

## ***View Requests***

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### **Scope**

The SFA FMS user can view all requests they have submitted for processing to the Oracle FMS system.

### **System References**

N/A

### **Policy**

N/A

### **Responsibility**

All Users

### **Distribution**

N/A

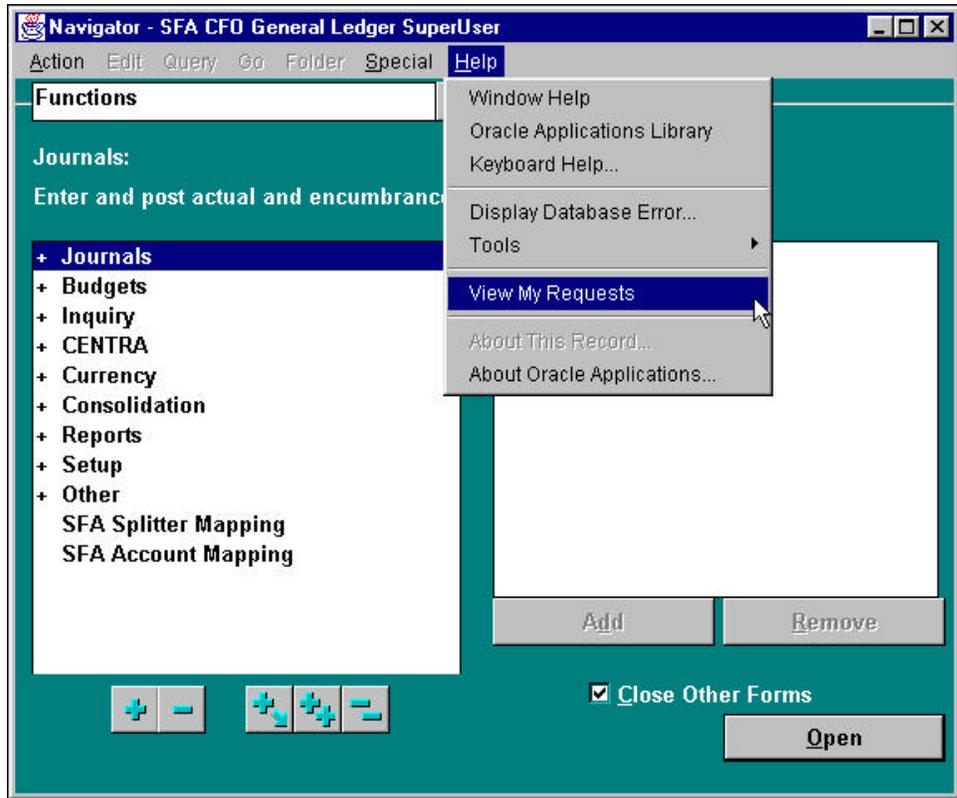
### **Ownership**

N/A

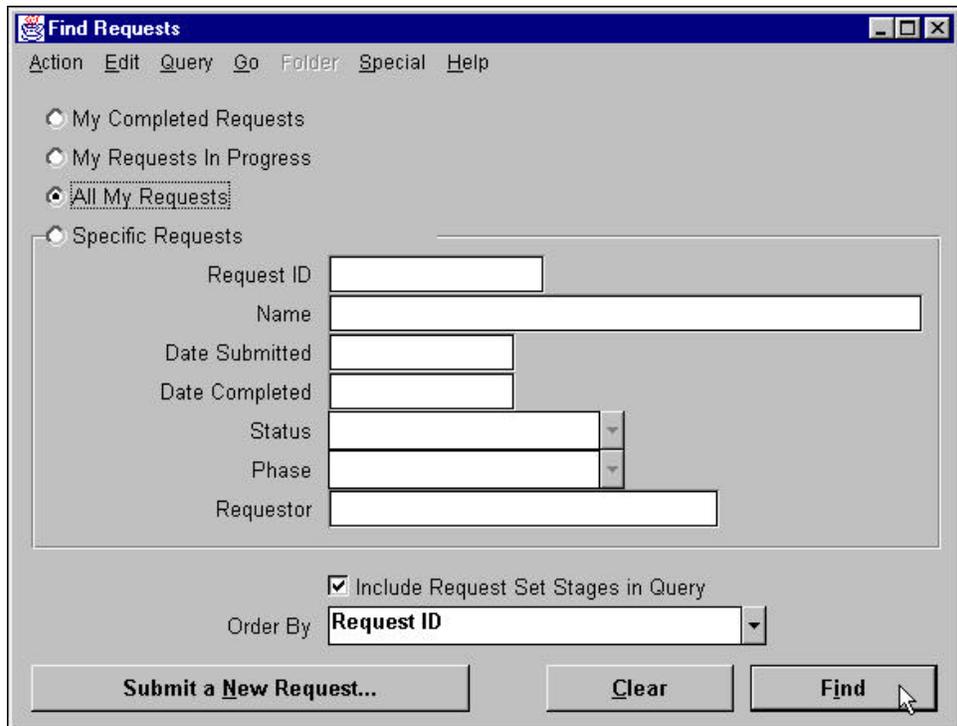
### **Activity Preface**

N/A

## **View Requests-All Users**



1. From the “Navigator” window, select **View My Requests** from the **Help** menu. The “Find Requests” window appears.



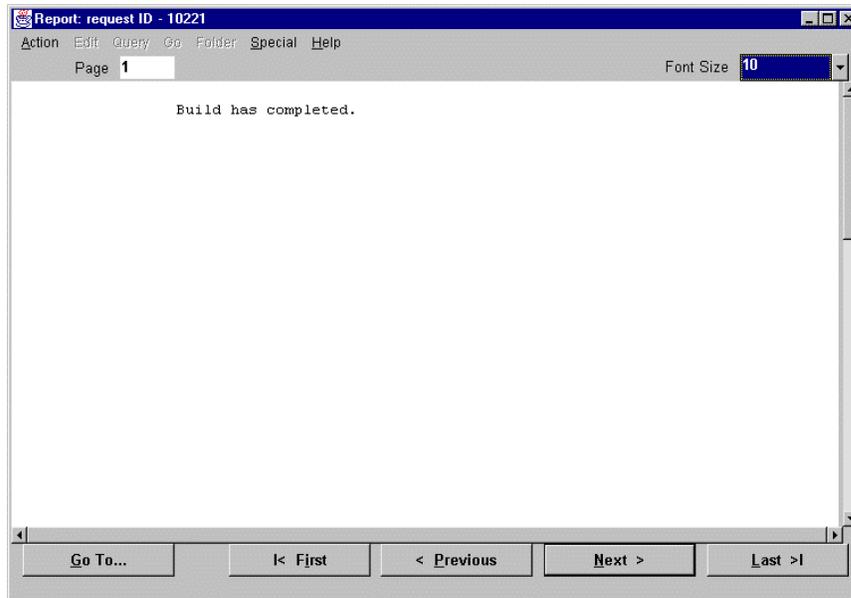
- Verify that the All My Requests option is checked and click the Find button. The “Requests” window appears. This is also where you can highlight the file load program , then Click the “View Log” button to verify no errors occurred.

Request ID	Name	Parent	Phase	Status	Parameters
160456	Trial Balance - Summary		Completed	Normal	1, 50133, B, 12, P1, P1, USD, Aug-0
157496	SFA IPP File FTP		Completed	Normal	IPPP, hpl7, pprafu, orakp1, /home/
157495	Payables Open Interface		Completed	Normal	PELL, 459, PELL: 200020010823.005
157494	IPPP GL TO GAPS INTERI		Completed	Error	PELL, 20150
157493	Journal Import		Completed	Normal	28066, 1, N, , N, 0
157492	SFA PELL Data Import		Completed	Normal	/sfad01/app/applint1/1103/common
157491	SFA IPP File FTP		Completed	Normal	IPPP, hpl7, pprafu, orakp1, /home/
157490	Payables Open Interface		Completed	Normal	PELL, 458, PELL: 200020010823.004
157489	IPPP GL TO GAPS INTERI		Completed	Error	PELL, 20149
157488	Journal Import		Completed	Normal	28065, 1, N, , N, 0

- Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal, Error and Warning. You may need to click the **Refresh Data** button multiple times until the request is completed.

