



FINANCIAL MANAGEMENT

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, you may create a Report Job Stream to run a series of reports at once.

When it comes to the output, there is a lot of flexibility in how you deliver the reports to your consumers. You may email a report, print a report to a networked printer, print a report to your printer or preview the output on your monitor.

To get started you need to build the Job Stream. Once built, it is available to run whenever you desire.

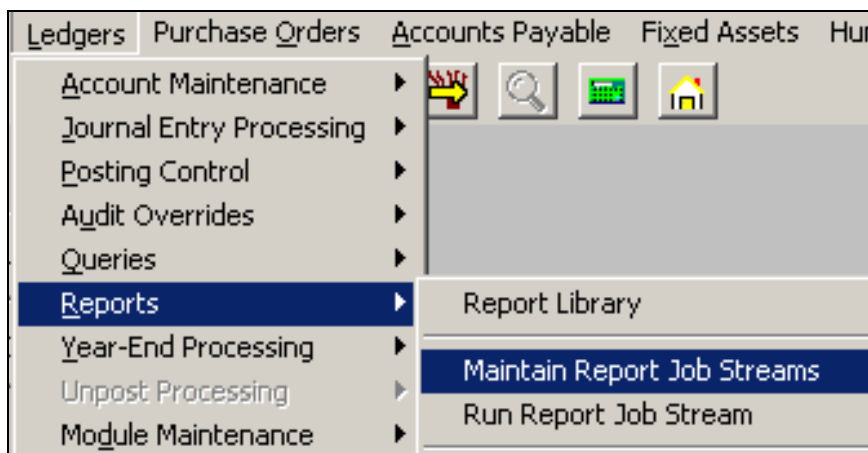




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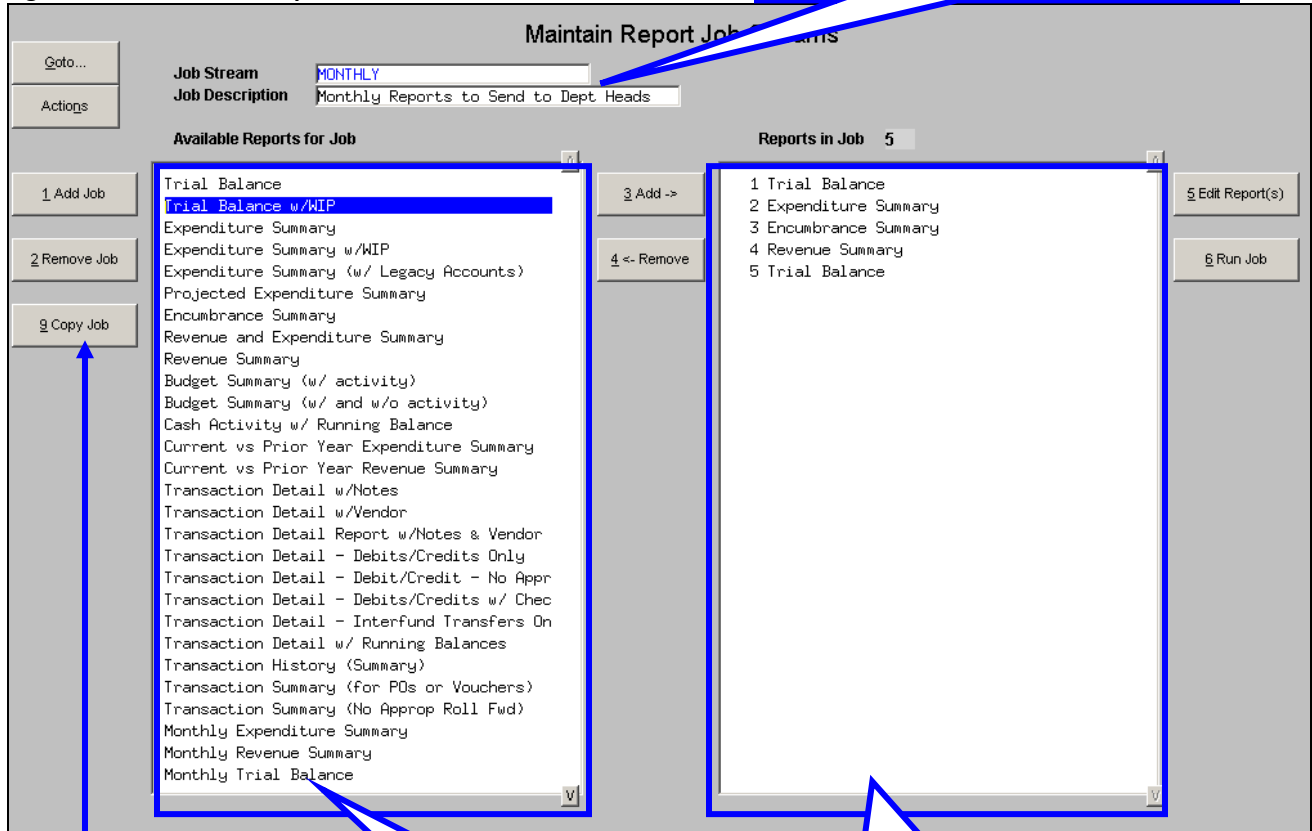
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1. OVERVIEW OF REPORT JOB STREAM SETUP SCREEN...

