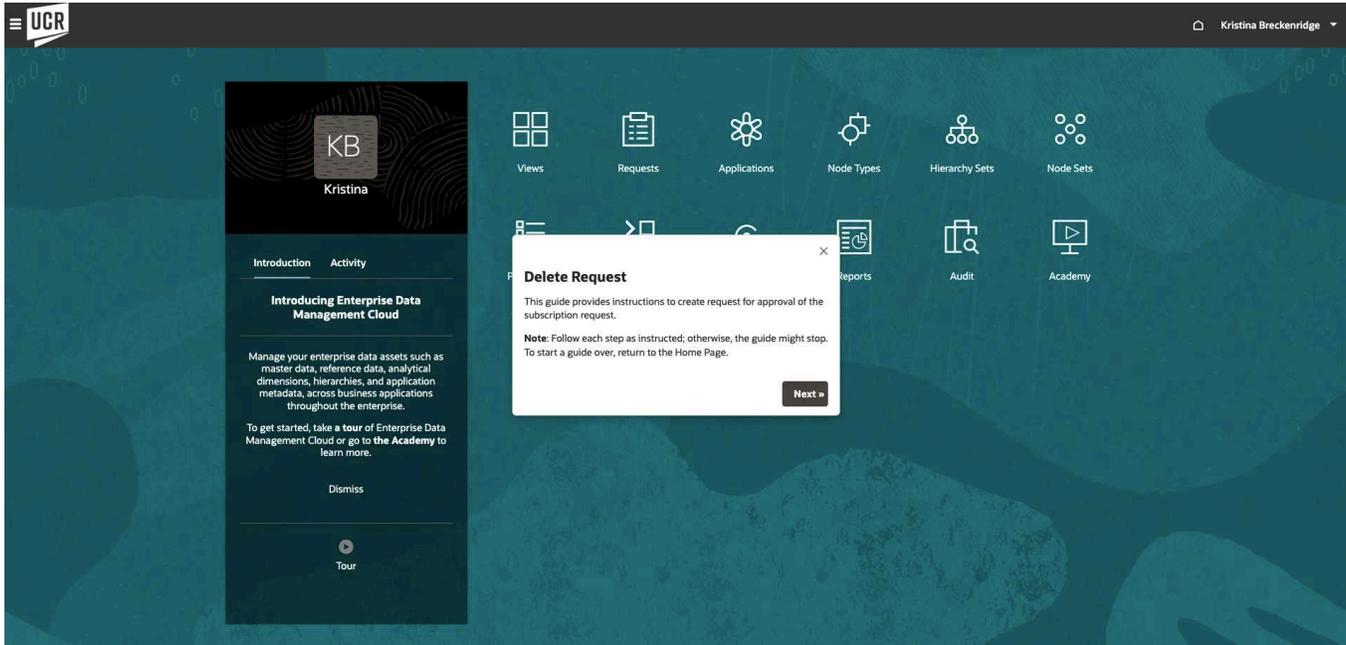


Recall an In-Flight Request

Step 1



Review Request

This guide provides instructions to review a request.

Note: Follow each step as instructed; otherwise, the guide might stop. To start a guide over, return to the Home Page.

Step 2

Select **Requests**.

Step 3

Click on a **Request** number under **Request ID**.

Step 4

The screenshot shows the UCR system interface for 'UCROFC - Request 6020'. The main area displays a tree view of organizational units under 'Flex 1 | V1'. The selected item is 'D01094P002'. A tooltip points to the 'Actions' drop-down menu in the top right corner, with the text 'Select the Actions drop-down menu.' The right sidebar shows the 'Properties' for the selected item, including fields like Name, Start Date, End Date, Summary, Enabled, Allow Posting, Allow Budgeting, Description US, Level, Parent, and Tree Label.

Select the **Actions** drop-down menu,

Step 5

Click **Recall**.

Step 6

You can make a comment and click **OK**. You will then be able to make any changes in the request and re-submit it.

Do not recall the request as this tutorial is simply for testing purposes.

Step 7

The screenshot shows the Oracle UCR interface for 'Request 6020'. The main area displays a hierarchy of items under 'Flex 1 | V1'. A 'Select Close' dialog box is open over the hierarchy. On the right, the 'Properties' pane for 'D01094P002' is visible, showing details like 'Name', 'Start Date', 'End Date', 'Summary', 'Enabled', 'Allow Posting', 'Allow Budgeting', 'Description US' (HEERF Hybrid Work Environment), 'Level' (4), and 'Parent' (D010940000).

Select **Cancel**.

Step 8

The screenshot shows the Oracle Enterprise Data Management Cloud 'Views' page. A list of views is displayed with columns for 'Name and Description', 'Created', 'Last Modified', and 'Actions'. A dialog box with the text 'This completes the guide.' and a 'Done' button is overlaid on the list.

Name and Description	Created	Last Modified	Actions
Account Maintenance Align and map financial accounts between ERP and EPM Planning	Denise Adams 11/9/2017	Administrator 2/9/2023	
Account Maintenance Plan Account	Administrator 2/9/2023	Administrator 2/9/2023	
Account Reconciliation Account Reconciliation Default View	Casey Brown 3/31/2021	Casey Brown 3/14/2022	
Acquired GL (Legacy) Acquired GL Chart of Accounts	Casey Brown 11/9/2017	Casey Brown 11/9/2017	
BksML40 EPCM BksML40 Default View	Casey Brown 7/14/2022	Casey Brown 7/14/2022	
Chart of Accounts Redesign COA Redesign	Casey Brown 12/18/2020	Casey Brown 12/18/2020	
Citizen Hub Citizen Hub Default View	Casey Brown 11/10/2022	Casey Brown 11/10/2022	
Company Maintenance Align and manage companies across the GL and EPM	Administrator 4/22/2019	Administrator 4/22/2019	
Corporate GL (Financials Cloud) Corporate general ledger chart of accounts	Administrator 9/12/2018	Casey Brown 3/14/2022	
Corporate Planning Corporate Planning	Denise Adams 11/8/2017	Casey Brown 3/14/2022	
Cost Center Redesign Combine Departments and Cost Centers into enterprise structure	Maria Jones 11/16/2017	Denise Adams 11/16/2017	
FRS Chart of Accounts	Casey Brown	Casey Brown	

This completes the guide.