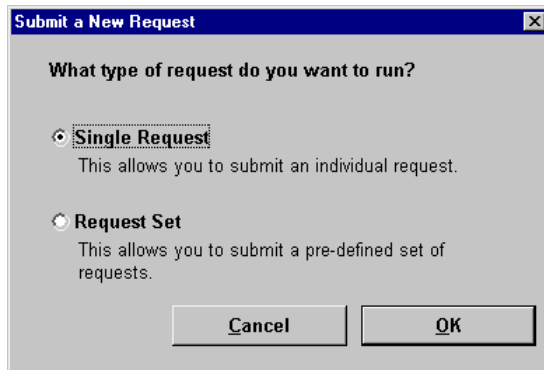
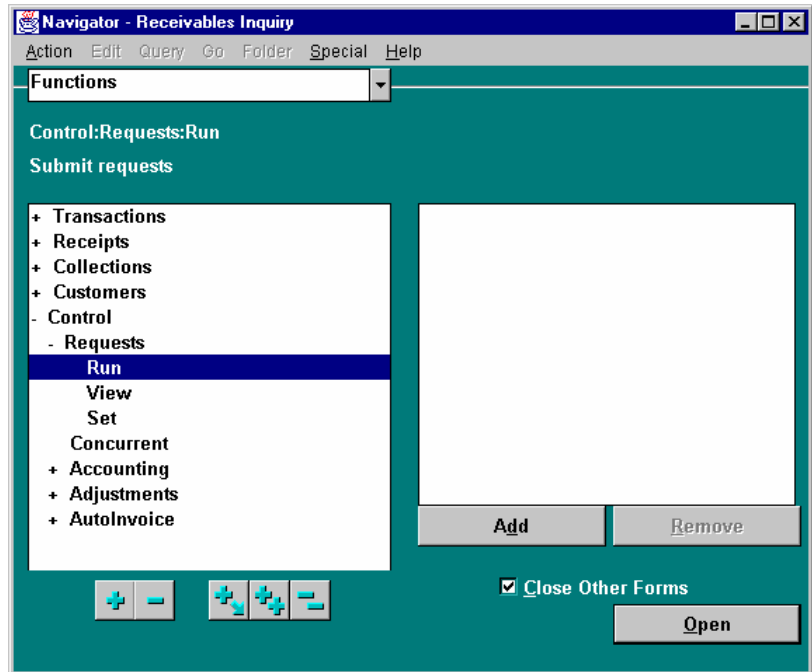


## How to Obtain Internal Vendor Transactions (SDSU Sales Journal by GL Account report)

**Responsibility:**  
Receivables Inquiry

Control / Requests / Run



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

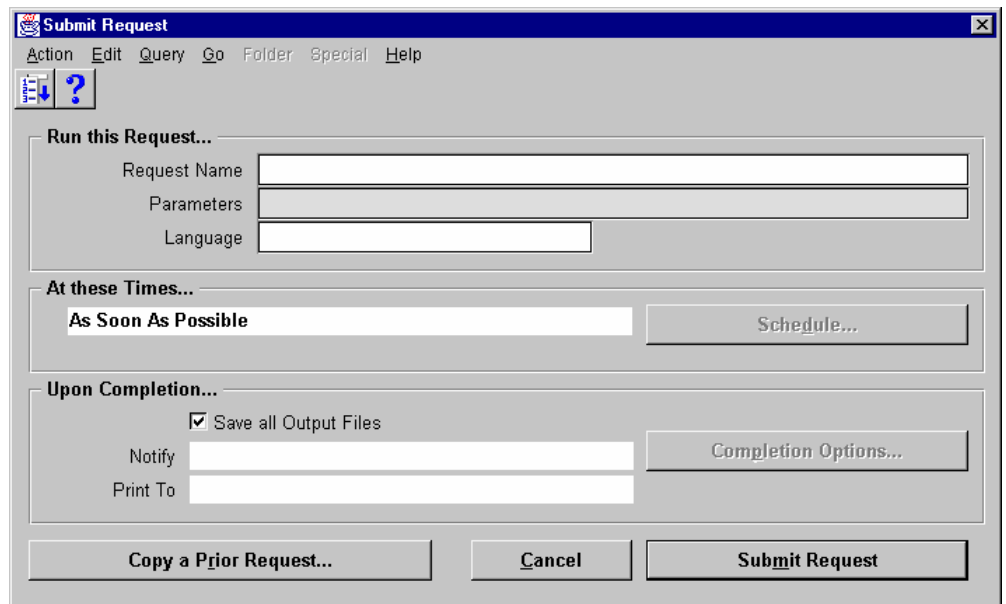
The **Submit Request** window will open.

