

# **FSG Department User**

## **Student Guide**

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# **Oracle Financial Statement Generator Reports**

## **Chapter 1**

# *Oracle Financial Statement Generator Reports*

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## **Section Objectives**

At the end of this section, you should be able to:

- Describe Financial Statement Generator Reports
- Run Financial Statement Generator Reports
- Copy financial data contained in the reports from PRISM to Excel electronically

# *Oracle Financial Statement Generator Reports*

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## **General Description of Financial Statement Generator (FSG) Reports**

- Custom-built reports that provide summary information (i.e., no transaction detail) for a specific period selected by the user.
- Reports are designed to include only those accounts to which the user has access through their online PRISM responsibility.
- Each FSG is pre-defined as to its content, columns and rows.
- A *Segment Override* feature allows the user to limit a report to a subset of the content, such as a single department value.
- Use the *Segment Override* feature cautiously, because the use of certain override fields may result in confusing, misleading or unusable output.
- Questions regarding the *Segment Override* feature should be directed to:

**Michael Moran      (412) 624-6625**

# ***Oracle Financial Statement Generator Reports***

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## **Descriptions of Individual FSG Reports Available in the PRISM General Ledger**

### ***1. PGL FSG – GL Summary***

- Report Title: *General Ledger Summary*
- Displays fiscal year-to-date actual revenues, expenses, and net assets by account for each entity (02, 03, 04, 05, 06, 08, 09, 47, 48).
- Can take more than an hour to execute.
- Segment Override: Entity and/or Department

### ***2. PGL FSG – GL Summary (05)***

- Report Title: *General Ledger Summary (Entity 05)*
- Displays fiscal year-to-date actual revenues, expenses (direct & indirect), and net assets by account for entity 05.
- Can take more than an hour to execute.
- Segment Override: Department

### ***3. PGL FSG – I/S Budget Variance Detail***

- Report Title: *Income Statement Budget Variance Detail*
- Compares fiscal year-to-date budget and actual revenues and expenses by department, purpose, subcode and reference code in entities 02 and 03.
- Segment Override: Entity and/or Department

### ***4. PGL FSG – I/S Budget Variance Summary***

- Report Title: *Income Statement Budget Variance Summary*
- Compares fiscal year-to-date budget and actual revenues and expenses by subcode category in entities 02 and 03 for both the current and prior fiscal years.
- Segment Override: Entity and/or Department

## ***Oracle Financial Statement Generator Reports***

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### ***5. PGL FSG - I/S Budget Variance Summary (Fin Aid)***

- Report Title: *Income Statement Budget Variance Summary – Financial Aid Accounts*
- Compares fiscal year-to-date budget and actual revenues and expenses by subcode category for purpose 07xxx accounts entity 02 for both the current and prior fiscal years.
- Segment Override: Department

### ***6. PGL FSG – I/S Budget Variance Summary by Dept***

- Report Title: *Income Statement Budget Variance Summary by Department*
- Compares fiscal year-to-date budget and actual revenues and expenses by subcode category for each department in entities 02 and 03 for both the current and prior fiscal years.
- *Segment Override:* Entity and/or Department

### ***7. PGL FSG – I/S Summary 1.1***

- Report Title: *Income Statement Summary 1.1*
- Summarizes all accounts and displays fiscal year-to-date actual revenues and expenses by subcode category in entities 02, 03, 04, 05, and 09.
- Segment Override: Department

### ***8. PGL FSG – I/S Summary 1.1 by Dept***

- Report Title: *Income Statement Summary 1.1 by Department*
- Summarizes all accounts within each department and displays fiscal year-to-date actual revenues and expenses by subcode category for entities 02, 03, 04, 05, and 09.
- This report can take an hour to execute.
- Segment Override: Department

## ***Oracle Financial Statement Generator Reports***

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### ***9. PGL FSG – I/S Summary 1.2***

- Report Title: *Income Statement Summary 1.2*
- Summarizes all accounts and displays fiscal year-to-date actual revenues and expenses by subcode in entities 02, 03, 04, 05, and 09.
- Segment Override: Department

### ***10. PGL FSG – I/S Summary 1.2 by Dept***

- Report Title: *Income Statement Summary 1.2 by Department*
- Summarizes all accounts within each department and displays fiscal year-to-date actual revenues and expenses by subcode for entities 02, 03, 04, 05, and 09.
- This report can take an hour to execute.
- Segment Override: Department

### ***11. PGL FSG – I/S Summary 1.3***

- Report Title: *Income Statement Summary 1.3*
- Summarizes all accounts and displays fiscal year-to-date actual revenues and expenses by subcode and reference code in entities 02, 03, 04, 05, and 09.
- Segment Override: Department

### ***12. PGL FSG – I/S Summary 1.3 by Dept***

- Report Title: *Income Statement Summary 1.3 by Department*
- Summarizes all accounts within each department and displays fiscal year-to-date actual revenues and expenses by subcode and reference code for entities 02, 03, 04, 05, and 09.
- This report can take an hour to execute.
- Segment Override: Department



## ***Oracle Financial Statement Generator Reports***

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### ***13. PGL FSG – I/S Summary 2.1***

- Report Title: *Income Statement Summary 2.1*
- Summarizes all accounts and displays fiscal year-to-date actual revenues and expenses by subcode category in entities 06, 08, 47 and 48.
- Segment Override: Department

