



SCHEDULE REPORTS TO RUN AUTOMATICALLY

Quick Reference Guide CM-26



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.

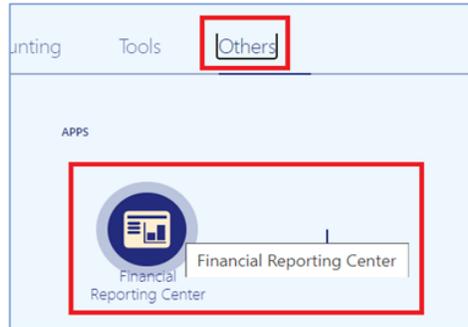
Schedule a Report: Overview

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

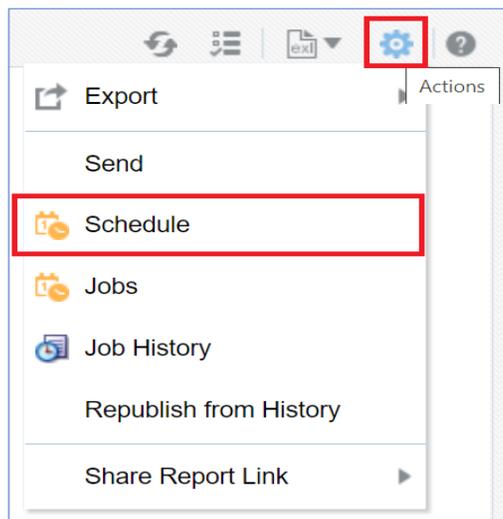


Schedule a Report

Step 1: Select a Report. Parameter choices appear.

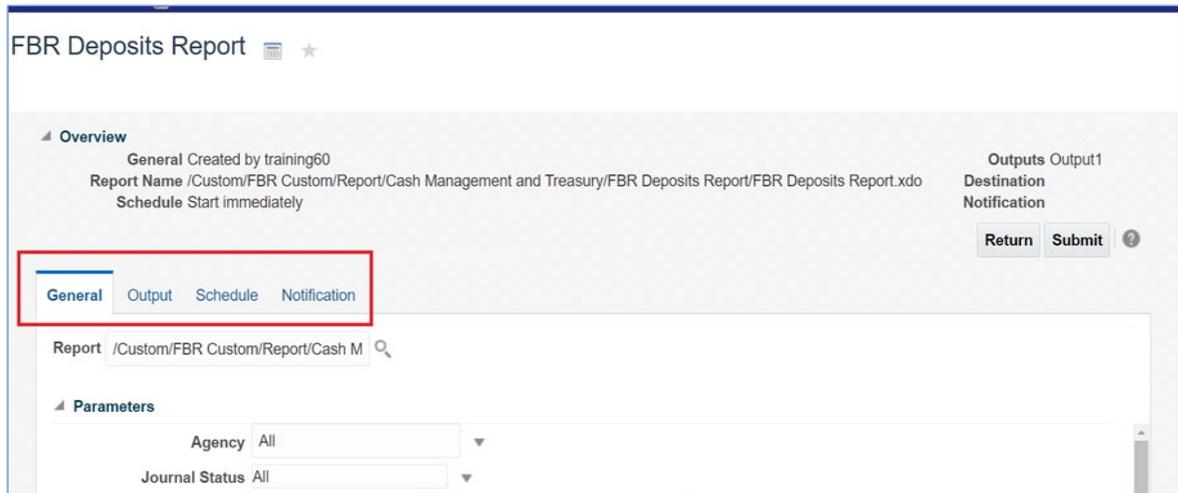


Step 2: From the toolbar on the right, click on the gear (Actions) icon. Then select Schedule.



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.

Overview General Created by training60 Outputs Output1
 Report Name /Custom/FBR Custom/Report/Cash Management and Treasury/FBR Deposits Report/FBR Deposits Report.xdo Destination Email
 Schedule Start immediately Notification

General **Output** Schedule Notification

Make Output Public
 Save Data for Republishing
 Compress output prior to delivery

Output

Name	Layout	Format	Locale	Timezone	Calendar	Save Output
Output1	FBR Deposits XLS Temp	Excel (*.xls)	English (United States)	(UTC-05:00) New York - Eastern Time (ET)	Gregorian	<input checked="" type="checkbox"/>

Destination

There are five destination types: Email, Printer, Fax, FTP and Web folder. You can add multiple destinations as you need.

Destination Type: **Email** Add Destination

Email: Output All

*To: Username@osc.nc.gov
 Cc:
 Reply to:
 Subject: Daily Deposit Report

Request Delivery Status Notification
 Request Read Receipt

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.)

Overview
 General Created by training60
 Report Name /Custom/FBR Custom/Report/Cash Management and Treasury/FBR Deposits Report/FBR Deposits Report.xdo
 Schedule Start on Apr 7, 2021 3:01:37 PM Recur Daily

Outputs Output1
 Destination Email
 Notification

Return Submit

General Output **Schedule** Notification

Define Schedule Time

Frequency Daily

Every 1 day(s)

Start Apr 7, 2021 3:01:37 PM (UTC-05:00) New York - Eastern Time (ET)

End Apr 12, 2021 2:01:37 PM (UTC-05:00) New York - Eastern Time (ET)

Define Schedule Trigger

Use Trigger

Select Date and Time

April 2021

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

02 : 01 : 37 AM PM

(UTC-05:00) New York - Eastern Time

OK Cancel

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

Overview
General Created by training60
Report Name /Custom/FBR Custom/Report/Cash Management and Treasury/FBR Deposits Report/FBR Deposits Report.xdo
Schedule Start on Apr 7, 2021 3:01:37 PM Recur Daily

Outputs Output1
Destination Email
Notification Email

Return Submit

General Output Schedule **Notification**

Notify By Email Email Address Username@osc.nc.gov

When 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.

