

Running and Viewing Ad Hoc Reports in Oracle

About HR Ad Hoc Reports

HR Ad Hoc Reports are programmed, on-demand reports that can be run by Oracle users from an HR Officer or Central responsibility. Reports may include select Person data, transactional Assignment/Salary information, as well as UAB Organizational information. The HR Organizational hierarchy for the user's responsibility restricts the information displayed to the user; in other words, users see only the information applicable to their access control. Parameters may be available for filtering report content to a specific type or range of information. Most reports can be filtered by Org name, effective dates (or a date range), and other categories of employee, employment, or assignment information.

All users are assigned the **UAB Report Viewer** responsibility by default. However, the responsibility is defunct unless the user can also run reports from another responsibility.

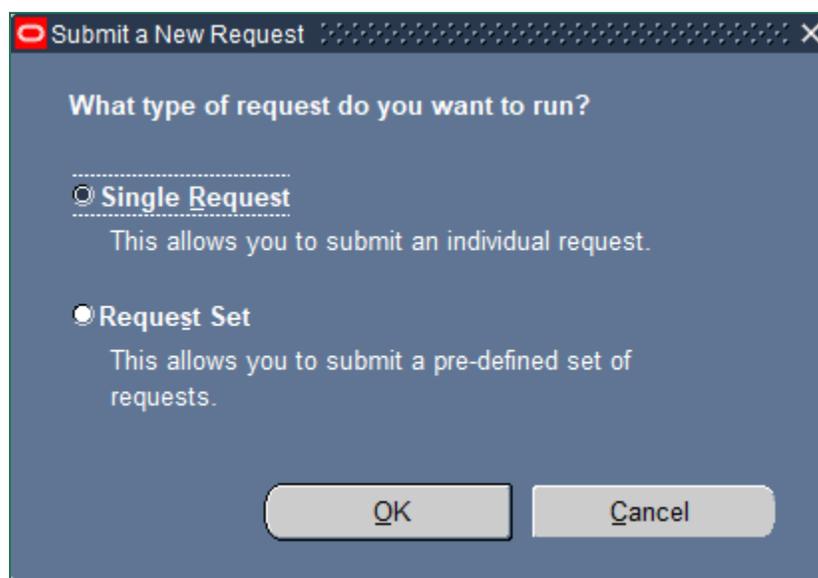
A user must have an HR Officer or Central responsibility with the **Run Reports > Submit Processes** functionality to run reports in Oracle.

For more information about HR Officer responsibilities, please visit the [UAB HR Officer Responsibility page](#).