### ***14. PGL FSG – I/S Summary 2.1 by Dept***

- Report Title: *Income Statement Summary 2.1 by Department*
- Summarizes all accounts within each department and displays fiscal year-to-date actual revenues and expenses by subcode category for entities 06, 08, 47, and 48.
- This report can take an hour to execute.
- Segment Override: Department

### ***15. PGL FSG – I/S Summary 2.2***

- Report Title: *Income Statement Summary 2.2*
- Summarizes all accounts and displays fiscal year-to-date actual revenues and expenses by subcode in entities 06, 08, 47 and 48.
- Segment Override: Department

### ***16. PGL FSG – I/S Summary 2.2 by Dept***

- Report Title: *Income Statement Summary 2.2 by Department*
- Summarizes all accounts within each department and displays fiscal year-to-date actual revenues and expenses by subcode for entities 06, 08, 47, and 48.
- This report can take an hour to execute.
- Segment Override: Department

## ***Oracle Financial Statement Generator Reports***

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### ***17. PGL FSG – I/S Summary 2.3***

- Report Title: *Income Statement Summary 2.3*
- Summarizes all accounts and displays fiscal year-to-date actual revenues and expenses by subcode and reference code in entities 06, 08, 47 and 48.
- Segment Override: Department

### ***18. PGL FSG – I/S Summary 2.3 by Dept***

- Report Title: *Income Statement Summary 2.3 by Department*
- Summarizes all accounts within each department and displays fiscal year-to-date actual revenues and expenses by subcode and reference code for entities 06, 08, 47, and 48.
- This report can take an hour to execute.
- Segment Override: Department

### ***19. PGL FSG – Level II I/S (02 & 03)***

- Report Title: *Level II Income Statement – Entities 02 & 03*
- Compares fiscal year-to-date budget to fiscal year-to-date actual by subcode and reference code for entities 02 and 03. Includes period-to-date budget and period-to-date actual data.
- *Segment Override:* Entity and/or Department

### ***20. PGL FSG – Level II I/S (04 & 06-48)***

- Report Title: *Level II Income Statement – Entities 04 & 06-48*
- Provides period-to-date actual and fiscal year-to-date actual by subcode and reference code for entities 04, 06, 08, 09, 47 and 48.
- *Segment Override:* Entity and/or Department

## ***Oracle Financial Statement Generator Reports***

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### ***21. PGL FSG – Level II I/S (05)***

- Report Title: *Level II Income Statement – Entity 05*
- Compares project-to-date budget to actual and fiscal year-to-date budget to actual by subcode and reference code for entity 05. Includes period-to-date actual data.
- Segment Override: Department

### ***22. PGL FSG – Level II I/S Detail (02 & 03)***

- Report Title: *Level II Income Statement Detail – Entities 02 & 03*
- Compares fiscal year-to-date budget to fiscal year-to-date actual by department, purpose, subcode and reference code for entities 02 and 03. Includes period-to-date budget and period-to-date actual data.
- *Segment Override:* Entity and/or Department

### ***23. PGL FSG – Level II I/S Detail (04 & 06-48)***

- Report Title: *Level II Income Statement Detail – Entities 04 & 06-48*
- Provides period-to-date actual and fiscal year-to-date actual by department, purpose, subcode and reference code for entities 04, 06, 08, 09, 47 and 48.
- *Segment Override:* Entity and/or Department

### ***24. PGL FSG – Level II I/S Detail (05)***

- Report Title: *Level II Income Statement Detail – Entity 05*
- Compares project-to-date budget to actual and fiscal year-to-date budget to actual by department, project, subcode and reference code for entity 05. Includes period-to-date actual data.
- Segment Override: Department

## ***Oracle Financial Statement Generator Reports***

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### ***25. PGL FSG – Level II I/S Summary (02 & 03)***

- Report Title: *Level II Income Statement Summary – Entities 02 & 03*
- Compares fiscal year-to-date budget to fiscal year-to-date actual by subcode category for entities 02 and 03. Includes period-to-date budget and period-to-date actual data.
- *Segment Override:* Entity and/or Department

### ***26. PGL FSG – Level II I/S Summary (04 & 06-48)***

- Report Title: *Level II Income Statement Summary – Entities 04 & 06-48*
- Provides period-to-date actual and fiscal year-to-date actual by subcode category for entities 04, 06, 08, 09, 47 and 48.
- *Segment Override:* Entity and/or Department

### ***27. PGL FSG – Level II I/S Summary (05)***

- Report Title: *Level II Income Statement Summary – Entity 05*
- Compares project-to-date budget to actual and fiscal year-to-date budget to actual by subcode category for entity 05. Includes period-to-date actual data.
- *Segment Override:* Department

### ***28. PGL FSG – Level II I/S Summary (Fin Aid)***

- Report Title: *Level II Income Statement Summary – Financial Aid Accounts*
- Compares fiscal year-to-date budget to fiscal year-to-date actual by subcode category for purpose 07xxx accounts in entity 02. Includes period-to-date budget and period-to-date actual data.
- *Segment Override:* Department

## ***Oracle Financial Statement Generator Reports***

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### ***29. PGL FSG – Level II I/S Summary by Dept (02 & 03)***

- Report Title: *Level II Income Statement Summary by Department – Entities 02 & 03*
- Compares fiscal year-to-date budget to fiscal year-to-date actual by subcode category for each department in entities 02 and 03. Includes period-to-date budget and period-to-date actual data.
- *Segment Override:* Entity and/or Department

