	0.00	0.00	31.59
Oracle General Led	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	1.00	7.89	0.00	0.00	0.00	0.00	39.49
Grand Totals:	30.00	6.72	163.00	0.68	7.00	5.86	1.77

Support

Logical Apps offers many services to assist you with the AppsControl implementation. From on-site support to remote phone and web support, our team of experienced professionals provides the help and information you need to ensure quick and effective implementation. The Logical Apps team includes a Technical Support Representative, an Account Manager, and a Logical Apps staff consisting of consultants and support specialists.

Feedback

Thank you for using Logical Apps AppsControl. We value your comments and feedback. Mail your comments to the following address, or call us directly at (949) 453-9101.

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Or send email to support@logicalapps.com.