



# College Financial System User Procedure

## Title:

*Run General Ledger Standard Reports*

## Description:

*Run General Ledger (GL) standard reports to review a group of transactions that have been processed. The reports available to Maricopa users are determined by the level of responsibility for the GL application. Most users are able to run the Account Analysis report, which is the lowest detail reporting within the GL.*

## College Financial System (CFS) Prerequisites:

- *System Navigation skills are required*
- *Requires "MCCCD INQUIRY" responsibility to access this form (the Account form can also be accessed through other GL responsibilities such as "MCCCD GL Business Officer", and "MCCCD Accounting Staff")*

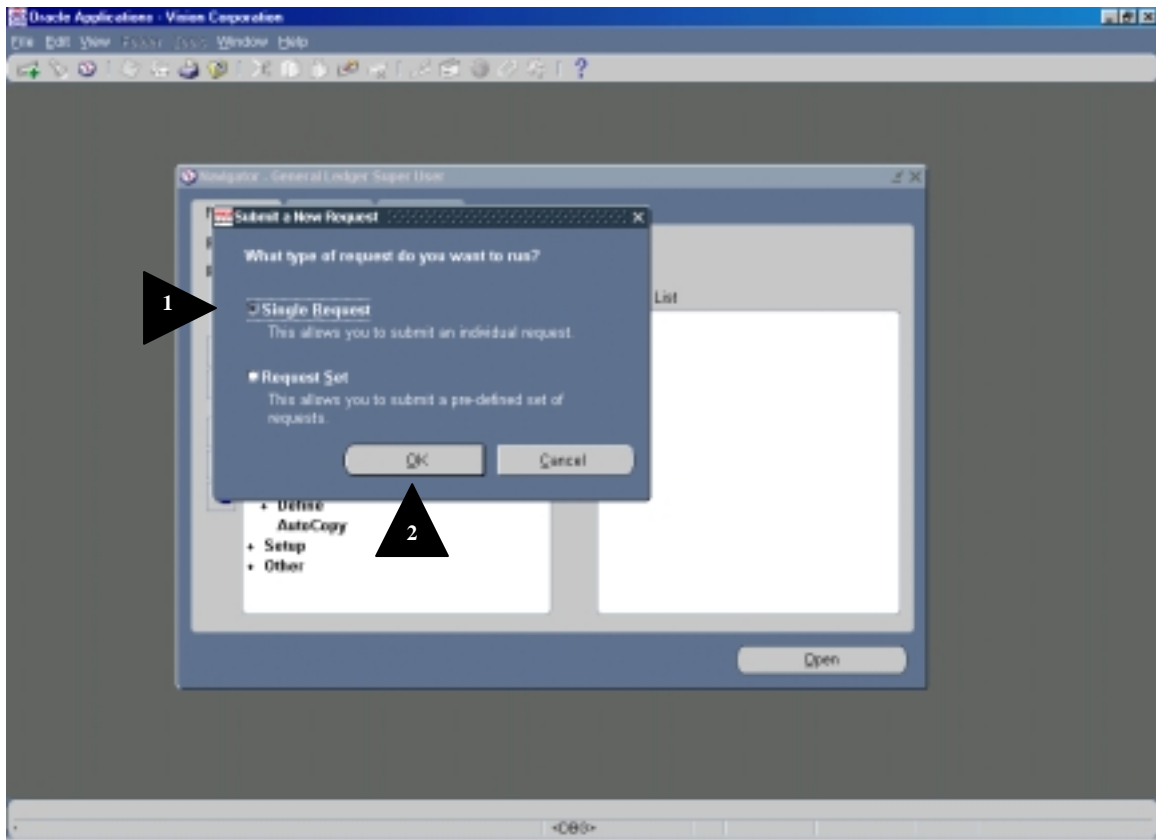
<b><i>Menu Path</i></b>
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Other ➤ Requests ➤ Run
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Menu Paths vary depending on the user's responsibility level in CFS. The above menu path is for responsibility = "MCCCD Inquiry"

## Window Name:

### Submit a New Request



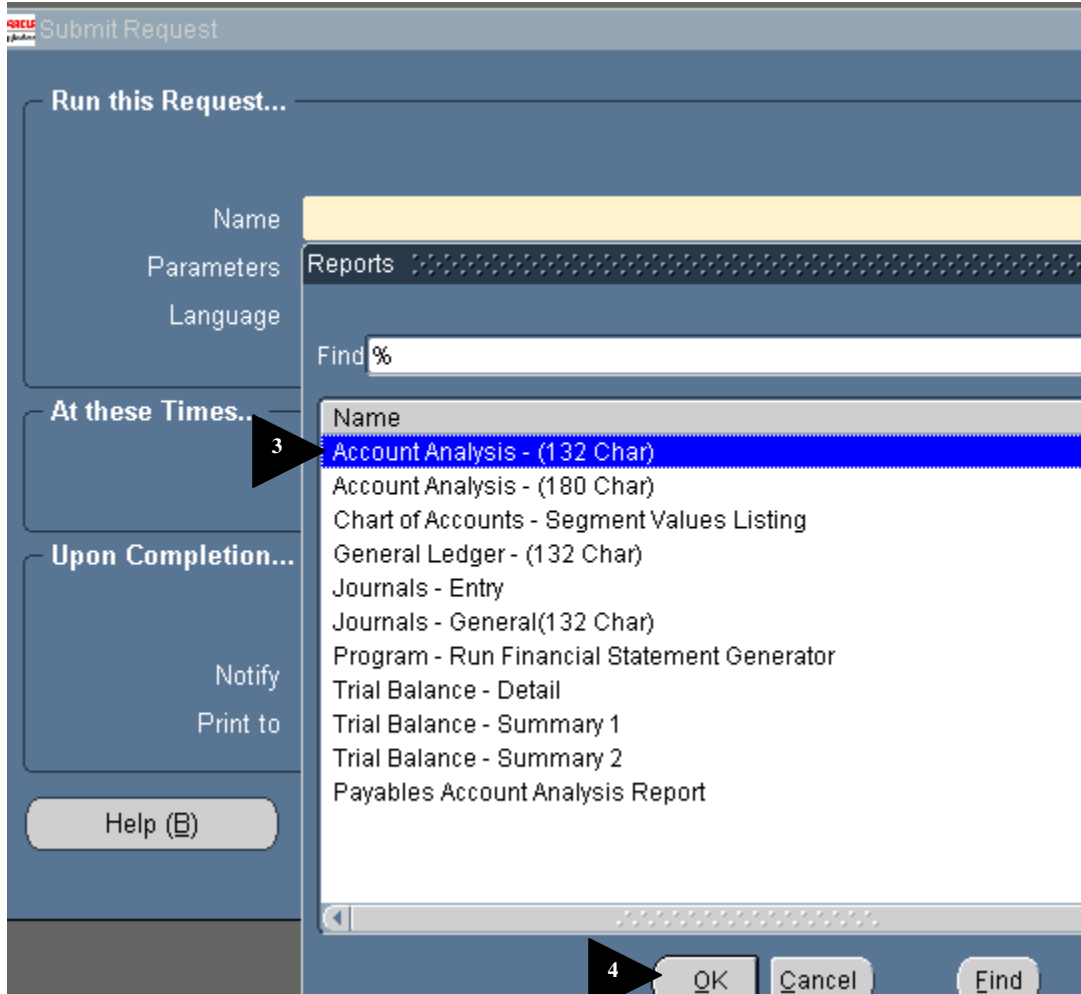
First, you'll need to specify the type of request you'd like to carry out:

Field Name	Description/Action
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1. **Single Request** Window defaults to this **SINGLE REQUEST** radio button.
2. Click on **OK**.

**Window Name:**

**Reports**



Various reports are available to run. Consult with your College Fiscal Agent or District Office Accounting staff for details on the report contents.

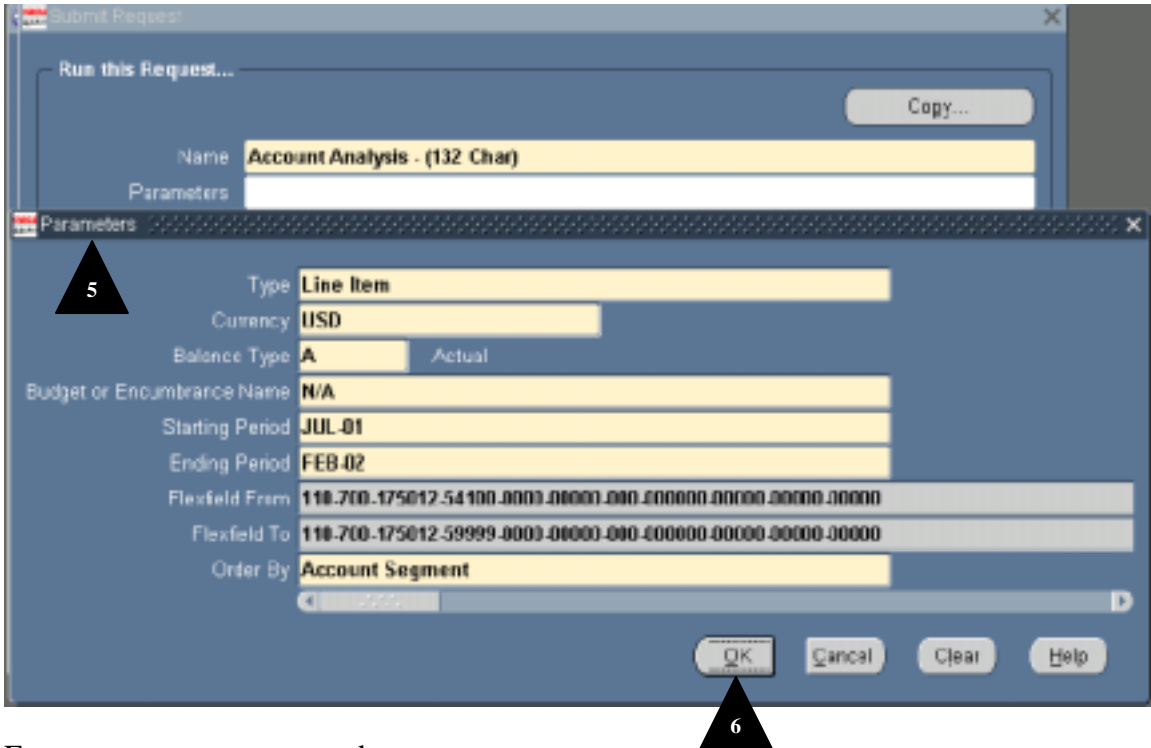
Select the report you want to submit:

**Field Name            Description/Action**

3. Highlight name of the report to run from the *List of Values* (LOV).
4. Click on the **OK** button in order to generate the *Parameters* pop-up window.

**Window Name:**


**Parameters**



Enter necessary parameter data:

**Field Name**            **Description/Action**

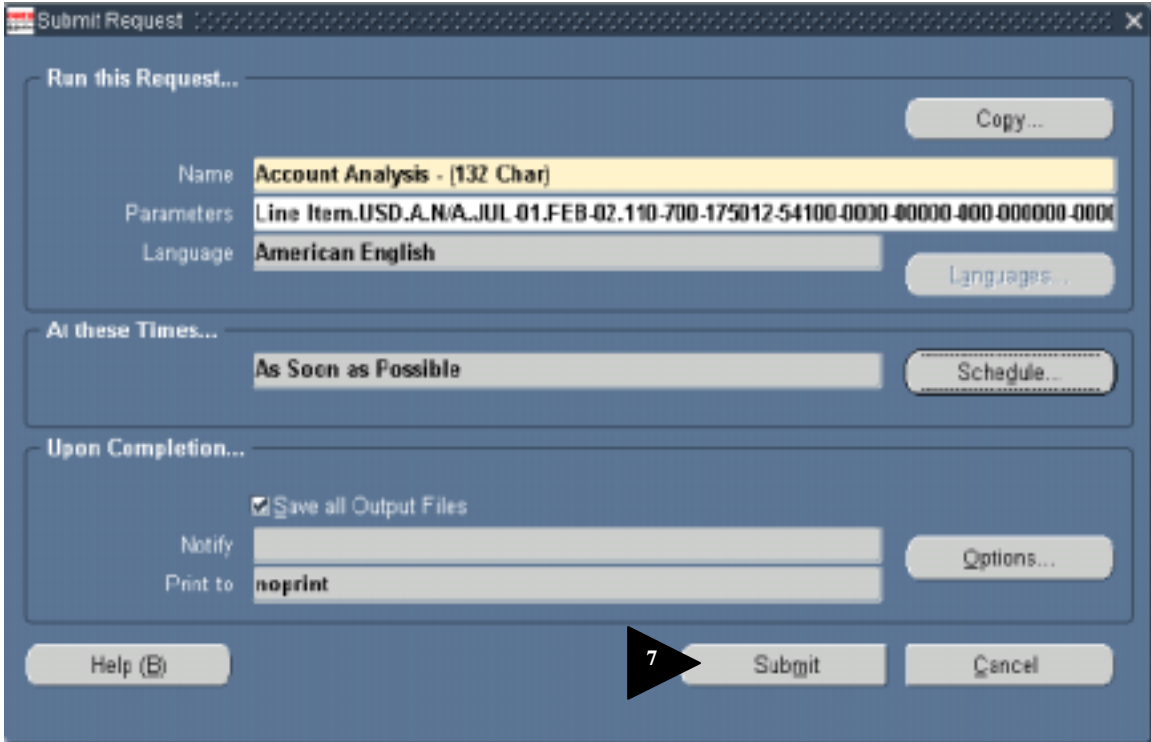
**5. Parameters**            Select the necessary parameters (LOV).

