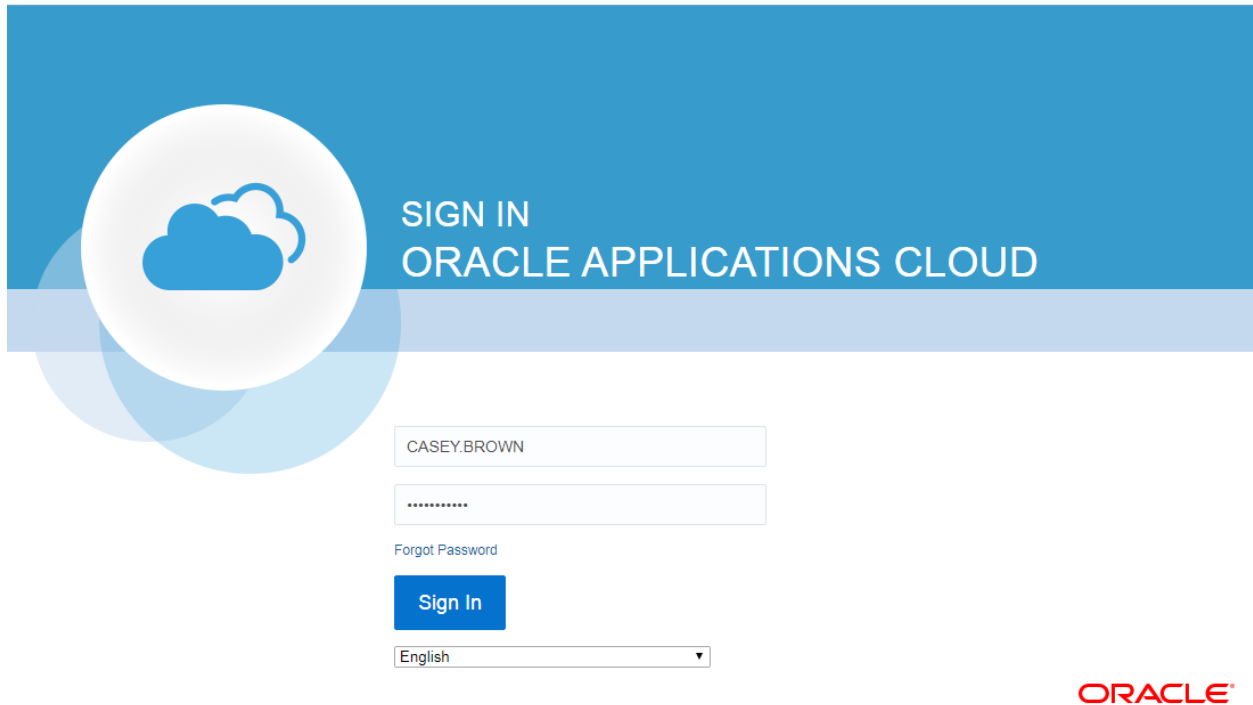


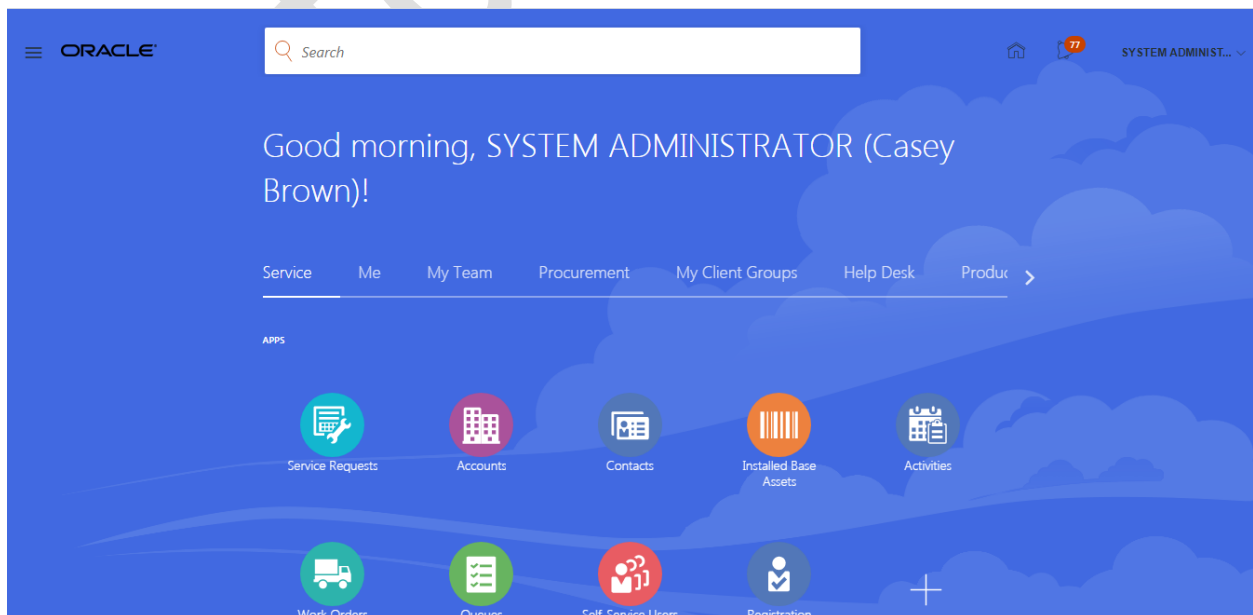
## How to Run Standard Reports

- Enter the **User ID** and **Password**.
- Click on **Sign In** button.



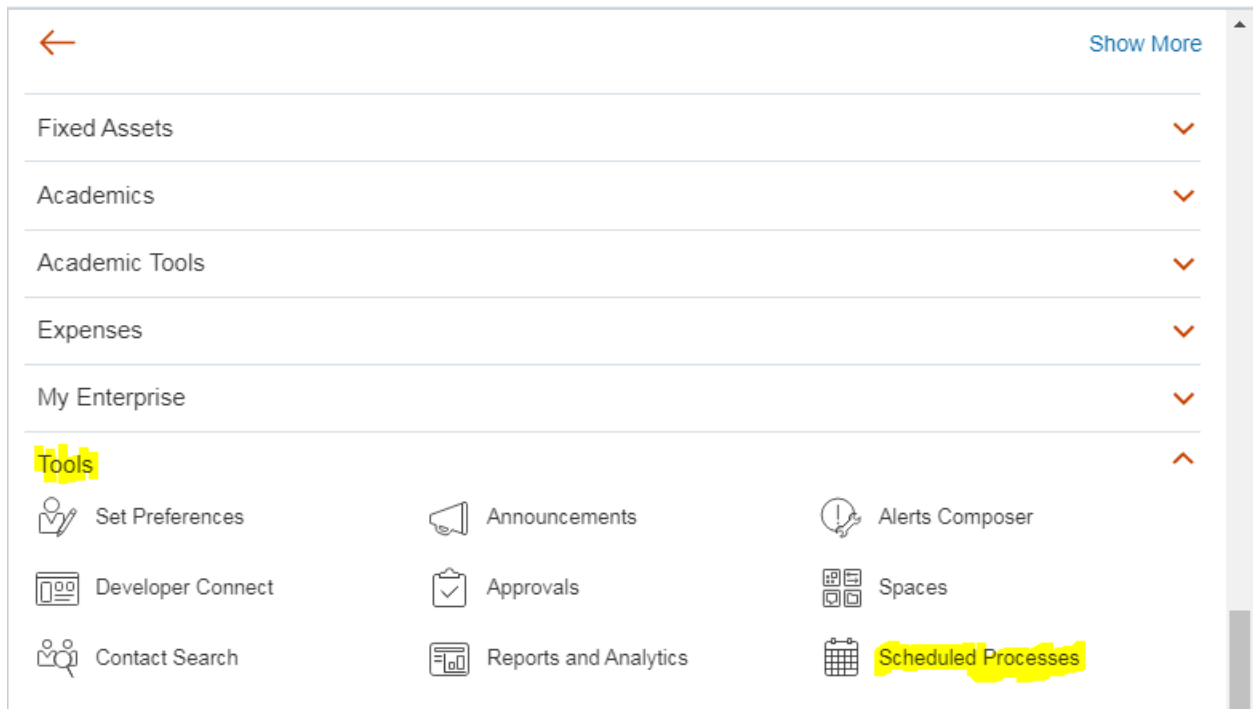
The image shows the Oracle Applications Cloud sign-in interface. It features a blue header with a white circle containing a cloud icon. Below the header, there are two input fields: the first contains the text 'CASEY.BROWN' and the second contains a series of dots representing a password. Below the password field is a link for 'Forgot Password'. A blue 'Sign In' button is positioned below the password field. At the bottom of the form, there is a dropdown menu currently set to 'English'. The Oracle logo is visible in the bottom right corner of the sign-in area.

