

Report Parameters

Report Type

Summary (GL MAST) Lists all journal lines at the level of detail they were originally posted to the Oracle General Ledger.

Balances Report (GL MASB) Object code balance report that includes current month actual, revised budget, FYTD actual, commitments, and available budget amounts for GL accounts.

Begin/End Period & Deliver To Person

Begin Period Choose the appropriate Begin Period value (MMM-YYYY). Enter the value directly into the field, or use the drop-down to choose the correct period (*for EOM reporting, choose the period that just ended*).

End Period Choose the appropriate End Period value (MMM-YYYY). Enter the value directly into the field, or use the drop-down to choose the correct period (*for EOM reporting, choose the period that just ended*).

Deliver To Person Enter the Deliver to Person's name directly into the field (LAST, FIRST M), or use the 3-dot LOV (...) to open the Deliver To Person (DTP) search box.

NOTE: In order to get results for a DTP other than yourself, you must have access to the Org range(s) associated to that employee.

Account Strings

The MAST and MASB reports can be run for a specific Account, Account range, or for all GL accounts you have access to.

Specific Account(s)/Range Enter **Account values** directly into the corresponding **Begin** and/or **End** Account String fields (ASBOF).

Accessible GL Account(s) Enter the **percent sign wildcard (%)** in the **Begin** and **End** fields.
Do not leave Account String fields blank.

Org Unit

The MAST and MASB reports can be run for a specific Organization or Organization range you have access to.

Org Unit Begin Enter Organization number into the field.

Org Unit End Enter Organization number into the field.

- End Org will be the same if reporting on single Org
- End Org will be last Org in Org Range if reporting on a range

Run Report

NOTE: Do not run report without values in Account String fields (either ASBOF or percent sign wildcard (%)) – no data will be returned

Click the **Run Report** button to submit the completed form.

Report output will be available in the Oracle **Concurrent Requests Manager** (View > Requests > Find).

Request ID	Name	Parent	Phase	Status	Parameters
96023581	GLUAB Monthly Account		Completed	Normal	1653849
96011191	GLUAB Monthly Account		Completed	Normal	1653320
96010757	GLUAB Monthly Account		Completed	Normal	1653228
96010731	GLUAB Monthly Account		Completed	Normal	1653227
96010717	GLUAB Monthly Account		Completed	Normal	1653226
96010256	GAUAB Monthly Account		Completed	Normal	12900
96009696	APUAB Report HIPAA GA		Completed	Normal	01-JUL-21, 31-JUL-21, , Mas
96005252	PDF - GAUAB Monthly A		Completed	Normal	12891
96005245	GAUAB Monthly Account		Completed	Normal	12891
96004809	GAUAB Monthly Account		Completed	Normal	12885