 **Note:** Each report will require different parameters. Parameters will change from one report to another.

**6.** Click on the **OK** button.


**Window Name:**

*Submit Request*



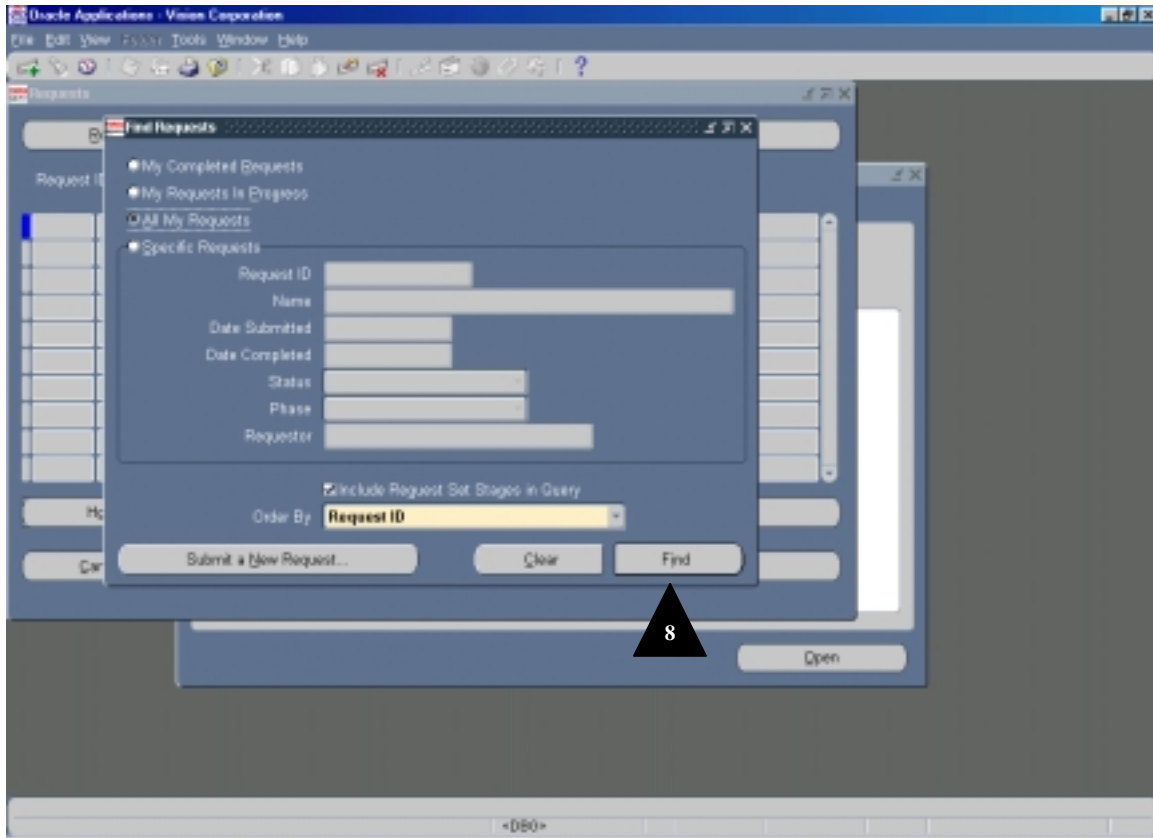
**Field Name                      Description/Action**

7. Click on the **SUBMIT** button; the *Requests* pop-up window will appear.

 **Note:** If the *Requests* window does not pop up, select the *Requests* window from the Navigator window and follow the steps below.

**Window Name:**

**Find Requests**

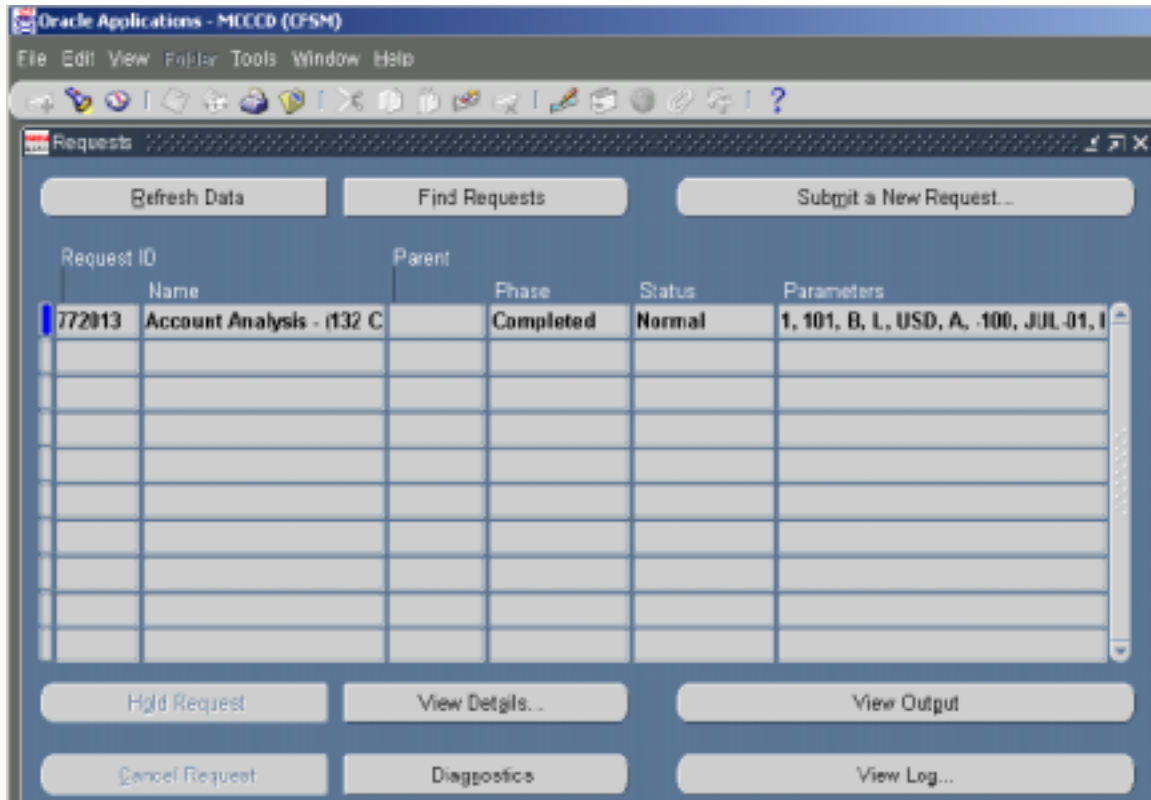


Field Name	Description/Action
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8. Click the <b>FIND</b> button.	
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## Window Name:

### Requests



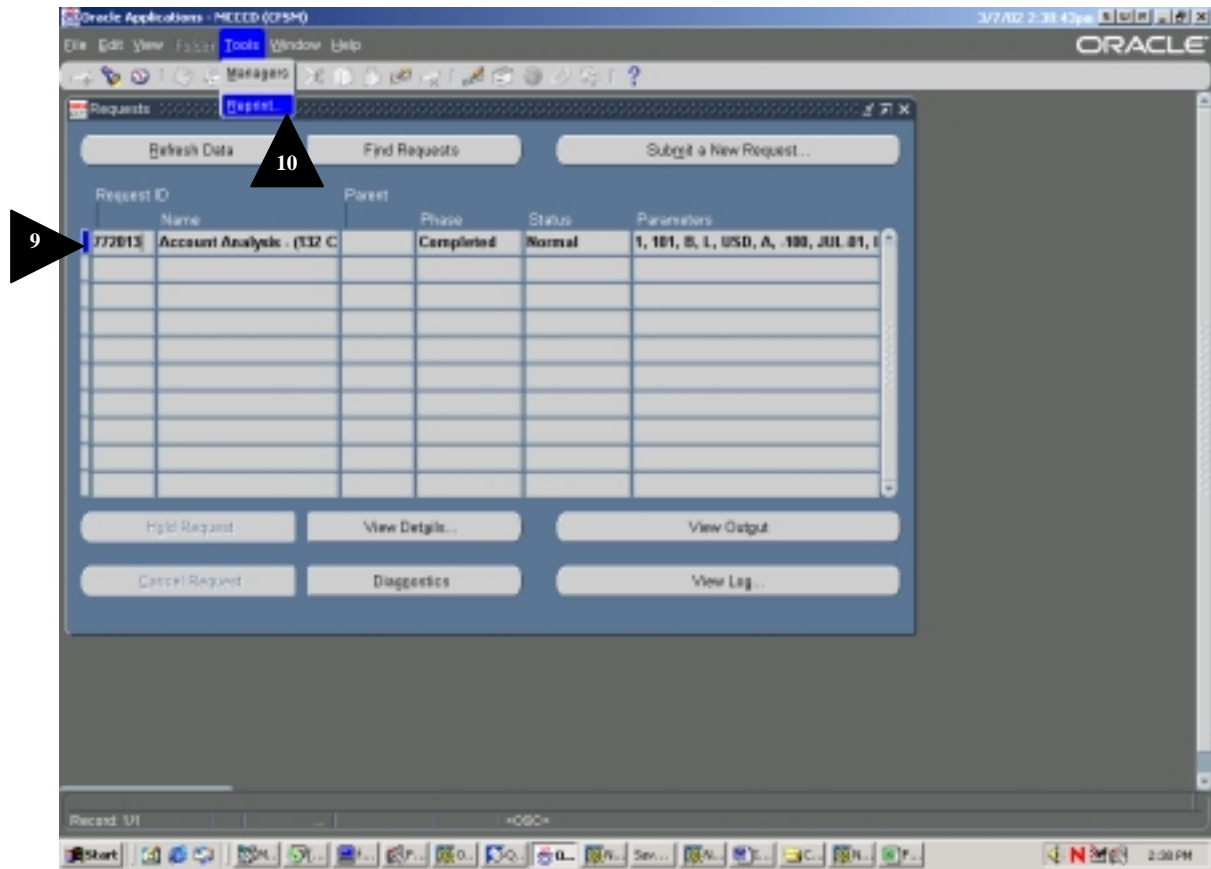
After the request is complete, there are three different ways to view and print the selected Account Analysis report.

1. By selecting the **TOOLS/REPRINT** from the CFS menu, you can then select the desired CFS printer and print the report to a defined laser printer; or
2. In the CFS system, the report is visible with the **VIEW OUTPUT** button; or
3. While viewing output, use the copy command under **TOOLS/COPY FILE**, you can paste the report to a Netscape window, then download the text file for import into an Excel worksheet.

Option 1 would be to print the report to a laser printer using the CFS navigation paths, for Tools/Reprint.

