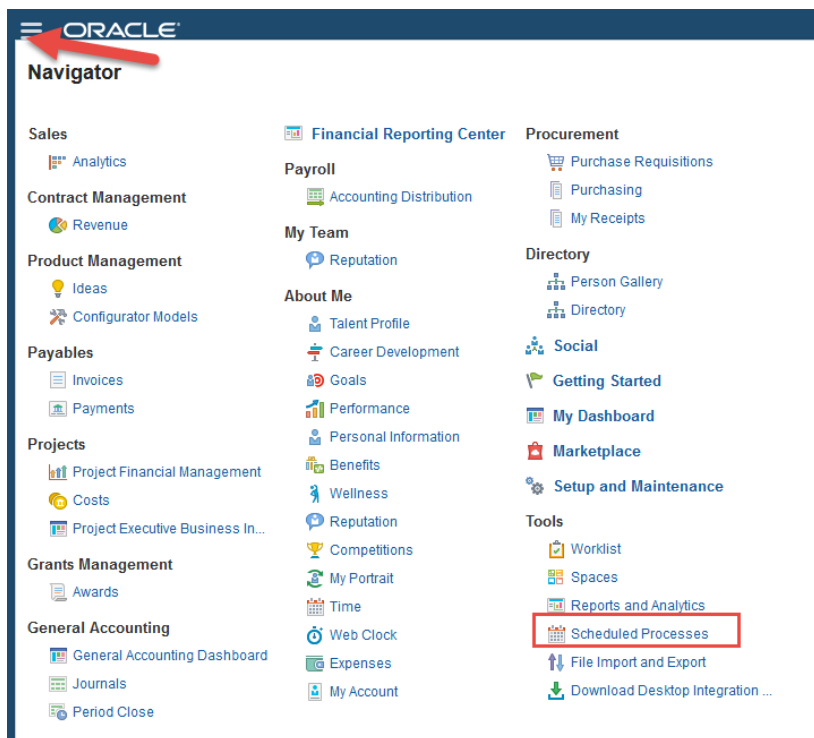


OVERVIEW

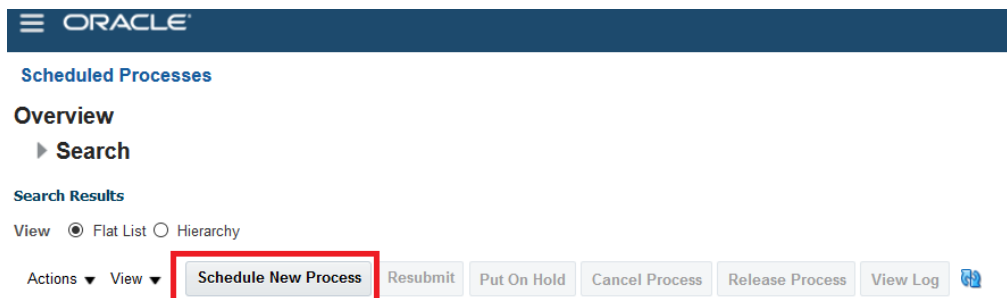
This job aid details how to run the RU GL 089 Account Analysis – Custom Output Layout which displays all detailed general ledger transactions.

SCHEDULE THE RU GL 089 ACCOUNT ANALYSIS – CUSTOM OUTPUT LAYOUT REPORT

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



2. Click **Schedule New Process**.



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

Search Basic

Name Account Analysis Report

Search Reset

Name	Description
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

Search Basic

Name Account Analysis Report

Search Reset

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

OK Cancel

- 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.

- 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**.

