

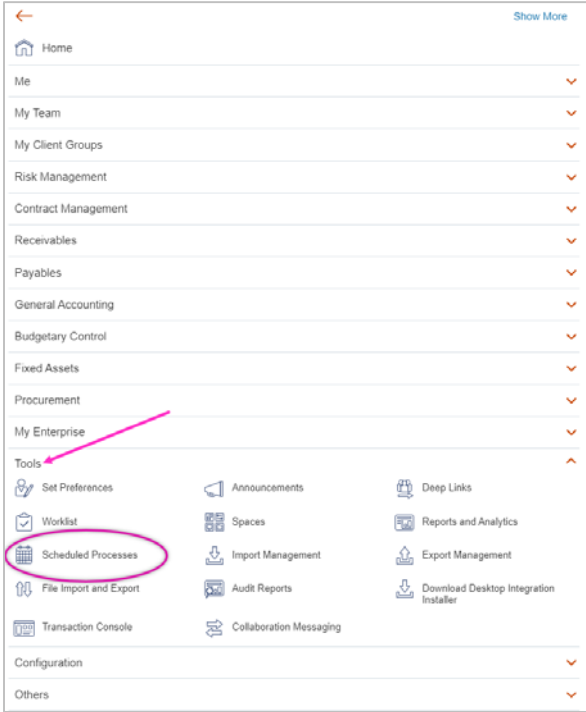


Process Name: Actual Expenses for Full COA values

This process generates an excel report of detailed transaction activity for the selected chart of account values. It DOES NOT provide expense detail for POETAF.

STEP	DETAIL
1	<p>Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Password: your password Click Home button in upper Right corner</p> 
2	<p>Click the Menu icon to the left of the screen</p> 
3	<p>In the Tools section, choose Scheduled Processes</p> 

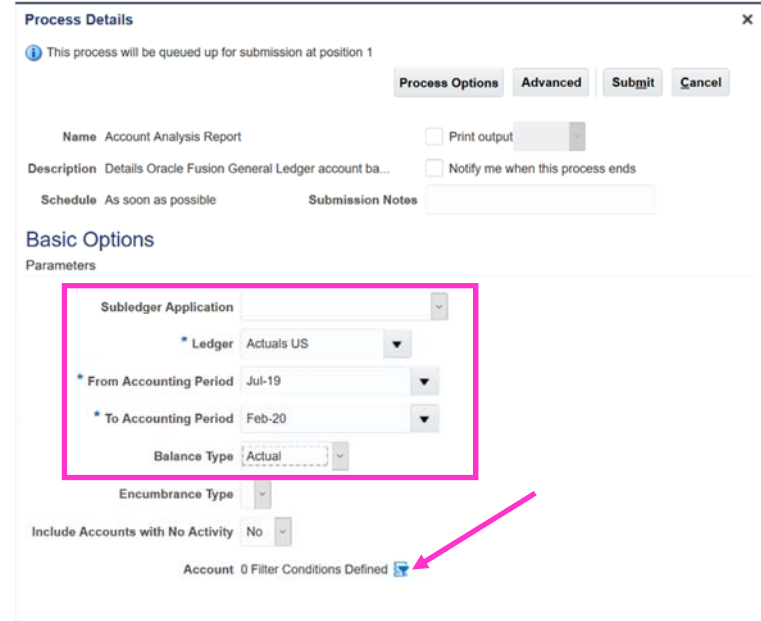
4 Click **Schedule New Process**

5 Click the dropdown in the **Name** field
Click the **Search** link

6 Search **Account Analysis**
Highlight **Account Analysis Report**
Click OK.

Name	Description
Account Analysis Report	Details Oracle Fusion Ge...
Account Analysis by Legal Entity Report	Prints account balances b...
Account Analysis for Contra Account Report	Lists contra account bala...
Average Balance Audit Account Analysis Report	Details account activity fo...
General Ledger and Subledger Account Analysis Report	Prints account balances b...

<p>7</p>	<p>Fill in the following fields:</p> <p>Subledger Application = Blank</p> <p>*Ledger = Actuals US</p> <p>*From Accounting Period</p> <p>*To Accounting Period</p> <p>Balance Type = Actual</p> <p>The Accounting Periods are formatted as the first three letters of the month-the last two numbers of the calendar year. The fiscal year runs from July through June, i.e. fiscal year 2020's Accounting Periods are from Jul-19 to Jun-20.</p> <p>Click Filter icon</p>



The screenshot shows the 'Process Details' window for an 'Account Analysis Report'. The 'Basic Options' section contains the following parameters:

- Subledger Application:** (Empty dropdown)
- * Ledger:** Actuals US
- * From Accounting Period:** Jul-19
- * To Accounting Period:** Feb-20
- Balance Type:** Actual
- Encumbrance Type:** (Empty dropdown)
- Include Accounts with No Activity:** No
- Account:** 0 Filter Conditions Defined

A pink box highlights the Subledger Application, Ledger, From Accounting Period, To Accounting Period, and Balance Type fields. A pink arrow points to the filter icon next to the Account field.

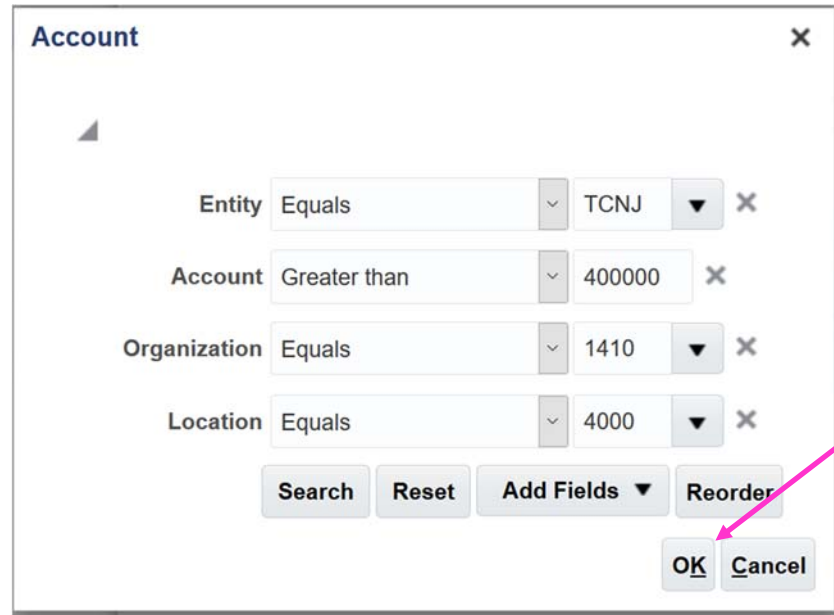
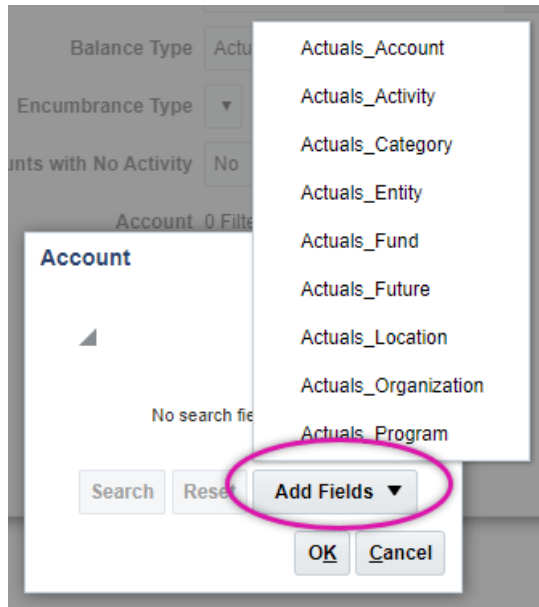
Choose the chart of account segment(s) you want to filter on from **Add Fields** dropdown. Select the filter criteria from the dropdown that is defaulted to "Equals" and enter the value for the filter. To add additional fields to your filter criteria, click **Add Fields** again.

Chart of account segments that are not added as fields in the filter criteria will display all values in the report. For example, if the criteria to include all Accounts greater than 400000 was not included, activity for all accounts would be included in the report, including asset and liability accounts. It is suggested you include filter criteria for Accounts greater than 400000 to only view activity for revenue, expense and transfer accounts, or Accounts greater than 600000 to only view activity for expense and transfer accounts.

This link on the cloudproject.tcnj.edu website contains all chart of account values for lookup: <https://cloudproject.tcnj.edu/wp-content/uploads/sites/234/2020/02/CoA-for-Roadshows-revised-2.18.20.xlsx>.

Once all fields and criteria are added, click **OK**.

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Click **Submit**

Process Details [X]

i This process will be queued up for submission at position 1

Process Options Advanced **Submit** Cancel

Name Account Analysis Report Print output [v]

Description Details Oracle Fusion General Ledger account ba... Notify me when this process ends

Schedule As soon as possible Submission Notes [text box]

Basic Options

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Hit **Refresh** icon until Report is **Succeeded**

Click **Succeeded**

Overview

Search [input] Saved Search Last 24 hours [v]

Search Results

View Flat List Hierarchy

Actions View [v] **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log [refresh icon]

Name	Process ID	Status	Scheduled Time	Submission Time
Account Analysis Report	170235	Succeeded	12/12/2019 5:21 PM ...	12/12/2019 5:21 PM ...