**Window Name:**

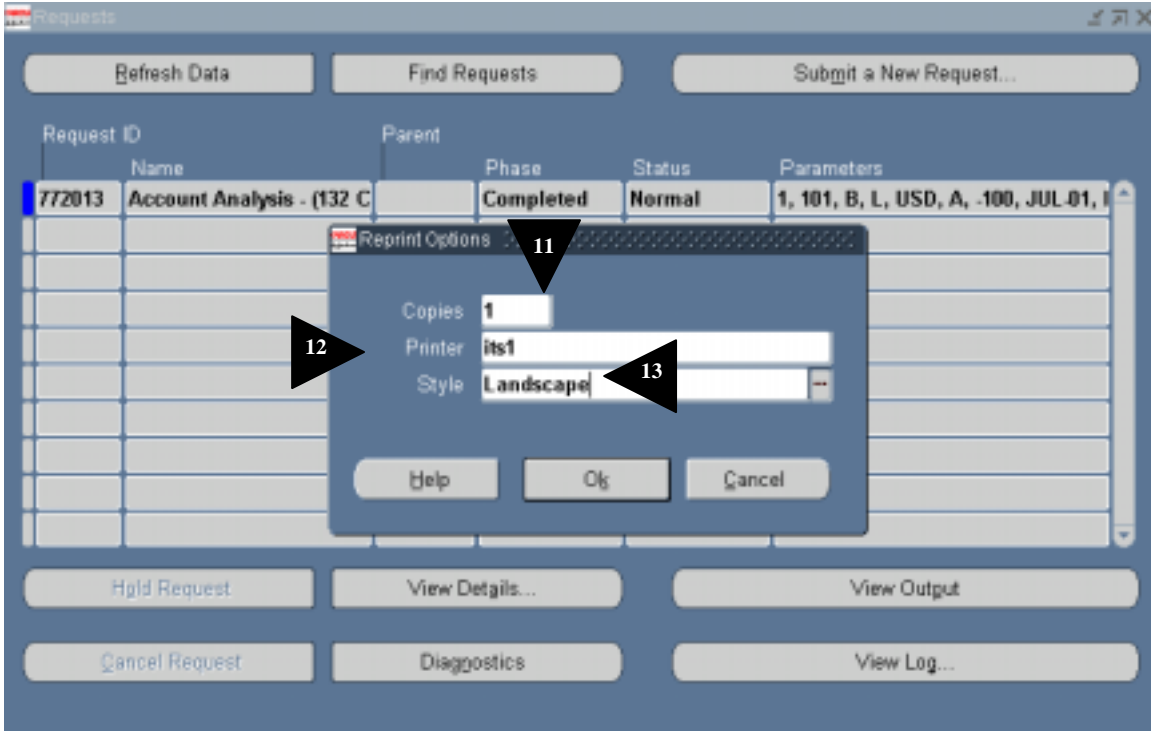
*Tools/Reprint (Requests)*



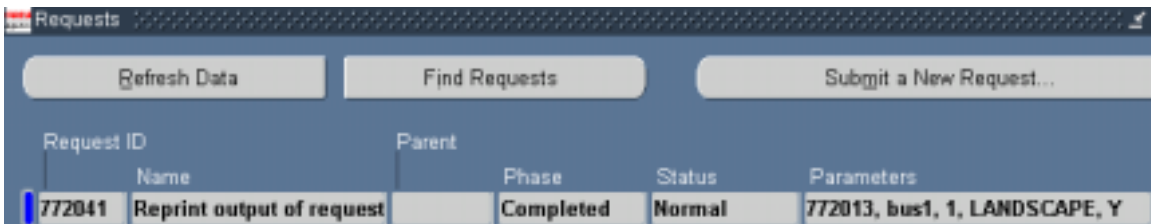
- | Field Name        | Description/Action  |
|-------------------|---|
| 9. Request ID     | Highlight and position cursor on the selected concurrent request for your report. |
| 10. Tools/Reprint | Select <b>REPRINT</b> and click to view the pop-up printer menu.                  |

**Window Name:**

**Reprint Options (Requests)**



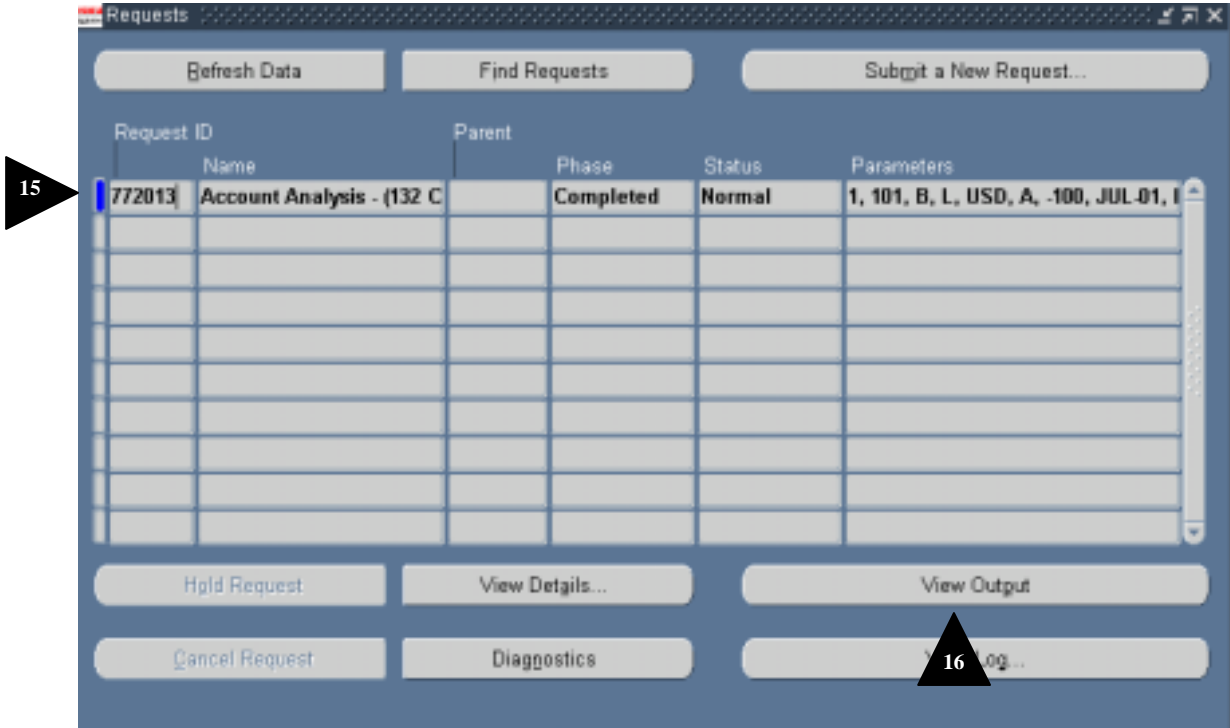
- | Field Name                      | Description/Action   |
|---------------------------------|--|
| 11. Copies                      | Enter the desired number of copies.  |
| 12. Printer                     | Select the printer for your college and site location, from the available list of certified/registered CFS printers. |
| 13. Style                       | Select the desired style from the list of values.  |
| 14. Click the <b>OK</b> button. | This generates another CFS concurrent request for your print job.  |



Option 2: View the output directly from the CFS screen.

