

Section 9 - Account Analysis Report

The Account Analysis Report provides an overview of all expenditures to each Services & Supplies account for that period, and is a useful companion to the Account Inquiry. The Account Analysis Report will also match the GL007 report for the same period (more detail provided below)

Subledger Accounting

COSD Account Analysis Report

Report Date

31-Aug-16

COSD

Date From 2016-07-01T00:00:00.000-07:00

Date To 2016-07-31T00:00:00.000-07:00

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Ledger / Ledger Set COSD
 Period From JUL-16
 Period To JUL-16
 Accounting Flexfield From 10100.39485.52332.0000000.000000.0000
 Accounting Flexfield To 10100.39485.52332.9999999.999999.9999
 Balance Type Actual
 Encumbrance Type / Budget Name
 Include Zero Amount Lines No
 Include User Transaction Identifiers No
 Include Statistical Amount Lines No
 Include Accounts With No Activity No



Account 10100.39485.52332.1003570.100390.0000 Description GENERAL

Beginning Balance for Period JUL-16 0 0

Source	Category	GL Date	Event Class	Transaction Number	Vendor Name	Line Description	Debit	Credit
Payables	Purchase Invoices	8-Jul-16	Invoices	5-474-54970	FEDERAL EXPRESS CORP	COURIER SERVICES	13.2	
Payables	Purchase Invoices	8-Jul-16	Invoices	P&C_ISF_Purchase_Orders_20-JUL-2016	PURCHASING AND CONTRACTING	P&C ISF SURCHARGE-517040-1-4-1	0.11	
Period Total							13.3	0

Ending Balance for Period JUL-16 13.33 0

Account Total 13.33 0

Ledger Total 13.33 0

End of Report

Source - from where the information was retrieved. The Source is an indication of the type of debit or credit:

Payables - invoice or p-card related expenditures

PEOPLESOFT - payroll related (mileage reimbursement and bus/transit pass are the most frequently used)

DART - transfer (usually Print Shop charges, which will also be reflected under the Line Description column)

Projects - accounting entry to record PEOPLESOFT and DART transactions, this is necessary to "push" the information from one area in Oracle into another (will be duplications of those entries)

Account - accounting information where the transaction occurred.

The net of Debits & Credits will match the GL007 Column B Period Expenditures.

COSD
DEPARTMENT EXPENDITURES BY ACCOUNT AND ORG - GL007
Current Period: JUL-16

Currency: USD

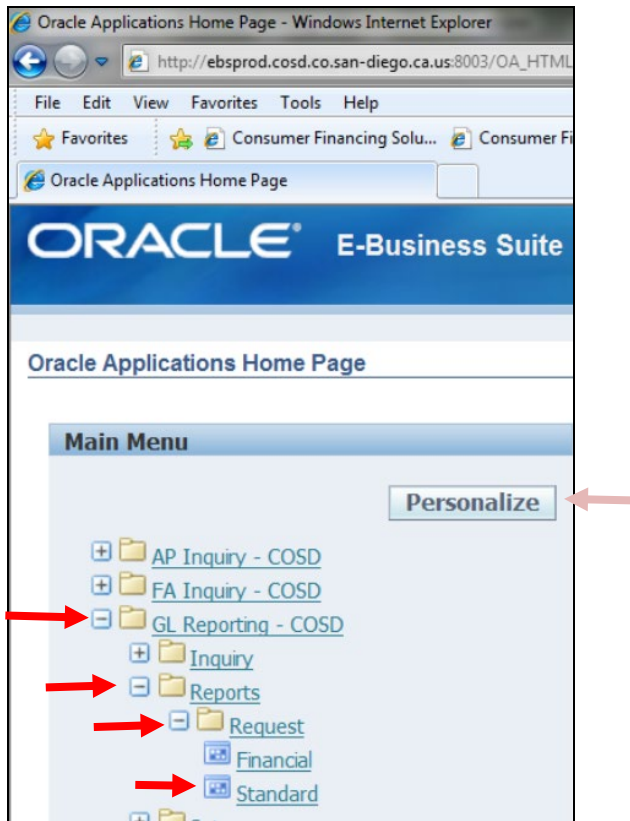
ORG=39485 (FINANCIAL SERVICES), DEPARTMENT=A4980 (SHERIFF), OBJECT=EE520 (SERVICES & SUPPLIES)

