



FINANCIAL MANAGEMENT

GL-620 Report Job Streams

There are a series of standard financial reports available within the General Ledger module. In addition to running these individual reports on-demand, a “**Report Job Stream**” can be created to run a series of reports at once.

When it comes to the output, there is a lot of flexibility in how reports are delivered to consumers. Email a report, print a report to a networked printer, print a report or preview the output on the monitor.

To get started build the Job Stream. Once built, it is available to run on demand.

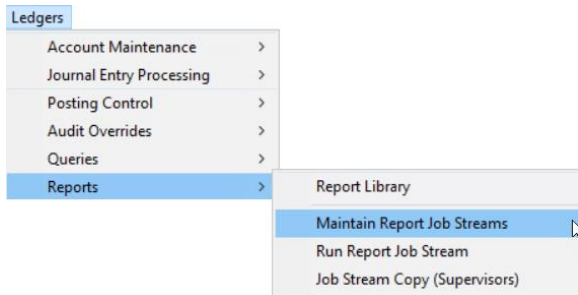


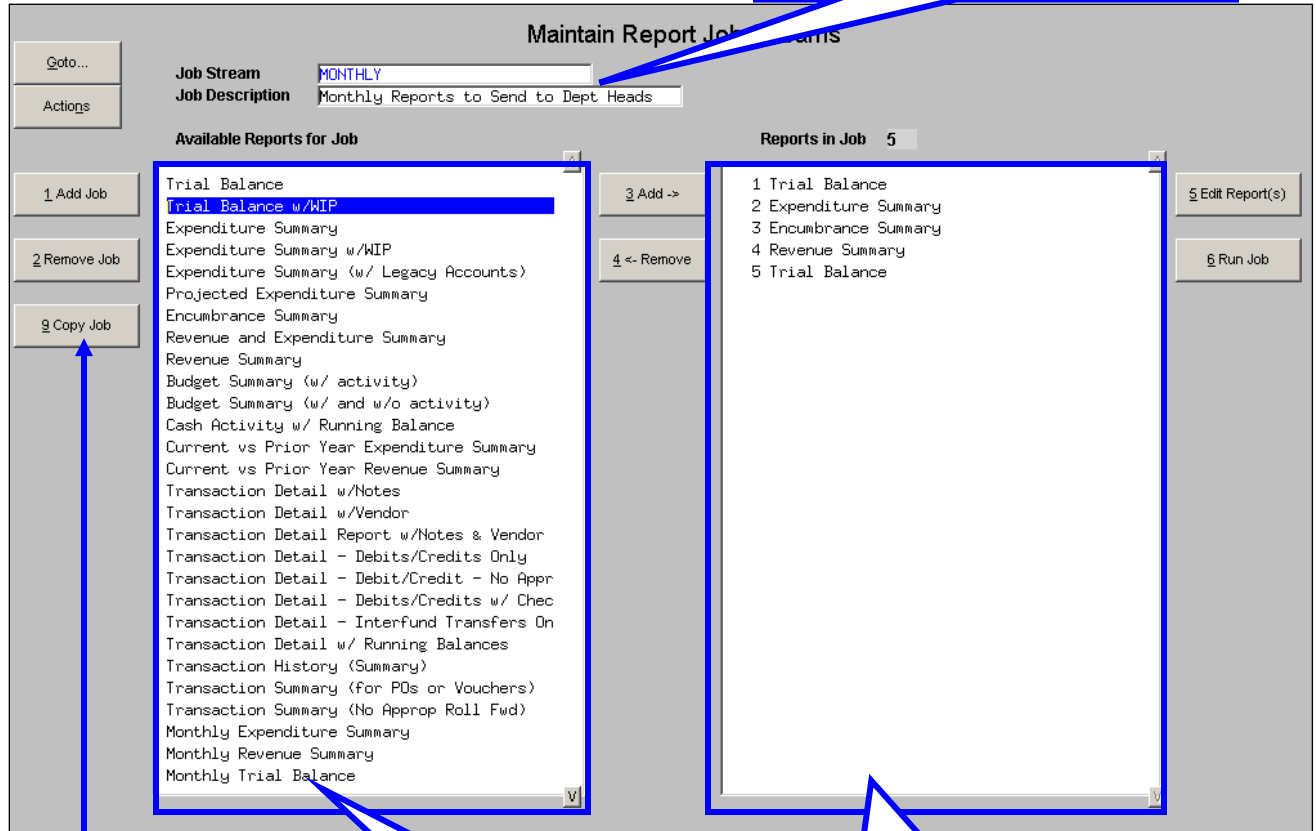
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1. OVERVIEW OF REPORT JOB STREAM SETUP SCREEN...

Figure 1 - Job Stream Setup Screen



1. Name and Description of the Job.
Create any name up to 30 Characters
in length; add a description.

2. Buttons offer variety
of actions such as
building a new job
stream, deleting a report
from within a job stream,
running a job stream or
Copy a Job Stream to
another user.

3. List of all reports
available for selection in a
Job Stream.

4. Lists of all reports that have been
SELECTED in the Job Stream. The
same report can be selected
multiple times so that different
selection criteria can be specified
for each occurrence.



