

OAC-07 Self Service in OAC Classic

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to perform Self Service analysis in Oracle Cloud Analytics (**OAC**) Classic.

Introduction and Overview

This QRG guides users through self service analysis in OAC Classic by outlining how to access, customize, and analyze reports. Users can filter and organize data, drill down for detailed insights, and modify criteria to create tailored, actionable reports—enabling efficient and informed decision-making.

Self Service in OAC Classic

Follow the below steps to perform Self-Service in OAC Classic. There are 13 steps to complete this process.

Step 1. **Navigate** to the desired report and **scroll down** to the bottom of the report. Click **Analyze**.

Image

	0.00	0.00	0.00	88,086,703.99
125,807,037.30	1,194,888,507.28	2,184,800,129.92	495,627,153.27	
Analyze	Edit - Refresh - Export			

Step 2. After selecting Analyze, the report opens in a new customization window under the **Results** tab.

Note: The Results tab shows data based on the columns selected in the Criteria tab. Data is displayed using user-selected visualizations, such as tables, pivot tables, graphs, and maps.

Image

NCFS ACFR 11F - Fiduciary Net Position Report (RP...

CriteriaResultsPromptsAdvanced

Subject Ar...

NCFS - Balances

- Account
- Account 12G
- Account 17G
- Account Current
- Account FIDU
- Account GOV
- Account GWSOREV
- Account PROP
- Agency
- Agency Management
- Agency Program
- Budget Fund

Catalog

List All

- My Folders
- Shared Folders

Compound Layout

Title

NCFS ACFR 11F - Fiduciary Net Position Report

RPT-OAC-003

Time run: 11/5/2025 1:22:28 PM

Filters

Ledger Name is equal to / is in NC ACCRUAL US
and Fiscal Period Name is equal to 13_Jun-24
and Parent3 Description is equal to 33990G - PENSION (AND OTHER EMPLOYEE BENEFIT) TRUST FUND, 34990G - INVESTMENT TRUST FUNDS, 35990G - PRIVATE PURPOSE TRUST FUNDS
AND/OR GAAP

Pivot Table

	33990G - PENSION (AND OTHER EMPLOYEE BENEFIT) TRUST FUND	35990G - PRIVATE PURPOSE TRUST FUNDS
ASSETS		
Cash, cash equiv, and pooled cash		
1112999B - POOLED CASH	1,629,713,975.29	108,236
1119999B - CASH AND CASH EQUIVALENTS		178,587,573
Investments		

Step 3. The user can **right-click** the desired column in the report to analyze data for that specific column.

