# Section 7 - Running the GL014 Report

You would run the GL014 report instead of the GL007 if you need to see expenditures aside from Services & Supplies (S&S). Typical expenditures not included in S&S are Salaries & Benefits (including Overtime), Other Charges (including Support & Care), and Capital Assets. This report also shows revenues.

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, you can click on *"Personalize"*, which will save this as one of your favorites.

2) Click OK with Individual Reports selected
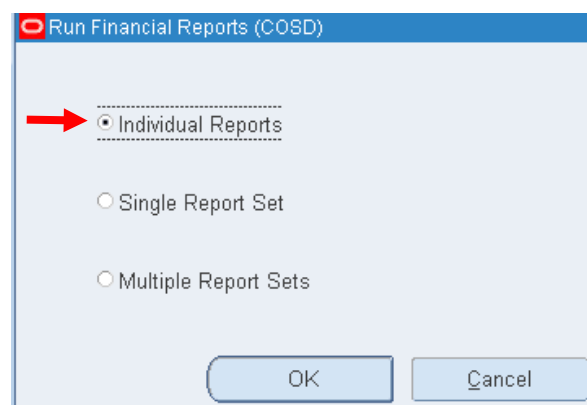
3) Under Report, type GL014 then tab, and click on GL014 01EXP REV BY OBJ ACCT. Under Period, type the last period that closed (ex: JUL-16). At this point, your screen should look like this:

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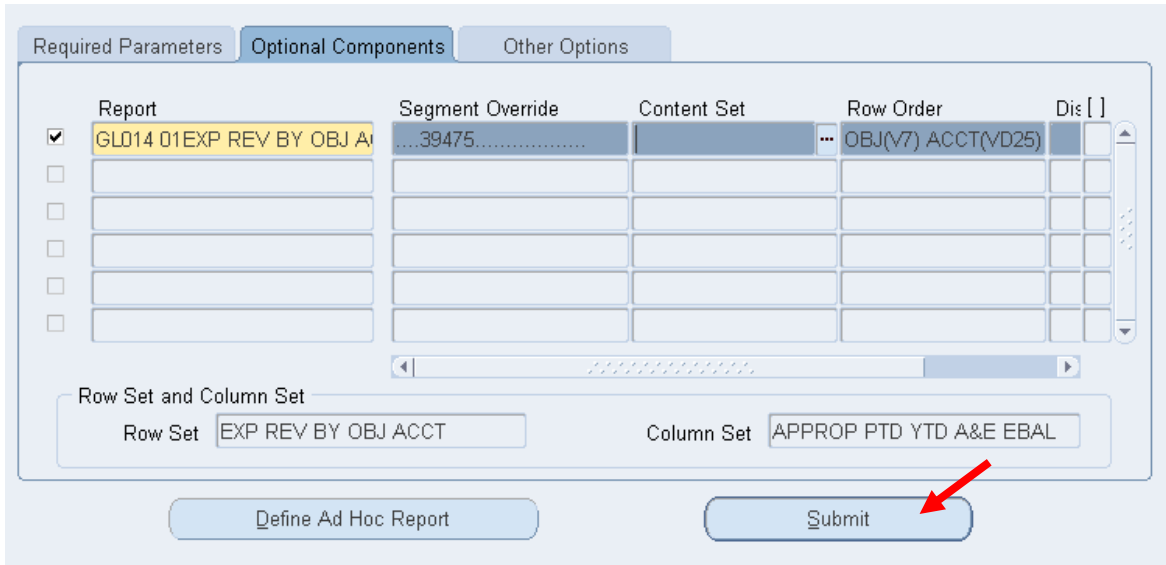
4) Keep tabbing until you reach Segment Override. Here you will click on the ellipsis "…"

5) Enter the org number for your unit under ORG. When you hit tab again, the name of your unit should pop up on the right of the Org box, Press OK.

