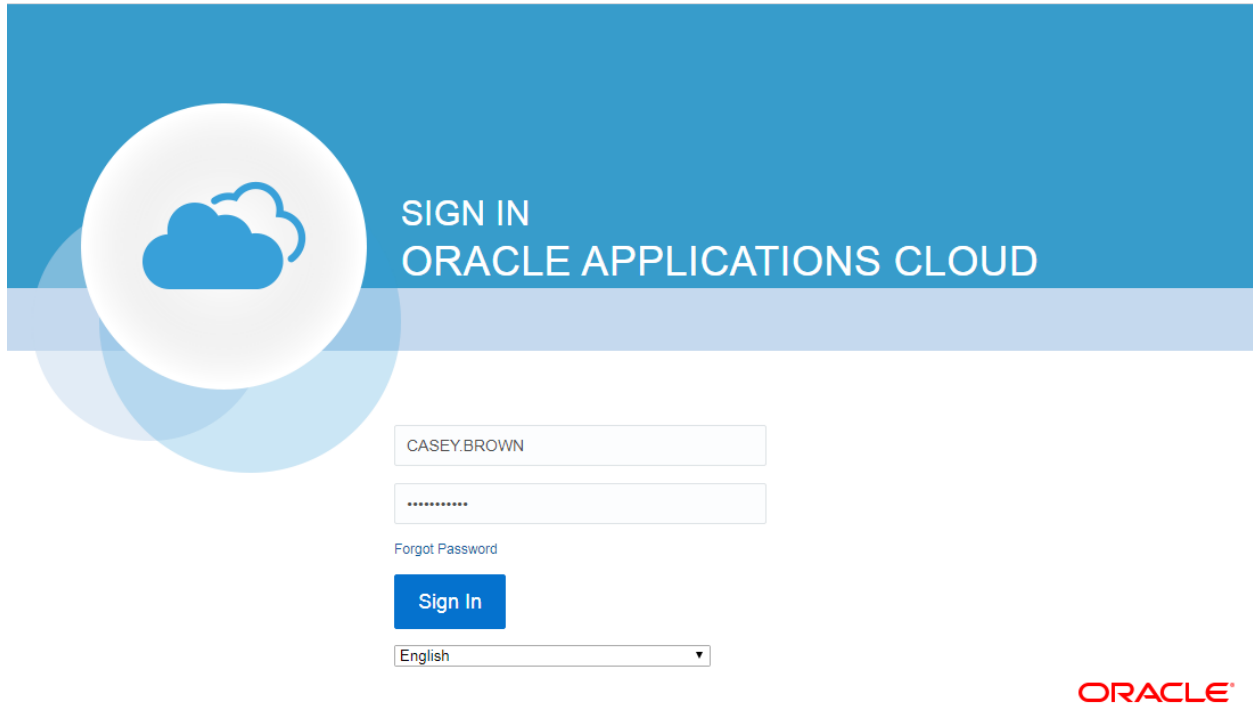


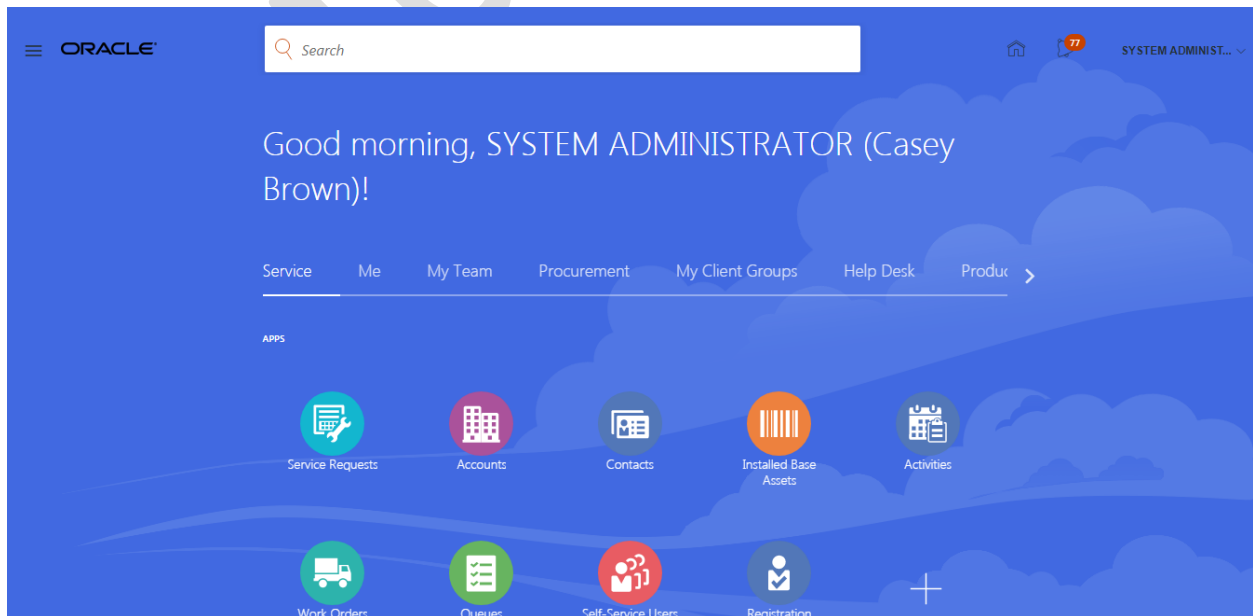
How to Run a Concurrent Report

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

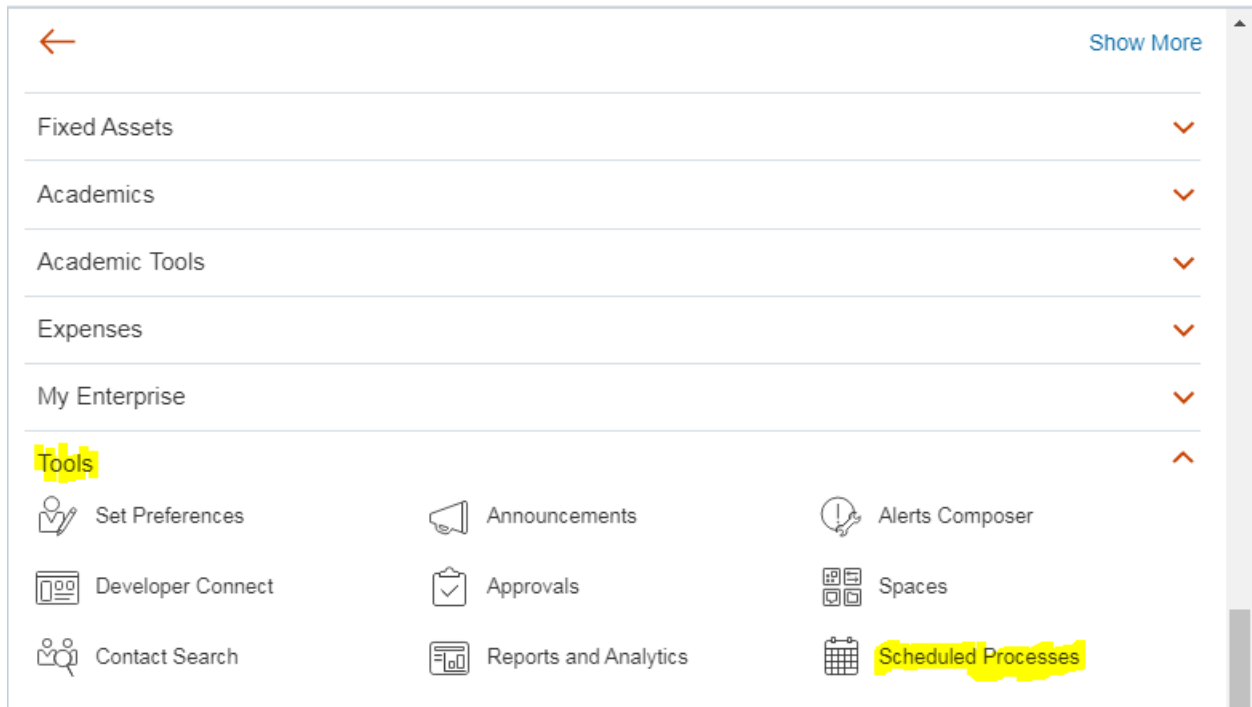


The image shows the Oracle Applications Cloud sign-in interface. It features a blue header with a white cloud icon and the text "SIGN IN ORACLE APPLICATIONS CLOUD". Below the header, there are two input fields: the first contains "CASEY.BROWN" and the second contains "*****". A "Forgot Password" link is positioned below the password field. A blue "Sign In" button is located below the input fields. At the bottom of the form, there is a language dropdown menu set to "English". The Oracle logo is visible in the bottom right corner of the page.