ACCOUNT	ORG	Appropriation (A)	Period Expenditures (B)	Year to Date Expenditures (C)	Year to Date Encumbrances (D)	Unencumbered Balance (E) = (A-C-D)
52068	CELLULAR PHONE USE	1,344.00	0.00	0.00	0.00	1,344.00
52176	MAINTENANCE OF EQUIPMENT	500.00	0.00	0.00	0.00	500.00
52186	OFFICE EQUIPMENT MAINTNCE	100.00	0.00	0.00	0.00	100.00
52190	DATA PROCESSING EQ MAINT	1,200.00	0.00	0.00	0.00	1,200.00
52302	TRANSIT (BUS) SAVER PASS	1,000.00	195.00	195.00	0.00	805.00
52304	MISCELLANEOUS EXPENSE	200.00	0.00	0.00	0.00	200.00
52330	OFFICE EXPENSE	12,750.00	0.00	0.00	0.00	12,750.00
52332	POSTAGE	1,533.72	13.33	13.33	33.72	1,486.67
52334	PRINTING	41,761.25	155.43	155.43	5,544.30	36,061.52
52500	RENTS & LEASES-EQUIPMENT	3,800.00	0.00	0.00	0.00	3,800.00
52504	COPY EQUIPMENT RENTAL	0.00	0.00	0.00	18,963.13	(18,963.13)
52550	SPECIAL DEPARTMENTAL EXP	11,500.00	1,117.55	1,117.55	0.00	10,382.45
52560	BOOKS & PUBLICATIONS	676.10	0.00	0.00	176.10	500.00
52566	MINOR EQUIPMENT	7,900.00	0.00	0.00	0.00	7,900.00
52608	OUT-OF-CO TRAVEL/TRNS-LDG	5,000.00	0.00	0.00	0.00	5,000.00
52610	NON-TRAVEL & IN-CO TRAVEL	1,000.00	(105.00)	(105.00)	0.00	1,105.00
52612	EMPLOYEE AUTO	2,000.00	231.12	231.12	0.00	1,768.88
52623	TUITION	5,000.00	0.00	0.00	0.00	5,000.00
REPORT TOTAL		97,265.07	1,607.43	1,607.43	24,717.25	70,940.39

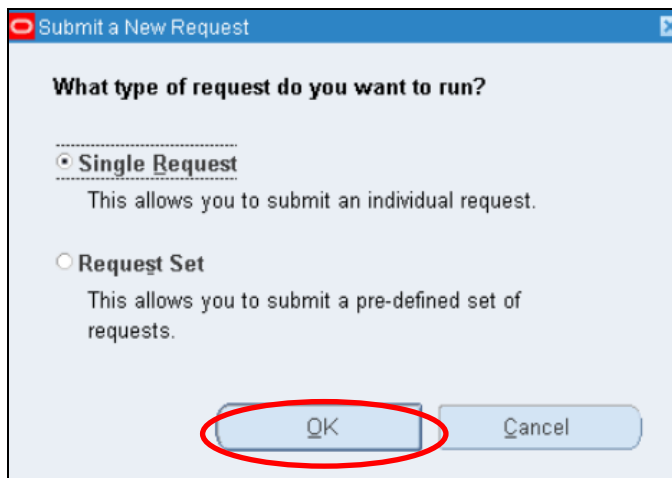
1) Starting from the Oracle main menu, click:

- a. GL Reporting - COSD
- b. Reports
- c. Request
- d. Standard

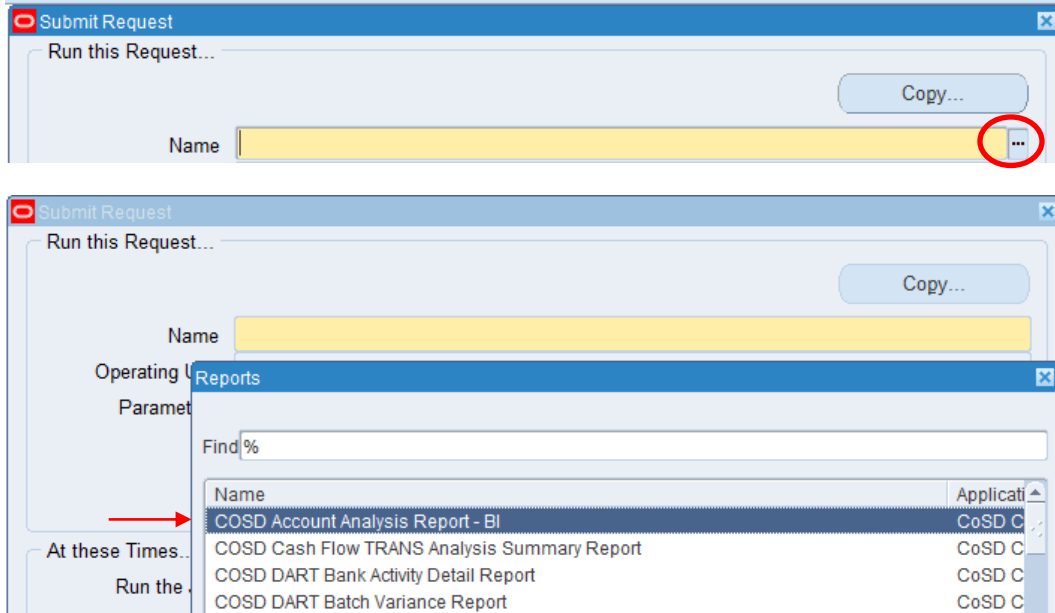
TIP – If this is your first time accessing, you can click on "Personalize", which will save this as one of your favorites.



2) The Oracle Application will open at this time. Select "Single Request" and click "OK"

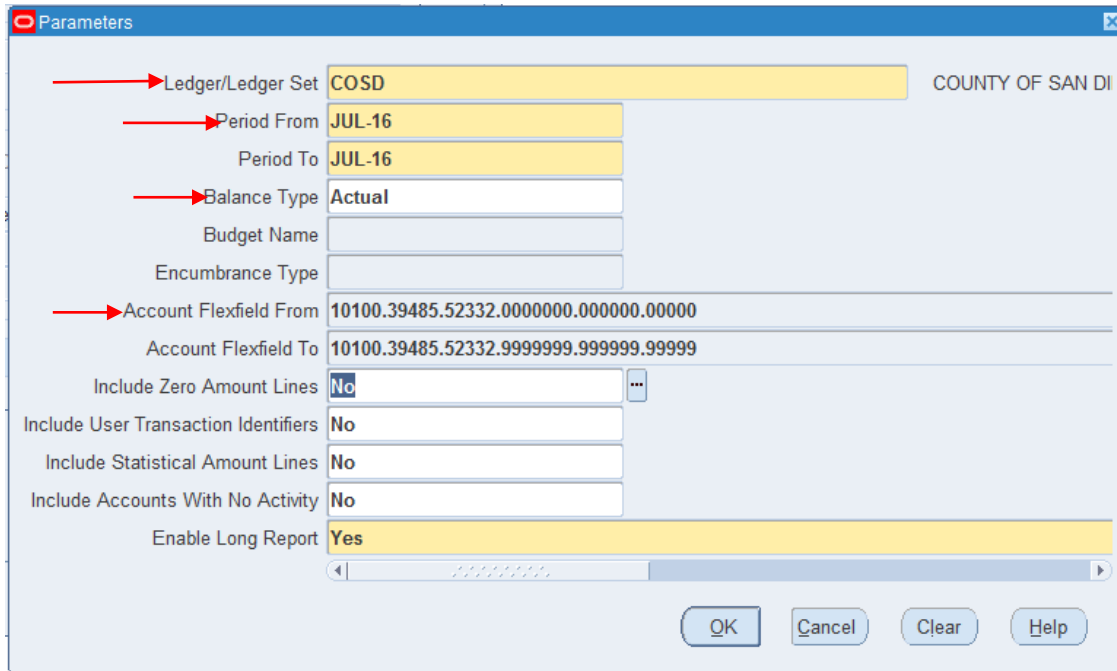


- 3) In “Name” field, click on “...” and a list of Reports will appear. From the list, click on “COSD Account Analysis Report - BI”, and click on “OK”.



- 4) Parameters, TYPE the following:

- a. Ledger/Ledger Set “**COSD**”. Press Tab.
- b. Period From/Period to – Enter the month and year for the period you are requesting. For July 2016, the entry would be: “**JUL-16**” in both the Period From and Period To fields.
(You may change the starting and ending period accordingly)
- c. Balance Type – “**A**” (Actual). Press Tab.