1. Name and Description of the Job.
You may create any name you desire
up to 30 Characters in length

Figure 1 - Job Stream Setup Screen



2. Buttons allowing you to take a 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

Lkup LUP

Figure 2 – Report Setup Screen

2. REPORT JOB STREAM SETUP

2.1. CREATE A NEW JOB STREAM

To add a Job Stream to your user account



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]

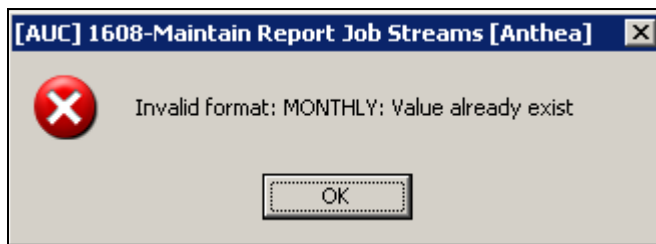
Add Job Stream

Job Stream Name: MONTHLY

Enter Job Description Monthly Reports to Send to Dept Heads

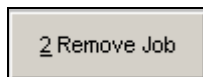
Lookup OK Cancel Clear All

If a job stream already exists for your user account with the same name you will see the following error message. You will be returned to the above screen to allow you to enter a different Job Stream Name.



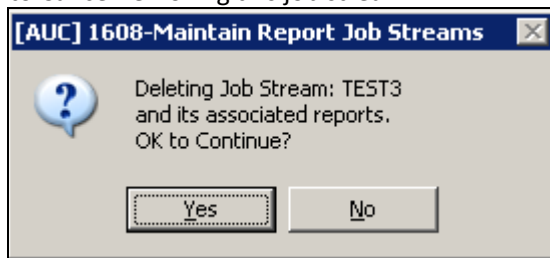
2.2. REMOVE A JOB STREAM

To remove a Job Stream and all its associated Reports



If you want to remove this Job stream from your account, click Remove job.

You will be presented with 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 you to copy a single job stream and its associated reports to another users account in the




AUC product.

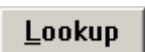


Click Copy Job to copy this Job Stream and all its reports to another user.

Copy Job Stream Name ... This is the name of the Job Stream you wish to copy to another user. It will default to the current Job Stream name that is currently being shown on your screen. To Copy a Job Stream it must have 1 or more reports specified in the Job Stream.

If you wish to copy a different Job Stream you can use the  button and select any available Job Stream as long as that Job Stream has 1 or more reports associated to that job.

