UNIVERSITY OF CALIFORNIA
MERCED

Navigation

Oracle Navigation Step-by-Step Guide

How to Run a Report

February 4, 2021

FINAL

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Report Types Overview

Oracle Cloud has many reporting tools that can be used to provide report output (results) on all different types of data. Depending on your user role, you may have access to one or more of these tools.

- **Financial Reporting Center (FRC)** serves as the launchpad for delivered and custom reports for **all modules** in Oracle. You can search for any delivered report, or standard reports.
- **Business Intelligence Publisher (BI)** reports are used for high-volume, highly-formatted transaction-based reports and provides the details of current operational data for **all modules**.
- **Oracle Transactional Business Intelligence (OTBI)** reports are used for querying transactional data in **all modules**, and allows you to choose from a large array of reportable data objects within functional subject areas.
- **Financial Reporting Studio (FRS)** is used **only** for **General Ledger**, provides a summary of account balances, such as the trial balance, and allows the user to expand the chart of accounts values and drill down into the details. These results can be exported to Excel, PDF, Word, and PowerPoint.
- **Smart View** is **used for Projects, General Ledger, and Planning and Budgeting**. This reporting tool is unique because it allows you to view, import, manipulate distribute, and share data in different Microsoft interfaces.

UC Merced's employees will use these steps to run reports dependent on the report type and the module.

Running Reports via Tools >> Scheduled Processes

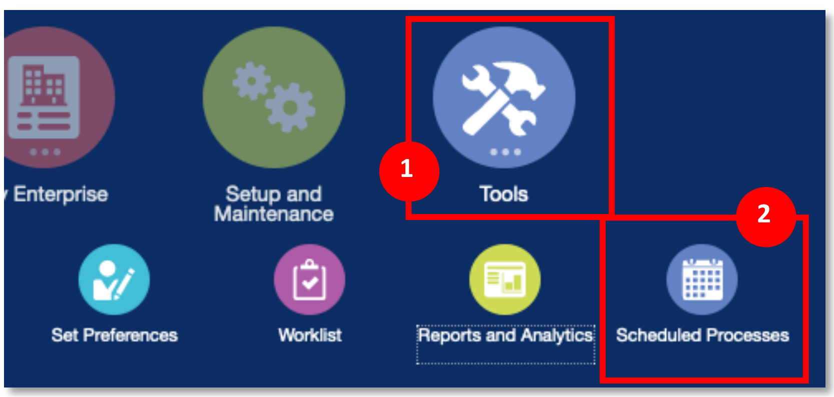
UC Merced's employees will use these steps to run a report using the Tools infolet and Scheduled Processes sub-infolet navigation path.

Note: the navigation steps for accessing reports will vary based on the module and the type of report being run. You can access the **Reports and Analytics** or the **Scheduled Processes** sub-infolets (functions) under the Tools infolet in the Navigator; in addition, some applications' **Overview** page interface offers either or both access points.

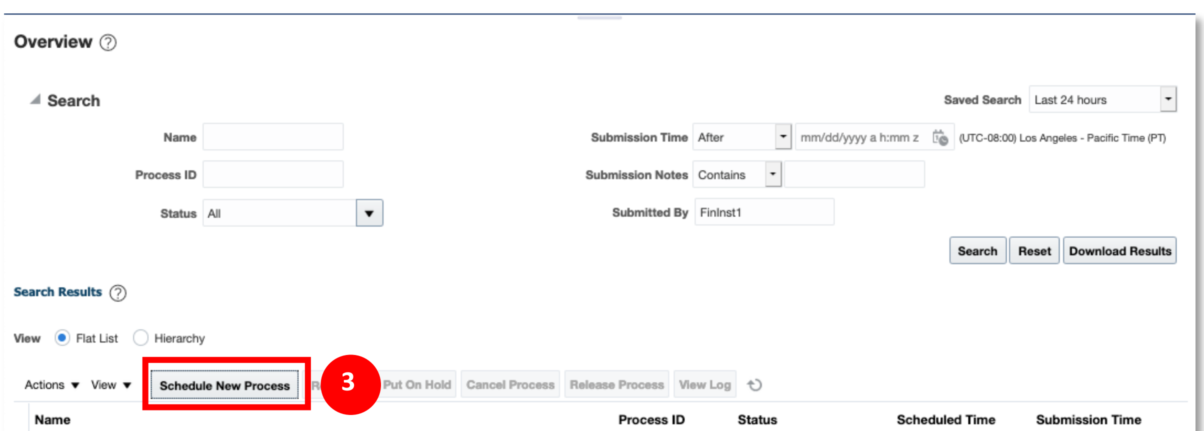
To perform this task, log into Oracle Cloud