Place your cursor in the Request Name field, then click on the List of Values (LOV) icon (or press the



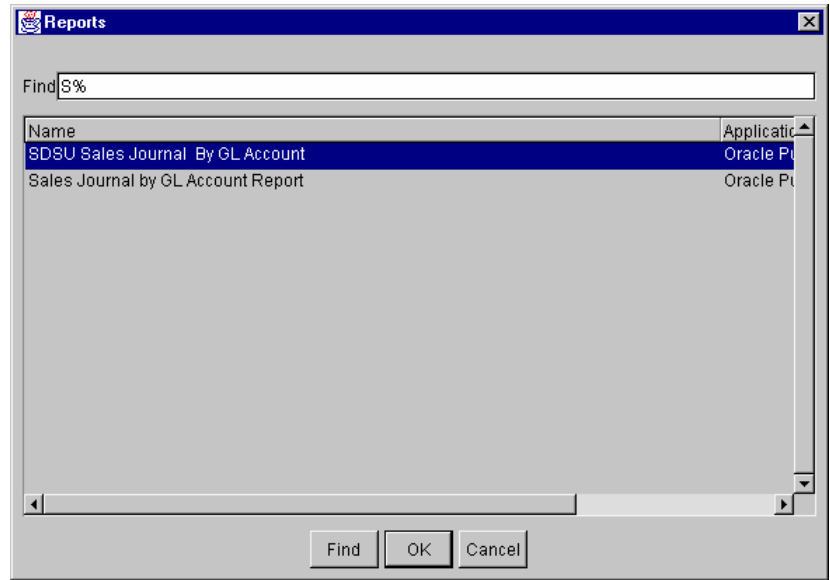
Values (LOV) icon (or press the

Ctrl - L keys on your PC keyboard).

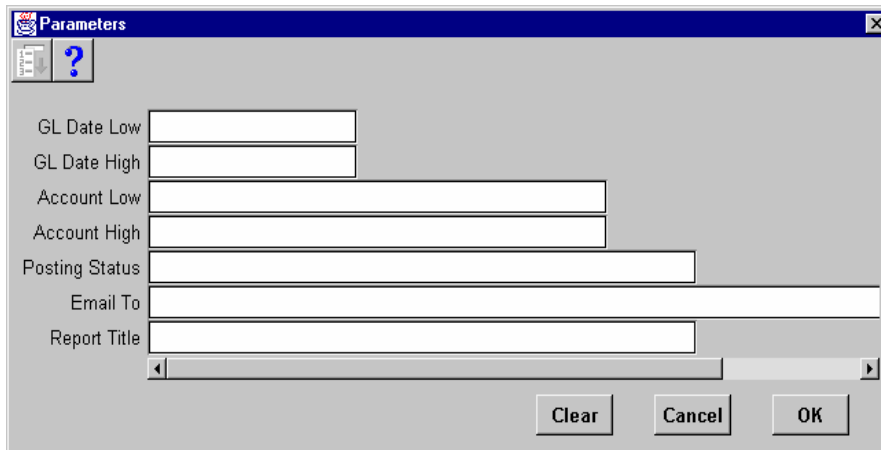


The **Reports** window will open, showing a list of possible values for the Request Name field.

Choose the name of the report you'd like to run - in this case, SDSU Sales Journal by GL Account - by double-clicking on the report name, or by highlighting it and clicking the *OK* button.



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



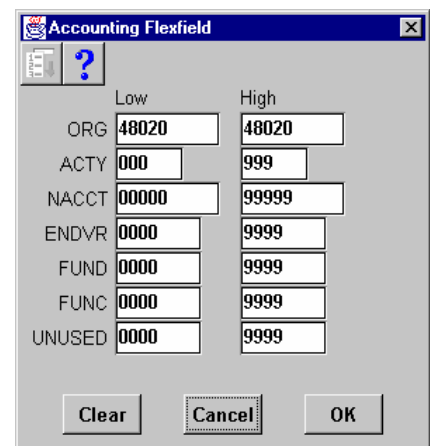
You'll have to type the beginning and ending dates for the report into the GL Date Low and GL Date High fields, using the format **dd-*MMM*-yyyy**. All possible values for each remaining field can be found by clicking the List of Values (LOV) icon (or Ctrl - L on the

keyboard) - except the *Email To* and *Report Title* fields at the bottom.

