

Object Code Balances Report


The Object Code Balances Report is an ad-hoc, excel format report that provides summary budget and/or actual transactional data for all accounts in a specified organization or organization range. Users specify parameter criterion and non-dollar account attributes to be included in the report. These attributes can then be used to sort and subtotal data as needed by the user. The report can be run on a year-to-date or monthly basis. Object codes can be selected individually, in a specified range, or by category, and can also be filtered by type (transfer, revenue, or expense).

UAB GL End User → Reports → Object Code Balance

The screenshot shows the Oracle AD HOC USER REPORT FORM interface. At the top, the Oracle logo is on the left and a "Close Window" link is on the right. Below the logo, the title "AD HOC USER REPORT FORM" is displayed. The form contains several input fields and controls:

- *Period:** A text input field with a search icon.
- *Organization Range:** A text input field with a search icon, followed by a hyphen and another search icon.
- Filter Object Code:** Radio buttons for "Transfer", "Income", and "Expense", with "Expense" selected.
- Object Ranges:** A dropdown menu.
- *Object Code Range:** A text input field with a search icon, followed by a hyphen and another search icon.
- Dollar Type:** A section with checkboxes for "Budget", "Actual", "Year To Date", and "Current Month". "Actual" and "Year To Date" are selected.
- Available Attributes:** A list of attributes including A21_REPORT_CODE, AFFILIATION, AICPA_EXPENSE_CODE, AICPA_REVENUE_CODE, AICPA_RPT_CODE, ASBOF_ENABLED, DELIVER_TO_PSN_FIRST, DELIVER_TO_PSN_LAST, DEPARTMENT, and DIVISION. There are "Move", "Move All", "Remove", and "Remove All" buttons between the lists.
- Displayed in the Report:** An empty box for the selected attributes.
- * ORGANIZATION attribute will be included in the report by default.** A note next to the "Displayed in the Report" box.
- Run Report:** A button at the bottom center.
- Close Window:** A link at the bottom right.
- Copyright (c) 2006, Oracle. All rights reserved.** and **Privacy Statement** links at the bottom left and right respectively.

To create an Object Code Balances Report:

1. Enter the desired Accounting Period in the **PERIOD** field, or select from all available periods by clicking on the search icon .

A close-up of the "Period" input field, which is a text box with a search icon to its right.

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If using the search feature, enter all or a portion of the **Period Name** using the MMM-YYYY format. Or, leave the search field blank to retrieve all available periods (not preferred). Then, click the **GO** button.

Search and Select: Period

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Period Name M

Results

| Select | Quick Select | Period Name |
|--------|--------------|----------------------|
| | | No search conducted. |

A listing of all available periods that meet the specified criteria will be returned. Select the appropriate period by clicking in the **SELECT** radial button . Then, click the **SELECT** button. Or, use the **QUICK SELECT** feature.

Search and Select: Period

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Period Name M

Results

| Select | Quick Select | Period Name |
|---|--------------|-------------|
| <input checked="" type="radio"/> | | MAY-2008 |
| <input type="radio"/> <input type="button" value="Select"/> | | MAR-2008 |
| <input type="radio"/> | | MAY-2007 |
| <input type="radio"/> | | MAR-2007 |
| <input type="radio"/> | | MAY-2006 |
| <input type="radio"/> | | MAR-2006 |
| <input type="radio"/> | | MAY-2005 |
| <input type="radio"/> | | MAR-2005 |

- Enter the organization or range of organizations for which account summary data should be created in the **Organization Range** fields, or select from all available organizations by clicking on the search icon .

Period:

Organization Range: -

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Organizations can be selected by organization number (**Organization**) or by organization name (**Description**). Select the desired **SEARCH BY** option, and then enter the search criteria. If the entire organization number or description is not known, enter any portion as the search criteria. Or, leave the **SEARCH BY** field blank to return all available organizations (not preferred). Then, click the **GO** button.

Search and Select: Organization Range

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: organization [Go]

Results: Description

| Select | Search Category | Quick Select | organization | Description |
|--------|-----------------|--------------|----------------------|-------------|
| | | | No search conducted. | |

All entries containing the specified search criteria will be returned. Select the desired organization by clicking in the **SELECT** radial button . Then, click the **SELECT** button. Or, use the **QUICK SELECT** feature.

