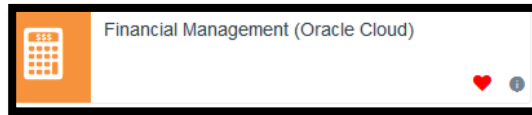


Account Analysis-

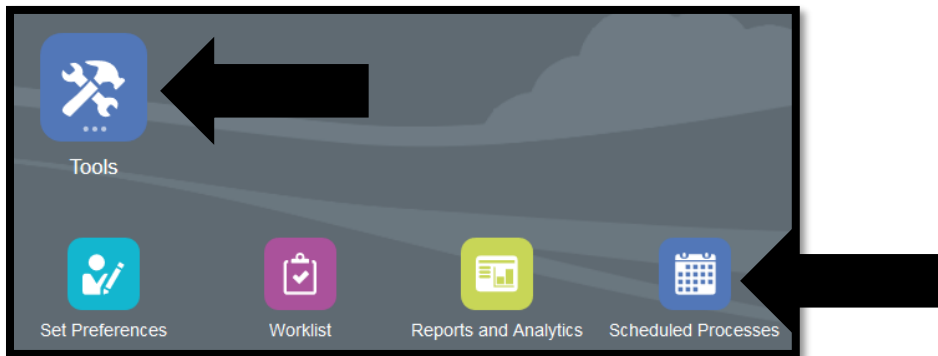
The Account Analysis tool is another option to see activity in your general ledger.

To access- log onto <https://my.rutgers.edu>



Click on "Financial Management (Oracle Cloud)"

Click on "Tools" and then Click on "Scheduled Processes"



Click on "Schedule New Process" from the "Overview" screen:



This will bring up the search menu- search for "Account Analysis" (it is case sensitive)



Select "Account Analysis Report" and click "OK"



Click "OK" again to get to the "Process Details" pop up-

The screenshot shows the 'Process Details' dialog box. At the top, it says 'This process will be queued up for submission at position 2'. Below this are buttons for 'Process Options', 'Advanced', 'Submit', and 'Cancel'. The main form contains the following fields:

- Name:** Account Analysis Report
- Description:** Details Oracle Fusion General Ledger account ba...
- Schedule:** As soon as possible
- Submission Notes:** (empty text box)
- Basic Options:**
 - Parameters:**
 - Subledger Application:** (empty dropdown menu)
 - * Ledger:** Rutgers Ledger
 - * From Accounting Period:** JUN-19
 - * To Accounting Period:** JUN-19
 - Balance Type:** Actual
 - Encumbrance Type:** (empty dropdown menu)
 - Include Accounts with No Activity:** No
 - Account:** 0 Filter Conditions Defined (with a filter icon)

Sub ledger Application should be blank (you can select from drop down menu)

Select the period you want to view

Balance type remains "Actual"

