


## Account Analysis Report

Here is how:

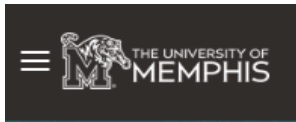
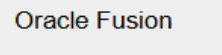
- Log into Oracle, Click Tools, Click Scheduled Processes
- Click Schedule New Process, Type “Account Analysis Report” in the Name prompt, Click Ok
- The Parameters are as follows:
  - Subledger Application = blank
  - Ledger = UofM Ledger US
  - From Accounting Period = choose your month
  - To Accounting Period = choose your month
  - Balance Type = leave blank
  - Top Level Parent Account = leave blank
  - Encumbrance Type = blank
  - Include Accounts with No Activity = No
  - Account = include elements of the COA here – organization, fund, account, activity, program, etc
- Click Submit
- Click the Refresh icon 
- Check the Status, when it shows Succeeded, click on the report
- Under Process Details, Under Output, Click “Republish”
- A new window will appear, click the gear icon and export it to Microsoft Excel



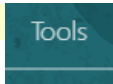
Click On:



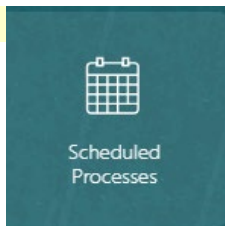
Click On:



Click On:



Click On:



Select:

Schedule New Process



Overview ?

▶ Search

Search Results ?

View  Flat List  Hierarchy

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

**Name**

No data to display.

Type:

Account Analysis Report

**Schedule New Process**

Type  Job  Job Set

Name

Description

OK Cancel

**Search and Select: Name** ✕

Search Basic

Name

**Search** **Reset**

Name	Description
Account Analysis Report	Details Oracle Fusion General Ledger account balance changes using subledger journal entry information.
Average Balance Audit Account Analysis Report	Provides the detail account activity which created the aggregate balances and related average balances. Can be ...
General Ledger and Subledger Account Analysis Report	Prints account balances by accounting code combination or selected segments with subledger journal details inclu...

**OK** **Cancel**

Click: OK

**Schedule New Process**

Type  Job  Job Set

Name

Description

**OK** **Cancel**

Click: OK

### Process Details ✕

i This process will be queued up for submission at position 1

Name Account Analysis Report  Print output v

Description Details Oracle Fusion General Ledger account ba...  Notify me when this process ends

Schedule As soon as possible Submission Notes

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### Basic Options

Parameters

Subledger Application Assets v

\* Ledger UofM Ledger US v

\* From Accounting Period Apr-26 v

\* To Accounting Period Apr-26 v

Balance Type Actual v

Encumbrance Type v

Include Accounts with No Activity No v

Account 0 Filter Conditions Defined 🔍

### Basic Options

Parameters

Subledger Application Assets v

\* Ledger Assets v

\* From Accounting Period Cash Management v

\* To Accounting Period Channel Revenue Management v

Balance Type Expenses v

Encumbrance Type Federal Financials v

Include Accounts with No Activity Financials Common Module v

Account Joint Ventures v

Must Make Changes:

Click On: v

Click On:  
The White Line above Assets

Assets v

---

Assets

The White Line above Actual

Balance Type Actual v


---

Actual

---

Encumbrance

Click On: 

Account 0 Filter Conditions Defined 

**Account**

No search fields added.

Search Reset **Add Fields** ▼

OK Cancel

- Account
- Activity
- Entity
- Fund
- Future
- Initiative
- Organization
- Program

Click On: **Add Fields** ▼

**Account**

Entity Equals ▼ [ ] ▼ ×

Search Reset **Add Fields** ▼ Reorder

OK Cancel

Click On: ▼

**Search and Select: Entity**

Search **Advanced**

Match  All  Any

Value

Description

Search Reset

Value	Description
10	University of Memphis

OK Cancel

Click: OK

Add Fields with Department COA information

**Account**

Entity Equals ▼ 10 ▼ ×

Fund Equals ▼ 110001 ▼ ×

Organization Equals ▼ 32000 ▼ ×

Account Equals ▼ 74100 ▼ ×

Program Equals ▼ 452 ▼ ×

Activity Equals ▼ 00000 ▼ ×

Initiative Equals ▼ 00000 ▼ ×

Future Equals ▼ 00000 ▼ ×

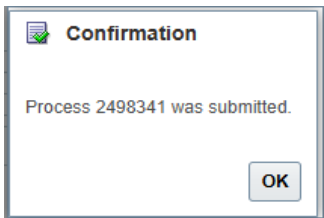
Search Reset **Add Fields** ▼ Reorder

OK Cancel

Click: OK

Verify Parameters  
are Right

Then Click On: **Submit**



Click: OK

### Process Details

**i** This process will be queued up for submission at position 1

**Process Options** **Advanced** **Submit** **Cancel**

Name Account Analysis Report  Print output  Notify me when this process ends

Description Details Oracle Fusion General Ledger account ba...  
Schedule As soon as possible Submission Notes

