GL030: Financial Inquiries and Reports
Expectations

- Sign the attendance sheet at the beginning and end of the session.
- Refrain from engaging in disruptive side conversations.
- Silence cell phones, and minimize usage during training.
- Check your e-mail during breaks only.
- Participate actively, and share your experiences.
- Complete the post-training survey prior to leaving this session.
# Course Overview

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Financial Inquiries and Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Duration</td>
<td>2 hours</td>
</tr>
<tr>
<td>Course Description</td>
<td>The course provides an overview of reporting tools available in the Financial Management System, and explains how each tool should be used to retrieve information. Participants will learn how to use the Financial Reporting Center, Business Intelligence Publisher, Oracle Transactional Business Intelligence, and other tools.</td>
</tr>
<tr>
<td>Target Audience</td>
<td>RU GL User, RU Project Inquiry, RU Grants Inquiry, RU Project Adjustments</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>None</td>
</tr>
</tbody>
</table>
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<th>Duration</th>
</tr>
</thead>
<tbody>
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<td>Course Introduction</td>
<td>05 min</td>
</tr>
<tr>
<td>Lesson 1: Reporting Tools Overview</td>
<td>15 min</td>
</tr>
<tr>
<td>Lesson 2: Financial Reporting Center</td>
<td>35 min</td>
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<td>Lesson 3: Business Intelligence Publisher</td>
<td>20 min</td>
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<td>Lesson 4: Oracle Transactional Business Intelligence</td>
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<td>Course Conclusion</td>
<td>05 min</td>
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</tbody>
</table>
Course Objectives

Upon completing this course, you will be able to:

• Describe the reporting tools available in the Financial Management System
• Run a report in the Financial Reporting Center
• Run a report developed using Business Intelligence Publisher
• Create an ad hoc query in Oracle Transactional Business Intelligence
• Review accounting information on the General Accounting Dashboard
• Inquire on account balances using the Account Inspector
• Retrieve transactions within an accounting period using Balance Inquiry
# Key Terms

<table>
<thead>
<tr>
<th>Key Terms</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Reporting Center (FR)</td>
<td>Financial Reporting Center delivers university-wide boardroom-quality management reports based on live general ledger balances and hierarchies. Many allow expansion across the entire chart of accounts and drill down to source detail.</td>
</tr>
<tr>
<td>Oracle Transactional Business Intelligence (OTBI)</td>
<td>OTBI is designed for operational users who want to generate their own custom queries to aid daily decision-making.</td>
</tr>
<tr>
<td>Business Intelligence (BI) Publisher</td>
<td>BI Publisher is a design tool ideal for creating high volume, highly-formatted transaction-based reports providing details of current operational data.</td>
</tr>
</tbody>
</table>
LESSON 1: REPORTING TOOLS
OVERVIEW

Financial Management System Training
Lesson Objectives

Upon completing this lesson, you will be able to:

• Describe the reporting tools available in the Financial Management System
• Describe the appropriate use of each of the reporting tools in the Financial Management System
Overview of Reporting Tools

- There are a number of reporting tools available in the Financial Management System, which are used for different purposes.
Reporting Tools

FR
- For summary reporting of account balances
- Allows for expansion of COA hierarchy values and drilldown to details.
- Results can be exported to Excel, PDF, Word, PowerPoint
- Examples are P&L’s, Trial Balance

BI Publisher
- Ideal for high volume, highly-formatted transaction-based reports providing details of current operational data

OTBI
- Similar to Discoverer
- For querying transactional data
- Choose from a large array of reportable data objects within functional subject areas.
Knowledge Check

Multiple Choice

Which of the following reporting tools is used to generate boardroom quality reports for management? Select the correct answer.

A. OTBI
B. FR
C. BI Publisher
D. Account Inspector
Lesson Objectives

You are now able to:

- Describe the reporting tools available in the Financial Management System
- Describe the appropriate use of each of the reporting tools in the Financial Management System
LESSON 2: FINANCIAL REPORTING CENTER
Lesson Objectives

Upon completing this lesson, you will be able to:

• Navigate to Financial Reporting Center
• Run reports using FR
• Save reports to favorites
• Export reports to various formats
Financial Reporting Center (FR)

Used for summary reporting of account balances. It allows for expansion of Chart of Accounts (COA) hierarchy values and results can be exported to Excel, PDF, Word, PowerPoint.

