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Rochester Institute of Technology

Controller's Office Rochester Institute of Technology

Oracle Training: Performing Inquiries and Requesting Reports in the Oracle Applications

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Introduction

RIT employees are able to request financial information for their departments and projects through the Oracle Financial applications from their RIT issued computers.

Objectives

You will be able to use the general ledger to:

- Perform an on-line account inquiry
- Drill down to journal entry, accounts payable or accounts receivable subledger detail
- Request and print FSG (custom) reports (department or project statements)
- Request and print Oracle standard reports (detail reports)
- Send an e-mail notification informing another user that a report has been run
- Schedule a request (Appendix)
- Reprint function (Appendix)
- Default printer name (Appendix)

Advantages of the Oracle Financial Applications

- Timely access to financial information
- On–line access to transactions
- Ability to request and access reports when needed
- More control over budget and financial activity

Accounting Procedures

Department and project managers or staff assistants monitor their actual expenditures as compared to their budgets and review transactions that occur in the general ledger. Various custom and standard reports are available within Oracle to assist departments with this task. As an Oracle user, you may perform account inquires to check an account balance or request reports on-line in the Oracle General Ledger and print them on your networked printer.

NOTE: In order to perform the functions taught in this course, you must have access to a "RIT –GL- Report & Inquiry" responsibility in the Oracle General Ledger. After attending this class, complete the **"Oracle Financial Applications Access Request Form"** found on the RIT Controller's website. Email the completed form to the Accounting Operations Senior Staff Accountant/Outreach Specialist for processing. Once received, it will be reviewed. If approved, a work request will be submitted to the ITS Data Center for processing. The user and supervisor will be copied on the work request. You will receive a notice as soon as the ticket is opened and again when it is closed. You will then have access to your new responsibility(s).

If, after taking this course, you have further questions about performing account inquiries or requesting and printing reports, please contact Accounting Operations at ext. 5-2237, or send an e-mail to <u>acctg@rit.edu</u>.

Lesson 1: Perform an Account Inquiry

The account inquiry function permits you to call up and view actual, budget, and encumbrance account balances for any of your 24-digit accounts. Account balance information changes throughout the month and is available to you on-line as soon as transactions are posted to the general ledger.

Objective:

At the end of this lesson, you will be able to perform an actual on-line account inquiry in the Oracle RIT General Ledger application.

Directions: Perform an On-line Inquiry

- Log onto the system now. All of the responsibilities assigned to you appear on your home page.
- From your list of responsibilities select the "RIT – GL – COS RPT & INQ – 67000-67099" responsibility.

NOTE: In order to access functions assigned to another responsibility, you must select that specific responsibility on the Responsibilities screen.

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Worklist				Favorites	
			Full List		Personalize
From		Subject	Sent	Entry (Journals)	
There are no notifications in this view. TIP <u>Vacation Rules</u> - Redirect or auto-resp TIP <u>Worklist Access</u> - Specify which users	ond to notifications. can view and act upon your notificat	ions.			
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Privacy Statement	Logout	Preferences He	elp	Copyright (o) 20	006, Oracle. All rights reserved.

• From the "Inquiry" menu listed to the right of the list of responsibilities, click on "Account". (The list on the right side are the Functions contained within the Responsibility).

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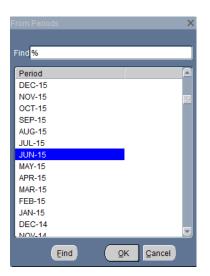
- The Navigator **RIT GL CO RPT & INQ 67000-67099** screen will appear first. The Account Inquiry (RIT) window will open automatically on top of your Navigator screen.
- The Account Inquiry (RIT) form is used to access information about a specific 24-digit account number or a range of accounts within the user's responsibility for a specified period.

O Account Inquiry (RIT)		N F N N
Ledger/Ledger Set Name RIT Currency USD	Accounting Periods From AUG-17 To AUG-17 E	ncy Type Total V intered
Primary Balance Type Actual Budget Encumbrance	Secondary Balance Type Budget Encumbrance Type	Factor ©Units ©Thousands ©Millions ©Billions
Summary Template		
– Description	Show Journal Details	Show Vgriance

- The Ledger Name and Currency will always be "**RIT**" and "**USD**"
- Press the Tab key to move the cursor to the "From" field in the "Accounting Periods" section of the screen.
- Click once on the LOV field to the right of the "From" field.

Account Inquiry	(RIT) 1010000000000000000000000000000000000		************				⊾ ⊻ ×
- Ledger/Ledg	jer Set	- Accountii	ng Periods —	c	Currency		
Name	RIT	From	AUG-17		Туре	Total	•
Currency	USD	То	AUG-17		Entered		

- Scroll down to find "JUN-15" in the "From Periods" list of values.
- Click once on "JUN-15"
- Click once on the "OK" button.



• The same period will populate both the "From" and "To" fields.

NOTE: You can inquire into an accounting period that spans several months by entering the desired range in the "From" and "To" fields.

- Press the Tab key once and see that there is a dotted outline box around the Currency "Type" field. This is preset continue.
- Press the Tab key once you will see there is a dotted outline box around the "Entered" field. There is no data in this field. This is preset continue.
- Press the Tab key once.

There are three Balance Types to choose from: Actual, Budget and Encumbrance. In this class, we will cover the process for reviewing an Actual balance, since this is the option used most frequently. A brief summary of steps to follow in order to view a Budget balance and/or an Encumbrance balance is provided below. For more information contact Accounting Operations email: acctg@rit.edu ext. 5-2237.

Account Inquiry (RIT) Kedger/Ledger Set Name RIT Currency USD	Accounting Periods From JUN-15 To JUN-15	Currency Type Total Entered
Primary Balance Type Actual Budget C Encumbrance	Secondary Balance Type Budget Encumbrance Type	Factor © Units © Thousands © Millions © Billions
Summary Templat - Accounts	e	
Description Show Balances	s Show Journal Details	Show Variance

Actual Balance: The amount expended on a particular account line, for the selected period, at the time you are making your inquiry.

Budget Balance: The amount of funds **budgeted** on a particular account line at the time you are making your inquiry.

To make a Budget Inquiry, under Primary Balance Type select "Budget". The cursor will automatically move to the blank "Budget" field. Use the LOV to the right of the "Budget" field to select the appropriate budget organization from the list of values that appears. Highlight your choice, click once on the "OK" button.

Encumbrance Balance: The amount of funds **reserved** for future expenditures, at the time you are making your inquiry. There are 4 encumbrance types that RIT currently uses.

- Commitment: A commitment encumbrance entry is made automatically when a purchase requisition is approved. It is reversed when the requisition becomes a purchase order.
- Obligation: An obligation encumbrance entry is made automatically when the purchase order is approved. It is reversed when the purchase order is either matched to an invoice or the purchase order is cancelled.

- Invoice: An invoice encumbrance entry is made when an invoice is matched against a purchase order at the time the invoice in entered in Accounts Payable. It is reversed when the invoice is paid.
- Manual: An encumbrance entry created by the user within the Oracle Financial Applications. When the actual expense is charged to the general ledger the user must prepare another entry to reverse the encumbrance entry.

To make an Encumbrance Inquiry, under Primary Balance Type select "Encumbrance". The cursor will automatically move to the blank "Encumbrance Type" field. Use the LOV to the right of the "Encumbrance Type" field to select the appropriate encumbrance type from the list of values that appears. Highlight your choice, and click once on the "OK" button.

- The system defaults to Primary Balance Type "Actual" Notice a small dot appears inside the radio button beside the word meaning this option is selected. You are now ready to enter the account number for your inquiry.
- Press the Tab key three times to skip over the Factor and Summary Template fields, to arrive at the next field called "Accounts".

🗢 Account Inquiry (RIT) 👾	***************************************	000000000000000000000000 🗹 🛪 🗙
- Ledger/Ledger Set	Accounting Periods	Currency
Name <mark>RIT</mark>	From JUN-15	Type Total
Currency USD	To JUN-15	Entered
Primary Balance Type	Secondary Balance Type	- Factor
Actual		© Units
○ Budget	Budget	○ Thousands
C Encumbrance	Encumbrance Type	Millions
		© Billions
Summary Template	e	
Accounts		
		<u>A</u>
		· · · · · · · · · · · · · · · · · · ·
- Description		
Show <u>B</u> alances	Show Journal Details	Show V <u>a</u> riance

• Enter the 24-digit account number(s) by segment into the Find Accounts screen pop-up window. *Enter each segment of the account number into a blank field on this screen.* Notice that the system automatically repeats the entry under the High column. To reach the next blank category field, press the Tab key.

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- Enter the following information under the Low column in the Find Accounts screen:
 - -Entity: "01" -Department: "67000" -Object: "73150" -Expense Category: "25" -Project: "00000" -Program: "00000"

Find Accounts						×
	Low			High		
ENTITY	01			01		
DEPARTMENT	6700	0		6700	0	
OBJECT	7315	0		7315	0	
EXPENSE CATEGORY	25			25		
PROJECT	0000	0		0000	0	
PROGRAM	0000	0		0000	0	
<u>O</u> K <u>C</u>	ancel		Clea	r	Help	

- Click on the "OK" button.
- The account number now appears in the "Account" field on the Account Inquiry screen.

You are now ready to view the balance for the account number you just entered.

NOTE: You may inquire on a range of account numbers by entering the appropriate values in the Low and High columns. However you can only see what the security rule for your responsibility allows you to see.

Lesson 1A: Show Balances

The Show Balances feature displays the **Period-To-Date (PTD)** and **Year-To-Date (YTD)** balances for the account number and period range you just entered on the Account Inquiry screen.

Objective:

At the end of this lesson, you will be able to call up and view an actual account balance, select additional fields to view and print the screen at your desktop printer.

Directions: View Actual Account Balance

• Click once on the "Show Balances" button.

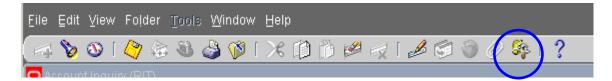
	Balan	ce Type Actual		Currency Type Total	
~					
🗳 Period	Currency	PTD	PTD Converted	YTD	YTD Converted
JUN-15	USD	815.01	1 1D Converted	14,587.41	TTD Convented
	_				
	_				
	-				
•		<u> </u>	 		
		ournal Details		Summary Balances	

A new Detail Balances (RIT) screen appears with the account number located in the *title bar*. The PTD (period-to-date) balance and the YTD (year-to-date) balance for the selected account number and period now appear on the screen.

NOTE: To inquire on the total expenditures for an RIT operating account, view YTD (year-to-date) information. To inquire on the total expenditures for NTID operating accounts or Grant accounts (project #'s 3XXXX, CXXXX), view PJTD (project-to-date) information. Contact Accounting acctg@rit.edu, ext. 5-2237 to obtain more information about this process.

If you would like to determine the PJTD (project-to-date) balance for this account, click once on the Folder Tools icon located on the Toolbar.

• Click once on the Folder Tools icon on your toolbar.



• Click once on the Show Field icon within the Folder Tools screen.



- Click once on "PJTD".
- Click once on the "OK" button.

Show Field Control Control Control Control	× 1000000000000000000000000000000000000
Find %	
Field	
Account	
Account Description	
Converted Credit	
Converted Debit	
Credit	
Debit	
Ledger	
Ledger Currency	
PJTD	
PJTD Converted	
QTD	
QTD Converted	
Eind	<u>Cancel</u>

A PJTD column now appears on the screen after the YTD column. You can expand the present view even further by using the scroll bar at the bottom of the screen or return to the original view, and click once on the Hide Field icon in the Folder Tools screen.

	Balan	ice Type Actua	al		Currency Type	Total	
đ							
Period	Currency	PTD	PTD Converted	YTD	YTD Converted	PJTD	
JUN-15	USD	815.01		14,587.41		291,194.21	
	_						
	_	<u> </u>					
	_						
	-						
•							D
					0 0		
	<u> </u>	lournal Details			Summary Ba	lances	

• Click once on the Hide Field icon. The screen returns to its original view.



Detail Bal		ce Type <mark>Actual Actual </mark>	0000 0000000000000000000000000000000000	Currency Type Tota	0000000000000000 ≚ ज × I
ß					
Period	Currency	PTD	PTD Converted	YTD	YTD Converted
JUN-15	USD	815.01		14,587.41	
	_				
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	Ţ	ournal Details		Summary Balance	es

• Click once on the close box on the Folder Tools icon.

😑 Folder Tools 🛛 🗙 💽
🧼 🕼 🕰 🦳 🗌
Hide Field

You are now ready to review the individual journal entries that make up this account's PTD balance.

Lesson 1B: View Journal Entry Details – Manual Journal Entries

At this point in your inquiry, you may want to view the individual journal entries that make up the balance on the account. To do this, we will use another option on the Account Inquiry screen.

Objective:

At the end of this lesson, you will be able to call up and view journal detail for a manual journal entry.

Directions: View a Journal Entry

- In the Detail Balances (RIT) screen, place your cursor on the line that you would like to select.
- Click once on the "Journal Details" button.

🗢 Detail Bala	ances (RIT) - 01.6	67000.73150.25.00000.00	000 00000000000000000000000000000000000		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	Balan	ce Type Actual		Currency Type Tota	
2					
Period	Currency	PTD	PTD Converted	YTD	YTD Converted
JUN-15	USD	815.01		14,587.41	
					3
					8
L	-				
	-				
		الــــــــــــــــــــــــــــــــــــ	ן היה היה היה היה היה היה היה היה] 	
	J	ournal Details		Summary Balance	s
	ų.			<u>_</u> annar, _annar	

Balance Type Actual				Currency Type Total		
đ						
Batch	Journal Entry	Source	Entered Currency	Line	Entered Debit	Entered Credit
670DAC0701	670DAC0701-01	Manual	USD	20	19.82	
670DAC0701	670DAC0701-01	Manual	USD	100	306.00	
150AGD0702	150AGD0702-02	Manual	USD	10	49.40	
151VDR0706	PNC ActivePay Jur	ACTIVE P	USD	1434	12.73	
151VDR0706	PNC ActivePay Jur	ACTIVE P	USD	1435	73.44	
151VDR0706	PNC ActivePay Jur	ACTIVE P	USD	1436	332.12	
151ALN0706-	FY15 ACTIVE PAY	ANAPOLI	USD	82	21.50	
				_		
			-			
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(4)				ana ana ana ang ang ang ang ang ang ang)
		_				
	Drilldown		Show Full Jour	nal	Detail	Balances

"Batch" column: the "Batch" names for all manual journal entries are formatted according to the standard RIT naming convention.

