

Scheduling a Month-end Finance Report

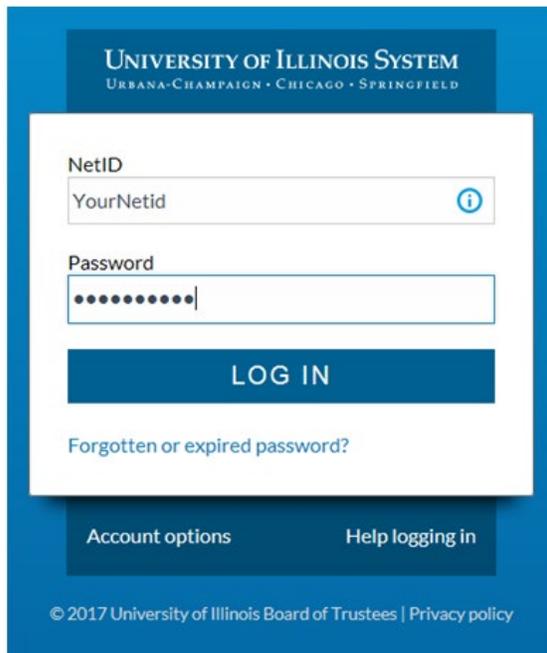
Scheduling reports to run automatically, lets you automate the process of refreshing your documents and can also reduce the run time by allowing you to scheduling your reports to run during off-peak periods. Reports can be sent to other users, or groups of users, in Web Intelligence format, or as Excel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

Note:

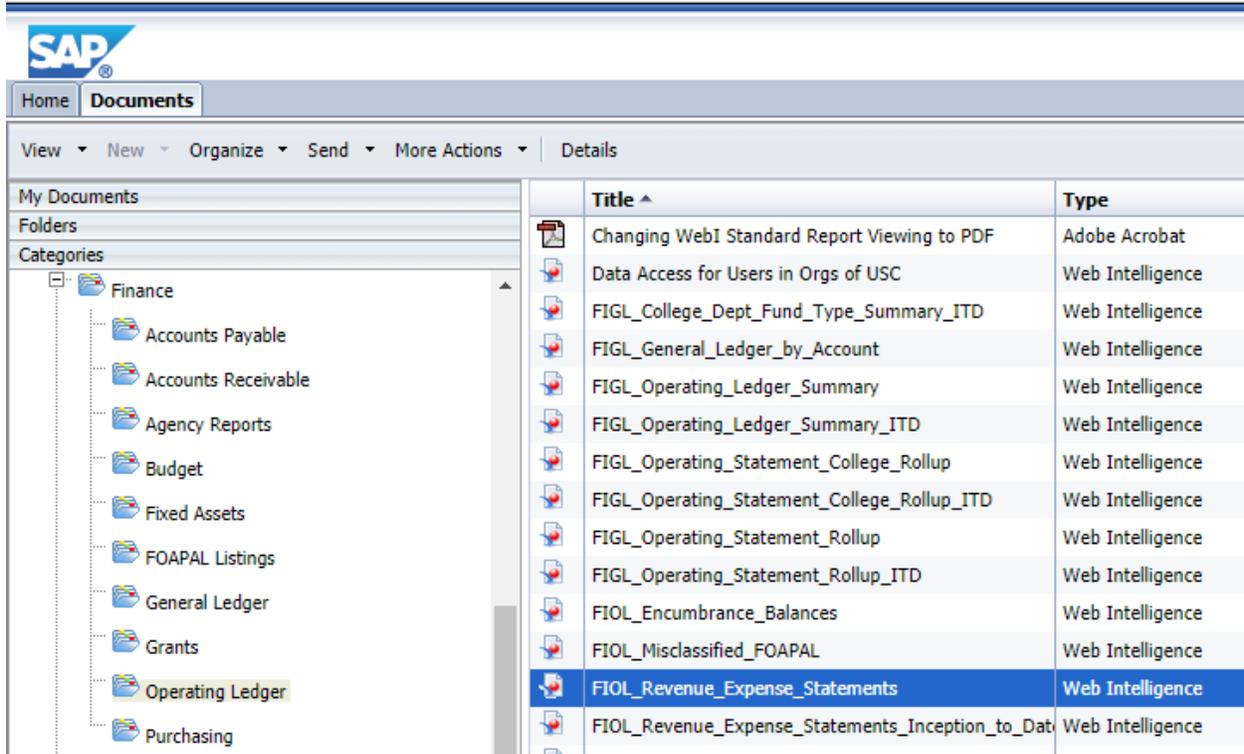
Scheduling will not work for reports that have prompt values that need to change with each refresh. When building the schedule, you are required to enter the prompt values for all prompts in the report. Newer Finance Standard reports or any report using Encumbrance Reporting, General Ledger Reporting, 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



