Generating a General Ledger Report

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1. Open Web Browser
2. Log into Oracle, use URL provided
3. Enter email address and Oracle password, you may be prompted for SSO and/or Duo credentials
4. Select Tools

5. Select Scheduled Processes
6. In the Overview window, select Schedule New Process tab, it may already be highlighted

7. In the Schedule New Process dialog box, in the Name field, General Ledger Account Details Report displays, click, OK to Schedule New Process
8. If the report doesn’t display, follow these steps:
   a. In Name field, select dropdown, click Search

   ![Image of Name field with dropdown and search icon]

   b. In Name field, enter General Ledger Account Details Report and click OK

   ![Image of Name field with General Ledger Account Details Report entered]

9. In the Process Details fields, enter:
   a. Data Access Set: UCSD
   b. Ledger: UCSD
   c. Ledger Currency: USD, click on field, populates Currency Type and Balance Type, accept defaults
   d. In From Accounting Period, select Aug-19
   e. In To Accounting Period, select: Aug-19
   f. Click on the filter icon next to Account 0 Filter Condition Defined, you will define filters for report

   ![Image of Process Details with filter icon highlighted]
The Account dialog box displays, click Add Fields.

- In Add Fields, select a parameter, e.g. Account and then click OK.
- Account displays, enter 100003, click OK.

Repeat steps f-i for the following parameters and enter data given:

- Entity = 16150
- Fund = 10502
- Financial Unit = 5000051

When completed, will display Account 4 Filter Conditions Defined.

In upper right corner, click Submit, confirmation dialog box displays, click OK.
10. In the **Overview** screen, click the **Refresh** icon next to **View Log** tab  
   a. Repeat until report status is **Succeeded**  
      Other reports could be processed simultaneously, scroll to see your report  
   b. Select the **General Ledger Account Details Report**, you processed  

   ![Image of the Overview screen]

   ![Image of the General Ledger Account Details Report]

   c. If **Information** dialog box displays, click **OK**

11. In **General Ledger Account Details Report Details**, scroll down to **Output**, click **Republish**

12. The **General Ledger Report** dialog window displays, click on the **gear** icon, select **Export**, and then **Excel**

13. Open the downloaded **Excel** report  
   a. **Sheet 1** displays the report parameters  
   b. **Sheet 2** displays the report results