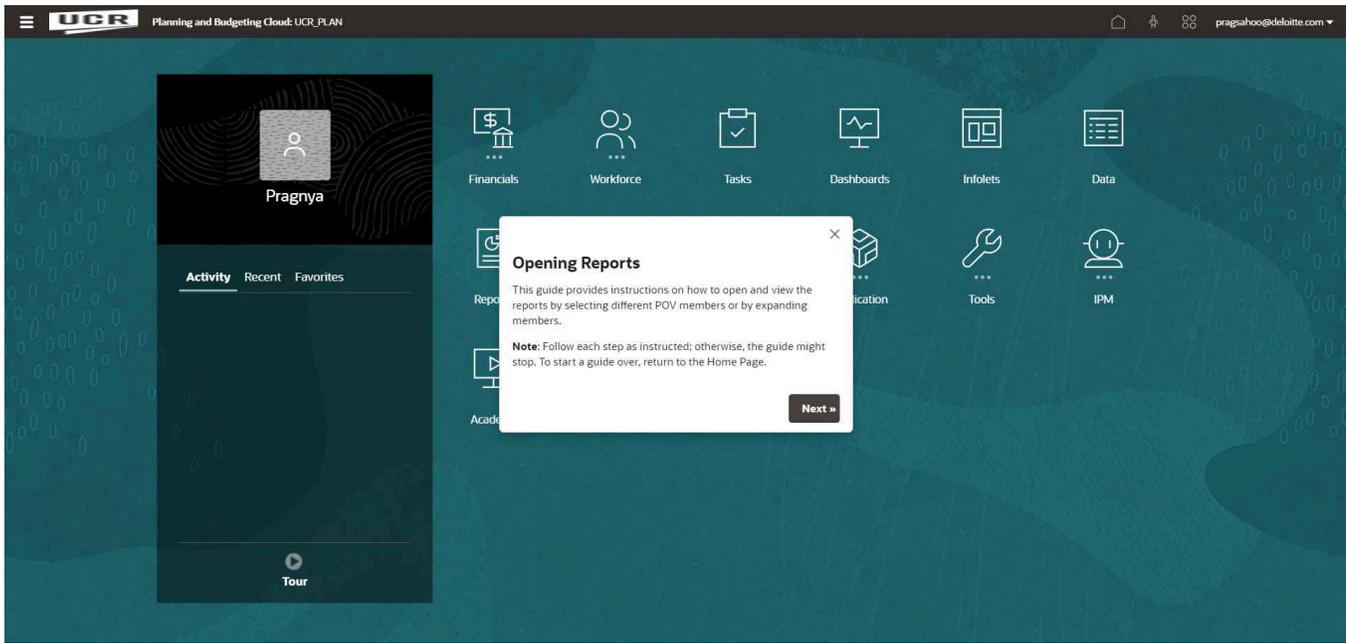


Step 1

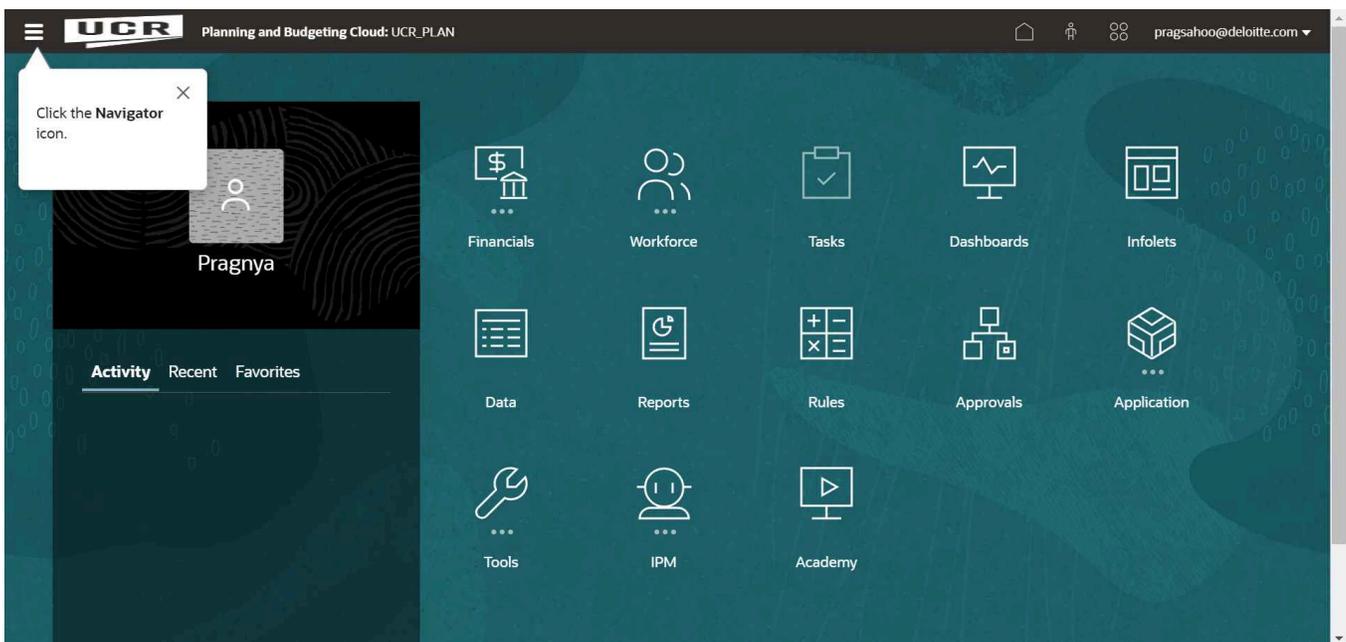


## Navigating Oracle Budget Reports

This guide provides instructions on how to open and view the reports by selecting