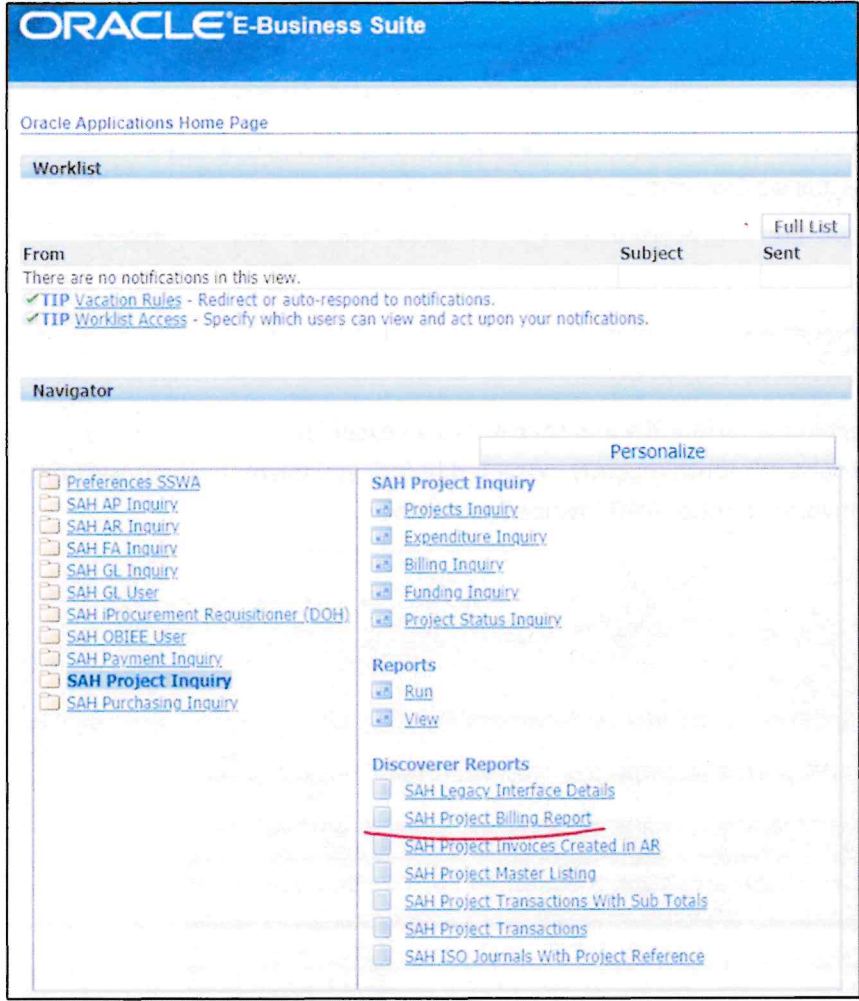
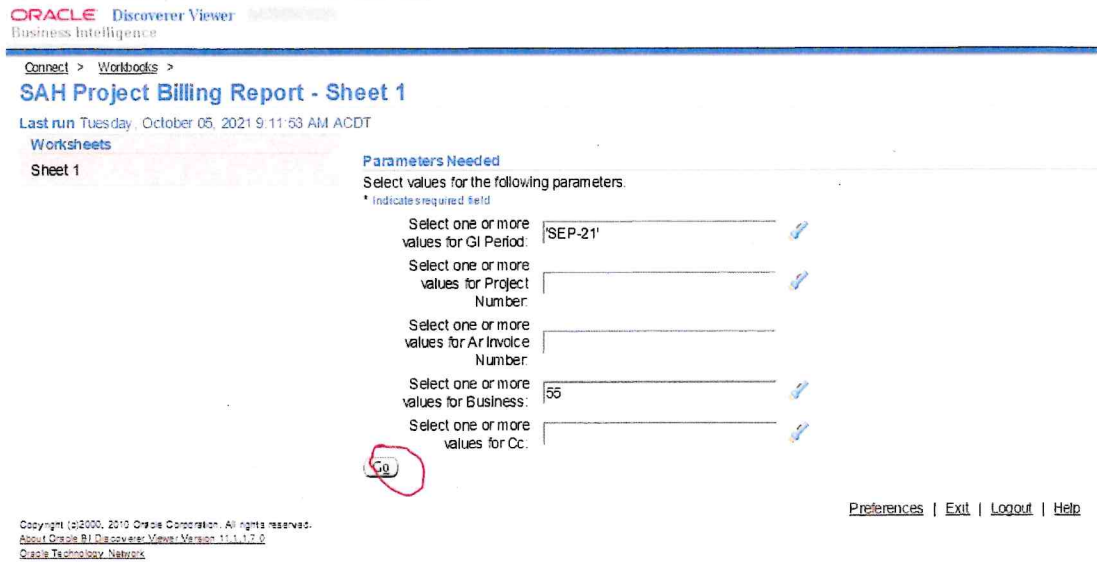


**SAH PROJECT BILLING REPORT FROM ORACLE**  
**(Revenue tax invoice)**

1. Log into Oracle Corporate Systems - <http://erp.had.sa.gov.au/>
2. Go to **SAH Project Inquiry**, then to **Discoverer Reports**
  - a. SAH Billing Report, wait until the 'Oracle Discoverer Viewer' appears.

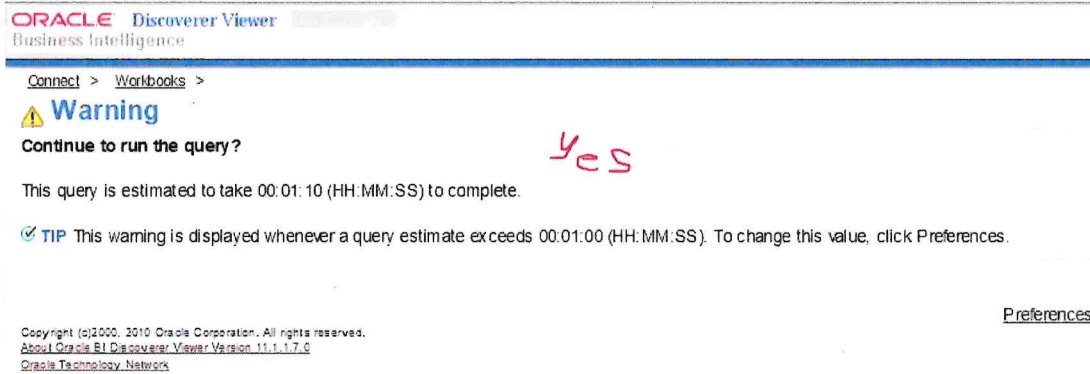


- b. From **Oracle Discoverer Viewer** enter the 'Parameters Needed'.



- a) SELECT one or more values for GL Period: Enter the month as 'MMM-YY' (e.g., FEB-24)
- b) SELECT one or more values for Project Number: Enter the 6-digit Oracle Project code.
- c) Hit 'Go' to finish.

Note: if the query is taking too long to complete, a warning will occur.  
 Hit: YES, if you wish to continue or cancel to restart the query.



- d) Extract the report in csv format file and save it into an excel file.
  - Sort the current month recently extracted before you paste to the project billing.
  - Sort by Invoice Number AND invoice line number.