### Basic Options

Parameters

Subledger Application

\* Ledger UofM Ledger US

\* From Accounting Period Mar-26

\* To Accounting Period Mar-26

Balance Type

Encumbrance Type

Include Accounts with No Activity No

Account 8 Filter Conditions Defined

### Account

Entity Equals 10

Fund Equals 110001

Organization Equals 32000

Account Equals 74100

Program Equals 452

Activity Equals 00000

Initiative Equals 00000

Future Equals 00000

**Search** **Reset** **Add Fields** **Reorder**

**OK** **Cancel**

Click On:



### Overview ?

#### ▶ Search

Search Results ?

View  Flat List  Hierarchy

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name
------



### Overview ?

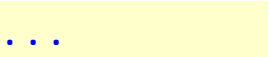
#### ▶ Search

Search Results ?

View  Flat List  Hierarchy

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name
Account Analysis Report



Process ID	▲ ▼	Status	Scheduled Time	Submission Time
2498341		Succeeded	04/24/2026 7:30 AM CDT	04/24/2026 7:30 AM CDT

Name
------

Click On:

Account Analysis Report

Process Details   Status Details

### Account Analysis Report, 2498341

Status   Succeeded

Schedule Start   04/24/2026 7:30 AM CDT

External Job Type   BIP Job

External Job Status   NA

Log

Attachment   [ESS\\_L\\_2498341](#)

Output

▲ Output & Delivery

XML Data    Republish 

Status All ▼

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
▶ Default Document	Account Analysis Report	PDF	English (United States)	(UTC-06:00) Chicago - Central Time (CT)			

Click On:   [Republish !\[\]\(ac7494f141109b59d18bf9c3aeb84d93\_img.jpg\)](#)

ibqajb.fa.ocs.oraclecloud.com/xmlpserver/Financials/Fusion+Accounting+Hub/AccountAnalysis.xdo?\_xrepub=j30127&\_...

Account Analysis Report

P_RESP_APPLICATION_ID		P_LEDGER_ID	300000008048186
P_COA_ID	7001	P_PERIOD_FROM	Mar-26
P_PERIOD_TO	Mar-26	P_GL_DATE_FROM	
P_GL_DATE_TO		P_BALANCE_TYPE_CODE	
P_INCLUDE_ZERO_AMOUNT_LINES	N	P_INCLUDE_USER_TRX_ID_FLAG	N

Account Analysis Report

Click On:



Account Analysis Report - Oracle Analytics Publisher - Google Chrome

ibqajb.fa.ocs.oraclecloud.com/xmlpserver/Financials/Fusion+Accounting+Hub/AccountAnalysis.xdo?\_xrepub=j30127&...

Account Analysis Report

P_RESP_APPLICATION_ID		P_LEDGER_ID	300000008048186
P_COA_ID	7001	P_PERIOD_FROM	Mar-26
P_PERIOD_TO	Mar-26	P_GL_DATE_FROM	
P_GL_DATE_TO		P_BALANCE_TYPE_CODE	
P_INCLUDE_ZERO_AMOUNT_LINES	N	P_INCLUDE_USER_TRX_ID_FLAG	N

