

**Subject: SDSU SEGMENT VALUE LISTING REPORT PROCEDURES**

Department: Budget & Finance

Date: May 2011

### **Chart of Accounts – Segment Value Listing:**

The Chart of Accounts – Segment Value Listing is a standard Oracle report that provides a list of all values by segment and is available for each segment in the chart of accounts:

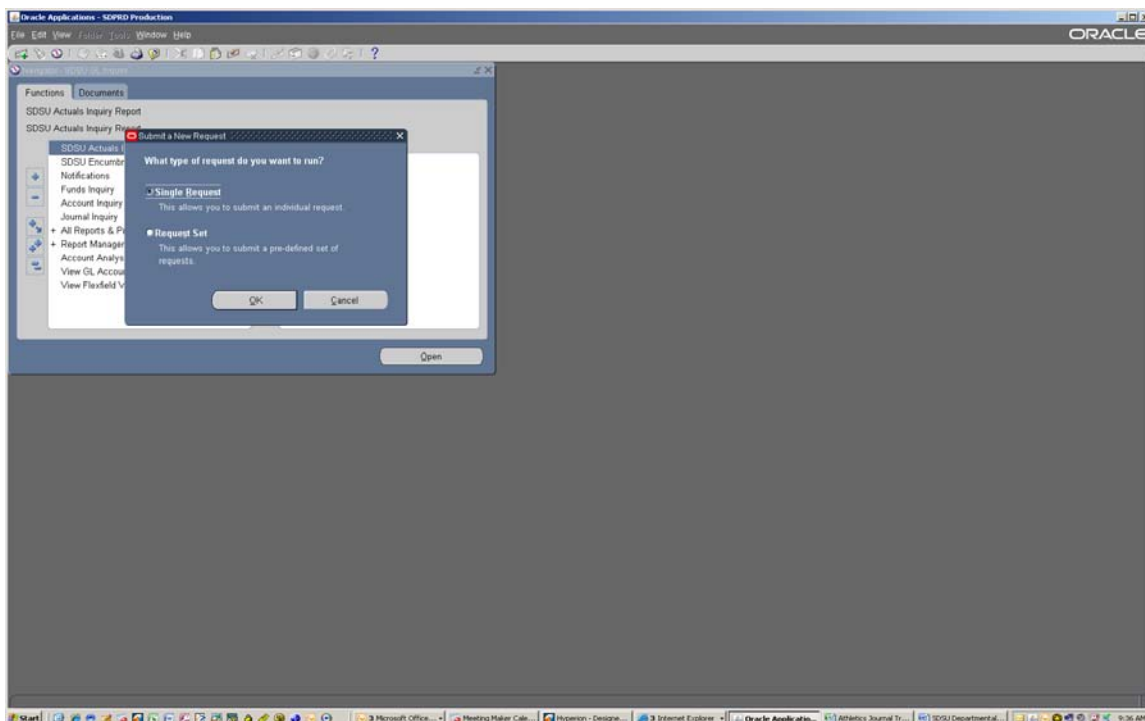