different POV members or by expanding members.

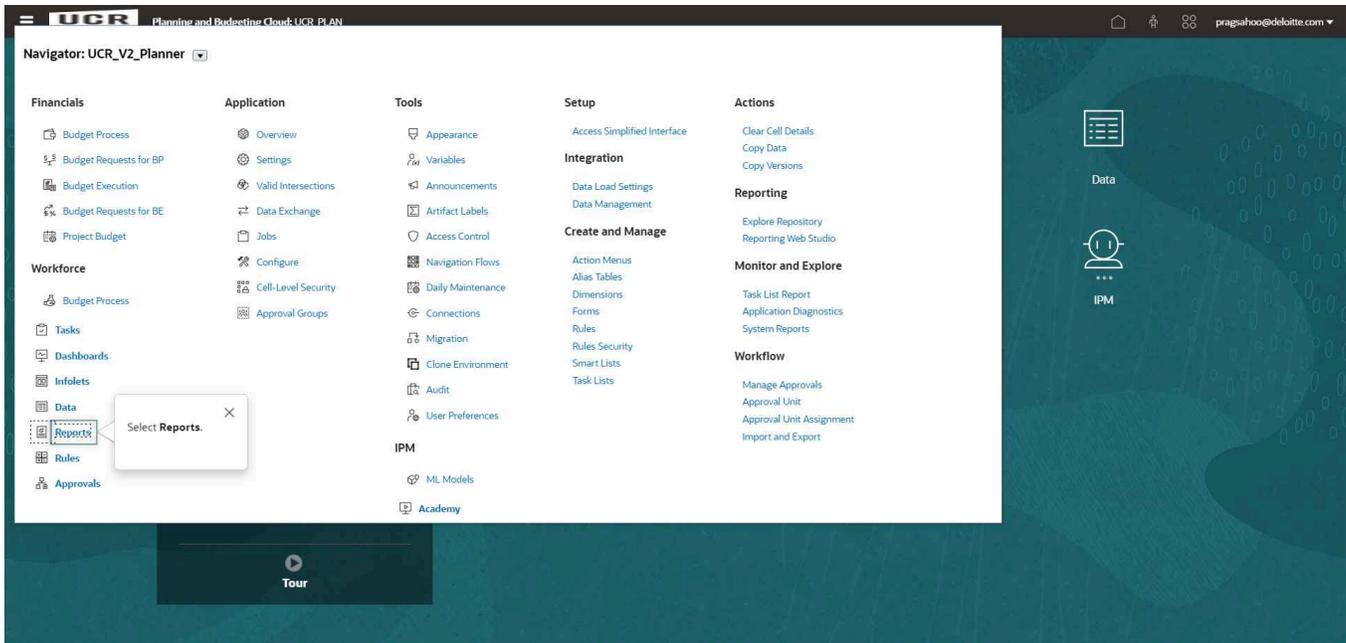
**Note:** Follow each step as instructed; otherwise, the guide might stop. To start a guide over, return to the Home Page.