System Steps:

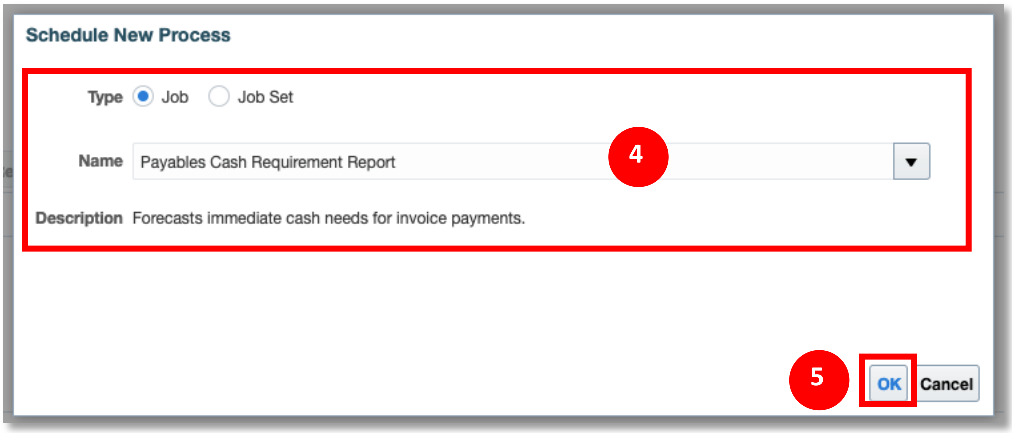
1. Click the **Tools** infolet
2. Click the **Scheduled Processes** sub-infolet



3. In the **Overview** page, click the **Schedule New Process** button



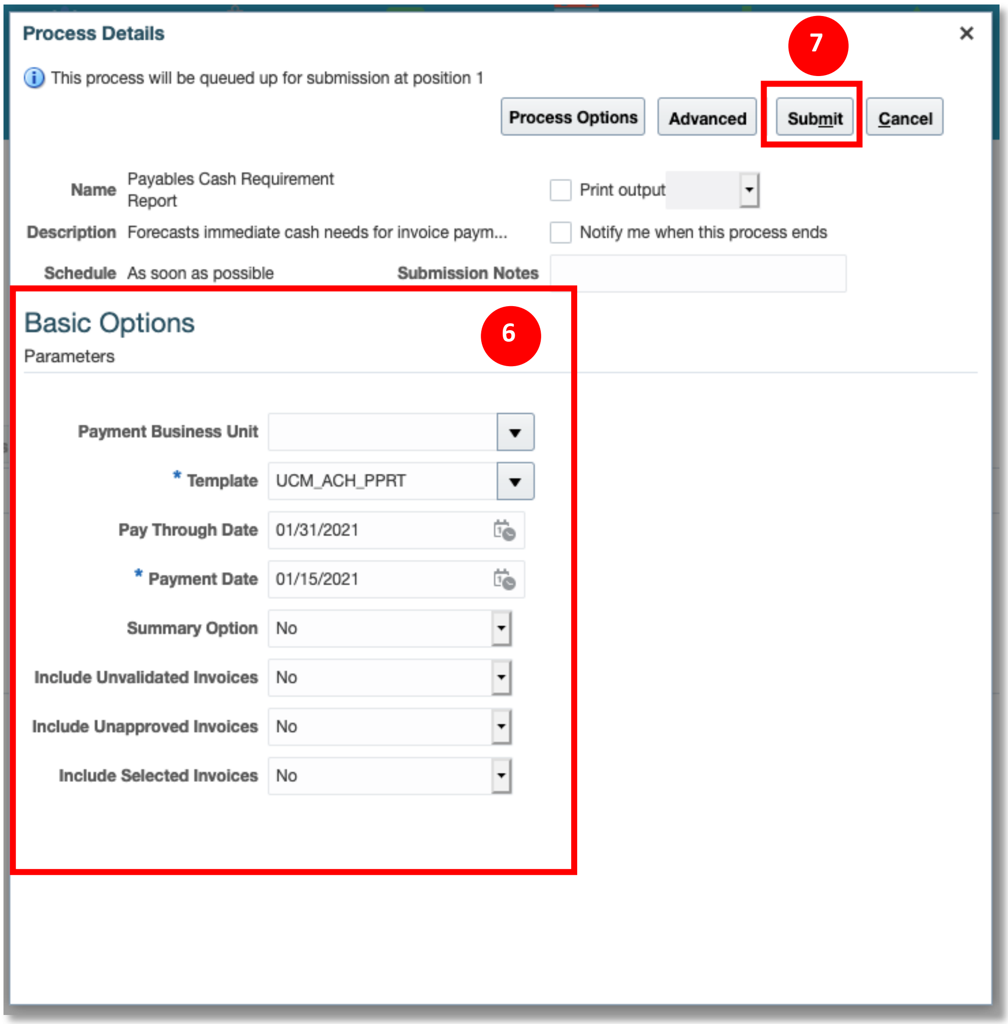
4. In the **Schedule New Process** pop-up window, enter the values for this process schedule example (***mandatory** data fields are indicated by an asterisk):
    a. **Type:** select **Job** or **Job Set** based on process being scheduled
    b. **Name:** enter the report/ process to schedule, or click the drop-down arrow to access the **Search** option if you are unsure of the report/ process name
5. Click the **OK** button



