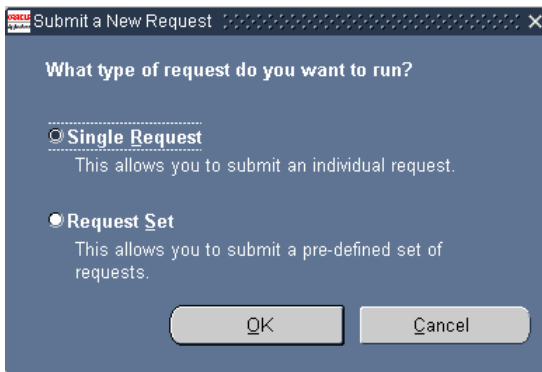
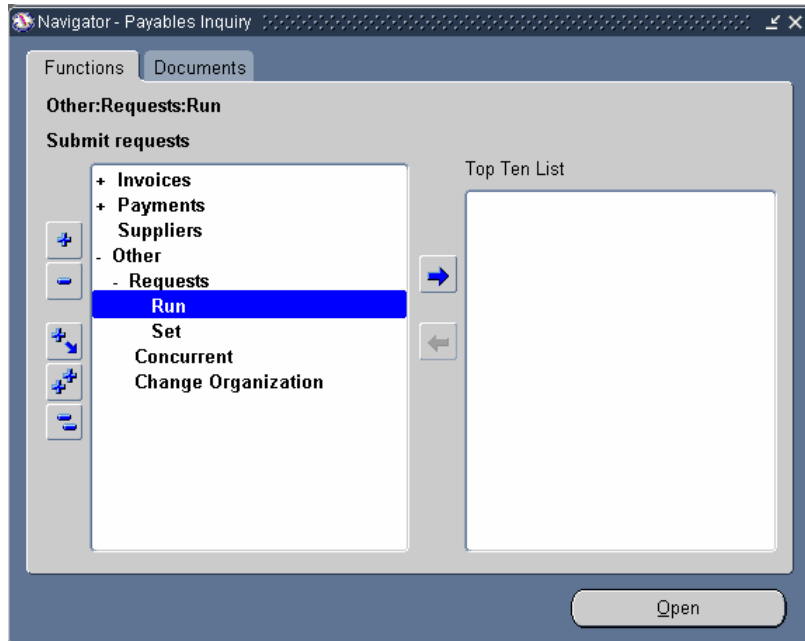



How to Obtain External Vendor Transactions (SDSU Payables Account Analysis report)