Step 2



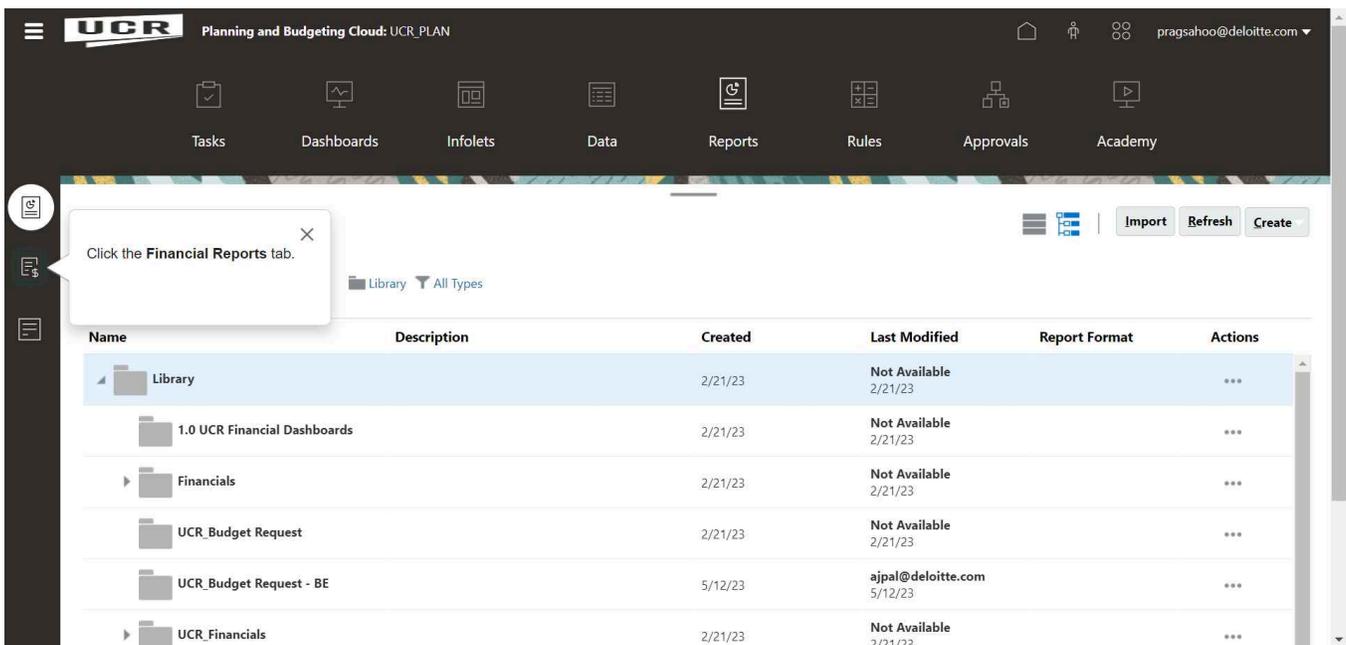
Click the **Reports** icon.

**Step 3**



Click **Reports**.

**Step 4**



Click the **Financial Reports** tab.

**Step 5**

The screenshot shows the Oracle Planning and Budgeting Cloud interface. At the top, there is a navigation bar with the 'UCR' logo and the text 'Planning and Budgeting Cloud: UCR\_PLAN'. The user's email 'pragsahoo@deloitte.com' is visible in the top right. Below the navigation bar, there are several menu items: 'Infolets', 'Data', 'Reports', 'Rules', 'Approvals', and 'Academy'. A callout box is overlaid on the interface, containing the text: 'Be sure the Show POV Options checkbox is checked.' Below this text are two buttons: 'Close' and 'Next'. In the main content area, there is a checkbox labeled 'Show POV Options' which is currently unchecked. Below the checkbox is a table with the following structure:

Name	Description	Actions	Migrate
Home			
1. UCR - Financial Reports			
2. DEMO Reports			
3. UCR - EPM Reports Out of Scope			
4. Backup Artifacts			
Old Versions			

Be sure the **Show POV Options** checkbox is checked.

