

## Reporting: SIU Custom Reporting

### Overview

The SIU Custom Reports learning cycle provides specific instructions for Fiscal Officer, Delegate & GL Inquiry-Non-Delegate reporting of departmental financial reports. These reports may be viewed on-line, printed locally, and stored for future reference. For a more detailed explanation of fields and functions available on the reporting windows, as well as how to print and store your report, refer to Unit 2: Navigation, Module 6: Running Reports.

### IMPORTANT...

To produce SIU Custom Reports online, AIS accounting data are “frozen” after the last calendar day of the reporting month and loaded into special tables for fiscal officer reporting.

- The reports are prepared against the tables of “frozen” data. (For example, the March 2014 reports are prepared on AIS data frozen for reporting as of close of business on March 31, 2014.)
- This process allows the data to remain consistent; further, it prevents the data in the reports from changing if the reports are re-run later in the month.
- You will still have access to the AIS system for account inquiries and to request other reports.
- The following online AIS Fiscal Officer reports are typically available on the morning of the fourth business day of the month, following the period’s close.
  - SIU FO Funds Available – Report of Transactions
  - SIUGL FO Summary Funds Available Report
  - SIUGL FO Encumbrance Status Report
  - SIU FO/Delegate Funds Available Report
  - SIUGL FO General Ledger Summary Report – Fiscal Officer
  - General Ledger Summary – Report of Transactions
  - SIU FO Grants Available Report
- These reports will not be available to you on the 2nd and 3rd business day of each month, while the tables are being updated.
- Reports may only be run for the previously completed month.
  - For example, running reports in April 2013 will return reports for March 2013.
- Report data are overlaid each month. As such, if you wish to retain reports into the future, run the reports each month and save the reports’ output on your computer’s hard disk.
- These reports run in “batch” mode. That is, the end user submits reports to AIS’ Concurrent (batch job) manager system. Reports wait in a processing queue until adequate system resources are available to execute them. Users should not expect immediate execution of their reports, but use the report status features of AIS to monitor report processing.
- When printing, many reports display better on legal sized paper.
  - Consider changing your Page Set-Up/ Print Set-Up in the Adobe Acrobat Reader software to utilize Legal Size paper in Landscape orientation.

**Note:** Step-by-step report submission procedures and samples of each report previously noted are included in:

[Module 5: Appendix A: SIU Custom GL Reports](#)

- Additionally, all report fields are defined.

## Getting Started

- From the Oracle Applications Home Page, select the SIU (NNNNN) FO (DEPARTMENT) responsibility.
  - Then select the **Reports>Requests** option.
  - Or, select **Other>Report>Run** option.

## Submit a New Request Window

- The **Submit a New Request** window opens.
  - The default is Single Request – accept the default, even though you may be requesting reports on several accounts.
- Click **OK**.

## Submit Request Window

- The Submit Request window opens; notice that the **Name** field already has an enabled LOV.
- **Activate** the LOV by clicking on it.
- The **Reports** window appears.
  - Some of these are SIU Custom Reports and some are Oracle Standard Reports.  
Oracle Standard Reports will be covered in the next learning cycle.
- SIU Custom Reports and required Parameters are listed below; they are for **State and Non-State** accounts:
  - **SIU FO/ Delegate Funds Available Report** – requires a specific **Budget Purpose**.
  - **SIU FO Funds Available – Report of Transactions** – requires a specific **Budget Purpose**.
  - **SIUGL FO Encumbrance Status Report** – requires a **Budget Purpose**.
  - **SIUGL FO Summary Funds Available** – requires a **Unit** number.
  - **General Ledger Summary – Report of Transactions** – requires a **Fund** number.
- The following Custom Report and required Parameter is for **Non-State** accounts:
  - **SIUGL FO General Ledger Summary Report – Fiscal Officer** – requires a **Fund** number.
- Once you select a report from the Reports window, you will be prompted to enter those parameters for the report.

**Note:** Although sometimes prompted, you are **not** required to enter the **Department Activity 1** and **Department Activity 2** fields to run reports. These can be used to retrieve more specific data, if desired.

## Parameters Window


- After selecting the desired report, a parameters window for that specific report will appear.
  - Not all parameter windows are the same.
  - For instance, the parameters for the SIU FO Funds Available – Report of Transactions report can be either the Fiscal Officer OR the Budget Purpose.
- To run the report for **ALL** Budget Purposes enter the Fiscal Officer's **User Name**, in the Fiscal Officer field (e.g. SIU85xxxxxx); then, **click OK**.
- Do NOT enter a Budget Purpose if you want to report on all accounts. If you want to run the report for just **ONE** Budget Purpose, simply enter it in the Budget Purpose field and click OK.
- The Submit Request window returns automatically and the fields in the Run this Request... region are populated.
- **Submit** the request by clicking the **Submit** action button.