Delivers boardroom-quality management reports based on live general ledger balances and hierarchies.

Supports detailed and interactive analysis through slicing-and-dicing, expansions and drilldowns, allowing users to review strategic financial highlights and investigate the details for a comprehensive understanding of financial performance.

Supports powerful formulas and calculations, advanced formatting, embedded charts, multi-dimensional analysis, summary / detail expansions, drilldown and run-time points of view to create production-quality, highly formatted reports.
# Custom Reports Available in FR

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management P&amp;L by Business Line</td>
<td>Management P&amp;L by School and Natural Account</td>
</tr>
<tr>
<td>Management P&amp;L by Natural Account and Location</td>
<td>Encumbrance Report</td>
</tr>
<tr>
<td>Management P&amp;L - Full Year With Monthly Amounts</td>
<td>Select Asset/Liability Account Balance Report (Partial Balance Sheet)</td>
</tr>
<tr>
<td>Management P&amp;L by Fund Type</td>
<td>Budget Detail Report</td>
</tr>
<tr>
<td>Management P&amp;L by School and Function</td>
<td>Trial Balance Report</td>
</tr>
<tr>
<td>Management P&amp;L by Fund and Function</td>
<td>Multi-year Expense Trend Report</td>
</tr>
<tr>
<td>Management P&amp;L by Month, Fund and Function</td>
<td>P&amp;L Natural Account by Unit</td>
</tr>
<tr>
<td>Management P&amp;L by Natural Account and Fund Type</td>
<td>Management Variance Report</td>
</tr>
<tr>
<td>Management P&amp;L by Fund Type, Natural Account and Functional</td>
<td>Management P&amp;L by Natural Account, Variance Template</td>
</tr>
<tr>
<td>RBHS P&amp;L by Function</td>
<td>Management P&amp;L by School, Fund and Function</td>
</tr>
</tbody>
</table>
Navigation

Navigate to the Financial Reporting Center

- Navigator > Financial Reporting Center >
  - Favorites – to see bookmarked reports
  - Recent – to see recently accessed reports
  - All – to see all available reports
  - Search – to search for a report by name
Navigation

Save a Report to Favorites

• Once you have navigated to a report, you can save it to Favorites by clicking the star button.

Click on the star icon to save the report to your Favorites.
Report Parameters

• Once you navigate to a report, you can enter parameters to define what information appears in the report.
• Parameters appear in a horizontal bar at the top of the report:

   ![Parameter Bar Image]

• To enter a report parameter, click on a parameter link to display the Point of View window.
Report Parameters (Cont’d)

• Once the Point of View window opens for the selected parameter, you can search for a specific folder (parent value) or drill down on the folder to select a specific value (child).
• Selecting a folder (parent value) includes all of the values (children) within that folder.

![Image of Point of View window](https://ecbg-dev1.bi.us2.oraclecloud.com/hr/modules/com/hyperion/reporting/web/

<table>
<thead>
<tr>
<th>AccountingPeriod</th>
<th>AccountingPeriod</th>
</tr>
</thead>
<tbody>
<tr>
<td>[AccountingPeriod], [Not Specified]</td>
<td>Not Specified</td>
</tr>
<tr>
<td>2014</td>
<td>2014</td>
</tr>
<tr>
<td>2015</td>
<td>2015</td>
</tr>
<tr>
<td>2016</td>
<td>2016</td>
</tr>
<tr>
<td>Qtr1-16</td>
<td>Qtr1-16</td>
</tr>
<tr>
<td>Qtr2-16</td>
<td>Qtr2-16</td>
</tr>
</tbody>
</table>
Report Parameters (Cont’d)

• **Important**: The first time you navigate to a report, the report will not contain any data until you enter parameters. It is highly recommended that you enter at least one valid value for each and every dimension parameter.

At minimum, make sure you enter:
- Accounting Period = Any valid period
- Ledger = Rutgers Ledger
- Currency = USD
- Scenario = Actual or Budget

• Once you have entered parameters for a report, these parameters will be saved and will populate automatically the next time you open the report.

