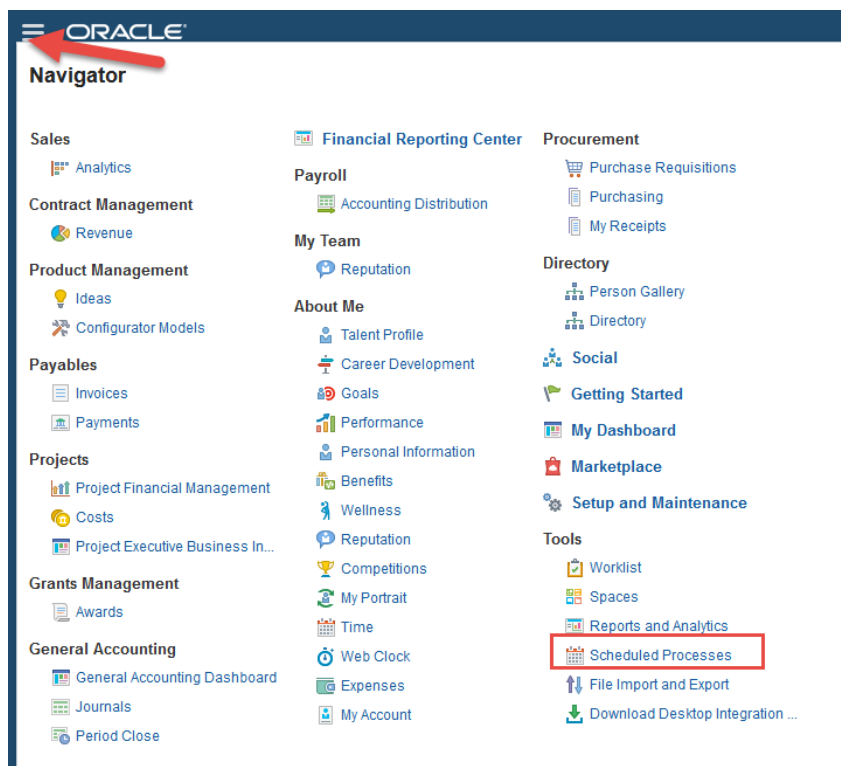


OVERVIEW

This job aid details how to run the Account Analysis report which displays all detailed general ledger transactions.

SCHEDULE THE ACCOUNT ANALYSIS REPORT

1. Go to my.rutgers.edu and login to the Financial Management System. Select **Navigator>Scheduled Processes**.



2. Click **Schedule New Process**.



ORACLE

Scheduled Processes

Overview

Search

Search Results


View Flat List Hierarchy

Actions View **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process 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...](#)

5. Enter “**Account Analysis Report**” in the Search box next into the Name field and click **Search**. (Please note: This is case sensitive and must be entered as “Account Analysis Report”).

Search and Select: Name [X]

Search [Basic]

Name Account Analysis Report

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 i
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 [X]

Search [Basic]

Name Account Analysis Report

Search Reset

Name	Descriptor
Account Analysis Report	Details Oracl
Average Balance Audit Account An...	Details acco
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.

OK
Cancel

- On the parameters screen, make the **Subledger Application** field blank. Put in your **Accounting periods**. Click on the **Filters** icon.

Process Details

Process Options Advanced Submit Cancel

Name Account Analysis Report

Description Details Oracle Fusion General Ledger account ba...

