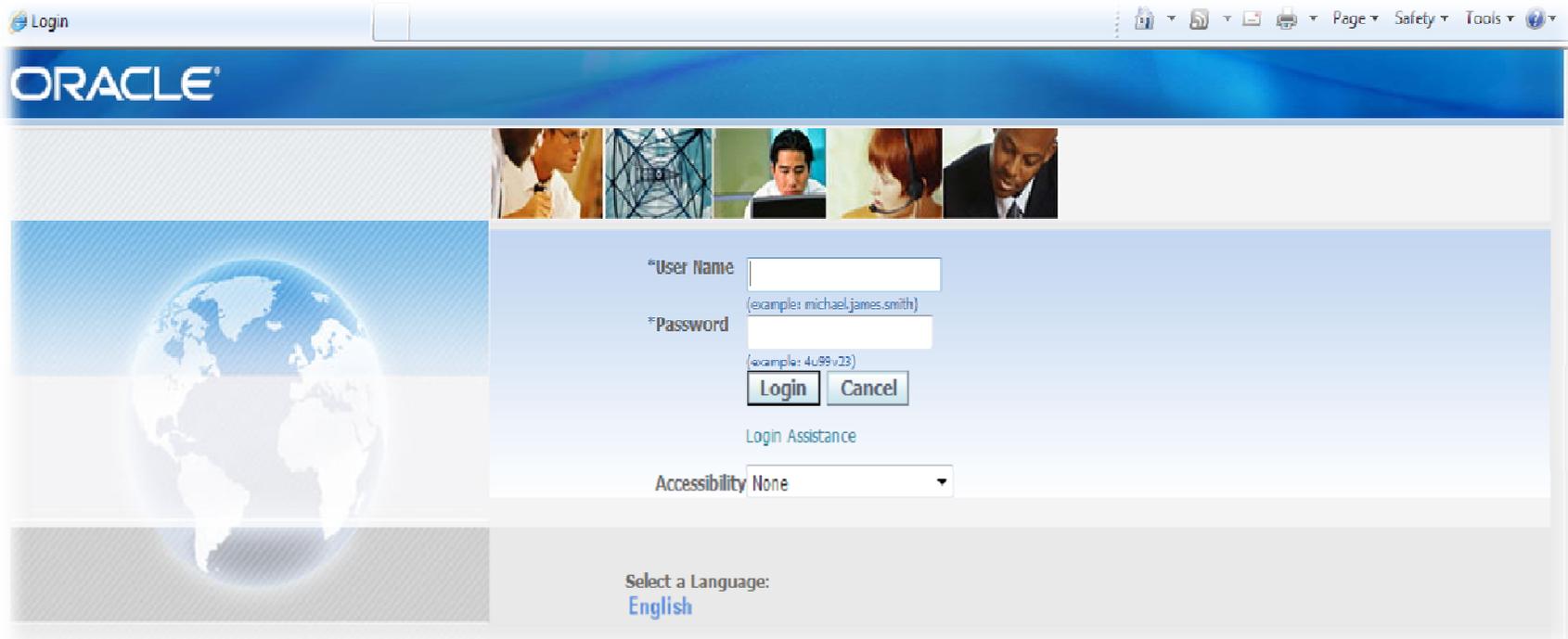


Account Analysis Report

The Oracle logo, consisting of the word "ORACLE" in white, uppercase, sans-serif font, set against a blue, rounded rectangular background with a slight gradient and shadow effect.

The Account Analysis Report provides drill-down information about the movement on a particular account for a period or range of periods. It only includes journal entries transferred to and posted to General Ledger.

Login to Oracle



The image shows a screenshot of the Oracle login page within a browser window. The browser's address bar shows the URL "Login". The page features the Oracle logo at the top left. Below the logo is a horizontal banner with several small images of people. The main content area is divided into two sections: a globe on the left and a login form on the right. The login form includes fields for "User Name" and "Password", with example text provided below each field. There are "Login" and "Cancel" buttons, a "Login Assistance" link, and an "Accessibility" dropdown menu. At the bottom, there is a "Select a Language:" section with "English" as the selected option.