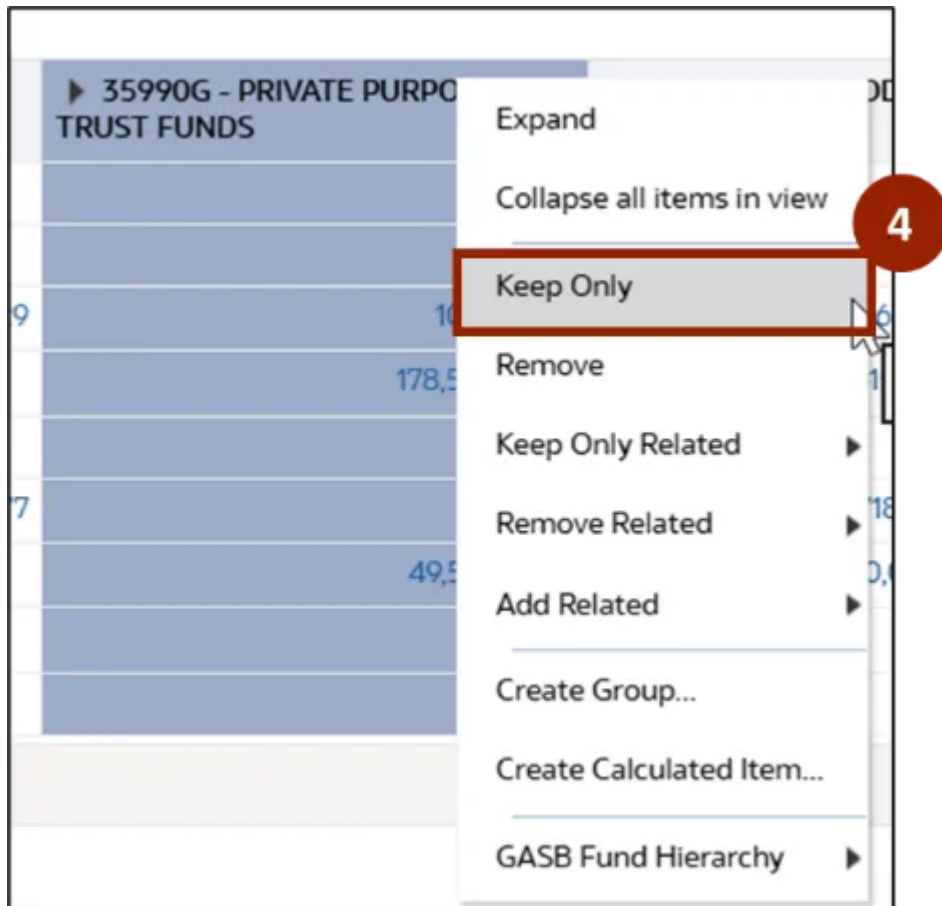
Image

3

	▶ 33990G - PENSION (AND OTHER EMPLOYEE BENEFIT) TRUST FUND	▶ 35990G - PRIVATE PURPOSE TRUST FUNDS	▶ 39990G - CUSTODIAL FUNDS
ASSETS			
Cash, cash equiv, and pooled cash			
▶ 1112999B - POOLED CASH	1,629,713,975.29	108,236.42	1,148,416,336.78
▶ 1119999B - CASH AND CASH EQUIVALENTS		178,587,573.17	265,615,432.74
Investments			
▶ 1122999B - POOLED INVESTMENTS	123,747,145,209.77		1,900,718,132.30
▶ 1129999B - INVESTMENTS		49,527,232.19	400,000.00

Step 4. A pop-up menu appears. Select **Keep Only** for the required column.

Image



Step 5. The report refreshes, showing only the selected column.

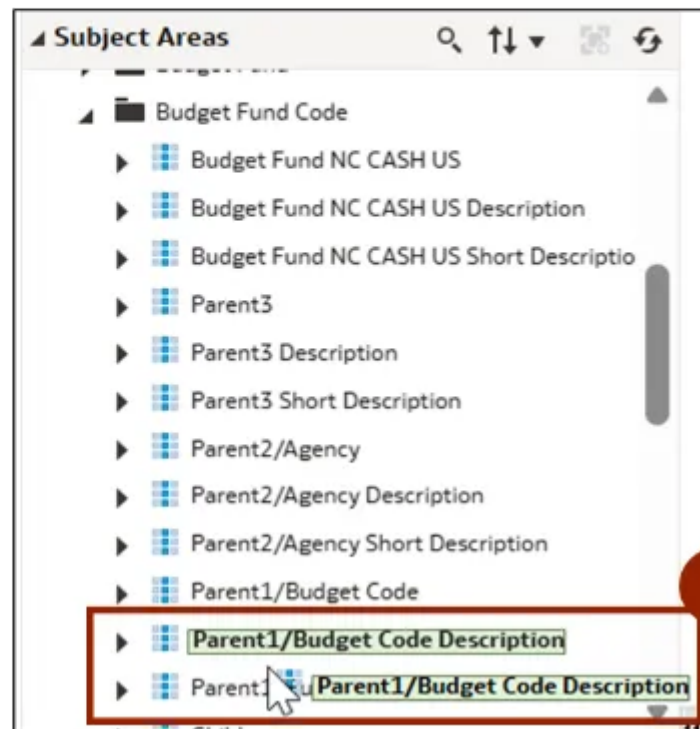
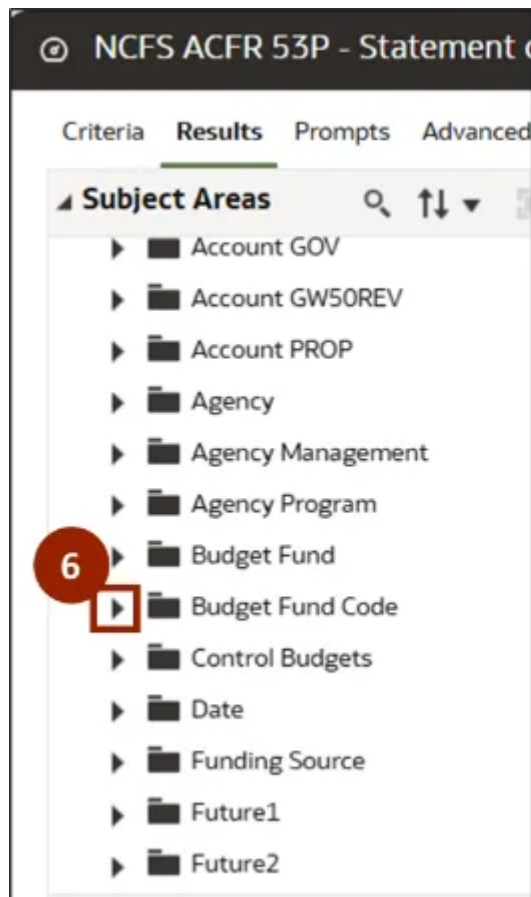
Image