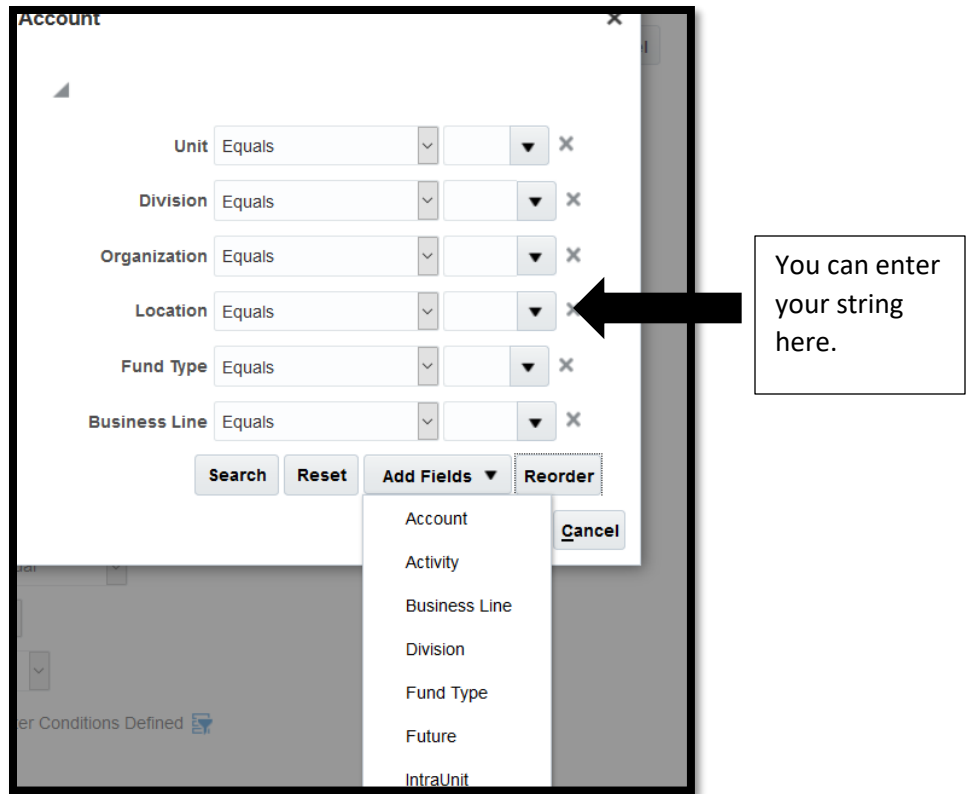
Click on the filter to select your string

You will need to add fields:

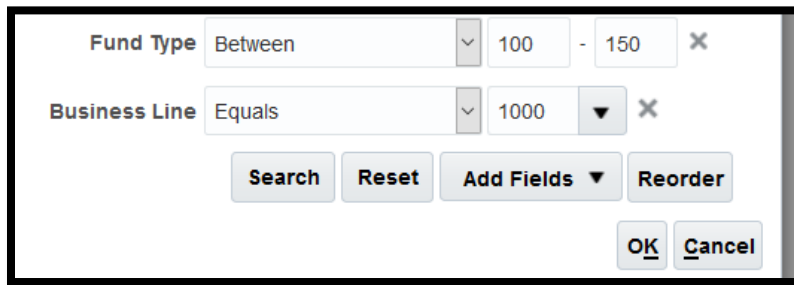
The screenshot shows the 'Account' dialog box. It contains the following elements:

- A search icon in the top left corner.
- The text 'No search fields added.'
- Buttons for 'Search', 'Reset', and 'Add Fields' (with a dropdown arrow).
- Buttons for 'OK' and 'Cancel' at the bottom.

This will open up the search criteria to select



Quick Tip: If you want to see all of your activity between your GL and your non-specific projects used for operation (Summer Session Project, ICR project) and you use the same business line for all of your operational purchases, you can change your fund type to "between" 100-150 and limit your business line to "1000" (if that is the string that you use)



Click on “OK”, this will bring you back to the “Process Details” screen. Click on “Advanced” to get to the Advanced Options screen. Click on “Output”

This process will be queued up for submission at position 1

Process Options Basic Submit Cancel

Name Account Analysis Report

Description Details Oracle Fusion General Ledger account ba...

Schedule As soon as possible

Submission Notes

Print output

Notify me when this process ends

Advanced Options

Parameters Schedule **Output** Notification

View + X

Name	Layout	Format
No document defined		

Click on the “+” sign-

From “Layout” make sure it says “RU GL 089 Account Analysis Report” and format should be “Excel”. When that is done, click on “Submit”

This process will be queued up for submission at position 1

Process Options Basic Submit Cancel

Name Account Analysis Report

Description Details Oracle Fusion General Ledger account ba...

Schedule As soon as possible

Submission Notes

Print output

Notify me when this process ends

Advanced Options

Parameters Schedule **Output** Notification

View + X

Name	Layout	Format
XLAAARPT Document1	RU GL 089 Ac	Excel (*.xlsx)

A confirmation for the report will pop up, click on OK. This will bring you back to the “Overview” screen. You will need to click on the refresh icon to see your report running.