Search and Select: Organization Range

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Description [Rad] [Go]

Results

| Select | Quick Select | organization | Description |
|----------------------------------|--------------|--------------|---------------------------------|
| <input type="radio"/> | | 111600000 | RADIO PAGING |
| <input type="radio"/> | | 112503000 | RADIATION SAFETY |
| <input type="radio"/> | | 311250000 | RADIOLOGY CHAIR OFFICE |
| <input type="radio"/> | | 311251000 | RADIOLOGY-DIAGNOSTIC RADIOLOGY |
| <input type="radio"/> | | 311252000 | RADIOLOGY-OUTPATIENT RADIOLOGY |
| <input type="radio"/> | | 311253000 | RADIOLOGY-NUCLEAR MEDICINE |
| <input type="radio"/> | | 311254000 | RADIOLOGY-PHYSICS & ENGINEERING |
| <input checked="" type="radio"/> | | 311750000 | RAD ONC-CHAIR OFFICE |
| <input type="radio"/> | | 311751000 | RAD ONC-RADIOBIOLOGY |
| <input type="radio"/> | | 311751200 | RAD ONC-PRECLINICAL RESEARCH |

- To narrow down the object codes to be returned, filter the object code type using the **FILTER OBJECT CODE** radial buttons.

Filter Object Code : Transfer Income Expense

Object Code Balances Report

4. There are two ways to choose the object codes to be displayed on the report. Use the **OBJECT RANGES** to select a range of object codes by category, or enter a specific object code or range of object codes using the **OBJECT CODE RANGE** fields.

Object Ranges

*Object Code Range -

If using the **OBJECT RANGES** option, the available options are listed below. Selecting an object code category will return all object codes (filtered by type) in the specified category range.

- Benefit
 - Consulting
 - Entertainment & Business Meals
 - Phone charges
 - Repair & Maintenance
 - Salaries
 - Scholarships & Fellowships
 - Supplies
 - Travel & Training
 - Utilities

If using the **OBJECT CODE RANGE** option, enter a single object code or a range of object codes. Or, search for the desired object code(s) by clicking on the search icon

Object Ranges

*Object Code Range -

Object codes can be selected by object code number (**Object**) or object code description (**Description**). Select the desired **SEARCH BY** option, and then enter the search criteria. If the entire object code number or description is not known, enter any portion as the search criteria. Or, leave the **SEARCH BY** field blank to return all available object codes (not preferred). Then, click the **GO** button.

Search and Select: *Object Code Range Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Description Go