Title																					
NCFS ACFR 11F - Fiduciary Net Position Report																					
RPT-OAC-003																					
Time run: 11/4/2025 12:01:06 PM																					
Filters																					
Ledger Name is equal to / is in NC ACCRUAL US and Fiscal Period Name is equal to 13_Jun-24 and Parent3 Description is equal to 33990G - PENSION (AND OTHER EMPLOYEE BENEFIT) TRUST FUND, 34990G - INVESTMENT TRUST FUNDS, 35990G - PRIVATE PURPOSE TRUST FUNDS, 39990G - CUSTODIAL AND/OR GAAP																					
Pivot Table																					
<table> <tr> <td colspan="2">ASSETS</td></tr> <tr> <td colspan="2">Cash, cash equiv, and pooled cash</td></tr> <tr> <td>▶ 1112999B - POOLED CASH</td><td>108,236.42</td></tr> <tr> <td>▶ 1119999B - CASH AND CASH EQUIVALENTS</td><td>178,587,573.17</td></tr> <tr> <td colspan="2">Investments</td></tr> <tr> <td>▶ 1129999B - INVESTMENTS</td><td>49,527,232.19</td></tr> <tr> <td colspan="2">Receivables, net</td></tr> <tr> <td>▶ 1135999B - INTEREST RECEIVABLE</td><td>1,189.79</td></tr> <tr> <td>▶ 1193999C - SECURITIES HELD IN TRUST</td><td>966,664,275.71</td></tr> <tr> <td>▶ 11100000C - UNCLASSIFIED/INVALID/CLEARING ASSET ACCOUNTS</td><td>0.00</td></tr> </table>		ASSETS		Cash, cash equiv, and pooled cash		▶ 1112999B - POOLED CASH	108,236.42	▶ 1119999B - CASH AND CASH EQUIVALENTS	178,587,573.17	Investments		▶ 1129999B - INVESTMENTS	49,527,232.19	Receivables, net		▶ 1135999B - INTEREST RECEIVABLE	1,189.79	▶ 1193999C - SECURITIES HELD IN TRUST	966,664,275.71	▶ 11100000C - UNCLASSIFIED/INVALID/CLEARING ASSET ACCOUNTS	0.00
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▶ 11100000C - UNCLASSIFIED/INVALID/CLEARING ASSET ACCOUNTS	0.00																				

Step 6. In the Subject Areas section, the list of available agency chart segments is displayed. The user can select the **desired option** from the list. In this example, click the **caret icon** next to **Budget Fund Code** to view the drop-down menu.

Step 7. From the drop-down list, **select** and **hold** Parent1/Budget Code Description.

Image



Step 8. Drag **Parent1/Budget Code Description** and **place** it either below the columns or beside the rows as required.

