Scheduling a Month-end Finance Report

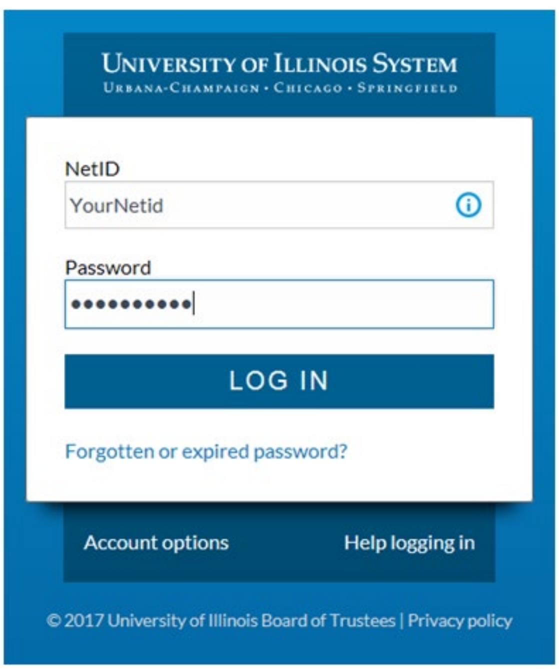
Scheduling reports to run automatically, lets you automate the process of refreshing your documents and can also reduce the run time by allowing you to scheduling your reports to run during off-peak periods. Reports can be sent to other users, or groups of users, in Web Intelligence format, or as Excel or PDF files. Note that reports must be saved to your Favorites folders in EDDIE prior to being exported.

> **Note:**
> Scheduling will not work for reports that have prompt values that need to change with each refresh. When building the schedule, you are required to enter the prompt values for all prompts in the report. Newer Finance Standard reports or any report using Encumbrance Reporting, General Ledger Reporting, Operating Ledger Reporting, or Payroll Expense Reporting universes can be modified to eliminate the need for Fiscal Year and Period prompts for those who have Finance Power User access.

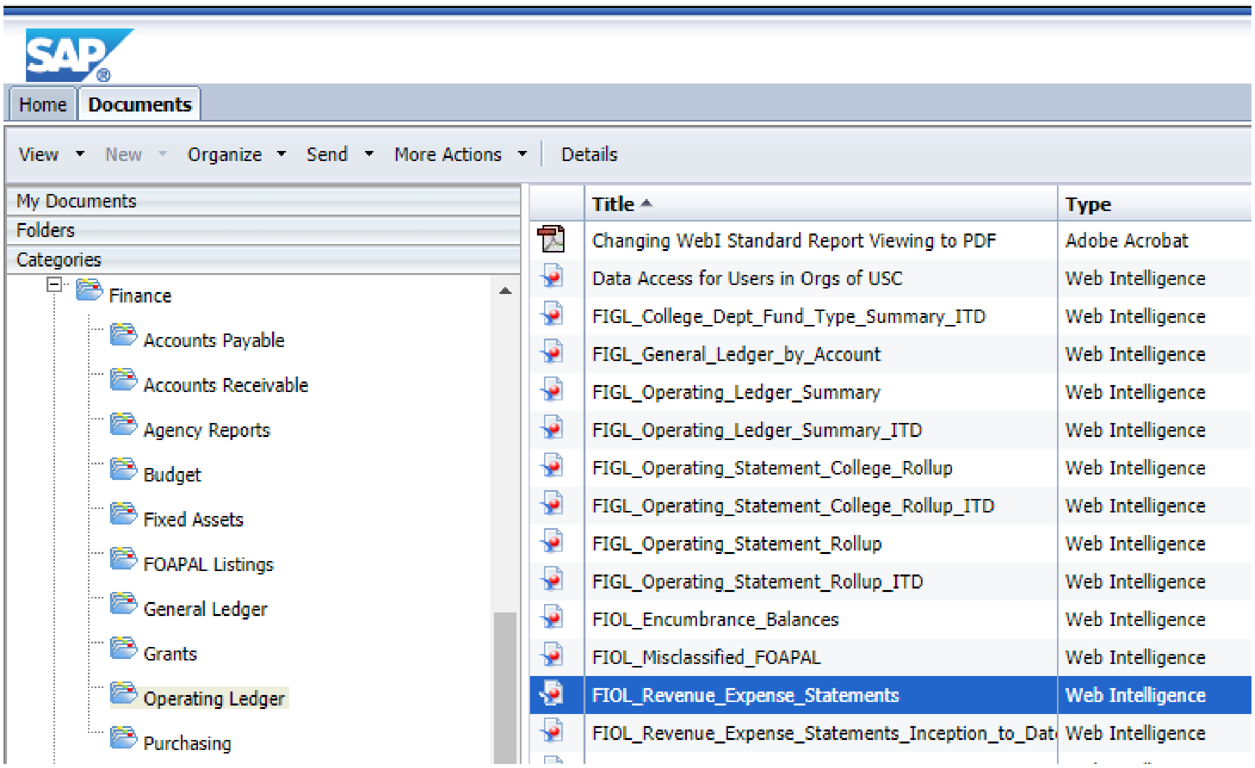
Modifying a report for month-end reporting

