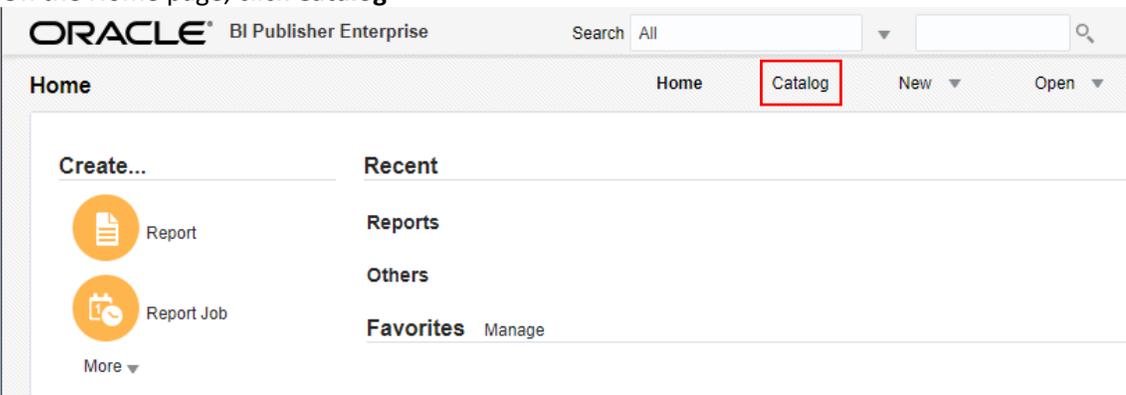
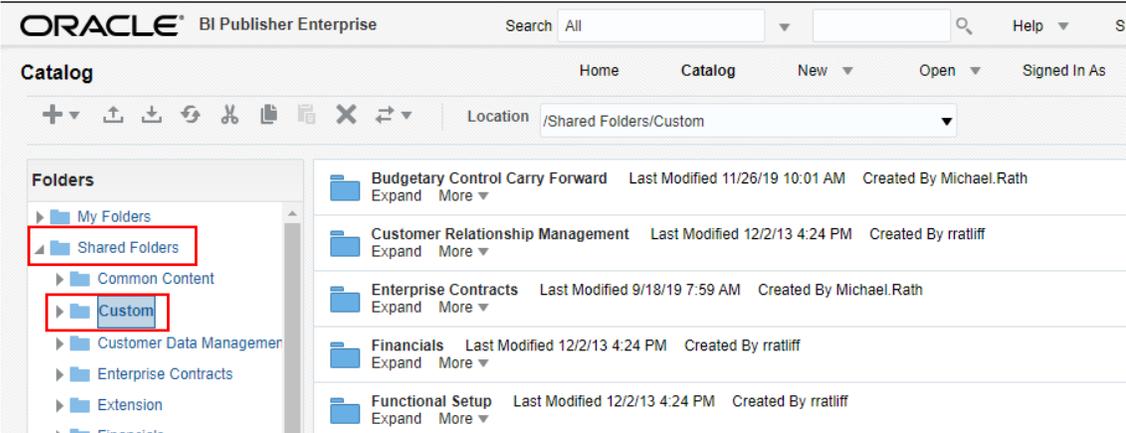
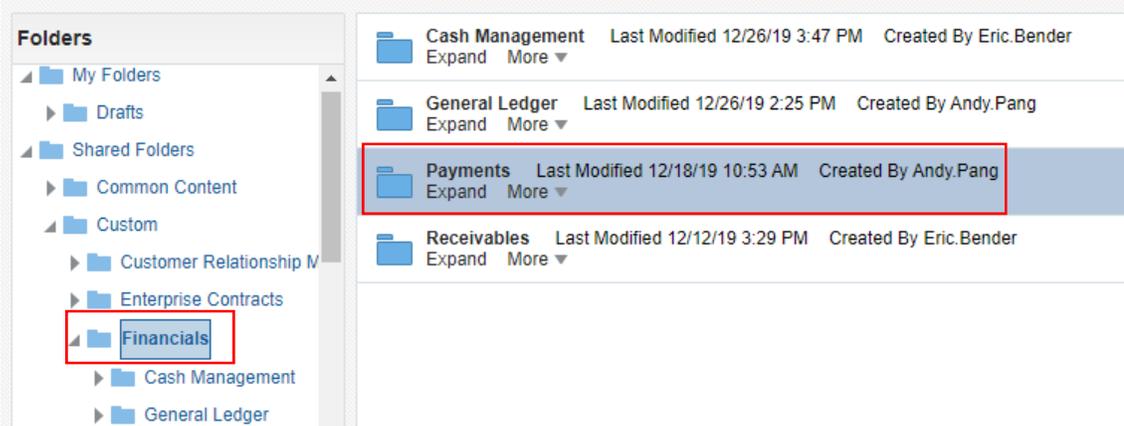
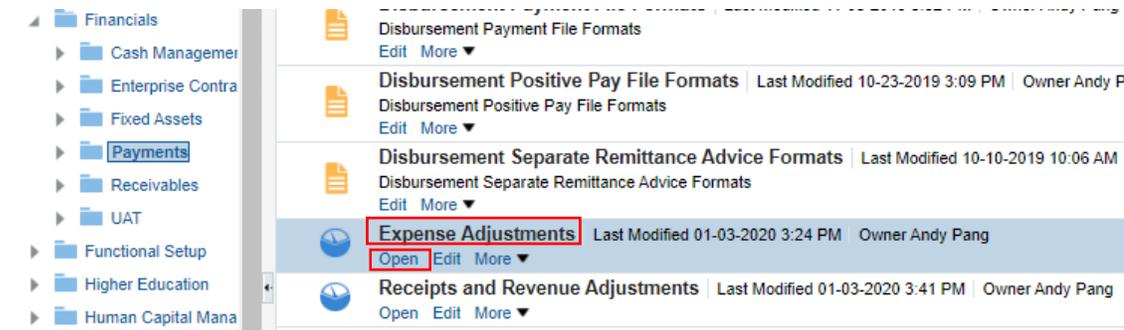
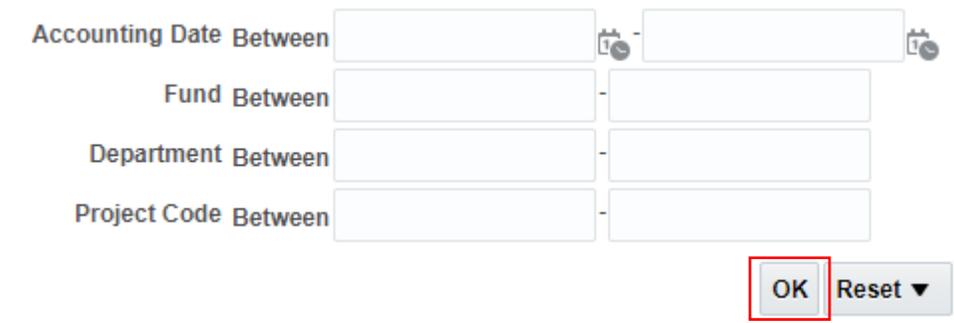