• Some reports were designed with different parameter set-ups. Reports with monthly and year to date columns require you to enter the first accounting period of the fiscal year. A pop up box requesting this information will appear after opening the report.
Expanding & Collapsing Rows

- Rows in FR reports can be expanded to show data at a granular level, or collapsed to show data at a summary level.
- Click on the arrow next to the row label to expand/collapse that row.
- Additional rows will appear below the higher-level row.
- Once you can no longer expand a row, you have reached the child value for that row.

Click this arrow to expand the last row.
Expanding & Collapsing Columns

- Columns in FR reports can be expanded to show data at a granular level, or collapsed to show data at a summary level.
- Click on the arrow next to the column label to expand/collapse that column.
- Additional columns will appear to the right of the higher-level column.
- Once you can no longer expand a column, you have reached the child value for that column.
Drilling Down to Transactions

- You can drill down to view transactions behind the summary balances in FR reports by clicking on one of the hyperlinked values.

<table>
<thead>
<tr>
<th></th>
<th>GGP UNRESTRICTED FUDS</th>
<th>GP UNRESTRICTED FUDS</th>
<th>P OPERATING</th>
<th>Unrestricted Operating General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GGP TOTAL EDUCATIONAL &amp; GENERAL REVENUE</td>
<td>348,133,051.32</td>
<td>348,133,051.32</td>
<td>337,761,468.65</td>
<td>296,119,701.32</td>
</tr>
<tr>
<td>GP STUDENT TUITION &amp; FEES</td>
<td>173,774,754.84</td>
<td>173,774,754.84</td>
<td>172,737,779.51</td>
<td>154,873,515.27</td>
</tr>
<tr>
<td>P STUDENT TUITION</td>
<td>122,277,955.37</td>
<td>122,277,955.37</td>
<td>122,277,955.37</td>
<td>122,277,955.37</td>
</tr>
<tr>
<td>Student Tuition</td>
<td>454,967,346.84</td>
<td>454,967,346.84</td>
<td>454,967,346.84</td>
<td>454,967,346.84</td>
</tr>
</tbody>
</table>

Click any hyperlinked item to view details.
Drilling Down to Transactions (Cont’d)

- Drill down to transactions by following the steps below.

  ![Related Content -- Webpage Dialog]

  - Click on the **Drill to Detail Balances** link.

- Detail Balances will open in a new window.
Drilling Down to Transactions (Cont’d)

- You can review beginning balance, period activity, and ending balance for each account combination in the selected period.

Click on the **Period Activity** link to view the journal entries contributing to the period activity.
Drilling Down to Transactions (Cont’d)

- Review the journals as needed.

Click the **Journal** link to open the journal.

Click the **Debit** link to drill down to the transaction.
Drilling Down to Transactions (Cont’d)

- Review transactional details as needed.

Click the **View Transaction** button to drill down to the transaction.
View Modes

- There are multiple ways in which FR reports can be viewed:

  The report can be viewed in any of these formats.
Demonstration

Click the link below to see the steps to:

•  [Run a Report in the Financial Reporting Center](#)
Knowledge Check

Multiple Choice

Which of the following are not characteristics of Financial Reporting Center? Select the correct answer.

A. Used for querying transactional data
B. Supports detailed and interactive analysis
C. Used for summary reporting of account balances.
D. Delivers boardroom-quality management reports
Lesson Objectives

You are now able to:

• Navigate to FRC
• Run reports using FRC
• Save reports to favorites
• Export reports to various formats
LESSON 3: BUSINESS INTELLIGENCE PUBLISHER
Lesson Objectives

Upon completing this lesson, you will be able to:

• Navigate to BI Publisher developed reports
• Run BI Publisher reports
Business Intelligence Publisher (BI Publisher)

Ideal for high volume, highly-formatted transaction-based reports providing details of current operational data.

Used to produce reports such as invoices, shipping labels, government forms, EFT and EDI files, checks, operational reports and correspondence.