- Below form will open.



The image displays the Oracle Applications Cloud dashboard. At the top left is the Oracle logo and a search bar. The top right shows a home icon, a notification bell with '77', and the user name 'SYSTEM ADMINISTRATOR'. The main content area features a greeting: 'Good morning, SYSTEM ADMINISTRATOR (Casey Brown)!'. Below the greeting is a navigation menu with items: Service, Me, My Team, Procurement, My Client Groups, Help Desk, and Product. Underneath the menu is a section titled 'APPS' containing several application icons: Service Requests, Accounts, Contacts, Installed Base Assets, Activities, Work Orders, Queues, Self-Service Users, and Registration. A plus sign icon is located at the bottom right of the dashboard.

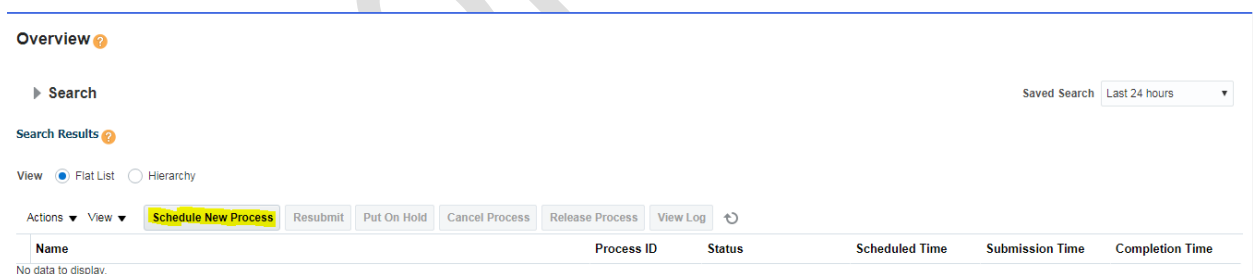
- **Navigator ▢ Tools ▢ Scheduled Processes.**



← Show More

- Fixed Assets ▼
- Academics ▼
- Academic Tools ▼
- Expenses ▼
- My Enterprise ▼
- Tools** ▲
  - Set Preferences
  - Announcements
  - Alerts Composer
  - Developer Connect
  - Approvals
  - Spaces
  - Contact Search
  - Reports and Analytics
  - Scheduled Processes**

