

Oracle OTBI

Hands-on Workshop Student's Lab Book 2

The background of the slide features a blurred image of a city skyline at night. Overlaid on the top right is a large, semi-transparent white cloud containing several 3D white cubes of varying sizes, representing data or storage. In the top left corner, the "ORACLE CLOUD SOLUTIONS" logo is displayed in its signature red and black font. The main text area is positioned on the left side of the slide.

Oracle Operational BI

Partner Workshop

PTS Workshop

Platform Technology Solutions

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(C) PTS, Oracle

Lab 5: Oracle Business Intelligence Publisher

Practices Overview

In these practices, you will:

- Use the Layout Editor Activity
- Install the Template Builder Activity
- Create an RTF Template Activity
- Change Fonts, and Colors Activity
- Add a Sort Activity

Note: All of the reports and layouts created in these activities are to be saved within **Shared Folders > Custom**.

5.1 Use the Layout Editor

Overview

In this practice you will copy the UK Reverse Charge Sales List Report and the UK Reverse Charge Sales List Data Model into Shared Folders > Custom.

Associate the copied report with the copied data model. Upload the ReverseChargeSales.xml file to the UK Reverse Charge Sales List Data Model.

Use the Layout Editor to create a table that displays the customer number, name, and VAT registration number, as well as a page header with the report name.

For the UK Reverse Charge Sales List Report, use the Layout Editor to create a new layout that shows a simple customer listing. Do not overwrite the predefined reports.

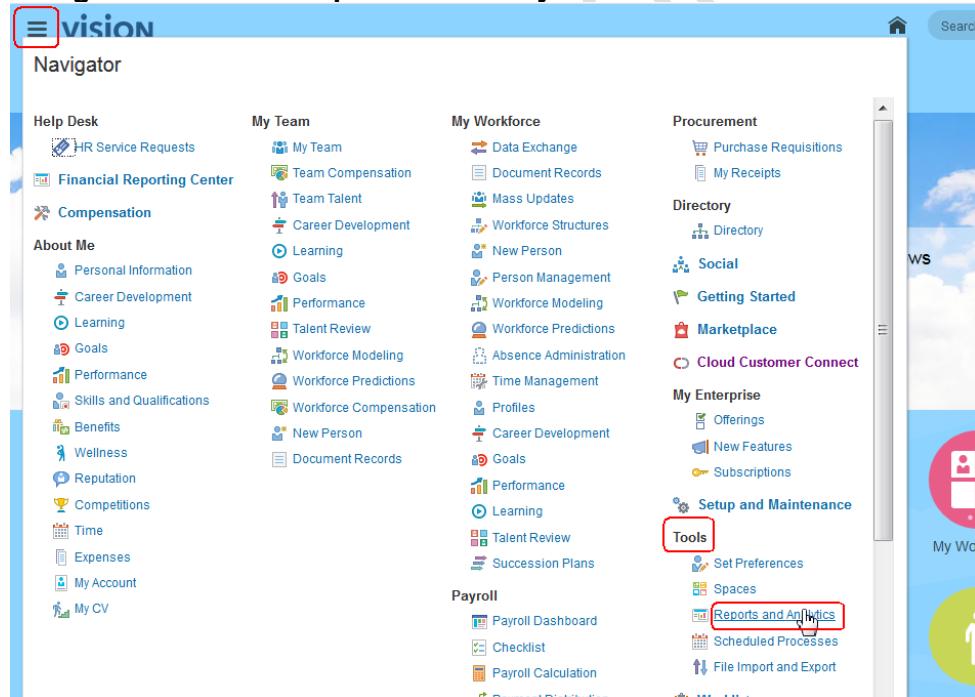
Assumptions

Sign in as **Brian.Joseph**

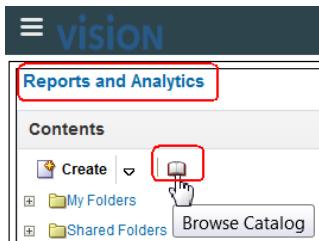
Tasks

Copy Report and Data Model

1. Navigate to: Tools > Reports and Analytics.

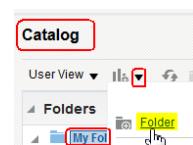


2. Click the **Browse Catalog** button.



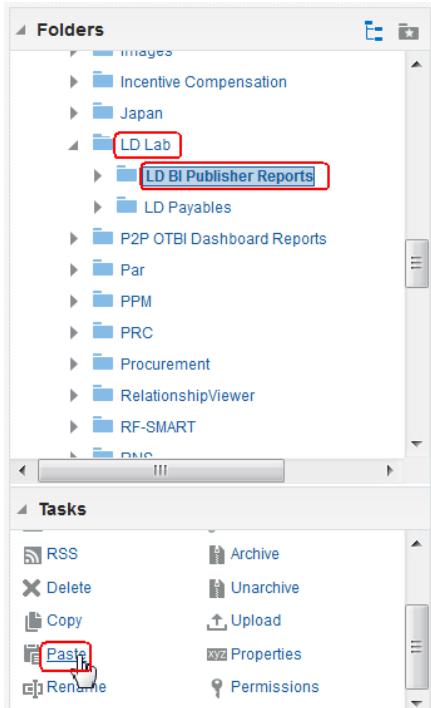
3. In the Folders panel, go to **Shared Folders > Custom > LD Lab** in the Folders panel.
4. For the **XX Absence by Department Report**, click the **More** link and select **Copy**.

5. In the Folders panel, select **Shared Folders > Custom > LD Lab**.
6. Click the **New** icon button in the toolbar directly above the Folders panel, and select **Folder**.



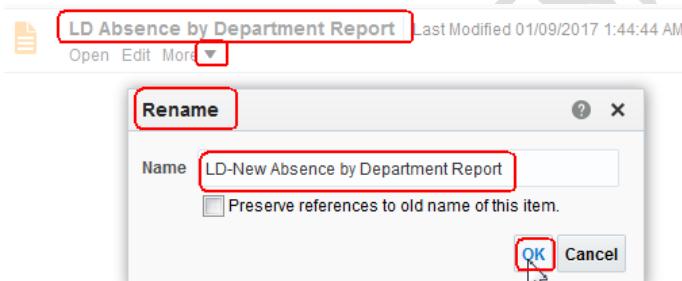
7. Enter **XX BI Publisher Reports** as the folder name and click the **OK** button.

8. Highlight the **XX BI Publisher Reports** folder in the Folders panel.
9. Click the **Paste** icon button in the toolbar.



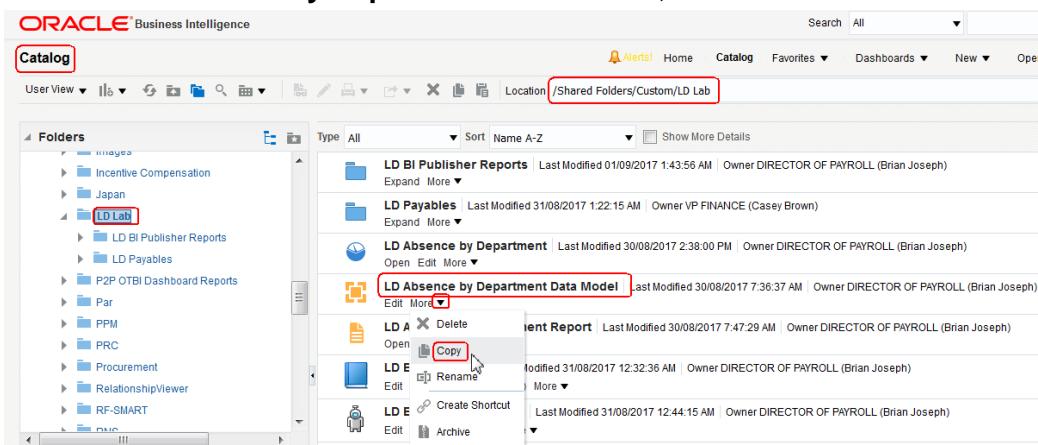
10. For the pasted **XX Absence by Department Report**, click the **More** link and select **Rename**.

11. Enter **XX-New Absence by Department Report** in the **Name** field and click the **OK** button.

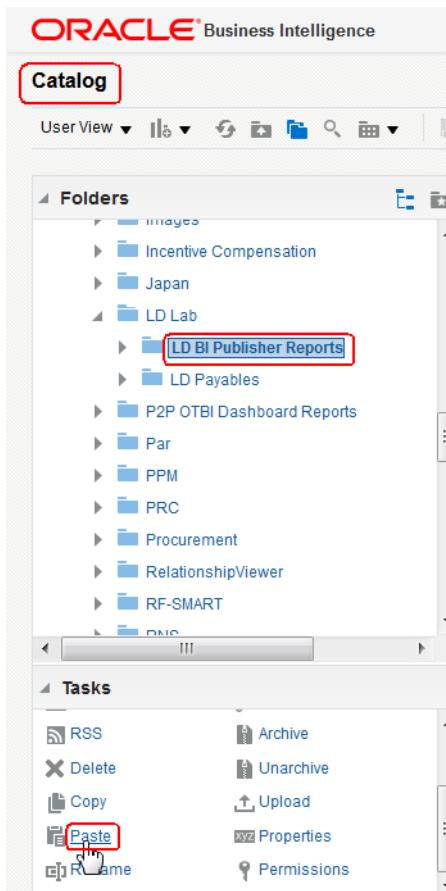


12. In the Folders panel, go to **Shared Folders > Custom > XX Lab** in the Folders panel.

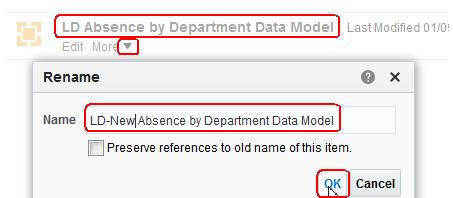
13. For **XX Absence by Department Data Model**, click the **More** link and select **Copy**.



14. In the Folders panel, go to **Shared Folders > Custom > LD Lab > XX BI Publisher Reports**.
15. Highlight the **XX BI Publisher Reports** folder in the Folders panel.
16. Click the **Paste** icon button in the toolbar.



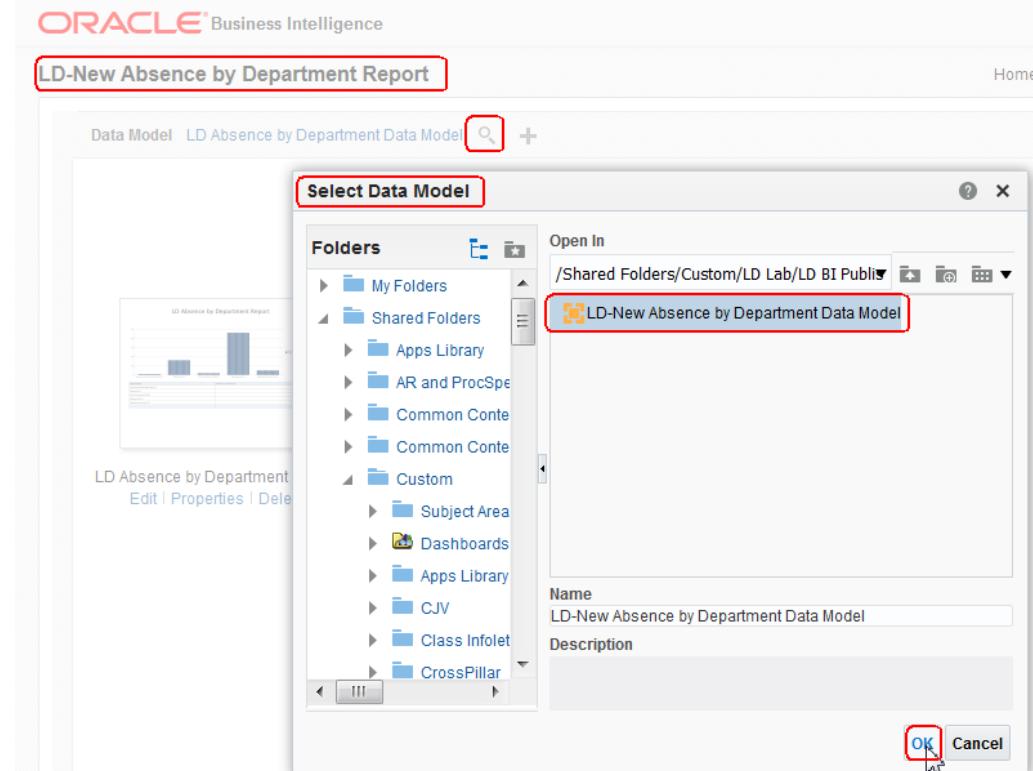
17. For the pasted **XX Absence by Department Data Model**, click the **More** link and select **Rename**.
18. Enter **XX-New Absence by Department Data Model** in the **Name** field and click the **OK** button.



Associate Copied Report with the Copied Data Model

19. In the Folders panel, go to **Shared Folders > Custom > LD Lab > XX BI Publisher Reports**.

20. For the **XX-New Absence by Department Report**, click the **Edit** link.
21. For the **Data Model** field, click the **Select Data Model** icon button, which looks like a magnifying glass 
22. In the Folders panel, go to **Shared Folders > Custom > LD Lab > XX BI Publisher Reports**.
23. Select **XX-New Absence by Department Data Model**.
24. Click the **OK** button.



25. Click the **Save Report** icon button (the first diskette icon on far right).



Create Template

26. Click the **Add New Layout** button  (on far right side.)

27. In the Basic Templates subsection, click the **Blank (Portrait)** icon button.

The screenshot shows the 'Create Layout' section of a software application. At the top left is a red-bordered button labeled 'Create Layout'. Below it is a section titled 'Basic Templates' with four options: 'Blank (Portrait)' (highlighted with a yellow box), 'Blank (Landscape)', 'Header and Footer (Portrait)', and 'Header and Footer (Landscape)'. To the right is a section titled 'Upload or Generate Layout' with two options: 'Upload' (showing a file icon and a green arrow pointing up) and 'Generate' (showing a blue gear icon).

28. Select the Page Layout tab.
29. Click the **Page Header** button.

The screenshot shows the ribbon with the 'Page Layout' tab selected, highlighted with a red box. Other tabs like Insert, Home, and Design are visible but not selected. Below the ribbon, there are sections for Paper (Portrait/Landscape), Header/Footer (Page Header, Report Header, Page Footer, Report Footer), and a ruler at the bottom.

30. Click inside the header region to activate it for editing.
31. Select the Insert tab.
32. Click the **Text Item** button.

The screenshot shows the ribbon with the 'Insert' tab selected, highlighted with a red box. Below the ribbon is the 'Components' panel with various options like Layout Grid, Data Table, Chart, Pivot Table, List, Repeating Section, and Text Item (highlighted with a red box). A preview area shows a text box with a small icon, and a ruler is at the bottom.

33. Double-click in the box as indicated and enter **Absence By Department**.
34. Highlight the text.
35. Center the text, make it bold, and change the font size to 16.

The screenshot shows the ribbon with the 'Text' tab selected, highlighted with a red box. Below the ribbon are three panels: 'Font' (with 'Custom' and '16pt' selected), 'Alignment' (with center alignment selected), and 'Paragraph' (with bold and italic buttons). A preview area shows the text 'Absence By Department' in a bold, 16pt font, centered. A ruler is at the bottom.

36. Click in box beneath the header.
37. In the Insert tab, click the **Data Table** button.

38. From the Data Source panel, select the **Department** field, then drag and drop it into the highlighted area.
39. Drag and drop the **Number of Absences** field after the **Department** field.
40. Click the **Save** link.

Department	Number of Absences
Benefits US	15
Bio-Chemistry HE US	2
Biology HE US	41
Business Services US	4
Compensation UK	11
	73

41. Enter **AbsenceByDeptLayout** in the **Layout Name** field.
42. Click the **Save** button.

Save Layout

Layout Name:

Locale: English (United States)

43. Click the **Done** button on the top right.
44. You will now see two thumbnails.

LD-New Absence by Department Report

Data Model LD-New Absence by Department Data Model  



LD Absence by Department Report

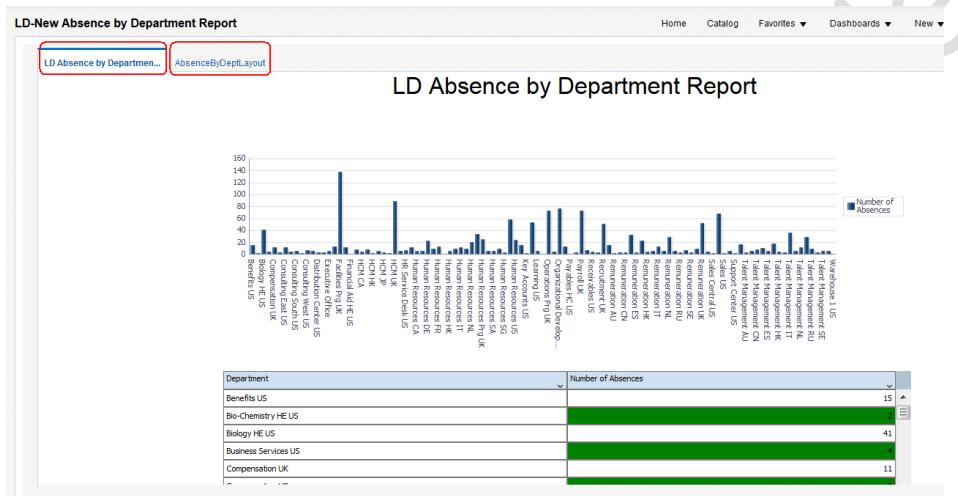
[Edit](#) | [Properties](#) | [Delete](#)



AbsenceByDeptLayout

[Edit](#) | [Properties](#) | [Delete](#)

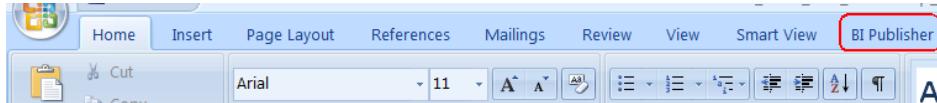
45. Click **View Report** and you will find two tabs of report in two different layouts.



5.2 Install the Template Builder Activity

Overview

In this practice, you will verify, open Microsoft Word and check that the BI Publisher is one of the menu options on the ribbon.



Please use instructions from

https://beehiveonline.oracle.com/content/dav/Oracle/Oracle_Business_Intelligence_Cloud_Service_Training_Workspace_FY18/Documents/OTBI/Reference%20Material/Installing_SV_F_R_BIP_updated.pdf

This activity is not necessary if the Template Builder is already installed.

You are preparing for customizing Oracle Business Intelligence RTF template layouts.

Assumptions

Sign in as **Brian.Joseph**

Tasks

Install the Oracle BI Publisher add-in for Microsoft Word.

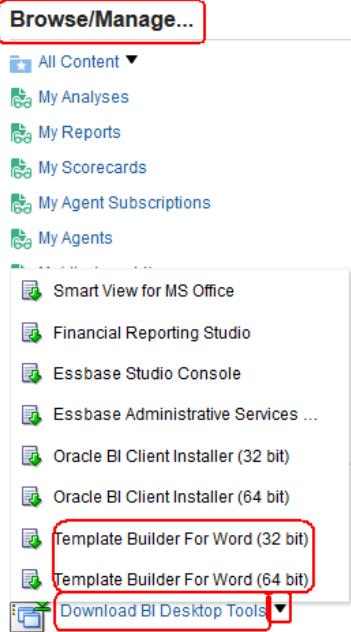
1. **Navigate to: Tools > Reports and Analytics.**
2. Click the **Browse Catalog** icon button in the toolbar.



3. Click the **Home** link.



4. In the Get Started section, select Download BI Desktop Tools > Template Builder for Word (32 or 64 bit).



5. Run the downloaded executable.
6. Click the **Next** button through the install wizard, accepting all defaults, and finish the installation.

5.3 Create an RTF Template Activity

Overview

In this practice, you copy the **XX Absence by Department Report**, as well as the **XX Absence by Department Data Model**, into **Shared Folders > Custom > LD Lab > XX BI Publisher Reports**.

Associate the copied report with the copied data model. Export the Data.xml from the Data Model file. Use the xml file to create a RTF template.

Create an RTF template that displays the department name and # of absences. Preview the report with sample data from the xml file. Add the RTF template as a new layout for the custom **XX-New Absence by Department Report**.

Note: If you already completed the “5.1 Use the Layout Editor Activity”, then you do not need to perform the following steps again:

- **Copy Report and Data Model**
- **Associate Copied Report with Copied Data Model**

Go to step 28 (Extract Sample Data)

For the **XX-New Absence by Department Report**, you want to use the Template Builder to create a new layout that shows a simple departmental absence listing. You do not want to overwrite the existing predefined reports.

Assumptions

Sign in as **Brian.Joseph**

Tasks

Copy Report and Data Model

1. Navigate to: Tools > Reports and Analytics.
2. Click the **Browse Catalog** button.
3. In the Folders panel, go to **Shared Folders > Custom > LD Lab** in the Folders panel.
4. For the **XX Absence by Department Report**, click the **More** link and select **Copy**.
5. In the Folders panel, select **My Folders**.
6. Click the **New** icon button in the toolbar directly above the Folders panel, and select **Folder**.
7. Enter **XX BI Publisher Reports** as the folder name and click the **OK** button.
8. Highlight the **XX BI Publisher Reports** folder in the Folders panel.
9. Click the **Paste** icon button in the toolbar.
10. For the pasted **XX Absence by Department Report**, click the **More** link and select **Rename**.
11. Enter **XX-New Absence by Department Report** in the **Name** field and click the **OK** button.
12. In the Folders panel, go to **My Folders** in the Folders panel.
13. For **XX Absence by Department Data Model**, click the **More** link and select **Copy**.
14. In the Folders panel, go to **My Folders > XX BI Publisher Reports**.

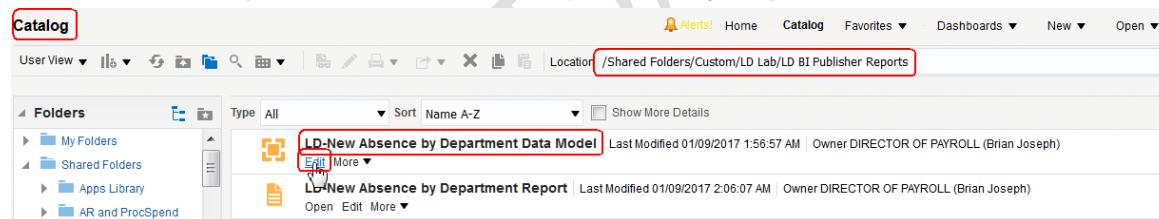
15. Highlight the **XX BI Publisher Reports** folder in the Folders panel.
16. Click the **Paste** icon button in the toolbar.
17. For the pasted **XX Absence by Department Data Model**, click the **More** link and select **Rename**.
18. Enter **XX-New Absence by Department Data Model** in the **Name** field and click the **OK** button.

Associate Copied Report with the Copied Data Model

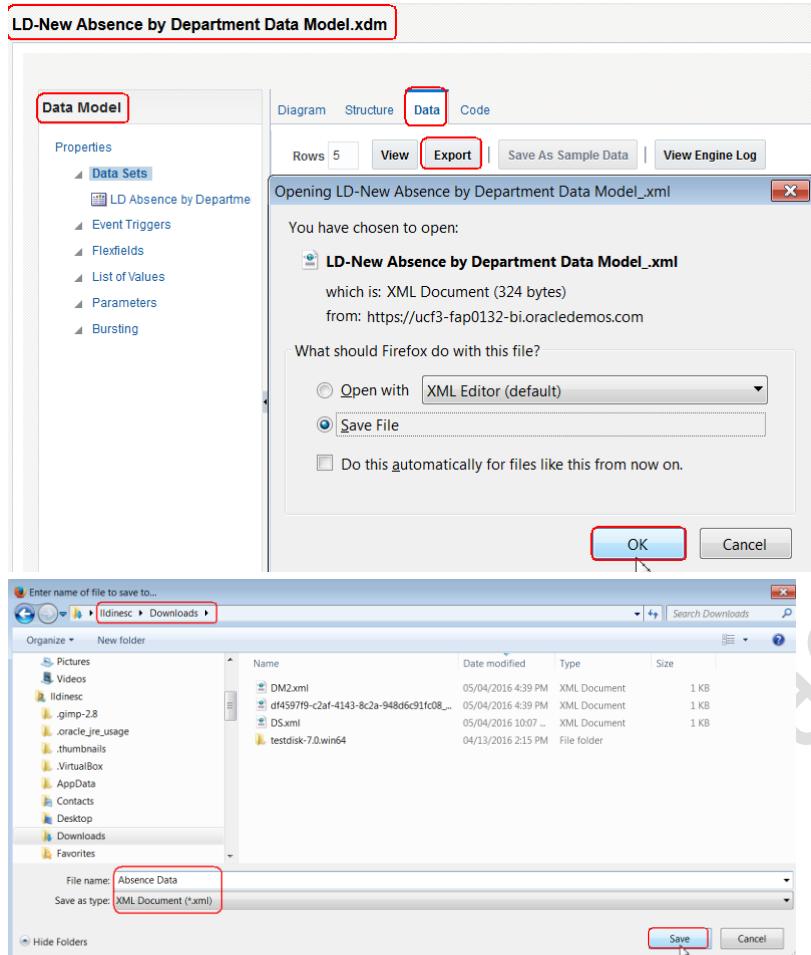
19. In the Folders panel, go to **Shared Folders > Custom > LD Lab > XX BI Publisher Reports**.
20. For the **XX-New Absence by Department Report**, click the **Edit** link.
21. For the **Data Model** field, click the **Select Data Model** icon button, which looks like a magnifying glass.
22. In the Folders panel, go to **Shared Folders > Custom > LD Lab > XX BI Publisher Reports**.
23. Select **XX-New Absence by Department Data Model**.
24. Click the **OK** button.
25. Click the **Save Report** icon button (the first diskette icon on far right).

Extract Sample Data

28. In Catalog go to Folders panel, go to **Shared Folders > Custom > LD Lab > XX BI Publisher Reports**. Edit the **XX-New Absence by Department Data Model**



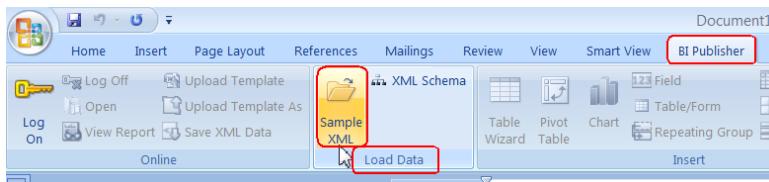
29. In the Data Model Editor, go to the **Data Tab**, click **View / Export** and **Save** the xml file as **Absence Data.xml** on your local drive.



