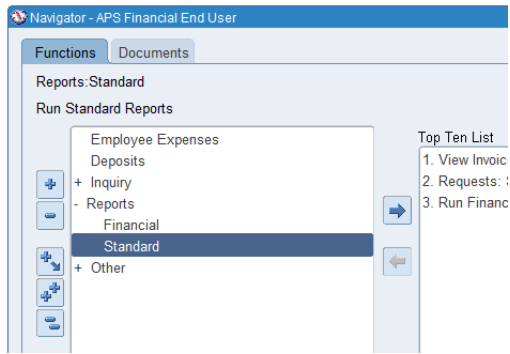


R12 Running an APS GL Transaction History Download XML Report

Step 1



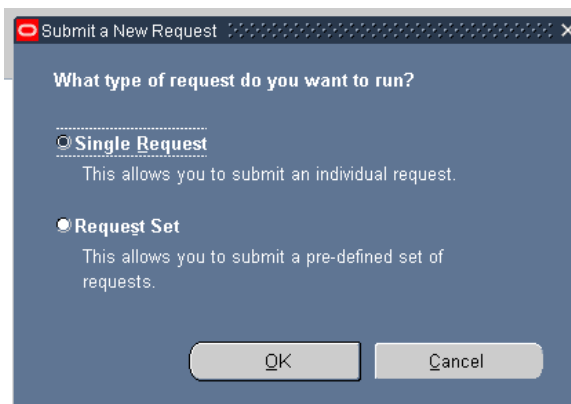
Open Oracle Applications and log in.

From the Navigator, click on APS Financial End User screen.

Double-click on Reports and select Standard.

Click Open.

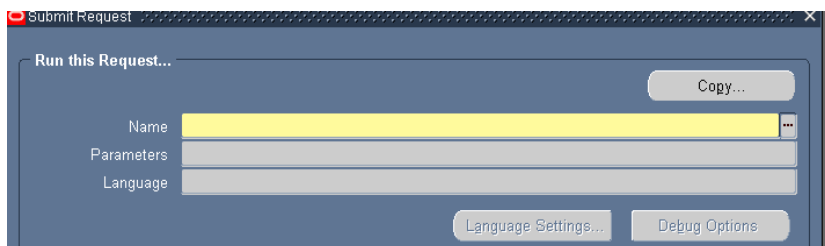
Step 2



Single Request.

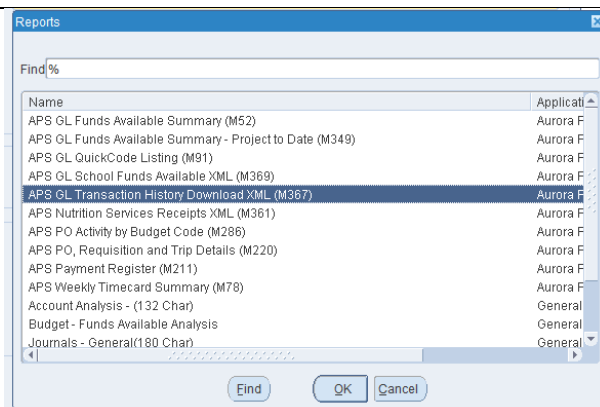
Click OK.

Step 3



Click on list of values ... button at the end of the Name field.

Step 4



Select APS GL Transaction History Download XML.

Click OK.

Step 5

| | |
|--------------------|-------------|
| Start Date | 01-JUL-2010 |
| End Date | 30-JUN-2011 |
| Fund Low | |
| Fund High | |
| Location Code Low | |
| Location Code High | |
| SRE Low | |
| SRE High | |
| Program Low | |
| Program High | |
| Object Low | |
| Object High | |
| Job Low | |
| Job High | |
| Grant Low | |
| Grant High | |
| Sub Program Low | |

Select date parameters and account parameters.

Scroll down.

Step 6

| | |
|-----------------------|-----|
| Use SFA Grouping | No |
| Limit to SFA Accounts | No |
| Primary Sort | |
| Secondary Sort | |
| Include Actuals | Yes |
| Include Encumbrances | No |
| Include Budgets | No |
| Include PO's | Yes |
| Include Req's | Yes |
| Include PCards | Yes |
| Include Maximo | Yes |
| Include VBOSS | Yes |
| Include Invoices | Yes |
| Include Payments | Yes |
| Include Receiving | Yes |
| Include Deposits | Yes |
| Include Trips | Yes |
| Include Others | Yes |

Default selection will pull all transactions for the selected account range.

Change parameters to include or exclude transactions.

Example: To see only TRAK trip actuals, leave Include Actual and Include Trips as Yes, change everything else to No.

Primary and Secondary sort can be assigned.

Click OK.

Step 7

This report will default to an Excel format.

Click Submit.

Step 8

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|-------------------------|--------|-----------|--------|------------------------------|
| 4615808 | APS GL Transaction Hist | | Completed | Normal | 20100806_1632, 2010/07/01 01 |
| 4615800 | APS GL School Funde As | | Completed | Normal | 1184_530_SFP 10 |

When the report is Completed and Normal, click the View Output button.

Step 9

| Account | SFA Header | Source | Category | Debit | Credit | Net | Trans Type | Encu | Batch Name | Je Line Num | Effective Date | Descri |
|--|-----------------|--------|-----------|---------------|----------|---------------|------------|------|-------------------|-------------|----------------|--------|
| 10.107.61.0010.0610.000.0000.2400.00.000.00 | PPA and Fund 10 | PCards | Purchases | 10.98 | 0 | | A | | PCards 4579933: A | 48 | 13-Aug-10 | Journa |
| 10.107.61.0010.0610.000.0000.2400.00.000.00 | PPA and Fund 10 | PCards | Purchases | 15.11 | 0 | | A | | PCards 4579933: A | 49 | 13-Aug-10 | Journa |
| Total:10.107.61.0010.0610.000.0000.2400.00.000.00 | | | | 26.09 | 0 | 26.09 | | | | | | |
| 10.109.61.0010.0610.000.0000.2400.00.000.00 | PPA and Fund 10 | PCards | Purchases | 62.13 | 0 | | A | | PCards 4560601: A | 34 | 2-Aug-10 | Journa |
| 10.109.61.0010.0610.000.0000.2400.00.000.00 | PPA and Fund 10 | PCards | Purchases | 6.29 | 0 | | A | | PCards 4569703: A | 46 | 9-Aug-10 | Journa |
| 10.109.61.0010.0610.000.0000.2400.00.000.00 | PPA and Fund 10 | PCards | Purchases | 20.68 | 0 | | A | | PCards 4569703: A | 47 | 10-Aug-10 | Journa |
| 10.109.61.0010.0610.000.0000.2400.00.000.00 | PPA and Fund 10 | PCards | Purchases | 74.44 | 0 | | A | | PCards 4611815: A | 52 | 6-Sep-10 | Journa |
| 10.109.61.0010.0610.000.0000.2400.00.000.00 | PPA and Fund 10 | PCards | Purchases | 13.78 | 0 | | A | | PCards 4611815: A | 51 | 7-Sep-10 | Journa |
| Total:10.109.61.0010.0610.000.0000.2400.00.000.00 | | | | 177.32 | 0 | 177.32 | | | | | | |

The report will open in Excel in a new window.

Excel tools can now be used to modify the transactions reported.

Note: To print this report, use the print feature in Excel, do not print from Oracle.

Note: You may want to hide columns H-N to make your report easier to read.