



SELF SERVICE IN OAC CLASSIC

OAC

QUICK REFERENCE GUIDE

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

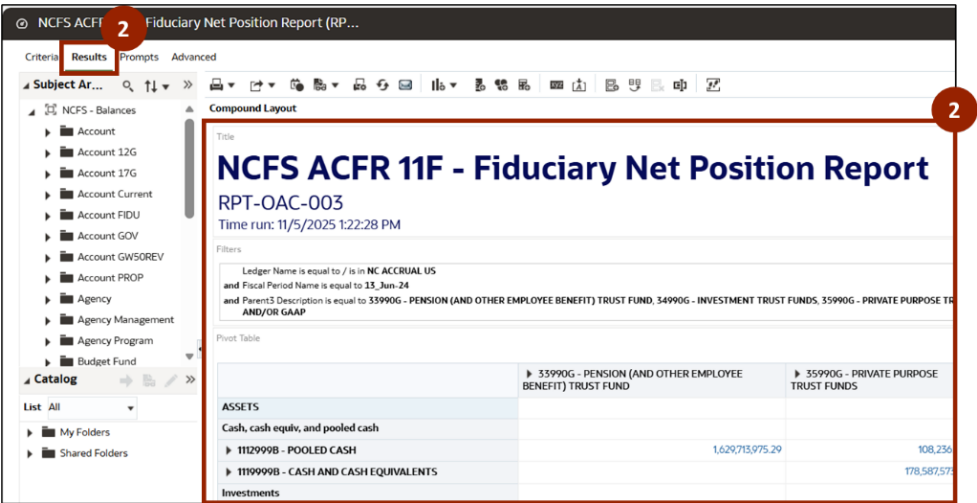
Follow the 13 steps to perform Self-Service in OAC Classic:

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

	0.00	0.00	0.00	88,086,703.99
125,807,0037.30	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.

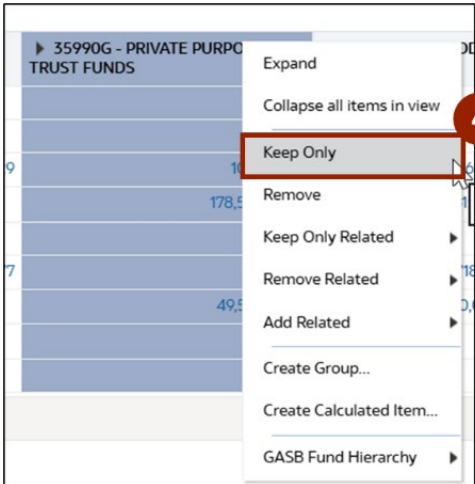
Note: The **Results** tab shows data based on the columns selected in the Criteria tab. Data is displayed using user-selected visualizations, such as tables, pivot tables, graphs, and maps.



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

	▶ 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	1,148,416,336.74
▶ 1119999B - CASH AND CASH EQUIVALENTS		178,587,573.17	265,615,432.74
Investments			
▶ 1122999B - POOLED INVESTMENTS	123,747,145,209.77		1,900,718,132.34
▶ 1129999B - INVESTMENTS		49,527,232.19	400,000.00

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

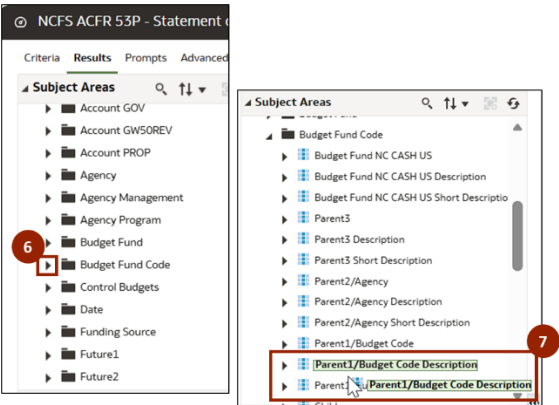


Step 5: The report **refreshes**, showing only the selected column.

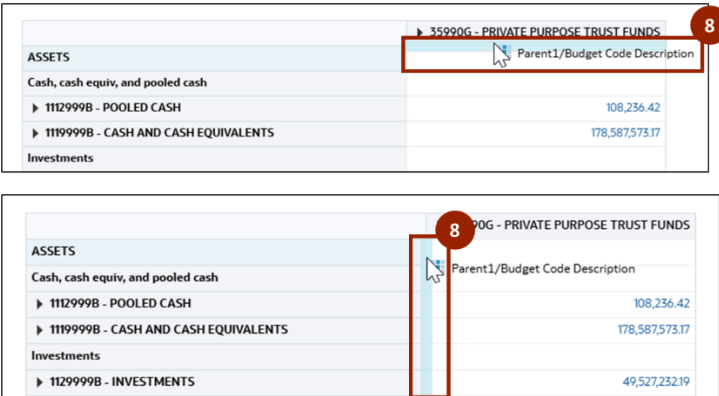
Title	
NCFs ACFR 11F - Fiduciary Net Position Report	
RPT-OAC-003	
Time run: 11/4/2025 12:01:06 PM	
Filters	
Ledger Name is equal to / is in NC ACCRUAL US	
and Fiscal Period Name is equal to 13_Jun-24	
and Parent3 Description is equal to 33990G - PENSION (AND OTHER EMPLOYEE BENEFIT) TRUST FUND, 34990G - INVESTMENT TRUST FUNDS, 35990G - PRIVATE PURPOSE TRUST FUNDS, 39990G - CUSTODIAL AND/OR GAAP	
Pivot Table	
ASSETS	▶ 35990G - PRIVATE PURPOSE TRUST FUNDS
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/UNVALUATED/FINANCING 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.



