

# Accounting Core Scheduled Reports



1715 N. Brown Road Bldg. A Suite 200 Lawrenceville, GA 30043 www.M3as.com



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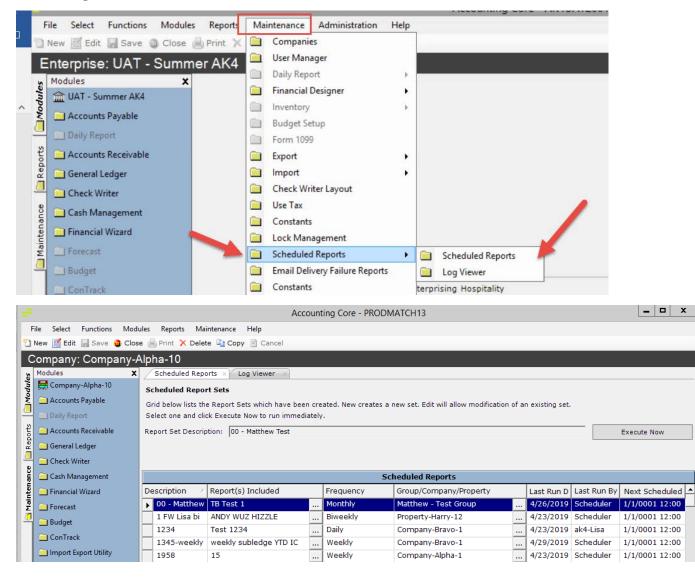
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## **Scheduled Reports**

The **Scheduled Reports** is used to run financial reports or canned reports for the different **Properties** & **Companies** individually or in groups. The reports will be scheduled to run at the run time or automatically through on-demand functionality. The reports available in Scheduled Reporting will include all "User Defined Reports" in the **Financial Wizard** as well as reports found in the **General Ledger** module. The **Scheduled Reports** can be used to run reports for one Company/Property or several Companies/Properties combined into one report or separate reports.

To access **Scheduled Reports**, found under **Maintenance**, the user can access from any level in **Accounting Core**.





## **Generating Scheduled Reports**

In Accounting Core, under Maintenance, in Scheduled Reports, the user can select New to create a scheduled report set(s). Once New (1) is selected, the user will need to name (2) (without special characters) the scheduled report set, select their consolidated distribution (3), the frequency (4), and the distribution list (5).

÷			Ac	coun	ting Core -	PRODMATCH13				- 🗆 X
	File Select Functions Mode	ules Reports Maii	ntenance Help							
2	New 📝 Edit 🔚 Save 🚳 Clos	e 📥 Print 🗙 Delete	e 🗎 Copy 🖹 Cancel							
l-	Concany: Company-A Modules ×	Alpha-10 Scheduled Repo	rts 🗙 Log Viewer 🖂							
Modules	📇 Company Joha-10	Scheduled Report Sets								
W	Accounts Payable	Grid below lists the Report Sets which have been created. New creates a new set. Edit will allow modification of an existing set.								
-	Daily Report	Select one and click Execute Now to run immediately.								
Benorts	Accounts Receivable	Report Set Descript	tion: 00 - Matthew Test							Execute Now
a a	📃 General Ledger									
_	Check Writer									
Maintenance	📃 Cash Management					Scheduled Reports				
nter	📄 Financial Wizard		Report(s) Included		Frequency				Last Run By	Next Scheduled
Ν	Forecast	00 - Matthew	TB Test 1		Monthly	Matthew - Test Group		4/26/2019		1/1/0001 12:00
<u> </u>	📃 Budget	1 FW Lisa bi	ANDY WUZ HIZZLE		Biweekly	Property-Harry-12		-		1/1/0001 12:00
	ConTrack	1234 1345-weekly	Test 1234 weekly subledge YTD IC		Daily Weekly	Company-Bravo-1 Company-Bravo-1		4/23/2019 4/29/2019		1/1/0001 12:00 1/1/0001 12:00
	📄 Import Export Utility	1958	15		Weekly	Company-Alpha-1				1/1/0001 12:00
					. ·			_ · ·		
Reports 🦳 Modules 👝 过	New Edit Save Close Company: Company-A rules x Company-Alpha-10 At ounts Payable Daily ceport Accounts F Accounts F Le General Ledger	Alpha-10 Scheduled Repo Report Set Setup Screen allows for In the reports are Report Set Descri Consolidate Distr Yes - Will gene	rts × Log Viewer × creation of a Report Set. Ad a: add, edit or copy reports btion: Matthew Weekly Rep ibution? rate a single distribution for	for th ports	he Rouse	Frequency	enc		✓ Active Distribution □ Email Di	
Maintenance 🦳 R	Check Writer Cash Management Financial Wizard	entities selecte     No - Will gener     the entities sel     Email Addresses	rate multiple distributions o	ine fo	r each of	Start Date: 05/01/	2019 🗘 🗸 2020 🔶 🗸 🗸		Email Subje	
Mai	🦲 Forecast		-			Run Time: 110.00 Am	•			
0	🛄 Budget					Time Zone: Eastern T	ime	~		
	🛄 ConTrack	Reports								
	📄 Import Export Utility									
	📄 Inventory	Report Descriptio	n Module	Rep	port	Sub-Report Range	File Patter	n File T	уре	Email Distribution
		4 1 1	of 2   🕨 🕅   First:		Ŷ	6	bbA	Edi		opy Remove

\* Side Note: the scheduled report set name can included underscores \_ and dashes - .

Consolidated Distribution (3) section has two choices for the user to select from.

• Yes – Will generate a single distribution for all the entities selected.



- Will enable "Email Addresses" field. Valid email addresses must be entered prior to adding any Reports to the Report Set.
- All Reports in the Report Set will be sent in 1 email to the listed email addresses defined in the "Email Address" field.
  - If multiple email addresses are defined, then the email sent will include every email address listed.
- Each entity in each Report will add a file to the email.
  - Example: If 2 Reports were sent in a single email that included 3 entities each, there will be 6 attachments included in that 1 email.

• No – Will generate multiple distributions, one for each of the entities selected. This is the default.

- "Email Address" field will not be enabled, and the user will use the normal email address functionality for each Report.
  - They can use entity specific or default email address fields.
- Each Report in the Report Set will be sent the specific email addresses supplied.
  - If multiple email addresses are defined in the "Default Email Address" field, then the email will send individually.
- Each Entity in each Report will send a separate file in separate emails.
  - Example: If 2 reports having 3 entities per Report (6 total), are sent in an email, the user will receive 6 emails each with 1 attachment.

Consolidate Distribution? Yes - Will generate a single distribution for all of the entities selected. No - Will generate multiple distributions; one for each of the entities selected.