"Journal" column: each journal must have a unique name. Repeating the batch name is acceptable however you may choose to be more specific in designating your name. **"Source"** see below.

"Entered Currency" transactions will always be reported in US Dollars only. **"Line"** is the position of that specific journal entry which is part of that specific batch. **"Entered Debit"** and **"Entered Credit"** will depend on the type of transaction.

Important

Refer to the **"Source"** column. In this example all of these journal entries were prepared by a manual process. **"Manual"** means a person with journal entry responsibility prepared a journal entry directly in the application. **"ACTIVE PAY"** these entries are a part of a large pool of data that was imported from another database into the Oracle General Ledger. **"ANAPOLI"** is also the same process as "Manual" entries however the preparer has a unique identifier. *We will cover subledger journal entries a little later in the class*.

To obtain more information for **all journal entries prepared by manual sources**, click on the **"Show Full Journal"** button. In order to return to the previous screen, click on the "Detail Balances" button. *You want to know more about the first journal entry. Place your cursor in the first row and clicks on the "Show Full Journal" button.*

- Place your cursor in the first row.
- Click on the "Show Full Journal" button.

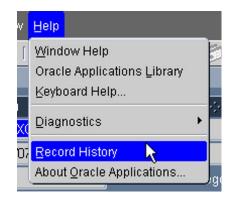
Bath Journal Entry Source Entered Currency Line Entered Credit 670DAC0701 670DAC0701-01 Manual USD 20 19.82 19.82 670DAC0701 670DAC0701-01 Manual USD 100 306.00 19.82 19.82 151VDR0705 PNC ActivePay Jul ACTIVE Pr USD 1435 73.44 12.73 151VDR0706 PNC ActivePay Jul ACTIVE Pr USD 1435 332.12 151 151VDR0706 PNC ActivePay Jul ACTIVE Pr USD 1435 332.12 151 151VDR0706 PNC ActivePay Jul ACTIVE Pr USD 1435 332.12 151 151VDR0706 PNC ActivePay Jul ACTIVE Pr USD 1435 03.21 151 151VDR0706 PNC ActivePay Jul ACTIVE Pr USD 1435 03.21 151 151VDR0706 PNC ActivePay Jul ACTIVE Pr USD 1425 01.01 01.01 151VDR0706 PNC ActivePay Jul ACTIVE Pr Nahapoul Julian Detail Balances 01.01	Journal Entry Source Entered Currency Line Entered Debit Entered Credit Source Entered Currency Line Entered Debit Entered Credit Source Source Source Entered Currency Line Entered Debit Entered Credit Source	
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0 01.67000.82560.25.00000.00000 1,302.00 Moved from 78550. 2,623.15 2,623.15	1,502.00 INIOVED TILES & NODE to CON	ect objec
Acct Desc BIT COS DEAN'S OFFICE SUPPLIES - OFFICE ACADEMIC SUPPORT NONE NONE		1
Autobio prato or rocorr deo or rocatorio dor rotatione.	Acct Desc RIT.COS DEAN'S OFFICE.SUPPLIES - OFFICE.ACADEMIC SUPPORT.NONE.NONE	D

Notice the "Line" number for this transaction is 20 (see below)

NOTE: When viewing Journal details through Account Inquiry you will only be able to see the journal entry lines using account numbers that you have access to through your Reporting & Inquiry responsibility.

You want to know which Oracle user originally entered the journal entry. Click on "Help" located on the Menu bar at the top of the screen and then click on "Record History".

- Click once on "Help" on the menu bar at the top of the screen.
- Click once on "Record History".



You are able to view more information about the journal entry, including the Oracle user id of the individual who created it as well as the date it was created. You can also see when it was updated, and by whom. If you do not recognize the user name contact Accounting Operations at <u>acctg@rit.edu</u> ext. 5-2237.

O About This Record	×
Created By: DACTMP-INACTIVE Creation Date: 01-JUL-2015 12:08:12 Table Name: GL_JE_JOURNAL_LINES_V Updated By: GPMATG Update Date: 02-JUL-2015 08:05:16	
QK)

• Click on the "OK" button close out of this window.

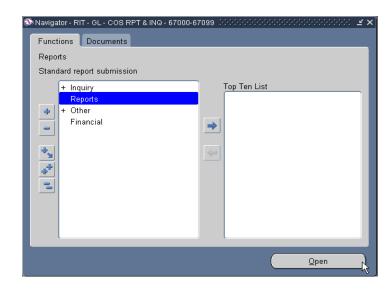
You are done reviewing this journal entry. Close the Journals (RIT) - 630DAC0701-01 screen by clicking on the close button in the upper right corner of the screen.

• Click on the close button in the upper right hand corner of the screen.

4	Account Inquiry	(RIT) 000000000000000000000000000000000000		•••••••••••••••••••••••••••••••••••••••	•••••••	********	≚ ⊐ ×
	– Ledger/Ledg	er Set	- Accountir	ng Periods	Currency		
	Name	RIT	From	JUN-15	Туре	Total	•
	Currency	USD	То	JUN-15	Entered		

Oracle Training: Performing Inquiries and Requesting Reports in the Oracle Applications Revised October 2017 You are done reviewing the journal entries for 01.67000.73150.25.00000.00000 Period: JUN-15. Click on the button in the upper right corner of the screen.

• You are now back at the Navigator located in the application (not in your homepage). Both Navigators will take you to your desired responsibility or function.



Lesson 1C: View Journal Entry Details – Subledger Journal Entries

Journal batches generated from Accounts Payables or Procurement Services will have a source of "Payables". Journal batches generated from Accounts Receivables will have a source of "Receivables" In order to view more information on Payables, Procurement Services, or Receivables batches you would click on the "Drilldown" button in the Journals window.

Objective: At the end of this lesson you will be able to drilldown on a subledger entry processed by Accounts Payables.

- From the Navigator select "Inquiry" then either click on the word or click on the "Open" button on the lower right corner of the window.
- The "Account" function will be highlighted. Either click on the word or click on the "Open" button on the lower right corner of the window.

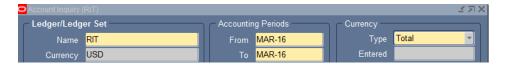
Navigator - RIT - GL - COS RPT & INQ - 67000-67999	≚ ×
Functions Documents	
Inquiry:Account	
Inquire on account balances	
 Inquiry Account Budget Journal Funds Account Analysis and Drilldown Manager Reports + Other Financial 	Top Ten List
	Qpen

• The Account Inquiry (RIT) window will open automatically on top of your Navigator screen.

O Account Inquiry (RIT)		Li N N N N N N N N N N N N N N N N N N N
 Ledger/Ledger Set Name RIT Currency USD 	Accounting Periods From AUG-17 To AUG-17	Currency Type Total
Primary Balance Type Actual Budget Encumbrance	Secondary Balance Type Budget Encumbrance Type	Factor © Units © Thousands © Millions © Billions
Summary Template Accounts		
- Description		
Show Balances	Show Journal Details	Show Variance

Since the subledger information provides detail about a purchase order and the payment of those goods and services, we will review a transaction created by a purchase order and subsequently paid to the vendor by Accounts Payables once the goods were received and the invoice was matched to the PO.

Oracle Training: Performing Inquiries and Requesting Reports in the Oracle Applications Revised October 2017 • In the "Account Inquiry" window, change the period to MAR-16



• In the "Accounts" section, enter the following information in the "Find Accounts" window and click on the "OK" button. (**NOTE:** Capital equipment must be purchased using a PO#). The capital equipment project number for all RIT operating accounts is #84200.

Find Accounts	_	×
	Low	High
ENTITY	01	01
DEPARTMENT	67000	67000
OBJECT	16200	16200
EXPENSE CATEGORY	00	00
PROJECT	84200	84200
PROGRAM	00000	00000
ŌK [ancel Cl	ear <u>H</u> elp

• Once the "Account" field is populated, click on the "Show Balances" button.

Account Inquiry (RIT)		Li A X
Ledger/Ledger Set Name <mark>RIT</mark> Currency <mark>USD</mark>	Accounting Periods From MAR-16 To MAR-16 Er	ncy Type Total Total
Primary Balance Type Actual Budget Encumbrance	Secondary Balance Type Budget Encumbrance Type	Factor O Units O Thousands O Millions O Billions
Summary Templat Accounts 01.67000.16200.00.842		
Description RIT.COS DEAN'S OFFICE Show Balances	CAPITAL EQUIPMENT > \$5000.NONE.CAPITAL EQUIPMENT.NO	NE Show Vgriance

• Once the "Detail Balances" window is open, click on the "Journal Details" button.

	Balance 1	Гуре <mark>Actual</mark>		Currency Type Total	
-					
a Period	Currency	PTD	PTD Converted	YTD	YTD Converted
MAR-16	USD	6,534.17		43,592.71	
MAR-10	050	0,004.17		43,592.71	
	-ii-			i	
(_ال		 D
, I					
(Jour	nal Details		Summary Balances	

• Once the "Journals (RIT)" window is open, click on the "Drilldown" button.

	Balance Type	Actual		Currency Type Total		
3						
Batch	Journal Entry	Source	Entered Currency	Line	Entered Debit	Entered Credit
Payables A 8	01-MAR-2016 Purc	Payables	USD	35	6,534.17	
				_		
				— —		
	-			— -		
				—i—i		
						•
Drilldown			Show Full Journal		Detail Balances	

The Drilldown button takes you into the Accounts Payable Oracle application in order to view the invoice information. The **"View Journal Entry Lines"** screen opens in a browser window. This screen shows a line for each item included on the invoice and the amount paid for each item that add up to the total amount charged.

From this screen you can click on the "View Transaction" button to drilldown to the "Invoice Workbench" to view the Payables information, (Supplier, PO and Invoice

number), detail behind a transaction, view the journal entry for a transaction or export the detail to Excel.

- In the "View Journal Entry Lines" (RIT) page, select the circle in the "Select" column
- Click on the "View Transaction" button right above the "Accounts Description" column.

View Journal Entry Lines								
							Save Search	
Ledger RIT Period MAR-16		Payables A 8878640 15315290 2 01-MAR-2016 Purchase Invoices USI	D					
Currency USD	Accounted DR							
Account 01.67000.16200.00.84200.00000	Accounted CR							
Advanced Search								
Specify parameters and values to filter the data that is displ Show table data when all conditions are met. Show table data when any condition is met. Balancing Segment is (Natural Account is (GL Date is (Go Clear Add	i Another Accounted CR							
Select Subledger Journal Entry Line: View Transac	ction View Journal E	ntry Export						
Select Ledger Account Account			GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References	
RIT 01.67000.16200.00.84200.00000 RIT.COS [EQUIPMEN		QUIPMENT > \$5000.NONE.CAPITAL	01-Mar-2016	Item Expense	6,534.17		202	

The Invoice Workbench form is displayed on his screen. The browser window is no longer necessary and can be closed.

After clicking on the "View Transaction" button, the Advanced Search screen is replaced by an Oracle e-business suite screen in your browser window. In the background Oracle has opened up the **Invoice Workbench** form within the Applications.

Save Search

O Invoice \	Workbench (RIT -	GL - COS RPT & INQ - 67	000-67099)									Ľ	ЯX
Bate	ch Control Total								Batch A	ctual Total			J.
3													
Oper	ating Unit	Customer Taxpayer ID	Туре		PO Number	Trading Pa	Sup	olier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	
Roch	ester Institute o		Standard		169763	FISHER S	1785	;	ACCT # 705	01-MAR-201	8741579	USD	
		_)	
1	<u>1</u> General	<u>2</u> Lines	1	B Holds	4	View Payme	ents	5 Sche	duled Paymer	nts 🛛 <u>6</u> View F	Prepayment Ap	plications	
Sum	nary			Amount P	aid		ן ו	Status					
	Items	6,534	.17	USD		6,534.17			St	atus Validate	ed		
	Retainage									inted Yes			
Prep	ayments Applied		_ `							roval Not Re	quired		
	Withholding	·	_							lolds 0			
	Subtota							Schedu	ed Payment H	lolds 0			
	Ta: Freigh		.00				ι						1
	Miscellaneous		_					Descriptio	n				
	Tota		17										
	1010	0,004	<u> </u>										
	Calculate Tax Tax Details All Distributions										All Dist	ributions	

In the upper section of the "Invoice Workbench" screen you can see that the PO Number is 169763, the Supplier name in the "Trading Partner" field is "FISHER SCIENTIFIC", the Supplier number in the "Supplier Num" field is "1785", the Supplier Site is "ACCT # 705716-0", the Invoice date is "01-MAR-2016", and the Invoice number in the "Invoice Num" field is "8741579".

Batch Control Total						Batch A	ctual Total		
Operating Unit	Customer Taxpayer ID	Туре	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
Rochester Institute o		Standard	169763	FISHER S	1785	ACCT # 7051	01-MAR-201	8741579	JSD

In the lower section of the "Invoice Workbench" screen there are six tabs that provide Invoice, Purchase Order and Payment information.

<u>1</u> General	<u>2</u> Lines	3 Holds	4 View Payments	5 Scheduled Payments	6 View Prepayment Applications
Summary		Amount Paid		Status	
ltems	6,534.17	USD	6,534.17		Validated
Retainage				Accounted	Yes
Prepayments Applied				Approval	Not Required
Withholding				Holds	0
Subtotal	6,534.17			Scheduled Payment Holds	0
Тах	0.00				
Freight				-	
Miscellaneous				Description	
Total	6,534.17				
				1	
(<u>C</u> alculate Tax	Ta <u>x</u> Details			All Distributions

• On the "1 General" tab and you will see that the total invoice in the amount of **\$ 6,534.17** has been fully paid.

