Running Oracle Reports

Chapter 6
Running Oracle Reports

Section Objectives

At the end of this section, you should be able to:

- Run standard reports
- Run Financial Statement Generator (FSG) reports
- Review concurrent manager for requests
- Save reports for viewing online
- View diagnostics, request logs, and reports online
- Reprint reports
- Copy output and transfer to your PC
- Cancel running requests
## GL Reports

**Oracle Reports Interface**

<table>
<thead>
<tr>
<th>Name</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Analysis - (132 Char)</td>
<td>General Ledger</td>
</tr>
<tr>
<td>Account Analysis - (180 Char)</td>
<td>General Ledger</td>
</tr>
<tr>
<td>Budget - Journals by Account</td>
<td>General Ledger</td>
</tr>
<tr>
<td>General Ledger - (132 Char)</td>
<td>General Ledger</td>
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<tr>
<td>General Ledger - (180 Char)</td>
<td>General Ledger</td>
</tr>
<tr>
<td>Journals - (132 Char)</td>
<td>General Ledger</td>
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<tr>
<td>Journals - General (180 Char)</td>
<td>General Ledger</td>
</tr>
<tr>
<td>POL FSO - OL Summary</td>
<td>General Ledger</td>
</tr>
<tr>
<td>POL FSO - OL Summary (05)</td>
<td>General Ledger</td>
</tr>
<tr>
<td>POL FSO - IIS Budget Variance Detail</td>
<td>General Ledger</td>
</tr>
<tr>
<td>POL FSO - IIS Budget Variance Summary</td>
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</tr>
<tr>
<td>POL FSO - IIS Budget Variance Summary (Fin.Aid)</td>
<td>General Ledger</td>
</tr>
<tr>
<td>POL FSO - IIS Budget Variance Summary by Dept</td>
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<tr>
<td>POL FSO - IIS Summary 1.1</td>
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<td>POL FSO - IIS Summary 1.1 by Dept</td>
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<td>POL FSO - IIS Summary 1.2</td>
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<tr>
<td>POL FSO - IIS Summary 2.3 by Dept</td>
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</tr>
<tr>
<td>POL FSO - Level II IIS (C2 &amp; C3)</td>
<td>General Ledger</td>
</tr>
<tr>
<td>POL FSO - Level II IIS (O4 &amp; O5-46)</td>
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<tr>
<td>POL FSO - Level II IIS (O5)</td>
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<td>POL FSO - Level II IIS Detail (O2 &amp; O3)</td>
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<td>POL FSO - Level II IIS Detail (O4 &amp; 06-46)</td>
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<tr>
<td>POL FSO - Level II IIS Summary (O2 &amp; O3)</td>
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</tr>
<tr>
<td>POL FSO - Level II IIS Summary by Dept (O2 &amp; O3)</td>
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<tr>
<td>POL FSO - Level II IIS Summary by Dept (O5)</td>
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</tr>
<tr>
<td>Test Custom: POL Level II US (05)</td>
<td>General Ledger</td>
</tr>
<tr>
<td>Pitt's Chart of Accounts (Request Only) - FOAR300</td>
<td>Pitt GL Custom</td>
</tr>
</tbody>
</table>

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Running Oracle Reports
GL Standard Reports

General Ledger Standard Reports

- Standard reports are pre-defined reports that allow you to review financial information
- Users have access to certain reports based on their responsibility
- Reports may run at any time and are submitted via the Submit Requests form
- Reports may not be executed immediately when requested. A report request is sent to a utility program called the Concurrent Manager.
  - The Concurrent Manager coordinates the processing of several requests simultaneously
  - You can do other tasks while the Concurrent Manager is processing your request
- Users have the option of reviewing the output of a report online in addition to printing a hard copy of the output

General Ledger Standard Reports

Account Analysis**

Lists the accumulated balances of a single account or a range of accounts and all journal entry lines that affect that range; can not cross fiscal years.

Budget - Journal by Account:

Contains information about budgets loads and modifications, by account numbers.

Chart of Accounts:

Provides information about the accounts in Pitt’s Chart of Accounts, including segment values, rollup ranges and suspense accounts.

General Ledger**

Lists the accumulated balances of a single account or a range of accounts and all journal entry lines that affect that range; can cross fiscal years.
**GL Standard Reports**

**Journals**

Provides journal information including posted, unposted, and error journals. You can also review journal activity for particular periods and balancing segments. The Journals-General report will print out a hard copy of your journal entry.