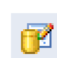
1. Go to the EDDIE login page: https://eddie.ds.uillinois.edu/.

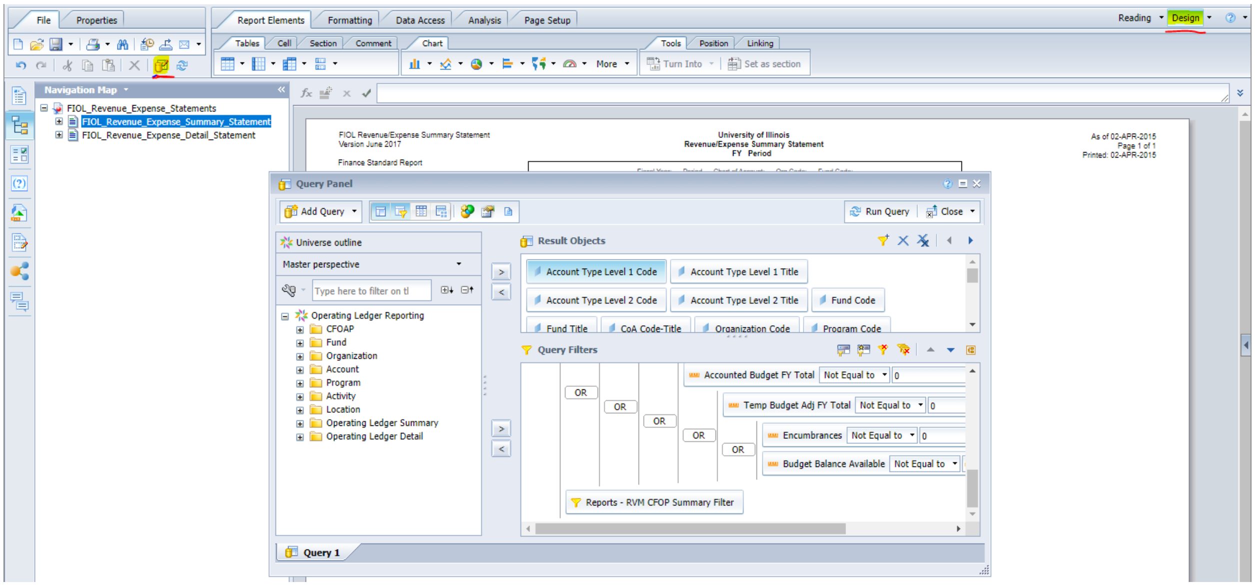
2. Enter your University NetID and Password and click Log in



