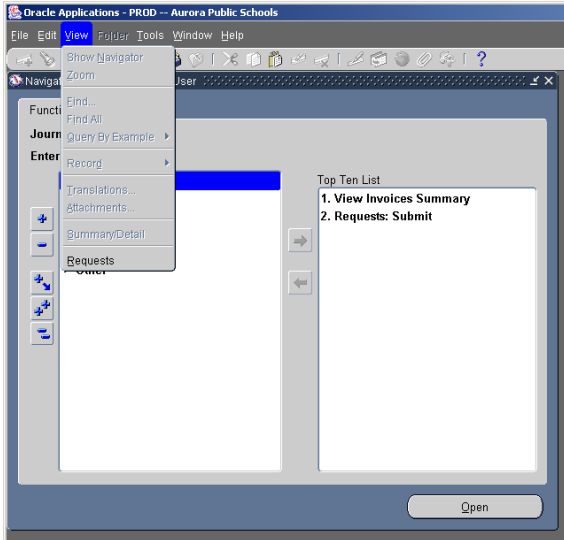


R12 Viewing and Reprinting a Requested Report

Step 1

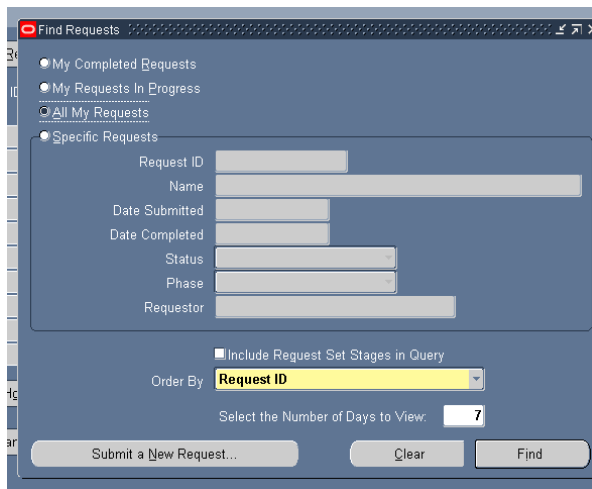


Open Oracle Applications and log in.

From the Navigator, click on APS Financial End User.

Click on View and select Requests.

Step 2



Select All My Requests.

Click Find.

Step 3

Request ID	Name	Parent	Phase	Status	Parameters
3937509	Reprints output from con		Completed	Normal	3937484
3937508	Reprints output from con		Completed	Normal	3937486
3937507	Reprints output from con		Completed	Normal	3937488
3937506	Reprints output from con		Completed	Normal	3937489
3937489	APS GL Transaction Hist		Completed	Normal	102, 01-JUL-2008, 30-JUN-200
3937488	APS GL Transaction Hist		Completed	Normal	102, 01-JUL-2008, 30-JUN-200
3937486	APS GL School Transact		Completed	Normal	102, 206, 01-JUL-08, 30-JUN-4
3937484	APS HR Salary Transact		Completed	Normal	N, Y, 01-JUL-2008, 30-JUN-20
3937416	APS GL Journals - Genei		Completed	Normal	1, L, P, USD, . . . , 134 MNF 2
3937412	APS GL Journals - Genei		Completed	Normal	1, L, P, USD, . . . , 134 MNF 2

Click on the Request ID of the report you would like to reprint.

Note: Click View Output to review the report on screen to help identify correct report.

Step 4

Request ID	Name	Parent	Phase	Status	Parameters
3951641	APS GL School Transact		Completed	Normal	102, 134, 01-JUL-08, 30-JUN-08
3951082	APS GL Funds Available		Completed	Normal	101, 102, APR-09, SEGMENT
3950902	Reprints output from con		Completed	Normal	3950901
3950901	134Activity (Financial St		Completed	Normal	APR-09, 1556, 1524, 1032, U
3950900	APS GL Transaction Hist		Completed	Normal	102, 01-JUL-2008, 30-JUN-200
3950899	APS GL Transaction Hist		Completed	Normal	102, 01-JUL-2008, 30-JUN-200
3950897	APS GL School Transact		Completed	Normal	102, 134, 01-JUL-08, 30-JUN-0
3950896	APS GL School Funds Av		Completed	Normal	101, 102, 134, APR-09, 1144
3950827	Pooled Cash (Posting)		Completed	Normal	1, 101, 288943
3950826	Pooled Cash -- Manual P		Completed	Normal	1, 101, 288943

Click Tools and select Reprint/Republish.

Note: You cannot reprint an XML report from Oracle. You must view output and print from the application.

Only the APS GL School Funds Available XML can be printed at the time the report is submitted. If your printer default is set to one copy, the other XML reports will finish in a warning. The output is still available and can be viewed.

Step 5

Program Name APS GL Transaction History
Request ID 3937488

Request Name APS GL Transaction History
Completion Date 17-Apr-2009 16:13:46

Republish

Printer: 724acct
Print Style: APS Landwide
Copies: 1

Enter the Oracle printer name in the Printer field.

Enter the number of desired copies in the Copies field.

Click Apply.

Step 6

Confirmation

Your request for Reprint existing output has been scheduled. The Request ID is 3954655

Program Name APS GL Transaction History
Request ID 3937488

Request Name APS GL Transaction History
Completion Date 17-Apr-2009 16:13:46

Republish

Printer: 724acct
Print Style: APSLANDWIDE
Copies: 1

Click OK.