SCHEDULE REPORTS TO RUN AUTOMATICALLY

Quick Reference Guide CM-26

CM

The purpose of this Quick Reference Guide is to explain how to schedule reports to run automatically in the NCFS Cash Management System.

Introduction and Overview

The purpose of this Quick Reference Guide is to explain how to schedule reports to run automatically in the North Carolina Financial System. This also covers how to schedule report output.

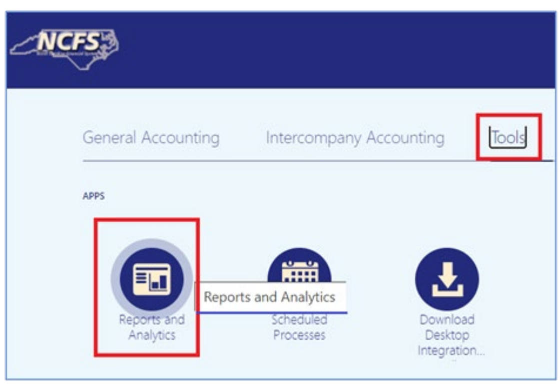
Scheduling is a very important feature for any reporting system. It enables you to schedule long-running reports to be run when the system load is lowest or to have frequently used reports delivered to your email daily, weekly, hourly, or monthly.

NCFS is configured with a Report Scheduler by default.

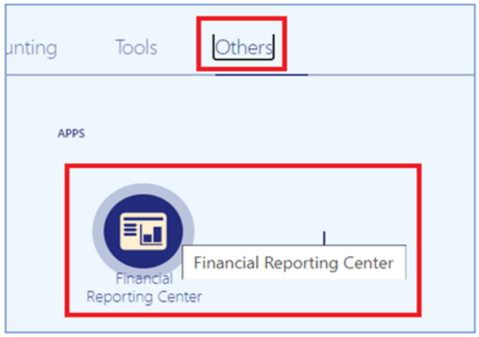
Schedule a Report: Overview

Reports can be scheduled to run from different work areas. However, the process remains the same.

- From Home > Tools > Reports and Analytics

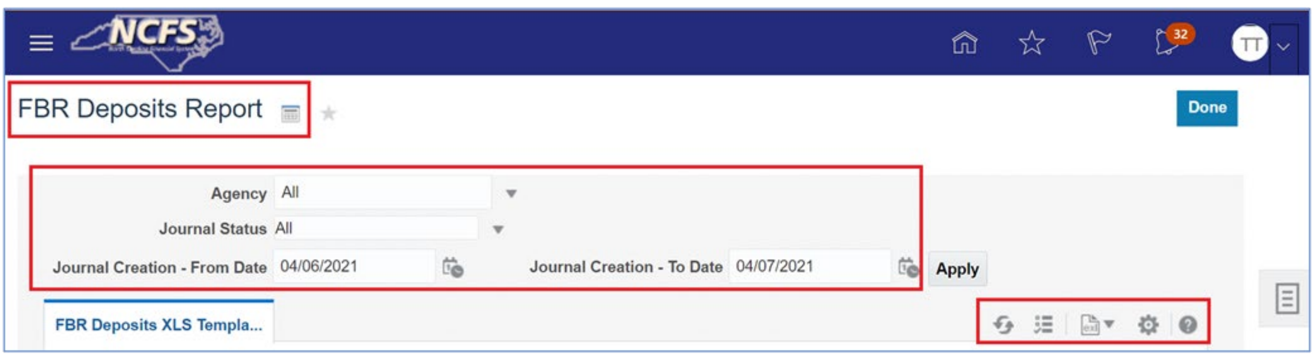


- From Home > Financial Reporting Center

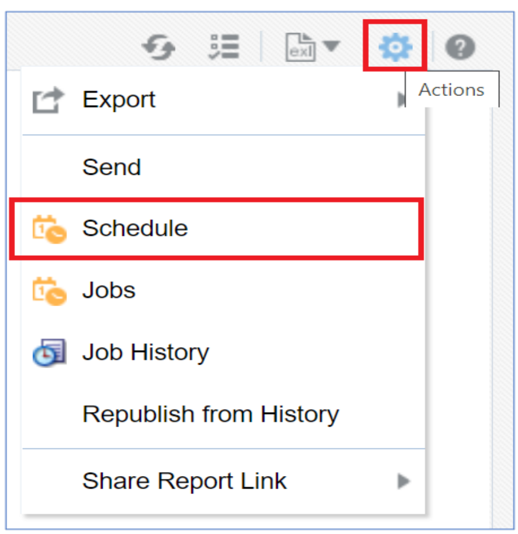


Schedule a Report

Step 1: Select a Report. Parameter choices appear.

