



MARQUETTE UNIVERSITY

General Ledger Inquiry User's Guide

Oracle e-Business Suite version 12.1.3

NOTE TO MAC USERS

The screens shown in this user's guide may vary slightly from the screens available on a Mac. For example, the "close window" button is located on the upper left corner of your window instead of the right corner shown.

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Introduction

The **MyJob** application includes what was formerly known as the Marquette Financial System (MFS), in addition to the Marquette Budget System (MBS), and HR/Payroll Self Service. Application functionality and security is based upon standard Oracle e-Business Suite modules and user responsibilities.

For further assistance in this topic, please contact:

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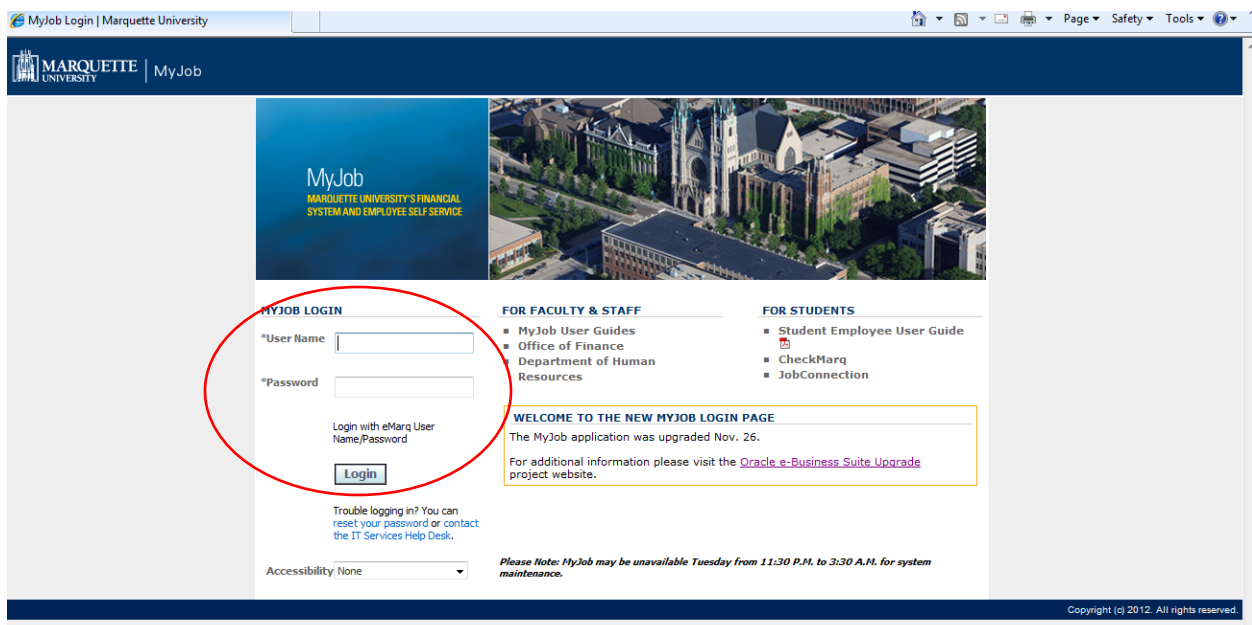
New in R12

MyJob was upgraded from version 11i to R12 in late November 2012. Although the upgrade changed the infrastructure of the application, General Ledger Inquiry functionality has changed very little. The most obvious difference for the occasional user of this application will be the new navigation menu and the list of Notifications appearing on the Home page after login. Some users may also notice a shift to HTML (webpage) screens for some functions.

Additionally, as part of the system upgrade, the Office of Finance has converted from the Feith document imaging application to ImageNow document imaging.

We will review these changes in this document.

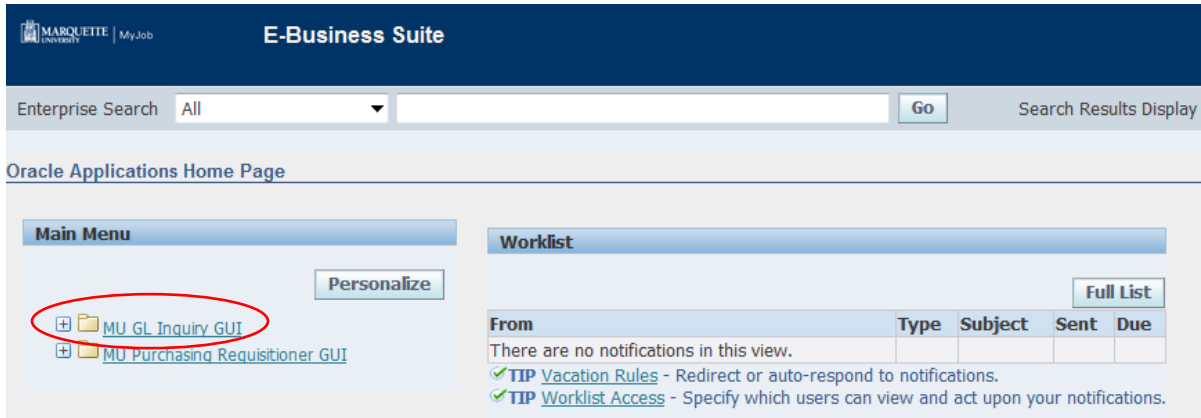
Login to MyJob (myjob.mu.edu)



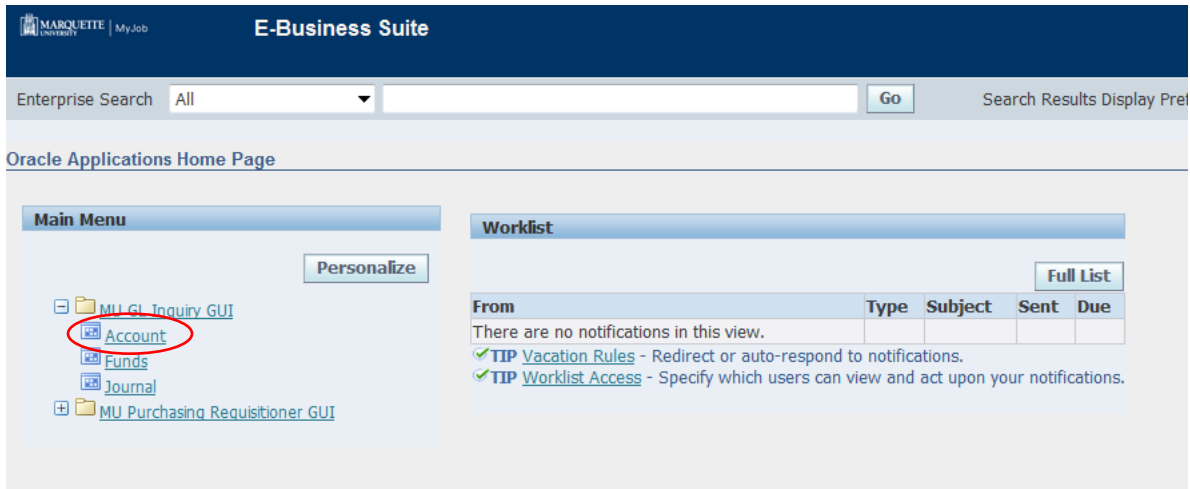
To access MyJob:

1. Enter your eMarq user name and password.
2. [Enter] or click on the [Login] button.

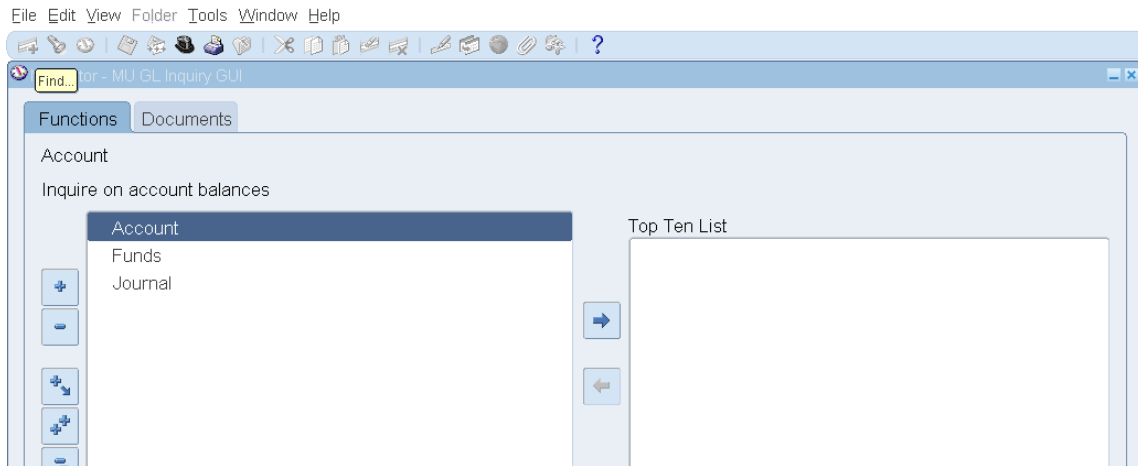
Navigate to General Ledger Inquiry



1. Expand the menu under “MU GL Inquiry GUI” on the Main Menu by clicking on that link.
2. Click on “Account” to execute account inquiry.