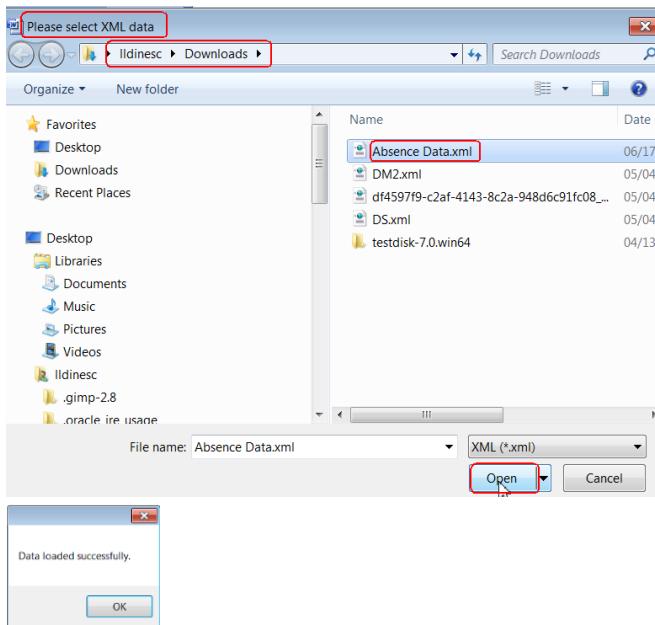
Click **Save**  (data model)

Create Template

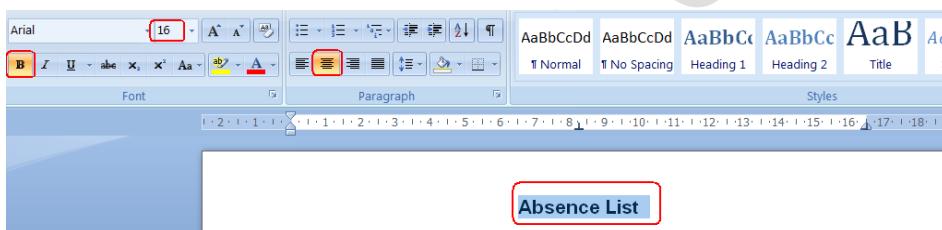
30. Open Microsoft Word.
31. Create a blank document.
32. On the BI Publisher tab, from the Load Data menu, select **Sample XML**.



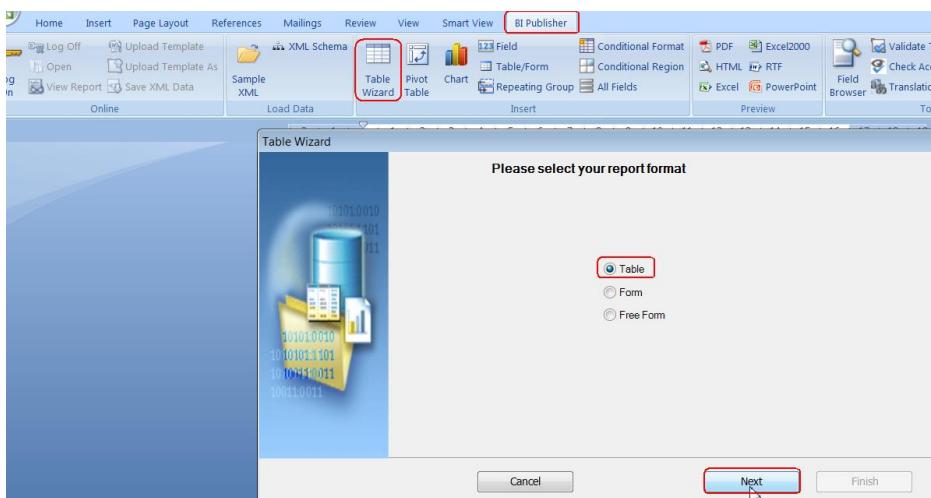
33. Go to local machines and select the **Absence Data.xml** file.



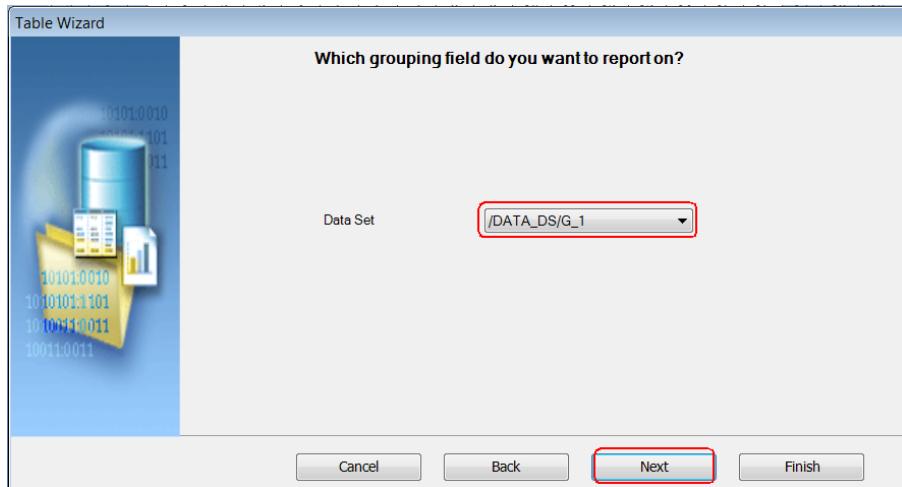
34. Insert a blank header in the Word document to contain the title of the report.
35. Enter **Absence List** as the title.
36. Change the Font Size of the Title to **16**.
37. Make the text **Bold**.
38. Center the **Title**.



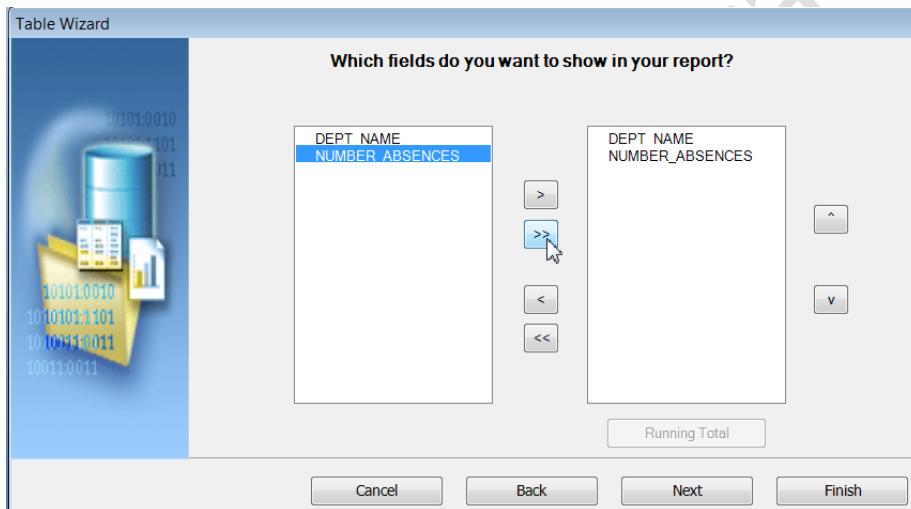
39. Close the **Header**.
40. Exit the **Header** view.
41. From the **BI Publisher Options**, select the **Table Wizard** and select the **Table** radio button. Click **Next**



42. Select the **Data Set** and click Next



43. Select the Fields.

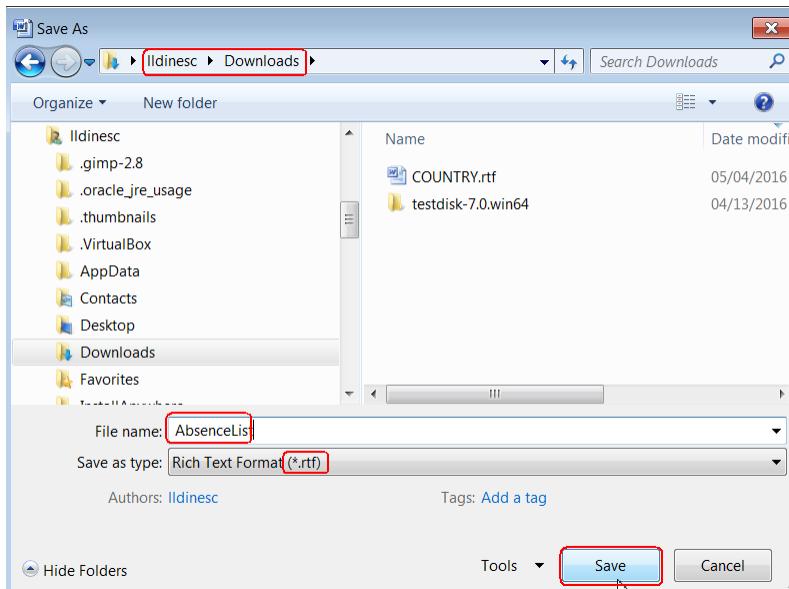


43. Click **Finish**. A Table is inserted.

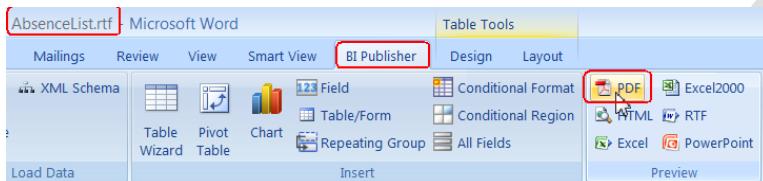
Absence List	
DEPT_NAME	NUMBER_ABSENCES
FDEPT_NAME	NUMBER_ABSENCES E

44. In the table change the column headings and save the file on your local disk as **AbsenceList.rtf**

DEPARTMENT	ABSENCES
FDEPT_NAME	NUMBER_ABSENCES E



45. From the **Preview** menu on the **BI Publisher** tab, click **PDF**.

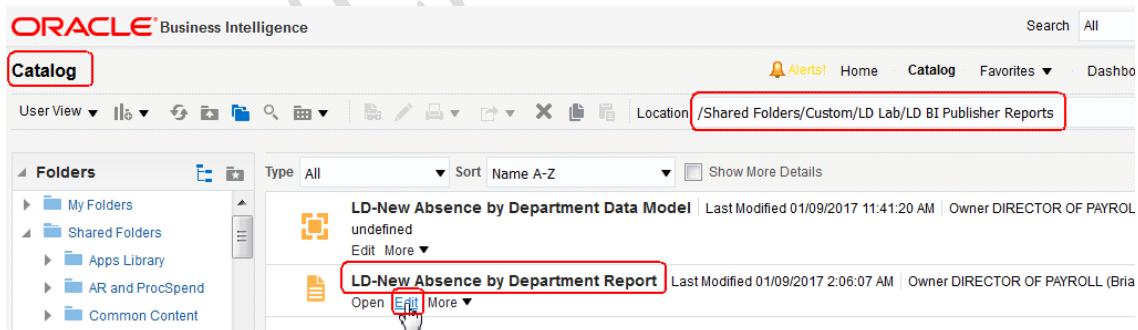


46. Close the PDF and RTF files.

Upload Template

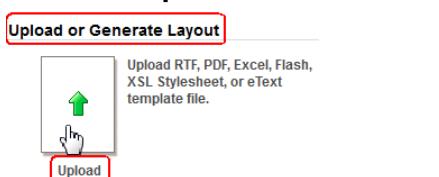
47. Return to **Oracle Business Intelligence**.

48. Click the **Edit** link for the **XX-New Absence by Department Report**.

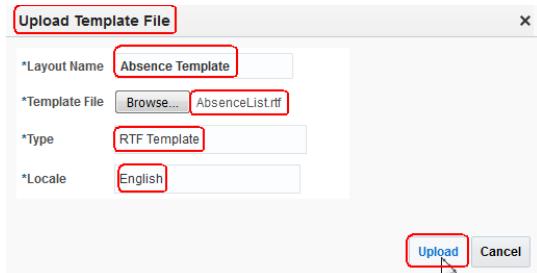


49. Click the **Add New Layout** button .

50. In the **Upload or Generate Layout** section, click the **Upload** icon button.



51. Enter **XX Absence Template** in the **Layout Name** field.
52. Click the **Browse** button, and select your RTF file.
53. Click the **Open** button.
54. For the **Type** field, select **RTF Template**.
55. For the **Locale** field, select **English**.
56. Click the **Upload** button.



57. You see three Thumbnails now. Two Layouts, from the previous report and the new Layout you created using the MSWord rtf template.

The screenshot shows the Oracle Business Intelligence Data Model interface. At the top, it says "ORACLE Business Intelligence". Below that is a title bar for "LD-New Absence by Department Report". Underneath, it says "Data Model LD-New Absence by Department Data Model". There are three thumbnails displayed:

- LD Absence by Department Report**: Shows a bar chart.
- AbsenceByDeptLayout**: Shows a table.
- LD Absence Template**: Shows a chart and a table.

Below the thumbnails are "Edit | Properties | Delete" links for each. At the bottom, there are buttons for "Parameters", "Properties", and "View Report".

58. Click **View report** and now you see three reports as three different tabs, using **three different layouts**, but a **common data model**.

The screenshot shows the Oracle Business Intelligence report view for "LD-New Absence by Department Report". At the top, it says "ORACLE Business Intelligence". Below that is a title bar for "LD-New Absence by Department Report". At the bottom, there are buttons for "Parameters", "Properties", and "View Report".

Three tabs are visible at the bottom:

- LD Absence by Department...**
- AbsenceByDeptLayout**
- LD Absence Template** (highlighted with a red box)

When the "LD Absence Template" tab is selected, the content area displays a table titled "Absence List".

DEPT_NAME	NUMBER_ABSENCES
Accounts Receivable Prg US	1
Benefits US	16
Bio-Chemistry HE US	2
Biology HE US	46
Business Services US	5

5.4 Change the Fonts, and Colors Activity

Overview

In this practice, you will continue with your **Lab 5.3** as completed above.

Assumptions

Sign in as **Brian.Joseph**

Tasks

Change Fonts and Color

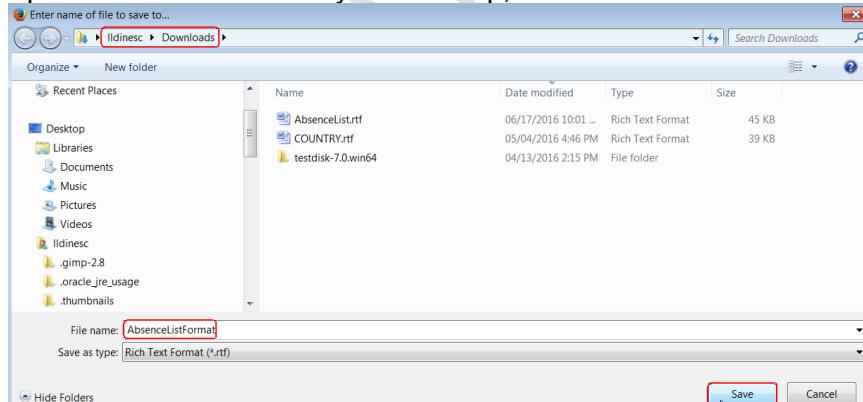
1. If necessary, click the **Edit** link for the **XX-New Absence by Department Report**, after the page opens, click the **View a list** link on the top right.



2. In the Template File column of the table, click the **AbsenceList.rtf** link.

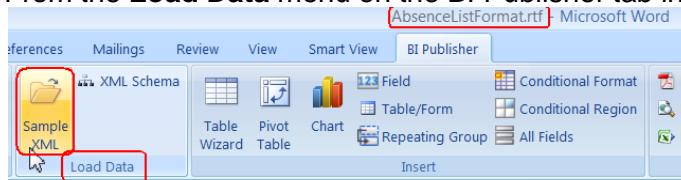
A screenshot of the BI Publisher Data Model table. The table has columns: Name, Template File, Type, Output Formats, Default Format, Default Layout, Apply Style Template, Active, View Online, Locale, and Reorder. There are three rows: 1. LD Absence by Depar (Template File: LD-Absence by Department Report.xpt), 2. AbsenceByDeptLayout (Template File: AbsenceByDept.layout.xpt), 3. LD Absence Template (Template File: AbsenceList.rtf). The 'AbsenceList.rtf' link in the third row is highlighted with a red rectangular box.

3. Open and save the file to your desktop; rename it **AbsenceListFormat.rtf**.

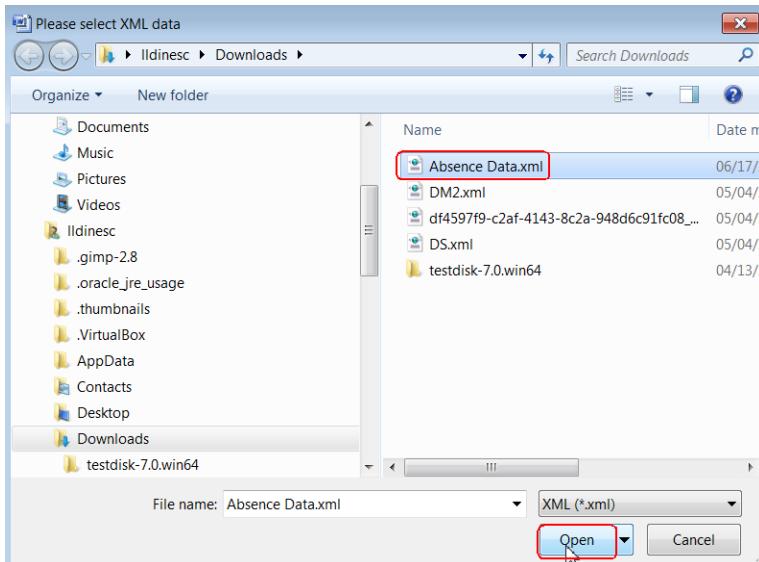


4. Open the saved RTF file in Microsoft Word.

5. From the **Load Data** menu on the BI Publisher tab in Word, click **Sample XML**.



6. Go to local machines and select the **Absence Data.xml** file, you created this file in **Lab5.3** earlier



7. Select the first column, make it **Bold** and change the font color to **Blue**, using the MSWord features.

8. Select the second column, and make it right aligned, using the MSWord features.

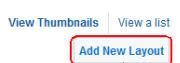
9. **Save** the RTF file.

10. From the **Preview** menu of the BI Publisher tab, select **Excel**.
 11. **View** the Excel output, **Close** the Excel and RTF files.

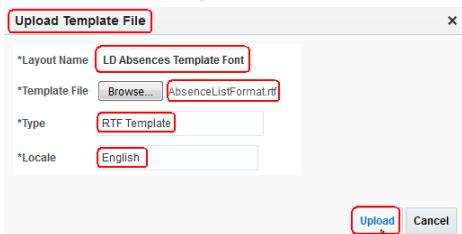
Upload Template

12. Back in Oracle Business Intelligence, with the **XX-New Absence by Department Report** still open in edit mode, click the **View Thumbnails** link.

13. Click the **Add New Layout** button



14. In the **Upload** or **Generate Layout** section, click the **Upload** icon button.
15. Enter **XX Absences Template Font** in the **Layout Name** field.
16. Click the **Browse** button, select your RTF file: **AbsenceListFormat.rtf**, and click the **Open** button.
17. For the **Type** field, select **RTF Template**.
18. For the **Locale** field, select **English**.
19. Click the **Upload** button.



20. You see four Thumbnails now. Three Layouts, from the previous lab and the new Layout you created for change of Fonts and Colors.

21. Click **View report** and now you see four different tabs, using four different layouts.

DEPT NAME	NUMBER_ABSENCES
Accounts Receivable Prg US	1
Benefits US	16
Bio-Chemistry HE US	2
Biology HE US	46

5.5 Add a Sort Activity

Overview

In this practice, you will continue with your **Lab 5.3** as completed above.

Assumptions

Sign in as **Brian.Joseph**

Tasks

Add a Sort to the Format

1. If necessary, click the **Edit** link for the **XX-New Absence by Department Report**, after the page opens, click the **View a list** link on the top right.
2. In the **Template File** column of the table, click the **AbsenceList.rtf** link.

Name	Template File	Type	Output Formats	Default Format	Default Layout	Apply Style Template	Active	View Online	Locale	Reorder
LD Absence by Depar	LD Absence by Department Report.xpt	xpt	Interactive;HTML;PI	Interactive	▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (United States)	▲ ▼
AbsenceByDeptLayout	AbsenceByDeptLayout.xpt	xpt	Interactive;HTML;PI	Interactive	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (United States)	▲ ▼
LD Absence Template	AbsenceList.rtf	rtf	HTML;PDF;RTF;E6	HTML	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English	▲ ▼
Absences Template F	AbsenceListFormat.rtf	rtf	HTML;PDF;RTF;E6	HTML	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English	▲ ▼

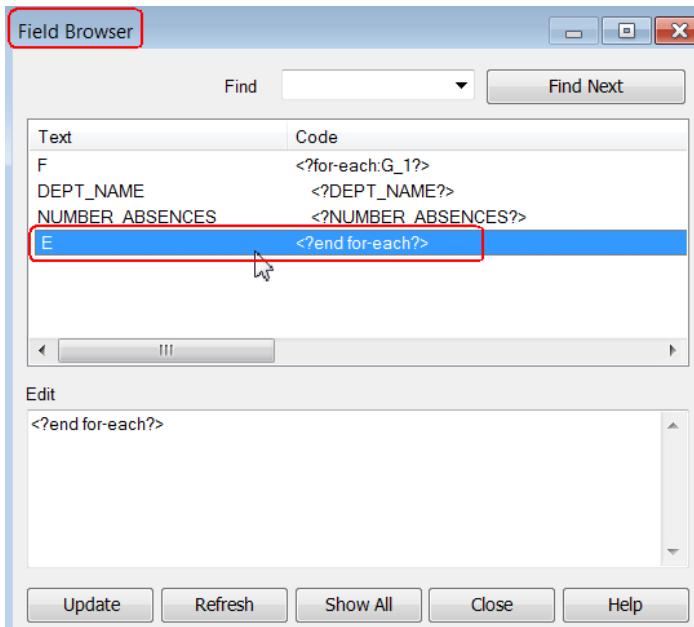
3. Open and **save** the file to your desktop; rename it **AbsenceListSort.rtf**.
4. **Open** the saved RTF file in Microsoft Word.
5. From the **Load Data** menu on the **BI Publisher** tab in Word, click **Sample XML**.
6. Go to local machines and select the **Absence Data.xml** file, you created this file in **Lab5.3** earlier
7. Under **BI Publisher** Add-In, Click the **Field Browser** button, in the **Tools** Menu.

Microsoft Word

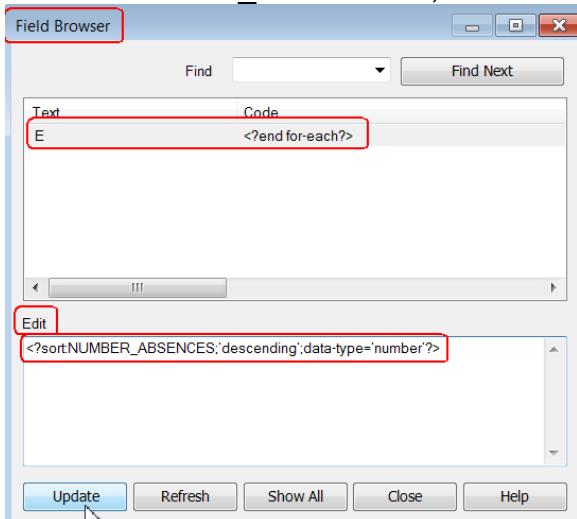
BI Publisher

Field Browser

8. The **Field Browser** window will open up, Click on the last row



9. In the Edit Section of the Field Browser window, replace the existing command with:
`<?sort:NUMBER_ABSENCES;'descending';data-type='number'?>



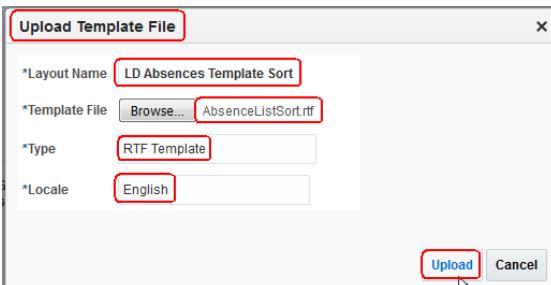
10. Click the **Update** button and **Close** button
11. Save the RTF file
12. From the **Preview** Menu of the **BI Publisher** tab, click **PDF**.
13. Close the PDF and the RTF files.

Upload Template

14. Back in **Oracle Business Intelligence**, with the **XX-New Absence by Department Report** still open in edit mode, click the **View Thumbnails** link.
15. Click the **Add New Layout** button
16. In the **Upload** or Generate Layout section, click the **Upload** icon button.
17. Enter **XX Absences Template Sort** in the **Layout Name** field.
18. Click the **Browse** button, select your RTF file: **AbsenceListSort.rtf**, and click the **Open**

button.

19. For the **Type** field, select **RTF Template**.
20. For the **Locale** field, select **English**.
21. Click the **Upload** button.



22. You see five Thumbnails now. four Layouts, from the previous lab and the new Layout you created for Sorting.

23. Click **View report** and now you see five reports as five different tabs, using five different layouts.

DEPT_NAME	NUMBER_ABSENCES
Facilities Prg UK	238
Sales UK	176
HCM UK	173
Payroll UK	164
Operations Prg UK	152
Organizational Development UK	146
Recruitment UK	140
Human Resources UK	132
Remuneration UK	126
Learning UK	116

Lab 6: Financial Analytics and Reporting Tools Overview

Practices Overview

In these practices, you will:

- **View a Financial Report in HTML Practice**
- **View an Oracle Fusion Transactional BI Report Practice**
- **View an Oracle BI Publisher Report Practice**

Use the following user names with the password assigned for all activities unless otherwise specified.

- Students: **FASXX.Student** where XX = 01 to 30

If the Navigator does not allow scrolling or closes before you can get to the items that are at the bottom of the box, use the following work around:

- Use Internet Explorer (IE).
- Use F11 function to maximize the screen.
- Use Control and Scroll Down to minimize screen.

6.1 View an Oracle Fusion Transactional BI Report Practice

Overview

In this practice, you will run and view the **Payables Invoice Audit Listing**.

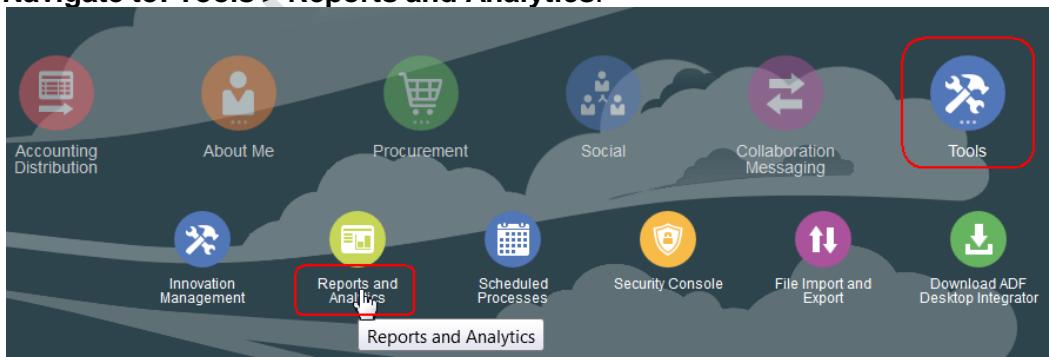
Your company, Vision America Inc, reviews and audits invoices for US1 Business Unit.

