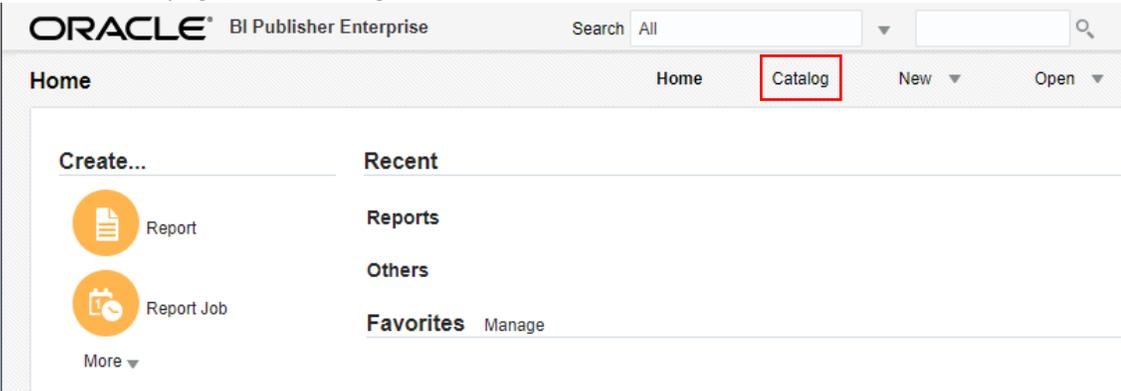
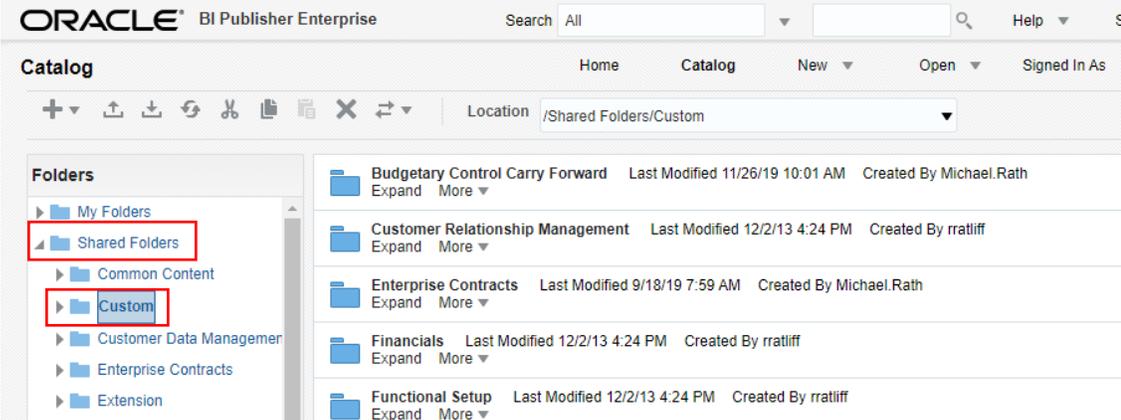
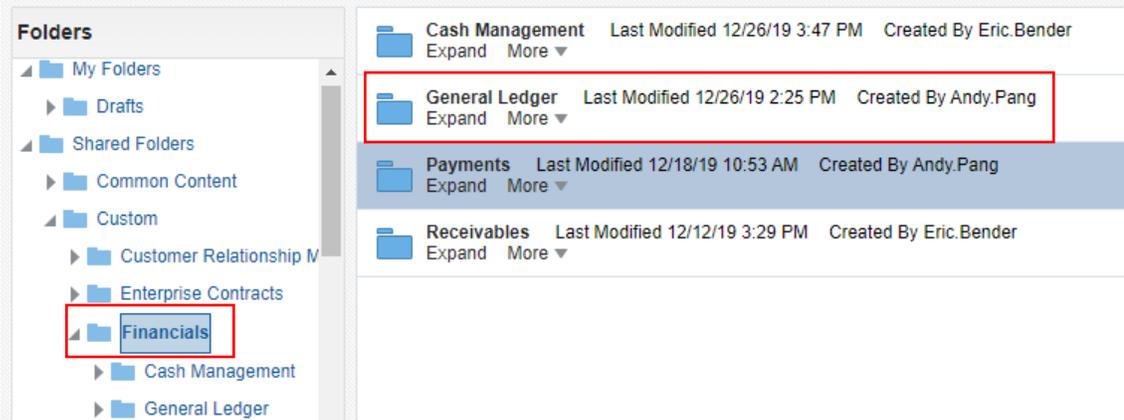
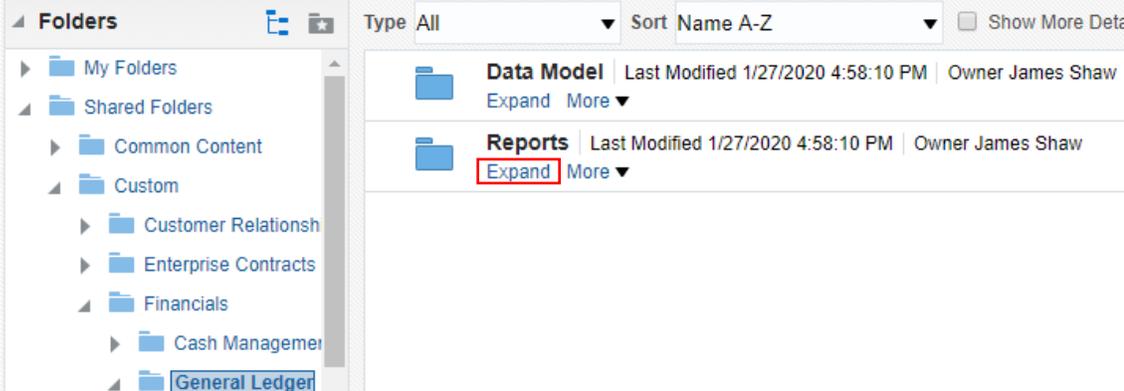
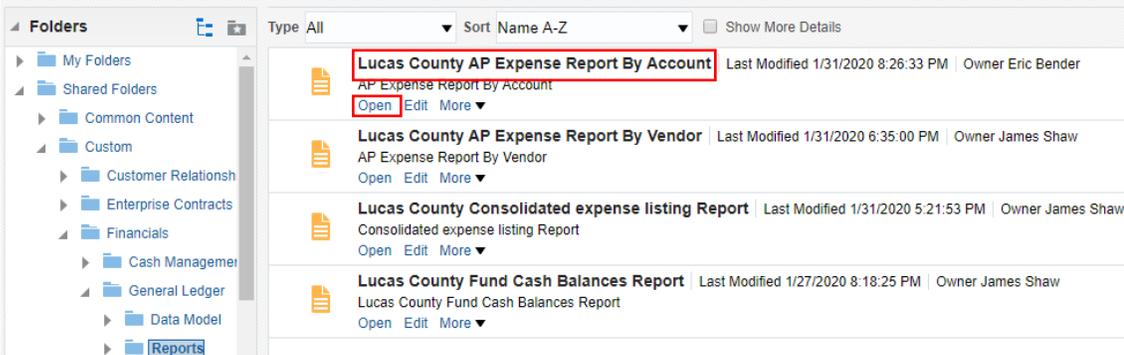


