### Projects

#### Find a Project in Self Service Forms

- Click the Drop Down arrow
- And select the New Search option
- Enter the Project Number or any other data and click the Go button
- When the results are returned, click the Hide Filters link
- The results are then expanded and the Show link is visible

#### Upload a Spreadsheet Journal

- Update to your version of Excel and click the Create button.
- Then Click Open
- 2 spreadsheets open.
- Click Enable Editing
- Click Enable Content
- Click Close
- You might need to move the spreadsheets to see the message box
- Enter the journal detail
- Click the Oracle ribbon.
- Click the Upload button
- Accept the upload parameters and click Upload.
Find the project and in the search parameters click the Go button.

To see only the Net Zero items
Click the Add button in the search parameters
Select Net Zero Adjustment Flag and select No in the second line
Click Go again
The number of results is reduced and excludes the netted off items