



RUN A WORKBOOK AND APPLY FILTERS IN OAC DV

OAC

QUICK REFERENCE GUIDE

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to **run a workbook and apply filters** in the Oracle Analytics Cloud (**OAC**) Data Visualization (**DV**).

Introduction and Overview

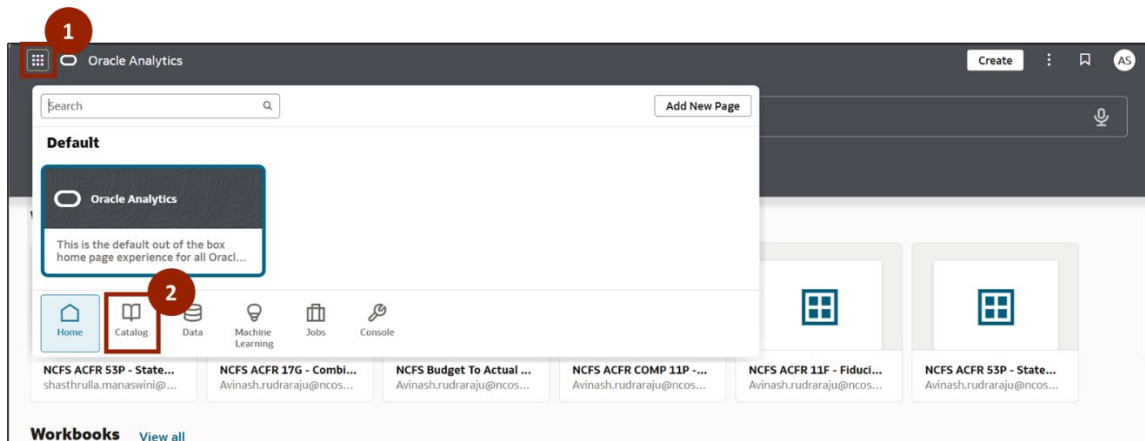
This QRG outlines the two main processes for running workbooks and applying filters or parameters in OAC DV. Users can: **1) Run a Workbook in DV**, or **2) Apply Filters to the Workbook in DV**. Running a report in DV provides an overview of how to navigate to OAC DV and open the desired report. Applying filters and parameters enables users to customize the workbook output to meet specific reporting needs, ensuring more targeted and meaningful insights.

Run a Workbook

Follow the ten steps to run a workbook:

Step 1: On the **Home** page click the **Navigator** icon.

Step 2: Select the **Catalog** tab.

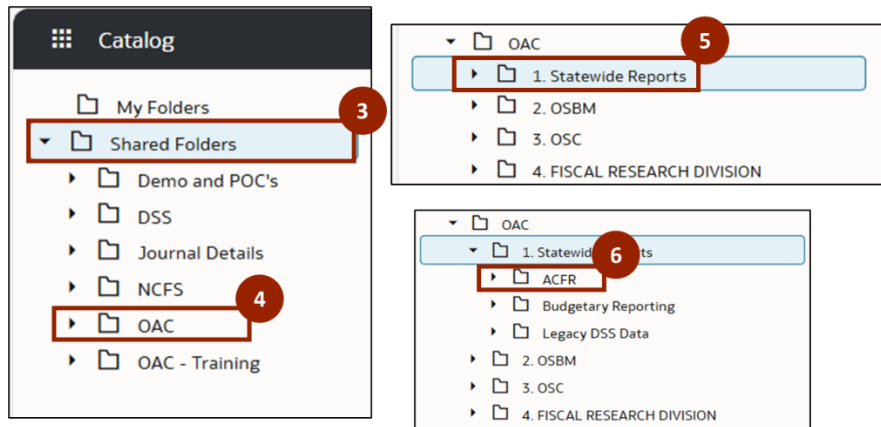


Step 3: The Catalog page is displayed. Click **Shared Folders**.

Step 4: A list of folders is displayed. Click **OAC** folder.

