

## 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 3<sup>rd</sup> business day of the month). Ex: Accounting period AUG-16 should close by the end of day on September 6<sup>th</sup>. 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

[Bureaus](#) - [References](#) - [Resources](#) - [Sheriff Apps](#) - [Regional Apps](#) - [County Apps](#) - [Help Desk 858-256-2100](#)

**SHERIFF'S EMPLOYEES INTRANET PORTAL**  
Honesty, Integrity, Loyalty, Trust, Respect, Fairness, Diversity

Search...  
Sheriff's Employee Search  
Last   
First   [Advanced](#)

[COVID Resources](#) [Telecommuting Remote Access](#) [Vaccine Request Form](#) [Help Desk TEAMS Chat](#)

### Chaplain Message

A MESSAGE FROM THE SHERIFF'S CHAPLAINS

June is National PTSD Awareness Month. If you experience Post Traumatic Stress Disorder, help is available. Watch this message from Sheriff's Chaplain Jon Allbaugh for some words of encouragement, as well as good advice on how to deal with traumatic events. Our Sheriff's Chaplains are always here for you.

### Employee Awards

The following is a list of department award recipients. To nominate an employee for an award, please use the following [forms](#).

Employee Name	Award	Date Awarded
<a href="#">Angela Smith</a>	Outstanding Employee Award	1/25/2021
<a href="#">James Stodola</a>	Employee of the Quarter	12/21/2020
<a href="#">Lamdien Vo</a>	Peer Recognition Award	12/1/2020

### Meet Deputy Epenesa

"Talofa!" Meet Deputy Anthony Epenesa who is sharing his Samoan, Hawaiian and Filipino Heritage on this Asian American Pacific Islander Heritage Month. His dedication to family, as well as discipline and commitment to sports guide him as a background investigator in mentoring recruits to join our agency.

### Customer Service | Diversity & Inclusion

TED 10 ways to have a better con...  
"Celeste Hooper leads the ingredients of a great..."

### County Applications

- [Kronos](#)
- [PeopleSoft](#)
- [Learning Management System](#)
- [County of San Diego Intranet](#)
- [Board of Supervisors Meeting](#)
- [ERP Updates](#)
- [General Management System](#)
- [My Requests](#)
- [WEB EOC](#)

- 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.

Oracle Center PeopleSoft Place Kronos Korner User Groups

**UpLink** ENTERPRISE RESOURCE PLANNING  
Information Center  
David Nickel, Chief ERP Manager  
*Forms, Reports, Information and More*

**News and Bulletins**

**24-AUG-2016:** Oracle Labor Costing for payroll 4 (05-AUG-2016 through 18-AUG-2016) is complete.

**JUN-16, ADJ-16 and JUL-16 periods are closed.**

(Scroll down)

#### Courts, DA, SDCERA, and Sheriff Employees

- [APIIS](#)
  - [DA and SHF Users - ImageTrust](#)
  - [DA and SHF Users - Viewer](#)
- [OBIEE \(ERP Data Warehouse\)](#)
- [Oracle EBS Financials R12](#) ←
- [OID Password Reset](#)

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

- 5) Most frequently used Oracle reports:

- GL007 report - see Section 3
- Outstanding Encumbrance report - see Section 6
- Account Inquiry - see Section 8
- Account Analysis Report- see Section 9