

Section 3 - Running the GL007 Report

The GL007 Report provides the budget and expenditure information for all Services & Supplies accounts.

| COSD DEPARTMENT EXPENDITURES BY ACCOUNT AND ORG - GL007 Current Period: JUL-16 | | | | | | |
|--|-----|----------------------|-------------------------------|-------------------------------------|-------------------------------------|--|
| Currency: USD ORG=39475 (BUDGET AND REVENUE MANAGEMENT), DEPARTMENT=A4980 (SHERIFF), OBJECT=EE520 (SERVICES & SUPPLIES) | | | | | | |
| ACCOUNT | ORG | Appropriation (A) | Period Expenditures (B) | Year to Date Expenditures (C) | Year to Date Encumbrances (D) | Unencumbered Balance (E) = (A-C-D) |
| ----- | | | | | | |
| 52062 TELEPHONE | | 200.00 | 0.00 | 0.00 | 0.00 | 200.00 |
| 52068 CELLULAR PHONE USE | | 440.00 | 0.00 | 0.00 | 0.00 | 440.00 |
| 52176 MAINTENANCE OF EQUIPMENT | | 190.00 | 0.00 | 0.00 | 0.00 | 190.00 |
| 52190 DATA PROCESSING EQ MAINT | | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| 52282 INITIAL SOFTWARE SET UP | | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| 52330 OFFICE EXPENSE | | 3,340.00 | 0.00 | 0.00 | 0.00 | 3,340.00 |
| 52332 POSTAGE | | 80.00 | 0.00 | 0.00 | 0.00 | 80.00 |
| 52336 BOOKS OFFICE | | 60.00 | 0.00 | 0.00 | 0.00 | 60.00 |
| 52550 SPECIAL DEPARTMENTAL EXP | | 5,274.00 | 0.00 | 0.00 | 0.00 | 5,274.00 |
| 52560 BOOKS & PUBLICATIONS | | 69.00 | 0.00 | 0.00 | 0.00 | 69.00 |
| 52566 MINOR EQUIPMENT | | 650.00 | 0.00 | 0.00 | 0.00 | 650.00 |
| 52602 COMPUTER REL TRAINING CST | | 360.00 | 0.00 | 0.00 | 0.00 | 360.00 |
| 52608 OUT-OF-CO TRAVEL/TRNS-LDG | | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 |
| 52610 NON-TRAVEL & IN-CO TRAVEL | | 1,245.00 | 0.00 | 0.00 | 0.00 | 1,245.00 |
| 52612 EMPLOYEE AUTO | | 600.00 | 0.00 | 0.00 | 0.00 | 600.00 |
| 52622 TRAINING/REGIS OUT-OF-CO | | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 |
| ----- | | | | | | |
| REPORT TOTAL | | 16,108.00 | 0.00 | 0.00 | 0.00 | 16,108.00 |

(A) Appropriation - budgeted amount

(B) Period Expenditures - what has been spent during the month selected (JUL-16 in this example).

- To find individual charges, see Section 8 - Account Inquiry.

(C) Year to Date Expenditures - total spent since the beginning of the fiscal year (July 1st)

(D) Year to Date Encumbrances - money set aside to be spent in the future (purchase requisitions, blanket purchase agreements, etc.)

- To find individual encumbrances, see Section 7 - Running the Outstanding Encumbrance Detail Report.

(E) Unencumbered Balance - appropriations available

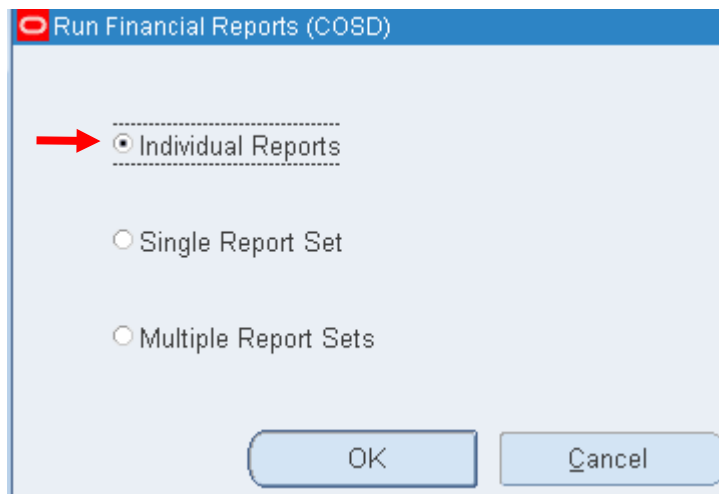
1) Starting from the Oracle main menu, click:

- a. GL Reporting - COSD
- b. Reports
- c. Requests
- d. Financial

TIP – If this is your first time accessing this report, you can click on *"Personalize"*, which will save this report as one of your favorites.