1641 Maintain Job Stream Reports

Report# 1
Job Stream MONTHLY EXPENDITURE
Report Title Public Works Monthly Expenditure Summary

1 Selection Criteria

Element	From	To	Group	Type	Category	Sub-Class
Fund	0000	0000				
Department	004	004				
Function	0000	0000				
Program	000	000				
Location	00	00				
Year	00	00				
Object Element	00000	00000				

2 Totals By

3 Output Options

Account Type

- Asset
- Liability
- Fund Equity
- Expenditure
- Revenue

Account Sub Type

- Control
- Posting
- Summary

4 Maintain Job

5 Clear All

Select only accounts where % of Budget has been expended

Select Only Posted History Records With

- Posted Date
- Journal#
- Journal Type
- GL Code
- Batch
- User Batch
- Vendor #
- Dept Group
- PO#
- Voucher#
- Warrant
- Check Number

User Defined Fields From Chart of Accounts Screen

- COA Code 7
- COA Code 8
- COA Code 9
- COA Code 10
- COA Code 11
- TEST

Callouts:

- Job Stream code and Report # corresponding to the Report # in the Maintain Job Stream
- Output options for preview, print and email
- Totals By tab controls how the rows are grouped on the report
- Selection criteria that controls the rows of data to appear on the report.
- Buttons allow a variety of actions such as clearing all previously set criteria or returning to the maintain job stream screen

-- Added 15-Mar-2018 By THERESA Changed by Ukup | UP

Figure 2 – Report Setup Screen

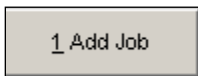
2. REPORT JOB STREAM SETUP

Add a new job stream as needed.

2.1. Create A New Job Stream

To add a Job Stream select

Ledgers ▶ Reports ▶ Maintain Report Job Streams



Click the Add Job button to add a New Report Job Stream

Enter a Name for this job stream.

Enter a short description of what this job stream represents.



[AUC] 1608-Maintain Report Job Streams [Anthea]

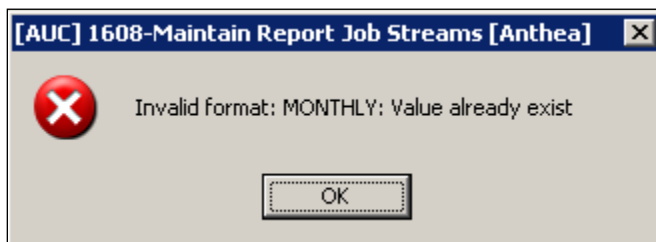
Add Job Stream

Job Stream Name: MONTHLY

Enter Job Description: Monthly Reports to Send to Dept Heads

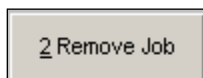
Lookup OK Cancel Clear All

If a job stream already exists for the current user account with the same name, the following error message is displayed. The system will return to the above screen to allow entry of a different Job Stream Name.



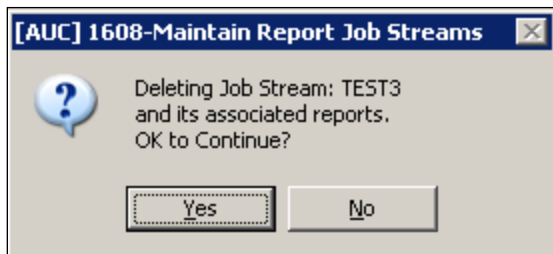
2.2. Remove A Job Stream

To remove a Job Stream and all its associated Reports



To remove this Job stream, click [2 Remove Job].

The system will display the following dialogue box. Click [Yes] to delete this Job Stream and all its reports. Click [No] to Cancel removing this job stream.





2.3. Copy Job Stream to Another User

This process allows copying a single job stream and its associated reports to another user's account. The user must have an active AUC username to receive the copied job stream.



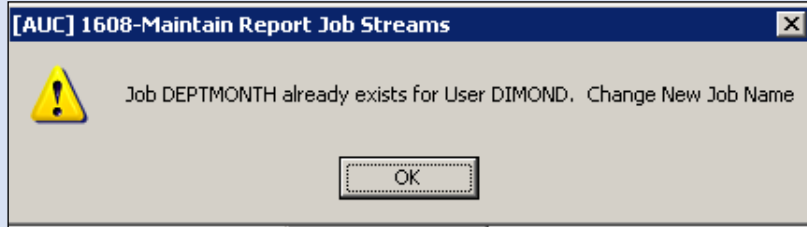
Click Copy Job to copy this Job Stream and all its reports to another user.