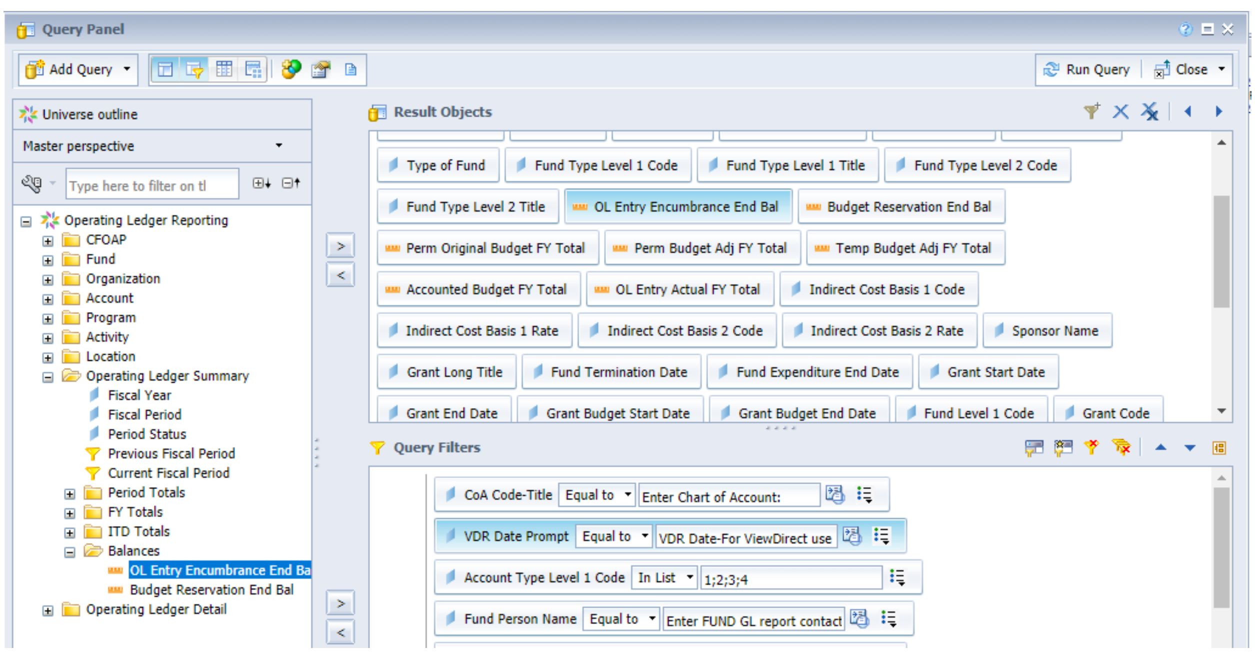
3. Select the **Documents** tab on the top left.
4. Select the Categories tab on the bottom left.
5. Expand the Corporate Categories folder and then the Finance Folder.
6. For this example, we will use the report FIOL_Revenue_Expense_Statements in the Operating Ledger folder



7. Open the report and Save As to your Favorites Folder.
8. Close the current report and open the one you just saved by clicking My Documents in the upper left and then opening the copy you just saved.
9. Click Design in the upper right corner and then click the Edit Data Provider icon. 