## Requests Window

- The Requests window opens.
  - The **Phase** of the report should be **Pending** and the **Status** should be **Normal**.

- To monitor the progress of the report, **click** the **Refresh Data** button.
- At some point, the Phase will change to **Running** and then to **Completed**.

## View Output

- Once the report has completed, click the **View Output** button to see the contents of the report.
- SIU Custom Reports open in **Adobe PDF** format. If you do not have this software installed on your PC, visit the AIS Home Page and click on the Software tab. You can download it from there.
- This report can be saved and/ or printed using the Adobe File/ Save or File/ Print functions.
- If you would like help interpreting the report or additional training on running SIU Custom reports, contact your respective Accounting Office.
- Once you have viewed/ saved/ printed the report, **click** the  window control button in the upper right corner to close the report file. Alternately, you can click the **Adobe File** menu and select **Close**.
- **Caution: DO NOT** select Exit.
  - Selecting Exit from the File menu will close the browser window and thereby close down the Oracle Application.
- You are returned to the Requests window, where you can exit the application or Submit a New Request.

## SIU Standard Reports

### Overview

Unlike SIU Custom Reports that are prepared against “frozen” data, Oracle Standard Reports retrieve up-to-the-minute information on departmental finances. They can be run at any time during the month.

The following Oracle Standard Reports are available:

- SIU Account Analysis – (180 Char)
- SIU Budget Funds Available Analysis
- Chart of Accounts – Detail Listing
- SIU General Ledger (180 Char)
- SIU Trial Balance Report – Budget
- SIU Trial Balance Report – Detail
- SIU Trial Balance Report – Encumbrance

Each report has parameters that must be entered before it can be run. Keep in mind that the Parameters will vary among these reports. The general Rule-of-Thumb in running an Oracle Standard Report is to use the Parameters List of Values as your guide.

For a more detailed explanation of fields and functions available on the reporting windows, as well as how to print and store your report, refer to **Unit 2: Navigation, Module 6: Running Reports**.

### Getting Started

- From your Oracle Applications Home Page, select the SIU (NNNNN) FO (DEPARTMENT) responsibility.
  - Then select the **Reports>Requests** option.
  - Or, select **Other>Report>Run** option.

## Submit a New Request Window

- The **Submit a New Request** window opens.
  - The default is Single Request - accept the default.
- Click **OK**.

## Submit Request Window

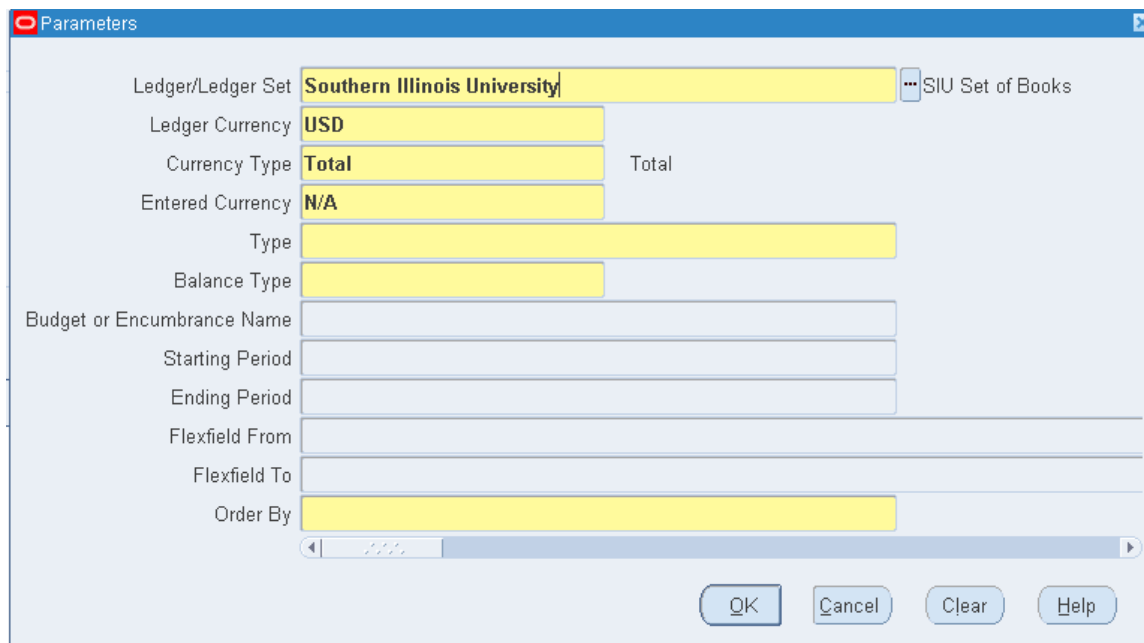
- The Submit Request window opens; notice that the **Name** field already has an enabled LOV.
- **Activate** the **LOV** by clicking on it.
- The **Reports** window appears.
  - Both SIU Custom Reports and Oracle Standard Reports are displayed.
  - You will use this window to choose one of the Oracle Standard Reports.  
For demonstration in this document, we ran the **SIU FO Account Analysis**.
- Select the report and click **OK**.
- Once you select a report from the Reports window, the Parameters window will appear and you will be prompted to enter specific parameters for the report.
- For the purposes of this document, only the steps to complete SIU FO Account Analysis report will be demonstrated. However, all of the different Parameter windows will be shown.

