



Navigation

Oracle Navigation Step-by-Step Guide

How to Run a Report

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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

Overview ⑦		
✓ Search		Saved Search Last 24 hours -
Name	Submission Time After	- mm/dd/yyyy a h:mm z
Process ID	Submission Notes Contains	-
Status All	Submitted By FinInst1	
		Search Reset Download Results
Search Results ⑦		
View Flat List Hierarchy		
Actions View View R	3 Put On Hold Cancel Process Release Process View Log 🕁	
Name	Process ID Statu	s Scheduled Time Submission Time

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- 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

\$	Schedule N	ew Process
ľ	Туре	Job Job Set
e	Name	Payables Cash Requirement Report 4
	Description	Forecasts immediate cash needs for invoice payments.
ľ		
L		
		5 OK Cancel

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



Process Details		×
(i) This process will be queued up	o for submission at position 1	
	Process Options Advanced Sub	<u>m</u> it <u>C</u> ancel
Name Report	uirement Print output	_
Description Forecasts immediate	e cash needs for invoice paym Notify me when this process ends	s
Schedule As soon as possible	Submission Notes	
Basic Options Parameters	6	
Payment Business Unit	•	
* Template	UCM_ACH_PPRT	
Pay Through Date	01/31/2021	
* Payment Date	01/15/2021	
Summary Option	No	
Include Unvalidated Invoices	No	
Include Unapproved Invoices	No	
Include Selected Invoices	No	
Pay Through Date Pay Through Date Payment Date Summary Option Include Unvalidated Invoices Include Unapproved Invoices Include Selected Invoices	01/31/2021	

- 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

Overview ⊘				
▹ Search			Saved Search La	ast 24 hours
Search Results ⑦				
View Flat List Hierarchy				
Actions View View Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log 🗘				
Name	Process ID	Status	Scheduled Time	Submission Time
Payables Cash Requirement Report	314970	Succeeded	02/03/2021 10.46.AM	02/03/2021 10.46.AM



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

Overview ⑦ Search Search Results ⑦									Saved Search	nst 24 hours •
View Flat List Hierarchy										
Actions View Schedule Name	New Process Resubmit Put	On Hold Cancel Proces	s Release Process View Log	0			Proce	ess ID Status	Scheduled Time	Submission Time
Payables Cash Requirement Rep	ort						31497	70 Succeeded	02/03/2021 10.46.AM	02/03/2021 10.46.AM
Status Succeeded Log Attachment ESS_L_314970 Output	Schedule SI	102/03/2021 10.46.AM	PST							
✓ Output & Delivery XML Data Status	Republish									
Output	ame Templat	e Forma	t Locale	Time Zone	Calendar	Status	Send			
Default D	cument Payables Requiren	Cash PDF nent Report	English (United States)	(UTC-08:00) Los Angeles - Pacific Time (PT)		4	ą			

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

) 🔒 😁 https://ekza-dev3.fa.us2.or	aclecloud.com/xmlpserver/Financials	/Pa: 80% ••• =
Payables Cash Requireme		
	Data	Export
	HTML	
	PDF	
	RTF	
	PowerPoint (*.pptx)	
	Excel (*.xisx)	

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

2 of 6				- +	Automatic Zo	iom 🗸					•
•	ORACLE			Payables Cas	h Require	ement Rep	ort Rep	ort Date Page 1 (02/03/2 of 5	021 11.41.AM	
		Currency Pay Date	USD 10/25/2020								
Γ	Supplier or Party	Invoice Number	Invoice Date	Unpaid Amount	Discount Available	Interest Due	Payment Amount	Pay Group	Validated	Approved	
	Fastenal Company	CAMER17471 0CM	09/25/2020	-679.54	0.00	0.00	-679.54		Yes	Yes	
				Total for	Supplier Fast	enal Company	-679.54]			
		Pay Date	12/23/2020	-	Total for Pay D	ate 10/25/2020	-679.54	Total		-679.54	
[Supplier or Party	Invoice	Invoice Date	Unpaid Amount	Discount Available	Interest Due	Payment	Pay Group	Validated	Approved	
	FEI Company	2020/NACIV00 0014702	11/23/2020	51,682.80	0.00	0.00	51,682.80		Yes	Yes	
				To	tal for Supplie	r FEI Company	51,682.80]			
		Dev. Dete	01/07/2021		Total for Pay D	ate 12/23/2020	51,682.80	Cumulative Total	•	51,003.26	
	O	Pay Date	01/07/2021	University	Discount	Internet Day	Bernard	Derry	M-Ud-t-d		
	Supplier or Party	Number	Date	Amount	Available	Interest Due	Amount	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]			
		Pay Date	01/13/2021		Total for Pay D	ate 01/07/2021	990.00	Cumulative Total	•	51,993.26	
Γ	Supplier or Party	Invoice	Invoice Date	Unpaid Amount	Discount Available	Interest Due	Payment	Pay Group	Validated	Approved	
1	Taylor Juliana Cottrell	17402	01/13/2021	500.00	0.00	0.00	500.00		Yes	Yes	
Ē	Taylor Juliana Cottrell	18237	01/13/2021	943.82	0.00	0.00	943.82		Yes	Yes	
				Total for Su	pplier Taylor	Juliana Cottrell	1,443.82]			
					Total for Pay D	ate 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

