

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	5
Runtime Report Parameters Report Name: 108 Credit and Debits	Schedule This Report
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 Print Greenbar	

7. Click Schedule This Report



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8. The **Scheduled Task Maintenance** screen will allow you to set up and choose options pertaining to when and how often you'd like to receive this report.

Scheduled Task Maintenance		
Task Information Task Status: Active Inactive * Task Description: Scheduled Budgetary Dataminer Report: 108 Credit and Debits Task cannot be synchronized because there is no associated template. ? * Start Date: 07/27/2022 Wednesday * Start Time: 02:00 AM * End Date: 12/31/2999 Tuesday Don't Start After: 03:00 AM Run After: Clear Clear Clear	<u>S</u> ave <u>B</u> ack	
Days of the Week ☑ Mon ☑ Tue ☑ Wed ☑ Thur ☑ Fri ☑ Sat ☑ Sun Weeks of the Month (1-6) ☑ First ☑ Second ☑ Third ☑ Fourth ☑ Fifth ☑ Sixth		
Months of the Year Image: September in the second		
Additional Export Options Spreadsheet Format: User Preference Spreadsheet Format will only apply to reports that produce spreadsheets Email Results To:		
Export Location: Test Export Location		
Process Information Program: fin/3frbud12b.p * Program Description: R/E Dtl Rpt: 108 Credit and Debits Parameters: SCH□DA□134876□false□108 Credit and Debits Parameters: SCH□DA□134876□false□108 Credit and Debits Parameters: SCH□DA□134876□false□108 Credit and Debits		
FTP - Upload the Results File to the Selected FTP Connection FTP Connection: Clear Note: this process will upload the PDF/file that is visible from My Print Queue and the District Print Queue. If using SkyBuild, you should use the "FTP Files" option to upload the actual data created by the SkyBuild process.		
Asterisk (*) denotes a required field		

- a. Task Information
 - i. Task Status here you can make the scheduled task Active or Inactive
 - ii. Task Description Title of your report
 - iii. Start Date/Time
 - iv. End Date/Time



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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