Running Financial Review Reports with the Core Applications

1. After logging on to the Oracle Core Applications, choose a General Ledger responsibility and navigate to Reports>Request>Financial.


3. Click in the Report Set field and enter %QTR% and press the Tab key. The name of the Quarterly Report Set (and any additional copies) will appear in a Report Sets window. Choose the Report Set for your Set Of Books (USA, AUS, QAR, INTL or GBL).

4. All of the individual reports will appear under the report set name. Ensure the Period field is populated with the current period active for these reports.

5. If the Period field is not the designated period, all report Period fields can be changed in the report set by entering the designated period in the Report Parameters region and clicking on the Apply button.

6. Individual reports can be selected for running by checking the box next to the report name. A complete set can be run by checking the Select All Reports box.

7. Segment Override – do not overwrite the values in the segment override. Click in the Segment Override field and then on the List of Values icon on the Toolbar (or F9) to display the Accounting Flexfield window. Then you can add your organization, department or division.

8. Content Set – If you are accustomed to using a Content Set you can select it here.

9. Spreadsheet – These reports can also be run as spreadsheets. Change Text to Spreadsheet.

10. Click on the Submit button when you are ready to run your report(s). Choose the Help menu and View My Requests option to view request.