The **Frequency (4)** section is used to schedule when the **scheduled report set** is to be distributed to the selected group of entities. The user can select the frequency (none, annually, quarterly, monthly, biweekly, weekly, daily), the start and end dates, the run time, and the time zone.

 If the user selects *Frequency: On Demand*, the report(s) will run once when saved. This report set will then only run when the user selects **Execute Now** on the main Scheduled Reports page.

Frequency		
Frequency:	Monthly	
riequency.		
Start Date:	05/01/2019 🗸 🗸	
End Date:	05/01/2020 🔹 🗸	
Run Time:	10:00 AM ÷	
Time Zone:	Eastern Time 🗸	]
Frequency		
<b>F</b>	Monthly	
Frequency:	On Demand	
Start Date:	Annually	
	Quarterly	
End Date:	Monthly	
	Biweekly	
Run Time:	Weekly	
	Daily	
Time Zone:	Eastern Time	
Frequency		
<b>F</b>	Monthly	
Frequency:	Monuny	
Start Date:	05/01/2019 🔨 🗸	
End Date:	05/01/2020 🔷 🖌	
	04:25 PM ÷	
Run Time:	04:25 PM -	
Time Zone:	Eastern Time	•
	Hawaii	
	Alaska	
	Pacific Time	
	Arizona Mountain Time	
	Mountain Time Central Time	ь
	Eastern Time	
	Indiana (East)	

In the **Distribution (5)** section, after selecting the "Email Distribution" check box the user can build the email subject and freely key in the email body fields. Next to the email subject field, the user can click on the [...] box to open up the Email Subject Builder. The Email Subject Builder will allow the user to select the desired item from



the Available Fields section and "insert field" in the subject line. Underscore, dash, and space are also available to be selected to be insert and used in the email subject line. The email subject line is limited to 50 characters.

Distribution	
Email Distribution	
Email Subject	
Accounting Core Weekly Reports- <eid></eid>	
Email Body	
Thank you,	•
Matthew Raines	
	~

: 🖳 Email Subject	Builder X
Email Subject Accounting Core Weekly Reports- <cdate></cdate>	
Available Fields Group/Company/Property Name Company/Property ID Create Date Pre-Defined Range Report Description Free-Form Text Report Set Description	- [Space]     Insert Field     Clear     OK Cancel

Once all desired information is selected, click Add (6).

- Note: If "Yes" is selected for Consolidate Distribution field, then a valid email address will need to be entered under the "Email Address" field directly beneath it. "Email Distribution" must also be checked before **Add** is enabled.
- Note: If "No" is selected for Consolidate Distribution, then ONLY the "Email Distribution" must be checked before the user can select **Add.**



Scheduled Reports ×										
	of a Report Set. Add a unique de dit or copy reports for the Repor		ne range, frequenc	y and email subject.						
Report Set Description: M	latthew Weekly Reports - Test				•	Active				
Consolidate Distribution?		Frequency			- P	istribution				
⊖ Yes - Will generate a sin ⊖ entities selected.	ngle distribution for all of the	Frequen	cy: Monthly	~	•	Email Distribution				
<ul> <li>No - Will generate mult</li> <li>the entities selected.</li> </ul>	iple distributions; one for each o	f Start Da	te: 05/01/201	9 🗘 🗸	E	mail Subject				
the entities selected.		E-d D-			4	Accounting Core Weekly	Reports- <cdate></cdate>			
Email Addresses		End Da	te: 05/01/202		E	mail Body				
		Run Tin	ne: 11:36 AM 🕂		1	Thank you,				
		Time Zo	ne: Eastern Time	~		Matthew Raines				
Reports										
		4							1	
Report Description	Module	Report	Sub-Report	Range	~	File Pattern	File Type		Email Distribution	on
🖌 🖌 Total Rov	vs 🕨 First:	Y								
	vs P P First:	V								
							Add	Edit	Сору	Remove

Next, the **Scheduled Reports'** pop up will display for the user to choose the report and group of entities to add to the **scheduled report set.** 

	Report Wizard X
Select Report/Consolidations/Entities	Select a Report to add to the Report Set. Select a Report Module Report Sub Report General Ledger V Trial Balance V
	Select Consolidate Report Consolidate Reports
	Select Entities Included Selecting a Group populates the Company/Property with the associated Entities included in the Group that selection may then be modified. Company/Property/Group Selection Group 2 Group 2 Group 2 Group 2 Group 3 Gro
	LoAN BALANCE       Image: Company-Alpha-10         LoAN BALANCE       Image: Company-Alpha-11         MARKET - CHATTANOOGA       Image: Company-Alpha-3         MARKET - LITTLE ROCK       Image: Company-Alpha-3         Market Cluster - Gainesville FL       Image: Company-Alpha-6         Market Cluster - Nobile       Image: Company-Alpha-6         Market Cluster - Nobile       Image: Company-Alpha-6         Market Cluster - Nobile       Image: Company-Alpha-6         McKiBBON 12012 FOR JBM, III       Image: Company-Alpha-8         McKibbon 2013 Budget       Image: Company-Alpha-9         McKibbon Core Assets       Image: Company-Alpha-9         McKibBON EXCLUDING ALOFT       Image: Company-Bravo-10         McKiBBON EXCLUDING ALOFT       Image: Company-Bravo-2
	Sack Next > Cancel



In the "Select a Report" section, the user will first need to choose the desired module. drop down, that module's canned report will display for selection. If that report selected has sub-report(s), the user would need to choose the sub-report as well.

#### **General Ledger Reports**

- When selecting a GL report, they specify report options because they can be changed each time the Report is run.
- General Ledger Reports allows user to select either Group (based on Consolidation groups defined in the Financial Designer) and/or Company/Property.

Select a Report to add	d to the Report Set.		
Select a Report	Report	Sub-Reports	
General Ledger General Ledger	Trial Balance		~
Financial Wizard			

e Report Set.	
Report	Sub-Reports
Trial Balance	
Activity Report Detailed Activity Subsidiary A/R Aging Report	·
Subsidiary Aging	
Subsidiary Ledger Report	
Trial Balance - Extended	
	Report Trial Balance Activity Report Detailed Activity Subsidiary A/R Aging Report Subsidiary Ledger Report Trial Balance

### **Financial Wizard**

- If the user selects the "Financial Wizard", in the report dropdown, this will display all "User Defined Reports" in the **Financial Wizard**.
- The Financial Wizard option does not specify report options (like GL reports) because they were set up in Financial Wizard as *User Defined Reports*.
- The Financial Wizard option does not allow specific entities to be pulled in because it is based on the selection(s) made when it was set up and assigned to specific entities through the Financial Designer.