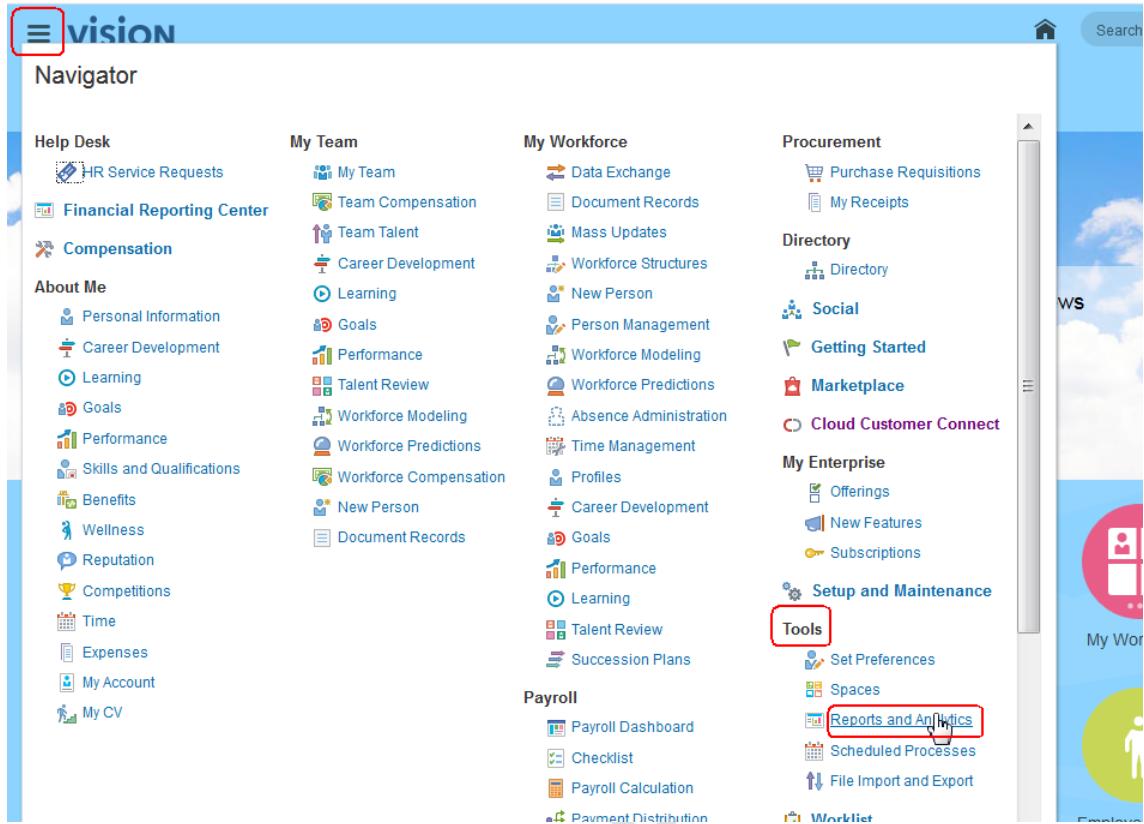
Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

Tasks

1. **Navigate to: Tools > Reports and Analytics.**





2. Expand **Shared Folders > Financials > Payables > Invoices > Payables Invoice Audit Listing**
3. Click the **Invoice Audit Listing** link.
4. Click the **View** link.

The screenshot shows the Oracle vision Reports and Analytics interface. The navigation tree on the left is highlighted with red boxes around the 'Payables' and 'Invoices' nodes under 'Payables'. A report preview window on the right shows a list of invoices with columns for Type, Dashboard, Created By, System Account, and Port. A specific row is selected, and its details are shown in a modal dialog at the bottom. The 'View' button in the modal is also highlighted with a red box.

5. Select US1 Business Unit in the Business Unit field.
6. Click the Apply button.

Invoice Number	Invoice Date	Currency	Invoice Amount	Invoice Type	Invoice Description	Supplier	Supplier Number	Voucher Number
0001	12/15/16	USD	219,000.00	Standard		EIP Inc	1262	
0002	12/15/16	USD	219,000.00	Standard		EIP Inc	1262	
0003	12/15/16	USD	602,250.00	Standard		Dell Inc.	1255	
0038580	3/3/17	USD	6,200.00	Standard	FROM ICS	Staffing Services	1253	
0038581	3/4/17	USD	7,200.00	Standard	FROM ICS	Staffing Services	1253	
0062724576	2/12/14	USD	10.00	Payment request	Travelling Expenses	Sean Goodkin		
0064624612	2/13/14	USD	25.00	Payment request	Client Meeting	Sean Goodkin		
0066942456	2/20/14	USD	10.00	Payment request	Client Meeting	Chris Hooper		
0074067543	3/12/14	USD	298.07	Payment request	Client Meeting	James Seller		
0074107604	3/21/14	USD	770.00	Payment request	Travel to Pinnacle and Customer Dinner	Lisa Jones		
0115066208	11/13/14	USD	0.00	Payment request	Trip: 11/10/2014 AQPNNF	James Seller		
0115066208.1	11/13/14	USD	1,395.11	Payment request	Trip: 11/10/2014 AQPNNF	American		

6.3 View an Oracle BI Publisher Report Practice

Overview

In this practice, you will submit and view the **Billing History Report**.

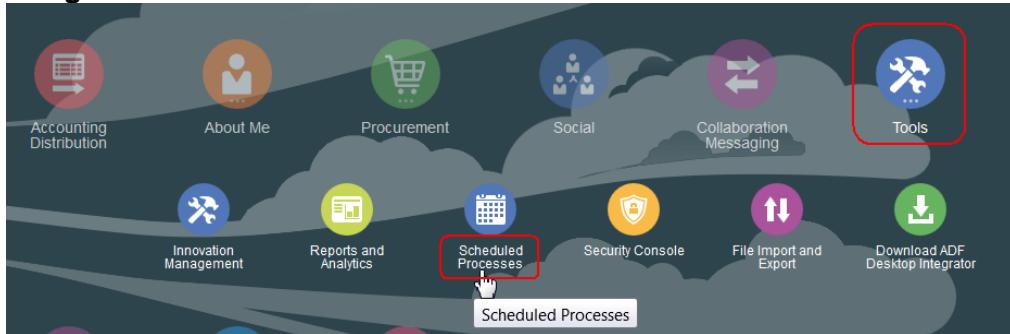
Your company, Vision America Inc, uses a listing of all transactions for US1 Business Unit for auditing purposes.

Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

Tasks

1. Navigate to: Tools > Scheduled Processes.



2. Click the **Schedule New Process** button.
3. Search and select for the **Billing History Report**.

Name	Description
Billing History Report	Lists a summar

1. Click the **OK** button.

Schedule New Process

Type Job Job Set

Name

Description Lists a summarized history of transactions and activities against them by customer site for a specified date range.

5. Select **US1 Business Unit** for the **Business Unit** parameter.
6. Click the **Submit** button.

Process Details

Name Billing History Report
Description Lists a summarized history of transactions and...
Schedule As soon as possible Submission Notes

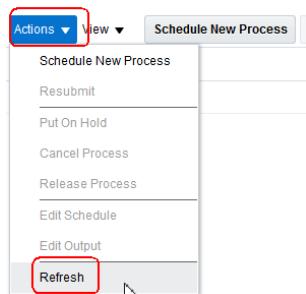
Parameters

* Business Unit	<input type="text" value="US1 Business Unit"/>	Business Unit
From Customer Name	<input type="text"/>	<input type="button" value="▼"/>
To Customer Name	<input type="text"/>	<input type="button" value="▼"/>
From Customer Account Number	<input type="text"/>	<input type="button" value="▼"/>
To Customer Account Number	<input type="text"/>	<input type="button" value="▼"/>

7. Click the **OK** button for the confirmation.



8. Click the **Close** button (if necessary).
9. Click the **Refresh** icon button in the Search Results section.



10. When the status is **Succeeded**, select the row in the Search Results table.
12. In the **Output** section, click the link in the **Output Name** column.

Scheduled Processes

Overview

► Search

Search Results

View: Flat List (Hierarchy)

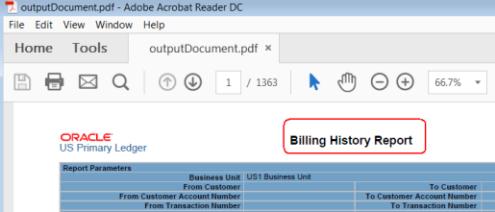
Actions ▾ View ▾ Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log

Name	Process ID	Status	Scheduled Time	Submission Time
Billing History Report	1268526	Succeeded	9/2/17 7:09 AM UTC	9/2/17 7:09 AM UTC

Log
Attachment ESG_L_1268526
Output:

XML Data Diagnostic Log Republish

Output Name	Template	Format	Locale	Time Zone
DefaultDocument	Billing History Report	PDF	English (United States)	UTC



12. Page down to see more data.

Lab 7: Oracle Fusion General Ledger Reporting

Practices Overview

In these practices, you will:

- Using the Mobile Financial Reporting Center
- Configure an Account Group.
- Inquire and Analyze Balances.
- View a Financial Report in PDF and Excel.
- View a Published Snapshot Report.
- Perform Inquiries in Smart View.
- Define a Basic Report.
- Format and Graph a Report.
- Review a Report.
- Schedule a Financial Report.
- Export and Import Reports.

7.1 Using the Mobile Financial Reporting Center - Sunburst

Overview

In this practice you will:

- Viewing reports in the Financial Report Mobile Center.
- Editing an account group.
- Reviewing an account group in the Sunburst.

Assumptions

For this practice sign in as a different user, **Anita.Kennedy** because there is predefined data associated with this user.

Tasks

1. Sign in with **Anita.Kennedy** or **Casey.Brown** or **FASXX.Student** with the same password.
Navigate to: **Financial Reporting Center**.



2. Search for: **Income Statement**

Income Statement %Peri...

CJV Global Income Statement ...

Income Statement (Period Comparison)

GA Income Statement 1

Corporate Income Statement (Period Con...

Global Income Statement (Per...

Income Statement (Period Comparison)

Income Statement (Period Com...

USA-FR Income Statement (Period Comp...

Income Statement (Period Com...

Income Statement (Period Comparison) - 440 Dec 2013

Income Statement (Period Com...

USA-FR Income Statement (Period Comp...

USA Income Statement (Period...

USA-FR Income Statement (Period Comp...

3. Choose prompt.

Prompt	Selection	Type	Source
Enter Company:	101-US 1 LE 1 BU 1, Company	Report	Report: Income Statement (Period Comparison) Grid: Grid1

Edit Member Names

Help | **OK** | Cancel | Reset

3. Review the report and options

Income Statement (Period Comparison) - 440 Dec 2013

VISION

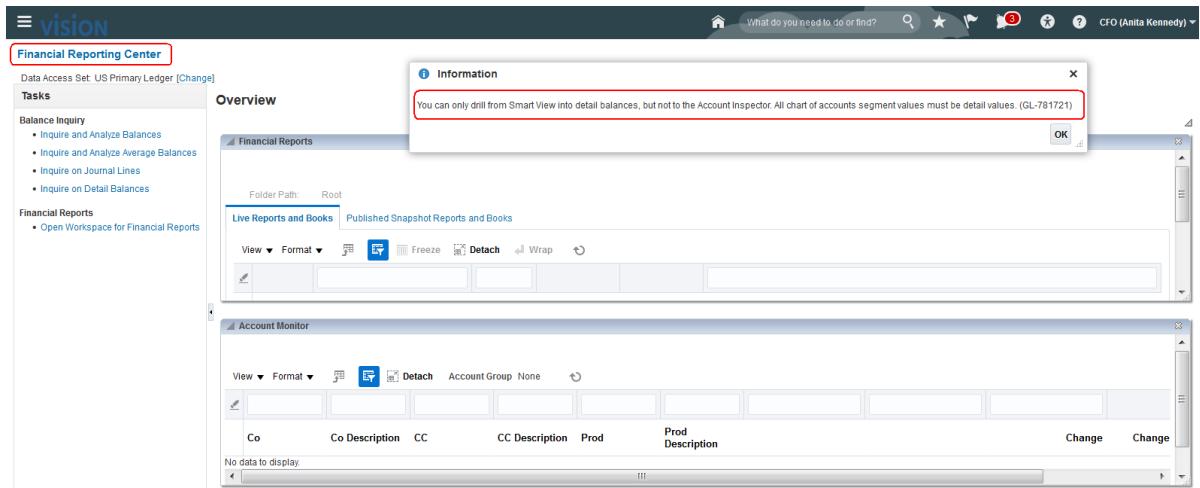
Vision US Income Statement
Period Comparison

	Actual-YTD 12-13	% of Revenues	Actual-YTD 11-13	% of Revenue	\$ Variance
40000-Revenues	21,096,730	100%	21,010,217	100%	86,512
50000-Material and Goods	10,751,101	51%	10,751,101	51%	(0)
60100-Wages and Salaries	0	0%	0	0%	(0)
60200-Other Employee Benefits	0	0%	0	0%	(0)
60500-Travel Expenses	200.253	1%	182,884	1%	(17,369)
63100-Other Purchases and Supplies	121,147	1%	110,145	1%	(11,342)
64000-Office and Communication	54,301	0%	49,373	0%	(4,929)
65000-Fees	45,196	0%	41,468	0%	(3,728)
Total Operating Expenses	11,172,338	53%	11,134,970	53%	(37,368)
Income Before Income Taxes	9,924,391	47%	9,875,247	47%	49,144

Related Content - Mozilla Firefox

Shift to Account Inspector

Drill To Detail Balances



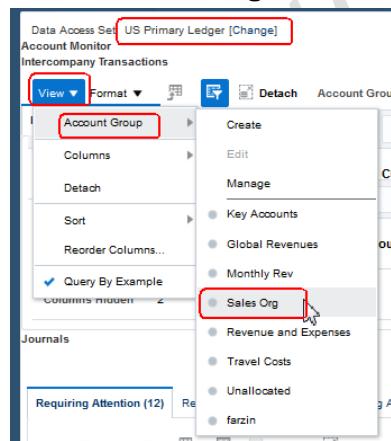
Editing an Account Group

1. Go to General Accounting > General Accounting Dashboard > Account Monitor



2. Select Account Groups in the Show list of values.

3. Select Sales Org. The account group is displayed.



4. Change the period to 09-14. The balances will be automatically updated.

The screenshot shows the Oracle E-Business Suite interface. At the top, there is a search dialog titled "Search and Select: Period" with fields for "Accounting Period" set to "09-14". Below this is the main financial report screen for "US Primary Ledger [Change]". The report includes tabs for "Account Monitor" and "Intercompany Transactions". The main area displays a grid of financial data with columns like "Co", "CC Description", "Prod", "Actual", "Forecast", "Change", "Change (%)", and "Name". A toolbar at the top of the report screen includes buttons for "View", "Format", "Detach", and "Account Group". The "Sales Org" button is highlighted.

5. Press the View > Columns > Manage Columns button.

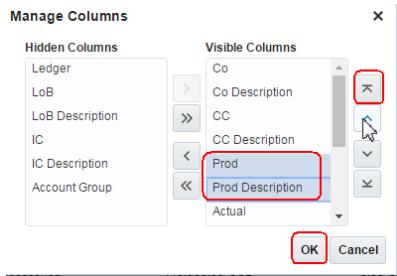
The screenshot shows the Oracle E-Business Suite interface with the "View" menu open. The "Columns" option is highlighted with a red box. The main report area below shows financial data for APAC regions. A toolbar at the top includes "View", "Format", "Detach", and "Account Group".

6. Add Account and Account Description.

The screenshot shows the "Manage Columns" dialog. On the left, under "Hidden Columns", "Acc" and "Acc Description" are listed. On the right, under "Visible Columns", "Co", "Co Description", "CC", "CC Description", "Prod", "Prod Description", and "Actual" are listed. A red box highlights the "OK" button at the bottom right of the dialog.

7. Scroll across to the right to see the added columns.

8. Check that the first column is Product (Value or Description). If not you can drag Product to the far left.



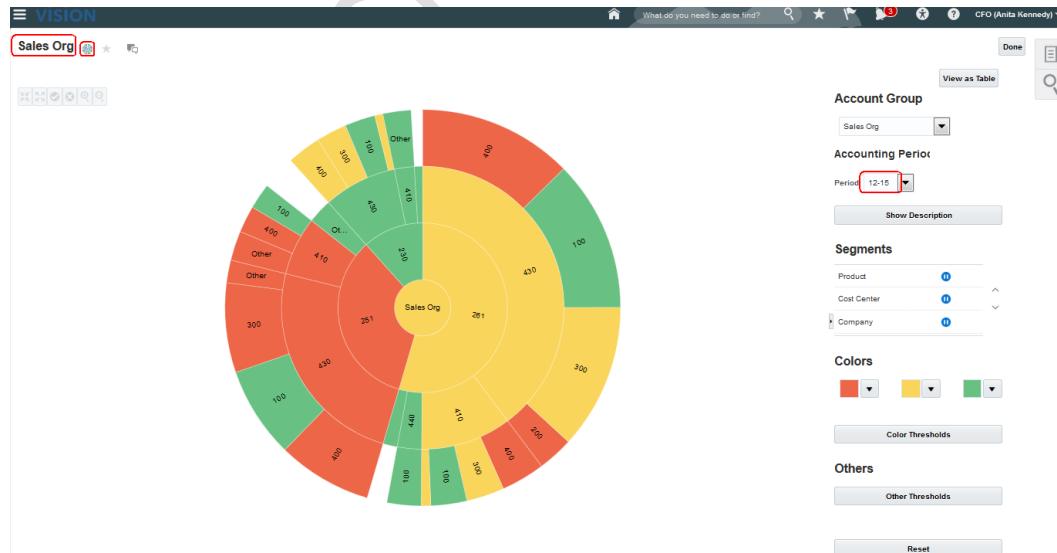
Reviewing an Account Group in the Sunburst

16. Go to Financial Reporting Center and search for “Sales Org” Account Name

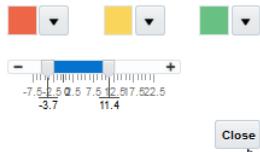
Press View as Sunburst

Product	Product Description	Cost Center	Cost Center Description	Actual	Forecast	Change	Change %	Company Description
230	Accessories	410	Regional Sales	617,747.05	405,000.00	211,747.05	52.2	North-America
230	Accessories	430	Key Accounts	2,115,863.54	1,440,000.00	675,863.54	48.9	North-America
251	Sentinel Servers	410	Regional Sales	1,776,996.49	1,459,000.00	320,996.49	22.0	North-America
251	Sentinel Servers	430	Key Accounts	6,329,416.40	5,419,000.00	901,416.40	16.6	North-America

The Account Group balances are re-displayed as a sunburst visualization. The center of the Sunburst represents the total of the Sales Org. balances.

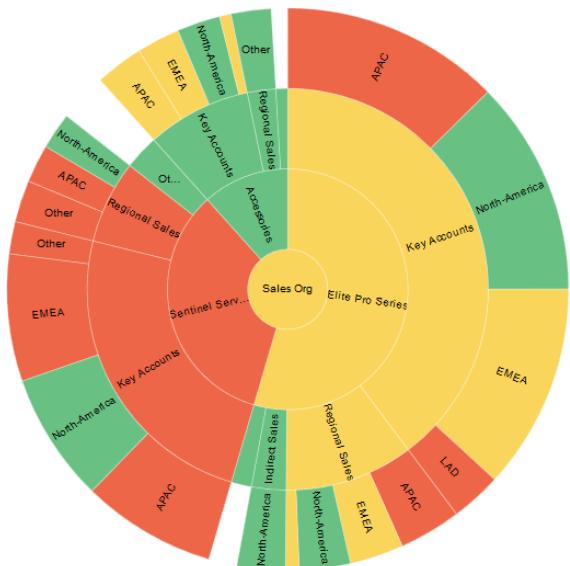


Color Threshold



17. Click **Show Description**

Show Description



18. Move the mouse to the center of the **Sunburst** where the total balances for the selected period and, in this case, the same period from the previous year, are displayed.

- The inner ring represents **product**, the middle ring **cost center**, and the outer ring **company**.
- In the inner ring (product) Elite Pro Series contributes more than 50% of the revenue, Sentinel Servers approximately, 30% of the revenue and Accessories the rest.
- The middle and outer rings further breakdown the Sales Org balances.
- The **Key Accounts** cost center contributes the largest share of revenue to the Elite Pro Series.
- The outer ring further breaks down the contribution by region.
- In effect, the **Sunburst** represents the **Sales Org.** revenue broken down by a series of subtotals.

You can draw the following conclusions from the **Sunburst**:

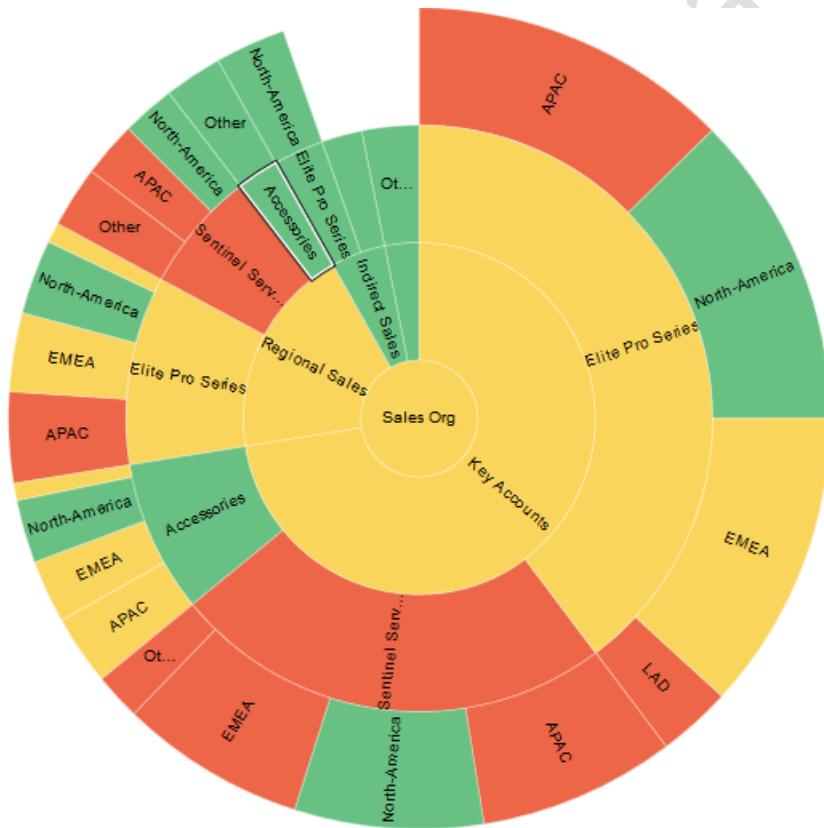
- Overall, revenue has grown for products in the account group (total revenue has grown 3.1% year on year and the center node is colored yellow).
- Elite Pro Series has average growth, Accessories has a good growth 19.3% and Sentinel servers has decreased with 4.5%
- However; it seems that there are some issues with cost centers and perhaps regions

19. You use the interactive features on the **Sunburst** to explore December's results in more detail. Rather than breaking down the results by product, display them by **Cost Center**.

20. Select any segment in the middle ring (cost center) and press the **Move Ring Toward Center** arrow button.



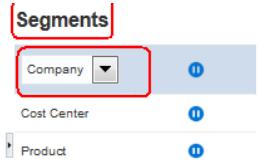
The **Sunburst** is re-drawn with the cost center in the inner ring. You can draw the following conclusions from the **Sunburst**:



- **Key Accounts** for over 75% of the revenue worldwide. Regional Sales had weak growth and Indirect Sales, Inside Sales (the smallest contributors) actually increased.
- Focusing on **Regional Sales**, you can see that were patchy contributions from different product lines and regions (some had positive contributions and some did not). Regional Sales doesn't seem to be a determining factor in the overall performance because there

are many variations below it.

21. Select the **Company** in the drop down under **Segments** in the right hand control panel and then press the blue down arrow twice



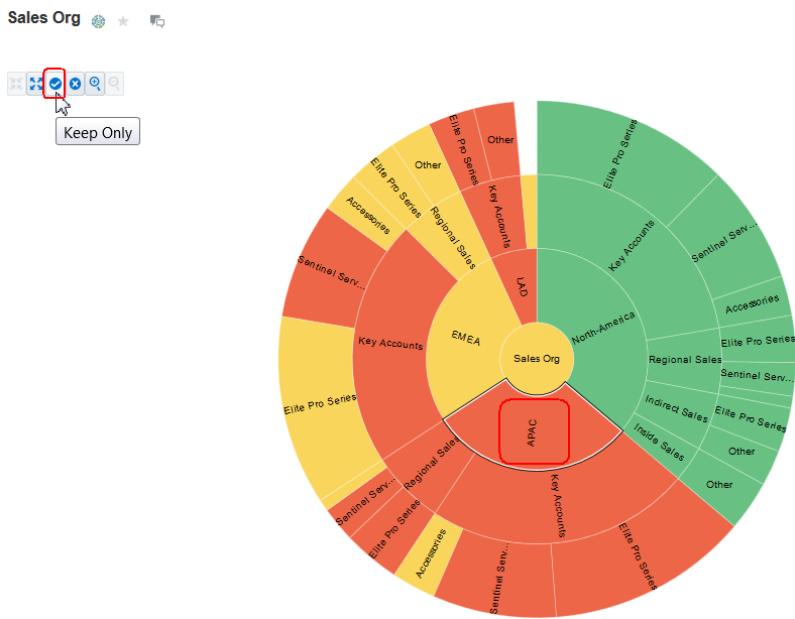
22. The **Sunburst** is re-drawn with the **Company** in the inner ring.



23. You can draw the following conclusions from the **Sunburst**:

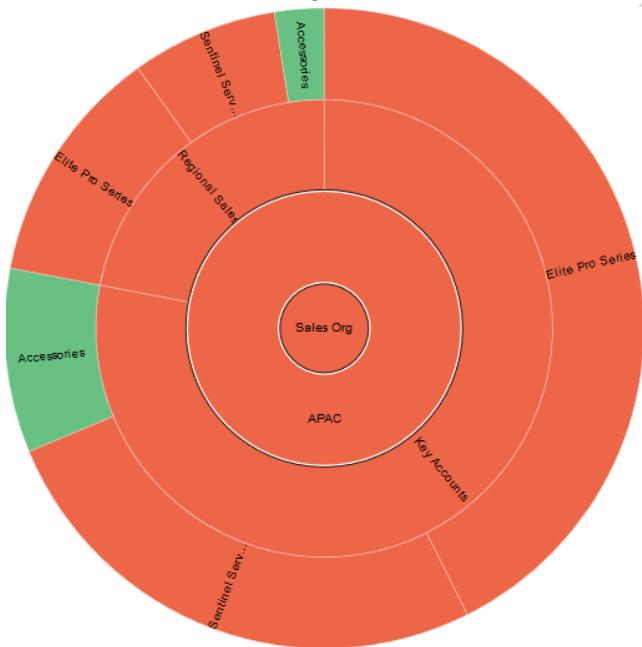
- North America has the biggest contribution and positive growth as well, EMEA is on yellow, APAC and LAD are on red.