Process Details

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 ▼

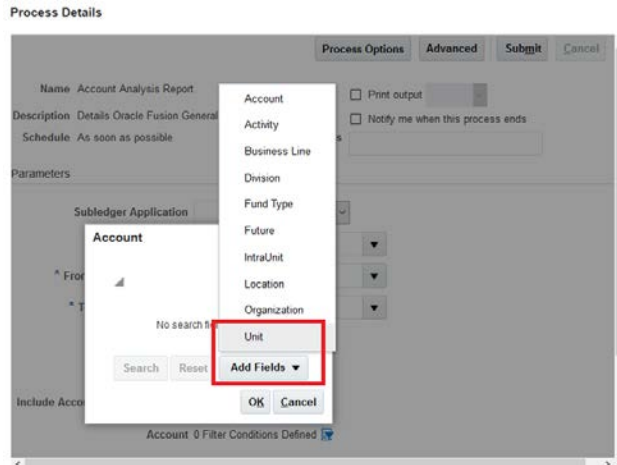
Balance Type Actual ▼

Encumbrance Type

Include Accounts With No Activity No ▼

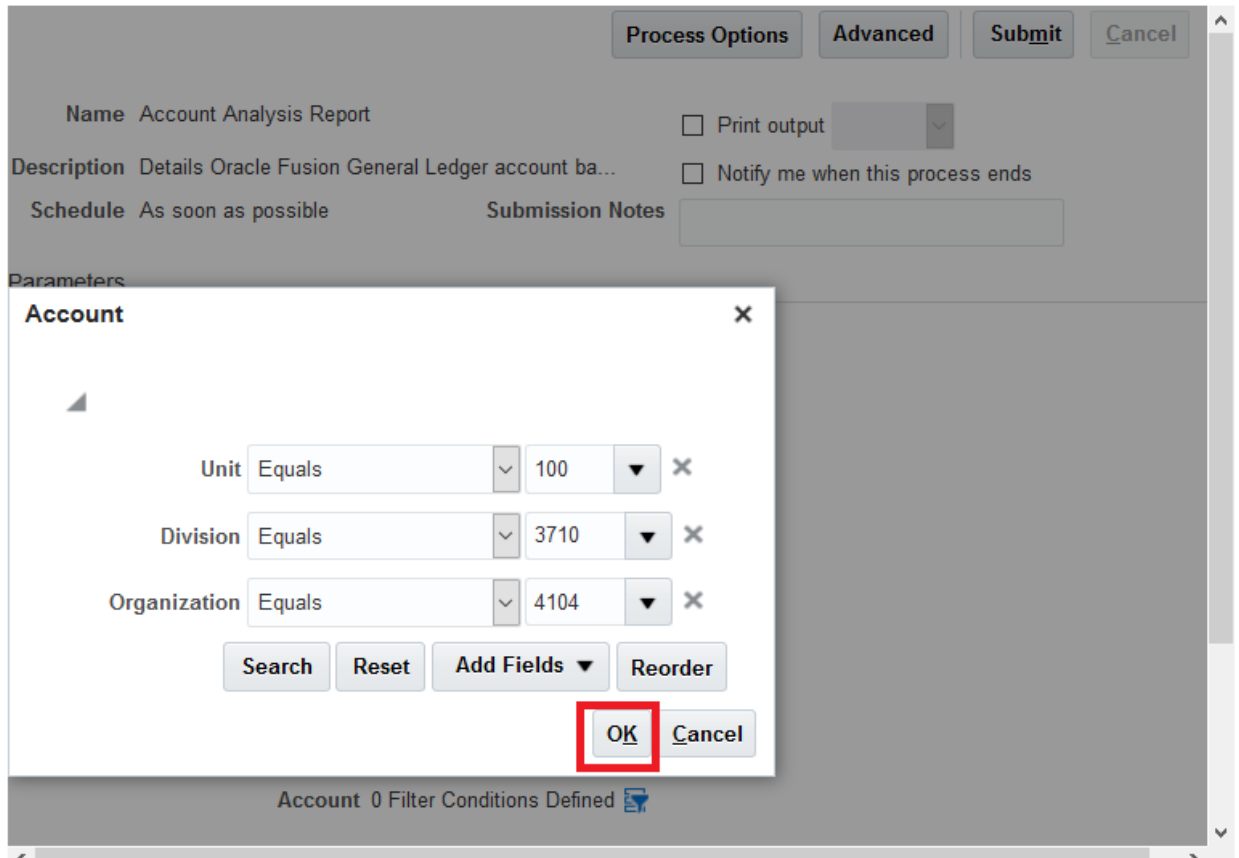
Account 0 Filter Conditions Defined

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.

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. The “Schedule” tab is optional and will be listed at the end of this job aid.

13. 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

14. Click the **Green Plus sign (+)**.

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 **+** ✕

Name	Layout	Format
No document defined		

15. Select **desired output format**. In the Layout field select **RU GL 089 Account Analysis Report**. Keep the format of Excel (*.xlsx).

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 **+** ✕

Name	Layout	Format
XLAAARPT Document1	RU GL 089 A	Excel (*.xlsx)

XLAAARPT Document1: Destinations **+** Add Destination

16. 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

Parameters Schedule **Output** Notification

View + -

Name	Layout	Format
XLAAARPT Document1	Account Anal	CSV

XLAAARPT Document1: Destinations + Add Destination

Close

17. 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

18. 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 **Refresh**

Name	Process ID	Status
Account Analysis Report	73322	Succeeded

19. 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.

