

SIU Standard Reports

Note: This document introduces new functionality, as well as changes in existing functionality, that Fiscal Officers and Fiscal Officer delegates can expect to see, when submitting SIU Oracle Standard Reports using Oracle Release R12.

- The characteristics of Standard Reports are still the same. Standard reports require the entry of more parameters than the Custom Reports; however, the advantage is that they can be run at anytime during the month, providing current, real-time data.
- In R12, you will notice that the names of the Standard Reports have changed slightly. A comparison is shown below. The main difference is the absence of “FO” in the names.

In 11i:

- SIU FO Account Analysis
- SIU FO Budget Funds Available Analysis
- SIU FO Chart of Accounts Listing
- SIU FO General Ledger Report
- SIU Trial Balance Report – Budget
- SIU FO Trial Balance Report – Detail
- SIU FO Trial Balance Report – Encumbrance

In R12:

- SIU Account Analysis
- SIU Budget Funds Available Analysis
- Chart of Accounts – Detail Listing
- SIU General Ledger
- SIU Trial Balance Report – Budget
- SIU Trial Balance Report – Detail
- SIU Trial Balance Report – Encumbrance

Navigation

- Navigation is the same for submitting Standard reports as for Custom reports.
- From the Oracle Applications Home Page, you will select the SIU (NNNNN) FO (DEPARTMENT) responsibility.
 - Then select the **Reports>Requests** option.
 - Or, select **Other>Report>Run** option.

Submit a new Request Window

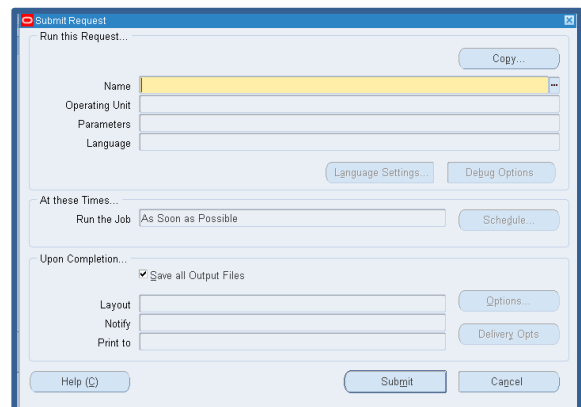
- No changes in Request Types.

Submit Request Window

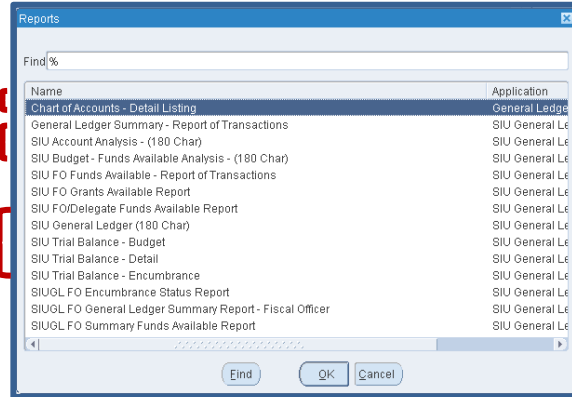
- After you select the Request Type, the Submit Request Window opens, as before.

Run the Request... Region

- You will populate the Name field first, as before.



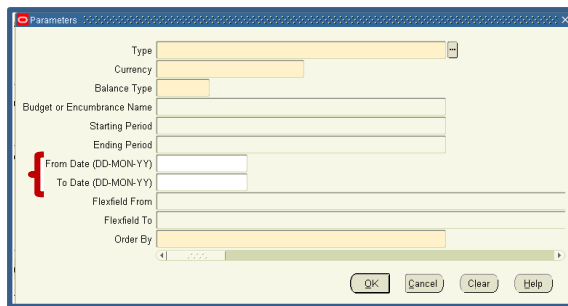
- When you click the Name LOV, the **Reports** list on the right appears.
- Due to the changes in Report Names in R12, the reports are not listed exactly as they were in 11i.
- We've used brackets to identify the locations of the Standard Reports, as shown on the right.
- When a **Name** is selected, the Parameters window opens automatically, as before.



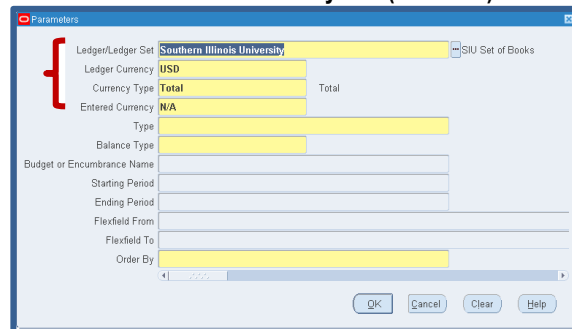
Parameters Windows

- The Parameters Windows for the Standard Reports in R12 have changed slightly.
- On the left is a screenshot of the Parameters window for the **SIU FO Account Analysis – (180 Char)** report, as it appears in 11i; on the right is the Parameters window for the same report in R12. The changes are noted below.

11i - SIU FO Account Analysis - (180 Char)



R12 - SIU Account Analysis - (180 Char)



New Fields in R12

- New in R12 is the **Ledger/Ledger Set** field, which defaults to display **Southern Illinois University**.
 - Although, the LOV is available, there are no other options for this field.
- **Ledger Currency** – this field defaults to **USD**.
 - Clicking in this field activates a LOV. However, no other options are available.
- **Currency Type** – **Total** is the default. Other options available for this field are **Statistical** and **Entered**.
 - If **Statistical** is chosen, **Stat** appears in the **Entered Currency** field immediately below the Currency Type field.
 - If **Entered** is chosen as the Currency Type, then an LOV icon appears in the **Entered Currency** field. You will use it to populate that field.
- **Entered Currency** – When the default Total is chosen, **N/A** appears in this field automatically. If a different Type is chosen, you will populate this field as previously noted.