**Window Name:**

*Requests*



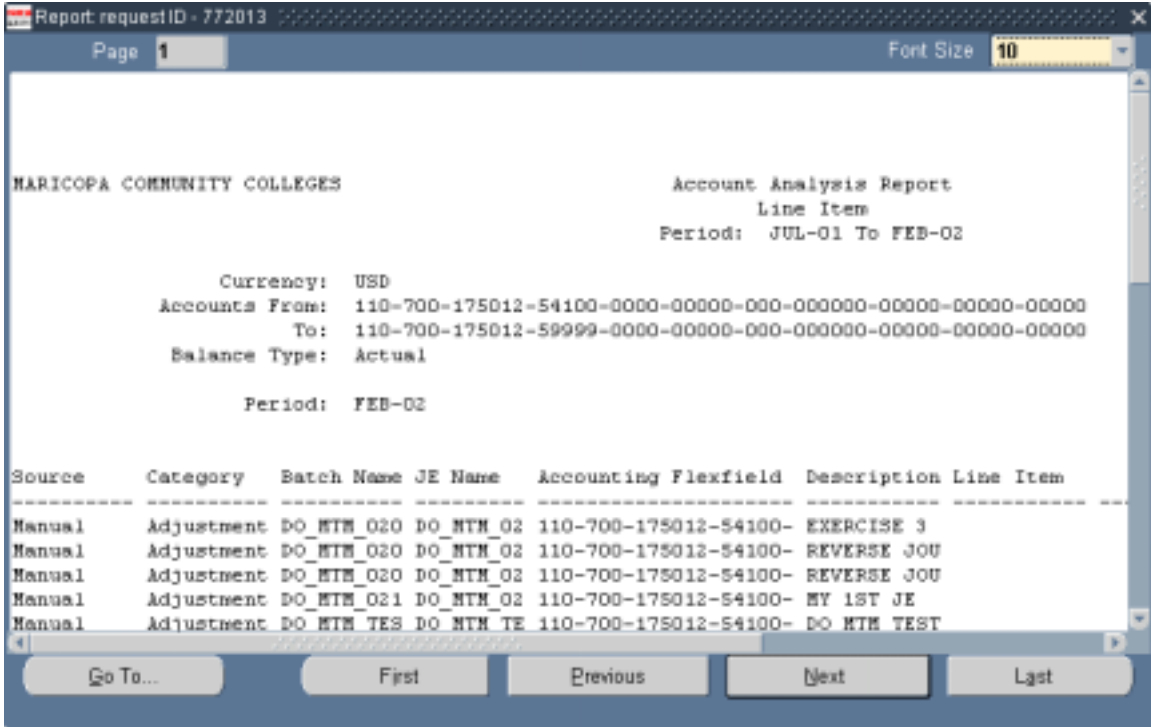
**Field Name                      Description/Action**

**15. Request ID**                      Highlight and position cursor on the selected concurrent request for your report.

**16.** Click the **VIEW OUTPUT** button to view your CFS report.

**Window Name:**

*Report Request*

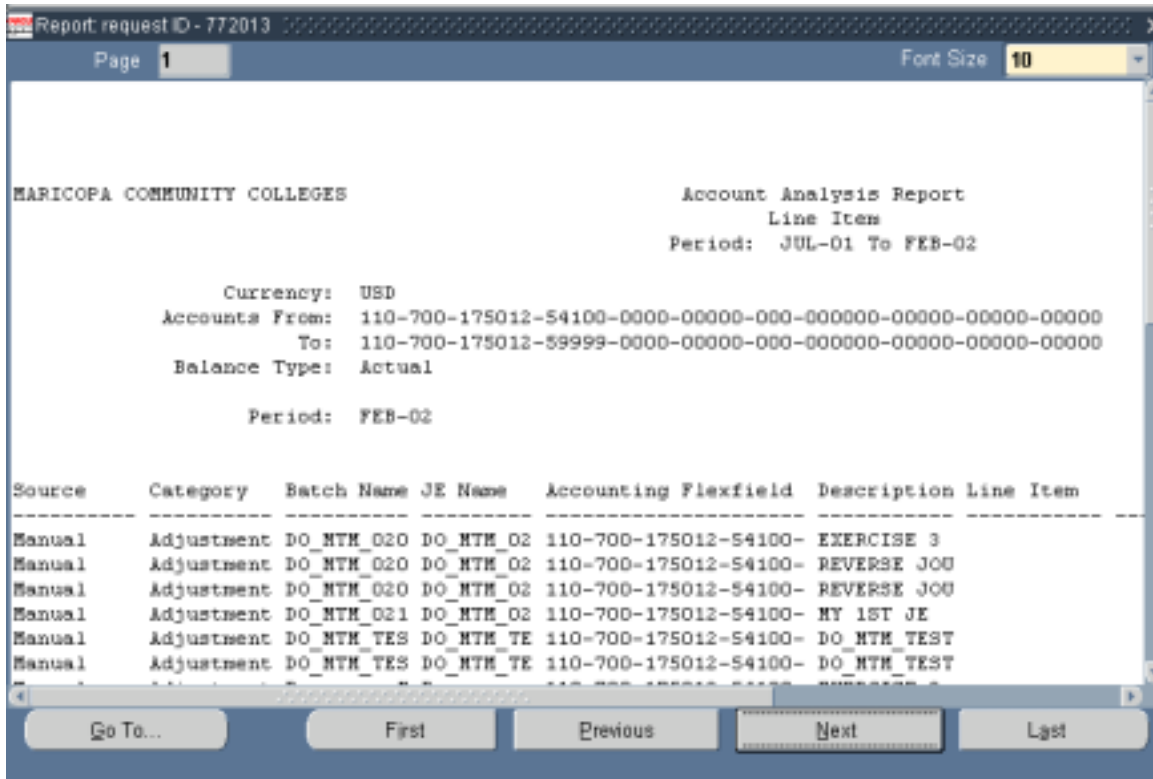


Your report can be viewed within the CFS window. Use the various command buttons (**FIRST**, **PREVIOUS**, **NEXT**, **LAST**) in order to maneuver around and see all pages of the entire report. For example, the **GO TO** button will take you to a specific page of the report.

Option 3: Exporting a report to an Excel worksheet. This is accomplished by viewing the report on CFS, copying to Netscape, then exporting the text file to Excel. To start this process, you need to view the selected CFS report online. Select the **VIEW OUTPUT** button on the *Requests* window. The specific request ID (report) will then be displayed under the *Report Request* pop-up window (see below).