<u>1</u> General	2 Lines	<u>3</u> Holds	4 View Payments	5 Scheduled Payments	6 View Prepayment Applications
Summary		Amount Paid		Status	ht that he had been a start of the head of
Items	6,534.17		6,534.17		Validated
Retainage				Accounted	
Prepayments Applied				Approva	Not Required
Withholding		1		Holds	. 0
Subtotal	6,534.17	7		Scheduled Payment Holds	0
Tax	0.00		L		
Freight		1			
Miscellaneous		1	L	Description	
Total	6,534.17				

• Click on the "2 Lines" tab you will again see the PO Number 169763, the Quantity ordered for the purchase, and a left – right scroll bar.

	<u>1</u> General	21	Lines	<u>3</u> Hol	ls	4 View Pay	ments 5	Scheduled Payme	ents 6 View Prep	ayment Applic	ations
đ]			Tota	l Gross	6,534.17	Retain	ed	Net		
Nu	m Type	Amount	PO Number	PO Releas	e PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Qui
1	ltem	6,534.17	169763		2	1	Quantity	1			1
	_			_							
	_			_							
া]					
	1	•				(Discard Li	ne Dis	tributions	Allocations	

• Using the scroll bar, scroll to the right you will see the unit prices and item descriptions.

	<u>1</u> General	L I	<u>2</u> Lines	3 Holds	4 Viev	v Payments	5 Scheduled Pay	/ments 6 View Prepa	yment Applications
2]			-Total	s 6,53	14.17 Reta	ained	Net	
he	UOM	Unit Price	Description		Final Match	Requester	GL Date	Distribution Set	Default Distrib
\leq	Each	6534.17	ACP 15 8.2 CFM F	FEIFFER (ADIXEN)	No 🔻	Kobie, Erin	01-MAR-2016		
					-				
					The second secon				
									D
						Discard	l Line	Distributions	Allocations

NOTE: Tab "**3 Hold**". If a check has been processed but an issue arises prior to payment (e.g. matching the invoice to the PO) then AP will not release it until the process has been completed. For more information contact Accounts Payables email: accpay@rit.edu ext. 55580.

• Click on the **"4 View Payments"** tab and you will see the check number. If the payment was made via wire, that would

<u>1</u> General	<u>2</u> Lines	3 Holds	4 View Payme	nts	5 Scheduled Payments	6 View Prepayme	nt Application
Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken	
Check	1365890	28-MAR-2016	28-MAR-2016		6,534.17		
						·	
3	,		,		<u>P</u> a	yment Overview	Ę

• Click on the **"Payments Overview"** button to see the dollar amount of the check, if /when the check cleared, the address payment was sent, and the invoice(s) paid on that check.

Payment Overview (RIT - GL - Operating Unit Number Currency Amount Date Payment Process Request Voucher Status Cleared Amount Cleared Date Void Date Maturity Date	COS RPT & INQ - 67000-6 Rochester Institute of Teo 1365890 USD 6,534.17 28-MAR-2016 153BRC032816VENDOR Reconciled 6,534.17 04-APR-2016	Payee Paid To Name Taxpryer ID Supplier Number Address	RIT Checks Nev Check	Site ACCT # 705716 -011 2241-3648 A PER CHECKS-101
- Invoices Number 8741579 Invoice Overview	Amount Paid Gl 6,534.17 28	L Date Descriptio		Payments)

• Click on the "X" in the top right hand corner to close the window and bring you back to the "Navigator" form in the application. Close all other windows.

NOTE: If the payment you are inquiring on is Electronic then the supplier's Address field on the Payment Overview screen will be blank.

Summary of Steps to Perform an Account Inquiry:

- 1. Log on to the Oracle applications and select the "RIT GL REPORT & INQUIRY" responsibility from your list of responsibilities on your home page.
- 2. From the **"Inquiry"** menu listed to the right of the list of responsibilities, click on "Account".
- 3. The Account Inquiry screen will appear, with the cursor blinking in the "Name" field of the "Ledger/Ledger Set" section. Press the tab key to move the cursor to the "From" field in the "Accounting Periods" section. The system will automatically display the current accounting period in both the "From" and "To" fields.
 - If you would like to select a different accounting period, place your cursor in the field you would like to change. Click once on the LOV field to the right of the "From" and "To" fields. In the list of values that appears, click once to highlight your selection and click on the "OK" button.

- 4. The system will automatically fill in the values for "Currency Type". Press the Tab key to arrive at the middle portion of your screen.
- 5. "Actual" is the default select under Primary Balance. Hit your Tab key (unless you would like to select another Balance Type).
- 6. Tab over the "Factor" and "Summary Template" fields on your screen, until you arrive at the Accounts area of the screen.
- 7. When the Find Accounts screen appears, enter your 24-digit account number in the "Low" column.
 - If you would like to query a range of accounts, you can enter two different values in the "High" and "Low" columns in this screen.
- 8. Click on the "OK" button. This brings up the Account Inquiry (RIT) screen.
- 9. In order to review the balance on any of the accounts listed, click on the box next to the account number.
- 10. Click once on the "Show Balances" button.
 - If the screen does not reflect all of the fields you are interested in viewing, click once on the Folder Tools icon on the Toolbar.
 - Click once on the Show Field icon in the Folder Tools screen.
 - Make your selection from the list of field values that appears by clicking once on it.
 - Click on the "OK" button.
 - To return to the original view, click once on the Hide Field icon on the Folder Tools screen.
- 11. To print the account balance screen, go to the Menu Bar.
 - Click on "File"
 - Click on "Print"
 - When the Print screen appears, select your desktop printer and click on "OK".
- 12. To review an individual journal that makes up the balance on the account, click once in the "PTD" column in the first row to select it.
- 13. Click once on the "Journal Details" button. This brings up the Journals (RIT) screen, listing all of the entries in the selected journal.
- 14. To view journal entry detail click on the "Show Full Journal" button to view the actual journal entry.
- 15. To view the history of this entry, click once on "Help" in the menu bar at the top of this screen.
 - Select "Record History" and click on it. The Record History screen opens.
 - Click on "OK"
- 16. In order to examine a specific invoice from Accounts Payable, click once on the first field in the row containing Payables Purchase Invoices in the Journals (RIT) screen to select it.
- 17. Click once on the "Drilldown" button to go into the "View Journal Entry Lines" screen which will open in a new browser window.
- 18. From this screen click on the "View Journal Entry" button to view the journal entry or the "Export" button to export the details on this screen to Excel.
- 19. Click on the "View Transaction" button to view the "Invoice Workbench" screen which provides you with transaction details such as Supplier, PO number, and

Invoice number. The Oracle e-business suite browser window can be closed at this time.

- 20. In the upper section of the Invoice Workbench screen you can see the Supplier name, Supplier number, Supplier Site, Invoice date and the Invoice number.
- 21. In the lower section of the "Invoice Workbench" screen there are six tabs that provide Invoice, Purchase Order and Payment information.
- 22. Click on the "Lines" tab to see item descriptions and the Purchase order number.
- 23. Click on the "View Payments" tab and then the "Payments Overview" button. From the "Payments Overview" screen you can see whether the check has cleared the bank and on what date.
- 24. To return to the Account Inquiry screen from the Payables screens, click on the Close box in the upper right corner of each screen.

Reports – Definitions

The Oracle Financial Applications can be used to request various financial reports that you can view on your desktop or print at your networked printer. There are two different types of reports that you can request.

- **FSG (custom) Reports** (includes monthly department or project statements): These reports generated by the Financial Statement Generator are designed to help you track your department's budget, revenues and expenditures over a period of time, usually one month. Since **only summary balances** are reflected on statements, they give managers a high-level view of their operating or project accounts.
- **Standard Reports**: These reports contain **transaction detail** to assist you with reconciling financial activity for your department or project.

The Controller's Office expectation for department's performing due diligence to manage budgets and projects is for a monthly review of all transactions both high level comparisons of actual to budget and also detailed transaction reconciliation.

For questions regarding running and viewing reports, contact Accounting Operations email: <u>acctg@rit.edu</u> ext. 5-2237.

NOTE 1: Workshop #7 in the "Accounting Practices, Procedures, and Protocol" training series "Using Oracle Reports to Reconcile Your Budget" accompanies this training module. It is offered on specific dates during the fiscal year and is recommended that first-time users attend.

NOTE 2: Refer to the Appendix at the end of these materials for more information about FSG and Standard Reports available to Oracle users including report names, descriptions and the purpose of the each report.

NOTE 3: Contact the Helpdesk (ext. 5-HELP) or a technical support person in your area if you experience technical issues with running Oracle reports.

NOTE 4: Contact Accounting Operations if you have any questions regarding the data output on your reports. Email: <u>acctg@rit.edu</u>; ext. 5-2237

Lesson 2: Run an FSG Report using the Publish FSG Report Program

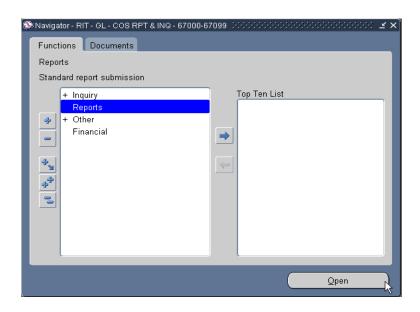
The **"Program - Publish FSG Report"** feature gives you the option to publish your reports in the following formats: PDF (the default), Excel, or HTML. Using this feature allows you to run your FSG reports without having to connect to a printer in the Oracle printer network.

Objective:

In this lesson you will learn how to create and run a statement using the "Publish FSG Report" function.

Directions: Request an FSG Report

• At the "**RIT – GL – COS RPT & INQ – 67000-67099**" Navigator screen, make sure "Reports" is highlighted. Click on "Open".



• Select "Single Request" and click the "OK" button.



Oracle Training: Performing Inquiries and Requesting Reports in the Oracle Applications Revised October 2017 • In the "Submit Requests" window click on the LOV field to the right of the "Name" field.

Submit Request 2000 Run this Request			••••••••••••••••••••••••
			Copy
Operating Unit			45
Parameters			
Language			
		Language Settings	Debug Options
At these Times —			
Run the Job	As Soon as Possible		Sche <u>d</u> ule
Upon Completion			
opon completion	⊠Save all Output Files		
Layout			
Notify			Options
Print to			prolition
Help (<u>C</u>)		Submit	Cancel

- In the "Reports" screen that appears, click on "Program-Publish FSG Report".
- Click on the "OK" button.

nd %	
	0 mm lin akin
Name	Applicatio
General Ledger - (180 Char)	General L
Journals - General(180 Char)	General L
Program - Publish FSG Report	General L
Program - Run Financial Statement Generator	General L
Encumbrance Detail Report	Purchasir
TS Chargeback Employee Detail Report	RIT GL CI
TS Chargeback Student Detail Report	RITIGLICI
RIT Account Analysis-(180 Char)	RIT GL CI
RIT GL to AP Drilldown Check Detail	RIT GL CI
RIT Account Analysis - Subledger with AP	Subledge

- Complete the "Parameters" window with the following information:
 - Report: RIT- Dept Statement
 - Period: JUN-15
 - Click on the Segment Override and enter: **Dept:67000**; **project:00000**

NOTE: The data keyed into the Segment Override must be accurate in order to get the correct output.

RIT CHART OF ACCOUNT RIT CH		×
Ledger	r RIT Rochester Institute of Technology	
ENTITY	[′] 01 RIT	
DEPARTMENT	67000 COS DEAN'S OFFICE	
OBJECT		
EXPENSE CATEGORY	, <u> </u>	
PROJECT	00000 NONE	
PROGRAM	1 00000 NONE	
		D
	QK <u>Cancel</u> Combinations Clear	Help

• Click the "OK" button.

• Back into the "Parameters" window click the "OK" button.

OParameters 2000					×
Ledger	RIT Rochester I	nstitute of	Technology		
Report	RIT- Dept Statement		Department's	s Operating bu	udget and ac
Period	JUN-15				
Currency	USD				
Rounding Option	Calculate Then Round				
Segment Override	.01.6700000000.00000				
Content Set	RIT - Department Statement	j			
Row Order	RIT - Dept Statement				
Display Set	FY 17 RIT Dept Stmt				
Exceptions	No				
Level of Detail					
Date	30-JUN-2015				
	(1)				Þ
	(QK	Cancel	Clear	Help

O Submit Request			×
Run this Request			
			Copy
Nerra	Program Dublish ESC Depart		
Name	Program - Publish FSG Report		
Operating Unit			
Parameters	RIT:RIT- Dept Statement:JUN-15:U	ISD:Calculate Then Round:.01.6	700000000.00000:RIT -
Language	American English		
		Language Settings	Debug Options
		Language Settings	Debug Options
At these Times			
Run the Job	As Soon as Possible		Sche <u>d</u> ule
- Upon Completion			
	Save all Output Files	Burst Output	
			Orting
Layout	RIT FSGXML: Basic Template		Options
Notify			Delivery Opts
Print to	View_Output_and_Print_Only		Delivery Opts
Help (<u>C</u>)		Submit	Cancel

The Submit Requests screen appears on your terminal.

• Click on the "Options" button within the "Upon Completion..." section.

Upon Completion			
opon completion	<mark>⊠</mark> <u>S</u> ave all Output Files	Burst Output	
Layout	RIT FSGXML: Basic Template		Options
Notify			Delivered
Print to	View_Output_and_Print_Only		Delivery Opts

• Place your cursor in the "Format" field in the "Layout" section of the "Upon Completion" screen.

Layout: Template Name	Template Language	Format For Language
	emplate English: United States	PDF - AMERICAN

You have the option to format these reports in PDF, Excel, or HTML. Since the format defaults to PDF, if you decide to save the report in that format then skip this step.

• The "Format Type LOV" screen opens, select "Excel" and click the "OK" button.

Format Type LOV	0.0000000000000000000000000000000000000	× 55555555555555555
Find %		
Format		
EXCEL		
FO		
HTML		
PDF		
RTF		
	Find Old	Consol
	Eind QK	Cancel

• Click on the "OK" button.