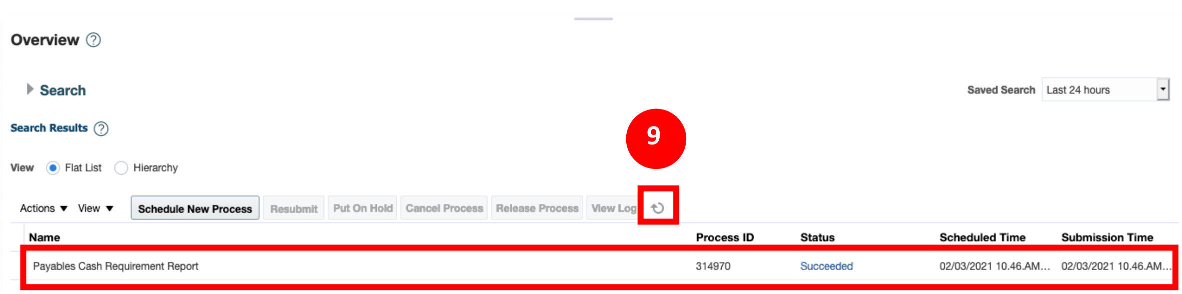
6. In the **Process Details** pop-up window, enter the **Basic Options Parameters** for this process schedule example (***mandatory** data fields are indicated by an asterisk):

