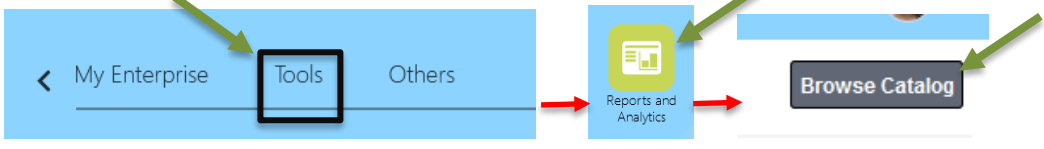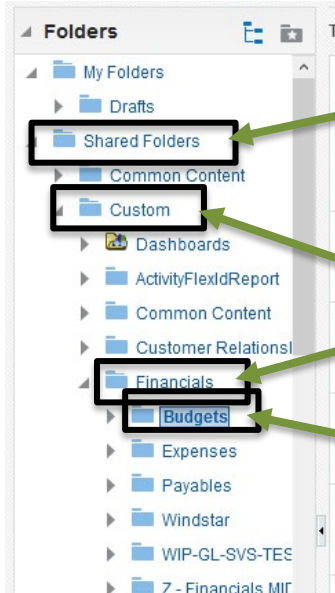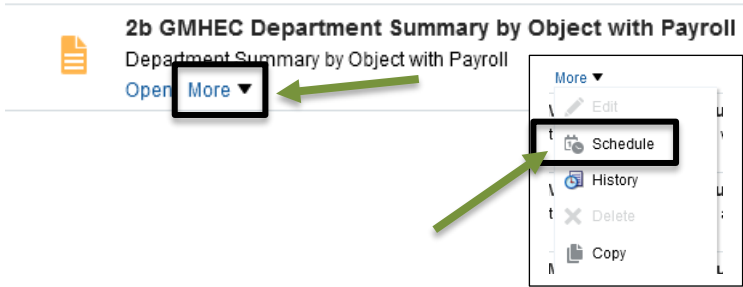# Running Reports in Reports and Analytics

| | |
|---|---|
| **Purpose:** The purpose of this document is to outline the steps for running and scheduling reports in reports and analytics.<br><br>**Audience:** Budget Managers | **Additional Resources:**<br>• finance@gmhec.org<br>• Finance & Procurement Knowledge Base |

| Process Step & Description | Action |
|---|---|
| **1.1 Navigation** | **Navigation Path:**<br>*Oracle Homepage → Tools → Reports and Analytics → Browse Catalog*<br><br><br><br><br><br>From the 'Folders' drop down on the left-hand side of the screen, select **Shared Folders → Custom → Financials → Budgets** |
| **2.1 Running a Report through Schedule** | Locate the report you are looking to run. Listed under the report you want, instead of clicking Open, click **More → Schedule**.<br><br><br><br>**Note:** The added element of Segment Security (SVS Roles,) allows users to only view data for specific departments and objects they have access to. This slows down the running of reports, so it is recommended to schedule the running and delivery of these reports.<br><br>After selecting **Schedule**, the *Schedule Report Job* page will open. Navigate to the **General** tab to select the parameters desired for the report. |

**Note:** For reports scheduled to be run regularly, always choose **period 13** for the most up to date data

**Note:** For the **Period**-related fields within the parameters of the various reports:

➢ Some reports use periods 1-13, with 1 = July (start of the fiscal year,) 12 = June (end of the fiscal year,) and 13 = an accounting period that typically only Finance uses. If users want to view data for truly the full year, periods 1-13 should always be selected.

➢ Some reports use periods listed as the month -21, -20, -19, etc. Since Oracle looks at the month based on the fiscal year, the -21 does not represent calendar year 2021, it represents the month as a part of the FY.

> **Example:** For a report from July 2020 through January 2021, this range would be within fiscal year 21. The selection would be from Jul-21 through Jan-21.