2) Click OK with Individual Reports Selected



- 3) Under Report, type GL007 then tab. Under Period, type the last period that closed (ex: JUL-16). At this point, your screen should look like this:

| | Report | Ledger | Period | Date |
|-------------------------------------|--------------------------|--------|--------|-------------|
| <input checked="" type="checkbox"/> | GL007 DEPT EXP BY ACCT O | COSD | JUL-16 | 31-JUL-2016 |

TIP – Oracle is particular about the formatting of the date. Make sure to type in (no spaces) the first 3 letters of the month (in capital letters), hyphen, and the last 2 numbers of the year (e.g., AUG-16, SEP-16, JAN-17)

- 4) Keep tabbing until you reach Segment Override. Here you will click on the ellipsis "..."

| | Report | Segment Override |
|-------------------------------------|--------------------------|------------------|
| <input checked="" type="checkbox"/> | GL007 DEPT EXP BY ACCT O | ... P |

- 5) Enter the Org number for your unit under ORG. When you tab through, the name of your unit should pop up on the right. Under OBJECT, enter EE520 for Services & Supplies. Press OK.

Accounting Flexfield

FUND

F_GRP

F_CAT

→ ORG **39475** BUDGET AND REVENUE MANAGEMENT

SECTION

DIVISION

DEPARTMENT

HIGH GROUP

FUNCTION ACTIVITY

STATE FUNCTION

PROGRAM

SUPER PROG

SUPER DEPT

PROG DEPT

PROG GRP

BUDGET GRP

ACCOUNT

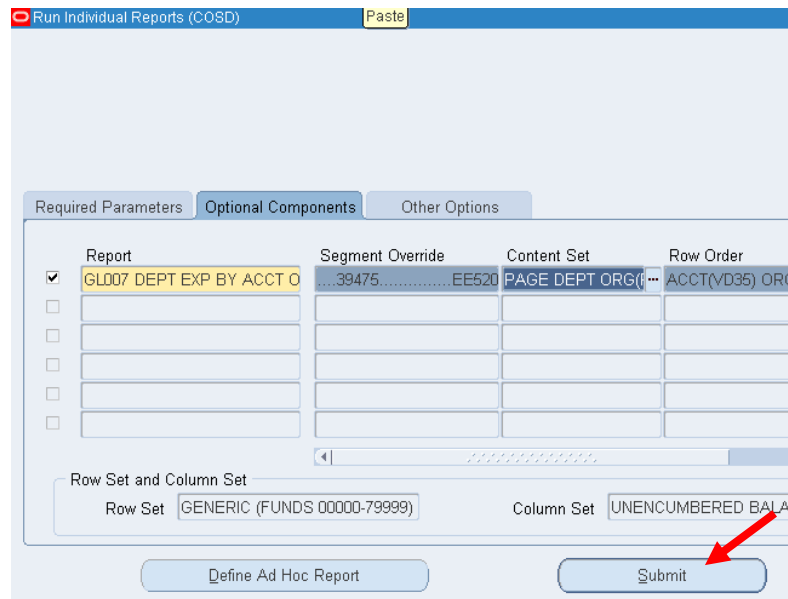
SUMMARY

→ OBJECT **EE520** SERVICES & SUPPLIES

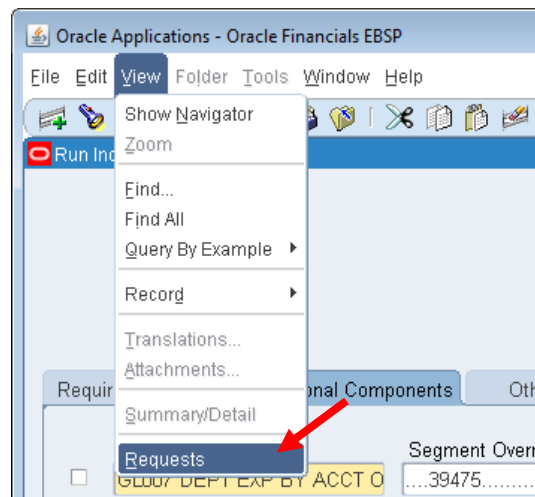
PROJECT ...