Image

	▶ 35990G - PRIVATE PURPOSE TRUST FUNDS	8
ASSETS	Parent1/Budget Code Description	
Cash, cash equiv, and pooled cash		
▶ 1112999B - POOLED CASH		108,236.42
▶ 1119999B - CASH AND CASH EQUIVALENTS		178,587,573.17
Investments		

	▶ 90G - PRIVATE PURPOSE TRUST FUNDS	8
ASSETS	Parent1/Budget Code Description	
Cash, cash equiv, and pooled cash		
▶ 1112999B - POOLED CASH		108,236.42
▶ 1119999B - CASH AND CASH EQUIVALENTS		178,587,573.17
Investments		
▶ 1129999B - INVESTMENTS		49,527,232.19

Step 9. The report **refreshes** to **display** the **Budget Codes** that correspond to each column or row for the specific agency.

Image

	▶ 35990G - PRIVATE PURPOSE TRUST FUNDS	
	02000 - AOC - INST TRUST	63900 - INSURANCE-TRUST
ASSETS		
Cash, cash equiv, and pooled cash		
▶ 1112999B - POOLED CASH		108,236.42
▶ 1119999B - CASH AND CASH EQUIVALENTS	178,587,573.17	
Investments		
▶ 1129999B - INVESTMENTS	49,527,232.19	
Receivables, net		
▶ 1135999B - INTEREST RECEIVABLE		1,189.79
▶ 1193999C - SECURITIES HELD IN TRUST		966,664,275.71
▶ 1U99999C - UNCLASSIFIED/INVALID/CLEARING ASSET ACCOUNTS		0.00
TOTAL ASSETS	228,114,805.36	966,773,701.92
NET POSITION		

Note: To view more detailed information, the user can click the specific budget code link located above or below the columns. This allows them to drill down and display the corresponding child-level budget fund details for that column.

Image

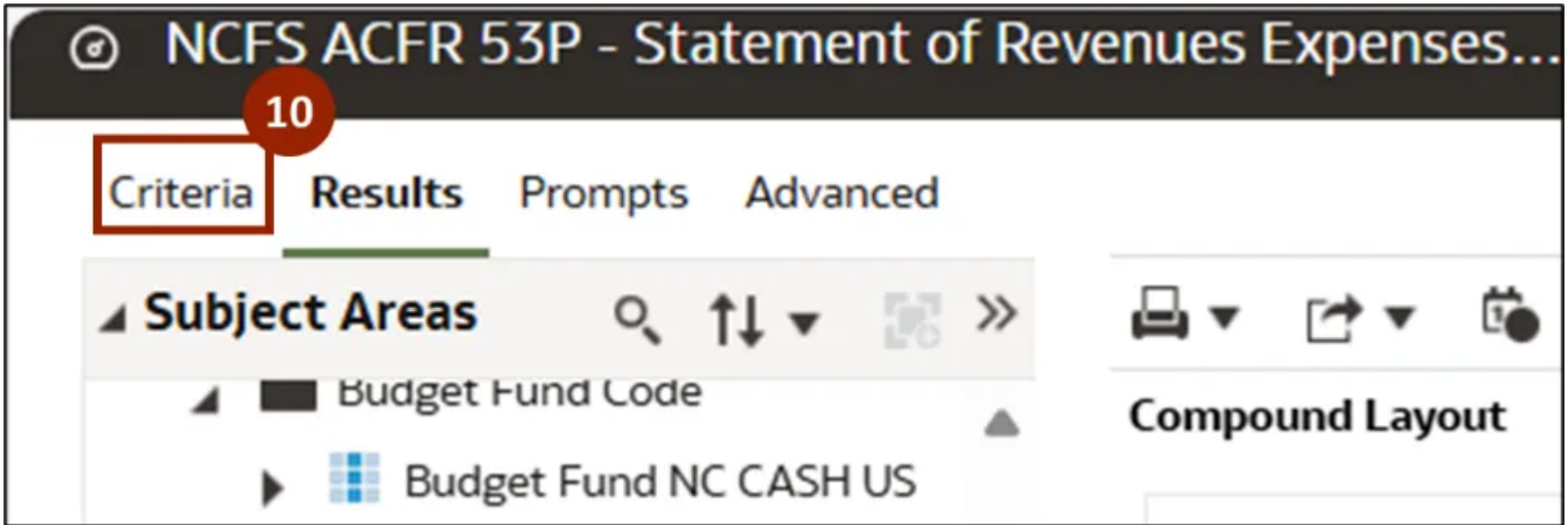
	▶ 35990G - PRIVATE PURPOSE TRUST FUNDS	
	02000 - AOC - INST TRUST	63900 - INSURANCE-TRUST
ASSETS		
Cash, cash equiv, and pooled cash		
▶ 1112999B - POOLED CASH		108,236.42
▶ 1119999B - CASH AND CASH EQUIVALENTS	178,587,573.17	

	▶ 35990G - PRIVATE PURPOSE TRUST FUNDS	
	02000 - AOC - INST TRUST	
	000101 - AOC 0101 CSC-PPT	
ASSETS		
Cash, cash equiv, and pooled cash		

Step 10. To modify the selection criteria in the report, click the **Criteria** tab.