## Step 6

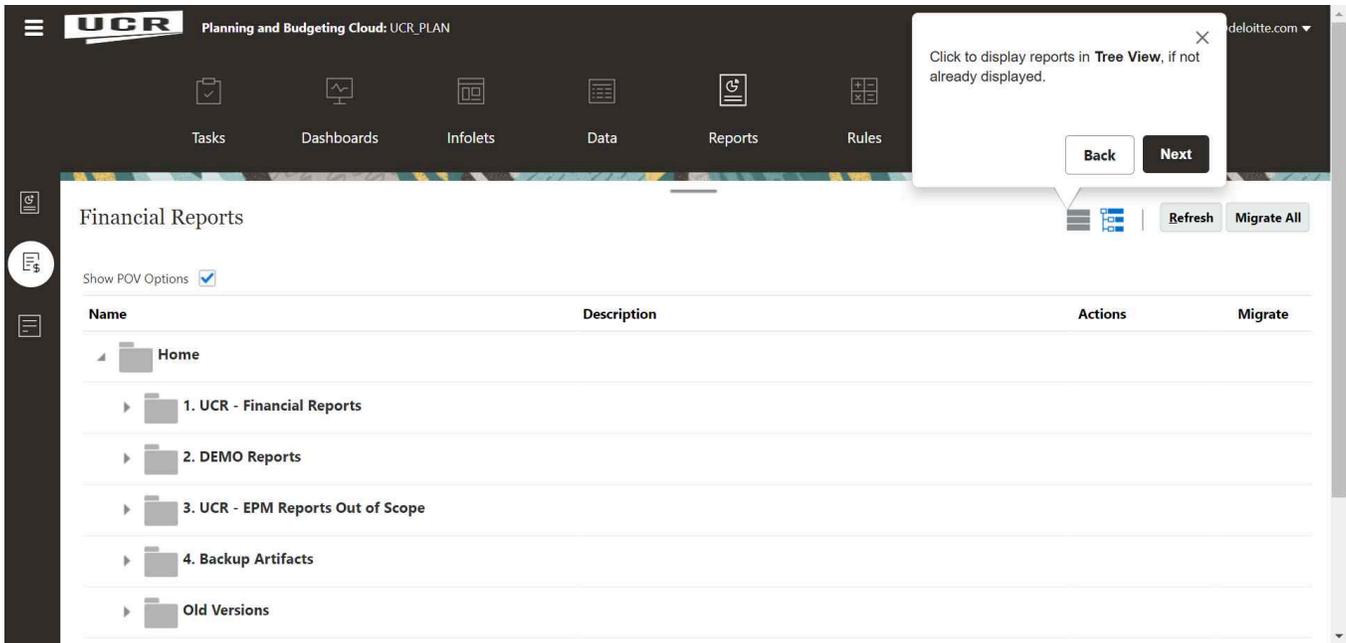
The screenshot shows the Oracle Planning and Budgeting Cloud interface. The top navigation bar includes 'Tasks', 'Dashboards', 'Infolets', 'Data', 'Reports', 'Rules', 'Approvals', and 'Academy'. The main content area is titled 'Financial Reports' and features a 'Show POV Options' checkbox (checked) and a help icon. A tooltip is displayed over the checkbox, containing the following text:

- When you select a report that has a **POV**, the POV Member Selector is displayed. The POV that you set applies to all reports in the list that has a POV and persists for the current session until you log out. The Show POV Options checkbox is selected by default.
- If you clear the Show **POV** Options check box, the report launches directly, without displaying the POV Member Selector. The POV members in the report are the most recently used members on the form, or the dimension's root if there are no most recently used members.
- If you launch a report directly and bypass the **POV** Member Selector window, when the report is displayed, you can still change the POV members by clicking a link in the POV and selecting different members

The main interface shows a table with the following columns: Name, Description, Actions, and Migrate. The table content is partially obscured by the tooltip.

