

Foundation On-Line Account Inquiry

The Foundation's accounting system has been upgraded and can now be accessed through your web browser. Go to <http://jde.auxiliary.com>. We recognize that becoming familiar with a new way to access your account information may take some time; however, the following information will help you through the process.

1. New Sidebar

The first change you will notice is a new sidebar. This versatile tool allows for easy navigation through the various screens by providing users with access to account information more easily and efficiently. With just a click of a mouse, users can navigate through the various screens with this new point-and-click feature.

The screenshot displays the Oracle JD Edwards World Cost Center Inquiry System interface. The browser title bar shows "PD50 Cost Center Inquiry System" and "Tools Help". The main header is blue with the "ORACLE JD Edwards World" logo and "URL" and "Document" labels. A sidebar is visible on the left, containing a list of navigation options: Field Sensitive Help, Display Error Message, Display Functions, Exit Program, Command Entry Prompt, Command Entry Submission to Batch, Menu Word Search, Retrieve Previous Command (up to 10), Return to Previous Menu, Fast Path Commands, Check for new E-Mail, DW Processing Options (w/selection), and Set Initial Menu. A red arrow points to the sidebar. The main content area shows a list of options under "BASIC OPERATIONS" and "NEW OPTIONS". The "BASIC OPERATIONS" list includes: 2. Inquire On Bal./History/Comm., 3. View Your Cost Center Master, 4. Inquire On Checks/Vendor Info, and 5. View Account Numbers. The "NEW OPTIONS" list includes: 8. Inquire On Receipts/Billing. Below the sidebar, there is a "Selection" label and an empty text input field. At the bottom, the date and time are "Tue, Apr 23, 2013 10:30:49am" and the system version is "Aux Svc PRODUCTION World A9.3 Copyright © 2012, Oracle."

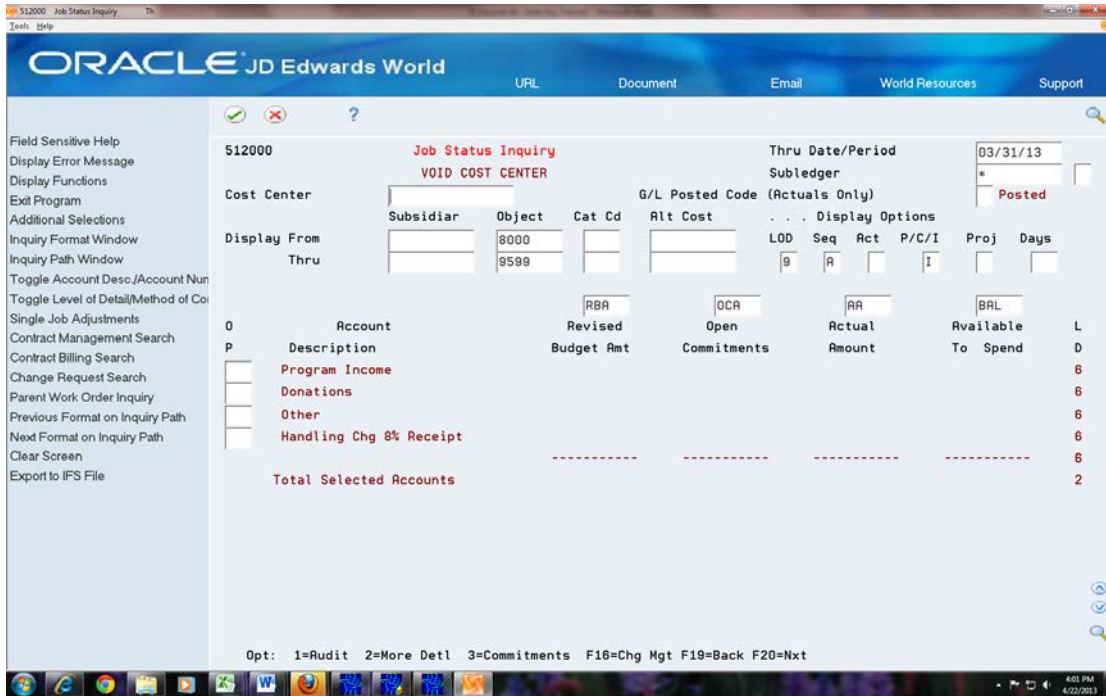
Please note: not all search options listed in the sidebar will be available to program users due to security access.

