

Scheduling Account Analysis Report

1. From the navigator select "Scheduled Processes"

The screenshot shows the Oracle Navigator interface. The top bar contains the Oracle logo and a hamburger menu icon. Below the bar, the word "Navigator" is displayed. The main area is divided into several columns of menu items, each with a category header and a list of sub-items. The "Tools" category on the right side includes "Scheduled Processes", which is highlighted with a red rectangular box. Other categories include Sales, Receivables, Product Management, Payables, Projects, Grants Management, General Accounting, Budgetary Control, Financial Reporting Center, Customer Data Management, Payroll, My Team, About Me, Directory, Social, Getting Started, My Dashboard, Marketplace, Setup and Maintenance, and Procurement.

2. Click Schedule New Process

The screenshot shows the Oracle "Scheduled Processes" page. The top bar contains the Oracle logo and a hamburger menu icon. Below the bar, the text "Scheduled Processes" is displayed. The page is divided into sections: "Overview" with a "Search" button, "Search Results" with "View" options (Flat List and Hierarchy), and a list of actions. The "Schedule New Process" button is highlighted with a red rectangular box. Other buttons include "Resubmit", "Put On Hold", "Cancel Process", "Release Process", and "View Log".

3. Click drop down arrow next to Name

Schedule New Process

Type Job Job Set

Name



Description

OK

Cancel

4. Click on Search

Schedule New Process

Type Job Job Set

Name

Description

Transfer Costs to Cost Management	Transfers cost information from Oracle F...
Payables Open Items Revaluation ...	Lists changes in the value of open items ...
Validate Payables Invoices	Checks the matching, tax, period status,...
Import Payables Invoices	Creates Oracle Fusion Payables invoice...
Import Payables Invoices Report	Provides information about imported Ora...
Update Supply Chain Financial Flo...	Sends the list of invoices processed by t...
Payables Invoice Aging Report	Lists unpaid invoices according to the sp...
Payables Invoice Register	Provides detailed information about invo...
Payables Payment Register	Provides detailed information about pay...
Payables Period Close Exceptions ...	Lists exceptions that prevent closing the...

[Search...](#)

73154
73152
73146
73132

5. Enter "Account Analysis Report" in the Search box next to Name and click Search

Search and Select: Name ✕

Search Basic

Name

Search Reset

Name	Descript
Transfer Costs to Cost Management	Transfers
Payables Open Items Revaluation ...	Lists char
Validate Payables Invoices	Checks th
Import Payables Invoices	Creates O
Import Payables Invoices Report	Provides ii
Update Supply Chain Financial Flo...	Sends the
Payables Invoice Aging Report	Lists unpa
Payables Invoice Register	Provides c

OK Cancel

6. Click on the Account Analysis Report in the name section and then click ok

Search and Select: Name ✕

Search Basic

Name

Search Reset

Name	Description
Account Analysis Report	Details Oracl
Average Balance Audit Account An...	Details accou
General Ledger and Subledger Acc...	Prints accou

OK Cancel

7. Click ok once the Account Analysis Report appears in name section

Schedule New Process

Type Job Job Set

Name

Description Details Oracle Fusion General Ledger account balance changes using subledger journal entry information.

8. Enter parameters similar to below (change Subledger Application to blank for GL)

Process Details

Name Account Analysis Report Print output

Description Details Oracle Fusion General Ledger account ba... Notify me when this process ends

Schedule As soon as possible Submission Notes

Parameters

Subledger Application

* Ledger Rutgers Ledger

* From Accounting Period OCT-17

* To Accounting Period OCT-17

Balance Type Actual

Encumbrance Type

Include Accounts With No Activity No

Account 0 Filter Conditions Defined

9. Click on the Filters icon at the bottom (see below)

Process Details

Process Options **Advanced** **Submit** **Cancel**

Name Account Analysis Report Print output

Description Details Oracle Fusion General Ledger account ba... Notify me when this process ends

Schedule As soon as possible **Submission Notes**

Parameters

Subledger Application

*** Ledger** Rutgers Ledger


*** From Accounting Period** OCT-17

*** To Accounting Period** OCT-17

Balance Type Actual

Encumbrance Type

Include Accounts With No Activity No

Account 0 Filter Conditions Defined 

10. Add filters as necessary (ex. Unit/Div/Org) by clicking on the Add Fields drop down arrow and entering the desired COA segment value. Continue to click on add fields and enter values as needed.

