Reporting: Submitting Report Requests

Oracle's Fixed Assets module allows you to request the following four reports:

> SIU FA - Asset Inventory Report by Tag Number
> SIU FA - Asset Inventory Report by Building/Room
> SIU FA - Cost Detail Report
> SIU FA - Expense Detail Report

The Parameters required for each report will differ among the reports.

Reports are submitted to Oracle's "Concurrent Manager" for processing. This "manager" allows you to run reports, while continuing to work in other windows.

Navigation

- This learning cycle begins at the ORACLE E-Business Suite Navigator. The responsibility used is SIU Fixed Assets Managerial Inquiry.

- Path: **SIU Fixed Assets Managerial Inquiry** → **Other: Requests** → **Run**

Submit New Rquest Window

- The **Submit a New Request** window opens.

- Use this window to select the type of request you want to run.

- For Fixed Assets Managerial Inquiry reports, accept the default, **Single Request**; click **OK.**

Submit Request Window

- The **Submit Request** window displays.

- In the **Run this Request** . . . region you will enter the **Name** of the report and the **Parameters** for the report.

- Use the LOV to enter the **Name** of the report.

- For demonstration/ practice purposes, we will use **SIU FA - Asset Inventory Report by Tag Number**.

- It's selected by default, so just press the **Enter** button on your keyboard.

- The Parameters window for the selected report to automatically display.

Parameters Window

- Once the Report is chosen, the **Parameters** window automatically displays.

Reminder: A field that is yellow (pinkish) is a required parameter. Optional fields are white.

- Click in the Book field and then click on the LOV.

- Select a Book from the list. For demonstration/ practice purposes, we choose the FA_CARBONDALE book.

- Click **OK**.

Accounting Flexfield

- The Accounting Flexfield window opens.

Reminder: If you want to see the Parameters window, just move the Accounting Flexfield window by clicking and dragging the window title bar.

- On the Accounting Flexfield window, the **Unit** field defaults to display zeroes.

- Enter a valid Unit number. For demonstration/ practice purposes, enter 23515.
    - This information will populate the "**From Cost Center**" field on the Parameters window.
    - When the Unit is entered, a description is automatically displayed, to the right of the field.

- Click **OK.**

- A second Accounting Flexfield window displays.

- Enter the same Unit number, if you are only inquiring on one Unit, or a different Unit number to inquire on multiple Units.

- For demonstration/ practice purposes, enter 23515 again; click **OK**.

- The Parameters window reappears with the first three fields complete.

- Entry into the remaining fields on the Parameters window is optional. To restrict the number of records retrieved, enter a **From** and **To Date Placed in Service**, using Oracle date format.

- Entries for this window are now complete, click **OK** to apply the parameters.

- The Submit Request window reappears with the Parameters field populated.

- The Language field defaults to American English; accept the default for this field.

At these Times…Region

- The Run the Job field defaults to, "As Soon as Possible".
    - This means the report is going to run as soon as possible as allowed by the Concurrent Manager.

- For practice purposes, accept the default, "As Soon as Possible" to run this report.

- Verify the **"Save all Output Files"** checkbox displays a checkmark. This box must be checked in order to view the output online.

- All output files are saved for five days before being purged from the system.

- This report request is now ready to be submitted to the Concurrent Manager, click **Sub<u>mit</u>.**

Note: You can also enter scheduling and completion options from this window, but these will not be demonstrated in this learning cycle. For instructions on scheduling the report to run at different times and printing the report, refer to **Unit 2: Navigation, Module 6: Running Reports**.

This concludes the demonstration. The next learning cycle demonstrates how to view the report after it has been run.

 If you have additional questions about Running Reports, contact your respective Fixed Asset unit.