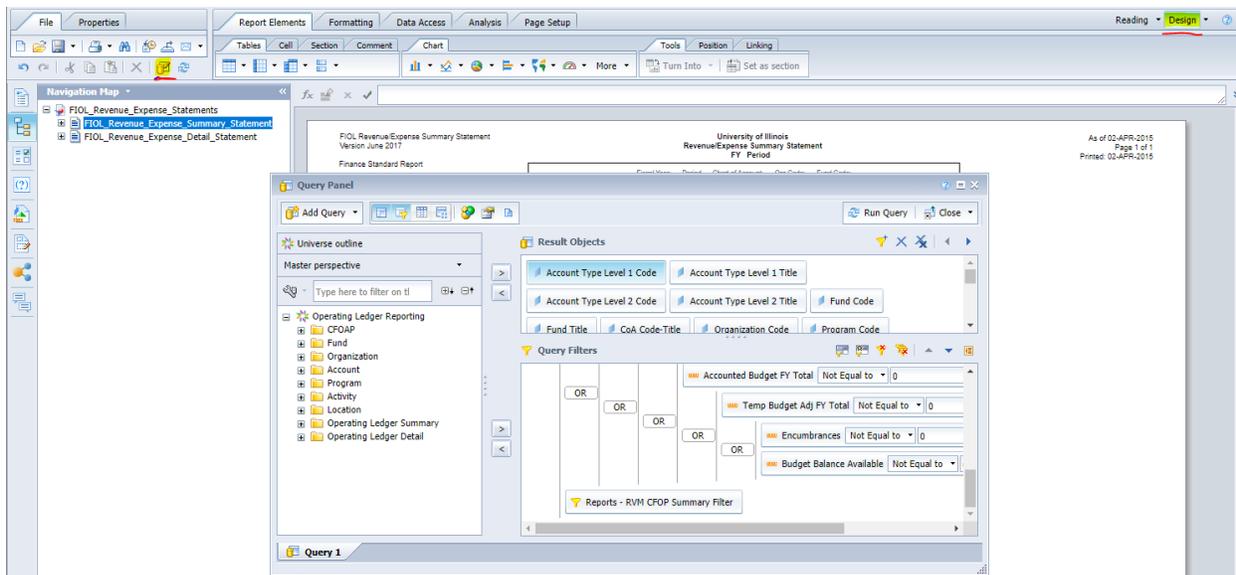
3. Select the **Documents** tab on the top left.
4. Select the **Categories** tab on the bottom left.
5. Expand the **Corporate Categories** folder and then the **Finance** Folder.
6. For this example, we will use the report **FIOL_Revenue_Expense_Statements** in the **Operating Ledger** folder



