

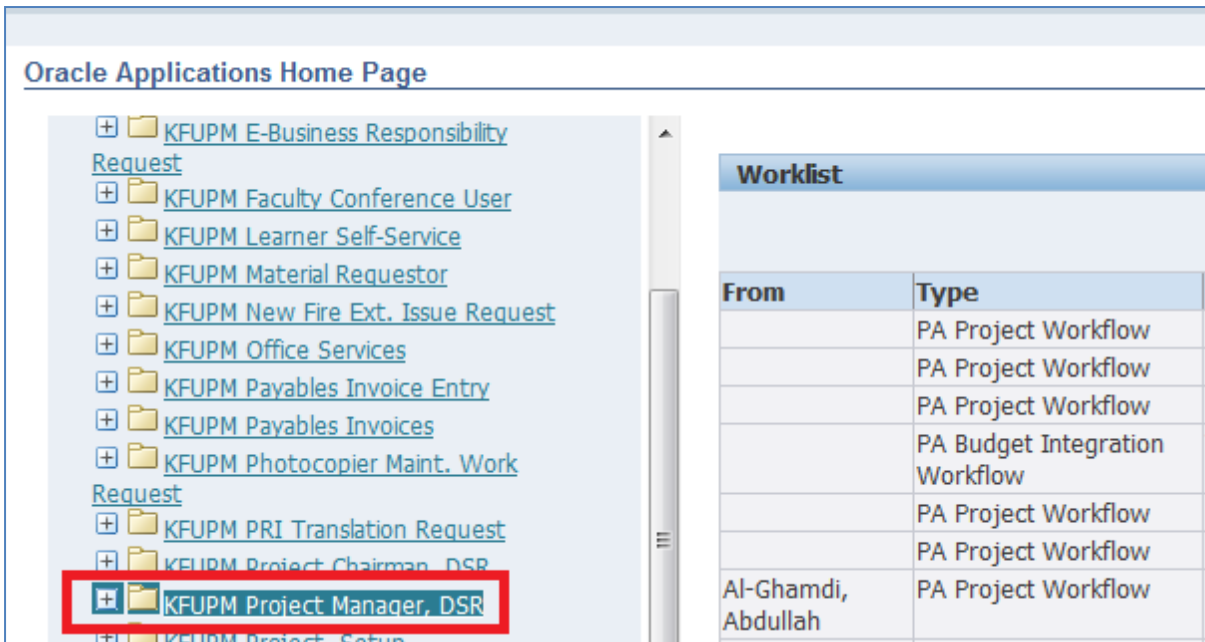
Procedure for Generating the Updated Project Budget Sheet

Step 1: Login to E-business



The screenshot shows the KFUPM E-BUSINESS SYSTEM login interface. On the left is a globe graphic. On the right, there are links for 'Personalize Table Layout' and 'Personalize Stack Layout'. Below these is a login form for 'Personalize Table Layout: (region14)' with fields for 'User Name' (example: ahmad.fazal.salman) and 'Password' (example: 4u99v23), 'Login' and 'Cancel' buttons, 'Login Assistance', and an 'Accessibility' dropdown set to 'None'. At the bottom, there is a 'Select a Language' section with 'العربية' and 'English' options.

Step 2: Click on “KFUPM Project Manager, DSR”, as shown below



The screenshot shows the Oracle Applications Home Page. On the left is a tree view of responsibilities, with 'KFUPM Project Manager, DSR' highlighted by a red box. On the right is a 'Worklist' table.

