



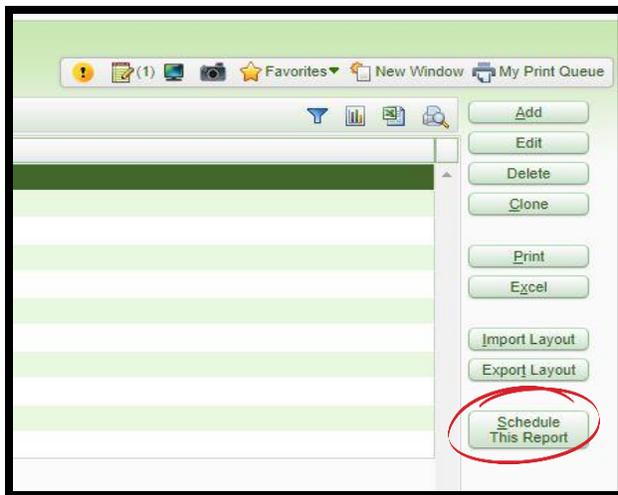
# Budgetary Data Mining

## Schedule This Report

### Budgetary Data Mining – Schedule This Report

**Schedule This Report** allows the End User to schedule a report to run at a specified time throughout the calendar year.

1. Go to **Financial Management**
2. Click on the **Account Management** tab
3. Click on **Budgetary Data Mining**, under the Account Management Reporting section
4. Highlight the report you'd like to set up as a **Scheduled Report**
5. Click **Schedule This Report**, on right menu



6. Complete the **Runtime Parameters** based on your reporting needs

**Runtime Parameters**

Runtime Report Parameters

Report Name: 108 Credit and Debits

**Start Date**

Day of Month: First Day of Month

Month: Current Month

**End Date**

Day of Month: Last Day of Fiscal Yr

Month: Designated by Day

Print Title Page

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Schedule This Report

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7. Click **Schedule This Report**





# Budgetary Data Mining

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- b. **Days of the Week** – Choose which day(s) you'd like to receive your report
  - c. **Months of the Year** – Choose which month(s) you'd like to receive your report
  - d. **Additional Export Options**
    - i. Spreadsheet Format – Leave set to User Preference
    - ii. Email Results to: add email address you'd like report sent to. If multiple email addresses, use a semicolon in between each address.
    - iii. Export Location – Ignore this field
  - e. **Process Information** – Ignore this section
  - f. **FTP – Upload the Results File to the Selected FTP Connection** – Ignore this section
9. Click **Save**
  10. Your report will now send to you based on your setup options
  11. You will receive an email from Skyward with a link
  12. Once you click on the link, it will take you to the desired report