Object
Description

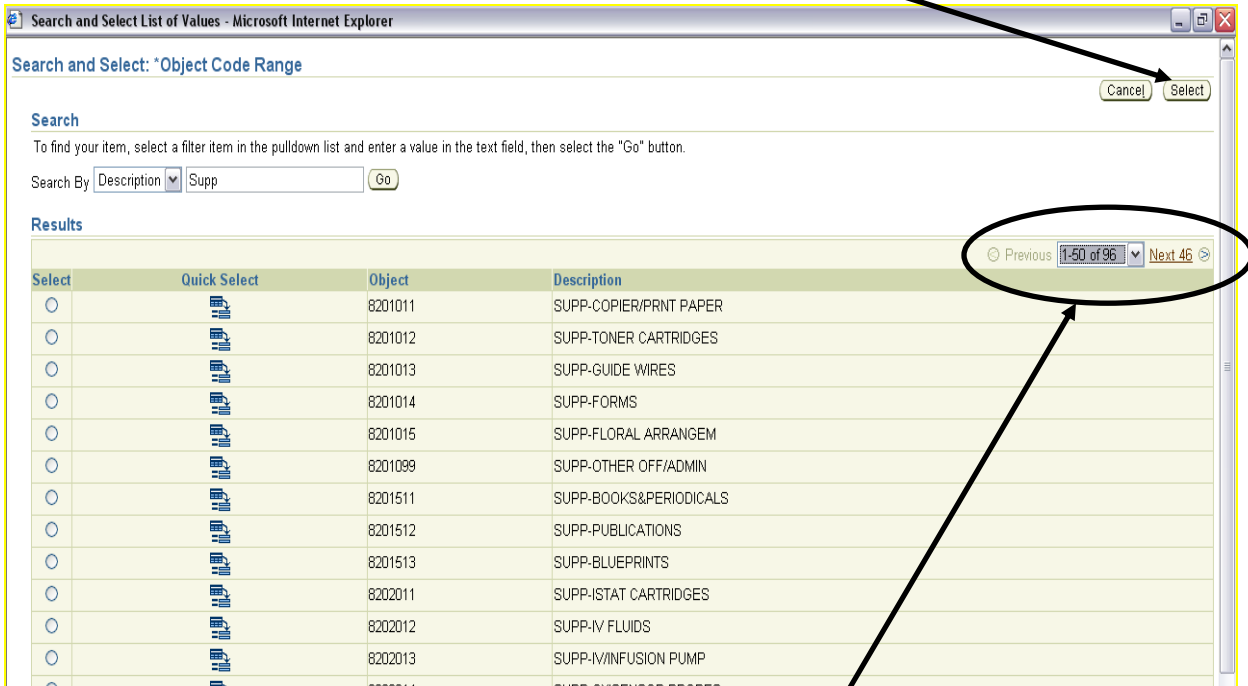
Results













| Select | Quick Select | Object | Description |
|--------|----------------------|--------|-------------|
| | No search conducted. | | |


Cancel Select

Object Code Balances Report

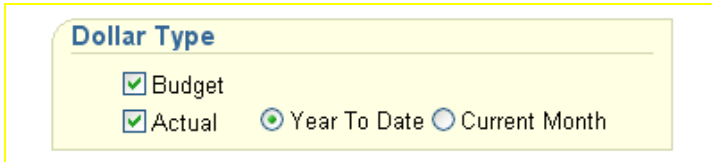
All entries containing the specified search criteria will be returned. Select the desired object code by clicking in the **SELECT** radial button . Then, click the **SELECT**  button. Or, use the **QUICK SELECT**  feature.



| Select | Quick Select | Object | Description |
|-----------------------|---|---------|------------------------|
| <input type="radio"/> |  | 8201011 | SUPP-COPIER/PRNT PAPER |
| <input type="radio"/> |  | 8201012 | SUPP-TONER CARTRIDGES |
| <input type="radio"/> |  | 8201013 | SUPP-GUIDE WIRES |
| <input type="radio"/> |  | 8201014 | SUPP-FORMS |
| <input type="radio"/> |  | 8201015 | SUPP-FLORAL ARRANGEM |
| <input type="radio"/> |  | 8201099 | SUPP-OTHER OFF/ADMIN |
| <input type="radio"/> |  | 8201511 | SUPP-BOOKS&PERIODICALS |
| <input type="radio"/> |  | 8201512 | SUPP-PUBLICATIONS |
| <input type="radio"/> |  | 8201513 | SUPP-BLUEPRINTS |
| <input type="radio"/> |  | 8202011 | SUPP-ISTAT CARTRIDGES |
| <input type="radio"/> |  | 8202012 | SUPP-IV FLUIDS |
| <input type="radio"/> |  | 8202013 | SUPP-IV/INFUSION PUMP |

Note: Only 50 search results can be displayed at a time. To view more, click on the desired result number range in the drop-down menu. Or, click on the **NEXT** button .

5. Select the desired **DOLLAR TYPE**. Check the appropriate box for budget and or actual data. **Budget** and **Actual** dollar types can be selected and included on the same report, or run individually. Then, click the appropriate radial button to specify whether results should include year-to-date or current month totals.





Dollar Type

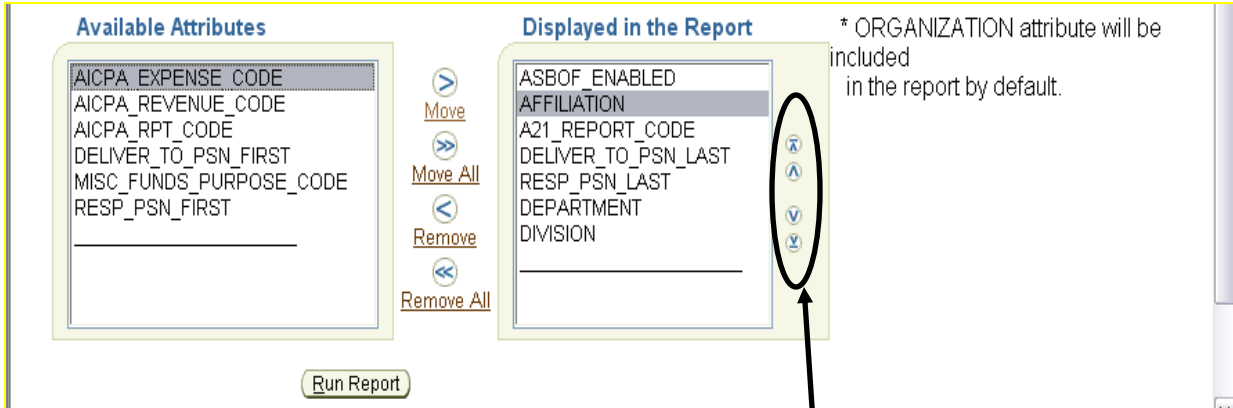
Budget



Actual Year To Date Current Month

Note: Only completed periods will be available for this report; open periods will not be included.