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2. Print Functionality

To print a screen, please follow the steps provided below.

- a. Select the screen you wish to print



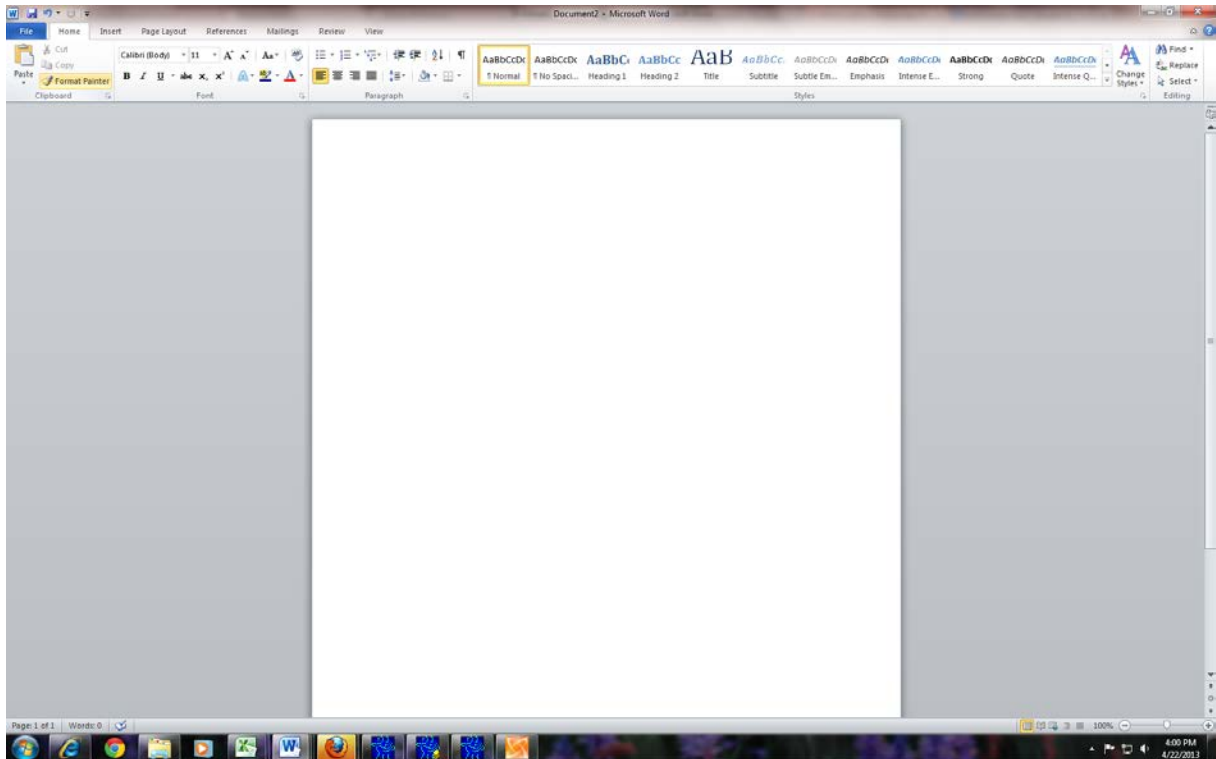
- b. Press the <Print Screen> key located to the right of the <F12> key.



Please note: this key may be located in a different location depending on the type of keyboard you are using.

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- c. Then go into Microsoft Word and Open a new **Word** document



- d. To paste your screen information into the Word document, right click on your mouse and select **<Paste>** or, simultaneously press the **<Control>** key and letter **<v>**