Select a Report to add to th	e Report Set.			
Select a Report				_
Module	Report		Sub-Reports	
Financial Wizard		~		2
	05162017-Publioshed	^	1	-
Select Entities Included	43235 - BALANCE SHEET - FOUR POINTS_			
	ABF - SELECT SERVICE - WHEELOCK-SDLC	Ξ		
Selecting a Group populates th	Admin- Published by SDLC1	-	}	
included in the Group that sele	BALANCE SHEET - HOTEL, ST-sdlc2-Vandan		1	
	BALANCE SHEET - LARA -Vandana 2		-	
Company/Property/Group Se	INCOME STATEMENT - 16 Broadway Deck,			
Group	INCOME STATEMENT - EXTENDED STAY HO	~	perty	-

In the "Select Consolidate Report" Section: If a **Financial Wizard** "User Defined Report" is ran, both the Company and Property ("Consolidated") information will be pulled in. The user will have the option to run the report by selecting either "Company Only" or "Property Only."

- "Company Only" Only Companies related to the Financial Wizard report will be pulled in.
- "Property Only" Only Properties related to the Financial Wizard report will be pulled in.

Select a Report to add to the	Report Set.		
Select a Report			
Module	Report	Sub Report	
Financial Wizard	***Matthew Raines -Test - CHANGE	<b>v</b>	
Select Consolidate Report	Consolidate Reports		
Select Entities Included	Consolidated Company Only Property Only		

In the "Select Entities Included" section, on the left-hand side in the "Group" box, any **Consolidated Groups** created by using the **Financial Designer Consolidation** found under **Maintenance** will display, only if the user has access to the companies/properties in that consolidated group. If one of these groups is selected, on the right-hand side it will automatically check the entities that are included in that consolidated group. The user may choose to deselect an entity if desired on the right-hand side. Also, more than one **Consolidated Group** can be selected.



luded in the Group that selection may then be modified. Company/Property/Group Selection Group	 Company/Property	
KARL'S HOTELS         KARL'S HOTELS (OLD)         LOAN BALANCE         MANAGED ALL CY'S         MARKET - CHATTATOGA         MARKET - LDI ac ROCK         Market ouster - Gainesville FL         Motion to Cluster - Mobile         Matthew - Test Group         MCKIBBON 12 FOR JBM, III         MCKIBBON 2011 2012 Same Store Hotels         MCKIbbon Core Assets         MCKIBBON EXCLUDING ALOFT         <	Company-Alpha-1     Company-Alpha-1     Company-Alpha-1     Company-Alpha-1     Company-Alpha-2     Company-Alpha-3     Company-Alpha-3     Company-Alpha-5     Company-Alpha-5     Company-Alpha-7     Company-Alpha-7     Company-Alpha-7     Company-Alpha-9     Company-Alpha-9     Company-Bravo-1     Company-Bravo-1	

If the user chooses not to use a Consolidated Group, the user can choose either the company or property level. If both the company and property level are selected, 2 reports will be emailed for both the company and property level.

lect Entities Included	
lecting a Group populates the Company/Property with the	e associated Entities
luded in the Group that selection may then be modified.	
ompany/Property/Group Selection	
Group	Company/Property
1 McKay Test for Scheduled Reports	Billy's Test Company
11 Pack with 9 Only	🗷 🔽 Company-Alpha-1
2011 Core Portfolio	🕑 🔽 Company-Alpha-10
2011 SOLD MCKIBBON	🕑 🔽 Company-Alpha-11
2011 TPS Package	🕂 🔽 Company-Alpha-2
2013 Sale Package	E Company-Alpha-3
2014 11 Group	🗄 🗌 Company-Alpha-4
2016 McKibbon Budget Analysis All Hotels	🕀 🗌 Company-Alpha-5
3 YEAR COMPARISON - 18 EQUITY HOTELS	🗷 🗇 Company-Alpha-6
3 YEAR COMPARISON - 23 EQUITY HOTELS	🗄 🗌 Company-Alpha-7
A/P AGING MANAGED	Company-Alpha-8
A/P AGING McKIBBON OWNED	E Company-Alpha-9
A/P AGING NOBLE	🕀 🗌 Company-Bravo-1
ACCOUNTS PAYABLE - CONSTRUCTION (GL 204.00	Company-Bravo-10
< III >	Company-Bravo-11
	▼ ▼
$\square$	

Once the report and group have been selected, click Next.



Select Report/Consolidations/Entities	Select a Report to add to the Rep	oort Set.			
	Select a Report				
	Module	Report	Sub-	Reports	
	General Ledger	Trial Balance	v		
	Select Entities Included Selecting a Group populates the Con included in the Group that selection Company/Property/Group Selectio		es		
	Group		Company/Property		
	I NCKay Test for Scheduled Ri I Pack with 9 Only     I Pack and Package     2013 Stel Package     2014 11 Group     2016 Markban Budget Analysi     3 YEAR COMPARISON - 18 EQI     4/P AGING MAKAGED     A/P AGING MAKAGED     ALL AGING MAKAGEL - CONST     ALLALOFTS     ALL ALOFTS     ALL ALOFTS     ALL ALOFTS     ALL ACHON HOTELS     ALL ACHON HOTELS     ALL ACHON HOTELS     ALL CAPSTOR (10) IESS CT Pay-     ALL CAPSTOR (10) IESS CT PAY-	is All Hotels UITY HOTELS UITY HOTELS ) RUCTION (GL 204.000) S etteville ;)	Billy's Test Company-Abha- © Company-Bravo- © Company-Br	1 10 11 2 3 4 5 5 6 7 7 8 9 1 10 10 11 2 3 3 4 5 5 6 7 8 9 7	*

If a GL Report is selected: The Report Options is the next screen to display which will allow the user to name the report description, choose that report's report options, and the criteria for the define date range section. Each canned report will have its own unique report options. Once desired info is selected, click **Next**.

Select Report/Consolidations/Entities Report Options	Report : Trial Balance	
	Report Description: Trial Balance - Weekly Run	
	Select Report Options.	
	Report Options	
	Would you like to print GL accounts with zero amounts?	
	Show Page Header 🗹 Show Page Footer	
	Pre-Defined Range	
	Current Period	1
	C	ancel Back Next

Note: If a **Financial Wizard** report is run, then this screen will be skipped to the "Report Format & File Name" options screen.



On the next screen, the **Report Format & File Name** options will display. In the formatting section, the user can decide what format they would like the report to distribute in and if they would like to create a separate naming convention for the reports per entity.

