VANDERBILT UNIVERSITY

Research Finance

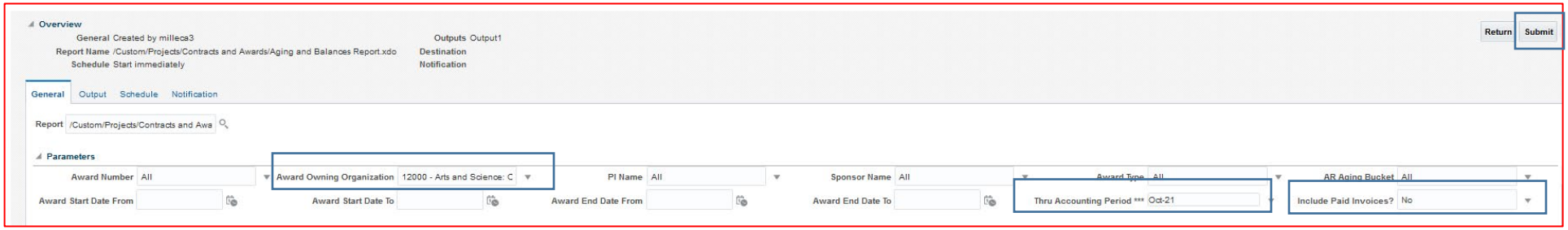
From: Research Finance

Date Updated: November 2021

Subject: Running the Aging and Balances Reports – Grants BU

PROCEDURES

1. Navigate in Oracle to Reporting → Reports and Analytics → Browse Catalog
2. Navigate to the following file path: Shared Folders/Custom/Projects/Contracts and Awards.
3. Select Aging and Balances Report → More → Schedule
4. Under Parameters populate the following:
    a. Award Owning Organization: select Search and select the Owning Organization(s).
    b. Thru Accounting Period ***: enter the current Accounting Period
    c. Include Paid Invoices?: select No
5. Hit Submit



6. Enter Report Job Name (free key field) and OK
7. Hit OK and the Return
8. Select More → History or Job History
9. Once the Status states Success, select Report Job Name → Select Output Name under Republish opening in excel.