Accounts Payable Expense Adjustments Report

Audience: Lucas County AP

Purpose: This job aid will assist with the steps to run an Expense Adjustment report using the Reports and Analytics URL to replace the FROGS report “Expense Adjustment”

Step	Action
1	Login to Oracle Cloud, then navigate to the URL: https://eieb.fa.us6.oraclecloud.com/analytics
2	<p>On the Home page, click Catalog</p>  <p>The screenshot shows the Oracle BI Publisher Enterprise interface. At the top, there is a search bar and navigation tabs: Home, Catalog (highlighted with a red box), New, and Open. Below the navigation, there are sections for 'Create...' (Report, Report Job) and 'Recent' (Reports, Others, Favorites).</p>
3	<p>In the Folders tab, click Shared Folders then Custom (either expanding the tabs or double clicking on the folders to the right)</p>  <p>The screenshot shows the Oracle BI Publisher Enterprise Catalog page. The 'Catalog' tab is selected. The left sidebar shows a tree view of folders: My Folders, Shared Folders (highlighted with a red box), Common Content, Custom (highlighted with a red box), Customer Data Management, Enterprise Contracts, Extension, and Financials. The main content area displays a list of folders with details like 'Last Modified' and 'Created By'.</p>

<p>4</p>	<p>Then, either expand or double click the folder that says Financials and once clicked, then open Payments</p>  <p>The screenshot shows a file explorer interface. On the left, under 'Shared Folders', the 'Financials' folder is highlighted with a red box. On the right, the 'Payments' folder is also highlighted with a red box. Other folders visible include 'Cash Management', 'General Ledger', and 'Receivables'.</p>
<p>5</p>	<p>Once open, select Expense Adjustments and click Open</p>  <p>The screenshot shows the contents of the 'Payments' folder. The 'Expense Adjustments' item is selected and highlighted with a blue background. The 'Open' button next to it is highlighted with a red box. Other items include various 'Disbursement' file formats.</p>
<p>6</p>	<p>Enter the Accounting Date, Fund values, and Department values and optionally Project codes for the desired range and click OK</p>  <p>The screenshot shows a form with four rows of input fields: 'Accounting Date Between', 'Fund Between', 'Department Between', and 'Project Code Between'. Each row has two input boxes separated by a hyphen. At the bottom right, there are two buttons: 'OK' (highlighted with a red box) and 'Reset'.</p>
<p>7</p>	<p>The report will open and be produced as a webpage. To save or export into another format click Export at the bottom of the screen, then select the PDF – the file will be automatically downloaded to your computer to open and save</p>

r	Account Code	Accounting Date	Journal Name
	111100	1/31/2018	Conversion: Jan-2018Conversion
		2/28/2018	Conversion: Feb-2018Conversion
		3/31/2018	Conversion: Mar-2018Conversion
		4/30/2018	Conversion: Apr-2018Conversion
		5/31/2018	Conversion: May-2018Conversion
		6/30/2018	Conversion: Jun-2018Conversion
		7/31/2018	Conversion: Jul-2018Conversion
		8/31/2018	Conversion: Aug-2018Conversion
		9/30/2018	Conversion: Sep-2018Conversion

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-  Powerpoint 2007+
-  Web Archive (.mht)
-  Data