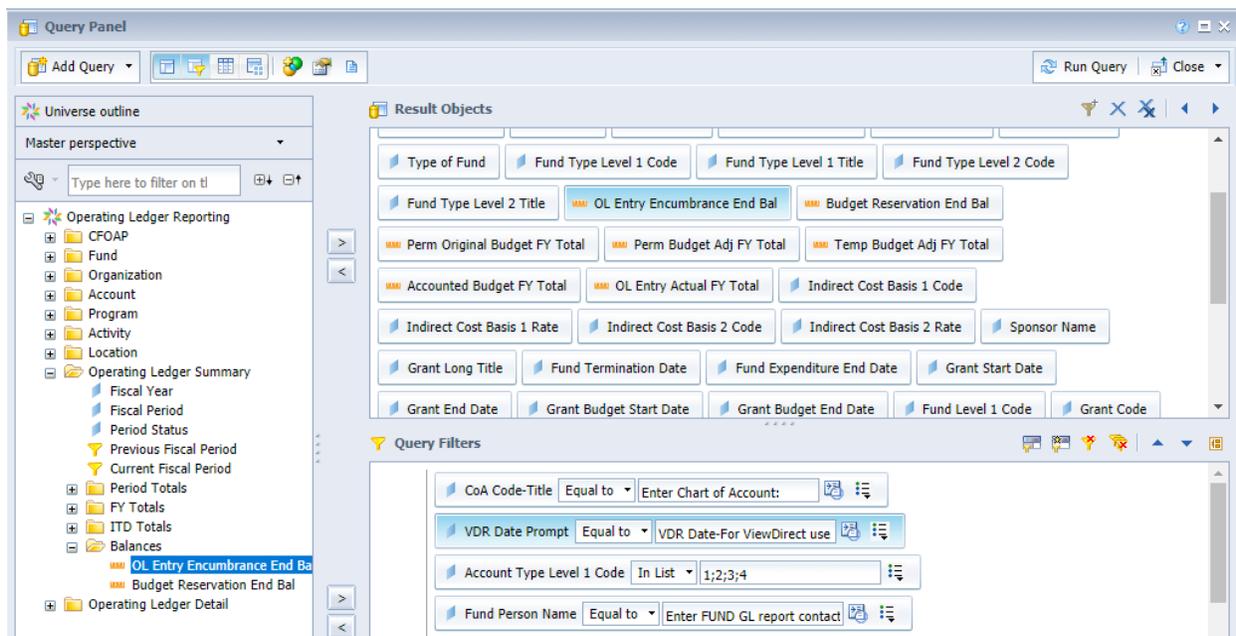
The screenshot shows the SAP Web Intelligence interface. The top navigation bar includes 'Home' and 'Documents' tabs. Below the navigation bar is a menu with options: 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'. The main area is divided into three sections: 'My Documents', 'Folders', and 'Categories'. The 'Categories' section is expanded to show a tree view of folders: 'Finance', 'Accounts Payable', 'Accounts Receivable', 'Agency Reports', 'Budget', 'Fixed Assets', 'FOAPAL Listings', 'General Ledger', 'Grants', 'Operating Ledger', and 'Purchasing'. The 'Operating Ledger' folder is selected. To the right of the folder view is a table of reports.

Title ^	Type
Changing WebI Standard Report Viewing to PDF	Adobe Acrobat
Data Access for Users in Orgs of USC	Web Intelligence
FIGL_College_Dept_Fund_Type_Summary_ITD	Web Intelligence
FIGL_General_Ledger_by_Account	Web Intelligence
FIGL_Operating_Ledger_Summary	Web Intelligence
FIGL_Operating_Ledger_Summary_ITD	Web Intelligence
FIGL_Operating_Statement_College_Rollup	Web Intelligence
FIGL_Operating_Statement_College_Rollup_ITD	Web Intelligence
FIGL_Operating_Statement_Rollup	Web Intelligence
FIGL_Operating_Statement_Rollup_ITD	Web Intelligence
FIOL_Encumbrance_Balances	Web Intelligence
FIOL_Misclassified_FOAPAL	Web Intelligence
FIOL_Revenue_Expense_Statements	Web Intelligence
FIOL_Revenue_Expense_Statements_Inception_to_Dat	Web Intelligence

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. 