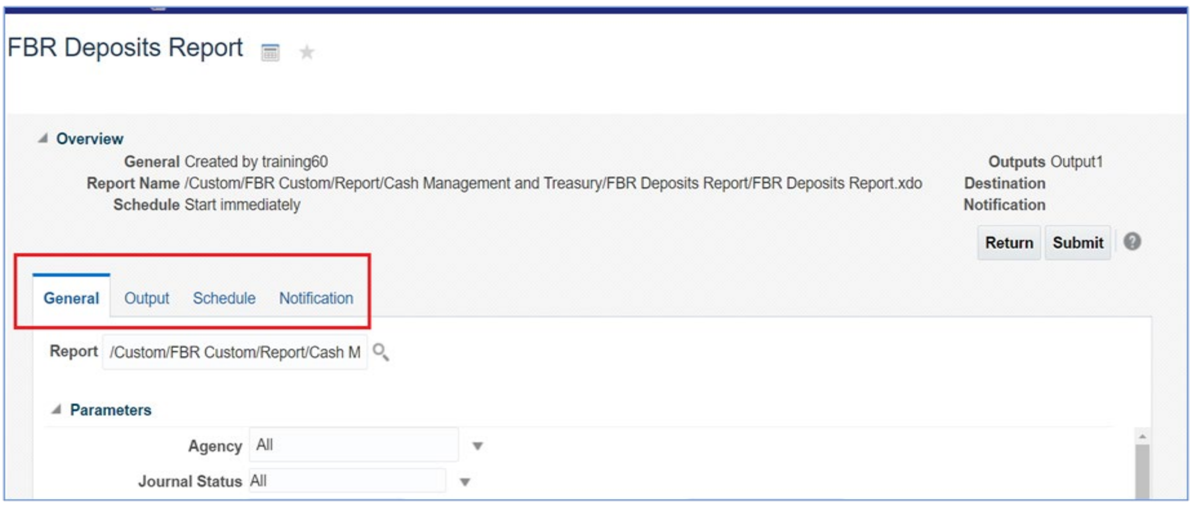


Step 2: From the toolbar on the right, click on the gear (Actions) icon. Then select Schedule.



The Schedule Report Job page contains four tabs to define the options for your report job:

- General
- Output
- Schedule
- Notification



General Tab

The Schedule Report Job page activates the **General** tab by default.

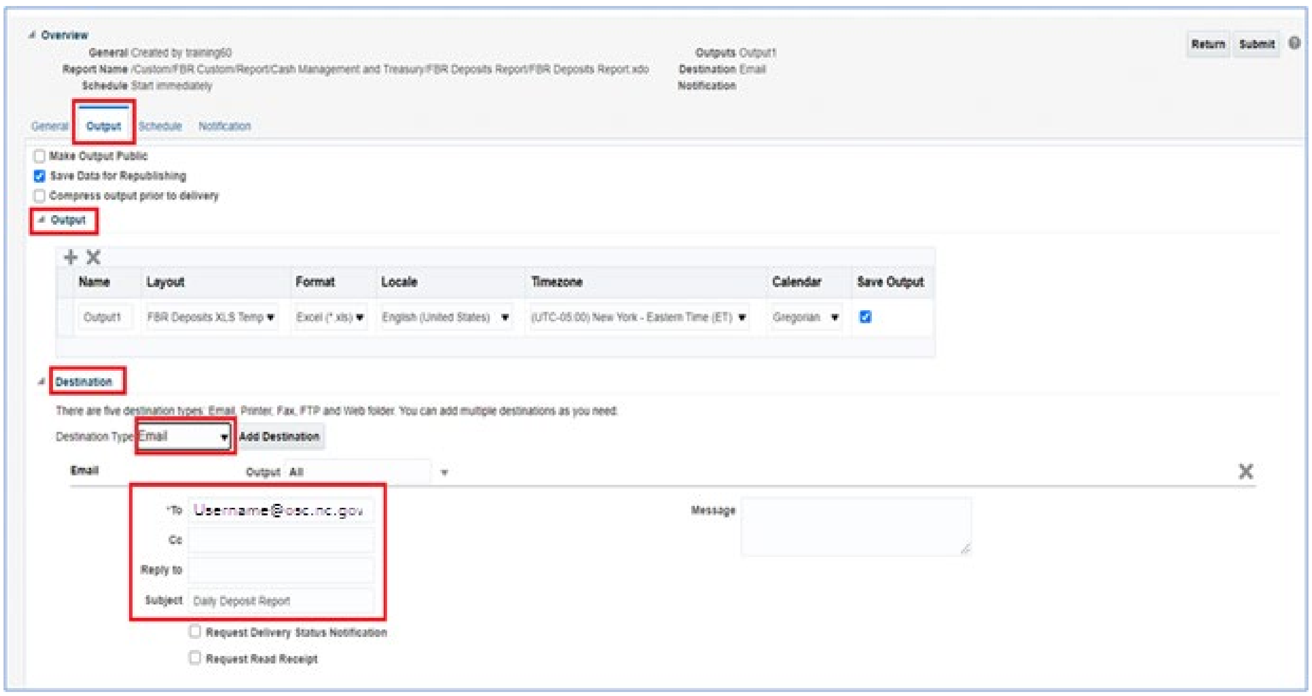
Step 3: Leave the default selected parameters as they are or change them to suit your requirement.

