

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.

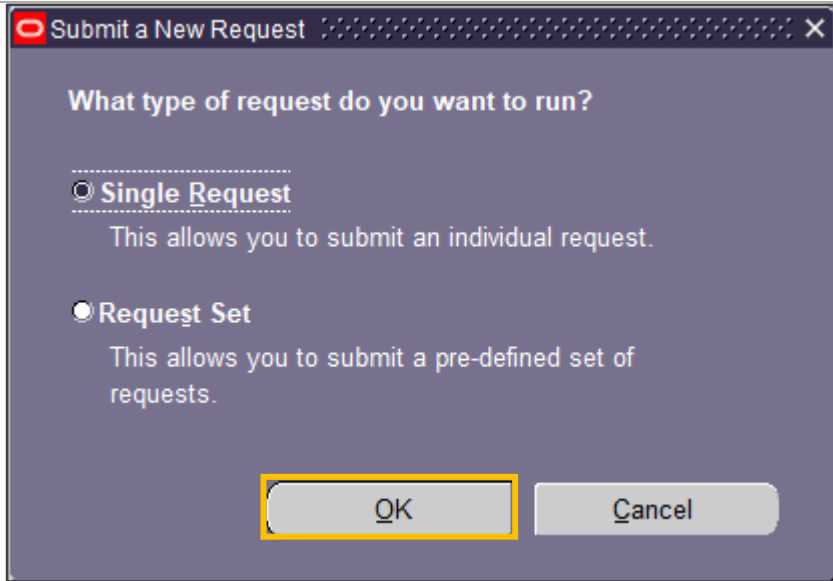
Step 1

- Navigate to the **Submit a New Request** window

Example: UAB GL End User > Reports > Run

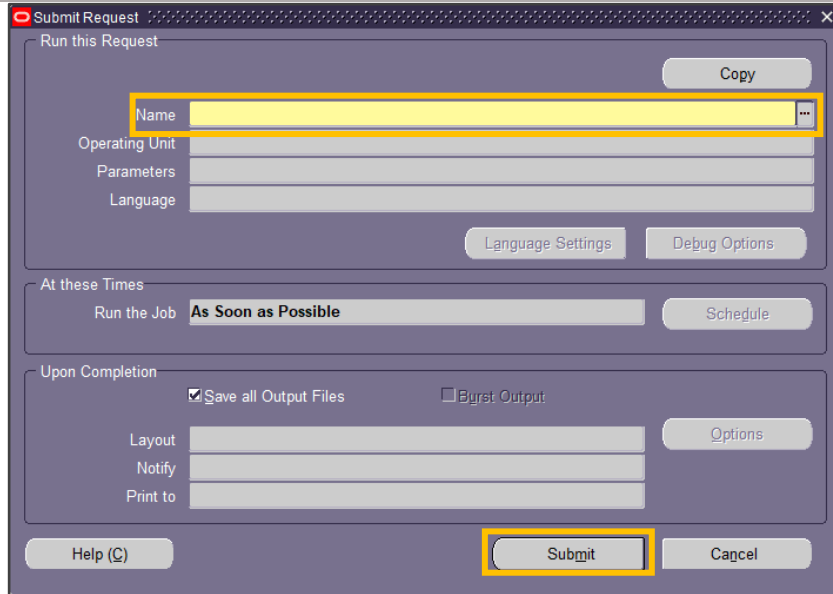
Step 2

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



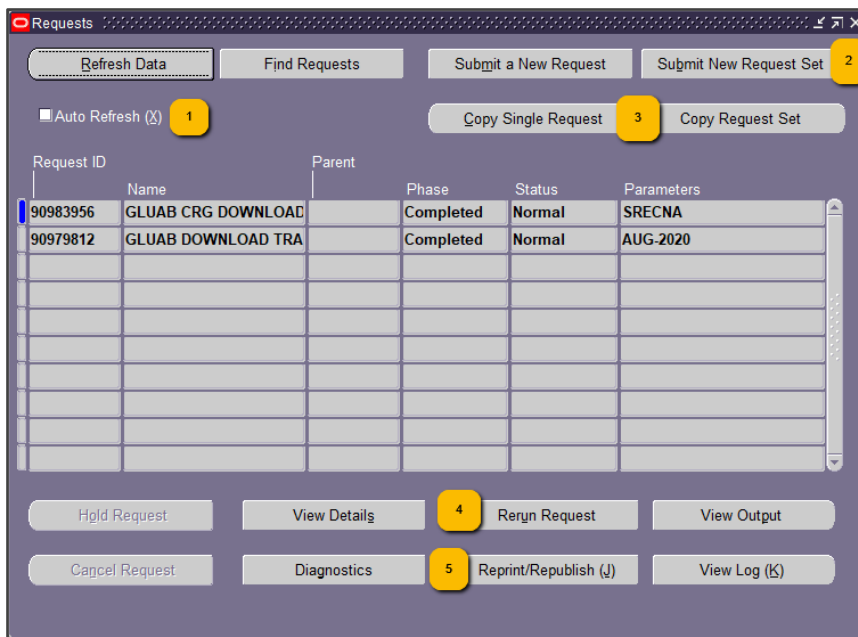
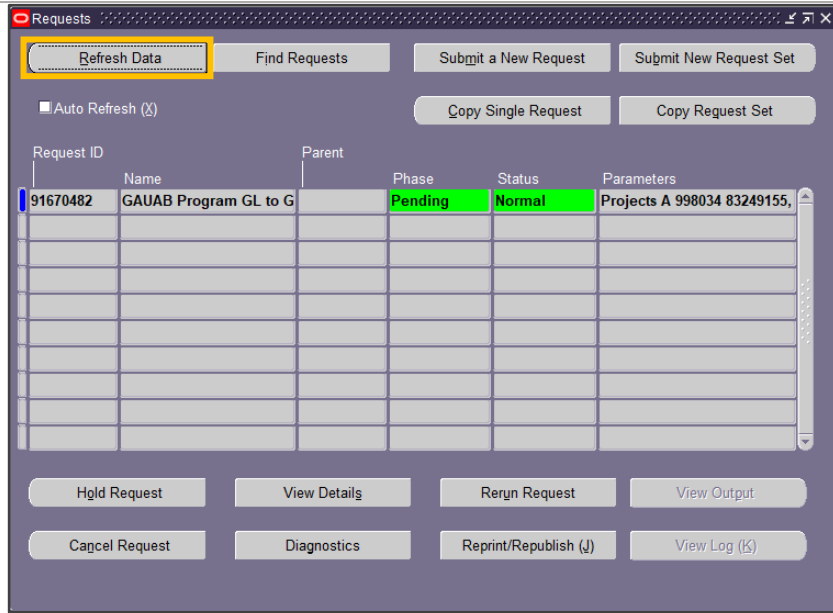
Step 3

- 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 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.