24. Select the APAC node in the **Sunburst** and then press the **Keep Only** button (third button) above the **Sunburst**.



25. The **Sunburst** is re-drawn with only APAC in the inner ring.

Note: You can also filter using **Remove Only** – which removes the selected nodes and its children in outer rings from the **Sunburst**.

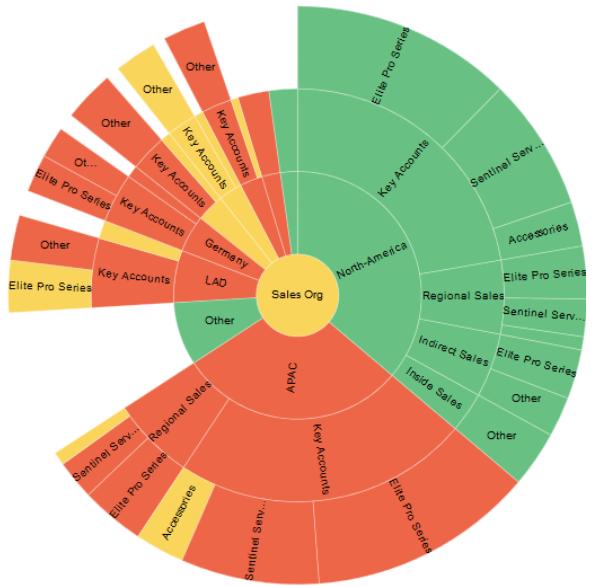


26. Click Reset

Select the EMEA node in the Sunburst and then press **Zoom In** icon (fifth over) at top



The **Sunburst** is re-drawn with the countries below EMEA in the company hierarchy displayed.



27. You can draw the following conclusions from the **Sunburst**:

- APAC had overall bad performance, performance at the country level was uneven.
- North America is the only country with good contribution
- The correlation of the country performance with the corresponding cost center and product line performance implies that country is an important factor in influencing results.

Known Issues:

- Changing the period in the **Sunburst** control panel sometimes causes buttons to be grayed out.
- **Zoom Out** (drill back up) on a hierarchy sometimes results in an error. You can use the **Reset** button.
- Select **Monthly Rev.** under **Account Group**. **Zoom In** (drill down) on the **Cost Center** ring always provokes an error. You can clear or correct using the **Reset** button.

Other things to try:

28. **Product** segment values are also parents: **Zoom In** to see varied performance by server model or different types of accessories.
31. Use the **Segments** control in the right hand panel to drop out a segment and therefore have a sunburst with two rings by selecting blank for the segment name in the drop down list.

Segments

Company	<input type="button" value="▼"/>
Cost Center	<input type="button" value="▼"/>
Product	<input type="button" value="▼"/>

32. Click **Done** when you are finished.

7.2 Configure an Account Group Activity – Account Monitor

Overview

In this practice you will configure two account groups, one to display the balances from your external application and the other one to display your actual versus budget balances.

Select all values from the list of values to avoid errors. Do not type them in. Your company, Vision America Inc, uses the **Account Monitor** to define groups of key accounts that are organized by purpose, category, and comparison criteria.

Assumptions

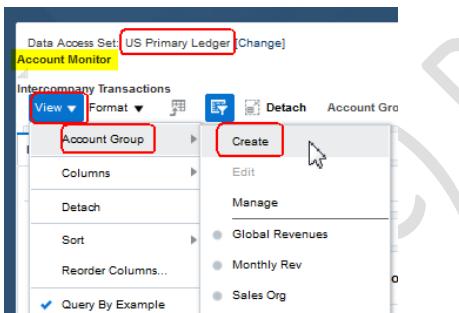
Sign in as your **FASXX.Student** user as assigned by the instructor.

Tasks

1. Navigate to: General Accounting > General Accounting Dashboard



2. Use the **Account Monitor** region to add and review designated accounts.
3. From the **View** menu, select **Account Group**, and then **Create**.



4. In the **Name** field enter **XX External Balances**.
5. In the **Description** field enter **For tracking balances from the external application**.
6. For **Time Option** select **Accounting Period**.
7. From the **Comparison Option** list, select **Prior year PTD**.



* Name	XX External Balances
Description	For tracking balances from the external application
* Time Option	Accounting period
* Comparison Option	Prior year PTD
* Access	Public

8. Click the **Add Row** button .
9. In the **Ledger** field, select **US Primary Ledger**.
10. In the **Co (Company)** field, select **941**.

11. In the **LoB** (Line of Business) field, select **10**.
12. In the **Acct** (Account) field, select **46000**.
13. In the **CC** (Cost Center) field, select **121**.
14. In the **Prod** (Product) field, select **111**.
15. In the **IC** (Intercompany) field, select **000**.
16. In the **Change** field, accept the default **Always Display**.
17. From the list for the **Save** button, select **Save and Create Another**.

Data Access Set: US Primary Ledger

Create Account Group

* Name: LD External Balances

Description: For tracking balances from the external application

* Display In: Account Monitor

Set as default

Dynamically derive ledger

* Time Option: Accounting period

Quarter

Year

* Comparison Option: Prior year PTD

* Access: Public

Save Cancel

Save and Close

Save and Create Another

Accounts

Name	Ledger	Co	LoB	Acc	CC	Prod	IC	Change	Threshold
US Primary Ledger	941	10	46000	121	111	000		Always Disp	

18. In the **Name** field, enter **XX Actuals Versus Budget**.
19. In the **Description** field, enter **For tracking actuals versus budget balances**.
20. Do not click the **Set as default** option.
21. For **Time Option**, select **Accounting Period**.
22. From the **Comparison Option** list, select **Budget PTD**.
23. From the **Scenario** list, select **Budget**.

Data Access Set: US Primary Ledger

Create Account Group

* Name: LD Actuals Versus Budget

Description: For tracking actuals versus budget balances

* Display In: Account Monitor

Set as default

Dynamically derive ledger

* Time Option: Accounting period

Quarter

Year

* Comparison Option: Budget PTD

* Scenario: Budget

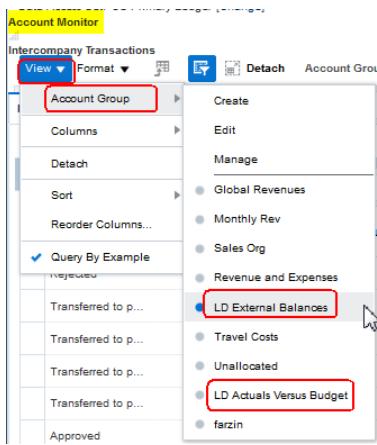
* Access: Public

24. Click the **Add Row** button.
25. In the **Ledger** field, select **US Primary Ledger**.
26. In the **Co** (Company) field, select **101**.
27. In the **LoB (Line of Business)** field, select **10**.
28. In the **Acc** (Account) field, select **60501**.
29. In the **CC** (Cost Center) field, select **410**.
30. In the **Prod** (Product) field, select **000**.

31. In the **IC** (Intercompany) field, select **000**.
32. In the **Change** field, select **Always Display**.
33. From the list for the **Save** button, select **Save and Close**.



34. You have successfully configured an account group.
35. To view your accounts, from the **View** menu, select the account group that you want to view.



36. To change the period, click the drop down for **Accounting Period** on the right-hand side.

7.3 Inquire and Analyze Balances Activity – Account Inspector

Overview

In this practice, you will use the **Account Inspector** to expand and drill down to an account balance to analyze your general ledger balances in more detail.

Your company, Vision US Inc, uses the Financial Reporting Center to access both active and pre-published reports and books. Balances are pre-aggregated at every level of your account hierarchy and updated every time a new journal is posted. Review summary and detail information for any account balance at any point in your account hierarchy using real-time general ledger data and different points of view. Drill down to account balances from the parent and detail levels into balances and transactions.

Note: All segment values, column, row, or page levels must be at a detail level before the drill link is enabled and you can drill down to the detail balances page.

Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

Tasks

1. Navigate to: General Accounting > General Accounting Dashboard.

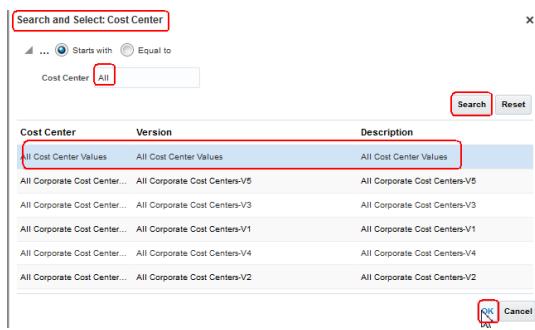


2. Highlight one of the accounts in the **Account Monitor**.
3. Click the **Inquire and Analyze Balances** link in the Tasks pane. The Account Inspector tool opens to view the account you selected.

A screenshot of the Oracle Financial Reporting Center interface. The top navigation bar shows 'vision' and 'FA522 Student'. The main area displays the 'General Accounting Dashboard' with the 'General Accounting' icon highlighted. On the left, the 'Account Monitor' window is open, showing a grid of account details like Name, Ledger, Co, LoB, Acc, CC, Prod, IC, Actual, and Forecast. A red box highlights the 'US Primary Ledger' entry. On the right, the 'Tasks' pane is visible, containing sections for 'Journals', 'Period Close', 'Inquiry and Reporting', and 'Planning and Budgeting'. A red box highlights the 'Inquire and Analyze Balances' link under the 'Inquiry and Reporting' section.

4. The default **Account Inspector** view includes the member values from the default account group selected in the **Account Monitor**.
5. Drag and drop the **Ledger** dimension to the column level. Tip: Grab the name and drag until the no change icon changes to an arrow and then drop.

6. Drag and drop the **Accounting Period** dimension to the page level.
7. Select **All Cost Center Values**.



8. Drag and drop **Cost Center** to the row level.
9. Drag and drop **Account** to the page level.
10. Select account **60500**.
11. For the **Company** dimension, select **All Company Values**.
12. Select **000** for both **Intercompany** and **Product** dimensions.
13. Leave **Line of Business** as 10.
14. Select 03-14 for the **Accounting Period** dimension.
15. Click the **Refresh** button.

The screenshot shows the 'Inquire and Analyze Balances' interface. On the left is an 'Account Inspector' table with rows for 'US Primary Ledger' and 'All Cost Center Values'. On the right is a 'Page Level Dimensions' panel with dropdowns for Company, Line of Business, Product, Intercompany, Scenario, Balance Amount, Currency, Currency Type, Amount Type, AccountingPeriod, and Account. The 'Refresh' button at the bottom of the panel is highlighted with a red box.

16. Click the **Expand** button on **Cost Center**.

The screenshot shows the 'Inquire and Analyze Balances' interface with the 'Account Inspector' table expanded. The 'Cost_Center' column now includes rows for 'All Cost Center Values', '000', '110', '120', and '121'. The 'All Cost Center Values' row is highlighted with a red box.

17. Review the balances.
18. Change the **Accounting Period** to see how the balances change.
19. Click the **Done** button.

7.4 View a Financial Report in HTML and Excel Activity

Overview

In this practice, you will review your report in HTML and Excel formats. Change your **Point of View** to product 200 - Technology to look at revenue and expense for that product line. Use the Microsoft Excel formulas and formatting that is available to analyze the data in the report created in Excel.

Your company, Vision America Inc, uses the **Cost Center Profit and Loss** report to view revenue and expenses by cost center. Use Microsoft Excel formulas and formatting that is available in reports created in Excel.

Assumptions

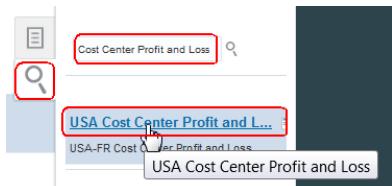
Sign in as your **FASXX.Student** user as assigned by the instructor.

Tasks

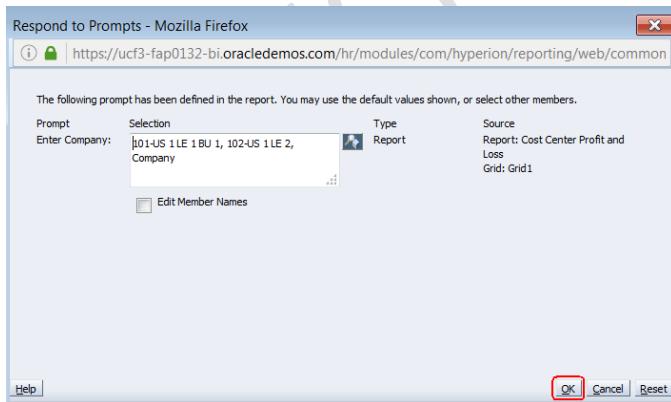
1. Navigate to: Financial Reporting Center.



2. Go on the right pane and use the magnifying glass .
3. Search for the **Cost Center Profit and Loss** report link.



4. Click **OK** to accept the Member Selection.



5. Review the report.

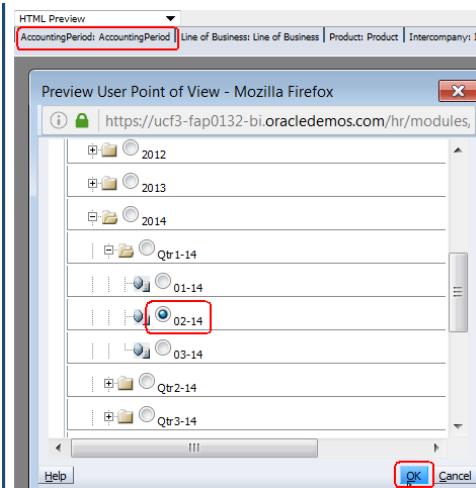
Note: If the report is blank, verify that the **Accounting Period 02-14**. Add if needed:

Click on **AccountingPeriod POV**.

Expand **AccountingPeriod > 2014 < Qtr1-14**.

Select **02-14**

Click **OK**.



6. Click the Product **Point of View (POV)**. If you change your POV member selections, the report dynamically changes and displays new data for the new POV member selection. Your POV member selections are applied across all of your reports.

Cost Center Profit and Loss

HTML Preview | AccountingPeriod: 02-14 | Line of Business: Line of Business | Product: Product | Intercompany: Intercompany |

Vision US Income Statement

Ledger: [US Ledger Set].[US Primary Ledger] Scenario: Actual Balance Amount: Ending Balance Amount Type: Amount Type Currency: USD Currency Type: Currency Type

	999 02-14	999 02-13	000 02-14	000 02-13	100 02-14	100 02-13	200 02-14	200 02-13	400 02-14	400 02-13	460 02-14	460 02-13	500 02-14	500 02-13	600 02-14	600 02-13
► 40000-Revenues	209,646,050	38,378,427	(0)	(0)	21,820	12,000	(0)	(0)	55,162,493	14,670,454	86,381,058	19,701,874	(0)	(0)	68,100,879	
► 50000-Material and Goods	13,564,757	20,034,800	(2,326,903)	2,208,334	(4,650,176)	0	0	0	1,869,967	7,658,035	16,344,965	9,969,431	0	0	2,326,803	
► 60100-Wages and Salaries	3,889,301	3,493,435	0	0	271,146	245,498	540,788	491,634	30,058	27,326	415,548	377,772	308,508	280,462	1,058,310	
► 60200-Other Employee Benefits	1,153,777	1,047,230	0	0	51,336	45,520	32,448	29,488	335,018	297,044	575,001	529,269	18,510	18,628	55,065	
► 60500-Travel Expenses	1,480,671	519,418	120,698	0	2,019	0	0	0	265,714	114,490	846,214	311,428	0	0	91,860	
► 62000-Freight and Shipping	41,611	374,941	0	0	22	0	0	0	0	0	0	0	411,589	374,941	0	
► 64000-Office and Communication	915,206	817,821	0	0	75,361	67,297	257,527	229,795	33,064	29,518	82,535	73,731	144,003	128,594	110,562	
► 65000-Fees	1,067,774	945,108	0	0	64,557	57,439	211,703	188,354	27,181	24,322	67,872	60,804	118,478	105,870	91,268	
► 68000-Depreciation and Amortisation Expense	545,113	986,937	401,473	573,460	141,874	423,477	1,768	0	0	0	0	0	0	0	0	
► 69100-Other Purchases and Supplies	4,845,525	4,555,288	912	26,435	132,574	118,324	1,028,719	914,795	167,561	154,927	185,588	155,734	323,478	268,706	249,227	
Total Operating Expenses	27,835,384	32,784,988	(1,803,823)	2,808,228	(3,911,287)	958,544	2,072,761	1,855,065	2,728,373	8,503,662	18,520,024	11,487,230	1,324,565	1,195,501	3,983,653	
► 77001-Extraordinaries	2,868	48,638	0	48,600	88	38	0	0	0	0	0	0	0	0	0	
Income Before Income Taxes	181,689,798	5,545,802	1,803,823	(2,856,628)	3,933,036	(846,582)	(2,072,761)	(1,855,065)	52,433,919	6,164,791	67,841,035	8,214,644	(1,324,565)	(1,195,501)	64,117,027	
► 78001-Taxes	3,615,800	1,747,558	3,615,800	1,747,558	0	0	0	0	0	0	0	0	0	0	0	
Net Income	178,072,998	3,798,244	(1,811,877)	(4,654,387)	3,933,038	(846,582)	(2,072,761)	(1,855,065)	52,433,919	6,164,791	67,841,035	8,214,644	(1,324,565)	(1,195,501)	64,117,027	

7. Expand Product > All Corporate Products - V1 > [Product]@[T] > [Product]@[200].
8. Click OK.
9. Review the report.

Preview User Point of View - Mozilla Firefox

HTML Preview | https://ucf3-fap0132-bi.oracledemos.com/hr/modules/com/t

Find: Name | Rows Per Page: 20

Name: Default

- Product
- + All Product Values
- >All Corporate Products-V1
- [Product]@[T]
- [Product]@[100]
- [Product]@[200] **► [Product]@[200]**
- [Product]@[300]
- [Product]@[500]
- [Product]@[400]

Help | OK | Cancel

10. Click the Magnification button.

11. Scroll down to view the entire report. A report can contain several pages.

The screenshot shows a multi-page report titled "Vision US Income Statement". The top page displays a header with dates (02-14, 02-13, 02-14) and various account numbers (999, 100, 400, 460, 600). Below the header is a table of financial data with columns for debit and credit amounts. The report includes a navigation bar at the bottom with links like "Export In Query-Ready Mode".

12. Select **Export to Excel** in the list box on top of the report.

The screenshot shows a context menu for the "Cost Center Profit and Loss" report. The "Export to Excel" option is highlighted with a red box. Other options in the menu include "HTML Preview", "Print Preview", "Show Annotation", "Refresh", "Preview User Point of View", and "Respond to Prompts".

13. Click **Yes** to open.

14. Review the report.

The screenshot shows an Excel spreadsheet with the title "Vision US Income Statement" in bold at the top. The data is organized into columns labeled A through M, corresponding to the report's structure. The first few rows show the header and some initial data, followed by a large block of transactional data from row 10 to 15, which is identical to the data shown in the Vision US report above.

15. Use Excel formulas and formatting capabilities to further refine and analyze your report data.

16. Click the **Done** button to return to the **Financial Reporting Center**.

7.5 View a Published Snapshot Report Activity

Overview

In this practice, you will review the **430 - Key Accounts** report in HTML, PDF, and Excel to analysis actual YTD amounts for the current year and the prior year.

Your company, Vision America Inc, published Monthly Reports to be used by all users across the enterprise.

Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

Tasks

1. Navigate to: Financial Reporting Center.



2. Go on the right pane and use the magnifying glass .
3. Search for 'Income Statement -430'

The screenshot shows the Oracle Financial Reporting Center. On the left, there's a sidebar with links like 'Cost Center Profit and Loss', 'Actual vs. Quota for Channel Sales Manager', and 'Balance Sheet'. On the right, a search bar has 'Income Statement -430' typed into it. Below the search bar, several report thumbnails are listed, each with a magnifying glass icon. One thumbnail for 'Income Statement - 430 Dec 20...' is highlighted with a red box.

4. Check the HTML option to view the report.

The screenshot shows the 'Vision US Income Statement' report in HTML format. At the top, there's a navigation bar with 'HTML Preview' highlighted with a red box. The main content area displays a table of financial data with columns for 'Actual-YTD', '% of Revenues', '12-13', '12-12', '% of Revenue', and '\$ Variance'. The table includes rows for various expense categories like Material and Goods, Wages and Salaries, and Travel Expenses, along with totals for Operating Expenses, Income Before Income Taxes, and Net Income.

5. Click the list box that appears at the top of the report to view or export the report in other output formats including PDF and Excel.



Company	Actual-YTD			Actual-YTD		
	12-13	% of Revenue	12-12	% of Revenue	\$ Variance	
40000	65,358,183	100%	47,934,904	100%	17,423,279	
50000-Material and Goods	36,591,097	56%	26,220,709	55%	(10,370,388)	
60100-Wages and Salaries	172,152	0%	398,930	1%	224,778	
60200-Other Employee Benefits	1,831,184	3%	1,031,888	2%	(799,286)	
60500-Travel Expenses	417,745	1%	362,023	1%	(55,722)	
63100-Other Purchases and Supplies	212,627	0%	191,543	0%	(21,084)	
64000-Office and Communication	95,013	0%	86,999	0%	(8,014)	
65000-Fees	79,093	0%	76,146	0%	(2,947)	
Total Operating Expenses	39,398,912	60%	28,366,248	59%	(11,032,663)	
Income Before Income Taxes	25,959,271	40%	19,568,656	41%	6,390,616	
79001-Taxes	0	0%	0	0%	(0)	
Net Income	25,959,271	40%	19,568,656	41%	6,390,616	

6. Click the **Done** button to return to the **Financial Reporting Center**.
7. You have successfully viewed your published report.

7.6 Perform Inquiries in Smart View Activity

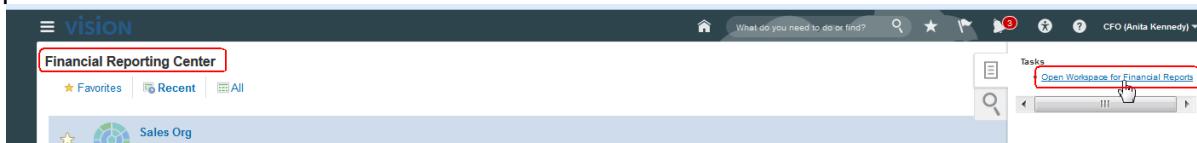
Overview

In this practice, you will perform account inquiry using **Smart View**. Use **Smart View** features to organize and analyze your data by changing the point of view, pivoting data, expansion, and drill-down.

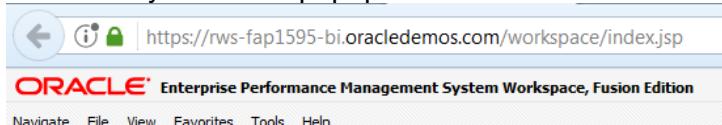
Use **Smart View** to inquire on and analyze account balances.

You must configure **Smart View** to connect to Oracle Fusion Applications. This is done using the **Smart View Shared Connections URL**. You can derive the **Shared Connections URL** by following these steps:

1. Open **Workspace for Financial Reporting** from the **Financial Reporting Center** task panel.



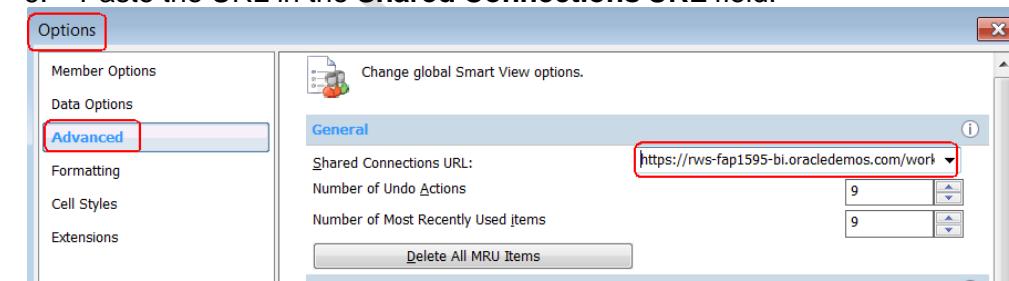
Make sure you enable popup window



2. Edit the **Workspace URL**:

- For a Cloud based environment, if the Workspace URL is <https://rws-fap1595-bi.oracledemos.com/workspace/index.jsp>, the Shared Connections URL is edited to <https://rws-fap1595-bi.oracledemos.com/workspace/SmartViewProviders>

3. Copy the URL.
4. Launch Excel.
5. Navigate to the **Smart View** menu > **Options > Advanced**.
6. Paste the URL in the **Shared Connections URL** field.



https://rws-fap0065-bi.oracledemos.com/workspace/SmartViewProviders
https://ucf3-fap0132-bi.oracledemos.com/workspace/SmartViewProviders

7. Click on the **OK** button.

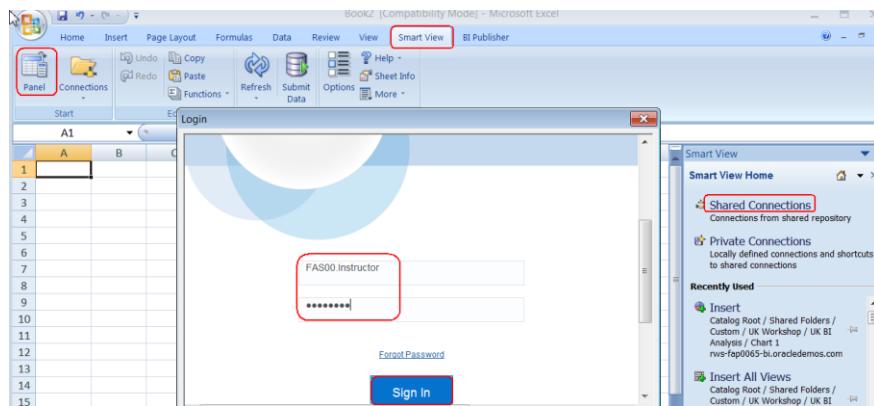
Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

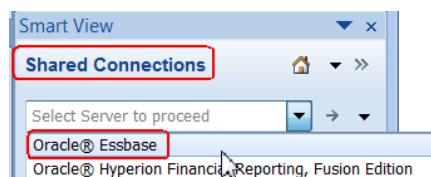
Tasks

Using the Point of View Window

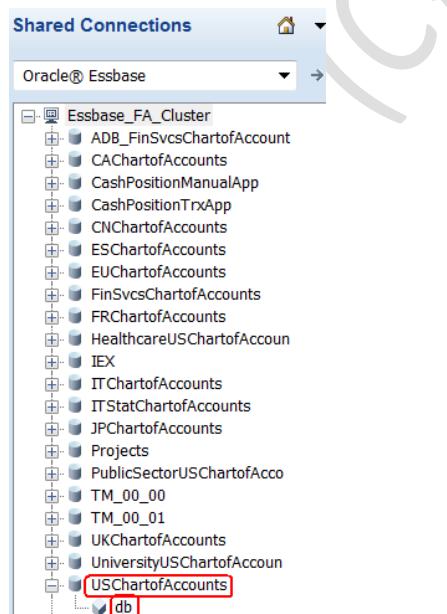
7. Open Smart View from your **Start menu > Programs > Microsoft Office > Microsoft Excel 2007**
8. Go to the **Smart View** menu > **Panel**.
9. Click **Shared Connections**.

