How to Run a Request Set to Obtain All Account Transactions (SDSU Account Balancing Report Set)

General Instructions
A request set allows you to run six SDSU custom reports at one time, without changing responsibilities.

Parameters must be specified for each report. However, if the same parameters are called for in more than one report (such as the Accounting Flexfield or date ranges) you only need to enter them once.

Some fields have default values in them. You can override any default value by replacing it with your preferred value for the field.

The SDSU Account Balancing Report Set includes the following reports:

- SDSU Budget Funds Available
- SDSU Account Analysis - Actual
- SDSU Sales Journal by GL Account
- SDSU Expense Distribution
- SDSU Open POs by Org Extract
- SDSU Account Analysis - Budget

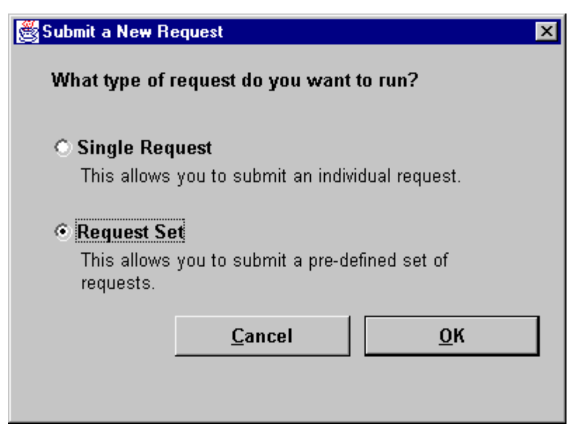
A separate e-mail notification will be generated for each report, and each report will be listed separately on the Reports website (https://lilly.sdsu.edu:8050/reports/) according to the name you assign to each one. Each report must also be saved into Excel separately.

Even if you don't need all of these reports, running this Report Set may still the fastest way to obtain the ones you do need.

Responsibility:
SDSU GL Inquiry

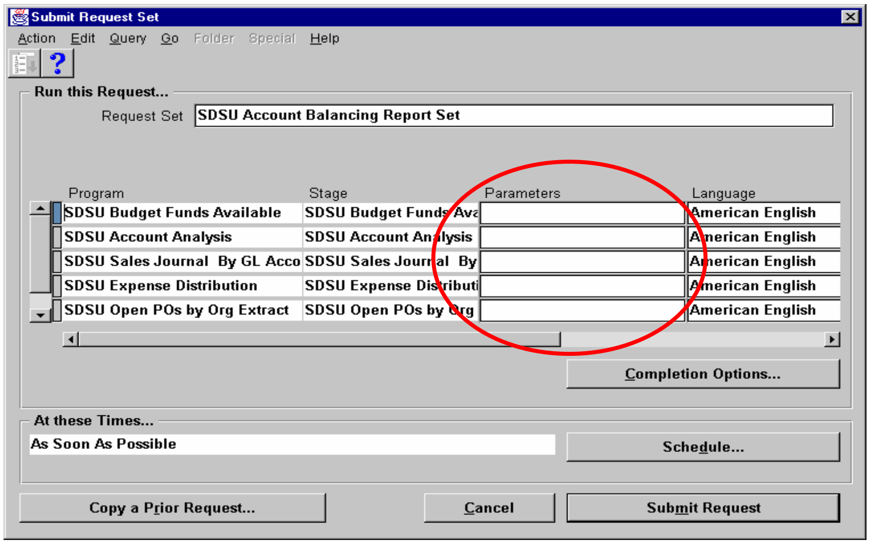
Reports / Request / Standard

The first window you'll see whenever you are running a report is called **Submit a New Request**. Choose "Request Set", then click the *OK* button.



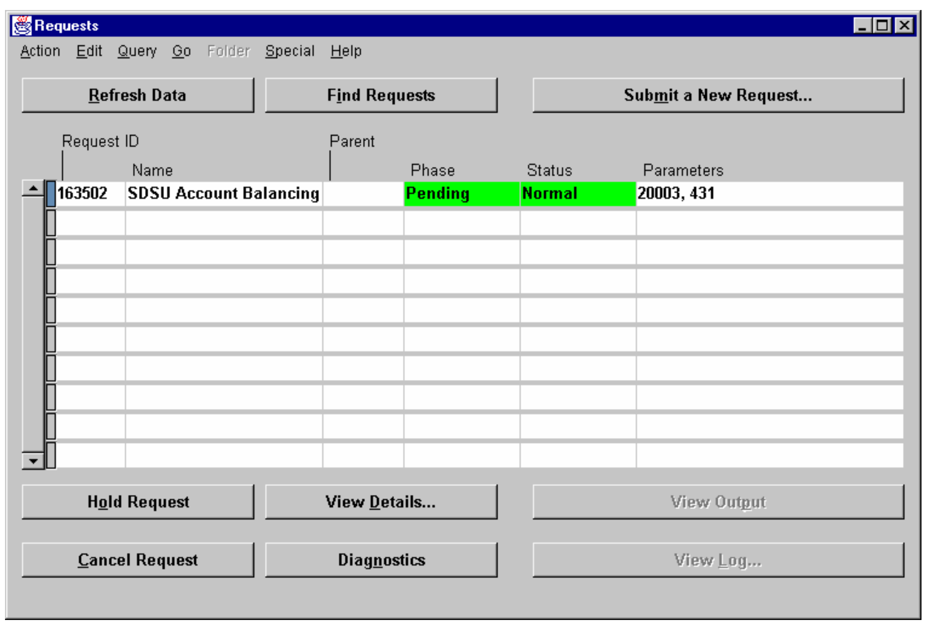
The **Submit Request Set** window will open.

Place your cursor in the *Request Set* field and click the list of values or type "SDSU [TAB]". As of February 2001 there is just one Request Set available, so the name will automatically be entered into the *Request Set* field.



All six report names appear in the *Program* field (you must scroll down to see the sixth one). Before running the request set, you must specify the parameters for each report. They are identical to the parameters you see when running each report individually.

To specify the parameters, place your cursor in the *Parameters* field for each report. A separate **Parameters** window will open. You must specify the parameters for each of the six reports.



When all the parameters are entered, click the *Submit Request* button.

The **Requests** window will open.

Each report will appear in the **Requests** window twice, When the Phase is Completed and Status is Normal, that report is available for viewing on the Oracle Reports website (https://lilly.sdsu.edu:8050/reports/).