- ORGANIZATION
- ACTIVITY
- NATURAL ACCOUNT
- ENDEAVOR
- FUND
- FUNCTION

### **Instructions to Run Report:**

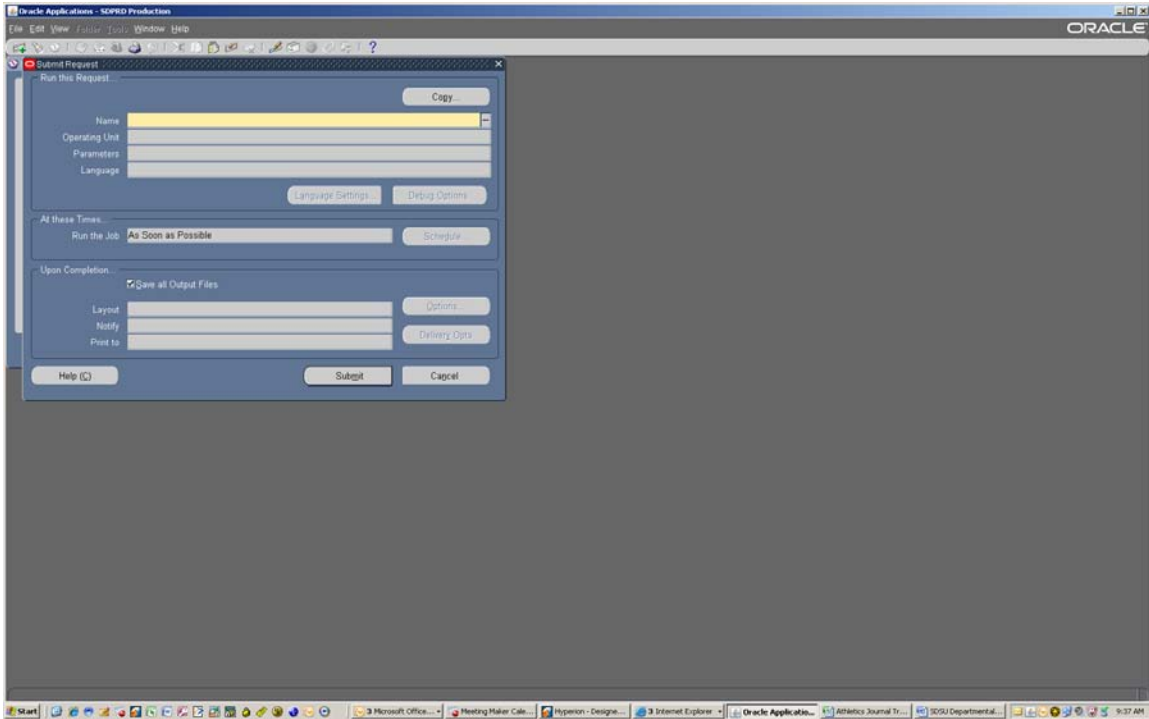
Log on to Oracle and navigate as follows:

Main Menu > SDSU GL Inquiry > All Reports and Processes > Standard

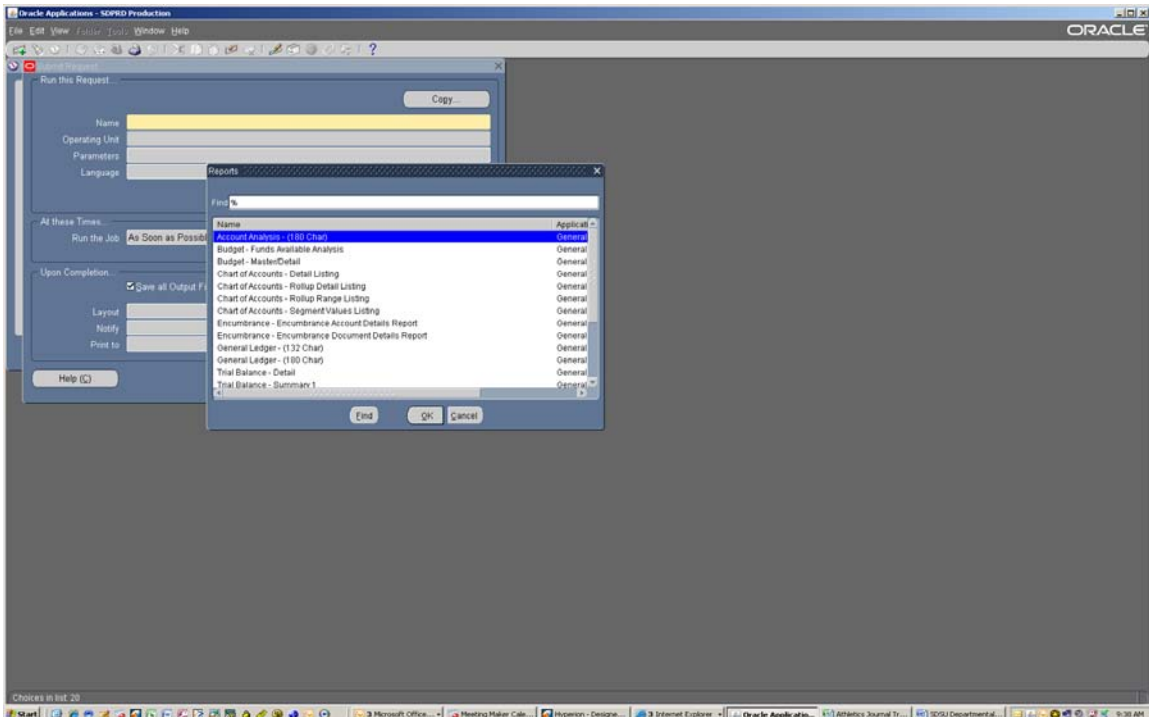
Select **SINGLE REQUEST** and then click on **OK**.