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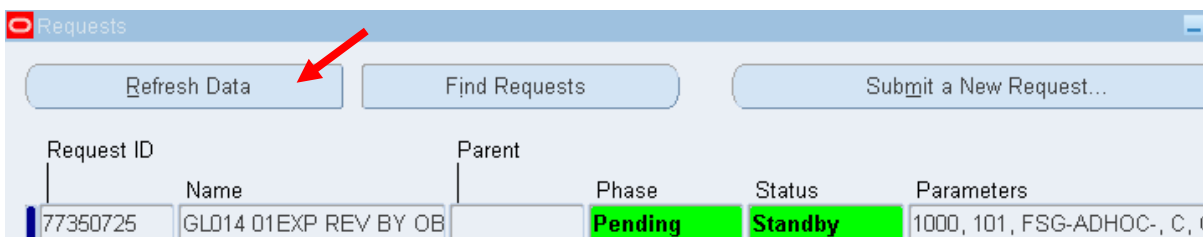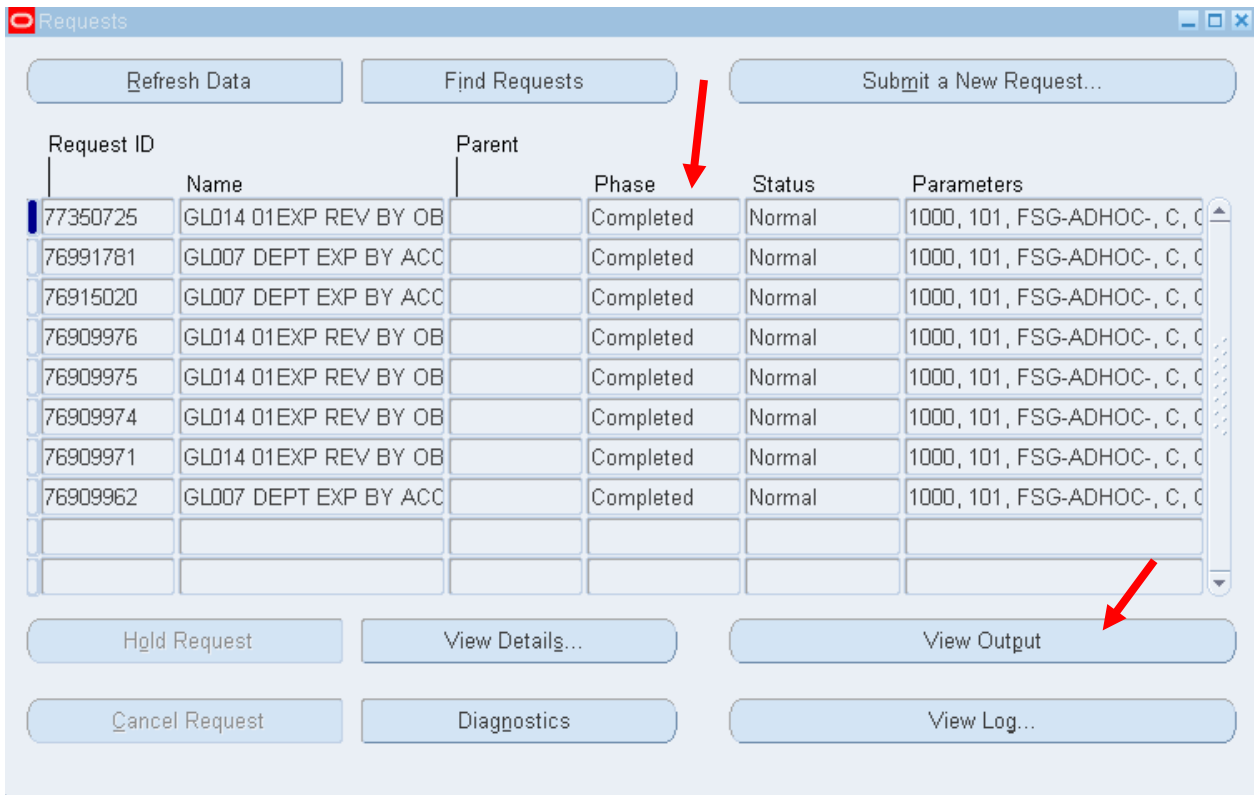