Used to deliver pre-packaged reports in Financial Management System such as payment formats, tax reports and other fixed format, high volume documents. Easy to customize and extend the reporting content.

On-demand as well as scheduled reports are supported, in a variety of output formats such as HTML, PDF, Word, XML and machine-readable files such as EFT and EDI.
# Custom Reports Developed in BI Publisher

<table>
<thead>
<tr>
<th>Report Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts Segment Listing</td>
</tr>
<tr>
<td>G/L Transaction Report by Document Number</td>
</tr>
<tr>
<td>Encumbrance Summary Report</td>
</tr>
</tbody>
</table>
Navigation

- Navigator > Reports and Analytics > Shared Folders > Custom > RU Custom > Reports > select desired folder > left click on desired report name to bring up selection menu > View
Report Parameters

• Once you navigate to a report, you can enter parameters to define what information appears in the report.
• Parameters appear as drop-down fields at the top of the page of BI Publisher reports.

After entering parameters, click the **Apply** button to generate the report.
Viewing Reports

- BI Publisher reports open in Excel.
- You can use standard functionality in Excel to apply filters, sort data, and perform calculations as needed.

<table>
<thead>
<tr>
<th>Journal Batch Name</th>
<th>Accounting Sequence</th>
<th>Activity Date</th>
<th>Posted Date</th>
<th>Credit</th>
<th>Transaction Line Description</th>
<th>Unit</th>
<th>Unit Description</th>
<th>Division</th>
<th>Division Description</th>
<th>Organization</th>
<th>Organization Description</th>
<th>Location Description</th>
<th>Location</th>
<th>Fund Type</th>
<th>Fund Type Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables A 16019 34704 N</td>
<td>72</td>
<td>2016-06-30T00:00.00+00:00</td>
<td>2016-06-30T16:20.11.000+00:00</td>
<td>### Journal Import Created</td>
<td>900</td>
<td>Central Units</td>
<td>1510</td>
<td>University Controller</td>
<td>3103</td>
<td>Controller</td>
<td>0001</td>
<td>University Wide</td>
<td>100</td>
<td>Unrestricted Operating General</td>
<td></td>
</tr>
<tr>
<td>Receivables A 16019 34704 N</td>
<td>72</td>
<td>2016-06-30T00:00.00+00:00</td>
<td>2016-06-30T16:20.11.000+00:00</td>
<td>### Journal Import Created</td>
<td>900</td>
<td>Central Units</td>
<td>1510</td>
<td>University Controller</td>
<td>3103</td>
<td>Controller</td>
<td>0001</td>
<td>University Wide</td>
<td>100</td>
<td>Unrestricted Operating General</td>
<td></td>
</tr>
</tbody>
</table>
Demonstration

Click the link below to see the steps to:

- [Run a Report in BI Publisher](#)
Knowledge Check

True or False

A feature of BI Publisher reports is that they allow end users to run only scheduled reports. Select True or False.

A. True
B. False
Lesson Objectives

You are now able to:

• Navigate to BI Publisher developed reports
• Run BI Publisher reports
LESSON 4: ORACLE TRANSACTIONAL BUSINESS INTELLIGENCE
Lesson Objectives

Upon completing this lesson, you will be able to:

- Navigate to OTBI
- Create ad hoc queries using OTBI
- Save queries for future reference
- Export reports to various formats
Oracle Transactional Business Intelligence (OTBI)

Allows you to choose from a large array of reportable data objects within functional subject areas (Similar to Discoverer)

Users can access, analyze and evaluate real-time transaction data by using a self-service report design tool to get snapshots of data.

Designed for operational users who want to create their own custom queries, reports, dashboards, charts and graphs to aid daily decision-making

May reduce reliance on IT for the creation and maintenance of reports, and provides a fast, effective way to answer critical operational business questions
Provides pre-packaged content covering the major processes and transaction attributes, plus prebuilt financial reporting metrics.

Business users create ad-hoc reports based on this metadata layer, in order to produce tactical reporting on real-time operational data.

Reports can include powerful analysis features such as drilldowns, calculations and charts.
Navigation

- Navigator > Reports and Analytics > Browse Catalog >

- New > Analysis >

Click on the Browse Catalog icon

Click on the Analysis link.
Navigation (Cont’d)

- **Important:** Only subject areas that end in “Real Time” can be used in OTBI.