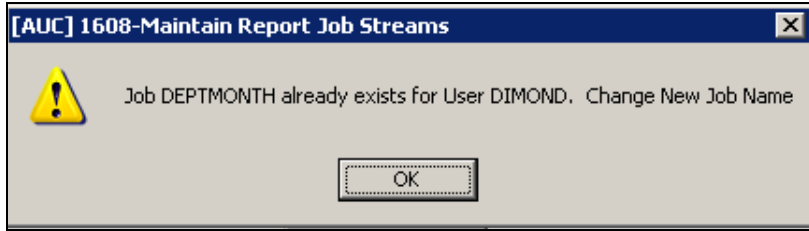
Copy to User... Enter the Username of the User you wish to copy this job stream to.

You can use the  button to find the name you want to copy this Job Stream to.


If you wish to copy this Job Stream to yourself, you can do so but you will need to change the New Job Stream Name to a name that you don't already have setup on your account and it will copy the entire job stream to the new Job Name.

New Job Stream Name ... Enter the New Job Steam name.

This will default to the name of the job you are copying. If the user account you are copying the job to already has a job with the same name you will see an error message like this when the OK button is clicked.

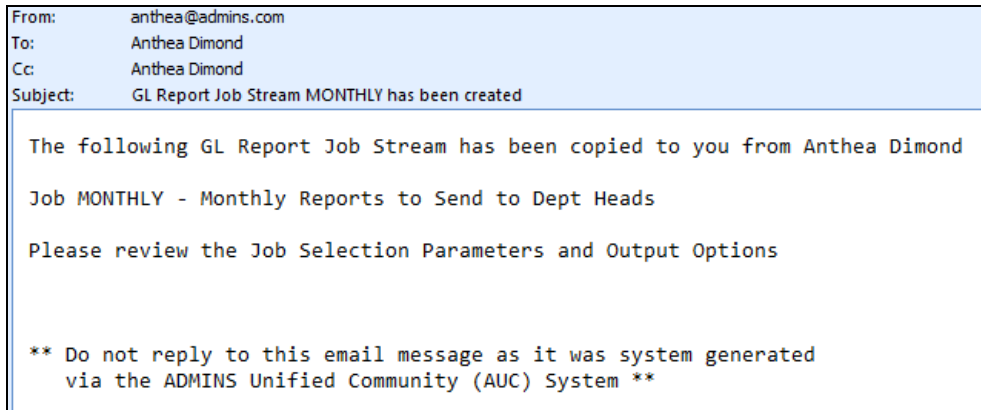


You will then have the ability to go back and change the new job name to a different name and perform the copy process.

To check if the Job name is already in use. Use the  button to see the names of 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 parameter informing them that you copied a job stream to their account.