**Note**: For **Objects** that start with:

➢ **1**, **2**, **3** are balance sheet accounts (**1** = **assets**, **2** = **liabilities**, **3** = **net assets**) and can usually be ignored by end users.
➢ 4 **= revenue** and is typically looked at by end users.
➢ **5** = **expenses** and is typically looked at by end users.
➢ **7** = **non-operating expenses**

Once the relevant parameters have been selected, click on the **Output** tab.

Under the **Destination** dropdown, select your desired **Destination Type**, (most likely *Email*,) and select **Add Destination**. This will generate additional fields to designate the recipients for the scheduled report.
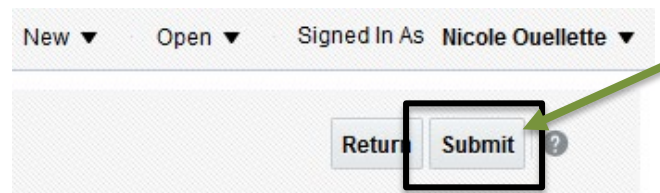


> ➢ **To** – *(Required Field)* Desired recipient(s) of the report (**Note:** Can be your own email, or another user's address. Multiple recipient addresses should be separated by a comma)
> ➢ **Reply to** – If the recipient of the report would like to reply to the report, entering an email in this field will route the reply to this address
> ➢ **Subject** – Values in this field will be the subject of the email containing the scheduled report
> ➢ **Message** – Compose an email message to accompany the scheduled report

The report can be generated in one of two ways: **(1)** *without scheduled delivery* – if you want the report now, or **(2)** *with scheduled delivery* – report is sent to you and/or another user on a regular schedule.

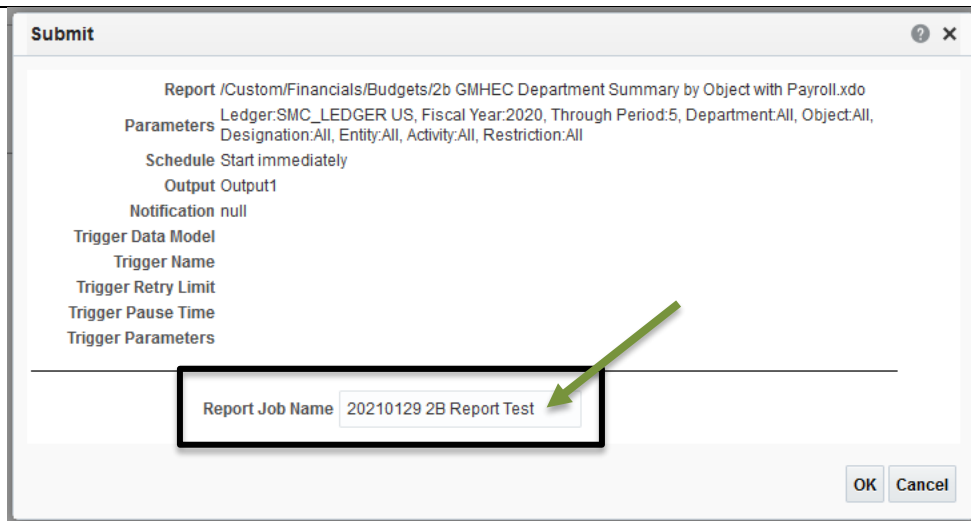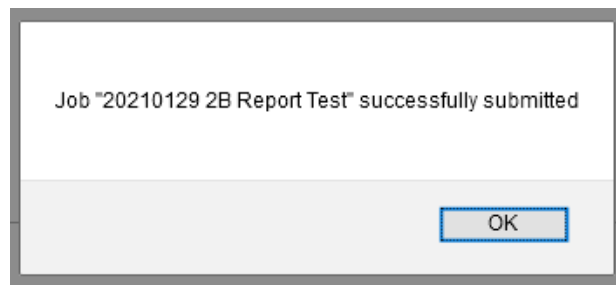| | |
|---|---|
| **2.2 Running a Report through Schedule for Immediate Use** | If you would like to **export and view your report immediately**, click on **Submit** in the right-hand corner after defining your parameters and designating recipients for the report.<br><br><br><br>A pop-up will appear on the screen to provide a name for the report job – this is something that will help you identify this specific job. |

Select **OK** to submit. Another pop-up will appear indicating that the submission was successful, and your process will begin in the background.
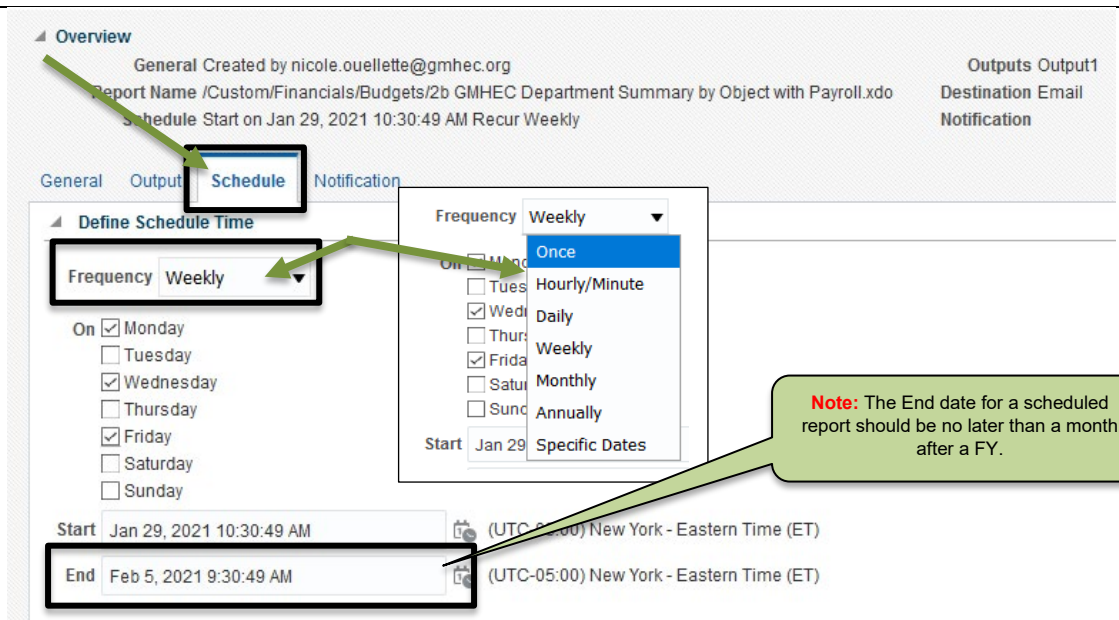


**Note:** After submission, the process will begin, and your report will be emailed to you once the process has finished running. Expect the email delivery time to be about 10-40 min. after submission.

| | |
|---|---|
| **2.3 Scheduling Report for Scheduled Delivery** | If you would like your report to be **run more than once and delivered regularly on a schedule**, you will want to proceed to the **Schedule** tab.<br><br>After the output details have been completed, click on the **Schedule** tab to determine the frequency/ delivery schedule of the report. |
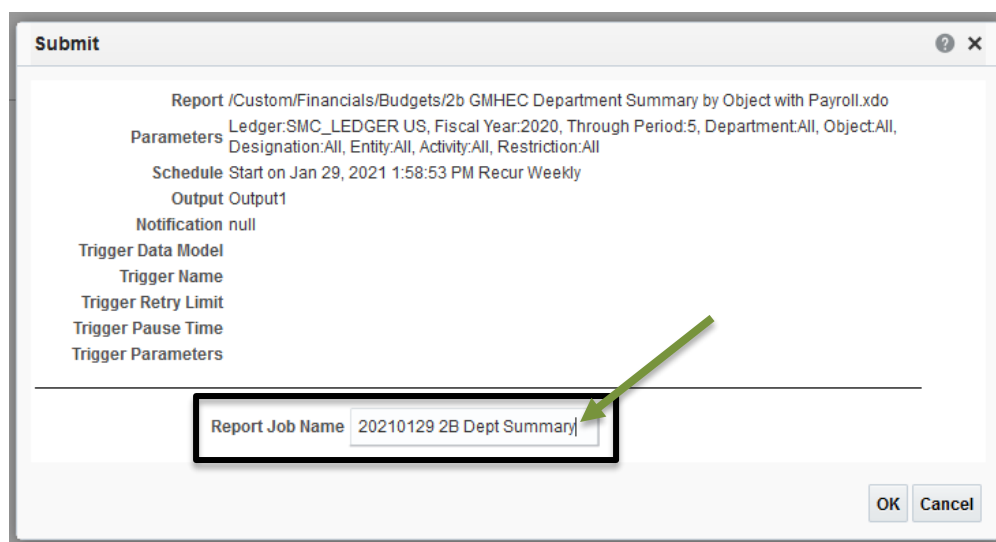
Select the frequency from the **Frequency** dropdown. By choosing one of the options, fields will appear to determine the specifics of the delivery schedule (e.g., on specific days of the week; certain days of a given month; start and end date for delivery.)

Once the schedule times have been set, select **Submit** in the top right corner.



A pop-up will appear on the screen to provide a name for the report job – this is something that will help you identify this specific job.



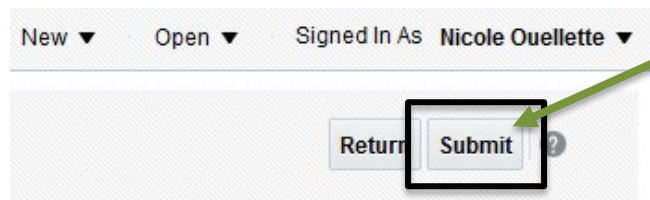Select **OK** to submit. Another pop-up will appear indicating that the submission was successful.

Job "20210129 2B Dept Summary" successfully submitted

OK

**Note:** Regularly scheduled reports should be revisited with the new fiscal year. If you wish to continue having them delivered on a schedule, you will want to update the parameters with the new FY.

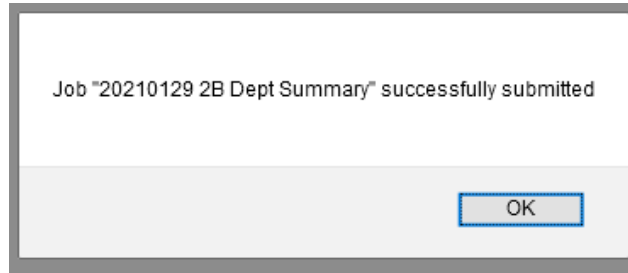| | |
|---|---|
| **3.1 Return to Catalog** | When you have opened a report to schedule, but you would like to return to the folders to work with a different report, select **Catalog** from the options listed in the top right corner of the screen.  This will return you to the screen that lists all the folders containing the reports. |
| **4.1 Troubleshooting** | When trying to run the report on the first of each month, (01-Jan, 01-Feb, etc.,) you will get the below error message. To proceed with running the report, click **OK**.  egqw.fa.us2.oraclecloud.com says Format does not match with date:M-d-yyyy, value: 2-0-2021 OK |
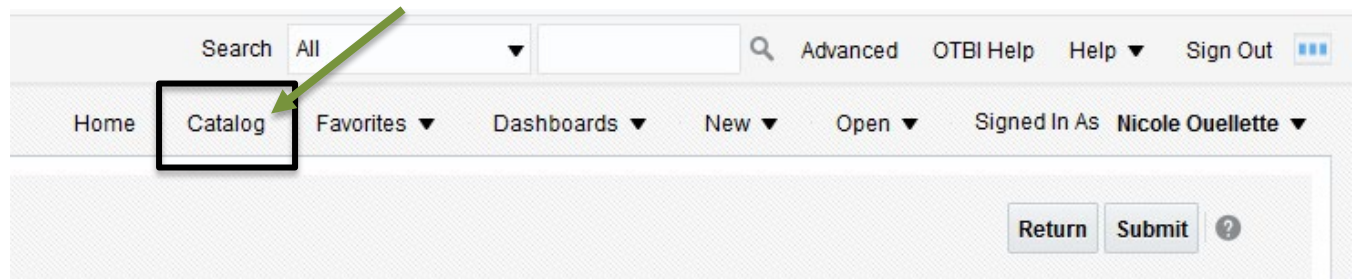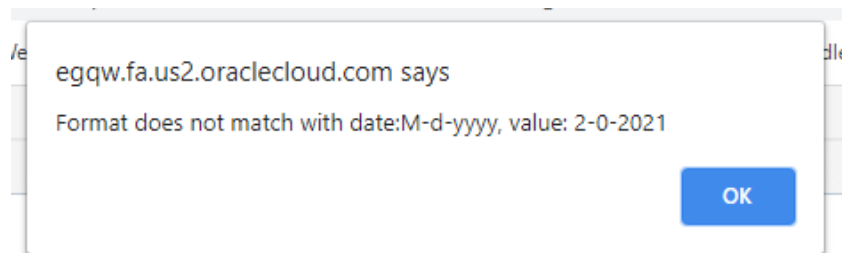
## Current Directory of Reports