Select Report/Consolidations/Entities Report Options Report Pormat & File Name	Report : Trial Balance Report Format and File Name Settings Select a report format and File name settings. Report Format: Format: Version:	head and head	
	File Name Settings	Reports  Company/Property/Group  1 McKay Test for Scheduled Repor  2013 Sale Package  2014 11 Group	File Name /

There are a few formats the user can choose from (Excel, CSV, PDF).

Format:	Excel	<b>~</b>
Manalana	Excel	
Version:	CSV	
	PDF	

As well as the version of that format:

Format:	Excel	~	
Version:	2007	1	

If the user would like the reports to share the same Report Naming Convention, select 'Yes' (as this is the default to this option). If the User would like each Entity in the Report to have different Report Naming Conventions, select 'No'. Then from the available fields, build the file's name by clicking on the desired option and then clicking on "Insert Field"



le Name <ename><set><cdate></cdate></set></ename>	
Available Fields Group/Company/Property I Company/Property ID	
Create Date Pre-Defined Range Report Free-Form Text Text Constant Report Description	[Spa
V	

If 'No' is selected, the system will open up the File Name Builder box to be filled in for each Entity prior to moving forward. This pop up box will be the same if the user clicked on the [...] box under "File Name".

				roperty/Group	File Name	
1	File Name Build	er 🌖	×	r Scheduled Repor		
File Name						
1						
Available Fields						
Group/Company/P Company/Property	roperty Name					
Create Date Pre-Defined Range						
Report Free-Form Text			[Space]			
Text Constant		Insert F	ield			
Report Description		moerri				
	~					
1						

After selecting the desired options for the file format and name, click **Next**.



Select Report/Consolidations/Entities Report Options Report Format & File Name	Report : Trial Balance Report Format and File Name Settings Select a report format and file name settings.		
	Report Format	Excel v : 2007 v	
	File Name Settings Reports share file naming convention? ●Yes ○No	Reports	
	File Name	Company/Property/Group	File Name /
	<ename><set><cdate></cdate></set></ename>	1 McKay Test for Scheduled Repor	
		2013 Sale Package	
	Available Fields	2014 11 Group	
	Group/Company/Plopetry ( ^ Company/Plopetry ID Conde Orie Pre-Oefined Range Report Report Description V V Clear		

The next screen will display the Email Distribution's delivery section and email address section.

	Report Wi	ard	
Select Report/Consolidations/Entities			
Report Options	Report : Detailed Activity		
Report Format & File Name	Delivery		
Email Distribution	O Send Link	ts	
	Default Email		
	Company		
	Group/Company/Property	Email Addresses	
	Matthew - Test Group		
		< Back Next	t > Cancel
		< back Next	Cancel



In the "Delivery" section, the user can choose to send the reports as an attachment in the email or as a link.

00 11:1		
O Send Link	Send Attachments	

If 'Yes' was selected for the Consolidate Distribution on the Report Set Home Page, then enter email addresses in the 'Email Addresses' field. The Default email address fields will not be available when defining scheduled reports.

If 'No' Selected, there are 2 email options available in the default email area when defining scheduled reports.

If the reports for each entity will be sent to the same email address, enter in a valid email address under the default email. Multiple email addresses can be entered by entering a ';' between email addresses with no spaces.

Default Email	-		
natthew raines@m3as.com;summer.farmer@m3as.com			
Company			
Group/Company/Property		Email Addresses	
Company-Alpha-1			

If the Default Email Address is not used, under the "Company" section, the user will need to click on the [...] box under "Email Addresses" and enter the desired email address for report distribution and click **OK**. When adding more than one email address use ';' to separate the email addresses, spaces are not needed.

Company		
Group/Company/Property		Email Addresses
Company-Alpha-1		matthew.raines@m3as.com
Email Addresses	Email Address Builder	
	OK	Cancel

Once the Email Distribution's delivery section and email address section are completed, click Next.



	Report W	fizard	x
Select Report/Consolidations/Entities Report Options Report Format & File Name	Report : Detailed Activity		
Email Distribution	O Send Link       Send Attachme	ents	
	Default Email		
	Company		
	Group/Company/Property	Email Addresses	-
	Matthew - Test Group		
		< Back Next >	Cancel

The last screen to populate will be the Summary Screen. If the user wants to review the setting to their report run, select the [...] boxes by the desired fields. To add this desired report run to the **scheduled report set** click on **Finish**.

<ul> <li>Select Report/Consolidations/Entities</li> <li>Report Options</li> <li>Report Format File Name</li> <li>Email Distribution</li> </ul>	Report Summary Selecting Next will add these rep allow for modification of that set Report Module	ports to the Report Set. Clicking th ting. Report		rea will		
Summary	General Ledger	Trial Balance				
	Options Include Zero : Yes Show Page Header : Yes Show Page Footer : Yes		***	Pre-Defined Pange Current Period Distribution Attachment Consolidated Report Format Excel		
	Company/Prop	perty/Group	File Name	Email Distribution		
	1 McKay Test for Scheduled		Name> <set><cdate></cdate></set>	summer@m3as.com;bonnie@m3as.co		
	2013 Sale Package	o contra	Name> <set><cdate></cdate></set>	summer@m3as.com;bonnie@m3as.co		
	2014 11 Group	<6	Name> <set><cdate></cdate></set>	summer@m3as.com;bonnie@m3as.co		



The report run will be added to the **scheduled report set**. If desired, another report can be added to this **scheduled report set** by clicking on Add and repeat the previous step. If no other reports are needed, click **Save**.

File Select I	Functions M	odules Reports Mainten	ance Help						
🗋 New 🔟 Edit	🛃 Save 🏐 C	lose 🍓 Print 🗙 Delete 🗏	Copy 🖄 Cancel						
No Selectio	on 🔶								
Modules	×	Schedule Reports ×							
Make Select	Payable	Report Set Setup Screen allows for creatio In the reports area: add,			on then define the r	ange, frequency a	nd e		
Accounts	Payable New	Report Set Description:	Farmers Portfolio Wee	kly Reports				Active	
Daily Repo	ort	Consolidate Distribution?			Frequency		Distribution		
Accounts I	Receivable				Frequency:	Monthly	~	Email Distribution	
General Le	edger	Yes - Will generate a entities selected.	single distribution for a	ll of the	Start Date:		<u>^</u>	Email Subject	
Bu Check Writ	iter	<ul> <li>No - Will generate mi the entities selected.</li> </ul>	ultiple distributions; one	e for each of	Start Date:			Accounting Core	Weekly Reports- <c< th=""></c<>
Cash Mana		the entities selected.			End Date:	6/9/2020	$\sim$	Email Body	
Financial V					Run Time:	05:30 PM			
					Time Zener	Eastern Time	~		
Forecast					nine zone.	Lustern nine			
Budget		Reports							
ConTrack									
🛄 Import Exp	port Utility	Report Description	Module /	Report	Sub-Report	Range	File Pattern	File Type	Email Distribution
inventory		Frial Balance - W	eneral Ledger	Trial Balance	(a	urrent Day			summer@m3as.com
		14 4 0 of 0	First:		7				
									540 C
								Add	Edit Copy