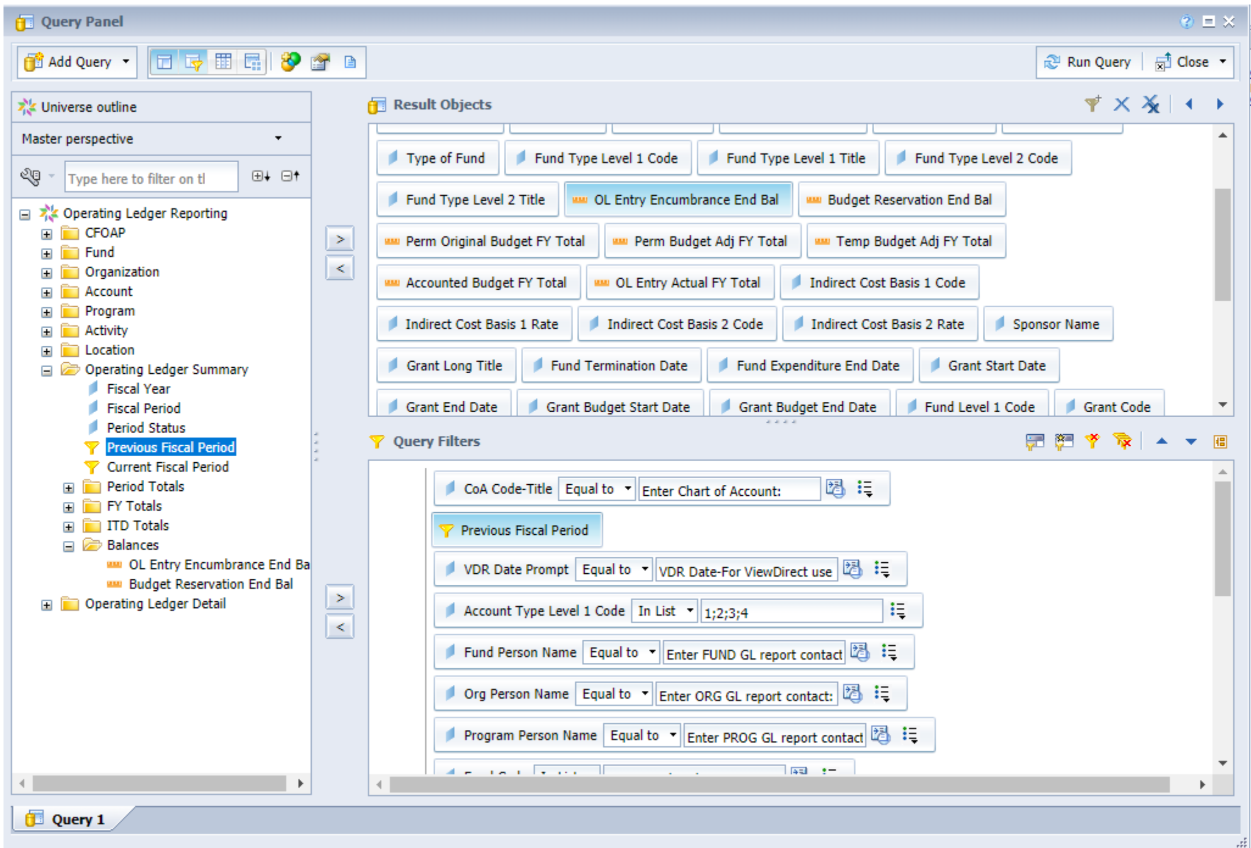


10. Remove Fiscal Period and Fiscal Year from the Query Filters window. This can be done by clicking on each a pulling it out to the left, clicking and the prompt and click the left arrow, or click and hit the delete key. The Query panel can be expanded by clicking the dotted arrows in the bottom right and pulling.
11. The appropriate prompt filter needs be determined. (Prompt values will be filled in during the scheduling phase.) There is one in the Operating Ledger Summary folder and one in the Operating Ledger Detail folder. By clicking on a measure, such as OL Entry Encumbrance End Bal in the Results Objects window, the appropriate folder will open, in this case, Operating Ledger Summary.



For FIOL_Revenue_Expense_Statements and FIOL_Revenue_Expense_Statements_Inception_to_Date, the appropriate filter is in **Operating Ledger Summary.** For FIOL_Revenue_Expense_Transactions and those beginning FIOL_Revenue_Expense_YTD_Transaction_Statement, the appropriate filter is in **Operating Ledger Detail**. FIOL_Encumbrance_Balance has the filter in **Ledger Encumbrances** and FIPR_Payroll_expense_by_Person_Month_End in the **Payroll** folder.

In the left window, click Previous Fiscal Period and drag into the Query Filters window. A red line will appear when you are in the right area and release.



You can run the query or select Apply Changes and Close from the Close drop down menu.

12. Save the report.

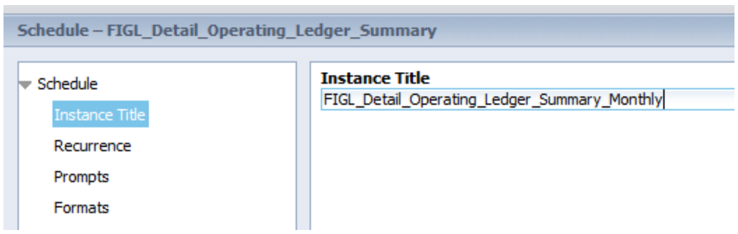
Creating a Schedule

13. Click on the **Documents** tab.

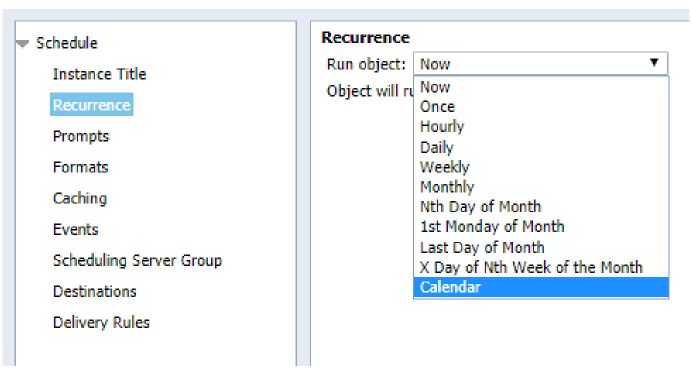
14. Select the report to schedule in your **Favorites** folder. Do not open the report. Simple click once on the report name.