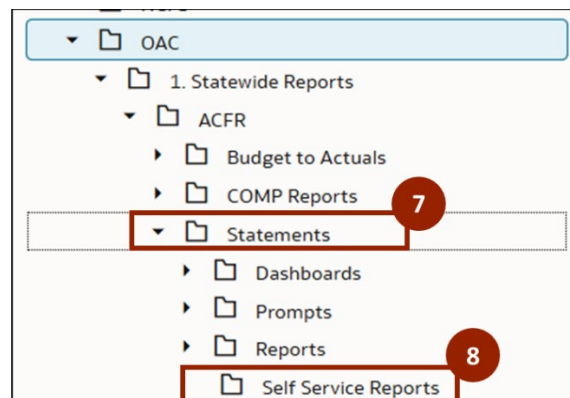
Step 5: In the OAC folder, click your **Statewide Reports**.

Step 6: In Statewide Reports, click **ACFR**.



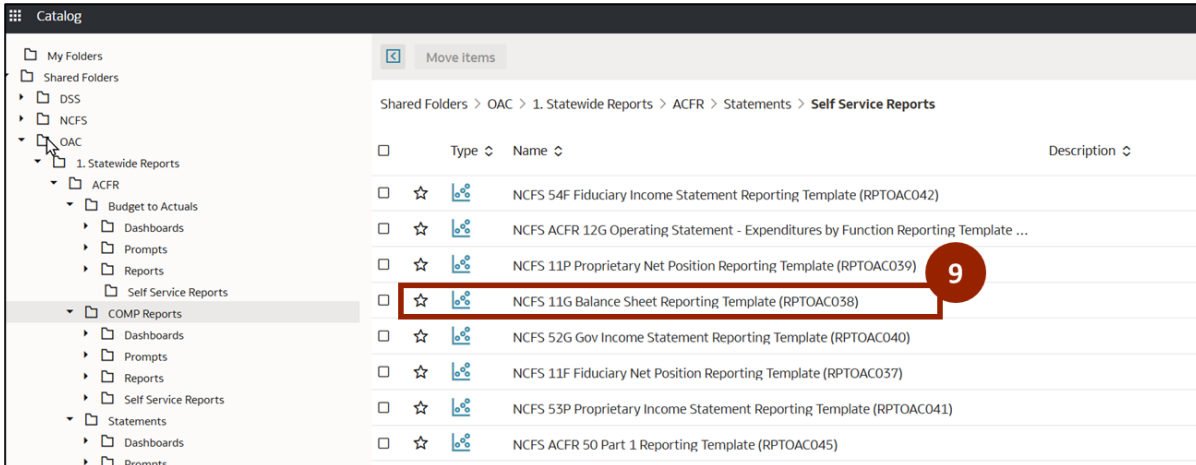
Step 7: In ACFR, click **Statements**.

Step 8: From Statements folder, click **Self Service Reports**.



Note: The user can find the desired DV templates under **Self Service Reports** folder within each report type.

Step 9: A list of DV templates is displayed within the selected report type. Double-click the desired workbook to open it. In this example, click **NCFS 11G Balance Sheet Reporting Template (RPTOAC038)**.



Step 10: The required workbook is displayed.

NCFS 11G Balance Sheet Reporting Template (RPTOAC038) copy

Account GOV Hiera... 1112999B - POOLE... Fiscal Period Name (1) 15_Jun-24 Parent Descr... (1) 11990G - GENERAL... Ledger Name (1) NC-MODIFIED ACBL... GASB Fund Hierarchy 11990G - GENERAL... Fiscal Year N