Note: the parameters will vary based on the report/ process being scheduled

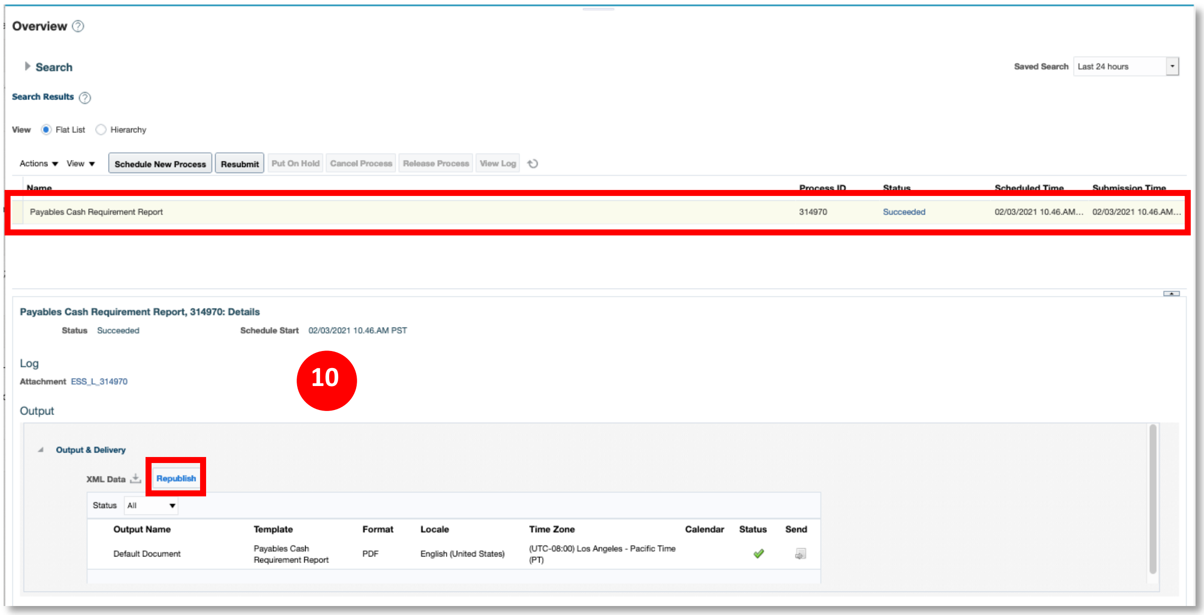
7. Click the **Submit** button



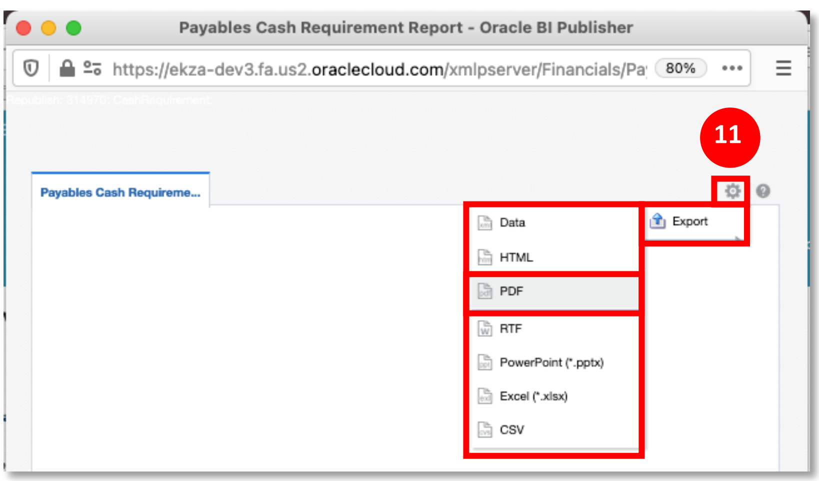
8. In the **Confirmation** pop-up window, click the **OK** button to acknowledge the process being submitted
9. Back in the **Overview** page, click the **Refresh** icon to see the status of the report/ process you just submitted



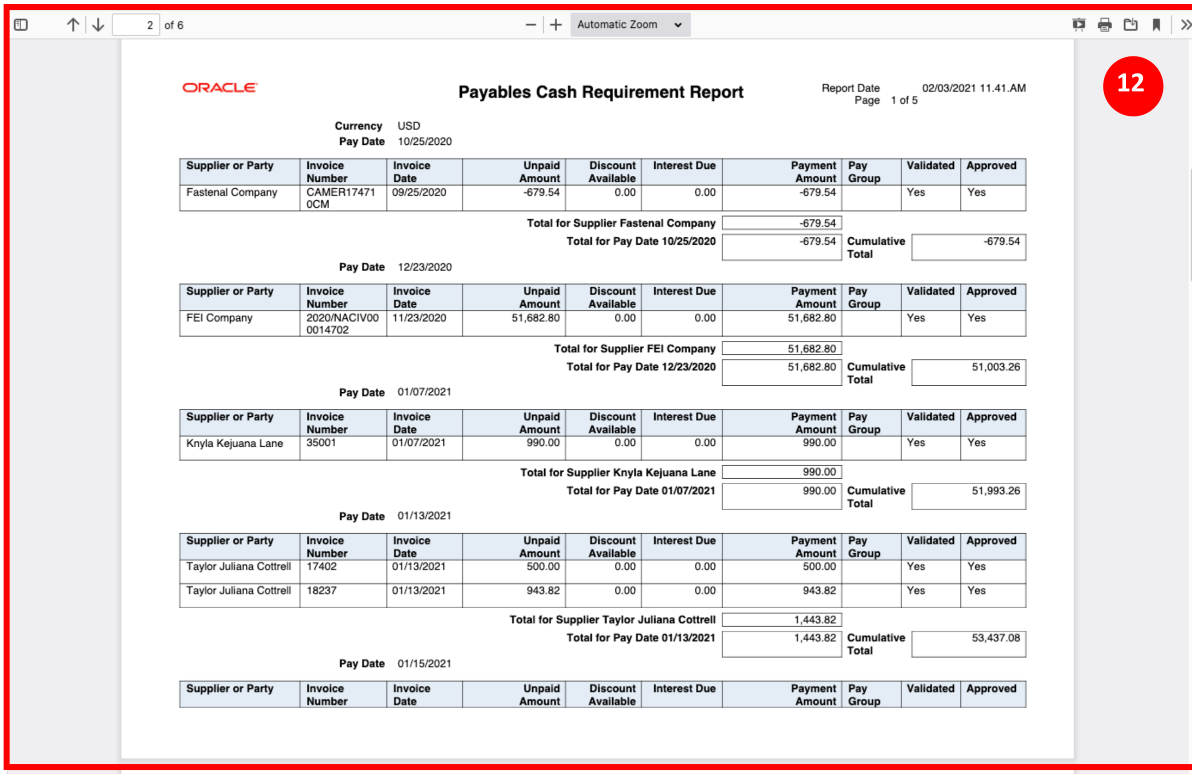
10. Back in the **Overview** page, select the record of the report/ process submitted to view your output by clicking the **Republish** button in the **Output & Delivery** section