**General Ledger Custom Reports**

**Financial Statement Generator (FSG)**

FSG’s are custom built reports that provide summary information (i.e. no transaction detail) for a specific period selected by the user.

Refer to the PRISM website, [www.cfo.pitt.edu/prism](http://www.cfo.pitt.edu/prism), under Training Materials, for complete documentation on running FSG’s.

**Report Parameters**

- Most print requests require you to enter parameter values so you can specify the scope of information you want to see in the output
- Prompts in the Parameters window are specific to the request you select

![Parameters Window]

**Sample parameters for a Journals-General report**
**GL Standard Reports**

- Some parameter fields have a *List of Values* available to ensure you choose a valid parameter value while other parameters are optional and require no value.

- Default values may be predefined for one or more of the parameters associated with your request.

- Default values are automatically applied to these parameters when the *Parameters* window is opened.

**Using the *Concurrent Requests* Windows**

You can use the *Concurrent Requests* windows (summary and detail) to:

- View a list of all submitted concurrent requests.

- Check whether your request has run.

- Change aspects of a request's processing options.

- Diagnose errors.

- Find the position of your request in the queues of available concurrent managers.

- Copy output to your PC.

- Cancel a request.

- You can navigate to the *Concurrent Requests* windows using the *Navigator* window.

- Different Oracle Applications products use different menu paths in the *Navigator* window to access the *Concurrent Requests* windows.
Run Standard Reports

Print an Account Analysis report for the period JUN-14 for account number 02.49201.6000-6999

1. Navigate to the Submit Requests window

Oracle General Ledger
N → Reports → Request → Standard
Submit Requests

or

Oracle General Ledger
N → Other → Reports → Run
Submit Requests

2. Determine the type of request you want to run

   • Single Request

3. Click on OK
4. Click in the **Name** field.

5. Select the **Name** of the report you want to run from the **List of Values**
   - Account Analysis (180 Char)

   Note: Your responsibility's request group determines which reports appear in the list.

6. Click on **OK**
7. Enter the following request parameters, starting with *Type*

![Parameters window](image)

Note: the first four fields contain default values which should not be altered.


Run Standard Reports

8. Click OK to return to the Submit Request window

9. Click the Options button to open the Upon Completion window
10. Be sure a checkmark appears in the *Save all Output Files* box

11. Select *Style*
   - Landscape

12. Change *Printer* if necessary

13. Enter number of *Copies*
   - 0
**View Reports Online**

Entering a zero (0) indicates you want to view the report online

Entering a one (1) indicates you want a hard copy of the report

14. Click **OK** to return to the *Submit Requests* window

15. Click the **Submit** button.
   - This automatically opens the *Requests* window.

16. Determine if your report is completed.
   - The most recently run report will appear at the top of the list.
   - Check the *Phase* field to see if the status is *Completed*.
   - If the report is still running, click on the *Refresh Data* button to refresh the screen until the *Phase* field says *Completed*.

17. Click on the **View Output** button to view the report online once it completes running.
18. To view more of the report on the screen, change the font size

19. The vertical and horizontal scroll bars will move you through a page of your report

20. Use the button: Go To, First, Previous, Next, and Last to move through pages within the output

   - If you click Last and then look in the upper left-hand corner of the window, you will see the total number of pages in the report

21. If you have a printer setup for PRISM printing a copy of the report will automatically be sent to the designated printer.

22. Your can print a hard copy of the report, while viewing the output, even if you have not set-up a printer for PRISM printing.

   - Click on Tools, Copy File
   - A copy of the report is opened up in Internet Explorer
   - In the browser window, click File, Page Setup
     Select the Landscape option
   - Click File, Print
Reprint Option

To print a hard copy of a report after viewing it online, start at the Navigator window.