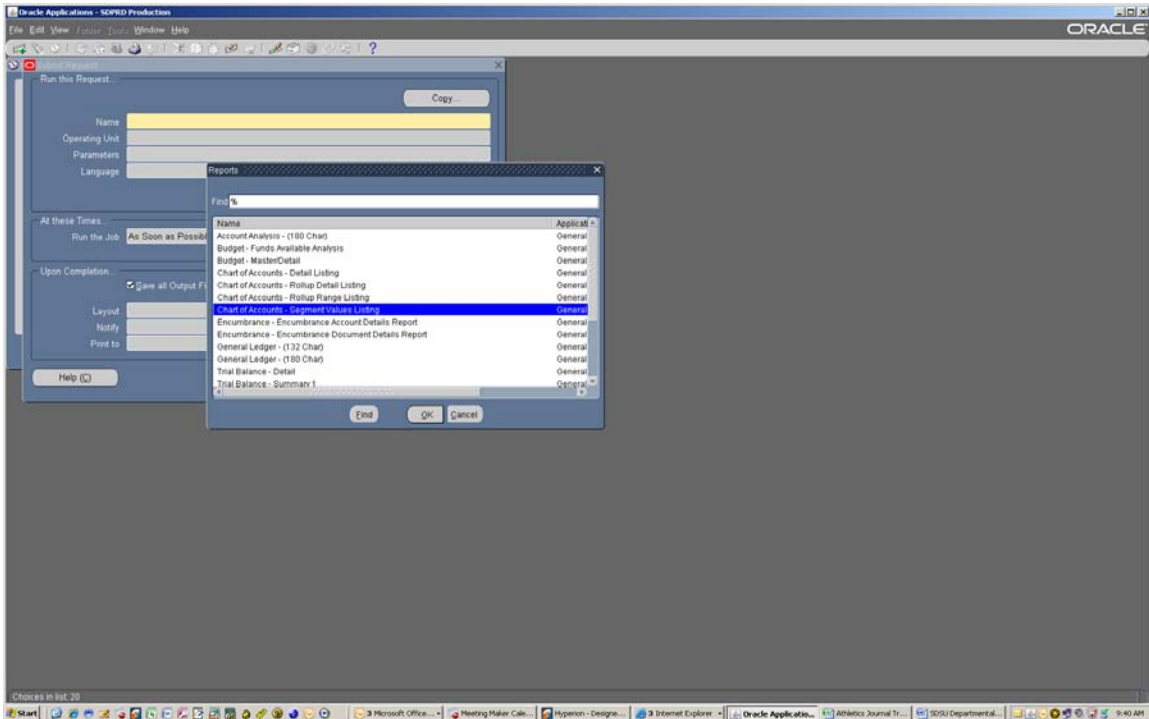
Click on the “...” tab to the right of Name.