### ***30. PGL FSG – Level II I/S Summary by Dept (05)***

- Report Title: *Level II Income Statement Summary by Department – Entity 05*
- Compares project-to-date budget to actual and fiscal year-to-date budget to actual by subcode category for each department in entity 05. Includes period-to-date actual data.
- *Segment Override:* Department

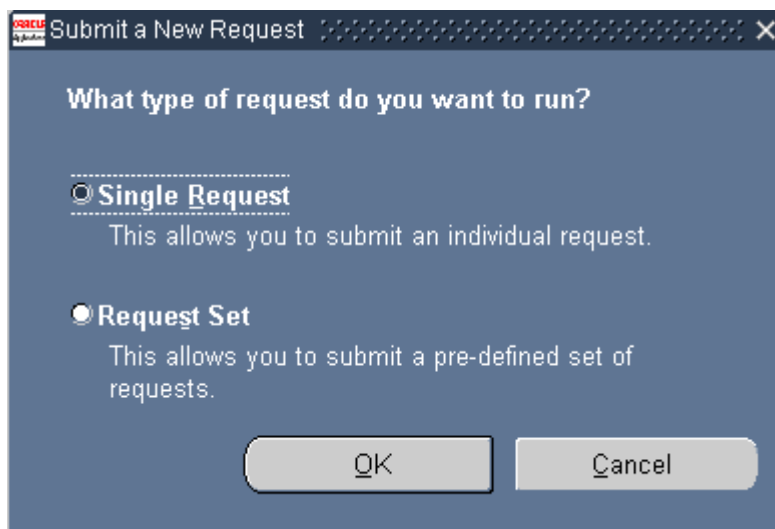
## ***Running Oracle Financial Statement Generator***

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You **must** use an ***Inquiry*** responsibility to run a Financial Statement Generator report. Running an FSG from an ***Entry*** responsibility will exclude some subcodes and even some accounts.

1. Navigate to the *Submit Requests* window

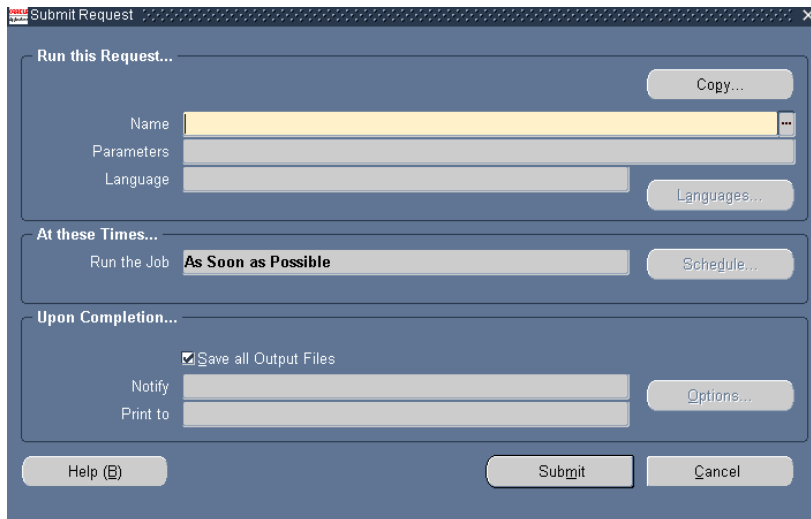
Oracle General Ledger  
N → Other → Reports → Run  
Submit Requests



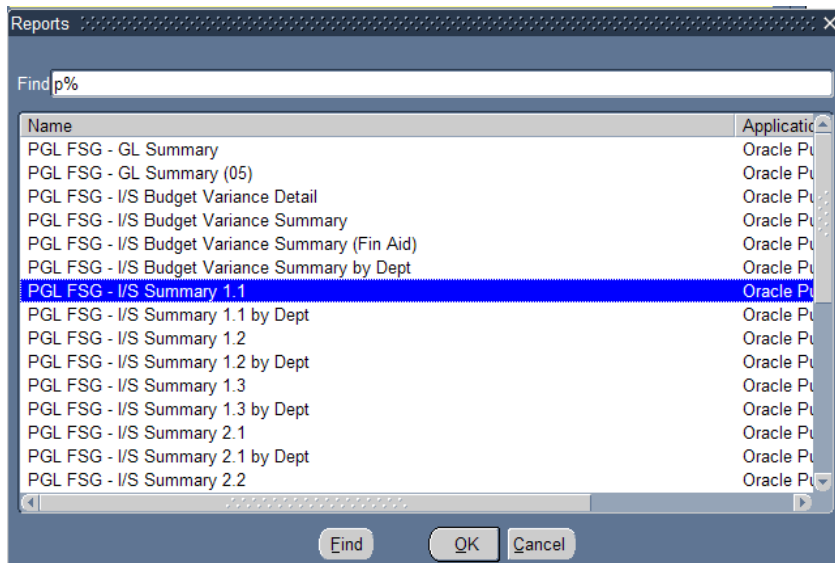
2. Determine the type of request you want to run
  - Single request
3. Click on *OK*

# Running Oracle Financial Statement Generator

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4. Click on the LOV in the *Name* field to get a list of the available reports
5. Select the desired FSG
  - PGL FSG - I/S Summary 1.1