YTD Balance by Account GOV Hierarchy, GASB Fund Hierarchy, Fiscal Period Name

	15_Jun-24	15_Jun-24	15_Jun-24	15_Jun-24	15_Jun-24
Account GOV Hierarchy					
1112999B - SECURITIES LENDING COLLATERAL	0.00				
1112999B - POOLED INVESTMENTS	14,024,140.49	144,344,950.08	7,237,085.37	148,095,879.47	
1112999B - INVESTMENTS	114,050.00	351,046,351.86	56,445,550.58		
1112999B - RESTRICTED INVESTMENTS	1,894,149.22	146,920,040.77	152,499,011.84		
1112999B - TAXES RECEIVABLE	3,145,743,866.58	244,895,746.37			
1112999B - ACCOUNTS RECEIVABLE	506,184,184.19	58,311,401.51	1,971,811.42	230,626.01	-11,981,942.72
1114999B - INTERGOVERNMENTAL RECEIVABLES	5,760,199,038.89	47,261,591.12	81,802.12		-5,206,651.85
1115999B - INTEREST RECEIVABLE	27,282,145.43	5,020,541.28	1,721,783.07	0.00	-6,836,686.35
TOTAL ASSET AND OTHER DEBITS, TOTAL DEFERRED OUTFLOWS OF RESOURCES, TOTAL ASSETS (AND OTHER DEBITS) AND DEFERRED OUTFLOWS, TOTAL LIABILITIES, TOTAL DEFERRED INFLOWS OF RESOURCES, 999999999 CURR YEAR REVEXP SU...					
11990G - GENERAL FUND (ALL)					
11990G - SPECIAL REVENUE FUNDS					
14990G - CAPITAL PROJECTS FUNDS					
15990G - PERMANENT FUNDS					
90990G - NOT INCLUDED FOR BUDGET AND/OR GAAP					
15_Jun-24	15_Jun-24	15_Jun-24	15_Jun-24	15_Jun-24	15_Jun-24
TOTAL ASSET AND OTHER DEBITS	15,911,115,049.37	15,308,562,785.75	2,041,847,347.29	219,001,867.01	112,767,884.54
TOTAL DEFERRED OUTFLOWS OF RESOURCES	412,842,051.84	33,072,242.00	0.00	0.00	7,091,451.00
TOTAL ASSETS (AND OTHER DEBITS) AND DEFERRED OUTFLOWS	32,323,957,101.71	6,261,415,027.75	2,041,847,347.29	219,001,867.01	319,827,515.34
TOTAL LIABILITIES	11,247,017,225.18	1,443,026,236.84	55,629,545.23	0.00	-86,023,226.58
TOTAL DEFERRED INFLOWS OF RESOURCES	148,083,712.26	80,933,802.72	0.00	0.00	0.00
999999999 CURR YEAR REVEXP SUMMARY	-1,509,906,290.11	-85,017,202.14	1,038,100,981.89	30,518,182.35	-65,461,664.29
TOTAL FUND BALANCE AND OTHER CREDITS	20,878,706,383.27	4,537,654,989.37	1,986,317,782.06	219,001,867.01	405,674,416.92

Apply Filters to the Workbook

Follow the four steps to apply filters to the workbook:

Step 1: To apply a filter, navigate to the desired workbook from the OAC folder.

NCFS 11G Balance Sheet Reporting Template (RPTOAC038) copy

Account GOV Hiera... 1112999B - POOLE... Fiscal Period Name (1) 13_Jun-24 Parent3 Descri... (5) 11990G - GENERAL... Ledger Name (1) NC MODIFIED ACCR... GASB Fund Hierarchy 11990G - GENERAL... Fiscal Year N