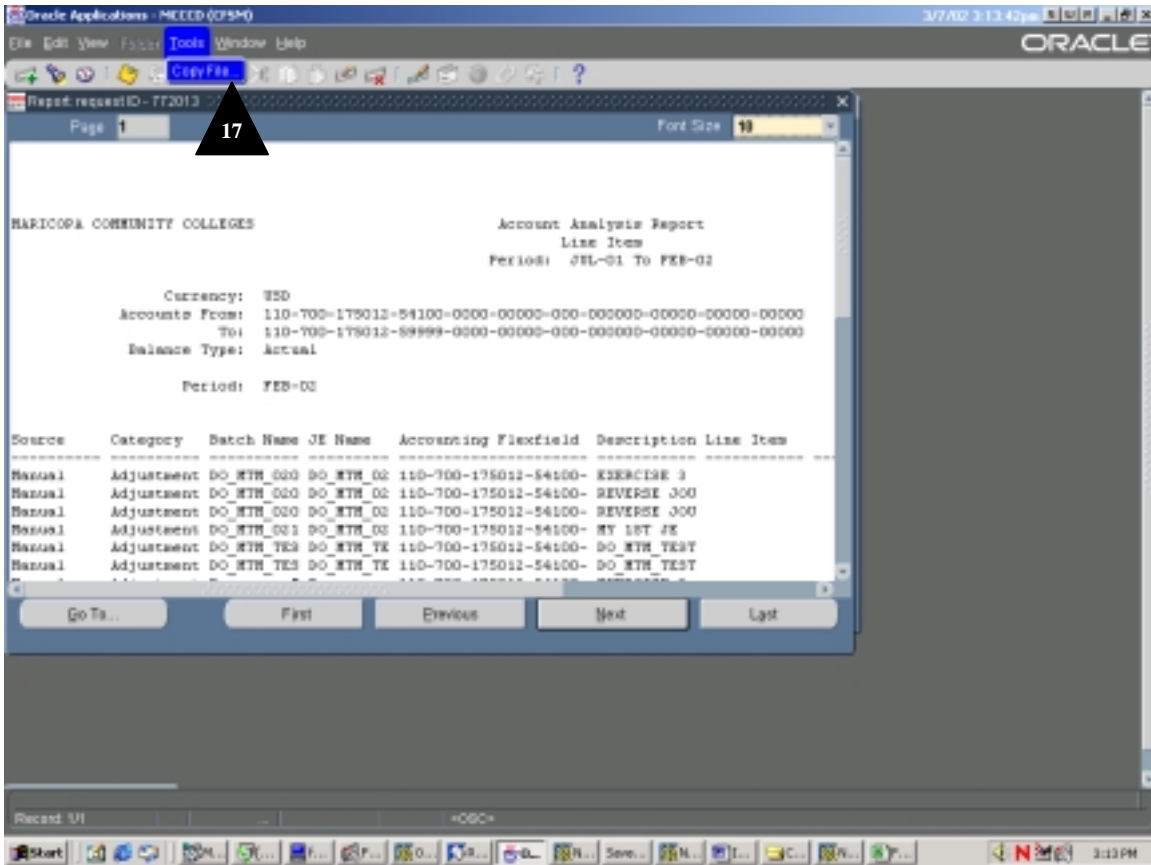
**Window Name:**

*Report Request*



**Window Name:**

**Oracle Applications Navigation Path**



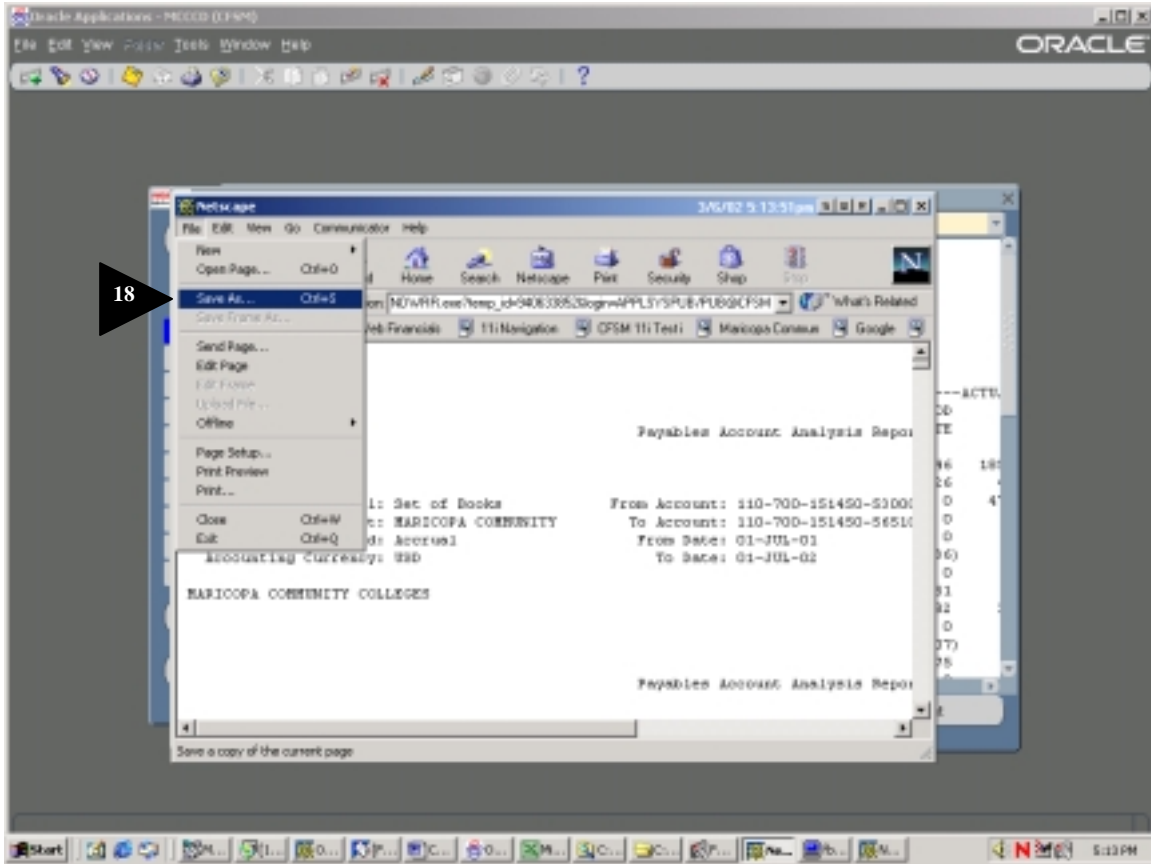
**Field Name**                      **Description/Action**