- Below form will open.



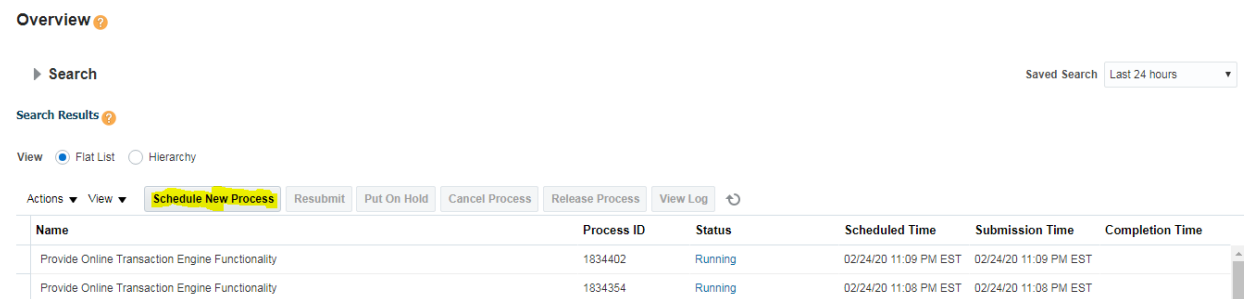
- **Navigator** ▢ **Tools** ▢ **Scheduled Processes.**



← 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**

- Below form will open.
- 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
Provide Online Transaction Engine Functionality	1834402	Running	02/24/20 11:09 PM EST	02/24/20 11:09 PM EST	
Provide Online Transaction Engine Functionality	1834354	Running	02/24/20 11:08 PM EST	02/24/20 11:08 PM EST	

- Below form will open.
- Enter the Report/Request name , which we intend to invoke and click on search.
- Click on **OK** Button to select the report.

Search and Select: Name ×

▲ Search Basic

Name

Search Reset

Name	Description
Payables Invoice Aging Report	Lists unpaid invoices acc..
Payables Invoice Register	Provides detailed informa.
Payables Key Indicators Report	Lists transaction activity a.
Payables Matched and Modified Receipts Report	Identifies receipts that we.
Payables Matching Detail Report	Provides details of how a..
Payables Matching Holds Report	Provides detailed Oracle ..
Payables Open Items Revaluation Report	Lists changes in the valu..
Payables Payment Register	Provides detailed informa.
Payables Perceptions for the Flat File for Argentina	Statutory report generatin.
Payables Period Close Exceptions Report	Lists exceptions that prev.

OK Cancel

- In our example we took report name – Payables Invoice Register.
- Click on OK.