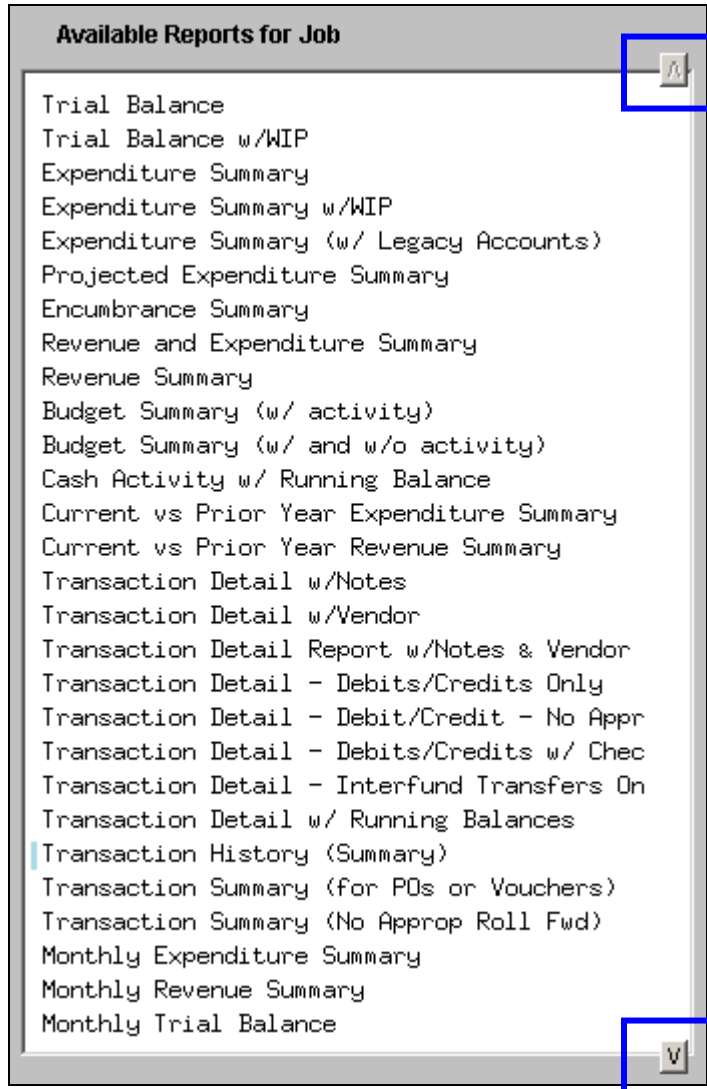


2.4. ADDING REPORTS TO A JOB STREAM

2.4.1. Available Reports for Job

The Available reports for Job section of the screen will list out all the standard Financial Reports that are available to you.

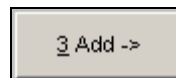
Use the  arrow to get to the next page of reports. Use the  to get back to the previous page of reports. If either of these arrows is grey  this indicates there are no more pages to view.



2.4.2. Add a Report to a Job Stream

To Add a report to your job stream.

Click on the report name in the **Available Reports for Job** column



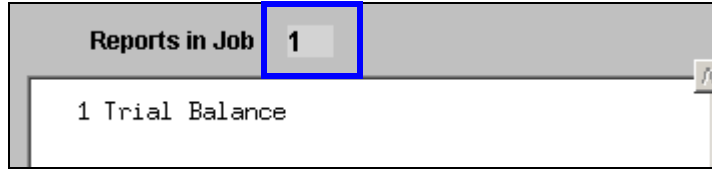
then click the

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



2.4.3. Reports in Job

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



You may add as many as **250** reports to a single job steam.

If you wish to run the same report with different selection criteria, you will need to add the report to the job stream again.

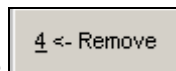
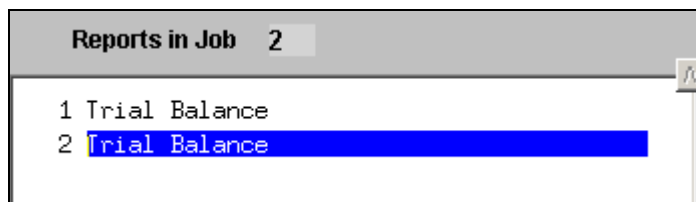
Each report within the Job Steam is assigned a sequence number so that when adding a report to the Job Stream more than once you can keep track of which report you are editing by the sequence number displayed on this screen and the Maintain Job Stream Reports screen



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 this indicates there are no more pages to view.

2.5. REMOVING REPORTS FROM A JOB STREAM

To Remove a Report from a Job stream click on the report you wish to remove in the Reports in Job Column.



Click the button and it will remove that report from your Job Stream.



Any selection criteria for this report will also be removed. If you add the report back to the job, you will need to specify your 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 you wish to Edit

Reports in Job 2	
1	Trial Balance
2	Trial Balance

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

3. MAINTAIN JOB STREAM REPORTS

At the Top of the screen you will see the following information

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 this reports belongs to

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

This will return you to the Maintain Report Job Stream screen

Clear All...

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

3.1. SELECTION CRITERIA

Selection
Criteria...

Allows you to specify the selection criteria for the report output.

For more detailed information on SELECTION CRITERIA section see the
Ledgers> Help Reference Library> Reports>

----- REPORTS -----	
Reports	<input type="button" value="View"/>

3.2. TOTAL BY

Total By...

Allows you to specify totaling and sub-totaling criteria for the report output.

For more detailed information on TOTALS BY section see the
Ledgers> Help Reference Library> Reports>

----- REPORTS -----	
Reports	<input type="button" value="View"/>



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.

3.3. OUTPUT OPTIONS

Output Options...

3 Output Options

Output Type...