**17. Tools/Copy File**    Select *Copy File* command from the CFS navigation options.

 **Note:** Once you have invoked the *Copy File* command in CFS, the file will be copied to your Netscape Browser window.

**Window Name:**

Netscape



**Field Name**

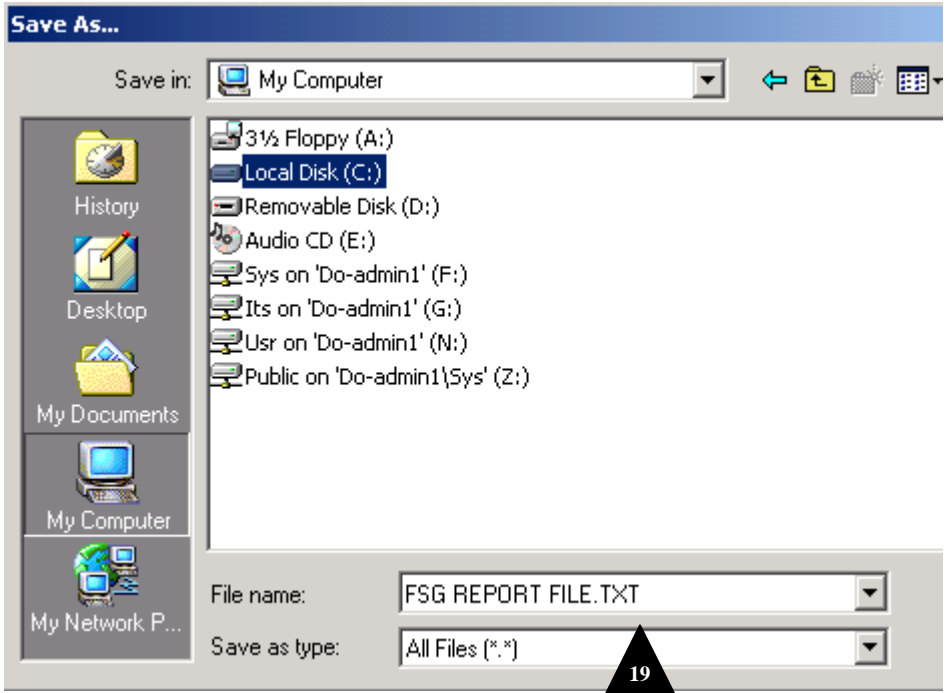
**Description/Action**

**18. Save As**

Under the File menu, select Save As in order to save the file on the desktop.

**Window Name:**

Desktop



**Field Name**

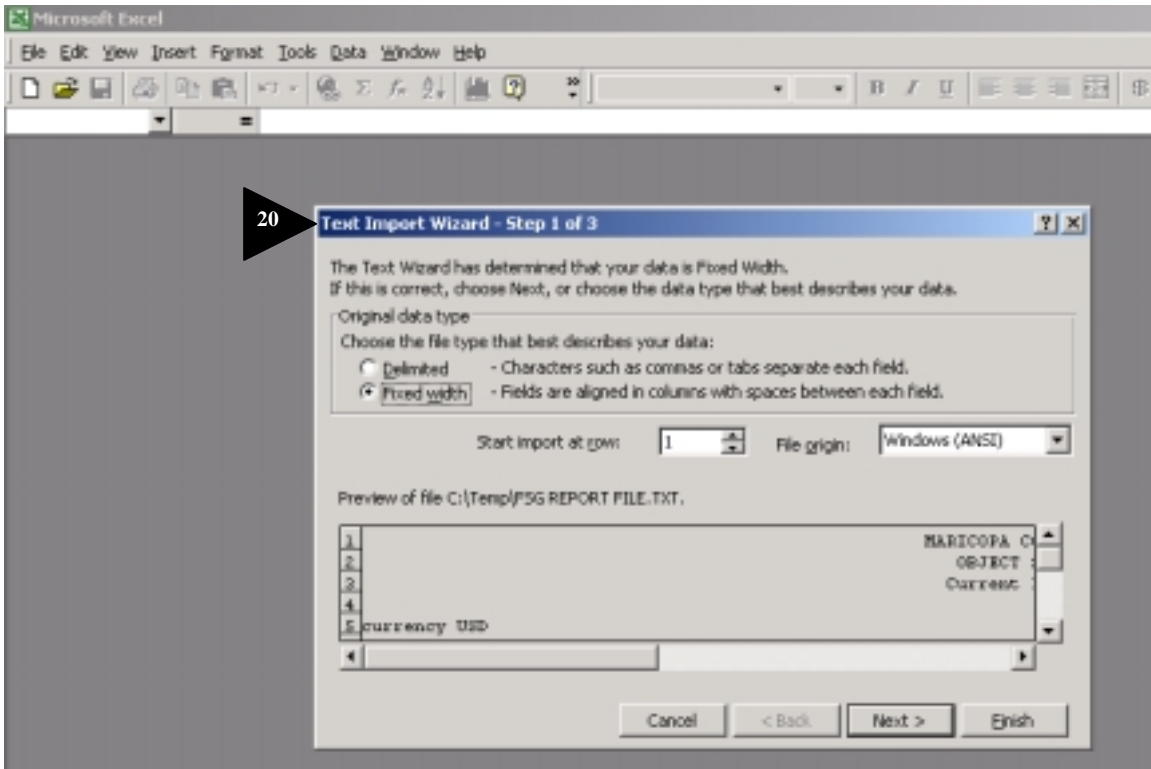
**Description/Action**

**19. File Name**

Save as any filename under any directory on your desktop. Be sure to add the extension “.TXT” to save as a text file.

**Window Name:**

*Microsoft Excel (Text Import Wizard)*



**Menu Path in Excel**

Data ➤ Get External Data ➤ Import Text

**Field Name**                      **Description/Action**

**20.** Import to Excel using Text Wizard.

After successfully navigating thru Excel's "Text Import Wizard", your report will be displayed in Excel, and may need some modifications to column length, formatting etc.

**Window Name:**

*Excel Worksheet file (Account Analysis Report)*

Source	Category	Batch Name	JE Name	Accounting Flexfield	Description Line Item	Debits	Credits
Manual	Adjustment	DO_MTM_020	DO_MTM_02	110-700-175012-54100-	EXERCISE 3		30
Manual	Adjustment	DO_MTM_020	DO_MTM_02	110-700-175012-54100-	REVERSE JOU	1.23	
Manual	Adjustment	DO_MTM_020	DO_MTM_02	110-700-175012-54100-	REVERSE JOU		1.23
Manual	Adjustment	DO_MTM_021	DO_MTM_02	110-700-175012-54100-	MY 1ST JE		15
Manual	Adjustment	DO_MTM_TES	DO_MTM_TE	110-700-175012-54100-	DO_MTM_TEST	1.11	
Manual	Adjustment	DO_MTM_TES	DO_MTM_TE	110-700-175012-54100-	DO_MTM_TEST		1.11
Manual	Adjustment	Reverses *	Reverses	110-700-175012-54100-	EXERCISE 3	30	
Manual	Adjustment	Reverses *	Reverses	110-700-175012-54100-	REVERSE JOU		1.23
Manual	Adjustment	Reverses *	Reverses	110-700-175012-54100-	REVERSE JOU	1.23	



End of procedure