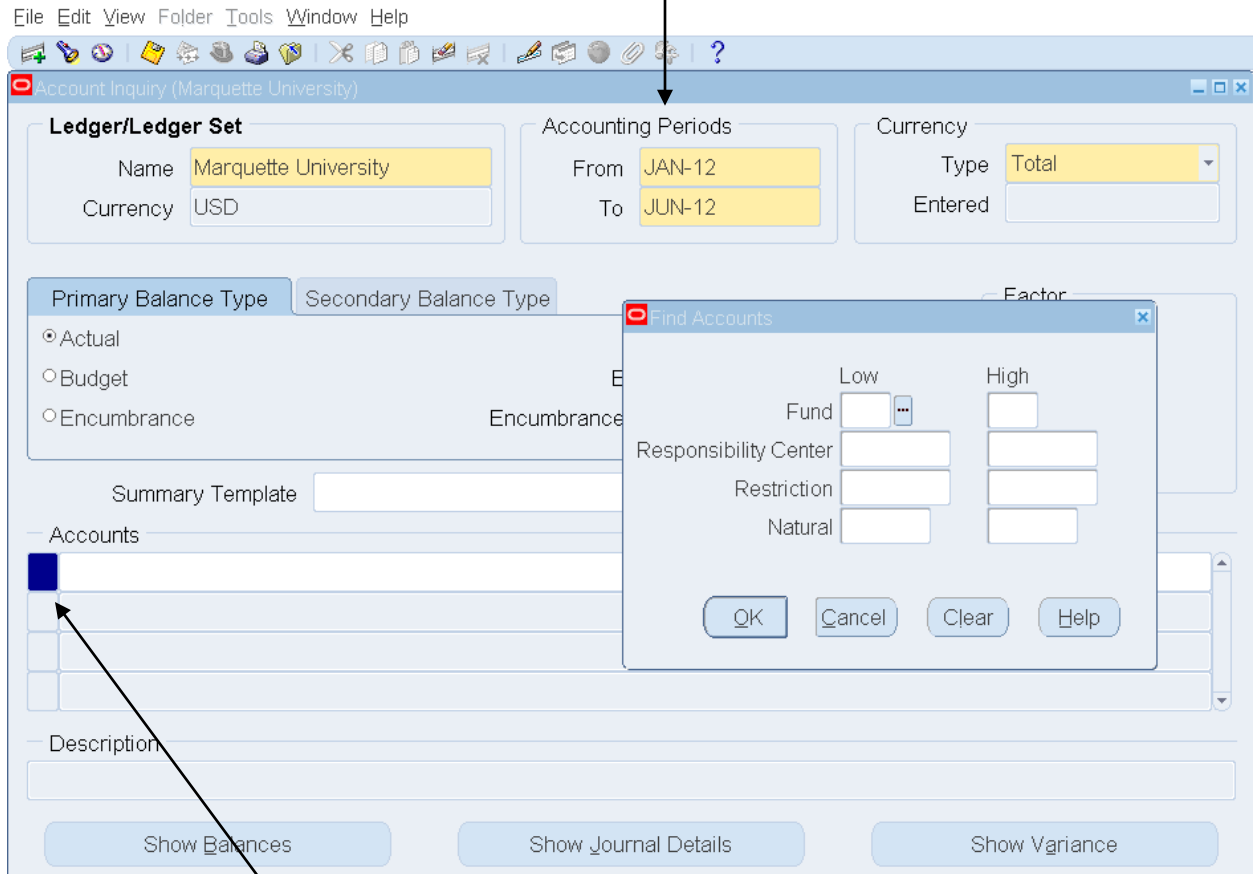


You may see this version of the main menu flash open then close. You should not need to use it.



MyJob: General Ledger Inquiry – User's Guide

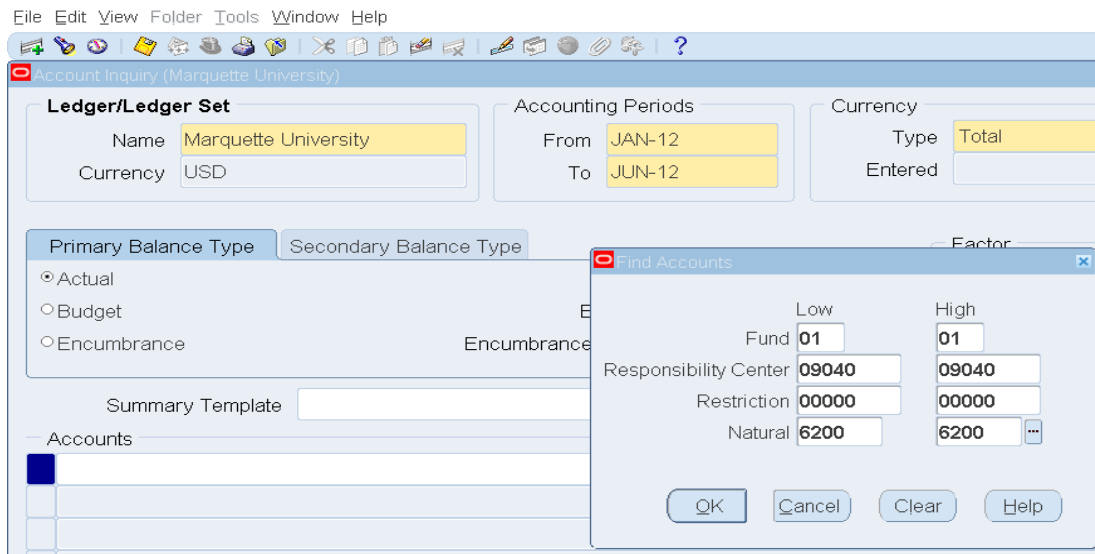
In the “Account Inquiry” screen, type the Accounting Periods for your query, both FROM and TO GL periods, in the MMM-YY format, as shown below.



The screenshot shows the "Account Inquiry (Marquette University)" window. The "Accounting Periods" section is set to "From JAN-12" and "To JUN-12". The "Currency" section is set to "Type Total" and "Entered". The "Primary Balance Type" is set to "Actual". The "Accounts" table is empty. The "Find Accounts" dialog box is open, showing fields for "Fund", "Responsibility Center", "Restriction", and "Natural" with "Low" and "High" columns. The "OK" button is highlighted.

Next, click in the Accounts area of the screen. The “Find Accounts” pop-up window will appear.

Type the account combination that you would like to review. Click [OK].



The screenshot shows the "Account Inquiry (Marquette University)" window. The "Accounting Periods" section is set to "From JAN-12" and "To JUN-12". The "Currency" section is set to "Type Total" and "Entered". The "Primary Balance Type" is set to "Actual". The "Accounts" table is empty. The "Find Accounts" dialog box is open, showing fields for "Fund", "Responsibility Center", "Restriction", and "Natural" with "Low" and "High" columns. The "OK" button is highlighted.

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Note regarding the selection of a “Natural” account number:

- Use natural 7997 to view the overall capital charges for the selected RC
- Use natural 7998 to view the overall charges for the selected RC
- Use natural 7999 to view the overall operating charges for the selected RC without salaries, benefits and capital.

These natural accounts are to be used for summary inquiries only. These naturals should not be used for spending.

NOTE:

In this user guide we are doing an account inquiry on actual balances. You can also do an inquiry on Budget Balance (Budget Name = MFS-FY-Budget) or Encumbrance Balance (Encumbrance Type = Obligation). Just click the appropriate radial button in the Primary Balance Type area to change it.