YTD Balance by Account GOV Hierarchy, GASB Fund Hierarchy, Fiscal Period Name

	11990G - GENERAL FUND (ALL)	12990G - SPECIAL REVENUE FUNDS	14990G - CAPITAL PROJECTS FUNDS	15990G - PERMANENT FUNDS	90990G - NOT INCLUDED FOR BUDGET AND/OR GAAP
Account GOV Hierarchy	13_Jun-24	13_Jun-24	13_Jun-24	13_Jun-24	13_Jun-24
112999G - SECURITIES LENDING COLLATERAL	0.00				
112999B - POOLED INVESTMENTS	14,024,140.49	144,349,910.98	7,237,083.37	163,090,879.47	
112999B - INVESTMENTS	514,650.00	201,486,335.86	36,845,330.59		
112999B - RESTRICTED INVESTMENTS	3,994,349.22	146,920,040.77	132,499,011.84		
113199B - TAXES RECEIVABLE	3,149,743,686.16	244,895,746.37			
113299B - ACCOUNTS RECEIVABLE	508,184,184.19	58,331,601.51	1,971,811.42	250,626.01	-11,961,942.72
115499B - INTERGOVERNMENTAL RECEIVABLES	5,760,199,038.89	47,261,591.12	83,302.12		-5,206,651.85
115599B - INTEREST RECEIVABLE	27,232,145.43	5,020,541.28	1,722,783.07	0.00	-9,688,686.55
TOTAL ASSET AND OTHER DEBITS, TOTAL DEFERRED OUTFLOWS OF RESOURCES, TOTAL ASSETS (AND OTHER DEBITS) AND DEFERRED OUTFLOWS, TOTAL LIABILITIES, TOTAL DEFERRED INFLOWS OF RESOURCES, 39999999 CURR YEAR REV/EXP SU...					
11990G - GENERAL FUND (ALL)	13_Jun-24	13_Jun-24	13_Jun-24	13_Jun-24	13_Jun-24
TOTAL ASSET AND OTHER DEBITS	\$1,911,115,069.37	6,208,562,785.73	2,041,947,747.29	219,001,867.01	312,767,864.54
TOTAL DEFERRED OUTFLOWS OF RESOURCES	412,842,051.34	13,072,242.00	0.00	0.00	7,099,651.00
TOTAL ASSETS (AND OTHER DEBITS) AND DEFERRED OUTFLOWS	\$2,323,957,120.71	6,221,634,827.73	2,041,947,747.29	219,001,867.01	319,867,515.54
TOTAL LIABILITIES	11,247,017,225.38	1,843,028,236.84	35,829,951.21	0.00	-86,023,216.59
TOTAL DEFERRED INFLOWS OF RESOURCES	198,081,712.24	80,915,802.72	0.00	0.00	0.00
39999999 CURR YEAR REV/EXP SUMMARY	-1,508,900,290.11	-65,017,202.14	1,016,300,983.89	30,558,182.35	-45,463,664.79
TOTAL FUND BALANCE AND OTHER CREDITS	20,878,900,183.27	4,537,654,988.17	1,886,317,782.06	219,001,867.01	405,874,496.92

Balance Sheet Report Balance Sheet Report 2

Step 2: At the top of the workbook, all filters are displayed. The user can select the required filter and make changes based on the selected option. In this example, click **Fiscal Period Name**.

NCFS 11G Balance Sheet Reporting Template (RPTOAC038) copy

Account GOV Hiera... 1112999B - POOLE... Fiscal Period Name (1) 13_Jun-24 Parent3 Descri... (5) 11990G - GENERAL... Ledger Name (1) NC MODIFIED ACCR... GASB Fund Hierarchy 11990G - GENERAL... Fiscal Year N

YTD Balance by Account GOV Hierarchy, GASB Fund Hierarchy, Fiscal Period Name

	11990G - GENERAL FUND (ALL)	12990G - SPECIAL REVENUE FUNDS	14990G - CAPITAL PROJECTS FUNDS	15990G - PERMANENT FUNDS	90990G - NOT INCLUDED FOR BUDGET AND/OR GAAP
Account GOV Hierarchy	13_Jun-24	13_Jun-24	13_Jun-24	13_Jun-24	13_Jun-24
112999G - SECURITIES LENDING COLLATERAL	0.00				

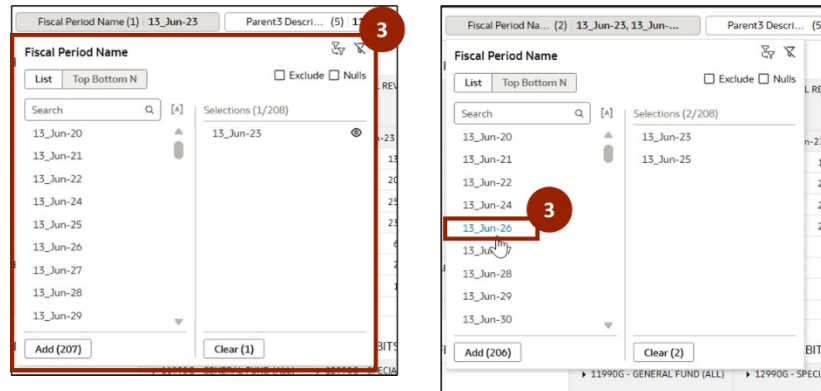
NCFS 11G Balance Sheet Reporting Template (RPTOAC038) copy

Account GOV Hiera... 1112999B - POOLE... Fiscal Period Name (1) 13_Jun-24 Parent3 Descri... (5) 11990G - GENERAL...

