Running a Financial Statement Generator (FSG) in EAS

FSGs are customized reports created by a limited number of employees across the university.

Click on the “GW GL” responsibility. Under the “Report Manager” heading, click the “Financial Report Submission” link.

Oracle Applications home screen

Click “Financial Report Submission”.
Enter the “Primary Parameters”.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>If known, enter report name. If unknown, click on magnifying glass to search for report name.</td>
</tr>
</tbody>
</table>

Submission Parameters
Submission Parameters – Report Name Search

All reports created and maintained by the UBO begin with “UBO”. In the “Search by” field, enter the first few characters of the desired report (e.g., ubo 13 or %ubo 13%), and click “Go”. Scroll to the desired report name, and either click in the circle next to the report name or click the “Quick Select” icon to select the desired report.
<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Enter the desired period (e.g., Jan-13).</td>
</tr>
<tr>
<td>Date</td>
<td>Will default based on period entered.</td>
</tr>
<tr>
<td>Currency</td>
<td>Defaults to USD</td>
</tr>
<tr>
<td>Ledger</td>
<td>Defaults to George Washington University</td>
</tr>
</tbody>
</table>

**Submission Parameters**

Enter report parameters.
Reports may be run either using the segment override or content set features.

To run a report using Segment Override:

The segment override will print one report for the specified organization.

Under the “Additional Parameters” heading, click the search icon (magnifying glass) to the right of the field to open the “Select Segment Override” window.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity</td>
<td>Enter the appropriate entity (e.g., UN for university).</td>
</tr>
<tr>
<td>Organization</td>
<td>Enter either the specific or summary organization number.</td>
</tr>
<tr>
<td>Funding Source</td>
<td>Enter the appropriate funding source (e.g., C100001).</td>
</tr>
<tr>
<td></td>
<td>Leave all other fields blank.  Click “Apply”.</td>
</tr>
</tbody>
</table>

Submission Parameters – Segment Override

![Select Segment Override window](image)

Enter parameters Entity, Organization, and Funding Source.

Click “Apply”.

![Click “Apply”](image)
Submission Parameters – Segment Override

Select “Next”.

To run a report using Content Set:

A content set defines the way to change the definition of an element of the report to change the report output. For the UBO, a content set represents an organizational grouping for a particular department that will generate a report that includes a separate report for each organization within the department.
Under the “Primary Parameters” heading, click the search icon (magnifying glass) to the right of the field to open the search window.

Content searches begin and end with the wildcard character (%) and include “UBO”. For example, to search for the President Office content set, enter “%ubo pres%” in the search field. Click “Go” to execute the search.

**Submission Parameters – Content Set**

The results of the search will display in the “Results” box. Depending on the specificity of the search parameters entered, more than one result may display.
Select the desired content set by either clicking in the circle next to the content set name or clicking the “Quick Select” icon.

Submission Parameters – Content Set
Submission Parameters

Select “Next”.
FSG reports may be published using the generic template or report-specific templates that incorporate easy to read formatting.

To search for the template, click on the search icon (magnifying glass).

**Publishing Parameters**

In the “Search by” field, enter the first few characters of the desired template bound by the wildcard character (%). The UBO report templates begin with “GW_UBO”. The template names have the same names as the reports. For example:
<table>
<thead>
<tr>
<th>Report Name</th>
<th>Template Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>UBO 13 MNTH BY ACCOUNT</td>
<td>GW_UBO 11 MNTH BY ACCOUNT</td>
</tr>
</tbody>
</table>

Report templates are based on the UBO 11 report series; however, the templates work for a report for any fiscal year.

Select the appropriate template for the report by either clicking in the circle next to the template name or clicking the “Quick Select” icon.

**Publishing Parameters – Template Search**

![Search on template name.](image1)

![Search results.](image2)
Click “Next”.

FSG reports in EAS are published to a repository. [NOTE: This is system functionality. It is not possible to access or edit any report in the repository.]

In the “Report Name” field, enter the name of the report that will be run.

Under the “Select Focus Name”, click on the expansion icon (+ sign) to expand the Reports Repository. Select “UBO” as the repository.

Storage Location
Click "Next".
Click “Next”.

Presentation

The “Review” screen summarizes the report name and corresponding parameters.

Click “Submit” to run the report.
Review

The “Confirmation” screen is an acknowledgment that the report has been submitted, and provides a request ID for the job.

Click “Monitor Requests” to display the “Request Summary Table”, a list of pending and complete requests.
Confirmation

The current request appears at the top of the list. A user can view all reports and jobs run within the last 24 hours.
Each FSG report request consists of three components, each with a separate request ID: FO Generator, Financial Statement Generator, and Publish and Presentation Program.

Click “Refresh” to update the “Phase” and “Status” of the report.
When the “Phase” of the “Publish and Presentation Program” component of the request is “Completed” and the “Status” is “Normal”, the report is finished running.

In the “Output” column, click the view request results icon to open the report.

Requests

![Completed report.](image)

Click request results icon.
Click the “View Report Now” link to open the report.

View Report Link

Click link to view report.

FSG reports have three output types, two of which are active:

- Excel
- PDF
- HTML (inactive output)
The templates are designed to work best in the Excel report output. For reports run on the segment override, the user may choose either the Excel or PDF output. However, the Excel output may be preferable because it can be manipulated (i.e., the user has spreadsheet functionality to hide rows, insert calculations, etc.)

For reports run on a content set, the Excel output will generate a separate worksheet for each organization in the content set; the PDF output will stack the worksheets on top of each other.

Report Output Type

Click Excel report output type.
When the output is selected, a confirmation screen will appear.

*Document Service home screen*

When the report is being created, Excel will launch showing the template. The finished report will be in the form of the template selected.
Save the report. [**NOTE**: A copy of the report will automatically save in the users Documents Library for future reference.]

**FSG Report output**
If the report does not open in Excel:

If the report does not open, check the Excel settings:

Go to File → Options → Trust Center. Click the “Trust Center Settings” button.

Excel Options, Trust Center

Click “Trust Center”.

Click “Trust Center Settings”.

Click “ActiveX Settings” from the Trust Center. Make sure the ActiveX settings are set as below, and click “OK”.

23 EAS Documentation: Running FSGs January 2013
Click “Macro Settings” from the Trust Center. Make sure the macro settings are set as below, and click “OK”.

Check ActiveX settings.

Click “OK”.

Trust Center, ActiveX Settings
Check macro settings.

The updated Excel settings should now allow the user to open the report.

Return to the Oracle Applications home screen, click on the “GW GL” responsibility. Under the “Report Manager” heading, click on the link to “View Requests”. Select the appropriate report, and repeat the steps outlined on pages 27-32 to open the report.