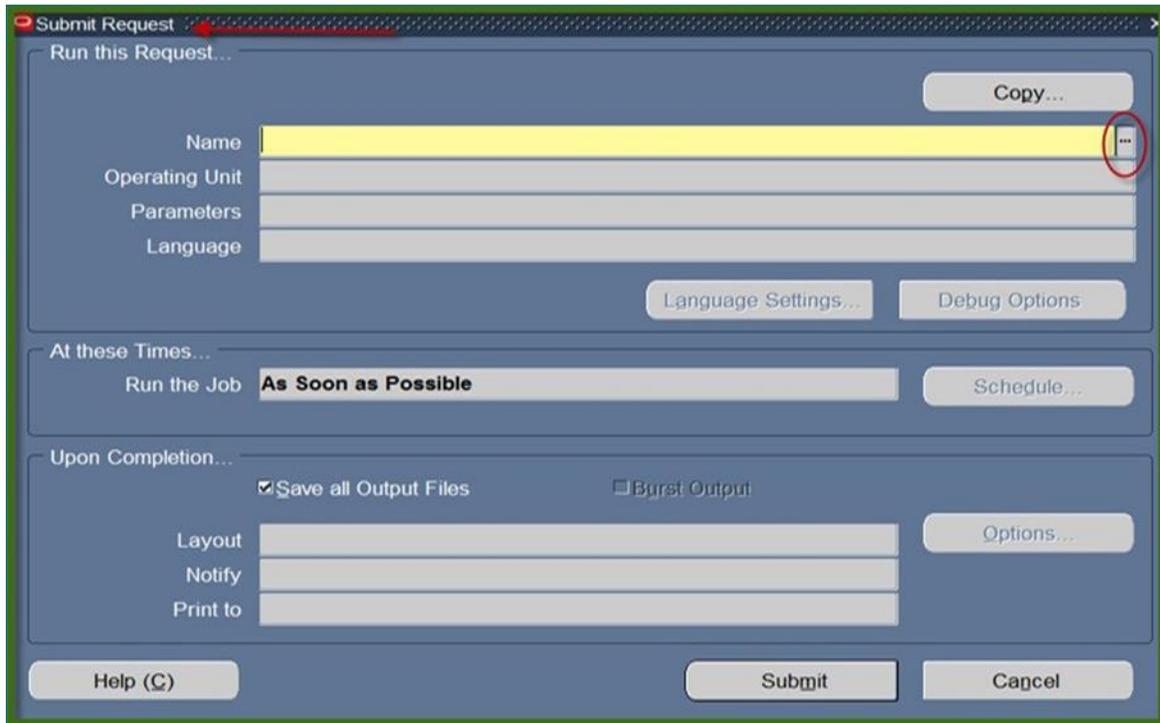
Running an Ad Hoc Report

Navigate to an HR Officer or Central responsibility (**ex. 112000000 Office of Chief Facilities Officer**).

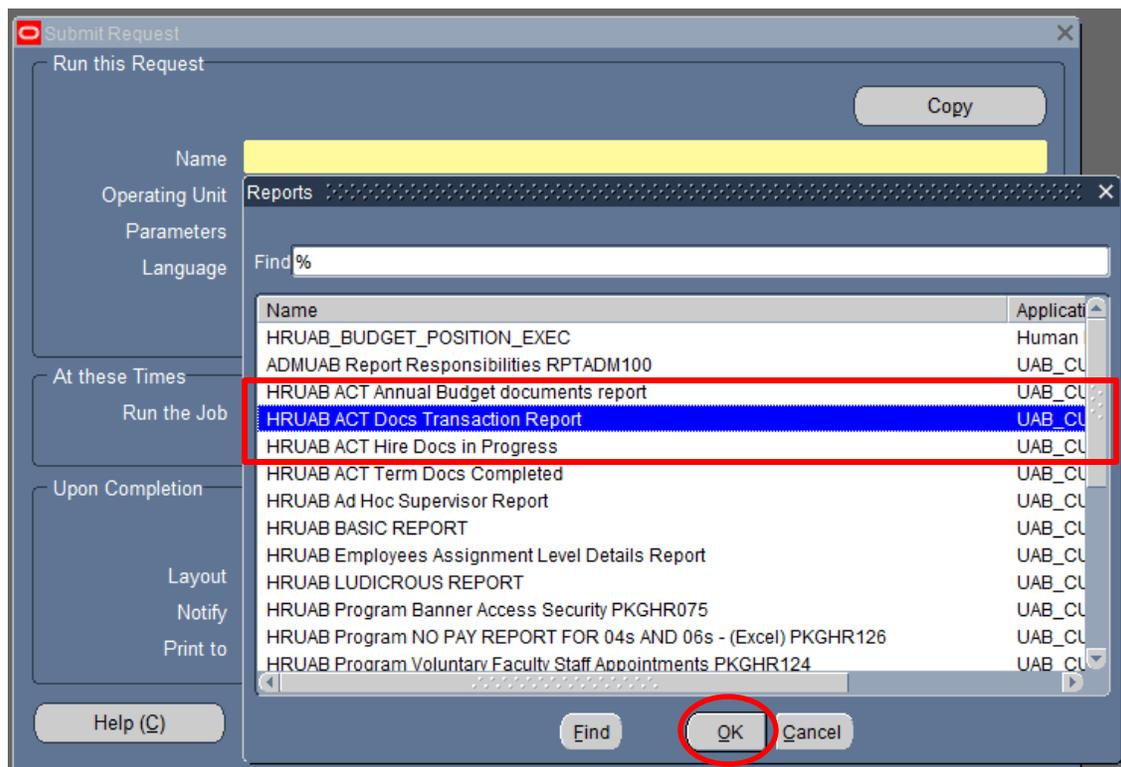
1. Select **Run Reports** -> **Submit Processes** -> **Single Request**