YTD Balance by Account GOV Hierarchy, GASB Fund Hierarchy, Fiscal Period Name

	11990G - GENERAL FUND (ALL)	12990G - SPECIAL REVENUE FUNDS
Account GOV Hierarchy	13_Jun-24	13_Jun-24

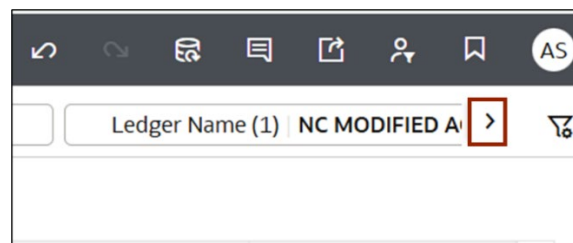
Step 3: The **Fiscal Period Name** pop-up is displayed. Select the required date from the list.



Step 4: The report is automatically updated based on the applied filter.

YTD Balance by Account GOV Hierarchy, GASB Fund Hierarchy, Fiscal Period Name	13_Jun-24	13_Jun-24	13_Jun-24	13_Jun-24	13_Jun-24
Account GOV Hierarchy					
112999C - SECURITIES LENDING COLLATERAL	0.00				
112999B - POOLED INVESTMENTS	\$4,024,140.49	\$44,349,950.98	7,237,083.37	\$63,090,879.47	
112999B - INVESTMENTS	\$14,650.00	201,086,335.84	36,045,330.59		
112999B - RESTRICTED INVESTMENTS	\$1,994,149.22	\$45,920,040.77	\$32,499,011.84		
113399B - TAXES RECEIVABLE	\$,149,743,666.16	244,895,746.37			
113399B - ACCOUNTS RECEIVABLE	\$08,184,184.19	\$8,331,601.51	\$,971,811.42	\$30,428.01	\$-11,981,942.72
113499B - INTERGOVERNMENTAL RECEIVABLES	\$,760,199,088.89	47,261,591.12	85,380.12		\$-5,206,651.05
113599B - INTEREST RECEIVABLE	\$7,232,145.45	\$,020,541.28	\$,721,783.07	0.00	\$-8,656,086.35
TOTAL ASSET AND OTHER DEBITS, TOTAL DEFERRED OUTFLOWS OF RESOURCES, TOTAL ASSETS (AND OTHER DEBITS) AND DEFERRED OUTFLOWS, TOTAL LIABILITIES, TOTAL DEFERRED INFLOWS OF RESOURCES, 39999999 CURR YEAR REV/EXP SU...					
TOTAL ASSET AND OTHER DEBITS	\$1,911,115,069.37	\$6,208,562,785.75	\$2,041,847,747.29	\$19,001,867.01	\$12,767,884.34
TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$12,842,051.34	\$1,072,242.00	0.00		\$209,451.00
TOTAL ASSETS (AND OTHER DEBITS) AND DEFERRED OUTFLOWS	\$1,924,957,120.71	\$7,280,804,827.75	\$2,041,847,747.29	\$19,001,867.01	\$12,977,335.34
TOTAL LIABILITIES	\$1,247,017,225.18	\$,443,026,236.84	\$,629,960.15	0.00	\$6,013,226.58
TOTAL DEFERRED INFLOWS OF RESOURCES	\$-198,013,712.26	\$-80,915,802.72	0.00		0.00
3999999 CURR YEAR REVIEW SUMMARY	\$,509,900,290.11	\$5,017,202.14	\$-538,100,989.89	\$1,556,182.85	\$5,461,664.29
TOTAL FUND BALANCE AND OTHER CREDITS	\$-20,878,908,183.27	\$-5,537,654,988.17	\$-1,086,117,782.06	\$19,001,867.01	\$-405,674,606.92

Note: The filters at the top apply to both windows.



Note: The **Next** icon allows you to navigate through additional filter options.

Wrap-Up

OAC users can **run a workbook and apply filters** to it using the steps above, allowing them to easily access reports and tailor them to their needs for more focused and actionable insights.

Additional Resources

Virtual Instructor Led Training (vILT)

- OAC for NCFS 2