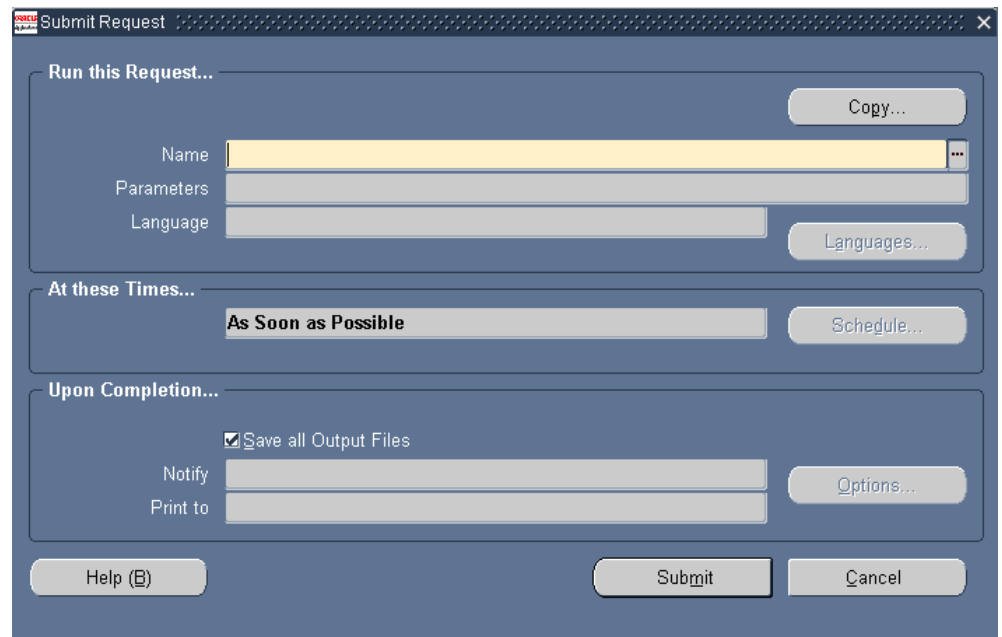
Responsibility:
Payables Inquiry

Other / Requests / Run

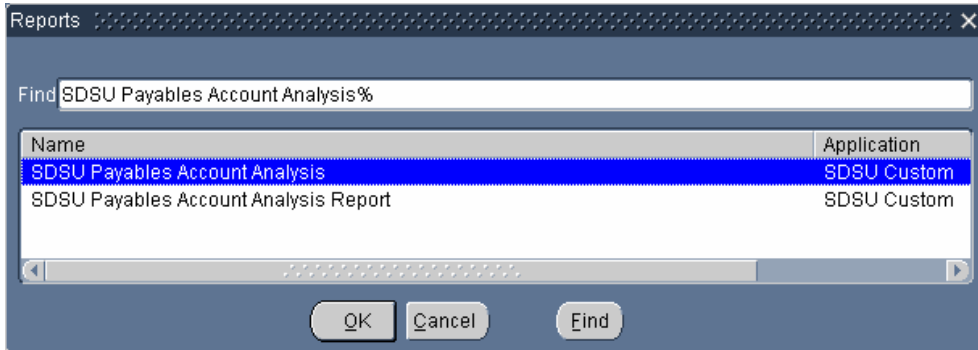


The first window you'll see whenever you are running a report is called **Submit a New Request**. Choose "Single Request", then click the **OK** button.

The **Submit Request** window will open. Place your cursor in the Request Name field, then click on the List of Values (LOV) icon  (or press the Ctrl - L keys on your PC keyboard).

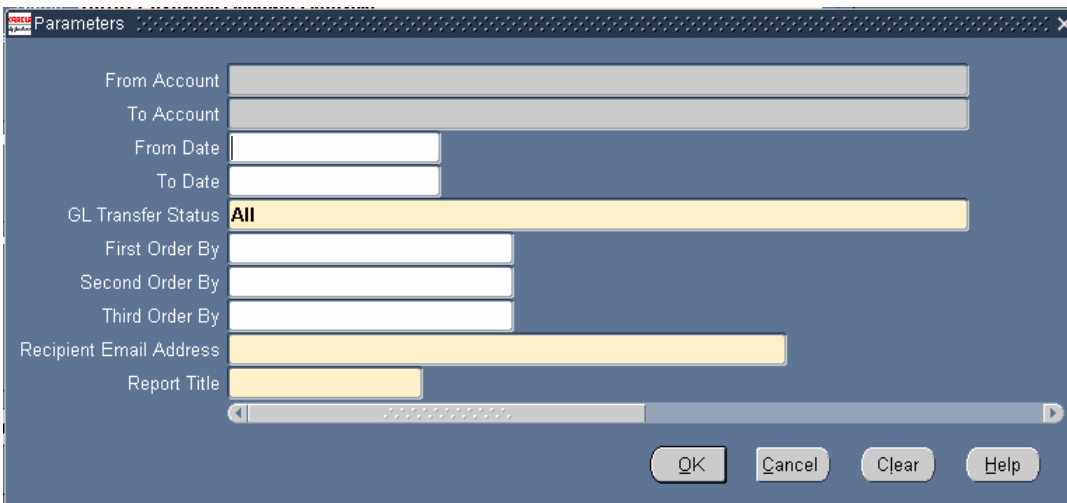


The **Reports** window will open, showing a list of possible values for the Request Name field.

