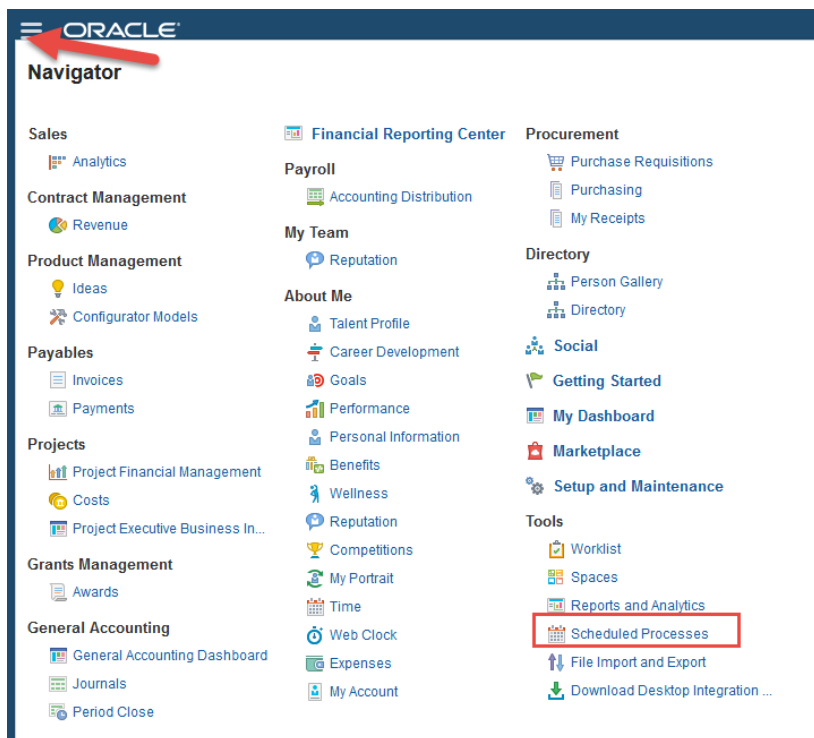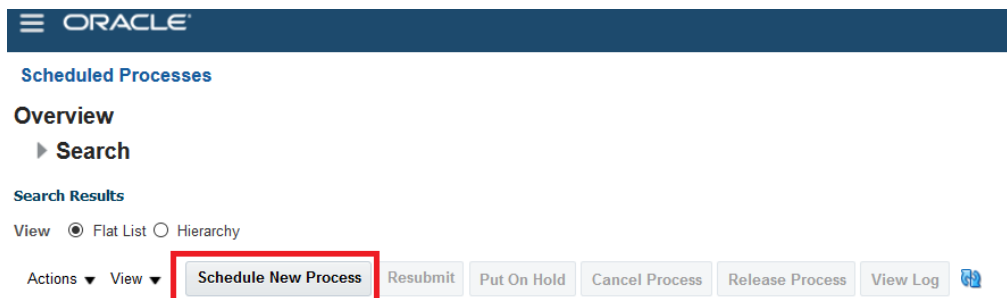# RUTGERS

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.

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.

Schedule New Process

Type ⦿ Job ◯ Job Set

Name Account Analysis Report ▼

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

OK Cancel

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**.

Process Details

Process Options Advanced Submit Cancel

Name Account Analysis Report
Description Details Oracle Fusion General Ledger account ba...
Schedule As soon as possible