Schedule As soon as possible

Submission Notes

Parameters

Subledger Application

* Ledger Rutgers Ledger

* From Accounting Period JUN-17

* To Accounting Period JUN-17

Balance Type Actual

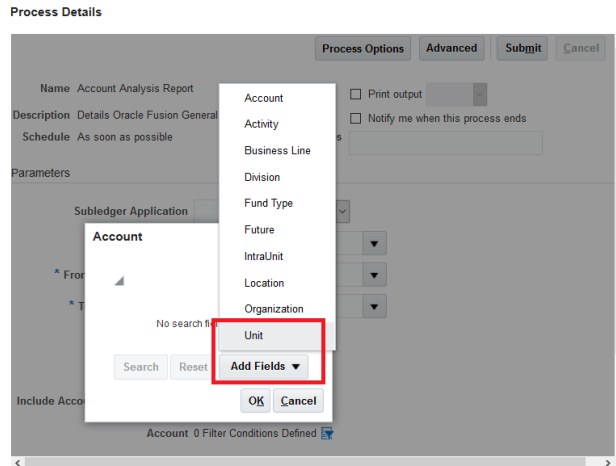
Encumbrance Type

Include Accounts With No Activity No

Account 0 Filter Conditions Defined +

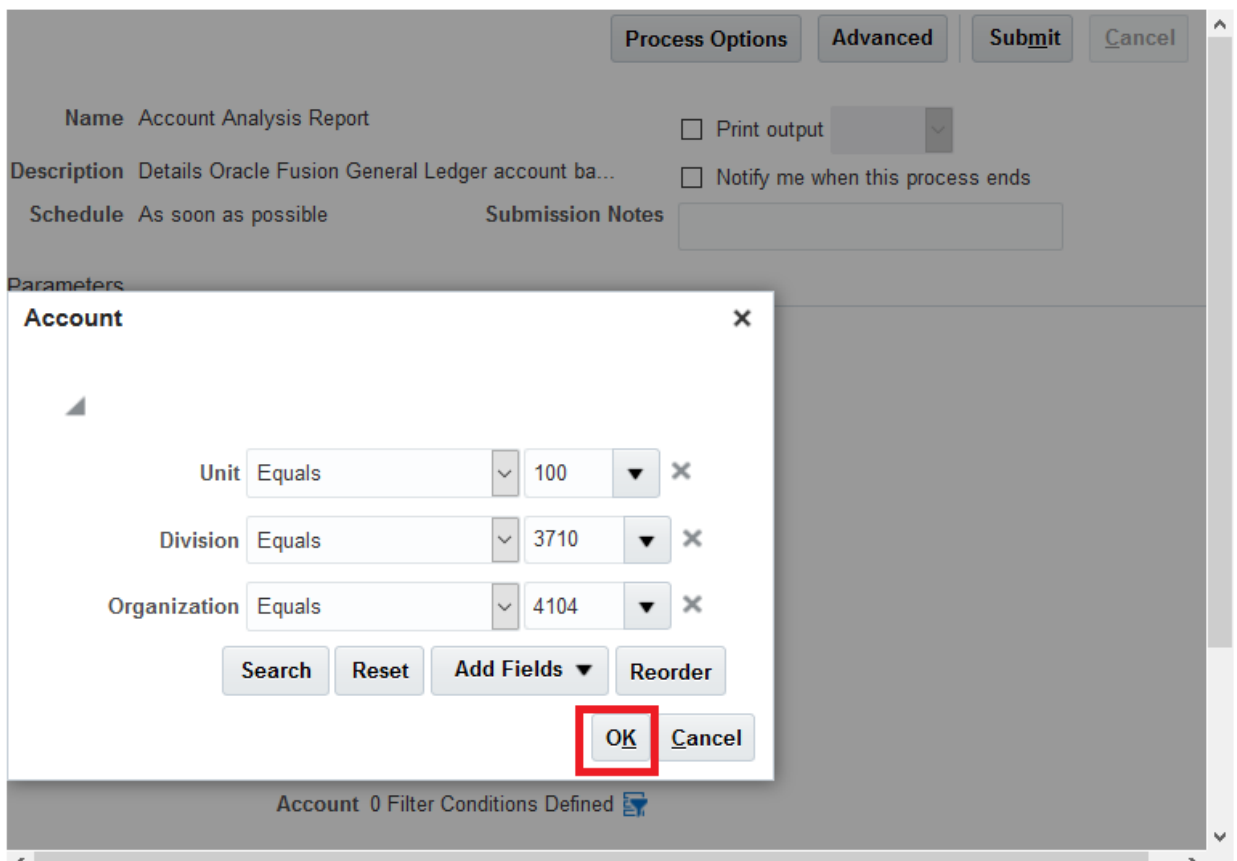
Close

- Add fields as necessary by clicking on the **Add Fields** drop down arrow and entering the desired chart of accounts segment value. (ex. Unit/Division/Organization). Continue to click on add fields and enter values as needed. **Note:** You can add the same field multiple times.