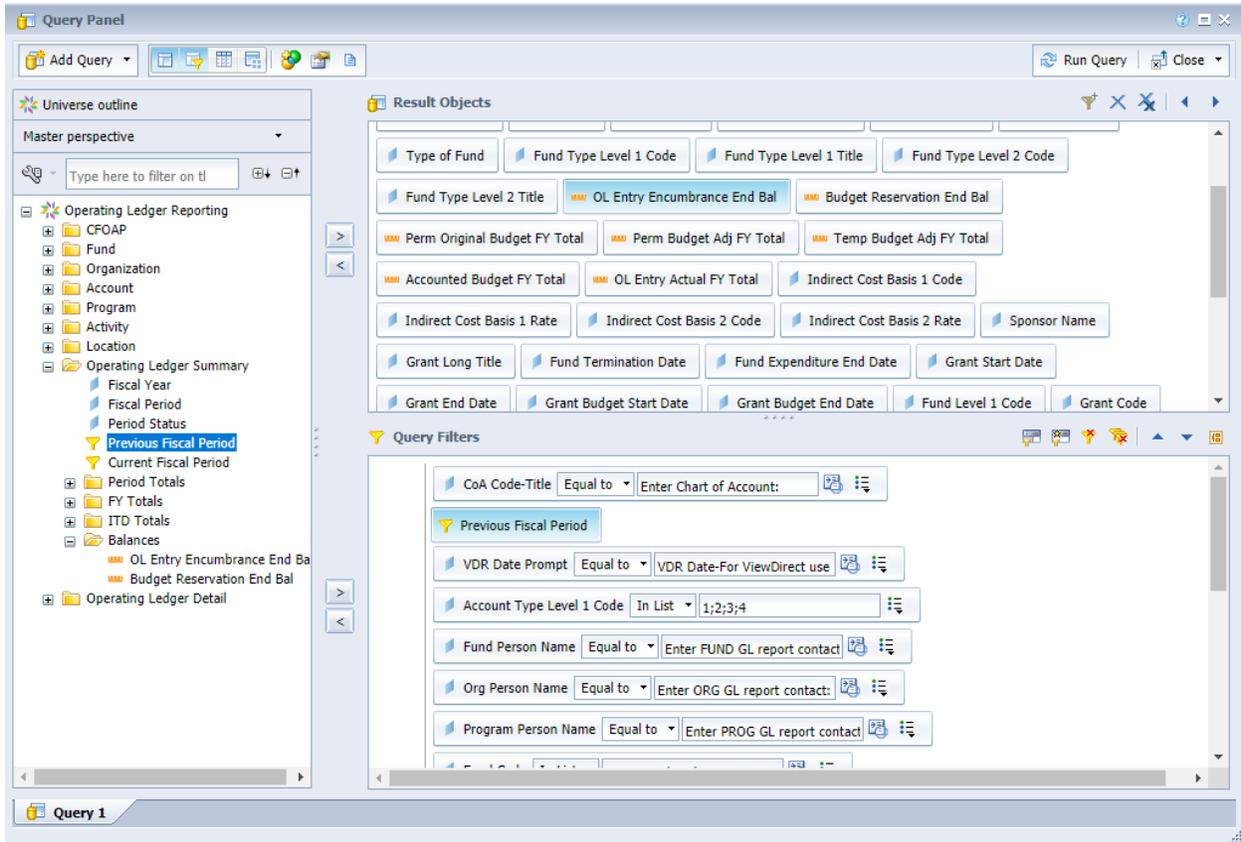


10. Remove Fiscal Period and Fiscal Year from the Query Filters window. This can be done by clicking on each a pulling it out to the left, clicking and the prompt and click the left arrow, or click and hit the delete key. The Query panel can be expanded by clicking the dotted arrows in the bottom right 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 FIOR_Revenue_Expense_Statements and FIOR_Revenue_Expense_Statements_Inception_to_Date, the appropriate filter is in **Operating Ledger Summary**. For FIOR_Revenue_Expense_Transactions and those beginning FIOR_Revenue_Expense_YTD_Transaction_Statement, the appropriate filter is in **Operating Ledger Detail**. FIOR_Encumbrance_Balance has the filter in **Ledger Encumbrances** and FIOR_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.