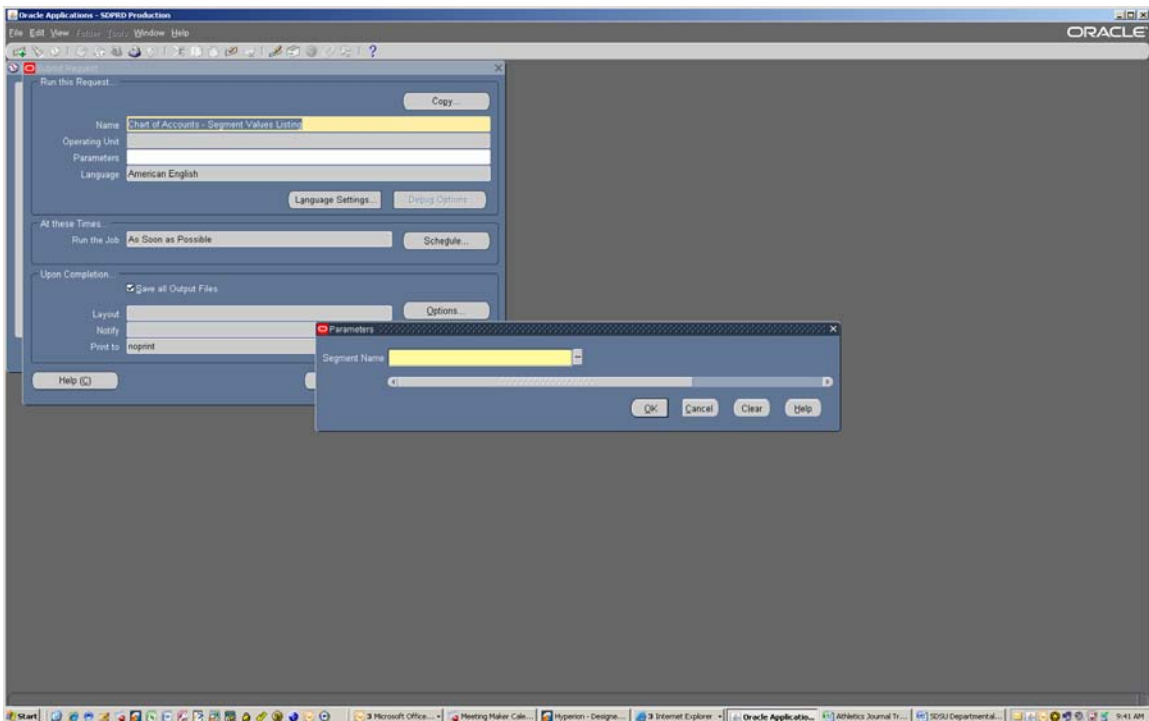
A drop-down menu with a list of available standard reports will appear.



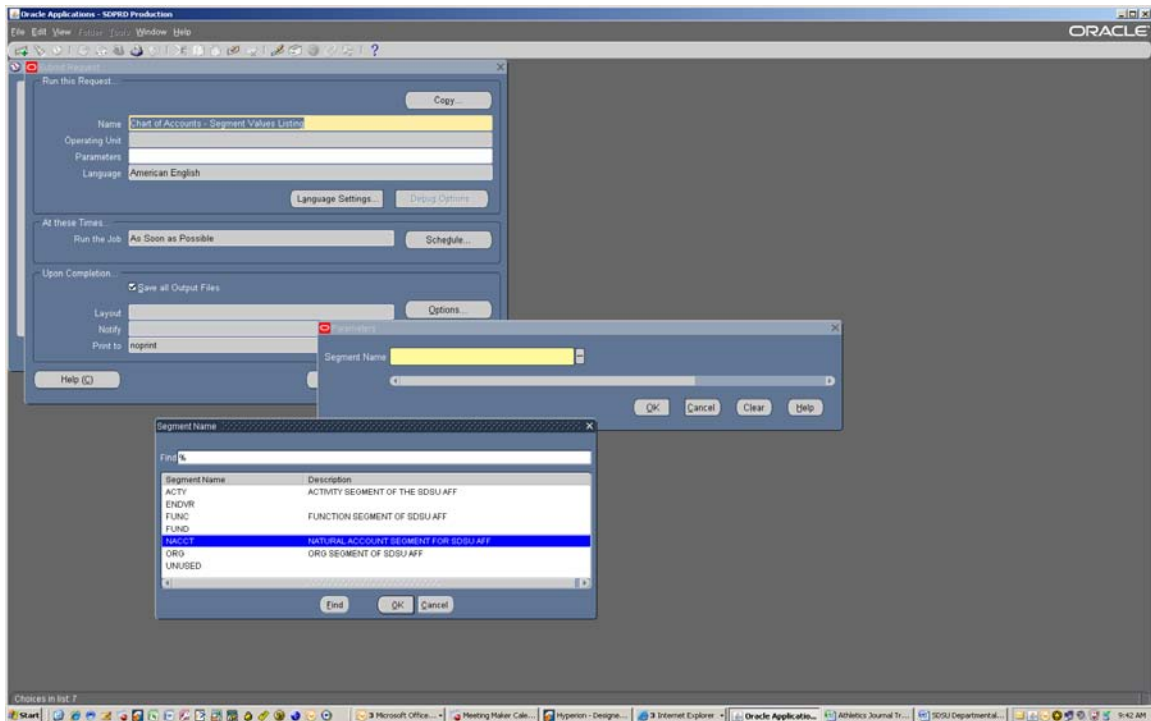
Select **CHART OF ACCOUNTS – SEGMENT VALUE LISTING** and then click **OK**.