Account Inquiry (Marquette University)

Ledger/Ledger Set
Name: Marquette University
Currency: USD

Accounting Periods
From: JAN-12
To: JUN-12

Currency
Type: Total
Entered:

Primary Balance Type | Secondary Balance Type

Actual
 Budget
 Encumbrance

Budget:
Encumbrance Type:

Factor
 Units
 Thousands
 Millions
 Billions

Summary Template:

Accounts

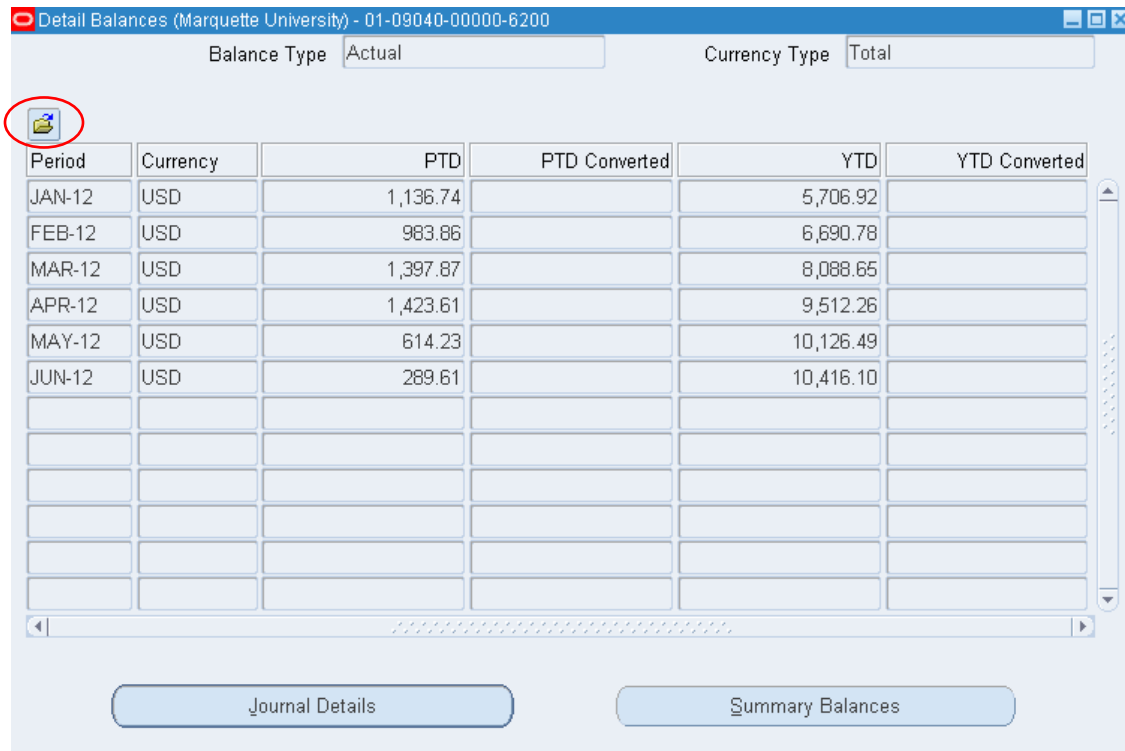
<input checked="" type="checkbox"/>	01-09040-00000-6200
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Description
Unrestricted-Comptroller-Unrestricted-Office expenses

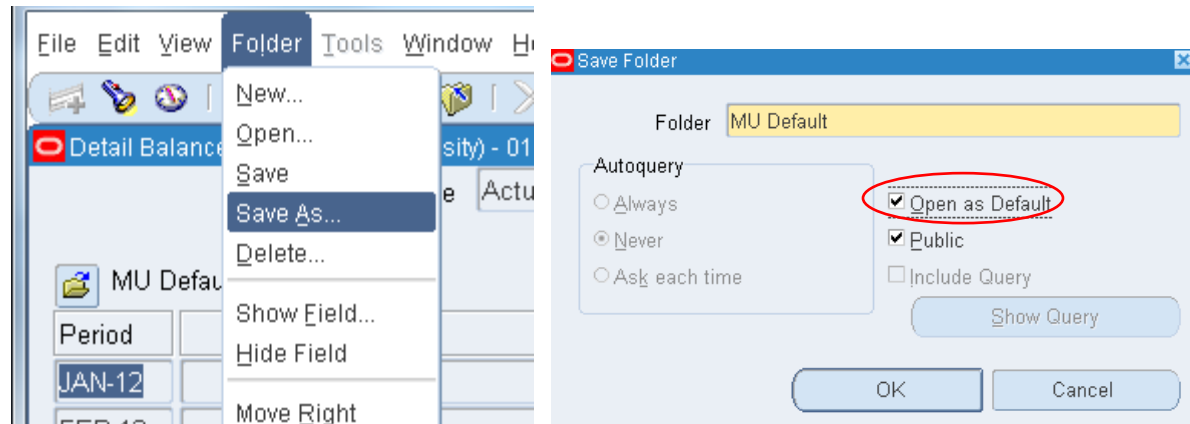
Show Balances | Show Journal Details | Show Variance

With your cursor on the account number row as shown above, click the button along the bottom of the screen that will provide the information in a format that is useful to you. Examples follow.

Show Balances: This view lists the period and year-to-date balances for the account combination by month, for the range of dates queried. From this view, click the yellow folder icon and set it to “MU Default” to see additional columns including Debits and Credits for each month.



To save the “MU Default” folder view, use the drop-down menu along the top of the screen: **Folder / Save As** and check “**Open as default**” in pop-up box.



MyJob: General Ledger Inquiry – User's Guide

With your cursor on any of the period rows, clicking on the **[Journal Details]** button will provide a list of transactions for that month.

Journals (Marquette University) - 01-09040-00000-6200,MAY-12

Balance Type: Actual Currency Type: Total

MU Default

Batch Name	Journal Entry Name	Source	Line	Line Description	Entered Debits	Entered Credits
JV-MJK-May-1 Sp	1 Adjustment USD	Spreadsheet	27	Manual Check Fee:Re		50.00
ELAN/VISA:CK#1:	Adjustment USD	Spreadsheet	698	MARY JO KUZMA-AM	12.15	
ELAN/VISA:CK#1:	Adjustment USD	Spreadsheet	699	MARY JO KUZMA-BL	35.76	
ELAN/VISA:CK#1:	Adjustment USD	Spreadsheet	700	MARY JO KUZMA-DE	61.88	
ELAN/VISA:CK#1:	Adjustment USD	Spreadsheet	701	MARY JO KUZMA-CD	164.93	
ELAN/VISA:CK#1:	Adjustment USD	Spreadsheet	702	MARY JO KUZMA-OF	389.51	

Drilldown Shgw Full Journal Detail Balances

Click **[Detail Balances]** to return to the previous page.

TIP: to close windows at any time click on the "X" in the upper right hand corner of each window. Do not click the red "X" above "ORACLE", unless you wish to log out of MyJob completely.

Oracle Applications - MJPROD - 12.1.3 - UP5 - Oct 24 17:03:43 2012

File Edit View Folder Tools Window Help

ORACLE

Account Inquiry (Marquette University)

Ledger/Ledger Set

Name: Marquette University Accounting Periods: From NOV-12 To NOV-12 Currency Type: Total

Currency: USD Entered: []

Back at the original Account Inquiry page:

Show Journal Details: This view lists all transactions for the range of months chosen in the query.

Batch Name	Journal En	Source	Line	Line Description	Entered Debits	Entered Credits
MU BURSAR PET	Adjustment	Spreadsheet	32	P/C 12/13/11:R BURKHARDT/C	26.69	
MU BURSAR PET	Adjustment	Spreadsheet	33	P/C 12/12/11:MJ KUZMA/PAPE	56.21	
AP to GL 44084 P	Purchase I	Payables	699	Journal Import Created	475.00	
JV-MJK-Jan-1 Sp	1 Adjustme	Spreadsheet	43	Manual Check Fee:The Rooseve		50.00
JV-MJK-Jan-1 Sp	1 Adjustme	Spreadsheet	44	Manual Check Fee:Zooperstars		50.00
ELAN/VISA:CK#1:	Adjustment	Spreadsheet	452	MARY JO KUZMA-WAL-MART	3.13	
ELAN/VISA:CK#1:	Adjustment	Spreadsheet	453	MARY JO KUZMA-DS WATERS	43.92	
ELAN/VISA:CK#1:	Adjustment	Spreadsheet	454	MARY JO KUZMA-DATA MANA	631.79	
Parking IOF's-02/	Adjustment	Spreadsheet	9	Journal Import Created		
JV-MJK-Feb-1 Sp	1 Adjustme	Spreadsheet	44	Manual Check Fee:21 Club		50.00
AP to GL 44222 P	Purchase I	Payables	561	Journal Import Created	10.00	
ELAN/VISA:CK#1:	Adjustment	Spreadsheet	773	MARY JO KUZMA-WAL-MART	10.53	

To see more detail for any journal entry, click on the line where Source = “**Spreadsheet**” and click the **[Show Full Journal]** button. Note: your view is restricted to those accounts for which you are authorized.