<p>Copy Job Stream Name ...</p>	<p>This is the name of the Job Stream to copy to another user. It will default to the current Job Stream name currently shown on the screen. To Copy a Job Stream it must have one or more reports specified in the Job Stream.</p> <p>To copy a different Job Stream, use the  button and select any available Job Stream if that Job Stream has one or more reports included in the Job Stream.</p>
<p>Copy to User...</p>	<p>Enter the Username of the User to whom the Job Stream is to be copied.</p> <p>Use the  button to find the username to receive the copied job stream.</p> <p>To copy this Job Stream within the current user account, do so by supplying a unique New Job Stream Name. This will copy the entire job stream to the new Job Name.</p> <div data-bbox="435 1360 630 1497"> </div> <p>How might this be used? Change the Output Options on one job stream to "Preview"; prior to emailing many reports in a job, first review the reports in the job stream with the "Preview" output method; once satisfied with the results, run the job stream (identical save the output method) to email reports.</p>



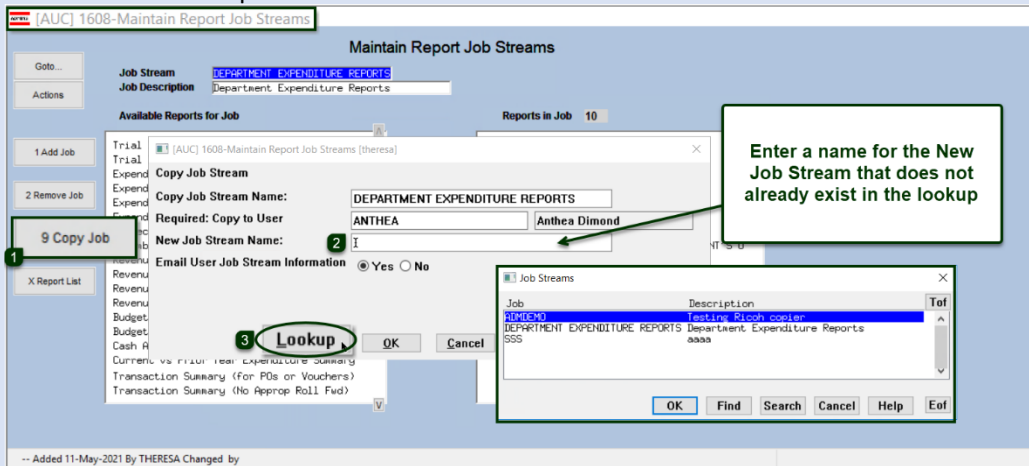
New Job Stream Name ...

Enter the New Job Stream name. This will default to the name of the job being copied. If the "To" user account already has a job with the same name the system will display a message, and then provide an opportunity to use a new job name.



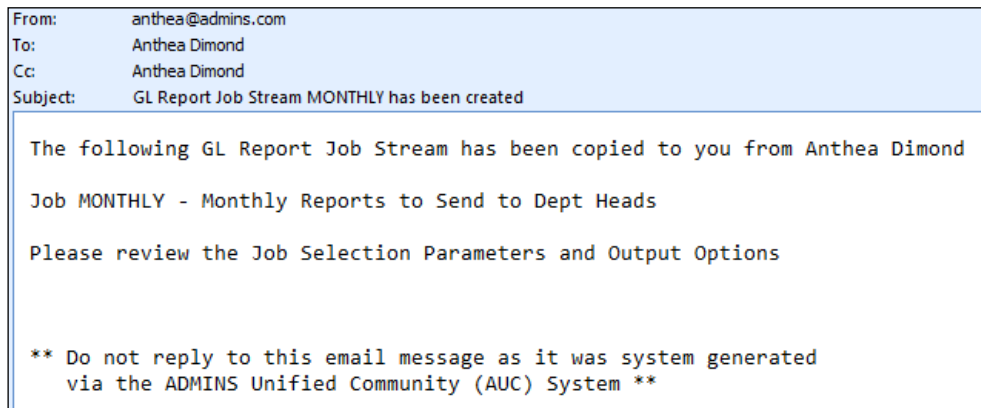
Return to the prompt and change the new job name to a different name and complete the copy process.

Use the **Lookup** button to check if the Job name is already in use. The lookup will show all the current Jobs specified for that user account.



Email User Job Stream Information...

This will send an email to the user specified in the "Copy to User" field informing them that a job stream was copied to their account.