Output Options Tab

Step 4: On the Schedule Report Job page, click the Output tab.

The tab has two sections: **Output and Destination**. You can accept the default values in each section or update them, based on your needs.

- The Output Table creates multiple outputs for one or more layouts by using a combination of output format, locale, time zone, and calendar.
- In the Destination section, you can enter an email address. To deliver a report to multiple destinations, click Add Destination and continue adding destinations as needed.

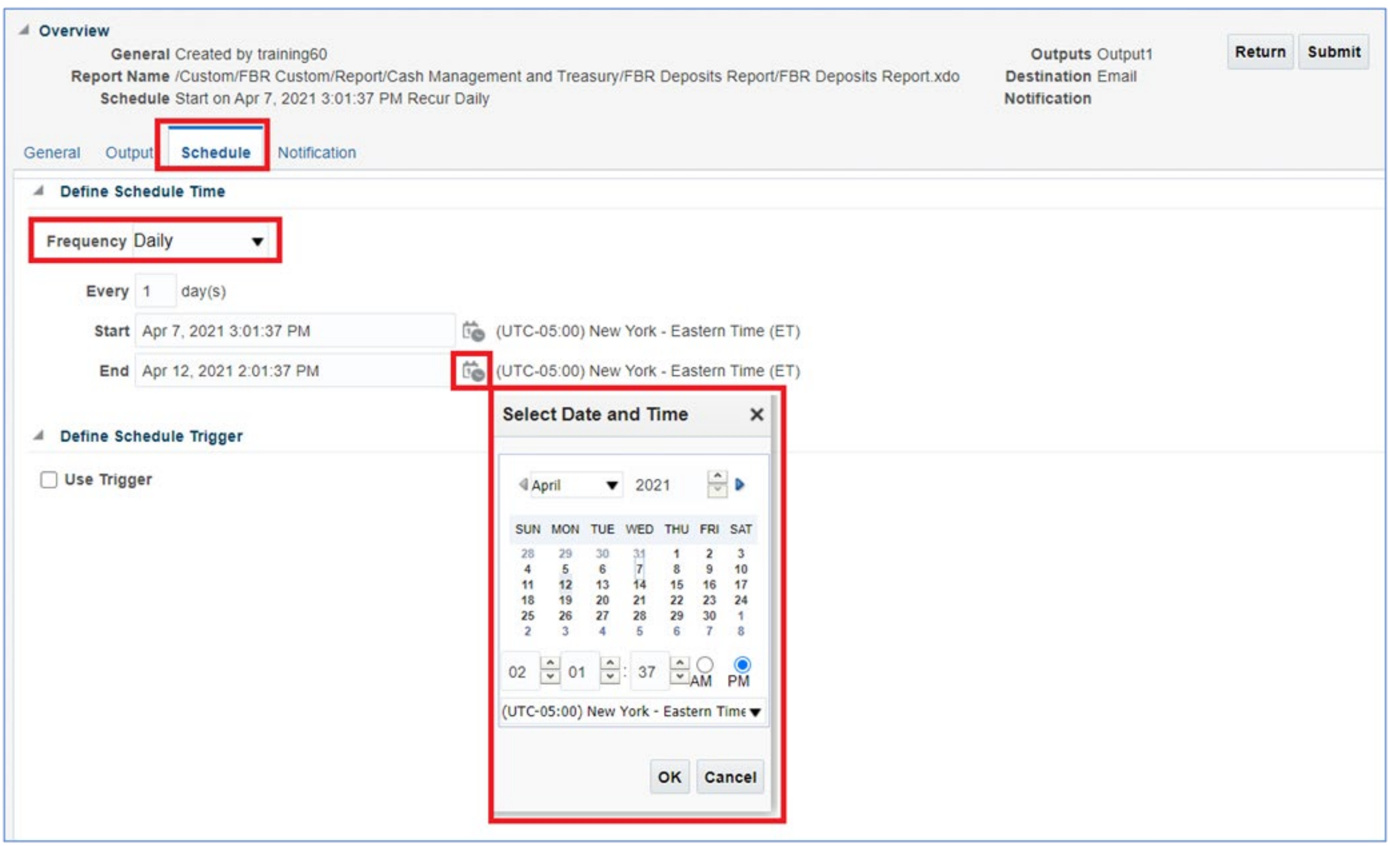


