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 Submit a New Request window

**Example:** UAB GL End User > Reports > Run

**Step 2**
- Click OK to proceed with a Single Request

**Step 3**
- Click the 3-dot LOV in the Name field
- Select the desired report from the Reports pop-up
- Enter additional parameters if needed
- Click Submit to run report
Step 4
- **Refresh Data** if Phase is “Pending”
- Report is ready when Phase is “Completed”

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 you to send the report output to the printer. The printer should be defined within the application printer setup to show up in the printer LOV.