ORACLE

*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

[Login Assistance](#)

Accessibility: None ▾

Select a Language:
[English](#)

Oracle Applications Home Page

Navigator

Personalize

- Application Diagnostics
- iProcurement
- OTL Super Timekeeper
- Preferences SSWA
- PS Budget Super User
- Yuma Accounts Receivable Departments
- Yuma AP Inquiry**
- Yuma Budget User
- Yuma Budget User, Disease
- Yuma Budget User, Health
- Yuma Budget User, Inj
- Yuma Budget User, Medic
- Yuma Budget User, Nursing
- Yuma Budget User, Public Hea
- Yuma Budget User, Rabies and A
- Yuma Budget User, Vector Control
- Yuma Budget User, Vital Records
- Yuma County GL Inquiry
- Yuma Dept Labor Dist User
- Yuma Health HR User
- Yuma Health Manager Self Service

Yuma AP Inquiry

- Suppliers
- View Encumbrances

Invoices

- Invoices
- Invoice Overview

Payments

- Payments
- Payment Overview

Other

- Profile
- Concurrent

Other : Requests

- Run
- Set

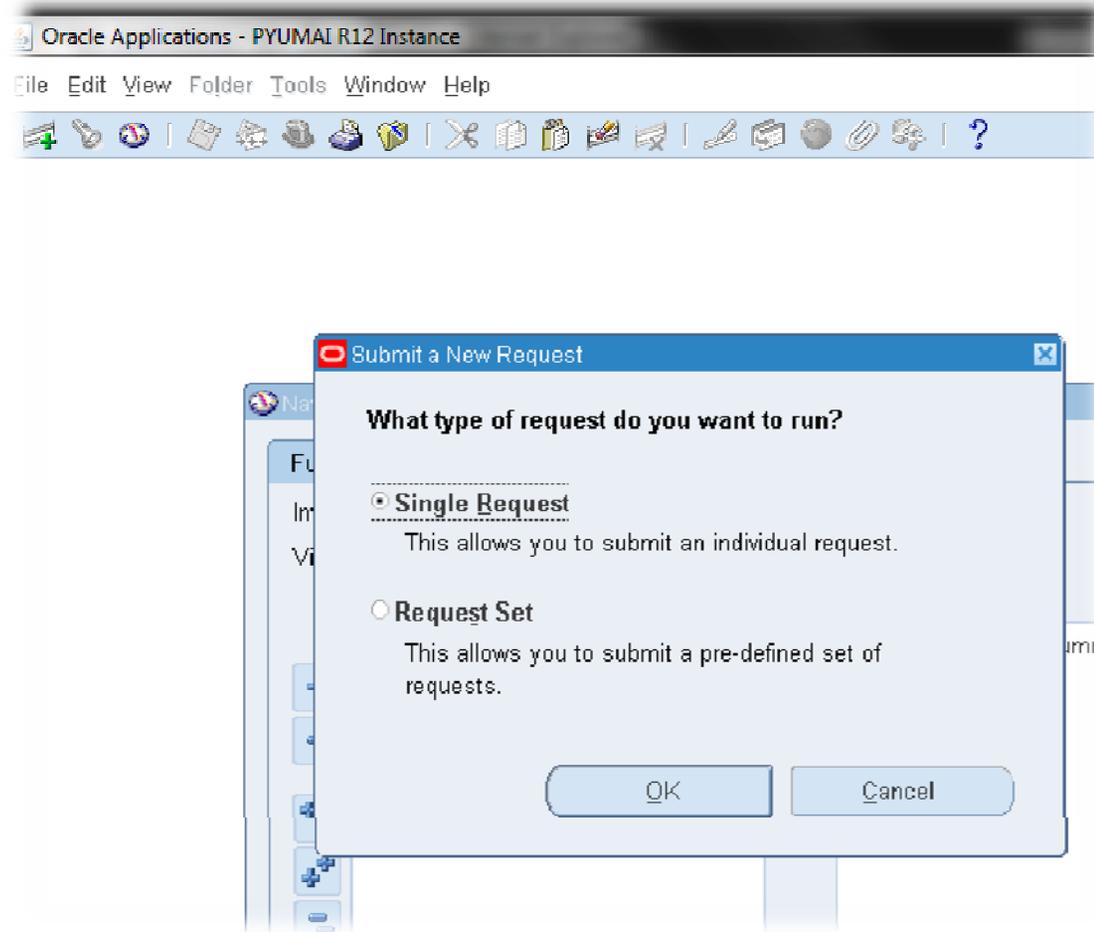
Requisitions

- Requisition Summary



Select Yuma AP Inquiry
Go to Other: Requests
Select Run

Screen below will appear, ensure that **Single Request** is selected and click **OK**