11. In the **BI Publisher** pop-up window, click the **Actions** icon to access the menu, then select **Export >> PDF** or the output format desired



12. Follow the prompts to open or save the file, and then view the report results once opened in the specified format



ORACLE

Payables Cash Requirement Report

Report Date 02/03/2021 11.41.AM
Page 1 of 5

Currency USD
Pay Date 10/25/2020

Supplier or Party	Invoice Number	Invoice Date	Unpaid Amount	Discount Available	Interest Due	Payment Amount	Pay Group	Validated	Approved
Fastenal Company	CAMER174710CM	09/25/2020	-679.54	0.00	0.00	-679.54		Yes	Yes

Total for Supplier Fastenal Company -679.54
Total for Pay Date 10/25/2020 -679.54 **Cumulative Total** -679.54

Pay Date 12/23/2020

Supplier or Party	Invoice Number	Invoice Date	Unpaid Amount	Discount Available	Interest Due	Payment Amount	Pay Group	Validated	Approved
FEI Company	2020/NACIV000014702	11/23/2020	51,682.80	0.00	0.00	51,682.80		Yes	Yes

Total for Supplier FEI Company 51,682.80
Total for Pay Date 12/23/2020 51,682.80 **Cumulative Total** 51,003.26

Pay Date 01/07/2021

Supplier or Party	Invoice Number	Invoice Date	Unpaid Amount	Discount Available	Interest Due	Payment Amount	Pay Group	Validated	Approved
Knyla Kejuana Lane	35001	01/07/2021	990.00	0.00	0.00	990.00		Yes	Yes

Total for Supplier Knyla Kejuana Lane 990.00
Total for Pay Date 01/07/2021 990.00 **Cumulative Total** 51,993.26

Pay Date 01/13/2021

Supplier or Party	Invoice Number	Invoice Date	Unpaid Amount	Discount Available	Interest Due	Payment Amount	Pay Group	Validated	Approved
Taylor Juliana Cottrell	17402	01/13/2021	500.00	0.00	0.00	500.00		Yes	Yes
Taylor Juliana Cottrell	18237	01/13/2021	943.82	0.00	0.00	943.82		Yes	Yes

Total for Supplier Taylor Juliana Cottrell 1,443.82
Total for Pay Date 01/13/2021 1,443.82 **Cumulative Total** 53,437.08

Pay Date 01/15/2021

Supplier or Party	Invoice Number	Invoice Date	Unpaid Amount	Discount Available	Interest Due	Payment Amount	Pay Group	Validated	Approved

Running Reports via Reports and Analytics

UC Merced's employees will use these steps to run a report using the Reports and Analytics icon within a module's Overview page.

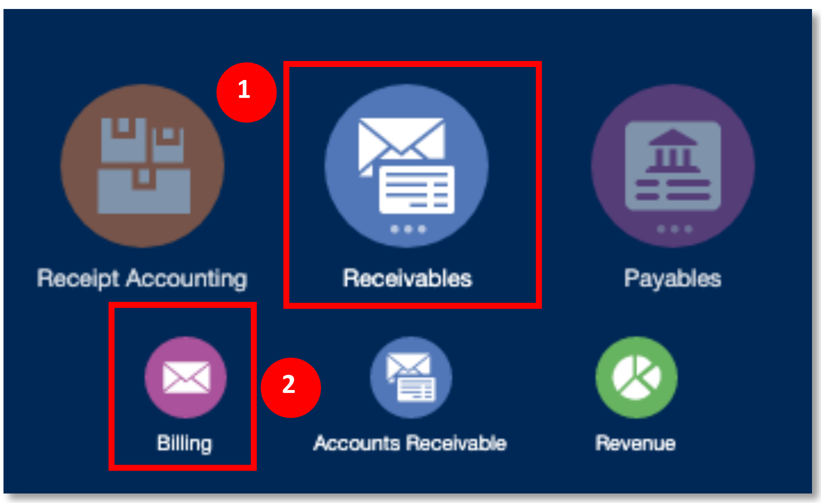
To perform this task, log into Oracle Cloud

Note: the navigation steps for accessing reports will vary based on the module and the type of report being run. You can access the **Reports and Analytics** or the **Scheduled Processes** sub-infolets (functions) under the Tools infolet in the Navigator; in addition, some applications' **Overview** page interface offers either or both access points.