1. Navigate to the Find Requests window

   Oracle General Ledger

   N → Other → Requests  or  N → Other → Reports → View

   Find Requests

   ![Find Requests Window]

2. Accept the default request choice

   - All My Requests

3. Click on Find to open the Requests window

4. Select the desired report
Reprint Option

5. Click on Tools in the Menu Bar; select Reprint/Republish.
Reprint Option

6. Enter the desired options in the Republish and Reprint Request window
   - Copies 1
   - Printer Your default printer
   - Style Landscape

7. Click Apply

8. Click OK to confirm reprint

9. Close Window
Copy Output to another Application

Copying your report allows you to transfer the report file from PRISM to your PC using Internet Explorer commands

1. Navigate to the *Find Requests* window

   Oracle General Ledger
   
   N → Other → Requests  or  N → Other → Reports → View
   
   Find Requests

2. Accept the default request choice
   
   - *All My Requests*

3. Click on *Find* to open the *Requests* window

4. Select the desired report

5. Click on *View Output*
Copy Output to another Application

6. Click on *Tools* on the *Menu Bar*
   - Select *Copy Files*

   [Image of a report]

Browser will build a separate window showing the first page of your output

7. Select the *File, Save As* command from the *Menu Bar*

8. Enter appropriate path and filename for the output file and add “txt” as an extension

9. Close the browser output window

10. Open your PC application, such as Excel or Word, and then open the text output file

11. Use the appropriate application commands to turn your text file into the application’s format for data
**Cancel a Request**

Submitted requests can be cancelled if the job phase is Pending or Running

1. Navigate to the *Find Requests* window

   Oracle General Ledger
   N→ Other→ Requests  or  N → Other → Reports → View
   Find Requests

2. Accept the default request choice
   - *All My Requests*

3. Click on *Find* to open the *Requests* window

4. Select the job to be terminated by positioning your cursor on the appropriate line

5. Click on *Cancel Request*

![Request Window]

6. Save the transaction
Run FSG Reports

Refer to the PRISM website, www.bc.pitt.edu/prism, under Training Materials, for complete documentation on running FSG’s.

Print an FSG report called FSG – Level II I/S (02&03) for the period JUN-14 for department 49010.

1. Navigate to the Submit Requests window

Oracle General Ledger
N → Reports → Request → Standard Submit Requests

or

Oracle General Ledger
N → Other → Reports → Run Submit Requests

2. Determine the type of request you want to run
   • Single Request

3. Click on OK
Run FSG Reports

4. Click in the Name field.

5. Select the name of the report you want to run from the List of Values
   - PGL FSG – Level II I/S (02&03)

6. Enter the following parameters
   - Period: JUN-14
   - Ledger: Pitt
   - Entity: 02
   - Department: 49010

Note: In FSG’s, the account number segments are referred to as Segment Overrides. The segment override feature allows you to limit a report to a specified segment value. Currently, you are restricted to using the Entity and Department segments.

Remember to Clear the pre-filled values 00000 for Reference and Unspecified if you are using the Segment Override feature.

7. Click OK to return to the Submit Request window
Run FSG Reports

8. Click the Submit button
   - This automatically opens the Requests window

9. Determine if your report is completed
   - The most recently run report will appear at the top of the list
   - Check the Phase field to see if the status is Completed
   - If the report is still running, click on the Refresh Data button to refresh the screen until the Phase field says completed

10. Click on the View Output button to view the report online once it completes running
Lab 7: Run Standard Reports

The *Journals-General* Report will give you a hard copy print out of your Journal Entries

1. Run the Report *Journals-General* (180 char) for the Non-Salary Cost Transfer you entered to transfer charges from CopyCat.
Lab 7 Solutions: Run Standard Reports

N → Reports → Requests → Standard or
N → Other → Report → Run

Report Name

Report Parameters – Required Fields
Lab 7 Solutions: Run Standard Reports

- Submit Report
- Click Refresh Data until it is Completed
- Click View Output to view completed report
## Lab 7 Solutions: Run Standard Reports

<table>
<thead>
<tr>
<th>Line Account</th>
<th>Transaction Date</th>
<th>Description</th>
<th>Line Item</th>
<th>Debits</th>
<th>Credits</th>
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<tbody>
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<td>COPYCAT CHE LUS RPT</td>
<td>145.50</td>
<td></td>
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</tr>
<tr>
<td>20.00.0000.0000.0000.0000.0000.0000.0000</td>
<td>10-FEB-14</td>
<td>COPYCAT CHE LUS RPT</td>
<td>145.50</td>
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<td>145.50</td>
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**Total:**

<table>
<thead>
<tr>
<th>Row</th>
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<th>Credits</th>
</tr>
</thead>
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<tr>
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