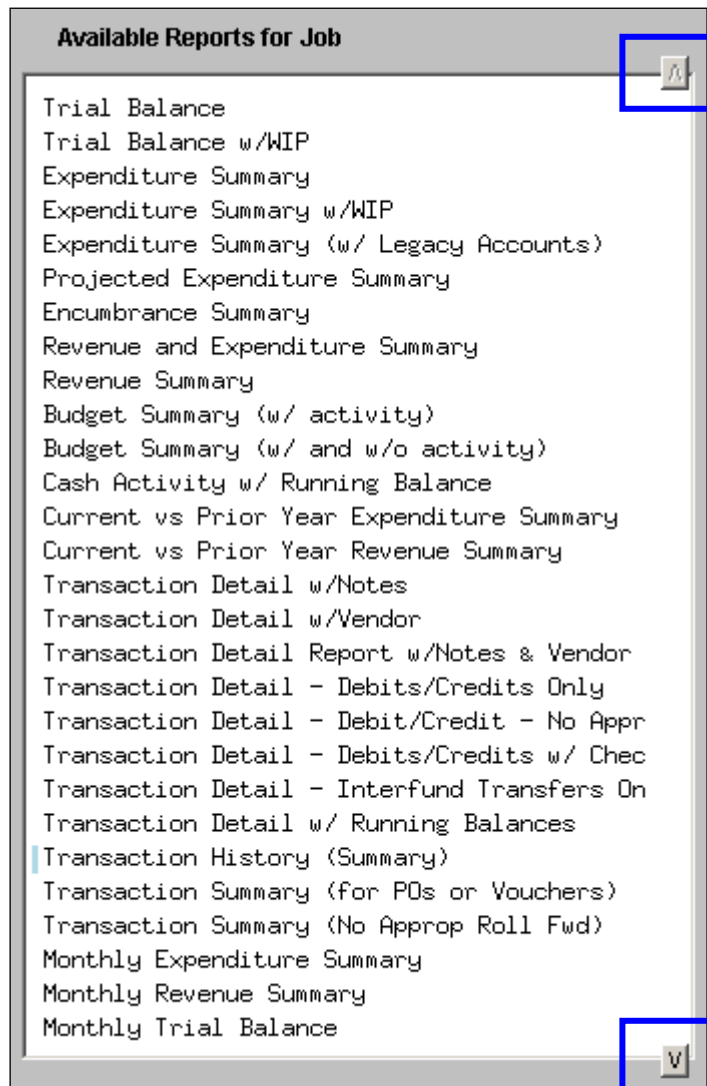


2.4. Adding Reports to a Job Stream

2.4.1. Available Reports for Job

The Available reports for Job section of the screen will list the available standard Financial Reports.

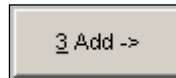
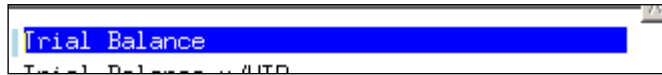
Use the  arrow to get to the next page of reports. Use the  to get back to the previous page of reports. If either of these arrows is grey  this indicates there are no more pages to view.





2.4.2. Add a Report to a Job Stream

To Add a report to a job stream, Click on the report name in the **Available Reports for Job** column

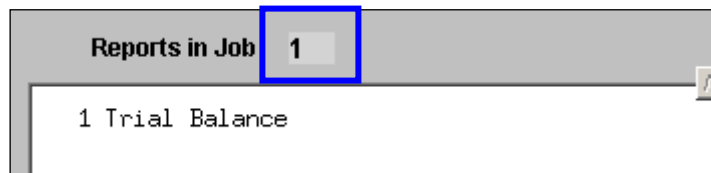


then click the button.

This will add the report into the **Reports in Job** Column of the screen.

2.4.3. Reports in Job

As each successive report is added to the Reports in Job column the counter for the number of Reports in the job Stream increase.






Add as many as **250** reports to a single job steam.

To run the same report with different selection criteria, add the report to the job stream again.

Each report within the Job Stream is assigned a sequence number. When adding a report to the Job Stream multiple times, track which report is being edited by referring to the sequence number displayed on this screen and the Maintain Job Stream Reports screen

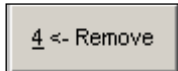
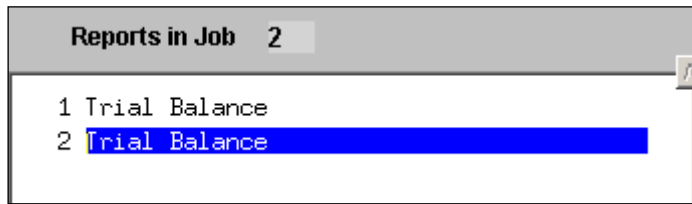


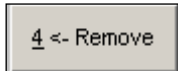
Use the  arrow to get to the next page of reports. Use the  to get back to the previous page of reports. If either of these arrows is grey  it indicates there are no more pages to view.

2.5. Removing Reports from A Job Stream



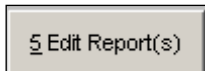
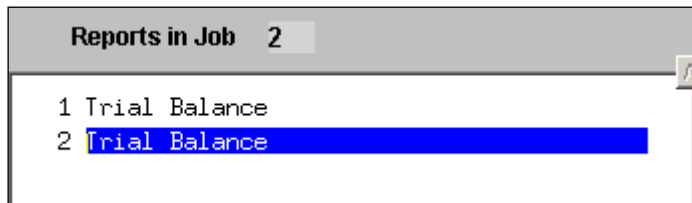
To Remove a Report from a Job Stream, select the report to be removed by clicking on the report in the "Reports in Job" Column.

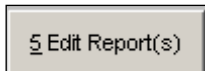


Click the  button to remove that report from the Job Stream. Any selection criteria for this report will also be removed. If adding the report back to the job, specify selection and output criteria again.

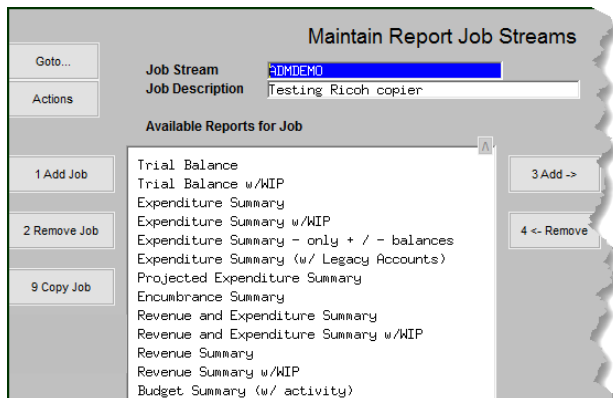
2.6. Edit Reports

To Change any of the selection criteria or output options for a report, select the Report to Edit:



Click the  button to be directed to the Maintain Job Stream reports screen detailed in section 3 below.

