

The University of Alabama at Birmingham

Several ad-hoc reports are available in **Oracle FN** responsibilities. End-users can enter specific accounts and/or parameters to run a report as needed.

Step 1 _	Navigate to the <b>Submit a New</b> <b>Request</b> window	<b>Example:</b> UAB GL End User > Reports > Run	
Step 2	Click <b>OK</b> to proceed with a Single Request	<ul> <li>Submit a New Request 000000000000000000000000000000000000</li></ul>	
Step 3	Click the <b>3-dot LOV</b> in the Name field Select the desired report from the <b>Reports</b> pop-up Enter additional parameters if needed Click <b>Submit</b> to run report	Submit Request	



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## Step 4 Refresh Data Find Requests Submit New Request Set \_ **Refresh Data** if Phase Submit a New Request is "Pending" ⊒Auto Refresh (<u>X</u>) Copy Single Request Copy Reguest Set Report is ready when Phase is "Completed" Para GAUAB Program GL to G 91670482 Projects A 998034 83249155, Hold Request View Details Rerun Request Cancel Request Reprint/Republish (J) Diagnostics

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## New Functionality in Latest Upgrade

- 1. Auto Refresh check box: The form will refresh the list of requests after a specified interval of seconds. Default value is 300 seconds (5min) if no value is given.
- 2. Submit New Request Set: Allows you to submit a new request set.
- 3. Copy Single Request / Copy Single Request Set: Copy a single request, or single request set. An LOV is provided to select the desired request or request set.
- 4. **Rerun Request:** Resubmit the selected request with exactly the same parameters, after confirmation. *Note: You cannot use this button to rerun non-concurrent requests (i.e. Object Code Balance Report, MASB, MAST).*
- 5. **Reprint/Republish:** Allows to you send the report output to the printer. The printer should be defined within the application printer setup to show up in the printer LOV.