IMPORTANT: One or more of the parameter fields noted above, may appear on other report windows; populate the fields as previously indicated.

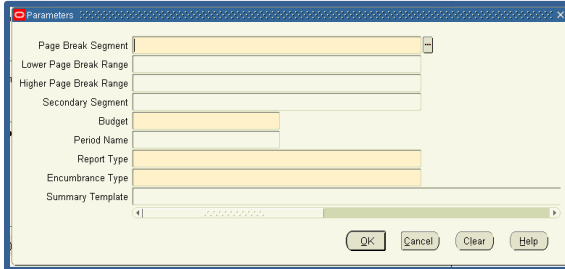
Removed Fields in R12

- Notice the Parameters window above for the report in 11i contains the **From Date (DD-MM-YYYY)** and **To Date (DD-MM-YYYY)** fields; these have been removed in R12.
- The remaining fields are the same.

Parameters Windows 11i vs R12

- A comparison of all of the remaining Parameters windows for Oracle Standard Reports is provided below. As shown, most of the changes are related to the Ledger and Currency fields, as noted above.

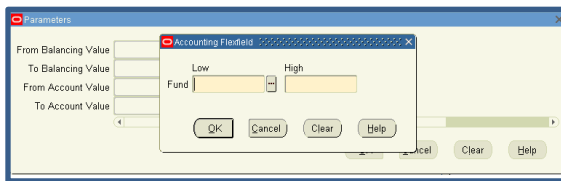
11i - SIU FO Budget- Funds Available Analysis (180 Char)



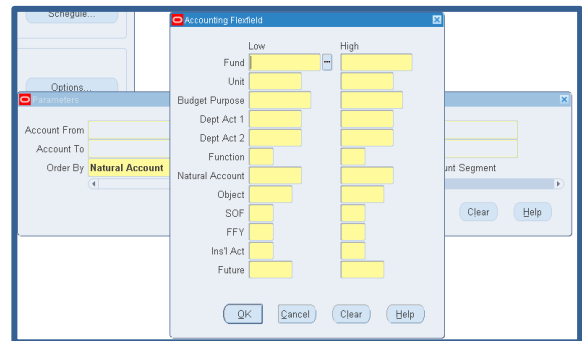
R12 - SIU Budget - Funds Available Analysis (180 Char)

This report is still being developed for R12.

11i - SIU FO Chart of Accounts Listing

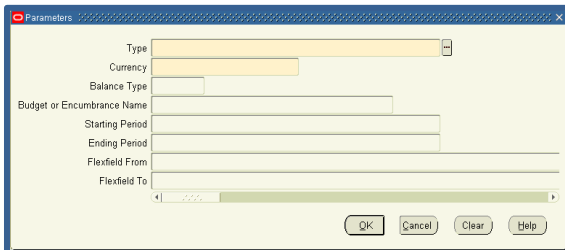


R12 - Chart of Accounts – Detail Listing

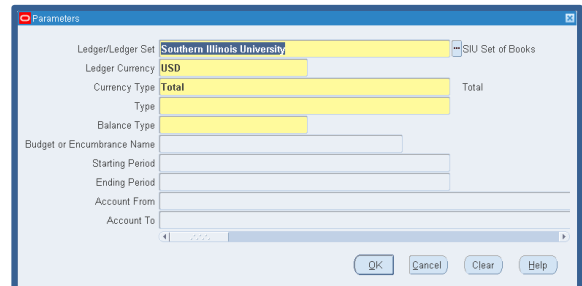


Enter the Fund. In the Unit fields, enter 0s in the Low column and Zs in the High column. Enter the rest of the fields in the same manner.

SIU FO General Ledger - (180 Char)



SIU General Ledger - (180 Char)



This Parameters window appears after populating the Report Name fields and also if you click the LOV in the SIU Operating Unit field.

11i SIU FO Trial Balance – Budget

Parameters dialog for 11i SIU FO Trial Balance – Budget. Fields include Budget Name, From Period, To Period, Currency Type, and Currency. Buttons: OK, Cancel, Clear, Help.

R12 SIU Trial Balance – Budget

Parameters dialog for R12 SIU Trial Balance – Budget. Fields include Budget, Ledger, Currency Type (Total), Entered Currency (N/A), From Period, and To Period. Buttons: OK, Cancel, Clear, Help.

11i SIU FO Trial Balance – Detail

Parameters dialog for 11i SIU FO Trial Balance – Detail. Fields include Pagebreak Segment, Pagebreak Segment Low, Pagebreak Segment High, Currency, Period, and Amount Type. Buttons: OK, Cancel, Clear, Help.

R12 - SIU Trial Balance – Detail

Parameters dialog for R12 - SIU Trial Balance – Detail. Fields include Ledger/Ledger Set (Southern Illinois University), Ledger Currency (USD), Currency Type (Total), Entered Currency (N/A), Pagebreak Segment, Pagebreak Segment Low, Pagebreak Segment High, Period, and Amount Type. Buttons: OK, Cancel, Clear, Help.

11i - SIU FO Trial Balance – Encumbrance

Parameters dialog for 11i - SIU FO Trial Balance – Encumbrance. Fields include Encumbrance Type and Period. Buttons: OK, Cancel, Clear, Help.

R12 - SIU Trial Balance – Encumbrance

Parameters dialog for R12 - SIU Trial Balance – Encumbrance. Fields include Ledger/Ledger Set (Southern Illinois University), Encumbrance Type, and Period. Buttons: OK, Cancel, Clear, Help.