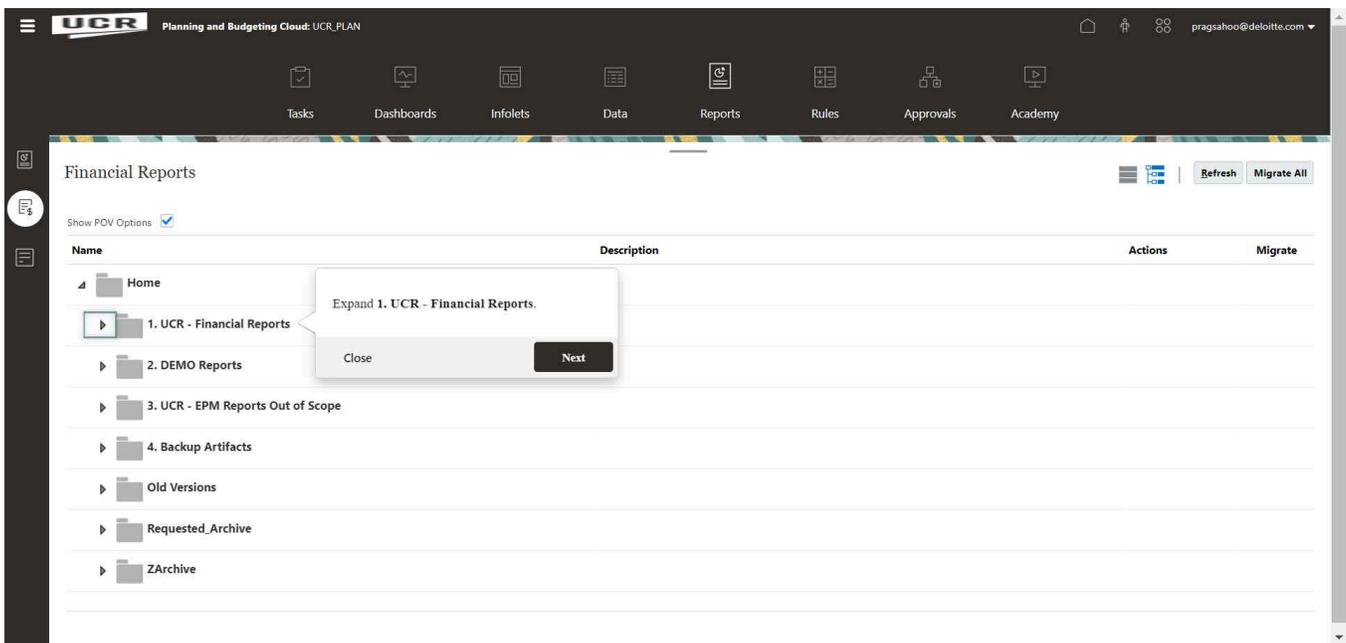
- When you select a report that has a **POV**, the POV Member Selector is displayed. The POV that you set applies to all reports in the list that has a POV and persists for the current session until you log out. The Show POV Options checkbox is selected by default.
- If you clear the Show **POV** Options check box, the report launches directly, without displaying the POV Member Selector. The POV members in the report are the most recently used members on the form, or the dimension's root if there are no most recently used members.
- If you launch a report directly and bypass the **POV** Member Selector window, when the report is displayed, you can still change the POV members by clicking a link in the POV and selecting different members

Step 7



Click to display reports in **Tree View**, if not already displayed.

Step 8



Expand **1. UCR - Financial Reports**.

Step 9

Click **Approvals**

## Step 10

Identify the row with the report you would like to run. Click the **Actions** on the right side of the screen based on how you would like to export the report.