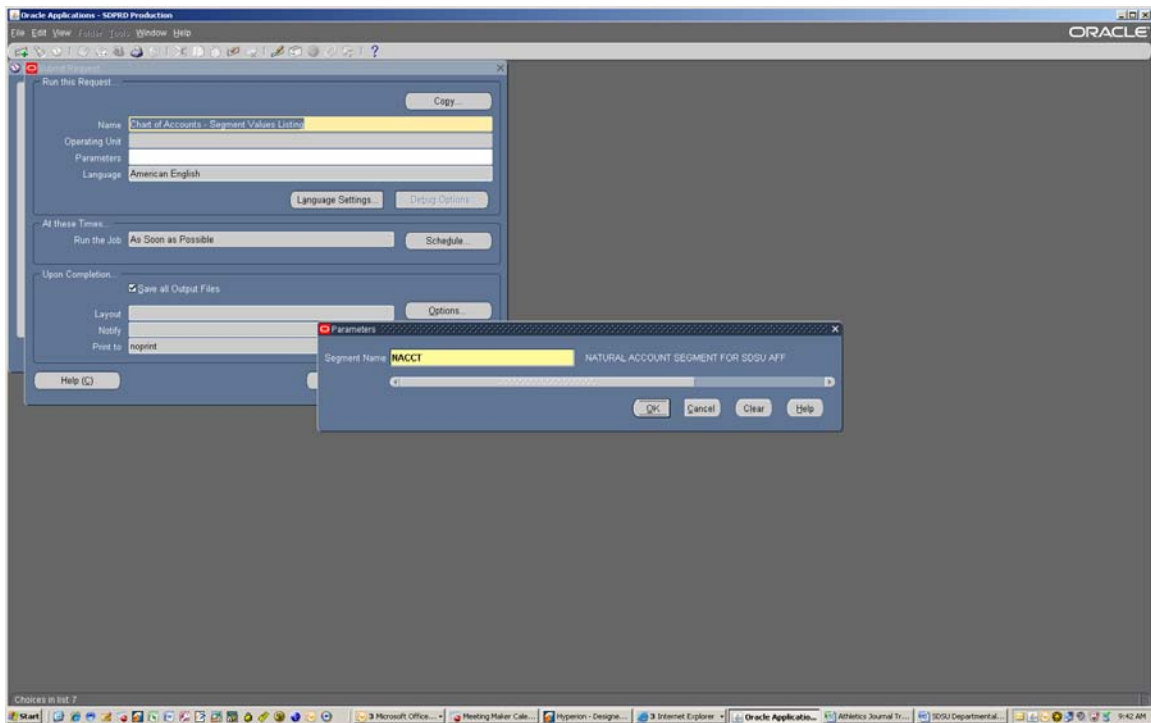
A new menu will appear. Click on the “...” tab to the right of Segment Name.



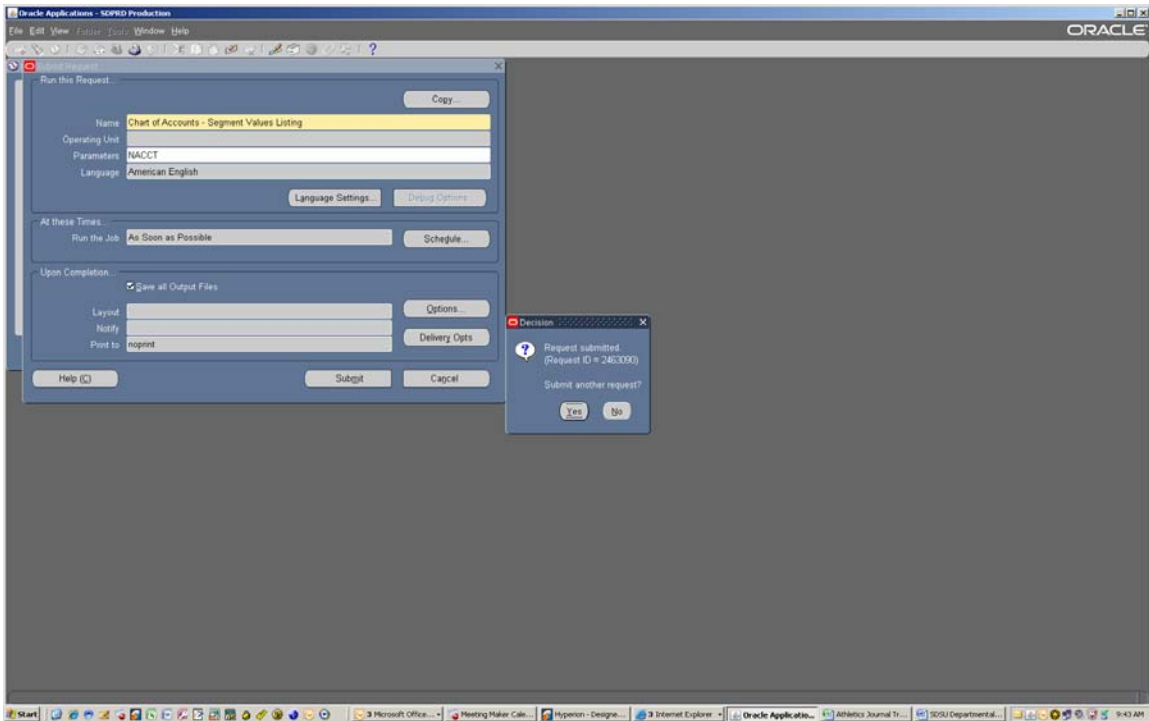
A drop-down menu with a list of available segment names will appear.