OK Cancel Combination

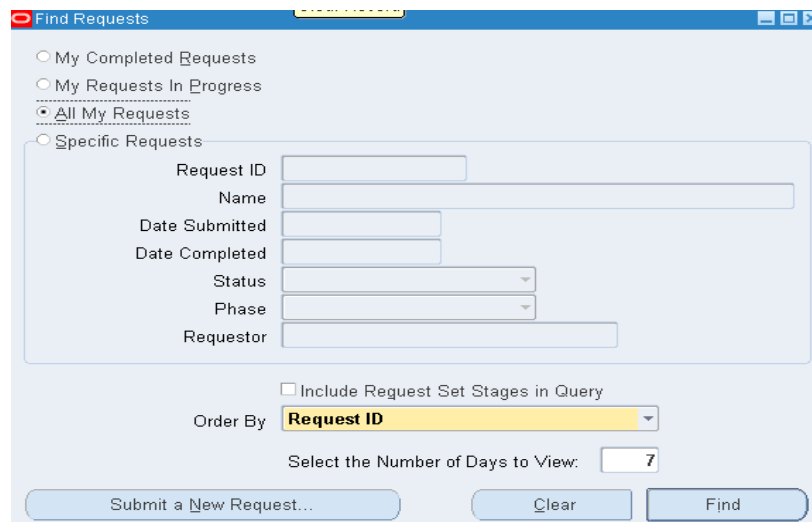
6) Once you press OK (step 5), Oracle will bring you back to the main screen. In this screen, press "Submit".



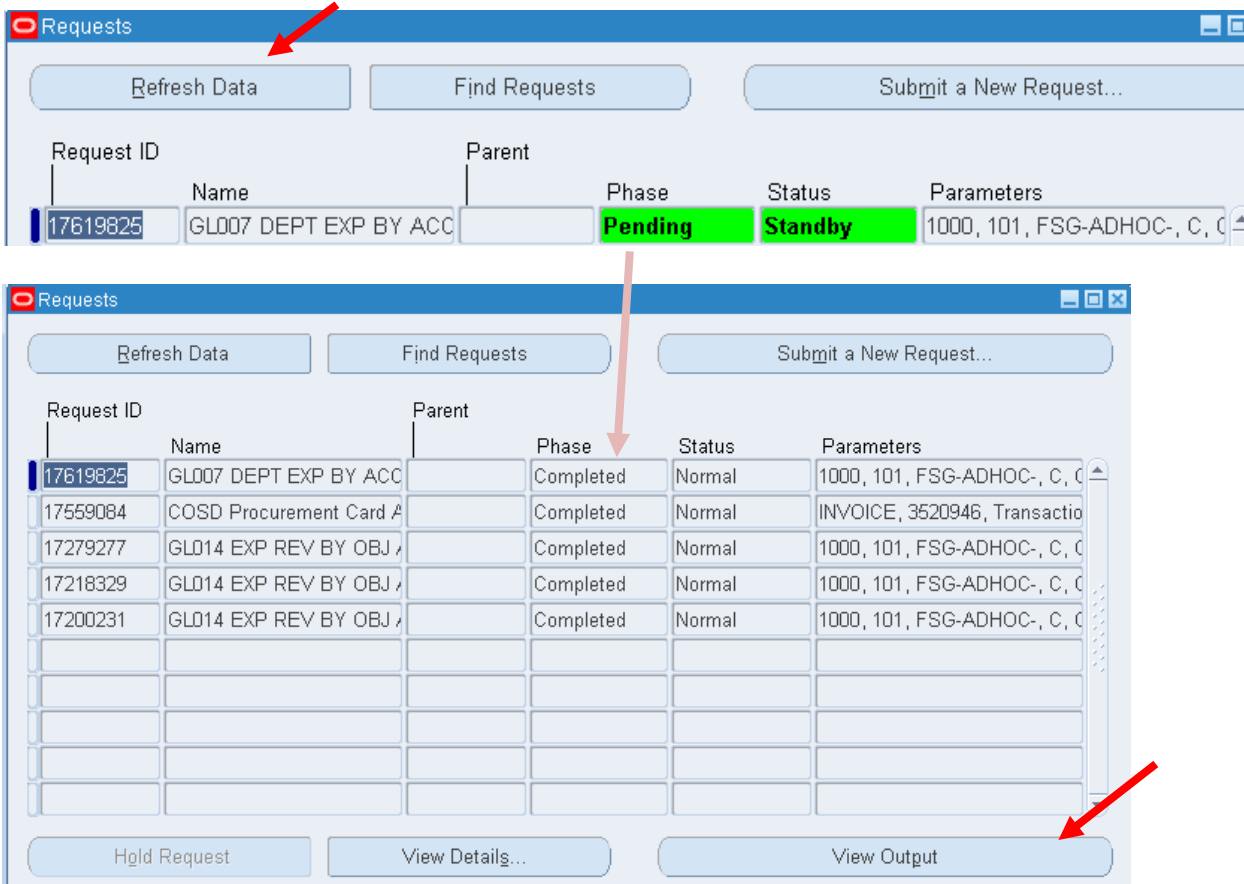
7) In order to view your report, go to the header section, click "View", then "Requests".