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6. Select the desired report attributes to be included from the **AVAILABLE ATTRIBUTES** box. Highlight the desired attribute description, and then click the **MOVE** button  to add the attribute to the **DISPLAYED IN THE REPORT** box. Or, click the **MOVE ALL**  button to include all available attributes in the report results.



To remove an attribute from the **DISPLAYED IN THE REPORT** box, use the **REMOVE** button . Or, to clear the **DISPLAYED IN THE REPORT** box and start over, use the **REMOVE ALL** button . The order of the selected attributes may be changed by using the **up and down arrow buttons**.

Note: The Organization attribute will be included in the report by default.

| Available Attribute | Description |
|-----------------------------|---|
| A21_REPORT_CODE | Attribute that designates into what direct or indirect cost category revenue and/or expenditures will be accumulated, i.e. research, instruction, etc. |
| AFFILIATION | Primary affiliation. Most frequently used reporting attribute when summarizing data by School or equivalent unit. System-controlled by converting first two digits of ORG segment value, but not always equal to first two digits of ORG. |
| AICPA_EXPENSE_CODE | Designates pre-GASB34 functional expense line on which account string's activity will appear if not overridden by object code logic. |
| AICPA_REVENUE_CODE | Designates pre-GASB34 functional revenue line on which account string's activity will appear if not overridden by object code logic. |
| AICPA_RPT_CODE | Designates on which of the three pre-GASB34 basic financial statement reports this account string's activity will appear. |
| ASBOF_ENABLED | |
| DELIVER_TO_PSN_FIRST | First name of person designated to receive system delivered reports for specified accounts in an organization. |
| DELIVER_TO_PSN_LAST | Last name of person designated to receive |

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| | |
|--------------------------------|---|
| | system delivered reports for specified accounts in an organization. |
| DEPARTMENT | Identifies the Level 7 (the S Level) org hierarchy unit. System-controlled. Validated and translated from Oracle Segment Values Table. |
| DIVISION | Identifies the Level 8 (the V Level) org hierarchy unit. System-controlled. Validated and translated from Oracle Segment Values Table. |
| MISC_FUNDS_PURPOSE_CODE | Denotes whether ASBOF string is currently active and in use. |
| RESP_PSN_LAST | Last name of the person designated by the official Responsible Person attributes. Should review/manage all account attributes and activity. |
| RESP_PSN_FIRST | First name of the person designated by the official Responsible Person attributes. |

7. Review the form to ensure all parameters and attributes have been properly selected. Then, click the **Run Report** button.

AD HOC USER REPORT FORM

*Period: MAY-2008

*Organization Range: 311750000 - 311750000

Filter Object Code: Transfer Income Expense

Object Ranges: Supplies

*Object Code Range: 8201011 - 8209699

Dollar Type

Budget Actual Year To Date Current Month

Available Attributes

- AICPA_EXPENSE_CODE
- AICPA_REVENUE_CODE
- AICPA_RPT_CODE
- DELIVER_TO_PSN_FIRST
- MISC_FUNDS_PURPOSE_CODE
- RESP_PSN_FIRST

Displayed in the Report

- ASBOF_ENABLED
- AFFILIATION
- A21_REPORT_CODE
- DELIVER_TO_PSN_LAST
- RESP_PSN_LAST
- DEPARTMENT
- DIVISION

* ORGANIZATION attribute will be included in the report by default.

Run Report

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Run Report

8. A confirmation screen will appear, indicating the Request ID for the report and the submit status if the report. Once the report has run successfully, an email notification will be sent. Click the **OK** button to return to the Object Code Balances Report form, or click **CLOSE WINDOW** to exit the form.

ORACLE

Confirmation

Request# 5572174 Submitted Successfully.

* Once the report is completed the report output will be available for view at UAB Report Viewer. Confirmation email will be sent out when it is available.

Close Window

OK

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9. Once the email notification is received indicating that the report has been completed, access the UAB Report Viewer from the Administrative Systems website, www.uab.edu/adminsystems.