- **Click on schedule New Process.**



**Overview** ⓘ

▶ Search Saved Search Last 24 hours ▼

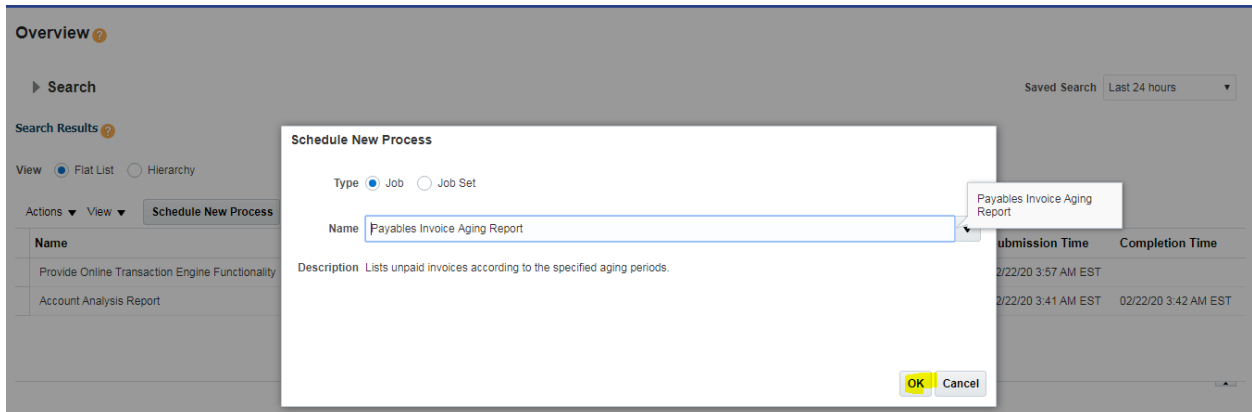
**Search Results** ⓘ


View  Flat List  Hierarchy


Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻


Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time
No data to display.					

- Below form will open.
- Enter the exact standard report name – **Payables Invoice Aging Report**, in this example, which we need to run.
- Click on **OK**.





Overview 

Search Saved Search Last 24 hours 

Search Results 

View  Flat List  Hierarchy

Actions   **Schedule New Process**

Name	Submission Time	Completion Time
Provide Online Transaction Engine Functionality	02/22/20 3:57 AM EST	
Account Analysis Report	02/22/20 3:41 AM EST	02/22/20 3:42 AM EST

**Schedule New Process**

Type  Job  Job Set

Name

Description Lists unpaid invoices according to the specified aging periods.

**OK** **Cancel**

Payables Invoice Aging Report

- Enter the **Parameters** as applicable for the concerned report.
- Click on **Submit** button.

### Process Details ✕

ⓘ This process will be queued up for submission at position 1

Process Options Advanced Submit Cancel

Name Payables Invoice Aging Report  Print output ▼

Description Lists unpaid invoices according to the specific...  Notify me when this process ends