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If you want to view only certain types of transactions, or look for a particular dollar amount, you can execute a more limited query.

Batch Name	Journal Entry Name	Source	Line	Line Description	Entered Debits	Entered Credits
MU BURSAR PETTY CA	Adjustment USD	Spreadsheet	32	P/C 12/13/11:R BURKHARDT/CC	26.69	
MU BURSAR PETTY CA	Adjustment USD	Spreadsheet	33	P/C 12/12/11:MU KUZMA/PAPEF	56.21	
AP to GL 44084 Payable	Purchase Invoices US	Payables	699	Journal Import Created	475.00	
JV-MJK-Jan-1 Spreadst	1 Adjustment USD	Spreadsheet	43	Manual Check Fee:The Roosevelt		50.00
JV-MJK-Jan-1 Spreadst	1 Adjustment USD	Spreadsheet	44	Manual Check Fee:Zoooperstars I		50.00
ELAN/VISA:CK#121313	Adjustment USD	Spreadsheet	452	MARY JO KUZMA-WAL-MART	3.13	
ELAN/VISA:CK#121313	Adjustment USD	Spreadsheet	453	MARY JO KUZMA-DS WATERS	43.92	
ELAN/VISA:CK#121313	Adjustment USD	Spreadsheet	454	MARY JO KUZMA-DATA MANAC	631.79	
Parking IOF's-02/17/12	Adjustment USD	Spreadsheet	9	Journal Import Created		
JV-MJK-Feb-1 Spreadst	1 Adjustment USD	Spreadsheet	44	Manual Check Fee:21 Club		50.00
AP to GL 44222 Payable	Purchase Invoices US	Payables	561	Journal Import Created	10.00	
ELAN/VISA:CK#121521	Adjustment USD	Spreadsheet	773	MARY JO KUZMA-WAL-MART	10.53	

PC users:

- [F11] will clear the screen so you can enter a query
- In any column, type at least a portion of the word you are looking for, using the (% sign as a wildcard). In the Debits and Credits columns you can enter the dollar amount you are looking for.
- [Ctrl] [F11] will execute the query.

Batch Name	Journal Entry Name	Source	Line
ELAN%			

MAC users:

- From drop-down menu: View/Query by Example/Enter will clear the screen so you can enter a query
- In any column, type at least a portion of the word you are looking for, using the (% sign as a wildcard). In the Debits and Credits columns you can enter the dollar amount you are looking for.
- From the drop-down menu: View/Query by Example/Run will execute the query.

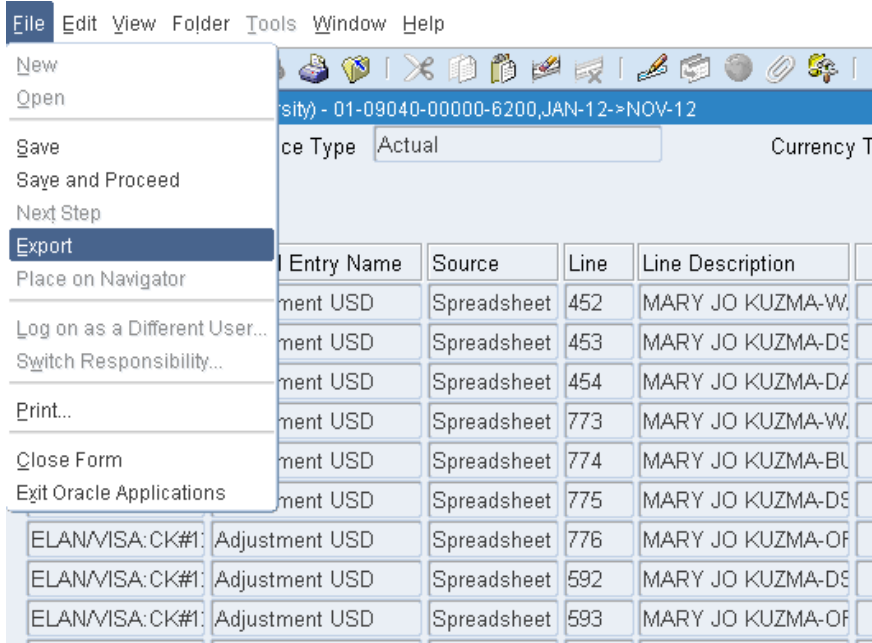
File Edit View Folder Tools Window Help

- Show Navigator
- Zoom
- Find...
- Find All
- Query By Example
 - Enter
 - Run
 - Cancel
- Record
- Translations...

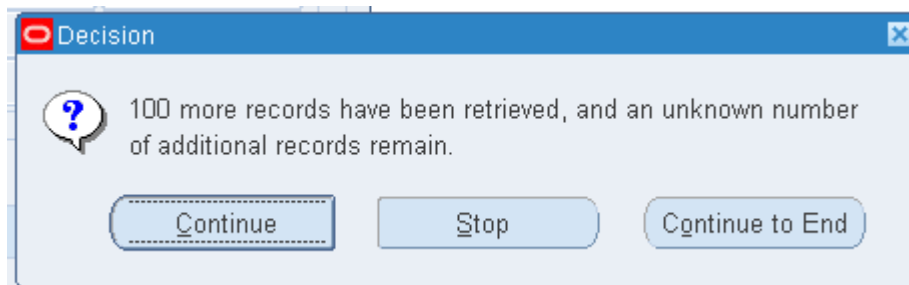
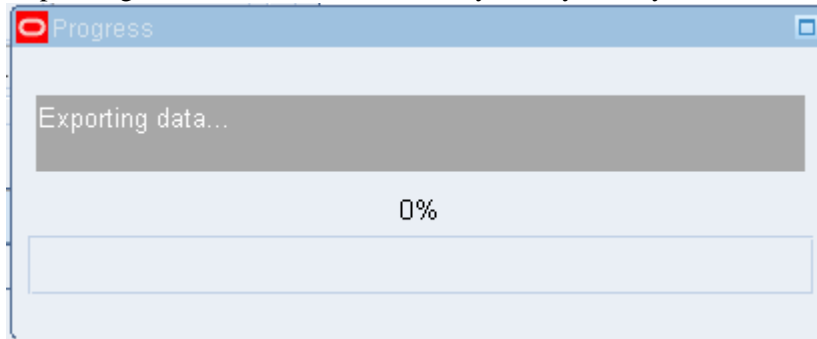
Exporting Data from General Ledger Inquiry

It is possible to export data for further analysis or reporting use in Excel from within the General Ledger Account Inquiry and Funds Available Inquiry screens.

From the drop-down menu, choose File / Export, as shown below.