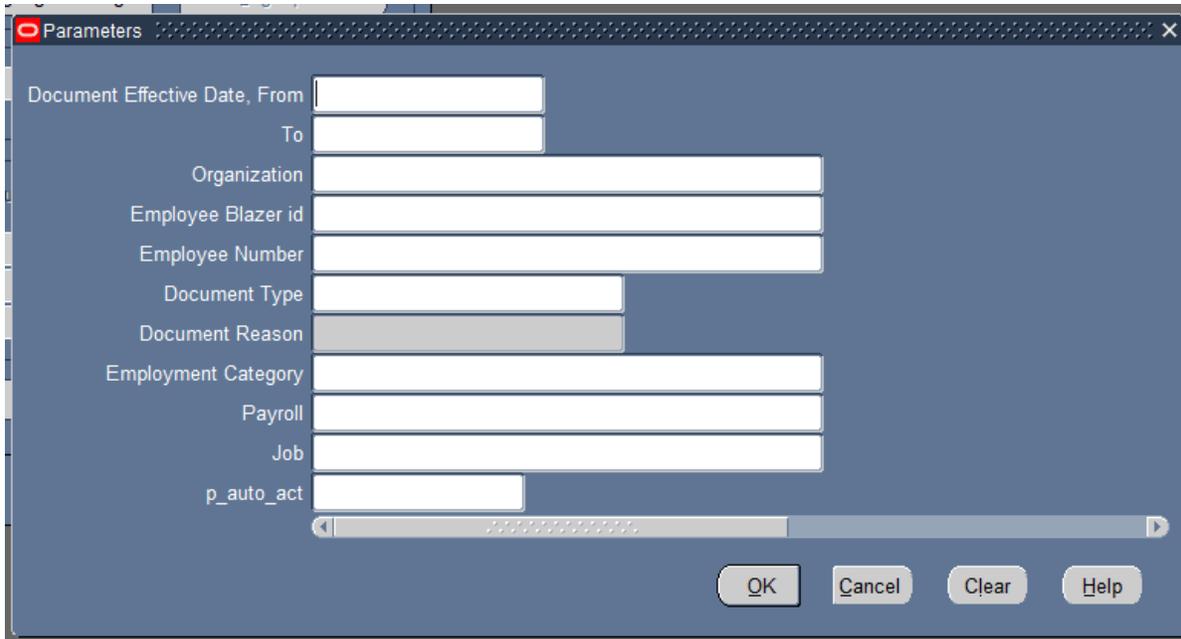
2. From the **SUBMIT REQUEST** form, click on the **NAME LOV (List of Values)**.



3. Select the desired report and click **OK**.



4. If the report can be filtered, a **PARAMETERS** window will display one or fields.



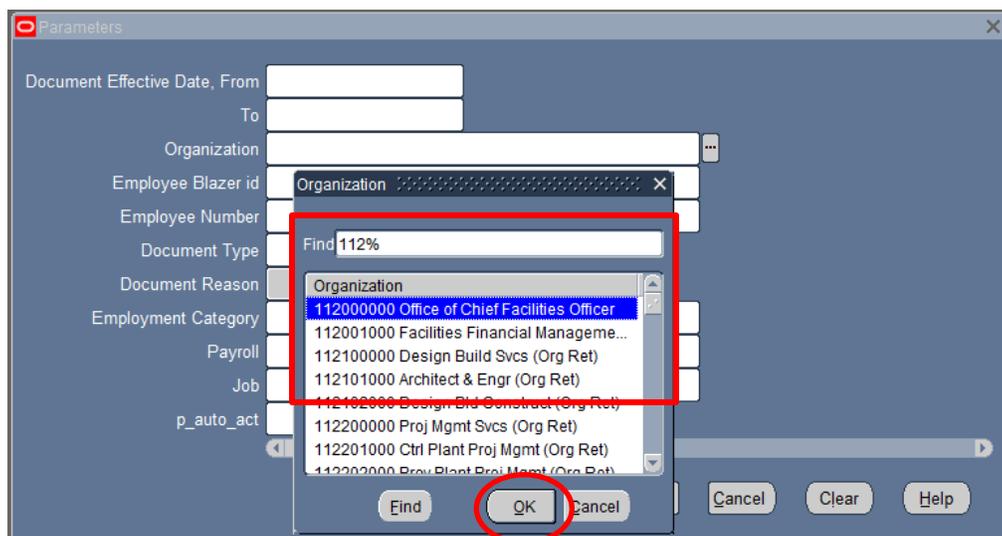
Parameters vary from one report to another or may be preselected for running (not editable). For the full list of ad hoc reports available to HR Officers and documentation on each, visit the [UAB Report Viewer](#) page.

Parameters will limit report results.
When selecting multiple parameters, report results will reflect only records meeting ALL parameter conditions.