😑 Upon Completion 🗆 🕬 🕬	0-0-0-0-0-0-0-0-0-0-0-	3+3+3+3+3+3+3+3+3+3+3+3+3+3+			\times
Save all Output Files≦					
C Layout:					
Template Name	Template Lar		Format	For Language	
FSGXML: Basic Template	English: Unit	ed States	EXCEL		
			_	**	
				ē	
				Preview	
 Notify the following people: 					Ľ.
Name		For Language			
		1			
 Print the Output To: 					\square
T fint the Output To.			Style <mark>A4</mark>		
Printer	Canica	For Language	01,10		
noprint	lo	All languages			
		· ·····g···g···			
Help			QK	Cancel	
-			_		

• Click on the "Submit" button.

O Submit Request			×
- Run this Request]
			Сору
Name	Program - Publish FSG Report		
Operating Unit			
Parameters	RIT:RIT- Dept Statement:JUN-15:U	SD:Calculate Then Round:.01.67	700000000.00000:RIT -
Language	American English		
		Language Settings	Debug Options
At these Times			
Run the Job	As Soon as Possible		Sche <u>d</u> ule
- Upon Completion			
	Save all Output Files	Burst Output	
Layout	RIT FSGXML: Basic Template		Options
Notify			
Print to	View_Output_and_Print_Only		Delivery Opts
			J
Help (<u>C)</u>		Submi	Cancel

• Click on the "Refresh" button.

Refr	esh Data	F	ind Requests		5	Sub <u>m</u> it a New Request
Request ID	1	ļ	Parent			
	Name			Phase	Status	Parameters
2530449	Program - Publish	FSG Re		Pending	Normal	1000, 50133, FSG-ADHOC-, G
2530420	Autocopy Journals			Completed	Normal	399722, 631ABC0426-03, APF
2530415	Compile Key Flexf	ields		Completed	Normal	K, SQLGL, GLLE, 50133
2530413	Program - Generat	e Ledger		Completed	Normal	50133
2530390	Compile Key Flexf	ields		Completed	Normal	K, SQLGL, GLLE, 50133
2530374	Program - Generat	e Ledger		Completed	Normal	50133
Hold	Request	V	ïew Detail <u>s</u>			View Output
Cance	el Request		Diagnostics			View Log

Refresh Data F		Find Requests			Sub <u>m</u> it a New Request	
Request ID			Parent			
	Name			Phase	Status	Parameters
2530449	Program - Publish	FSG Re		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530420	Autocopy Journals	;		Completed	Normal	399722, 631ABC0426-03, APF
2530415	Compile Key Flex	fields		Completed	Normal	K, SQLGL, GLLE, 50133
2530413	Program - Genera	te Ledger		Completed	Normal	50133
2530390	Compile Key Flex	fields		Completed	Normal	K, SQLGL, GLLE, 50133
2530374	Program - Genera	te Ledger		Completed	Normal	50133
Hold	Request		√iew Detail <u>s</u>			View Output
Cancel Request		Diagnostics			View Log	

• Click on the "View Output" button.

• Click on the "Open" button.

File Down	load	×
Do you	a want to open or save this file?	
	Name: ProgramPublish_FSG_Report_260408.xls Type: Microsoft Excel Worksheet, 89.6 KB From: r12devbiz.rit.edu	
	Open Save Cancel]
🔽 Alwa	ays ask before opening this type of file	
1	While files from the Internet can be useful, some files can potentiall harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	y

The report opens up in Excel within a new browser window. From the "File" menu's drop down list, Sam selects "Save As..."

- Click on "File" and select "Save As..." from the drop down menu.
- Save the report in a folder on one of your department's shared drive.

Summary of Steps to Request an FSG Report using the Publish FSG Report Program

- 1. When the Submit Request screen opens the "Single Request" option will be automatically selected. Click the "OK" button.
- 2. The Submit Request screen will open. Click on the LOV field located to the right of the "Name" field. The Report screen comes into view.
- 3. Click on "Program Publish FSG Report" to be able to publish your report to Excel.
- 4. Click on the "OK" button. The Parameters screen will appear.
- 5. Press the Tab key once to get to the "Report" field.
- 6. With your cursor blinking in the "Report" field, click on the LOV field located to the right of the "Report" field. The Reports screen will appear.
- 7. Type "RIT-%" in the "Find" field and click on the "Find" button.
- 8. The Parameters screen will reappear, with the "Period" field highlighted.
- 9. The system automatically defaults to the current accounting period. If you would like to view your department statement for a different period:
- Making sure the "Period" field is highlighted, click on the LOV field to the right of the "Period" field.
- A Period screen will appear. Scroll down to view the desired period. Click on your selection.
- Click on the "OK" button to return to the Parameters screen.
- 10. Press the Tab key until the Chart of Accounts screen appears. Enter the department number in the "DEPARTMENT" field for the statement you wish to view using a project of "00000".
 - To request statements for a range of departments, tab past the "Segment Override" field.
- 11. Click on the "OK" button. This returns you to the Parameters screen.
- 12. Click on the "OK" button.
- 13. Click on the "Options" button in the "Upon Completion..." section to change the format of your report.
- 14. In the Upon Completion screen, place your cursor in the "Format" field in the "Layout" section. Select "Excel" from the drop down menu.
- 15. Click the "OK" button to return to the Submit Request screen.
- 16. Click the "Submit" button to submit your "Publish FSG Report" request.
- 17. Once your request has completed, click on the "View Output" button in the Requests screen. The report output will publish in Excel within a browser window. From here you can save the report to your server.

Lesson 3: Request an FSG Report using the Run Financial Statement Generator program

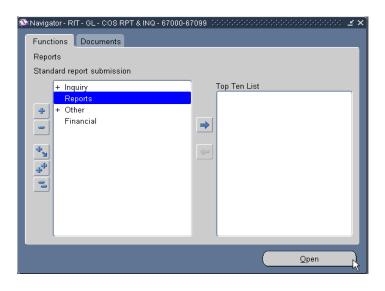
Another option available to you is to run your report using the function.

Objective:

At the end of this lesson, you will be able to request and print a department statement using the program "Run Financial Statement Generator.

Directions: Request an FSG Report

• At the "**RIT** – **GL** – **COS RPT & INQ** – **67000-67099**" Navigator screen, make sure "Reports" is highlighted. Click on "Open".



• Click the "OK" button.



• Click on the LOV field to the right of the "Name" field.

Submit Request 1999	**************************		
 Run this Request 			
			Copy
Name			
Operating Unit			V
Parameters			
Language			
Languago			
		Language Settings	Debug Options
At these Times			
	As Soon as Possible		Schedule
rtun the oob			Ochegule
- Upon Completion			
opon completion	☑Save all Output Files		
Layout			
Notify			Options
Print to			
Help (<u>C</u>)		Sub <u>m</u> it	Cancel

- Click on the LOV field to the right of the "Name" field.
- In the Reports screen that appears, click on **"Program-Run Financial Statement Generator".**
- Click on the "OK" button.

	***************************************	•••••••••••••••••••••••••••••••••••••••
Run this Request		Сору
Name		
Parameters		۳ ۱
Language		Languages
At these Times –		
	As Soon as Possible	Schegule
- Upon Completion		
	⊠Save all Output Files	
Notify		Options
Print to		
Help (B)	Sub <u>m</u> it	<u>C</u> ancel

nd %	
Name	Applicati
General Ledger - (180 Char)	General
Journals - General(180 Char)	General
Program - Publish FSG Report	General
Program - Run Financial Statement Generator	General
Encumbrance Detail Report	Purchasi
TS Chargeback Employee Detail Report	RIT GL C
TS Chargeback Student Detail Report	RIT GL C
RIT Account Analysis-(180 Char)	RIT GL C
RIT GL to AP Drilldown Check Detail	RIT GL C
RIT Account Analysis - Subledger with AP	Subledge

• Click on the LOV field to the right of the "Report" field.

Parameters 2005	***************************************
Ledger	RIT Rochester Institute of Technology
Report	
Period	APR-08
Currency	
Rounding Option	
Segment Override	
Content Set	
Row Order	
Display Set	
Output Option	
Exceptions	No
Level of Detail	
Date	26-APR-2008
	QK Cancel Clear Help

- Type "RIT-%" in the "Find" field.
- Click on the "Find" button.

nd RIT-%	
Report	Description
ACMT FY 2002 Dept Stmt	
ACMT FY 2003 Dept Stmt	
ACMT FY 2004 Dept Stmt	
ACMT FY 2005 Dept Stmt	
ACMT FY 2006 Dept Stmt	
ACMT FY 2007 Dept Stmt	
ACMT Other Projects stmt	ACMT Project Statements
ACMT REV / EXP YTD SUMMARY	ACMT REV / EXPENSE YTD SUMMARY
ADI CAPITAL EQUIPMENT STMT	Capital Equipment Statement with Beg. Bal. and PjTD De
ADI CAPITAL EQUIPMENT SUMMARY	CAPITAL EQUIPMENT EQUIPMENT DIVISIONAL SUMMAI
AGENCY PROJECT STATEMENT	AGENCY PROJECT STATEMENT
AHT budget comparison - natur	budget comparison - natural
AHT - Budcomp revenue	Budcomp revenue
AHT - ENTITY SUMMARY	ENTITY SUMMARY
AHT - NTID ANNUITY FUNDS	NTID ANNUITY FUNDS

NOTE: Since NTID has a different fiscal year and budget organization than RIT, NTID departments use a different monthly statement. It is called the "NTID–Dept Stmt". NTID employees would select this report from the list rather than "RIT–Dept Statement". The following steps are the same regardless of the report selected.

• Select the "RIT-Dept Statement" report and click the "OK" button.

Report 000000000000000000000000000000000000	00000000000000000000000000000000000000
Find RIT-%	1
Report	Description
RIT- AUX NAT DEPT STMT	Auxiliary Dept Stmt by Natural Category
RIT- AUX Stmt	
RIT- Dept Statement	
RIT-CAPITAL EQUIPMENT STMT.	Capital Equipment Statement with Beg. Bal. and PJTD Deta
RIT-OPERATING TRIAL BALANCE	TRIAL BALANCE WITH PRIOR YEAR
[4]	
Eind	QK Cancel

- With the "Period" field highlighted, click on the LOV field to the right of the "Period" field. A Period screen will appear.
- Use the scrollbar at the right of this screen to scroll down to "DEC-07".
- Click on it to select it.
- Click on the "OK" button.

eriod Crorosov	-0-0-0-0-0-0-0		•••••• ×
Find <mark>%</mark>			
Period			
FEB-08			
JAN-08			
DEC-07			- 2
NOV-07			_
OCT-07			
SEP-07			
AUG-07			
JUL-07			
JUN-07			
MAY-07			
APR-07			
MAR-07			
FEB-07			
JAN-07			
DEC-06			
NOV-06			
Eind		Ωĸ	Cancel

NOTE: If you want to request department statements for all departments within your responsibility, tab past the "Segment Override" field. Security rules will allow you to run department statements for only those departments that you are authorized to access.

• Press the Tab key twice. The Chart of Accounts dialog box will appear on your screen.



- Press the Tab key twice.
- With your cursor blinking in the "Department" field in the Chart of Accounts screen, type "67000".
- Place your cursor or tab to the "Project" field, type "00000".
- Click on the "OK" button.

RIT CHART OF ACCOUI	NTS COOCO							e: x
				_				
Ledger								
ENTITY	01 RIT							
DEPARTMENT	67000	COS DEA	N'S OFFICE					
OBJECT								
EXPENSE CATEGORY								
PROJECT	00000	NONE						
PROGRAM	00000	NONE						
								D
		<u>ok</u>	<u>C</u> ancel	Combination	ns Clea	r (Help	

• The remaining fields are not used. Click on the "OK" button.

🗢 Parameters 🕬	\mathbf{x}
Ledger	RIT Rochester Institute of Technology
	RIT- Dept Statement
	DEC-07
Currency	USD
Rounding Option	Calculate Then Round
Segment Override	.01.6700000000.00000
Content Set	RIT - Department Statement
Row Order	RIT - Dept Statement
Display Set	RIT Dept stmt
Output Option	Text
Exceptions	No
Level of Detail	
Date	31-DEC-2007
	QK Clear Help

😑 Submit Request 🖂	+ >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
 Run this Request. 	
	Copy
Nan	ne Program - Run Financial Statement Generator
Operating U	
Paramete	
Langua	ge American English
	Language Settings
	Language Gernings
At these Times	
Run the J	ob As Soon as Possible Schedule
- Upon Completion.	
	⊠Save all Output Files
Layo	
Not	ifyOptions
Print	to noprint
Help (<u>C</u>)	Sub <u>m</u> it Ca <u>n</u> cel

You have now learned how to request a FSG report such as your Department Statement. In the next lesson you will learn how to print your report to your Oracle networked printer.

Summary of Steps to Request an FSG Report using the Program Run Financial Statement Generator Program

- 1. When the Submit Request screen opens the "Single Request" option will be automatically selected. Click the "OK" button.
- 2. The Submit Request screen will open. Click on the LOV field located to the right of the "Name" field. The Report screen comes into view.
- 3. Select the "Program Run Financial Statement Generator" from the list of values.
- 4. Click on the "OK" button. The Parameters screen will appear.
- 5. Press the Tab key once to get to the "Report" field.
- 6. With your cursor blinking in the "Report" field, click on the LOV field located to the right of the "Report" field. The Reports screen will appear.
- 7. Type "RIT-%" in the "Find" field and click on the "Find" button.
- 8. The Parameters screen will reappear, with the "Period" field highlighted.
- 9. The system automatically defaults to the current accounting period. If you would like to view your department statement for a different period:
 - Making sure the "Period" field is highlighted, click on the LOV field to the right of the "Period" field.
 - A Period screen will appear. Scroll down to view the desired period. Click on your selection.
 - Click on the "OK" button to return to the Parameters screen.

- 10. Press the Tab key until the Chart of Accounts screen appears. Enter the department number in the "DEPARTMENT" field for the statement you wish to view using a project of "00000".
 - To request statements for a range of departments, tab past the "Segment Override" field.
- 11. Click on the "OK" button. This returns you to the Parameters screen.
- 12. Click on the "OK" button.
- 13. You will return to the Submit Request screen.

Quick Review

You have just learned how to request a department statement for one department or a range of departments. You are now ready to print this statement on a networked printer.

Lesson 4: Email and Print an FSG Report on a Networked Printer

Once you have requested an FSG report using "Program – Run Financial Statement Generator", you can print it on a networked printer (that is set up to print Oracle reports), and view the output on your computer screen.