Overview
General Created by training60
Report Name /Custom/FBR Custom/Report/Cash Management and Treasury/FBR Deposits Report/FBR Deposits Report.xdo
Schedule Start on Apr 7, 2021 3:01:37 PM Recur Daily

Outputs Output1
Destination Email
Notification Email

Return Submit

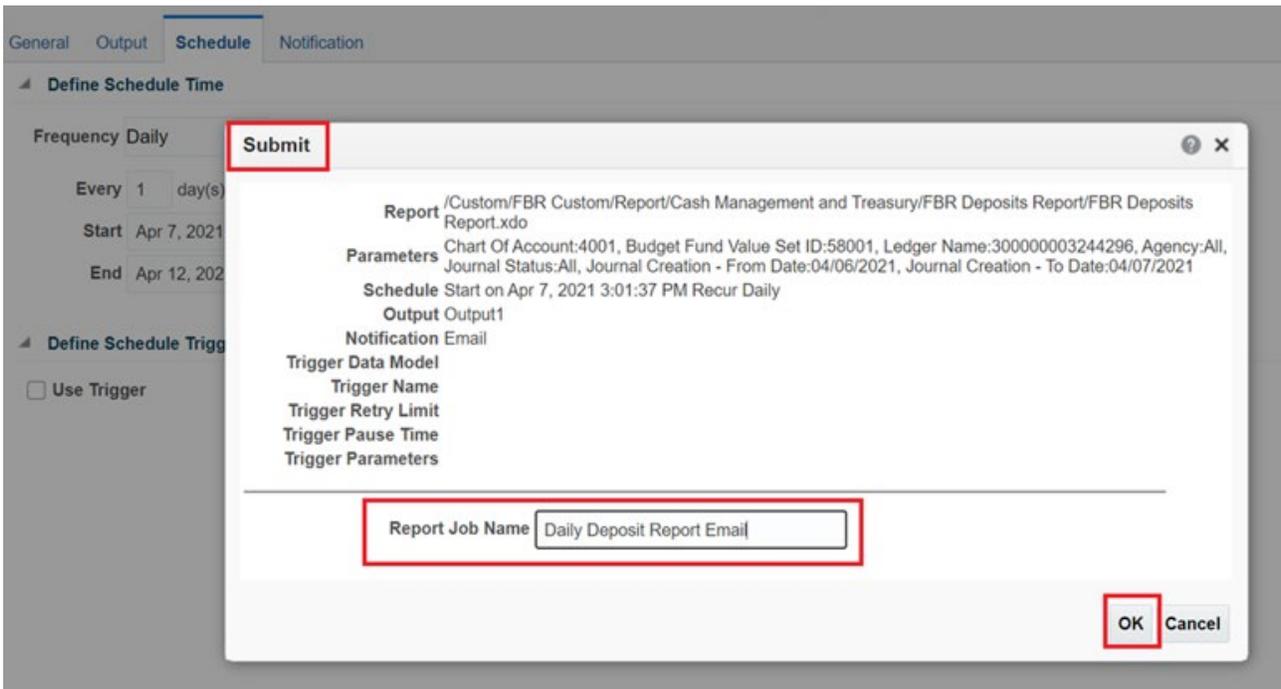
General Output Schedule **Notification**

Notify By Email Email Address Jennifer.P.Blair@osc.nc.gov

When Report completed
 Report completed with warnings
 Report failed
 Report skipped

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.

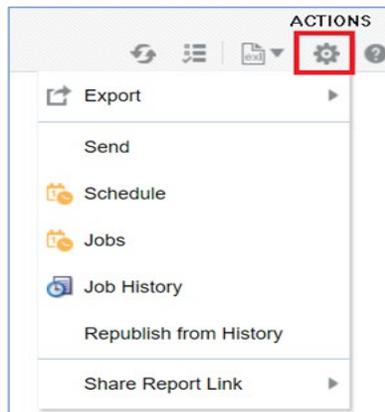
Step 8: Enter a name for this job and click OK. A confirmation message will appear.



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.

Report Job Name	Report Name	Status	Start Time	End Time	Frequency	Owner	Scope	Edit	History
One Time Run of Daily Deposit Report	/Custom/FBR Custom/Report/Cash Management and...	Active	Apr 15, 2021 12:26:51 PM		Single Job	training60	Private		History

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.
- 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.

The screenshot shows the 'Manage Report Jobs' page in a web browser. The page title is 'Manage Report Jobs' and the user is signed in as 'Training60 Training60'. The page displays details for a report job named 'One Time Run of Daily Deposit Report'. The details include:

- Report Job ID: 1072
- Owner: training60
- Report Name: /Custom/FBR Custom/Report/Cash Management and Treasury/FBR Cash Availability Report/FBR Cash Availability Report.xdo
- Notification: Once
- Report Job Schedule: Private
- Report Scope: Private
- Active Start Date: Apr 15, 2021 12:26:51 PM (UTC-05:00) New York - Eastern Time (ET)
- Active End Date: (blank)
- Trigger Data Model: (blank)
- Trigger Name: (blank)
- Trigger Retry Limit: (blank)
- Trigger Pause Time: (blank)
- Trigger Parameters: (blank)

At the bottom of the page, there is a section for 'Report Parameters' with a table showing 'Period' and 'Current Period'.

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