2.7. List of Reports in the Job Stream



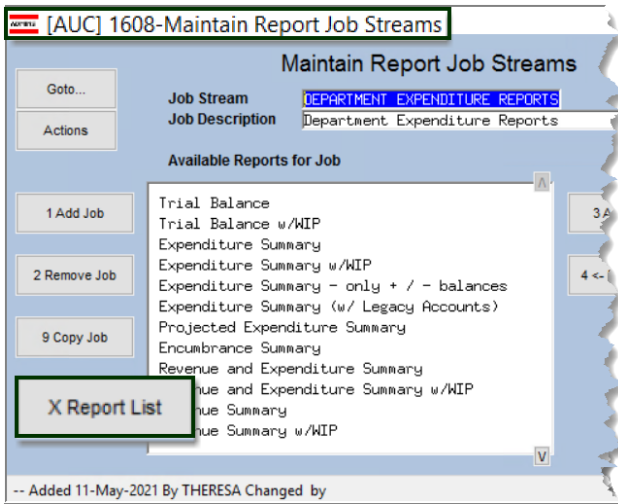


Figure 2 Before & After – added the [X Report List] feature on the Maintain Job Streams screen #1608
ADMINS added the [X Report List] button to produce a list of the reports within a given job stream. The list includes:

Column	Value	Description
A	Rpt #	The sequence number for the report
B	Task	The Task # for the report being run – this can be repeated if several of the same report are being distributed.
C	Report Title	The Title as entered by the user creating the job stream. If no title is entered, the default title is used
D	Output Type	The output options selected for distributing the report in the job stream. PDF [®] , Excel [®] , Print are all valid; if emailing, only PDF [®] or Excel [®] are valid options.
E	Display on Screen	Will the report be displayed for previewing on the screen? Yes/No.
F	Email Report	Yes/No – indicates if the report will be emailed.
G	Email To	Lists the username or email distribution list to whom the report will be emailed.



Rpt#	Task	Report Title	Output Type	Display On Screen	Email Report	Email To
1	1613	Expenditure Summary - ATHLETICS	PDF	Yes	Yes	FINANCE-Finance Distribution List
5	1613	Expenditure Summary - BMS	PDF	Yes	Yes	BUDGET-Budget List
8	1613	Expenditure Summary - HIGH SCHOOL	PDF	Yes	Yes	ANTHEA-Anthea Dimond
9	1613	Expenditure Summary - KMA (BUDGET)	PDF	Yes	Yes	FINANCE-Finance Distribution List
12	1613	Expenditure Summary - DIPIETRO	PDF	Yes	Yes	FINANCE-Finance Distribution List
15	1613	Expenditure Summary - SPED	PDF	Yes	Yes	FINANCE-Finance Distribution List
17	1613	Expenditure Summary - STALL BROOK	PDF	Yes	Yes	BUDGET-Budget List
19	1613	Expenditure Summary - SUPERINTENDENT'S OFFICE	PDF	Yes	Yes	FINANCE-Finance Distribution List
21	1613	Expenditure Summary - TECHNOLOGY	PDF	No	Yes	FINANCE-Finance Distribution List
22	1613	Expenditure Summary - Capital (Current and Prior Years)	PDF	Yes	Yes	BUDGET-Budget List

3. MAINTAIN JOB STREAM REPORTS

The Top of the screen will display the following information on all tabs.

Report#	2
Job Stream	MONTHLYDEPT
Report Title	Trial Balance

Report# This is the Sequence# displayed in the “**Reports in Job**” Column.

Job Stream The name of the Job Stream containing this report.

Report Title This is the Title of the Report that will display on reports.

This can be changed to be more meaningful to the activity being performed by this report. This will also change the name displayed in the “**Reports in Job**” Column.



Report#	2
Job Stream	MONTHLYDEPT
Report Title	Trial Balance for Fire Department

Reports in Job 2	
1	Trial Balance
2	Trial Balance for Fire Department

Maintain Job...

4 Maintain Job

This will return to the Maintain Report Job Stream screen.

Clear All...

5 Clear All

This will remove all selection and output criteria entered for this report.

3.1. Selection Criteria Tab

Selection
Criteria...

1 Selection Criteria

Allows specifying the selection criteria for the report output. For more detailed information on SELECTION CRITERIA section see the

[Ledgers](#) ▶ [Help Reference Library](#) ▶ [Reports](#) ▶ [GL-610 Reports](#)

Ledgers Help Reference Library	
Reference Card	
----- REPORTS -----	
GL-610 Reports	

3.2. Totals By Tab

Total By...

2 Totals By

Allows totaling and sub-totaling criteria to be specified for the report output.

For more detailed information on TOTALS BY section see the


[Ledgers](#) ▶ [Help Reference Library](#) ▶ [Reports](#) ▶ [GL-610 Reports](#)

Ledgers Help Reference Library	
Reference Card	
----- REPORTS -----	
GL-610 Reports	



Set up the reports and run them to the screen prior to assigning email addresses to the reports under [Output Options](#). This allows review and control of the content and appearance of the reports prior to distributing them for the first time. Once the Job Stream is producing the desired results, copy it to a new job stream and assign the email addresses under [Output Options](#). By doing so, a job stream used for sending monthly budget (revenue and expenditure reports) to department heads can be reviewed prior to emailing.