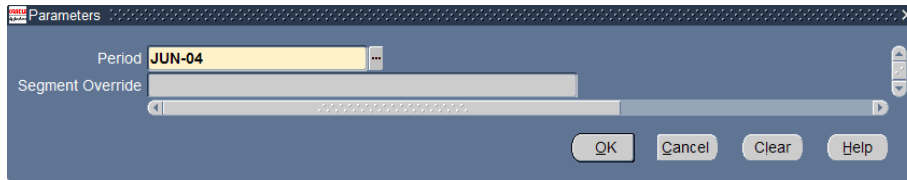


6. Click on *OK*

## Running Oracle Financial Statement Generator

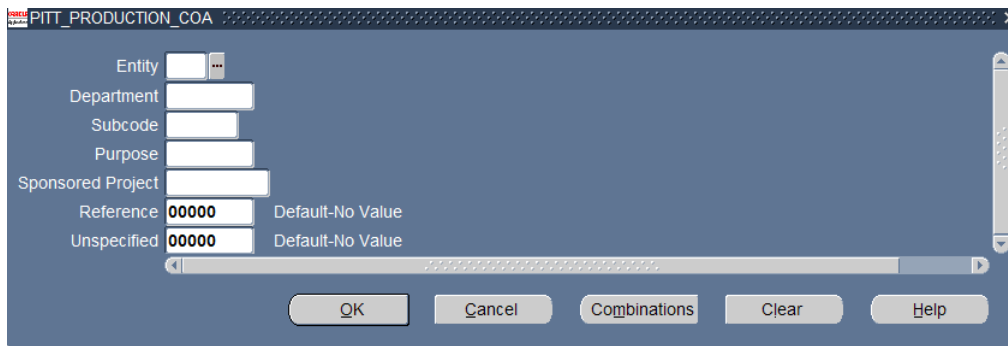
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7. Enter a *Period* for the report



The screenshot shows a dialog box titled "Parameters". It has a "Period" field with the value "JUN-04" and a dropdown arrow. Below it is a "Segment Override" field with a scrollable list of values. At the bottom, there are four buttons: "OK", "Cancel", "Clear", and "Help".

8. **(Optional)** Click on *Segment Override* to further define reporting parameters for the report



The screenshot shows a dialog box titled "PITT\_PRODUCTION\_COA". It has several input fields: "Entity", "Department", "Subcode", "Purpose", and "Sponsored Project". Below these are "Reference" and "Unspecified" fields, both containing "00000" and labeled "Default-No Value". At the bottom, there are five buttons: "OK", "Cancel", "Combinations", "Clear", and "Help".

9. Enter the appropriate segment restrictions

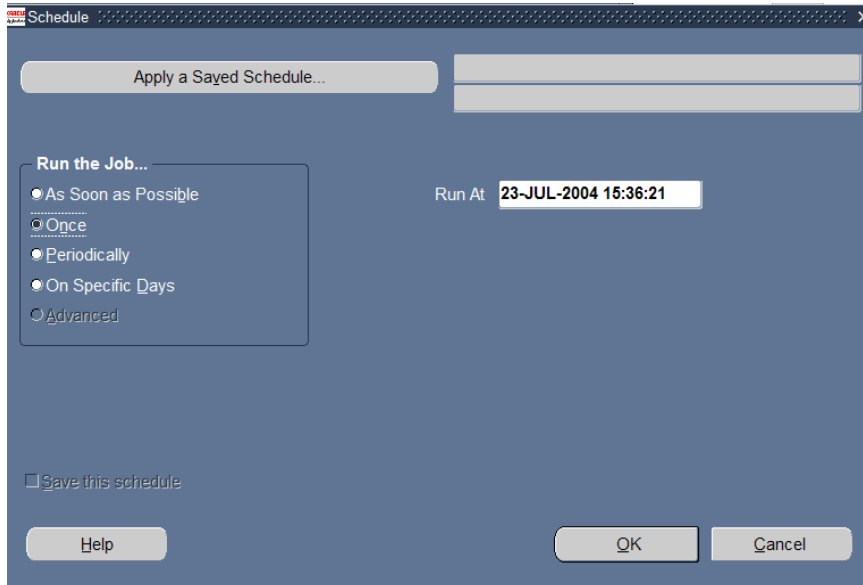
- Do not override a segment if specific values of that segment have been used to strictly define the columns or rows of the report. For example, since specific entity values are used to define the columns in the *Income Statement Summary 1.1* report, it is not appropriate to restrict the report to a single entity value as this will result in all columns containing the financial amounts of that one entity.
- At this time, Entity and Department are the only segments working properly. Use of other segments will result in an empty output file.
- Certain users may use “area” department values (i.e., ARExx) to limit a report to a single area. For example, if the FAS business administrator wants to run the General Ledger Summary report for the Natural Sciences departments (area 13), he/she may enter “ARE13” in the department field of the segment override.
- If you use the segment override feature, you must delete the default values in the Reference and Unspecified fields. If you do not, the report will not run properly (i.e., the output will **exclude** all reference values other than 00000.)