**Note:** For individuals who would like to get an in-depth overview of their department's data on a regular basis, it may be helpful to schedule report **6a** to be emailed on a regular basis. The report will give a high level view of the data down to the transaction level contained on multiple worksheets within one xls.

| Sl. No. | Category | Report Name | Description |
|---|---|---|---|
| **1a** | Transaction Level | GMHEC Transaction Details Report *Actuals Only* | **Every transaction** for specific EDORDA string |
| **1b** | Transaction Level | GMHEC Transaction Details Report *with Encumbrances* | 1a + encumbrances (open POs) |
| **2a** | Budget to Actuals | GMHEC Department Summary *by Object w/ Payroll – No Detail* | High Level by **department budget to actuals** |
| **2b** | Budget to Actuals | GMHEC Department Summary *by Object w/ Payroll* | 2a + 2nd tab by object with payroll |
| **2c** | Budget to Actuals | GMHEC Department Summary *by Object w/o Payroll* | 2a + 2nd tab by object only with student wages |
| **3a** | Budget to Actuals | GMHEC Department Summary *by Activity and Objects w/ Payroll* | High Level by **department & activity** with 2nd tab by object with payroll |
| **3b** | Budget to Actuals | GMHEC Department Summary *by Activity and Objects w/o Payroll* | 3a only with student wages |
| **4a** | Budget to Actuals | GMHEC Department Summary *by Designation and Objects* | High Level by department & designation & object with payroll |
| **4b** | Budget to Actuals | GMHEC Department Summary *by Department and Objects w/ Net Assets* | 4a in different order: 1st designation, then department |
| **4c** | Budget to Actuals | GMHEC Department Summary *by Department and Objects w/o Net Assets* | 4b w/o net assets |
| **5a** | Budget to Actuals | GMHEC Budget to Actuals *w/ Payroll* | **EDORDA level budget to actuals** revenue & expenses |
| **5b** | Budget to Actuals | GMHEC Budget to Actuals *w/o Payroll* | 5a only with student wages |
| **5c** | Budget to Actuals | GMHEC Budget to Actuals *all Objects* | 5a plus balance sheet objects & beginning balance |
| **5d** | Budget to Actuals | GMHEC Budget to Actuals *Balances by Period* | 5c plus Balances by period |
| **6a** | Budget to Actuals | GMHEC Combined Report *by Department w/ Payroll* | Combo of reports 1a, 2b, 3a, 5a |
| **6b** | Budget to Actuals | GMHEC Combined Report *by Department w/o Payroll* | Combo of reports 1a, 2c, 3b, 5b |
| **6c** | Budget to Actuals | GMHEC Combined Report *by Designation w/ Net Assets* | Combo of reports 1a, 4c, 5c |
| **6d** | Budget to Actuals | GMHEC Combined Report *by Designation w/o Net Assets* | Combo of reports 1a, 4b, 4c, 5a |