Report Log will load

Click the Account Analysis Report row then click **Default Document** to open excel version of the report

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Overview

Search Saved Search Last 24 hours

Search Results

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Actions View **Schedule New Process** **Resubmit** Put On Hold Cancel Process Release Process View Log

Name	Process ID	Status	Scheduled Time	Submission Time
Account Analysis Report	170235	Succeeded	12/12/2019 5:21 PM ...	12/12/2019 5:21 PM ...

Account Analysis Report, 170235: Details

Status Succeeded Schedule Start 12/12/2019 5:21 PM EST

Log

Attachment ESS_L_170235

Output

XML Data [Download](#) **Republish**

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
. Default Document	TCNJAccountAnalysis	XLSX	English (United States)	(UTC-05:00) New York - Eastern Time (ET)		✓	

Parameters

Parameter Names with Values

Subledger Application	Expenses	To Accounting Period	Nov-19	Include Accounts with No Activity	N	Ledger	Actuals US
From Accounting Period	Sep-19	Balance Type	A	Encumbrance Type			

All Parameter Values

The excel report has key information in the following columns. Filters and pivot tables are useful for summarizing the data in the report.

Column A – Period: This is the accounting period. See step 8 for more information on the naming of accounting periods.

Column C – GL Date: This is the accounting date for the transaction, i.e. when it is effective in the Cloud.

Column G – Trx No.: This is the Transaction Number for transactions that were entered in one of the Cloud modules (Payables/Invoices, Receivables/Transmittals, Cash Management, etc.). The table below displays what the Trx No. is based on the Source in column R and the Category in column Q:

Source (Column R)	Category (Column Q)	Transaction Number (Column G)
Payables	Purchase Invoices	Invoice number
Receivables	Misc Receipts	Receipt number
Receivables	Sales Invoices	Receivables Invoice number
Cash Management	Miscellaneous	Cash Management module transaction number
Projects	Burden Cost	Project Costs transaction number
Projects	External Revenue	Contract Revenue transaction number
Assets		Assets module transaction number
Balance Transfer	PeopleSoft Transfer	None – see the Line Description in column W for the PeopleSoft chartfield string of the conversion balance
Student Accounts	Student Accounts	None – summary PAWS activity
Raisers Edge	Raisers Edge	None – see the Line Description in column W for the Raisers Edge gift ID number
Manual, Spreadsheet or AutoCopy		None – see the Header Description in column V and Line Description in column W for more information on the journal entry
Peoplesoft Payroll	Payroll	None – see the Line Description in column W for the PeopleSoft chartfield string of the payroll transaction

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*Columns H-O – **Chart of Accounts Values:*** These columns contain the specific chart of accounts values for the transaction. This link contains a file with all chart of account values and descriptions: <https://cloudproject.tcnj.edu/wp-content/uploads/sites/234/2020/02/CoA-for-Roadshows-revised-2.18.20.xlsx>.

*Column P – **Account Desc:*** This column contains the description of the account number in column I.

*Column Q – **Category:*** This column contains the category or type of transaction. It is used in conjunction with the Source in column R. See the table above for more information.

*Column R – **Source:*** This column contains the source of the transaction, which is either the Cloud module where the transaction was entered (such as Payables or Receivables), the external system that generated the transaction (such as PAWS or PeopleSoft payroll), or the journal entry source (such as Manual or Spreadsheet). It is used in conjunction with the Category in column Q. See the table above for more information.

*Columns S-V – **Journal Information:*** These columns contain information on the journal entry batch, name and header description for the transaction. The Header Description in column V contains useful information about Payables Invoices, Receipts, Receivables Invoices, and Cash Management for those transaction sources/categories.

*Column W – **Line Description:*** This column displays the line description for the transaction. Payables transactions contain the line description from the purchase order. PeopleSoft Balance Transfer transactions contain the PeopleSoft chartfield string of the balance that was converted in the line description.

*Column X – **Party Name:*** This column displays the supplier name for Payables Invoice transactions and the funder/customer name for Receivables Invoice transactions.

*Column Y-AA – **Transaction Amounts:*** These columns contain the amount of the transaction. Accounted Dr is a debit amount (typically an expense or transfer out of funding). Accounted Cr is a credit amount (typically a revenue or transfer in of funding). Both the Accounted Dr and Accounted Cr amounts are displayed as positive numbers. Balance is the Accounted Dr amount minus the Accounted Cr amount so that debits are positive amounts and credits are negative amounts in the Balance column. The Balance in column AA is most useful for summing and subtotaling to get net amounts of the activity.