15. Click the **More Actions** drop-down menu on the toolbar and choose **Schedule** (or right-click on the report title and choose **Schedule**)

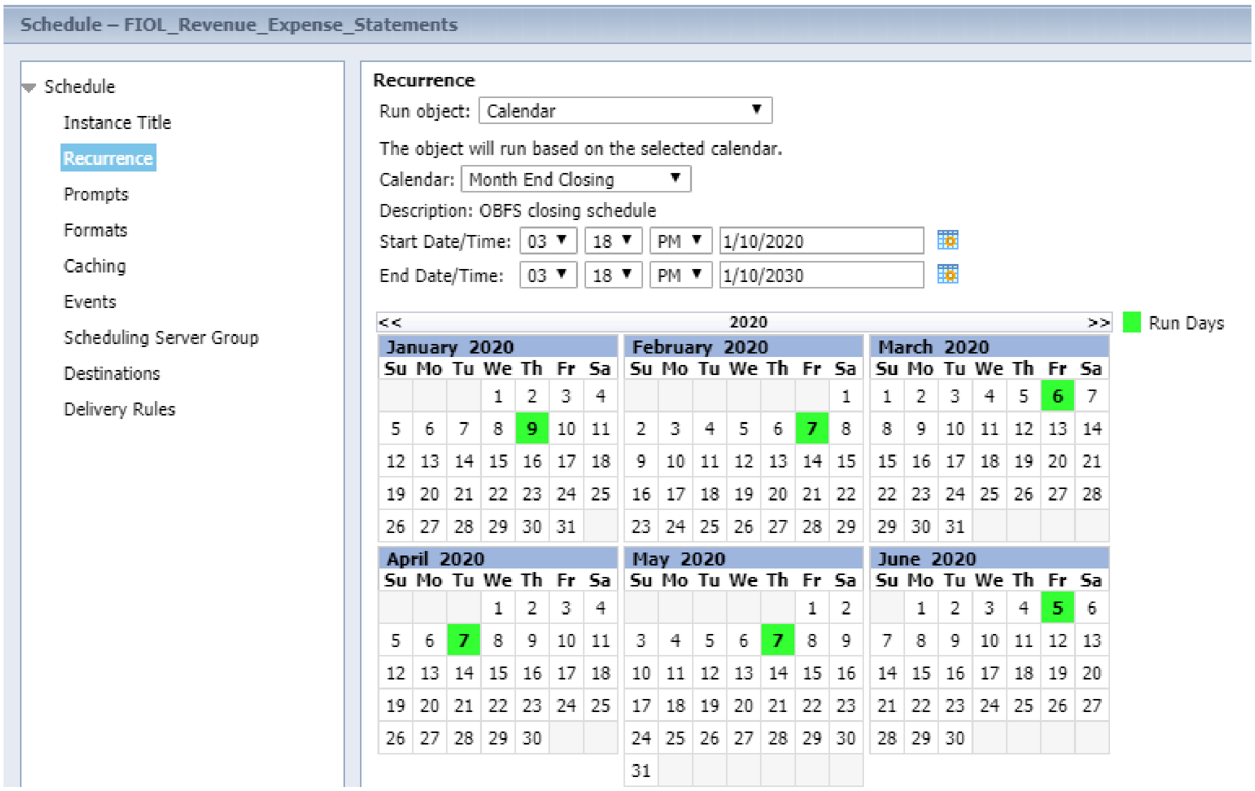
16. Enter a title for the instance you are creating (or leave as is)



