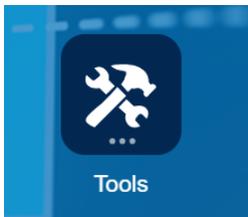


Please follow the steps below to generate the Enterprise Structures Report, designed to display the complete COA values set in the Aggie Enterprise Financial System. Since values do not change daily, it is recommended to run this report monthly. This report is primarily for central reference purposes only.

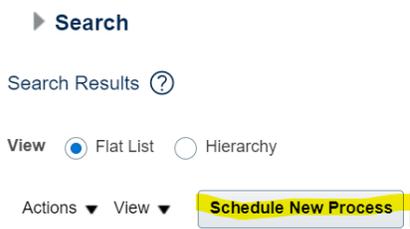
1. Log in to [Aggie Enterprise](#).
2. Select the **Tools** tile from the home page:



3. Select **Scheduled Processes** from the new Tools screen:



4. Select the **Schedule New Process** tab from the Search screen:



5. Enter **Enterprise Structures Setup Report** on the Name field (Searching and selecting the name from the drop-down menu will also work), and select **OK**:

Schedule New Process

Type Job Job Set

Name

Description Detailed listing of the Enterprise Structures.

OK Cancel

6. Select **UCD CoA Structure Instance** from the Chart of Accounts dropdown menu, and select **Submit**:

Process Details

i This process will be queued up for submission at position 2

Process Options **Advanced** **Submit**

Name Enterprise Structures Setup Report Print output Notify me when this process ends

Description Detailed listing of the Enterprise Structures.

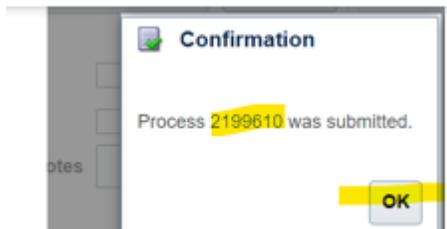
Schedule As soon as possible **Submission Notes**

Basic Options

Parameters

Chart of Accounts UCD CoA Structure Instance

7. Select **OK** on the confirmation popup screen. Note that the process number will be the Process ID for the report on step 9:



8. Select the **Refresh** button on the Search screen:

Search

Search Results *?*

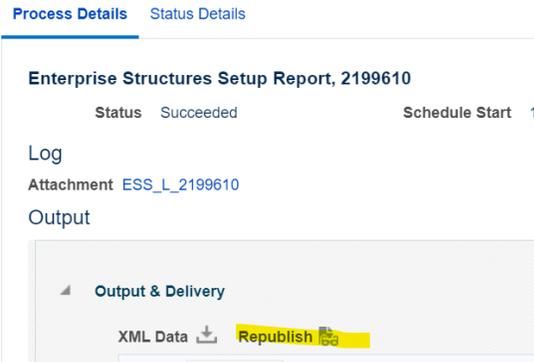
View Flat List Hierarchy

Actions **View** **Schedule New Process** **Resubmit** **Put On Hold** **Cancel Process** **Release Process** **View Log** **Refresh**

9. Highlight and click the **Enterprise Structure Report** from the results section once the status of the report has been updated to **Succeeded**. Make sure to select the report with process ID that matches the process number provided on the confirmation screen from step 7):

Name	Process ID	Status
Enterprise Structures Setup Report	2199610	Succeeded

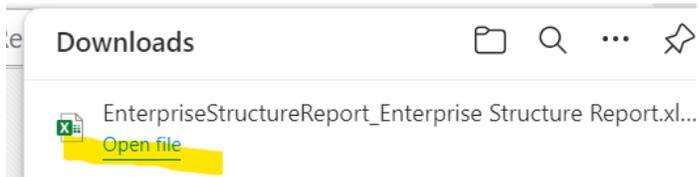
10. Scroll down from the results section to the process details section on the same screen, and select the **Republish** button:



11. Select the **Export** button in the upper right corner, and select **Excel (*.xlsx)** from the dropdown menu:



12. Double click on **Open file** link from the download's popup screen:



13. Review the report's tabs:

