

Tools to Help You Manage Your Accounts

- We are taking the following steps to provide reporting tools for you:
 - Short-term (weeks): more details in the existing queries
 - Medium-term (Sept.): build more custom reports
 - Long-term (TBD): Work with Oracle to provide reports and screens with better information for administrators and faculty

Information Need	Query to Use	
Reconcile General Ledger	GL Trial Balance Journal Detail AP GL Entries	Project GL Entries AR GL Entries
Reconcile Projects	201- Project Billing 202 – Project Summary 203 – Project Cost Summary 204 – Project Cost Details	205 – Project Revenue Details 505 – Dashboard (multiple reports) – project Cost, Revenue, Budget and Commitments
Reconcile Projects to General Ledger and Accounts Payable	Project – GL Reconciliation Project Cost Details	Project – AP Reconciliation Project – AP Reconciliation with PO Number
Reconcile Internal Purchase Orders – Invoices and Payments	IPO – Invoices and Payments	
Analyze transactions from Accounts Payable and Procurement	401 – AP Invoice Register 402 – AP Payment Register 403- Invoice Register for AP 404 – Payment Register for AP	405 – Invoices and Payments for AP 601 – Purchase Orders 602 – Purchase Orders with Status