## Parameters Window

- After selecting the desired report, it may take a few seconds for the Parameters window to appear.

**Reminder:** Not all parameter windows are the same. When entering Parameters for SIU Custom Reports, you were only required to enter one or two Parameters. Typically, Oracle Standard Reports require many more Parameters than the SIU Custom Reports. Parameter windows for Oracle Standard Reports are shown below.

- Below is the Parameters window for the **SIU Account Analysis – (180 Char)** report. An illustration of how to populate the Parameters window follows.



- The first four fields are populated by default; **Ledger/Ledger Set**, **Ledger currency**, **Currency Type** and **Entered Currency**.

- For the remaining fields, the LOV becomes available when you click in the corresponding field or the cursor advances there automatically.
  - **Type – Line Item**
  - **Balance Type – Actual.**
- The **Budget or Encumbrance Name** field defaults to **N/A** when the Balance Type field is populated.
  - Accept the default.
- **Tab** to or click in the **Starting Period** field and use the LOV to populate the field.
  - The Starting Period field populates and the cursor advances to the **Ending Period** field.
- Enter an **Ending Period. Remember**, you cannot cross fiscal years.
  - If you run the report for the entire fiscal year, the dates selected should be Jul-xx to Jun-30-xx.

**Note:** The entry of more specific Parameters is required when submitting a request for an Oracle Standard Report. Therefore, you are sometimes required to define the Accounting Flexfield for an Oracle Standard Report.

- **Tab** to or click in the field labeled **Flexfield From**.
  - The Accounting **Flexfield** window automatically displays.
- When defining the Accounting Flexfield for an Oracle Standard report, note that **0** and **Z** must be entered for **Low** and **High** values on **any** field where we are willing to accept **any** value. This varies from other online inquiry examples where we left those fields blank, if we were willing to accept any value.
- AIS recognizes:
  - **0** – as the **Lowest** value.
  - **Z** – as the **Highest** value.
- As demonstrated, you can enter all **0's** in the **Low** value field and **Z's** in the **High** value field of each segment, EXCEPT for the **Budget Purpose** and **FFY** fields. Enter these fields with your own account information.
- Click **OK**.
- The Flexfield From and Flexfield To fields are populated and the cursor has advanced to the **Order By** field.
- Invoke the List of Values for the Order By field, then, select **Account Segment** and click **OK**.
- All the necessary Parameters are defined for the SIU Account Analysis report.
- Click **OK** to accept the entries and close the Parameters window.
- The Submit Request window re-appears with the Parameters field populated. The entries in the Run this Request... region for this report are now complete.

**Note:** At this point, you have the opportunity to **Schedule** this report for submission at a later time or to run on a regular basis; dictate the **Completion Options**; or **Submit Report** to process immediately. All of these options are covered in detail in Unit 2: Navigation, Module 6: Running Reports.

- Click **Submit** to forward the request to the concurrent manager.

## Requests Window

- The Requests window opens.
  - The **Phase** of the report should be **Pending** and the **Status** should be **Normal**.
- To monitor the progress of the report, **click** the **Refresh Data** button.
- At some point, the Phase will change to **Running** and then to **Completed**.

## View Output

- Once the report has completed, **click View Output** to see the contents of the report.

- Oracle Standard Reports open in **Microsoft Word** format rather than Adobe, as the SIU Custom Reports do.
- For further instructions for viewing the report, refer to Unit 2: Navigation, Module 6: Reporting.
- If you would like help interpreting the report or additional training on running Oracle Standard Reports, contact your respective Accounting Office.
- Once you have viewed/ saved/ printed the report, **click** the **Word File** menu and select **Close**.
  - **Caution: DO NOT** select Exit. Selecting Exit from the File menu will close the browser window and thereby close down the Oracle Application.
- You are returned to the Requests window, where you can exit the application or Submit a New Request.