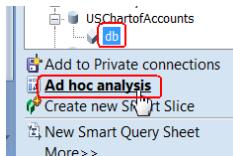


10. Sign in with your **FASXX.Student** and password.
11. Click the **Shared Connections** drop-down list.
12. Select **Oracle Essbase** from the list of shared connections.



13. Click **Expand** to expand the **Essbase_FA_Cluster** list of cubes.
14. Expand the **USChartofAccounts**.
15. Click **db**. A list of functions appears on the bottom of the panel.





16. Click Ad hoc Analysis

- An additional window appears when you are connected to the database.
- This **Point of View** (POV) window enables you to select values for your data dimensions, so you can pinpoint the information that you want in your Excel analysis.
- This window can be floating or docked at the top or side of the screen. Drag the title bar to move or dock the window.
- If the POV window does not open, go to the **Essbase** menu > **POV**.

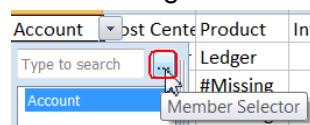


17. Double-click **Ledger** in column B row 2. Note that all ledgers open across the page.

18. Double-click **Accounting Period** column A row 3. Note that all years open down the page.

A	B	C	D	E	F	G	H	I	J	K	L	M
	Company	Line of Bus	Account	Cost Cen	Product	Intercomp	Scenario	Balance Ar	Amount Ty	Currency	Currency	Type
All Ledgers	Close	Mon	US Corp Le	US Ledger	Ledger							
[Account]	#Missing	#Missing	#Missing	#Missing	#Missing							
2010	#Missing	#Missing	#Missing	#Missing	#Missing							
2011	#Missing	#Missing	#Missing	#Missing	#Missing							
2012	#Missing	#Missing	#Missing	#Missing	#Missing							
2013	#Missing	#Missing	#Missing	#Missing	#Missing							
2014	#Missing	#Missing	#Missing	#Missing	#Missing							
2015	#Missing	#Missing	#Missing	#Missing	#Missing							
2016	#Missing	#Missing	#Missing	#Missing	#Missing							
2017	#Missing	#Missing	#Missing	#Missing	#Missing							
2018	#Missing	#Missing	#Missing	#Missing	#Missing							
2019	#Missing	#Missing	#Missing	#Missing	#Missing							
2020	#Missing	#Missing	#Missing	#Missing	#Missing							
Accounting	#Missing	#Missing	#Missing	#Missing	#Missing							

19. Open each dimension by clicking the drop-down arrow and selecting the ... link. Remove the default selection using the **Remove** icon in the center of the window. Select the following values using the **Add** button in the center of the window.



Dimension	Value
Company	All Company Values and 101
Line of Business	10
Account	11200: Cash
Cost Center	All Cost Center Values
Product	All Product Values
Intercompany	All Intercompany Values

Scenario	Actual
Balance Amount	Period Activity
Amount Type	Base
Currency	USD
Currency Type	Total

20. Click **Accounting Period** in column A row 3.
21. Essbase menu > **Member Selection**.
22. Set **Accounting Period** to 01-12.
23. Click **Ledger** in Column B Row 2.
24. Essbase menu > **Member Selection**.
25. Expand **All Ledgers** > Expand **US Corp Ledger Set**.
26. Set **Ledger** to **[US Corp Ledger Set].US Primary Ledger**.
27. Essbase menu > **Refresh**.

The screenshot shows the Microsoft Excel ribbon with the 'Essbase' tab selected. Below the ribbon is a toolbar with various icons. The 'Refresh' icon, which is a circular arrow, is highlighted with a red circle. The main area is a spreadsheet with data in columns A through F. Row 1 contains 'A' [All Company Values].[101], 'B' 10-LoB 1, 'C' 11200-Cash, 'D' All Cost Center Values, 'E' All Product Values, and 'F' All In. Row 2 contains '1' [All Company Values].[101] and '2' [US Corp Ledger Set].[US Primary Ledger]. Row 3 contains '3' 01-12 and '831846.76'. The cell A3 is selected.

28. Highlight the numbers. Go to **Home** ribbon > **Format with \$**.
29. **Refresh** - Note that your formatting is gone.
30. Go to **Home** ribbon > **Format** with \$.
31. Highlight just the columns with amounts (value only, not periods).
32. Go to **Essbase** ribbon > **Preserve Format**.
33. **Refresh**. Note that this time your formatting remains.
If you hover over the pull-down arrows beside each dimension, you will see the dimension names.
34. From the list, click [...] to open the **Member Selection** window.
The **Members** region shows all the hierarchy (tree) versions that have been created for this dimension.
35. Investigate some of the other dimensions available in the POV window.
36. Remember to click **Refresh** after changing any member values to see the change in balances.
37. The query is currently based on USD. The list of members for **Currency Code** is long, so rather than scrolling through the list, click the **Find** icon above the **Members** region, and use the **Find** field to search for GBP.
38. Alter your POV so that your spreadsheet looks at account balances in GBP. What happens to the balances when you refresh the query?

7.7 Define a Basic Report Activity

Overview

In this practice, you will perform the basic tasks to begin defining your report in the **Oracle Hyperion Financial Reporting Studio**.

Your company, Vision America Inc., requires a rolling twelve-month income statement report to show revenue and expenses for both of its companies.

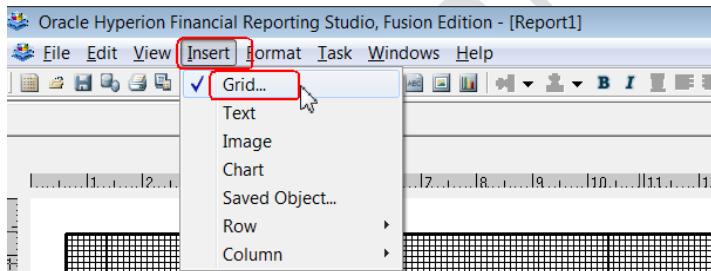
Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

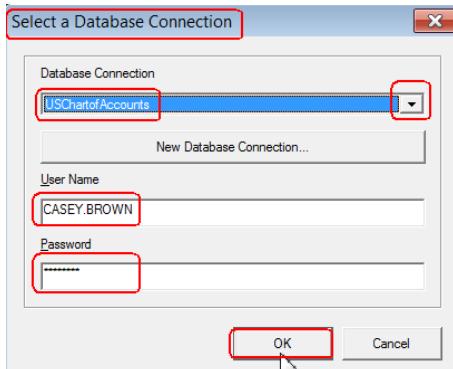
Tasks

Begin your report and set the point of view dimensions and accounts:

1. Access the **Financial Reporting Studio** on your desktop.
2. Start menu > Programs > Oracle > Financial Reporting Studio > Financial Reporting Studio.
3. Enter your **FASXX.Student** name and password.
4. Verify that the correct database is selected in the Server URL <https://adc-fap<assigned database number>-bi.oracledemos.com>. For example: <https://adc-fap1068-bi.oracledemos.com> / <https://rws-fap0700-fs.oracledemos.com>.
5. Click **OK**. Click the **New Report** button (first icon on the tool bar) or **File** menu > **New > Report**.
6. Use the **Report Pallet** page as the container to build your report.
7. Click the **Insert Grid** button. (First icon in the second set on the tool bar.)

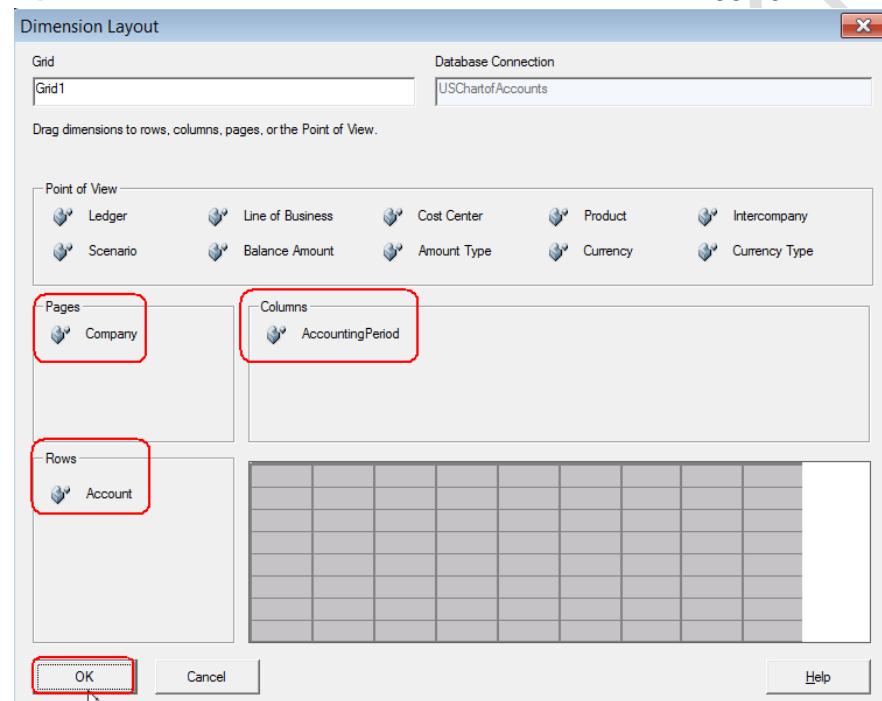


8. Drag the mouse cursor on the pallet to determine length and width of the grid on the pallet in which to create your report.
9. Press the left mouse button and drag the mouse to select a large area of the grid.
10. Click the **Database Connection** list. A unique cube exists for each combination of chart of accounts and accounting calendar.
11. Select **USChartofAccounts**.
12. Click the **OK** button.



13. Use the **Dimension Layout** window that opens to arrange your dimensions in one of the three report levels: pages, columns, and rows.
14. Drag and drop the dimension attributes to **Rows**, **Pages**, and **Columns** or the **Point of View** grid sections.
15. Drag and drop **Accounting Period** to the **Columns** section, **Account** to the **Rows** section and **Company** to the **Pages** section.

Tip: Click the icon in front of the name to select for dragging.



16. Click the **OK** button.
17. Double-click **Account** to open the **Select Members** dialog box to select the data to use in your report.
18. Click the **Account** list item in the **Selected** box on the right.
19. Click the **Remove** button in the center to remove the default **Account**.
20. Click the **Expand** button for **Account** node.
21. Expand **All Corporate Accounts - V1 > [Account]@[T] > 95001**.
22. Select **95011 Revenue**.
23. Click the **Add** button.

24. Click the **OK** button.

Grid1		
Pages: Company		
	A	
1	95001	#
	AccountingPer	

25. Click **File** menu > **Save As...**

26. Select **My Folders**.

27. Enter the name for the report: **XXVision Income Statement**.

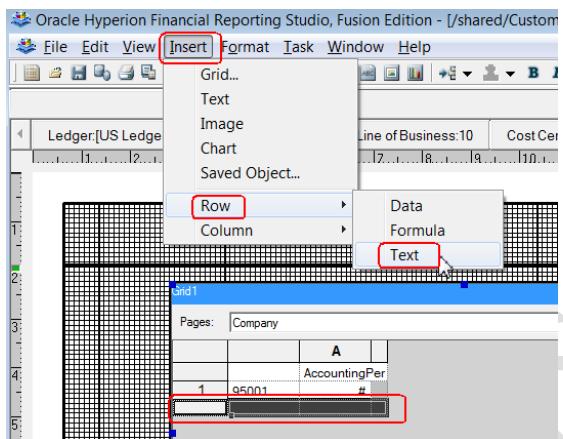
28. Click **Save**.

Warning: Save often.

29. Select the last row in the grid.

30. Click the row header.

31. Use the **Insert** menu > **Row** > **Text** menu option to add a blank row.



32. Right-click the row header.

33. Use the **Insert** menu > **Row** > **Data** menu option to add another blank row.

34. Add expense accounts by double-clicking account **95011** in line 3.

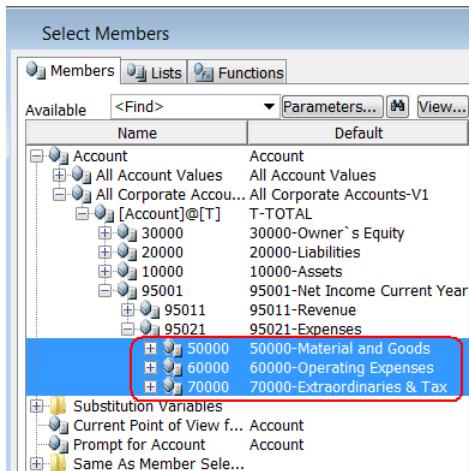
35. Remove the selected account **95011**.

36. Expand the **Account** node.

37. Expand **All Corporate Accounts - V1** > **[Account]@[T]** > **95001**.

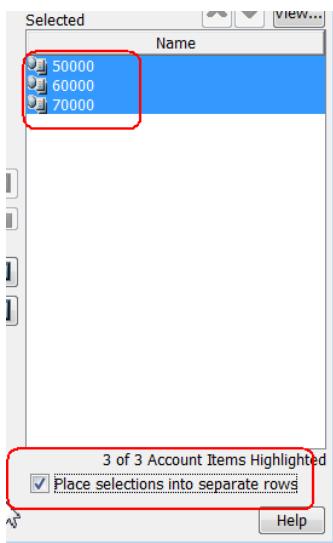
38. Expand **95021 - Expenses**.

39. Select all three accounts: **50000, 60000, and 70000**.



40. Click the **Add** button.

41. Select the **Place selections into separate rows** check box at the bottom of the Selected window.



42. Click the **OK** button.

43. Save. Leave the report open for the next activity.

Add a formula for Total Expenses:

44. Right-click the row header of the last row.
45. Use the **Insert** menu > **Row > Formula** menu to insert a row and add a formula. For example, use a formula to sum cells on a report.
46. Click in the blank cell on row 6.
47. Click the **Custom Heading** option.
48. Add a custom heading: Total Expenses.
49. Click the formula cell at row 6 and column A.
50. Click the **Sum()** button. The formula **Sum()** is entered into the Edit box.
51. Enter [3], [4], [5] into the Edit box.
52. After entering the formula, validate the syntax. Click the **Accept** button. (Blue check mark in front of the Edit box.)

53. Save. Leave the report open for the next activity.

Define the columns using a Range function to select a rolling 12-period column:

54. In the first column on the grid, double-click the **AccountingPeriod** cell.

55. Remove the default selection to assign a custom period selection.

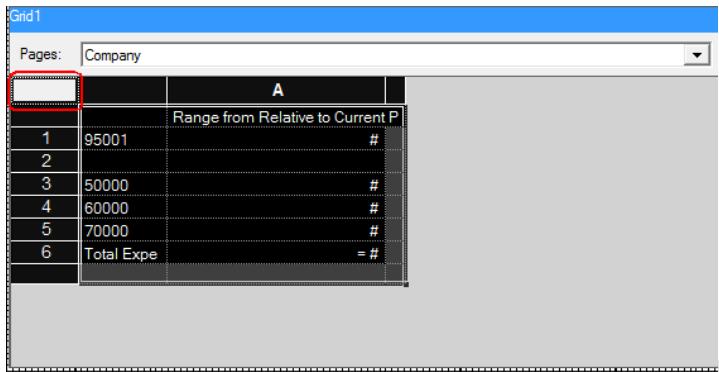
56. Click **AccountingPeriod** in the **Selected** window.
57. Click the **Remove** button.
58. Select the **Functions** tab.
59. Select the **Range** list item.
60. Click the **Add** button.
61. Use the **Edit Range Function** window to add the range function start and end members or to select a hierarchy to use to select your report data.
62. Select the **StartMember** row.
63. Click in the **Value** field.
64. Click the **Lookup** button.
65. Select the **Functions** tab.
66. Click the **RelativeMember** list item.
67. Click the **Add** button.
68. Select the **Member** row.
69. Click in the **Value** field.
70. Click the **Lookup** button.
71. Click the **Current Point of View** list item.
72. Click the **Add** button.
73. Click the **OK** button.
74. The **Offset** value determines periods to include from the current point of view. Because this will be a rolling 12-month report, enter **-12**.
75. Enter **-12** in the field.
76. Click the **OK** button.
77. Click the **OK** button.
78. Click the **EndMember** list item.
79. Click in the **Value** field.
80. Click the **Lookup** button.
81. Click the **Current Point of View** list item.
82. Click the **Add** button.
83. Click the **OK** button three times until you return to your report.
84. Save. **Leave the report open for the next activity.**

Defining the points of view for the dimensions:

85. Select the grid to activate it. Click the **Grid** object (The intersection of rows and columns on the left margin.)
86. Right-click to open the grid options. Right-click the **Grid** object.
87. Click the **Grid Point of View** menu.
88. Click the **Ledger: User Point of View for Ledger** button.
89. Expand the Ledger option to select a specific ledger.
90. Expand the **All Ledgers** option.
91. Highlight the **Ledger** item US Primary Ledger to be included in the report.
92. Select the **Scenario** tab.

93. Expand **Scenario**.
94. Select a **Scenario** member to determine what should be included in the columns. Select the **Actual** list item.
95. Select the **Balance Amount** tab.
96. Expand **Balance Amount**.
97. Select a balance amount to include in the report. Select the **Period Activity** list item.
98. Select the **Currency** tab.
99. Expand **Currency**.
100. Assign a currency to the report. Use the search to continue to go down the list.
101. Select the **USD** list item.
102. Click the **OK** button.
103. Right-click the **Grid** object.
104. Click the **Grid Point of View Setup...** menu].
105. Click the **Balance Amount** list button.
106. Select the **Nothing, Lock Member Selection** option.
107. Click the **OK** button.
108. Double-click the **Pages** object.
109. Click on **Company**.
110. Click the **Remove** button.
111. Select the **Prompt for Company** list item.
112. Click the **Add** button.
113. Click the **OK** button.
114. Click the **Lookup** button.
115. Select the **Company** list item.
116. Click the **Remove** button.
117. Click the **Expand** button to expand **Company** and then **All Company Values**.
118. Select the required companies: **101 -US 1 LE 1 BU 1** and **102-US 1 LE 2 BU 2**.
119. Click the **Add** button.
120. Click the **OK** button.
121. Click the **Member Labels in Prompt Selection Dialog** list button.
122. Select the **Alias** list item.
123. Click the **OK** button.
124. Open the Page Properties dialog box on the right side of the window. If it does not open, click **View** menu > **Property Sheet**.)
125. Select the **Alias: Default** option.
126. Click in the first cell in Row 1.
127. Open the Heading Row Properties dialog box on the right-hand side of the window.
128. Select the **Alias: Default** option.
129. Click the **Grid** object.
130. Open the **Grid Properties** dialog box.
131. Select the **Suppression** list item.
132. Enter **0** in the **Zero Values** field.

133. Open the **Heading Row Properties** dialog box.
134. Select an entry in the row.
135. Select the **Allow Expansion** option.
136. Click the **Grid** object.
137. Open the **Grid Properties** dialog box.
138. Select the **Drill Through** option. (Drag out the window to see the drill-through box on the very bottom of the window.)
139. Save. **Leave the report open for the next activity.**



	A
Range from Relative to Current P	
1	95001 #
2	50000 #
4	60000 #
5	70000 #
6	Total Expe = #

7.8 Format and Graph a Report Activity

Overview

In this practice, you will perform the tasks to add your company logo, a title, and a graph to your report in the **Oracle Hyperion Financial Reporting Studio**.

Your company, Vision America Inc, has a rolling twelve-month income statement report. The controller wants formatting and a graph added to the report to prepare it for the chief financial officer.

Assumptions

Sign in as your FASXX.Student user as assigned by the instructor.

Tasks

Insert a logo into the report header:

1. Click the **Image** button. (Third icon in the second set of icons on the tool bar.)
2. Drag and drop the cursor over the report pallet to determine the length and width of the image.
3. Select the **Vision_logo.png** list item in the D:\labs\Fin_Reportng in classroom or C:\labs\Fin_Reportng on virtual machines.
4. Click the **Open** button.
5. Drag and drop the cursor over the report pallet to determine the length and width of the image.
6. Save. **Leave the report open for the next activity.**

Use the Text button to insert text in the report:

7. Click the **Text** button. (Second icon in the second set of icons on the tool bar.)
8. Drag and drop the cursor over the report pallet to determine the length and width of the text box.
9. Enter **Rolling 12 Month Income Statement**.
10. Use the **Format** menu > **Font** to apply formatting options to the text. Select **Bold** as the Font Style and **14** as the Font Size.
11. Center the text with the **Center Text** icon on the tool bar.
12. Use the **File menu > Page Setup** option to set page setup options.
13. Select the **Landscape** option.
14. Select the **Workspace Size** tab.
15. Set the Width and Height options by using the up and down arrows.
16. Click the **OK** button.
17. Save. **Leave the report open for the next activity.**

Insert a chart into the report:

18. Click the **Chart** button. (Fourth icon in the second set of icons).
19. Drag and drop the cursor over the report pallet to determine the length and width of the chart.
20. Click the **Chart Type** list in the Chart Properties window.

21. Select **Line**.
22. Select the check boxes for rows 3 to row 5 in the Row(s) box in the Data Range section.
23. Use the **Format Chart** dialog box to format your chart.
24. Click the **Format Chart** button in the center of the Chart Properties box.
25. Enter **Expenses by Period** in the Chart Title box.
26. Select the **Legend** tab.
27. Enter **Type of Expense** in the Legend Title box.
28. Select the **Axes** tab.
29. Enter **Period** for the metadata title.
30. Enter **Dollars (\$)** for the primary axis title.
31. Select the **Appearance** tab.
32. Use the **Refresh** button to preview the formatting.
33. Click the **OK** button.
34. Save. **Leave the report open for the next activity.**

7.9 Review a Report Activity

Overview

In this practice, you will review the report in both the **Oracle Hyperion Financial Reporting Studio** and make edits that are necessary. Then review the report in the **Financial Reporting Center**.

You need to review your company, Vision America Inc.'s rolling twelve-month income statement report to verify that it was created correctly.

Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

Tasks

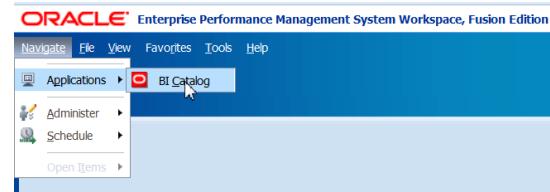
Preview the report:

1. Use the **File** Menu > **HTML Preview** button.
2. Accept the default selection.
3. Click the **OK** button.
4. Use the **Next Page** button to see all the columns.
5. Go back to your definition and adjust anything that does not look correct.

Note: Some of the values may show "Missing" which is not an error but rather a lack of data due to the limited data in our database.

To use the report:

6. Sign in to the application.
7. **Navigate > General Accounting: Financial Reporting Center > Open Workspace for Financial Reports > Navigate > Applications > BI Catalog >**



8. Click **OK**.
9. Search for **Global Income Statement** (*Location Shared Folders, Type Financial Reporting*)

Search results for 'Global Income Statement':

- CVJ Global Income Statement (Period Comparison)** | Last Modified 8/2/17 6:08 AM | Owner VP FINANCE (Casey Brown)
Income Statement (Period Comparison)
/Shared Folders/Custom/FIN/FR
Open More ▾
- Global Income Statement (Period Comparison)** | Last Modified 5/22/17 2:34 PM | Owner FIN_IMPL
Income Statement (Period Comparison)
/Shared Folders/Custom/FIN/FR
Open More ▾

10. Select Drill to Account Inspector.

	Actual-YTD	% of Revenues	Actual-YTD	% of
40000-Revenues	282,737.114	100%		
50000-Material and Goods	144,946.940	51%		
60100-Wages and Salaries	26,815.140	9%		
60200-Other Employee Benefits	4,756.735	2%		
60500-Travel Expenses	4,025.003	1%		
62000-Freight and Shipping	2,851.046	1%		
63100-Other Purchases and Supplies	33,236.771	12%		
64000-Office and Communication	6,634.975	2%		
65000-Fees	7,211.630	3%		
69000-Depreciation and Amortisation Expense	7,359.304	3%		
Total Operating Expenses	237,897.575	84%		
77001-Extraordinaries	(82,058)	0%		
Income Before Income Taxes	44,921.597	16%		
79001-Taxes	12,155.364	4%		
Net Income	32,766.233	12%	23,190.261	9% 3,575.972

The Account Inspector modal is open, showing the following details:

- Related Content: Drill to Account Inspector (highlighted), Drill To Detail Balances
- Buttons: Help, Cancel

13. The Account Inspector opens.

7.10 Schedule a Financial Report Activity

Overview

In this practice, you will schedule a batch of reports including frequency and point-of-view dimension variables and define notifications that are sent and to whom.

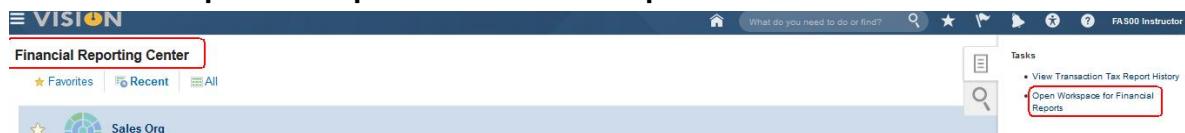
Schedule a financial reporting batch for those reports that are run on a regular basis.

Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

Tasks

1. Navigate > Financial Reporting Center.
2. Click the Open Workspace for Financial Reports link.



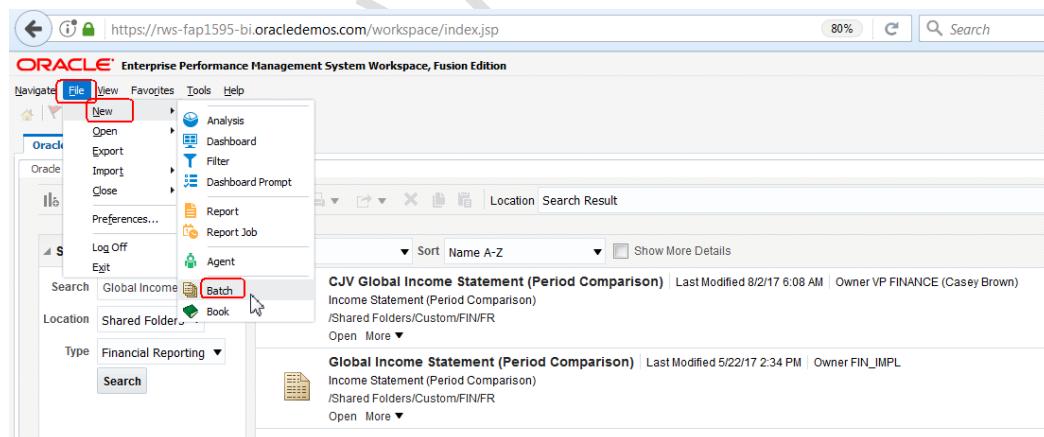
The screenshot shows the Oracle BI Catalog interface. The top navigation bar includes 'File', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a toolbar with icons for 'New', 'Open', 'Import', 'Export', 'Close', 'Log Off', and 'Exit'. A search bar is also present. The main menu has 'Navigate' as the active tab, followed by 'File', 'View', 'Favorites', 'Tools', and 'Help'. Under 'Navigate', the 'Applications' menu is expanded, showing 'BI Catalog' as the selected item. On the right side, there is a 'Tasks' section with a red box around the 'Open Workspace for Financial Reports' link.