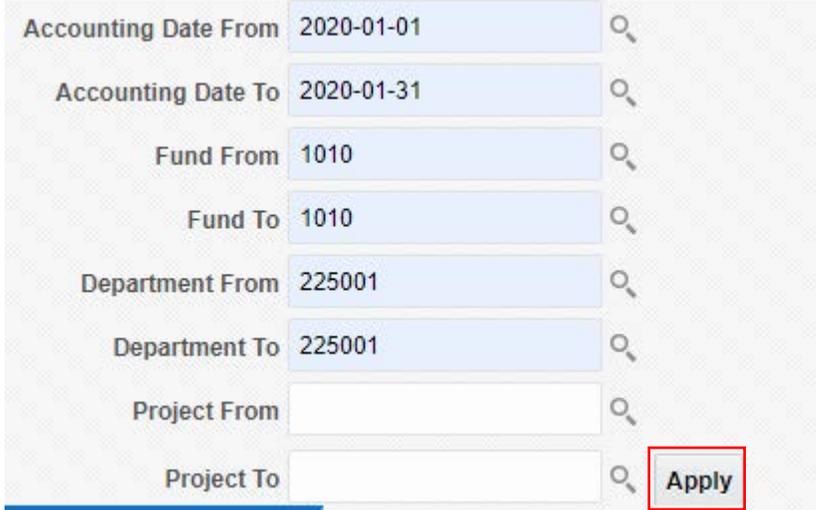
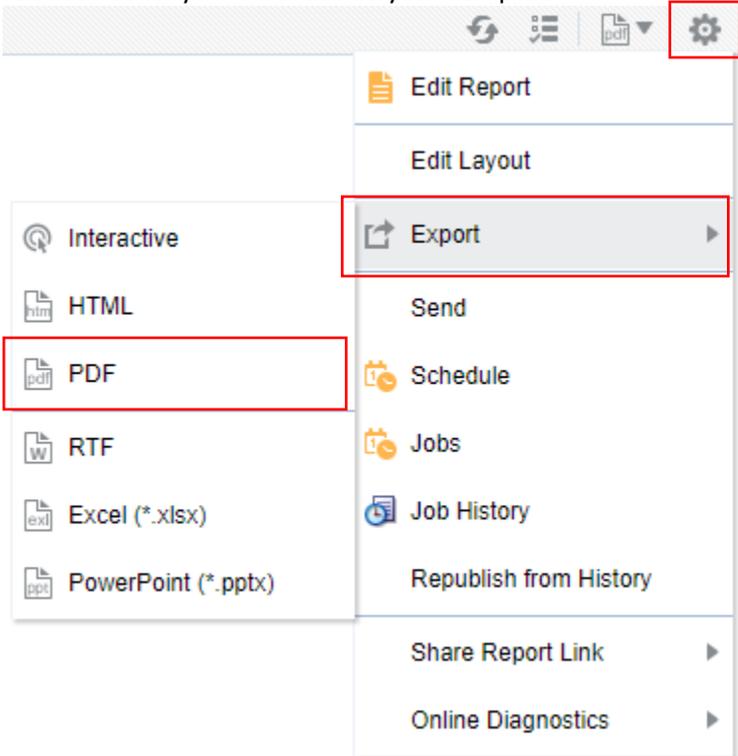
Report: AP Expenses by Account