Account Analysis Report

- HTML
- PDF
- RTF
- PowerPoint (\*.pptx)
- Data
- Excel (\*.xlsx)
- CSV

Export

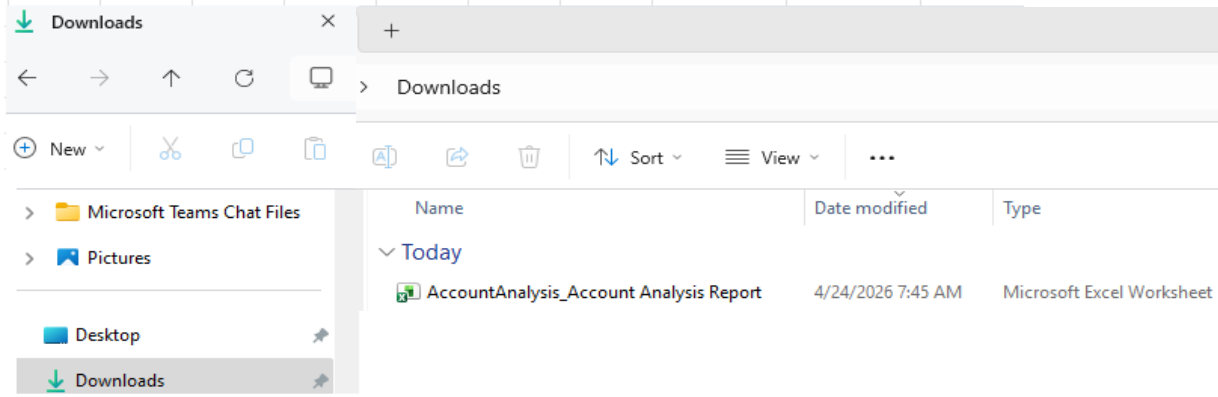
Select:



Excel (\*.xlsx)

Report Completed

Note: Can Find AccountAnalysis\_Account Analysis Report



	A	B	C	D	E	F	G	H	I	J	K	
1	ORACLE	<b>Account Analysis Report</b>					Report Date 04/24/2026 7:45 AM					
2	UofM Ledger US											
3												
4												
5	<b>Report Parameters</b>											
6												
7	<b>Ledger or Ledger Set</b>		UofM Ledger US									
8	<b>Period From</b>		Mar-26			<b>Period To</b>		Mar-26				
9	<b>Balance Type</b>											
10	<b>Include Accounts With No Activity</b>		No									
11	<b>Account</b>		Entity		Equals to 10							
12			Fund		Equals to 110001							
13			Organization		Equals to 32000							
14			Account		Equals to 74100							
15			Program		Equals to 452							
16			Activity		Equals to 00000							
17			Initiative		Equals to 00000							
18			Future		Equals to 00000							
19												

...

38	
39	
40	

Sheet1 Sheet2 +



**Account** ✕

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Entity Equals ▾ 10 ▾ ✕

Fund Equals ▾ 126000 ▾ ✕

Organization Equals ▾ 2200D ▾ ✕

Account Equals ▾ 5120E ▾ ✕

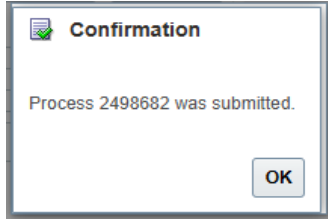
Program Equals ▾ 10A ▾ ✕

Activity Equals ▾ 1000A ▾ ✕

Initiative Equals ▾ 00000 ▾ ✕

Future Equals ▾ 00000 ▾ ✕

Did Not Work - Report Data None



Overview ?

▶ Search

Search Results ?

View  Flat List  Hierarchy

Name	Process ID	Status	Scheduled Time	Submission Time
Account Analysis Report	2498682	Succeeded	04/24/2026 8:35 AM CDT	04/24/2026 8:35 AM CDT
Account Analysis Report	2498341	Succeeded	04/24/2026 7:30 AM CDT	04/24/2026 7:30 AM CDT

	A	B	C	D	E	F	G	H	I	J	
1	ORACLE	<b>Account Analysis Report</b>					Report Date 04/24/2026 8:45 AM				
2											
3											
4											
5	<b>Report Parameters</b>										
6											
7	<b>Ledger or Ledger Set</b>		UofM Ledger US								
8	<b>Period From</b>			Jan-26		<b>Period To</b>			Mar-26		
9	<b>Balance Type</b>										
10	<b>Include Accounts With No Activity</b>		No								
11	<b>Account</b>		Entity		Equals to 10						
12			Fund		Equals to 126000						
13			Organization		Equals to 2200D						
14			Account		Equals to 5120E						
15			Program		Equals to 10A						
16			Activity		Equals to 1000A						
17			Initiative		Equals to 00000						
18			Future		Equals to 00000						
19											

	A	B	C	D	E	F	G
1	ORACLE	<b>Account Analysis Report</b>				Report Date 04/24/2026 8:45 AM	
2						Page 1 of 1	
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