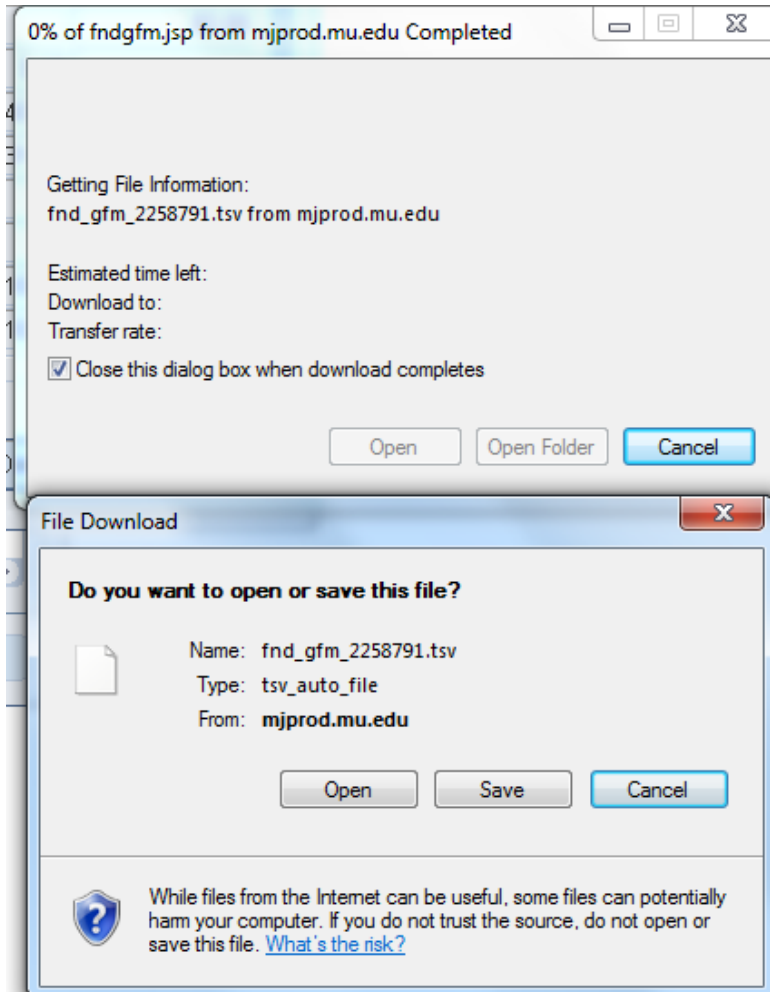


Depending on the amount of data lines, you may or may not see these pop-up windows:

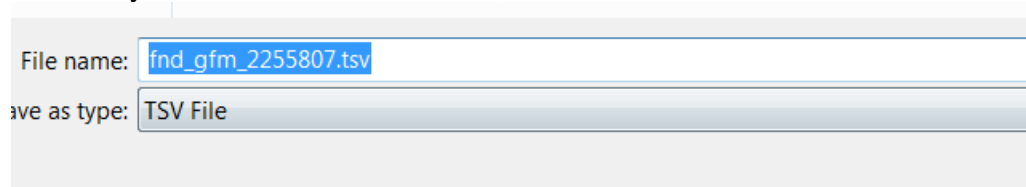


In most cases you'll click [**Continue to End**].

This top window is normally hidden by the one below and it should automatically close.

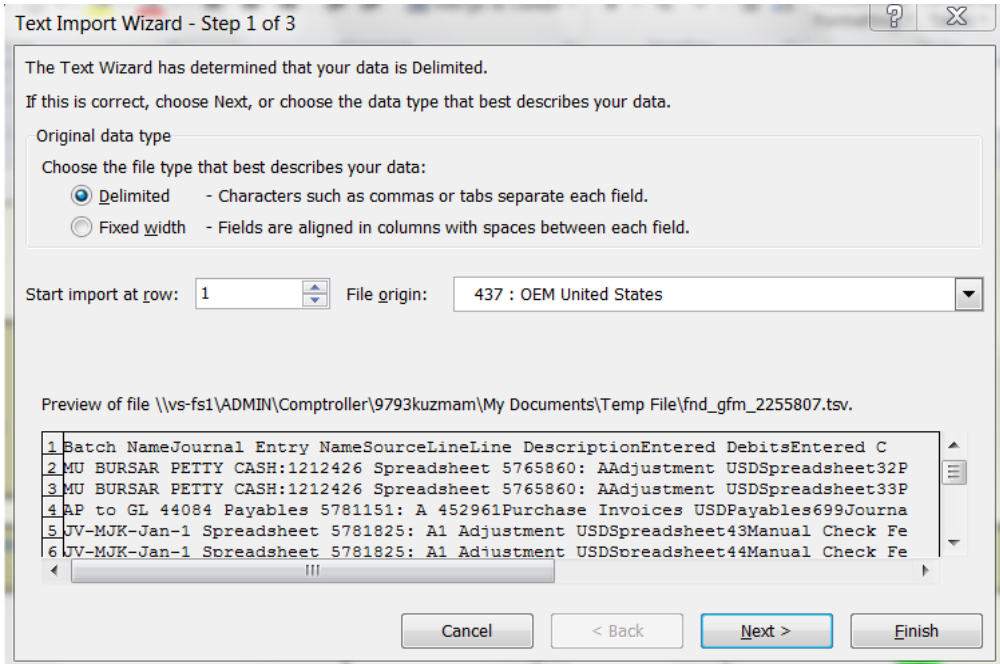


When the export is complete, click the [Save] button and rename the file to something you'll remember, or it's okay to leave the default File name, such as shown below.

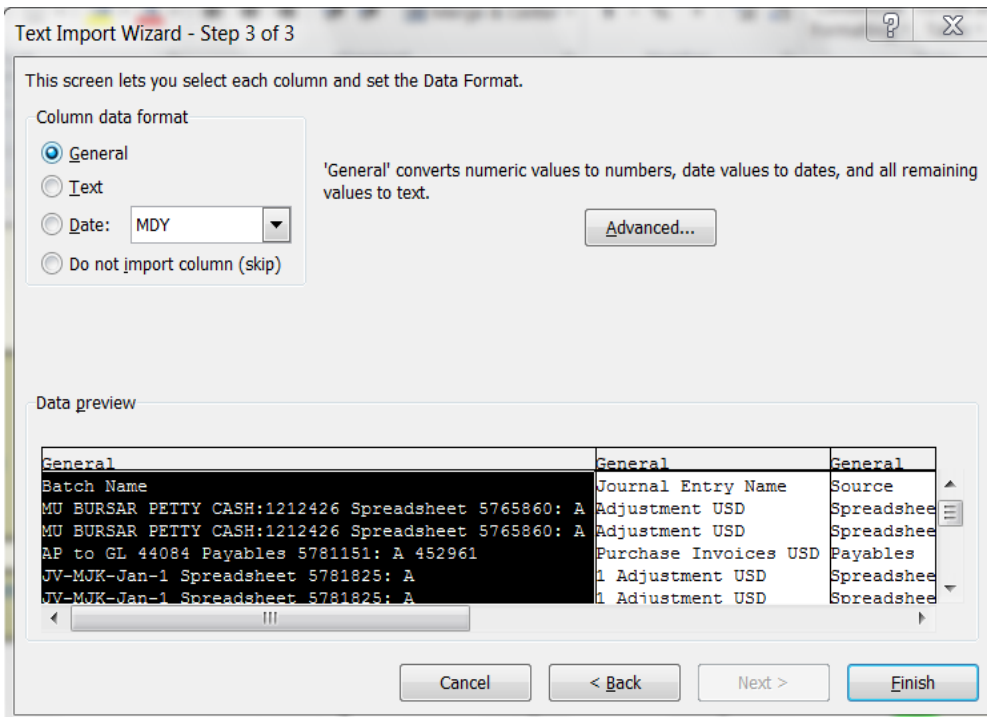


Then open Excel and pull up the tsv file

The Text Import Wizard should automatically start. Leave the “Delimited” choice checked.



Click on [Next] twice



Then click [Finish].

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You can then adjust the column sizes and formatting in Excel as needed, apply filters, etc. to sort and review your data.

	A	B	C	D	E
1	Batch Name	Journal Entry Name	Source	Line	Line Description
2	MU BURSAR PETTY CASH:1212426 Spreadsheet 5765860: A	Adjustment USD	Spreadsheet	32	P/C 12/13/11:R BURKHARDT/COFFEE
3	MU BURSAR PETTY CASH:1212426 Spreadsheet 5765860: A	Adjustment USD	Spreadsheet	33	P/C 12/12/11:MJ KUZMA/PAPER PRODUCTS AND CHIPS
4	AP to GL 44084 Payables 5781151: A 452961	Purchase Invoices USD	Payables	699	Journal Import Created
5	JV-MJK-Jan-1 Spreadsheet 5781825: A	1 Adjustment USD	Spreadsheet	43	Manual Check Fee:The Roosevelt Hotel
6	JV-MJK-Jan-1 Spreadsheet 5781825: A	1 Adjustment USD	Spreadsheet	44	Manual Check Fee:Zooperstars Inc
7	ELAN/VISA:CK#1213138 Spreadsheet 5789619: A	Adjustment USD	Spreadsheet	452	MARY JO KUZMA-WAL-MART
8	ELAN/VISA:CK#1213138 Spreadsheet 5789619: A	Adjustment USD	Spreadsheet	453	MARY JO KUZMA-DS WATERS
9	ELAN/VISA:CK#1213138 Spreadsheet 5789619: A	Adjustment USD	Spreadsheet	454	MARY JO KUZMA-DATA MANAGEMENT CORP
10	Parking IOF's-02/17/12 Spreadsheet 5805707: A	Adjustment USD	Spreadsheet	9	Journal Import Created
11	JV-MJK-Feb-1 Spreadsheet 5807167: A	1 Adjustment USD	Spreadsheet	44	Manual Check Fee:21 Club
12	AP to GL 44222 Payables 5815791: A 455838	Purchase Invoices USD	Payables	561	Journal Import Created
13	ELAN/VISA:CK#1215218 Spreadsheet 5816396: A	Adjustment USD	Spreadsheet	773	MARY JO KUZMA-WAL-MART
14	ELAN/VISA:CK#1215218 Spreadsheet 5816396: A	Adjustment USD	Spreadsheet	774	MARY JO KUZMA-BUBRICKS COMPLETE OFFICE