Once you hit tab after the Period To, a box will come up requesting the Accounting FlexField. This is where you will enter the accounting information to retrieve the data you need.

- 5) **“Accounting Flexfield”**, and TYPE the following:
- Fund – Low: “10100” for General Fund (most Department expenditures occur in the General Fund). High is automatically updated with 10100. Press Tab.
 - Org – Low: enter your org number. High will automatically be updated with the same org. Press Tab.
 - Account –
 - Report for single account- enter that account number in the Low & High field
 - Report for all Services & Supplies accounts- Low: “52010”. High: “52820”
 - Project (7 digits) – Low: “0000000”. High: “9999999”.
 - Funding Source (6 digits) – Low: “000000”. High: “999999”.
 - TBD (5 digits) – Low: “00000”. High: “99999”.

- 6) Enable Long Report – "Yes". Click on **“OK”**.

7) The Submit Request screen will appear; Click **"Submit"**

Submit Request

Run this Request...

Copy...

Name COSD Account Analysis Report - BI

Operating Unit

Parameters COSD:JUL-16:JUL-16:Actual:::10100.39485.52332.0000000.000000.000000:10100.39485.52332

Debug Options

At these Times...

Run the Job As Soon as Possible

Schedule...

Upon Completion...

Save all Output Files Byrst Output

Layout COSD Account Analysis Report - BI (Template)

Options...

Notify

Print to noprint

Help (A) Submit Cancel

8) To View Report, click on **"Find Requests"** Tab. Click on **"Find"**

Oracle Applications - Oracle Financials EBS

File Edit View Folder Tools Window Help

Requests

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By Request ID

Select the Number of Days to View: 7

Submit a New Request... Clear Find

- 9) You will see your request initially in the "Pending" and then "Running" phases (green cells). Keep clicking "Refresh Data" until the Phase changes to "Completed". Then click on "View Output".

The screenshot shows a window titled "Requests" with a table of request entries. The first row is highlighted in green, indicating a "Pending" phase. The table columns are Request ID, Name, Parent, Phase, Status, and Parameters. Below the table are several action buttons: "Refresh Data", "Find Requests", "Submit a New Request...", "Hld Request", "View Details...", "View Output", "Cancel Request", "Diagnostics", and "View Log...".

Request ID	Name	Parent	Phase	Status	Parameters
92168686	COSD Account Analysis R		Pending	Normal	101, 1, COSD, 101, , , MAY-16
92158981	GL007 DEPT EXP BY ACC		Completed	Normal	1000, 101, FSG-ADHOC-, C, C
92158978	GL007 DEPT EXP BY ACC		Completed	Normal	1000, 101, FSG-ADHOC-, C, C
92135864	COSD Outstanding Encum		Completed	Normal	A4980, A4980, 39730, 39730,
92135857	COSD Outstanding Encum		Completed	Normal	A4980, A4980, 39730, 39730,
92130624	GL007 DEPT EXP BY ACC		Completed	Normal	1000, 101, FSG-ADHOC-, C, C
92130167	GL022 DEPT REV EXP BY		Completed	Normal	1000, 101, FSG-ADHOC-, C, C
92130082	COSD Outstanding Encum		Completed	Normal	A4980, A4980, 39730, 39730,
92123550	GL007 DEPT EXP BY ACC		Completed	Normal	1000, 101, FSG-ADHOC-, C, C
92123547	GL024 QTR REV BY OBJ		Completed	Normal	1000, 101, FSG-ADHOC-, C, C

- 10) The report will pop up as FNDWRR.exe in Microsoft Excel. To print the report, go up to "File", then click on "Print". You will need to modify the page setup first before printing.

The screenshot shows a Microsoft Excel spreadsheet titled "Subledger Accounting" and "COSD Account Analysis Report". The report includes a table with columns for Source, Category, GL Date, Event Class, and Transaction Number. The report also includes a summary table with columns for Ledger Name, Ledger Currency, and Balance.

Source	Category	GL Date	Event Class	Transaction Number
Payables	Purchase Invoices	8-Jul-16	Invoices	S-474-54970
Payables	Purchase Invoices	8-Jul-16	Invoices	P&C_ISF_Purchase_Orders_20-JUL-201