Schedule Options Tab

Step 5: On the Schedule Report Job page, click the **Schedule** tab.

Select **Frequency** options that meet your specific timing requirements. For example, you might want to generate reports every Friday, or every morning, or according to some other date pattern.

- Once
- Hourly
- Minute
- Daily
- Weekly
- Monthly
- Annually
- On specific dates (Use the date selectors to specify the start and end dates.)

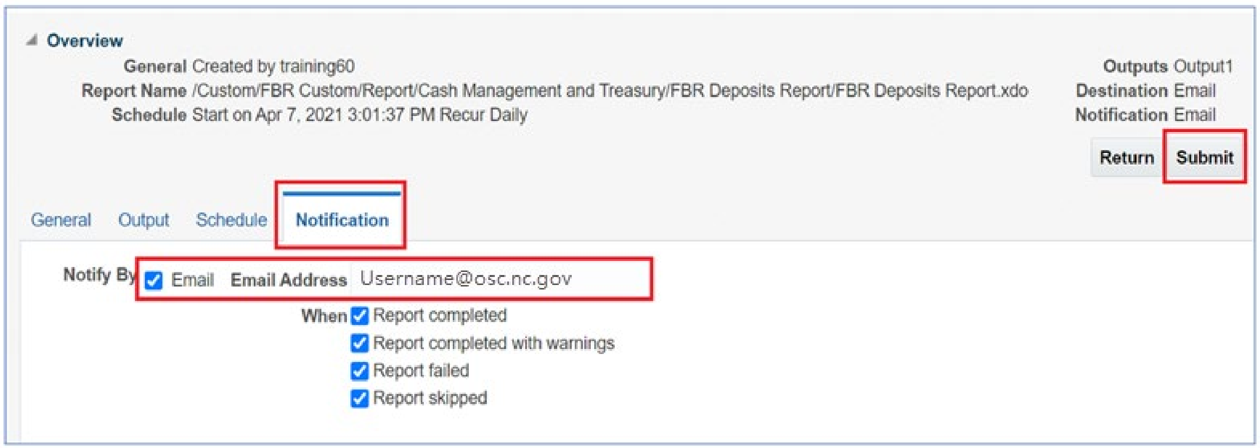


Notification Tab

Step 6: On the Schedule Report Job page, click the Notification tab.