## ***Running Oracle Financial Statement Generator***

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10. Click on *OK* to return to the *Submit Request* window
11. To schedule the run of an FSG during non-working hours, click on the *Schedule* button
  - Normally the default option for running a report is *As soon as Possible*



12. Select *Once*
13. Enter another date/time in the *Run At* field
14. Click on *OK*
  - Although the output of the FSG may be minimal, the actual number of records evaluated can be significant to get that summary data
  - DO NOT run more than two FSG report requests at the same time, since the production of multiple FSGs can overload the system and cause performance problems
  - Running a sizable FSG such as *General Ledger Summary* can take more than an hour to run and during normal working hours that run could slow the overall system down

## Running Oracle Financial Statement Generator

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The 'Submit Request' dialog box is divided into three main sections:

- Run this Request...:** Contains fields for Name (PGL FSG - I/S Summary 1.1), Parameters (JUN-04), and Language (American English). Buttons for Copy... and Languages... are present.
- At these Times...:** Contains a field for Run the Job (Once: 23-JUL-2004 15:36:21) and a Schedule... button.
- Upon Completion...:** Contains a checked checkbox for Save all Output Files, a Notify field, a Print to field (pcl0racd), and an Options... button.

At the bottom are buttons for Help (B), Submit, and Cancel.

15. To change printing options, click on the *Options* button

The 'Upon Completion...' dialog box shows the 'Options' section with the following details:

- Save all Output Files
- Notify the following people:** A table with columns for Name and For Language.
- Print the Output To:** A table with columns for Printer, Copies, and For Language. The Style is set to Landscape.

Buttons for Help, OK, and Cancel are at the bottom.

Name	For Language

Printer	Copies	For Language
pcl17is0	1	All languages

16. Enter the appropriate information

17. Click on *OK*

## Running Oracle Financial Statement Generator

Submit Request

Run this Request...

Copy...

Name: PGL FSG - I/S Summary 1.1

Parameters: JUN-04:

Language: American English

Languages...

At these Times...

Run the Job: Once: 23-JUL-2004 15:36:21

Schedule...

Upon Completion...

Save all Output Files

Notify: [ ]

Print to: pcl0racd

Options...

Help (B) Submit Cancel

18. Click on the *Submit* button to run the report. The *Requests* window will automatically display.

Requests

Refresh Data Find Requests Submit a New Request...

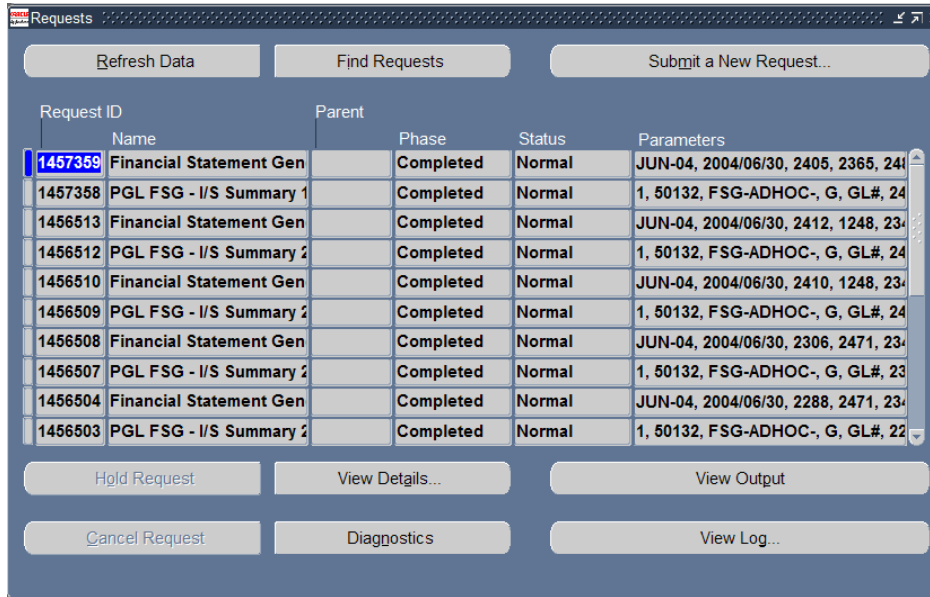
Request ID	Name	Parent	Phase	Status	Parameters
1457358	PGL FSG - I/S Summary 1		Running	Normal	1, 50132, FSG-ADHOC-, G, GL#, 24
1456513	Financial Statement Gen		Completed	Normal	JUN-04, 2004/06/30, 2412, 1248, 23
1456512	PGL FSG - I/S Summary 2		Completed	Normal	1, 50132, FSG-ADHOC-, G, GL#, 24
1456510	Financial Statement Gen		Completed	Normal	JUN-04, 2004/06/30, 2410, 1248, 23
1456509	PGL FSG - I/S Summary 2		Completed	Normal	1, 50132, FSG-ADHOC-, G, GL#, 24
1456508	Financial Statement Gen		Completed	Normal	JUN-04, 2004/06/30, 2306, 2471, 23
1456507	PGL FSG - I/S Summary 2		Completed	Normal	1, 50132, FSG-ADHOC-, G, GL#, 23
1456504	Financial Statement Gen		Completed	Normal	JUN-04, 2004/06/30, 2288, 2471, 23
1456503	PGL FSG - I/S Summary 2		Completed	Normal	1, 50132, FSG-ADHOC-, G, GL#, 22
1456498	Financial Statement Gen		Completed	Normal	JUN-04, 2004/06/30, 2411, 1248, 23

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

19. Click on the *Refresh Data* button to check on the progress of the request
- Request is completed when the *Phase* field says *Completed*

# Running Oracle Financial Statement Generator



20. Click on the *View Output* button to see the report once it has completed

Report: request ID - 1457359

Page 1 Font Size 8

University of Pittsburgh  
Income Statement Summary 1.1  
Current Period: JUN-04

currency USD  
Department=TOTAL ()