2. Click the Navigate menu > Applications menu > BI Catalog list item.



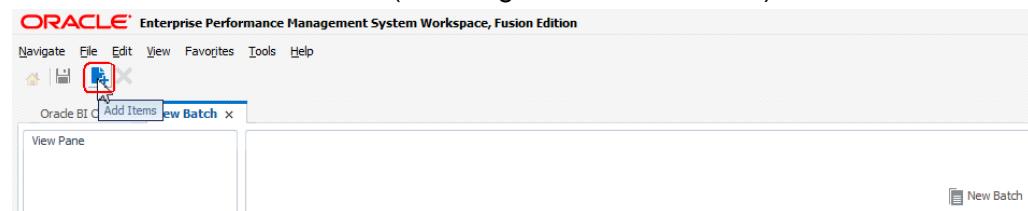
The screenshot shows the Oracle BI Catalog interface. The top navigation bar includes 'File', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a toolbar with icons for 'New', 'Open', 'Import', 'Export', 'Close', 'Log Off', and 'Exit'. A search bar is also present. The main menu has 'Navigate' as the active tab, followed by 'File', 'View', 'Favorites', 'Tools', and 'Help'. Under 'Navigate', the 'Applications' menu is expanded, showing 'BI Catalog' as the selected item. On the right side, there is a 'Tasks' section with a red box around the 'Open Workspace for Financial Reports' link.

4. Use the Oracle BI Catalog page to access and schedule your reports.
5. Click File menu > New > Batch



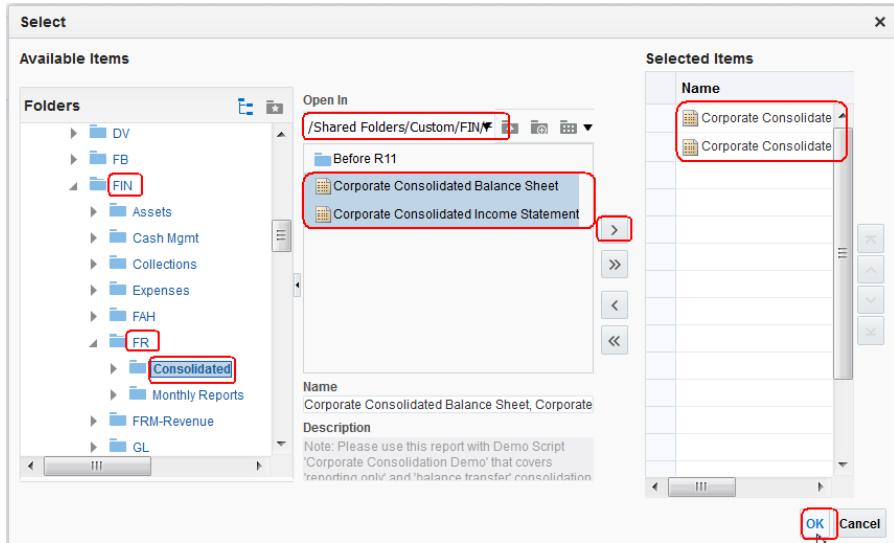
The screenshot shows the Oracle BI Catalog interface. The top navigation bar includes 'File', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a toolbar with icons for 'New', 'Open', 'Import', 'Export', 'Close', 'Log Off', and 'Exit'. A search bar is also present. The main menu has 'Navigate' as the active tab, followed by 'File', 'View', 'Favorites', 'Tools', and 'Help'. Under 'File', the 'New' menu is expanded, showing 'Analysis', 'Dashboard', 'Filter', 'Dashboard Prompt', 'Report', 'Report Job', 'Agent', and 'Batch'. The 'Batch' option is highlighted with a red box. On the right side, there is a list of reports with their details and a 'Sort' button.

6. Click the Add Items icon (arrow right of the Save icon.)

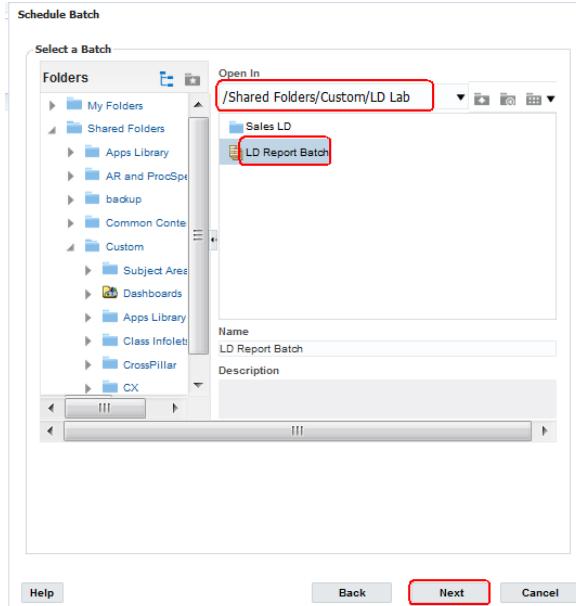


The screenshot shows the 'New Batch' dialog box. The top navigation bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a toolbar with icons for 'New', 'Open', 'Import', 'Export', 'Close', 'Log Off', and 'Exit'. A search bar is also present. The main menu has 'File' as the active tab, followed by 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Under 'File', the 'New' menu is expanded, showing 'Analysis', 'Dashboard', 'Filter', 'Dashboard Prompt', 'Report', 'Report Job', 'Agent', and 'Batch'. The 'Batch' option is highlighted with a red box. On the right side, there is a 'New Batch' button.

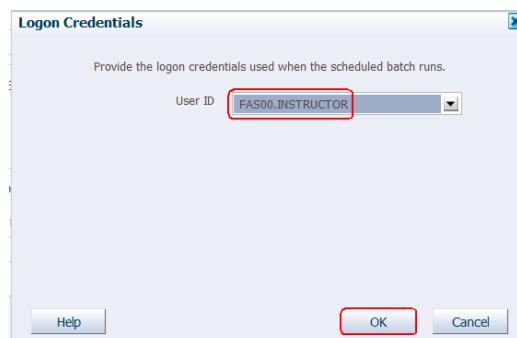
7. Open **Shared Folders > Custom > FIN > FR > Consolidated Reports**.
8. Holding down the **Ctrl** key, select **Consolidated Balance Sheet – Balance Transfer Method** and **Consolidated Income Statement – Balance Transfer Method**.
9. Click the **Move** icon (right arrow) to move the reports to the Selected Item area.



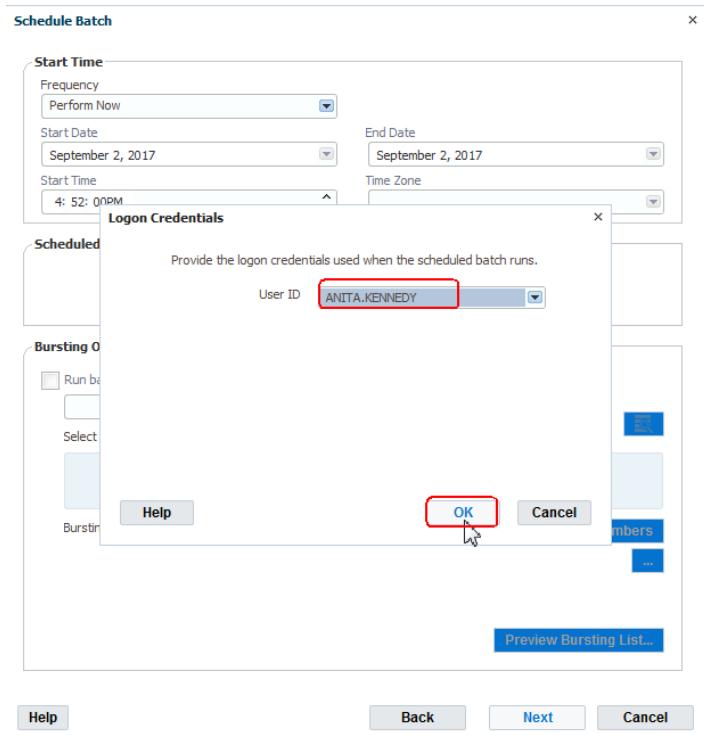
10. Click **OK**.
11. Click the **Save** Icon.
12. Click **OK** on the **Respond to Prompt** to accept the defaults.
13. Enter **XX Report Batch** for the batch name and save in **Shared Folders > Custom > XD Lab**.
14. Click **OK**.
15. Click the **Navigate** menu > **Schedule > Batch Scheduler**.
16. Use the **Batch Scheduler** tab to review previously run batches and their completion status.
17. Click the **New Scheduled Batch** button (second icon from the left).
18. Enter **XXVision_Report_Batch** in the **Batch Job Name** field where **XD** is your initials.
19. Enter **This Financial Reporting Batch is for XX Vision US** in the **Batch Job Description** field.
20. Click the **Next** button.



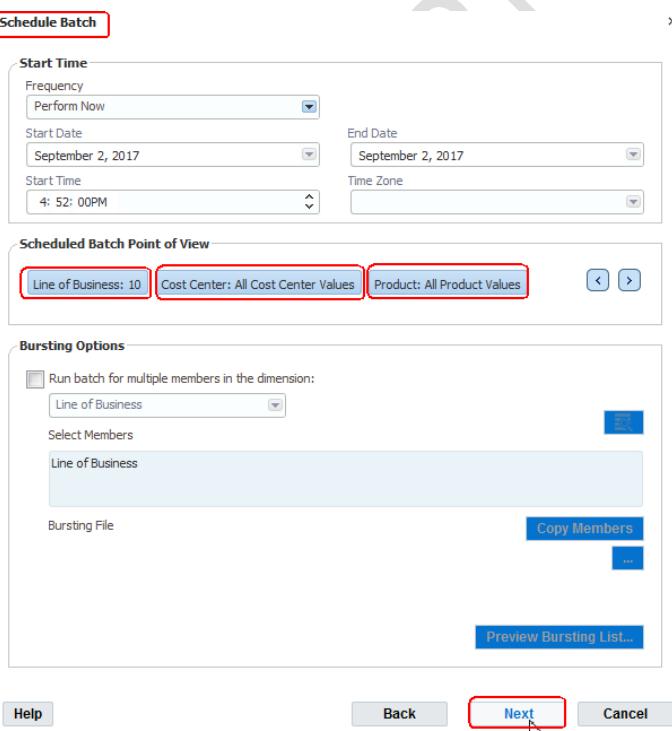
21. Use the **Schedule Batch** window to select the desired predefined report batch **XX Vision Batch**.
22. Expand **Shared Folders > Custom > LD Lab > XX Report_Batch**.
23. Click the **Next** button.
24. Use the **Logon Credentials** window to verify or enter your logon credentials.
25. Click the **OK** button.



26. Use the **Schedule Batch: Start Time** window to schedule the start time of the batch.
27. Click the **Frequency** list.
28. Select the **Perform Now** list item.
30. Use the **Scheduled Batch: Point of View** window to specify the dimension values.



31. If you have access to multiple companies click the **Company** button.
32. Expand **Company** and **All Company Values**.
33. Select **Company 101**.
34. Click the **OK** button.
35. Click the **Next** button.

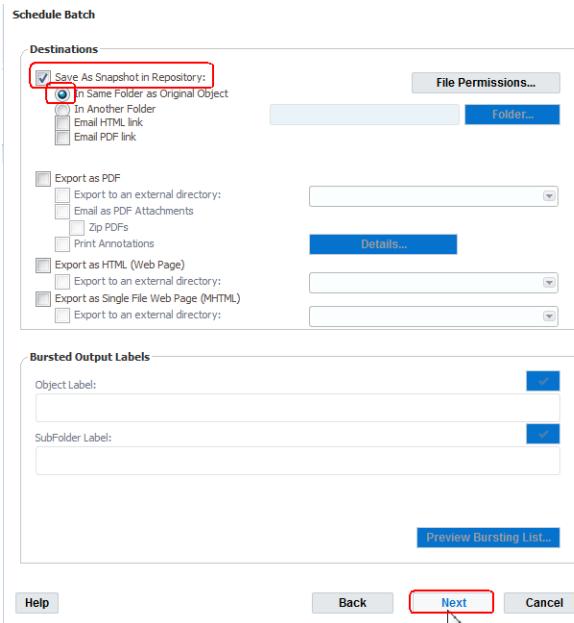


36. Use the **Schedule Batch: Destinations** window to specify the destination where the batch

is saved.

37. Select the **In Same Folder as Original Object** option.

38. Click the **Next** button.



39. Use the **Schedule Batch: Scheduled Batch Details** window to receive e-mail notifications on the execution of the batch.

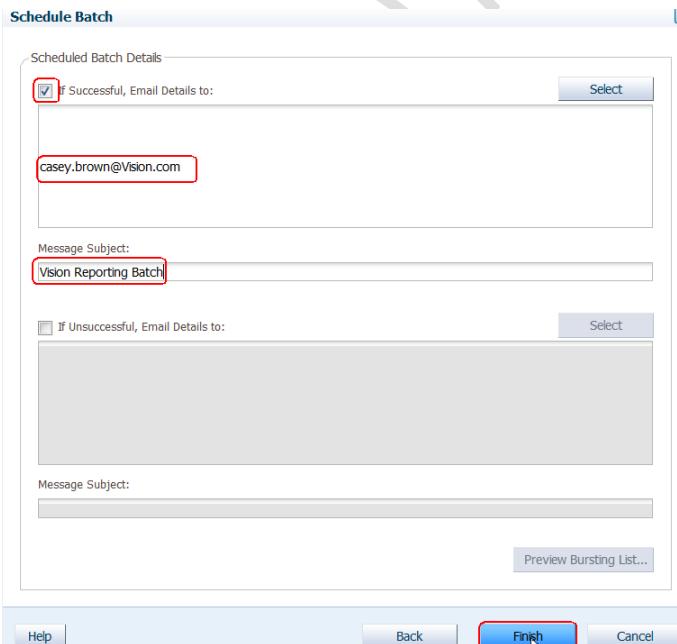
40. Select the **If Successful, E-mail Details to:** option.

41. Enter **casey.brown@Vision.com** in the **If Successful, E-mail Details to:** field.

42. Click in the **Message Subject** field.

43. Enter **Vision Reporting Batch** in the **Select** field.

44. Click the **Finish** button.



45. Click the **OK** button.

46. Click the **Refresh** button . The batch disappears when finished running.
47. Click the **File** menu.
48. Select the **Exit** list item.
49. Click the **Yes** button.



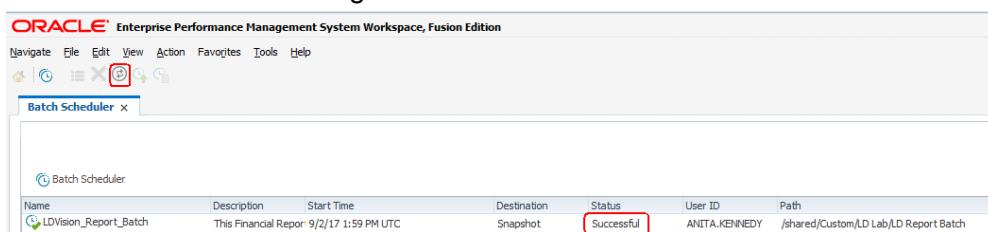
The screenshot shows the Oracle EPM System interface. The top navigation bar includes 'Enterprise Performance Management System Workspace, Fusion Edition', 'Logged in as ANITA.KENNEDY', 'Help', 'Log Off', and a '...' button. Below the navigation bar is a toolbar with icons for Refresh, Undo, Redo, Save, Print, and others. The main window title is 'Batch Scheduler'. A table displays a single row of data:

Name	Description	Start Time	Destination	Status	User ID	Path
LDVision_Report_Batch	This Financial Repor	9/2/17 1:59 PM UTC	Snapshot	Pending	ANITA.KENNEDY	/shared/Custom/LD Lab/LD Report Batch

A dropdown menu labeled 'Time Zone' is open, showing 'Scheduled Time Zone' as the selected option.

50. Click the **Yes** button. The window closes.

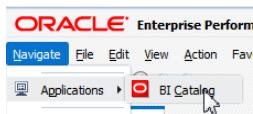
Hit Refresh till status change to Successful



The screenshot shows the same Oracle EPM System interface as before, but the status has changed. The table now shows:

Name	Description	Start Time	Destination	Status	User ID	Path
LDVision_Report_Batch	This Financial Repor	9/2/17 1:59 PM UTC	Snapshot	Successful	ANITA.KENNEDY	/shared/Custom/LD Lab/LD Report Batch

51. Return to the **Navigate > Applications > BI Catalog**.



The screenshot shows the Oracle EPM System interface with the 'Navigate' tab selected in the top navigation bar. The 'Applications' menu is open, showing 'BI Catalog' as the selected option.

52. View the reports in the batch output on the **Shared Folders > Custom > XX Lab**

7.11 Export and Import Reports Activity

Overview

In this practice, you will export and import financial reports.

Export and import financial reports, books, and batches to back them up or copy them to other environments. You can export individual or multiple reports, books, and batches by selecting them or selecting an entire folder. You can import a report to any folder. However, import books and batches to an identical directory structure in the same or a different environment.

Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

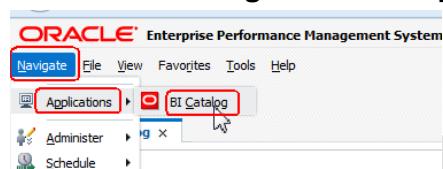
Tasks

Export Reports

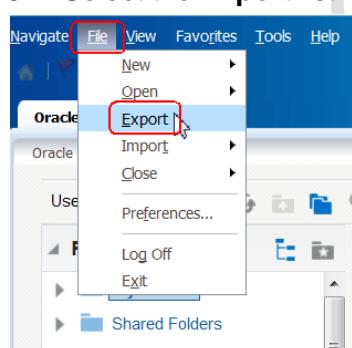
1. Navigate > Financial Reporting Center.
2. Click the Open Workspace for Financial Reports link.



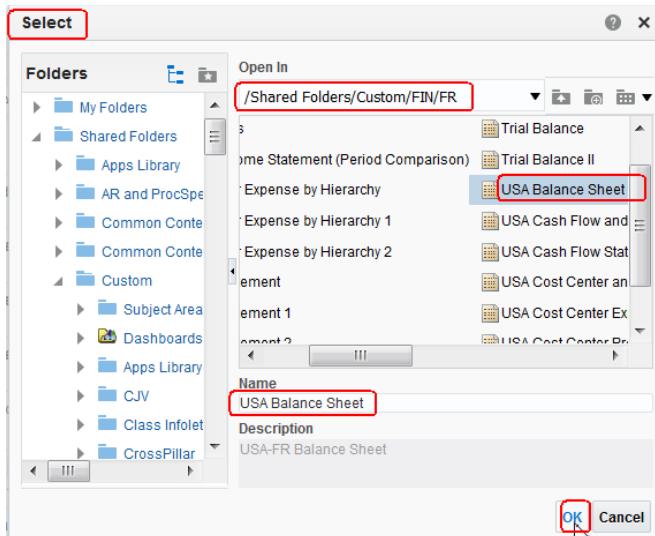
3. Click the **Navigate** menu > **Applications** menu > **BI Catalog** list item.



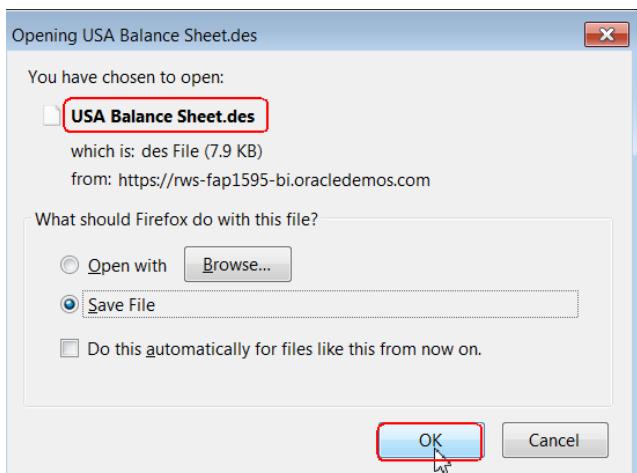
4. Click the **File** menu.
5. Select the **Export** list item.



6. Expand **Shared Folders** > **Custom** > **FIN** > **FR**.
7. Click the link.



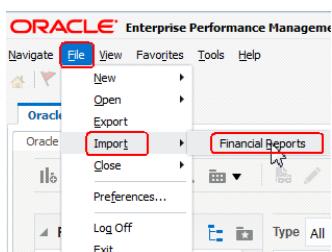
8. Select the **USA Balance Sheet** report.
9. Click the **OK** button.
10. Select the **Save File** option in the window that opens.
11. Click the **OK** button.
12. Locate the **Desktop** to export the reports to.
13. Accept the default file name.
14. Click the **Save** button.



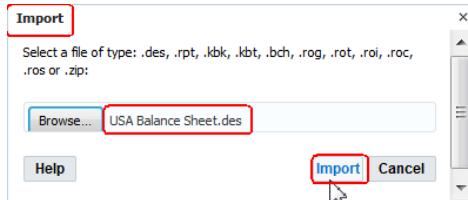
15. Click the **Close** window.

Import Reports

16. Click the **File** menu > **Import** menu > **Financial Reports** list item.

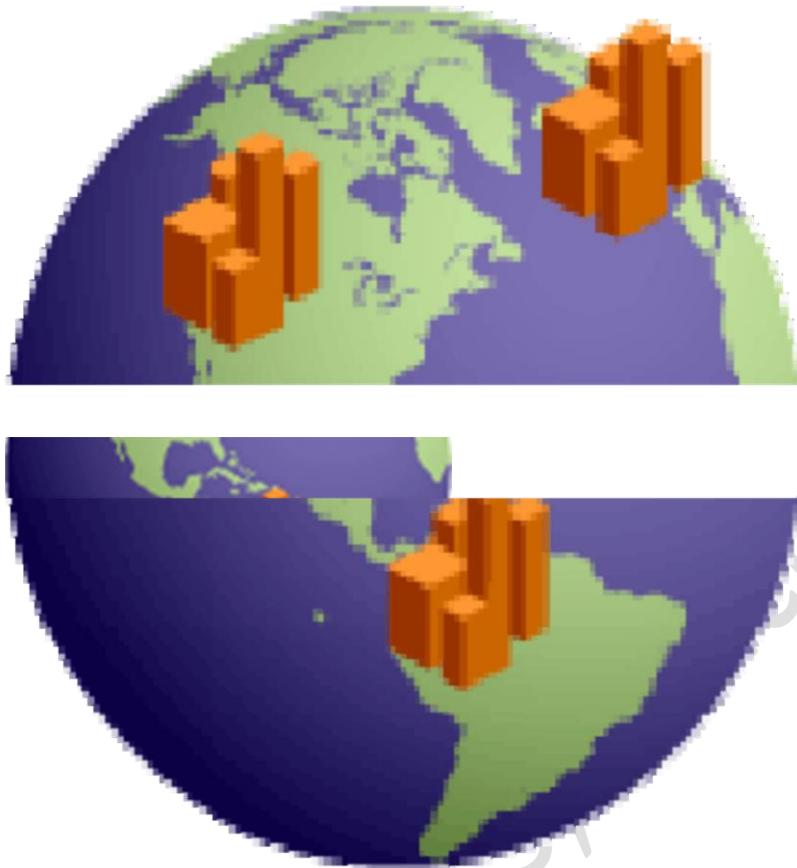


17. Select your folder.
18. Click the **New Folder** button (if you want to import in a new folder).
19. Enter **Import Financial Reports** in the **Name** field.
20. Click the **OK** button twice.
21. Click the **Browse** button.
22. Select the **Balance Sheet.des** list item.
23. Click the **Open** button.
24. Click the **Import** button.



25. Click the **Refresh** button.
26. Click the **Expand** button.
27. Expand the new folder, **Import Financial Reports** that you created.
28. Click the **Expand** button.
29. Continue expanding folders until you reach the **Balance Sheet** report.

Lab 8: Around the World of Financial Reporting



Practices Overview

The following are practices for Oracle Fusion General Ledger and Subledgers spin around the world.

- General Ledger Reporting Practice One and Two
- Intercompany Reporting Practice
- Subledger Accounting Reporting Practice
- Payables Reporting Practice
- Payments Reporting Practice
- Assets Reporting Practice
- Receivables Reporting Practice
- Advanced Collections Reporting Practice
- Cash Management Reporting Practice
- Tax Reporting Practice
- EMEA Reporting Practice

8.1 General Ledger Reporting – Schedule Trial Balance Report

Overview

In this practice you will:

- Schedule and submit the Trial Balance Report.
- View the Trial Balance Report.

Your company, US Primary Ledger, runs the Trial Balance Report at the end of each month to analyze results for the monthly transactions.

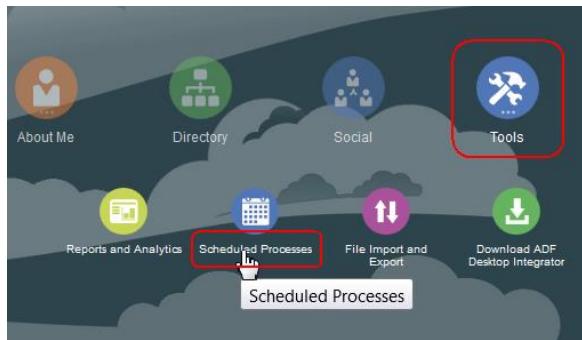
Schedule and submit the Oracle Business Intelligence Publisher (BI Publisher) report, Trial Balance for your company, Vision US Inc. to run daily. Filter the report by the 101 company value.

Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

Tasks

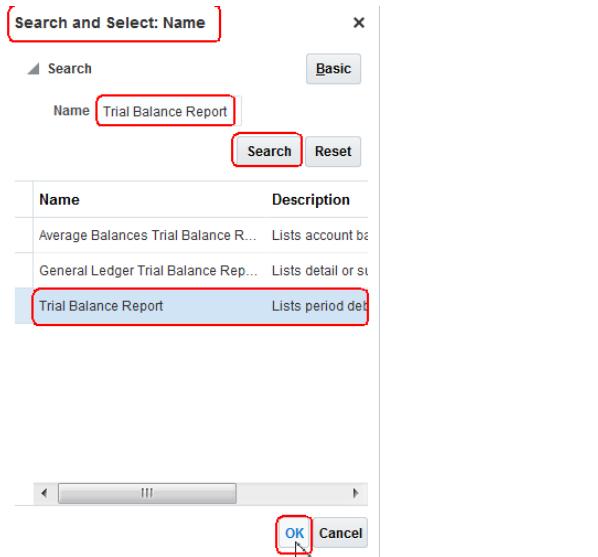
1. Navigate to: **Tools > Scheduled Processes**.