3.3. Output Options

Output Options...	<input type="text" value="3 Output Options"/>
Output Type...	<div data-bbox="358 678 987 831" style="border: 1px solid black; padding: 5px;"> <p>Output Type</p> <p><input checked="" type="radio"/> Preview</p> <p><input type="radio"/> Print</p> <p><input type="radio"/> PDF <input type="checkbox"/> View PDF Output</p> <p><input type="radio"/> Excel <input type="checkbox"/> View Excel Output</p> </div> <p>Preview This will display the output for this report to the screen.</p> <p>Print This will send the output for this report directly to the printer specified in the Output Printers section below.</p> <p>A printer must be specified before the report can be run</p> <p>PDF This will send the output to a PDF document.</p> <p>To also view the output on the screen, click the <input type="checkbox"/> View PDF Output checkbox</p> <p>PDF = Portable Document Format</p> <p>Excel This will send the output to an Excel File.</p> <p>To view the output on the screen click the <input type="checkbox"/> View Excel Output checkbox</p>
Output Printers...	<div data-bbox="358 1493 1453 1556" style="border: 1px solid black; padding: 5px;"> <p>Output Printers <input type="text" value="SHARPIP"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> </div> <p>To send this report directly to a printer, specify the printer or printers here. This output may be directed to multiple printers.</p> <p>Use the  or the F3 key to display a list of available printers from which to select. If the printer is not available, contact the system administrator or support@admins.com and ask for the printer to be added via:</p> <p style="text-align: center;">System ▶ Printer Setup ▶ Printer Setup.</p>



[AUC] 16-Printer Setup

Printer Setup

Goto...

Actions

Code	Description	Network Location	Validator - Receiptor
FINLMAIN	Finance Main Printer	\\SRV-DC02\NW-FIN-HP4P-01	
NIKEHP14K	HP LASERJET 4000 PRINTER IN C	\\NIKE\HP LaserJet 4000 Series PCL	
POS1	Validator Receiptor 1	\\WIN2K8ADMIN\POS1	
POS2	Receiptor Validator 2	\\WIN2K8ADMIN\POS2	
POS3	Receiptor Validator 3	\\WIN2K8ADMIN\POS3	
REGISTER10	Register 10 Receipt Printer	162.52.110.8	

Email Output...

E-Mail Excel/PDF Output

Distribution
 User

This allows sending the output of this report to an email distribution list or a single user. The output types available to be emailed are **PDF®** and **Excel®**.

Distribution Select an email distribution list to receive the output of this report.
 Use the or the F3 key to display the available email distribution lists to select from.

For more detailed information on Email Distribution Lists see the
Ledgers ▶ Help Reference Library ▶ System ▶ Email Distribution Lists

```

----- OTHER -----
Create CSV Files
I forgot to print my reports...
ADMINS Report Generator (ARG)
Email Distribution Lists
          
```

View

View

View

View

User To specify a single user to send this output, use the or the F3 key to display and select from a list of available users.

Archive Output...

Archive Output

Yes
 No

This will copy the output created for this report to the Archive Folder




4. RUNNING A REPORT JOB STREAM

Once the job stream is established and tested, the job can be run from the maintain job stream screen, or from the menu. Each method is described below.

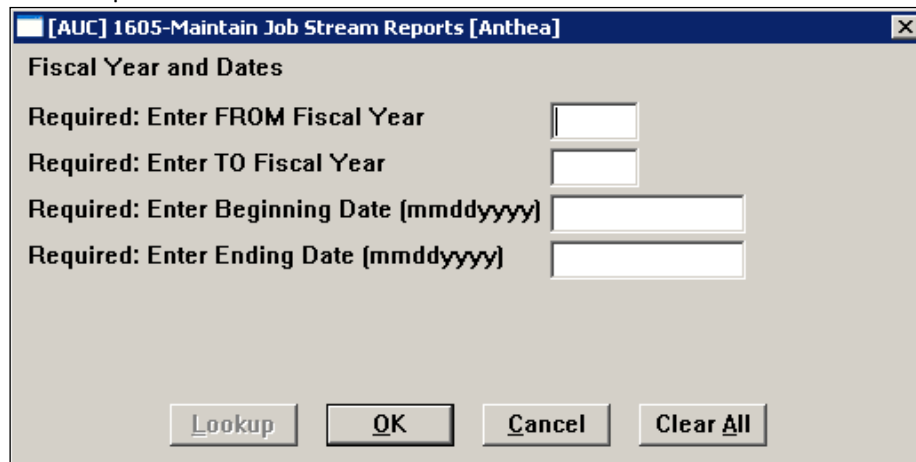
4.1. Run from Maintain Job Stream Screen

After entering selection criteria and output options run the entire job.

Click on the  button.

If any of the reports require additional runtime information the system will prompt for that information.