Drilldown to AP Invoice Images

The screenshot shows a software window titled "Journals (Marquette University) - 01-09040-00000-6200 ,JAN-12->JUN-12". The window has a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. Below the toolbar, there are two dropdown menus: "Balance Type" set to "Actual" and "Currency Type" set to "Total". A tree view on the left shows "MU Default" expanded. The main area contains a table with the following data:

Batch Name	Journal Entry Name	Source	Line	Line Description	Entered Debits	Entered Credits
MU BURSAR PET	Adjustment	Spreadsheet	32	P/C 12/13/11:R BURKHARDT/C	26.69	
MU BURSAR PET	Adjustment	Spreadsheet	33	P/C 12/12/11:MJ KUZMA/PAPE	56.21	
AP to GL 44084 P	Purchase I	Payables	699	Journal Import Created	475.00	
JV-MJK-Jan-1 Sp	1 Adjustme	Spreadsheet	43	Manual Check Fee:The Rooseve		50.00
JV-MJK-Jan-1 Sp	1 Adjustme	Spreadsheet	44	Manual Check Fee:Zooperstars		50.00
ELAN/VISA:CK#1:	Adjustment	Spreadsheet	452	MARY JO KUZMA-WAL-MART	3.13	
ELAN/VISA:CK#1:	Adjustment	Spreadsheet	453	MARY JO KUZMA-DS WATERS	43.92	
ELAN/VISA:CK#1:	Adjustment	Spreadsheet	454	MARY JO KUZMA-DATA MANA	631.79	
Parking IOF's-02/	Adjustment	Spreadsheet	9	Journal Import Created		
JV-MJK-Feb-1 Sp	1 Adjustme	Spreadsheet	44	Manual Check Fee:21 Club		50.00
AP to GL 44222 P	Purchase I	Payables	561	Journal Import Created	10.00	
ELAN/VISA:CK#1:	Adjustment	Spreadsheet	773	MARY JO KUZMA-WAL-MART	10.53	

At the bottom of the window, there are three buttons: "Drilldown" (disabled), "Show Full Journal", and "Detail Balances". A black arrow points from the "Payables" text in the table to the "Drilldown" button.

To view invoice images, payments, and scheduled payments, first click in a row that shows “Payables” in the source column. Then the [Drilldown] button will be enabled and you can click on it.

The [Drilldown] button triggers a new web-page style of window to open.

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TIP: On some computers this new web-page style window opens in a minimized size. If that happens, look at your open web browser windows to find it.

View Journal Entry Lines

Ledger **Marquette University** GL Batch Name **AP to GL 44084 Payables 5781151: A 452961**
Period **JAIL-12** GL Journal Entry Name **Purchase Invoices USD**
Currency **USD** Accounted DR **475**
Account **01-09040-00000-6200** Accounted CR

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.
 Show table data when all conditions are met.
 Show table data when any condition is met.

Balancing Segment is
Natural Account Segment is
GL Date is

Go Clear Add Another Accounted CR Add

Select Subledger Journal Entry Line: **View Transaction** View Journal Entry | Export

Select Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
Marquette University	01-09040-00000-6200	Unrestricted-Comptroller-Unrestricted-Office expenses	23-Jan-2012	Item Expense	475.00		...

Look here to make sure you have the correct transaction selected.
Then click the **[View Transaction]** button above that row.

This will open the Invoice Workbench, on the General Tab.

Click on the **Zoom** icon (sort of looks like a toaster) to view the image of the invoice.

File Edit View Folder Tools Reports Window Help

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice I
Setup Business Gro		Standard		WINDSTA	39455	NORWOOD	17-JAN-201	23335	USD

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items 475.00
Retainage
Prepayments Applied
Withholding
Subtotal 475.00
Tax
Freight
Miscellaneous
Total 475.00

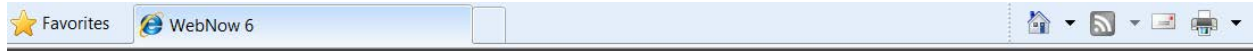
Amount Paid
USD 475.00

Status
Status Validated
Accounted Yes
Approval Not Required
Holds 0
Scheduled Payment Holds 0

Description

MyJob: General Ledger Inquiry – User's Guide

A login screen for WebNow will appear. This is the new document imaging software. Login using your eMarq user name and password. You should not need to do this each time you drilldown to an invoice. However re-entry of your username and password will be required after 20 minutes of inactivity.



After logging in to WebNow, you can view the invoice image. It may appear very small, as a full page view. Use the magnifier icon with the green plus sign to enlarge the image.

File View Annotation Workflow Project Window Help

Page 1 - TIF File

Marquette University
DIRECT INVOICE VOUCHER FORM
(Please Print or Type)

Check
Payable to Windstar Technologies

Send to _____

Address PO Box 800
Norwood, MA 02062

Date January 20, 2012

Charge Account			
RC	Restriction	Natural	Amount
09040	- 00000	- 6200	\$ 475.00
-	-	-	\$ _____
-	-	-	\$ _____
-	-	-	\$ _____
Total			\$ 475.00

Payment Type - Check appropriate box

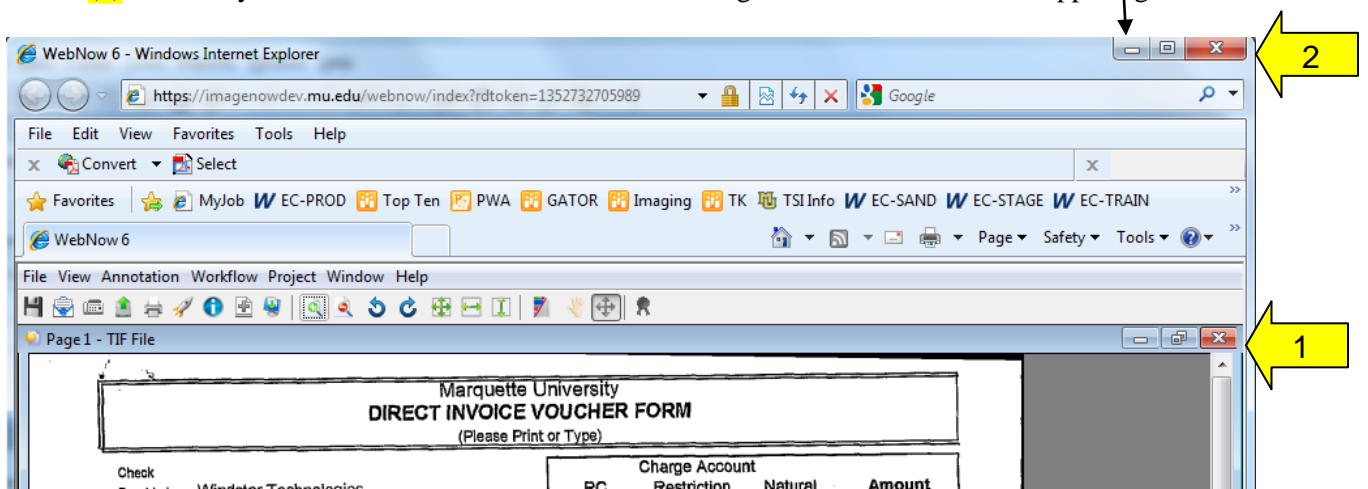
Conferences, seminars, admin. fees, professional meetings, registration

Payments to individuals / independent contractors who are not MU employees (attach Federal Form W-9)