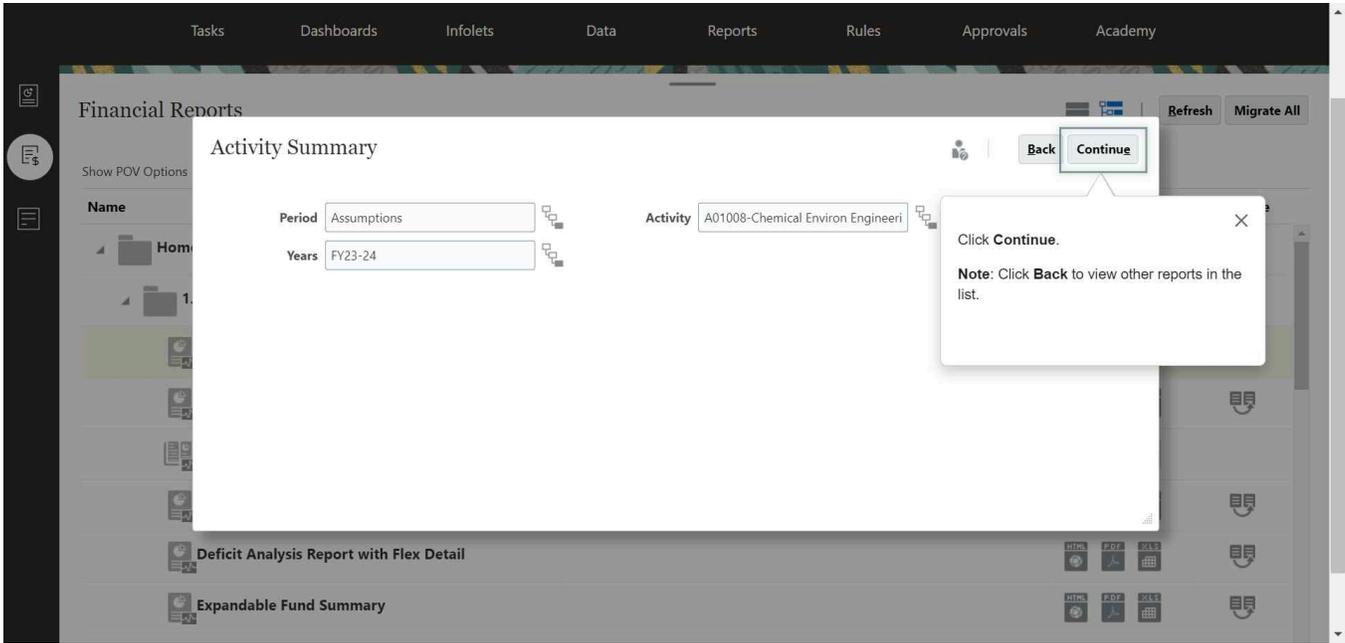
Identify the row with the report you would like to run. Click the desired report type under **Actions** on the right side of the screen based on how you would like to export the report.

## Step 11

Review the field selections; select the **Ladder icon** to make necessary changes, if required.

Review the field selections; select the **Ladder icon** to make necessary changes, if required.