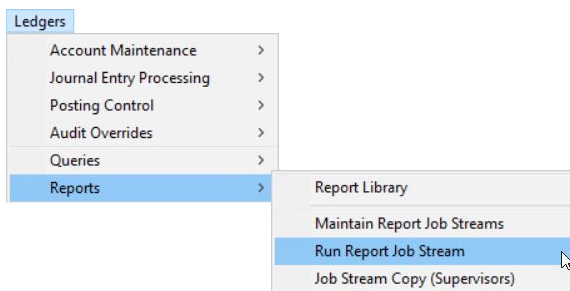
For Example



4.2. Run from Menu

Run the job from the Menu by selecting:

Ledgers ▶ Reports ▶ Run Report Job Stream



The system will prompt for the Job name:



[AUC] 1608-Maintain Report Job Streams [Anthea]

Run Job Stream Report

Enter Job

Lookup OK Cancel Clear All

If any of the reports require additional runtime information the system will prompt for that information.

For Example

[AUC] 1605-Maintain Job Stream Reports [Anthea]

Fiscal Year and Dates

Required: Enter FROM Fiscal Year

Required: Enter TO Fiscal Year

Required: Enter Beginning Date (mmddyyyy)

Required: Enter Ending Date (mmddyyyy)

Lookup OK Cancel Clear All

4.2.1. Reports with No Records Selected

Prior to the December 2021 software update, this process would stop and require the user to acknowledge each report in turn that did not produce output. This was cumbersome and made the job run longer.

Now, if any reports are not generated, a comprehensive email will be sent to the user running the job.

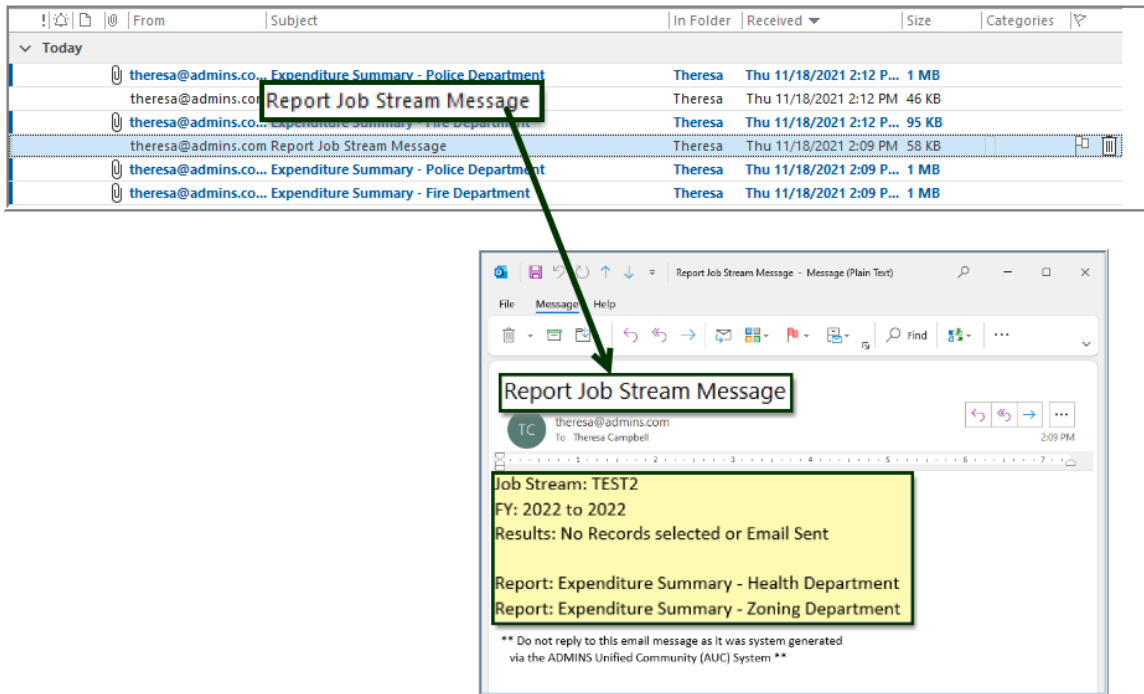
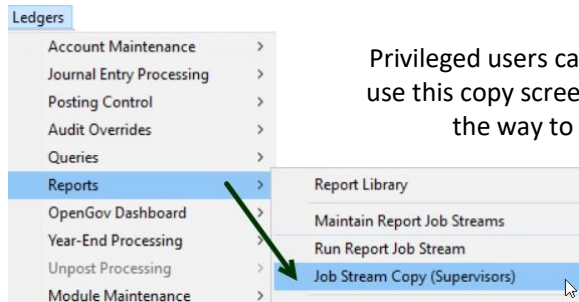


Figure 3 Sample email sent when reports had no records selected

5. “SUPER USERS” COPY JOB STREAMS



Privileged users can copy job stream reports from one user to another. Access to use this copy screen is based on menu group. When an employee leaves, this is the way to copy their job streams to a new user.

Ledgers ▶ Reports ▶ Job Steam Copy (Supervisors)

The screen lists all the Job Streams with Description, by Username.

5.1. Reports Button

To see which reports are included in a job stream prior to copying it, click on the **[Reports]** button.