Audience: Lucas County AP

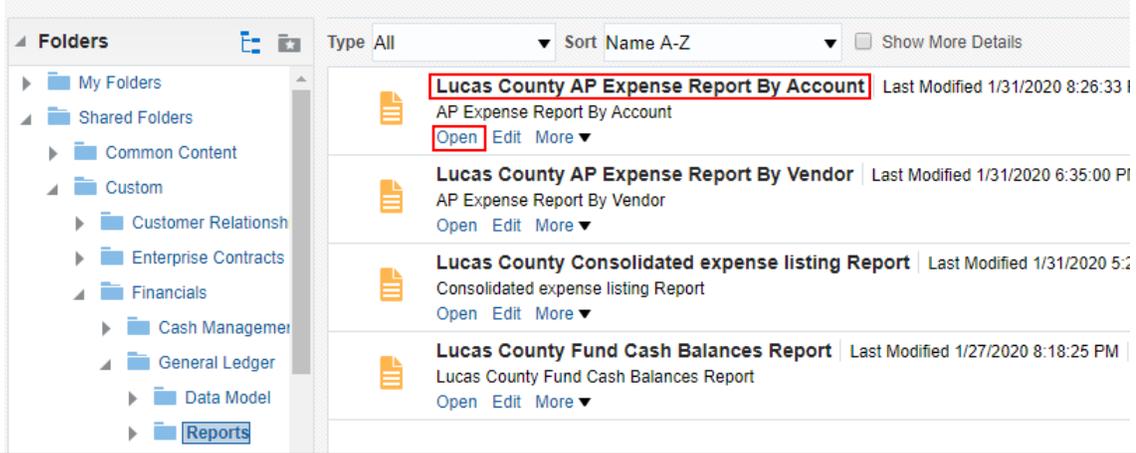
Purpose: This job aid will assist with the steps to run two reports. Expenses by Fund or Expenses by Vendor report using the Reports and Analytics URL to replace the FROGS report “AP Expenses by Account” and “AP Expenses by Vendor”