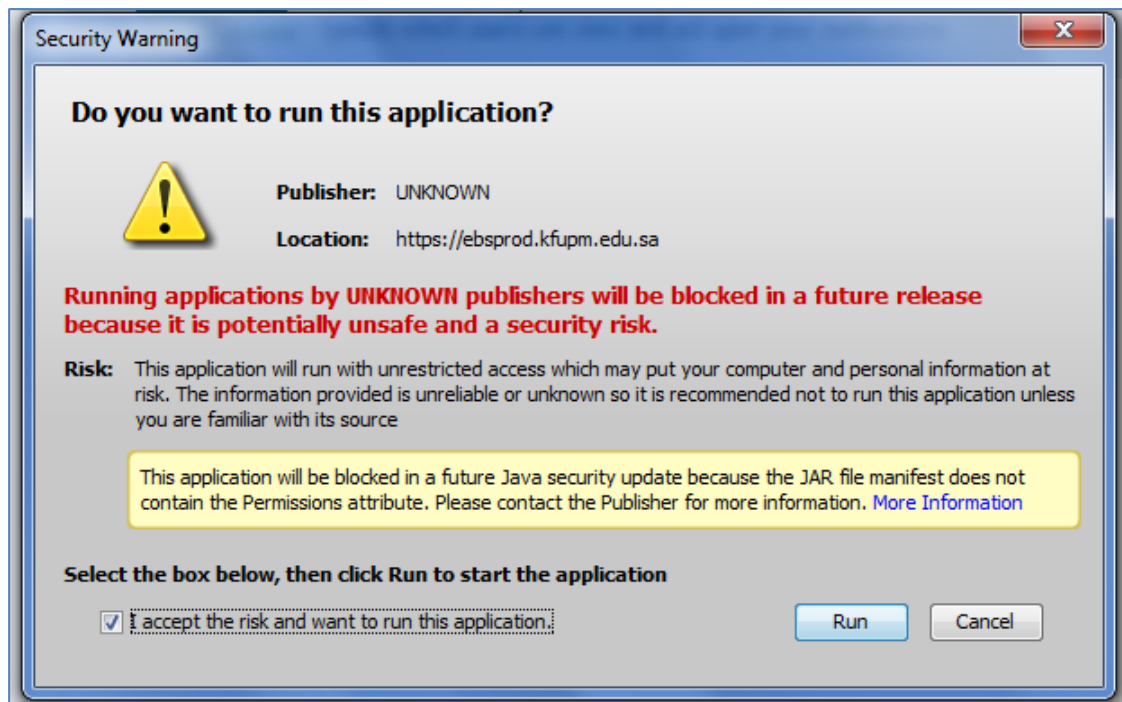
From	Type
	PA Project Workflow
	PA Project Workflow
	PA Project Workflow
	PA Budget Integration Workflow
	PA Project Workflow
	PA Project Workflow
Al-Ghamdi, Abdullah	PA Project Workflow

Step 3: Click on “Projects”, as shown below



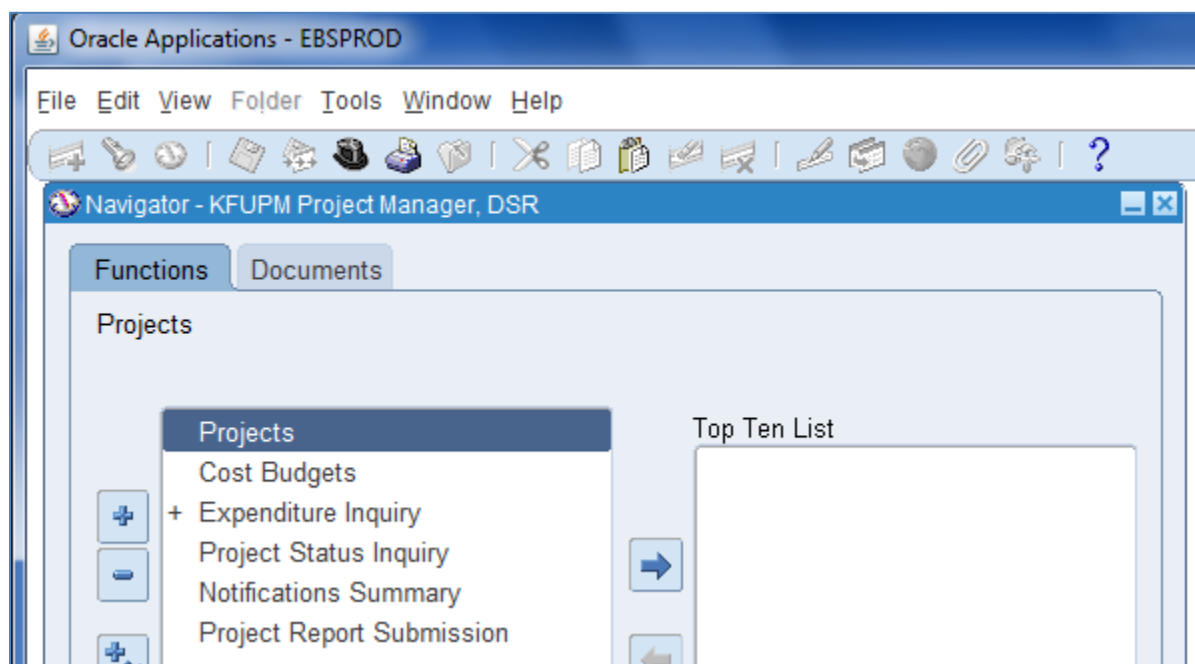
The screenshot shows the 'KFUPM Project Manager, DSR' menu. The 'Projects' option is highlighted by a red box. Other options include 'Cost Budgets', 'Project Status Inquiry', 'Notifications Summary', 'Project Report Submission', and 'Expenditure Inquiry'.