Note: The Criteria tab contains selected columns from one or more subject areas. It also lets you access column functions, such as sorting and editing properties.

Image



Step 11. In the Selected Column section, locate the applied selection fields. Click the **gear icon** next to Child Description and Parent1/Budget Code Description.

Step 12. A drop-down list is displayed. Select **Delete** to remove the columns.

Image

Selected Columns

Account PROP	GASB Fund	Budget Fund Code
▶ Account PROP Hierarchy ⚙	YTD Balances ⚙	▶ GASB Fund Hierarchy ⚙
Parent1/Budget Code Description ⚙		
Child Description ⚙		

Filters

- ▼ Ledger Name is equal to / is in NC ACCRUAL US
- AND ▼ Parent1 Description is prompted
- AND ▼ Fiscal Period Name is equal to / is in 13_Jun-24
- AND ▼ Parent3 Description is equal to / is in 25990G - ENTERPRISE FUNDS; 27990G - INTERNAL SERVICE FUNDS
- AND ▼ Parent2/GASB is prompted

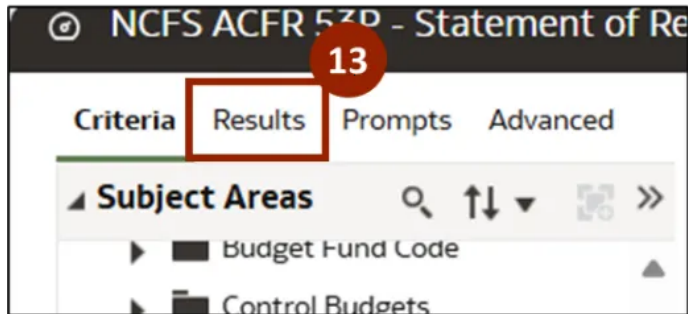
Context Menu for 'Child Description':

- Sort
- Edit formula
- Column Properties
- Filter
- Delete**
- Save Column As

Step 13. Click the **Results** tab to view the refreshed report without the previously applied criteria.

Note: The Prompts and Advanced tabs are advanced features designed for technical users.

Image



NCFS ACFR 11F - Fiduciary Net Position Report

RPT-OAC-003

Time run: 11/5/2025 1:52:47 PM

Filters

Ledger Name is equal to / is in NC ACCRUAL US

and Fiscal Period Name is equal to 13_Jun-24

and Parent3 Description is equal to 35990G - PENSION (AND OTHER EMPLOYEE BENEFIT) TRUST FUND, 34990G - INVESTMENT TRUST FUNDS, 35990G - PRIVATE PURPOSE TRUST FUNDS, 39990G

and Parent1/Budget Code Description is equal to / is in 02000 - AOC - INST TRUST

Pivot Table

	35990G - PRIVATE PURPOSE TRUST FUNDS
ASSETS	
Cash, cash equiv, and pooled cash	
▶ 1119999B - CASH AND CASH EQUIVALENTS	178,587,573.17
Investments	
▶ 1129999B - INVESTMENTS	49,527,232.19
TOTAL ASSETS	228,114,805.36
NET POSITION	
▶ Net position	210,050,365.83
Revenue/expense summaries	18,064,439.53
▶ Prior Year Rev/Exp Summary	0.00
399999 Curr Year Rev/Exp Summary	18,064,439.53
TOTAL NET POSITION	228,114,805.36

Wrap-Up

OAC users can perform self service in OAC Classic using the steps above to independently analysis and customize reports, extracting meaningful insights for efficient and informed decision-making.

Additional Resources

- Virtual Instructor Led Training (vILT)
 - [OAC for NCFS 1](#)

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