University of Alabama at Birmingham
Information Technology

Administrative Systems Home TUCC Home IT Home UAB Home

AdminSystems

Oracle HR & Finance

BlazerNET

BlazerNET Student/Advancement System

Sunflower Equipment Accounting System

UAB Report Viewer

OptiDoc/webIT

Budget Model

Other Resources

ADMIN SYSTEMS APPLICATIONS

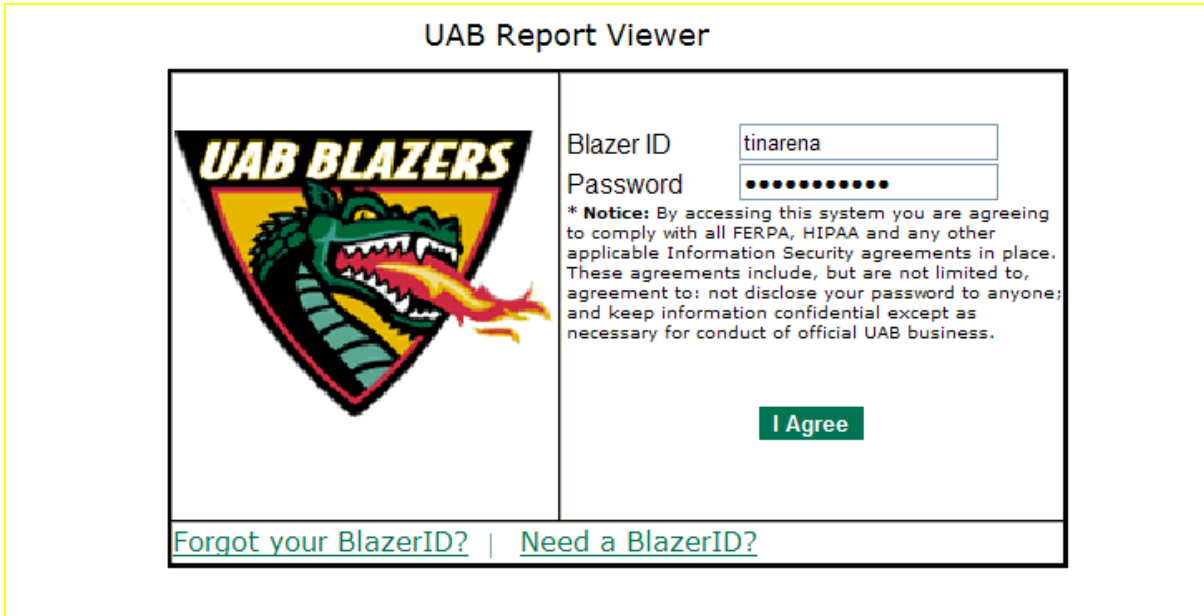
Select the Adminsystems application you wish to access from the menu on the left. If