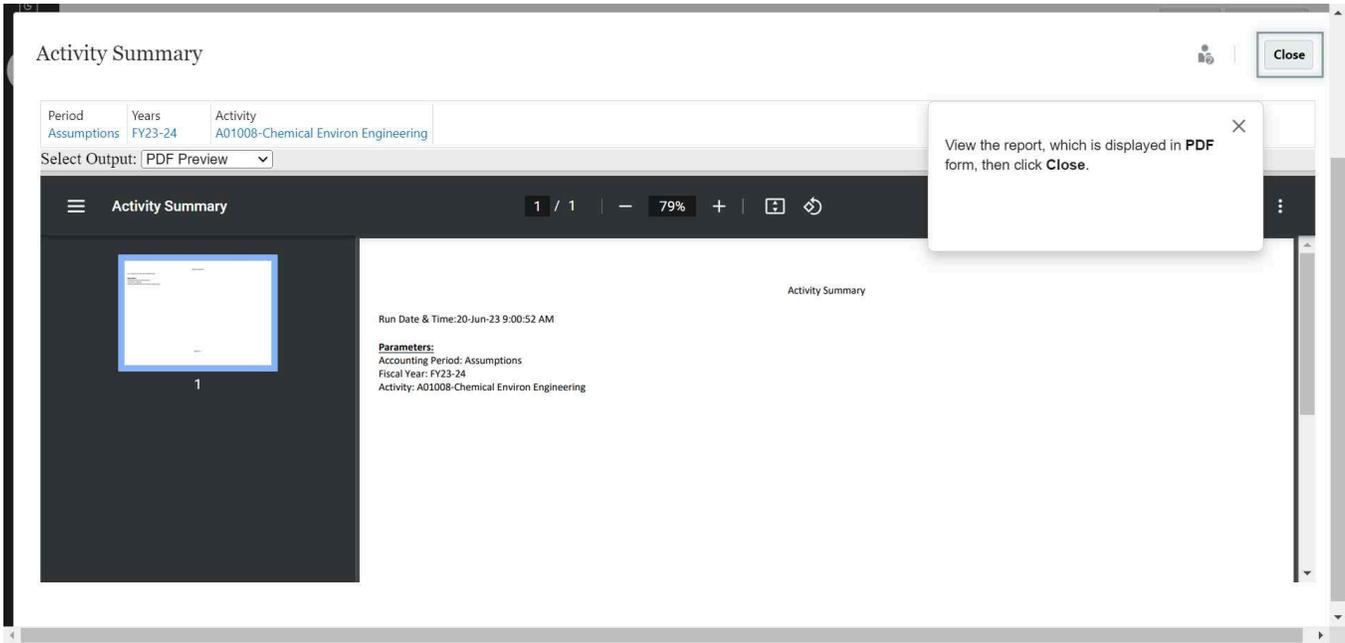
**Step 12**



Click **Continue**.

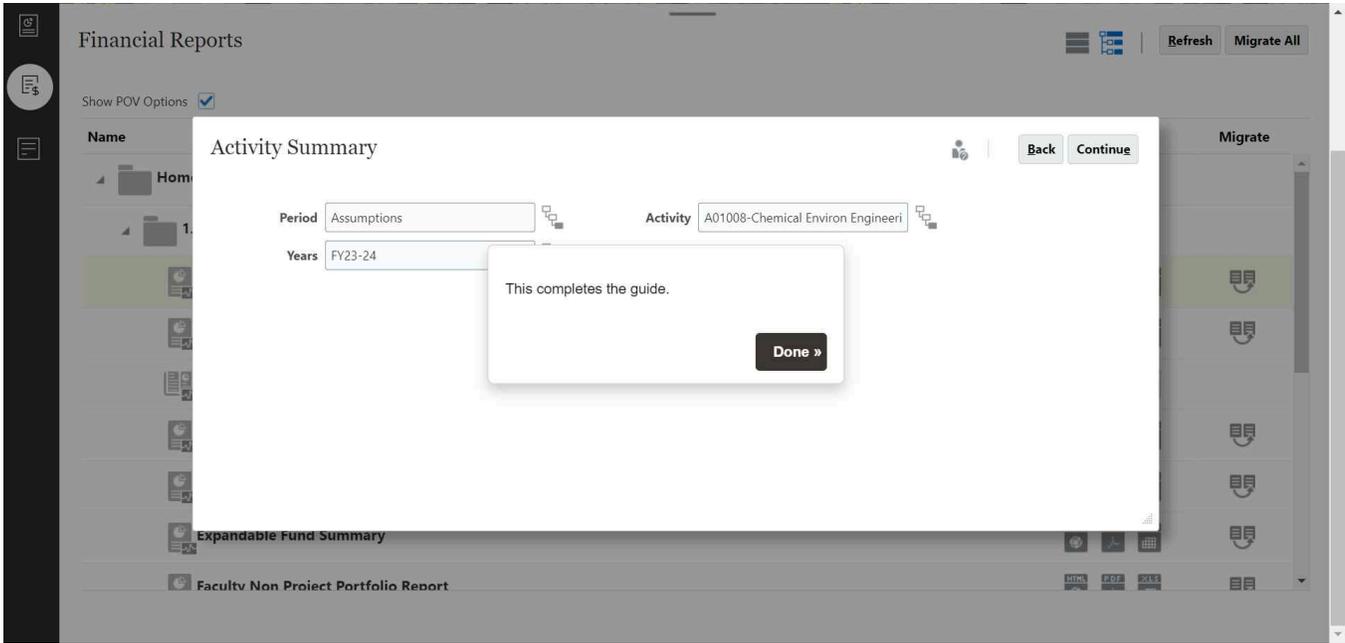
**Note:** Click **Back** to view other reports in the list.

**Step 13**



View the report, which is displayed in **PDF** form, then click **Close**.

**Step 14**



This completes the guide.