complete		View 🗸 🎵 🕎 o	Complete Delete				4	Shared Reports and Analytics
0		Transaction Number	Source	Class	Customer			UCM College og Report_xdo
0-10 Days	Þ	30002	UCM Miscellaneous Source	Credit Memo	America to Go			UCM Bann tion Report
5		27001	UCM Miscellaneous Source	Invoice	California Apartment Association			UCM Customer Refund Report xdo
10+ Days		27003	UCM Miscellaneous Source	Credit Memo	America to Go		Q	
		26001	UCM Miscellaneous Source	Invoice	Antonio David Garcia	3	L.	Balance Forward Bills Detail Print Te
proval		27002	UCM Miscellaneous Source	Credit Merno	America to Go			Balance Forward Bills Summary Prin Dillica Lifetory Depent
								Customer General Information

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**.

	Business Intelligence Search All 🔻 Q. Advanced OTBI Help V Sign Out 🛄
Catalog	Home Catalog Favorites ▼ Dashboards ▼ New ▼ Open ▼ Signed In As Training.TransactionalRoles ▼
lla 🕶 🧐 🖻 🤇 🛅 🔻	🐘 🖉 🖶 👻 🕐 🔻 X 🎼 🖏 Location /Shared Folders/Custom/Financials/Receivables 🔹 🗆 Show Hidden Items 💿
- Folders	Type All V Sort Name A-Z V Show More Details
My Folders Shared Folders	Bill Presentment Last Modified 04/23/2020 PM 12:51 Owner Expand More
Common Content	Billing Last Modified 05/26/2020 AM 9:29 Owner Srikanth Dasharadhi Expand More ▼
Dashboards	Data Models Last Modified 04/23/2020 PM 12:51 Owner Expand More
Customer Relationsh	Receivables Balances Last Modified 04/23/2020 PM 12:51 Owner Expand More
ePBCS Financials Employee Collections	Customer Refund Last Modified 05/05/2020 AM 4:55 Owner Customer Refund Open Edit: More *
Expenses Fixed Assets	UCM Banner High Dollar Report Last Modified 08/20/2020 AM 7:15 Owner Open Edit More
General Ledger Payments	Open Edit More Open Edit More
Receivables	UCM Customer Refund Report Last Modified 06/29/2020 AM 2-36 Owner Dutta Amitebra Open Edit More
Functional Setup	UCM Invoice Register Report Last Modified 07/01/2020 AM 5:12 Owner Dheers Paul UCM In lose Register Report UCM In lose Register Report
- Tasks	Oren Felt More Henrick Anno
UCM Invoice Register Report	UCM Unapplied Receipt Register Last Modified 07/01/2020 AM 5:19 Owner Austin Root Open Edit More *
Edit ra's Benam	UCM Write-UIT Heport Last Modified 07/09/2020 PM 11:52 Owner Dheera Paul