Some common parameters are explained below:

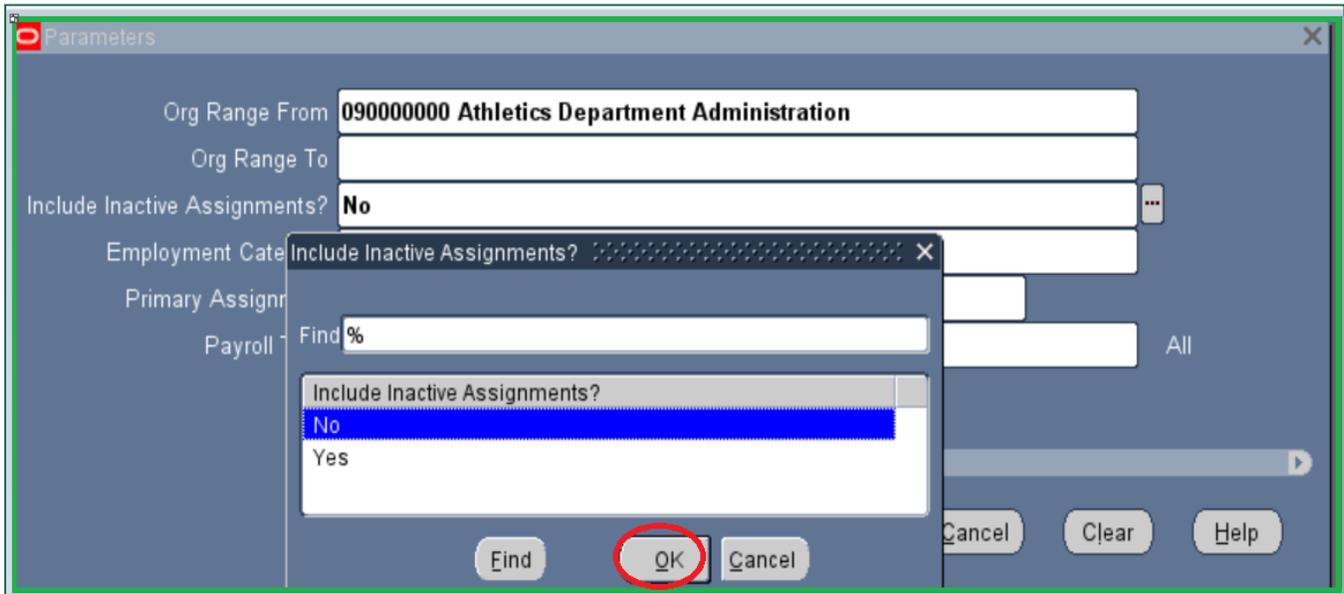
4a. **ORGANIZATION/ORGANIZATION RANGE**

Report results follow the HR Org Security; however, results may be filtered to a specific subset of orgs by selecting **Organization** or by specifying **Org Range From** and **Org Range To** values. Clicking the **LOV** opens the possible values, where users can search by partial value, as shown, or scroll to their desired org code. The *blue highlight* indicates the *selected* value. Choosing **OK** returns the value to the form.



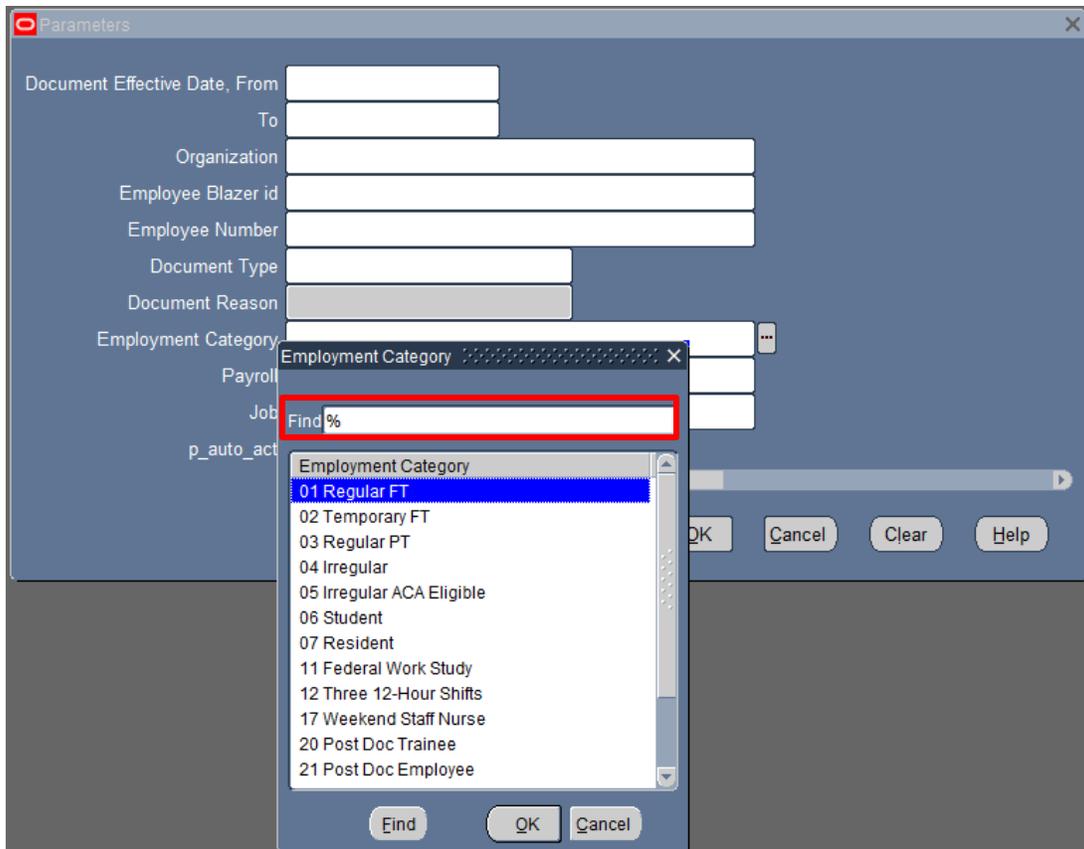
4b. Include Inactive Assignments?