☐ Print output
☐ Notify me when this process ends
Submission Notes

Parameters

Subledger Application

* Ledger Rutgers Ledger ▼

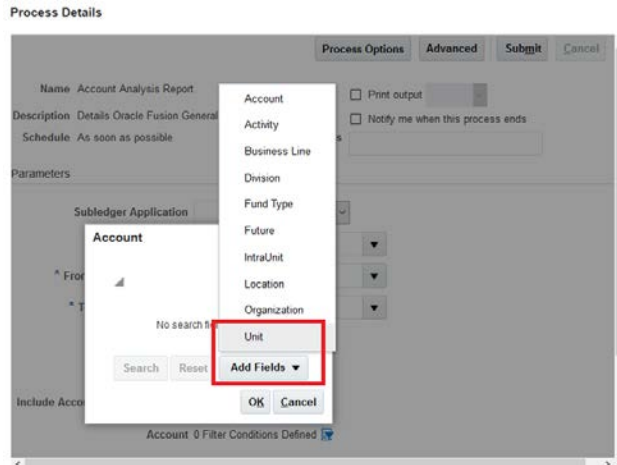* From Accounting Period JUN-17 ▼

* To Accounting Period JUN-17 ▼

Balance Type Actual ▼

Encumbrance Type ▼
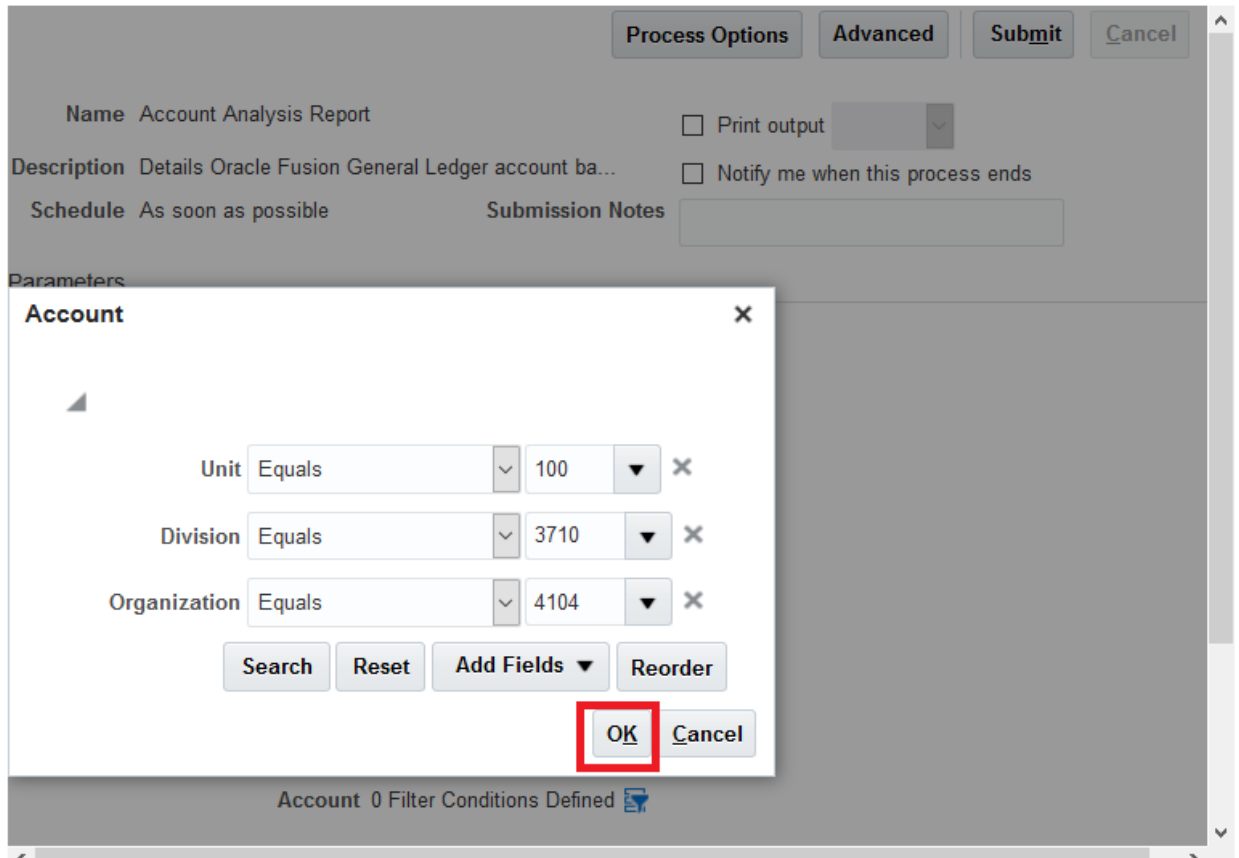
Include Accounts With No Activity No ▼

Account 0 Filter Conditions Defined

Close

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

13. Select Output.

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

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

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 ▾ ➕ ✖

Name	Layout	Format
XLAAARPT Document1	Account Analy ▾	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 | 🔄

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.

20. 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.

SCHEDULE THE REPORT

As an additiona 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"

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

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,

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:

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,
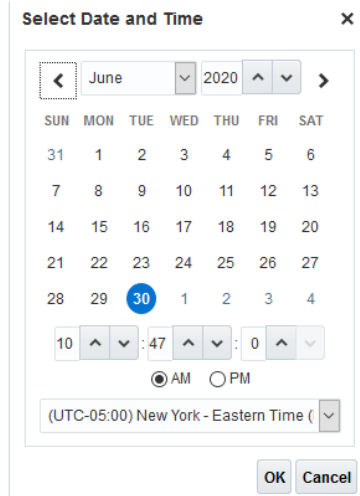
LINE DESCRIPTION COLUMN

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**