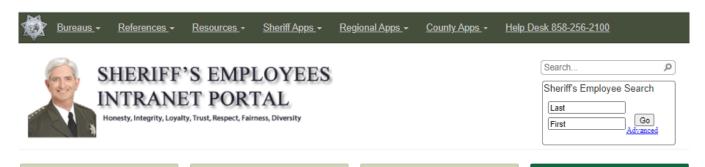# Section 2 - Accessing Oracle

You may go into Oracle to run reports or perform an account inquiry at any time. However, if you are going to reconcile with your FMT, wait until the accounting period has closed. If you run a report before the accounting period has closed, not all the transactions may have accrued and the figures may be different. The figures may change when you run the report a few days later.

1) Check to see if the period has closed (usually after 3rd business day of the month). Ex: Accounting period AUG-16 should close by the end of day on September 6th. Go to the ERP website on the County's webpage (Insite) and look for an update under News and Bulletins. It will indicate the most recent accounting period that closed.

2) From the Sheriff's Employees Intranet, click on ERP Updates

3) From the ERP website, check the latest closed accounting period. In this example, JUN-16, ADJ-16 and JUL-16 are the last accounting periods that have been closed after the year-end. If the desired accounting period is closed, click on Oracle EBS Financials R12 and proceed to the reports.

4) If you are having issues accessing Oracle, please call the Helpdesk at (858) 256-2100.

5) Most frequently used Oracle reports:

    a. GL007 report - see Section 3

    b. Outstanding Encumbrance report - see Section 6

    c. Account Inquiry - see Section 8

    d. Account Analysis Report- see Section 9