“No” filters report results to active assignments only.



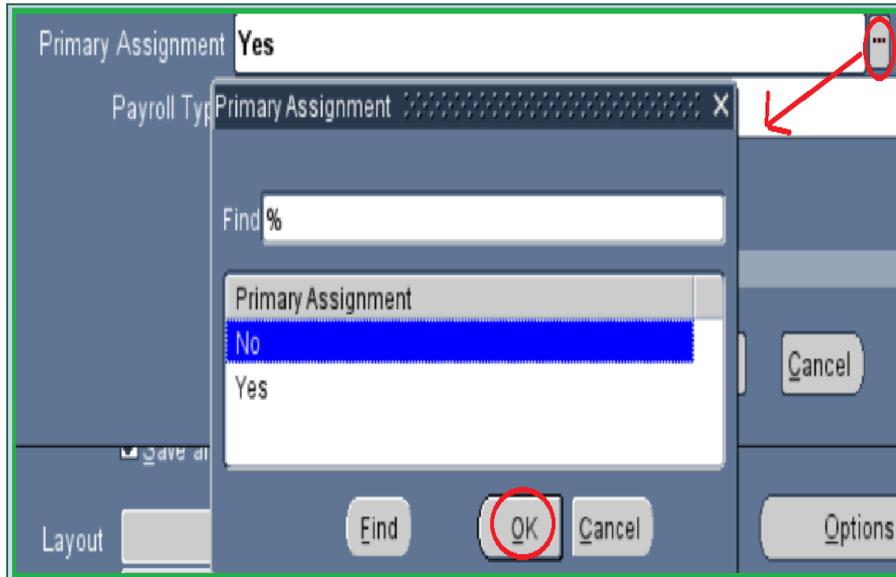
4c. Employment Category

Filter report results to a specified category group as defined in the filter description. Leaving a parameter blank is equal to selecting all available options.