A new Java window will open as shown in the next image. Click on “Run” to Continue.

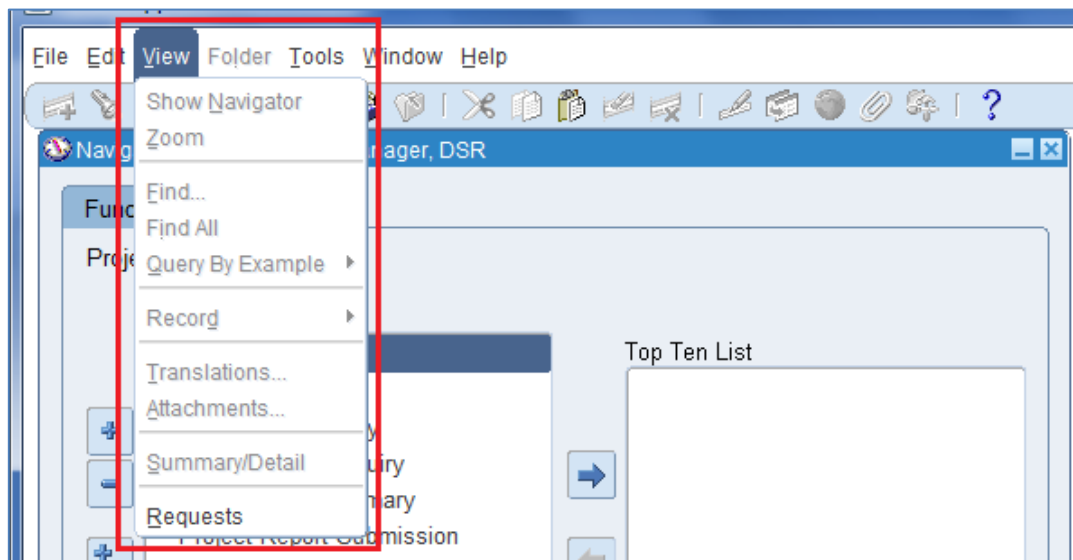
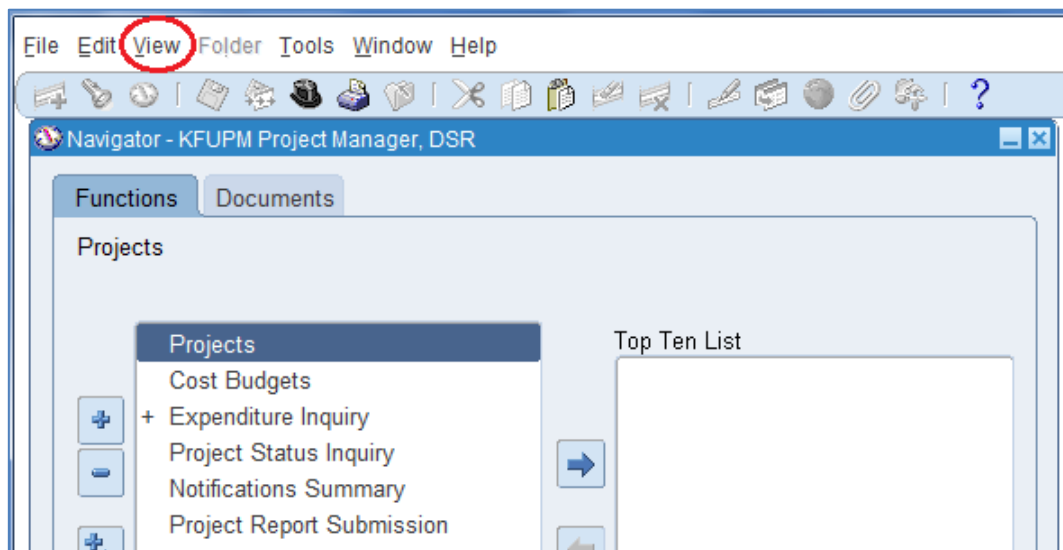


Please note: If you have popup blockers installed on your System, they will prevent the Java Window from opening. You may need to disable/uninstall such popup blockers.