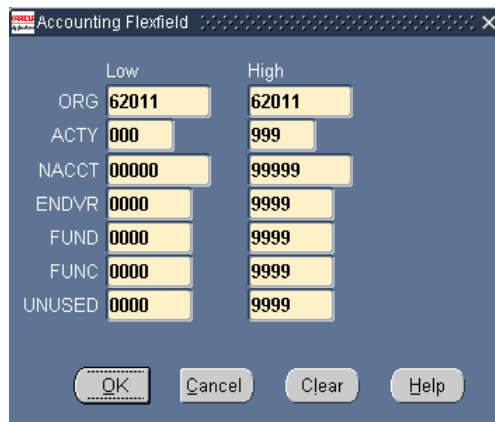
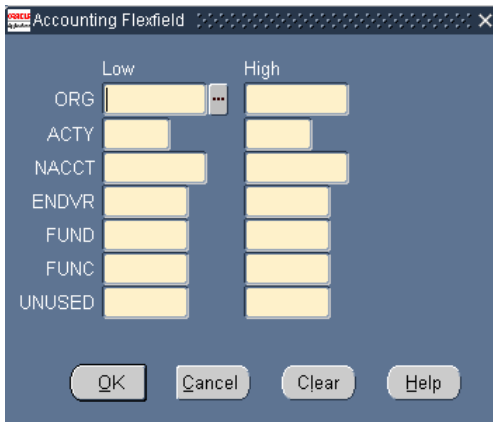


Choose the name of the report you'd like to run - in this case, SDSU Payables Account Analysis - by double-clicking on the report name, or by highlighting it and clicking the **OK** button. Do not choose the "SDSU Payables Account Analysis Report".

Next, you'll need to enter the **Parameters** for the report, which specifies exactly what information will appear in the report.



When your cursor is in the From Account field, the **Accounting Flexfield** window will open, prompting you to input the range of accounts to include in your report. You may choose each segment value from the List of Values, or you may type it into each field. Click **OK** after all fields are entered.



Next you'll need to type the Start Date and End Date into the appropriate fields, using the format **dd-*MMM*-yy**. Possible values for each remaining field can be found by clicking the List of Values (LOV) icon (or Ctrl - L on the keyboard) - except the *Recipient Email Address* and *Report Title* fields.

The **GL Transfer Status** is "All" by default.

The First, Second, and Third Order By fields allow you choose the account segments to use for sorting the data in the report.. All three of these fields are optional.

In the *Email To* field, type the e-mail address of the person you would like to receive notification that this report is ready. If that person uses the *mail* server (i.e. @mail.sdsu.edu), you only need to enter the e-mail address before the "@".

In the *Report Title* field, type a name you have chosen for this report.

Maximum characters: 10

Characters unavailable: / # : (if you use one of these characters, the report will not run)

Here's an example of a completed **Parameters** window for this report. Click the **OK** button when the **Parameters** window is complete.

The screenshot shows a 'Parameters' dialog box with the following fields and values:

- From Account: 62011.000.00000.0000.0000.0000.0000
- To Account: 62011.999.99999.9999.9999.9999.9999
- From Date: 01-JUL-2001
- To Date: 16-MAY-2002
- GL Transfer Status: All
- First Order By: FUND
- Second Order By: ACTY (ACTIVITY SEGMENT OF THE SDSU AFF)
- Third Order By: NACCT (NATURAL ACCOUNT SEGMENT FOR SDSU AFF)
- Recipient Email Address: DANGELO
- Report Title: bimpayable

Buttons at the bottom: OK, Cancel, Clear, Help.

The **Submit Request** window will reappear. Click the *Submit* button to run the report.

The **Requests** window will open. This window shows all report requests you have submitted during the current day.

Request ID	Name	Parent	Phase	Status	Parameters
314827	SDSU Payables Account		Pending	@Normal	3000, 3, Accrual, 1, 101, 62011.000.

The Phase should be "Pending" and Status should be "Normal".

Click on the *Refresh Data* button to update the Phase and Status display.

For instructions on how to view and print the report, see [Viewing Completed Oracle Reports](#).