CODE	ENTITY 02 YTD ACTUAL	ENTITY 03 YTD ACTUAL	ENTITY 04(2XXXX) YTD ACTUAL	ENTITY 04(3XXXX) YTD ACTUAL
4099 Total Tuition	0.00	(272,326.31)	0.00	0.00
4199 Total Fees	(133,111.46)	0.00	0.00	0.00
4319 Total Govt (Dir) G&C Rev	0.00	0.00	0.00	0.00
4359 Total Priv (Dir) G&C Rev	0.00	0.00	0.00	0.00
4419 Total Gifts	(9,070.00)	0.00	(1,719,959.56)	0.00
4439 Total Endow Earnings	0.00	0.00	(2,818,599.29)	0.00
4459 Total Investment Income	0.00	0.00	0.00	0.00
4599 Total S & S Educ Depts	(2,823.00)	(559,633.37)	(141,406.03)	0.00
4998 Total Other Revenue	0.00	0.00	0.00	0.00
<b>Total Revenue</b>	<b>(145,004.46)</b>	<b>(831,959.68)</b>	<b>(4,679,964.88)</b>	<b>0.00</b>
5099 Total Medical Faculty	55,775.69	0.00	1,387.23	0.00
5199 Total Non-Med Faculty	9,612,939.24	78,238.19	931,508.91	0.00
5299 Total Research Assoc	126,380.89	3,842.34	197,158.19	4,300.00
5399 Total Temp Fac & RA	228,899.85	14,951.08	44,386.67	9,550.00
5479 Total Staff	2,312,421.24	336,064.05	290,298.23	143,225.42
5599 Total Temp Staff	45,092.81	23,632.42	7,330.24	3,103.60
5649 Total Grad - GSA, TA, TF	766,500.23	11,050.00	7,086.69	12,983.18
5699 Total Grad Stud - GSR	394,182.82	20,303.41	141,511.91	129,945.45

Go To... First Previous Next Last

# Running Oracle Financial Statement Generator

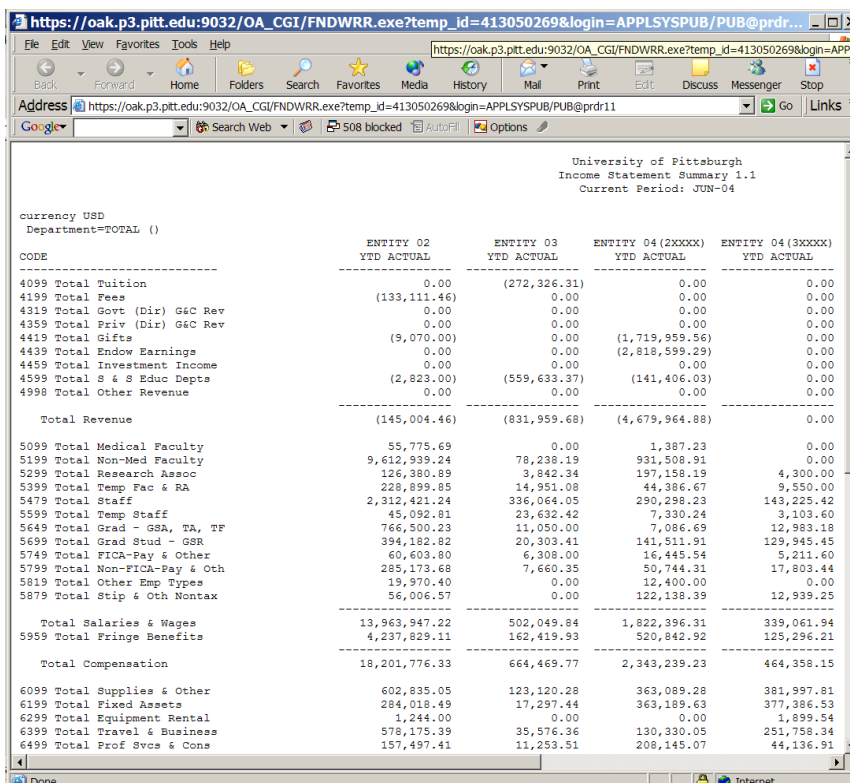
21. To copy the output to another application, click on *Tools* on the Menu Bar



File Edit View Folder Tools Window Help

22. Select *Copy File* from the drop down list

- This will cause the system to build an html file



University of Pittsburgh  
Income Statement Summary 1.1  
Current Period: JUN-04

currency USD  
Department=TOTAL ()