Objective:

At the end of this lesson, you will be able to view your report on your computer screen, e-mail a report notification automatically and print your department statement at your networked printer.

NOTE: If there is a printer in your department that you would like to print Oracle reports on, call the **ITS Help Desk at ext. 5-4357**.

Directions: Print an FSG Report

• Click on the "Options" button within the "Upon Completion" section.

Submit Request 1999		***************************************
- Run this Request		
		Сору
Name	Program - Run Financial Statement Generator	
Operating Unit	· · · · · · · · · · · · · · · · · · ·	
Parameters	RIT.RIT- Dept Statement.DEC-07.USD.Calculate Then Round.RIT	\ 0.1\ 67000\ \ \ 00000\ 00
Language	American English	
Language		
	Language Settings	Debug Options
At these Times		
	As Soon as Possible	Schedule
Run the oob		Schegale
Upon Completion		
opon completion	⊠Save all Output Files	
		_
Layout		
Notify		
Print to	noprint	
Help (C)	Submit	Cancel

NOTE: Refer to the Appendix Tip #4, to find out how to schedule a report in the "At these Times..." section.

• Click on the LOV field located to the right of the "Name" field in the "Upon Completion" screen.

ayout: Template Name	Template Language		
	Louibiaro Fauldaada	Format	For Language
			Preview
lotify the following people: —			

• Enter the name of the person and click on the "Find" button.

People 🕻	•••••••••••••••••••••••••••••••••••••••	<
Entera	partial value to limit the list, % to see all values.	
	g: Entering % to see all values may take a very long time. Entering criteria that can I to reduce the list may be significantly faster.	
Find <mark>Gat</mark>	ley%]
Name	Originating System Name	1
		J.
	Eind QK Cancel	

• Select the person's name and click on the "OK" button.

ind <mark>Gatley, Ian%</mark>					
Name			ystem Name	9	
Gatley, Ian	E	mployee			

- Click once within the "Printer" field to position your cursor in the "Printer" field.
- Click on the LOV field to the right of the "Printer" field. The Printers screen appears.

 Print the Output To: 		Style <mark>A4</mark>	
_ Printer	Copies For Langu	age	-
noprint noprint	🕂 🖸 🛛 All langua	ges	
	4		
Help		Ōĸ	Cancel

• In order to reduce the list of printers, type "prcto%" in the 'Find" field and click the "Find" button. The printer "prcto01_app" is the second one on the list. Click on it to select it. Click on the "OK" button.

Printers (2000)	*******	*****************	00000000000000000000 ×
Find prcto%]
Printer		Туре	Descrip
prcto01		RITHP4UP	Bldg 13
prcto01_app		RITHP4UP	Bldg 01-
prcto02_app		RITHP4UP	Bldg 13
prcto03_app		RITHP4UP	Finance
prcto04_app		RITHP4UP	F&A/Cor
prcto05_app		RITHP4UP	Controll
prcto11_app		RITHP4UP	Controll
prcto12_app		RITHP4UP	Controll
prcto13_app		RITHP4UP	08-3330
prcto14_app		RITHP4UP	Eastma
prcto16_app		RITHP4UP	F&A Cor
<u>s</u>			
	Eind	OK Cancel	

• In the "Copies" field, enter the number of copies you would like to print.

• Click on the "OK" button.

Print the Output To:			Style	A4	
_ Printer		For Language			
prctoO1	1	All languages			
)
Help			<u>0</u> κ		Cancel

• Click on the "Submit" button. (Remember, since we left a "0" in the "Copies" field of the Options screen, we won't actually be printing our report).

🗢 Submit Request 1999	\times
Run this Request	
	Сору
Name	Program - Run Financial Statement Generator
Operating Unit	
Parameters	RIT.ACMT FY 2004 Dept Stmt.DEC-07.USD.Calculate Then RoundACMT Dept Stmt.ACM
Language	American English
	Language Settings Debug Options
At these Times	
Run the Job	As Soon as Possible Schedule
- Upon Completion	
	⊠ <u>S</u> ave all Output Files
Layout	
Notify	Gatley, lan Options
Print to	prcto01_app
	· · · · · · · · · · · · · · · · · · ·
Help (<u>C</u>)	Sub <u>m</u> it Ca <u>n</u> cel

• Click on the "Refresh Data" button.

Refre	esh Data	F	Find Requests		Su	ıb <u>m</u> it a New Request
Request ID	5		Parent			
	Name			Phase	Status	Parameters
2530471	Program - Run Final	ncial St		Pending	Normal	1000, 50133, FSG-ADHOC-, G
2530470	RIT- Dept Statemen	t (Finar		Completed	Cancelled	1000, 50133, FSG-ADHOC-, G
2530469	Program - Run Final	ncial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530468	RIT- Dept Statemen	t (Finar		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530467	Program - Run Financial St			Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530466	ACMT FY 2004 Dep	ACMT FY 2004 Dept Stmt		Completed	Warning	1000, 50133, FSG-ADHOC-, G
2530465	Program - Run Final	ncial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530457	RIT- Dept Statemen	t (Finar		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530456	Program - Run Final	ncial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530449	Program - Publish F	SG Re		Completed	Normal	1000, 50133, FSG-ADHOC-, G
Hold	Request	\ \	∕iew Detail <u>s</u> …			View Out <u>p</u> ut
Cance	el Request		Diagnostics			View Log

NOTE 1: The "Cancel" and "Hold" buttons are only active when a request has not yet completed.

NOTE 2: Another way to refresh the data on your "Requests" screen is to hold down the Control key and press the F11 key.

NOTE 3: In this example notice Request ID 2530466 "Phase" Completed "Status" Warning. This will always occur if the report you ran has *no data*. In this case, view your output and check the parameters you entered. Submit a new report with the correct parameters. For questions contact Accounting Operations email: acctg@rit.edu Ext. 5-2237

<u>R</u> efresh Data		F	Find Requests		Sub <u>m</u> it a New Request		
Request ID	<		Parent I				
	Name			Phase	Status	Parameters	
2530472	RIT- Dept Stateme	nt (Finar		Pending	Standby	1000, 50133, FSG-ADHOC-, G	
2530471	Program - Run Fin	ancial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G	
2530470	RIT- Dept Stateme	nt (Finar		Completed	Cancelled	1000, 50133, FSG-ADHOC-, G	
2530469	Program - Run Financial St			Completed	Normal	1000, 50133, FSG-ADHOC-, G	
2530468	RIT- Dept Statement (Finar			Completed	Normal	1000, 50133, FSG-ADHOC-, G	
2530467	Program - Run Fin	ancial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G	
2530466	ACMT FY 2004 De	ept Stmt		Completed	Warning	1000, 50133, FSG-ADHOC-, G	
2530465	Program - Run Fin	ancial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G	
2530457	RIT- Dept Stateme	nt (Finar		Completed	Normal	1000, 50133, FSG-ADHOC-, G	
2530456	Program - Run Fin	ancial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G	
Hold	Request	×	√iew Detail <u>s</u> …			View Outgut	
Cance	l Request		Diagnostics			View Log	

• Select your second request id and click on the "View Output" button.

Refresh Data		F	Find Requests		Submit a New Request	
2530472	RIT- Dept Stateme	int (Finar		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530471	Program - Run Fin	ancial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530470	RIT- Dept Stateme		Completed	Cancelled	1000, 50133, FSG-ADHOC-, G	
2530469	Program - Run Fin		Completed	Normal	1000, 50133, FSG-ADHOC-, G	
2530468	RIT- Dept Statement (Finar			Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530467	Program - Run Fin	ancial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530466	ACMT FY 2004 De	ept Stmt		Completed	Warning	1000, 50133, FSG-ADHOC-, G
2530465	Program - Run Fin	ancial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530457	RIT- Dept Stateme	nt (Finar		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530456	Program - Run Fin	ancial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G
Hold	Request		√iew Detail <u>s</u> …			View Outgut
Cane	el Request		Diagnostics			View Log

• Click on the maximize box in the new browser window to maximize the window.

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			RIT Department Statem Current Period: DE			Date: 26-AP
Currency: USD DEPARTMENT=67000 (COS DEAN OBJECT	'S OFFICE) Permanent Budget	Working Budget	Encumbrance	Actual DEC-07	YTD Actual	Available Balance
<pre>% Of Budget Year Complet % Of Budget Year Complet Object Code & Description Expenses Salaries Full Time Salaries</pre>	66.67 %					

• Click on the close box in the browser window to close the window.

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			RIT Department Stater Current Period: DI			Date: 26-APP	R-O8 22:57:31 Page: 1		<u> </u>
Currency: USD DEPARTMENT=67000 (COS DEA OBJECT	N'S OFFICE) Permanent Budget	Vorking Budget	Encumbrance	Actual DEC-07	YTD Actual	Available Balance	Percent Expended		
ै Of Budget Year Complet	66.67 %								
Object Code & Description Expenses Salaries Full Time Salaries									

• Click on the "Submit a New Request" button.

Refr	resh Data	F	Find Requests		S	ub <u>m</u> it a New Request
Request ID			Parent			
	Name			Phase	Status	Parameters
2530472	RIT- Dept Stateme	ent (Finar		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530471	Program - Run Fir	nancial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530470	RIT- Dept Stateme	ent (Finar		Completed	Cancelled	1000, 50133, FSG-ADHOC-, G
2530469	Program - Run Fir	nancial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530468	RIT- Dept Statement (Finar			Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530467	Program - Run Fir	Program - Run Financial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530466	ACMT FY 2004 D	ept Stmt		Completed	Warning	1000, 50133, FSG-ADHOC-, G
2530465	Program - Run Fir	nancial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530457	RIT- Dept Stateme	ent (Finar		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530456	Program - Run Fir	nancial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G
Hold	l Request		∕iew Detail <u>s</u> …			View Output
Cane	el Request		Diagnostics			View Log

• Click on the "OK" button.



• Click on the "Copy" Button.

😑 Submit Request 🕬			\times
 Run this Request 			
			Copy
Name			
Operating Unit			
Parameters			
Language			
		Language Settings	Debug Options
At these Times —			
Run the Job	As Soon as Possible		Schedule
- Upon Completion			
	☑Save all Output Files		
Layout			
Notify			Options
Print to			
Help (<u>C</u>)		Sub <u>m</u> it	Cancel

• Find the report you want to copy

PFind Previous Requests				×
- Find Prior Requests		\frown		
Find Program - Run%		Find	<u>C</u> lear	
Select the Number of Days to View	30			
Description	Parameters	Request Date	Request Id	

Oracle Training: Performing Inquiries and Requesting Reports in the Oracle Applications Revised October 2017

Find Previous Requests Find Prior Requests				
Find Program - Run Financial Statement G	enerator	Find	Clear	
Select the Number of Days to View:	30			
Description	Parameters	Request Date	Request Id	
Program - Run Financial Statement Gener	1000, 50133, FSG-ADHOC-, G, GLLE, RIT,	08-SEP-2016	16357522	-
			;	
<u> </u>				
<u></u>				2
	1	J		
■. Recalculate Parameters		Cancel	ОК	

• Place your cursor in the "Parameters" field and make necessary changes

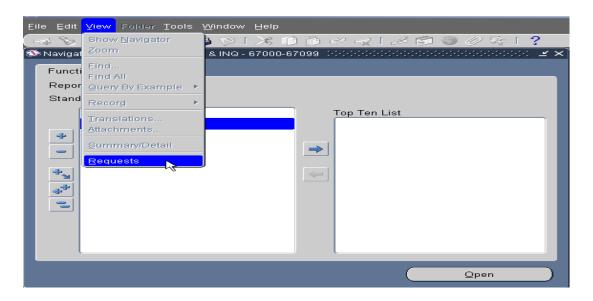
😑 Submit Request 🗆 🖓		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
 Run this Request 		
		Copy
Name	Program - Run Financial Statement Generator	
Operating Unit		
Parameters	RIT.RIT- Dept Statement.DEC-07.USD.Calculate Then RoundRIT -	Depart <u>î</u> nent Statement.I
Language	American English	
	Language Settings	Debug Options
At these Times		
Run the Job	As Soon As Possible	Schegule
- Upon Completion		
	☑Save all Output Files	
	·	
Layout		
Notify	Gatley, lan	Options
Print to	prctoD1_app	
Help (<u>C</u>)	Sub <u>m</u> it	Cancel

Example of changes:

- Click in the "Period" field.
- Click on the LOV field to the right of the "Period" field.
- Select "NOV-07" and click the "OK" button.
- Click on the "OK" button in the "Parameters" field.
- Submit the report for printing.

😑 Parameters - 000		\times second constant \times
Ledger	Dir.	-f T h h
-		ui rechnology
	RIT- Dept Statement	
Period	NOV-07	
Currency	USD	
Rounding Option	Calculate Then Round	
Segment Override		
Content Set	RIT - Department Statement	Test
Row Order	RIT - Dept Statement	
Display Set	RIT Dept stmt	
Output Option	Text	
Exceptions	No	
Level of Detail		
Date	31-DEC-2007	
	(4)	
		Cancel Clear Help

NOTE: To view prior requests from the Navigator screen click on the "View" menu and select "Requests". A "Find Requests" screen will open giving you the option to specify which request id you want to find or if you want to find all of your requests simply click the "OK" button.



NOTE: You can also change the order your requests display in the "Requests" screen by using the "Order By" field in the "Find Requests" screen. You can put them in order by Request ID, Name or by Requesting Start Date.