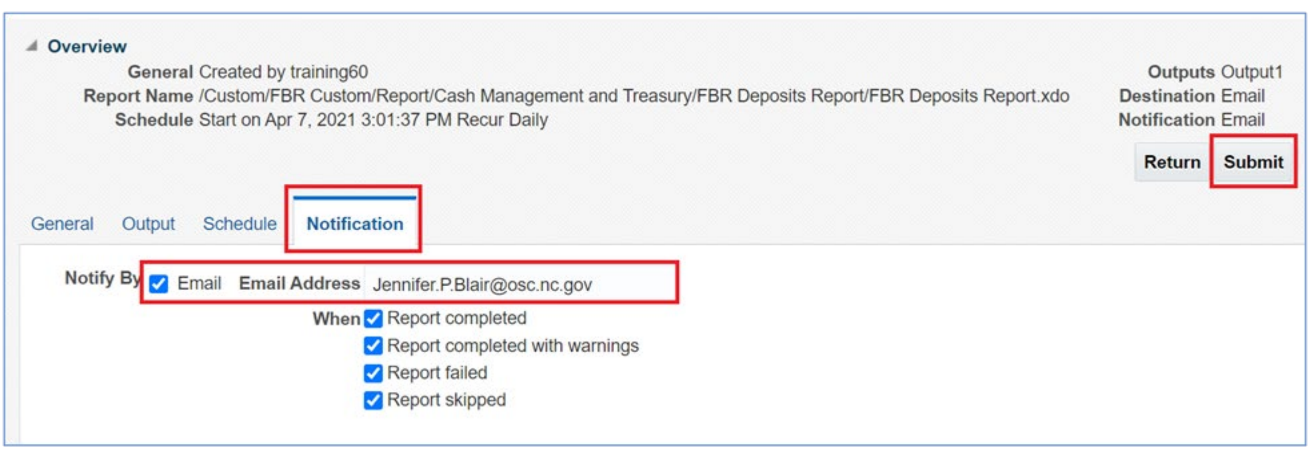
A notification is a message that indicates that a job has finished processing. NCFS supports four notification statuses to which you can subscribe. *They are all optional*.

- Report completed
- Report completed with warnings
- Report failed
- Report skipped



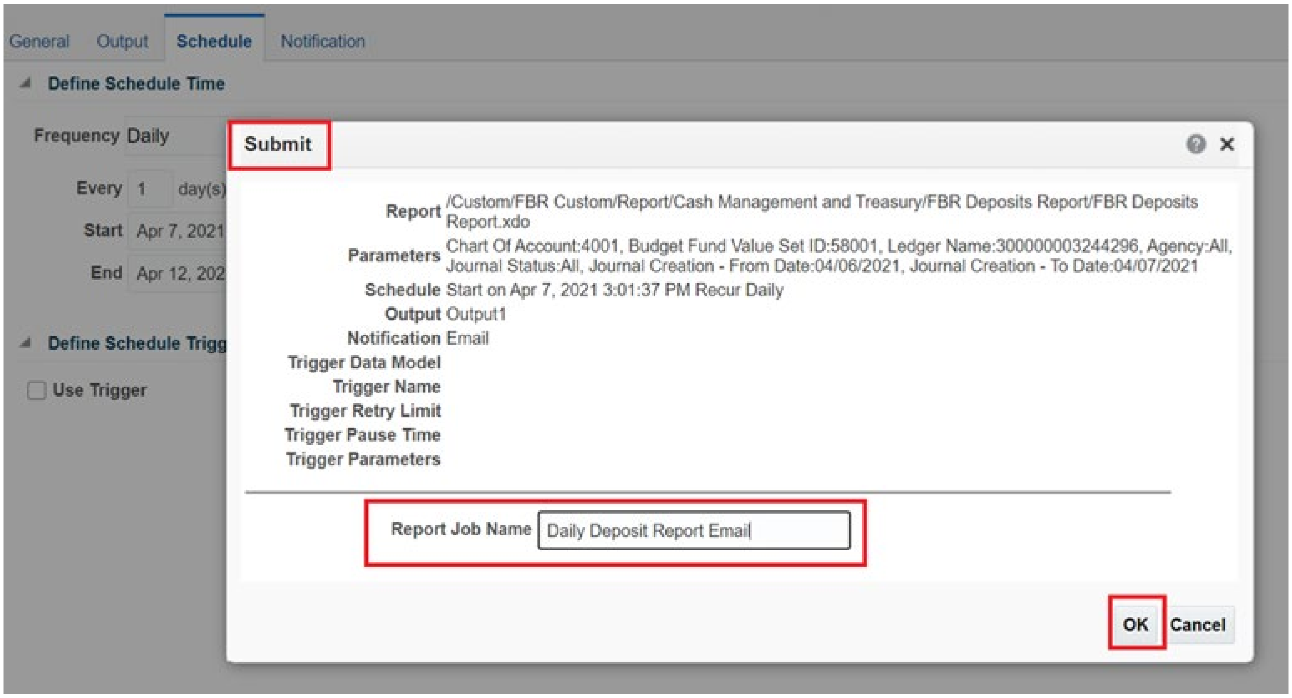
Submitting the Job

Step 7: After defining all Schedule Report options, click the Submit button.