Figure 4 Select a job by clicking on it to highlight, then click on [Reports] for a list of the reports the job runs

5.2. Copying a Job to Another User

Highlight the desired job by clicking on it, then click [1 Copy] to see the prompt. The value in the “Copy Job Stream Name” field will be the selected job stream, the “Copy to User” can be entered directly or selected from the lookup, and the “New Job Stream Name” will by default use the same name as the job being copied.

Figure 5 Copying an existing job stream to a new user

The system will display a confirmation message; if a job with the “New” name already exists for the user, the system will display a message and re-display the prompt, to allow entering a different “New” name:

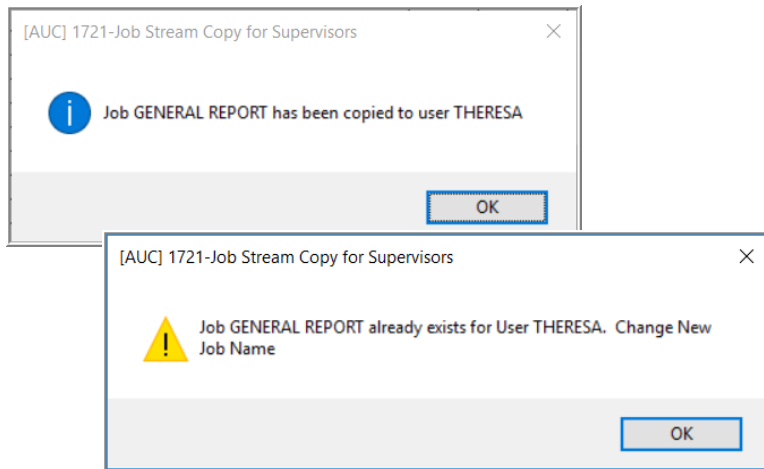


Figure 6 Messages after copy either confirm the copy or instruct the user to use a different job name for the “New” name

5.3. What the User Will See

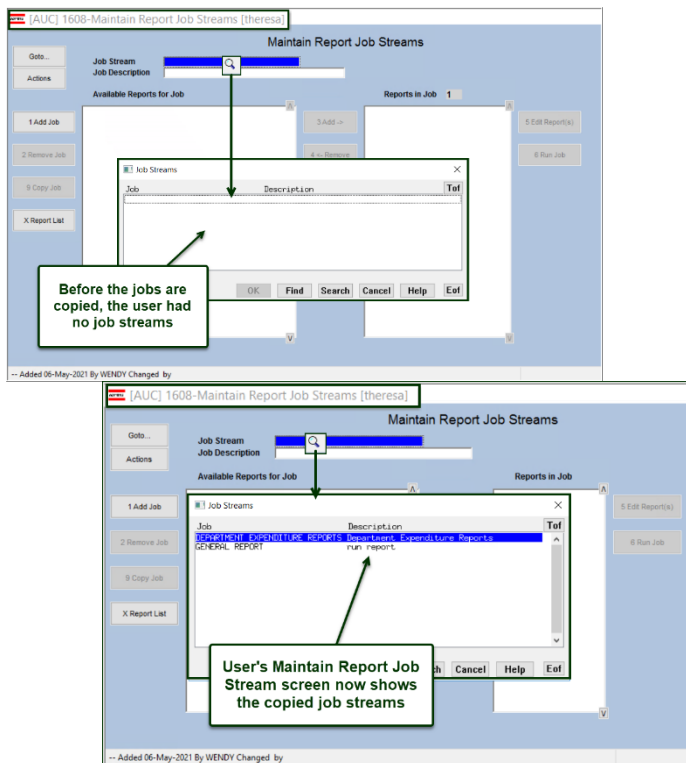


Figure 7 Before and after the copy



6. APPENDIX A – FREQUENTLY ASKED QUESTIONS

Q: If I leave the screen will all my selection criteria remain?

A: Yes. All selection, Totaling and Output options will remain the same if the report is in the job.

Q: If I set up a Job Stream for my monthly reports, will the Job automatically run every month?

A: No. Job Streams are simply groupings of reports and their desired criteria. To produce the reports, run the Job. See “Running a Job Stream” above.

Q: Can I add another user to the list of people receiving this report?

A: If the report is setup to be emailed to a single user, change it to use an email distribution list, and specify as many people as required on the list. If a Email distribution list is already being used, add the new user to the list.

Q: Can I send reports in the same Job to different places/users?

A: Yes. Each reports output can be sent to different output sources. Report#1 can be sent to a local printer and report#2 can be emailed to a department head (or any user or distribution list).

Q: Can I Add/Remove a Report from my Job Later?

A: Yes. Add and/or remove reports at any time.

Q: Can other people run a Job Stream that I built?

A: No. Copy that Job Stream to another user so they can run it for themselves. See [Copy Job](#) section above.

Q: Can I run a Job Stream that someone else built?

A: No. Ask the user to copy the Job Stream to your account; once it is copied, check the output options and selection criteria, and run the job. See [Copy Job](#) section above

Q: I want to set up one Job Stream that will run the monthly expenditure report for each department and send the output to the Department Head via email. Can I do this?

A: Yes (if each department head has an email address). To do so, set up a Job Stream. Then add the report called “Expenditure Summary” once per department. Add it separately per department so that the selection criteria will include only one department at a time. It may seem like a little bit of work to do the setup but once a Job is created, it may be run repeatedly making report distribution quite easy.