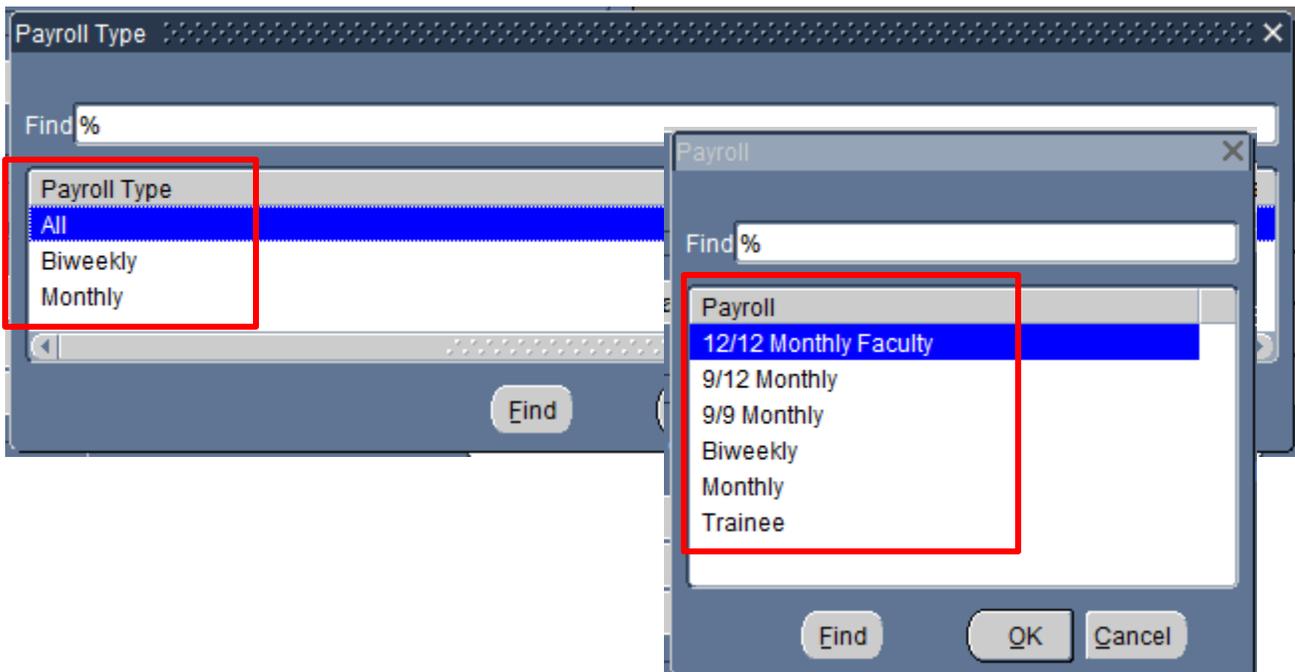
4d. Primary Assignment

When Primary Assignment is a filter, selecting “No” results in all assignments within the user’s HR Org Security profile.



4e. Payroll/Payroll Type

Payroll filters may display as Monthly or Biweekly (paid), or by the individual Payroll name.



5. Once all applicable parameters have been entered, click **OK**.

The 'Parameters' dialog box contains the following fields and values:

- Document Effective Date, From: 01-JUN-2021
- To: 30-JUN-2021
- Organization: 112302000 Campus Maintenance
- Employee Blazer id: (empty)
- Employee Number: (empty)
- Document Type: HIRE
- Document Reason: (empty)
- Employment Category: (empty)
- Payroll: Biweekly
- Job: (empty)
- p_auto_act: (empty)

Buttons at the bottom: OK (circled in red), Cancel, Clear, Help.

6. Click on **Submit** to generate the report.
7.

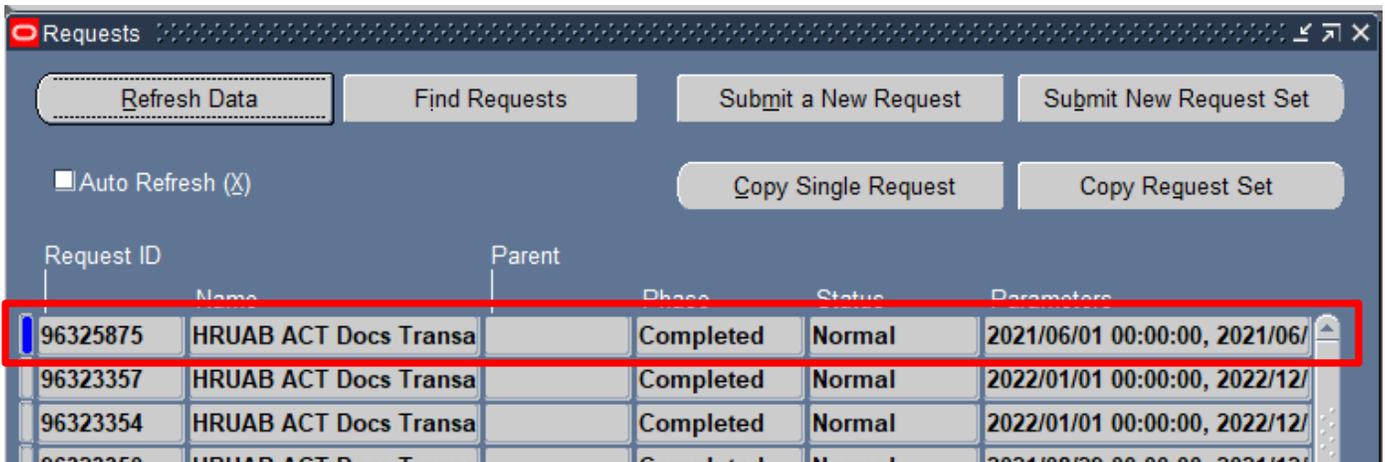
The 'Submit Request' dialog box contains the following sections and options:

- Run this Request:**
 - Name: HRUAB ACT Docs Transaction Report
 - Operating Unit: (empty)
 - Parameters: 01-JUN-2021:30-JUN-2021:112302000 Campus Maintenance:::HIRE:::Biweekly::
 - Language: American English
 - Buttons: Copy, Language Settings, Debug Options
- At these Times:**
 - Run the Job: As Soon as Possible
 - Button: Schedule
- Upon Completion:**
 - Save all Output Files
 - Burst Output
 - Layout: (empty)
 - Notify: (empty)
 - Print to: noprint
 - Button: Options

Buttons at the bottom: Help (C), Submit (circled in red), Cancel.