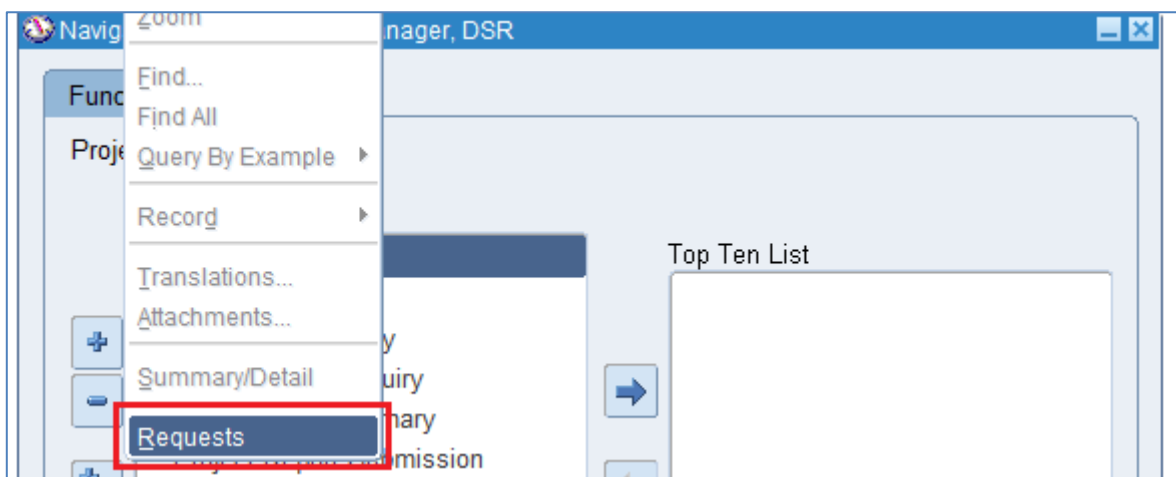
The project main window opens in Oracle, as shown below

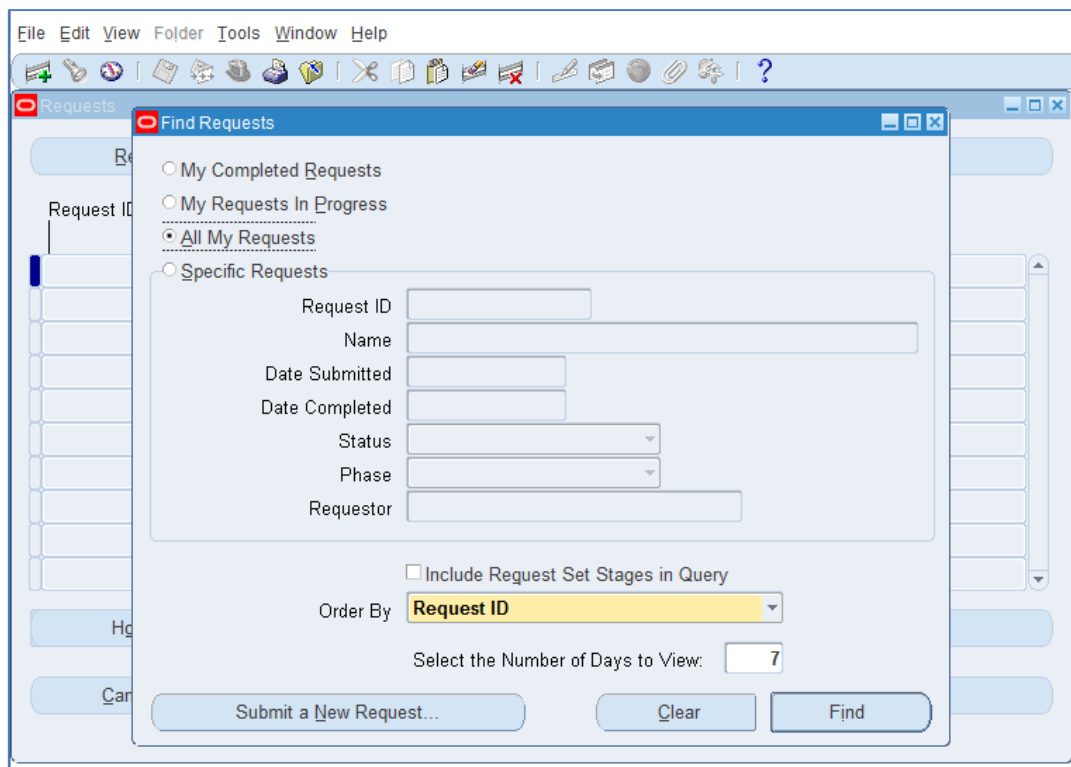


Step 4: Click on “View” as shown below:

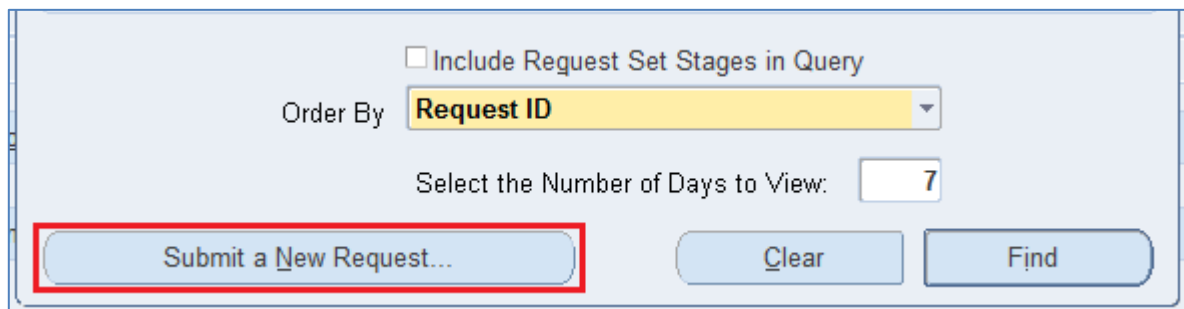


Step 5: Click on “Requests” as shown below; a new window will open as shown in next page.

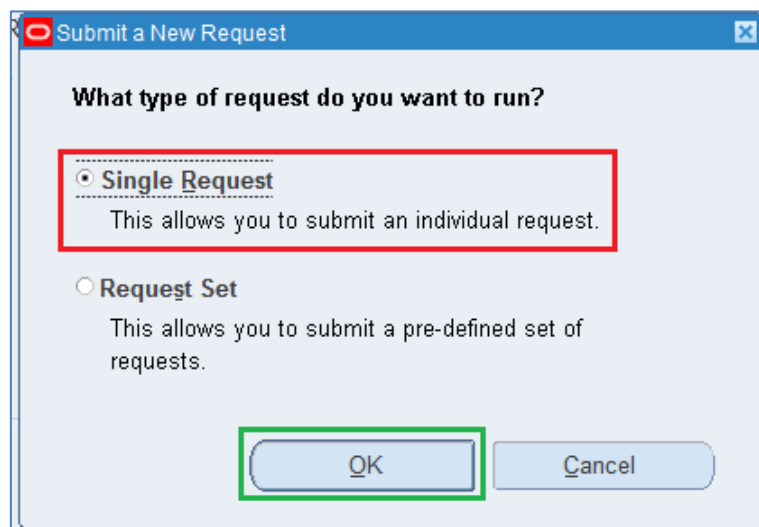




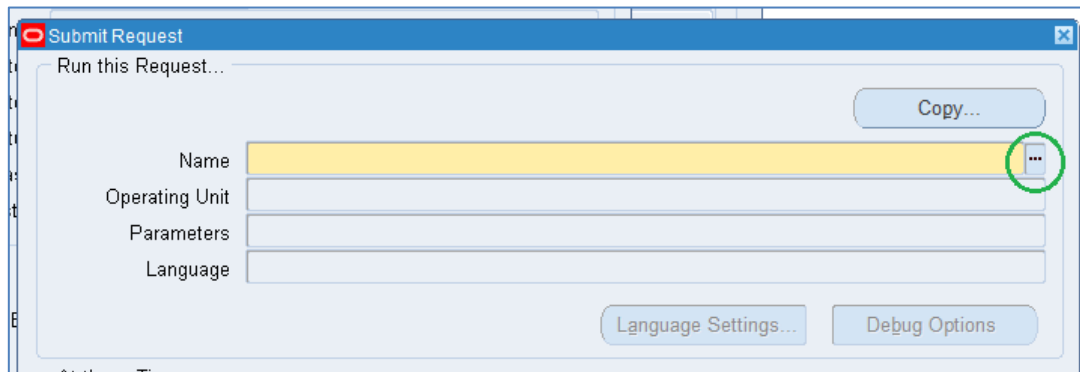
Step 6: Click on “Submit a New Request” on the tab shown below.



Step 7: A new window will open as shown below; select “Single Request” and click OK.



Step 8: Click on the three dots **highlighted in the below Image** and a list of values will drop down



Submit Request

Run this Request...

Copy...

Name

Operating Unit

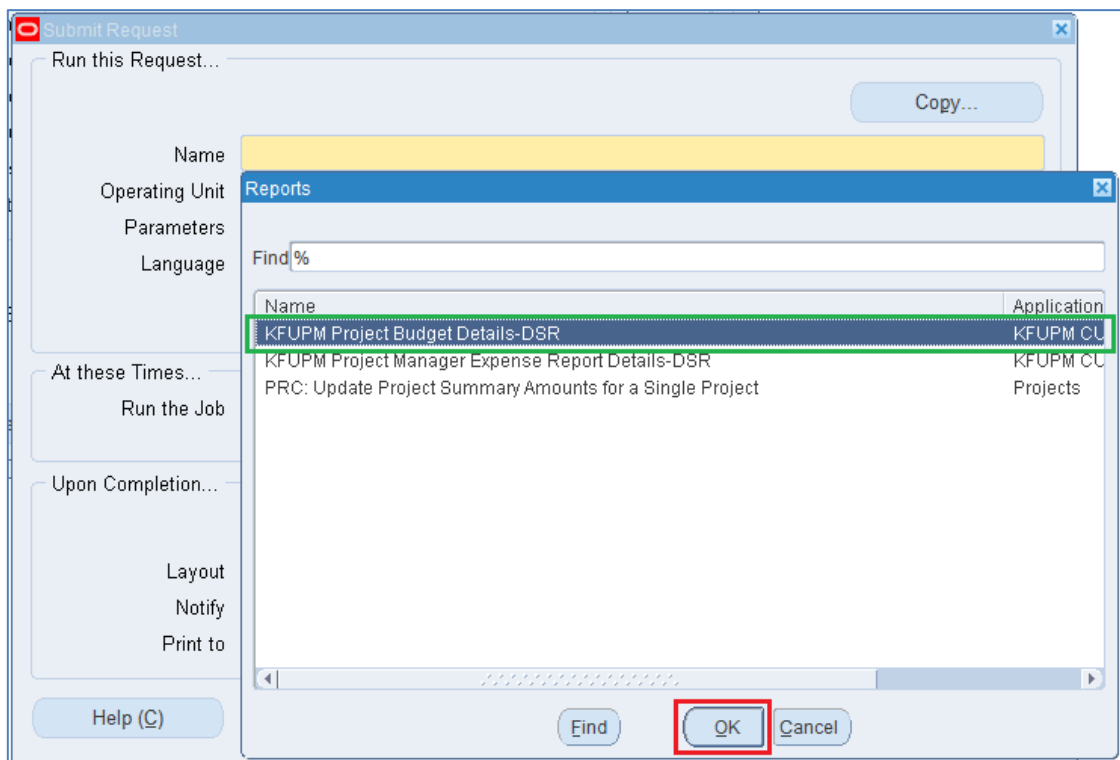
Parameters

Language

Language Settings...

Debug Options

Step 9: Select “KFUPM Project Budget Details-DSR” as shown below and Click **OK**.



Submit Request

Run this Request...

Copy...

Name

Operating Unit

Parameters

Language

At these Times...

Run the Job

Upon Completion...