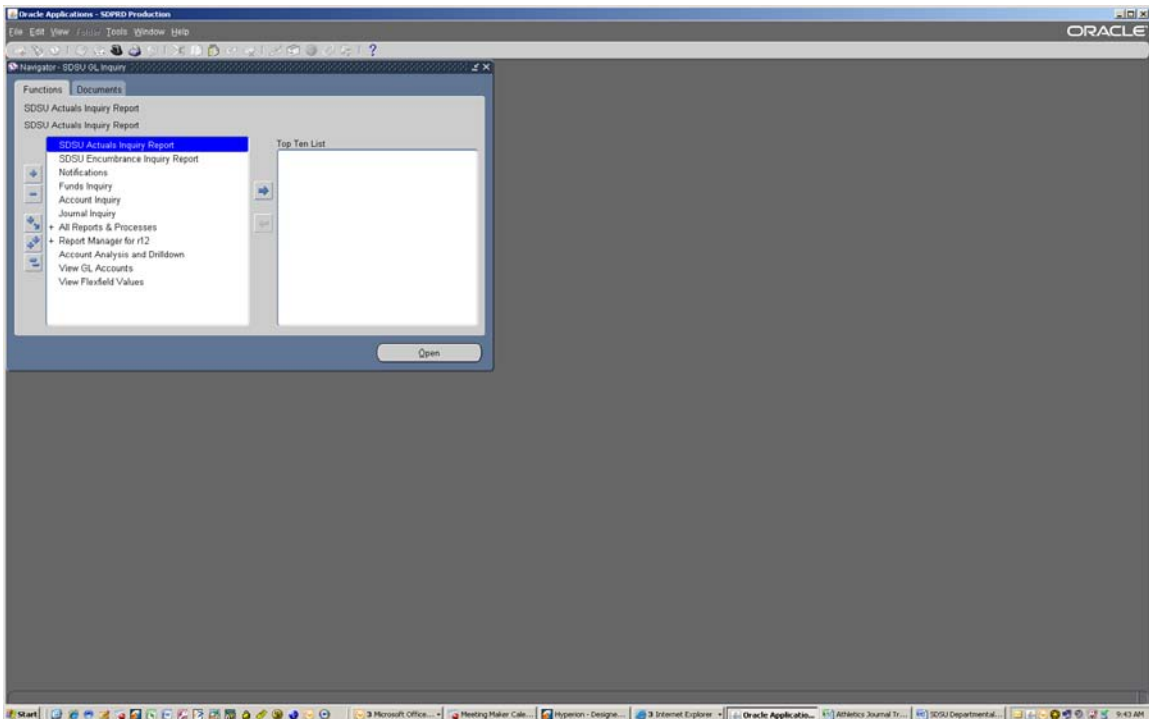
Select **NACCT** (or whichever segment value you would like to be included in your report) and then click **OK**.