Once the **scheduled report set** has been saved and scheduled report time has occurred, the email will be sent out and look like the following, for example:

<b>G</b> 5 •					Attachme	nt Tools						
File Home Send ,	/ Receive Folder	View	Add-ins	CRM	Attach	Attachments 🛛 🖓 Tell me what you want to do						
Open Quick Remove Print Attachment Actions	Save Save All As Attachment Save to Computer		Save All to * OneDrive * to Cloud	All	Copy ection	Show Message Message						
Drag Your Favorite Folders He Training Drafts Sent Items Deleted Items	A	Today noreply@		s	Current M New	est↓ ▲	Reply       Reply All       Forward       IM         Thu 8/24/2017       Thu 8/24/2017       11:24 AM         Noreply@m3as.com       aaTraining Company *2017-08-24Weekly Detail Activity					
Archive	<ul> <li>Bonnie Bunnell</li> <li>Updated 30 day follow up</li> <li>Ok, I will update the others too,</li> </ul>				ý M	To       Summer Farmer;       Summer Farmer;       Summer Farmer;         Summer Parmer;       Summer Farmer;       Summer Farmer;         Farmer       I_farmer Portfolio We       I_farmer Portfolio We         Farmer       SKB						
IPM_SUBTREE Junk Email Outbox			ogrestauran Dog Side Meni		0 10:47 Ai	) M	2 Farmer Portfolio We 8 KB 3 Farmer Portfolio We  5 KB					
⊿ summer.farmer@m3a	is.com	Voice Mail M	0192.168.5 lessage <575@ contains a voic	19	( 10:23 Al	) M	4_Farmer Portfolio We					

# Manage Schedule Reports

#### Execute Now

In **Scheduled Reports**, the **Execute Now** button allows the user to run and sends the report before the scheduled time. This will allow the user to override the original scheduled report run time and date. Once the **Execute Now** has been used, it will ask if you would like to override the next scheduled run.

Scheduled Report Sets								
Grid below lists the Report Se	ets which have been created. New c	reate	s a new set. Edit will	allow modification of an existing set.				
Select one and click Execute	Now to run immediately.							
Report Set Description: 00 -	- Matthew Test							Execute Now
								L
				Scheduled Reports				
Description 🛛 🕹 Re	eport(s) Included		Frequency	Scheduled Reports Group/Company/Property		Last Run Date	Last Run By	Next Scheduled Run D
	eport(s) Included B Test 1		Frequency Monthly		•••	Last Run Date 4/26/2019 1:		Next Scheduled Run D 1/1/0001 12:00:00 A
00 - Matthew Test TE				Group/Company/Property			Scheduler	
OO - Matthew Test     TE     1 FW Lisa biweekly	B Test 1		Monthly	Group/Company/Property Matthew - Test Group		4/26/2019 1:	Scheduler Scheduler	1/1/0001 12:00:00 A
00 - Matthew Test     TE       1 FW Lisa biweekly     AN	B Test 1 NDY WUZ HIZZLE est 1234		Monthly Biweekly	Group/Company/Property Matthew - Test Group Property-Harry-12		4/26/2019 1: 4/23/2019 12	Scheduler Scheduler ak4-Lisa	<b>1/1/0001 12:00:00 A</b> 1/1/0001 12:00:00 A

Once Execute Now is selected, the following pop-up window will display two choices. The first option will allow the user to choose if they would like the next scheduled run to be cancelled. If the box is left checked, then the next scheduled run will be canceled. Only the next scheduled run will be cancelled; other subsequent scheduled reports AFTER the next scheduled run will not be affected.

	Execute Now Option
•	Cancel the next scheduled run. Please Note: Only the next scheduled run will be cancelled.
	Keep "Execute Now" button turned on.
	OK Cancel

The second option, Keep the Execute Now button, in an effort to keep the user from clicking the **Execute Now** button repeatedly, this flag will be defaulted to be unchecked. The user is able to active by clicking on the box.

Once all options are decided, the user can click OK.

#### Adding Reports



If the user would like to add other reports to their **Scheduled Report Set**, from the main screen, the user can click on **Edit** and then **Add** to add in another report.

	Enterprise: Enterpri	ise-Alpha-1									
3 2	Modules 🗙	Companies × Sched	uled Reports 🛛 🗙								
Modules	<ul> <li>Enterprise-Alpha-1</li> <li>Accounts Payable</li> </ul>		eport Set Setup icreen allows for creation of a Report Set. Add a unique description then define the range, frequency and email subject. In the reports area: add, edit or copy reports for the Report Set.								
-	Daily Report	Report Set Description:	Matthew Weekly Reports				Active				
ta	Accounts Receivable	Consolidate Distribution		Frequency			Distribution				
Ren	🔲 General Ledger	<ul> <li>Yes - Will generate a selected.</li> </ul>	single distribution for all of the	Freque	ncy: Monthly	~	Email Distribution				
	📄 Check Writer	No - Will generate mu	ltiple distributions; one for eac	h of Start D	ate: 05/01/20	19 🗘 🗸	Email Subject				
- Conce	🚞 Cash Management	the entities selected.		End D	ate: 05/01/20	20					
ter	📄 Financial Wizard	Email Addresses				_	Email Body				
Mai	E Forecast	matthew.raines@m3as.	com	Run T	me: 04:25 PM -	3					
<u>.</u>	🛄 Budget			Time Z	one: Eastern Tim	e 🗸					
	ConTrack	Reports									
	📄 Import Export Utility										
	linventory	Report Description	Module	Report	Sub-Report	Range	File Pattern	File Type	Email Distribution		
		Test File Name	General Ledger	Detailed Activity		Year-to-Date (Thro	ugh <eid></eid>	Excel			
		. I ▲ 1 of 1	First:	γ							
11								Add Edi	t Copy Remove		

#### **Copy Reports**

If the user would like to Copy the selected report to their **Scheduled Report Set**, from the main screen, the user can click on **Edit** and click on the desired report and then click **Copy** to add in a copied report.