17. Select the **Recurrance** option. The recurrance indicates how often you want to the scheduled report to run.

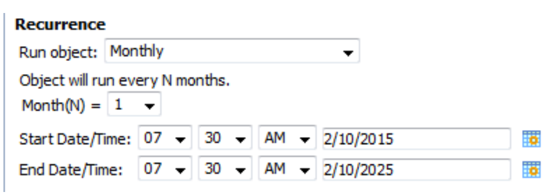


18. In the Calendar drop down, select **Month End Closing**.



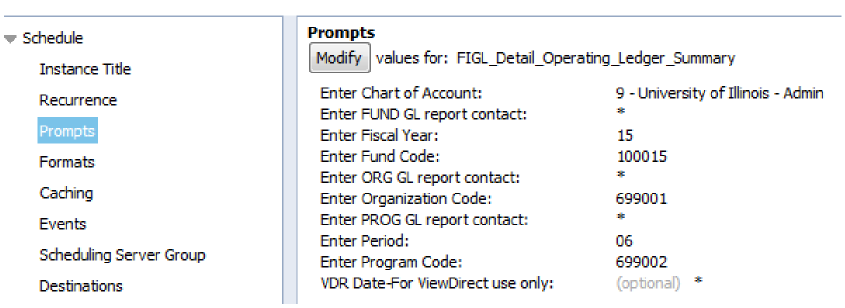
19. Complete the remaining recurrance fields (They will vary depending on which recurrance you select).

20. Enter a **Start Date / Time** and an **End Date / Time** for recurrance.

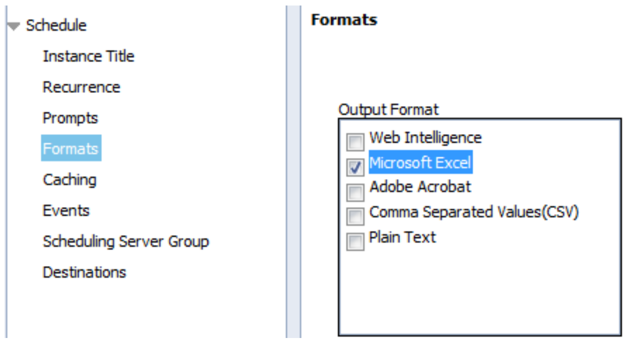


21. Select the **Prompts** menu. (Only available if query has prompts)

22. If you need to modify the prompt values, click the **Modify** button.



23. Select the **Formats** menu.

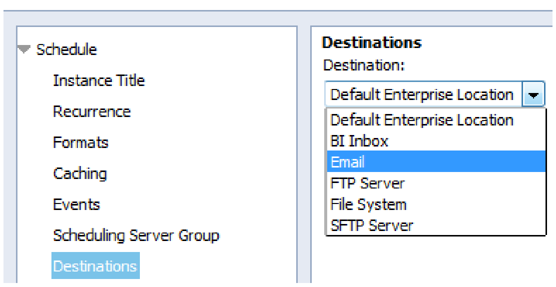


24. Select the desired Output Format. Options are **Web Intelligence, Excel, PDF, CSV, and Text.**

> **Note:**
> Caching, Events, and Scheduling Server Groups are not enabled features. No values are required on these menus.

25. Click **Destinations**

26. Select the desired destination for the scheduled reports to be delivered to. Valid options include **BI (EDDIE) Inbox** and **Email.**



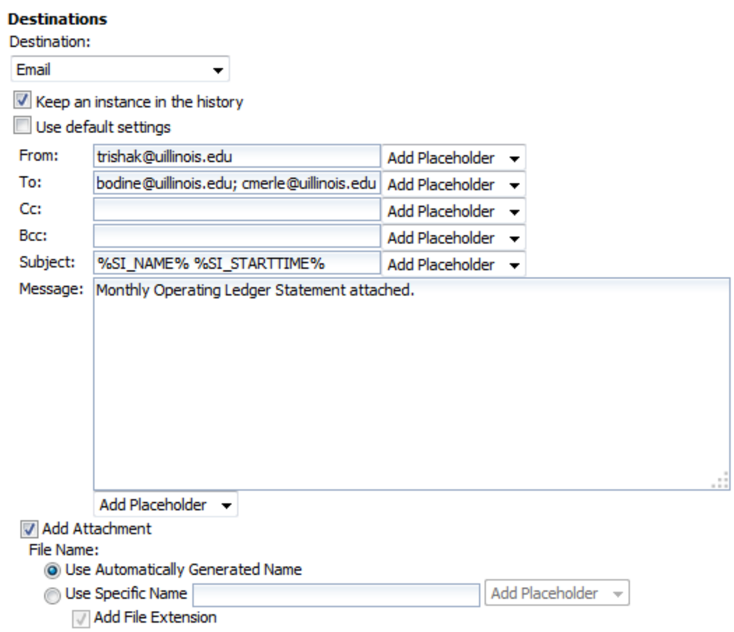
27. For **Email** Delivery:

   a. Enter an Email address in the **From:** field.

