

Scheduling Account Analysis Report

1. From the navigator select "Scheduled Processes"

The screenshot shows the Oracle Navigator interface. The top navigation bar is dark blue with the Oracle logo. Below it, the 'Navigator' section is divided into several columns of menu items. The 'Tools' column on the right contains a red-bordered box around the 'Scheduled Processes' item. Other items in the 'Tools' column include Worklist, Spaces, Reports and Analytics, File Import and Export, and Download Desktop Integration ...

- Sales**
 - Analytics
- Receivables**
 - Accounts Receivable
- Product Management**
 - Ideas
 - Configurator Models
- Payables**
 - Invoices
- Projects**
 - Project Financial Management
 - Project Management
 - Costs
 - Project Executive Business In...
- Grants Management**
 - Awards
- General Accounting**
 - General Accounting Dashboard
 - Journals
 - Period Close
- Budgetary Control**
 - Budgetary Control
- Financial Reporting Center**
- Customer Data Management**
 - Data Import
- Payroll**
 - Accounting Distribution
- My Team**
 - Reputation
- About Me**
 - Talent Profile
 - Career Development
 - Goals
 - Performance
 - Personal Information
 - Benefits
 - Wellness
 - Reputation
 - Competitions
 - My Portrait
 - Time
 - Web Clock
 - Expenses
 - My Account
- Procurement**
 - Purchase Requisitions
 - Purchasing
 - My Receipts
- Directory**
 - Person Gallery
 - Directory
- Social**
- Getting Started**
- My Dashboard**
- Marketplace**
- Setup and Maintenance**
- Tools**
 - Worklist
 - Spaces
 - Reports and Analytics
 - Scheduled Processes**
 - File Import and Export
 - Download Desktop Integration ...

2. Click Schedule New Process

The screenshot shows the Oracle 'Scheduled Processes' page. The top navigation bar is dark blue with the Oracle logo. Below it, the page title is 'Scheduled Processes'. The 'Overview' section has a search bar. The 'Search Results' section shows 'View' options: Flat List (selected) and Hierarchy. At the bottom, there is an 'Actions' dropdown menu with a red-bordered box around the 'Schedule New Process' button. Other buttons include Resubmit, Put On Hold, Cancel Process, Release Process, and View Log.

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 invoi...
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 (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	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 Account Analysis Report

Search Reset

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

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

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

Close

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

11. Click ok after adding filters

Process Details

The screenshot shows the 'Process Details' dialog box for a process named 'Account Analysis Report'. The process is currently in the 'Advanced' tab. A modal window titled 'Account' is open, allowing the user to define filter conditions. The modal contains three filter fields: 'Unit' set to 'Equals' with a value of '100', 'Division' set to 'Equals' with a value of '3710', and 'Organization' set to 'Equals' with a value of '4104'. Below these fields are buttons for 'Search', 'Reset', 'Add Fields', and 'Reorder'. The 'OK' button is highlighted with a red box, indicating the next step is to confirm the filter conditions. The status bar at the bottom of the modal shows 'Account 0 Filter Conditions Defined'.

12. Select Advanced

The screenshot shows the 'Process Details' dialog box for the same process. The 'Advanced' tab is selected and highlighted with a red box. The 'Parameters' section is visible, showing several filter conditions: 'Subledger Application' (empty), '* Ledger' set to 'Rutgers Ledger', '* From Accounting Period' set to 'OCT-17', '* To Accounting Period' set to 'OCT-17', 'Balance Type' set to 'Actual', 'Encumbrance Type' (empty), and 'Include Accounts With No Activity' set to 'No'. The status bar at the bottom shows 'Account 3 Filter Conditions Defined'.