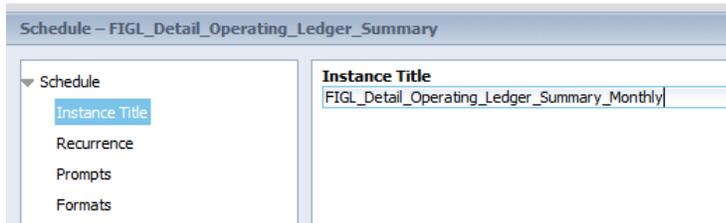
You can run the query or select Apply Changes and Close from the Close drop down menu.



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)



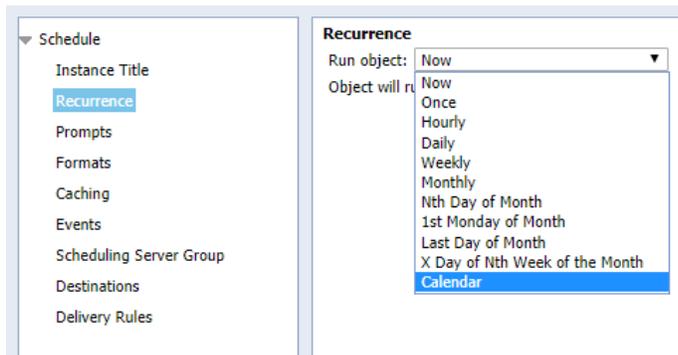
Schedule – FIGL_Detail_Operating_Ledger_Summary

▼ Schedule

- Instance Title
- Recurrence
- Prompts
- Formats

Instance Title
FIGL_Detail_Operating_Ledger_Summary_Monthly

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



▼ Schedule

- Instance Title
- Recurrence
- Prompts
- Formats
- Caching
- Events
- Scheduling Server Group
- Destinations
- Delivery Rules

Recurrence

Run object: Now ▼

Object will run

- Now
- Once
- Hourly
- Daily
- Weekly
- Monthly
- Nth Day of Month
- 1st Monday of Month
- Last Day of Month
- X Day of Nth Week of the Month
- Calendar

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

Schedule – FIOL_Revenue_Expense_Statements

▼ Schedule

Instance Title

Recurrence

Prompts

Formats

Caching

Events

Scheduling Server Group

Destinations

Delivery Rules

Recurrence

Run object:

The object will run based on the selected calendar.

Calendar:

Description: OBFS closing schedule

Start Date/Time:

End Date/Time:

<< 2020 >> ■ Run Days

January 2020							February 2020							March 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				
April 2020							May 2020							June 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2	1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

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

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

Recurrence

Run object:

Object will run every N months.

Month(N) =

Start Date/Time:

End Date/Time:

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

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

▼ Schedule

Instance Title

Recurrence

Prompts

Formats

Caching

Events

Scheduling Server Group

Destinations

Prompts

values for: FIGL_Detail_Operating_Ledger_Summary

Enter Chart of Account: 9 - University of Illinois - Admin *

Enter FUND GL report contact: *

Enter Fiscal Year: 15

Enter Fund Code: 100015

Enter ORG GL report contact: *

Enter Organization Code: 699001

Enter PROG GL report contact: *

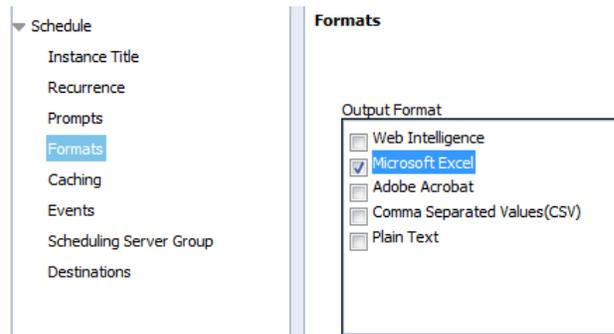
Enter Period: 06

Enter Program Code: 699002

VDR Date-For ViewDirect use only: (optional) *

6 | Page

23. Select the **Formats** menu.



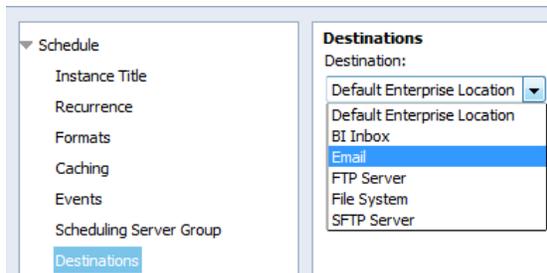
24. Select the desired Output Format. Options are **Web Intelligence, Excel, PDF, CSV, and Text.**