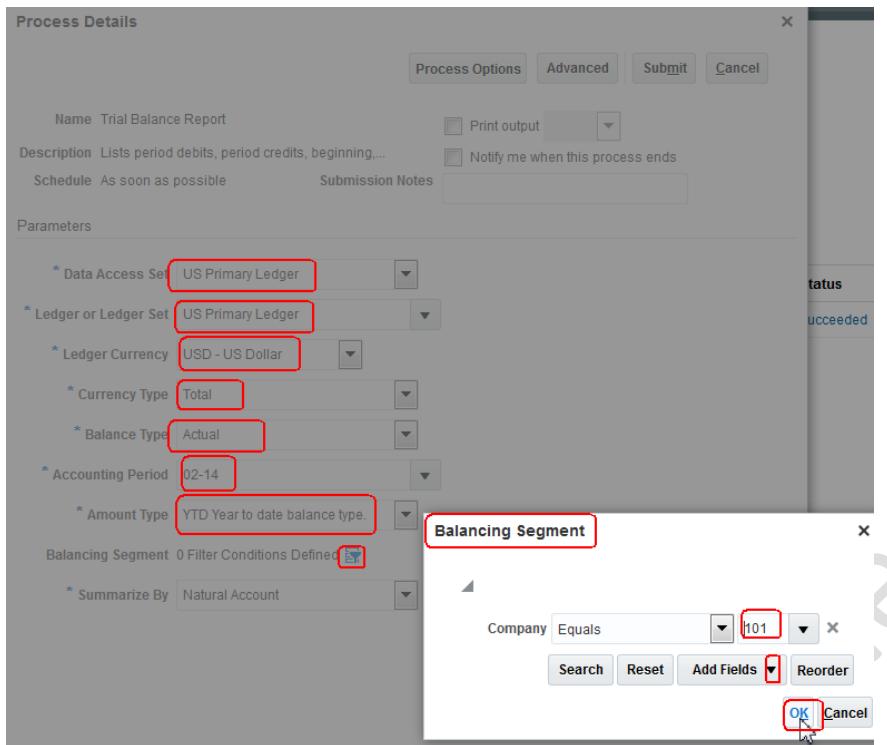
2. Click **Schedule New Process**

Schedule New Process

3. Search and select **Name: Trial Balance Report**.
4. Click **OK**.



5. Select the following parameters:
 - Data Access Set: US Primary Ledger.
 - Ledger or Ledger Set: US Primary Ledger.
 - Ledger Currency: USD.
 - Currency Type: Total.
 - Accounting Period: 02-14.
 - Amount Type: YTD Year to date balance type.
6. Click **Balancing Segment: Change filter conditions** icon.
7. Click **Add Fields**.
8. Select **Company**.
9. Select segment value: **101 US 1, LE 1 BU 1**.



10. Click **OK**.

11. Select **Summarize By: Natural Account**.

Schedule the process to run in the future

12. Click **Advanced**.

13. Select the **Schedule** tab.

14. Select **Using a schedule**.

15. Select **Frequency: Daily**.

16. Select **End Date: last day of current month**.

Note: The time in the Start Date needs changed to a few minutes later than the time that you click the **Submit** button.

Process Details

X

Submit **Cancel**

Name	Trial Balance Report	<input type="checkbox"/> Print output	<input type="checkbox"/> Notify me when this process ends
Description	Lists period debits, period credits, beginning...		
Schedule	Using a schedule	Submission Notes	

Parameters **Schedule** **Output** **Notification**

Run As soon as possible
 Using a schedule

Frequency **Daily**

Every **1** Day(s)

* Start Date **9/2/17 4:43 PM**

* End Date **9/4/17 4:43 PM**

Customize Times

17. Click **Submit.**



Process 1268826 was submitted.



18. Note your Confirmation number.

19. Click **OK to close the Confirmation window.**

20. Click **Close to close the Process Details window.**

View the Trial Balance Report:

21. Click the Refresh icon until your process finishes.

22. Select the row header for your process ID.

23. Scroll down to the Output region.

24. Click **Output Name: Default Document.**

Search Results				
Actions	View	Schedule New Process	Resubmit	Put On Hold
Name	Process ID	Status	Scheduled Time	Submission Time
Trial Balance Report	1054914	Succeeded	6/24/16 11:17 AM UTC	6/24/16 11:17 AM UTC

25. Hover over the window displaying the report to display the tool bar.

26. Click the **Download icon on the upper right corner.**

Output



27. Click **Save** and **OK** to save the PDF report.
28. Click on the link on the bottom right that says **All Files have finished download**.
29. Open your file. The file name is *outputDocument.pdf*.
30. Access the desktop and open *outputDocument.pdf* to view the Trial Balance Report.

8.2 General Ledger Reporting – Account Analysis

Overview

In this practice, you will:

- Run the **Account Analysis Report**.
- View the **Account Analysis Report**.

Your company, Vision US Inc., runs the **Account Analysis Report** at the end of each month to analyze results for the monthly payables transactions.

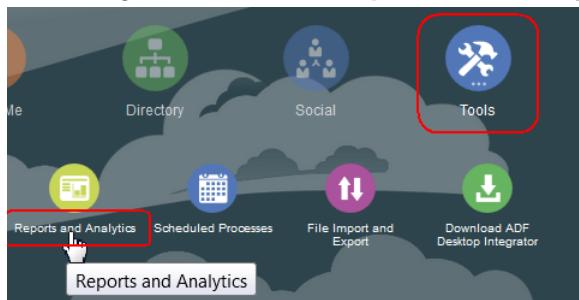
Run the Oracle Fusion Transactional Business Intelligence report, Account Analysis for your company, Vision US Inc.

Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

Tasks

1. Navigate to: **Tools > Reports and Analytics**.



2. Expand the **Shared Folders** folder.
3. Expand the **Financials** folder.
4. Expand the **General Ledger** folder.
5. Expand the **Account Analysis** folder.
6. Expand the **Account Analysis Report** folder.
7. Click the **Account Analysis** link.
8. Click the **View** link.

The screenshot shows the 'Reports and Analytics' section of the vision application. The left pane displays a tree view of contents under 'Financials'. A context menu is open over the 'General Ledger' item, with options like 'Type', 'Dashboard', 'Created By', 'View', 'More...', and 'Account Analysis Report'. The 'View' option is highlighted with a red box.

9. Enter or select the following parameters:
 - **Ledger:** US Primary Ledger.
 - **Currency Type:** Total.
 - **Account:** 101.10.22100.000.000.000.
 - **Accounting Period:** 01-12.
 - **Ledger:** USD.

10. Click **Apply** to submit the report.

The screenshot shows the 'Account Analysis Report' configuration screen. It includes fields for 'Ledger Set' (US Ledger Set), 'Accounting Period' (01-12), 'Balance Type' (Actual), 'Ledger' (US Primary Ledger), 'Currency Type' (Total), 'Entered Currency' (Selected), and 'Account' (101.10.22100.000.000.000). At the bottom right are 'Apply' and 'Reset' buttons, and a link 'Apply all prompted values'.

11. View the report.

Ledger Name	Account	Accounting Period	Balance Type	Beginning Balance	Period Net Activity	Ending Balance
US Primary Ledger	101.10.22100.000.000.000	01-12	Actual	0.00	-2,638,127.95	-2,638,127.95

Edit - Refresh - Print - Export

8.3 Intercompany Reporting

Overview

In this practice, you will:

- Run the Intercompany Summary Report.
- View the Intercompany Summary Report.

The Intercompany Transaction Summary report includes all appropriate transaction columns. It provides information about intercompany transaction lines grouped by outbound and inbound transactions. The report can be customized for one or more intercompany organizations.

Run the Oracle Fusion Transactional Business Intelligence version of the Intercompany Transaction Summary report.

Parameter Name	Parameter Description
Batch Type	Intercompany Batch Type. Values are: <ul style="list-style-type: none">• Both – Inbound and Outbound Transactions• Inbound – Inbound Transactions• Outbound – Outbound Transactions Default value is 'Both'
Provider Organization	Provider organization represents the initiators of the intercompany transactions.
Receiver Organization	Receiver organization represents the recipients of the outbound transactions.
Batch Number	Intercompany batch number
Batch Date Between	Batch date range.
Accounting Date Between	Accounting date range of the intercompany batch.
Transaction Status	Intercompany transaction status.
Transaction Type	Intercompany transaction type.
Entered Currency	Transaction currency.
Invoice Number	If an invoice number is entered, then only the transaction associated with that invoice number appears.

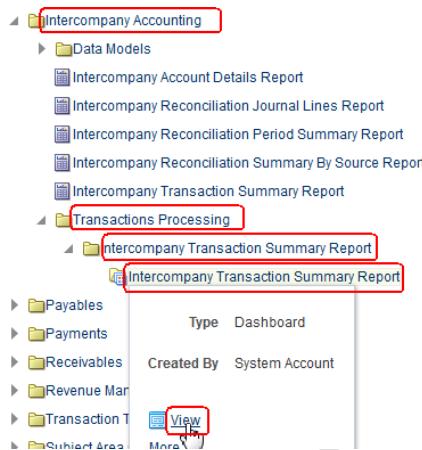
Invoicing Option	Select only transactions that required invoices to be generated. Yes/No. If Yes the Invoice Number field will be available
------------------	---

Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

Tasks

1. Navigate to: **Tools > Reports and Analytics**.
2. Expand the **Shared Folders** folder.
3. Expand the **Financials** folder.
4. Expand the **Intercompany Accounting** folder.
5. Expand the **Transactions Processing** folder.
6. Expand the **Intercompany Transaction Summary Report** folder.
7. Click the **Transaction Summary** link.
8. Click the **View** link



9. Select **Batch Type: Outbound**.
 10. Click **Apply** to submit the report.
- If you get no data message move to Casey.Brown username

* Batch Type **Outbound** ▼

Provider Organization	--Select Value--	
Receiver Organization	--Select Value--	
Batch Status	--Select Value--	
Batch Number	--Select Value--	
Batch Date Between	<input type="text"/>	<input type="text"/>
Accounting Date Between	<input type="text"/>	<input type="text"/>
Apply Reset ▼		

No data to display
[Edit](#) - [Refresh](#)

11. View the report and the drill-down capabilities.

12. Click the **Invoice Number 10000 for the transaction type I/C Sales** link.

Provider Legal Entity	Provider Organization	Receiver Legal Entity	Receiver Organization	Batch Status	Batch Number	Transaction Status	Transaction Number	Batch Date	Accounting Date	Transaction Type	Invoice Number	Entered Debit	Entered Credit
US1 Legal Entity	US1 I/C Org	France Legal Entity	France I/C Org	Complete	2029	Complete	1	8/14/15 12:00 AM	8/14/15 12:00 AM	I/C Additions		4,500.00	
				Error	2064	Error	1	12/22/15 12:00 AM	3/18/16 12:00 AM	I/C Adjustment		8,270.00	
				New	2041	New	2	12/15/15 12:00 AM	12/15/15 12:00 AM	I/C Adjustment		24,800.00	
				Submitted	2004	Received	1	2/6/14 12:00 AM	2/6/14 12:00 AM	I/C Additions		4,500.00	
					2042	Received	1	12/15/15 12:00 AM	12/15/15 12:00 AM	I/C Additions		7,200.00	
					2043	Approved	1	12/15/15 12:00 AM	12/15/15 12:00 AM	I/C Adjustment		129.00	
					2052	Rejected	3	12/20/15 12:00 AM	12/20/15 12:00 AM	I/C Additions		24,690.00	
					2053	Approved	1	12/22/15 12:00 AM	12/22/15 12:00 AM	I/C Adjustment		8,270.00	
					2068	Received	1	4/18/16 12:00 AM	4/18/16 12:00 AM	I/C Additions		4,500.00	
					UK Legal Entity	UK I/C Org	Complete	2015	Complete	1	2/7/14 12:00 AM	I/C Sales	10000

13. At the bottom left-hand corner below the report, click **Return** to return to the previous page

Ledger	Business Unit	Customer	Transaction Number	Transaction Type	Transaction Class	Transaction Line Type	Transaction Date	Accounting Date	Transaction Currency	Transaction Line Amount
US Primary Ledger	US1 Business Unit	Intercompany	10000	Intercompany	Invoice	Line	2/7/14	2/7/14	USD	9,200.00
Grand Total							2/7/14	2/7/14	USD	9,200.00
										18,400.00

[Return](#) [Edit](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark](#) [Link](#) - [Copy](#)

8.4 Subledger Accounting Reporting Practice

Overview

In this practice, you will:

- Submit the Journal Entries Report.
- View the Journal Entries Report.

The Journal Entries Report displays detailed journal entry information including transaction details for subledger journal entries, adjustments entered in General Ledger, and entries posted to General Ledger from other sources.

Report Parameters

Parameter Name	Parameter Description
Journal Source	All subledgers within your security profile, for example, Payables and Receivables.
Ledger	All primary, subledger level secondary, and reporting currency ledgers within your security profile.
Process Category	All active process categories for the application associated with the selected journal source.
Journal Category	List of available journal sources.
From Accounting Period	Period from the accounting calendar associated with the selected ledger.
To Accounting Period	Period from the accounting calendar associated with the selected ledger.
Journal Entry Status	Values are Draft, Final, and Invalid.
Posted	Yes: Lines are posted in General Ledger. No: Lines are not posted in General Ledger.
Include User Transaction Identifiers	Controls whether to show transaction information along with the journal entries.

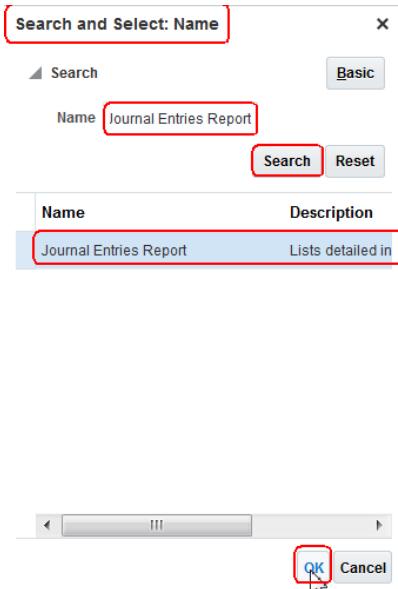
Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

Tasks

Submit the Journal Entries Report from the Scheduled Processes page:

1. Navigate to: **Tools > Scheduled Processes**.
2. Click **Schedule New Process**.
3. Search and select Name: **Journal Entries Report**.



4. Click **OK**.

The screenshot shows the 'Scheduled Processes' page with a sidebar containing 'Overview' and 'Search' links. Under 'Search Results', there are options for 'View' (Flat List or Hierarchy) and 'Actions' (Schedule, View, etc.). A 'Schedule New Process' button is highlighted with a red box. A secondary 'Search and Select: Name' dialog is overlaid on the page, showing the same search results as the first screenshot. The 'OK' button in this dialog is also highlighted with a red box.

5. Enter the following parameters:
 - Journal Source: Payables.
 - Ledger: US Primary Ledger.
 - From Accounting Period: 01-14.
 - To Accounting Period: 01-14.

- Transfer or Posting Status: Posted.

7. Click **Submit**.

Process Details

Process Options		Advanced	Submit	Cancel
Name	Journal Entries Report	<input type="checkbox"/> Print output		
Description	Lists detailed information about subledger and ...	<input type="checkbox"/> Notify me when this process ends		
Schedule	As soon as possible	Submission Notes		
Parameters				
* Journal Source	Payables	<input checked="" type="checkbox"/>		
* Ledger	US Primary Ledger	<input checked="" type="checkbox"/>		
Process Category	<input type="button" value="..."/>			
Journal Category	<input type="button" value="..."/>			
* From Accounting Period	01-14	<input type="button" value="..."/>		
* To Accounting Period	01-14	<input type="button" value="..."/>		
Balance Type	Actual	<input type="button" value="..."/>		
Encumbrance Type	<input type="button" value="..."/>			
Journal Entry Status	Final	<input type="button" value="..."/>		
Transfer or Posting Status	Posted	<input type="button" value="..."/>		
* Include User Transaction Identifiers	No	<input type="button" value="..."/>		

8. Note your confirmation ID.

Confirmation

Process 1268828 was submitted.



8. Click **OK** to close the Confirmation window.
9. Click **Close** to close the Process Details window.
10. Click **Refresh** to view your process ID with **Status: Succeeded**.

View the Journal Entries Report:

11. Select the row header for your process ID.
12. Scroll down to the Output region.
13. Click **Output Name: Default Document**.
14. Hover over the window displaying the report to display the tool bar.
15. Click the **Download** icon on the upper right corner.
16. Click **Save** and **OK** to save the PDF report.
17. Open your file. The file name is *outputDocument.pdf*.

Output

18. Access the desktop and open *outputDocument.pdf* to view the Journal Entries Report.

8.5 Payables Reporting Practice – Invoice Register Report

Overview

In this practice, you will:

- Run the Oracle Fusion Transactional Business Intelligence version of the Invoice Register report.
- View the output.
- Export the output in Excel format.

The accounts payable supervisor wants to review all of the invoices for the supplier Allied Manufacturing and export the invoices to an Excel spreadsheet for further analysis.

Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

Tasks

Run the Invoice Register:

1. Navigate to: **Tools > Reports and Analytics**.
2. Expand the **Shared Folders** folder.
3. Expand the **Financials** folder.
4. Expand the **Payables** folder.
5. Expand the **Invoices** folder.

Note: When you expand this folder, you will first see the Oracle Business Intelligence Publisher version of the Payables Invoice Register. Scroll down to the Payables Invoice Register folder.

6. Expand the **Payables Invoice Register** folder.
7. Click the **Invoice Register** link.
8. Click the **View** link.

The screenshot shows the Oracle Reports and Analytics interface. The left sidebar has a 'Contents' tree with several collapsed and expanded categories. The 'Payables' category is expanded, showing its subfolders: Brazil, Income Tax and Withholding, and Invoices. The 'Invoices' folder is also expanded, showing its subfolders: Data Models, Import Payables Invoices, Payables Invoice Aging Report, Payables Invoice Register, MatchedAndModifiedReceipts.customized_20150608_12, Payables.MatchAndModified.Receipts.Report, Pay, Pay, and Pay. A 'View' link is located at the bottom of the 'Payables Invoice Register' section, which is highlighted with a red box. The status bar at the bottom indicates 'Type Dashboard' and 'Created By System Account'. The overall background is light gray with a watermark-like diagonal text 'Sample Oracle'.

9. Select the **Business Unit** parameter **US1 Business Unit**.

10. Select the **Supplier** parameter **Allied Manufacturing**.

11. Click **Apply** to submit the report.

Note: If you do not see the **Apply** button, scroll to the bottom of the page using the vertical scroll bar, and then scroll to the right using the horizontal scroll bar.

The screenshot shows the 'Payables Invoice Register' search interface. It includes fields for Business Unit (US1 Business Unit), Supplier Type, Supplier (highlighted with a red box and containing 'Allied Manufacturing'), Supplier Number, Entered By, Invoice Group, Invoice Type, Invoice Number (Between), Entered Date (Between), Accounting Date (Between), Unvalidated Invoices Only, Canceled Invoices Only, Currency, Original Amount (Between), Purchase Order (Between), and two buttons at the bottom: 'Apply' (highlighted with a red box) and 'Reset'.

12. Click the **Line Number** link for any invoice to view invoice distribution information, such as accounting date and accounting status.

13. Click the **Return** link to return to the previous page.

14. The default view is set to **Exclude Distributions**. Select **Include Distributions** from the view list, which is in the middle of the screen between the parameters and the report output. Use the horizontal scroll bar to view the distribution information for all of the invoices.

15. Scroll to the bottom of the report.

16. Click the **Export** link.

17. Click **Excel** and select **Excel 2003**.

18. Review the invoice information in the spreadsheet.

19. Close the spreadsheet.

20. Click the **x** on the Invoice Register tab to close the report.

Note: If you don't see the **x**, hover over the right side of the Invoice Register tab title.

8.6 Assets Reporting

Overview

In this practice, you will:

- Run the Asset Additions Report.
- View the Asset Additions Report.

You are the asset accounting manager at Vision Corporation and need to get a listing of assets that have been added in the last three periods.

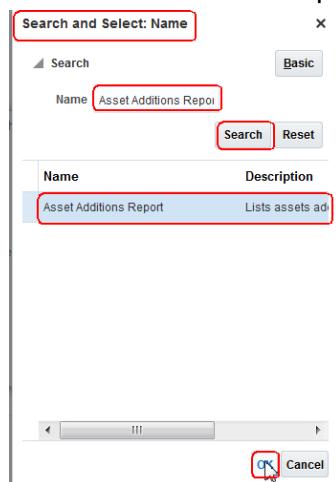
Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

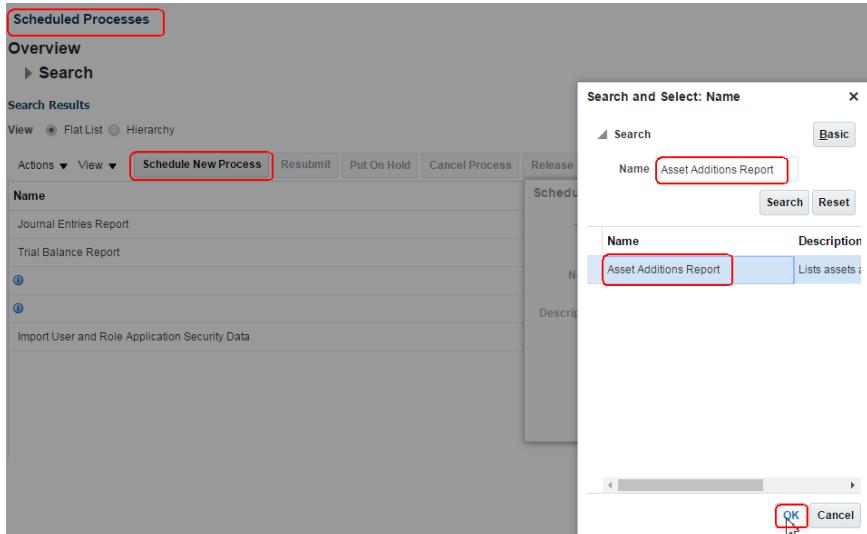
Tasks

Run the Oracle Business Intelligence Publisher (BI Publisher) Asset Additions Report:

1. Navigate to: **Tools > Scheduled Processes**.
2. Click **Schedule New Process**.
3. From the **Name** drop-down list, search for and select **Asset Additions Report**.



4. Click the **OK** button.



5. Enter the following parameters:

Field	Value
Book	US CORP
Currency	USD – US Dollar
From Period	JAN-14
To Period	MAR-14

Parameters	Schedule	Output	Notification
* Book	US CORP		
* Currency	USD - US Dollar		
* From Period	JAN-14		
* To Period	MAR-14		

6. Click **Advanced**.

7. Select the Output tab.
 8. Click the **Add Output Document** icon (looks like +).
 9. Select **Format: PDF**.

Parameters	Schedule	Output	Notification												
<table border="1"> <tr> <td>View</td> <td>+</td> <td>X</td> <td> </td> </tr> <tr> <td>Name</td> <td>Layout</td> <td>Format</td> <td></td> </tr> <tr> <td>FAS420 Document1</td> <td>Asset Addit</td> <td>PDF</td> <td></td> </tr> </table>				View	+	X		Name	Layout	Format		FAS420 Document1	Asset Addit	PDF	
View	+	X													
Name	Layout	Format													
FAS420 Document1	Asset Addit	PDF													

10. Click the **Submit** button.
 11. Note your confirmation number.



12. Click the **OK** button.
 13. Click the **Close** button.
 14. Click **Refresh** to view your process ID with **Status: Succeeded**.

View the Asset Additions Report Status and Output:

15. Select the row header for your process ID.
16. Scroll down to the Output region.
17. Click **Output Name: FAS420 Document1**.

Output

XML Data Diagnostic Log Republish

Output Name FAS420 Document1	Template Asset Additions Report	Format PDF	Locale English (United States)	Time Zone UTC	Calendar	Status	Send
---------------------------------	------------------------------------	---------------	-----------------------------------	------------------	----------	--------	------

18. Hover over the window displaying the report to display the tool bar.
19. Click the **Download** icon on the upper right corner.
20. Click **Save File** and **OK** to save the PDF report.

Reserve Account	Asset	Date Placed in Service	Depreciation Method	Life	Initial Cost	YTD Depreciation	Initial Depreciation Reserve	Transaction Number
16120	Office Building [111020]	1/1/14	STL	30.00	3,844.631.38	0.00	0.00	18081
	Total for Reserve Account 16120				3,844.631.38	0.00	0.00	
	Total for Cost Center 000				3,844.631.38	0.00	0.00	

21. Save the file to your computer.
23. Open the file you saved to view the **Asset Additions Report**.

8.7 Receivables Reporting

Overview

In this practice, you will:

- Submit the Prepare Receivables to General Ledger Reconciliation process.
- Submit the Receivables to Ledger Reconciliation process.

Use the Receivables to General Ledger Reconciliation Report to facilitate the reconciliation of receivables data to the general ledger. Submit the Prepare Receivables to General Ledger Reconciliation process to select data for the Summary section of the Receivables to General Ledger Reconciliation Report. This process extracts receivables and general ledger accounting and transactional data for reconciling receivables to the general ledger.

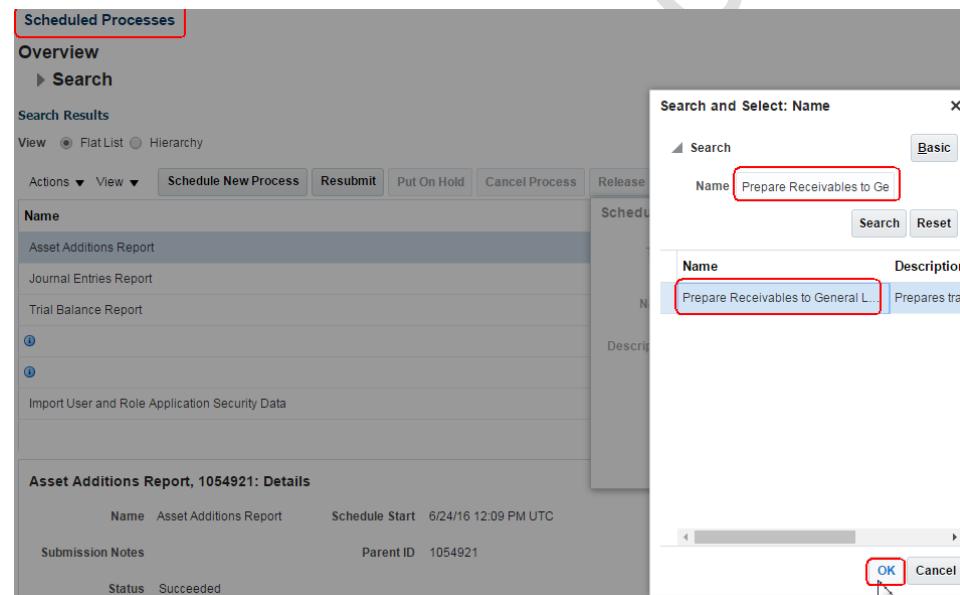
Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

Tasks

Submit the Prepare Receivables to General Ledger Reconciliation process:

1. Navigate to: **Tools > Scheduled Processes**.
2. Click **Schedule New Process**.
3. Search for and select **Name: Prepare Receivables to General Ledger Reconciliation**.
4. Click **OK**.