➡ Find Requests →→→→→→→→→→→	$\simeq 1000000000000000000000000000000000000$
●My Completed <u>R</u> equests	
●My Requests In <u>P</u> rogress	
O <u>A</u> ll My Requests	
Specific Requests	
Request ID	
Name	
Date Submitted	
Date Completed	
Status	
Phase	
Requestor	
)
	Include Reguest Set Stages in Query
Order By	Request ID
	Select the Number of Days to View: 7
Submit a <u>N</u> ew Requ	est <u>C</u> lear Find

The following screen shows the list of Request ID numbers in descending order

Ret	fresh Data	F	ind Requests			Sub <u>m</u> it a New Request
Request ID			Parent			~
	Name			Phase	Status	Parameters
2531307	Reprints output fro	m concu		Completed	Normal	2531300
2531306	RIT Account Analy	rsis - Suł		Completed	Normal	101, 1, RIT, 50133, , , DEC-0
2531301	Reprints output fro	m concu		Completed	Normal	2531300
2531300	RIT Account Analy	sis-(180		Completed	Normal	1000, 50133, 1, USD, T, N/A,
2531298	RIT Account Analy	sis - Sul		Completed	Normal	101, 1, RIT, 50133, , , DEC-0
2531297	RIT Account Analy	sis - Sul		Completed	Normal	101, 1, RIT, 50133, , , DEC-0
2531296	Compile Key Flexf	ields		Completed	Normal	K, SQLGL, GLLE, 50133
2531295	RIT Account Analy	sis-(180		Completed	Normal	1000, 50133, 1, USD, T, N/A,
2531294	Program - Generat	e Ledger		Completed	Normal	50133
2531237	RIT Account Analy	sis - Sul		Completed	Normal	101, 1, RIT, 50133, , , DEC-0
Hgi	d Request	V	/iew Details			View Output
Cano	cel Request		Diagnostics			View Log

Summary of Steps to Print an FSG Report from a Networked Printer

- 1. In the "Submit Request" screen click on the "Options" button.
- 2. To send an e-mail notification place your cursor in the "Name" field within the "Notify the following People:" section on the "Upon Completion" screen.
 - Click on the LOV field to the right of the "Name" field.
 - Type the employee's last name and a percent sign in the "Find" field.
 - Click on the "Find" button.
 - Select the employee's name from the reduced list of values.
 - Click on the "OK" button.
 - Repeat for as many employees that you want to e-mail.
- 3. To select a printer and number of copies place your cursor in the "Printer" field within the "Print the Output To:" section on the "Upon Completion" screen.
 - Click on the LOV field to the right of the "Printer" field.
 - If you know the printer's name, type it in the "Find" field (or part of it with a percent sign).
 - Click on the "Find" button.
 - Select the printer's name from the reduced list of values.
 - Click on the "OK" button.
 - The cursor will automatically tab to the "Copies" field. Enter the number of copies you want to print.
 - Repeat for as many printers as you need.
- 4. Click on the "OK" button. The Submit Requests screen reappears.
- 5. Click on the "Submit" button.
- 6. The "Requests" screen automatically opens with your request id highlighted in blue.
- 7. If the phase of your job is pending or running it will be highlighted in green until it is completed. If your job errors out it will be highlighted in red.
- 8. Follow along the row in which your request id appears to view its phase and status in the print queue. You must also check the request id for the "Financial Statement Generator" which is a second request generated by the first. This is the request that will create your report.
- 9. When the phase and status are "Completed" and "Normal" for the two jobs you can view the report online. Select the second request id and click on the "View Output" button.
- 10. To make your output screen larger click the maximize button in the upper right hand corner.
- 11. Use the scroll bar to scroll down and view the other pages in your report.
- 12. Close your output screen by clicking on the close box in the upper right corner.
- 13. You can submit a new request from the "Requests" screen by clicking on the "Submit a New Request" button. The "Submit a New Request" screen will open.
- 14. By clicking the "OK" button you will be taken to the "Submit Request" screen where you can create a new request or copy a previous request by clicking on the "Copy" button.

- 15. When you copy a previous request you can change the parameters (period, segment override, etc.) by clicking in the "Parameters" field. The parameters screen will open, allowing you to change the parameter values.
- 16. To view requests directly from the Navigator window click on the "View" menu and select "Requests".
- 17. The "Find Requests" screen will open. From there you can enter a specific request id to find, or change the order in which your requests display. Click the "OK" button to go to the "Requests" screen.

<u>Lesson 5: Request a Standard Report RIT Account Analysis -</u> <u>Subledger</u>

Directions: Request a Standard Report

Objective:

In this lesson you will learn how to create and run the "RIT Account Analysis – Subledger" report.

NOTE: This report provides the transaction detail for all of the object codes listed on your department and project statements for a period. Use this report to reconcile your monthly transaction detail and use the information as supporting documentation for all manual journal entries.

- At the "**RIT GL COS RPT & INQ 67000-67099**" Navigator screen, make sure "Reports" is highlighted.
- Click on "Open".

🏵 Navigator - RIT - GL - COS RPT & INQ - 67000-67099 🕬	2000000000000000000000 🗹 🗙
Functions Documents	
Reports	
Standard report submission	
+ Inquiry To	op Ten List
Reports	
+ Other Financial	
	<u>Open</u>

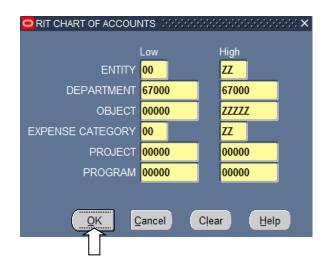
- Click on the LOV in the "Name" field.
- Select the "RIT Account Analysis Subledger" report.

	×
Find RIT%	
Name	Application
RIT Paid Expense Reimbursements By Dept	RIT AP Custo
RIT GL to AP Drilldown Check Detail	RIT GL Custo
RIT GL to AP Drilldown Check Detail XLS	RIT GL Custo
RIT Encumbrance Detail Report	RIT PO Cust
RIT Account Analysis - Subledger	Subledger Ac
RIT Account Analysis - Subledger EXPORT	Subledger Ac
	D
Eind QK Cancel	

• Enter the Accounting Period(s) you want to see transaction detail.

Parameters		×
Period From	JUN-15	
Period To	JUN-15	-

• Enter the Account information in the RIT CHART OF ACCOUNTS window then click the "OK" button.



NOTE 1: By entering values 00 - ZZ for the ENTITY, OBJECT, and EXPENSE CATEGORY, you are able to check to see if a transaction was posted to an incorrect combination. This creates a more efficient reconciliation.

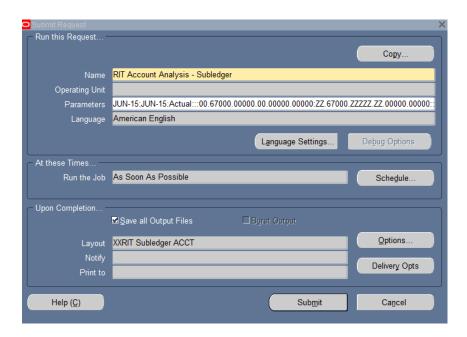
NOTE 2: This report will only provide summary information for payroll expenses. Detail is available by running the "Payroll Distribution Report". This report is only available to users who have a responsibility RIT - GL - RPT, INQ & PRL. For more information on running Payroll Distribution Reports, contact the **Payroll Office at ext**. **5-5580 or 5-6984**

Parameters Distribution		***************************************
Period From	JUN-15	
Period To	JUN-15	
Balance Type	Actual	
Budget Name		
Encumbrance Type		
Account Flexfield From	00.67000.00000.00.00000.00000	
Account Flexfield To	ZZ.67000.ZZZZZ.ZZ.00000.00000	
Journal Source		-
Journal Category		
First order by	Department	RIT Department
First order by subtotal	Yes	
Second order by	Project	RIT Project
Second order by subtotal	Yes	
Third order by	Object	RIT Object
Third order by subtotal	Yes	
Sunnlier	 Antoniona 	
		Clear Help

• Click on the "OK" button to open the "Submit Request" window.

NOTE 3: The PDF, HTML or Excel formats can be used to view and print this report. The right one to choose depends on personal preference and reporting needs. PDF is the default format. If this is your choice then skip this step and submit your report.

- From the "Submit Request
- Click on the "Options" button.



- Click in the "Format" column of the "Layout" section.
- Click on the LOV field.
- From the drop down list select either Excel or HTML

Template Name	Template	Language	Format	For Language	
XXRIT Subledger ACCT	English		PDF	AMERICAN	
	I	Format Type LOV			
	Ī				
		Find <mark>%</mark>			
		Format			
lotify the following people:		EXCEL			
		FO			
Name		HTML			
		PDF			
		RTF			
		1			
Print the Output To:					
Printer	Сорі				
		a			
				QK Cance	

• Click the "OK" button in the "Upon Completion..." window to submit to the "Submit Request" window.

Template Name	Template La	nguage	Format	For Language
XXRIT Subledger ACCT	English		EXCEL	AMERICAN
	•			
				Preview
				Freglew
otify the following people: -				
Name		For Language		
rint the Output To:				
			Style A4	1
Printer	Copies	For Language		
Finter	Copies	T OF Language	_	
		1		
		<u></u>		
		1		

• From the Submit Request Window click on the "Submit" button.

Upon Completion	⊠ <u>S</u> ave all Output Files	□Burst Output	
Layout	XXRIT Subledger ACCT		Options
Notify Print to			Delivery Opts
Help (<u>C</u>)		Submit	Cancel

- Click the "Refresh Data" button.
- Once the report is "Completed", click on the "View Output" button

Requests 355	esh Data	F	Find Requests		Succession	bmit a New Request
Request ID Parent						
	Name			Phase	Status	Parameters
2530553	RIT Account Analy	∕sis - Suł		Running	Normal	101, 1, RIT, 50133, , , DEC-07 📤
2530552	RIT Account Analy	∕sis - Suł		Completed	Terminated	101, 1, RIT, 50133, , , DEC-07
2530476	RIT- Dept Stateme	ent (Finar		Completed	Normal	1000, 50133, FSG-ADHOC-, G 🖉
2530475	Program - Run Financial St			Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530472	RIT- Dept Statement (Finar			Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530471	Program - Run Financial St			Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530470	RIT- Dept Stateme	ent (Finar		Completed	Cancelled	1000, 50133, FSG-ADHOC-, G
2530469	Program - Run Fir	ancial St		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530468	RIT- Dept Stateme	ent (Finar		Completed	Normal	1000, 50133, FSG-ADHOC-, G
2530467	Program - Run Financial St			Completed	Normal	1000, 50133, FSG-ADHOC-, G
Hold Request View Details					View Output	
Cance	l Request		Diagnostics			View L

Below is an excerpt from the report you just ran.

RIT		Ac	count Anal	ysis With Su	bledger Detail	I		Repo	nt Date: 12- Page: 1 o	•	6
To Accour	at: 00.67000.50000.00.00000.00000 at: 99.67000.99999.99.00000.00000 >> SEQUENCE her: :	Per Bal		EC-07 ctual	Budget / Er	To: ncumbrance:	DEC-07	First Ord Second Ord Third Ord	er By: Pro	partme ject ject	ent
Batch Name	Account	GL Date	Trading Part	ner	Trans Num	ADJ / PO	Category	Debit	Ci	redit	Line Descr / Commitment
152SFS1208-01 SFS 2327456	01.67000.59000.00.00000.00000	Dec 8, 2007					INTERNAL BATCHES	40.00			STUDENT ACCOUNT ADJUSTMEN
Subtotal	Department 67000	Project	00000	Object	59000			40.00		0.00	
Batch Name	Account	GL Date	Trading Part	ner	Trans Num	ADJ / PO	Category	Debit	C	edit	Line Descr / Commitment
100FLC1231-01 FCOX 235456	01.67000.63184.00.00000.00000	Dec 31, 2007					SME CHARGEBA CK	15,417.00			SME 65 COS Computer Casca
100FLC1231-01 FCOX 235456	01.67000.63184.00.00000.00000	Dec 31, 2007					SME CHARGEBA CK	21,250.00			SME 59 COS-COLLEGE CAPITA
Subtotal	Department 67000	Project	00000	Object	63184			36,667.00		0.00	

Below is an example of payroll entries (note the "Line Descr/Commitment" column)

	1	-		1					
Batch Name	Account	GL Date	Trading Partner	Trans Num	ADJ / PO	Category	Debit	Credit	Line Descr / Commitment
Payroll 2326818: A	01.67000.70050.25.00000.00000	Dec 14, 2007				Payroll	9,246.42	0.00	Journal Import Created
Payroll 2356309: A	01.67000.70050.25.00000.00000	Dec 31, 2007				Payroll	9,246.42	0.00	Journal Import Created
Subtotal	Department 67000	Project	00000 Object	70050			18,492.84	0.00	
Batch Name	Account	GL Date	Trading Partner	Trans Num	ADJ / PO	Category	Debit	Credit	Line Descr / Commitment
Payroll 2326818: A	01.67000.70100.25.00000.00000	Dec 14, 2007				Payroll	9,577.04	0.00	Journal Import Created
Payroll 2356309:	01.67000.70100.25.00000.00000	Dec 31, 2007				Payroll	9,577.04	0.00	Journal Import Created
A									

Summary of Steps to Request and Print the RIT Account Analysis – Subledger

- 1. In the Navigator screen, make sure "Reports" is highlighted. Click once on "Open". This will bring up the "Submit a New Request" screen.
- 2. Press the "OK" button to request a single request and open the "Submit Request" screen.
- 3. Click once on the LOV field to the right of the "Name" field. The Reports screen appears.
- 4. Click once on your selection, choosing one of the reports in the list of values.

RIT Account Analysis – Subledger

- The Parameters screen appears.
- With your cursor positioned in the ""Period From" field, click on the LOV field to the right of the "Period From" field.
- Click on the period you wish to start with.
- With your cursor positioned in the "Period To" field, click on the LOV field to the right of the "Period To" field.
- Click on the period you wish to end with
- Click on the "Account Flexfield From" field. In the "Chart of Accounts" window, enter the range of accounts you want to see the detail.
- Click on the "OK" button to populate the "Account Flexfield From" and Account Flexfield To" fields.
- Your cursor will move to the "First order by" field, which defaults to "Department".
- If you want to have the report sort and page break by project number, select "Project" from the LOV.
- The RIT Account Analysis Subledger report will not print from a networked printer.
- If running the RIT Account Analysis Subledger report you can change the report layout format by clicking on the "Options" button in the "Submit Request" window.
- In the "Layout" section place your cursor in the "Format" column and click on the LOV field to select a PDF, HTML or EXCEL format.
- Skip over the "Print Output To:" section and click on the "OK" button.

Lesson 6: Request a Standard Report <u>RIT Encumbrance Detail Report (XML)</u>

Objective:

In this lesson you will learn how to create and run the "RIT Encumbrance Detail Report. Use this report to reconcile your open purchase orders monthly.