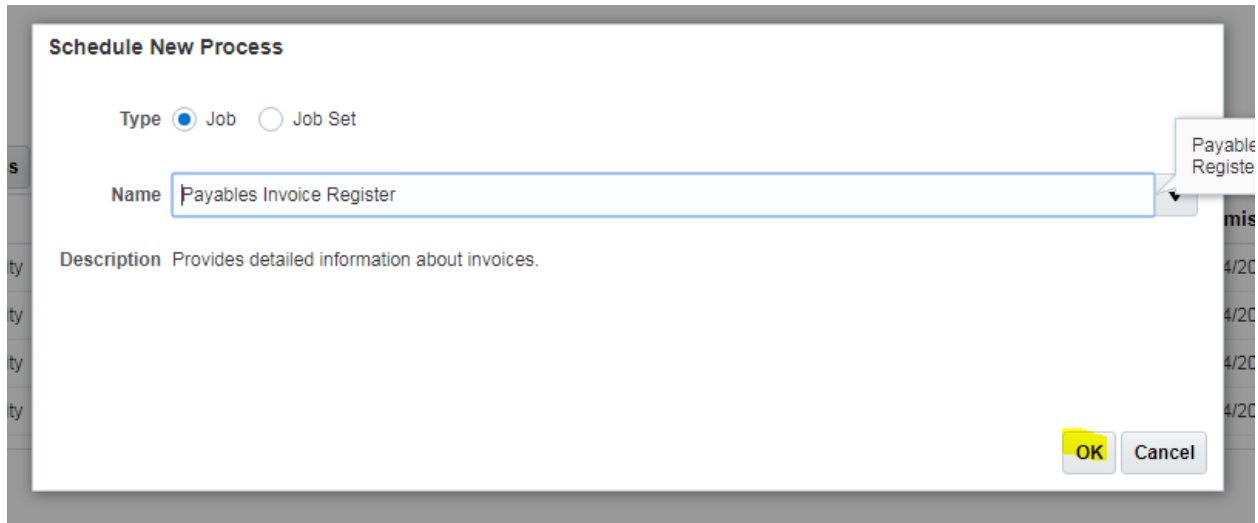
Schedule New Process

Type Job Job Set

Name

Description Provides detailed information about invoices.

OK **Cancel**



- Click on process options and check the Details. We can change these options, if required for the particular request submission.
- Click on OK to close the process options.

Process Details ✕

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

Process Options Advanced Submit Cancel

Name Payables Invoice Register Print output ▼

Description Provides detailed information about invoices. Notify me when this process ends.

Schedule As

Basic Options

Parameters

* B

St

It

From

Process Options ✕

Language American English ▼

Territory United States ▼

Time Zone (UTC-05:00) New York - Eastern Time (ET) ▼

Number Format -1,234.567 ▼

Time Format h:mm a (5:23 AM) ▼

Date Format MM/dd/yy (02/25/20) ▼

Currency US Dollar ▼

OK Cancel

- Click on Advanced options.
- Below form will open.

- Enter the Parameters, as applicable for the request. The mandatory parameter will have a *, in front of them.

Process Details ✕

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

Process Options | Basic | **Submit** | **Cancel**

Name Payables Invoice Register Print output ▼

Description Provides detailed information about invoices. Notify me when this process ends