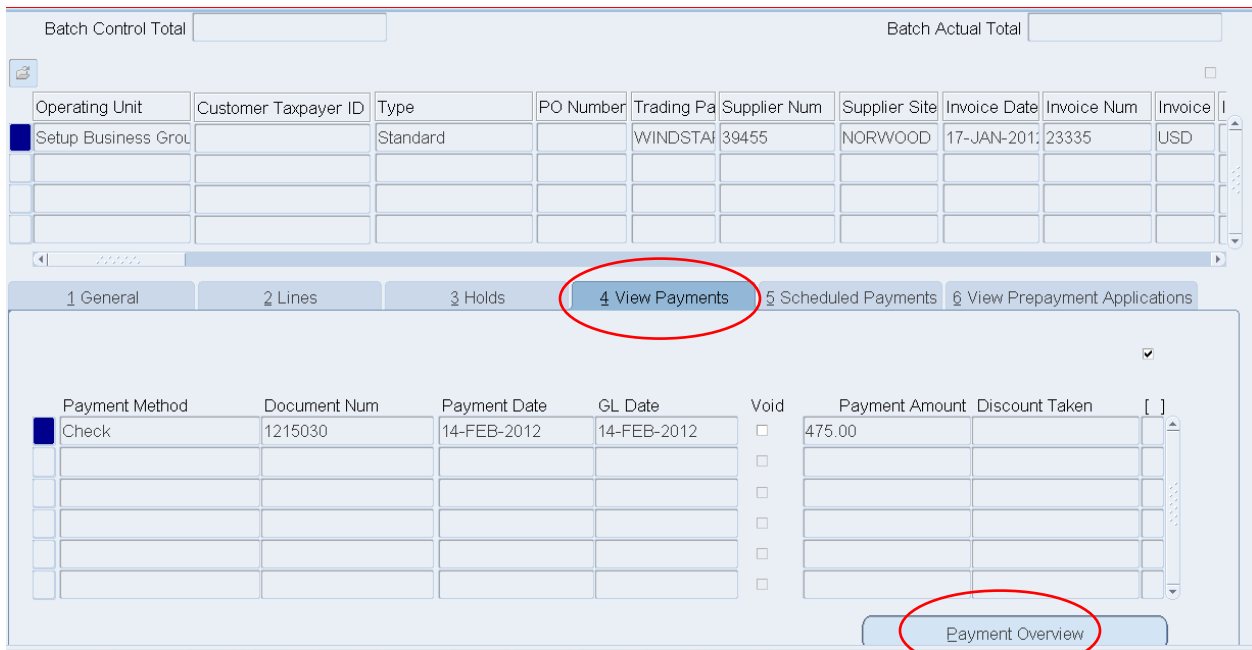
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To close the single image, click the **red X** closest to the document image (1).

To close the WebNow application, close the web browser by clicking the red X in the uppermost right corner (2). You may also minimize the WebNow session using the web browser button upper right.



To view payment details, make sure you're back at the Invoice Workbench and click on the **“View Payments”** tab. There you will see the check number and the date paid.



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To see where the check was sent and whether or not it has cleared the bank, click on the **[Payment Overview]** button. **NOTE:** employee reimbursements will print with their home address.

File Edit View Folder Tools Window Help

Operating Unit: Setup Business Group
 Number: 1215030
 Currency: USD
 Amount: 475.00
 Date: 14-FEB-2012
 Payment Process Request: CK021412
 Voucher:
 Status: Reconciled Unaccounted
 Cleared Amount: 475.00
 Cleared Date: 12-MAR-2012
 Void Date:
 Maturity Date:

Payee
 Paid To Name: WINDSTAR TECHNOLOGIES INC
 Taxpayer ID:
 Supplier Number: 39455 Site: NORWOOD
 Address: PO BOX 800
 1504 PROVIDENCE HWY BLDG 3
 STE 3250

Bank
 Name: US Bank-1
 Account: Cash - Operating Fund
 Payment Document: Check
 Payment Method: Check
 Payment Process Profile:

Number	Amount Paid	GL Date	Description
23335	475.00	14-FEB-2012	

Buttons: Invoice Overview, Bank, Supplier, Payments

If there was no check number you can choose the **“Scheduled Payments”** tab to see when the check will be processed. You can also see whether there is a hold on the invoice by choosing the **“Holds”** tab.

Batch Control Total: Batch Actual Total:

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
Setup Business Gro		Standard		WINDSTAR	39455	NORWOOD	17-JAN-201	23335	USD

Tabs: 1 General, 2 Lines, 3 Holds, 4 View Payments, 5 Scheduled Payments, 6 View Prepayment Applications

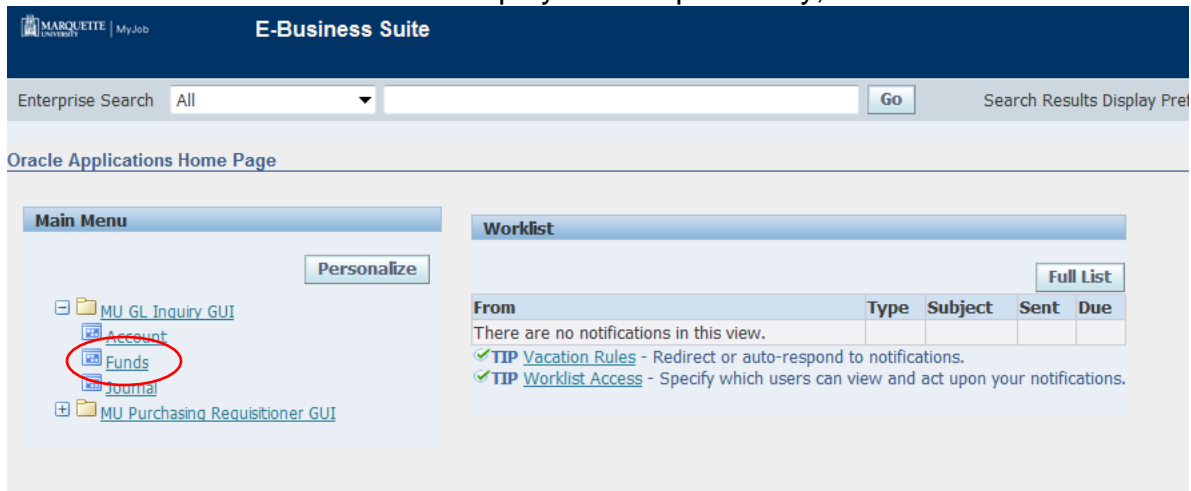
Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken
Check	1215030	14-FEB-2012	14-FEB-2012	<input type="checkbox"/>	475.00	

Payment Overview

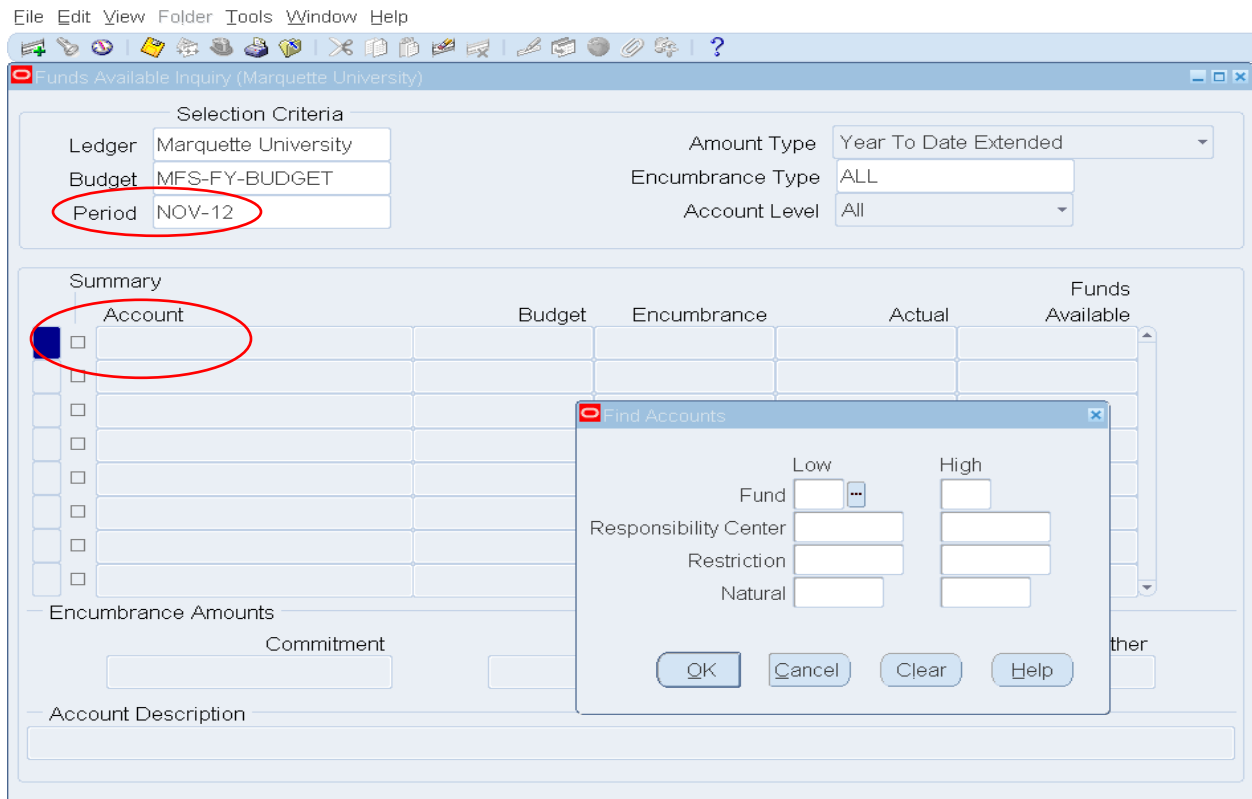
[end Account Inquiry]