Click on any Subject Area to view details.
Select Columns

- Once you have selected a subject area, you can select from a list of fields to add to the query as columns.
- The list of available fields is organized into folders on the left side of the page.

Double click on a field to add it to the Select Columns section of the query.
Select Columns (Cont’d)

Double click on column names in the Subject Areas pane to add them to the analysis. Once added, drag-and-drop columns to re-clicking or hovering over the button next to its name.

<table>
<thead>
<tr>
<th>Time</th>
<th>Header Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Period Name</td>
<td>Accounting Date</td>
</tr>
</tbody>
</table>

Double click on a field to add it to the Selected Columns section of the query.
Apply Filters

• Once you have added columns to your query, you can apply filters to control what data appears in the query.
Apply Filters (Cont’d)

- The selected filter moves into the Filters region of the page.

![New Filter dialog box]

- Apply the desired operator
- Select a value to apply as filter.
- Click the OK button.
Apply Sorts

- Once you have added columns to your query, you can apply sorts to control how the data is organized in the query.

To apply a sort, click the Gear icon next to a field name.

Select the Sort option.

Select the desired sort order from the slide (or define your own sort by clicking “Add Ascending Sort” or “Add Descending Sort”)

- If multiple sorts are applied to multiple columns, the sorts are applied from left to right across the fields.
Review Results

- Once the parameters of your query have been defined, click the Results tab to view the results of your query.
Export Results

- Queries can be exported to various different formats, including:

  - Click on Export this analysis symbol (square with arrow) to export the results.
  - Select any of the formats for the report results.
Save Queries

- You can save queries for future reference.

- You can quickly access this report the next time you login to OTBI, either by navigating to the saved query in My Folders, or by selecting the query from the Open menu in OTBI.

Click the Save Analysis button.

Enter a name for your query and save it in My Folders.
Other Features

- There are many other features to OTBI, such as the ability to create dashboards, graphs, pivot tables, calculated fields, groups, and more.
- These features are not discussed here. However, if you are interested in learning more, you can access OTBI Help from the Help menu.

Click the OTBI Help link to see the detailed features.
Demonstration

Click the link below to see the steps to:

• Build a Custom Query in OBTI
Knowledge Check

Multiple Choice

Which of the following statements is not true of OTBI? Select the correct answer.

A. OTBI can be used to develop ad hoc queries.
B. Queries can be saved for future reference.
C. OTBI queries can be exported to various formats.
D. OTBI queries can be built for subject areas that do not end in “Real Time.”
Lesson Objectives

You are now able to:
• Navigate to OTBI
• Create ad hoc queries using OTBI
• Save queries for future reference
• Export reports to various formats
LESSON 5: OTHER TOOLS
Lesson Objectives

Upon completing this lesson, you will be able to:

- Review accounting information on the General Accounting Dashboard
- Inquire on account balances using the Account Inspector
- Retrieve transactions within an accounting period using Balance Inquiry
General Accounting Dashboard

Navigation and Overview

- General Accounting > General Accounting Dashboard
- The General Accounting dashboard is the entry point to the General Ledger in the Financial System.
- The objective of the dashboard is to present immediately observable information that you need to know and the actions you need to take.
General Accounting Dashboard (Cont’d)

Navigation and Overview

- The General Accounting dashboard displays information about:
  - Items that you or others need to approve
  - Items that you need to complete
  - Errors that have occurred and the actions that you need to take
  - Counts of issues, which assist you in determining the volume of work
  - Status of the self-monitoring processes
  - Information to quickly resolve exceptions, expedite approvals, and focus on understanding the business results
Account Inspector

Navigation

- Account Inspector is used to slice and dice or pivot data
- User can also expand parent / child values within the account hierarchy and drilldown to supporting journal details
- Account Inspector is based on real-time GL balances
- General Accounting > General Accounting Dashboard > Tasks > Inquiry and Reporting > Inquire and Analyze Balances

Click the Tasks icon.