5. Enter or select the following parameters:
 - Request Name: XXAR-01-12.
 - Ledger: US Primary Ledger.
 - Accounting Period: Jan-17.
6. Click **Submit**.

Process Details

Submit

Name	Prepare Receivables to General Ledger Reconcili...
Description	Prepares transaction and accounting information...
Schedule	As soon as possible
Submission Notes	<input type="checkbox"/> Notify me when this process ends
Parameters	
* Request Name	: XXAR-01-17
* Ledger	CJVLedger US
Business Unit	
* Accounting Period	Jan-17
Include Intercompany Transactions	Yes
Include On-Account Items	Yes
Include Unapplied and Unidentified Receipts Indicator	Yes
Account 0 Filter Conditions Defined	

7. Note your confirmation ID.
8. Click **OK** to close the Confirmation window.
9. Click **Close** to close the Process Details window.
10. Click **Refresh** to view your process ID with **Status Succeeded**.

Actions ▾ View ▾		Schedule New Process	Resubmit	Put On Hold	Cancel Process	Release Process	View Log	
Name	Process ID	Status						
Prepare Receivables to General Ledger Reconciliation	1054922	Succeeded						

Submit the Receivables to Ledger Reconciliation process from the Receivables dashboard:

11. Navigate to: **Navigate to: Receivables > Receivables Balances**.
12. Click **Accounting > Receivables to Ledger Reconciliation**.
13. Select the following parameters:
 - Ledger: US Primary Ledger.
 - Request Name: XXAR-01-17 (this is the extract request name from the prior steps).
14. Click **Apply**.
15. View the report results and note the drilldown capabilities.
16. Click the **Invoices Receivables Amount** link.
17. In the bottom left corner of the page, click **Return**.
18. Click **Done**.

8.8 Collections Reporting Practice

Overview

In this practice, you will:

- Submit the Aging - 4 Bucket Report.
- View the report in various output formats.

In the setup of **Preferences** the default is set to **4 Bucket Aging**.

The Collections Aging - 4 Bucket report is used by collectors to analyze customers' open transactions. This allows the collector to act on delinquent customers in a timely manner.

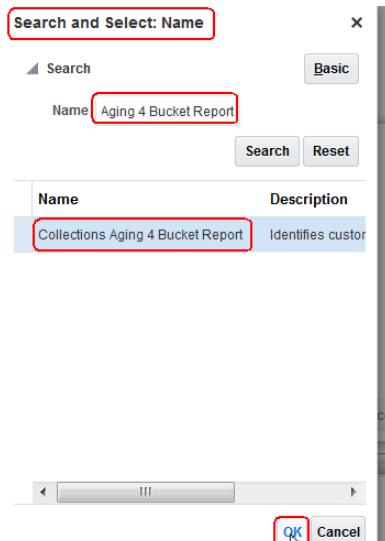
Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

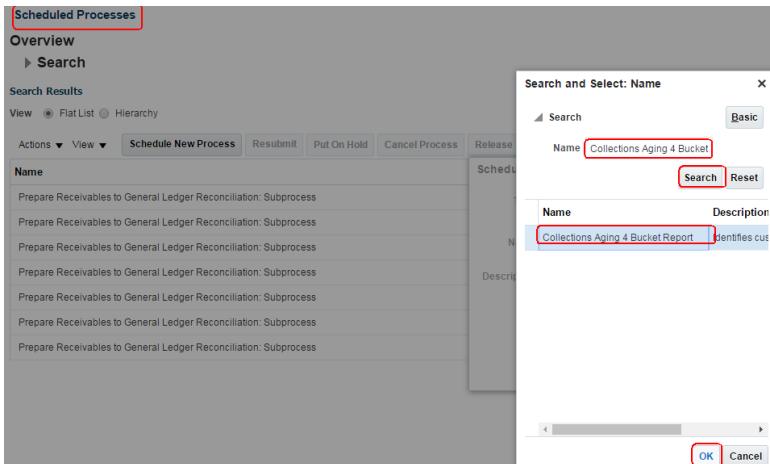
Tasks

Submit the Aging - 4 Bucket Report:

1. Navigate to: **Tools > Scheduled Processes**.
2. Click the **Schedule New Process** button.
3. Search for and select **Name: Collections Aging 4 Bucket Report**.



4. Click the **OK** button.



5. Enter the following **Processing Details** as parameters:

- Business Unit: US1 Business Unit.
- Order by: Customer.
- Report Summary: Invoice Summary
- Aging Bucket Method: 4 Bucket Aging.
- Report Format: Detail.
- Show Open Credits: Age.

6. Accept all other defaults.

7. Click **Submit**.

Process Details

Process Options		Advanced	Submit	Cancel
Name	Collections Aging 4 Bucket Report	<input type="checkbox"/> Print output		
Description	Identifies customer open transaction informatio...	<input type="checkbox"/> Notify me when this process ends		
Schedule	As soon as possible	Submission Notes		
Parameters				
Business Unit	US1 Business Unit			
From Customer Account				
To Customer Account				
From Customer Name				
To Customer Name				
* Order By	Customer			
* Report Summary	Invoice Summary			
* Aging Bucket Method	4 Bucket Aging			
* Report Format	Detail			
* Show Open Credits	Age			
As-of General Ledger Date				
From Balance Due				
To Balance Due				
* Show Receipts At Risk	Do not show			

Close

9. Note your confirmation number.

9. Click **OK** to close the Confirmation window.
10. Click **Close** to close the Process Details window.
11. Click **Refresh** to view your process ID with **Status Succeeded**.

View the Aging - 4 Bucket Report in various output formats:

12. Select the row header for your process ID.
13. Scroll down to the Output region.
14. Note that the report has been created HTML format.
15. Click **Republish**. This uses the data captured in the prior process and lets you use Oracle BI Publisher to publish in other formats.



16. Click the **View Report** icon on the upper right.
 17. Select **PDF**.
 18. Click the Zoom in icon (looks like +) to view the report in the window.
 19. Click the **View Report** icon and select **Excel**.
 20. Select **Open**.
 21. Click **OK**.
 22. View the Report
 23. Close Microsoft Office Excel.
Republish.
 24. Click the **View** icon and select **PowerPoint**.
- Note:** If the report doesn't open, save the file and then open in PowerPoint.
25. Select **Open With: Microsoft Office Power Point**.
 26. Click **OK**.
 27. View the report.

The screenshot shows a Microsoft PowerPoint slide titled "Aging - 4 Bucket Report". The slide contains three smaller preview images of the report. To the right of the slide is the "Aging - 4 Bucket Report" window from Oracle BI Publisher. The window displays report parameters such as Business Unit (US1 Business Unit), As of General Ledger Date (06-JUN-15), Order By (Customer), Report Summary (Invoice summary), Aging Bucket Name (4 Bucket Aging), Show Receipts at Due Date (DO NOT SHOW), From Customer Name (All), To Customer Name (All), and From Balance Due (All). The report summary table shows various columns like Customer Name, Customer Number, Amount, and Due Date.

28. Close Microsoft Office Power Point.
29. Click the **Actions** icon (to the right of **View Report**).
30. Note the available option: **Export**.

The screenshot shows the "Collections Aging 4 Buc..." export options dialog. It lists several file formats: HTML, PDF, RTF, PowerPoint (*.pptx), Data, Excel (*.xlsx), and CSV. The "Export" button is highlighted with a red box.

31. Close the Oracle BI Publisher browser window to return to the **Scheduled Processes** page.

8.9 Cash Management Reporting Practice

Overview

In this practice, you will:

- Submit the Cash to General Ledger Reconciliation Report.
- View the Bank Statement Cash Reconciliation Report.

The Cash to General Ledger Reconciliation report reconciles the General Ledger cash account balance with the bank statement closing balance and identifies any discrepancies in your cash position.

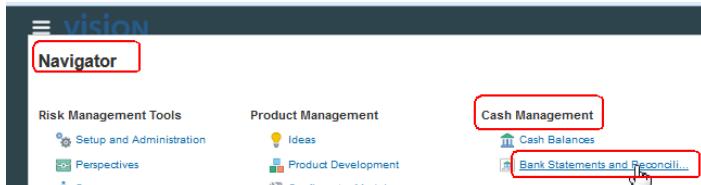
Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

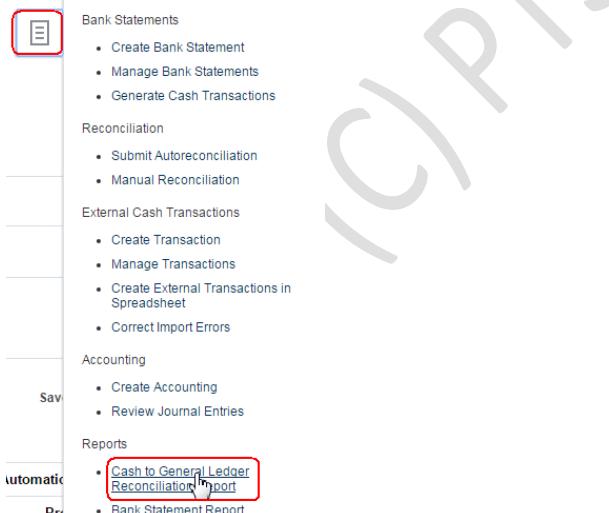
Tasks

Submit the Cash to General Ledger Reconciliation Report:

1. Navigate to: **Cash Management > Bank Statements and Reconciliation**.



2. **Tasks > Reports > Cash to General Ledger Reconciliation Report.**



3. **Enter Bank Account: BofA-2869.**

Search and Select: Bank Account

Advanced

Bank Account: BofA-2869

Account Number:

Bank:

Bank Branch:

Search Reset

Bank Account	Account Number	Bank	Bank Branch
BofA-2869	10271-17621-619	Bank of America	New York

OK Cancel

4. Enter Accounting Period: 01-12.

5. Click Submit.

VISION

What do you need to do or find?

Process Options Advanced Submit

Name: Cash to General Ledger Reconciliation Report
Description: Extracts cash management and general ledger acc...
Schedule: As soon as possible
Parameters

* Bank Account: BofA-2869
* Accounting Period: 01-12

6. Note your confirmation number.

7. Click OK to close the Confirmation window.

8. In the Process Monitor region, click Refresh to see your Process ID with Status: Succeeded.

View the Bank Statement Cash Reconciliation Report:

10. Click the View Output icon for your process ID.

Process Monitor

View Flat List Hierarchy

Process Name Process ID Status Scheduled Time View Output Parameters

Cash to General Ledger Reconciliation...	1268844	Succeeded	9/2/17 5:32 PM U...		300000047314450, 01-12, 01-12, BofA-2869
Collections Aging 4 Bucket Report	1268843	Succeeded	9/2/17 5:28 PM U...		NONE, 30000046987012, INVOICESUMMARY, CUSTOMER, 4 Bucket Aging, D, DETAIL
Prepare Receivables to General Ledger	1268835	In Progress	9/2/17 5:27 PM U...		BASIC, 0, 300000148721102, XXAR-01-17, 1268830, I, Y, Jan-17, Y, 300000149116962, VARIANCE
Prepare Receivables to General Ledger...	1268835	Succeeded	9/2/17 5:26 PM U...		BASIC, 0, 300000148721102, XXAR-01-17, 1268830, I, Y, Jan-17, Y, 300000149116962, AR_BILLS_RECEIVABL

11. Click Output Name: Default Document.

Cash to General Ledger Reconciliation Report, 1268844, Output

XML Data Diagnostic Log Republish

Output Name	Template	Format	Locale	Time Zone
Default Document	Cash to General Ledger Reconciliation Report	PDF	English (United States)	UTC

11. Hover over the window displaying the report to display the tool bar.

12. Click the Download icon on the upper right corner.

13. Click Save and OK to save the PDF report.

14. Click on the link on the bottom right that says All Files have finished download.

15. Open your file. The file name is *outputDocument.pdf*.

16. Access the desktop and open *outputDocument.pdf* to view the Cash to General Ledger

Reconciliation Report: Bank Statement Cash Reconciliation Report.

ORACLE

Bank Statement Cash Reconciliation Report

Report Date 9/2/17 5:32 PM
Page 1 of 1

Summary		
	Books (USD)	Bank (USD)
Closing Balance	3,626,650.00	0
Unreconciled Amounts	-439,823.00	0.00
Adjusted Closing Balance	4,066,473.00	0.00

Unreconciled Amounts						
Source	Transaction Type	Reference ID	Journal or Statement ID	Transaction Date	Book Amount (USD)	Bank Amount (USD)
General Ledger		Income Tax Jan 2012 Adjustment	Line 1,Income Tax Jan 2012 Adjustment,Income Tax Jan 2012 Spreadsheet A 79449	1/31/12	-439,823.00	0.00
Total for Unreconciled Amounts					-439,823.00	0.00

8.10 Tax Reporting

Overview

In this practice, you will:

- Run the Tax Register Process.
- View the Tax Register.

Submit the Oracle Business Intelligence Publisher (BI Publisher) version of the Tax Register. The Tax Register is based on the Tax Reporting Ledger extract.

The Tax Manager wants to review the month-to-date tax liability for the legal entity, US1 Legal Entity, for US Sales and Use tax.

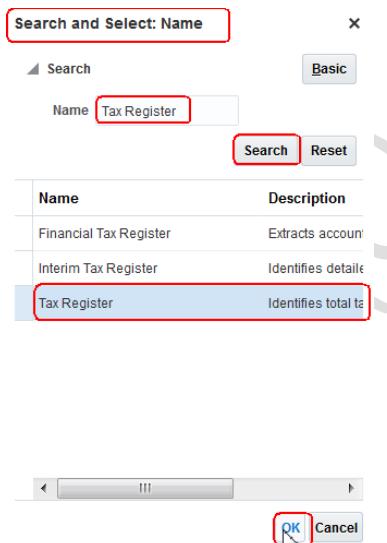
Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

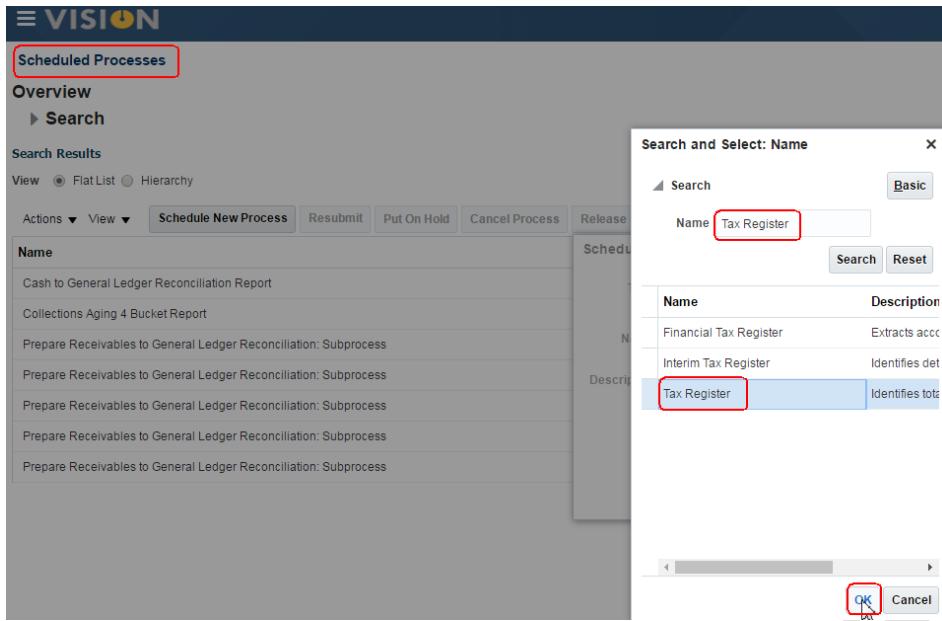
Tasks

Running the Tax Register Process:

1. Navigate to: **Tools > Scheduled Processes**.
2. Click the **Schedule New Process** button in the **Search Results** table.
3. In the **Schedule New Process** dialog box, click the **Search** link in the **Name** list.
4. In the **Search and Select: Name** dialog box, enter **Tax Register** in the **Name** field and click the **Search** button.



5. Select the row for **Tax Register** and click the **OK** button.



6. Click the **OK** button in the **Schedule New Process** dialog box.
7. In the **Process Details** dialog box, select the following parameters:

Field	Value
Reporting Level	Legal entity
Reporting Context	Vision US1 Legal Entity
Tax Registration Number	Leave blank
Register Type	Tax Register
Order By Tax Register	Transaction number
Summarization Level	Show all details
From Accounting Date	3/1/14
To Accounting Date	3/31/14
Tax Regime Code	US SALES AND USE TAX
Accounting Status	Both accounted and unaccounted
Show Accounted Amounts	Yes
Include External Tax Transactions	Yes
Include Invoices	Yes
Include Adjustments	Yes
Include Applications	Yes
Include Miscellaneous Receipts	Yes
Include Sales Shipments	Yes

Include Discounts	Yes
Include Accounting Segments	Yes
Include Finally Reported	Blank

Note: For the purpose of this practice, *do not* select the **Print output** option in the **Process Details** dialog box to print an output file.

The screenshot shows the 'Process Details' dialog box. At the top, there are tabs: 'Process Details' (highlighted with a red box), 'Process Options', 'Advanced', 'Submit' (highlighted with a red box), and 'Cancel'. Below the tabs, there are sections for 'Name' (Tax Register), 'Description' (Identifies total tax amounts by tax type, tax c...), 'Schedule' (As soon as possible), and 'Submission Notes'. Under 'Parameters', several fields are listed: 'Reporting Context' (Vision US1 Legal Entity), 'Tax Registration Number' (dropdown), 'Company Name' (dropdown), 'Register Type' (Tax register), 'Order By Tax Register' (Transaction number), 'Summarization Level' (Show all details), 'From Accounting Date' (3/1/14), 'To Accounting Date' (3/31/14), 'From Transaction Date' (dropdown), 'To Transaction Date' (dropdown), and 'From Tax Point Date' (dropdown). A vertical scroll bar is visible on the right side of the dialog.

8. Click the **Advanced** button.
9. Select the **Output** tab.
10. Click the **Add Output Document** icon.
11. Select **PDF** in the **Format** column.
12. Click the **Submit** button.

The screenshot shows the 'Process Details' dialog box with the 'Output' tab selected (highlighted with a red box). The tabs at the top are 'Process Options', 'Basic', 'Submit' (highlighted with a red box), and 'Cancel'. Below the tabs, there are sections for 'Name' (Tax Register), 'Description' (Identifies total tax amounts by tax type, tax c...), 'Schedule' (As soon as possible), and 'Submission Notes'. Under the 'Output' tab, there is a table with columns: 'View' (dropdown), 'Name' (TaxRegister Document1), 'Layout' (dropdown), and 'Format' (PDF). The 'Name' field is highlighted with a red box. A vertical scroll bar is visible on the right side of the dialog.

13. Note the confirmation number.

14. Click the **OK** button.
15. Click the **Close** button.

Viewing the Tax Register Process Status and Output:

16. On the **Scheduled Processes Overview** page, enter **Tax%** in the Name field and click the **Search** button.
17. You can view the status for the process you submitted for the Tax Register in the **Search Results** table.
18. Click the value in the **Process ID** column to view your process results when the report has finished successfully.
19. Scroll down the page and click the value in the **Output Name** column in the **Output** region.

Name	Process ID	Status	Scheduled Time	Submission Time
Tax Register	1268845	Succeeded	9/2/17 5:41 PM UTC	9/2/17 5:41 PM UTC
Cash to General Ledger Reconciliation Report	1268844	Succeeded	9/2/17 5:32 PM UTC	9/2/17 5:32 PM UTC
Collections Aging 4 Bucket Report	1268843	Succeeded	9/2/17 5:28 PM UTC	9/2/17 5:28 PM UTC
Prepare Receivables to General Ledger Reconciliatio...	1268842	Succeeded	9/2/17 5:26 PM UTC	9/2/17 5:26 PM UTC

20. View your Tax Register in PDF format.

Currency		USD								
Tax	STD									
Transaction Number	Type	Related Transaction	Accounting Date	Third Party Name	Tax Registration Number	Location	Exempt Reason	Transaction Lines Amount	Tax Amount	Finally Reported
6191	Order-to-cash, invoice		3/6/14	ABC Application Software		Santa Clara		90,000.00	3,937.50	
Line Number	Description		Line Amount	Tax Line Number	Tax	Tax Rate	Exempt Number	Exempt Reason	Tax Amount	Total Amount
1	Sentinel Power Server 1000		25,000.00	1	STD	6.5			2,187.50	
2	Sentinel Power Server		10,000.00	1	STD	6.5			675.00	

8.11 EMEA Reporting

Overview

In this practice, you will:

- Run the European Sales Listing Report Process.
- View the European Sales Listing Report.

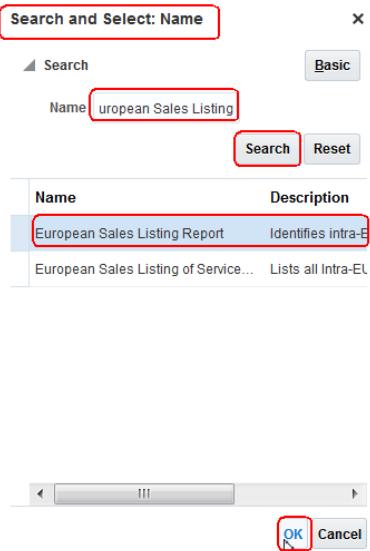
Assumptions

Sign in as your **FASXX.Student** user as assigned by the instructor.

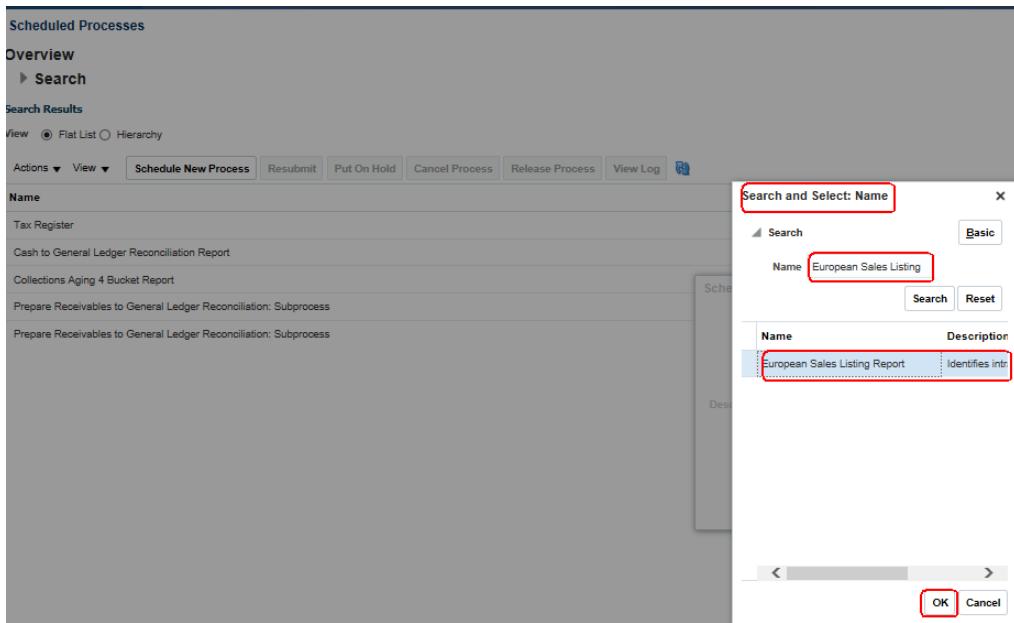
Tasks

Running the European Sales Listing Report Process:

1. Navigate to: **Tools > Scheduled Processes**.
2. Click the **Schedule New Process** button in the **Search Results** table.
3. In the **Schedule New Process** dialog box, click the **Search** link in the **Name** list.
4. In the **Search and Select: Name** dialog box, enter **European Sales Listing** in the **Name** field and click the **Search** button.



4. Select the row for **European Sales Listing Report** and click the **OK** button.



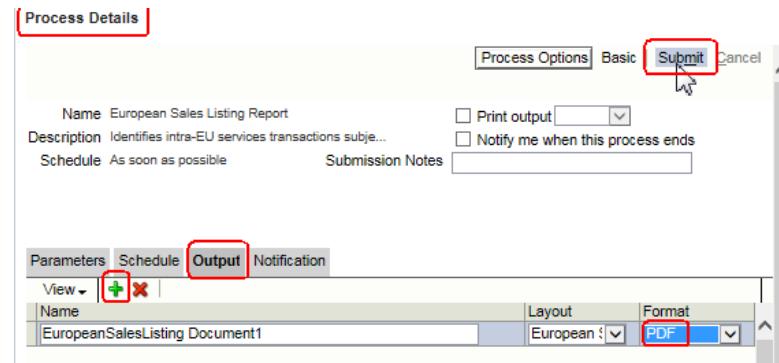
6. Click the **OK** button in the **Schedule New Process** dialog box.
7. In the **Process Details** dialog box, select the following parameters:

Field	Value
Trader VAT Number	FR2H123456789
Summarization Level	Both
From Tax Invoice Date	2/1/14
To Tax Invoice Date	2/1/15
Default for Tax Invoice Date	Transaction date
Country of the Tax Registration Number	Bill to
Include Prior Period Adjustments and Credit Memos	Yes
Rounding Rule	Nearest
Tax Reporting Type Code	ESL Reporting Type

This screenshot shows the 'Process Details' dialog box with several parameters highlighted by red boxes. The highlighted fields include 'From Tax Invoice Date' (set to 2/1/14), 'To Tax Invoice Date' (set to 2/1/15), 'Default for Tax Invoice Date' (set to Transaction date), and 'Rounding Rule' (set to Nearest).

Note: For the purpose of this practice, do not select the **Print output** option in the **Process**

- Details** dialog box to print an output file.
8. Click the **Advanced** button.
 9. Select the **Output** tab.
 10. Click the **Add Output Document** icon.
 11. Select **PDF** in the **Format** column.
 12. Click the **Submit** button.



12. Note the confirmation number.
14. Click the **OK** button.
15. Click the **Close** button.

Viewing the European Sales Listing Report Status and Output:

16. On the **Scheduled Processes Overview** page, enter **European%** in the **Name** field and click the **Search** button.
17. You can view the status for the process you submitted for the European Sales Listing Report in the **Search Results** table.
18. Click the value in the **Process ID** column to view your process results when the report has finished successfully.
19. Scroll down the page and click the value in **the Output Name** column in the **Output** region.
20. View your European Sales Listing Report in PDF format.

Report Parameters	
Trader VAT Number	P0241123456789
Summarization Level	Both
From Tax Point Date	2/1/14
To Tax Point Date	2/1/15
Default Tax Invoice Date	Transaction date
Country of the Tax Registration Number	Bill to
Include Price Period Adjustments	Yes
Include Discounts	No
Rounding Rule	Nearest
Minimum Reporting Type	EST Reporting Type
Tax Reporting Type Code	EST Reporting Type
Tax Reporting Code-Int'l EU Goods	

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