CODE	ENTITY 02 YTD ACTUAL	ENTITY 03 YTD ACTUAL	ENTITY 04(2XXXX) YTD ACTUAL	ENTITY 04(3XXXX) YTD ACTUAL
4099 Total Tuition	0.00	(272,326.31)	0.00	0.00
4199 Total Fees	(133,111.46)	0.00	0.00	0.00
4319 Total Govt (Dir) G&C Rev	0.00	0.00	0.00	0.00
4359 Total Priv (Dir) G&C Rev	0.00	0.00	0.00	0.00
4419 Total Gifts	(9,070.00)	0.00	(1,719,959.56)	0.00
4439 Total Endow Earnings	0.00	0.00	(2,818,599.29)	0.00
4459 Total Investment Income	0.00	0.00	0.00	0.00
4599 Total S & S Educ Depts	(2,823.00)	(559,633.37)	(141,406.03)	0.00
4998 Total Other Revenue	0.00	0.00	0.00	0.00
Total Revenue	(145,004.46)	(831,959.68)	(4,679,964.88)	0.00
5099 Total Medical Faculty	55,775.69	0.00	1,387.23	0.00
5199 Total Non-Med Faculty	9,612,939.24	78,238.19	931,508.91	0.00
5299 Total Research Assoc	126,380.89	3,842.34	197,158.19	4,300.00
5399 Total Temp Fac & RA	228,899.85	14,951.08	44,386.67	9,550.00
5479 Total Staff	2,312,421.24	336,064.05	290,298.23	143,225.42
5599 Total Temp Staff	45,092.81	23,632.42	7,330.24	3,103.60
5649 Total Grad - GSA, TA, TF	766,500.23	11,050.00	7,086.69	12,983.18
5699 Total Grad Stud - GSR	394,182.82	20,303.41	141,511.91	129,945.45
5749 Total FICA-Pay & Other	60,603.80	6,308.00	16,445.54	5,211.60
5799 Total Non-FICA-Pay & Oth	285,173.68	7,660.35	50,744.31	17,803.44
5819 Total Other Emp Types	19,970.40	0.00	12,400.00	0.00
5879 Total Stip & Oth Nontax	56,006.57	0.00	122,138.39	12,939.25
Total Salaries & Wages	13,963,947.22	502,049.84	1,822,396.31	339,061.94
5959 Total Fringe Benefits	4,237,829.11	162,419.93	520,842.92	125,296.21
Total Compensation	18,201,776.33	664,469.77	2,343,239.23	464,358.15
6099 Total Supplies & Other	602,835.05	123,120.28	363,089.28	381,997.81
6199 Total Fixed Assets	284,018.49	17,297.44	363,189.63	377,386.53
6299 Total Equipment Rental	1,244.00	0.00	0.00	1,899.54
6399 Total Travel & Business	578,175.39	35,576.36	130,330.05	251,758.34
6499 Total Prof Svcs & Cons	157,497.41	11,253.51	208,145.07	44,136.91

23. Select *Edit, Select All* from the Menu Bar

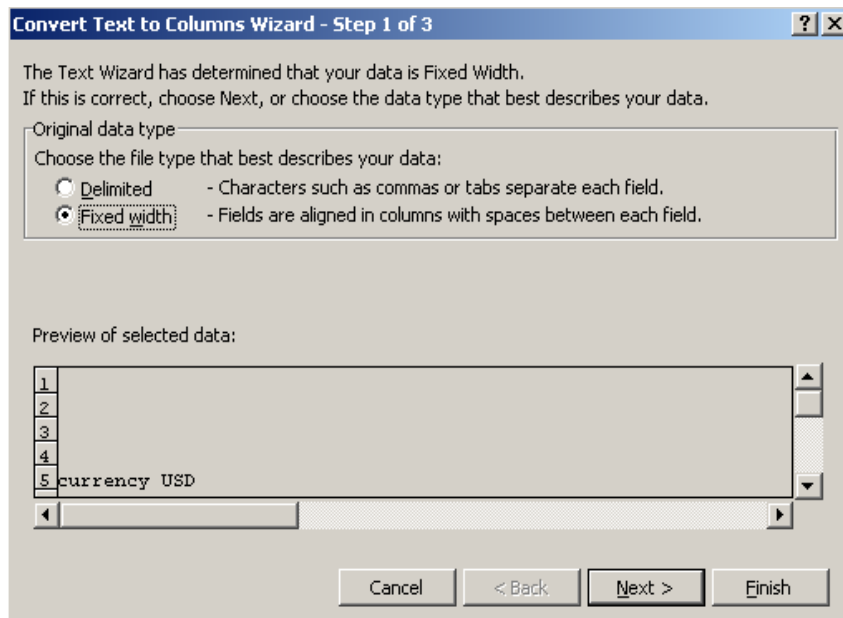
24. Select *Edit, Copy* from the Menu Bar

25. Close the *Internet Explorer* html window

## ***Running Oracle Financial Statement Generator***

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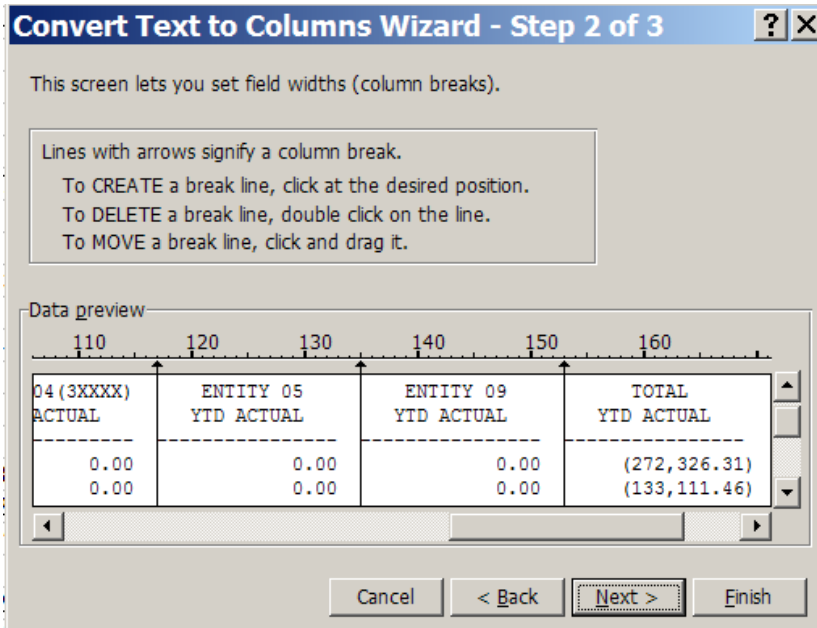
26. Open a blank *Excel* spreadsheet
27. Select *Edit, Paste* from the Menu Bar
28. Select *Data, Text to Columns* from the Menu Bar to bring up the *Text Wizard* window



