

## GL End User Reports-Run

Several ad-hoc reports are available in the UAB **GL END USER** responsibility. End users can enter specific accounts and/or parameters and run desired reports as needed.

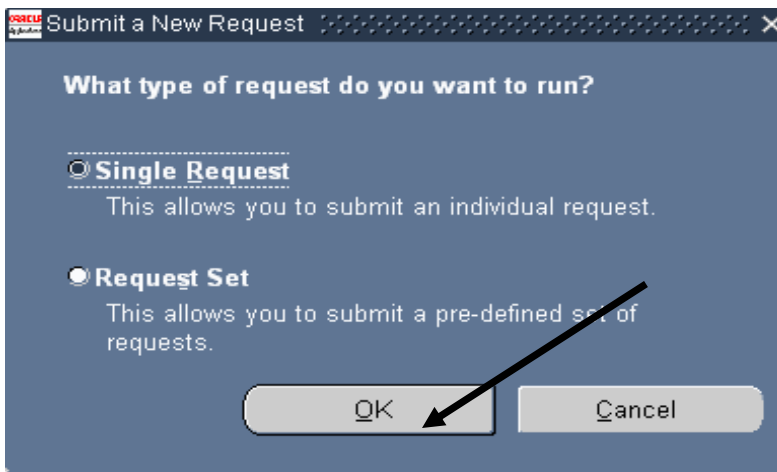
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### UAB GL End User→Reports→Run

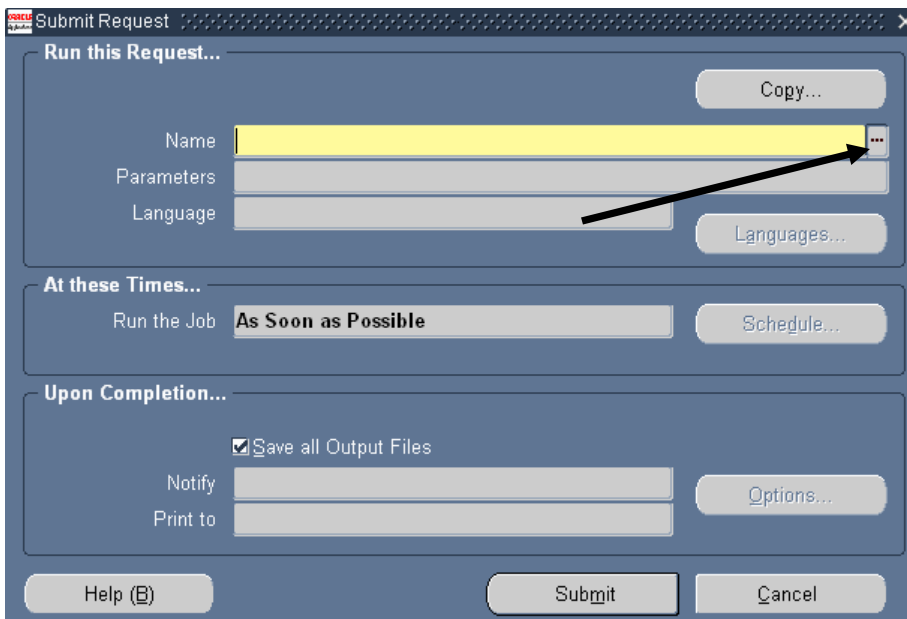
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A window will open asking which type of request to submit to the system. The default selection is for Single Request.

1. Leave this option selected and click on the OK button.

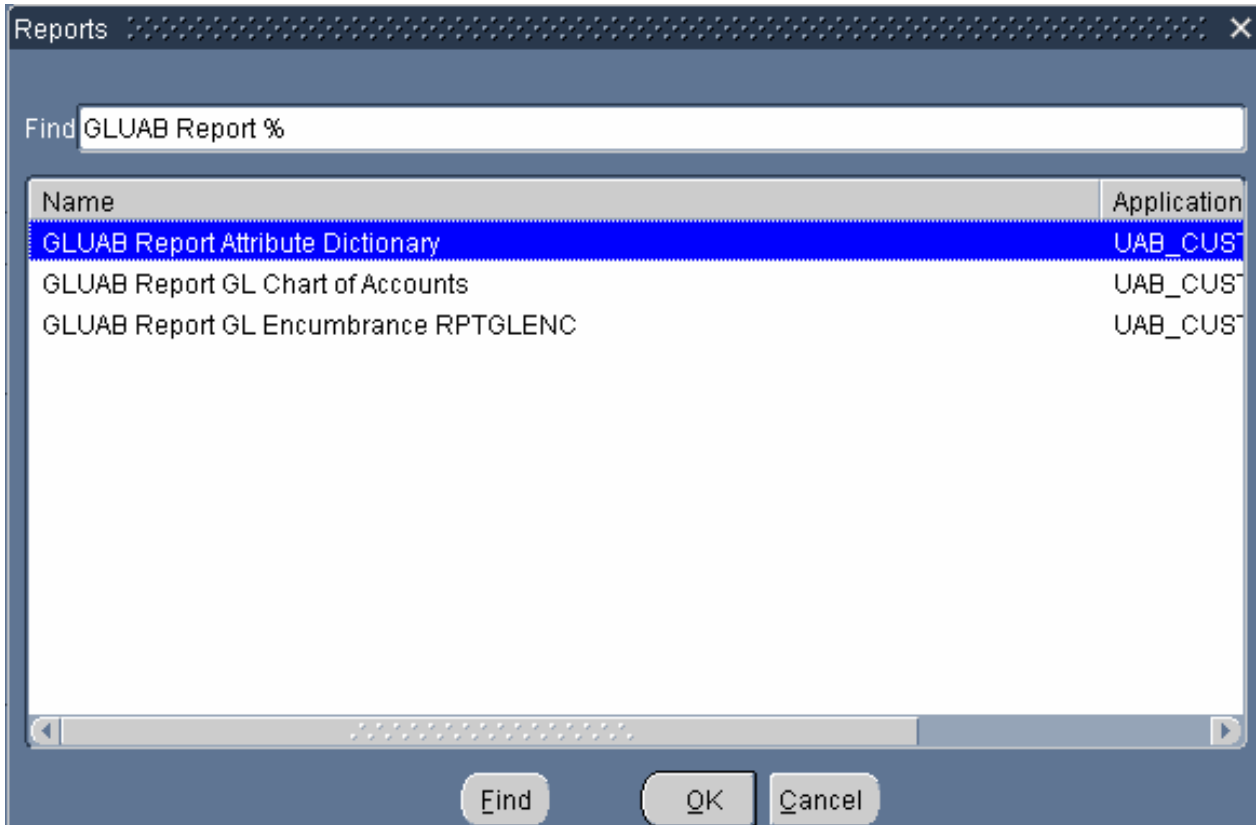


2. The Submit Request window will open. Click on the LOV button in the Name field.



## GL Reports-Run

3. A list of available reports will appear.



Click on the links below to find detailed instructions for each report.

[GLUAB Report Attribute Dictionary](#)

[GLUAB Report GL Chart of Accounts](#)

[GLUAB Report GL Encumbrance RPTGLENC](#)

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