8. The **Request** window opens.

- a) Notice that the report has been assigned a Request ID number that is followed by the name of the report.
- b) The **Phase** field identifies at which point of the process the report is in currently. Valid phases are **Pending, Running, and Completed**. Click on the **Refresh Data** button in the top, left-hand area of the window to update the Phase.
- c) The **Status** field displays the status of the report request. The only valid statuses are **Normal** and **Error**.
- d) The **Parameters** field lists any parameters applied to this report request.



Once the report phase is “**Completed**,” the report will be delivered to the user in one of several ways:

- [UAB Report Viewer](#) responsibility
 - UAB Report Viewer sends notification email when the report becomes available in the viewer.
- **Email**
 - The user will receive the report output via email.
- [View Output](#)
 - The report is opened/viewed in the Request Manager.

Viewing Ad Hoc Reports in the UAB Report Viewer Responsibility

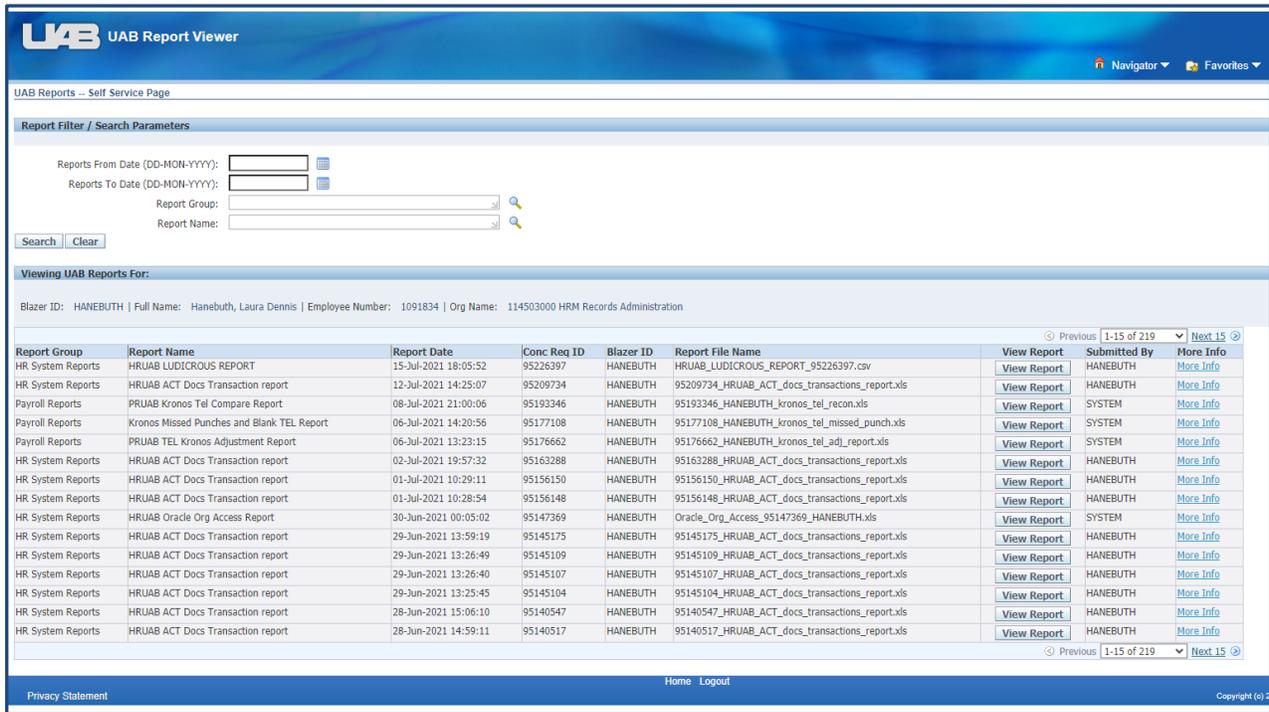
Reports delivered to the **UAB Report Viewer** are viewed by opening the **UAB Report Viewer** responsibility which is located on the Oracle Applications Home Page:



UAB Report Viewer is a default responsibility, and all Oracle users will see it in the list of responsibilities.

UAB Report Viewer – Administrator is a central IT responsibility that contains additional functionality. Admin privileges are given on a case-by-case basis by IT.