29. Accept the wizard determination of *Fixed Width* by clicking on the *Next* button

## Running Oracle Financial Statement Generator

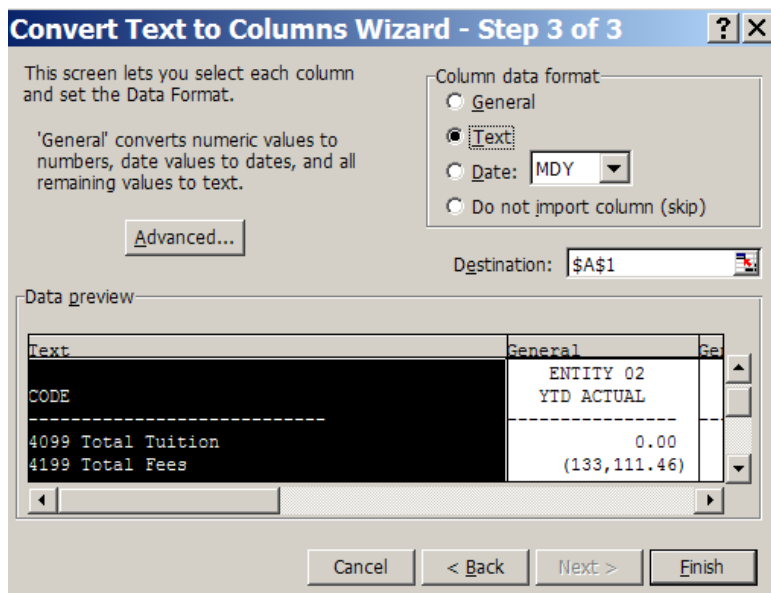
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30. Scroll down to the data rows
31. Set column breaks for each field
32. Click on the *Next* button

## Running Oracle Financial Statement Generator

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### 33. Define the data format of the columns

- Change field formats by highlighting the column and then clicking on a format, such as *General*, *Text*, *Date* (Note: The default format is *General*)
- Fields that contain segment values with leading zeros should be formatted as *Text*
- Fields that contain amounts should remain formatted as *General*

### 34. Click on the *Finish* button to display the imported text file in *Excel* format



# Running Oracle Financial Statement Generator

CODE	YTD ACTU	YTD ACTU	YTD ACTU	YTD ACTU	YTD ACTU	YTD ACTU	YTD ACTU	YTD ACTU	YTD ACTU
4099 Total	0	-272,326.31	0	0	0	0	0	-272,326.31	
4199 Total	-133,111.46	0	0	0	0	0	0	-133,111.46	
4319 Total	0	0	0	0	0	0	0	0	0
4359 Total	0	0	0	0	0	0	0	0	0
4419 Total	-9,070.00	0	0	0	0	0	0	0	0
4439 Total	0	0	0	0	0	0	0	0	0
4459 Total	0	0	0	0	-2,481.74	0	0	-2,481.74	
4599 Total	-2,823.00	-559,633.37	-141,406.03	0	0	0	0	-703,862.40	
4998 Total	0	0	0	0	0	0	154.41	154.41	
Total Reve	-145,004.46	-831,959.68	0	0	0	0	154.41	0	
5099 Total	55,775.69	0	1,387.23	0	12,492.60	0	0	69,655.52	
5199 Total	78,238.19	931,508.91	0	0	0	0	0	0	0
5299 Total	126,380.89	3,842.34	197,158.19	4,300.00	970,919.08	0	0	0	0
5399 Total	228,899.85	14,951.08	44,386.67	9,550.00	127,716.53	0	0	425,504.13	
5479 Total	336,064.05	290,298.23	143,225.42	439,887.60	0	0	0	0	0
5599 Total	45,092.81	23,632.42	7,330.24	3,103.60	69,668.21	0	0	148,827.28	
5649 Total	766,500.23	11,050.00	7,086.69	12,983.18	58,724.06	0	0	856,344.16	
5699 Total	394,182.82	20,303.41	141,511.91	129,945.45	0	0	0	0	0
5749 Total	60,603.80	6,308.00	16,445.54	5,211.60	107,681.40	0	0	196,250.34	
5799 Total	285,173.68	7,660.35	50,744.31	17,803.44	305,861.22	0	0	667,243.00	
5819 Total	19,970.40	0	12,400.00	0	0	0	0	32,370.40	
5879 Total	56,006.57	0	122,138.39	12,939.25	251,764.37	0	0	442,848.58	
Total Salary	502,049.84	520,842.92	339,061.94	125,296.21	0	0	0	0	0

35. Select *File, Save As* from the Menu Bar and save as an XLS file

- Summary 1.1 JUN-04.xls

36. Eliminate unnecessary rows to get pure data listings; change settings for column widths; redefine total rows, if necessary

37. Re-save the modified file