The image shows two overlapping windows from the Oracle Applications PYUMAI R12 Instance. The background window is the 'Submit Request' window, which has a 'Name' field highlighted in yellow. An orange arrow points from a text box to this field. The foreground window is the 'Reports' window, which displays a list of reports. An orange arrow points from a text box to the 'Account Analysis Report' entry in the list.

Submit Request window will appear. Under Name, click on ...

The Reports window will appear. Scroll down and select Account Analysis Report and click OK

Name	Applicati
Invoice Register	Payable
Invoice on Hold Report	Payable
Matched and Modified Receipts Report	Payable
Matching Detail Report	Payable
Payment Exceptions Report	Payable
Payment Register	Payable
Supplier Paid Invoice History	Payable
Supplier Payment History	Payable
Suppliers Report	Payable
Void Payment Register	Payable
Encumbrance Detail Report	Purchas
Account Analysis Report	Subledg

Submit Request

Run this Request...

Name Account Analysis Report
Operating Unit
Parameters
Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as P

Upon Completion...

Save all Out

Layout Account Anal

Notify

Print to nuprint

Help (C)

The Parameters window will appear.
Enter Yuma County for Ledger/Ledger Set, then tab.

Parameters

Ledger/Ledger Set
Period From
Period To
Balance Type Actual
Budget Name
Encumbrance Type
Account Flexfield From
Account Flexfield To
Include 7em Amount Lines No
Include User Transaction Identifiers No
Include Statistical Amount Lines No
Include Accounts With No Activity No

Next,
click on
Account
Flexfield

OK Cancel Clear Help

Edit View Folder Tools Window Help



Submit Request

Run this Request...

Name **Account Analysis Report**
Operating Unit
Parameters
Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as P

Upon Completion...

Save all Ou

Layout Account Anal

Notify

Print to noprint

Help (C)

Parameters

Ledger/Ledger Set **YUMA COUNTY** YUMA COUN
Period From **JUN-2011**
Period To **JUN-2011**
Balance Type **Actual**
Budget Name
Encumbrance Type
Account Flexfield From
Account Flexfield To
Include Zero Amount Lines **No**
Include User Transaction Identifiers **No**
Include Statistical Amount Lines **No**
Include Accounts With No Activity **No**

Accounting Flexfield

	Low	High
FUND		
FUNCTION		
DEPARTMENT		
OBJECT		
INTERFUND		
FUTURE1		
FUTURE2		

OK Cancel Clear Help

The Accounting Flexfield window will appear. Enter Fund, Functions, Department, (one or a range) of object accounts, and zeros for Interfund, Future1 and Future2. (see Accounting Flexfield window on right side for guidance). Click OK

Accounting Flexfield

	Low	High
FUND	00100	00100
FUNCTION	01	01
DEPARTMENT	1600	1600
OBJECT	41101	41101
INTERFUND	00000	00000
FUTURE1	00000	00000
FUTURE2	00000	00000

OK Cancel Clear Help

File Edit View Folder Tools Window Help



Submit Request

Run this Request...

Name **Account Analysis Report**

Operating Unit

Parameters

Language American English

At these Times...

Run the Job As Soon as Possible

Upon Completion...

Save all Output

Layout Account Analysis

Notify

Print to noprint

Help (H)

The Accounting Flexfield window will close and you will be able to see the account information here (Parameters window).

Ensure that the accounting information is correct and click OK

Parameters

Ledger/Ledger Set **YUMA COUNTY** YUMA COUNTY SET

Period From **JUN-2011**

Period To **JUN-2011**

Balance Type **Actual**

Budget Name

Encumbrance Type

Account Flexfield From **00100.01.1600.41101.00000.00000.00000**

Account Flexfield To **00100.01.1600.41101.00000.00000.00000**

Include Zero Amount Lines **No**

Include User Transaction Identifiers **No**

Include Statistical Amount Lines **No**

Include Accounts With No Activity **No**

OK Cancel Clear Help

File Edit View Folder Tools Window Help



Submit Request

Run this Request... Copy...