1. Select **UAB Report Viewer** to open the viewer.



The filters at the top of the screen allow you to search for reports by date/date range, Report Group (such as HR or Payroll) or by Report Name.



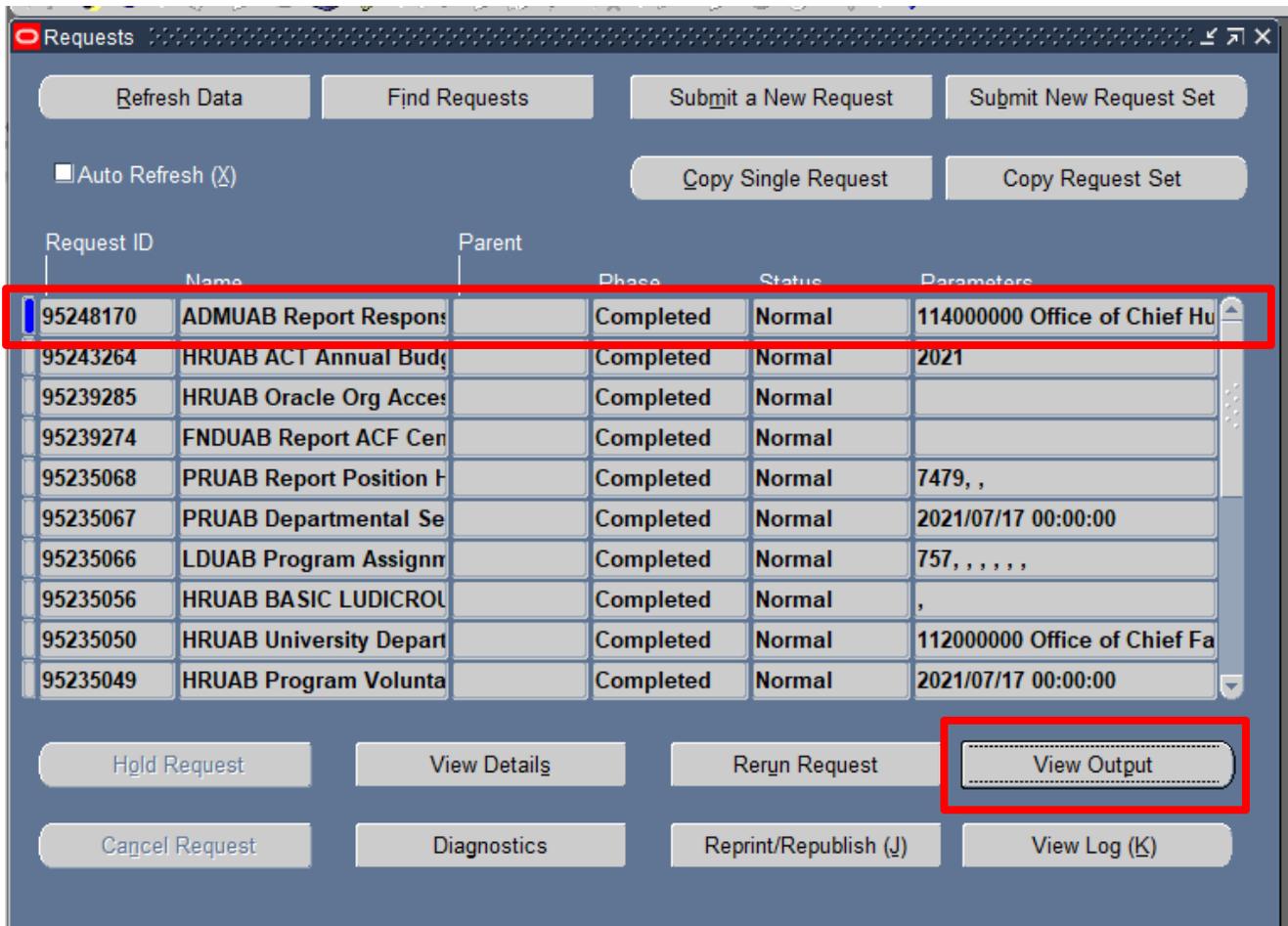
Click on the **View Report** button corresponding to the report you would like to review.



Reports may open automatically or be downloaded for the user to open.

Viewing Ad Hoc Reports in the Request Manager

Some reports must be viewed inside the Request Manager in Oracle. To view these reports, select the desired report in the Request Manager and click the **View Output** button.



Additional training information is available on the [Human Resources Oracle Training](#) page and in the [Campus Learning](#) system. If you have questions or problems, contact HRIS@uab.edu.

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