   b. Enter the Email address(es) to deliver reports to in the **To:** field. Separate email addresses with a semicolon (;)

   c. Enter an email subject line in the **Subject:** field. Click the **Add Placeholder** drop-down to insert the report title, date and time, etc.

   d. Enter a message if desired (optional)



For **BI Inbox** Delivery:

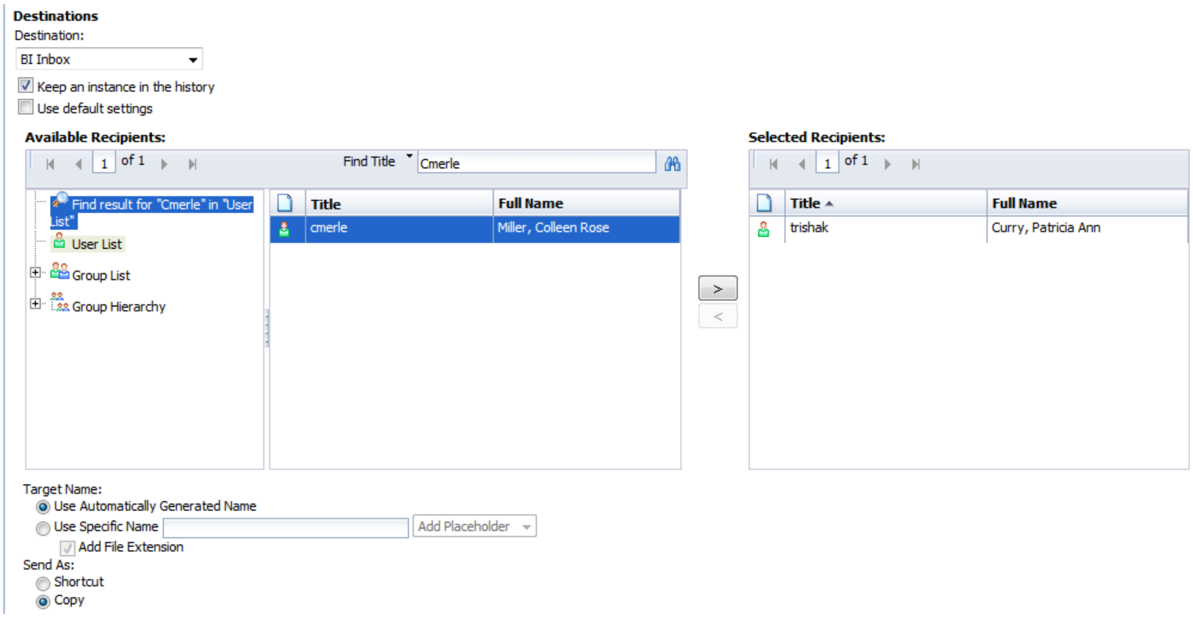
   e. Enter the BO User Name in the Find Title box.

   f. Click the Find Text icon.