Actions ▼ View ▼
 Schedule New Process
Resubmit
Put On Hold
Cancel Process
Refresh icon
▶ ↻

When the report is done running, it will say "succeeded" in the "Status" section

Name	Process ID	Status	Scheduled Time	Submission Time
Account Analysis Report	3528229	Succeeded	7/8/19 3:29 PM EDT	7/8/19 3:29 PM EDT

Click on the report and the "Output file will appear"

Click on the "Output Name" to open your report-

Output

XML Data Republish

Output Name	Template	Time Zone	Calendar	Status	Send
XLAAARPT Document1	XLAAARPT Document1	(UTC-05:00) New York - Eastern Time (ET)		✔	

Click here to open the report "XLAAARPT..."

This will open up your report in excel-

You will be able to view your data based on the criteria you selected:

Period	Trx Date	Gl. Date	Posting Date	Creation Date	Created By	Trx No.	Unit	Division	Org	Location	Fund Type	Business Line	Account	Activity	Account Desc	Category	Source	Journal Batch	Journal	Line Number	Header Description	Line Description	Revenue Interface Contract Number	Revenue Interface Project Number	Revenue Interface Task Number	Party Name	Accounted Dr
JUN-19		6/25/19	6/25/19	6/25/19	RANDEP		450	5865		2110	100	1000	52970	0000	Office Supplies Postage &	Adjustment	Spreadsheet	Spreadsheet A 4373724 3470888 N	Adjustment 22-6001086	17	UPS Expense Allocation WE 06/15/2019	UPS WE 6/15/2019 124R251E2 496925504					3.73
JUN-19		6/25/19	6/25/19	6/25/19	RANDEP		450	5865		2110	100	1000	52970	0000	Office Supplies Postage &	Adjustment	Spreadsheet	Spreadsheet A 4373724 3470888 N	Adjustment 22-6001086	18	UPS Expense Allocation WE 06/15/2019	UPS WE 6/15/2019 124R251E2 496925504				25.54	
JUN-19		6/25/19	6/25/19	6/25/19	RANDEP		450	5865		2110	100	1000	52970	0000	Office Supplies Postage &	Adjustment	Spreadsheet	Spreadsheet A 4373709 3470216 N	Adjustment 22-6001086	18	UPS Expense Allocation WE 06/08/2019	UPS WE 6/8/2019 124R251ED A98119070				1.24	
JUN-19		6/25/19	6/25/19	6/25/19	RANDEP		450	5865		2110	100	1000	52970	0000	Office Supplies Postage &	Adjustment	Spreadsheet	Spreadsheet A 4373709 3470216 N	Adjustment 22-6001086	19	UPS Expense Allocation WE 06/08/2019	UPS WE 6/8/2019 124R251ED A98119070				6.05	
JUN-19		6/25/19	6/25/19	6/25/19	RANDEP		450	5865		2110	100	1000	52970	0000	Office Supplies Postage &	Adjustment	Spreadsheet	Spreadsheet A 4373709 3470216 N	Adjustment 22-6001086	20	UPS Expense Allocation WE 06/08/2019	UPS WE 6/8/2019 124R251ED A98119070				22.80	
JUN-19		6/30/19	7/8/19	7/11/19	BONANKR		450	5865		2110	100	1000	60060	0000	Telecom Telephone Charges	RU Actuals	Spreadsheet	Spreadsheet A 4418670 3503320 N	RU Actuals 22-6001086	125	Legacy RU Telecom May19 Charges	Rutgers Telecom Charges May-19				63.95	
JUN-19	6/13/19	6/13/19	6/14/19	6/14/19	MSR229	7078274	450	5865		2110	100	1000	90200	0000	Transfers Between Operati	Miscellaneous Cost	Projects	Projects A 3412070 000001 3412079 2N	JUN-19 Miscellaneous Cost 22-6001086	54		Project Expenditure Projects				7,000.00	

You can run this report for any string you select.