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



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

	▶ 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		

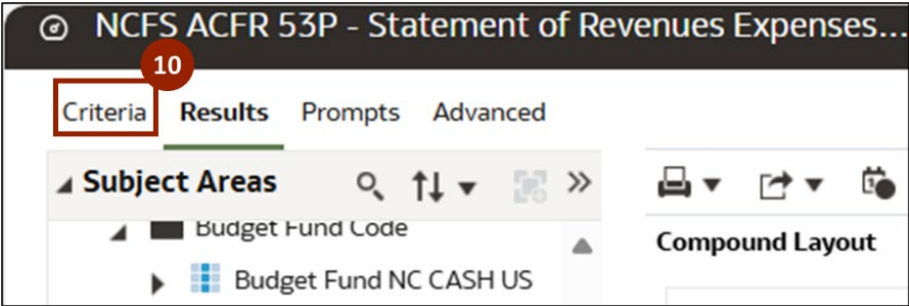
Note: To view more detailed information, the user can click the specific budget code link located above or below the columns. This allows them to drill down and display the corresponding child-level budget fund details for that column.

	▶ 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		

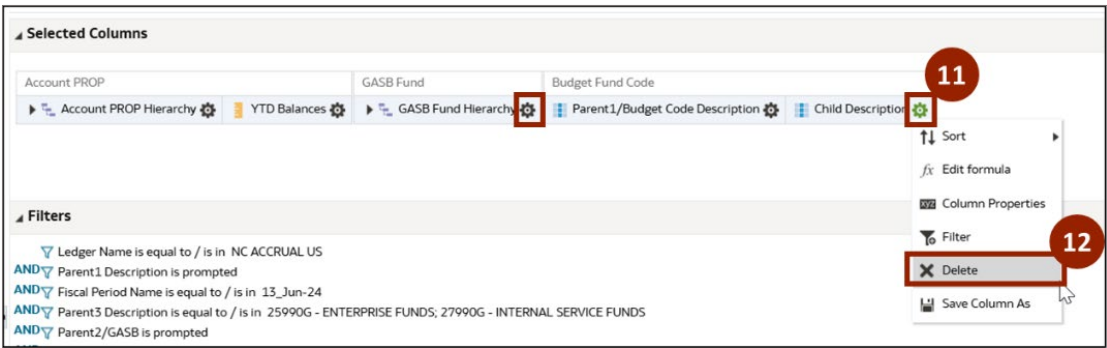
Step 10: To modify the selection criteria in the report, click the Criteria tab.

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.



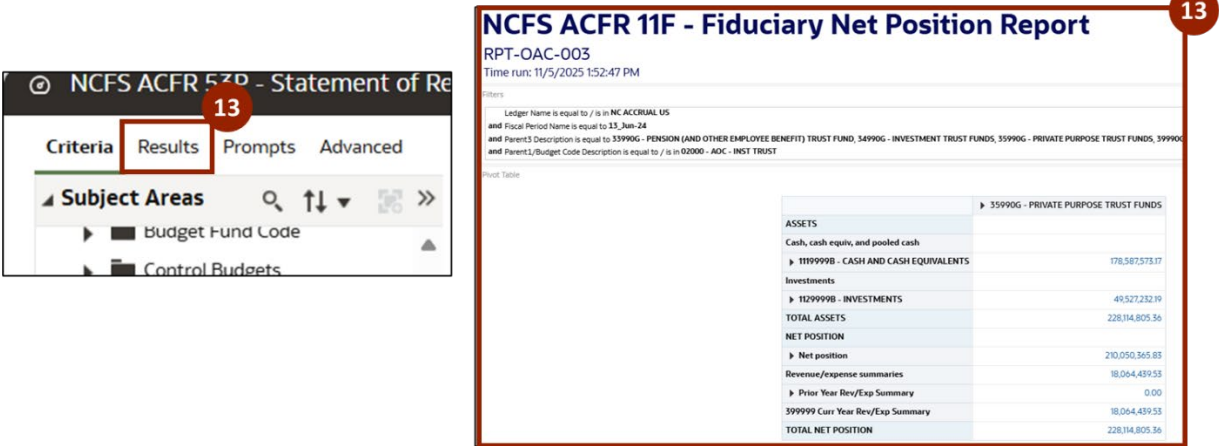
Step 11: In the Selected Column section, locate the applied selection fields. Click the **gear icon** next to Child Description and Parent1/Budget Code Description.

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



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.



Wrap-Up

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

Additional Resources

Virtual Instructor Led Training (vILT)

- OAC for NCFS 1