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:

- Enter an Email address in the **From:** field.
- Enter the Email address(es) to deliver reports to in the **To:** field. Separate email addresses with a semicolon (;)
- Enter an email subject line in the **Subject:** field. Click the **Add Placeholder** drop-down to insert the report title, date and time, etc.
- Enter a message if desired (optional)

Destinations
Destination:
Email

Keep an instance in the history
 Use default settings

From: trishak@uillinois.edu Add Placeholder
To: bodine@uillinois.edu; cmerle@uillinois.edu Add Placeholder
Cc: Add Placeholder
Bcc: Add Placeholder
Subject: %SI_NAME% %SI_STARTTIME% Add Placeholder
Message: Monthly Operating Ledger Statement attached.

Add Placeholder

Add Attachment
File Name:
 Use Automatically Generated Name
 Use Specific Name Add Placeholder
 Add File Extension

For **BI Inbox** Delivery:

- Enter the BO User Name in the Find Title box.
- Click the Find Text icon.
- Select the user from the List of matches.
- Click the > to select user.
- To search for another user, click **User List** on the left panel, and then repeat the above steps to search and add recipients.

Destinations
 Destination: BI Inbox
 Keep an instance in the history
 Use default settings

Available Recipients:
 Find Title: Cmerle
 Find result for "Cmerle" in "User List"
 User List
 Group List
 Group Hierarchy

Title	Full Name
cmerle	Miller, Colleen Rose

Selected Recipients:

Title	Full Name
trishak	Curry, Patricia Ann

Target Name:
 Use Automatically Generated Name
 Use Specific Name [Add Placeholder]
 Add File Extension

Send As:
 Shortcut
 Copy

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

Destinations
 Destination: BI Inbox
 Keep an instance in the history
 Use default settings

Available Recipients:
 Find Title: Cmerle
 Find result for "Cmerle" in "User List"
 User List
 Group List
 Group Hierarchy

Title	Full Name
cmerle	Miller, Colleen Rose

Selected Recipients:

Title	Full Name
trishak	Curry, Patricia Ann

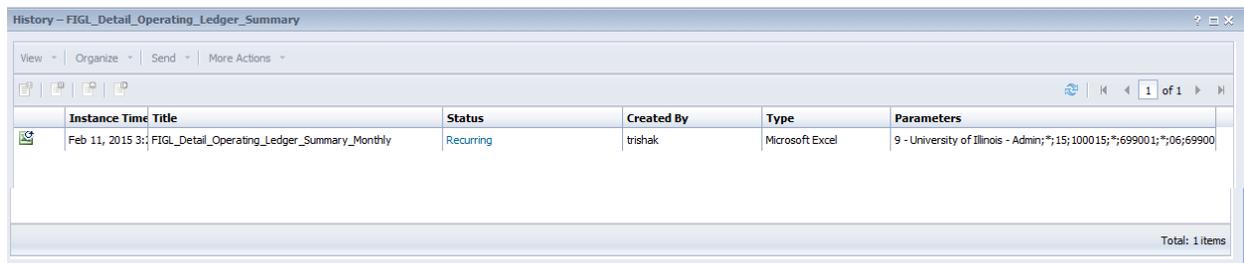
Target Name:
 Use Automatically Generated Name
 Use Specific Name [Add Placeholder]
 Add File Extension

Send As:
 Shortcut
 Copy

 **Schedule** **Cancel**

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**)



Instance Time	Title	Status	Created By	Type	Parameters
Feb 11, 2015 3:	FIGL_Detail_Operating_Ledger_Summary_Monthly	Recurring	trishak	Microsoft Excel	9 - University of Illinois - Admin;*;15;100015;*;699001;*;06;69900

Total: 1 items

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.