End of Report

### Process Details

**i** This process will be queued up for submission at position 1

**Process Options** **Advanced** **Submit** **Cancel**

Name Account Analysis Report  Print output  Notify me when this process ends

Description Details Oracle Fusion General Ledger account ba...  Notify me when this process ends

Schedule As soon as possible Submission Notes

### Basic Options

Parameters

Subledger Application

\* Ledger UofM Ledger US

\* From Accounting Period Jan-26

\* To Accounting Period Mar-26

Balance Type

Encumbrance Type

Include Accounts with No Activity No

Account 8 Filter Conditions Defined

Ok - Report Data Output

### Account

Entity Equals  10  X

Fund Equals  126000  X

Organization Equals  22000  X

Account Equals  51200  X

Program Equals  200  X

Activity Equals  00000  X

Initiative Equals  00000  X

Future Equals  00000  X

**Search** **Reset** **Add Fields**  **Reorder**

**OK** **Cancel**

### Confirmation

Process 2498734 was submitted.

**OK**



## 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
Account Analysis Report	2498734		Succeeded	04/24/2026 8:55 AM CDT	04/24/2026 8:55 AM CDT
Account Analysis Report	2498682		Succeeded	04/24/2026 8:35 AM CDT	04/24/2026 8:35 AM CDT
Account Analysis Report	2498341		Succeeded	04/24/2026 7:30 AM CDT	04/24/2026 7:30 AM CDT

► 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
Account Analysis Report	2498734		Succeeded	04/24/2026 8:55 AM CDT	04/24/2026 8:55 AM CDT
Account Analysis Report	2498682		Succeeded	04/24/2026 8:35 AM CDT	04/24/2026 8:35 AM CDT
Account Analysis Report	2498341		Succeeded	04/24/2026 7:30 AM CDT	04/24/2026 7:30 AM CDT

Process Details Status Details

**Account Analysis Report, 2498734**

Status Succeeded

Schedule Start 04/24/2026 8:55 AM CDT

External Job Type BIP Job

External Job Status NA

Log

Attachment [ESS\\_L\\_2498734](#)

Output

▲ Output & Delivery

XML Data Republish

Status	All ▼						
Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
▶ Default Document	Account Analysis Report	PDF	English (United States)	(UTC-06:00) Chicago - Central Time (CT)			

	A	B	C	D	E	F	G	H	I	J
1	<b>ORACLE</b>	<b>Account Analysis Report</b>				Report Date 04/24/2026 9:00 AM				
2	UofM Ledger US									
3										
4										
5	<b>Report Parameters</b>									
6										
7	<b>Ledger or Ledger Set</b>	UofM Ledger US								
8	<b>Period From</b>	Jan-26				<b>Period To</b>	Mar-26			
9	<b>Balance Type</b>									
10	<b>Include Accounts With No Activity</b>	No								
11	<b>Account</b>	Entity			Equals to 10					
12		Fund			Equals to 126000					
13		Organization			Equals to 22000					
14		Account			Equals to 51200					
15		Program			Equals to 200					
16		Activity			Equals to 00000					
17		Initiative			Equals to 00000					
18		Future			Equals to 00000					
19										

**ORACLE** **Account Analysis Report**

UofM Ledger US Ledger Name UofM Ledger US Ledger Currency USD Balance Type Actual

**Account** 10-126000-22000-51200-200-00000- **Description** University of Memphis-Specialized Academic Course Fees-College of Business

<b>Beginning Balance for Period Jan-26</b>	0.00	973,595.00
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Source	Category	GL Date	Event Class	Number	Line Description	Debit	Credit
BANNER	Boundary App	01/01/2026			Course Fee-Business UG	105.00	
BANNER	Boundary App	01/01/2026			Course Fee-Business UG		105.00
BANNER	Boundary App	01/01/2026			Course Fee-Business UG	105.00	
BANNER	Boundary App	01/01/2026			Course Fee-Business UG	105.00	
BANNER	Boundary App	01/01/2026			Course Fee-Business UG	105.00	
BANNER	Boundary App	01/01/2026			Course Fee-Business UG	105.00	
BANNER	Boundary App	01/01/2026			Course Fee-Business UG		105.00