Schedule As soon as possible **Submission Notes**

Advanced Options

Parameters | Schedule | Output | Notification

* **Business Unit** ▼

Supplier Name ▼

Invoice Type ▼

Invoice Group ▼

Entered By ▼

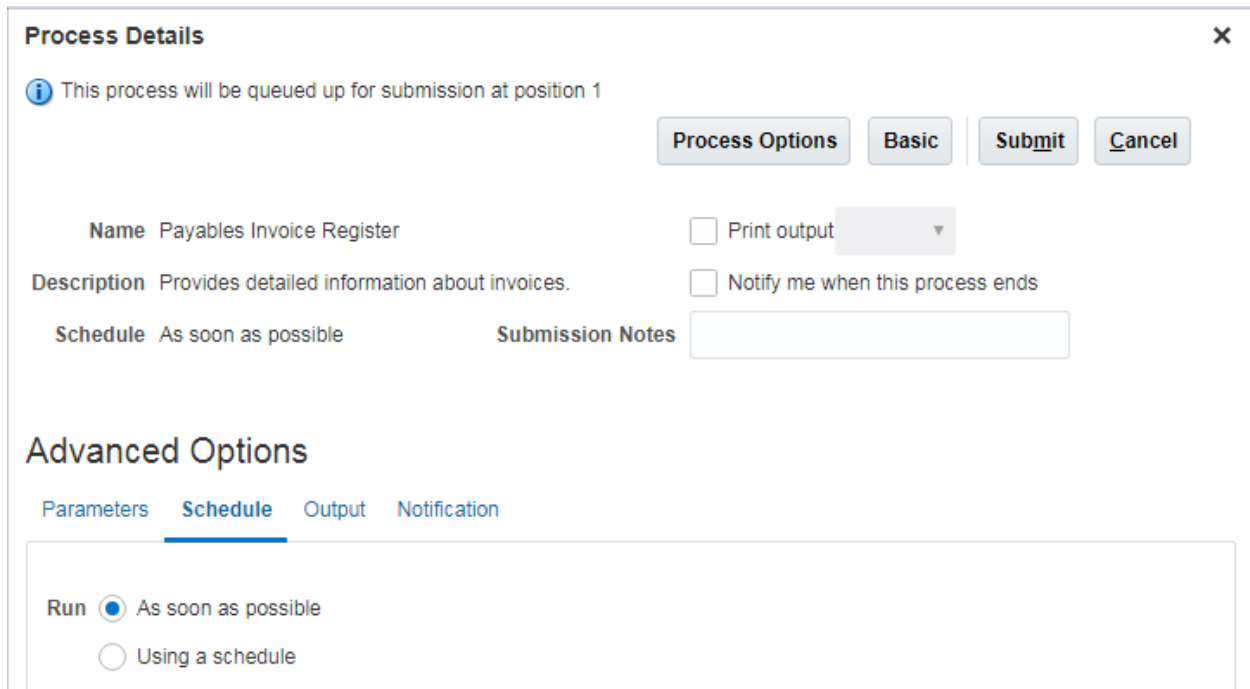
From Entered Date 📅

To Entered Date 📅

Accounting Period ▼

* **Canceled Invoices Only** ▼

- Click on Schedule to check options, available there. We can either run the report immediately or can schedule it to run at a particular time and frequency.
- Click on Submit Button, to submit the request for processing.



Process Details [X]

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

Process Options Basic Submit Cancel

Name Payables Invoice Register

Description Provides detailed information about invoices.

Schedule As soon as possible

Submission Notes

Print output

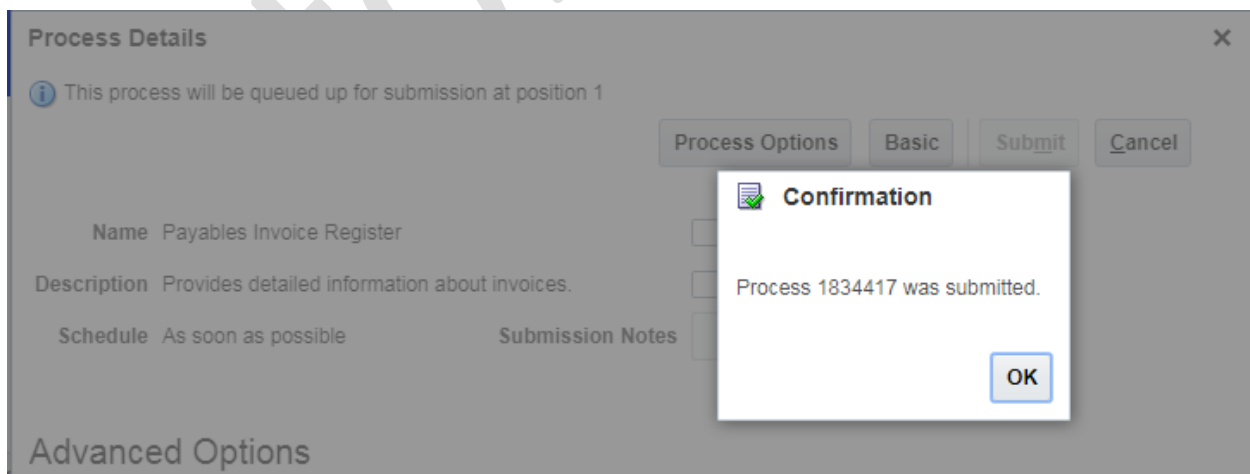
Notify me when this process ends

Advanced Options

Parameters **Schedule** Output Notification

Run As soon as possible
 Using a schedule

- Confirmation pop up will show the Process ID. Note the id, as we will need this to find our request later.
- Click on **OK**.