The **Accounting Flexfield** window will open. This is where you specify what account numbers will be included in your report. The data in this window will automatically transfer into the *Account Low* and *Account High* fields in the **Parameters** window.

It's highly recommended that you specify your **ORG** range only, then type *0s* for all Low values and *9s* for all High values (as shown), in order to obtain all transactions within your **ORG**.

Exception: If you are only responsible for **ONE** activity code within your **ORG**, specify the **ACTY** segment also - but use *0s* for the remaining Low values and *9s* for the remaining High values.



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)

**Caution:** this report will allow more than 10 characters in the Report Title field. However, if you use more than 10 characters, the report will not run)

Click the *OK* button when the **Parameters** window is complete. All fields are required.

The screenshot shows a 'Parameters' dialog box with the following fields filled in:

- GL Date Low: 01-JUL-1999
- GL Date High: 30-JUN-2000
- Account Low: 48020.000.00000.0000.0000.0000
- Account High: 48020.999.99999.9999.9999.9999
- Posting Status: All
- Email To: dangelo
- Report Title: 48020cbs

Buttons at the bottom include 'Clear', 'Cancel', and 'OK'.

Here's an example of a completed **Parameters** window for this report.

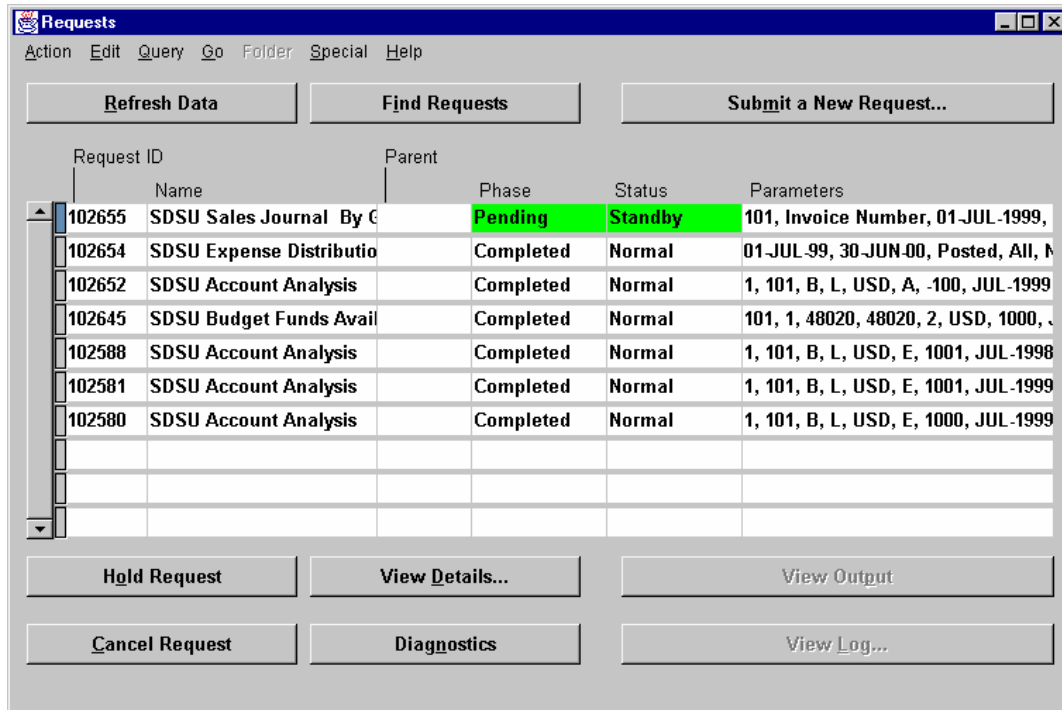
The **Submit Request** window will reappear. Click the *Submit Request* button.

The screenshot shows a 'Submit Request' dialog box with the following fields filled in:

- Request Name: SDSU Sales Journal By GL Account
- Parameters: 01-JUL-1999.30-JUN-2000.48020?000?00000?0000?0000?0000?0000.48020?999?9999
- Language: American English
- At these Times...: As Soon As Possible
- Upon Completion...:  Save all Output Files
- Notify: (empty field)
- Print To: WEB\_HTML

Buttons at the bottom include 'Copy a Prior Request...', 'Cancel', and 'Submit Request'.

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



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

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](#).