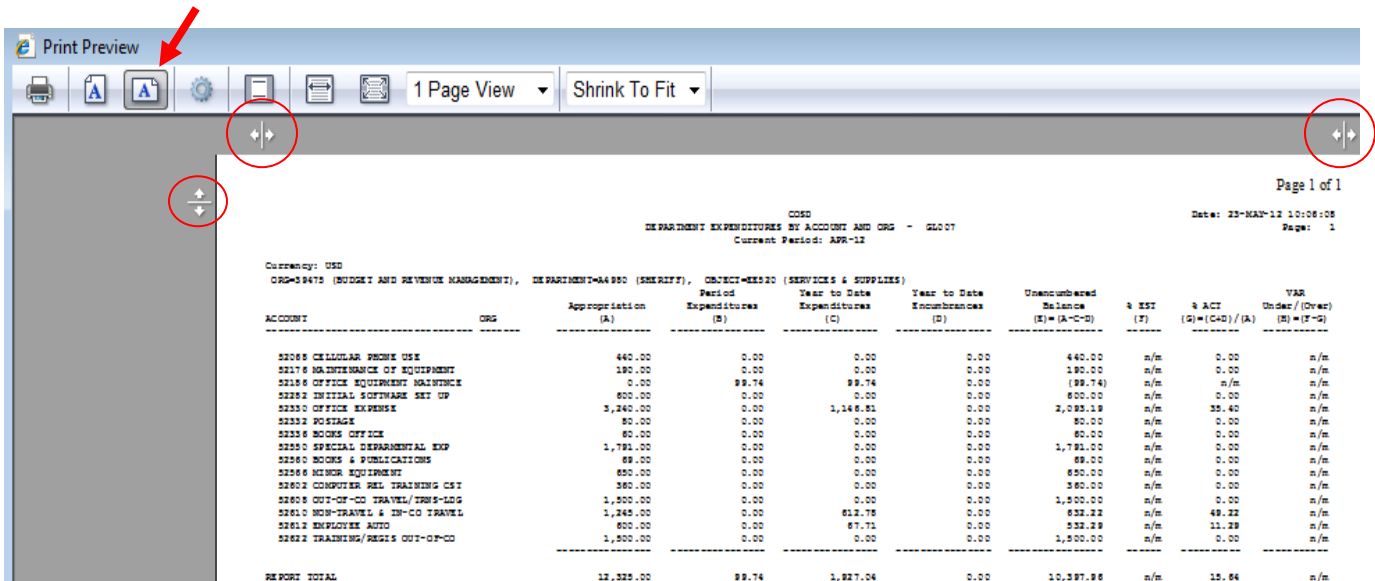
8) On the Find Requests Page, you do not need to type anything -- just click "Find".



- 9) You will see your request initially in the "Pending" phase (green cells). Keep clicking "Refresh Data" until the Phase changes to "Completed". Then click on your request and highlight your request from the list or reports on "View Output".



- 10) The report will open as a new internet browser window or tab. The report will default to the portrait setting. To change, go up to "File", then "Print Preview". Here, click on the landscape button. You can also adjust the margins by hovering over the white arrows to enlarge the image.



- 11) You can now print your report. ☺