Process Details [X]

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

Process Options Basic Submit Cancel

Name Payables Invoice Register

Description Provides detailed information about invoices.

Schedule As soon as possible

Submission Notes

Advanced Options

Confirmation

Process 1834417 was submitted.

OK

- The request will have different statuses, depending on the phase of its execution. Here we can see that our Report status is **Succeeded**, which means a successful completion of the report.

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
Provide Online Transaction Engine Functionality	1834420	Running	02/25/20 12:32 AM EST	02/25/20 12:32 AM EST	
Payables Invoice Register	1834417	Succeeded	02/25/20 12:31 AM EST	02/25/20 12:31 AM EST	02/25/20 12:33 AM EST

- If we scroll down in the same page, we will 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
Provide Online Transaction Engine Functionality	1834420	Running	02/25/20 12:32 AM EST	02/25/20 12:32 AM EST	
Payables Invoice Register	1834417	Succeeded	02/25/20 12:31 AM EST	02/25/20 12:31 AM EST	02/25/20 12:33 AM EST
Provide Online Transaction Engine Functionality	1834402	Succeeded	02/24/20 11:09 PM EST	02/24/20 11:09 PM EST	02/25/20 12:32 AM EST
Provide Online Transaction Engine Functionality	1834354	Succeeded	02/24/20 11:08 PM EST	02/24/20 11:08 PM EST	02/25/20 12:32 AM EST
Provide Online Transaction Engine Functionality	1834344	Succeeded	02/24/20 10:19 PM EST	02/24/20 10:19 PM EST	02/24/20 11:09 PM EST

Payables Invoice Register, 1834417: Details

Status Succeeded Schedule Start 02/25/20 12:32 AM EST

Log

Attachment ESS_L_1834417

Output

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

- Below we can see output of Payables Invoice Register Report.

ORACLE
UK Primary Ledger

Payables Invoice Register

Report Date 02/25/20 12:33 AM

Report Parameters	
Business Unit	UK Business Unit
Supplier Name	
Invoice Type	
Invoice Group	
Entered By	
From Entered Date	To Entered Date
Accounting Period	02-20
Canceled Invoices Only	No
Unvalidated Invoices Only	No

ORACLE
UK Primary Ledger

Payables Invoice Register

Report Date 02/25/20 12:33 AM
Page 1 of 1

Currency AUD

Invoice Group

Supplier Name Windsor Inc Invoice Type Standard Amount Remaining 120.00

Invoice Number BJ01 Invoice Date 02/19/20 Original Amount 120.00

Description

Line Number 1

Line Type Item

Line Amount 100.00

Line Description

Distribution Number	Distribution Type	Account	Amount	Accounting Date	Income Tax Type	Accounted
1	Item	303.30.1236.000.000.000	100.00	02/19/20		Processed

Line Number 2

Line Type Tax

Line Amount 20.00

Line Description GB VAT TAX - GB VAT TAX

Distribution Number	Distribution Type	Account	Amount	Accounting Date	Income Tax Type	Accounted
1	Recoverable tax	303.30.1320.000.000.000	20.00	02/19/20		Processed
2	Nonrecoverable tax	303.30.1236.000.000.000	0.00	02/19/20		Processed

Summary		
	Original Amount	Remaining Amount
Total for Supplier Windsor Inc	120.00	120.00
Total for AUD	120.00	120.00

End of Report

- Report Output.



output Payment
Invoice Register.pdf