Ε	nterprise: Enterpri	se	-Alpha-1											
s	Modules X		Companies × Schedule	ed Reports										
Modules		\$ :		f a Report Set. Add a unique de lit or copy reports for the Repor		ne the i	range, frequency	and email subject.						
-	Daily Report		Report Set Description: Ma	atthew Weekly Reports					✓ Active					
orts	🚞 Accounts Receivable		Consolidate Distribution?		Frequency				Distribution					
Rep	🦲 General Ledger		● Yes - Will generate a sing entities selected.	gle distribution for all of the	Freq	uency:	Monthly	~	🗹 Email Distributio	n				
-	🚞 Check Writer		No - Will generate multip	ole distributions; one for each o	f Star	t Date:	05/01/2019		Email Subject					
Jance	📃 Cash Management				End	d Date:								
Itel	🚞 Financial Wizard	1	Email Addresses						Email Body					
Mai	Forecast		matthew.raines@m3as.com	m	Run	n Time:	04:25 PM 🛨							
_	🛄 Budget				Time	Zone:	Eastern Time	~						
	ConTrack		leports	-										
	📄 Import Export Utility	ſŕ	teports											
	lnventory	F	leport Description	Module	Report	9	Sub-Report	Range	/ File Pattern		File Type		Email Distribu	ition
		l h	Test File Name	General Ledger	Detailed Activity	y		Year-to-Date (Throug	jh <eid></eid>	Ì	Excel			
			Copy 1 of Test File Na	General Ledger	Detailed Activity	/		Year-to-Date (Throug	jh <eid></eid>		Excel			
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		ŀ	(	First:	$\nabla$									
											Add	Edit	Сору	Remove

#### Suspend Running

To suspend running a report, once selected on the schedule report set, click **Edit** and then select the desired report and uncheck the "Active" box and **Save**.



Ъ	yew 🔤 Edit 🛃 Save 🏐 🤇	Close 🍙 Print 🗙 Delete 🗎	Copy 🙁 Cancel						
E	nterprise: Ent	se-Alpha-1							
S	Modules	Companies Schedule	ed Reports 🛛 🗙						
duh	m Enterprise-Alpha-1	Report Set Setup					. 3		
Modules	📄 Accounts Payable		f a Report Set. Add a unique lit or copy reports for the Rep		ie range, frequen	cy and email subject.			
-	Daily Report	Rep. + Set Description: Ma	atthew Weekly Reports				Active		
orts	Accounts Receivable	Conso dat 2 tribution?		Frequency			Distribution		
Rep	📄 General Ledger	● Yes - Will generate a sin ● entities selected.	gle distribution for all of the	Frequen	w: Monthly	~	Email Distribution		
9	Check Writer	No - Will generate multip	ole distributions; one for each	of Start Da	te: 05/01/20	19 🗘 🗸	Email Subject		
u u	📃 Cash Management			End Da	te: 05/01/20	20 10			
fen	📄 Financial Wizard	Email Addresses					Email Body		
Mair	Forecast	matthew.raines@m3as.co	m	Run Tim	ne: 04:25 PM 🕂				
Ž	Budget			Time Zor	ne: Eastern Tim	e 🗸			
	ConTrack	Reports							
	Import Export Utility	Keports							
	Inventory	Report Description	Module	Report	Sub-Report	Range	/ File Pattern	File Type	Email Distribution
		Test File Name	General Ledger	Detailed Activity		Year-to-Date (Throu	gh <eid></eid>	Excel	
		Copy 1 of Test File Na	General Ledger	Detailed Activity		Year-to-Date (Throu	gh <eid></eid>	Excel	
				1					
				-					
			First:	7					
								Add Ed	it Copy Remove

## Delete Report out of the Scheduled Report Sets

To delete a report out of the **Scheduled Report Set**, from the main screen, the user can click on the desired **Scheduled Report Set**, click on **Edit** then click on the desired report and then click on **Remove**.

Enterprise: Enterprise-Alpha-1				
Nodules X Companies Scheduled Reports X				
Bit State         Companies         Schedule keports           Image: Companies         Schedule keports         Report Set Setup           Image: Companies         Schedule keports         Schedule keports           Image: Companies         Schedule keports         Schedule keports           Image: Companies         Schedule keports         Schedule keports				
In the reports area: add, edit of copy reports for the Report Set.				
Daily Report Set Description: Matthew Weekly Reports				
월 Consolidate Distribution? Frequency Distribution	Distribution			
General Ledger • Yes - Will generate a single distribution for all of the Frequency: Monthly Frequency: Monthly				
Check Writer     No - Will generate multiple distributions; one for each of     Start Date:     D5/01/2019 V     Email Subject				
Cash Management End Date: 05/01/2020 () V				
P Financial Wizard Email Addresses Email Body				
Forecast matthew.raines@m3as.com Run Time: 04:25 PM ±				
Time Zone: Eastern Time				
ConTrack Reports				
Import Export Utility				
Report Description Module Report Sub-Report Range / File Pattern I	File Type Email Distribution			
Test File Name     General Ledger     Detailed Activity     Year-to-Date (Through <eid></eid>	Excel			
Copy 1 of Test File Na General Ledger Detailed Activity Year-to-Date (Through <eid></eid>	Excel			
	2			
k ← 1 of 2 ▶ K First: ∇				
	Add Edit Copy Remove			

## **Delete Scheduled Report Sets**

To delete a **Scheduled Report Set**, from the main screen, the user can click on the desired **Scheduled Report Set** then click on **Delete**.



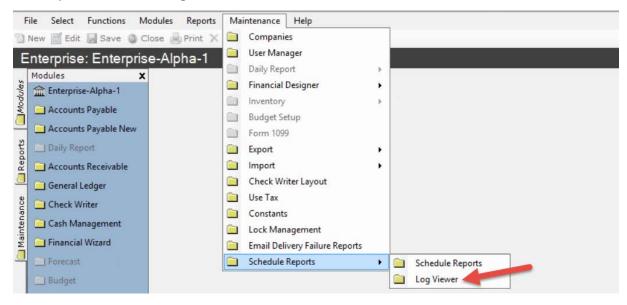
Ľ	File Select Functions Modules Reports Maintenance Help								
2	) New 🗹 Edit 🔜 Save 🍓 Close 💩 Print 🗙 Delete 🏤 Copy 🖄 Cancel								
	Enterprise: Enterpri	se-Alpha-1 💘							
s	Modules 🗙	Companies Schedul Reports X							
hapo	Modules X for Enterprise-Alpha-1 Accounts Payable	reduled Report Sets 0							
ž	Accounts Payable	id below lists the Report Sets which have open created. New creates a new set. Edit will allow modification of an existing set.							
_	Daily Report	Select one and click Execute Now to run immediately.							
orts	Accounts Receivable	Report Set Description: Matthew Weekly Reports Execute Now							
Rep	📃 General Ledger								
_	🔁 Check Writer								
anc	📃 Cash Management	Scheduled Reports							
Iten	📃 Financial Wizard	Description / Report(s) Included Frequency Group/Company/Property Last Run Date Last Run By Next Scheduled Run							
Mai	Forecast	Matthew Weekly Re Copy 1 of Test File Name in Monthly Matthew - Test Group in 4/30/2019 9:25:00 P							
_	🚞 Budget								
	ConTrack								
	📃 Import Export Utility								
	inventory								



## **Scheduled Report Log Viewer**

Log Viewer will display information of a report set's run. The information will include the date/time of the completed run, the status of the run (whether it was successful or if the report run failed) and the user who created the report set.