NOTE: You must reconcile all open Purchase Orders on a monthly basis.

- At the "**RIT GL COS RPT & INQ 67000-67099**" Navigator screen, make sure "Reports" is highlighted.
- Click on "Open"

😻 Navigator - RIT - GL - COS RPT & INQ - 67000-67099 🛛 ১৯১৯ ১৯৯৬ ১৯৯৬ ১৯৯৬ ১৯৯৬ ১৯৯৬ ১৯৯৬ 🗹 🤉	×
Functions Documents	
Reports	
Standard report submission	
+ Inquiry Top Ten List	
Reports	
😛 🕂 Other	
Financial	
₩ (+)	
<u>Open</u>	

• In the "Submit a New Request" the "Single Request" option should be selected. Click on the "OK" button.

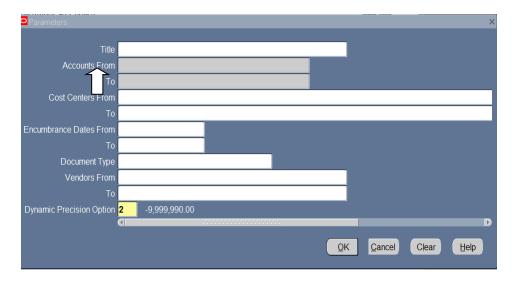


Oracle Training: Performing Inquiries and Requesting Reports in the Oracle Applications Revised October 2017

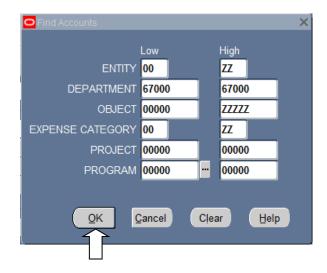
• Select the "RIT Encumbrance Detail Report" from the list of reports and click the "OK" button once

	X
Find <mark>%</mark>	
Name	Applicati
Trial Balance - Additional Segment Detail	General
Trial Balance - Detail	General
Encumbrance Detail Report	Purchas-
RIT Paid Expense Reimbursements By Dept	RIT AP C
ITS Chargeback Employee Detail Report	RIT GL (
ITS Chargeback Student Detail Report	RIT GL (
RIT GL to AP Drilldown Check Detail	RIT GL (
RIT GL to AP Drilldown Check Detail XLS	RIT GL (
RIT Encumbrance Detail Report	RIT PO (
RIT Encumbrance Detail Report (XML)	RIT PO (
RIT Account Analysis - Subledger	Subledg
RIT Account Analysis - Subledger EXPORT	Subledg
(1)	
Eind QK Cancel	

• Click on the "Accounts From" field



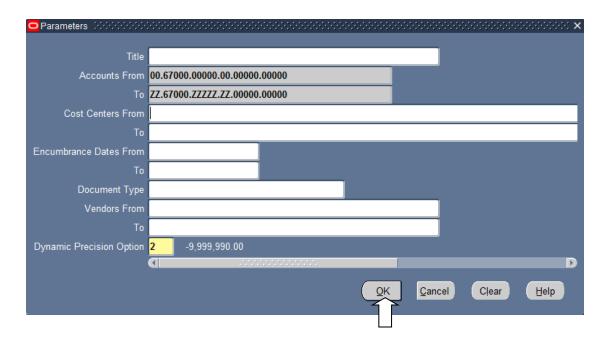
- Enter the following account information in the "RIT Chart of Accounts" Window
- Click "OK"



NOTE 1: <u>You must enter account information</u> otherwise you will receive an open PO report for the entire Institute.

NOTE 2: Since Procurement Services and Account Payables enter and pay Purchase Orders on a daily basis, <u>do not enter Encumbrance Date information</u>. The purpose of the RIT Encumbrance Detail Report is to allow you to view the most recent Purchase Order information.

• Click the "OK" button to submit the report



• Click the "Submit" button once

Submit Request		×
Run this Request		
		Сору
Name	RIT Encumbrance Detail Report (XML)	
Operating Unit	Rochester Institute of Technology	
Parameters	:01.67000.73000.00.00000.00000:01.67000.89999.99.00000.00000	2
Language	American English	
	Language Settings	Debug Options
		Depug Options
─ At these Times —		
Run the Job	As Soon as Possible	Sche <u>d</u> ule
]
- Upon Completion]
	Save all Output Files	
Layout	RIT Encumbrance Detail Report (XML)	Options
Notify		
Print to	noprint	Delivery Opts
Help (<u>C)</u>	Sub <u>m</u> it	Ca <u>n</u> cel
h		

• Click on the "View Output" button

Refre	esh Data	F	Find Requests	;	Su	ıb <u>m</u> it a New Request
Request ID			Parent			
	Name			Phase	Status	Parameters
16572459	RIT Encumbrance	Detail Re		Completed	Normal	, 50133, 00.67000.73000.00.0
16572456	RIT Encumbrance	Detail Re		Completed	Terminated	, 50133, , , , , , , , , , 2
16572451	RIT Account Analy	vsis - Sut		Completed	Normal	101, 1, RIT, 50133, , , DEC-07
16572397	RIT Load Training Data			Completed	Normal	RIT_Training_Data.csv, 101, Y
16572390	RIT Load Training Data			Completed	Error	RIT_Training_Data.csv, 101, Y
16572381	RIT Load Training Data			Completed	Error	RIT_Training_Data.csv, 101, Y
16572380	RIT Load Training	Data		Completed	Error	RIT_Training_Data.csv, 101, Y
16572358	RIT Load Training	Data		Completed	Error	RIT_Training_Data.csv, 101, Y
16572357	RIT Load Training	Data		Completed	Error	RIT_Training_Data.csv, 101, Y
16569626	General Ledger A	counting		Completed	Normal	SH, 1002575, N
Hold	Request	١	/iew Detail <u>s</u>			View Output
						- イ
Cance	el Request		Diagnostics			Vie bg

• Select "File" -> "Print

Oracle Training: Performing Inquiries and Requesting Reports in the Oracle Applications Revised October 2017

	/iew Favorites Tools Help ert 🕶 🔂 Select						
RIT			RIT Encumbrance Detail	s Report	Report Date:	10-AUG-2015 10:13	Â
	Report	Parameters					E
	Cost Cer Encumbrance 1 Ve:	To: nters From: To: Dates From: To: ndors From: To:	01.67000.73000.00.00000.0000 01.67000.89999.99.00000.0000				
RIT	Doe	ument Type:	RIT Encumbrance Detail	s Report		10-AUG-2015 10:13 2 of 7	
PO# - Release	Name S		Date Line Shipment Distribution		Entered Amount		
					Entered Amount 619.02		

NOTE: There are two other versions of this report available to you: (1) The **"Encumbrance Detail Report"** shows the P.O.# and encumbrance information but **does not provide the name of the vendor**, (2) **"RIT Encumbrance Detail Report"** is the same report as the "XML" version but the default output is PDF.

Summary of Steps to Request and Print the RIT Encumbrance Detail Report (XML)

- 1. In the Navigator screen, make sure "Reports" is highlighted. Click once on "Open". This will bring up the "Submit a New Request" screen.
- 2. Press the "OK" button to request a single request and open the "Submit Request" screen.
- 3. Click once on the LOV field to the right of the "Name" field. The Reports screen appears.
- 4. Click once on your selection, "RIT Encumbrance Detail Report (XML)"
- 5. In the "Parameters" window, enter the account parameters using the "Chart of Accounts" located in the "Accounts From" and "To" fields ****Do not enter any other parameter information.**
- 6. Click on OK to submit the report for printing
- 7. Click once on "View Output" once the report has generated.
- 8. Print and/ or save the file.

Options

Choose either the **"Encumbrance Detail Report"** or the **"RIT Encumbrance Detail Report"** to print directly through the Oracle print network

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Summary

This ends the practice exercises. You have covered all of the available options when using Oracle Financial Applications to make an account inquiry and to request and print department or project statements and selected standard reports. If you have any questions, ask the instructor now.

Please contact the Senior Staff Accountant/ Outreach Specialist at ext. 52237 for all questions related to running FSG and Standard reports.

Appendix: Oracle FSG Reports

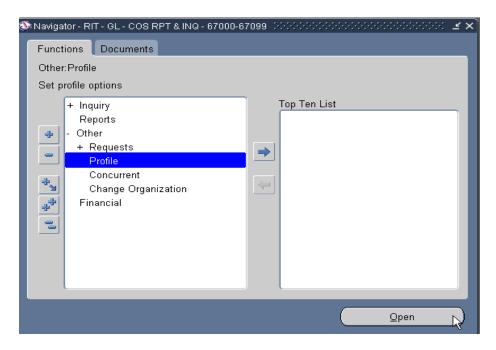
Report Name	Description	Purpose
RIT– DEPT STATEMENT (USE FOR ALL RIT DEPARTMENTS WHEN PROJECT = 00000) CAPITAL EQUIPMENT	Current fiscal YTD & PTD Permanent & Working Budget, Encumbrance and Actual totals for revenue and expense categories in RIT operating accounts (project = 00000). YTD & PTD Encumbrance and Actual totals for Capital Equipment	To give department managers a high- level view of their current YTD RIT operating account expenditures as compared to their Permanent & Working budget at a given point in time. To give department managers a high- level view of their Capital Equipment
STATEMENT (USE FOR ALL DEPARTMENTS WHEN PROJECT = 84200 or 84370)	Accounts.	account expenditures at a given point in time.
RIT PLANT FUND CAPTAL- PROJ (USE FOR ALL DEPTS WHEN PROJECT = 82000 - 83999 & 85000 - 89999	PTD, YTD & PJTD (project-to- date), Actual totals for revenue and expense categories in Capital projects.	To give department managers a high- level view of only their department's Capital project expenditures, not to be used with Physical Plant departments.
SPA GRANTS STATEMENT (USE FOR ALL DEPARTMENTS WHEN PROJECT = 30000-39999)	PJTD & PTD Budget, Encumbrance and Actual totals for Grant/Contract projects.	To give Principal Investigators a high-level view of their grant/contract expenditures as compared to their budget at a given point in time.
OTHER PROJECTS STATEMENT (USE FOR ALL DEPARTMENTS WHEN PROJECT = 10000-79999, EXCLUDING 30000-59999)	YTD & PTD Budget, Encumbrance, and Actual totals for Special Projects, Designated Funds, Gifts, and Endowment Earnings projects.	To give department managers a high- level view of their Special Projects, Designated Funds, Gifts and Endowment Earnings projects at a given point in time.
NTID – DEPT STMT (USE FOR DEPARTMENTS 40000-49999, WHEN PROJECT $02000 \ge 03099$)	FY 2XXX YTD & PTD Budget, Encumbrance, and Actual totals for Revenue and Expense categories in NTID Operating accounts.	To give NTID department managers a high-level view of their current YTD operating expenditures as compared to their budget at a given point in time.
IT– AUX STMT (USE FOR ALL DEPARTMENTS 20000-29999 WHEN PROJECT = 00000)	Current fiscal YTD & PTD Permanent & Working Budget, Encumbrance, and Actual totals for revenue and expense categories for Auxiliary Departments. Benefits and ITS charges are not broken out separately.	To give department managers a high- level view of their current YTD Auxiliary account expenditures as compared to their Permanent & Working budget at a given point in time.
AGENCY PROJECT STATMENT (USE FOR ALL DEPARTMENTS WHEN PROJECT = 90000-99999)	YTD & PTD Budget, Encumbrance, and Actual totals for Agency Fund projects.	To give department managers a high- level view of their Agency Fund project expenditures at a given point in time.
HIERARCHICAL REPORT (USE FOR ALL RIT DEPARTMENTS WHEN PROJECT = 00000)	YTD Budget and Actual totals by revenue and expenses for RIT operating accounts by college or division.	To give Deans and Division heads a high-level view of their RIT operating revenue and expense categories for departments reporting in their college or division.

Appendix: Ora	cle Standard Reports
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Report Name	Description	Purpose
RIT Account Analysis - Subledger	Detail of-transactions by period, sorted by department or project then by object code. There is a page break after each department or project depending on the sort order.	To provide additional information regarding revenue payments received and payments made to suppliers including supplier name and invoice number.
General Ledger – Detail	Detail of account activity by period, including beginning and ending balance for each 24-digit account number.	To provide detail information for asset and liability account reconciliations.
Journals – General (180 Char)	Detail of all journal entries within a batch in journal entry number order.	To provide journal entry detail to assist with account reconciliations.
Encumbrance Detail Report	Detail of encumbrance activity by a range of dates, for a range of accounts and vendors.	To provide encumbrance detail information on open Purchase Orders to assist with account reconciliations.
RIT Encumbrance Detail Report	Detail of encumbrance activity by a range of dates, for a range of accounts and vendors.	To provide encumbrance detail information on open Purchase Orders (including Vendor Name) to assist with account reconciliations.
ITS Chargeback Employee Detail Report	ITS Chargeback detail including employee name, FTE and payroll date by account number.	To provide detail information for ITS Chargebacks to assist with account reconciliations.
ITS Chargeback Student Detail Report	ITS Chargeback detail including student id, FTE and college program code by dept number.	To provide detail information for ITS Chargebacks to assist with account reconciliations.

TIP #1: How to Default Your Printer Name

1. In the Navigator screen double click on the "Other" menu option, and then on "Profile".



2. Under the "View / Query By Example" menu click on "Enter".

Show <u>N</u> avigator rson Zoom		1 🛃 🦽 🗐 🥘 🧷 🤅 Notestatestatestatestate	-
Eind rofile Find All	Default ∨alue	User Value	
Query By Example			
Record	, Run 😼 Cancel		
Iranslations Attachments	Show Last Criteria Count Matching Records		
Summary/Detail			
Requests			j

3. In the "Profile Name" field type "Prin%".

으 Personal Profile Values - 2000/2000/2000/2000/2000/2000/2000/20				
_ Profile Name	Default ∀alue	User Value		
Prin%				
			┛┛┛	

4. Under the "View / Query By Example" menu click on "Run".

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	Show <u>N</u> avigator	🌢 🖗 i 🔀 🕩 🎁 🤌	🖂 🎜 🗐 🕘 🖉 🚑 🤶
Person	Zoom		
Profile		Default Value	User Value
Prin%	Query By Example 🔸	Enter	^^
	Recor <u>d</u>	Run Cancel	
	Translations Attachments	Show Last Criteria	
i —	Summary/Detail		
	<u>R</u> equests		
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- 5. Place the cursor in the first field in the "User Value" column.
- 6. Click on the "List of Values" field to the right of the "User Value" field. Select your Printer's name from the list.