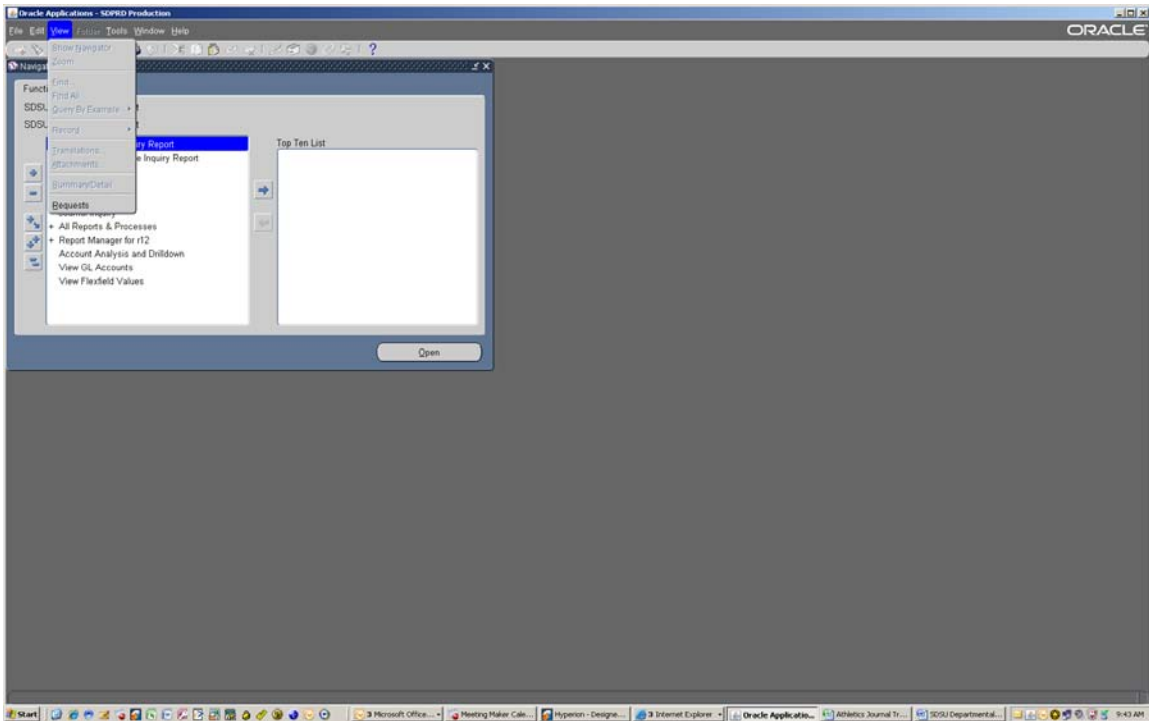
Click on **SUBMIT** to submit your request to run the report. A new window will display your request ID and ask if you want to submit another request. Click on **NO**.



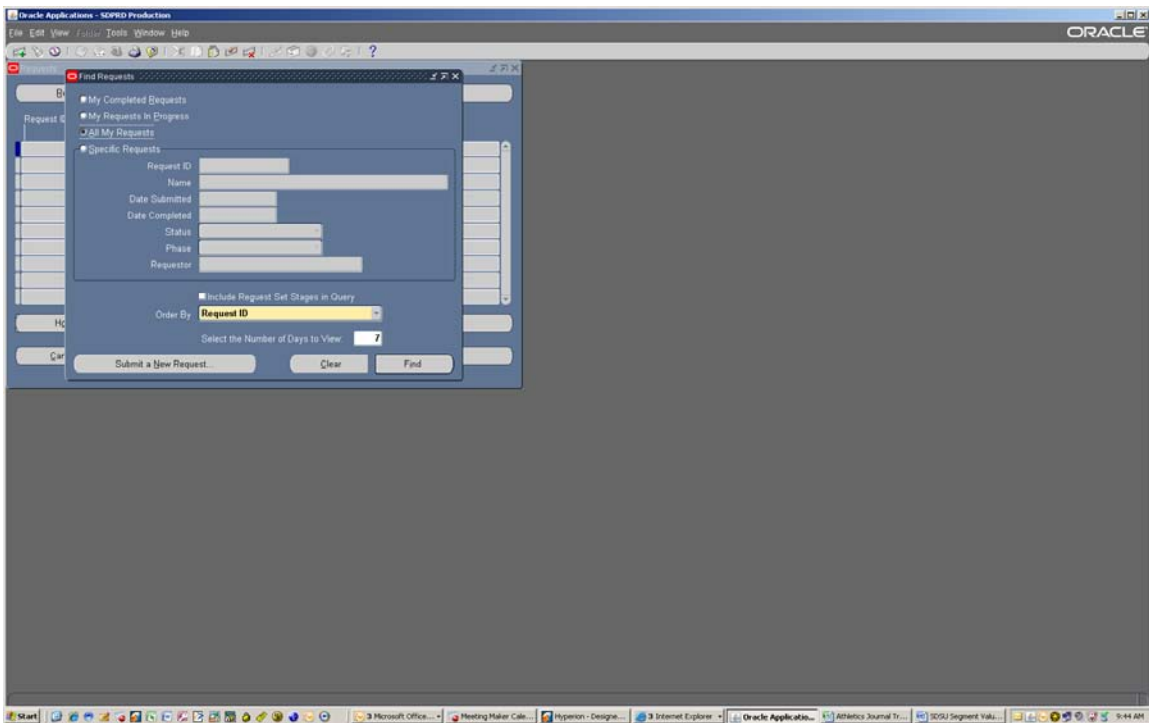
Your report will print to the printer listed on your report request (a printer is assigned when you are granted access to Oracle) and you will return to the Main Menu for GL Inquiry.