Process Details

Process Options **Advanced** **Submit** **Cancel**

Name Account Analysis Report Print output

Description Details Oracle Fusion General Ledger account ba... Notify me when this process ends

Schedule As soon as possible **Submission Notes**

Parameters

Subledger Application


*** From Accounting Period** OCT-17

*** To Accounting Period** OCT-17

Balance Type Actual

Encumbrance Type

Include Accounts With No Activity No

Account 0 Filter Conditions Defined 

Account

No search filters

- Account
- Activity
- Business Line
- Division
- Fund Type
- Future
- IntraUnit
- Location
- Organization
- Unit**

11. Click ok after adding filters

Process Details

The screenshot shows the 'Process Details' dialog box for 'Account Analysis Report'. The 'Advanced' tab is selected. A modal window titled 'Account' is open, showing filter criteria: Unit (Equals, 100), Division (Equals, 3710), and Organization (Equals, 4104). The 'OK' button in the modal is highlighted with a red box. The background dialog shows 'Process Options', 'Advanced', 'Submit', and 'Cancel' buttons. The 'Name' is 'Account Analysis Report', 'Description' is 'Details Oracle Fusion General Ledger account ba...', 'Schedule' is 'As soon as possible', and 'Submission Notes' is empty. The 'Parameters' section is partially visible.

12. Select Advanced

The screenshot shows the 'Process Details' dialog box for 'Account Analysis Report'. The 'Advanced' tab is selected and highlighted with a red box. The 'Process Options' tab is also visible. The 'Name' is 'Account Analysis Report', 'Description' is 'Details Oracle Fusion General Ledger account ba...', 'Schedule' is 'As soon as possible', and 'Submission Notes' is empty. The 'Parameters' section is expanded, showing: Subledger Application (dropdown), * Ledger (Rutgers Ledger), * From Accounting Period (OCT-17), * To Accounting Period (OCT-17), Balance Type (Actual), Encumbrance Type (dropdown), and Include Accounts With No Activity (No). The status at the bottom indicates 'Account 3 Filter Conditions Defined'. The 'Advanced', 'Submit', and 'Cancel' buttons are visible at the top right.

13. Select Output

Process Details

Process Options Basic Submit Cancel

Name Account Analysis Report

Description Details Oracle Fusion General Ledger account ba...

Schedule As soon as possible

Submission Notes

Print output

Notify me when this process ends

Parameters Schedule **Output** Notification

Subledger Application

* Ledger Rutgers Ledger

* From Accounting Period OCT-17

* To Accounting Period OCT-17

Balance Type Actual

Encumbrance Type

Include Accounts With No Activity No

14. Click the green Plus sign (+)

Process Details

Process Options Basic Submit Cancel

Name Account Analysis Report

Description Details Oracle Fusion General Ledger account ba...

Schedule As soon as possible

Submission Notes

Print output

Notify me when this process ends

Parameters Schedule **Output** Notification

View **+** ✕

Name	Layout	Format
No document defined		

15. Select desired output format (Suggestion to select .csv)

Process Details

Process Options Basic **Submit** Cancel

Name Account Analysis Report Print output

Description Details Oracle Fusion General Ledger account ba... Notify me when this process ends

Schedule As soon as possible Submission Notes

Parameters Schedule **Output** Notification

View + X

Name	Layout	Format
XLAAARPT Document1	Account Analy	HTML

XLAAARPT Document1: Destinations

- HTML
- PDF
- RTF
- PowerPoint (*.pptx)
- Data
- Excel (*.xlsx)
- CSV**

16. Click Submit

Process Details

Process Options Basic **Submit** Cancel

Name Account Analysis Report Print output

Description Details Oracle Fusion General Ledger account ba... Notify me when this process ends