This invokes the Submit Job dialog box with confirmation details for you to review. The confirmation details include a summary of the job, such as parameters, schedule, output, and notification.

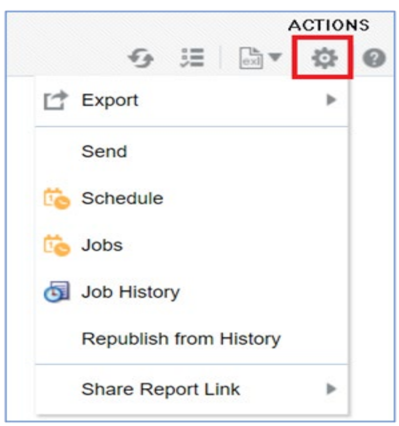
Step 8: Enter a name for this job and click OK. A confirmation message will appear.



Congratulations! You have successfully scheduled a report!

Actions Menu

The Actions menu provides more actions that you can take on the report.

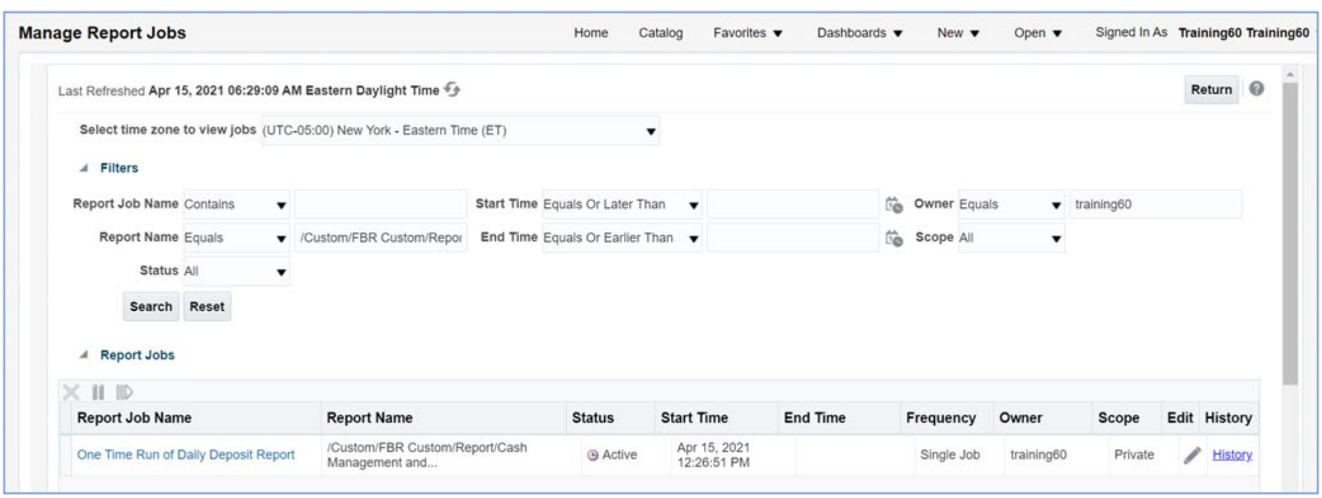


- **Export** exports the report to Microsoft Excel (NCFS default)
- **Send** launches a simplified version of the Schedule Report Job page - where you can select the output, destination, and notification options, but you cannot Schedule the Report (basically, it allows you to immediately email the report)

- **Schedule** creates a job to run and distribute the report, as documented in the beginning of this job aid.
- **Jobs** enables you to view and manage currently scheduled jobs for this report.
- **Job History** enables you to view completed and running report jobs.
- **Republish** from History enables you to select a previously scheduled, completed job and specific output for viewing in the report viewer.
- **Share Report Link** enables you to generate a link that you can copy and reuse, based on the report that you are currently viewing. When you select an option, a dialog displays the URL to the report. Control what the URL displays as follows:
  - **Current Page** displays the current page as shown.
  - **No Header** displays the current report without the BI Publisher logo, tabs, or navigation path.
  - **No Parameters** displays the current report without the header or any parameter selections. The Actions menu, Export, and View Report menus are still available.
  - **Document Only** displays the URL to the current report document only. No other page information or options are displayed.