Schedule As soon as possible Submission Notes

---

### Basic Options

Parameters

\* Business Unit  ▼

\* Sort Invoices By  ▼

\* Include Invoice Detail  ▼

\* Include Supplier Site Detail  ▼

Minimum Amount Due

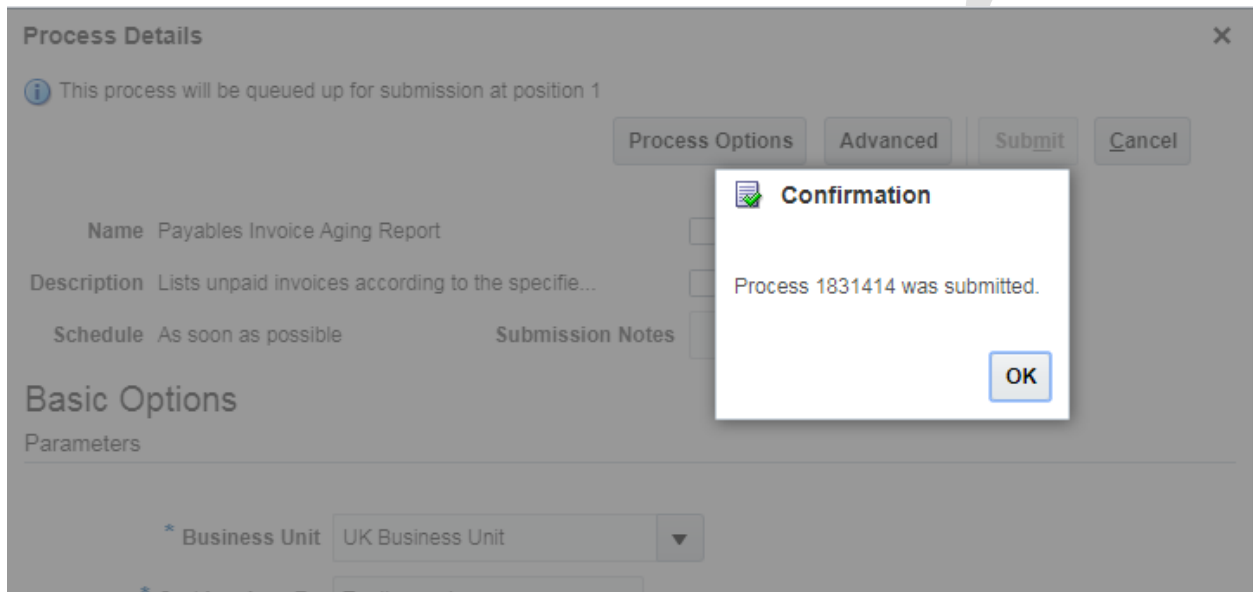
Maximum Amount Due

Invoice Type  ▼

Supplier or Party  ▼

\* Aging Period  ▼

- Confirmation Pop up will show the Process ID.
- Click on **OK**.



- The Report status – **Succeeded**, once it is successfully executed.

Search Saved Search Last 24 hours

Search Results ?

View  Flat List  Hierarchy

Actions View Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time
Payables Invoice Aging Report	1831414	Succeeded	02/22/20 4:33 AM EST	02/22/20 4:33 AM EST	02/22/20 4:33 AM EST

- Here we can see Report Log and Output.

Actions ▾ View ▾ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time
Payables Invoice Aging Report	1831414	Succeeded	02/22/20 4:33 AM EST	02/22/20 4:33 AM EST	02/22/20 4:33 AM EST
Provide Online Transaction Engine Functionality	1831413	Running	02/22/20 3:57 AM EST	02/22/20 3:57 AM EST	
Account Analysis Report	1831405	Succeeded	02/22/20 3:41 AM EST	02/22/20 3:41 AM EST	02/22/20 3:42 AM EST

**Payables Invoice Aging Report, 1831414: Details**

Status Succeeded Schedule Start 02/22/20 4:33 AM EST

**Log**

Attachment ESS\_L\_1831414

**Output**

XML Data ⬇ Diagnostic Log 🗑 **Republish**

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
. Default Document	Payables Invoice Aging Report	PDF	English (United States)	(UTC-05:00) New York - Eastern Time (ET)		✔	📄

- Below we can see output of **Payables Invoice Aging Report**.

**ORACLE**  
UK Primary Ledger

**Payables Invoice Aging Report**

Report Date 02/22/20 4:33 AM

Report Parameters	
Business Unit	UK Business Unit
Sort Invoices By	Trading partner
Include Invoice Detail	Yes
Include Supplier Site Detail	Yes
Minimum Amount Due	
Maximum Amount Due	
Invoice Type	Standard
Supplier or Party	All
Aging Period	Monthly Aging Periods

**ORACLE**  
UK Primary Ledger

**Payables Invoice Aging Report**

Report Date 02/22/20 4:33 AM  
Page 1 of 68

Currency GBP  
Supplier or Party Amazon  
Supplier Number 1343  
Site Amazon UK London Jane.Bell

Invoice Number	Due Date	Days Due	Percentage Unpaid	Remaining Amount	1 Month Overdue	2 Months Overdue	3 Months Overdue	Over 3 Months Overdue
43916	07/02/18	600	100	13,400.00	0.00	0.00	0.00	13,400.00
43917	08/02/18	569	100	14,800.00	0.00	0.00	0.00	14,800.00
43918	09/02/18	538	100	27,800.00	0.00	0.00	0.00	27,800.00
43923	02/05/19	382	100	33,600.00	0.00	0.00	0.00	33,600.00
43924	03/06/19	353	100	15,156.00	0.00	0.00	0.00	15,156.00
43926	05/08/19	290	100	18,360.00	0.00	0.00	0.00	18,360.00
43927	06/12/19	255	100	15,966.00	0.00	0.00	0.00	15,966.00
43930	09/11/19	164	100	42,870.00	0.00	0.00	0.00	42,870.00
43931	10/08/19	137	100	34,200.00	0.00	0.00	0.00	34,200.00
<b>Total for Site Amazon UK</b>				216,152.00	0.00	0.00	0.00	216,152.00
					0 %	0 %	0 %	100 %

- Output of **Payables Invoice Aging Report**.



**output Payables  
Invoice Aging Report.**

TutorALLY Inc.