Profile Name	Default ∀alue	User Value
Printer	noprint	I I

nd <mark>prcto%</mark>		
Printer	Туре	Desci
prcto01	RITHP4UP	Bidg f
prcto01_app	RITHP4UP	Bidg (
prctoO2_app	RITHP4UP	Bidg '
prctoO3_app	RITHP4UP	Finan
prctoO4_app	RITHP4UP	F&A/C
prctoO5_app	RITHP4UP	Contr
prcto11_app	RITHP4UP	Contr
prcto12_app	RITHP4UP	Contr
prcto13_app	RITHP4UP	08-33
prcto14_app	RITHP4UP	Eastn
prcto16_app	RITHP4UP	F&A C
(****	

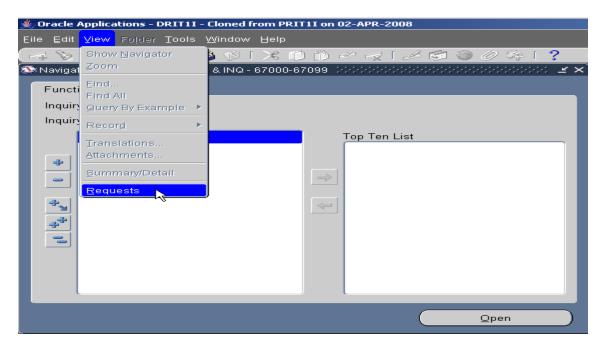
7. Click on the "Save" icon on the tool bar to save the settings.

Personal Profile Values (22)			7
Profile Name	Default Value	User Value	
Printer	noprint	prcto01_app	Ľ
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TIP #2: Reprint Function

- 1. Occasionally you may want to reprint a report that you recently requested.
- 2. In the Navigator screen click on the "View" menu and select "Requests" to go to the "Requests" screen.

NOTE: this process is only for reports that print through the Oracle print network.



3. When the "Find Requests" screen opens click the "Find" button.

Find Requests D-D-D-D-D-D-D-D-D	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
■My Completed Requests	
Solution State	
OAll My Requests	
Specific Requests	
Request ID	
Name	
Date Submitted	
Date Completed	
Status	
Phase	
Requestor	
	Include Reguest Set Stages in Query
Order By	Request ID
	Select the Number of Days to View: 7
Submit a <u>N</u> ew Reque	est <u>C</u> lear Find

4. In the "Requests" screen select the request id you want to reprint, click on the "Tools" menu and select "Reprint".

Eile ⊑dit ⊻iew	Folder <mark>Tools</mark> Win	tow Help				
🖂 💊 🕓 ।	🖉 🍇 Managers	0) 🎁 💋 🤯	🧀 😒 () / if (?
⊇ Requests 🕬	Reprint/Rep	ublish.				
Refresh Data		Find	Find Requests		9	Submit a New Request
Request ID		Pa	arent			
	Name		Ph	ase	Status	Parameters
2437283	RIT- Dept Stateme	ent (Finar	Cor	npleted	Normal	1000, 50133, FSG-ADHOC-, G
2437282	Program - Run Fir	ancial St	Cor	npleted	Normal	1000, 50133, FSG-ADHOC-, G
2437271	RFA GRANTS ST	ATEMEN	Cor	npleted	Normal	1000, 50133, FSG-ADHOC-, G
2437270	Program - Run Financial St		Cor	npleted	Normal	1000, 50133, FSG-ADHOC-, G
2437263	RIT- Dept Statement (Finar		Cor	npleted	Normal	1000, 50133, FSG-ADHOC-, G
2437262	Program - Run Financial St		Cor	npleted	Normal	1000, 50133, FSG-ADHOC-, G
l						
l						
l						
Ī						
Hgld	Hold Request		w Detail <u>s</u>			View Output
Cance	Cancel Request		agnostics			View Log

5. The "Republish and Reprint Request" window will open in a new browser window.

Republish and Repring	nt Request - Microsoft	Internet Explorer		_ _ _ _ _
File Edit View Favo	orites Tools Help			an a
🕞 Back 👻 🕤 👻 🖪	🔹 🛃 🏠 🔎 si	earch 🤶 Favorites 🙆 🔗 - 🍯) 🖂 🔜 🎎 🦓	
Address 🙆 https://r12te	stbiz.rit.edu/OA_HTML/RF	.jsp?function_id=1016998&resp_id=545958	resp_appl_id=101&security_group_id=0&lan	g_code=US¶ms=K1z9dN8R4v💌 🎅 Go 🛛 Links 🌺
R·I·T		Concurrent Processing		
Republish and Rep		Financial Statement Generator 2437283		Apply Cancel Jame RIT- Dept Statement (Financial Statement Generator) Date 03-Mar-2008 15:45:03
Republish				
Printer				
	prcto01 RITFSGland			
				Apply Cance!
Privacy Statement	:	Preferences H	elp Close Window	Copyright (c) 2006, Oracle. All rights reserved.

6. If you selected a printer when you originally submitted this request, it will show in the "Printer" field. If not or if you want to change the printer click on the LOV button to the right of the "Printer" field.

R·I·T	Concurrent Processing	Contract of
Republish and Reprint Request Program Name Request ID	Financial Statement Generator 2437283	Apply Cancel RIT- Dept Statement (Financial Statement Generator) 03-Mar-2008 15:45:03
Republish		
Printer Printer Printstyle RITFSGland Copies		
		Apply Cancel
	Preferences Help Close Window	
Privacy Statement		Copyright (c) 2006, Oracle. All rights reserved.

7. The "Search and Select: Printer" window will open. In the "Search" section type in the first few letters of the printer name you want to find, and put a "%" sign after, then click on the "Go" button.

🎒 Search and	Select List of Values - Microsoft Internet Explorer			
Search an	d Select: Printer			
			Cancel	Select
Search				
To find vo	ur item, select a filter item in the pulldown list and er	ter a value in the text fie	eld, then select the "Go" button.	
	Printer v prcto%		,	
Results				
Select	Quick Select	Printer	Description	
	No search conducted.			
			Cancel	Select
			Cancei	Select
•				•
ど Done			🕒 🚺 🗋 🔁 Local	intranet /

8. A list of printers will show in the "Results" section. Click in the "Select" column to the left of the printer name you want to select. Click on the "Select" button in the upper right hand corner of the screen.

	and Select List of and Select: Prin		: Internet Explorer
Search	1		
	By Printer 💌 p		e pulldown list and enter a value in the text field, then select the "Go" button. Go
Select	s Quick Select	Printer	Description
0	B	prcto01	Bldg 13 (trailer) near secretary and coffee
0		prcto01_app	Bldg 01-6025
0		prcto02_app	Bldg 13 (trailer) near Bob HPLJ 4000TN
0		prcto03_app	Finance and Administration/FAST
0	E	prcto04_app	F&A/Controller's Office 01/6025
0		prcto05_app	Controller's Office
		prcto11_app	Controllers Office, Toshiba eStudio 600 MFC
· O		prcto12_app	Controller's Office Ricoh Aficio 2045
\checkmark		prcto13_app	08-3330
0	1	prcto14_app	Eastman - Controllers Office, 6th floor, TOSHIBA e-STUDIO600
			Local intranet

9. In the "Republish and Reprint Request" window press the Tab key four times to tab to the "Copies" field. Enter the number of copies you want to print.

Republish and Reprint Request	
Program Name Financial Statement Generator Request ID 2437283	Apply Cancel RIT- Dept Statement (Financial Statement Generator) 03-Mar-2008 15:45:03
Republish	
Printer	
Printer prcto12_app Print Style RITFSGland Copies 1	
	Apply Cance!
Preferences Help Close Window Privacy Statement	Copyright (c) 2006, Oracle. All rights reserved.

10. Click on the "Apply" button.

R·I·T	Concurrent Processing	
Republish and Reprint Request		
Program Name Request ID	Financial Statement Generator 2437283	Apply Cancel Request Name RIT- Dept Statement (Financial Statement Generator) Completion Date 03-Mar-2008 15:45:03
Republish		
Printer		
Printer prcto12_app	Q.	
Print Style RITFSGland	Q.	
Copies	1	
		Apply
Privacγ Statement	Preferences Help Close Window	Copyright (o) 2006, Oracle. All rights reserved.

11. To confirm your reprint request, click on the "OK" button in the "Republish" section.

R ·I·T		Concurrent Processing			
Confirmation Your request for Re		has been scheduled. The Request ID is	: 2437534		
		Financial Statement Generator 2437283		RIT- Dept Statement (f Statement Generator) 03-Mar-2008 15:45:03	
	prcto12_app RIT-FSG-Landsca 1	pe			
Privacy Statement		Preferences Help	p Close Window	Copyright (o) 2006, Dracle. A	Il rights reserved.

12. The "Republish and Reprint Request" window will not close automatically. Click on the "Close Window" link at the bottom of the page to close this window.

R·I·T		Concurrent Processing		Contractory of the local distance of the loc	
					-
Republish and Reprint	Request				-
	Program Name Request ID	Financial Statement Generato 2437283),	OK RIT- Dept Statement (Financial Statement Generator) 03-Mar-2008 15:45:03	
Republish					
Printer					
	prcto12_app RIT-FSG-Landsca 1	pe			
			\frown	OK]
Privacy Statement		Preferences	Pelp <u>Close Window</u>	Copyright (c) 2006, Oracle. All rights reserve	d.

TIP #3: How to Schedule a Report

1. To schedule a report to run at a designated time click on the "Schedule" button in the "Submit Request" screen when requesting the report.

Submit Request → → → → → → → → → → → → → → → → → → →	***************************************	××
	Сору	
Name	Program - Run Financial Statement Generator	
Operating Unit		
Parameters	RIT.RIT- Dept Statement.DEC-07.USD.Calculate Then Round.\.01\.67000\.\.\.00000\.0000	0.
Language	American English	
	Language Settings Debug Options	
At these Times		
Run the Job	As Soon As Possible Schedule	
		13
- Upon Completion		
	⊠Save all Output Files	
Layout		
Notify	Gatley, Ian Options	
Print to	prcto01	
Help (<u>C</u>)	Sub <u>m</u> it Cancel	

- 2. The "Schedule" screen will open giving you the option to run the job:
 - As Soon as Possible right away
 - Once You pick a date and time for the report to run only once.

Schedule 3000000000000000000000000000000000000	\sim
Apply a Sayed Schedule	
C Run the Job	
⊙As Soon as Possi <u>b</u> le	Run At 04-MAR-2008 14:43:07
© O <u>n</u> ce	
●Periodically	
O≜dvanced	
□ Save this schedule	
Help	QK Cancel

• Periodically – Select a start and end date, how often you want the report rerun (monthly, weekly, daily, hourly or once every minute), and if you want the report to start at the same time as the previous one or at the time the previous

one ended. If your request contains date parameters, you can choose "Increment date parameters each run" to have the value for that parameter be adjusted to match the resubmission interval. For example, if the value for the parameter is 25-DEC-2007 07:00:00 and your interval is monthly, the parameter is adjusted to 25-JAN-2008 07:00:00 for the next submission.

Apply a Sayed Scho	edule	
Run the Job DAs Soon as Possi <u>b</u> le DOnce Deriodically DOn Specific Days DAdvanced	End At	08 14:43:07 ank to run indefinitely Month(s) Week(s) Day(s) Hour(s) Minute(s)
Save this schedule	●From the Completion of the pri	

• On Specific Days – You can pick multiple dates within a month or the same days every week for a designated time frame.

Coschedule Distriction of the Schedule		-0-0-0-0-0-	0-0-0-0-0		-0-0-0-0-		0.0000	×
Apply a Sayed Schedule.		_	_		_		_	
Run the Job ●As Soon as Possi <u>b</u> le ●O <u>n</u> ce	Start End Dates o	At 📃			1:43:07			
● <u>P</u> eriodically ● On Specific <u>D</u> ays ● <u>A</u> dvanced	1 8 15	2 9 *16	3 10 17	4 *11 18	5 12 19	6 13 20	7 14 21	
	22 29	23 30	24 31	25	*26 Last	27 Day	28	
	Days o	f Every	Week	:				
	S	M	Т	W	Т	F	S	
⊒l <u>S</u> ave this schedule	Increment date	parame	eters e:	ach rur				
Help					<u>o</u> k K		<u>C</u>	ancel

• You can use a schedule that already exists by clicking on the "Apply a Saved Schedule" button and picking from a list of values to use a pre-defined schedule.

OSchedule		×
Apply a Sayed Schedule		
	Pre-defined Schedules (Mithiable)	
CRun the Job	Find %	
⊙ As Soon as Possi <u>b</u> le		
● O <u>n</u> ce	Schedule Name	Description
-	15WDOM	Last Weekday on or befor
 Periodically 	5dywk	Mon - Fri 6 am
● On Specific <u>D</u> ays	AMS Stage III Rollup	
 Advanced 	Acct Analysis Proj	Grants analysis
	DAILY Dailed CO Load	Every evening at 11:59 pm
	Daily LCC Load Fill Empl Hier	Daily run
	Grant	Daily run
	LCC_Lenel_Library	Will load lcc data, create L
		Last Weekday
	Lenel_Lib every day	Loads LCC, export Library
Save this schedule	Library Interface	weekly update for RIT Libr
	NTID Rollup	
Help	Eind	<u></u>

Appendix 2: Additional Reference Information (Controller' Website)

Month-End Closing Schedule

Monthly Closing Schedule

Oracle Financial Applications FAQs https://www.rit.edu/fa/controller/oracle

Oracle Training https://www.rit.edu/fa/controller/content/training

Single Sign-On and MFA (Multi-factor Authorization) https://www.rit.edu/security/content/mfa-multi-factor-authentication