Output Type	<input checked="" type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF <input type="radio"/> Excel	<input type="checkbox"/> View PDF Output <input type="checkbox"/> View Excel Output
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Preview This will display the output for this report to the screen.

Print This will send the output for this report directly to the printer specified in the Output Printers section below.

A printer must be specified before the report can be run

PDF This will send the output to a PDF document.

If you wish to also view the output on the screen you will need to click the View PDF Output checkbox

PDF = Portable Document Format


Excel This will send the output to an Excel File.

If you wish to view the output on the screen you will need to click the View Excel Output checkbox

Output Printers...

Output Printers	SHARPIP				
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To send this report directly to a printer, the printer or printers will need to be specified here. You can direct this report to print to more than 1 printer.


You can use the  or the F3 key to display a list of available printers to select from. If the printer you want to print to is not available, contact your system administrator to get your printer setup.



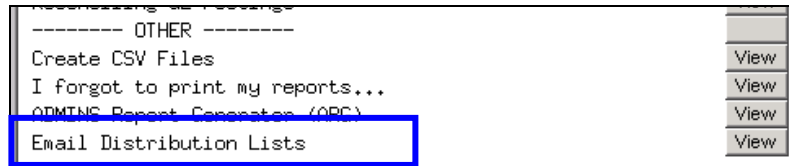
**Email
Output...**


E-Mail Excel/PDF Output	<input type="radio"/> Distribution <input checked="" type="radio"/> User	<input type="text"/>
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This allows you to send 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 send the output of this report to. You can use the  or the F3 key to display a list of available lists to select from.

For more detailed information on Email Distribution Lists see the Ledgers> Help Reference Library> Other>



User Specify a single user to send this output to. You can use the  or the F3 key to display a list of available users to select from.

**Archive
Output...**

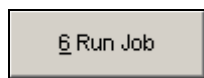
Archive Output	<input type="radio"/> Yes <input checked="" type="radio"/> No
-----------------------	--

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

4. RUNNING A REPORT JOB STREAM

4.1. RUN FROM MAINTAIN JOB STREAM SCREEN

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



Click on the  button.

If any of the reports require additional runtime information you will be prompted at this time to enter 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

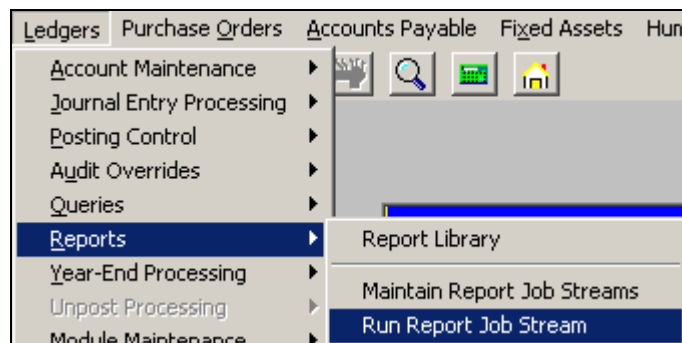
Required: Enter Beginning Date (mmddyyyy)

Required: Enter Ending Date (mmddyyyy)

Lookup OK Cancel Clear All

4.2. RUN FROM MENU

You can run the job from the Menu by selecting



You will be prompted to select the Job Stream you want to run



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

Run Job Stream Report

Enter Job

If any of the reports require additional runtime information you will be prompted at this time to enter 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)



5. 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 as long as the report is in your job.

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

A: No. Job Streams are simply groupings of reports and their desired criteria. In order to actually produce the reports, you must choose to 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, you can change it to use an email distribution list, in which you can specify as many people as required on the list.

If a Email distribution list is already being used, you will just need to add that 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. I can send report#1 to my local printer and report#2 I will email to a department head.

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

A: Yes. You can add and/or remove reports at any time.

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

A: No. However you can 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. However you can get them to copy the Job Stream to your account so that you can run it with the criteria they specified. 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 (as long as each department head has an email address). To do this you would set up a Job Stream. Then you would add the report called “Expenditure Summary” once per department. You need to add it separately per department so that you may tailor the selection criteria to include only 1 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 simply be run and run and run again; making report distribution very easy.