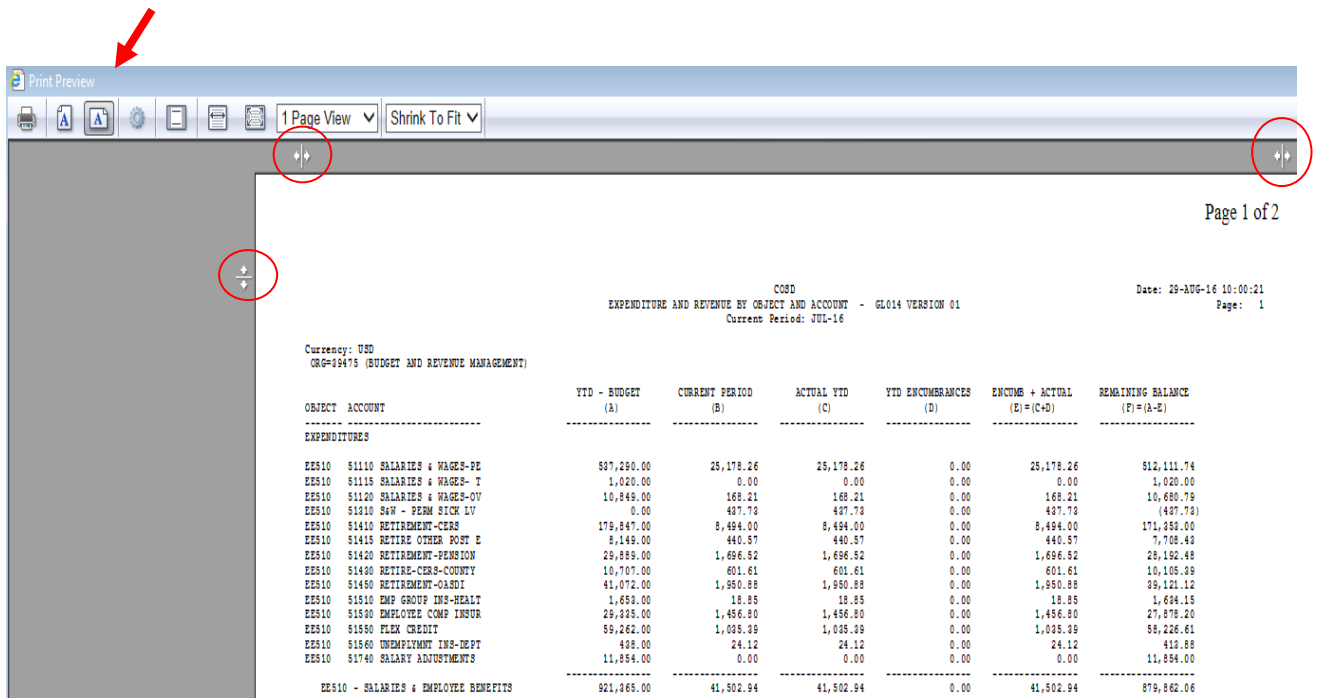7) In order to view your report, go to the header View, then Requests.
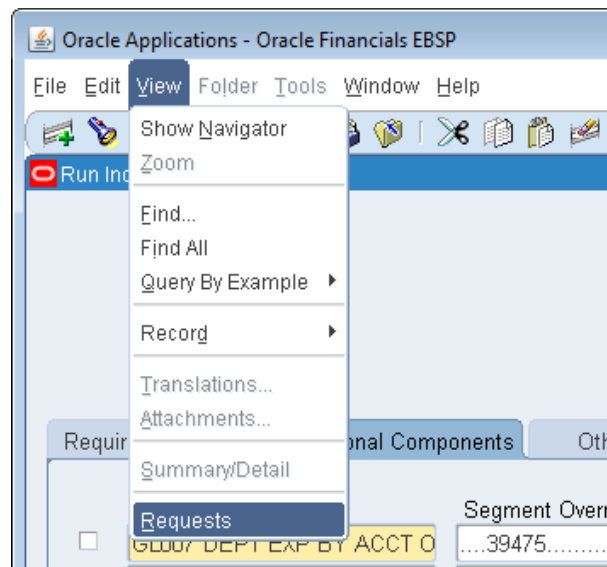
8) On the Find Requests Page, you do not need to type anything -- just click "Find".

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 *"View Output".*

10) The report will pop up 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. ☺