Name

Operating Unit

Parameters

Language Language Settings... Debug Options

At these Times... Schedule...

Run the Job

Upon Completion... Save all Outputs

Layout Delivery Opts

Notify

Print to Delivery Opts

Help (C) Submit Cancel

The Parameters window will close, click Submit to submit your request.



File Edit View Folder Tools Window Help



Submit Request!

Run this Request... Copy...

Name	Account Analysis Report
Operating Unit	
Parameters	YUMA COUNTY:JUN-2011:JUN-2011:Actual:::00100.01.1600.41101.00000.00000.00000:00
Language	American English

At these Times...
Run the Job

Upon Completion...
 Save all Output Files

Layout	Account Analysis Report
Notify	
Print to	noprint

Help (C) Submit

Open

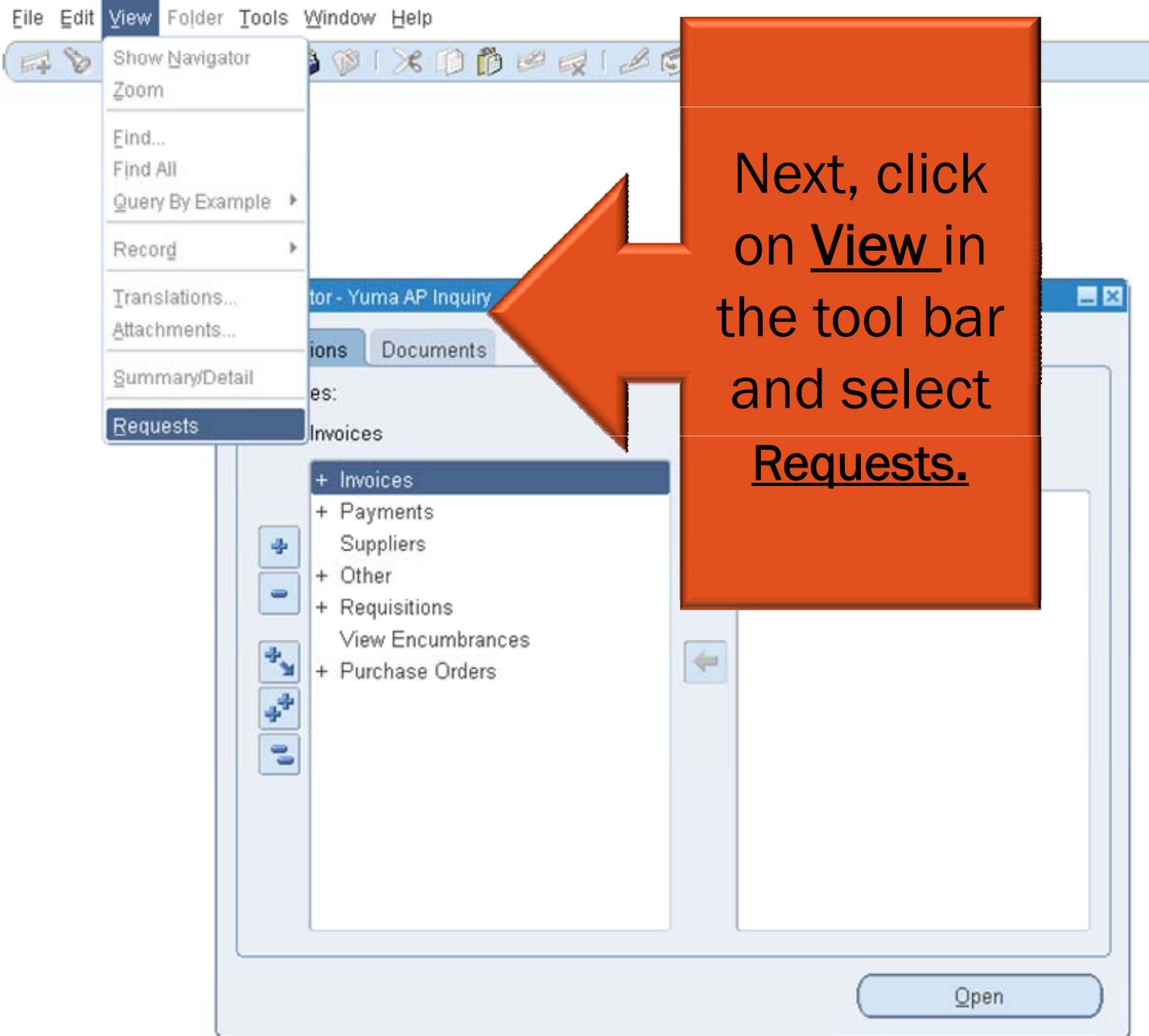
A Decision window will appear, unless another request will be submitted, click No.