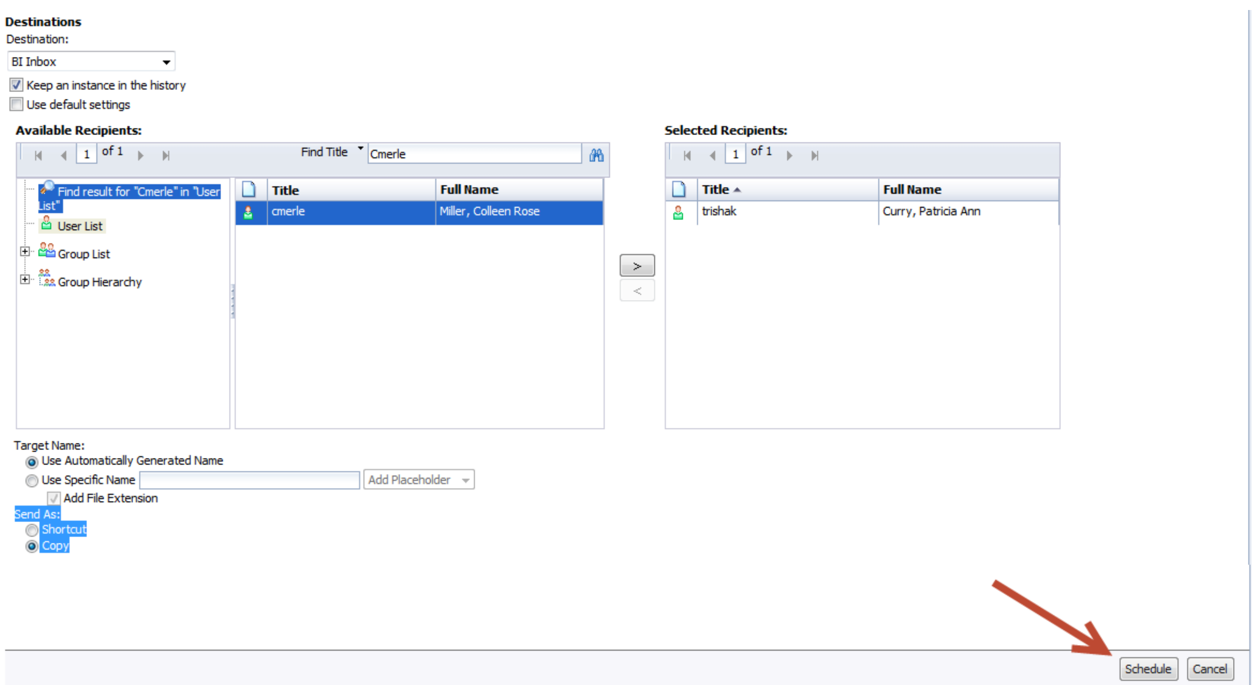
   g. Select the user from the List of matches.

   h. Click the > to select user.

   i. To search for another user, click **User List** on the left panel, and then repeat the above steps to search and add recipients.



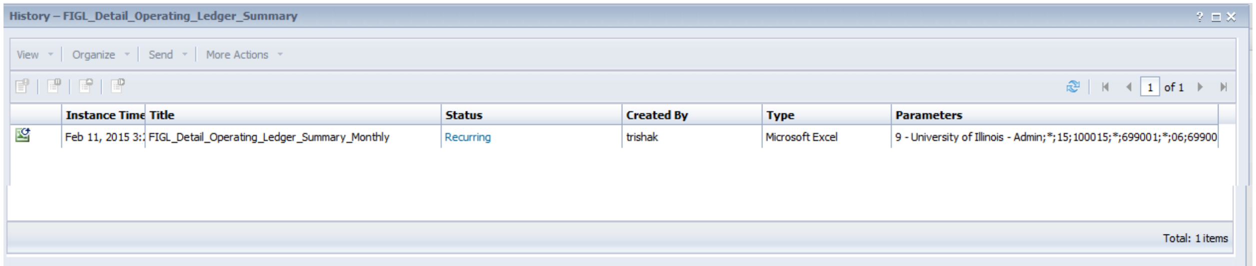
28. Click **Schedule** to complete the schedule. (located in the bottom right corner of the window).



Viewing / Deleting a Schedule

1. Select the report to schedule in your **Favorites** folder.

2. Click the **More Actions** drop-down menu on the toolbar and choose **History** (or right-click on the report title and choose **History**)



Deleting the Schedule:

1. Click on the Instance that shows **Recurring** in the status.
2. Click on **Organize > Delete** (or Right-click on the instance and choose Organize > Delete from the right-click menu).
3. The report will no longer be scheduled to run.

Changing Schedule Parameters:

1. Click on the Instance that shows **Recurring** in the status.
2. Click on **More Actions > Reschedule** (or right-click and choose **Reschedule**)
3. Follow the steps for creating a schedule to make changes to the schedule parameters.