OVERVIEW

This job aid details how to run the RU GL 089 Account Analysis Output Layout which displays all detailed general ledger transactions.

SCHEDULE THE ACCOUNT ANALYSIS REPORT


2. Click Schedule New Process.
3. Click **drop down** arrow next to Name.

4. Click on **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").
6. Click on the **Account Analysis Report** in the name section and then click **OK**.

7. Click **OK** once the Account Analysis Report appears in name section.
8. On the parameters screen, make the **Subledger Application field blank**. Put in your **Accounting periods**. (Due to the high volume of transactions, it is recommended that you use a single month). Click on the **Filters icon**.

9. 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.

11. Select **Advanced**.
12. Select Output.

13. Click the **green Plus sign (+)**.
14. Select **desired output format**. In the Layout field select **RU GL 089 Account Analysis Report**. Keep the format of Excel (*xlsx).*
15. Click **Submit**.

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

17. Wait for 2-3 minutes for report to run, then click the blue **refresh icon** and repeat until the status is “**Succeeded**”.
18. Click on the Account Analysis Report in the Name section and scroll down to see the document. Click on the Document under Output Name to open it.

19. Open the document.
After opening the report in excel, follow these steps to break out the Line Description column into separate columns to display project information.

**LINE DESCRIPTION COLUMN**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select column U</td>
</tr>
<tr>
<td>2</td>
<td>Go to the data tab in the excel toolbar and select <strong>Text to Columns</strong></td>
</tr>
<tr>
<td>3</td>
<td>Select <strong>Delimited</strong>, click <strong>Next</strong></td>
</tr>
<tr>
<td>4</td>
<td>Uncheck <strong>Tab</strong> and in the box next to <strong>Other</strong> insert a pipe symbol (</td>
</tr>
<tr>
<td>5</td>
<td>Move the cursor to the right of the <strong>Balance</strong> column (column AA)</td>
</tr>
<tr>
<td>6</td>
<td>Then click the red symbol in the <strong>Destination</strong> line to open the Convert Text to Columns Wizard</td>
</tr>
<tr>
<td>7</td>
<td>Click the red icon again and click <strong>Finish</strong></td>
</tr>
</tbody>
</table>

The new column fields are as follows:

- Column 1 = **line description**
- Column 2 = **project number**
- Column 3 = **task number**
- Column 4 = **PO number / contract number**
- Column 5 = **revenue source**