10. Click **OK** after adding filters.

Process Details



11. Select **Advanced**.

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 3 Filter Conditions Defined

12. Select Output.

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

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

13. Click the **green Plus sign (+)**.

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 Schedule **Output** Notification

View

Name	Layout	Format
No document defined		

14. Select **desired output format**. Always select **CSV**. You can add other output formats by clicking the green plus sign again, but have at least one output as CSV.

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 Schedule **Output** Notification

View

Name	Layout	Format
XLAAARPT Document1	Account Analy	HTML

XLAAARPT Document1: Destinations

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

15. Click **Submit**.

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
XLAAARPT Document1	Account Anal	CSV

XLAAARPT Document1: Destinations + Add Destination

Close

16. You will see a confirmation that the process was submitted, then click **OK**. Then **Close** the process details window.

 **Confirmation**

Process 73322 was submitted.

OK

XLAAARPT Document1: Destinations + Add Destination

Close

17. Wait for 2-3 minutes for report to run, then click **the blue refresh icon** and repeat until the status is **“Succeeded”**.


Scheduled Processes

Overview

Search

Search Results

View Flat List Hierarchy

Actions View Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log 

Name	Process ID	Status
Account Analysis Report	73322	Succeeded

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

Scheduled Processes

Overview

► Search

Search Results

View Flat List Hierarchy

Actions ▾ View ▾ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log

Name	Process ID	Status
Account Analysis Report	73322	Succeeded

Parameters

argument1 null	argument4 null	argument6 20170005	argument9 null	argument11 null	argument14 null	argument16 null	argument19 null	argument21 null
argument2 300000002686280	argument5 OCT-17	argument7 OCT-17	argument10 A	argument12 null	argument15 N	argument17 null	argument20 null	argument22 null
argument3 81		argument8 null		argument13 null		argument18 null		argument23 null

Log

Attachment ESS_L_73322

Output

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

19. Click on the **Document under Output Name** to open it

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

20. Open the document. If the csv file does not automatically open in excel, you can save the file and then open the file from your downloads folder.

Opening AccountAnalysis.csv

You have chosen to open:

AccountAnalysis.csv
 which is: Text Document (3.1 KB)
 from: https://ecbg.bi.us2.oraclecloud.com

What should Firefox do with this file?

Open with Microsoft Excel

Save File

Do this automatically for files like this from now on.



KEY COLUMNS TO KEEP IN THE ACCOUNT ANALYSIS REPORT

Approx. Excel Column Location	Column Name	Description
BO	PERIOD_YEAR	Fiscal Year
BP	PERIOD_NUMBER	Month
CG	SEGMENT1 SEGMENT2 SEGMENT3 SEGMENT4 SEGMENT5 SEGMENT6 SEGMENT7 SEGMENT8 SEGMENT9 SEGMENT10	Unit Division Org Location Fund Type Business Line Account Activity Intra-Unit Future
CQ	GL_DATE	Date that the transaction was entered in the GL
CR	CREATED_BY	User name
DB	GL_BATCH_NAME	Transaction batch name
DD	GL_JE_NAME	Transaction journal entry name
DF	JE_SOURCE_NAME	Transaction source sample values: Manual Payables Projects Receipt Accounting RU Actuals Detail RU FAMS RU Payroll RU SAR Spreadsheet
DO	POSTED_DATE	Date that the transaction was posted to the GL
DT	TRANSACTION_NUMBER	Reference number that links to the source data - ex. Projects
DZ	ACCOUNTED_DEBIT	Transaction debit amount posted to the GL
EG	ACCOUNTED_CREDIT	Transaction credit amount posted to the GL (net with ACCOUNTED_DEBIT to get net change)