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



8. The **Report** results are displayed

DRACLE'	nsactional Business Intelligence						Sec	arch All All Advanced OTBI Help Help	p▼ Sign	
M Invoice Registe	er Report					Home	Catalog Favorit	es 🔻 🐘 Dashboards 👻 👘 New 👻 👘 Open 👻 👘 Signed In As Training.Tra	ansactionalR	
ICM Invoice Register Re	eport									
Transaction Source	Customer Name	Customer Number	Transaction	Transaction Date 📥 🔻	Entered Amount Due Original	Entered Amount Due Remaining	Accounting Class	Receivables Chart String	Comment	
UCM Miscellaneous	America to Go	111118	8003	12/30/2019	30	30	Receivable	1011-14500-2800000-120000-00-000-000000000-000-000000-000000		
Source					30	30	Revenue	1011-14500-2800000-238512-00-000-000000000-000-000000-00000-00000		
UCM Miscellaneous	Black Students of California	111122	4003	02/03/2020	150	150	Receivable	1011-14500-Z800000-120000-00-000-000000000-000-000000-00000-0000		
Source	United				8 150	150	Revenue	1011-14500-2800000-238512-00-000-0000000000-000-00000-0000-000		
UCM Miscellaneous	Black Students of California	111122	4002	03/09/2020	150	150	Receivable	1011-14500-2800000-120000-00-000-0000000000-000-000000-000000		
Source	United				150	150	Revenue	1011-14500-2800000-238512-00-000-000000000-000-0000-0000-00000-0000		
UCM Miscellaneous	California Health Collaborative	111128	11001	03/17/2020	344,350,000	344,350,000	Receivable	1011-14500-2800000-120000-00-000-000000000-000-0000-0000-0000		
Source					344,350,000	344,350,000	Revenue	1011-14500-2800000-238512-00-000-000000000-000-0000-0000-00000-0000		
UCM Miscellaneous	America to Go	111118	11118 8004	03/19/2020	30	0	Receivable	1011-14500-2800000-120000-00-000-000000000-000-00000-00000-0000		
Source					30	0	Revenue	1011-14500-2800000-238512-00-000-000000000-000-000000-00000-00000		
UCM Miscellaneous	California Apartment Associatio	111123	11003	04/01/2020	10,000	9,900	Receivable	1011-14500-2800000-120000-00-000-000000000-000-000000-000000		
Source						10,000	9,900	Revenue	1011-14500-2800000-238512-00-000-000000000-000-0000000-000000-0000	
				9001		1,000	1,000	Receivable	1011-14500-2800000-120000-00-000-000000000-000-00000-00000-0000	
					1,000	1,000	Revenue	1011-14500-2800000-238512-00-000-000000000-000-000000-00000-00000		
			9002		1,000	1,000	Receivable	1011-14500-2800000-120000-00-000-000000000-000-000000-000000		
					1,000	1,000	Revenue	1011-14500-2800000-238512-00-000-0000000000-000-000000-000000-0000		
	California Forward	111127	2002		3,000	3,000	Receivable	1011-14500-2800000-120000-00-000-000000000-000-000000-000000		
					3,000	3,000	Revenue	1011-14500-2800000-238512-00-000-000000000-000-000000-0000-000		
UCM Miscellaneous Source	Bio-Rad	111121	1004	04/02/2020	2,000	2,000	Receivable	1011-14500-2800000-120000-00-000-000000000-000-000000-000000		
					2,000	2,000	Revenue	1011-14500-2800000-238512-00-000-000000000-000-000000-000000-0000		
UCM Miscellaneous Source	Fresno Amateur Radio Club (FARC)	111163	2001	04/06/2020	1,000	0	Receivable	1011-14500-Z800000-120000-00-000-000000000-000-00000-000000-0000		
					1,000	0	Revenue	1011-14500-2800000-238512-00-000-000000000-000-00000-00000-000000		
UCM Miscellaneous Source	Black Students of California United	111122	10001	05/01/2020	150,150	150,150	Receivable	1011-14500-Z800000-120000-00-000-000000000-000-000000-000000		
					150,150	150,150	Revenue	1011-14500-2800000-238512-00-000-000000000-000-000000-00000-00000		
UCM Miscellaneous Source	The University of Texas El Paso	111216	5004	05/19/2020	1,300	1,300	Receivable	1011-14500-2800000-120000-00-000-000000000-000-000000-00000-0000		
					1,300	1,300	Revenue	1011-14500-2800000-238512-00-000-000000000-000-000000-000000-0000		
UCM Miscellaneous Source	Calitornia Apartment Association	111123	8002	05/23/2020	1,000	1,000	Heceivable	1011-14500-2800000-120000-00-000-000000000-000-00000-000000-0000		
					1,000	1,000	Revenue	1011-14500-2800000-238512-00-000-000000000-000-000000-0000-000		

