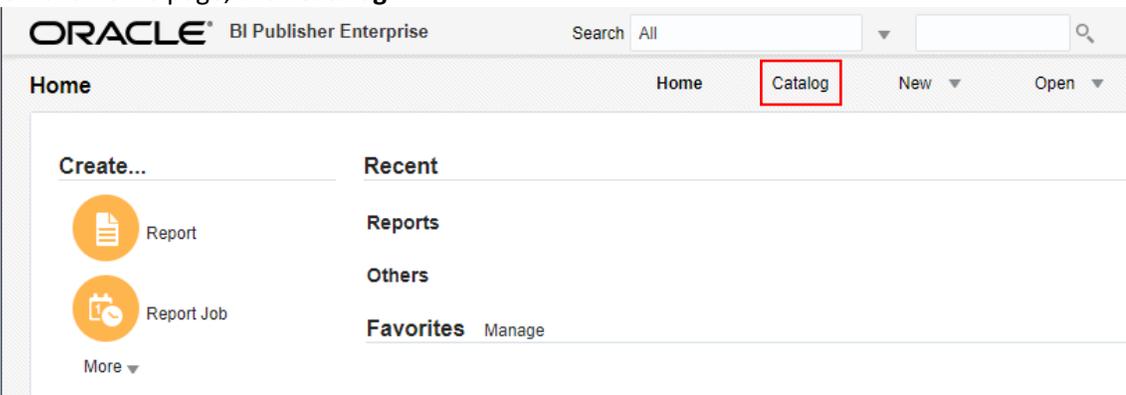
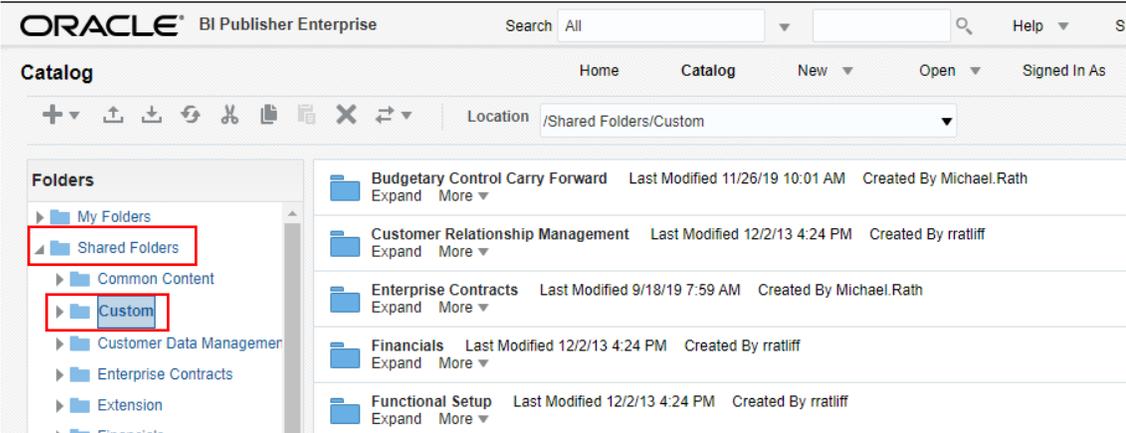
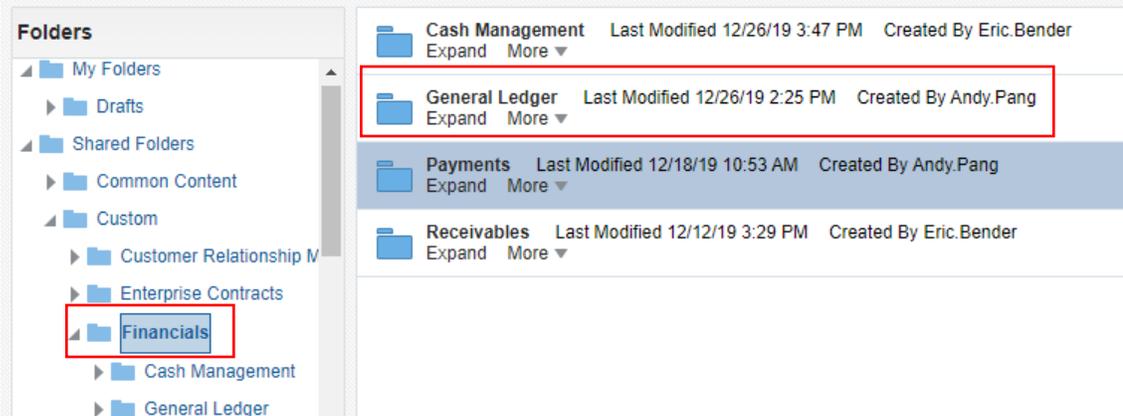
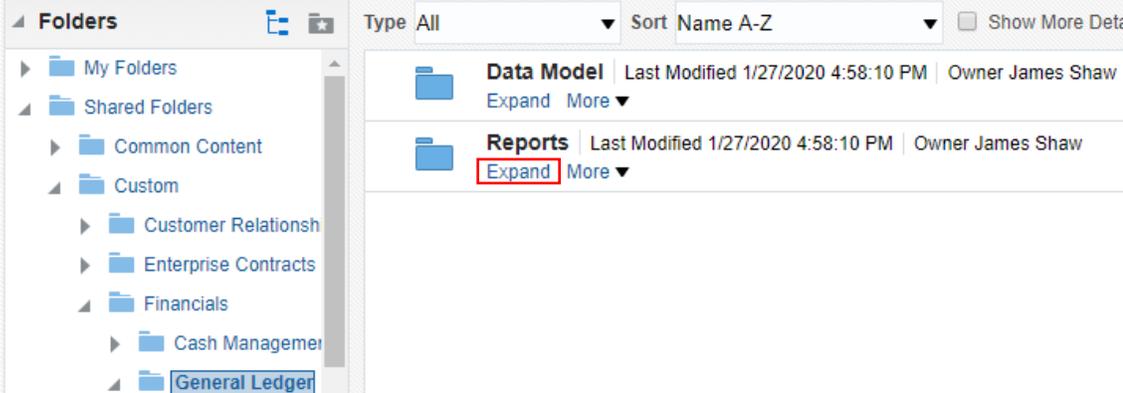
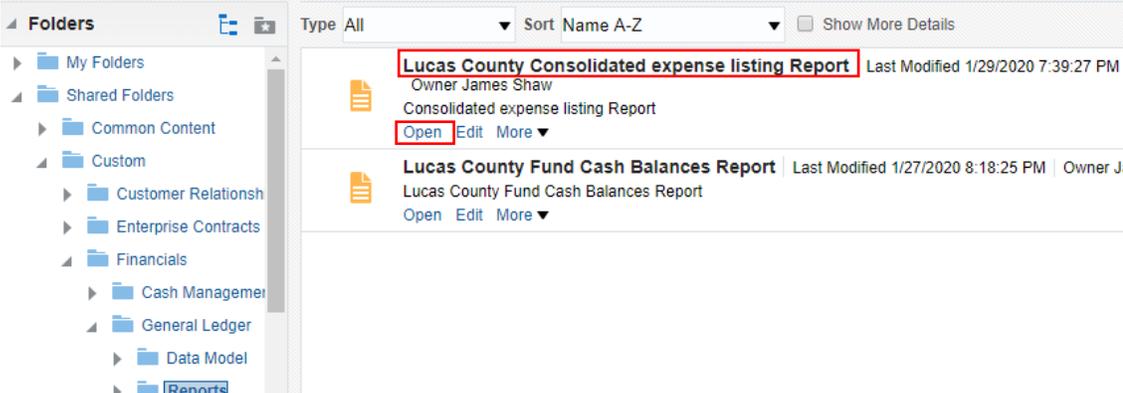