To access the **Scheduled Reports' Log Viewer**, found under **Maintenance**, the user can access from any level in **Accounting Core**.



		Date:	4/30/2019	1:01:05 PM			
		Report Set Description: Status:		distribution group			
	Ke			distribution group			
		Created By:	ak4-Lisa		View Log		
			Sched	uled Reports Log			
Date 🗸	Report Set Description	Group/Compa	ny/Property	Report	Stage	Status	Created By
4/30/2019 1:01:05 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:57 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:51 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:49 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:44 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:42 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:42 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:42 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:35 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
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4/30/2019 1:00:34 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:34 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:34 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:28 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:28 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:28 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:27 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:27 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:24 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:22 PM	Test single distribution group	(MT) All Extend	led Stay	Group single distribution	Execution of report for	Success	ak4-Lisa



## **Common Questions & Answers**

While using **Scheduled Reports**, a user may have several questions. At any point, please reach out to our support team via help.m3as.com with any questions/concerns.

## Why can't I see an Email from my Report Set?

	uled Reports X								
Report Set Setup									
Screen allows for creation			nen define the	e range, frequen	cy and email subject.				
In the reports area: add, e		e Report Set.							
Report Set Description:	Matthew Weekly Reports					Active			
Consolidate Distribution?		Fre	quency			Distribution			
Yes - Will generate a si	the	Frequency: Monthly			Email Distribution	n			
• entities selected.					Empil Cubingt				
$\bigcirc$ No - Will generate multiple distributions; one for each of $\bigcirc$ the entities selected.			Start Date: 05/01/2019 🔷 🗸			Email Subject			
		End Date: 05/01/2020 🗘 🗸			<ename></ename>				
Email Addresses					Email Body				
matthew.raines@m3as.com			Run Time: 09:25 PM ÷						
			Time 7.4	e: Eastern Tim	e 🗸				
			Time Zon	e: Lascent titt	<u>د</u>				
Reports									
	1			-	1	1			
Report Description	Module	Report		Sub-Report	Range	File Pattern	File Type	Email Distribution	
Copy 1 of Test File Na	General Ledger	Detailed	Activity		Year-to-Date (Through	<eid></eid>	Excel		
Test File Name	General Ledger	Detailed	Activity		Year-to-Date (Through	<eid></eid>	Excel		
Levil College E	. I Dete line								
Verify if the E	nd Date has	passed							
	uled Reports 🛛 👋								
Report Set Setup									
Screen allows for creation	of a Report Set. Add a up	aique description t	en define the	a range frequen	cy and email subject				
In the reports area: add, e			ien denne un	ange, nequen	cy and email subject.				
Report Set Description:		e Report bett				Active			
Consolidate Distribution?			quency			Distribution			
Yes - Will generate a si ● entities selected.	ingle distribution for all of	the	Frequency	y: Monthly	¥	Email Distribution	n		
No - Will generate mult	tiple distributions; one for	each of	Start Date: 05/01/2019			Email Subject			
the entities selected.	uple distributions, one for	each of				-			
	the entities selected.					<ename></ename>			
		End Date	e: 05/01/20	20 1 2					
Email Addresses		L	End Date			Email Body			
Email Addresses matthew.raines@m3as.c	com		End Date			Email Body			
	com		Run Tim	e: 09:25 PM		Email Body			
	com		Run Tim	_		Email Body			
matthew.raines@m3as.c	com		Run Tim	e: 09:25 PM		Email Body			
	com		Run Tim	e: 09:25 PM		Email Body			
matthew.raines@m3as.c			Run Tim	e: 09:25 PM					
matthew.raines@m3as.c	com Module	Report	Run Tim	e: 09:25 PM		Email Body	File Type	Email Distribution	
matthew.raines@m3as.c	Module	Report	Run Time Time Zon	e: 09:25 PM	e V	File Pattern	File Type Excel	Email Distribution	
Reports Report Description Copy 1 of Test File Na	Module General Ledger	Detailed	Run Time Time Zon Activity	e: 09:25 PM	e v Range Year-to-Date (Through	File Pattern <eid></eid>		Email Distribution	
Reports Report Description Copy 1 of Test File Name	Module General Ledger General Ledger	Detailed Detailed	Run Time Time Zon Activity Activity	e: 09:25 PM	e v	File Pattern <eid></eid>	Excel	Email Distribution	
Reports Report Description Copy 1 of Test File Name	Module General Ledger General Ledger	Detailed Detailed	Run Time Time Zon Activity Activity	e: 09:25 PM	e v Range Year-to-Date (Through	File Pattern <eid></eid>	Excel	Email Distribution	
Reports Report Description Copy 1 of Test File Na ▶ Test File Name Verify if the R	Module General Ledger General Ledger eport Set is /	Detailed Detailed	Run Time Time Zon Activity Activity	e: 09:25 PM	e v Range Year-to-Date (Through	File Pattern <eid></eid>	Excel	Email Distribution	
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Reports Report Description Copy 1 of Test File Name Companies Comp	Module General Ledger General Ledger eport Set is / Jed Reports × of a Report Set. Add a un edit or copy reports for the Matthew Weekly Reports ingle distribution for all of tiple distributions; one for	Detailed Detailed Active or iique description the e Report Set. Fre	Run Time Time Zon Activity Activity NOT quency Frequency Start Dat	e: 09:25 PM = e: Eastern Tim Sub-Report e range, frequen y: Monthly e: 05/01/20 e: 05/01/20	Range Range Year-to-Date (Through Year-to-Date (Through Year-to-Date (Through Year-to-Date (Through	File Pattern <eid> <eid></eid></eid>	Excel Excel	Email Distribution	
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Reports Report Description Copy 1 of Test File Name Companies Comp	Module General Ledger General Ledger eport Set is / Jed Reports × of a Report Set. Add a un edit or copy reports for the Matthew Weekly Reports ingle distribution for all of tiple distributions; one for	Detailed Detailed Active or iique description the e Report Set. Fre	Run Time Time Zon Activity Activity NOt even define the quency Frequence Start Date End Date Run Time	e: 09:25 PM = e: Eastern Tim Sub-Report e range, frequen y: Monthly e: 05/01/20 e: 05/01/20	e v	File Pattern <eid> <eid></eid></eid>	Excel Excel	Email Distribution	
Reports Report Description Copy 1 of Test File Name Companies Comp	Module General Ledger General Ledger eport Set is / Jed Reports × of a Report Set. Add a un edit or copy reports for the Matthew Weekly Reports ingle distribution for all of tiple distributions; one for	Detailed Detailed Active or iique description the e Report Set. Fre	Run Time Time Zon Activity Activity NOt even define the quency Frequence Start Date End Date Run Time	e: 09:25 PM = e: Eastern Tim Sub-Report e range, frequen y: Monthly e: 05/01/20 e: 09:25 PM =	e v	File Pattern <eid> <eid></eid></eid>	Excel Excel	Email Distribution	
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matthew.raines@m3as.c Reports Report Description Copy 1 of Test File Na Test File Name Verify if the R Companies Screen allows for creation In the reports are: add, a Report Set Setup Screen allows for creation In the reports are: add, add Report Set Description: Consolidate Distribution? Yes - Will generate as entities selected. No - Will generate mult on o - Will generate mult No - Will generate mult No - Will generate mult Screen Addresses matthew.raines@m3as.c	Module General Ledger General Ledger eport Set is / Jed Reports × of a Report Set. Add a un edit or copy reports for the Matthew Weekly Reports ingle distribution for all of tiple distributions; one for	Detailed Detailed Active or iique description the e Report Set. Fre	Run Time Time Zon Activity Activity NOt even define the quency Frequence Start Date End Date Run Time	e: 09:25 PM = e: Eastern Tim Sub-Report e range, frequen y: Monthly e: 05/01/20 e: 09:25 PM =	e v	File Pattern <eid> <eid></eid></eid>	Excel Excel	Email Distribution	
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Verify Email is correct