Overview

Search Saved Search | Last 24

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	Scheduled Time	Submission Time	Submitted By
Generate Orders	1219173	Running	11/21/17 2:56 PM EST	11/21/17 2:56 PM EST	FUSION_APPS
Generate Orders	1219172	Running	11/21/17 2:56 PM EST	11/21/17 2:56 PM EST	FUSION_APPS
Post Journals for Single Ledger	1219171	Succeeded	11/21/17 2:56 PM EST	11/21/17 2:56 PM EST	LISAGRAN
Generate Orders	1219170	Succeeded	11/21/17 2:56 PM EST	11/21/17 2:56 PM EST	FUSION_APPS
Account Analysis Report	1219169	Running	11/21/17 2:56 PM EST	11/21/17 2:56 PM EST	DWASSALL
Account Analysis Report	1219168	Succeeded	11/21/17 2:56 PM EST	11/21/17 2:56 PM EST	GRIFFINA
Import Journals: Child	1219167	Succeeded	11/21/17 2:56 PM EST	11/21/17 2:56 PM EST	ROB17
Generate Orders	1219166	Succeeded	11/21/17 2:55 PM EST	11/21/17 2:55 PM EST	FUSION_APPS
Post Journals for Single Ledger	1219165	Succeeded	11/21/17 2:55 PM EST	11/21/17 2:55 PM EST	LISAGRAN
Generate Orders	1219164	Succeeded	11/21/17 2:55 PM EST	11/21/17 2:55 PM EST	FUSION_APPS

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
XLAARPT Document1	RU GL 089 Account Analysis Report	XLSX	English (United States)	(UTC-05:00) New York - Eastern Time (ET)		✔	

20. Open the document.

Opening AccountAnalysis.xlsx ✕

You have chosen to open:

AccountAnalysis.xlsx
 which is: Microsoft Excel Worksheet (33.5 KB)
 from: <https://ecbg.bi.us2.oraclecloud.com>

What should Firefox do with this file?

Open with Microsoft Excel (default) ▼

Save File

Do this automatically for files like this from now on.

OK
Cancel

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

SCHEDULE THE REPORT

As an additional feature of the report, you can schedule the report to be sent to your email as frequently as you desire.

1. Select Schedule

The report defaults to “As soon as possible”. To schedule the report for future dates click the radio button next to “Using a schedule”

Process Details
✕

i This process will be queued up for submission at position 1

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 Using a schedule **Submission Notes**

Advanced Options

Parameters
Schedule
Output
Notification

Run As soon as possible

Using a schedule

Click the Using a Schedule to schedule the report for future dates

2. Select a scheduling frequency from the dropdown list. For illustration, we are selecting the “Monthly” frequency.

Process Details
✕

i This process will be queued up for submission at position 1

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 Using a schedule **Submission Notes**

Advanced Options

Parameters
Schedule
Output
Notification

Run As soon as possible

Using a schedule

Frequency Once

- Once
- Hourly/Minute
- Daily
- Weekly
- Monthly
- Yearly
- User-Defined
- Use a Saved Schedule

*** Start Date** Monthly (UTC-05:00) New York - Eastern Time (ET)

3. You can repeat the report schedule by selecting one of the two options listed below:

A- **By Day:** The user can select a specific day in the month to schedule the report. For example: If you want to schedule the report every last Friday of the month your selection will be as shown in the screenshot below,

Repeat By day
 By date

Week of the Month First Second Third Fourth Last


Day of the Week Monday Tuesday Wednesday Thursday Friday Saturday Sunday


B- **By Date:** The user can select a specific day number in the month to schedule the report.


For example: If you want to schedule the report on the 10th day of every month, your selection will be as shown in the screenshot below:

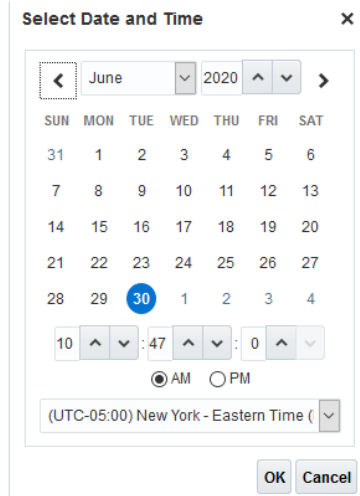
Repeat By day
 By date

Date 1 2 3 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30 31 Last day of month

4. After selecting the frequency and the repeat options, you will need to specify the period range for your selections. For example: If the user wants to keep the selected options till the end of the current fiscal year, the start date will reflect the day you are scheduling the report. Click on the calendar shape  next to the “End Date” and select 06/30/2020 date as shown in the screenshot below,

* Start Date 9/30/19 10:47 AM GMT  (UTC-05:00) New York - Eastern Time (ET)

* End Date 6/30/20 10:47 AM  (UTC-05:00) New York - Eastern Time (ET)



LINE DESCRIPTION COLUMN

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

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**