Layout

Notify

Print to

Help (C)

Find %

Reports

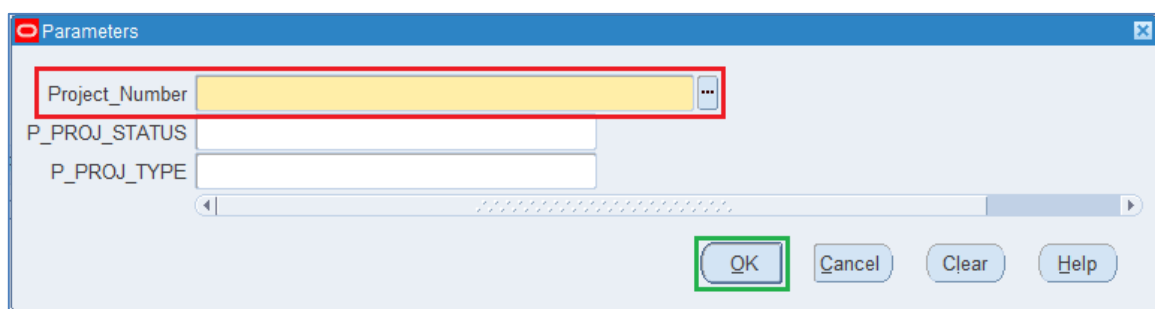
Name	Application
KFUPM Project Budget Details-DSR	KFUPM CU
KFUPM Project Manager Expense Report Details-DSR	KFUPM CU
PRC: Update Project Summary Amounts for a Single Project	Projects

Find

OK

Cancel

Step 10: Enter the **Project Number** in the box **highlighted in red** below and Click **OK**.



Parameters

Project_Number

P_PROJ_STATUS

P_PROJ_TYPE

OK

Cancel

Clear

Help

Step 11: A comprehensive view of the request is shown below; click on **“Submit”** to complete the request submission

The 'Submit Request' dialog box contains the following fields and buttons:

- Run this Request...** section:
 - Name: KFUPM Project Budget Details-DSR
 - Operating Unit: King Fahd University of Petroleum and Minerals
 - Parameters: SB121001::
 - Language: American English
 - Buttons: Copy..., Language Settings..., Debug Options
- At these Times...** section:
 - Run the Job: As Soon as Possible
 - Button: Schedule...
- Upon Completion...** section:
 - ☒ Save all Output Files
 - Layout: [empty field]
 - Notify: [empty field]
 - Print to: noprint
 - Buttons: Options..., Delivery Opts
- Bottom section:
 - Buttons: Help (C), Submit (highlighted with a green box), Cancel

Final Decision Window appears as below. Click on **“Yes”** if you would like to submit a request for another project and follow the same procedure from Step 8 to Step 11 (Please note that if you select **“YES”** the system will take you back to step 8). Otherwise if you Click **“No”**, then follow the next steps.

The 'Decision' dialog box displays the following information:

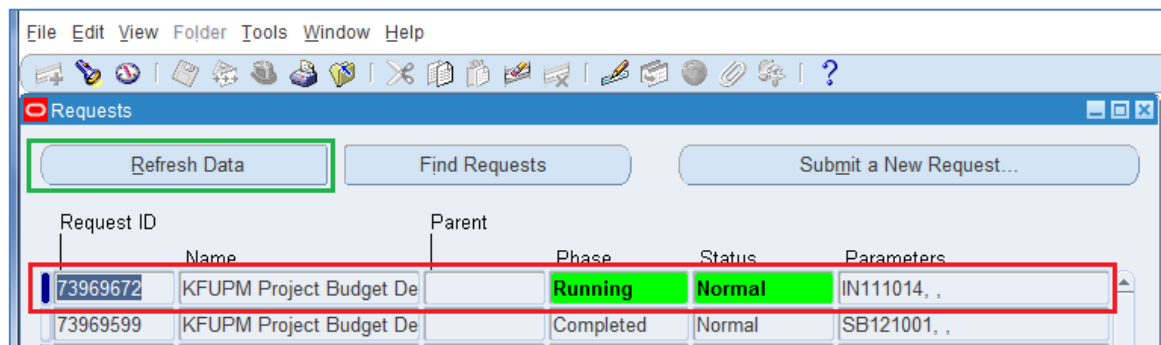
- Icon: Question mark in a speech bubble
- Text: Request submitted. (Request ID = 73969599)
- Text: Submit another request?
- Buttons: Yes, No

Step 12: Click on **“Find”** to locate your Request.

The search interface includes the following elements:

- ☐ Include Request Set Stages in Query
- Order By: Request ID (highlighted with a yellow background)
- Select the Number of Days to View: 7
- Buttons: Submit a New Request..., Clear, Find (highlighted with a red box)

Step 13: Click on “Refresh Data” (shown in green box Below)



Step 14: When the request is complete, it will be shown as below; then Click on “View Output” to view your budget sheet (If you want to view another request output, then select first accordingly and click on view output)