Decision

? Request submitted.
(Request ID = 2060221)

Submit another request?



File Edit View Folder Tools Window Help



Requests

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

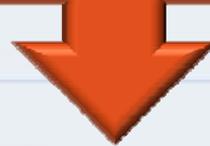
Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request... Clear Find

The Find Requests window will appear. Click Find



Open

File Edit View Folder Tools Window Help

Request ID	Name	Parent	Phase	Status	Parameter
2060233	Account Analysis Report		Running	Normal	200...
2060221	Account Analysis Report		Completed	Normal	200...

The request window will appear. Select the Request that was most recently submitted (Normally the first one).

If the request is still pending click on Refresh Data until it shows completed.

Request ID	Name	Parent
2060221	Account Analysis Report	

Once the request is selected, click View Output

File Edit View Folder Tools Window Help



Requests

Refresh Data Find Requests

Request ID	Name	Parent	Phase
2060221	Account Analysis Report		Completed

Hold Request View Details...
Cancel Request Diagnostics

The File Download window will appear. Click open

File Download

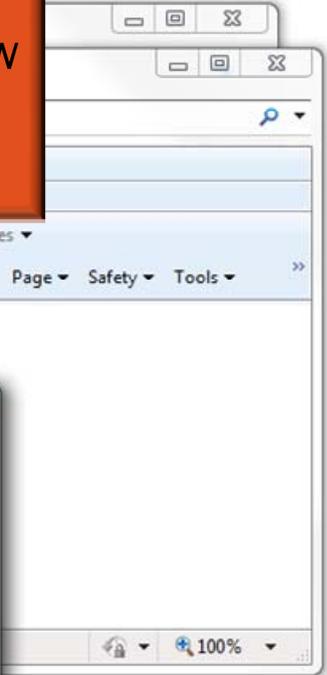
Do you want to open or save this file?

 Name: Account_Analysis_Report_290812.rtf
Type: Microsoft Office Word 97 - 2003 Document, 19.1...
From: ebs.co.yuma.az.us

Open Save Cancel

Always ask before opening this type of file

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)



The Account Analysis Report will open in Word



ORACLE Subledger Accounting

YUMA COUNTY

Account Analysis Report

Date From 2012-06-01T00:00:00.000-07:00 Date To 2012-06-30T00:00:00.000-07:00

Report Date 29-Aug-12

Page 1 of 2



Ledger / Ledger Set **YUMA COUNTY**
Period From **JUN-2012**
Period To **JUN-2012**
Accounting Flexfield From **[REDACTED]**
Accounting Flexfield To **[REDACTED]**
Balance Type **Actual**
Encumbrance Type / Budget Name
Include Zero Amount Lines **No**
Include User Transaction Identifiers **No**
Include Statistical Amount Lines **No**
Include Accounts With No Activity **No**



Ledger Name YUMA COUNTY Ledger Currency USD Balance Type Actual

Account [REDACTED] Description [REDACTED]

Beginning Balance for Period JUN-2012 105,112.37 0.00

Source	Category	GL Date	Event Class	Transaction Number	Debit	Credit
Payables	Purchase Invoices	Jun 21, 2012	Invoices	1206	3,210.89	
Payables	Purchase Invoices	Jun 21, 2012	Invoices	1206A	455.77	
Payables	Purchase Invoices	Jun 29, 2012	Invoices	PC-000081890	18,000.00	
Period Total					21,666.66	0.00

Ending Balance for Period JUN-2012 126,779.03 0.00

Account Total 126,779.03 0.00

Ledger Total 126,779.03 0.00

End of Report