1361	BANNER	Boundary App	01/31/2026		Course Fee-Business UG	105.00	
1362	BANNER	Boundary App	01/31/2026		Course Fee-Business UG	105.00	
1363	BANNER	Boundary App	01/31/2026		Course Fee-Business UG	52.50	
1364	BANNER	Boundary App	01/31/2026		Course Fee-Business UG	52.50	
1365	BANNER	Boundary App	01/31/2026		Course Fee-Business UG	52.50	
1366	BANNER	Boundary App	01/31/2026		Course Fee-Business UG	52.50	

<b>Total for Period</b>						55,212.50	86,082.50
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<b>Ending Balance for Period Jan-26</b>						0.00	1,004,465.00
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1372								
1373	<b>Beginning Balance for Period Feb-26</b>						<b>0.00</b>	<b>1,004,465.00</b>
1374								
1375	<b>Source</b>	<b>Category</b>	<b>GL Date</b>	<b>Event Class</b>	<b>Number</b>	<b>Line Description</b>	<b>Debit</b>	<b>Credit</b>
1376	BANNER	Boundary App	02/01/2026			Course Fee-Business UG	52.50	
1377	BANNER	Boundary App	02/01/2026			Course Fee-Business UG	52.50	
1378	BANNER	Boundary App	02/01/2026			Course Fee-Business UG	52.50	
1379	BANNER	Boundary App	02/01/2026			Course Fee-Business UG	52.50	
1380	BANNER	Boundary App	02/01/2026			Course Fee-Business UG	52.50	



1411	BANNER	Boundary App	02/11/2026			Course Fee-Business UG		105.00
1412	BANNER	Boundary App	02/12/2026			Course Fee-Business UG		105.00
1413	BANNER	Boundary App	02/16/2026			Course Fee-Business UG		105.00
1414	BANNER	Boundary App	02/16/2026			Course Fee-Business UG		105.00
1415	BANNER	Boundary App	02/17/2026			Course Fee-Business UG		105.00
1416	BANNER	Boundary App	02/24/2026			Course Fee-Business UG		105.00
1417	BANNER	Boundary App	02/24/2026			Course Fee-Business UG		105.00
1418	BANNER	Boundary App	02/27/2026			Course Fee-Business UG		105.00

1419								
1420								
1421								
1422	<b>Ending Balance for Period Feb-26</b>						<b>0.00</b>	<b>1,004,202.50</b>
1423								
1424								
1425	<b>Beginning Balance for Period Mar-26</b>						<b>0.00</b>	<b>1,004,202.50</b>
1426								
1427	<b>Source</b>	<b>Category</b>	<b>GL Date</b>	<b>Event Class</b>	<b>Number</b>	<b>Line Description</b>	<b>Debit</b>	<b>Credit</b>
1428	BANNER	Boundary App	03/03/2026			Course Fee-Business UG		105.00
1429	BANNER	Boundary App	03/23/2026			Course Fee-Business UG	52.50	

1430								
1431								
1432								
1433	<b>Ending Balance for Period Mar-26</b>						<b>0.00</b>	<b>1,004,255.00</b>
1434								
1435								
1436								
1437								
1438								
1439								
1440								
1441								
1442								
1443								
1444								

<b>Total for Period</b>						<b>1,732.50</b>	<b>1,470.00</b>
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<b>Total for Period</b>						<b>52.50</b>	<b>105.00</b>
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<b>Total for Account</b>						<b>0.00</b>	<b>1,004,255.00</b>
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<b>Total for Ledger</b>						<b>0.00</b>	<b>1,004,255.00</b>
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End of Report

**Schedule New Process**

Type  Job  Job Set

Name  ▼

Description Lists detail or summary actual account balances and activity by ledger, balancing segment, and account segment. The report prints the value, description, debit or credit balance for beginning and period end, debits and credits for period activity.

General Ledger Trial Balance Report

Need to be provided the Parameters

### Process Details

**i** This process will be queued up for submission at position 1

**Process Options** **Advanced** **Submit** **Cancel**

**Name** General Ledger Trial Balance Report  Print output **v**

**Description** Lists detail or summary actual account balances...  Notify me when this process ends

**Schedule** As soon as possible **Submission Notes**

### Basic Options

Parameters

\* Data Access Set

\* Ledger

\* Ledger Currency

\* Currency Type Total

Entered Currency

Account 0 Filter Conditions Defined

\* From Period

\* To Period

Account Level

Top Level Parent Account

\* Account Class All

Account Delimiter

Zero Beginning of Year Balance

\* Trial Balance Type Detail