Administrative Systems Notices

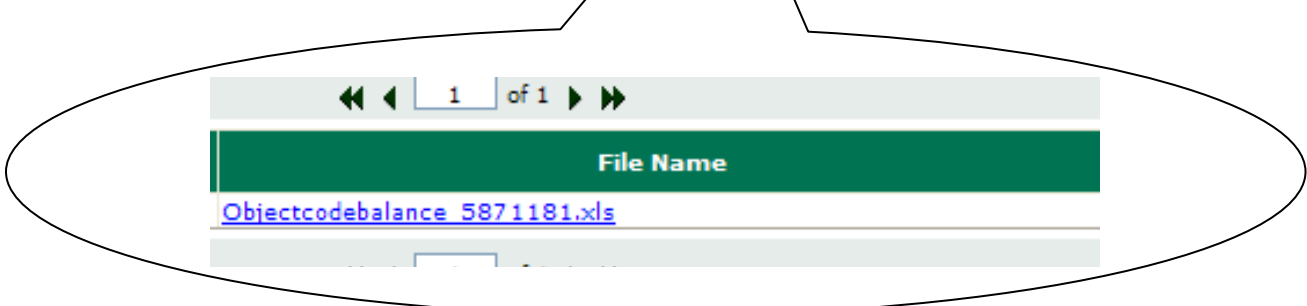
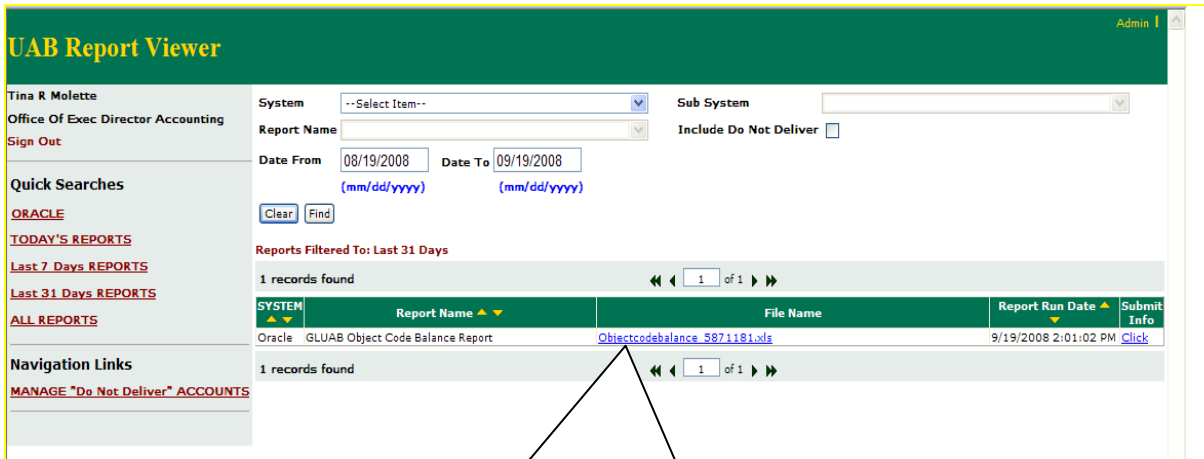
- * **Oracle Unplanned Maintenance Today** The Oracle HR & Finance system will be apologize for any inconvenience this may cause.
Posted on: 09/02/2008
- * **Finance Closeout Calendars** Click [here](#) to view the Monthly Closeout Infomation
Posted on: 01/09/2006
- * **Payroll Processing Calendar** The payroll processing calendars and schedules c
choose "Save file as..." to download to your desktop for viewing)
Posted on: 10/03/2005

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10. To log into the UAB Report Viewer, enter your BlazerId and strong password. Then, click on the I Agree button.

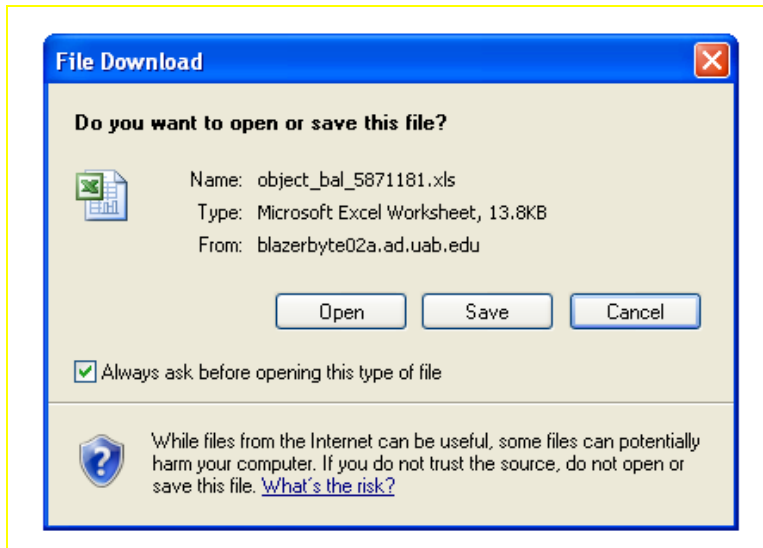


11. The Report Viewer Default view includes all reports received within the last 30 days. Locate the GLUAB Object Code Balance Report in the list of reports for the desired Request ID. Click on the link in the File Name field.



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12. A File Download box will appear. Click open to open the report immediately, or click Save to save the report to your computer.



The Object Code Balances Report will consist of two tabs. The Parameter tab will list all parameters selected to be included in the report.

| PARAMETER INFORMATION | |
|------------------------------|---------------------|
| Period : | MAY-2008 |
| Budget Include : | N |
| Actual Include : | Y |
| Actual Type : | FYTD |
| Organization Range : | 311750000-311750000 |
| Object Code Range : | 8201011-8209699 |
| Selected Attributes | |
| ASBOF_ENABLED | |
| AFFILIATION | |
| A21_REPORT_CODE | |
| DELIVER_TO_PSN_LAST | |
| RESP_PSN_LAST | |
| DEPARTMENT | |
| DIVISION | |

The Report tab will include the resulting object code balance information based on the parameters indicated.

Note: Resulting data will not include GA/GL recap accounts.

To view a sample Object Code Balances Report, click [here](#).

[Return to Top](#)