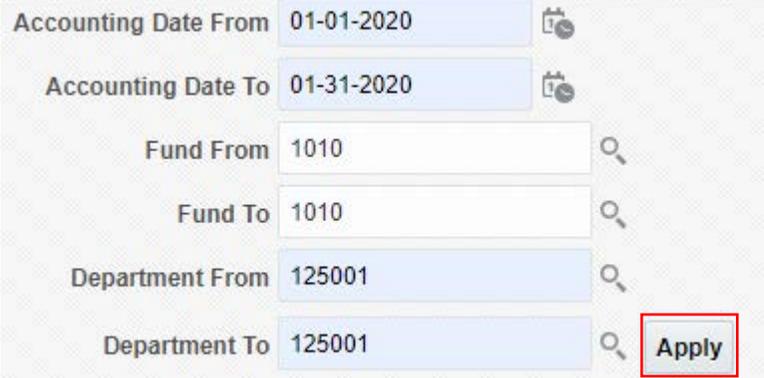
## Accounts Payable Consolidated Expenses Report

**Audience:** Lucas County AP

**Purpose:** This job aid will assist with the steps to run a Consolidated Expenses report using the Reports and Analytics URL to replace the FROGS report “Consolidated Expenses”

Step	Action
1	Login to Oracle Cloud, then navigate to the URL: <a href="https://eieb.fa.us6.oraclecloud.com/analytics">https://eieb.fa.us6.oraclecloud.com/analytics</a>
2	<p>On the Home page, click <b>Catalog</b></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 <b>Shared Folders</b> then <b>Custom</b> (either expanding the tabs or double clicking on the folders to the right)</p>  <p>The screenshot shows the Oracle BI Publisher Enterprise interface in the 'Catalog' view. The 'Location' is set to '/Shared Folders/Custom'. On the left, a 'Folders' pane shows 'Shared Folders' and 'Custom' highlighted with red boxes. The main area displays a list of folders including 'Budgetary Control Carry Forward', 'Customer Relationship Management', 'Enterprise Contracts', 'Financials', and 'Functional Setup'.</p>

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

	
<p>8</p>	<p>The report will open and be produced as a webpage. To save or export into another format click <b>The Gear Icon</b> at the top right of the report, then click <b>Export</b> and select <b>PDF</b> – the file will be automatically downloaded to your computer</p> 