**OR**

- While the data is being refreshed, you can minimize the “Requests” window and open the “Navigator” window to work on other tasks. In order to check on the progress of your requests, maximize the “Requests” window to view the Phase and Status.
- For a confirmation report that the request was completed successfully, click the row for the request you would like to confirm and click the **View Output** button.



6. Review the report output for any errors.
7. Click the **X** button to close the “Report” window. The “Requests” window appears.
8. Click the **X** button to close the “Requests” window. The “Find Requests” window appears.
9. Click the **X** button to close the “Find Requests” window. The “Navigator” window appears.

**End of activity.**

**Start**

### **View Requests- All Users**

- From "Navigator" window, select View My Requests from Help menu. "Find Requests" window appears. (1)
- Verify that All My Requests option is checked & click Find button. "Requests" window appears. (2)
- Click Refresh Data button to update info on this window. This window displays Phase & Status of your report request. Phases : Pending, Running, & Completed. Statuses : Normal, Error & Warning. You may need to click Refresh Data button multiple times until request is completed. (3)
- While data is being refreshed, you can minimize "Requests" window & open "Navigator" window to work on other tasks. In order to check on progress of your requests, maximize "Requests" window to view Phase & Status. (4)
- For a confirmation report that request was completed successfully, click row for request you would like to confirm & click View Output button. (5)
- Review report output for any errors. (6)
- Click X button to close "Report" window. "Requests" window appears. (7)
- Click X button to close "Requests" window. "Find Requests" window appears. (8)
- Click X button to close "Find Requests" window. "Navigator" window appears. (9)

**End**