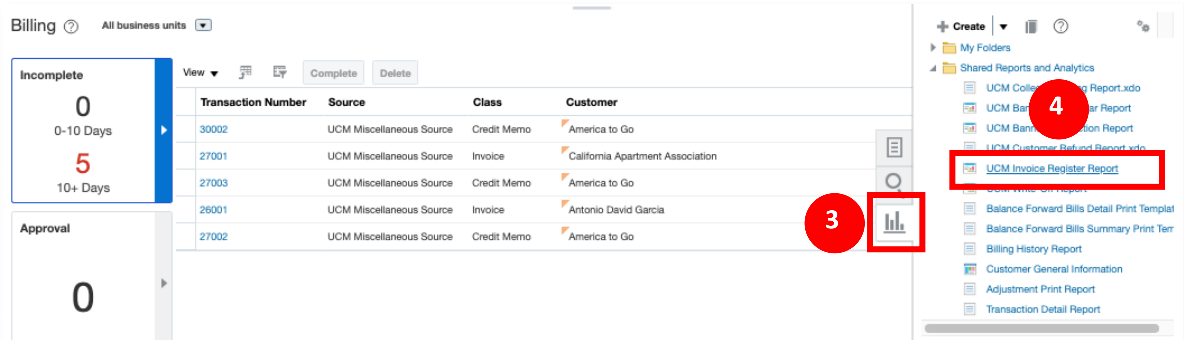
Note: This example uses an Accounts Receivable report, and please remember the navigation steps for accessing reports will vary based on the module and the type of report being run.

System Steps:

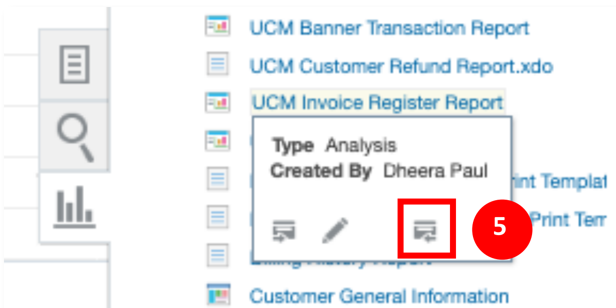
1. Click the **Receivables** infolet
2. Click the **Billing** sub-infolet



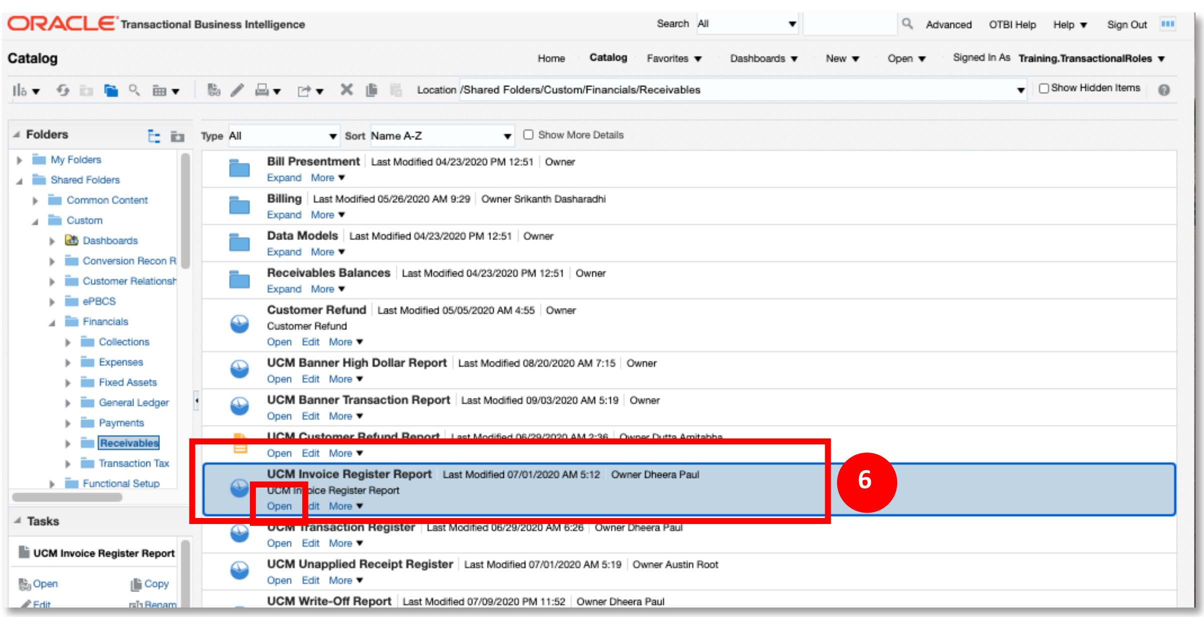
3. Click the **Reports and Analytics** icon
4. Click the **UCM Invoice Register Report** hyperlink in the expanded **Shared Reports and Analytics** folder