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

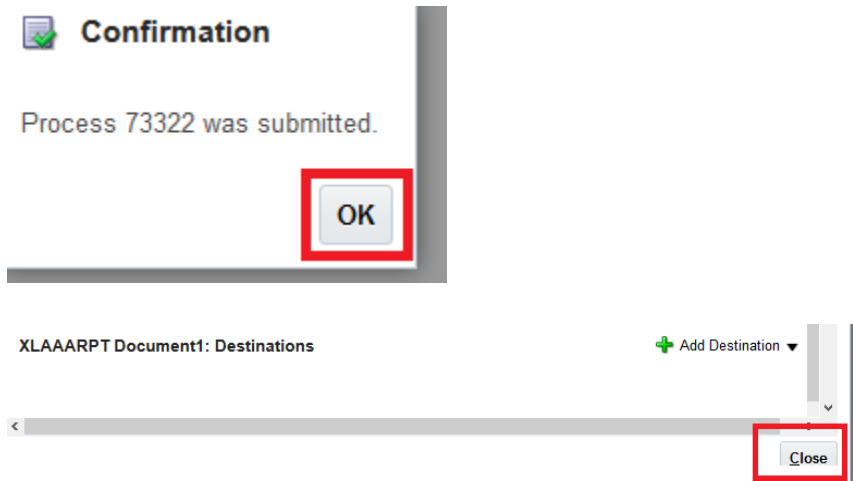
View + X

Name	Layout	Format
XLAAARPT Document1	Account Analy	CSV

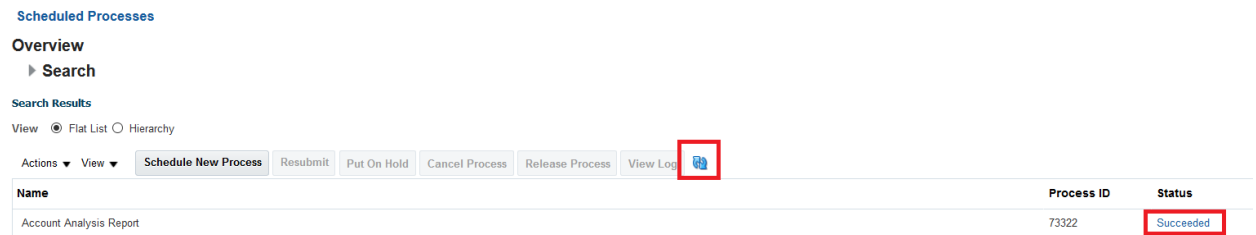
XLAAARPT Document1: Destinations + Add Destination

Close

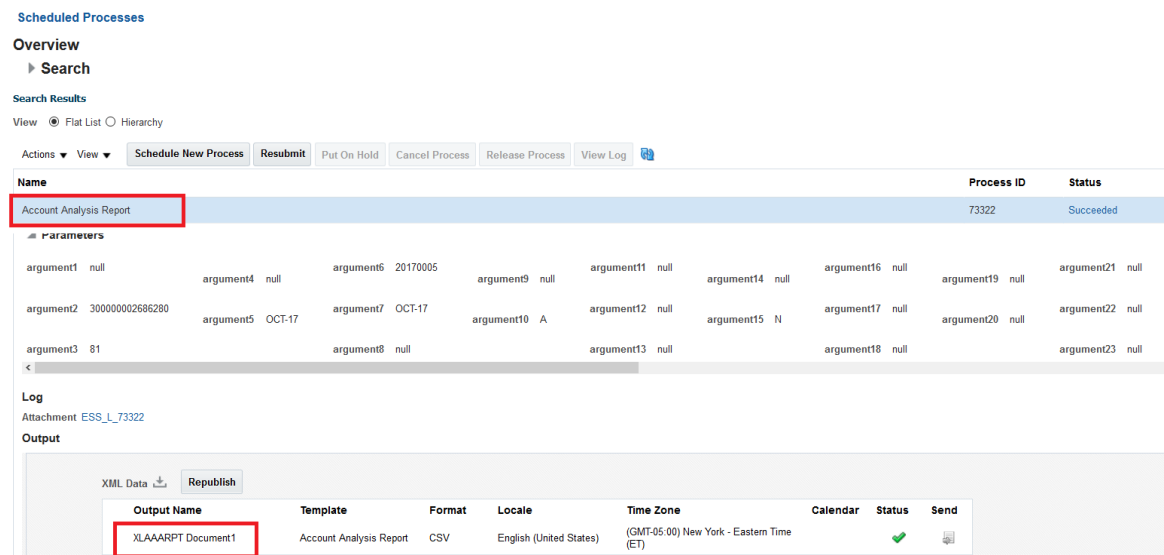
- You will see a confirmation that the process was submitted, then click ok then Close the Process Details window



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