Step	Action
	For AP Expenses by Vendor, do steps 1-5 then read step 9
1	Login to Oracle Cloud, then navigate to the URL: https://eieb.fa.us6.oraclecloud.com/analytics
2	On the Home page, click Catalog 
3	In the Folders tab, click Shared Folders then Custom (either expanding the tabs or double clicking on the folders to the right) 

<p>4</p>	<p>Then, either expand or double click the folder that says Financials and once clicked, then open General Ledger</p>  <p>The screenshot shows a file explorer interface. On the left, under 'Custom' folders, the 'Financials' folder is selected and highlighted with a red box. On the right, the 'General Ledger' folder is highlighted with a blue background and a red box around its 'Expand' and 'More' options. Other folders visible include 'Cash Management', 'Payments', and 'Receivables'.</p>
<p>5</p>	<p>In the General Ledger folder, click Expand under Reports</p>  <p>The screenshot shows the 'General Ledger' folder selected in the left pane. In the right pane, the 'Reports' folder is selected and highlighted with a blue background. The 'Expand' button for the 'Reports' folder is highlighted with a red box. The interface also shows filters for 'Type All' and 'Sort Name A-Z'.</p>
<p>6</p>	<p>Once open, select AP Expense Report by Account and click Open</p>  <p>The screenshot shows the 'Reports' folder selected in the left pane. In the right pane, the document 'Lucas County AP Expense Report By Account' is selected and highlighted with a blue background. The 'Open' button for this document is highlighted with a red box. Other reports listed include 'AP Expense Report By Vendor', 'Consolidated expense listing Report', and 'Fund Cash Balances Report'.</p>
<p>7</p>	<p>Enter the Accounting Date Range (YYYY-MM-DD), Fund values, Department values, or Project Values for the desired range and click Apply</p>

	 <p>Accounting Date From 2020-01-01</p> <p>Accounting Date To 2020-01-31</p> <p>Fund From 1010</p> <p>Fund To 1010</p> <p>Department From 225001</p> <p>Department To 225001</p> <p>Project From</p> <p>Project To</p> <p>Apply</p>
<p>8</p>	<p>The report will open and be produced as a webpage. To save or export into another format click The Gear Icon at the top right of the report, then click Export and select PDF – the file will be automatically downloaded to your computer</p>  <p>Interactive</p> <p>HTML</p> <p>PDF</p> <p>RTF</p> <p>Excel (*.xlsx)</p> <p>PowerPoint (*.pptx)</p> <p>Edit Report</p> <p>Edit Layout</p> <p>Export</p> <p>Send</p> <p>Schedule</p> <p>Jobs</p> <p>Job History</p> <p>Republish from History</p> <p>Share Report Link</p> <p>Online Diagnostics</p>

9 To access the **AP Expense Report by Vendor** analysis, repeat steps 1-5 then instead open **AP Expense by Vendor** and repeat steps 7 and 8



The screenshot shows a file explorer interface with a left-hand navigation pane and a main content area. The left pane shows a tree view of folders: My Folders, Shared Folders, Common Content, Custom, Customer Relationsh, Enterprise Contracts, Financials, Cash Managemer, General Ledger, Data Model, and Reports. The main content area displays a list of files with columns for file name, last modified date, and actions. The file 'Lucas County AP Expense Report By Account' is highlighted with a red box, and its 'Open' button is also highlighted with a red box. Other files in the list include 'Lucas County AP Expense Report By Vendor', 'Lucas County Consolidated expense listing Report', and 'Lucas County Fund Cash Balances Report'.

Type	Sort	Name	Last Modified
All <td>Name A-Z <td>Lucas County AP Expense Report By Account</td> <td>1/31/2020 8:26:33 I</td> </td>	Name A-Z <td>Lucas County AP Expense Report By Account</td> <td>1/31/2020 8:26:33 I</td>	Lucas County AP Expense Report By Account	1/31/2020 8:26:33 I
		AP Expense Report By Account	
		Open Edit More ▼	
		Lucas County AP Expense Report By Vendor	1/31/2020 6:35:00 PI
		AP Expense Report By Vendor	
		Open Edit More ▼	
		Lucas County Consolidated expense listing Report	1/31/2020 5:2
		Consolidated expense listing Report	
		Open Edit More ▼	
		Lucas County Fund Cash Balances Report	1/27/2020 8:18:25 PM
		Lucas County Fund Cash Balances Report	
		Open Edit More ▼	