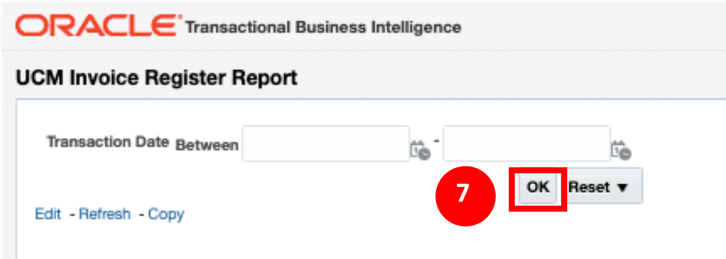
5. Click the **More** icon to open the **BI Dashboard**



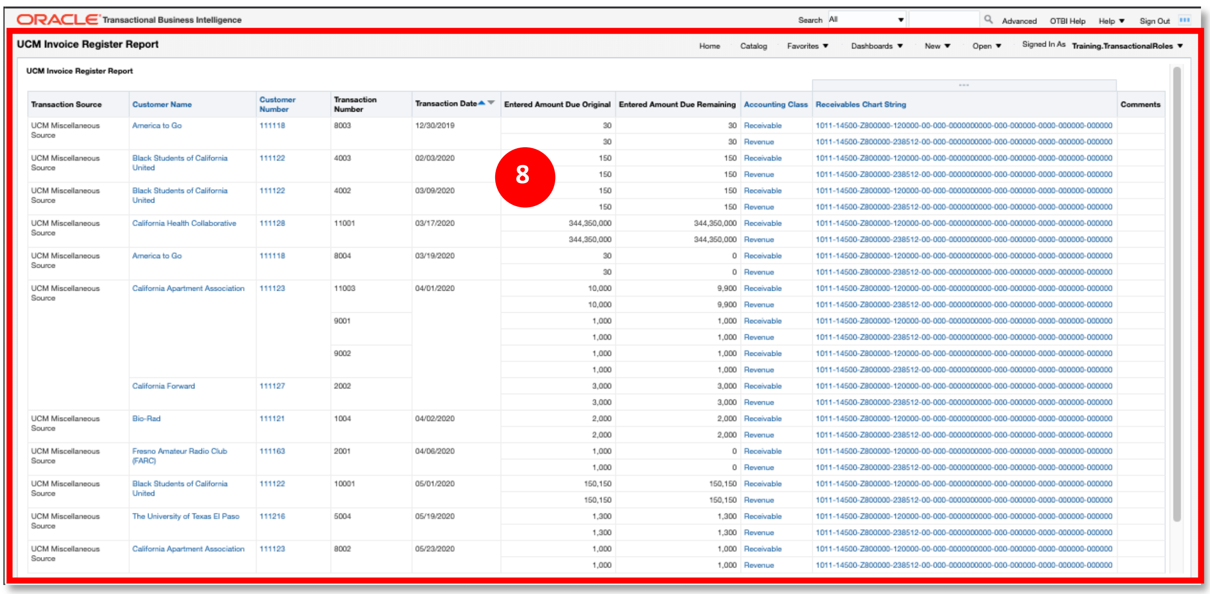
6. In the **Oracle Transactional Business Intelligence (OTBI) Catalog** page, click the **Open** hyperlink for the report you wish to run. In this example we run the **UCM Invoice Register Report**.