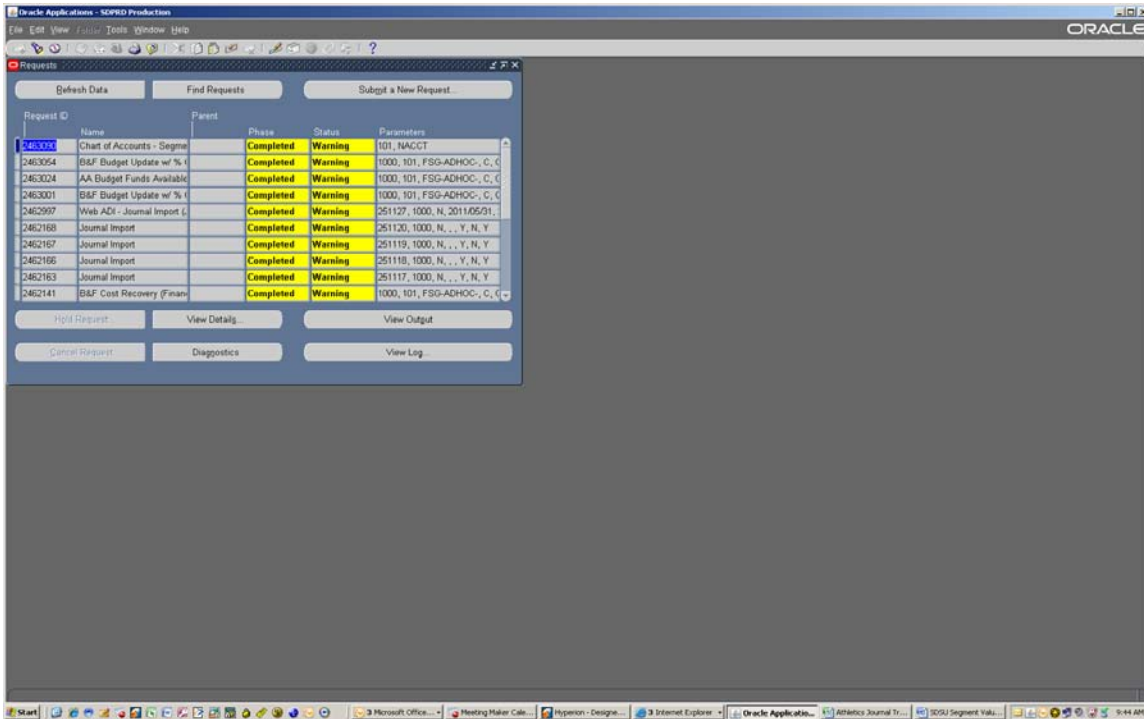
You may also want to view your report online. Select **VIEW** from the main toolbar. A drop-down menu will appear. Select **REQUESTS**.



Ensure that **ALL MY REQUESTS** is selected and then click on **FIND**.



The next screen will list all requests you have submitted, with the most recent listed first. Once the Phase indicates that your request has **COMPLETED**, click on the request ID and then click on **VIEW OUTPUT**.



The report will open in another window. You can then view and/or save the results.

