

Save time by scheduling and sharing reports for your area!

1. Complete the Report Parameters as usual.
2. Click **Run**.

Report Parameters

Run Control ID: [Report Manager](#) [Process Monitor](#) **Run**

*Business Unit: 00759	<input checked="" type="checkbox"/> Summary by Budget Node Only
From FY/Period: 2007 1	<input type="checkbox"/> Summary by Budget Node and Account
To FY/Period: 2007 12	<input checked="" type="checkbox"/> Transactions <input type="checkbox"/> Asset/Liab/Fund Equity
	<input checked="" type="checkbox"/> Rev/Exp <input checked="" type="checkbox"/> Budget Jnl

<input type="radio"/> Print All Cost Centers	<input checked="" type="checkbox"/> Open Commitments	<input type="checkbox"/> Verification Worksheet
<input checked="" type="radio"/> Only Print Active Cost Centers	<input checked="" type="checkbox"/> Soft Commitments	
<input type="radio"/> Only Print Inactive Cost Centers	<input type="checkbox"/> Balance Sheet	

Scroll Area Find | View All First 1 of 1

Request No: 180 ***Fund:** All

***Deptid:** Tree Range **Node:** C0003

SpeedType:

***Prog:** All

***Project:** All

3. On the Process Scheduler Request, enter a **Run Date** and **Run Time**. It's best to select a time between midnight and 5am for large reports run by a tree node, etc. Once you click **OK**, the report will be available the next morning.

Process Scheduler Request

User ID: ADKINSMD Run Control ID: ADKINSMD

Server Name: Run Date: 07/11/2007

Recurrence: Run Time: 2:00:00AM **Reset to Current Date/Time**

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Department Verification Report	UGLS1074	SQR Report	Web	PDF	Distribution

OK **Cancel**

4. Click on the **Distribution** link to share the report.

Distribution Detail

Process Name: UGLS1074

Process Type: SQR Report

Folder Name: Budget BUDGET

Distribute To

ID Type	Distribution ID		
User	add ID here		
User	add ID here		
User	add ID here		
User	add ID here		

Email Only

Email Subject: Email With Log Email Web Report

Message Text:

Email Address List:

OK
Cancel

5. Add names in the **Distribute To** grid by clicking on the **plus sign**. You must select User under the **ID Type** field and either **type in or search for** the users to add.
6. Click **OK**.
7. Click **OK** again on the Process Scheduler Request to submit the report.
8. The users you added to the distribution are able to view the report only through the **Report Manager**. Navigation: **Reporting Tools – Report Manager**

Menu

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List Explorer Administration

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last: 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UGLS1074	DEPARTMENT VERIFICATION REPORT	General Ledger	07/11/07 2:16PM	884926	2659666
2 UGLS1074	DEPARTMENT VERIFICATION REPORT	Budget	07/11/07 2:12PM	884917	2659636
3 UGLS1074	DEPARTMENT VERIFICATION REPORT	General Ledger	07/10/07 4:33PM	883932	2656868

Save

List | Explorer | Administration

9. There is no field for the user to distinguish which report you've run versus reports they have run other than the date and time. Share the type of report you've run and the Date and Time you ran it with your distribution list.
10. When the report is selected, the distribution list is shown.

View Log/Trace

Report

Report ID: 884917 **Process Instance:** 2659636 [Message Log](#)
Name: UGLS1074 **Process Type:** SQR Report
Run Status: Success

Department Verification Report

Distribution Details

Distribution Node: Unix **Expiration Date:**

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,541	07/11/2007 2:12:19.000000PM CDT
UGLS1074 Section 1 transactions.csv	906	07/11/2007 2:12:19.000000PM CDT
UGLS1074 Section 3 Actual RE transactions.csv	1,143	07/11/2007 2:12:19.000000PM CDT
UGLS1074 Section 3 Budget Jnl transactions.csv	1,460	07/11/2007 2:12:19.000000PM CDT
UGLS1074 Section 4 transactions.csv	119	07/11/2007 2:12:19.000000PM CDT
UGLS1074 Section 5 transactions.csv	119	07/11/2007 2:12:19.000000PM CDT
ugls1074_2659636.PDF	10,060	07/11/2007 2:12:19.000000PM CDT
Trace File	727	07/11/2007 2:12:19.000000PM CDT

Distribute To

Distribution ID	Type	'Distribution ID
User		<div style="border: 1px solid red; padding: 5px; display: inline-block;"> ID's shown here </div>
User		
User		
User		

Important: This distribution list will remain associated with the Run Control ID until you remove the users by clicking on the minus sign (see step 5).