Funds Available Inquiry

From the main menu on the GL Inquiry GUI responsibility, click “Funds”.



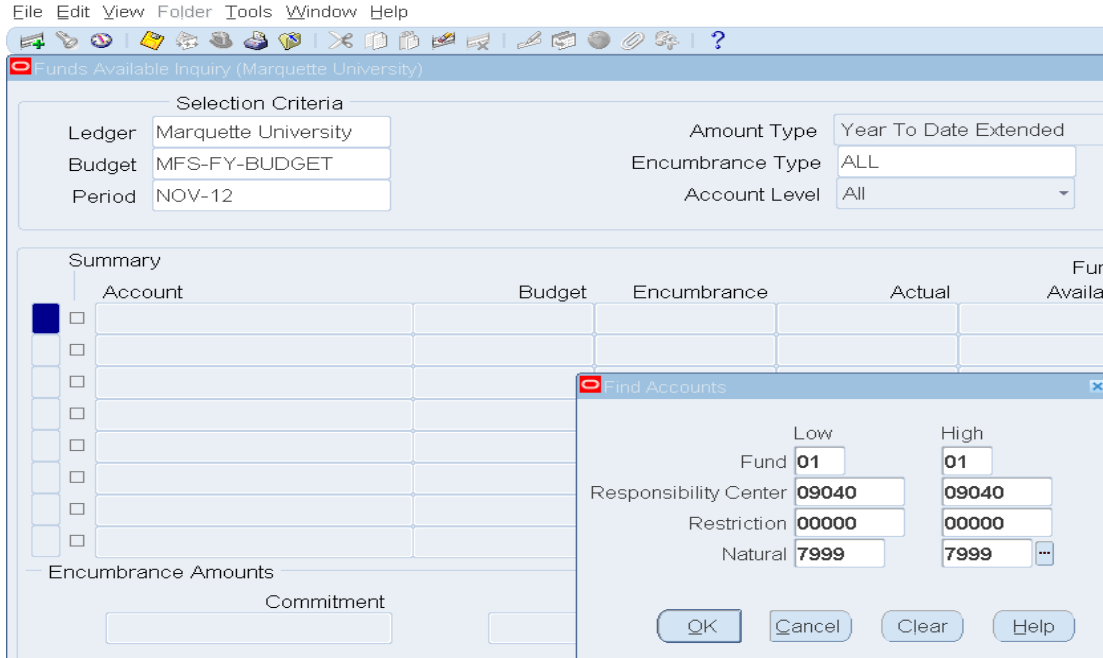
At the Funds Available Inquiry screen, enter the current period in **MMM-YY** format then click on an empty row under “**Account**”. The **Find Accounts** window will appear.



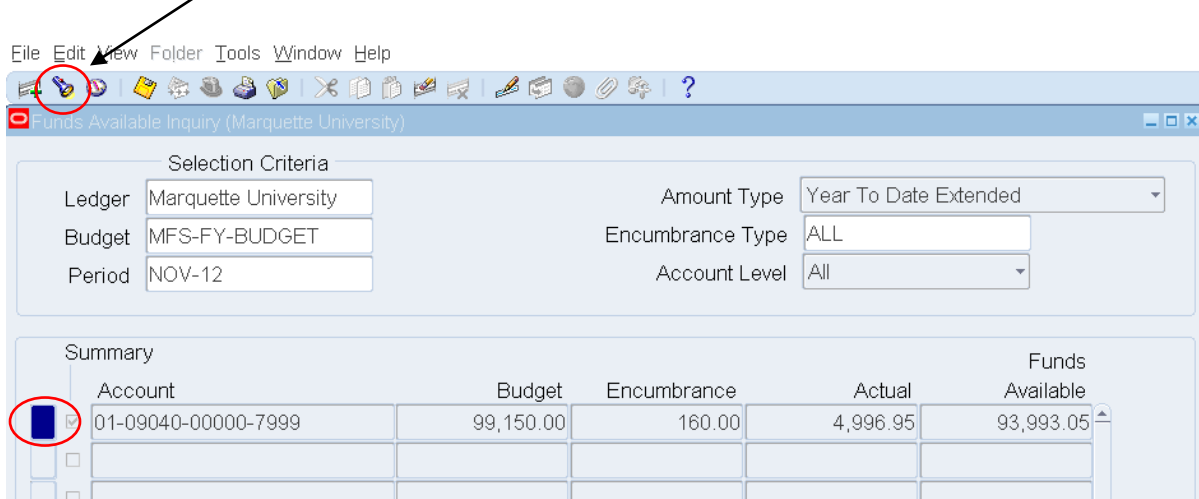
MyJob: General Ledger Inquiry – User's Guide

Type the account combination that you would like to review. Click [OK].

- Use natural 7997 to view the overall capital charges for the selected RC
- Use natural 7998 to view the overall charges for the selected RC
- Use natural 7999 to view the overall operating charges for the selected RC without salaries, benefits and capital.



Funds Available represents the budgetary funds currently available for the account selected. Click on the flashlight icon to perform another query.



Budget - Encumbrance - Actual = Funds Available

If you wish to view all naturals that fall under the 7999 account, first click on the larger box in front of the account number (circled above). See next page for an example.

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This demonstrates the roll-up of operating accounts under the 7999 natural. Use the scroll bar along the right side of the window to see more accounts.

File Edit View Folder Tools Window Help

Funds Available Inquiry (Marquette University)

Detail Accounts (YTDE) - NOV-12

Summary Account: 01-09040-00000-7999

Funds Available - Detail

Account	Budget	Encumbrance	Actual	Funds Available
01-09040-00000-6200	27,000.00	80.00	2,565.65	24,354.35
01-09040-00000-6205	15,000.00	0.00	879.18	14,120.82
01-09040-00000-6210	0.00	80.00	35.00	(115.00)
01-09040-00000-6300	0.00	0.00	0.00	0.00
01-09040-00000-6670	0.00	0.00	0.00	0.00
01-09040-00000-6215	2,000.00	0.00	0.00	2,000.00
01-09040-00000-6220	0.00	0.00	0.00	0.00
01-09040-00000-6225	0.00	0.00	0.00	0.00
	99,150.00	160.00	4,996.95	93,993.05

Encumbrance Amounts

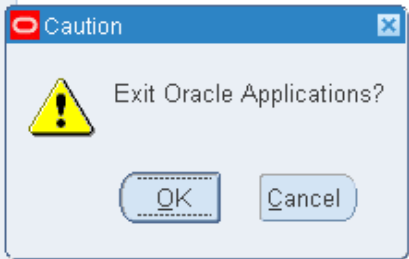
Commitment	Obligation	Other
0.00	80.00	0.00

Account Description: Unrestricted-Comptroller-Unrestricted-Office expenses

Period Balances

Logoff MyJob

As shown on page 8 clicking the red X in the upper right corner is the simplest way to close the MyJob (Oracle) application. After clicking the X, the following message appears. Click [OK] button to exit.



Then go to your browser and close any other open windows, including the WebNow document imaging application, as applicable. See examples below.



[end]