Click Inquire and Analyze Balances under Inquiry and Reporting.
Account Inspector
Navigation (Cont’d)

- The Inquire and Analyze Balances page opens up.
Account Inspector

Account Inspector Layout

- **Results Table**
  - Results of the inquiry are displayed in a table
  - By default, the table consists of Periods (columns) and Accounts (rows)
  - Account balances are displayed by period in the table

- **Page-Level Dimensions**
  - Page level dimensions can be added to the table as columns or rows, or can simply be used to apply filters to the existing table layout
Account Inspector
Viewing Account Balances

- After you have added Page Level Dimensions as needed, you can drill down on the accounts to view balances.
- You can view all accounts at once, or you can drill down on accounts hierarchically from the highest Parent level to the Child level. Summary balances appear at each level.

<table>
<thead>
<tr>
<th>Account</th>
<th>JUL-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Account Values</td>
<td>0.00</td>
</tr>
<tr>
<td>ACCOUNT_VALUES-ACCOUNT_VALUES Base</td>
<td>-2,549.00</td>
</tr>
<tr>
<td>1TTTT</td>
<td>-3,348.00</td>
</tr>
<tr>
<td>10TTT</td>
<td>-3,348.00</td>
</tr>
<tr>
<td>100TT</td>
<td>-3,348.00</td>
</tr>
<tr>
<td>1000T</td>
<td>-3,348.00</td>
</tr>
<tr>
<td>10005</td>
<td>0.00</td>
</tr>
<tr>
<td>10010</td>
<td>-3,348.00</td>
</tr>
<tr>
<td>10015</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Account Inspector
Drill Down to Detail Balances

• Click on a balance at any level in the Account Inspector to view the detail balances contributing to the summary balance.
• For each account, you can see the beginning balance, the period activity, and the ending balance.
• Click on the Period Activity to see all journals contributing to the period activity.
Demonstration

Click the link below to see the steps to:

• Inquire on Account Balances using the Account Inspector
Balance Inquiry

Navigation

Follow the steps below to go to Balance Inquiry:
General Accounting > Period Close > Tasks > Inquire on Detail Balances

Click the Period Close icon under General Accounting.

Click the Inquire on Detail Balances link.
Balance Inquiry

Search

- Enter data in all the fields and search for the balances within that period. Drill-down on period activity.

Click the **Search** button after filling in all the search criteria.

Click the **Period Activity** link to view journal lines contributing to this activity.
Balance Inquiry

Journal Lines

• Review journal lines as needed.

Click on the Journal link to view the full journal entry.
Balance Inquiry

Journal Entry

- Review the journal entry as needed.

Data Access Set: Rutgers Ledger

Edit Journal

Journal Batch: Payables A 22003 37927 Y | Show More

- Journal Batch: Payables A 22003 37927 Y
- Description: Journal Import Payables 37927:
- Accounting Period: JUL-17
- Balance Type: Actual
- Attachments: None

Journal

- Journal: JUL-17 Purchase Invoices 22-6001086
- Description: Journal Import 37927:
- Ledger: Rutgers Ledger

- Source: Payables
- Approval Status: Not required
- Funds Status: Reserved in subledger
- Batch Status: Posted
- Completion Status: Complete
- Currency: USD - US Dollar
- Conversion Date: 7/31/16
- Conversion Rate Type: User
Knowledge Check

Multiple Choice

Which of the following information is not displayed on the General Accounting Dashboard? Select the correct answer.

A. Items needing approval
B. Items needing completion
C. Errors occurred and the actions needed to be taken
D. On-demand reports run
Lesson Objectives

You are now able to:

• Review accounting information on the General Ledger Dashboard
• Inquire on account balances using the Account Inspector
• Retrieve transactions within an accounting period using Balance Inquiry
Cloud Financials Training

COURSE CONCLUSION
Course Summary

You are now be able to:

• Describe the reporting tools available in the Financial Management System
• Run a report in the Financial Reporting Center
• Run a report developed using Business Intelligence Publisher
• Create an ad hoc query in Oracle Transactional Business Intelligence
• Review accounting information on the General Ledger Dashboard
• Inquire on account balances using the Account Inspector
• Retrieve transactions within an accounting period using Balance Inquiry