Schedule As soon as possible Submission Notes

Parameters Schedule **Output** Notification

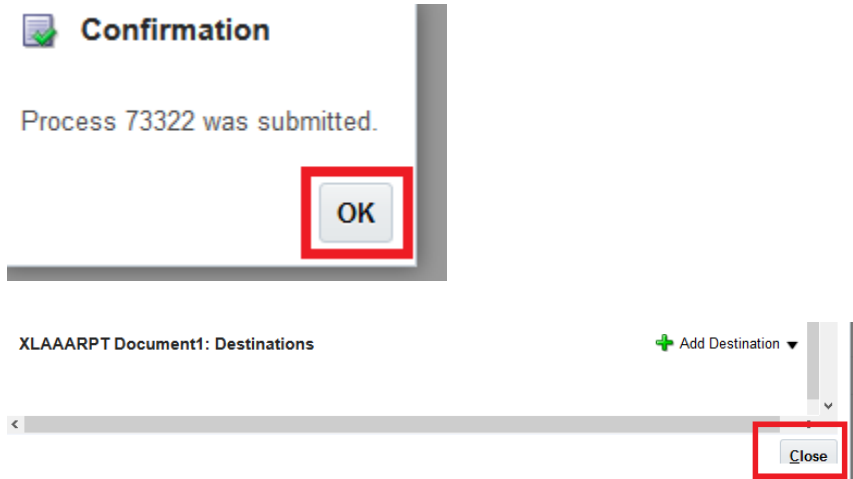
View + X

Name	Layout	Format
XLAAARPT Document1	Account Analy	CSV

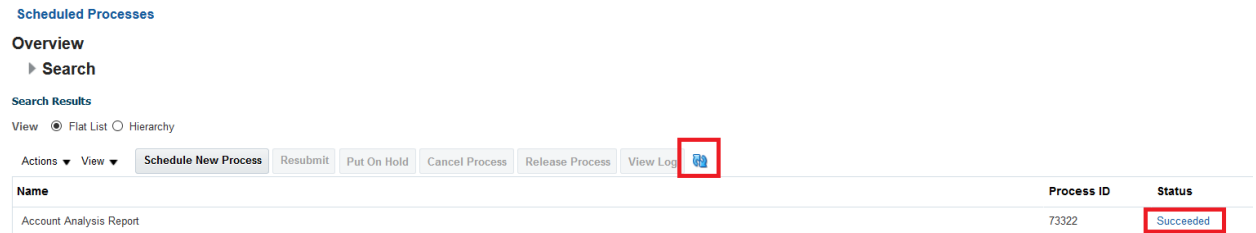
XLAAARPT Document1: Destinations + Add Destination

Close

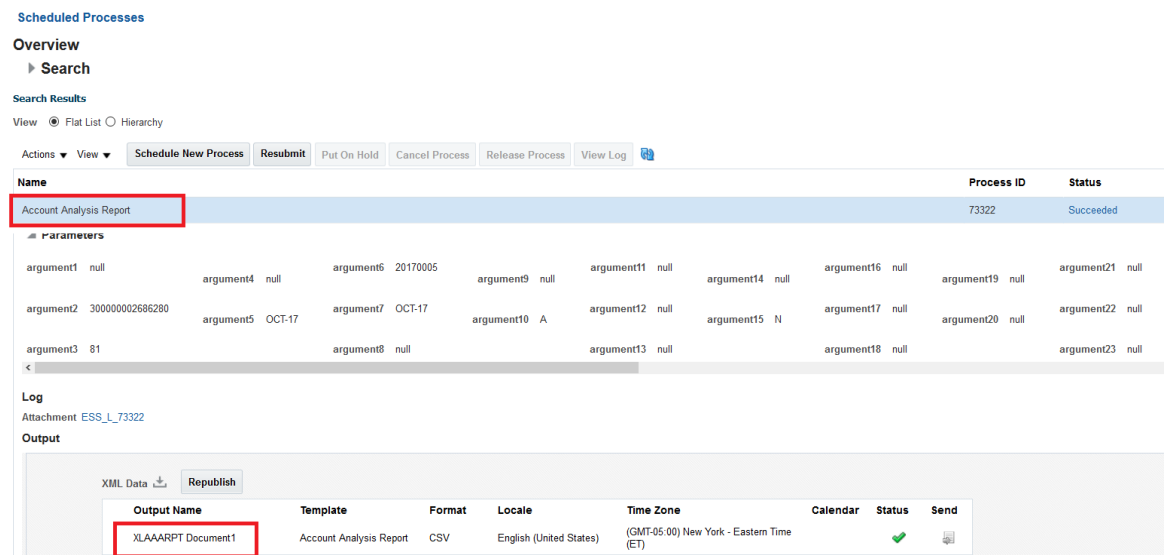
- You will see a confirmation that the process was submitted, then click ok then Close the Process Details window



- Wait for 2-3 minutes for report to run, then click the blue refresh icon and confirm status is "Succeeded"



- Click on the Account Analysis Report in the Name section and scroll down to see the document



20. Click on the Document under Output name to open it

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
XLAARPT Document1	Account Analysis Report	CSV	English (United States)	(GMT-05:00) New York - Eastern Time (ET)		✓	

21. Open Document