7. Enter parameters if desired and click the **OK** button to run the report



8. The **Report** results are displayed



UCM Invoice Register Report

Transaction Source	Customer Name	Customer Number	Transaction Number	Transaction Date	Entered Amount Due Original	Entered Amount Due Remaining	Accounting Class	Receivables Chart String	Comments
UCM Miscellaneous Source	America to Go	111118	8003	12/30/2019	30	30	Receivable	1011-14500-Z800000-120000-00-000-0000000000-000-000000-0000-000000-000000	
					30	30	Revenue	1011-14500-Z800000-238512-00-000-0000000000-000-000000-0000-000000-000000	
UCM Miscellaneous Source	Black Students of California United	111122	4003	02/03/2020	150	150	Receivable	1011-14500-Z800000-120000-00-000-0000000000-000-000000-0000-000000-000000	
					150	150	Revenue	1011-14500-Z800000-238512-00-000-0000000000-000-000000-0000-000000-000000	
UCM Miscellaneous Source	Black Students of California United	111122	4002	03/09/2020	150	150	Receivable	1011-14500-Z800000-120000-00-000-0000000000-000-000000-0000-000000-000000	
					150	150	Revenue	1011-14500-Z800000-238512-00-000-0000000000-000-000000-0000-000000-000000	
UCM Miscellaneous Source	California Health Collaborative	111128	11001	03/17/2020	344,350,000	344,350,000	Receivable	1011-14500-Z800000-120000-00-000-0000000000-000-000000-0000-000000-000000	
					344,350,000	344,350,000	Revenue	1011-14500-Z800000-238512-00-000-0000000000-000-000000-0000-000000-000000	
UCM Miscellaneous Source	America to Go	111118	8004	03/19/2020	30	0	Receivable	1011-14500-Z800000-120000-00-000-0000000000-000-000000-0000-000000-000000	
					30	0	Revenue	1011-14500-Z800000-238512-00-000-0000000000-000-000000-0000-000000-000000	
UCM Miscellaneous Source	California Apartment Association	111123	11003	04/01/2020	10,000	9,900	Receivable	1011-14500-Z800000-120000-00-000-0000000000-000-000000-0000-000000-000000	
					10,000	9,900	Revenue	1011-14500-Z800000-238512-00-000-0000000000-000-000000-0000-000000-000000	
			9001		1,000	1,000	Receivable	1011-14500-Z800000-120000-00-000-0000000000-000-000000-0000-000000-000000	
					1,000	1,000	Revenue	1011-14500-Z800000-238512-00-000-0000000000-000-000000-0000-000000-000000	
			9002		1,000	1,000	Receivable	1011-14500-Z800000-120000-00-000-0000000000-000-000000-0000-000000-000000	
					1,000	1,000	Revenue	1011-14500-Z800000-238512-00-000-0000000000-000-000000-0000-000000-000000	
	California Forward	111127	2002		3,000	3,000	Receivable	1011-14500-Z800000-120000-00-000-0000000000-000-000000-0000-000000-000000	
					3,000	3,000	Revenue	1011-14500-Z800000-238512-00-000-0000000000-000-000000-0000-000000-000000	
UCM Miscellaneous Source	Bio-Rad	111121	1004	04/02/2020	2,000	2,000	Receivable	1011-14500-Z800000-120000-00-000-0000000000-000-000000-0000-000000-000000	
					2,000	2,000	Revenue	1011-14500-Z800000-238512-00-000-0000000000-000-000000-0000-000000-000000	
UCM Miscellaneous Source	Fresno Amateur Radio Club (FARC)	111163	2001	04/06/2020	1,000	0	Receivable	1011-14500-Z800000-120000-00-000-0000000000-000-000000-0000-000000-000000	
					1,000	0	Revenue	1011-14500-Z800000-238512-00-000-0000000000-000-000000-0000-000000-000000	
UCM Miscellaneous Source	Black Students of California United	111122	10001	05/01/2020	150,150	150,150	Receivable	1011-14500-Z800000-120000-00-000-0000000000-000-000000-0000-000000-000000	
					150,150	150,150	Revenue	1011-14500-Z800000-238512-00-000-0000000000-000-000000-0000-000000-000000	
UCM Miscellaneous Source	The University of Texas El Paso	111216	5004	05/19/2020	1,300	1,300	Receivable	1011-14500-Z800000-120000-00-000-0000000000-000-000000-0000-000000-000000	
					1,300	1,300	Revenue	1011-14500-Z800000-238512-00-000-0000000000-000-000000-0000-000000-000000	
UCM Miscellaneous Source	California Apartment Association	111123	8002	05/23/2020	1,000	1,000	Receivable	1011-14500-Z800000-120000-00-000-0000000000-000-000000-0000-000000-000000	
					1,000	1,000	Revenue	1011-14500-Z800000-238512-00-000-0000000000-000-000000-0000-000000-000000	