Companies / Scheduled Reports ×										
Report Set Setup Screen allows for creation of a Report Set. In the reports area: add, edit or copy repor		n define the range, frequency	and email subject.							
Report Set Description: Matthew Weekly R	Reports		Active							
Consolidate Distribution?	Consolidate Distribution? Frequency					Distribution				
Yes - Will generate a single distribution ${}^{\scriptsize \bullet}$ entities selected.	Yes - Will generate a single distribution for all of the Frequency: Monthly ▼			Email Distribution						
$\rm No$ - Will generate multiple distributions; one for each of the entities selected.		Start Date: 05/01/2019		Email Subject						
				<ename></ename>						
Email Addresses		End Date: 05/01/2020		Email Body						
matthew.raines@m3as.com Run Time: 09:25 PM ÷										
Time Zone: Eastern Time										
Reports										
Report Description Module	Report	Sub-Report	Range 🗠	File Pattern	File Type	Email Distribution				
Copy 1 of Test File Na General Ledg	ger Detailed A	ctivity	Year-to-Date (Through	<eid></eid>	Excel					
Test File Name General Ledg	ger Detailed A	ctivity	Year-to-Date (Through	<eid></eid>	Excel					

#### Why hasn't the Email come in yet?

• Verify time sent for the email

Companies X Schedule	d Reports									
	f a Report Set. Add a unique de it or copy reports for the Repor		e range, frequency	and email subject.						
Report Set Description: Ma	tthew Weekly Reports			Active						
Consolidate Distribution?	Consolidate Distribution?					Distribution				
Yes - Will generate a single distribution for all of the $\odot$ entities selected.		Frequenc	quency: Monthly		Email Distribution					
No - Will generate multiple distributions; one for each of the entities selected.		Start Dat	Start Date:         05/01/2019 ↓           End Date:         05/01/2020 ↓			Email Subject <pre></pre> <pre></pre> <pre>CeName&gt;</pre> <pre>Email Body</pre>				
		End Dat								
matthew.raines@m3as.com Run Time: 09:25 PM +										
т			Time Zone: Eastern Time							
Reports										
Report Description	Module	Report	Sub-Report	Range 🛛 🕹	File Pattern	File Type	Email Distribution			
Copy 1 of Test File Na	General Ledger	Detailed Activity		Year-to-Date (Through	<eid></eid>	Excel				
Test File Name	General Ledger	Detailed Activity		Year-to-Date (Through	<eid></eid>	Excel				

• Verify size of Reports in the Report Set

Scheduled Reports Cop Viewer Koport Set Setup Screen allows for creation of a Report Set. Add a unique desc in the reports area: add, edit or copy reports for the Report S		range, frequency a	ind email subject.							
Report Set Description: 00 - Matthew Test		Active								
Consolidate Distribution?	solidate Distribution? Frequency									
Yes - Will generate a single distribution for all of the ○ entities selected.	Yes - Will generate a single distribution for all of the Prequency: Monthly			✓ Email Distribution						
No - Will generate multiple distributions; one for each of	Start Date: 05/26/2019 🝾 🗸			Email Subject						
• the entities selected.				Test Reports 1 - TB Balance						
Email Addresses	End Date: 04/26/2020 🗘 🗸			Email Body						
	Run Time: 01:45 PM ÷				Good Morning,					
	Time Zone:	Time Zone: Eastern Time		Please see the attached Reports.			•			
Reports										
					_					
Report Description Module	Report	Sub-Report	Range		File Pattern	File Type	Email Distribution			
Test 123     General Ledger	Activity Report		Year-to-Date (Thro	ugh	<ename></ename>	Excel				
TB Test 1 General Ledger	Trial Balance - Exte		Year-to-Date (Thro	ugh	MЗ	Excel	matthew.raines@m3as.co			

- The Process time required to run the all reports in the report set will take longer if more reports are added to the Report Set. For example, the process time will be longer for a Report Set with 20 reports than a Report Set with 2 reports (above).
- The Number of Entities included in the Report Set will also increase the process time required to run all reports in the Report Set. For example, the process time will be longer for a Report Set with 20 entities than a Report Set with 2 entities.



• The file size will also increase based on the number of entities in the Report Set. For example, the file size will be larger for a Report Set with 20 entities than a Report Set with 2 entities.

#### My users can't ....?

#### SEE SCHEDULED REPORTS MODULE?

• Verify Role access. Need Use Role to see the module



#### **RUN CERTAIN REPORT SETS?**

Verify Role access. Need Use Role and Execute Now Role



## CREATE REPORT SETS, BUT CAN SEE THEM?

• Verify Role access. Need Use Role and Edit and Save Role.