Jobs – Manage Report Jobs

The **Manage Report Jobs** page displays information about future scheduled/recurring report jobs and enables you to take actions on these jobs.



Use the **Manage Report Jobs** page to:

- Edit a report job
- Delete a report job
- Suspend/Resume a report job
- View the job details

Edit a Job

Step 1: Click the Edit icon (Pencil) for the job in the results table.

Step 2: Edit the job details using the General, Output, Schedule, and Notification tabs.

Step 3: Click Update Job to save your changes to this job; or, to save the edited job as a new job, click Submit as New and enter a name for the new job.

Delete a Job

Step 1: Select the job by clicking anywhere in the table row that lists the job information. You can select multiple jobs by clicking additional rows.2

Step 2: Click the Delete button.

Suspend/Resume a report Job

To pause a job:

Step 1: Select the job by clicking anywhere in the table row that lists the job information (do not click the job name link).

Step 2: Click the Pause button. The status of the job changes to Paused.

To resume a job:

Step 1: Select the job by clicking anywhere in the table row of the paused job (do not click the job name link).

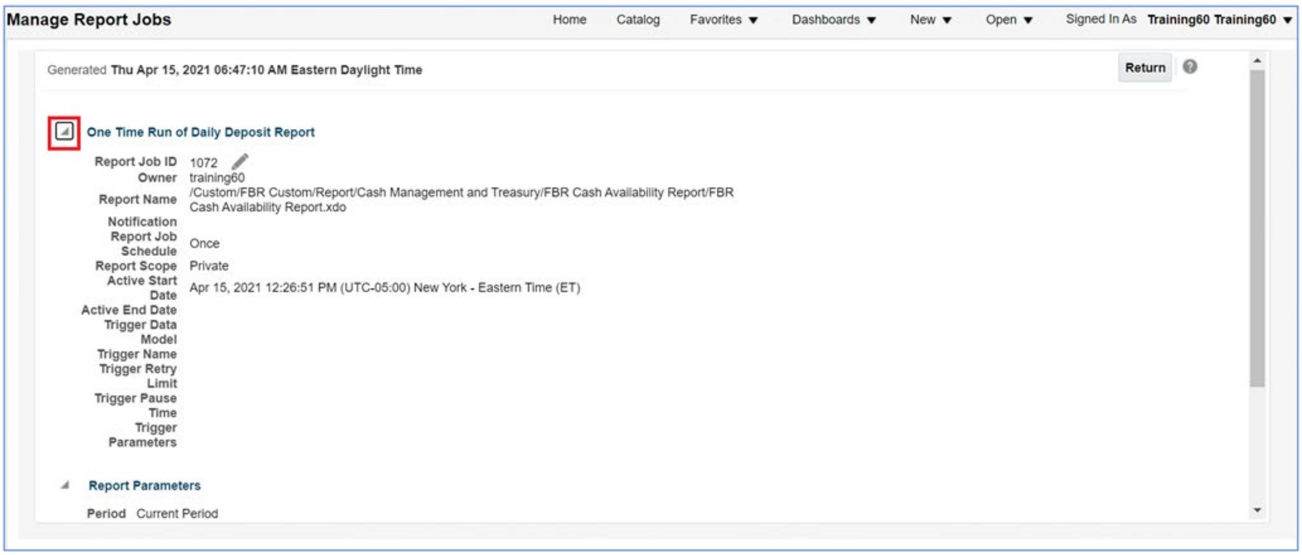
Step 2: Click the **Resume** button. The status of the job changes to Active.

View the Job Details

Step 1: Click the **Report Job Name** to view a detail page for the job.

Step 2: To view delivery information for each output, click the **expand icon** next to the output name.

Step 3: Click **Return** to return to the **Manage Report Jobs** page.



Wrap Up

This example of scheduling reports uses the FBR Deposit Report and the FBR Cash Availability Reports.

NOTE: These reports - and others - can be scheduled daily and sent to the user via email.

Additional Resources

Job Aids

- CM-07 Cash Availability Report
- CM-08 Daily Disbursement Report
- CM-09 Daily Transfers Report
- CM-10 Deposits Report

Quick Reference Guides (QRGs)

- Reporting in NCFS General Ledger – Release 1